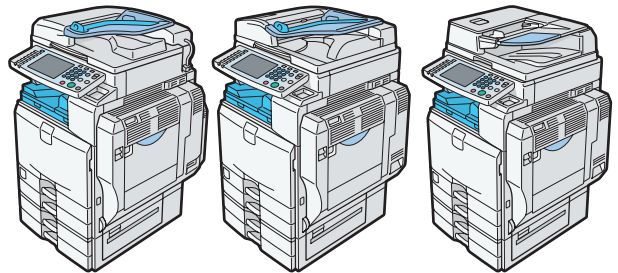




**C9130/C9135/C9145/C9145A/C9155/C9155A**  
**C9130G/C9135G/C9145G/C9145AG/C9155G/C9155AG**  
**LD630C/LD635C/LD645C/LD645CA/LD655C/LD655CA**  
**LD630CG/LD635CG/LD645CG/LD645CAG/LD655CG/LD655CAG**  
**Aficio™ MP C3001/C3501/C4501/C4501A/C5501/C5501A**  
**Aficio™ MP C3001G/C3501G/C4501G/C4501AG/C5501G/C5501AG**

## Operating Instructions Facsimile Reference



- 
- 1** Transmission
  - 2** Other Transmission Features
  - 3** Reception
  - 4** Changing/ Confirming Communication Information
  - 5** Storing a Document
  - 6** Fax via Computer
  - 7** Facsimile Features
  - 8** Appendix



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# Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

## ★ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

## About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual introduces the machine's various functions. It also explains the control panel, preparation procedures for using the machine, how to enter text, how to install the CD-ROMs provided, and how to replace paper, toner, staples, and other consumables.

## Troubleshooting

Provides a guide for resolving common usage-related problems.

## Copy and Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

## Facsimile Reference

Explains Facsimile functions and operations.

## Printer Reference

Explains Printer functions and operations.

## Scanner Reference

Explains Scanner functions and operations.

## Network and System Settings Reference

Explains how to connect the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools settings and how to register information in the Address Book.

## Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see “Setting up the Machine”, Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

### PostScript 3 Supplement

Explains how to set up and use PostScript 3.

### VM Card Extended Feature Settings Device Reference

Explains how to set up the extended features settings with the machine.

### VM Card Extended Feature Settings Web Reference

Explains how to set up the extended features settings using Web Image Monitor.

### Other manuals

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Fax Guide
- Quick Reference Scanner Guide
- App2Me Start Guide

### ↓ Note

- Manuals provided are specific to machine types.
- For “UNIX Supplement”, please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.
- The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional <sup>*1</sup>	DeskTopBinder
ScanRouter EX Professional <sup>*1</sup> and ScanRouter EX Enterprise <sup>*1</sup>	the ScanRouter delivery software

\*1 Optional

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# Notice

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## Important

---

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.

For good copy quality, the manufacturer recommends that you use genuine toner from the manufacturer.

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

---

# How to Read This Manual

---

## Symbols

---

This manual uses the following symbols:

 **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

 **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

 **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.









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## Machine Types









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This machine comes in several models which vary in copy/print speed.

### Machine types for users of type 1 and 2

	Type 1	Type 2
Copy/print speed (Full Color)	30 sheets/minute (A4  , 8 1/2 × 11  )	35 sheets/minute (A4  , 8 1/2 × 11  )
Copy/print speed (B&W)	30 sheets/minute (A4  , 8 1/2 × 11  )	35 sheets/minute (A4  , 8 1/2 × 11  )

### Machine types for users of type 3 and 4\*1

	Type 3	Type 4
Copy/print speed (Full Color)	45 sheets/minute (A4  , 8 1/2 × 11  )	55 sheets/minute (A4  , 8 1/2 × 11  )
Copy/print speed (B&W)	45 sheets/minute (A4  , 8 1/2 × 11  )	55 sheets/minute (A4  , 8 1/2 × 11  )

---

\*1 Type 3 and 4 are equipped with the one-pass duplex scanning ADF as standard, or can be fitted with the optional ARDF or exposure glass cover.

---

## Names of Major Items

---

Major items of this machine are referred to as follows in this manual:

- Auto Reverse Document Feeder → ARDF
- Auto Document Feeder → ADF (in this manual, "ADF" refers to the ARDF and the one-pass duplex scanning ADF)

---

## Names of Major Functions

---

This section tells you the names of this machine's major functions.

- Internet Fax (by specifying an e-mail address) → Internet Fax
- Internet Fax (by specifying an IP address) → IP-Fax

---

## Notes

---

Contents of this manual are subject to change without prior notice.

Colors on color keys or the color circle may differ slightly from the colors of actual copies.

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.

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.



---

# Laws and Regulations

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## Legal Prohibition

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Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

---

## Notes to users in the United States of America

---

### FCC Requirements

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1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the RJ11C USOC jack.
3. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for detail.
4. The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company.
5. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
6. The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

- 
7. If trouble is experienced with this equipment, for repair or warranty information, please contact Ricoh Americas Corporation Customer Support Department at 1-800-FASTFIX. If this device is causing problems with your telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.
  8. In the event of operation problems (document jam, copy jam, communication error indication), see the manual provided with this machine for instruction on resolving the problem.
  9. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.
  10. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

#### **WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:**

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

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

---

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the following steps: Follow the FAX HEADER programming procedure in the Programming chapter of the operating instructions to enter the business identification and telephone number of the terminal or business. This information is transmitted with your document by the FAX HEADER feature. In addition to the information, be sure to program the date and time into your machine.

---

#### **Notes to users in Canada**

---

This product meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

---

# Reading the Display

This section explains how to use control panel and screen-displayed keys.

The display guides you through operations, shows messages, machine status, and destinations registered in the destination lists.

If you press the [Facsimile] or [Clear Modes] key during operation, the standby display appears.

## ↓ Note

- This machine automatically returns to standby mode if you do not use the machine for a certain period of time. You can select the period using the Facsimile Auto Reset Timer in System Settings.
- The Facsimile Features menu includes a user parameter setting (switch 17, bit 3) that enables you to configure the machine to return to standby mode whenever it finishes scanning an original, see "Parameter Settings".
- To manually return to the standby display, do one of the following:
  - If you have placed the original in the Auto Document Feeder (ADF) and have not pressed the [Start] key, remove the original.
  - If you have not placed an original, press the [Clear Modes] key.
  - If you are in User Tools mode, press the [User Tools/Counter] key.

## 📖 Reference

- p.375 "Parameter Settings"

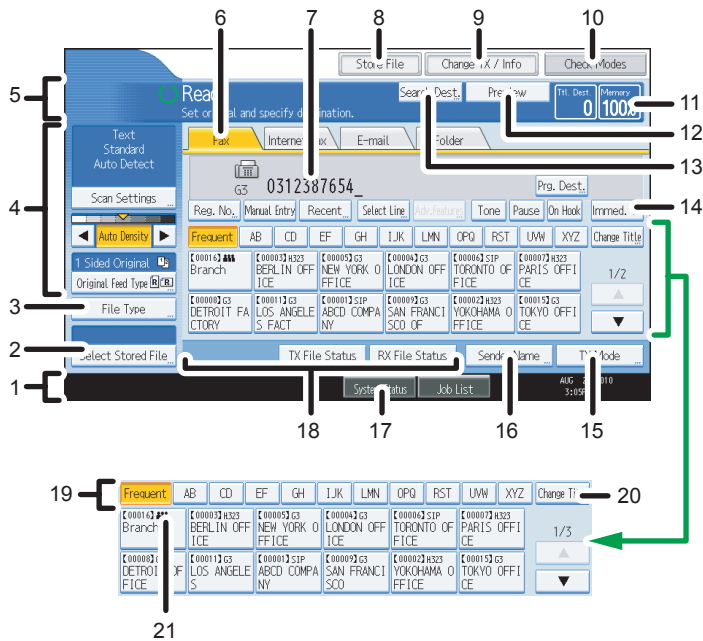
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## Reading the Display Panel and Using Keys

---

This section explains key functions and messages that appear on the control panel.

## Initial Display



B2R077

1. Displays the date, time, and machine status. Displays the name, facsimile number of the destination, and the size of the original when transmitting.

When user authentication is set, a login user name appears.

2. Allows you to send or print the documents stored in the Document Server.
3. Allows you to select the file type.
4. Allows you to set scan settings and original feed types.
5. Displays messages and the machine status.
6. Press a tab to switch the transmission type between "Fax", "Internet Fax", "E-mail", and "Folder".

- When  (Fax) is selected, you can specify fax numbers or IP-Fax destinations.
- When  (Internet Fax) is selected, you can specify Internet Fax destinations.
- When  (E-mail) is selected, you can specify e-mail destinations.
- When  (Folder) is selected, you can specify folder destinations.

7. Displays the entered number of a destination.
8. Allows you to store documents in the Document Server.
9. Press to display various information about communication.

For details about confirming information, see "Changing/Confirming Communication Information".

10. Allows you to confirm the transmission settings.
11. Displays the percentage of free memory space.

- 
12. **Allows you to check the scanned original before sending it.**
  13. **Allows you to search for a destination by destination name, fax number, e-mail address or registration number.**

For details about a destination search, see "Searching for a Destination in the Address Book".
  14. **Switches transmission mode to Immediate Transmission.**

When [Immed. TX] is not highlighted, the machine is in the Memory Transmission mode.
  15. **Allows you to set various features for transmission.**




For details about setting the features, see "Other Transmission Features".
  16. **Allows you to set a sender.**
  17. **Allows you to check the number of "Transmission Standby File(s)", "Memory Lock File(s)", and "RX Print Standby File(s)".**

For details about checking the status in [System Status], see "Checking the Memory Status".
  18. **Displays Quick Operation keys set for frequently used functions. [TX File Status] and [RX File Status] are preset.**

For details about Quick Operation Key, see "General Settings".
  19. **Title word keys appear. Allows you to switch from one page (display) to another on the destination list.**
  20. **Switches the type of title word keys.**

For details, see "Switching the type of title in the Address Book".
  21. **Appears on Destination keys programmed as a group destination.**

#### **Note**

- The display will differ depending on installed optional units.
- When the following settings are set to "On" in the Facsimile Features menu, transmission type tabs are displayed. For details about these settings, see "Initial Settings".
  -  (Internet Fax): When "Internet Fax Setting" is set to "On".
  -  (E-mail): When "E-mail Setting" is set to "On".
  -  (Folder): When "Folder Setting" is set to "On".
- Information about documents sent using the facsimile function cannot be checked in [Job List]. Use [Change TX / Info].

#### **Reference**

- p.111 "Switching the type of title in the Address Book"
- p.127 "Searching for a Destination in the Address Book"
- p.283 "Sending a Stored File"
- p.335 "General Settings"
- p.347 "Initial Settings"

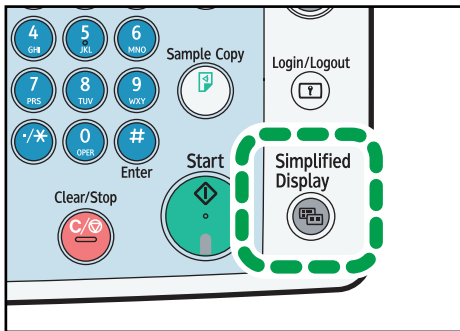
- p.413 "Checking the Memory Status"

## Simplified Display

This section explains how to switch to the simplified display.

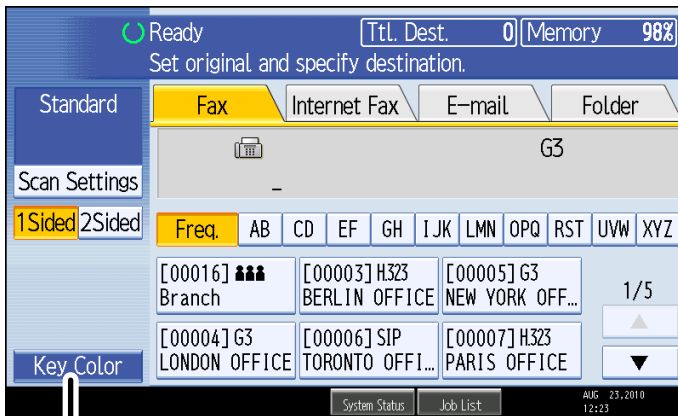
When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.



BZR073

### Example of a simplified display



1

BZR078

#### 1. Key Color

Press to increase screen contrast by changing the color of the keys.

This is available only for the simplified display.

#### ↓ Note

- To return to the initial display, press the [Simplified Display] key again.

- 
- Certain keys do not appear on the simplified display.





# 1. Transmission

This section explains basic transmission operations such as specifying a transmission mode or destination.

## Transmission Modes

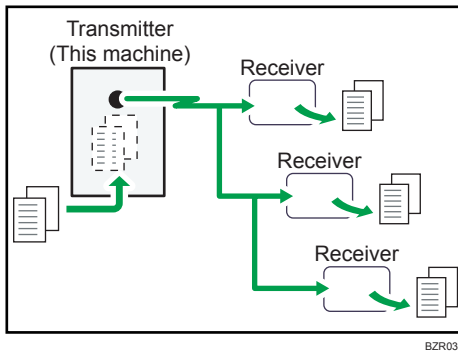
There are two types of transmission: Memory Transmission and Immediate Transmission.

**★ Important**

- It is recommended that you call the receivers and confirm with them when sending important documents.

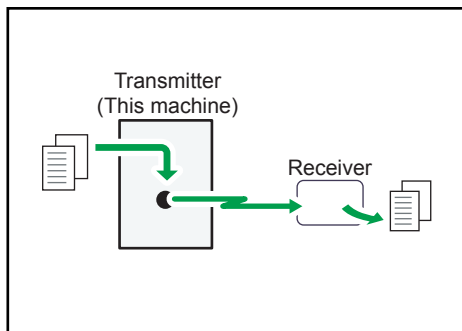
### Memory Transmission

Transmission starts automatically after the original is stored in memory. This is convenient when you are in a hurry and want to take the document away with you. You can also send the same original to several destinations (broadcasting). For details about a broadcast and Parallel Memory Transmission, see “Parallel Memory Transmission” and “Broadcasting sequence”.



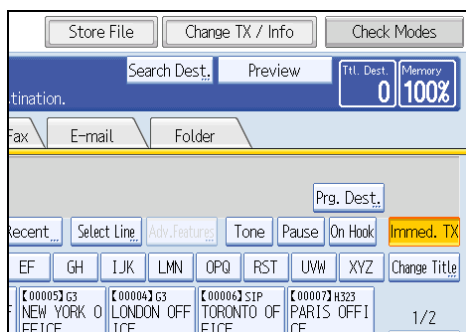
### Immediate Transmission

Immediately dials the destination number, and while scanning the original, sends to it. It is very convenient when you want to send an original quickly or when you want to check the destination you are sending to. When using this type of transmission, the original is not stored in memory. You can only specify one address.



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Normally the machine is in the Memory Transmission mode. To switch the mode to Immediate Transmission, press [Immed. TX].



### Note

- You can set the machine to enter Memory Transmission mode or Immediate Transmission mode right after the power is turned on or whenever the [Clear Modes] key is pressed. See "Changing the Default Functions of the Fax's Initial Display".

### Reference

- p.29 "Parallel Memory Transmission"
- p.31 "Broadcasting sequence"
- p.169 "Changing the Default Functions of the Fax's Initial Display"

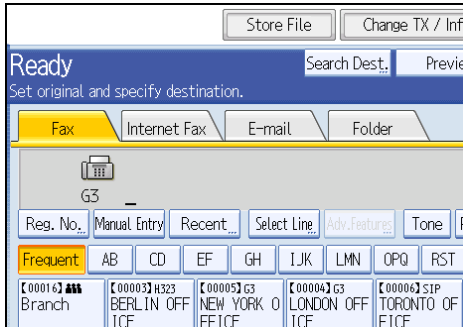
## Selecting Type of Transmission

You can select the transmission type: standard fax, IP-Fax, Internet Fax, e-mail transmission, or folder transmission.

Press the tab in the standby display to select the transmission type.

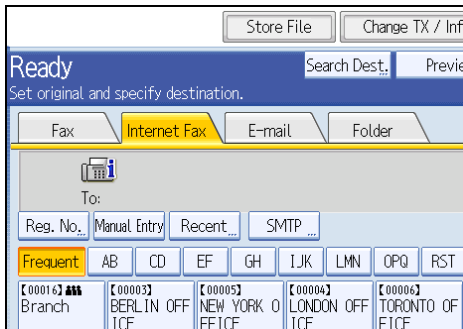
### When sending to a standard fax or IP-Fax destination

Make sure that [Fax] is selected.



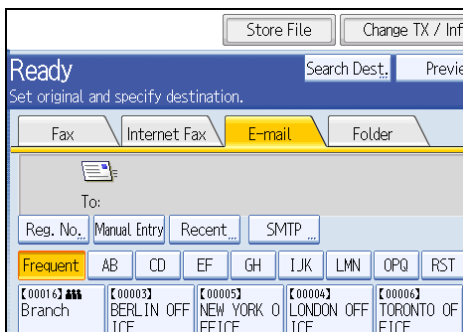
### When sending to an Internet Fax destination

Press [Internet Fax] to switch the type of transmission to Internet Fax.



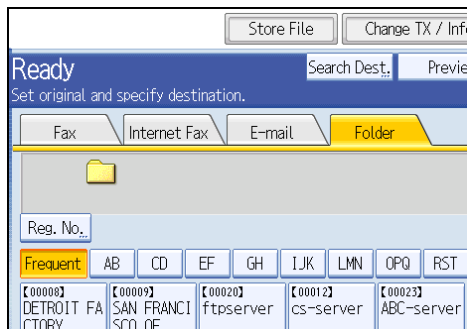
### When sending to an e-mail destination

Press [E-mail] to switch the type of transmission to e-mail.



### When sending to a folder destination

Press [Folder] to switch the type of transmission to folder.



### ↓ Note

- For details about each transmission type, see “IP-Fax Functions”, “Internet Fax Transmission”, “E-mail Transmission”, and “Folder Transmission”.

### 📖 Reference

- p.36 "IP-Fax Functions"
- p.41 "Internet Fax Transmission"
- p.47 "E-mail Transmission"
- p.51 "Folder Transmission"

## Memory Transmission

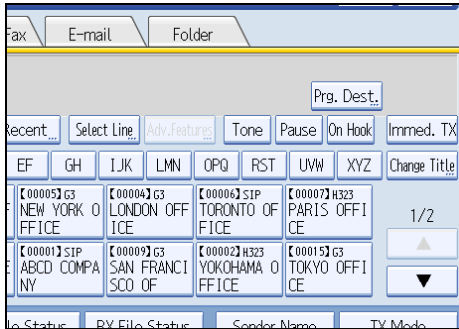
Memory Transmission mode has standard fax, Internet Fax, IP-Fax, e-mail transmission, and folder transmission.

### ★ Important

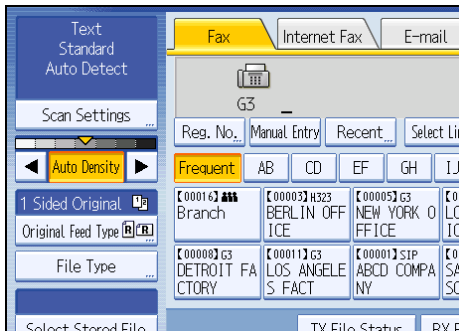
- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about one hour, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the operation switch does not delete stored documents. See “Turning Off the Main Power / In the Event of Power Failure”, Troubleshooting.
- If memory is full (0% appears in “Memory” at the upper right of the screen), Memory Transmission is disabled. Use Immediate Transmission instead.

#### 1. Make sure [Immed. TX] is not highlighted.

Normally Memory Transmission mode is selected.

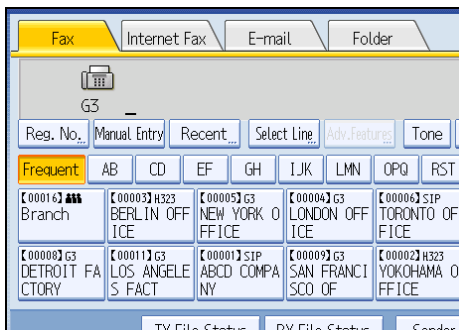


2. Place the original into the ADF.
3. Make the scan settings you require.



For details about the scan settings, see “Scan Settings”.

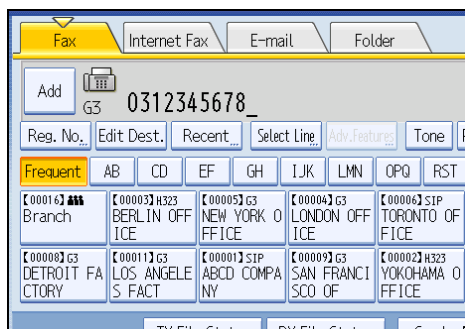
4. Using the number keys or a Destination key, specify a destination.



If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

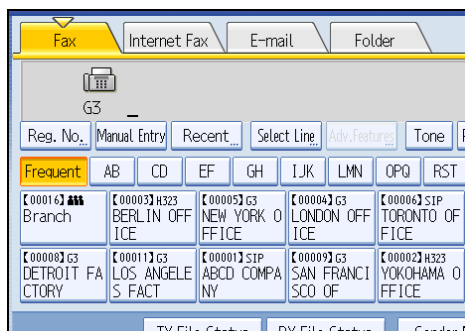
For details about specifying a destination, see “Specifying a Destination”.

5. When sending the same original to several destinations (broadcasting), press [Add] to specify the destinations.



You do not have to press [Add] when adding a destination using the destination list.

6. Specify the next destination.



Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

Multiple transmission types can be specified simultaneously.

7. Press the [Start] key.

#### ↓ Note

- If the combined total number of programmed destinations exceeds the maximum value, only Immediate Transmission is possible.
- For the maximum values of the following items, see "Maximum Values".
  - Number of documents you can store in memory for Memory Transmission
  - Number of pages you can store in memory (using A4 Standard <ITU-T #1 Chart>)
  - Number of destinations you can specify per file
  - Number of destinations you can specify for all files (including files in memory)

#### 📖 Reference

- p.69 "Scan Settings"

- p.88 "Specifying a Destination"
- p.427 "Maximum Values"

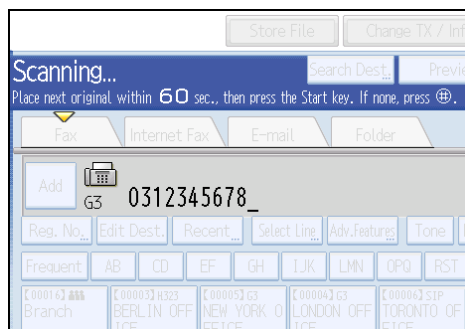
## Sending originals using the exposure glass (Memory Transmission)

1

This section explains how to send originals by Memory Transmission using the exposure glass.

1. Make sure [Immed. TX] is not highlighted.
2. Place the first page of the original face down on the exposure glass.
3. Specify a destination.
4. Make the scan settings you require.
5. Press the [Start] key.  
The machine starts scanning.
6. Place the next original on the exposure glass within 60 seconds when you send multiple originals, and then repeat steps 4 and 5.

Repeat this step for each page.



7. Press the [#] key.

The machine dials the destination and starts transmission.

## Parallel Memory Transmission

This function dials while the original is being scanned.

Standard Memory Transmission stores the original in memory, and then dials the destination. However, Parallel Memory Transmission allows you to confirm the connection status quickly. 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.

### ★ Important

- 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 an original is placed on the exposure glass, and then sent
- When you send documents stored in the Document Server
- When the machine has been switched to the Preview mode with the [Preview] key.

**Note**

- You can turn this function on or off with the User Parameter (switch 07, bit 2) in the Facsimile Features menu. See "Parameter Settings".
- Standard Memory Transmission may be used instead of Parallel Memory Transmission depending on the optional equipment installed if there is not enough free memory left.
- If you use this function, the Memory Storage Report will not be printed.
- If the [Clear/Stop] key is pressed, the original jams or memory runs out, Parallel Memory Transmission will stop. The Communication Result Report is printed and files are deleted.
- When using Parallel Memory Transmission, only the page number is printed on the header of the fax, the total number of originals is not automatically printed.

**Reference**

- p.375 "Parameter Settings"

## Automatic Redial

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If a fax document could not be sent because the line was busy or an error occurred during transmission, the line is switched to another at five-minute intervals and redial is attempted up to five times.

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

**Note**

- If there are a large number of files stored in memory, documents might not be sent in the order they were scanned.

## Dual Access

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The machine can scan other documents into memory even while sending a fax document from memory, receiving a document into memory, or automatically printing a report.

Since the machine starts sending the second document immediately after the current transmission ends, the line is used efficiently.



### ↓ Note

- During Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

## Broadcasting sequence

Use the broadcasting function to send the same original to multiple destinations simultaneously.

You can broadcast via multiple transmission types (fax, IP-Fax, Internet Fax, e-mail, and folder) at the same time.

To specify multiple destinations, specify the first destination, and then specify the next destination by pressing [Add].

If you dial several destinations for the same document (broadcasting), the documents are sent in the order in which they were dialed. If the fax document 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.

To check the transmission progress, print the TX file list. See "Printing a List of Files in Memory (Print TX File List)".

If the optional extra G3 interface unit is installed, you can use the Simultaneous Broadcast function to send faxes simultaneously on different phone lines. See "Simultaneous Broadcast Using Multiple Line Ports".

If you specify a second transmission while broadcasting to several destinations, faxes are transmitted alternately to each remaining destination in the current and second broadcast.

For example, if you specify a broadcast to destinations A and B, and then specify a broadcast to destinations C and D while transmission to destination A is in progress, the machine sends the faxes in the following order: A, C, B, and then D.

If the previous file and next file are both on standby, these are also sent in the same order.

### ↓ Note

- To avoid accidentally specifying multiple destinations, you can disable broadcasting. You cannot specify group destinations if you disable broadcasting. You can specify only one address at a time. For details about how to disable broadcasting, contact your service representative.
- The Facsimile Features menu includes a user parameter setting (switch 17, bit 2) that enables you to configure the machine to force the user to press [Add] whenever s/he specifies a destination using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Parameter Settings".

### 📖 Reference

- p.86 "Simultaneous Broadcast Using Multiple Line Ports"
- p.244 "Printing a List of Files in Memory (Print TX File List)"
- p.375 "Parameter Settings"

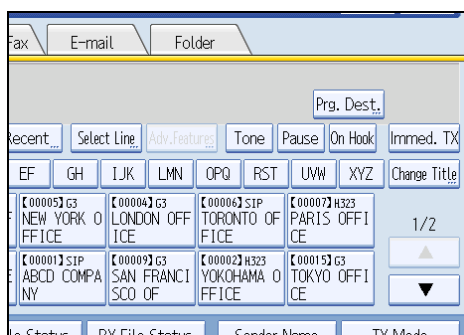
## Immediate Transmission

Immediate Transmission is possible with standard fax transmission and IP-Fax transmission.

### ★ Important

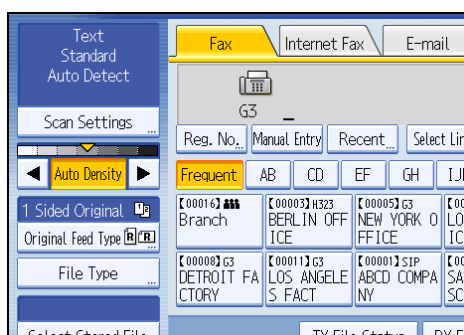
- Internet Fax, e-mail transmission and folder transmission are performed using Memory Transmission, which automatically starts transmission after storing documents in memory. If you switch the type of transmission to them while the machine is in Immediate Transmission mode, the transmission mode is automatically switched to Memory Transmission.
- Group cannot be used for Immediate Transmission. You cannot send the same document to multiple destinations (broadcasting). If you specify broadcast or transmission for a group, the machine changes automatically to Memory Transmission.

#### 1. Press [Immed. TX].



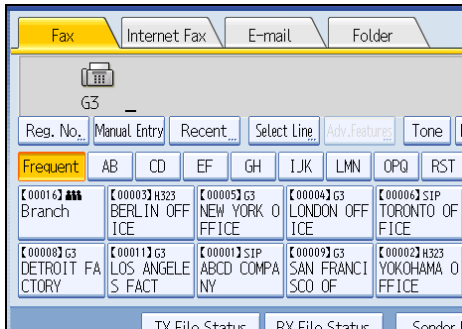
#### 2. Place the original into the ADF.

#### 3. Select the scan settings you require.



For details about the scan settings, see "Scan Settings".

#### 4. Using the number keys or a Destination key, specify a destination.



If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

For details about specifying a destination, see "Specifying a Destination".

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

The machine dials a destination.

#### Note

- Documents are not stored in memory.

#### Reference

- p.69 "Scan Settings"
- p.88 "Specifying a Destination"

### Sending originals using the exposure glass (Immediate Transmission)

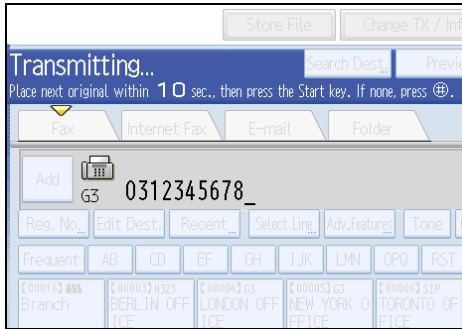
This section explains how to send originals by Immediate Transmission using the exposure glass.

1. Press [Immed. TX].
2. Place the first page face down on the exposure glass.
3. Specify a destination.
4. Make the scan settings you require.
5. Press the [Start] key.
 

The machine dials the destination.
6. Place the next original on the exposure glass within 10 seconds when you send multiple originals, and then repeat steps 4 and 5.
 

Repeat this step for each page.

1

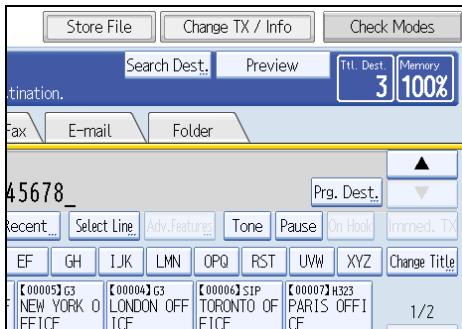


7. Press the [#] key.

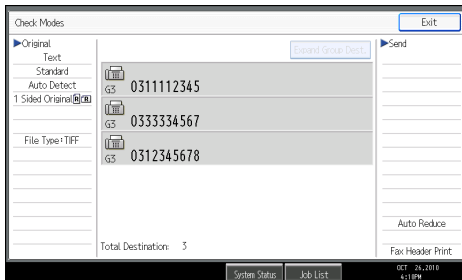
## Displaying Confirmation of Transmission

On this screen you can check the destination, transmission mode, and other transmission settings before transmission.

1. Press [Check Modes], and then check the transmission settings.



The following display appears.



2. After checking the settings on the display, press [Exit].

### ↓ Note

- To prevent users sending files to the wrong destination, you can configure the machine to display the destination again for users to confirm, or to require users to enter the destination twice. To use this

function, contact your sales or service representative. For details, see "Preventing Transmission to the Wrong Destination".

### Reference

- p. 114 "Preventing Transmission to the Wrong Destination"

## IP-Fax Functions

The IP-Fax function sends or receives documents between two facsimiles directly via a TCP/IP network.

This function has the following advantages and is suitable for communication within the same LAN:

- Reducing communication costs
- Communicating between IP-Faxes at higher speed than by standard fax

IP-Fax uses SIP and H.323 as the network protocol.

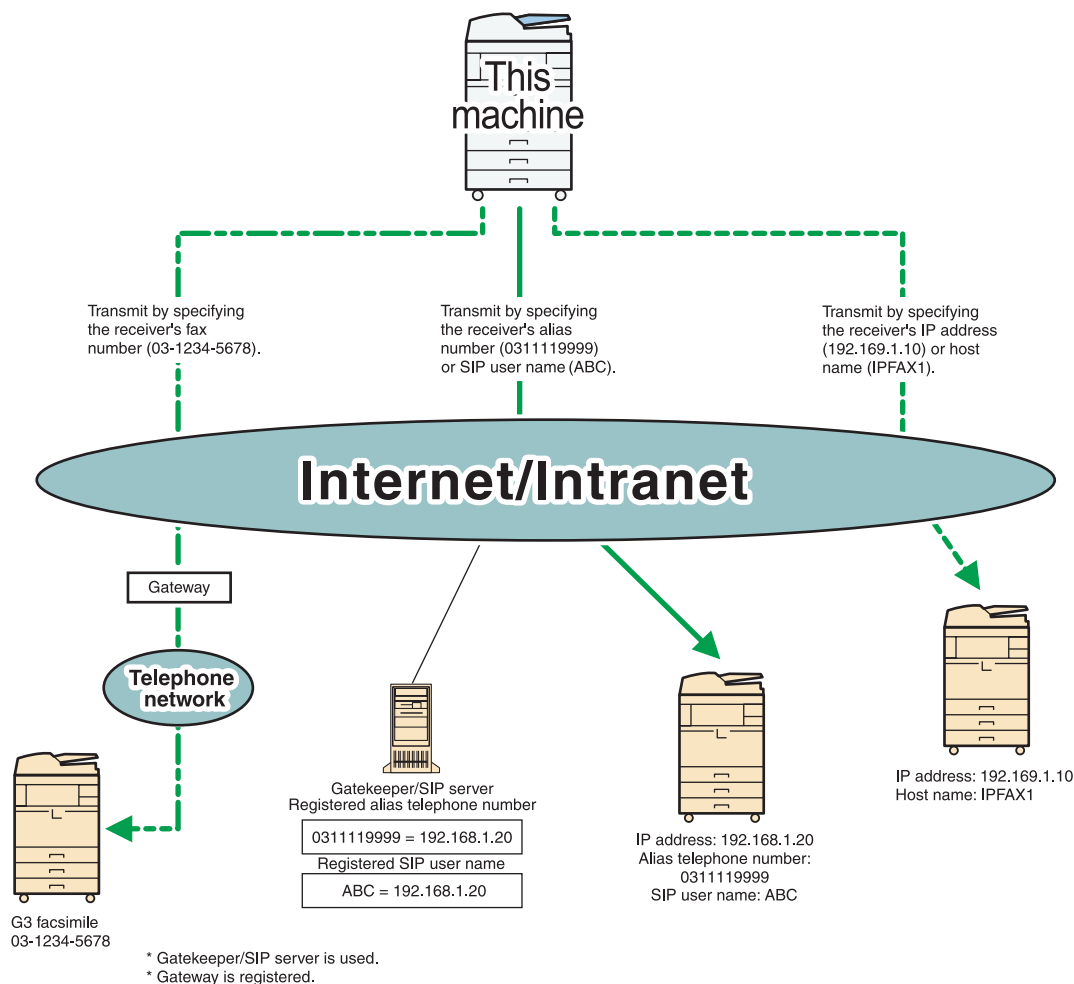
Specify an IP address or host name instead of a fax number for sending. When using a gatekeeper, specify an alias telephone number.

When using a SIP server, you can send by specifying SIP user name.

You can also transmit to a G3 facsimile connected to the public switched telephone network (PSTN) via a gateway (T.38-compliant).

Specify addresses of the gatekeeper or SIP server (proxy server, registrar server, redirect server) as appropriate under H.323 Settings, SIP Settings, or Program / Change / Delete Gateway in the Initial Settings.

You can receive IP-Faxes in the same manner as standard faxes. For details about reception, see "Types of Reception".



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### ★ Important

- To use IP-Fax functions, this machine must be connected to a LAN and its IP-Fax settings correctly specified under Initial Settings in the Facsimile Features menu. For details about these settings, see "Initial Settings".
- Before using this function, configure the network in the System Settings menu. For details about the required settings, see "Connecting the Machine", Network and System Settings Reference.

### ↓ Note

- IP-Fax supported by this machine is ITU-T Recommendation T.38 compliant.
- SIP allows you to transmit and receive documents over an IPv6 network.
- For details about H.323 Settings, SIP Settings, or Program / Change / Delete Gateway, see "Initial Settings".
- This function supports both IPv4 and IPv6 addresses.

### Reference

- p.195 "Types of Reception"
- p.347 "Initial Settings"

1

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## Terminology

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This section introduces you to useful IP-Fax-related terminology.

### H.323

A multimedia communication protocol that sends or receives files via one-to-one communication over a LAN or the Internet.

### SIP

A communication control protocol for Internet telephone that utilizes VoIP (which converts voice information to IP packets) and is equipped with functions such as creating, modifying, and terminating sessions with one or more participants.

### Gatekeeper (VoIP gatekeeper)

A gatekeeper manages devices connected to an IP network and converts alias telephone numbers to IP addresses and performs authentication functions. In addition, a gatekeeper governs band (transmission rate assignment) and access control.

### SIP server

A SIP server mediates connection requests between devices connected to an IP network and is composed mainly of servers that have the following three functions:

- Proxy server: Receives SIP requests and forwards them on behalf of the requestor.
- Registrar server: Receives information about a device's address within an IP network and registers them in the database.
- Redirect server: Used to inquire the destination address.

### Gateway (VoIP gateway)

A gateway connecting a telephone network and IP network, it has functions such as protocol conversion for connecting these different networks, and also connects communication devices (telephones, facsimiles, etc.) to a LAN or other network.

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## Notes on Using IP-Fax

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This section describes notes on using IP-Fax.

- You may not be able to send to a firewall-protected network.
- You cannot use telephones on a LAN.



- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about one hour, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the operation switch does not delete stored documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.
- IP-fax communication might not be available if connection is by wireless LAN.

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## Functions Not Available for IP-Fax Transmission

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This section tells you which functions are not available for IP-Fax transmission.

You can use the following functions with standard fax transmission, but not IP-Fax transmission:

- On Hook Dial
- Manual Dial

# E-Mail Functions and Folder Transmission

This section explains e-mail and folder transmission.

1

## E-Mail Functions

There are two methods of sending faxes from this machine using e-mail:

- Internet Fax Transmission
- E-mail Transmission

To send a fax by Internet Fax, you must specify an Internet Fax destination.

To send a fax by e-mail, you must specify an E-mail destination.

In both transmission methods, the fax data is sent as a graphics file attached to e-mail. The format of this graphics file depends on the transmission method, as shown in the table below.

Transmission Method	File Format
Internet Fax	TIFF-F
E-Mail	TIFF or PDF

For details about the E-Mail Transmission, see "Internet Fax Transmission" or "E-mail Transmission".

## Folder Transmission

You can send faxes to network folders that are registered in the Address Book. To do this, select the path to the folder in the Address Book.

Faxes are sent as graphics in TIFF or PDF format files using the selected protocol (SMB, FTP, or NCP).

For details about the Folder Transmission, see "Folder Transmission".

### Reference

- p.41 "Internet Fax Transmission"
- p.47 "E-mail Transmission"
- p.51 "Folder Transmission"

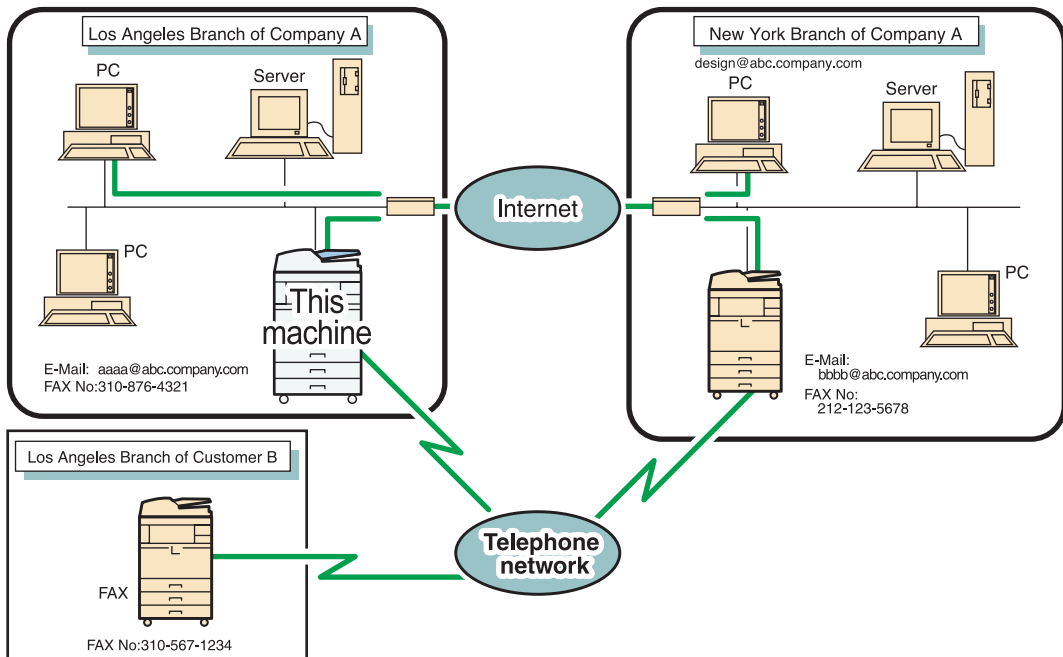
# Internet Fax Transmission

This machine converts scanned document images to e-mail format and transmits the data over the Internet. The e-mail sent by this machine can be received by another Internet Fax machine. Instead of dialing the telephone number of the destination you want to send to, you enter the relevant e-mail address (Internet Fax destination). If the machine at the other end supports T.37 full mode, bi-directional exchange of data such as available paper size and resolution is possible.

You can receive e-mail messages with an attached TIFF-F image from computers.

You can send the same document to fax destination, IP-Fax destination, and an e-mail destination, folder destination, simultaneously.

You can also print or forward received e-mail messages.



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## ★ Important

- To use Internet Fax Transmission, this machine must be connected to a LAN and set up correctly in "System Settings". For details about the required settings, see "Connecting the Machine", Network and System Settings Reference.
- You can also enter a computer's e-mail address as the destination. In this case, you can send TIFF files only.
- To send Internet Fax documents, in the Facsimile Features menu, under Initial Settings, set [Internet Fax Setting] to [On]. However, documents can still be forwarded or delivered to Internet Fax destinations even if [Off] is selected. See "Initial Settings".

- To receive Internet Fax documents, in the System Settings menu, in File Transfer, under [Fax E-mail Account], set Account to [Receive]. See "File Transfer", Network and System Settings Reference.

#### ↓ Note

- The Internet Fax function supported by this machine is compliant with ITU-T Recommendation T.37.
- Though Internet Fax documents are normally sent via an SMTP server, you can also send Internet Fax documents directly to their destinations without going through an SMTP server. To do this, set whether or not to bypass the SMTP server on the standby display. For details about using this function, see "Bypassing the SMTP server".
- When sending Internet Fax documents, "Subject", "Text", "Reception Notice", "BCC Transmission" can be selected in [TX Mode]. For details about setting these options, see "Other Transmission Features".
- You can limit the size of transmitted e-mail messages in "Max. E-mail Size" of "Facsimile Features". For details about the setting, see "Send Settings".
- See "Received images" for how e-mail is actually received by the computer.
- The CC function is disabled.
- If you send Internet Fax documents specifying a user code, and the e-mail address is set as the routing destination of the specified user code, a Communication Result Report is sent after the transmission is completed. This makes it possible to verify the result of a transmission.
- For details about how to confirm the transmission result, see "Checking the Transmission Result (Transmission File Status)".
- This function supports both IPv4 and IPv6 addresses.

#### 📖 Reference

- p.104 "Bypassing the SMTP server"
- p.203 "Received images"
- p.248 "Checking the Transmission Result (Transmission File Status)"
- p.339 "Send Settings"
- p.347 "Initial Settings"

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## Notes on Using Internet Fax

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This section describes notes on using Internet Fax.

- When using the Internet Fax function, originals are sent at A4 size. Originals larger than A4 are reduced to A4 size. If the receiver's machine is compliant with the T.37 full mode, originals are sent at the size specified in the Address Book.

- When using Internet Fax transmission, documents are sent at "Detail" resolution, even if you have specified "Super Fine". To send a document at "Super Fine", configure the Full Mode when registering the destinations in the Address Book.
- If a transmission is not successful, this machine usually receives error notification e-mail. However, error notification e-mail may not be transmitted for various reasons. It is recommended that you confirm receipt of important document by calling the other party.
- The level of security for Internet communications is low. It is recommended that you use the telephone network for confidential communications.
- Voice communication is not supported over a LAN.
- Internet Fax delivery might be delayed due to network congestion. Use Internet Fax transmission that bypasses the SMTP server, a public telephone line fax, or IP-Fax whenever communication time is a concern. For details about using this function, see "Bypassing the SMTP server".
- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about one hour, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the operation switch does not delete stored documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.
- You may not be able to send large files as e-mail, depending on e-mail environment conditions.
- When available memory is low, you may not be able to send Internet Fax documents.
- Because the machine sends documents as e-mail messages with an attached TIFF-F image, viewer applications are required in order to view documents when they are received on a computer.
- With a large volume of document, it may take some time before transmission starts. This is due to the time the machine requires to convert the data in memory.
- POP before SMTP is available in IPv4 environments only.

#### ↓ Note

- For details about the T.37 full mode, see "T.37 Full Mode".

#### 📖 Reference

- p.44 "T.37 Full Mode"
- p.98 "Bypassing the SMTP server"

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## Functions Not Available by Internet Fax Transmission

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This section tells you which functions are not available for Internet Fax transmission.

The following functions are supported with standard fax transmission, but not with Internet Faxing.

- Immediate Transmission
- Closed Network Transmission

- SUB Code Transmission
- On Hook Dial
- Manual Dial
- JBIG Transmission
- ECM (Error Correction Mode)
- Memory File Transfer

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## Functions Not Available by Internet Fax Reception

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This section tells you which functions are not available for Internet Fax reception.

