FAX Option Type 270

FACSIMILE REFERENCE (option)

ZAAH010E

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 270 OPERATING INSTRUCTIONS

Available Options

- Fax Function Upgrade Unit (Fax Function Upgrade Type 185)
- Expansion Memory (32MB: DIMM)
- ISDN Unit (ISDN Option Type 270)
- Extra G3 Interface Unit (G3 Interface Unit Type 270)

Supplies

- Marker Ink (Marker Type 30)

$\mathsf{C}\,\mathsf{E}$

Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC."

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.

CE 0682 X

The equipment has been approved in accordance with Council Decision 98/482/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point. In the event of problems, you should contact your equipment supplier in the first instance.

98/482/EC:

* Council Decision of 20 July 1998 on a common technical regulation for the requirements for connection to the analogue public switched telephone networks (PSTNs) of terminal equipment (excluding terminal equipment supporting the voice telephony justified case service) in which network addressing, if provided, is by means of dual tone multi-frequency (DTMF) signaling.

Network compatibility declaration for the EU.

This Fax Option is designed to work in all EU countries by changing software switch settings. Please contact your service representative if an option is moved to other countries.

CE168X

"The ISDN kit complies with the requirements of Commission Decision 94/797/EC"
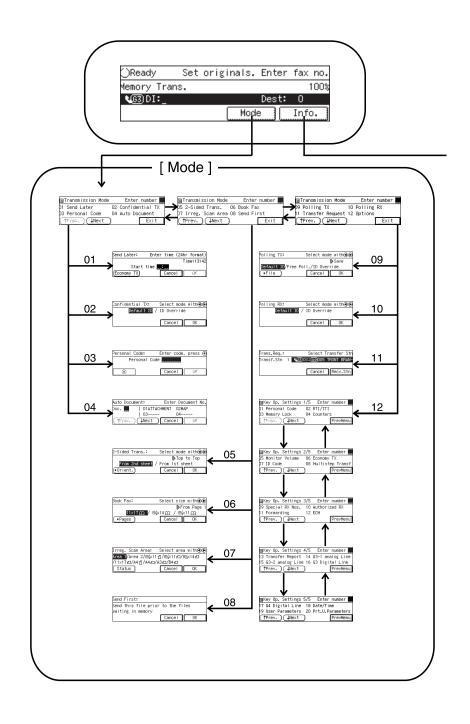
 94/797/EC:

Commission Decision of 18 November 1994 on a common technical regulation for the pan-European integrated services digital network (ISDN) basic access.
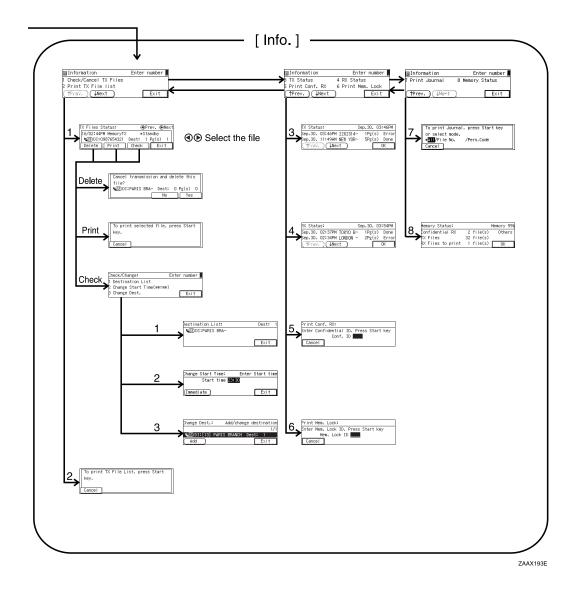
Direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

🖉 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.

FUNCTION MAP

○Ready   Set originals. Enter fax no.
Memory Trans.   100%
☎G3 DI:_   Dest: 0
Mode   Info.

[Mode]

▤Transmission Mode   Enter number ▤
01 Send Later   02 Confidential TX
03 Personal Code   04 Auto Document
↑Prev. ↓Next   Exit

▤Transmission Mode   Enter number ▤
05 2-Sided Trans.   06 Book Fax
07 Irreg. Scan Area 08 Send First
↑Prev. ↓Next   Exit

▤Transmission Mode   Enter number ▤
09 Polling TX   10 Polling RX
11 Transfer Request 12 Options
↑Prev. ↓Next   Exit

01
Send Later: Enter time (24hr format)
                        Time:13:42
Start time ▮ ▮
Economy TX   Cancel   OK

02
Confidential TX: Select mode with◀▶
Default ID / ID Override
            Cancel   OK

03
Personal Code: Enter code, press ◉
Personal Code ▭▭▭▭▭▭
◉   Cancel   OK

04
Auto Document: Enter Document No.
Doc. ▮   01ATTACHMENT 02MAP
      | 03----- 04-----
↑Prev. ↓Next Cancel   OK

05
2-Sided Trans.:   Select mode with◀▶
            ▶Top to Top
From 2nd sheet / From 1st sheet
◆Orient.   Cancel   OK

06
Book Fax: Select size with◀▶
            ▶From Page 1
11x17▯▯ / 8½x14▯▯ / 8½x11▯▯
◆Pages   Cancel   OK

07
Irreg. Scan Area: Select area with◀▶
Area 1/Area 2/8½x11▯/8½x11▯/8½x14▯
/11x17▯/A4▯/A4▯/A3▯/B4▯
Status   Cancel   OK

08
Send First:
Send this file prior to the files
waiting in memory
            Cancel   OK

09
Polling TX: Select mode with◀▶
            ▶Save
Default ID/Free Poll./ID Override
◆File   Cancel   OK

10
Polling RX: Select mode with◀▶
Default ID / ID Override
            Cancel   OK

11
Trans.Req.:   Select Transfer Stn
Transf.Stn 1 ☎G3 DI:▭▭005 TRONT BRAN▮
            Cancel   Recv.Stn

12
▤Key Op. Settings 1/5   Enter number ▤
01 Personal Code   02 RTI/TTI
03 Memory Lock   04 Counters
↑Prev. ↓Next   PrevMenu

▤Key Op. Settings 2/5   Enter number ▤
05 Monitor Volume   06 Economy TX
07 ID Code   08 Multistep Transf
↑Prev. ↓Next   PrevMenu

▤Key Op. Settings 3/5   Enter number ▤
09 Special RX Nos. 10 Authorized RX
11 Forwarding   12 ECM
↑Prev. ↓Next   PrevMenu

▤Key Op. Settings 4/5   Enter number ▤
13 Transfer Report   14 G3-1 analog Line
15 G3-2 analog Line 16 G3 Digital Line
↑Prev. ↓Next   PrevMenu

▤Key Op. Settings 5/5   Enter number ▤
17 G4 Digital Line   18 Date/Time
19 User Parameters 20 Prt.U.Parameters
↑Prev. ↓Next   PrevMenu

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

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

Information   Enter number
7 Print Journal   8 Memory Status
↑Prev. ↓Next   Exit

1 — TX Files Status: ◀Prev. ▶Next
16/02:44PM MemoryTX ▶Standby
DI:0987654321 Dest: 1 Pg(s) 1
Delete Print Check Exit

◀▶ Select the file

Delete — Cancel transmission and delete this file?
DI:PARIS BRA~ Dest: 0 Pg(s) 0
No Yes

Print — To print selected file, press Start key.
Cancel

Check — Check/Change: Enter number
1 Destination List
2 Change Start Time(##:##)
3 Change Dest. Exit

1 — Destination List: Dest: 1
DI:PARIS BRA~
Exit

2 — Change Start Time: Enter Start time
Start time 23:30
Immediate Exit

3 — Change Dest.: Add/change destination 1/1
DI:(13) PARIS BRANCH Dest: 1
Add Exit

2 — To print TX File List, press Start key.
Cancel

3 — TX Status: Sep.30. 03:46PM
Sep.30. 03:46PM 2262314~ 1Pg(s) Error
Sep.30. 11:49AM NEW YOR~ 5Pg(s) Done
↑Prev. ↓Next OK

4 — RX Status: Sep.30. 03:54PM
Sep.30. 02:37PM TOKYO B~ 1Pg(s) Done
Sep.30. 02:34PM LONDON ~ 2Pg(s) Error
↑Prev. ↓Next OK

5 — Print Conf. RX:
Enter Confidential ID. Press Start key
Conf. ID
Cancel

6 — Print Mem. Lock:
Enter Mem. Lock ID. Press Start key
Mem. Lock ID
Cancel

7 — To print Journal, press Start key or select mode.
▶All/File No. /Pers.Code
Cancel

8 — Memory Status: Memory 99%
Confidential RX 2 file(s) Others
TX Files 32 file(s)
RX Files to print 1 file(s) OK

ZAAX193E

iii

TABLE OF CONTENTS

1. Getting Started

2. Sending a Fax Message

3. Receiving a Fax Message

4. Advanced Transmission Features

5. Communication Information

6. Troubleshooting

7. Facsimile User Tools

8. Entering Text

9. Maintaining Your Machine

10.Appendix

X

1. Getting Started

GUIDE TO COMPONENTS

Front View

ZAAH100E

1. Document Feeder (ARDF)/Platen Cover

Holds a document stack of up to 50 sheets which are fed automatically one at a time. Place documents face up here.

2. Exposure Glass

Place the original face down aligning its upper left corner with the reference mark at the upper left corner of the exposure glass. Close the platen cover when you set a document on the exposure glass.

3. Internal Tray

By default received fax messages are delivered here. Other trays can be selected for prints or copies.

See "Changing the Machine's Settings" in the System Settings manual.

4. Main Power Switch

Do not touch this switch. This switch should be only used by a service representative.

✎ **Note**

❒ If the Operation switch is on and there is still no power, turn on the **Main Power** switch.

❒ If you leave the **Main Power** switch off for more than about an hour, all files in memory are lost.
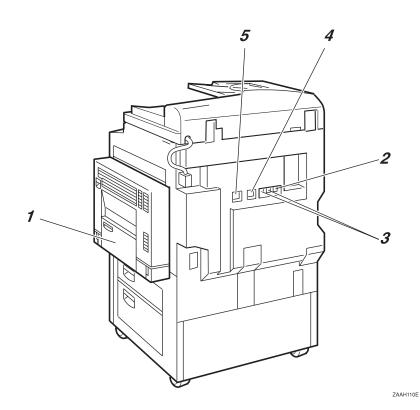
5. **Operation Switch**

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).⇒ P.7 *"Turning On The Power"*, P.12 *"Auto Fax Reception Power-up"*, P.121 *"WHEN POWER IS TURNED OFF OR FAILS"*

6. **Internal Tray 2 (option)**

You can chose to have prints or copies delivered here.

Rear View

ZAAH110E

1. **Bypass Tray**
Select this tray for non-standard size paper.
See P.19 *"HOW TO SET AN ORIGINAL"* in the Copy Reference manual.
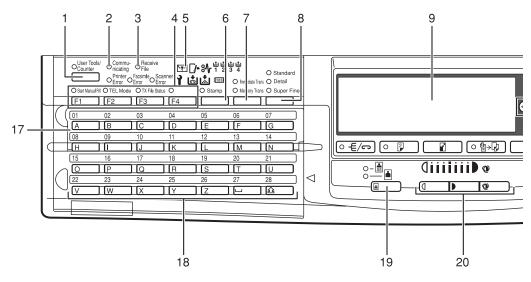
2. **Analog Line Connector**

3. **External Telephone Connector**

4. **Optional extra G3 Interface Unit Connector**

5. **ISDN Line Connector** ⇒ **P.220** *"Connecting the Machine to the ISDN"*

OPERATION PANEL

1. 【User Tools/Counter】 key

Press to enter User Tools mode. These tools allow you to customize the default settings.

2. Communicating Indicator

Lights during transmission or reception.

3. Receive File Indicator

Lights to tell you a message has been received into memory.

Note that this indicator does not inform you of a Confidential reception.

4. User Function keys

Each of these can be programmed for rapid access to frequently used features.

❖ Features Programmed by Default

Key	Standard	With the ISDN Unit or Extra G3 Unit options
F1	Start Manual RX	←
F2	TEL Mode	←
F3	Transmission Result Display	←
F4	-	Line Selection

5. Confidential File Indicator

Blinks when a Memory Lock file has been stored in memory.

Lights when a message has been received into memory with Confidential Reception. ⇒ P.109 "*PRINTING A CONFIDENTIAL MESSAGE*"

6. Stamp key

Press this key before sending a fax to have a mark stamped on the scanned document.

7. Transmission Mode key

Press the key to toggle between Memory Transmission (**Memory Trans.**) and Immediate Transmission (**Immediate Trans.**) modes.

8. Resolution key
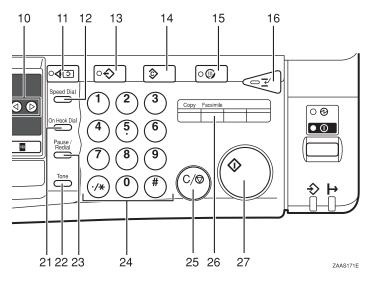
Press to switch between **Standard**, **Detail** and **Super Fine** (optional Expansion Memory required).

9. LCD display

This guides you through tasks and informs you of the machine status. Messages appear here.

10. ◁ ▷ keys

Press to move the cursor or select functions.

1

ZAAS171E

11. 【Check Modes】 key

Press this key before pressing the 【Start】 key to check the settings selected for the fax about to be sent.

12. 【Speed Dial】 key

Press to select a Speed Dial.

13. 【Program】 key

This key is used in Copy operation mode.

14. 【Clear Modes】 key

Cancels the current settings and returns the machine to standby mode.

15. 【Energy Saver】 key

Hold down for more than a second to enter Energy Saver mode.

16. 【Interrupt】 key

Interrupts the current fax operation to start copying.

17. Quick Dial Flip Plate

Flip this plate down to access Quick Dial keys 01 through 28, flip up to access keys 29 through 56.

18. Quick Dial keys

Use to dial numbers at a single touch or to enter letters and symbols. Also use for the Group Dial, Keystroke Program features.

19. 【Original Type】 key

Use when sending a halftone image such as a photograph or a color original.

20. 【Lighter】 and 【Darker】 keys and 【Auto Image Density】 key

Press this key to adjust the image density of the scanned image.

21. 【On Hook Dial】 key

Use to dial a number from the numeric keypad without having to lift the handset.

22. 【Tone】 key

Press to send tonal signals down a pulse dialing line.

23. 【Pause/Redial】 key

Pause:

Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit.

Redial:

Press to redial one of the last ten numbers.

24. Number keys

Use to dial fax numbers or enter the number of copies.

5

25. 【Clear/Stop】 **key**

Clear:

Deletes one character or digit.

Stop:

Interrupts the current operation (transmission, scanning, copying or printing).

26. 【Facsimile】 **key**

Press to switch to Facsimile mode.

27. 【Start】 **key**

Press to start all tasks.

STARTING THE MACHINE

To start the machine, turn on the operation switch.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "08. Energy Saver Timer", "09. Auto Off Timer" in the System Settings manual.

☼Power switches

This machine has two power switches: See P.1 *"GUIDE TO COMPONENTS"*

❖ **Operation switch**

Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

❖ **Main power switch**

Do not touch the **Main Power** switch. It should be used only by a service representative when the optional fax unit is installed.

Important

❒ If you leave the **Main Power** switch off for more than one hour, all fax files in memory are lost. See "Turning Off The Power" below.

Turning On The Power
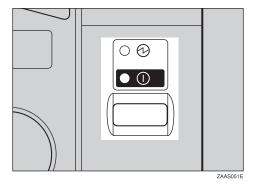
A Make sure that the power cord is plugged into the wall outlet firmly and the Main Power switch is on.

B Turn on the operation switch. The On indicator should light.

The panel display will turn on.
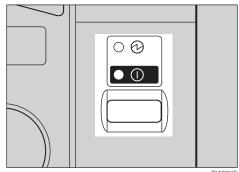
ZAAS051E

Note

❒ If nothing happens when you turn on the operation switch, make sure the **Main Power** switch is turned on.

Turning Off The Power

A Turn off the operation switch. The On indicator will go out.
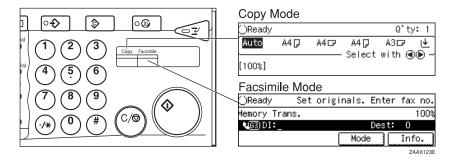
ZAAS051E

⚠️**Important**

❒ Before you unplug the power cord, make sure that the display in Facsimile mode indicates that the remaining memory space is 100%.

❒ Fax files stored in memory will be lost an hour after you turn the **Main Power** switch off or you unplug the power cord. ⇒ P.121 *"WHEN POWER IS TURNED OFF OR FAILS"*

SWITCHING BETWEEN COPY MODE AND FACSIMILE MODE

You can use this machine both as a fax machine and a copier. Ordinarily when you turn on the power switch, the copier screen is shown and you are ready to make copies. When you wish to use fax functions, press the **【Facsimile】** key on the right of the operation panel.

ZAAX123E

Limitation

❒ You cannot switch modes under the following circumstances:

- While scanning in a fax
- During Immediate Transmission
- While editing the System Settings
- During Interrupt Copying
- While using On-hook Dial
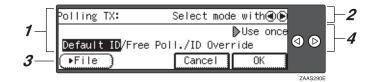
READING THE DISPLAY

The display tells you the machine status and guides you through operations.

🖉 Note

❒ Functions that have been selected are hilighted (e.g. A3▥). Keys that you can not select are shown with a dashed outline (e.g. ⌐↑Prev.⌐).

❒ All procedures in this manual assume you are in Facsimile mode. By default, when you turn the machine on it is in Copy mode. Press the 【Facsimile】 key change to Facsimile mode. You can have the machine start in Facsimile mode. See "Changing the Machine's Settings" in the System Settings manual.

Reading the Display Panel and Using Keys

ZAAS290E

1. **Display for the currently selected function.**

2. **Machine status and messages.**

3. **Press these keys to navigate menu screens and confirm or cancel selections.**

4. **Press to select an item from a selection. The currently selected item is hilighted.**

🖉 Note

❒ Press ◁ to select the item one place to the left.

❒ Press ▷ to select the item one place to the right.

Standby Display

While the machine is in standby mode (immediately after it is turned on or after the 【Clear Modes】 key is pressed), the following the display is shown.

❖ **Memory Transmission**

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

❖ **Immediate Transmission**

```
◯Ready    Set originals. Enter fax no.
Immediate TX                       100%
☏63 DI:_                    Dest:  0
                          Mode    Info.
```

📝 Note

❒ To return the machine to standby mode, do one of the following:

- If you have set an original and are in the sending process, remove the original.

- If you have not set an original and are in the sending process, press the 【Clear Modes】 key.

- If you are in User Tools mode, press the 【User Tools/Counter】 key.

Communication Display

While the machine is communicating the status is displayed.

❖ **Display during Memory Transmission or Memory Reception:**

```
PARIS BRANCH           A4->A4 P.002
◯Ready    Set originals. Enter fax no.
☏63 DI:_                    Dest:  0
                          Mode    Info.
```

📝 Note

❒ Even when the machine is sending or receiving a fax message from/into memory, you can still scan the next original into memory. ⇒ P.12 *"Dual Access"*

❖ **Immediate Transmission:**

```
Transmitting              Page   0
                          Memory100%
☏63 DI:217
     *Press Stop key to cancel TX
```
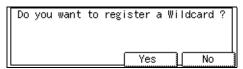
Display Prompts

Depending on the situation, the machine will show various prompts on the display.
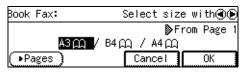
❖ **Instructions and Requests**

```
Send Later:     Enter time (24hr format)
                              Time:13:42
         Start time  ▮ :▮
 (Economy TX)          Cancel      OK
```

❖ **Questions**

```
 Do you want to register a Wildcard ?

                       Yes      No
```

❖ **Selections**

```
Book Fax:           Select size with◀▶
                            ▷From Page 1
         A3▢ / B4▢ / A4▢
 (▶Pages )             Cancel      OK
```

❖ **Status**

```
Dialling                  Page   0
                          Memory100%
☏63 DI:[56] PARIS OFFICE
     *Press Stop key to cancel TX
```

USEFUL 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 through 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.206 *"Changing the User Parameters"*

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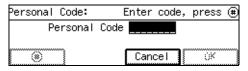
Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

Personal Code Access
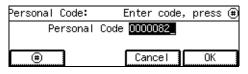
The machine can be set up so that nobody can use it without entering a personal code. This prevents unauthorized people from sending fax messages and can be used to track fax machine use by giving a personal code to each user.

🖉 Note

❒ You can store up to 20 personal codes (up to 50 with optional Fax Function Upgrade Unit installed).

❒ Register personal codes and turn Personal Code Access on. The default setting is off. ⇒ P.164 *"Registering Personal Codes"*, P.167 *"Personal Code Access"*

❒ Even if Restricted Access is enabled, the machine can receive and print a fax message.

A **If Personal Code Access is turned on, the following display appears:**

```
Personal Code:      Enter code, press ⊛
        Personal Code ▮▮▮▮▮▮▮▮

    ⊛              Cancel    OK
```

B **Enter a personal code (8 digit number) using the number keys, and press [#].**

```
Personal Code:      Enter code, press ⊛
        Personal Code 0000082_

    ⊛              Cancel    OK
```

🖉 Note

❒ If a user enters a personal code that is not registered, the machine returns to step **A**.

Checking Settings (Check Modes)

Follow the steps below to view the destinations and functions selected so far.

A Press the【Check Modes】key.

ZAAS101E

B When you have finished checking the settings, press the【Check Modes】key to return to the previous display.

```
▓Check Modes              Dest:  0
Send Later 23:00   Conf.TX: Default ID
2-Sided Trans.
                             Exit
```

Transmission with Image Rotation

For most purposes, set A4/LT originals in the lengthwise direction (▱). If you set an A4/LT original in the sideways direction (▯), the image will be sent rotated by 90°. Providing the receiver has A4/LT lengthwise 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.

Simultaneous Broadcast

The optional ISDN Unit or optional extra G3 Interface Unit is required.

The Standard Broadcast feature sends faxes one at a time to multiple destinations in the order that you specified the destination numbers.

The Simultaneous Broadcast feature, however, can send faxes two at a time to multiple destinations by transmitting simultaneously over different lines.

This results in a shorter overall transmission time.

📝 Note
❒ This feature can use a maximum of 2 lines simultaneously.
❒ When using the optional extra G3 Interface Unit, if you set the line selection to "G3 Auto Select" beforehand, the machine will use whichever G3 line is not busy thereby increasing efficiency.

13

Multi-port

When the optional ISDN Unit or optional extra G3 Interface Unit is installed, communications can take place simultaneously through two lines at once.

Option	Available Line Types	Available Protocol Combinations
Without option	PSTN	G3
Extra G3 Interface Unit	PSTN+PSTN	G3+G3
ISDN Unit	PSTN+ISDN	G3+G4 or G3 (ISDN)+G4
	ISDN	G3 (ISDN)+G4
Extra G3 Interface Unit+ISDN Unit	PSTN+PSTN +ISDN	G3+G3 or G3+G4
	PSTN+ISDN	G3+G4 or G3 (ISDN)+G3 or G3 (ISDN)+G4

🖉 Note

❒ A maximum of 2 communications can take place simultaneously.

❒ You cannot perform 2 Immediate Transmissions simultaneously.

❒ If two fax messages are received simultaneously, they cannot be printed out at the same time.

❒ If two communications are in progress, the display indicates the first communication that was initiated.

❒ You can choose to have messages received on a specified line printed using paper from optional Internal Tray 2. See the System Settings manual for details.

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 1,200mm long) 8"×5$^1/_2$" ▯ to 11"×47" (DLT) ▯	50 sheets (80g/m^2, 20lb)	40–128g/m^2 (35–110kg, 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)

Originals Unsuitable for the Document Feeder (ARDF)

Do not set the following types of originals in the Document Feeder (ARDF) because they may be damaged. Place them on the exposure glass instead.

- Originals of sizes other than those specified in the previous table
- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight (see table above)
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

Original Sizes Difficult to Detect

The machine finds it difficult to detect the size of the following kinds of originals. If this happens, the receiving machine may not select print paper of the correct size. ⇒ P.18 *"If the Machine Cannot Detect the Size of Your Original"*

- Documents set on the exposure glass of sizes other than those listed in the table below
- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges
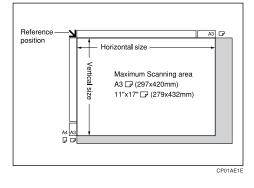
The following paper sizes are automatically detected in Facsimile mode.

❖ **Metric Version**
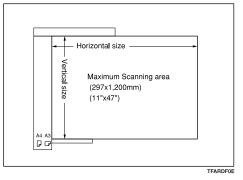
Paper size Where original is placed	A3 �331;, 8"$^1/_2$"×13" (F4)	B4 ⊐	A4 ⫿ ⊐	B5 ⫿ ⊐	A5 ⫿⊐
Exposure Glass	O	O	O	O	×
Document Feeder (AR-DF)	O	O	O	O	O

Paper Size and Scanned Area

❖ **Exposure Glass**

CP01AE1E

❖ **Document Feeder (ARDF)**

TFARDF0E

💡 **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 the DLT/A3 area 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. ⇒ P.97 *"Auto Reduction"*

❒ The machine detects paper sizes in the following ways.

- When you set an original in the Document Feeder (ARDF), an original wider than about 230mm is scanned as A4 size.
  An original narrower than about 263mm will be sent as B4 size wide or A3 size.
  Originals narrower than 190mm will be sent as A4 size.
  Originals up to 1,200mm in length can be scanned.
  Widths between 227 and 228mm cannot be identified correctly as widths of A4 or B4 size.

- 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.85 *"CHOOSING THE AREA TO BE SCANNED YOURSELF (IRREGULAR SCAN AREA)"*.

		Length				
		~245mm	245mm~270mm	270mm~319mm	319mm~344mm	344mm~
width	~245mm	not detected	B5 ▭	A4 ▭	$8^1/_2"\times13"$ ▭	$8^1/_2"\times14"$ ▭
	245mm~270mm	B5 ▯	not detected	not detected	not detected	B4 ▭
	270mm~	A4 ▯	not detected	not detected	not detected	A3 ▭
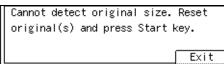
✦ Maximum Scan Area

Memory Transmission/Immediate Transmission

- From the Document Feeder (ARDF): 297×1,200mm (W×L)
- From the exposure glass: 297×432mm (W×L)

If the Machine Cannot Detect the Size of Your Original

If the machine cannot detect the original size, the following display is shown:

```
Cannot detect original size. Reset
original(s) and press Start key.

                         Exit
```

If this happens, carry out the following steps.

A Press [Exit].

B Remove the original and replace it on the exposure glass.

C Press the 【Start】 key to scan the original again.

If the above display appears again, repeat step **A** to **C**.

✎ Note

❒ If the machine still cannot detect the original size, the following display is shown: If this happens, carry out the following steps.

```
Cannot detect original size. Select
size with◁▷ and press Start key.
▸A4 ⬧ / A4 ◺ / B4 ◺ / A3 ◺
```

- Press the ◁ or ▷ key to switch the scan size.
- Press the 【Start】 key again.

HOW TO SET AN ORIGINAL

In this manual an original can mean a single or multiple page document. You can set your originals either in the Document Feeder (ARDF) or on the exposure glass. Some types of originals are unsuitable for the Document Feeder (ARDF) so they must be set on the exposure glass. ⇒ P.15 *"ACCEPTABLE TYPES OF ORIGINALS"*

Which way you place your original depends on its size and whether you are using the Document Feeder (ARDF) or the exposure glass.

🔔 **Limitation**

❒ If you set A5 size documents on the exposure glass, they will not be detected. Set A5 size documents in the ARDF.

📝 **Note**
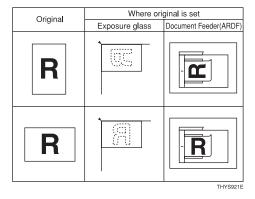
❒ When sending a fax, the image output at the other end depends on the size and direction of paper used in the receiver's terminal. If the receiver does not use paper of the same size and direction as that of the original, the fax image may be output reduced, trimmed at the both edges, or divided into two or more sheets. When sending an important original, we recommend you to ask the receiver about the size and direction of the paper used in their terminal.

❒ When sending an original of an irregular (i.e. non-standard) size or part of a large original, you can specify the scan area precisely. ⇒ P.85 *"CHOOSING THE AREA TO BE SCANNED YOURSELF (IRREGULAR SCAN AREA)"*

❒ You can scan non-standard sized documents as standard sized documents with the Irregular Scan Area feature. When you turn on this feature, the area scanned will be in the specified range regardless of the actual document size. A blank margin will appear or the image will be truncated at the receiving end.
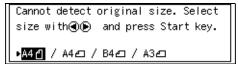
❒ Make sure that all ink, correcting fluid etc., has completely dried before setting your original. If it is still wet, the exposure glass will be marked and those marks will appear on the received image.

❒ If you set an A4 size original in the sideways direction, the machine rotates the image by 90 degrees before sending it. ⇒ P.13 *"Transmission with Image Rotation"*
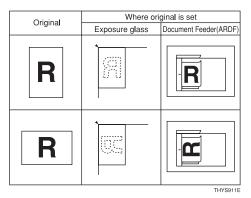
🔍 **Reference**

For how to set 2-sided documents, see P.83 *"BOOK FAX"*.

19

1

Original	Where original is set	
	Exposure glass	Document Feeder(ARDF)
R		
R		

THYS921E

How to set A4, A5 and B5 size originals

Original	Where original is set	
	Exposure glass	Document Feeder(ARDF)
R		
R		

THYS911E
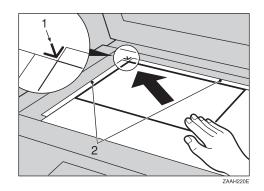
❗ Limitation

❒ A5 size on the exposure glass is not detected. Set A5 size documents in the ARDF.

Setting a Single Original on the Exposure Glass

Set originals that cannot be placed in the Document Feeder (ARDF), such as a book, on the exposure glass one page at a time.

A **Lift the Document Feeder (ARDF) by at least 30 degrees. Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.**

ZAAH220E

1. Reference mark

2. Scale

✎ Note

❒ If you do not raise the Document Feeder (ARDF) by at least 30 degrees, the original size will not be detected.

B **Close the Document Feeder (ARDF).**

✎ Note

❒ When sending a bound original, the received image may contain some black areas. To reduce this effect, hold down the original to prevent its bound part from rising.

Bound Original Page Order

When sending bound originals (books, magazines, etc.), you can choose to have either the left page or right page sent first.

Note

❒ The default setting is Send Left Page first. ⇒ P.206 *"Changing the User Parameters"*

• •

Setting Originals in the Document Feeder (ARDF)

Use the Document Feeder (ARDF) to scan in a stack of originals in one operation. The Document Feeder (ARDF) can handle both single-sided and double-sided originals.

Limitation

❒ The maximum document length is 1,200mm.

❒ Place all the originals to be sent in a single stack.

❒ You cannot set originals in the Document Feeder (ARDF) one page at a time or in sheaves.

❒ Do not open the Document Feeder (ARDF) while it is scanning the originals or your document could be jammed.

Note

❒ If you send the documents longer than 1,200mm, select Long Document mode with the User Parameters. If a jam occurs, the document might be damaged because scanning will not stop.

❒ If an original jams, press the 【Clear/ Stop】 key then remove the original carefully.

❒ If your original is bent or folded, flatten it before you set it.

❒ Set thin originals on the exposure glass.

Reference

For information about the sizes and number of originals that can be placed in the Document Feeder (ARDF), see P.15 *"ACCEPTABLE TYPES OF ORIGINALS"*.
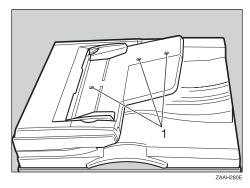
A **Adjust the document guide to match the size of your originals. Align the edges of your originals and stack them in the Document Feeder (ARDF) face up.**

ZAAH040E

1. **Limit mark**

2. **Document guide**

Important

❒ To avoid documents being incorrectly detected by the sensors (1 in the diagram below), do not place any foreign objects on the document feeder or cover it with your hand.

ZAAH280E

WHERE INCOMING MESSAGE ARE DELIVERED—OUTPUT TRAY

To change where incoming messages are delivered, adjust the Output Tray setting in the System Settings.

When the Selected Output Tray Becomes Full

If you install the optional Finisher Unit, the machine automatically detects when the selected Output Tray becomes full. When this happens, a warning will appear on the display and the message will be received using Substitute Reception.

When the Finisher Unit is Installed

You can use the optional Finisher Unit for large capacity paper delivery and sort delivery.

❗ Limitation

❒ If you have selected the optional Finisher Unit as the Output Tray and a copy document longer than 13.3" (340mm) is left in the Finisher Unit, incoming messages are automatically delivered to the Internal Tray.

🖉 Note

❒ If you receive messages larger than 12.9" (330mm) on a regular basis, we recommend that you choose an Output Tray setting other than Internal Tray.

Tray Shift

The optional Finisher Unit is Required.

When the optional Finisher Unit is selected for fax output, you can use the Tray Shift function to have the internal delivery exit move to the left or right whenever a fax or report is printed.

This is useful for separating faxes stacked in the finisher output tray, e.g. if the previous incoming fax was output to the left, the next incoming fax will be output to the right and vice-versa.

🖉 Note

❒ You can turn this feature on or off with the User Parameters. When the machine is shipped, this feature is turned on by default. ⇒ P.206 *"Changing the User Parameters"*

2. Sending a Fax Message

OVERVIEW

Overview

The basic procedure to send a fax message is:

① Make sure the Facsimile indicator is lit

② Set your original

③ Dial the number

④ Press the 【Start】 key

The rest of this section describes these steps and the various features that are available in more detail.

There are two ways to send a fax message:

- Memory Transmission
- Immediate Transmission

Check the indicators on the operation panel to check which mode is currently active and press the Transmission Mode key to toggle between them.

MEMORY TRANSMISSION

2

In Memory Transmission mode, after you press the 【Start】key, the machine doesn't dial the destination until all pages of your fax message have scanned into memory (in contrast with Immediate Transmission, where the number is dialed first and pages are scanned and sent one by one).

