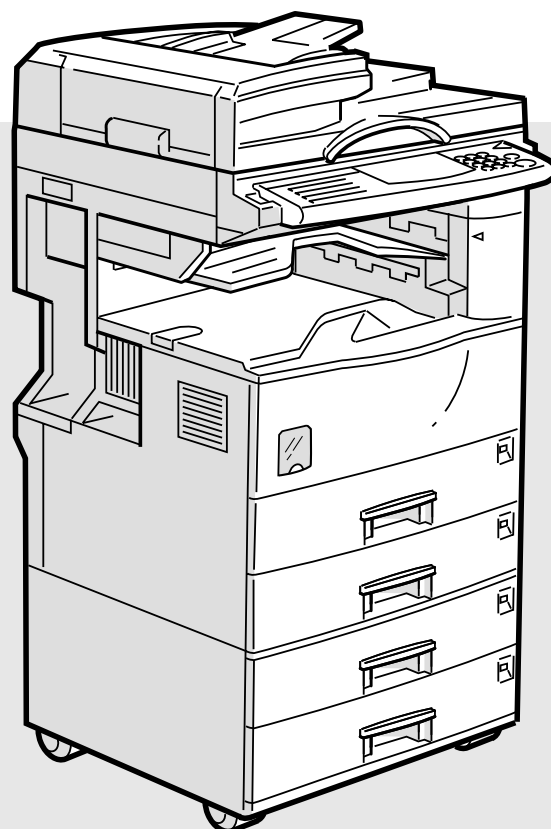


1. Registering Quick Dials How to store numbers that you send to regularly in Quick Dial keys for easy access ...	page. 2
2. Entering Letters and Symbols How to enter letters and symbols from the operation panel	page. 3
3. Sending a Fax How to send a fax message	page. 4
4. Broadcasting How to send the fax message to several destinations in a single operation	page. 5
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6. If the Machine Runs Out of Memory How to send faxes when the machine memory is full	page. 7
7. Dialing with the Telephone Directory How to quickly search for destinations registered in Speed Dials	page. 7
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10. Sending 2-sided Originals How to scan in both sides of an original	page. 10
11. 2-sided Printing How to set up your machine so it can print received messages on both sides of the paper	page. 11

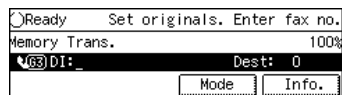
FACSIMILE QUICK GUIDE

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

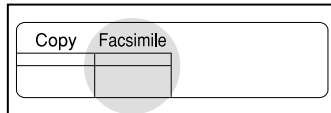


1. Registering Quick Dials

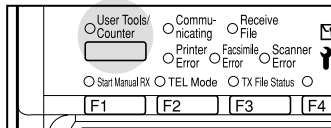
- 1** Make sure that the display is in Ready mode.



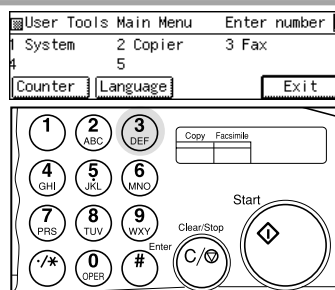
Note If the standby display is not shown, press the **Facsimile** key.



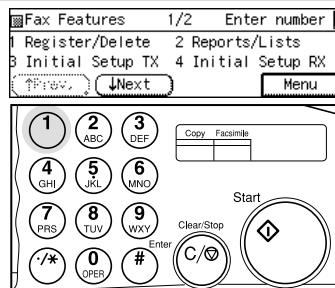
- 2** Press **UserTools/Counter**.



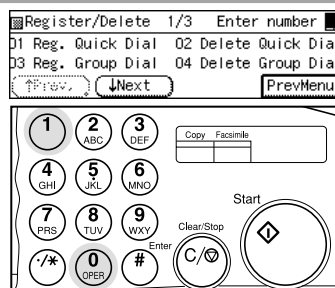
- 3** Press **3**.



