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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read “Safety Information” in Setup Guide Copier System Edition before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations in this manual might be slightly different from the machine.

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

Fax options are not sold in some areas.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Note

The proper names of the Windows operating systems are as follows:

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me)
- Microsoft® Windows® XP Professional
- Microsoft® Windows® XP Home Edition
- Microsoft® Windows® 2000 Professional
- Microsoft® Windows® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in “Safety Information” in Setup Guide Copier System Edition.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in “Safety Information” in Setup Guide Copier System Edition.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates information or preparations required prior to operating.

Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

[ ]

Keys and buttons that appear on the computer's display.

【 】

Keys built into the operation panel of the machine.

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Advanced Features (this manual)

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

Basic Features

The Basic Features manual explains the most frequently used fax functions and operations.

❖ Chapter 1 Getting Started

Describes the parts of the machine and control panel.

❖ Chapter 2 Faxing

Explains about basic transmission. You can also learn about other types of transmissions and how to switch the Reception Modes.

❖ Chapter 3 Registering

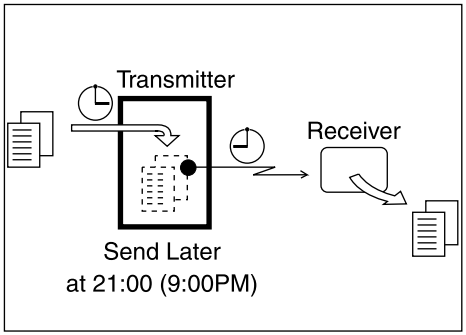
Explains how to store, edit and erase names and fax numbers. Quick Dials and Groups are also explained. These functions store numbers and save time when dialing. Also contains information on how to enter letters and symbols.

❖ Chapter 4 Troubleshooting

Explains how to adjust the volume of sounds generated by the machine and how to interpret error messages.

Sending at a Specific Time (Send Later)

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



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For convenience, you can program the time when your phone charges become cheaper as the Economy Transmission Time. ⇒ p.196 “Program Economy Time”

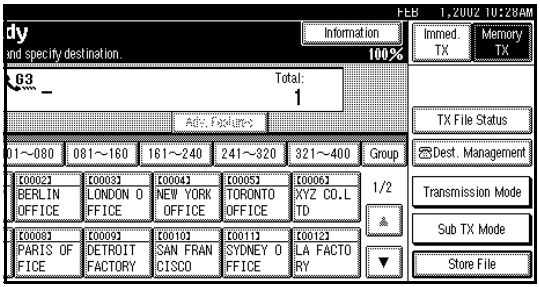
Then if you have a non-urgent fax, just select Send Later with Economy Transmission when you scan it. Faxes will be queued in memory and will be sent during Economy Transmission Time.

Note

- ❒ You can specify a time less than 24 hours.
- ❒ If the current time shown on the display is not correct, change it.⇒ “Timer Setting -- Set Time” in Administrator Reference Copier System Edition
- ❒ This feature is only available with Memory Transmission.

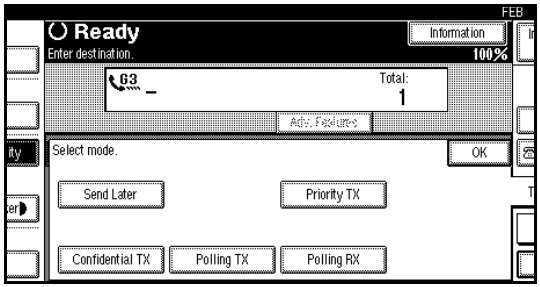
1 Place your original, and then select any scan settings you require.

2 Press [Transmission Mode].

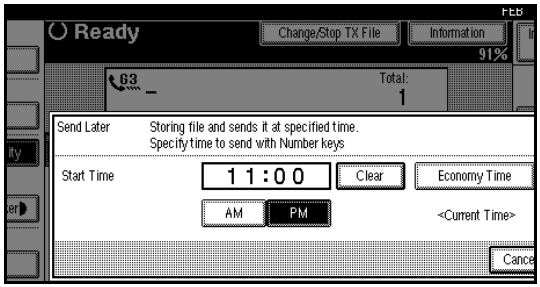


The Transmission Mode menu appears.

3 **Select [Send Later].**



4 **Enter the time with the number keys, and press [AM] or [PM] to change AM/PM.**



Note

- ❒ Press **[Economy Time]** to specify the economy time.
- ❒ When entering numbers smaller than 10, add a zero at the beginning.
- ❒ If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.
- ❒ To cancel Send Later, press **[Cancel]** and the display will return to step **3**.

5 **Press [OK].**

The Transmission Mode menu is shown on the display. The **[Send Later]** key is highlighted, and the specified time is shown above.

6 **Press [OK].**

The initial display is shown.

Note

- ❒ To check settings, press **[Transmission Mode]**.

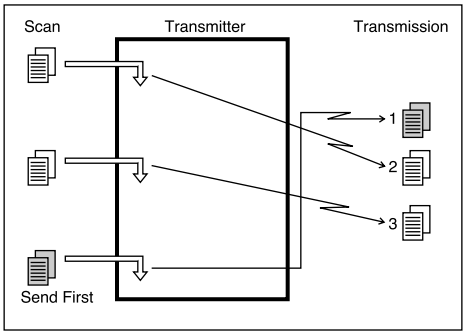
7 **Dial and press the [Start] key.**

Note

- ❒ You can cancel a message transmission set up for Send Later. ⇒ p.32 “Canceling a Transmission”

Priority Transmission

Documents you send with Memory Transmission are sent in the order they are scanned. 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.

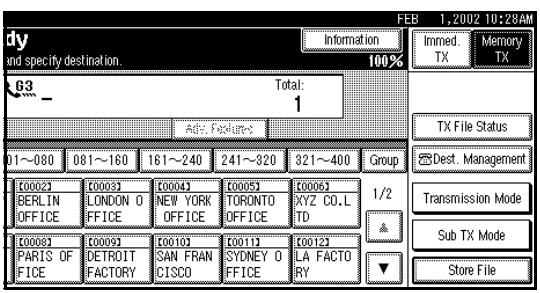


Limitation

- ❒ This feature is not available with Immediate Transmission. If this feature is 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.

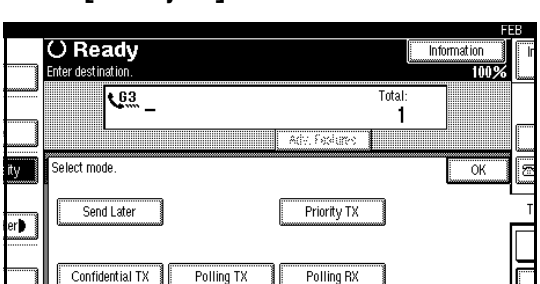
1 **Place your original, and then select any scan settings you require.**

2 **Press [Transmission Mode].**



The Transmission Mode menu appears.

3 **Select [Priority TX].**



4 Press [OK].

The initial display is shown.

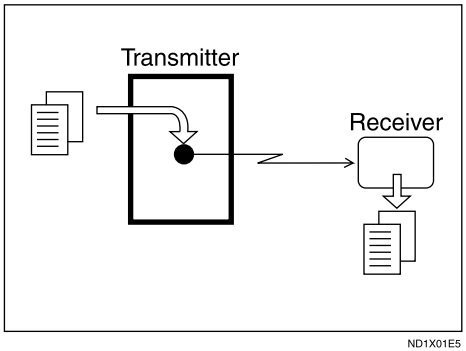
5 Dial, and then press the 【Start】 key.

Note

- ❒ Press **[Change/Stop TX File]** to cancel the transmission.

Confidential Transmission

If you want to limit into who views your message, use this feature. The message will be stored in memory at the other end and will not be printed until an ID is entered.



There are two types of Confidential Transmission:

❖ Default ID

It is not necessary to enter an ID when transmitting.
The other party can print the message by entering the Confidential ID programmed in their machine.

❖ ID Override

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

Limitation

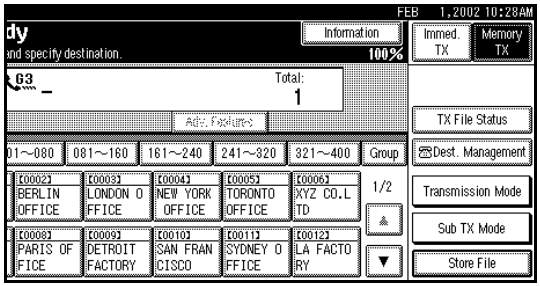
- ❒ The destination machine must be of the same make and have the Confidential Reception feature.
- ❒ The destination machine must have enough memory available.

Note

- ❒ We recommend that you program the Confidential ID beforehand.⇒ p.257 “Programming a Confidential ID”
- ❒ An ID can be any 4 digit number except 0000.
- ❒ When the machine is not the same make, you can use Confidential Transmission using “SUB Code”. ⇒ p.76 “SUB Code”

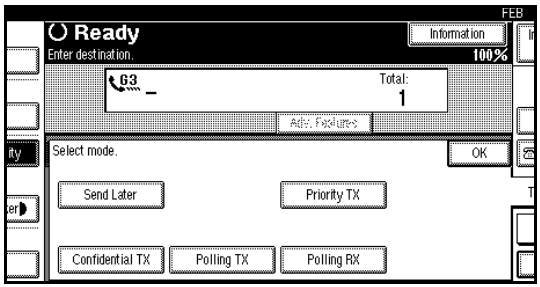
1 **Place your original, and then select any scan settings you require.**

2 **Press [Transmission Mode].**



The Transmission Mode menu appears.

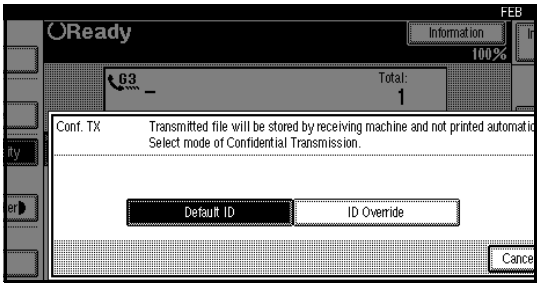
3 **Select [Confidential TX].**



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

Default ID

❶ Check that [Default ID] is selected.



Note

- ❒ If **[Default ID]** is not selected, press **[Default ID]**.
- ❒ To cancel Confidential TX, press **[Cancel]**. The display will return to the Transmission Mode menu.

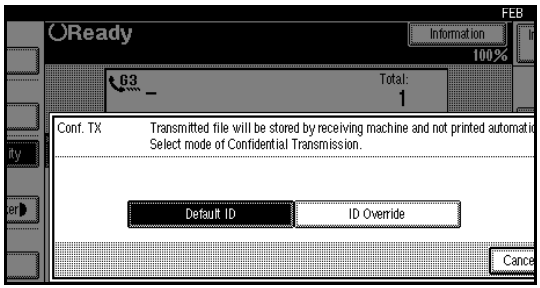
❷ Press [OK].

The Transmission Mode menu is shown.

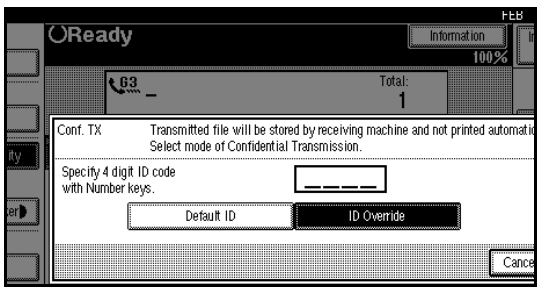
The **[Confidential TX]** key is highlighted, and “Default ID” is shown above.

Override ID

❶ **Press [ID Override].**



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



Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel Confidential TX, press **[Cancel]**. The display will return to the Transmission Mode menu.

❸ **Press [OK].**

The Transmission Mode menu is shown.

The **[Confidential TX]** key is highlighted, and "ID Override" and the Confidential ID you entered is shown above.

5 **Press [OK].**

Note

- ❒ To check settings, press **[Transmission Mode]** .

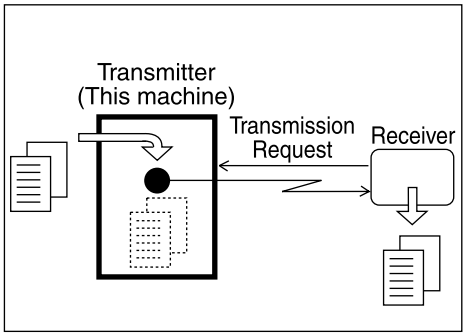
6 **Dial, and then press the 【Start】 key.**

Note

- ❒ For details on canceling a Confidential Transmission, see p.32 "Canceling a Transmission".

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.



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There are three types of Polling Transmission.

❖ Free Polling Transmission

It is not necessary to enter the Polling ID during the procedure.
Anybody can poll the message from your machine. The machine sends it regardless of whether Polling ID's match.

❖ Default ID Transmission

It is not necessary to enter the Polling ID during the procedure.
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.

❖ ID Override 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. If the IDs match, the message is sent. Make sure the other end knows the ID you are using in advance.

Limitation

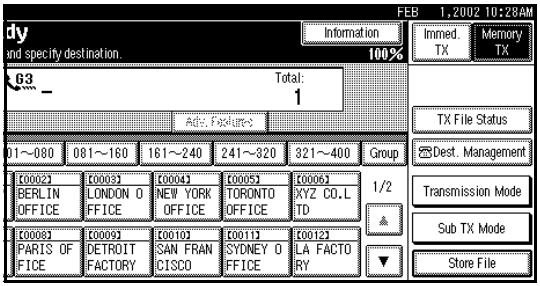
- ❒ Polling Transmission is allowed only if the receiver's machine has the Polling Reception feature.
- ❒ Usually, only machines of the same make that support Polling Reception can perform ID Polling Transmission. However, when the Information Box File functions is used, and the other party's fax machine supports Polling Transmission and the “SEP” feature, you can still carry out a Polling Transmission with an ID. ⇒ p.64 “Information Boxes”

Note

- ❒ Free Polling and Default ID Transmission allow only one file to be stored in memory.
- ❒ ID Override Polling Transmission allows a file to be stored in memory for each ID; a total of up to 400 files (800 with the optional Fax Function Upgrade unit) for varying ID's can be stored.
- ❒ Before using “Default ID Transmission”, you need to program the Polling ID. ⇒ p.259 “Programming a Polling ID”
- ❒ You can set whether a Polling Transmission file is deleted after transmitting in “User Parameters”. To save the file to transmit repeatedly, set to “Standby (Save)”.⇒ p.216 “Changing the User Parameters” (Switch 11, Bit7)
- ❒ A Polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.
- ❒ The communication fee is charged to the receiver.

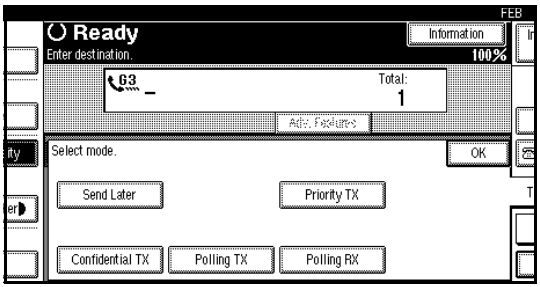
1 **Place your original, and then select any scan settings you require.**

2 **Press [Transmission Mode].**



The Transmission Mode menu appears.

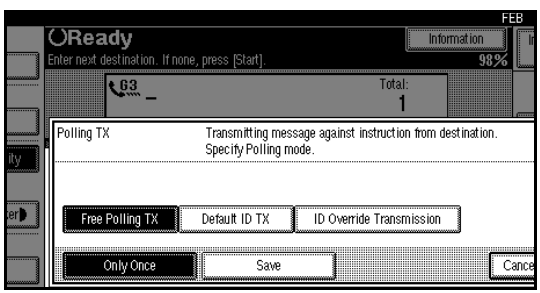
3 **Select [Polling TX].**



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

Free Polling TX

❶ **Check that [Free Polling TX] is selected.**

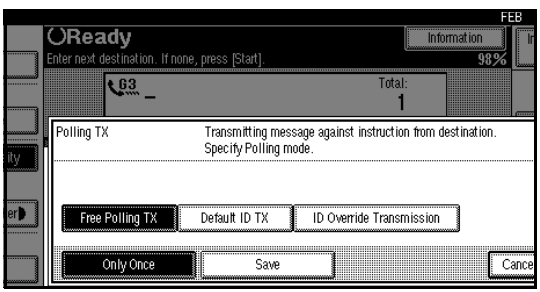


Note

❒ If **[Free Polling TX]** is not selected, press **[Free Polling TX]**.

Default ID TX

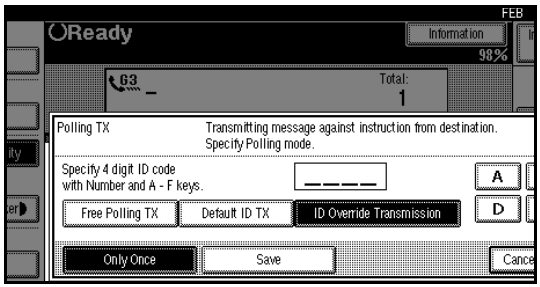
❶ **Select [Default ID TX].**



ID Override Transmission

❶ **Select [ID Override Transmission].**

❷ **Specify a 4 digit ID Code with the number keys and the [A], [B], [C], [D], [E] and [F].**



Note

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

5 **Press [Only Once] or [Save] to delete or save the file after transmission.**

Note

❒ To delete the original immediately after transmission, select **[Only Once]**.

❒ To repeatedly send the original, select **[Save]**.

❒ To cancel the Polling Transmission, press **[Cancel]**. The display will return to the Transmission Mode menu.

6 **Press [OK].**

The Transmission Mode menu is shown.

The **[Polling TX]** key is highlighted, and the specified mode is shown above.

7 **Press [OK].**

The initial display is shown.

8 **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.216 “Changing the User Parameters” (Switch11, Bit7)

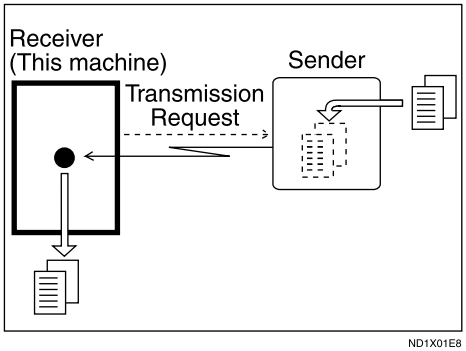
Note

❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch03, Bit6)

❒ You can set whether a portion of the sent image is printed on the report with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch04, Bit7)

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).



There are two types of Polling Reception.

❖ Default ID/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).

❖ ID Override 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).

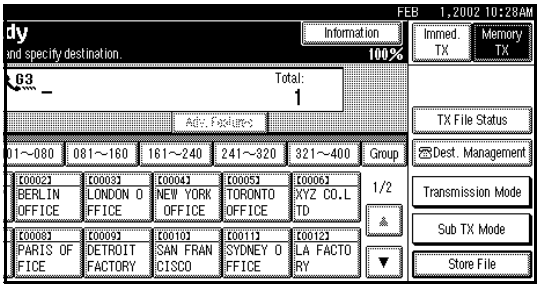
Limitation

- For ID Polling Reception, program a Polling ID in advance. ⇒ p.259 “Programming a Polling ID”
- Polling Reception requires that the other machine can perform Polling Transmission.
- To receive a message sent by any Default ID Polling Transmission or ID Override Polling Transmission, it is necessary to specify the same Polling ID as the sender's.
- 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 Transmissions and the “SEP” function, and also has stored IDs. You can still perform Polling Reception. ⇒ p.78 “SEP Code”
- To receive a message sent by any Free Polling Transmission, it is not necessary to specify the same Polling ID as the sender's.

Note

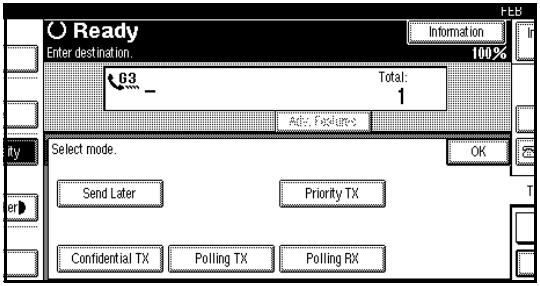
- A Polling ID may be any four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

1 Press [Transmission Mode].



The Transmission Mode menu appears.

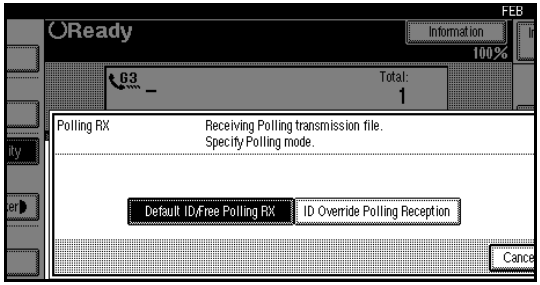
2 Select [Polling RX].



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

Default ID/Free Polling RX

❶ **Check that [Default ID/Free Polling RX] is selected.**

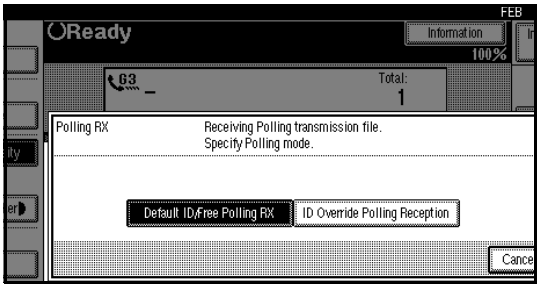


Note

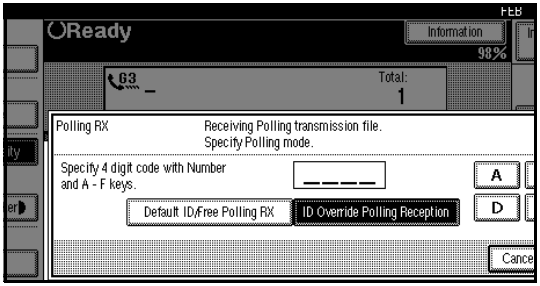
- ❒ If **[Default ID/Free Polling RX]** is not selected, press **[Default ID/Free Polling RX]**.
- ❒ To cancel the Polling Reception, press **[Cancel]**. The display will return to the Transmission Mode menu.

ID Override Polling Reception

❶ **Press [ID Override Polling Reception].**



❷ **Specify a 4 digit ID Code with the number keys and the [A], [B], [C], [D], [E] and [F].**



Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel the Polling Reception, press **[Cancel]**. The display will return to the Transmission Mode menu.

4 **Press [OK].**

The Transmission Mode menu is shown.

The **[Polling RX]** key is highlighted, and the specified mode is shown.

5 **Press [OK].**

The initial display is shown.

6 **Dial, and then press the 【Start】 key.**

Polling Reserve Report

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

Note

❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch03, Bit3)

Polling Result Report

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

Note

❒ You can also check the result of a Polling Reception with the Journal.⇒ p.45 “Printing the Journal”

❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch03, Bit4)

2. Checking and Canceling Transmission Files

After you have pressed the **【Start】** key (after scanning originals), you can check and edit the destination or settings of Memory Transmission. You can also cancel a transmission, change the settings of a transmission, print a stored file, print a list of stored files and resend a file which failed to transmit.

This feature is available for Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception and Polling Transmission.

Limitation

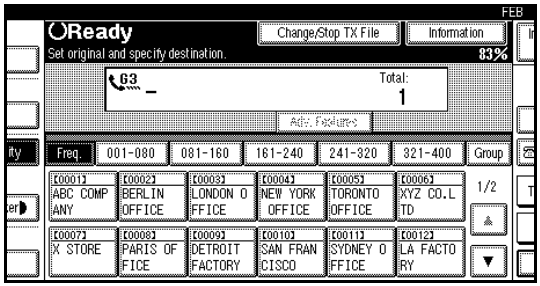
- ❒ You cannot check or edit a file being sent or received. Also a Confidential Transmission file or stored file to be printed as a report cannot be checked or edited.

Note

- ❒ There is no file being sent, received or stored by Memory Transmission, if **[Change/Stop TX File]** does not appear on the display. ⇒ Chapter 2, “Memory Transmission” in the Basic Features manual

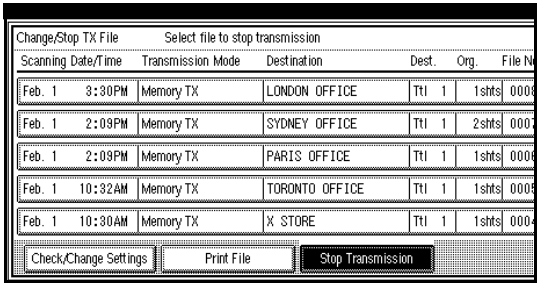
Checking Destinations

1 **Press [Change/Stop TX File].**

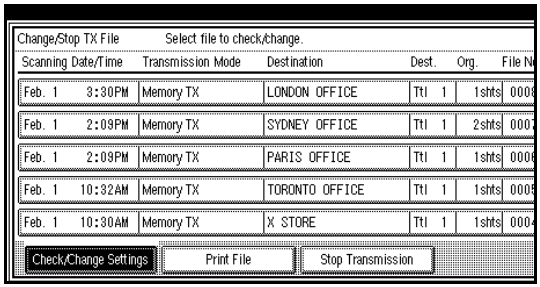


2 **Select [Check/Change Settings].**

Scanning date/time, transmission mode, destination, total number of destinations, total number of originals, file number and Status are displayed.



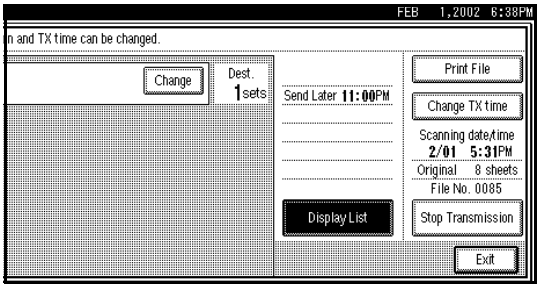
3 **Select files to be changed or checked.**



Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ If there are multiple destinations for a file, only the destination selected first is displayed.
- ❒ If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.

4 **Check a file, and then press [Exit].**



5 **Press [Exit].**

The initial display is shown.

Canceling a Transmission

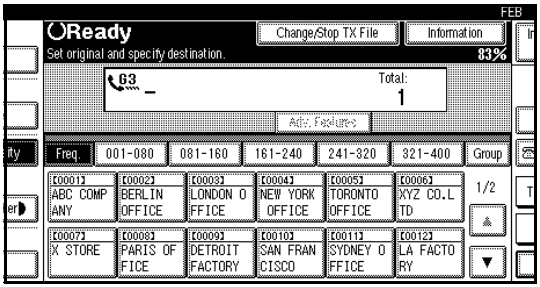
You can cancel a transmission of a file when the file is being sent, stored in memory or fails to transmit. All the scanned data is deleted from memory.

You can cancel a file for Memory Transmission. This feature is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing originals in memory. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and delete it.

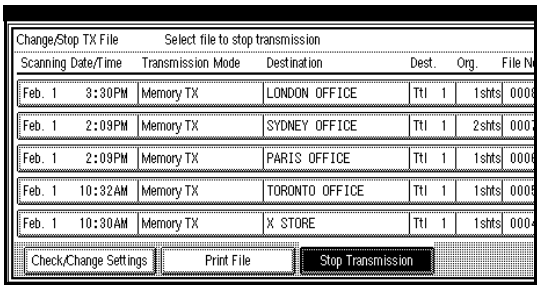
Note

- ❒ If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and will be received at the other end.
- ❒ If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.

1 **Press [Change/Stop TX File].**



2 **Select the files whose transmission you want to cancel.**

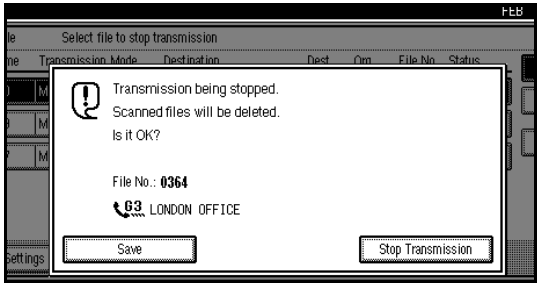


Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To display only the files being sent, press **[Files under TX]**.
- ❒ If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.
- ❒ If there are multiple destinations for a file, only one destination can be displayed. To display all destinations, press **[Check/Change Settings]**.

3 **Press [Stop Transmission].**

The file you selected to stop transmitting is deleted.



Note

- ❒ To not cancel Transmission, press **[Save]**.
- ❒ To cancel another transmission, repeat from step **2**.

4 **Press [Exit].**

The initial display is shown.

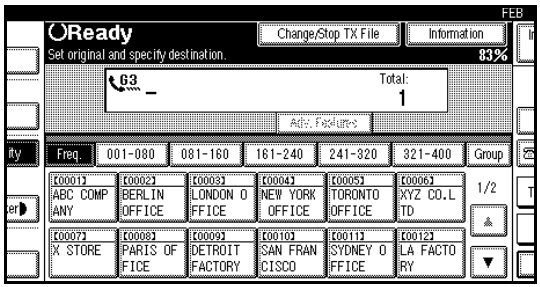
Deleting a Destination

You can delete destinations.

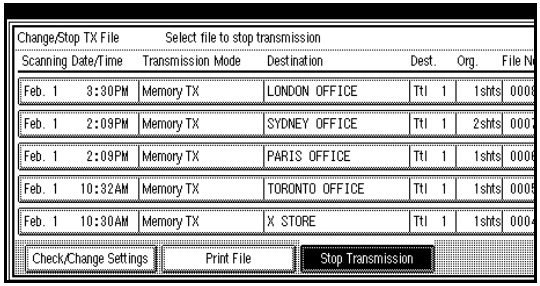
Note

- ❒ If you delete a destination that is the only destination for a transmission, the transmission is canceled.

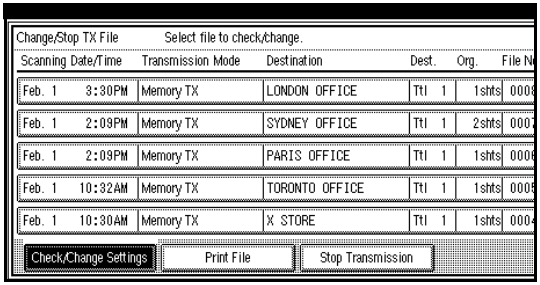
1 **Press [Change/Stop TX File].**



2 **Press [Check/Change Settings].**



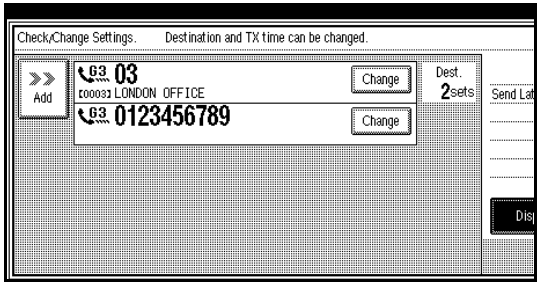
3 **Select the file from which you want to delete a destination.**



Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To display only the files being sent, press **[Files under TX]**.

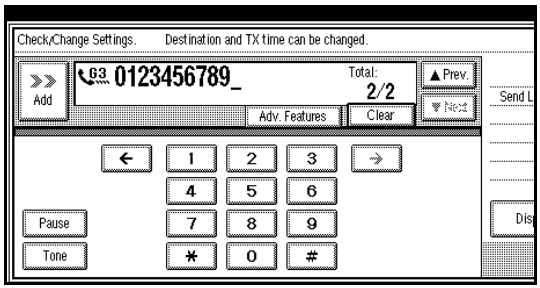
4 **Press [Change] for the destination you want to delete.**



Note

❒ If the desired destination is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [Clear] to delete the destination.**



6 **Press [Exit].**

Note

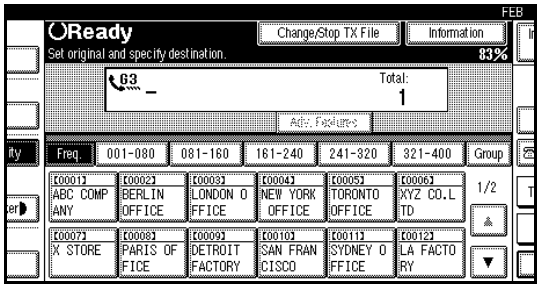
❒ To delete another destination, repeat from step **3**.

7 **Press [Exit].**

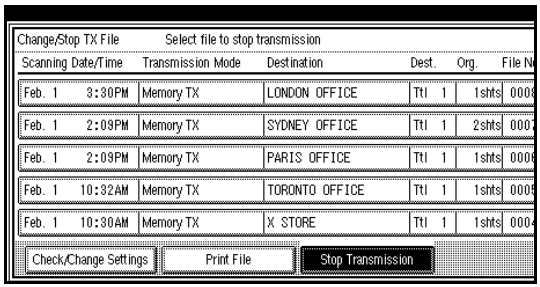
The initial display is shown.

Adding a Destination

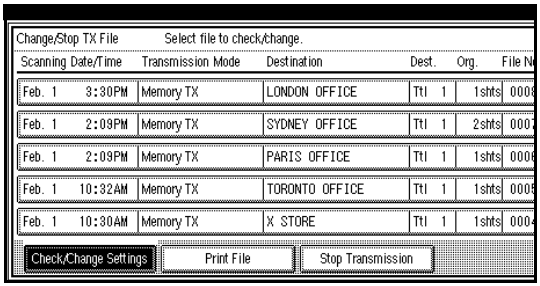
1 Press **[Change/Stop TX File]**.



2 Press **[Check/Change Settings]**.



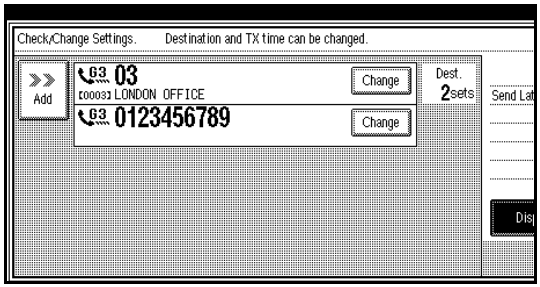
3 Select the file to which you want to add a destination.



Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To display only the files being sent, press **[Files under TX]**.

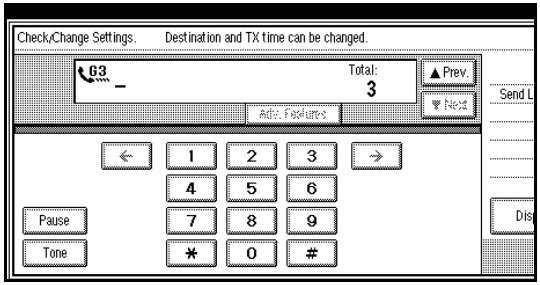
4 Press [Add].



Note

- ❒ If a destination is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Specify the destination.



Note

- ❒ You can specify the destination using the number keys.

6 Press [Exit].

Note

- ❒ Repeat steps 4 and 5, if you want to add another destination.

7 Press [Exit].

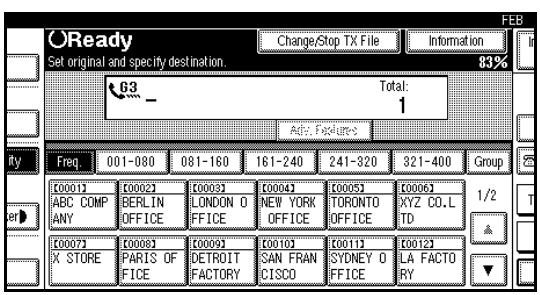
The initial display is shown.

Changing the Transmission Time

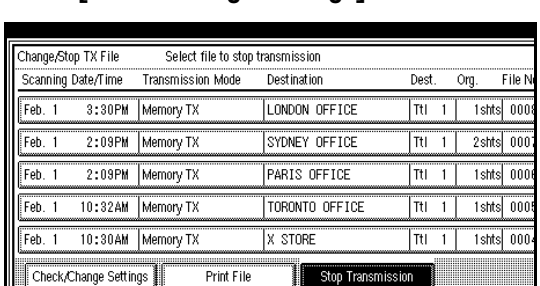
You can change the transmission time which has been specified with Send Later.⇒ p.15 “Sending at a Specific Time (Send Later)”

You can also delete the transmission time. When the transmission time is deleted, the file is transmitted immediately.

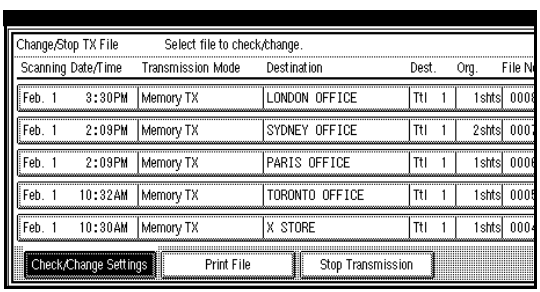
1 **Press [Change/Stop TX File].**



2 **Press [Check/Change Settings].**



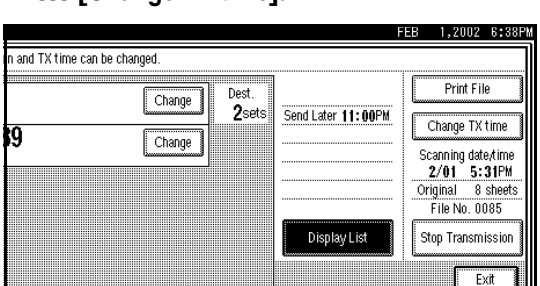
3 **Select the file for which you want to change or cancel the transmission time.**



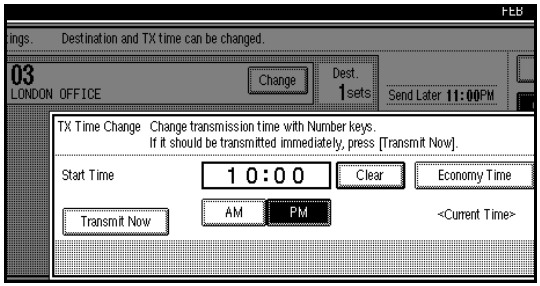
Note

- ❒ If a desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To display only the files being sent, press **[Files under TX]**.

4 **Press [Change TX time].**



5 **Press [Clear], and then reenter the transmission time using the number keys or select [Economy Time].**



Note

- ❒ The time already specified is shown.
- ❒ If you select **[Economy Time]**, the economy time already specified is entered.⇒ p.189 "General Settings/Adjustment"
- ❒ If you press **[Transmit Now]**, the file is transmitted immediately. However, if there is a file on standby that file is sent first.

6 **Press [OK].**

7 **Press [Exit].**

Note

- ❒ Repeat from step **3**, if you want to change another transmission time.

8 **Press [Exit].**

The initial display is shown.

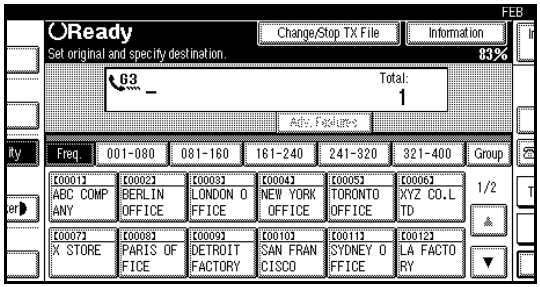
Printing a File

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

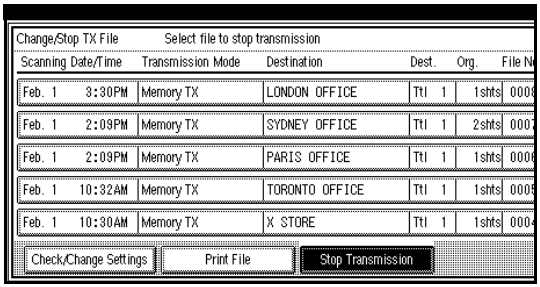
Limitation

- ❒ Polling Transmission files are not displayed in the list. Confidential Transmission files are displayed, but cannot be printed.

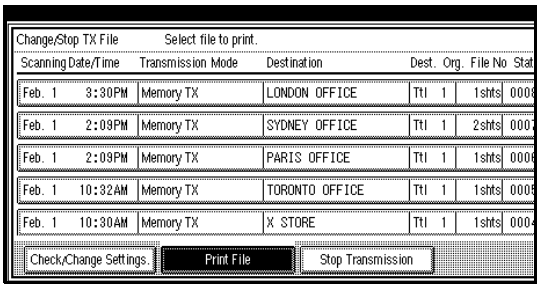
1 Press [Change/Stop TX File].



2 Press [Print File].



3 Select the file you want to print.



Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.
- ❒ If you want two sided printing (option), press **[Print 2 Sides]**.
- ❒ To cancel printing, press **[Cancel]**. The display will return to step 3.

4 Press the 【Start】 key.

Note

- ❒ To cancel a file from printing, press **[Stop Printing]**. The display will return to step 3.
- ❒ Repeat from step 3, if you want to print another file.

5 Press [Exit].

The initial display is shown.

Re-sending a File

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

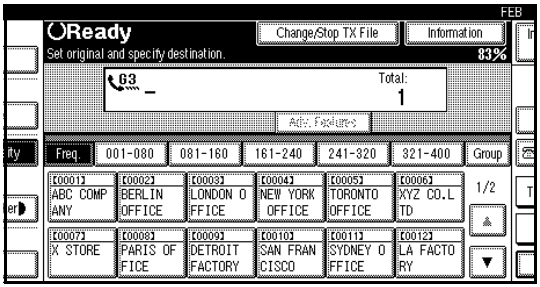
Preparation

You should select “Store for 24 hours” for “Store a message that could not be transmitted” in User Parameters.⇒ p.216 “Changing the User Parameters” (Switch 24, Bit0)

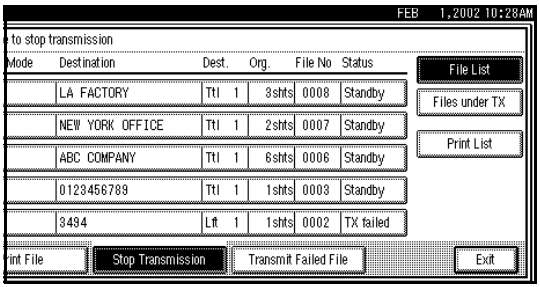
Note

❒ If you select the failed transmission file, you can resend it. This feature allows you to transmit a fax message again. These files will be kept for either 24 or 72 hours depending on how you program this feature. ⇒ p.216 “Changing the User Parameters” (Switch24, Bit1,0)

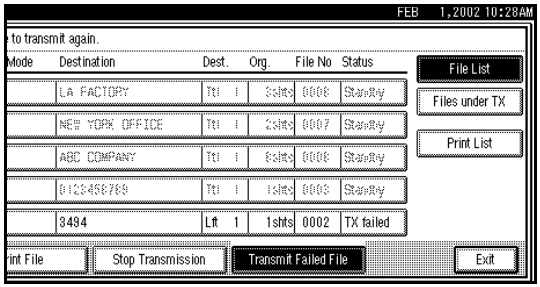
1 Press [Change/Stop TX File].



2 Press [Transmit Failed File].



3 Select a file you want to resend.



Note

- ❒ "TX failed" is displayed for files that could not be sent.
- ❒ If a desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ If there are multiple destinations for a file, only the destination selected first is displayed.
- ❒ If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.

4 Press [OK].

Note

- ❒ To add destinations, press **[Add]** and specify the destinations.
- ❒ To cancel transmissions, press **[Cancel]**. The display will return to step 3.
- ❒ Repeat from step 3 to resend another file.

5 Press [Exit].

The initial display is shown.

Transmission starts.

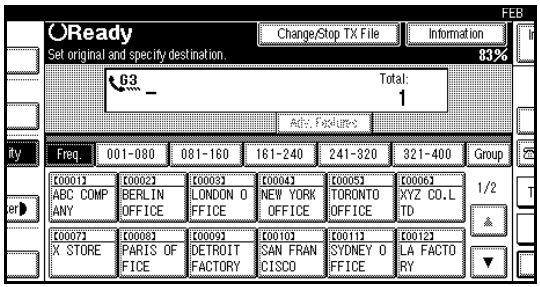
Printing a List of Files in Memory (Print TX File List)

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

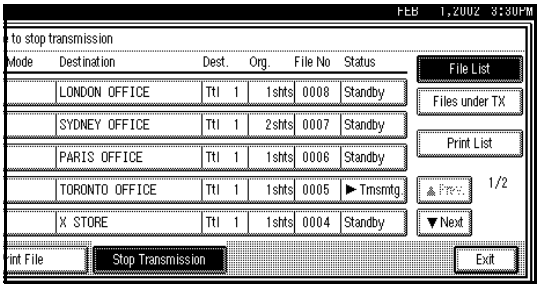
Note

- ❒ The contents of a file stored in memory can also be printed. ⇒ p.40 “Printing a File”

1 **Press [Change/Stop TX File].**



2 **Press [Print List].**



Note

- ❒ To cancel printing, press **[Cancel]**. The display will return to step **2**.

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

Note

- ❒ To cancel printing, press **[Stop Printing]**. The display will return to step **2**.

4 **Press [Exit].**

The initial display is shown.

Printing the Journal

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

If the machine is installed with the optional ISDN Unit or the optional Extra G3 Interface Unit, you can print the Journal of each line type.

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

Important

- ❒ The contents of a Journal printed automatically are deleted after printing. If you administer the history of transmissions and receptions, we recommend that you keep the Journal. You can check a total of 200 communications (1,000 with the optional Fax Function Upgrade unit) (receptions+transmissions) on the display.

❖ All

Prints the results of communications in the order made.

❖ Print per File No.

Prints only the results of communications specified by file number.

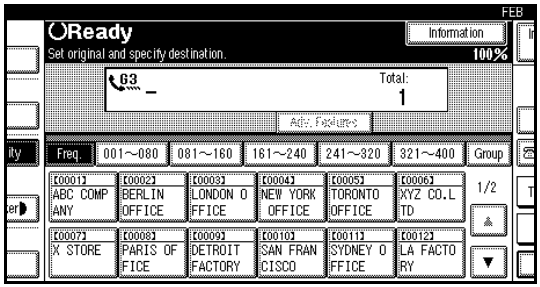
❖ Print per User Code

Prints only the results of communications for a specified User Code. ⇒Chapter 1 “Reading the Display Panel and Using Keys -- User Code Management” in the Basic Features manual

Note

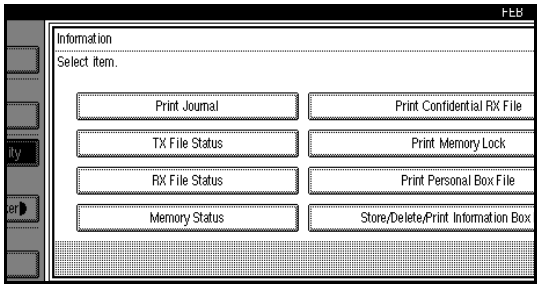
- ❒ The Journal is printed automatically after every 50 communications (receptions+transmissions).
- ❒ The sender's name column of the Journal is useful when you need to program a special sender.
- ❒ If you do not want the Journal printed, you can turn it off. ⇒ p.216 “Changing the User Parameters” (Switch03, Bit7)
- ❒ You can set whether the Journal is automatically printed after every 50 communications in User Parameters.⇒ p.216 “Changing the User Parameters” (Switch03, Bit7)
- ❒ You can set whether you print the Journal by line type.⇒ p.216 “Changing the User Parameters” (Switch19, Bit1)

1 **Press [Information].**

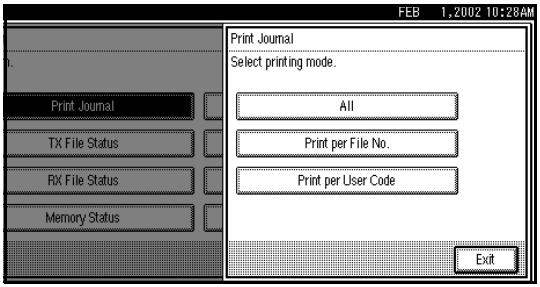


The Information menu is shown.

2 **Select [Print Journal].**



3 **Select a printing mode.**



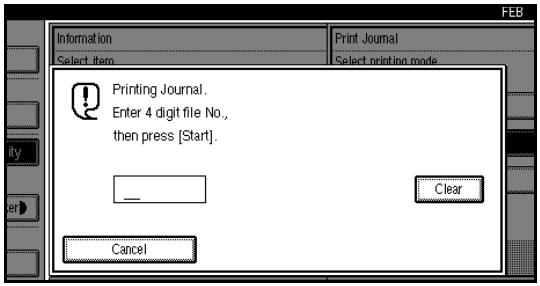
Selecting **[All]**

❶ **Press [All].**

Selecting **[Print per File No.]**

❶ **Press [Print per File No.].**

❷ **Enter a 4 digit file number.**



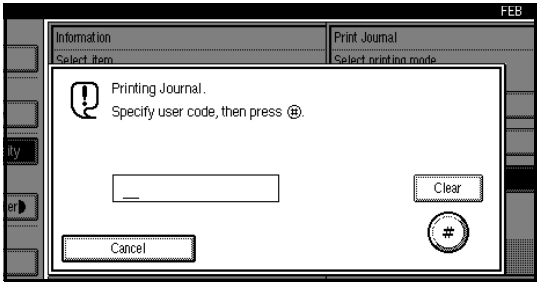
Note

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

Selecting **[Print per User Code]**

❶ **Press [Print per User Code].**

❷ **Specify an 8 digit User Code with the number keys.**



Note

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

❸ **Press [#].**

❹ **Check the User Code shown on the display.**

Note

❒ To cancel printing, press **[Cancel]**. The display will return to step **3**.

4 **Press the 【Start】 key.**

Note

❒ To cancel a file printing, press **[Stop Printing]** and the display will return to step **3**.

5 **Press [Exit].**

6 **Press [Exit].**

The initial display is shown.

Checking the Transmission Result (TX File Status)

You can browse a part of the Transmission Result Report on the display.

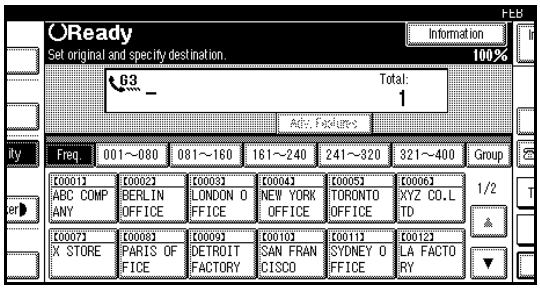
Limitation

- ❒ 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.

Note

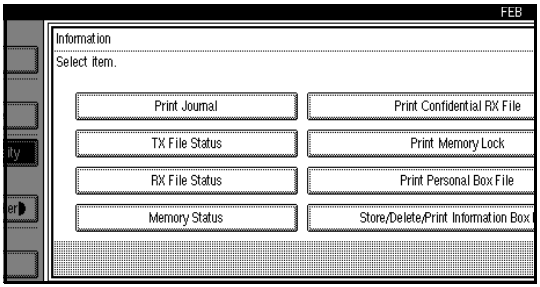
- ❒ Only the transmission result of the last 200 communications are shown.

1 **Press [Information].**



The Information menu is shown.

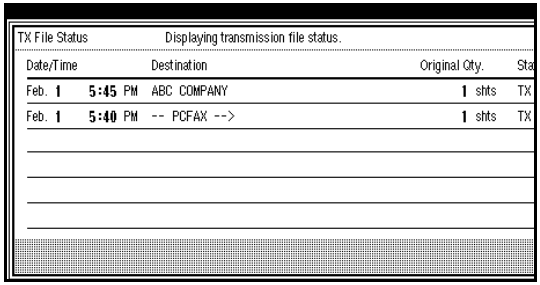
2 **Select [TX File Status].**



Transmission results are displayed from the latest result in groups of six.

Scanning date/time, destination, originals quantity, file number and status are displayed.

3 **Check the transmission results, and then press [Exit].**



Note

- ❒ If a desired transmission result is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ "Destination" shows the fax number of a sender or Fax Header information. For a transmission from a computer, "-- PCFAX -->" is shown.

4 **Press [Exit].**

The initial display is shown.

Checking the Reception Result (RX File Status)

You can browse a part of the Reception Result Report on the display.

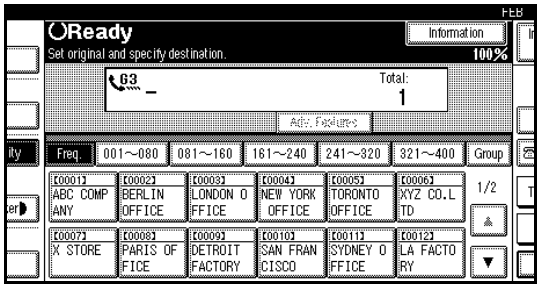
Limitation

- ❒ 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.

Note

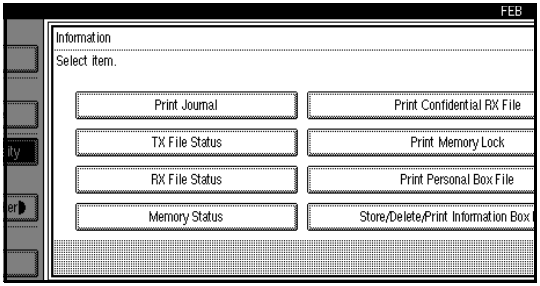
- ❒ Only the reception result of the last 200 communications are shown.

1 **Press [Information].**



The Information menu is shown.

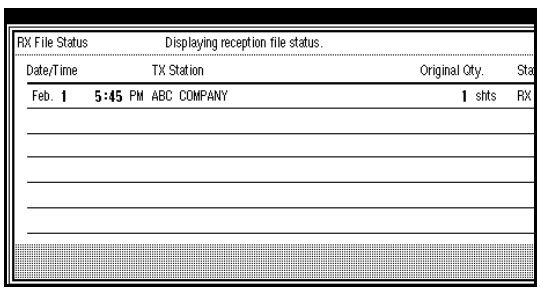
2 **Select [RX File Status].**



Reception results are displayed from the latest result in groups of six.

Scanning date/time, Transmission Station, originals quantity, file number and Status are displayed.

3 **Check the reception results, and then press [Exit].**



Note

- ❒ If a desired reception result is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ TX Station shows the fax number of a sender or Fax Header information.

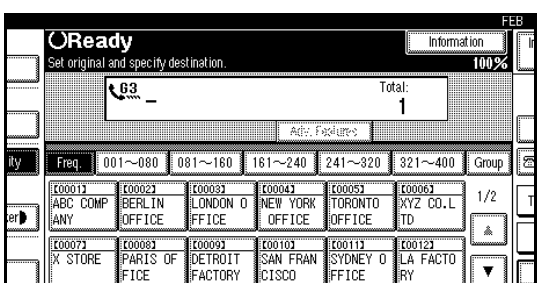
4 **Press [Exit].**

The initial display is shown.

Displaying the Memory Status

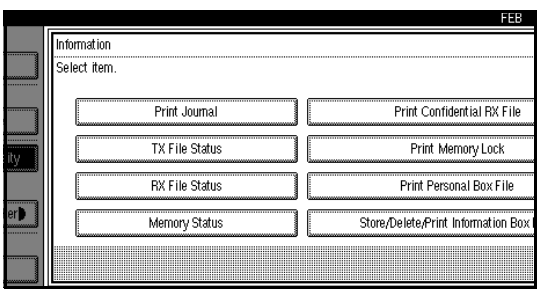
Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of received Confidential Messages, the number of files to be sent, the number of Memory Lock files and the number of received messages to be printed.

1 **Press [Information].**

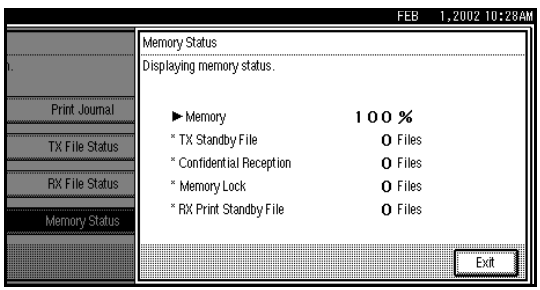


The Information menu is shown.

2 **Select the [Memory Status] function number with the number keys.**



3 **Check the memory status, and then press [Exit].**



Note

❒ "Others" will be displayed:

- When storing attachment files. ⇒ p.179 "Storing and Changing an Auto Document"
- When storing Transfer Request files. ⇒ p.82 "Transfer Request"
- When storing originals in the Information Boxes. ⇒ p.64 "Information Boxes"
- When sending to the Personal Box. ⇒ p.60 "Personal Boxes"

4 **Press [Exit].**

The initial display is shown.

Printing a Confidential Message

This feature is designed to prevent unauthorized users from reading your messages. 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.257 "Programming a Confidential ID"

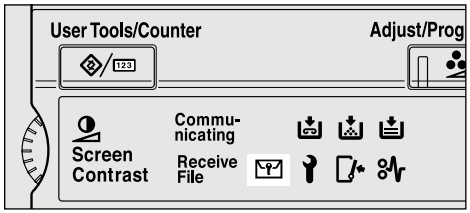
Important

- ❒ If the main power switch is off more than 1 hour, all Confidential Messages are deleted. In that case, use the Power Failure Report to identify which messages have been deleted. ⇒ p.279 "Power Failure Report"

Limitation

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

1 Confirm that the Confidential File indicator is lit.



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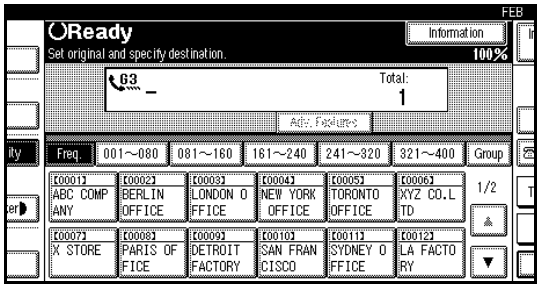
Note

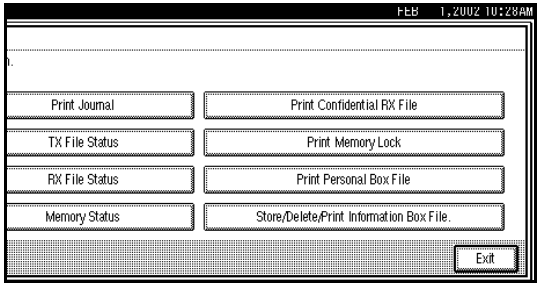
- ❒ If the machine received a message with SUB Code, the Confidential File indicator also lights.
- ❒ Print a message with SUB Code using the **[Print Personal Box File]** function. ⇒ p.61 "Printing Personal Box Messages"

2 **Press [Information].**

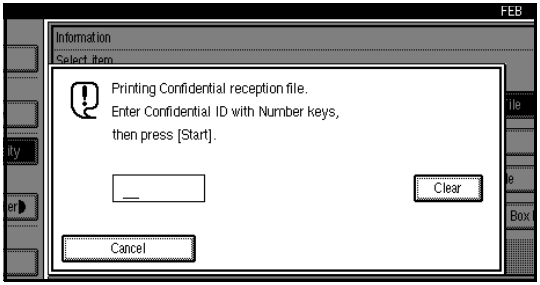


The Information menu is shown.

3 **Select [Print Confidential RX File].**



4 **Enter a 4 digit Confidential ID with number keys.**



The Confidential ID is not shown on the display.

Note

- ❒ You must enter the Confidential ID programmed in this machine when the received file has no Confidential ID.
- ❒ You must enter the Confidential ID programmed by the sender. Confirm the sender's Confidential ID in advance.
- ❒ If no Confidential Messages have been received, the message "`No reception file.`" is shown. Press **[Exit]**.
- ❒ If the Confidential IDs or Personal Confidential IDs do not match, the message "`No reception file under specified Confidential ID.`" is displayed. Press **[Exit]** to cancel the operation, and then check the Confidential ID or Personal Confidential ID with the other party and try again.

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

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

6 **Press [Exit].**

The initial display is shown.

If you cannot print confidential files even if the Confidential File ( ) indicator is lit.

The Confidential File indicator also lights if the machine received a message with a SUB Code. Check the Personal Boxes.

Note

❒ Print from the Personal Box, when a file has been sent from another party with a SUB Code attached.⇒ p.60 “Personal Boxes”

Confidential File Report

When this function is turned on, this report is printed whenever your machine receives a Confidential Message.

Note

❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch04, Bit0)

Printing a File Received with Memory Lock

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

Preparation

Before using this function, program your Memory Lock ID.⇒ p.260 “Programming a Memory Lock ID”

Before using this function, set Confidential Transmissions to On.

Important

- ❒ If the main power switch is turned off for more than an hour, all messages protected by Memory Lock will be deleted. In that case, the Power Failure Report will be printed so you can confirm which messages have been deleted. ⇒ p.279 “Power Failure Report”
- ❒ Set Confidential Transmissions to ON.

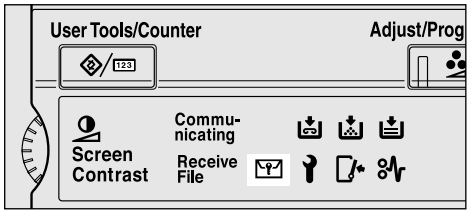
Limitation

- ❒ Messages received by Polling Reception are automatically printed even if this feature is switched on.

Note

- ❒ You can also apply a Memory Lock to messages that come only from certain senders. ⇒ p.223 “Special Senders to Treat Differently”

1 Confirm that the Confidential File indicator is blinking.



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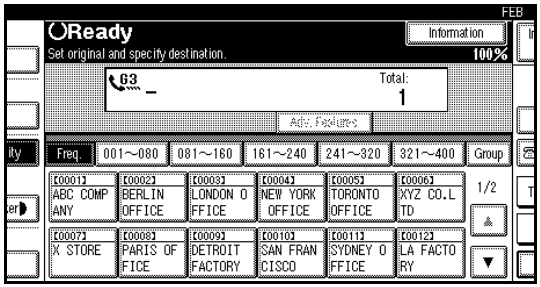
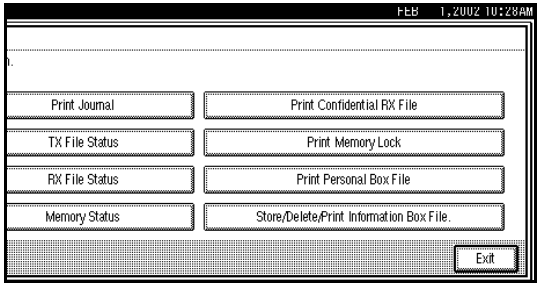
2 **Press [Information].**

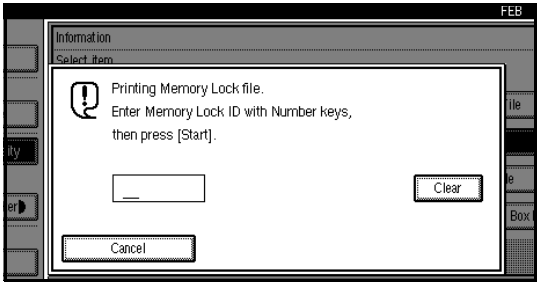


The Information menu is shown.

3 **Select [Print Memory Lock].**



4 **Enter a 4 digit Memory Lock ID with the number keys.**



The Memory Lock ID is not shown on the display.

Note

- ❒ If no messages were received while Memory Lock was switched on, the message "`No reception file.`" is shown. Press **[Exit]**.
- ❒ If the Memory Lock ID does not match, the message "`Specified code does not correspond to programed Memory Lock ID.`" is shown. Press **[Exit]** and retry after checking the Memory Lock ID.

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

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

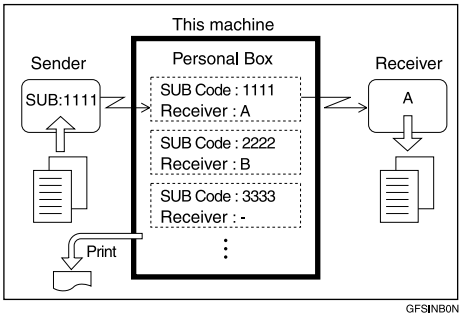
6 **Press [Exit].**

The initial display is shown.

Personal Boxes

Personal Boxes

This feature lets you set up the machine so that incoming messages addressed to certain users are stored in memory instead of being printed out immediately. Each user must be assigned a SUB Code (Personal Code) that has been designated as a Personal Box beforehand. When the other party sends their message, they specify the SUB Code of the user to which they are sending the message. When the message is received, it is stored in the Personal Box with the matching SUB Code. In order to print a message received into a Personal Box, you must enter the SUB Code assigned to that Personal Box. This enables several individuals or departments to share a single fax machine yet be able to differentiate between messages. Furthermore, if you specify a receiver for the Personal Box, instead of being stored in memory, incoming messages with this SUB Code appended are forwarded directly to the destination you specify.



Note

- ❒ To be able to receive messages into a Personal Box you must inform the sender of the SUB Code registered for that Personal Box and ask them to send the message using SUB Code Transmission with that SUB Code. ⇒ p.76 “SUB Code”
- ❒ When messages have been received into Personal Boxes, the Confidential Reception/Memory Lock indicator lights and the Confidential File Report is printed.⇒ p.57 “Confidential File Report”

❒ If a Personal Box is assigned a receiver, incoming messages are transferred to that receiver with a Forwarding Mark stamped on them ⇒ p.208 “Forwarding”. If a receiver is not assigned, see p.61 “Printing Personal Box Messages” for how to print these messages.

Printing Personal Box Messages

Follow these steps to print a message that has been received into a Personal Box.

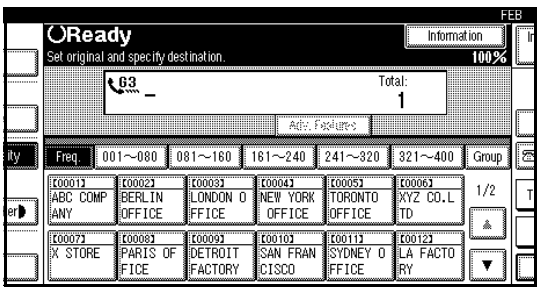
Preparation

Before using this function, set the Personal Box in advance.⇒ p.238 “Box Settings”

Note

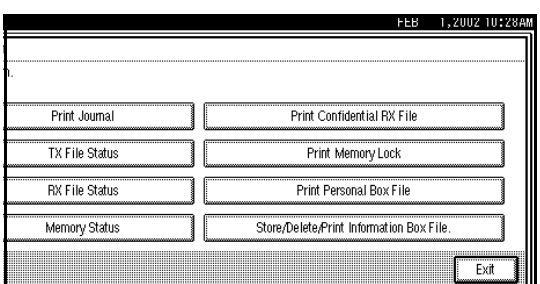
❒ If you print a Personal Box message, it is deleted.

1 **Press [Information].**

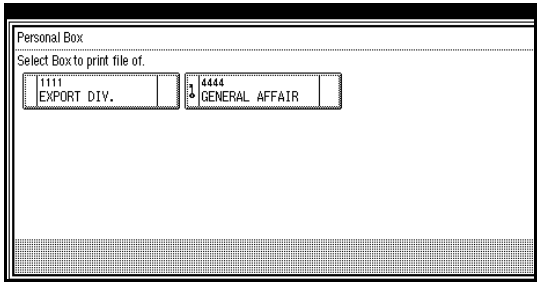


The Information menu is shown.

2 **Select [Print Personal Box File].**



3 **Select the box with the message you want to print.**



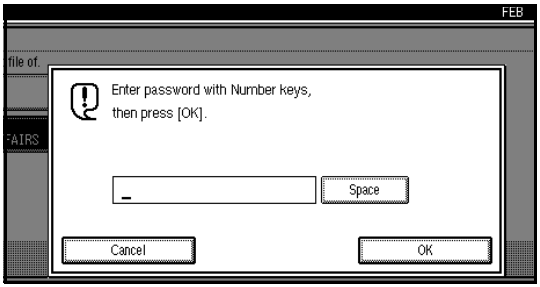
Note

- ❒ If a desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

When a password is required

The screen is displayed, when the selected Personal Box password is set in advance. The password is registered in "Key Operator Tools". ⇒ p.239 "Programming/Editing Personal Boxes"

❶ **Enter a password.**



❷ **Press [OK].**

Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel entering a password, press **[Cancel]**. The display will return to step **3**.

4 **Press the 【Start】 key.**

The received messages are printed.

Note

- ❒ To stop printing, press **[Stop Printing]**. The display will return to step **3**.

5 **Press [Exit].**

Note

- ❒ If there are messages in other Personal Boxes, the display will return to step **3**. Repeat from step **3** to print another file.

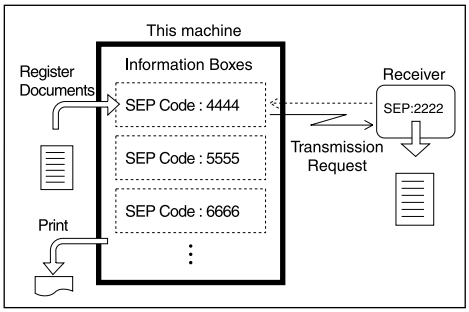
6 **Press [Exit].**

The initial display is shown.

Information Boxes

Information Boxes

Use the Information Box feature to set up the machine as a Fax Information service or Document Server. By scanning documents into Information Boxes, other parties can receive these messages whenever they request them.



Note

- ❒ Program documents for this feature using the "Storing Messages in Information Boxes" ⇒ p.65
- ❒ For other parties to be able to retrieve a message programmed in an Information Box, you need to inform them of the SEP Code assigned to that Information Box.
- ❒ When a SEP Code Polling Reception request is made by another party, the SEP Code they specify is compared with the SEP Codes programmed in that Information Boxes. If a code matches, the message stored in the Information Box is sent to the other party automatically.
- ❒ To check on the contents of Information Boxes, use "Printing Information Box Messages" ⇒ p.67
- ❒ You can set a password for Information Boxes in advance. A password can be set in "Key Operator Setting". ⇒ p.244 "Programming/Editing Information Boxes"

Storing Messages in Information Boxes

Follow these steps to store a message in an Information Box.

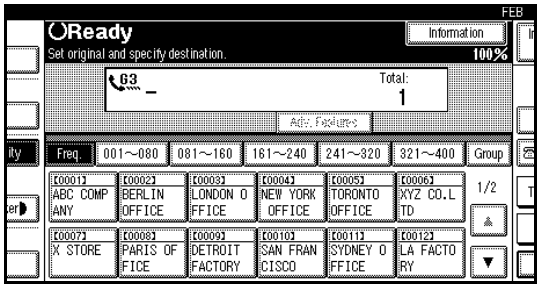
Preparation

Before using this function, set the Information Box in advance. ⇒ p.244 “Programming/Editing Information Boxes”

Note

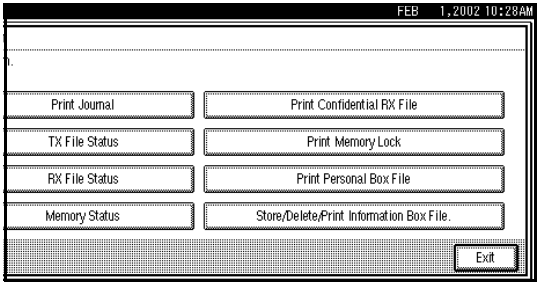
- ❒ One Information Box stores one file.
- ❒ The stored file is not deleted automatically. If you want to delete a stored file. ⇒ p.70 “Deleting Information Box Messages”

1 **Press [Information].**

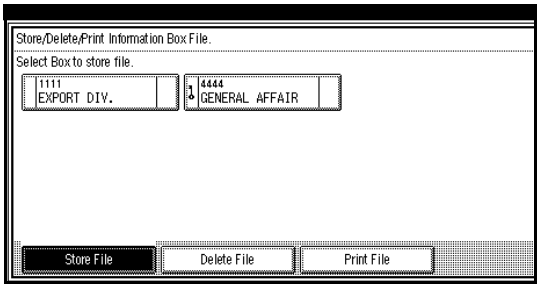


The information menu is shown.

2 **Select [Store/Delete/Print Information Box File.].**



3 **Select the box in which you want to store the file.**

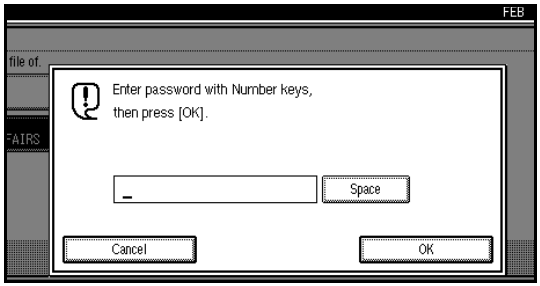


Note

- ❒ If a desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ When there are pre-registered files, a file mark is displayed at the end of the Box Name.
- ❒ A message is displayed, when selecting a box with a file stored in it. Press [Register], when changing the file name. The originally stored file will be overwritten.

When a password is required

❶ Enter a password.



❷ Press [OK].

Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel entering a password, press **[Cancel]**. The display will return to step **3**.

4 Place the original, and then select any scan settings you require.

Note

- ❒ You can also select the following settings.
  - Book Fax
  - 2 Sided Original (Optional Document Feeder (ADF) is required)
  - Stamp (Optional Document Feeder (ADF) is required)

5 **Press the 【Start】 key.**

The machine starts to scan the original.

To stop scanning, press **[Stop Scanning]**. The display will return to step **3**.

Note

- ❒ After you place an original on the exposure glass, place the next original within 60 seconds. After all originals are scanned, press [#].

6 **Press [Exit].**

Repeat from step **3** to store another file in a box.

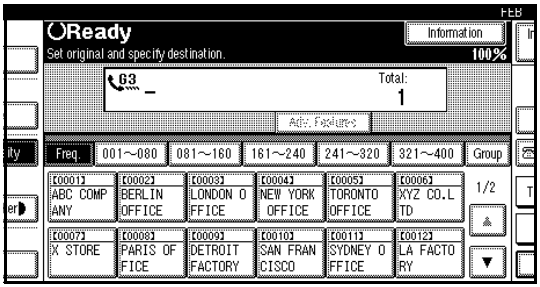
7 **Press [Exit].**

The initial display is shown.

Printing Information Box Messages

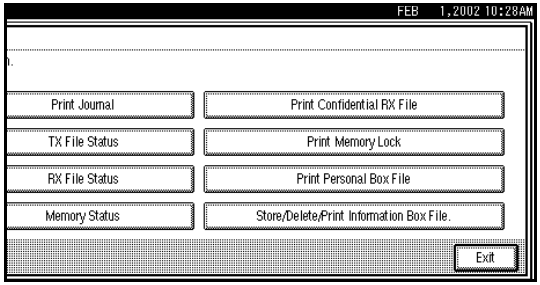
Follow these steps to print the message stored in an Information Box.

1 **Press [Information].**

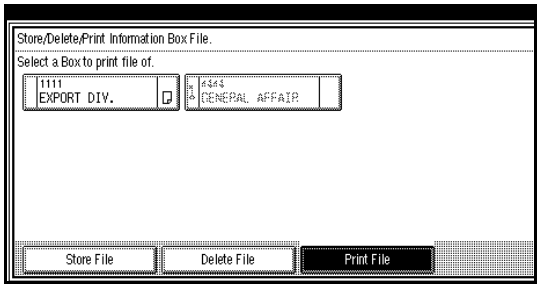


The information menu is shown.

2 **Select [Store/Delete/Print Information Box File.].**

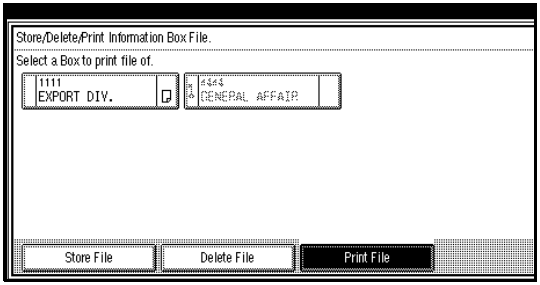


3 **Press [Print File].**



4 **Select the box with the message you want to print.**

The SEP Code and Box Name are displayed.

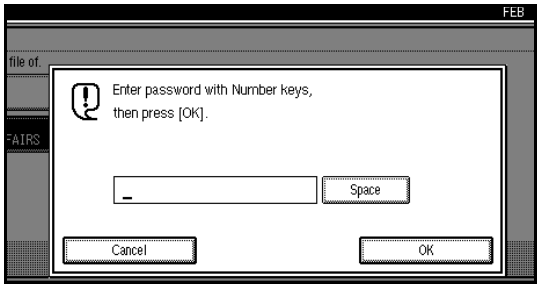


Note

- ❒ If a desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ You cannot select a box which has no stored file.

When the password is required

❶ **Enter a password.**



❷ **Press [OK].**

Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel entering a password, press **[Cancel]**. The display will return to step 4.

5 Press the 【Start】 key.

The machine starts to print.

Note

- ❒ If you want 2 sided printing (option), press **[Print 2 Sides]** before pressing the **【Start】** key.
- ❒ To stop printing, press **[Stop Printing]**. The display will return to step 4.

6 Press [Exit].

Repeat from step 4 to print another stored file in the box.

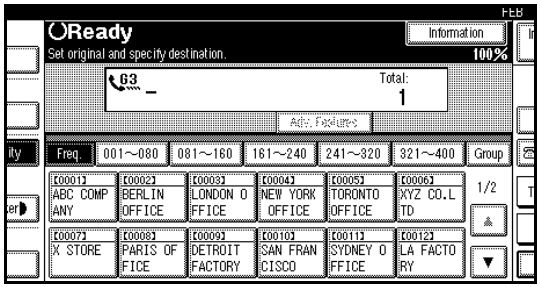
7 Press [Exit].

The initial display is shown.

Deleting Information Box Messages

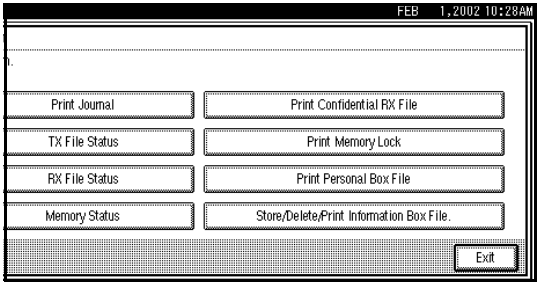
Follow these steps to delete a file stored in an Information Box.

1 Press [Information].

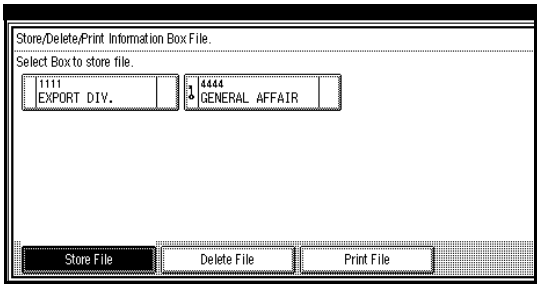


The information menu is shown.

2 Select [Store/Delete/Print Information Box File.].

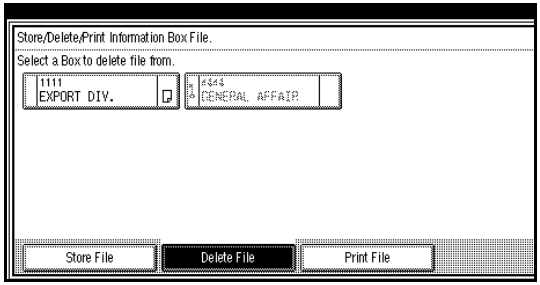


3 Press [Delete File].



4 Select the box that contains the stored file you want to delete.

The SEP Code and Box Name are displayed.

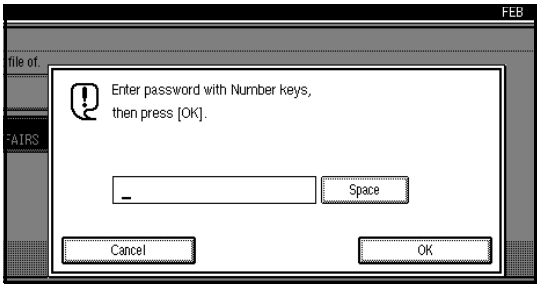


Note

- ❒ If a desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ You cannot select a box which has no stored file.

When the password is required

❶ Enter a password.



❷ Press [OK].

Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel entering a password, press **[Cancel]**. The display will return to the step **4**.

5 Press the 【Start】 key.

The machine starts to print.

Note

- ❒ If you want 2 sided printing (option), press **[Print 2 Sides]** before pressing the 【Start】 key.
- ❒ To stop printing, press **[Stop Printing]** and the display will return to step 4.

6 Press [Exit].

Repeat from step 4 to delete another stored file in another box.

7 Press [Exit].

The initial display is shown.

Handy Dialing Functions

Chain Dial

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

Note

- ❒ Maximum length of a telephone or fax number: 254 digits
- ❒ For Memory Transmission and Immediate Transmission, insert a pause between parts of a number. For On Hook Dial and Manual Dial, no pause is needed.

(Example) 01133-1-555333

Assume that 01133 is stored in Quick Dial key.

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

② Press the Quick Dial key which is programmed “01133”.

③ Press the 【Pause/Redial】 key.

④ Enter 【1】, 【5】, 【5】, 【5】, 【3】, 【3】, 【3】 with the number keys.

⑤ 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 recently, the Redial feature saves you time by finding and entering the number again.

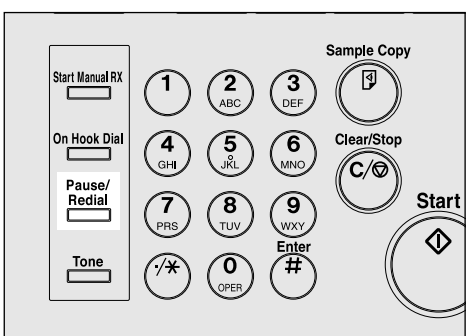
Limitation

- ❒ The following kinds of destinations are not memorized:
  - Quick Dials
  - Group Dials
  - Destinations dialed by a Program
  - Destinations dialed as End Receivers for Transfer Request
  - Forwarding terminal of the Substitute Reception
  - Destinations dialed using the external telephone or optional handset keypad
  - Destinations dialed by Redial (regarded as already stored in memory)
  - Any destinations after the first number if multiple destinations were dialed
- ❒ Do not dial any numbers before you press the **【Pause/Redial】** key. If you press the **【Pause/Redial】** key after entering numbers using the number keys, a pause will be entered instead.

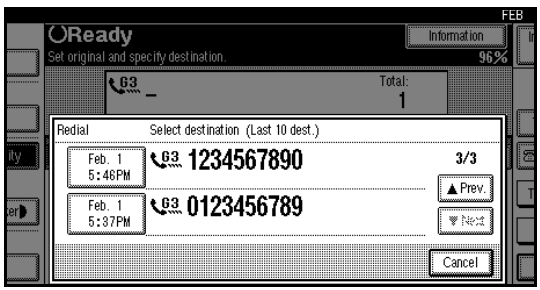
Note

- ❒ If the receiver uses a fax machine of the same manufacturer that is capable of programming the Own Name, that name may be shown on the display instead of the fax number. ⇒Chapter 3, “Initial Settings and Adjustments” in the Basic Features manual

1 **Press the 【Pause/Redial】 key.**



2 **Select a destination you want to redial.**



Note

- ❒ As the date and time of the reading of the original has become a key, select it by pressing on it.
- ❒ If the receiver is not displayed, press **[▲ Prev.]** or **[▼ Next]** to find it.

Advanced Features

SUB Code

Normally you can only use Confidential Transmission to send messages to fax machines of the same make that have the Confidential Reception feature. ⇒ p.19 “Confidential Transmission” However, if the other machine supports a similar feature called “SUB Code”, you can send fax messages to the other party using this method instead.

Limitation

- ❒ You can only use this feature with a G3 line (not with G4).
- ❒ You cannot use Chain Dial with this feature.⇒ p.73 “Chain Dial”
- ❒ You cannot select this function when carrying out standard Confidential Transmission.

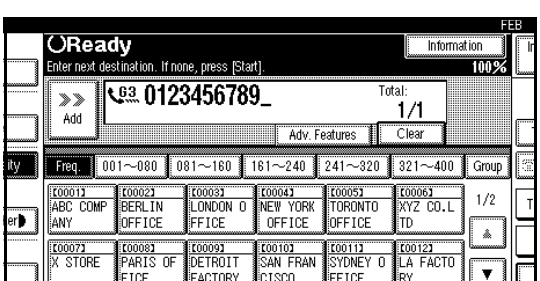
Note

- ❒ The ID can be up to 20 digits long and consist of numbers, spaces, * and # .
- ❒ Make sure the number of digits in the ID matches the specification of the machine to which you are sending.
- ❒ You can store IDs in Quick Dials, Groups and Programs. ⇒ Chapter 3, “Quick Dial”, “Groups” in the Basic Features manual and, ⇒ p.153 “Registering and Changing Keystroke Programs”
- ❒ Messages you send using this feature are marked “SUB” on all reports.⇒ p.187 “Reports/Lists”

1 **Place your original, and then select any scan settings you require.**

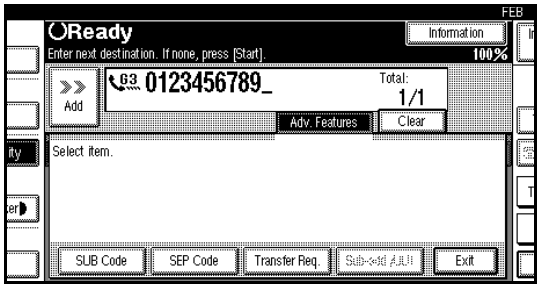
2 **Dial the fax number using the number keys.**

3 **Press [Adv. Features].**

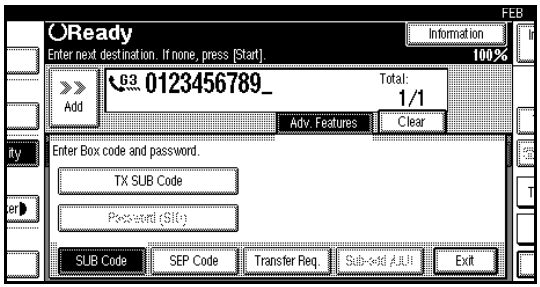


The advanced feature menu is shown.

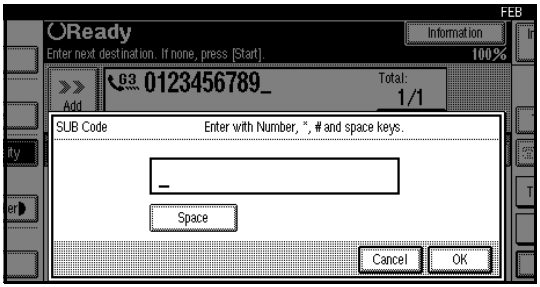
4 Select [SUB Code].



5 Press [TX SUB Code].



6 Enter a SUB Code with the number keys.



Note

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

7 Press [OK].

"SUB Code" appears one line above **[Adv. Features]** on the display.

8 To enter a password, press [Password (SID)].

9 Enter the password with the number keys.

10 Press [OK].

11 Press [Exit].

12 Press the 【Start】 key.

Note

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

SID Code

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

Limitation

- ❒ You can enter a SID using up to 20 digits.

Note

- ❒ You can store IDs in Quick Dials, Groups and Programs. ⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual and, ⇒ p.153 "Registering and Changing Keystroke Programs"
- ❒ Messages you send using this feature are marked "SID" on all reports. ⇒ p.187 "Reports/Lists"

SEP Code

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

Poll the other machine. You can receive messages that have the same SEP Code as the SEP Code you entered.

Limitation

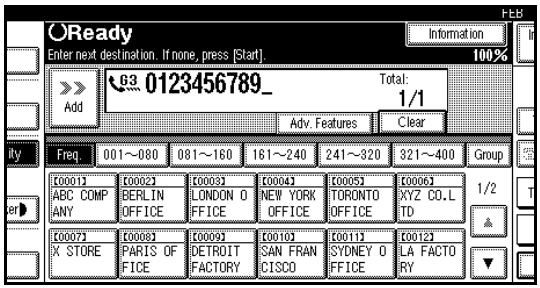
- ❒ You can only use this feature with a G3 line (not with G4).
- ❒ You cannot use Chain Dial with this feature.⇒ p.73 "Chain Dial"

Note

- ❒ The ID can be up to 20 digits long.
- ❒ Make sure the number of digits in the ID matches the specification of the machine to which you are sending.
- ❒ You can store IDs in Quick Dials, Groups and Programs with the number keys, and consist of space, * and #. ⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual and ⇒ p.153 "Registering and Changing Keystroke Programs"
- ❒ Messages you receive using this feature are marked "SEP" on all reports.⇒ p.187 "Reports/Lists"

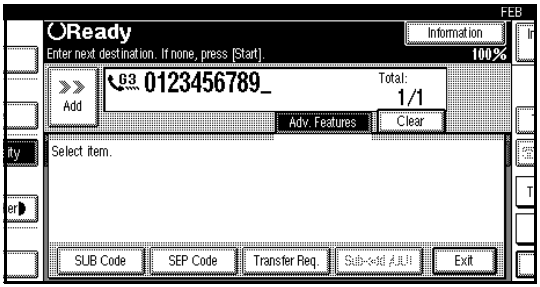
1 **Dial the fax number using the number keys.**

2 **Press [Adv. Features].**

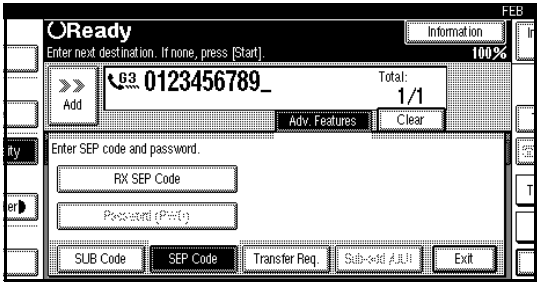


The advanced features menu is shown.

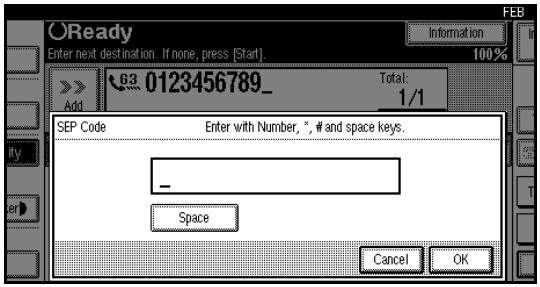
3 **Select [SEP Code].**



4 **Press [RX SEP Code].**



5 **Enter a SEP Code with the number keys.**



Note

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

6 **Press [OK].**

A "SEP Code" appears one line above **[Adv. Features]** on the display.

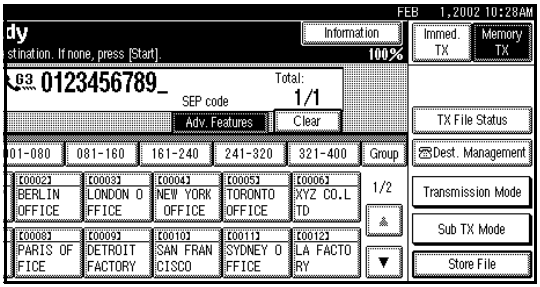
7 **To enter a password, press [Password (PWD)].**

8 **Enter the password with number keys.**

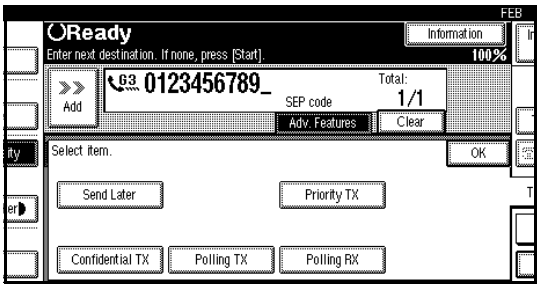
9 **Press [OK].**

10 **Press [Exit].**

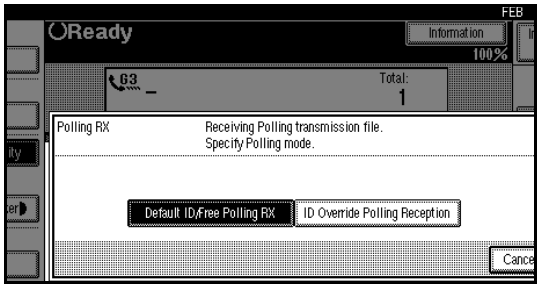
11 **Press [Transmission Mode].**



12 **Select [Polling RX].**



13 **Press [Default ID/Free Polling RX].**



Note

❒ To cancel Polling RX, press **[Cancel]**. The display will return to step **12**.

14 **Press [OK].**

The advanced features menu is shown.

The **[Polling RX]** key is highlighted, and "Default ID/Free Poll." is shown.

15 **Press [OK].**

The initial display is shown.

16 **Press the 【Start】 key.**

PWD Code

There are times you may wish to use a password when receiving faxes by polling with the SEP Code feature.

Limitation

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

Note

❒ You can store IDs in Quick Dials, Groups and Programs. ⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual and, ⇒ p.153 "Registering and Changing Keystroke Programs"

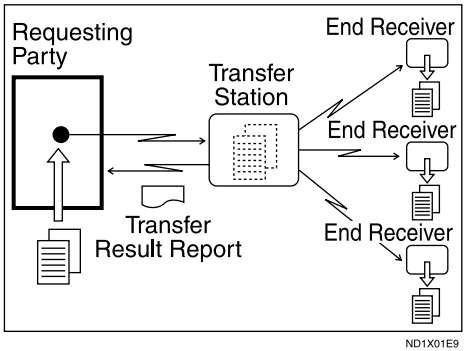
❒ Messages you send using this feature are marked "PWD" on all reports. ⇒ p.187 "Reports/Lists"

Transfer Request

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

The diagram below may make the concept clearer.

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



The following terminology is used in this section.

❖ Requesting Party

The machine where the message originates from.

❖ Transfer Station

The machine that forwards the incoming message to another destination.

❖ End Receiver

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

Preparation

Before you can use this feature, you must program the Polling ID and your own fax number.
⇒ p.259 “Programming a Polling ID”, p.255 “Transfer Report”

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

Note

- ❒ Polling ID's of the Requesting Party (this machine) and Transfer Stations must be identical.
- ❒ You can specify up to 500 Transfer Stations in a Transfer Request. However, you can only specify up to 50 Transfer Stations from the number keys.
- ❒ You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.
- ❒ The combined total of End Receivers and Transfer Stations you specify with the number keys cannot exceed 100. ⇒ Chapter 2, “Number keys” in the Basic Features manual

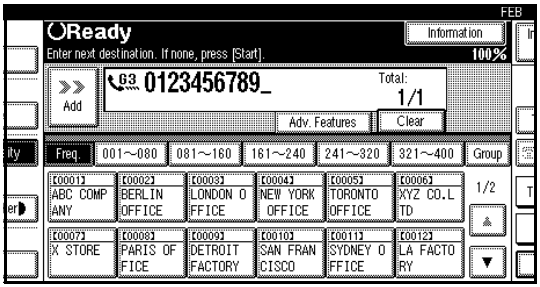
1 **Place your original, and then select any scan settings you require.**

2 **Dial a Transfer Station.**

Note

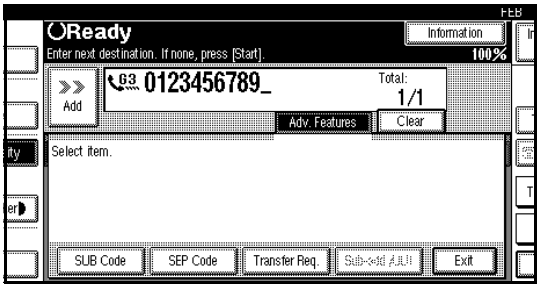
- ❒ Enter the fax numbers of the Transfer Stations with either Quick Dials or the number keys.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

3 **Press [Adv. Features].**

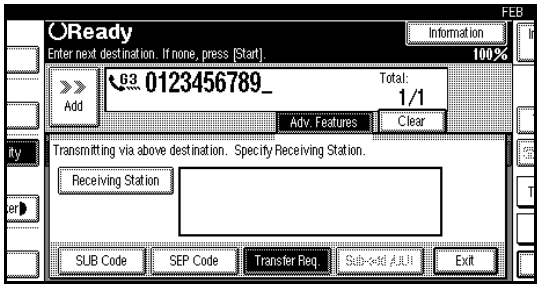


The advanced features menu is shown.

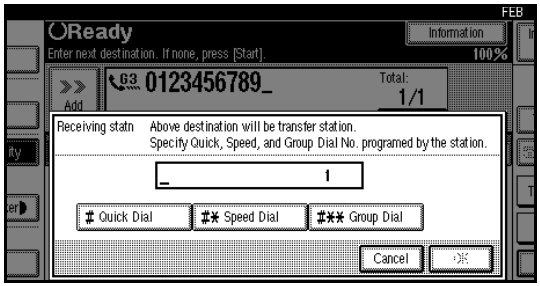
4 **Select [Transfer Req.].**



5 **Press [Receiving Station].**



6 **Dial an End Receiver.**



Note

- ❒ You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials or Groups in the Transfer Station(s). To specify an End Receiver, use the special format described below.
- ❒ To cancel the Transfer Request, press **[Cancel]** and the display will return to step **4**.

Quick Dial

❶ **Press [# Quick Dial].**

❷ **Enter the number (2 or 3 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

❶ **Press [#* Speed Dial].**

❷ **Enter the number (2 or 3 digits) of the Speed Dial code.**

For example, to choose the number stored in Speed Dial 12 in the Transfer Station, enter: **【1】【2】**.

Group Dial

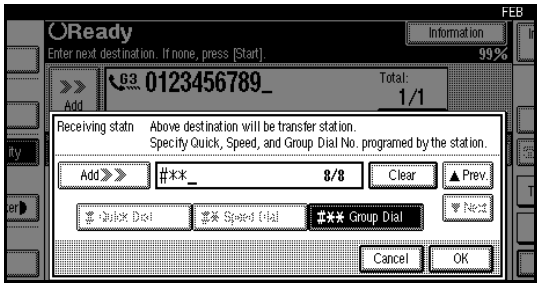
❶ **Press [#✱✱ Group Dial].**

❷ **Enter the number (2 digits) of the Group number.**

For example, to choose the number stored in Group Dial 04 in the Transfer station, enter: 【0】【4】.

To cancel the Transfer Request, press **[Cancel]**.

7 Press [Add].



Repeat step 6 to enter more End Receivers.

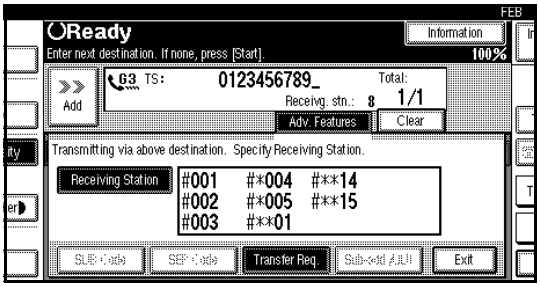
Note

❒ Press **[▲ Prev.]** or **[▼ Next]** to see the End Receivers already entered. You can select an End Receiver from this list and remove it by pressing **[Clear]** or the 【**Clear/Stop**】 key.

❒ When you have specified all the End Receivers, go to step 8.

8 Press [OK].

9 Press [Exit].



Note

❒ The Transfer Stations and End Receivers are displayed.

10 Press the 【Start】 key.

Sub-address

The optional ISDN Unit is required.

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

Limitation

❒ Sub-addresses can only be used with ISDN.

Note

❒ You can program a sub-address in Quick Dial.

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

Note

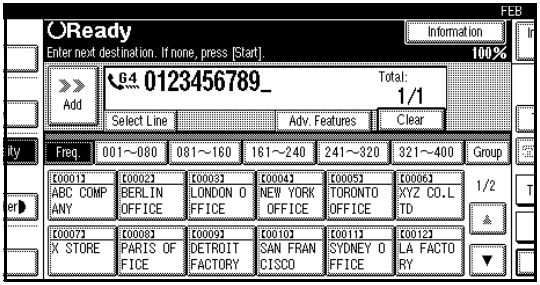
❒ When the optional ISDN Unit is installed, the line used for G3 is set to ISDN.

Reference

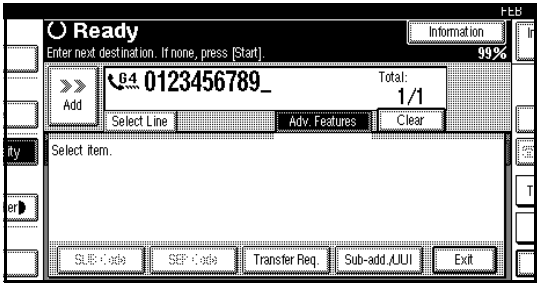
"Changing the Line Type"⇒ p.93
"Changing the Line Type"

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

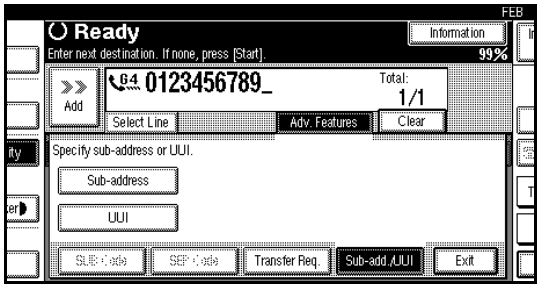
3 **Press [Adv. Features].**



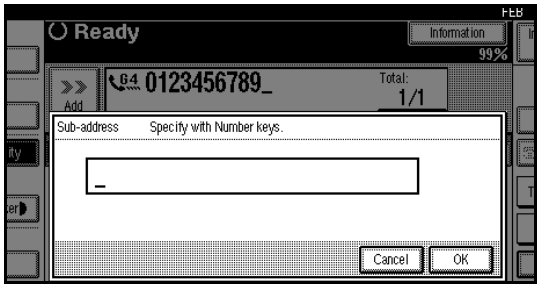
4 **Select [Sub-add./UUI].**



5 Select [Sub-address].



6 Enter the destination sub-address with the number keys.



Note

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

7 Press [OK].

8 Press [Exit].

9 Press the **【Start】** key.

UUI

The optional ISDN Unit is required.

Limitation

- ❒ UUI can only be used with G4.

Note

- ❒ You can program a UUI in Quick Dial.

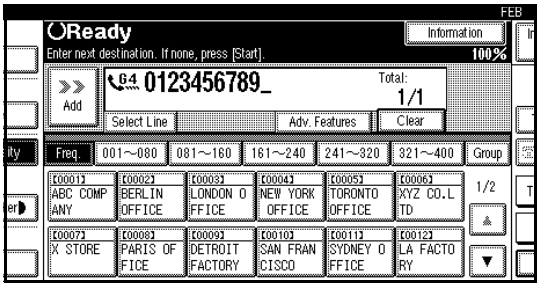
1 Select either G4 or G3 (ISDN).