Memory Transmission is useful because:

- You can take your original away from the machine without having to wait too long

- While your message is being sent, other people can operate the machine

- You can send the same message to more than one place in a single operation (Broadcasting)

✳️Important

❒ If there is a power failure (**Main Power** switch is off) or the plug is pulled out for more than 1 hour, all the files stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted files. If you turn just the operation switch off, files are not deleted. ⇒ P.121 *"WHEN POWER IS TURNED OFF OR FAILS"*

📍 Limitation

❒ If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

📝 Note

❒ Maximum number of Memory Transmission files: 200 (up to 1,000 files with optional Fax Function Upgrade Unit installed)

❒ Maximum number of destinations per Memory Transmission: 256 (up to 500 destinations with optional Fax Function Upgrade Unit installed)

❒ Combined total number of destinations that can be stored: 300 (up to 2,000 destinations with optional Fax Function Upgrade Unit installed)

❒ The theoretical maximum number of destinations you can enter with the number keys is 100, but this will depend on the amount of memory currently available (1,000 destinations with optional Fax Function Upgrade Unit installed).

❒ The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 160 standard pages (ITU-T #1 chart, Resolution: Standard, photo mode: OFF).

❒ As default, the machine will return to the default transmission mode (Memory Transmission) after every transmission. You can change this so that the current mode is maintained. ⇒ P.206 *"Changing the User Parameters"*

❒ The maximum total number of documents that can be stored in memory is as follows:

- About 400 pages with only the optional Expansion Memory installed

- About 2,400 pages with both the optional Expansion Memory and Fax Function Upgrade Unit installed

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

ZAAS140E

If it isn't, press the 【**Transmission Mode**】 key.

2 **Set the original.**

⚑ **Limitation**

❒ You can send the first pages from the exposure glass then the remaining pages from the Document Feeder (ARDF). After you place the last page on the exposure glass, you have 60 seconds to insert the remaining pages in the Document Feeder (ARDF).

❒ Note that you cannot set pages on the exposure glass after you have started using the Document Feeder (ARDF).

❒ Do not open the Document Feeder (ARDF) while it is scanning in originals.

📝 **Note**

❒ Place the original you want to store in memory on the exposure glass or the Document Feeder (ARDF). To store multiple page originals from the exposure glass, set them page by page.

❒ You can scan half the pages of your original from the exposure glass and the remainder from the Document Feeder (ARDF). When you have finished scanning from the exposure glass, place the rest of the pages in the Document Feeder (ARDF) and press the 【**Start**】 key.

❒ The original can be placed at any time up until you press the 【**Start**】 key.

🔎 **Reference**

P.19 *"HOW TO SET AN ORIGINAL"*

3 **Select any scan settings you require.** ⇒ **P.37** *"SCAN SETTINGS"*

4 **Dial. If you wish to send the same message to more than one destination, press [Add] and dial another destination. Repeat this step for all destinations.**

```
○Ready   Press Start or Clear to cancel
Memory Trans.                      100%
☎63)DI:12345678S_          Dest:   1
( Add )              [ Mode ][ Info. ]
```

If you make a mistake, press the 【**Clear/Stop**】 key and enter the correct number again.
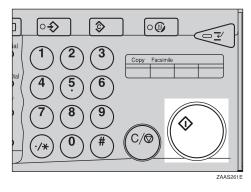
📝 **Note**

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

❒ When dialing with the number keys or using Chain Dial (P.46 *"Chain Dial"*), you can select the line type (G3 or G4) before pressing **[Add]** in step **4**.

❒ If you do not set an original within 30 seconds of entering a destination fax number, the transmission is cancelled.

🔎 **Reference**

P.43 *"DIALING"*

25

E Press the 【Start】 key.

ZAAS261E

The machine starts scanning the original.

The machine calls the destination. The name or fax number which is programmed as the RTI or CSI at the other end is shown on the display.

```
PARIS BRANCH        A4->A4 P.002
◯Ready    Set originals. Enter fax no.
☎⑥③ DI:_           Dest:  0
                    Mode ┃ Info. ┃
```

🔍 **Reference**

P.169 *"RTI/TTI"*

After transmission, the machine will return to standby mode.

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                   100%
☎⑥③ DI:_           Dest:  0
                    Mode ┃ Info. ┃
```

Sending Originals from the
Exposure Glass

A Set the first page of your original on the exposure glass face down.

B Dial.

C Press the 【Start】 key.

The machine starts scanning the original.

D Set the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.

📌 **Note**

❐ Repeat steps **C** to **D** for all pages.

E Set the last original then press [＃].

F Press the 【Start】 key.

The machine starts to call the destination.

· ·

💡**Checking the Transmission Result**

• Turn the Transmission Result Report on if you want a report to be printed after every successful transmission. ⇒ P.24 *"MEMORY TRANSMISSION"*
  If you leave the Transmission Result Report off, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.

• If you turn the Transmission Result Report (Memory Transmission) off, the Error Report will be printed when the communication on fails.

• You can also check the transmission result by examining the Journal. ⇒ P.113 *"PRINTING THE JOURNAL"*
  You can either print or scroll through the Journal on the display. ⇒ P.107 *"CHECKING THE TRANSMISSION RESULT (TX FILE STATUS)"*

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☼ Sending a Fax Message Immediately

To send a fax message immediately, use Immediate Transmission. If you have just set up an original for broadcasting, Immediate Transmission will interrupt the current communication.

If there are files queued in addition to the file being currently sent, your original is not be sent until the queued files have been sent.

☼ Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done several times at certain intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints the Transmission Result Report or Communication Failure Report. ⇒ P.28 *"Transmission Result Report (Memory Transmission)"*, P.29 *"Communication Failure Report"*, P.121 *"WHEN POWER IS TURNED OFF OR FAILS"*

☼ Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting) the messages are sent in the order in which they were dialed. If the fax message could not be transmitted, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations A through D for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C. When the optional ISDN Unit or optional extra G3 Interface Unit is installed, you can broadcast simultaneously on multiple lines.

☼ Checking the Transmission Progress

To check which destinations the fax message has been sent to so far, print the TX file list. ⇒ P.106 *"PRINTING A LIST OF FILES IN MEMORY (PRINT TX FILE LIST)"*

☼ If Memory Runs Out While Storing an Original

If you run out of memory while storing an original (free space reaches 0%), "Memory full" is displayed.

Press **[Exit]** to transmit the stored pages only.

```
Memory is full. Cannot store
additional originals. (Stored
original(s) will be transmitted.)
                            Exit
```

✐ Note

❒ By default, successfully scanned pages are sent. If you wish to change this setting, please contact your service representative.

☼Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your original. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce transmission time.

Fax messages for which the transmission time has been set in advance are sent by batch transmission when that time is reached.

Note

❒ By default Batch Transmission is switched on. You can switch it on or off with the User Parameters. ⇒ P.206 *"Changing the User Parameters"*

☼ECM (Error Correction Mode)

This feature automatically resends data that wasn't transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same feature.

Note

❒ By default ECM is switched on. You can change this with the Key Operator Settings. ⇒ P.164 *"KEY OPERATOR SETTINGS"*

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.206 *"Changing the User Parameters"*

❒ You can choose whether to include part of the original image on the report (part of the image is printed by default). ⇒ P.206 *"Changing the User Parameters"*

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.29 *"Communication Failure Report"*

Note

❒ By default this function is turned on. You can turn it off with the User Parameters. ⇒ P.206 *"Changing the User Parameters"*

❒ You can choose whether to include part of the original image on the report (by default, part of the image is printed).⇒ P.206 *"Changing the User Parameters"*

28

❐ 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.206 *"Changing the User Parameters"*

❐ The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

CANCELING A MEMORY TRANSMISSION

Canceling the Transmission Before the Original is Scanned In

A Press the 【Clear Modes】 key.

ZAAS103E
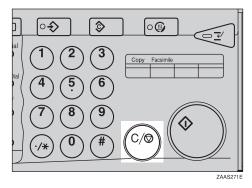
✐ Note

❒ When you set the document in the Document Feeder (ARDF), you can cancel the transmission by just removing it.

Canceling a Transmission While the Original is Being Scanned In

A Press the 【Clear/Stop】 key.

ZAAS271E

The machine will stop storing the original and the data will not be sent.

Canceling a Transmission While the Message is Being Sent

Use this procedure to cancel a transmission after the original has been scanned in.

✔ Limitation

❒ If transmission finishes while you are carrying out this procedure, it will not be canceled.

✐ Note

❒ If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will be received at the other end.

A Press [Info.].

The Information menu is shown.

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

✐ Note

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

30

❸ Press the ⓐ or ⓑ key until the file you wish to delete is shown and press [Delete].

```
TX Files Status:        ⓐPrev. ⓑNext
07/20:04 MemoryTX        ▶Transmitting
 ☎63 DI:PARIS BRA~  Dest:  1 Pg(s)  1
  Delete │ Print  │ Check  │  Exit
```

❹ Press [Yes].

```
Cancel transmission and delete this
file?
☎63 DI:PARIS BRA~  Dest:  0 Pg(s)  0
                        No  │  Yes
```

The file is erased.

❺ Press [Exit].

```
TX Files Status:        ⓐPrev. ⓑNext



 Delete │ Print  │ Check  │  Exit
```

✐ Note
❒ To delete another file, repeat steps ❸ and ❹.

❻ Press [Exit].

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

IMMEDIATE TRANSMISSION

With Immediate Transmission, when you press the 【Start】 key, the fax number is dialed straight away (i.e. immediately). The message is scanned and transmitted page by page without being stored in memory. This contrasts with Memory Transmission which scans in all pages into memory before dialing the destination.

Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check the other terminal's RTI or CSI on the operation panel during transmission).

📝 Note

❒ You cannot send the same message to multiple destinations (Broadcasting). Use Memory Transmission for this purpose.

❒ Place the original on the exposure glass or in the Document Feeder (ARDF). To send two or more pages from the exposure glass, set them one page at a time.

❒ You can scan some pages of your original from the exposure glass and the remainder from the Document Feeder (ARDF). When you have finished scanning from the exposure glass, place the remainder of the pages in the Document Feeder (ARDF) and press the 【Start】 key within ten seconds.

❒ By default, the transmission mode selected when the machine is turned on or when modes are cleared (transmission mode home setting) is Memory Transmission. You can change this with the User Parameters. ⇒ P.206 *"Changing the User Parameters"*

A **Check that the Immediate Transmission indicator is lit.**

ZAAS140E

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

B **Set your original.**

⚡ Limitation

❒ Do not open the Document Feeder (ARDF) while it is scanning the originals. This can cause originals to jam.

📝 Note

❒ You can set the original any time up until you press the 【Start】 key.

🔍 Reference

P.19 *"HOW TO SET AN ORIGINAL"*

C **Select any scan settings you require.** ⇒ **P.37 "SCAN SETTINGS"**

D **Dial.**

If you make a mistake, press the 【Clear/Stop】 key and enter the correct number again.
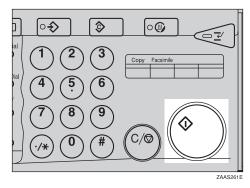
📝 Note

❒ If you are dialing with the **number** keys or Chain Dial, you can select the type of line you want (G3 or G4). ⇒ P.46 *"Chain Dial"*

Reference

P.43 *"DIALING"*

P.41 *"CHANGING THE LINE TYPE"*

E **Press the 【Start】 key.**

ZAAS261E

The machine calls the destination. While it is dialing, the number or name which is programmed as the RTI or CSI in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.

```
Dialling                    Page   0
                         Memory100%
(631)DI:[56] PARIS OFFICE
      *Press Stop key to cancel TX
```

Reference

P.169 *"RTI/TTI"*

After transmission the machine will return to standby mode.

```
 Ready    Set originals. Enter fax no.
Memory Trans.                   100%
 63 DI:_               Dest:  0
                        Mode  │ Info.
```

Sending Originals from the Exposure Glass

A **Set the first page face down on the exposure glass.**

B **Dial.**

C **Press the 【Start】 key.**

The machine starts scanning the original.

D **Set the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.**
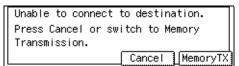
Note

❒ Repeat steps **C** to **D** for all originals.

E **Set the last original then press 【#】.**

F **Press the 【Start】 key.**

The machine starts to call the destination.

- -

If the Connection Could Not Be Made

The following display appears if the fax could not be sent:

```
Unable to connect to destination.
Press Cancel or switch to Memory
Transmission.
                  Cancel │ MemoryTX
```

Do one of the following:

- Press **[Cancel]** and try again.

- Press **[Memory TX]** to have the machine scan in the document and then automatically redial the number.

- -

ECM (Error Correction Mode)

This feature automatically sends data that wasn't transmitted successfully again using a technique called ECM, an internationally recognized protocol (requires that the destination machine has the same feature).

Note

❒ By default, ECM is on. You can turn it off. ⇒ P.197 *"ECM"*

・・・・・・・・・・・・・・・・・・・・・・・・・・・・

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.206 *"Changing the User Parameters"*

❒ 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.

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.

❒ This feature is not available for the optional extra G3 Interface Unit.

Reference

P.173 *"Monitor Volume"*
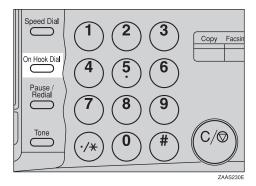
A **Set your original and select any scan settings you require.**

Reference

P.19 *"HOW TO SET AN ORIGINAL"*

P.37 *"SCAN SETTINGS"*

B **Press the 【On Hook Dial】 key.**

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

C **Dial.**

The machine immediately dials the destination. If you make a mistake, press the 【On Hook Dial】 or 【Clear Modes】 key and return to step **B**.

D **When the line is connected and you hear a high-pitched tone, press the 【Start】 key.**

```
Transmitting                 Page   0
                            Memory100%
(G3-1)DI:217
      *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%
(G3)DI:_                    Dest:  0
                         Mode │ Info.
```

Manual Dial

The external telephone is required.

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.

❒ This feature is not available for the optional extra G3 Interface Unit.

❒ The result of the transmission with manual dial is not mentioned in the Transmission Result Report (Immediate Transmission).

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

🔎 Reference

P.19 *"HOW TO SET AN ORIGINAL"*

P.37 *"SCAN SETTINGS"*

B **Pick up the external telephone.**

You will hear a tone.

C **Dial.**

```
○Ready     Set originals. Enter fax no.
Immediate TX                      100%
(G3)DI:_                    Dest:  0
                         Mode │ Info.
```

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

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

```
Transmitting                 Page   0
                            Memory100%
(G3-1)DI:217
      *Press Stop key to cancel TX
```

E **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%
(G3)DI:_                    Dest:  0
                         Mode │ Info.
```

CANCELING AN IMMEDIATE TRANSMISSION

Canceling a Transmission Before You Have Pressed Start

Use this procedure to cancel a transmission before you have pressed the 【**Start**】 key.

A **Press the 【Clear Modes】 key.**

ZAAS103E
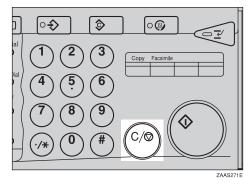
Note

❒ When you have already set the original, you can also cancel an Immediate Transmission by removing the original from the machine.

Canceling a Transmission After You Have Pressed the Start Key

A **Press the 【Clear/Stop】 key then remove the original.**

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Note

❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

SCAN SETTINGS

You may wish to send many different types of fax message. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

❖ **Resolution:**
    Standard, Detail, Super Fine (option)

❖ **Image density:**
    Auto Image Density, Manual Image Density (7 levels)

❖ **Original type:**
    Text, **Text·Photo**, **Photo**

Resolution

Images and text are scanned into the machine by converting them to sequences of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (**Super Fine**) have high quality but transmission takes longer. Conversely, low resolution (**Standard**) scanning results in less quality but your original is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

❖ **Standard (8×3.85lines/mm, 200×100dpi)**
    Select for originals containing normal sized characters.

❖ **Detail (8×7.7lines/mm, 200×200dpi)**
    Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

❖ **Super Fine (optional Expansion Memory required: 16×15.4lines/mm, 400×400dpi)**
    Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times as fine as Standard.

⚡ **Limitation**
❐ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported.

❐ Sending with **Super Fine** resolution requires that your machine has the optional Expansion Memory and the other party's machine has the capability to receive fax messages at **Super Fine** resolution.

❐ Note that even if the option is installed on your machine, transmission and reception may take place using **Detail** resolution if the other party's machine does not support this feature.

📝 **Note**
❐ When the machine is turned on or modes are cleared, the resolution is set to **Standard** by default. You can change this with the User Parameters. ⇒ P.206 *"Changing the User Parameters"*

❐ By default, the resolution returns to the home setting after every transmission. You change this with the User Parameters. ⇒ P.206 *"Changing the User Parameters"*

37

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A **Press the 【Resolution】 key to switch between resolutions. The indicators above the key show the current selection.**

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Original Type

If your original contains photographs, illustrations or diagrams with complex shading patterns or grays, select the appropriate Original Type to optimize image clarity.

❖ **Text**

Text is selected when the **Photo** and **Text·Photo** indicators are not lit. Select **Text** to send an original containing a high-contrast black-and-white image. Use this setting even if your original contains text and photographs if you only want to send clearer text.

❖ **Text·Photo**

Text·Photo is selected when the **Text·Photo** indicator is lit. Select **Text·Photo** to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image such as a photograph.

❖ **Photo**

Photo is selected when the **Photo** indicator is lit.
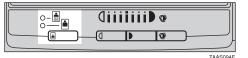
Select **Photo** to send an original containing a halftone image such as a photograph or a color original.

📌 **Limitation**

❒ If you select **Text·Photo** or **Photo**, the Resolution is automatically set to **Detail**. Even if you select **Standard** again, the image density will not return to **Standard**.

✍ **Note**

❒ If you select **Text·Photo** or **Photo**, the transmission will take longer than when **Text** is selected.

❒ If you send a fax message with **Text·Photo** or **Photo** and the background of the received image is dirty, reduce the density setting and re-send the fax.

❒ When the machine is turned on or modes are cleared, the Original Type is set to **Text**. You can change this with the Initial Setup TX settings. ⇒ P.156 *"INITIAL SETUP TX"*

❒ By default, the machine returns to the Original Type home setting after every transmission. You can change this with the User Parameters. ⇒ P.206 *"Changing the User Parameters"*

A **Press the 【Original Type】 key repeatedly until the indicator matching the type you require is lit.**

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When both indicators are not lit, the Original Type is **Text**.

Image Density (Contrast)

The text and diagrams in your original should stand out clearly from the paper they are written on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.
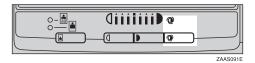
By default, this machine will automatically select a density setting appropriate to the original (Auto Image Density). If you wish to set the density yourself, use Manual Image Density.

38

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Auto Image Density

The machine automatically selects an image density which is the most appropriate for the original.

By default, Auto Image Density is selected when the machine is turned on or modes are cleared. You can change this with the User Parameters. ⇒ P.206 *"Changing the User Parameters"*
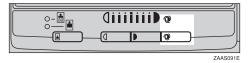
A **If the Auto Image Density indicator is not lit, press the ◐ key to turn it on.**

ZAAS091E
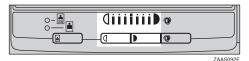
Manual Image Density

Use the Image Density keys to vary the image density within 7 levels.

A **Make sure that the Auto Image Density indicator is not lit. If it is lit press the ◐ key to turn it off.**

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B **Press the ◖ or ◗ key to change the density. The indicators above the keys show the level.**

ZAAS092E

Mixing Scan Settings in a Multiple Page Original
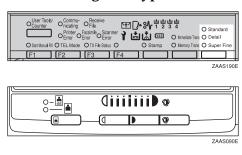
When sending an original consisting of several pages, you can select different Image Density, Resolution and Original Type settings for each page.

Set your original, select the scan settings for the first page, dial and press the 【Start】 key as you would normally. Then follow one of the following two procedures.

When Setting Originals on the Exposure Glass

While the machine is bleeping, you have about 60 seconds (10 for Immediate Transmission) to select density, resolution and original type. The remaining time is shown on the display.

A **Check which pages you wish to scan in with different settings.**

B **Remove the previous page and set the next page.**

C **Select the Image Density, Resolution and Original Type.**

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ZAAS090E

✐ Note
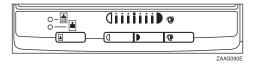
❑ Adjust settings for each page before you press the 【Start】 key.

When Setting Originals in the Document Feeder (ARDF)

1 **Check which pages you wish to scan in with different settings.**

2 **Select the Image Density, Resolution and Original Type before the next page is scanned.**

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CHANGING THE LINE TYPE

The optional ISDN Unit or optional extra G3 Interface Unit is required.

When the optional ISDN Unit and optional extra G3 Interface Unit are installed, you can connect to up to a maximum of 3 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 you install the optional ISDN Unit, you can select G3 or G4 as the home position. ⇒ P.206 *"Changing the User Parameters"*

❒ When you install the optional extra G3 Interface Unit, you can select the line type home position. ⇒ P.206 *"Changing the User Parameters"*

❒ 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

A Press the 【F4】 key to switch between G3 and G4.

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✎ Note
❒ When the 【F4】 key is lit, G4 is selected.

❒ 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.
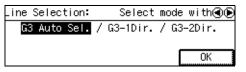
When the optional extra G3 Interface Unit is installed

A Press the 【F4】 key.

ZAAS180E

B Press the ◁ or ▷ key to select the line from the options displayed.

When both the optional extra G3 Interface Unit and optional ISDN Unit are installed, the following display is shown:

41

Note

❒ If you choose "G3 Auto Select", the currently free G3 line is used resulting in increased efficiency.

❒ If you choose "G3-2 Dir.", the extra G3 line is used.

C Press [OK].

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.

Limitation

❒ The optional extra G3 Interface Unit does not support ISDN.

Note

❒ When you use G3 with ISDN, you can set the subaddress.

❒ If you wish to use the Analog (PSTN) 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.

DIALING

There are three main ways to dial a number:

❖ **Number keys:**
Enter numbers directly using the key pad on the right side of the operation panel.

❖ **Quick Dials:**
When you have stored a destination's number in a Quick Dial key, you can dial the number by just pressing that key. Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

❖ **Speed Dials:**
If you store a number in a Speed Dial, when you want to dial it just press the 【**Speed Dial**】 key followed by a 2 or 3 digit code. Like Quick Dials, you can store a name along with the number.

This section covers these features and others in more detail.

Number Keys

Enter numbers directly using the key pad on the right side of the operation panel.

✐ Note

❒ Maximum length of a fax number: 254 digits.

❒ You can insert pauses and tones in a fax number. ⇒ P.45 *"Pause"*, P.45 *"Tone"*

❒ If the optional ISDN Unit is installed, you may need to enter a subaddress. ⇒ P.46 *"Subaddress"*
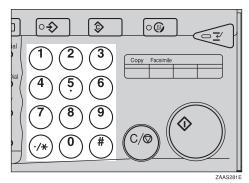
A **Set your original and select any scan settings you require.**

𝒫 Reference

P.19 *"HOW TO SET AN ORIGINAL"*

P.37 *"SCAN SETTINGS"*

B **Enter the fax number with the number keys.**

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The digits appear on the display as you enter them.

✐ Note

❒ If you make a mistake, press the 【Clear/Stop】 key to erase the wrong digits and try again.

❒ If you wish to send this message to more than one destination, press **[Add]**, then enter the next destination.

❒ If the optional ISDN Unit is installed, select G3 or G4 before you go to the next step. ⇒ P.41 *"CHANGING THE LINE TYPE"*

C **Press the 【Start】 key.**

- -

☼ Restrictions When Dialing with the number Keys

Fax numbers entered with the number keys are stored in internal memory (separate from memory for storing original data). Therefore, you cannot program more than 100 numbers with the number keys for the following:

• Destinations specified in a Memory Transmission (including Confidential Transmission and Polling Reception)

• Transfer Stations and End Receivers specified in a Transfer Request

• Destinations and Transfer Stations specified in a Group

For example, when 90 destinations are registered in a Group with the number keys, only 10 destinations can be dialed for Memory Transmission from the number keys.
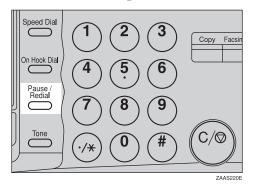
Note

❒ When this machine is requested to transfer a call (i.e. becomes a Transfer Station), 2 fax numbers are automatically stored. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.

❒ When a total of 100 fax numbers is stored, only Immediate Transmission is allowed.

❒ If a memory file is awaiting transmission and the "`Memory is full and you cannot enter with number keys`" message is displayed when dialing with the number keys, you cannot dial any more numbers. That is because the fax numbers have been dialed with the number keys for some of the files awaiting transmission. When these files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.

❒ The display shows the percentage of free memory space for storing originals. Since fax numbers are stored in separate memory, dialing fax numbers with the number keys does not change the percentage on the display.

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Pause

Press the 【**Pause/Redial**】 key when dialing or storing a number to insert about a two-second pause.

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Limitation
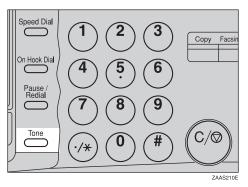
❒ You cannot insert a pause before the first digit of a fax number.

Note

❒ A pause is shown as a "-" on the display.

❒ You can insert a pause in numbers stored in Quick Dials and Speed Dials.

Tone

This feature allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press the 【**Tone**】 key, the machine dials the number using tonal signals.

ZAAS210E

45

❣ Limitation

❒ You cannot place a tone before the first digit of a fax number.

❒ Some services may not be available when using the 【Tone】 key.

✎ Note

❒ A tone is shown as a "•" on the display.

☆Sending Tonal Signals by ISDN (optional ISDN Unit Required)

You can still send tone signals to a G3 user even if the machine is only connected to an ISDN line.

✎ Note

❒ This feature can only be used for Memory or Immediate Transmission. You cannot dial through ISDN using On-hook Dial or Manual Dial.

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.161 *"ASSIGNING USER FUNCTION KEYS"*

❒ You can program a subaddress in a Quick Dial or Speed Dial.

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

B **Select either G4 or G3 (ISDN).**

✎ Note

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

C **Dial the fax number with the number keys.**

D **Press the User Function key (【F1】-【F3】) in which the subaddress function has been registered.**

ZAAS160E

"/" will appear on the display.

E **Enter the destination subaddress with the number keys.**

F **Press the 【Start】 key.**

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.

2

✌ **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 Fax Function Upgrade Unit is installed, three digits are reeded to specify a Speed Dial).

⑤ Enter 【5】, 【5】, 【5】, 【3】, 【3】 【3】 with the number keys.

⑥ Press the 【Start】 key.

⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯

Quick Dials

When you have stored a destination's number in a Quick Dial key, you can dial the number by just pressing that key.

Additionally, you can store a name that will appear on the display whenever you press that Quick Dial.

✐ **Note**

❒ To check the contents of the Quick dial, print the list. ⇒ P.154 *"RE-PORTS/LISTS"*

❒ If a Quick Dial key is currently used for another function, e.g. a Group Dial, you cannot store a number in it.

❒ Flip the Quick Dial plate over to access Quick Dial keys 01-28 or 29-56.

❒ You can have the label stored with a Quick Dial printed on the first page received at the other end. ⇒ P.96 *"Label Insertion"*

✎ **Reference**

P.43 *"DIALING"*

A Set your original and select any scan settings you require. ⇒ P.37 *"SCAN SETTINGS"*

B Press the Quick Dial key in which the destination's number is programmed.

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If the destination's name has been stored, the name is shown on the display. If it is not, the fax number is shown.

Note

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

❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

C Press the 【Start】 key.

Speed Dials
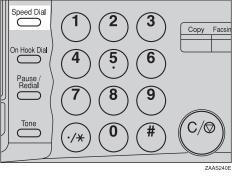
If you store a number in a Speed Dial, when you want to dial it, just press the 【Speed Dial】 key followed by a 2 or 3 digit code. ⇒ P.138 *"Registering Speed Dials"*

Note

❒ To check the contents of registered Speed Dials, print the Speed Dial list.

❒ As standard, you can use codes 00-99 for Speed Dials. If the optional Fax Function Upgrade Unit is installed, codes 000 to 999 become available.

❒ If a search letter is registered with a Speed Dial, you can find this number quickly using the Telephone Directory feature. ⇒ P.48 *"Telephone Directory"*

❒ You can have the label stored with a Speed Dial printed on the first page received at the other end. ⇒ P.96 *"Label Insertion"*

A Place your original and select any scan settings you require. ⇒ P.37 *"SCAN SETTINGS"*

B Press the 【Speed Dial】 key.

ZAAS240E

C Enter the two digit code (00 to 99) or three digit code (000 to 999) for the destination with the number keys.

If the destination's name has been programmed, the name is shown on the display. Otherwise, the fax number is shown.

Note

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

❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

D Press the 【Start】 key.

Telephone Directory

This feature lets you find a stored Speed Dial quickly by just entering a single letter, e.g., 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. ⇒ P.138 *"Registering Speed Dials"*
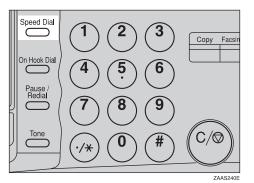
♟ **Limitation**

❒ Speed Dial codes cannot be searched for by symbol or number.

❒ Names enclosed within brackets are not searched for.

🖉 **Note**

❒ If you store the Telephone Directory function in a User Function key beforehand, you can bring up the Telephone Directory screen with a single key press. ⇒ P.161 *"ASSIGNING USER FUNCTION KEYS"*

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

B **Press the 【Speed Dial】 key.**

ZAAS240E
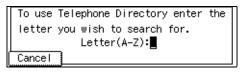
C **Press [Tel.Dir.] .**

```
◯Ready      Set originals. Enter fax no.
Memory Trans.                      100%
📞G3 DI:Sp.D___          Dest:  0
            [Tel.Dir.]    Mode    Info.
```

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

ZAAS200E

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

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

```
Tel. Dir.:[A]          Select with◀▶
Sp.D000 ABC CONPANY  Sp.D050 ADAMS COMP~
Sp.D051 ANDREW
                        Cancel    OK
```

E **Press the ◀ or ▶ key to select the destination then press [OK].**

```
Tel. Dir.:[A]          Select with◀▶
Sp.D000 ABC CONPANY  Sp.D050 ADAMS COMP~
Sp.D051 ANDREW
                        Cancel    OK
```

🖉 **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.

F **Press the 【Start】 key.**

Groups

If you frequently send the same message to more than one place, program these numbers into a Group. Then you can send the messages to all the destinations in that Group with just a few keystrokes. You can also program a name for the Group (for example, "Branch Offices") which will be displayed before you press the **【Start】** key.

📄 Preparation

You need to program the Groups. ⇒ P.130 *"Registering Groups"*

✊ Limitation

❒ A Quick Dial programmed with a Group cannot be used for other functions.

❒ Groups can only be used for Memory Transmission; they cannot be used for Immediate Transmission.

❒ If you do not assign Groups to a Quick Dial key, you need to have stored the Group function in a User Function key beforehand in order to access them.

🖉 Note

❒ Groups are only available with Memory Transmission.

❒ To check the contents of the Groups, print the list.

❒ You can program up to 9 Groups .

❒ You can store up to 256 destinations in a Group (up to 500 destinations with optional Fax Function Upgrade Unit installed). If a Quick Dial or Speed Dial is registered in two Groups, it takes up the space of one destination. If the total number of dials exceeds 256 (up to 500 destinations with optional Fax Function Upgrade Unit installed), you cannot specify anymore.

❒ Groups can contain Transfer Station codes, but note that these Groups cannot be used for normal transmission because the Transfer Station codes are not dialable numbers. ⇒ P.178 *"Multistep Transfer"*

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

B **Specify the Group in one of the following ways:**

- Press the Quick Dial key in which the Group is programmed.

ZAAS200E

- Press the User Function key **【F1】**—**【F4】** assigned the Group function, then enter the Group number with the number keys.

🖉 Note

❒ To see which Groups have been programmed, press **[GpD List]** after you press the User Function (**【F1】**—**【F4】**) key. ⇒ P.161 *"ASSIGNING USER FUNCTION KEYS"*

The Group number is shown on the display. If the Group Name is programmed, the name is also shown on the display.

Note
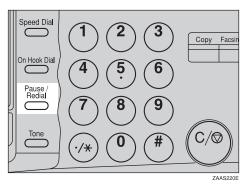
❒ If you make a mistake, press the 【**Clear/Stop**】 key and start again.

❒ If you wish to dial another destination, press **[Add]** and dial another fax number.

C **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.

A **Press the** 【**Pause/Redial**】 **key.**

ZAAS220E

B **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 e.g., "01".**

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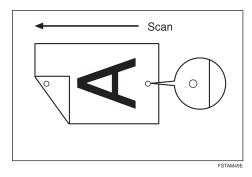
❒ If the receiver uses a fax machine of the same manufacturer that is capable of registering the RTI, that name may be shown on the display instead of the fax number.

TRANSMISSION FEATURES

Stamp

ARDF is required.

When sending a fax message using the Document Feeder (ARDF), the machine can stamp a circle mark at the bottom of the original. Double sided documents are stamped on the bottom of the front page and top of the rear page. This indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.

FSTAM49E

📍 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 should occur.

🖉 Note

❒ When the stamp starts getting lighter, replace the cartridge. ⇒ P.221 *"REPLACING THE STAMP CARTRIDGE"*

❒ 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 【Stamp】 key. ⇒ P.206 *"Changing the User Parameters"*

🔢 Press the 【Stamp】 key.

ZAAS150E

The Stamp indicator will light. Pressing the 【Stamp】 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.206 *"Changing the User Parameters"*

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.161 *"ASSIGNING USER FUNCTION KEYS"*

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 digits, 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.

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

B **Dial the destination fax number using the number keys.**

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                       100%
☎G3 DI:_                    Dest:   0
                          Mode  │  Info.
```

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

ZAAS160E

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

```
F Code:                 Enter number ▮
1 SUB(S)          2 SID(I)
3 SEP(P)          4 PWD(W)
5 Space                      Cancel
```

E **Enter the SUB code with the number keys.**

```
◯Ready   Press Start or Clear to cancel
Memory Trans.                       100%
☎G3 DI:12345678S_         Dest:   1
  Add                Mode  │  Info.
```

F **Press the 【Start】 key.**

```
◯Ready   Press Start or Clear to cancel
Memory Trans.                       100%
☎G3 DI:12345678P9876543_  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 (SID)

There are times when you may wish to use a "SID" (Sender ID) when sending confidential faxes with the F Code "SUB" feature.