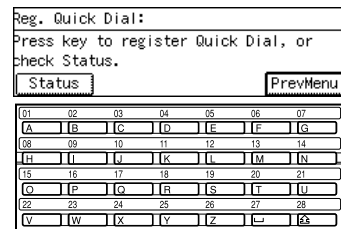
- 4** Press **1**.



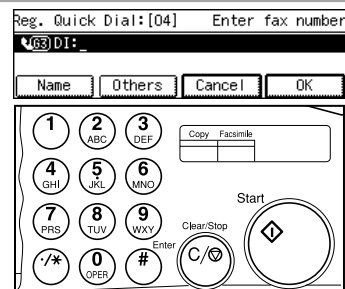
- 5** Enter **01**.



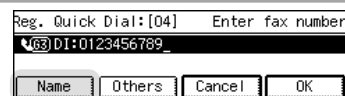
- 6** Press a free Quick Dial key.



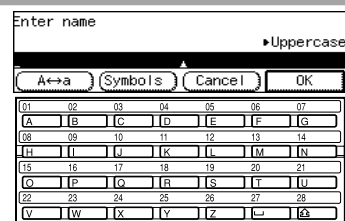
- 7** Enter the fax number.



- 8** Press **[Name]**.



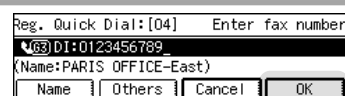
- 9** Enter a name for this Quick Dial.



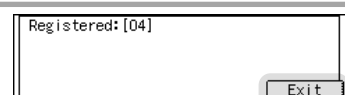
- 10** Press **[OK]**.



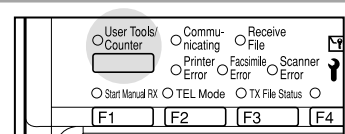
- 11** Press **[OK]**.



- 12** Press **[Exit]**.



- 13** Press **UserTools/Counter**.



2. Entering Letters and Symbols

Example: "PARIS OFFICE - East"

1 Press [Name].

2 Enter PARIS using the Quick Dial keys.

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

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

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

4 Enter OFFICE using the Quick Dial keys.

5 Press [Symbols].

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

7 Enter 01.

8 Press the "E" Quick Dial key.

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

10 Enter AST using the Quick Dial keys.

11 Press [OK].

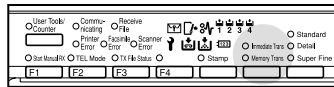
3. Sending a Fax

There are two ways to send a fax message.

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

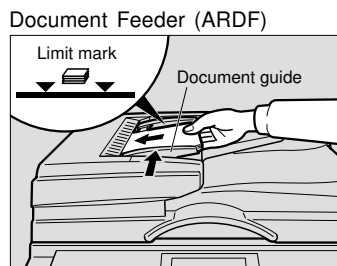
Immediate Transmission

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

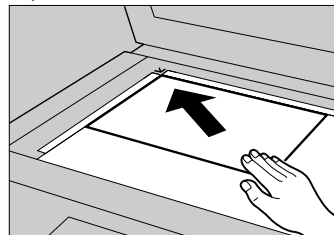


Note If it is not lit, press the Transmission Mode key.

- 2 Set your document.

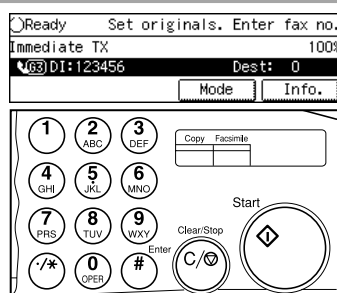


Exposure Glass

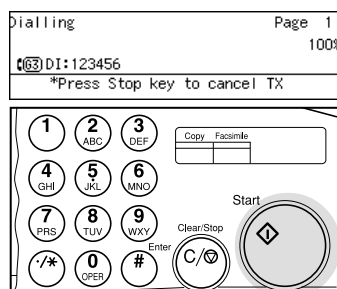


Press **[Start]** and follow the instructions on the display.

- 3 Enter the fax number.



- 4 Press **[Start]**.