Note

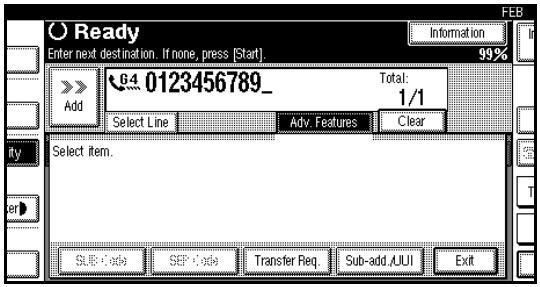
- ❒ When the optional ISDN Unit is installed, the line used for G3 is set to ISDN.

2 Dial the fax number with the number keys.

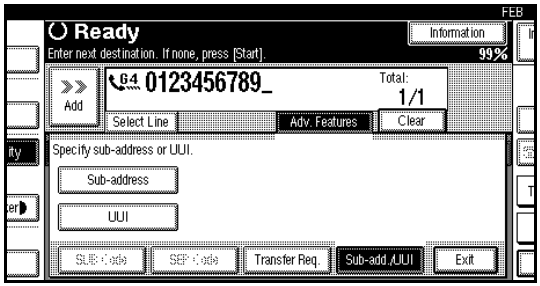
3 Press [Adv. Features].



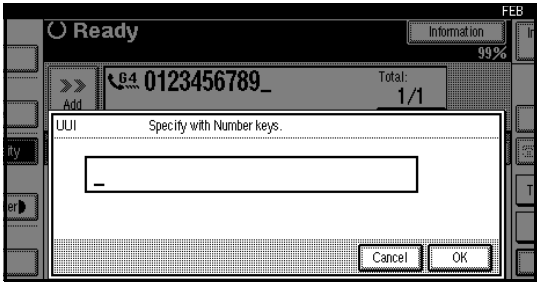
4 Select [Sub-add./UUI].



5 Select [UUI].



6 Enter the destination UUI with the number keys.



Note

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

7 Press [OK].

8 Press [Exit].

9 Press the **【Start】** key.

On Hook Dial

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

Limitation

- ❒ This feature is not available in some countries.
- ❒ On Hook Dial does not work with ISDN lines.
- ❒ This feature is not available for the optional Extra G3 Interface Unit.
- ❒ The result of a transmission with Manual Dial is not mentioned in the Transmission Result Report (Immediate Transmission).

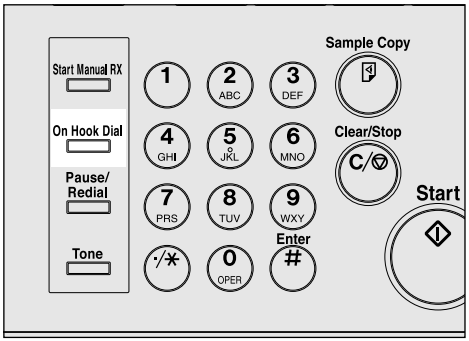
1 Place your original, and then select any scan settings you require.

Reference

⇒ Chapter 2, “Placing Originals” in the Basic Features manual

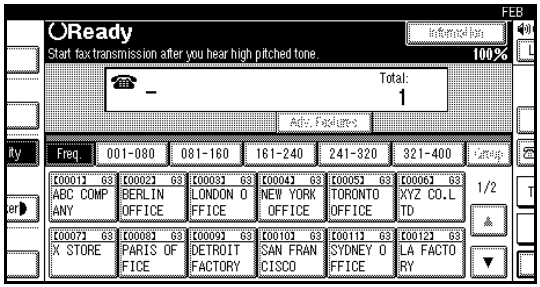
⇒ Chapter 2, “Scan Settings” in the Basic Features manual

2 Press the 【On Hook Dial】 key.

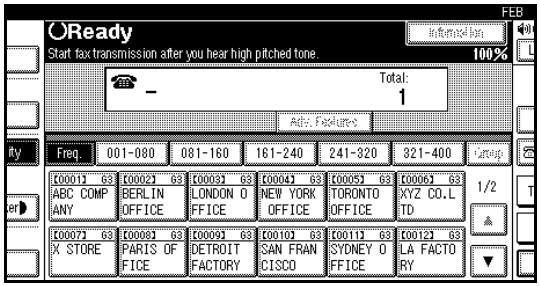


You will hear a low tone from the internal speaker. If you wish to cancel this operation, press the **【On Hook Dial】** key again.

3 **Dial.**



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**.



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

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

Manual Dial

The external telephone or optional Handset is required.

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

Limitation

- ❒ Manual Dial does not work with ISDN lines.
- ❒ This feature is not available for the optional Extra G3 Interface Unit.
- ❒ The result of a transmission with Manual Dial is not mentioned in the Transmission Result Report (Immediate Transmission).
- ❒ Set originals on the exposure glass. The optional Document Feeder (ADF) cannot be used.

1 Place your original, and then select any scan settings you require.

Reference

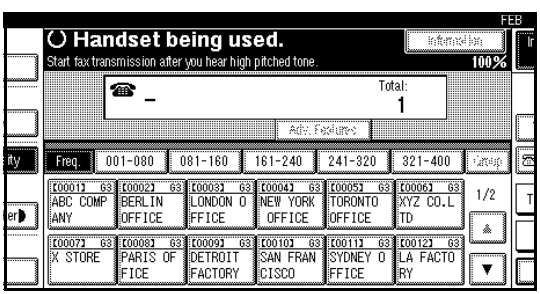
⇒ Chapter 2, “Placing Originals” in the Basic Features manual

⇒ Chapter 2, “Scan Settings” in the Basic Features manual

2 Pick up the external telephone.

You will hear a tone.

3 Dial.



The machine immediately dials the destination.

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

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

Note

- ❒ If you hear a voice, notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).

5 Replace the handset of the external telephone.

After transmission, the machine will return to standby mode.

Changing the Line Type

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

When the optional ISDN Unit and Extra G3 Interface Unit are installed, you can connect to up to a maximum of 2 lines.

Limitation

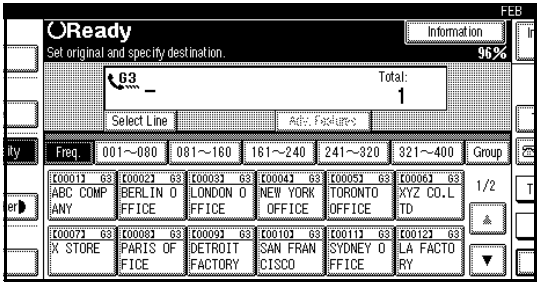
- ❒ When sending a fax, you can select the line type if dialing with the number keys or Chain Dial.

Note

- ❒ When you install the optional ISDN Unit or Extra G3 Interface Unit, you can specify the line type home position from “Gen. Settings/Adjust”. ⇒ p.189 “General Settings/Adjustment”

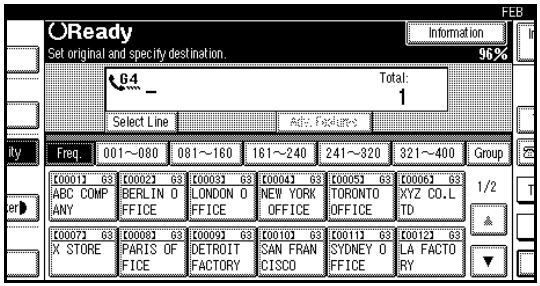
❖ G3

G3 is selected after power up or when the machine is reset. If you install Extra G3 Interface Unit, you can select “G3-1” or “G3-2” depending on the number of the installed unit.



❖ G4

ISDN line is selected.



Limitation

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

❖ Which line is used for G3 transmissions?

ISDN lines can be used for G3 communication as well as G4 communication. If the machine is connected with an ISDN and analog (PSTN) line, each line can be available by selecting “G3 Auto”. Select “I-G3” when you use the ISDN line for a G3 transmission.

Note

- ❒ If you wish to use an analog (PSTN) line for G3 transmission, contact your service representative.

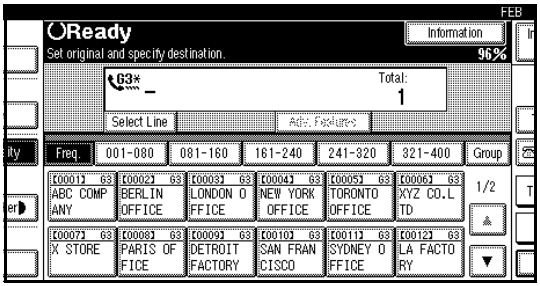
❖ Auto Identification

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

Note

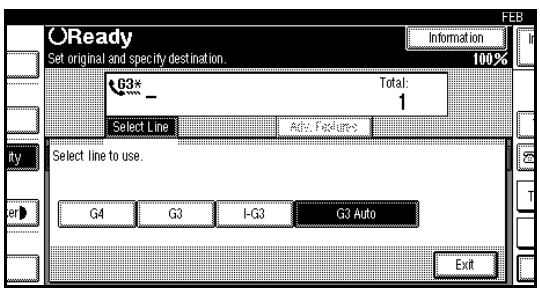
- ❒ If the G3 line at the destination is connected to the ISDN via a TA (Terminal Adapter) or a PABX, since the called number is on ISDN, it is regarded as G4 and the Auto Identification feature may not automatically switch this machine to G3.
- ❒ When you use G3 with ISDN, you can set the sub-address.

1 Press [Select Line].

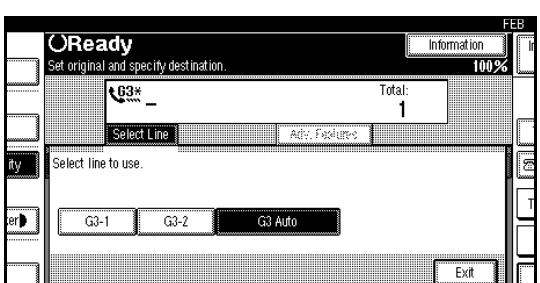


2 **Select the line you want to use.**

When an optional ISDN Unit is installed.



When an optional Extra G3 Interface Unit is installed.



3 **Press [Exit].**

The initial display is shown.

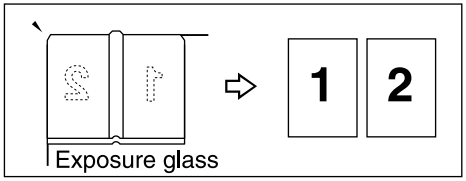
Sub Transmission Mode

Book Fax

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

Limitation

- ❒ The Original Position and Page Opening Orientation
- ❒ 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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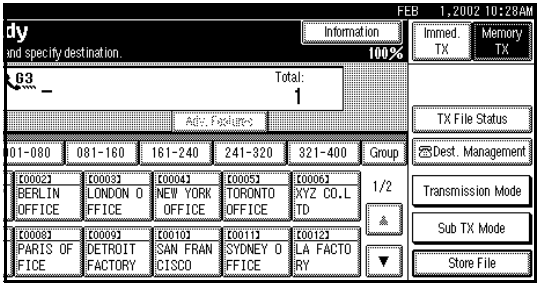
Note

- ❒ You can have bound originals scanned in left page first or right page first. You can set which page (left or right) the machine scans first by default with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch06, Bit6)

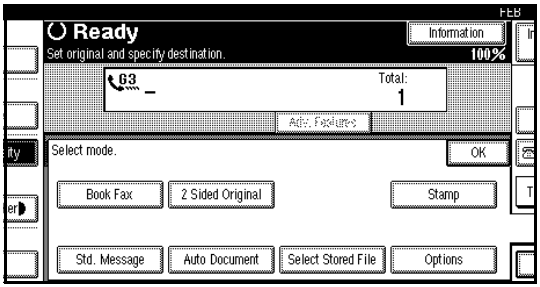
1 **Place your original on the exposure glass, and then select any scan settings you require.**

2 **Press [Sub TX Mode] .**

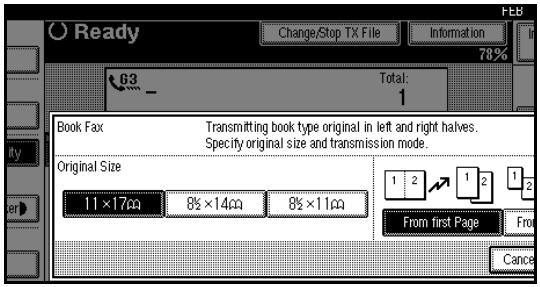


The Sub Transmission Mode menu is shown.

3 **Select [Book Fax].**



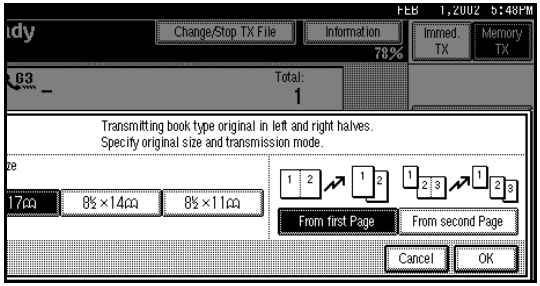
4 **Select the size of the original.**



Note

- ❒ To cancel this mode, press **[Cancel]**. The display will return to step **3**.
- ❒ If you choose 11"×17", the original will be sent using Image Rotation Transmission.⇒ p.125 "Transmission with Image Rotation"

5 **Select [From first Page] or [From second Page].**



Note

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

6 **Press [OK].**

The **[Book Fax]** key is highlighted, and the selected original size is shown.

7 **Press [OK].**

8 **Dial, and then press the 【Start】 key.**

Note

- ❒ With multiple originals, place the following originals again, and then press the **【Start】** key repeatedly.
- ❒ After the last original has been scanned, press **[#]**.
- ❒ If **[#]** is not pressed, the machine will automatically start sending the documents, 60 seconds after the last original has been scanned.

2-Sided Transmission (Double-Sided Transmission)

The optional Document Feeder (ADF) is required.

Use this feature to send 2-sided originals.

Limitation

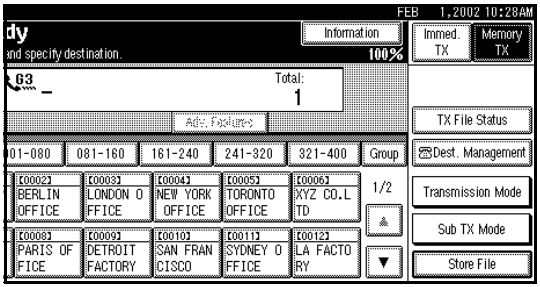
- ❒ The front and back of the scanned original will be printed in order on separate sheets at the other end. The orientation of alternate sheets may be reversed at the other end. If you want to print the original with the same orientation at the other end, specify the “Original Position” and “Page Opening Orientation”.
- ❒ This feature is only available with Memory Transmission.
- ❒ This feature is only available using the optional Document Feeder (ADF).

Note

- ❒ You can confirm whether both sides were properly scanned in with the Stamp feature. ⇒ p.114 “Stamp”

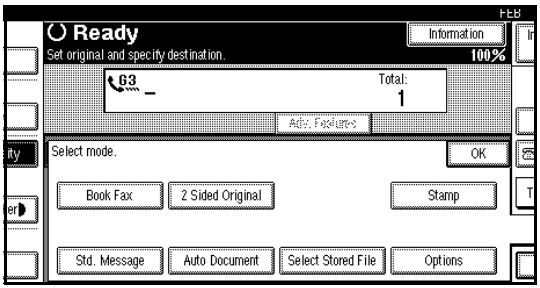
1 **Place your original in the optional Document Feeder (ADF), and then select any scan settings you require.**

2 **Press [Sub TX Mode].**



The Sub Transmission Mode menu is shown.

3 **Select [2 Sided Original].**

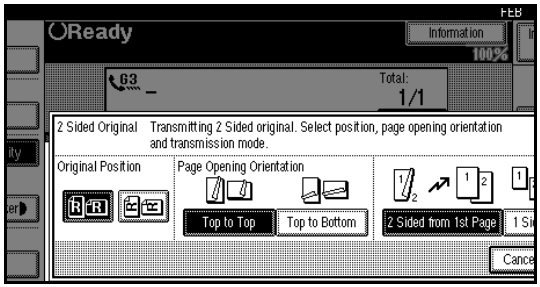


4 **Specify "Original Position".**

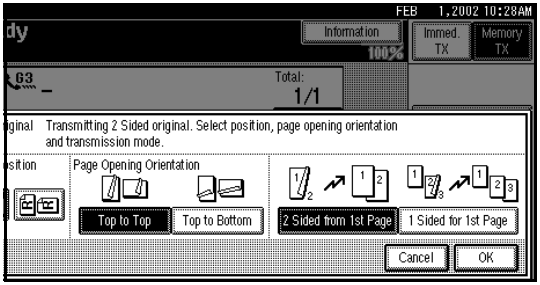
Note

- ❒ Make sure that the specified "Original Position" matches the orientation of originals loaded in the optional Document Feeder (ADF).

5 **Specify Page Opening Orientation from [Top to Top] or [Top to Bottom].**



6 **Specify the Transmission Mode from [2 Sided from 1st Page] or [1 Sided for 1st Page].**



Note

- ❒ To cancel this mode, press **[Cancel]**. The display will return to step **3**.

Note

- ❒ Select "2 Sided from 1st Page" to send a 2 Sided Original from the first page.
- ❒ Select "1 Sided for 1st Page" if you want to send a cover letter as the first page.

7 **Press [OK].**

The **[2 Sided Original]** key is highlighted, and the "Original Position" and "Page Opening Orientation" are shown above.

8 **Press [OK].**

9 **Dial, and then press the [Start] key.**

Standard Message Stamp

Use this feature to stamp a standard message at the top of the first original sent.

There are four types of standard messages: “Confidential”, “Urgent”, “Please phone” and “Copy to corres. section”

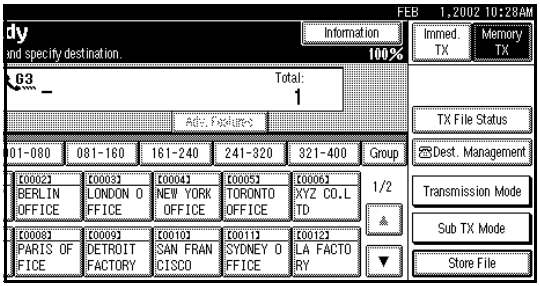
You can also program other messages.

Note

- ❒ While this feature is in use, the second and third lines of the “Label Insertion” are not printed. ⇒ p.119 “Programming the Label Insertion”
- ❒ When there is an image around the area where the standard message is to be stamped, that image is deleted.
- ❒ To program a standard message, use the “Program/Change/Delete Standard Message” function. ⇒ p.177 “Programming Standard Messages”, p.178 “Deleting Standard Messages”

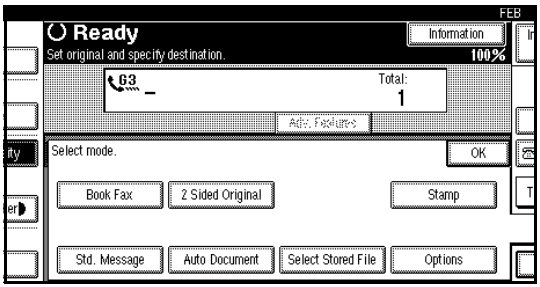
1 **Place your originals, and then select any scan settings you require.**

2 **Press [Sub TX Mode].**

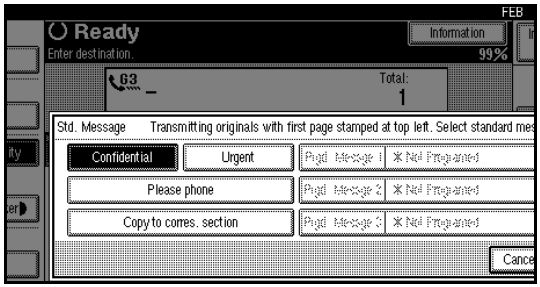


The Sub Transmission Mode menu is shown.

3 **Select [Std. Message].**



4 **Select the standard message to be stamped.**



Note

- ❒ Programmed standard messages are shown in the keys. If there are none programmed, the message "*Not Programed" is shown.
- ❒ The machine cannot stamp multiple standard messages.

5 **Press [OK].**

The **[Std. Message]** is highlighted, and the selected standard message is shown.

6 **Press [OK].**

7 **Dial, and then press the 【Start】 key.**

Sending an Auto Document

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

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

Preparation

You need to program an Auto Document. ⇒ p.179 "Storing and Changing an Auto Document"

Important

- ❒ Whenever you store or change an Auto Document, we recommend that you print the Auto Document list for reference. ⇒ p.187 "Reports/Lists"

Limitation

- ❒ You can attach one Auto Document to each transmission.

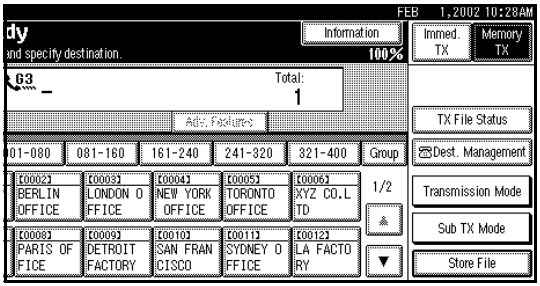
Note

- ❒ You can store up to 6 Auto Documents (up to 18 with optional Expansion Memory installed).⇒ p.179 “Storing and Changing an Auto Document”
- ❒ Files with Auto Documents are sent by Memory Transmission.
- ❒ When sending an Auto Document with another files, 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 currently stored in memory.⇒ p.103 “Printing Documents Stored as Auto Documents”

1 **Place your original, and then select any scan settings you require.**

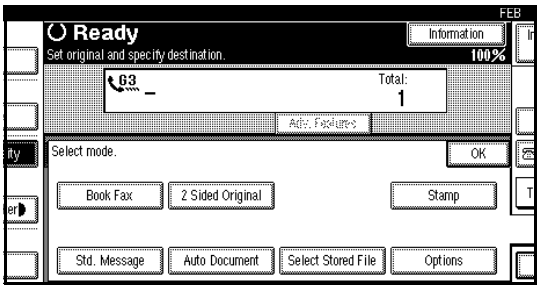
When you fax an Auto Document by itself, go to step **2** without placing original.

2 **Press [Sub TX Mode].**



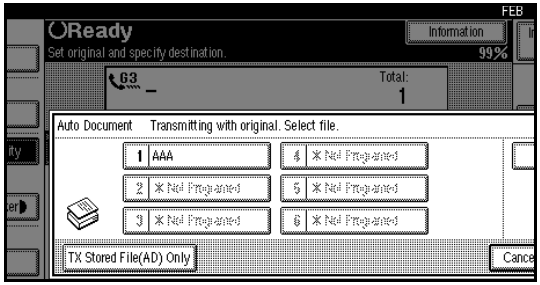
The Sub Transmission Mode menu is shown.

3 **Select [Auto Document].**



4 **Select Auto Document file.**

When you fax an Auto Document by itself, press **[TX Stored File(AD) Only]**.



Note

- ❒ Programmed Auto Documents are shown in the keys. If there are none programmed, the message "*Not Programed" is shown.
- ❒ If a desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel the Auto Document, press **[Cancel]**. The display will return to step **3**.

5 **Press [OK].**

The **[Auto Document]** is highlighted, and the selected file name is shown.

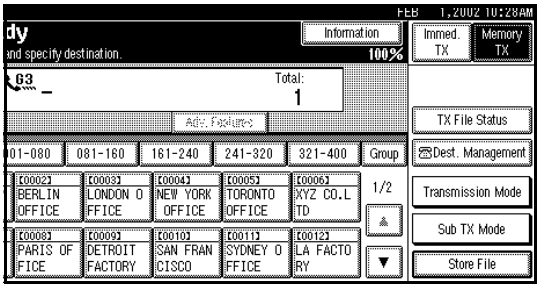
6 **Press [OK].**

7 **Dial, and then press the 【Start】 key.**

Printing Documents Stored as Auto Documents

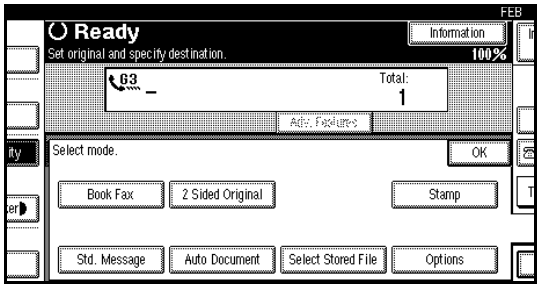
This function is used for printing documents stored as Auto Documents. This function is very convenient as it can be used for confirming the contents of stored files.

1 **Press [Sub TX Mode].**



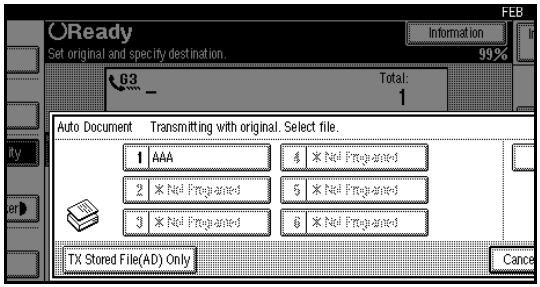
The Sub Transmission Mode menu is shown.

2 **Select [Auto Document].**



3 **Select Auto Document file to be printed.**

When you fax an Auto Document by itself, press **[TX Stored File(AD) Only]**.



Note

- ❒ Programmed Auto Documents are shown in the keys. If there are none programmed, the message "*Not Programed" is shown.
- ❒ If a desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To cancel the Auto Document, press **[Cancel]**. The display will return to step **2**.

4 **Press [File Print].**

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

Once the printing has been completed, the display will return to step **3**.

Note

- ❒ To cancel printing, press **[Cancel]**. The display will return to step **3**.

6 **Press [Cancel].**

Note

- ❒ You can also send Auto Documents. ⇒ p.101 "Sending an Auto Document"

7 **Press [OK].**

The initial display is shown.

Sending a Stored File

The optional Hard Disk Unit (40GB) is required.

Use this feature to send documents that are stored in the Document Server. You can specify and send multiple documents, and also send them with scanned originals all at once.

You can also print the stored originals with **[Print File]**.⇒ p.110 "Printing Stored Documents"

Preparation

Store the documents to be sent in advance. ⇒ p.159 "Using the Document Server"

Limitation

- ❒ Only the documents that are stored using the fax feature can be sent or printed by pressing the **【Facsimile】** key.

Sending Stored Documents

The machine sends documents that are stored in the Document Server.

The documents stored in the Document Server can be sent again and again until they are deleted. Therefore, you can send them in just one operation without having to set your originals again.

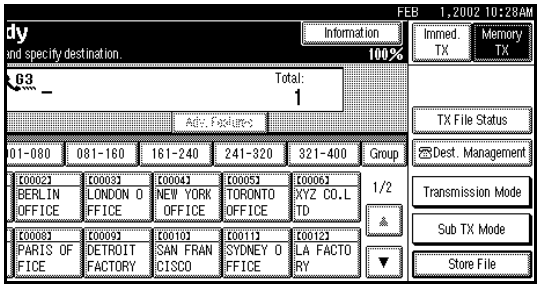
Limitation

- ❒ Only the documents that are stored using the fax feature can be sent. Documents that are stored using the copy feature, printer feature or scanner feature cannot be sent.
- ❒ You cannot use the following transmission methods.
  - Free Polling Transmission
  - Default ID Transmission
  - ID Override Transmission
  - Immediate Transmission
  - Parallel Memory Transmission⇒ p.122 "Parallel Memory Transmission"
  - On Hook Dial
  - Manual Dial

Note

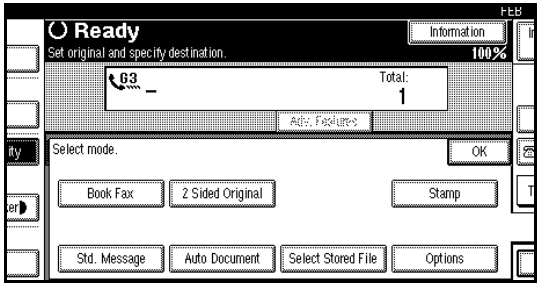
- ❒ You can specify a maximum of 30 documents at one time.
- ❒ The machine can send a total of 400 pages in one operation. With the optional Expansion Memory, it can send a maximum of 1,000 pages.
- ❒ The specified documents are sent with the scan settings made when they were stored.

1 **Press [Sub TX Mode].**

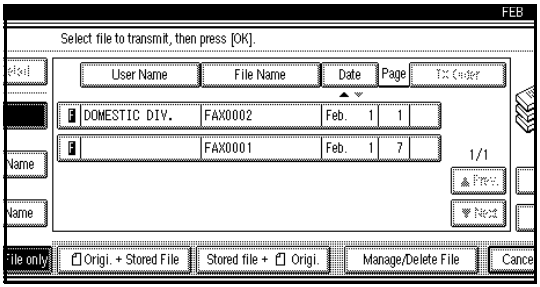


The Sub TX Mode menu is shown.

2 **Select [Select Stored File].**



3 **Select the documents to be sent.**



Note

- When multiple documents are selected, they are sent in the order of selection.
- Press **[TX Order]** to arrange the order of the documents to be sent.
- Press **[File Name]** to place the documents in alphabetical order.
- Press **[User Name]** to place the documents in order by the programmed User Name.
- Press **[Date]** to place the documents in order by the programmed date.

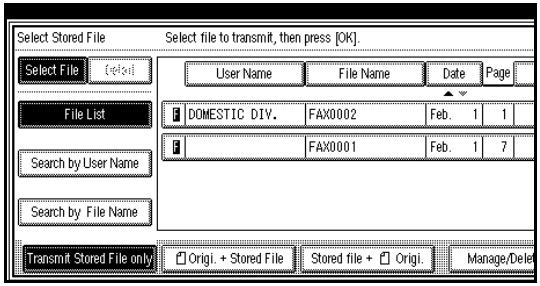
Specifying Documents from the “File List”

❶ **Press [▲ Prev.] or [▼ Next] to display the documents to be sent.**

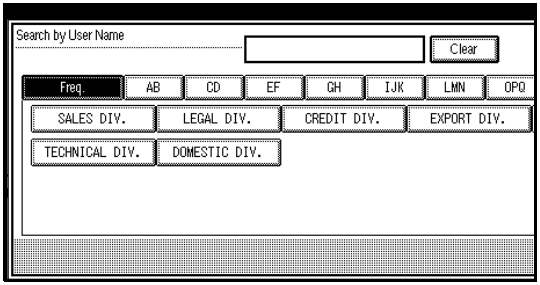
❷ **Select the file name.**

Specifying Documents from the “User Name”

❶ **Press [Search by User Name].**



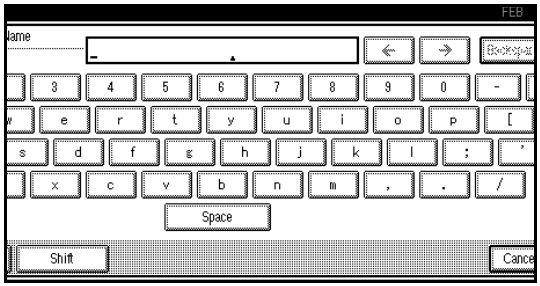
❷ **When the User Code is programmed, press the User Name of the registered document, and then go to step ❹.**



Note

- ❒ These User Names are programmed in the User Code in the “System Settings”.
- ❒ If the User Name of the registered document is not displayed, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To search by entering the User Name, press **[Non-programmed Name]**, and then go to step ❸. Partial matching is used to search for the User Name.

❸ **When the User Code is not programmed, enter the User Name.**

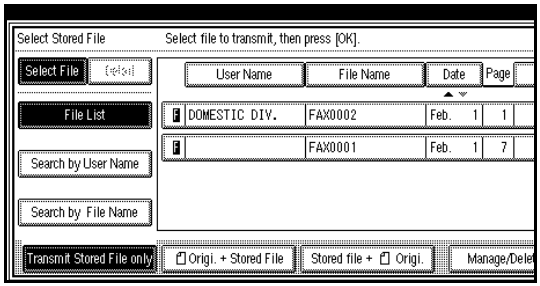


❹ **Press [OK].**

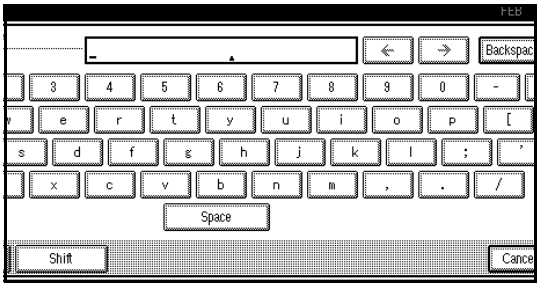
❺ **Select the file name to be sent.**

Specifying Documents from the “File Name”

❶ **Press [Search by File Name].**



❷ **Enter the name of the document to be sent.**



Note

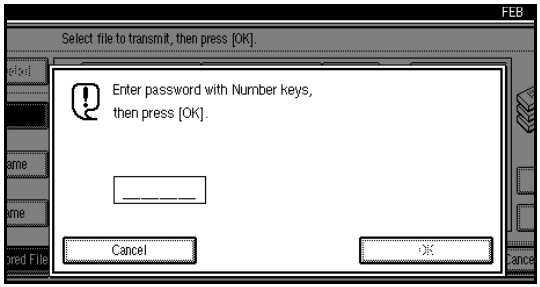
❒ Partial matching is used to search for the file name.

❸ **Press [OK].**

❹ **Select the file name to be sent.**

4 **If you select a document with a password, enter the password.**

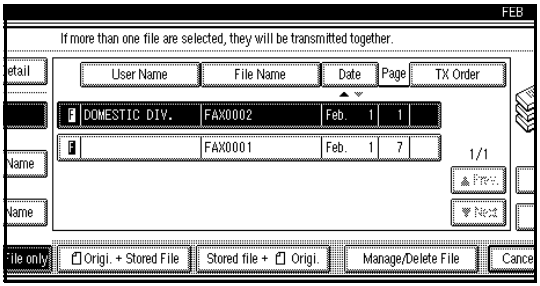
If the document does not have a password, proceed to step **6**.



5 **Press [OK].**

6 **When you want to add your originals to the stored documents and send them all at once, press [Origi. + Stored File] or [Stored file + Origi.].**

When sending only the stored documents, go to step **7**.



Note

- When the **[Origi. + Stored File]** key is pressed, the machine sends the “Originals” and then “Stored Files”. When the **[Stored file + Origi.]** key is pressed, the machine sends the “Stored Files” and then “Originals”.
- The added originals are not stored.

7 Press [OK].

Note

- ❒ To add an original to the stored documents, place the original, and then select any scan settings you require.

8 Press [OK].

9 Dial, and then press the 【Start】 key.

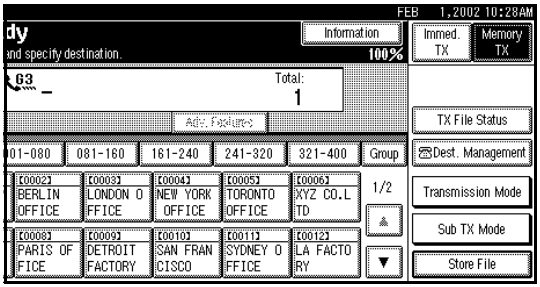
Printing Stored Documents

Use this feature to print the documents stored in the Document Server.

Note

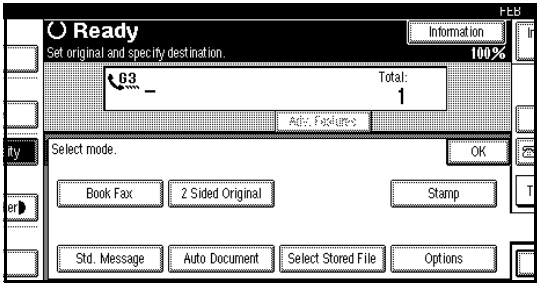
- ❒ Only the documents that are stored using the fax feature can be printed. Documents stored using the fax feature are shown with an “F” in front.
- ❒ You can also print the first page only to check the content of the original.
- ❒ You can specify and print multiple documents.
- ❒ When specifying and printing multiple documents, page numbers are put on all the files. You can specify whether to put page numbers on your files in “User Parameters”.⇒ p.216 “Changing the User Parameters” (Switch18, Bit3)

1 Press [Sub TX Mode].

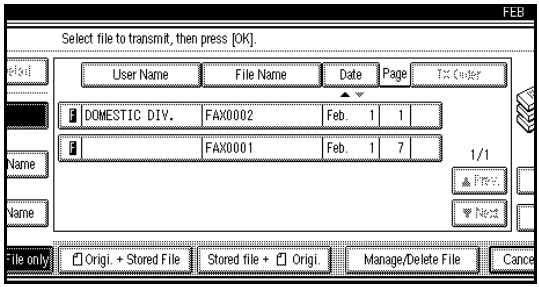


The Sub Transmission Mode menu is shown.

2 Select [Select Stored File].

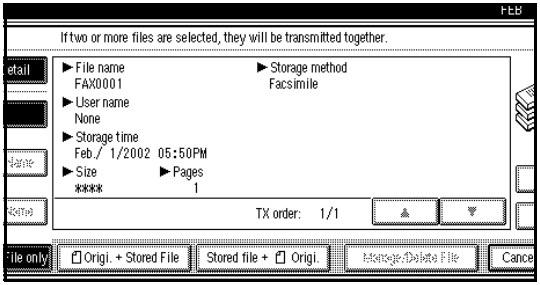


3 **Select the document to be printed.**



Note

- ❒ If you cannot find the document you want to print, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ Press **[File Name]** to place the documents in alphabetical order.
- ❒ Press **[User Name]** to place the documents in order by the programmed User Name.
- ❒ Press **[Date]** to place the documents in order by the programmed date.
- ❒ To see details of the selected document, press **[Detail]**. To return to the standby menu, press **[File List]**.



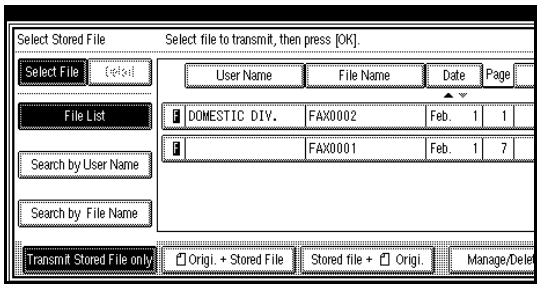
Selecting a Document from “File List”

❶ **Press [▲ Prev.] or [▼ Next] to display the document to be sent.**

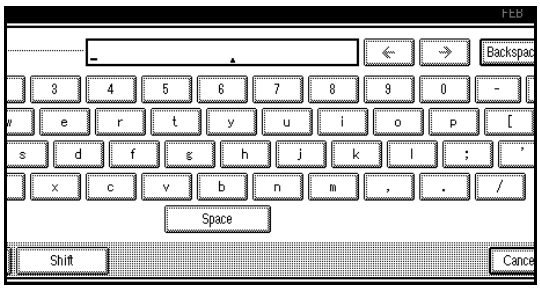
❷ **Select the file name.**

Specifying a Document from the “File Name”

❶ **Press [Search by File Name].**



❷ **Enter the file name to be sent.**



Note

❒ Partial matching is used to search for the file name.

Reference

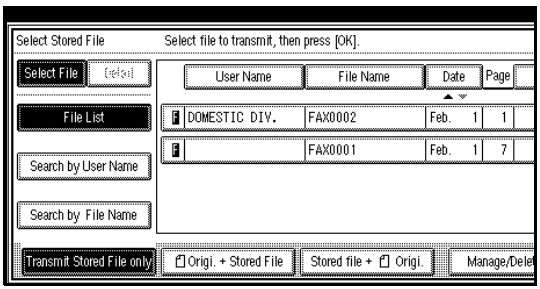
⇒ Chapter 3, “Entering Text” in the Basic Features manual

❸ **Press [OK].**

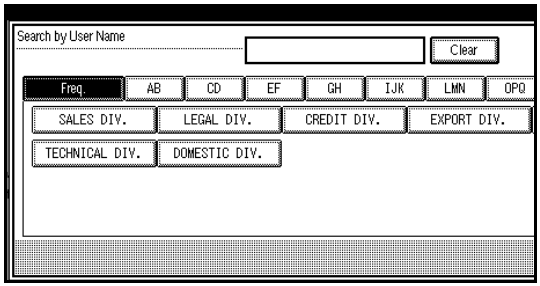
❹ **Select the file name.**

Specifying a Document from the “User Name”

❶ **Press [Search by User Name].**



❷ **Press the User Name of the document to be sent.**



Note

- ❒ If the User Name of the registered document to be sent is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To search by entering the User Name, press the **[Non-programmed Name]** key, and then enter the User Name. The User Name is searched by partial matching.

Reference

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

❸ **Press [OK].**

❹ **Select the file name.**

4 **Press [Print File] or [Print 1st Page].**

When the **[Print File]** key is pressed, the machine prints all the pages. When the **[Print 1st Page]** key is pressed, the machine prints only the first page.

Limitation

- ❒ When “Print 1st Page” is selected, originals larger than size A4 are printed after they are reduced to A4 size.
- ❒ The machine can print up to 30 files using the “Print 1st Page” feature.

Note

- ❒ To print both sides, press **[Print 2 Sides]**.

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

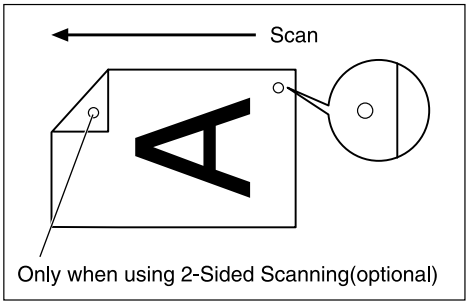
Note

- ❒ When only the first page is printed, the file name is printed at the top of the paper.
- ❒ To cancel printing, press **[Cancel]**.

Stamp

The optional Document Feeder (ADF) is required.

When sending a fax message using the optional Document Feeder (ADF), the machine can stamp a circle mark at the bottom of the original. When sending a 2-sided document, the document is marked at the bottom of the front page and top of the rear page. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.



FSTAM49E

Limitation

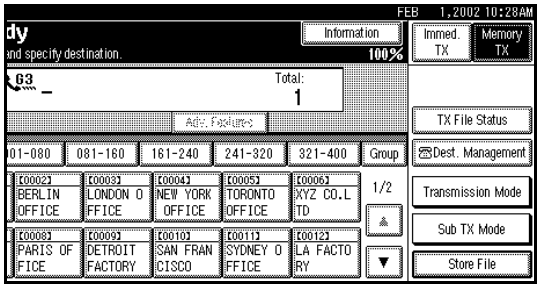
- ❒ Stamp only works when scanning from the optional Document Feeder (ADF).
- ❒ You cannot turn the Stamp feature on or off while a document is being scanned.
- ❒ Do not open the optional Document Feeder (ADF) while scanning a document. A document jam could occur.

Note

- ❒ When the stamp starts getting lighter, replace the cartridge. ⇒ p.282 “Replacing the Stamp Cartridge”
- ❒ If a page was not stamped even though the Stamp feature is turned on, you need to resend that page.
- ❒ If you use this function often, you can set the default in p.189 “General Settings/Adjustment” so that this feature is always on. In this case, Stamp can easily be turned off for any single transmission by pressing **[Stamp]**.

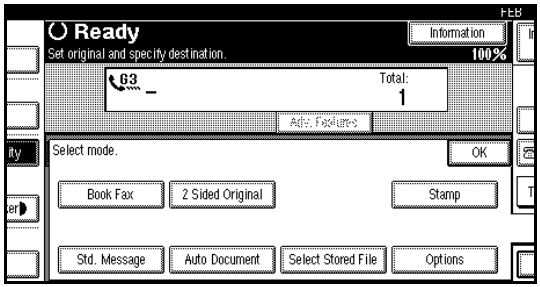
1 Place your original, and then select any scan settings you require.

2 **Press [Sub TX Mode].**



The Sub Transmission menu is shown.

3 **Select [Stamp].**



Note

- ❒ To cancel using stamp, press **[Stamp]** again.

4 **Press [OK].**

The **[Stamp]** key is highlighted.

5 **Dial, and then press the 【Start】 key.**

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 option configuration, you can change the default home position (on or off) of each option.

Fax Header Print

When the Fax Header is set to “ON”, the stored name is printed on the receiver's paper.

You can store two Fax Headers: “First Name” and “Second Name”.

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, this 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.

Note

- ❒ In the USA, law requires that your fax number be included in the Fax Header. Register the fax number and switch on with “Gen. Settings/Adjust”. ⇒ p.189

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

- ❒ When there is an image around the area where the Label is to be printed, that image is deleted.
- ❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Sender Stamp

When there is data, such as the User Name and department name, programmed into the User Code, you can have the machine print a sender stamp on the right edge of your paper.

Note

- ❒ Enter the User Name in System Settings.
- ❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Reduced Image Transmission

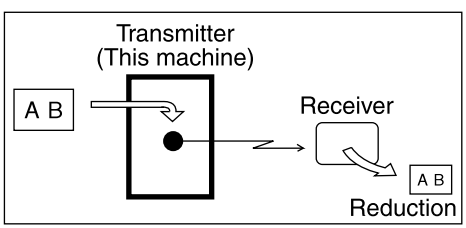
Using this feature, your message is sent at a reduced size (93%) with a blank margin on the left.

Limitation

- ❒ This feature is not available with Immediate Transmission or a specified transmission of a stored document.
- ❒ Image Rotation is not available with this feature.
- ❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Auto Reduce

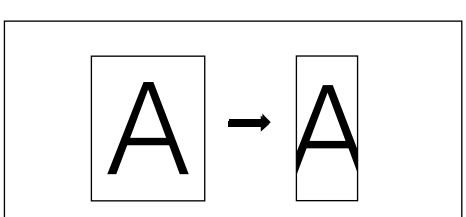
When this function is turned on, if the receiver's paper is smaller than the paper you are sending on, the message is automatically reduced to fit onto the paper available at the other end.



ND1X02E0

Important

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



ND1X02E1

Note

- ❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Default ID Transmission

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

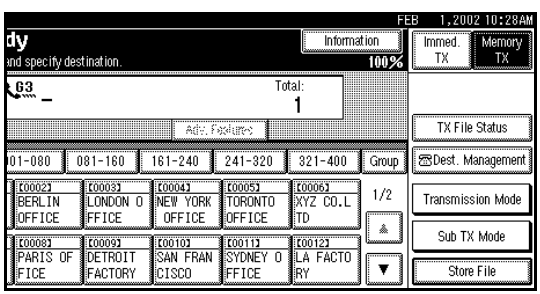
Note

- ❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Selecting Transmission Options for a Single Transmission

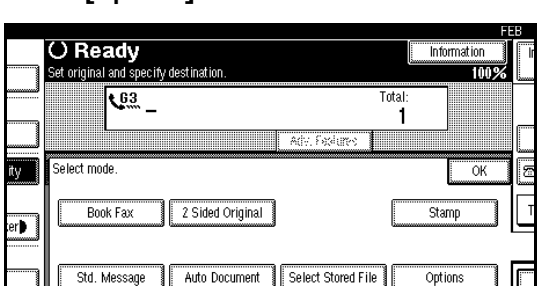
1 **Place the original, and then select any scan settings you require.**

2 **Press [Sub TX Mode].**



The Sub Transmission Mode menu is shown.

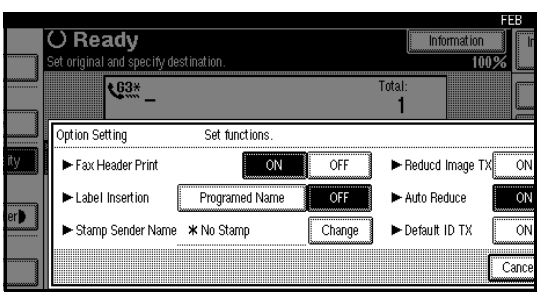
3 **Select [Options].**



4 **Select options to be set up.**

Programming the Fax Header Print

❶ **Press [ON] to specify "Fax Header Print".**

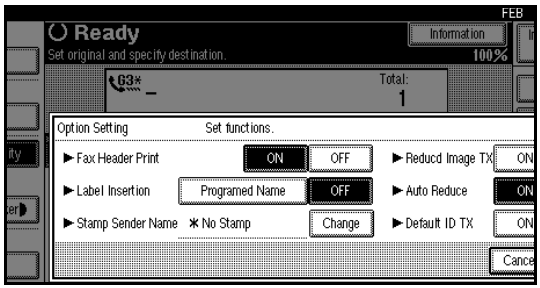


Note

- ❒ Press **[OFF]** if you do not want to print the sender's name.
- ❒ To close the option settings, go to step **5**.

Programming the Label Insertion

❶ **Press [Programed Name] in "Label Insertion".**

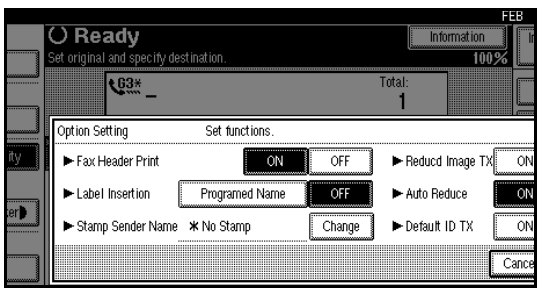


Note

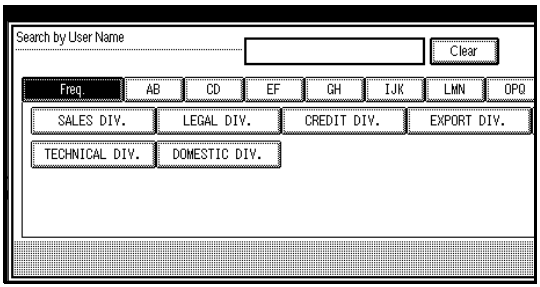
- ❒ Press **[OFF]** if you do not want to insert a destination.
- ❒ To close the option settings, go to step **5**.

Programming the Stamp Sender Name

❶ **Press [Change].**



❷ **Press the name of the user to be stamped.**



Note

- ❒ The set User Name is displayed, when the User Code has been stored. ⇒ "User Code" in Administrator Reference Copier System Edition
- ❒ You can switch titles when you press on the Title key.
- ❒ To stamp a non-registered User Name, press **[Programed External Name]**, and then enter the User Name.
- ❒ If you do not want to stamp the sender's stamp, press **[No Stamp]**.

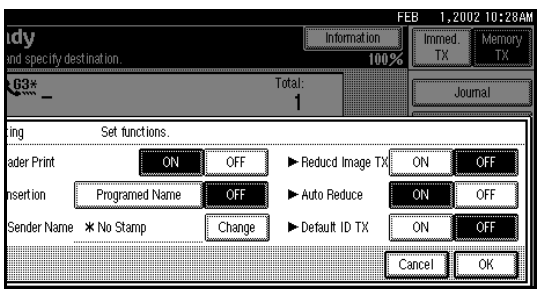
❸ **Press [OK].**

Note

- ❒ To close the option settings, go to step **5**.

Programming the Reduced Image TX

❶ Press [ON] in "Reducd Image TX".

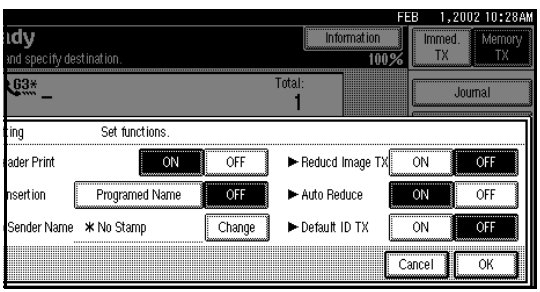


Note

- ❒ Press **[OFF]** if you do not want to do a reduced transmission.
- ❒ To close the option settings, go to step **5**.

Programming the Auto Reduce

❶ Press [ON] in "Auto Reduce".

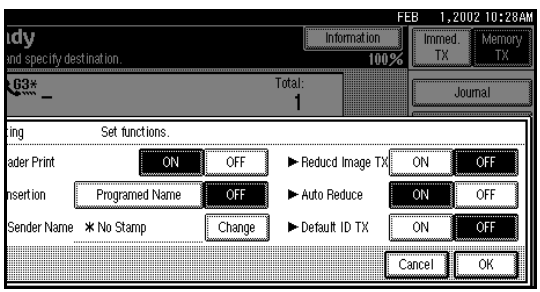


Note

- ❒ Press **[OFF]** if you do not want to use a Auto Reduce function.
- ❒ To close the option settings, go to step **5**.

Programming the Default ID TX

❶ **Press [ON] in "Default ID TX".**



Note

- ❒ Press **[OFF]** if you do not want to use ID transmission.
- ❒ To close the option settings, go to step **5**.

5 **Press [OK].**

The screen returns to the Sending menu screen.

Note

- ❒ When changing the settings, the **[Option Settings]** will be highlighted in dark.

6 **Press [OK].**

7 **Set the destination, and then press the 【Start】 key.**

8 **Press [OK].**

The Sub Transmission menu is shown.

9 **Press [OK].**

10 **Dial, and then press the 【Start】 key.**

More Transmission Functions

If Memory Runs Out While Storing an Original

If you run out of memory while storing an original (free space reaches 0%), "`Memory is full. Cannot scan more. Transmission will be stopped.`" is displayed.

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

Note

- ❒ Successfully scanned pages are sent. If you wish to change this setting, please contact your service representative.
- ❒ Standard Memory Transmission may be used instead of Parallel Memory Transmission depending the optional equipment installed if there is not enough free memory left.

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. This is useful when you are in a hurry and need to use the original for another purpose.

Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 "Changing the User Parameters" (Switch07, Bit2)
- ❒ If you use this function, the Memory Storage Report will not be printed.

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
- When you store an original for Memory Transmission while another communication is in progress
- When two or more destinations are specified
- When you send only an Auto Document
- When the first page of an original is placed on the exposure glass
- When you send messages stored in the Document Server

❒ If the 【Clear/Stop】 key is pressed, an original is jammed or memory runs out during Parallel Memory Transmission stops. The Transmission Result Report is printed and files are deleted.

❒ When Parallel Memory Transmission is used, the total number of originals in “Fax Header Print” is not automatically printed.

Checking the Transmission Result

- Turn the Transmission Result Report on if you want a report to be printed after every successful transmission. ⇒ Chapter 2, “Memory Transmission” in the Basic Features manual
  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.⇒ p.128 “Communication Failure Report”
- If you turn the Transmission Result Report (Memory Transmission) off, the Error Report will be printed when the communication fails.
- You can also check the transmission result by examining the Journal.⇒ p.45 “Printing the Journal”
- You can either print or scroll through the Journal on the display. ⇒ p.49 “Checking the Transmission Result (TX File Status)”

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 5 times in 5 minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints a Transmission Result Report or Communication Failure Report.

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

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch14, Bit2)

ECM (Error Correction Mode)

This feature automatically sends data that was not transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same feature.

Note

- ❒ You can turn this function on or off with the Key Operator Settings. ⇒ p.214 “ECM”

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.

Checking the Transmission Progress

To check which destinations the fax message has been sent to so far, print the TX file list.

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.

Limitation

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

Transmission with Image Rotation

For most purposes, place A4/8$^1/_2$"×11" originals in the landscape direction (▭). If you place an A4/8$^1/_2$"×11" original in the portrait direction (▯), the image will be sent rotated by 90°. Providing the receiver has A4/8$^1/_2$"×11" landscape paper (▭), the message will be printed the same size as the original.

Limitation

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

Simultaneous Broadcast

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

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

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

This results in a shorter overall transmission time.

Note

- ❒ This feature can use a maximum of 2 lines simultaneously.
- ❒ When using the optional Extra G3 Interface Unit, if you set the line selection as “G3 Auto Select” beforehand, the machine will use whichever G3 line is not busy. This increases efficiency.

JBIG Transmission

The optional Fax Function Upgrade Unit is required.

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

Limitation

- ❒ An ISDN line cannot be used.
- ❒ If ECM is turned off, JBIG Transmission is not available.⇒ p.214 “ECM”
- ❒ This feature requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).

Printed Report

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. ⇒ p.216 "Changing the User Parameters" (Switch03, Bit2)
- ❒ You can choose whether to include part of the original image on the report. ⇒ p.216 "Changing the User Parameters" (Switch04, Bit7)
- ❒ If you use Parallel Memory Transmission, the Memory Storage Report will not be printed.

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, a Communication Failure Report is printed. ⇒ p.128 "Communication Failure Report"

Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 "Changing the User Parameters" (Switch03, Bit0)
- ❒ You can choose whether to include part of the original image on the report.⇒ p.216 "Changing the User Parameters" (Switch04, Bit7)
- ❒ The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Communication Failure Report

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

Note

- ❒ You can choose whether to include part of the original image on the report. ⇒ p.216 “Changing the User Parameters” (Switch04, Bit7)
- ❒ The “Page” column gives the total number of pages. The “Not Sent” column gives the number of pages that could not be sent successfully.

Transmission Result Report (Immediate Transmission)

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

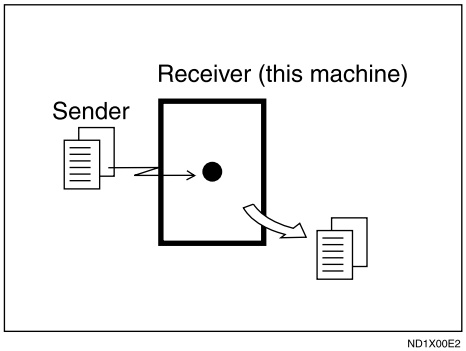
Note

- ❒ You can switch this report on or off in the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch03, Bit5)
- ❒ If the page was sent successfully, the “Page” column gives the total number of pages that was sent successfully. The “Not Sent” column gives the number of pages that could not be sent successfully.

Reception

Immediate Reception

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



Normally this machine receives messages by Immediate Transmission. But Memory Reception is used when “Combine 2 Originals”, “Multi-copy reception”, “Reverse Order Printing reception” or “2-sided Printing” is set to “ON”. If the conditions are that Subsutitute Reception should be used, a fax message is not printed. It will be stored in memory.⇒ p.130 “Memory Reception”,⇒ p.131 “Substitute Reception”

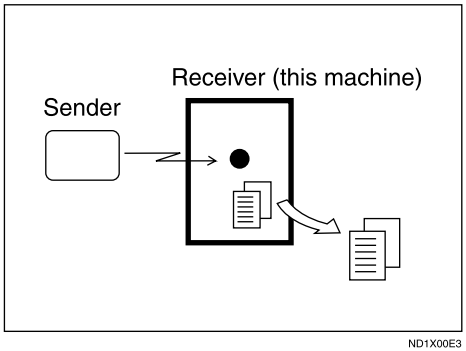
Reception Resolution

This machine supports **Standard**, **Detail** and **Super fine** resolutions for reception. If you do not have the optional Fax Function Upgrade Unit, faxes sent at **Super fine** resolution will be printed on your machine at **Detail** resolution. This may differ from the sender's intention.

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

Memory Reception

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



This method is used with the following features:

- Combine 2 originals ⇒ p.144 “Combine 2 Originals”
- Multi-copy when set to multiple copies ⇒ p.143 “Multi-copy Reception”
- Reverse Order Printing ⇒ p.146 “Reverse Order Printing”
- Substitute Reception ⇒ p.131 “Substitute Reception”
- 2-sided Printing ⇒ p.141 “2-Sided Printing”

Important

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

Limitation

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

Note

- ❒ If the free memory 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 and stores messages in memory instead of printing them. This Reception, in which a received fax message is stored in memory unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

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

Limitation

❒ Reception may not take place if there is not enough free memory.

Note

❒ The Receive File indicator lights to let you know when message(s) have been received using Substitute Reception.

❒ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening Out Messages from Anonymous Senders

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

Four settings are available:

- “When Own Name or Own Fax Number is received”
- “Free”
- “Polling ID match”
- “disable”

Note

❒ You can select the default setting with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch05, Bit2,1)

❒ If you select “When Own Name or Own Fax Number is received”, the machine stores messages only when the Own Name/Own Fax Number is present.

❒ Even if the sender does not have an Own Name or Own Fax Number, the machine will still receive messages using Substitute Reception if:

- Paper becomes jammed while the power switch is on
- Printing is not possible for some reason, for example, when a copy job is in progress

When Own Name or Own Fax Number is Received

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

Important

- ❒ If a sender has not programmed their Own Name or Own Fax Number, the machine may reject an important fax message. We recommend that you ask important senders to program an Own Name or Own Fax Number in advance.

Free

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

Polling ID match

The machine switches to Substitute Reception only when the programmed Polling ID's of the other end and this machine are identical.

When the Receive File Indicator is Lit

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

Why Substitute Reception Occurred	Indication/Status	Solution
Paper has run out.	and/or 【Facsimile】 indicator is lit red.	Add paper. ⇒ "Loading Paper" in Maintenance Guide Copier System Edition
Toner is empty.	is lit.	Replace the toner cartridge. ⇒ "Replacing the Toner Cartridge" in Maintenance Guide Copier System Edition
Paper is jammed.	is lit.	Remove the jammed paper. ⇒ "Removing Misfed Paper" in Maintenance Guide Copier System Edition
Machine is busy printing with other function.	The machine is printing with other function.	The message will be printed after the current job finishes automatically.
Output tray is full.	The message "`Following output tray is full. Remove paper.`" appears.	Remove paper from output tray.

When the Confidential File Indicator is Lit or Blinking

If the Confidential File indicator (✉) is lit, a message has been received and stored as a Confidential Message or in the Personal Box. You need to print it out manually. ⇒ p.55 “Printing a Confidential Message”, ⇒ p.61 “Printing Personal Box Messages”

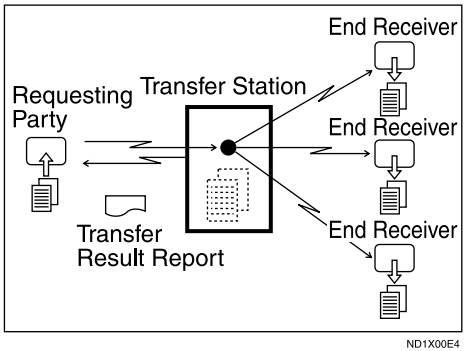
If the Confidential File indicator is blinking, a message has been received and stored in memory with Memory Lock. You need to print it out manually. ⇒ p.58 “Printing a File Received with Memory Lock”

Reception Functions

Transfer Station

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

The diagram below may make the concept clearer.



The following terminology is used in this section.

❖ Requesting Party

The machine where the message originates from.

❖ Transfer Station (this machine)

The machine that forwards the incoming message to another destination.

❖ End Receiver

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

Limitation

- ❒ Polling ID's of the Requesting Party and Transfer Station must be identical for this feature to work.
- ❒ A Transfer Request cannot be sent, if the fax number of the transfer station (this machine) is not programmed in Quick Dial.
- ❒ If your line number is not programmed at the Transfer Station, reception will not take place.⇒ p.255 “Transfer Report”
- ❒ This machine will not receive a Transfer Request unless it has enough free memory to store two or more destinations dialed from the number keys. ⇒ Chapter 2, “Number keys” in the Basic Features manual
- ❒ If the Requesting Party specifies a Group for the End Receivers and the total number of End Receivers exceeds 500, the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

Multistep Transfer

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

For more information, contact your service representative.

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

Reference

Chapter 3, “Groups” in the Basic Features manual

Sending the Transfer Result Report

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

For example:

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

Transfer Result Report

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

Preparation

Program the Requesting Party fax number into a Quick Dial key in advance. ⇒ Chapter 3, “Quick Dials” in the Basic Features manual

When the Transfer Station has transferred the message to all End Receivers, it sends the Transfer Result Report back to the Requesting Party. The machine prints the report if it cannot be sent back to the Requesting Party. You must program the fax number of the Requesting Party in Quick Dial in the Transfer Station.

Note

- ❒ You can set whether a portion of the original image is printed on the report with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch04, Bit7)

JBIG Reception

The optional Fax Function Upgrade Unit is required.

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

Limitation

- ❒ If ECM is turned off, JBIG Reception is not available.
- ❒ This feature is not available with G4 communication.
- ❒ When the optional Extra G3 Interface Unit is installed, JBIG receptions of “G3-2” lines are standard.

Auto Fax Reception Power-up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming messages as long as the main power switch is on.

Important

- ❒ Reception is not possible if both the operation switch and main power switch are turned off.

Note

- ❒ You can set whether messages are printed as soon as they are received (Immediate Reception) with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch14, Bit0)
- ❒ You can also set that fax messages received by Memory Reception (Substitute Reception) will be printed after the machine is turned on.

Printing Options

Print Completion Beep

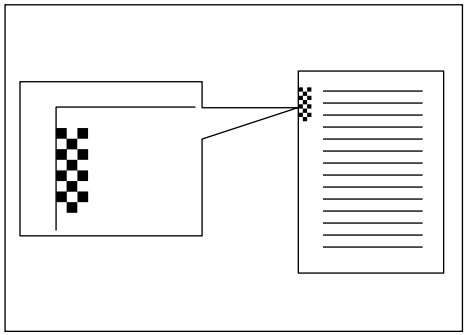
When this function is turned on, the machine beeps to let you know when a received message has been printed.

Note

❒ You can alter the volume of the beep or turn it off completely (set the volume to the minimum level). ⇒ Chapter 4, “Adjusting Volume” in the Basic Features manual

Checkered Mark

When this function is turned on, a Checkered Mark is printed on the first page of fax messages to help you separate them.



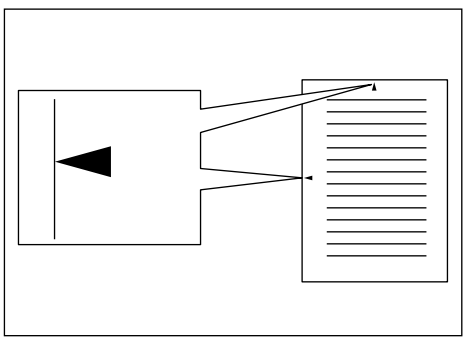
ND1X00E5

Note

❒ You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”

Center Mark

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



ND1X00E6

Limitation

- ❒ The Center Mark may deviate a little from the exact center of the edge.

Note

- ❒ You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”

Reception Time

You can have the date and time printed at the bottom of the message when it is received. You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”

Limitation

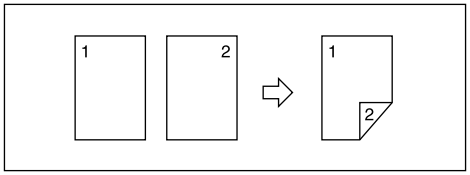
- ❒ When a received message is printed on two or more sheets, the date and time is printed on the last page.

Note

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

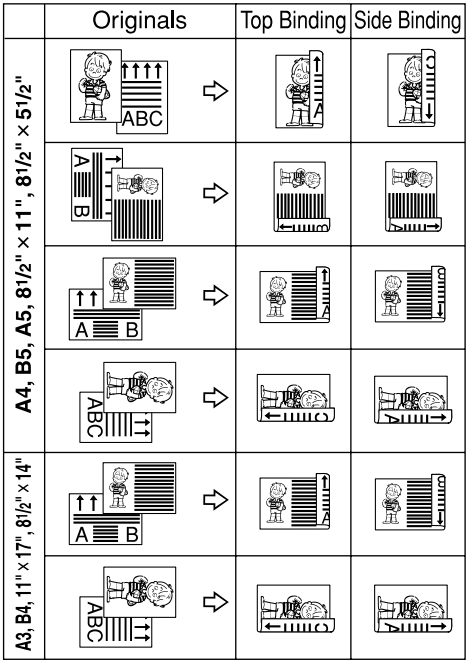
2-Sided Printing

You can have a received message printed on both sides of the paper. You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”



Limitation

- ❒ To use this function, all pages of the received document must be of the same size—inform the sending party of this beforehand if necessary. You must also have paper set in your machine of the same size as that sent by the sending party (A4→A4, $8^1/_2$"×11"→$8^1/_2$"×11" are typical examples, whether A3 and B5 sizes are correctly scanned in will depend on the fax machine). This machine will correctly scan in A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭(11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▯▭, $8^1/_2$"×$5^1/_2$"▯▭). The following table shows the results that can be achieved when sending and receiving using this machine.



- ❒ This feature works only when all pages are of the same width and are received into memory.
- ❒ The machine will use Memory Reception for 2-Sided Printing.
- ❒ This feature cannot be used with Combine 2 originals.
- ❒ Printouts may vary depending on how the sender set them.

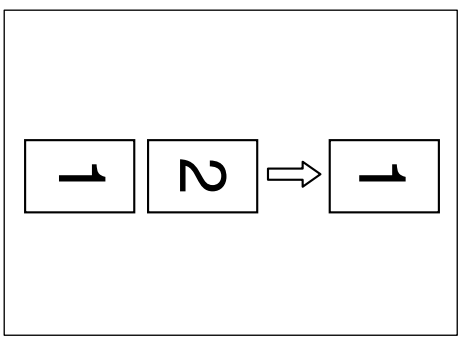
❒ If another party sends you a fax and their machine is not able to detect the size of the original correctly, the message may come out truncated, separated or containing excess white space when printed at your end. For example, if the sending machine thinks a B5 original is a B4 original, it will be printed at your end on B4 size paper even if you have B5 paper available in your machine.

Note

❒ You can choose to have messages only from selected senders printed in this way. ⇒ p.223 “Special Senders to Treat Differently”

180 Degree Rotation Printing

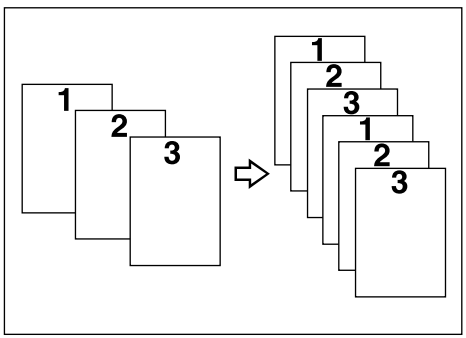
When printing on both sides of the paper, this machine rotates images as shown in the diagram.



CP2B02E0

Multi-copy Reception

If you switch this feature on, multiple copies of each incoming fax message will be printed. You can also choose to have multiple copies made of messages from particular senders. ⇒ p.223 “Special Senders to Treat Differently”, ⇒ p.198 “Reception Mode”



Limitation

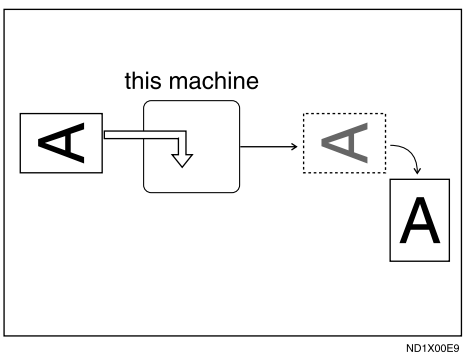
- ❒ The maximum number of copies that can be made for each message is 10. If you are using Multi-copy with Specified Senders, the maximum number is 10.

Note

- ❒ You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”
- ❒ The machine will use Memory Reception for Multi-copy Reception.

Image Rotation

If you have set paper in the standard tray , incoming fax messages will be rotated automatically to fit on the paper.



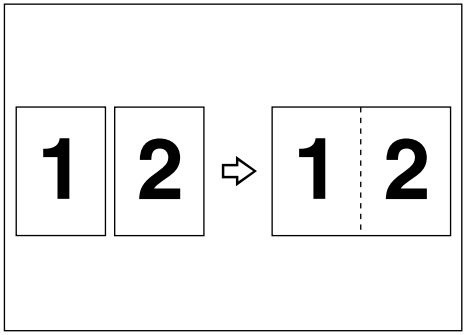
Note

- ❒ You can choose to have received messages printed from a specified tray. ⇒ p.198 “Reception Mode”

Combine 2 Originals

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

- Two A5 messages are printed side by side on a sheet of A4.
- Two B5 messages are printed side by side on a sheet of B4.
- Two A4 messages are printed side by side on a sheet of A3.
- Two $8^1/_2$"×$5^1/_2$" messages are printed side by side on a sheet of $8^1/_2$"×11".
- Two $8^1/_2$"×11" messages are printed side by side on a sheet of 11"×17".



ND1X01E0

Limitation

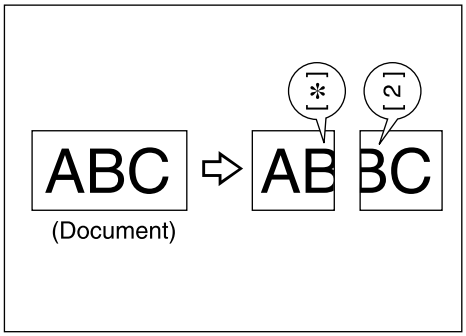
- ❒ This feature does not work with messages larger than A5, B5, A4, $8^1/_2$"×11" or $8^1/_2$"×$5^1/_2$". When A5, B5, A4, $8^1/_2$"×11" or $8^1/_2$"×$5^1/_2$" size paper is loaded in the machine, each page of the received message is printed on a single sheet.
- ❒ If paper matching the size and direction of a received document is not available, “Combine 2 originals” is not possible.
- ❒ When “Combine 2 originals” and “2-Sided Printing” are selected at the same time, combine 2 originals takes priority and 2-sided printing is canceled.

Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch10, Bit1)
- ❒ This feature uses Memory Reception.

Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, this feature splits the message if the message length is 20mm (0.79") or longer than the paper used. The message is reduced if it is less than 20mm (0.79") longer. When a message is split, the split mark (*) is inserted at the split position and about 10mm (0.39") of the split area is duplicated on the top of the second sheet.



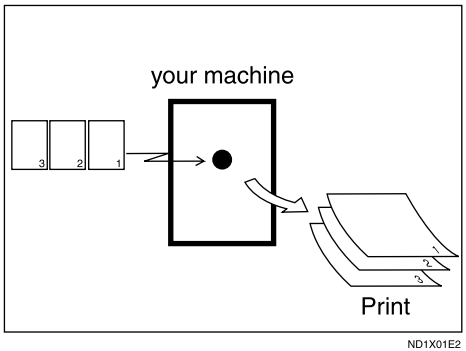
ND1X01E1

Note

- ❒ Your service representative can customize this feature with the following settings.
  - Reduction
  - Print split mark
  - Overprinting
  - Overprinting length
  - Guideline for split
- ❒ You can adjust the overprinting and reduction lengths within the following ranges:
  - Overprinting length: 4mm (0.16"), 10mm (0.39"), 20mm (0.79")
  - Guideline for split: 0~155mm (5mm steps)/0~6.1" (0.2" steps)

Reverse Order Printing

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

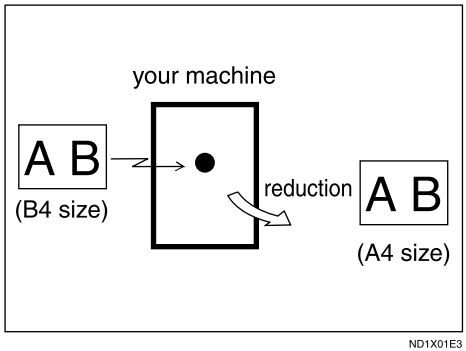


Note

- ❒ You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”
- ❒ When this feature is on, the first page will be printed last.
- ❒ This feature uses Memory Reception.

Page Reduction

If 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.



Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch10, Bit3)

Reference

⇒ p.145 “Page Separation and Length Reduction”

TSI Print

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this feature on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the message came from. ⇒ Chapter 3, “Initial Settings and Adjustment” in the Basic Features manual

Note

- ❒ You can turn it on or off in the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch02, Bit3)

CIL/TID Print

The optional ISDN Unit is required.

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

The CIL (Call Identification Line) refers to the combination of the receiver's Own Fax Number, name, the sender's Own Fax Number and name, time, and page number. The TID refers to the name programmed by the sender in their Fax Header.

Limitation

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

Note

- ❒ You can turn CIL and TID on or off in the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch02, Bit5 or Bit6)

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 8½"×11" and A3 loaded and you receive a A4 size message, check the A4 column of the following table. The paper size at the top has the highest priority. In this case, since 8½"×11" is a higher priority than A3, the message is printed on 8½"×11".

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

❖ Priority Table

Paper Select Priorities	Received Image Size: A3,11"×17"	B4	A4, 8½"×11"	A4, 8½"×11"	B5	8½"×14"	F/F4
1	A3	B4	8½"×11"	A4	B5	8½"×14"	F/F4
2	11"×17"	A3	8½"×11"	A4	B5	A4	8½"×14"
3	A4	11"×17"	A4	8½"×11"	B4	A4	A4
4	A4	B5	A4	8½"×11"	A4	8½"×11"	A4
5	8½"×11"	B5	F/F4	A3	A4	8½"×11"	8½"×11"
6	8½"×11"	A4	8½"×14"	F/F4	8½"×11"	F	8½"×11"
7	F/F4	A4	A3	11"×17"	8½"×11"	B4	B4
8	B4	8½"×11"	B4	B4	F/F4	A3	A3
9	8½"×14"	8½"×11"	11"×17"	8½"×14"	A3	11"×17"	11"×17"
10		F/F4	B5		11"×17"	B5	B5
11		8½"×14"	B5		8½"×14"	B5	B5

Portrait Landscape Image Rotation

GFRXPSE

Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20mm (0.79")
Width or Length Priority	Width

- 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.223 “Special Senders to Treat Differently”

❒ 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 and A3. Any messages narrower than A4 are sent as A4 width with the length unchanged.

Reference

p.145 “Page Separation and Length Reduction”

p.146 “Page Reduction”

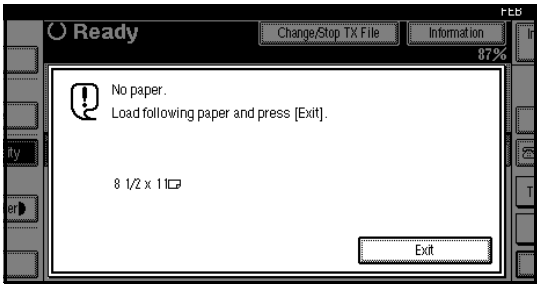
p.143 “Image Rotation”

"Just Size" Printing

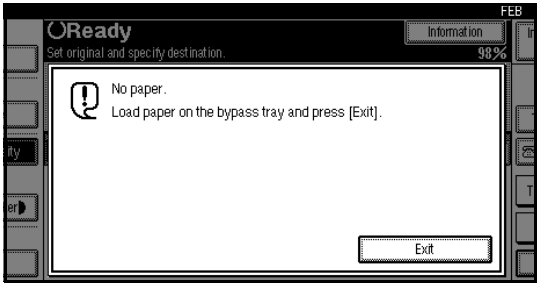
If you turn this feature on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded the new paper, you can then print the message.

Two messages can appear:

- Paper Cassette



- Bypass Tray



Note

- ❒ The action that follows pressing **[Exit]** varies depending on the status of the machine when the message occurred.
  - If any received documents or reports were being printed automatically, the printer automatically continues printing from where it had left off.
  - If any documents or reports were being printed manually, the printer does not resume the printing. Perform the operations from the beginning again.
- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch05, Bit5)

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).

You can set up to a maximum of 100 standard paper in the bypass tray.

Limitation

- ❒ The print area is determined by optional Expansion Memory, Resolution, and the vertical length of originals.
- ❒ You cannot output the received paper into the optional Finisher Unit, when using this function. The paper will be delivered into the machine's paper tray, even when the optional Finisher Unit has been set as the output tray.⇒“General Features -- Output:Facsimile” in Administrator Reference Copier System Edition

Note

- Before you can use this feature, you need to turn on Authorized Reception (Initial Setup Reception Mode settings), program the Specified Senders (Key Operator Settings) along with the Paper. ⇒ p.198 “Reception Mode”, ⇒ p.223 “Special Senders to Treat Differently”
- The size of paper set in the bypass tray can have a vertical length of a 148-457mm (58" - 180"), and have a horizontal length of 90-305mm (35"- 120").
- When you set paper sizes other than A4▭, B4▭, A3▭ ($8^1/_2$"×11"▭, 11"×13"▭) in the bypass tray, specify the paper size. This size should match the bypass paper size for copying or a paper jam may occur. To change the bypass paper size for copying. ⇒ “Loading Paper in the Bypass Tray” in Maintenance Guide Copier System Edition
- If the specified paper size and the size of paper set in the bypass tray do not match, paper jams may occur or the image may be truncated.
- If you use this feature, Image Rotation and 180 Degree Rotating Printing are not possible.

Where Incoming Messages are Delivered - Output Tray

G3/G4 Separate Tray

The optional Extra G3 Interface Unit or optional ISDN Unit, as well as an optional upper tray or optional Finisher Unit is required.

You can specify the document feeding tray for each line. For example, you can specify documents received through the G3 line to be fed to the "Standard Tray" and documents received through the G4 line to be fed to the "Upper Tray", facilitating the separation of files.

Note

- To use this feature, specify the line and destination in "G3/G4 Separate Tray". ⇒ p.198 "Reception Mode"

Tray Shift

The optional Finisher Unit is Required.

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

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

Note

- You can turn this function on or off with the User Parameters. ⇒ p.216 "Changing the User Parameters" (Switch19, Bit0)

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 registering this information in a Keystroke Program.

Registering and Changing Keystroke Programs

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

You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, destinations (up to 500 numbers), Resolution, Original Type, G3 or G4 communication mode, Stamp, Send Later, Default ID, Auto Document, Book Fax, Polling Transmission, Polling Reception, Transfer Request, 2-sided transmission, 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.187 “Reports/Lists”

Limitation

❒ Transfer Request and broadcast transmissions cannot be registered at the same time.

❒ When a registered program key is being used for a Memory Transmission on standby, the message “`Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed.`” is displayed. You cannot change the function for this key at this time.

Note

❒ The maximum number of programs you can register is 100 (200 with the optional Fax Function Upgrade Unit).

❒ Use the same procedure to registering and change programs. Follow the procedure for the items you want to change.

❒ The method to register or change programs for Copy Function is different from that of Fax Function.

1 **Prepare for registering the program.**

Note

- ❒ The procedure for programming differs depending on the items you want to register.
- ❒ Press the **【Clear Modes】** key to cancel programming.

Example of registering a program using Send Later with the fax number "0123456789".

❶ **Press 【0】, 【1】, 【2】, 【3】, 【4】, 【5】, 【6】, 【7】, 【8】, 【9】 with the number keys.**

❷ **Press [Transmission Mode].**

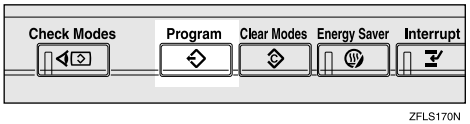
❸ **Select [Send Later].**

❹ **Enter the time to send.**

Note

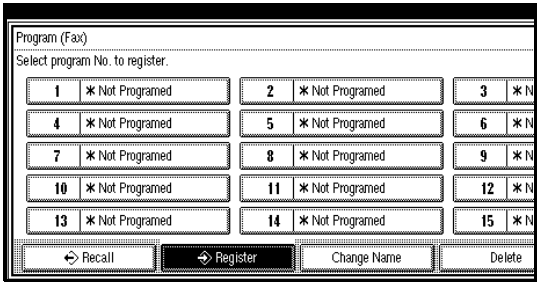
- ❒ If "Send Later" is already specified, that time is shown. Press the **【Clear Modes】** key to change "Send Later".

2 **Press the 【Program】 key.**



The program (Fax) is shown.

3 **Select a program number in which "*Not Programed" is shown.**



Note

- ❒ Press **[▲ Prev.]** or **[▼ Next]** to search, when "*Not Programed" is not displayed

4 **Enter the program name.**

The "Program Name" display is shown.

Note

- ❒ If you make a mistake, press **[Backspace]** or **[Delete All]** and try again.
- ❒ You should register the program name.

5 **Press [OK].**

The program has been registered.

6 **Press [Exit].**

The initial display is shown.

Using a Program

Example of executing a program using Send Later with the fax number “0123456789”.

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

Note

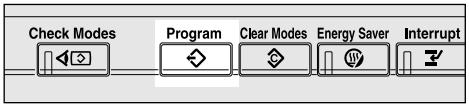
- ❒ If the standby display is not shown, press the 【**Facsimile**】 key.

2 **Place your original.**

Note

- ❒ If you have not a registered destinations or scan settings as a program, enter the fax number for the destination and select any scan settings you require.

3 **Press the 【Program】 key.**



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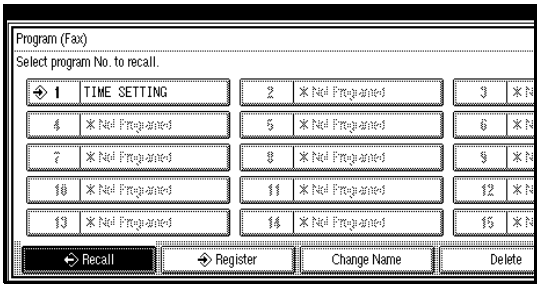
4 **Select a program number you registered.**



The initial display is shown.

Then, the registered fax number and time are shown. Transmission Mode is selected.

Note

- ❒ Press **[▲ Prev.]** or **[▼ Next]** to search for the transmission program number when it is not displayed.

5 **Press the 【Start】 key.**

The fax number and specified time are shown on the display and the machine starts to scan the original.

Changing a Program Name

Limitation

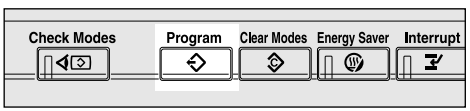
- ❒ When a registered program is being used for a standby Memory Transmission, you cannot change the program name.

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

Note

- ❒ If the standby display is not shown, press the 【**Facsimile**】 key.

2 **Press the 【Program】 key.**



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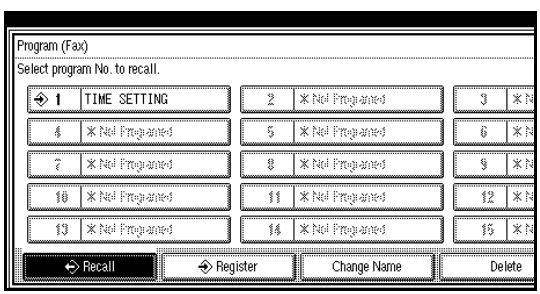
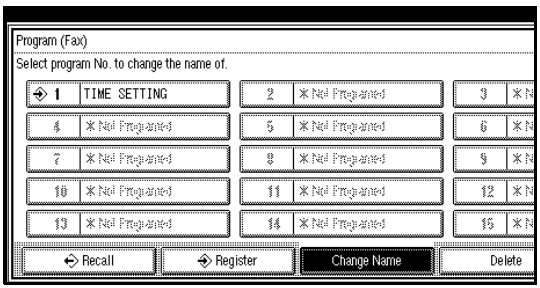
3 **Press [Change Name].**



4 **Select the program number for the name you want to change.**



Press **[▲ Prev.]** or **[▼ Next]** to search for the program number to change when it is not displayed.

5 **Enter a new program name.**

Note

- ❒ Press **[Cancel]** to cancel the change, and proceed to step **7**.

6 **Press [OK].**

The program name is changed.

7 **Press [Exit].**

The initial display is shown.

Deleting a Program

Limitation

❒ When a registered program is being used for a standby Memory Transmission, the following message appears: "`Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed.`"

Note

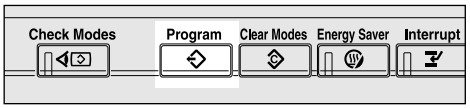
❒ If you delete a program, the registered program name is also deleted.

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

Note

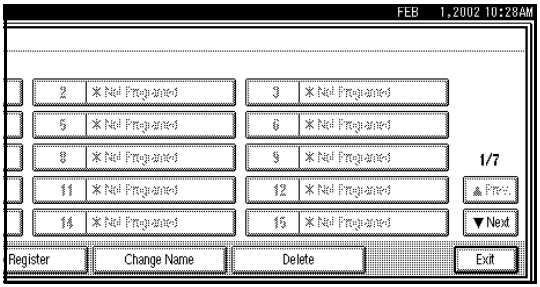
❒ If the standby display is not shown, press the **【Facsimile】** key.

2 **Press the 【Program】 key.**

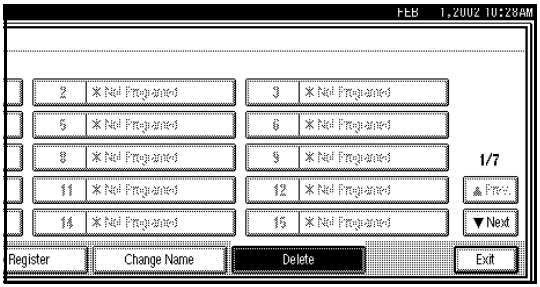


ZFLS170N

3 **Press [Delete].**



4 **Select the program number you want to delete.**



Press **[▲ Prev.]** or **[▼ Next]** to search for the program number to delete when it is not displayed.

The contents of the program are shown on the display.

5 **Press [Yes].**

Note

- ❒ Press **[No]** not to delete the program. The display will return to step **3**.

6 **Press [Exit].**

The initial display is shown.

Using the Document Server

The optional Hard Disk Unit (40GB) is required.

Use this feature to store documents in the Document Server of this machine.

The Document Server can store documents from various applications.

The documents that are stored using a facsimile feature are available to transmit by facsimile.

Storing in the Document Server enables the following:

- Once stored, a document can be sent out as many times as you want just by selecting it.
- Storing a document does not use facsimile memory.

You can also send multiple stored documents or combine a document with a scanned original to send them out as a single document. Use **[Select Stored File]** in **[Sub TX Mode]** in Facsimile Mode to send stored documents.⇒ p.105 “Sending a Stored File”

Limitation

❒ Documents stored with **[Store File]** in the Facsimile mode cannot be operated from the screen displayed, when the **[Document Server]** key is pressed. ⇒ p.160 “Storing a Document”

Note

❒ The stored documents are not deleted even when there is a power failure or the main power switch is turned off.

❒ You can specify whether or not the machine automatically deletes documents from the Document Server after a certain number of days. The delete function is preconfigured with the software and automatically deletes any stored document that is more than 3 days (72 hours) old. You can change the setting with "Scanning Originals" in Administrator Reference Copier System Edition.

❒ The fax feature has a memory capacity of approximately 1,000 pages. You can store approximately 2,000 pages (ITU-T No.1 chart) in the Document Server, using the copy, printer, and scanner features.

❒ You can store up to 400 pages (1,000 pages with the optional Expansion Memory) as one document.

Storing a Document

You can send and store a document at the same time. You can also just store a document.

❖ File names

Files which have been read automatically get names like “Fax0001” or “Fax0002”.⇒ p.163 “Setting a File Name”

❖ User Names

You can set this function if necessary to know whom and what departments are stored in the machine.⇒ p.161 “Programming a User Name”

❖ Password

You can set this function so as not to send to unspecified people.⇒ p.163 “Setting a Password”

Note

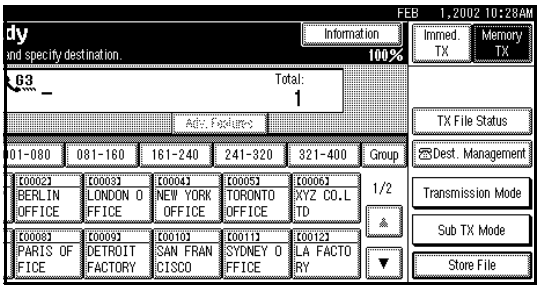
- ❒ The stored documents are given “file names”, such as “FAX0001” and “FAX0002”, automatically. However, you can change the file names. ⇒ p.164 “File Manage”
- ❒ You can attach “User Names” to the stored documents. ⇒ p.164 “File Manage”

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

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

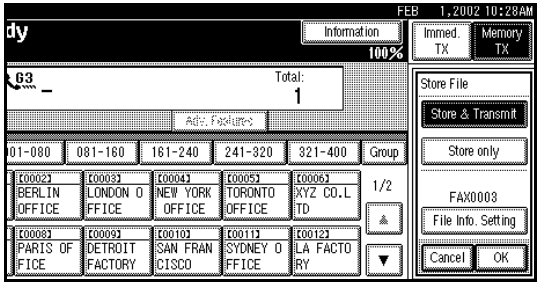
2 **Place your original, and then select any scan settings you require.**

3 **Press [Store File].**

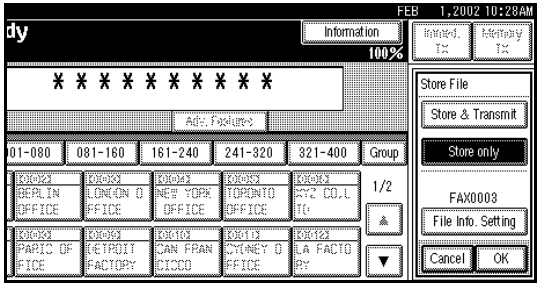


4 **Select [Store & Transmit] or [Store only].**

Select **[Store & Transmit]** to send documents after they are stored.



Select **[Store only]** to store documents.



When **[Store only]** is selected, "✱✱✱✱-✱✱✱✱✱✱" is shown.

5 **Set the User Name, file name and password if necessary.**

Note

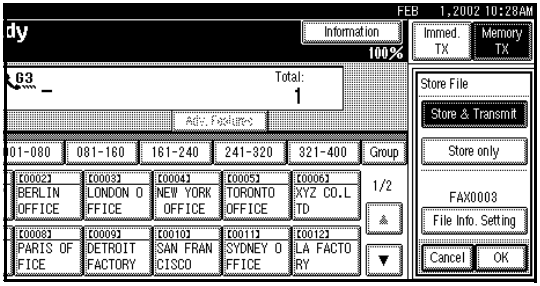
- ❒ If you are not going to set the User Name, file name, or password, go to step **6**.
- ❒ You cannot change multiple documents at once.

Programming a User Name

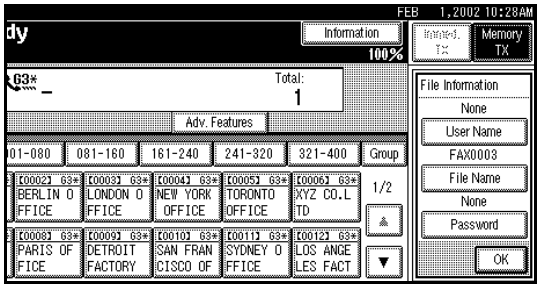
Note

- ❒ Set a User Name from those that are programmed in the User Code. Set the User Codes in the "System Settings".

❶ Press [File Info. Setting].

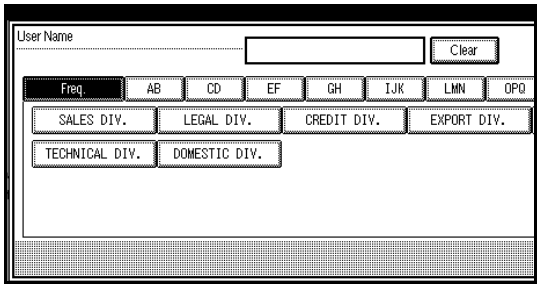


❷ **Press [User Name].**



The User Name change menu is shown.

❸ **Press the User Name to be programmed.**



The User Names that are programmed in the User Code are shown.

Note

- ❒ Press **[▲ Prev.]** or **[▼ Next]** to search for the set User Name when it is not displayed.
- ❒ Press the title key to switch between titles.
- ❒ To set an unprogrammed User Name, press **[Non-programmed Name]**, and then enter the name. User Names that are entered by pressing the **[Non-programmed Name]** key are not programmed into the User Code.

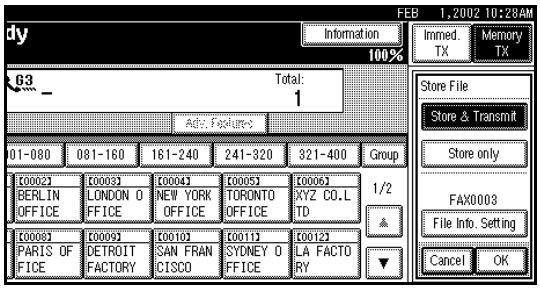
❹ **Press [OK].**

The specified User Name is shown.

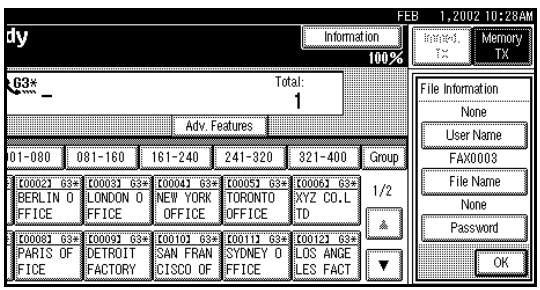
❺ **Press [OK].**

Setting a File Name

❶ **Press [File Info. Setting].**



❷ **Press [File Name].**



The File Name change menu is shown.

❸ **Enter the file name.**

Reference

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

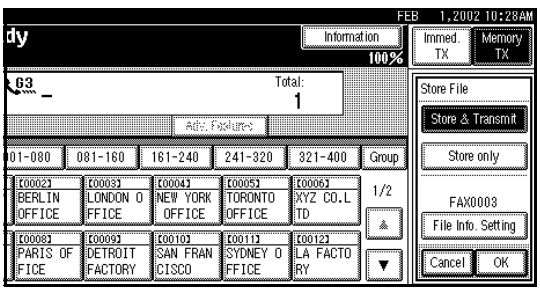
❹ **Press [OK].**

The changed file name is shown.

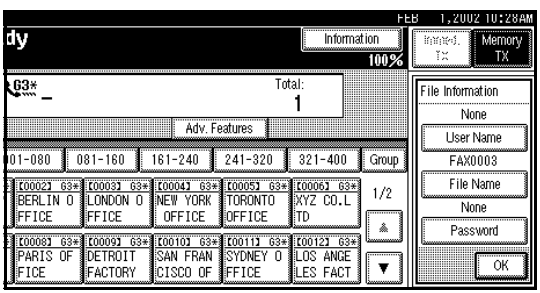
❺ **Press [OK].**

Setting a Password

❶ **Press [File Info. Setting].**

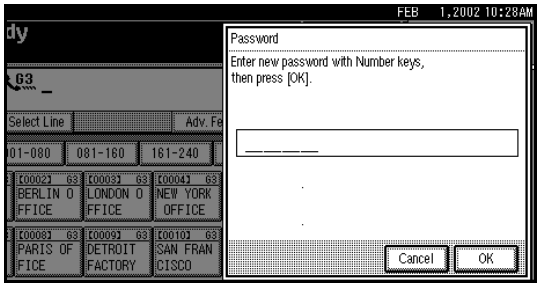


❷ **Press [Password].**



The Password setting menu is shown.

❸ **Enter a password using the number keys.**



Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key, and then reenter your password.

❹ **Press [OK].**

✶✶✶✶ is shown.

❺ **Press [OK].**

6 **Press [OK].**

7 **If you have selected the [Store & Transmit] key, specify the receiver.**

Note

❒ If you have selected **[Store only]**, go to step **8**.

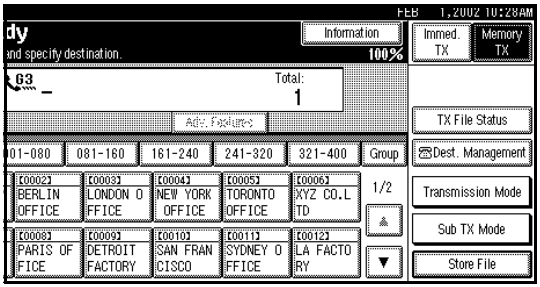
8 **Press the 【Start】 key.**

File Manage

You can change the file name, User Name, and password of stored documents.

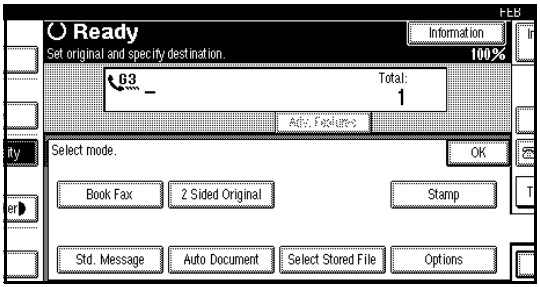
To change a stored document, delete the document you no longer need, and then reprogram the new document. ⇒ p.167 “Delete File”

1 **Press [Sub TX Mode].**

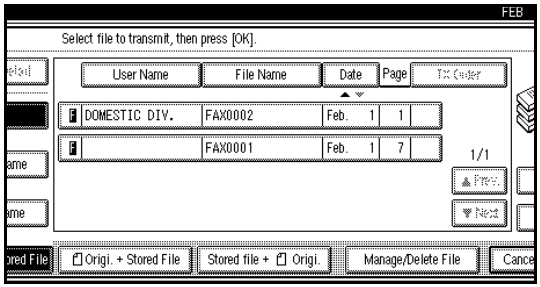


The Sub Transmission menu is shown.

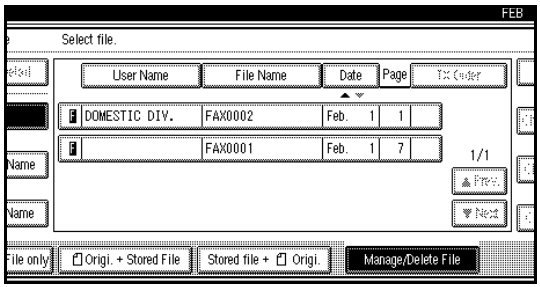
2 **Select [Select Stored File].**



3 **Select [Manage/Delete File].**



4 **Press the document to be changed.**



Note

- ❒ You can specify multiple documents at one time.
- ❒ Press **[▲ Prev.]** or **[▼ Next]** to search for the file to be changed when it is not displayed.

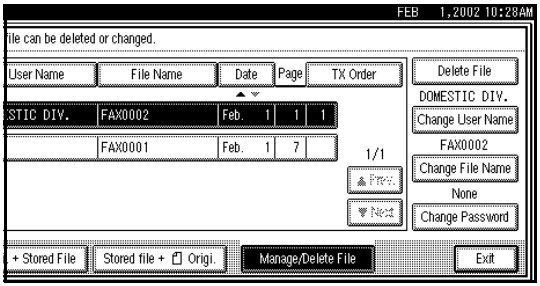
5 **If you select a document for which a password is set, enter the password. When a selected file does not have a password, go to step 7.**

6 **Press [OK].**

7 **Change the information of the stored document. Change the desired items.**

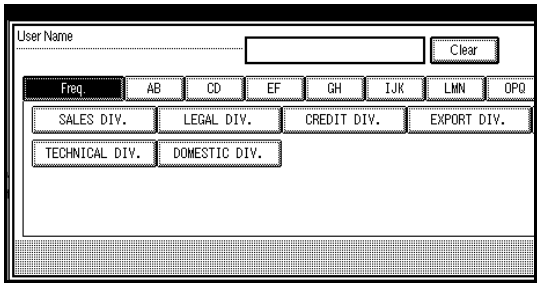
Changing a User Name

❶ **Press [Change User Name].**



❷ **Press [Clear].**

The User Name is deleted.