🖢 **Limitation**

❒ You can enter a SID up to 20 digits long.

🖉 **Note**

❒ Messages you send using this feature are marked "SID" on all reports. ⇒ P.154 *"REPORTS/LISTS"*

JBIG Transmission

The optional Fax Function Upgrade Unit is required.

If you use JBIG (Joint Bi-level Image Experts Group) compression you can send photographic originals faster than the other compression method.

☝ Limitation

❒ This feature is not available in G4.

❒ 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).

⬤ Note
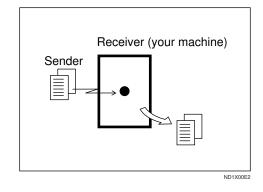
❒ When the optional extra G3 Interface Unit is installed, JBIG transmission from the optional extra G3 Interface Unit (G3-2) is available as standard.

3. Receiving a Fax Message

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.

Receiver (your machine)

Sender

ND1X00E2

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.

- -

💡Display During Reception

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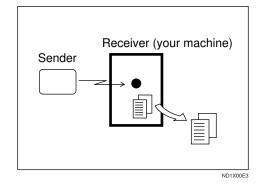

```
PARIS BRANCH          A4->A4 P.002
○Ready    Set originals. Enter fax no.
📞G3 DI:_              Dest:  0
                   Mode      Info.
```

💡Reception Resolution

This machine supports **Standard**, **Detail**, Fine (optional Expansion Memory required) and **Super Fine** (optional Expansion Memory required) resolutions for reception. If you do not have the optional Expansion Memory, faxes sent at Fine or **Super Fine** resolution will be printed on your machine at **Detail** resolution. This may result in a slightly different from the sender's intention.

MEMORY RECEPTION

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

ND1X00E3

This method is used with the following features:

- Combine 2 originals ⇒ P.67 *"Combine 2 originals"*

- Multi-copy when set to multiple copies ⇒ P.65 *"Multi-copy Reception"*

- Reverse Order Printing ⇒ P.68 *"Reverse Order Printing"*

- Substitute Reception ⇒ P.57 *"Substitute Reception"*

- 2-sided Printing (optional Duplex Unit required) ⇒ P.65 *"2-Sided Printing"*

🔸**Important**

❒ All the messages stored in memory are deleted if the power is switched off for about 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 memo-ry, 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"
- "Polling ID"

📝 Note
❒ The default setting is "When RTI or CSI is received", i.e. only store messages when the RTI/CSI is present. You can change this with the User Parameters. ⇒ P.206 *"Changing the User Parameters"*

❒ 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 e.g., 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 such a case, the Power Failure Report or the Journal 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.

. . . .

💡Polling ID

The machine switches to Substitute Reception only when you have received a message with the same Polling ID of your machine.

. . . .

SELECTING THE RECEPTION MODE

There are two ways you can set up your machine to handle incoming calls:

- Facsimile mode
- Telephone mode (external Telephone required)

The default setting is Facsimile mode. You can change this with the Initial Setup RX settings.⇒ P.158 *"INITIAL SETUP RX"*

❖ Limitation

❒ When the optional extra G3 Interface Unit is installed, the reception mode is automatically set to facsimile mode and cannot be changed.

Facsimile Mode (Auto Reception Mode)

When a telephone call comes in, the machine receives it automatically as a fax message. Use this setting for a dedicated fax line.

Telephone Mode

When a call comes in, you have to pick up the handset or external telephone and decide whether the call is a fax message yourself. If you hear a voice, continue your conversation as you would using a normal telephone. If you hear high pitched beeps, instruct the machine to receive the fax by following the procedure below.

Use this setting if you wish to share the line between the fax machine and a telephone.

☆ Receiving a Fax in Telephone Mode

This feature needs a User Function key programmed as Start Manual RX. By default, 【F1】 key is already assigned this function. ⇒ P.161 *"ASSIGNING USER FUNCTION KEYS"*

① When the machine rings, pick up the handset.

② If you hear beeps, press the User Function key (【F1】–【F4】) which has been programmed as the Start Manual RX key.

③ Replace the handset. The machine will start receiving.

☆ Changing from Facsimile Mode to Telephone Mode

This function also requires the use of a User Function key. By default, 【F2】 key is assigned as the 【TEL Mode】 key.

To change the reception mode, press the User Function key which has been programmed as the Telephone Mode key. ⇒ P.161 *"ASSIGNING USER FUNCTION KEYS"*

3
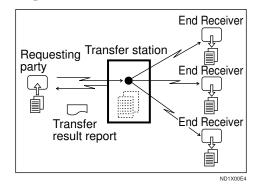
RECEPTION FUNCTIONS

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 the Transfer Report setting is not programmed 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 300, (500 with optional Fax Feature Expander installed) the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

$\mathcal{P}$ Reference

☼ 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.

$\mathcal{P}$ Reference

💡Sending the Transfer Result Report

This machine compares the own fax number of the Requesting Party with the Requesting Party's number programmed in a Quick Dial or Speed Dial, and 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.41 *"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. ⇒ P.125 *"Registering Quick Dials"*, P.138 *"Registering Speed Dials"*

📝 Note

❐ By default, a portion of the original image is printed on this report. You can turn this off with the User Parameters. ⇒ P.206 *"Changing the User Parameters"*

ID Reception (Closed Network)

If you wish to limit reception of messages to those from 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.161 *"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.

A **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%
✆⑥③DI:_                    Dest:   0
                          Mode    Info.
```

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

ZAAS160E

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

```
F Code:                     Enter number ▮
1 SUB(S)                2 SID(I)
3 SEP(P)                4 PWD(W)
5 Space                          Cancel
```

D **Enter the SEP code with the number keys.**

```
○Ready   Press Start or Clear to cancel
Memory Trans.                        100%
✆⑥③DI:12345678P_          Dest:   1
  Add                     Mode    Info.
```

E **Press [Mode].**

The Transmission Mode menu is displayed.

```
○Ready   Press Start or Clear to cancel
Memory Trans.                        100%
✆⑥③DI:12345678P9876543_  Dest:   1
  Add                     Mode    Info.
```

F **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
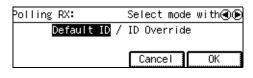
❒ If you can't see the function number, search for it using the **[↑Prev.]** and **[↓Next]** arrow keys.

```
▦Transmission Mode       Enter number ▮
09 Trans. Deadline    10 Polling TX
11 Polling RX         12 Transfer Request
 ↑Prev.   ↓Next                   Exit
```

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

Default ID Polling Reception
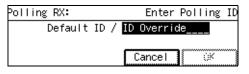
A **Press the ⓐ or ⓑ key to change the Default ID and press [OK].**

```
Polling RX:          Select mode with ⓐⓑ
     Default ID / ID Override
                       Cancel    OK
```

ID Override Polling Reception

A **Press the ⓐ or ⓑ key to change the Override ID and press [OK].**

```
Polling RX:              Enter Polling ID
     Default ID / ID Override___
                       Cancel    OK
```

B **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.

B Press [OK].

C Press [Exit].

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

```
▓Transmission Mode    Enter number ▩
09 Trans. Deadline  10 Polling TX
11✓Polling RX        12 Transfer Request
(↑Prev. )(↓Next )              Exit
```

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.61 *"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

The optional Fax Function Upgrade Unit 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 lines.

Note

❒ When the optional extra G3 Interface Unit is installed, JBIG reception from the optional extra G3 Interface Unit (G3-2) is available as standard.

3

PRINTING FUNCTIONS

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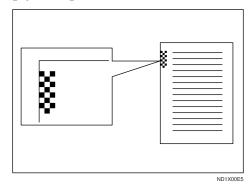
By default, the machine beeps to let you know when a received message has been printed.

✎ Note

❒ You can alter the volume of the beep or turn it off completely (set the volume to the minimum level). ⇒ P.173 *"Monitor Volume"*

Checkered Mark

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

ND1X00E5

✎ Note
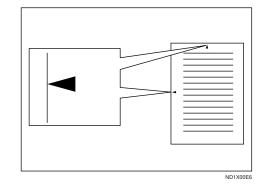
❒ You can turn this feature off with the Initial Setup RX settings. ⇒ P.158 *"INITIAL SETUP RX"*

Centre Mark

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

ND1X00E6

💡 Limitation

❒ The centre mark may deviate a little from the exact centre of the edge.

✎ Note

❒ You can turn this feature off with the Initial Setup RX settings. ⇒ P.158 *"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.158 *"INITIAL SETUP RX"*

💡 Limitation
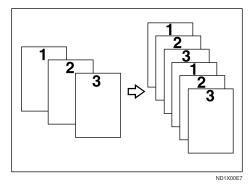
❒ When a received message is printed on two or more sheets, the date and time is printed on the last page.

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.

Multi-copy Reception

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.158 *"INITIAL SETUP RX"*, P.180 *"Special Senders to Treat Differently (Special RX Nos.)"*

ND1X00E7

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
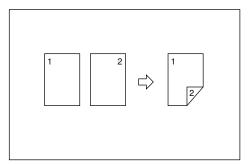
❒ By default this feature is turned off. Switch it on and set the number of copies with the Initial Setup RX settings. ⇒ P.158 *"INITIAL SETUP RX"*

❒ Note that the machine will use Memory Reception for Multi-copy Reception.

2-Sided Printing

The optional Duplex Unit is required.

With this option installed, 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 and select lengthwise ⃞ copy paper. ⇒ P.158 *"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 (A4→A4, B4→B4 are typical examples, whether A3 and B5 sizes are scanned in correctly will depend on the fax machine). This machine will scan in correctly landscape A3, B4, A4, B5 and portrait A4, B5 and A5. The table below shows the results that can be achieved when sending and receiving using this machine.

❒

ND0X03E3
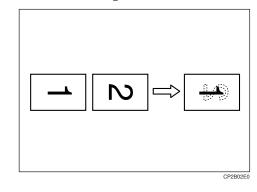
❒ This feature works only when all pages are of the same width and are received into memory.

❒ Note that the machine will use Memory Reception for 2-Sided Printing.

❒ This feature cannot be used with Combine 2 originals.

❒ Printouts may vary in their direction/orientation 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.180 *"Special Senders to Treat Differently (Special RX Nos.)"*
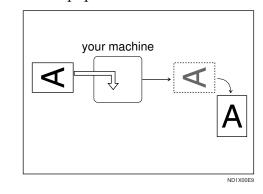
180 Degree Rotation Printing

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

CP2B02E0

Image Rotation

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

ND1X00E9

📎 Note
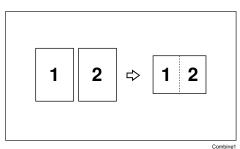
❒ You can choose to have received messages printed from the specified tray. ⇒ P.214 *"Paper Feed Selection"*

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 $8^1/_2"\times5^1/_2"$ ▯ messages are printed side by side on a sheet of $8^1/_2"\times11"$▱.

Combine1

💡 Limitation
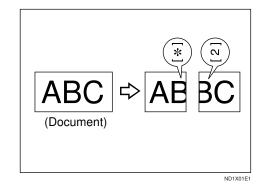
- ❐ This feature does not work with messages larger than A5▯, B5▯, A4▯, or LT▯. When A5▯, B5▯, A4▯ or LT▯ size paper is loaded in the machine, each page of the received message is output on a single sheet.
- ❐ If paper matching the size and direction of a received document is not available, Combine 2 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.206 *"Changing the User Parameters"*
- ❐ 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 received message if the excess length is about 20mm or more, and reduces it if the excess length is within about 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
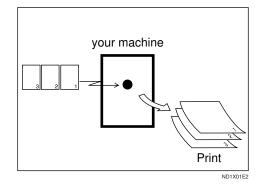
🖎 Note

- ❐ 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 length and length of reduction within the following ranges:

- Guideline for split: 5~155mm (5mm steps)
- Overprinting length: 4mm, 10mm, 15mm

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.
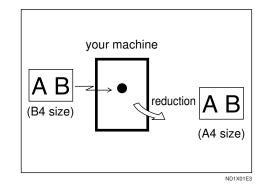
ND1X01E2

Note

❒ By default, this feature is turned off. Switch it on with the Initial Setup RX settings. ⇒ P.158 *"INITIAL SETUP RX"*

❒ When this feature is on, the first page will be printed last.

❒ This feature uses Memory Reception.

Page Reduction

If you have switched 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. If you turn this feature on 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.206 *"Changing the User Parameters"*

Reference

P.67 *"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. ⇒ P.169 *"RTI/TTI"* ⇒ P.200 *"G3 Analog Line"*

Note

❒ You can turn it on or off with the User Parameters. ⇒ P.206 *"Changing the User Parameters"*

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 (e.g. 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.206 *"Changing the User Parameters"*

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 B4⊏ and A5⊐ installed and you receive an A4⊏ size message, check the A4 column of the table below. The paper size at the top has the highest priority. In this case, since B4⊏ is higher priority than A5⊐, the message is printed on B4⊏.

If only B5⊏ is loaded and you receive an A3⊏ message, the received message is stored in memory and will not be printed.

❖ **Priority Table**

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

		Received Image Size							
		A3,DLT	B4	A4,LT	A4,LT	B5	A5,HLT	LG	F/F4
Paper Select Priorities	1	A3	B4	LT	A4	B5	HLT	LG	F/F4
	2	DLT	A3	LT	A4	B5	HLT	A4	LG
	3	A4	DLT	A4	LT	B4	A5	A4	A4
	4	A4	B5	A4	LT	A4	A5	LT	A4
	5	LT	B5	F/F4	A3	A4	LT	LT	LT
	6	LT	A4	LG	F/F4	LT	LT	F	LT
	7	F/F4	A4	A3	DLT	LT	A4	B4	B4
	8	B4	LT	B4	B4	F/F4	A4	A3	A3
	9	LG	LT	DLT	LG	A3	F/F4	DLT	DLT
	10		F/F4	HLT		DLT	LG	HLT	HLT
	11		LG	HLT		LG	B5	HLT	HLT
	12			A5			B5	A5	A5
	13			A5			A3	A5	A5
	14			B5			B4	B5	B5
	15			B5			DLT	B5	B5

Sideways

Longthwise

Image Rotation

GFRXPSE

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

❤ 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.180 *"Special Senders to Treat Differently (Special RX Nos.)"*

❐ 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
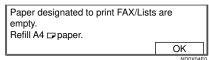
P.67 *"Page Separation and Length Reduction (not available in some countries)"*

P.68 *"Page Reduction"*

P.66 *"Image Rotation"*

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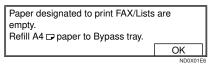
If you turn this feature on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded the new paper, you can then print the message.

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.206 *"Changing the User Parameters"*

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.206 *"Changing the User Parameters"*

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

❒ When the optional Fax Expansion Memory is installed, you can set paper between 148 and 1,200mm long in the Bypass Tray.

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.158 *"INITIAL SETUP RX"*, P.180 *"Special Senders to Treat Differently (Special RX Nos.)"*

❒ 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.160 *"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.

4. Advanced Transmission Features
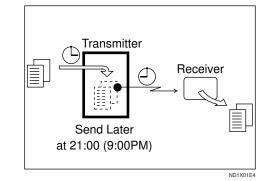
OVERVIEW

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.

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.

Send Later
at 21:00 (9:00PM)

ND1X01E4

For ease of use, you can program the time when your phone charges become cheaper as the Economy Transmission time. ⇒ P.175 *"Registering the Economy Transmission Time"*

Then if you have a non urgent fax, just select Send Later with Economy Transmission when you scan it in. 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 into the future.

❒ If you wish to use Economy Transmission, program the time when your phone charges get cheaper. ⇒ P.175 *"Registering the Economy Transmission Time"*

❒ This feature is only available with Memory Transmission.

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

B Press [Mode].

The Transmission Mode menu appears.
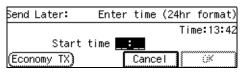
C Enter the "Send Later" function number with number keys.

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

✐ Note

❒ If the current time shown on the display is not correct, adjust it. ⇒ P.205 *"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.

E Press [OK].

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

F Press [Exit].

```
▓Transmission Mode    Enter number ▪
01✓Send Later      02 Confidential TX
03 Personal Code   04 Auto Document
( ↑Prev. )( ↓Next )          [ Exit ]
```

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.

4
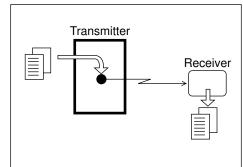
G Dial and press the 【Start】 key.

✐ Note

❒ You can cancel transmission of a message set up for Send Later. ⇒ P.101 *"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.

ND1X01E5

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, don't forget to tell the intended receiver the ID that must be entered to print it.

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

❒ We recommend that you program the Confidential ID beforehand.

❒ An ID can be any 4 digit number except 0000.

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

B Press [Mode].

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                      100%
✆G3)DI:_                   Dest:  0
                       Mode    Info.
```

The Transmission Mode menu appears.
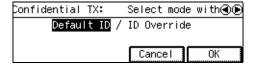
C Enter the "Confidential TX" function number with the number keys.

```
▨Transmission Mode      Enter number ▮
D1 Send Later        02 Confidential TX
D3 Personal Code     04 Auto Document
  ↑Prev.  ↓Next                  Exit
```

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

Default ID

A 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

❶ Press the Ⓐ or Ⓑ key to turn Override ID on.

```
Confidential TX:    Select mode with◀▶
         Default ID / ID Override
                       Cancel    OK
```

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

```
Confidential TX:    Enter Confidential ID
         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.

🅔 Press **[Exit]**.

```
▦Transmission Mode    Enter number ▮
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.                    100%
☎⑥③DI:_              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.

🅕 Dial and press the **【Start】** key.

Note

❒ For details on deleting a Confidential Transmission⇒ P.76 *"CONFIDENTIAL TRANSMISSION"*

4

77

PERSONAL CODE TRANSMISSION

Personal Codes allow you to keep track of machine usage (e.g., 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 Journal and other reports. This will help you to check up on who has been using the machine and how often. ⇒ P.113 *"PRINTING THE JOURNAL"*

❢ Limitation

❏ Personal codes may be any 8 digit number except 00000000 (00000001 through 99999999). You can program up to 20 personal codes (50 personal codes with optional Fax Function Upgrade Unit installed). ⇒ P.164 *"Registering Personal Codes"*

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

B Press [Mode].

```
○Ready     Set originals. Enter fax no.
Memory Trans.                        100%
📞G3 DI:_              Dest:  0
                        Mode  | Info.
```

The Transmission Mode menu appears.
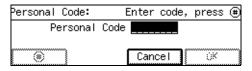
C Enter the "Personal Code" function number with the number keys.

```
▨Transmission Mode      Enter number ▮
01 Send Later        02 Confidential TX
03 Personal Code     04 Auto Document
⬆Prev. |↓Next |            Exit
```

D Enter a personal code (8 digit number) with the number keys.

```
Personal Code:        Enter code, press #
        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.

E Press [OK].

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

F Press [Exit].

```
▨Transmission Mode      Enter number ▮
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. Personal Code          100%
📞G3 DI:_              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.

G Dial and press the 【Start】 key.

SENDING AN AUTO DOCUMENT

If you often have to send a particular page to people (e.g. 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 to 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.148 *"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 Fax Function Upgrade Unit installed). ⇒ P.146 *"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.154 *"REPORTS/LISTS"*

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

B **Press [Mode].**

```
◯Ready     Set originals. Enter fax no.
Memory Trans.                        99%
📞G3 DI:_                   Dest:  0
                        Mode  │  Info.
```

The Transmission Mode menu appears.

C **Enter the "Auto Document" function number with the number keys.**

```
▨Transmission Mode      Enter number ▮
01 Send Later      02 Confidential TX
03 Personal Code   04 Auto Document
 ↑Prev.  ↓Next                   Exit
```

D **Enter the number of the "Auto Document" you want to send with the number keys then press [OK].**

```
Auto Document:        Enter Document No.
Doc. ▮    │ 01ATTACHMENT  02MAP
          │ 03-----       04-----
 ↑Prev.  ↓Next  Cancel        OK
```

📝 **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.

E **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
```

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

F **Press [Exit].**

```
▓Transmission Mode      Enter number ▓
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%
📞G3 DI:_              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.

G **Dial and press the 【Start】 key.**

80

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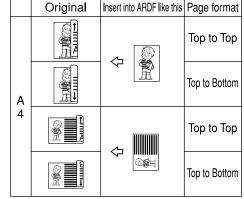
Use this feature to send 2-sided originals from the Document Feeder (AR-DF). Both sides of an original will be scanned. The front and back of the scanned original will be printed in order on separate sheets at the other end. Note that the orientation of alternate sheets may be reversed at the other end.

🍀 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.

GFWTX1E

❖ Sending with Image Rotation

GFWTXR1E

📝 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 2–sided Transmission feature.

❒ You can confirm whether both sides were properly scanned in with the Stamp feature. ⇒ P.52 *"Stamp"*

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

B Press **[Mode]**.

The Transmission Mode menu appears.

81

C **Enter the "2-Sided Trans." function number with the number keys.**

```
▣Transmission Mode    Enter number ▮
05 2-Sided Trans.   06 Book Fax
07 Irreg. Scan Area 08 Send First
(↑Prev.)(↓Next)              Exit
```

Note

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

D **Press the ◁ or ▷ key to select the first page that you want to be scanned on both sides.**

```
2-Sided Trans.:   Select mode with◁▷
                    ▷Top to Top
From 2nd sheet / From 1st sheet
(▸Orient.)         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.

E **Press [▶Orient.] to toggle between "Top to Top" and "Top to Bottom" (see the second display line on the right).**

```
2-Sided Trans.:   Select mode with◁▷
                    ▷Top to Top
From 2nd sheet / From 1st sheet
(▸Orient.)         Cancel    OK
```

```
2-Sided Trans.:   Select mode with◁▷
                    ▷Top to Bottom
From 2nd sheet / From 1st sheet
(▸Orient.)         Cancel    OK
```

F **Press [OK] .**

```
▣Transmission Mode    Enter number ▮
05✓2-Sided Trans.   06 Book Fax
07 Irreg. Scan Area 08 Send First
(↑Prev.)(↓Next)              Exit
```

G **Press [Exit].**

The initial display is shown.

```
◯Ready    Set originals. Enter fax no.
Memory Trans. 2-Sided TX       100%
☏G3)DI:_                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.
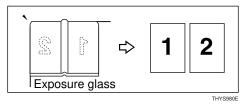
The Transmission Mode menu is redisplayed. A check mark is added to "2-Sided Trans.".

H **Dial and press the 【Start】 key.**

82

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.

THYS980E

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.206 *"Changing the User Parameters"*

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

B Press [Mode] .

The Transmission Mode menu appears.

C Enter the "Book Fax" function number with the number keys.

Note

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

D Press the ◁ or ▷ key to select the size of the original.
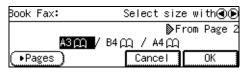
Note

❐ To cancel this mode, press **[Cancel]**. The Transmission Mode menu is shown on the display.

❐ If you choose 11"×17", the original will be sent using Image Rotation Transmission.

E 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.

F Press **[OK]**.

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

G **Press [Exit].**

The initial display is shown.

```
)Ready     Set originals. Enter fax no.
Memory Trans. Book Fax                100%
📞(G3)DI:_                    Dest:  0
                      Mode  ⌐   Info.  ⌐
```
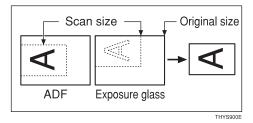
✎ Note

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

H **Dial and press the 【Start】 key.**

84

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.

THYS900E

You can either choose one of the standard paper sizes (A4⊓⊔, B4⊔, A3⊔, $8^1/_2 \times 11$"⊓⊔, 11" × 17"⊓) or one of two custom sizes programmed in advance (Area 1 and Area 2). ⇒ P.16 *"Paper Size and Scanned Area"*

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).

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

B Press [Mode].

The Transmission Mode menu appears.

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

🖉 Note

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

D Press the ⊛or ⊚ key to select the paper size.

🖉 Note

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

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

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

F Press [Exit].

The initial display is shown.

4

85
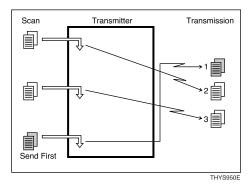
🖉 **Note**

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

G Dial and press the【Start】key.

SEND FIRST

Documents you send with Memory Transmission are sent in the order they are scanned in. Therefore, if several messages are queued in memory, the next document you send will not be sent immediately. However, by using this feature you can have your message sent before any other queued messages.

THYS950E

☝ Limitation

❒ This feature is not available with Immediate Transmission—if selected, the machine automatically switches to Memory Transmission.

❒ If there is already a message stored with this feature or a transmission is in progress, your message will be sent after that message has been transmitted.

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

B **Press [Mode].**

The Transmission Mode menu appears.

C **Enter the "Send First" function number with the number keys.**

✎ Note

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

D **Press [OK].**

✎ Note

❒ To cancel "Send First", press **[Cancel]**. The transmission Mode menu is shown on the display.

❒ The Transmission Mode menu is shown. A check mark is added to "Send First".

E **Press [Exit].**

The initial display is shown.

✎ Note

❒ "Send First" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

F **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.

ND1X01E7

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.

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

B Press [Mode].

The Transmission Mode menu appears.

C **Enter the "Polling TX" function number with the number keys.**

```
▦Transmission Mode    Enter number ▮
09 Polling TX       10 Polling RX
11 Transfer Request 12 Options
(↑Prev. ) (↓Next )            Exit
```

✎ Note

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

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

Default ID Polling Transmission

A **Press the ⊲ or ▷ key to select "Default ID".**

```
Polling TX:      Select mode with⊲▷
                          ▷Use once
Default ID/Free Poll./ID Override
(▸File )          Cancel    OK
```

B **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⊲▷
                             ▷Save
Default ID/Free Poll./ID Override
(▸File )          Cancel    OK
```

Free Polling Transmission

A **Press the ⊲ or ▷ key to select [Free Poll.].**

```
Polling TX:      Select mode with⊲▷
                          ▷Use once
Default ID/Free Poll./ID Override
(▸File )          Cancel    OK
```

B **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⊲▷
                             ▷Save
Default ID/Free Poll./ID Override
(▸File )          Cancel    OK
```

ID Override Polling Transmission

A **Press the ⊲ or ▷ key to select ID Override.**

```
Polling TX:      Select mode with⊲▷
                          ▷Use once
Default ID/Free Poll./ID Override
(▸File )          Cancel    OK
```

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

```
Polling TX:        Enter Polling ID
                          ▷Use once
Default ID/Free Poll./ID Override___
(▸File )          Cancel    OK
```

4

89

Note

❒ If you make a mistake, press the 【**Clear/Stop**】 key and try again.

0000 and FFFF is not available.

❸ **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".

Note

❒ To delete the original immediately after transmission, select "Use once".

❒ To repeatedly send the original, select "Save".

```
Polling TX:          Enter Polling ID
                              ▷Save
Default ID/Free Poll./ID Override
 (►File )           [ Cancel ][  OK  ]
```

E Press [OK].

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

```
▨Transmission Mode    Enter number ▉
09✓Polling TX     10 Polling RX
11 Transfer Request 12 Options
 (↑Prev. )(↓Next )          [ Exit ]
```

Note

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

F Press [Exit].

The initial display is shown.

```
○Ready      Set originals. Press Start
Memory Trans. Polling TX         100%
📞⑥③DI:✕✕✕✕✕✕✕✕✕✕✕✕
                    [ Mode ][ Info. ]
```

Note

❒ "Polling TX" is displayed. If you set up other advanced transmission function (except Polling Reception), "Others" is displayed.

## **G Press the 【Start】 key.**

Polling Transmission Clear Report

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

❢ **Limitation**
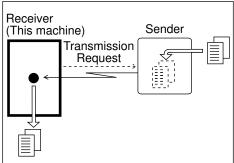
❒ This report is not printed if the User Parameters are set to allow the stored originals to be repeatedly sent (Save). ⇒ P.206 *"Changing the User Parameters"*

Note

❒ This report is turned on by default. You can turn it off if you wish. ⇒ P.206 *"Changing the User Parameters"*

❒ By default, a portion of the sent image is printed on the report. You can turn this off with the User Parameters. ⇒ P.206 *"Changing the User Parameters"*

❒ You can also check the result of a Polling Transmission with the Journal.

POLLING RECEPTION

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).

ND1X01E8

There are two types of Polling Reception.

❖ **Default ID Polling Reception (Free Polling Reception)**
Use this method for Free Polling or Default ID Polling. If the Polling ID is programmed in your machine, any messages waiting in the transmitting machine with the same ID are received. If the other machine does not have any messages waiting with the same Polling ID, any messages that do not require ID are received (Free Polling).

❖ **Override ID Polling Reception**
You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID.
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).

♠ **Limitation**

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

❐ To receive a message sent by any Default ID Polling Transmission or Override ID Polling Transmission, it is necessary to specify the same polling ID as the sender's.

❐ A Polling ID may be any four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

✐ **Note**

❐ Usually, you can only receive documents with a polling ID from machines of the same make that support the polling function. However, if the other party's fax machine supports Polling Transmission and the "SEP" function, you can still receive using Polling Reception from another party's fax machine that has a stored IDs.

A **Press [Mode].**

```
○Ready     Set originals. Enter fax no.
Memory Trans.                        100%
☎G3 DI:_                    Dest:   0
                         Mode   ][ Info.
```

The Transmission Mode menu appears.

B **Enter the "Polling RX" function number with the number keys.**

```
▨Transmission Mode      Enter number ▪
09 Polling TX      10 Polling RX
11 Transfer Request 12 Options
( ↑Prev. )( ↓Next )           Exit
```

4

91

Note

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

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

Default ID Polling Reception
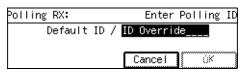
A **Press the Ⓐ or Ⓑ key to select the Default ID.**

```
Polling RX:        Select mode with◀Ⓑ
        Default ID / ID Override
                     Cancel  ┃   OK
```

ID Override Polling Reception

A **Press the Ⓐ or Ⓑ key to select the Override ID.**

```
Polling RX:          Enter Polling ID
        Default ID / ID Override___
                     Cancel  ┃   OK
```

B **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.

D **Press [OK].**

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

```
▓Transmission Mode     Enter number ▓
09 Polling TX        10✓Polling RX
11 Transfer Request 12 Options
 ↑Prev.  ↓Next            Exit
```

Note

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

E **Press [Exit].**

The following display is shown.

```
○Ready         Enter no. Press Start
Polling RX                      100%
G3 DI:_               Dest:   0
                Mode  ┃  Info.
```

Note

❒ "Polling RX" is displayed.

F **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.206 *"Changing the User Parameters"*

Polling Result Report

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

Note
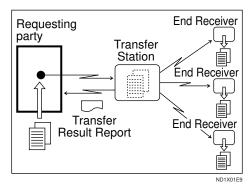
❒ You can also check the result of a Polling Reception with the Journal.

❒ By default this report is turned on. Turn it off with the User Parameters. ⇒ P.206 *"Changing the User Parameters"*

TRANSFER REQUEST

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 diagram below may make the concept clearer.

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

ND1X01E9

📖 **Preparation**

Before you can use this feature you must program the Polling ID and Transfer Report. ⇒ P.176 *"ID Code"*, P.198 *"Transfer Report"*

Polling ID's of the requesting party (this machine) and Transfer Stations must be identical.

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 (in this section, this machine).

❖ **Transfer Station**

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

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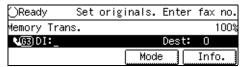
The final destination of the message, i.e. the machine that the Transfer Station sends to. End Receivers must be programmed into Quick Dials, Speed Dials or Groups in the Transfer Station.

📍 **Limitation**

❒ 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.

A Set an original and select any scan settings you require.

B Press [Mode].

The Transmission Mode menu appears.

4

C **Enter the "Transfer Request" function number with the number keys.**

```
▓Transmission Mode     Enter number ▮
09 Polling TX        10 Polling RX
11 Transfer Request 12 Options
( ↑Prev. ) ( ↓Next )           Exit
```

✐ Note

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

D **Enter a Transfer Stations and press [Recv. Stn].**

```
Trans.Req.:        Select Transfer Stn
Transf.Stn  1 ☎G3 DI:SPD 005 TRONT BRAN~

                      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.
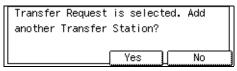
E **Enter one or more End Receivers.**

```
Trans.Req.:        Select Receive Stn
Transf.Stn  1 ☎G3 DI:SPD 005 TRONT BRAN~
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.95 *"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]**.

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

G **If you want to enter an additional Transfer Station, press [Yes] and repeat steps D to F.**

```
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".

```
▓Transmission Mode     Enter number ▮
09 Polling TX        10 Polling RX
11✓Transfer Request 12 Options
( ↑Prev. ) ( ↓Next )           Exit
```

H **Press [Exit].**

The following display is shown.

```
○Ready            Enter no. Press Start
Memory Trans. Trans. Req.        100%
     Transf.Stn:  1  Recv. Stn:  1
                      Mode    Info.
```

✐ Note

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

I **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.206 *"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.

You can store two TTI indications: "TTI 1" and "TTI 2".

For example, if you store your department name in one and your organization name in the other, you could use the first when sending internal faxes and the second for external faxes.

You can change your TTI with the Key Operator Settings. ⇒ P.169 *"RTI/ TTI"*

🖉 Note

❒ You can switch this feature off with the User Parameters. ⇒ P.206 *"Changing the User Parameters"*

❈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.206 *"Changing the User Parameters"*

❈Create Margin Transmission

Using this feature your message is sent at a reduced size (93%) with a blank margin on the left.

💡 Limitation
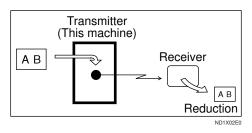
❒ This feature is not available at Immediate Transmission.

❒ Image Rotation is not available with this feature.
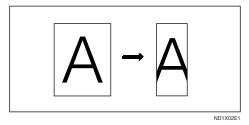
☼**Auto Reduction**

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.

Transmitter
(This machine)

A B

Receiver

A B
Reduction

ND1X02E0

⚠**Important**

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

$A \rightarrow A$

ND1X02E1

📎 **Note**

❒ You can switch this feature on and off with the User Parameters. The default setting is on. ⇒ P.206 *"Changing the User Parameters"*

☼**Closed Network**

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.206 *"Changing the User Parameters"*

Selecting Transmission Options for a Single Transmission

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

B **Press [Mode].**

```
◯Ready      Set originals. Enter fax no.
Memory Trans.                        100%
☎G3 DI:_                     Dest:  0
                          Mode    Info.
```

The Transmission Mode menu appears.

C **Enter the "Options" function number with the number keys.**

```
▓Transmission Mode      Enter number ▮
09 Polling TX       10 Polling RX
11 Transfer Request 12 Options
  ↑Prev.   ↓Next              Exit
```
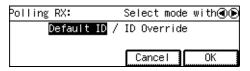
📎 **Note**

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

4

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

```
Options:          Select mode with◁▷
    TTI Print:     On / Off      1/5

(↑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 14.

