FAX Option Type 185

OPERATING INSTRUCTIONS
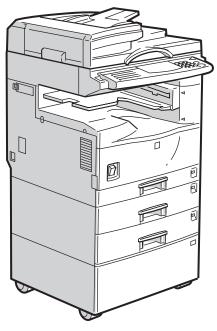
FACSIMILE REFERENCE (option)

THYH010E

Read this manual carefully before you use this manual and keep it handy for future reference. For safety, please follow the instructions in this manual.

FAX Option Type 185 OPERATING INSTRUCTIONS

Available Options

- Fax Function Upgrade (Fax Function Upgrade Type 185)
- Expansion Memory (32 MB: DIMM)
- PC-FAX Expander (PC-FAX Expander Type 185)
- Handset (Handset Type 100)

Supply

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

NOTICE

⚠ *CAUTION:*

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

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

Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.

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

✐ Note

❒ Some illustrations may be slightly different from your machine.

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

. . . .

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

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

Thank you.

. . . .

☼ENERGY SAVING INFORMATION

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

ENERGY STAR®

Note to users in the United States of America

☼Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:
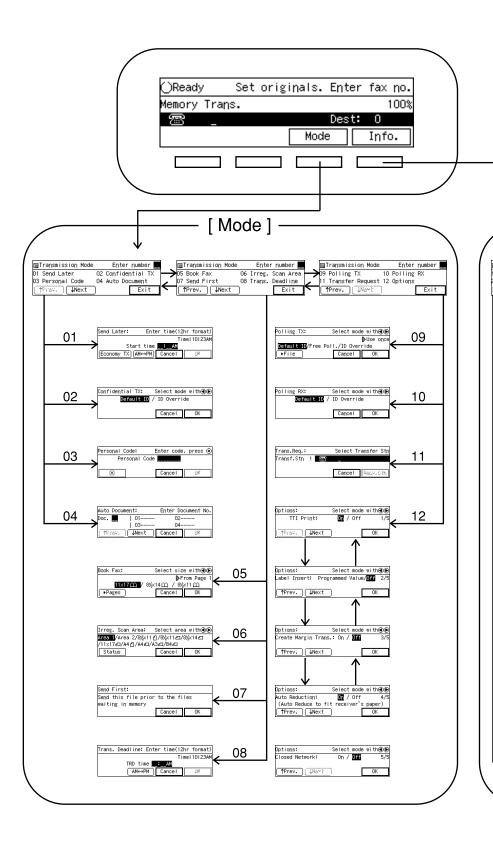
- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
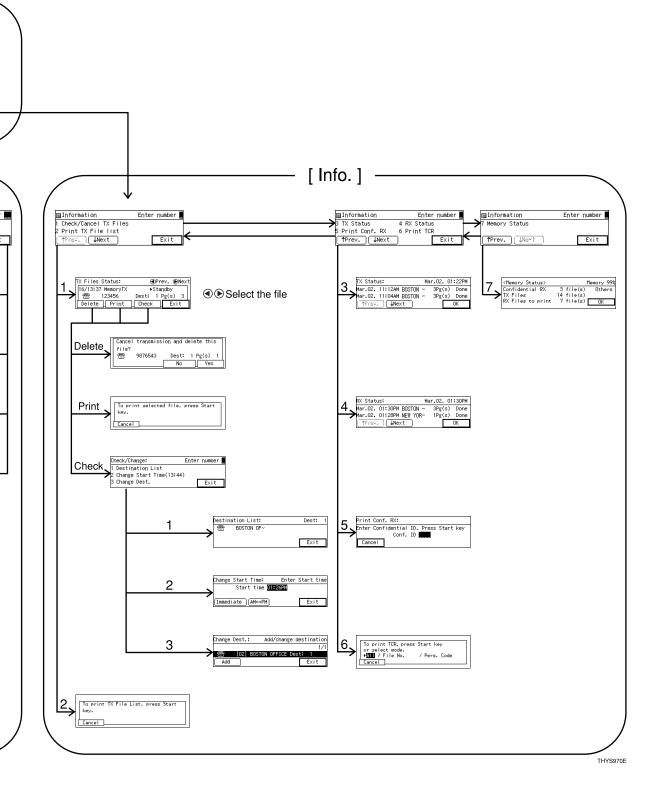- Consult the dealer or an experienced radio /TV technician for help.

☼Warning

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

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FUNCTION MAP


```
○Ready    Set originals. Enter fax no.
Memory Trans.                    100%
☎  _                      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 Book Fax       06 Irreg. Scan Area
07 Send First     08 Trans. Deadline
↑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(12hr format)
                      Time:10:23AM
           Start time  :  AM
Economy TX  AM↔PM  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. ▮  | 01-----    02-----
        | 03-----    04-----
↑Prev.  ↓Next  Cancel    OK
```

05
```
Book Fax:      Select size with◀▶
              ▶From Page 1
  11x17◺ / 8½x14◺ / 8½x11◺
  ▶Pages       Cancel    OK
```

06
```
Irreg. Scan Area:   Select area with◀▶
Area 1/Area 2/8½x11◺/8½x11◺/8½x14◺
/11x17◺/A4◺/A4◺/A3◺/B4◺
  Status         Cancel    OK
```

07
```
Send First:
Send this file prior to the files
waiting in memory
               Cancel    OK
```

08
```
Trans. Deadline: Enter time(12hr format)
                       Time:10:23AM
          TRD time  :  AM
        AM↔PM  Cancel    OK
```

09
```
Polling TX:     Select mode with◀▶
              ▶Use once
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 ☎
               Cancel  Recv.Stn
```

12
```
Options:        Select mode with◀▶
TTI Print:      On / Off      1/5
↑Prev.  ↓Next              OK
```

```
Options:        Select mode with◀▶
Label Insert:  Programmed Value/Off  2/5
↑Prev.  ↓Next              OK
```

```
Options:        Select mode with◀▶
Create Margin Trans.: On / Off   3/5
↑Prev.  ↓Next              OK
```

```
Options:        Select mode with◀▶
Auto Reduction:   On / Off    4/5
(Auto Reduce to fit receiver's paper)
↑Prev.  ↓Next              OK
```

```
Options:        Select mode with◀▶
Closed Network:   On / Off    5/5
↑Prev.  ↓Next              OK
```

```
■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 TCR
[↑Prev.] [↓Next]              [Exit]
```

```
■Information          Enter number ■
7 Memory Status
[↑Prev.] [↓Next]              [Exit]
```

1
```
TX Files Status:      ◀Prev. ▶Next
16/13:37 MemoryTX      ▶Standby
☎   123456      Dest: 1 Pg(s)  3
[Delete] [Print] [Check]    [Exit]
```

◀▶ Select the file

3
```
TX Status:            Mar.02. 01:22PM
Mar.02. 11:12AM BOSTON ~   3Pg(s)  Done
Mar.02. 11:04AM BOSTON ~   3Pg(s)  Done
[↑Prev.] [↓Next]              [OK]
```

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

Delete
```
Cancel transmission and delete this
file?
☎   9876543      Dest: 1 Pg(s)  1
                      [No]   [Yes]
```

Print
```
To print selected file, press Start
key.
[Cancel]
```

4
```
RX Status:            Mar.02. 01:30PM
Mar.02. 01:30PM BOSTON ~   3Pg(s)  Done
Mar.02. 01:28PM NEW YOR~   1Pg(s)  Done
[↑Prev.] [↓Next]              [OK]
```

Check
```
Check/Change:         Enter number ■
1 Destination List
2 Change Start Time(13:44)
3 Change Dest.            [Exit]
```

1
```
Destination List:            Dest:  1
☎   BOSTON OF~
                             [Exit]
```

5
```
Print Conf. RX:
Enter Confidential ID. Press Start key
           Conf. ID ■■■
[Cancel]
```

2
```
Change Start Time:   Enter Start time
      Start time 01:26PM
[Immediate] [AM↔PM]          [Exit]
```

3
```
Change Dest.:    Add/change destination
                                  1/1
☎   [02] BOSTON OFFICE Dest:  1
[Add]                        [Exit]
```

6
```
To print TCR, press Start key
or select mode.
▶All / File No.    / Pers. Code
[Cancel]
```

2
```
To print TX File List, press Start
key.
[Cancel]
```

THYS970E

TABLE OF CONTENTS

1. Getting Started

2. Sending 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

1. Getting Started

GUIDE TO COMPONENTS

Front View

THYH680E

1. **Document Feeder (ADF) / Platen Cover**

This holds up to 50 sheets which are fed at a time. Place the document face up here. Close this platen cover when you set a document on the Exposure Glass.

2. **Exposure Glass**

Place the original aligning its upper left corner with the reference mark at the upper left corner of the exposure glass.

3. **Internal Tray**

Usually received fax messages are printed to the Internal Tray. Other tray can also be selected for other prints or copies.

See "Changing the Machine's Settings" of the System Settings.

4. **Main Power Switch**

Do not touch this switch. This switch is used only 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** off for more than about an hour, all files in memory are lost.

5. **Optional Handset**

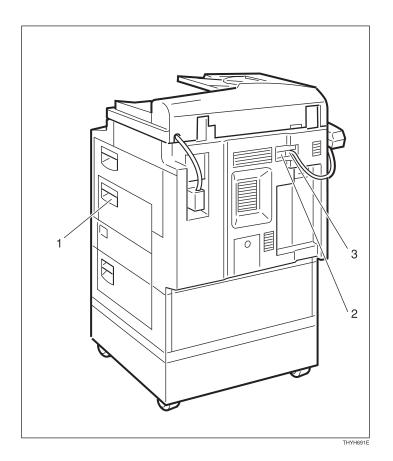This permits voice communication.

6. **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.6 *"Turning On The Power"*, P.11 *"Automatic Power Reception Function"*,P.114 *"WHEN POWER IS TURNED OFF OR FAILS"*

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

This tray can also be selected for other prints or copies.

Rear View
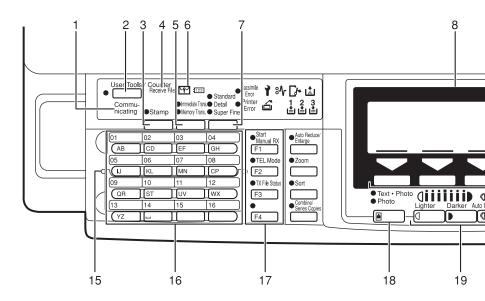

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1. **Bypass Tray**

Select this tray to use non-standard size paper.
See *"HOW TO SET AN ORIGINAL"* in the Copy Reference.

2. **Analog Line Connector**

3. **Optional Handset/External Tele-phone connector**

OPERATION PANEL

1. Communicating Indicator
Lights during transmission or reception.

2.【User Tools/Counter】key
Press to enter User Tools mode. These tools allow you to customize the default settings.

3. Stamp key

4. 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.

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

6. Confidential File Indicator
Lights when a message has been received into memory with Confidential Reception.
⇒ P.102 *"PRINTING A CONFIDENTIAL MESSAGE"*

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

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

9.【Speed Dial】key
Press to select a Speed Dial.

10.【On Hook Dial】key
Use for making a phone call from the keypad. You do not have to lift the handset.

11.【Program】key
This key is used in Copier mode.

12.【Clear Modes】key
Cancels the current setting and returns to standby with a single keystroke.
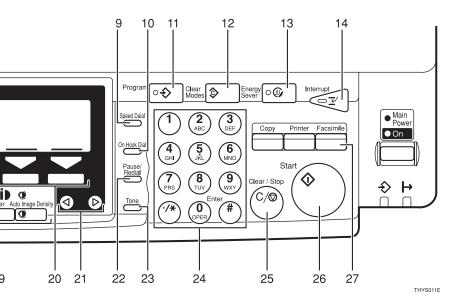
13.【Energy Saver】key
Hold down for more than a second to enter energy saving mode.

14.【Interrupt】key
Interrupts the current fax operation to start copying.

15. Quick Dial Flip Plate
Flip this plate down to access Quick Dial keys 01 through 16, flip up to access keys 17 through 32.

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

17. **User Function keys**
Each of these can be programmed for rapid access to frequently used features.

❖ **Features Programmed by Default**

Key	Standard
F1	Start Manual RX
F2	TEL Mode
F3	Transmission Result Display
F4	-

18. 【Original Type】 **key**
Use when sending a halftone image such as a photograph or a color original.

19. 【Lighter】 **and** 【Darker】 **keys and** 【Auto Image Density】 **key**
Press this key to adjust the density.

20. 【Selection】 **keys**
Press the key under the item you wish to select.

21. ◁ ▷ **keys**
Press to move the cursor or select functions

22. 【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.

23. 【Tone】 **key**
Press to send tonal signals down a pulse dialing line.

24. **Number keys**
Use to dial fax numbers or enter the number of copies.

25. 【Clear/Stop】 **key**
Clear:

Deletes one character or digit

Stop:

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

26. 【Start】 **key**
Press to start all tasks.

27. 【Fax】 **key**
Press to switch to fax mode. It lights in red if the optional Facsimile unit has problem, there is a communication error or there is no paper in the cassette. ⇒ P.112 *"When the* 【Fax】 *key is Lit in Red"*

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" of the System Settings.

• •

💡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 files in memory are lost. See "Turning Off The Power" below.
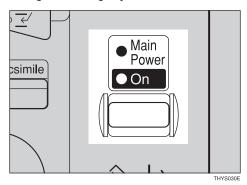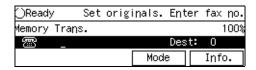
• •

Turning On The Power

A **Make sure that the power cord is plugged into the wall outlet firmly and Main Power Switch is on.**

B **Turn on the operation switch to make the On indicator light up.**
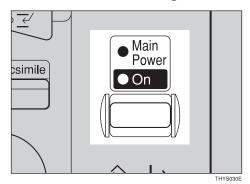
The panel display will come on.

THYS030E

📝 Note

❒ If nothing happens when you turn on the operation switch, check if the main power switch is turned on.

❒ During the warm-up period, you can use the Auto Start function. See "Auto Start — Entering Copy Job Settings During the Warm-up period" of the Copy Reference.

❒ Warming-up time is 30 seconds.

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Turning Off The Power

1 **Turn off the operation switch to make the On indicator go off.**

THYS030E

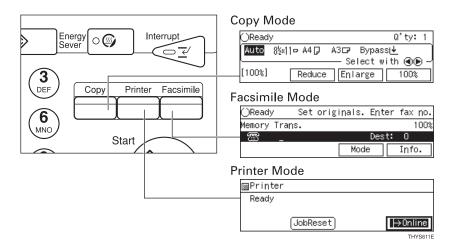## ⚠️Important

❒ Before you unplug the power cord, make sure that the remaining memory space indicates 100 % on the display for facsimile mode.

❒ Files stored in memory will be lost an hour after you turn the main power switch off or you unplug the power cord. ⇒ P.114 *"WHEN POWER IS TURNED OFF OR FAILS"*

1

SWITCHING BETWEEN COPY MODE AND FAX MODE

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

♥ 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

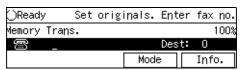The display tells you the machine status and guides you through operations.

Note
❒ Functions that have been selected are hilighted as shown (11×17). Keys that you can not select are shown with a dashed outline (↑Prev.).
❒ All procedures in this manual assume you are in Fax mode. By default, when you turn the machine on it is in Copy mode. Press the 【Fax】 key change to Fax mode. You can have the machine start in Fax mode. See "Changing the Machine's Settings" of the System Settings.
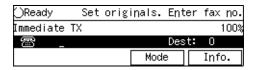
Standby Display

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

❖ Memory Transmission

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

❖ Immediate Transmission

```
◯Ready    Set originals. Enter fax no.
Immediate TX                      100%
☎   _                      Dest:  0
                        Mode    Info.
```
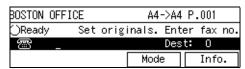
Note
❒ To return the machine to standby mode, perform one of the following:

• 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.

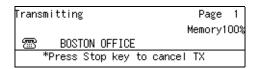### ❖ Display during Memory Transmission or Memory Reception:

```
BOSTON OFFICE          A4->A4 P.001
◯Ready    Set originals. Enter fax no.
☎   _                      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.11 "Dual Access"
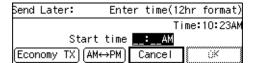
❖ Immediate Transmission:

```
Transmitting              Page   1
                        Memory100%
☎    BOSTON OFFICE
   *Press Stop key to cancel TX
```
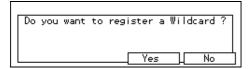
Display Prompts

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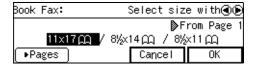
❖ **Instructions and Requests**

```
Send Later:     Enter time(12hr format)
                            Time:10:23AM
            Start time  __:__AM
[Economy TX][AM↔PM]  Cancel       OK
```

❖ **Questions**

```
Do you want to register a Wildcard ?


              Yes        No
```

❖ **Selections**

```
Book Fax:       Select size with◀▶
                        ▷From Page 1
    11x17 ◻ / 8½x14 ◻ / 8½x11 ◻
[▸Pages ]           Cancel     OK
```

❖ **Status**

```
Dialing                 Page   0
                        Memory100%
☎    [01] CHICAGO BRAN~
   *Press Stop key to cancel TX
```
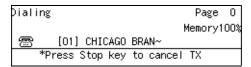
USEFUL FUNCTIONS

Automatic Power Reception Function

This machine can be set to shut down automatically if nobody has used the machine 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.184 *"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.
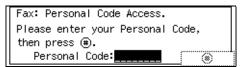
Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

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

❒ Register personal codes and turn Personal Code Access on. The default setting is *off.* ⇒ P.151 *"Registering Personal Codes"*, P.154 *"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 display is shown as following:**

```
Fax: Personal Code Access.
Please enter your Personal Code,
then press #.
   Personal Code:████████      ⊛
```

B **Enter a personal code (8-digit number) using the number keys.**

```
Fax: Personal Code Access.
Please enter your Personal Code,
then press #.
   Personal Code:00020000      #
```

Note

❒ If a user enters a personal code that is not registered, the machine returns to step 1.

Transmission With Image Rotation

For most purposes, set A4/LT or A5/HLT originals in the lengthwise direction (▭). If you set an A4/LT or A5/HLT original in the sideways direc-

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tion (⬚), the image will be sent rotated by 90°. Providing the receiver has A4/LT or A5/HLT lengthwise paper (⬚), the message will be printed the same size as the original.

📍 Limitation

❒ The Parallel Memory Transmission feature is not available when using this feature.

❒ When Image Rotation is used, all messages are sent by normal Memory Transmission.

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 × 420 mm), 11" × 17" (279 × 432 mm)	1	----
Document Feeder (ADF)	Fax transmission: A5 ▭ to A3 ▭ (up to 1,200mm long) 8" × 5^1/$_2$" ▭ to 11" × 47" (DLT) ▭	50	40 - 128 g/m^2 (10 - 34lb in inch version)

Originals Unsuitable for the Document Feeder (ADF)

Do not set the following types of originals in the Document Feeder (ADF) 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 indexes, 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.16 *"If the Machine Cannot Detect the Size of Your Original"*

- Document size other than the following (set on the exposure glass).
- Originals with indexes, 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
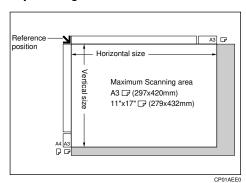- Originals which have solid printing at their edges

The following paper sizes are automatically detected in Fax mode.

❖ **Inch Version**
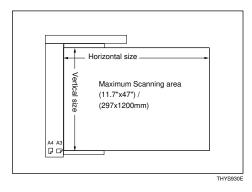
Paper size Where original is placed	Exposure glass	Document Feeder (ADF)
11" × 17" ▭	O	O
8 $^1/_2$" × 14" ▭	O	O
8 $^1/_2$" × 11" ▯ ▭	O	O
5 $^1/_2$" × 8 $^1/_2$" ▯ ▭	×	O
10" × 14" ▭	O	O
8 $^1/_2$" × 13" ▭	O	O
8 × 10" ▯	O	O

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Paper Size and Scanned Area

❖ **Exposure glass**

CP01AEE0

❖ **Document Feeder (ADF)**

THYS930E

✊ 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 (ADF), a margin of 3 mm 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.90 *"Auto Reduction"*

❒ The machine detects paper sizes in the following ways.

- When you set an original in the Document Feeder (ADF), an original wider than about 10.4" is scanned as DLT size. Originals narrower than about 9.1" will be sent as LT/LG size. You can scan in originals of up to 47" in length.

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• When you set an original on the exposure glass, it is detected as the following table. If you select Irregular Scan Area, lengths up to 17″ are possible.

width	Length			
		~ "12.50	"12.50 ~ "13.50	"13.50 ~
	~ "9.60	LT⊏	"8.5 × "13	"8.5 × "14⊏
	"9.60 ~ "10.60	"8 × "10⊐	not detected	"10 × "14⊏
	"10.60 ~	LT⊐	not detected	DLT⊏

- -

ⓥMaximum Scan Area

Memory Transmission/Immediate Transmission
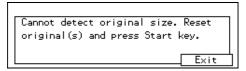
• From the Document Feeder (ADF): 11″ × 47″ / 297 × 1,200mm (W × L)

• From the exposure glass:11″ × 17″ / 297 × 432mm (W × L)

Note

❒ The maximum scan area for Immdediate Transmission depends on the resolution and installed optional Expansion Memory.

- -

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 **Remove the original and replace it on the exposure glass. Press the 【Start】 key to scan the original again. If the machine still cannot detect the original size, the following display is shown:**

```
Cannot detect original size. Select
size with◀▶  and press Start key.
▸8½x11 ⅟/8½x11⊐/8½x14⊐ /11x17⊐
```

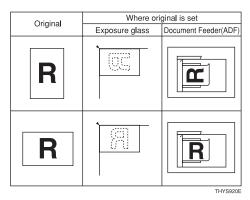**B** **Press the ◀ and ▶ keys to switch the scan size and press the 【Start】 key again.**

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 (ADF) or on the exposure glass. Some types of originals are unsuitable for the Document Feeder (ADF) so they must be set on the exposure glass. ⇒ P.13 *"ACCEPTABLE TYPES OF ORIGINALS"*
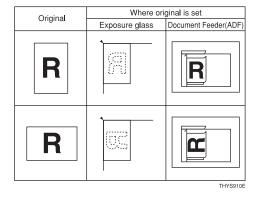
Which way you place your original depends on its size and whether you are using the Document Feeder (ADF) or the exposure glass.

🔔 Limitation

❒ If you set A5/HLT size documents on the exposure glass, they will be detected in LT ↦.

🖉 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.74 *"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 contact glass will be marked and those marks will appear on the received image.

❒ If you set an A4/LT size original in the sideways direction, the machine rotates the image by 90 degrees before sending it. ⇒ P.11 *"Transmission With Image Rotation"*

1

☀️How to set A4, B4, A3, LT, LG and DLT size originals

THYS920E

☀️How to set A5, HLT and B5 size originals

THYS910E
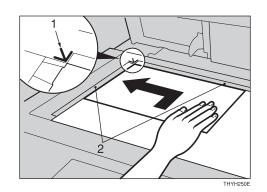
📍 Limitation

❒ A5/HLT size on the exposure glass is detected in LT.

Setting a Single Original on the Exposure Glass

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

A **Lift the Document Feeder (ADF) 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.**

THYH250E

1. Reference mark

2. Scale

1

Note

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

B Close the Document Feeder (ADF).

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.184 *"Changing the User Parameters"*

- -

Setting Originals in the Document Feeder (ADF)

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

Limitation

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

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

❒ Do not open the Document Feeder (ADF) while it is scanning the originals. Otherwise, document will be jammed.
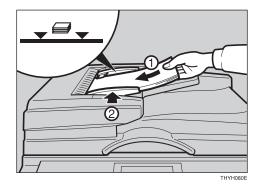
Note

❒ 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 (ADF), see P.13 *"ACCEPTABLE TYPES OF ORIGINALS"*.

A Adjust the original guide to match the size of your originals. Align the edge of your originals and stack them in the Document Feeder (ADF) face up.

THYH080E

1. Limit mark

2. Document guide

1

This page is intentionally blank.

2. Sending a Fax Message

OVERVIEW

Overview

The basic procedure to send a fax message is:

① Make sure the Fax indicator is lit

② Set your original

③ Dial the number

④ Press【Start】

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

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.114 *"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 (with optional Fax Function Upgrade: 1000)

❒ Maximum number of destinations per Memory Transmission: 232

❒ Combined total number of destinations that can be stored: 500

❒ 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 No.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.184 *"Changing the User Parameters"*

❒ You can expand the amount of memory available for storing documents by installing either of the following options:

- With optional Expansion Memory: Up to about 400 pages

- With optional Fax Function Upgrade and Expansion Memory: Up to about 3000 pages

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

THYS700E

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

B **Set the original.**

♨ **Limitation**

❒ You can send the first pages from the exposure glass then the remaining pages from the

Document Feeder (ADF). After you place the last page on the exposure glass, you have 60 seconds to insert the remaining pages in the Document Feeder (ADF).

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

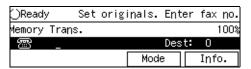❒ Do not open the Document Feeder (ADF) while it is scanning in originals.

📎 Note

❒ Place the original you want to store in memory on the exposure glass or the Document Feeder (ADF). 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 (ADF). When you have finished scanning from the exposure glass, place the rest of the pages in the Document Feeder (ADF) and press【Start】.

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

🔎 Reference

P.17 "HOW TO SET AN ORIGINAL"

C Select any scan settings you require. ⇒ P.35 "SCAN SETTINGS"

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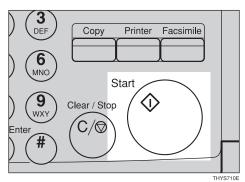
```
◯Ready    Set originals. Enter fax no.
Memory Trans.                       100%
☎  _                        Dest:  0
                        Mode       Info.
```

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

📎 Note

❒ If you do not set an original within 30 seconds of entering a destination fax number, the transmission is cancelled.
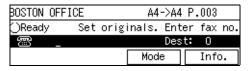
🔎 Reference
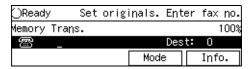
P.39 "DIALING"

E Press the 【Start】 key.

The machine starts scanning the original.

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

```
BOSTON OFFICE          A4->A4 P.003
◯Ready    Set originals. Enter fax no.
☎  _                        Dest:  0
                        Mode       Info.
```

🔎 Reference

P.156 "RTI/TTI"

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After transmission, the machine will return to standby mode.

```
)Ready    Set originals. Enter fax no.
Memory Trans.                      100%
☎  _                    Dest:  0
                    Mode  |  Info.
```

☼ Checking the Transmission Result

• Turn the Transmission Result Report on if you want a report to be printed after every successful transmission. ⇒ P.22 *"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.

• You can also check the transmission result by examining the TCR. ⇒ P.104 *"PRINTING THE TCR"*
You can either print or scroll through the TCR on the display. ⇒ P.100 *"CHECKING THE TRANSMISSION RESULT (TX STATUS)"*

☼ 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 1 times at 10 minutes intervals (these figures vary according to which country you are in).

If redialing fails after one redials, the machine cancels the transmission and prints the Transmission Result Report or Communication Failure Report (this figure varies according to which country you are in). ⇒ P.26 *"Transmission Result Report (Memory Transmission)"*, P.27 *"Communication Failure Report"*, P.114 *"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.

☼ Broadcasting: Checking Progress

To check which destinations the fax message has been sent to so far, print the TX file list. ⇒ P.99 *"PRINTING A*

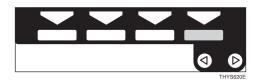*LIST OF FILES IN MEMORY (PRINT TX FILE LIST)"*

☼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
```

THYS620E

📝 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.184 *"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.151 *"KEY OPERATOR SETTINGS"*

☼Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission and is useful when you are in a hurry and need to use the original for another purpose.

📝 Note

❒ By default this feature is turned on. You can change this with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

2

❣ **Limitation**

❒ Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases.

- When the line is busy and could not be connected to

- With Send Later

- With Transfer Request

- When you store an original for Memory Transmission while another communication is in progress

- When two or more destinations are specified

- When you send just an Auto Document

- When the original is set on the exposure glass

- With the image rotation

❒ If you press the 【Clear/Stop】 key, the original jams, or memory becomes full during Parallel Memory Transmission, the machine stops transmitting and prints the Transmission Result Report (Memory Transmission). The file is erased.

❒ Total stored page numbers are not printed in the Parallel Memory Transmission. Only the page numbers are printed, such as P.1, P,2 not $^1/_2$, $^2/_2$

✎ **Note**

❒ If you run out of memory, normal Memory Transmission takes place. When and if this happens varies depending on the various options you have installed.