If the User Name to be changed is not shown, press **[▲ Prev.]** or **[▼ Next]**.

❸ **Press the new User Name.**

Note

- ❒ Press the title keys to switch between titles.
- ❒ To set an unprogrammed User Name, press the **[Non-programmed Name]** key, and then enter the name.
- ❒ User Names that are entered by pressing the **[Non-programmed Name]** key are not programmed into the User Code.

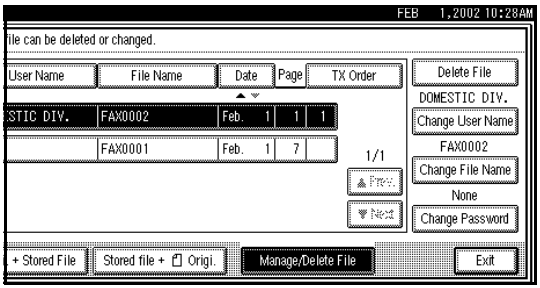
Reference

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

❹ **Press [OK].**

Changing a File Name

❶ **Press [Change File Name].**



❷ **Press [Backspace] or [Delete All], and then reenter the file name.**

Reference

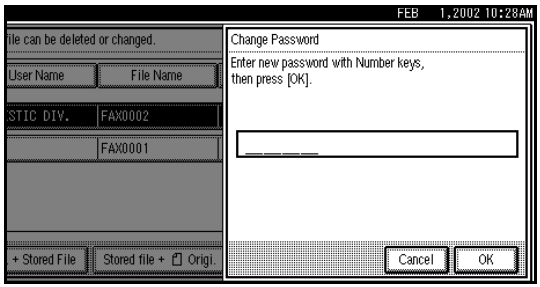
⇒ Chapter 3, “Entering Text” in the Basic Features manual

❸ **Press [OK].**

Changing the Password

❶ **Press [Change Password].**

❷ **Enter a new password using the number keys.**



❸ **Press [OK].**

8 **Press [Exit].**

The Sub Transmission menu is shown.

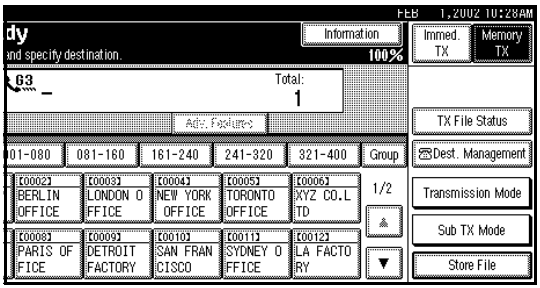
9 **Press [OK].**

The initial display is shown.

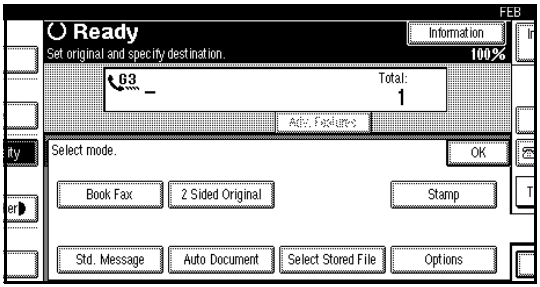
Delete File

Use this feature to delete your stored documents.

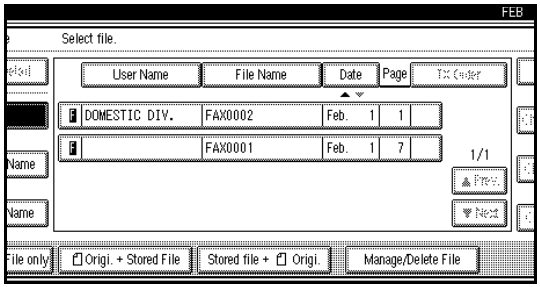
1 **Press [Sub TX Mode].**



2 **Select [Select Stored File].**



3 **Select [Manage/Delete File].**



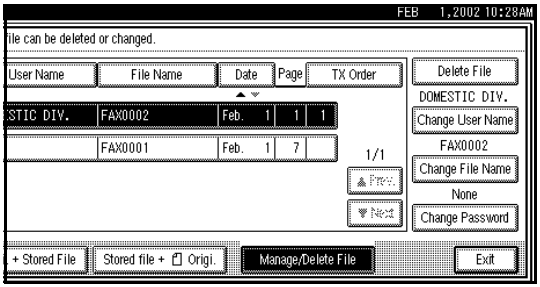
4 **Press the document you want to delete.**

Press **[▲ Prev.]** or **[▼ Next]** to search for the User Name to be changed when it is not displayed.

Note

❒ Enter the password when the Password setting menu is shown.

5 **Press [Delete File].**



6 **Press [Delete].**

Note

❒ If you do not want to delete the document, press **[Do not Delete.]**.

7 **Press [Exit].**

8 **Press [OK].**

The initial display is shown.

Controlling documents saved in the Document Server from a computer

The fax documents saved in the Document Server can be viewed and controlled from a network computer with DesktopBinder V2 Lite or DesktopBinder V2 Professional installed.

The following operations are available from the computer:

- Displaying documents (Easy Viewer)
- Displaying document properties (Properties)
- Deleting documents (Delete)
- Copying documents to a computer (Copy)
- Printing documents (Print from Document Server)
- Sending documents by fax (Fax from Document Server)
- Exporting documents as files (Export Document)

For more information, see the DesktopBinder V2 operating instructions and Help.

Note

❒ Settings made in System Settings enable you to send documents to the delivery server. ⇒ Administrator Reference Copier System Edition

Accessing the User Tools

The User Tools allow you to program the machine with your identification, to 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.

❖ Prog./Change/Delete

Use to program, change or delete: Quick Dial, Group Dial, Title of Quick Dial Table, Order of Quick Dial Table, Auto Documents, Standard Message, Scan Size
⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual
⇒ p.172 "Program/Change/Delete Menu"

❖ Print List/Report

Use to print: the Journal, Group Dial list, Program list, Auto Document list, Quick Dial list, Label Insertion list⇒ p.187 "Reports/Lists"

❖ General Settings/Adjustment

Use to set defaults for: Transmission Mode (Memory / Immediate), Scan Conditions (Resolution / Auto Image Density / Original Type), Fax Information, Adjust Sound Volume⇒ p.189 "General Settings/Adjustment", Chapter 3, "Initial Settings and Adjustments", Chapter 4, "Adjusting volume" in the Basic Features manual

❖ Reception Mode

Use to turn on or off: Reverse Order, Checkered Mark, Center Mark, Print RX Time, Multi-copy Reception, Authorized Reception, Special RX Nos., 2-sided printing, Forwarding and Paper Tray Settings ⇒ p.198 "Reception Mode"

❖ Key Operator Tools

Use to program/check: your name, your fax number, line type, various ID Codes, number of transmitted/received documents⇒ p.207 "Using Key Operator Settings"

Note

❒ Each menu appears in the each tab.

- ❒ You can switch the display by pressing **[▲ Prev.]** or **[▼ Next]**.
- ❒ The selected item is highlighted.
- ❒ When you specify all the settings, press **[OK]**. If **[OK]** is not pressed, the settings you made might be canceled.
- ❒ Press **[Cancel]** to cancel specified settings. The previous display is shown.

Key Operator Code

When Key Operator Code is programmed and turned on, users have to enter a programmed Key Operator Code (maximum 8 digits) to operate the User Tools and Key Operator Tools. This prevents unauthorized people from changing registrations.

Note

- ❒ You can turn the Key Operator Code on or off in the “System Settings”.
- ❒ When you set the Key Operator Code active, enter a code (maximum 8 digits) with the number keys and select **[Partial]** or **[All Initial Settings]** to limit access.

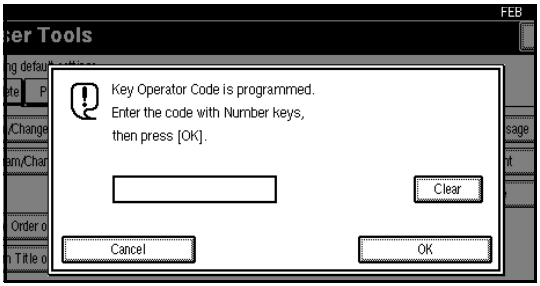
- When **[Partial]** is selected:
  Only the Key Operator Tools are protected with a Key Operator Code.
- When **[All Initial Settings]** is selected:
  The Key Operator Tools and User Tools are protected with a Key Operator Code.

① Press the **【User Tools/Counter】** key.
If you have selected **[All Initial Settings]**, go to step ③.

② Select **[Key Operator Code]**.

③ Press **[Facsimile Features]**.

④ Enter a maximum 8 digit Key Operator Code with the number keys.



⑤ Press **[OK]**.

Program/Change/Delete Menu

Changing the Order of the Quick Dial Table

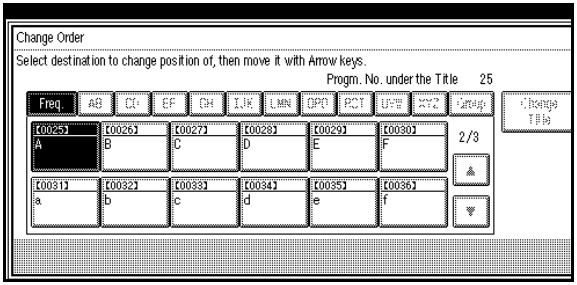
Use this feature to change the order of the programmed Quick Dial Table.

It is convenient if you list the receivers that you fax to frequently on the first page of the Quick Dial Table.

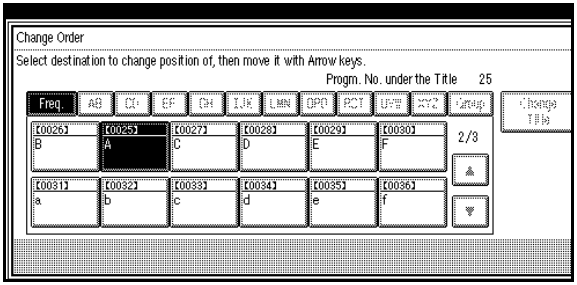
Note

- ❒ You can only change the order within Title 1, Title 2, and Title 3. You cannot change the order within the Destination List.

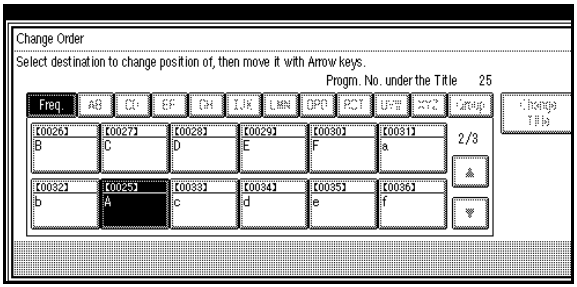
Pressing an arrow key will move the selection in the direction of the arrow.



Start in the menu above. By pressing **[→]**, the destination key moves to the right.



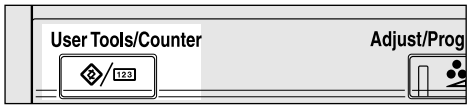
By pressing **[↓]** from the top menu, the destination key moves down.



Reference

⇒ Chapter 3, “Quick Dial” in the Basic Features manual

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



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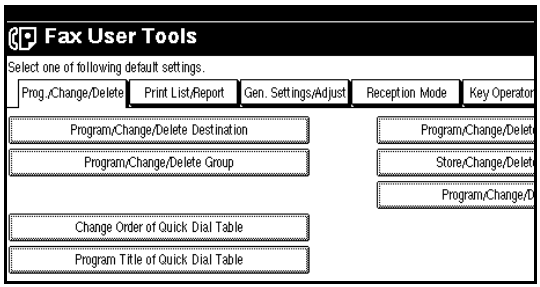
2 **Select [Facsimile Features].**

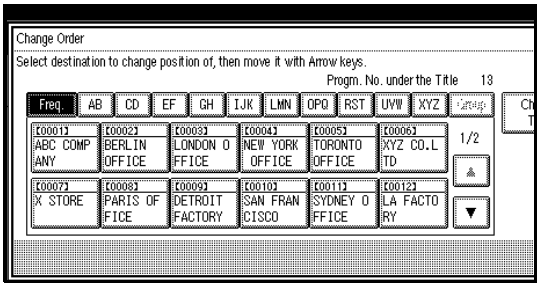
The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**



4 **Select [Change Order of Quick Dial Table].**

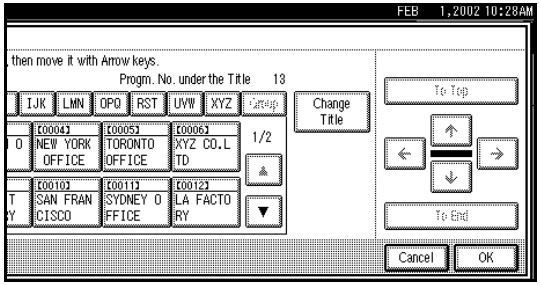
5 **Press the destination key for which you want to change the order.**



Note

- ❒ If the desired destination key is not shown, press **[▲]** or **[▼]** to switch displays.
- ❒ If the destination key is under a different title, press **[Change Title]** to switch between titles.

6 **Press the arrow keys to move the destination key.**



Note

- ❒ Press **[To Top]** to move the Key to the top of the Quick Dial Table, and press **[To End]** to move the Key to the end of the Quick Dial Table.

7 **Press [OK].**

The order has been changed.

Note

- ❒ To cancel the change, press **[Cancel]**.

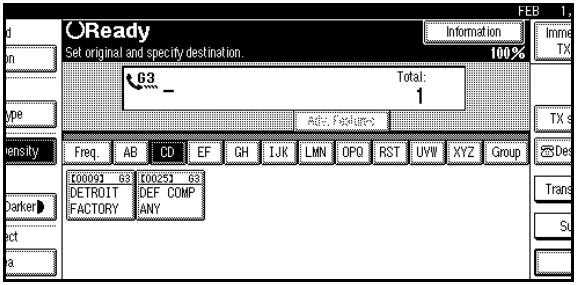
8 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Programming Title of the Quick Dial Table

Use this feature to add a name to the title of the Quick Dial Table in order to facilitate finding the desired programmed destination.

As in a telephone directory, there are titles in the Quick Dial Table to facilitate finding the desired receiver from among many destinations.



In the menu above, the “CD” page (menu) of the Quick Dial Table is selected. The titles are “Freq.”, “AB”, “CD”, “EF”, “GH”, “IJK”, “LMN”, “OPQ”, “RST”, “UVW”, and “XYZ”. For an example, press “EF” to select that page.

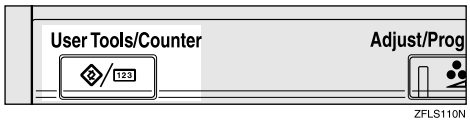
On this machine, you can create a Quick Dial Table according to your needs. In creating a Quick Dial Table, you should program titles to facilitate your search process.You can change the type of classification.

Create and use your own titles according to your needs, for example, “Business” and “Private”.

Note

- ❒ The machine can make four types of Quick Dial Tables. To display a Quick Dial Table different from the one being shown, press the **[Change Title]** key. ⇒ p.176 “Switching Titles”
- ❒ You can program up to four characters for the “Title 1” and “Title 2” keys.
- ❒ You can program up to eight characters for the “Title 3” key.
- ❒ Use the same procedure program and change the titles.

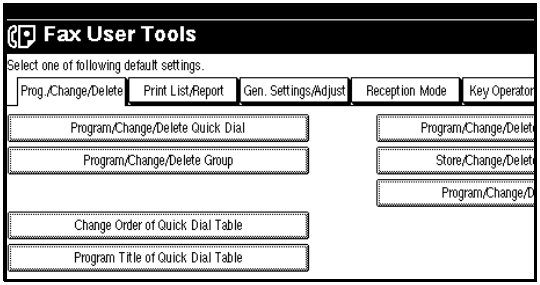
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Check that the “Prog./Change/Delete” tab is selected.**

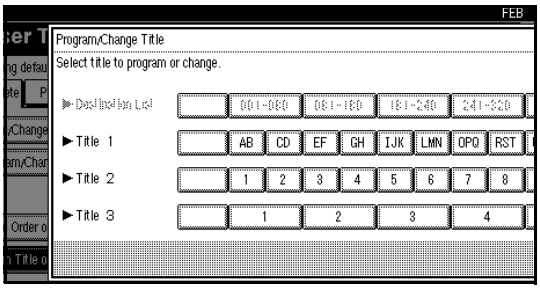


4 **Select [Program Title of Quick Dial Table].**

5 **Press the title key to program.**

Note

- ❒ You cannot make any changes to “Destination List” or “Freq.”.



6 **Enter the name for the title key.**

Reference

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

Note

❒ To program another title key, repeat from step **5**.

7 **Press [OK].**

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

The initial display is shown.

Switching Titles

To specify a fax receiver on the Quick Dial Table, select the title where that receiver is programmed.

You can specify all programmed receivers on the Destination List.

To display the Quick Dial Table in alphabetical order, select “Title 1”. To display the Quick Dial Table that is programmed by user, select “Title 2”.

① Press **[Dest. Management]**.

② Select **[Change Title]**.

③ Press the title key to be displayed.

④ Press **[OK]**.
The selected title is shown above the “Change Title” menu.

Note

❒ To cancel changing the title, press **[Cancel]**. The display will return to step ②.

⑤ Press **[Exit]**.
The initial display is shown.

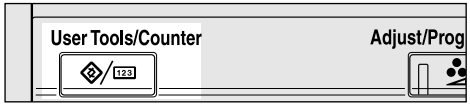
Programming Standard Messages

Use this feature to program standard messages to be printed at the top of the first page of the original. It is convenient if you program message such as your own greetings.

Note

- ❒ You can program your own messages into **[Prog. Messge 1]**, **[Prog. Messge 2]** and **[Prog. Messge 3]** keys only. You cannot change the "Confidential", "Urgent", "Please phone", or "Copy to corres ..." messages.
- ❒ Use the same procedure to program and change your messages.

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



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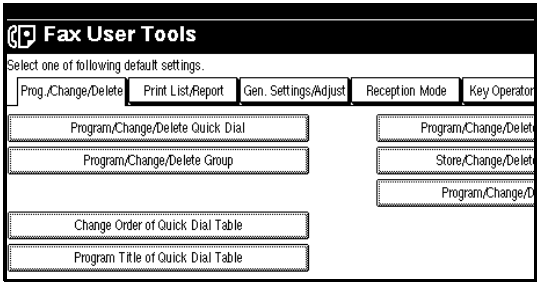
2 **Select [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**

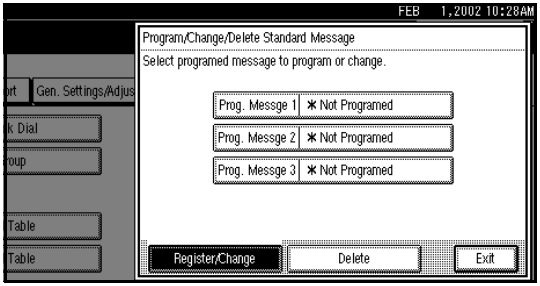


4 **Select [Program/Change/Delete Standard Message].**

5 **Select a key in which "*Not Programed" is displayed.**

Note

- ❒ To change a message, press the programmed message that you want to change.



6 **Enter your message.**

Reference

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

7 **Press [OK].**

Note

- ❒ To program another message, repeat from step **5**.
- ❒ To cancel a registration, press **[Cancel]**.

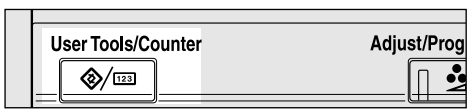
8 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Deleting Standard Messages

Use this feature to delete programmed messages that you no longer need.

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



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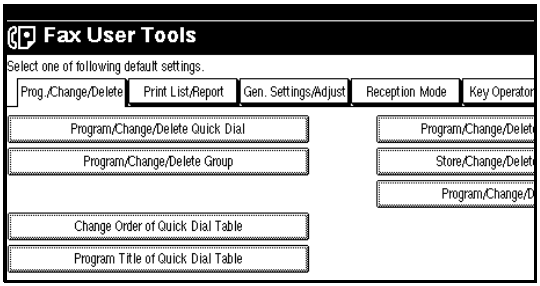
2 **Select [Facsimile Features].**

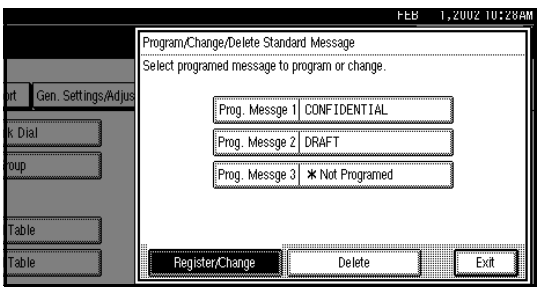
The Facsimile Features menu is shown.

3 **Check that the “Prog./Change/Delete” tab is shown.**

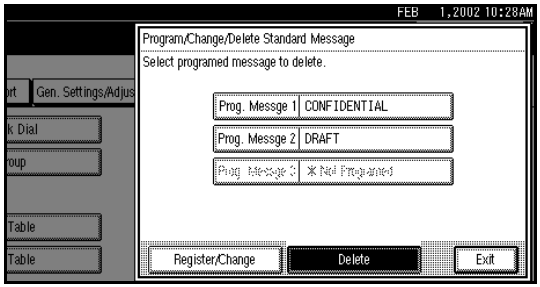


4 **Select [Program/Change/Delete Standard Message].**

5 **Press [Delete].**



6 **Select the message that you want to delete.**



7 **Press [Delete].**

Note

- ❒ To delete another message, repeat from step **6**.
- ❒ To cancel a deletion, press **[Do not Delete]**. The display will return to step **6**.

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

The initial display is shown.

Storing and Changing an Auto Document

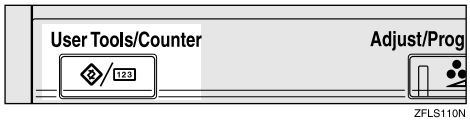
If you often have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), you can store that page in memory as an Auto Document. This saves rescanning the original every time you wish to send it.

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

Important

- ❒ You can store up to 6 Auto Documents (18 with the optional Expansion Memory installed). Each Auto Document can contain one page.
- ❒ You can store the following items in an Auto Document:
  - Originals (Max 6 Documents; when the optional Fax Function Upgrade Unit is installed, maximum 18 documents, only one page per file).
  - Scan settings (Resolution, Original Type, and Image Density)
  - Irregular Scan Area
  - Document name (up to 16 characters)
- ❒ We recommend that you print the Auto Document list and keep it when you program or change an Auto Document. ⇒ p.187 “Reports/Lists”

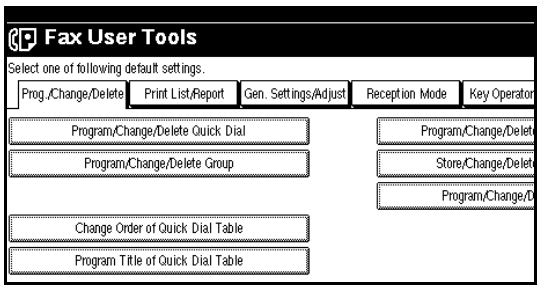
1 **Press the 【User Tools/Counter】 key.**



2 **Select [Facsimile Features].**

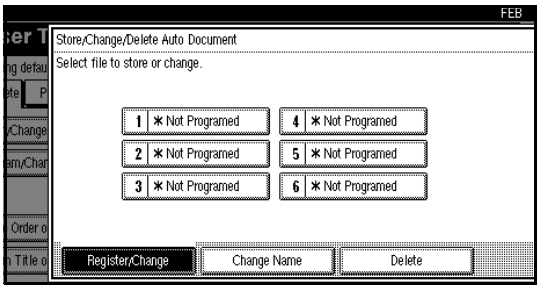
The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**



4 **Select [Store/Change/Delete Auto Document].**

5 **Select the file you want to store or change.**



Note

❒ If there are stored files, the file names are shown.

Storing a file

❶ **Select a [*Not Programed] key.**

❷ **Enter a file name.**

Note

❒ You should program the file name.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

❸ **Press [OK].**

Changing a file

❶ **Select a file you want to change.**

The message "A file is already stored. If another file is stored, previous one will be deleted. Is it OK?" is shown.

❷ **Press [Store].**

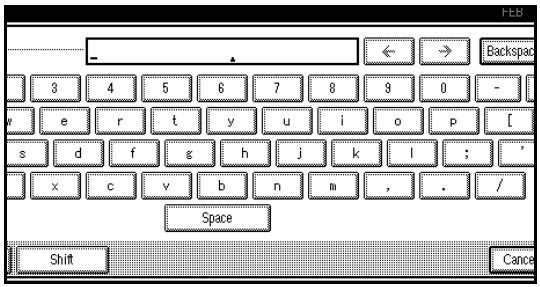
If you want to cancel storing, press **[Do not Store]**.

Changing only a file name

❶ **Press [Change Name].**

❷ **Select a file you want to change.**

❸ **Enter a file name.**



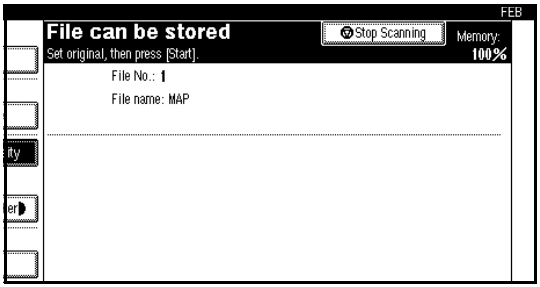
Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

❹ **Press [OK].**

Go to step 8.

6 **Place your original and select any scan settings you require.**



Note

❒ You can also specify a Scan Size. ⇒ Chapter 2, "Setting a Scan Area" in the Basic Features manual

7 **Press the 【Start】 key.**

The machine starts to scan.

Note

❒ To cancel scanning, press **[Stop Scanning]**.

8 **Press [Exit] after scanning is finished.**

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

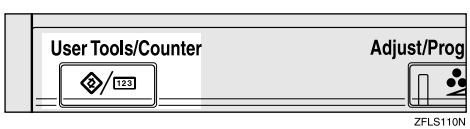
The initial display is shown.

Deleting an Auto Document

Limitation

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

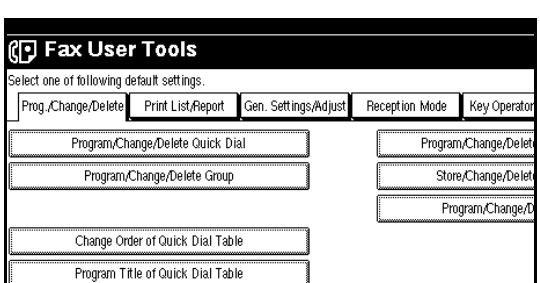
1 **Press the 【User Tools/Counter】 key.**



2 **Select [Facsimile Features].**

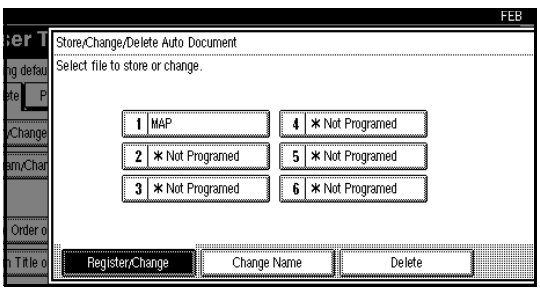
The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**

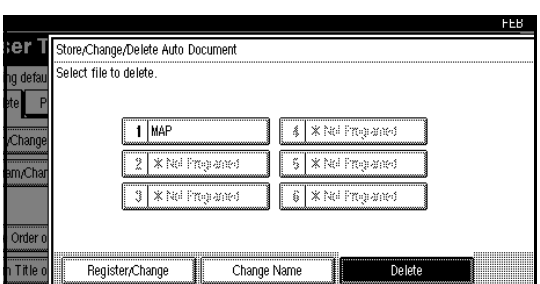


4 **Select [Store/Change/Delete Auto Document].**

5 **Press [Delete].**



6 **Select the file you want to delete.**



7 **Press [Delete].**

Note

- ❒ To cancel a file from deleting, press **[Do not Delete]**.

8 **Press [Exit].**

The initial display is shown.

Programming and Changing a Scan Size

When you select a Scan Size to scan a non-standard size original, two custom sizes of original are available (Program Size 1 and Program Size 2). Use these functions to program a custom size in advance.

To change an existing Scan Size, just use the same procedure.

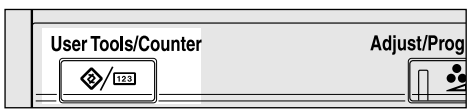
Important

- ❒ When programming or changing a Scan Size, we recommend that you make a memo of the new size.

Note

- ❒ You can specify a horizontal length from 128 to 1,200mm or from 5.5 to 47 inches.

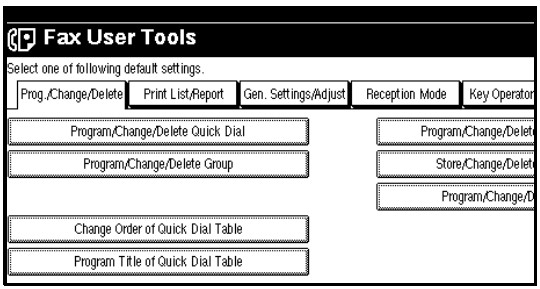
1 **Press the 【User Tools/Counter】 key.**



2 **Select [Facsimile Features].**

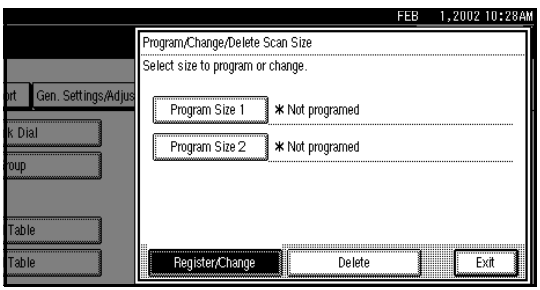
The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**



4 **Select [Program/Change/Delete Scan Size].**

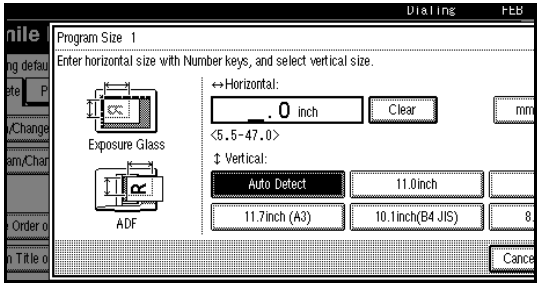
5 **After confirming [Register/Change] is selected, press [Program Size 1] or [Program Size 2].**



Note

- ❒ If a size is already programmed, it is shown on the display. If not, “*Not Programed” is shown.

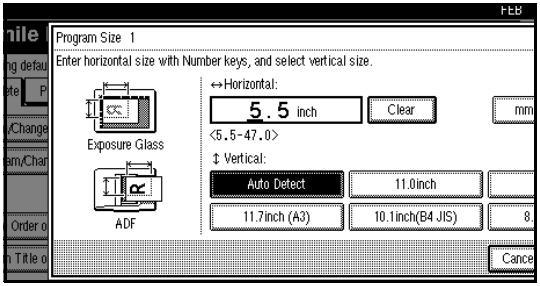
6 **Enter a horizontal size with the number keys.**



Note

- ❒ You can specify a horizontal length from 128 to 1,200mm or from 5.5 to 47 inches. You cannot specify a length shorter than 128mm (5.5") or longer than 1,200mm (47").
- ❒ Each time you press **[mm]** or **[inch]**, the units change between “mm” and “inch” alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off). For Example, When you enter **【2】**, **【5】** and **【0】** in millimeters and change to “inch”, the length “9.8inch” is shown on the display. If you press **[mm]** or **[inch]** again, “249mm” is displayed.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel a Scan Size, press **[Cancel]**.

7 **Select a vertical size.**



Note

- ❒ A displayed vertical size differs depending on the selected unit. When **[mm]** is selected, **[Auto Detect]**, **[210mm (A4)]**, **[257mm (B4 JIS)]**, **[297mm (A3)]**, **[216mm (8 1/2)]** and **[279mm (11)]** are shown. When **[inch]** is selected, **[Auto Detect]**, **[8.3inch (A4)]**, **[10.1inch (B4 JIS)]**, **[11.7inch (A3)]**, **[8.5inch]** and **[11.0inch]** are shown.
- ❒ To cancel a Scan Size, press **[Cancel]**.

8 **Press [OK].**

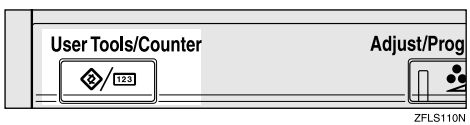
9 **Press [Exit].**

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

The initial display is shown.

Deleting a Scan Size

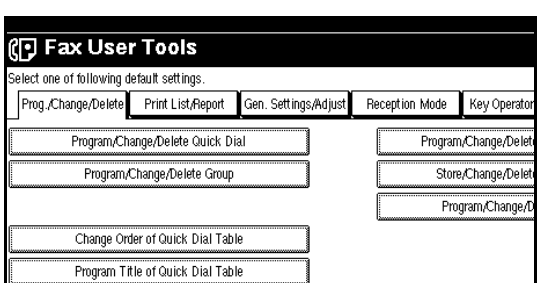
1 Press the 【User Tools/Counter】 key.



2 Select [Facsimile Features].

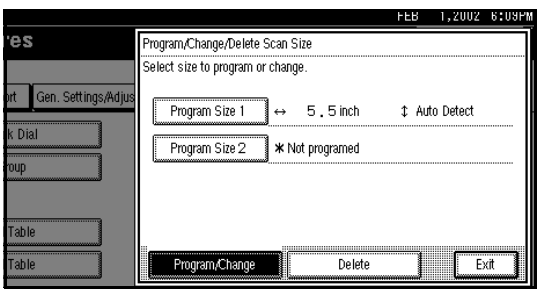
The Facsimile Features menu is shown.

3 Check that the "Prog./Change/Delete" tab is shown.

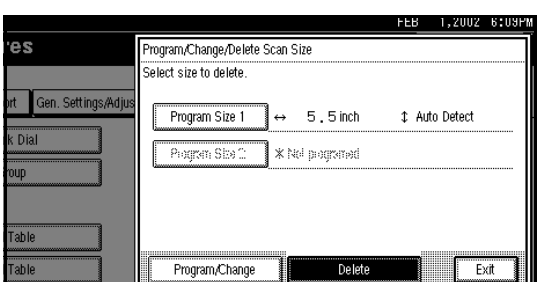


4 Select [Program/Change/Delete Scan Size].

5 Press [Delete].



6 Select [Program Size 1] or [Program Size 2].



7 Press [Yes].

Note

❒ To cancel a deletion, press **[No]**. The display will return to step **6**.

8 **Press [Exit].**

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

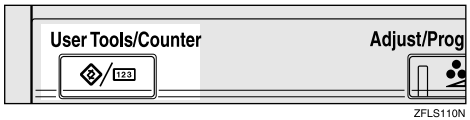
The initial display is shown.

Reports/Lists

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- Journal
  ⇒ p.45 “Printing the Journal”
- Quick Dial list
  ⇒ Chapter 3, “Quick Dial” in the Basic Features manual
- Label Insertion list
  ⇒ Chapter 3, “Quick Dial” in the Basic Features manual
- Group Dial list
  ⇒ Chapter 3, “Groups” in the Basic Features manual
- Program list
  ⇒ p.153 “Programs”
- Auto Document list
  ⇒ p.179 “Storing and Changing an Auto Document”

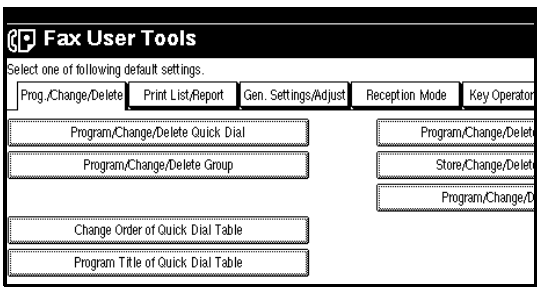
1 **Press the [User Tools/Counter] key.**



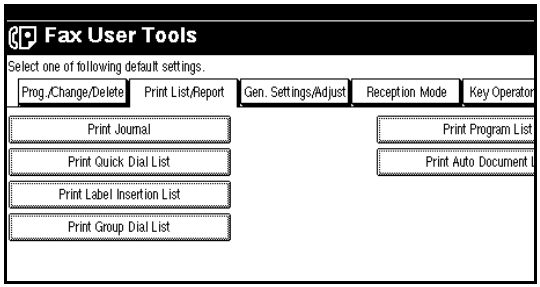
2 **Select [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Print List/Report].**

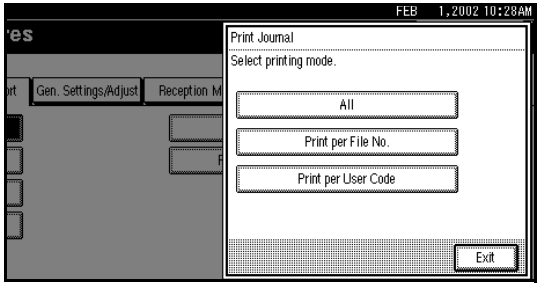


4 **Select a list or report you want to print.**

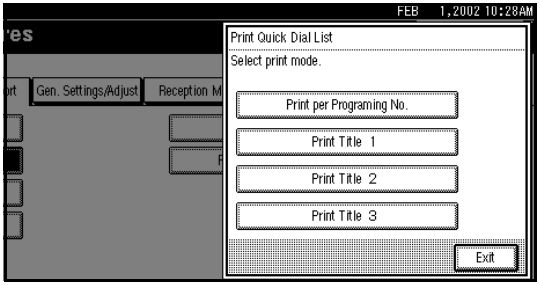


Note

❒ When printing the Journal, you can select a printing mode from **[All]**, **[Print per File No.]**, or **[Print per User Code]**.



❒ When printing the Quick Dial list, you can select from **[Print per Programing No.]**, **[Print Title 1]**, **[Print Title 2]** or **[Print Title 3]**.



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

After printing, the display will return to step **4**.

Note

❒ To cancel printing, press **[Cancel]**. The display will return to step **4**.

6 **Press the [User Tools/Counter] key.**

The initial display is shown.

General Settings/Adjustment

Make the settings for the following items. The set items are highlighted on the Facsimile Features menu when the power is turned on.

❖ Switch Memory/Immed. Transmission

Use this feature for specifying the Transmission Mode for document transmission.

❖ Text Size Priority

Use this feature to specify the character size of your originals for scanning.

❖ Original Type Priority

Use this feature for specifying the type of originals for scanning.

❖ Auto Image Density

Use this feature for specifying whether to prioritize automatic Image Density for scanning your originals.

❖ Adjust Scan Density

Use this feature for specifying the scan density of your originals.

❖ Switch Title of Quick Dial Table

Use this feature for selecting the title to be shown on the Quick Dial Table.

❖ Switch Display

Use this feature for displaying the number keys instead of the Quick Dial Table.

❖ Adjust Sound Volume

⇒ Chapter 4, “Adjusting Volume” in the Basic Features manual

❖ Program Fax Information

⇒ Chapter 3, “Initial Settings and Adjustments” in the Basic Features manual

❖ Fax Header Print Setting

Use this feature for specifying whether to print the Fax Header.

❖ Label Insertion Priority Setting

Use this feature for specifying whether to use the Label Insertion feature.

❖ Reduced Image TX Setting

Use this feature for specifying whether to use reduced image transmission.⇒ p.115 “Transmission Options”

❖ Auto Reduced Image Setting

Use this feature for specifying whether to transmit an automatically reduced image. ⇒ p.115 “Transmission Options”

❖ Closed Network Priority Setting

Use this feature for specifying whether to execute ID transmission. ⇒ p.115 “Transmission Options”

❖ Scan End Reset

Use this feature for specifying whether to return to the initial settings each time an original is scanned.

❖ Mix Original Size Priority Setting

Use this feature for specifying whether to use the Mixed Original Sizes when your originals are set in the optional Document Feeder (ADF).

❖ TX Stamp Priority

Use this feature for specifying whether to press a TX stamp.

❖ Line Priority Setting

Use this feature for specifying the line of usage.

❖ Program Economy Time

Use this feature for specifying a time for transmission when the telecommunication rates are low.⇒ p.15 “Sending at a Specific Time (Send Later)”

❖ On Hook Mode Release Time

Use this feature for specifying the time to cancel the On Hook mode after you transmit with On Hook dialing. It is convenient to use this when the Fax Information service disconnects your On Hook dialing.

❖ Quick Operation Key

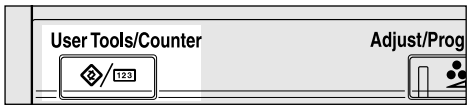
Frequently used features that are programmed as Quick Operation Keys are shown on the menu immediately after the power is turned on.

The Quick Operation Keys can be programmed with the following functions.

Journal, TX File Status, Print Conf. RX, Print Memory Lock, Stored File, Send Later, Auto Document, 2 Sided Original, Closed Network, Polling TX, Polling RX, Fax Header Print, Label Insertion, Dest. Management, Forwarding, Transfer Request

Up to three functions can be programmed in Quick Operation Keys.

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



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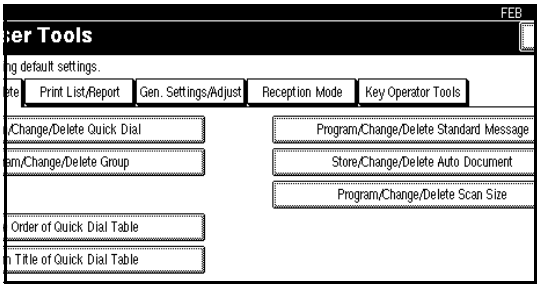
2 **Press [Facsimile Features].**

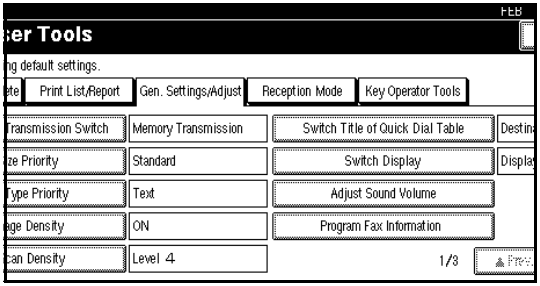
The Facsimile Features menu is shown.

3 **Select [Gen. Settings/Adjust].**



The General Settings/Adjust menu is shown.

4 **Select a function you want to specify.**



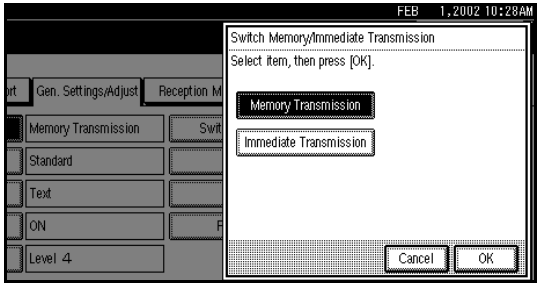
Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key, and try again.
- ❒ If the function you want to specify is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Make any function settings you require.**

Memory/Immed. Transmission Switch

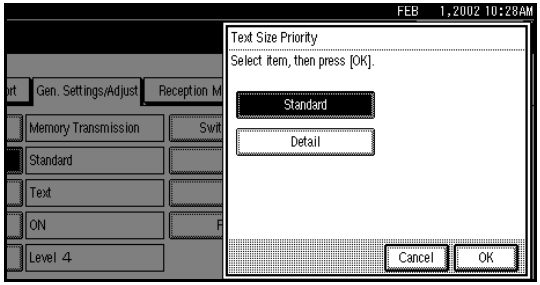
❶ **Select [Memory Transmission] or [Immediate Transmission].**



❷ **Press [OK].**

Text Size Priority

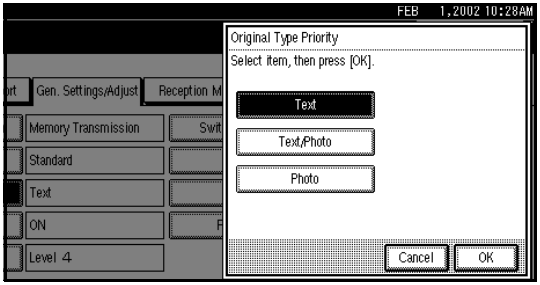
❶ **Select [Standard] or [Detail].**



❷ **Press [OK].**

Original Type Priority

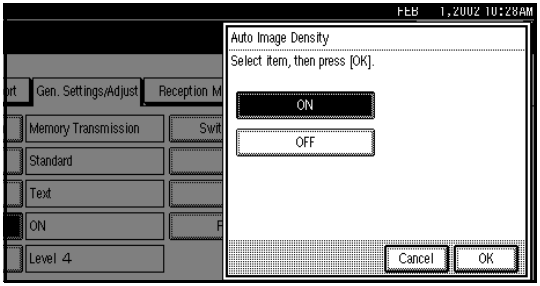
❶ **Select an [Text], [Text/Photo] or [Photo].**



❷ **Press [OK].**

Auto Image Density

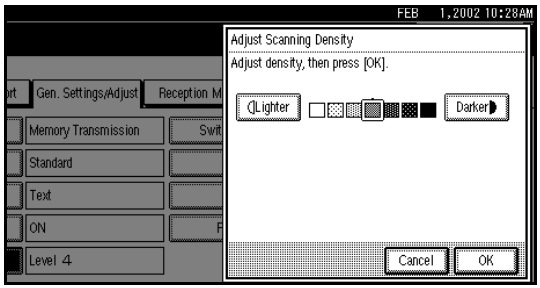
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Adjust Scan Density

❶ **Press [Darker ◗] or [◖ Lighter].**



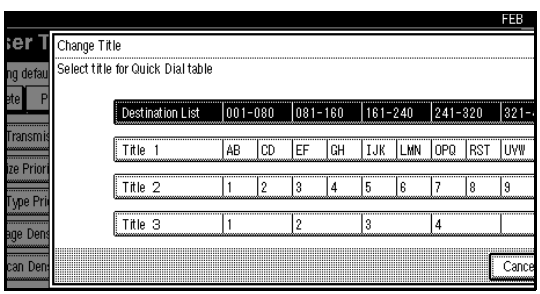
Note

❒ You can set the Image Density manually from seven levels.

❷ **Press [OK].**

Switch Title of Quick Dial Table

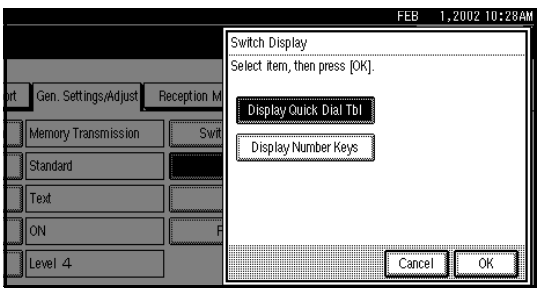
❶ **Select a title on the Quick Dial Table.**



❷ **Press [OK].**

Switch Display

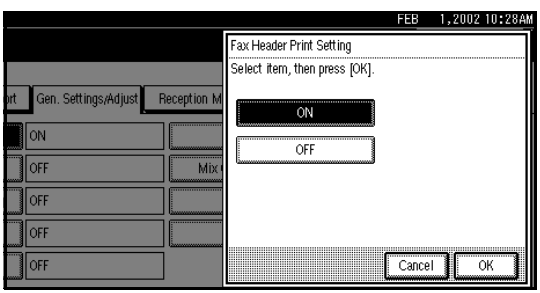
❶ **Select [Display Quick Dial Tbl] or [Display Number Keys].**



❷ **Press [OK].**

Fax Header Print Setting

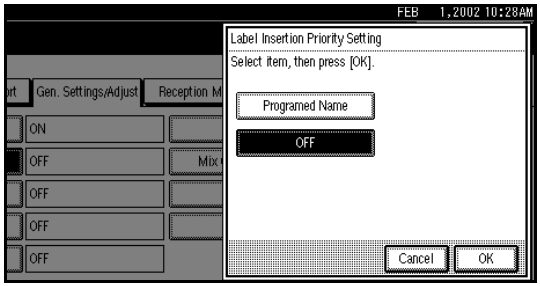
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Label Insertion Priority Setting

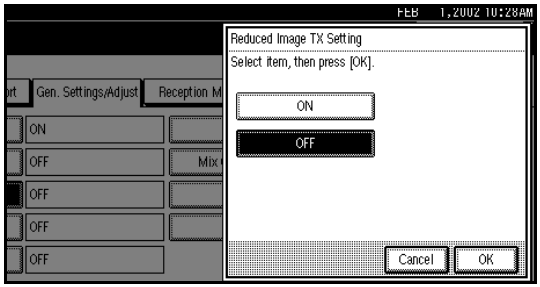
❶ **Select [Programed Name] or [OFF].**



❷ **Press [OK].**

Reduced Image Transmission Setting

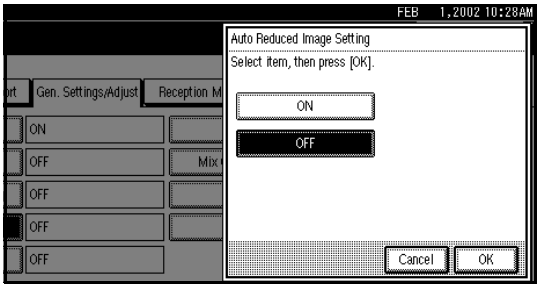
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Auto Reduced Image Setting

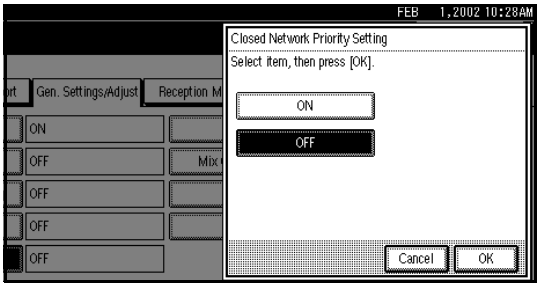
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Closed Network Priority Setting

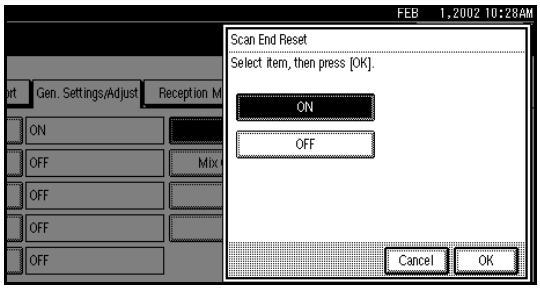
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Scan End Reset

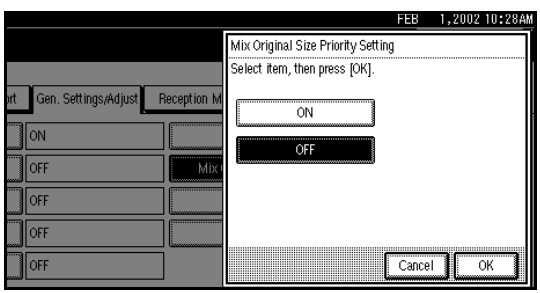
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Mix Original Size Priority Setting

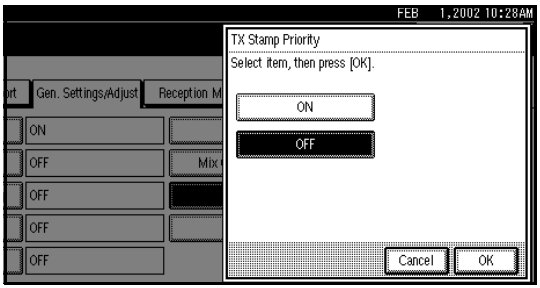
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

TX Stamp Priority

❶ **Select [ON] or [OFF].**



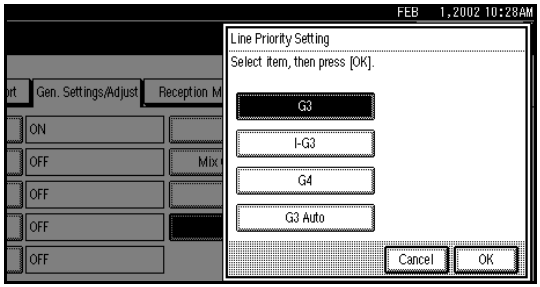
❷ **Press [OK].**

Line Priority Setting

Note

❒ The display may differ depending on the line type you have.

❶ **Select a line type you usually use.**



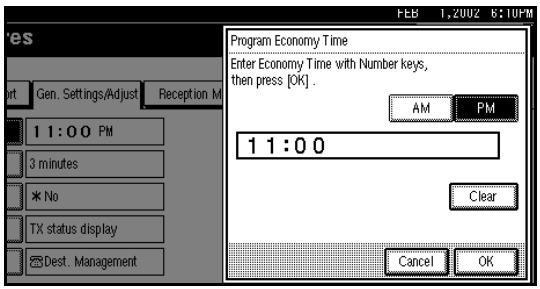
❷ **Press [OK].**

Program Economy Time

Limitation

❒ You can program only one Economy Time.

❶ **Enter the Economy Time with the number keys, and press [AM] or [PM] to change AM/PM.**



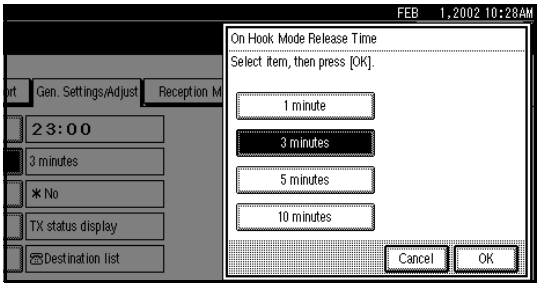
Note

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

❷ **Press [OK].**

On Hook Mode Release Time

❶ **Select [1 minute], [3 minutes], [5 minutes] or [10 minutes] to start the On Hook mode.**

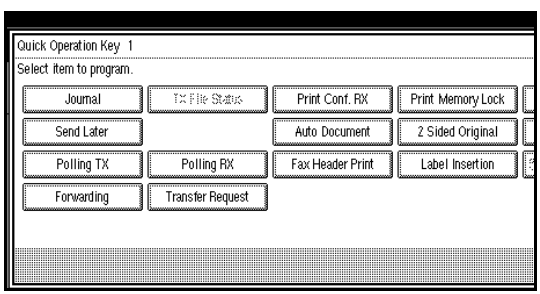


❷ **Press [OK].**

Quick Operation Key

❶ **Select the Quick Operation Key you want to program.**

❷ **Select the function you want to program in the Quick Operation Key.**



The functions that are half bright have already been set.

❸ **Press [OK].**

6 Press the 【User Tools/Counter】 key.

The initial display is shown.

Reception Mode

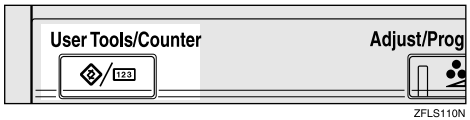
Make settings for the following reception functions.

- Switch Reception Mode⇒ p.135 “Reception Functions”
  ⇒ Chapter 2, “Selecting the Reception Mode” in the Basic Features manual
- Authorized RX⇒ p.225 “Authorized Reception”
- Forwarding⇒ p.225 “Forwarding”
- RX File Print Qty⇒ p.143 “Multi-copy Reception”
- 2-Sided Print⇒ p.141 “2-Sided Printing”
- RX Reverse Printing⇒ p.146 “Reverse Order Printing”
- Paper Tray
- G3/G4 Separate Tray⇒ p.152 “G3/G4 Separate Tray”
- Checkered Mark⇒ p.139 “Checkered Mark”
- Center Mark⇒ p.140 “Center Mark”
- Print Reception Time⇒ p.140 “Reception Time”

Note

❒ The following display shows the factory default of each function.

1 **Press the [User Tools/Counter] key.**



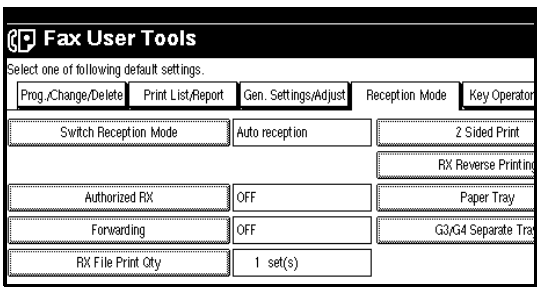
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Reception Mode].**

The Reception Mode menu is shown.

4 **Select a function you want to specify.**



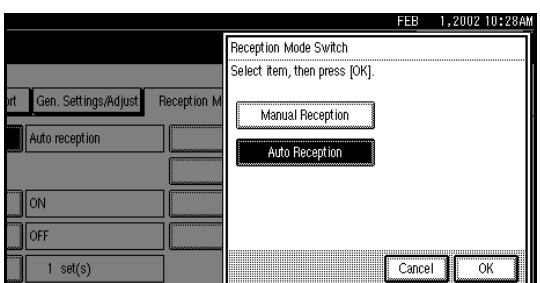
Note

- ❒ If the function you want to specify is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

5 Make any function settings you require.

Switch Reception Mode

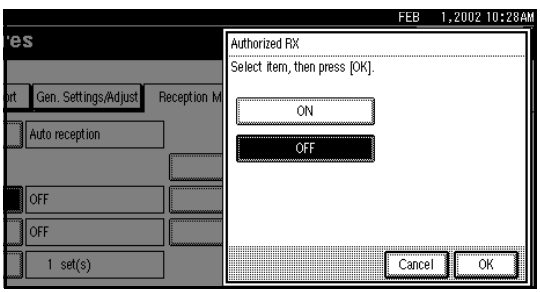
❶ Select [Manual Reception] or [Auto Reception].



❷ Press [OK].

Authorized RX

❶ Select [ON] or [OFF].



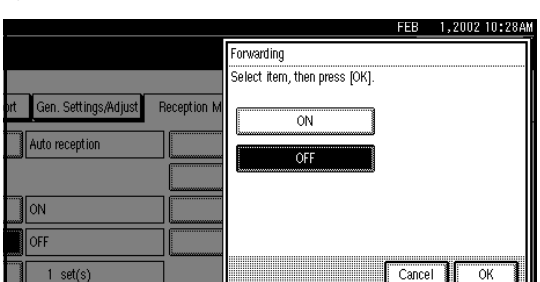
❷ Press [OK].

Note

- ❒ To cancel this setting, press **[Cancel]**.

Forwarding

❶ Select [ON] or [OFF].



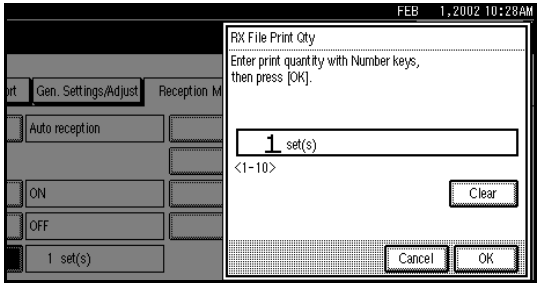
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

RX File Print Qty

❶ **Specify the print quantity with the number keys.**



Note

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

❒ The range of available print quantities is 1 to 10.

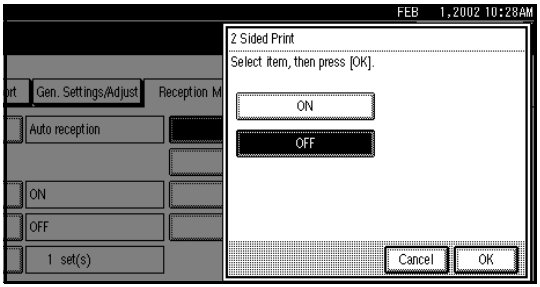
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

2 Sided Print

❶ **Select [ON] or [OFF].**



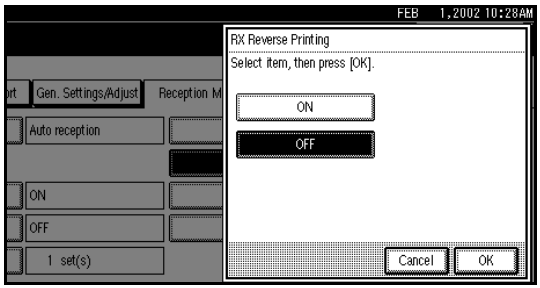
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

RX Reverse Printing

❶ **Select [ON] or [OFF].**



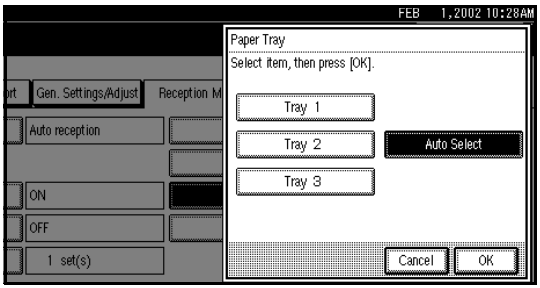
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

Paper Tray

❶ **Select paper tray.**



Note

❒ When no tray is specified, “Auto Select” will be selected.

❒ If you want to select the bypass tray, specify it with “Special Sender”. ⇒ p.223 “Special Senders to Treat Differently”

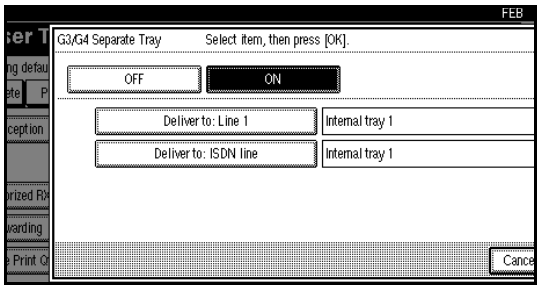
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

G3/G4 Separate Tray

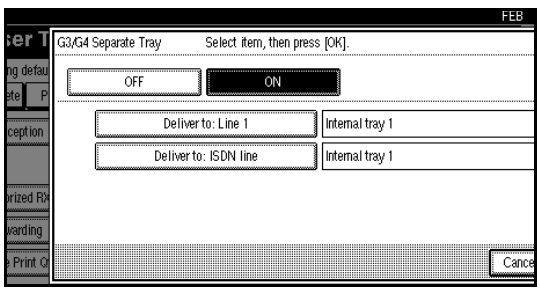
❶ **Select [ON] to choose the output tray.**



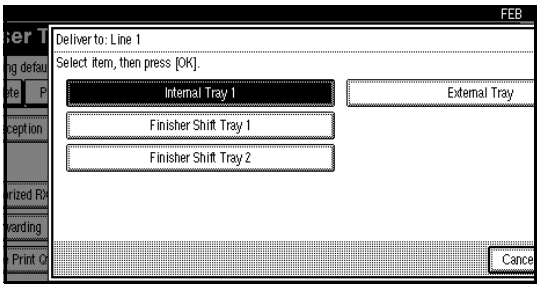
Note

- ❒ If you select “OFF”, the received fax is delivered to a default tray.

❷ **Select a line type.**



❸ **Select a tray to deliver the received paper.**



❹ **Press [OK].**

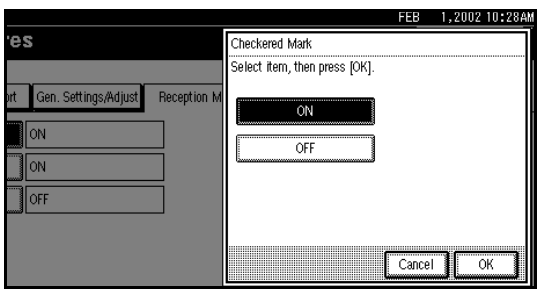
Note

- ❒ To cancel this setting, press **[Cancel]**.
- ❒ If you specify for another line type, repeat from step ❷.

❺ **Press [OK].**

Checkered Mark

❶ **Select [ON] or [OFF].**



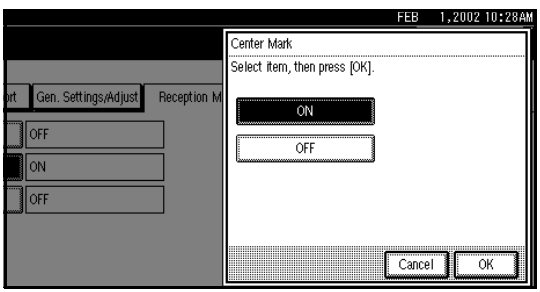
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

Center Mark

❶ **Select [ON] or [OFF].**



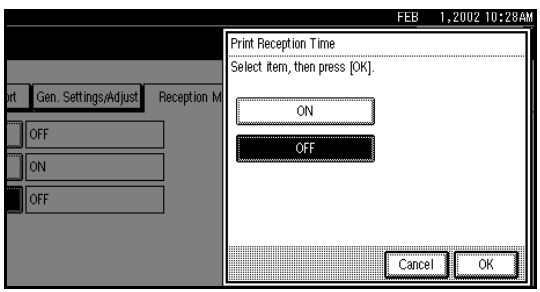
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

Print Reception Time

❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

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

The initial display is shown.

Function List

Feature name	Description	Reference
Transmission Page Count	Check the transmission and reception, and totals on the display.	⇒ p.207 “Counters”
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	⇒ p.208 “Forwarding”
Memory Lock Reception	Switch the Memory Lock to on or off. To use it, register an ID for printing a message received in Memory Lock mode.	⇒ p.212 “Memory Lock”
ECM	If a part of the transmission fails due to a telephone line fault, this feature resends the failed part automatically.	⇒ p.214 “ECM”
Parameter Setting	Allows you to change and print the function settings to meet your needs.	⇒ p.216 “Changing the User Parameters”
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have the Special Senders to treated differently.	⇒ p.227 “Programming/Changing Special Senders”
Box Setting	By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.	⇒ p.238 “Box Settings”
Transfer Report	Before using Transfer Request, you need this Transfer Report setting.	⇒ p.255 “Transfer Report”

Feature name	Description	Reference
Program Confidential ID	Register an ID required for Confidential communication.	⇒ p.257 “Programming a Confidential ID”
Program Polling ID	Register an ID required for Polling communication.	⇒ p.259 “Programming a Polling ID”
Program Memory Lock ID	Register an ID required for Memory Lock reception.	⇒ p.260 “Programming a Memory Lock ID”
Select Dial/Push Phone	Select a line type when you connect the machine to G3 analog line. **Note** ❒ This function is not available in some areas.	⇒ p.261 “Selecting Dial/Push Phone”
Program ISDN-G3 Line	Program Own Fax Numbers, and sub-addresses when you connect the machine to ISDN.	⇒ p.263 “Programming ISDN G3 Line”
Program ISDN-G4 Line	Program your Own Fax Number, TID (Terminal ID) and sub-address when you connect the machine to a G4 digital line.	⇒ p.265 “Programming ISDN G4 Line”

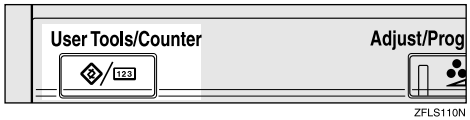
Using Key Operator Settings

Counters

This function allows you to check the total number of pages transmitted and received on the display.

- Transmissions:
  Total number of transmitted pages
- Receptions:
  Total number of received pages

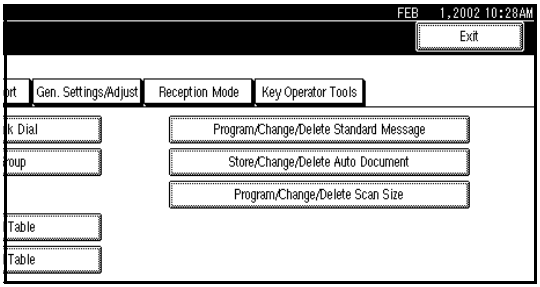
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

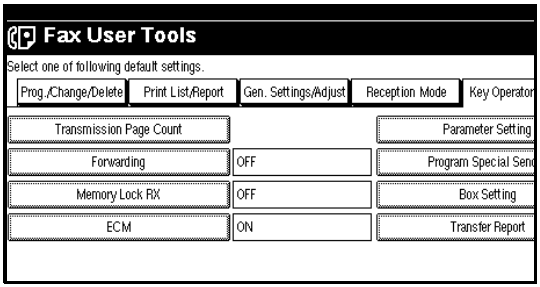
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

4 **Select [Transmission Page Count].**

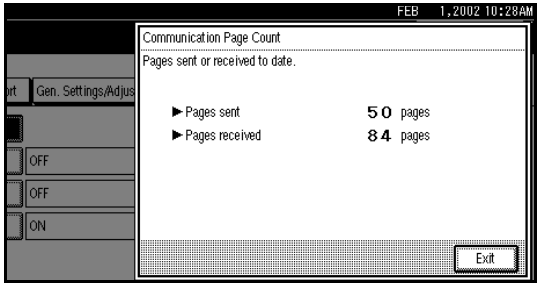


The totals for the number of pages transmitted and received are shown.

Note

- ❒ If "Transmission Page Count" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **After checking the display, press [Exit].**



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

The initial display is shown.

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.

Reference

⇒ p.223 "Special Senders to Treat Differently"

Limitation

- ❒ The Forwarding function does not forward messages received with Confidential Reception, Memory Lock, Polling Reception mode, or messages received by Transfer Request.
- ❒ You can program senders with Quick Dial Table and Groups. You cannot program a sender with a Group that has destinations specified as Transfer Stations.

Reference

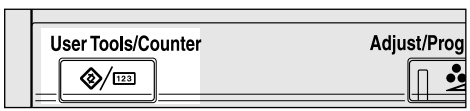
⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual

Note

- To use this function, select “ON” for the “Forwarding” function in “Reception Mode”. ⇒ p.198 “Reception Mode”
- You can specify the End Receiver separately, according to the Special Sender. If you do not specify the Special Sender, the messages are forwarded to the specified receiver.⇒ p.223 “Special Senders to Treat Differently”
- One receiver can be specified with this function. For multiple receivers, use Group Dial. ⇒ Chapter 3, “Groups” in the Basic Features manual
- You can print a Forwarding Mark on messages that are forwarded. ⇒ p.216 “Changing the User Parameters” (Switch02, Bit0)
- You can specify whether or not to print forwarded messages.⇒ p.216 “Changing the User Parameters” (Switch11, Bit6)

Programming Forwarding Stations

1 Press the [User Tools/Counter] key.



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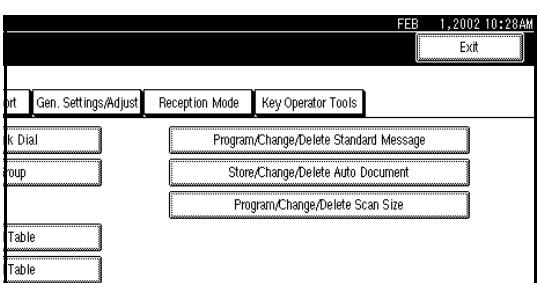
2 Press [Facsimile Features].

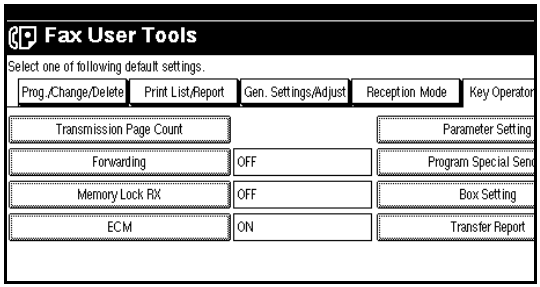
The Facsimile Features menu is shown.

3 Select [Key Operator Tools].



The Key Operator Tools menu is shown.

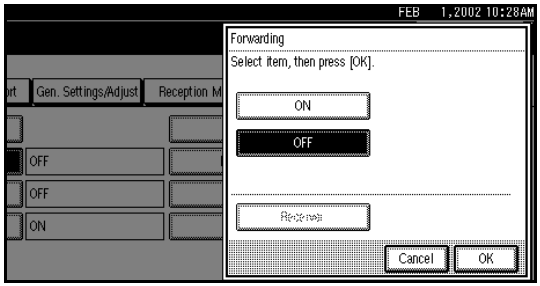
4 **Select [Forwarding].**



Note

- ❒ If "Forwarding" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

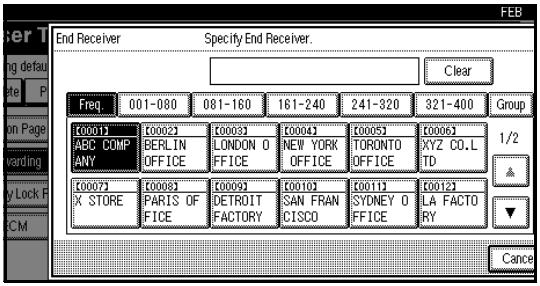
5 **Press [ON].**



Note

- ❒ If there is a Forwarding Station already programmed, a receiver name is shown. If you want to change the receiver, press **[Receiver]** and go to step **6**.
- ❒ To cancel "Forwarding", press **[Cancel]** and go to step **9**.

6 **Select an end receiver with the Quick Dial Table.**



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

7 **Press [OK].**

The receiver name is shown on the right side of **[Receiver]**.

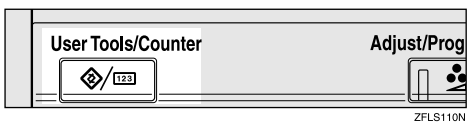
8 **Press [OK].**

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

The initial display is shown.

Deleting a Forwarding Station

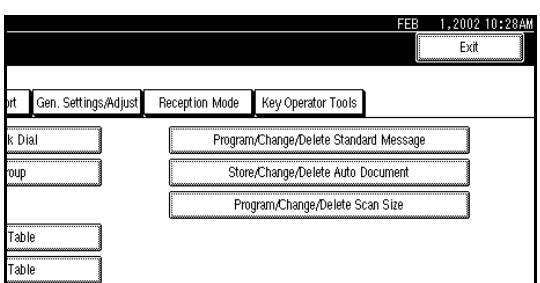
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

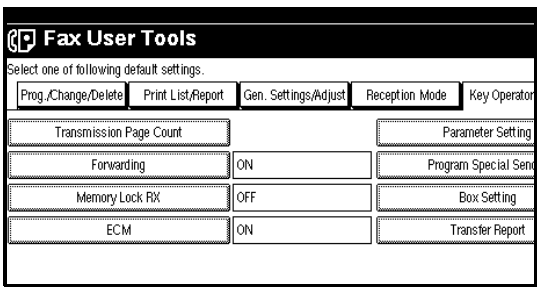
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

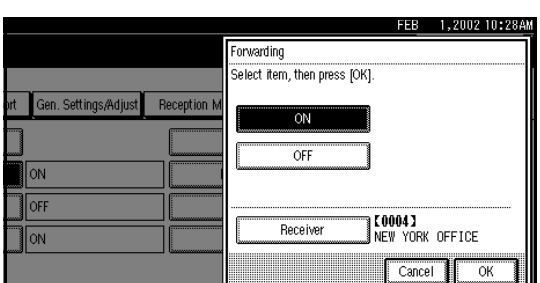
4 **Select [Forwarding].**



Note

- ❒ If "Forwarding" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [OFF].**



6 **Press [OK].**

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

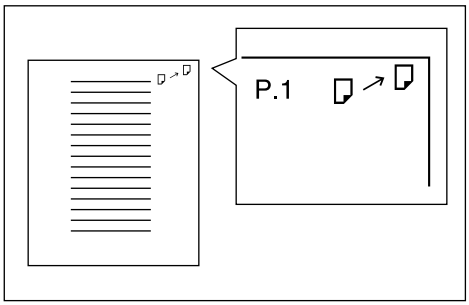
The initial display is shown.

Forwarding Mark

You can print a Forwarding Mark on the receiver's messages which have been forwarded.

The receiver can distinguish between forwarded messages and usual receptions.

You can specify whether or not to print a Forwarding Mark in the User Parameters. ⇒ p.216 "Changing the User Parameters" (Switch02, Bit0)



GFMTEN0E

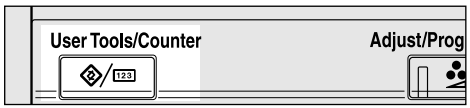
Memory Lock

When you switch Memory Lock on, received messages are stored in memory and are not printed automatically. When a message is received in the Memory Lock mode, the Confidential File (🔑) indicator blinks. To print this message, enter the Memory Lock ID. A user without the ID cannot print the message. This prevents an unauthorized person from seeing the message.

Preparation

To use Memory Lock, program the Memory Lock ID and then switch Memory Lock on.⇒ p.260 "Programming a Memory Lock ID"

1 **Press the [User Tools/Counter] key.**

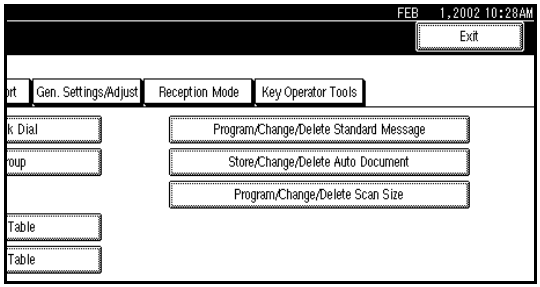


ZFLS110N

2 **Press [Facsimile Features].**

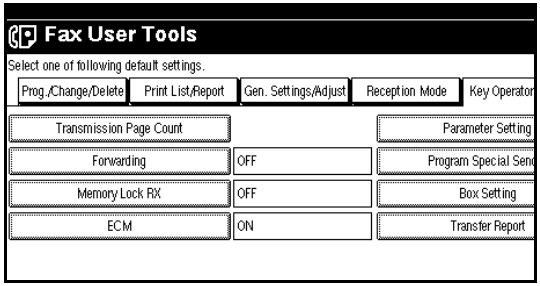
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

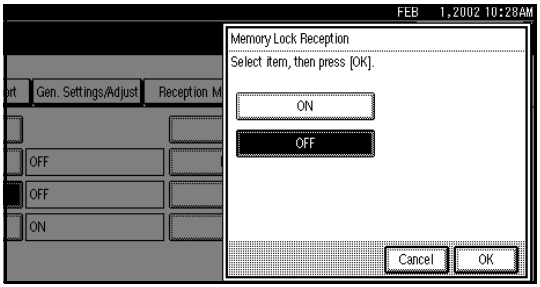
4 **Select [Memory Lock RX].**



Note

❒ If “Memory Lock RX” is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Select [ON] or [OFF].**



6 **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**. The display will return to step **4**.

7 **Press the [User Tools/Counter] key.**

The initial display is shown.

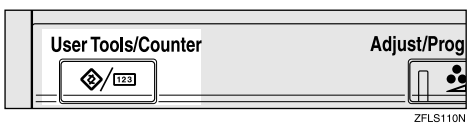
ECM

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. You can turn this function on or off with the following procedure.

Limitation

- ❒ If you turn ECM off, you cannot use the following features:
- ❒ JBIG Transmission
- ❒ Super G3 Communication

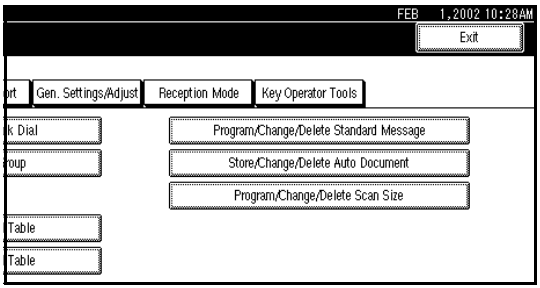
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

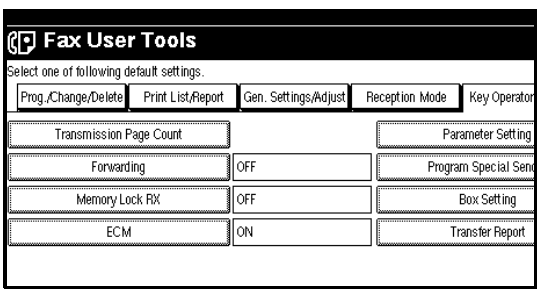
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

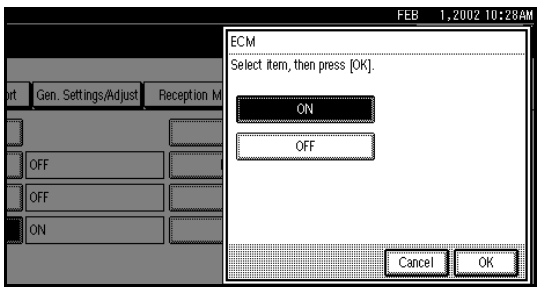
4 **Select [ECM].**



Note

- ❒ If “ECM” is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Select [ON] or [OFF].**



6 **Press [OK].**

Note

- ❒ To cancel this setting, press **[Cancel]**. The display will return to step **4**.

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

The initial display is shown.

Changing the User Parameters

The User Parameters allow you to customize various settings to suit your needs.

To change the function settings, set the User Parameter Switches.

Preparation

Access to some User Parameter Settings requires the 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 02	**0**	**0**	**1**	**1**	**1**	**0**	**1**	**1**
	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

User Parameter List

The User Parameter Switches are outlined below.

Switch	Bit	Item	0	1
02	0	Forwarding Mark	Off	On
	3	TSI Print	Off	On
	5	CIL Print	Off	On
	6	TID Print	Off	On
03	0	Automatic printing of the Memory TX Result Report	Off	On
	2	Automatic printing of the Memory Storage Report	Off	On
	3	Automatic printing of the Polling RX Reserve Report	Off	On
	4	Automatic printing of the Polling RX Result Report	Off	On
	5	Automatic printing of the Immediate TX Result Report	Off	On
	6	Automatic printing of the Polling TX Clear Report	Off	On
	7	Automatic printing of the Journal	Off	On

Switch	Bit	Item	0	1
04	0	Automatic printing of the Confidential File Report	Off	On
	7	Include a portion of the image on the Transmission Result Report (Memory Transmission), Memory Storage Report, Communication Failure Report, or Transfer Result Report (Inclusion of part of image)	Off	On
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	Not possible (Reception off)
	2, 1	Receive when the machine cannot print (Substitute Reception during printer error) 00: Enabled unconditionally (Free) 01: Enabled when Own Name/Own Fax Number is received 10: Enabled for Polling ID match 11: Disabled (Reception off)		
	5	Just Size Printing	Off	On
	7	Empty cassette alert (Paper Empty Warning indication)	Off	On
06	6	First page scanned for book originals	From the left page	From the right page
07	2	Parallel Memory Transmission	Off	On
08	2	Authorized Reception type	Only receive from specified senders	Receive all messages except those from specified senders

Switch	Bit	Item	0	1
10	1	Combine 2 Originals	Off	On
	3	Page Reduction when printing	Off	On
11	1	Send PB/UUI to ISDN	UUI	PB
	6	Local Print when Forwarding	Off	On
	7	Polling file after sending (Polling transmission standby time)	Delete (Use Once)	Standby (Save)
14	0	Print documents received with Auto Power-On Reception (Night Printing mode)	Immediate printing (Off)	When turning on the operation switch (On)
	1	Long Document Transmission (Well Log)	Off	On
	2	Batch Transmission	Off	On
	3	Reset when function changed	Off	On
	7	System Parameter List TX	Off	On
17	2	Whether you need to press Add after entering a Quick Dial/Group Dial when broadcasting	Not Necessary	Necessary
	7	Receive messages by pressing the 【Start】 key when originals are not set	Off (The machine does not receive messages by pressing the 【Start】 key.)	On (The machine receives messages by pressing the 【Start】 key.)

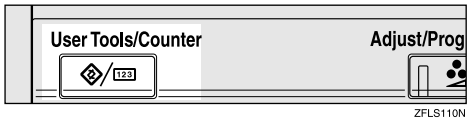
Switch	Bit	Item	0	1
18	0	Print data with Fax Header	Off	On
	1	Print transmitter origin with Fax Header	Off	On
	2	Print file number with Fax Header	Off	On
	3	Print page number with Fax Header	Off	On
19	0	Use paper delivery shift function (Off-set Print)	Off	On
	1	Sort Journal by line type	Off	On
20	0	Automatic printing of the PC FAX Er-ror Report	Off	On
	1	Reprint the documents that fail to print from LAN FAX driver	Off	On
	5, 4, 3, 2	Store the documents in memory that could not be printed from the LAN FAX driver 0000: 0 minute / 0001: 1 minutes / 0010: 2 minutes / 0011: 3 minutes / 0100: 4 minutes / 0101: 5 minutes / 0110: 6 minutes / 0111: 7 minutes / 1000: 8 minutes / 1001: 9 minutes / 1010: 10 minutes / 1011: 11 minutes / 1100: 12 minutes / 1101: 13 minutes / 1110: 14 minutes / 1111: 15 minutes		
24	1, 0	Store a message in memory that could not be transmitted 00: Off, 01: Store for 24 hours, 11: Store for 72 hours		
25	4	RDS	Off	On

Changing the User Parameters

Important

- We recommend that you print and keep User Parameter list when you program or change a User Parameter. ⇒ p.222 “Printing the User Parameter List”
- Do not change any bit switches other than those shown on the previous pages.

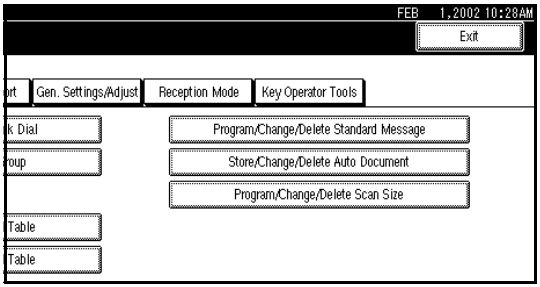
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

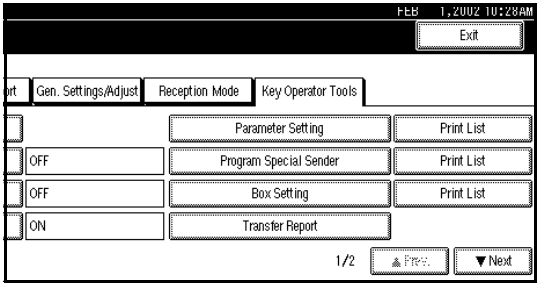
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

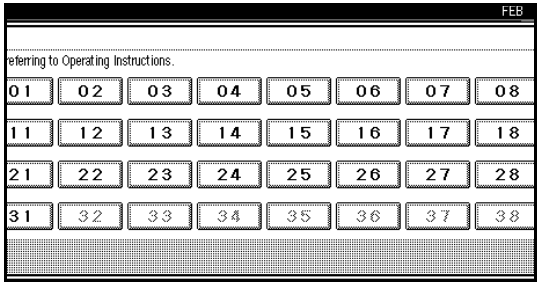
4 **Select [Parameter Setting].**



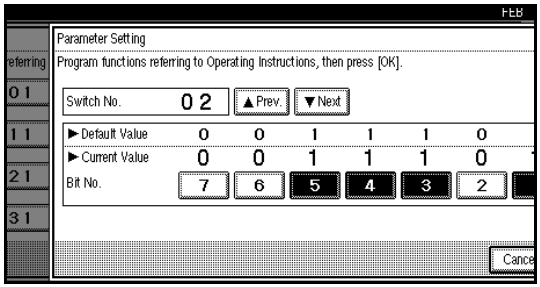
Note

❒ If “Parameter Setting” is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Select the Switch number you want to change.**



6 **Select the Bit number you want to change.**



When the Bit number is pressed, the current value switches between 1 and 0.

Note

- ❒ Repeat from step **6** to change another Bit number for the same Switch.

7 **Press [OK].**

Note

- ❒ To cancel these settings, press **[Cancel]**. The display will return to step **5**.

8 **Repeat steps 5 and 6 to change the Switch settings.**

9 **After all the settings are finished, press [Exit].**

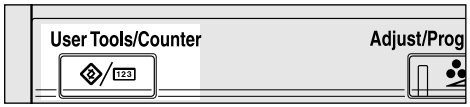
10 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Printing the User Parameter List

Print this list to see the current User Parameter settings.

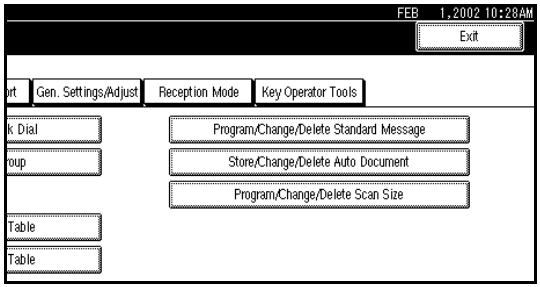
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

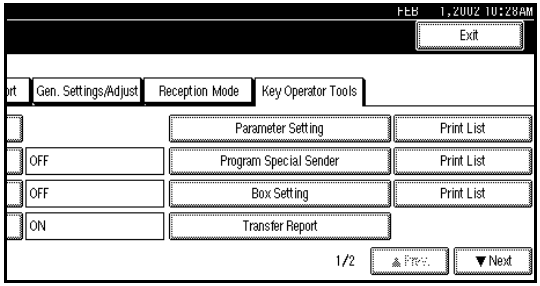
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

4 **Press [Print List] next to [Parameter Setting].**



Note

- ❒ If "Parameter Setting" is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To cancel printing a list, press **[Cancel]**. The display will return to step **4**.

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

Note

- ❒ To cancel printing a list, press **[Cancel]**. The display will return to step **4**.

6 **Press the [User Tools/Counter] key.**

The initial display is shown.

Special Senders to Treat Differently

By programming particular receivers in advance, you can set the following feature for each receiver.

- Authorized RX
- Forwarding
- Reception File Print Qty
- Print 2 sided
- Memory Lock
- RX Reverse Printing
- Paper Tray

Use the Own Name or Own Fax Number to program your receivers. If the receiver has the same machine make, program an Own Name that is already programmed as a receiver. If the machine is not the same make, use Own Fax Number. To transmit with G4 line, program the information about the destination with G4 lines. For convenience you can specify a function for all programmed numbers. Use the Special Sender registration function to custom set features for a particular individual.

The following items can be programmed.

- Special Senders (Up to 30. A maximum of 50 when the optional Fax Function Upgrade Unit is installed. A maximum of 20 characters for each name when using G3, and a maximum of 24 characters for each name when using G4.)
- Full/Partial agreement
  When you program Own Names and Facsimile Names for multiple destinations, you can program a common sequence of characters to identify destinations using Partial agreement.

❖ Using a Full agreement

Destination to be registered (Own Name)	Number of registered identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

❖ Using a Partial agreement

Destination to be registered (Own Name)	Number of registered identifications
BRANCH	1

Note

❒ You can program up to 30 wild cards (50 with the optional Fax Function Upgrade unit).

❒ Ignore spaces when comparing identifications.

❒ You can use wild cards for the following functions:

- ⇒ p.227 “Programming/Changing Special Senders”
- ⇒ p.229 “Authorized RX”
- ⇒ p.229 “Forwarding”

Limitation

- ❒ You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.
- ❒ The machine cannot differentiate between Polling Reception and Free Polling documents from Special Senders.

Note

- ❒ You can program up to 24 characters for the sender.
- ❒ You can check Own Name and Own Fax Number with Journal. You can check programmed Special Senders with specified sender list. ⇒ p.45 “Printing the Journal”, ⇒ p.237 “Printing the Special Sender List”
- ❒ If you select “OFF” for the Special Sender function in “Initial Set Up”, the settings will be the same as the “Reception Mode” settings.⇒ p.198 “Reception Mode”

❖ Authorized Reception

Use this feature to limit incoming senders. The machine only receives the faxes from programmed Special Senders, and therefore, it helps you screen out unwanted messages, such as junk mail, and save you from wasting fax paper.

Note

- ❒ To use this feature, program the Special Senders function, and then select “ON” in “Authorized RX” with “Reception Mode”. ⇒ p.198 “Reception Mode” ⇒ p.216 “Changing the User Parameters” (Switch08, Bit2)
- ❒ Without programming Special Senders, the Authorized RX function will not work even if you select “ON”.
- ❒ You can select whether to receive only from programmed senders or receive only from senders other than the ones programmed with “User Parameters”. ⇒ p.216 “Changing the User Parameters” (Switch08, Bit2)
- ❒ If you select “OFF” for Authorized RX in “Initial Set Up”, the settings will be the same as the “Reception Mode” settings.⇒ p.198 “Reception Mode”

❖ Forwarding

Use this feature to print received messages, and then transfer them to receivers which are programmed beforehand. Only faxes sent by programmed senders (Special Senders) will be received. Thus, paper will not be wasted for printing unnecessary faxes.

Receiving faxes sent only by senders not programmed as Special Senders is also possible.

Note

- ❒ To use this feature, program your Special Senders, and then select “ON” for “Forwarding” in “Reception Mode”. ⇒ p.198 “Reception Mode”
- ❒ If you specify “ON” in “Forwarding” and select “Same as basic settings”, the fax message will be forwarded to the other ends programmed in “Specify End Receiver”. ⇒ p.208 “Forwarding”
- ❒ If you do not program any Special Senders, the machine transfers all incoming documents to the other end that is specified in “Specify end Receiver”.

❖ Reception File Print Quantity

Use this feature to print the specified number of copies of documents received from programmed senders (Special Senders). If you do not program any Special Senders, the machine prints the Specified number of copies for all received documents.

Limitation

- ❒ You cannot use multi-copy printing with Polling Reception, Confidential Reception, or Memory Lock.

Note

- ❒ You can specify 1 to 10 copies.

❖ Print 2 Sided

The optional duplex unit is required.

Use this feature to print on both sides of the paper.

Limitation

- ❒ If you select bypass tray for the “Paper Tray”, duplex printing is disabled.

❖ Memory Lock

Use this feature to store incoming documents from programmed senders (Special Senders) in memory without printing them. People who do not know the Memory Lock ID cannot print the documents, and therefore this feature is useful for receiving confidential documents. If you do not program any senders, the machine receives fax message from all senders using Memory Lock reception.

Reference

⇒ p.260 “Programming a Memory Lock ID”

Limitation

- ❒ If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

❖ Reception Reverse Printing

Use this feature to print the pages in Reverse Order. ⇒ p.146 “Reverse Order Printing”

❖ Paper Tray

Use this feature to print the documents received from programmed senders (Special Senders) and the documents from other senders on different types of paper.

For example, if blue paper is in tray 1 and white paper is in tray 2, the machine prints the documents from Special Senders on the blue paper and prints the documents from other senders on the white paper, making it easy for you to differentiate between the two.

If you do not program any Special Senders, the machine outputs the documents received from all senders using the default paper tray.

Limitation

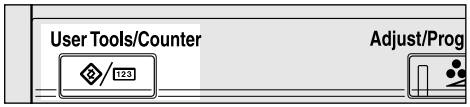
- ❒ For Polling Reception and Free Polling, you cannot select the paper tray.
- ❒ Paper in the bypass tray, specified as the paper tray, will be delivered to the machine's output tray, even if the optional Finisher Unit has been set as the output tray.

Note

- ❒ If the machine receives a message that is a different size from the paper in the specified tray, the machine prints the message after splitting it or minimizing its size. ⇒ p.145 “Page Separation and Length Reduction”
- ❒ Selection of the bypass tray (optional) enables you to specify the paper size in “Scan Area”.

Programming/Changing Special Senders

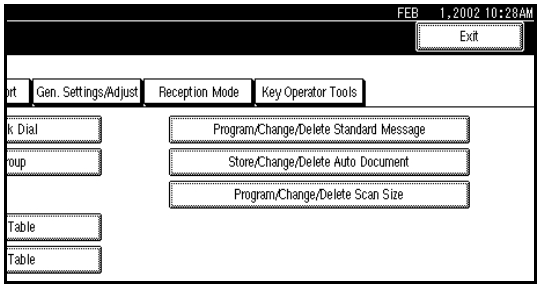
1 **Press the [User Tools/Counter] key.**



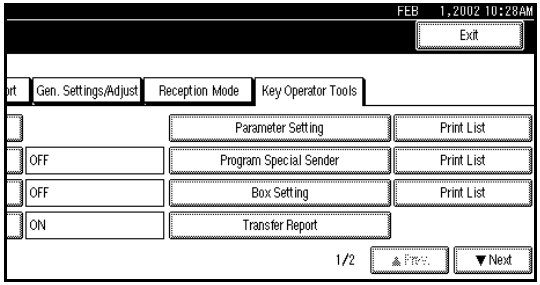
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



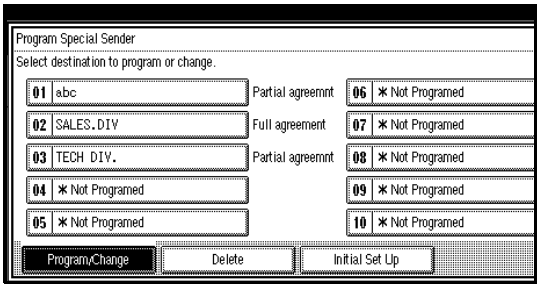
4 **Select [Program Special Sender].**



Note

❒ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Select destination to program.**



When programming a new destination, press "*Not Programed".

6 **Enter a destination.**

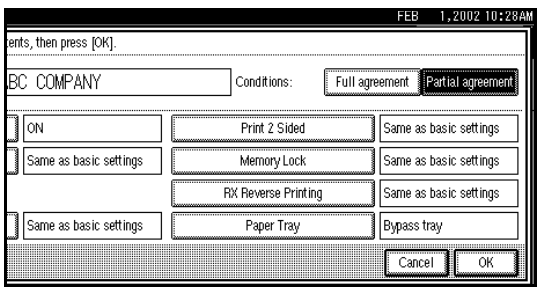
Enter a destination using Own Name or Own Fax Number.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

7 **Press [OK].**

8 **When programming the condition, press [Full agreement] or [Partial agreement].**



9 **Select the item you want to program.**

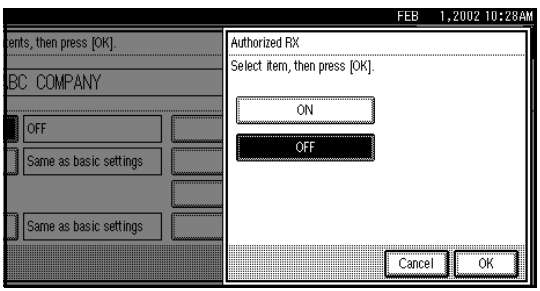
Note

- ❒ You must select only the item you want to program.
- ❒ If you select **[Same as basic settings]**, the settings will be the same as **[Reception Mode]** (⇒ p.198), **[Forwarding]** (⇒ p.208) and **[Memory Lock]** (⇒ p.212).
- ❒ To cancel these settings, press **[Cancel]**. The display will return to step **5**.

Authorized RX

❶ **Press [Authorized RX].**

❷ **Select [ON] or [OFF].**

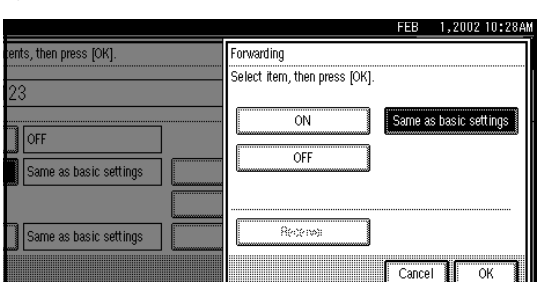


❸ **Press [OK].**

Forwarding

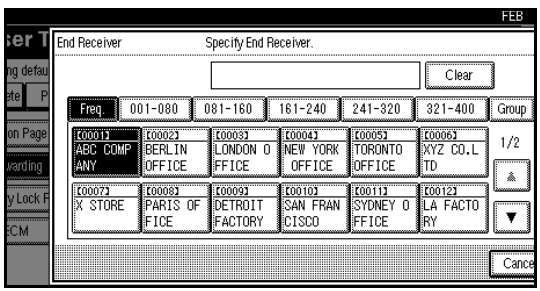
❶ **Press [Forwarding].**

❷ **Select [ON] or [OFF].**



If you select **[OFF]**, go to step **4**.

❸ **Specify an end receiver.**



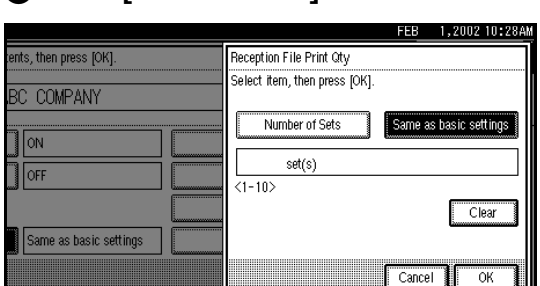
❹ **Press [OK].**

If you select **[Yes]**, the name of the end receiver is shown on the right of "Receiver:".

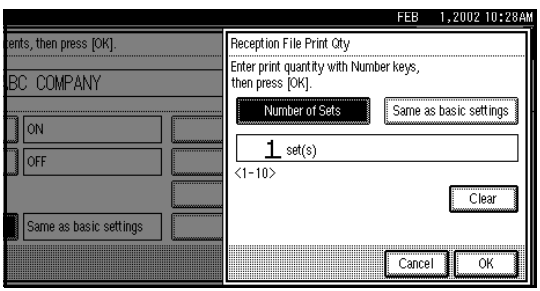
Reception File Print Qty

❶ **Press [Reception File Print Qty].**

❷ **Select [Number of Sets].**



❸ **Enter the print quantity with the number keys.**



Note

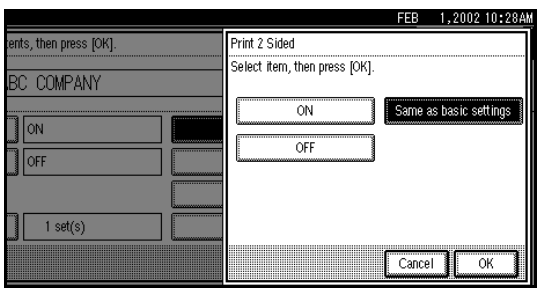
❒ If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.