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

```
Options:          Select mode with◁▷
Label Insert:  Programmed Value/Off  2/5

(↑Prev. )(↓Next )              OK
```
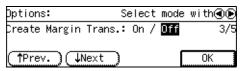
✎ Note
❒ The default setting is off.

❒ 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 14.

8 **Press the ◁ or ▷ key to turn [Creat Margin Trans.] on or off.**

```
Options:          Select mode with◁▷
Create Margin Trans.: On / Off    3/5

(↑Prev. )(↓Next )              OK
```

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

✎ Note
❒ To finish, go to step 14.

10 **Press the ◁ or ▷ key to switch Auto Reduction on or off.**

```
Options:          Select mode with◁▷
Auto Reduction:    On / Off      4/5
(Auto Reduce to fit receiver's paper)
(↑Prev. )(↓Next )              OK
```
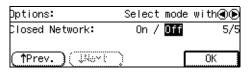
✎ Note
❒ The default setting is on.

❒ To cancel the setting, press **[Cancel]**. The Transmission Mode menu is shown.

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

✎ Note
❒ To finish, go to step 14.

12 **Press the ◁ or ▷ key to switch Closed Network on or off.**

```
Options:          Select mode with◁▷
Closed Network:    On / Off      5/5

(↑Prev. )(↓Next )              OK
```

✎ Note
❒ The default setting is off.

❒ To cancel the changes, press **[Cancel]**. The Transmission Mode menu is shown.

13 **If you want to set another option, press [↑Prev.].**

✎ Note
❒ To finish, go to step 14.

14 **Press [OK].**

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

O **Press [Exit].**

```
▓Transmission Mode    Enter number ▓
09 Polling TX       10 Polling RX
11 Transfer Request 12✓Options
(↑Prev. ) (↓Next  )          Exit
```

The initial display is shown.

```
◯Ready    Set originals. Enter fax no.
Memory Trans. Options            100%
☎③DI:_                  Dest:  0
                     Mode    Info.
```

Note

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

O **Dial and press the【Start】key.**

4

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

A Press **[Info.]**.

```
○Ready    Set originals. Enter fax no.
Memory Trans.                      99%
📞⑥③DI:_                     Dest:  0
                    Mode    Info.
```

The Information menu is shown.

B **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]**.

C **Press the ◁ or ▷ key until the file you want to delete is shown and press [Delete].**

```
TX Files Status:       ◉Prev. ◉Next
07/20:04 MemoryTX        ▸Transmitting
📞⑥③DI:PARIS BRA~  Dest:  1 Pg(s)  1
 Delete   Print   Check     Exit
```

D Press **[Yes]**.

```
Cancel transmission and delete this
file?
📞⑥③DI:PARIS BRA~  Dest:  0 Pg(s)  0
                    No       Yes
```

The file is erased.

E **Press [Exit].**

```
TX Files Status:        ④Prev. ⑤Next



  Delete   Print    Check      Exit
```

🖉 Note

❒ To delete another file, repeat steps **C** and **D**.

F **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.

A **Press [Info.].**

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                      99%
✆⑥③DI:_                    Dest:  0
                        Mode   Info.
```

The Information menu is shown.

B **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]**.

C **Press the ◁ or ▷ key until the file you want to print is shown and press [Print].**

```
TX Files Status:        ④Prev. ⑤Next
24/15:04 MemoryTX          ▶Standby
✆⑥③②DI:    NEW Y~ Dest:  1 Pg(s)   1
  Delete   Print    Check      Exit
```

D **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 **C** display.

E **Press [Exit].**

```
TX Files Status:        ④Prev. ⑤Next
24/15:04 MemoryTX          ▶Standby
✆⑥③②DI:    NEW Y~ Dest:  1 Pg(s)   1
  Delete   Print    Check      Exit
```

The Information menu is shown again.

F **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.

A **Press [Info.].**

```
○Ready    Set originals. Enter fax no.
Memory Trans.                        99%
◟⑥③DI:_              Dest:  0
                    Mode    Info.
```

The Information menu is shown.

B **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]**.

C **Press the ⊲ or ⊳ key until the file you want to check or edit is shown. Then press [Check].**

```
TX Files Status:       ⊲Prev. ⊳Next
24/15:04 MemoryTX      ▶Standby
 ◟⑥③②DI:    NEW Y~  Dest: 1 Pg(s)  1
 Delete  Print  Check  Exit
```
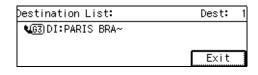
📎 **Note**
❒ If you wish to check only the transmission status, press **[Exit]** to return to standby mode.

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

Checking Destinations
(Destination List)

❶ **Enter the "Destination List" number with the number keys.**

```
Check/Change:        Enter number ▐
1 Destination List
2 Change Start Time(23:30)
3 Change Dest.           Exit
```

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

```
Destination List:       Dest:  1
◟⑥③DI:PARIS BRA~
                         Exit
```

📎 **Note**
❒ To see hidden destinations, press **[↑Prev.]** or **[↓Next]**.

Changing the Transmission Time

❶ **Enter the "Change Start Time" number with the number keys.**

```
Check/Change:        Enter number ▐
1 Destination List
2 Change Start Time(23:30)
3 Change Dest.           Exit
```

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

```
Change Start Time:   Enter Start time
        Start time ▓23:30▓
 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.

📎 **Note**
❒ You can not specify a start time more than 24 hours into the future.

❒ To start transmission immediately, press **[Immediate]**. If memory contains other files queued for transmission, those files are sent first.

5

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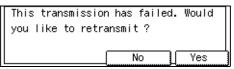
This function is valid when the machine is set up with the User Parameters to save messages that could not be sent in memory.

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.206 *"Changing the User Parameters"*

A **Enter the "Retransmit " number with the number keys.**

```
Check/Change:          Enter number ▮
1 Destination List
2 Retransmit
3 Change Dest.              Exit
```

B **Press [Yes].**

```
This transmission has failed. Would
you like to retransmit ?

                    No        Yes
```
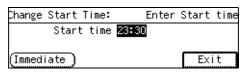
Note

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

C **Enter the "Change Start Time" number with the number keys.**

```
Check/Change:          Enter number ▮
1 Destination List
2 Change Start Time(**:**)
3 Change Dest.              Exit
```

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

```
Change Start Time:    Enter Start time
        Start time 23:30

(Immediate )                 Exit
```

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

Note

❒ You can not specify a start time more than 24 hours into the future.

❒ 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.

A **Enter the "Change Dest." number with the number keys.**

```
Check/Change:          Enter number ▮
1 Destination List
2 Change Start Time(23:30)
3 Change Dest.              Exit
```

B **Change the destination.**

```
Change Dest.:    Add/change destination
                                   1/1
☎63)DI:[13] PARIS BRANCH  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.104 *"Re-sending a File"*

E **Press [Exit].**

F Press [Exit].

```
Check/Change:          Enter number ▌
1 Destination List
2 Change Start Time(23:30)
3 Change Dest.              Exit
```

G Press [Exit].

```
TX Files Status:      ◀Prev. ▶Next
07/20:04 MemoryTX       ▸Transmitting
 📞63 DI:PARIS BRA~  Dest: 1 Pg(s)  1
 Delete ∥ Print ∥ Check ∥ Exit
```

The Information menu is shown.

H 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 (e.g. when erasing files).

✒️ Note

❐ The contents of an original stored in memory can also be printed. ⇒ P.102 *"Printing a File"*

A Press [Info.].

```
○Ready    Set originals. Enter fax no.
Memory Trans.                        99%
(G3)DI:_                     Dest:  0
                          Mode    Info.
```

The Information menu is displayed.

B 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].

C 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.

D 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 don't have to always print the Journal. 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.

A **Press [Info.].**

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                       99%
✆⑥③DI:_                  Dest:  0
                      Mode     Info.
```

The Information menu is shown.

B **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
```
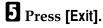
📝 Note

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

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

```
TX Status:            24.Mar. 15:53
24.Mar. 14:57 NEW YORK ~  1Pg(s) Error
24.Mar. 13:24 226231471   1Pg(s) Done
(↑Prev.) (↓Next)               OK
```

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

D **Press [OK].**

The initial display is shown.

E **Press [Exit].**

5

CHECKING THE RECEPTION RESULT (RX FILE STATUS)

This function lets you check up on the last 50 messages received without having to print the Journal. 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.

A Press [Info.].

```
○Ready    Set originals. Enter fax no.
Memory Trans.                         100%
📞⑥③DI:_                        Dest:  0
                       Mode  │  Info.
```

The Information menu is shown.

B 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].

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

```
RX Status:            07.May. 21:23
07.May. 21:21 TOKYO BRA~  1Pg(s)  Done
07.May. 21:19 LONDON OF~  1Pg(s)  Done
( ↑Prev. )( ↓Next )            OK
```

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

D Press [OK].

The initial display is shown.

E Press [Exit].

PRINTING A CONFIDENTIAL MESSAGE

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.176 "*ID Code*"

⚡Important

❐ If the **Main Power** switch is off more than an hour, all Confidential Messages are deleted. In such a case, use the Power Failure Report to identify which messages have been lost. ⇒ P.121 "*WHEN POWER IS TURNED OFF OR FAILS*"

💡 Limitation

❐ You must program the Confidential ID for Confidential Reception to work.

A Press [Info.].

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                         99%
✆⑥③DI:_                 Dest:  0
                     Mode     Info.
```

The Information menu is shown.
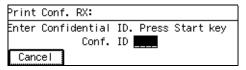
B Enter the "Print Conf. RX" function number with the number keys.

```
▦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]**.

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

```
Print Conf. RX:
Enter Confidential ID. Press Start key
              Conf. ID ▮▮▮▮
 Cancel
```

✍ Note
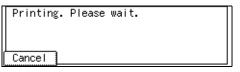
❐ If you receive a fax by Confidential ID Override Reception, enter the override Confidential ID.

❐ You need to obtain the override Confidential ID from the sender.

D Press the 【Start】 key.

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

```
Printing. Please wait.



 Cancel
```

✍ Note
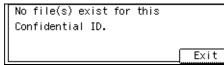
❐ If no Confidential Messages have been received, the message "No reception file(s) exists." is shown. Press **[OK]**.

```
No reception file(s) exists.



                      Exit
```

5

❒ If the Confidential IDs or Personal Confidential IDs do not match, the message "No file(s) exist for this Confidential ID." is displayed. Press **[OK]** 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
```

E **Press [Exit].**

```
▓Information          Enter number ▊
B 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.206 *"Changing the User Parameters"*

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 **Confidential File** indicator blinks.

Preparation

Before you start, program your Memory Lock ID.⇒ P.176 *"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 such a case, the Power Failure Report will be printed so you can confirm which messages have been lost. ⇒ P.121 *"WHEN POWER IS TURNED OFF OR FAILS"*

❐ Memory Lock is switched off by default. Turn it on with the User Parameters. ⇒ P.206 *"Changing the User Parameters"*

❐ You can also apply Memory Lock to messages that come only from certain senders. ⇒ P.180 *"Special Senders to Treat Differently (Special RX Nos.)"*

A **Make sure that the Confidential File indicator blinks. Press [Info.].**

```
◯Ready     Set originals. Enter fax no.
Memory Trans.                        99%
◖G3◗DI:_                     Dest:  0
                           Mode    Info.
```

The Information menu is shown.
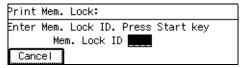
B **Enter the "Print Mem. Lock" function number with the number keys.**

```
▨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]**.

C **Enter the Memory Lock ID (4 digit number).**

```
Print Mem. Lock:
Enter Mem. Lock ID. Press Start key
       Mem. Lock ID ▆▆▆
  Cancel
```

D **Press the 【Start】 key.**
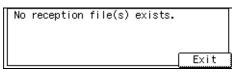
The received messages are printed. When the printing is completed, the Information menu is shown.

```
 Printing. Please wait.


  Cancel
```

5

🖉 **Note**

❒ If no messages have been received, while Memory Lock is switched on, the message "No reception file(s) exists." is shown. Press **[OK]**.

```
No reception file(s) exists.

                          Exit
```

❒ If the Memory Lock ID does not match, the message "Wrong Memory Lock ID." is shown. Press **[OK]** and retry after checking the Memory Lock ID.

```
Wrong Memory Lock ID.

                          Exit
```

E **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 JOURNAL

The Journal 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 Journal at any time by following the procedure below.

✎ Note
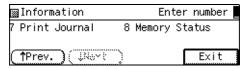
❒ The sender's name column of the Journal is useful when you need to register a special sender.

❒ If you do not want the Journal printed, you can turn it off. ⇒ P.206 *"Changing the User Parameters"*

A Press [Info.].

```
◌Ready    Set originals. Enter fax no.
Memory Trans.                      100%
📞63 DI:_              Dest:  0
                    Mode    Info.
```

The Information menu is shown.

B Enter the "Print Journal" function number with the number keys.

```
▨Information          Enter number ▮
7 Print Journal    8 Memory Status

 ↑Prev.   ↓Next            Exit
```

✎ Note

❒ If "Print Journal" is not shown, press [↑Prev.] or [↓Next].

C Press the Ⓐ or Ⓑ key to select the format you want to print.

```
To print Journal, 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 (8 digit number) with the number keys.
- Press **[Cancel]** to return to the Information menu.

D Press the 【Start】 key.

The Journal is printed.

E Press [Exit].

```
▨Information          Enter number ▮
7 Print Journal    8 Memory Status

 ↑Prev.   ↓Next            Exit
```

The initial display is shown.

113

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.

A Press [Info.].

```
○Ready    Set originals. Enter fax no.
Memory Trans.                        99%
📞(63)DI:_                    Dest:  0
                        Mode  │  Info.
```

The Information menu is shown.

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

```
▦Information              Enter number ▮
7 Print Journal      8 Memory Status

( ↑Prev. ) ( ↓Next )            Exit
```

✐ Note
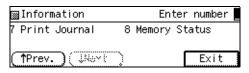
❒ If "Memory Status" is not shown, press [↑Prev.] or [↓Next].

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

```
Memory Status:              Memory 99%
Confidential RX    2 file(s)    Others
TX Files          32 file(s)
RX Files to print  1 file(s) │   OK
```

✐ Note

❒ If "Others" is displayed, it means that one or more Auto Documents have been stored. ⇒ P.146 "Registering an Auto Document"

❒ Memory can hold up to about 160 pages (up to about 400 pages with optional Expansion Memory installed/up to about 2,400 pages with both the optional Fax Function Upgrade Unit and optional Expansion Memory installed).

D Press [Exit].

```
▦Information              Enter number ▮
7 Print Journal      8 Memory Status

( ↑Prev. ) ( ↓Next )            Exit
```

The initial display is shown.

6. Troubleshooting

WHEN TONER RUNS OUT
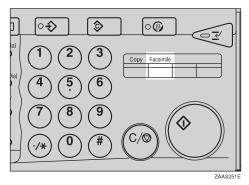
When the machine has run out of toner the ⬇ symbol appears on the display. Note that even if there is no toner left you can still send fax message.

⚠️**Important**

❒ If you continue receiving and sending faxes after toner runs out, communication will not be possible after 100 communications (900 with optional Fax Function Upgrade Unit installed).

🔔 **Limitation**

❒ The Memory Storage Report, Polling Reserve Report and Confidential File Report are not printed.

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

ZAAS251E

📝 **Note**

❒ If the standby display is not shown, press the 【**Facsimile**】 key.

B **Press [Exit].**

The error display closes.

⇒ P.24 *"MEMORY TRANSMISSION"*, P.32 *"IMMEDIATE TRANSMISSION"*

ERROR MESSAGES AND THEIR MEANINGS

If there is an error, one of the following messages may appear on the display. It might just flash up briefly, so if you are watching for errors, stay by the machine and check the display.

Message	Problem and Solution
Clear Misfeed(s) Remove originals from the Document Feeder.	Original misfeed Remove originals from Document Feeder. Set any pages of the original that were not scanned and send again.
Reset originals and press Start.	Original jammed during Memory Transmission. Reset originals that haven't been scanned.
Error. Transmission has been cancelled.	A document jam occurred during Immediate Transmission. Press **[OK]** and resend the page which has been not sent.
	An error occurred during Immediate Transmission. Press **[OK]** and re-send the original. ✎ **Note** ❐ There may be a problem with the machine or the telephone line (e.g. noise or cross talk). If the error re-occurs frequently, contact your service representative.
Cannot detect original size. Reset original(s) and press Start key.	The machine failed to detect the size of the original. Press the ◁ or ▷ key to select the size and press the **【Start】** key three times.
<FAX> Personal Code Access. Please enter your Personal Code.	Personal Codes Access is switched on. You need to enter a previously programmed 8 digit ID code. For more information, see P.164 *"Personal Codes"*.
❦Service call Functional problem with the fax. Please contact your service representative.	There is a problem with the fax function. Contact your service representative and tell the code number shown in the display. The copier function will still work normally.
Memory is full. Cannot store additional originals. (Stored original(s) will be transmitted.)	If you press **[OK]**, the machine returns to the standby mode and start transmitting pages which has been scanned.

SOLVING PROBLEMS

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Image background appears dirty when received at the other end.	Adjust the scan density.	P.38 *"Image Density (Contrast)"*
Printed or sent image contains spots.	The Document Feeder (AR-DF) or exposure glass is dirty. Clean them. See the Copy Reference manual. Make sure that ink or eraser is dry before setting the original.	---
Received image is too light.	Request the sender to increase the image density.	---
	When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper.	P.15 *"ACCEPTABLE TYPES OF ORIGINALS"*
	When 🔅 is blinking, toner is beginning to run out. Replace the toner cartridge soon. ⇒ See the Copy Reference manual.	---
Message appears blank at the other end.	The original was set upside down. Set it properly.	P.19 *"HOW TO SET AN ORIGINAL"*
You want to cancel a Memory Transmission.	If the original is being stored, press the 【Clear/Stop】 key.	P.30 *"CANCELING A MEMORY TRANSMISSION"*
	If the original is being sent, use "Check/Cancel TX Files" in the Information menu.	P.101 *"CHECKING AND CANCELING TRANSMISSION FILES"*
You want to cancel an Immediate Transmission.	Press the 【Clear/Stop】 key.	P.36 *"CANCELING AN IMMEDIATE TRANSMISSION"*
You cannot add any destination in Group though it does not reach the maximum number.	100 destinations have been programmed with the number keys (1,000 with optional Fax Function Upgrade Unit). Program more numbers with Quick Dials or Speed Dials.	⇒ P.44 *"Number Keys"*, P.125 *"Registering Quick Dials"*, P.138 *"Registering Speed Dials"*, P.130 *"Registering Groups"*

6

117

INDICATORS

When the Receive File Indicator is Lit

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 **Facsimile Error** 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 another function	The machine is printing with another function.	The message will be printed after the current job finishes automatically.
Output Tray is full.	The Output Tray is full. Remove paper.	Remove paper from the Output Tray.

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.109 *"PRINTING A CONFIDENTIAL MESSAGE"*

The Confidential Reception indicator blinks when a message has been received with the Memory Lock feature. ⇒ P.111 *"PRINTING A FILE RECEIVED WITH MEMORY LOCK"*

When the Facsimile Error Indicator is Lit in Red

If this indicator is lit, refer to the table below and take the appropriate action.

Problem	Solution
Paper has run out.	Add paper. ⇒See the Loading Paper in the Copy Reference manual.
The paper output tray is full.	Remove the paper from the tray.
The machine is in RDS (Remote Diagnostic System) mode.	Wait with the **Main Power** switch on. Machine will go to the standby mode after it exits from the RDS mode.
A facsimile error has occurred.	The facsimile has a problem. Contact a service representative. The copier will still function normally.

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 in 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.

6

6

7. 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 Journal, 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 Photo Original) and fax auto reset timer

❖ **Initial Setup RX**
Use to turn on or off: Reverse Order Printing, Checkered Mark, Centre 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

❖ **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, monitor 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.
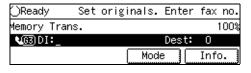
Items that are currently selected appear highlighted.

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.

🔢 **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 DI:_                    Dest:  0
                        Mode      Info.
```

✎ **Note**
❒ If the standby display is not shown, press the 【**Facsimile**】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the number of the "Fax".**

The Facsimile User Tool main menu appears.

℘Reference

For how to use the System User Tools, refer to the System Settings manual.

D **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.

E **Enter the function number of the User Tool you require.**

✐ Note

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

F **Follow the instructions on the display.**

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

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Exiting User Tool mode

A **When you have made your changes and pressed [OK], press the 【User Tools/Counter】 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/Counter】 key.

REGISTER/DELETE MENU

Registering Quick Dials

To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

Use the following steps to program a new Quick Dial or to edit or overwrite existing Quick Dials. There are 56 Quick Dials available.

You can register the following items in each key:

- Destination fax number (up to 254 digits)
- Destination name
- Label Insertion (whether to print the destination name on faxes sent to this number)
- TTI (which TTI is printed on faxes sent to this number)

🟥Important

❒ We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. ⇒ P.154 *"REPORTS/LISTS"*

🌡 Limitation
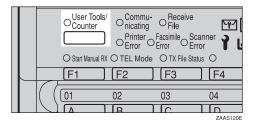
❒ When a registered Quick Dial key is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is shown and you cannot change the destination for this key.

A 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 DI:_                  Dest:    0
                       Mode   │ Info. │
```

✎ Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B Press the 【User Tools/Counter】 key.

ZAAS120E

C Enter the number of the "Fax.

```
▨User Tools Main Menu    Enter number █
1 System      2 Copier    3 Fax
4             5
│Counter│ │Language│              Exit │
```

The Facsimile User Tool main menu appears.

🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

D 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
│ Prev. │ │↓Next │              Menu │
```

7

E **Enter the number for "Reg. Quick Dial" with the number keys.**

```
▓Register/Delete  1/3   Enter number ▓
01 Reg. Quick Dial  02 Delete Quick Dial
03 Reg. Group Dial  04 Delete Group Dial
 ↑Prev.   ↓Next              PrevMenu
```

✐ Note

❒ If "Reg. Quick Dial" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Press the Quick Dial key which you want to register.**
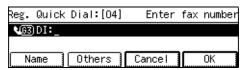
```
Reg. Quick Dial:
Press key to register Quick Dial, or
check Status.
 Status                      PrevMenu
```

✐ Note

❒ If you press a wrong key, press **[PrevMenu]** then try again.

❒ You can press **[Status]** to see the status currently programmed.

```
Status 01-56:   Press key to register ▓
01 TRONTO OFFICE    02 NEW YORK OFFICE
03 TOKYO OFFICE     04 -----
 ↑Prev.   ↓Next                  OK
```

G **Enter a fax number with the number keys.**

```
Reg. Quick Dial:[04]   Enter fax number
 ☎63 DI:_
 Name   Others   Cancel     OK
```

✐ Note
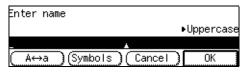
❒ If you make a mistake, press the **【Clear/Stop】** key and try again.

❒ If a fax number is already registered in this Quick Dial key, the number and communication type are shown on the display. If you wish to change the fax number, press the **【Clear/Stop】** key and enter another number.

❒ You cannot omit the fax number.

H **Press [Name] .**

✐ Note

❒ If you wish to omit the destination name, go to step **J**.

I **Enter the destination name.**

```
Enter name
                         ▶Uppercase
 A↔a   Symbols   Cancel      OK
```

✐ Note

❒ If a destination name is already registered in this Quick Dial key, the name is shown on the display. If you wish to change this name, press the **【Clear/Stop】** key and enter another name.

♪ Reference

P.215 *"Entering Text"*
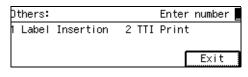
J **Press [OK].**

The fax number and name are displayed.
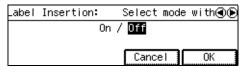
Selecting Label Insertion/TTI Print

A **Press [Others] after step J.**

B **Enter the "Label Insertion" function number with the number keys.**

```
Others:                Enter number ▓
1 Label Insertion  2 TTI Print

                             Exit
```

C **Press the ◁ or ▷ key to turn the feature on or off.**

```
Label Insertion:    Select mode with◁▷
            On / Off
                     Cancel    OK
```

D **Press [OK].**
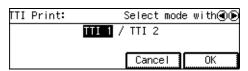
E **Enter the "TTI Print" function number with the number keys.**

```
Others:              Enter number ▌
1 Label Insertion   2 TTI Print

                              Exit
```

F **Press the Ⓐ or Ⓑ key to select which TTI is printed on messages sent to this destination.**

```
TTI Print:        Select mode with◀▶
              TTI 1 / TTI 2

                   Cancel    OK
```

G **Press [OK].**

H **Press [Exit].**
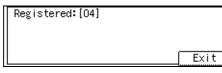
⑪ **Press [OK] to register the new setting.**

Note

❒ If you press **[Cancel]**, the entered values are canceled and the display shown in step **G** appears again.

⑫ **Press [Exit].**

```
Registered:[04]



                              Exit
```

The display shown in step **G** appears again.

⑬ **Press the 【User Tools/Counter】 key.**

Quick Dial List

Printing the Quick Dial list allows you to check destinations registered in Quick Dial keys. ⇒ P.154 *"REPORTS/LISTS"*

Deleting Quick Dials

This procedure describes how to find a programmed Quick Dial and delete it.

♥ **Limitation**
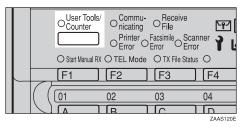
❒ When a Quick Dial key is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is shown and you cannot delete the destination for this key.

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

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                    100%
☎⑥③DI:_              Dest:  0
                    Mode    Info.
```

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▓User Tools Main Menu    Enter number ▌
1 System      2 Copier    3 Fax
4             5
Counter  Language           Exit
```

The Facsimile User Tool main menu appears.

127

Reference

For how to use the System User Tools, refer to the System Settings manual.

D **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
( ↑Prev. ) ( ↓Next )            Menu
```

E **Enter the number for "Delete Quick Dial" with the number keys.**

```
▥Register/Delete  1/3    Enter number ▮
01 Reg. Quick Dial  02 Delete Quick Dial
03 Reg. Group Dial  04 Delete Group Dial
( ↑Prev. ) ( ↓Next )          PrevMenu
```

Note

❒ If "Delete Quick Dial" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Press the Quick Dial key which you want to delete.**

The current contents of the key are displayed.

```
Delete QuickDial:
Press key to delete Quick Dial, or check
Status.
| Status |                    PrevMenu
```

Note

❒ If you press the wrong key, press **[No]** then try again.

❒ You can press **[Status]** to see the status currently programmed.
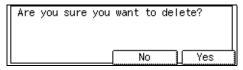
```
Status 01-56:     Press key to delete ▮
01 TRONTO OFFICE    02 NEW YORK OFFICE
03 TOKYO OFFICE     04 HONG KONG OFFI~
( ↑Prev. ) ( ↓Next )              OK
```

G **Press [Yes].**

```
Delete QuickDial:[04]          Delete ?
☎63 DI:123
(HONG KONG OFFICE Label Insert:Off)
| Name |          No      Yes
```

Note

❒ If you press **[No]**, the destination is not deleted and the display is shown in step **F** appears again.

H **Press [Yes] to delete the destination stored in this Quick Dial key.**

```
Are you sure you want to delete?



                       No   |   Yes
```

Note

❒ If you press **[No]**, the destination is not deleted and the display shown in step **F** appears again.

I **Press the [User Tools/Counter] key.**

Quick Dial Key and Function Key Label (Dial label)

You can print a template that can be used to make labels for Quick Dial and User Function keys. The template will have destination or Group names programmed in Quick Dials, and the names of functions assigned to User Function keys.
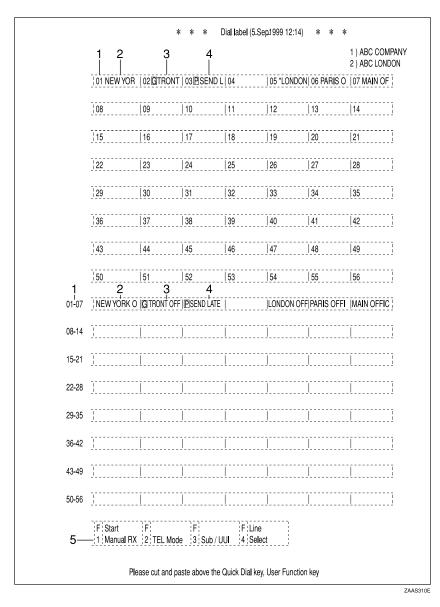
Limitation

❒ Print the template on A4 label paper that can be peeled and stuck on the operation panel.

Note
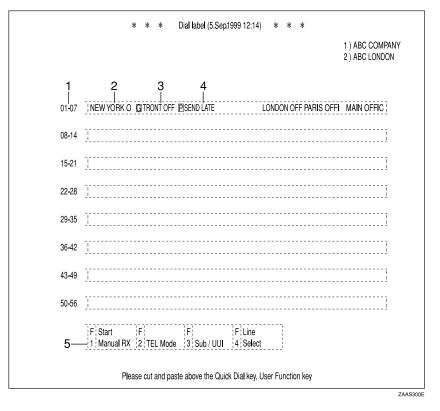
❒ You can print the template from the Bypass Tray.

❒ You can choose whether to print on transparent or non-transparent label paper with the User Parameters. By default the setting is "Non-transparent". ⇒ P.206 *"Changing the User Parameters"*

❒ To print the label template, see P.154 *"REPORTS/LISTS"*.

Non-transparent label paper


```
*  *  *    Dial label (5.Sep.1999 12:14)    *  *  *

1    2      3      4                        1 ) ABC COMPANY
|    |      |      |                        2 ) ABC LONDON
01 NEW YOR  02 G TRONT  03 P SEND L  04       05 *LONDON  06 PARIS O  07 MAIN OF

08      09      10      11      12      13      14

15      16      17      18      19      20      21

22      23      24      25      26      27      28

29      30      31      32      33      34      35

36      37      38      39      40      41      42

43      44      45      46      47      48      49

50      51      52      53      54      55      56

1        2      3      4
01-07  NEW YORK O  G TRONT OFF  P SEND LATE      LONDON OFF  PARIS OFFI  MAIN OFFIC

08-14

15-21

22-28

29-35

36-42

43-49

50-56

        F Start    F        F          F Line
5 ───   1 Manual RX  2 TEL Mode  3 Sub / UUI  4 Select

     Please cut and paste above the Quick Dial key, User Function key
```

ZAAS310E

1. **Quick Dial key number**

2. **Destination name**

3. **Group name (G)**

4. **Program name (P)**

5. **Programmed contents of User Function keys**

Transparent label paper


```
∗  ∗  ∗     Dial label (5.Sep.1999 12:14)    ∗  ∗  ∗
                                                        1 ) ABC COMPANY
                                                        2 ) ABC LONDON

      1         2        3        4
      |         |        |        |
   01-07  NEW YORK O GTRONT OFF PISEND LATE        LONDON OFF PARIS OFFI  MAIN OFFIC

   08-14

   15-21

   22-28

   29-35

   36-42

   43-49

   50-56

              F Start      F           F           F Line
      5——— 1 Manual RX  2 TEL Mode  3 Sub / UUI   4 Select

            Please cut and paste above the Quick Dial key, User Function key
```

ZAAS300E

1. **Quick Dial key number**

2. **Destination name**

3. **Group name (G)**

4. **Program name (P)**

5. **Programmed contents of User Function keys**

Registering Groups

If you send the same message to several destinations at the same time on a regular basis, program these destination numbers as a Group. This allows you to dial these destinations with a single key press.

Use these steps to program a new Group or to edit or overwrite an existing Group.

You can register the following items in a Group:

- Destination fax numbers (up to 256 numbers for each group, up to 254 digits for each number)
- Group name (up to 20 characters)

You can enter destination numbers with Quick Dial keys, Speed Dials, or the number keys.

⚠️**Important**

❒ It is recommend that you print the Group Dial list and keep it when you register or change destinations. ⇒ P.154 *"REPORTS/LISTS"*

🖉 Note

❒ The maximum number of Groups you can register is 9 (up to 30 Groups with optional Fax Function Upgrade Unit installed).

❒ The theoretical maximum number of destinations you can store in a Group [*1] is 256 [*2] (up to 500 Groups with optional Fax Function Upgrade Unit installed).

❒ When a lot of destinations are registered in a Group using number keys, you sometimes cannot enter a destination for a Memory Transmission with the number keys. ⇒ P.44 *"Number Keys"*

❒ When a registered group is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission" is shown and you cannot change destinations for this Group.

[*1] If the same number is stored in several Groups, it will only be counted as a single item. This applies to numbers stored using Quick Dials, Speed Dials or the number keys.

[*2] Maximum of 56 Quick Dials, 100 Speed Dials and 100 numbers entered directly with the number keys.

A 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 DI:_                    Dest:   0
                        Mode    Info.
```

🖉 Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B Press the 【User Tools/Counter】 key.

```
User Tools/   ◯Commu-    ◯Receive
◯Counter      nicating    File
             ◯Printer  ◯Facsimile ◯Scanner
              Error     Error     Error
◯Start Manual RX ◯TEL Mode  ◯TX File Status ◯

  F1      F2      F3      F4

  01      02      03      04
  A       B       C       D
```
ZAAS120E

C Enter the code for "Fax" with the number keys.

```
▨User Tools Main Menu     Enter number ▇
1 System      2 Copier      3 Fax
4             5
Counter   Language            Exit
```

The Facsimile User Tool main menu appears.

🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

D 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
 ↑Prev.   ↓Next              Menu
```

E Enter the number for "Reg. Group Dial" with the number keys.

```
▨Register/Delete  1/3    Enter number ▇
01 Reg. Quick Dial  02 Delete Quick Dial
03 Reg. Group Dial  04 Delete Group Dial
 ↑Prev.   ↓Next            PrevMenu
```

🖉 Note

❒ If "Reg. Group Dial" is not shown, press **[↑Prev.]** or **[↓Next]**.

7

F Enter the Group number with the number keys.

```
Reg. Group Dial:
Enter Group Dial number to register, or
check Status.  Group Dial(01-30) ■
 Status                       PrevMenu
```

Note

❒ If you make a mistake, press **[Cancel]** then try again.

❒ You can press **[Status]** to see the status currently programmed.

```
Status 01-30:          Enter Group no. ■
GpD]13 -----        GpD]14 SALES SECTI~
GpD]15 BRANCHES     GpD]16 DESIGN SECT~
 ↑Prev.   ↓Next                    OK
```

G Enter a fax number then press [Add].

```
Reg. Group Dial:[13]   Enter fax numbers
📞G3]DI:_                 Dest:  0

 Others            Cancel     OK
```
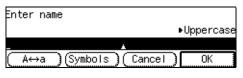
Note

❒ Enter a destination in any of the following three ways:

- Enter the fax number with the number keys.

- Press a Quick Dial key in which the destination is registered.

- Press the 【Speed Dial】 key and enter a Speed Dial code.

❒ If you make a mistake, press the 【Clear/Stop】 key and re-enter the correct Group number.

❒ If destinations are already registered, they are shown on the display. Press the ⦸ or ⦶ key to scroll through the destinations on the display. If you want to change a destination, select it and press the 【Clear/Stop】 key. Press the 【Clear/Stop】 key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the number keys.

❒ You cannot omit the fax number.

H Repeat step G for all the destinations you want registered in the Group.

I Press [Others].

J Enter the "Group Name" function number with the number keys.

```
Others:              Enter number ■
1 Group Name      2 Assign Key

                              Exit
```

K Enter the Group name.

```
Enter name
                        ▸Uppercase

 A↔a  )(Symbols )(Cancel )    OK
```

Note

❒ If the Group name is already registered, it is shown on the display. If you wish to change the Group name, press the 【Clear/Stop】 key and enter another name.

Reference

P.215 *"Entering Text"*
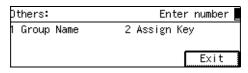
L Press [OK].

The entered fax numbers and Group name are shown on the display.
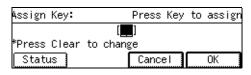
7

132

Note

❒ Press the ◁ or ▷ key to scroll through the destinations on the display. If you wish to change a destination, select it and press the 【Clear/Stop】 key. Press the 【Clear/Stop】 key once to erase a Quick Dial or Speed Dial number, or press it repeatedly to erase a number entered with the number keys.

M **Enter the "Assign Key" function number with the number keys.**

```
Others:              Enter number ▮
1 Group Name        2 Assign Key

                              Exit
```

Note

❒ If you do not assign Groups to a Quick Dial key, you need to have stored the Group function in a User Function key beforehand in order to access them.

N **Press the Quick Dial key you wish to store the Group in.**

```
Assign Key:       Press Key to assign
                    [▮]
*Press Clear to change
 Status           Cancel      OK
```

O **Press [OK].**

P **Press [Exit].**

Q **Press [OK] to register the Group.**

```
Registered: Group Dial 13.

                              Exit
```

Note

❒ If you press **[Cancel]**, the Group is not programmed and the display shown in step **F** appears again.

R **Press [Exit].**

The display shown in step **F** appears again.
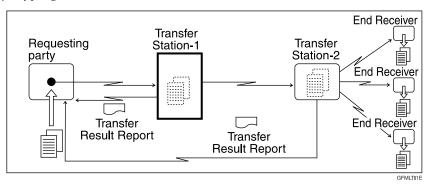
S **Press the 【User Tools/Counter】 key.**

Registering End Receivers for Multi-step Transfer
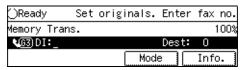
In the first transfer station in the chain, store the special code of the Quick Dial, Speed Dial or Group in which the end receiver fax number is stored in the second transfer station in the chain. The following procedure describes how to program an End Receiver into a Group. For how to enter this code, see P.95 *"Specifying an End Receiver"*

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7

🔍 **Reference**

P.178 *"Multistep Transfer"*

P.93 *"TRANSFER REQUEST"*

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

```
○Ready    Set originals. Enter fax no.
Memory Trans.                      100%
♥㊿DI:_                    Dest:  0
                     Mode  ][  Info.  ]
```

📝 **Note**

❒ If the standby display is not shown, press the 【**Facsimile**】 key.

B Press the 【User Tools/Counter】 key.

ZAAS120E

C Enter the number of the "Fax".

```
▓User Tools Main Menu   Enter number ▇
1 System      2 Copier     3 Fax
4             5
[Counter ] [Language]            [ Exit  ]
```

The Facsimile User Tool main menu appears.

🔍 **Reference**

For how to use the System User Tools, refer to the System Settings manual.

D 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
(↑Prev. )(↓Next )              [  Menu  ]
```

E Enter the number for "Reg. Group Dial" with the number keys.

```
▓Register/Delete  1/3   Enter number ▇
01 Reg. Quick Dial  02 Delete Quick Dial
03 Reg. Group Dial  04 Delete Group Dial
(↑Prev. )(↓Next )            [PrevMenu]
```

📝 **Note**

❒ If "Reg. Group Dial" is not shown, press 【↑**Prev.**】 or 【↓**Next**】.

F **Enter the Group number with the number keys.**

```
Reg. Group Dial:
Enter Group Dial number to register, or
check Status.  Group Dial(01-30) ■
 Status                       PrevMenu
```

Note

❒ If you make a mistake, press **[Cancel]** then try again.

❒ You can press **[Status]** to see the status currently programmed.

```
Status 01-30:           Enter Group no. ■
GRD 13 -----        GRD 14 SALES SECTI~
GRD 15 BRANCHES     GRD 16 DESIGN SECT~
 (↑Prev. ) (↓Next )              OK
```

G **Enter the code for an End Receiver.** ⇒ **P.95** *"Specifying an End Receiver"*

Note

❒ After entering the first End Receiver, you can continue to enter additional End Receivers.

❒ When you register End receivers for Multi-step Transfer, you do not press **[Add]** for this feature to work.

- For example, to register Quick Dial 01 and Speed Dial 11 in Group 13, enter **[1]**+**[3]** at step **F**, then **[#]**+**[0]**+**[1]**+**[#]**+**[✳]**+**[1]**+**[1]**. ⇒ P.95 *"Specifying an End Receiver"*

```
Reg. Group Dial:[13]   Enter fax numbers
☎G3 DI:#✳✳01#11_           Dest:  1

 Others  ( Add  ) Cancel      OK
```

H **Press [Others].**

I **Enter the "Group Name" function number with the number keys.**

```
Others:                 Enter number ■
1 Group Name      2 Assign Key

                            Exit
```

J **Enter the Group name.**

```
Enter name
                          ▶Uppercase
_
 ( A↔a  ) (Symbols ) ( Cancel )   OK
```

Note

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

7

135

🔍 **Reference**

P.215 *"Entering Text"*

⑪ **Press [OK].**

The entered codes and Group name are shown on the display.

📝 **Note**

❐ Press the ◁ or ▷ key to scroll through the destinations on the display. If you wish to change a destination, select it and press the 【 Clear/Stop 】 key repeatedly to erase a number entered with the number keys.

⑫ **Press [OK].**

⑬ **Press [Exit].**

⑭ **Press [OK] to register the Group.**

```
Registered: Group Dial 13.



                           Exit
```

📝 **Note**

❐ If you press **[Cancel]**, the Group is not programmed and the display shown in step ❻ appears again.

⑮ **Press [Exit].**

The display shown in step ❻ appears again.

⑯ **Press the 【 User Tools/Counter 】 key.**

Group Dial list

The Group list allows you to print and check destinations registered in Groups. ⇒ P.154 *"REPORTS/LISTS"*

Deleting Groups

This function deletes all destinations registered in a Group.

⚠ **Limitation**

❐ When a registered Group 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 delete destinations for this Group.

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

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                      100%
📞63DI:_                      Dest:  0
                        Mode    Info.
```

📝 **Note**

❐ If the standby display is not shown, press the 【 Facsimile 】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▤User Tools Main Menu    Enter number ▮
1 System     2 Copier     3 Fax
4            5
[Counter] [Language]            Exit
```

The Facsimile User Tool main menu appears.

D **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
(↑Prev.) (↓Next)              Menu
```

E **Enter the number for "Delete Group Dial" with the number keys.**

```
▤Register/Delete  1/3   Enter number ▮
01 Reg. Quick Dial   02 Delete Quick Dial
03 Reg. Group Dial   04 Delete Group Dial
(↑Prev.) (↓Next)           PrevMenu
```

✐ Note

❒ If "Delete Group Dial" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Enter the Group Dial number you wish to delete with the number keys.**

```
Delete Group Dial:
Enter Group Dial number to delete, or
check status.  Group Dial(01-30) ▮
[Status]                       PrevMenu
```

The registered Group is shown on the display.

```
Delete Group Dial:[13]          Delete ?
📞G3)DI:Sp.D005 TRONT BRA~ Dest:  3 ◖◗
(GrD)D OFFICE)                    [26]
 Others          No         Yes
```

✐ Note

❒ If you make a mistake, press **[No]** and press the correct key.

❒ You can press **[Status]** to see the status currently programmed.

```
Status 01-30:          Enter Group no. ▮
GrD)13 ABC      [26]  GrD)14 SALES SECTI~
GrD)15 BRANCHES       GrD)16 DESIGN SECT~
(↑Prev.) (↓Next)              OK
```
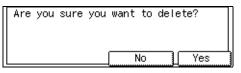
G **Press [Yes].**

```
Delete Group Dial:[13]          Delete ?
📞G3)DI:Sp.D005 TRONT BRA~ Dest:  3 ◖◗
(GrD)D OFFICE)                    [26]
 Others          No         Yes
```

✐ Note

❒ If you press **[No]**, the Group is not deleted and the display is shown in step **F** appears again.

H **Press [Yes].**

The Group is deleted.

```
Are you sure you want to delete?


                      No       Yes
```

✐ Note

❒ If you press **[No]**, the Group is not deleted and the display shown in step **F** appears again.

I **Press the 【User Tools/Counter】 key.**

7

Registering Speed Dials

If you register a destination in a Speed Dial, you can dial that number by just pressing the **【Speed Dial】** key followed by a two or three digit code.

Use these steps to program a new Speed Dial or overwrite an existing one. You can register the following items in a Speed Dial:

- Destination fax number (up to 100 numbers, up to 254 digits for each number)

- Destination name (up to 20 characters)

- A Telephone Directory search letter (A to Z)

- Label Insertion (whether to print the destination name on faxes sent to this number)

- TTI (which TTI is printed on faxes sent to this number)

⚡Important

❒ We recommend that you print the Speed Dial list and keep it when you register or change a destination. ⇒ P.154 *"REPORTS/LISTS"*

🔖 Limitation

❒ When a registered Speed Dial is being used for a standby Memory Transmission, the message `This destination is in use for standby transmission file. Please modify/delete after transmission.` is shown and you cannot change the destination for this Quick Dial.

📝 Note

❒ You can specify codes 00 to 99.

❒ If you install the optional Fax Function Upgrade Unit, you can register up to 1,000 numbers in Speed Dials. In this case codes 000 to 999 are used.

A **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.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

The Facsimile User Tool main menu appears.

🔍Reference

For how to use the System User Tools, refer to the System Settings manual.

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

E **Enter the number for " Reg. Speed Dial" with the number keys.**

```
▓Register/Delete  2/3   Enter number ▓
05 Reg. Speed Dial  06 Delete Speed Dial
07 Store Program    08 Delete Program
(↑Prev. )(↓Next  )              PrevMenu
```

✎ Note

❒ If "Reg. Speed Dial" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Enter the Speed Dial code you want to register with the number keys.**
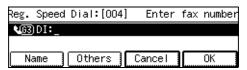
```
Reg. Speed Dial:
Enter Speed Dial number to register, or
check Status.  Speed Dial(000-999) ▓▓
 Status                          PrevMenu
```

✎ Note

❒ If you make a mistake, press the **【Clear/Stop】**key and enter the correct number.

❒ You can press **[Status]** to see the status currently programmed.

```
Status 000-999:Enter no. to register ▓▓
SP.D 000 ABC COMPANY   SP.D 001 XYZ COMPANY
SP.D 002 X SHOP
(↑Prev. )(↓Next  )                   OK
```

G **Enter a fax number with the number keys.**

```
Reg. Speed Dial:[004]   Enter fax number
📞G3 DI:_
 Name  | Others | Cancel |   OK
```

✎ Note

❒ If you make a mistake, press the **【Clear/Stop】** key and enter the correct number.

❒ If a fax number is already registered in this Speed Dial, the number is shown on the display. If you wish to change the fax number, press the **【Clear/Stop】** key and enter another number.
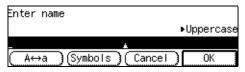
❒ You cannot omit the fax number. Be sure to register it.

H **Press [Name].**

✎ Note

❒ If you wish to omit the destination name, go to step ⓫.

I **Enter the destination name.**

```
Enter name
                            ▸Uppercase

( A↔a )(Symbols )( Cancel )      OK
```

✎ Note

❒ If a destination name is already registered in the Speed Dial, the name is shown on the display. If you wish to change the destination name, press the **【Clear/Stop】** key and enter another name.

🔎 Reference

P.215 "*Entering Text*"

⓾ **Press [OK].**

The entered destination number and name are shown on the display.

⓫ **Press [Others].**

```
Reg. Speed Dial:[004]   Enter fax number
📞G3 DI:8091457215_
(LMN FACTORY Label Insert:Off)
 Name  | Others | Cancel |   OK
```
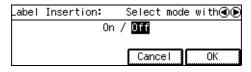
⓬ **Enter the number to select.**

```
Others:                  Enter number ▓
1 Label Insertion  2 Sp.D Tel. Dir.
3 TTI Print
                              Exit
```

7

139

To turn Label Insertion On or Off

A **Enter the "Label Insertion" code with the number keys.**

B **Press the ○< or ○> key to turn Label Insertion on or off.**

```
Label Insertion:   Select mode with○◁○▷
                On / Off
                        Cancel ┃  OK
```

C **Press [OK].**

Selecting a Telephone Directory Search Letter

A **Enter the "Sp.D Tel. Dir." code with the number keys.**

B **Enter a search letter (A to Z) for the Telephone Directory.**

```
Speed Dial Tel. Dir.:
Enter letter to find
        Letter(A-Z) ▮
                        Cancel ┃  OK
```

🔍 Reference

P.215 "Entering Text"

C **Press [OK].**

The search letter you entered is shown.

TTI Print

A **Enter the "TTI Print" code with the number keys.**

B **Press the ○< or ○> key to select which TTI is printed on messages sent to this destination.**

C **Press [OK].**

M **Press [Exit].**

N **Press [OK].**
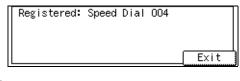
The fax number, destination name, and search letter are registered.

```
Reg. Speed Dial:[004]   Enter fax number
🕾G3 DI:8091457215_
(LMN FACTORY Label Insert:Off)      *L
  Name ┃  Others ┃  Cancel ┃   OK
```

📝 Note

❒ If you press **[Cancel]**, the Speed Dial is not registered.

O **Press [Exit].**

```
Registered: Speed Dial 004


                            Exit
```

P **Press the 【User Tools/Counter】 key.**

Speed Dial list

Print this list to check which destinations are programmed. ⇒ P.154 "REPORTS/LISTS"

Deleting Speed Dials

Use this procedure to delete any Speed Dials you are not using anymore.

💡 Limitation

❒ If a registered Speed Dial is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is shown and you cannot change the destination for this Speed Dial.
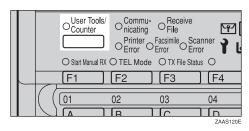
140

A **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 DI:_              Dest:  0
                        Mode  | Info.
```

✐ **Note**

❒ If the standby display is not shown, press the **【Facsimile】** key.

B **Press the 【User Tools/Counter】 key.**

```
○ User Tools/    ○ Commu-   ○ Receive
  Counter          nicating    File          ⬚
               ○ Printer ○ Facsimile ○ Scanner    L
                 Error     Error      Error
○ Start Manual RX ○ TEL Mode ○ TX File Status ○
  [ F1 ]   [ F2 ]   [ F3 ]   [ F4 ]
   01       02       03       04
    A        B        C        D
```
ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▦User Tools Main Menu    Enter number ▮
1 System        2 Copier      3 Fax
4               5
Counter | Language |              Exit
```

The Facsimile User Tool main menu appears.

℘ **Reference**

For how to use the System User Tools, refer to the System Settings manual.

D **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
 ↑Prev. | ↓Next                   Menu
```

E **Enter the number for "Delete Speed Dial" with the number keys.**

```
▦Register/Delete  2/3    Enter number ▮
05 Reg. Speed Dial  06 Delete Speed Dial
07 Store Program    08 Delete Program
 ↑Prev. | ↓Next                PrevMenu
```

✐ **Note**

❒ If "Delete Speed Dial" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Enter the Speed Dial code you wish to delete.**

```
Delete Speed Dial:
Enter Speed Dial number to delete, or
check Status.  Speed Dial(000-999) ▮▮
 Status                         PrevMenu
```

The registered destination is shown on the display.

✐ **Note**

❒ If you make a mistake before entering the first digit, press the **【Clear/Stop】** key and enter the correct number. If you make a mistake after entering the last digit, press **[No]** and enter the number again.

❒ You can press **[Status]** to see the status currently programmed.

```
Status 000-999:  Enter no. to delete ▮
SPD 000 ABC COMPANY   SPD 001 XYZ COMPANY
SPD 002 X SHOP        SPD 004 LMN FACTORY
 ↑Prev. | ↓Next                     OK
```
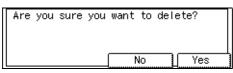
G **Press [Yes].**

```
Delete Speed Dial:[004]          Delete ?
 ✆G3 DI:8091457215
(LMN FACTORY Label Insert:Off)         *L
 Name              |   No   |   Yes
```

✐ **Note**

❒ If you press **[No]**, the Speed Dial is not deleted and the display shown in step **F** appears again.

7

141

B Press [Yes].

```
Are you sure you want to delete?

                           No       Yes
```

The Speed Dial is deleted.

Note

❒ If you press **[No]**, the Speed Dial is not deleted and the display shown in step **G** appears again.

I Press the 【User Tools/Counter】 key.

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 255 numbers, up to 500 numbers with optional Fax Function Upgrade Unit installed), 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.154 *"REPORTS/ LISTS"*

Limitation
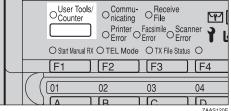
❒ The maximum number of programs you can register is 56.

❒ 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.

A 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◗DI:_                       Dest:  0
                        Mode   ]  Info. ]
```

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B Press the 【User Tools/Counter】 key.

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▦User Tools Main Menu    Enter number ▮
1 System       2 Copier     3 Fax
4              5
┌Counter ┐ ┌Language┐          ┌ Exit ┐
```

The Facsimile User Tool main menu appears.

$\mathcal{P}$ Reference

For how to use the System User Tools, refer to the System Settings manual.

D **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
┌↑Prev. ┐ ┌↓Next ┐           ┌ Menu ┐
```

E **Enter the number for "Store Program" with the number keys.**

```
▦Register/Delete  2/3    Enter number ▮
05 Reg. Speed Dial   06 Delete Speed Dial
07 Store Program     08 Delete Program
┌↑Prev. ┐ ┌↓Next ┐         ┌PrevMenu┐
```

$\mathscr{D}$ Note

❒ If "Delete Speed Dial" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Press a Quick Dial key you want to register.**

The "Store Program" display is shown.

```
Store Program:
Press key to store Keystroke Program, or
check Status.
┌ Status ┐                 ┌PrevMenu┐
```

$\mathscr{D}$ Note

❒ If you make a mistake, press **[Cancel]** and press the correct key.

❒ You can press **[Status]** to see the status currently programmed.

```
Status 01-56:   Press key to register ▮
29 KsP REPORT      30 KsP DAILY
31 -----           32 -----
┌ ↑Prev. ┐ ┌ ↓Next ┐          ┌ OK ┐
```

G **Press [Feature].**

```
Store Program:[31]      Features selected
┌Feature ┐ ┌ Name ┐ ┌ Cancel ┐ ┌ OK ┐
```

H **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%
☏G3 DI:_                Dest: 0
                       ┌ Mode ┐ ┌ OK ┐
```

$\mathscr{D}$ Note

❒ If you press the 【Clear Modes】 key, the display returns to the steps before keystroke programming.

❒ 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
┌↑Prev. ┐ ┌ ↓Next ┐           ┌ Exit ┐
```

- Set Send Later $\Rightarrow$ P.74 *"SEND LATER"*

7

143

❒ 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 【Clear Modes】 key and program function again.

I Press [OK].

```
(!)Store Program  Enter features.Press OK
Memory Trans. Send Later            100%
((G3)DI:0123456789_          Dest:   1
( Add )              | Mode |     OK
```

J Press [Name].
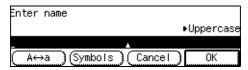
```
Store Program:[31]    Features selected
Dest:  1 Memory Trans. Others

|Feature |   Name   | Cancel |     OK
```

Note

❒ You cannot omit a program name. Be sure to register it.

K Enter the program name.

```
Enter name
                             ▸Uppercase

( A↔a )(Symbols )( Cancel )      OK
```

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

P.215 *"Entering Text"*

L Press [OK.]

The function and program name are shown on the display.

M Press [OK].
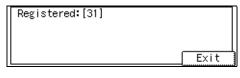
The program is stored.

```
Store Program:[31]    Features selected
Dest:  1 Memory Trans. Others
((KsP)WEEKLY)
|Feature |   Name   | Cancel |     OK
```

Note

❒ If you press [Cancel], the Keystroke Program is canceled and the display shown in step F appears again.

N Press [Exit].

```
Registered:[31]



                             Exit
```

The screen shown in step F appears again.

O Press the 【User Tools/Counter】 key.

Keystroke Program List

The Keystroke Program list allows you to print and check functions registered in keystroke programs.⇒ P.154 *"REPORTS/LISTS"*

Using a Keystroke Program

E.g. execute a program using Send Later for the fax number "0123456789."

A Set your original.

Note

❒ If the destination, resolution, contrast and/or original type are not registered in the program, carry out these operations now.

B **Press the Quick Dial key programmed with the Keystroke Program.**

```
Keystroke Program has been selected.
(Press Clear Modes key to cancel.)

[31] K.P  WEEKLY              Exit
```

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

C **Press [Exit] then the 【Start】 key.**

The machine starts scanning the original.

```
(!)Store Program  Enter features.Press OK
Memory Trans. Send Later            100%
📞G3 DI:0123456789_        Dest:   1
 Add              Mode         OK
```

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.

A **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 DI:_                 Dest:   0
                   Mode     Info.
```

📝 Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▨User Tools Main Menu    Enter number ▉
1 System      2 Copier    3 Fax
4             5
 Counter  Language             Exit
```

The Facsimile User Tool main menu appears.

🔍 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **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
 ⬆Prev.  ⬇Next                Menu
```

7

145

E **Enter the number for "Delete Program" with the number keys.**

```
▦Register/Delete  3/3   Enter number ■
09 Reg. Auto Doc.   10 Delete Auto Doc.
11 Reg. Irreg. Area 12 Delete Irreg.Area
( ↑Prev. ) ( ↓Next )          PrevMenu
```

⌥ Note

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

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

```
Delete Program:
Press key to delete Keystroke Program,
or check Status.
  Status                      PrevMenu
```

The contents of the program are shown on the display.

⌥ Note

❒ If you make a mistake, press **[No]** and the correct key.

❒ You can press **[Status]** to see the status currently programmed.

```
Status 01-56:      Press key to delete ■
29 Ks.P REPORT     30 Ks.P DAILY
31 Ks.P WEEKLY     32 Ks.P TEST
( ↑Prev. ) ( ↓Next )              OK
```
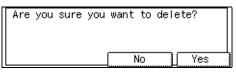
G **Press [Yes].**

```
Delete Program:[31]            Delete ?
Dest:  1 Memory Trans. Others
(Ks.PWEEKLY)
 Feature             No      Yes
```

⌥ Note

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

H **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 **G** appears again.

I **Press the 【User Tools/Counter】 key.**

Registering an Auto Document

If you find that you often have to send a particular page to people (e.g., 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 Fax Function Upgrade 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 a document. ⇒ P.154 *"REPORTS/LISTS"*

7

❢ Limitation

❐ You can only send one Auto Document per transmission.
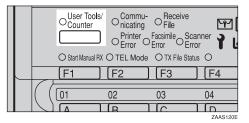
🔢 Make sure that the machine is in Facsimile mode and the standby display is shown.

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                    100%
☎⑥③DI:_                  Dest:  0
                        Mode  │  Info.
```

📝 Note

❐ If the standby display is not shown, press the 【Facsimile】 key.

🔢 Press the 【User Tools/Counter】 key.

ZAAS120E

🔢 Enter the code for "Fax" with the number keys.

```
▓User Tools Main Menu    Enter number
1 System    2 Copier   3 Fax
4           5
│Counter │ │Language│              Exit
```

The Facsimile User Tool main menu appears.

🔍 Reference

For how to use the System User Tools, refer to the System Settings manual.

🔢 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
│ ↑Prev. │ │ ↓Next │              Menu
```

🔢 Enter the number for "Reg. Auto Doc." with the number keys.

```
▓Register/Delete 3/3    Enter number ▮
09 Reg. Auto Doc.   10 Delete Auto Doc.
11 Reg. Irreg. Area 12 Delete Irreg.Area
│ ↑Prev. │ │ ↓Next │           PrevMenu
```

📝 Note

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

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

```
Reg. Auto Doc.:  Enter no.to register ▮
01ATTACHMENT  02MAP        03-----
04-----       05-----      06-----
│ ↑Prev. │ │ ↓Next │           PrevMenu
```

📝 Note

❐ If you make a mistake with the first digit, press the 【Clear/Stop】 key and enter the correct number. If you make a mistake for digit, press **[Cancel]** and enter the correct number.

❐ If a document is already registered with that Auto Document number, the name is shown on the display.
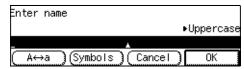
🔢 Press **[Name]**.

```
Reg. Auto Doc.:        Press Name key
Doc. 3:

│ Name │ │ Size │            Cancel
```

7

Note

❒ You cannot omit a document name. Be sure to register it.

H Enter the Auto Document name.

```
Enter name
                              ▸Uppercase

( A↔a ) (Symbols ) ( Cancel )    OK
```

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

P.215 "Entering Text"

I Press [OK].

Note

❒ If you are storing a standard size document, go to step L.

J When you program the non-standard paper size press [Size]. If your document is the standard size, you can skip step J and K.

```
Reg. Auto Doc.: Set original.Press Start
Doc. 3: FORM

 Name    Size              Cancel
```

K Select a size using the ◁ or ▷ key and press [OK].

```
Irreg. Scan Area:   Select area with◁▷
Area 1/Area 2/A4◪/A4◰/B4◰/A3◰
8½x11◪/8½x11◰/8½x14◰/11x17◰
 Status          Cancel    OK
```

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

L 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.

M When the original has been completely scanned in, press [Exit].

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

N Press the 【User Tools/Counter】 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.154 "REPORTS/LISTS"

Deleting an Auto Document

Limitation

❒ You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission or delete the Auto Document after deleting the file waiting to be transmitted.

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

```
◌Ready   Set originals. Enter fax no.
Memory Trans.                    99%
✆G3 DI:_              Dest:  0
                       Mode    Info.
```

148

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B **Press the 【User Tools/Counter】 key.**

C **Enter the code for "Fax" with the number keys.**

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

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

E **Enter the "Delete Auto Doc." code with the number keys.**

Note

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

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

The stored document is shown on the display.

Note

❒ If you make a mistake with the first digit, press the 【Clear/Stop】 key and enter the correct number.

G **Press [Yes].**

Note

❒ If you press **[No]**, the document is not deleted and the display shown in step **F** appears again.
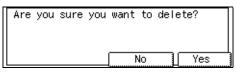
H **Press [Yes].**

The Auto Document is deleted.

Note

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

I **Press the 【User Tools/Counter】 key.**

149

Printing an Auto Document

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

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

```
○Ready      Set originals. Enter fax no.
Memory Trans.                         99%
📞(G3)DI:_                    Dest:  0
                        Mode  ┊  Info.
```

Note

❒ If the standby display is not shown, press the 【**Facsimile**】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▥User Tools Main Menu   Enter number ▉
1 System      2 Copier     3 Fax
4             5
 Counter ┊ Language┊              Exit
```

The Facsimile User Tool main menu appears.

D **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
 ↑Prev. ┊ ↓Next ┊              Menu
```

E **Enter the "Auto Doc. orig." code with the number keys.**

```
▥Reports/Lists   2/2    Enter number ▉
5 K. Program List  6 Auto Doc. List
7 Auto Doc. orig.
 ↑Prev. ┊ ↓Next ┊            PrevMenu
```

Note

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

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

```
 Enter Doc. no. and press Start key ▉
01ATTACHMENT 02-----      03-----
04-----      05-----      06-----
 ↑Prev. ┊ ↓Next ┊              Cancel
```

G **Press the 【Start】 key.**

```
 Printing. Please wait.

 Cancel ┊
```

When printing is completed, the display shown in step **E** appears again.

Note

❒ If you press **[Cancel]** before printing starts, the printing stops and the display shown in step **E** appears again.

H **Press the 【User Tools/Counter】 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.

7

❊**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," "A4 (210mm)," "B4 (257mm)," "A3 (297mm)," "$8\,^1/_2$ inch," or "11inch."

❐ For the horizontal length, specify from 128 to 1,200mm or from 5.5 to 47 inches.

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

```
◯Ready     Set originals. Enter fax no.
Memory Trans.                        99%
☎⑥③DI:_               Dest:  0
                        Mode ┊ Info. ┊
```

✎ **Note**

❐ If the standby display is not shown, press the 【**Facsimile**】 key.

B **Press the** 【**User Tools/Counter**】 **key.**

```
 ◯ User Tools/   ◯ Commu-   ◯ Receive      ⌥⎥
    Counter        nicating     File
  ▭              ◯ Printer  ◯ Facsimile ◯ Scanner  ❓
                    Error      Error      Error
  ◯ Start Manual RX ◯ TEL Mode ◯ TX File Status ◯
  ┌F1┐  ┌F2┐  ┌F3┐  ┌F4┐
  ┌01   ┌02   ┌03   ┌04
  ┌A    ┌B    ┌C    ┌D
```
ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▦User Tools Main Menu    Enter number ▉
1 System      2 Copier    3 Fax
4             5
Counter ┊Language┊              Exit ┊
```

The Facsimile User Tool main menu appears.

♪ **Reference**

For how to use the System User Tools, refer to the System Settings manual.

D **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
 ↑Prev. ┊ ↓Next ┊              Menu ┊
```

E **Enter the "Reg. Irreg. Area" code with the number keys.**

```
▦Register/Delete  3/3    Enter number ▉
09 Reg. Auto Doc.    10 Delete Auto Doc.
11 Reg. Irreg. Area 12 Delete Irreg.Area
 ↑Prev. ┊ ↓Next ┊            PrevMenu ┊
```

✎ **Note**

❐ If "Reg. Irreg. Area" is not shown, press 【**↑Prev.**】 or 【**↓Next**】.

F **Press [Area 1] or [Area 2].**

```
Reg. Irreg. Area:  Select Area1 or Area2
Area 1:-----
Area 2:-----
 Area 1 ┊ Area 2 ┊           PrevMenu ┊
```

✎ **Note**

❐ If a size is already registered, it is shown on the display.

G **Press [Vert.].**

```
Reg. Irreg. Area: Select Horiz. or Vert.
Area 1:-----

 Vert. ┊ Horiz. ┊ Cancel ┊     OK ┊
```

7

H **Select a size you wish to register using the Ⓐ or Ⓑ key and press [OK].**
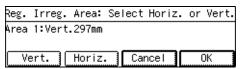
```
Vert. Length:     Select length with◁▷
Auto / 210mm(A4□) / 257mm(B4□) /
297mm(A3□) / 8½inch / 11inch
                      Cancel   OK
```

The specified size is shown on the display.

✐ Note

❒ When you select "Auto", "---" is shown on the display.

I **Press [Horiz.].**

```
Reg. Irreg. Area: Select Horiz. or Vert.
Area 1:Vert.297mm

    Vert.   Horiz.   Cancel   OK
```

J **Enter a length with the number keys and press [OK].**

```
Horiz. Length:    Enter length(128-1200)
           ____mm
(mm↔inch)            Cancel   OK
```

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.

K **Press [OK].**

```
Reg. Irreg. Area: Select Horiz. or Vert.
Area 1:Vert.297mm  Horiz.210mm

    Vert.   Horiz.   Cancel   OK
```

L **Press the 【User Tools/Counter】 key.**

```
Reg. Irreg. Area:  Select Area1 or Area2
Area 1:Vert.297mm  Horiz.210mm
Area 2:-----
   Area 1   Area 2            PrevMenu
```

Deleting an Irregular Area
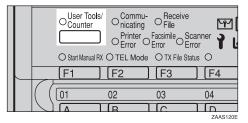
A **Make sure that the machine is in Facsimile mode and the standby display is shown.**

```
◯Ready     Set originals. Enter fax no.
Memory Trans.                       100%
📞G3 DI:_                  Dest:  0
                      Mode     Info.
```

✐ Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the number of the "Fax".**

```
▓User Tools Main Menu    Enter number▐
1 System     2 Copier    3 Fax
4            5
Counter   Language              Exit
```

The Facsimile User Tool main menu appears.

$\mathcal{P}$**Reference**

For how to use the System User Tools, refer to the System Settings manual.