The following functions are available for standard fax reception, but not for Internet Faxing:

- Memory Lock Reception
- SEP Code Reception
- Authorized Reception per Sender
- Reception File Print Quantity per Sender

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## T.37 Full Mode

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This machine is T.37 full mode compatible. T.37 full mode is an international standard for Internet Fax transmission. (ITU-T Recommendation, RFC2532)

When an Internet Fax communication is made between T.37 full mode compatible machines, the receiver side sends the return receipt (dispatched) in response to the reception notice request attached to the sent e-mail. This return receipt includes the receiver's reception capability information (compression type, paper size, and resolution). When the receiver is programmed in the Address Book as the full mode destination, the sender side automatically registers the received information in the Address Book. This allows you to send a subsequent Internet Fax document to that receiver based on this information.

### Returning a Return Receipt

When e-mail is received, if the sender requests reception notice, the receiver sends a return receipt that includes the receiving machine's capability (compression type, paper size, and resolution).

### Registering the Received Reception Confirmation Contents

When the sender receives the return receipt that includes the receiver's reception capability, the sender checks that the final recipient address sent is programmed in the Address Book. If it is programmed as a full mode destination, the sender automatically registers the receiver's reception capability. The registered reception capability is updated each time the sender receives new reception capability information. The sender can send documents to the receiver based on this information.

If the receiver is programmed as the simple mode machine or not programmed in the Address Book, the receiver's reception capability cannot be registered.

If you know the receiver's reception capability, you can set it manually.

### Requesting a Reception Notice

When the receiver's machine supports T.37 full mode and is programmed as a full mode machine in the Address Book, the machine requests the reception notice from the receiver. Then, the machine will receive the return receipt (sent) that includes the receiver's reception capability.

#### ↓ Note

- For details about requesting reception notice from this machine, see "Requesting a Reception Notice".
- Use Web Image Monitor to manually program a receiver's reception capability information. For details about programming receiver's information, see "Programming Destination Information from Web Browser".
- If you use Internet Fax transmission, you can send documents to multiple destinations at once. However, if you specify full mode destinations, since each destination may have a different reception capability, transmission is done one by one in the specified transmission order.

#### 📖 Reference

- p.173 "Requesting a Reception Notice"
- p.329 "Programming Destination Information from Web Browser"

## E-mail Encryption

For security, this machine can apply encryption and/or digital signatures to the e-mail it receives for forwarding and routing.

Use of encryption and/or digital signatures helps prevent e-mail spoofing and information leakage.

Encryption and digital signatures can be used with the following functions:

- Routing documents to addresses registered in Personal Boxes.
- Transferring documents to addresses registered in Transfer Boxes.
- E-mail forwarding
- Routing e-mail received via SMTP

#### ★ Important

- **First register the forwarding/routing destinations' e-mail addresses in the Address Book, and then specify the encryption settings in both Address Book and Web Image Monitor for each destination that you want to send encrypted e-mail to. For details about these settings, ask your administrator.**
- **E-mail encryption and digital signatures are not available with standard transmission to Internet Fax destinations. Encryption is only available for forwarding, routing, or transferring to Internet Fax destinations.**

#### ↓ Note

- The encryption method of this machine is S/MIME. For details about S/MIME, ask the administrator.

- If you specify "Encrypt All" in Web Image Monitor's Address Book settings, all e-mail is forwarded and routed in encrypted form, regardless of the encryption settings specified on the Facsimile Features menu.
- If you specify "Use Signatures" in Web Image Monitor's security settings, all e-mail is forwarded and routed with digital signatures applied, regardless of the digital signature settings specified on the Facsimile Features menu.
- Encrypted e-mail cannot be broadcasted. When specifying multiple destinations, broadcasted documents are sent one by one in the order in which the destinations were specified.
- This machine cannot receive e-mails encrypted with S/MIME. When configuring the S/MIME encryption settings, you should confirm that the receiver can receive S/MIME-encrypted e-mail.
- For details about how to specify encryption and digital signature settings, see the following:
  - "Forwarding"
  - "SMTP Reception File Delivery Settings"
  - "Special Senders to Treat Differently"
  - "Box Settings"
- For details about forwarding/routing/transferring functions, see the following:
  - "Routing Received Documents"
  - "Transferring Received Documents"
  - "Forwarding Received Documents"
  - "Routing e-mail received via SMTP"

### Reference

- p.207 "Routing Received Documents"
- p.209 "Transferring Received Documents"
- p.210 "Forwarding Received Documents"
- p.213 "Routing e-mail received via SMTP"
- p.365 "SMTP Reception File Delivery Settings"
- p.355 "Forwarding"
- p.386 "Special Senders to Treat Differently"
- p.399 "Box Settings"



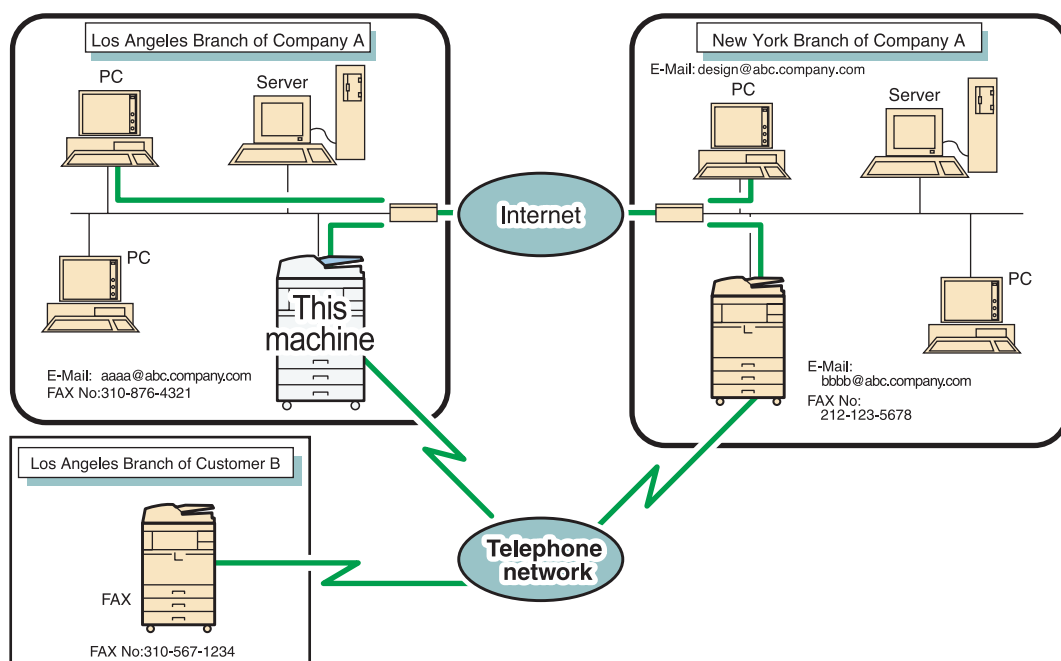
# E-mail Transmission

This machine uses its fax function to send scanned documents over the network to computers.

Specify an e-mail address of a computer.

You can send the same document to an e-mail destination, folder destination, fax destination, IP-Fax destination, and Internet Fax destination simultaneously. If you specify a destination fax number (of another party's fax machine) and a destination folder on your computer at the same time, you can view the sent document on your computer.

When sending to e-mail/folder destinations, you can select PDF or TIFF as the file type of the document you are sending.



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## ★ Important

- To send to e-mail destinations, this machine must be connected to a LAN and set up correctly in "System Settings".
- You can also enter the e-mail address of another machine that supports Internet Fax. In this case, select TIFF as the file format. Depending on the model of the destination machine, PDF files might not be accepted.
- To send e-mail documents, set [E-mail Setting] to [On] in the Facsimile Features menu, under Initial Settings. See "Initial Settings".

- To use an e-mail address registered in the Address Book as an e-mail destination, specify "Use E-mail Address for" for [E-mail / Internet Fax Destination]. Use the same procedure for e-mail addresses that are registered in group destinations in the Address Book.

#### 1 Note

- Black and white images are sent in the same way as standard fax transmissions.
- This function supports both IPv4 and IPv6 addresses.

#### Reference

- p.347 "Initial Settings"

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## Functions Not Available for E-mail Transmission

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This section tells you which functions are not available for e-mail transmission.

The following functions are available for standard fax transmission, but not for e-mail transmission:

- Immediate Transmission
- Closed Network Transmission
- SUB Code Transmission
- On Hook Dial
- Manual Dial
- JBIG Transmission
- ECM (Error Correction Mode)
- Memory File Transfer

---

## E-mail Encryption

---

For security, this machine can apply encryption and/or digital signatures to the e-mail it receives for forwarding and routing.

Use of encryption and/or digital signatures helps prevent e-mail spoofing and information leakage.

Encryption and digital signatures can be used with the following functions:

- Routing documents to addresses registered in Personal Box.
- Transferring documents to addresses registered in Transfer Box.
- E-mail forwarding
- Routing e-mail received via SMTP

**★ Important**

- First register the forwarding/routing destinations' e-mail addresses in the Address Book, and then specify the encryption settings in both Address Book and Web Image Monitor for each destination that you want to send encrypted e-mail to. For details about these settings, ask your administrator.
- E-mail encryption and digital signatures are not available with standard transmission to e-mail destinations. Encryption is only available for forwarding, routing, or transferring to e-mail destinations.

**↓ Note**

- The encryption method of this machine is S/MIME. For details about S/MIME, ask the administrator.
- If you specify "Encrypt All" in Web Image Monitor's Address Book settings, all e-mail is forwarded and routed in encrypted form, regardless of the encryption settings specified on the Facsimile Features menu.
- If you specify "Use Signatures" in Web Image Monitor's security settings, all e-mail is forwarded and routed with digital signatures applied, regardless of the digital signature settings specified on the Facsimile Features menu.
- Encrypted e-mail cannot be broadcasted. When specifying multiple destinations, broadcasted documents are sent one by one in the order in which the destinations were specified.
- This machine cannot receive e-mails encrypted with S/MIME. When configuring the S/MIME encryption settings, you should confirm that the receiver can receive S/MIME-encrypted e-mail.
- For details about how to specify encryption and digital signature settings, see the following:
  - "Forwarding"
  - "SMTP Reception File Delivery Settings"
  - "Special Senders to Treat Differently"
  - "Box Settings"
- For details about forwarding/routing/transferring functions, see the following:
  - "Routing Received Documents"
  - "Transferring Received Documents"
  - "Forwarding Received Documents"
  - "Routing e-mail received via SMTP"

**📖 Reference**

- p.207 "Routing Received Documents"
- p.209 "Transferring Received Documents"
- p.210 "Forwarding Received Documents"
- p.213 "Routing e-mail received via SMTP"
- p.365 "SMTP Reception File Delivery Settings"
- p.355 "Forwarding"

- p.386 "Special Senders to Treat Differently"
- p.399 "Box Settings"

# Folder Transmission

This machine uses its fax function to send scanned documents over the network to computers.

Specify the path to the destination folder.

To send to a folder, you must first register the path to the folder in the Address Book. Then, for the transmission (communication) protocol, select SMB, FTP, or NCP.

When sending to folder destinations, you can select PDF or TIFF as the file type of the document you are sending.

You can send the same document to folder destination, fax destination, IP-Fax destination, Internet Fax destination, and an e-mail destination simultaneously.

If you specify a destination fax number (of another party's fax machine) and a destination folder on your computer at the same time, you can view the sent document on your computer.

## ★ Important

- To send to folder destinations, this machine must be connected to a LAN and set up correctly in "System Settings".
- To send to folder destinations, set [Folder Setting] to [On] in the Facsimile Features menu, under Initial Settings. See "Initial Settings"

## ↓ Note

- Black and white images are sent in the same way as standard fax transmissions.
- To send to a folder destination, you must first register the path for the folder in the Address Book. You cannot enter the path manually on the standby display.
- This function supports both IPv4 and IPv6 addresses.

## 📖 Reference

- p.347 "Initial Settings"

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## Functions Not Available for Folder Transmission

---

This section tells you which functions are not available for folder transmission.

The following functions are available for standard fax transmission, but not for folder transmission:

- Immediate Transmission
- Closed Network Transmission
- SUB Code Transmission
- On Hook Dial
- Manual Dial
- JBIG Transmission

- ECM (Error Correction Mode)
- Memory File Transfer
- Selecting destinations from recent destinations
- Simultaneous Broadcast using multiple line ports
- Directly entering destinations

# Placing Originals





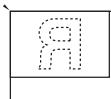


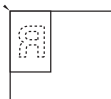
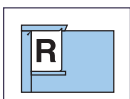

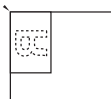
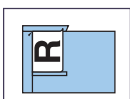
Place the original on the exposure glass or the ADF.

For details about how to place originals, see the following:

- Placing originals on the exposure glass  
See "Placing Originals on the Exposure Glass" in "Placing Originals", Copy and Document Server Reference.
- Placing originals into the ADF  
See "Placing Originals in the Auto Document Feeder" in "Placing Originals", Copy and Document Server Reference.

Note that [Special Original] of the copy function cannot be used with the facsimile function.

Place the originals according to their paper size.

Original size	Placing on the exposure glass	Placing into the ADF
A4, B4 JIS, A3, $8\frac{1}{2} \times 11$ , $8\frac{1}{2} \times 14$ , $11 \times 17$ 		
A4, B4 JIS, A3, $8\frac{1}{2} \times 11$ , $8\frac{1}{2} \times 14$ , $11 \times 17$ 		
A5, B5 JIS, $5\frac{1}{2} \times 8\frac{1}{2}$ 		
A5, B5 JIS, $5\frac{1}{2} \times 8\frac{1}{2}$ 		

## ★ Important

- If you place A5 size originals on the exposure glass, they are not detected. Place A5 size originals into the ADF.

- Do not lift the ADF while using it to scan originals.

#### ↓ Note

- Originals that are clipped or creased cannot be scanned using the ADF. For details about originals that are not recommended for the ADF, see "Originals", Copy and Document Server Reference.
- To scan multiple originals using the ADF, set originals in a stack.
- When sending a fax, the image output at the other end depends on the size and orientation of paper used in the receiver's machine. If the receiver does not use paper of the same size and orientation as that of the original, the fax image may be reduced in size, trimmed at both edges, or divided across two or more sheets. When sending an important original, ask the receiver about the size and orientation of the paper in their machine.
- An original of irregular (i.e. custom) size originals are scanned as regular size originals, so the receiver may find extra blank margins or edges of images missing. When sending a custom size or part of a large original, you can specify the scan area precisely. If you specify a scan area, only that area is scanned regardless of the actual size of the original. For details about specifying the scan area, see "Scan Size".
- Documents longer than 800 mm (32 inches) must be sent by Memory Transmission (Immediate Transmission may not be possible).
- If an original jams, press the [Clear/Stop] key, and then carefully remove the original.
- Make sure that all ink, correcting fluid etc., has completely dried before placing your original. If it is still wet, the exposure glass will become marked and those marks will appear on the received image.
- Generally, place A4, 8<sup>1</sup>/<sub>2</sub> × 11 originals in the landscape orientation (☐). If you place an A4, 8<sup>1</sup>/<sub>2</sub> × 11 original in the portrait orientation (⏏), the image is sent rotated by 90 degrees. See "Transmission with Image Rotation".
- You can send the first page from the exposure glass then the remaining pages from the ADF. You cannot change from the ADF to the exposure glass.
- When using the Internet Fax function, originals are sent at A4 size. Originals larger than A4 are reduced to A4 size. If the receiver's machine is compliant with the T.37 full mode, originals are sent at the size specified in the Address Book. See "T.37 Full Mode".
- Information about this machine is printed at the destination. This information is printed on the side of the paper that is to your left when placing the documents on the exposure glass or the ADF. However, the information is also printed rotated by 90 degrees if an A4, 8<sup>1</sup>/<sub>2</sub> × 11 original is placed in the portrait orientation (⏏). For details about the fax information, see "Registering Fax Information". For details about the transmission with image rotation, see "Transmission with Image Rotation".
- For acceptable types of originals, see "Acceptable Original Sizes", "Paper Size and Scanned Area" and "Types of Original whose Sizes are Difficult to Detect".

#### 📖 Reference

- p.44 "T.37 Full Mode"
- p.59 "Acceptable Original Sizes"

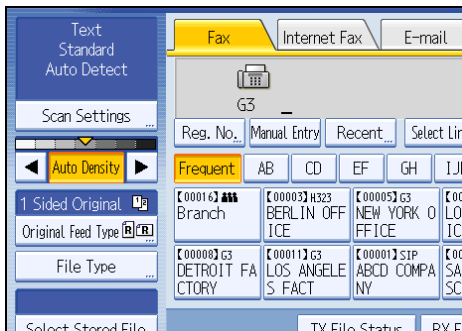


- p.60 "Paper Size and Scanned Area"
- p.61 "Types of Original whose Sizes are Difficult to Detect"
- p.63 "Transmission with Image Rotation"
- p.73 "Scan Size"
- p.372 "Registering Fax Information"

## Setting the Original Orientation

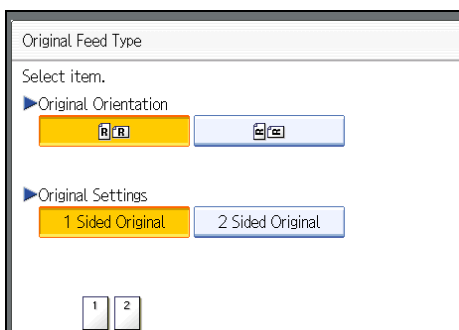
To preview scanned originals or documents using Document Server, configure the "Original Orientation" setting to display the top/bottom orientation of the original correctly in the preview.

1. Place the original, and then select the scan settings you require.
2. Press [Original Feed Type].



3. Specify the original orientation.

Check the orientation of the placed document, and then press [R|R] or [L|L].



4. Press [OK].

The selected original orientation appears in "Original Feed Type".

5. Specify a destination, and then press the [Start] key.

## Scanning Two-Sided Originals

Use this function to send two-sided originals.

1

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".

	Original	Original position	Page opening orientation	Output at the other end
A3, B4 JIS, A4, 11x17, 8 1/2 x14, 8 1/2 x11			Top to Top	
			Top to Bottom	
			Top to Top	
			Top to Bottom	
B5 JIS, A5, 5 1/2 x8 1/2			Top to Top	
			Top to Bottom	
			Top to Top	
			Top to Bottom	

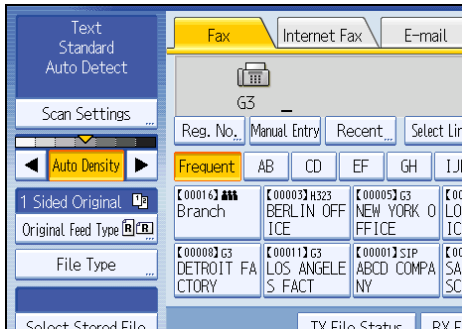
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### ★ Important

- When you use [2 Sided Original] under [Original Feed Type], the originals cannot be sent by using just the exposure glass.
- Two-sided originals are only sent with Memory Transmission. Immediate Transmission is not possible.

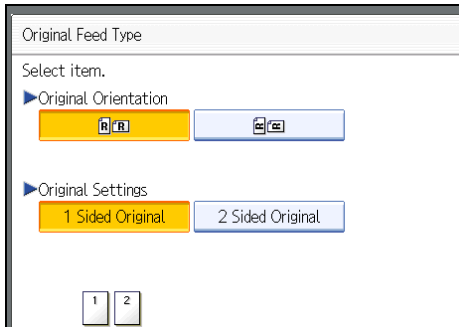
1. Place the original, and then select the scan settings you require.

## 2. Press [Original Feed Type].



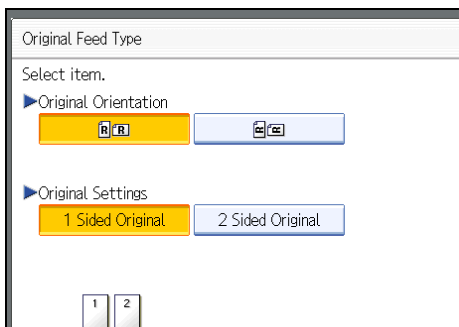
## 3. Specify the original orientation.

Check the orientation of the placed document, and then press **[R/R]** or **[L/L]**.

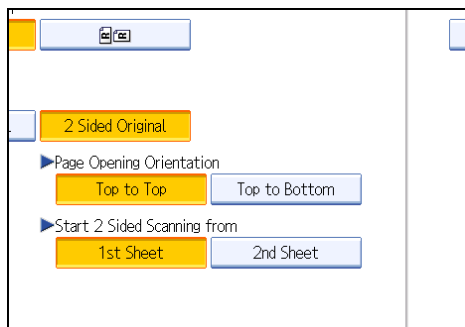


Make sure that the specified original orientation matches the orientation of originals loaded in the ADF.

## 4. Press [2 Sided Original].



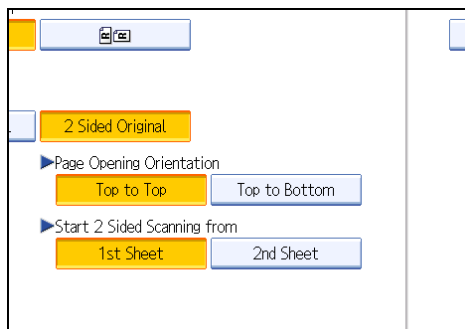
### 5. Select [Top to Top] or [Top to Bottom].



### 6. Select [1st Sheet] or [2nd Sheet].

To cancel two-sided transmission, press [1 Sided Original]. The display returns to that of step 4.

Select [2nd Sheet] if you want to send a cover sheet as the first page.



### 7. Press [OK].

"2 Sided Original" appears above [Original Feed Type].

### 8. Specify a destination, and then press the [Start] key.

#### ↓ Note

- You can confirm whether both sides were properly scanned using the Stamp function. For details about Stamp, see "Stamp"
- For details about acceptable original size and paper thickness for two-sided scanning with the ADF, see "Acceptable Original Sizes".
- You can set the original feed types that are selected right after the power is turned on or whenever the [Clear Modes] key is pressed. See "Changing the Default Functions of the Fax's Initial Display".

#### 📖 Reference

- p.59 "Acceptable Original Sizes"
- p.63 "Stamp"
- p.169 "Changing the Default Functions of the Fax's Initial Display"

## Acceptable Original Sizes

This section describes the size and thickness limitations that apply to originals placed on the exposure glass or the ADF.

### Original sizes and thickness (Type 1 and 2)

Where original is set	Acceptable original size	Maximum number of sheets	Paper thickness
Exposure glass	Up to A3 (297 × 420 mm), 11 × 17 (279 × 432 mm)	1 sheet	—
ADF, one-sided original	A5 to A3 (up to 1200 mm long) 5½ × 8½ to 11 × 17	50 sheets: Less than 80 g/m <sup>2</sup> (20 lb. Bond) <sup>*1</sup>	40-128 g/m <sup>2</sup> (11-34 lb. Bond)
ADF, two-sided original	A5 to A3 (up to 432 mm long) 5½ × 8½ to 11 × 17	50 sheets: Less than 80 g/m <sup>2</sup> (20 lb. Bond) <sup>*1</sup>	52-105 g/m <sup>2</sup> (14-28 lb. Bond)

\*1 Above specification depends on the paper type and condition

### Original sizes and thickness (Type 3 and 4)

Where original is set	Acceptable original size	Maximum number of sheets	Paper thickness
Exposure glass	Up to A3 (297 × 420 mm), 11 × 17 (279 × 432 mm)	1 sheet	—
ADF, one-sided original	B6 JIS to A3 (up to 1200 mm long) 5½ × 8½ to 11 × 17	100 sheets: Less than 80 g/m <sup>2</sup> (20 lb. Bond) <sup>*1</sup>	40-128 g/m <sup>2</sup> (11-34 lb. Bond)
ADF, two-sided original	A5 to A3 (up to 432 mm long) 5½ × 8½ to 11 × 17	100 sheets: Less than 80 g/m <sup>2</sup> (20 lb. Bond) <sup>*1</sup>	52-128 g/m <sup>2</sup> (14-34 lb. Bond)

\*1 Above specification depends on the paper type and condition

### ↓ Note

- The weight range for originals in the Mixed Original Sizes mode is 52 - 80 g/m<sup>2</sup> (14 - 20 lb. Bond).

## Paper Size and Scanned Area

This section explains the size of the area the machine can scan and detect.

### ↓ Note

- There may be a difference in the size of the image when it is printed at the destination.
- Even if an original is correctly placed on the exposure glass or in the ADF, a margin of 3 mm (0.1 inch) around each edge of the original may not be sent.
- If the receiver uses paper of a smaller width than the original, the image is reduced to fit that paper. See "Auto Reduce".

### 📖 Reference

- p.185 "Auto Reduce"

## When placing an original on the exposure glass

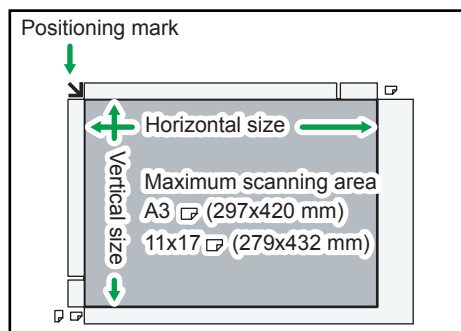
This section explains how to place an original on the exposure glass.

### ★ Important

- If you place an original larger than A3, 11 × 17 on the exposure glass, only an A3, 11 × 17 area is scanned.
- Maximum scan area

The following shows the maximum scan area:

297 × 420 mm, 11 × 17 inches (W × L)



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**Note**

- If the machine cannot detect the size of the original you placed, specify the scan area (original size) manually. For details about specifying the scan area, see "Scan Size".

**Reference**

- p.73 "Scan Size"

## When placing an original into the Auto Document Feeder

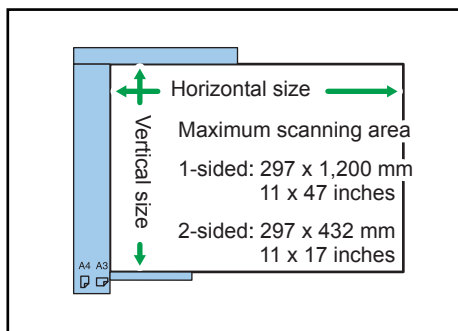
This section explains how to place an original into the ADF.

- Maximum scan area

The following shows the maximum scan area:

Memory Transmission: 297 × 1200 mm/11 × 47 inches (W × L)

Immediate Transmission: 297 × 1200 mm/11 × 47 inches (W × L)

**Note**

- During Immediate Transmission, the length of the scanning range can decrease to less than 1200 mm (47 inches), depending on the resolution of the image and the configuration of the receiving machine.

## Types of Original whose Sizes are Difficult to Detect

This section describes the kinds of original whose sizes might be difficult to detect.

If the original type is one of the following, the machine might not detect its size correctly and the receiver's machine might print it on paper of the wrong size:

- originals placed on the exposure glass that are of a size not listed in the following table
- originals with index tabs, tags, or protruding parts
- transparent originals, such as OHP transparencies or translucent paper
- dark originals with dense text or images
- originals that contain areas of solid print

- originals that have solid print around their edges
- originals with glossy surfaces
- bound originals of more than 10 mm (0.3 inch) in thickness, such as books.

### Paper sizes that are auto-detectable in facsimile mode (Type 1 and 2):

Where original is placed	11 × 17 ☐	8 <sup>1</sup> / <sub>2</sub> × 14 ☐	8 <sup>1</sup> / <sub>2</sub> × 11 ☐☐	5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> ☐	10 × 14 ☐	7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> ☐	A3 ☐	A4 ☐☐
Exposure glass	Auto detect	Auto detect	Auto detect * <sub>1</sub>	Auto detect * <sub>2</sub>	×	×	×	×
ADF	Auto detect * <sub>3</sub>	Auto detect * <sub>4</sub>	Auto detect * <sub>5</sub> * <sub>6</sub>	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect

× - Cannot auto detect

\*<sub>1</sub> Default is 8<sup>1</sup>/<sub>2</sub> × 11. If you want to switch the detectable size from 8<sup>1</sup>/<sub>2</sub> × 11 to A4, contact your service representative.

\*<sub>2</sub> If you want to make 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>☐ size detectable, contact your service representative.

\*<sub>3</sub> Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 11 × 15, contact your representative.

\*<sub>4</sub> Default is 8<sup>1</sup>/<sub>2</sub> × 14. If you want to switch the detectable size from 8<sup>1</sup>/<sub>2</sub> × 14 to 8<sup>1</sup>/<sub>2</sub> × 13, contact your service representative.

\*<sub>5</sub> Default is 8<sup>1</sup>/<sub>2</sub> × 11☐. If you want to switch the detectable size from 8<sup>1</sup>/<sub>2</sub> × 11☐ to 8 × 10, contact your service representative.

\*<sub>6</sub> Default is 8<sup>1</sup>/<sub>2</sub> × 11☐. If you want to switch the detectable size from 8<sup>1</sup>/<sub>2</sub> × 11☐ to 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>☐, contact your representative.

### Paper sizes that are auto-detectable in facsimile mode (Type 3 and 4):

Where original is placed	11 × 17 ☐	8 <sup>1</sup> / <sub>2</sub> × 14 ☐	8 <sup>1</sup> / <sub>2</sub> × 11 ☐☐	5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> ☐	10 × 14 ☐	7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> ☐	A3 ☐	A4 ☐☐
Exposure glass	Auto detect	Auto detect	Auto detect * <sub>1</sub>	Auto detect * <sub>2</sub>	×	×	×	×
ADF	Auto detect * <sub>3</sub>	Auto detect * <sub>4</sub>	Auto detect * <sub>5</sub> * <sub>6</sub>	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect



× - Cannot auto detect

- \*1 Default is  $8\frac{1}{2} \times 11$ . If you want to switch the detectable size from  $8\frac{1}{2} \times 11$  to A4, contact your service representative.
- \*2 If you want to make  $5\frac{1}{2} \times 8\frac{1}{2}$  size detectable, contact your service representative.
- \*3 Default is  $11 \times 17$ . If you want to switch the detectable size from  $11 \times 17$  to  $11 \times 15$ , contact your representative.
- \*4 Default is  $8\frac{1}{2} \times 14$ . If you want to switch the detectable size from  $8\frac{1}{2} \times 14$  to  $8\frac{1}{2} \times 13$ , contact your service representative.
- \*5 Default is  $8\frac{1}{2} \times 11$ . If you want to switch the detectable size from  $8\frac{1}{2} \times 11$  to  $8 \times 10$ , contact your service representative.
- \*6 Default is  $8\frac{1}{2} \times 11$ . If you want to switch the detectable size from  $8\frac{1}{2} \times 11$  to  $7\frac{1}{4} \times 10\frac{1}{2}$ , contact your representative.

**Note**

- Originals whose size is non-auto detectable will be scanned at the wrong paper size if fed in from the ADF.

## Transmission with Image Rotation

As a general rule, place A4,  $8\frac{1}{2} \times 11$  originals in the landscape orientation (□). If you place an A4,  $8\frac{1}{2} \times 11$  original in the portrait orientation (□), the image is sent rotated by 90 degrees.

Providing the receiver has A4,  $8\frac{1}{2} \times 11$  landscape paper (□), the document is printed at the same size as the original.

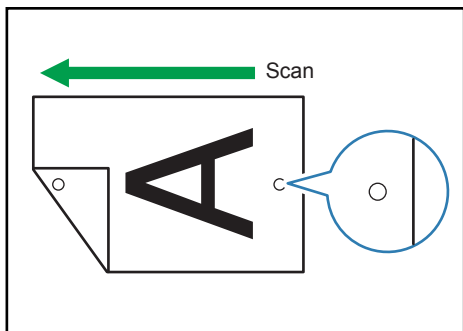
**Note**

- This function is unavailable with Immediate Transmission.
- This function is unavailable when using Mixed Original Sizes.

## Stamp

When sending a fax document using the ARDF, the machine can stamp a circle mark at the bottom of the original.

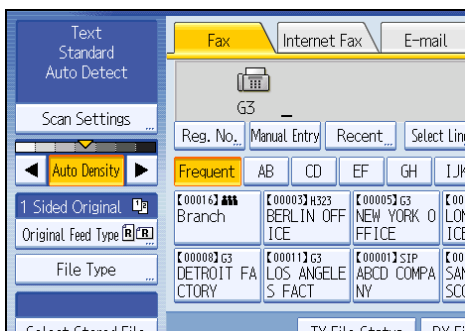
When sending a two-sided document, the document is marked at the bottom of the front page and top of the rear page.



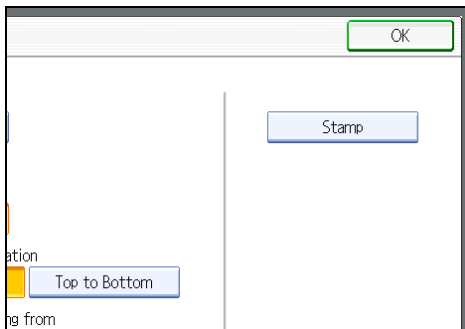
BZR037

**★ Important**

- Stamp only works when scanning from the ARDF.
  - One-pass duplex scanning ADF does not support the Stamp function.
1. Place the original, and then select the scan settings you require.
  2. Press [Original Feed Type].



3. Press [Stamp].



To cancel the stamp, press [Stamp] again before pressing [OK].

4. Press [OK].
5. Specify the destination, and then press the [Start] key.

**Note**

- This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or successfully sent by Immediate Transmission.
- When the stamp starts getting lighter, replace the cartridge. For details, see “Replacing the Stamp Cartridge”, About This Machine.
- If a multi-page feed or paper jam occurs, the originals are not sent properly and not stamped. If you find a page that is not stamped, send only that page again.
- You can have the machine select the Stamp function right after the power is turned on or whenever the [Clear Modes] key is pressed. For details, see “Changing the Default Functions of the Fax’s Initial Display”.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 2 and 4. For details about Quick Operation Key, see “General Settings”.
- A paper jam during Parallel Memory Transmission may cause the transmission to fail even if stamping is performed.
- You cannot turn the Stamp function on or off while an original is being scanned.

**Reference**

- p.169 "Changing the Default Functions of the Fax's Initial Display"
- p.335 "General Settings"

## Checking the Content of a Scanned Original (Preview Before Transmission)

The Preview Before Transmission function allows you to check the content of a scanned original before you send it.

**★ Important**

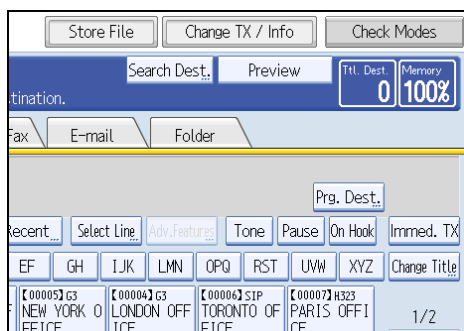
- This function cannot be used with the following functions:
  - Immediate Transmission
  - Parallel Memory Transmission
  - On Hook Dial
  - Manual Dial
  - SEP Code Reception
  - When [Store Only] is set for [Store File]
  - Transmission of a stored file only
  - Memory File Transfer

### 1. Place the original, and then specify the scan settings you require.

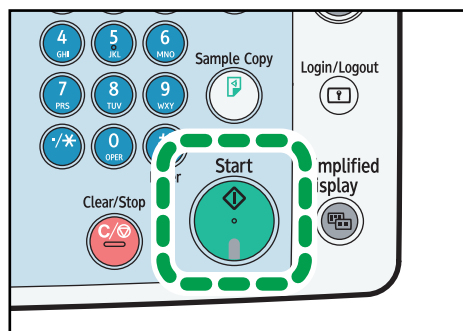
Specify the “Original Orientation” setting correctly. If you do not, the top/bottom orientation of the original will not be displayed correctly in the preview.

For details about the setting, see “Setting the Original Orientation”.

### 2. Press [Preview].



### 3. Specify the destination, and then press the [Start] key.

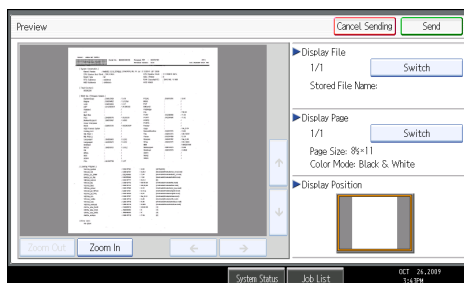


BZR075

The machine starts to scan the original. When scanning ends, a preview is displayed.

If you want to cancel a preview, press [Cancel].

### 4. Check the preview.



- Press [Zoom Out] or [Zoom In] to reduce or enlarge the preview image.
- Press [←] [→] [↑] [↓] to scroll the preview image.

- Press [Switch] under “Display File” to display another selected file.
- Press [Switch] under “Display Page” to change the displayed page.

### 5. Press [Send].

Transmission starts.

To cancel the transmission, press [Cancel Sending].

After transmission, the standby display appears.

#### ↓ Note

- You can have the machine select Preview Before Transmission right after the power is turned on or whenever the [Clear Modes] key is pressed. For details, see “Changing the Default Functions of the Fax's Initial Display”.

#### 📖 Reference

- p.55 "Setting the Original Orientation"
- p.169 "Changing the Default Functions of the Fax's Initial Display"

## Detecting Blank Sheet

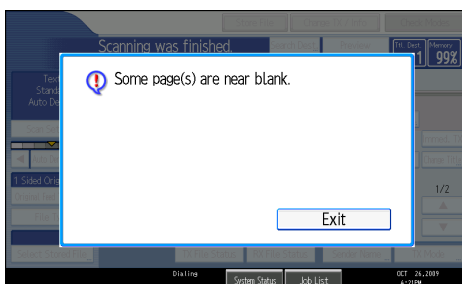
Upon completion of the first page scanning, an alarm sounds if the page is nearly blank.

#### ★ Important

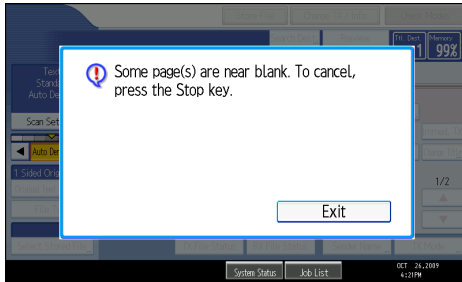
- **The blank sheet-detecting function works only when an original is scanned using the ADF.**
- **The blank sheet-detecting function is ineffective for second and subsequent pages.**
- **The machine cannot detect blank sheets if the user has put it into Preview mode using the [Preview] key.**

This function notifies you if an original is placed wrong side down on the scanner. When this happens, a message appears for a few seconds. The message differs depending on number of pages to be scanned and transmission mode.

- When sending a document using Immediate Transmission or when all pages have been scanned in Memory Transmission:



- When some pages are left unscanned in Parallel Memory Transmission or Memory Transmission:



**Note**

- Even if a near blank sheet is detected, it is transmitted as normal.
- You can turn this function on or off with the User Parameter (switch 1 1, bit 2). See "Parameter Settings".
- To cancel scanning if a blank sheet is detected, press the [Clear/Stop] key.

**Reference**

- p.375 "Parameter Settings"

# Scan Settings

You can configure the scan settings according to the original you are scanning.

You may want to send many different types of fax documents. Some of these may be difficult to reproduce at the receiver's end. However, the machine has four settings that you can adjust to help you transmit the document with the best possible image quality.

## Original Type:

Text, Text / Line Art, Text / Photo, Photo

## Resolution:

Standard, Detail, Super Fine (optional)

## Scan Size:

Auto Detect, Regular, Area, Mixed Original Sizes

## Density (Contrast):

Auto Density, Manual Density (seven levels), Combined Auto and Manual Density

### ↓ Note

- When scanning an original with a large number of pages, there may be a long pause between each page depending on the nature of the original or the machine settings.

## Original Type

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

### Text

Select [Text] to send high-contrast black-and-white image originals. Use this setting when you only want to send clearer text, even if the original contains text and photographs.

### Text / Line Art

Select [Text / Line Art] to send high-contrast black-and-white graphic originals at improved resolution. The [Text] mode gives priority to scanning speed; [Text / Line Art] mode gives priority to scanning quality.

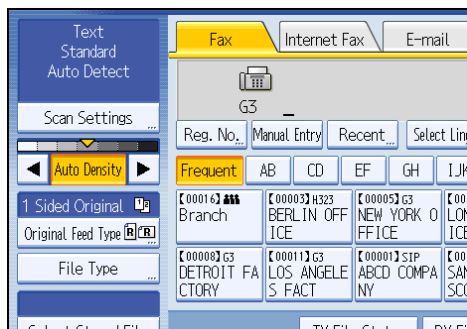
### Text / Photo

Select [Text / Photo] to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image, such as a photograph.

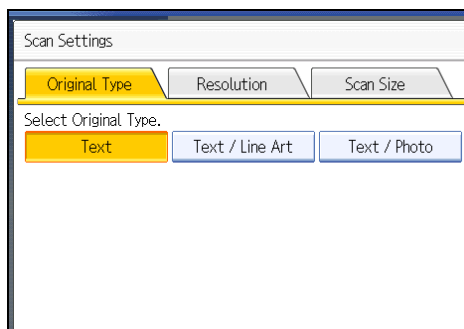
### Photo

Select [Photo] to send an original containing a halftone image, such as a photograph or a color original.

## 1. Press [Scan Settings].



## 2. Make sure that [Original Type] is selected.



## 3. Select the original type you require, and then press [OK].



### ↓ Note

- If you select [Text / Line Art], [Text / Photo], or [Photo], the transmission will take longer than when [Text] is selected.
- If you send a fax document with [Text / Line Art], [Text / Photo], or [Photo] and the background of the received image is dirty, reduce the density setting and resend the fax. For details about setting the image density, see "Density (Contrast)".
- You can set the original type that is selected right after the machine is turned on or whenever the [Clear Modes] key is pressed. See "Changing the Default Functions of the Fax's Initial Display".



## Reference

- p.79 "Density (Contrast)"
- p.169 "Changing the Default Functions of the Fax's Initial Display"

## JBIG Transmission

If you use JBIG (Joint Bi-level Image experts Group) compression, you can send originals scanned using [Photo] faster than with other compression methods.

### Important

- This function is not available with a transmission to Internet Fax destination, e-mail destination, and folder destination.
- This function requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).

## Resolution

Specify the resolution according to the size of the text on the original.

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

### Standard (8 × 3.85 lines/mm, 200 × 100 dpi)

Select for originals containing normal size characters.

### Detail (8 × 7.7 lines/mm, 200 × 200 dpi)

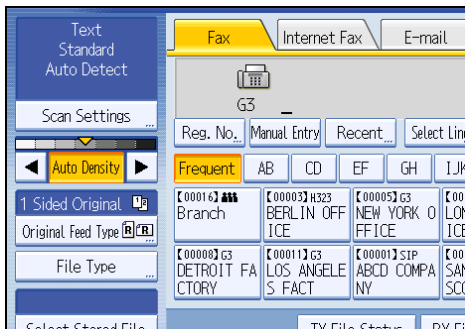
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

### Super Fine (optional expansion memory required: 16 × 15.4 lines/mm, 400 × 400 dpi)

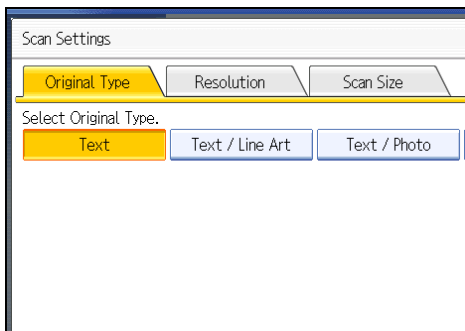
Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times finer than Standard.

1

**1. Press [Scan Settings].**



**2. Press [Resolution].**



**3. Select the resolution you require, and then press [OK].**



**Note**

- If you install the optional expansion memory, “Super Fine” appears in the Resolution screen.
- If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution that is supported. You can check the resolution at which you actually sent by printing the Journal. For details about printing the Journal, see “Print Journal”.
- Sending with Super Fine resolution requires that the machine has the optional expansion memory, and the other party's machine has the capability to receive fax documents at Super Fine resolution.
- The machine supports Standard, Detail, Fine (with the optional expansion memory), and Super Fine (with the optional expansion memory) resolutions for reception.

- You can set the resolution type that is selected right after the machine is turned on or whenever the [Clear Modes] key is pressed. See "Changing the Default Functions of the Fax's Initial Display".
- When using Internet Fax transmission, documents are sent at "Detail" resolution, even if you have specified "Super Fine". To send a document at "Super Fine", configure the Full Mode when registering the destinations in the Address Book. See "T.37 Full Mode".

### Reference

- p.44 "T.37 Full Mode"
- p.169 "Changing the Default Functions of the Fax's Initial Display"
- p.256 "Print Journal"

## Scan Size

Specify a scan area within an original.

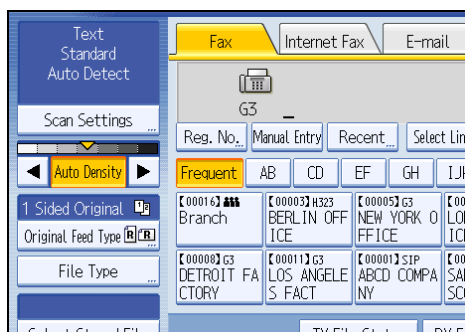
Normally, originals are scanned according to their size, which the machine detects automatically. However, you can specify the scan area manually also. Specifying the scan area manually can be useful for cropping excess border space around an image.

## Auto Detect

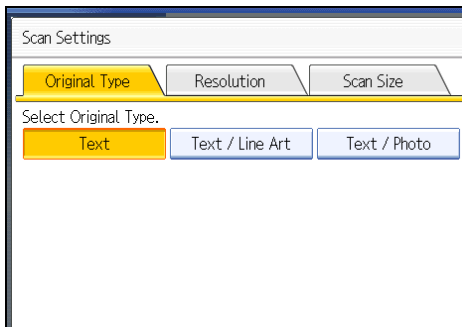
Detects the size of the first page and scans all pages using that size.

If the machine cannot detect the original size, a confirmation message appears. Place the original again.