❹ **Press [OK].**

Print 2 Sided

❶ **Press [Print 2 Sided].**

❷ **Select [ON] or [OFF].**

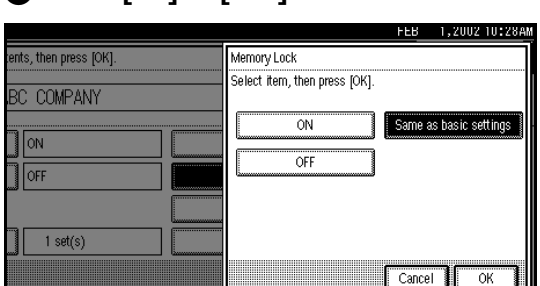


❸ **Press [OK].**

Memory Lock

❶ **Press [Memory Lock].**

❷ **Select [ON] or [OFF].**

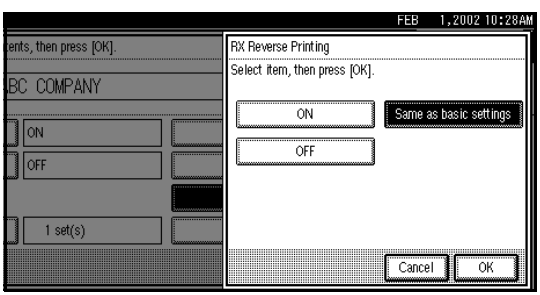


❸ **Press [OK].**

RX Reverse Printing

❶ **Press [RX Reverse Printing].**

❷ **Select [ON] or [OFF].**

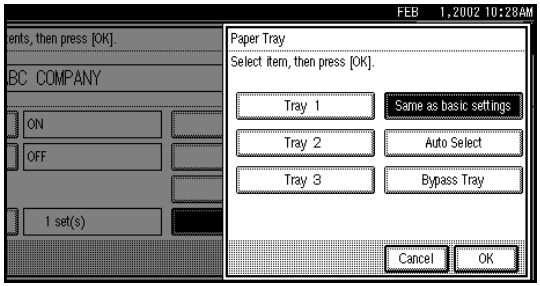


❸ **Press [OK].**

Paper Tray

❶ **Press [Paper Tray].**

❷ **Select the tray you want to use.**



Note

❒ You can select **[Tray 1]**, **[Tray 2]**, **[Tray 3]**, **[Bypass Tray]** or **[Auto Select]**.

❸ **Press [OK].**

10 **Press [OK].**

A Special Sender has been programmed.

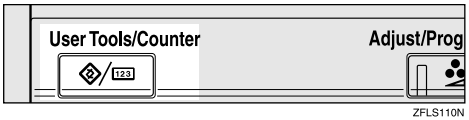
11 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Programming "Initial Set UP" of a Special Sender

Use this function to program "Initial Set Up" of a Special Sender. You can also specify the Bypass Tray Paper Size.

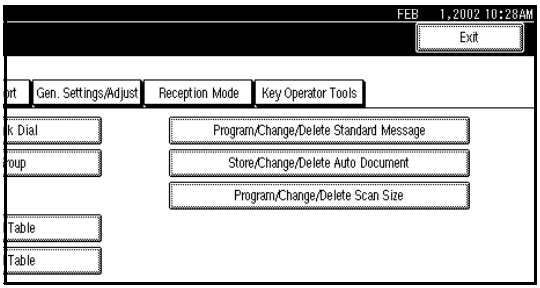
1 **Press the 【User Tools/Counter】 key.**



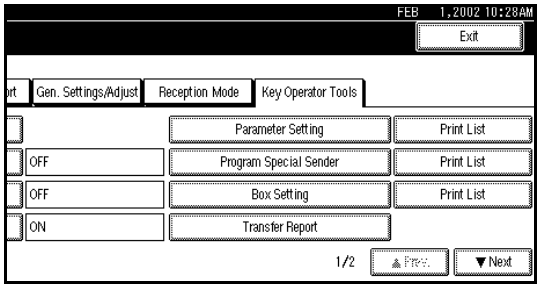
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



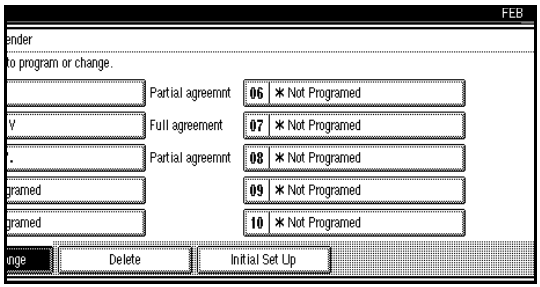
4 **Select [Program Special Sender].**



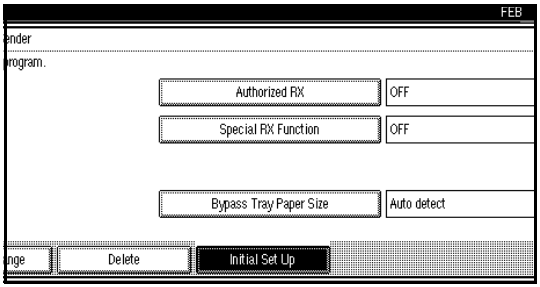
Note

❒ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [Initial Set Up].**



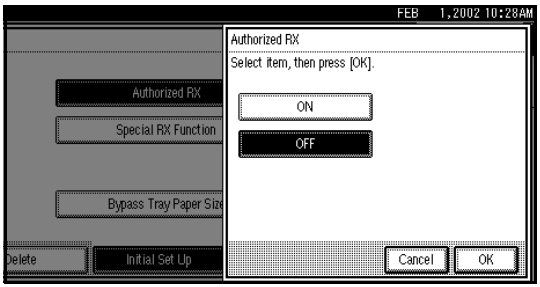
6 **Select a function you want to program.**



In this feature, "Authorized RX" has the same settings as "Reception Mode". ⇒ p.198 "Reception Mode"

Programming "Authorized RX" and "Special RX Function"

❶ Select [ON] or [OFF].

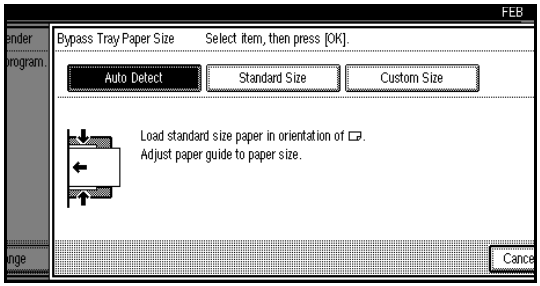


The illustration shows the "Authorized RX" display as a sample.

❷ **Press [OK].**

Programming "Bypass Tray Paper Size"

❶ **Select [Auto Detect], [Standard Size] or [Custom Size] to program.**



Note

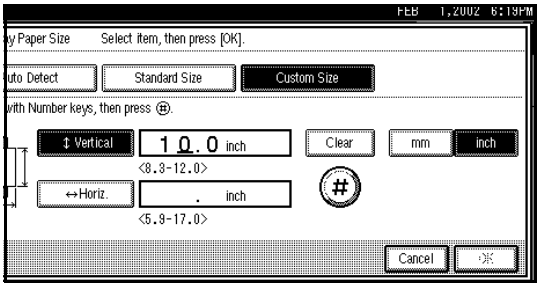
- ❒ If you select **[Auto Detect]**, the machine shows a paper size automatically.
- ❒ If you select **[Standard Size]**, select a paper size displayed, and then go to step ❼.
- ❒ If you select **[Custom Size]**, go to step ❷.

❷ **Make sure that [Vertical] is selected.**

Note

- ❒ If **[Vertical]** is not selected, press **[Vertical]**.

❸ **Enter the vertical size of the paper with the number keys.**



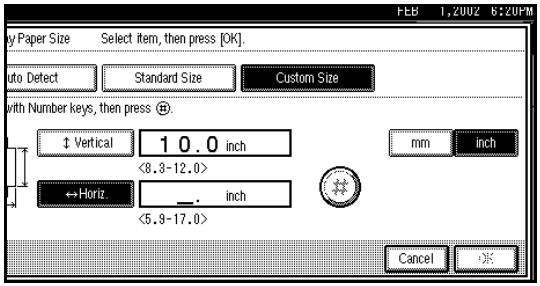
Note

- ❒ You can specify a vertical size from 210mm (8.3 inch) to 305mm (12.0 inch). You cannot enter a size smaller than 210mm or larger than 305mm. ⇒ p.150 "Having Incoming Messages Printed on Paper from the Bypass Tray"
- ❒ Each time you press **[mm]** or **[inch]**, the units change between "millimeter" and "inch" alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off).

❹ **Press [#].**

The programmed size is shown.

❺ **Enter the horizontal size of the paper with the number keys.**



Note

- ❒ You can specify a horizontal size from 148mm (5.9 inch) to 432mm (17.0 inch). You cannot enter a size smaller than 148mm or larger than 432mm.
- ❒ Each time you press **[mm]** or **[inch]**, the units change between “mm” and “inch” alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off).

❻ **Press [#].**

❼ **Press [OK].**

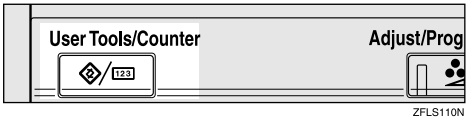
7 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Deleting a Special Sender

Use this function to program “Initial Set Up” of a Special Sender. Also the Bypass Tray Paper Size can be specified.

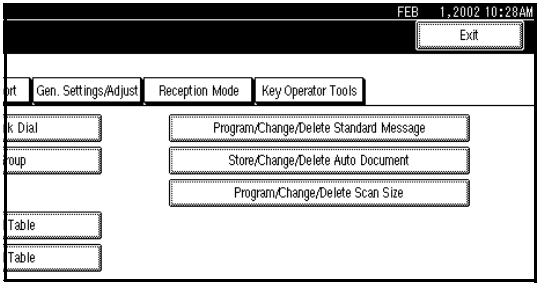
1 **Press the 【User Tools/Counter】 key.**



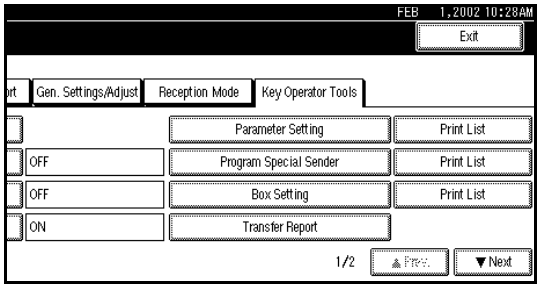
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



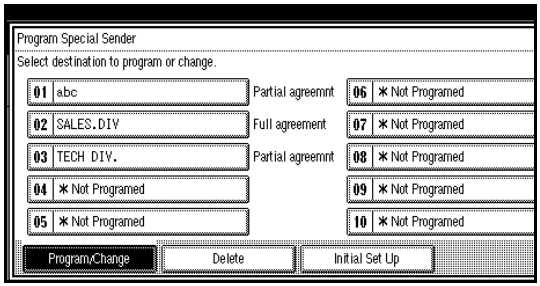
4 **Select [Program Special Sender].**



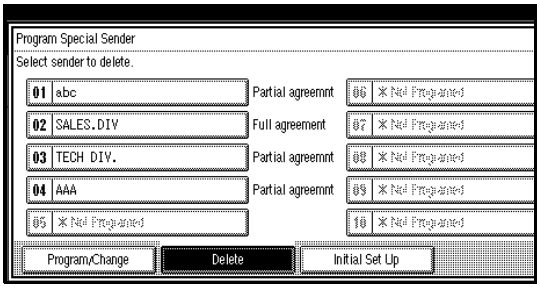
Note

❒ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [Delete].**



6 **Select a Special Sender you want to delete.**



7 **Press [Delete].**

A Special Sender is deleted and "*Not Programed" is shown.

Note

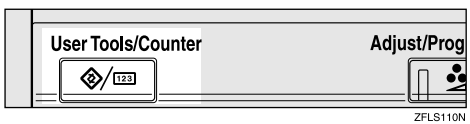
❒ To cancel deleting a special sender, press **[Do not Delete]**. The display will return to step **6**.

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

The initial display is shown.

Printing the Special Sender List

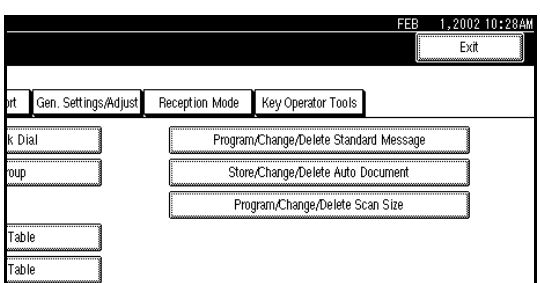
1 **Press the 【User Tools/Counter】 key.**



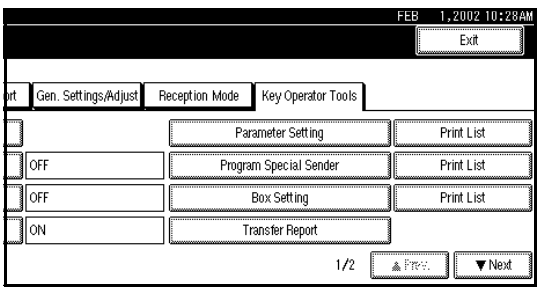
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



4 **Press [Print List] next to "Program Special Sender".**



Note

❒ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press the 【Start】 key.**

After printing a list, the display will return to step **4**.

Note

❒ To cancel printing a list, press **[Cancel]**. The display will return to step **4**.

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

The initial display is shown.

Box Settings

The following functions are for delivery and transfer of messages:

- Personal Box
- Information Box
- Transfer Box

By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.

For details about how to set up these functions, see the following.

⇒ p.239 “Programming/Editing Personal Boxes”

⇒ p.244 “Programming/Editing Information Boxes”

⇒ p.248 “Programming/Editing Transfer Boxes”

For details about how to print out and delete messages stored in boxes, see the following.

⇒ p.60 “Personal Boxes”

⇒ p.64 “Information Boxes”

Note

- ❒ The combined total of items that can be stored in the Personal Box, Information Box and Transfer Box features is 150. Installing the optional Fax Function Upgrade Unit increases this capacity to 400 items.
- ❒ SUB and SEP Codes can be up to 20 digits long and contain numbers, spaces, pound signs (#), and asterisks (*).

Limitation

- ❒ You cannot set the same Box Code on two different boxes.
- ❒ Transmission or programming may not be used if there is not enough free memory left. The amount of free memory left is different depending on the optional equipment installed.

Programming/Editing Personal Boxes

This section describes how to program Personal Boxes.

You can store the following items:

- SUB Code (required)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
- Box Name (required)
  Up to 20 characters long
- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
  When registering a password, a mark is displayed before the Box Name.
- Receiver (optional)
  You can program one delivery destination for each Personal Box. Specify the Quick Dial the delivery destination is stored in.

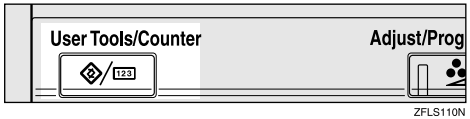
Note

- ❒ The Fax Header is not printed on delivered messages.
- ❒ If a message cannot be delivered, a Communication Failure Report is printed and the message is saved as a Confidential Reception document.
- ❒ You can edit boxes in the same way you program them. However, to change the SUB Code itself, you must delete the box, and then program a new SUB Code.

Reference

⇒ p.60 “Personal Boxes”

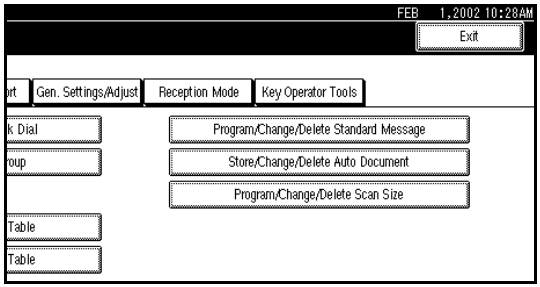
1 **Press the 【User Tools/Counter】 key.**



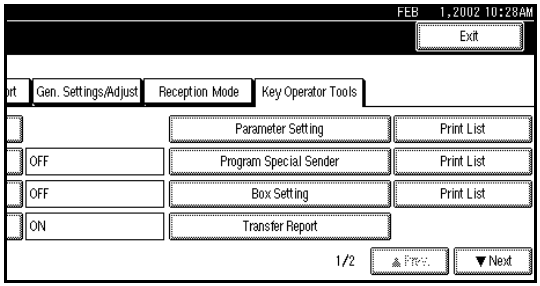
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 Select [Key Operator Tools].

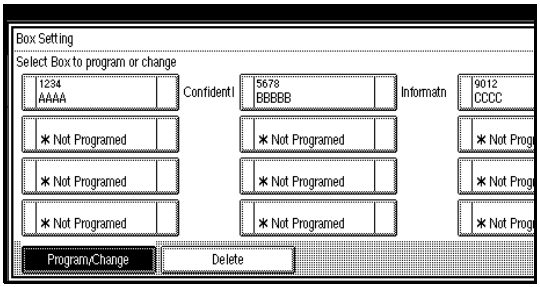


4 Select [Box Setting].



The “Box Setting” menu is shown.

5 Select a box to program.

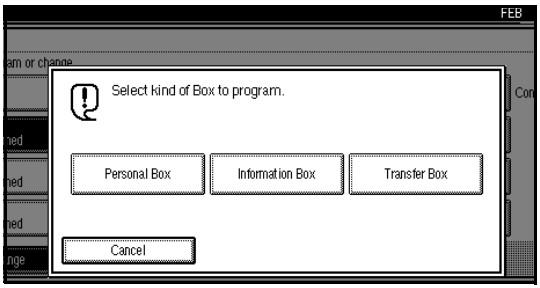


When programming a new box, press “*Not Programed”.

Note

- ❒ To change a box already programmed, press it and go to step **9**.
- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

6 Press [Personal Box].



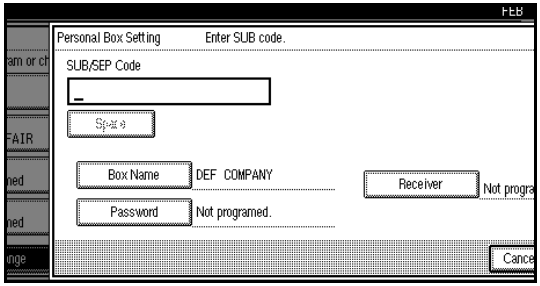
7 **Enter a Box Name.**

Reference

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

8 **Press [OK].**

9 **Enter a SUB Code.**



Note

- ❒ To change the SUB Code, press **[Clear]** or the **【Clear/Stop】** key and try again. To change Box Name, press **[Box Name]**, and then repeat from step **7**.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

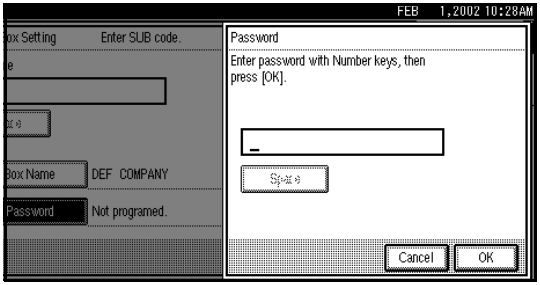
10 **Specify any settings you require.**

If you do not program **[Password]** or **[Receiver]**, go to step **11**.

Programming a Password

❶ **Press [Password].**

❷ **Enter a password.**



Note

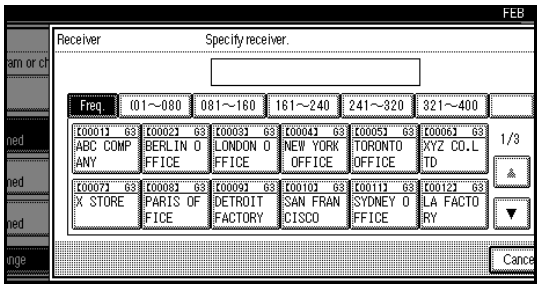
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

❸ **Press [OK].**

Programming a Receiver

❶ **Press [Receiver].**

❷ **Select a destination with the Quick Dial Table.**



Note

❒ If the desired destination is not shown, press **[▼]** or **[▲]**.

❸ **Press [OK].**

11 **Press [OK].**

A box mode is shown next to the box.

12 **Press [Exit].**

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

The initial display is shown.

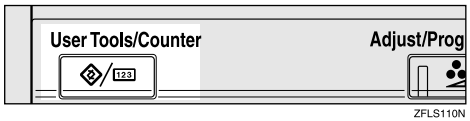
Deleting Personal Boxes

This section describes how to delete Personal Boxes.

Limitation

❒ If messages are programmed in the box, you cannot delete the box.

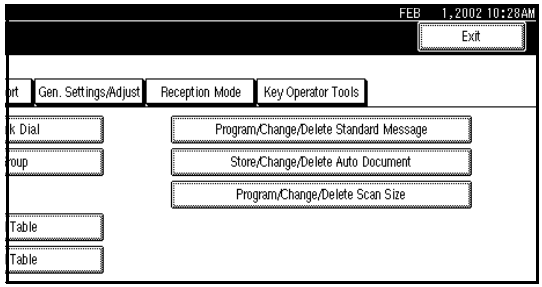
1 **Press the 【User Tools/Counter】 key.**



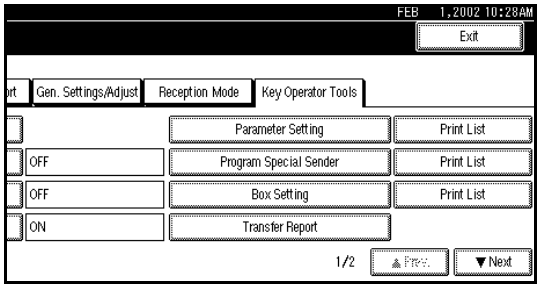
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

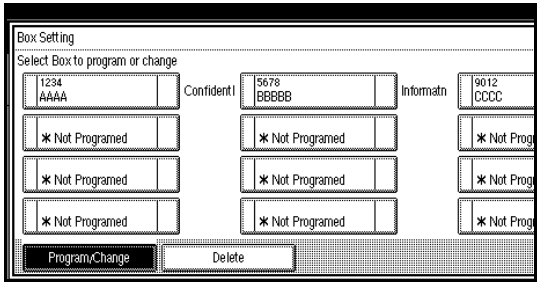
3 **Select [Key Operator Tools].**



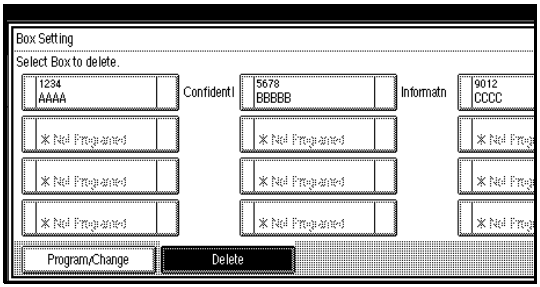
4 Select [Box Setting].



5 Press [Delete].



6 Select a box you want to delete.



Note

- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ When selecting a file set with a password, the password input screen is displayed. Enter the password using the number keys and press **[OK]**. If you enter an incorrect number, press **[Clear]** or the **【Clear/Stop】** key to delete the entered numbers. Press **[Cancel]** to cancel file selection.

7 Press [Delete].

The box is deleted and "*Not Programed" is shown.

Note

- ❒ To cancel deleting a box, press **[Do not Delete]**. The display will return to step **6**.

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

The initial display is shown.

Programming/Editing Information Boxes

This section describes how to set up an Information Box.

You can store the following items:

- SEP Code (required)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
  When registering a password, a mark is displayed before the Box Name.
- Box Name (required)
  Up to 20 characters long

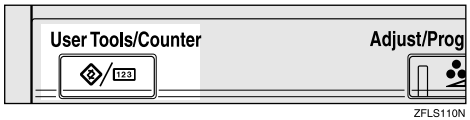
Note

❒ You can edit boxes in the same way you program them. However, to change the SEP Code itself, you must delete the box, and then program a new SEP Code.

Reference

⇒ p.64 “Information Boxes”

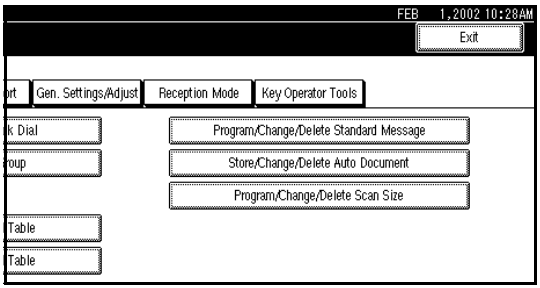
1 **Press the 【User Tools/Counter】 key.**



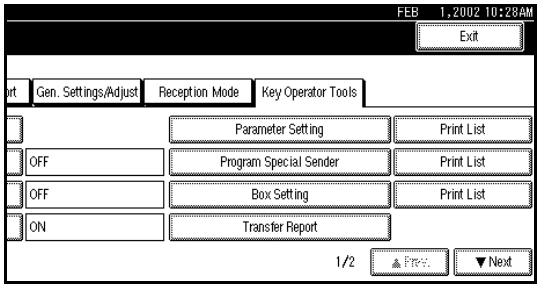
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**

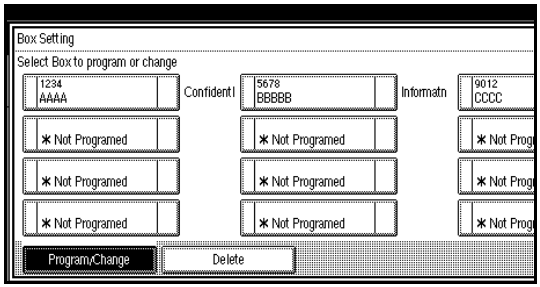


4 **Select [Box Setting].**



5 **Select a box to program.**

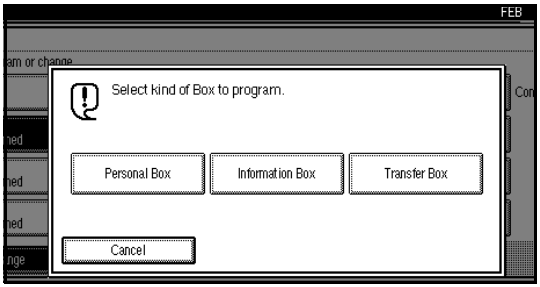
When programming a new box, press "*Not Programed".



Note

- ❒ To change a box already programmed, press it, and then go to step **9**.
- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

6 **Press [Information Box].**



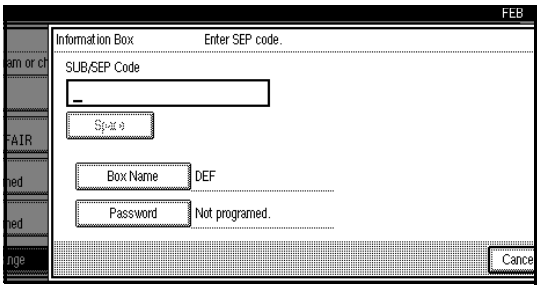
7 **Enter a Box Name.**

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

8 **Press [OK].**

9 **Enter a SEP Code.**



Note

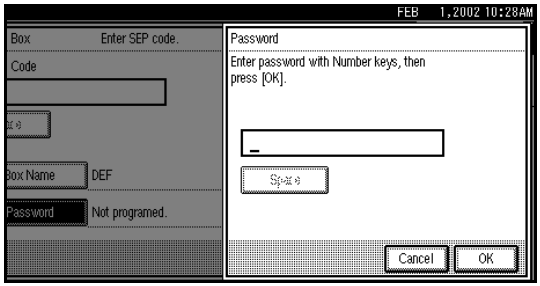
- ❒ To change SEP Code, press **[Clear]** or the **【Clear/Stop】** key and try again. To change Box Name, press **[Box Name]**, and then repeat from step 7.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

10 Press [Password].

Note

- ❒ If you do not want to program a password, go to step 13.

11 Enter a password.



Note

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

12 Press [OK].

13 Press [OK].

A box mode is shown next to the box.

14 Press [Exit].

15 Press the 【User Tools/Counter】 key.

The initial display is shown.

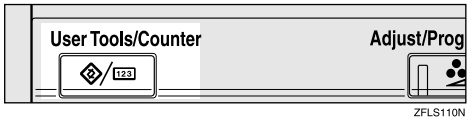
Deleting Information Boxes

This section describes how to delete Information Boxes.

Limitation

- ❒ If messages are programmed in the Information Box, you cannot delete the box.

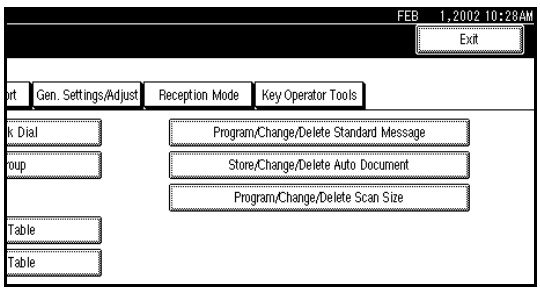
1 Press the 【User Tools/Counter】 key.



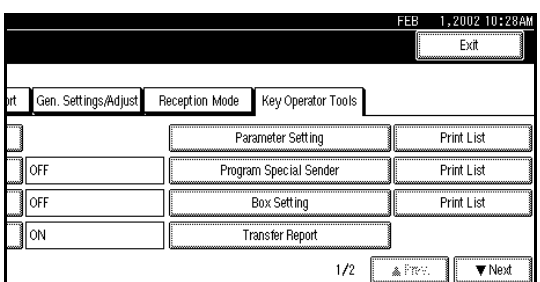
2 Press [Facsimile Features].

The Facsimile Features menu is shown.

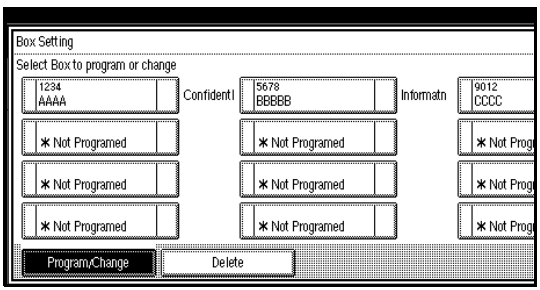
3 Select [Key Operator Tools].



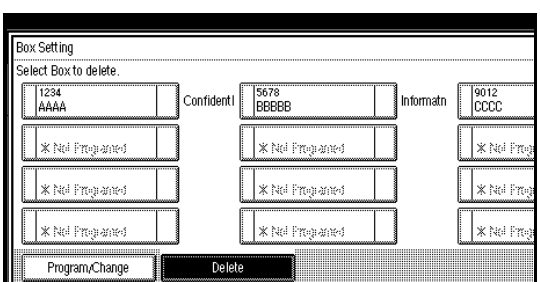
4 Select [Box Setting].



5 Press [Delete].



6 Select a box you want to delete.



Note

- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ When selecting a file set with a password, the password input screen is displayed. Enter the password using the number keys and press **[OK]**. If you enter an incorrect number, press **[Clear]** to delete the entered numbers. Press **[Cancel]** to cancel file selection.

7 **Press [Delete].**

The box is deleted and "*Not Programed" is shown.

Note

- ❒ To cancel deleting a box, press **[Do not Delete]**. The display will return to step **6**.

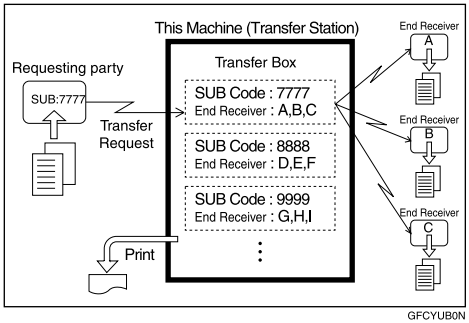
8 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Programming/Editing Transfer Boxes

This feature turns your machine into a fax relay station. Documents sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received, and then relayed to the programmed receiver.

Since documents can be sent to multiple destinations in a single Transfer Request, you can economize on communication costs when sending to remote destinations.



Note

- ❒ Inform the Requesting Party of the SUB Code assigned to the Transfer Box. When they wish to have a message transferred by your machine, ask them to send the message using SUB Code Transmission and specifying this SUB Code. If a password is also programmed, inform them of this too and ask them to enter it for the SID Code.

You can store the following items:

- SUB (required)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
- Box Name (required)
  Up to 20 characters long
- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
  When registering a password, a mark is displayed before the Box Name.
- Receiving Station (required)
  You can store 5 Receiving Stations (destinations to which messages will be forwarded) for each box. Specify Receiving Stations with Quick Dials or Groups assigned to Quick Dials that have been programmed beforehand.

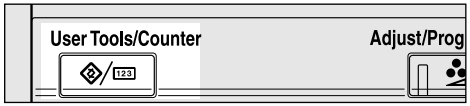
Limitation

- ❒ After messages are transferred, a Transfer Result Report is not sent back to the sender.

Note

- ❒ After messages are transferred, they are deleted.
- ❒ When this function is turned on, the machine prints out received messages that it transfers and the Transfer Result Report after the transfer has finished. If you want to turn this feature off, please contact your service representative.
- ❒ When the programmed receiver is a Multi-step Transfer Group Dial, Multi-step Transfer takes place.
- ❒ You can edit boxes in the same way you program them. However, to change the SUB Code itself, you must delete the box, and then program a new SUB Code.
- ❒ You can edit boxes in the same way you program them.

1 **Press the [User Tools/Counter] key.**



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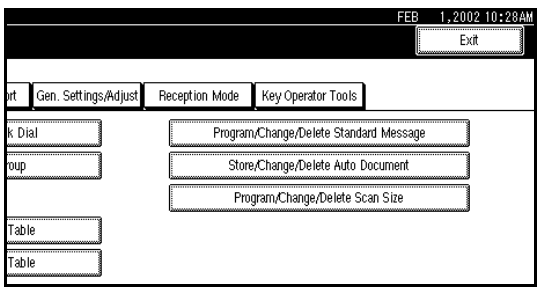
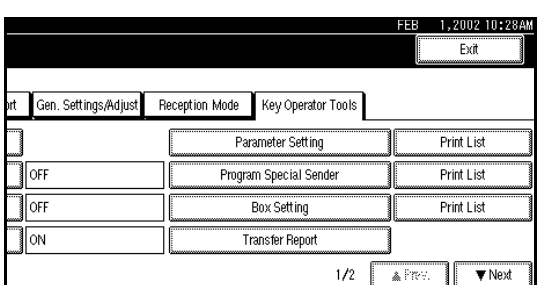
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

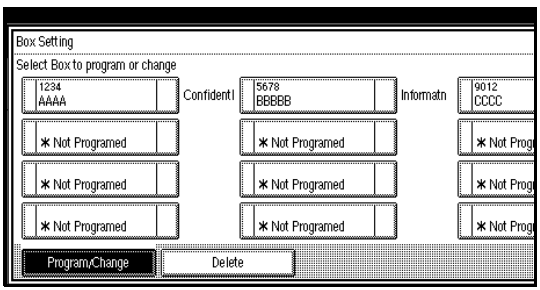
3 **Select [Key Operator Tools].**



4 **Select [Box Setting].**



5 **Select a box to program.**

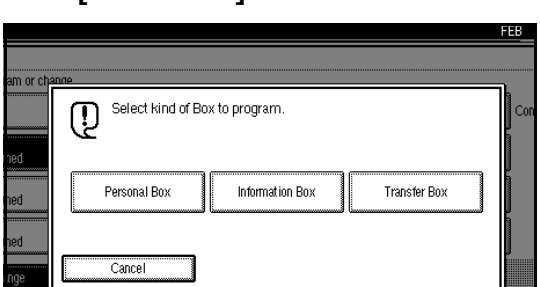


When programming a new box, press "*Not Programed".

Note

- ❒ To change a box already programmed, press it, and then go to step **9**.
- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

6 **Press [Transfer Box].**



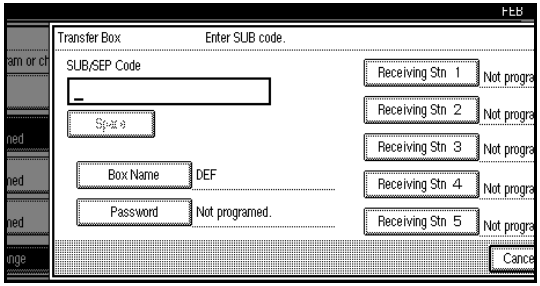
7 **Enter a Box Name.**

Reference

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

8 **Press [OK].**

9 **Enter a SUB Code.**



Note

- ❒ To change SUB Code, press **[Clear]** or the **【Clear/Stop】** key and try again. To change Box Name, press **[Box Name]**, and then repeat from step **7**.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

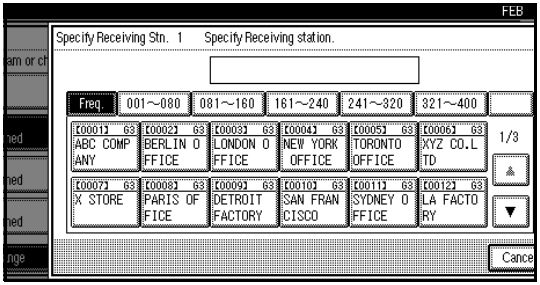
10 **Specify the condition of registration.**

Programming Receiving Stations

❶ **Select Receiving Station.**

You can store 5 Receiving Stations.

❷ **Specify Receiving Stations with Quick Dials.**



Note

- ❒ You can also specify Receiving Stations with Group Dials.
- ❒ If the desired box is not shown, press **[▲]** or **[▼]**.

❸ **Press [OK].**

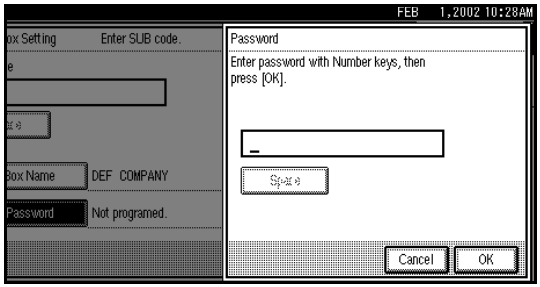
Repeat from step ❶ to specify another Receiving Station.

Programming a Password

If you do not want to program a password, go to step 11.

❶ **Press [Password].**

❷ **Enter a password.**



Note

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

❸ **Press [OK].**

11 Press [OK].

A box mode is shown next to the box.

12 Press the 【User Tools/Counter】 key.

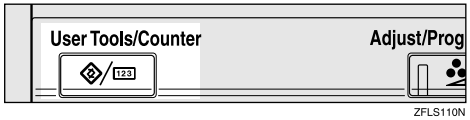
The initial display is shown.

Deleting Transfer Boxes

Limitation

❒ If the specified SUB Code is not programmed as a Transfer Box, or messages are programmed in the box, you cannot delete the box.

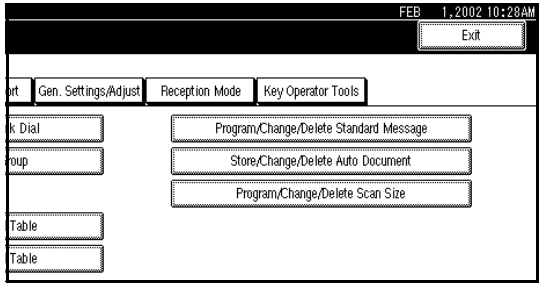
1 Press the 【User Tools/Counter】 key.



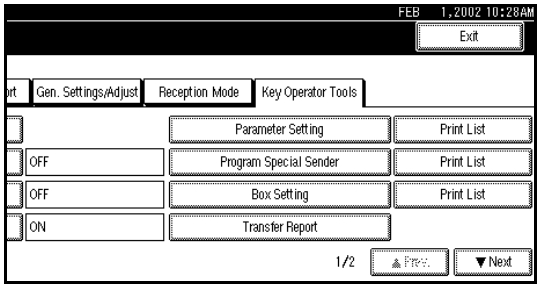
2 Press [Facsimile Features].

The Facsimile Features menu is shown.

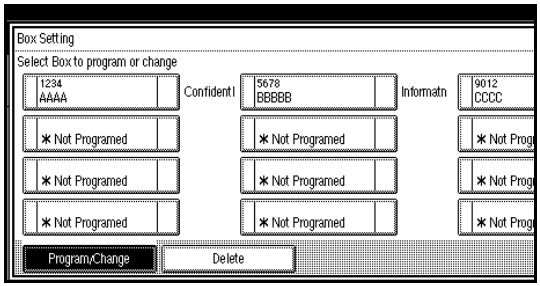
3 Select [Key Operator Tools].



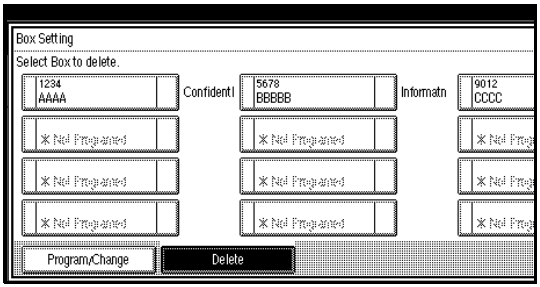
4 Select [Box Setting].



5 Press [Delete].



6 Select a box you want to delete.



Note

- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ When selecting a file set with a password, the password input screen is displayed. Enter the password using the number keys and press **[OK]**. If you enter an incorrect number, press **[Clear]** to delete the entered numbers. Press **[Cancel]** to cancel file selection.

7 Press [Delete].

The box is deleted and "*Not Programed" is shown.

Note

- ❒ To cancel deleting a special sender, press **[Do not Delete]**. The display will return to step **6**.

8 **Press [Exit].**

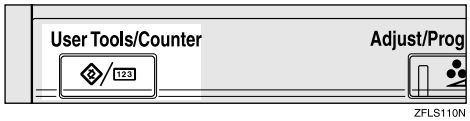
9 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Printing the Box List

Follow the procedure below to print a list showing the currently programmed Personal Boxes, Information Boxes and Transfer Boxes.

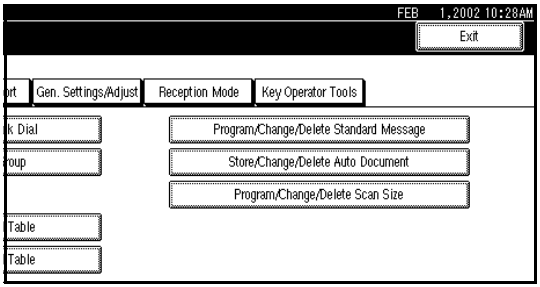
1 **Press the 【User Tools/Counter】 key.**



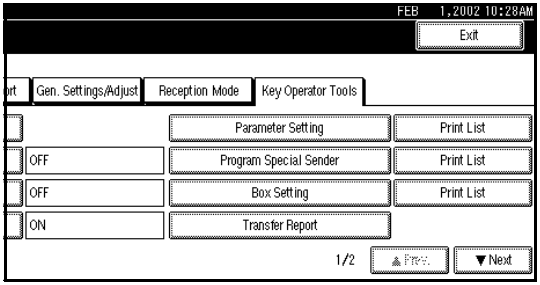
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



4 **Press [Print List] next to "Box Setting".**



Note

❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press the 【Start】 key.**

After printing the list, the display will return to step **4**.

Note

❒ To cancel printing a list, press **[Cancel]**. The display will return to step **4**.

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

The initial display is shown.

Transfer Report

For the Requesting Party to be able to receive Transfer Result Reports from the Transfer Station, the Requesting Party must program the number of the telephone line their machine is connected to in their own machine. ⇒ p.82 "Transfer Request"

Be sure to insert a pause after the area code.

For example, if you are in the United States and your fax number is 212-1234567, program the following:

- **1212-1234567**

You can program the fax number for each line (G3, G4).

Limitation

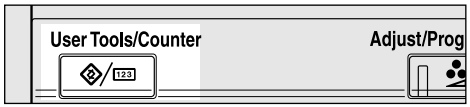
❒ You cannot program or edit Transfer Report when using a line (during communication). Program or edit after communication.

Note

❒ Up to 16 digits are available for G3.

❒ Up to 29 digits are available for G4.

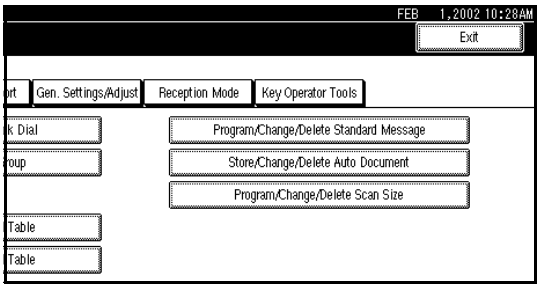
1 **Press the 【User Tools/Counter】 key.**



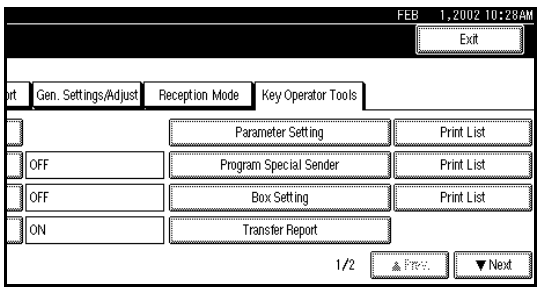
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



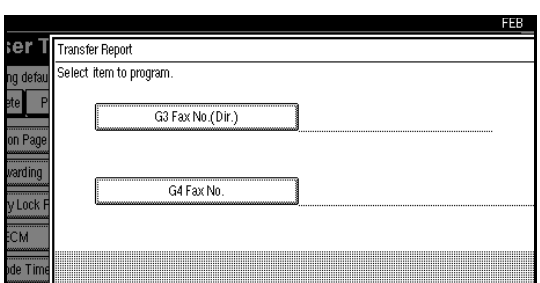
4 **Select [Transfer Report].**



Note

❒ If "Transfer Report" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

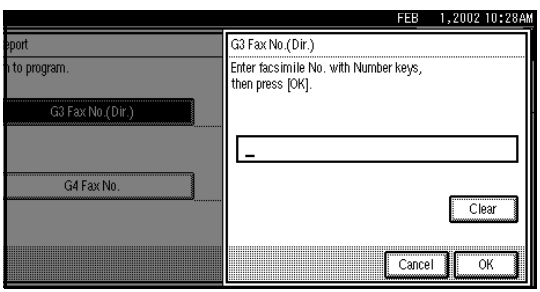
5 **Specify the fax number for each line.**



Programming a G3 Fax number

❶ **Press [G3 Fax No.(Dir.)].**

❷ **Enter your Own Fax Number with the number keys.**



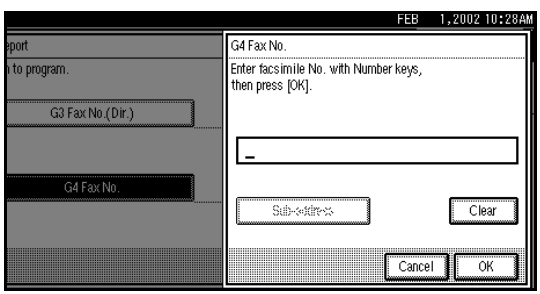
❸ **Press [OK].**

Programming a G4 Fax number

The optional ISDN Unit is required.

❶ **Press [G4 Fax No.].**

❷ **Enter your fax number with the number keys.**



❸ **Press [OK].**

6 **Press [Exit].**

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

The initial display is shown.

Programming a Confidential ID

Program a Confidential ID to print Confidential Reception.⇒ p.55 "Printing a Confidential Message"

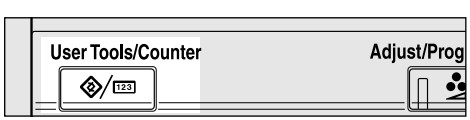
Limitation

❒ If you do not program a Confidential ID, you cannot receive a Confidential Transmission.

Note

❒ A Confidential ID can be any 4 digit numeric code except for 0000.

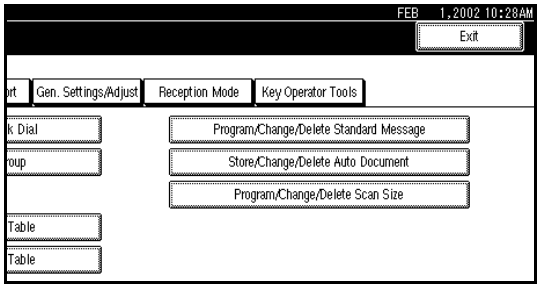
1 **Press the 【User Tools/Counter】 key.**



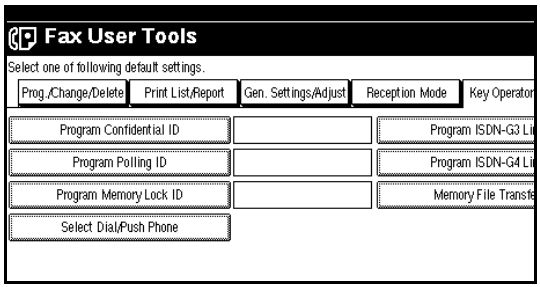
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 Select [Key Operator Tools].



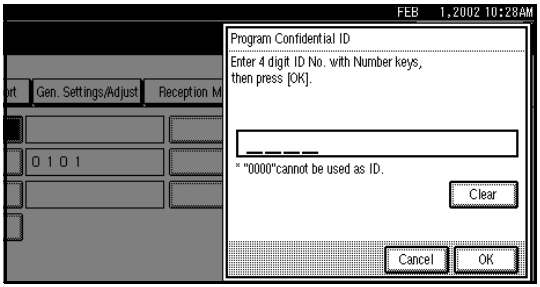
4 Select [Program Confidential ID].



Note

❒ If "Program Confidential ID" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Enter an ID with the number keys.



Note

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

6 Press [OK].

To cancel programming an ID, press **[Cancel]**. The display will return to step **4**.

7 Press the 【User Tools/Counter】 key.

The initial display is shown.

Programming a Polling ID

Program a Polling ID to use the Transfer Request, Transfer Station, Default ID Polling Transmission and Default ID Polling Reception. When you use ID Transmission, program the same ID as that programmed on the sender's machine.

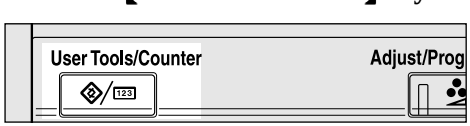
Reference

"Polling Transmission" ⇒ p.22
"Polling Reception" ⇒ p.26
"Default ID Transmission" ⇒ p.117
"Transfer Request" ⇒ p.82

Note

- ❒ A Polling ID can be any combination of digits (0-9) and letters (A-F) except for 0000 and FFFF.

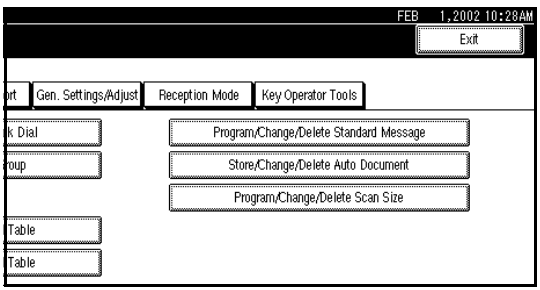
1 Press the 【User Tools/Counter】 key.



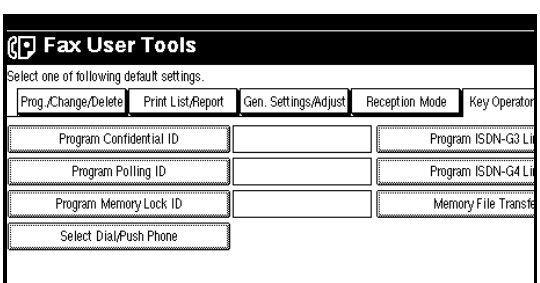
2 Press [Facsimile Features].

The Facsimile Features menu is shown.

3 Select [Key Operator Tools].



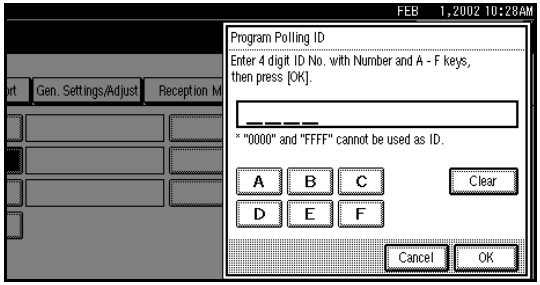
4 Select [Program Polling ID].



Note

- ❒ If "Program Polling ID" is not shown, press [▲ Prev.] or [▼ Next].

5 **Enter an ID with the number keys and [A] to [F].**



Note

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

6 **Press [OK].**

To cancel programming an ID, press **[Cancel]**. The display will return to step **4**.

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

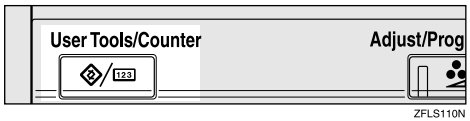
The initial display is shown.

Programming a Memory Lock ID

Program a Memory Lock ID to print Memory Lock reception.

A Memory Lock ID can be any 4 digit numeric code except for 0000.

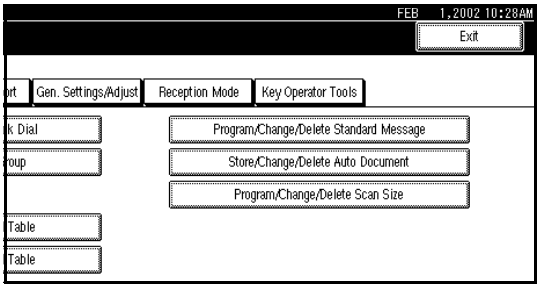
1 **Press the 【User Tools/Counter】 key.**



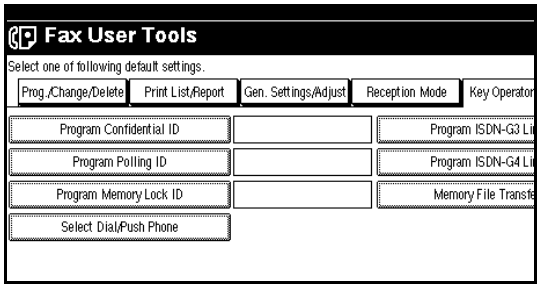
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



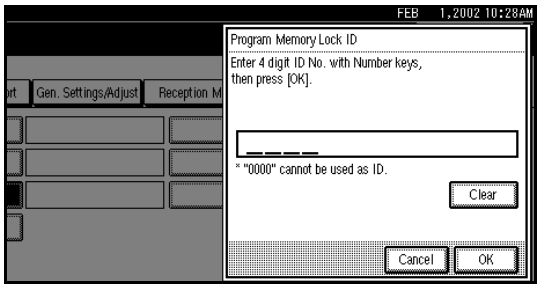
4 **Select [Program Memory Lock ID].**



Note

- ❒ If "Program Memory Lock ID" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Enter an ID with number keys.**



Note

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

6 **Press [OK].**

To cancel programming an ID, press **[Cancel]**. The display will return to step **4**.

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

The initial display is shown.

Selecting Dial/Push Phone

Use this function to select a line type when the machine is connected to a G3 analog line.

A Dial and Push line are available for selection.

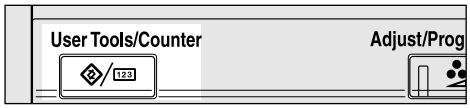
Limitation

- ❒ When the optional G3 expansion unit is installed, "G3-2" is displayed.
- ❒ If you are only connected to an ISDN line, this function is not available.

Note

- ❒ "G3-2" is shown on the display, depending on the number of Extra G3 Interface Units installed.
- ❒ Use the same procedure to program and change this function.
- ❒ This function is not available in some areas.

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

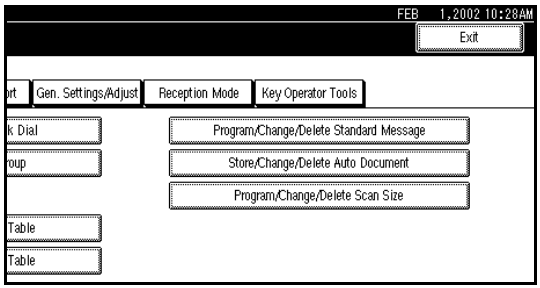


ZFLS110N

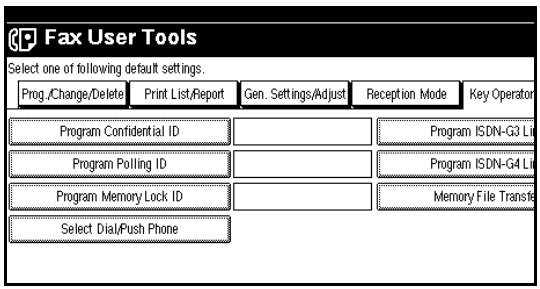
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



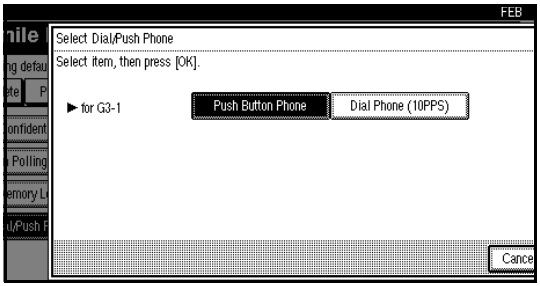
4 **Select [Select Dial/Push Phone].**



Note

- ❒ If "Select Dial/Push Phone" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [Push Button Phone] or [Dial Phone (10PPS)] to select the line.**



Note

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

Reference

"Selecting the Line Type" ⇒ p.288

6 **Press [OK].**

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

The initial display is shown.

Programming ISDN G3 Line

The optional ISDN Unit is required.

This function must be set when you connect the machine to an ISDN G3 digital line.

You can program the following items.

- Own Fax Number 1
- Own Fax Number 2
- Sub-address ⇒ p.86 “Sub-address”

Note

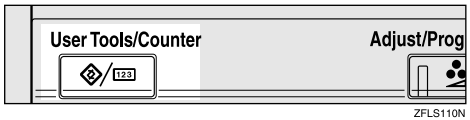
❒ Program Own Fax Number 1 as your own digital number. Program Own Fax Number 2 as another digital number which occupies a single line.

❒ You should program the Own Fax Number 1.

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

❒ Up to 4 digits (0 to 9999) are available for a sub-address.

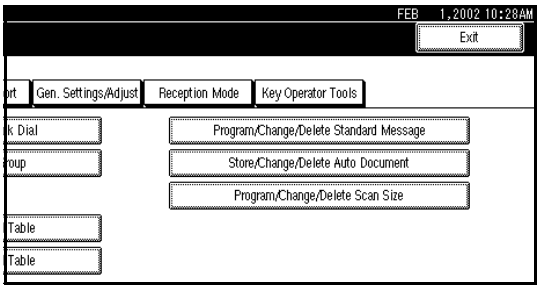
1 **Press the [User Tools/Counter] key.**



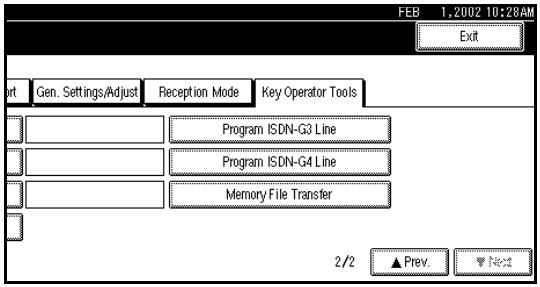
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



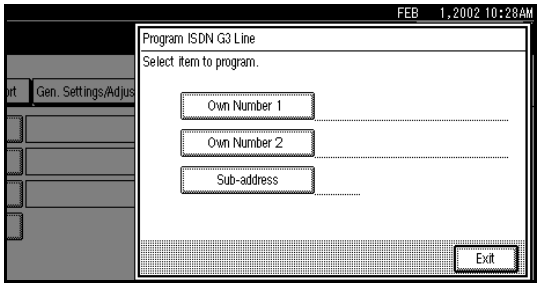
4 **Select [Program ISDN-G3 Line].**



Note

❒ If "Program ISDN-G3 Line" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

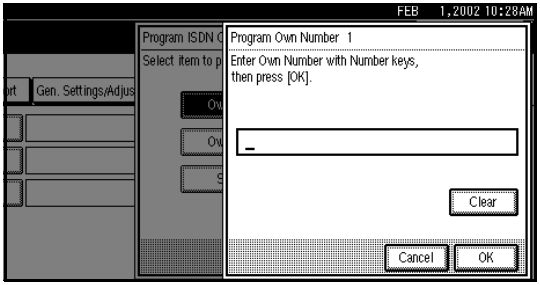
5 **Select an item you want to program.**



Programming Own Number 1 and Own Number 2

❶ **Select [Own Number 1] or [Own Number 2].**

❷ **Enter your own facsimile number with the number keys.**

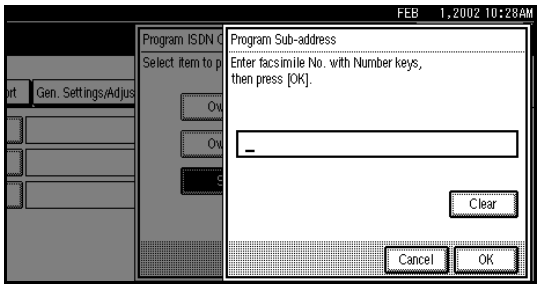


❸ **Press [OK].**

Programming a Sub-address

❶ **Select [Sub-address].**

❷ **Enter a sub-address with the number keys.**



❸ **Press [OK].**

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

The initial display is shown.

Programming ISDN G4 Line

The optional ISDN Unit is required.

This function must be set when you connect the machine to an ISDN G4 digital line.

You can program the following items.

- Own Fax Number 1
- Own Fax Number 2
- Sub-address ⇒ p.86 “Sub-address”

Note

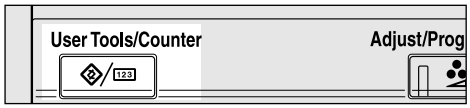
❒ Program Own Fax Number 1 as your own digital number. Program Own Fax Number 2 as another digital number which occupies a single line.

❒ You should program Own Fax Number 1.

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

❒ Up to 4 digits (0 to 9999) are available for a sub-address.

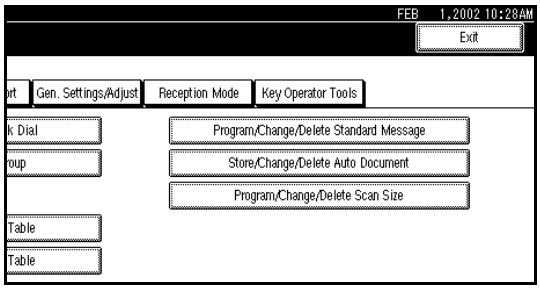
1 Press the 【User Tools/Counter】 key.



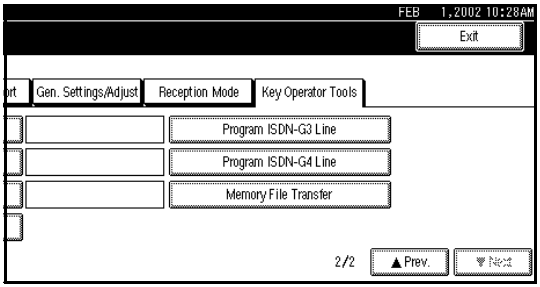
2 Press [Facsimile Features].

The Facsimile Features menu is shown.

3 Select [Key Operator Tools].



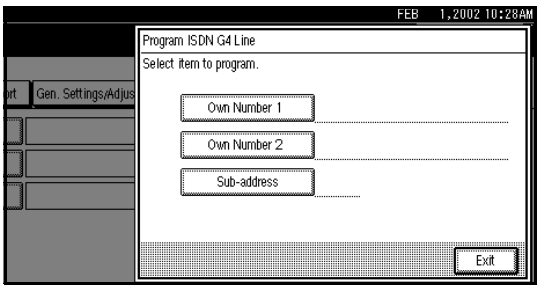
4 Select [Program ISDN-G4 Line].



Note

- ❒ If “Program ISDN-G4 Line” is not shown, press [▲ Prev.] or [▼ Next].

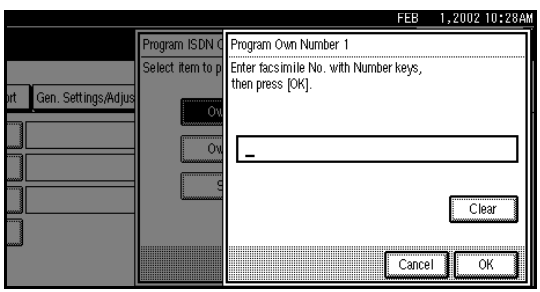
5 Select an item you want to program.



Programming Own Number 1 and Own Number 2

❶ **Select [Own Number 1] or [Own Number 2].**

❷ **Enter your own facsimile number with the number keys.**

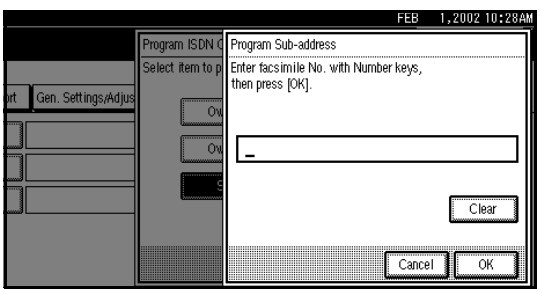


❸ **Press [OK].**

Programming a Sub-address

❶ **Select [Sub-address].**

❷ **Enter a sub-address with the number keys.**



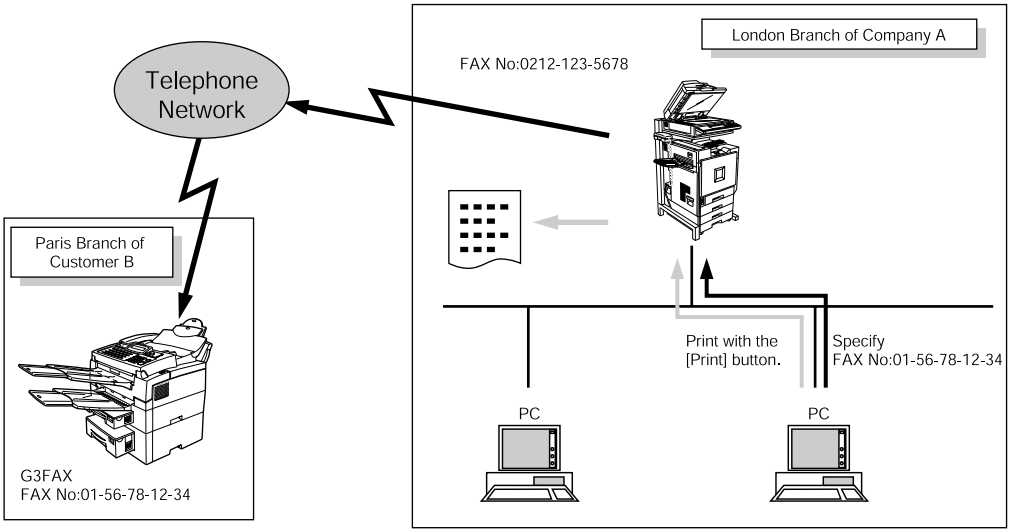
❸ **Press [OK].**

6 Press the 【User Tools/Counter】 key.

The initial display is shown.

9. PC FAX Features

- With a PC FAX connected to a LAN or Parallel Port, you can use a telephone line to send a fax created using a Windows application to another fax machine.
- To send a fax, simply select **[Print]** from the Windows application, then select LAN FAX as the printer and specify a destination.
- In addition to sending faxes, the LAN FAX driver allows this machine to be used for printing out documents prepared on a PC for proof checking.
- To use the LAN FAX driver, connect this machine to a LAN and make the necessary network settings, and then install the LAN FAX driver and related utilities on your PC.



Reference

Network settings ⇒ Setup Guide Copier System Edition, Administrator Reference Copier System Edition

Important

- ❒ If errors occur on the machine when used as a PC FAX, they are not displayed on the PC.

Installing the Software

Installing this software is necessary for using the Facsimile function from a computer.

❖ Location of the file

The following folders are stored in the CD-ROM:

- LAN FAX Driver for Windows 95/98/Me
  \DRIVERS\WIN9X_ME
- LAN FAX Driver for Windows NT4.0
  \DRIVERS\NT4
- LAN FAX Driver for Windows 2000/XP
  \DRIVERS\WIN2000
- Address List
  \UTILITY\ADDRESS

❖ Operating Environment

- Computer
  PC/AT Compatible
- Operating Systems
  Microsoft Windows 95/98/Me
  Microsoft Windows 2000/XP
  Microsoft Windows NT4.0
- CPU
  i486DX4 100 MHz or more
  Pentium 133 MHz or more (Windows 2000/XP)
- RAM
  16 MB or more
  32 MB or more (Windows 2000/XP)
- Display
  VGA 640 × 480 dots, 256 colors or more
- Network protocol
  TCP/IP

Limitation

❒ All operations cannot be guaranteed depending on the system environment.

❒ When you use Windows NT, the LAN FAX driver will not work under an RISC base processor (MIPS R series, Alpha AXP, PowerPC) environment.

Note

❒ To install the driver on a Windows 2000/XP or Windows NT4.0, log on as a member of the Administrators group.

❒ Before beginning installation, exit all other applications.

Installing the Address Book and the LAN FAX driver

Preparation

Install the printer driver and the SmartNet-Monitor for Client beforehand. ⇒ Printer Client Reference Copier System Edition

1 Make sure Windows is running, and then insert the "LAN FAX Driver and Utility" CD-ROM into the CD-ROM drive.

The installer launches.

Note

❒ If the Installer does not launch automatically, perform the following procedure.

❶ **On the [Start] menu, select [Run].**

This causes the **[Run]** dialog box to appear.

❷ **Type the full path and file name of the setup program into the text box, and then click [OK].**

E.g. type
D:\InstTool.exe
└── If your CD-ROM is assigned to drive D.

2 Select the language you use, and then click [Next].

The "LAN FAX Driver" setup program launches.

3 After checking the contents of the dialog box, click [Next].

4 Select "Network", and then click [Install].

The Address Book Setup program launches.

Using the Customize Option

❶ **Select [Custom], and then click [Next].**

❷ **Select the programs you want to install in the "Component" list box, and then click [Install].**

5 Click [Next].

When Address Book has finished installing, the LAN FAX driver installer launches.

6 The Software License Agreement of the LAN FAX driver is displayed. Make sure to read the agreement carefully, and then click [Yes].

7 **Select "LAN-Fax M1", and then click [Next].**

Note

- ❒ To replace the printer name, you can change it in the "Printer" box.

8 **Select the port.**

When connected via a LAN

❶ **Select the model you use, and then click [Next].**

When connected via a parallel port

❶ **Select [LPT1], and then click [Next].**

9 **Confirm the installation settings, and then click [Finish].**

Installation starts.

10 **Click[Exit].**

11 **When the completion message is displayed, remove the CD-ROM and then click [Yes].**

Windows will restart.

Setting PC FAX Properties

This section describes how to make settings such as document size, resolution, and options.

Note

❒ If your operating system is Windows NT4.0 or Windows 2000/XP, log on using an account that has Administrators permission.

1 On the [Start] menu, point to [Settings] and then [Printers].

Note

❒ With Windows XP Professional, select **[Printers and Faxes]** on the **[Start]** menu.

❒ With Windows XP Home Edition, select **[Control Panel]** on the **[Start]** menu. Next select **[Printers and Other Hardware]**, and then **[Printers and Faxes]**.

2 Click to select "LAN-Fax M1", and then select [Properties] from the [File] menu.

Note

❒ With Windows NT, select **[Document Default]** from the **[File]** menu.

3 Click the [Paper] tab.

Note

❒ With Windows 2000/XP, click the **[Advanced]** tab, and then click **[Printing Defaults...]**.

4 Make the paper settings.

Note

❒ The "Gray Scale" box does not appear in Windows NT or Windows 2000/XP.

❖ Accessories

① Click **[Accessories]**.

② Select the appropriate check boxes.

Note

❒ When the optional Expansion Memory is installed, select the **[Memory Extension]** check box.

❒ When the optional Hard Disk Unit (40GB) is installed, select the Hard Disk Unit check box.

❒ The optional ISDN Unit is required in order to use a G4 line.

Limitation

- ❒ The lines that can be selected when the optional unit has been installed in this machine are:
  - G3-1
  - G3-2
  - G4
- ❒ The G3-3 cannot be selected even when the optional unit has been installed in this machine.

③ Click **[OK]**.

5 Click [OK].

Basic Transmission

This section describes how to send fax documents created using Windows applications.

Open the application document you want to send or create a new document, and then perform the following procedure.

1 On the [File] menu, click [Print].

2 Click "LAN-Fax M1" in "Printer Name", and then click [OK].

Note

- ❒ The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M1]** for the printer.

3 Specify the destination.

Enter **[#]** and the registered number with number keys when using Quick Dials.

Enter **[#][✱][✱]** and the registered number with number keys when using Group Dials.

Note

- ❒ You can specify a destination using the Address Book.
- ❒ You can directly enter the fax number with number keys.

4 Specify options.

If you do not want to specify options, go to step **5**.

Attaching a Cover Sheet

❶ Select the [Attach a Cover Sheet] check box.

Note

- ❒ To edit this setting, click **[Cover Sheet]**. For details, see the Help file.

Specifying Options

You can specify the following options:

- Sending at Specific Time⇒ p.15 "Sending at a Specific Time (Send Later)"
- User Code⇒ Chapter 1, "Reading the Display Panel and Using Keys -- User Code Management" in the Basic Features manual.
- Print Fax Header ⇒ p.193 "Fax Header Print Setting"

❶ Click [Option].

❷ Specify options you want to use.

Note

- ❒ The User Code you specified for this machine must be the same as the one entered in this machine.⇒ "Key Operator Tools -- User Code" in Administrator Reference Copier System Edition
- ❒ For details on specifying options, see the Help file on the LAN FAX driver.

❸ **Click [OK].**

5 Click [Send].

Note

- ❒ When you click **[Print & Send]**, a fax will be transmitted to the destination and a copy of the document you send will be printed from your machine.
- ❒ Click **[Print]** to print a copy of the document you specified without sending it to the destination.

Transmission Management Using the LAN FAX Driver

You can have the SmartNetMonitor for Admin/SmartNetMonitor for Client manage your transmissions using the LAN FAX driver.

By using the LAN FAX driver, you can refer to the following information for the documents sent using the LAN FAX driver:

- User ID
- Transmission result
- Pages
- Starting time
- File number

Reference

See the Help file for more information about using the PC FAX function.

Address Book

You can program and edit destinations in the Address List using the Address Book.

Note

- ❒ For details, see the Help file.

1 **On the [Start] menu, point to [Programs], and then [Address Book].**

2 **Edit an existing destination or program a new one.**

Note

- ❒ You can divide programmed destinations into groups by clicking **[Group]**. For details, see the Help file.
- ❒ For "Line", select the appropriate line type: G3, G4 or G3-2.

❖ Programming New Destinations

① Enter the destination.

② Click **[Add]**.

❖ Editing Programmed Destinations

① Select the destination you want to edit from the list.
The name of the company should appear in gray.

② Edit the data.

③ Click **[Update]**.

❖ Deleting Programmed Destinations

① Select the destination you want to edit from the list.
The name of the company should appear in gray.

② Click **[Delete]**.

③ Click **[Yes]**.

3 **Click [Close].**

4 **If you made changes to a destination, a confirmation dialog box appears. To save the changes you made, click [Yes].**

If you do not want to save the changes and want to quit editing, click **[No]**.

To return to the editing screen, click **[Cancel]**.

Printing

You can print documents created using Windows applications.

Open the application document you want to print or create a new document, and then perform the following procedure.

1 On the [File] menu, click [Print].

2 Click "LAN-Fax M1" in "Printer Name", and then click [OK].

Note

- ❒ The setting method may differ depending on the application you are using. In all cases, select "LAN-Fax M1" for the printer.

3 Click [Print].

PC FAX Operation Messages

Message	Causes and Recommended Actions
The number of entries in Destinations exceeds the limit. Up to 100 entries can be entered.	The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 100 (Up to 200 with optional Fax Function Upgrade Unit, up to 500 with optional Expansion Memory.).

Reading Reports

Error Report

An Error Report is printed when a message could not be successfully sent or received.

Possible causes include a problem with your machine or noise on the telephone line. If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.

Note

- ❒ If the error happens frequently, contact your service representative.
- ❒ The “Page” column gives the total number of pages. The “Page Not Sent” column gives the number of pages that were not sent or received successfully.

Power Failure Report

Even if the main power switch is turned off, the contents of the machine's memory (for example, programmed numbers) will not be lost. However, if power is lost for about 1 hour through the main power switch being turned off, a power cut or the power cable being removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as power is restored. This report can be used to identify lost files. If a memory 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.

Important

- ❒ Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- ❒ Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the main power switch on for about one week after the power loss occurs.

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 representative can also use RDS to change some of your machine's settings if you request it.

If you wish to use this feature, change the User Parameter. ⇒ p.216 “Changing the User Parameters” (Switch25, Bit4)

When Toner Runs Out

When the machine has run out of toner the symbol appears on the display. Note that even if there is no toner left, you can still send fax messages.

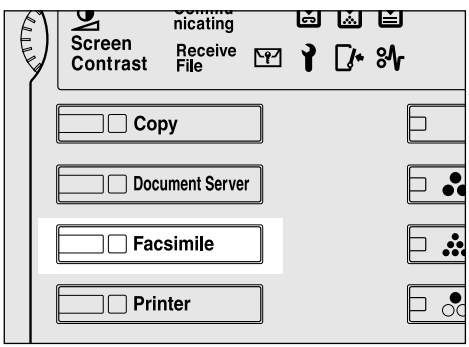
Important

- ❒ If you continue receiving and sending faxes after toner runs out, communication will not be possible after 200 communications (1,000 with the optional Expansion Memory installed).

Limitation

- ❒ The Memory Storage Report, Polling Reserve Report and Confidential File Report are not printed.

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



ZFLS030N

Note

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

2 Press [Exit].

The error display closes.

⇒ Chapter 2, “Memory Transmission” or “Immediate Transmission” in the Basic Features manual

Replacing the Stamp Cartridge

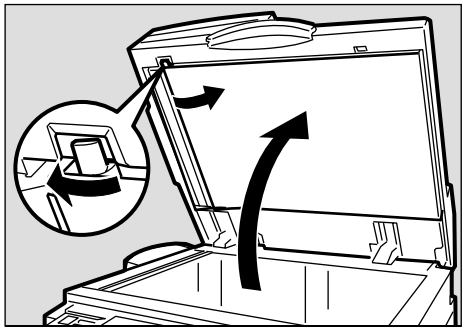
The optional Document Feeder (ADF) is required.

When the stamp becomes lighter, replace the cartridge.

Note

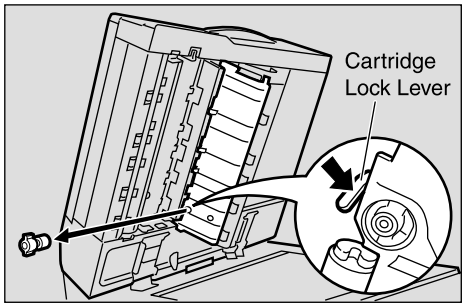
- ❒ Use the cartridge specified for this machine.

1 Lift the optional Document Feeder (ADF) and open the stamp cover.



ZDPH070J

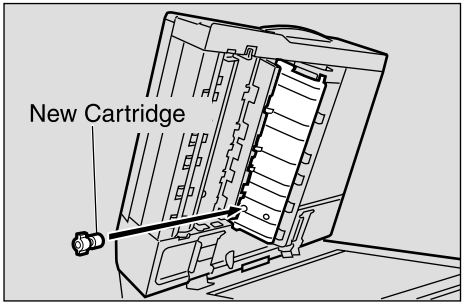
2 Pull out the cartridge.



ZDPH080E

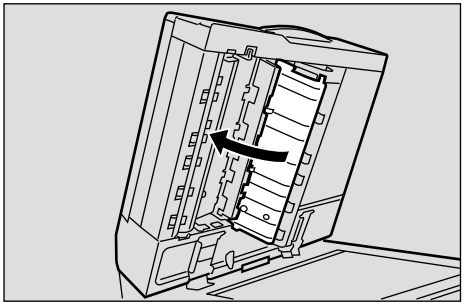
3 Set a new cartridge while holding down the lock lever.

Insert the cartridge until its metal parts are not visible.



ZDPH090E

4 Replace the stamp cover until it clicks.



ZDPH100J

5 Close the optional Document Feeder (ADF) and the optional exposure glass cover.

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.

⚠ ***CAUTION:***

- *To reduce the risk of fire, use only No. 26 AWG or larger telecommunication line cord.*

⚠ ***ATTENTION:***

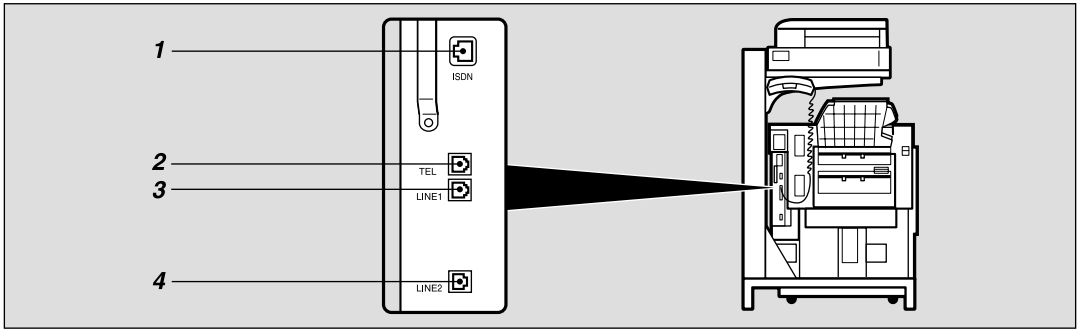
- *Pour réduire le risque d'incendie, utiliser uniquement des conducteurs de télécommunications 26 AWG ou de section supérieure.*

Important

❒ By law in the USA, you must program your phone number identification (your FAX NUMBER) into your machine before you connect the public phone system. ⇒ Chapter 3, “Initial Settings and Adjustments” in the Basic Features manual

❒ Make sure the connector is the correct type before you start.

❖ Where to connect the machine



ZFLH040E

1. **G4**
2. **Optional Handset or External Telephone**
3. **G3**
4. **Extra G3**

Important

❒ Do not connect the G3 line into the G4 connector.

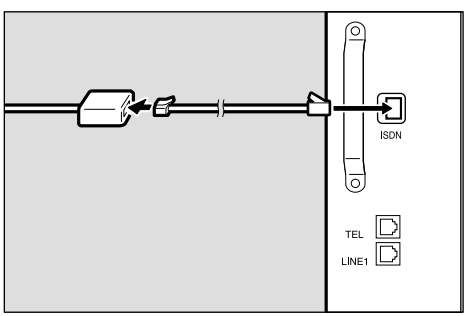
Note

❒ You can only install either the optional ISDN Unit or the optional Extra G3 Interface Unit.

Connecting the Machine to ISDN

The optional ISDN Unit is required.

For details about how to install the optional ISDN Unit, please contact your service representative.
Connect the machine to the ISDN with a modular type connector.



ZFLH060E

Connecting The Optional External Telephone

You can connect the handset and an external telephone to the machine. You can use them for telephone calls.

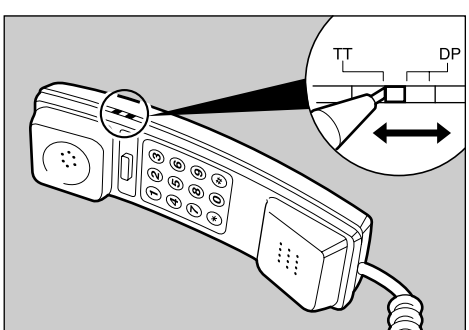
Note

❒ Some telephone may not be connected or may suffer reduced functionality.

Limitation

❒ When you use the handset or an optional external telephone with the 【**On Hook Dial**】 key for telephone calls, you can not talk with the other party without pressing the 【**On Hook Dial**】 key after taking off the receiver.

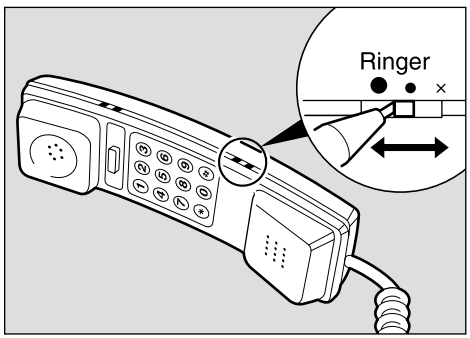
❖ Specifying the handset line type



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 in “Key Operator Settings”.⇒ p.261 “Selecting Dial/Push Phone”

Multi-port

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

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

Note

- ❒ A maximum of two communications can take place simultaneously.
- ❒ You cannot perform two Immediate Transmissions simultaneously.
- ❒ If two fax messages are received simultaneously, they cannot be printed out at the same time.
- ❒ If two communications are in progress, the display shows the first communication that was initiated.

Optional Equipment

Fax Function Upgrade Unit

JBIG compression for transmission/reception becomes possible.

You can extend the following features.

Function	Without optional Fax Function Upgrade Unit	With optional Fax Function Upgrade Unit
Quick Dial	400	1,200
Memory Transmission file	400	800
Auto Document	6	18
Specific Sender	30	50
Program	100	200

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.

Function	Without optional Expansion Memory	With optional Expansion Memory	With optional Expansion Memory and Fax Function Upgrade Unit
Memory capacity for Memory Transmission *1	160 sheet	1,000 sheet	2,080 sheet
Memory capacity for storing in memory	Maximum 400 sheet	Maximum 1,000 sheet	Maximum 3,000 sheet

*1 The above figure is for an ITU-T No.1 chart printed on this supplier's standard A4/8$^{1}/_{2}$"×11" paper and scanned in using the following settings:
- Resolution: Standard
- Image Density: Auto
- Original Type: Text

ISDN Unit (ISDN Option Type 3800C)

This allows you to send and receive messages via ISDN (Integrated Service Digital Network).

Note

❒ The optional ISDN Unit cannot be installed at the same time the optional Extra G3 Interface Unit is installed.

Extra G3 Interface Unit (G3 Interface Unit Type 3800C)

This option provides one Extra G3 line connection.

Note

- ❒ The optional Extra G3 Interface Unit cannot be installed at the same time the optional G4 Interface Unit is installed.

Handset (Handset Type 1018)

This permits voice communication.

Specifications

Standard	**G3, G4 (option)**
Resolution	G3: 8×3.85/mm•200×100dpi (Standard), 8×7.7/mm•200×200dpi (Detail), 8×15.4/mm•200×400dpi (Fine), 16×15.4/mm•400×400dpi (Super Fine: optional Expansion Memory required) G4: 200×100dpi (Standard), 200×200dpi (Detail), 400×400dpi (Super Fine: optional Expansion Memory required)
Transmission Time	G3: 3 seconds at 28,800bps, Standard resolution G4: 3 seconds, Detail resolution
Data Compression Method	MH, MR, MMR, JBIG (optional Fax Function Upgrade Unit required)
Maximum Original Size	Standard size: A3/11"×17" Irregular size: 304×432mm
Maximum Scanning Size	297×1,200mm/11"×47"
Print Process	Printing on standard paper using a laser
Transmission Speed	G3: 33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400bps (auto shift down system) G4: 64/56kbps (auto speed matching)

❖ Power Consumption

Standby Mode	200W
Transmission	200W
Reception	200W
Maximum Power Consumption	1,500W

Acceptable Types of Originals

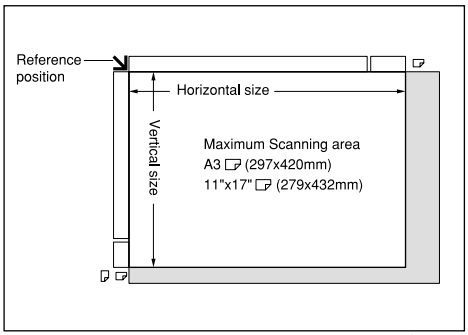
Make sure your originals are completely dry before setting them in the machine. Originals containing wet ink or correcting fluid will mark the exposure glass and the resulting image will be affected.

Acceptable Original Sizes

Where Original is Set	Acceptable Original Size	Maximum Number of Sheets	Paper Thickness
Exposure Glass	Maximum A3 (297×420mm), 11"×17" (279×432mm)	1	----
Optional Document Feeder (ADF), single-sided document	Fax transmission: A5 ▭ to A3 ▭ (up to 1,200mm long) 8"×5$^1/_2$" ▭ to 11"×17"▭	80 sheets (80g/m^2, 20lb)	40 -128g/m^2 (35-110kg, 11-34lb)
Optional Document Feeder (ADF), double-sided document	Fax transmission: A5 ▭ to A3 ▭ (up to 432mm long) 8"×5$^1/_2$" ▭ to 11"×17"▭	80 sheets (80g/m^2, 20lb)	52-105g/m^2 (45-90kg, 14-28lb)

Paper Size and Scanned Area

❖ Exposure Glass



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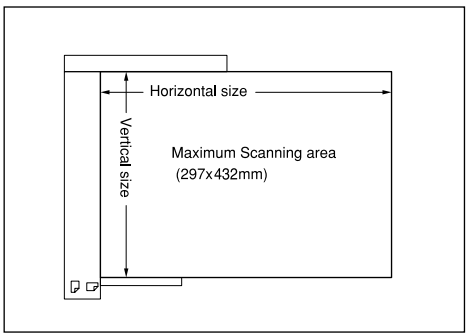
❖ Optional Document Feeder (ADF)



TFARDF0N

Limitation

- There may be a difference in the size of the image when it is printed at the destination.
- If you place an original larger than A3/11"×17" on the exposure glass, only an are a of A3/11"×17" is scanned.

Note

- Even if an original is correctly placed on the exposure glass or in the optional Document Feeder (ADF), a margin of 3mm (0.1") around each edge of the original may not be sent.
- If the receiver uses paper of smaller width than the original, the image will be reduced to fit the paper. ⇒ p.117 “Auto Reduce”
- The machine detects paper sizes in the following ways:
  - When you place an original in the optional Document Feeder (ADF), an original wider than about 268mm (10.5") is scanned as A3/11"×17" size.
    An original narrower than about 235mm (9.2") will be sent as $8^1/_2$"×11" or $8^1/_2$"×14" size.
    Originals up to 1,200mm (47") in length can be scanned.
  - Refer to the table below for the sizes the machine can detect when you place an original on the exposure glass. Because the machine scans in non-standard size documents as one of the standard sizes, parts of the image may be truncated depending on the length of the document. For details about how to set non-standard size documents. ⇒ p.183 “Programming and Changing a Scan Size”

❖ Metric Version

		Length *1			
		~245mm	245mm~270mm	270mm~318mm	318mm~
Width	~242mm	×	B5	A4	$8^1/_2$"×13"
	242mm~272mm	B5	×	×	B4
	272mm~	A4	×	×	A3

❖ Inch Version

		Length *1			
		~9.6"	9.6"~10.6"	10.6"~12.5"	12.5"~
Width	~9.5"	×	×	$8^1/_2$"×11"	$8^1/_2$"×14"
	9.5"~10.7"	×	×	×	×
	10.7"~	$8^1/_2$"×11"	×	×	11"×17"

❒ × - Unable to auto detect

*1 Normally a length of about 420mm (16.5") can be scanned, however, it is only possible to specify a scanning size up to 432mm (17").

Maximum Scan Area

The Maximum Scan Area is shown below.

- Memory Transmission: 297×1,200mm/11"×47" (W×L) from the optional Document Feeder (ADF)
- Immediate Transmission: 297×1,200mm/11"×47" (W×L) from the optional Document Feeder (ADF)

Note

❒ During Immediate Transmission, the length of the scanning range can become narrower than 1,200 mm (47"), depending on the character size as well as the settings on the destination machine.

- 297×432mm/11"×17" (W×L) (From the exposure glass)

Maximum Values

The following list contains the maximum value for each item.

Item	Standard	With optional unit
Memory	2MB	26MB *1
The number of pages that you can store in memory (Using A4 size Standard <ITU-T #1Chart>)	Approx. 160	Approx. 2,080 *2
Total number of all files	400	800 *3
The number of pages per file	400	1,000 *2
The number of pages for all files	400	3,000 *2
The number of destinations you can specify for one file	500	
The number of destinations you can specify for all files	500	2,000 *3
The number of Quick Dials you can register	400	1,200 *3
The number of Group Dials you can register	64	
The number of destinations you can specify by the number keys	100	1,000 *3
The number of destinations you can register in a group	500	
The number of destinations you can register in all groups	500	2,200 *5
The number of User Codes you can register *4	100	
The number of digits for Dials	254	
The number of Programs you can register	100	200 *3

Item	Standard	With optional unit
The number of Auto Documents you can register	6	18 *3
The number of Standard Message Stamps you can register	3	
The number of transmission results the machine can store	200	
The number of stored documents you can specify at one time	400	1,000 *1
The number of stored documents you can send at one time	30	
The number of pages that you can store in Document Server (Using ITU-T #4Chart)	2,000	
The number of pages you can store in Document Server for one document	400	1000 *1

*1 With optional Expansion Memory
*2 With optional Fax Function Upgrade Unit, optional Expansion Memory
When the optional Expansion Memory is only installed: 1,000 pages
*3 With optional Fax Function Upgrade Unit
*4 A User Code can be registered in the Facsimile Features.⇒ “Key Operator Tools -- User Code” in Administrator Reference Copier System Edition
*5 You can register 400 destinations in the Quick Dials and 100 destinations in the number keys as a Group.When the optional Fax Function Upgrade Unit is installed: 1,200 destinations in the Quick Dials/1,000 destinations in the number keys

Transmission Mode

Feature name	Description	Reference
Send Later	Sets the machine to automatically start transmission or Polling Reception at an appointed time.	⇒ p.15 “Sending at a Specific Time (Send Later)”
Priority Transmission	You can have your message sent before any other queued messages.	⇒ p.17 “Priority Transmission”
Confidential Transmission	Sends a Confidential Message. This feature is divided into Default ID Confidential Transmission and Override ID Confidential Transmission.	⇒ p.19 “Confidential Transmission”
Polling Transmission	Upon request from a destination, the machine sends an original stored in memory. This feature is divided into ID Polling Transmission and Override ID Polling Transmission.	⇒ p.22 “Polling Transmission”
Polling Reception	Sends a transmission request to the other party and receives a message from the sender. This feature is divided into Default ID Polling Reception and ID Override Polling Reception.	⇒ p.26 “Polling Reception”

Advanced Features

Options	Description	Reference
SUB Code	You can send and receive confidential faxes to and from other maker's machines that have the SUB/SID feature.	⇒ p.76 “SUB Code”
SEP Code	If you wish to receive a message stored in the memory of another party's fax machine, you can use this feature.	⇒ p.78 “SEP Code”
Transfer Request	Sends an original to a destination via a facsimile equipped with the transfer station capability.	⇒ p.82 “Transfer Request”
Sub-address	Sends an original with a sub-address to a destination.	⇒ p.86 “Sub-address”
UUI	Sends an original with UUI to a destination.	⇒ p.87 “UUI”

Sub Transmission Mode

Feature name	Description	Reference
Book Fax	When sending a book-type original, this feature scans and sends the right and left pages one by one.	⇒ p.96 “Book Fax”
2-Sided Transmission	Use to send 2-Sided originals (double-sided originals) from the optional Document Feeder (ADF).	⇒ p.98 “2-Sided Transmission (Double-Sided Transmission)”
Standard Message	Use this feature to stamp a standard message at the top of the first original sent.	⇒ p.100 “Standard Message Stamp”
Auto Document	Stores a commonly used original and prints or sends it directly.	⇒ p.101 “Sending an Auto Document”
Select Stored File	Use this feature to send documents that are stored in the Document Server.	⇒ p.105 “Sending a Stored File”
Stamp	Indicates that the original has been successfully stored in memory or successfully sent.	⇒ p.114 “Stamp”

Transmission Options

Options	Description	Reference
Fax Header Print	You can print a message including the name registered as the Fax Header on the received message for each file.	⇒ p.115 “Fax Header Print”
Label Insertion	If you register the receiver's name in Quick Dial, the receiver's name is automatically printed at the top of a sent message.	⇒ p.116 “Label Insertion”
Auto Reduce	If the receiver uses paper narrower than the message, the message is reduced to fit a paper size available on the receiving party's machine before being sent.	⇒ p.117 “Auto Reduce”
Default ID Transmission	Sends an original only to a machine that has the same Polling ID as that registered in the machine.	⇒ p.117 “Default ID Transmission”
Stamp Sender Name	You can have the machine print a sender stamp on the right edge of your paper.	⇒ p.116 “Sender Stamp”
Reducd Image Transmission	Using this feature, your message is sent at a reduced size (93%) with a blank margin on the left.	⇒ p.116 “Reduced Image Transmission”

Communication Information

Feature name	Description	Reference
Print Journal	The Journal can be manually printed. This report shows the results of the last 50 communications.	⇒ p.45 “Printing the Journal”
Transmission File Status	Part of the Journal can be shown on the display. The results of the last 50 transmissions are displayed from the latest one.	⇒ p.49 “Checking the Transmission Result (TX File Status)”
Reception File Status	Part of the Journal can be shown on the display. The results of the last 50 receptions are displayed from the latest one.	⇒ p.51 “Checking the Reception Result (RX File Status)”
Memory Status	The status of the memory is shown on the display.	⇒ p.53 “Displaying the Memory Status”
Print Confidential Reception File	Prints messages received in Confidential Reception Mode.	⇒ p.55 “Printing a Confidential Message”
Print Memory Lock	Prints messages received in Memory Lock mode.	⇒ p.58 “Printing a File Received with Memory Lock”
Print Personal Box File	Prints messages received in Personal Box.	⇒ p.61 “Printing Personal Box Messages”
Store/Delete/Print Information Box File	Programs messages in the Information Box, and Deletes or Prints a registered message.	⇒ p.64 “Information Boxes”

Facsimile Features

Feature name	Description	Reference
Prog./Change/Delete		
Program/Change/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination by just pressing the Quick Dial key.	⇒ Chapter 3, “Quick Dial” in the Basic Features manual
Program/Change/Delete Group	If you program several destinations into a Group, you can dial with just a few keystrokes.	⇒ Chapter 3, “Groups” in the Basic Features manual
Change Order of Quick Dial Table	Use this feature to change the order of the registered Quick Dial Table. It would be convenient to list the receivers that you fax to frequently on the first page of the Quick Dial Table.	⇒ p.172 “Changing the Order of the Quick Dial Table”
Program Title of Quick Dial Table	Use this feature to add a name to the title of the Quick Dial Table in order to facilitate finding the desired registered destination.	⇒ p.174 “Programming Title of the Quick Dial Table”
Program/Change/Delete Standard Message	Use this feature to program standard messages to be printed at the top of the first page of the original.	⇒ p.177 “Programming Standard Messages”
Store/Change/Delete Auto Document	Allows you to store a frequently used original in the machine's memory. You can print or send the original directly as necessary.	⇒ p.179 “Storing and Changing an Auto Document”

Feature name	Description	Reference
Program/Change/Delete Scan Size	Register a frequently used original size in advance when you send a message with the Irregular Scan Area function.	⇒ p.183 “Programming and Changing a Scan Size”
Print List/Report	This feature allows you to print various reports and lists manually. You can print the following reports and lists: • Journal (⇒ p.45) • Quick Dial list (⇒ p.187) • Group Dial list (⇒ p.187) • Label Insertion list (⇒ p.187) • Program list(⇒ p.187) • Auto Document list (⇒ p.187)	⇒ p.187 “Reports/Lists”

Feature name	Description	Reference
Gen. Settings/Adjust	Default Transmission Mode and scan settings. When the power is turned on, settings specified here are selected: • Memory/Immediate Transmission Switch • Text Size Priority • Original Type Priority • Auto Image Density • Adjust Scan Density • Switch Title of Quick Dial Table • Switch Display • Adjust Sound Volume • Program Fax Information • Fax Header Print Setting • Auto Reduced Image Setting • Closed Network Priority Setting • Scan End Reset • Mix Original Size Priority Setting • Transmission Stamp Priority • Line Priority Setting • On hook Mode Release Time • Program Economy Time • Quick Operation Key	⇒ p.189 “General Settings/Adjustment”

Feature name	Description	Reference
Reception Mode	Allows you to switch the following reception functions to on or off: • Switch Reception Mode ⇒Chapter 2, “Selecting the Reception Mode” in the Basic Features manual • Authorized Reception (⇒ p.199) • Forwarding (⇒ p.229) • Reception File Print Quantity (⇒ p.230) • 2-Sided Print (⇒ p.141) • Reception Reverse Printing (⇒ p.146) • Paper Tray (⇒ p.232) • G3/G4 Separate Tray (⇒ p.202) • Checkered Mark (⇒ p.139) • Center Mark (⇒ p.140) • Print Reception Time (⇒ p.140)	⇒ p.198 “Reception Mode”

Key Operator Tools

Feature name	Description	Reference
Transmission Page Count	Check the transmission and reception, and totals on the display.	⇒ p.207 “Counters”
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	⇒ p.208 “Forwarding”
Memory Lock Reception	Switch the Memory Lock to on or off. To use it, register an ID for printing a message received in Memory Lock mode.	⇒ p.212 “Memory Lock”
ECM	If a part of the transmission fails due to a telephone line fault, this feature resends the failed part automatically.	⇒ p.214 “ECM”
Parameter Setting	Allows you to change and print the function settings to meet your needs.	⇒ p.216 “Changing the User Parameters”
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have the Special Senders to treated differently.	⇒ p.227 “Programming/Changing Special Senders”
Box Setting	By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.	⇒ p.238 “Box Settings”

Feature name	Description	Reference
Transfer Report	Before using Transfer Request, you need this Transfer Report setting.	⇒ p.255 “Transfer Report”
Program Confidential ID	Register an ID required for Confidential communication.	⇒ p.257 “Programming a Confidential ID”
Program Polling ID	Register an ID required for Polling communication.	⇒ p.259 “Programming a Polling ID”
Program Memory Lock ID	Register an ID required for Memory Lock reception.	⇒ p.260 “Programming a Memory Lock ID”
Select Dial/Push Phone	Select a line type when you connect the machine to G3 analog line.	⇒ p.261 “Selecting Dial/Push Phone”
Program ISDN-G3 Line	Program Own Fax Numbers, and sub-addresses when you connect the machine to ISDN.	⇒ p.263 “Programming ISDN G3 Line”
Program ISDN-G4 Line	Program your Own Fax Number, TID (Terminal ID) and sub-address when you connect the machine to a G4 digital line.	⇒ p.265 “Programming ISDN G4 Line”

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read “Safety Information” in Setup Guide Copier System Edition before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations in this manual might be slightly different from your machine.

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

Fax options are not sold in some areas.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Note

The proper names of the Windows operating systems are as follows:

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me)
- Microsoft® Windows® XP Professional
- Microsoft® Windows® XP Home Edition
- Microsoft® Windows® 2000 Professional
- Microsoft® Windows® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in “Safety Information” in Setup Guide Copier System Edition.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in “Safety Information” in Setup Guide Copier System Edition.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates information or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

[ ]

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's control panel.

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Advanced Features (this manual)

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

Basic Features

The Basic Features manual explains the most frequently used fax functions and operations.

❖ Chapter 1 Getting Started

Describes the parts of the machine and control panel.