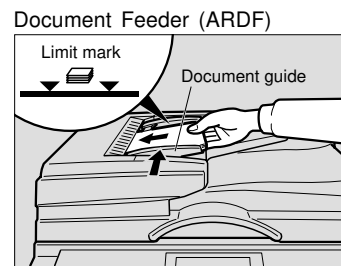
Memory Transmission

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

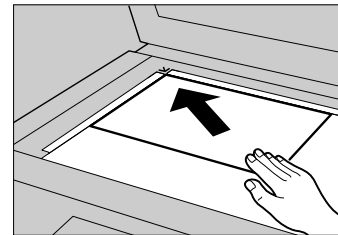


Note If it is not lit, press the Transmission Mode key.

- 2 Set your document.

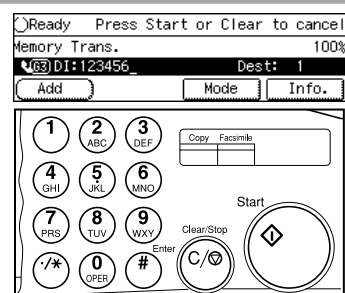


Exposure Glass

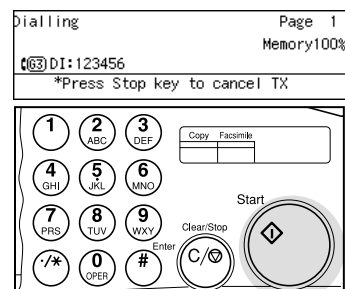


Press **[Start]** and follow the instructions on the display.

- 3 Enter the fax number.

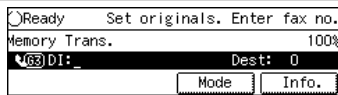


- 4 Press **[Start]**.

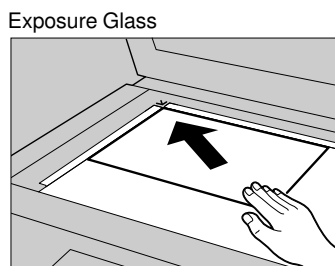
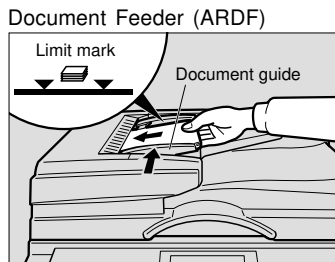


4. Broadcasting

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

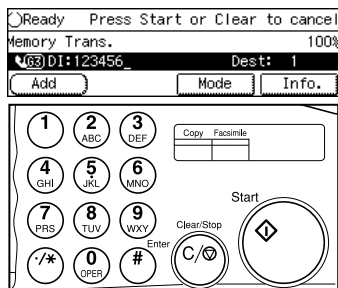


- 2 Set your document.

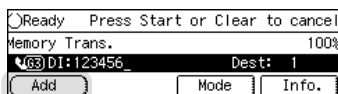


Press **Start** and follow the instructions on the display.

- 3 Enter the first fax number.

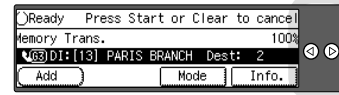


- 4 Press **[Add]**.



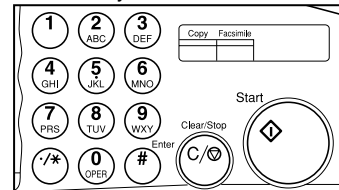
Note When specifying a destination using a Quick Dial, Speed Dial or Group dial, the destination is added even if you did not press **[Add]**.

- 5 Enter the next fax number.



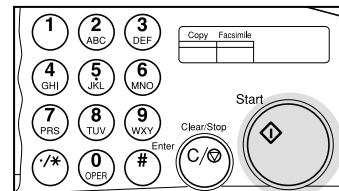
Note

- Quick Dial keys and Speed Dial numbers are also available.
- To check the numbers you have entered so far, press **◀** and **▶** keys.



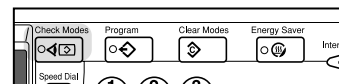
- 6 Repeat steps 4 and 5 for all destinations.