●●●●●●●●●●●●●●●●●●●●●●●●●

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.184 *"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.184 *"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.27 *"Communication Failure Report"*

✎ **Note**

❒ By default this function is turned on so you need to turn it off. ⇒ P.184 *"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.184 *"Changing the User Parameters"*

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.
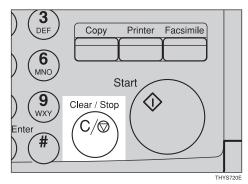
✐ Note

❒ You can choose whether to include part of the original image on the report (by default, part of the image is printed). ⇒ P.184 *"Changing the User Parameters"*

CANCELING A MEMORY TRANSMISSION

Canceling a Transmission While the Original Is Being Scanned in

A **Press the 【Clear/Stop】 key.**

THYS720E

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.
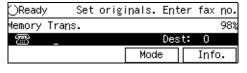
❤ **Limitation**

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

∅ **Note**

❒ If you cancel a file 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.
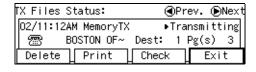
A **Press [Info.].**

THYS620E

The Information menu is shown.

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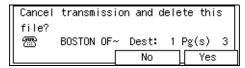

∅ **Note**

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

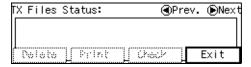C **Press the ◁ or ▷ key until the file you want to delete is shown and press [Delete].**

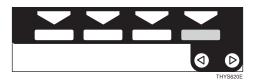THYS670E

D **Press [Yes].**

```
Cancel transmission and delete this
file?
☎     BOSTON OF~  Dest:  1 Pg(s)  3
                        No        Yes
```

THYS620E

The file is erased.

E **Press [Exit].**

```
TX Files Status:          ◀Prev. ▶Next
                                       
 Delete   Print   Check      Exit
```

THYS620E

✐ **Note**

❒ To delete another file, repeat steps 3 and 4.

F **Press [Exit].**

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

THYS620E

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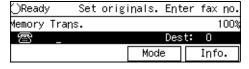
IMMEDIATE TRANSMISSION

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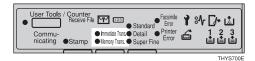
Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check the other terminal's RTI or CSI on the operation panel during transmission).

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 (ADF). 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 (ADF). When you have finished scanning from the exposure glass, place the remainder of the pages in the Document Feeder (ADF) and press 【Start】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.184 *"Changing the User Parameters"*

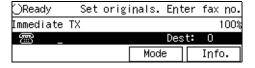### A Check that the Immediate Transmission indicator is lit.

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

B Set your original.

Limitation

❒ Do not open the Document Feeder (ADF) while it is scanning the originals. Otherwise, document will be jammed.

Note

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

Reference

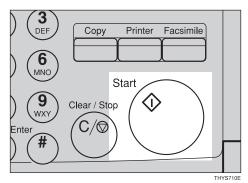How to Set an Original ⇒ P.17 *"HOW TO SET AN ORIGINAL"*

C Select any scan settings you require. ⇒ P.35 *"SCAN SETTINGS"*
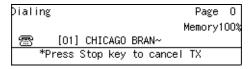
D Dial.

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

Reference

⇒ P.39 *"DIALING"*
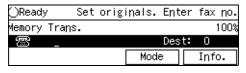
E Press the 【Start】 key.

THYS710E

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.

```
Dialing                    Page   0
                          Memory100%
☏    [01] CHICAGO BRAN~
      *Press Stop key to cancel TX
```
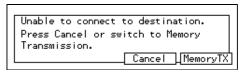
🔎 Reference
P.156 "RTI/TTI"

After transmission the machine will return to standby mode.

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

. . . .

🔅 If the Connection Could Not Be Made

If it was not possible to make a connection with the number you dialed (e.g., the line was busy or there is a

line problem), the following display will appear.

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

You have two options:

- To have the machine redial and try and send the message by Memory Transmission, press **[Memory TX]**. All originals will be scanned into memory then redialing will begin.

- To cancel this transmission, press **[Cancel]** then **[OK]**.

. . . .
. . . .

🔅 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.178 "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 with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

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
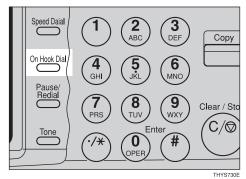
❒ This feature is not available in some countries.

Reference

P.159 *"Monitor Volume"*

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

Reference
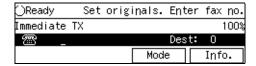
P.17 *"HOW TO SET AN ORIGINAL"*

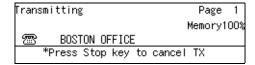P.35 *"SCAN SETTINGS"*

B **Press the 【On Hook Dial】 key.**

THYS730E

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.**

```
◯Ready     Set originals. Enter fax no.
Immediate TX                        100%
☎    _                    Dest:  0
                         Mode  │ Info.
```
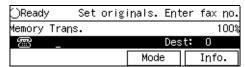
The machine immediately dials the destination. If you make a mistake, press the 【On Hook dial】 or 【Clear Modes】 key and return to step 2.

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

```
Transmitting                  Page  1
                          Memory100%
☎    BOSTON OFFICE
    *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 Fax mode).

• After transmission the machine will return to standby mode.

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

Manual Dial

The external telephone is required to use this function.

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

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

❒ In energy saving mode, you may hear no sound for a few seconds after picking up the external telephone. You can operate after you can hear the tone.

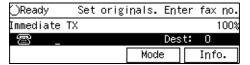**A Set your original and select any scan settings you require.**

Reference

P.17 *"HOW TO SET AN ORIGINAL"*

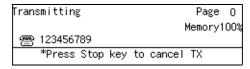P.35 *"SCAN SETTINGS"*

B Pick up the external telephone.

You will hear a tone.

C Dial.

```
○Ready    Set originals. Enter fax no.
Immediate TX                      100%
☎       _              Dest:  0
                      Mode  ||  Info.
```
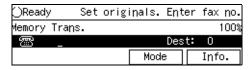
If you make a mistake, replace the external telephone and try again from step 2.

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%
☎ 123456789
      *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.
Memory Trans.                     100%
☎       _              Dest:  0
                      Mode  ||  Info.
```

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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.

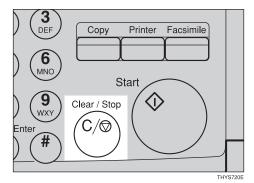**A** **Press the 【Clear Modes】 key.**

THYS740E

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.**

THYS720E

Note

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

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

❖ **Detail (8 × 7.7 lines/mm, 200 × 200 dpi)**
  Select for originals containing small characters or when you re-

quire greater clarity. This resolution is twice as fine as Standard.

❖ **Super Fine (Optional Expansion Memory is required: 16×15.4 lines/mm, 400×400 dpi)**
  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 **Fine** or **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.184 *"Changing the User Parameters"*

❒ By default, the resolution returns to the home setting after every transmission. You change this with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

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

THYS750E

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 (Default Setting)**

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**.

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, Original Type is set to Text. You can change this with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

❒ By default, the machine returns to the Original Type home setting after every transmission. You can change this with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

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

THYS640E

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 densi-

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ty yourself, use Manual Image Density.

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.184 *"Changing the User Parameters"*

A **If the Auto Image Density indicator is not lit, press the ◐ key to turn it on.**
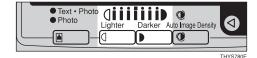

THYS770E

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.**

THYS770E

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

THYS780E

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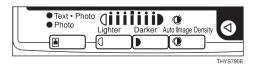
Set your original, select the scan settings for the first page, dial and press 【Start】 as you would normally. Then follow one of the following two procedures.

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 the pages you wish to change the setting.**

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

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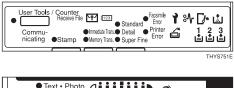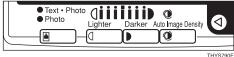

THYS751E

THYS790E

✒ Note

❒ You adjust settings for each page before you press the 【Start】 key.

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When Setting Originals in the Document Feeder (ADF)

A **Check the pages you wish to change the setting.**

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

THYS751E

THYS790E

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

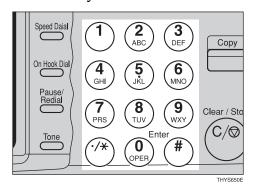Enter numbers directly using the key pad on the right side of the operation panel.

Note
❒ Maximum length of a fax number: 254 digits.
❒ You can insert pauses and tones in a fax number. ⇒ P.40 *"Pause"*, P.40 *"Tone"*

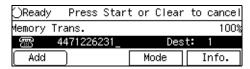**A** Set your original and select any scan settings you require.

Reference
P.17 *"HOW TO SET AN ORIGINAL"*

P.35 *"SCAN SETTINGS"*

B Enter the fax number with the number keys.

THYS650E

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.

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
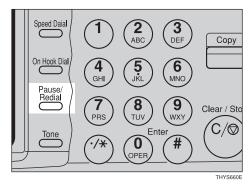- Destinations and Transfer Stations specified in a Group

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

❒ If a Group is defined when there are files queued for transmission, the message "Memory is full and you cannot enter with number keys" may be shown on the display and no additional fax numbers can be stored even if the number of destinations specified from the number keys is less than 100. That is because the fax numbers have been dialed from the number keys for some of the waiting files. When the waiting 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 space in memory for storing originals. Since fax numbers are stored in separate memory, dialing fax numbers from the number keys does not change the percentage on the display.

Pause

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

THYS660E

💡 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.

💡 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.

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Chain Dial

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

❗ Limitation

❒ Maximum length of telephone or fax number: 254 digits

📝 Note

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

💡 (Example) 01133-1-555333

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

① Place the original and select any scan settings you require.

② Press【Quick Dial】key 01.

③ Press the【Pause/Redial】key.

④ Press the【Speed Dial】key and【0】and【1】using the number keys.

⑤ Press【5】,【5】,【5】,【3】,【3】and【3】using 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.
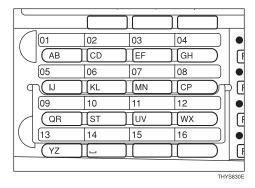
📝 Note

❒ To check the contents of the Quick dial, print the list. ⇒ P.143 *"RE-PORTS/LISTS"*

❒ If the Quick Dial key is used as other functions like Groups, you cannot program the Quick Dial in it.

❒ Flip the Quick Dial plate over to access Quick Dial keys 01-16 or 17-32.

❒ You can have the label stored with a Quick Dial printed on the first page received at the other end. ⇒ P.90 *"Label Insertion"*
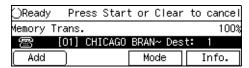
🔎 Reference

P.39 *"DIALING"*

A Set your original and select any scan settings you require. ⇒ P.35 *"SCAN SETTINGS"*

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

THYS830E

If the destination's name has been stored, the name is shown on the

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display. Otherwise, the fax number is shown.

```
◯Ready   Press Start or Clear to cancel
Memory Trans.                     100%
☏    [01] CHICAGO BRAN~ Dest:  1
  Add              Mode      Info.
```

🖉 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.
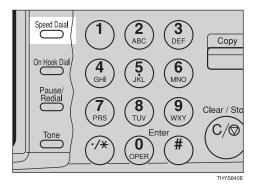
Speed Dials

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.128 *"Registering Speed Dials"*

🖉 Note

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

❒ As standard, you can use codes 00-99 for Speed Dials. If the Optional Fax Function Upgrade 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.42 *"Telephone Directory"*

❒ You can have the label stored with a Speed Dial printed on the first page received at the other end. ⇒ P.90 *"Label Insertion"*

A Place your original and select any scan settings you require. ⇒ P.35 *"SCAN SETTINGS"*

B Press the 【**Speed Dial**】 key.

THYS840E

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                     100%
☏   [Sp.0]__            Dest:  0
        Tel.Dir.    Mode      Info.
```

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

```
◯Ready   Press Start or Clear to cancel
Memory Trans.                     100%
☏   [Sp.0]00 ABC COMPANY  Dest:  1
  Add              Mode      Info.
```

If the destination's name has been programmed, it flashes up on the display. Otherwise, the fax number appears.

🖉 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.

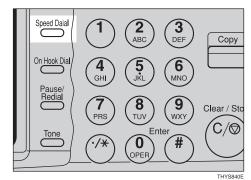**D** Press the 【**Start**】 key.

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.
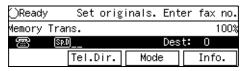
Preparation

To use the telephone directory, you need to register a search letter when you program Speed Dials. ⇒ P.128 *"Registering Speed Dials"*
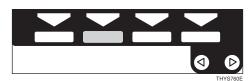
Limitation

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

❒ Names enclosed within ( ) are not searched for.

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

B **Press the 【Speed Dial】 key.**

THYS840E

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

THYS760E
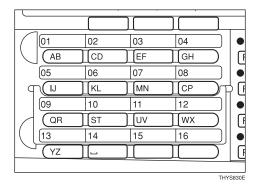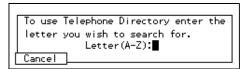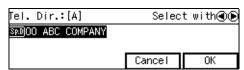
D **Enter the search letter by pressing one of the Quick Dial keys (A to Z).**

THYS830E

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

E **Select the two-digit code (00 to 99) or three-digit code (000 to 999) for the destination using ◁ ▷ keys and press OK.**

THYS620E

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.**

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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.117 "*Registering Quick Dials*"

♣ Limitation

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

❒ Group Dial can be used only for Memory Transmission and Polling reception; it cannot be used for Immediate Transmission.

🖉 Note
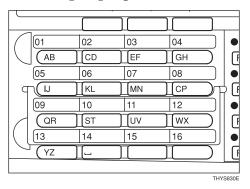
❒ Groups are only available with Memory Transmission and Polling reception.

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

❒ You can program up to 9 Groups.

❒ You can store up to 232 destinations in a Group. If a Quick Dial or Speed Dial is registered in two Groups, it takes up the space of one destination.
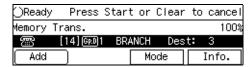
🔎 Reference

⇒ P.124 "*Registering Groups*"

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

B **Press the Quick Dial key in which the Group is programmed.**

THYS830E

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

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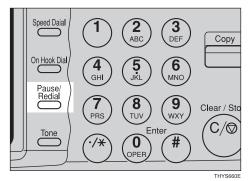
❒ If you make a mistake, press the 【Clear/Stop】 key and start again.

❒ 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.**

THYS660E

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".**

Redial: Enter no. of destination ■
01 BOSTON OFFICE   02 471319266
03 11111   04 222222
[↑Prev.] [↓Next]   [Cancel]

♦ Limitation

❒ The following kinds of destinations are not memorized:

- Quick Dials
- Speed Dials
- Group Dials
- Destinations dialed by a Program
- Destinations dialed as End Receivers for Transfer Request
- Forwarding terminal of the substitute reception.
- Destination of Memory File Transfer
- Destinations dialed using the external telephone 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 Redial key. If you press the 【Pause/Redial】 key after entering digits using the number keys, a pause will be entered instead.
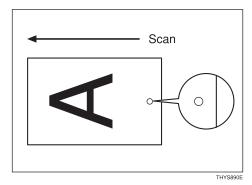
✐ Note

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

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TRANSMISSION FEATURES

Stamp

When sending a fax message using the Document Feeder (ADF), the machine can stamp a circle mark at the bottom of the original. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.

THYS890E

✿ Limitation

❐ Stamp only works when scanning from the Document Feeder (ADF).

❐ While scanning the document, you cannot switch stamp on or off.

❐ Do not open the document feeder (ADF) while scanning the document. Document jam should occur.

🖉 Note

❐ When the stamp starts getting lighter, replace the cartridge. ⇒ P.197 *"REPLACING THE STAMP CARTRIDGE"*

❐ If a page was not stamped even though the Stamp feature is turned on, you need to re-send that page.

❐ By default, Stamp is turned off. If you use this feature often, you can adjust the User Parameters so that the home setting is on. In this case, Stamp can easily be turned off for any single transmission by pressing the 【Stamp】 key. ⇒ P.184 *"Changing the User Parameters"*

❶ Press the 【Stamp】 key.

THYS960E

The Stamp indicator will light. Pressing the 【Stamp】 key again will turn Stamp off.

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.184 *"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.
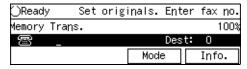
📖 **Preparation**

You need to assign the F Code feature to a User Function key beforehand.

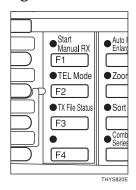You cannot use Chain Dial with this feature.

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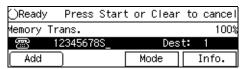
```
◯Ready    Set originals. Enter fax no.
Memory Trans.                    100%
☎     _                 Dest:  0
                        Mode  | Info.
```

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

THYS820E
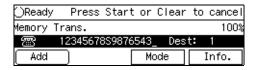
D Enter the function number for SUB(S) on the number keys.

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

E Enter the ID code on the number keys.

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

F Press the 【Start】 key.

```
◯Ready   Press Start or Clear to cancel
Memory Trans.                    100%
☎     12345678S9876543_  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 password when sending confidential faxes with the F Code feature.

❣ Limitation

❐ You can enter a password up to 20 digits long.

🖉 Note

❐ Messages you send using this feature are marked "SID" on all reports. ⇒ P.143 *"REPORTS/LISTS"*

JBIG Transmission

Fax Function Upgrade Option is required.

If you use JBIG (Joint Bi-level Image Experts Group) compression you can send photographic originals at high speed across G3 lines.

❣ Limitation
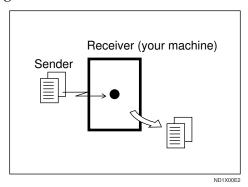
❐ If ECM is turned off, JBIG Transmission is not available.

❐ This feature requires that the other party's fax machine has both the JBIG function and ECM function.

3. Receiving a Fax Message

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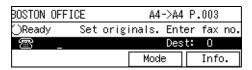
Each page of a received fax message is printed as soon as it is received. This method is used for standard fax messages.

ND1X00E2

💡Display During Reception

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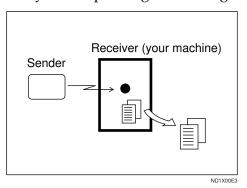
💡Reception Resolution

This machine supports **Standard**, **Detail**, **Fine** (option) and **Super Fine** (option) resolutions for reception. If you do not have 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.

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

MEMORY RECEPTION

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

Receiver (your machine)

Sender

ND1X00E3

This method is used with the following features:

- Two in one P.36 *"Photo"*

- Reverse Order Printing P.58 *"Reverse Order Printing"*

- Substitute Reception P.51 *"Substitute Reception"*

⚠️**Important**

❒ All the messages stored in memory are deleted if the power is switched off for more than one hour.

❒ If Memory Reception is switched on, 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 Memory Reception mode off or add a Expansion Memory.

📌 **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
- The side 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 messages from anonymous senders

To help you screen out unwanted messages that may fill up your mem-ory, the machine can be programmed to only use Substitute Reception for messages that arrive with RTI/CSI identification.

Four settings are available:

- "When RTI or CSI is received"
- "Free"
- "Polling ID"
- disable

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.184 *"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 TCR can be used to identify which messages are lost so you can ask the senders to transmit them again.

⚓**Important**

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

- -
- -

💡**Free**

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

- -
- -

💡**Polling ID**

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

- -

SELECTING THE RECEPTION MODE

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

- Fax mode
- Tel mode (handset option or external telephone required)

The default setting is Fax mode. You can change this with the User Tools. ⇒ P.184 *"Changing the User Parameters"*

Fax 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】 is already assigned

this function. ⇒ P.149 *"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 Fax Mode to TEL Mode

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

To change the reception mode, press the User Function key which has been programmed as the **TEL Mode** key (【F2】 by default).

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RECEPTION FUNCTIONS

ID Reception

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. However, if the other machine 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.149 *"Storing/Editing the Contents of a User Function Key"*
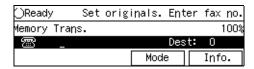
☝ Limitation

❒ You cannot use Chain Dial with this feature.

🖉 Note
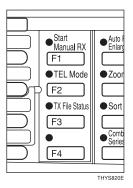
❒ The ID can be up to 20 digits long and consist of digits.

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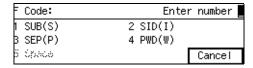
A **Make sure that the machine is in Facsimile mode and the standby display is shown. Then enter the fax number.**

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

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

THYS820E
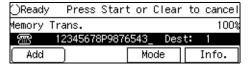
C **Enter the function number for SEP(P) on the number keys.**

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

D **Enter the ID code on the number keys.**
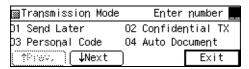
E **Press the [Mode] key.**

The **[Mode]** menu is displayed.

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

F Enter the function number for Polling Reception 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 Polling TX      10 Polling RX
11 Transfer Request 12 Options
 ↑Prev.   ↓Next              Exit
```

G Press [OK].

H Press [Exit].

The display returns to the **[Mode]** menu and the Polling Reception function is now checked.

I 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" features. ⇒ P.54 *"F Code (SEP)"*

❗ Limitation
❒ You can enter a password up to 20 digits long.

🖉 Note
❒ Messages you send using this feature are marked "PWD" on all reports.

JBIG Reception

Fax Function Upgrade Option is required to use this function.

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

❗ Limitation
❒ If ECM is turned off, JBIG Reception is not available.
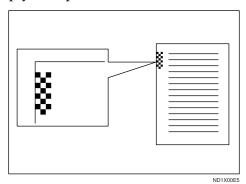
3

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 at minimum). ⇒ P.159 *"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
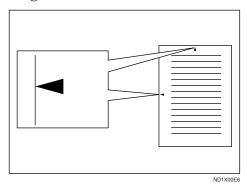
❒ You can turn this feature off. ⇒ P.146 *"INITIAL SETUP RX"*

Center Mark

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

ND1X00E6

☝ Limitation

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

📎 Note

❒ You can turn this feature on or off. ⇒ P.146 *"INITIAL SETUP RX"*

Reception Time

You can have the date and time when a message was received at the bottom of the received image. This feature is turned off by default–turn it on with Initial Setup RX. ⇒ P.146 *"INITIAL SETUP RX"*

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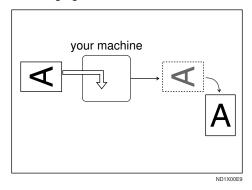
❒ When a received message is printed on two or more sheets, the date and time is printed on the last page.

📎 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.

Image Rotation

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

your machine

ND1X00E9

❤ Limitation
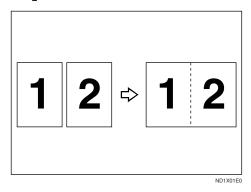
❒ You can choose to have received messages printed from the a specified tray. ⇒ P.184 *"Changing the User Parameters"*

Two In One

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 $8^1/_2 \times 5.5$ " ⎘ messages are printed side by side on a sheet of $8^1/_2 \times 11$" ⎘.

ND1X01E0

❤ 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, Two In One is not possible.
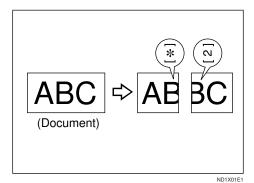
✐ Note

❒ By default this feature is turned off. Switch it on with the User Parameters. ⇒ P.184 *"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, when LT

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paper is loaded, this feature splits the received message if the excess length is about 0.79" or more, and reduces it if the excess length is within about 0.79". When a message is split, the split mark (*) is inserted at the split position and about 0.39" of the split area is duplicated on the top of the second sheet.

(Document)

ND1X01E1

✎ Note
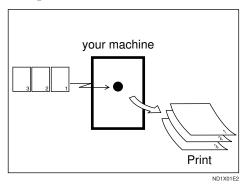
❒ Your service representative can customize this feature with the following settings. Bracketed values are defaults.

- Reduction (on)
- Print split mark (on)
- Overprinting (on)
- Overprinting length (0.39")
- Guideline for split (when message is 0.79" longer than paper)

❒ You can adjust the overprinting length and length of reduction within the following ranges:

- Guideline for split: 0 – 6.1"
- Overprinting length: 0.16", 0.39", 0.79", 1.57"

Reverse Order Printing
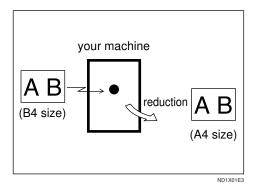
Normally, received pages are printed and stacked on the tray in the order they are received. If you turn this feature on, the machine will start print-ing the message from the last page received. By default, this feature is turned off but you can turn it on with the Initial Setup RX. ⇒ P.146 *"INITIAL SETUP RX"* Note that when on, this feature will use Memory Reception.

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

your machine

Print

ND1X01E2

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.

your machine

A B
(B4 size)

reduction

A B
(A4 size)

ND1X01E3

⌗ **Note**

❒ By default this feature is turned off. Switch it on with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

⌕ **Reference**

P.57 *"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 P.156 *"RTI/TTI"* or CSI P.156 *"RTI/TTI"* is printed instead so you can find out where the message came from.

⌗ **Note**

❒ You can turn it on or off with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*
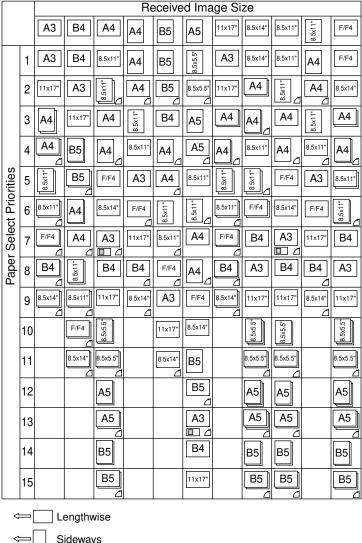
When There is No Paper of the Correct Size

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 LG (8.5 × 15") ▱ installed and you receive an LT (8.5 × 14") ▱ size message, check the LT column of the table below. The paper size at the top has the highest priority. In this case, since LG (8.5 × 14") ▱ is higher priority than DLT (11 × 17") ▯, the message is printed on LG (8.5 × 14") ▱.

❖ **Priority Table**

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

◁ Image Rotation
▢ Half of the page is blank
▣ Page Reduction

Received Image Size

Paper Select Priorities	A3	B4	A4	A4	B5	A5	11x17"	8.5x14"	8.5x11"	8.5x11"	F/F4
1	A3	B4	8.5x11"	A4	B5	8.5x5.5"	A3	8.5x14"	8.5x11"	A4	F/F4
2	11x17"	A3	8.5x11"	A4	B5	8.5x5.5"	11x17"	A4	8.5x11"	A4	8.5x14"
3	A4	11x17"	A4	8.5x11"	B4	A5	A4	A4	A4	8.5x11"	A4
4	A4	B5	A4	8.5x11"	A4	A5	A4	8.5x11"	A4	8.5x11"	A4
5	8.5x11"	B5	F/F4	A3	A4	8.5x11"	8.5x11"	8.5x11"	F/F4	A3	8.5x11"
6	8.5x11"	A4	8.5x14"	F/F4	8.5x11"	8.5x11"	8.5x11"	F/F4	8.5x14"	F/F4	8.5x11"
7	F/F4	A4	A3	11x17"	8.5x11"	A4	F/F4	B4	A3	11x17"	B4
8	B4	8.5x11"	B4	B4	F/F4	A4	B4	A3	B4	B4	A3
9	8.5x14"	8.5x11"	11x17"	8.5x14"	A3	F/F4	8.5x14"	11x17"	11x17"	8.5x14"	11x17"
10		F/F4	8.5x5.5"		11x17"	8.5x14"		8.5x5.5"	8.5x5.5"		8.5x5.5"
11		8.5x14"	8.5x5.5"		8.5x14"	B5		8.5x5.5"	8.5x5.5"		8.5x5.5"
12			A5			B5		A5	A5		A5
13			A5			A3		A5	A5		A5
14			B5			B4		B5	B5		B5
15			B5			11x17"		B5	B5		B5

⇐▢ Lengthwise

⇐▯ Sideways

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- ▯▯ 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.162 *"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.57 *"Page Separation and Length Reduction (not available in some countries)"*
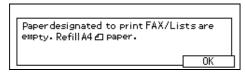
P.58 *"Page Reduction"*
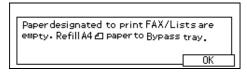
P.57 *"Image Rotation"*

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 │
                              └─────┘
```

- Bypass Tray

```
Paper designated to print FAX/Lists are
empty. Refill A4 ⊡ paper to Bypass tray.
                              ┌─────┐
                              │  OK │
                              └─────┘
```

✐ **Note**

❒ You can turn this message on or off with the User Parameters ⇒ P.184 *"Changing the User Parameters"*. By default this message is turned off.

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 with the User Parameters. See P.184 *"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 Expansion Memory is installed, you can set paper between 128 and 1200 mm long in the Bypass Tray.

🖉 Note

❒ Before you can use this feature, you need to turn on Authorized Reception (Initial Setup RX settings, P.146 *"INITIAL SETUP RX"*), program the Specified Senders (Key Operator Settings, Special RX No.) along with the Paper Tray set to "Bypass Tray".