❖ Chapter 2 Faxing

Explains about basic transmission. You can also learn about other types of transmissions and how to switch the Reception Modes.

❖ Chapter 3 Registering

Explains how to store, edit and erase names and fax numbers. Quick Dials and Groups are also explained. These functions store numbers and save time when dialing. Also contains information on how to enter letters and symbols.

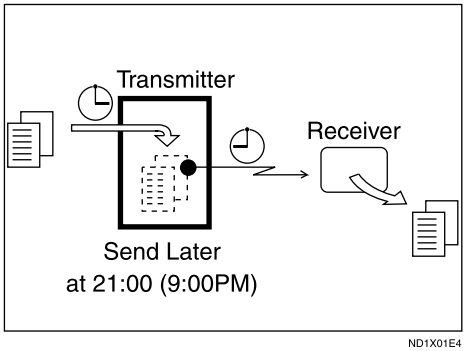
❖ Chapter 4 Troubleshooting

Explains how to adjust the volume of sounds generated by the machine and how to interpret error messages.

1. Transmission Mode

Sending at a Specific Time (Send Later)

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



For convenience, you can program the time when your phone charges become cheaper as the Economy Transmission Time. ⇒ p.196 “Program Economy Time”

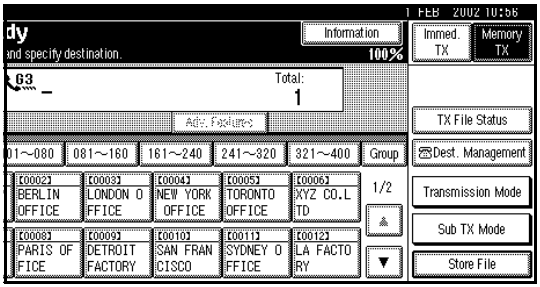
Then if you have a non-urgent fax, just select Send Later with Economy Transmission when you scan it. Faxes will be queued in memory and will be sent during Economy Transmission Time.

Note

- ❒ You can specify a time less than 24 hours.
- ❒ If the current time shown on the display is not correct, change it.⇒ “Timer Setting -- Set Time” in Administrator Reference Copier System Edition
- ❒ This feature is only available with Memory Transmission.

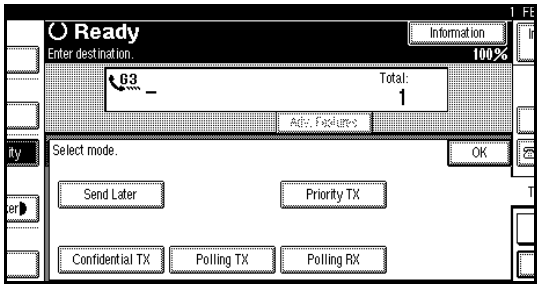
1 **Place your original, and then select any scan settings you require.**

2 **Press [Transmission Mode].**

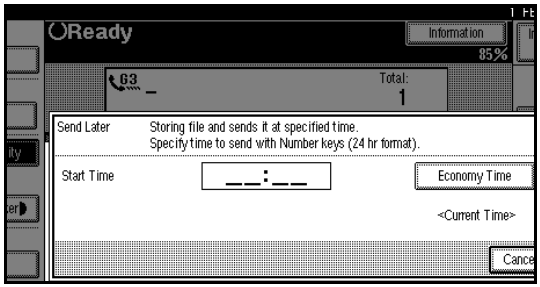


The Transmission Mode menu appears.

3 **Select [Send Later].**



4 **Enter the time with the number keys (24 hr format).**



Note

- ❒ Press **[Economy Time]** to specify the economy time.
- ❒ When entering numbers smaller than 10, add a zero at the beginning.
- ❒ If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.
- ❒ To cancel Send Later, press **[Cancel]** and the display will return to step **3**.

5 **Press [OK].**

The Transmission Mode menu is shown on the display. The **[Send Later]** key is highlighted, and the specified time is shown above.

6 **Press [OK].**

The initial display is shown.

Note

- ❒ To check settings, press **[Transmission Mode]**.

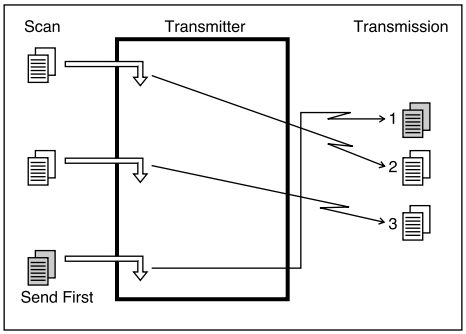
7 **Dial and press the [Start] key.**

Note

- ❒ You can cancel a message transmission set up for Send Later. ⇒ p.32 “Canceling a Transmission”

Priority Transmission

Documents you send with Memory Transmission are sent in the order they are scanned. 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.

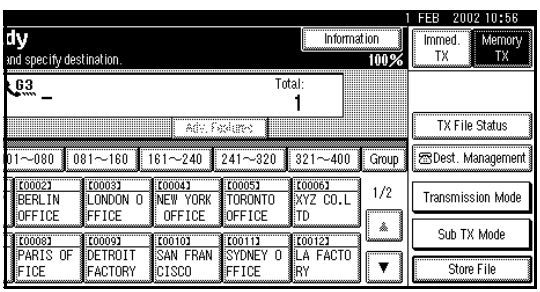


Limitation

- ❒ This feature is not available with Immediate Transmission. If this feature is 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.

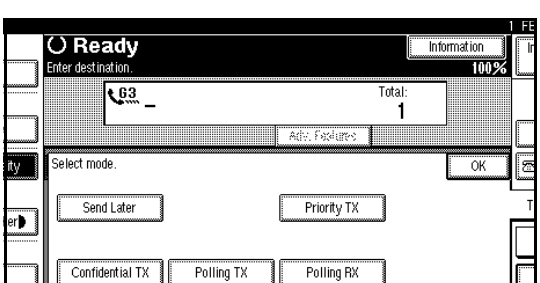
1 **Place your original, and then select any scan settings you require.**

2 **Press [Transmission Mode].**



The Transmission Mode menu appears.

3 **Select [Priority TX].**



4 Press [OK].

The initial display is shown.

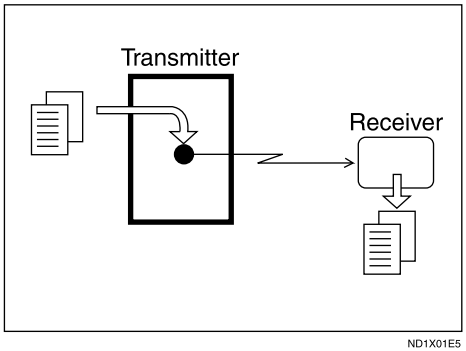
5 Dial, and then press the 【Start】 key.

Note

- ❒ Press **[Change/Stop TX File]** to cancel the transmission.

Confidential Transmission

If you want to limit into who views your message, use this feature. The message will be stored in memory at the other end and will not be printed until an ID is entered.



There are two types of Confidential Transmission:

❖ Default ID

It is not necessary to enter an ID when transmitting.
The other party can print the message by entering the Confidential ID programmed in their machine.

❖ ID Override

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

Limitation

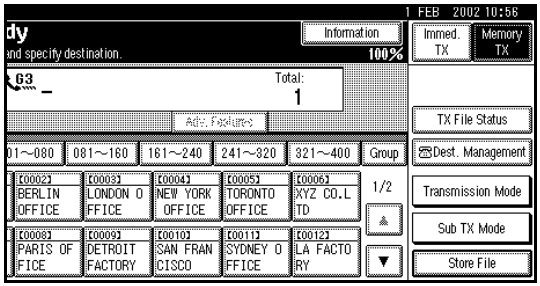
- ❒ The destination machine must be of the same make and have the Confidential Reception feature.
- ❒ The destination machine must have enough memory available.

Note

- ❒ We recommend that you program the Confidential ID beforehand.⇒ p.257 “Programming a Confidential ID”
- ❒ An ID can be any 4 digit number except 0000.
- ❒ When the machine is not the same make, you can use Confidential Transmission using “SUB Code”. ⇒ p.76 “SUB Code”

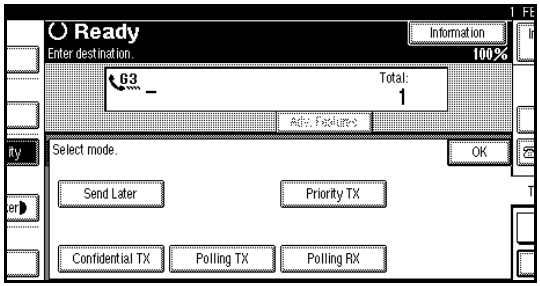
1 **Place your original, and then select any scan settings you require.**

2 **Press [Transmission Mode].**



The Transmission Mode menu appears.

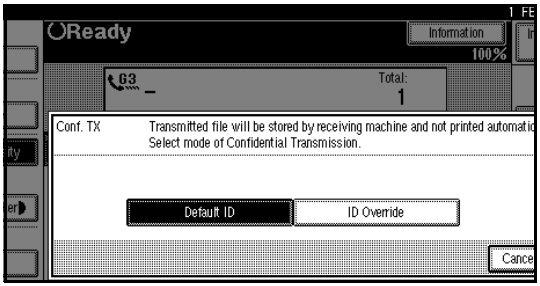
3 **Select [Confidential TX].**



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

Default ID

❶ **Check that [Default ID] is selected.**



Note

- ❒ If **[Default ID]** is not selected, press **[Default ID]**.
- ❒ To cancel Confidential TX, press **[Cancel]**. The display will return to the Transmission Mode menu.

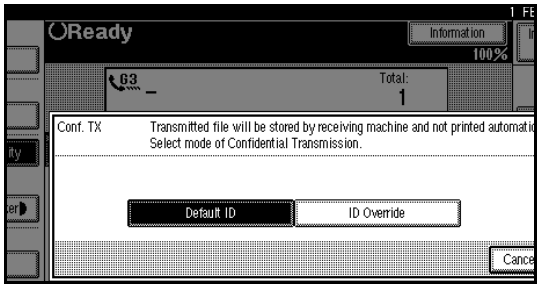
❷ **Press [OK].**

The Transmission Mode menu is shown.

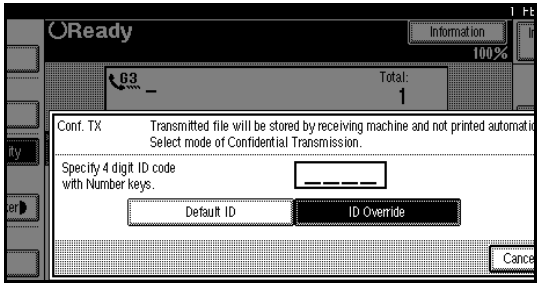
The **[Confidential TX]** key is highlighted, and “Default ID” is shown above.

Override ID

❶ **Press [ID Override].**



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



Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel Confidential TX, press **[Cancel]**. The display will return to the Transmission Mode menu.

❸ **Press [OK].**

The Transmission Mode menu is shown.

The **[Confidential TX]** key is highlighted, and "ID Override" and the Confidential ID you entered is shown above.

5 **Press [OK].**

Note

- ❒ To check settings, press **[Transmission Mode]** .

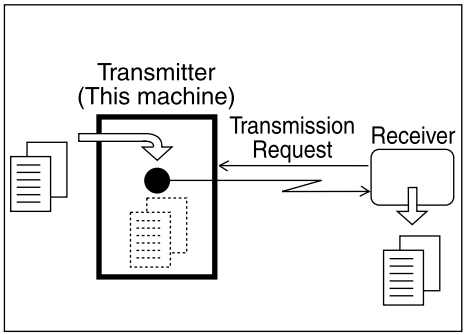
6 **Dial, and then press the 【Start】 key.**

Note

- ❒ For details on canceling a Confidential Transmission, see p.32 "Canceling a Transmission".

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.



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There are three types of Polling Transmission.

❖ Free Polling Transmission

It is not necessary to enter the Polling ID during the procedure.
Anybody can poll the message from your machine. The machine sends it regardless of whether Polling ID's match.

❖ Default ID Transmission

It is not necessary to enter the Polling ID during the procedure.
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.

❖ ID Override 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. If the IDs match, the message is sent. Make sure the other end knows the ID you are using in advance.

Limitation

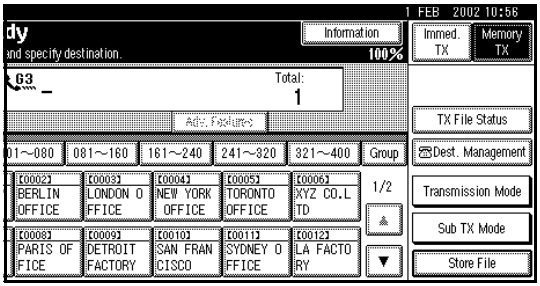
- ❒ Polling Transmission is allowed only if the receiver's machine has the Polling Reception feature.
- ❒ Usually, only machines of the same make that support Polling Reception can perform ID Polling Transmission. However, when the Information Box File functions is used, and the other party's fax machine supports Polling Transmission and the “SEP” feature, you can still carry out a Polling Transmission with an ID. ⇒ p.64 “Information Boxes”

Note

- ❒ Free Polling and Default ID Transmission allow only one file to be stored in memory.
- ❒ ID Override Polling Transmission allows a file to be stored in memory for each ID; a total of up to 400 files (800 with the optional Fax Function Upgrade unit) for varying ID's can be stored.
- ❒ Before using “Default ID Transmission”, you need to program the Polling ID. ⇒ p.259 “Programming a Polling ID”
- ❒ You can set whether a Polling Transmission file is deleted after transmitting in “User Parameters”. To save the file to transmit repeatedly, set to “Standby (Save)”.⇒ p.216 “Changing the User Parameters” (Switch 11, Bit7)
- ❒ A Polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.
- ❒ The communication fee is charged to the receiver.

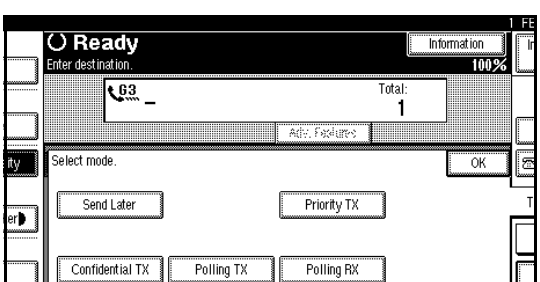
1 **Place your original, and then select any scan settings you require.**

2 **Press [Transmission Mode].**



The Transmission Mode menu appears.

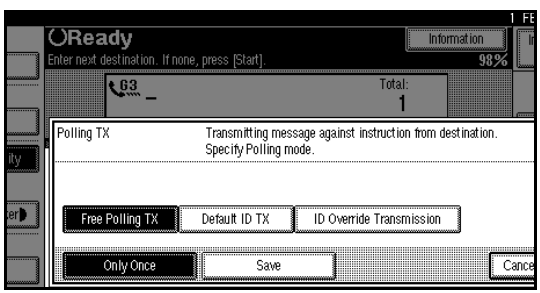
3 **Select [Polling TX].**



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

Free Polling TX

❶ **Check that [Free Polling TX] is selected.**

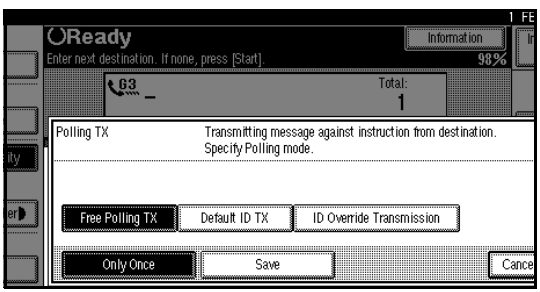


Note

❒ If **[Free Polling TX]** is not selected, press **[Free Polling TX]**.

Default ID TX

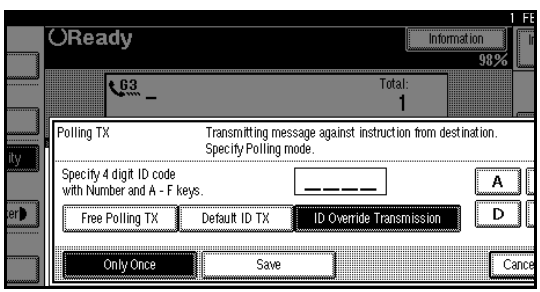
❶ **Select [Default ID TX].**



ID Override Transmission

❶ **Select [ID Override Transmission].**

❷ **Specify a 4 digit ID Code with the number keys and the [A], [B], [C], [D], [E] and [F].**



Note

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

5 **Press [Only Once] or [Save] to delete or save the file after transmission.**

Note

❒ To delete the original immediately after transmission, select **[Only Once]**.

❒ To repeatedly send the original, select **[Save]**.

❒ To cancel the Polling Transmission, press **[Cancel]**. The display will return to the Transmission Mode menu.

6 **Press [OK].**

The Transmission Mode menu is shown.

The **[Polling TX]** key is highlighted, and the specified mode is shown above.

7 **Press [OK].**

The initial display is shown.

8 **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.216 “Changing the User Parameters” (Switch11, Bit7)

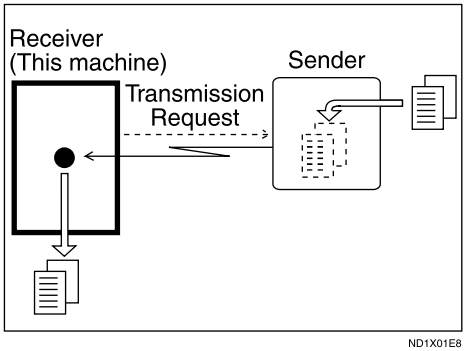
Note

❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch03, Bit6)

❒ You can set whether a portion of the sent image is printed on the report with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch04, Bit7)

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).



There are two types of Polling Reception.

❖ Default ID/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).

❖ ID Override 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).

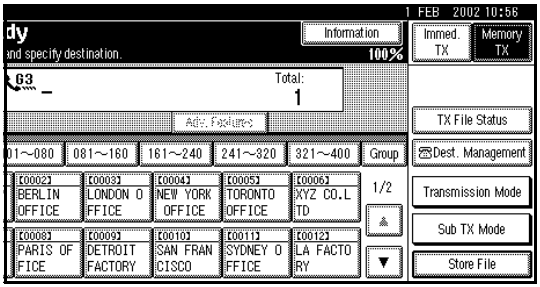
Limitation

- For ID Polling Reception, program a Polling ID in advance. ⇒ p.259 “Programming a Polling ID”
- Polling Reception requires that the other machine can perform Polling Transmission.
- To receive a message sent by any Default ID Polling Transmission or ID Override Polling Transmission, it is necessary to specify the same Polling ID as the sender's.
- 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 Transmissions and the “SEP” function, and also has stored IDs. You can still perform Polling Reception. ⇒ p.78 “SEP Code”
- To receive a message sent by any Free Polling Transmission, it is not necessary to specify the same Polling ID as the sender's.

Note

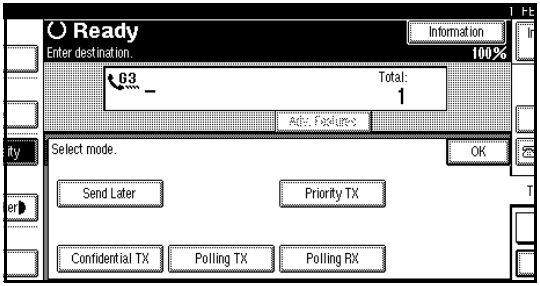
- A Polling ID may be any four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

1 Press [Transmission Mode].



The Transmission Mode menu appears.

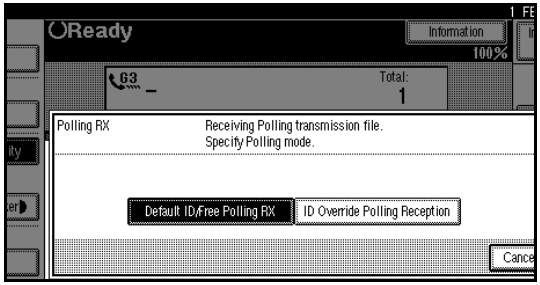
2 Select [Polling RX].



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

Default ID/Free Polling RX

❶ **Check that [Default ID/Free Polling RX] is selected.**

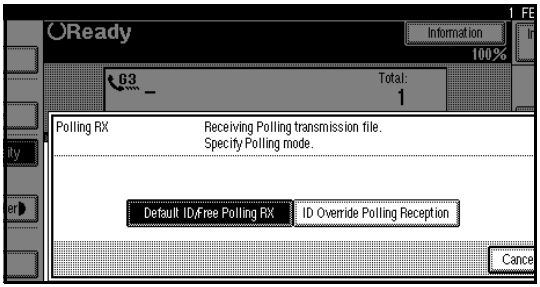


Note

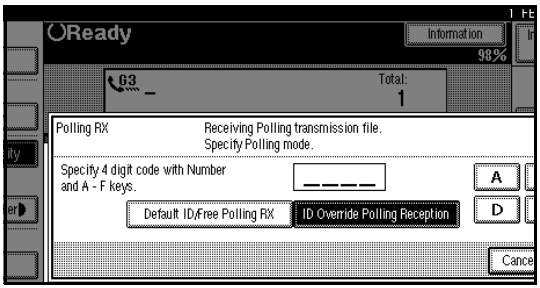
- ❒ If **[Default ID/Free Polling RX]** is not selected, press **[Default ID/Free Polling RX]**.
- ❒ To cancel the Polling Reception, press **[Cancel]**. The display will return to the Transmission Mode menu.

ID Override Polling Reception

❶ **Press [ID Override Polling Reception].**



❷ **Specify a 4 digit ID Code with the number keys and the [A], [B], [C], [D], [E] and [F].**



Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel the Polling Reception, press **[Cancel]**. The display will return to the Transmission Mode menu.

4 Press [OK].

The Transmission Mode menu is shown. The **[Polling RX]** key is highlighted, and the specified mode is shown.

5 Press [OK].

The initial display is shown.

6 Dial, and then press the 【Start】 key.

Polling Reserve Report

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

Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch03, Bit3)

Polling Result Report

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

Note

- ❒ You can also check the result of a Polling Reception with the Journal.⇒ p.45 “Printing the Journal”
- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch03, Bit4)

2. Checking and Canceling Transmission Files

After you have pressed the **【Start】** key (after scanning originals), you can check and edit the destination or settings of Memory Transmission. You can also cancel a transmission, change the settings of a transmission, print a stored file, print a list of stored files and resend a file which failed to transmit.

This feature is available for Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception and Polling Transmission.

Limitation

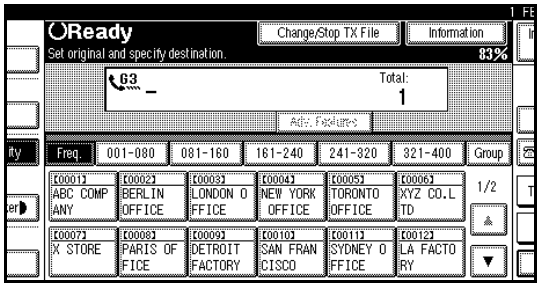
- ❒ You cannot check or edit a file being sent or received. Also a Confidential Transmission file or stored file to be printed as a report cannot be checked or edited.

Note

- ❒ There is no file being sent, received or stored by Memory Transmission, if **[Change/Stop TX File]** does not appear on the display. ⇒ Chapter 2, “Memory Transmission” in the Basic Features manual

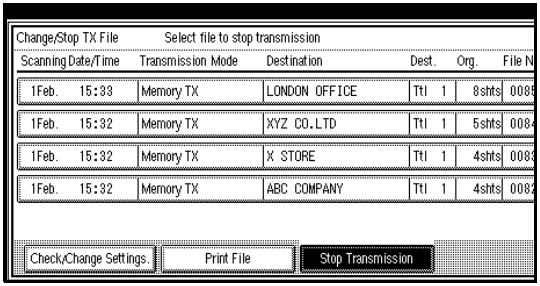
Checking Destinations

1 **Press [Change/Stop TX File].**

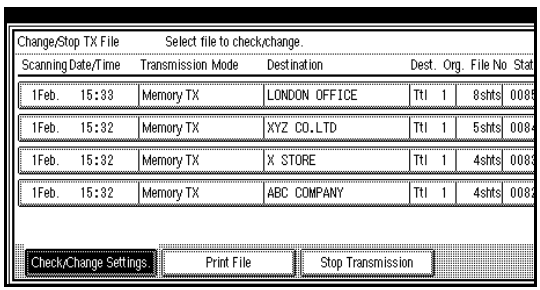


2 **Select [Check/Change Settings].**

Scanning date/time, transmission mode, destination, total number of destinations, total number of originals, file number and Status are displayed.



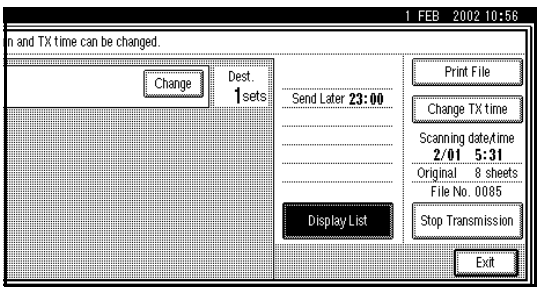
3 **Select files to be changed or checked.**



Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ If there are multiple destinations for a file, only the destination selected first is displayed.
- ❒ If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.

4 **Check a file, and then press [Exit].**



5 **Press [Exit].**

The initial display is shown.

Canceling a Transmission

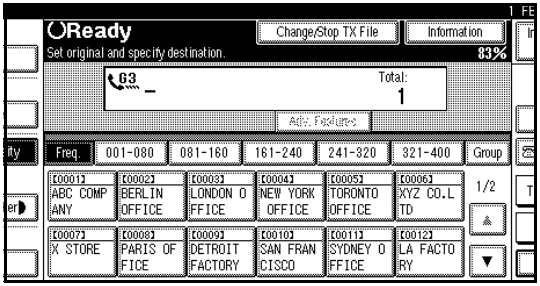
You can cancel a transmission of a file when the file is being sent, stored in memory or fails to transmit. All the scanned data is deleted from memory.

You can cancel a file for Memory Transmission. This feature is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing originals in memory. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and delete it.

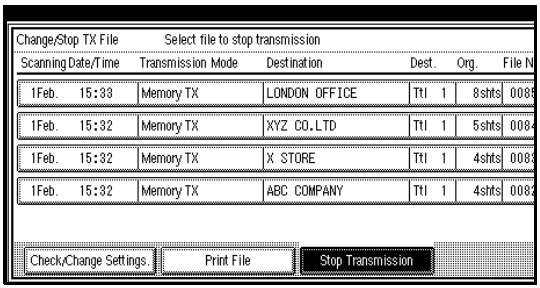
Note

- ❒ If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and will be received at the other end.
- ❒ If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.

1 **Press [Change/Stop TX File].**



2 **Select the files whose transmission you want to cancel.**

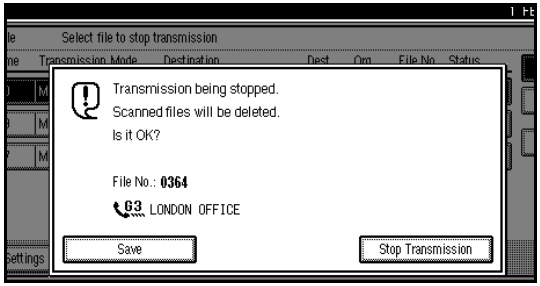


Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To display only the files being sent, press **[Files under TX]**.
- ❒ If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.
- ❒ If there are multiple destinations for a file, only one destination can be displayed. To display all destinations, press **[Check/Change Settings]**.

3 **Press [Stop Transmission].**

The file you selected to stop transmitting is deleted.



Note

- ❒ To not cancel Transmission, press **[Save]**.
- ❒ To cancel another transmission, repeat from step **2**.

4 **Press [Exit].**

The initial display is shown.

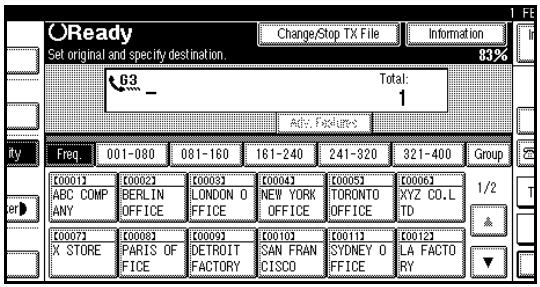
Deleting a Destination

You can delete destinations.

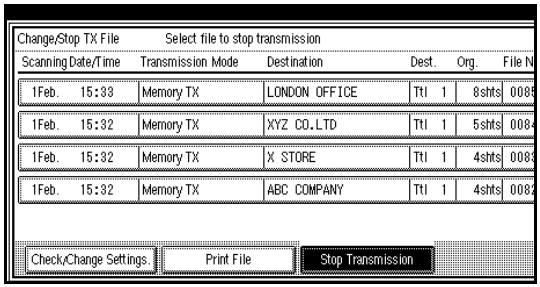
Note

- ❒ If you delete a destination that is the only destination for a transmission, the transmission is canceled.

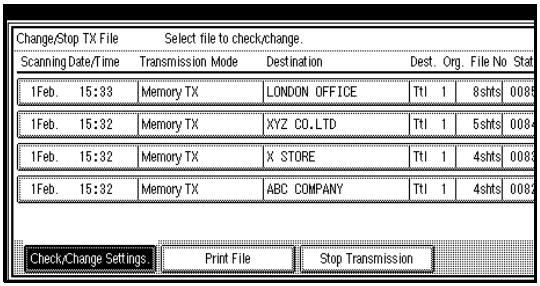
1 Press **[Change/Stop TX File]**.



2 Press **[Check/Change Settings]**.



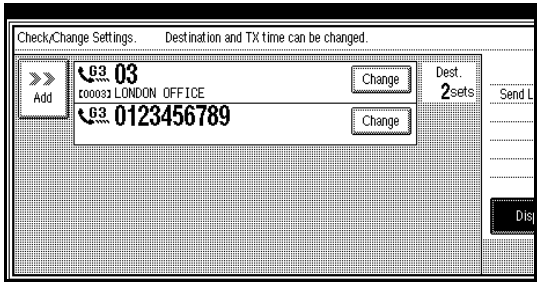
3 Select the file from which you want to delete a destination.



Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To display only the files being sent, press **[Files under TX]**.

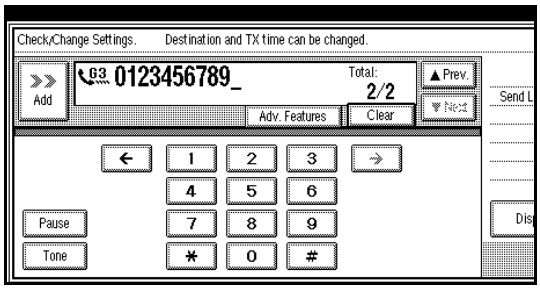
4 **Press [Change] for the destination you want to delete.**



Note

❒ If the desired destination is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [Clear] to delete the destination.**



6 **Press [Exit].**

Note

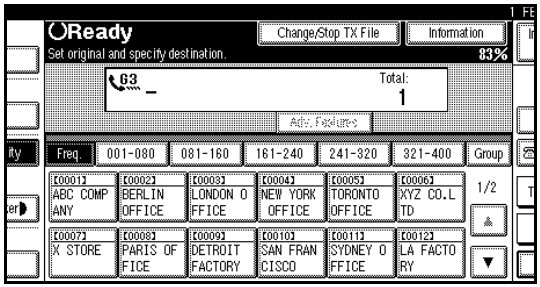
❒ To delete another destination, repeat from step **3**.

7 **Press [Exit].**

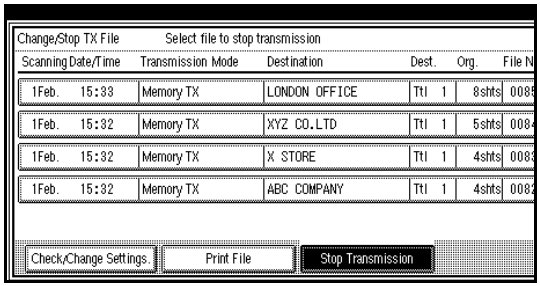
The initial display is shown.

Adding a Destination

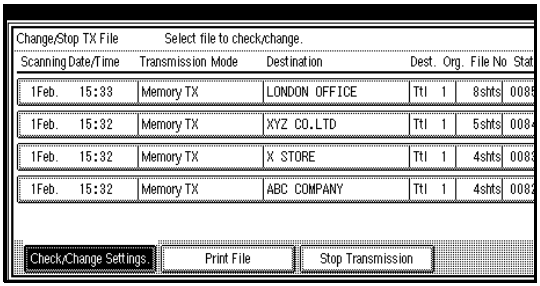
1 Press **[Change/Stop TX File]**.



2 Press **[Check/Change Settings]**.



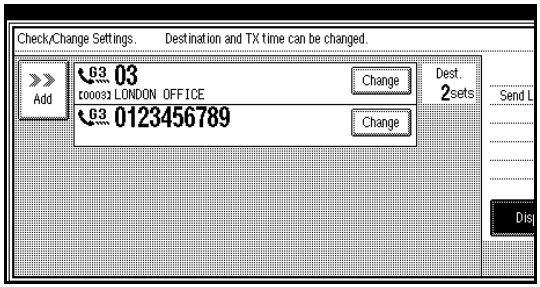
3 Select the file to which you want to add a destination.



Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To display only the files being sent, press **[Files under TX]**.

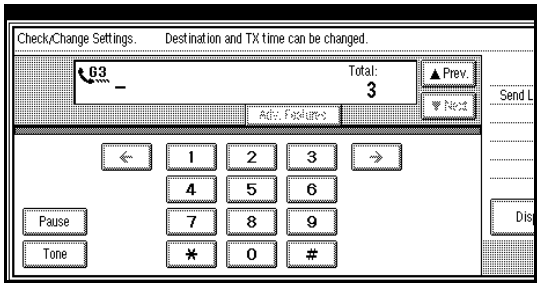
4 **Press [Add].**



Note

❒ If a destination is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Specify the destination.**



Note

❒ You can specify the destination using the number keys.

6 **Press [Exit].**

Note

❒ Repeat steps **4** and **5**, if you want to add another destination.

7 **Press [Exit].**

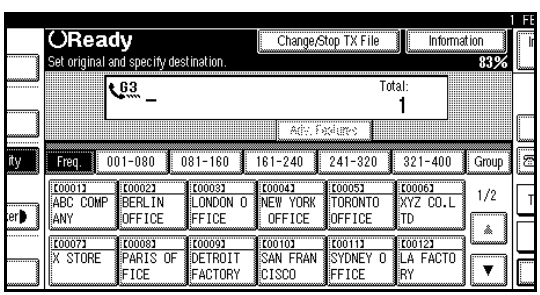
The initial display is shown.

Changing the Transmission Time

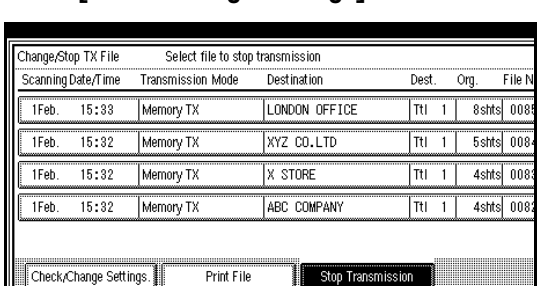
You can change the transmission time which has been specified with Send Later.⇒ p.15 “Sending at a Specific Time (Send Later)”

You can also delete the transmission time. When the transmission time is deleted, the file is transmitted immediately.

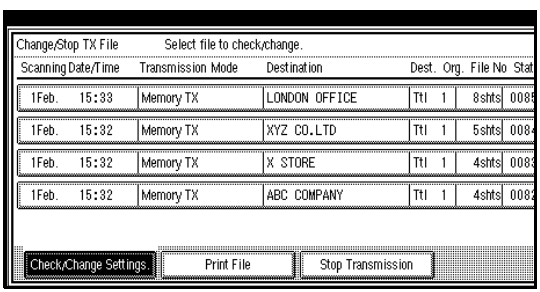
1 **Press [Change/Stop TX File].**



2 **Press [Check/Change Settings].**



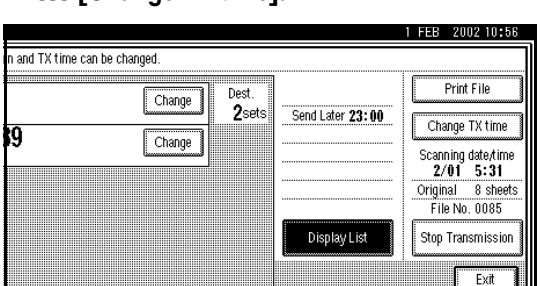
3 **Select the file for which you want to change or cancel the transmission time.**



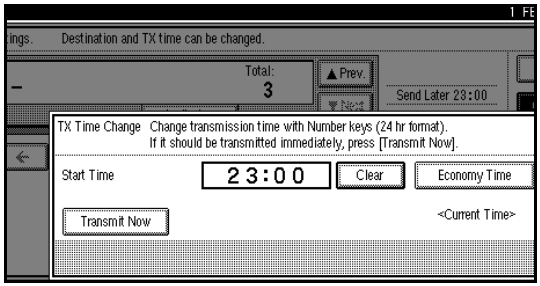
Note

- ❒ If a desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To display only the files being sent, press **[Files under TX]**.

4 **Press [Change TX time].**



5 **Press [Clear], and then reenter the transmission time using the number keys or select [Economy Time].**



Note

- ❒ The time already specified is shown.
- ❒ If you select **[Economy Time]**, the economy time already specified is entered.⇒ p.189 "General Settings/Adjustment"
- ❒ If you press **[Transmit Now]**, the file is transmitted immediately. However, if there is a file on standby that file is sent first.

6 **Press [OK].**

7 **Press [Exit].**

Note

- ❒ Repeat from step **3**, if you want to change another transmission time.

8 **Press [Exit].**

The initial display is shown.

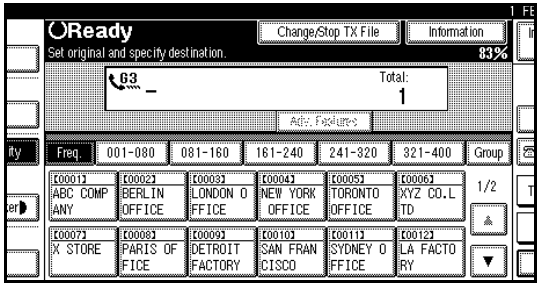
Printing a File

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

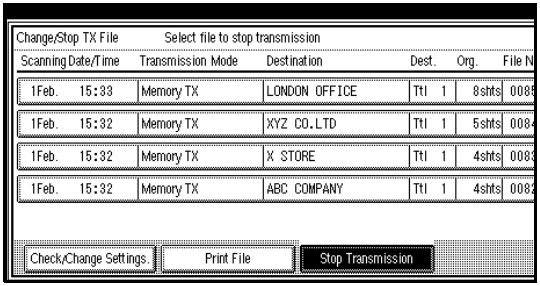
Limitation

- ❒ Polling Transmission files are not displayed in the list. Confidential Transmission files are displayed, but cannot be printed.

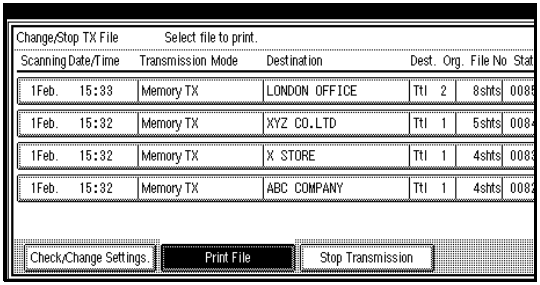
1 Press [Change/Stop TX File].



2 Press [Print File].



3 Select the file you want to print.



Note

- ❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.
- ❒ If you want two sided printing (option), press **[Print 2 Sides]**.
- ❒ To cancel printing, press **[Cancel]**. The display will return to step 3.

4 Press the 【Start】 key.

Note

- ❒ To cancel a file from printing, press **[Stop Printing]**. The display will return to step 3.
- ❒ Repeat from step 3, if you want to print another file.

5 Press [Exit].

The initial display is shown.

Re-sending a File

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

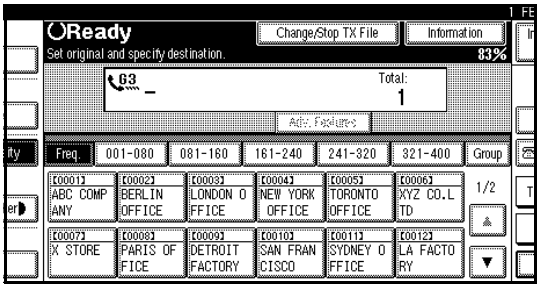
Preparation

❒ You should select “Store for 24 hours” for “Store a message that could not be transmitted” in User Parameters.⇒ p.216 “Changing the User Parameters” (Switch 24, Bit0)

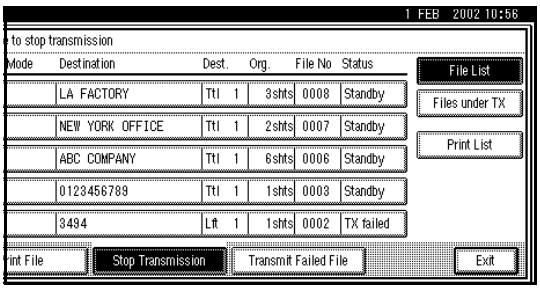
Note

❒ If you select the failed transmission file, you can resend it. This feature allows you to transmit a fax message again. These files will be kept for either 24 or 72 hours depending on how you program this feature. ⇒ p.216 “Changing the User Parameters” (Switch24, Bit1,0)

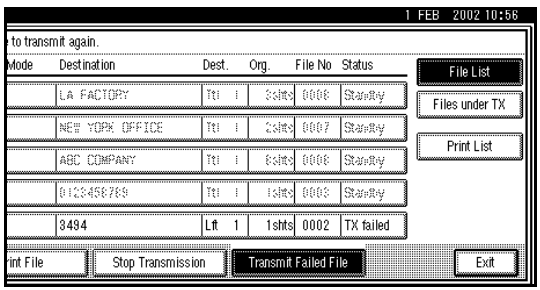
1 Press [Change/Stop TX File].



2 Press [Transmit Failed File].



3 Select a file you want to resend.



Note

- ❒ "TX failed" is displayed for files that could not be sent.
- ❒ If a desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ If there are multiple destinations for a file, only the destination selected first is displayed.
- ❒ If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.

4 Press [OK].

Note

- ❒ To add destinations, press **[Add]** and specify the destinations.
- ❒ To cancel transmissions, press **[Cancel]**. The display will return to step 3.
- ❒ Repeat from step 3 to resend another file.

5 Press [Exit].

The initial display is shown.

Transmission starts.

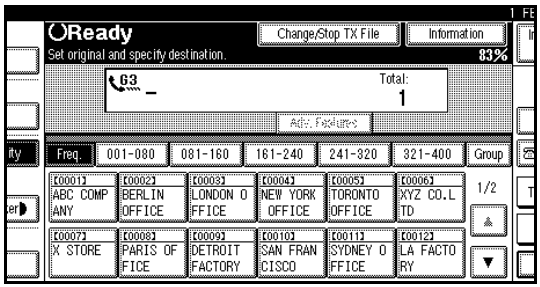
Printing a List of Files in Memory (Print TX File List)

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

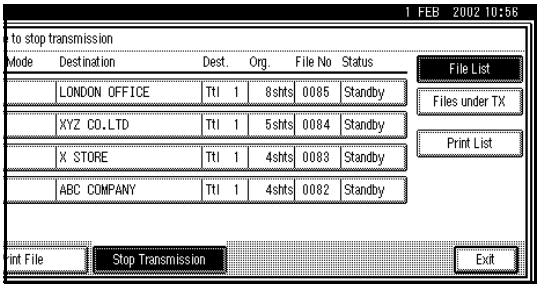
Note

- ❒ The contents of a file stored in memory can also be printed. ⇒ p.40 “Printing a File”

1 **Press [Change/Stop TX File].**



2 **Press [Print List].**



Note

- ❒ To cancel printing, press **[Cancel]**. The display will return to step **2**.

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

Note

- ❒ To cancel printing, press **[Stop Printing]**. The display will return to step **2**.

4 **Press [Exit].**

The initial display is shown.

3. Communication Information

Printing the Journal

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

If the machine is installed with the optional ISDN Unit or the optional Extra G3 Interface Unit, you can print the Journal of each line type.

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

Important

- ❒ The contents of a Journal printed automatically are deleted after printing. If you administer the history of transmissions and receptions, we recommend that you keep the Journal. You can check a total of 200 communications (1,000 with the optional Fax Function Upgrade unit) (receptions+transmissions) on the display.

❖ All

Prints the results of communications in the order made.

❖ Print per File No.

Prints only the results of communications specified by file number.

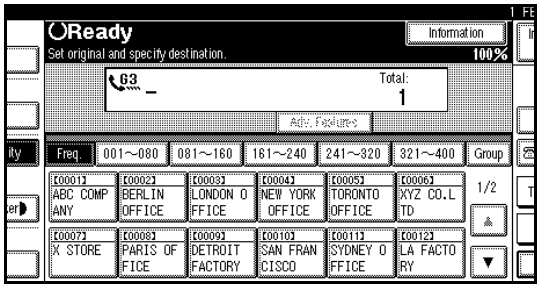
❖ Print per User Code

Prints only the results of communications for a specified User Code. ⇒Chapter 1 “Reading the Display Panel and Using Keys -- User Code Management” in the Basic Features manual

Note

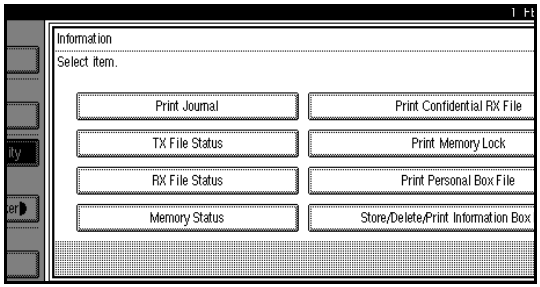
- ❒ The Journal is printed automatically after every 50 communications (receptions+transmissions).
- ❒ The sender's name column of the Journal is useful when you need to program a special sender.
- ❒ If you do not want the Journal printed, you can turn it off. ⇒ p.216 “Changing the User Parameters” (Switch03, Bit7)
- ❒ You can set whether the Journal is automatically printed after every 50 communications in User Parameters.⇒ p.216 “Changing the User Parameters” (Switch03, Bit7)
- ❒ You can set whether you print the Journal by line type.⇒ p.216 “Changing the User Parameters” (Switch19, Bit1)

1 **Press [Information].**

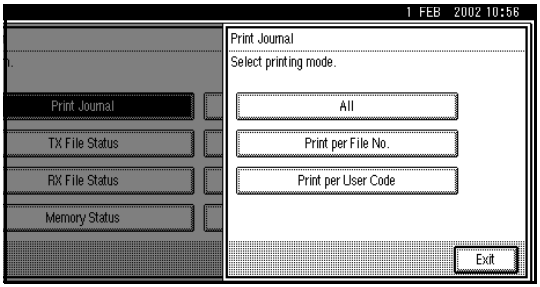


The Information menu is shown.

2 **Select [Print Journal].**



3 **Select a printing mode.**

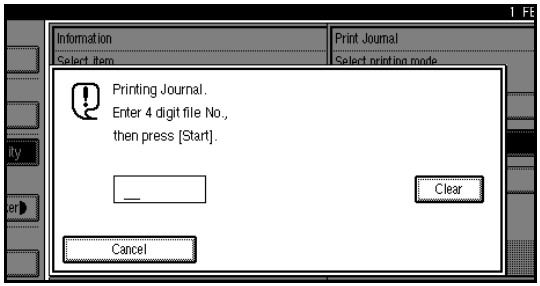


Selecting **[All]**

❶ **Press [All].**

Selecting **[Print per File No.]**

1. **Press [Print per File No.].**
2. **Enter a 4 digit file number.**

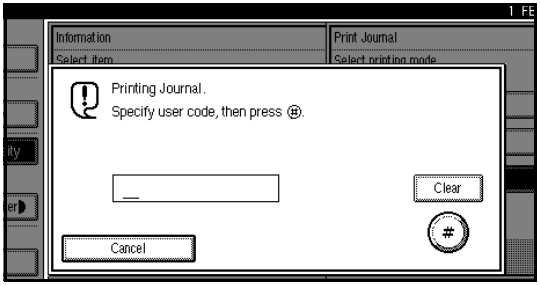


Note

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

Selecting **[Print per User Code]**

1. **Press [Print per User Code].**
2. **Specify an 8 digit User Code with the number keys.**



Note

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

3. **Press [#].**
4. **Check the User Code shown on the display.**

Note

- To cancel printing, press **[Cancel]**. The display will return to step 3.

4 **Press the 【Start】 key.**

Note

❒ To cancel a file printing, press **[Stop Printing]** and the display will return to step **3**.

5 **Press [Exit].**

6 **Press [Exit].**

The initial display is shown.

Checking the Transmission Result (TX File Status)

You can browse a part of the Transmission Result Report on the display.

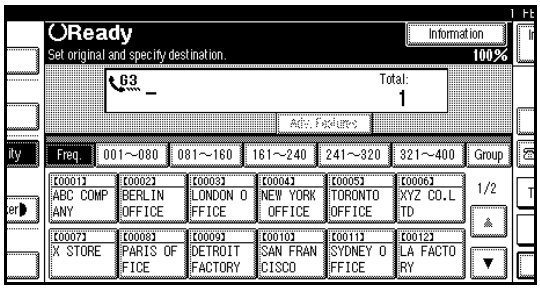
Limitation

- ❒ 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.

Note

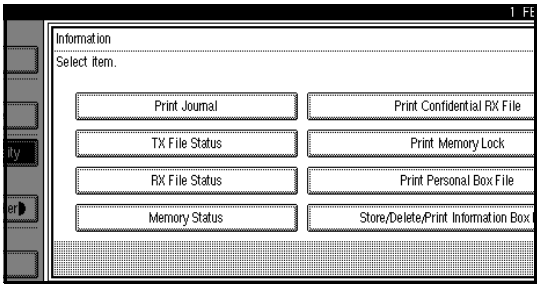
- ❒ Only the transmission result of the last 200 communications are shown.

1 **Press [Information].**



The Information menu is shown.

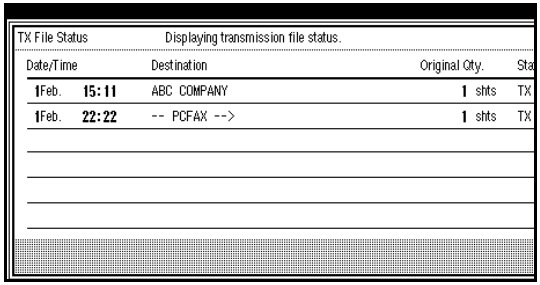
2 **Select [TX File Status].**



Transmission results are displayed from the latest result in groups of six.

Scanning date/time, destination, originals quantity, file number and status are displayed.

3 **Check the transmission results, and then press [Exit].**



Note

- ❒ If a desired transmission result is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ “Destination” shows the fax number of a sender or Fax Header information. For a transmission from a computer, “-- PCFAX -->” is shown.

4 **Press [Exit].**

The initial display is shown.

Checking the Reception Result (RX File Status)

You can browse a part of the Reception Result Report on the display.

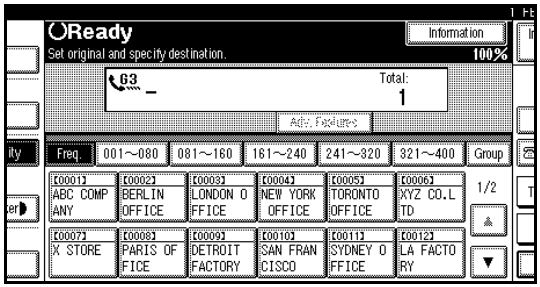
Limitation

- ❒ 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.

Note

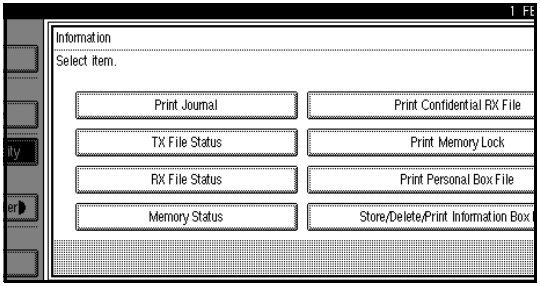
- ❒ Only the reception result of the last 200 communications are shown.

1 **Press [Information].**



The Information menu is shown.

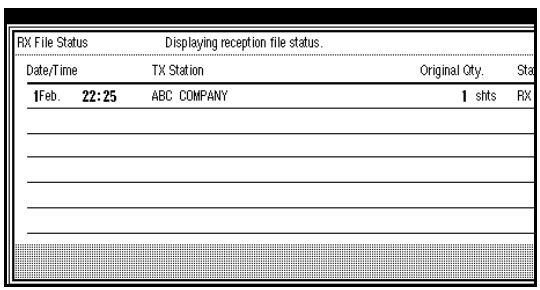
2 **Select [RX File Status].**



Reception results are displayed from the latest result in groups of six.

Scanning date/time, Transmission Station, originals quantity, file number and Status are displayed.

3 **Check the reception results, and then press [Exit].**



Note

- ❒ If a desired reception result is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ TX Station shows the fax number of a sender or Fax Header information.

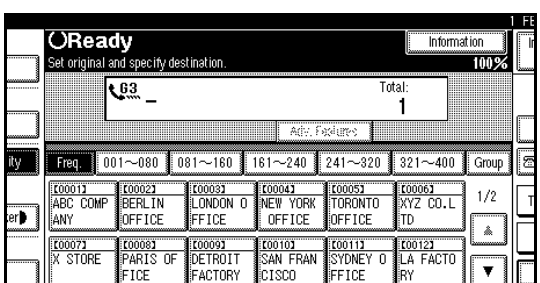
4 **Press [Exit].**

The initial display is shown.

Displaying the Memory Status

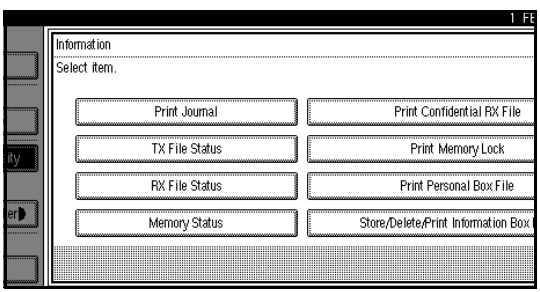
Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of received Confidential Messages, the number of files to be sent, the number of Memory Lock files and the number of received messages to be printed.

1 **Press [Information].**

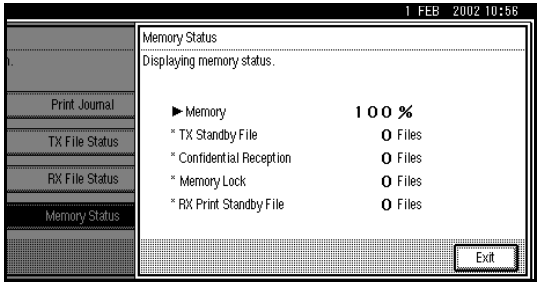


The Information menu is shown.

2 **Select the [Memory Status] function number with the number keys.**



3 **Check the memory status, and then press [Exit].**



Note

❒ "Others" will be displayed:

- When storing attachment files. ⇒ p.179 "Storing and Changing an Auto Document"
- When storing Transfer Request files. ⇒ p.82 "Transfer Request"
- When storing originals in the Information Boxes. ⇒ p.64 "Information Boxes"
- When sending to the Personal Box. ⇒ p.60 "Personal Boxes"

4 **Press [Exit].**

The initial display is shown.

Printing a Confidential Message

This feature is designed to prevent unauthorized users from reading your messages. 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.257 "Programming a Confidential ID"

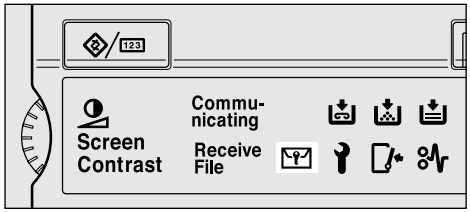
Important

- ❒ If the main power switch is off more than 1 hour, all Confidential Messages are deleted. In that case, use the Power Failure Report to identify which messages have been deleted. ⇒ p.279 "Power Failure Report"

Limitation

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

1 Confirm that the Confidential File indicator is lit.



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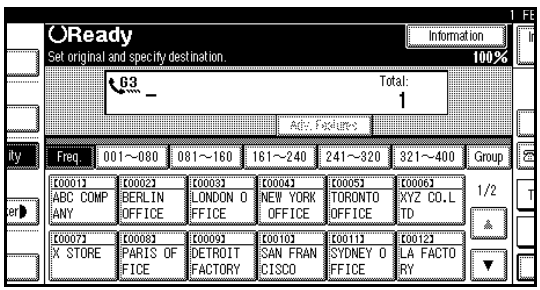
Note

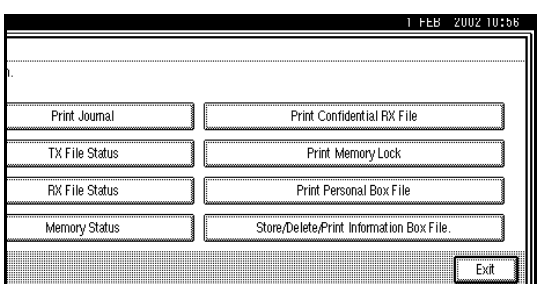
- ❒ If the machine received a message with SUB Code, the Confidential File indicator also lights.
- ❒ Print a message with SUB Code using the **[Print Personal Box File]** function. ⇒ p.61 "Printing Personal Box Messages"

2 **Press [Information].**

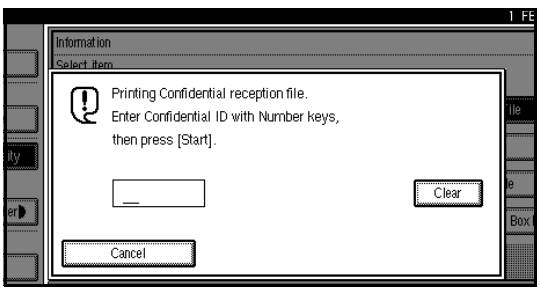


The Information menu is shown.

3 **Select [Print Confidential RX File].**



4 **Enter a 4 digit Confidential ID with number keys.**



The Confidential ID is not shown on the display.

Note

- ❒ You must enter the Confidential ID programmed in this machine when the received file has no Confidential ID.
- ❒ You must enter the Confidential ID programmed by the sender. Confirm the sender's Confidential ID in advance.
- ❒ If no Confidential Messages have been received, the message "`No reception file`." is shown. Press **[Exit]**.
- ❒ If the Confidential IDs or Personal Confidential IDs do not match, the message "`No reception file under specified Confidential ID.`" is displayed. Press **[Exit]** to cancel the operation, and then check the Confidential ID or Personal Confidential ID with the other party and try again.

5 **Press the 【Start】 key.**

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

6 **Press [Exit].**

The initial display is shown.

If you cannot print confidential files even if the Confidential File (✉) indicator is lit.

The Confidential File indicator also lights if the machine received a message with a SUB Code. Check the Personal Boxes.

Note

❒ Print from the Personal Box, when a file has been sent from another party with a SUB Code attached.⇒ p.60 “Personal Boxes”

Confidential File Report

When this function is turned on, this report is printed whenever your machine receives a Confidential Message.

Note

❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch04, Bit0)

Printing a File Received with Memory Lock

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

Preparation

- ❒ Before using this function, program your Memory Lock ID.⇒ p.260 “Programming a Memory Lock ID”
- ❒ Before using this function, set Confidential Transmissions to On.

Important

- ❒ If the main power switch is turned off for more than an hour, all messages protected by Memory Lock will be deleted. In that case, the Power Failure Report will be printed so you can confirm which messages have been deleted. ⇒ p.279 “Power Failure Report”
- ❒ Set Confidential Transmissions to ON.

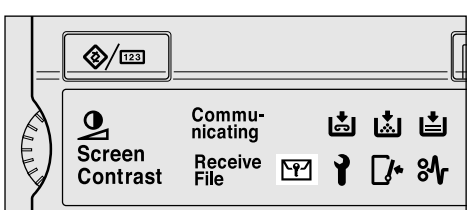
Limitation

- ❒ Messages received by Polling Reception are automatically printed even if this feature is switched on.

Note

- ❒ You can also apply a Memory Lock to messages that come only from certain senders. ⇒ p.223 “Special Senders to Treat Differently”

1 Confirm that the Confidential File indicator is blinking.



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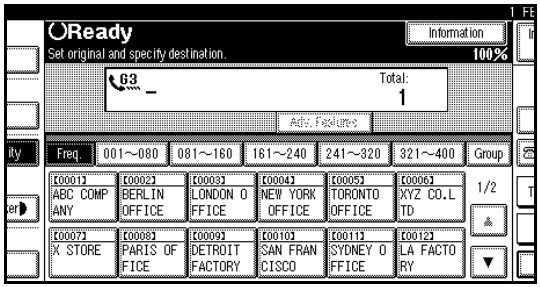
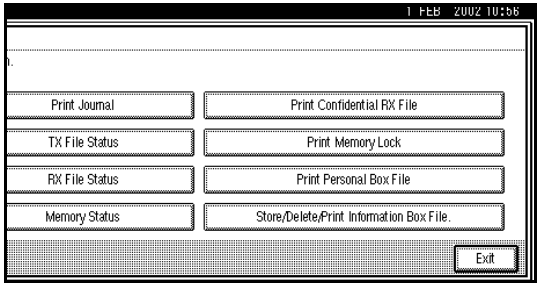
2 **Press [Information].**

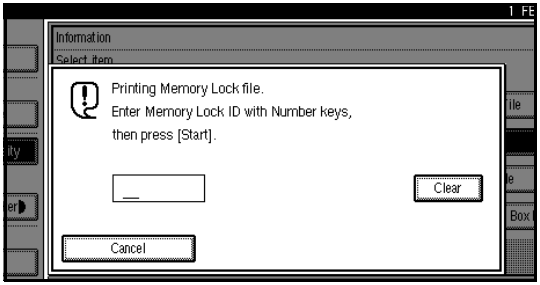


The Information menu is shown.

3 **Select [Print Memory Lock].**



4 **Enter a 4 digit Memory Lock ID with the number keys.**



The Memory Lock ID is not shown on the display.

Note

- ❒ If no messages were received while Memory Lock was switched on, the message "`No reception file.`" is shown. Press **[Exit]**.
- ❒ If the Memory Lock ID does not match, the message "`Specified code does not correspond to programed Memory Lock ID.`" is shown. Press **[Exit]** and retry after checking the Memory Lock ID.

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

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

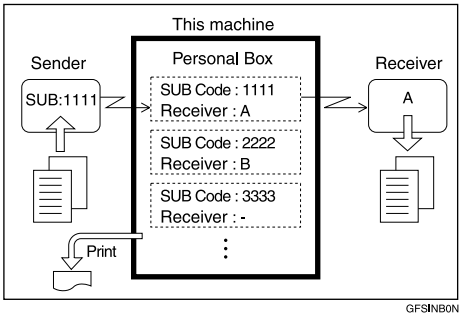
6 **Press [Exit].**

The initial display is shown.

Personal Boxes

Personal Boxes

This feature lets you set up the machine so that incoming messages addressed to certain users are stored in memory instead of being printed out immediately. Each user must be assigned a SUB Code (Personal Code) that has been designated as a Personal Box beforehand. When the other party sends their message, they specify the SUB Code of the user to which they are sending the message. When the message is received, it is stored in the Personal Box with the matching SUB Code. In order to print a message received into a Personal Box, you must enter the SUB Code assigned to that Personal Box. This enables several individuals or departments to share a single fax machine yet be able to differentiate between messages. Furthermore, if you specify a receiver for the Personal Box, instead of being stored in memory, incoming messages with this SUB Code appended are forwarded directly to the destination you specify.



Note

- ❒ To be able to receive messages into a Personal Box you must inform the sender of the SUB Code registered for that Personal Box and ask them to send the message using SUB Code Transmission with that SUB Code. ⇒ p.76 “SUB Code”
- ❒ When messages have been received into Personal Boxes, the Confidential Reception/Memory Lock indicator lights and the Confidential File Report is printed. ⇒ p.57 “Confidential File Report”

❒ If a Personal Box is assigned a receiver, incoming messages are transferred to that receiver with a Forwarding Mark stamped on them⇒ p.208 “Forwarding”. If a receiver is not assigned, see p.61 “Printing Personal Box Messages” for how to print these messages.

Printing Personal Box Messages

Follow these steps to print a message that has been received into a Personal Box.

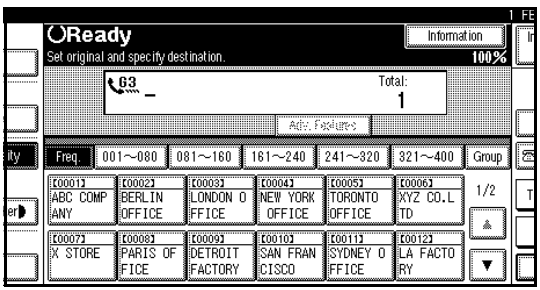
Preparation

❒ Before using this function, set the Personal Box in advance.⇒ p.238 “Box Settings”

Note

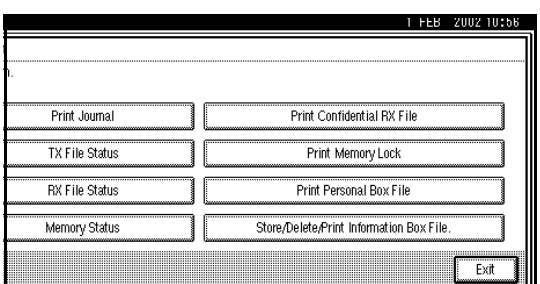
❒ If you print a Personal Box message, it is deleted.

1 **Press [Information].**

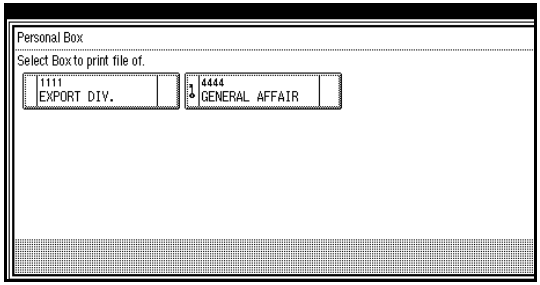


The Information menu is shown.

2 **Select [Print Personal Box File].**



3 **Select the box with the message you want to print.**



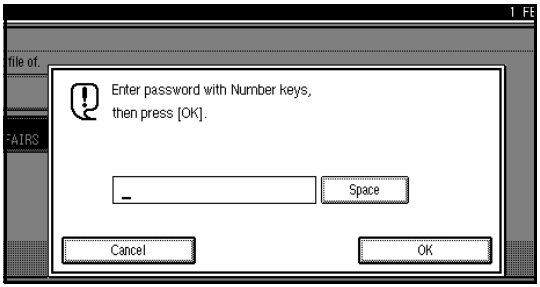
Note

- ❒ If a desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

When a password is required

The screen is displayed, when the selected Personal Box password is set in advance. The password is registered in "Key Operator Tools". ⇒ p.239 "Programming/Editing Personal Boxes"

❶ **Enter a password.**



❷ **Press [OK].**

Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel entering a password, press **[Cancel]**. The display will return to step **3**.

4 **Press the 【Start】 key.**

The received messages are printed.

Note

- ❒ To stop printing, press **[Stop Printing]**. The display will return to step **3**.

5 **Press [Exit].**

Note

- ❒ If there are messages in other Personal Boxes, the display will return to step **3**. Repeat from step **3** to print another file.

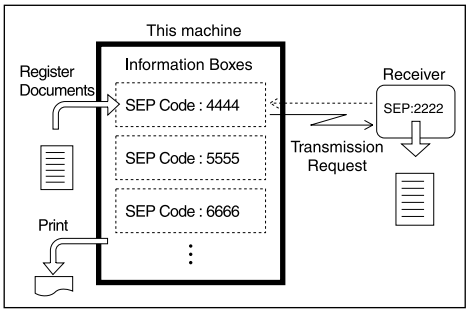
6 **Press [Exit].**

The initial display is shown.

Information Boxes

Information Boxes

Use the Information Box feature to set up the machine as a Fax Information service or Document Server. By scanning documents into Information Boxes, other parties can receive these messages whenever they request them.



Note

- ❒ Program documents for this feature using the *"Storing Messages in Information Boxes"* ⇒ p.65
- ❒ For other parties to be able to retrieve a message programmed in an Information Box, you need to inform them of the SEP Code assigned to that Information Box.
- ❒ When a SEP Code Polling Reception request is made by another party, the SEP Code they specify is compared with the SEP Codes programmed in that Information Boxes. If a code matches, the message stored in the Information Box is sent to the other party automatically.
- ❒ To check on the contents of Information Boxes, use *"Printing Information Box Messages"* ⇒ p.67
- ❒ You can set a password for Information Boxes in advance. A password can be set in "Key Operator Setting". ⇒ p.244 "Programming/Editing Information Boxes"

Storing Messages in Information Boxes

Follow these steps to store a message in an Information Box.

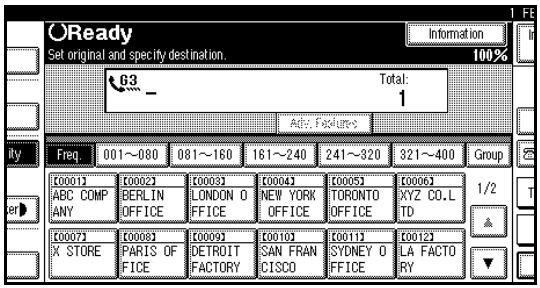
Preparation

- ❒ Before using this function, set the Information Box in advance. ⇒ p.244 “Programming/Editing Information Boxes”

Note

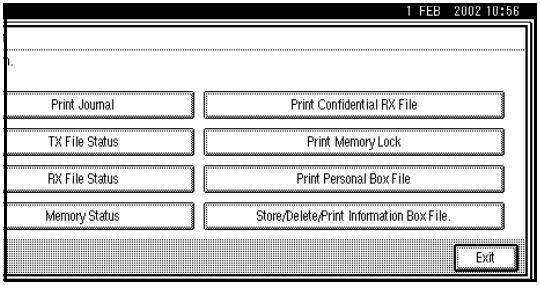
- ❒ One Information Box stores one file.
- ❒ The stored file is not deleted automatically. If you want to delete a stored file. ⇒ p.70 “Deleting Information Box Messages”

1 **Press [Information].**

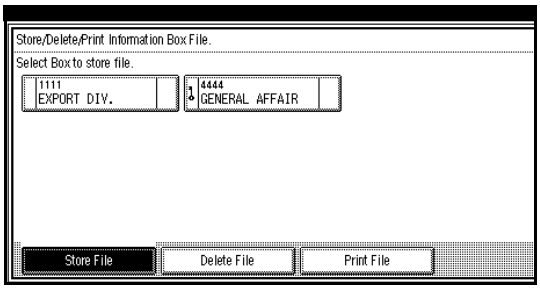


The information menu is shown.

2 **Select [Store/Delete/Print Information Box File.].**



3 **Select the box in which you want to store the file.**

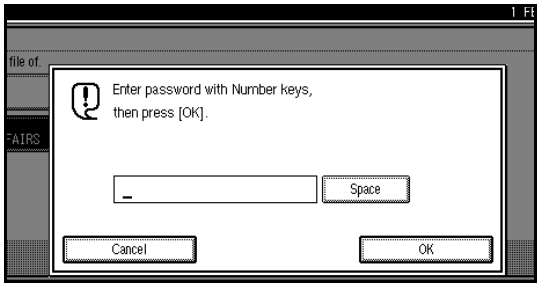


Note

- ❒ If a desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ When there are pre-registered files, a file mark is displayed at the end of the Box Name.
- ❒ A message is displayed, when selecting a box with a file stored in it. Press **[Register]**, when changing the file name. The originally stored file will be overwritten.

When a password is required

❶ Enter a password.



❷ Press [OK].

Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel entering a password, press **[Cancel]**. The display will return to step **3**.

4 Place the original, and then select any scan settings you require.

Note

- ❒ You can also select the following settings.
  - Book Fax
  - 2 Sided Original (Optional Document Feeder (ADF) is required)
  - Stamp (Optional Document Feeder (ADF) is required)

5 **Press the 【Start】 key.**

The machine starts to scan the original.

To stop scanning, press **[Stop Scanning]**. The display will return to step **3**.

Note

- ❒ After you place an original on the exposure glass, place the next original within 60 seconds. After all originals are scanned, press **[#]**.

6 **Press [Exit].**

Repeat from step **3** to store another file in a box.

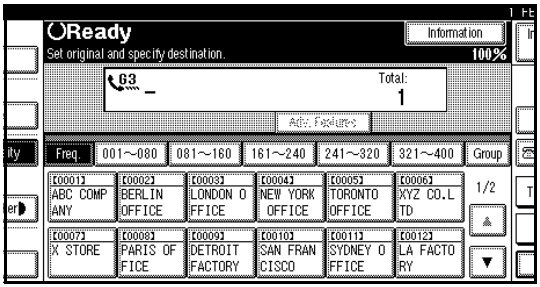
7 **Press [Exit].**

The initial display is shown.

Printing Information Box Messages

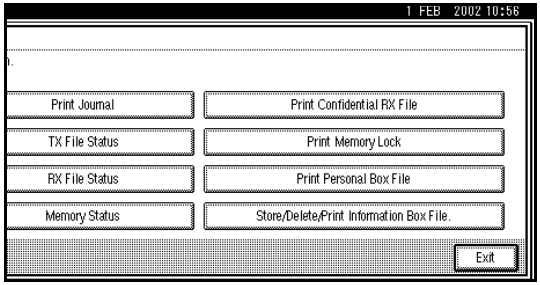
Follow these steps to print the message stored in an Information Box.

1 **Press [Information].**

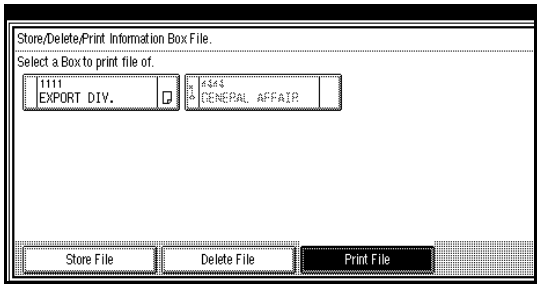


The information menu is shown.

2 **Select [Store/Delete/Print Information Box File.].**

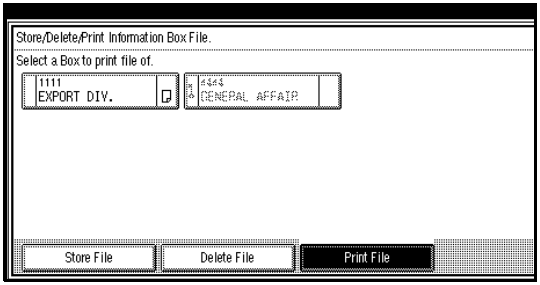


3 **Press [Print File].**



4 **Select the box with the message you want to print.**

The SEP Code and Box Name are displayed.

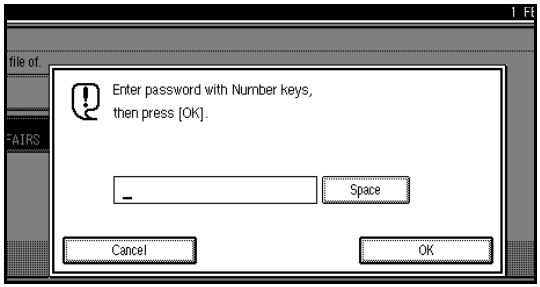


Note

- ❒ If a desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ You cannot select a box which has no stored file.

When the password is required

1 Enter a password.



2 Press [OK].

Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel entering a password, press **[Cancel]**. The display will return to step **4**.

5 Press the 【Start】 key.

The machine starts to print.

Note

- ❒ If you want 2 sided printing (option), press **[Print 2 Sides]** before pressing the **【Start】** key.
- ❒ To stop printing, press **[Stop Printing]**. The display will return to step **4**.

6 Press [Exit].

Repeat from step **4** to print another stored file in the box.

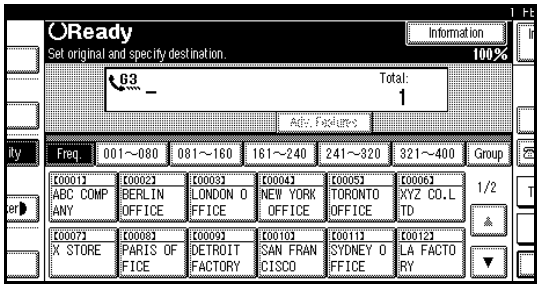
7 Press [Exit].

The initial display is shown.

Deleting Information Box Messages

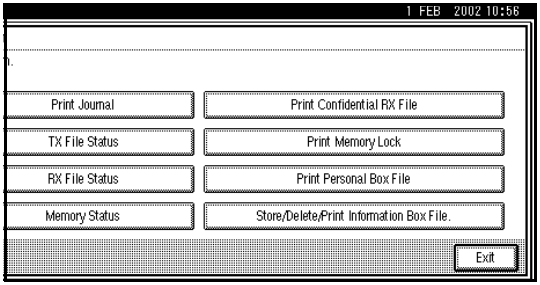
Follow these steps to delete a file stored in an Information Box.

1 Press [Information].

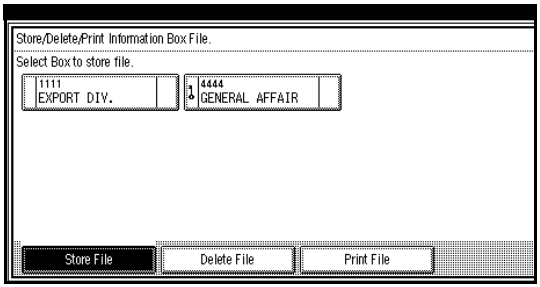


The information menu is shown.

2 Select [Store/Delete/Print Information Box File.].

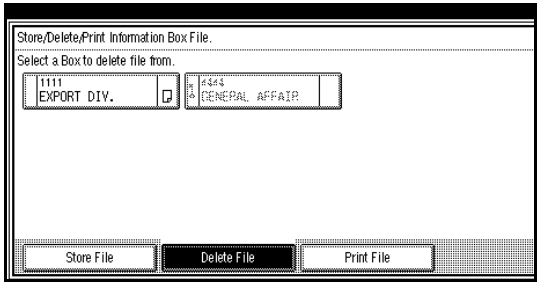


3 Press [Delete File].



4 Select the box that contains the stored file you want to delete.

The SEP Code and Box Name are displayed.

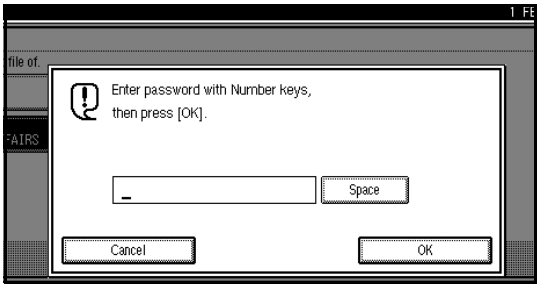


Note

- ❒ If a desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ You cannot select a box which has no stored file.

When the password is required

❶ Enter a password.



❷ Press [OK].

Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel entering a password, press **[Cancel]**. The display will return to the step **4**.

5 Press the 【Start】 key.

The machine starts to print.

Note

- ❒ If you want 2 sided printing (option), press **[Print 2 Sides]** before pressing the 【Start】 key.
- ❒ To stop printing, press **[Stop Printing]** and the display will return to step 4.

6 Press [Exit].

Repeat from step 4 to delete another stored file in another box.

7 Press [Exit].

The initial display is shown.

4. Other Transmission Features

Handy Dialing Functions

Chain Dial

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

Note

- ❒ Maximum length of a telephone or fax number: 254 digits
- ❒ For Memory Transmission and Immediate Transmission, insert a pause between parts of a number. For On Hook Dial and Manual Dial, no pause is needed.

(Example) 01133-1-555333

Assume that 01133 is stored in Quick Dial key.

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

② Press the Quick Dial key which is programmed “01133”.

③ Press the 【Pause/Redial】 key.

④ Enter 【1】, 【5】, 【5】, 【5】, 【3】, 【3】, 【3】 with the number keys.

⑤ 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 recently, the Redial feature saves you time by finding and entering the number again.

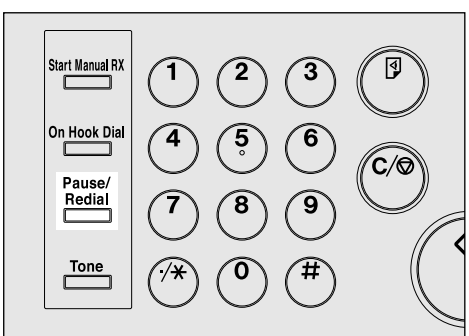
Limitation

- ❒ The following kinds of destinations are not memorized:
  - Quick Dials
  - Group Dials
  - Destinations dialed by a Program
  - Destinations dialed as End Receivers for Transfer Request
  - Forwarding terminal of the Substitute Reception
  - Destinations dialed using the external telephone
  - Destinations dialed by Redial (regarded as already stored in memory)
  - Any destinations after the first number if multiple destinations were dialed
- ❒ Do not dial any numbers before you press the **【Pause/Redial】** key. If you press the **【Pause/Redial】** key after entering numbers using the number keys, a pause will be entered instead.

Note

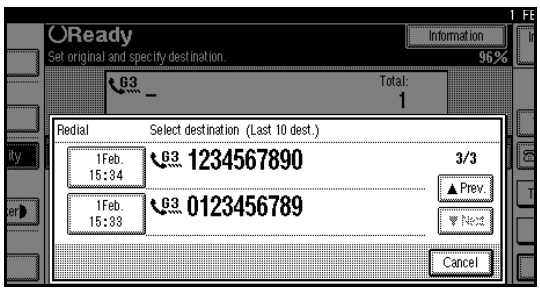
- ❒ If the receiver uses a fax machine of the same manufacturer that is capable of programming the Own Name, that name may be shown on the display instead of the fax number. ⇒Chapter 3, “Initial Settings and Adjustments” in the Basic Features manual

1 **Press the 【Pause/Redial】 key.**



ZFLS090E

2 **Select a destination you want to redial.**



Note

- ❒ As the date and time of the reading of the original has become a key, select it by pressing on it.
- ❒ If the receiver is not displayed, press **[▲ Prev.]** or **[▼ Next]** to find it.

Advanced Features

SUB Code

Normally you can only use Confidential Transmission to send messages to fax machines of the same make that have the Confidential Reception feature. ⇒ p.19 “Confidential Transmission” However, if the other machine supports a similar feature called “SUB Code”, you can send fax messages to the other party using this method instead.

Limitation

- ❒ You can only use this feature with a G3 line (not with G4).
- ❒ You cannot use Chain Dial with this feature.⇒ p.73 “Chain Dial”
- ❒ You cannot select this function when carrying out standard Confidential Transmission.

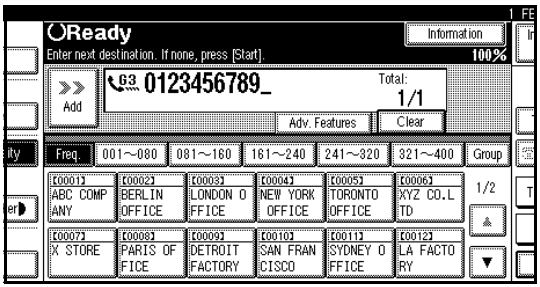
Note

- ❒ The ID can be up to 20 digits long and consist of numbers, spaces, * and # .
- ❒ Make sure the number of digits in the ID matches the specification of the machine to which you are sending.
- ❒ You can store IDs in Quick Dials, Groups and Programs. ⇒ Chapter 3, “Quick Dial”, “Groups” in the Basic Features manual and, ⇒ p.153 “Registering and Changing Keystroke Programs”
- ❒ Messages you send using this feature are marked “SUB” on all reports.⇒ p.187 “Reports/Lists”

1 **Place your original, and then select any scan settings you require.**

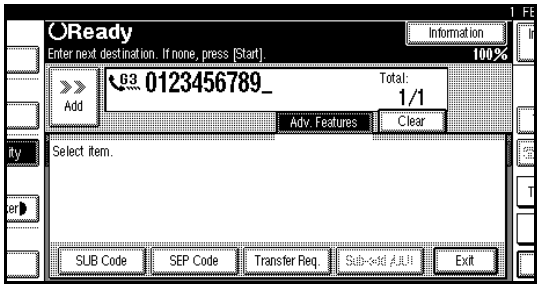
2 **Dial the fax number using the number keys.**

3 **Press [Adv. Features].**

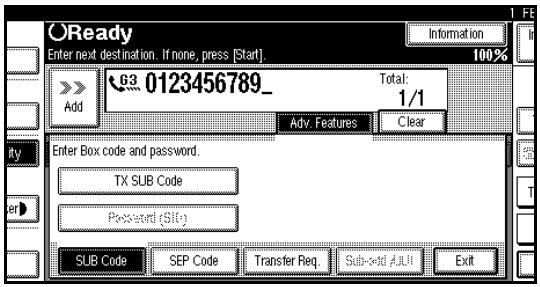


The advanced feature menu is shown.

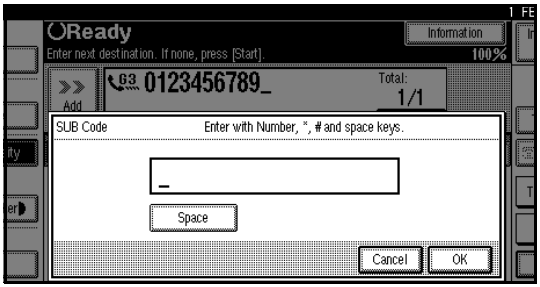
4 Select [SUB Code].



5 Press [TX SUB Code].



6 Enter a SUB Code with the number keys.



Note

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

7 Press [OK].

"SUB Code" appears one line above **[Adv. Features]** on the display.

8 To enter a password, press [Password (SID)].

9 Enter the password with the number keys.

10 Press [OK].

11 Press [Exit].

12 Press the 【Start】 key.

Note

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

SID Code

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

Limitation

- ❒ You can enter a SID using up to 20 digits.

Note

- ❒ You can store IDs in Quick Dials, Groups and Programs. ⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual and, ⇒ p.153 "Registering and Changing Keystroke Programs"
- ❒ Messages you send using this feature are marked "SID" on all reports. ⇒ p.187 "Reports/Lists"

SEP Code

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

Poll the other machine. You can receive messages that have the same SEP Code as the SEP Code you entered.

Limitation

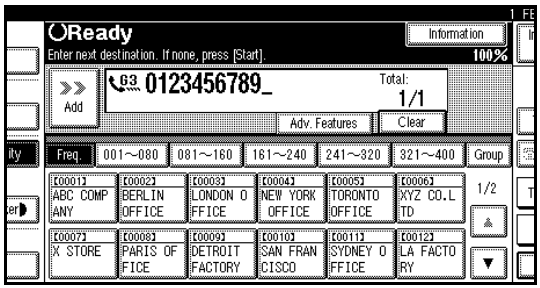
- ❒ You can only use this feature with a G3 line (not with G4).
- ❒ You cannot use Chain Dial with this feature. ⇒ p.73 "Chain Dial"

Note

- ❒ The ID can be up to 20 digits long.
- ❒ Make sure the number of digits in the ID matches the specification of the machine to which you are sending.
- ❒ You can store IDs in Quick Dials, Groups and Programs with the number keys, and consist of space, * and #. ⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual and ⇒ p.153 "Registering and Changing Keystroke Programs"
- ❒ Messages you receive using this feature are marked "SEP" on all reports.⇒ p.187 "Reports/Lists"

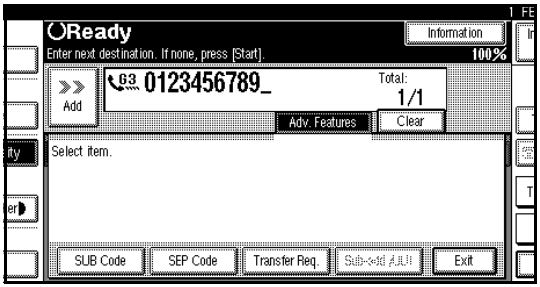
1 **Dial the fax number using the number keys.**

2 **Press [Adv. Features].**

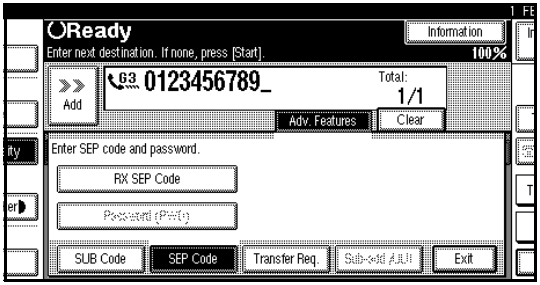


The advanced features menu is shown.

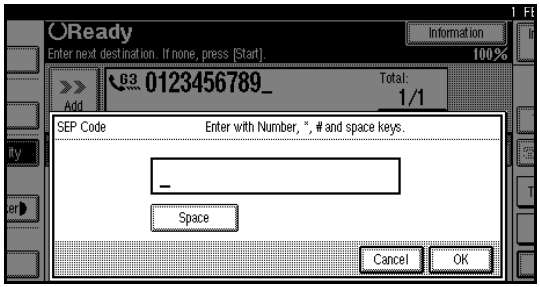
3 **Select [SEP Code].**



4 **Press [RX SEP Code].**



5 **Enter a SEP Code with the number keys.**



Note

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

6 **Press [OK].**

"SEP Code" appears one line above **[Adv. Features]** on the display.

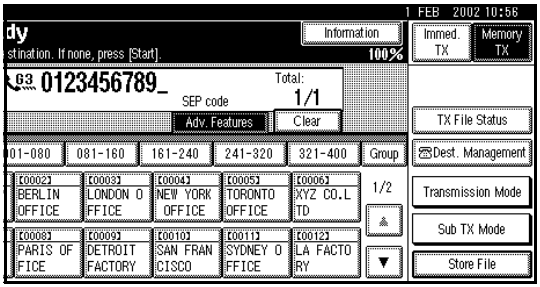
7 **To enter a password, press [Password (PWD)].**

8 **Enter the password with number keys.**

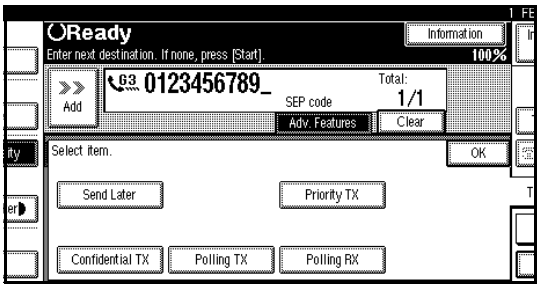
9 **Press [OK].**

10 **Press [Exit].**

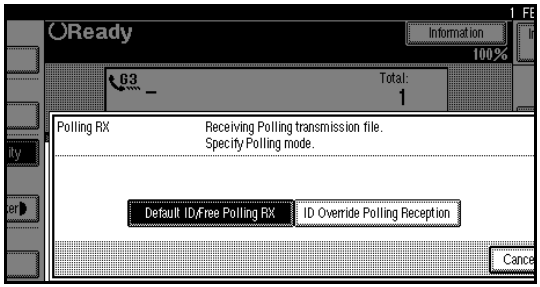
11 **Press [Transmission Mode].**



12 **Select [Polling RX].**



13 **Press [Default ID/Free Polling RX].**



Note

- ❒ To cancel Polling RX, press **[Cancel]**. The display will return to step **12**.

14 **Press [OK].**

The advanced features menu is shown.

The **[Polling RX]** key is highlighted, and "Default ID/Free Poll." is shown.

15 **Press [OK].**

The initial display is shown.

16 **Press the 【Start】 key.**

PWD Code

There are times you may wish to use a password when receiving faxes by polling with the SEP Code feature.

Limitation

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

Note

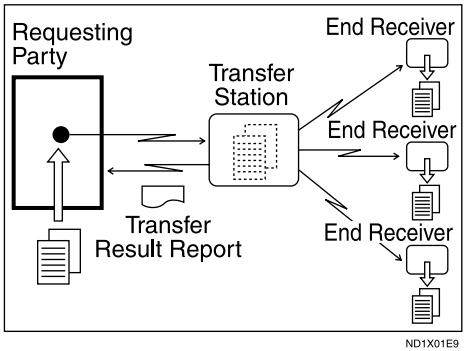
- ❒ You can store IDs in Quick Dials, Groups and Programs. ⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual and, ⇒ p.153 "Registering and Changing Keystroke Programs"
- ❒ Messages you send using this feature are marked "PWD" on all reports. ⇒ p.187 "Reports/Lists"

Transfer Request

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

The diagram below may make the concept clearer.

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



The following terminology is used in this section.

❖ Requesting Party

The machine where the message originates from.

❖ Transfer Station

The machine that forwards the incoming message to another destination.

❖ End Receiver

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

Preparation

❒ Before you can use this feature, you must program the Polling ID and your own fax number. ⇒ p.259 “Programming a Polling ID”, p.255 “Transfer Report”

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

Note

- ❒ Polling ID's of the Requesting Party (this machine) and Transfer Stations must be identical.
- ❒ You can specify up to 500 Transfer Stations in a Transfer Request. However, you can only specify up to 50 Transfer Stations from the number keys.
- ❒ You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.
- ❒ The combined total of End Receivers and Transfer Stations you specify with the number keys cannot exceed 100. ⇒ Chapter 2, “Number keys” in the Basic Features manual

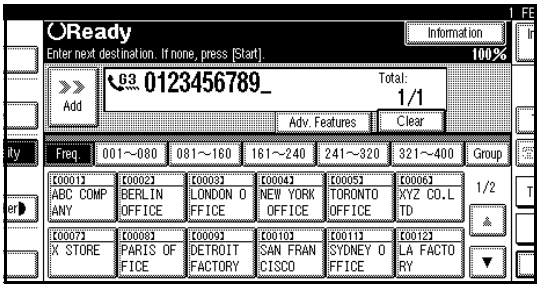
1 **Place your original, and then select any scan settings you require.**

2 **Dial a Transfer Station.**

Note

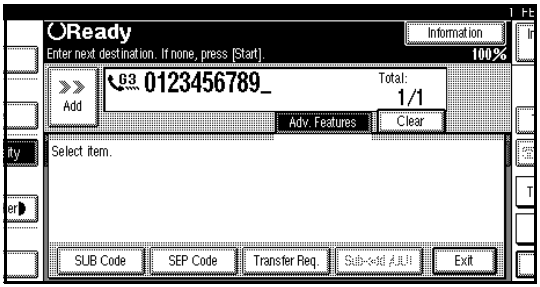
- ❒ Enter the fax numbers of the Transfer Stations with either Quick Dials or the number keys.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

3 **Press [Adv. Features].**

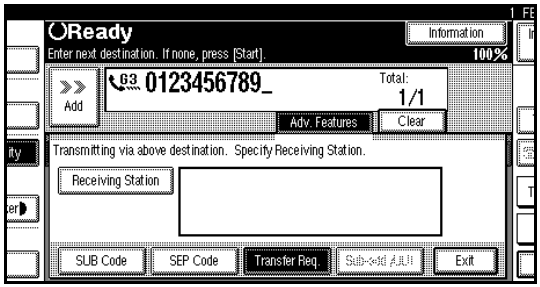


The advanced features menu is shown.

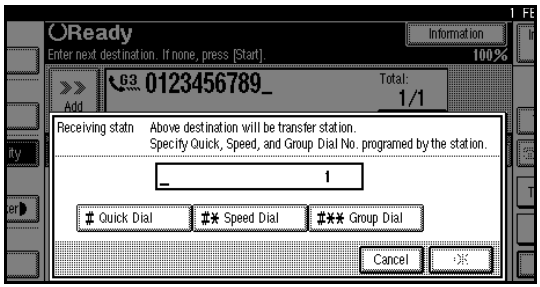
4 **Select [Transfer Req.].**



5 **Press [Receiving Station].**



6 **Dial an End Receiver.**



Note

- ❒ You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials or Groups in the Transfer Station(s). To specify an End Receiver, use the special format described below.
- ❒ To cancel the Transfer Request, press **[Cancel]** and the display will return to step **4**.

Quick Dial

1. **Press [# Quick Dial].**
2. **Enter the number (2 or 3 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

1. **Press [#✱ Speed Dial].**
2. **Enter the number (2 or 3 digits) of the Speed Dial code.**

   For example, to choose the number stored in Speed Dial 12 in the Transfer Station, enter: **【1】【2】**.

Group Dial

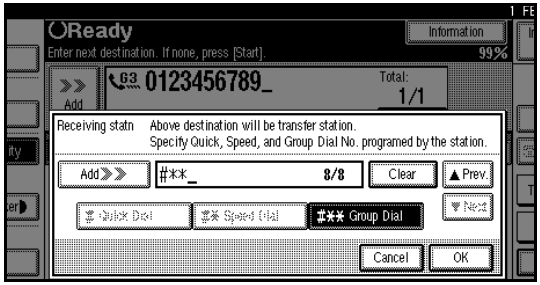
❶ **Press [#✱✱ Group Dial].**

❷ **Enter the number (2 digits) of the Group number.**

For example, to choose the number stored in Group Dial 04 in the Transfer station, enter: 【0】【4】.

To cancel the Transfer Request, press **[Cancel]**.

7 Press [Add].



Repeat step 6 to enter more End Receivers.

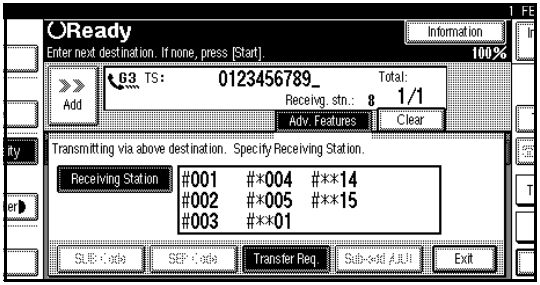
Note

❒ Press **[▲ Prev.]** or **[▼ Next]** to see the End Receivers already entered. You can select an End Receiver from this list and remove it by pressing **[Clear]** or the 【**Clear/Stop**】 key.

❒ When you have specified all the End Receivers, go to step 8.

8 Press [OK].

9 Press [Exit].



Note

❒ The Transfer Stations and End Receivers are displayed.

10 Press the 【Start】 key.

Sub-address

The optional ISDN Unit is required.

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

Limitation

❒ Sub-addresses can only be used with ISDN.

Note

❒ You can program a sub-address in Quick Dial.

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

Note

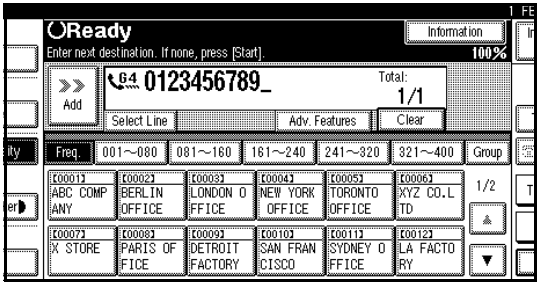
❒ When the optional ISDN Unit is installed, the line used for G3 is set to ISDN.

Reference

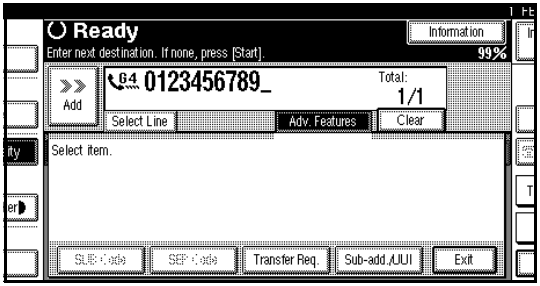
❒ "Changing the Line Type"⇒ p.93 "Changing the Line Type"

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

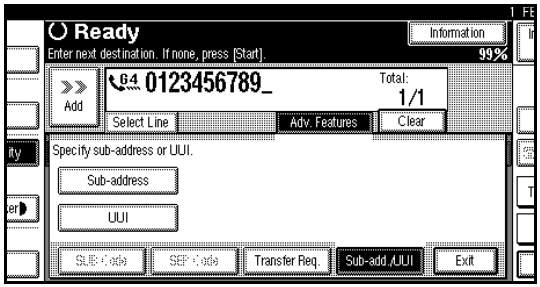
3 **Press [Adv. Features].**



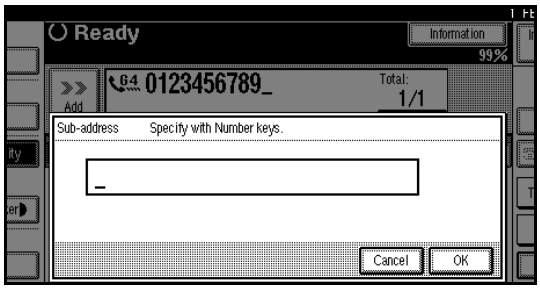
4 **Select [Sub-add./UUI].**



5 **Select [Sub-address].**



6 **Enter the destination sub-address with the number keys.**



Note

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

7 **Press [OK].**

8 **Press [Exit].**

9 **Press the 【Start】 key.**

UUI

The optional ISDN Unit is required.

Limitation

- ❒ UUI can only be used with G4.

Note

- ❒ You can program a UUI in Quick Dial.

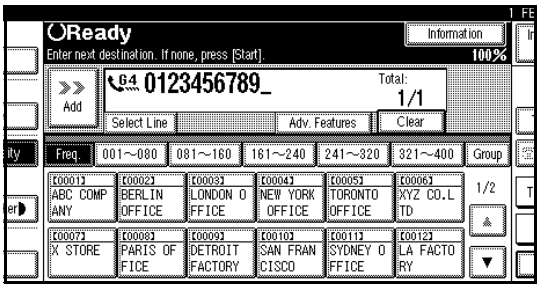
1 **Select either G4 or G3 (ISDN).**

Note

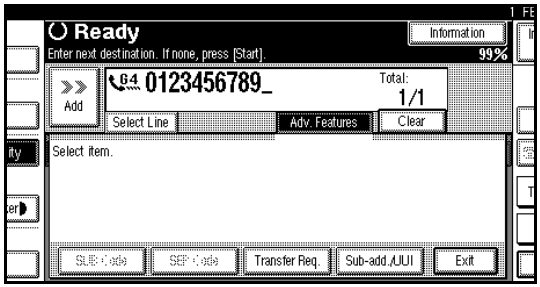
- ❒ When the optional ISDN Unit is installed, the line used for G3 is set to ISDN.