- 7 Press **Start**.



Checking Destinations selected so far

- 1 Press **Check Modes**.

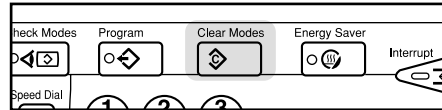


- 2 When you have finished checking, press **Check Modes** to return to the previous display.

5. Canceling a Memory Transmission

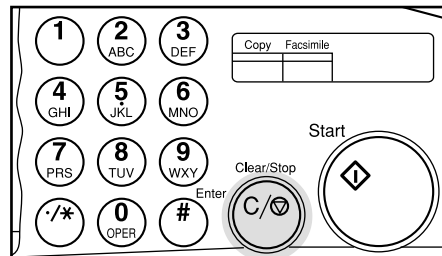
Before You Press the Start

Press **Clear Modes**.



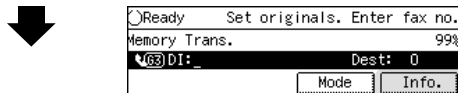
While the Document is Being Scanned in

Press **Clear/Stop**.

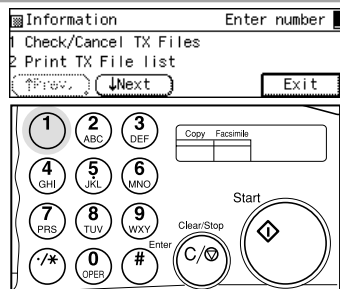


When The Message Is Awaiting Transmission or Being Redialed

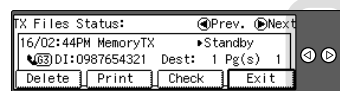
1 Press **[Info.]**.



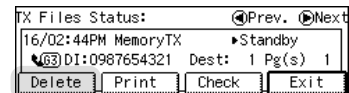
2 Press **[1]**.



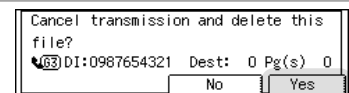
3 Press **[Left]** and **[Right]** to find the file you wish to erase.



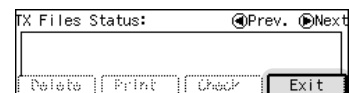
4 Press **[Delete]**.



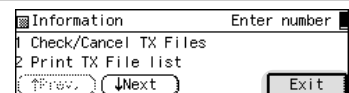
5 Press **[Yes]**.



6 Press **[Exit]**.



7 Press **[Exit]**.



6. If the Machine Runs Out of Memory

Sending Faxes when Memory is Full

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

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

Exit

1 Press [Exit].

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

Exit

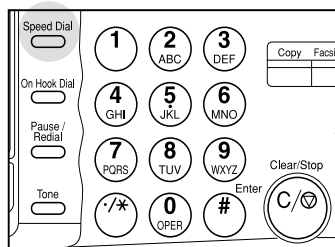
2 Send your fax using Immediate Transmission.

Ready Set originals. Enter fax no.
Memory Trans. 5%
DI: Dest: 0
Mode Info.

7. Dialing with the Telephone Directory

1 Set your document.

2 Press **Speed Dial**.



3 Press [Tel.Dir.].

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

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

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

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

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

Cancel

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

Tel. Dir.: [A] Select with ◀ ▶
SP0000 ABC COMPANY SP0050 ADAMS COMP~
SP0051 051ANDREW
Cancel OK

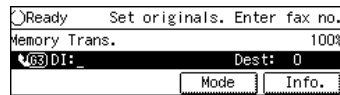
Note If the list does not contain the desired destination, press [↑Prev.] or [↓Next].

6 Press **Start**.

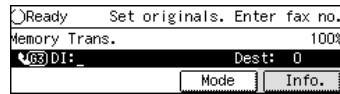
8. Checking Communication Results

Printing the TCR (Transmission Confirmation Report)

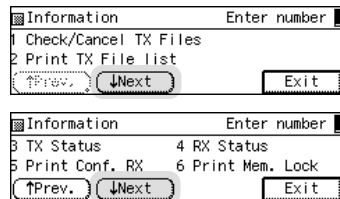
- 1 Make sure that the display is in Ready mode.