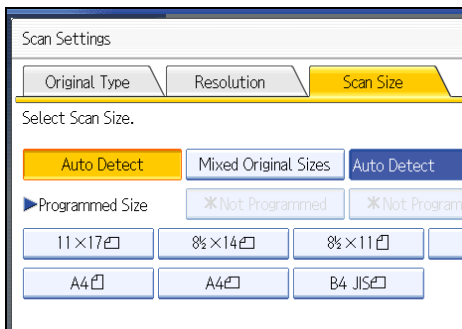
### 1. Press [Scan Settings].



**2. Press [Scan Size].**

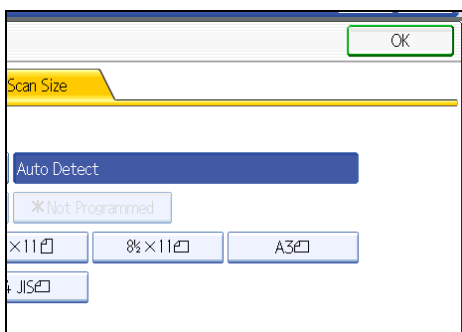


**3. Make sure that [Auto Detect] is selected.**



If it is not, press [Auto Detect].

**4. Press [OK].**



"Auto Detect" appears above [Scan Settings].

**Note**

- For details about an original the machine cannot detect its size correctly, see "Types of Original whose Sizes are Difficult to Detect".

**Reference**

- p.61 "Types of Original whose Sizes are Difficult to Detect"

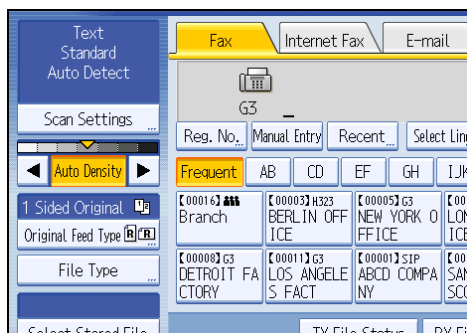
## Regular

The placed original is scanned according to specified standard size regardless of actual size.

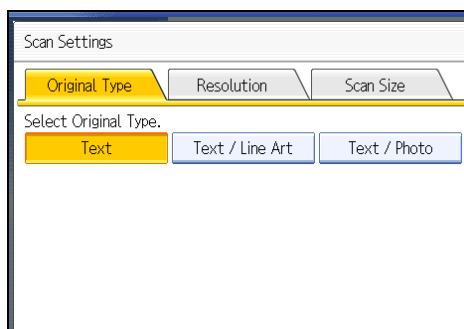
The sizes that can be specified are A4, B4 JIS, A3, 8 1/2 × 11, 8 1/2 × 14, and 11 × 17.

1

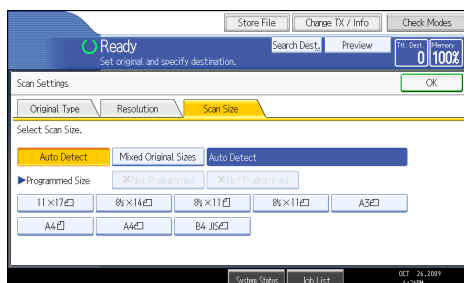
### 1. Press [Scan Settings].



### 2. Press [Scan Size].

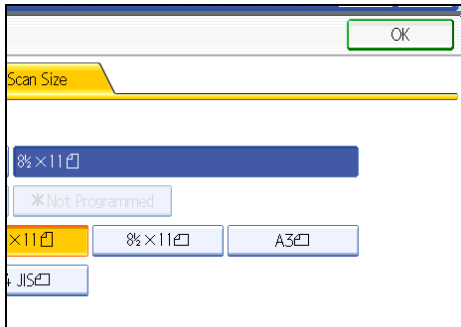


### 3. Press the size of the originals to be sent.



8 1/2 × 11 indicates LT. 8 1/2 × 14 indicates LG. 11 × 17 indicates DLT.

4. Press [OK].



The selected size appears above [Scan Settings].

To cancel the selected scan size, select [Auto Detect] before pressing [OK].

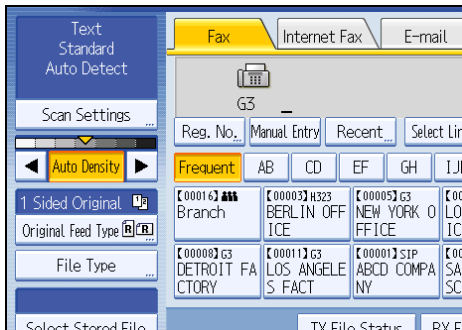
Area

Only the area in the specified size is scanned regardless of the actual size of a placed original.

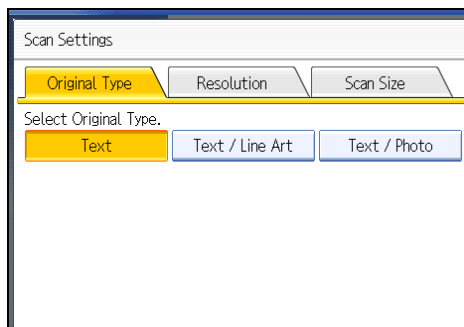
**★ Important**

- You must first register the sizes of the originals that you want to scan in "Program / Change / Delete Scan Size" on the Facsimile Features menu. See "Program / Change / Delete Scan Size".

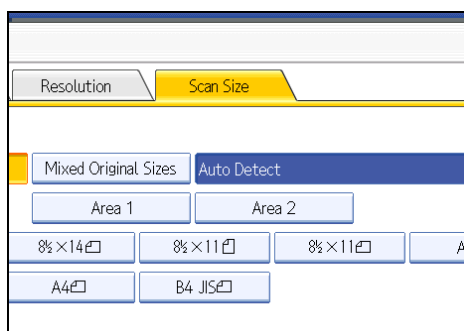
1. Press [Scan Settings].



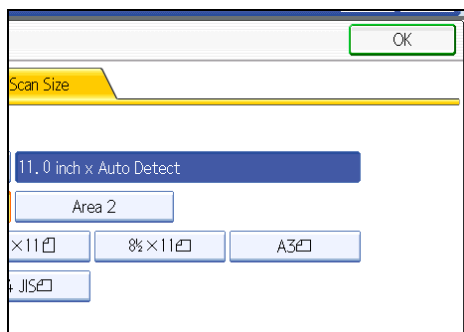
## 2. Press [Scan Size].



## 3. Press [Area 1] or [Area 2].



## 4. Press [OK].



The specified size appears above [Scan Settings].

To cancel the selected scan size, select [Auto Detect] before pressing [OK].

### Reference

- p.368 "Program / Change / Delete Scan Size"

## Mixed Original Sizes

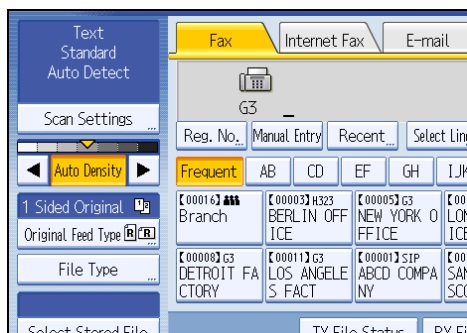
You can send the different size of originals simultaneously.

Select this to individually scan the size of originals loaded into the ADF. For example, when A3 and A4 size originals are sent together, usually all are sent using the size of the first original. By selecting Mixed Original Sizes, the machine scans and sends each original according to its size.

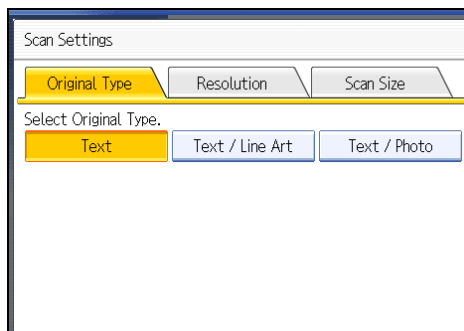
### ★ Important

- The sizes of the originals that can be placed in this mode are 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 11.
- When placing originals in the ADF, align their rear and left edges against the ADF, and adjust the document guide according to the largest original.
- Since small originals may not be correctly aligned with the original guide, the scanned image may be slanted.

#### 1. Press [Scan Settings].

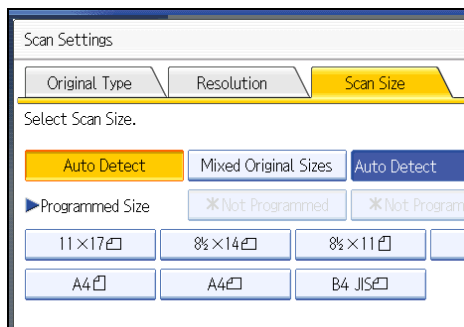


#### 2. Press [Scan Size].

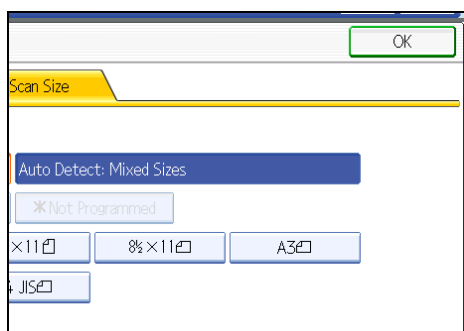




### 3. Press [Mixed Original Sizes].



### 4. Press [OK].



"Auto Detect: Mixed Sizes" appears above [Scan Settings].

To cancel Mixed Original Sizes, press [Mixed Original Sizes] again before pressing [OK].

#### ↓ Note

- When using Mixed Original Sizes, the machine sends the originals by Memory Transmission.
- When using Mixed Original Sizes, rotation transmission is disabled.
- You can have the machine select Mixed Original Sizes right after the power is turned on or whenever the [Clear Modes] key is pressed. See "Changing the Default Functions of the Fax's Initial Display".

#### 📖 Reference

- p.169 "Changing the Default Functions of the Fax's Initial Display"

## Density (Contrast)

You can adjust the density at which the originals are scanned.

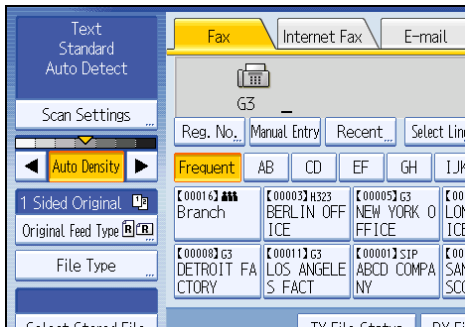
The text and diagrams on originals should stand out clearly from the paper they are on.

If the original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the density.

## Auto Density

The appropriate density setting for the original is automatically selected.

1. Make sure that [Auto Density] is selected.



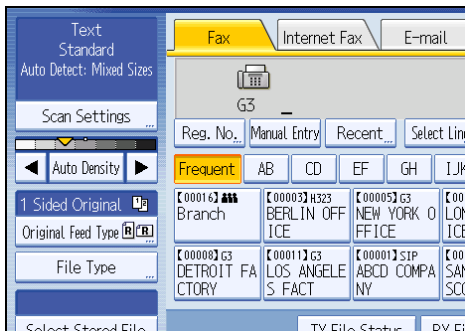
## Manual Density

Use manual density to set density manually.

You can select one of seven density levels.

1. If [Auto Density] is selected, press [Auto Density] to turn it off.
2. Press [◀] or [▶] to adjust the density.

The indicator moves.



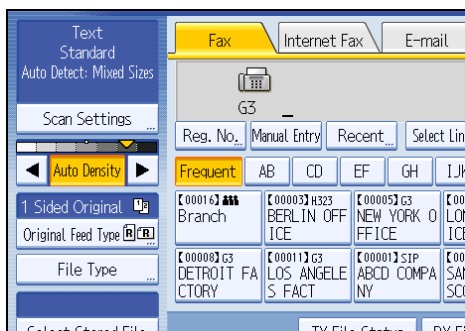
## Combined Auto and Manual Density

You can only adjust density for photographs, illustrations, or diagrams if the original has a dark background.

You can select one of seven density levels.

1. Make sure that [Auto Density] is selected.
2. Press [◀] or [▶] to adjust the density.

The indicator moves.



### ↓ Note

- Selecting [Text], [Text / Line Art], or [Text / Photo] for the original type causes [Auto Density] to be selected.
- You can set the density that is selected right after the machine is turned on or whenever the [Clear Modes] key is pressed. See “Changing the Default Functions of the Fax's Initial Display”.

### 📖 Reference

- p.169 "Changing the Default Functions of the Fax's Initial Display"

## Mixing Scan Settings for a Multiple Page Original

When sending an original of several pages, you can select a different scan setting for each page.

It is recommended that originals be placed on the exposure glass when mixing scan settings for a multiple page original.

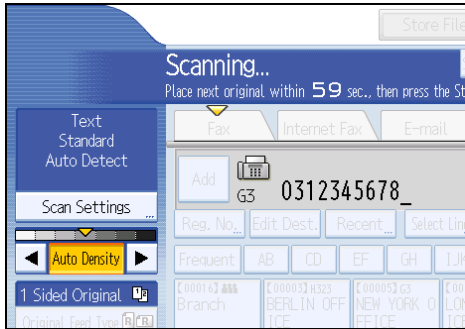
### ★ Important

- If you are using the ADF, do not change the “Resolution” setting while originals are being scanned.

#### When placing originals on the exposure glass

1. Check which pages you want to scan with different settings.
2. Remove the previous page and place the next page that you checked on the exposure glass.
3. Make the scan settings.

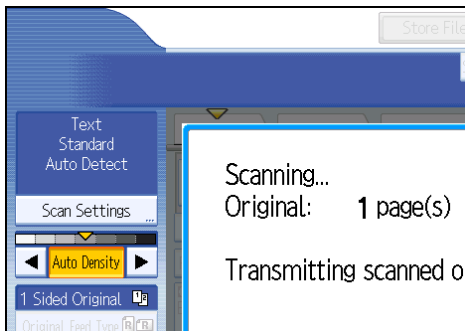
You have about 60 seconds (10 seconds for Immediate Transmission) to make the scan settings. The time remaining is shown on the display.



Adjust the settings for each page before you press the [Start] key.

### When placing originals in the Auto Document Feeder (ADF)

1. Check which pages you want to scan with different settings.
2. Make the scan settings before the page you want to change the settings for starts being scanned.



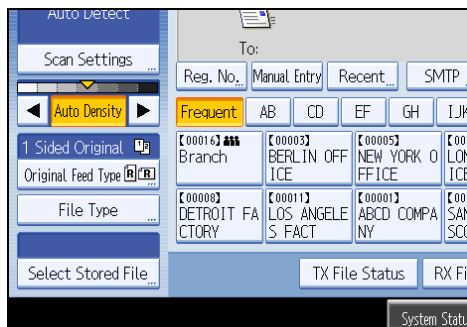
Depending on what time the scan settings are adjusted, the settings may not be reflected in the resulting operation.

## Selecting the File Format

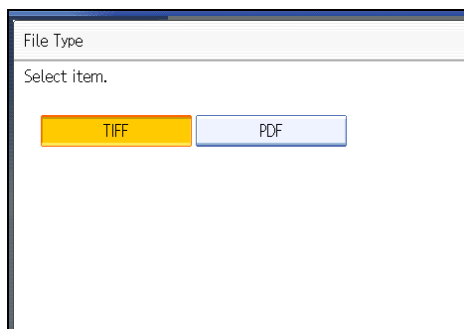
This section explains how to select the file format when sending a fax to an e-mail destination or folder destination. There are two file formats to select from:

- TIFF
- PDF

## 1. Press [E-mail] or [Folder] and press [File Type].



## 2. Press [TIFF] or [PDF].



The default setting is TIFF format.

### ↓ Note

- Even if you specify a format for files being sent to fax, IP-Fax, or Internet fax destinations, the files will not be converted to the format you specify.
- For details about an e-mail destination, see "Sending an E-mail (E-mail Destinations)".
- For details about a folder destination, see "Sending to Folder Destinations (Folder Destinations)".

### 📖 Reference

- p.101 "Sending an E-mail (E-mail Destinations)"
- p.107 "Sending to Folder Destinations (Folder Destinations)"

## Changing the Line Port

Select a line port or protocol to be used for standard fax or IP-Fax transmission.

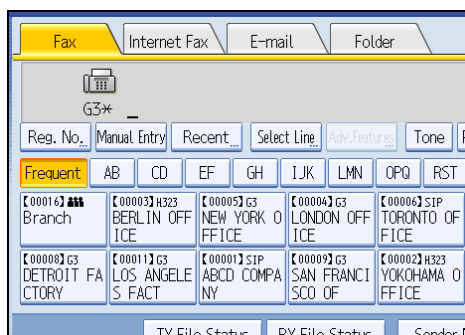
When the extra G3 interface unit is installed, you can connect to a maximum of three ports.

### ★ Important

- To add more fax lines, the optional extra G3 interface unit is required.

### G3

G3 is selected after power up or when the machine is reset. If you install the extra G3 interface unit, you can select "G3-1", "G3-2", "G3-3", or "G3 Auto" depending on the number of the installed unit.



### Multi-port

When the extra G3 interface unit is installed, communications can take place simultaneously through three lines at once.

The following list shows protocol combinations available for each line type.

Option	Available line types	Available protocol combinations
Without option	PSTN	G3
Extra G3 interface unit	PSTN + PSTN	G3 + G3
Extra G3 interface unit + Extra G3 interface unit	PSTN + PSTN + PSTN	G3 + G3 + G3

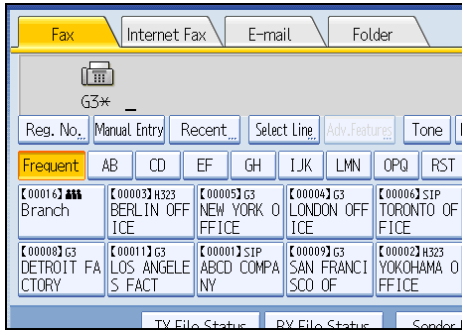
### IP-Fax

When sending an IP-Fax, select either "SIP" or "H.323" as the protocol.

To display "SIP" and "H.323" on the screen, make the settings in "Initial Settings" in the Facsimile Features menu. If you are using SIP, specify "Enable SIP" and "SIP Settings". If you are using H.323, specify "Enable H.323" and "H.323 Settings". For details about these settings, see "Initial Settings".

Ask your administrator whether you should select "SIP" or "H.323" as the protocol.

**1. Press [Select Line].**

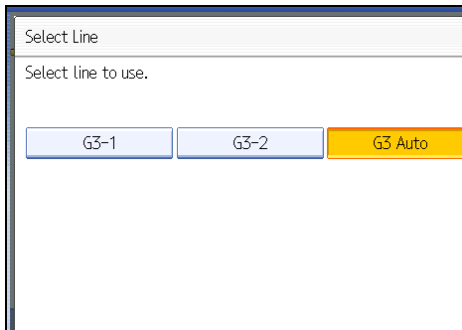


1

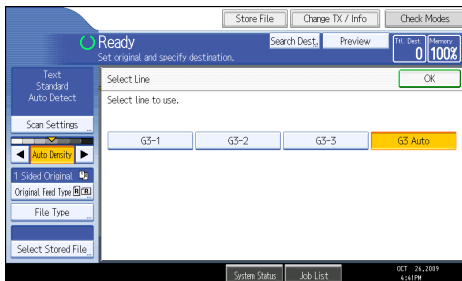
**2. Select the line you want to use.**

If you select "G3 Auto", the machine will use any available line. This increases efficiency.

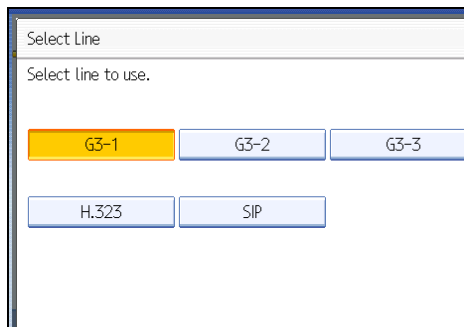
When one optional extra G3 unit is installed



When two optional extra G3 units are installed



When H.323/SIP are set to "On"



### 3. Press [OK].

The standby display appears.

#### ↓ Note

- When you install the extra G3 interface unit, you can specify the line port home position. See "Changing the Default Functions of the Fax's Initial Display".
- When sending a fax, you can select the line port if dialing with the number keys.
- A maximum of three simultaneous communications are possible. You cannot perform three Immediate Transmissions simultaneously.
- If three communications are in progress, the display shows the first communication that was initiated.

#### 📖 Reference

- p.169 "Changing the Default Functions of the Fax's Initial Display"
- p.347 "Initial Settings"

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## Simultaneous Broadcast Using Multiple Line Ports

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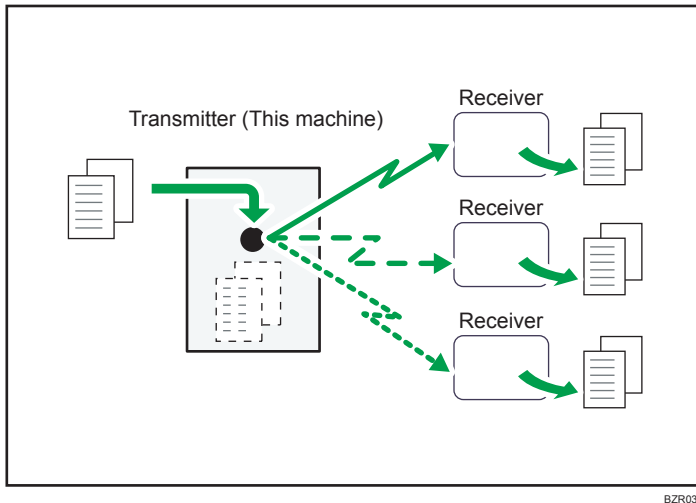
The standard broadcast function sends faxes one at a time to multiple destinations in the order of specified destinations. However, the Simultaneous Broadcast function can simultaneously send faxes to multiple destinations using different lines.

This results in a shorter overall transmission time.

#### ★ Important

- The optional extra G3 interface unit is required.





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**Note**

- A maximum of three simultaneous transmissions (including LAN) are possible.
- When using the optional extra G3 interface unit, if you set the line selection as "G3 Auto" beforehand, the machine will use whichever G3 line is not busy. This increases efficiency.
- This function is available when using LAN-Fax Driver.

# Specifying a Destination

This section explains how to specify a destination.

Fax numbers, IP-Fax destinations, Internet Fax destinations, e-mail destinations, and folder destinations can be specified.

## Note

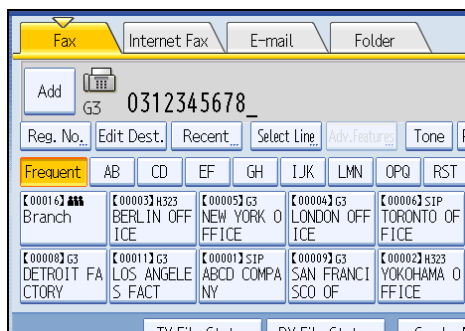
- The display shows the percentage of free memory space for storing originals. Since destinations are programmed in separate memory, dialing fax numbers using the number keys does not change the percentage on the display.

## Sending over a Fax Line (Fax Destinations)

This section explains how to enter a fax number.

Use the number keys on the right side of the control panel to enter numbers.

1. Make sure that [Fax] is selected.
2. Enter the fax number using the number keys.



If you make a mistake, press the [Clear/Stop] key, and then enter again.

When adding a destination, pressing the transmission type tab switches the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

3. Press the [Start] key.

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

## Note

- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".
- You can insert pauses and tones in a fax number. For details, see "Entering a pause" or "Entering a tone".

- If the optional extra G3 interface unit is installed, select the line you want to use before pressing the [Start] key. For details about selecting a line, see “Changing the Line Port”.
- Press [Prg. Dest.] after entering the fax number to store the fax number in the destination list. For details about storing numbers you entered, see “Registering Entered Destinations to the Address Book”.
- For the maximum number of digits that can be included in a destination, see “Maximum Values”.

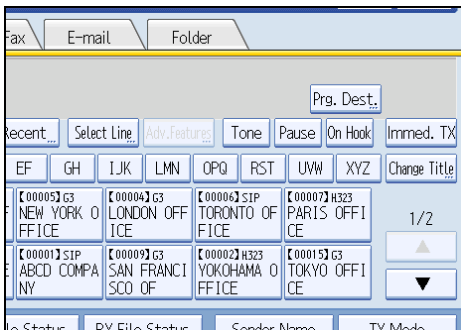
### Reference

- p.84 "Changing the Line Port"
- p.89 "Entering a pause"
- p.90 "Entering a tone"
- p.109 "Using the Address Book to Specify Destinations"
- p.125 "Registering Entered Destinations to the Address Book"
- p.427 "Maximum Values"

## Entering a pause

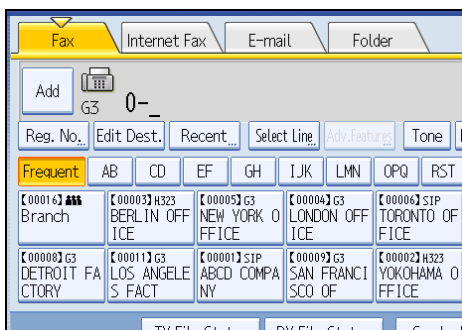
This section explains how to enter a pause.

Press [Pause] when dialing or storing a number to insert a pause of about two seconds.



### Note

- A pause is shown as a “-” on the display.



- You can also program numbers including pauses in the destination list.

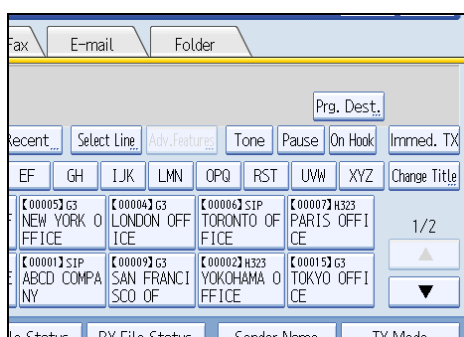
## Entering a tone

This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line).

When you press [Tone], the machine dials the number using tonal signals.

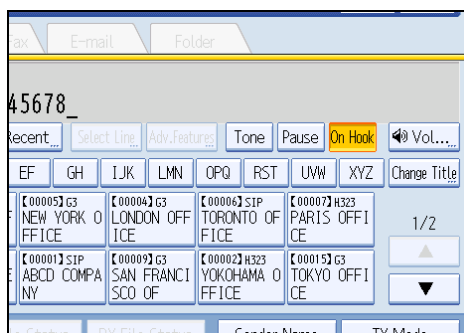
This section explains how to use the tone function with On Hook Dial as an example.

### 1. Press [On Hook].



### 2. Enter the fax number using the number keys.

### 3. Press [Tone].



### 4. Enter the number you want to tone dial using the number keys.

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

Transmission starts.

If you want to cancel a transmission, press the [Clear/Stop] key, and then remove the originals.

After transmission, the standby display appears.

#### ↓ Note

- Certain services may be unavailable even when using Tone function.
- A tone is shown as a "T" on the display and the next numbers are dialed using tonal signals.

## Sending by IP-Fax (IP-Fax Destinations)

This section explains how to specify a destination using IP-Fax transmission.

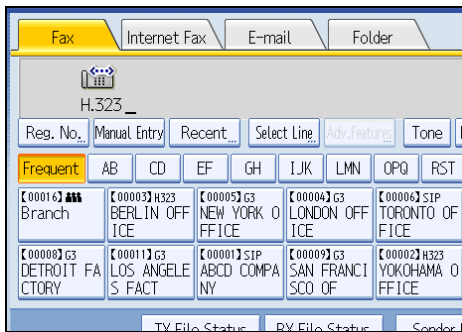
When using IP-Fax transmission, specify the IP-Fax destination (IP address, host name, or alias telephone number) in place of the fax number.

**1. Make sure that [Fax] is selected.**

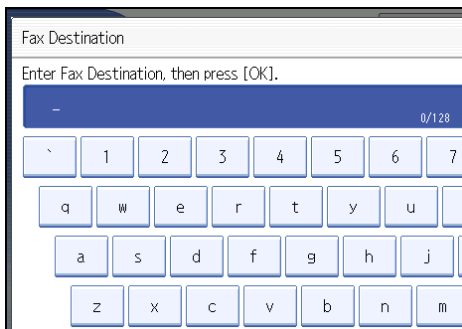
**2. Specify the protocol.**

For details, see “Changing the Line Port”.

**3. Press [Manual Entry].**



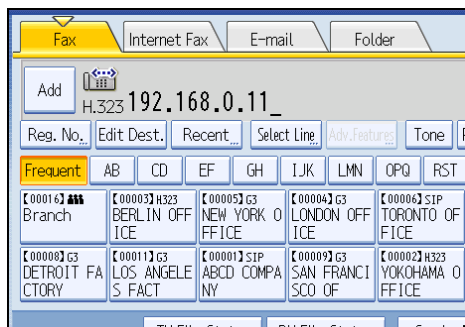
**4. Enter the IP-Fax destination, and then press [OK].**



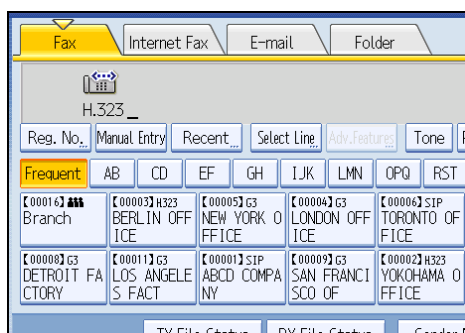
If you enter an incorrect character, press [←], [→], [Backspace], or [Delete All]. Then, re-enter the characters correctly.

To change the IP-Fax destination after pressing [OK], press [Edit Dest.], re-enter an IP-Fax destination, and then press [OK].

## 5. To add a destination, press [Add].



## 6. Specify the next destination.



To add another destination, repeat steps 4 and 5.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

## 7. Press the [Start] key.

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

### Note

- Depending on the security settings, [Manual Entry] might not appear and you might not be able to enter the IP-Fax destination.
- To select a destination from the Address Book, see “Using the Address Book to Specify Destinations”.
- IP-Fax will be available only if the gateway (T.38-compliant), gatekeeper, and SIP server are compatible with this machine. For a list of certified compatible gateways, gatekeepers, and SIP servers, contact your local retail or service representative.
- Methods of entering a destination vary depending on the network settings made by the administrator. Ask the machine administrator for details. For details about entering the IP-Fax destination, see “When using a gatekeeper server or SIP server”.
- For details about text entry, see “Entering Text”, About This Machine.

- The Facsimile Features menu includes a user parameter setting (switch 17, bit 2) that enables you to configure the machine to force the user to press [Add] whenever s/he specifies a destination using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Parameter Settings".
- If you press [Prg. Dest.], you can register an entered destination in the destination list. For details about storing a destination you entered, see "Registering Entered Destinations to the Address Book".
- For the maximum number of digits that can be included in a destination, see "Maximum Values".

### Reference

- p.84 "Changing the Line Port"
- p.93 "When using a gatekeeper server or SIP server"
- p.109 "Using the Address Book to Specify Destinations"
- p.125 "Registering Entered Destinations to the Address Book"
- p.347 "Initial Settings"
- p.375 "Parameter Settings"
- p.427 "Maximum Values"

## When using a gatekeeper server or SIP server

The IP-Fax destination details that you must specify vary depending on the machine's configuration and the configuration of the network to which it is connected.

Depending on this machine's configuration, specify the IP-Fax destination as follows:

### When not using a gatekeeper/SIP server

- From IP-Fax to IP-Fax  
Specify the IP address or host name of the receiving machine.  
Example: 192.168.1.10 (IP address)  
Example: IPFAX1 (host name)
- From IP-Fax to G3 fax  
Specify the G3 fax telephone number of the receiving machine.  
Example: 0312345678

### When using a gatekeeper server

- From IP-Fax to IP-Fax  
Specify the alias telephone number of the receiving machine.  
Example: 0311119999 (alias telephone number)
- From IP-Fax to G3 fax  
Specify the G3 fax telephone number of the receiving machine.

Example: 0312345678

### When using a SIP server

- From IP-Fax to IP-Fax

Specify the SIP user name of the receiving machine.

Example: ABC (SIP user name)

- From IP-Fax to G3 fax

Specify the G3 fax telephone number of the receiving machine.

Example: 0312345678

#### Note

- To send to a G3 fax via a gateway connected to a public telephone line, you must specify it's the receiver's machine telephone number. For example, if the receiver's fax number is "0312345678", specify "5678". To send from an IP-Fax to G3 fax without using gatekeeper or SIP server, you must register the gateway also.
- An alias telephone number is a number that is registered in the gatekeeper, and is available only in the network to which the gatekeeper is connected.
- Pay attention to the number of telephone number digits set in the gateway/IP address conversion table to avoid transmission error.
- SIP allows you to transmit and receive documents via an IPv6 network. This machine does not support H.323 over IPv6.
- Although the machine can have multiple IP addresses in an IPv6 environment, only one address can receive IP-Faxes.
- To send via IPv6, you must specify, for the receiver's IPv6 address and host name, the manually configured address for the receiver's fax.
- For reception when not using SIP server in an IPv6 environment, you must specify this machine's IPv6 address manually. This is not necessary if you are using SIP server.
- To send by IPv4 when using SIP server in a mixed IPv4/IPv6 environment, enter "v4:" at the beginning of the IP-Fax destination. Likewise, to send by IPv6 when using SIP server in a mixed IPv4/IPv6 environment, enter "v6:" at the beginning of the IP-Fax destination.
- "SIP call setup" is performed either by IPv4 or IPv6, depending on the configuration of your environment.

### Setting a port number

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#### When using IP address and port number

To send to an IP-Fax destination, depending on the receiver's network configuration, you might have to specify the IPv4 address and port number of the receiving machine. For example, if the receiver's IPv4 address is "192.168.1.10" and the port number is "2100", specify "192.168.1.10:2100".



Similarly, if the receiver's IPv6 address is "fe80::0123:4567:89ab:cdef" and the port number is "2200", specify "[fe80::0123:4567:89ab:cdef]:2200". Ask your network administrator for details.

### When using host name and port number

When you specify a host name, depending on the receiver's network configuration, you may need to specify the host name and port number of the receiving machine. For example, if the receiver's host name is "IPFAX1" and the port number is "2100", specify "IPFAX1:2100". Ask the network administrator for details.

1

## Sending by Internet Fax (Internet Fax Destinations)

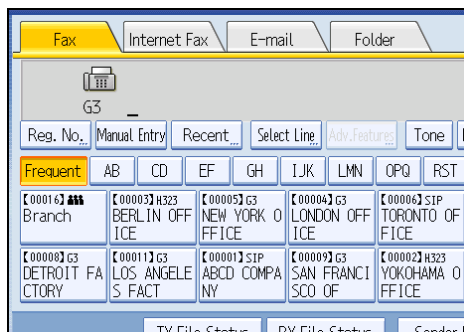
This section explains how to specify an Internet Fax destination.

When using Internet Fax transmission, specify the e-mail address (Internet Fax destination) in place of the fax number.

### ★ Important

- You can also enter a computer's e-mail address as the destination. In this case, you can send TIFF files only.
- To send an Internet Fax, you must specify the sender.
- The sender must be registered in the Address Book in advance. Register his/her e-mail address and specify "Use Name as" for [Sender] using "Address Book Management" in "System Settings". For details about these settings, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Reference.
- Internet Fax is performed using Memory Transmission, which automatically starts transmission after storing documents in memory. If you switch the type of transmission to Internet Fax while the machine is in Immediate Transmission mode, the transmission mode is automatically switched to Memory Transmission.

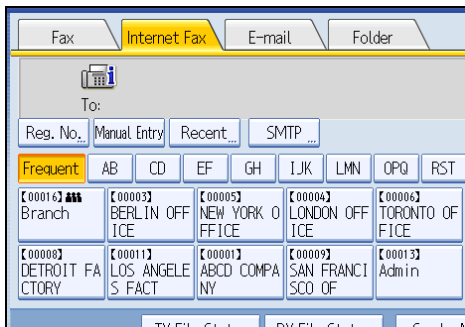
#### 1. Press [Internet Fax] to switch the transmission type to Internet Fax.



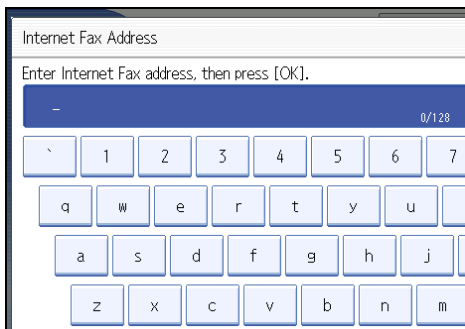
#### 2. Specify the sender.

For details, see "Sender Settings".

**3. Press [Manual Entry].**



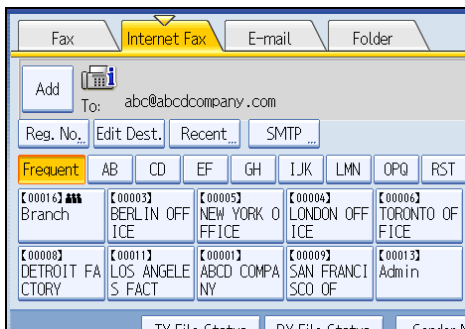
**4. Enter the Internet Fax destination, and then press [OK].**



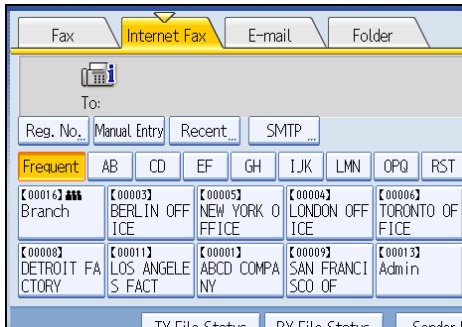
If you enter an incorrect character, press [←], [→], [Backspace], or [Delete All]. Then, re-enter the characters correctly.

To change the e-mail address after pressing [OK], press [Edit Dest.], re-enter an e-mail address, and then press [OK].

**5. To add a destination, press [Add].**



## 6. Specify the next destination.



To add another destination, repeat steps 5 and 6.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

## 7. Press the [Start] key.

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

### Note

- Depending on the security settings, [Manual Entry] might not appear and you might not be able to enter the e-mail address.
- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".
- For details about text entry, see "Entering Text", About This Machine.
- For details about canceling a transmission, see "Canceling a Transmission".
- The Facsimile Features menu includes a user parameter setting (switch 17, bit 2) that enables you to configure the machine to force the user to press [Add] whenever s/he specifies a destination using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Parameter Settings".
- If you press [Prg. Dest.], you can register an entered destination in the destination list. For details about programming destinations, see "Registering Entered Destinations to the Address Book".
- For the maximum number of digits that can be included in a destination, see "Maximum Values".
- When the sender is specified, the transmission result etc. is sent to the sender's e-mail address.
- If "Auto Specify Sender Name" is set to "On" in "System Settings", the sender is automatically specified and you can omit the procedure for specifying a sender. If "On" is selected, either the administrator's or this machine's e-mail address appears in the "From" field. For details about Auto Specify Sender Name, see "File Transfer", Network and System Settings Reference.
- If "Auto Specify Sender Name" is set to "Off" in "System Settings" and no e-mail address is registered for the sender you specified, Internet Fax documents cannot be sent.

## Reference

- p.109 "Using the Address Book to Specify Destinations"
- p.125 "Registering Entered Destinations to the Address Book"
- p.148 "Sender Settings"
- p.159 "Canceling a Transmission"
- p.375 "Parameter Settings"
- p.427 "Maximum Values"

## Bypassing the SMTP server

You can send Internet Fax documents directly to their destinations without going through the SMTP server. Normally, Internet Fax is sent through the SMTP server. With this feature however, the domain part of the destination's e-mail address is read as the SMTP server's address and transmissions bypass the SMTP server. Since this reduces the load on the server, you can send Internet Faxes without having to take into account the transfer time from server to destination.

## Important

- To use this function, the following settings must be specified:
  - In "System Settings", "SMTP Server", in "File Transfer", set the port number to "25".
  - To specify the host name of the other party as the domain part of the e-mail address, register the host name of the other party on the DNS server.
  - For details about these settings, see "File Transfer", Network and System Settings Reference.
- If the other party's IP address is not registered on the DNS server, specify the IP address at the domain part of the e-mail address.
- To send a document over an IPv6 network, you must specify the other party's host name (not IP address) as the domain part.
- To use this function, the other party's fax machine must:
  - be compatible with Internet Fax
  - be connected to the same LAN as this machine
  - support SMTP reception and have its reception protocol set to SMTP
- SMTP authentication set on the other party's fax machine is disabled when Internet Fax is transmitted using this function.
- If an Internet Fax is transmitted from the other party using this function, even if reception fails, Error Mail Notification is not sent to the sender.
- When an Internet Fax is transmitted using this function, even if transmission fails, the server does not send error notification e-mail.

- When using this function, you cannot send Internet Fax to the administrator e-mail address that is registered on this machine.

There are two ways of specifying a destination, as follows:

**By specifying the other party's host name**

Specify a destination's e-mail address by adding the other party's host name to the domain part of the e-mail address. Specify the address after the @ as follows: "host name", ". (dot)", and "domain name".

xxxx@host name of the other party.domain name

For example, if the other party's e-mail address is "abc@defcompany.com" and the host name is "HOST":

abc@HOST.defcompany.com

**By specifying the other party's IP address**

Specify a destination's e-mail address by changing the domain part of the e-mail address to the other party's IP address.

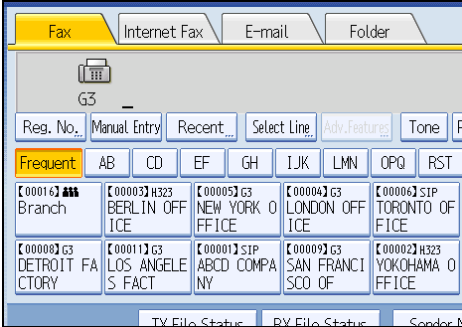
xxxx@[the other party's IP address]

For example, if the other party's e-mail address is "abc@defcompany.com" and the IP address is "192.168.1.10":

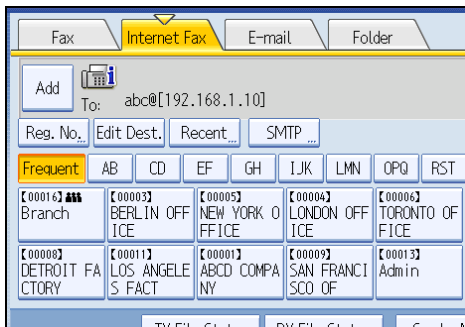
abc@[192.168.1.10]

Use the following procedure to bypass the SMTP server.

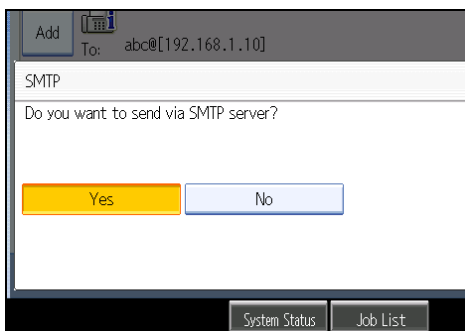
**1. Press [Internet Fax] to switch the transmission type to Internet Fax.**



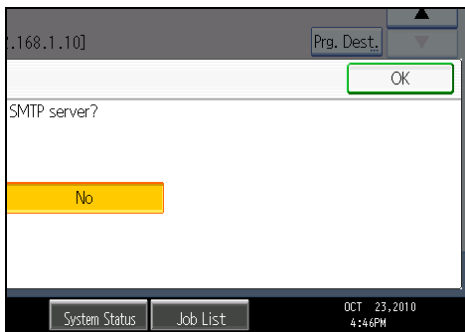
2. Press [SMTP].



3. Press [No].



4. Press [OK].



**Note**

- If you use [Manual Entry] to specify the destinations directly, you can also specify whether or not to use SMTP server for each destination.
- If you use the destination list to select the destinations, the SMTP server setting specified in the Address Book is enabled. For details about making the SMTP server settings in the Address Book, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Reference.

- To send Internet Fax documents from a computer, use LAN-Fax Driver to specify whether or not to bypass the SMTP server. When sending with the [Use device address] check box selected, the SMTP server setting specified on this machine is enabled.

## Sending an E-mail (E-mail Destinations)

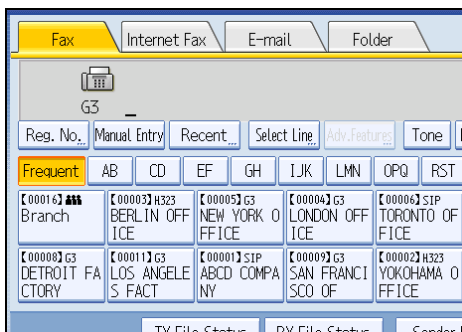
This section explains how to send a document to a computer by specifying an e-mail address.

To use e-mail transmission, specify the e-mail address in place of the fax number.

### ★ Important

- You can also enter the e-mail address of another machine that supports Internet Fax. Note however that only TIFF-F files can be sent by Internet Fax. Depending on the model of the destination machine, PDF files might not be accepted.
- To send an e-mail, you must specify the sender.
- The sender must be registered in the Address Book in advance. Register his/her e-mail address and specify "Use Name as" for [Sender] using "Address Book Management" in "System Settings". For details about these settings, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Reference.
- To use an e-mail address registered in the Address Book as an e-mail destination, set "Use E-mail Address for" as [E-mail / Internet Fax Destination]. Use the same procedure for e-mail addresses that are registered in group destinations in the Address Book.
- E-mail transmission is performed using Memory Transmission, which automatically starts transmission after storing documents in memory. If you switch the type of transmission to e-mail while the machine is in Immediate Transmission mode, the transmission mode is automatically switched to Memory Transmission.