❒ 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.⇒ P.147 *"To set the Bypass Paper Size"* This size should match the bypass paper size for copying. Otherwise, the 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.

❒ 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.

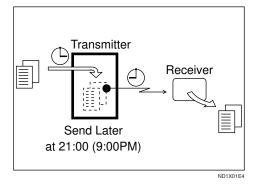# 4. Advanced Transmission Features

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.
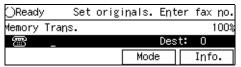

For ease of use, you can program the time when your phone charges become cheaper as the Economy Transmission time. ⇒ P.160 *"Registering The Economy Transmission Time"*

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.160 *"Registering The Economy Transmission Time"*

❒ This feature is only available with Memory Transmission.

◻ Set your original and select any scan settings you require.
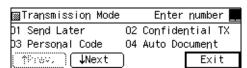
◻ Press [Mode].
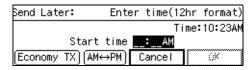
The Transmission Mode menu appears.

◻ Enter the "Send Later" function number with number keys.

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

✐ Note
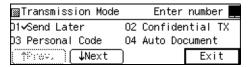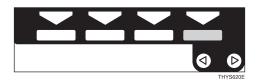
❒ If the current time shown on the display is not correct, adjust it. ⇒ P.182 *"Date/Time"*

❒ 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 │
```

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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.

G **Dial and press the【Start】key.**

```
◯Ready    Set originals. Enter fax no.
Memory Trans. Send Later           100%
☏  _                        Dest:  0
                    │ Mode  │   │ Info. │
```
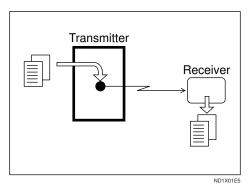
✎ **Note**

❒ You can cancel transmission of a message set up for Send Later. ⇒ P.93 "*Canceling a Transmission*"

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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.

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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.
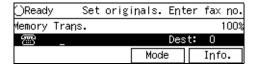
❖ **ID Override**
Should you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Before you send the message, don't forget to tell the intended receiver the ID that must be entered to print it.
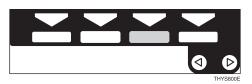
📍 **Limitation**

❒ The destination machine must be of the same make and have the Confidential Reception feature.

❒ The destination machine must have enough memory available.

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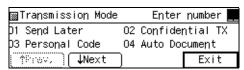
❒ An ID can be any 4 digit number except 0000.

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

B **Press [Mode].**

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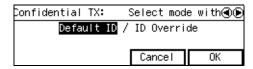
C **Enter the "Confidential TX" function number with the number keys.**

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

Default ID

A **Press the ◁ or ▷ keys to turn Default ID on and press [OK].**
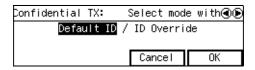
The Transmission Mode menu is shown again. A check mark is added to Confidential TX.

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Note
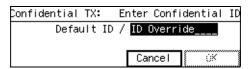
❒ To cancel the Confidential Transmission, press **[Cancel]**. The Transmission Mode menu is shown on the display.

Override ID

A **Press the ◁ or ▷ keys to turn Override ID on.**

```
Confidential TX:    Select mode with◁▷
       Default ID / ID Override
                    Cancel    OK
```

B **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
```

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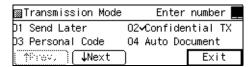
The Transmission Mode menu is shown again. A check mark is added to Confidential TX.

Note

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

E **Press [Exit].**

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

THYS620E

The initial display is shown.

```
○Ready    Set originals. Enter fax no.
Memory Trans. Conf.Trans             100%
☎  _                  Dest: 0
                    Mode    Info.
```
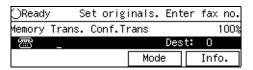
Note

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

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

Note
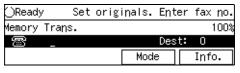
❒ For details on deleting a Confidential Transmission. ⇒ P.66 *"CONFIDENTIAL TRANSMISSION"*

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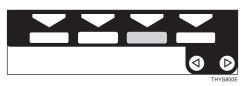
PERSONAL CODE TRANSMISSION

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 TCR and other reports. This will help you to check up on who has been using the machine and how often. ⇒ P.104 *"PRINTING THE TCR"*

❣ Limitation
❒ Personal codes may be any 8-digit number except 00000000 (00000001 through 99999999). You can program up to 20 personal codes. If the optional Fax Function Upgrade is installed, up to 50 personal codes can be programmed. ⇒ P.151 *"Registering Personal Codes"*
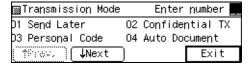
A **Set your original and select any scan settings you require.**

B **Press [Mode].**

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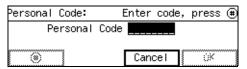
C **Enter a "Personal Code" function number with the number keys.**

D **Enter a personal code (8-digit number) with the number keys.**
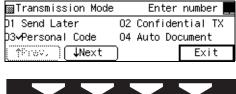
📝 Note
❒ If a personal code is programmed with a name, it is shown below the personal code on the display.

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

❒ To cancel the Personal Code Transmission, press **[Cancel]**. The Transmission Mode menu is shown on the display.

E **Press [OK].**
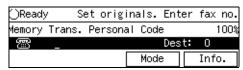
The Transmission Mode menu is shown again. A check mark is added to "Personal Code".

F **Press [Exit].**

THYS620E

The initial display is shown.

🖉 **Note**

❒ "Personal Code" 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 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.138 "*Auto Document list*"
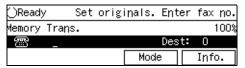
❗ **Limitation**

❒ You can attach one Auto Document to each transmission.

❒ You can store up to 6 Auto Documents. With optional Fax Function Upgrade, you can store up to 18 Auto Documents. ⇒ P.136 "*Registering Auto Documents*"

🖉 **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%.
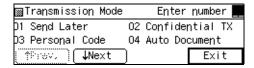
❒ You can print an Auto Document or a summary of Auto Documents currently stored in memory. ⇒ P.143 "*REPORTS/LISTS*"

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

B **Press [Mode].**

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


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The Transmission Mode menu appears.
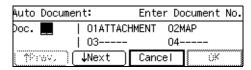
C **Enter the "Auto Document" function number with the number keys.**

```
▦Transmission Mode      Enter number ■
01 Send Later       02 Confidential TX
03 Personal Code    04 Auto Document
  ↑Prev.  │ ↓Next │             Exit
```
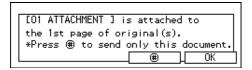
D **Enter the number of the Auto Document you want to send with the number keys.**

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

🖉 **Note**
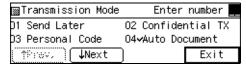
❒ If the list does not contain the Auto Document you want to send, press **[↑Prev.]** or **[↓Next]** .

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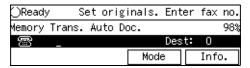
The Transmission Mode menu is redisplayed. A check mark is added to "Auto Document".

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.          98%
☎ _                    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.

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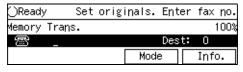
Use to send book originals from the exposure glass. Pages are scanned in the order shown below.

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

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Note
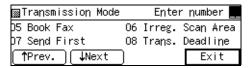
❒ You can have bound originals scanned in left page first or right page first. By default, the machine scans in the left page first but you can change this setting with the User Parameters. ⇒ P.184 *"Changing the User Parameters"*

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

B **Press [Mode] .**

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The Transmission Mode menu appears.
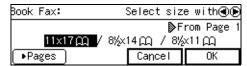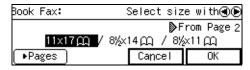
C **Enter the "Book Fax" function number with the number keys.**

D **Press the ◁ or ▷ keys 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 middle right corner of the display).**

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Note
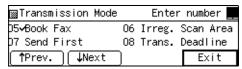
❒ Select "From Page 1" to send a book original from the first page. Select "From Page 2" if you want to send a cover letter as the first page.

F **Press [OK].**
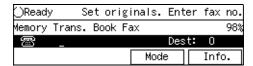
The Transmission Mode menu is shown. A check mark is added to "Book Fax".

⑦ Press [Exit].

```
⊞Transmission Mode    Enter number ▮
05✓Book Fax       06 Irreg. Scan Area
07 Send First     08 Trans. Deadline
 ↑Prev.   ↓Next              Exit
```

THYS620E

The initial display is shown.

```
◯Ready    Set originals. Enter fax no.
Memory Trans. Book Fax              98%
☎ _                    Dest:  0
                    Mode      Info.
```

Note

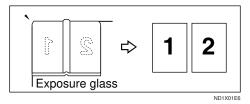❒ "Book Fax" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

⑧ Dial and press the 【Start】 key.

# CHOOSING THE AREA TO BE SCANNED YOURSELF (IRREGULAR SCAN AREA)
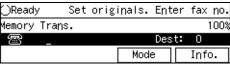
Usually the machine automatically detects the size of an original when it is scanned. However, you may wish to override this and choose the area to be scanned yourself.

Scan size — Original size

A — ← A

ADF   Exposure glass

THYS900E
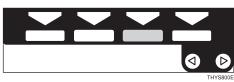
You can either choose one of the standard paper sizes (A4 ▯▭, B4 ▭, A3 ▭, $8^1/_2 \times 11$" ▯ ▭, 11" × 17" ▯) or one of two custom sizes programmed in advance (Area 1 and Area 2). ⇒ P.15 *"Paper Size and Scanned Area"*

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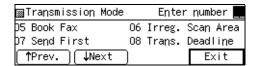
A Set your original and select any scan settings you require.

B Press [Mode].


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

THYS800E

The Transmission Mode menu appears.
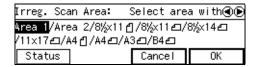
C Enter the "Irreg. Scan Area" function number with the number keys.


```
▨Transmission Mode      Enter number ▪
05 Book Fax          06 Irreg. Scan Area
07 Send First        08 Trans. Deadline
  ↑Prev.   ↓Next             Exit
```

D Press the ◁ or ▷ key to select the paper size.


```
Irreg. Scan Area:   Select area with◁▷
Area 1/Area 2/8½x11 ▯/8½x11▭/8½x14▭
/11x17▭/A4 ▯/A4▭/A3▭/B4▭
  Status            Cancel        OK
```
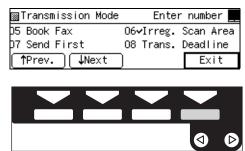
✎ Note

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

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

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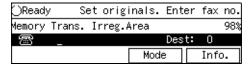
The Transmission Mode menu is shown again. A check mark is added to Irreg. Scan Area.

F Press [Exit].


```
▨Transmission Mode      Enter number ▪
05 Book Fax          06✓Irreg. Scan Area
07 Send First        08 Trans. Deadline
  ↑Prev.   ↓Next             Exit
```

THYS620E

The initial display is shown.

```
◯Ready    Set originals. Enter fax no.
Memory Trans. Irreg.Area            98%
☎  _                    Dest:  0
                    Mode    ‖  Info.
```

✎ **Note**

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

G **Dial and press the** 【**Start**】 **key.**

4

75

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.
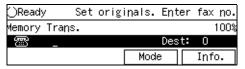
However, by using this feature you can have your message sent before any other queued messages.

THYS950E

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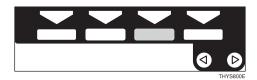
❒ This feature is not available with Immediate Transmission – if selected, the machine automatically switches to Memory Transmission.

❒ 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].

THYS800E

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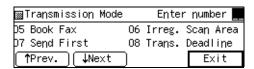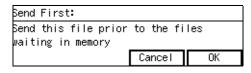
C Enter the "Send First" function number with the number keys.

✐ Note

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

D Press [OK].

THYS620E
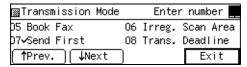
✐ Note
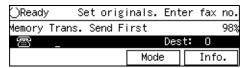
❒ To cancel "Send First", press [Cancel]. The transmission Mode menu is shown on the display.

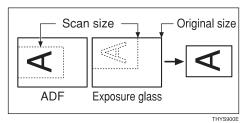❒ The Transmission Mode menu is shown. A check mark is added to "Send First".

E Press [Exit].

```
▓Transmission Mode      Enter number ▮▮
05 Book Fax          06 Irreg. Scan Area
07✓Send First        08 Trans. Deadline
[ ↑Prev. ][ ↓Next ]              Exit
```

THYS620E

The initial display is shown.

```
◯Ready    Set originals. Enter fax no.
Memory Trans. Send First            98%
☎   _              Dest:  0
                   Mode  ][ Info.
```

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.

TRANSMISSION DEADLINE (TRD)
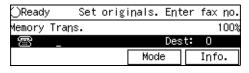
If you have to send an urgent message and the line is busy, this feature saves you standing by the machine and redialing the number. If the message cannot be sent the first time, the machine redials automatically at intervals of ten minutes any number of times until the deadline passes (this figure varies according to which your country you are in). After the deadline passes, the Transmission Result Report is automatically printed. This indicates whether or not the message was sent within the deadline.

❖ Limitation

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

✎ Note
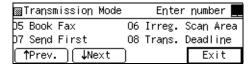
❒ If the message cannot be sent before the deadline and the number of redials is less than 2, the machine continues redialing until it has redialed two times then prints the Transmission Result report. If the number of redials has already reached 2, the machine prints the Transmission Result report and stops transmission (these figures vary according to which your country you are in).

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

B Press [Mode].

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

THYS800E

The Transmission Mode menu appears.
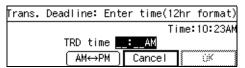
C Enter the "Trans. Deadline" function number with the number keys.

```
▦Transmission Mode      Enter number ▪
05 Book Fax          06 Irreg. Scan Area
07 Send First        08 Trans. Deadline
  ↑Prev.    ↓Next                 Exit
```

✎ Note

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

D Enter the deadline with the number keys.

```
Trans. Deadline: Enter time(12hr format)
                              Time:10:23AM
            TRD time  __:__AM
            AM↔PM     Cancel      OK
```

✎ Note
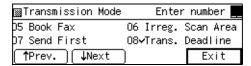
❒ If the current time on the display is not correct, adjust it. ⇒ P.182 "Date/Time"

❒ To enter a number smaller than 10, add a leading zero.

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

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

E Press [OK].

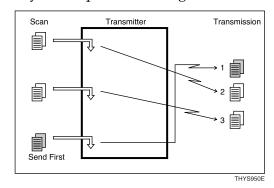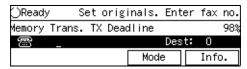The Transmission Mode menu is shown. A check mark is added to "Trans. Deadline".

F Press [Exit].

```
▓Transmission Mode      Enter number ▆
05 Book Fax          06 Irreg. Scan Area
07 Send First        08✓Trans. Deadline
  ↑Prev.    ↓Next              Exit
```

THYS620E

The initial display is shown.

```
◯Ready      Set originals. Enter fax no.
Memory Trans. TX Deadline            98%
☏        _              Dest:  0
                       Mode      Info.
```

✐ Note
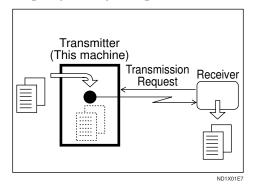
❒ "TRD" is displayed. If you set up another advanced transmission function (except Polling Reception), "Others" is shown.

G Dial and press the 【Start】 key.

4

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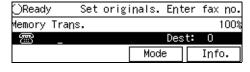
✦ **Limitation**
❒ Polling Transmission is allowed only if the receiver's machine has the Polling Reception feature.
❒ Usually, you can only send using ID Polling Transmission to machines of the same make that support the Polling Reception function. However, if the other party's fax machine supports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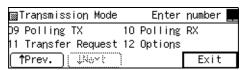
✐ **Note**
❒ The communication fee is charged to the receiver.

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

B Press [Mode].

THYS800E

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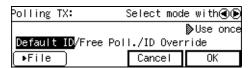
C **Enter the "Polling TX" function number with the number keys.**

```
▓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]**.
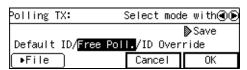
D **Depending on the Polling Transmission type, use one of the following procedures:**

Free Polling Transmission

A **Press the Ⓐ or Ⓑ key to select[Free Poll.] then press [OK].**
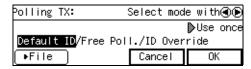
```
Polling TX:        Select mode with◉◉
                              ▷Use once
Default ID/Free Poll./ID Override
[ ▶File ]          [ Cancel ] [ OK ]
```

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

```
Polling TX:        Select mode with◉◉
                              ▷Save
Default ID/Free Poll./ID Override
[ ▶File ]          [ Cancel ] [ OK ]
```


THYS670E

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

✐ **Note**
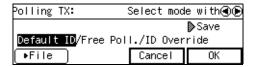
❒ To delete the original immediately after transmission, select "Use once". To repeatedly send the original, select "Save".

Default ID Polling Transmission

A **Press the Ⓐ or Ⓑ key to select "Default ID" and press [OK].**
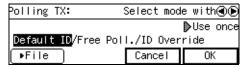
```
Polling TX:        Select mode with◉◉
                              ▷Use once
Default ID/Free Poll./ID Override
[ ▶File ]          [ Cancel ] [ OK ]
```

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

```
Polling TX:        Select mode with◉◉
                              ▷Save
Default ID/Free Poll./ID Override
[ ▶File ]          [ Cancel ] [ OK ]
```


THYS670E

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

✐ **Note**
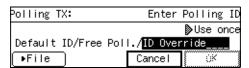
❒ To delete the original immediately after transmission, select "Use once". To repeatedly send the original, select "Save".

ID Override Polling Transmission

A **Press the Ⓐ or Ⓑ key to select ID Override and press [OK].**

```
Polling TX:        Select mode with◉◉
                              ▷Use once
Default ID/Free Poll./ID Override
[ ▶File ]          [ Cancel ] [ OK ]
```

4

B **Enter the 4 character Polling ID with letter keys/ number keys and the letter (A–F).**
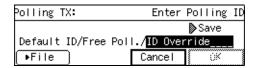
```
Polling TX:         Enter Polling ID
                              ▷Use once
Default ID/Free Poll./ID Override___
 [▸File]            [Cancel]    [OK]
```

🖉 **Note**

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

0000 and FFFF is not available.

C **Press [▸ File] and specify whether to save the stored original.**

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

THYS670E

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".

D **Press [OK].**

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

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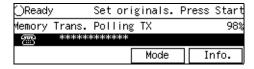
❒ To cancel the Polling Transmission, press **[Cancel]**. The Transmission Mode menu is shown.

E **Press [Exit].**

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

THYS620E

The initial display is shown.

```
◯Ready        Set originals. Press Start
Memory Trans. Polling TX          98%
      ************
                  [Mode]    [Info.]
```

🖉 **Note**

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

F **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.184 *"Changing the User Parameters"*
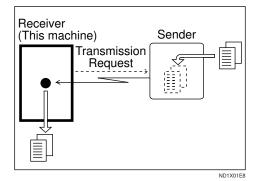
🖉 **Note**

❒ This report is turned on by default. You can turn it off if you wish. ⇒ P.184 *"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.184 *"Changing the User Parameters"*

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

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).
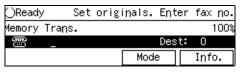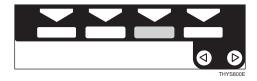
♦ **Limitation**
❒ Polling Reception requires that the other machine can perform Polling Transmission.

❒ 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.

❒ To receive a message sent by Default ID Polling Transmission or Override ID Polling Transmission, the sender must use a machine of the same make that has polling capability. With Free Polling Reception, a message can be also received from other manufacturers' machines as long as they have polling capability.

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

A Press [Mode].

THYS800E

The Transmission Mode menu appears.
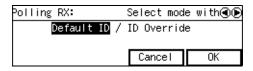
B **Enter the "Polling RX" function number with the number keys.**

```
▓Transmission Mode    Enter number ▮
D9 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]**.

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 and press [OK].**

```
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 and press [OK].**

```
Polling RX:       Enter Polling ID
    Default ID / ID Override___
                   Cancel    OK
```
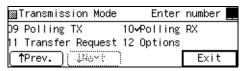
B **Enter a polling ID (4 characters) with the number keys and the letter (A–F).**

📎 Note

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

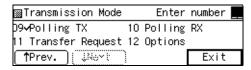❒ 0000 and FFFF is not available.

D **Press [OK].**

The Transmission Mode menu is shown. A check mark is added to Polling Reception.
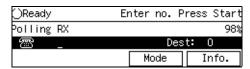
📎 Note

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

E **Press [Exit].**

```
▓Transmission Mode    Enter number ▮
D9 Polling TX      10✓Polling RX
11 Transfer Request 12 Options
  ↑Prev.  ↓Next            Exit
```


THYS620E

The following display is shown.

```
◯Ready          Enter no. Press Start
Polling RX                        98%
☏     _              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.184 *"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.

4

85
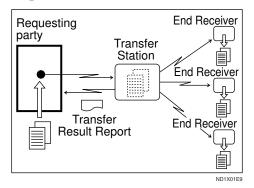
✏ **Note**

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

❒ By default this report is turned on. Turn it on with the User Parameters. ⇒ P.184 *"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.

ND1X01E9

📖 **Preparation**

Before you can use this feature you must program the Polling ID and your own dial number. ⇒ P.161 *"Polling ID"*, P.179 *"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 desti-

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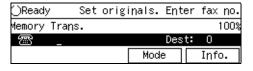
❖ **End Receiver**
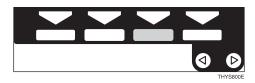
The final destination of the message, i.e. the machine that the Transfer Station sends to. End Receivers must be programmed into Quick Dials, Speed Dials or Groups in the Transfer Station.

💡 **Limitation**

❒ The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function. The Transfer Station function is not available in this machine.

❒ You can specify up to 99 Transfer Stations in a Transfer Request.

❒ 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].**

THYS800E

The Transmission Mode menu appears.
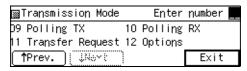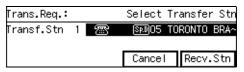
**C** **Enter the "Transfer Request" function number with the number keys.**

```
░Transmission Mode    Enter number ▉
09 Polling TX         10 Polling RX
11 Transfer Request 12 Options
  ↑Prev.    ↓Next         Exit
```
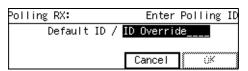
THYS620E

📎 **Note**

❒ If the appropriate display is not shown, press **[↑Prev.]** or **[↓Next]**.
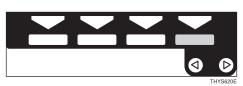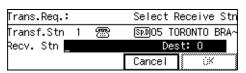
D **Enter a Transfer Stations and press [Recv. Stn].**

```
Trans.Req.:         Select Transfer Stn
Transf.Stn  1  ☎   Sr.D 05 TORONTO BRA~
                        Cancel   Recv.Stn
```

THYS620E
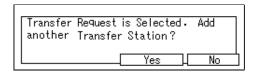
📎 **Note**

❒ 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  ☎   Sr.D 05 TORONTO BRA~
Recv. Stn ▉              Dest: 0
                        Cancel    OK
```
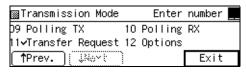
📎 **Note**
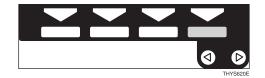
❒ You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s). To specify an End Receiver, use the special format described in ⇒ P.89 "*Specifying an End Receiver*".

❒ Press **[Add RcvStn]** if you wish enter more End Receivers.

❒ Press ◁ or ▷ 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 4 to 6.**

```
Transfer Request is Selected.  Add
another Transfer Station?
                        Yes        No
```
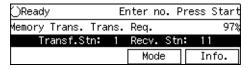
If you press **[No]**, the Transmission Mode menu is shown and a check mark is added to Transfer Request.

H **Press [Exit].**

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

THYS620E

The following display is shown.

```
◯Ready          Enter no. Press Start
Memory Trans. Trans. Req.          97%
    Transf.Stn:  1  Recv. Stn:  11
                      Mode  │  Info.
```

Note

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

9 Press the 【Start】 key.

Specifying an End Receiver

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

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

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

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

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

❖ **Group Dial**
Enter【#】,【✶】,【✶】followed by the Group number (2 digits).
For example, to choose the number stored in Group 04 in the Transfer Station, enter: 【#】【✶】【✶】【0】【4】

4

89

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.184 *"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 change your TTI with the Key Operator Settings. ⇒ P.151 *"KEY OPERATOR SETTINGS"*

✐ Note
❒ You can switch this feature off with the User Parameters. ⇒ P.184 *"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".

☝ Limitation
❒ If you select Label Insertion, the label might be printed over a portion

of the image when received at the other end.

✐ Note
❒ Program the receiver's name and number in a Quick Dial or Speed Dial with Label Insertion turned on with the user parameter.

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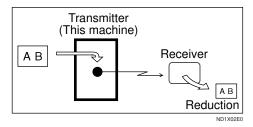
Using this feature your message is sent at a reduced size (93%) with a blank margin on the left.

☝ Limitation
❒ This feature is not available at Immediate Transmission.
❒ Image Rotation is not available with this feature.

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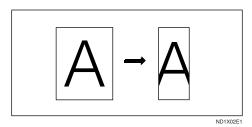
By default, if the receiver's paper is smaller than the paper you are sending on, the message is automatically reduced to fit onto the paper available at the other end.

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.

ND1X02E1

⌀ Note

❐ You can switch this feature on and off with the User Parameters. The default setting is on. ⇒ P.184 *"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).
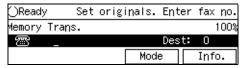
⌀ Note

❐ You can switch this feature on and off with the User Parameters. The default setting is off. ⇒ P.184 *"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].**

THYS800E

The Transmission Mode menu appears.
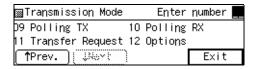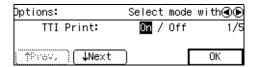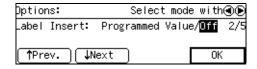
C **Enter the "Options" function number with the number keys.**

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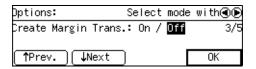
❐ If "Options" is not shown, press **[↑Prev.]** or **[↓Next]**.

D **Press the Ⓐ or Ⓑ key to switch TTI Print on or off.**

⌀ Note

❐ The default setting is on.
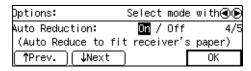
E **If you want to set another option, press [↓Next].**

⌀ Note

❐ To finish, go to step 14.

F **Press the Ⓐ or Ⓑ key to switch Label Insertion on or off.**

4

Note

❒ The default setting is off.

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

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

Note

❒ To finish, go to step 14.

H **Press the ⊲ or ⊳ key to switch Create Margin Transmission on or off.**
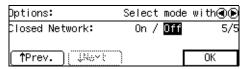
```
Options:          Select mode with⊲⊳
Create Margin Trans.: On / Off    3/5

  ↑Prev.   ↓Next              OK
```

Note

❒ The default setting is off.

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

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

Note

❒ To finish, go to step 14.

J **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.

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

Note

❒ To finish, go to step 14.

L **Press the ⊲ or ⊳ key to switch closed network on or off.**

```
Options:          Select mode with⊲⊳
Closed Network:    On / Off    5/5

  ↑Prev.   ↓Next              OK
```

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

Note

❒ To finish, go to step 14.

N **Press [OK].**
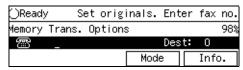
The Transmission Mode menu is shown. A check mark is added to Options.

O **Press [Exit].**

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


THYS620E

The initial display is shown.

```
○Ready    Set originals. Enter fax no.
Memory Trans. Options          98%
                        Dest:  0
                  Mode    Info.
```

Note

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

P **Dial and press the 【Start】 key.**

5. Communication Information

CHECKING AND CANCELING TRANSMISSION FILES

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

This section describes how you can:
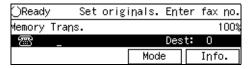
- Delete a file (cancel transmission)
- Print a file [*1]
- Check the destination(s) and options selected
- Alter when a file will be sent
- Resend a file
- Change destinations
- Delete destinations
- Add destinations

[*1] This does not apply to Polling Reception or Confidential Transmission.

❢ Limitation

❒ If you cancel a file being sent, the communication is immediately stopped and the file is canceled. A page which has already been sent cannot be canceled.

❒ You cannot change the start time add/delete a destination while a file is being sent.

Canceling a Transmission
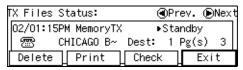
A **Press [Info.].**

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

THYS620E

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
02/01:15PM MemoryTX        ▶Standby
   ☏    CHICAGO B~ Dest: 1 Pg(s)  3
  Delete │ Print  │ Check  │  Exit
```

THYS670E

D **Press [Yes].**

```
Cancel transmission and delete this
file?
  ☏    CHICAGO B~ Dest: 1 Pg(s)  3
                      No   │  Yes
```

THYS620E

The file is erased.