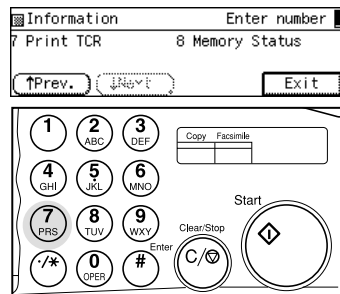
- 2 Press [Info].



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

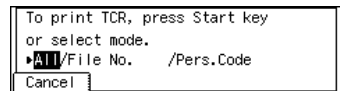


- 4 Press [7].

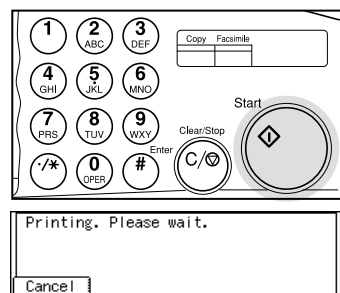


- 5 Select the type of printout you want.

All: List all of the last 50 communication results
File No: List by file numbers
Pers.Code: List by Personal Codes

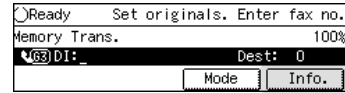


- 6 Press [Start].



Viewing the TCR on the Display

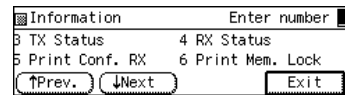
- 1 Press [Info].



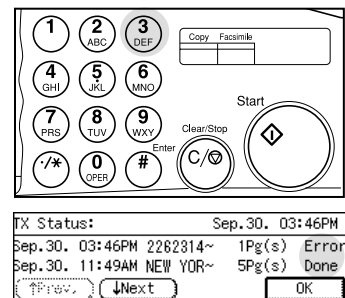
- 2 Press [↓Next] until "3TX Status" or "4 RX Status" is shown.



- 3 Press [3] or [4].

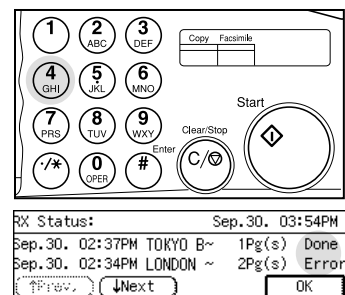


<3TX Status>



The right column shows the status.
If an error occurs, re-send the document.

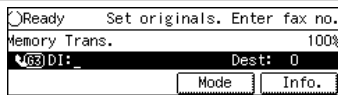
<4 RX Status>



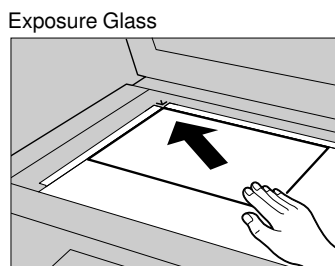
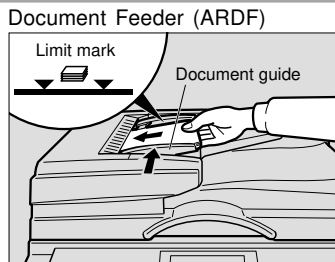
The right column shows the status.
If an error occurs, ask the sender to re-send the message.

9. Send Later

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

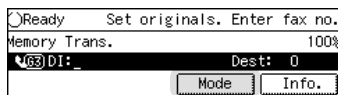


- 2 Set your document.

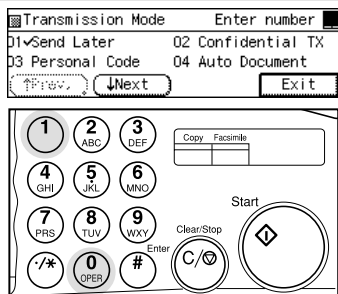


Press **[Start]** and follow the instructions on the display.

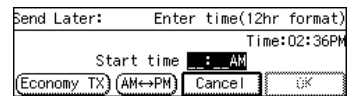
- 3 Press **[Mode]**.