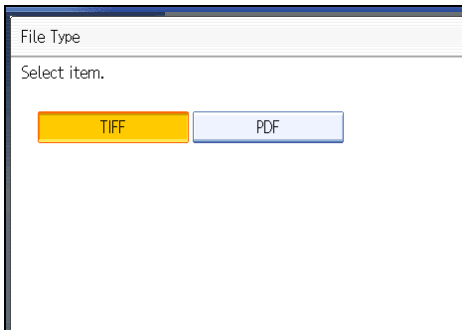
- Press [E-mail] to switch the transmission type to e-mail.



2. To set the file type, press [File Type].



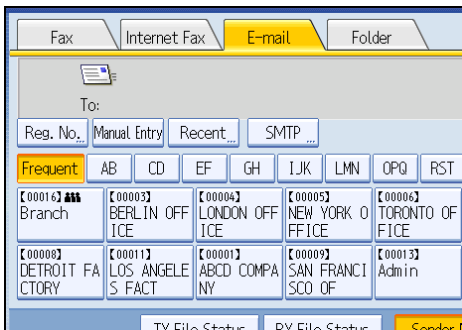
Select [TIFF] or [PDF], and then press [OK].



3. Specify the sender.

For details, see "Sender Settings".

4. Press [Manual Entry].





## 5. Enter the e-mail destination, and then press [OK].

If you enter an incorrect character, press [←], [→], [Backspace], or [Delete All]. Then, re-enter the character correctly.

To change the e-mail address after pressing [OK], press [Edit Dest.], re-enter the e-mail address, and then press [OK].

## 6. To add a destination, press [Add].

## 7. Specify the next destination.

To add another destination, repeat steps 6 and 7.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

## 8. Press the [Start] key.

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

### Note

- Depending on the security settings, [Manual Entry] might not appear and you might not be able to enter the e-mail address.
- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".
- For details about text entry, see "Entering Text", About This Machine.
- For details about canceling a transmission, see "Canceling a Transmission".
- The Facsimile Features menu includes a user parameter setting (switch 17, bit 2) that enables you to configure the machine to force the user to press [Add] whenever s/he specifies a destination using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Parameter Settings".
- If you press [Prg. Dest.], you can register an entered destination in the destination list. For details about programming destinations, see "Registering Entered Destinations to the Address Book".
- For the maximum number of digits that can be included in a destination, see "Maximum Values".
- When the sender is specified, the transmission result etc. is sent to the sender's e-mail address.
- If "Auto Specify Sender Name" is set to "On" in "System Settings", the sender is automatically specified and you can omit the procedure for specifying a sender. If "On" is selected, the either administrator's or this machine's e-mail address appears in the "From" field. For details about Auto Specify Sender Name, see "File Transfer", Network and System Settings Reference.
- If "Auto Specify Sender Name" is set to "Off" in "System Settings" and no e-mail address is registered for the sender you specified, e-mail documents cannot be sent.
- For details about an e-mail destination, see "E-mail Transmission".

### Reference

- p.47 "E-mail Transmission"
- p.109 "Using the Address Book to Specify Destinations"
- p.125 "Registering Entered Destinations to the Address Book"
- p.148 "Sender Settings"
- p.159 "Canceling a Transmission"
- p.375 "Parameter Settings"
- p.427 "Maximum Values"

## Bypassing the SMTP server

---

You can send e-mail documents directly to their destinations without going through the SMTP server.

Normally, e-mail is sent through the SMTP server. With this feature however, the domain part of the destination's e-mail address is read as the SMTP server's address and transmissions bypass the SMTP server. Since this reduces the load on the server, you can send e-mails without having to take into account the transfer time from server to destination.

### ★ Important

- To use this function, the following settings must be specified:
  - In "System Settings", "SMTP Server", in "File Transfer", set the port number to "25".
  - To specify the host name of the other party as the domain part of the e-mail address, register the host name of the other party on the DNS server.
  - For details about these settings, see "File Transfer", Network and System Settings Reference.
- If the other party's IP address is not registered on the DNS server, specify the IP address at the domain part of the e-mail address.
- To send a document over an IPv6 network, you must specify the other party's host name (not IP address) as the domain part.
- To use this function, the other party's computer or server must:
  - be in an environment where e-mail can be received
  - be connected to the same LAN as this machine
  - support SMTP reception and have its reception protocol set to SMTP
- SMTP authentication set on the other party's computer or server is disabled when e-mail is sent using this function.
- If e-mail is sent from the other party using this function, even if reception fails, Error Mail Notification is not sent to the sender.
- When e-mail is sent using this function, even if transmission fails, the server does not send error notification e-mail.
- When using this function, you cannot send e-mail to the administrator e-mail address that is registered on this machine.

There are two ways of specifying a destination, as follows:

#### By specifying the other party's host name

Specify a destination's e-mail address by adding the other party's host name to the domain part of the e-mail address. Specify the address after the @ as follows: "host name", ".", (dot), and "domain name".

xxxx@host name of the other party.domain name

For example, if the other party's e-mail address is "abc@defcompany.com" and the host name is "HOST":

abc@HOST.defcompany.com

### By specifying the other party's IP address

Specify a destination's e-mail address by changing the domain part of the e-mail address to the other party's IP address.

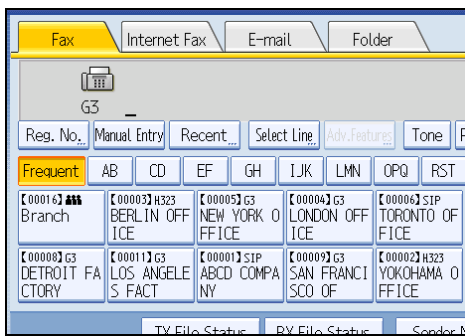
xxxx@[the other party's IP address]

For example, if the other party's e-mail address is "abc@defcompany.com" and the IP address is "192.168.1.10":

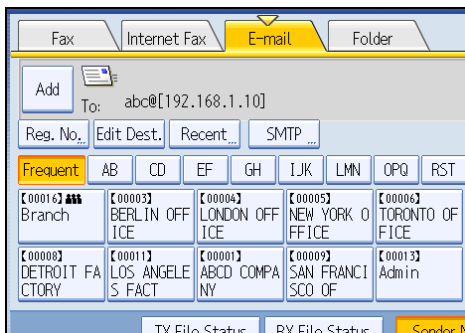
abc@[192.168.1.10]

Use the following procedure to bypass the SMTP server.

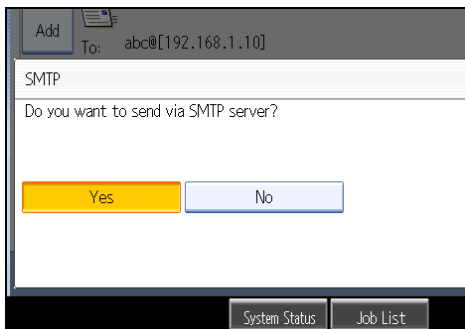
#### 1. Press [E-mail] to switch the transmission type to e-mail.



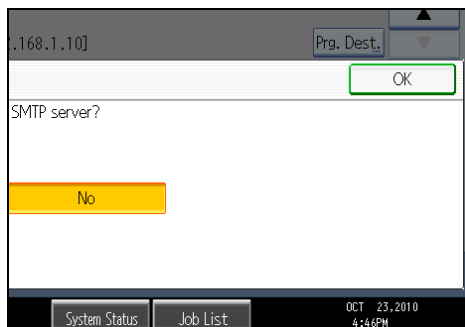
#### 2. Press [SMTP].



#### 3. Press [No].



#### 4. Press [OK].



#### ↓ Note

- If you use [Manual Entry] to specify the destinations directly, you can also specify whether or not to use SMTP server for each destination.
- If you use the destination list to select the destinations, the SMTP server setting specified in the Address Book is enabled.

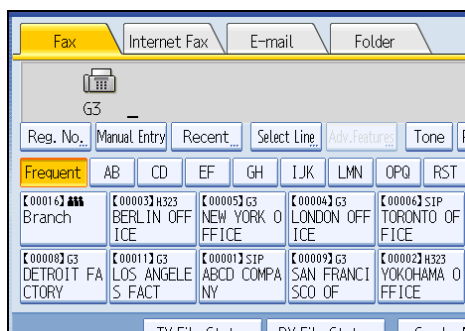
## Sending to Folder Destinations (Folder Destinations)

You can specify a folder destination by selecting a Destination key from the destination list.

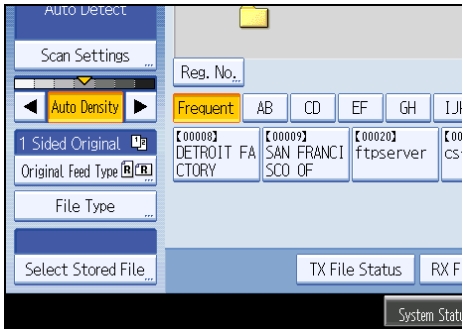
#### ★ Important

- To send to a folder destination, you must first register the path for the folder in the Address Book. You cannot enter the path on the standby display. For details about how to register a folder destination, see “Registering Addresses and Users for Facsimile/Scanner Functions”, Network and System Settings Reference.

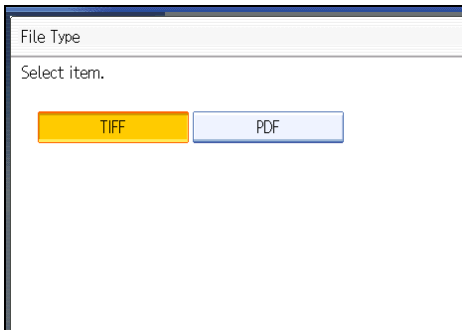
#### 1. Press [Folder] to switch the transmission type to folder.



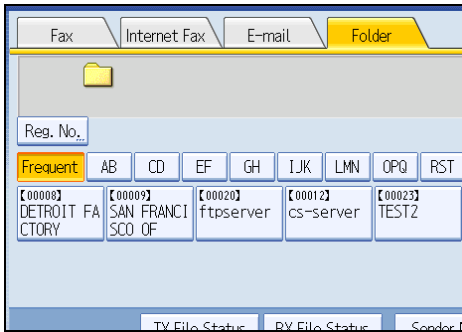
2. To set the file type, press [File Type].



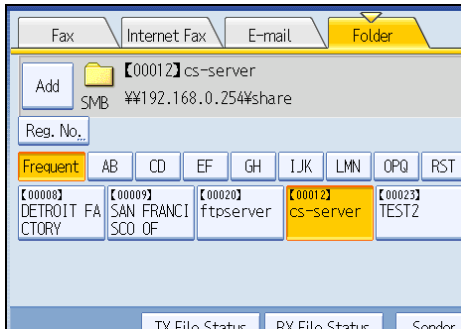
Select [TIFF] or [PDF], and then press [OK].



3. Press the Destination key to specify a destination.



#### 4. Specify the next destination.



To add another folder destination, press the next Destination key.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

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

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

#### Note

- Folder transmission is performed using Memory Transmission, which automatically starts transmission after storing documents in memory. If you switch the type of transmission to folder while the machine is in Immediate Transmission mode, the transmission mode is automatically switched to Memory Transmission.
- For details about canceling a transmission, see "Canceling a Transmission".
- The Facsimile Features menu includes a user parameter setting (switch 17, bit 2) that enables you to configure the machine to force the user to press [Add] whenever s/he specifies a destination using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Parameter Settings".
- For details about a folder destination, see "Folder Transmission".

#### Reference

- p.51 "Folder Transmission"
- p.159 "Canceling a Transmission"
- p.375 "Parameter Settings"

## Using the Address Book to Specify Destinations

When destinations are programmed in a destination list, you can specify a destination by selecting a Destination key from the destination list.

The programmed name appears on Destination key.

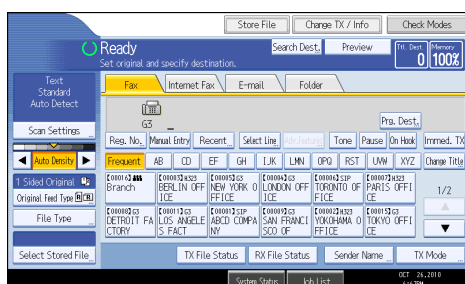
Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

### ★ Important

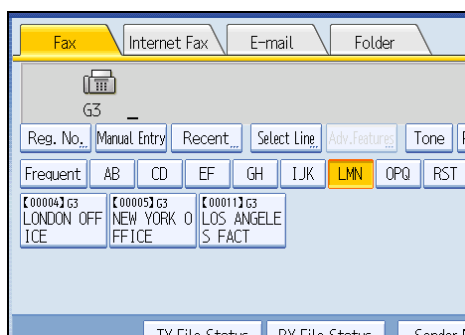
- In the destination list, program destinations in advance. For details about programming destinations, see “Registering Addresses and Users for Facsimile/Scanner Functions”, Network and System Settings Reference.

1. Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.
2. Press the title word key where the desired destination is programmed.

For example, if you want to specify “NewYork Office” programmed in “LMN”, press [LMN].



3. Press the Destination key programmed with the desired destination.



If the desired Destination key is not shown, press [▲] and [▼] to look through the list.

To cancel the selection, press the selected Destination key again. You can also press the [Clear/Stop] key to cancel the selection.

To select more destinations, repeat steps 2 and 3.

The destination is set and the Destination key is highlighted.

4. Press the [Start] key.



## Note

- To check the contents of Destination keys, print the destination list using Print Address Book: Destination List under System Settings. For details about the printing method, see “Administrator Tools”, Network and System Settings Reference.

1


## Switching the type of title in the Address Book

There are three types of titles for destination lists; “Title 1”, “Title 2”, and “Title 3”.

1. Press [Change Title].
2. Select the type of the title, and then press [OK].

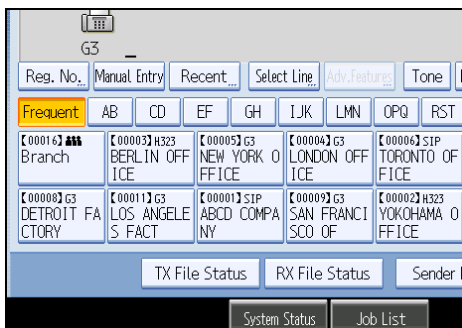
## Specifying Group Destinations

If you program multiple destinations into a group, you can send documents to all destinations in that group using just a few keystrokes.

Destinations programmed in a group are indicated by a group icon .

## Important

- In the destination list, program groups in advance. For details about programming destinations, see “Registering Addresses and Users for Facsimile/Scanner Functions”, Network and System Settings Reference.
  - Group destination can be used only for Memory Transmission; it cannot be used for Immediate Transmission. The machine automatically changes to Memory Transmission when you use group destination.
  - The total number of destinations programmed in multiple groups should not exceed the maximum number of destinations you can specify per file, see “Maximum Values”.
1. Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.
  2. Press the Destination key programmed with the desired group.



The destination is set and the Destination key is highlighted.

To select more groups, repeat step 2.

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

#### Note

- To view which destinations are registered in a group, print the group list using the Print Address Book: Destination List function under System Settings. For details about the printing method, see "Administrator Tools", Network and System Settings Reference.
- A confirmation message appears if the destination group includes an address that is incompatible with the specified transmission type. Press [Select] to specify destinations where the numbers or addresses of the specified transmission type are registered. Press [Cancel] to change the destination.
- To cancel any destination(s) among the group, press [Expand Group Dest.] in [Check Modes]. Then, on the standby display, press [▲] and [▼] to display the desired destination, and then press the [Clear/Stop] key. You can also cancel a transmission by pressing the highlighted Destination key to deselect it.

#### Reference

- p.427 "Maximum Values"

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## International TX Mode

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If you set the International TX mode to [On], the machine sends faxes at lower speed. This improves the chances of successful reception, but increases the time required for sending.

To send a fax using International TX Mode, you must first set the International TX mode to [On] and register the destination in the Address Book. For details about how to register destinations for International TX Mode, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Reference.

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## Selecting Destinations from Recent Destinations

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The machine stores the latest destinations specified for each transmission method.

This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination again.

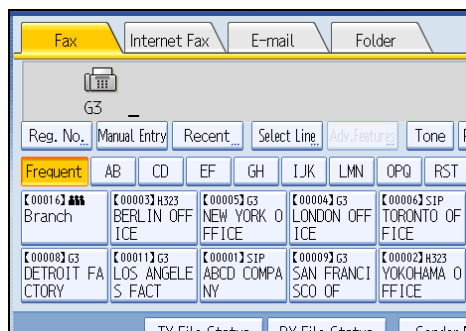
#### Important

- **The following kinds of destinations are not stored:**
  - Destinations specified using the destination list
  - Destinations specified as a group destination
  - Destinations specified under Memory File Transfer

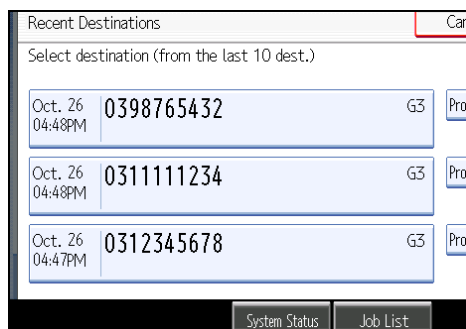
- Destinations selected from Recent Destinations (regarded as already stored in memory)
- Second and later destinations broadcasted to
- Destinations specified in the LAN-Fax Driver on the computer
- Folder destination

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

2. Press [Recent].



3. Select the destination you want to redial to, and then press [OK].



4. Press the [Start] key.

#### Note

- You can select Internet Fax, IP-Fax, and e-mail destinations from Recent Destinations as well.
- When you press [Program Dest.], you can register a selected destination in the destination list. For details about storing a destination you selected, see "Registering Entered Destinations to the Address Book".
- For the maximum number of recent destinations the machine can store, see "Maximum Values".
- You can delete destinations stored in "Recent Destinations" using the [Delete Recent Destinations] function in the Facsimile Features menu. For details about this function, see "General Settings".

#### Reference

- p.125 "Registering Entered Destinations to the Address Book"

- p.335 "General Settings"
- p.427 "Maximum Values"

## 1

## Preventing Transmission to the Wrong Destination

If you want to prevent documents being sent to the wrong destination, you can configure the machine to prompt users twice for the destination, or to display the entered destination prior to transmission.

### Re-entering a fax number to confirm destination

Enter the fax number again to confirm the destination is correct.

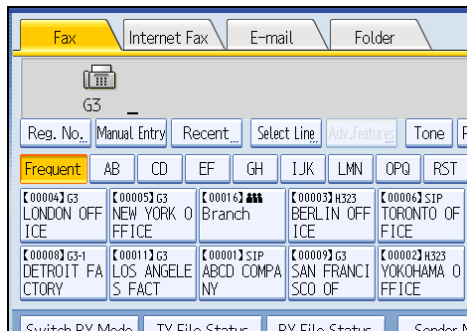
Transmission is disabled if the confirmation fax number does not match the first fax number. This function helps prevent users accidentally sending faxes to the wrong destination.

If you want to enable this function, contact your service representative.

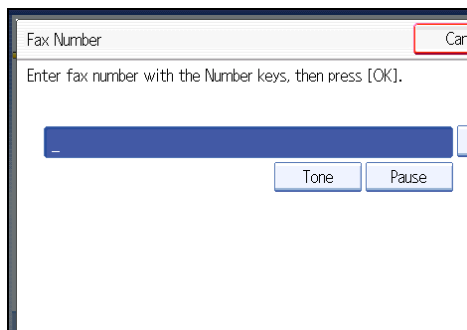
#### ★ Important

- When using this function, you must press [Manual Entry] on the standby display to enter the fax number.

#### 1. Press [Manual Entry].

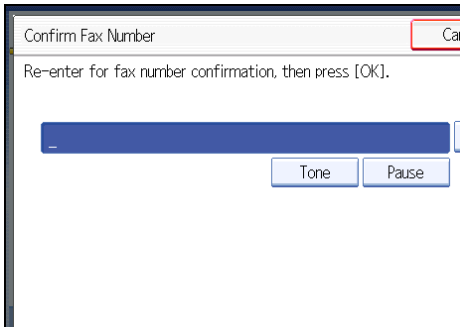


#### 2. Enter the fax number using the number keys, and then press [OK].



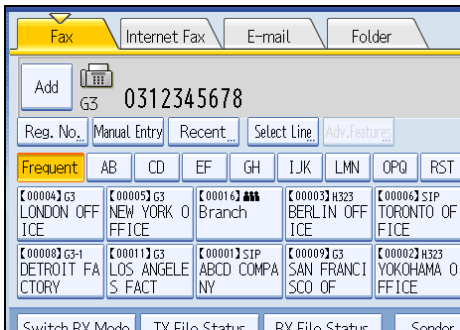
If you make a mistake, press [Clear], and then enter the number again.

### 3. Enter the fax number again, and then press [OK].



The destination is specified.

### 4. Press the [Start] key.



Transmission starts.

After transmission, the standby display appears.

#### ↓ Note

- If the "Entered destination is not correct." message appears, press [Exit] and check the fax number again, and then repeat the procedure from step 1.
- Please contact your service representative if specifying the number of times (1 to 15) that the fax number must be re-entered. Step 3 must be repeated as many times as is set here.
- You cannot edit the first fax number that is entered.
- You cannot use this function from the simplified display.

## Displaying the destination prior to transmission

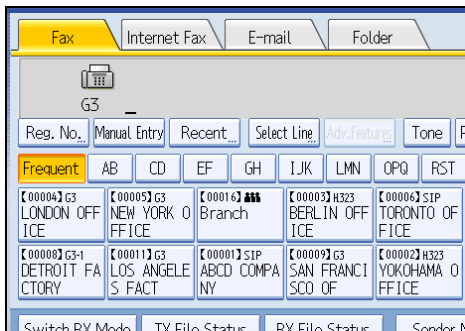
To prevent documents being sent to the wrong destination, you can configure the machine to display the destination again after it has been entered and before the file is sent.

If you want to enable this function, contact your service representative.

Note that the entered destination will not be displayed again if you are sending the fax by any of the following means:

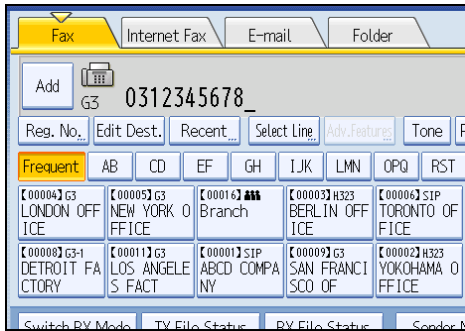
- Scanning without entering a destination (storing documents, storing documents in Information Boxes)
- On Hook Dial
- Manual Dial
- the [Simplified Display]

**1. Specify the destination.**

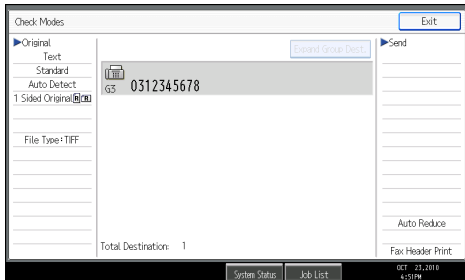


If you make a mistake, press the [Clear/Stop] key, and then enter the number again.

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



Displays the destination and the transmission settings.



To change the destination, press [Exit], and then specify the destination again.

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

Transmission starts.

After transmission, the standby display appears.

## Registering Destinations in the Address Book

This section explains how to register a fax number in the Address Book.

You can register fax numbers, IP-Fax destinations, Internet Fax destinations, e-mail destinations, and folder destinations in the Address Book. For details about how to register IP-Fax destinations, Internet Fax destinations, e-mail destinations, and folder destinations, see “Registering Addresses and Users for Facsimile/Scanner Functions”, Network and System Settings Reference.

You can back up the contents of the Address Book. For details about how to do this, see “Administrator Tools”, Network and System Settings Reference.

### Note

- You can also register Address Book fax numbers, IP-Fax destinations, Internet Fax destinations, e-mail destinations, and folder destinations to groups.
- On the facsimile initial display, press [Prg. Dest.] to display the registration screen of the Address Book. You can register destinations on this screen.
- To register destinations, press [Prg. Dest.] after entering Fax destinations, IP-Fax destinations, Internet Fax destinations or e-mail destinations. You cannot register folder destinations using this screen. For details about registering folder destinations, see “Registering Addresses and Users for Facsimile/Scanner Functions”, Network and System Settings Reference.
- In the facsimile initial display, if you change the contents of the Address Book, the “Destination list / machine settings are updated.” message appears. Press [Exit] to bring back the facsimile initial display.
- You can register destinations in the Address Book using Web Image Monitor. For details about operation of Web Image Monitor, see “Monitoring and Configuring the Machine”, Network and System Settings Reference, or, for information about the Address Book, see the Web Image Monitor's Help.

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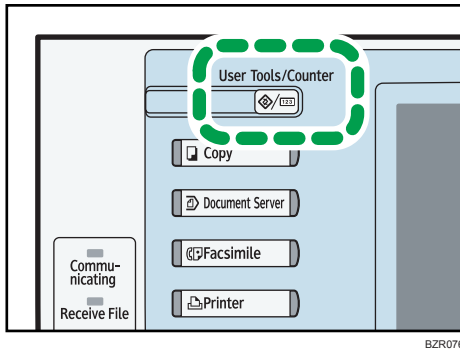
### Registering a Fax Destination

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This section explains how to register a name and fax number to the Address Book.

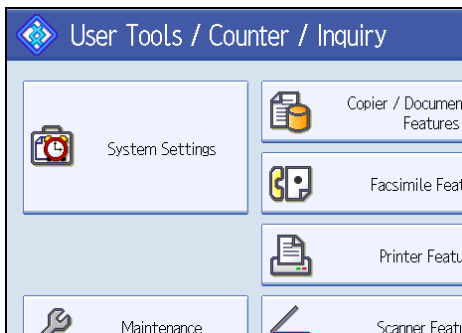


1. Press the [User Tools/Counter] key.

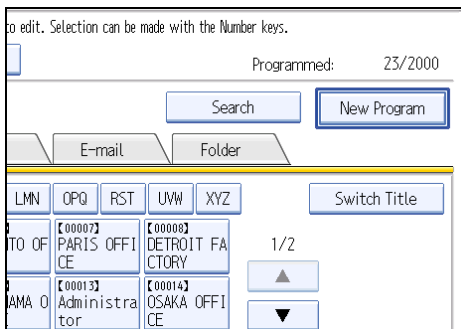


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2. Press [System Settings].

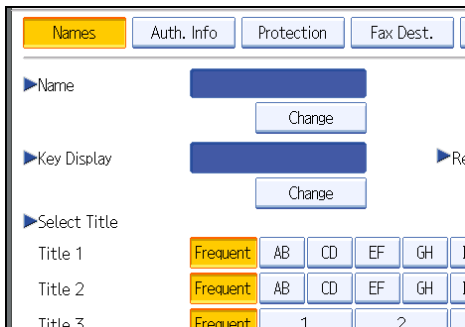


3. Press [Administrator Tools].
4. Press [Address Book Management].
5. Check that [Program / Change] is selected.
6. Press [New Program].



1

**7. Press [Change] under "Name".**



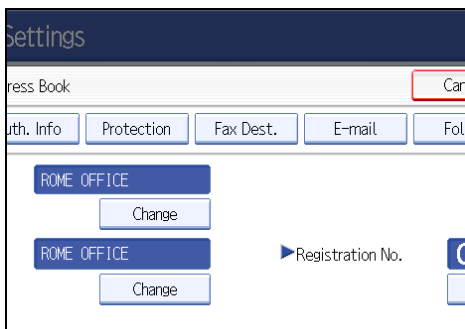
The name entry display appears.

**8. Enter the name, and then press [OK].**

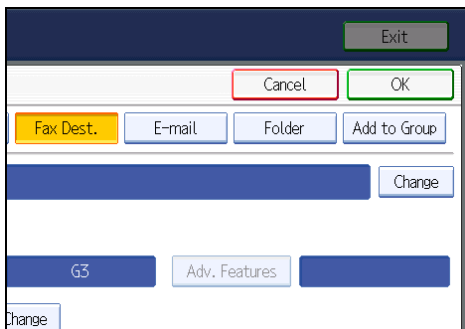
If necessary, press [Change] under "Key Display", and then enter the name of the key to which the destination is assigned.

**9. Press the key for the classification you want to use under "Select Title".**

**10. Press [Fax Dest.].**



**11. Press [Change] under "Fax Destination".**



**12. Enter the fax number using the number keys, and then press [OK].**

**13. Specify the following functions for each destination, as necessary:**

- Select Line: specify a line port for each destination.

- Adv. Features: program SUB/SID/SEP/PWD Codes.
- International TX Mode: set whether or not to use International TX Mode.
- Fax Header: specify the header that appears on your faxes when the receiver prints them.
- Label Insertion: specify label information such as the destination name that appears on your faxes when the receiver prints them.

14. Press [OK].

15. Press [Exit].

16. Press the [User Tools/Counter] key.

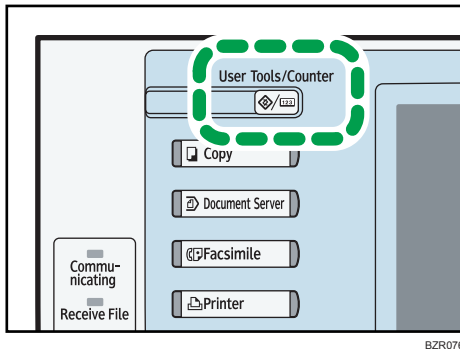
**Note**

- For details about the procedure in step 13, see “Registering Addresses and Users for Facsimile/Scanner Functions”, Network and System Settings Reference.

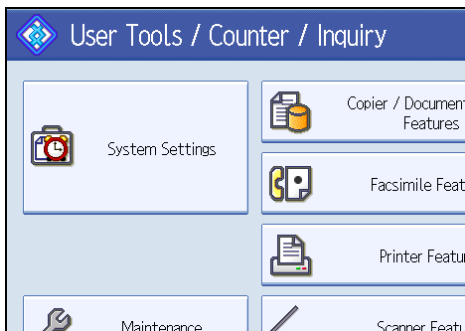
## Changing a Fax Destination

This section explains how to change a name and fax number registered in the Address Book.

1. Press the [User Tools/Counter] key.



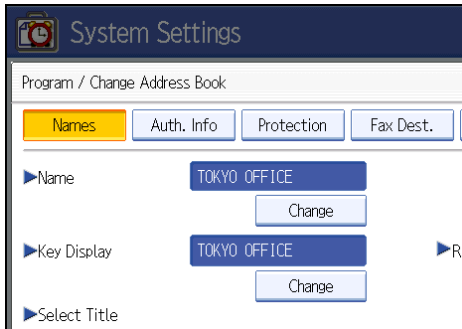
2. Press [System Settings].



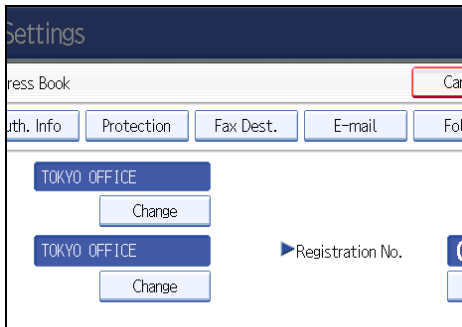
3. Press [Administrator Tools].

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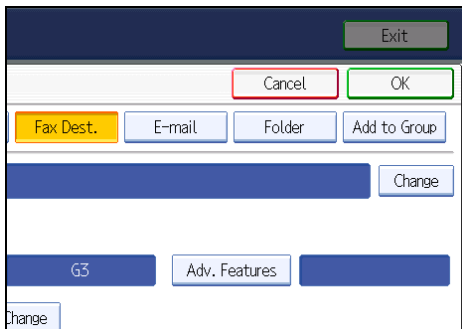
4. Press [Address Book Management].
5. Check that [Program / Change] is selected.
6. Select the name whose fax destination you want to change.  
Press the name key, or enter the registration number using the number keys.
7. To change the name or key display, press [Change] under "Name" or "Key Display".



8. Enter the name or key display, and then press [OK].
9. To change the title, press the key for the classification you want to use from "Select Title".
10. Press [Fax Dest.].



11. Press [Change] under "Fax Destination".



12. Enter the new fax number using the number keys, and then press [OK].

13. Change the settings of "Select Line", "Adv. Features", "International TX Mode", "Fax Header", and "Label Insertion", as necessary.
14. Press [OK].
15. Press [Exit].
16. Press the [User Tools/Counter] key.

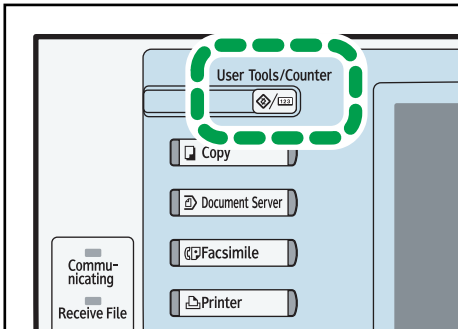
#### ↓ Note

- For details about the procedure in step 13, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Reference.

## Deleting a Fax Destination

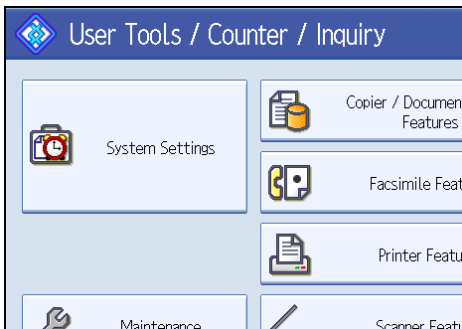
This section explains how to delete destination information from the Address Book.

1. Press the [User Tools/Counter] key.



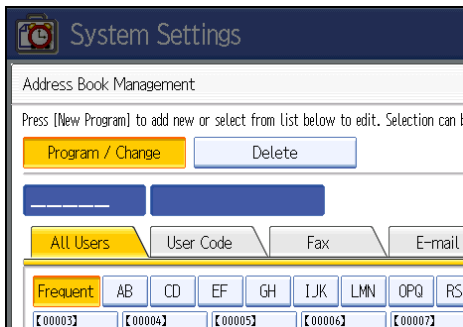
BZR076

2. Press [System Settings].



3. Press [Administrator Tools].
4. Press [Address Book Management].

5. Press [Delete].



6. Select the name you want to delete.

Press the name key, or enter the registration number using the number keys.

7. Press [Yes].

8. Press [Exit].

9. Press the [User Tools/Counter] key.

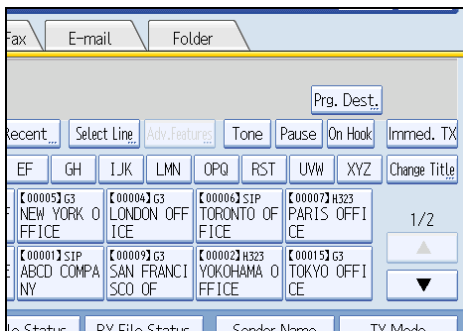
## Registering Destinations to the Address Book from [Prg. Dest.]

This section explains how to register a directly entered fax number, IP-Fax destination, Internet Fax destination, e-mail destination, or folder destination to the Address Book from [Prg. Dest].

**★ Important**

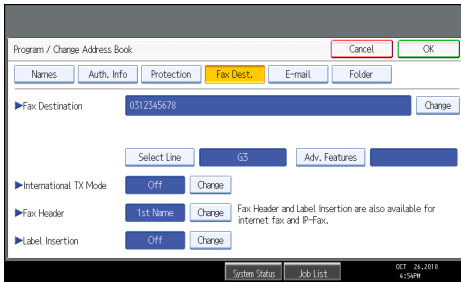
- To use an e-mail address registered in the Address Book as an e-mail destination, specify "Use E-mail Address for" for [E-mail / Internet Fax Destination]. Use the same procedure for e-mail addresses that are registered in group destinations in the Address Book.

1. Press [Prg. Dest.].



2. Enter the destination.

3. Press [Names] and enter any necessary information.



4. Press [OK].

**Note**

- For details about registering destinations, see “Registering Addresses and Users for Facsimile/Scanner Functions”, Network and System Settings Reference.
- Depending on the security settings, [Prg. Dest.] might not appear and you might not be able to register the destination.

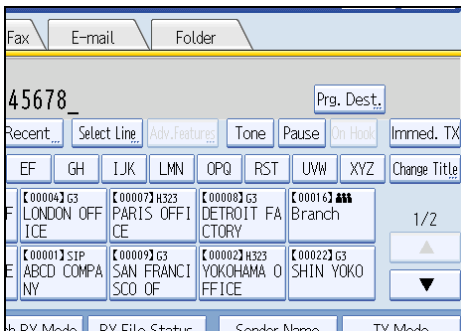
## Registering Entered Destinations to the Address Book

This section explains how to register a directly entered fax number, IP-Fax destination, Internet Fax destination, or e-mail destination to the Address Book.

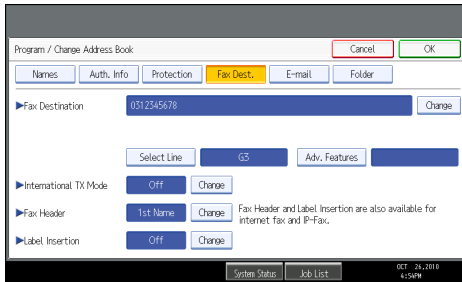
**Important**

- To use an e-mail address registered in the Address Book as an e-mail destination, specify “Use E-mail Address for” for [E-mail / Internet Fax Destination]. Use the same procedure for e-mail addresses that are registered in group destinations in the Address Book.

1. Press [Prg. Dest.].



**2. Press [Names] and enter any necessary information.**



**3. Press [OK].**

**Note**

- For details about registering destinations, see “Registering Addresses and Users for Facsimile/Scanner Functions”, Network and System Settings Reference.
- Depending on the security settings, [Prg. Dest.] might not appear and you might not be able to register the destination.



# Searching for a Destination in the Address Book

Use this function to search for a destination registered in the destination list or on the LDAP server.

## ★ Important

- To search for a destination from an LDAP server, the LDAP server must be registered in advance. For details about registering LDAP servers, see “Administrator Tools”, Network and System Settings Reference.

## ↓ Note

- Press the transmission type tab on the Search Destination screen to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.
- The search returns only destinations whose first characters match the entered characters.
- A warning message appears if the search returns more than the maximum number of destinations you can search for at a time. Press [Exit] and change the destination name to view fewer destinations.
- For the maximum number of destinations you can search at a time using [Search Dest.], see “Maximum Values”.
- Although one user can program multiple e-mail addresses, only one address can be retrieved by the search. The address retrieved by the search depends on the searching method supported by the LDAP server. However, the address programmed first is normally retrieved.

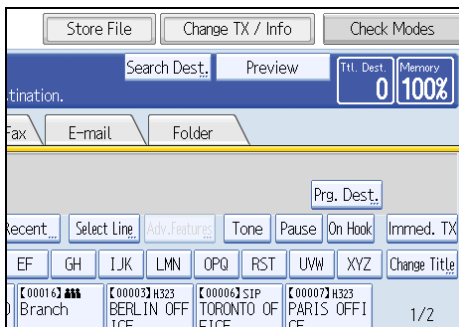
## 📖 Reference

- p.427 "Maximum Values"

## Search by Destination Name

This section explains how to search for a destination registered in the Address Book by name.

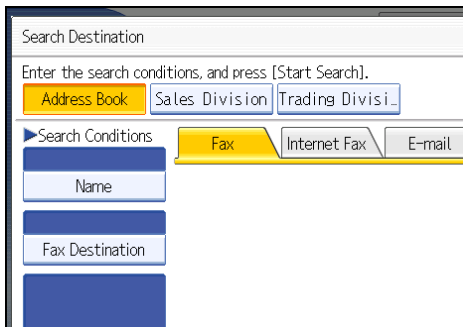
### 1. Press [Search Dest.].



### 2. Select a search destination.

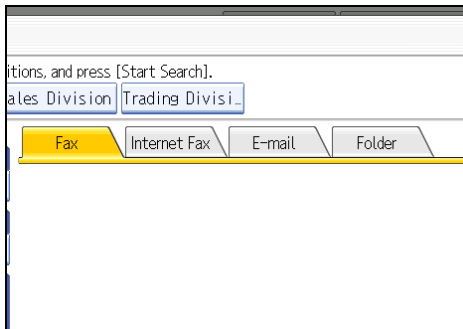
To search through the Address Book, select [Address Book].

To search through an LDAP server, select the relevant LDAP server.

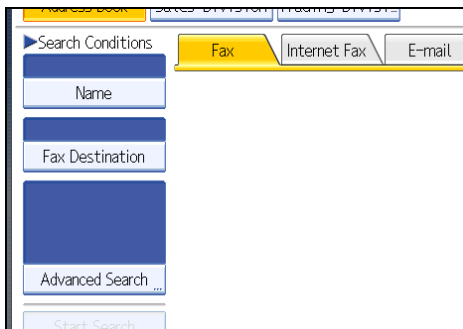


**3. Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.**

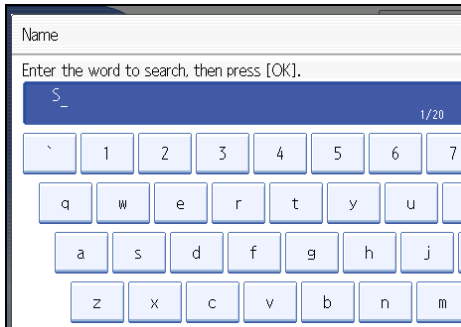
If you selected an LDAP server in step 2, you cannot select [Folder].



**4. Press [Name].**

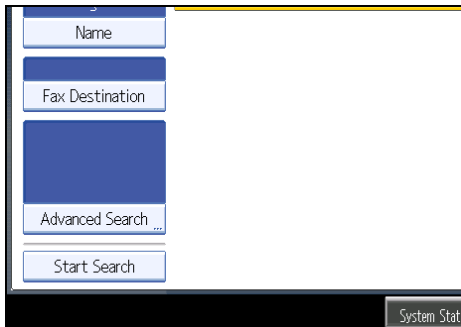


5. Enter the destination name you want to search for, and then press [OK].



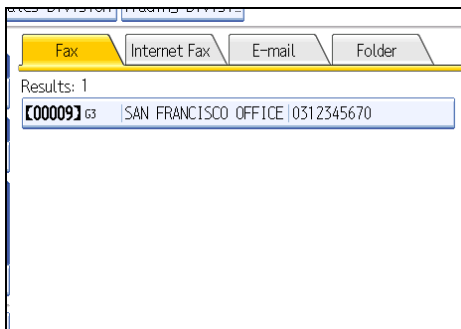
If you enter a wrong destination name, press [←], [→], [Backspace], or [Delete All], and then enter the destination name again.

6. Check the characters you have entered are correct, and then press [Start Search].



When the search is finished, a result appears.

7. Select a destination.



If the destination you require does not appear, use [▲] or [▼] to scroll through the list.

Press [Details] to display the details of a selected destination.

↓ **Note**

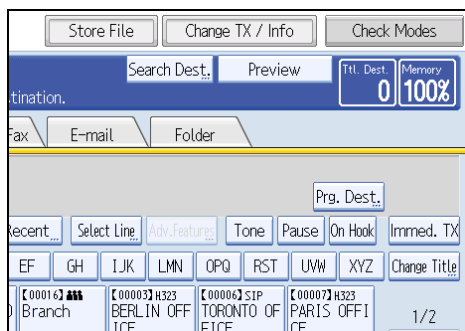
- For details about text entry, see "Entering Text", About This Machine.

## Search by Fax Number/IP-Fax Destination

This section explains how to search for a destination registered in the Address Book by fax number or IP-Fax destination.

1

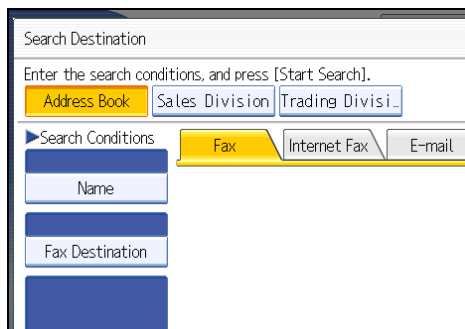
### 1. Press [Search Dest.].



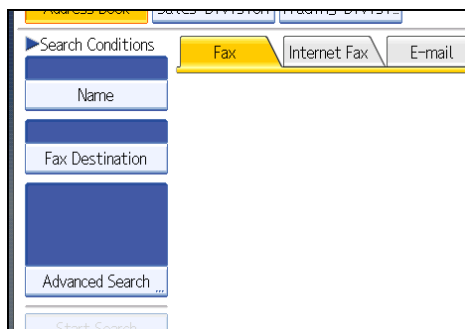
### 2. Select a search destination.

To search through the Address Book, select [Address Book].

To search through an LDAP server, select the relevant LDAP server.

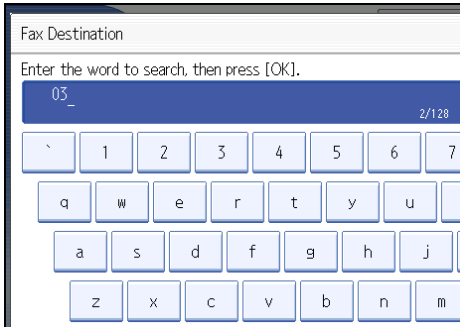


### 3. Press [Fax Destination].



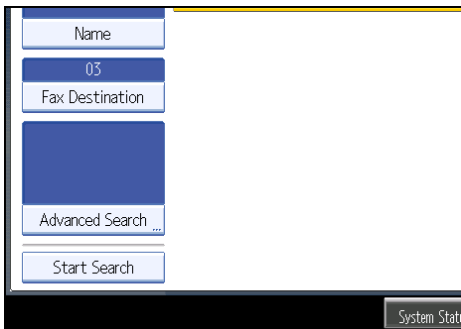
### 4. Enter the number you want to search for, and then press [OK].

To search for an IP-Fax destination, enter the IP-Fax destination that you want to find.