E **Press [Exit].**

```
TX Files Status:        ◀Prev. ▶Next

 Delete │ Print  │ Check  │  Exit
```

THYS620E

Note

❒ To delete another file, repeat steps 3 and 4.

F **Press [Exit].**

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

THYS620E
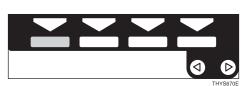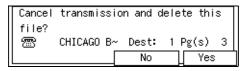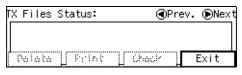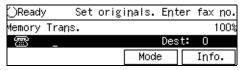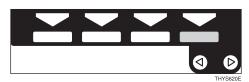
The initial display is shown.

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.                    100%
 ☏   _                      Dest:  0
                     Mode  │  Info.
```

THYS620E

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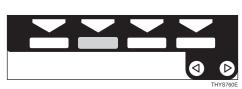
C **Press the ⓐ or ⓑ key until the file you want to print is shown and press [Print].**

```
TX Files Status:        ⓐPrev. ⓑNext
02/01:15PM MemoryTX      ▸Standby
   ☎    CHICAGO B~  Dest: 1 Pg(s)  3
  Delete │  Print  │  Check  │  Exit
```

THYS760E

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

```
To print selected file, press Start
key.
 Cancel
```
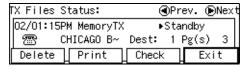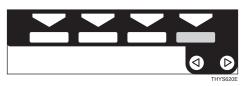
The file is printed.

📎 **Note**

❒ Press **[Cancel]** to stop printing the file and return to the step 3 display.
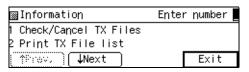
E **Press [Exit].**

```
TX Files Status:        ⓐPrev. ⓑNext
02/01:15PM MemoryTX      ▸Standby
   ☎    CHICAGO B~  Dest: 1 Pg(s)  3
  Delete │  Print  │  Check  │  Exit
```

THYS620E

The Information menu is shown again.

F **Press [Exit].**

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

THYS620E
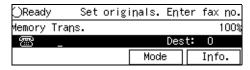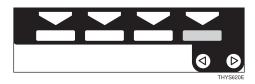
The initial display is shown.

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.                      100%
 ☎   _                      Dest:  0
                      Mode  │  Info.
```

THYS620E

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]**.

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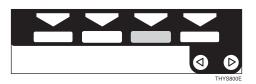
C **Press the ⊲ or ⊳ key until the file you want to print is shown. Then press [Check].**

```
TX Files Status:          ⊲Prev. ⊳Next
02/01:15PM MemoryTX      ▸Standby
  ☎     CHICAGO B~ Dest:  1 Pg(s)  3
 Delete │ Print │ Check │ Exit
```

THYS800E
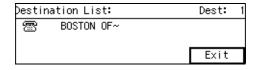
D **Depending on the setting you want to check or change, use one of the following procedures.**

Checking Destinations (Destination List)

A **Enter the "Destination List" function number with the number keys.**

```
Check/Change:          Enter number ▮
1 Destination List
2 Change Start Time(01:26PM)
3 Change Dest.            Exit
```
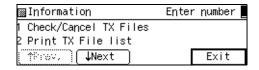
The total number of destinations and the fax number or each destination's name is shown.

```
Destination List:          Dest:  1
☎     BOSTON OF~
                          Exit
```

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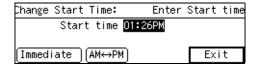
❒ To see hidden destinations, press **[↑Prev.]** or **[↓Next]**.

Changing the Transmission Time

A **Enter the "Change Start Time" function number with the number keys.**

```
Check/Change:          Enter number ▮
1 Destination List
2 Change Start Time(01:26PM)
3 Change Dest.            Exit
```

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

```
Change Start Time:     Enter Start time
        Start time 01:26PM

[Immediate] [AM↔PM]          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.
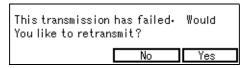
Re-sending a File

If you select the failed transmission file, you can resend it. This feature allows you to transmit a fax message again. You can choose to have files that were not transmitted successfully stored in memory. These files will be kept for either up to 24 or 72 hours depending on how you program this feature. ⇒ P.184 *"Changing the User Parameters"*

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

```
Check/Change:        Enter number ▮
1 Destination List
2 Change Start Time
3 Retransmit              Exit
```

B Press [Yes].

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


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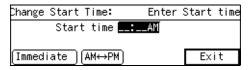
❒ If you do not want to send the file, press **[No]**.

C Enter the start time with the number keys.

```
Change Start Time:   Enter Start time
          Start time ▮▮:▮▮AM

(Immediate)(AM↔PM)          Exit
```

Use 24-hour or 12-hour format depending on your area. For 12-hour format, press [AM ↔ PM] to switch 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.
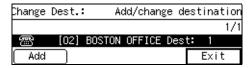
Changing a Destination

You can delete or add destinations.

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

```
Check/Change:        Enter number ▮
1 Destination List
2 Change Start Time(01:26PM)
3 Change Dest.            Exit
```

B Change the destination.

```
Change Dest.:    Add/change destination
                              1/1
☎    [02] BOSTON OFFICE Dest:  1
 Add                        Exit
```

🖉 Note
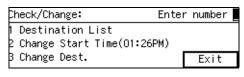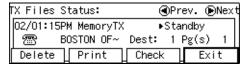
❒ To cancel a destination, press the ◁ or ▷ key until the destination you want to cancel is shown and press the 【Clear/Stop】 key.

❒ To add a destination, press **[Add]** and enter the fax number with the number keys. Destinations can be specified only by using the number keys. The destination is added to the end of the list.

❒ If you change a destination of a file that is automatically being dialed or awaiting redial, redial is canceled so you will need to resend that file. ⇒ P.96 *"Re-sending a File"*

E Press [Exit].

F Press [Exit].

```
Check/Change:        Enter number ▮
1 Destination List
2 Change Start Time(01:26PM)
3 Change Dest.            Exit
```


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🔟 Press [Exit].

```
TX Files Status:        ⬅Prev. ➡Next
02/01:15PM MemoryTX      ▶Standby
  ☎    BOSTON OF~ Dest:  1 Pg(s)  1
 Delete  │ Print  │ Check │  Exit
```

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The Information menu is shown.

🔟 Press [Exit].

```
▓Information        Enter number
1 Check/Cancel TX Files
2 Print TX File list
 ⬆Prev. │ ↓Next            Exit
```

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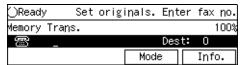
The initial display is shown.

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).
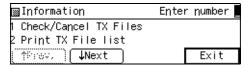
Note
❒ The contents of an original stored in memory can also be printed. ⇒ P.94 *"Printing a File"*

A Press **[Info.]**.

```
○Ready    Set originals. Enter fax no.
Memory Trans.                       100%
☎ _                      Dest:   0
                    Mode  ‖  Info.
```
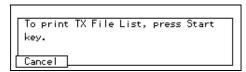
The Information menu is displayed.

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.

5
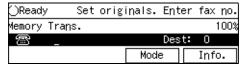
CHECKING THE TRANSMISSION RESULT (TX STATUS)

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

❦ Limitation

❒ Only the last 50 transmissions 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.                        100%
☎ _                        Dest:  0
                          Mode    Info.
```


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The Information menu is shown.
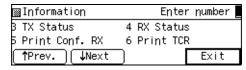
B Enter the "TX Files Status " function number with the number keys.

```
▦Information          Enter number ▮
3 TX Status       4 RX Status
5 Print Conf. RX  6 Print TCR
  ↑Prev.   ↓Next             Exit
```

✎ Note

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

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

```
TX Status:           Mar.02. 01:22PM
Mar.02. 11:12AM BOSTON ~  3Pg(s)  Done
Mar.02. 11:04AM BOSTON ~  3Pg(s)  Done
  ↑Prev.   ↓Next                 OK
```

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

D Press [OK].
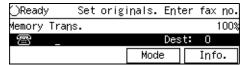
The initial display is shown.

CHECKING THE RECEPTION RESULT (RX STATUS)

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

Limitation
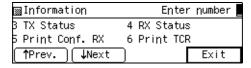
❒ Only the last 50 messages are displayed. Earlier messages are not available.

❒ 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%
☏  _                      Dest:  0
                      Mode  │ Info.
```


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The Information menu is shown.

B Enter the "RX Files Status" function number with the number keys.

```
▓Information        Enter number ▮
3 TX Status      4 RX Status
5 Print Conf. RX  6 Print TCR
│ ↑Prev. │ ↓Next │           │ Exit │
```

Note

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

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

```
RX Status:              Mar.02. 01:30PM
Mar.02. 01:30PM BOSTON ~   3Pg(s)  Done
Mar.02. 01:28PM NEW YOR~   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].

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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.161 *"ID Code"*
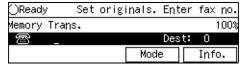
🔧 Important
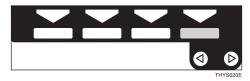
❒ If the **Main Power** Switch is off more than an hour, all Confidential Messages are deleted. In such a case, use the Power Failure Report to identify which messages have been lost. ⇒ P.114 *"WHEN POWER IS TURNED OFF OR FAILS"*

📍 Limitation

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

A Press [Info.].

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

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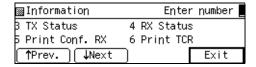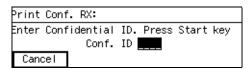
B Enter the "Print Conf. RX" function number with the number keys.

```
▨Information          Enter number ▮
3 TX Status        4 RX Status
5 Print Conf. RX   6 Print TCR
  ↑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.
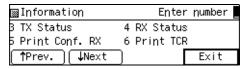
The received messages are printed. When printing has finished, the Information menu is shown.

📝 Note

❒ If no Confidential Messages have been received, the message "No reception file(s) exists." is shown. Press **[OK]**.

❒ 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 Confi-

dential ID or Personal Confidential ID with the other party and try again.

E **Press [Exit].**

```
▧Information        Enter number ▮
3 TX Status      4 RX Status
5 Print Conf. RX   6 Print TCR
[ ↑Prev. ] [ ↓Next ]        [ Exit ]
```

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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.184 *"Changing the User Parameters"*

PRINTING THE TCR
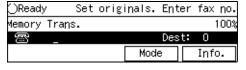
The TCR (Transaction Confirmation Report) contains information about the communications made by your machine. By default, it is printed automatically after every 50 communications (receptions + transmissions).

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

⌂ Note
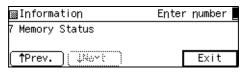
❒ The sender's name column of the TCR is useful when you need to register a special sender.

❒ If you do not want the TCR printed, you can turn it off. ⇒ P.184 *"Changing the User Parameters"*

A Press [Info.].

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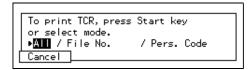
B Enter the "Print TCR" function number with the number keys.

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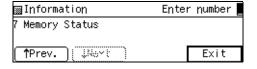
⌂ Note

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

C Press the ◁ or ▷ key to select the format you want to print.

⌂ Note

❒ Select "File No." to enter a 4-digit file number with the number keys.

❒ Select "Pers. Code" to 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 TCR is printed.

E Press [Exit].

THYS620E
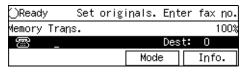
The initial display is shown.

DISPLAYING THE MEMORY STATUS

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

A Press [Info.].

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

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The Information menu is shown.
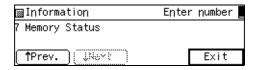
B Enter the "Memory Status" function number with the number keys.

```
▓Information          Enter number ▮
7 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    3 file(s)   Others
TX Files          14 file(s)
RX Files to print  7 file(s)     OK
```

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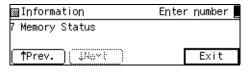
✎ Note
❒ If "Others" is displayed, it means that one or more Auto Documents have been stored. ⇒ P.136 *"Registering Auto Documents"*

D Press [Exit].

```
▓Information          Enter number ▮
7 Memory Status

 ↑Prev.  | ↓Next |            Exit
```

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The initial display is shown.

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6. Troubleshooting

WHEN TONER RUNS OUT
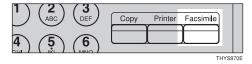
When the machine has run out of toner the 🔳 symbol appears on the display. Note that even if there is no toner left you can still send fax message.

⚡**Important**

❏ If you continue receiving and sending faxes after toner runs out, communication will not be possible after 100 (900 with optional Fax Function Upgrade) communications.

❖ **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.

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✎ **Note**

❏ If the standby display is not shown, press the **【Fax】** key.

B Press [Exit].

The error display closes.

⇒ P.22 *"MEMORY TRANSMISSION"*

⇒ P.30 *"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 ◁ or ▷ to select the size and press the 【Start】 key again.
<FAX> Personal Code Access. Please enter your Personal Code.	Personal Codes Access are switched on. You need to enter a previously programmed 8 digit ID code. For more information, see P.151 "*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.36 *"Image Density (Contrast)"*
Printed or sent image contains spots.	The Document Feeder (ADF) or exposure glass is dirty. Clean them. See the Copy Reference. 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.	P.13 *"ACCEPTABLE TYPES OF ORIGINALS"*
	When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper.	
	When 🖍 is blinking, toner is beginning to run out. Replace the toner cartridge soon. ⇒See the Copy Reference.	---
Message appears blank at the other end.	The original was set upside down. Set it properly.	P.17 *"HOW TO SET AN ORIGINAL"*
You want to cancel a Memory Transmission.	If the original is being stored, press the 【Clear/Stop】 key.	P.4 *"OPERATION PANEL"*
	If the original is being sent, use "Check/Cancel TX Files" in the Information menu.	P.17 *"HOW TO SET AN ORIGINAL"*
You want to cancel an Immediate Transmission.	Press the 【Clear/Stop】 key.	P.4 *"OPERATION PANEL"*

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You cannot add any destination in Group though it does not reach the maximum number.	100 (with Fax Function Upgrade it is 1000) destination has been programmed with the number keys. Program it with the **Quick Dial** key or **Speed Dial** instead.	P.39 *"Restrictions When Dialing with the Number Keys"*
Immediate transmission error occurs while copying in multiple numbers.	Use memory transmission while copying in multiple numbers.	P.22 *"MEMORY TRANSMISSION"*

6

INDICATORS

When the Receive File Indicator is Lit or Flashing

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

Why Substitute Reception Occurred	Indication/Status	Solution
Paper has run out	⬆ and/or **【Fax】** key is lit in red.	Add paper. ⇒See the "Loading Paper" in the Copy Reference."
Toner is empty	🔅 is lit	Replace the toner cartridge. ⇒See the "Replacing the Toner Cartridge" in the Copy Reference.
Paper is jammed	⚡ is lit	Remove the jammed paper. ⇒See the "Clearing Misfeed" in the Copy Reference.
Cover is open	The message "Doors/Covers open" appears.	A cover other than the Document Feeder (ADF) or side cover is open. ⇒Close the cover.
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.

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When the Confidential File Indicator ⚊ is Lit

If this indicator is lit, a message has been received into memory with Confidential Reception. You need to print it out manually. ⇒ P.102 *"PRINTING A CONFIDENTIAL MESSAGE"*

When the 【Fax】 key is Lit in Red

If this key 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.
The machine is in RDS (Remote Diagnositc 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.

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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.

6

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 more than 1 hour through the main power switch being turned off, a power cut or the power cable being removed, memory contents 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 has 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 at least 24 hours after the power loss occurs.

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 TCR, Group list, Keystroke Program list, Speed Dial list, Auto Document list, Quick Dial list and Auto Documents.

❖ **Initial Setup TX**
Use to set defaults for: Transmission mode (Memory/Immediate), scanning conditions (Resolution, Image Density and Original Type)

❖ **Initial Setup RX**
Use to turn on or off: Reverse Order Printing Checkered Mark, Center Mark, Print RX Time, Authorized Reception, Special RX NOS., Forwarding.

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

❖ **Key Op. Settings**
Use to program/check: your name, your fax number, line type,

various ID codes, monitor volume, date and time, number of documents transmitted/received

🖺 **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.
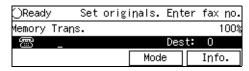
Items that are currently selected appear highlighted.

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

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

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

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%
☎  _                          Dest:  0
                          Mode    Info.
```

✎ **Note**
❒ If the standby display is not shown, press the 【Fax】key.

B **Press the 【User Tools/Counter】key.**

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C **Enter the number of the "Fax".**

```
▓User Tools Main Menu   Select number ▉
1 System     2 Copier    3 Fax
4
│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 number that matches the category you require.**

```
▓Fax Features    1/2    Enter number ▉
1 Register/Delete   2 Reports/Lists
3 Initial Setup TX  4 Initial Setup RX
│ ↑Prev. │ │↓Next │            │ Menu │
```

$\mathscr{D}$ **Note**

❒ If you select "Key Op. Settings," you must enter the function number for "Key Op. Settings" with number keys and press the 【#】 (Enter) key within 3 seconds.

E **Enter the function number of the User Tool you require.**

```
▓Register/Delete  1/3   Enter number ▉
01 Reg. Quick Dial  02 Delete QuickDial
03 Reg. Group Dial  04 Delete Group Dial
│ ↑Prev. │ │↓Next │          │PrevMenu │
```

F **Follow the instructions on the display.**

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

.

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.**

$\mathscr{D}$ **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 32 Quick Dials available.

You can register the following items in each key:
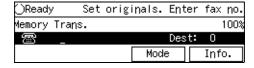
- Destination fax number (up to 254 digits)
- Destination name

⚠️Important

❒ We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. ⇒ P.143 *"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%
☏  _                      Dest:  0
                       Mode  │ Info.
```

🖋 Note

❒ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

```
User Tools / Counter
  ●  ▭  Receive File 📠 123        ● Facsimile  🔧 🔀 📇 🗂
          Communi-        ● Immediate Trans.● Detail  ● Printer      1  2  3
          nicating ●Stamp ●Memory Trans.● Super Fine  Error  📥 📥 📥
```
THYS880E

C **Enter the number of the "Fax".**

```
▓User Tools Main Menu   Select number ▉
1 System      2 Copier    3 Fax
4
 Counter │ Language │            Exit
```
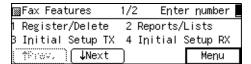
The Facsimile User Tool main menu appears.

🔍Reference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Register/Delete" using the number keys.**

E **Enter the function number for "Reg. Quick Dial" using the number keys.**

```
▓Register/Delete  1/3   Enter number ▉
01 Reg. Quick Dial  02 Delete QuickDial
03 Reg. Group Dial  04 Delete Group Dial
 ↑Prev. │ ↓Next │           PrevMenu
```

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 which Quick Dial keys have been programmed.

```
Status 01-32:   Press key to register ▮
01 CHICAGO BRANCH   02 BOSTON OFFICE
03 -----            04 -----
  ↑Prev.  |  ↓Next  |            OK
```

G **Enter a fax number using the number keys.**

```
Reg. Quick Dial:[03]    Enter fax number
☎
  _
  Name  |  Others  |  Cancel  |   OK
```

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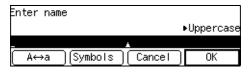
❒ If you make a mistake, press the 【Clear/Stop】 key and try again.

❒ 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.

Registering the destination name

A **Press [Name].**

B **Enter the destination name.**

```
Enter name
                          ▸Uppercase
                    ▲
  A↔a  | Symbols | Cancel |    OK
```

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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.191 *"Entering Text"*

C **Press [OK].**

H **Press [OK].**
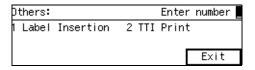
The fax number and name are displayed.

Note
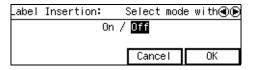
❒ If you press **[Cancel]**, the Quick Dial is not programmed and the display shown in step 6 appears again.

Others feature

A **Press [Others].**

B **Enter the feature number for "Label Insertion" using the number keys.**

```
Others:                 Enter number ▮
1 Label Insertion   2 TTI Print

                            Exit
```

C **Select Label Insertion on or off using the ⊲ or ⊳ key.**

```
Label Insertion:   Select mode with⊲⊳
            On / Off
                    Cancel |    OK
```

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D **Press [OK].**

E **Enter the feature number for "TTI Print" using the number keys.**

F **Select TTI1 or TTI2 using the ◁ or ▷ key.**

```
TTI Print:          Select mode with◁▷
              TTI 1 / TTI 2

                         Cancel      OK
```

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G **Press [OK].**

H **Press [Exit].**

I **Press [OK] to register the new setting.**

```
Registered:[03]


                              Exit
```

Note
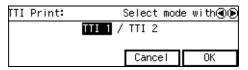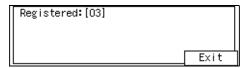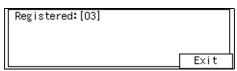
❒ If you press **[Cancel]**, the entered values are canceled and display shown in step 6 appears again.

J **Press the 【User Tools/Counter】 key.**

K **Press [OK] to register the new setting.**

```
Registered:[03]


                              Exit
```

Note

❒ If you press **[Cancel]**, the entered values are canceled and the display shown in step 7 appears again.

L **Press [Exit].**

The display shown in step 6 appears again.

M **Press the 【User Tools/Counter】 key.**

Quick Dial List
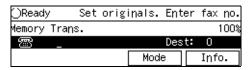
Printing the Quick Dial list allows you to check destinations registered in Quick Dial keys. ⇒ P.143 *"REPORTS/LISTS"*

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.

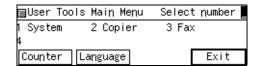**A** **Make sure that the machine is in Facsimile mode and the standby display is shown.**

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

Note

❒ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

```
User Tools / Counter
         Receive File  [▼] [123]        ●Facsimile
                           ●Standard     Error       ┇ ♨ ⎚ ⍐
Commu-             ●Immediate Trans.●Detail  ●Printer
nicating  ●Stamp  ●Memory Trans.●Super Fine  Error   ⎙   1 2 3
```

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C **Enter the number of the "Fax" mode.**

```
▓User Tools Main Menu   Select number ▉
1 System      2 Copier      3 Fax
4
│Counter│ │Language│              │Exit│
```

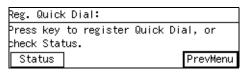The Facsimile User Tool main menu appears.

𝒫 **Reference**

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Register/Delete" using the number keys.**

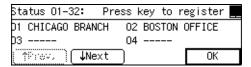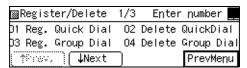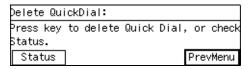**E** **Enter the function number for "Delete QuickDial" using the number keys.**

```
▓Register/Delete 1/3  Enter number ▉
01 Reg. Quick Dial  02 Delete QuickDial
03 Reg. Group Dial  04 Delete Group Dial
│↑Prev.│ │↓Next│                 │PrevMenu│
```

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**
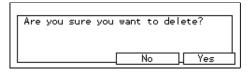
❒ If you press the wrong key, press **[No]** then try again.

❒ You can press **[Status]** to see Quick Dial keys that have been already programmed.

```
Status 01-32:    Press key to delete ▉
01 CHICAGO BRANCH   02 BOSTON OFFICE
03 TORONTO OFFICE   04 -----
│ ↑Prev. │ │↓Next│              │  OK  │
```

```
Delete QuickDial:[03]         Delete ?
☏   3696
(TORONTO OFFICE Label Insert:Off)
│ Name │             │ No │   │ Yes │
```

G **Press [Yes].**

```
Are you sure you want to delete?


                          │  No  │ │ Yes │
```

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✎ **Note**

❒ If you press **[No]**, the destination is not deleted and the display is shown in step 6 appears again.

H **Press [Yes] to delete the destination stored in this Quick Dial.**

✎ **Note**

❒ If you press **[No]**, the destination is not deleted and the display shown in step 6 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.
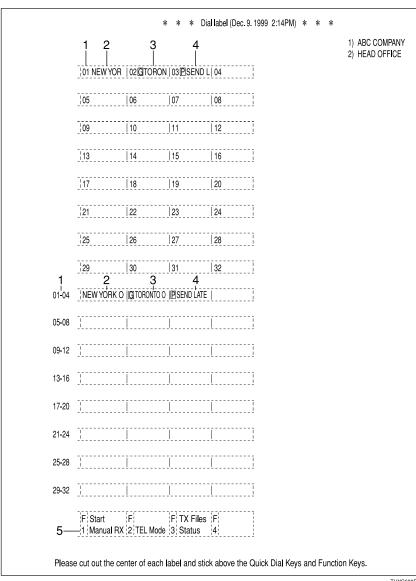
❣ Limitation

❐ 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. ⇒ P.184 *"Changing the User Parameters"* By default the setting is "Non-transparent".

❐ To print the label template, see P.143 *"REPORTS/LISTS"*.

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Non-transparent label paper

*   *   *   Dial label (Dec. 9. 1999 2:14PM)   *   *   *

1) ABC COMPANY
2) HEAD OFFICE

1 2   3   4

01 NEW YOR	02 G TORON	03 P SEND L	04
05	06	07	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

1   2   3   4

01-04	NEW YORK O	G TORONTO O	P SEND LATE	
05-08				
09-12				
13-16				
17-20				
21-24				
25-28				
29-32				

| F Start | F | F TX Files | F |
| 5 — 1 Manual RX | 2 TEL Mode | 3 Status | 4 |

Please cut out the center of each label and stick above the Quick Dial Keys and Function Keys.

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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 (Dec. 9. 1999  2:14PM)  *  *  *

                                        1)  ABC COMPANY
                                        2)  HEAD OFFICE

   1        2        3        4
   |        |        |        |
01-04  NEW YORK O |G|TORONTO O|P|SEND LATE |

05-08

09-12

13-16

17-20

21-24

25-28

29-32

              F| Start      |F|         |F|TX Files |F|
       5——  1|Manual RX|2|TEL Mode|3|Status   |4|

   Please cut out the center of each label and stick above the Quick Dial Keys and Function Keys.
```

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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 232 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.
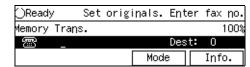
⚡Important

❒ It is recommend that you print the Group Dial list and keep it when you register or change destinations. ⇒ P.143 *"REPORTS/LISTS"*

📌 Limitation

❒ The maximum number of Groups you can register is 9 (30 with optional Fax Function Upgrade).

❒ The maximum number of destination you can register in a Group is 232. This 232 can be composed of up to 32 Quick Dial numbers, 100 Speed Dial numbers and 100 numbers entered directly with the number keys. The maximum number of the destination you can register in a group is 232 (500 with optional Fax Function Upgrade).

❒ The number of destinations that can be registered with the number keys depends on how the machine is used. You can register up to 100 destinations for all the Groups.

❒ If you register a Group with the number keys when a file is waiting to be transmitted, a message is shown. You sometimes cannot register any more destinations even when the number of specified destinations is 99 or less. This is because a fax number is stored in memory for the file to be transmitted. When the transmission is completed and the fax number is deleted, you can register the Group.

❒ 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.

❒ 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.

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%
☎  _                          Dest:  0
                         Mode      Info.
```
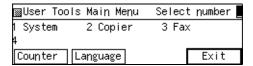
📝 Note

❒ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

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C **Enter the number of the Fax.**

```
▓User Tools Main Menu   Select number▐
1 System     2 Copier     3 Fax
4
│Counter │ │Language │          │  Exit │
```
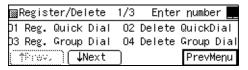
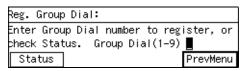The Facsimile User Tool main menu appears.

$\mathcal{P}$ **Reference**

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Register/Delete" using the number keys.**

E **Enter the function number for "Reg. Group Dial" using the number keys.**
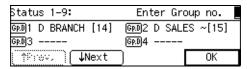
```
▓Register/Delete  1/3   Enter number▐
01 Reg. Quick Dial   02 Delete QuickDial
03 Reg. Group Dial   04 Delete Group Dial
│↑Prev. │ │↓Next │              │PrevMenu│
```

F **Enter the number in which you want to register the Group using the number keys.**

```
Reg. Group Dial:
Enter Group Dial number to register, or
check Status.  Group Dial(1-9) ▌
│ Status │                     │PrevMenu│
```

$\mathscr{D}$ **Note**
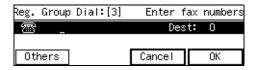
❒ If you make a mistake, press **[Cancel]** then try again.

❒ You can press **[Status]** to see which Quick Dial keys are currently programmed.

```
Status 1-9:           Enter Group no. ▐
[GrD]1 D BRANCH [14]  [GrD]2 D SALES ~[15]
[GrD]3 -----          [GrD]4 -----
│↑Prev. │ │↓Next │              │  OK  │
```

G **Enter the first fax number then press [Add] before you enter the next.**

```
Reg. Group Dial:[3]    Enter fax numbers
☏  _                      Dest: 0
│ Others │           │ Cancel │ │  OK  │
```

$\mathscr{D}$ **Note**

❒ Enter a destination in any of the following three ways:

• Enter the fax number using 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. When you specify the destination using the number keys, the digit will be erased one by one. When using Quick dial or Speed dial, they will be erased at once.