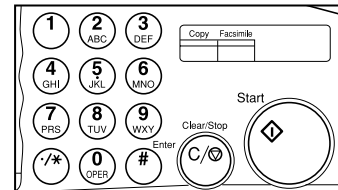
- 4 Enter **01**.



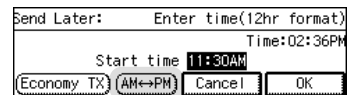
- 5 Enter the time with number keys.



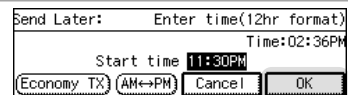
Example: 11:30PM
Enter 1130



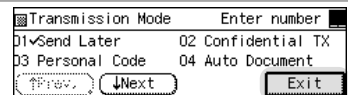
To switch AM/PM, press **[AM<=>PM]**.



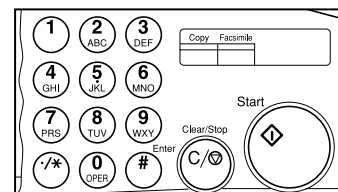
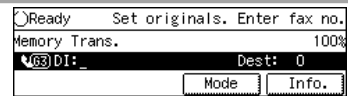
- 6 Press **[OK]**.



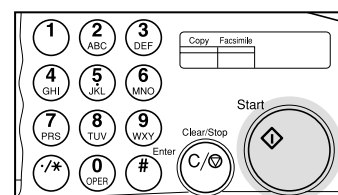
- 7 Press **[Exit]**.



- 8 Enter the destination fax number.

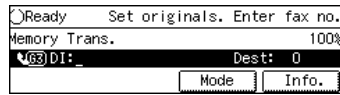


- 9 Press **[Start]**.

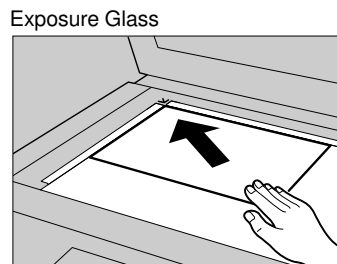
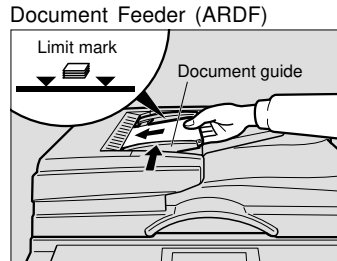


10. Sending 2-sided Originals

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

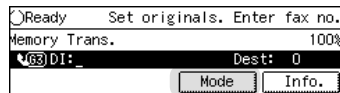


- 2** Set your document.

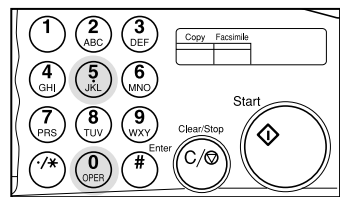
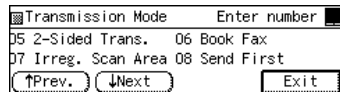


Press [Start] and follow the instructions on the display.

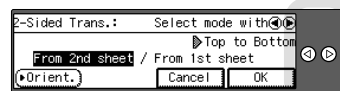
- 3** Press [Mode].



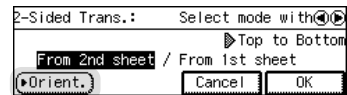
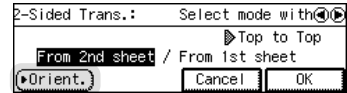
- 4** Enter [0][5].



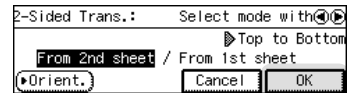
- 5** If you want the first page to be sent single-sided, press to select "From 2nd sheet".



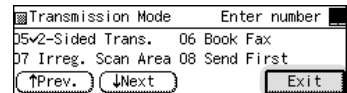
- 6** Press the [►Orient.] key to toggle between Top to Top and Top to Bottom (see middle right corner of the display).