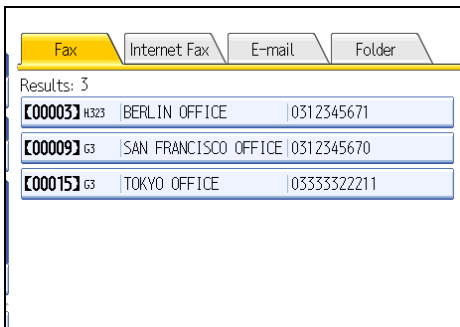
If you enter a wrong number, press [←], [→], [Backspace], or [Delete All], and then enter the number again.

**5. Check the fax numbers you have entered are correct, and then press [Start Search].**



When the search is finished, a result appears.

**6. Select a destination.**



If the destination you require does not appear, use [▲] or [▼] to scroll through the list.

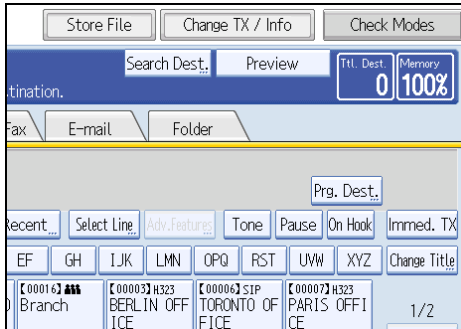
Press [Details] to display the details of a selected destination.

## Search by Internet Fax Destination

This section explains how to search for a destination registered in the Address Book by Internet Fax destination.

1

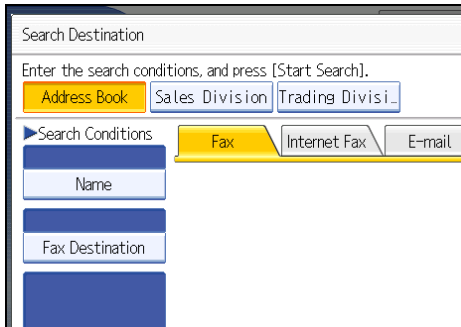
### 1. Press [Search Dest.].



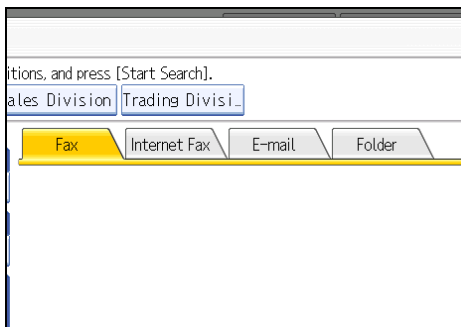
### 2. Select a search destination.

To search through the Address Book, select [Address Book].

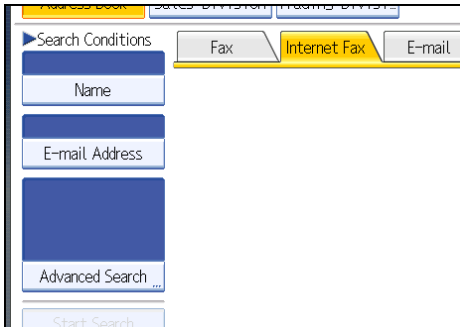
To search through an LDAP server, select the relevant LDAP server.



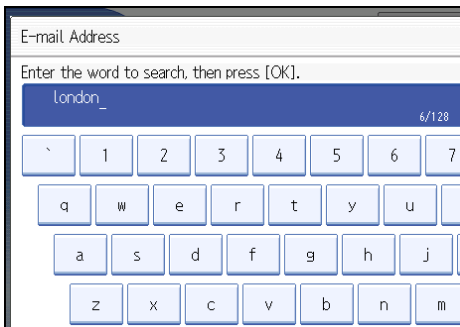
### 3. Press [Internet Fax] to switch the transmission type to Internet Fax.



#### 4. Press [E-mail Address].

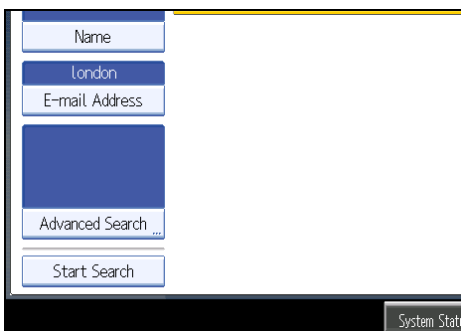


#### 5. Enter the e-mail address (Internet Fax destination) you want to search for, and then press [OK].



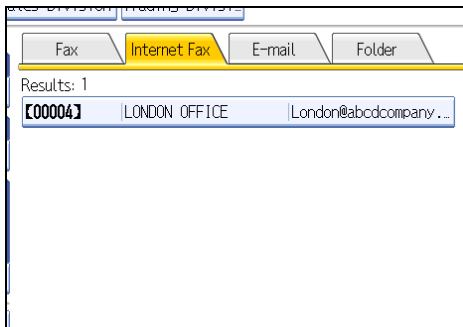
If you enter a wrong character, press [←], [→], [Backspace], or [Delete All], and then enter the character again.

#### 6. Check the characters you have entered are correct, and then press [Start Search].



When the search is finished, a result appears.

**7. Select a destination.**

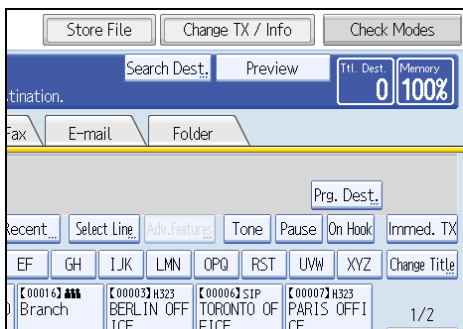


If the destination you require does not appear, use [▲] or [▼] to scroll through the list.  
 Press [Details] to display the details of a selected destination.

## Search by E-mail Destination

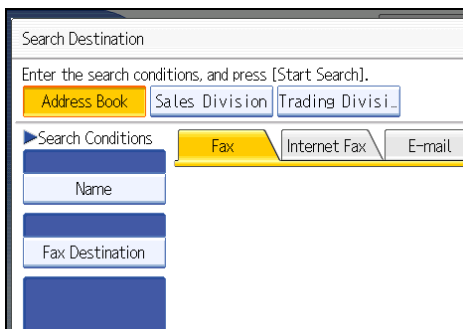
This section explains how to search for a destination registered in the Address Book by e-mail destination.

**1. Press the [Search Dest.].**



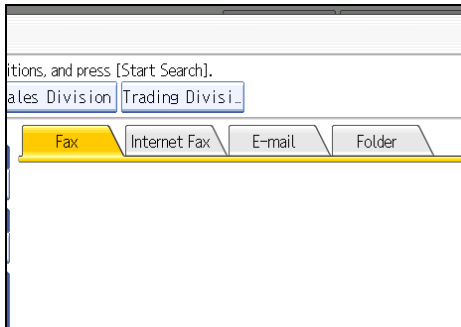
**2. Select a search destination.**

To search through the Address Book, select [Address Book].  
 To search through an LDAP server, select the relevant LDAP server.

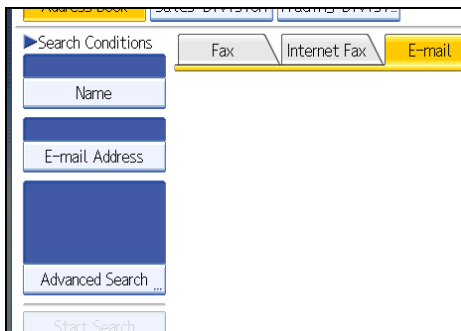




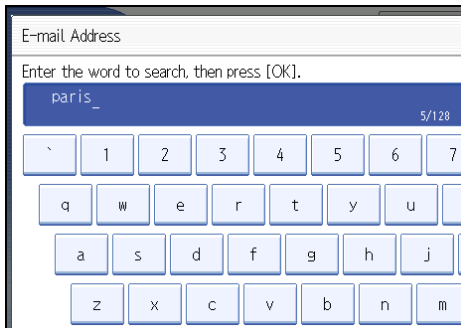
### 3. Press [E-mail] to switch the transmission type to e-mail.



### 4. Press [E-mail Address].

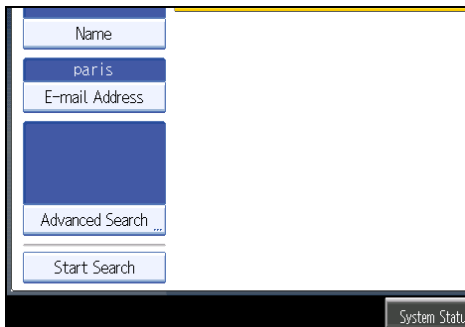


### 5. Enter the e-mail address (e-mail destination) you want to search for, and then press [OK].



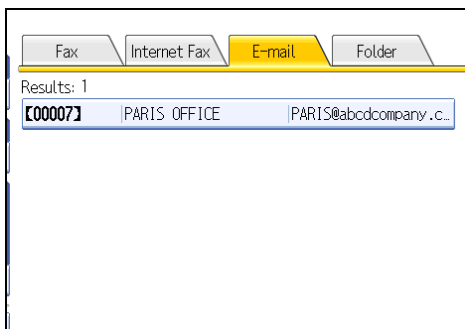
If you enter a wrong character, press [←], [→], [Backspace], or [Delete All], and then enter the character again.

**6. Check the characters you have entered are correct, and then press [Start Search].**



When the search is finished, a result appears.

**7. Select a destination.**

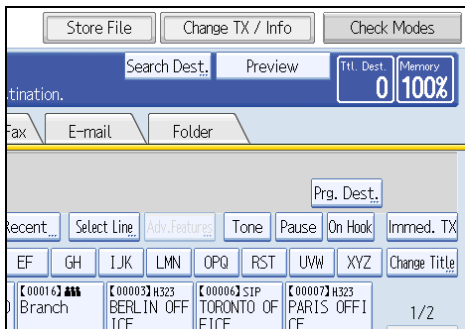


If the destination you require does not appear, use [▲] or [▼] to scroll through the list. Press [Details] to display the details of a selected destination.

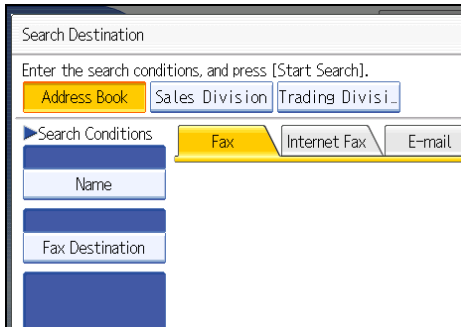
## Search by Folder Destination

This section explains how to search for a destination registered in the Address Book by folder destination.

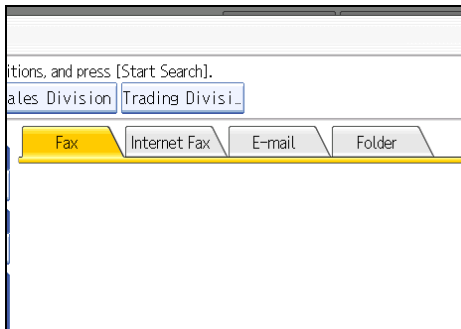
**1. Press the [Search Dest.].**



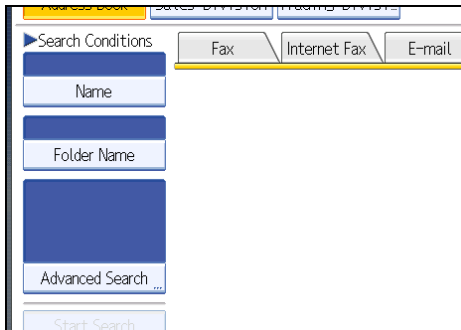
**2. Make sure that [Address Book] is selected.**



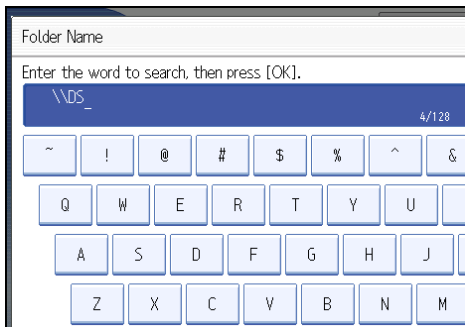
**3. Press [Folder] to switch the transmission type to folder.**



**4. Press [Folder Name].**

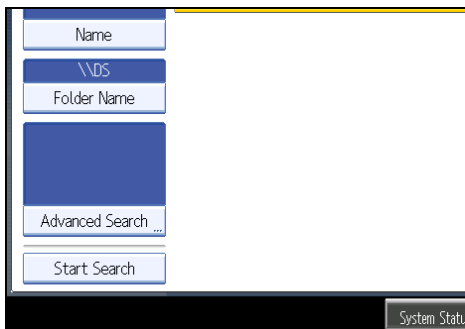


5. Enter the folder name you want to search for, and then press [OK].



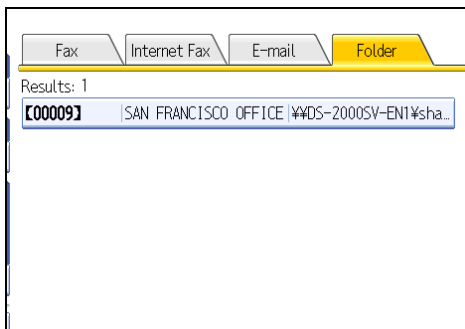
If you enter a wrong character, press [←], [→], [Backspace], or [Delete All], and then enter the character again.

6. Check the characters you have entered are correct, and then press [Start Search].



When the search is finished, a result appears.

7. Select a destination.



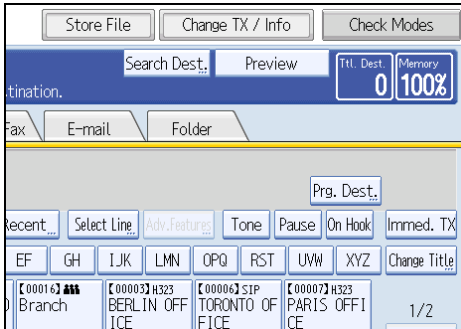
If the destination you require does not appear, use [▲] or [▼] to scroll through the list. Press [Details] to display the details of a selected destination.

## Search Using Advanced Search

This section explains how to search for a destination registered in the Address Book by specifying search criteria.

1

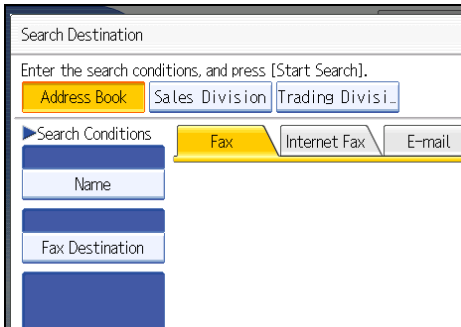
### 1. Press [Search Dest.].



### 2. Select a search destination.

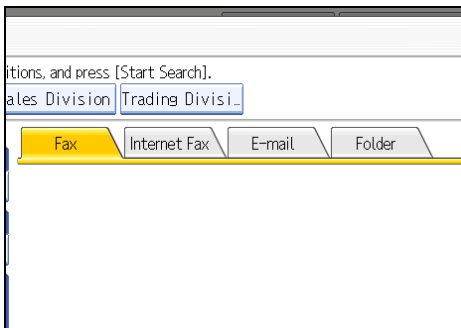
To search through the Address Book, select [Address Book].

To search through an LDAP server, select the relevant LDAP server.



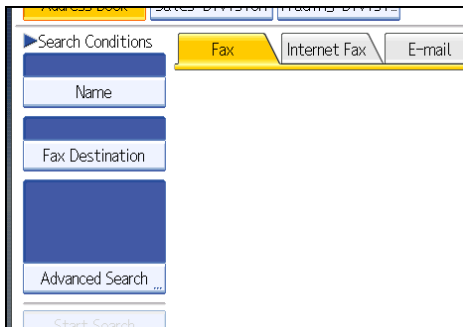
### 3. Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.

If you selected an LDAP server in step 2, you cannot select [Folder].



1

4. Press [Advanced Search].



5. Press the key for each condition, and then enter a partial string.



The following conditions can be specified for Address Book searches: Name, Fax Destination, E-mail Address, and Folder Name.

The following conditions can be specified for LDAP server searches: Name, Fax Destination, E-mail Address, Company Name, and Department Name.

6. Select search criteria for each condition.



The meanings of the search criteria are as follows:

- [Beginning Word]: Search for strings that start with the specified character.  
Example: When searching for "ABC", enter "A".
- [End Word]: Search for strings that end with the specified character.  
Example: When searching for "ABC", enter "C".
- [Exact Match]: Search for strings that fully match the specified character.

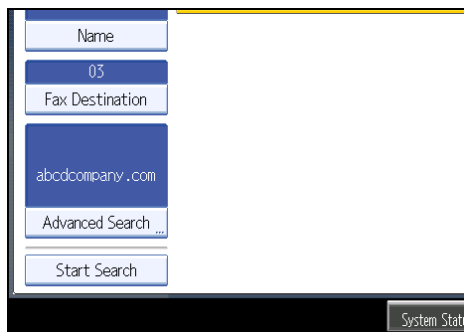
Example: When searching for "ABC", enter "ABC".

- [Include one Word]: Search for strings that include the specified character.  
Example: When searching for "ABC", enter "A", "B", or "C".
- [Exclude Words]: Search for strings that do not include the specified character.  
Example: When searching for "ABC", enter "D".
- [Fuzzy Search]: Perform a fuzzy search.

This item appears when selecting an LDAP server in step 2. The performance of fuzzy search depends on the search method supported by the LDAP server.

### 7. Press [OK].

### 8. Press [Start Search].



When the search is finished, the search result appears.

### 9. Select a destination.

If the destination you require does not appear, press [▲] or [▼] to display it.

Press [Details] to display the details of a selected destination.

#### ↓ Note

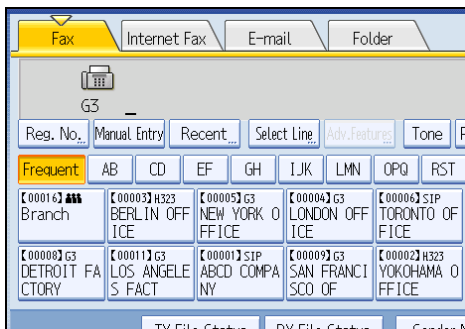
- You can add one additional search condition for LDAP servers by specifying the Search Options under Program / Change / Delete LDAP Server under System Settings. See "Administrator Tools", Network and System Settings Reference.
- When searching via LDAP servers, the string you enter in the [Name] condition field is read as the first or last name, depending on the administrator's setting. For example, to search for the name "John Smith", ask the system administrator whether you should enter "John" or "Smith".
- For details about text entry, see "Entering Text", About This Machine.

## Search by Registration Number

This section explains how to search for a destination by specifying a registration number stored in the destination list.

1

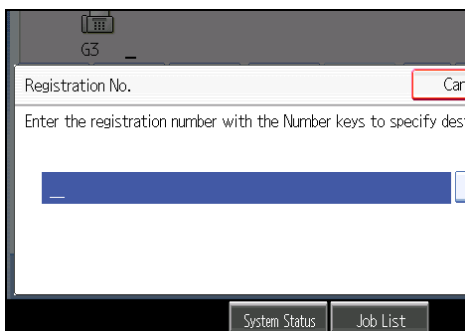
1. Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.



2. Press [Reg. No.].

The registration number entry display appears.

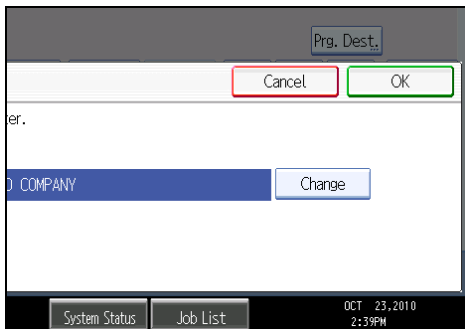
3. Enter a registration number using the number keys, and then press [#].



While usually a registration number is displayed in the five-digit format, you do not need to enter the first zeros of a registration number.

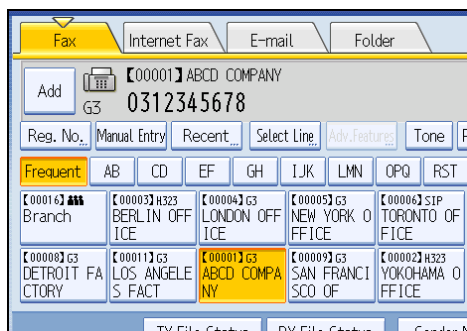
If you make a mistake, press [Clear] before pressing [#], and then try again.

4. Press [OK].



The corresponding destination appears.





**Note**

- If the "Cannot find the specified Registration No." message appears, the specified registration number or selected type of transmission is wrong or does not exist. Press [Exit], check the registration number again, and then follow the procedure from step 1 or 3.

# On Hook Dial

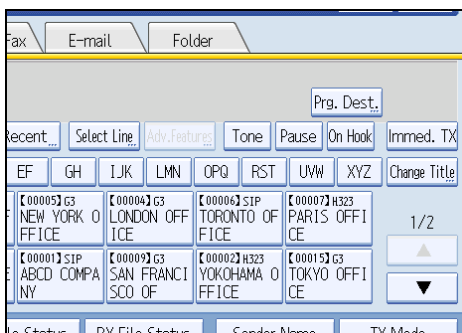
The On Hook Dial function allows you to dial while listening to the tone from the internal speaker.

You can send a fax checking the connection.

## ★ Important

- This function is not available for the extra G3 line, Internet Fax, IP-Fax, and transmission to e-mail/folder destinations.

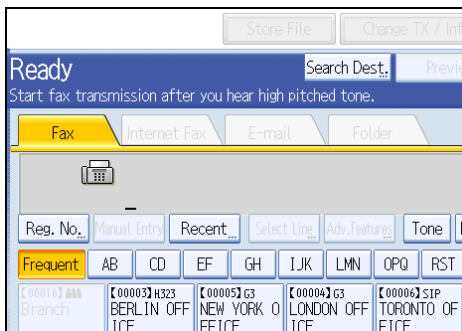
1. Place the original, and then select the scan settings you require.
2. Press [On Hook].



You will hear a low tone from the internal speaker.

If you want to cancel this operation, press [On Hook] again.

3. Dial.



The machine immediately dials the destination.

If you make a mistake, press [On Hook] or the [Clear Modes] key, and then try again.

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

Transmission starts.

If you want to cancel a transmission, press the [Clear/Stop] key, and then remove the originals.

After transmission, the standby display appears.

 **Note**

- This function is unavailable in some countries.
- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".
- Press [Vol...] to display the Adjust Sound Volume screen, and then press [Louder] or [Lower] to adjust the volume of the on-hook sound. The volume can also be preprogrammed in the Facsimile Features menu.
- If you have the optional handset or an external telephone on the fax machine, you can speak with the other party when you hear a voice. If you hear a voice before pressing the [Start] key, pick up the optional handset or the external telephone and tell the receiver you want to send a fax document (ask them to switch to facsimile mode).
- The Facsimile Features menu contains the On Hook Mode Release Time setting, which allows you to specify the time after which On Hook mode is deactivated. See "General Settings".

 **Reference**

- p.109 "Using the Address Book to Specify Destinations"
- p.335 "General Settings"

# Manual Dial

Pick up the optional handset or the hand set of the external telephone and dial. If you hear a voice at the other end, continue conversation as normal.

## ★ Important

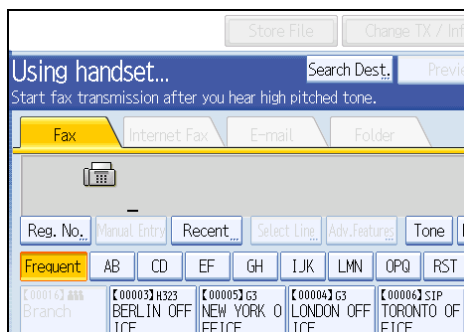
- The optional handset or an external telephone is required.
- This function is not available for the extra G3 line, Internet Fax, IP-Fax, and transmission to e-mail/folder destinations.

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

2. Pick up the handset.

You will hear a dial tone.

3. Dial.



The machine immediately dials the destination.

If you make a mistake, replace the handset, and then 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 document.

If you hear a voice, tell the receiver that you want to send them a fax document (ask them to switch to facsimile mode).

Transmission starts.

5. Replace the handset.

If you want to cancel a transmission, press the [Clear/Stop] key, and then remove the originals.

After transmission, the standby display appears.

## ↓ Note

- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".

- When the operation switch is off, even if the main power switch is on, you cannot operate this machine using only the optional handset or the external telephone. You must first press the operation switch to turn on the machine.

**Reference**

- p.109 "Using the Address Book to Specify Destinations"

# Sender Settings

Select a user that you want to specify as a sender.

If the sender's e-mail address is registered in the destination list, the sender can receive transmission results by e-mail.

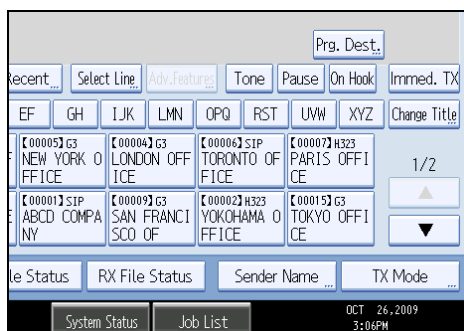
Also, if you enable the Stamp Sender Name, the registered sender's name (user name) appears on the receiver's sheet, lists, and report.

## ★ Important

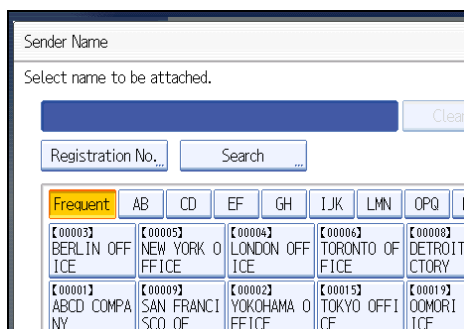
- You must first register the senders in the destination list using "Address Book Management" in "System Settings" to specify their e-mail addresses, and then specify "Use Name as" for [Sender]. If you want senders to receive e-mail notification of transmission results, specify "Use Name as" for both [Sender] and [Destination]. For details about these settings, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Reference.
- If user authentication is set, the user logged in is set as sender. The transmission result is sent to the logged-in user's e-mail address.

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

2. Press [Sender Name].



3. Select a sender.

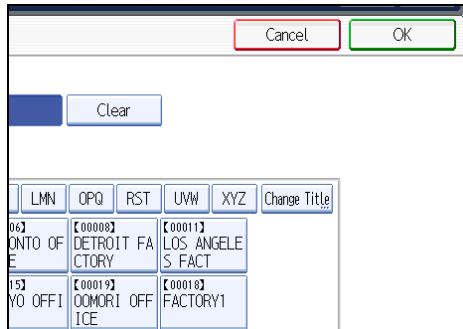


To select a sender by specifying the registration number registered in the Address Book, press [Registration No.].

To search for a sender from the Address Book, press [Search].

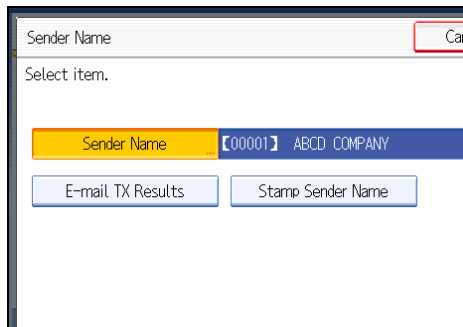
If a destination protection code is set, the entry screen appears. Enter the protection code for destination using the number keys, and then press [OK].

**4. Confirm the selected sender, and then press [OK].**



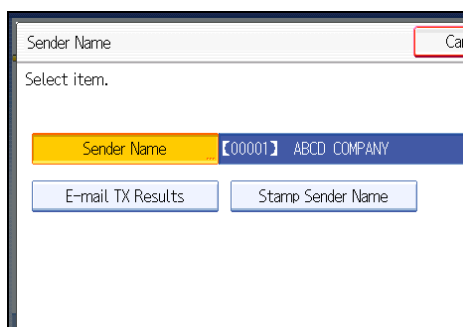
**5. To print the sender's name on the receiver's sheet, press [Stamp Sender Name] to highlight it.**

If you enable this function, the sender's name (user name) appears on the receiver's sheet, lists, and report.



**6. To confirm the transmission results by e-mail notification, press [E-mail TX Results] to highlight it.**

If the sender's e-mail address is registered, you can send the transmission result to the registered e-mail address.



**7. Press [OK].**

The standby display appears.

To check the settings, press [Sender Name].

**8. Specify the destination, and then press the [Start] key.**

**Note**

- You can confirm transmission results by using both the E-mail TX Results function, which sends the results by e-mail, and the Communication Result Report printed by the machine. You can set whether to use both of these together in User Parameter (switch 10, bit 6) in the Facsimile Features menu. See "Parameter Settings".
- You can use Communication Result Report, etc. to check usage status by specified users. If user authentication is set, you can check usage by logged-in users. If User Code is set to sender, you can count the number of uses by each user.
- To cancel the Sender Name, cancel the transmission. See "Canceling a Transmission".

**Reference**

- p.159 "Canceling a Transmission"
- p.375 "Parameter Settings"



# Advanced Features

This section describes how to specify a destination using advanced features.

1

## Setting SUB Codes for Transmission

This section explains how to send a document with a SUB Code as a confidential transmission.

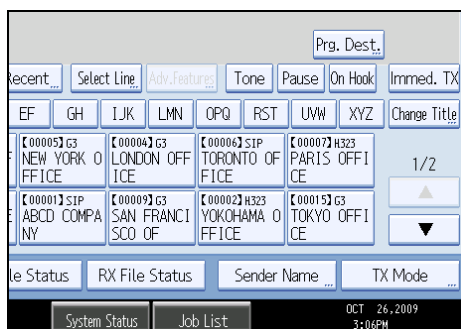
A SUB Code is an ID consisting of numbers, #, \*, and spaces. Document transmitted with a SUB Code is stored in the other party's memory, and not printed automatically. The other party inputs the SUB Code to print the received document. Privacy can be mutually protected when transmitting a confidential document intended for a particular receiver, since only a person who knows the SUB Code can print the document.

Documents can also be sent via facsimiles that have the Transfer Station function.

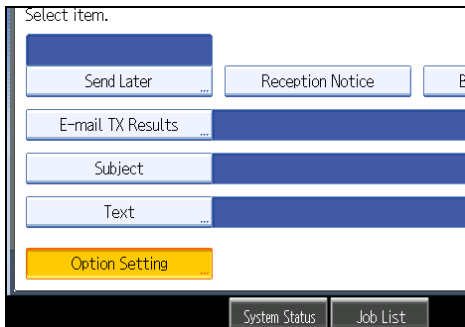
This function helps you save costs when you send the same document to more than one place in a distant area, and saves time since many documents can be sent in a single operation.

### ★ Important

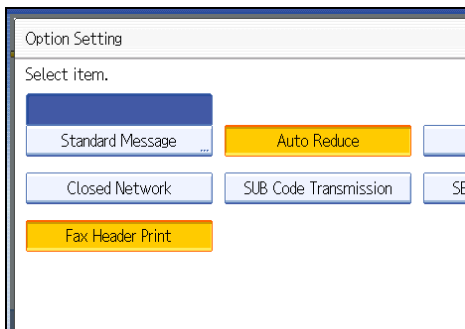
- Documents can be sent to facsimiles that have the Personal Box function.
  - A SUB Code cannot be used with Internet Fax, e-mail transmission, and folder transmission.
  - To use this function, set [SUB Code Transmission] to on. For details about [SUB Code Transmission], see "SUB Code Transmission".
  - Obtain the SUB Code of the other party in advance.
  - When sending a confidential document, inform the other party of the SUB Code in advance.
1. Place the original, and then select the scan settings you require.
  2. Press [TX Mode].



3. Press [Option Setting].



4. Press [SUB Code Transmission].

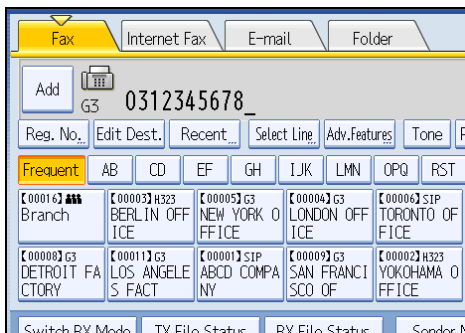


5. Press [OK] twice.

The standby display appears.

6. Enter the fax number of a destination or an IP-Fax destination.

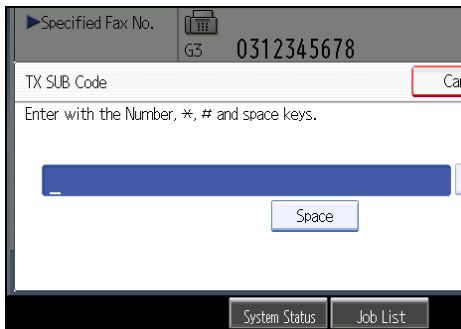
7. Press [Adv.Features].



8. Make sure that [SUB Code] is selected.

9. Press [Transmission SUB Code].

## 10. Enter a SUB Code, and then press [OK].



If you make a mistake, press [Clear] before pressing [OK], and then try again.

## 11. When a password is required, press [Password (SID)], enter the password with the number keys, and then press [OK].

## 12. Press [OK].

## 13. Press the [Start] key.

If you use Immediate Transmission and the fax machine at the destination does not support the SUB Code function, a message will appear on the display to inform you of this. When this happens, press [Exit] to cancel the transmission.

### ↓ Note

- Make sure the number of digits in the SUB Code matches the specification of the machine to which you are sending. For the maximum number of digits for the SUB Code of this machine, see "Maximum Values".
- You can store SUB Codes as well as names and fax numbers in the destination list and Keystroke Programs. For registering into the destination list, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Reference. For registering into the Keystroke Programs, see "Registering and Changing Keystroke Programs".
- When a SUB Code is stored in the destination list, the SUB Code can be modified or deleted after selecting a destination using the Destination keys.
- The SUB Code is printed on lists and reports.

### 📖 Reference

- p.190 "SUB Code Transmission"
- p.414 "Registering and Changing Keystroke Programs"
- p.427 "Maximum Values"

## Setting a password

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There are times when you may want to use an "SID" (Sender ID) when sending confidential faxes with the SUB Code function.

When you use a Transfer Box that has a password, enter the SID Code as the password.

### Note

- For the maximum number of digits for the SID Code, see "Maximum Values".
- You can enter numbers, \*, #, and spaces.
- You can store SID Codes as well as names and fax numbers in the destination list and Keystroke Programs. For registering into the destination list, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Reference. For registering into the Keystroke Programs, see "Registering and Changing Keystroke Programs".
- The SID Code is printed on lists and reports.

### Reference

- p.414 "Registering and Changing Keystroke Programs"
- p.427 "Maximum Values"

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## Setting SEP Codes for Reception

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This section explains how to enter a SEP Code to request the destination to transmit a document.

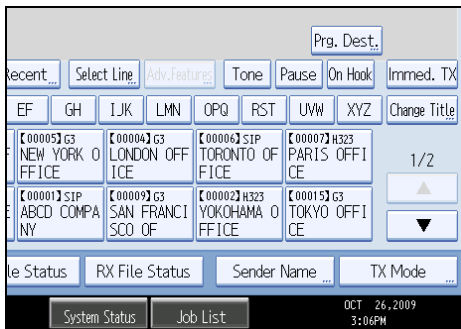
You can receive a document stored in the destination's memory if the document has the same SEP Code as the SEP Code you entered.

This function enables the machine to receive documents from multiple destinations.

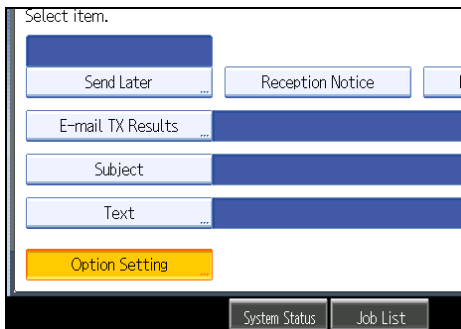
### Important

- Documents can be received from facsimiles that have Information Boxes.
- A SEP Code cannot be used with Internet Fax and e-mail.
- To use this function, set [SEP Code Reception] to on. For details about [SEP Code Reception], see "SEP Code Reception".

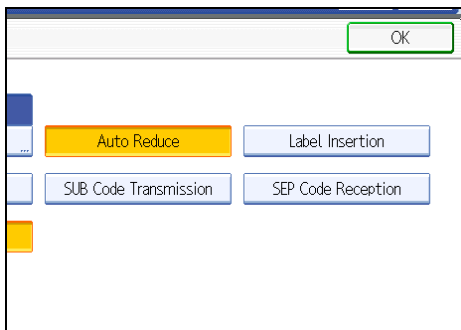
### 1. Press [TX Mode].



### 2. Press [Option Setting].



### 3. Press [SEP Code Reception].

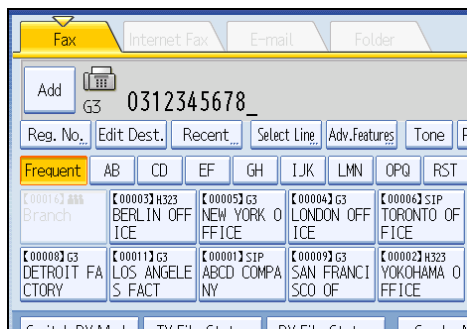


### 4. Press [OK] twice.

The standby display appears.

### 5. Enter the fax number of a destination or an IP-Fax destination.

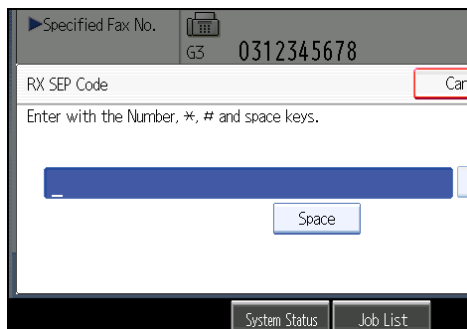
## 6. Press [Adv.Features].



## 7. Make sure that [SEP Code] is selected.

## 8. Press [Reception SEP Code].

## 9. Enter a SEP Code, and then press [OK].



If you make a mistake, press [Clear] before pressing [OK], and then try again.

## 10. When a password is required, press [Password (PWD)], enter the password using the number keys, and then press [OK].

## 11. Press [OK].

## 12. Press the [Start] key.

### ↓ Note

- Make sure the number of digits in the SEP Code matches the specification of the machine from which you are receiving. For the maximum number of digits for the SEP Code of this machine, see "Maximum Values".
- You can enter numbers, \*, #, and spaces.
- You can store SEP Codes as well as names and fax numbers in the destination list and Keystroke Programs. For registering into the destination list, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Reference. For registering into the Keystroke Programs, see "Registering and Changing Keystroke Programs".
- When a SEP Code is stored in the destination list, the SEP Code can be modified or deleted after selecting a destination using the Destination keys.

- The SEP Code is printed on lists and reports.

### Reference

- p.191 "SEP Code Reception"
- p.414 "Registering and Changing Keystroke Programs"
- p.427 "Maximum Values"

## Entering a password

There are times you may want to use a password when receiving faxes by SEP Code Reception.

### Note

- For the maximum number of digits for the PWD Code, see "Maximum Values".
- You can enter numbers, \*, #, and spaces.
- You can store PWD Codes as well as names and fax numbers in the destination list and Keystroke Programs. For registering into the destination list, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Reference. For registering into the Keystroke Programs, see "Registering and Changing Keystroke Programs".
- The PWD Code is printed on lists and reports.

### Reference

- p.414 "Registering and Changing Keystroke Programs"
- p.427 "Maximum Values"

## SEP Code RX Reserve Report

This report is printed after SEP Code Reception is set up.

You can use this report to check the reservations for SEP Code Reception.

### Note

- You can turn this function on or off with the User Parameter (switch 03, bit 3) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.
- For details about Parameter Setting, see "Parameter Settings".

### Reference

- p.375 "Parameter Settings"

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## SEP Code RX Result Report

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This report is printed after each SEP Code Reception is completed and shows its result.

If E-mail TX Results is programmed in a Quick Operation Key, you can select whether a report e-mail is sent after reception. For details about Quick Operation Key, see "General Settings".

### Note

- You can turn this function on or off with the User Parameter (switch 03, bit 4) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.
- For details about Parameter Setting, see "Parameter Settings".
- You can also check the result of a SEP Code Reception with the Journal.
- To view the report without text disruption, select a font of even character width in your e-mail application's settings.

### Reference

- p.335 "General Settings"
- p.375 "Parameter Settings"



# Canceling a Transmission

This section explains how to cancel a fax transmission.

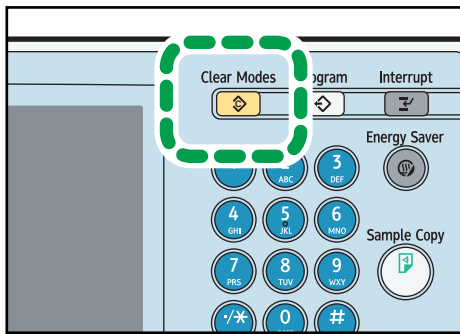
## ★ Important

- Remember that the Communicating indicator turns off almost immediately when an Internet Fax, e-mail transmission, or folder transmission is being executed.

## Before the Original Is Scanned

Use this procedure to cancel a transmission before pressing the [Start] key.

1. Press the [Clear Modes] key.



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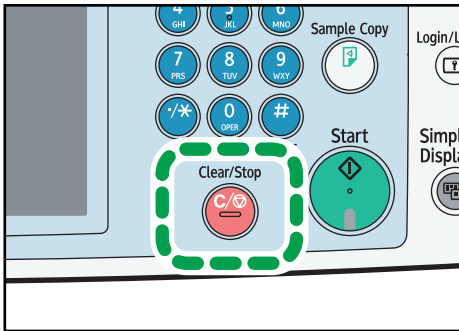
## ↓ Note

- When originals are placed into the ADF, you can cancel transmission simply by removing them.

## While the Original Is Being Scanned

Use this procedure to cancel a transmission while the originals are being scanned after the [Start] key has been pressed.

1. Press the [Clear/Stop] key.



The machine stops scanning.

**Note**

- Scanning may be completed while you are performing the cancel operation.

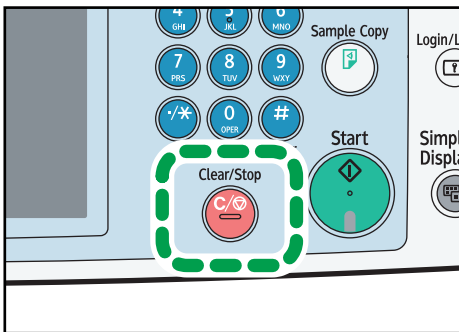
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## While the Original Is Being Transmitted

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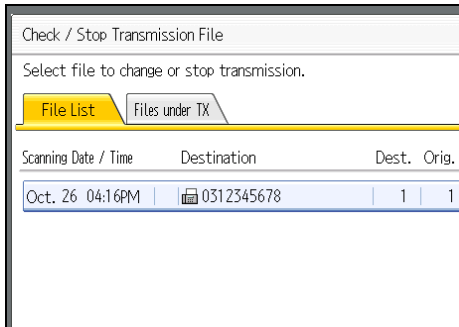
This section explains how to cancel a transmission while the Communicating indicator is lit.

1. Press the [Clear/Stop] key.



The screen shown in step 2 can also be displayed by pressing [Check / Stop Transmission File] under [Change TX / Info].

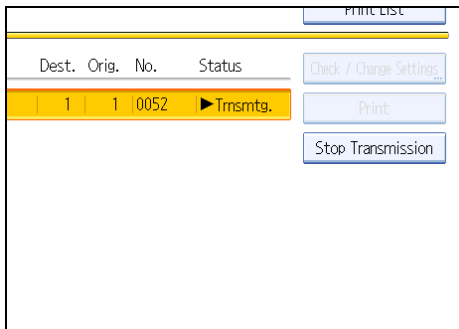
## 2. Select the file you want to cancel.



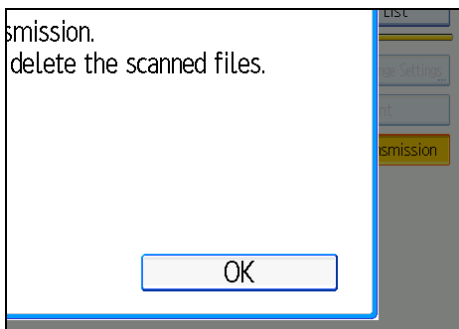
If the desired file is not shown, press [▲] or [▼] to find it.

There are cases when a destination may not be selected as the destination appears as “\*”, depending on the security settings.

## 3. Press [Stop Transmission].



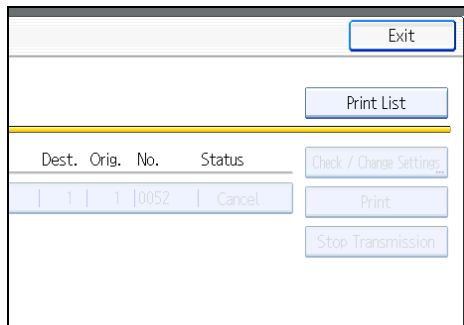
## 4. Press [OK].



To cancel another file, repeat steps 2 through 4.

To cancel stopping transmission, press [Cancel].

## 5. Press [Exit].



After pressing [Check / Stop Transmission File] under [Change TX / Info] in step 1, press [Exit] twice. The standby display appears.

**Note**

- If you cancel a document while it is being sent, the transmission is halted as soon as you finish the cancellation procedure. However, some pages of the document may already have been sent and received at the other end.
- If the transmission finishes while you are carrying out this procedure, it will not be canceled.
- If multiple destinations were specified, only one destination number appears.

## Before the Transmission Is Started

Use this procedure to cancel a transmission after the original is scanned.