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

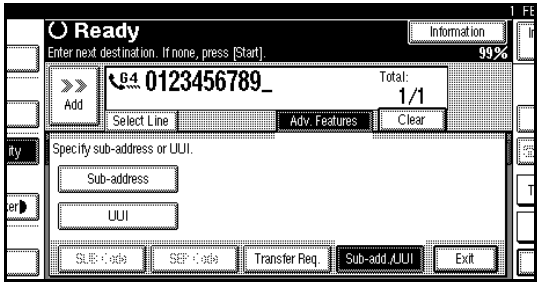
3 **Press [Adv. Features].**



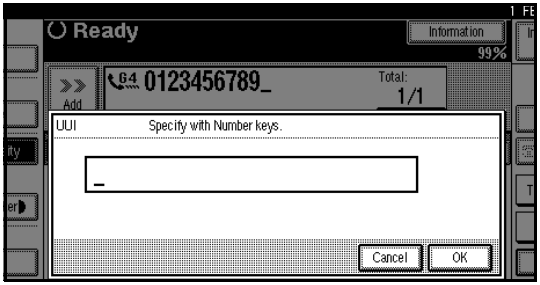
4 Select [Sub-add./UUI].



5 Select [UUI].



6 Enter the destination UUI with the number keys.



Note

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

7 Press [OK].

8 Press [Exit].

9 Press the **【Start】** key.

On Hook Dial

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

Limitation

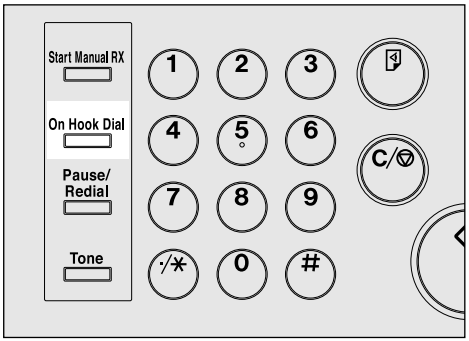
- ❒ This feature is not available in some countries.
- ❒ On Hook Dial does not work with ISDN lines.
- ❒ This feature is not available for the optional Extra G3 Interface Unit.
- ❒ The result of a transmission with Manual Dial is not mentioned in the Transmission Result Report (Immediate Transmission).

1 Place your original, and then select any scan settings you require.

Reference

- ❒ ⇒ Chapter 2, “Placing Originals” in the Basic Features manual
- ❒ ⇒ Chapter 2, “Scan Settings” in the Basic Features manual

2 Press the 【On Hook Dial】 key.



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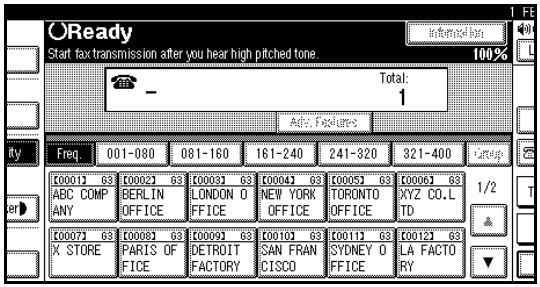
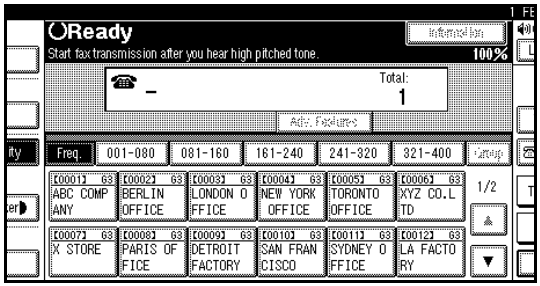
You will hear a low tone from the internal speaker. If you wish to cancel this operation, press the **【On Hook Dial】** key again.

3 **Dial.**



The machine immediately dials the destination. If you make a mistake, press the **【On Hook Dial】** or **【Clear Modes】** key and return to step **2**.



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

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

Manual Dial

The external telephone is required.

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

Limitation

- ❒ Manual Dial does not work with ISDN lines.
- ❒ This feature is not available for the optional Extra G3 Interface Unit.
- ❒ The result of a transmission with Manual Dial is not mentioned in the Transmission Result Report (Immediate Transmission).
- ❒ Set originals on the exposure glass. The optional Document Feeder (ADF) cannot be used.

1 Place your original, and then select any scan settings you require.

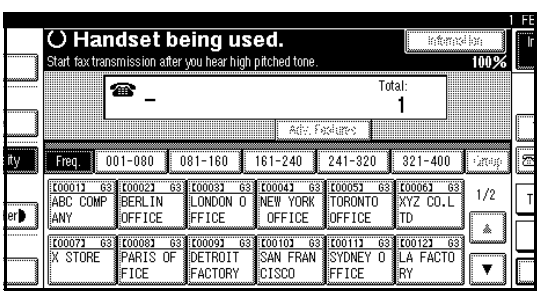
Reference

- ❒ ⇒ Chapter 2, “Placing Originals” in the Basic Features manual
- ❒ ⇒ Chapter 2, “Scan Settings” in the Basic Features manual

2 Pick up the external telephone.

You will hear a tone.

3 Dial.



The machine immediately dials the destination.

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

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

Note

❒ If you hear a voice, notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).

5 Replace the handset of the external telephone.

After transmission, the machine will return to standby mode.

Changing the Line Type

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

When the optional ISDN Unit and Extra G3 Interface Unit are installed, you can connect to up to a maximum of 2 lines.

Limitation

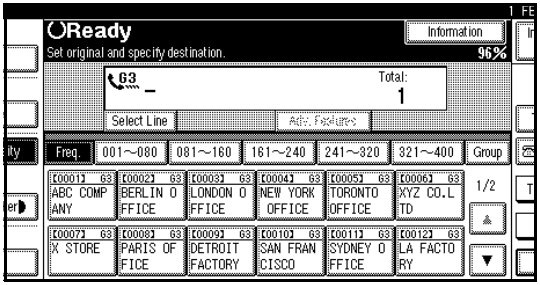
❒ When sending a fax, you can select the line type if dialing with the number keys or Chain Dial.

Note

❒ When you install the optional ISDN Unit or Extra G3 Interface Unit, you can specify the line type home position from “Gen. Settings/Adjust”. ⇒ p.189 “General Settings/Adjustment”

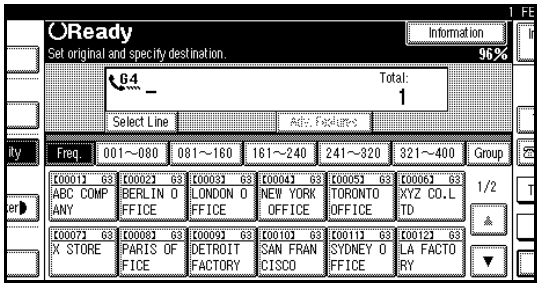
❖ G3

G3 is selected after power up or when the machine is reset. If you install Extra G3 Interface Unit, you can select “G3-1” or “G3-2” depending on the number of the installed unit.



❖ G4

ISDN line is selected.



Limitation

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

❖ Which line is used for G3 transmissions?

ISDN lines can be used for G3 communication as well as G4 communication. If the machine is connected with an ISDN and analog (PSTN) line, each line can be available by selecting “G3 Auto”. Select “I-G3” when you use the ISDN line for a G3 transmission.

Note

- ❒ If you wish to use an analog (PSTN) line for G3 transmission, contact your service representative.

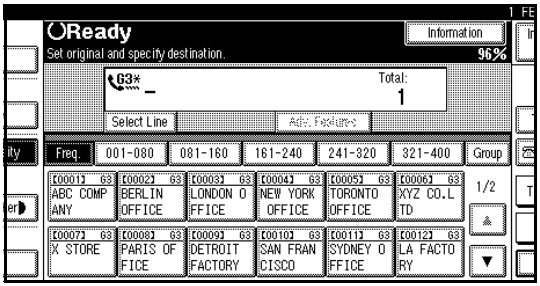
❖ Auto Identification

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

Note

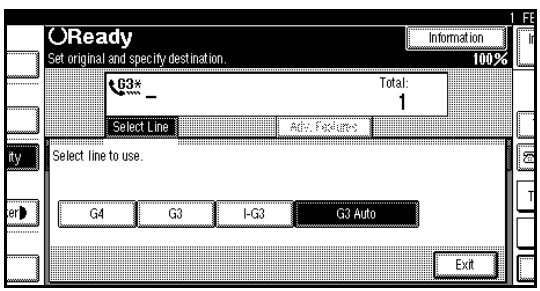
- ❒ If the G3 line at the destination is connected to the ISDN via a TA (Terminal Adapter) or a PABX, since the called number is on ISDN, it is regarded as G4 and the Auto Identification feature may not automatically switch this machine to G3.
- ❒ When you use G3 with ISDN, you can set the sub-address.

1 Press [Select Line].

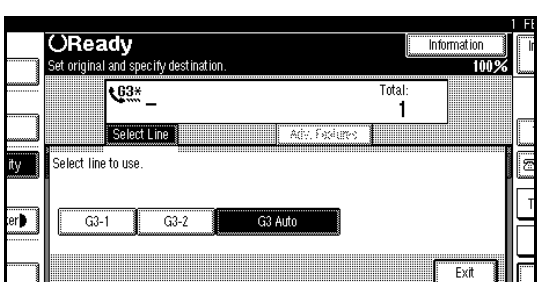


2 **Select the line you want to use.**

When an optional ISDN Unit is installed.



When an optional Extra G3 Interface Unit is installed.



3 **Press [Exit].**

The initial display is shown.

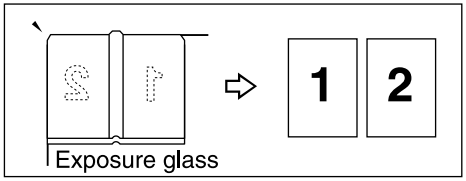
Sub Transmission Mode

Book Fax

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

Limitation

- ❒ The Original Position and Page Opening Orientation
- ❒ 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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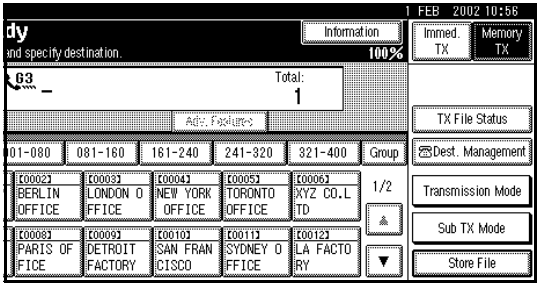
Note

- ❒ You can have bound originals scanned in left page first or right page first. You can set which page (left or right) the machine scans first by default with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch06, Bit6)

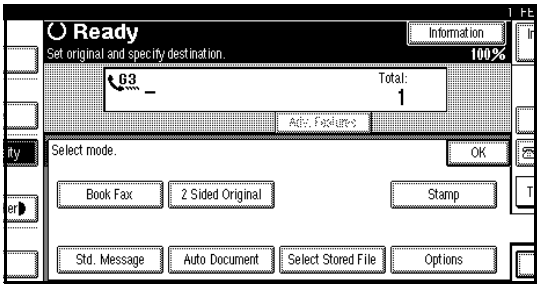
1 **Place your original on the exposure glass, and then select any scan settings you require.**

2 **Press [Sub TX Mode] .**

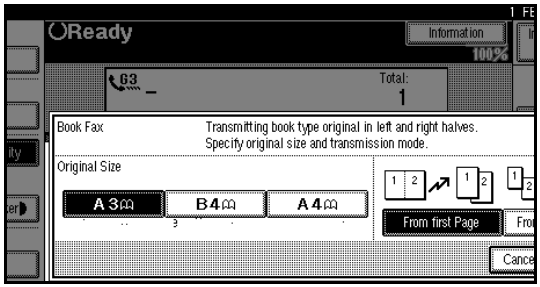


The Sub Transmission Mode menu is shown.

3 **Select [Book Fax].**



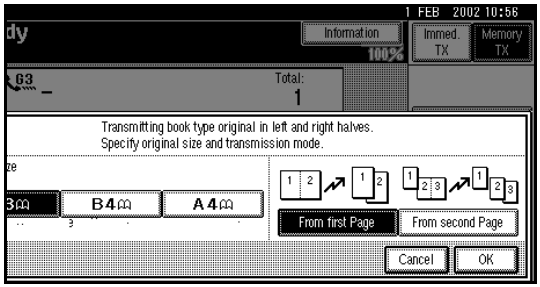
4 **Select the size of the original.**



Note

- ❒ To cancel this mode, press **[Cancel]**. The display will return to step **3**.
- ❒ If you choose A3, the original will be sent using Image Rotation Transmission.⇒ p.125 "Transmission with Image Rotation"

5 **Select [From first Page] or [From second Page].**



Note

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

6 **Press [OK].**

The **[Book Fax]** key is highlighted, and the selected original size is shown.

7 **Press [OK].**

8 **Dial, and then press the 【Start】 key.**

Note

- ❒ With multiple originals, place the following originals again, and then press the **【Start】** key repeatedly.
- ❒ After the last original has been scanned, press **[#]**.
- ❒ If **[#]** is not pressed, the machine will automatically start sending the documents, 60 seconds after the last original has been scanned.

2-Sided Transmission (Double-Sided Transmission)

The optional Document Feeder (ADF) is required.

Use this feature to send 2-sided originals.

Limitation

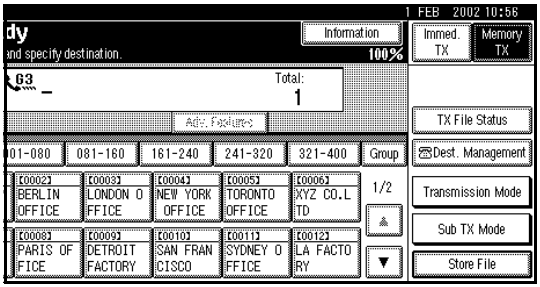
- ❒ The front and back of the scanned original will be printed in order on separate sheets at the other end. The orientation of alternate sheets may be reversed at the other end. If you want to print the original with the same orientation at the other end, specify the “Original Position” and “Page Opening Orientation”.
- ❒ This feature is only available with Memory Transmission.
- ❒ This feature is only available using the optional Document Feeder (ADF).

Note

- ❒ You can confirm whether both sides were properly scanned in with the Stamp feature. ⇒ p.114 “Stamp”

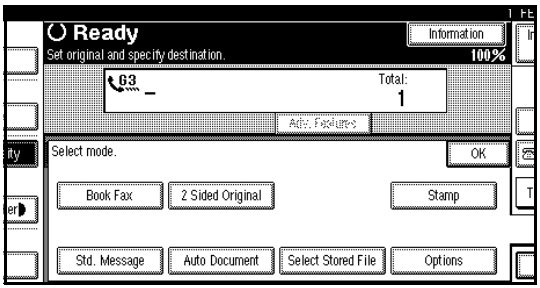
1 **Place your original in the optional Document Feeder (ADF), and then select any scan settings you require.**

2 **Press [Sub TX Mode].**



The Sub Transmission Mode menu is shown.

3 **Select [2 Sided Original].**

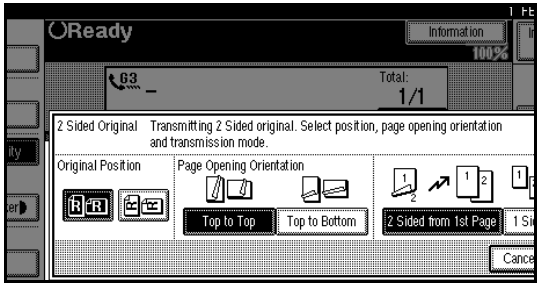


4 **Specify "Original Position".**

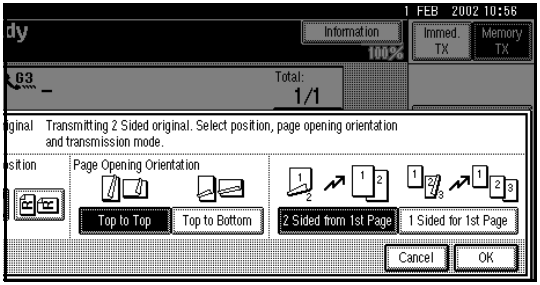
Note

- ❒ Make sure that the specified "Original Position" matches the orientation of originals loaded in the optional Document Feeder (ADF).

5 **Specify Page Opening Orientation from [Top to Top] or [Top to Bottom].**



6 **Specify the Transmission Mode from [2 Sided from 1st Page] or [1 Sided for 1st Page].**



Note

- ❒ To cancel this mode, press **[Cancel]**. The display will return to step **3**.
- ❒ Select "2 Sided from 1st Page" to send a 2 Sided Original from the first page.
- ❒ Select "1 Sided for 1st Page" if you want to send a cover letter as the first page.

7 **Press [OK].**

The **[2 Sided Original]** key is highlighted, and the "Original Position" and "Page Opening Orientation" are shown above.

8 **Press [OK].**

9 **Dial, and then press the [Start] key.**

Standard Message Stamp

Use this feature to stamp a standard message at the top of the first original sent.

There are four types of standard messages: “Confidential”, “Urgent”, “Please phone” and “Copy to corres. section”

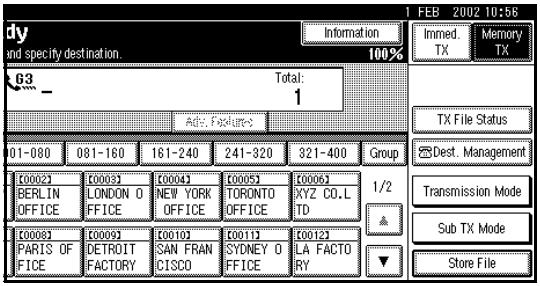
You can also program other messages.

Note

- ❒ While this feature is in use, the second and third lines of the “Label Insertion” are not printed. ⇒ p.119 “Programming the Label Insertion”
- ❒ When there is an image around the area where the standard message is to be stamped, that image is deleted.
- ❒ To program a standard message, use the “Program/Change/Delete Standard Message” function. ⇒ p.177 “Programming Standard Messages”, p.178 “Deleting Standard Messages”

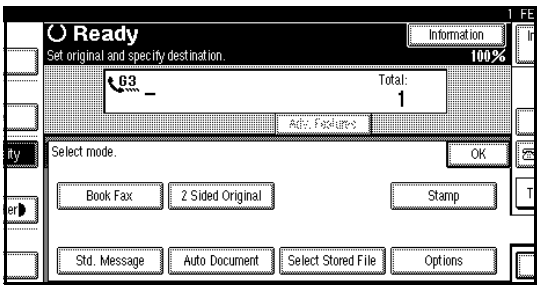
1 **Place your originals, and then select any scan settings you require.**

2 **Press [Sub TX Mode].**

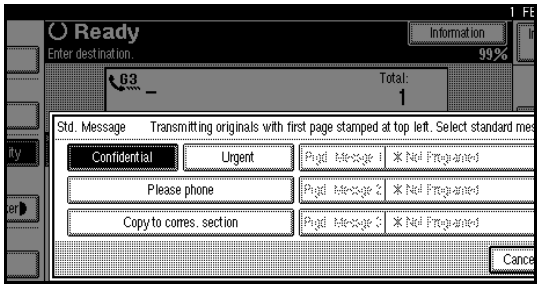


The Sub Transmission Mode menu is shown.

3 **Select [Std. Message].**



4 **Select the standard message to be stamped.**



Note

- ❒ Programmed standard messages are shown in the keys. If there are none programmed, the message "*Not Programed" is shown.
- ❒ The machine cannot stamp multiple standard messages.

5 **Press [OK].**

The **[Std. Message]** is highlighted, and the selected standard message is shown.

6 **Press [OK].**

7 **Dial, and then press the 【Start】 key.**

Sending an Auto Document

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

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

Preparation

- ❒ You need to program an Auto Document. ⇒ p.179 "Storing and Changing an Auto Document"

Important

- ❒ Whenever you store or change an Auto Document, we recommend that you print the Auto Document list for reference. ⇒ p.187 "Reports/Lists"

Limitation

- ❒ You can attach one Auto Document to each transmission.

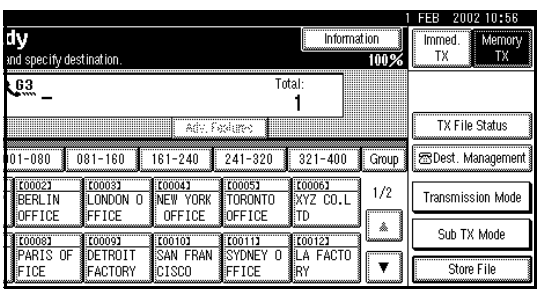
Note

- You can store up to 6 Auto Documents (up to 18 with optional Expansion Memory installed).⇒ p.179 "Storing and Changing an Auto Document"
- Files with Auto Documents are sent by Memory Transmission.
- When sending an Auto Document with another files, 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 currently stored in memory.⇒ p.103 "Printing Documents Stored as Auto Documents"

1 **Place your original, and then select any scan settings you require.**

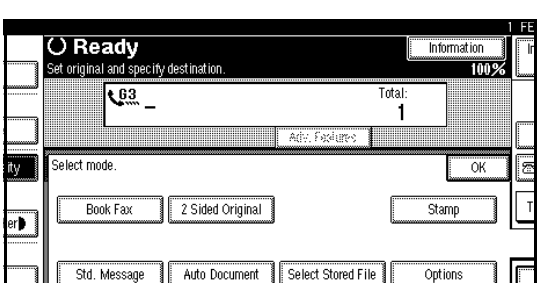
When you fax an Auto Document by itself, go to step **2** without placing original.

2 **Press [Sub TX Mode].**



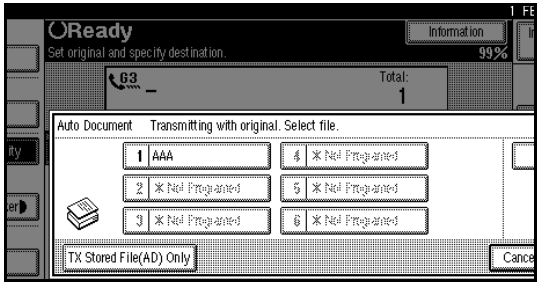
The Sub Transmission Mode menu is shown.

3 **Select [Auto Document].**



4 **Select Auto Document file.**

When you fax an Auto Document by itself, press **[TX Stored File(AD) Only]**.



Note

- ❒ Programmed Auto Documents are shown in the keys. If there are none programmed, the message "*Not Programed" is shown.
- ❒ If a desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel the Auto Document, press **[Cancel]**. The display will return to step **3**.

5 **Press [OK].**

The **[Auto Document]** is highlighted, and the selected file name is shown.

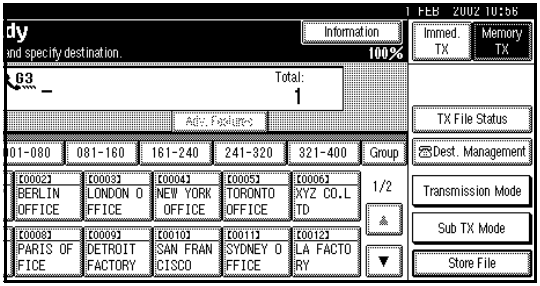
6 **Press [OK].**

7 **Dial, and then press the 【Start】 key.**

Printing Documents Stored as Auto Documents

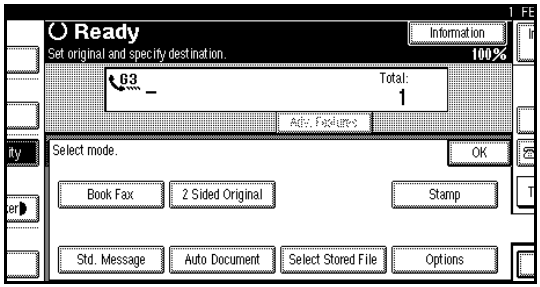
This function is used for printing documents stored as Auto Documents. This function is very convenient as it can be used for confirming the contents of stored files.

1 **Press [Sub TX Mode].**



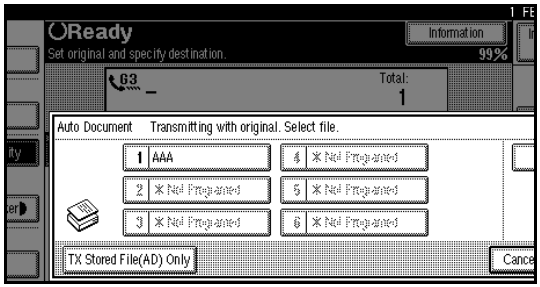
The Sub Transmission Mode menu is shown.

2 **Select [Auto Document].**



3 **Select Auto Document file to be printed.**

When you fax an Auto Document by itself, press **[TX Stored File(AD) Only]**.



Note

- ❒ Programmed Auto Documents are shown in the keys. If there are none programmed, the message "*Not Programed" is shown.
- ❒ If a desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To cancel the Auto Document, press **[Cancel]**. The display will return to step **2**.

4 **Press [File Print].**

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

Once the printing has been completed, the display will return to step **3**.

Note

- ❒ To cancel printing, press **[Cancel]**. The display will return to step **3**.

6 **Press [Cancel].**

Note

- ❒ You can also send Auto Documents. ⇒ p.101 "Sending an Auto Document"

7 **Press [OK].**

The initial display is shown.

Sending a Stored File

The optional Hard Disk Unit (40GB) is required.

Use this feature to send documents that are stored in the Document Server. You can specify and send multiple documents, and also send them with scanned originals all at once.

You can also print the stored originals with **[Print File]**.⇒ p.110 "Printing Stored Documents"

Preparation

❒ Store the documents to be sent in advance. ⇒ p.159 "Using the Document Server"

Limitation

❒ Only the documents that are stored using the fax feature can be sent or printed by pressing the **【Facsimile】** key.

Sending Stored Documents

The machine sends documents that are stored in the Document Server.

The documents stored in the Document Server can be sent again and again until they are deleted. Therefore, you can send them in just one operation without having to set your originals again.

Limitation

❒ Only the documents that are stored using the fax feature can be sent. Documents that are stored using the copy feature, printer feature or scanner feature cannot be sent.

❒ You cannot use the following transmission methods.

- Free Polling Transmission
- Default ID Transmission
- ID Override Transmission
- Immediate Transmission
- Parallel Memory Transmission ⇒ p.122 "Parallel Memory Transmission"
- On Hook Dial
- Manual Dial

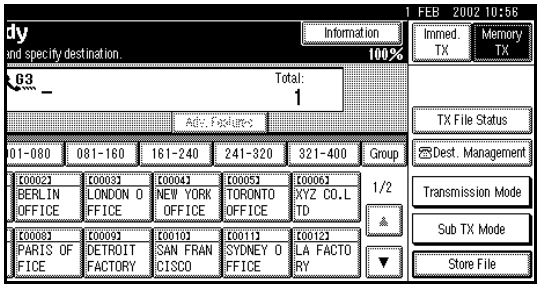
Note

❒ You can specify a maximum of 30 documents at one time.

❒ The machine can send a total of 400 pages in one operation. With the optional Expansion Memory, it can send a maximum of 1,000 pages.

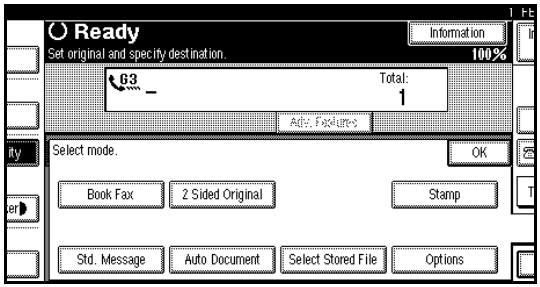
❒ The specified documents are sent with the scan settings made when they were stored.

1 **Press [Sub TX Mode].**

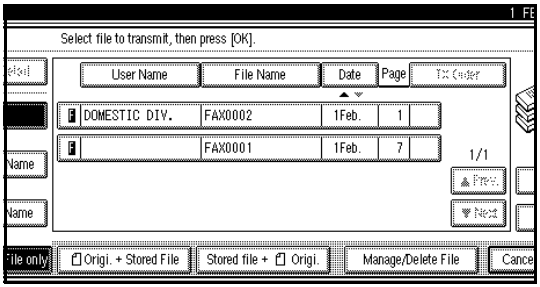


The Sub TX Mode menu is shown.

2 **Select [Select Stored File].**



3 **Select the documents to be sent.**



Note

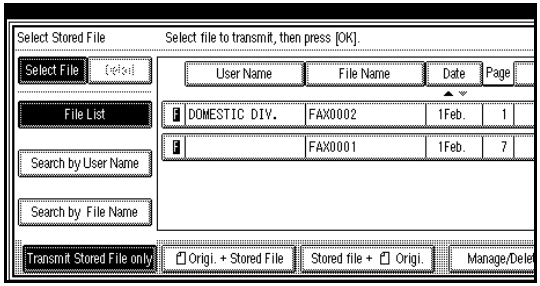
- When multiple documents are selected, they are sent in the order of selection.
- Press **[TX Order]** to arrange the order of the documents to be sent.
- Press **[File Name]** to place the documents in alphabetical order.
- Press **[User Name]** to place the documents in order by the programmed User Name.
- Press **[Date]** to place the documents in order by the programmed date.

Specifying Documents from the “File List”

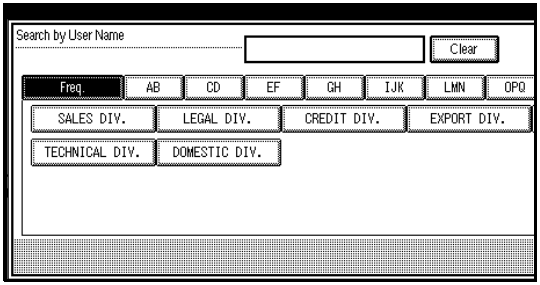
1. **Press [▲ Prev.] or [▼ Next] to display the documents to be sent.**
2. **Select the file name.**

Specifying Documents from the “User Name”

1. **Press [Search by User Name].**



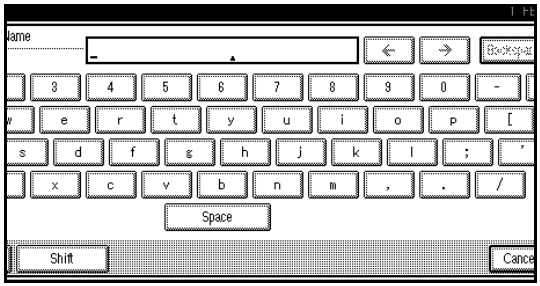
2. **When the User Code is programmed, press the User Name of the registered document, and then go to step 4.**



Note

- These User Names are programmed in the User Code in the “System Settings”.
- If the User Name of the registered document is not displayed, press **[▲ Prev.]** or **[▼ Next]**.
- To search by entering the User Name, press **[Non-programmed Name]**, and then go to step 3. Partial matching is used to search for the User Name.

❸ **When the User Code is not programmed, enter the User Name.**

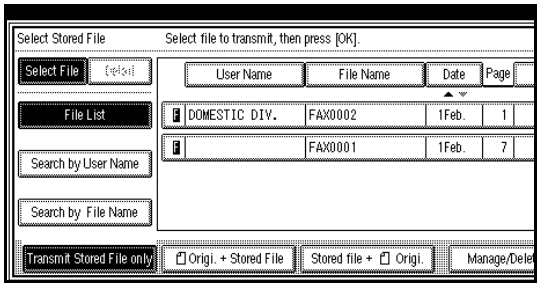


❹ **Press [OK].**

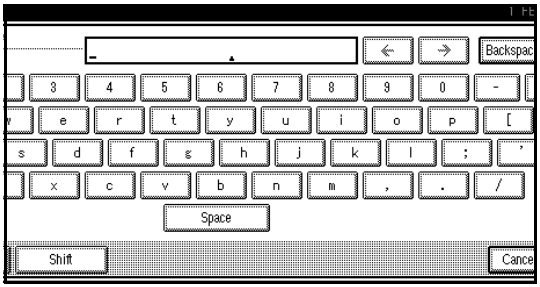
❺ **Select the file name to be sent.**

Specifying Documents from the “File Name”

❶ **Press [Search by File Name].**



❷ **Enter the name of the document to be sent.**



Note

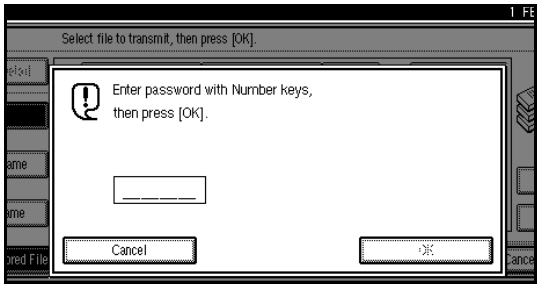
❒ Partial matching is used to search for the file name.

❸ **Press [OK].**

❹ **Select the file name to be sent.**

4 If you select a document with a password, enter the password.

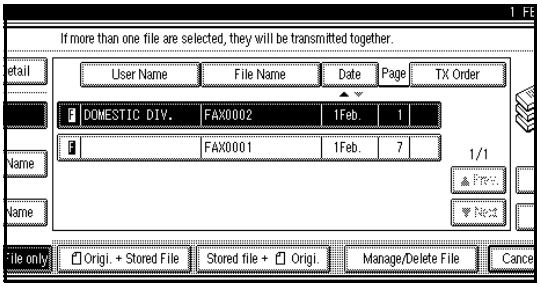
If the document does not have a password, proceed to step 6.



5 Press [OK].

6 When you want to add your originals to the stored documents and send them all at once, press [Origi. + Stored File] or [Stored file + Origi.].

When sending only the stored documents, go to step 7.



Note

- When the **[Origi. + Stored File]** key is pressed, the machine sends the “Originals” and then “Stored Files”. When the **[Stored file + Origi.]** key is pressed, the machine sends the “Stored Files” and then “Originals”.
- The added originals are not stored.

7 **Press [OK].**

Note

- ❒ To add an original to the stored documents, place the original, and then select any scan settings you require.

8 **Press [OK].**

9 **Dial, and then press the 【Start】 key.**

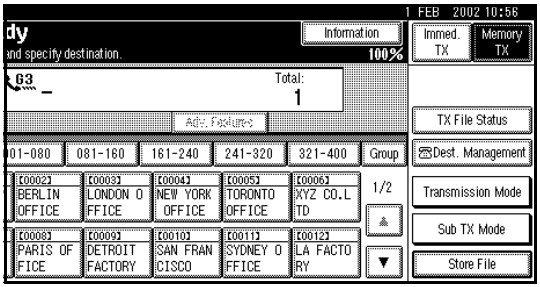
Printing Stored Documents

Use this feature to print the documents stored in the Document Server.

Note

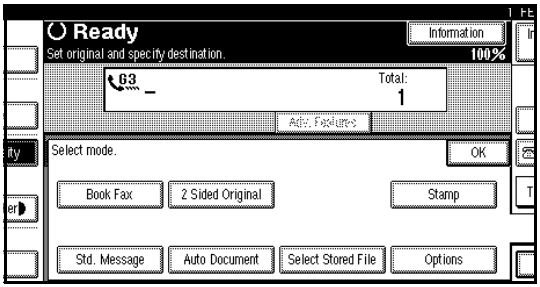
- ❒ Only the documents that are stored using the fax feature can be printed. Documents stored using the fax feature are shown with an “F” in front.
- ❒ You can also print the first page only to check the content of the original.
- ❒ You can specify and print multiple documents.
- ❒ When specifying and printing multiple documents, page numbers are put on all the files. You can specify whether to put page numbers on your files in “User Parameters”.⇒ p.216 “Changing the User Parameters” (Switch18,Bit3)

1 **Press [Sub TX Mode].**

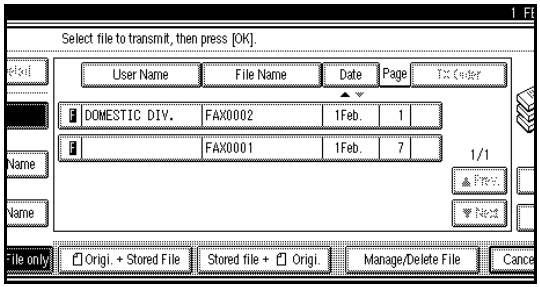


The Sub Transmission Mode menu is shown.

2 **Select [Select Stored File].**

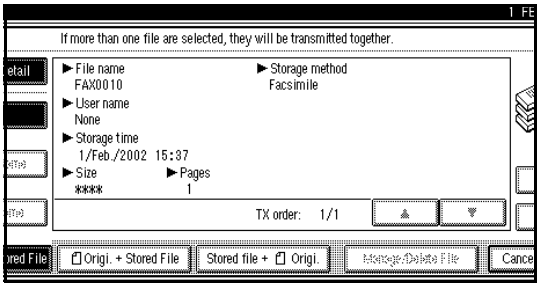


3 **Select the document to be printed.**



Note

- ❒ If you cannot find the document you want to print, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ Press **[File Name]** to place the documents in alphabetical order.
- ❒ Press **[User Name]** to place the documents in order by the programmed User Name.
- ❒ Press **[Date]** to place the documents in order by the programmed date.
- ❒ To see details of the selected document, press **[Detail]**. To return to the standby menu, press **[File List]**.



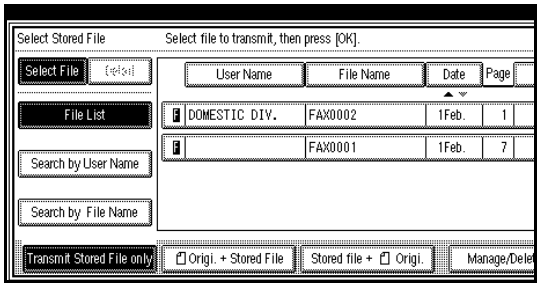
Selecting a Document from “File List”

❶ **Press [▲ Prev.] or [▼ Next] to display the document to be sent.**

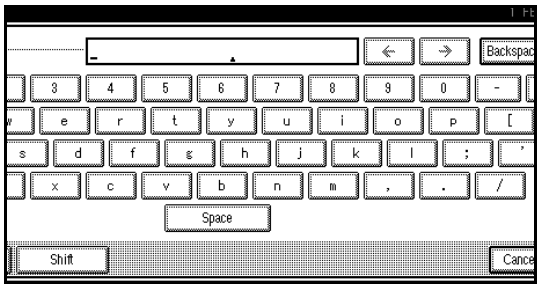
❷ **Select the file name.**

Specifying a Document from the “File Name”

❶ **Press [Search by File Name].**



❷ **Enter the file name to be sent.**



Note

❒ Partial matching is used to search for the file name.

Reference

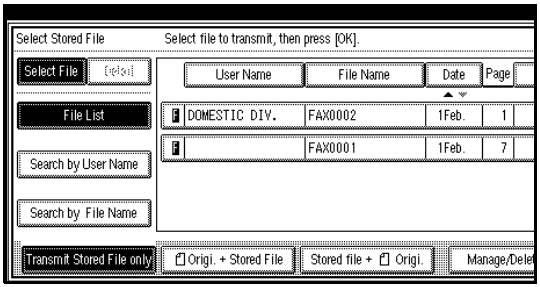
❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

❸ **Press [OK].**

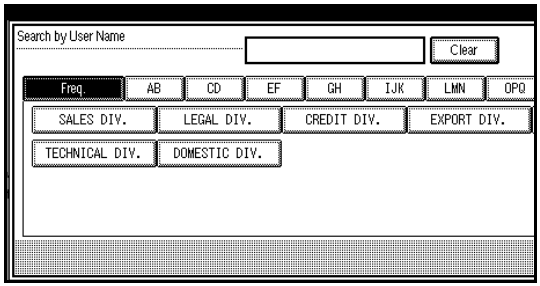
❹ **Select the file name.**

Specifying a Document from the “User Name”

❶ **Press [Search by User Name].**



❷ **Press the User Name of the document to be sent.**



Note

- ❒ If the User Name of the registered document to be sent is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To search by entering the User Name, press the **[Non-programmed Name]** key, and then enter the User Name. The User Name is searched by partial matching.

Reference

- ❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

❸ **Press [OK].**

❹ **Select the file name.**

4 **Press [Print File] or [Print 1st Page].**

When the **[Print File]** key is pressed, the machine prints all the pages. When the **[Print 1st Page]** key is pressed, the machine prints only the first page.

Limitation

- ❒ When “Print 1st Page” is selected, originals larger than size A4 are printed after they are reduced to A4 size.
- ❒ The machine can print up to 30 files using the “Print 1st Page” feature.

Note

- ❒ To print both sides, press **[Print 2 Sides]**.

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

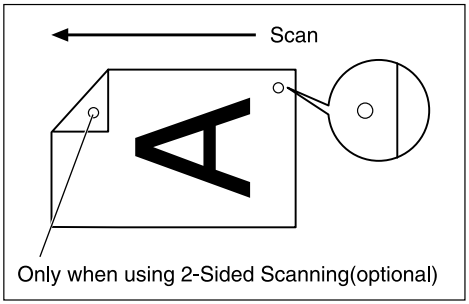
Note

- ❒ When only the first page is printed, the file name is printed at the top of the paper.
- ❒ To cancel printing, press **[Cancel]**.

Stamp

The optional Document Feeder (ADF) is required.

When sending a fax message using the optional Document Feeder (ADF), the machine can stamp a circle mark at the bottom of the original. When sending a 2-sided document, the document is marked at the bottom of the front page and top of the rear page. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.



FSTAM49E

Limitation

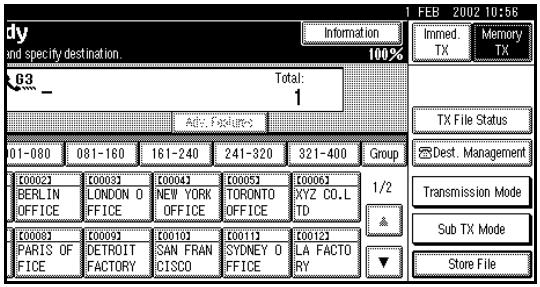
- ❒ Stamp only works when scanning from the optional Document Feeder (ADF).
- ❒ You cannot turn the Stamp feature on or off while a document is being scanned.
- ❒ Do not open the optional Document Feeder (ADF) while scanning a document. A document jam could occur.

Note

- ❒ When the stamp starts getting lighter, replace the cartridge. ⇒ p.282 “Replacing the Stamp Cartridge”
- ❒ If a page was not stamped even though the Stamp feature is turned on, you need to resend that page.
- ❒ If you use this function often, you can set the default in p.189 “General Settings/Adjustment” so that this feature is always on. In this case, Stamp can easily be turned off for any single transmission by pressing **[Stamp]**.

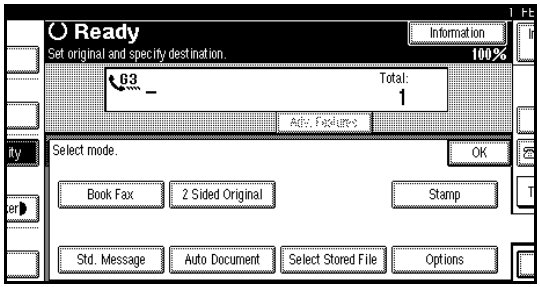
1 Place your original, and then select any scan settings you require.

2 **Press [Sub TX Mode].**



The Sub Transmission menu is shown.

3 **Select [Stamp].**



Note

❒ To cancel using stamp, press **[Stamp]** again.

4 **Press [OK].**

The **[Stamp]** key is highlighted.

5 **Dial, and then press the 【Start】 key.**

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 option configuration, you can change the default home position (on or off) of each option.

Fax Header Print

When the Fax Header is set to “ON”, the stored name is printed on the receiver's paper.

You can store two Fax Headers: “First Name” and “Second Name”.

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.

Note

❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

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

- ❒ When there is an image around the area where the Label is to be printed, that image is deleted.
- ❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Sender Stamp

When there is data, such as the User Name and department name, programmed into the User Code, you can have the machine print a sender stamp on the right edge of your paper.

Note

- ❒ Enter the User Name in System Settings.
- ❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Reduced Image Transmission

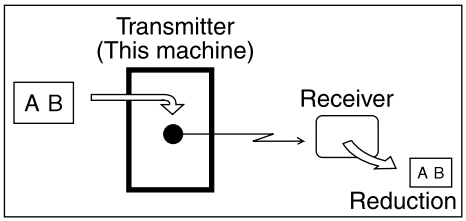
Using this feature, your message is sent at a reduced size (93%) with a blank margin on the left.

Limitation

- ❒ This feature is not available with Immediate Transmission or a specified transmission of a stored document.
- ❒ Image Rotation is not available with this feature.
- ❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Auto Reduce

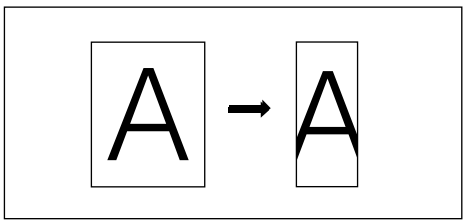
When this function is turned on, if the receiver's paper is smaller than the paper you are sending on, the message is automatically reduced to fit onto the paper available at the other end.



ND1X02E0

Important

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



ND1X02E1

Note

❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Default ID Transmission

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

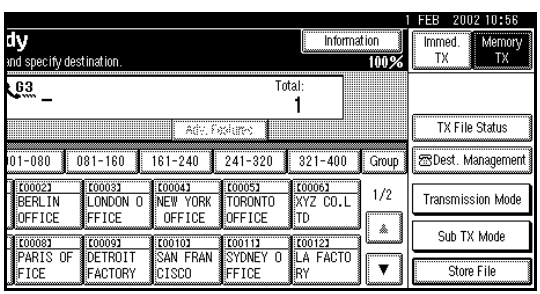
Note

❒ You can switch this feature on and off with “Gen. Settings/Adjust”.

Selecting Transmission Options for a Single Transmission

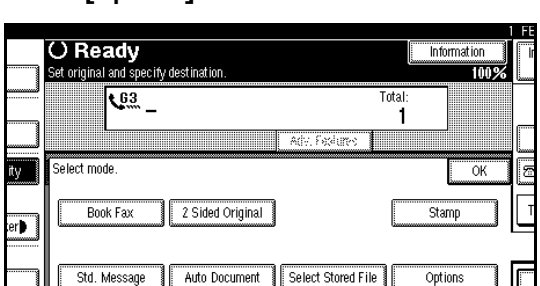
1 **Place the original, and then select any scan settings you require.**

2 **Press [Sub TX Mode].**



The Sub Transmission Mode menu is shown.

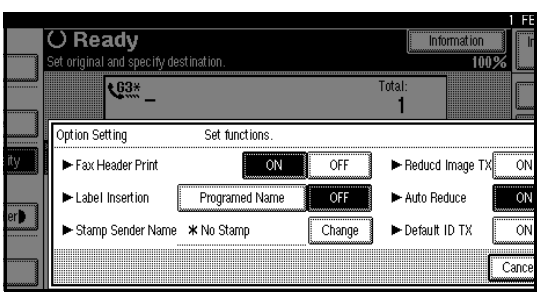
3 **Select [Options].**



4 **Select options to be set up.**

Programming the Fax Header Print

❶ **Press [ON] to specify "Fax Header Print".**

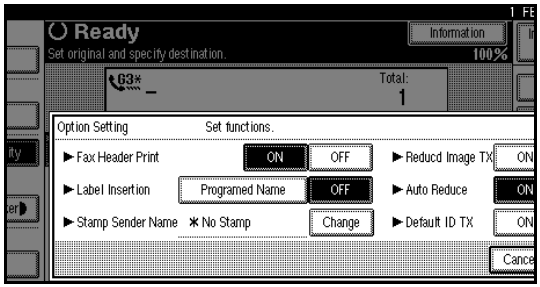


Note

- ❒ Press **[OFF]** if you do not want to print the sender's name.
- ❒ To close the option settings, go to step **5**.

Programming the Label Insertion

❶ **Press [Programed Name] in "Label Insertion".**

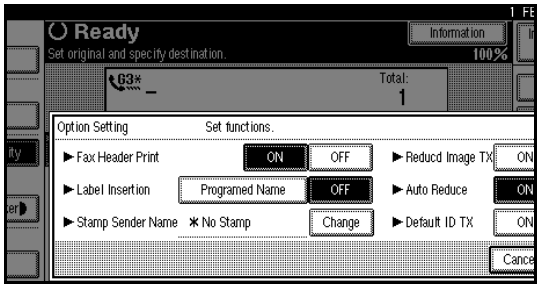


Note

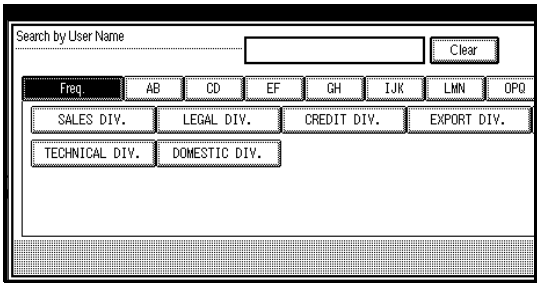
- ❒ Press **[OFF]** if you do not want to insert a destination.
- ❒ To close the option settings, go to step **5**.

Programming the Stamp Sender Name

❶ **Press [Change].**



❷ **Press the name of the user to be stamped.**



Note

- ❒ The set User Name is displayed, when the User Code has been stored. ⇒ "Key Operator Tools -- User Code" in Administrator Reference Copier System Edition
- ❒ You can switch titles when you press on the Title key.
- ❒ To stamp a non-registered User Name, press **[Programed External Name]**, and then enter the User Name.
- ❒ If you do not want to stamp the sender's stamp, press **[No Stamp]**.

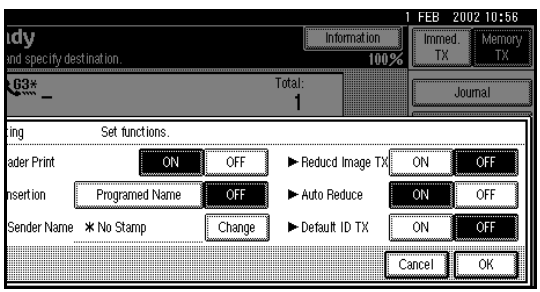
❸ **Press [OK].**

Note

- ❒ To close the option settings, go to step **5**.

Programming the Reduced Image TX

❶ Press [ON] in "Reducd Image TX".

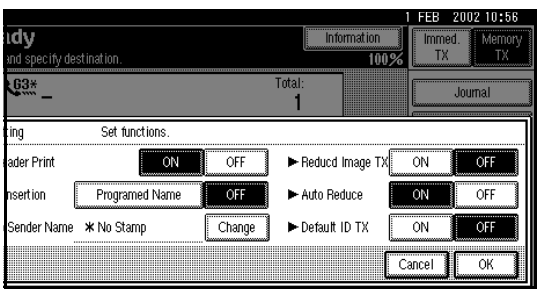


Note

- ❒ Press **[OFF]** if you do not want to do a reduced transmission.
- ❒ To close the option settings, go to step **5**.

Programming the Auto Reduce

❶ Press [ON] in "Auto Reduce".

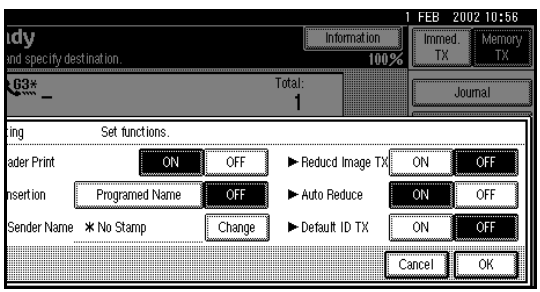


Note

- ❒ Press **[OFF]** if you do not want to use a Auto Reduce function.
- ❒ To close the option settings, go to step **5**.

Programming the Default ID TX

❶ **Press [ON] in "Default ID TX".**



Note

- ❒ Press **[OFF]** if you do not want to use ID transmission.
- ❒ To close the option settings, go to step **5**.

5 **Press [OK].**

The screen returns to the Sending menu screen.

Note

- ❒ When changing the settings, the **[Option Settings]** will be highlighted in dark.

6 **Press [OK].**

7 **Set the destination, and then press the 【Start】 key.**

8 **Press [OK].**

The Sub Transmission menu is shown.

9 **Press [OK].**

10 **Dial, and then press the 【Start】 key.**

More Transmission Functions

If Memory Runs Out While Storing an Original

If you run out of memory while storing an original (free space reaches 0%), "`Memory is full. Cannot scan more. Transmission will be stopped.`" is displayed.

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

Note

- ❒ Successfully scanned pages are sent. If you wish to change this setting, please contact your service representative.
- ❒ Standard Memory Transmission may be used instead of Parallel Memory Transmission depending the optional equipment installed if there is not enough free memory left.

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. This is useful when you are in a hurry and need to use the original for another purpose.

Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 "Changing the User Parameters" (Switch07, Bit2)
- ❒ If you use this function, the Memory Storage Report will not be printed.

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
  - When you store an original for Memory Transmission while another communication is in progress
  - When two or more destinations are specified
  - When you send only an Auto Document
  - When the first page of an original is placed on the exposure glass
  - When you send messages stored in the Document Server
- ❒ If the 【Clear/Stop】 key is pressed, an original is jammed or memory runs out during Parallel Memory Transmission stops. The Transmission Result Report is printed and files are deleted.
- ❒ When Parallel Memory Transmission is used, the total number of originals in “Fax Header Print” is not automatically printed.

Checking the Transmission Result

- Turn the Transmission Result Report on if you want a report to be printed after every successful transmission. ⇒ Chapter 2, “Memory Transmission” in the Basic Features manual
  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.⇒ p.128 “Communication Failure Report”
- If you turn the Transmission Result Report (Memory Transmission) off, the Error Report will be printed when the communication fails.
- You can also check the transmission result by examining the Journal.⇒ p.45 “Printing the Journal”
- You can either print or scroll through the Journal on the display. ⇒ p.49 “Checking the Transmission Result (TX File Status)”

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 5 times in 5 minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints a Transmission Result Report or Communication Failure Report.

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

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch14, Bit2)

ECM (Error Correction Mode)

This feature automatically sends data that was not transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same feature.

Note

- ❒ You can turn this function on or off with the Key Operator Settings. ⇒ p.214 “ECM”

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.

Checking the Transmission Progress

To check which destinations the fax message has been sent to so far, print the TX file list.

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.

Limitation

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

Transmission with Image Rotation

For most purposes, place A4/8$^1/_2$" × 11" originals in the landscape direction (▭). If you place an A4/8$^1/_2$" × 11" original in the portrait direction (▯), the image will be sent rotated by 90°. Providing the receiver has A4/8$^1/_2$" × 11" landscape paper (▭), the message will be printed the same size as the original.

Limitation

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

Simultaneous Broadcast

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

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

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

This results in a shorter overall transmission time.

Note

- ❒ This feature can use a maximum of 2 lines simultaneously.
- ❒ When using the optional Extra G3 Interface Unit, if you set the line selection as “G3 Auto Select” beforehand, the machine will use whichever G3 line is not busy. This increases efficiency.

JBIG Transmission

The optional Fax Function Upgrade Unit is required.

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

Limitation

- ❒ An ISDN line cannot be used.
- ❒ If ECM is turned off, JBIG Transmission is not available.⇒ p.214 “ECM”
- ❒ This feature requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).

Printed Report

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. ⇒ p.216 "Changing the User Parameters" (Switch03, Bit2)
- ❒ You can choose whether to include part of the original image on the report. ⇒ p.216 "Changing the User Parameters" (Switch04, Bit7)
- ❒ If you use Parallel Memory Transmission, the Memory Storage Report will not be printed.

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, a Communication Failure Report is printed. ⇒ p.128 "Communication Failure Report"

Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 "Changing the User Parameters" (Switch03, Bit0)
- ❒ You can choose whether to include part of the original image on the report.⇒ p.216 "Changing the User Parameters" (Switch04, Bit7)
- ❒ The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Communication Failure Report

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

Note

- ❒ You can choose whether to include part of the original image on the report. ⇒ p.216 "Changing the User Parameters" (Switch04, Bit7)
- ❒ The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Transmission Result Report (Immediate Transmission)

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

Note

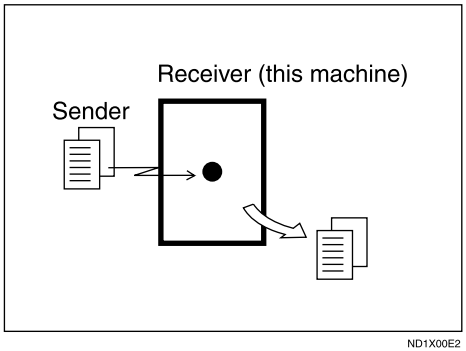
- ❒ You can switch this report on or off in the User Parameters. ⇒ p.216 "Changing the User Parameters" (Switch03, Bit5)
- ❒ If the page was sent successfully, the "Page" column gives the total number of pages that was sent successfully. The "Not Sent" column gives the number of pages that could not be sent successfully.

5. Reception Features

Reception

Immediate Reception

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



Normally this machine receives messages by Immediate Transmission. But Memory Reception is used when “Combine 2 Originals”, “Multi-copy reception”, “Reverse Order Printing reception” or “2-sided Printing” is set to “ON”. If the conditions are that Subsutitute Reception should be used, a fax message is not printed. It will be stored in memory.⇒ p.130 “Memory Reception”,⇒ p.131 “Substitute Reception”

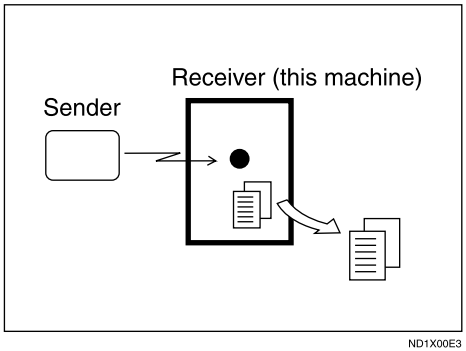
Reception Resolution

This machine supports **Standard**, **Detail** and **Super fine** resolutions for reception. If you do not have the optional Fax Function Upgrade Unit, faxes sent at **Super fine** resolution will be printed on your machine at **Detail** resolution. This may differ from the sender's intention.

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

Memory Reception

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



This method is used with the following features:

- Combine 2 originals ⇒ p.144 "Combine 2 Originals"
- Multi-copy when set to multiple copies ⇒ p.143 "Multi-copy Reception"
- Reverse Order Printing ⇒ p.146 "Reverse Order Printing"
- Substitute Reception ⇒ p.131 "Substitute Reception"
- 2-sided Printing ⇒ p.141 "2-Sided Printing"

Important

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

Limitation

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

Note

- ❒ If the free memory 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 and stores messages in memory instead of printing them. This Reception, in which a received fax message is stored in memory unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

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

Limitation

❒ Reception may not take place if there is not enough free memory.

Note

❒ The Receive File indicator lights to let you know when message(s) have been received using Substitute Reception.

❒ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening Out Messages from Anonymous Senders

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

Four settings are available:

- “When Own Name or Own Fax Number is received”
- “Free”
- “Polling ID match”
- “disable”

Note

❒ You can select the default setting with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch05, Bit2,1)

❒ If you select “When Own Name or Own Fax Number is received”, the machine stores messages only when the Own Name/Own Fax Number is present.

❒ Even if the sender does not have an Own Name or Own Fax Number, the machine will still receive messages using Substitute Reception if:

- Paper becomes jammed while the power switch is on
- Printing is not possible for some reason, for example, when a copy job is in progress

When Own Name or Own Fax Number is Received

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

Important

- ❒ If a sender has not programmed their Own Name or Own Fax Number, the machine may reject an important fax message. We recommend that you ask important senders to program an Own Name or Own Fax Number in advance.

Free

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

Polling ID match

The machine switches to Substitute Reception only when the programmed Polling ID's of the other end and this machine are identical.

When the Receive File Indicator is Lit

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

Why Substitute Reception Occurred	Indication/Status	Solution
Paper has run out.	and/or 【Facsimile】 indicator is lit red.	Add paper. ⇒ "Loading Paper" in Maintenance Guide Copier System Edition
Toner is empty.	is lit.	Replace the toner cartridge. ⇒ "Replacing the Toner Cartridge" in Maintenance Guide Copier System Edition
Paper is jammed.	is lit.	Remove the jammed paper. ⇒ "Removing Misfed Paper" in Maintenance Guide Copier System Edition
Machine is busy printing with other function.	The machine is printing with other function.	The message will be printed after the current job finishes automatically.
Output tray is full.	The message "`Following output tray is full. Remove paper.`" appears.	Remove paper from output tray.

When the Confidential File Indicator is Lit or Blinking

If the Confidential File indicator (🔒) is lit, a message has been received and stored in memory as a Confidential Message or in the Personal Box. You need to print it out manually. ⇒ p.55 “Printing a Confidential Message”, ⇒ p.61 “Printing Personal Box Messages”

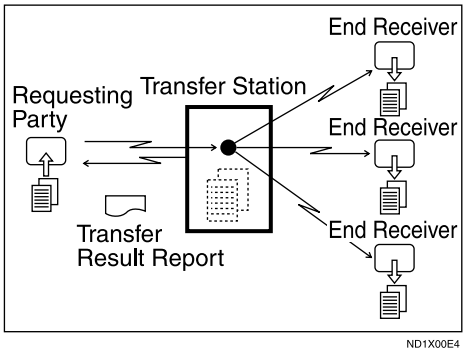
If the Confidential File indicator is blinking, a message has been received and stored in memory with Memory Lock. You need to print it out manually. ⇒ p.58 “Printing a File Received with Memory Lock”

Reception Functions

Transfer Station

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

The diagram below may make the concept clearer.



The following terminology is used in this section.

❖ Requesting Party

The machine where the message originates from.

❖ Transfer Station (this machine)

The machine that forwards the incoming message to another destination.

❖ End Receiver

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

Limitation

- ❒ Polling ID's of the Requesting Party and Transfer Station must be identical for this feature to work.
- ❒ A Transfer Request cannot be sent, if the fax number of the transfer station (this machine) is not programmed in Quick Dial.
- ❒ If your line number is not programmed at the Transfer Station, reception will not take place.⇒ p.255 “Transfer Report”
- ❒ This machine will not receive a Transfer Request unless it has enough free memory to store two or more destinations dialed from the number keys. ⇒ Chapter 2, “Number keys” in the Basic Features manual
- ❒ If the Requesting Party specifies a Group for the End Receivers and the total number of End Receivers exceeds 500, the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

Multistep Transfer

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

For more information, contact your service representative.

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

Reference

❒ Chapter 3, “Groups” in the Basic Features manual

Sending the Transfer Result Report

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

For example:

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

Transfer Result Report

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

Preparation

- ❒ Program the Requesting Party fax number into a Quick Dial key in advance. ⇒ Chapter 3, “Quick Dials” in the Basic Features manual

When the Transfer Station has transferred the message to all End Receivers, it sends the Transfer Result Report back to the Requesting Party. The machine prints the report if it cannot be sent back to the Requesting Party. You must program the fax number of the Requesting Party in Quick Dial in the Transfer Station.

Note

- ❒ You can set whether a portion of the original image is printed on the report with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch04, Bit7)

JBIG Reception

The optional Fax Function Upgrade Unit is required.

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

Limitation

- ❒ If ECM is turned off, JBIG Reception is not available.
- ❒ This feature is not available with G4 communication.
- ❒ When the optional Extra G3 Interface Unit is installed, JBIG receptions of “G3-2” lines are standard.

Auto Fax Reception Power-up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming messages as long as the main power switch is on.

Important

- ❒ Reception is not possible if both the operation switch and main power switch are turned off.

Note

- ❒ You can set whether messages are printed as soon as they are received (Immediate Reception) with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch14, Bit0)
- ❒ You can also set that fax messages received by Memory Reception (Substitute Reception) will be printed after the machine is turned on.

Printing Options

Print Completion Beep

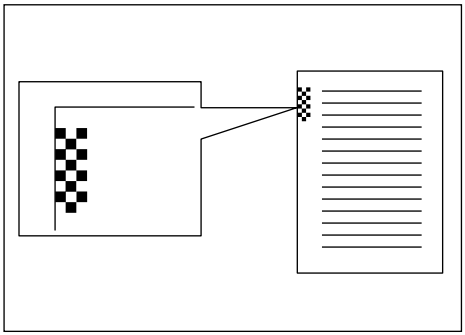
When this function is turned on, the machine beeps to let you know when a received message has been printed.

Note

❒ You can alter the volume of the beep or turn it off completely (set the volume to the minimum level). ⇒ Chapter 4, “Adjusting Volume” in the Basic Features manual

Checkered Mark

When this function is turned on, a Checkered Mark is printed on the first page of fax messages to help you separate them.



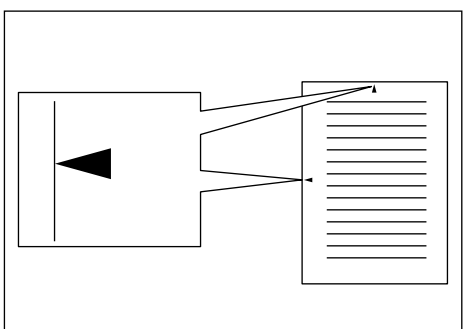
ND1X00E5

Note

❒ You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”

Center Mark

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



ND1X00E6

Limitation

- ❒ The Center Mark may deviate a little from the exact center of the edge.

Note

- ❒ You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”

Reception Time

You can have the date and time printed at the bottom of the message when it is received. You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”

Limitation

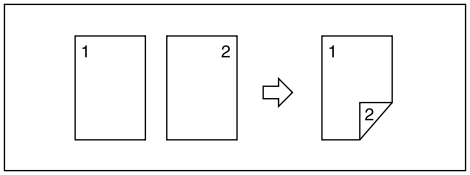
- ❒ When a received message is printed on two or more sheets, the date and time is printed on the last page.

Note

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

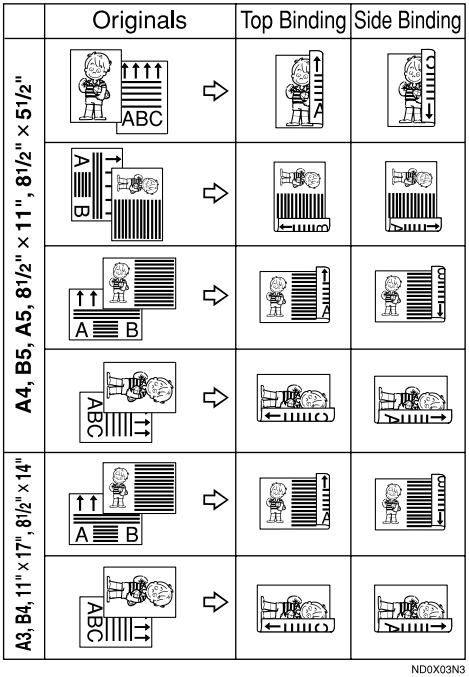
2-Sided Printing

You can have a received message printed on both sides of the paper. You can turn this function on or off with the Reception Mode. ⇒ p.198 "Reception Mode"



Limitation

- ❒ To use this function, all pages of the received document must be of the same size—inform the sending party of this beforehand if necessary. You must also have paper set in your machine of the same size as that sent by the sending party (A4→A4, 8$^1/_2$"×11"→8$^1/_2$"×11" are typical examples, whether A3 and B5 sizes are correctly scanned in will depend on the fax machine). This machine will correctly scan in A3, B4, A4, B5, A5 (11"×17", 8$^1/_2$"×14", 8$^1/_2$"×11", 8$^1/_2$"×5$^1/_2$"). The following table shows the results that can be achieved when sending and receiving using this machine.



- ❒ This feature works only when all pages are of the same width and are received into memory.
- ❒ The machine will use Memory Reception for 2-Sided Printing.
- ❒ This feature cannot be used with Combine 2 originals.
- ❒ Printouts may vary depending on how the sender set them.

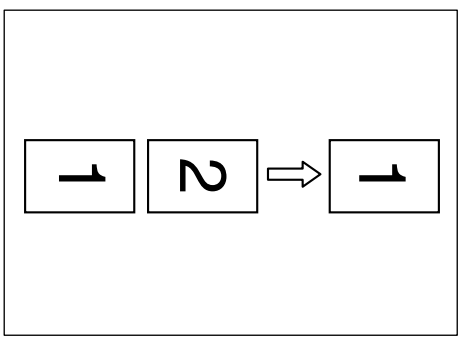
❒ If another party sends you a fax and their machine is not able to detect the size of the original correctly, the message may come out truncated, separated or containing excess white space when printed at your end. For example, if the sending machine thinks a B5 original is a B4 original, it will be printed at your end on B4 size paper even if you have B5 paper available in your machine.

Note

❒ You can choose to have messages only from selected senders printed in this way. ⇒ p.223 "Special Senders to Treat Differently"

180 Degree Rotation Printing

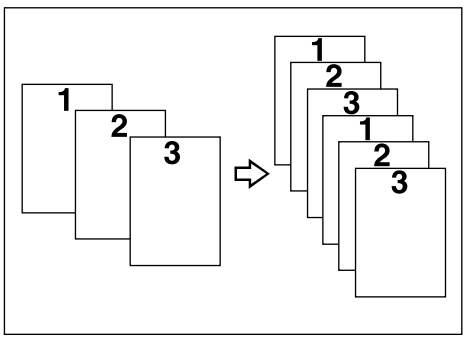
When printing on both sides of the paper, this machine rotates images as shown in the diagram.



CP2B02E0

Multi-copy Reception

If you switch this feature on, multiple copies of each incoming fax message will be printed. You can also choose to have multiple copies made of messages from particular senders. ⇒ p.223 “Special Senders to Treat Differently”, ⇒ p.198 “Reception Mode”



Limitation

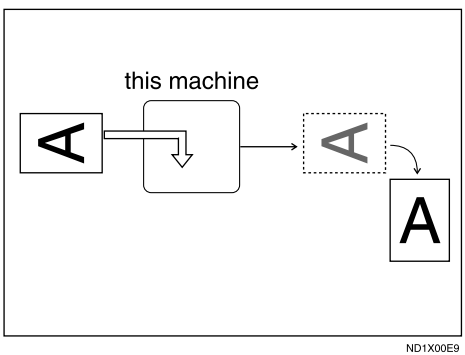
- ❒ The maximum number of copies that can be made for each message is 10. If you are using Multi-copy with Specified Senders, the maximum number is 10.

Note

- ❒ You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”
- ❒ The machine will use Memory Reception for Multi-copy Reception.

Image Rotation

If you have set paper in the standard tray , incoming fax messages will be rotated automatically to fit on the paper.



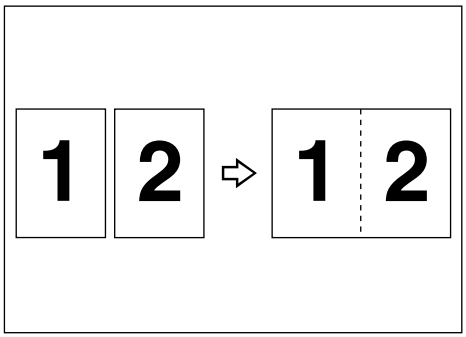
Note

- ❒ You can choose to have received messages printed from a specified tray. ⇒ p.198 “Reception Mode”

Combine 2 Originals

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

- Two A5 messages are printed side by side on a sheet of A4.
- Two B5 messages are printed side by side on a sheet of B4.
- Two A4 messages are printed side by side on a sheet of A3.
- Two $8^1/_2$"×$5^1/_2$" messages are printed side by side on a sheet of $8^1/_2$"×11".
- Two $8^1/_2$"×11" messages are printed side by side on a sheet of 11"×17".



ND1X01E0

Limitation

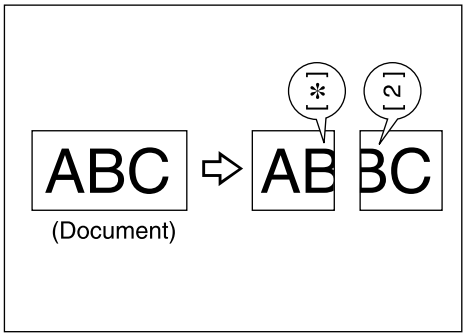
- ❒ This feature does not work with messages larger than A5, B5, A4, $8^1/_2$" × 11" or $8^1/_2$" × $5^1/_2$". When A5, B5, A4, $8^1/_2$" × 11" or $8^1/_2$" × $5^1/_2$" size paper is loaded in the machine, each page of the received message is printed on a single sheet.
- ❒ If paper matching the size and direction of a received document is not available, “Combine 2 originals” is not possible.
- ❒ When “Combine 2 originals” and “2-Sided Printing” are selected at the same time, combine 2 originals takes priority and 2-sided printing is canceled.

Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch10, Bit1)
- ❒ This feature uses Memory Reception.

Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, this feature splits the message if the message length is 20mm (0.79") or longer than the paper used. The message is reduced if it is less than 20mm (0.79") longer. When a message is split, the split mark (*) is inserted at the split position and about 10mm (0.39") of the split area is duplicated on the top of the second sheet.



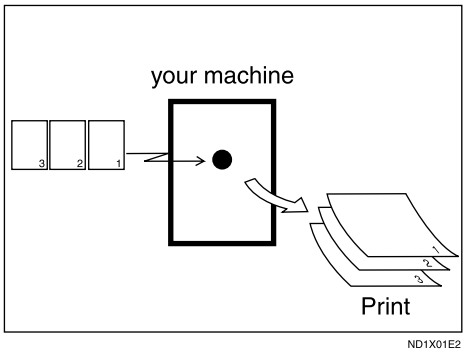
ND1X01E1

Note

- ❒ Your service representative can customize this feature with the following settings.
  - Reduction
  - Print split mark
  - Overprinting
  - Overprinting length
  - Guideline for split
- ❒ You can adjust the overprinting and reduction lengths within the following ranges:
  - Overprinting length: 4mm (0.16"), 10mm (0.39"), 20mm (0.79")
  - Guideline for split: 0~155mm (5mm steps)/0~6.1" (0.2" steps)

Reverse Order Printing

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

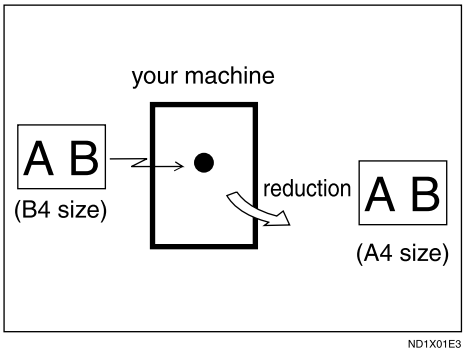


Note

- ❒ You can turn this function on or off with the Reception Mode. ⇒ p.198 “Reception Mode”
- ❒ When this feature is on, the first page will be printed last.
- ❒ This feature uses Memory Reception.

Page Reduction

If 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.



Note

- ❒ You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch10, Bit3)

Reference

- ❒ ⇒ p.145 “Page Separation and Length Reduction”

TSI Print

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this feature on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the message came from. ⇒ Chapter 3, "Initial Settings and Adjustment" in the Basic Features manual

Note

- ❒ You can turn it on or off in the User Parameters. ⇒ p.216 "Changing the User Parameters" (Switch02, Bit3)

CIL/TID Print

The optional ISDN Unit is required.

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

The CIL (Call Identification Line) refers to the combination of the receiver's Own Fax Number, name, the sender's Own Fax Number and name, time, and page number. The TID refers to the name programmed by the sender in their Fax Header.

Limitation

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

Note

- ❒ You can turn CIL and TID on or off in the User Parameters. ⇒ p.216 "Changing the User Parameters" (Switch02, Bit5 or Bit6)

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 8½"×11" and A3 loaded and you receive a A4 size message, check the A4 column of the following table. The paper size at the top has the highest priority. In this case, since 8½"×11" is a higher priority than A3, the message is printed on 8½"×11".

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

❖ Priority Table

Paper Select Priorities	Received Image Size: A3,11"×17"	B4	A4, 8½"×11"	A4, 8½"×11"	B5	8½"×14"	F/F4
1	A3	B4	8½"×11"	A4	B5	8½"×14"	F/F4
2	11"×17"	A3	8½"×11"	A4	B5	A4	8½"×14"
3	A4	11"×17"	A4	8½"×11"	B4	A4	A4
4	A4	B5	A4	8½"×11"	A4	8½"×11"	A4
5	8½"×11"	B5	F/F4	A3	A4	8½"×11"	8½"×11"
6	8½"×11"	A4	8½"×14"	F/F4	8½"×11"	F	8½"×11"
7	F/F4	A4	A3	11"×17"	8½"×11"	B4	B4
8	B4	8½"×11"	B4	B4	F/F4	A3	A3
9	8½"×14"	8½"×11"	11"×17"	8½"×14"	A3	11"×17"	11"×17"
10		F/F4	B5		11"×17"	B5	B5
11		8½"×14"	B5		8½"×14"	B5	B5

Portrait Landscape Image Rotation

GFRXPSE

Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20mm (0.79")
Width or Length Priority	Width

- ▯▯ 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.223 “Special Senders to Treat Differently”
- ❒ 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 and A3. Any messages narrower than A4 are sent as A4 width with the length unchanged.

Reference

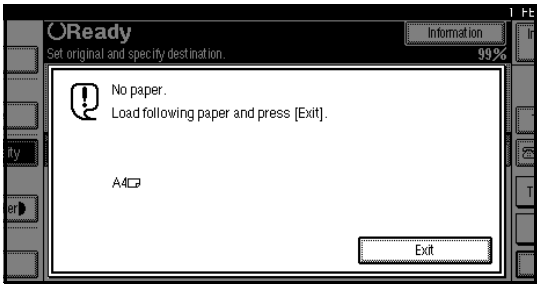
- ❒ p.145 “Page Separation and Length Reduction”
- ❒ p.146 “Page Reduction”
- ❒ p.143 “Image Rotation”

"Just Size" Printing

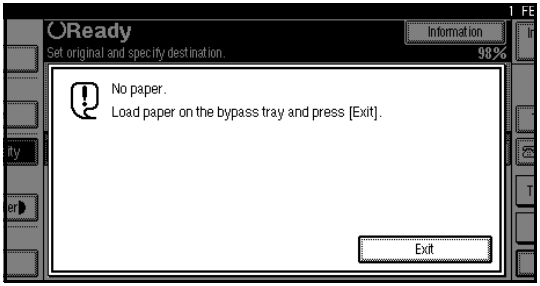
If you turn this feature on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded the new paper, you can then print the message.

Two messages can appear:

- Paper Cassette



- Bypass Tray



Note

- The action that follows pressing **[Exit]** varies depending on the status of the machine when the message occurred.
  - If any received documents or reports were being printed automatically, the printer automatically continues printing from where it had left off.
  - If any documents or reports were being printed manually, the printer does not resume the printing. Perform the operations from the beginning again.
- You can turn this function on or off with the User Parameters. ⇒ p.216 “Changing the User Parameters” (Switch05, Bit5)

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).

You can set up to a maximum of 100 standard paper in the bypass tray.

Limitation

- The print area is determined by optional Expansion Memory, Resolution, and the vertical length of originals.
- You cannot output the received paper into the optional Finisher Unit, when using this function. The paper will be delivered into the machine's paper tray, even when the optional Finisher Unit has been set as the output tray.⇒“General Features -- Output : Facsimile” in Administrator Reference Copier System Edition

Note

- Before you can use this feature, you need to turn on Authorized Reception (Initial Setup Reception Mode settings), program the Specified Senders (Key Operator Settings) along with the Paper. ⇒ p.198 “Reception Mode”, ⇒ p.223 “Special Senders to Treat Differently”
- The size of paper set in the bypass tray can have a vertical length of a 148-457mm (58" - 180"), and have a horizontal length of 90-305mm (35"- 120").
- When you set paper sizes other than A4▭, B4▭, A3▭ ($8^1/_2$"×11"▭, 11"×13"▭) in the bypass tray, specify the paper size. This size should match the bypass paper size for copying or a paper jam may occur. To change the bypass paper size for copying. ⇒ “Load Paper in the Bypass Tray” in Maintenance Guide Copier System Edition
- If the specified paper size and the size of paper set in the bypass tray do not match, paper jams may occur or the image may be truncated.
- If you use this feature, Image Rotation and 180 Degree Rotating Printing are not possible.

Where Incoming Messages are Delivered - Output Tray

G3/G4 Separate Tray

The optional Extra G3 Interface Unit or optional ISDN Unit, as well as an optional upper tray or optional Finisher Unit is required.

You can specify the document feeding tray for each line. For example, you can specify documents received through the G3 line to be fed to the "Standard Tray" and documents received through the G4 line to be fed to the "Upper Tray", facilitating the separation of files.

Note

- To use this feature, specify the line and destination in "G3/G4 Separate Tray". ⇒ p.198 "Reception Mode"

Tray Shift

The optional Finisher Unit is Required.

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

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

Note

- You can turn this function on or off with the User Parameters. ⇒ p.216 "Changing the User Parameters" (Switch19, Bit0)

6. Simplifying the Operation

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 registering this information in a Keystroke Program.

Registering and Changing Keystroke Programs

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

You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, destinations (up to 500 numbers), Resolution, Original Type, G3 or G4 communication mode, Stamp, Send Later, Default ID, Auto Document, Book Fax, Polling Transmission, Polling Reception, Transfer Request, 2-sided transmission, 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.187 “Reports/Lists”

Limitation

❒ Transfer Request and broadcast transmissions cannot be registered at the same time.

❒ When a registered program key is being used for a Memory Transmission on standby, the message “`Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed.`” is displayed. You cannot change the function for this key at this time.

Note

❒ The maximum number of programs you can register is 100 (200 with the optional Fax Function Upgrade Unit).

❒ Use the same procedure to registering and change programs. Follow the procedure for the items you want to change.

❒ The method to register or change programs for Copy Function is different from that of Fax Function.

1 **Prepare for registering the program.**

Note

- ❒ The procedure for programming differs depending on the items you want to register.
- ❒ Press the 【**Clear Modes**】 key to cancel programming.

Example of registering a program using Send Later with the fax number "0123456789".

❶ **Press 【0】, 【1】, 【2】, 【3】, 【4】, 【5】, 【6】, 【7】, 【8】, 【9】 with the number keys.**

❷ **Press [Transmission Mode].**

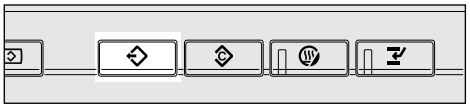
❸ **Select [Send Later].**

❹ **Enter the time to send.**

Note

- ❒ If "Send Later" is already specified, that time is shown. Press the 【**Clear Modes**】 key to change "Send Later".

2 **Press the 【Program】 key.**



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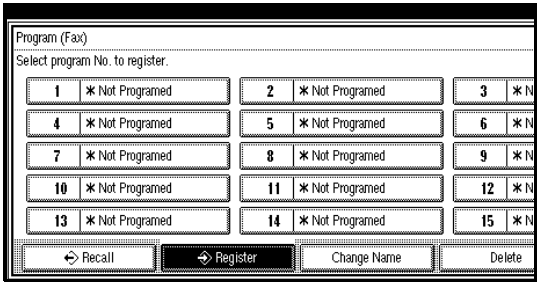
The program (Fax) is shown.

3 **Select a program number in which "*Not programed" is shown.**



Note

- ❒ Press **[▲ Prev.]** or **[▼ Next]** to search, when "* Not Programed" is not displayed

4 **Enter the program name.**

The "Program Name" display is shown.

Note

- ❒ If you make a mistake, press **[Backspace]** or **[Delete All]** and try again.
- ❒ You should register the program name.

5 **Press [OK].**

The program has been registered.

6 **Press [Exit].**

The initial display is shown.

Using a Program

Example of executing a program using Send Later with the fax number “0123456789”.

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

Note

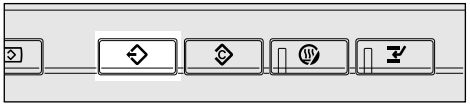
- ❒ If the standby display is not shown, press the 【Facsimile】 key.

2 Place your original.

Note

- ❒ If you have not a registered destinations or scan settings as a program, enter the fax number for the destination and select any scan settings you require.

3 Press the 【Program】 key.



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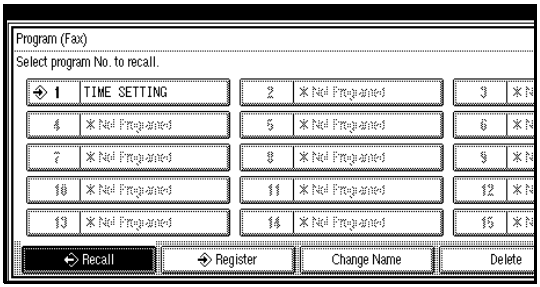
4 Select a program number you registered.



The initial display is shown.

Then, the registered fax number and time are shown. Transmission Mode is selected.

Note

- ❒ Press **[▲ Prev.]** or **[▼ Next]** to search for the transmission program number when it is not displayed.

5 Press the 【Start】 key.

The fax number and specified time are shown on the display and the machine starts to scan the original.

Changing a Program Name

Limitation

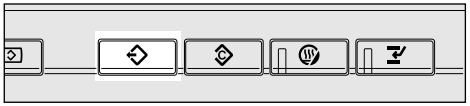
- ❒ When a registered program is being used for a standby Memory Transmission, you cannot change the program name.

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

Note

- ❒ If the standby display is not shown, press the 【**Facsimile**】 key.

2 **Press the 【Program】 key.**



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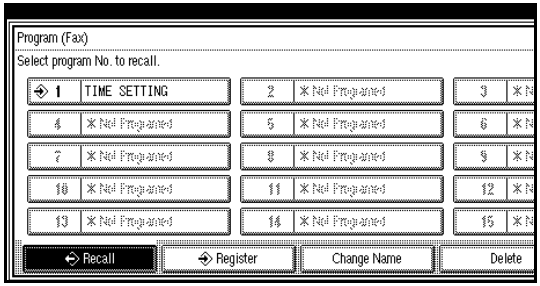
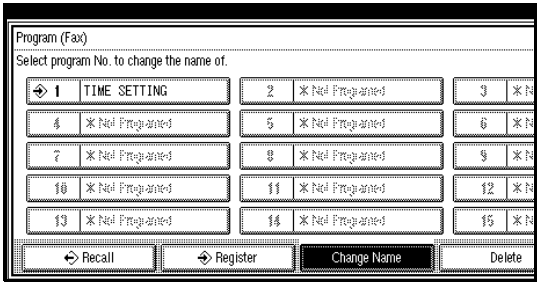
3 **Press [Change Name].**



4 **Select the program number for the name you want to change.**



Press **[▲ Prev.]** or **[▼ Next]** to search for the program number to change when it is not displayed.

5 **Enter a new program name.**

Note

- ❒ Press **[Cancel]** to cancel the change, and proceed to step **7**.

6 **Press [OK].**

The program name is changed.

7 **Press [Exit].**

The initial display is shown.

Deleting a Program

Limitation

❒ When a registered program is being used for a standby Memory Transmission, the following message appears: "`Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed.`"

Note

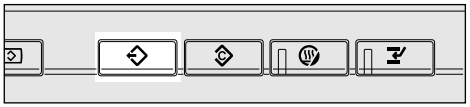
❒ If you delete a program, the registered program name is also deleted.

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

Note

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

2 **Press the 【Program】 key.**



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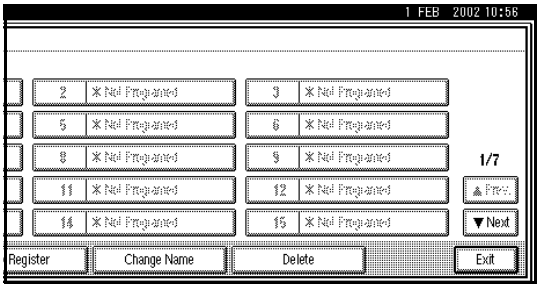
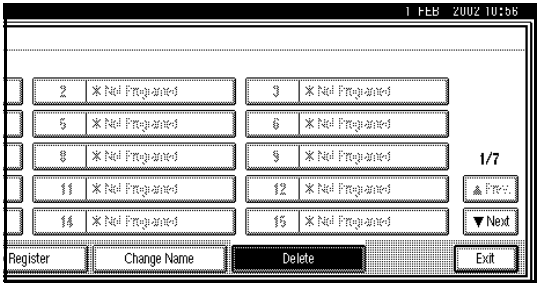
3 **Press [Delete].**



4 **Select the program number you want to delete.**



Press **[▲ Prev.]** or **[▼ Next]** to search for the program number to delete when it is not displayed.

The contents of the program are shown on the display.

5 **Press [Yes].**

Note

- ❒ Press **[No]** not to delete the program. The display will return to step **3**.

6 **Press [Exit].**

The initial display is shown.

Using the Document Server

The optional Hard Disk Unit (40GB) is required.

Use this feature to store documents in the Document Server of this machine.

The Document Server can store documents from various applications.

The documents that are stored using a facsimile feature are available to transmit by facsimile.

Storing in the Document Server enables the following:

- Once stored, a document can be sent out as many times as you want just by selecting it.
- Storing a document does not use facsimile memory.

You can also send multiple stored documents or combine a document with a scanned original to send them out as a single document. Use **[Select Stored File]** in **[Sub TX Mode]** in Facsimile Mode to send stored documents.⇒ p.105 "Sending a Stored File"

Limitation

❒ Documents stored with **[Store File]** in the Facsimile mode cannot be operated from the screen displayed, when the **[Document Server]** key is pressed. ⇒ p.160 "Storing a Document"

Note

❒ The stored documents are not deleted even when there is a power failure or the main power switch is turned off.

❒ You can specify whether or not the machine automatically deletes documents from the Document Server after a certain number of days. The delete function is preconfigured with the software and automatically deletes any stored document that is more than 3 days (72 hours) old. You can change the setting with "Scanning Originals" in Administrator Reference Copier System Edition.

❒ The fax feature has a memory capacity of approximately 1,000 pages. You can store approximately 2,000 pages (ITU-T No.1 chart) in the Document Server, using the copy, printer, and scanner features.

❒ You can store up to 400 pages (1,000 pages with the optional Expansion Memory) as one document .

Storing a Document

You can send and store a document at the same time. You can also just store a document.

❖ File names

Files which have been read automatically get names like “Fax0001” or “Fax0002”.⇒ p.163 “Setting a File Name”

❖ User Names

You can set this function if necessary to know whom and what departments are stored in the machine.⇒ p.161 “Programming a User Name”

❖ Password

You can set this function so as not to send to unspecified people.⇒ p.163 “Setting a Password”

Note

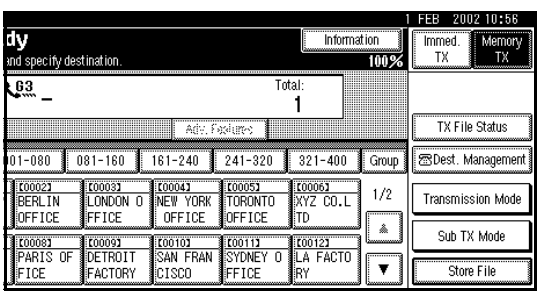
- ❒ The stored documents are given “file names”, such as “FAX0001” and “FAX0002”, automatically. However, you can change the file names. ⇒ p.164 “File Manage”
- ❒ You can attach “User Names” to the stored documents. ⇒ p.164 “File Manage”

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

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

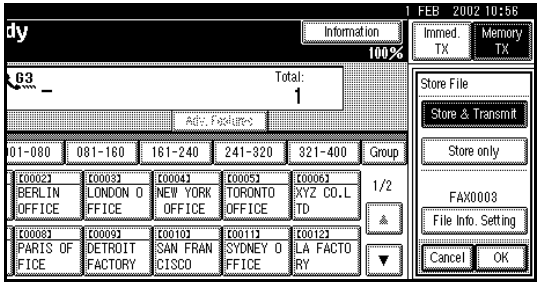
2 **Place your original, and then select any scan settings you require.**

3 **Press [Store File].**

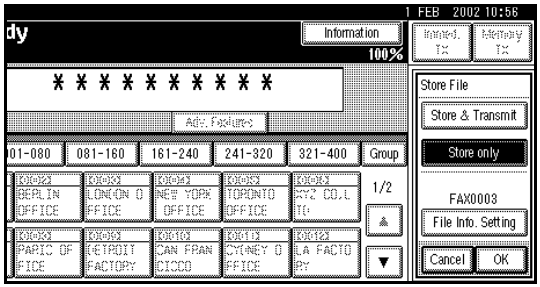


4 **Select [Store & Transmit] or [Store only].**

Select **[Store & Transmit]** to send documents after they are stored.



Select **[Store only]** to store documents.



When **[Store only]** is selected, "✱✱✱✱✱✱✱✱✱✱✱" is shown.

5 **Set the User Name, file name and password if necessary.**

Note

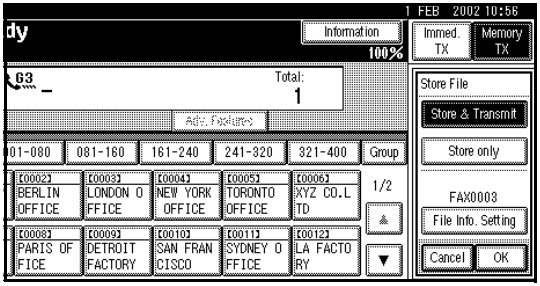
- ❒ If you are not going to set the User Name, file name, or password, go to step **6**.
- ❒ You cannot change multiple documents at once.

Programming a User Name

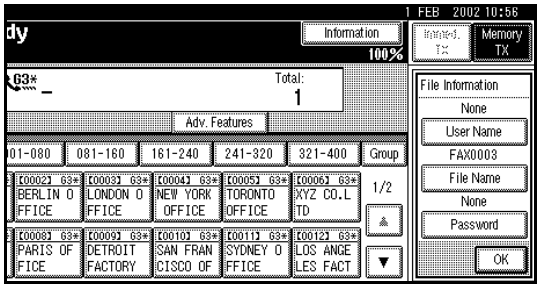
Note

- ❒ Set a User Name from those that are programmed in the User Code. Set the User Codes in the "System Settings".

❶ **Press [File Info. Setting].**

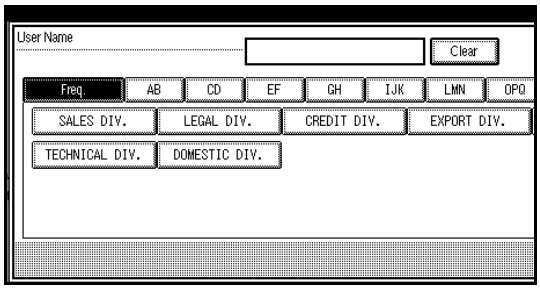


❷ **Press [User Name].**



The User Name change menu is shown.

❸ **Press the User Name to be programmed.**



The User Names that are programmed in the User Code are shown.

Note

- ❒ Press **[▲ Prev.]** or **[▼ Next]** to search for the set User Name when it is not displayed.
- ❒ Press the title key to switch between titles.
- ❒ To set an unprogrammed User Name, press **[Non-programmed Name]**, and then enter the name. User Names that are entered by pressing the **[Non-programmed Name]** key are not programmed into the User Code.

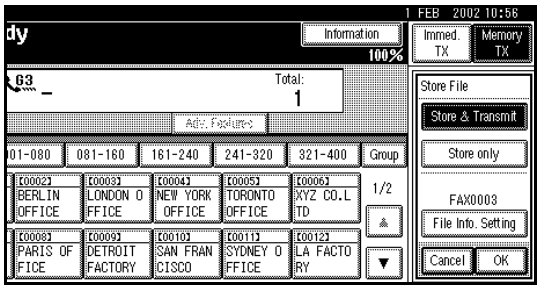
❹ **Press [OK].**

The specified User Name is shown.

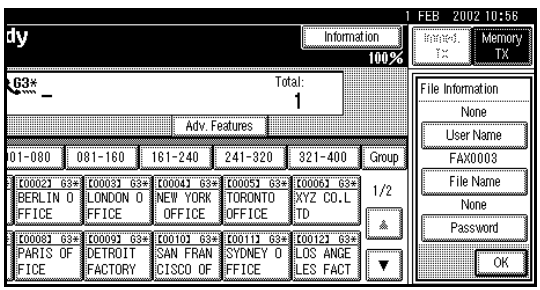
❺ **Press [OK].**

Setting a File Name

❶ **Press [File Info. Setting].**



❷ **Press [File Name].**



The File Name change menu is shown.

❸ **Enter the file name.**

Reference

❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

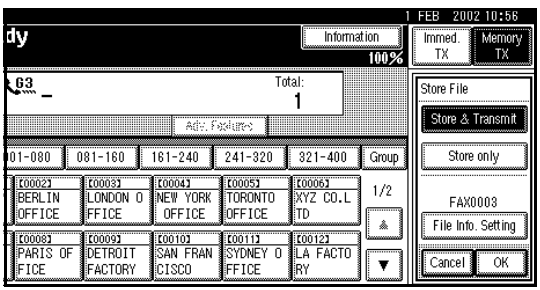
❹ **Press [OK].**

The changed file name is shown.

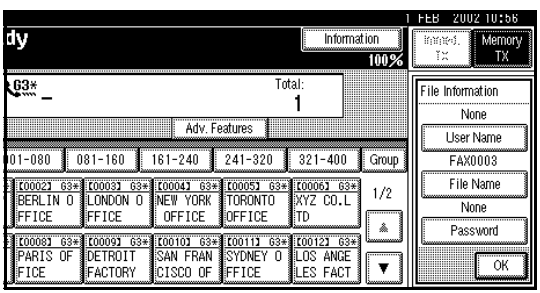
❺ **Press [OK].**

Setting a Password

❶ **Press [File Info. Setting].**

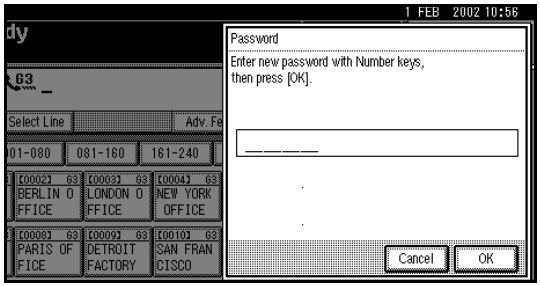


❷ **Press [Password].**



The Password setting menu is shown.

❸ **Enter a password using the number keys.**



Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key, and then reenter your password.

❹ **Press [OK].**

✶✶✶✶ is shown.

❺ **Press [OK].**

6 **Press [OK].**

7 **If you have selected the [Store & Transmit] key, specify the receiver.**

Note

❒ If you have selected **[Store only]**, go to step **8**.

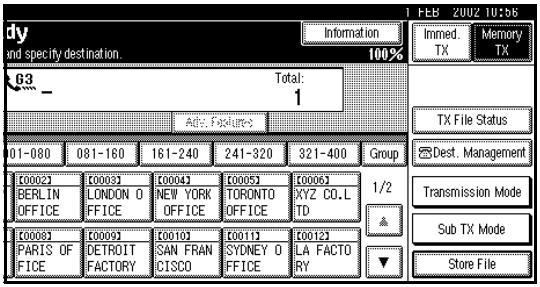
8 **Press the 【Start】 key.**

File Manage

You can change the file name, User Name, and password of stored documents.

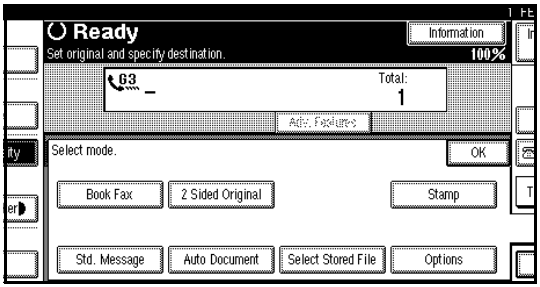
To change a stored document, delete the document you no longer need, and then reprogram the new document. ⇒ p.167 “Delete File”

1 **Press [Sub TX Mode].**

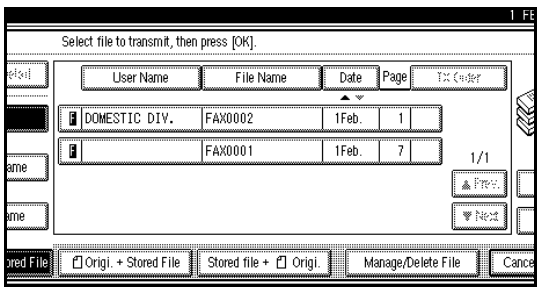


The Sub Transmission menu is shown.

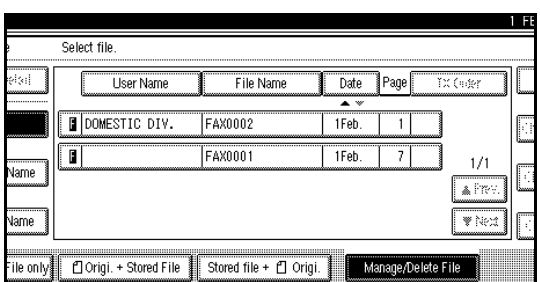
2 **Select [Select Stored File].**



3 **Select [Manage/Delete File].**



4 **Press the document to be changed.**



Note

- ❒ You can specify multiple documents at one time.
- ❒ Press **[▲ Prev.]** or **[▼ Next]** to search for the file to be changed when it is not displayed.

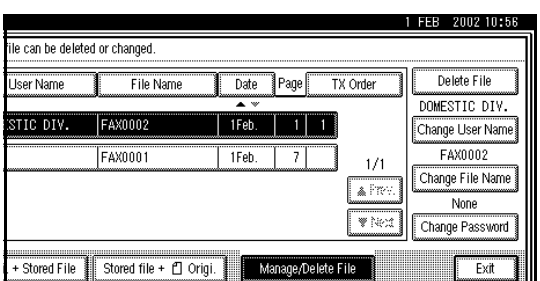
5 **If you select a document for which a password is set, enter the password. When a selected file does not have a password, go to step 7.**

6 **Press [OK].**

7 **Change the information of the stored document. Change the desired items.**

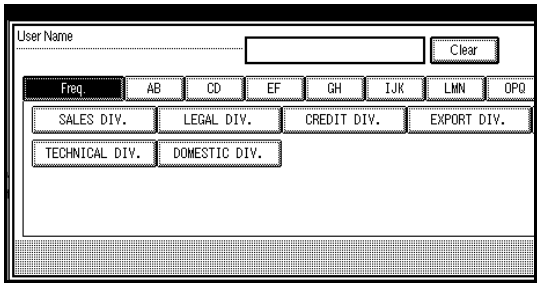
Changing a User Name

❶ **Press [Change User Name].**



❷ **Press [Clear].**

The User Name is deleted.