D **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
 ↑Prev.  ↓Next                  Menu
```

E **Enter the "Delete Irreg.Area" code with the number keys.**

```
▓Register/Delete  3/3   Enter number ▇
09 Reg. Auto Doc.   10 Delete Auto Doc.
11 Reg. Irreg. Area 12 Delete Irreg.Area
 ↑Prev.  ↓Next               PrevMenu
```

$\mathscr{D}$ **Note**

❒ If "Delete Irreg.Area" is not shown, press **[↑Prev.]** or **[↓Next]**.

The registered sizes are displayed.
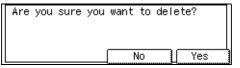
F **Press [Area 1] or [Area 2].**

```
Reg. Irreg. Area:  Select Area1 or Area2
Area 1:Vert.297mm   Horiz.210mm
Area 2:Vert.257mm   Horiz.1200mm
 Area 1   Area 2              PrevMenu
```

$\mathscr{D}$ **Note**

❒ If you make a mistake, press **[No]** and try again.

G **Press [Yes].**

```
Are you sure you want to delete?


                      No      Yes
```

The Irregular Area is deleted.

$\mathscr{D}$ **Note**

❒ If you press **[No]**, the Irregular Area is not deleted and the display shown in step F appears again.

H **Press the 【User Tools/Counter】 key.**

7

153

REPORTS/LISTS

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- Journal ⇒ P.113 *"PRINTING THE JOURNAL"*
- Quick Dial list ⇒ P.127 *"Quick Dial List"*
- Group Dial list ⇒ P.136 *"Group Dial list"*
- Keystroke Program list ⇒ P.144 *"Keystroke Program List"*
- Speed Dial list ⇒ P.140 *"Speed Dial list"*
- Auto Document list ⇒ P.148 *"Auto Document list"*

A **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 DI:_          Dest:  0
                    Mode    Info.
```

🖉 Note
❐ If the standby display is not shown, press the 【**Facsimile**】 key.

B **Press the 【User Tools/Counter】 key.**

```
◯User Tools/  ◯Commu-   ◯Receive
   Counter      nicating    File
            ◯Printer ◯Facsimile ◯Scanner
             Error   Error     Error
◯ Start Manual RX  ◯ TEL Mode  ◯ TX File Status  ◯
   F1      F2      F3      F4
   01      02      03      04
   A       B       C       D
                                    ZAAS120E
```

C **Enter the code for "Fax" with the number keys.**

```
▩User Tools Main Menu     Enter number ▮
1 System      2 Copier     3 Fax
4             5
Counter  Language            Exit
```

The Facsimile User Tool main menu appears.

🔎 Reference
For how to use the System User Tools, refer to the System Settings manual.

D **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
 ⬆Prev.  ⬇Next              Menu
```

Printing Journal

❶ **Enter the number for "Journal" with the number keys.**

```
▩Reports/Lists   1/2    Enter number ▮
1 Journal          2 Quick Dial List
3 Group Dial List  4 Speed Dial List
 ⬆Prev.  ⬇Next            PrevMenu
```

🖉 Note
❐ If you make a mistake, press **[Cancel]** and enter the correct number.

Printing the Quick Dial List

A **Enter the number for "Quick Dial List" with the number keys.**

```
▓Reports/Lists  1/2   Enter number ▮
1 Journal            2 Quick Dial List
3 Group Dial List    4 Speed Dial List
 ⎧↑Prev. ⎫⎧↓Next ⎫            PrevMenu
```

Note

❒ If you make a mistake, press **[Cancel]** and enter the correct number.

B **Select the type of the list using the Ⓐ or Ⓑ key.**

```
Print Quick Dial List. Select◀▶and
press start
  ▶Quick Dial List / Dial label
 Cancel
```

- To print the Quick Dial List, select "Quick Dial List".

- To print the Dial Label, select "Dial Label".

Printing the Group Dial List

A **Enter the number for "Group Dial List" with the number keys.**

```
▓Reports/Lists  1/2   Enter number ▮
1 Journal            2 Quick Dial List
3 Group Dial List    4 Speed Dial List
 ⎧↑Prev. ⎫⎧↓Next ⎫            PrevMenu
```

Note

❒ If you make a mistake, press **[Cancel]** and enter the correct number.
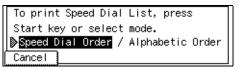
Printing the Speed Dial List

A **Enter the number for "Speed Dial List" with the number keys.**

```
▓Reports/Lists  1/2   Enter number ▮
1 Journal            2 Quick Dial List
3 Group Dial List    4 Speed Dial List
 ⎧↑Prev. ⎫⎧↓Next ⎫            PrevMenu
```

Note

❒ If you make a mistake, press **[Cancel]** and enter the correct number.

B **Select the list order using the Ⓐ or Ⓑ key.**

```
To print Speed Dial List, press
Start key or select mode.
▶Speed Dial Order / Alphabetic Order
 Cancel
```

- To print the list in the numerical order, select "Speed Dial Order".

- To print the list in the alphabetical order, select "Alphabetic Order".

E **Press the 【Start】 key.**

When printing is completed, the display shown in step D appears again.

Note

❒ If you press **[Cancel]** before printing starts, the printing stops and the display shown in step D appears again.

F **Press the 【User Tools/Counter】 key.**

7

155

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, Auto Image Density, and Fax Auto Reset).

Note

❒ You can also choose whether the machine returns to the home settings after each communication. ⇒ P.206 *"Changing the User Parameters"*

A **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 DI:_              Dest:   0
                      Mode   Info.
```

Note

❒ If the standby display is not shown, press the 【**Facsimile**】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▦User Tools Main Menu    Enter number ▮
1 System      2 Copier      3 Fax
4             5
Counter  Language               Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Initial Setup TX" with the number keys.**

```
▦Fax Features    1/2    Enter number ▮
1 Register/Delete    2 Reports/Lists
3 Initial Setup TX   4 Initial Setup RX
↑Prev.  ↓Next                  Menu
```

The "Initial Setup TX" menu is shown on the display.

Note

❒ If "Initial Setup TX" is not shown, press 【↑**Prev.**】 or 【↓**Next**】.

E **Enter the function number with the number keys.**

```
▦Initial Setup TX       Enter number ▮
1 Trans. Mode        2 Resolution
3 Photo Original     4 Auto Image Density
5 Fax Auto Reset              PrevMenu
```

Note

❒ If you make a mistake, press 【**Cancel**】 and enter the correct number.
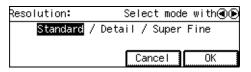
F **Select the mode you want to change using the ⊲ or ⊳ key then press 【OK】.**

❖ **Transmission Mode**

```
Trans. Mode:      Select mode with◀▶
    Memory Trans. / Immediate TX

                   Cancel      OK
```

❖ **Resolution**

```
Resolution:       Select mode with◀▶
    Standard / Detail / Super Fine

                   Cancel      OK
```

❖ **Photo Original**

```
Photo Original:   Select mode with◀▶
    Off / Text·Photo / Photo

                   Cancel      OK
```
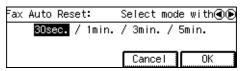
❖ **Auto Image Density**

```
Auto Image Density: Select mode with◀▶
        On / Off

                   Cancel      OK
```

❖ **Fax Auto Reset**

```
Fax Auto Reset:   Select mode with◀▶
    30sec. / 1min. / 3min. / 5min.

                   Cancel      OK
```

✎ **Note**

❒ If you want to change other set-
   tings, repeat steps **E** and **F**.

G **Press the 【User Tools/Counter】 key.**

157

INITIAL SETUP RX

The Initial Setup Reception function allows you to turn the following reception functions on or off.

- Reception Mode ⇒ P.59 *"SELECTINGTHERECEPTIONMODE"*
- Checkered Mark ⇒ P.64 *"Checkered Mark"*
- Centre Mark ⇒ P.64 *"Centre Mark"*
- Print RX Time ⇒ P.64 *"Reception Time"*
- Multi-copy Reception ⇒ P.65 *"Multi-copy Reception"*
- 2-sided Printing ⇒ P.65 *"2-Sided Printing"*
- Reverse Order Printing ⇒ P.68 *"Reverse Order Printing"*
- Authorized RX ⇒ P.186 *"Authorized Reception"*
- Special RX Nos. ⇒ P.180 *"Special Senders to Treat Differently (Special RX Nos.)"*
- Forwarding ⇒ P.190 *"Forwarding"*
- Bypass Paper Size setting ⇒ P.72 *"Having Incoming Messages Printed on Paper From the Bypass Tray"*
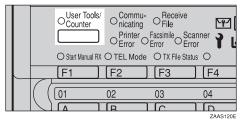
A **Make sure that the machine is in Facsimile mode and the standby display is shown.**

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

B **Press the 【User Tools/Counter】 key.**

C **Enter the code for "Fax" with the number keys.**

The Facsimile User Tool main menu appears.

Reference
For how to use the System User Tools, refer to the System Settings manual.

D **Enter the "Initial Setup RX" code 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]**.

E **Enter the function number of the item you want to change with the number keys.**
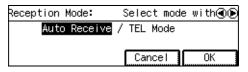
Note

❐ If you make a mistake, press the 【**Clear/Stop**】 key and enter the correct number.
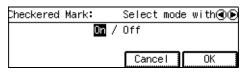
🔟 **Change the setting using the ⊲ or ⊳ key and press [OK].**
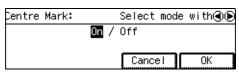
❖ **Reception Mode**

```
Reception Mode:    Select mode with⊲⊳
       Auto Receive / TEL Mode

                    Cancel      OK
```

❖ **Checkered Mark**

```
Checkered Mark:    Select mode with⊲⊳
              On / Off

                    Cancel      OK
```

❖ **Centre Mark**

```
Centre 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.:     Enter no. of sets
            Copies  1

                    Cancel      OK
```

❖ **2-Sided Printing**

```
2-Sided Printing:  Select mode with⊲⊳
              On / Off

                    Cancel      OK
```
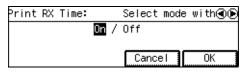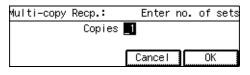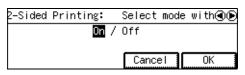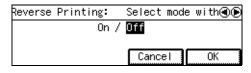
❖ **Reverse Printing**

```
Reverse Printing:  Select mode with⊲⊳
         On / Off

                    Cancel      OK
```
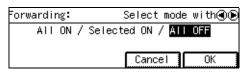
❖ **Authorized RX**

```
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
```
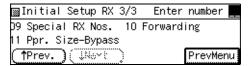
Note

❐ If you wish to change other functions, repeat steps 🔟 and 🔟.

❐ 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.

🔟 **Press the 【User Tools/Counter】 key.**

7

159

To Set the Bypass Paper Size

A **Enter the "Ppr. Size-Bypass" code with the number keys.**

```
▒Initial Setup RX 3/3   Enter number ▮
09 Special RX Nos.  10 Forwarding
11 Ppr. Size-Bypass
(↑Prev.) (↓Next)              PrevMenu
```
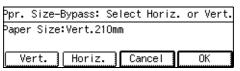
B **Press the ⓐ or ⓑ key to select "Auto".**

```
Ppr. Size-Bypass:   Select mode with◑◐
        Auto / Special Paper Size
Ppr.Size              Cancel ▐   OK
```

C **Press [Ppr.Size].**

```
Ppr. Size-Bypass:   Select mode with◑◐
        Auto / Special Paper Size
Ppr.Size              Cancel ▐   OK
```

D **Press [Vert.].**

```
Ppr. Size-Bypass: Select Horiz. or Vert.
Paper Size:Vert.210mm
  Vert. ▐ Horiz. ▐ Cancel ▐   OK
```
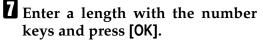
E **Press the ⓐ or ⓑ key to select the size and press [OK].**

```
Vert. Length:    Select length with◑◐
210mm(A4▱)/257mm(B4▱)/297mm(A3▱)/
8½inch/11inch
                      Cancel ▐   OK
```

F **Press [Horiz.].**

G **Enter a length with the number keys and press [OK].**

```
Horiz. Length:   Enter length(148-1200)

            ▬▬ mm
(mm↔inch)             Cancel ▐   OK
```

H **Press [OK].**

```
Ppr. Size-Bypass: Select Horiz. or Vert.
Paper Size:Vert.210mm  Horiz.210mm
  Vert. ▐ Horiz. ▐ Cancel ▐   OK
```

I **Press [OK].**

J **Press the 【User Tools/Counter】 key.**

ASSIGNING USER FUNCTION KEYS

You can program each of the User Function keys (【F1】–【F4】) 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 or extra G3 Unit options
F1	Start Manual RX	←
F2	TEL Mode	←
F3	Transmission Result Display	←
F4	-	G3/G4 Mode Selection (with optional extra G3 Interface Unit/ ISDN Unit)

Storing/Editing the Contents of a User Function Key

A 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 DI:_                    Dest:  0
                          Mode   │  Info.
```

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B Press the 【User Tools/Counter】 key.

ZAAS120E

C Enter the code for "Fax" with the number keys.

```
▨User Tools Main Menu    Enter number ▮
1 System     2 Copier     3 Fax
4            5
│Counter│ │Language│              │ Exit │
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

7

D **Enter the function number for "User Functions" with the number keys.**

```
▓Fax Features   2/2   Enter number ▮
5 User Functions   6 Key Op. Settings

( ↑Prev. ) (↓Next )        Menu
```

Note

❒ If "User Functions" is not shown, press **[↑Prev.]** or **[↓Next]**.

E **Press the User Function key (【F1】—【F4】) you want to use.**

```
User Functions:
Press User Function key to register, or
check Status (F1-F4)
 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 extra G3 Interface Unit or optional ISDN Unit installed, you can not re-assign User Function key 【F4】.

F **Enter the function number you want to register into the User Function key with the number keys and press [OK].**

```
User Functions:       Enter item number
F3:▮ |01 TX FileStatus 02 RX FileStatus
     |03 Auto Document 04 Print Journal
( ↑Prev. ) (↓Next )( Cancel )(   OK   )
```

Note

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

❒ If you wish to store more functions, repeat steps **E** and **F** for other keys.

❒ If you press **[Cancel]**, the function is not stored and the display shown in step **E** appears again.

G **Press the 【User Tools/Counter】 key.**

Using a User Function Key

A **Press the User Function Key (【F1】–【F4】) in which the function you want to use is stored.**

The stored function's display is shown.

❖ **E.g., "Print Journal"**

```
To print Journal, press Start key
or select mode.
▶ALL/File No.      /Pers.Code
 Cancel
```

162

Functions You Can Store In User Function Keys

Function Name	Default Key	Note
Manual Reception	F1	Registrable/editable
Reception Mode Select	F2	Registrable/editable
Transmission Result	F3	Registrable/editable
Display Line Select*	(F4)	Automatically assigned
Group		Registrable/editable
Sub-address/UUI		Registrable/editable
F Code		Registrable/editable
Reception Result Display		Registrable/editable
Auto Document		Registrable/editable
Journal		Registrable/editable
Personal Code Transmission		Registrable/editable
Forwarding		Registrable/editable
Telephone Directory		Registrable/editable

*Only with the optional G4 unit or optional extra G3 unit.

7

163

KEY OPERATOR SETTINGS

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.212 *"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.154 *"REPORTS/ LISTS"*

🖉 Note

❒ To enter a Personal Code when send a fax, follow the steps shown in "Personal Code Transmission". ⇒ P.78 *"PERSONAL CODE TRANSMISSION"*

❒ If Personal Code Access is switched on, users cannot use the facsimile feature unless they enter their Personal Code. ⇒ P.167 *"Personal Code Access"*

Registering Personal Codes

You can register the following items in a Personal Code:

- Personal Code (any 8 digit number except 00000000)
- Name (up to 20 characters)

To change an existing Personal code, just overwrite it with a new one.
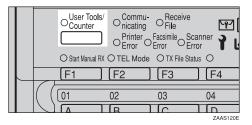
💡 Limitation

❒ On a standard model you can register up to 20 codes (up to 50 with optional Fax Function Upgrade Unit installed).

164

A **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)DI:_                    Dest:  0
                        Mode  │  Info.
```

🖉 Note

❒ If the standby display is not shown, press the 【**Facsimile**】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▓User Tools Main Menu    Enter number
1 System     2 Copier    3 Fax
4            5
Counter │Language│              Exit
```

The Facsimile User Tool main menu appears.

🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **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]**.

E **Enter the number for "Personal Code" with the number keys.**

```
▧Key Op. Settings 1/5   Enter number ▉
01 Personal Code    02 RTI/TTI
03 Memory Lock      04 Counters
( ↑Prev. ) (↓Next )            PrevMenu
```

F **Enter the number for "Reg. Pers. Code" with the number keys.**

```
▧Personal Code            Enter number ▉
1 Reg. Pers. Code   2 Delete Pers. Code
3 Pers.Code Access  4 Print Pers. Code
                              PrevMenu
```

G **Enter a Personal Code with the number keys and press [#].**

```
Reg. Pers. Code:
Enter code to register or change,
and press ⊛.  Personal Code ▉▉▉▉
  Status              PrevMenu   ⊛
```

Note

❒ If you enter a wrong number, press the **【Clear/Stop】** key and enter a correct number. If you enter a wrong value for the 8th 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.

```
Status:   Enter code, press ⊛ ▉▉▉▉
07207227 JOHN       08082424 ACCOUNT ~
92926600 NANCY
( ↑Prev. ) (↓Next ) [ Cancel ]   ⊛
```

H **Press [Name].**

```
Reg. Pers. Code:     Press Name to enter
Personal Code:02262620

  Name              Cancel      OK
```

I **Enter the name.**

```
Enter name
                           ▸Uppercase

( A↔a ) (Symbols) ( Cancel )     OK
```

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

P.215 *"Entering Text"*

J **Press [OK].**

The entered Personal Code and name are shown on the display.

K **Press [OK] to register the code and name.**

```
Reg. Pers. Code:     Press Name to enter
Personal Code:02262620
(Name:JAMES)
  Name              Cancel      OK
```

Note

❒ If you press **[Cancel]**, the entered Personal Code is canceled and the display shown in step **G** appears again.

L **Press [Exit].**

```
Registered: Personal Code 02262620


                              Exit
```

The display shown in step **G** appears again.

7

165

Note

❒ If you register Personal Code from **[Status]**, you need to press **[Cancel]** before step ⓭.

⓭ **Press [PrevMenu] 3 times.**

⓮ **Press the 【User Tools/Counter】 key.**

Deleting a Personal Code

A **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)DI:_                 Dest:   0
                        Mode  │ Info.
```

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▓User Tools Main Menu   Enter number ▊
1 System      2 Copier    3 Fax
4             5
Counter │Language│        Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

D **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]**.

E **Enter the number for "Personal Code" with the number keys.**

```
▓Key Op. Settings 1/5   Enter number ▊
01 Personal Code    02 RTI/TTI
03 Memory Lock      04 Counters
↑Prev. │ ↓Next          PrevMenu
```

Note

❒ If "Personal Code" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Enter the number for "Delete Pers. Code" with the number keys.**

```
▓Personal Code          Enter number ▊
1 Reg. Pers. Code    2 Delete Pers. Code
3 Pers.Code Access   4 Print Pers. Code
                        PrevMenu
```

G **Enter the Personal Code you want to delete with the number keys and press [#].**

```
Delete Pers. Code:
Enter code to delete, and press #.
          Personal 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.

```
Status:    Enter code, press ⊛
02262620 JAMES       07207227 JOHN
08082424 ACCOUNT ~   92926600 NANCY
  ↑Prev.   ↓Next    Cancel      ⊛
```
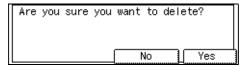
H **Press [Yes].**

```
Delete Pers. Code:            Delete ?
Personal Code:07207227
(Name:JOHN)
  Name             No      Yes
```

If you press **[No]**, the Personal Code is not deleted and the display shown in step **7** appears again.

I **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.

❒ If you register the Personal Code from Status, you need to press **[Cancel]** before step **10**.

10 **Press [PrevMenu] 3 times.**

11 **Press the 【User Tools/Counter】 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.

A **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 DI:_                  Dest: 0
                       Mode    Info.
```

📎 Note

❒ If the standby display is not shown, press the 【**Facsimile**】 key.

B **Press the 【User Tools/Counter】 key.**

```
○ User Tools/   ○ Commu-   ○ Receive
  Counter         nicating    File
              ○ Printer ○ Facsimile ○ Scanner
                Error     Error      Error
○ Start Manual RX ○ TEL Mode  ○ TX File Status ○
   F1      F2      F3      F4
   01      02      03      04
   A       B       C       D
                                   ZAAS120E
```

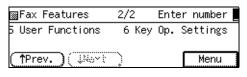**C** **Enter the code for "Fax" with the number keys.**

```
▨User Tools Main Menu    Enter number
1 System    2 Copier     3 Fax
4           5
Counter  Language              Exit
```

The Facsimile User Tool main menu appears.

🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the 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
```

7

Note

❒ If "Key Op. Settings" is not shown, press **[↓Next]**.

E **Enter the number for "Personal Code" with the number keys.**

```
▓Key Op. Settings 1/5   Enter number ▇
01 Personal Code    02 RTI/TTI
03 Memory Lock      04 Counters
( ↑Prev. ) ( ↓Next )            PrevMenu
```

F **Enter the "Pers.Code Access" code with the number keys.**

```
▓Personal Code           Enter number ▇
1 Reg. Pers. Code   2 Delete Pers. Code
3 Pers.Code Access  4 Print Pers. Code
                                PrevMenu
```

G **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 **F** appears again.

H **Press [PrevMenu] twice.**

I **Press the 【User Tools/Counter】 key.**

The display returns to the Personal Code screen.

Printing the Personal Code List
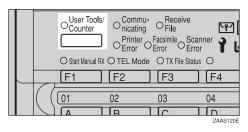
Print this list to find out the registered Personal Codes and their names.

A **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 DI:_              Dest:  0
                     Mode    Info.
```

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▓User Tools Main Menu    Enter number ▇
1 System    2 Copier    3 Fax
4           5
Counter  Language               Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the 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
```

7

Note

❒ If "Key Op. Settings" is not shown, press **[↓Next]**.

E **Enter the number for "Personal Code" with the number keys.**

```
▓Key Op. Settings 1/5  Enter number ▆
01 Personal Code    02 RTI/TTI
03 Memory Lock      04 Counters
 ↑Prev. ↓Next              PrevMenu
```

Note

❒ If "Personal Code" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Enter the number for "Print Pers. Code" with the number keys.**

```
▓Personal Code        Enter number ▆
1 Reg. Pers. Code   2 Delete Pers. Code
3 Pers.Code Access  4 Print Pers. Code
                          PrevMenu
```

Note

❒ If "Print Pers. Code" is not shown, press **[↑Prev.]** or **[↓Next]**.

G **Press the 【Start】 key.**

When printing is completed, the display shown in step F appears again.

Note

❒ If you press **[Cancel]** before printing starts, the printing stops and the display shown in step F appears again.

H **Press [PrevMenu] twice.**

I **Press the 【User Tools/Counter】 key.**

RTI/TTI

An RTI (Receive Terminal Identification) is passed to a receiver or sender when you send or receive a fax. When the RTI is received, it is shown on the display and printed in a report at the other end.

The TTI (Transmitter Terminal Identification) is printed on the header of every fax you send.

You usually should contain your name in both of these identifications.

You can store two TTI identifications: "TTI 1" and "TTI 2".

For example, if you store your department name in one and your organization name in the other, you could use the first when sending internal faxes and the second for external faxes.

Limitation

❒ The RTI does not work unless the other party has the same make machine with the RTI feature.

❒ You can program letter, symbols, number, and spaces in an RTI and TTI.

Note

❒ You can program up to 20 characters in a RTI and 32 in a TTI.

A **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 DI:_            Dest:  0
                    Mode    Info.
```

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

169

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▓User Tools Main Menu    Enter number ▌
1 System      2 Copier    3 Fax
4             5
[Counter] [Language]            Exit
```

The Facsimile User Tool main menu appears.

🔎 **Reference**

For how to use the System User Tools, refer to the System Settings manual.

D **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]**.

E **Enter the "RTI/TTI" code with the number keys.**

```
▓Key Op. Settings 1/5  Enter number ▌
01 Personal Code    02 RTI/TTI
03 Memory Lock      04 Counters
(↑Prev.) (↓Next)            PrevMenu
```

📎 **Note**

❒ If "RTI/TTI" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Press the "TTI 1" or "TTI 2" code with the number keys.**

```
▓RTI/TTI              Enter number ▌
1 TTI 1        2 TTI 2
3 RTI
                           Menu
```

📎 **Note**

❒ When the optional extra G3 Interface Unit is installed, this display is shown.

```
▓RTI/TTI              Enter number ▌
1 TTI 1        2 TTI 2
3 RTI G3-1     4 RTI G3-2
                           Menu
```
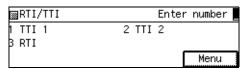
G **Enter a TTI and press [OK].**

```
Enter TTI
                        ▸Uppercase

(A↔a) (Symbols) (Cancel)    OK
```

🔎 **Reference**

P.215 *"Entering Text"*

H **Press the "RTI" code with the number keys.**

```
▓RTI/TTI              Enter number ▌
1 TTI 1        2 TTI 2
3 RTI
                           Menu
```

📎 **Note**

❒ When the optional extra G3 Interface Unit is installed, press the "RTI G3-1" or "RTI G3-2" code with the number keys.

```
▓RTI/TTI              Enter number ▌
1 TTI 1        2 TTI 2
3 RTI G3-1     4 RTI G3-2
                           Menu
```

7

I **Enter an RTI and press [OK].**

```
Enter RTI
                              ▸Uppercase

         (Symbols ) ( Cancel )    OK
```

℘ **Reference**

P.215 *"Entering Text"*

✐ **Note**

❒ If you press **[Cancel]**, the entered
characters are canceled and the
display shown in step I appears
again.

J **Press [Menu] to confirm.**

```
▦RTI/TTI            Enter number ▮
1 TTI 1          2 TTI 2
3 RTI
                            Menu
```

✐ **Note**

❒ When the optional extra G3 In-
terface Unit is installed, this dis-
play is shown.

```
▦RTI/TTI            Enter number ▮
1 TTI 1          2 TTI 2
3 RTI G3-1       4 RTI G3-2
                            Menu
```

K **Press [PrevMenu].**

L **Press the 【User Tools/Counter】 key.**

Memory Lock

When you switch Memory Lock On,
received messages are stored in mem-
ory and not printed automatically.
When a message is received in Mem-
ory Lock mode, the **Confidential File**
indicator blinks. To print this mes-
sage, enter the Memory Lock ID. A
user who does not know the ID can-
not 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.

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

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                    100%
▾⑥③DI:_                   Dest:  0
                        Mode    Info.
```

✐ **Note**

❒ If the standby display is not
shown, press the 【Facsimile】
key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the
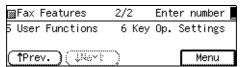number keys.**

```
▦User Tools Main Menu   Enter number ▮
1 System        2 Copier    3 Fax
4               5
 Counter  Language           Exit
```

The Facsimile User Tool main
menu appears.

171

℘ **Reference**

> For how to use the System User Tools, refer to the System Settings manual.

4 **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]**.

5 **Enter the "Memory Lock" code with the number keys.**

```
▓Key Op. Settings 1/5   Enter number ▉
01 Personal Code    02 RTI/TTI
03 Memory Lock      04 Counters
 ↑Prev.   ↓Next           PrevMenu
```

✎ **Note**

> ❒ If "Memory Lock" is not shown, press **[↑Prev.]** or **[↓Next]**.

6 **Switch Memory Lock on or off using the ◁ or ▷ key and press [OK].**

```
Memory Lock:       Select mode with◁▷
              On / Off
                        Cancel    OK
```

✎ **Note**

> ❒ If you press **[Cancel]**, Memory Lock is not switched on and the display shown in step **5** appears again.

7 **Press [PrevMenu].**

8 **Press the 【User Tools/Counter】 key.**

Counters

This function allows you to check the total number of pages transmitted and received on the display.
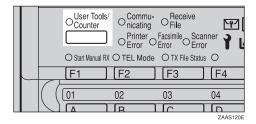
- Transmissions:
  Total number of transmitted pages

- 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%
G3 DI:_                   Dest:  0
                          Mode     Info.
```

✎ **Note**

> ❒ If the standby display is not shown, press the 【**Facsimile**】 key.

2 **Press the 【User Tools/Counter】 key.**

ZAAS120E

3 **Enter the code for "Fax" with the number keys.**
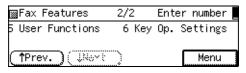
```
▓User Tools Main Menu    Enter number ▉
1 System        2 Copier    3 Fax
4               5
 Counter   Language               Exit
```

The Facsimile User Tool main menu appears.

℘ **Reference**

> For how to use the System User Tools, refer to the System Settings manual.

C **Enter the code for "Fax" with the number keys.**

```
▓User Tools Main Menu    Enter number ■
1 System      2 Copier     3 Fax
4            5
[Counter ] [Language]                [ Exit ]
```

The Facsimile User Tool main menu appears.

Reference

> For how to use the System User Tools, refer to the System Settings manual.

D **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]**.

E **Enter the "Monitor Volume" code with the number keys.**

```
▓Key Op. Settings 2/5   Enter number ■
05 Monitor Volume   06 Economy TX
07 ID Code          08 Multistep Transf
(↑Prev. ) (↓Next )             [PrevMenu]
```

Note

> ❒ If "Monitor Volume" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Select an item you want to adjust pressing [↑Prev.] and [↓Next].**

Note

> ❒ On Hook, Transmission, Reception, Dialling, and Printing are shown in that order.

❖ **On Hook**

```
Monitor Volume:    Adjust volume with◀▶
    On Hook  Low ◁□□□□□■□□□▷ High    1/5

(↑Prev. ) (↓Next ) [ Cancel ]    [ OK ]
```

❖ **Transmission**

```
Monitor Volume:    Adjust volume with◀▶
Transmission  Low ◁□□□□■□□□□▷ High    2/5

(↑Prev. ) (↓Next ) [ Cancel ]    [ OK ]
```
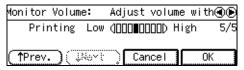
❖ **Reception**

```
Monitor Volume:    Adjust volume with◀▶
  Reception  Low ◁□□□□■□□□□▷ High    3/5

(↑Prev. ) (↓Next ) [ Cancel ]    [ OK ]
```
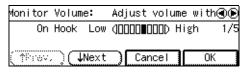
❖ **Dialling**

```
Monitor Volume:    Adjust volume with◀▶
   Dialling  Low ◁□□□■□□□□□▷ High    4/5

(↑Prev. ) (↓Next ) [ Cancel ]    [ OK ]
```

❖ **Printing**

```
Monitor Volume:    Adjust volume with◀▶
   Printing  Low ◁□□□□■□□□□▷ High    5/5

(↑Prev. ) (↓Next ) [ Cancel ]    [ OK ]
```

G **Adjust the volume using the ◀ or ▶ key and press [OK].**

```
Monitor Volume:    Adjust volume with◀▶
    On Hook  Low ◁□□□□□■□□□▷ High    1/5

(↑Prev. ) (↓Next ) [ Cancel ]    [ OK ]
```

Note

> ❒ When you press **[Cancel]**, the volume setting is canceled and the display shown in step **E** appears again.
>
> ❒ Lowest = OFF

H **Press [PrevMenu].**

I **Press the 【User Tools/Counter】 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 you phone rates are cheaper.⇒ P.74 "*SEND LATER*"

❖ Limitation
❒ You can program only one Economy Transmission time.

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

```
○Ready      Set originals. Enter fax no.
Memory Trans.                      100%
✆⑥③DI:_                      Dest:  0
                        Mode   Info.
```

✎ Note
❒ If the standby display is not shown, press the 【**Facsimile**】 key.

B **Press the 【User Tools/Counter】 key.**

```
○User Tools/  ○Commu-   ○Receive
 Counter       nicating   File
             ○Printer  ○Facsimile ○Scanner
 □            Error     Error     Error
○ Start Manual RX  ○ TEL Mode  ○ TX File Status  ○
  F1      F2      F3      F4
  01      02      03      04
   A       B       C       D
                              ZAAS120E
```

C **Enter the code for "Fax" with the number keys.**
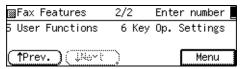
```
▦User Tools Main Menu   Enter number
1 System     2 Copier    3 Fax
4            5
Counter  Language            Exit
```

The Facsimile User Tool main menu appears.

𝒫 Reference
For how to use the System User Tools, refer to the System Settings manual.

D **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].

E **Enter the "Economy TX" code with the number keys.**

```
▦Key Op. Settings 2/5   Enter number
05 Monitor Volume   06 Economy TX
07 ID Code          08 Multistep Transf
↑Prev.   ↓Next           PrevMenu
```

✎ Note
❒ If "Economy TX" is not shown, press [↑Prev.] or [↓Next].

F **Enter the Economy Transmission time with the number keys and press [OK]. To change AM/PM, press [AM↔PM] (North America only).**

```
Economy TX:    Enter time (24hr format)
        ▮ : ▮
                       Cancel   OK
```

✎ Note
❒ If you press [Cancel], the entered time is canceled and the display shown in step **E** appears again.

G **Press [PrevMenu].**

H **Press the 【User Tools/Counter】 key.**

7

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 in the Confidential Reception. ⇒ P.109 *"PRINTING A CONFIDENTIAL MESSAGE"*

❖ **Polling ID**

This ID is required for using Transfer Request (P.93 *"TRANSFER REQUEST"*), Transfer Station (P.60 *"Transfer Station"*), Default ID Polling Transmission (P.88 *"POLLING TRANSMISSION"*), Default ID Polling Reception (P.91 *"POLLING RECEPTION"*), ID Transmission (P.52 *"ID Transmission (Closed Network)"*), ID Reception (P.61 *"ID Reception (Closed Network)"*) functions.

❖ **Memory Lock ID**

This ID is required for printing a message received using Memory Lock. ⇒ P.111 *"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.

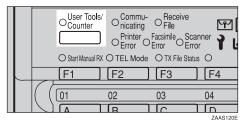**A** **Make sure that the machine is in Facsimile mode and the standby display is shown.**

```
○Ready      Set originals. Enter fax no.
Memory Trans.                      100%
📠G3DI:_                   Dest:  0
                         Mode │ Info. │
```

✎ Note

❒ If the standby display is not shown, press the 【**Facsimile**】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▦User Tools Main Menu     Enter number ▮
1 System      2 Copier      3 Fax
4             5
Counter │Language│              Exit │
```

The Facsimile User Tool main menu appears.

🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **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 │
```

7

Note

❒ If "Key Op. Settings" is not shown, press **[↓Next]**.

E **Enter the number for "ID Code" with the number keys.**

```
▓Key Op. Settings 2/5   Enter number ▐
05 Monitor Volume   06 Economy TX
07 ID Code          08 Multistep Transf
(↑Prev. )(↓Next  )            PrevMenu
```
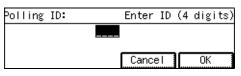
Note

❒ If "ID Code" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **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
```
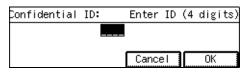
G **Enter an ID code and press [OK].**

```
Polling ID:       Enter ID (4 digits)
            ▄▄▄
                   [ Cancel ][   OK   ]
```
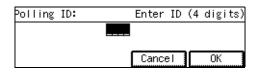
Note

❒ 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   ]
```

H **Press [PrevMenu] twice.**

I **Press the 【User Tools/Counter】 key.**

7
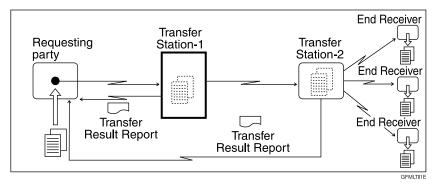
Multistep Transfer

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 P.133 *"Registering End Receivers for Multi-step Transfer"*.

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❖ **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.

❒ All parties must store their own number for the Transfer Report or this feature will not work. ⇒ P.198 *"Transfer Report"*

❒ The multi-step transfer end receiver must be stored in a Group in the 2nd transfer station beforehand.

A **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.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

The Facsimile User Tool main menu appears.

$\mathcal{P}$**Reference**

For how to use the System User Tools, refer to the System Settings manual.

D **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]**.

E **Enter the "Multistep Transf" code with the number keys.**

✐ **Note**

❒ If "Multistep Transf" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Enter the number of the Group in which the End Receiver is registered with the number keys.**

179

🔍 Reference

P.133 *"Registering End Receivers for Multi-step Transfer"*

📝 Note

❒ You can press **[Status]** to see the current status of the Group.

🞕 Specify a Transfer Station.

```
Receive Station:[13]  Enter Transf. Stn.
Transf.Stn ✆⑥③DI:_
                           Cancel      OK
```

📝 Note

❒ Enter the Transfer Station's fax number using a Quick Dial key, Speed Dial or the number keys. ⇒ P.47 *"Quick Dials"*, P.48 *"Speed Dials"*, P.44 *"Number Keys"*

❒ 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 show in step 🞕 appears again.

🞕 Press [Exit].

```
This Group Dial has been registered
for Multi-step Transfer. It cannot
be used as a normal Group Dial.
                              Exit
```

🞕 Press [Exit].

🞕 Press [PrevMenu] twice.

🞕 Press the 【User Tools/Counter】 key.

Special Senders to Treat Differently (Special RX Nos.)

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 identity them at a glance. In this case, program the branch office RTI/CSIs as Specific Senders and select a paper tray loaded with colored paper.

- Multi-copy (Number of prints setting)⇒ P.65 *"Multi-copy Reception"* You can have several copies of messages printed.

- Cassette Select (tray from which messages are printed)⇒ P.214 *"Paper Feed Selection"*
 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 optional Bypass Feed Tray, make sure the size you programmed for this tray matches the paper size in this tray. For more details, see P.15 "*Acceptable Original Sizes*".

• Memory Lock ⇒ P.111 "*PRINTING A FILE RECEIVED WITH MEMORY LOCK*"
You can have messages received into memory.

• 2-Sided Printing (optional Duplex Unit required) ⇒ P.65 "*2-Sided Printing*"
Print on both sides of the paper.

• Reverse Order Printing ⇒ P.68 "*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.186 "*Authorized Reception*"

• Wildcards ⇒ P.215 "*Wild Cards*"

Important

❒ We recommend that you print the Sender/Specified Number list and keep it when you register or change a sender. ⇒ P.154 "*REPORTS/LISTS*"

Limitation

❒ The Special Reception Numbers function cannot 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 Fax Function Upgrade Unit installed). ⇒ P.190 "*Forwarding*", P.186 "*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 Journal

❒ Before using the Special RX Nos. function, switch this function to On by following the steps shown in Initial Setup RX. ⇒ P.158 "*INITIAL SETUP RX*"

Registering Specific Senders (Special RX Nos.)

A **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 DI:_                    Dest:  0
                        Mode    Info.
```

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

181

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

The Facsimile User Tool main menu appears.

🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **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]**.

E **Enter the "Special RX Nos." code with the number keys.**

📝 Note

❒ If "Special RX Nos." is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Enter the "Register Sender" code with the number keys.**

G **Choose a number where you want to program a Specific Sender.**

📝 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.

H **Press [RTI/CSI].**
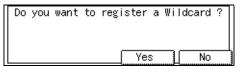
I **Enter an RTI or CSI of a sender and press [OK].**

🔎 Reference

P.215 *"Entering Text"*

J **Select whether or not to register the sender as a wild card. ⇒ P.215 *"Wild Cards"***

K **Press [RX Mode].**

L **Select any features for this Specific 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
```
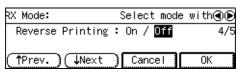
❖ **Tray Select**

```
RX Mode:                Enter number
          Tray Select ▊            2/5
                           (Bypass···9)
( ↑Prev. ) ( ↓Next )  Cancel      OK
```
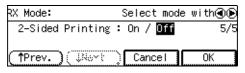
❖ **Memory Lock**

```
RX Mode:          Select mode with◀▶
          Memory Lock : On / Off    3/5

( ↑Prev. ) ( ↓Next )  Cancel      OK
```

❖ **Reverse 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 are canceled and the display shown in step **K** appears again.

M **Press [OK].**

N **Press [OK].**

```
Register Sender:     Press RTI/CSI or RX
Sender[04]                     Wild Card
RTI/CSI :LONDON OFFICE
RTI/CSI  RX Mode   Cancel        OK
```

O **Press [Exit].**

```
Registered: Sender.


                                   Exit
```

P **Press [PrevMenu] 3 times.**

Q **Press the 【User Tools/Counter】 key.**

Deleting a Specific Sender

A **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 DI:_                  Dest:  0
                     Mode     Info.
```

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

7

183

C **Enter the code for "Fax" with the number keys.**
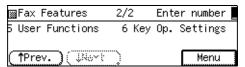
```
▓User Tools Main Menu   Enter number ▉
1 System      2 Copier      3 Fax
4             5
[Counter] [Language]            [Exit]
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

D **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 or **[↓Next]**.

E **Enter the "Special RX Nos." code with the number keys.**

```
▓Key Op. Settings 3/5   Enter number ▉
09 Special RX Nos.  10 Authorized RX
11 Forwarding       12 ECM
(↑Prev.) (↓Next)           [PrevMenu]
```

Note

❒ If "Special RX Nos." is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Enter the "Delete Sender" code with the number keys.**

```
▓Special RX Nos.       Enter number ▉
1 Register Sender   2 Delete Sender
3 Print Sender List
                           [PrevMenu]
```
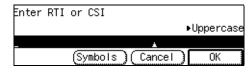
G **Choose a sender number you want to delete by entering its code with the number keys.**

```
Delete Sender:    Enter no. to delete ▉
01 ABC COMPANY      02 HONG KONG
03 PARIS OFFICE     04 LONDON OFFICE
(↑Prev.) (↓Next)              [PrevMenu]
```

Note

❒ If you make a mistake, press the 【Clear/Stop】 key and enter a correct value.
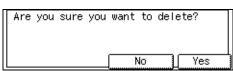
H **Press [Yes].**

```
Delete Sender:              Delete ?
Sender[01]
RTI/CSI :ABC COMPANY
[RTI/CSI]          [No]      [Yes]
```

Note

❒ If you press **[No]**, the sender is not deleted and the display shown in step **E** appears again.

I **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 **E** appears again.

J **Press [PrevMenu] 3 times.**

K **Press the 【User Tools/Counter】 key.**

184

Specified Sender List

Print this list to see the currently programmed Specific Senders.

A **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)DI:_                    Dest:  0
                          Mode  │ Info.
```

🖉 **Note**

❒ If the standby display is not shown, press the 【**Facsimile**】 key.

B **Press the 【User Tools/Counter】 key.**

```
◯ User Tools/   ◯ Commu-    ◯ Receive
  Counter         nicating      File         📧
              ◯ Printer  ◯ Facsimile ◯ Scanner
                Error      Error       Error
◯ Start Manual RX  ◯ TEL Mode  ◯ TX File Status  ◯
  ┌F1┐  ┌F2┐   ┌F3┐   ┌F4┐
  ┌01┐  ┌02┐   ┌03┐   ┌04┐
  ┌A ┐  ┌B ┐   ┌C ┐   ┌D ┐
```
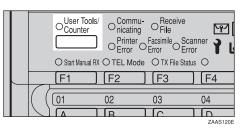ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▓User Tools Main Menu    Enter number ▇
1 System      2 Copier      3 Fax
4             5
Counter │ Language │         │ Exit
```

The Facsimile User Tool main menu appears.

🔍 **Reference**

For how to use the System User Tools, refer to the System Settings manual.

D **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]**.

E **Enter the "Special RX Nos." code with the number keys.**

```
▓Key Op. Settings 3/5    Enter number ▇
09 Special RX Nos.   10 Authorized RX
11 Forwarding        12 ECM
↑Prev. │ ↓Next           │ PrevMenu
```

🖉 **Note**

❒ If "Special RX Nos." is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Enter the "Print Sender List" code with the number keys.**

```
▓Special RX Nos.         Enter number ▇
1 Register Sender    2 Delete Sender
3 Print Sender List
                         │ PrevMenu
```

G **Press the 【Start】 key.**

When the printing job is completed, the display shown in step **F** appears again.

```
To print Sender/Special Reception
Numbers List, press Start key.

Cancel
```

🖉 **Note**

❒ If you press **[Cancel]** before printing starts, printing stops and the display shown in step **F** appears again.

H **Press [PrevMenu] twice.**

I **Press the 【User Tools/Counter】 key.**

7

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 ⇒ P.215 *"Wild Cards"*

⚠️Important

❒ We recommend that you print the Sender/Authorized Reception list and keep it when you register or change a sender. ⇒ P.154 *"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 Fax Function Upgrade Unit installed). ⇒ P.180 *"Special Senders to Treat Differently (Special RX Nos.)"*, P.186 *"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 Journal.

❒ You need to switch Authorized Reception on. ⇒ P.158 *"INITIAL SETUP RX"*

❒ You can specify whether to receive messages from only Specified Senders or to exclude messages from Specified Senders. The default setting is "Receive from Authorized Senders". ⇒ P.206 *"Changing the User Parameters"*
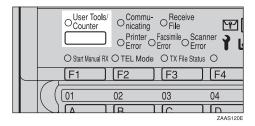
Programming Specified Senders

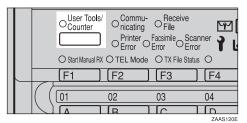**A** **Make sure that the machine is in Facsimile mode and the standby display is shown.**

```
○Ready    Set originals. Enter fax no.
Memory Trans.                      100%
◦G3 DI:_                     Dest:   0
                        Mode  │  Info.
```

📝 Note

❒ If the standby display is not shown, press the **【Facsimile】** key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

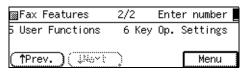**C** **Enter the code for "Fax" with the number keys.**

```
▓User Tools Main Menu    Enter number
1 System      2 Copier     3 Fax
4             5
Counter │Language│              Exit
```

The Facsimile User Tool main menu appears.

$\mathcal{P}$ **Reference**

For how to use the System User Tools, refer to the System Settings manual.

4 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
```

$\mathscr{O}$ **Note**

❒ If "Key Op. Settings" is not shown, press **[↓Next]**.

5 Enter the "Authorized RX" code with the number keys.

```
▦Key Op. Settings 3/5    Enter number ▮
09 Special RX Nos.  10 Authorized RX
11 Forwarding        12 ECM
 ↑Prev.   ↓Next            PrevMenu
```

$\mathscr{O}$ **Note**

❒ If "Authorized RX" is not shown, press **[↑Prev.]** or **[↓Next]**.

6 Enter the "Register Sender" code with the number keys.

```
▦Authorized RX          Enter number ▮
1 Register Sender   2 Delete Sender
3 Print Sender List
                          PrevMenu
```

7 Choose a sender number you wish to register.

```
Register Sender: Enter no.to register ▮
01 -----           02
03                 04
 ↑Prev.   ↓Next            PrevMenu
```

$\mathscr{O}$ **Note**

❒ If you make a mistake, press the 【Clear/Stop】 key and reenter a correct value.

8 Press [RTI/CSI].

```
Register Sender:          Press RTI/CSI
Sender[01]

RTI/CSI             Cancel        OK
```

9 Enter an RTI or CSI of a sender and press [OK].

```
Enter RTI or CSI
                           ▸Uppercase
▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬
            Symbols   Cancel       OK
```

$\mathcal{P}$ **Reference**

P.215 *"Entering Text"*

10 Select whether or not to register the sender as a wild card. ⟹ P.215 *"Wild Cards"*

```
Do you want to register a Wildcard ?


                      Yes         No
```

11 Press [OK].

```
Register Sender:  Press RTI/CSI,Receiver
Sender[01]                    Wild Card
RTI/CSI :MAIN OFFICE
RTI/CSI  Receiver   Cancel        OK
```

12 Press [Exit].

```
Registered: Sender.



                             Exit
```

13 Press [PrevMenu] 3 times.

14 Press the 【User Tools/Counter】 key.

7

Deleting a Specific Sender (Authorized Reception)

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

```
○Ready     Set originals. Enter fax no.
Memory Trans.                      100%
✆⑥③DI:_                    Dest:   0
                      │ Mode │ │ Info. │
```

📎 Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B **Press the 【User Tools/Counter】 key.**

```
   ○User Tools/  ○Commu-   ○Receive
    Counter       nicating    File        ☒
            ○Printer ○Facsimile ○Scanner      ⍰
             Error    Error      Error
   ○ Start Manual RX  ○ TEL Mode  ○ TX File Status ○
   │ F1 │  │ F2 │  │ F3 │  │ F4 │
    01      02      03      04
    A       B       C       D
                                      ZAAS120E
```

C **Enter the code for "Fax" with the number keys.**

```
▨User Tools Main Menu    Enter number ▮
1 System      2 Copier     3 Fax
4             5
│Counter │ │Language │              │ Exit │
```
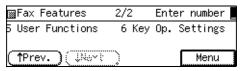
The Facsimile User Tool main menu appears.

🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **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

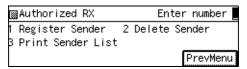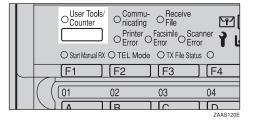❒ If "Key Op. Settings" is not shown, press **[↓Next]**.

E **Enter the "Authorized RX" code with the number keys.**

```
▨Key Op. Settings 3/5   Enter number ▮
09 Special RX Nos.  10 Authorized RX
11 Forwarding       12 ECM
│ ↑Prev. │ │ ↓Next │          │PrevMenu│
```

📎 Note

❒ If "Authorized RX" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Enter the "Delete Sender" code with the number keys.**

```
▨Authorized RX           Enter number ▮
1 Register Sender    2 Delete Sender
3 Print Sender List
                               │PrevMenu│
```

G **Choose the sender to delete by entering its code. The RTI/CSI will flash up.**

```
Delete Sender:    Enter no. to delete ▮
01 ATLANTA OFFICE

│ ↑Prev. │ │ ↓Next │          │PrevMenu│
```

📎 Note

❒ If you make a mistake, press the 【Clear/Stop】key and enter a correct number.

H **Press [Yes].**
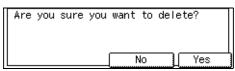
```
Delete Sender:                Delete ?
Sender[01]                   Wild Card
RTI/CSI :ATLANTA OFFICE
│ RTI/CSI │          │ No │   │ Yes │
```

📎 Note

❒ If you press **[No]**, the sender is not deleted and the display shown in step **G** appears again.

I **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 **E** appears again.

J **Press [PrevMenu] 3 times.**

K **Press the 【User Tools/Counter】 key.**

Sender/Authorized Reception List

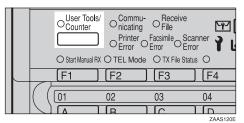Print this list to find out which Specific Senders are currently programmed.

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

```
○Ready     Set originals. Enter fax no.
Memory Trans.                      100%
✆⑥DI:_                    Dest:   0
                          Mode      Info.
```

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B **Press the 【User Tools/Counter】 key.**

```
┌────────────────────────────────────────┐
│  ○User Tools/  ○Commu-  ○Receive       │
│   Counter       nicating   File    ☷│   │
│  ┌─────┐       ○Printer ○Facsimile○Scanner  ⌇│
│  └─────┘        Error    Error    Error  │
│  ○Start Manual RX ○TEL Mode ○TX File Status ○  │
│  ┌F1┐ ┌F2┐ ┌F3┐ ┌F4┐                    │
│  ┌01  ┌02  ┌03  ┌04                     │
│  └─A  └─B  └─C  └─D                      │
└────────────────────────────────────────┘
                                    ZAAS120E
```

C **Enter the code for "Fax" with the number keys.**

```
▦User Tools Main Menu    Enter number █
1 System    2 Copier     3 Fax
4           5
Counter  Language               Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

D **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]**.

E **Enter the "Authorized RX" code with the number keys.**

```
▦Key Op. Settings 3/5   Enter number █
09 Special RX Nos.  10 Authorized RX
11 Forwarding       12 ECM
 ↑Prev.   ↓Next               PrevMenu
```

Note

❒ If "Authorized RX" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Enter the "Print Sender List" code with the number keys.**

```
▦Authorized RX          Enter number █
1 Register Sender   2 Delete Sender
3 Print Sender List
                              PrevMenu
```

7

189

G **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 **D** appears again.

H **Press [PrevMenu] twice.**

I **Press the 【User Tools/Counter】 key.**

Forwarding

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)
- 30 Specific Senders (maximum 10 per Forwarding Station, up to 20 characters each with G3 and 24 with G4)
- Wild Cards ⇒ P.215 *"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.154 *"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 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 Fax Function Upgrade Unit installed). ⇒ P.180 *"Special Senders to Treat Differently (Special RX Nos.)"*, P.186 *"Authorized Reception"*

✎ Note

❒ You can print a forwarding mark on forward messages. ⇒ P.212 *"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 Journal.

❒ Before using the Forwarding function, register Forwarding Stations and select the messages to forward. ⇒ P.158 *"INITIAL SETUP RX"*

❒ You can specify whether or not to send received messages on to another fax machine automatically. This feature is called "Forwarding". The default setting is off.⇒ P.206 *"Changing the User Parameters"*

❒ You can specify whether or not to print forwarded messages. This feature is called "Local Printing". The default setting is on. ⇒ P.206 *"Changing the User Parameters"*
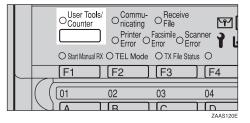
Registering Forwarding Stations

A **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)DI:_                    Dest:  0
                         Mode    Info.
```

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

B **Press the 【User Tools/Counter】 key.**

```
  ○User Tools/   ○Commu-   ○Receive
    Counter        nicating    File          [□]
              ○Printer ○Facsimile ○Scanner    ? L
                Error   Error     Error
  ○Start Manual RX ○TEL Mode ○TX File Status ○
    [F1]    [F2]    [F3]    [F4]
    01      02      03      04
    A       B       C       D
                              ZAAS120E
```

C **Enter the code for "Fax" with the number keys.**

```
 User Tools Main Menu    Enter number
1 System     2 Copier    3 Fax
4            5
 Counter  Language          Exit
```

The Facsimile User Tool main menu appears.

Reference
For how to use the System User Tools, refer to the System Settings manual.

D **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]**.

E **Enter the "Forwarding" code with the number keys.**

```
 Key Op. Settings 3/5   Enter number
09 Special RX Nos.  10 Authorized RX
11 Forwarding       12 ECM
 ↑Prev.   ↓Next           PrevMenu
```

Note
❒ If "Forwarding" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Enter the "Reg. Receiver" code with the number keys.**

```
 Forwarding              Enter number
1 Reg. Receiver     2 Delete Receiver
3 Register Sender   4 Delete Sender
5 Print Sender List       PrevMenu
```

G **Choose a receiver (Forwarding Station) to program be entering the its code number.**

```
Reg. Receiver:    Enter no.to register
1 -----           2 -----
3 -----           4 -----
5 -----                   PrevMenu
```

7

✎ **Note**

❒ If you make a mistake, press **[Cancel]** and enter a correct number.

H **Enter the Forwarding Station's fax number with the number keys.**

```
Reg. Receiver:[1]      Enter fax number
☎G3 DI:9840310471_
                         Cancel     OK
```

✎ **Note**

❒ If you make a mistake, press the **【Clear/Stop】** key and enter a correct number.

❒ If you have the optional ISDN Unit or optional extra G3 Interface Unit, select the line type to be used before specifying a fax number. ⇒ P.41 *"CHANGING THE LINE TYPE"*

I **Press [OK].**

J **Press [Exit].**

```
Registered: Receiver[1]


                              Exit
```

K **Press [PrevMenu] 3 times.**

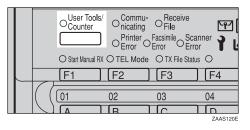**L** **Press the 【User Tools/Counter】 key.**

Deleting a Forwarding Station

A **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 DI:_               Dest:   0
                       Mode    Info.
```

✎ **Note**

❒ If the standby display is not shown, press the 【Facsimile】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▨User Tools Main Menu    Enter number ▇
1 System      2 Copier    3 Fax
4            5
Counter  Language             Exit
```
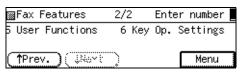
The Facsimile User Tool main menu appears.

🔎 **Reference**

For how to use the System User Tools, refer to the System Settings manual.

D **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]**.

E **Enter the function number for "Forwarding" with the number keys.**

```
▨Key Op. Settings 3/5   Enter number ▇
09 Special RX Nos.  10 Authorized RX
11 Forwarding       12 ECM
 ↑Prev.   ↓Next          PrevMenu
```

Note

❒ If "Forwarding" is not shown, press **[↑Prev.]** or **[↓Next]**.

F Enter the "Delete Receiver" code with the number keys.

```
▓Forwarding          Enter number ▌
1 Reg. Receiver    2 Delete Receiver
3 Register Sender  4 Delete Sender
5 Print Sender List         PrevMenu
```
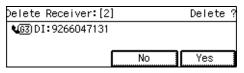
G Choose the receiver (Forwarding Station) to delete by entering its code number.

```
Delete Receiver:   Enter no. to delete ▌
1 9840310471       2 9266047131
3 -----            4 -----
5 -----                     PrevMenu
```

Note

❒ If you make a mistake, press **[No]** and enter a correct number.

H Press **[Yes]**.

```
Delete Receiver:[2]          Delete ?
📞63 DI:9266047131
                       No        Yes
```

Note

❒ If you press **[No]**, the Forwarding Station is not deleted and the display shown in step **E** appears again.

I Press **[Yes]**.

The Forwarding Station is deleted.

```
If you delete this Receiver the
associated Sender will be also
deleted.
                       No        Yes
```

Note

❒ When you press **[No]**, the Forwarding Station is not deleted and the display shown in step **E** appears again.

J Press **[PrevMenu]** 3 times.

K Press the **【User Tools/Counter】** key.

Registering Specific Senders (Forwarding)

A 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 DI:_                  Dest:  0
                       Mode      Info.
```

Note

❒ If the standby display is not shown, press the **【Facsimile】** key.

B Press the **【User Tools/Counter】** key.

C Enter the code for "Fax" with the number keys.

```
▓User Tools Main Menu    Enter number ▌
1 System       2 Copier     3 Fax
4              5
Counter  Language              Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

7

D **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]**.

E **Enter the "Forwarding" code with the number keys.**

```
■Key Op. Settings 3/5   Enter number ▮
09 Special RX Nos.  10 Authorized RX
11 Forwarding       12 ECM
 ↑Prev.   ↓Next            PrevMenu
```
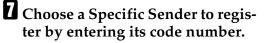
Delete Receiver

✎ **Note**

❒ If "Forwarding" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Enter the "Register Sender" code with the number keys.**

```
■Forwarding           Enter number ▮
1 Reg. Receiver     2 Delete Receiver
3 Register Sender   4 Delete Sender
5 Print Sender List         PrevMenu
```

G **Choose a Specific Sender to register by entering its code number.**

```
Register Sender: Enter no.to register ▮
01 -----           02
03                 04
 ↑Prev.   ↓Next             PrevMenu
```

✎ **Note**

❒ If you make a mistake, press the 【Clear/Stop】 key and enter a correct number.

H **Press [RTI/CSI].**

```
Register Sender:  Press RTI/CSI,Receiver
Sender[01]

RTI/CSI  Receiver  Cancel       OK
```

I **Register an RTI or CSI of a sender and press [OK].**

```
Enter RTI or CSI
                        ▸Uppercase

         Symbols  Cancel       OK
```

℘ **Reference**

P.215 *"Entering Text"*

J **Select whether or not to register a sender as a wild card. ⇒ P.215 *"Wild Cards"***

```
Do you want to register a Wildcard ?


                    Yes         No
```

K **Press [Receiver].**

```
Register Sender:  Press RTI/CSI,Receiver
Sender[01]                  Wild Card
RTI/CSI :MAIN OFFICE
RTI/CSI  Receiver  Cancel       OK
```

L **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
          3 -----          4 -----
          5 -----   Cancel       OK
```

M **Press [OK].**

```
Register Sender:  Press RTI/CSI,Receiver
Sender[01]                  Wild Card
RTI/CSI :MAIN OFFICE
RTI/CSI  Receiver  Cancel       OK
```

7

Note

❒ If you press **[Cancel]**, the sender is not registered and the display shown in step **7** appears again.

14 **Press [Exit].**

```
Registered: Sender.


                         Exit
```

15 **Press [PrevMenu] 3 times.**

16 **Press the 【User Tools/Counter】 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%
☎63 DI:_              Dest:  0
                     Mode  │  Info.
```

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

2 **Press the 【User Tools/Counter】 key.**

```
  ○ User Tools/   ○ Commu-  ○ Receive
    Counter         nicating    File        ☒
  ┌─────┐     ○ Printer ○ Facsimile ○ Scanner  ♦
  │     │       Error    Error    Error
  └─────┘
  ○ Start Manual RX  ○ TEL Mode  ○ TX File Status  ○
  ┌F1─┐ ┌F2─┐ ┌F3─┐ ┌F4─┐
  ┌01──┐ ┌02──┐ ┌03──┐ ┌04──┐
  ┌A──┐ ┌B──┐ ┌C──┐ ┌D──┐
                              ZAAS120E
```

3 **Enter the code for "Fax" with the number keys.**

```
▨User Tools Main Menu  Enter number ▮
1 System      2 Copier    3 Fax
4             5
Counter │Language│          Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **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]**.

5 **Enter the function number for "Forwarding" with the number keys.**

```
▨Key Op. Settings 3/5   Enter number ▮
09 Special RX Nos.  10 Authorized RX
11 Forwarding       12 ECM
↑Prev.  ↓Next            PrevMenu
```

Note

❒ If "Forwarding" is not shown, press **[↑Prev.]** or **[↓Next]**.

6 **Enter the "Delete Sender" code with the number keys.**

```
▨Forwarding          Enter number ▮
1 Reg. Receiver     2 Delete Receiver
3 Register Sender   4 Delete Sender
5 Print Sender List        PrevMenu
```

7 **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


  ↑Prev.  ↓Next            PrevMenu
```

Note

❒ If you make a mistake, press the 【Clear/Stop】 key and enter a correct number.

❒ If you have a mistake with the second digit, press **[No]** and enter the number again.

H **Press [Yes].**

```
Delete Sender:              Delete ?
Sender[01]                 Wild Card
RTI/CSI :MAIN OFFICE
 RTI/CSI            No        Yes
```

Note

❒ If you press **[No]**, the sender is not deleted and the display shown in step **G** appears again.

I **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 **H** appears again.

J **Press [PrevMenu] 3 times.**

K **Press the 【User Tools/Counter】 key.**

Specified Sender/Forwarding Station list
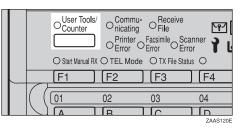
Print this list to find out which Specific Senders are assigned to which Forwarding Stations.

A **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 DI:_              Dest:  0
                        Mode    Info.
```

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
 User Tools Main Menu    Enter number
1 System      2 Copier     3 Fax
4             5
Counter  Language               Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

D **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
```

7

Note

❒ If "Key Op. Settings" is not shown, press **[↓Next]**.

E **Enter the "Forwarding" code with the number keys.**

```
▦Key Op. Settings 3/5   Enter number ■
09 Special RX Nos.  10 Authorized RX
11 Forwarding       12 ECM
( ↑Prev. )( ↓Next )            PrevMenu
```

Note

❒ If "Forwarding" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Enter the "Print Sender List" code with the number keys.**

```
▦Forwarding              Enter number ■
1 Reg. Receiver      2 Delete Receiver
3 Register Sender    4 Delete Sender
5 Print Sender List            PrevMenu
```

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

```
To print Sender/Forwarding List,
press Start key.

Cancel
```

Note

❒ If you press **[Cancel]** before printing starts, the printing stops.

H **Press [PrevMenu] twice.**

I **Press the [User Tools/Counter] 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
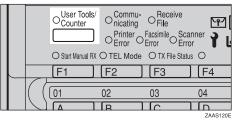
❒ If you turn ECM off, you cannot use the following features:

- JBIG Transmission
- Super G3 Communication

A **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 DI:_              Dest:   0
                    Mode  │  Info.
```
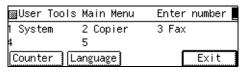
Note

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

B **Press the [User Tools/Counter] key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▦User Tools Main Menu    Enter number ■
1 System      2 Copier    3 Fax
4             5
Counter │Language│              Exit
```

The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

7

D **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]**.

E **Enter the "ECM" code with the number keys.**

```
▓Key Op. Settings 3/5   Enter number ▊
09 Special RX Nos.  10 Authorized RX
11 Forwarding       12 ECM
(↑Prev. ) (↓Next )            PrevMenu▊
```

Note

❒ If "ECM" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **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 E appears again.

G **Press [PrevMenu].**

H **Press the 【User Tools/Counter】 key.**

Transfer Report

For the requesting party to be able to receive Transfer Result Reports from the Transfer Station, the requesting party must store the number of the telephone line their machine is connected to in their own machine. ⇒ P.93 *"TRANSFER REQUEST"*, P.178 *"Multistep Transfer"*

Be sure to insert a pause after the area code.

For example, if you are in the United States and your fax number is 212-1234567, store the following:
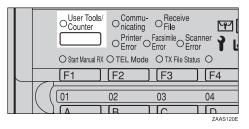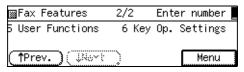
• **1212–1234567**

A **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 DI:_                    Dest:  0
                       Mode ▊   Info. ▊
```

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▓User Tools Main Menu    Enter number ▊
1 System      2 Copier      3 Fax
4             5
(Counter ) (Language )             Exit ▊
```

The Facsimile User Tool main menu appears.

🔍 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Key Op. Settings" code 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]**.

E **Enter the "Transfer Report" code with the number keys.**
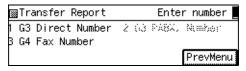
```
▨Key Op. Settings 4/5   Enter number ▮
13 Transfer Report  14 G3 analog Line
15 G3 Digital Line  16 G4 Digital Line
 ↑Prev.  ↓Next          PrevMenu
```

📝 Note

❒ If "Transfer Report" is not shown, press **[↑Prev.]** or **[↓Next]**.
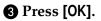
Storing Your Own PSTN G3 Fax Number

A **Enter the "G3 Direct Number" code with the number keys.**

```
▨Transfer Report       Enter number ▮
1 G3 Direct Number  2 G3 PABX. Number
3 G4 Fax Number
                         PrevMenu
```

B **Enter your own fax number with the number keys.**
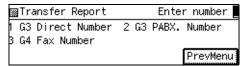
```
G3 Direct Number:     Enter own number
 ☎ _

                  Cancel      OK
```

C **Press [OK].**

Storing Your G3 PABX Number

If you wish to store your G3 PABX number, contact your service representative.

A **Enter the "G3 PABX. Number" code with the number keys.**

```
▨Transfer Report       Enter number ▮
1 G3 Direct Number  2 G3 PABX. Number
3 G4 Fax Number
                         PrevMenu
```

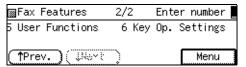**B** **Enter your own fax number with the number keys.**

```
G3 PABX. Number      Enter own number
 ☎ _

                  Cancel      OK
```

C **Press [OK].**

Storing a G4 Fax Number

A **Enter the "G4 Fax Number" code with the number keys.**

```
▨Transfer Report       Enter number ▮
1 G3 Direct Number  2 G3 PABX. Number
3 G4 Fax Number
                         PrevMenu
```

B **Enter your own fax number with the number keys.**

```
G4 Fax Number:        Enter own number
 ☎ _

                  Cancel      OK
```

C **Press [OK].**

F **Press [PrevMenu] twice.**

G **Press the 【User Tools/Counter】 key.**

G3 Analog Line

This function must be set up before you connect the machine to a G3 analog line.

You can register the following items with a G3 analog Line:

- PSTN Line Type (Dial Pulse/Tone)
- In some countries, the PSTN Line Selection is not available.
  For details, please contact your service representative.
- CSI (up to 20 digits)

Note
❒ A CSI (Called Station Identification) is notified to a receiver or sender when you send or receive a fax. When the CSI is received, it is shown on the display or printed in a report by the receiver's or sender's machine. The CSI works even if the receiver or sender uses a different make machine.