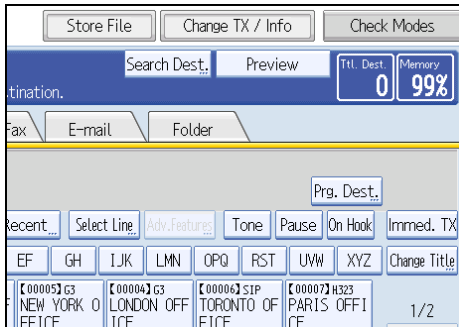
This function is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and then delete it.

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

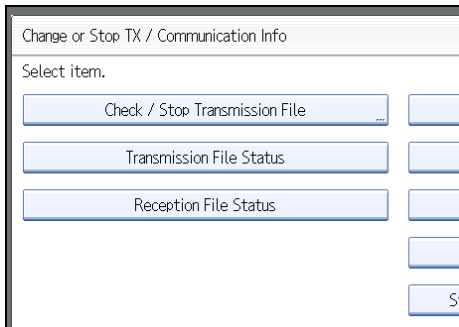
**Important**

- **This function is unavailable with Immediate Transmission.**

### 1. Press [Change TX / Info].



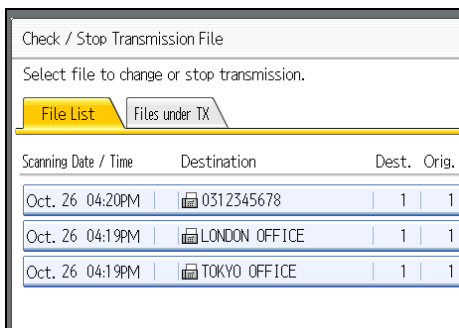
### 2. Press [Check / Stop Transmission File].



The list of stored files being transmitted or waiting for transmission appears.

To display only the files being sent, press [Files under TX].

### 3. Select the file you want to cancel.

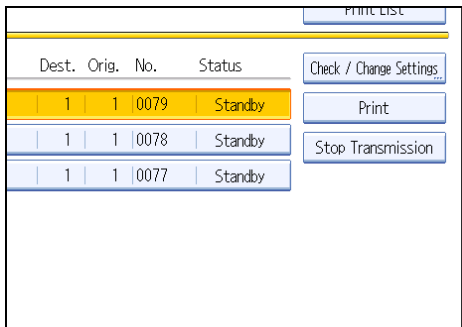


If the desired file is not shown, press [▲] or [▼] to find it.

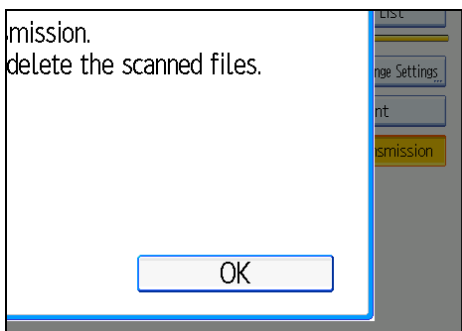
There are cases when a destination may not be selected as the destination appears as "✳", depending on the security settings.

1

4. Press [Stop Transmission].



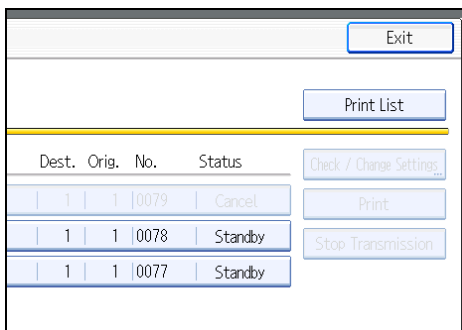
5. Press [OK].



To cancel another file, repeat steps 3 through 5.

To cancel stopping transmission, press [Cancel].

6. Press [Exit] twice.



The standby display appears.

**Note**

- To delete some destinations from a broadcast, see “Deleting a Destination from a Broadcast”.
- If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and is received at the other end.

- If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.
- If multiple destinations were specified, only the number of the destinations that have not received the document you sent is shown.
- If multiple destinations were specified, only one destination number appears. To display all destinations, press [Check / Change Settings].

#### Reference

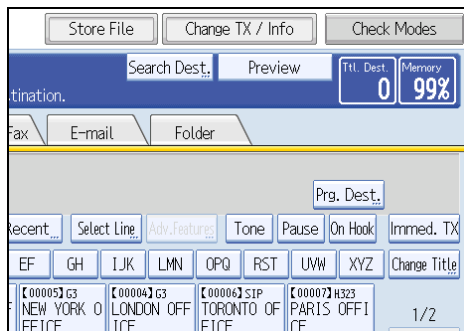
- p.231 "Deleting a Destination from a Broadcast"

# Confirming a Transmission

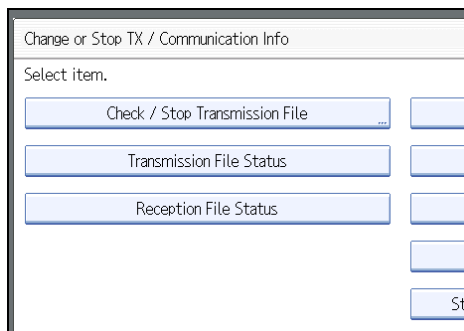
Check the contents of a file that is stored in memory and not yet sent.

1

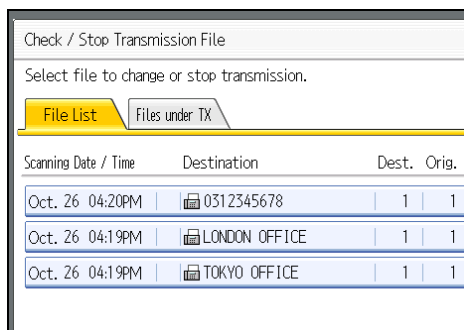
## 1. Press [Change TX / Info].



## 2. Press [Check / Stop Transmission File].



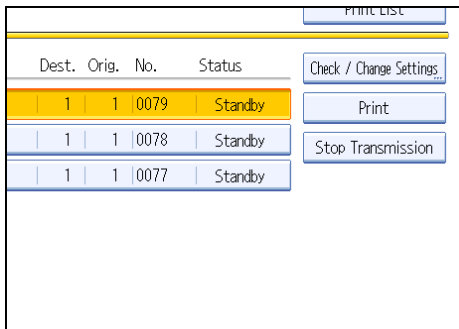
## 3. Select a file to check.



If multiple destinations were specified, only the name of the destination you specify first and only the number of destinations that have not received the document you sent are shown.



#### 4. Press [Check / Change Settings].



Dest.	Orig.	No.	Status
1	1	0079	Standby
1	1	0078	Standby
1	1	0077	Standby

#### 5. Confirm a transmission, and then press [Exit].

#### 6. Press [Exit] twice.

The standby display appears.

#### ↓ Note

- You cannot view or edit a file that is in the process of being sent or a file that was sent by LAN-Fax and is stored in memory.

# Checking the Storage Result (Memory Storage Report)

1

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals.

## ★ Important

- If you use Parallel Memory Transmission, the Memory Storage Report is not printed.

## ↓ Note

- You can turn this report on and off with the User Parameter (switch 03, bit 2) in the Facsimile Features menu.
- Even if the machine is set up not to print this report, it is still printed if an original could not be stored.
- You can select whether to include part of the original image on the report with the User Parameter (switch 04, bit 7) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.
- For details about Parameter Setting, see "Parameter Settings".

## 📖 Reference

- p.375 "Parameter Settings"

# Changing the Default Functions of the Fax's Initial Display

1

You can specify the default values of document transmission function settings.

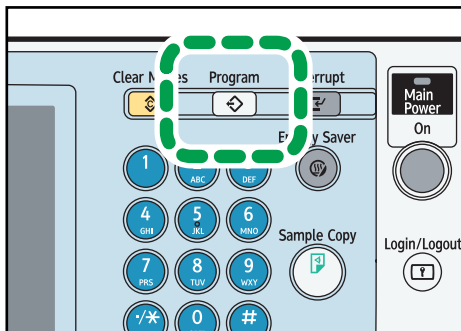
“Default” refers to the value of a setting on the initial display when the machine is first turned on or when modes are cleared.

The following procedure allows you to specify the default values only of settings that can be changed from the initial display.

You can specify default values for the following settings:

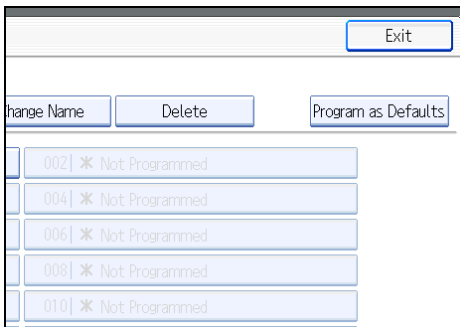
Memory Transmission/Immediate Transmission, transmission type, Original Type, Resolution, Scan Size, Mixed Original Sizes, Auto Density, Manual Density, Original Orientation, Original Settings, Stamp, Select Line, Send Later, Reception Notice, BCC Transmission, E-mail TX Results, Text, Standard Message, Auto Reduce, Label Insertion, Closed Network, SUB Code Transmission, SEP Code Reception, Fax Header Print, TX Status Report, Store File, File Type, Preview before transmission

1. On the initial display, configure a setting with the default value you want to specify.
2. Press the [Program] key.



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3. Press [Program as Defaults].



4. Press [Program].

**5. When a confirmation message appears, press [Yes].**

The value currently specified for the setting becomes the default.

**Note**

- To restore the factory default settings for the settings on the initial display, press [Restore Factory Defaults].
- You can set the default settings of the normal and simplified screens separately.

# 2. Other Transmission Features

This section explains functions you can apply using the [TX Mode] setting, such as Sending at a Specific Time (Send Later) and Label Insertion. [TX Mode] allows you to use various functions with transmissions.

## Sending at a Specific Time (Send Later)

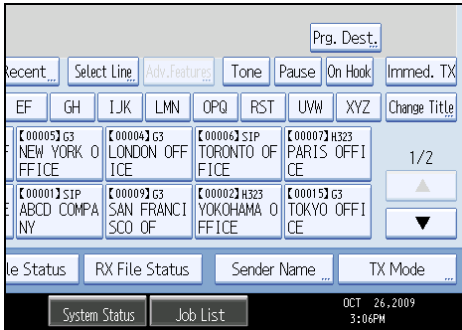
Using this function, you can instruct the machine to delay transmission of your fax document until a specified later time.

This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.

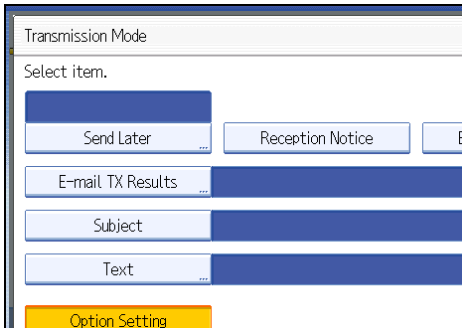
**★ Important**

- If the machine is switched off for about one hour, all fax documents stored in memory are lost. If documents are lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to check the list of lost documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.
- This function is unavailable with Immediate Transmission. Use Memory Transmission.

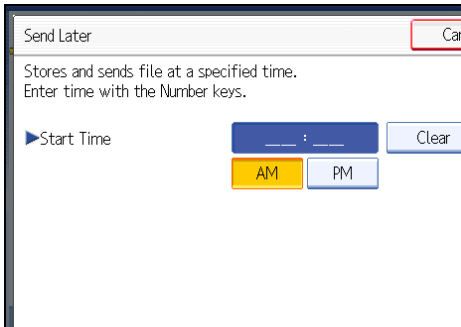
1. Place the original, and then select the scan settings you require.
2. Press [TX Mode].



3. Press [Send Later].



**4. Enter the time using the number keys, and select [AM] or [PM]. Then press [OK].**



When entering numbers smaller than 10, add a zero at the beginning.

If you make a mistake, press [Clear] before pressing [OK], and then try again.

To cancel Send Later, press [Cancel]. The display returns to that of step 3.

The specified time is shown above the highlighted [Send Later].

**5. Press [OK].**

The standby display appears.

To check the settings, press [TX Mode].

**6. Specify a destination, and then press the [Start] key.**

**Note**

- You can specify a time within 24 hours of the current time.
- If the current time shown is not correct, change it using [Set Time] under [System Settings]. For details about the setting, see "Timer Settings", Network and System Settings Reference.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation Key allows you to omit step 2 and 5. For details about Quick Operation Key, see "General Settings".
- You can cancel the transmission setup for Send Later. See "Canceling a Transmission".

**Reference**

- p.159 "Canceling a Transmission"
- p.335 "General Settings"

# Requesting a Reception Notice

You can confirm sent documents were properly received using e-mail or the Journal.

The receiver sends back a reception notice message. Once the reception notice message is received, "OK" appears in the Result column of the Journal, allowing the originator to verify the transmission was received.

## ★ Important

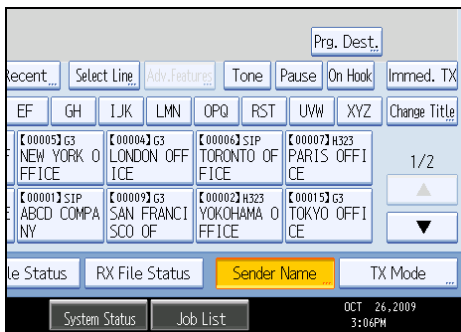
- The Reception Notice feature is only available if the receiver supports MDN (Message Disposition Notification).

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

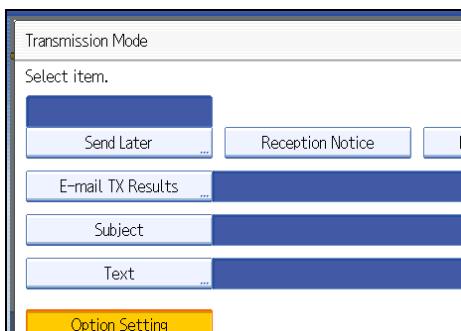
2. Specify the sender.

For details, see "Sender Settings".

3. Press [TX Mode].



4. Press [Reception Notice] to highlight it.



5. Press [OK].

The standby display appears.

To check the settings, press [TX Mode].

6. Specify a destination, and then press the [Start] key.

### Note

- If the Internet Fax or e-mail is not received normally, "Error" appears in the Result column.
- Only the last 50 communications appear in the Journal. If you do not receive a reception notice message before the last 50 communications are finished, "OK" might not be printed in the Journal's Result column. This may happen even if the mail is received normally at the other end.
- If you specify mailing list addresses, do not set for Reception Notice. Otherwise, you will receive multiple reception notice messages from e-mail recipients, and the Result column will be overwritten each time a new notice message is received. However, if you receive a reception notice message indicating an error, "Error" appears in the Result column and will not be overwritten, even if you subsequently receive a reception notice message as "OK" following the error message.
- Reception notice results are only shown in the Journal. The Result column in all other files, lists, and transmission reports show "--".
- Reception notice messages themselves are not recorded in the Journal.
- You can select whether or not to print the Reception Notice. This can be set with User Parameter (switch 21, bit 0) in the Facsimile Features menu. See "Parameter Settings".
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation Key allows you to omit steps 3 and 5. For details about Quick Operation Key, see "General Settings".
- You cannot broadcast Internet Fax or e-mail using Reception Notice. The documents are sent to the destinations in the order in which they were specified.

### Reference

- p.148 "Sender Settings"
- p.335 "General Settings"
- p.375 "Parameter Settings"

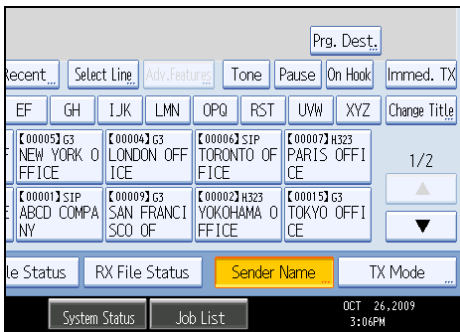


# Setting an Internet Fax/E-mail Destination as a BCC

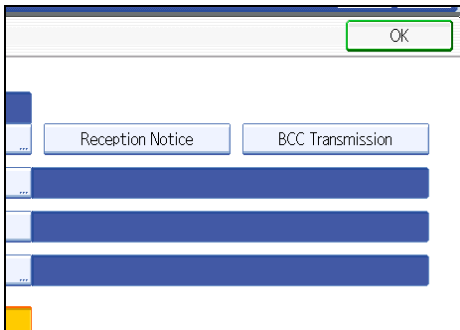
E-mail is sent to all specified Internet Fax or e-mail destinations as bcc.

1. Place the original, and then select the scan settings you require.
2. Specify the sender.  
For details, see "Sender Settings".
3. Press [TX Mode].

2



4. Press [BCC Transmission] to highlight it.



5. Press [OK].

The standby display appears.

To check the settings, press [TX Mode].

6. Specify a destination, and then press the [Start] key.

## ↓ Note

- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation Key allows you to omit steps 3 and 5. For details about Quick Operation Key, see "General Settings".

 **Reference**

- p.148 "Sender Settings"
- p.335 "General Settings"

# Confirming Transmission Results by E-mail

Use this function to confirm the transmission results by sending an e-mail notification to the specified destination.

**★ Important**

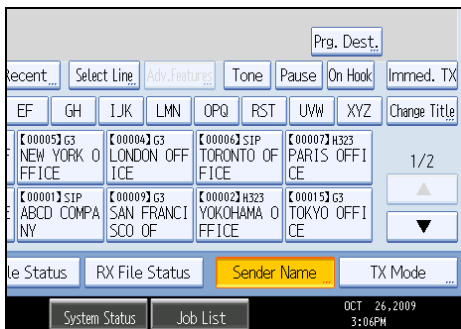
- Register the e-mail address of the destination for e-mail notification in the destination list in advance.

2

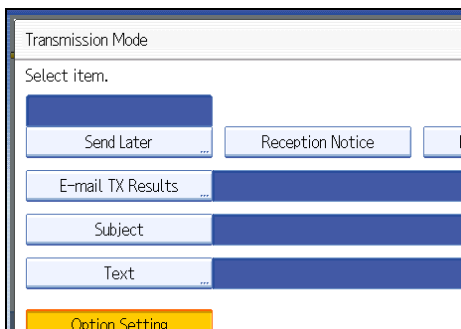
1. Place the original, and then select the scan settings you require.
2. Specify the sender.

For details, see "Sender Settings".

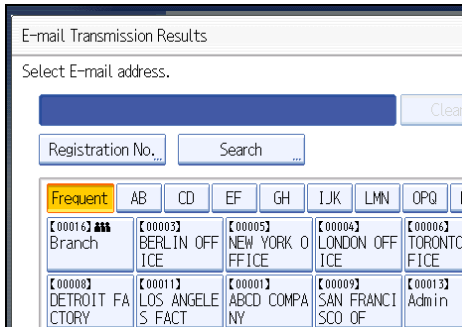
3. Press [TX Mode].



4. Press [E-mail TX Results].



**5. Select the destination of notification, and then press [OK].**



If you make a mistake, before pressing [OK], press [Clear] or press the selected Destination key again to turn the highlight off.

[E-mail TX Results] gets highlighted and the destination of notification selected appears.

**6. Press [OK].**

The standby display appears.

To check the settings, press [TX Mode].

**7. Specify a destination, and then press the [Start] key.**

**Note**

- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation Key allows you to omit steps 3 and 6. For details about Quick Operation Key, see "General Settings".

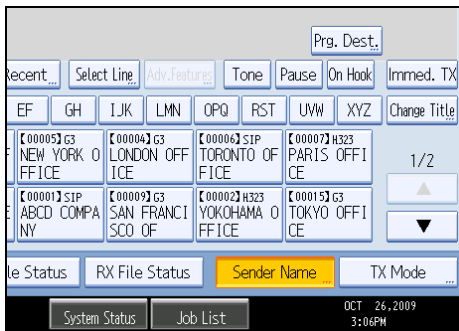
**Reference**

- p.148 "Sender Settings"
- p.335 "General Settings"

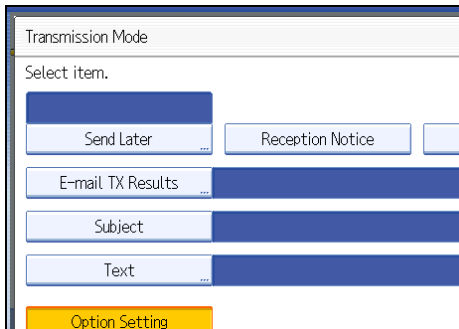
# Entering the Subject

Allows you to enter a subject for the Internet Fax or e-mail document you want to send.

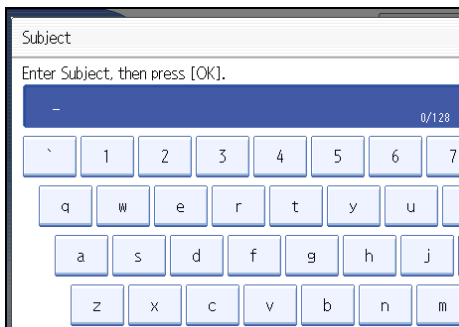
1. Place the original, and then select the scan settings you require.
2. Specify the sender.  
For details, see "Sender Settings".
3. Press [TX Mode].



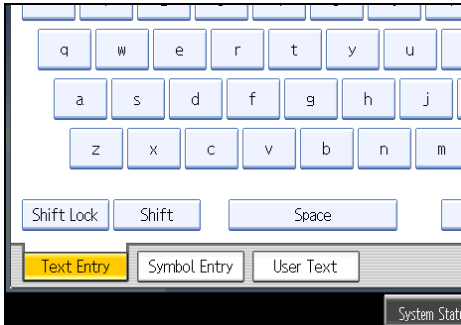
4. Press [Subject].



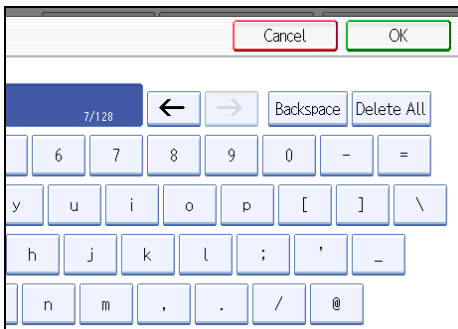
5. Enter the subject.



6. To enter the character strings programmed in the machine, press [User Text], and then select the character strings you want to enter.



7. Press [OK].



The entered subject appears in the Subject field.

8. Press [OK].

The standby display appears.

9. Specify a destination, and then press the [Start] key.

#### ↓ Note

- For convenience, program frequently-used subjects in advance in "Program / Change / Delete User Text" in "System Settings". For details about the programming method, see "General Features", Network and System Settings Reference.
- If you send Internet Fax or e-mail without setting a subject, a subject is automatically inserted. For details about how the subject is automatically inserted, see "Specifying Auto-Generated Subjects for E-mail" and "Received images".
- You cannot send a subject only as Internet Fax or e-mail without an original.
- For details about text entry, see "Entering Text", About This Machine.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation Key allows you to omit steps 3 and 8. For details about Quick Operation Key, see "General Settings".
- For the maximum number of characters for an e-mail subject, see "Maximum Values".

**Reference**

- p.148 "Sender Settings"
- p.181 "Specifying Auto-Generated Subjects for E-mail"
- p.203 "Received images"
- p.335 "General Settings"
- p.427 "Maximum Values"

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**Specifying Auto-Generated Subjects for E-mail**

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If you do not enter a subject when sending e-mail, a subject will be auto generated. This section explains how to specify the content of auto-generated subjects.

Subjects differ depending on Stamp Sender Name settings. For details about using the Stamp Sender Name function, see "Sender Settings".

**When Stamp Sender Name is set to on:**

From Sender Name (Fax Message NO.xxxx)

**When Stamp Sender Name is set to off:**

- If Own Fax Number and Own Name are programmed:  
From "Own Fax Number" ("Own Name") (Fax Message NO.xxxx)
- If only Own Fax Number is programmed:  
From "Own Fax Number" (Fax Message NO.xxxx)
- If only Own Name is programmed:  
From "Own Name" (Fax Message NO.xxxx)
- If neither Own Fax Number nor Own Name are programmed:  
Fax Message NO.xxxx

**Note**

- "xxxx" is the document number that appears in the Journal.

**Reference**

- p.148 "Sender Settings"

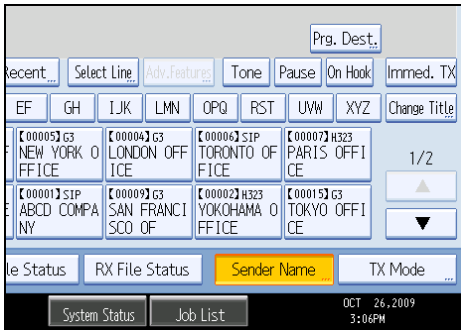
# Entering the Text

Allows you to enter the text for the Internet Fax or e-mail document you want to send.

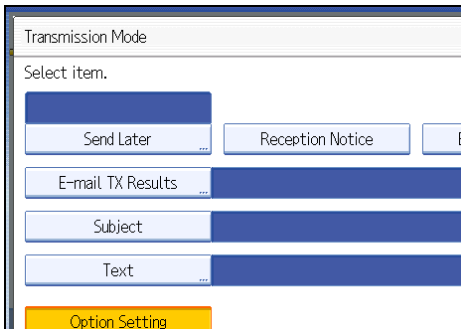
**★ Important**

- Program text strings in advance in “Program / Change / Delete E-mail Message” in “System Settings”. For details about the programming method, see “File Transfer”, Network and System Settings Reference.

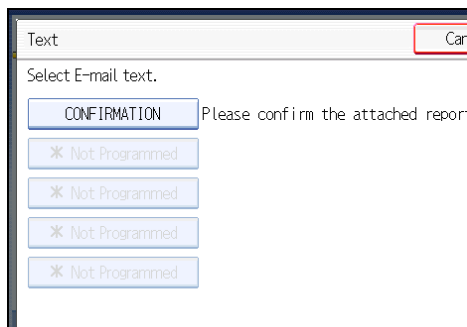
1. Place the original, and then select the scan settings you require.
2. Specify the sender.  
For details, see “Sender Settings”.
3. Press [TX Mode].



4. Press [Text].





**5. Select a text, and then press [OK].****6. Press [OK].**

The standby display appears.

**7. Specify a destination, and then press the [Start] key.****Note**

- You cannot send text only without an original.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation Key allows you to omit steps 3 and 6. For details about Quick Operation Key, see "General Settings".

**Reference**

- p.148 "Sender Settings"
- p.335 "General Settings"

# Transmission Options

This section describes various functions that you can switch on and off for any particular transmission, following the procedures given here.

## 2

### Standard Message Stamp

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

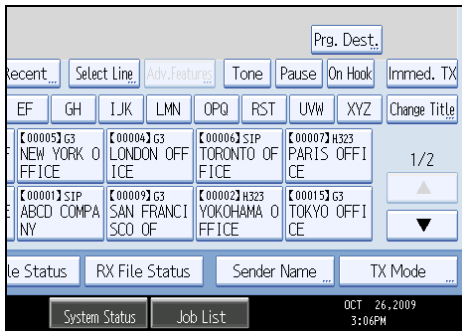
There are four types of standard messages: "Confidential", "Urgent", "Please phone", and "Copy to corres. Section"

You can also program other messages.

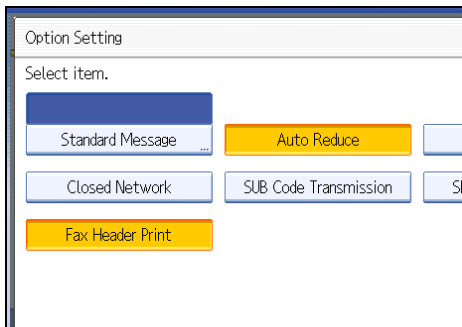
**★ Important**

- While this function is in use, the third line of the Label Insertion is not printed.
- When there is an image around the area where the standard message is to be stamped, that image is deleted.

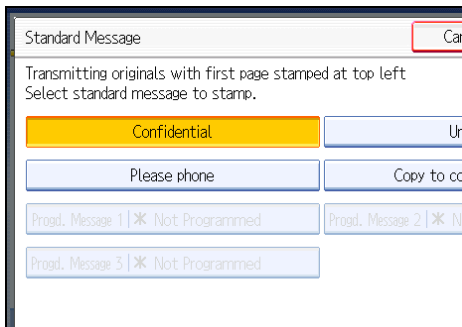
1. Place the originals, and then select the scan settings you require.
2. Press [TX Mode].



3. Select [Option Setting].
4. Press [Standard Message].



**5. Select the standard message to be stamped, and then press [OK].**



The selected standard message is shown above the highlighted [Standard Message].

**6. Press [OK] twice.**

**7. Specify the destination, and then press the [Start] key.**

The machine cannot stamp multiple standard messages.

**Note**

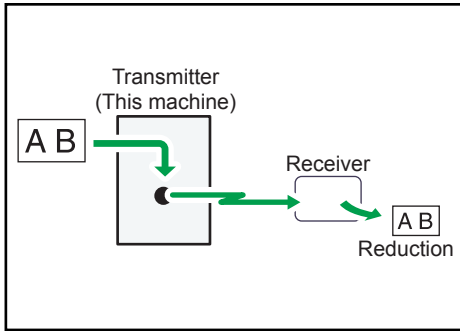
- To print a standard message that is not programmed as a default, program it in advance in "Program / Change / Delete Standard Message" in the Facsimile Features menu. For details about the programming method, see "Send Settings".
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation Key allows you to omit steps 2, 3, and 6. For details about Quick Operation Key, see "General Settings".

**Reference**

- p.335 "General Settings"
- p.339 "Send Settings"

## Auto Reduce

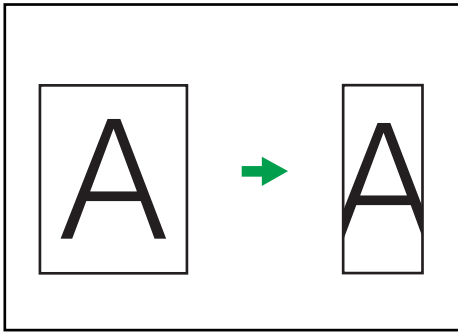
When this function is turned on, if the receiver's paper is smaller than the size of the original you are sending, the document is automatically reduced to fit onto the paper available at the other end.



BZR039

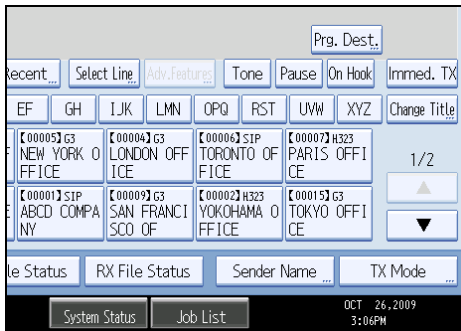
**★ Important**

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



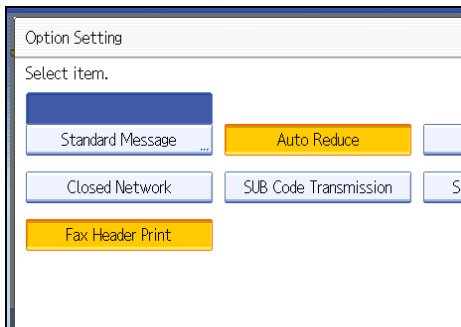
BZR016

1. Place the original, and then select the scan settings you require.
2. Press [TX Mode].



3. Select [Option Setting].

#### 4. Make sure that [Auto Reduce] is highlighted.



To cancel an Auto Reduce, press [Auto Reduce] to turn the highlight off.

#### 5. Press [OK] twice.

#### 6. Specify the destination, and then press the [Start] key.

## Label Insertion

With this function you can have the receiver's name printed on the document that is received at the other end.

### ★ Important

- To use this function, set Label Insertion to [On] when registering fax destinations in the Address Book, and also set "Label Insertion" to on when sending fax documents.
- When there is an image around the area where the Label is to be printed, that image is deleted.

The receiver's name is printed as follows:

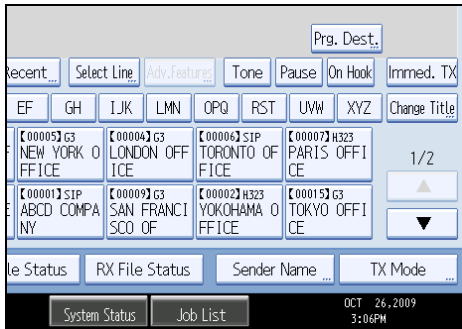
- Receiver's name: printed at the top of the page and preceded by "To:".
- Standard message: the programmed message is printed within the next two lines.

Set this function as follows:

- Set Label Insertion to [On] when programming fax destinations.
- Set Label Insertion to on when sending fax documents.
- On the Standard Message screen, select the standard message you want to print.

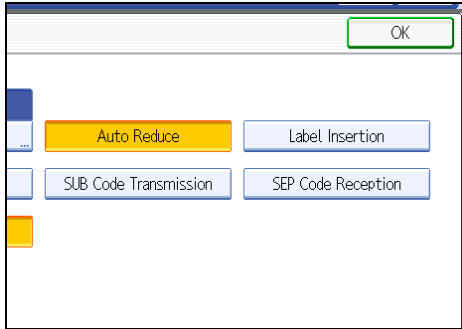
#### 1. Place the original, and then select the scan settings you require.

2. Press [TX Mode].



3. Select [Option Setting].

4. Press [Label Insertion] to highlight it.



To cancel Label Insertion, press [Label Insertion] again.

5. Press [OK] twice.

6. Specify the destination, and then press the [Start] key.

**Note**

- To print a standard message that is not programmed as a default, program it in advance in "Program / Change / Delete Standard Message" in the Facsimile Features menu. For details about the programming method, see "Send Settings".
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation Key allows you to omit steps 2, 3, and 5. For details about Quick Operation Key, see "General Settings".

**Reference**

- p.335 "General Settings"
- p.339 "Send Settings"

## Closed Network

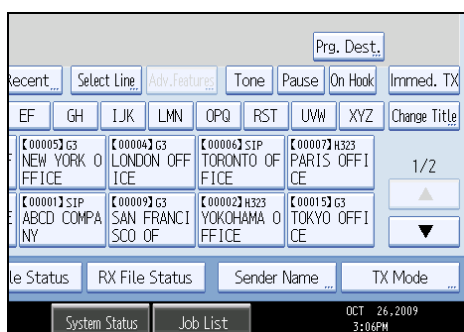
Transmission will only take place if the destination's Closed Network Code is the same as yours.

This function can stop you accidentally sending information to the wrong place.

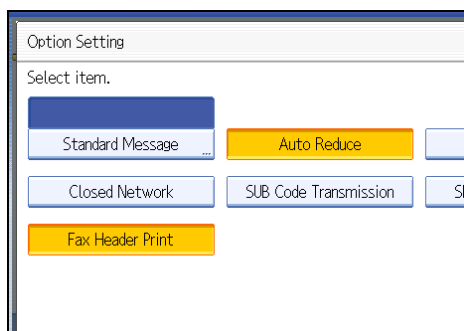
### ★ Important

- You must program a Closed Network Code beforehand, using Program Closed Network Code under Facsimile Features. For details about the programming method, see "Initial Settings".
- This function is not available with Internet Fax, e-mail transmission, and folder transmission.

1. Place the original, and then select the scan settings you require.
2. Press [TX Mode].



3. Select [Option Setting].
4. Press [Closed Network] to highlight it.



To cancel a Closed Network Transmission, press [Closed Network] again.

5. Press [OK] twice.
6. Specify the destination, and then press the [Start] key.

**Note**

- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation Key allows you to omit steps 2, 3, and 5. For details about Quick Operation Key, see "General Settings".

**Reference**

- p.335 "General Settings"
- p.347 "Initial Settings"

2

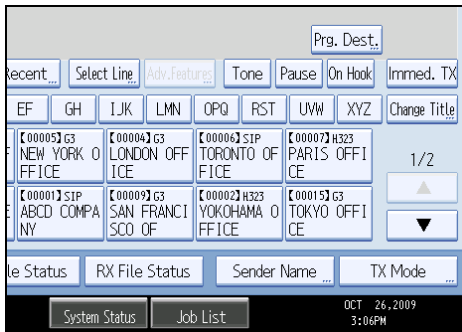
## SUB Code Transmission

Enable this function to perform SUB Code Transmission.

**Important**

- This function is not available with Internet Fax, e-mail transmission, and folder transmission.
- To perform SUB Code Transmission, a SUB Code must be set in [Adv.Features], the Address Book, or Keystroke Programs in advance. Even though "SUB Code Transmission" is set to on, if the SUB Code is not appended to the specified destination, transmission is in standard fax mode.
- When you select a destination that has a registered SUB Code from the Address Book, if "SUB Code Transmission" is set to off, the SUB Code is not appended and transmission is in standard fax mode.

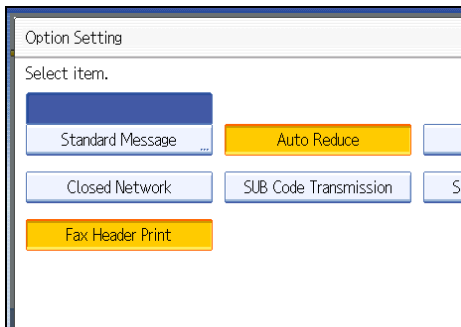
- Place the original, and then select the scan settings you require.
- Press [TX Mode].



- Select [Option Setting].



#### 4. Press [SUB Code Transmission] to highlight it.



To cancel a SUB Code Transmission, press [SUB Code Transmission] again.

#### 5. Press [OK] twice.

#### 6. Specify the destination, and then press the [Start] key.

##### ↓ Note

- For details about specifying SUB Codes, see the following:
  - To specify SUB Codes in "Adv.Features", see "Setting SUB Codes for Transmission".
  - To register SUB Codes in the Address Book, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Reference.
  - To register SUB Codes in Keystroke Programs, see "Registering and Changing Keystroke Programs".
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation Key allows you to omit steps 2, 3, and 5. For details about Quick Operation Key, see "General Settings".

##### 📖 Reference

- p.151 "Setting SUB Codes for Transmission"
- p.335 "General Settings"
- p.414 "Registering and Changing Keystroke Programs"

## SEP Code Reception

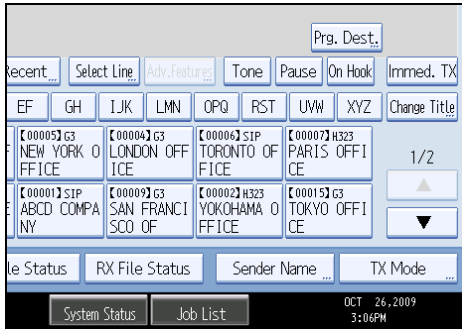
Enable this function to perform SEP Code Reception.

##### ★ Important

- This function is not available with Internet Fax and e-mail.
- To perform SEP Code Reception, a SEP Code must be set in [Adv.Features], the Address Book, or Keystroke Programs in advance. Otherwise, even if "SEP Code Reception" is set to on, reception is not performed.

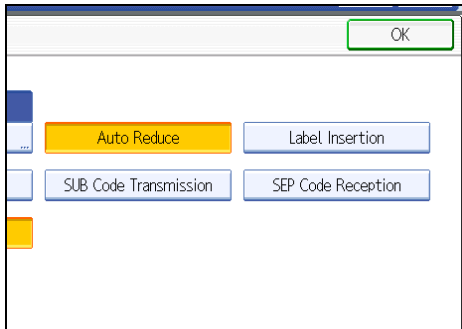
- When you select a destination that has a registered SEP Code from the Address Book, if “SEP Code Reception” is set to off, the SEP Code is not appended and transmission is in standard fax mode.

1. Press [TX Mode].



2. Select [Option Setting].

3. Press [SEP Code Reception] to highlight it.



To cancel SEP Code Reception, press [SEP Code Reception] again.

4. Press [OK] twice.

5. Specify the destination, and then press the [Start] key.

**Note**

- For details about specifying SEP Codes, see the following:
  - To specify SEP Codes in “Adv.Features”, see “Setting SEP Codes for Reception”.
  - To register SEP Codes in the Address Book, see “Registering Addresses and Users for Facsimile/Scanner Functions”, Network and System Settings Reference.
  - To register SEP Codes in Keystroke Programs, see “Registering and Changing Keystroke Programs”.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation Key allows you to omit steps 1, 2, and 4. For details about Quick Operation Key, see “General Settings”.

## Reference

- p.154 "Setting SEP Codes for Reception"
- p.335 "General Settings"
- p.414 "Registering and Changing Keystroke Programs"

## Fax Header Print

2

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

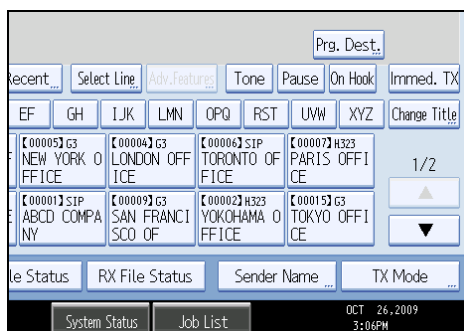
You can store two Fax Headers; "First Name" and "Second Name".

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.

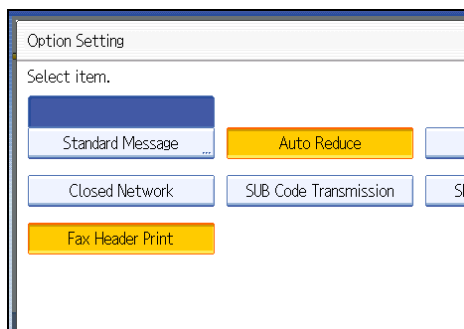
## Important

- **In the USA, the Fax Header 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.**

1. Place the original, and then select the scan settings you require.
2. Press [TX Mode].



3. Select [Option Setting].
4. Make sure that [Fax Header Print] is highlighted.



To cancel Fax Header Print, press [Fax Header Print] to turn the highlight off.

**5. Press [OK] twice.**

**6. Specify the destination, and then press the [Start] key.**

**Note**

- You can program fax header names using the Program Fax Information function in the Facsimile Features menu. For details about the programming method, see "Registering Fax Information".
- You can select whether or not dates, fax header names, file numbers, or page numbers are printed by changing their respective User Parameters (switch 18, bit 3, 2, 1, 0) in the Facsimile Features menu. See "Parameter Settings".
- If you used the number keys to specify the receiver, the first header name is printed on the receiver's paper. To print the second header name, contact your service representative.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation Key allows you to omit steps 2, 3, and 5. For details about Quick Operation Key, see "General Settings".
- In the USA, law requires that your telephone number be included in the Fax Header. Register the telephone number (own fax number) and switch on Fax Header Print with User Parameters (switch 18, bit 1) in the Fax Features menu.

**Reference**

- p.335 "General Settings"
- p.371 "Registering Fax Information"
- p.375 "Parameter Settings"

# 3. Reception

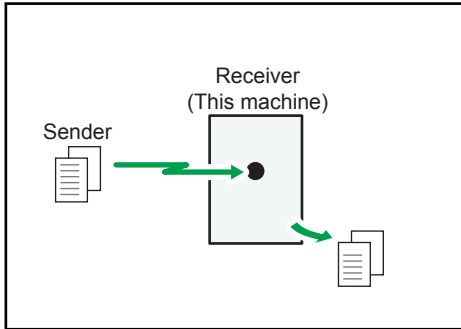
This section explains reception and reception functions such as printing received documents or routing received documents to other fax machines.

## Types of Reception

This section explains different ways of receiving fax documents.

### Immediate Reception

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



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#### ★ Important

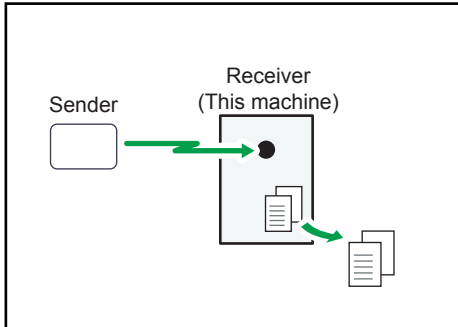
- When receiving important fax documents, it is recommended that you confirm the contents of the received documents with the senders.
- The machine may not be able to receive fax documents when free memory space is low.
- If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

#### ↓ Note

- Reception is always by Immediate Reception unless "Combine Two Originals" or [2 Sided Print] is set to "On", or [Reception File Print Quantity] is set to "2" or higher, in which cases the machine switches to Memory Reception.
- If the Substitute Reception is used, a fax document is not printed: it is stored in memory.
- This machine supports Standard, Detail, Fine (with the optional expansion memory), and Super Fine (with the optional expansion memory) resolutions for reception. If you do not have the optional expansion memory, faxes sent at Super Fine resolution is printed on your machine at Detail resolution. This may differ from the sender's intended resolution.

## Memory Reception

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



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### ★ Important

- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about one hour, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the operation switch does not delete stored documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.
- The machine might not be able to receive large numbers of documents or documents with high data content. If this is the case, we recommend that you set "Reception File Print Quantity" to "1" and disable "Combine Two Originals" or "2 Sided Print". Alternatively, install the optional expansion memory.
- The machine may not be able to receive fax documents when free memory space is low.
- If free memory reaches 0% during Memory Reception, any further reception becomes impossible and the current communication is terminated.

### ↓ Note

- Reception is always by Immediate Reception unless "Combine Two Originals" or [2 Sided Print] is set to "On", or [Reception File Print Quantity] is set to "2" or higher, in which cases the machine switches to Memory Reception.
- If you have selected Store for Reception File Setting in the Facsimile Features menu, received document is saved on the hard disk and will not be printed. You can print those documents by operating the machine or a connected computer, as necessary.