If the User Name to be changed is not shown, press **[▲ Prev.]** or **[▼ Next]**.

❸ **Press the new User Name.**

Note

- ❒ Press the title keys to switch between titles.
- ❒ To set an unprogrammed User Name, press the **[Non-programmed Name]** key, and then enter the name.
- ❒ User Names that are entered by pressing the **[Non-programmed Name]** key are not programmed into the User Code.

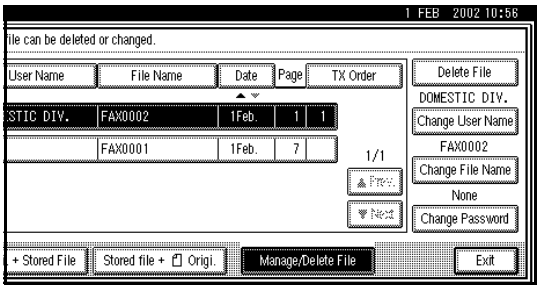
Reference

- ❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

❹ **Press [OK].**

Changing a File Name

❶ **Press [Change File Name].**



❷ **Press [Backspace] or [Delete All], and then reenter the file name.**

Reference

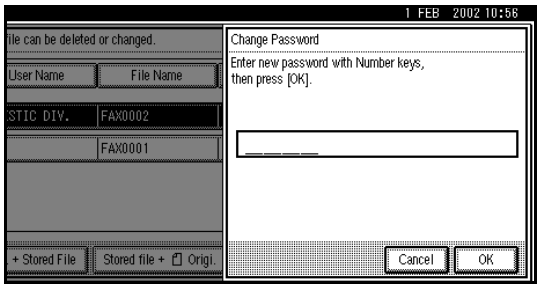
- ❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

❸ **Press [OK].**

Changing the Password

❶ **Press [Change Password].**

❷ **Enter a new password using the number keys.**



❸ **Press [OK].**

8 **Press [Exit].**

The Sub Transmission menu is shown.

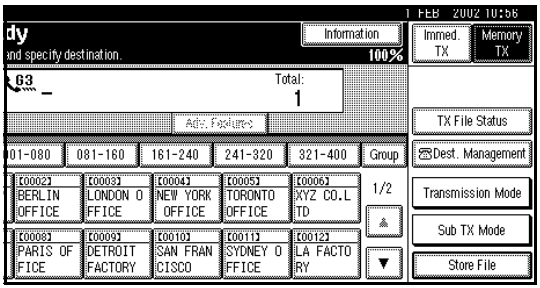
9 **Press [OK].**

The initial display is shown.

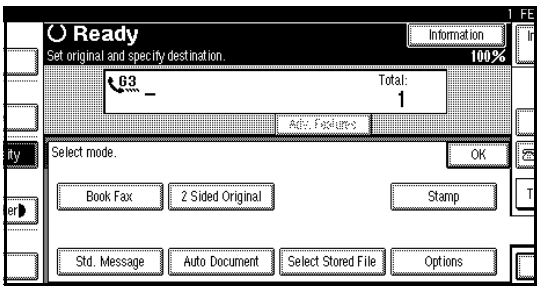
Delete File

Use this feature to delete your stored documents.

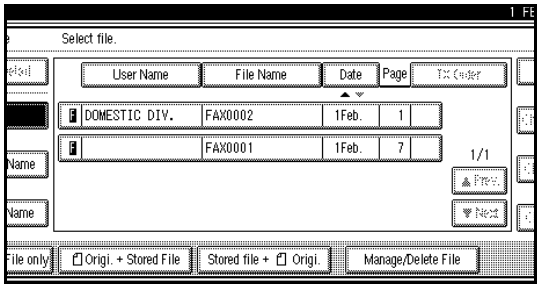
1 **Press [Sub TX Mode].**



2 **Select [Select Stored File].**



3 **Select [Manage/Delete File].**



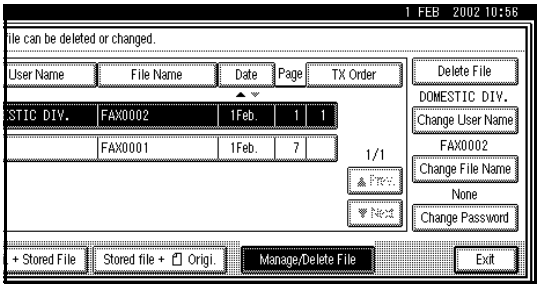
4 **Press the document you want to delete.**

Press **[▲ Prev.]** or **[▼ Next]** to search for the User Name to be changed when it is not displayed.

Note

❒ Enter the password when the Password setting menu is shown.

5 **Press [Delete File].**



6 **Press [Delete].**

Note

❒ If you do not want to delete the document, press **[Do not Delete.]**.

7 **Press [Exit].**

8 **Press [OK].**

The initial display is shown.

Controlling documents saved in the Document Server from a computer

The fax documents saved in the Document Server can be viewed and controlled from a network computer with DesktopBinder V2 Lite or DesktopBinder V2 Professional installed.

The following operations are available from the computer:

- Displaying documents (Easy Viewer)
- Displaying document properties (Properties)
- Deleting documents (Delete)
- Copying documents to a computer (Copy)
- Printing documents (Print from Document Server)
- Sending documents by fax (Fax from Document Server)
- Exporting documents as files (Export Document)

For more information, see the DesktopBinder V2 operating instructions and Help.

Note

❒ Settings made in System Settings enable you to send documents to the delivery server. ⇒ Administrator Reference Copier System Edition

7. Facsimile Features

Accessing the User Tools

The User Tools allow you to program the machine with your identification, to 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.

❖ Prog./Change/Delete

Use to program, change or delete: Quick Dial, Group Dial, Title of Quick Dial Table, Order of Quick Dial Table, Auto Documents, Standard Message, Scan Size
⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual
⇒ p.172 "Program/Change/Delete Menu"

❖ Print List/Report

Use to print: the Journal, Group Dial list, Program list, Auto Document list, Quick Dial list, Label Insertion list⇒ p.187 "Reports/Lists"

❖ General Settings/Adjustment

Use to set defaults for: Transmission Mode (Memory / Immediate), Scan Conditions (Resolution / Auto Image Density / Original Type), Fax Information, Adjust Sound Volume⇒ p.189 "General Settings/Adjustment", Chapter 3, "Initial Settings and Adjustments", Chapter 4, "Adjusting volume" in the Basic Features manual

❖ Reception Mode

Use to turn on or off: Reverse Order, Checkered Mark, Center Mark, Print RX Time, Multi-copy Reception, Authorized Reception, Special RX Nos., 2-sided printing, Forwarding and Paper Tray Settings⇒ p.198 "Reception Mode"

❖ Key Operator Tools

Use to program/check: your name, your fax number, line type, various ID Codes, number of transmitted/received documents⇒ p.207 "Using Key Operator Settings"

Note

❒ Each menu appears in the each tab.

- ❒ You can switch the display by pressing **[▲ Prev.]** or **[▼ Next]**.
- ❒ The selected item is highlighted.
- ❒ When you specify all the settings, press **[OK]**. If **[OK]** is not pressed, the settings you made might be canceled.
- ❒ Press **[Cancel]** to cancel specified settings. The previous display is shown.

Key Operator Code

When Key Operator Code is programmed and turned on, users have to enter a programmed Key Operator Code (maximum 8 digits) to operate the User Tools and Key Operator Tools. This prevents unauthorized people from changing registrations.

Note

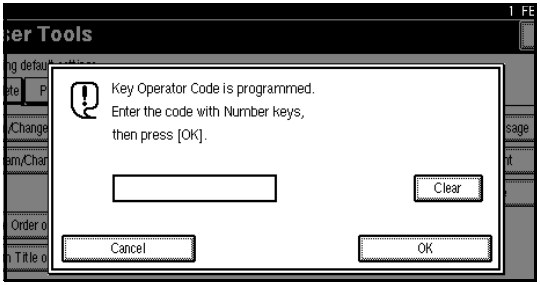
- ❒ You can turn the Key Operator Code on or off in the “System Settings”.
- ❒ When you set the Key Operator Code active, enter a code (maximum 8 digits) with the number keys and select **[Partial]** or **[All Initial Settings]** to limit access.
  - When **[Partial]** is selected:
    Only the Key Operator Tools are protected with a Key Operator Code.
  - When **[All Initial Settings]** is selected:
    The Key Operator Tools and User Tools are protected with a Key Operator Code.

① Press the **【User Tools/Counter】** key.
If you have selected **[All Initial Settings]**, go to step ③.

② Select **[Key Operator Code]**.

③ Press **[Facsimile Features]**.

④ Enter a maximum 8 digit Key Operator Code with the number keys.



⑤ Press **[OK]**.

Program/Change/Delete Menu

Changing the Order of the Quick Dial Table

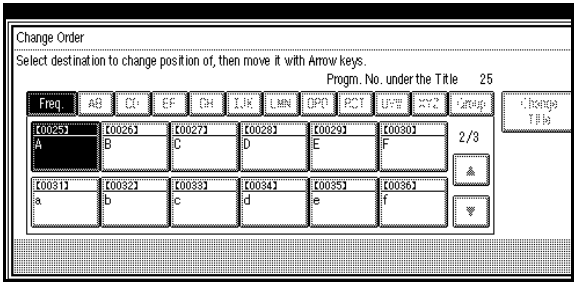
Use this feature to change the order of the programmed Quick Dial Table.

It is convenient if you list the receivers that you fax to frequently on the first page of the Quick Dial Table.

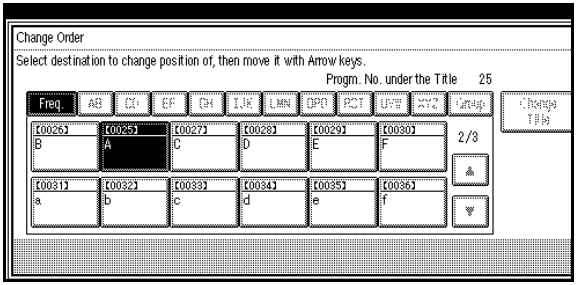
Note

- ❒ You can only change the order within Title 1, Title 2, and Title 3. You cannot change the order within the Destination List.

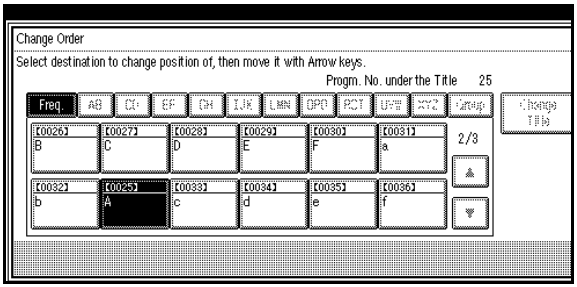
Pressing an arrow key will move the selection in the direction of the arrow.



Start in the menu above. By pressing **[→]**, the destination key moves to the right.



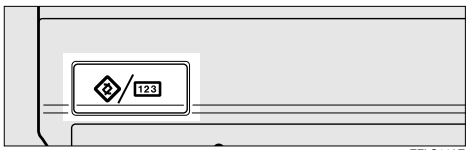
By pressing **[↓]** from the top menu, the destination key moves down.



Reference

- ❒ ⇒ Chapter 3, “Quick Dial” in the Basic Features manual

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



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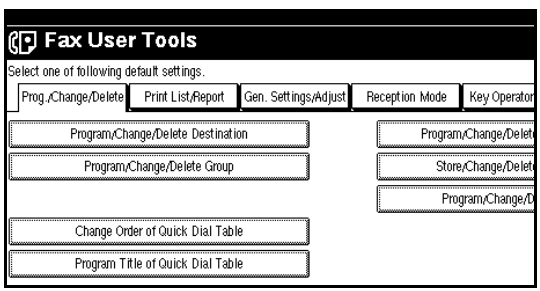
2 **Select [Facsimile Features].**

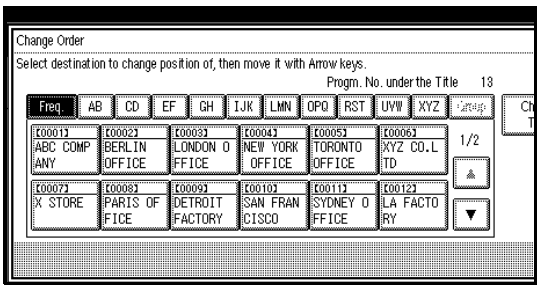
The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**



4 **Select [Change Order of Quick Dial Table].**

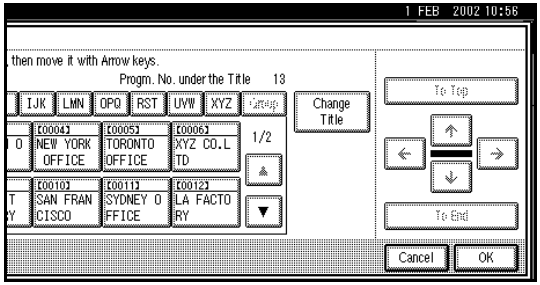
5 **Press the destination key for which you want to change the order.**



Note

- ❒ If the desired destination key is not shown, press **[▲]** or **[▼]** to switch displays.
- ❒ If the destination key is under a different title, press **[Change Title]** to switch between titles.

6 **Press the arrow keys to move the destination key.**



Note

- ❒ Press **[To Top]** to move the Key to the top of the Quick Dial Table, and press **[To End]** to move the Key to the end of the Quick Dial Table.

7 **Press [OK].**

The order has been changed.

Note

- ❒ To cancel the change, press **[Cancel]**.

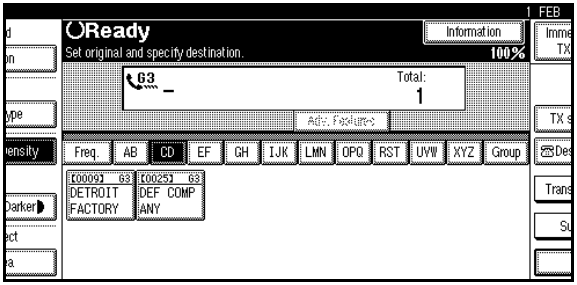
8 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Programming Title of the Quick Dial Table

Use this feature to add a name to the title of the Quick Dial Table in order to facilitate finding the desired programmed destination.

As in a telephone directory, there are titles in the Quick Dial Table to facilitate finding the desired receiver from among many destinations.



In the menu above, the “CD” page (menu) of the Quick Dial Table is selected. The titles are “Freq.”, “AB”, “CD”, “EF”, “GH”, “IJK”, “LMN”, “OPQ”, “RST”, “UVW”, and “XYZ”. For an example, press “EF” to select that page.

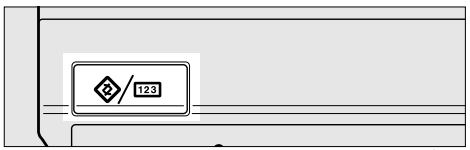
On this machine, you can create a Quick Dial Table according to your needs. In creating a Quick Dial Table, you should program titles to facilitate your search process.You can change the type of classification.

Create and use your own titles according to your needs, for example, “Business” and “Private”.

Note

- ❒ The machine can make four types of Quick Dial Tables. To display a Quick Dial Table different from the one being shown, press the **[Change Title]** key. ⇒ p.176 “Switching Titles”
- ❒ You can program up to four characters for the “Title 1” and “Title 2” keys.
- ❒ You can program up to eight characters for the “Title 3” key.
- ❒ Use the same procedure program and change the titles.

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



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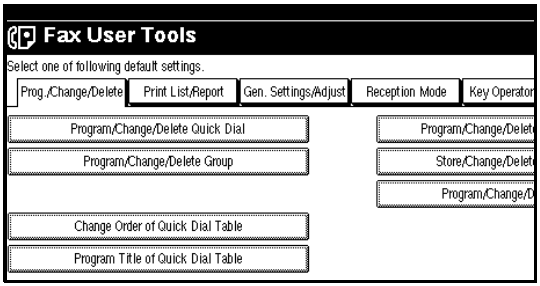
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Check that the “Prog./Change/Delete” tab is selected.**

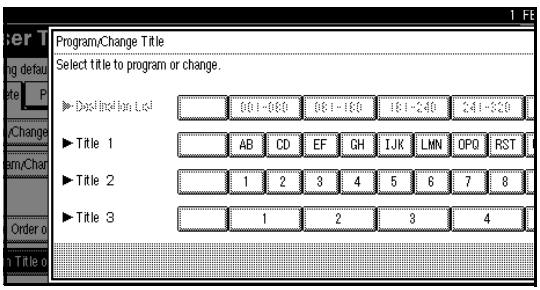


4 **Select [Program Title of Quick Dial Table].**

5 **Press the title key to program.**

Note

- ❒ You cannot make any changes to “Destination List” or “Freq.”.



6 **Enter the name for the title key.**

Reference

❒ ⇒ Chapter 3, "Entering Text" in the Basic Features manual

Note

❒ To program another title key, repeat from step **5**.

7 **Press [OK].**

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

The initial display is shown.

Switching Titles

To specify a fax receiver on the Quick Dial Table, select the title where that receiver is programmed.

You can specify all programmed receivers on the Destination List.

To display the Quick Dial Table in alphabetical order, select "Title 1". To display the Quick Dial Table that is programmed by user, select "Title 2".

① Press **[Dest. Management]**.

② Select **[Change Title]**.

③ Press the title key to be displayed.

④ Press **[OK]**.
The selected title is shown above the "Change Title" menu.

Note

❒ To cancel changing the title, press **[Cancel]**. The display will return to step ②.

⑤ Press **[Exit]**.
The initial display is shown.

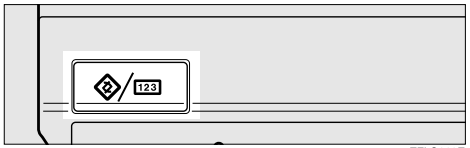
Programming Standard Messages

Use this feature to program standard messages to be printed at the top of the first page of the original. It is convenient if you program message such as your own greetings.

Note

- ❒ You can program your own messages into **[Prog. Messge 1]**, **[Prog. Messge 2]** and **[Prog. Messge 3]** keys only. You cannot change the "Confidential", "Urgent", "Please phone", or "Copy to corres ..." messages.
- ❒ Use the same procedure to program and change your messages.

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



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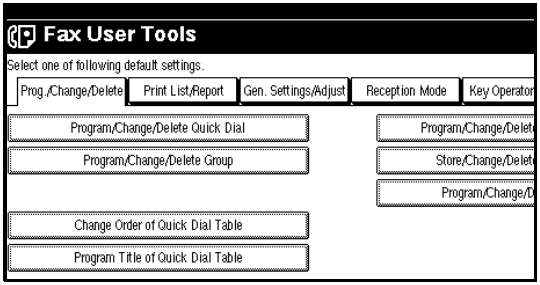
2 **Select [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**

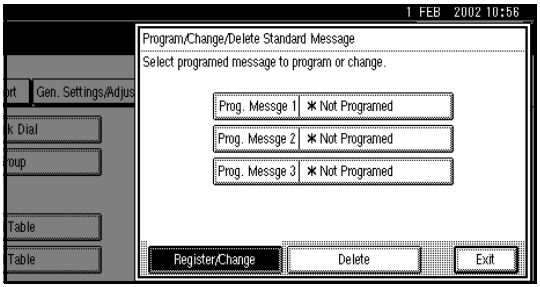


4 **Select [Program/Change/Delete Standard Message].**

5 **Select a key in which "*Not Programed" is displayed.**

Note

- ❒ To change a message, press the programmed message that you want to change.



6 **Enter your message.**

Reference

- ❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

7 **Press [OK].**

Note

- ❒ To program another message, repeat from step **5**.
- ❒ To cancel a registration, press **[Cancel]**.

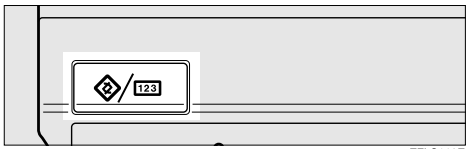
8 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Deleting Standard Messages

Use this feature to delete programmed messages that you no longer need.

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



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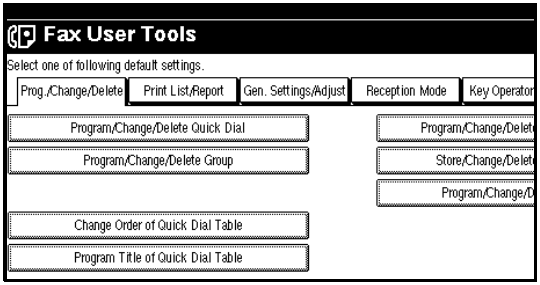
2 **Select [Facsimile Features].**

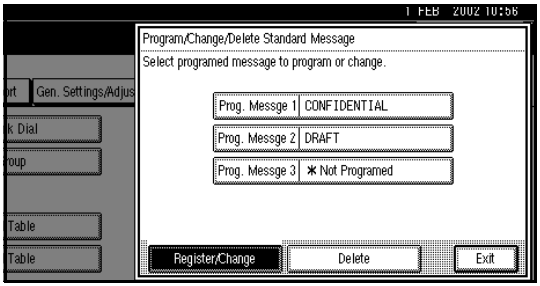
The Facsimile Features menu is shown.

3 **Check that the “Prog./Change/Delete” tab is shown.**

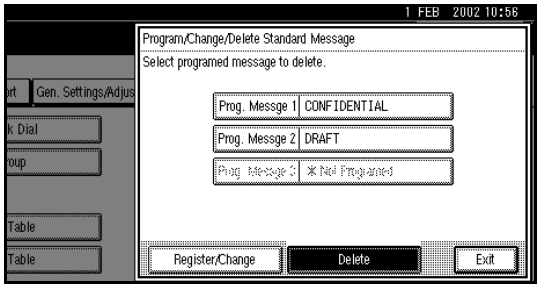


4 **Select [Program/Change/Delete Standard Message].**

5 **Press [Delete].**



6 **Select the message that you want to delete.**



7 **Press [Delete].**

Note

- ❒ To delete another message, repeat from step 6.
- ❒ To cancel a deletion, press **[Do not Delete]**. The display will return to step 6.

8 **Press [Exit].**

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

The initial display is shown.

Storing and Changing an Auto Document

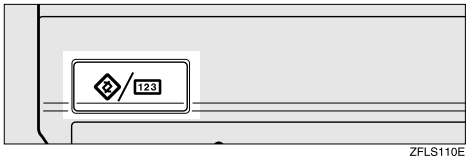
If you often have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), you can store that page in memory as an Auto Document. This saves rescanning the original every time you wish to send it.

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

Important

- ❒ You can store up to 6 Auto Documents (18 with the optional Expansion Memory installed). Each Auto Document can contain one page.
- ❒ You can store the following items in an Auto Document:
  - Originals (Max 6 Documents; when the optional Fax Function Upgrade Unit is installed, maximum 18 documents, only one page per file).
  - Scan settings (Resolution, Original Type, and Image Density)
  - Irregular Scan Area
  - Document name (up to 16 characters)
- ❒ We recommend that you print the Auto Document list and keep it when you program or change an Auto Document. ⇒ p.187 “Reports/Lists”

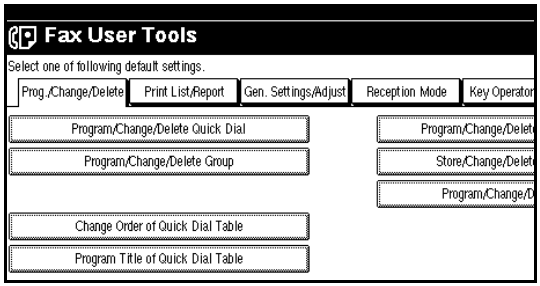
1 **Press the 【User Tools/Counter】 key.**



2 **Select [Facsimile Features].**

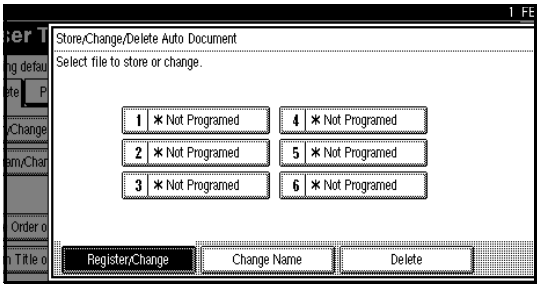
The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**



4 **Select [Store/Change/Delete Auto Document].**

5 **Select the file you want to store or change.**



Note

- ❒ If there are stored files, the file names are shown.

Storing a file

❶ **Select a [*Not Programed] key.**

❷ **Enter a file name.**

Note

- ❒ You should program the file name.

Reference

- ❒ ⇒ Chapter 3, "Entering Text" in the Basic Features manual

❸ **Press [OK].**

Changing a file

❶ **Select a file you want to change.**

The message "A file is already stored. If another file is stored, previous one will be deleted. Is it OK?" is shown.

❷ **Press [Store].**

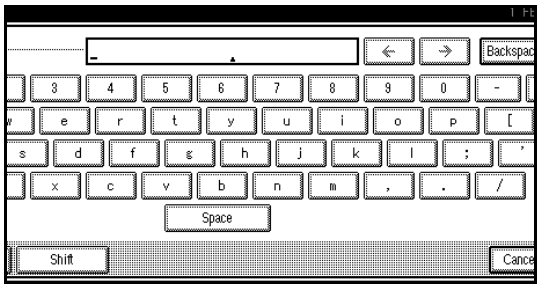
If you want to cancel storing, press **[Do not Store]**.

Changing only a file name

❶ **Press [Change Name].**

❷ **Select a file you want to change.**

❸ **Enter a file name.**



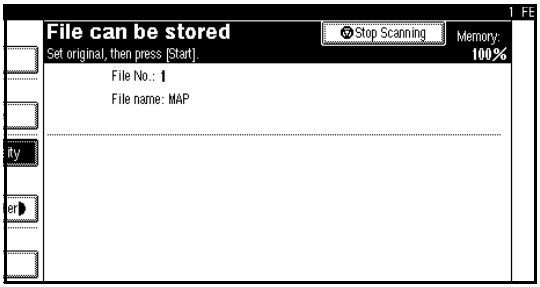
Reference

❒ ⇒ Chapter 3, "Entering Text" in the Basic Features manual

❹ **Press [OK].**

Go to step 8.

6 **Place your original and select any scan settings you require.**



Note

❒ You can also specify a Scan Size. ⇒ Chapter 2, "Setting a Scan Area" in the Basic Features manual

7 **Press the 【Start】 key.**

The machine starts to scan.

Note

❒ To cancel scanning, press **[Stop Scanning]**.

8 **Press [Exit] after scanning is finished.**

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

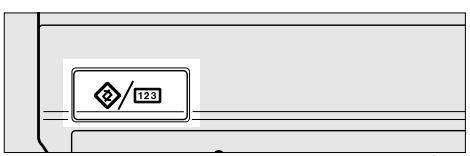
The initial display is shown.

Deleting an Auto Document

Limitation

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

1 Press the 【User Tools/Counter】 key.



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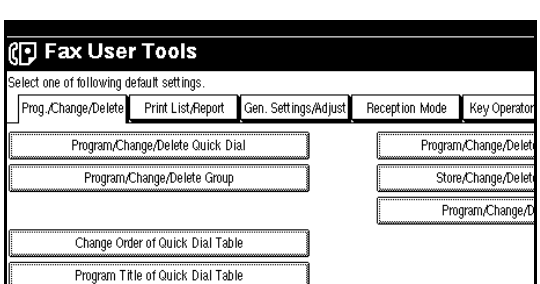
2 Select [Facsimile Features].

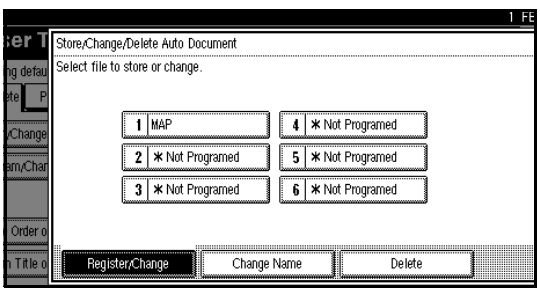
The Facsimile Features menu is shown.

3 Check that the "Prog./Change/Delete" tab is shown.

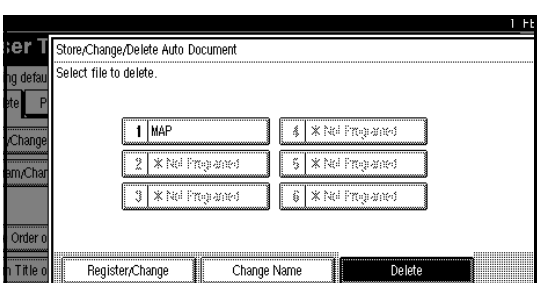


4 Select [Store/Change/Delete Auto Document].

5 Press [Delete].



6 Select the file you want to delete.



7 Press [Delete].

Note

- ❒ To cancel a file from deleting, press **[Do not Delete]**.

8 **Press [Exit].**

The initial display is shown.

Programming and Changing a Scan Size

When you select a Scan Size to scan a non-standard size original, two custom sizes of original are available (Program Size 1 and Program Size 2). Use these functions to program a custom size in advance.

To change an existing Scan Size, just use the same procedure.

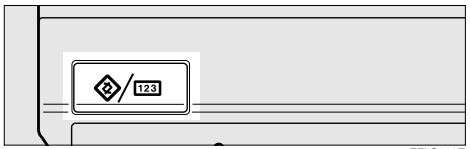
Important

- ❒ When programming or changing a Scan Size, we recommend that you make a memo of the new size.

Note

- ❒ You can specify a horizontal length from 128 to 1,200mm or from 5.5 to 47 inches.

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



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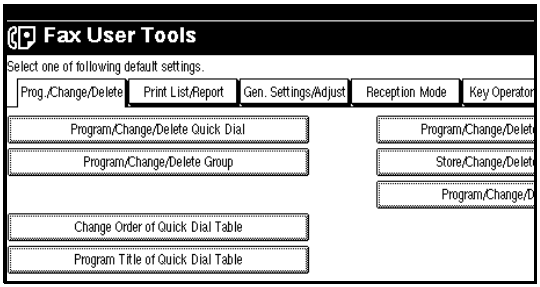
2 **Select [Facsimile Features].**

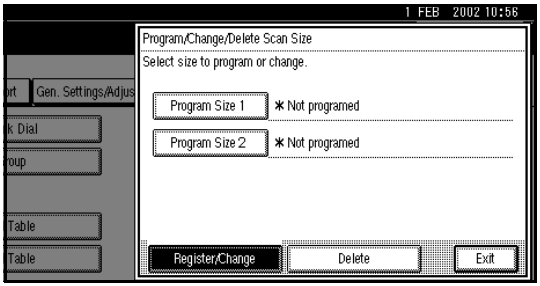
The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**



4 **Select [Program/Change/Delete Scan Size].**

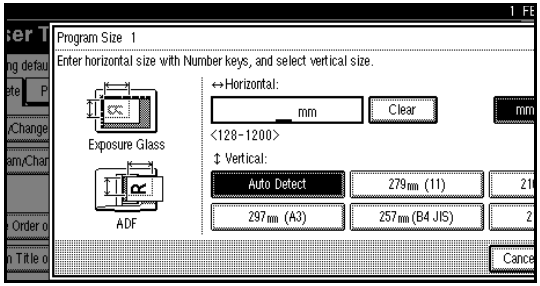
5 **After confirming [Register/Change] is selected, press [Program Size 1] or [Program Size 2].**



Note

- ❒ If a size is already programmed, it is shown on the display. If not, “*Not Programed” is shown.

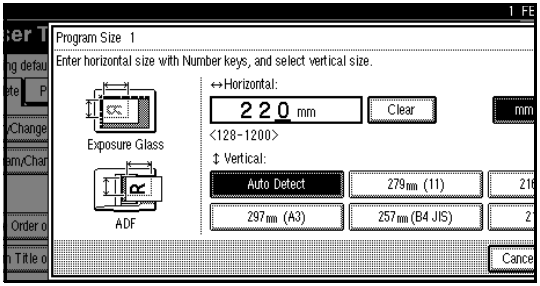
6 **Enter a horizontal size with the number keys.**



Note

- ❒ You can specify a horizontal length from 128 to 1,200mm or from 5.5 to 47 inches. You cannot specify a length shorter than 128mm or longer than 1,200mm.
- ❒ Each time you press **[mm]** or **[inch]**, the units change between “mm” and “inch” alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off). For Example, When you enter **【2】**, **【5】** and **【0】** in millimeters and change to “inch”, the length “9.8inch” is shown on the display. If you press **[mm]** or **[inch]** again, “249mm” is displayed.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ To cancel a Scan Size, press **[Cancel]**.

7 **Select a vertical size.**



Note

- ❒ A displayed vertical size differs depending on the selected unit. When **[mm]** is selected, **[Auto Detect]**, **[210mm (A4)]**, **[257mm (B4 JIS)]**, **[297mm (A3)]**, **[216mm (8 1/2)]** and **[279mm (11)]** are shown. When **[inch]** is selected, **[Auto Detect]**, **[8.3inch (A4)]**, **[10.1inch (B4 JIS)]**, **[11.7inch (A3)]**, **[8.5inch]** and **[11.0inch]** are shown.
- ❒ To cancel a Scan Size, press **[Cancel]**.

8 **Press [OK].**

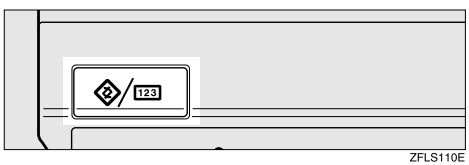
9 **Press [Exit].**

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

The initial display is shown.

Deleting a Scan Size

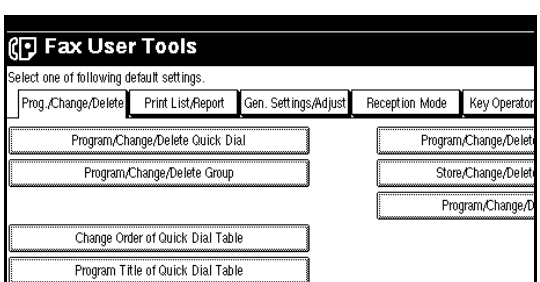
1 Press the 【User Tools/Counter】 key.



2 Select [Facsimile Features].

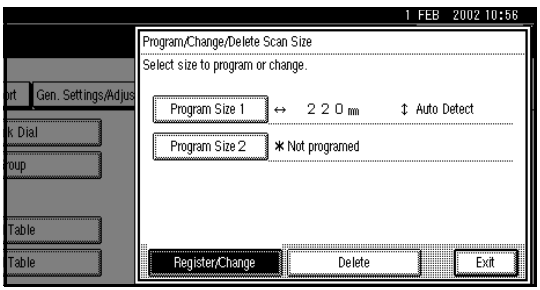
The Facsimile Features menu is shown.

3 Check that the "Prog./Change/Delete" tab is shown.

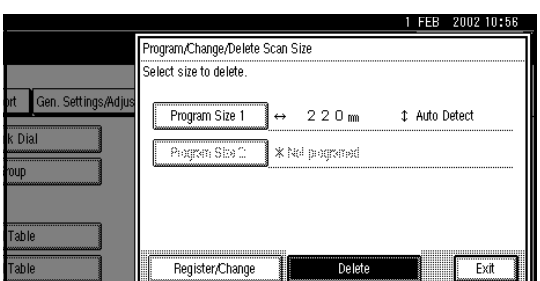


4 Select [Program/Change/Delete Scan Size].

5 Press [Delete].



6 Select [Program Size 1] or [Program Size 2].



7 Press [Yes].

Note

❒ To cancel a deletion, press **[No]**. The display will return to step **6**.

8 **Press [Exit].**

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

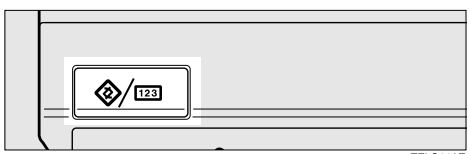
The initial display is shown.

Reports/Lists

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- Journal
  ⇒ p.45 “Printing the Journal”
- Quick Dial list
  ⇒ Chapter 3, “Quick Dial” in the Basic Features manual
- Label Insertion list
  ⇒ Chapter 3, “Quick Dial” in the Basic Features manual
- Group Dial list
  ⇒ Chapter 3, “Groups” in the Basic Features manual
- Program list
  ⇒ p.153 “Programs”
- Auto Document list
  ⇒ p.179 “Storing and Changing an Auto Document”

1 **Press the [User Tools/Counter] key.**



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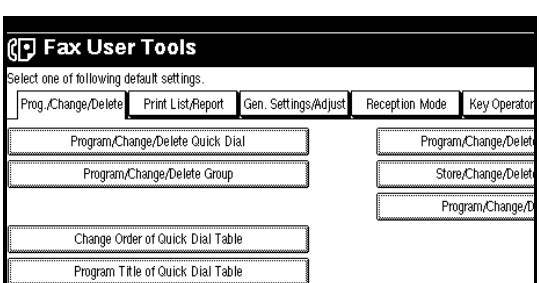
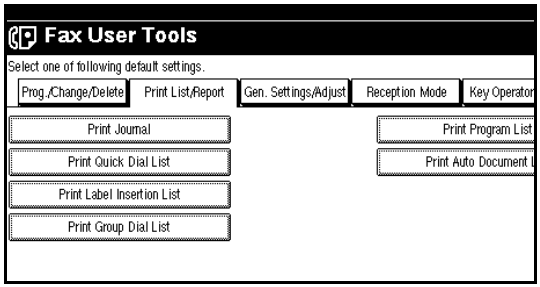
2 **Select [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Print List/Report].**

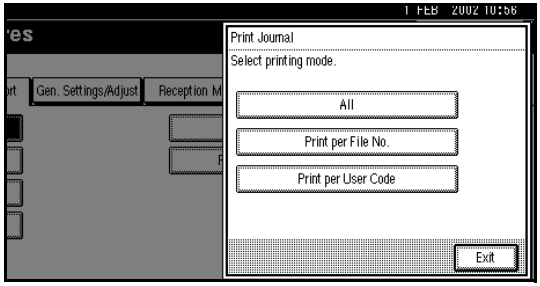


4 **Select a list or report you want to print.**

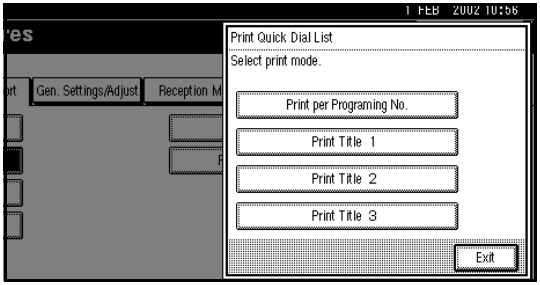


Note

❒ When printing the Journal, you can select a printing mode from **[All]**, **[Print per File No.]**, or **[Print per User Code]**.



❒ When printing the Quick Dial list, you can select from **[Print per Programing No.]**, **[Print Title 1]**, **[Print Title 2]** or **[Print Title 3]**.



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

After printing, the display will return to step **4**.

Note

❒ To cancel printing, press **[Cancel]**. The display will return to step **4**.

6 **Press the [User Tools/Counter] key.**

The initial display is shown.

General Settings/Adjustment

Make the settings for the following items. The set items are highlighted on the Facsimile Features menu when the power is turned on.

❖ Switch Memory/Immed. Transmission

Use this feature for specifying the Transmission Mode for document transmission.

❖ Text Size Priority

Use this feature to specify the character size of your originals for scanning.

❖ Original Type Priority

Use this feature for specifying the type of originals for scanning.

❖ Auto Image Density

Use this feature for specifying whether to prioritize automatic Image Density for scanning your originals.

❖ Adjust Scan Density

Use this feature for specifying the scan density of your originals.

❖ Switch Title of Quick Dial Table

Use this feature for selecting the title to be shown on the Quick Dial Table.

❖ Switch Display

Use this feature for displaying the number keys instead of the Quick Dial Table.

❖ Adjust Sound Volume

⇒ Chapter 4, “Adjusting Volume” in the Basic Features manual

❖ Program Fax Information

⇒ Chapter 3, “Initial Settings and Adjustments” in the Basic Features manual

❖ Fax Header Print Setting

Use this feature for specifying whether to print the Fax Header.

❖ Label Insertion Priority Setting

Use this feature for specifying whether to use the Label Insertion feature.

❖ Reduced Image TX Setting

Use this feature for specifying whether to use reduced image transmission.⇒ p.115 “Transmission Options”

❖ Auto Reduced Image Setting

Use this feature for specifying whether to transmit an automatically reduced image. ⇒ p.115 “Transmission Options”

❖ Closed Network Priority Setting

Use this feature for specifying whether to execute ID transmission. ⇒ p.115 “Transmission Options”

❖ Scan End Reset

Use this feature for specifying whether to return to the initial settings each time an original is scanned.

❖ Mix Original Size Priority Setting

Use this feature for specifying whether to use the Mixed Original Sizes when your originals are set in the optional Document Feeder (ADF).

❖ TX Stamp Priority

Use this feature for specifying whether to press a TX stamp.

❖ Line Priority Setting

Use this feature for specifying the line of usage.

❖ Program Economy Time

Use this feature for specifying a time for transmission when the telecommunication rates are low.⇒ p.15 “Sending at a Specific Time (Send Later)”

❖ On Hook Mode Release Time

Use this feature for specifying the time to cancel the On Hook mode after you transmit with On Hook dialing. It is convenient to use this when the Fax Information service disconnects your On Hook dialing.

❖ Quick Operation Key

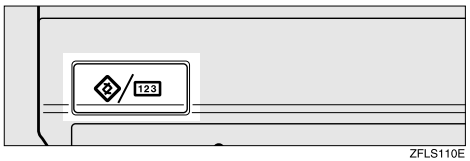
Frequently used features that are programmed as Quick Operation Keys are shown on the menu immediately after the power is turned on.

The Quick Operation Keys can be programmed with the following functions.

Journal, TX File Status, Print Conf. RX, Print Memory Lock, Stored File, Send Later, Auto Document, 2 Sided Original, Closed Network, Polling TX, Polling RX, Fax Header Print, Label Insertion, Dest. Management, Forwarding, Transfer Request

Up to three functions can be programmed in Quick Operation Keys.

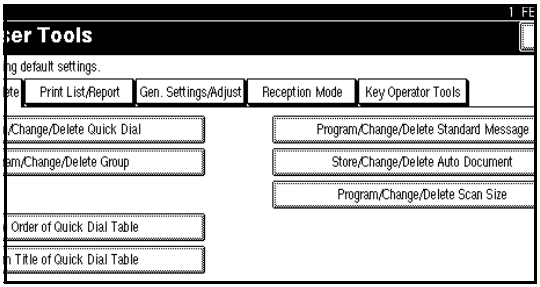
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

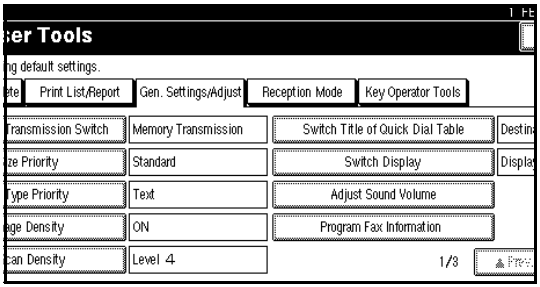
The Facsimile Features menu is shown.

3 **Select [Gen. Settings/Adjust].**



The General Settings/Adjust menu is shown.

4 **Select a function you want to specify.**



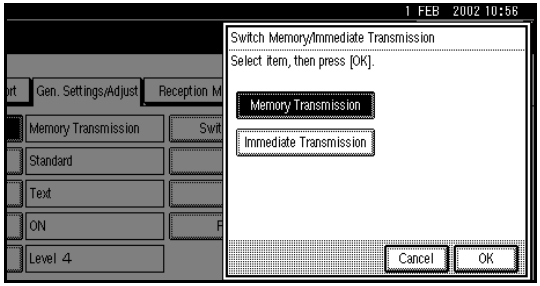
Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.
- ❒ If the function you want to specify is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Make any function settings you require.**

Memory/Immed. Transmission Switch

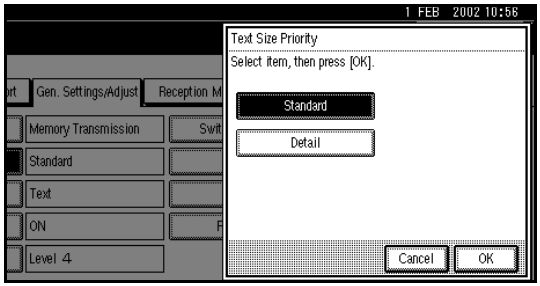
❶ **Select [Memory Transmission] or [Immediate Transmission].**



❷ **Press [OK].**

Text Size Priority

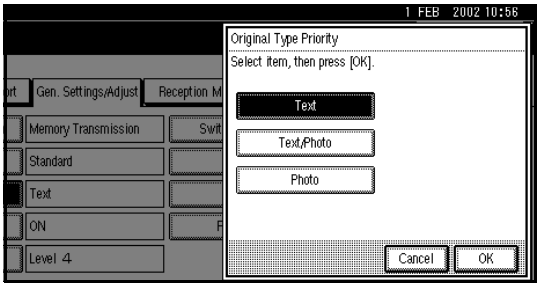
❶ **Select [Standard] or [Detail].**



❷ **Press [OK].**

Original Type Priority

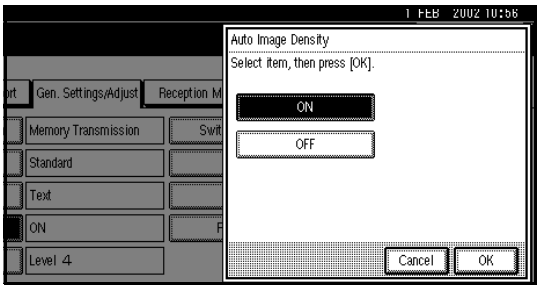
❶ **Select an [Text], [Text/Photo] or [Photo].**



❷ **Press [OK].**

Auto Image Density

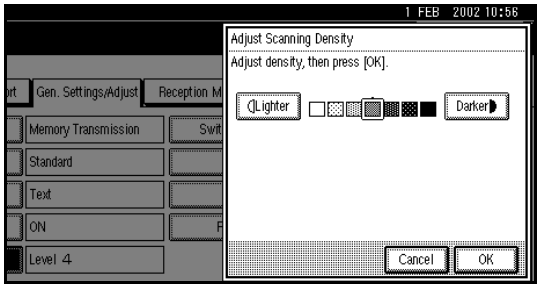
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Adjust Scan Density

❶ **Press [Darker ◗] or [◖ Lighter].**



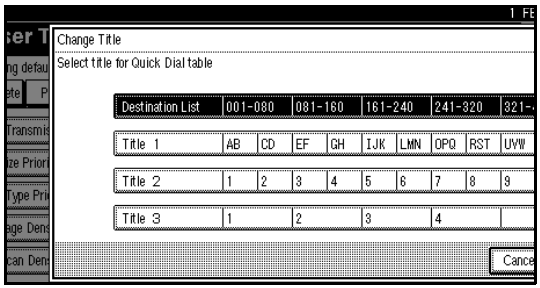
Note

❒ You can set the Image Density manually from seven levels.

❷ **Press [OK].**

Switch Title of Quick Dial Table

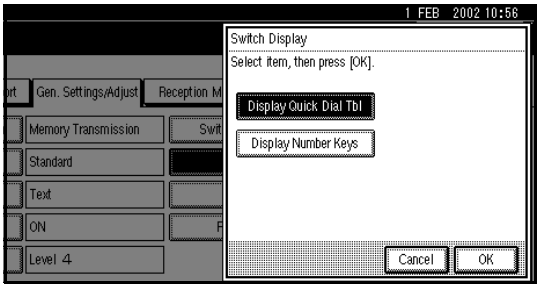
❶ **Select a title on the Quick Dial Table.**



❷ **Press [OK].**

Switch Display

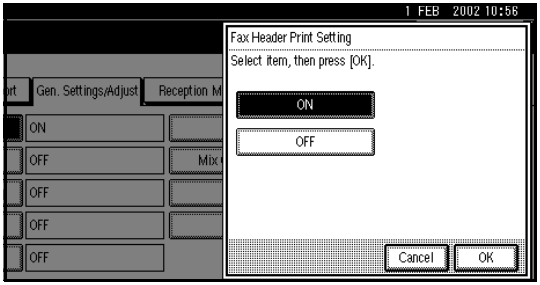
❶ **Select [Display Quick Dial Tbl] or [Display Number Keys].**



❷ **Press [OK].**

Fax Header Print Setting

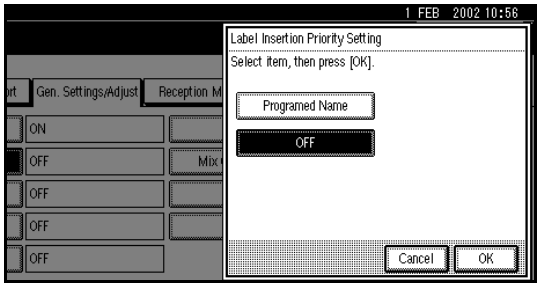
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Label Insertion Priority Setting

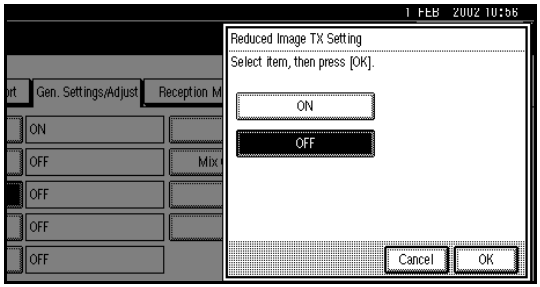
❶ **Select [Programed Name] or [OFF].**



❷ **Press [OK].**

Reduced Image Transmission Setting

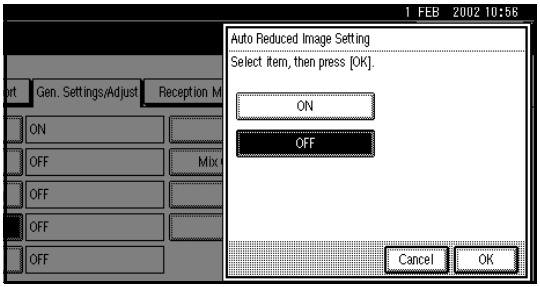
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Auto Reduced Image Setting

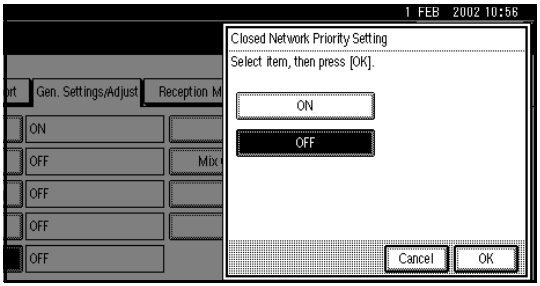
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Closed Network Priority Setting

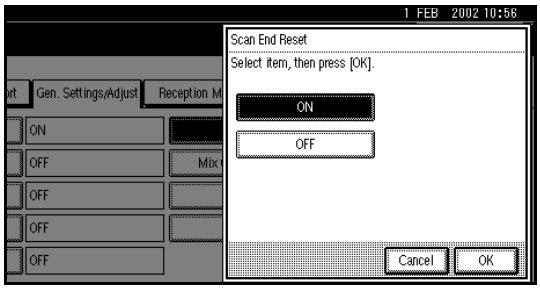
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Scan End Reset

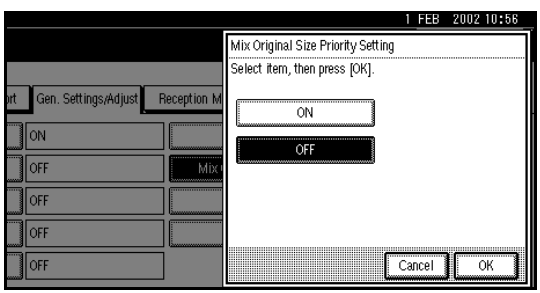
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Mix Original Size Priority Setting

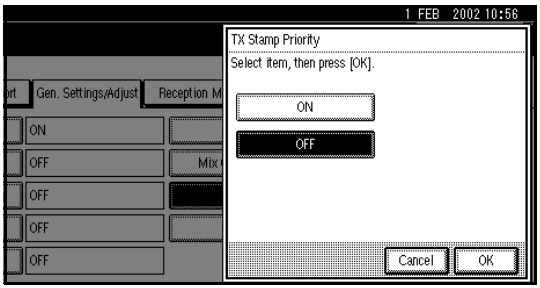
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

TX Stamp Priority

❶ **Select [ON] or [OFF].**



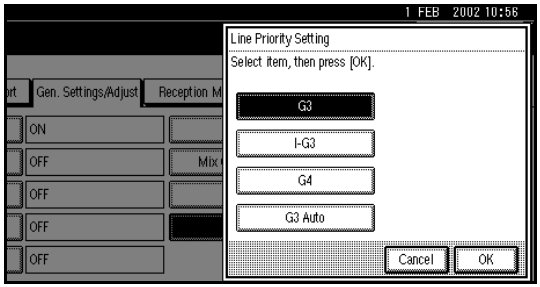
❷ **Press [OK].**

Line Priority Setting

Note

❒ The display may differ depending on the line type you have.

❶ **Select a line type you usually use.**



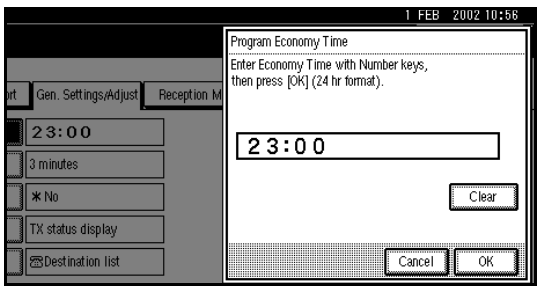
❷ **Press [OK].**

Program Economy Time

Limitation

❒ You can program only one Economy Time.

❶ **Enter the Economy Time (24 hr format) with the number keys.**



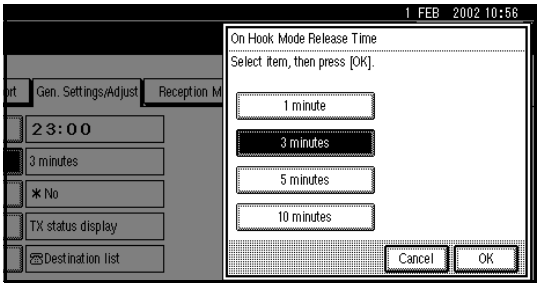
Note

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

❷ **Press [OK].**

On Hook Mode Release Time

❶ **Select [1 minute], [3 minutes], [5 minutes] or [10 minutes] to start the On Hook mode.**

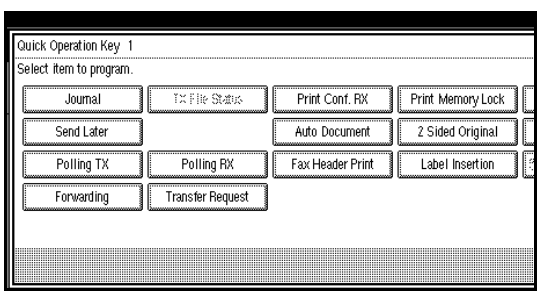


❷ **Press [OK].**

Quick Operation Key

❶ **Select the Quick Operation Key you want to program.**

❷ **Select the function you want to program in the Quick Operation Key.**



The functions that are half bright have already been set.

❸ **Press [OK].**

6 Press the 【User Tools/Counter】 key.

The initial display is shown.

Reception Mode

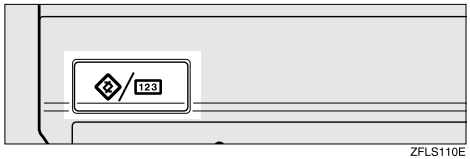
Make settings for the following reception functions.

- Switch Reception Mode⇒ p.135 “Reception Functions”
  ⇒ Chapter 2, “Selecting the Reception Mode” in the Basic Features manual
- Authorized RX⇒ p.225 “Authorized Reception”
- Forwarding⇒ p.225 “Forwarding”
- RX File Print Qty⇒ p.143 “Multi-copy Reception”
- 2-Sided Print⇒ p.141 “2-Sided Printing”
- RX Reverse Printing⇒ p.146 “Reverse Order Printing”
- Paper Tray
- G3/G4 Separate Tray⇒ p.152 “G3/G4 Separate Tray”
- Checkered Mark⇒ p.139 “Checkered Mark”
- Center Mark⇒ p.140 “Center Mark”
- Print Reception Time⇒ p.140 “Reception Time”

Note

❒ The following display shows the factory default of each function.

1 **Press the [User Tools/Counter] key.**



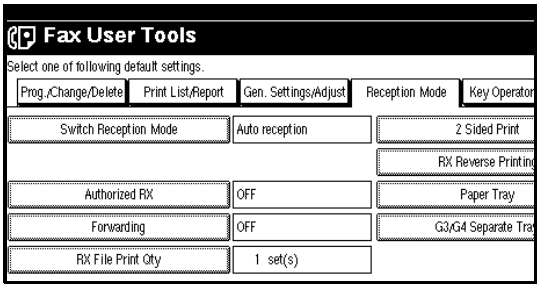
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Reception Mode].**

The Reception Mode menu is shown.

4 **Select a function you want to specify.**



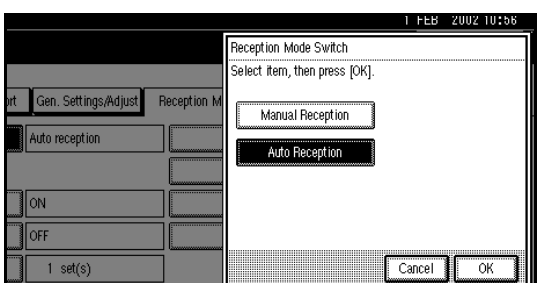
Note

- ❒ If the function you want to specify is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

5 Make any function settings you require.

Switch Reception Mode

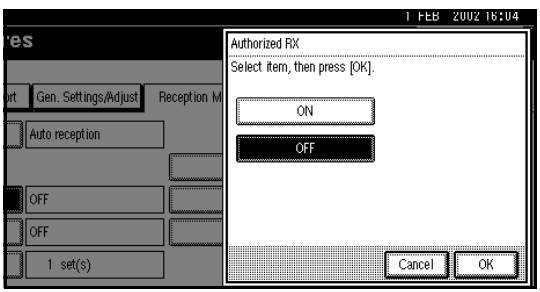
❶ Select [Manual Reception] or [Auto Reception].



❷ Press [OK].

Authorized RX

❶ Select [ON] or [OFF].



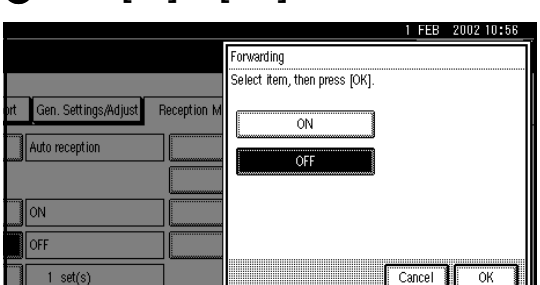
❷ Press [OK].

Note

- ❒ To cancel this setting, press **[Cancel]**.

Forwarding

❶ Select [ON] or [OFF].



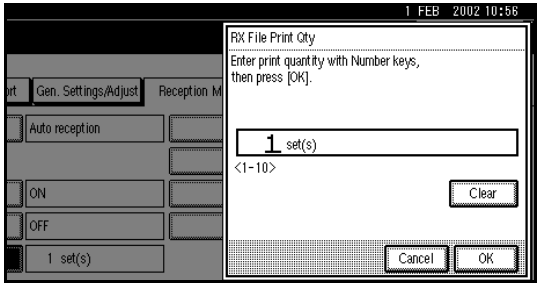
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

RX File Print Qty

❶ **Specify the print quantity with the number keys.**



Note

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

❒ The range of available print quantities is 1 to 10.

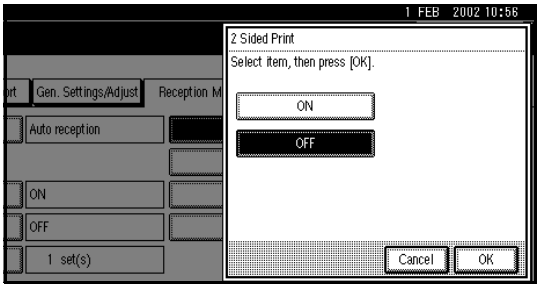
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

2 Sided Print

❶ **Select [ON] or [OFF].**



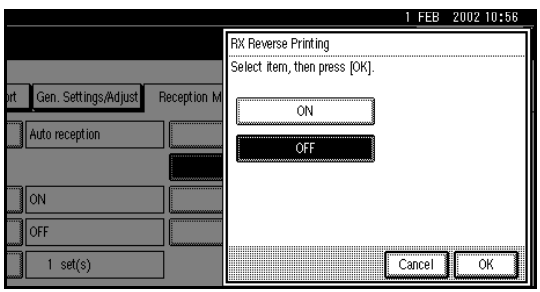
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

RX Reverse Printing

❶ **Select [ON] or [OFF].**



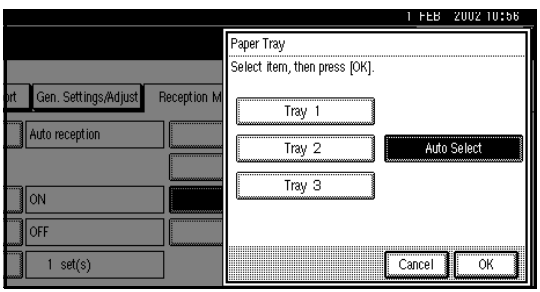
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

Paper Tray

❶ **Select paper tray.**



Note

❒ When no tray is specified, “Auto Select” will be selected.

❒ If you want to select the bypass tray, specify it with “Special Sender”. ⇒ p.223 “Special Senders to Treat Differently”

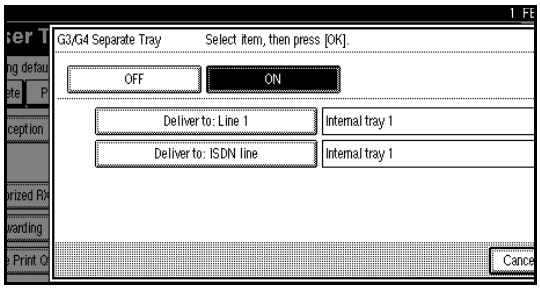
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

G3/G4 Separate Tray

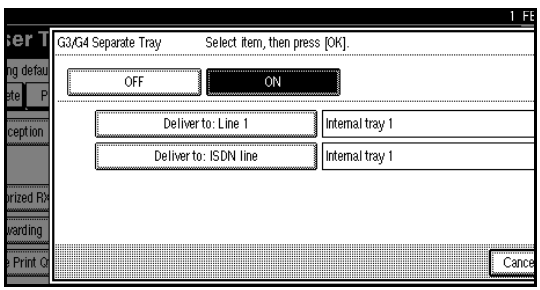
❶ **Select [ON] to choose the output tray.**



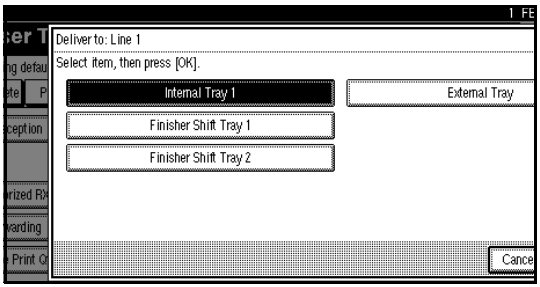
Note

- ❒ If you select “OFF”, the received fax is delivered to a default tray.

❷ **Select a line type.**



❸ **Select a tray to deliver the received paper.**



❹ **Press [OK].**

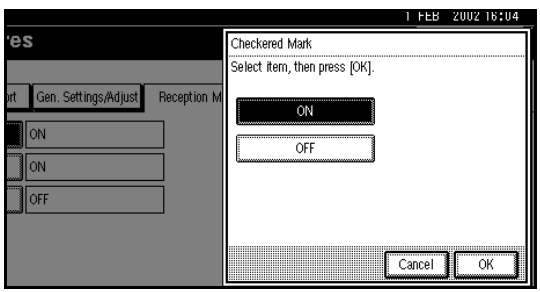
Note

- ❒ To cancel this setting, press **[Cancel]**.
- ❒ If you specify for another line type, repeat from step ❷.

❺ **Press [OK].**

Checkered Mark

❶ **Select [ON] or [OFF].**



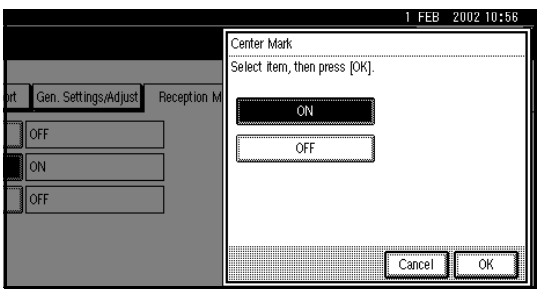
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

Center Mark

❶ **Select [ON] or [OFF].**



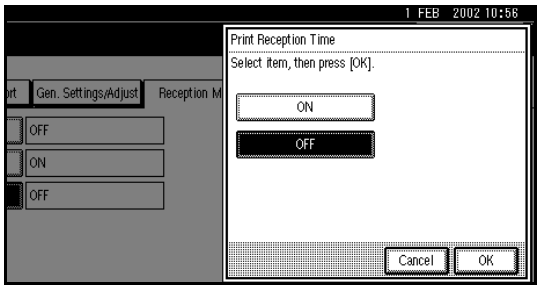
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

Print Reception Time

❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

6 Press the 【User Tools/Counter】 key.

The initial display is shown.

8. Key Operator Setting

Function List

Feature name	Description	Reference
Transmission Page Count	Check the transmission and reception, and totals on the display.	⇒ p.207 “Counters”
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	⇒ p.208 “Forwarding”
Memory Lock Reception	Switch the Memory Lock to on or off. To use it, register an ID for printing a message received in Memory Lock mode.	⇒ p.212 “Memory Lock”
ECM	If a part of the transmission fails due to a telephone line fault, this feature resends the failed part automatically.	⇒ p.214 “ECM”
Parameter Setting	Allows you to change and print the function settings to meet your needs.	⇒ p.216 “Changing the User Parameters”
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have the Special Senders to treated differently.	⇒ p.227 “Programming/Changing Special Senders”
Box Setting	By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.	⇒ p.238 “Box Settings”
Transfer Report	Before using Transfer Request, you need this Transfer Report setting.	⇒ p.255 “Transfer Report”

Feature name	Description	Reference
Program Confidential ID	Register an ID required for Confidential communication.	⇒ p.257 “Programming a Confidential ID”
Program Polling ID	Register an ID required for Polling communication.	⇒ p.259 “Programming a Polling ID”
Program Memory Lock ID	Register an ID required for Memory Lock reception.	⇒ p.260 “Programming a Memory Lock ID”
Select Dial/Push Phone	Select a line type when you connect the machine to G3 analog line. **Note** ❒ This function is not available in some areas.	⇒ p.261 “Selecting Dial/Push Phone”
Program ISDN-G3 Line	Program Own Fax Numbers, and sub-addresses when you connect the machine to ISDN.	⇒ p.263 “Programming ISDN G3 Line”
Program ISDN-G4 Line	Program your Own Fax Number, TID (Terminal ID) and sub-address when you connect the machine to a G4 digital line.	⇒ p.265 “Programming ISDN G4 Line”

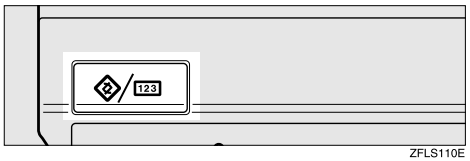
Using Key Operator Settings

Counters

This function allows you to check the total number of pages transmitted and received on the display.

- Transmissions:
  Total number of transmitted pages
- Receptions:
  Total number of received pages

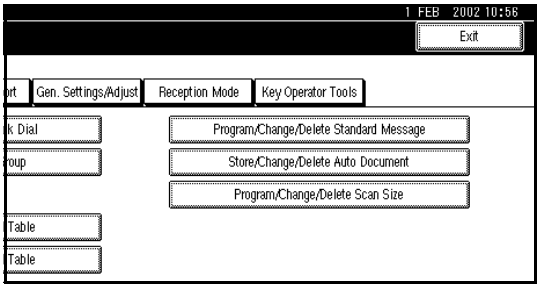
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

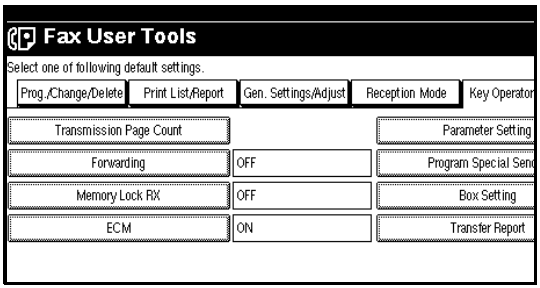
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

4 **Select [Transmission Page Count].**

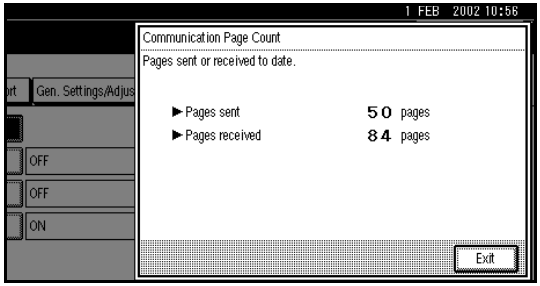


The totals for the number of pages transmitted and received are shown.

Note

- ❒ If "Transmission Page Count" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **After checking the display, press [Exit].**



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

The initial display is shown.

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.

Reference

- ❒ ⇒ p.223 "Special Senders to Treat Differently"

Limitation

- ❒ The Forwarding function does not forward messages received with Confidential Reception, Memory Lock, Polling Reception mode, or messages received by Transfer Request.
- ❒ You can program senders with Quick Dial Table and Groups. You cannot program a sender with a Group that has destinations specified as Transfer Stations.

Reference

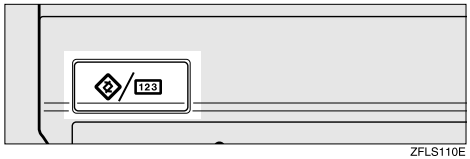
- ❒ ⇒ Chapter 3, "Quick Dial", "Groups" in the Basic Features manual

Note

- To use this function, select “ON” for the “Forwarding” function in “Reception Mode”. ⇒ p.198 “Reception Mode”
- You can specify the End Receiver separately, according to the Special Sender. If you do not specify the Special Sender, the messages are forwarded to the specified receiver.⇒ p.223 “Special Senders to Treat Differently”
- One receiver can be specified with this function. For multiple receivers, use Group Dial. ⇒ Chapter 3, “Groups” in the Basic Features manual
- You can print a Forwarding Mark on messages that are forwarded. ⇒ p.216 “Changing the User Parameters” (Switch02, Bit0)
- You can specify whether or not to print forwarded messages.⇒ p.216 “Changing the User Parameters” (Switch11, Bit6)

Programming Forwarding Stations

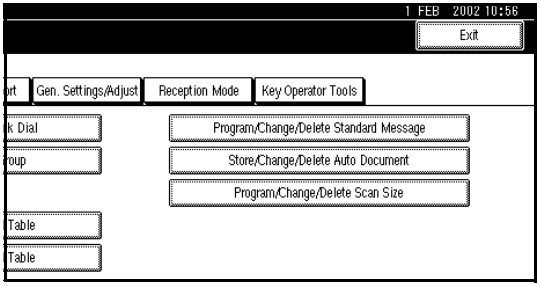
1 Press the [User Tools/Counter] key.



2 Press [Facsimile Features].

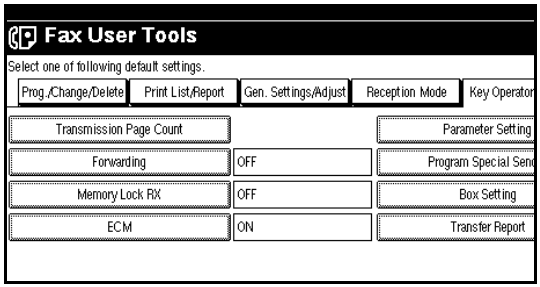
The Facsimile Features menu is shown.

3 Select [Key Operator Tools].



The Key Operator Tools menu is shown.

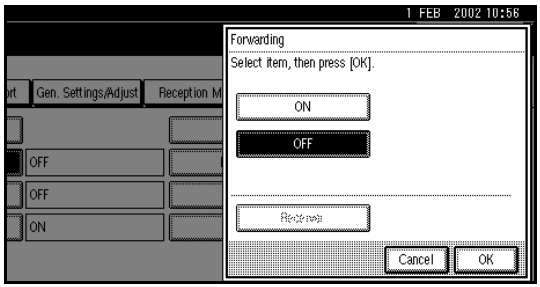
4 **Select [Forwarding].**



Note

- ❒ If "Forwarding" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

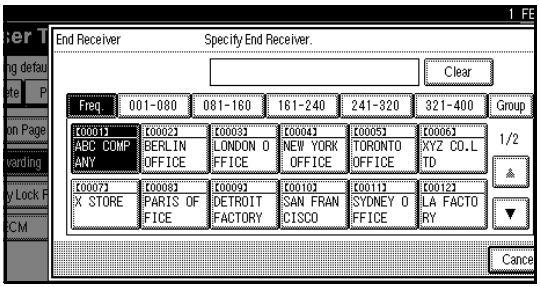
5 **Press [ON].**



Note

- ❒ If there is a Forwarding Station already programmed, a receiver name is shown. If you want to change the receiver, press **[Receiver]** and go to step **6**.
- ❒ To cancel "Forwarding", press **[Cancel]** and go to step **9**.

6 **Select an end receiver with the Quick Dial Table.**



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

7 **Press [OK].**

The receiver name is shown on the right side of **[Receiver]**.

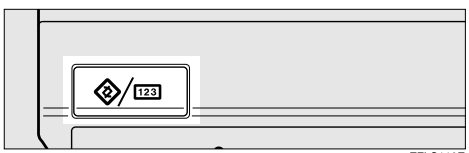
8 **Press [OK].**

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

The initial display is shown.

Deleting a Forwarding Station

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



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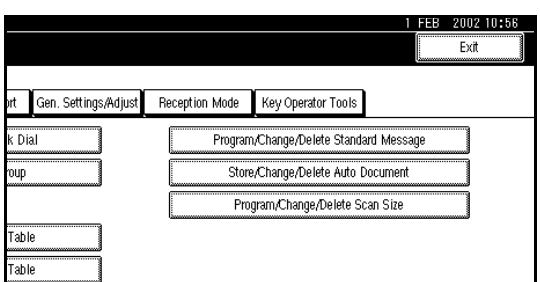
2 **Press [Facsimile Features].**

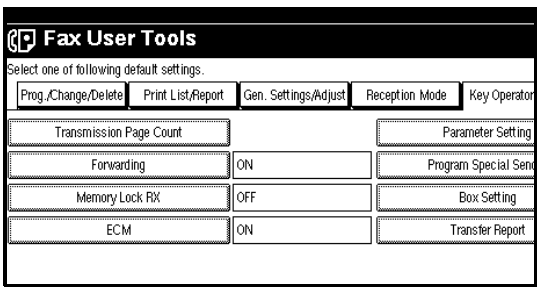
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

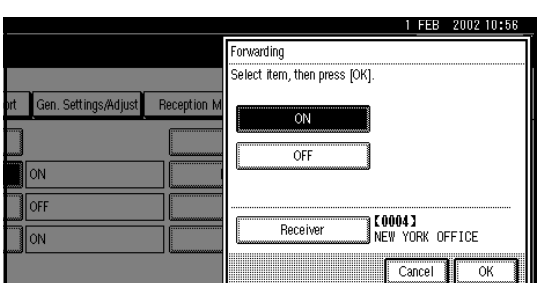
4 **Select [Forwarding].**



Note

- ❒ If "Forwarding" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [OFF].**



6 **Press [OK].**

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

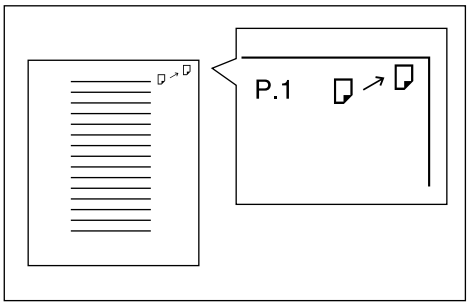
The initial display is shown.

Forwarding Mark

You can print a Forwarding Mark on the receiver's messages which have been forwarded.

The receiver can distinguish between forwarded messages and usual receptions.

You can specify whether or not to print a Forwarding Mark in the User Parameters.⇒ p.216 "Changing the User Parameters" (Switch02, Bit0)



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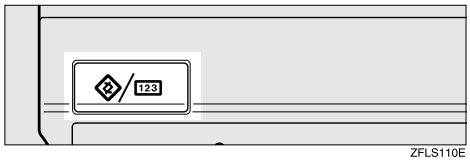
Memory Lock

When you switch Memory Lock on, received messages are stored in memory and are not printed automatically. When a message is received in the Memory Lock mode, the Confidential File (🔒) indicator blinks. To print this message, enter the Memory Lock ID. A user without the ID cannot print the message. This prevents an unauthorized person from seeing the message.

Preparation

❒ To use Memory Lock, program the Memory Lock ID and then switch Memory Lock on.⇒ p.260 "Programming a Memory Lock ID"

1 Press the [User Tools/Counter] key.



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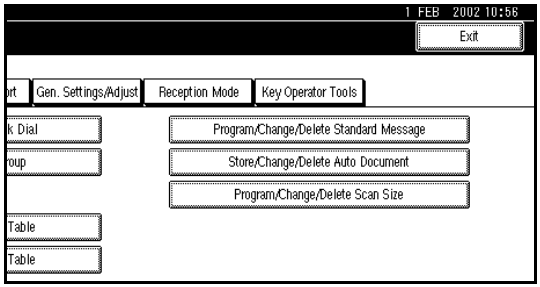
2 Press [Facsimile Features].

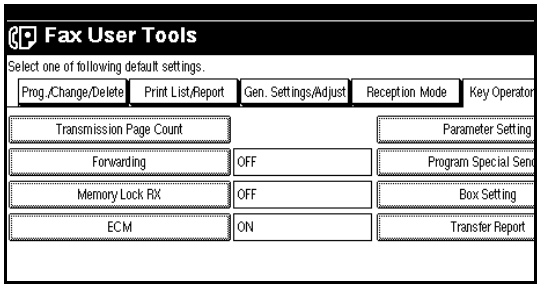
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

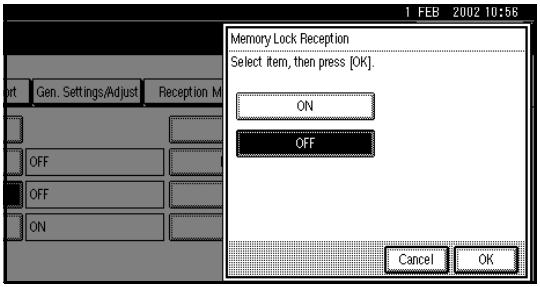
4 **Select [Memory Lock RX].**



Note

❒ If “Memory Lock RX” is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Select [ON] or [OFF].**



6 **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**. The display will return to step **4**.

7 **Press the [User Tools/Counter] key.**

The initial display is shown.

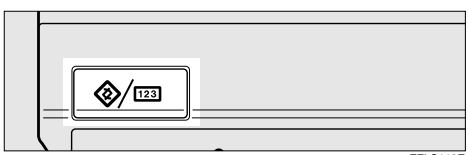
ECM

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. You can turn this function on or off with the following procedure.

Limitation

- ❒ If you turn ECM off, you cannot use the following features:
- ❒ JBIG Transmission
- ❒ Super G3 Communication

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



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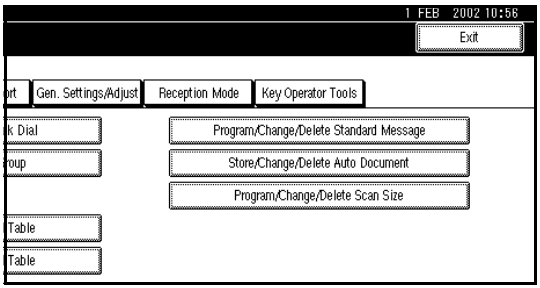
2 **Press [Facsimile Features].**

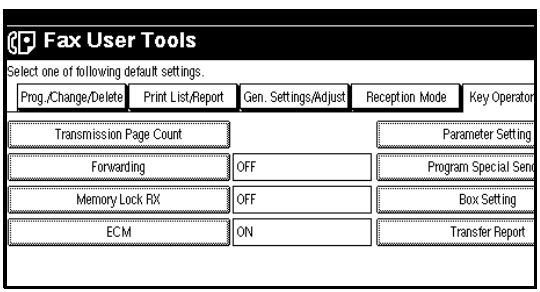
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

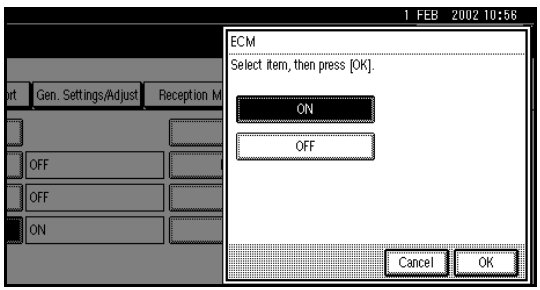
4 **Select [ECM].**



Note

- ❒ If “ECM” is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Select [ON] or [OFF].**



6 **Press [OK].**

Note

- ❒ To cancel this setting, press **[Cancel]**. The display will return to step **4**.

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

The initial display is shown.

Changing the User Parameters

The User Parameters allow you to customize various settings to suit your needs.

To change the function settings, set the User Parameter Switches.

Preparation

❒ Access to some User Parameter Settings requires the 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 02	**0**	**0**	**1**	**1**	**1**	**0**	**1**	**1**
	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

User Parameter List

The User Parameter Switches are outlined below.

Switch	Bit	Item	0	1
02	0	Forwarding Mark	Off	On
	3	TSI Print	Off	On
	5	CIL Print	Off	On
	6	TID Print	Off	On
03	0	Automatic printing of the Memory TX Result Report	Off	On
	2	Automatic printing of the Memory Storage Report	Off	On
	3	Automatic printing of the Polling RX Reserve Report	Off	On
	4	Automatic printing of the Polling RX Result Report	Off	On
	5	Automatic printing of the Immediate TX Result Report	Off	On
	6	Automatic printing of the Polling TX Clear Report	Off	On
	7	Automatic printing of the Journal	Off	On

Switch	Bit	Item	0	1
04	0	Automatic printing of the Confidential File Report	Off	On
	7	Include a portion of the image on the Transmission Result Report (Memory Transmission), Memory Storage Report, Communication Failure Report, or Transfer Result Report (Inclusion of part of image)	Off	On
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	Not possible (Reception off)
	2, 1	Receive when the machine cannot print (Substitute Reception during printer error) 00: Enabled unconditionally (Free) 01: Enabled when Own Name/Own Fax Number is received 10: Enabled for Polling ID match 11: Disabled (Reception off)		
	5	Just Size Printing	Off	On
	7	Empty cassette alert (Paper Empty Warning indication)	Off	On
06	6	First page scanned for book originals	From the left page	From the right page
07	2	Parallel Memory Transmission	Off	On
08	2	Authorized Reception type	Only receive from specified senders	Receive all messages except those from specified senders

Switch	Bit	Item	0	1
10	1	Combine 2 Originals	Off	On
	3	Page Reduction when printing	Off	On
11	1	Send PB/UUI to ISDN	UUI	PB
	6	Local Print when Forwarding	Off	On
	7	Polling file after sending (Polling transmission standby time)	Delete (Use Once)	Standby (Save)
14	0	Print documents received with Auto Power-On Reception (Night Printing mode)	Immediate printing (Off)	When turning on the operation switch (On)
	1	Long Document Transmission (Well Log)	Off	On
	2	Batch Transmission	Off	On
	3	Reset when function changed	Off	On
	7	System Parameter List TX	Off	On
17	2	Whether you need to press Add after entering a Quick Dial/Group Dial when broadcasting	Not Necessary	Necessary
	7	Receive messages by pressing the 【Start】 key when originals are not set	Off (The machine does not receive messages by pressing the 【Start】 key.)	On (The machine receives messages by pressing the 【Start】 key.)

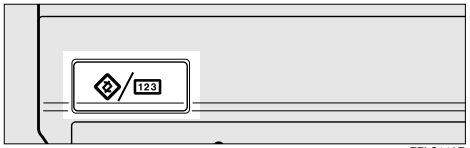
Switch	Bit	Item	0	1
18	0	Print data with Fax Header	Off	On
	1	Print transmitter origin with Fax Header	Off	On
	2	Print file number with Fax Header	Off	On
	3	Print page number with Fax Header	Off	On
19	0	Use paper delivery shift function (Off-set Print)	Off	On
	1	Sort Journal by line type	Off	On
20	0	Automatic printing of the PC FAX Er-ror Report	Off	On
	1	Reprint the documents that fail to print from LAN FAX driver	Off	On
	5, 4, 3, 2	Store the documents in memory that could not be printed from the LAN FAX driver 0000: 0 minute / 0001: 1 minutes / 0010: 2 minutes / 0011: 3 minutes / 0100: 4 minutes / 0101: 5 minutes / 0110: 6 minutes / 0111: 7 minutes / 1000: 8 minutes / 1001: 9 minutes / 1010: 10 minutes / 1011: 11 minutes / 1100: 12 minutes / 1101: 13 minutes / 1110: 14 minutes / 1111: 15 minutes		
24	1, 0	Store a message in memory that could not be transmitted 00: Off, 01: Store for 24 hours, 11: Store for 72 hours		
25	4	RDS	Off	On

Changing the User Parameters

Important

- We recommend that you print and keep User Parameter list when you program or change a User Parameter. ⇒ p.222 “Printing the User Parameter List”
- Do not change any bit switches other than those shown on the previous pages.

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



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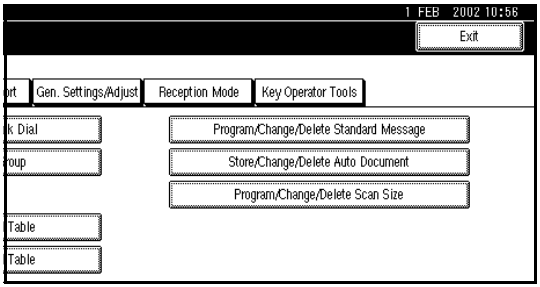
2 **Press [Facsimile Features].**

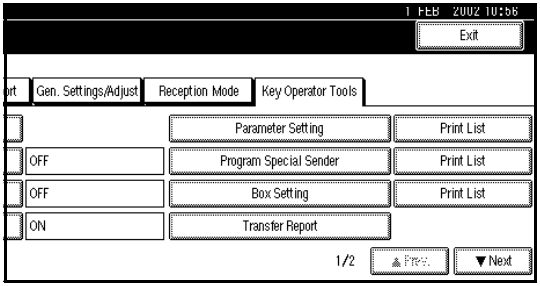
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

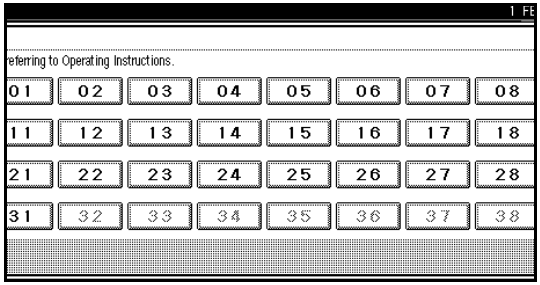
4 **Select [Parameter Setting].**



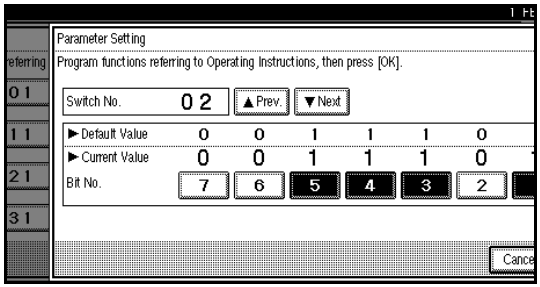
Note

❒ If “Parameter Setting” is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Select the Switch number you want to change.**



6 **Select the Bit number you want to change.**



When the Bit number is pressed, the current value switches between 1 and 0.

Note

- ❒ Repeat from step **6** to change another Bit number for the same Switch.

7 **Press [OK].**

Note

- ❒ To cancel these settings, press **[Cancel]**. The display will return to step **5**.

8 **Repeat steps 5 and 6 to change the Switch settings.**

9 **After all the settings are finished, press [Exit].**

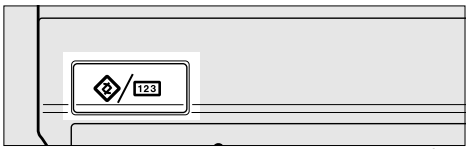
10 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Printing the User Parameter List

Print this list to see the current User Parameter settings.

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

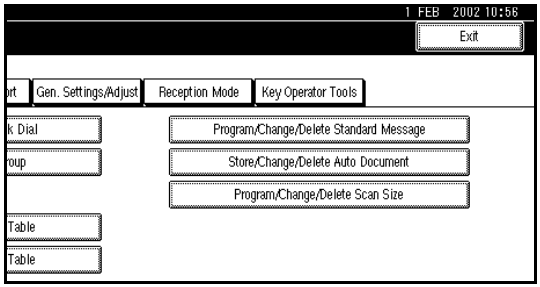


ZFLS110E

2 **Press [Facsimile Features].**

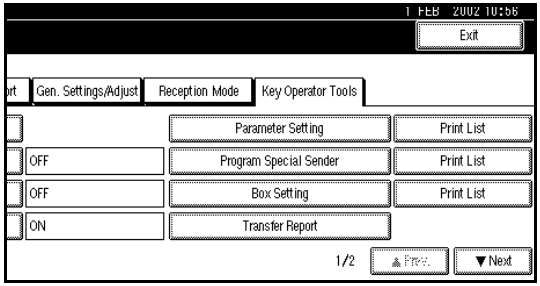
The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



The Key Operator Tools menu is shown.

4 **Press [Print List] next to [Parameter Setting].**



Note

- ❒ If "Parameter Setting" is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ To cancel printing a list, press **[Cancel]**. The display will return to step **4**.

5 **Press the 【Start】 key.**

Note

- ❒ To cancel printing a list, press **[Cancel]**. The display will return to step **4**.

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

The initial display is shown.

Special Senders to Treat Differently

By programming particular receivers in advance, you can set the following feature for each receiver.

- Authorized RX
- Forwarding
- Reception File Print Qty
- Print 2 sided
- Memory Lock
- RX Reverse Printing
- Paper Tray

Use the Own Name or Own Fax Number to program your receivers. If the receiver has the same machine make, program an Own Name that is already programmed as a receiver. If the machine is not the same make, use Own Fax Number. To transmit with G4 line, program the information about the destination with G4 lines. For convenience you can specify a function for all programmed numbers. Use the Special Sender registration function to custom set features for a particular individual.

The following items can be programmed.

- Special Senders (Up to 30. A maximum of 50 when the optional Fax Function Upgrade Unit is installed. A maximum of 20 characters for each name when using G3, and a maximum of 24 characters for each name when using G4.)
- Full/Partial agreement
  When you program Own Names and Facsimile Names for multiple destinations, you can program a common sequence of characters to identify destinations using Partial agreement.

❖ Using a Full agreement

Destination to be registered (Own Name)	Number of registered identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

❖ Using a Partial agreement

Destination to be registered (Own Name)	Number of registered identifications
BRANCH	1

Note

❒ You can program up to 30 wild cards (50 with the optional Fax Function Upgrade unit).

❒ Ignore spaces when comparing identifications.

❒ You can use wild cards for the following functions:

- ⇒ p.227 “Programming/Changing Special Senders”
- ⇒ p.229 “Authorized RX”
- ⇒ p.229 “Forwarding”

Limitation

- ❒ You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.
- ❒ The machine cannot differentiate between Polling Reception and Free Polling documents from Special Senders.

Note

- ❒ You can program up to 24 characters for the sender.
- ❒ You can check Own Name and Own Fax Number with Journal. You can check programmed Special Senders with specified sender list. ⇒ p.45 “Printing the Journal”, ⇒ p.237 “Printing the Special Sender List”
- ❒ If you select “OFF” for the Special Sender function in “Initial Set Up”, the settings will be the same as the “Reception Mode” settings.⇒ p.198 “Reception Mode”

❖ Authorized Reception

Use this feature to limit incoming senders. The machine only receives the faxes from programmed Special Senders, and therefore, it helps you screen out unwanted messages, such as junk mail, and save you from wasting fax paper.

Note

- ❒ To use this feature, program the Special Senders function, and then select “ON” in “Authorized RX” with “Reception Mode”. ⇒ p.198 “Reception Mode” ⇒ p.216 “Changing the User Parameters” (Switch08, Bit2)
- ❒ Without programming Special Senders, the Authorized RX function will not work even if you select “ON”.
- ❒ You can select whether to receive only from programmed senders or receive only from senders other than the ones programmed with “User Parameters”. ⇒ p.216 “Changing the User Parameters” (Switch08, Bit2)
- ❒ If you select “OFF” for Authorized RX in “Initial Set Up”, the settings will be the same as the “Reception Mode” settings.⇒ p.198 “Reception Mode”

❖ Forwarding

Use this feature to print received messages, and then transfer them to receivers which are programmed beforehand. Only faxes sent by programmed senders (Special Senders) will be received. Thus, paper will not be wasted for printing unnecessary faxes.

Receiving faxes sent only by senders not programmed as Special Senders is also possible.

Note

- ❒ To use this feature, program your Special Senders, and then select “ON” for “Forwarding” in “Reception Mode”. ⇒ p.198 “Reception Mode”
- ❒ If you specify “ON” in “Forwarding” and select “Same as basic settings”, the fax message will be forwarded to the other ends programmed in “Specify End Receiver”. ⇒ p.208 “Forwarding”
- ❒ If you do not program any Special Senders, the machine transfers all incoming documents to the other end that is specified in “Specify end Receiver”.

❖ Reception File Print Quantity

Use this feature to print the specified number of copies of documents received from programmed senders (Special Senders). If you do not program any Special Senders, the machine prints the Specified number of copies for all received documents.

Limitation

- ❒ You cannot use multi-copy printing with Polling Reception, Confidential Reception, or Memory Lock.

Note

- ❒ You can specify 1 to 10 copies.

❖ Print 2 Sided

The optional duplex unit is required.

Use this feature to print on both sides of the paper.

Limitation

- ❒ If you select bypass tray for the “Paper Tray”, duplex printing is disabled.

❖ Memory Lock

Use this feature to store incoming documents from programmed senders (Special Senders) in memory without printing them. People who do not know the Memory Lock ID cannot print the documents, and therefore this feature is useful for receiving confidential documents. If you do not program any senders, the machine receives fax message from all senders using Memory Lock reception.

Reference

- ❒ ⇒ p.260 “Programming a Memory Lock ID”

Limitation

- ❒ If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

❖ Reception Reverse Printing

Use this feature to print the pages in Reverse Order. ⇒ p.146 “Reverse Order Printing”

❖ Paper Tray

Use this feature to print the documents received from programmed senders (Special Senders) and the documents from other senders on different types of paper.

For example, if blue paper is in tray 1 and white paper is in tray 2, the machine prints the documents from Special Senders on the blue paper and prints the documents from other senders on the white paper, making it easy for you to differentiate between the two.

If you do not program any Special Senders, the machine outputs the documents received from all senders using the default paper tray.

Limitation

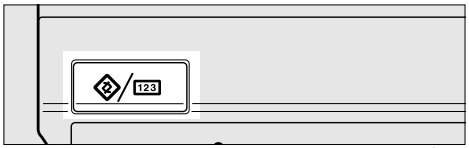
- ❒ For Polling Reception and Free Polling, you cannot select the paper tray.
- ❒ Paper in the bypass tray, specified as the paper tray, will be delivered to the machine's output tray, even if the optional Finisher Unit has been set as the output tray.

Note

- ❒ If the machine receives a message that is a different size from the paper in the specified tray, the machine prints the message after splitting it or minimizing its size. ⇒ p.145 “Page Separation and Length Reduction”
- ❒ Selection of the bypass tray (optional) enables you to specify the paper size in “Scan Area”.

Programming/Changing Special Senders

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



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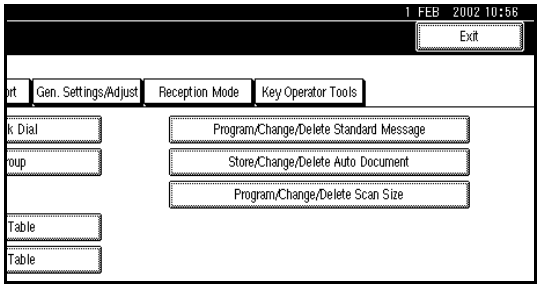
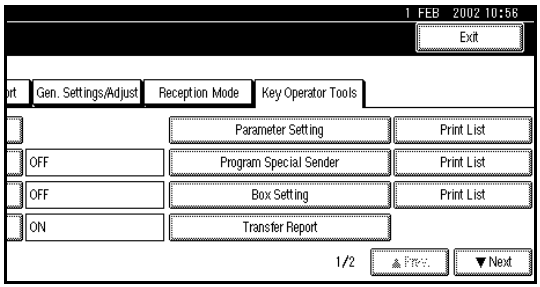
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



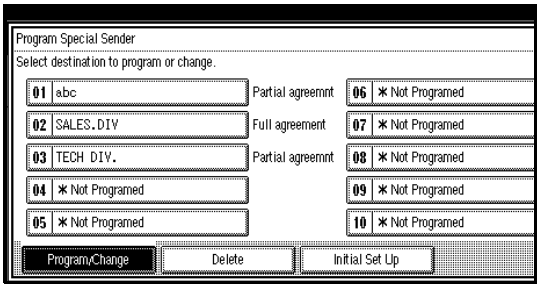
4 **Select [Program Special Sender].**



Note

- ❒ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Select destination to program.**



When programming a new destination, press "*Not Programed".

6 **Enter a destination.**

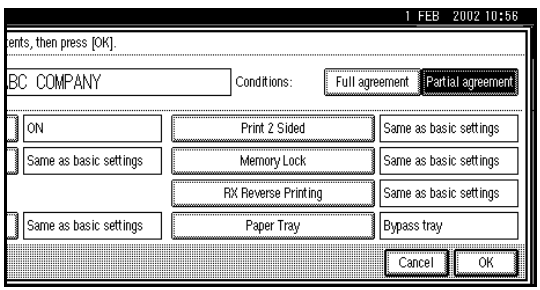
Enter a destination using Own Name or Own Fax Number.

Reference

- ❒ ⇒ Chapter 3, "Entering Text" in the Basic Features manual

7 **Press [OK].**

8 **When programming the condition, press [Full agreement] or [Partial agreement].**



9 **Select the item you want to program.**

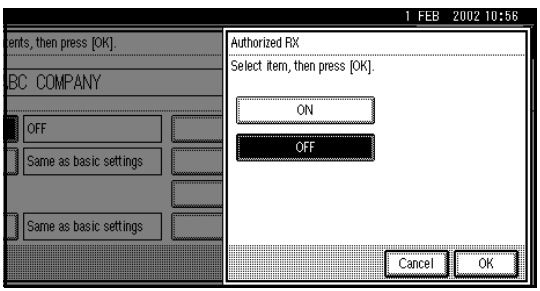
Note

- ❒ You must select only the item you want to program.
- ❒ If you select **[Same as basic settings]**, the settings will be the same as **[Reception Mode]** (⇒ p.198), **[Forwarding]** (⇒ p.208) and **[Memory Lock]** (⇒ p.212).
- ❒ To cancel these settings, press **[Cancel]**. The display will return to step **5**.

Authorized RX

❶ **Press [Authorized RX].**

❷ **Select [ON] or [OFF].**

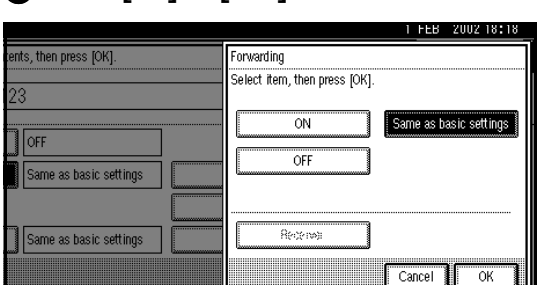


❸ **Press [OK].**

Forwarding

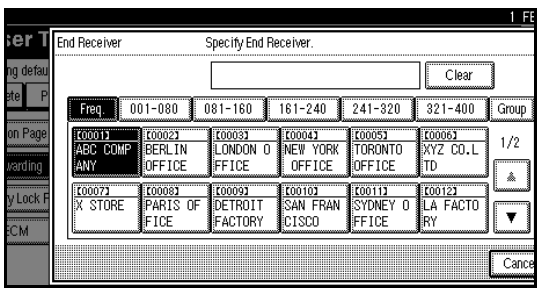
❶ **Press [Forwarding].**

❷ **Select [ON] or [OFF].**



If you select **[OFF]**, go to step **4**.

❸ **Specify an end receiver.**



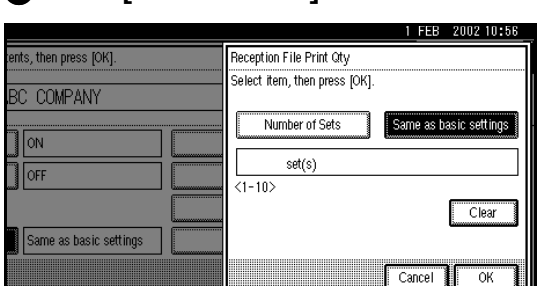
❹ **Press [OK].**

If you select **[Yes]**, the name of the end receiver is shown on the right of "Receiver:".