❒ You cannot omit the fax number.

H **Repeat step 7 for all the destinations you want registered in the Group.**

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❾ Press [Other].

❿ Enter the function number for "Group Name" using the number keys.

```
Others:                    Enter number ▮
1 Group Name      2 Assign Key

                                    Exit
```

⓫ 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.191 *"Entering Text"*
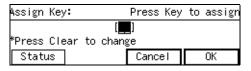
⓬ Press [OK].

The entered fax numbers and Group name are shown on the display.
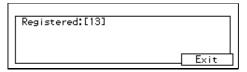
📝 Note

❒ 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.

⓭ Enter the function number for "Assign Key" using the number keys.

**⓮ Press the Quick Dial key in which you want to register the Group.**

```
Assign Key:          Press Key to assign
                    [▮]
*Press Clear to change
[ Status ]          [ Cancel ][    OK    ]
```

⓯ Press [OK], then [Exit].

⓰ Press [OK] to register the Group.

```
Registered:[13]

                                    Exit
```

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📝 Note

❒ If you press **[Cancel]**, the Group is not programmed and the display shown in step 6 appears again.

⓱ Press [Exit].

The display shown in step 6 appears again.

⓲ Press the 【User Tools/Counter】 key.

Group Dial list
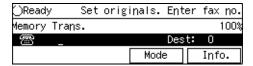
The Group list allows you to print and check destinations registered in Groups and Optional Groups. ⇒ P.143 *"REPORTS/LISTS"*

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.

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%
☎  _                        Dest:    0
                          Mode    Info.
```

📝 Note

❒ If the standby display is not shown, press the 【Fax】 key.

B Press the 【User Tools/Counter】 key.

```
User Tools / Counter
        Receive File  📺 📼        Facsimile  📞 ⅍ ⧆ ⧄
                      ● Standard    Error
Commu-        ● Immediate Trans.● Detail  ● Printer  ⧄    1  2  3
nicating  ●Stamp  ●Memory Trans.● Super Fine  Error       ⧄ ⧄ ⧄
```
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C Enter the number of the "Fax".

```
▦User Tools Main Menu   Select number ▮
1 System      2 Copier      3 Fax
4
 Counter   Language              Exit
```
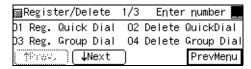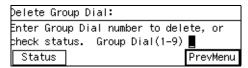
The Facsimile User Tool main menu appears.

D Enter the function number for "Register/Delete" using the number keys.

E Enter the function number for "Delete Group Dial" using the number keys.

```
▦Register/Delete  1/3   Enter number ▮
01 Reg. Quick Dial   02 Delete QuickDial
03 Reg. Group Dial   04 Delete Group Dial
 ↑Prev.   ↓Next              PrevMenu
```

F Press the Quick Dial key whose Group you wish to delete.

The registered Group is shown on the display.

```
Delete Group Dial:
Enter Group Dial number to delete, or
check status.  Group Dial(1-9) ▮
 Status                      PrevMenu
```

📝 Note

❒ If you make a mistake, press **[No]** and press the correct key.

❒ You can press **[Status]** to see Quick Dial keys are programmed with Group.
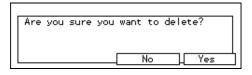
```
Status 1-9:            Enter Group no. ▮
Gr.D1 D BRANCH [14]   Gr.D2 D SALES ~[15]
Gr.D3 -----           Gr.D4 -----
 ↑Prev.   ↓Next                    OK
```

G Press [Yes].

```
Delete Group Dial:[2]           Delete ?
☎   5555555             Dest:   5 ◀◈
(Gr.D D SALES SECTION)              [15]
 Others             No           Yes
```

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📝 Note

❒ If you press **[No]**, the Group is not deleted and the display is shown in step 6 appears again.

H Press [Yes].

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The Group is deleted.

Are you sure you want to delete?

No   Yes

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Note

❒ If you press **[No]**, the Group is not deleted and the display shown in step 6 appears again.

⑨ Press the 【User Tools/Counter】 key.

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
- A Telephone Directory search letter (A to Z)

⚠Important
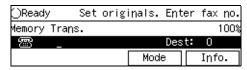
❒ It is recommended that you print the Speed Dial list and keep it when you register or change a destination. ⇒ P.143 "REPORTS/ LISTS"

☙ 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.

❒ You can specify codes 00 to 99.

❒ If you install Fax Function Upgrade (option), you can register up to 1,000 numbers in Speed Dials. In this case codes 000 to 999 are used.

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%
☎ _   Dest: 0
Mode   Info.

Note

❒ If the standby display is not shown, press the 【Fax】 key.

❷ Press the 【User Tools/Counter】 key.

User Tools / Counter
Receive File
Standard   Facsimile Error
Commu-   Immediate Trans. Detail   Printer
nicating Stamp Memory Trans. Super Fine Error
1 2 3

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❸ Enter the number of the "Fax".

▦User Tools Main Menu   Select number
1 System   2 Copier   3 Fax
4
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.

❹ Enter the function number for "Register/Delete" using the number keys.

E **Enter the function number for " Reg. Speed Dial" using the number keys.**
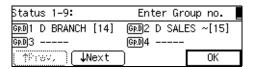
```
▤Register/Delete  2/3   Enter number ▓
05 Reg. Speed Dial   06 Delete Speed Dial
07 Store Program     08 Delete Program
  ↑Prev.    ↓Next              PrevMenu
```
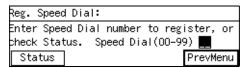
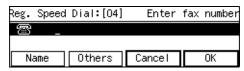**F** **Enter the Speed Dial code you want to register using the number keys.**

```
Reg. Speed Dial:
Enter Speed Dial number to register, or
check Status.  Speed Dial(00-99) ▉
  Status                       PrevMenu
```

✎ Note

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

❒ You can press **[Status]** to see which Speed Dials are programmed.

```
Status 00-99:   Enter no. to register ▓
Sp.D 00 ABC COMPANY   Sp.D 01 XYZ CO.LTD
Sp.D 03 X STORE
  ↑Prev.    ↓Next                   OK
```

G **Enter a fax number using the number keys, and select the communication type.**

```
Reg. Speed Dial:[04]   Enter fax number
☏ _
  Name    Others    Cancel      OK
```

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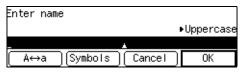
❒ If you make a mistake, press the 【**Clear/Stop**】 key and enter the correct number.

❒ 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.

Registering the destination name

A **Press [Name].**

B **Enter the destination name.**

```
Enter name
                        ▸Uppercase
  A↔a    Symbols    Cancel      OK
```


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✎ Note
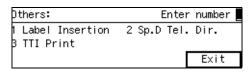
❒ If a destination name is already registered in this Speed Dial, the name is shown on the display. If you wish to change this name, press the 【**Clear/Stop**】 key and enter another name.

🔎 Reference

⇒ P.191 *"Entering Text"*

C **Press [OK].**

H **Press [Others].**
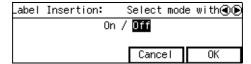
I **Enter the feature number using the number keys.**

```
Others:                  Enter number ▓
1 Label Insertion   2 Sp.D Tel. Dir.
3 TTI Print
                             Exit
```

Label Insertion

A **Enter the feature number for "Label Insertion" using the number keys.**

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B **Select Label Insertion on or off using the ⊲ or ⊳ key.**

```
Label Insertion:    Select mode with⊲⊳
              On / Off
                        Cancel      OK
```
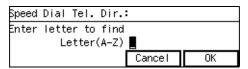
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C **Press [OK].**

Speed Dial Telephone Directory

A **Enter the feature number for "Sp.D Tel. Dir." using the number keys.**

B **Enter a search letter "A to Z" for the Telephone Directory.**
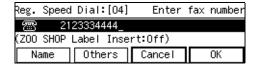
```
Speed Dial Tel. Dir.:
Enter letter to find
         Letter(A-Z) ▮
                        Cancel      OK
```
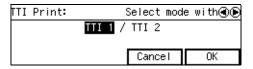
🔍**Reference**
⇒ P.191 "*Entering Text*"

C **Press [OK].**

TTI Print

A **Enter the feature number for "TTI Print" using the number keys.**

B **Select TTI1 or TTI2 using the ⊲ or ⊳ key.**

```
TTI Print:          Select mode with⊲⊳
              TTI 1 / TTI 2
                        Cancel      OK
```

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C **Press [OK].**

❿ **Press [Exit].**

⓫ **Press [OK].**

The fax number, the destination name, Label insertion, search letter and TTI Print you entered are shown on the display.

```
Reg. Speed Dial:[04]    Enter fax number
☏    2123334444_
(ZOO SHOP Label Insert:Off)
  Name  │ Others │ Cancel │    OK
```

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✎ **Note**
❒ If you press **[Cancel]**, the Speed Dial is not registered.

⓬ **Press [Exit].**

⓭ **Press the 【User Tools/Counter】 key.**

Speed Dial list

Print this list to check which destinations are programmed. ⇒ P.143 "*RE-PORTS/LISTS*"

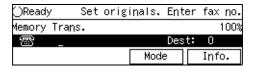## Deleting Speed Dials

Use this procedure to delete any Speed Dials you are not using anymore.

❗ Limitation

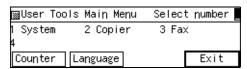❒ If a registered Speed Dial is being used for a standby Memory Transmission, the message "This destination is in use for standby transmission file. Please modify/delete after transmission." is shown and you cannot change the destination for this Speed Dial.

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%
☎  _                         Dest:  0
                        Mode   │  Info.
```

📝 Note

❒ If the standby display is not shown, press the 【Fax】 key.

B Press the 【User Tools/Counter】 key.

```
User Tools / Counter
●             Receive File  ☑ 123      ● Facsimile  ⌁ ⌁ ⌁ ⌁
Commu-                      ● Immediate Trans.● Detail  ● Printer   1 2 3
nicating  ●Stamp  ●Memory Trans.● Super Fine  Error
                                                      THYS880E
```

C Enter the number of the "Fax".

```
▓User Tools Main Menu    Select number ▓
1 System     2 Copier     3 Fax
4
Counter  │Language│              Exit
```
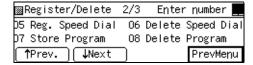
The Facsimile User Tool main menu appears.

🔍 Reference

For how to use the System User Tools, refer to the System Settings manual.

D Enter the function number for "Register/Delete" using the number keys.

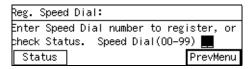### E Enter the function number for "Delete Speed Dial" using the number keys.

```
▓Register/Delete  2/3   Enter number ▓
05 Reg. Speed Dial  06 Delete Speed Dial
07 Store Program    08 Delete Program
 ↑Prev.  │ ↓Next │            PrevMenu
```

F Enter the Speed Dial code you wish to delete.
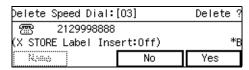
The registered destination is shown on the display.

📝 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 which Speed Dials are currently programmed.

```
Reg. Speed Dial:
Enter Speed Dial number to register, or
check Status.  Speed Dial(00-99) ▓
 Status                       PrevMenu
```

G Press **[Yes]**.

```
Delete Speed Dial:[03]           Delete ?
☎   2129998888
(X STORE Label Insert:Off)           *B
 Name              No   │   Yes
```

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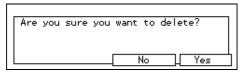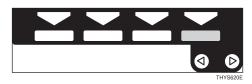
Note

❒ If you press **[No]**, the Speed Dial is not deleted and the display shown in 6 appears again.

H Press **[Yes]**.

The Speed Dial is deleted.

Note

❒ If you press **[No]**, the Speed Dial is not deleted and the display shown in 6 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 then 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 231 numbers, 500 with optional Fax Function Upgrade), Resolution, Original Type, Stamp, Send Later, Confidential Transmission,

Personal Code transmission, Auto Document, Book Fax, Send First, Irregular Scan Area, Transmission Deadline, Polling Transmission, Polling Reception, Transfer Request, and optional functions
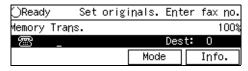
- Program name (up to 20 characters)

Important

❒ We recommend that you print the Keystroke Program list and keep it when you register or change a function. ⇒ P.143 *"REPORTS/ LISTS"*

Limitation

❒ The maximum number of programs you can register is 32.

❒ 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.

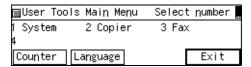## A Make sure that the machine is in Facsimile mode and the standby display is shown.

Note

❒ If the standby display is not shown, press the **[Fax]** key.

B **Press the 【User Tools/Counter】 key.**

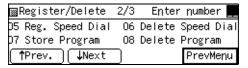THYS880E

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 function number for "Register/Delete" using the number keys.**

E **Enter the function number for "Store Program" using the number keys.**

F **Press a Quick Dial key you want to register.**
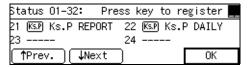
The "Store Program" display is shown.
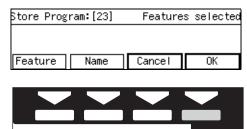
 📝 **Note**

❒ If you make a mistake, press **[Cancel]** and press the correct key.
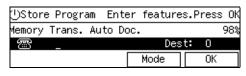
❒ You can press **[Status]** to see Quick Dial keys with Keystroke Programs already in them.

G **Press [Feature].**

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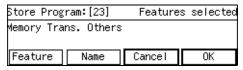
H **Carry out the sequence of operations you wish to store in this program, then press the [OK] key you selected in step 6.**

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 📝 **Note**

❒ If you press the 【Clear Modes/Energy Saver】 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]**.

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- Enter the function number for Send Later using the number keys.

- Set Send Later ⇒ P.64 *"SEND LATER"*.

❒ If a program is already stored in the Quick Dial key, the function name is shown on the display. If you want to change the program, press the 【Clear Modes/Energy Saver】 key and program function again.

I Press [OK].

J Press [Name].

Store Program:[23]   Features selected
Memory Trans. Others

| Feature | Name | Cancel | OK |

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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.191 *"Entering Text"*
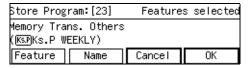
L Press [OK]

The function and program name are shown on the display.

M Press [OK].

The program is stored.

Store Program:[23]   Features selected
Memory Trans. Others
(Ks.P Ks.P WEEKLY)

| Feature | Name | Cancel | OK |

Note

❒ If you press [Cancel], the Keystroke Program is canceled and the display shown in step 6 appears again.

N Press [Exit].

The screen shown in step 6 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.143 *"REPORTS/LISTS"*

Using a Keystroke Program
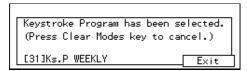
E.g., execute a program using Send Later for the fax number "0123456789."

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]Ks.P WEEKLY              Exit
```

In this example, the fax number and program name "Send Later" are shown on the display.

C **Press the [OK] key then the 【Start】 key.**

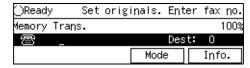The machine starts scanning the original.

The message will be sent at the specified time.
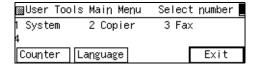
Deleting a Keystroke Program

❖ Limitation

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

✐ 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%
☎ _                          Dest: 0
                        Mode    Info.
```

✐ Note

❐ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

```
User Tools / Counter
Receive File  ▦  ▦    ● Standard  ● Facsimile  ☂ ☇ ⎙ ⌁
Commu-                         Error
nicating  ● Stamp  ● Immediate Trans. ● Detail  ● Printer  ⌂  1 2 3
          ● Memory Trans. ● Super Fine  Error      ⎗⎗⎗
                                            THYS880E
```

C **Enter the number of the "Fax".**

```
▦User Tools Main Menu    Select number ▮
1 System      2 Copier    3 Fax
4
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" using the number key.**
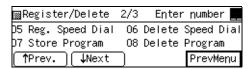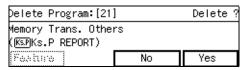
E **Enter the function number for "Delete Program" using the number keys.**

```
▦Register/Delete  2/3    Enter number ▮
05 Reg. Speed Dial   06 Delete Speed Dial
07 Store Program     08 Delete Program
  ↑Prev.   ↓Next              PrevMenu
```
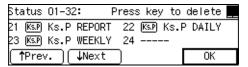
F **Press the Quick Dial containing the program you wish to delete.**

```
Delete Program:[21]             Delete ?
Memory Trans. Others
(Ks.P Ks.P REPORT)
Feature              No        Yes
```

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 Keystroke Programs currently programmed.

```
Status 01-32:    Press key to delete
21 [KsP] Ks.P REPORT  22 [KsP] Ks.P DAILY
23 [KsP] Ks.P WEEKLY  24 -----
[ ↑Prev. ][ ↓Next ]              OK
```

⓰ Press [Yes].

```
Delete Program:[21]        Delete ?
Memory Trans. Others
([KsP]Ks.P REPORT)
[Feature]         No      Yes
```

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✎ **Note**

- ❒ If you press **[No]**, the program is not deleted and the display shown in step 6 appears again.

⓱ Press [Yes].

```
Are you sure you want to delete?

                  No      Yes
```

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The program is deleted.

✎ **Note**

- ❒ If you press **[No]**, the program is not deleted and the display shown in step 6 appears again.

⓲ Press the 【User Tools/Counter】 key.

Registering Auto Documents

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.
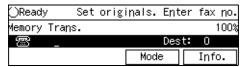
⚡Important

- ❒ You can store the following items in an Auto Document:
  - Original (up to 6 documents/ with optional Fax Function Upgrade, 18), one page for each message)
  - Scanning conditions (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.143 *"REPORTS/ LISTS"*

♥ **Limitation**

- ❒ You can only send one Auto Document per transmission.
- ❒ If you install the optional Fax Function Upgrade, you can store up to 18 Auto Documents.

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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%
☎    _                       Dest:  0
                          Mode  │ Info.
```

✍ Note

❒ If the standby display is not shown, press the **【Fax】** key.

B **Press the 【User Tools/Counter】 key.**
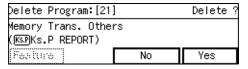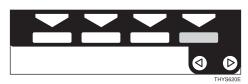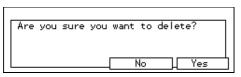
```
User Tools / Counter      ☑ ⊡     ●Facsimile  ⚚ �879 ⎘◦ ⌷
       Receive File              Error
                    ●Standard    ●Printer   ⌂ 1 2 3
Commu-            ●Immediate Trans.●Detail  Error   ⌷⌷⌷
nicating  ●Stamp  ●Memory Trans.●Super Fine
                                         THYS880E
```

C **Enter the number of the "Fax".**

```
▦User Tools Main Menu   Select number
1 System      2 Copier      3 Fax
4
Counter │ Language │          Exit
```

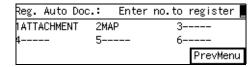The Facsimile User Tool main menu appears.

🔍 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Register/Delete" using the number keys.**

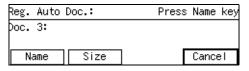**E** **Enter the function number for "Reg. Auto Doc." using the number keys.**

```
▦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
```

F **Enter the number of the Auto Document you want to register using the number keys.**

```
Reg. Auto Doc.:   Enter no.to register ▮
1ATTACHMENT  2MAP        3-----
4-----       5-----      6-----
                          PrevMenu
```
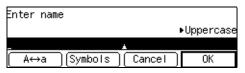
✍ Note

❒ 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]** key and enter the correct number.

❒ If a document is already registered with that Auto Document number, the name is shown on the display.

G **Press [Name].**

```
Reg. Auto Doc.:       Press Name key
Doc. 3:
│ Name │  Size │         Cancel
```

```
  ▽    ▽    ▽    ▽

◁ ▷
                        THYS670E
```

✍ 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/**
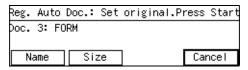
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Stop】 key and enter another name.

$\mathcal{P}$ Reference

P.191 *"Entering Text"*

I Press [OK].

$\mathscr{Q}$ Note

❒ If you are storing a standard size document, go to step 12.

J Press [Size].

```
Reg. Auto Doc.: Set original.Press Start
Doc. 3: FORM

   Name   |   Size   |          Cancel
```

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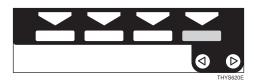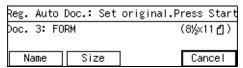### **K** Select a size using the ⓐ and ⓑ keys and press [OK].

```
Irreg. Scan Area:   Select area with⊕⊕
Area 1/Area 2/8½x11⏊/8½x11⏊/8½x14⏊
/11x17⏊/A4⏊/A4⏊/A3⏊/B4⏊
   Status   |        Cancel   |   OK
```

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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                    (8½x11⏊)

   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 6 appears again.
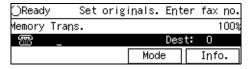
N Press the 【User Tools/Counter】key.

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.143 *"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.                       100%
 ☎                        Dest:   0
                     Mode   |   Info.
```

$\mathscr{Q}$ Note

❒ If the standby display is not shown, press the 【Fax】key.

B Press the 【User Tools/Counter】key.

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C Enter the number of the "Fax".

```
▓User Tools Main Menu   Select number ▮
1 System      2 Copier      3 Fax
4
│Counter│ │Language│              │ Exit │
```
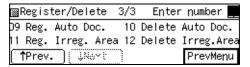
The Facsimile User Tool main menu appears.

ₚ Reference

For how to use the System User Tools, refer to the System Settings manual.

D Enter the function number for "Register/Delete" using the number keys.
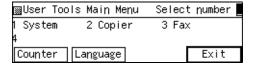
E Enter the function number for "Delete Auto Doc." using the number keys.

```
▓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│
```

F Enter the number of the Auto Document you want to delete using the number keys.
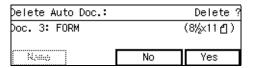
```
Delete Auto Doc.:  Enter no. to delete ▮
1ATTACHMENT  2MAP        3FORM
4-----       5-----      6-----
                                │PrevMenu│
```

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.
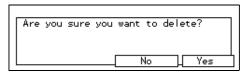
G Press [Yes].

```
Delete Auto Doc.:            Delete ?
Doc. 3: FORM               (8½x11 ▯)
│ Name │          │  No  │ │ Yes │
```


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Note

❒ If you press **[No]**, the document is not deleted and the display shown in step 6 appears again.

H Press [Yes].

```
Are you sure you want to delete?
                      │  No  │ │ Yes │
```


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The Auto Document is deleted.
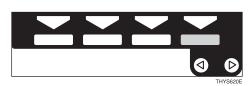
Note

❒ If you press **[No]**, the document is not deleted and the display shown in step 6 appears again.

I Press the 【User Tools/Counter】 key.

Registering 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.

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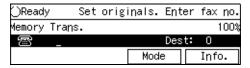To change an existing Irregular Scan size, just use the following procedure to overwrite it.

⚡Important

❐ When registering or changing an original size, we recommend that you make a memo of the new size.

❢ Limitation

❐ For the vertical length (width), select "Auto," "A4 (210 mm)," "B4 (257 mm)," "A3 (297 mm)," "$8 \, ^1/_2$ inch," or "11 inch."

❐ For the horizontal length, specify from 128 to 1200 mm or from 5.5 to 47 inches. You cannot set a length less than 128 mm or longer than 1200 mm.

A **Make sure that the machine is in Facsimile mode and the standby display is shown.**
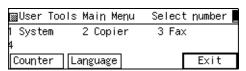
```
◯Ready      Set originals. Enter fax no.
Memory Trans.                      100%
☎ _                        Dest:  0
                        Mode │ Info.
```

✐ Note

❐ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

```
● User Tools / Counter
Receive File  ▼▲ 123      ● Facsimile  ▼ ⌀ ⎘ ▦
Commu-        ● Immediate Trans.● Detail  Error  Printer
nicating ●Stamp ●Memory Trans.● Super Fine Error  ⎗  1 2 3
                                          THYS880E
```

C **Enter the number of the "Fax".**

```
▦User Tools Main Menu    Select number ▮
1 System     2 Copier      3 Fax
4
Counter │Language│           Exit
```

The Facsimile User Tool main menu appears.

🔎Reference

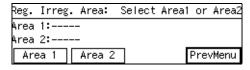For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Register/Delete" using the number keys.**

E **Enter the function for "Reg. Irreg. Area" using 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 the appropriate display 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
```
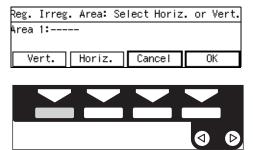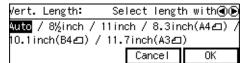

✐ Note

❐ 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
```

H **Select a size you want to register using the ⊲ or ⊳ key and press [OK].**

Vert. Length: Select length with⊲⊳
Auto / 8½inch / 11inch / 8.3inch(A4⊡) /
10.1inch(B4⊡) / 11.7inch(A3⊡)
                    | Cancel | | OK |

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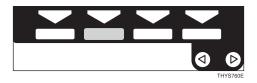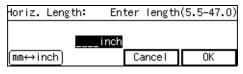
The specified size is shown on the display.

✎ **Note**

❐ When you select "**[Auto]**", "---" is shown on the display.

I **Press [Horiz.].**

Reg. Irreg. Area: Select Horiz. or Vert.
Area 1:Vert.8½inch

| Vert. | | Horiz. | | Cancel | | OK |

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J **Enter a length using the number keys and press [OK].**

Horiz. Length: Enter length(5.5-47.0)
              ____inch
[mm↔inch] | Cancel | | OK |

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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 "9.8 inch" is shown on the display. If you press "mm" again "249 mm" is displayed.
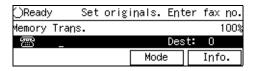
K **Press [OK].**

<Reg. Irreg. Area>Select Horiz. or Vert.
Area 1:Vert.8½inch   Horiz.11.8inch

| Vert. | | Horiz. | | Cancel | | OK |

The display shown in 6 appears again.

L **Press the 【User Tools/Counter】 key.**

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%
☎   Dest: 0
                    | Mode | | Info. |

✎ **Note**

❐ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

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C **Enter the number of the "Fax".**

```
▓User Tools Main Menu   Select number ▐
1 System    2 Copier    3 Fax
4
│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" using the number keys.**
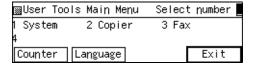
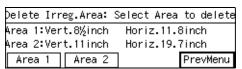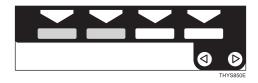**E** **Enter the function number for "Delete Irreg.Area" using the number keys.**

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

The registered sizes are displayed.

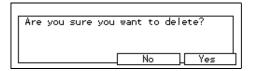**F** **Press [Area 1] or [Area 2].**

```
Delete Irreg.Area: Select Area to delete
Area 1:Vert.8½inch   Horiz.11.8inch
Area 2:Vert.11inch   Horiz.19.7inch
│ Area 1 ││ Area 2 │         │PrevMenu│
```


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🖉 **Note**

❒ If you make a mistake, press **[No]** and choose a correct one.

G **Press [Yes].**

```
Are you sure you want to delete?

                    │  No  ││ Yes │
```


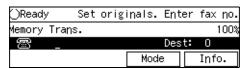THYS620E

The Irregular Area is deleted.

🖉 **Note**

❒ If you press **[No]**, the Irregular Area is not deleted and the display shown in step 6 appears again.