❒ The CSI can contain numerals, a plus sign (+), and spaces. You usually should register your country code, area code (minus the leading zero) and your fax number in that order.

A **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 DI:_   Dest: 0 |
| Mode | Info. |

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

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

| ▒User Tools Main Menu   Enter number ■ |
| 1 System   2 Copier   3 Fax |
| 4   5 |
| Counter | Language | Exit |

The Facsimile User Tool main menu appears.

Reference
For how to use the System User Tools, refer to the System Settings manual.

D **Enter the 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**].

E **Enter the "G3 Analog Line" code with the number keys.**

| ▒Key Op. Settings 4/5   Enter number ■ |
| 13 Transfer Report 14 G3 analog Line |
| 15 Date/Time   16 User Parameters |
| ↑Prev. | ↓Next | PrevMenu |

7

When the optional extra G3 Interface Unit is installed, enter the "G3-1 analog Line" or "G3-2 analog Line" code with the number keys.

```
▨Key Op. Settings 4/5   Enter number ▮
13 Transfer Report  14 G3-1 analog Line
15 G3-2 analog Line 16 G3 Digital Line
(↑Prev. ) (↓Next )          PrevMenu
```
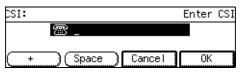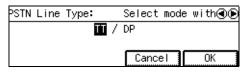
Note

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

To Enter the CSI

A **Enter the "CSI" code with the number keys.**

```
▨G3 analog Line        Enter number ▮
1 CSI              2 PSTN Line Type

                          PrevMenu
```

B **Enter the CSI.**

```
CSI:                   Enter CSI
    ☏ _

( + ) (Space ) Cancel    OK
```
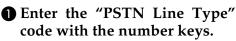
C **Press [OK].**

To Select the PSTN Line Type

Note

❒ In some countries, the PSTN Line Selection is not available. For detailes, please contact your service representative.

A **Enter the "PSTN Line Type" code with the number keys.**

```
▨G3 analog Line        Enter number ▮
1 CSI              2 PSTN Line Type

                          PrevMenu
```

B **Select the desired line type.**

```
PSTN Line Type:     Select mode with◖◗
         ▥ / DP

              Cancel     OK
```

C **Press [OK]**

F **Press [PrevMenu] twice.**

G **Press the 【User Tools/Counter】 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.

- CSI (up to 20 digits) ⇒ P.200 *"G3 Analog Line"*
- Own Fax Number (up to 20 digits)
- Subaddress ⇒ P.46 *"Subaddress"*

Note

❒ Optional ISDN Unit required.

❒ You need to register a CSI and your own digital number. ⇒ P.200 *"G3 Analog Line"*

❒ If you wish to change your subaddress, contact your service representative.

❒ Program a User Function key for the subaddress function. ⇒ P.46 *"Subaddress"*

❒ Store the telephone number of your PSTN line as "Own Fax Number 1". If you use two numbers for the same line, store the second number as "Own Fax Number 2".

201

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

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                     100%
◥⑥③DI:_                   Dest:  0
                         Mode  │ Info.
```

✐ **Note**

❒ If the standby display is not shown, press the 【**Facsimile**】 key.

B **Press the 【User Tools/Counter】 key.**

```
◯ User Tools/    ◯ Commu-    ◯ Receive
  Counter          nicating     File         ⌧
               ◯ Printer  ◯ Facsimile ◯ Scanner   ┗
                 Error      Error      Error
◯ Start Manual RX  ◯ TEL Mode  ◯ TX File Status  ◯
   │F1│      │F2│      │F3│      │F4│
   │01     02       03       04
   │A    │B    │C    │D
```

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▦User Tools Main Menu    Enter number ▮
1 System     2 Copier    3 Fax
4            5
Counter │ Language│            Exit
```

The Facsimile User Tool main menu appears.

🔎 **Reference**

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the 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]**.

E **Enter the "G3 Digital Line" code with the number keys.**

```
▦Key Op. Settings 4/5   Enter number ▮
13 Transfer Report  14 G3 analog Line
15 G3 Digital Line  16 G4 Digital Line
 ↑Prev. │ ↓Next            PrevMenu
```

✐ **Note**
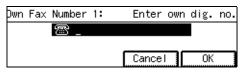
❒ If "G3 Digital Line" is not shown, press **[↑Prev.]** or **[↓Next]**.

To Enter the Own Fax Number

A **Enter the "Own Fax Number 1" or "Own Fax Number 2" code with the number keys.**

```
▦G3 Digital Line        Enter number ▮
1 Own Fax Number 1  2 Own Fax Number 2
3 Sub-address       4 CSI
                            PrevMenu
```
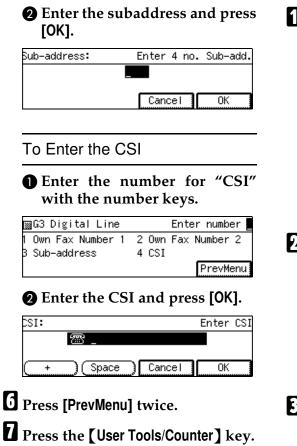
B **Enter your own fax number with the number keys and press [OK].**

```
Own Fax Number 1:     Enter own dig. no.
 ☏ _
                      Cancel │   OK
```

To Enter the Sub-address

A **Enter the "Sub-address" code with the number keys.**

```
▦G3 Digital Line        Enter number ▮
1 Own Fax Number 1  2 Own Fax Number 2
3 Sub-address       4 CSI
                            PrevMenu
```

B **Enter the subaddress and press [OK].**

```
Sub-address:      Enter 4 no. Sub-add.
              _
                      Cancel    OK
```

To Enter the CSI

A **Enter the number for "CSI" with the number keys.**

```
▓G3 Digital Line        Enter number ▮
1 Own Fax Number 1  2 Own Fax Number 2
3 Sub-address       4 CSI
                              PrevMenu
```

B **Enter the CSI and press [OK].**

```
CSI:                      Enter CSI
        ☎ _
   (  +  )( Space )  Cancel    OK
```

F **Press [PrevMenu] twice.**

G **Press the [User Tools/Counter] 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 Fax Number (up to 20 digits)
- Subaddress ⇒ P.46 "Subaddress"

✐ 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.

A **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 DI:_              Dest:  0
                      Mode    Info.
```

✐ Note

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

B **Press the [User Tools/Counter] key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▓User Tools Main Menu   Enter number ▮
1 System     2 Copier    3 Fax
4            5
Counter  Language              Exit
```

The Facsimile User Tool main menu appears.

🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the 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
```

203

Note

❒ If "Key Op. Settings" is not shown, press **[↓Next]**.

E **Enter the "G4 Digital Line" code with the number keys.**

```
▦Key Op. Settings 5/5   Enter number ▮
17 G4 Digital Line  18 Date/Time
19 User Parameters  20 Prt.U.Parameters
(↑Prev. ) (↓Next )          PrevMenu
```

Note
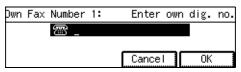
❒ If "G4 Digital Line" is not shown, press **[↑Prev.]** or **[↓Next]**.

To Enter Your Own Digital Number

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

```
TID:                  Enter number ▮
1 Country Code      2 Own Digital Number
3 Terminal Name
                         PrevMenu
```

B **Enter your fax number and press [OK].**
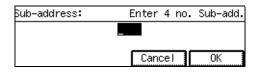
```
Own Fax Number 1:   Enter own dig. no.
    ☎ _
                   Cancel     OK
```

C **Press [PrevMenu] three times.**

D **Press the 〖User Tools/Counter〗 key.**

To Enter the Subaddress

A **Enter the "Sub-address" code with the number keys.**

```
▦G4 Digital Line       Enter number ▮
1 Own Fax Number 1  2 Own Fax Number 2
3 Sub-address       4 TID
                         PrevMenu
```

B **Enter the subaddress.**

```
Sub-address:       Enter 4 no. Sub-add.
    ▮
                   Cancel     OK
```

Reference

P.46 *"Subaddress"*

C **Press [OK].**

D **Press [PrevMenu] three times.**

E **Press the 〖User Tools/Counter〗 key.**

To Enter the TID

A **Enter the "TID" code with the number keys.**
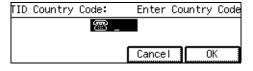
```
▦G4 Digital Line       Enter number ▮
1 Own Fax Number 1  2 Own Fax Number 2
3 Sub-address       4 TID
                         PrevMenu
```
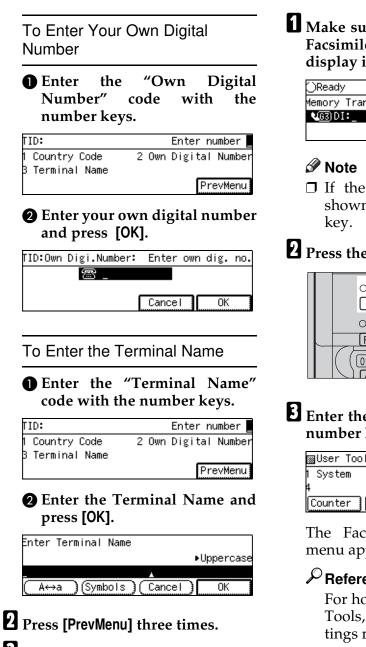
To Enter the Country Code

A **Enter the "Country Code" code with the number keys.**

```
TID:                  Enter number ▮
1 Country Code      2 Own Digital Number
3 Terminal Name
                         PrevMenu
```

B **Enter your Country Code with the number keys and press [OK].**

```
TID Country Code:    Enter Country Code
    ☎ _
                   Cancel     OK
```

To Enter Your Own Digital Number

❶ Enter the "Own Digital Number" code with the number keys.

```
TID:                  Enter number ▐
1 Country Code      2 Own Digital Number
3 Terminal Name
                            PrevMenu
```

❷ Enter your own digital number and press [OK].

```
TID:Own Digi.Number:  Enter own dig. no.
        ☎ _
                      Cancel      OK
```

To Enter the Terminal Name

❶ Enter the "Terminal Name" code with the number keys.

```
TID:                  Enter number ▐
1 Country Code      2 Own Digital Number
3 Terminal Name
                            PrevMenu
```

❷ Enter the Terminal Name and press [OK].

```
Enter Terminal Name
                          ▸Uppercase

   A↔a   Symbols   Cancel      OK
```

B Press [PrevMenu] three times.

C Press the 【User Tools/Counter】 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.

A 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 DI:_                  Dest:  0
                      Mode   |  Info.
```

✎ Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B Press the 【User Tools/Counter】 key.

ZAAS120E

C Enter the code for "Fax" with the number keys.

```
▦User Tools Main Menu    Enter number ▐
1 System      2 Copier    3 Fax
4             5
Counter  Language               Exit
```

The Facsimile User Tool main menu appears.

🔍 Reference

For how to use the System User Tools, refer to the System Settings manual.

D 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].

7

205

E **Enter the "Date/Time" code with the number keys.**

```
▓Key Op. Settings 5/5   Enter number ▮
17 G4 Digital Line  18 Date/Time
19 User Parameters  20 Prt.U.Parameters
( ↑Prev. ) ( ↓Next )            PrevMenu
```

✎ **Note**

❒ If "Date/Time" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Select an item you want to change using the ◁ or ▷ key, enter the month using [↑Prev.] or [↓Next] and enter the correct date or time with the number keys.**

```
Date/Time:              Select with◁▷
  [Mon]  Aug. 30      1999   18:01
                     Cancel     OK
```

```
Date/Time:              Select with◁▷
  [Thu]  25  Aug.     1999   18:01
( ↑Prev. ) ( ↓Next ) Cancel     OK
```

✎ **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.

G **Press [OK].**

H **Press [PrevMenu].**

I **Press the 【User Tools/Counter】 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

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 , 110: Level 6, 111: Level 7 (darkest)		
01	0	Label Insertion home position	Off	On
	1	Closed Network home position	Off	On
	2	Auto Reduction home position	Off	On
	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
	3	TSI Print	Off	On
	5	CIL Print	Off	On
	6	TID Print	Off	On

7

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 Journal	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

7
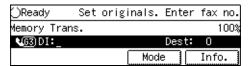
Switch	Bit	Item	0	1
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	Not possible (Reception off)
	2, 1	Receive when the machine can not print (Substitute reception during printer error) 00: Enabled unconditionally (Free), 01: Enabled for RTI/CSI is received, 10: Enabled for Polling ID match, 11: Disabled (Reception off)		
	4	Personal Code Access	Off	On
	5	Just Size Printing	Off	On
	7	Empty cassette alert (Paper Empty Warning indication)	Off	On
06	1	Fax communication mode home position (Line)	G3	G4
	3, 2	G3 Line home position (G3) 00: G3 Auto Select, 01: G3-1, 10: G3-2 (option)		
	4	Dial Label Format	Transparent label sheet (Type 2)	Paper label sheet (Type 1)
	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	Receive all messages except those from specified senders
10	1	Combine 2 Originals	Off	On
	3	Page Reduction when printing	Off	On

7

Switch	Bit	Item	0	1
11	1	Send PB/UUI to ISDN	UUI	PB
	6	Local Print when Forwarding	Off	On
	7	Polling file after sending (Polling transmission stand-by time)	Delete (Use Once)	Standby (Save)
14	0	Print a document received with Auto Power-On Reception (Night printing mode)	Immediate printing (Off)	When turning on the Operation switch (On)
	1	Long Document Transmission (Well Log)	Off	On
	2	Batch Transmission	Off	On
	3	Clear modes when function changed	Off	On
	7	System Parameter List TX	Off	On
15	2, 1, 0	Select paper feed tray to fix 001: First, 010: Second, 011: Third, 100: 4th, 101: LCT		
	5	Fixed Input tray	On	Off
17	2	Whether you need to press **[Add]** after entering a Quick Dial/Speed Dial/Group Dial when broadcasting	Not Necessary	Necessary
18	0	Print date with TTI	Off	On
	1	Print transmitter origin with TTI	Off	On
	2	Print file number with TTI	Off	On
	3	Print page number with TTI	Off	On

7

Switch	Bit	Item	0	1
19	0	Use paper delivery shift function (Offset Print)	Off	On
	1	Sort Journal by line type	Off	On
	7, 6	Print to optional Internal Tray 2 by line type (Internal Tray 2 for selected line) 00: Off, 01: G3-1, 10: G3-2 (option), 11: G4 (option)		
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

・・

How to Change the User Parameters
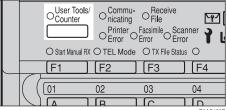
- We recommend that you print the User Parameter list and keep it when you register or change a user parameter. ⇒ P.212 "*Printing the User Parameter List*"

- Do not change any bit switches other than those shown on the previous pages.

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

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                        100%
✆⑬DI:_                    Dest:  0
                      Mode ┊  Info.
```

✐ **Note**
❑ If the standby display is not shown, press the 【**Facsimile**】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▨User Tools Main Menu      Enter number▮
1 System      2 Copier      3 Fax
4            5
[Counter ┊ [Language┊]              Exit ┊
```

The Facsimile User Tool main menu appears.

🔎 **Reference**
For how to use the System User Tools, refer to the System Settings manual.

7

211

D **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]**.

E **Enter the "User Parameters" code with the number keys.**

```
▦Key Op. Settings 5/5   Enter number ▮
17 G4 Digital Line  18 Date/Time
19 User Parameters  20 Prt.U.Parameters
 ↑Prev. )( ↓Next )           PrevMenu
```

✎ Note

❒ If "User Parameters" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **Select a number for a switch you wish to change by pressing [↑Switch] or [↓Switch].**

```
User Parameters:       Refer Op. Manual
Switch 00 Default : 00000000
          Current : 00000000
 ↑Switch )( ↓Switch )( Cancel )(   OK
```

G **Press a number key corresponding to the bit number you wish to change e.g., press 【0】 to change bit 0.**

H **When you have finished, press [OK].**

✎ Note

❒ If you press **[Cancel]**, the specified settings are canceled and the display shown in step **E** appears again.

I **Press [PrevMenu].**

J **Press the 【User Tools/Counter】 key.**

Printing the User Parameter List

Print this list to see the current User Parameter settings.

A **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)DI:_                    Dest:  0
                        Mode  )( Info.
```

✎ Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax"with the number keys.**

```
▦User Tools Main Menu      Enter number ▮
1 System       2 Copier    3 Fax
4              5
 Counter )( Language )              Exit
```

The Facsimile User Tool main menu appears.

🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

212

D **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]**.

E **Enter the "Prt.U.Parameters" code with the number keys.**

```
▓Key Op. Settings 5/5   Enter number ▮
17 G4 Digital Line  18 Date/Time
19 User Parameters  20 Prt.U.Parameters
 ↑Prev.   ↓Next            PrevMenu
```

Note

❒ If "Prt.U.Parameters" is not shown, press **[↑Prev.]** or **[↓Next]**.

F **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 **E** appears again.

G **Press [PrevMenu].**

H **Press the 【User Tools/Counter】 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.212 *"Printing the User Parameter List"*

Fax 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:
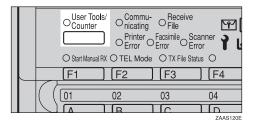
- 1 minute
- 3 minutes
- 5 minutes

A **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)DI:_                  Dest:  0
                        Mode    Info.
```

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

7

213

B **Press the 【User Tools/Counter】 key.**

ZAAS120E

C **Enter the code for "Fax" with the number keys.**

```
▓User Tools Main Menu    Enter number ▐
1 System      2 Copier    3 Fax
4             5
Counter  Language              Exit
```

The Facsimile User Tool main menu appears.

🔎**Reference**

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Initial Setup TX" with the number keys.**

```
▓Fax Features    1/2    Enter number ▐
1 Register/Delete   2 Reports/Lists
3 Initial Setup TX  4 Initial Setup RX
 ↑Prev.   ↓Next                Menu
```

📎 **Note**

❒ If "Initial Setup TX" is not shown, press **[↑Prev.]** or **[↓Next]**.

E **Enter the "Fax Auto Reset" code with the number keys.**

```
▓Initial Setup TX      Enter number ▐
1 Trans. Mode      2 Resolution
3 Photo Original   4 Auto Image Density
5 Fax Auto Reset               PrevMenu
```

F **Select the interval using the ◁ or ▷ key. Then press [OK].**

```
Fax Auto Reset:    Select mode with◁▷
   30sec. / 1min. / 3min. / 5min.

                    Cancel    OK
```

G **Press [PrevMenu].**

H **Press the 【User Tools/Counter】 key.**

Fax Auto Off

If the machine is not used for a certain interval after faxing, it will turn itself off. This feature is called Fax Auto Off.

A **To turn the machine back on, press the 【Operation Switch】.**

📎 **Note**

❒ For how to change the Fax Auto Off Timer, see the System Settings.

Paper Feed Selection

Using this feature, you can select which tray to print out the message. If you wish to use this feature, change User Parameter Switch 15 digits 0 to 2. ⇒ P.206 *"Changing the User Parameters"*

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.206 *"Changing the User Parameters"*

ENTERING AND MODIFYING TEXT

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTU-
  VWXYZabcdefghijklmnopqrstu-
  vwxyz
- Symbols
- Numerals
  0123456789

Keys

❖ **Number keys**
Use to enter numbers.

❖ **Quick Dial 01/29 to Quick Dial 28/56 (A to Z)**
Press these keys to enter upper and lower case letters.

❖ **[A←→a]**
Use to switch between upper and lower case.

❖ **Quick Dial 27/55**
Press to enter a space.

❖ **【Clear/Stop】 key**
Deletes a character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

❖ ◁ **or** ▷
Use to move the cursor left or right.

Note

❒ If you wish to enter symbols, press **[Symbols]**.

```
Enter TTI
                              ▶Uppercase
LONDON OFFICE_                       ▲
 ( A←→a ) (Symbols )  Cancel      OK
```

❒ Flip the plate to access Quick Dial keys not shown.

❒ Quick Dial 01/29 means Quick Dial key 01 or 29.

· ·

☼ Wild Cards

When you register RTIs or CSIs for multiple destinations, you can register a sequence of characters common to these identifications as a wild card instead of registering every identification.

If a destination has an RTI or CSI containing a wild card, the machine determines that the destination matches the registered destination.

❖ Not using a wild card

Destination to be registered (RTI)	Number of registered identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

❖ Using a wild card

Destination to be registered (RTI)	Number of registered identifications
BRANCH	1

📍 Limitation

❒ You can register up to 30 wild cards.

🖉 Note

❒ Compare identifications by neglecting spaces.

❒ You can use wild cards for the following functions:

- Special RX Nos. ⇒ P.180 *"Special Senders to Treat Differently (Special RX Nos.)"*

- Authorized Reception ⇒ P.186 *"Authorized Reception"*

- Forwarding ⇒ P.190 *"Forwarding"*

• •

How To Enter Text

Entering letters

A **Press [A←→a] to switch between Uppercase and Lowercase.**

Enter name
▶Uppercase

(A↔a) (Symbols) (Cancel) (OK)

B **Press a Quick Dial key.**

A letter is entered and the cursor moves.

🖉 Note

❒ If you wish to enter another character continuously, repeat step **B**.

❒ If you wish to insert a character, press the ⊲ or ⊳ key to move the cursor to a character you want to enter.

Enter name
▶Uppercase
REPORRT_
(A↔a) (Symbols) (Cancel) (OK)

Entering Symbols

A **Press [Symbols].**

The available symbols are shown on the display.

B **Select the desired symbol by pressing [↑Prev.] and [↓Next].**

```
Symbols  1/3P          Enter number
01 !   02 "   03 #   04 $   05 %   06 &
07 '   08 (   09 )   10 *   11 +   12 ,
( ↑Prev. ) ( ↓Next )              Cancel
```

```
Symbols  2/3P          Enter number
01 -   02 .   03 /   04 :   05 ;   06 <
07 =   08 >   09 ?   10 @   11 [   12 \
( ↑Prev. ) ( ↓Next )              Cancel
```

```
Symbols  3/3P          Enter number
01 ]   02 ^   03 _   04 `   05 {   06 |
07 }   08 ~
( ↑Prev. ) ( ↓Next )              Cancel
```

C **Enter the number of the symbol you wish to insert with the number keys.**

```
Enter name
                              ▸Uppercase
( A↔a ) (Symbols) ( Cancel )    OK
```

The symbol is entered and the cursor moves.

📎 Note

❒ If you wish to enter another symbol, repeat steps **B** and **C**.

❒ If you wish to insert a character, press the ◁ or ▷ key to move the cursor to a character you want to enter.

```
Enter name
                              ▸Uppercase
REPORRT_
( A↔a ) (Symbols) ( Cancel )    OK
```

Entering Numbers

A **Press a number key.**

The numeral is entered and the cursor moves.

📎 Note

❒ If you wish to insert a character, press the ◁ or ▷ key to move the cursor to a character you want to enter.

```
Enter name
                              ▸Uppercase
REPORRT_
( A↔a ) (Symbols) Cancel    OK
```

Deleting characters

A **Press the ◁ or ▷ key to move the cursor to a character you want to delete.**

```
Enter name
                              ▸Uppercase
REPORRT_
( A↔a ) (Symbols) Cancel    OK
```

B **Press the 【Clear/Stop】 key.**

```
Enter name
                              ▸Uppercase
REPORRT
( A↔a ) (Symbols) Cancel    OK
```

The character at the cursor position is deleted .

```
Enter name
                              ▸Uppercase
REPORT
( A↔a ) (Symbols) Cancel    OK
```

📎 Note

❒ If you wish to delete another character, repeat steps **A** and **B**.

8

217

9. Maintaining Your Machine

CONNECTING THE MACHINE TO A TELEPHONE LINE AND TELEPHONE
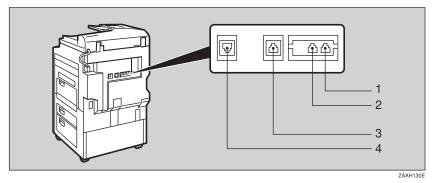
Connecting the Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.
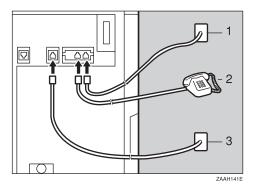
⚠️**Important**

❒ Make sure the connector is the correct type before you start.

❖ **Where to connect the machine**

ZAAH130E

❖ **When using a modular type connector**

ZAAH141E

1. **G3**

2. **External Telephone**

3. **Extra G3**

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.

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".⇒ P.200 *"G3 Analog Line"*

9
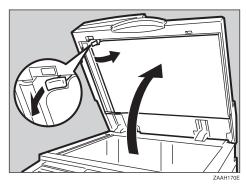
REPLACING THE STAMP CARTRIDGE

The ARDF is required.
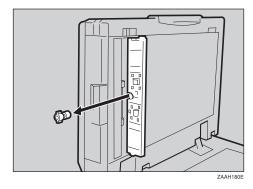
When the stamp is getting to become lighter, replace the cartridge.

Note
❒ Use the cartridge specified for this machine.
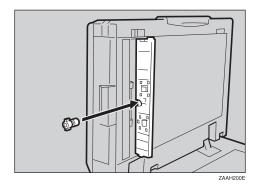
A Lift the document feeder and open the stamp cover.

ZAAH170E
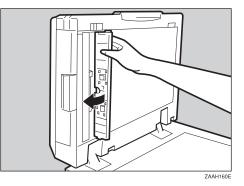
B Pull out the cartridge.

ZAAH180E

C Set a new cartridge.

ZAAH200E

D Replace the stamp cover until it clicks.

ZAAH160E

E Close the document feeder.

Note
❒ Hold down the centre part of the cover to make sure that it is closed completely.

9

9

10. Appendix

OPTIONAL EQUIPMENT

Expansion Memory (32MB: DIMM)

This allows you to send and receive fax messages at high resolution (Fine or Super Fine). If you need this option, please consult your service representative.

Up to about 400 pages can be stored in memory.

The above figure is for an ITUT#1 chart printed on this supplier's standard A4 paper and scanned in using the following settings:

- Resolution: Standard
- Image Density: Auto
- Original Type: Text

Fax Function Upgrade Unit

JBIG compression for transmission/reception becomes possible.

$\dot{Q}$**Memory Capacity**

- With optional Expansion Memory and Fax Function Upgrade Unit:
  2,400 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	Without Fax Function Up-grade Unit	With Fax Function Up-grade Unit
Speed dial code	100	1,000
Personal code	20	50
Memory Capacity for Memory Transmission/ Reception	160 sheet	2,400 sheet with optional Expansion Memory and Fax Function Upgrade Unit
Memory Transmission file	200	1,000
Auto Document	6	18
Communication Result	last 100 communications	last 900 communications
Specific Sender	30	50

- -

ISDN Unit (ISDN Option Type 270)

This allows you to send and receive messages using the ISDN (Integrated Service Digital Network).

Extra G3 Interface Unit (G3 Interface Unit Type 270)

This option provides one extra G3 line connection.

Duplex Unit (AD360)

With the Duplex Unit 2-sided printing becomes available.

PC-Fax Expander (PC-Fax Expander Type 185)

By installing a PC-FAX Expander, you can use this machine as a scanner, a PC-FAX modem and a convenience printer. If you need this option, please consult your service representative.

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 resolution G4: 3 seconds, Detail resolution
Data Compression Method	MH, MR, MMR, JBIG (optional Fax Function Upgrade Unit required)
Maximum Original Size	Standard size: A3/DLT Irregular size: 304×1,200mm
Maximum Scanning Size	297×1,200mm/11"×47"
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	Less than 20W (no options installed)
Night Timer Off mode	Less than 50W
Standby mode	140W
Memory Transmission	140W
Immediate Transmission	Less than 163W
Memory Reception	140W
Printing	Less than 340W
Maximum Power Consumption	Less than 1,440W

10

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.74 *"SEND LATER"*
Confidential Transmission	Sends a confidential message. This feature is divided into Default ID Confidential Transmission and Override ID Confidential Transmission.	P.76 *"CONFIDENTIAL TRANSMISSION"*
Personal Code TX	This will help you to check up on who has been using the machine and how often.	P.78 *"PERSONAL CODE TRANSMISSION"*
Auto Document	Stores a commonly used original and prints or sends it directly.	P.79 *"SENDING AN AUTO DOCUMENT"*
2-Sided Transmission	Use to send 2-Sided originals (double-sided original) from the Document Feeder (ARDF).	P.81 *"2-SIDED TRANSMISSION (DOUBLE-SIDED TRANSMISSION)"*
Book Fax	When sending a book-type original, this feature scans and sends the right and left pages one by one.	P.83 *"BOOK FAX"*
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.85 *"CHOOSING THE AREA TO BE SCANNED YOURSELF (IRREGULAR SCAN AREA)"*
Send First	You can have your message sent before any other queued messages.	⇒ P.87 *"SEND FIRST"*

10

Feature name	Description	Reference
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.88 *"POLLING TRANSMISSION"*
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.91 *"POLLING RECEPTION"*
Transfer Request	Sends an original to a destination via a facsimile equipped with the transfer station capability.	P.93 *"TRANSFER REQUEST"*

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.96 *"TTI (Transmit Terminal Identification) Print"*
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.96 *"Label Insertion"*
Create Margin Transmission	Using this feature your message is sent at a reduced size (93%) with a blank margin in the left.	P.96 *"Create Margin Transmission"*
Auto Reduction	If the receiver uses paper narrower than the message, it is sent reduced to the receiver paper.	P.97 *"Auto Reduction"*
Closed Network	Sends an original only to the machine of the same Polling ID as that registered in the machine.	P.97 *"Closed Network"*

10

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.101 *"CHECKING AND CANCELING TRANSMISSION FILES"*
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.106 *"PRINTING A LIST OF FILES IN MEMORY (PRINT TX FILE LIST)"*
Displaying the Transmission Result	Part of the Journal can be shown on the display. The results of the last 50 transmissions are displayed from the latest one.	P.107 *"CHECKING THE TRANSMISSION RESULT (TX FILE STATUS)"*
Displaying the Reception Result	Part of the Journal can be shown on the display. The results of the last 50 receptions are displayed from the latest one.	P.108 *"CHECKING THE RECEPTION RESULT (RX FILE STATUS)"*
Printing a Confidential Document	Prints messages received in Confidential Reception mode.	P.109 *"PRINTING A CONFIDENTIAL MESSAGE"*
Printing the Memory Lock	Prints messages received in Memory Lock mode.	P.111 *"PRINTING A FILE RECEIVED WITH MEMORY LOCK"*
Printing the Journal	The Journal can be manually printed. This report shows the results of the last 50 communications.	P.113 *"PRINTING THE JOURNAL"*
Displaying the Memory Status	The status of the memory is shown on the display.	P.114 *"DISPLAYING THE MEMORY STATUS"*

10

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.	P.125 *"Registering Quick Dials"*
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.	P.138 *"Registering Speed Dials"*
Register/Delete Group Dial	If you program a several destinations into a Group, you can dial with just a few keystrokes.	⇒ P.130 *"Registering Groups"*
Store/Delete Keystroke Program	Allows you to store a frequently used function or destination in a Quick Dial.	P.142 *"Storing Keystroke Programs"*
Register/Delete Auto Document	Allows you to store a frequently used original in. You can print or send the original directly as necessary.	P.146 *"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.150 *"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: • Journal • Quick Dial list • Group Dial list • Speed Dial list • Keystroke Program list • Auto Document list	P.154 *"REPORTS/LISTS"*

10

Feature name	Description	Reference
INITIAL SETUP TX	Setting the default setting for the transmission mode and scanning conditions and Fax Auto Reset timer. When you switch the power on, the machine settings the items specified with this feature.	P.156 *"INITIAL SETUP TX"*
INITIAL SET UP RX	Allows you to switch the following reception functions to On/Off: • Reception Mode • Checkered Mark • Centre Mark • Print RX Time • Multi-copy Reception • 2-Sided Printing • Reverse Order Printing • Authorized RX • Special RX Nos. • Forwarding • Paper Size Bypass	P.158 *"INITIAL SETUP RX"*
Assigning User Function Keys	Stores a frequently used function in a User Function Key (【F1】 to 【F4】).	P.161 *"ASSIGNING USER FUNCTION KEYS"*
Key Operator Settings/ Personal Code	Registers personal code for each person. When every user enters a personal codes in sending messages, you can check the usage status for each person.	P.164 *"KEY OPERATOR SETTINGS"*
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.	P.169 *"RTI/TTI"*

10

Feature name	Description	Reference
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.171 *"Memory Lock"*
Counters	Check the transmission, reception, and totals on the display.	P.172 *"Counters"*
Monitor Volume	Adjusts the volume of monitoring and beeper sounds from the speaker inside the machine.	P.173 *"Monitor Volume"*
Economy Transmission	Economy Transmission means to send a fax when communication charges are lower. The Economy TX feature registers this time.	P.175 *"Registering the Economy Transmission Time"*
ID Code	Registers an ID required for Transfer Request, Transfer Station, Default ID Polling Transmission, Default ID Polling Reception, or ID Transmission.	P.176 *"ID Code"*
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.178 *"Multistep Transfer"*
Special RX Nos.	Allow messages from specified senders to be treated differently.	P.180 *"Special Senders to Treat Differently (Special RX Nos.)"*
Authorized Reception	When you register specific senders in advance, you can restrict senders from whom you receive message.	P.186 *"Authorized Reception"*
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	P.190 *"Forwarding"*

10

Feature name	Description	Reference
ECM	If a part of transmission fails due to a telephone line fault, this feature resends the failed part automatically.	P.197 *"ECM"*
Transfer Report	Before using Transfer Request, you need this Transfer Report setting.	P.198 *"Transfer Report"*
G3 Analog Line	Registers a line type and CSI when you connect the machine to the G3 analog line.	P.200 *"G3 Analog Line"*
G3 Digital Line	Registers own Fax numbers, and CSI, and subaddress when you connect the machine to a ISDN.	P.201 *"G3 Digital Line"*
G4 Digital Line	Registers an own Fax number, TID (Terminal ID) and subaddress when you connect the machine to a G4 digital line.	P.203 *"G4 Digital Line"*
Date/Time	Adjusts the date and the time as a reference.	P.205 *"Date/Time"*
Changing User Parameters	Allows you to change the function settings to meet your needs.	P.206 *"Changing the User Parameters"*
Printing User Parameter List	Allows you to print and check User Parameters settings.	P.212 *"Printing the User Parameter List"*

10

INDEX

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