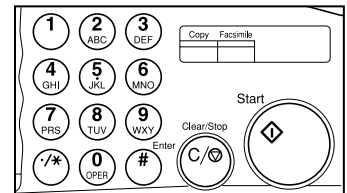
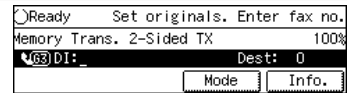
- 7** Press [OK].



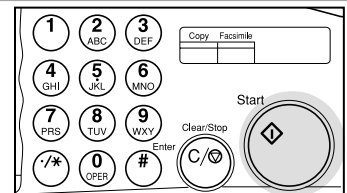
- 8** Press [Exit].



- 9** Enter Fax Number.



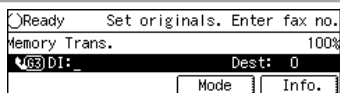
- 10** Press [Start].



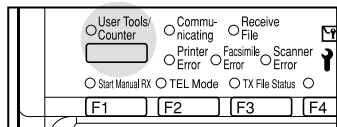
11. 2-sided Printing

The Optional Duplex Tray is required.

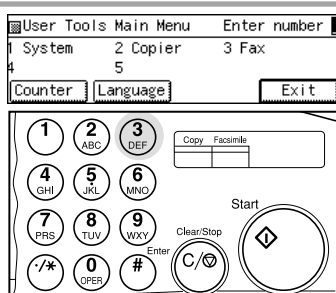
- 1 Make sure that the display is in Ready mode.



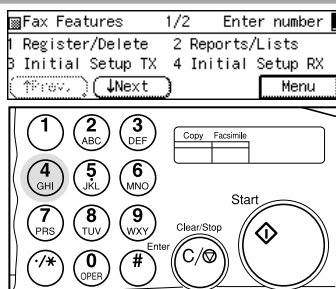
- 2 Press the **UserTools/Counter**.



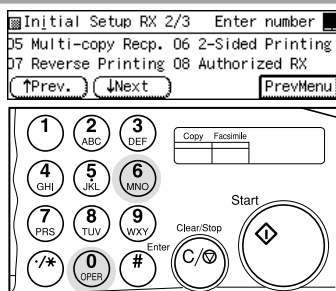
- 3 Press **3**.



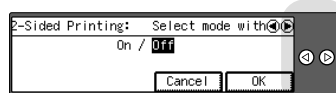
- 4 Press **4**.



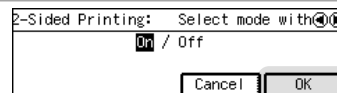
- 5 Enter **0 6**.



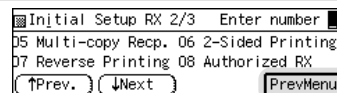
- 6 Press **Left Arrow** or **Right Arrow** to select "On".



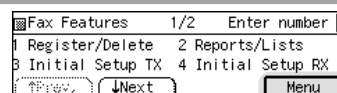
- 7 Press **[OK]**.



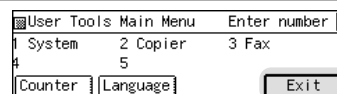
- 8 Press **[PrevMenu]**.



- 9 Press **[Menu]**.



- 10 Press **[Exit]**.



Save Money

- **I want to cut down on telephone charges...**

Have your document scanned in and sent at an off-peak time when telephone charges are lower with the **Send Later** feature.

- **I want to save electricity...**

The **Automatic Power Reception Function** lets you leave the power switch off in the evening and on weekends and still receive faxes.

Confirm Messages Are Sent

- **I want to be able to quickly and easily recognize which documents have been faxed...**

Use the **Stamp** feature to have a small mark printed on documents that you scan in through the Document Feeder (ARDF). This feature requires the optional Document Feeder (ARDF).

Save Time

- **I often dial the same fax number...**

Store numbers you use all the time in **Quick Dials** or **Speed Dials** for quick and easy access.

- **I often send the same fax message to several destinations...**

Register the fax numbers in a **Group** and you can send a message to those numbers in a single operation.