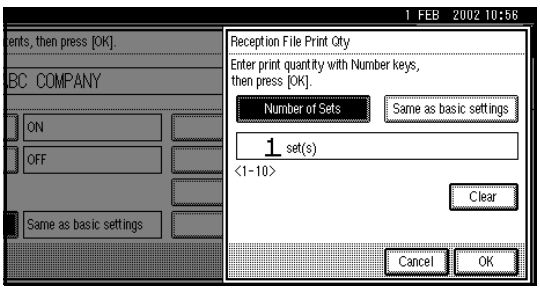
Reception File Print Qty

❶ **Press [Reception File Print Qty].**

❷ **Select [Number of Sets].**



❸ **Enter the print quantity with the number keys.**



Note

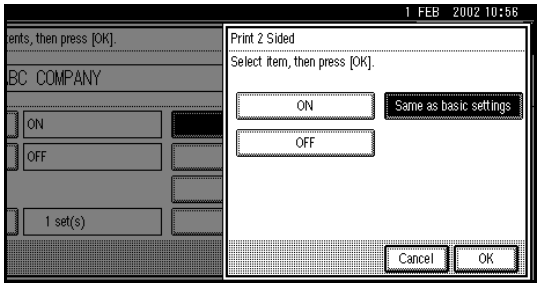
❒ If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key and try again.

❹ **Press [OK].**

Print 2 Sided

❶ **Press [Print 2 Sided].**

❷ **Select [ON] or [OFF].**

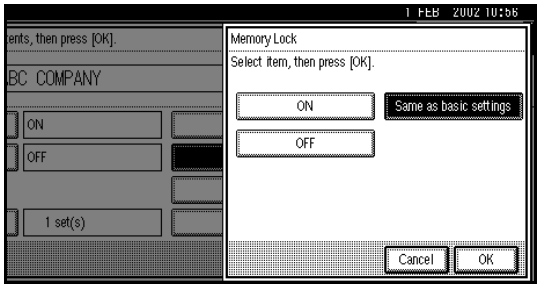


❸ **Press [OK].**

Memory Lock

❶ **Press [Memory Lock].**

❷ **Select [ON] or [OFF].**

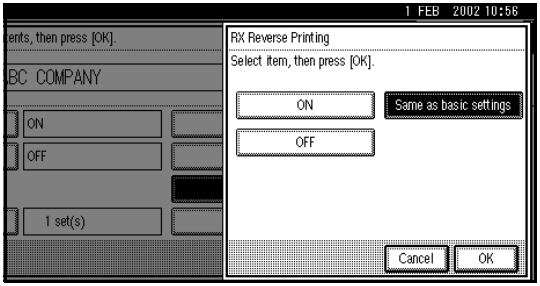


❸ **Press [OK].**

RX Reverse Printing

❶ **Press [RX Reverse Printing].**

❷ **Select [ON] or [OFF].**

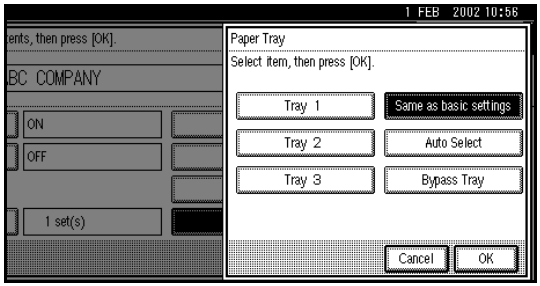


❸ **Press [OK].**

Paper Tray

❶ **Press [Paper Tray].**

❷ **Select the tray you want to use.**



Note

❒ You can select **[Tray 1]**, **[Tray 2]**, **[Tray 3]**, **[Bypass Tray]** or **[Auto Select]**.

❸ **Press [OK].**

10 **Press [OK].**

A Special Sender has been programmed.

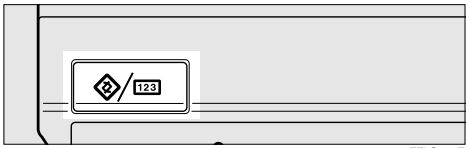
11 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Programming "Initial Set UP" of a Special Sender

Use this function to program "Initial Set Up" of a Special Sender. You can also specify the Bypass Tray Paper Size.

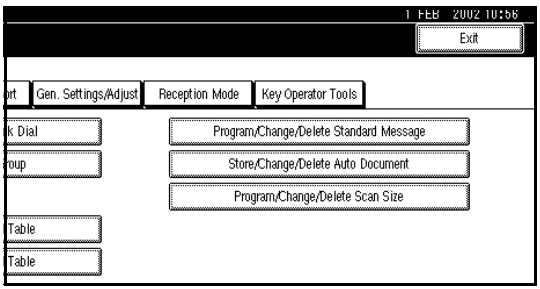
1 **Press the 【User Tools/Counter】 key.**



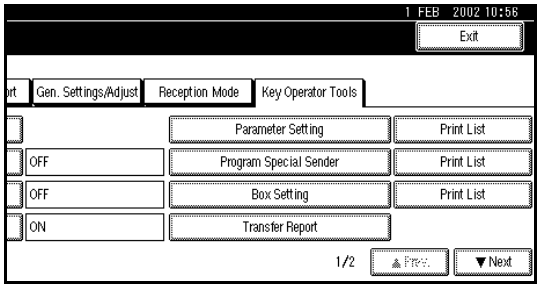
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



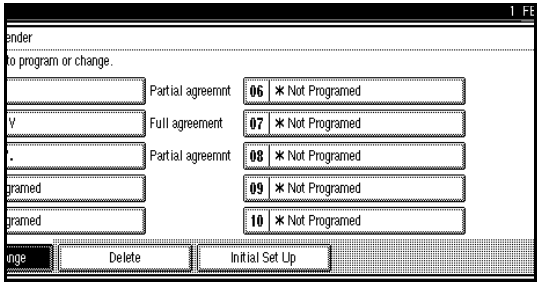
4 **Select [Program Special Sender].**



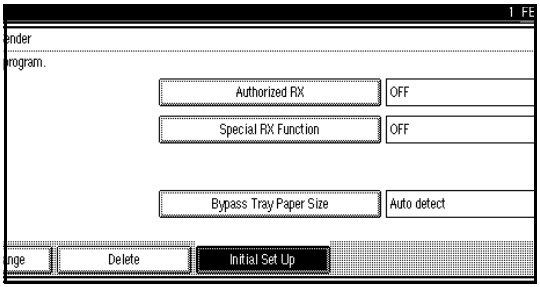
Note

❒ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [Initial Set Up].**



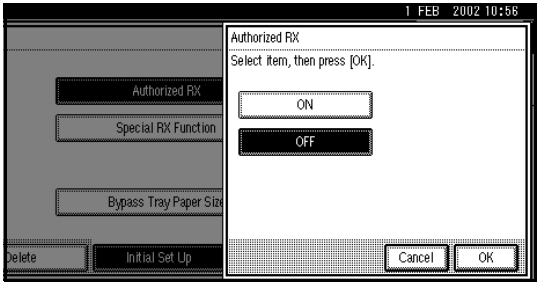
6 **Select a function you want to program.**



In this feature, "Authorized RX" has the same settings as "Reception Mode". ⇒ p.198 "Reception Mode"

Programming "Authorized RX" and "Special RX Function"

❶ **Select [ON] or [OFF].**

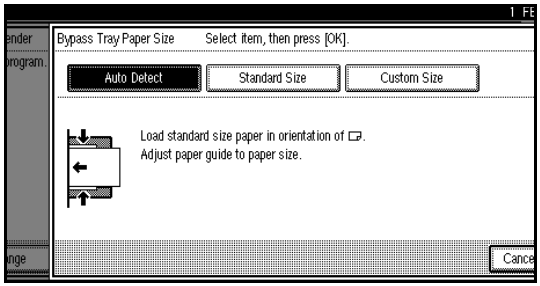


The illustration shows the "Authorized RX" display as a sample.

❷ **Press [OK].**

Programming "Bypass Tray Paper Size"

❶ **Select [Auto Detect], [Standard Size] or [Custom Size] to program.**



Note

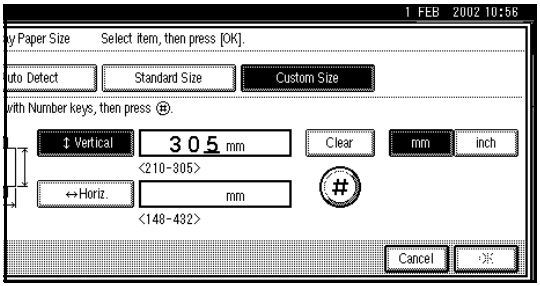
- ❒ If you select **[Auto Detect]**, the machine shows a paper size automatically.
- ❒ If you select **[Standard Size]**, select a paper size displayed, and then go to step ❼.
- ❒ If you select **[Custom Size]**, go to step ❷.

❷ **Make sure that [Vertical] is selected.**

Note

- ❒ If **[Vertical]** is not selected, press **[Vertical]**.

❸ **Enter the vertical size of the paper with the number keys.**



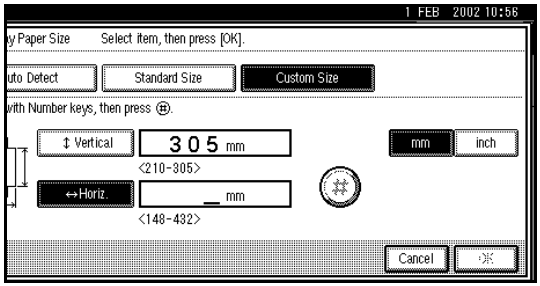
Note

- ❒ You can specify a vertical size from 210mm (8.3 inch) to 305mm (12.0 inch). You cannot enter a size smaller than 210mm or larger than 305mm. ⇒ p.150 "Having Incoming Messages Printed on Paper from the Bypass Tray"
- ❒ Each time you press **[mm]** or **[inch]**, the units change between "millimeter" and "inch" alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off).

❹ **Press [#].**

The programmed size is shown.

❺ **Enter the horizontal size of the paper with the number keys.**



Note

- ❒ You can specify a horizontal size from 148mm (5.9 inch) to 432mm (17.0 inch). You cannot enter a size smaller than 148mm or larger than 432mm.
- ❒ Each time you press **[mm]** or **[inch]**, the units change between “mm” and “inch” alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off).

❻ **Press [#].**

❼ **Press [OK].**

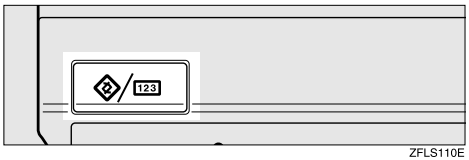
7 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Deleting a Special Sender

Use this function to program “Initial Set Up” of a Special Sender. Also the Bypass Tray Paper Size can be specified.

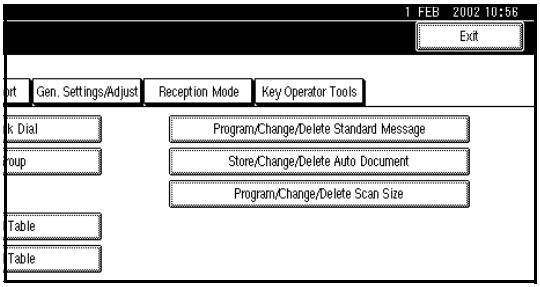
1 **Press the 【User Tools/Counter】 key.**



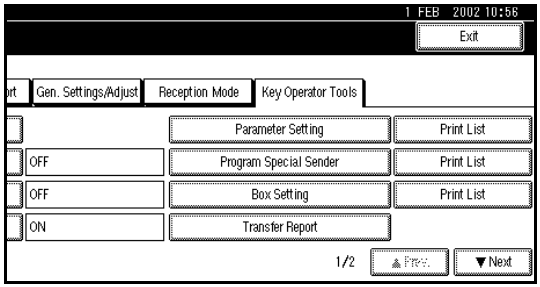
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



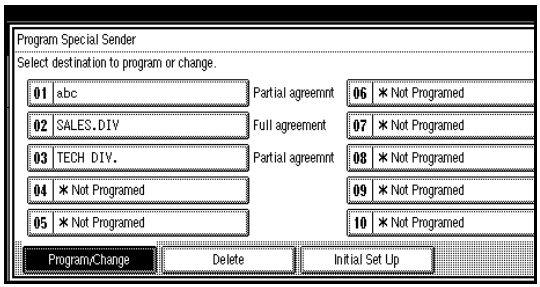
4 **Select [Program Special Sender].**



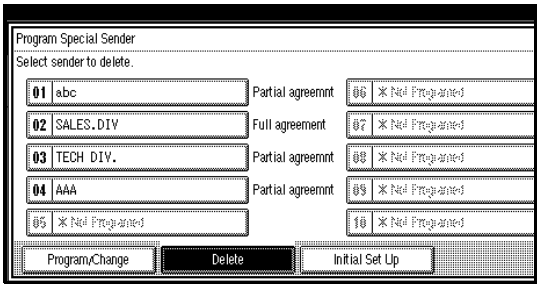
Note

❒ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [Delete].**



6 **Select a Special Sender you want to delete.**



7 **Press [Delete].**

A Special Sender is deleted and "*Not Programed" is shown.

Note

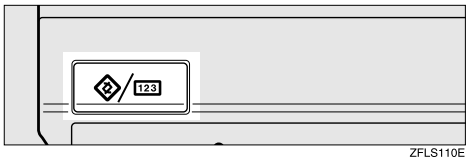
❒ To cancel deleting a special sender, press **[Do not Delete]**. The display will return to step **6**.

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

The initial display is shown.

Printing the Special Sender List

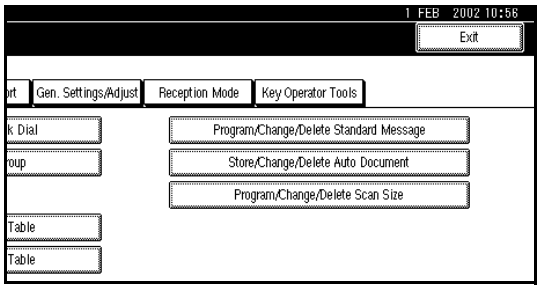
1 **Press the 【User Tools/Counter】 key.**



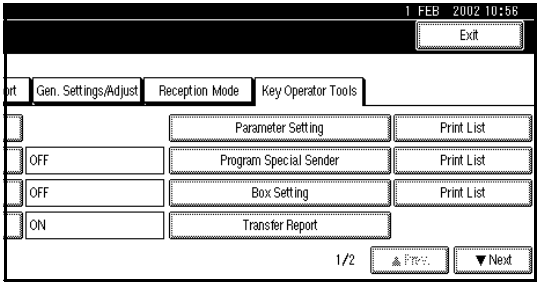
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



4 **Press [Print List] next to "Program Special Sender".**



Note

❒ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press the 【Start】 key.**

After printing a list, the display will return to step **4**.

Note

❒ To cancel printing a list, press **[Cancel]**. The display will return to step **4**.

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

The initial display is shown.

Box Settings

The following functions are for delivery and transfer of messages:

- Personal Box
- Information Box
- Transfer Box

By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.

For details about how to set up these functions, see the following.

⇒ p.239 “Programming/Editing Personal Boxes”

⇒ p.244 “Programming/Editing Information Boxes”

⇒ p.248 “Programming/Editing Transfer Boxes”

For details about how to print out and delete messages stored in boxes, see the following.

⇒ p.60 “Personal Boxes”

⇒ p.64 “Information Boxes”

Note

- ❒ The combined total of items that can be stored in the Personal Box, Information Box and Transfer Box features is 150. Installing the optional Fax Function Upgrade Unit increases this capacity to 400 items.
- ❒ SUB and SEP Codes can be up to 20 digits long and contain numbers, spaces, pound signs (#), and asterisks (*).

Limitation

- ❒ You cannot set the same Box Code on two different boxes.
- ❒ Transmission or programming may not be used if there is not enough free memory left. The amount of free memory left is different depending on the optional equipment installed.

Programming/Editing Personal Boxes

This section describes how to program Personal Boxes.

You can store the following items:

- SUB Code (required)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
- Box Name (required)
  Up to 20 characters long
- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
  When registering a password, a mark is displayed before the Box Name.
- Receiver (optional)
  You can program one delivery destination for each Personal Box. Specify the Quick Dial the delivery destination is stored in.

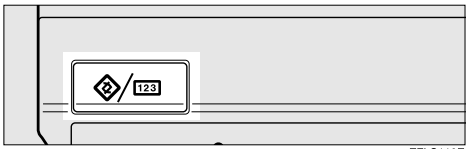
Note

- ❒ The Fax Header is not printed on delivered messages.
- ❒ If a message cannot be delivered, a Communication Failure Report is printed and the message is saved as a Confidential Reception document.
- ❒ You can edit boxes in the same way you program them. However, to change the SUB Code itself, you must delete the box, and then program a new SUB Code.

Reference

- ❒ ⇒ p.60 “Personal Boxes”

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



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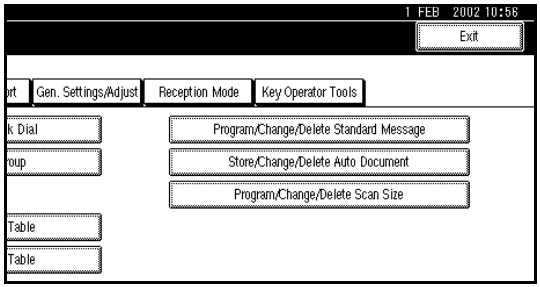
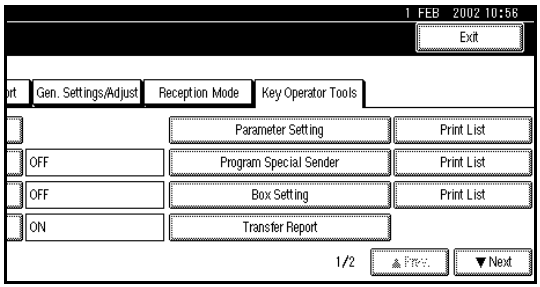
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 Select [Key Operator Tools].

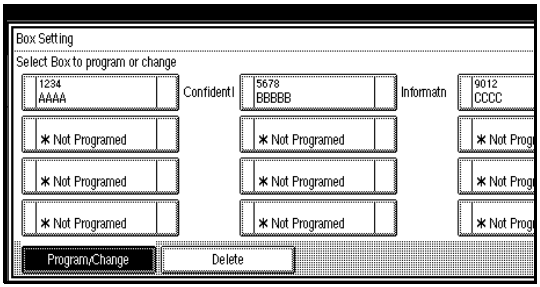


4 Select [Box Setting].



The "Box Setting" menu is shown.

5 Select a box to program.

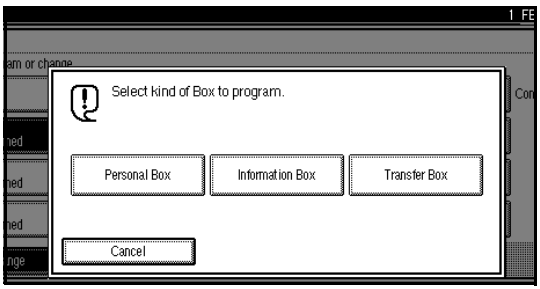


When programming a new box, press "*Not Programed".

Note

- ❒ To change a box already programmed, press it and go to step **9**.
- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

6 Press [Personal Box].



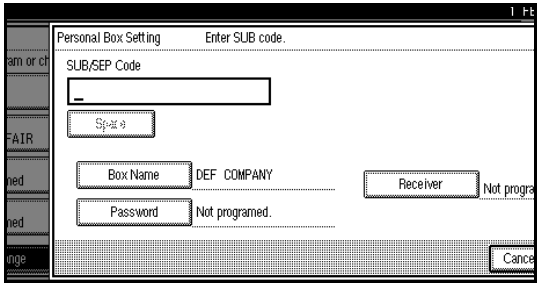
7 **Enter a Box Name.**

Reference

❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

8 **Press [OK].**

9 **Enter a SUB Code.**



Note

❒ To change the SUB Code, press **[Clear]** or the **【Clear/Stop】** key and try again. To change Box Name, press **[Box Name]**, and then repeat from step **7**.

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

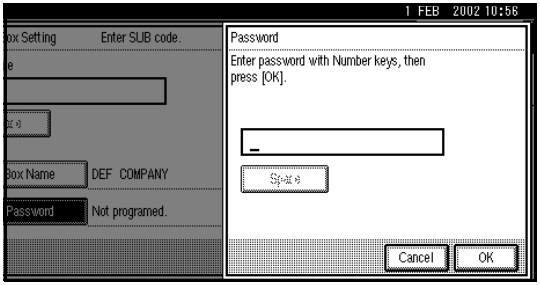
10 **Specify any settings you require.**

If you do not program **[Password]** or **[Receiver]**, go to step **11**.

Programming a Password

❶ **Press [Password].**

❷ **Enter a password.**



Note

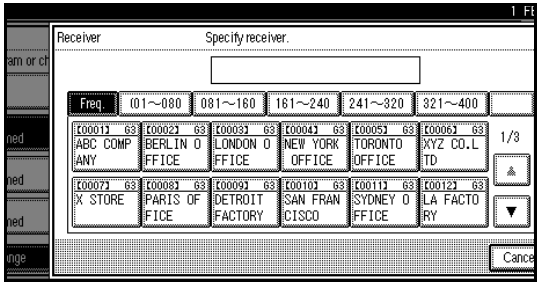
❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

❸ **Press [OK].**

Programming a Receiver

❶ **Press [Receiver].**

❷ **Select a destination with the Quick Dial Table.**



Note

❒ If the desired destination is not shown, press **[▼]** or **[▲]**.

❸ **Press [OK].**

11 **Press [OK].**

A box mode is shown next to the box.

12 **Press [Exit].**

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

The initial display is shown.

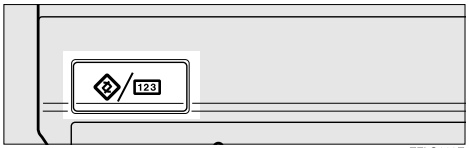
Deleting Personal Boxes

This section describes how to delete Personal Boxes.

Limitation

❒ If messages are programmed in the box, you cannot delete the box.

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



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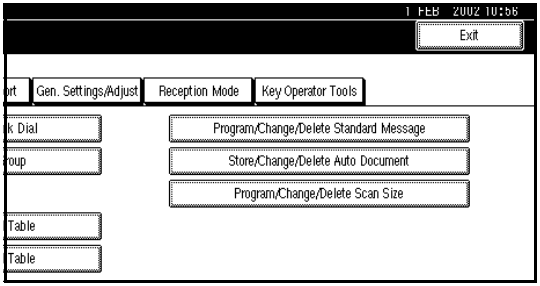
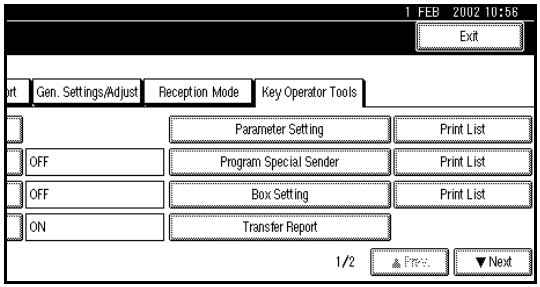
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

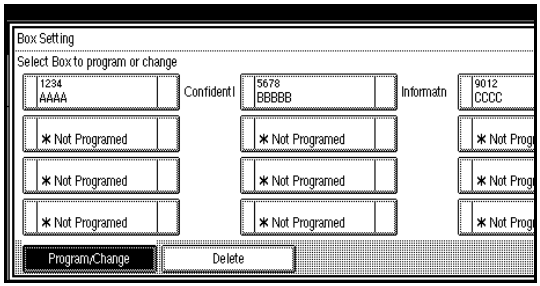
3 **Select [Key Operator Tools].**



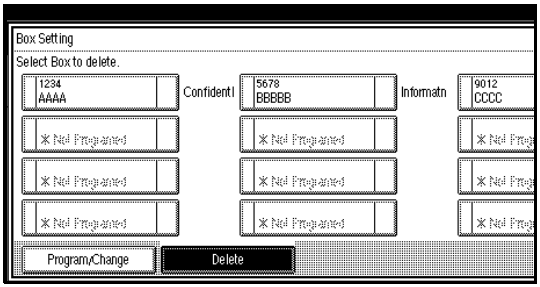
4 Select [Box Setting].



5 Press [Delete].



6 Select a box you want to delete.



Note

- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ When selecting a file set with a password, the password input screen is displayed. Enter the password using the number keys and press **[OK]**. If you enter an incorrect number, press **[Clear]** or the **【Clear/Stop】** key to delete the entered numbers. Press **[Cancel]** to cancel file selection.

7 Press [Delete].

The box is deleted and "*Not Programed" is shown.

Note

- ❒ To cancel deleting a box, press **[Do not Delete]**. The display will return to step **6**.

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

The initial display is shown.

Programming/Editing Information Boxes

This section describes how to set up an Information Box.

You can store the following items:

- SEP Code (required)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
  When registering a password, a mark is displayed before the Box Name.
- Box Name (required)
  Up to 20 characters long

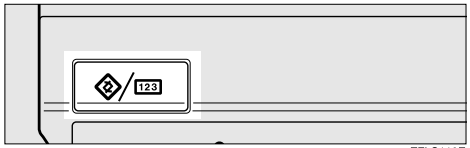
Note

❒ You can edit boxes in the same way you program them. However, to change the SEP Code itself, you must delete the box, and then program a new SEP Code.

Reference

❒ ⇒ p.64 “Information Boxes”

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



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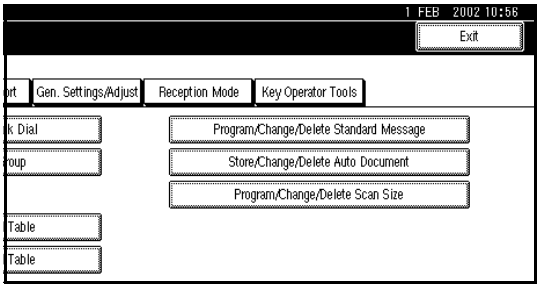
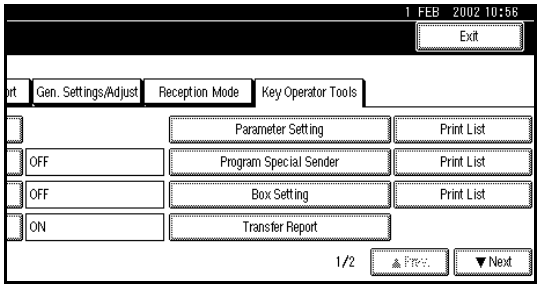
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**

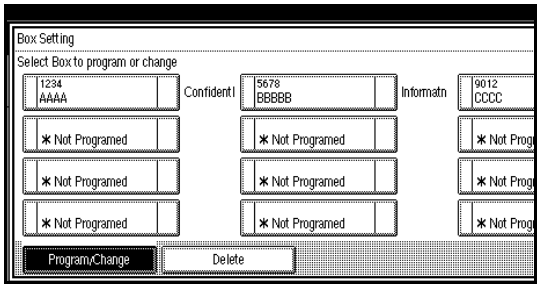


4 **Select [Box Setting].**



5 **Select a box to program.**

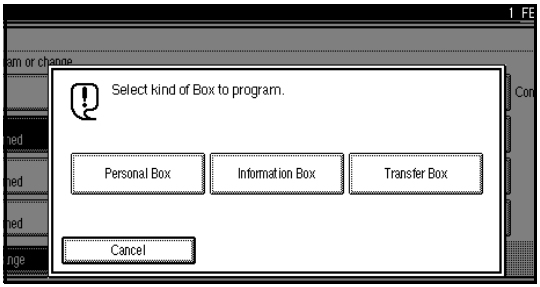
When programming a new box, press "*Not Programed".



Note

- ❒ To change a box already programmed, press it, and then go to step **9**.
- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

6 **Press [Information Box].**



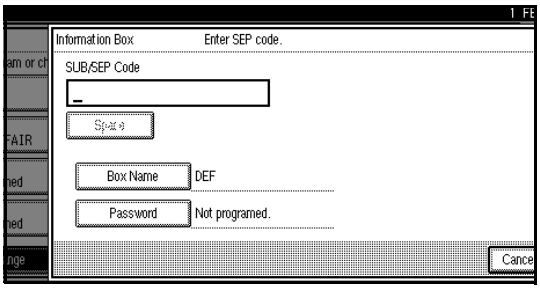
7 **Enter a Box Name.**

Reference

- ❒ ⇒ Chapter 3, "Entering Text" in the Basic Features manual

8 **Press [OK].**

9 **Enter a SEP Code.**



Note

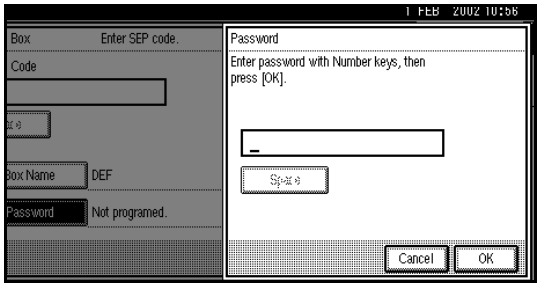
- ❒ To change SEP Code, press **[Clear]** or the **【Clear/Stop】** key and try again. To change Box Name, press **[Box Name]**, and then repeat from step 7.
- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key and try again.

10 Press [Password].

Note

- ❒ If you do not want to program a password, go to step 13.

11 Enter a password.



Note

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

12 Press [OK].

13 Press [OK].

A box mode is shown next to the box.

14 Press [Exit].

15 Press the 【User Tools/Counter】 key.

The initial display is shown.

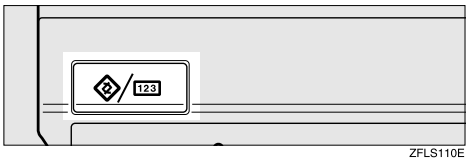
Deleting Information Boxes

This section describes how to delete Information Boxes.

Limitation

- ❒ If messages are programmed in the Information Box, you cannot delete the box.

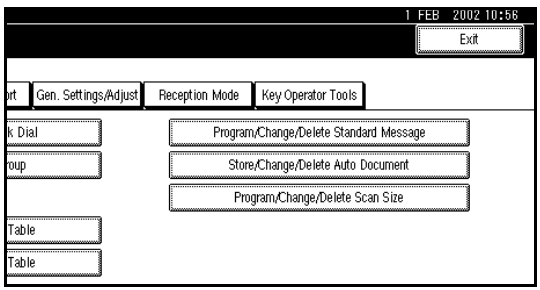
1 Press the 【User Tools/Counter】 key.



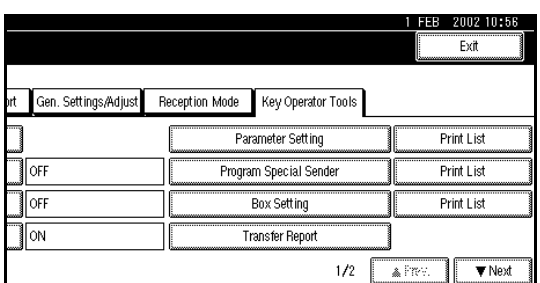
2 Press [Facsimile Features].

The Facsimile Features menu is shown.

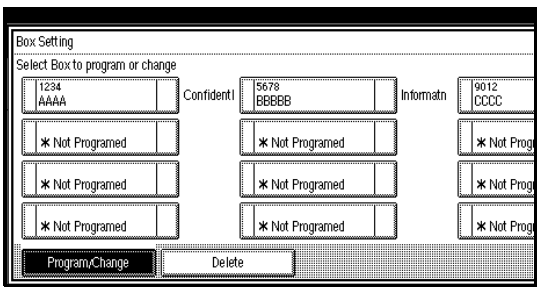
3 Select [Key Operator Tools].



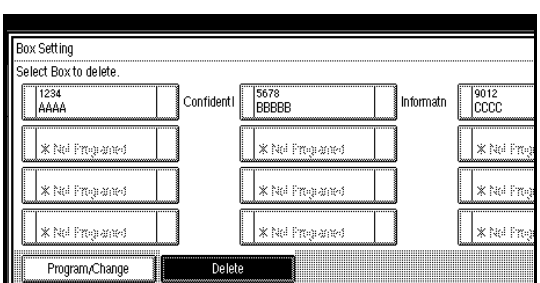
4 Select [Box Setting].



5 Press [Delete].



6 Select a box you want to delete.



Note

- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ When selecting a file set with a password, the password input screen is displayed. Enter the password using the number keys and press **[OK]**. If you enter an incorrect number, press **[Clear]** to delete the entered numbers. Press **[Cancel]** to cancel file selection.

7 **Press [Delete].**

The box is deleted and "*Not Programed" is shown.

Note

- ❒ To cancel deleting a box, press **[Do not Delete]**. The display will return to step **6**.

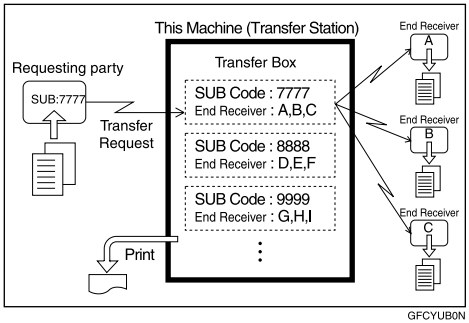
8 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Programming/Editing Transfer Boxes

This feature turns your machine into a fax relay station. Documents sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received, and then relayed to the programmed receiver.

Since documents can be sent to multiple destinations in a single Transfer Request, you can economize on communication costs when sending to remote destinations.



Note

- ❒ Inform the Requesting Party of the SUB Code assigned to the Transfer Box. When they wish to have a message transferred by your machine, ask them to send the message using SUB Code Transmission and specifying this SUB Code. If a password is also programmed, inform them of this too and ask them to enter it for the SID Code.

You can store the following items:

- SUB (required)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
- Box Name (required)
  Up to 20 characters long
- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, “#”, “*” and spaces (the first character cannot be a space).
  When registering a password, a mark is displayed before the Box Name.
- Receiving Station (required)
  You can store 5 Receiving Stations (destinations to which messages will be forwarded) for each box. Specify Receiving Stations with Quick Dials or Groups assigned to Quick Dials that have been programmed beforehand.

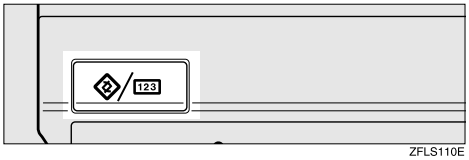
Limitation

- ❒ After messages are transferred, a Transfer Result Report is not sent back to the sender.

Note

- ❒ After messages are transferred, they are deleted.
- ❒ When this function is turned on, the machine prints out received messages that it transfers and the Transfer Result Report after the transfer has finished. If you want to turn this feature off, please contact your service representative.
- ❒ When the programmed receiver is a Multi-step Transfer Group Dial, Multi-step Transfer takes place.
- ❒ You can edit boxes in the same way you program them. However, to change the SUB Code itself, you must delete the box, and then program a new SUB Code.
- ❒ You can edit boxes in the same way you program them.

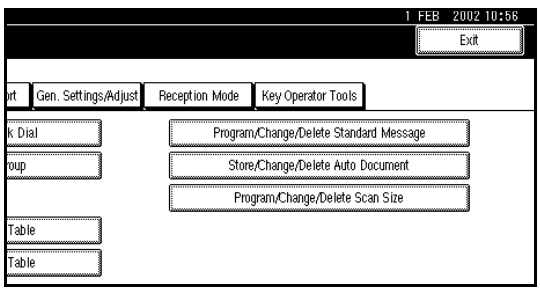
1 **Press the 【User Tools/Counter】 key.**



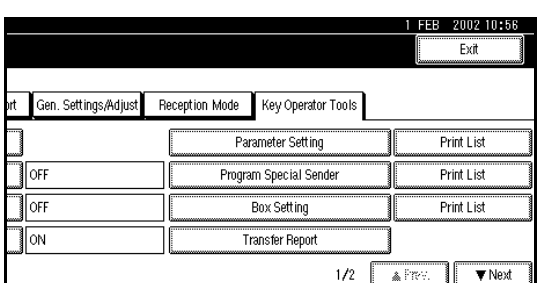
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

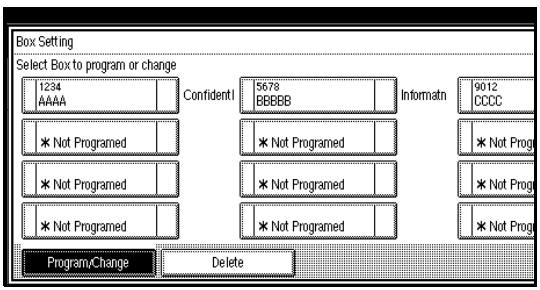
3 **Select [Key Operator Tools].**



4 **Select [Box Setting].**



5 **Select a box to program.**

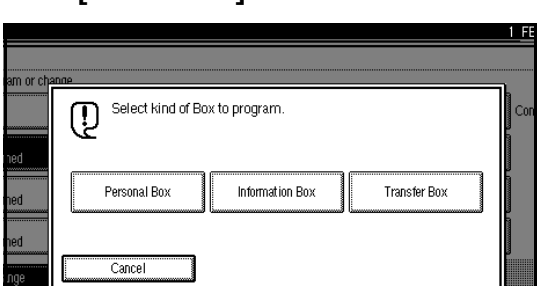


When programming a new box, press "*Not Programed".

Note

- ❒ To change a box already programmed, press it, and then go to step **9**.
- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

6 **Press [Transfer Box].**



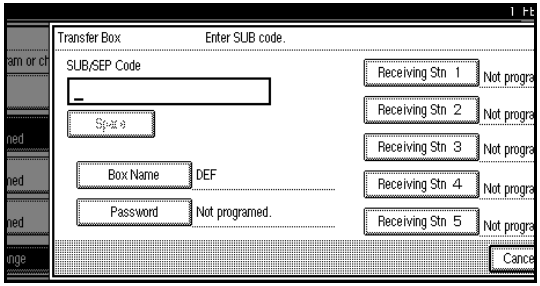
7 **Enter a Box Name.**

Reference

❒ ⇒ Chapter 3, “Entering Text” in the Basic Features manual

8 **Press [OK].**

9 **Enter a SUB Code.**



Note

❒ To change SUB Code, press **[Clear]** or the **【Clear/Stop】** key and try again. To change Box Name, press **[Box Name]**, and then repeat from step **7**.

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

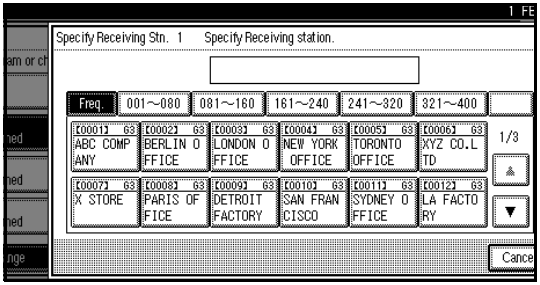
10 **Specify the condition of registration.**

Programming Receiving Stations

❶ **Select Receiving Station.**

You can store 5 Receiving Stations.

❷ **Specify Receiving Stations with Quick Dials.**



Note

❒ You can also specify Receiving Stations with Group Dials.

❒ If the desired box is not shown, press **[▲]** or **[▼]**.

❸ **Press [OK].**

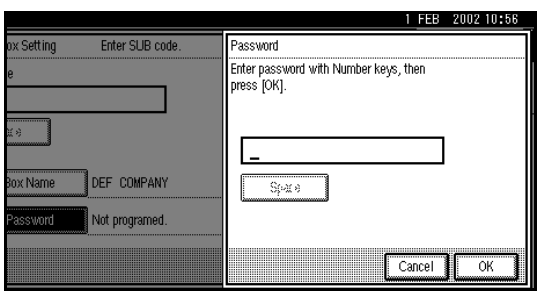
Repeat from step ❶ to specify another Receiving Station.

Programming a Password

If you do not want to program a password, go to step 11.

❶ **Press [Password].**

❷ **Enter a password.**



Note

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

❸ **Press [OK].**

11 Press [OK].

A box mode is shown next to the box.

12 Press the 【User Tools/Counter】 key.

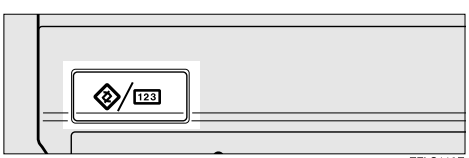
The initial display is shown.

Deleting Transfer Boxes

Limitation

- ❒ If the specified SUB Code is not programmed as a Transfer Box, or messages are programmed in the box, you cannot delete the box.

1 Press the 【User Tools/Counter】 key.



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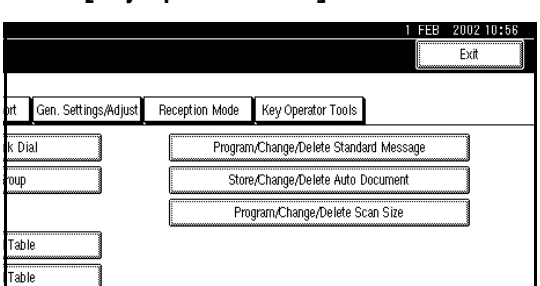
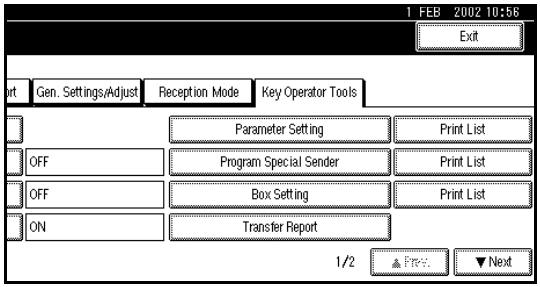
2 Press [Facsimile Features].

The Facsimile Features menu is shown.

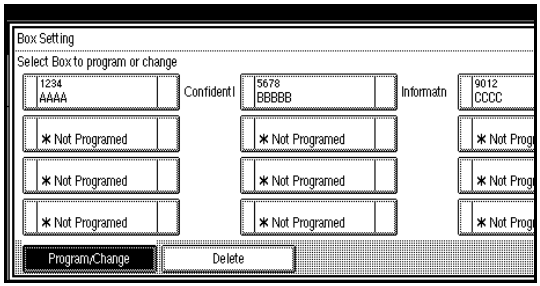
3 Select [Key Operator Tools].



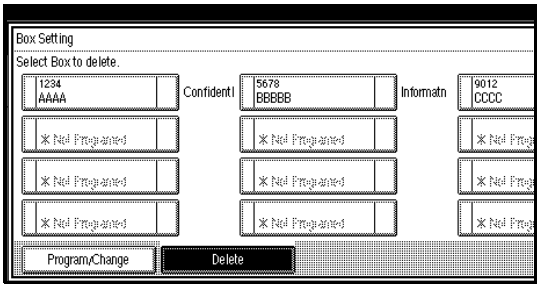
4 Select [Box Setting].



5 Press [Delete].



6 Select a box you want to delete.



Note

- ❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❒ When selecting a file set with a password, the password input screen is displayed. Enter the password using the number keys and press **[OK]**. If you enter an incorrect number, press **[Clear]** to delete the entered numbers. Press **[Cancel]** to cancel file selection.

7 Press [Delete].

The box is deleted and "*Not Programed" is shown.

Note

- ❒ To cancel deleting a special sender, press **[Do not Delete]**. The display will return to step **6**.

8 **Press [Exit].**

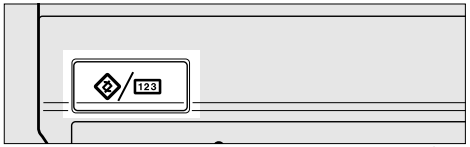
9 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Printing the Box List

Follow the procedure below to print a list showing the currently programmed Personal Boxes, Information Boxes and Transfer Boxes.

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



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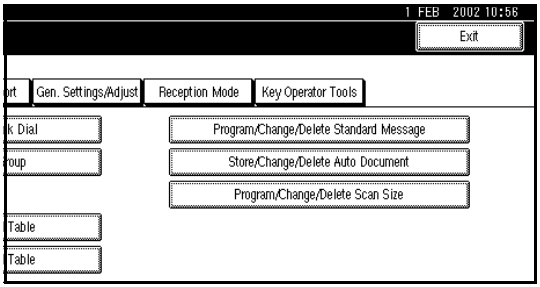
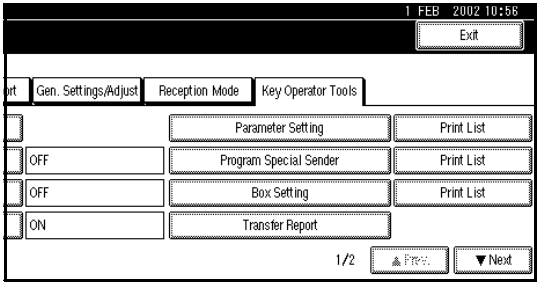
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



4 **Press [Print List] next to "Box Setting".**



Note

❒ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press the 【Start】 key.**

After printing the list, the display will return to step **4**.

Note

❒ To cancel printing a list, press **[Cancel]**. The display will return to step **4**.

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

The initial display is shown.

Transfer Report

For the Requesting Party to be able to receive Transfer Result Reports from the Transfer Station, the Requesting Party must program the number of the telephone line their machine is connected to in their own machine. ⇒ p.82 "Transfer Request"

Be sure to insert a pause after the area code.

For example, if you are in the United States and your fax number is 212-1234567, program the following:

- **1212-1234567**

You can program the fax number for each line (G3, G4).

Limitation

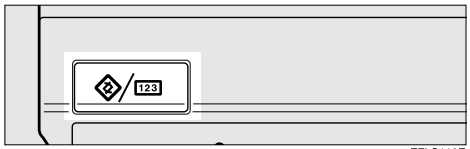
❒ You cannot program or edit Transfer Report when using a line (during communication). Program or edit after communication.

Note

❒ Up to 16 digits are available for G3.

❒ Up to 29 digits are available for G4.

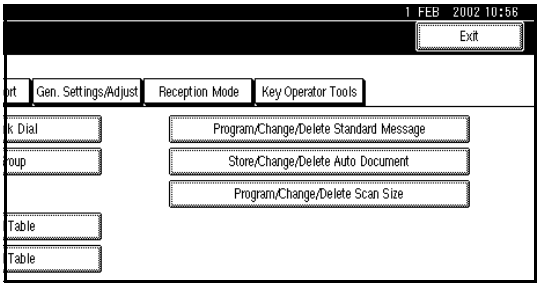
1 **Press the 【User Tools/Counter】 key.**



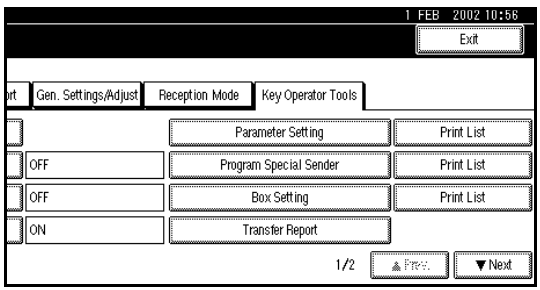
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



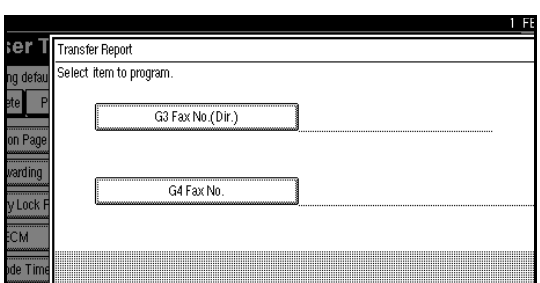
4 **Select [Transfer Report].**



Note

❒ If “Transfer Report” is not shown, press **[▲ Prev.]** or **[▼ Next]**.

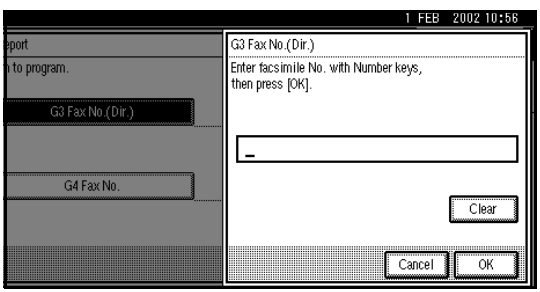
5 **Specify the fax number for each line.**



Programming a G3 Fax number

❶ **Press [G3 Fax No.(Dir.)].**

❷ **Enter your Own Fax Number with the number keys.**

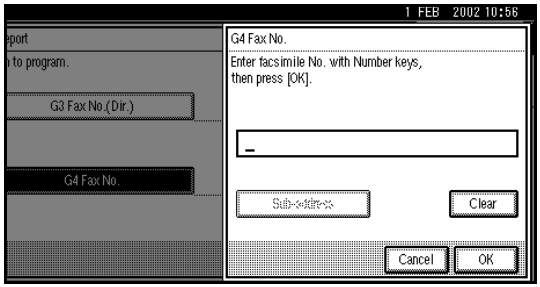


❸ **Press [OK].**

Programming a G4 Fax number

The optional ISDN Unit is required.

1. **Press [G4 Fax No.].**
2. **Enter your fax number with the number keys.**



3. **Press [OK].**

6 **Press [Exit].**

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

The initial display is shown.

Programming a Confidential ID

Program a Confidential ID to print Confidential Reception.⇒ p.55 “Printing a Confidential Message”

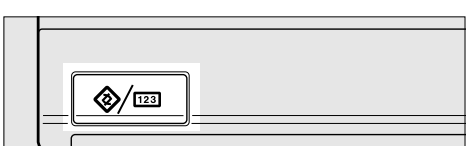
Limitation

- ❒ If you do not program a Confidential ID, you cannot receive a Confidential Transmission.

Note

- ❒ A Confidential ID can be any 4 digit numeric code except for 0000.

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



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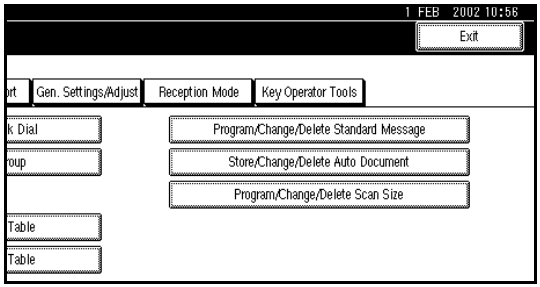
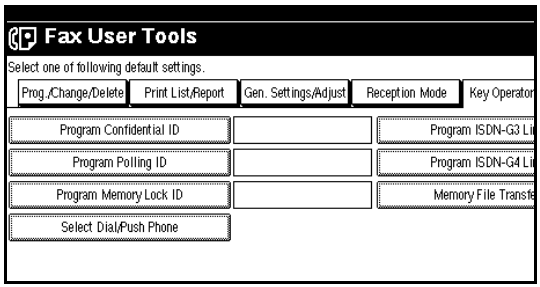
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 Select [Key Operator Tools].



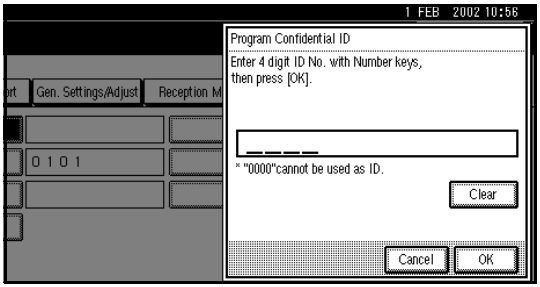
4 Select [Program Confidential ID].



Note

❒ If "Program Confidential ID" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Enter an ID with the number keys.



Note

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

6 Press [OK].

To cancel programming an ID, press **[Cancel]**. The display will return to step **4**.

7 Press the 【User Tools/Counter】 key.

The initial display is shown.

Programming a Polling ID

Program a Polling ID to use the Transfer Request, Transfer Station, Default ID Polling Transmission and Default ID Polling Reception. When you use ID Transmission, program the same ID as that programmed on the sender's machine.

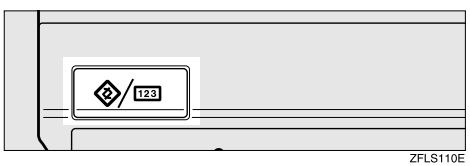
Reference

- ❒ *"Polling Transmission"* ⇒ p.22
- ❒ *"Polling Reception"* ⇒ p.26
- ❒ *"Default ID Transmission"* ⇒ p.117
- ❒ *"Transfer Request"* ⇒ p.82

Note

- ❒ A Polling ID can be any combination of digits (0-9) and letters (A-F) except for 0000 and FFFF.

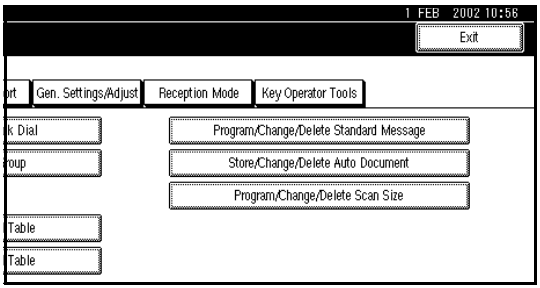
1 Press the 【User Tools/Counter】 key.



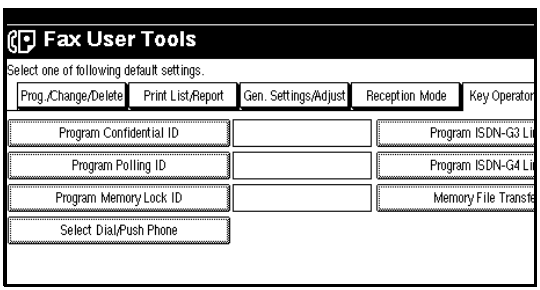
2 Press [Facsimile Features].

The Facsimile Features menu is shown.

3 Select [Key Operator Tools].



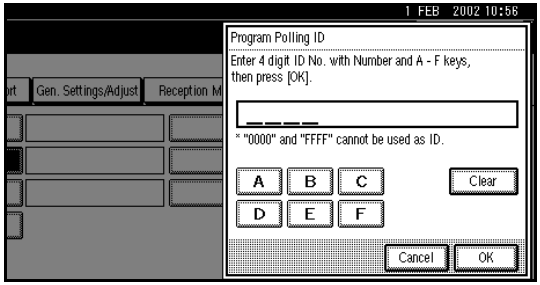
4 Select [Program Polling ID].



Note

- ❒ If "Program Polling ID" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Enter an ID with the number keys and [A] to [F].**



Note

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

6 **Press [OK].**

To cancel programming an ID, press **[Cancel]**. The display will return to step **4**.

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

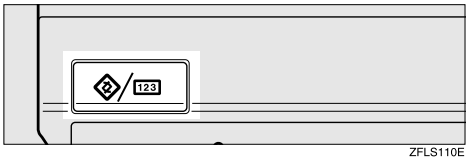
The initial display is shown.

Programming a Memory Lock ID

Program a Memory Lock ID to print Memory Lock reception.

A Memory Lock ID can be any 4 digit numeric code except for 0000.

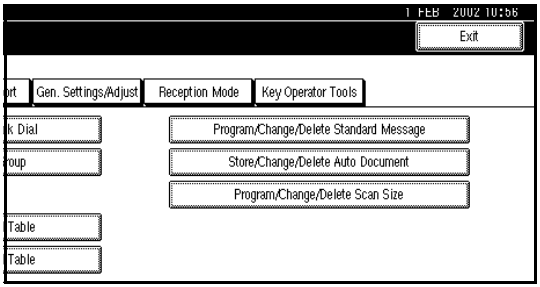
1 **Press the 【User Tools/Counter】 key.**



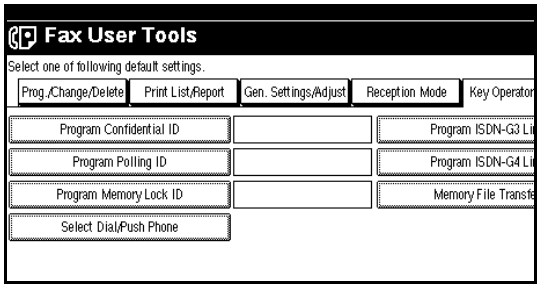
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



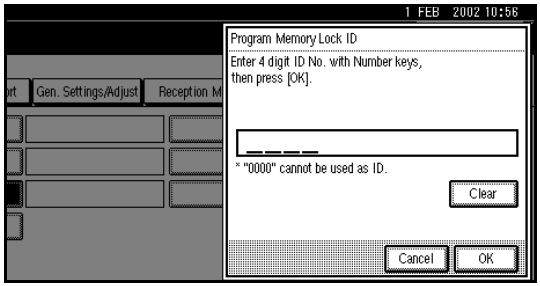
4 **Select [Program Memory Lock ID].**



Note

- ❒ If "Program Memory Lock ID" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Enter an ID with number keys.**



Note

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

6 **Press [OK].**

To cancel programming an ID, press **[Cancel]**. The display will return to step **4**.

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

The initial display is shown.

Selecting Dial/Push Phone

Use this function to select a line type when the machine is connected to a G3 analog line.

A Dial and Push line are available for selection.

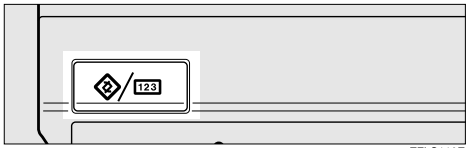
Limitation

- ❒ When the optional G3 expansion unit is installed, "G3-2" is displayed.
- ❒ If you are only connected to an ISDN line, this function is not available.

Note

- ❒ "G3-2" is shown on the display, depending on the number of Extra G3 Interface Units installed.
- ❒ Use the same procedure to program and change this function.
- ❒ This function is not available in some areas.

1 **Press the [User Tools/Counter] key.**



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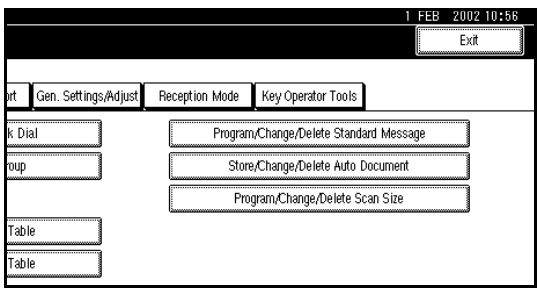
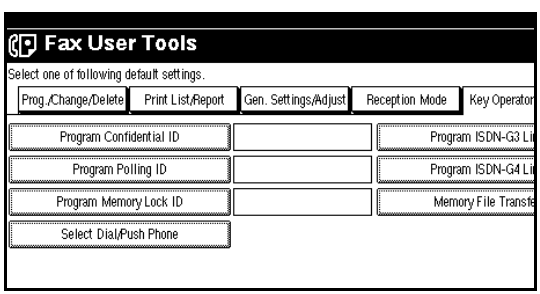
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



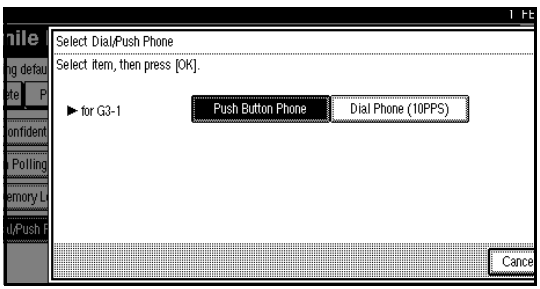
4 **Select [Select Dial/Push Phone].**



Note

- ❒ If "Select Dial/Push Phone" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press [Push Button Phone] or [Dial Phone (10PPS)] to select the line.**



Note

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

Reference

- ❒ *"Selecting the Line Type"* ⇒ p.285

6 **Press [OK].**

7 **Press the [User Tools/Counter] key.**

The initial display is shown.

Programming ISDN G3 Line

The optional ISDN Unit is required.

This function must be set when you connect the machine to an ISDN G3 digital line.

You can program the following items.

- Own Fax Number 1
- Own Fax Number 2
- Sub-address ⇒ p.86 “Sub-address”

Note

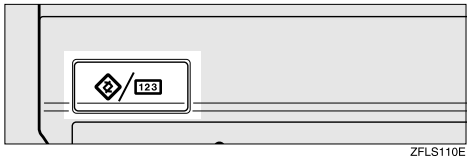
❒ Program Own Fax Number 1 as your own digital number. Program Own Fax Number 2 as another digital number which occupies a single line.

❒ You should program the Own Fax Number 1.

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

❒ Up to 4 digits (0 to 9999) are available for a sub-address.

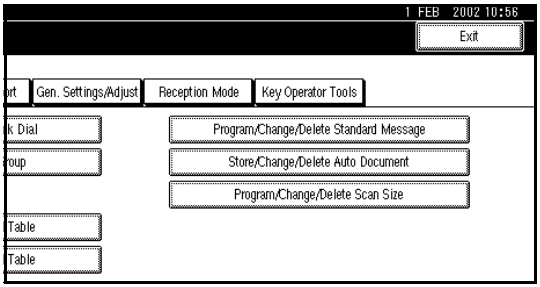
1 **Press the [User Tools/Counter] key.**



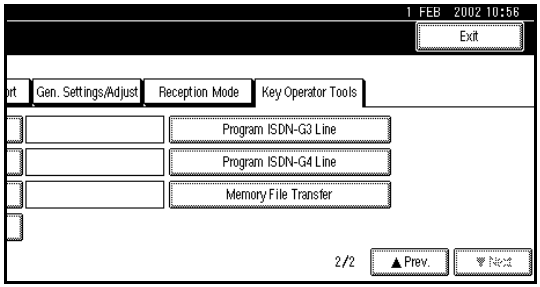
2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Key Operator Tools].**



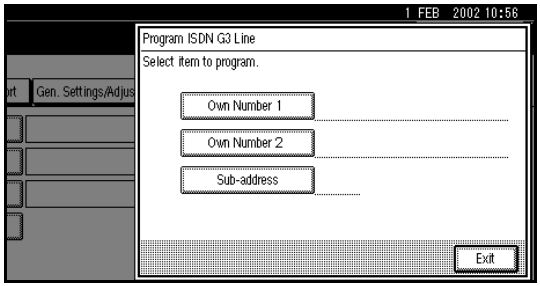
4 **Select [Program ISDN-G3 Line].**



Note

❒ If "Program ISDN-G3 Line" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

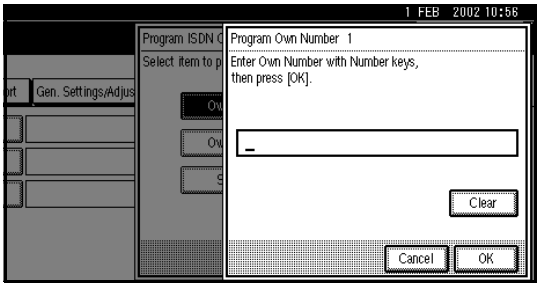
5 **Select an item you want to program.**



Programming Own Number 1 and Own Number 2

❶ **Select [Own Number 1] or [Own Number 2]**

❷ **Enter your own facsimile number with the number keys.**

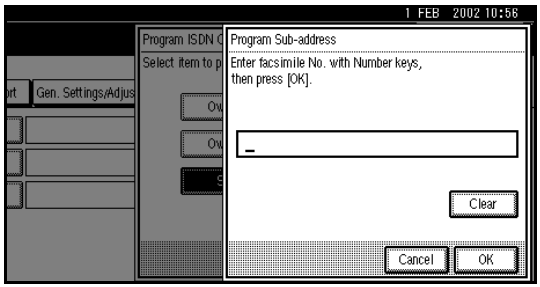


❸ **Press [OK].**

Programming a Sub-address

❶ **Select [Sub-address].**

❷ **Enter a sub-address with the number keys.**



❸ **Press [OK].**

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

The initial display is shown.

Programming ISDN G4 Line

The optional ISDN Unit is required.

This function must be set when you connect the machine to an ISDN G4 digital line.

You can program the following items.

- Own Fax Number 1
- Own Fax Number 2
- Sub-address ⇒ p.86 “Sub-address”

Note

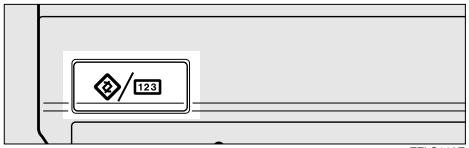
❒ Program Own Fax Number 1 as your own digital number. Program Own Fax Number 2 as another digital number which occupies a single line.

❒ You should program Own Fax Number 1.

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

❒ Up to 4 digits (0 to 9999) are available for a sub-address.

1 Press the 【User Tools/Counter】 key.



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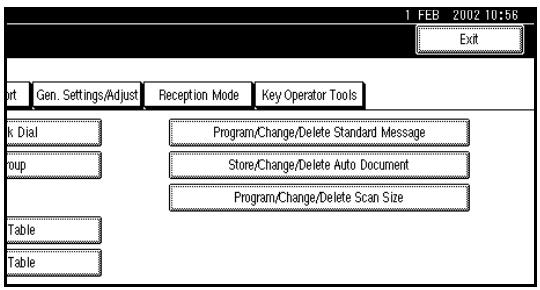
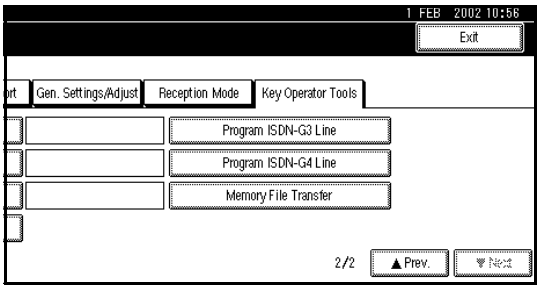
2 Press [Facsimile Features].

The Facsimile Features menu is shown.

3 Select [Key Operator Tools].



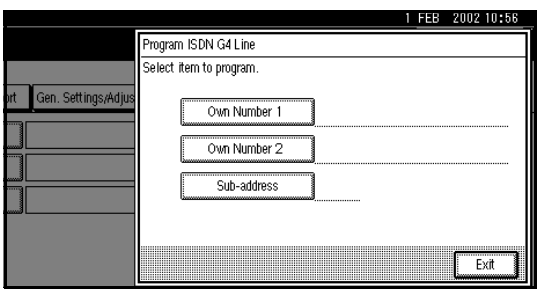
4 Select [Program ISDN-G4 Line].



Note

- ❒ If “Program ISDN-G4 Line” is not shown, press [▲ Prev.] or [▼ Next].

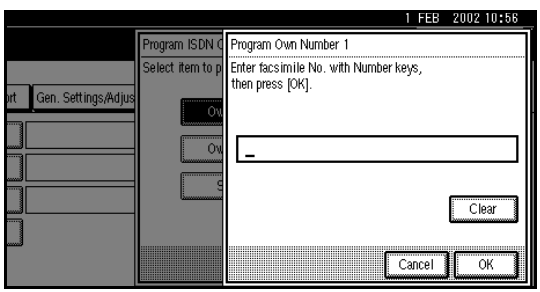
5 Select an item you want to program.



Programming Own Number 1 and Own Number 2

❶ **Select [Own Number 1] or [Own Number 2].**

❷ **Enter your own facsimile number with the number keys.**

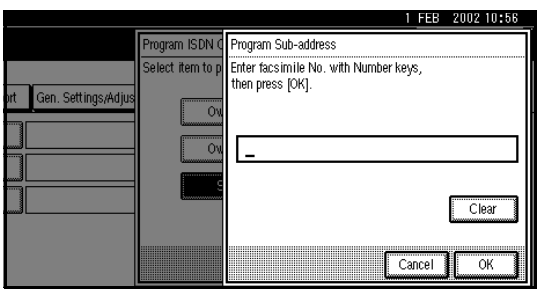


❸ **Press [OK].**

Programming a Sub-address

❶ **Select [Sub-address].**

❷ **Enter a sub-address with the number keys.**



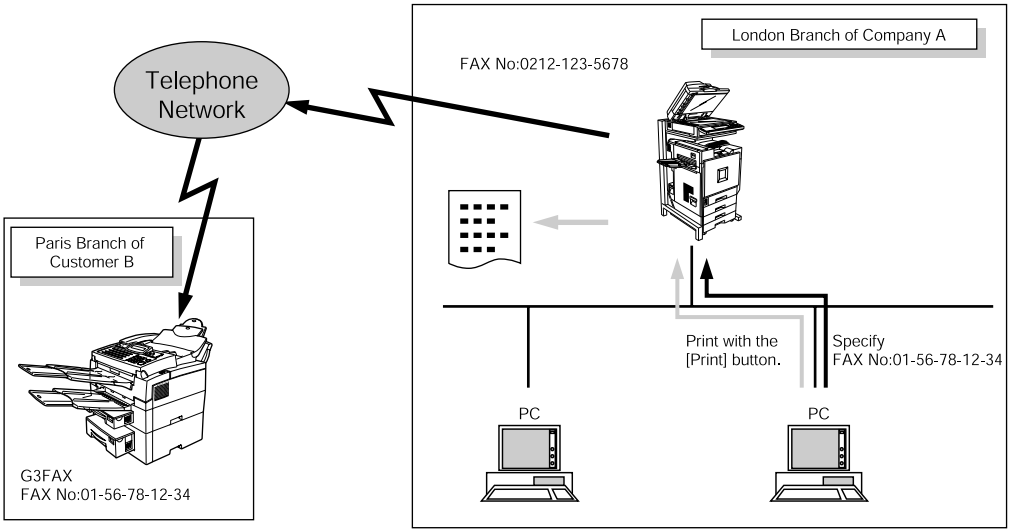
❸ **Press [OK].**

6 Press the 【User Tools/Counter】 key.

The initial display is shown.

9. PC FAX Features

- With a PC FAX connected to a LAN or Parallel Port, you can use a telephone line to send a fax created using a Windows application to another fax machine.
- To send a fax, simply select **[Print]** from the Windows application, then select LAN FAX as the printer and specify a destination.
- In addition to sending faxes, the LAN FAX driver allows this machine to be used for printing out documents prepared on a PC for proof checking.
- To use the LAN FAX driver, connect this machine to a LAN and make the necessary network settings, and then install the LAN FAX driver and related utilities on your PC.



Reference

- Network settings ⇒ Setup Guide Copier System Edition, Administrator Reference Copier System Edition

Important

- If errors occur on the machine when used as a PC FAX, they are not displayed on the PC.

Installing the Software

Installing this software is necessary for using the Facsimile function from a computer.

❖ Location of the file

The following folders are stored in the CD-ROM:

- LAN FAX Driver for Windows 95/98/Me
  \DRIVERS\WIN9X_ME
- LAN FAX Driver for Windows NT 4.0
  \DRIVERS\NT4
- LAN FAX Driver for Windows 2000/XP
  \DRIVERS\WIN2000
- Address List
  \UTILITY\ADDRESS

❖ Operating Environment

- Computer
  PC/AT Compatible
- Operating Systems
  Microsoft Windows 95/98/Me
  Microsoft Windows 2000/XP
  Microsoft Windows NT4.0
- CPU
  i486DX4 100 MHz or more
  Pentium 133 MHz or more (Windows 2000/XP)
- RAM
  16 MB or more
  32 MB or more (Windows 2000/XP)
- Display
  VGA 640 × 480 dots, 256 colors or more
- Network protocol
  TCP/IP

Limitation

❒ All operations cannot be guaranteed depending on the system environment.

❒ When you use Windows NT, the LAN FAX driver will not work under an RISC base processor (MIPS R series, Alpha AXP, PowerPC) environment.

Note

❒ To install the driver on a Windows 2000/XP or Windows NT4.0, log on as a member of the Administrators group.

❒ Before beginning installation, exit all other applications.

Installing the Address Book and the LAN FAX driver

Preparation

❒ Install the printer driver and the SmartNet-Monitor for Client beforehand. ⇒ Printer Client Reference Copier System Edition

1 Make sure Windows is running, and then insert the "LAN FAX Driver and Utility" CD-ROM into the CD-ROM drive.

The installer launches.

Note

❒ If the Installer does not launch automatically, perform the following procedure.

❶ **On the [Start] menu, select [Run].**

This causes the **[Run]** dialog box to appear.

❷ **Type the full path and file name of the setup program into the text box, and then click [OK].**

E.g. type
D:\InstTool.exe
└── If your CD-ROM is assigned to drive D.

2 Select the language you use, and then click [Next].

The "LAN FAX Driver" setup program launches.

3 After checking the contents of the dialog box, click [Next].

4 Select "Network", and then click [Install].

The Address Book Setup program launches.

Using the Customize Option

❶ **Select [Custom], and then click [Next].**

❷ **Select the programs you want to install in the "Component" list box, and then click [Install].**

5 Click [Next].

When Address Book has finished installing, the LAN FAX driver installer launches.

6 The Software License Agreement of the LAN FAX driver is displayed. Make sure to read the agreement carefully, and then click [Yes].

7 **Select "LAN-Fax M1", and then click [Next].**

Note

- ❒ To replace the printer name, you can change it in the "Printer" box.

8 **Select the port.**

When connected via a LAN

❶ **Select the model you use, and then click [Next].**

When connected via a parallel port

❶ **Select [LPT1], and then click [Next].**

9 **Confirm the installation settings, and then click [Finish].**

Installation starts.

10 **Click[Exit].**

11 **When the completion message is displayed, remove the CD-ROM and then click [Yes].**

Windows will restart.

Setting PC FAX Properties

This section describes how to make settings such as document size, resolution, and options.

Note

❒ If your operating system is Windows NT4.0 or Windows 2000/XP, log on using an account that has Administrators permission.

1 On the [Start] menu, point to [Settings] and then [Printers].

Note

❒ With Windows XP Professional, select **[Printers and Faxes]** on the **[Start]** menu.

❒ With Windows XP Home Edition, select **[Control Panel]** on the **[Start]** menu. Next select **[Printers and Other Hardware]**, and then **[Printers and Faxes]**.

2 Click to select "LAN-Fax M1", and then select [Properties] from the [File] menu.

Note

❒ With Windows NT, select **[Document Default]** from the **[File]** menu.

3 Click the [Paper] tab.

Note

❒ With Windows 2000/XP, click the **[Advanced]** tab, and then click **[Printing Defaults...]**.

4 Make the paper settings.

Note

❒ The "Gray Scale" box does not appear in Windows NT or Windows 2000/XP.

❖ Accessories

① Click **[Accessories]**.

② Select the appropriate check boxes.

Note

❒ When the optional Expansion Memory is installed, select the **[Memory Extension]** check box.

❒ When the optional Hard Disk Unit (40GB) is installed, select the Hard Disk Unit check box.

❒ The optional ISDN Unit is required in order to use a G4 line.

Limitation

- ❒ The lines that can be selected when the optional unit has been installed in this machine are:
  - G3-1
  - G3-2
  - G4
- ❒ The G3-3 cannot be selected even when the optional unit has been installed in this machine.

③ Click **[OK]**.

5 Click [OK].

Basic Transmission

This section describes how to send fax documents created using Windows applications.

Open the application document you want to send or create a new document, and then perform the following procedure.

1 On the [File] menu, click [Print].

2 Click "LAN-Fax M1" in "Printer Name", and then click [OK].

Note

- ❒ The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M1]** for the printer.

3 Specify the destination.

Enter **[#]** and the registered number with number keys when using Quick Dials.

Enter **[#][✱][✱]** and the registered number with number keys when using Group Dials.

Note

- ❒ You can specify a destination using the Address Book.
- ❒ You can directly enter the fax number with number keys.

4 Specify options.

If you do not want to specify options, go to step **5**.

Attaching a Cover Sheet

❶ Select the [Attach a Cover Sheet] check box.

Note

- ❒ To edit this setting, click **[Cover Sheet]**. For details, see the Help file.

Specifying Options

You can specify the following options:

- Sending at Specific Time⇒ p.15 "Sending at a Specific Time (Send Later)"
- User Code⇒ Chapter 1, "Reading the Display Panel and Using keys -- User Code Management" in the Basic Features manual.
- Print Fax Header ⇒ p.193 "Fax Header Print Setting"

❶ Click [Option].

❷ Specify options you want to use.

Note

- ❒ The User Code you specified for this machine must be the same as the one entered in this machine.⇒ "Key Operator Tools -- User Code" in Administrator Reference Copier System Edition
- ❒ For details on specifying options, see the Help file on the LAN FAX driver.

❸ **Click [OK].**

5 Click [Send].

Note

- ❒ When you click **[Print & Send]**, a fax will be transmitted to the destination and a copy of the document you send will be printed from your machine.
- ❒ Click **[Print]** to print a copy of the document you specified without sending it to the destination.

Transmission Management Using the LAN FAX Driver

You can have the SmartNetMonitor for Admin/SmartNetMonitor for Client manage your transmissions using the LAN FAX driver.

By using the LAN FAX driver, you can refer to the following information for the documents sent using the LAN FAX driver:

- User ID
- Transmission result
- Pages
- Starting time
- File number

Reference

- ❒ See the Help file for more information about using the PC FAX function.

Address Book

You can program and edit destinations in the Address List using the Address Book.

Note

- ❒ For details, see the Help file.

1 **On the [Start] menu, point to [Programs], and then [Address Book].**

2 **Edit an existing destination or program a new one.**

Note

- ❒ You can divide programmed destinations into groups by clicking **[Group]**. For details, see the Help file.
- ❒ For "Line", select the appropriate line type: G3, G4 or G3-2.

❖ Programming New Destinations

① Enter the destination.

② Click **[Add]**.

❖ Editing Programmed Destinations

① Select the destination you want to edit from the list.
The name of the company should appear in gray.

② Edit the data.

③ Click **[Update]**.

❖ Deleting Programmed Destinations

① Select the destination you want to edit from the list.
The name of the company should appear in gray.

② Click **[Delete]**.

③ Click **[Yes]**.

3 **Click [Close].**

4 **If you made changes to a destination, a confirmation dialog box appears. To save the changes you made, click [Yes].**

If you do not want to save the changes and want to quit editing, click **[No]**.

To return to the editing screen, click **[Cancel]**.

Printing

You can print documents created using Windows applications.

Open the application document you want to print or create a new document, and then perform the following procedure.

1 On the [File] menu, click [Print].

2 Click "LAN-Fax M1" in "Printer Name", and then click [OK].

Note

- ❒ The setting method may differ depending on the application you are using. In all cases, select "LAN-Fax M1" for the printer.

3 Click [Print].

PC FAX Operation Messages

Message	Causes and Recommended Actions
The number of entries in Destinations exceeds the limit. Up to 100 entries can be entered.	The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 100 (Up to 200 with optional Fax Function Upgrade Unit, up to 500 with optional Expansion Memory.).

10. Troubleshooting

Reading Reports

Error Report

An Error Report is printed when a message could not be successfully sent or received.

Possible causes include a problem with your machine or noise on the telephone line. If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.

Note

- ❒ If the error happens frequently, contact your service representative.
- ❒ The “Page” column gives the total number of pages. The “Page Not Sent” column gives the number of pages that were not sent or received successfully.

Power Failure Report

Even if the main power switch is turned off, the contents of the machine's memory (for example, programmed numbers) will not be lost. However, if power is lost for about 1 hour through the main power switch being turned off, a power cut or the power cable being removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as power is restored. This report can be used to identify lost files. If a memory 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.

Important

- ❒ Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- ❒ Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the main power switch on for about one week after the power loss occurs.

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 representative can also use RDS to change some of your machine's settings if you request it.

If you wish to use this feature, change the User Parameter. ⇒ p.216 “Changing the User Parameters” (Switch25, Bit4)

When Toner Runs Out

When the machine has run out of toner the symbol appears on the display. Note that even if there is no toner left, you can still send fax messages.

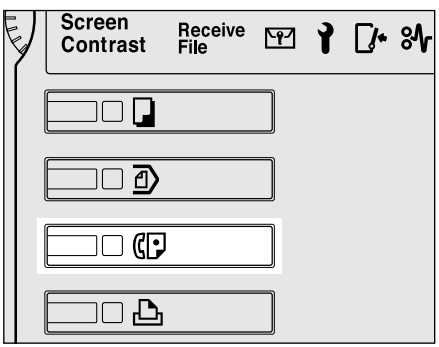
Important

- ❒ If you continue receiving and sending faxes after toner runs out, communication will not be possible after 200 communications (1,000 with the optional Expansion Memory).

Limitation

- ❒ The Memory Storage Report, Polling Reserve Report and Confidential File Report are not printed.

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



ZFLS030E

Note

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

2 Press [Exit].

The error display closes.

⇒ Chapter 2, “Memory Transmission” or “Immediate Transmission” in the Basic Features manual

11. Appendix

Replacing the Stamp Cartridge

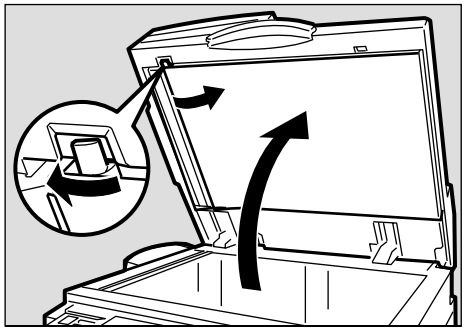
The optional Document Feeder (ADF) is required.

When the stamp becomes lighter, replace the cartridge.

Note

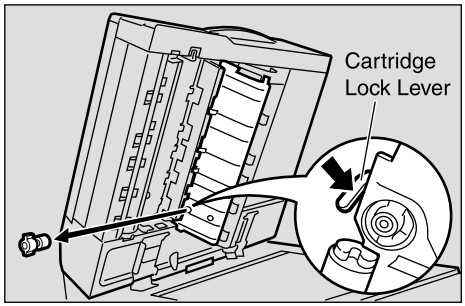
- ❒ Use the cartridge specified for this machine.

1 Lift the optional Document Feeder (ADF) and open the stamp cover.



ZDPH070J

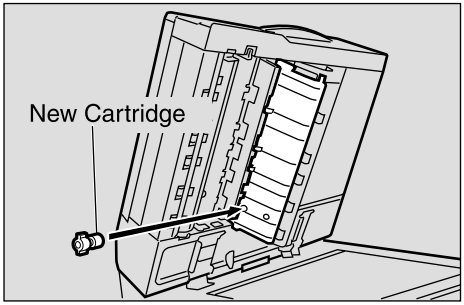
2 Pull out the cartridge.



ZDPH080E

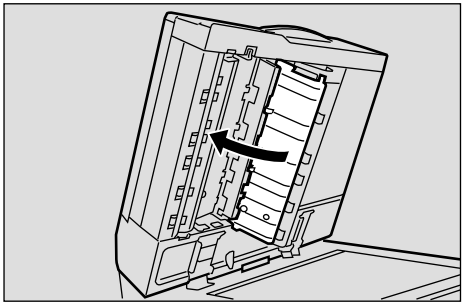
3 Set a new cartridge while holding down the lock lever.

Insert the cartridge until its metal parts are not visible.



ZDPH090E

4 Replace the stamp cover until it clicks.



ZDPH100J

5 Close the optional Document Feeder (ADF) and the optional exposure glass cover.

Connecting the Machine to a Telephone Line and Telephone

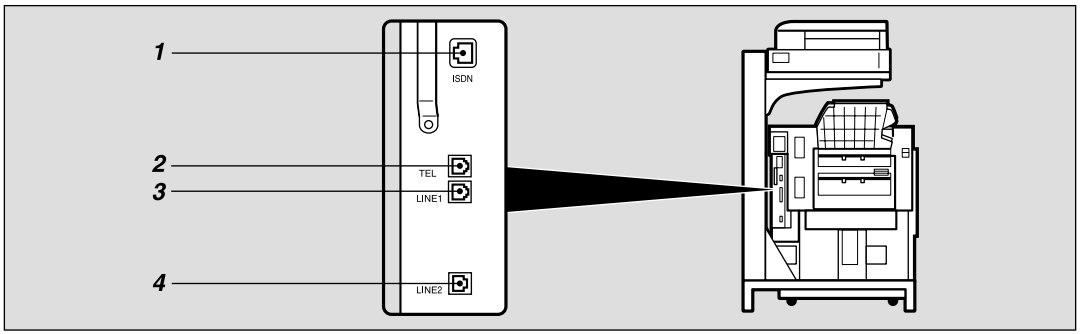
Connecting the Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

Important

❒ Make sure the connector is the correct type before you start.

❖ Where to connect the machine



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1. G4
2. External Telephone
3. G3
4. Extra G3

Important

- ❒ Do not connect the G3 line into the G4 connector.

Note

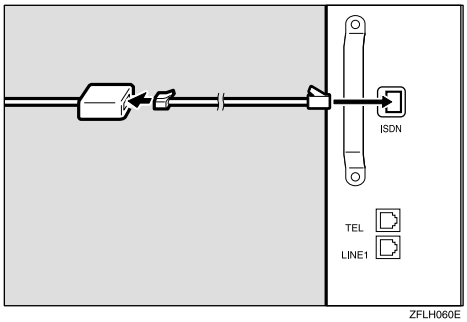
- ❒ You can only install either the optional ISDN Unit or the optional Extra G3 Interface Unit.

Connecting the Machine to ISDN

The optional ISDN Unit is required.

For details about how to install the optional ISDN Unit, please contact your service representative.

Connect the machine to the ISDN with a modular type connector.



Selecting the Line Type

Select the line type to which the machine is connected. There are two types: tone and pulse dial.

Select the line type using “Key Operator Settings”.⇒ p.261 “Selecting Dial/Push Phone”

Multi-port

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

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

Note

- ❒ A maximum of two communications can take place simultaneously.
- ❒ You cannot perform two Immediate Transmissions simultaneously.
- ❒ If two fax messages are received simultaneously, they cannot be printed out at the same time.
- ❒ If two communications are in progress, the display shows the first communication that was initiated.

Optional Equipment

Fax Function Upgrade Unit

JBIG compression for transmission/reception becomes possible.

You can extend the following features.

Function	Without optional Fax Function Upgrade Unit	With optional Fax Function Upgrade Unit
Quick Dial	400	1,200
Memory Transmission file	400	800
Auto Document	6	18
Specific Sender	30	50
Program	100	200

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.

Function	Without optional Expansion Memory	With optional Expansion Memory	With optional Expansion Memory and Fax Function Upgrade Unit
Memory capacity for Memory Transmission *1	160 sheet	1,000 sheet	2,080 sheet
Memory capacity for storing in memory	Maximum 400 sheet	Maximum 1,000 sheet	Maximum 3,000 sheet

*1 The above figure is for an ITU-T No.1 chart printed on this supplier's standard A4 paper and scanned in using the following settings:
- Resolution: Standard
- Image Density: Auto
- Original Type: Text

ISDN Unit (ISDN Option Type 3800C)

This allows you to send and receive messages via ISDN (Integrated Service Digital Network).

Note

❒ The optional ISDN Unit cannot be installed at the same time the optional Extra G3 Interface Unit is installed.

Extra G3 Interface Unit (G3 Interface Unit Type 3800C)

This option provides one Extra G3 line connection.

Note

- ❒ The optional Extra G3 Interface Unit cannot be installed at the same time the optional G4 Interface Unit is installed.

Specifications

Standard	**G3, G4 (option)**
Resolution	G3: 8×3.85/mm•200×100dpi (Standard), 8×7.7/mm•200×200dpi (Detail), 8×15.4/mm•200×400dpi (Fine), 16×15.4/mm•400×400dpi (Super Fine: optional Expansion Memory required) G4: 200×100dpi (Standard), 200×200dpi (Detail), 400×400dpi (Super Fine: optional Expansion Memory required)
Transmission Time	G3: 3 seconds at 28,800bps, Standard resolution G4: 3 seconds, Detail resolution
Data Compression Method	MH, MR, MMR, JBIG (optional Fax Function Upgrade Unit required)
Maximum Original Size	Standard size: A3/11"×17" Irregular size: 304×432mm
Maximum Scanning Size	297×1200mm/11"×47"
Print Process	Printing on standard paper using a laser
Transmission Speed	G3: 33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400bps (auto shift down system) G4: 64/56kbps (auto speed matching)

❖ Power Consumption

Standby Mode	200W
Transmission	200W
Reception	200W
Maximum Power Consumption	1,500W

Acceptable Types of Originals

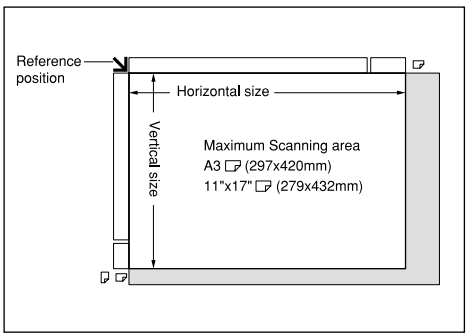
Make sure your originals are completely dry before setting them in the machine. Originals containing wet ink or correcting fluid will mark the exposure glass and the resulting image will be affected.

Acceptable Original Sizes

Where Original is Set	Acceptable Original Size	Maximum Number of Sheets	Paper Thickness
Exposure Glass	Maximum A3 (297×420mm), 11"×17" (279×432mm)	1	----
Optional Document Feeder (ADF), single-sided document	Fax transmission: A5 ▭ to A3 ▭ (up to 1,200mm long) 8"×5$^1/_2$" ▭ to 11"×17"▭	80 sheets (80g/m^2, 20lb)	40 -128g/m^2 (35-110kg, 11-34lb)
Optional Document Feeder (ADF), double-sided document	Fax transmission: A5 ▭ to A3 ▭ (up to 432mm long) 8"×5$^1/_2$" ▭ to 11"×17"▭	80 sheets (80g/m^2, 20lb)	52-105g/m^2 (45-90kg, 14-28lb)

Paper Size and Scanned Area

❖ Exposure Glass



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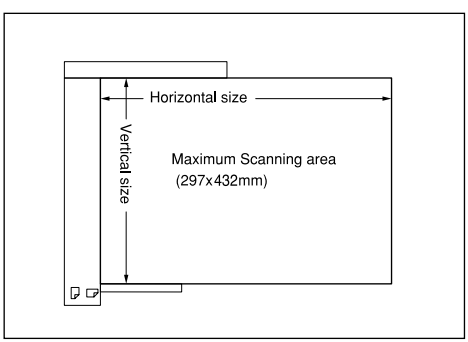
❖ Optional Document Feeder (ADF)



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Limitation

- There may be a difference in the size of the image when it is printed at the destination.
- If you place an original larger than A3/11"×17" on the exposure glass, only an are a of A3/11"×17" is scanned.

Note

- Even if an original is correctly placed on the exposure glass or in the optional Document Feeder (ADF), a margin of 3mm (0.1") around each edge of the original may not be sent.
- If the receiver uses paper of smaller width than the original, the image will be reduced to fit the paper. ⇒ p.117 “Auto Reduce”
- The machine detects paper sizes in the following ways:
  - When you place an original in the optional Document Feeder (ADF), an original wider than about 268mm (10.5") is scanned as A3/11"×17" size.
    An original narrower than about 235mm (9.2") will be sent as $8^1/_2$"×11" or $8^1/_2$"×14" size.
    Originals up to 1,200mm (47") in length can be scanned.
  - Refer to the table below for the sizes the machine can detect when you place an original on the exposure glass. Because the machine scans in non-standard size documents as one of the standard sizes, parts of the image may be truncated depending on the length of the document. For details about how to set non-standard size documents. ⇒ p.183 “Programming and Changing a Scan Size”

❖ Metric Version

		Length *1			
		~245mm	245mm~270mm	270mm~318mm	318mm~
Width	~242mm	×	B5	A4	$8^1/_2$"×13"
	242mm~272mm	B5	×	×	B4
	272mm~	A4	×	×	A3

❖ Inch Version

		Length *1			
		~9.6"	9.6"~10.6"	10.6"~12.5"	12.5"~
Width	~9.5"	×	×	$8^1/_2$"×11"	$8^1/_2$"×14"
	9.5"~10.7"	×	×	×	×
	10.7"~	$8^1/_2$"×11"	×	×	11"×17"

× - Unable to auto detect

*1 Normally a length of about 420mm (16.5") can be scanned, however, it is only possible to specify a scanning size up to 432mm (17").

Maximum Scan Area

The Maximum Scan Area is shown below.

- Memory Transmission: 297×1,200mm/11"×47" (W×L) from the optional Document Feeder (ADF)
- Immediate Transmission: 297×1,200mm/11"×47" (W×L) from the optional Document Feeder (ADF)

Note

❒ During Immediate Transmission, the length of the scanning range can become narrower than 1,200 mm (47"), depending on the character size as well as the settings on the destination machine.

- 297×432mm/11"×17" (W×L) (From the exposure glass)

Maximum Values

The following list contains the maximum value for each item.

Item	Standard	With optional unit
Memory	2MB	26MB *1
The number of pages that you can store in memory (Using A4 size Standard <ITU-T #1Chart>)	Approx. 160	Approx.2,080 *2
Total number of all files	400	800 *3
The number of pages per file	400	1,000 *2
The number of pages for all files	400	3,000 *2
The number of destinations you can specify for one file	500	
The number of destinations you can specify for all files	500	2,000 *3
The number of Quick Dials you can register	400	1,200 *3
The number of Group Dials you can register	64	
The number of destinations you can specify by the number keys	100	1,000 *3
The number of destinations you can register in a group	500	
The number of destinations you can register in all groups	500	2,200 *5
The number of User Codes you can register *4	100	
The number of digits for Dials	254	
The number of Programs you can register	100	200 *3
The number of Auto Documents you can register	6	18 *3

Item	Standard	With optional unit
The number of Standard Message Stamps you can register	3	
The number of transmission results the machine can store	200	
The number of stored documents you can specify at one time	400	1,000 *1
The number of stored documents you can send at one time	30	
The number of pages that you can store in Document Server (Using ITU-T #4Chart)	2,000	
The number of pages you can store in Document Server for one document	400	1,000 *1

*1 With optional Expansion Memory
*2 With optional Fax Function Upgrade Unit, optional Expansion Memory
When the optional Expansion Memory is only installed: 1,000 pages
*3 With optional Fax Function Upgrade Unit
*4 A User Code can be registered in the Facsimile Features.⇒”Key Operator Tools -- User Code”in Administrator Reference Copier System Edition
*5 You can register 400 destinations in the Quick Dials and 100 destinations in the number keys as a Group.When the optional Fax Function Upgrade Unit is installed: 1,200 destinations in the Quick Dials/1,000 destinations in the number keys

Transmission Mode

Feature name	Description	Reference
Send Later	Sets the machine to automatically start transmission or Polling Reception at an appointed time.	⇒ p.15 “Sending at a Specific Time (Send Later)”
Priority Transmission	You can have your message sent before any other queued messages.	⇒ p.17 “Priority Transmission”
Confidential Transmission	Sends a Confidential Message. This feature is divided into Default ID Confidential Transmission and Override ID Confidential Transmission.	⇒ p.19 “Confidential Transmission”
Polling Transmission	Upon request from a destination, the machine sends an original stored in memory. This feature is divided into ID Polling Transmission and Override ID Polling Transmission.	⇒ p.22 “Polling Transmission”
Polling Reception	Sends a transmission request to the other party and receives a message from the sender. This feature is divided into Default ID Polling Reception and ID Override Polling Reception.	⇒ p.26 “Polling Reception”

Advanced Features

Options	Description	Reference
SUB Code	You can send and receive confidential faxes to and from other maker's machines that have the SUB/SID feature.	⇒ p.76 “SUB Code”
SEP Code	If you wish to receive a message stored in the memory of another party's fax machine, you can use this feature.	⇒ p.78 “SEP Code”
Transfer Request	Sends an original to a destination via a facsimile equipped with the transfer station capability.	⇒ p.82 “Transfer Request”
Sub-address	Sends an original with a sub-address to a destination.	⇒ p.86 “Sub-address”
UUI	Sends an original with UUI to a destination.	⇒ p.87 “UUI”

Sub Transmission Mode

Feature name	Description	Reference
Book Fax	When sending a book-type original, this feature scans and sends the right and left pages one by one.	⇒ p.96 “Book Fax”
2-Sided Transmission	Use to send 2-Sided originals (double-sided originals) from the optional Document Feeder (ADF).	⇒ p.98 “2-Sided Transmission (Double-Sided Transmission)”
Standard Message	Use this feature to stamp a standard message at the top of the first original sent.	⇒ p.100 “Standard Message Stamp”
Auto Document	Stores a commonly used original and prints or sends it directly.	⇒ p.101 “Sending an Auto Document”
Select Stored File	Use this feature to send documents that are stored in the Document Server.	⇒ p.105 “Sending a Stored File”
Stamp	Indicates that the original has been successfully stored in memory or successfully sent.	⇒ p.114 “Stamp”

Transmission Options

Options	Description	Reference
Fax Header Print	You can print a message including the name registered as the Fax Header on the received message for each file.	⇒ p.115 “Fax Header Print”
Label Insertion	If you register the receiver's name in Quick Dial, the receiver's name is automatically printed at the top of a sent message.	⇒ p.116 “Label Insertion”
Auto Reduce	If the receiver uses paper narrower than the message, the message is reduced to fit a paper size available on the receiving party's machine before being sent.	⇒ p.117 “Auto Reduce”
Default ID Transmission	Sends an original only to a machine that has the same Polling ID as that registered in the machine.	⇒ p.117 “Default ID Transmission”
Stamp Sender Name	You can have the machine print a sender stamp on the right edge of your paper.	⇒ p.116 “Sender Stamp”
Reducd Image Transmission	Using this feature, your message is sent at a reduced size (93%) with a blank margin on the left.	⇒ p.116 “Reduced Image Transmission”

Communication Information

Feature name	Description	Reference
Print Journal	The Journal can be manually printed. This report shows the results of the last 50 communications.	⇒ p.45 “Printing the Journal”
Transmission File Status	Part of the Journal can be shown on the display. The results of the last 50 transmissions are displayed from the latest one.	⇒ p.49 “Checking the Transmission Result (TX File Status)”
Reception File Status	Part of the Journal can be shown on the display. The results of the last 50 receptions are displayed from the latest one.	⇒ p.51 “Checking the Reception Result (RX File Status)”
Memory Status	The status of the memory is shown on the display.	⇒ p.53 “Displaying the Memory Status”
Print Confidential Reception File	Prints messages received in Confidential Reception Mode.	⇒ p.55 “Printing a Confidential Message”
Print Memory Lock	Prints messages received in Memory Lock mode.	⇒ p.58 “Printing a File Received with Memory Lock”
Print Personal Box File	Prints messages received in Personal Box.	⇒ p.61 “Printing Personal Box Messages”
Store/Delete/Print Information Box File	Programs messages in the Information Box, and Deletes or Prints a registered message.	⇒ p.64 “Information Boxes”

Facsimile Features

Feature name	Description	Reference
Prog./Change/Delete		
Program/Change/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination by just pressing the Quick Dial key.	⇒ Chapter 3, “Quick Dial” in the Basic Features manual
Program/Change/Delete Group	If you program several destinations into a Group, you can dial with just a few keystrokes.	⇒ Chapter 3, “Groups” in the Basic Features manual
Change Order of Quick Dial Table	Use this feature to change the order of the registered Quick Dial Table. It would be convenient to list the receivers that you fax to frequently on the first page of the Quick Dial Table.	⇒ p.172 “Changing the Order of the Quick Dial Table”
Program Title of Quick Dial Table	Use this feature to add a name to the title of the Quick Dial Table in order to facilitate finding the desired registered destination.	⇒ p.174 “Programming Title of the Quick Dial Table”
Program/Change/Delete Standard Message	Use this feature to program standard messages to be printed at the top of the first page of the original.	⇒ p.177 “Programming Standard Messages”
Store/Change/Delete Auto Document	Allows you to store a frequently used original in the machine's memory. You can print or send the original directly as necessary.	⇒ p.179 “Storing and Changing an Auto Document”

Feature name	Description	Reference
Program/Change/Delete Scan Size	Register a frequently used original size in advance when you send a message with the Irregular Scan Area function.	⇒ p.183 “Programming and Changing a Scan Size”
Print List/Report	This feature allows you to print various reports and lists manually. You can print the following reports and lists: • Journal (⇒ p.45) • Quick Dial list (⇒ p.187) • Group Dial list (⇒ p.187) • Label Insertion list (⇒ p.187) • Program list(⇒ p.187) • Auto Document list (⇒ p.187)	⇒ p.187 “Reports/Lists”

Feature name	Description	Reference
Gen. Settings/Adjust	Default Transmission Mode and scan settings. When the power is turned on, settings specified here are selected: • Memory/Immediate Transmission Switch • Text Size Priority • Original Type Priority • Auto Image Density • Adjust Scan Density • Switch Title of Quick Dial Table • Switch Display • Adjust Sound Volume • Program Fax Information • Fax Header Print Setting • Auto Reduced Image Setting • Closed Network Priority Setting • Scan End Reset • Mix Original Size Priority Setting • Transmission Stamp Priority • Line Priority Setting • On hook Mode Release Time • Program Economy Time • Quick Operation Key	⇒ p.189 “General Settings/Adjustment”

Feature name	Description	Reference
Reception Mode	Allows you to switch the following reception functions to on or off: • Switch Reception Mode ⇒Chapter 2, “Selecting the Reception Mode” in the Basic Features manual • Authorized Reception (⇒ p.199) • Forwarding (⇒ p.229) • Reception File Print Quantity (⇒ p.230) • 2-Sided Print (⇒ p.141) • Reception Reverse Printing (⇒ p.146) • Paper Tray (⇒ p.232) • G3/G4 Separate Tray (⇒ p.202) • Checkered Mark (⇒ p.139) • Center Mark (⇒ p.140) • Print Reception Time (⇒ p.140)	⇒ p.198 “Reception Mode”

Key Operator Tools

Feature name	Description	Reference
Transmission Page Count	Check the transmission and reception, and totals on the display.	⇒ p.207 “Counters”
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	⇒ p.208 “Forwarding”
Memory Lock Reception	Switch the Memory Lock to on or off. To use it, register an ID for printing a message received in Memory Lock mode.	⇒ p.212 “Memory Lock”
ECM	If a part of the transmission fails due to a telephone line fault, this feature resends the failed part automatically.	⇒ p.214 “ECM”
Parameter Setting	Allows you to change and print the function settings to meet your needs.	⇒ p.216 “Changing the User Parameters”
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have the Special Senders to treated differently.	⇒ p.227 “Programming/Changing Special Senders”
Box Setting	By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.	⇒ p.238 “Box Settings”

Feature name	Description	Reference
Transfer Report	Before using Transfer Request, you need this Transfer Report setting.	⇒ p.255 “Transfer Report”
Program Confidential ID	Register an ID required for Confidential communication.	⇒ p.257 “Programming a Confidential ID”
Program Polling ID	Register an ID required for Polling communication.	⇒ p.259 “Programming a Polling ID”
Program Memory Lock ID	Register an ID required for Memory Lock reception.	⇒ p.260 “Programming a Memory Lock ID”
Select Dial/Push Phone	Select a line type when you connect the machine to G3 analog line.	⇒ p.261 “Selecting Dial/Push Phone”
Program ISDN-G3 Line	Program Own Fax Numbers, and sub-addresses when you connect the machine to ISDN.	⇒ p.263 “Programming ISDN G3 Line”
Program ISDN-G4 Line	Program your Own Fax Number, TID (Terminal ID) and sub-address when you connect the machine to a G4 digital line.	⇒ p.265 “Programming ISDN G4 Line”

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