H **Press the 【User Tools/Counter】 key.**

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REPORTS/LISTS

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- TCR (Transaction Confirmation Report) ⇒ P.104 *"PRINTING THE TCR"*

- Quick Dial list ⇒ P.119 *"Quick Dial List"*

- Group Dial list ⇒ P.126 *"Group Dial list"*

- Keystroke Program list ⇒ P.134 *"Keystroke program list"*

- Speed Dial list ⇒ P.130 *"Speed Dial list"*

- Auto Document list ⇒ P.138 *"Auto Document list"*

- Auto Document Originals⇒ P.136 *"Registering Auto Documents"*

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%
☎  _                        Dest:  0
                         Mode   Info.
```

✎ Note

❒ If the standby display is not shown, press the **【Fax】** key.

B **Press the 【User Tools/Counter】 key.**

```
User Tools / Counter
● ▭  Receive File  ☺ 123          ●Facsimile Error  ☏ ☖ ☐ ☐
Commu-       ●Immediate Trans.●Detail  ●Printer  ⌧  1 2 3
nicating  ●Stamp  ●Memory Trans.●Super Fine  Error        ☖☖☖
```
THYS880E

C **Enter the number of the "Fax".**

```
▓User Tools Main Menu   Select number
1 System     2 Copier    3 Fax
4
Counter  Language            Exit
```
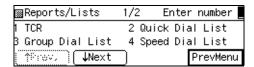
The Facsimile User Tool main menu appears.

🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Reports/Lists" using the number keys.**

E **Enter the Reports/Lists number you want to print out using the number keys.**

```
▓Reports/Lists   1/2    Enter number
1 TCR              2 Quick Dial List
3 Group Dial List  4 Speed Dial List
↑Prev.  ↓Next              PrevMenu
```

✎ Note

❒ If you can't see the item you need, press **【↑Prev.】** or **【↓Next】**.

❒ If you make a mistake, press **【Cancel】** and enter the correct number.

F **Press the 【Start】 key.**

When printing is completed, the display shown in step 5 appears again.

✎ Note

❒ If you press Cancel before printing starts, the printing stops and the display shown in step 5 appears again.

G **Press the 【User Tools/Counter】 key.**

7

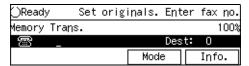# INITIAL SETUP TX

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), scanning conditions (Resolution, Original Type, Image Density, and Auto Image Density) and Auto Reset.

🖉 Note

❒ You can also choose whether the machine returns to the home settings after each communication. ⇒ P.184 *"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%
☎   _                     Dest:  0
                       Mode    Info.
```

🖉 Note

❒ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

```
User Tools / Counter
 ⦿   ▭    Receive File  ▥ 123      ● Facsimile  ? ૪√ ▱ ▵
                              ● Standard   Error
 Commu-           ● Immediate Trans.● Detail  ● Printer   ⎘   1 2 3
 nicating  ●Stamp  ● Memory Trans.● Super Fine  Error       ▨▨▨
```
THYS880E

C **Enter the number of the "Fax".**

```
▨User Tools Main Menu  Select number ▌
1 System    2 Copier    3 Fax
4
Counter  Language            Exit
```

The Facsimile User Tool main menu appears.
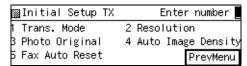
🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Initial Setup TX" using the number keys.**

The "Initial Setup TX" menu is shown on the display.
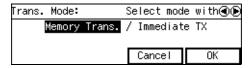
E **Enter a function number using the number keys.**

```
▨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.

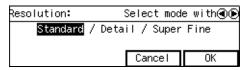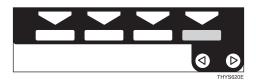**F** **Select the mode you want to change using the ⧀ or ⧁ keys then press [OK].**

❖ **Transmission Mode Example**

THYS620E

❖ **Resolution Example**

THYS620E
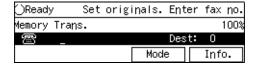
❖ **Auto Reset Example**

THYS620E

Note

❒ If you want to change other settings, repeat steps 5 and 6.

G **Press the 【User Tools/Counter】 key.**

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INITIAL SETUP RX

The Initial Setup Reception function allows you to turn the following reception functions on or off.

- Reception Mode P.53 *"SELECT-ING THE RECEPTION MODE"*

- Checkered Mark P.56 *"Checkered Mark"*

- Center Mark P.56 *"Center Mark"*

- Print RX Time P.56 *"Reception Time"*

- Reverse Order Printing P.58 *"Reverse Order Printing"*

- Authorized RX P.167 *"Authorized Reception"*

- Special RX Nos. P.162 *"Special Senders to Treat Differently (Special RX Nos.)"*

- Forwarding P.171 *"Forwarding"*

- Bypass Paper Size⇒ P.147 *"To set the Bypass Paper Size"*

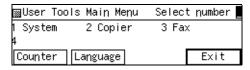**A** **Make sure that the machine is in Facsimile mode and the standby display is shown.**

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

Note

❒ If the standby display is not shown, press the 【**Fax**】 key.

B **Press the 【User Tools/Counter】 key.**

```
● User Tools / Counter  Receive File  ▽▽ 123        Facsimile  ↑ 8/ ▯⁺ 凸
                                       ● Standard      Error
Commu-          ● Immediate Trans.● Detail  ● Printer  ⌂   1  2  3
nicating  ●Stamp  ●Memory Trans.● Super Fine  Error        凷 凷 凷
```
```
                                              THYS880E
```

C **Enter the number of the "Fax".**

```
▓User Tools Main Menu    Select number ▮
1 System     2 Copier     3 Fax
4
Counter │Language│              Exit
```
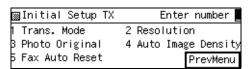
The Facsimile User Tool main menu appears.

ᵖReference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Initial Setup RX" using the number keys. The Initial Setup RX menu is shown on the display.**

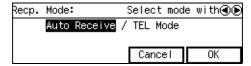**E** **Enter the function number of the item you want to change with the number keys.**

```
▓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 the 【**Clear/Stop**】 key and enter the correct number.

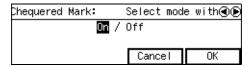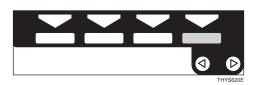**F** **Change the setting with the ⊲ and ⊳ keys and press [OK].**

❖ **Reception Mode Example**

```
Recp. Mode:      Select mode with◀▶
         Auto Receive / TEL Mode

                      Cancel    OK
```

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❖ **Checkered Mark Example**

```
Chequered Mark:   Select mode with◀▶
              On / Off

                       Cancel    OK
```
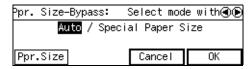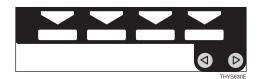
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📝 Note

❒ If you wish to change other functions, repeat steps 5 and 6.

❒ Select on or off for Checkered Mark, Center Mark, Print RX Time, Authorized RX, Special RX Nos., and Reverse Printing.

❒ For Forwarding, select the messages to forward, either from all the senders, from specified senders or nothing.

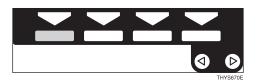**G Press the 【User Tools/Counter】 key.**

To set the Bypass Paper Size

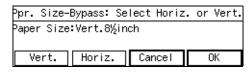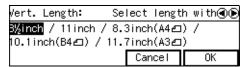**A Press the ◀ and ▶ keys to select [Special Paper Size].**

```
Ppr. Size-Bypass:   Select mode with◀▶
              Auto / Special Paper Size

Ppr.Size             Cancel      OK
```

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B Press [Ppr.Size].

```
Ppr. Size-Bypass:   Select mode with◀▶
           Auto / Special Paper Size

Ppr.Size             Cancel      OK
```

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C Press [Vert.].

```
Ppr. Size-Bypass: Select Horiz. or Vert.
Paper Size:Vert.8½inch

  Vert.   Horiz.   Cancel     OK
```

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D **Press the ⊲ and ⊳ keys to select size and press the [OK].**

```
Vert. Length:    Select length with⊲⊳
8½inch / 11inch / 8.3inch(A4⊡) /
10.1inch(B4⊡) / 11.7inch(A3⊡)
                        Cancel      OK
```

THYS630E

E **Press [Horiz.].**

```
Horiz. Length:   Enter length(5.9-47.0)
                 ____inch
(mm↔inch)                Cancel      OK
```

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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.
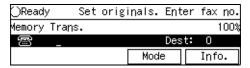
✒ Note
❒ At default the following functions are programmed by default.

Key	Standard
F1	Start Manual RX
F2	TEL Mode
F3	Transmission Result Display
F4	-

Storing/Editing the Contents of a User Function Key

🄰 **Make sure that the machine is in Facsimile mode and the standby display is shown.**
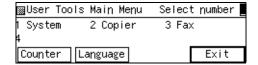
✒ Note
❒ If the standby display is not shown, press the 【Fax】 key.

🄱 **Press the 【User Tools/Counter】 key.**
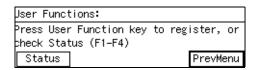
🄲 **Enter the number of the "Fax".**

The Facsimile User Tool main menu appears.

🔎 Reference
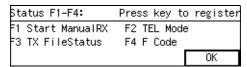For how to use the System User Tools, refer to the System Settings manual.

🄳 **Enter the function number for "User Functions" using the number keys.**

🄴 **Press the User Function key you want to use.**

✒ 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.

🄵 **Enter the function number you want to register into the User**

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Function key using the number keys and press [OK].

```
Status F1-F4:      Press key to register
F1 Start ManualRX   F2 TEL Mode
F3 TX FileStatus    F4 F Code
                              OK
```


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🖉 Note

❒ To see a function number not displayed on the display, press **[↑Prev.]** or **[↓Next]**.

❒ If you wish to store more functions, repeat steps 5 and 6 for other keys.

❒ If you press Cancel, the function is not stored and the display shown in step 5 appears again.

G **Press the 【User Tools/Counter】 key.**

Using a User Function

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 TCR"

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

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.189 *"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.143 *"REPORTS/ LISTS"*

📝 Note

❒ To enter a Personal Code when send a fax, follow the steps shown in "Personal Code Transmission". ⇒ P.68 *"PERSONAL CODE TRANSMISSION"*

❒ If Personal Code Access is switched on, users cannot use the facsimile feature unless they enter their Personal Code. ⇒ P.154 *"Personal Code Access"*

Registering Personal Codes

You can register the following items in a Personal Code:

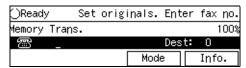- Personal Code (any 8 digit number except 00000000)

- 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. If you install Fax Function Upgrade option, the maximum number of personal codes you can register is 50.

A **Make sure that the machine is in Facsimile mode and the standby display is shown.**
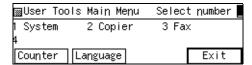
```
○Ready      Set originals. Enter fax no.
Memory Trans.                        100%
☎ _                         Dest:  0
                      Mode  ||  Info.
```

📝 Note

❒ If the standby display is not shown, press the 【**Fax**】 key.

B **Press the 【User Tools/Counter】 key.**

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C **Enter the number of the "Fax".**

```
▨User Tools Main Menu   Select number ▋
1 System    2 Copier    3 Fax
4
Counter  Language             Exit
```
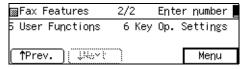
The Facsimile User Tool main menu appears.

🔍 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**
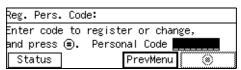
```
▨Fax Features    2/2    Enter number ▋
5 User Functions    6 Key Op. Settings
 ↑Prev.  ↓Next            Menu
```

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Note

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

E **Enter the function number for "Personal Code" using the number keys.**

```
▓Key Op. Settings 1/4    Enter number ▅
01 Personal Code      02 RTI/TTI
03 Counters           04 Monitor Volume
  ↑Prev.  │ ↓Next │              PrevMenu
```

F **Enter the function number for "Reg. Pers. Code" using the number keys.**

```
▓Personal Code          Enter number ▅
1 Reg. Pers. Code    2 Delete Pers. Code
3 Pers.Code Access   4 Print Pers. Code
                                PrevMenu
```
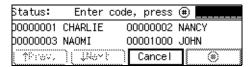
G **Enter a Personal Code using the number keys.**

```
Reg. Pers. Code:
Enter code to register or change,
and press ⊛.  Personal Code ▅▅▅
  Status  │       PrevMenu │   ⊛
```
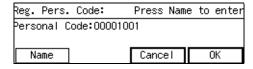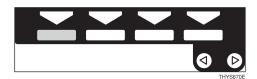
Note

❒ If you enter a wrong number for the first, second, or third digit, press the **【Clear/Stop】** key and enter a correct number. If you enter a wrong value for the fourth digit, press Cancel and enter the correct number from the first digit.

❒ If you enter a Personal code that has already been programmed, the contents appear on the display. If you wish to change the name, press **[Name]** and enter another name. If you wish to program another code, press **[Cancel]** and enter the new code.

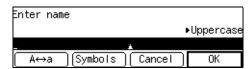❒ You can press **[Status]** to see which codes have been already programmed.

```
Status:    Enter code, press ⊛ ▅▅
00000001 CHARLIE    00000002 NANCY
00000003 NAOMI      00001000 JOHN
  ↑Prev.  │ ↓Next  │  Cancel  │   ⊛
```
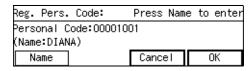
H **Press [Name].**

```
Reg. Pers. Code:       Press Name to enter
Personal Code:00001001

  Name  │           Cancel  │    OK
```


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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.191 *"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:00001001
(Name:DIANA)
   Name              Cancel      OK
```
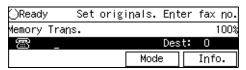

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Note

❒ If you press **[Cancel]**, the entered Personal Code is canceled and the display shown in step 7 appears again.

L **Press [Exit].**

The display shown in step 7 appears again.

M **Press [PrevMenu] 3 times.**

N **Press the 【User Tools/Counter】 key.**
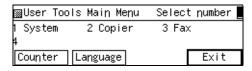
Deleting a Personal Code

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%
 ☎   _                        Dest:  0
                        Mode      Info.
```

Note

❒ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

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C **Enter the number of the "Fax".**

```
▨User Tools Main Menu   Select number ▮
1 System      2 Copier      3 Fax
4
 Counter   Language               Exit
```
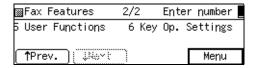
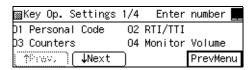The Facsimile User Tool main menu appears.

🔎 Reference

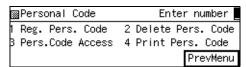For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**
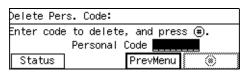
```
▨Fax Features     2/2     Enter number ▮
5 User Functions     6 Key Op. Settings
 ↑Prev.   ↓Next                   Menu
```

Note

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

E **Enter the function number for "Personal Code" using the number keys.**

```
▨Key Op. Settings 1/4   Enter number ▮
01 Personal Code     02 RTI/TTI
03 Counters          04 Monitor Volume
 ↑Prev.   ↓Next              PrevMenu
```

F **Enter the function number for "Delete Pers. Code" using the number keys.**

```
▨Personal Code          Enter number ▮
1 Reg. Pers. Code    2 Delete Pers. Code
3 Pers.Code Access   4 Print Pers. Code
                            PrevMenu
```

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G Enter the Personal Code you want to delete using the number keys.

```
Delete Pers. Code:
Enter code to delete, and press ⊕.
          Personal Code
  Status              PrevMenu    ⊛
```
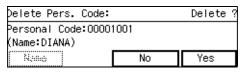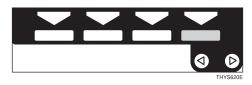
✎ Note

❒ 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 ⊕
00000001 CHARLIE    00000002 NANCY
00000003 NAOMI      00001000 JOHN
  ↑Prev   ↓Next    Cancel    ⊛
```

H Press [Yes].

```
Delete Pers. Code:          Delete ?
Personal Code:00001001
(Name:DIANA)
  Name           No      Yes
```
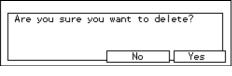

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If you press **[No]**, the Personal Code is not deleted and the display shown in step 7 appears again.

I Press [Yes].
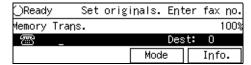
The Personal Code is deleted.

```
Are you sure you want to delete?

                  No      Yes
```


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✎ Note

❒ If you press **[No]**, the Personal Code is not deleted and the display shown in step 7 appears again.

J Press [PrevMenu] 3 times.

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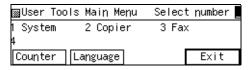
A Make sure that the machine is in Facsimile mode and the standby display is shown.

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

✎ Note

❒ If the standby display is not shown, press the 【**Fax**】 key.

B Press the 【User Tools/Counter】 key.

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C Enter the number of the "Fax".

```
▨User Tools Main Menu   Select number
1 System      2 Copier     3 Fax
4
 Counter   Language            Exit
```
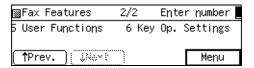
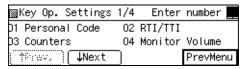The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

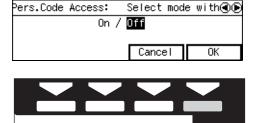**D** **Enter the number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**

```
▦Fax Features    2/2   Enter number ▮
5 User Functions     6 Key Op. Settings

 ↑Prev.  ↓Next            Menu
```

Note

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

E **Enter the number for "Personal Code" using the number keys.**

```
▦Key Op. Settings 1/4   Enter number ▮
01 Personal Code    02 RTI/TTI
03 Counters         04 Monitor Volume
 ↑Prev.  ↓Next          PrevMenu
```

F **Enter the number for "Pers.Code Access" using the number keys.**

```
▦Personal Code        Enter number ▮
1 Reg. Pers. Code   2 Delete Pers. Code
3 Pers.Code Access  4 Print Pers. Code
                         PrevMenu
```

G **Switch access on or off using the ◁ or ▷ key and then press [OK].**

```
Pers.Code Access:   Select mode with◁▷
            On / Off

                   Cancel     OK
```
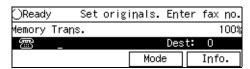
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Note

❒ If you press **[Cancel]**, the previous setting is not changed and the display shown in step 6 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

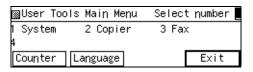Print this list to find out the registered Personal Codes and their names.

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%
☏  _                     Dest:  0
                     Mode      Info.
```

Note

❒ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

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C **Enter the number of the "Fax".**

```
▦User Tools Main Menu   Select number ▮
1 System    2 Copier    3 Fax
4
Counter  Language            Exit
```

The Facsimile User Tool main menu appears.

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🔍 **Reference**

> For how to use the System User Tools, refer to the System Settings manual.

D **Enter the number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**
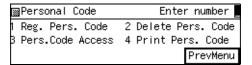
```
▓Fax Features    2/2    Enter number █
5 User Functions    6 Key Op. Settings

 ↑Prev.   ↓Next              Menu
```

📝 **Note**

> ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

E **Enter the number for "Personal Code" using the number keys.**

```
▓Key Op. Settings 1/4    Enter number █
01 Personal Code    02 RTI/TTI
03 Counters         04 Monitor Volume
 ↑Prev.   ↓Next            PrevMenu
```

F **Enter the function number for "Print Pers. Code" using the number keys.**

```
▓Personal Code          Enter number █
1 Reg. Pers. Code    2 Delete Pers. Code
3 Pers.Code Access   4 Print Pers. Code
                           PrevMenu
```

G **Press the 【Start】 key.**

When printing is completed, the display shown in step 4 appears again.

📝 **Note**

> ❒ If you press **[Cancel]** before printing starts, the printing stops and the display shown in step 6 appears again.

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 identification: "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.
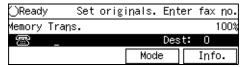
💥 **Important**

> ❒ In the USA, TTI must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.

❗ **Limitation**

> ❒ The RTI does not work unless the other party has the same make machine with the RTI feature.

> ❒ You can program up to 20 characters in a RTI and 32 in a TTI.

> ❒ You can program letter, symbols, number, and spaces in an RTI and TTI.
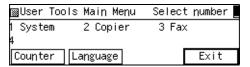
A **Make sure that the machine is in Facsimile mode and the standby display is shown.**

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

📎 Note

❒ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

```
User Tools / Counter    ▓▓ 123          ● Facsimile   ? ⅄ ▯ 🖩
 ●          Receive File              Error
Commu-              ● Immediate Trans.● Detail  ● Printer  🖘  1  2  3
nicating  ● Stamp  ● Memory Trans.● Super Fine  Error     🖩 🖩 🖩
```
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C **Enter the number of the "Fax".**

```
▓User Tools Main Menu    Select number ▉
1 System      2 Copier       3 Fax
4
Counter  Language                Exit
```
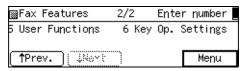
The Facsimile User Tool main menu appears.

🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**

```
▓Fax Features    2/2    Enter number ▉
5 User Functions    6 Key Op. Settings

 ↑Prev.  ↓Next             Menu
```

📎 Note

❒ If "Key Op. Settings" is not shown, press [↑Prev.] or [↓Next].
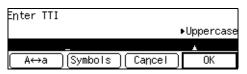
E **Enter the function number for "RTI/TTI" using the number keys.**

```
▓Key Op. Settings 1/4   Enter number ▉
01 Personal Code    02 RTI/TTI
03 Counters         04 Monitor Volume
 ↑Prev.  ↓Next              PrevMenu
```

F **Enter the function number for "TTI 1" or "TTI 2" using the number key.**

```
▓RTI/TTI               Enter number ▉
1 TTI 1          2 TTI 2
3 RTI
                            Menu
```

G **Enter a TTI 1 or a TTI 2 and press [OK].**

```
Enter TTI
                            ▸Uppercase
        _                      ▲
  A↔a   Symbols   Cancel       OK
```

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🔎 Reference

P.191 *"Entering Text"*

H **Enter the function number for "RTI" using the number key.**

```
▓RTI/TTI               Enter number ▉
1 TTI 1          2 TTI 2
3 RTI
                            Menu
```

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⑨ Enter a RTI and press [OK].

```
Enter RTI
                              ▸Uppercase
                          ▲
        [Symbols] [Cancel]      OK
```
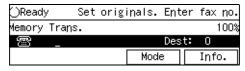

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🔍**Reference**

> P.191 *"Entering Text"*

⑩ Press [PrevMenu].

⑪ Press the 【User Tools/Counter】 key.

Counters

This function allows you to check the total number of transmitted, received, scanned, and printed pages on the display.

- Transmissions
  : Total number of transmitted pages

- Receptions
  : Total number of received pages

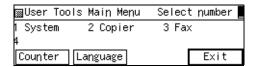**A Make sure that the machine is in Facsimile mode and the standby display is shown.**

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

📝 **Note**

> ❒ If the standby display is not shown, press the 【Fax】 key.

B Press the 【User Tools/Counter】 key.

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C Enter the number of the "Fax".

```
▦User Tools Main Menu  Select number ▮
1 System     2 Copier     3 Fax
4
[Counter] [Language]          [Exit]
```
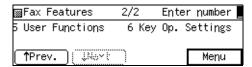
The Facsimile User Tool main menu appears.
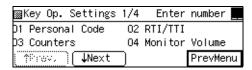
🔍**Reference**

> For how to use the System User Tools, refer to the System Settings manual.

D Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) within 3 seconds.

```
▦Fax Features    2/2    Enter number ▮
5 User Functions    6 Key Op. Settings

[↑Prev.] [↓Next]              Menu
```

📝 **Note**

> ❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

E Enter the function number for "Counters" using the number keys.

```
▦Key Op. Settings 1/4   Enter number ▮
01 Personal Code    02 RTI/TTI
03 Counters         04 Monitor Volume
[↑Prev.] [↓Next]            PrevMenu
```

The totals are displayed.

F When you have checked the total pages, press [OK].

```
Counters: Pages sent or received to date
    Transmissions      25 pages
    Receptions         10 pages
                                    OK
```

G Press [PrevMenu].

H Press the 【User Tools/Counter】 key.

Monitor Volume

You can change the volume of the following sounds the machine makes.

❖ **On Hook**

When you press the 【On Hook Dial】 key.

❖ **Transmission**

When the machine send a message.

❖ **Reception**

When the machine receive a message.
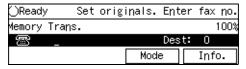
❖ **Dialling**

After pressing the 【Start】 key, this sound is output until the line connects to the destination.

❖ **Printing**

Sounds when a received message has been printed. See P.56 *"Print Completion Beep"*.

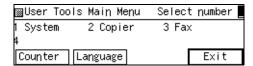**A** Make sure that the machine is in Facsimile mode and the standby display is shown.

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

📎 Note

❒ If the standby display is not shown, press the 【Fax】 key.

B Press the 【User Tools/Counter】 key.

```
User Tools / Counter  📺 ⌨123    ● Facsimile  ⚙ ⚡ 🖨 📷
 ●                 Receive File        ● Standard   Error
  Commu-                      ● Immediate Trans.● Detail  ● Printer  🖨  1 2 3
  nicating  ●Stamp  ●Memory Trans.● Super Fine  Error    💾💾💾
                                               THYS880E
```

C Enter the number of the "Fax".

```
▨User Tools Main Menu    Select number ▮
1 System      2 Copier     3 Fax
4
 Counter │ Language │              Exit
```
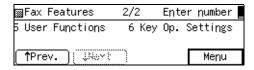
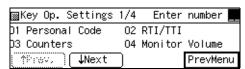The Facsimile User Tool main menu appears.

🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

D Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.

```
▨Fax Features    2/2    Enter number ▮
5 User Functions    6 Key Op. Settings
 ↑Prev. │ ↓Next │                  Menu
```

📎 Note

❒ If "Key Op. Settings" is not shown, press [↑Prev.] or [↓Next].

E Enter the function number for "Monitor Volume" using the number keys.

```
▨Key Op. Settings 1/4   Enter number ▮
01 Personal Code   02 RTI/TTI
03 Counters        04 Monitor Volume
 ↑Prev. │ ↓Next │             PrevMenu
```
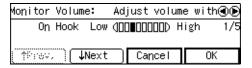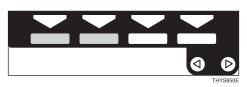
F Select an item you want to adjust pressing [↑Prev.] and [↓Next].

✐ Note

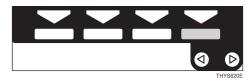❒ On Hook, Transmission, Reception, Dialling, and Printing are shown in that order.

❖ On Hook

```
Monitor Volume:   Adjust volume with◀▶
      On Hook  Low ◁❚❚❚■❚❚❚❚❚❚▷ High    1/5

 ⬆Prev.  │ ↓Next │ Cancel │   OK
```

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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
```

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✐ Note

❒ When you press **[Cancel]**, the volume setting is canceled and the display shown in 5 appears again.

❒ Lowest = OFF

H Press [PrevMenu].

I Press the 【User Tools/Counter】 key.

Registering The Economy Transmission Time
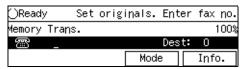
Economy Transmission allow you to take advantage of off-peak line rates by delaying transmission of messages until a later time.

Use the procedure below to program the Economy Transmission Time for when you phone rates are cheaper. ⇒ P.64 *"SEND LATER"*

♥ Limitation

❒ You can program only one Economy Transmission time.

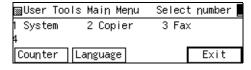**A** Make sure that the machine is in Facsimile mode and the standby display is shown.

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

✐ Note

❒ If the standby display is not shown, press the 【Fax】 key.

B Press the 【User Tools/Counter】 key.

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C Enter the number of the "Fax".

```
▩User Tools Main Menu   Select number ▮
1 System    2 Copier    3 Fax
4
 Counter │Language│            Exit
```
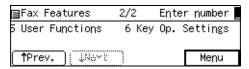
The Facsimile User Tool main menu appears.

🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

D Enter the function number for "Key Op. Settings" using the

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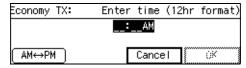**number keys and press the 【#】 (Enter) key within 3 seconds.**

```
▣Fax Features     2/2    Enter number ▮
5 User Functions     6 Key Op. Settings

 ↑Prev.   ↓Next              Menu
```

✎ Note

❐ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

E **Enter the function number for "Economy TX" using the number keys.**

```
▣Key Op. Settings 2/4   Enter number ▮
05 Economy TX        06 ID Code
07 Special RX Nos.   08 Authorized RX
 ↑Prev.   ↓Next           PrevMenu
```

F **Enter an economy transmission time using the number keys and press [OK]. To change AM/PM, press the [AM ↔ PM] key (North America only)**

```
Economy TX:     Enter time (12hr format)
                  __:__ AM

 AM↔PM              Cancel      OK
```

✎ Note

❐ If you press **[Cancel]**, the entered time is canceled and the display shown in 5 appears again.

G **Press [PrevMenu].**

H **Press the 【User Tools/Counter】 key.**

ID Code

Use this procedure to register the following kinds of ID codes.

❖ Confidential ID

This ID is usually required for printing a message received in the Confidential Reception. ⇒ P.102 *"PRINTING A CONFIDENTIAL MESSAGE"*
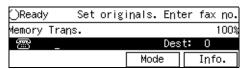
❖ Polling ID

This ID is required for using Transfer Request ⇒ P.87 *"TRANSFER REQUEST"*, Default ID Polling Transmission ⇒ P.80 *"Free Polling Transmission"*, Default ID Polling Reception ⇒ P.84 *"Default ID Polling Reception (Free Polling Reception)"*, ID Transmission ⇒ P.46 *"Closed Network"*, ID Reception ⇒ P.54 *"ID Reception"* function.

♟ Limitation

❐ A Polling ID can be any combination of digits (0 - 9) and letters (A - F) except for 0000 and FFFF. When you use Transfer Request, or ID Transmission, register the same ID code as that registered on the sender's machine.

❐ A Confidential 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.**
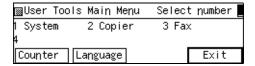
```
○Ready      Set originals. Enter fax no.
Memory Trans.                        100%
 ☎  _                        Dest:  0
                      Mode        Info.
```

✎ Note

❐ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

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C **Enter the number of the "Fax".**

```
▤User Tools Main Menu   Select number █
1 System     2 Copier    3 Fax
4
│Counter │ │Language│              │ Exit │
```
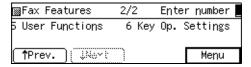
The Facsimile User Tool main menu appears.

📖 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**
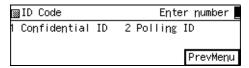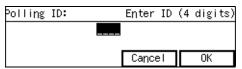
```
▤Fax Features    2/2    Enter number █
5 User Functions    6 Key Op. Settings

│ ↑Prev. │ │ ↓Next │              │ Menu │
```

📝 Note

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

E **Enter the function number for "ID Code" using the number keys.**

```
▤Key Op. Settings 2/4   Enter number █
05 Economy TX       06 ID Code
07 Special RX Nos.  08 Authorized RX
│ ↑Prev. │ │ ↓Next │            │PrevMenu│
```

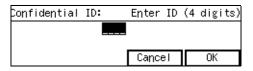**F** **Choose the ID you wish to program using the number keys.**

```
▤ID Code                Enter number █
1 Confidential ID   2 Polling ID

                               │PrevMenu│
```

G **Enter an ID code and press [OK].**

```
Polling ID:        Enter ID (4 digits)
                ▭▭▭▭
                      │ Cancel │  │  OK  │
```

📝 Note

❒ For a Confidential 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  │
```


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H **Press [PrevMenu] twice.**

I **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/CSI's as Specific Senders and select a paper tray loaded with colored paper.