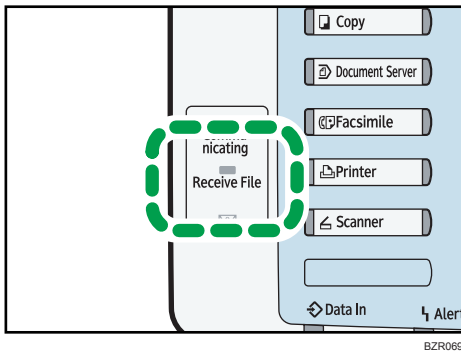
## Substitute Reception

Substitute Reception is used when the machine cannot print any fax documents.

In Substitute Reception, a received fax document is stored in memory instead of being printed. Fax documents received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified.

Depending on why the machine cannot print, Substitute Reception might be used for all fax documents received, or for only those documents that match a condition specified in the User Parameters in the Facsimile Features menu.

The Receive File indicator lights to let you know when fax documents have been received using Substitute Reception.



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### ★ Important

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

### ↓ Note

- When a fax document is received after [Store] is selected for Reception File Setting in the Facsimile Features menu, the Receive File indicator lights. For details about Reception File Setting, see "Reception File Setting".
- The Receive File indicator may light even when receiving documents using Immediate Reception.

### 📖 Reference

- p.360 "Reception File Setting"

## Receiving documents unconditionally

When faxes cannot be printed as normal, Substitute Reception allows fax reception. This section describes the conditions under which this will occur.

If one of the conditions in the following list occurs, the machine receives all fax documents using Substitute Reception.

Problems	Causes	Solutions
The machine is printing with a different function.	The machine is busy printing with a different function.	The document is automatically printed after the current job finishes.
The message "Output Tray is full." "Remove paper." appears.	The output tray is full.	Remove paper from the output tray.
⚡ is lit.	The cover is open.	Close the cover shown in the display.

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### Receiving documents according to parameter-specified settings

When faxes cannot be printed as normal, Substitute Reception allows reception of faxes that match the criteria specified in User Parameters. This section describes the conditions under which this will occur.

If any of the conditions listed below applies, the machine receives only faxes that match the criteria specified in User Parameters.

Problems	Causes	Solutions
⚡ is lit.	Paper is jammed.	Remove the jammed paper. For details about removing the paper, see "Removing Jammed Paper", Troubleshooting.
⚡ is lit.	All trays are out of paper.	Add paper. For details about adding paper, see "Adding Paper", About This Machine.
⚡ is lit.	Toner is empty.	Replace the toner cartridge. For details about replacing the toner cartridge, see "Adding Toner", About This Machine.
The message "This tray is out of order." appears.	The tray is out of order.	Call your service representative.

In User Parameters (switch 05, bit 2, 1) on the Facsimile Features menu, specify the following conditions for Substitute Reception:

- 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 documents stored in



memory are deleted. In this case, the Journal can be used to identify the senders of the deleted documents, so you can ask them to resend.

If a sender has not programmed their Own Name or Own Fax Number, the machine may fail to receive an important fax document. It is recommended 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.

- Closed Network Code match

The machine switches to Substitute Reception only when the programmed Closed Network Code of the other end matches the Closed Network Code of this machine.

- Disable

The machine does not receive any documents.

#### ↓ Note

- For details about Parameter Setting, see "Parameter Settings".

#### 📖 Reference

- p.375 "Parameter Settings"

## Reception Modes

There are two ways you can set up the machine to handle incoming calls.

- Manual Reception (the optional handset or an external telephone required)
- Auto Reception

The reception mode can be switched under Switch Reception Mode in the Facsimile Features menu. See "Reception Settings".

You can change the reception mode only if a standard G3 line is used.

You cannot change the reception mode when a line other than the standard G3 line (G3-2 or G3-3) is used.

### ↓ Note

- The optional handset or an external telephone is required to use this machine as a telephone.

### 📖 Reference

- p.342 "Reception Settings"

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## Manual Reception

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When a telephone call comes in, the machine rings. If the call is a fax document, you must switch manually to facsimile mode.

1. When the machine rings, pick up the handset of the optional handset or the handset of the external telephone.
2. If you hear beeps, press the [Start] key, or hold the [Facsimile] key down for a few seconds. (The [Start] key is only available in facsimile mode when an original is not placed.)
3. Replace the optional handset or the handset of the external telephone. The machine will start receiving.

### ↓ Note

- When the operation switch is off, even if the main power switch is on, you cannot operate this machine using only the optional handset or the handset of the external telephone. You must first press the operation switch to turn on the machine.

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## Auto Reception

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When a telephone call comes in, the machine automatically receives it as a fax document.

Use this setting on a dedicated fax line.

## Receiving E-mail

This section explains this machine's e-mail reception functions.

If a TIFF-F file is attached to an e-mail, the machine receives the e-mail by Internet Fax. If a JPEG or PDF file is attached to an e-mail, the machine receives the e-mail by Mail to Print.

Only one attached file can be printed from a received e-mail.

When multiple files are attached to an e-mail, the reception method and the file that is printed vary according to the file type and the order of the attached files.

File type attached	File to be printed	Reception method
Text	Text	Internet Fax
Text+TIFF	Text+TIFF	Internet Fax
Text+JPEG	JPEG	Mail to Print
Text+TIFF+JPEG	JPEG	Mail to Print
Text+JPEG+TIFF	JPEG	Mail to Print
TIFF+TIFF+....	TIFF+TIFF+....	Internet Fax
JPEG(1)+JPEG(2)+....	JPEG(1)	Mail to Print
TIFF+JPEG	JPEG	Mail to Print
JPEG+TIFF	JPEG	Mail to Print
Text+PDF	PDF	Mail to Print
TIFF+PDF	PDF	Mail to Print
JPEG+PDF	JPEG	Mail to Print
PDF+JPEG	PDF	Mail to Print
PDF(1)+PDF(2)+....	PDF(1)	Mail to Print

If JPEG or PDF files are attached along with other types of file, the machine receives the e-mail by Mail to Print. Only the first JPEG or PDF file is printed and the other files are deleted.

### Note

- If Reception Protocol is set to POP3 or IMAP4, you can use the E-mail Storage in Server (in System Settings) to configure the machine to either retain or delete the received e-mail from the server. See "File Transfer", Network and System Settings Reference.

- To specify whether or not the machine prints the header (title) and text (body) of each e-mail it receives, use Parameter Setting (switch 21 bit 5) in Facsimile Features. See "Parameter Settings".

#### Reference

- p.375 "Parameter Settings"

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## Receiving Internet Fax Documents

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You can receive e-mail documents by Internet Fax.

There are two methods of receiving e-mail: Auto E-mail Reception and Manual E-mail Reception.

You can print, store, and transfer received files.

The following functions cannot be used with Internet Fax:

Immediate Reception, SEP Code Reception, Closed Network Code, Resolution setting, Memory Lock Reception, Authorized Reception

#### Important

- If [Require Secure Password Authentication (SPA) for all client connections] is selected in Windows Server 2003/2003 R2/2008/2008 R2, reception is not possible.

#### Note

- With User Parameter (switch 21, bit 1) in the Facsimile Features menu, you can have the machine send the return receipt in response to the reception notice request attached to the sent e-mail. See "Parameter Settings".

#### Reference

- p.375 "Parameter Settings"

## Auto e-mail reception

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When this function is turned on, the machine periodically checks the e-mail server for incoming e-mail and downloads it as necessary.

#### Note

- If memory runs out, e-mail will not be received at the specified intervals. Reception will resume when sufficient memory becomes available.
- E-mail auto-reception should be set in "System Settings". When you select auto-reception, set the reception interval in minutes under E-mail Reception Interval, in System Settings. See "File Transfer", Network and System Settings Reference.
- E-mail can also be received manually. For details about the manual reception, see "Manual e-mail reception".

## Reference

- p.203 "Manual e-mail reception"

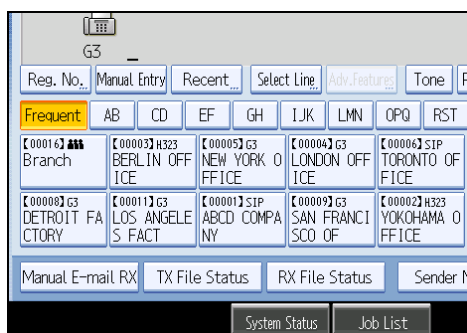
## Manual e-mail reception

Use this function to receive an e-mail by accessing the e-mail server manually.

### ★ Important

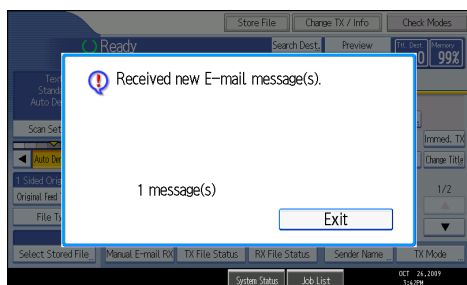
- Program the Manual E-mail RX function to a Quick Operation Key beforehand. For details about Quick Operation Key, see "General Settings".

#### 1. Press [Manual E-mail RX].



The machine accesses the server to check for e-mail and receives any new e-mail.

#### 2. Check the message, and then press [Exit].



The standby display appears.

## Reference

- p.335 "General Settings"

## Received images

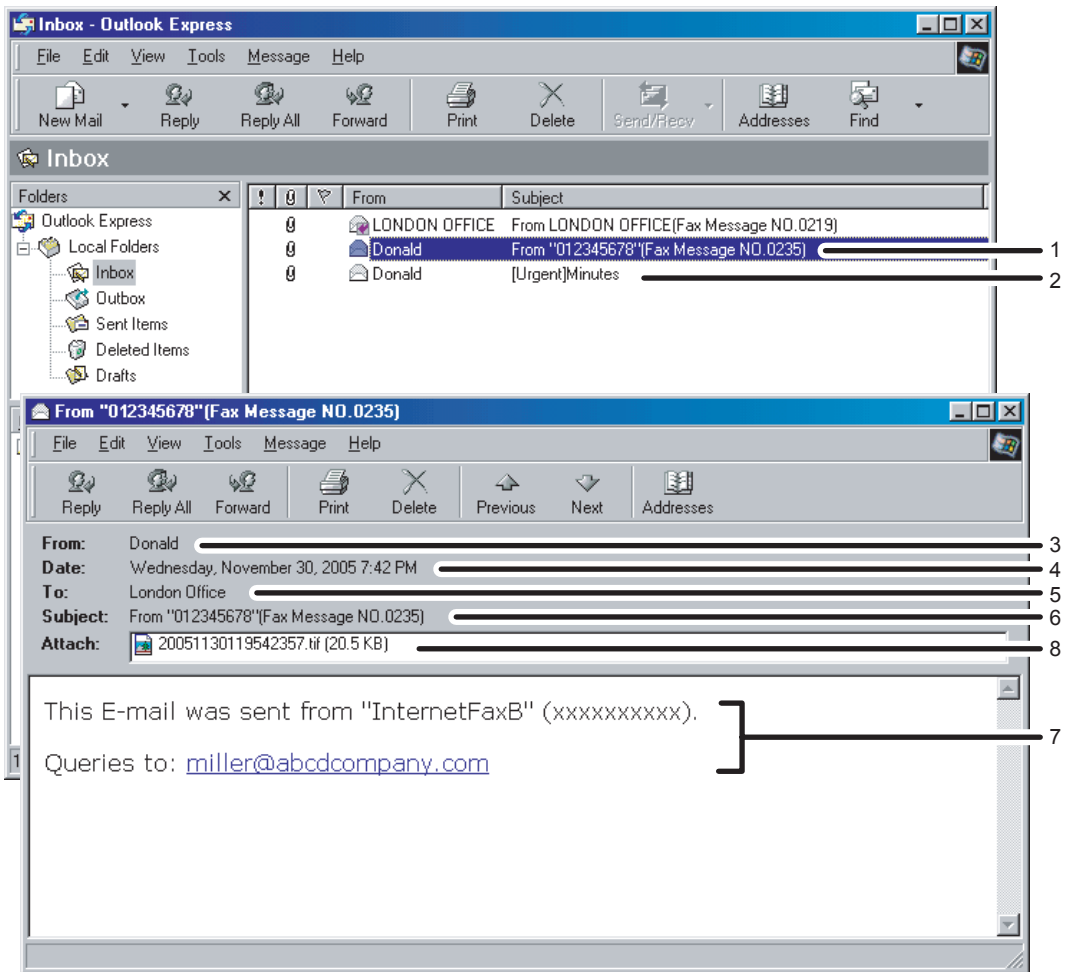
Here is an example of an Internet Fax document sent from this machine and received on a computer using the Outlook Express e-mail application.

The received image varies according to the e-mail application.

**★ Important**

- When Internet Fax e-mail is sent to computer, the following information is always inserted in the e-mail text: "This E-mail was sent from "Host Name" (product name) Queries to: "Administrator's e-mail address"" To check the machine's host name and administrator's e-mail address, use Host Name or Administrator's E-mail Address under System Settings. For details about Host Name and Administrator's E-mail Address, see "System Settings", Network and System Settings Reference.

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1. E-mail transmitted without specifying a subject in "TX Mode".
2. E-mail transmitted with a subject specified in "TX Mode".
3. From  
The name (e-mail address) of the sender

**4. Date**

The date and time of e-mail transmission

**5. To**

The e-mail address of the recipient

**6. Subject**

Shows the subject specified in "TX Mode" at the time of transmission. If no subject is specified, one is automatically assigned in the format shown in 1 above.

**7. The message is inserted in all e-mail. "xxx" is the machine name.****8. Attachment File**

Any document included by the sender is displayed as an attached document.

**Note**

- The display format of the sender name differs according to that of the Stamp Sender Name setting and other functions.
- The display format of the subject varies according to Stamp Sender Name and other settings. For the format of the subject, see "Specifying Auto-Generated Subjects for E-mail".

**Reference**

- p.181 "Specifying Auto-Generated Subjects for E-mail"

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## Mail to Print

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JPEG or PDF files that are attached to e-mails are printed using the Mail to Print function.

The reception method for e-mail is the same as the method for Internet Fax. For details about reception methods, see "Auto e-mail reception" and "Manual e-mail reception".

Mail to Print is not available with the following functions:

Page Reduction, Checkered Mark, TSI Print (Transmitting Subscriber Identification Print), Reception Time, Auto Fax Reception Power-Up, Memory Lock, Multi-Copy Reception, Program Special Sender, Resolution, Page Separation and Length Reduction, Center Mark, Image Rotation, 2 Sided Print, Specify Tray for Lines, Tray Shift, Paper Tray, Communication Page Count, Forwarding, Auto Paper Select function, Printing on paper from the bypass tray, Just size printing

**Important**

- To print a JPEG or PDF file, the optional PostScript 3 unit must be installed.
- Version 1.3, 1.4, 1.5, and 1.6 PDF files are printable. However, this machine might not be able to print PDF files if they were sent from certain machines or created in certain environments.
- Only JPEG files that are in JFIF format are compatible. This machine cannot print Exif format JPEG images captured by digital cameras, but it can print JFIF format JPEG images created on multi-function peripherals. However, this machine might not be able to print JPEG images if they were sent from certain machines or created in certain environments.

**Note**

- The Facsimile Features menu provides a user parameter setting (switch 21, bit 2) that you can use to enable or disable this function. Text and TIFF files will still be printed even if this function is disabled.
- If a JPEG or PDF file is received when the Mail to Print function is disabled, the file will be detected as an error and Error Mail Notification is sent back to the sender. You can turn this function on or off with the User Parameter (switch 21, bit 7) in the Parameter Settings.
- For details about Parameter Setting, see "Parameter Settings".
- Only one attached file can be printed from a received e-mail. If multiple JPEG or PDF files are attached, the first JPEG or PDF file is printed and the other files are deleted.
- If an e-mail contains multiple or unsupported files, its reception result is detected as an error, but an error notification is not sent to the sender.
- When the machine receives a colored image, it is printed in full color.
- Printed JPEG images and PDF files are counted as printer jobs.
- If an encrypted PDF is received, the PDF file is printed only if its password matches this machine's password.
- You can check the results of Mail to Print reception using the Journal. In the Journal, "P.1" is always printed in the number of pages column and "S", which indicates the Standard resolution, is always printed in the communication mode column regardless of the actual page/resolution. If the machine receives files that are unprintable due to their format, "error" will be printed in the result column.
- When receiving by Mail to Print, this machine does not respond to reception notification requests attached to the received e-mail.

**Reference**

- p.202 "Auto e-mail reception"
- p.203 "Manual e-mail reception"
- p.375 "Parameter Settings"



# Reception Functions

This section explains useful functions for receiving fax documents.

## Routing Received Documents

This section describes how to route received documents using SUB Codes or optional extra G3 line.

### Note

- If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and forwarded with a digital signature. Use both "Box Setting" on the Facsimile Features menu and Web Image Monitor to specify whether or not to apply encryption and a digital signature. For details about Box Setting, see "General Settings" and "Box Settings".

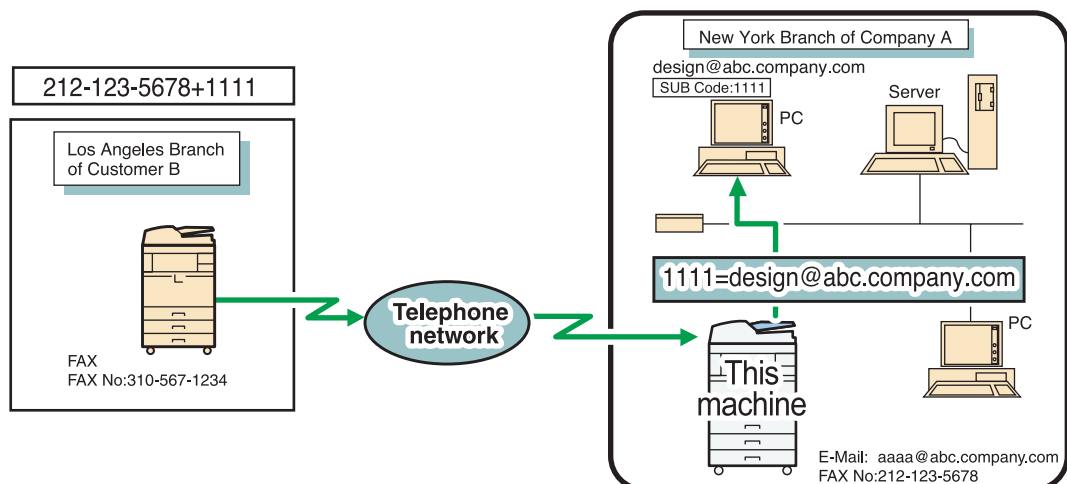
### Reference

- p.335 "General Settings"
- p.399 "Box Settings"

## Routing received documents with SUB Code

This machine can route received documents using SUB Codes.

When a document is received, its SUB Code is compared to SUB Codes programmed in Personal Boxes, and if a match is found, the document is routed to the destination whose SUB Code is specified.



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**★ Important**

- You must set the Personal Box and register a delivery destination beforehand. Personal Boxes can be programmed in "Box Setting" in the Facsimile Features menu. For details about the programming method, see "Box Settings".
- This function is not available when you set received documents to be delivered to the network delivery server. Use the Fax RX File Transmission in System Settings to configure delivery of received documents. For details about Fax RX File Transmission, see "File Transfer", Network and System Settings Reference.

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**↓ Note**

- If the destination specified is an e-mail address, the received document is routed to that destination as e-mail.
- You cannot specify a group as the receiver.
- You can route documents received from any fax machine, regardless of manufacturer.

**📖 Reference**

- p.399 "Box Settings"

### **Routing received documents to specified lines when optional extra G3 line is equipped**

---

This machine can route received documents to specified lines when optional extra G3 line is equipped.

When optional G3 line is equipped, you can route received documents separately for each line. You need to register a SUB code for each line prior to using this function.

Register "1" for G3-1, "2" for G3-2 and "3" for G3-3.

You need to register Fax destinations, IP-Fax destinations, Internet Fax destinations, e-mail destinations, and folder destinations as transmission destinations of the Personal Box or end receiver of the Transfer Box. This function can only be used when all settings have been completed.

**★ Important**

- The optional extra G3 interface unit is required to use this function.
- You must set the Personal or Transfer Box and register a transmission destination or end receiver beforehand.
- This function is not available when you set received documents to be delivered to the network delivery server.

**↓ Note**

- This function is not available if the Information Box is set.
- When the dialed number matches the SUB Code programmed in the Personal Box, if the destinations are not programmed, this function does not work. For details about Personal Box, see "General Settings" and "Box Settings".

- Documents received through Internet Fax and IP-Fax cannot be routed.
- You can route received documents through line G3-1 with the User Parameter (switch 32, bit 4) in the Parameter Setting. For details, see "Parameter Settings".
- You can route received documents through line G3-2 with the User Parameter (switch 32, bit 5) in the Parameter Setting. For details, see "Parameter Settings".
- You can route received documents through line G3-3 with the User Parameter (switch 32, bit 6) in the Parameter Setting. For details, see "Parameter Settings".

#### Reference

- p.335 "General Settings"
- p.375 "Parameter Settings"
- p.399 "Box Settings"

## Transferring Received Documents

The machine can transfer received documents by using SUB Codes.

Originals sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received then relayed to the programmed receiver.

#### Important

- **Transfer Boxes and Receiving Stations must be set up in order to transfer received documents. Transfer Boxes can be programmed in "Box Setting" in the Facsimile Features menu. For details about the programming method, see "Box Settings".**

#### Note

- If the destination specified is an e-mail address, the received document is transferred to that destination as e-mail.
- If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and forwarded with a digital signature. Use both "Box Setting" on the Facsimile Features menu and Web Image Monitor to specify whether or not to apply encryption and a digital signature. For details about Box Setting, see "General Settings" or "Box Settings".
- Transfer results are not sent back to the requesting party.
- You can transfer data received from any fax machine, regardless of manufacturer.
- The Facsimile Features menu provides a user parameter setting (switch 32, bit 0) that allows you to select a priority order for alternative destinations for sent documents. When this parameter is set, if the specified receiver is a group destination that includes an address not registered for the specified transmission type, the document is routed to an alternative destination. See "Parameter Settings".

#### Reference

- p.335 "General Settings"

- p.375 "Parameter Settings"
- p.399 "Box Settings"

## SUB Code Transfer Report

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You can check the results of transmission to Receiving Stations. The machine prints this report when it has finished transmitting to Receiving Stations.

### ↓ Note

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- You can select whether the SUB Code Transfer Report be automatically printed using the User Parameter (switch 04, bit 1) in the Facsimile Features menu.
- You can set whether a portion of the original image is printed on the report with the User Parameter (switch 04, bit 7) in the Facsimile Features menu.
- For details about Parameter Setting, see "Parameter Settings".
- "Unprogrammed" indicates the document could not be sent because the end receiver is not programmed.
- "--" indicates that the e-mail or Internet Fax document was sent to the mail server programmed in this machine.
- For the maximum number of destinations you can register in a group, see "Maximum Values".

### 📖 Reference

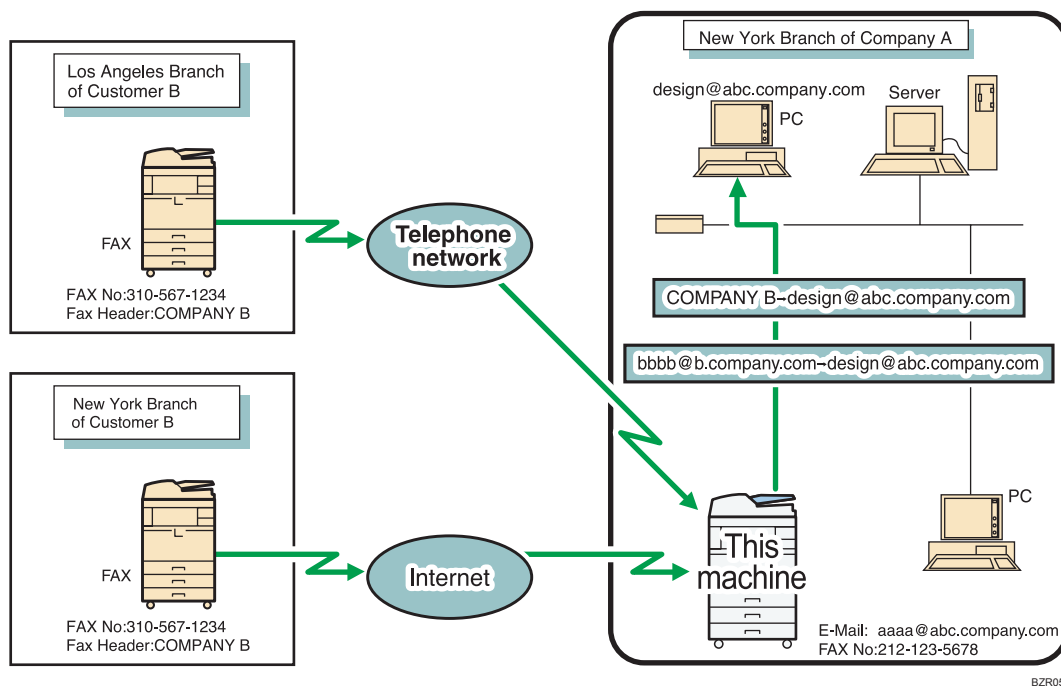
- p.375 "Parameter Settings"
- p.427 "Maximum Values"

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## Forwarding Received Documents

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This machine can forward received documents to other destinations programmed in this machine.



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### ★ Important

- To use this function, specify the Forwarding destination in advance. Forwarding can be specified under Forwarding on the Facsimile Features menu. See "Forwarding".

### ↓ Note

- A fax destination, IP-Fax destination, Internet Fax destination, e-mail destination, or folder destination can be set as a forwarding destination.
- If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and forwarded with a digital signature. Use both "Forwarding" on the Facsimile Features menu and Web Image Monitor to specify whether or not to apply encryption and a digital signature. See "Forwarding".
- If you would like the machine to forward received documents to a particular destination according to the sender, specify the Forwarding destination for each sender under Facsimile Features, Program Special Sender. Documents from other senders are forwarded to the default Forwarding destination specified for this function. For details about Program Special Sender, see "Special Senders to Treat Differently".
- You can set whether or not the Folder Transfer Result Report is transmitted to the specified e-mail address if folders are programmed as the forwarding destinations to which documents are sent from all senders or Special Senders.
- For the maximum number of destinations you can register in a group, see "Maximum Values".
- With "Reception File Setting" of "Facsimile Features", you can specify whether or not to print or store forwarded documents with User Parameter (switch 11, bit 6) in the Facsimile Features menu.

- The Facsimile Features menu provides a user parameter setting (switch 32, bit 0) that allows you to select a priority order for alternative destinations for sent documents. When this parameter is set, if the specified receiver is a group destination that includes an address not registered for the specified transmission type, the document is routed to an alternative destination.
- User Parameters (switch 37, bit 4) on the Facsimile Features menu allows you to include the sender's name in the names of files sent to folders.
- Garbling of the file name and data loss can result if the receiver's operating system cannot accept certain characters in file names. To prevent this, use User Parameters (switch 37, bit 5) to limit the file names to plain characters only.
- If you limit file names to plain characters only but errors still occur, disable display of the sender's name in the file name of documents forwarded to folders.
- For details about Parameter Setting, see "Parameter Settings".

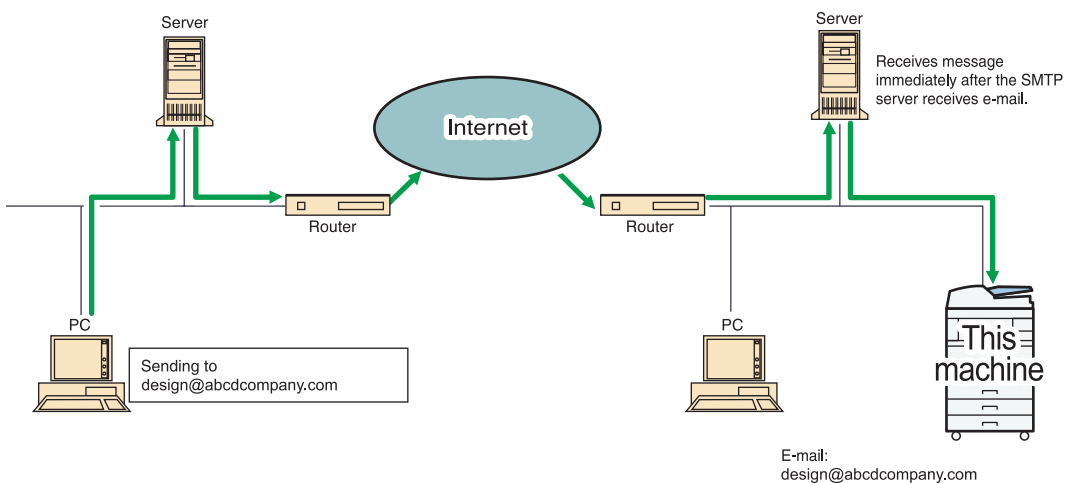
### Reference

- p.355 "Forwarding"
- p.375 "Parameter Settings"
- p.386 "Special Senders to Treat Differently"
- p.427 "Maximum Values"

## SMTP Reception of E-mail

You can receive a document sent by e-mail, using SMTP reception.

With SMTP reception, e-mail is received as soon as it is sent to the e-mail address set by the machine.



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### ★ Important

- Set this machine beforehand using the MX record of the DNS server to enable SMTP reception.
- Use the Reception Protocol setting in System Settings to set the reception protocol. See “File Transfer”, Network and System Settings Reference.

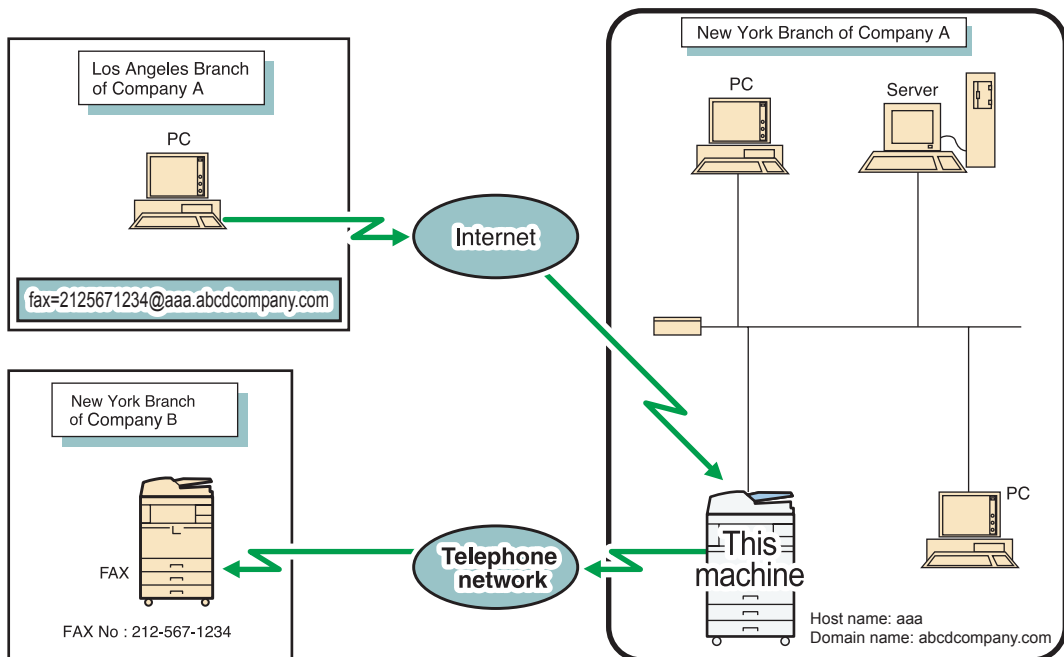
### ↓ Note

- You can route received e-mail to other fax machines as well.
- Even if SMTP reception is enabled on the DNS server, e-mail sent from the SMTP server will not be received and the machine reports an error if SMTP reception is not set under “System Settings”. Also, the SMTP server sends error notification e-mail to the originator.
- If an error occurs while receiving e-mail, reception is aborted, the e-mail is deleted, and Error Report is printed. Also, the SMTP server will send error notification e-mail to the originator.
- When the SMTP server attempts to route received documents to this machine while the machine is transmitting e-mail, the machine will respond to the SMTP server with a “busy” signal. Then, the SMTP server usually tries resending the documents until the set timeout.

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## Routing e-mail received via SMTP

E-mail received via SMTP can be routed to other fax machines.



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### ★ Important

- Before routing e-mail received via SMTP, you first must set “SMTP RX File Delivery Settings” to “On” in the Facsimile Features menu. See “SMTP Reception File Delivery Settings”.
- Depending on security settings, this function may not be available.

The originator can request transfer of e-mail sent to another fax machine by specifying the e-mail address as follows:

#### Fax Number

fax=destination fax number@host name of this machine.domain name

Example: to transfer to fax number 212-567-1234:

fax=2125671234@aaa.abcdcompany.com

#### Single destination programmed in the destination list

fax=#registration number of 5 digits or less@host name of this machine.domain name

Example: to transfer to the destination number 00001:

fax=#00001@aaa.abcdcompany.com

#### Group destination programmed in the destination list

fax=#\*#\*registration number of 5 digits or less@host name of this machine.domain name

Example: to transfer to the destination programmed under group number 00004:

fax=#\*#\*00004@aaa.abcdcompany.com

### ↓ Note

- E-mail received via SMTP can also be routed to single or group destinations programmed in the destination list.
- If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and routed with a digital signature. Use both “SMTP RX File Delivery Settings” on the Facsimile Features menu and Web Image Monitor to specify whether or not to apply encryption and a digital signature. For details about SMTP RX File Delivery Settings, see “SMTP Reception File Delivery Settings”.
- If an e-mail transfer request is received when the “SMTP RX File Delivery Settings” is “Off” in the Facsimile Features menu, this machine responds with an error message to the SMTP server.
- You can make settings that limit transfer to specified originators.
- Using this function, you can also send documents from your e-mail application to e-mail addresses and G3 fax machines' destinations through this machine simultaneously.
- For the maximum number of destinations you can register in a group, see “Maximum Values”.
- The Facsimile Features menu provides a user parameter setting (switch 32, bit 0) that allows you to select a priority order for alternative destinations for sent documents. When this parameter is set, if the specified receiver is a group destination that includes an address not registered for the specified transmission type, the document is routed to an alternative destination. See “Parameter Settings”.



### Reference

- p.365 "SMTP Reception File Delivery Settings"
- p.375 "Parameter Settings"
- p.427 "Maximum Values"

## JBIG Reception

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression. It allows you to receive documents sent in the JBIG format through JBIG Transmission.

### Important

- This function is not available with Internet Fax and Mail to Print functions.

## 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 documents 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 documents are printed as soon as they are received (Immediate Reception) with the User Parameter (switch 14, bit 0) in the Facsimile Features menu. See "Parameter Settings".
- You can also have fax documents received by Memory Reception (Substitute Reception) printed after the machine is turned on.

### Reference

- p.375 "Parameter Settings"

## Printing Options

This section explains useful functions for printing received documents.

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### Print Completion Beep

---

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

#### ↓ Note

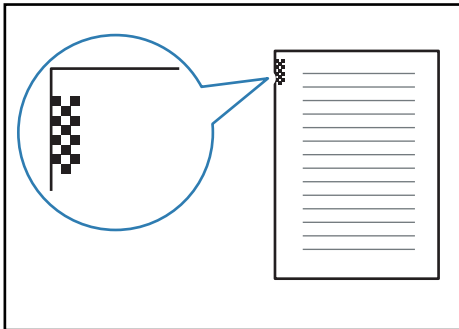
- You can alter the volume of the beep or turn it off completely using "Adjust Sound Volume" in the General Settings (set the volume to the minimum level). See "Adjusting the Volume", Troubleshooting.

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### Checked Mark

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



B2FR017

#### ↓ Note

- You can turn this function on or off using Checkered Mark in the Facsimile Features menu. See "Reception Settings".

#### 📖 Reference

- p.342 "Reception Settings"

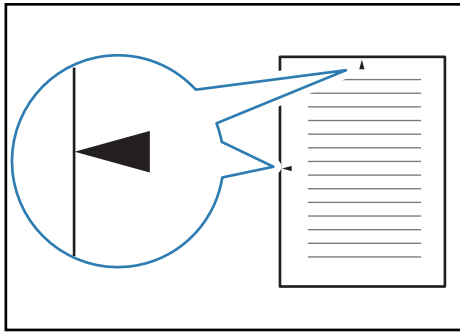
---

### Center Mark

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When this function is enabled, 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 documents.



BZR018

### ↓ Note

- The Center Mark may deviate a little from the exact center of the edge. See "Reception Settings".
- You can enable or disable this function using Center Mark in the Reception Settings.

### 📖 Reference

- p.342 "Reception Settings"

## Reception Time

You can have the date, time, and file number printed at the bottom of the document when it is received.

### ↓ Note

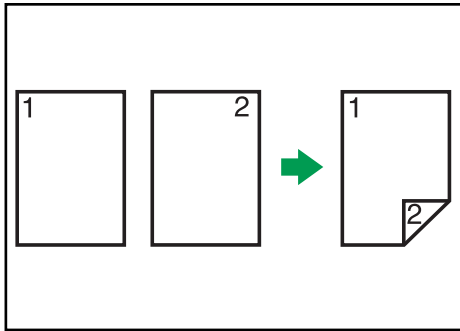
- You can turn this function on or off using Print Reception Time in the Facsimile Features menu. See "Reception Settings".
- When a received document is split and printed on two or more sheets, the reception time is printed on the last sheet.
- The time when the document was printed can also be recorded on the document. If you need this function, contact your service representative.

### 📖 Reference

- p.342 "Reception Settings"

## Two-Sided Printing

You can have a received document printed on both sides of a sheet.



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★ Important

- 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 the machine of the same size as that sent by the sending party. In Two-Sided Printing, this machine will correctly receive in A3, B4 JIS (Japanese Industrial Standard), A4, B5 JIS, A5 (11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 11, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>). The following table shows the results that can be achieved when receiving with this machine.

	Originals	Top binding	Side binding
A4, B5 JIS, A5, 8 1/2 x 11, 8 1/2 x 5 1/2			
A3, B4 JIS, 11 x 17, 8 1/2 x 14			

BZR029

- This function works only when all pages are of the same width and received into memory.
- This function cannot be used with Combine Two Originals.

**Note**

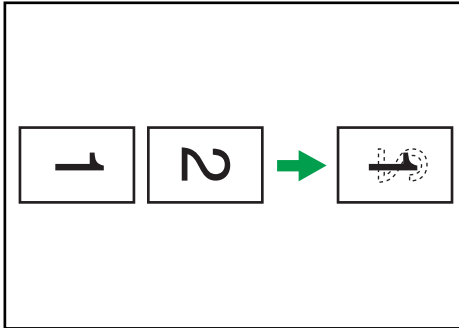
- You can turn this function on or off using 2 Sided Print in the Facsimile Features menu. For details, see "Reception Settings".
- Printouts may vary depending on how the sender sets the originals.
- You can select to have documents only from selected senders printed in this way.
- Stored documents of the same size are printed on the same paper. Some stored documents may be unavailable for this printing option.

**Reference**

- p.342 "Reception Settings"

## 180-degree rotation printing

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



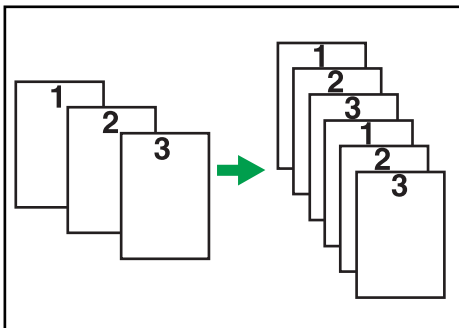
BZR019

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## Multi-Copy Reception

If you switch this function on, multiple copies of each incoming fax document is printed.

You can also select to have multiple copies made of documents from particular senders.



BZR020


### ↓ Note

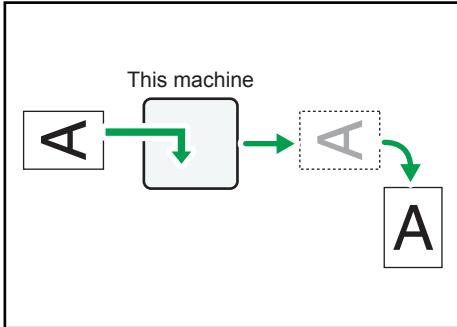
- The maximum number of copies that can be made for each document is 10.
- When using the Multi-copy function with specified senders, the maximum number of copies is 10.
- You can turn this function on or off using Reception File Print Quantity in the Facsimile Features menu. For details, see "Reception Settings".
- The machine will use Memory Reception for Multi-copy Reception.

### 📖 Reference

- p.342 "Reception Settings"

## Image Rotation

If you have set paper in the  orientation in the paper tray, incoming fax documents are automatically rotated to fit onto the paper.



B2FR042

### ↓ Note

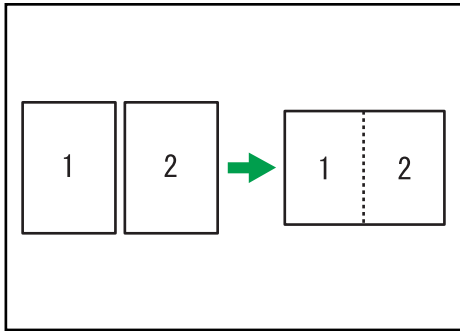
- If you specified a tray for “Paper Tray” in the Facsimile Features menu, the paper loaded in the specified tray is selected.

## Combine Two Originals

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

### ★ Important

- This function does not work with documents larger than A5 $\square$ , B5 JIS $\square$ , A4 $\square$ , 8 $\frac{1}{2}$  × 11 $\square$  or 8 $\frac{1}{2}$  × 5 $\frac{1}{2}$  $\square$ . When A5 $\square$ , B5 JIS $\square$ , A4 $\square$ , 8 $\frac{1}{2}$  × 11 $\square$  or 8 $\frac{1}{2}$  × 5 $\frac{1}{2}$  $\square$  size paper is loaded in the machine, each page of the received document is printed on a single sheet. When A5 $\square$ , B5 JIS $\square$ , A4 $\square$ , 8 $\frac{1}{2}$  × 11 $\square$  or 8 $\frac{1}{2}$  × 5 $\frac{1}{2}$  $\square$  size paper is loaded in the machine, each page of the received document is rotated and printed on a single sheet.
- If paper matching the size and orientation of a received document is available, Combine Two Originals is not possible.
- If Combine Two Originals and 2 Sided Print are selected at the same time, 2 Sided Print takes priority and Combine Two Originals is canceled.



BZR001

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- Two A5 documents are printed side by side on a sheet of A4.
- Two B5 JIS documents are printed side by side on a sheet of B4 JIS.
- Two A4 documents are printed side by side on a sheet of A3.
- Two  $8\frac{1}{2} \times 5\frac{1}{2}$  documents are printed side by side on a sheet of  $8\frac{1}{2} \times 11$ .
- Two  $8\frac{1}{2} \times 11$  documents are printed side by side on a sheet of  $11 \times 17$ .

#### ↓ Note

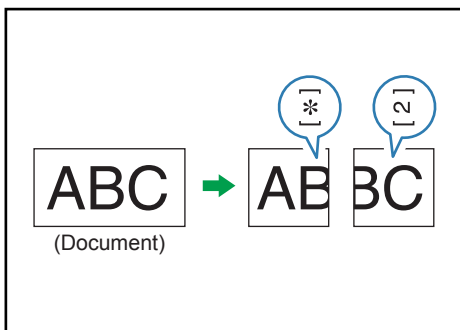
- You can turn this function on or off with the User Parameter (switch 10, bit 1) in the Facsimile Features menu. The default setting is "Off". See "Parameter Settings".
- This function uses Memory Reception.

#### 📖 Reference

- p.375 "Parameter Settings"

## Page Separation and Length Reduction

If the size of a received document is longer than the paper loaded in the machine, each page of the document can be split and printed on several sheets, or reduced and printed on a single sheet.



BZR043

For example, this function splits the document if the document length is 20 mm (0.79 inch) or longer than the paper used. The document is reduced if it is less than 20 mm (0.79 inch). When a document is split, an



asterisk (✱) is inserted at the split position and about 10 mm (0.39 inch) of the split area is duplicated on the top of the second sheet.

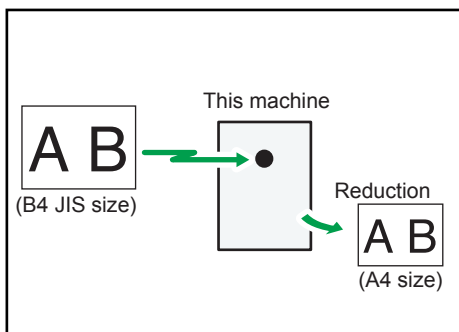
### ↓ Note

- Your service representative can customize this function 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: 4 mm (0.16 inch), 10 mm (0.39 inch), 15 mm (0.59 inch)
  - Guideline for split: 5-155 mm (5 mm steps)/0.2-6.1 inches (0.2 inch steps)

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## Page Reduction

If you receive a document that is longer than the paper in the tray, the machine usually prints it on two pages. If you turn this function on, the machine reduces the width and length of the received image so that it will fit on one page.



If A4 paper but not B4 paper is loaded and a B4 document is received, the machine automatically reduces the document size so that it can be printed onto a single A4 sheet.

Similarly, if B4 paper but not A3 paper is loaded and an A3 document is received, the machine automatically reduces the document size so that it can be printed onto a single B4 sheet.

### ↓ Note

- You can turn this function on or off with the User Parameter (switch 10, bit 3) in the Facsimile Features menu. See "Parameter Settings".
- When this function is used, the printing quality may not be as good as usual.

- To split a document into two sheets without using this function, see "Page Separation and Length Reduction".

#### Reference

- p.222 "Page Separation and Length Reduction"
- p.375 "Parameter Settings"

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## TSI Print (Transmitting Subscriber Identification Print)

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### 3

You can have the sender's Own Name or Own Fax Number printed on documents that this machine receives.