- Cassette Select (tray from which messages are printed).
  You can choose the paper cassette used when printing messages. If

you set different color paper in this cassette, you will be able to recognize messages from certain senders at a glance.

✎ Note
❒ If you receive a fax with a paper size different from that set in the paper cassette, the printout will be split across several pages or reduced to fit on the paper.

• 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)
  • Wildcards P.191 *"Wild Cards"*

🌡Important
❒ It is recommended that you print the Sender/Specified Number list and keep it when you register or change a sender. ⇒ P.143 *"REPORTS/LISTS"*
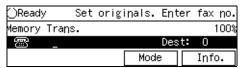
♟ Limitation
❒ The Special Reception Numbers function cannot used to treat messages received from a Specific Senders if they are received with Polling Reception or Free Polling.

❒ 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. If you install the optional Fax Function Upgrade, you can register up to 50 senders.

✎ Note
❒ To register a sender, use an RTI or CSI.

❒ You can find the RTI or CSI of a sender by looking in the destination name column of the TCR

❒ Before using the Special RX Nos. function, switch this function to On by following the steps shown in Initial Setup RX. ⇒ P.146 *"INITIAL SETUP RX"*

Registering Specific Senders (Special RX Nos.)

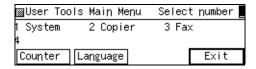**A** **Make sure that the machine is in Facsimile mode and the standby display is shown.**

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

✎ Note
❒ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

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C **Enter the number of the "Fax".**

```
▦User Tools Main Menu    Select number
1 System     2 Copier      3 Fax
4
Counter  Language              Exit
```
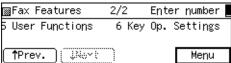
The Facsimile User Tool main menu appears.

🔍Reference
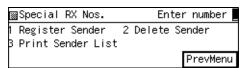For how to use the System User Tools, refer to the System Settings manual.

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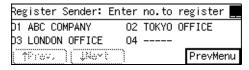**D** **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**

```
▧Fax Features    2/2   Enter number ▮
5 User Functions   6 Key Op. Settings

 ↑Prev.   ↓Next            Menu
```

📎 **Note**
❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

E **Enter the function number for "Special RX Nos.". using the number keys.**

```
▧Key Op. Settings 2/4  Enter number ▮
05 Economy TX     06 ID Code
07 Special RX Nos.  08 Authorized RX
 ↑Prev.   ↓Next          PrevMenu
```

F **Enter the function number for "Register Sender" using the number keys.**

```
▧Special RX Nos.      Enter number ▮
1 Register Sender   2 Delete Sender
3 Print Sender List
                         PrevMenu
```

G **Choose a number where you want to program a Specific Sender.**

```
Register Sender: Enter no.to register ▮
01 ABC COMPANY     02 TOKYO OFFICE
03 LONDON OFFICE   04 -----
 ↑Prev.   ↓Next          PrevMenu
```
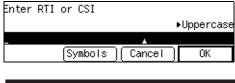
📎 **Note**
❒ If you make a mistake, press the 【Clear/Stop】 key and reenter a correct value. If you enter a wrong value for the second digit, press **[Cancel]** and enter it again.
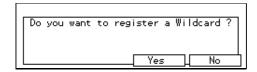
H **Press [RTI/CSI].**

```
Register Sender:    Press RTI/CSI or RX
Sender[04]

RTI/CSI   RX Mode   Cancel       OK
```


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I **Enter an RTI or CSI of a sender and press [OK].**

```
Enter RTI or CSI
                        ▸Uppercase
                   ▲
           Symbols   Cancel        OK
```
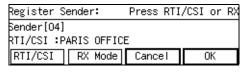

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🔍 **Reference**
P.191 *"Entering Text"*

J **Select whether or not to register the sender as a wild card. ⇒ P.191 *"Wild Cards"*.**

```
Do you want to register a Wildcard ?

                       Yes       No
```

K **Press [RX Mode].**

```
Register Sender:    Press RTI/CSI or RX
Sender[04]
RTI/CSI :PARIS OFFICE
RTI/CSI   RX Mode   Cancel       OK
```
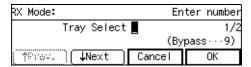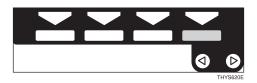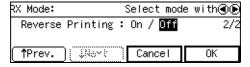

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L **Select any features for this Specific Sender. You can scroll through them by pressing [↑Prev.] or [↓Next]. Then press [OK].**

❖ **Tray Select**

```
RX Mode:                Enter number
        Tray Select █          1/2
                       (Bypass···9)
 ↑Prev.   ↓Next   Cancel      OK
```
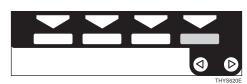
THYS620E

❖ **Reverse Printing**

```
RX Mode:        Select mode with◀▶
   Reverse Printing : On / Off    2/2

 ↑Prev.   ↓Next   Cancel      OK
```
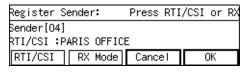
THYS620E

Note

❒ Select only items you want to change.

❒ If you press **[Cancel]**, the specified setting are canceled and the display shown in 11 appears again.
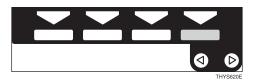
M **Press [OK].**

```
Register Sender:    Press RTI/CSI or RX
Sender[04]
RTI/CSI :PARIS OFFICE
 RTI/CSI   RX Mode  Cancel      OK
```

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N **Press [Exit].**

```
Registered: Sender.



                           Exit
```
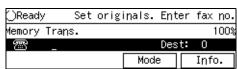
THYS620E

O **Press [PrevMenu] 3 times.**

P **Press the 〖User Tools/Counter〗 key.**

Deleting a Specific Sender

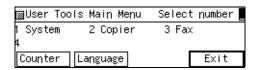A **Make sure that the machine is in Facsimile mode and the standby display is shown.**

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

Note

❒ If the standby display is not shown, press the 〖Fax〗 key.

B **Press the 〖User Tools/Counter〗 key.**

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C **Enter the number of the "Fax".**

```
▨User Tools Main Menu   Select number █
1 System      2 Copier    3 Fax
4
 Counter   Language              Exit
```

The Facsimile User Tool main menu appears.
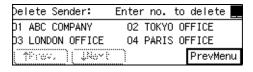
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$\mathcal{P}$**Reference**

For how to use the System User Tools, refer to the System Settings manual.

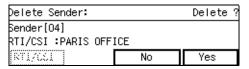D **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**

```
▓Fax Features    2/2    Enter number ▐
5 User Functions   6 Key Op. Settings

 ↑Prev.   ↓Next              Menu
```

$\mathscr{Q}$ **Note**

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

E **Enter the function number for "Special RX Nos." using the number keys.**

F **Enter the function number for "Delete Sender" using the number keys.**

G **Choose a sender number you want to delete by entering its code with the number keys. The registered RTI or CSI is flash up.**

```
Delete Sender:    Enter no. to delete ▐
01 ABC COMPANY    02 TOKYO OFFICE
03 LONDON OFFICE  04 PARIS OFFICE
 ↑Prev.   ↓Next          PrevMenu
```

$\mathscr{Q}$ **Note**

❒ If you make a mistake, press the 【Clear/Stop】 key and enter a correct value.

H **Press [Yes].**

```
Delete Sender:              Delete ?
Sender[04]
RTI/CSI :PARIS OFFICE
 RTI/CSI          No        Yes
```
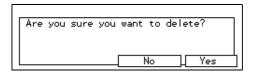

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$\mathscr{Q}$ **Note**

❒ If you press **[No]**, the sender is not deleted and the display shown in 5 appears again.

I **Press [Yes].**

The sender is deleted.

```
Are you sure you want to delete?

                  No        Yes
```
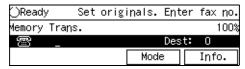

THYS620E

$\mathscr{Q}$ **Note**

❒ If you press **[No]**, the sender is not deleted and the display shown in 5 appears again.

J **Press [PrevMenu] 3 times.**

K **Press the 【User Tools/Counter】 key.**

Specified Sender List

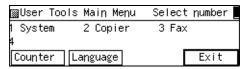Print this list to see the currently programmed Specific Senders.

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%
☎   _                      Dest:  0
                         Mode    Info.
```

📎 Note

❒ If the standby display is not shown, press the 【**Fax**】 key.

B **Press the 【User Tools/Counter】 key.**

```
User Tools / Counter
●  ☐      Receive File  ☒ 123        ● Facsimile  ❢ ☖ ⎗ ⛁
                        ● Standard    ● Error
Commu-                 ● Immediate Trans. ● Detail  ● Printer  ☖  1  2  3
nicating   ● Stamp     ● Memory Trans. ● Super Fine ● Error    ☖ ☖ ☖
```
```
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```

C **Enter the number of the "Fax".**

```
▦User Tools Main Menu   Select number ▐
1 System      2 Copier      3 Fax
4
Counter  Language             Exit
```
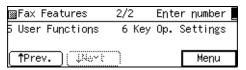
The Facsimile User Tool main menu appears.

🔎 Reference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**

```
▦Fax Features    2/2    Enter number ▐
5 User Functions   6 Key Op. Settings

 ↑Prev.   ↓Next              Menu
```

📎 Note

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

E **Enter the function number for "Special RX Nos.". using the number keys.**

F **Enter the function number for "Print Sender List" using the number keys.**

G **Press the 【Start】 key.**

When the printing job is completed, the display shown in 6 appears again.

📎 Note

❒ If you press **[Cancel]** before printing starts, printing stops and the display shown in 6 appears again.

H **Press [PrevMenu] twice.**

I **Press the 【User Tools/Counter】 key.**

Authorized Reception

This feature helps you to reject junk mail. It lets you specify which terminals you wish to receive fax messages from; the others will be shut out. This is useful if you are very annoyed with someone.

You can register the following:

- 30 Specified Senders (up to 20 characters for each sender)
- Wild Card ⇒ P.191 *"Wild Cards"*

🗯Important

❒ It is recommended that you print the Sender/Authorized Reception list and keep it when you register or change a sender. ⇒ P.143 *"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 RX Nos., and Authorized Reception func-
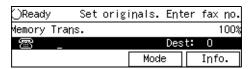
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tions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions. If you attach the optional Fax Function Upgrade to the machine, you can register up to 50 senders.

Note

❒ To register a sender, use an RTI or CSI.

❒ To find out a senders RTI/CSI, check the TCR.

❒ You need to switch Authorized Reception on. ⇒ P.146 *"INITIAL SET-UP 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.184 *"Changing the User Parameters"*

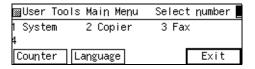### Programming Specified Senders

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%
☎  _                      Dest:  0
                      Mode    Info.
```

Note

❒ If the standby display is not shown, press the **【Fax】** key.

B **Press the 【User Tools/Counter】 key.**

```
User Tools / Counter
●      Receive File  ▨ 🔢          ●Facsimile  ♦ ⅋ ▯ ▥
                            ●Standard  Error
Commu-        ●Immediate Trans.●Detail  ●Printer  🗂  1 2 3
nicating  ●Stamp  ●Memory Trans.● Super Fine  Error      ё ё ё
                                                  THYS880E
```

C **Enter the number of the "Fax".**

```
▨User Tools Main Menu    Select number ▮
1 System    2 Copier      3 Fax
4
Counter  Language              Exit
```
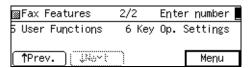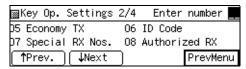
The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

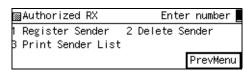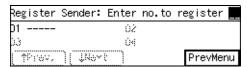**D** **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**

```
▨Fax Features    2/2    Enter number ▮
5 User Functions    6 Key Op. Settings

 ↑Prev.   ↓Next              Menu
```

Note

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

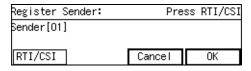**E** **Enter the function number for "Authorized RX" using the number keys.**

```
▨Key Op. Settings 2/4   Enter number ▮
05 Economy TX      06 ID Code
07 Special RX Nos.  08 Authorized RX
 ↑Prev.   ↓Next            PrevMenu
```

F **Enter the function number for "Register Sender" using 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
```

📝 **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
```

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9 **Enter an RTI or CSI of a sender and press [OK].**

```
Enter RTI or CSI
                          ▸Uppercase

        Symbols   Cancel      OK
```

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🔎 **Reference**

P.191 *"Entering Text"*

10 **Select whether or not to register the sender on a P.191 "*Wild Cards*".**
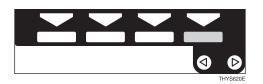
```
Do you want to register a Wildcard ?


              Yes       No
```

11 **Press [OK].**

```
Register Sender:        Press RTI/CSI
Sender[01]              Wild Card
RTI/CSI :ATLANTA OFFICE
RTI/CSI          Cancel      OK
```

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12 **Press [Exit].**

```
Registered: Sender.


                        Exit
```

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13 **Press [PrevMenu] 3 times.**

14 **Press the 【User Tools/Counter】 key.**
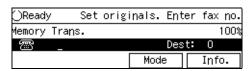
Deleting a Specific Sender (Authorized Reception)

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

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

📝 **Note**

❒ If the standby display is not shown, press the 【**Fax**】 key.

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B **Press the 【User Tools/Counter】key.**

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C **Enter the number of the "Fax".**

```
▓User Tools Main Menu    Select number ▮
1 System      2 Copier      3 Fax
4
Counter  Language              Exit
```
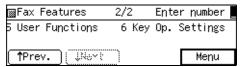
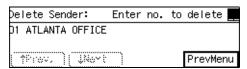The Facsimile User Tool main menu appears.

$\mathcal{P}$ Reference

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**
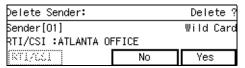
```
▓Fax Features   2/2   Enter number ▮
5 User Functions    6 Key Op. Settings

↑Prev.  ↓Next            Menu
```

$\mathscr{Q}$ Note

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

E **Enter the function number for "Authorized RX" using the number keys.**

F **Enter the function number for "Delete Sender" using the number keys.**

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
```

$\mathscr{Q}$ Note

❒ If you make a mistake, press 【Clear/Stop】and enter a correct number.

H **Press [Yes].**

```
Delete Sender:              Delete ?
Sender[01]              Wild Card
RTI/CSI :ATLANTA OFFICE
RTI/CSI            No       Yes
```
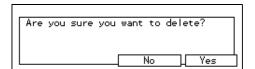

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$\mathscr{Q}$ Note

❒ If you press **[No]**, the sender is not deleted and the display shown in 7 appears again.
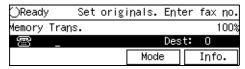
I **Press [Yes].**

The sender is deleted.

```
Are you sure you want to delete?

                       No    Yes
```


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$\mathscr{Q}$ Note

❒ If you press **[No]**, the sender is not deleted and the display shown in 5 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%
☎  _                      Dest:  0
                  Mode  │  Info.
```

📎 Note

❒ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

```
User Tools / Counter
   ●[      ] Receive File  ☒ 123    ● Facsimile  ❓ 8️⃣ ▯ 🔳
                          ● Standard  ● Error
Commu-  ● Immediate Trans.● Detail  ● Printer   1 2 3
nicating  ● Stamp  ● Memory Trans.● Super Fine  Error  ▯▯▯
```
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C **Enter the number of the "Fax".**

```
▦User Tools Main Menu    Select number ▮
1 System    2 Copier     3 Fax
4
│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" using the number keys and press the 【#】 (Enter) key within 3 seconds.**

```
▦Fax Features    2/2    Enter number ▮
5 User Functions    6 Key Op. Settings

│↑Prev. │ ↓Next │              Menu │
```

📎 Note

❒ If "Key Op. Settings" is not shown, press [↑Prev.] or [↓Next].

E **Enter the function number for "Authorized RX" using the number keys.**

F **Enter the function number for "Print Sender List" using the number keys.**

G **Press the 【Start】 key.**

📎 Note

❒ When you press [Cancel], the printing stops and the display shown in 4 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)
- Wild Cards ⇒ P.191 *"Wild Cards"*

⚠️Important

❒ It is recommended that you print the Forwarding/Sender list and keep it when you register or change a receiver or sender. ⇒ P.143 *"REPORTS/LISTS"*

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❖ **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, 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 Specific Senders for Forwarding, Special RX Nos., and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions. If you install the optional Fax Function Upgrade, you can register up to 50 senders.
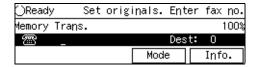
✐ **Note**

❒ You can print a forwarding mark on forward messages. ⇒ P.189 *"Printing the User Parameter List"*

❒ To register a sender, use an RTI or CSI.

❒ You can find out the RTI or CSI of a sender by looking in the destination name column of the TCR.

❒ Before using the Forwarding function, register Forwarding Stations and select the messages to forward. ⇒ P.146 *"INITIAL SETUP RX"*

❒ You can specify whether or not to send received messages on to another fax machine automatically. See "Changing User Parameters" ⇒ P.184 *"Changing the User Parameters"*. This feature is called "Forwarding". The default setting is "Off".

❒ You can specify whether or not to print forwarded messages. This feature is called "Local Printing". The default setting is on. ⇒ P.184 *"Changing the User Parameters"*

Registering Forwarding Stations

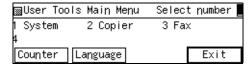**A** **Make sure that the machine is in Facsimile mode and the standby display is shown.**

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

✐ **Note**

❒ If the standby display is not shown, press the 【**Fax**】 key.

B **Press the 【User Tools/Counter】 key.**

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C **Enter the number of the "Fax".**

```
▨User Tools Main Menu    Select number ▮
1 System    2 Copier    3 Fax
4
Counter  Language              Exit
```
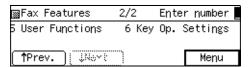
The Facsimile User Tool main menu appears.

♪ **Reference**

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Key Op. Settings" using the**

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number keys and press the 【#】 key within 3 seconds.

```
▣Fax Features    2/2    Enter number ▮
5 User Functions    6 Key Op. Settings

 ↑Prev.  ↓Next            Menu
```

✎ Note

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

E Enter the function number for "Forwarding" using the number keys.

```
▣Key Op. Settings 3/4   Enter number ▮
09 Forwarding      10 ECM
11 Transfer Report 12 G3 analog Line
 ↑Prev.  ↓Next           PrevMenu
```

F Enter the function number for "Reg. Receiver" using the number keys.

```
▣Forwarding          Enter number ▮
1 Reg. Receiver    2 Delete Receiver
3 Register Sender  4 Delete Sender
5 Print Sender List        PrevMenu
```
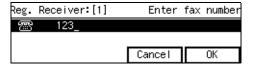
G Choose a receiver (Forwarding Station) to program be entering the its code number.

```
Reg. Receiver:    Enter no.to register ▮
1 -----       2 -----
3 -----       4 -----
5 -----                  PrevMenu
```

✎ Note

❒ If you make a mistake, press **[Cancel]** and enter a correct number.

H Enter the Forwarding Station's fax number using the number
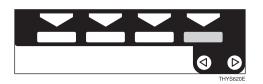
keys and select the communication type, then press [OK].

```
Reg. Receiver:[1]    Enter fax number
☎   123_

                  Cancel      OK
```


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✎ Note

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

I Press [Exit].

```
Registered: Receiver[1]

                           Exit
```
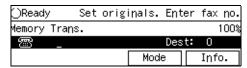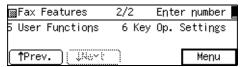

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J Press [PrevMenu] 3 times.

K 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%
☎   _                   Dest:  0
                  Mode      Info.
```

✎ Note

❒ If the standby display is not shown, press the 【Fax】 key.

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B **Press the 【User Tools/Counter】 key.**

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C **Enter the number of the "Fax".**

```
▓User Tools Main Menu   Select number▐
1 System      2 Copier      3 Fax
4
│Counter│ │Language│              │Exit│
```

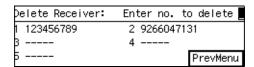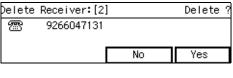The Facsimile User Tool main menu appears.

✐ *Reference*

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**

```
▓Fax Features    2/2    Enter number▐
5 User Functions   6 Key Op. Settings

│↑Prev.│ │↓Next│              │Menu│
```

✐ *Note*

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

E **Enter the function number for "Forwarding" using the number keys.**

F **Enter the function number for "Delete Receiver" using the number keys.**

G **Choose the receiver (Forwarding Station) to delete by entering its code number.**

```
Delete Receiver:   Enter no. to delete▐
1 123456789      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 ?
☎    9266047131

                        │ No │ │ Yes │
```
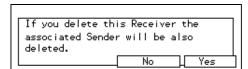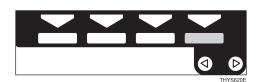

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✐ *Note*

❒ If you press No, the Forwarding Station is not deleted and the display shown in 5 appears again.
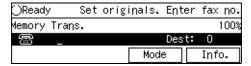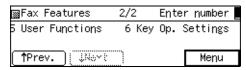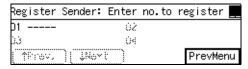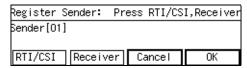
I **Press [Yes].**

The Forwarding Station is deleted.

```
If you delete this Receiver the
associated Sender will be also
deleted.
                    │ No │ │ Yes │
```


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✐ *Note*

❒ When you press **[No]**, the Forwarding Station is not deleted and the display shown in 5 appears again.

J **Press [PrevMenu] 3 times.**

K **Press the 【User Tools/Counter】 key.**

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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%
☎   _                      Dest:   0
                        Mode  |  Info.
```

Note

❒ If the standby display is not shown, press the 【**Fax**】 key.

B **Press the 【User Tools/Counter】 key.**

```
User Tools / Counter
Receive File  📺  123    ● Standard  ● Facsimile Error  🔌 8⚡ 📄 📭
Commu-              ● Immediate Trans.● Detail  ● Printer      1 2 3
nicating  ● Stamp  ● Memory Trans.● Super Fine  Error  📇  📇 📇 📇
                                                      THYS880E
```

C **Enter the number of the Fax mode.**

```
▦User Tools Main Menu   Select number ▮
1 System      2 Copier     3 Fax
4
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" using the number keys and press the 【#】 (Enter) key within 3 seconds.**
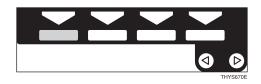
```
▦Fax Features   2/2    Enter number ▮
5 User Functions   6 Key Op. Settings

↑Prev. | ↓Next              Menu
```

Note

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

E **Enter the function number for "Forwarding" using the number keys.**

F **Enter the function number for "Register Sender" using the number keys.**

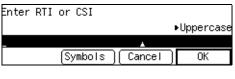G **Choose a Specific Sender to register by entering its code number.**

```
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
```

```
▽    ▽    ▽    ▽
▭    ▭    ▭    ▭
                  ◁  ▷
                    THYS670E
```

I **Register an RTI or CSI of a sender and press [OK].**

```
Enter RTI or CSI
                        ▸Uppercase
▬
       Symbols | Cancel |     OK
```

```
▽    ▽    ▽    ▽
▭    ▭    ▭    ▭
                  ◁  ▷
                    THYS620E
```

Reference

⇒ P.191 *"Entering Text"*

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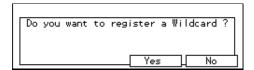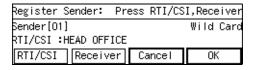
J **Select whether or not to register a sender as a wild card. ⇒ P.191 "Wild Cards".**

```
Do you want to register a Wildcard ?
                            Yes        No
```

K **Press [Receiver].**

```
Register Sender:  Press RTI/CSI,Receiver
Sender[01]                    Wild Card
RTI/CSI :HEAD OFFICE
RTI/CSI  Receiver   Cancel       OK
```

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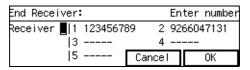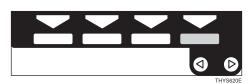
L **Choose the Forwarding Station you want to assign this Specific Sender to: enter its code and press [OK].**

```
End Receiver:              Enter number
Receiver ■|1 123456789    2 9266047131
          |3 -----        4 -----
          |5 -----     Cancel     OK
```

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M **Press [OK].**

```
Register Sender:  Press RTI/CSI,Receiver
Sender[01]                    Wild Card
RTI/CSI :HEAD OFFICE
RTI/CSI  Receiver   Cancel       OK
```

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Note

❒ If you press **[Cancel]**, the sender is not registered and the display shown in 7 appears again.

N **Press [Exit].**

```
Registered: Sender.
                                Exit
```

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O **Press [PrevMenu] 3 times.**

P **Press the 【User Tools/Counter】 key.**

Deleting a Specific Sender (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%
☎  _                      Dest:  0
                        Mode      Info.
```

Note

❒ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

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C **Enter the number of the "Fax".**

```
▓User Tools Main Menu   Select number ■
1 System    2 Copier    3 Fax
4
Counter  Language              Exit
```
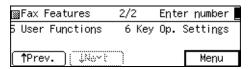
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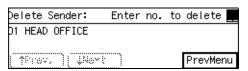The Facsimile User Tool main menu appears.

Reference

For how to use the System User Tools, refer to the System Settings manual.

4 **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**
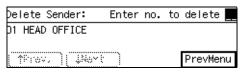
```
▤Fax Features   2/2   Enter number ▉
5 User Functions   6 Key Op. Settings

 ↑Prev.   ↓Next          Menu
```

Note

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

5 **Enter the function number for "Forwarding" using the number keys.**

6 **Enter the function number for "Delete Sender" using the number keys.**

7 **Choose the Specified Sender you want to delete by entering its code with the number keys.**

```
Delete Sender:   Enter no. to delete ▉
01 HEAD 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.

8 **Press [Yes].**

```
Delete Sender:   Enter no. to delete ▉
01 HEAD OFFICE

 ↑Prev.   ↓Next         PrevMenu
```

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Note
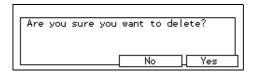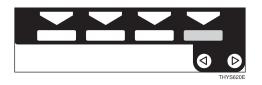
❒ If you press **[No]**, the sender is not deleted and the display shown in 7 appears again.

9 **Press [Yes].**

The sender is deleted.

```
Are you sure you want to delete?

                      No      Yes
```

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Note

❒ If you press **[No]**, the sender is not deleted and the display shown in 5 appears again.

10 **Press [PrevMenu] 3 times.**
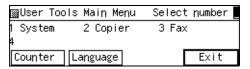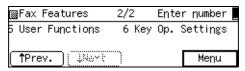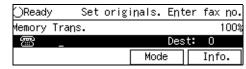
11 **Press the 【User Tools/Counter】 key.**

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%
☎  _                      Dest:  0
                          Mode  │  Info.
```

Note

❒ If the standby display is not shown, press the 【**Fax**】 key.

B **Press the 【User Tools/Counter】 key.**

```
● User Tools / Counter
    Receive File  📠 🔢      ● Standard  ● Facsimile
Commu-                  ● Immediate Trans.● Detail  ● Printer   📠  📄
nicating  ●Stamp   ●Memory Trans.● Super Fine  Error      1 2 3
```
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C **Enter the number of the "Fax".**

```
▦User Tools Main Menu   Select number
1 System      2 Copier     3 Fax
4
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" using the number keys and press the 【#】 (Enter) key within 3 seconds.**

```
▦Fax Features    2/2    Enter number
5 User Functions    6 Key Op. Settings

↑Prev. │ ↓Next │             Menu
```

Note

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

E **Enter the function number for "Forwarding" using the number keys.**

F **Enter the function number for "Print Sender List" using the number keys.**

G **Press the 【Start】 key.**

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.

When ECM is off data transmission speed shifts down below 14.4 Kbps and JBIG compression is not available.

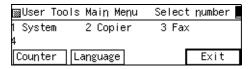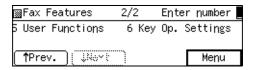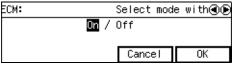**A** **Make sure that the machine is in Facsimile mode and the standby display is shown.**

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

Note

❒ If the standby display is not shown, press the 【**Fax**】 key.

B **Press the 【User Tools/Counter】 key.**

```
● User Tools / Counter
    Receive File  📠 🔢      ● Standard  ● Facsimile
Commu-                  ● Immediate Trans.● Detail  ● Printer   📠  📄
nicating  ●Stamp   ●Memory Trans.● Super Fine  Error      1 2 3
```
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C **Enter the number of the Fax mode.**

```
▓User Tools Main Menu   Select number �
1 System      2 Copier    3 Fax
4
┌────────┬──────────┐        ┌──────┐
│Counter │ Language │        │ Exit │
└────────┴──────────┘        └──────┘
```

The Facsimile User Tool main menu appears.

Ⲟ **Reference**

For how to use the System User Tools, refer to the System Settings manual.

D **Enter the function number for "Key Op. Settings" using the number keys and press the 【#】 (Enter) key within 3 seconds.**

```
▓Fax Features    2/2    Enter number ▓
5 User Functions    6 Key Op. Settings

┌────────┐┌────────┐           ┌──────┐
│ ↑Prev. ││ ↓Next  │           │ Menu │
└────────┘└────────┘           └──────┘
```

✐ **Note**

❒ If "Key Op. Settings" is not shown, press 【↑Prev.】 or 【↓Next】.

E **Enter the function number for "ECM" using the number keys.**

```
▓Key Op. Settings 3/4   Enter number ▓
09 Forwarding       10 ECM
11 Transfer Report  12 G3 analog Line
┌────────┐┌────────┐         ┌──────────┐
│ ↑Prev. ││ ↓Next  │         │ PrevMenu │
└────────┘└────────┘         └──────────┘
```

F **Switch ECM on or off using the ⊲ or ⊳ key and press [OK].**

```
ECM:            Select mode with⊲⊳
            ▓On▓ / Off
                     ┌────────┐┌──────┐
                     │ Cancel ││  OK  │
                     └────────┘└──────┘
```

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✐ **Note**

❒ If you press **[Cancel]**, the previous setting is not changed and the display shown in step 5 appears again.

G **Press [PrevMenu].**

H **Press the 【User Tools/Counter】 key.**
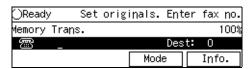
Transfer Report

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.

Be sure to insert a pause after the area code.

For example, if you are in the United States and your fax number is 212 123 4567, store the following:
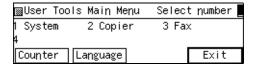
- 212-1234567

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%
☎                            Dest:  0
                       ┌──────┐┌──────┐
                       │ Mode ││ Info.│
                       └──────┘└──────┘
```

✐ **Note**

❒ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

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C **Enter the number of the "Fax".**

```
▓User Tools Main Menu   Select number▮
1 System      2 Copier      3 Fax
4
|Counter | |Language |          | Exit |
```
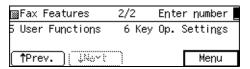
The Facsimile User Tools main menu appears.

$\mathcal{P}$ **Reference**

For how to use the System User Tools, refer to the System Settings manual.

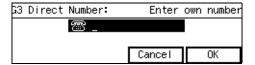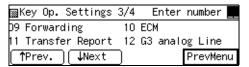D **Enter the number for "Key Op. Settings" using the number keys and press the 【#】 key within 3 seconds.**

```
▓Fax Features   2/2    Enter number▮
5 User Functions   6 Key Op. Settings

| ↑Prev. | | ↓Next |          | Menu |
```
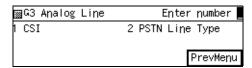
$\mathscr{D}$ **Note**

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

E **Enter the function number for "Transfer Report" using the number keys.**

```
▓Key Op. Settings 3/4   Enter number▮
09 Forwarding      10 ECM
11 Transfer Report 12 G3 analog Line
| ↑Prev. | | ↓Next |          |PrevMenu|
```

F **Enter the number for "G3 Direct number" using the number keys.**

```
▓Transfer Report        Enter number▮
1 G3 Direct Number  2 G3 Extn. Number

                               |PrevMenu|
```

G **Storing your own PSTN G3 Fax Number using the number keys and press [OK].**

```
G3 Direct Number:      Enter own number
        ☎ _

                     | Cancel |   | OK |
```


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$\mathscr{D}$ **Note**

❒ If you store G3 Internal Line Fax number, please contact the service representative.

H **Press [PrevMenu] twice.**

I **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:
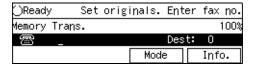
- PSTN Line Type (Dial Pulse/Tone)
- CSI (up to 20 digits)

$\mathscr{D}$ **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%
☎ _                        Dest:   0
                         Mode  │  Info.
```

✎ Note

❒ If the standby display is not shown, press the 【Fax】 key.

B **Press the 【User Tools/Counter】 key.**

C **Enter the number of the "Fax".**

```
▦User Tools Main Menu    Select number
1 System      2 Copier     3 Fax
4
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" using the number keys and press the 【#】 (Enter) key within 3 seconds.**

```
▦Fax Features    2/2    Enter number
5 User Functions    6 Key Op. Settings

↑Prev. │ ↓Next │              Menu
```

✎ Note

❒ If "Key Op. Settings" is not shown, press [↑Prev.] or [↓Next].
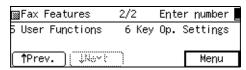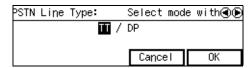
E **Enter the function number for "G3 Analog Line" using the number keys.**

```
▦Key Op. Settings 3/4    Enter number
09 Forwarding      10 ECM
11 Transfer Report  12 G3 analog Line
↑Prev. │ ↓Next │            PrevMenu
```
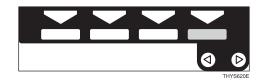
F **Enter the function number for "PSTN Line Type" using the number keys.**

```
▦G3 Analog Line          Enter number
1 CSI           2 PSTN Line Type

                            PrevMenu
```

G **Select the desired line type and press [OK].**

```
PSTN Line Type:    Select mode with◀▶
           TT / DP
                   Cancel  │    OK
```

H **Enter the function number for "CSI" using the number keys.**

I **Enter CSI and press [OK].**

In some countries, you can not use this function.

```
CSI:                      Enter CSI
       ☎ _
  +   │ Space │ Cancel │    OK
```

J **Press [PrevMenu] twice.**

7
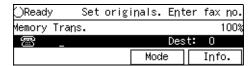
ꓗ Press the 【User Tools/Counter】 key.

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.

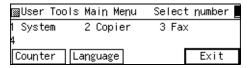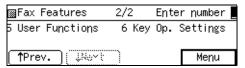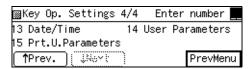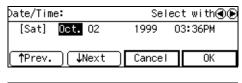**A Make sure that the machine is in Facsimile mode and the standby display is shown.**

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

✎ **Note**
❒ If the standby display is not shown, press the 【Fax】 key.

B Press the 【User Tools/Counter】 key.

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C Enter the number of the "Fax".

```
▓User Tools Main Menu   Select number
1 System    2 Copier    3 Fax
4
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" using the number keys and press the 【#】 (Enter) key within 3 seconds.

```
▓Fax Features   2/2    Enter number
5 User Functions   6 Key Op. Settings

  ↑Prev.  |  ↓Next  |         Menu
```

✎ **Note**
❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

E Enter the function number for "Date/Time" using the number keys.

```
▓Key Op. Settings 4/4   Enter number
13 Date/Time        14 User Parameters
15 Prt.U.Parameters
  ↑Prev.  |  ↓Next  |      PrevMenu
```

F Select an item you want to change using the ◁ and ▷ keys, enter the month using [↑Prev.] or [↓Next] and enter the correct date or time using the number keys. Then press [OK].

```
Date/Time:           Select with◁▷
  [Sat]  Oct. 02     1999    03:36PM

  ↑Prev. |  ↓Next |  Cancel |   OK
```

```
Date/Time:           Select with◁▷
  [Sat]  Nov. 02     1999    03:36PM

  ↑Prev. |  ↓Next |  Cancel |   OK
```

✎ **Note**
❒ When you enter a date, the day is set automatically.

❒ When changing the time, select AM or PM before entering the time.

❒ Depending on your area, your machine will either except the date in 12 hours format or 24 hours format.

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7 **Press [PrevMenu].**

8 **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.189 *"Printing the User Parameter List"*

7

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 the level, the greater the image density.		
		000: Auto Image Density, 001: Level 1 (lightest), 010: Level 2, 011: Level 3, 100: Level 4, 101: Level 5 (darkest), 110: Level 6, 111: Level 7		

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 initial settings after each communication	Off	On
02	0	Forwarding Mark	Off	On
	3	TSI Print	Off	On

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03	0	Printing a Transmission Result Report (Memory Transmission) automatically	Off	On
	2	Printing a Memory Storage Report automatically	Off	On
	3	Printing a Polling Reserve Report automatically	Off	On
	4	Printing a Polling Result Report	Off	On
	5	Printing a Transmission Result Report (Immediate Transmission) automatically	Off	On
	6	Printing a Polling Clear Report automatically	Off	On
	7	Printing a TCR automatically	Off	On
04	0	Printing a Confidential File Report automatically	Off	On
	7	Containing an image in a Transmission Result Report (Memory Transmission), Memory Storage Report, Communication Failure Report, or Transfer Result	Off	On
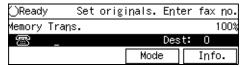
05	0	Receiving in Service Call (SC) Condition	Possible (Substitute Reception)	Not possible
	2,1	Receiving when the machine can not print. 00: Enabled unconditionally, 01: Enabled for RTI/CSI is received, 10: Enabled for Polling ID match, 11: Disabled		
	4	Personal Code Access	Off	On
	5	Just Size Printing	Off	On
	7	Empty cassette alert	Off	On
06	4	Selecting the Sheet to Print the a Quick Dial Label	Paper label sheet	Transparent label sheet
	6	Scanning Start Page of the Book Original	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 message except those from specified senders
10	1	Two in One	Off	On
	3	Auto Reduction in printing	Off	On
11	6	Local Printing at Forwarding	Off	On
	7	Polling file after sending	Delete	Standby

7

14	0	Printing a document received with Auto Power-On Reception	Immediate printing	When turning on the operation
	1	Well log	Off	On
	2	Batch Transmission	Off	On
	3	Clear modes when switching the application	Off	On
	7	Manual Service report Transmission	Off	On
15	2,1,0	Paper feed Tray 001: First, 010: Second, 011: Third		
	5	Fixed Input tray	On	Off
17	2	Serial Broadcasting Priority	Off	On
18	0	TTI Date	Off	On
	1	TTI Sender	Off	On
	2	TTI File No.	Off	On
	3	TTI Page No.	Off	On
24	1,0	Storing 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 Specify a User Parameter

- It is recommended that you print the User Parameter list and keep it when you register or change a user parameter. ⇒ P.189 *"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%
☎  _                          Dest:  0
                         Mode  │  Info.
```

Note

❒ If the standby display is not shown, press the **【Fax】** key.

B **Press the 【User Tools/Counter】 key.**

```
User Tools / Counter   Receive File  ⊡ 123    ● Facsimile  ⬤ ?⚡⬛⬛
●                                  ● Standard  Error
Commu-          ● Immediate Trans.● Detail  ● Printer  1 2 3
nicating  ● Stamp  ● Memory Trans.● Super Fine  Error
                                           THYS880E
```

C **Enter the number of the "Fax".**

```
▦User Tools Main Menu   Select number ▮
1 System      2 Copier      3 Fax
4
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" using the number keys and press the 【#】 (Enter) key within 3 seconds.**

```
▦Fax Features   2/2   Enter number ▮
5 User Functions   6 Key Op. Settings

 ↑Prev. │ ↓Next │              Menu
```

Note

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.
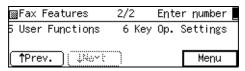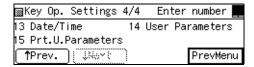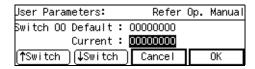
E **Enter the function number for "User Parameters" using the number keys.**

```
▦Key Op. Settings 4/4   Enter number ▮
13 Date/Time        14 User Parameters
15 Prt.U.Parameters
 ↑Prev. │ ↓Next │            PrevMenu
```

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
```

```
  ▼    ▼    ▼    ▼

 ▭    ▭    ▭    ▭

                        ◁  ▷
                         THYS850E
```
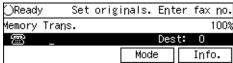
G **Press a number key corresponding to the bit number you wish to change e.g., press 【0】 to change bit 0.**

H **When you have finished, press [OK].**

Note

❒ If you press **[Cancel]**, the specified settings are canceled and the display shown in 3 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.

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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%
☎  _                          Dest:   0
                              Mode  │  Info.
```

✐ **Note**

❒ If the standby display is not shown, press the **【Fax】** key.

B **Press the 【User Tools/Counter】 key.**

```
  User Tools / Counter  ☐ 123        ● Facsimile  ⚑ ⅋ ⟍ ⅏
  ●       Receive File             ● Error
  Commu-            ● Immediate Trans. ● Detail  ● Printer   1 2 3
  nicating  ●Stamp  ●Memory Trans. ● Super Fine  ● Error    ⅍⅍⅍
                                                        THYS880E
```

C **Enter the number of the "Fax".**

```
⊞User Tools Main Menu   Select number ■
1 System     2 Copier     3 Fax
4
│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" using the number keys and press the 【#】 (Enter) key within 3 seconds.**

```
⊞Fax Features     2/2    Enter number ■
5 User Functions   6 Key Op. Settings

│↑Prev. │ │↓Next │               │ Menu │
```

✐ **Note**

❒ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.
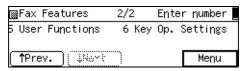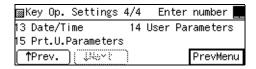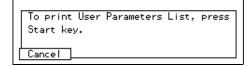
E **Enter the function "Prt.U.Parameters" using the number keys.**

```
⊞Key Op. Settings 4/4    Enter number ■
13 Date/Time        14 User Parameters
15 Prt.U.Parameters
│↑Prev. │ │↓Next │             │PrevMenu│
```

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 3 appears again.

G **Press [PrevMenu].**

H **Press the 【User Tools/Counter】 key.**

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.

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 digit 4.

7

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 01/13 to Quick Dial 17/29 (A to Z)**
Press these keys to enter upper and lower case letters.

❖ **[A←→a] key**
Use to switch between upper and lower case.

❖ **Quick Dial 14/30**
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.
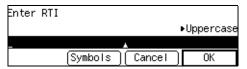
❖ **◁ and ▷**
Use to move the cursor left or right.

❖ **【Insert】 key**
Press if you wish to insert characters.

Note

❐ If you wish to enter symbols, use the **[Symbols]** key.

❐ Flip the plate to access Quick Dial keys not shown.

❐ Quick Dial 01/13 means Quick Dial key 01 or 13.

💡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:

- P.171 *"Forwarding"*
- P.162 *"Special Senders to Treat Differently (Special RX Nos.)"*
- P.167 *"Authorized Reception"*

● ●

How To Enter Text
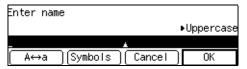
Use Quick Dial keys 01/17 to 13/29 for entering letters.

If you wish to enter another letter, press the same Quick Dial key again.

Quick Dial Key	Letters	Quick Dial Key	Letters
01/17	A - B	09/25	Q - R
02/18	C - D	10/26	S - T
03/19	E - F	11/27	U - V
04/20	G - H	12/28	W - X
05/21	I - J	13/29	Y - Z
06/22	K - L	14/30	Space
07/23	M - N	15/31	Nothing
08/24	O - P	16/32	Nothing

Entering letters

A **Press [A←→a] to switch between Uppercase and Lowercase.**

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B **Press a Quick Dial key.**

A letter is entered and the cursor moves.

✐ Note
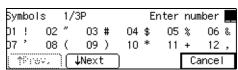
❒ If you wish to you enter another character continuously, repeat step 2.

Entering symbols
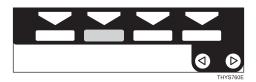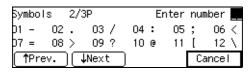
A **Press [Symbols].**

The available symbols are shown on the display.
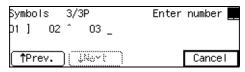
B **Select the desired symbol by pressing [↑Prev.] and [↓Next].**

```
Symbols  1/3P        Enter number ▮
01 !   02 "   03 #   04 $   05 %   06 &
07 '   08 (   09 )   10 *   11 +   12 ,
  ↑Prev.  │ ↓Next │              Cancel
```

THYS760E

```
Symbols  2/3P        Enter number ▮
01 -   02 .   03 /   04 :   05 ;   06 <
07 =   08 >   09 ?   10 @   11 [   12 \
  ↑Prev.  │ ↓Next │              Cancel
```

THYS850E

```
Symbols  3/3P        Enter number ▮
01 ]   02 ^   03 _

  ↑Prev.  │ ↓Next │              Cancel
```

THYS670E

C **Enter the number for the symbols using the number keys.**

```
Enter name
                        ▸Uppercase
_
  A↔a │ Symbols │ Cancel │   OK
```

The symbols is entered and the cursor moves.

Note

❒ If you wish to you enter another symbol, repeat steps 2 and 3.

Entering numbers
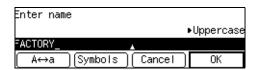
A **Press a number keys.**
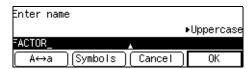
The numeral is entered and the cursor moves.

Deleting characters

A **Press the ◁ and ▷ keys to move the cursor to a character you want to delete.**

```
Enter name
                        ▸Uppercase
FACTORY_
  A↔a │ Symbols │ Cancel │   OK
```

B **Press the 【Clear/Stop】 key.**

```
Enter name
                        ▸Uppercase
FACTOR_
  A↔a │ Symbols │ Cancel │   OK
```

The character at the cursor position is deleted .

Note

❒ If you wish to delete another character, repeat steps 1 and 2.

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9. Maintaining Your Machine

CONNECTING THE MACHINE TO A TELEPHONE LINE AND TELEPHONE
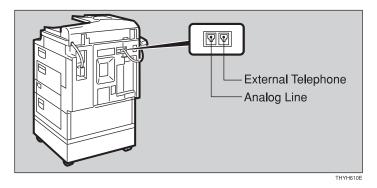
Connecting The Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.
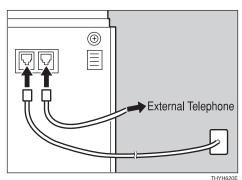
⚠️**Important**

❒ Make sure the type of modular connector.

❖ **Where to connect the machine**

External Telephone
Analog Line

THYH610E

❖ **When using a modular type connector**

External Telephone

THYH620E

Connecting The Optional External Telephone
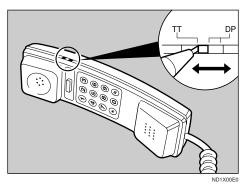
You can connect the handset and an external telephone to the machine. You can use them for telephone calls.

📝 Note

❒ Some telephone may not be connected or may suffer reduced functionality.

📍 Limitation
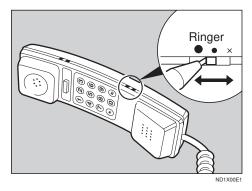
❒ When you use the handset or an optional external telephone with the On Hook Dial key for telephone calls, you can not talk with the other party without pressing the On Hook Dial key or Stop key after taking off the receiver.

❖ Specifying the handset line type

ND1X00E0

The switch on the handset should be in the appropriate position-TT (Tone Dialing) or DP (Pulse Dialing).

❖ Adjusting the handset bell volume

ND1X00E1

Adjust the handset ringer volume using the volume switch.

Selecting The Line Type

Select the line type to which the machine is connected. There are two types: tone and pulse dial.

Select the Line Type using "PSTN Line Type" in "Key Operator Settings".⇒ P.180 *"G3 Analog Line"* The default settings is "Tone".
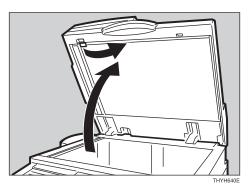
REPLACING THE STAMP CARTRIDGE
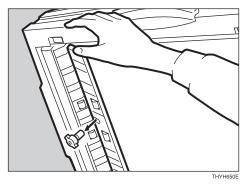
When the stamp is getting to become lighter, replace the cartridge.

🖉 Note
❒ Use the cartridge specified for this machine.
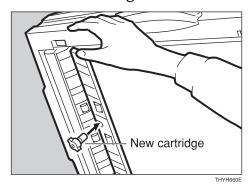
A **Lift the document feeder and pull out the green tab to open the stamp cover.**

THYH640E

B **Pull out the cartridge.**

THYH650E
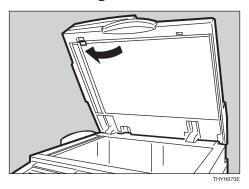
C **Set a new cartridge.**

New cartridge

THYH660E

D **Put back the green tub.**

THYH670E

E **Close the document feeder.**

✎ **Note**

❒ Hold down the center part of the cover to make sure that it is closed completely.

10. Appendix

OPTIONAL EQUIPMENT

Fax Function Upgrade

A Fax Function Upgrade can be added. By installing this option, you can use JBIG transmission/reception and the following features.

📎 Note

❒ If you would like to install this option, please contact your service representative.

- -

💡 Extended Features

You can use extend the following features.

Function	Without Fax Function Upgrade	With Fax Function Upgrade
Speed dial code	100	1000
Group dial code	9	30
Personal code	20	50
Memory Transmission file	100	1000
Auto Document	6	18
Communication Result	last 200 communication	last 900 communication
Specific Sender	30	50

- -

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.

PC-FAX Expander

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
Resolution	8×3.85/mm•200×100 dpi (Standard), 8×7.7/mm•200×200 dpi (Detail), 8×15.4/mm (Fine: Optional Expansion Memory required), 16×15.4/mm•400×400 dpi (Super Fine: Optional Expansion Memory required)
Transmission Time	3 seconds at 28,800bps, Standard resolution
Data Compression	MH, MR, MMR, JBIG (Fux Function Upgrade Option required)
Maximum Original Size	Standard size: A3/DLT Irregular size: 304×432 mm
Maximum Scanning Size	297 mm $\times$ 1,200 mm/11" $\times$ 47"
Print Process	Printing on standard paper using the laser
Transmission Speed	33,600/31,200/28,800/26,400/24,000/ 21,600/19,200/16,800/14,400/12,000/9,600/ 7,200/4,800/2,400 bps (auto shift down system)

❖ **Power Consumption**

Transmission	107W
Reception	102W
Printing (Average)	295W
Standby mode	103W
Energy Saving mode	24W
Maximum power consumption	1200W

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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.64 *"SEND LATER"*
Confidential Transmission	Sends a confidential message. This feature is divided into Default ID Confidential Transmission and Override ID Confidential Transmission.	P.66 *"CONFIDENTIAL TRANSMISSION"*
Personal Code TX	This will help you to check up on who has been using the machine and how often.	P.68 *"PERSONAL CODE TRANSMISSION"*
Auto Document	Stores a commonly used original and prints or sends it directly.	P.70 *"SENDING AN AUTO DOCUMENT"*
Book Fax	When sending a book-type original, this feature scans and sends the right and left pages one by one.	P.72 *"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.139 *"Registering Irregular Area"*
Send First	You can have your message sent before any other queued messages.	P.76 *"SEND FIRST"*
Transmission Deadline	You specify the deadline for the transmission and, when it cannot be sent because the line to the destination is busy, the machine redials any number of times until the specified time is reached.	P.78 *"TRANSMISSION DEADLINE (TRD)"*

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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.80 *"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.84 *"POLLING RECEPTION"*
Transfer Request	Sends an original to a destination via a facsimile equipped with the transfer station capability.	P.87 *"TRANSFER REQUEST"*

Options	Description	Reference
TTI Print	You can print a message including the name registered as a TTI on the received message for each file.	P.90 *"TTI (Transmit Terminal Identification) Print"*
Label Insertion	If you register the receiver's name in a Quick dial or speed dial, something followed by the receiver's name is automatically printed at the top of the received message.	P.90 *"Label Insertion"*
Create Margin Transmission	Your message is sent at a reduced size (93%) with a blank margin on the left.	P.90 *"Create Margin Transmission"*
Auto Reduction	If the receiver uses paper narrower than the message, it is sent reduced to the receiver paper.	P.90 *"Auto Reduction"*

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Options	Description	Reference
Closed Network	Sends an original only to the machine of the same Polling ID as that registered in the machine.	P.91 *"Closed Network"*

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.93 *"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.99 *"PRINTING A LIST OF FILES IN MEMORY (PRINT TX FILE LIST)"*
Displaying the Transmission Result	Part of the TCR can be shown on the display. The results of the last 50 transmissions are displayed from the latest one.	P.100 *"CHECKING THE TRANSMISSION RESULT (TX STATUS)"*
Displaying the Reception Result	Part of the TCR (Transaction Confirmation Report) can be shown on the display. The results of the last 50 receptions are displayed from the latest one.	P.101 *"CHECKING THE RECEPTION RESULT (RX STATUS)"*
Printing a Confidential Document	Prints messages received in Confidential Reception mode.	P.102 *"PRINTING A CONFIDENTIAL MESSAGE"*
Printing the TCR	The TCR (Transaction Confirmation Report) can be manually printed. This report shows the results of the communications.	P.104 *"PRINTING THE TCR"*
Displaying the Memory Status	The status of the memory is shown on the display.	P.105 *"DISPLAYING THE MEMORY STATUS"*

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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.117 *"Registering Quick Dials"*
Register/Delete Group Dial	When you register several destinations as a group in a quick dial, you can specify all the destinations by just pressing a quick dial key.	P.124 *"Registering Groups"*
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.128 *"Registering Speed Dials"*
Store/Delete Keystroke Program	Allows you to store a frequently used function or destination in a Quick Dial.	P.132 *"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.136 *"Registering Auto Documents"*
Register/Delete Irregular Area	Registers a frequently used original size in advance when you send a message with the Irregular Scan Area function.	P.139 *"Registering Irregular Area"*

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Feature name	Description	Reference
REPORTS/LISTS	This feature allows you to print various reports and lists manually. You can print the following reports and lists: • TCR (Transaction Confirmation Report) • Quick Dial list • Group Dial list • Keystroke Program list • Speed Dial list • Auto Document list • Auto Document Originals	P.143 *"REPORTS/LISTS"*
INITIAL SETUP TX	Setting the default setting for the transmission mode and scanning conditions. When you switch the power on, the machine settings the items specified with this feature.	P.144 *"INITIAL SETUP TX"*
INITIAL SET UP RX	Allows you to switch the following reception functions to On/Off: • Reception Mode • Checkered Mark • Center Mark • Print RX Time • Authorized RX • Special RX Nos. • Forwarding • Reverse Order Printing • Bypass Paper Size	P.146 *"INITIAL SETUP RX"*
Assigning User Function Keys	Stores a frequently used function in a User Function Key (【F1】 to 【F4】).	P.149 *"ASSIGNING USER FUNCTION KEYS"*

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Feature name	Description	Reference
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.151 *"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.156 *"RTI/TTI"*
Counters	Check the transmission, reception, and totals on the display.	P.158 *"Counters"*
Monitor Volume	Adjusts the volume of monitoring and beeper sounds from the speaker inside the machine.	P.159 *"Monitor Volume"*
Economy Transmission	Economy Transmission means to send a fax when communication charges are lower. The Economy TX feature registers this time.	P.160 *"Registering The Economy Transmission Time"*
ID Code	Registers an ID required for Default ID Polling Transmission, Default ID Polling Reception, or Closed Network.	P.161 *"ID Code"*
Special RX Nos.	Allow messages from specified senders to be treated differently.	P.162 *"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.167 *"Authorized Reception"*
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	P.171 *"Forwarding"*

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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.178 *"ECM"*
Transfer Report	Registers a G3 Direct number for receiving Transfer Result Reports from the Transfer Station.	P.179 *"Transfer Report"*
G3 Analog Line	Registers an own analog number, line type, and CSI when you connect the machine to the G3 analog line.	P.180 *"G3 Analog Line"*
Date/Time	Adjusts the date and the time as a reference.	P.182 *"Date/Time"*
Changing User Parameters	Allows you to change the function settings to meet your needs.	P.184 *"Changing the User Parameters"*
Printing User Parameter List	Allows you to print and check User Parameters settings.	P.189 *"Printing the User Parameter List"*

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