Usually the sender's Fax Header is printed on received documents. When you receive an Internet Fax document, the e-mail address of the sender is printed. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the document came from.

#### Note

- You can turn this function on or off in the User Parameter (switch 02, bit 3) in the Facsimile Features menu. See "Parameter Settings".

#### Reference

- p.375 "Parameter Settings"

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## If There Is No Paper of the Correct Size

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If there is no paper in the machine that matches the size of a received document, the machine will choose a paper size based on the paper available.

If you have not set the same size paper in the paper tray, incoming fax documents are printed on the nearest size available.

For example, if your machine does not have  $8\frac{1}{2} \times 11$  loaded and you receive an  $8\frac{1}{2} \times 11$  size document, the document is printed on  $11 \times 17$ . If your machine does not have  $11 \times 17$  loaded and you receive an  $11 \times 17$  size document, the document is printed on two sheets of  $8\frac{1}{2} \times 11$ .

This function is available only if the following settings are made:

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

**Note**

- The document is split over two sheets of paper depending on the paper size. See "Page Separation and Length Reduction".
- Paper placed in the bypass tray is not usually selected for printing a received document. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders.
- Widths that this machine can receive are A4, B4 JIS, LT ( $8\frac{1}{2} \times 11$ ) and A3. Any documents narrower than A4 or LT ( $8\frac{1}{2} \times 11$ ) are received at A4 or LT ( $8\frac{1}{2} \times 11$ ) width. The length of documents depends on the document.
- The paper size used to print a received document may be different from the size of the sent original.
- For details about page reduction, see "Page Reduction".

**Reference**

- p.222 "Page Separation and Length Reduction"
- p.223 "Page Reduction"

## Setting priority trays

With the same size of paper loaded into multiple trays, you can make the machine use one tray for one function and another tray for another function.

For example, you may load white A4 paper into tray 1 to use when making copies, and yellow A4 paper into tray 2 to use when printing received faxes. You can then easily identify for which purpose paper has been output. You can perform this setting in "Paper Tray Priority: Facsimile" in "System Settings". See "Tray Paper Settings", Network and System Settings Reference.

**Note**

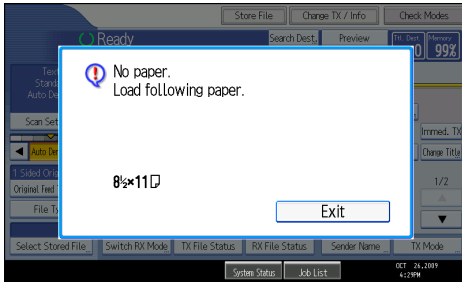
- When a different size of document from the priority tray is received, the tray containing the same size of paper as the received document is used.

## Just size printing

If you enable this function, received documents are printed on the sheet that has the highest priority.

This function is enabled with User Parameter (switch 05, bit 5) in the Facsimile Features menu. See "Parameter Settings".

If the paper tray is not stocked with paper of a suitable size to print a received document, a message appears on the display prompting you to load paper of the required size. When you have loaded new paper, press [Exit] to print the document.



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### ↓ Note

- After pressing [Exit], procedure varies depending on machine status when the message occurred.
  - If any received documents or reports were being printed automatically, the printer automatically continues printing from where it left off.
  - If any documents or reports were being printed manually, the printer does not resume printing. Perform the operation from the beginning again.

### 📖 Reference

- p.375 "Parameter Settings"

## Having incoming documents printed on paper from the bypass tray

You can print documents sent from Specified Senders on paper from the bypass tray.

In "Program Special Sender" in the Facsimile Features menu, set as follows:

- Program a special sender and select the Bypass Tray for the paper tray type.
- Turn on the "Special Reception Function" in "Initial Set Up".

For details about Program Special Sender, see "Special Senders to Treat Differently".

### ↓ Note

- You can load a maximum of 100 sheets of standard paper in the bypass tray.
- You can use a size of paper not loaded in the paper tray(s) in the bypass tray.
- The machine can detect A6, A5, A4, A3 (5 1/2 × 8 1/2, 8 1/2 × 11, 11 × 17) paper sizes. When you load any other size, specify the paper size. However, if the specified paper size and size of paper set in the bypass tray do not match, paper jams may occur, or the image may be shortened.
- Documents printed on paper smaller than A4 (8 1/2 × 11) may be shortened, or split across sheets.
- Paper longer than 600 mm (23.62 inches) may be creased, not sent, or jam.
- Print area depends on optional expansion memory, resolution, and vertical length of originals.
- If you use this function, Image Rotation and 180-degree rotating printing are not possible.

 **Reference**

- p.386 "Special Senders to Treat Differently"

# Where Incoming Documents Are Delivered - Output Tray

You can specify the output tray or output position to facilitate separation of received documents.

## Specifying Tray for Lines

3

Use this function to specify the output tray for each line port.

You can specify the document feeding tray for each port (telephone, Internet Fax, IP-Fax). For example, you can specify documents received through the G3-1 port to be fed to the "Finisher Upper Tray" and documents received through the G3-2 port to be fed to the "Finisher Shift Tray", facilitating separation of files. You can also set the machine to output Internet Fax documents and ordinary faxes onto different trays.

### ★ Important

- The optional Internal Tray, Finisher, Booklet Finisher or External Tray is required to use this function.
- The optional extra G3 interface unit is required to use the extra G3 line.

### ↓ Note

- To use this function, specify the port and destination using [Specify Tray for Lines] in the Facsimile Features menu. For details about the setting, see "Reception Settings".

### 📖 Reference

- p.342 "Reception Settings"

## Tray Shift

Use this function to shift the output position for each document, so you can separate received documents easily.

When the optional finisher unit is selected for fax output, you can use the Tray Shift function 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.

### ★ Important

- The optional Internal Shift Tray, Finisher, or Booklet Finisher is required to use this function.

### ↓ Note

- You can turn this function on or off with the User Parameter (switch 19, bit 0) in the Facsimile Features menu. See "Parameter Settings".

 **Reference**

- p.375 "Parameter Settings"





# 4. Changing/ Confirming Communication Information

This section explains the features of [Change TX / Info], which you can use to confirm communication results on the screen or printed reports.

## Changing the Settings of Files in Memory

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 the machine failed to transmit.

**Note**

- If the "No transmission files found." message appears on the screen after you press [Check / Stop Transmission File], no files are being stored or sent by Memory Transmission.
- You cannot view or edit files that are in the process of being sent, files sent by LAN-Fax, or files saved for printing as reports.
- There are cases when a destination may not be selected as the destination appears as "✳", depending on the security settings.

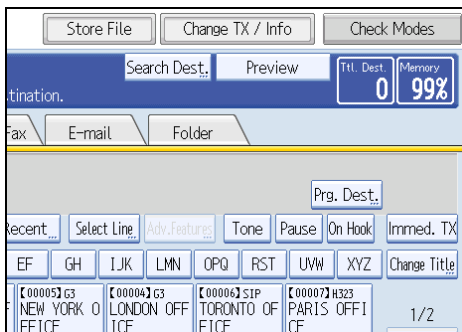
## Deleting a Destination from a Broadcast

You can delete selected broadcasting destinations.

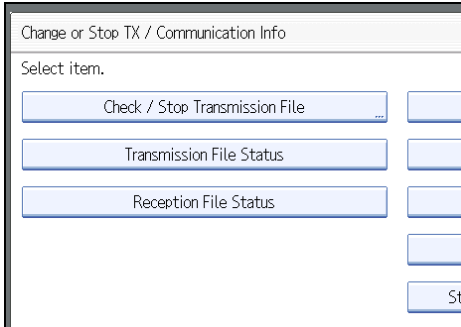
**Important**

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

1. Press [Change TX / Info].

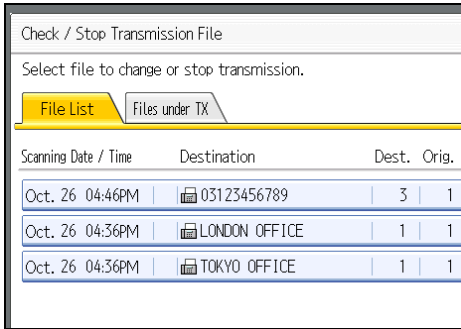


2. Press [Check / Stop Transmission File].

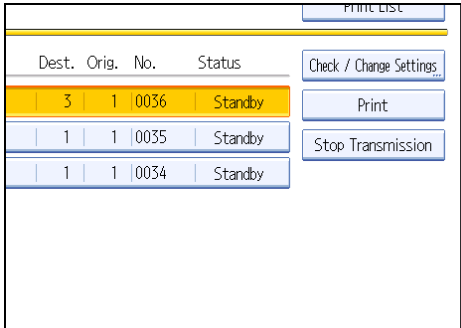


3. Select the file from which you want to delete a destination.

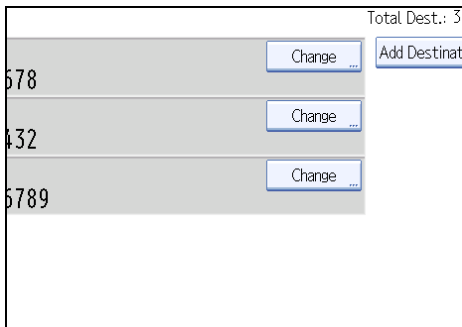
4



4. Press [Check / Change Settings].

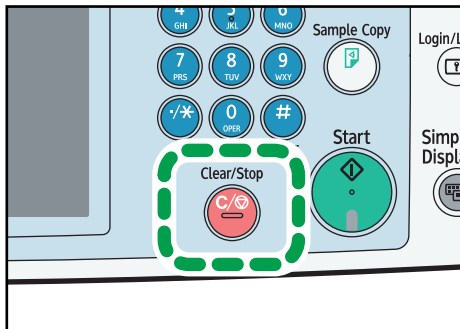


**5. Press [Change] for the destination you want to delete.**



If you delete a folder destination, press [Delete], and then press [Yes] on a confirmation message screen. Proceed to step 7.

**6. Press the [Clear/Stop] key to delete the destination, and then press [OK].**



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Pressing the [Clear/Stop] key deletes by single digits the fax number or IP-Fax address. The Internet Fax destination or e-mail destination can be entirely deleted at once by pressing the [Clear/Stop] key.

**7. Press [Exit].**

To delete another destination, repeat from step 3.

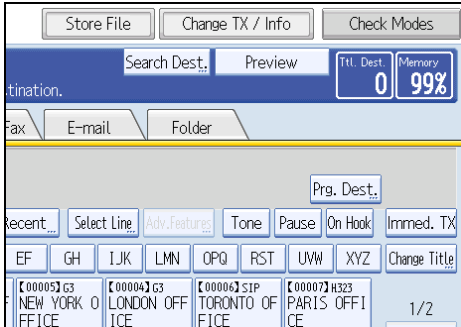
**8. Press [Exit] twice.**

The standby display appears.

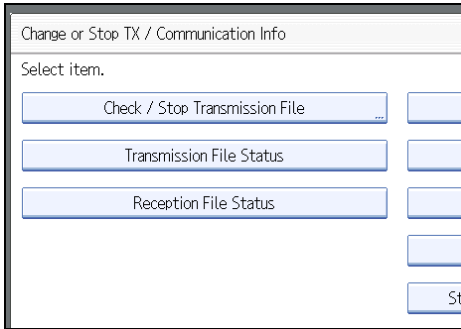
## Adding a Destination

You can add a destination for broadcasting.

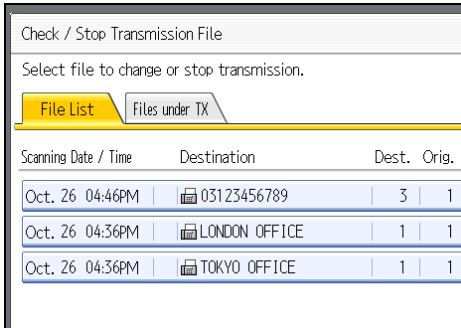
1. Press [Change TX / Info].



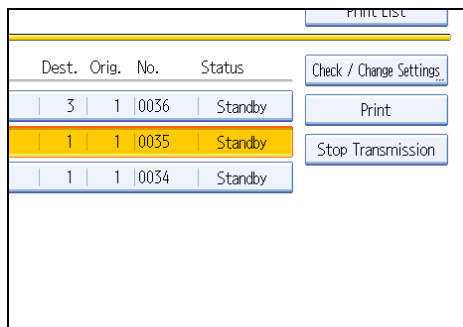
2. Press [Check / Stop Transmission File].



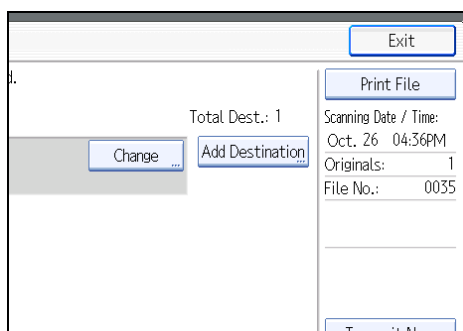
3. Select the file to which you want to add a destination.



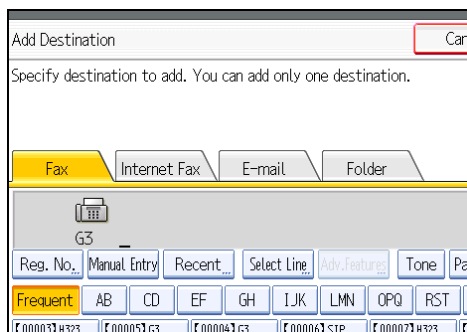
#### 4. Press [Check / Change Settings].



#### 5. Press [Add Destination].



#### 6. Specify the destination using the number keys or Destination keys, and then press [OK].



Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, or folder.

If you specify a sender whose e-mail address is already registered, you can add Internet Fax destinations and e-mail destinations.

You can add a folder destination only with Destination keys.

You can also program a SUB Code or SEP Code by pressing [Adv.Features].

#### 7. Press [Exit].

Repeat from step 3, if you want to add another destination.

**8. Press [Exit] twice.**

The standby display appears.

**Note**

- You cannot add a destination if you have disabled broadcasting.

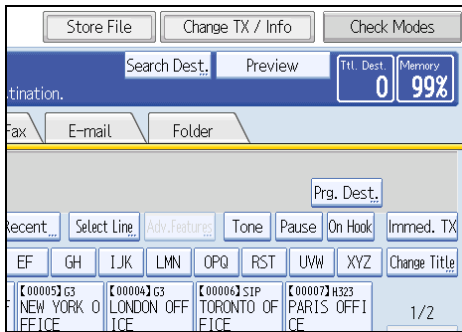
## Changing the Transmission Time

You can change the transmission time specified with Send Later.

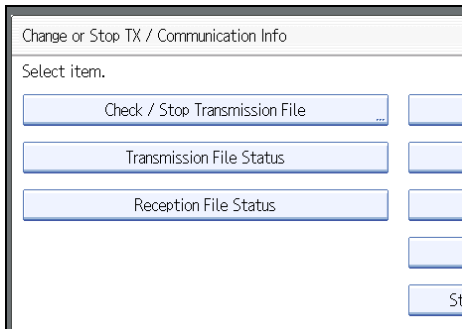
You can also delete the transmission time. If the transmission time is deleted, the file is transmitted immediately.

4

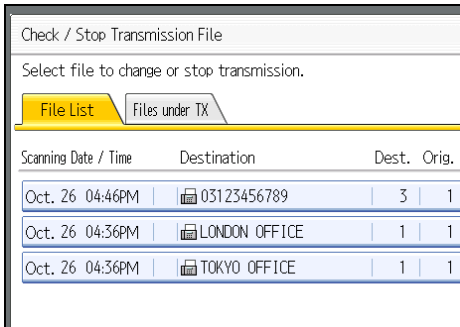
**1. Press [Change TX / Info].**



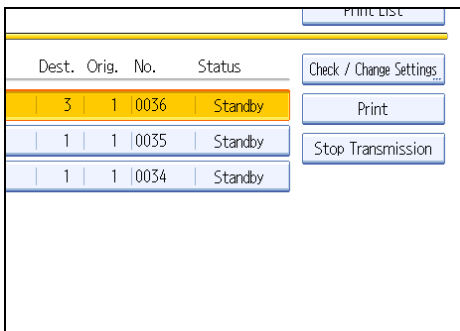
**2. Press [Check / Stop Transmission File].**



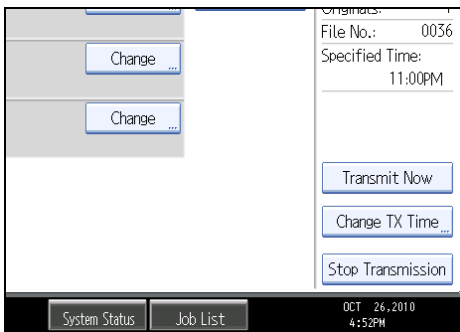
### 3. Select the file for which you want to change or cancel the transmission time.



### 4. Press [Check / Change Settings].

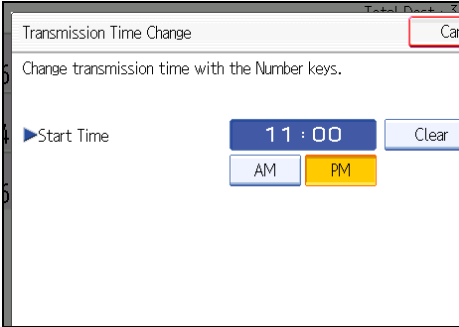


### 5. Press [Change TX Time].



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 [Clear], re-enter the transmission time using the number keys, and select [AM] or [PM]. Then press [OK].



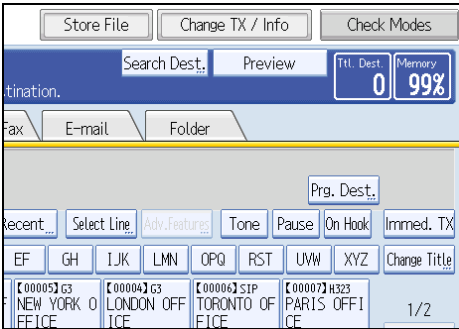
4

7. Press [Exit].  
Repeat from step 3, if you want to change another transmission time.
8. Press [Exit] twice.  
The standby display appears.

## Changing the SMTP Server Setting

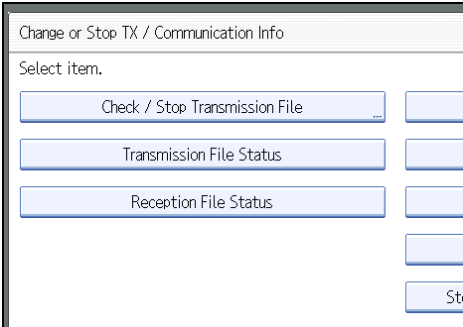
You can change the settings for whether or not to bypass the SMTP server.

1. Press [Change TX / Info].

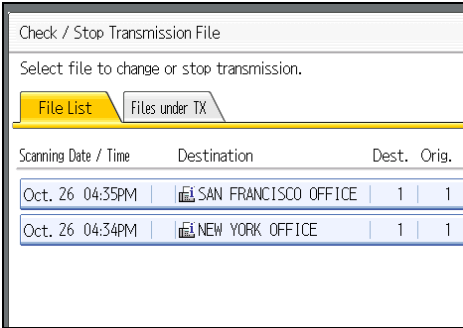




2. Press [Check / Stop Transmission File].

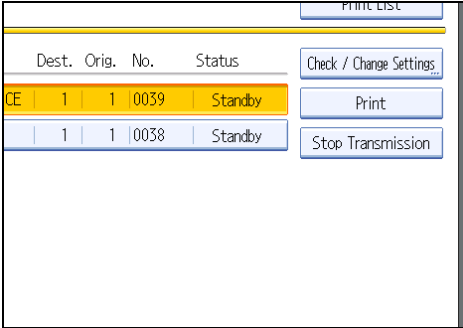


3. Select a file whose SMTP server setting you want to change.

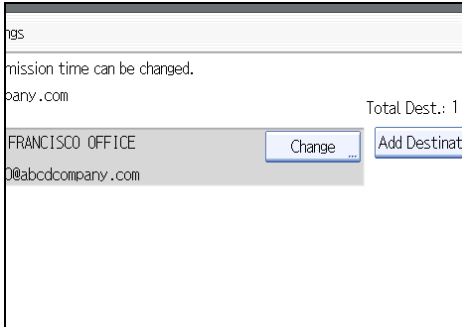


4

4. Press [Check / Change Settings].

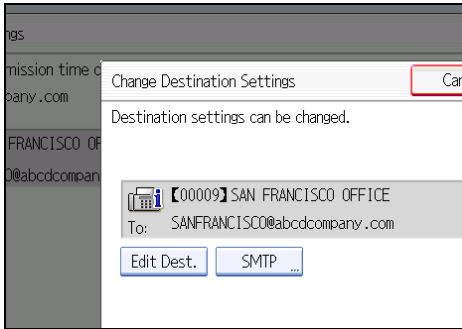


5. Press [Change].

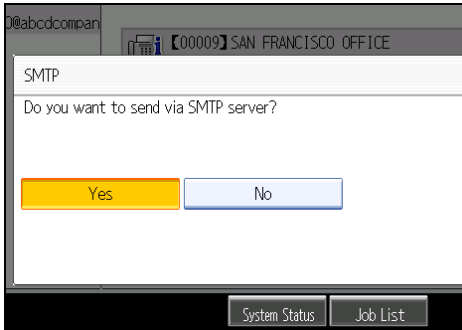


6. Press [SMTP].

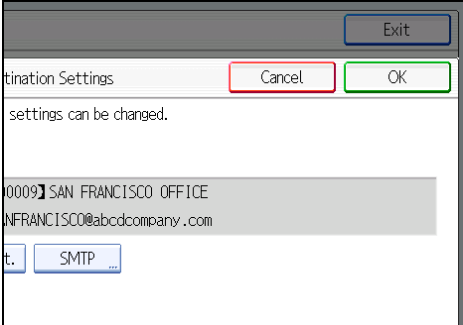
4



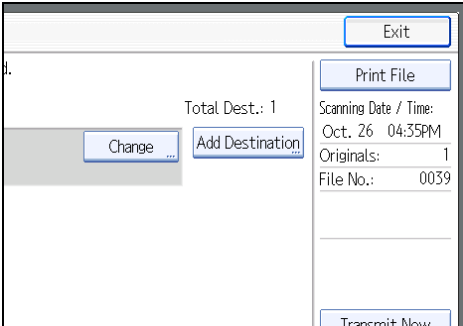
7. Select [Yes] or [No], and then press [OK].



8. Press [OK].



9. Press [Exit].



Repeat from step 3 to change the SMTP server settings of other recipients.

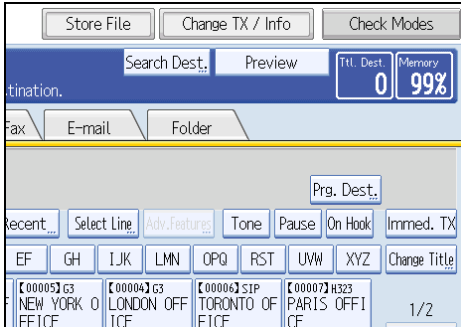
10. Press [Exit] twice.

The standby display appears.

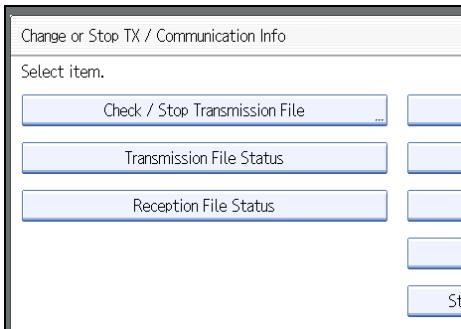
# Printing a File from Memory

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

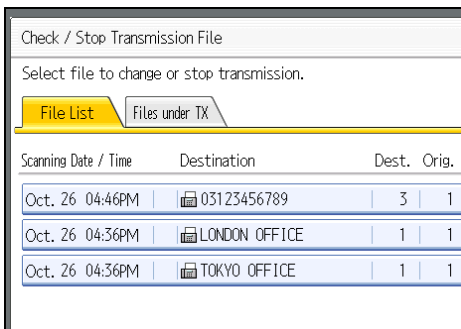
**1. Press [Change TX / Info].**



**2. Press [Check / Stop Transmission File].**

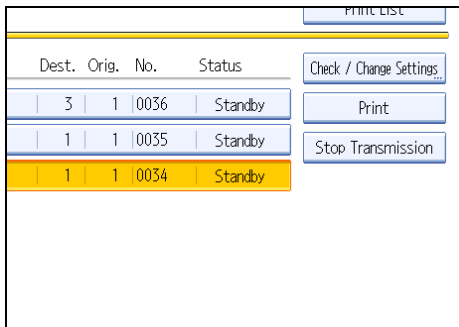


**3. Select the file you want to print.**

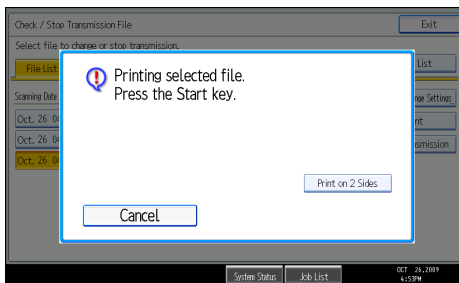


If multiple destinations were specified, only the number of the destinations that have not received the document you sent is shown.

#### 4. Press [Print].



A message appears on the display.



If you want two-sided printing, press [Print on 2 Sides].

To cancel printing, press [Cancel]. The display returns to the previous one.

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

To cancel printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 4.

Repeat from step 3, if you want to print another file.

#### 6. Press [Exit] twice.

The standby display appears.

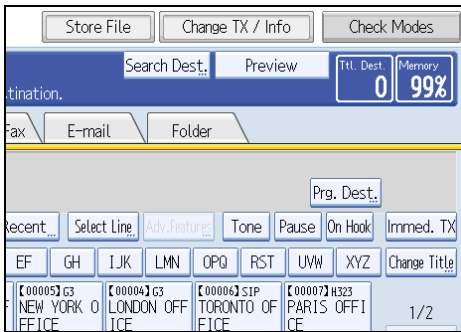
#### ↓ Note

- You can also print files that have not been successfully transmitted.

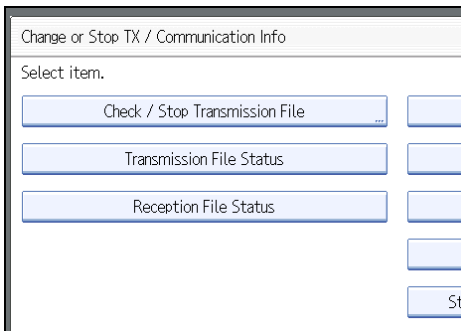
# Printing a List of Files in Memory (Print TX File List)

Print this list if you want 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).

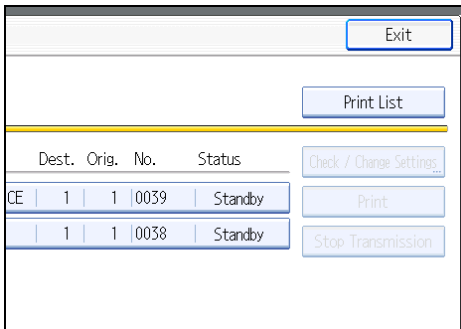
**1. Press [Change TX / Info].**



**2. Press [Check / Stop Transmission File].**



**3. Press [Print List].**



To cancel printing before pressing the [Start] key, press [Cancel]. The screen returns to that displayed before pressing [Print List].

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

To cancel printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 3.

**5. Press [Exit] twice.**

The standby display appears.

**Note**

- The contents of a file stored in memory can also be printed.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu. See "Parameter Settings".

**Reference**

- p.375 "Parameter Settings"

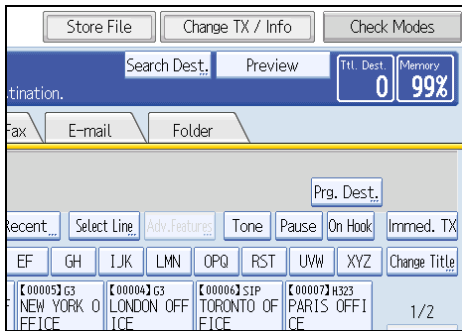
# Resending a File

Machine memory stores documents that could not be successfully transmitted using Memory Transmission. Use this procedure to resend these documents.

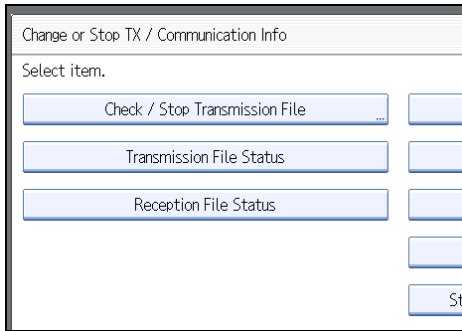
**★ Important**

- Set "Store documents in memory that could not be transmitted" to "On" in User Parameter (switch 24, bit 0) in the Facsimile Features menu.

1. Press [Change TX / Info].

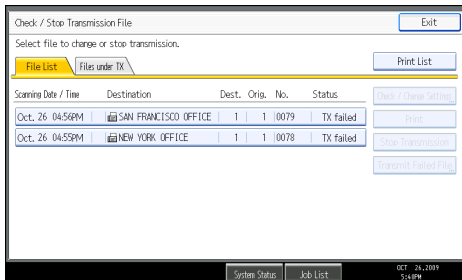


2. Press [Check / Stop Transmission File].



3. Select the file you want to resend.

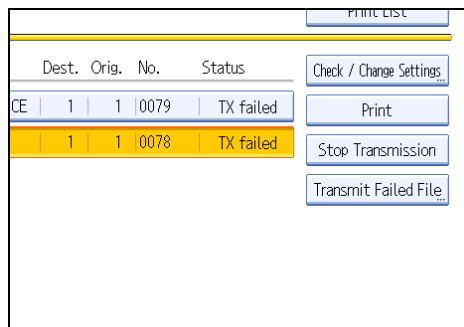
"TX failed" is displayed for files that could not be sent.





If multiple destinations were specified, only the name of the destination you specify first and only the number of destinations that have not received the document you sent are shown.

#### 4. Press [Transmit Failed File].



To add a destination, press [Add Destination], and then specify the destination.

#### 5. Press [OK].

Transmission starts.

Repeat from step 3 to resend another file.

To cancel transmissions, press [Stop Transmission].

#### 6. Press [Exit] twice.

The standby display appears.

#### ↓ Note

- Files that could not be transmitted are kept for either 24 or 72 hours, depending on the setting you make in User Parameter (switch 24, bit 1) in the Facsimile Features menu. See "Parameter Settings".

#### 📖 Reference

- p.375 "Parameter Settings"

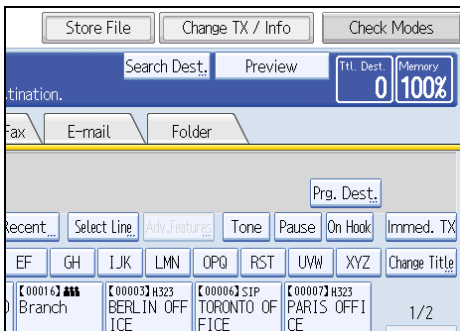
# Checking the Transmission Result (Transmission File Status)

You can confirm transmission by the display, report, or e-mail.

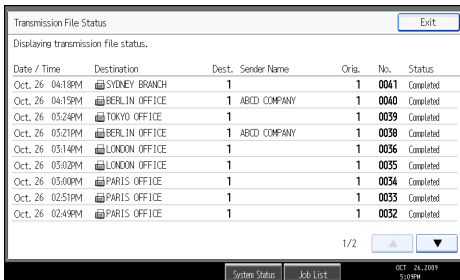
## Confirming on Display

Use this function to display the transmission results.

1. Press [Change TX / Info].



2. Select [Transmission File Status].
3. Check the transmission results.



Transmission results are displayed, from the latest result down, in groups of nine.

When a fax is sent, "Destination" shows the Own Fax Number or Fax Header information of the receiver. When an Internet Fax or e-mail is sent, the e-mail address or name programmed in the destination list appears. For a transmission from a computer, "-- LAN-Fax -->" is shown.

Depending on security settings, the destination may appear as \*.

4. Press [Exit] twice.

The standby display appears.

**Note**

- Only the transmission results of the latest communications are displayed. For the maximum number of communication results you can check on this machine, see "Maximum Values".
- You can view sent fax documents and their lists, using Web Image Monitor on a network computer. For details, see the Web Image Monitor's Help.
- If a transmission is completed while you are using this function, the result will not appear. To view the latest result, exit Transmission File Status, and then try again.
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 1. For details about Quick Operation Key, see "General Settings".
- When documents are transmitted from the computer to the machine, "--LAN-Fax -->" appears. To check if the documents are sent to the receiver, confirm the same File No.
- An encryption symbol is displayed in the routing/forwarding columns of encrypted e-mail.

**Reference**

- p.335 "General Settings"
- p.427 "Maximum Values"

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## Confirming by Report

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Print reports for confirmation.

### Memory Transmission

You can confirm the result with a Communication Result Report.

This report is printed each time a Memory Transmission is completed if turned on with User Parameter (switch 03, bit 0) in the Facsimile Features menu.

You can also print the report by programming the TX Status Report to a Quick Operation Key and pressing this when specifying a destination.

If you turn the Communication Result Report on, the Communication Failure Report is not printed.

For details about the contents printed in the reports, see "Communication Result Report (Memory Transmission)" or "Communication Failure Report".

### Immediate Transmission

You can confirm the result with an Immediate TX Result Report.

Select to print this report in User Parameter (switch 03, bit 5) in the Facsimile Features menu. A report is printed after every Immediate Transmission is completed.

You can also print the report by programming the TX Status Report to a Quick Operation Key and pressing this when specifying a destination.

For details about the contents printed in the report, see "Immediate TX Result Report (Immediate Transmission)".

**Note**

- For details about Parameter Setting, see "Parameter Settings".
- For details about Quick Operation Key, see "General Settings".

**Reference**

- p.251 "Communication Result Report (Memory Transmission)"
- p.252 "Immediate TX Result Report (Immediate Transmission)"
- p.252 "Communication Failure Report"
- p.335 "General Settings"
- p.375 "Parameter Settings"

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## Confirming by E-mail

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Use the E-mail TX Results function to send reports by e-mail to a computer, and then confirm them on the computer.

The available reports are:

- Communication Result Report.
- Immediate TX Result Report.
- Polling with SEP RX Result.

**★ Important**

- **You must first register the e-mail addresses of the destinations the report is to be sent to on the destination list. For details about registering e-mail addresses, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Reference.**

**Note**

- For details about E-mail TX Results, see "Confirming Transmission Results by E-mail".
- For details about the contents of the reports, see "Communication Result Report (Memory Transmission)", "Immediate TX Result Report (Immediate Transmission)", "SEP Code RX Result Report".
- By programming the E-mail TX Results to a Quick Operation Key in advance, you can send transmission results by e-mail after each transmission is completed. Select the destination for notification from the Internet Fax destinations or e-mail destinations in the destination list. For details about Quick Operation Key, see "General Settings".
- When using the Sender Name function to select the sender, the transmission results are sent to senders' e-mail addresses that have been registered. Select the sender from the Internet Fax destinations or e-mail destinations in the destination list.
- If you send fax documents from a computer, use LAN-Fax Driver to specify whether or not the E-mail TX Results is sent to the computer.

**Reference**

- p.158 "SEP Code RX Result Report"
- p.177 "Confirming Transmission Results by E-mail"
- p.251 "Communication Result Report (Memory Transmission)"
- p.252 "Immediate TX Result Report (Immediate Transmission)"
- p.335 "General Settings"

**Confirming by Report and E-mail**

You can confirm transmission results using both the E-mail TX Results function, which sends the results by e-mail, and the Communication Result Report printed by the machine.

You can set whether to use both of these together in User Parameter (switch 10, bit 6) in the Facsimile Features menu. See "Parameter Settings".

**Reference**

- p.375 "Parameter Settings"

**Communication Result Report (Memory Transmission)**

This report is printed when a Memory Transmission is completed, so you can check the result of the transmission.

**Note**

- You can turn this function on or off with the User Parameter (switch 03, bit 0) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.
- You can select whether to include part of the original image on the report with the User Parameter (switch 04, bit 7) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.
- For details about Parameter Setting, see "Parameter Settings".
- The Pg(s) column gives the total number of pages. The Page Not Sent column gives the number of pages that could not be sent successfully.
- "--" indicates that the e-mail or Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)
- To view the report without text disruption, select a font of even character width in your e-mail application's settings.

- If two or more destinations are specified, this report is printed after the fax document is sent to all the destinations.
- If the machine is set up not to print this report and the fax document could not be successfully transmitted, a Communication Failure Report is printed. See "Communication Failure Report".
- If E-mail TX Results is programmed in a Quick Operation Key, you can select whether a report e-mail is sent after transmission. For details about Quick Operation Key, see "General Settings".

 **Reference**

- p.252 "Communication Failure Report"
- p.335 "General Settings"
- p.375 "Parameter Settings"

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## Immediate TX Result Report (Immediate Transmission)

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If you turn this report on, a report is 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 document could not be successfully transmitted, the Error Report is printed instead.

 **Note**

- You can switch this report on or off in the User Parameter (switch 03, bit 5) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.
- For details about Parameter Setting, see "Parameter Settings".
- To view the report without text disruption, select a font of even character width in your e-mail application's settings.
- If the page was sent successfully, the Page column gives the total number of pages sent successfully.
- If E-mail TX Results is programmed in a Quick Operation Key, you can select whether a report e-mail is sent after transmission. For details about Quick Operation Key, see "General Settings".

 **Reference**

- p.335 "General Settings"
- p.375 "Parameter Settings"

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## Communication Failure Report

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This report is printed when a document could not be successfully transmitted with Memory Transmission.

If the machine is set up to print a Communication Result Report, this report is not printed. Use it to keep a record of failed transmissions so you can send them again.

#### ↓ Note

- You can select whether the Communication Failure Report is automatically printed using the User Parameter (switch 04, bit 1) in the Facsimile Features menu.
- This report is only printed if the Communication Result Report is turned off and a document could not be successfully transmitted with Memory Transmission.
- You can select whether to include part of the original image on the report with the User Parameter (switch 04, bit 7) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.
- For details about Parameter Setting, see "Parameter Settings".
- The Pg(s) column gives the total number of pages. The Page Not Sent column gives the number of pages that could not be sent successfully.
- "Unprogrammed" indicates that the document could not be sent because the forwarding destination is not programmed.
- "--" indicates that the e-mail or Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

#### 📖 Reference

- p.375 "Parameter Settings"

# Checking the Reception Result (Reception File Status)

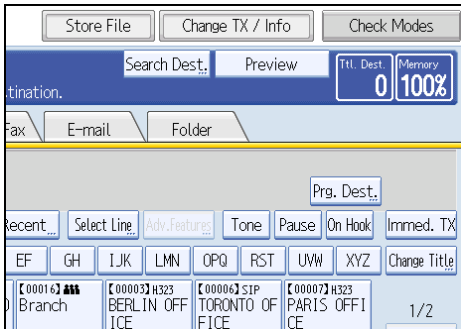
Confirm the reception result on the screen or in a report.

## Confirming on Display

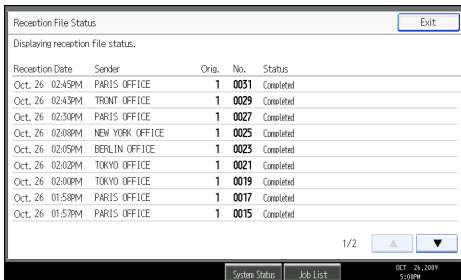
Use this function to display the reception result.

1. Press [Change TX / Info].

4



2. Press [Reception File Status].
3. Check the reception results.



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

When a fax or IP-Fax is received, "Sender" shows the Own Fax Number or Fax Header information.

When an Internet Fax is received, the sender's e-mail address appears.

4. Press [Exit] twice.

The standby display appears.

### Note

- Only the reception results of the latest communications are displayed. For the maximum number of communication results you can check on this machine, see "Maximum Values".



- You can view received fax documents and their lists, using Web Image Monitor on a network computer. For details, see the Web Image Monitor's Help.
- If a document is received while you are using this function, the result will not appear. To view the latest result, exit Reception File Status, and then try again.
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 1. For details about Quick Operation Key, see "General Settings".

#### Reference

- p.335 "General Settings"
- p.427 "Maximum Values"

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## Confirming by Report

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Print a report to confirm reception results.

### Journal

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Print the Journal to confirm the latest reception results.

For details, see "Journal".

#### Reference

- p.260 "Journal"

# Print Journal

You can print the Journal manually.

## ★ Important

- The contents of a Journal printed automatically are deleted after printing. Keep the journal if you require a record of transmissions and receptions.

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## Printing the Journal

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4

To print the Journal manually, select the printing method: "All", "Print per File No.", or "Print per User".

## ↓ Note

- You can set whether the Journal is automatically printed after every 50 communications in User Parameter (switch 03, bit 7) in the Facsimile Features menu.
- Depending on security settings, the Journal is not automatically printed.
- You can set whether the Journal is printed by line type with the User Parameter (switch 19, bit 1) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.
- For details about Parameter Setting, see "Parameter Settings".
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 1. For details about Quick Operation Key, see "General Settings".
- Depending on security settings, the Destination/Sender name may not appear. You can select whether to display the Destination/Sender with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.
- For the maximum number of communication results printed in the Journal, see "Maximum Values".

## 📖 Reference

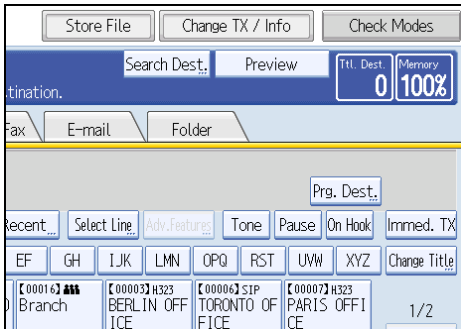
- p.335 "General Settings"
- p.375 "Parameter Settings"
- p.427 "Maximum Values"

## All

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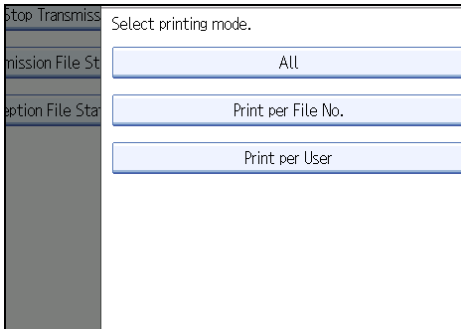
Prints the results of communications in the order made.

**1. Press [Change TX / Info].**



**2. Press [Print Journal].**

**3. Select [All].**



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

To cancel a file printing before pressing the [Start] key, press [Cancel]. The display returns to that of step 3.

To cancel a file printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 3.

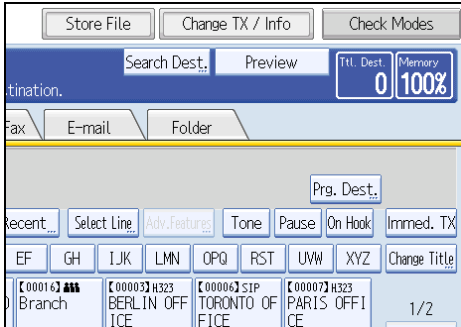
**5. Press [Exit] twice.**

The standby display appears.

**Print per File No.**

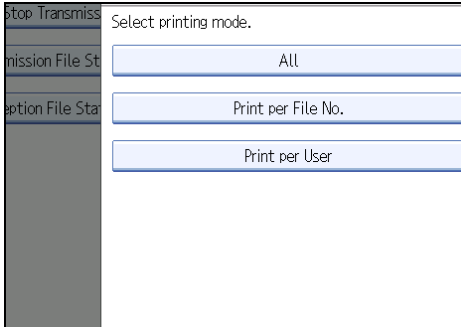
Prints only the results of communications specified by file number.

**1. Press [Change TX / Info].**

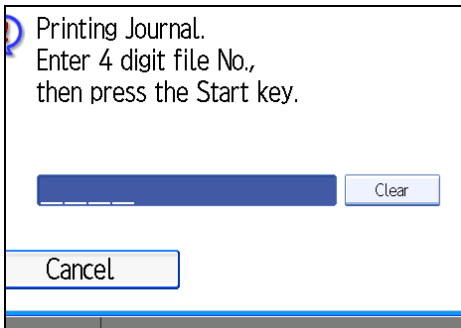


**2. Press [Print Journal].**

**3. Select [Print per File No.].**



**4. Enter a 4-digit file number.**



If you make a mistake, press [Clear], and then try again.

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

To cancel a file printing before pressing the [Start] key, press [Cancel]. The display returns to that of step 3.

To cancel a file printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 3.

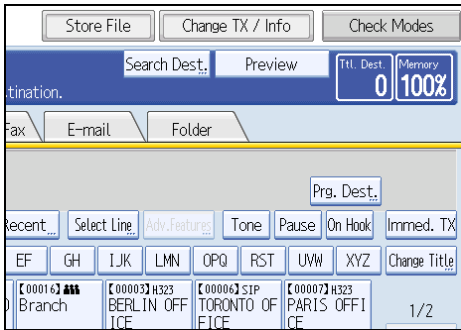
**6. Press [Exit] twice.**

The standby display appears.

**Print per User**

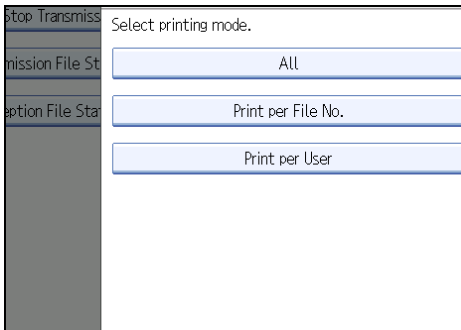
Prints the results of communications by individual senders.

**1. Press [Change TX / Info].**

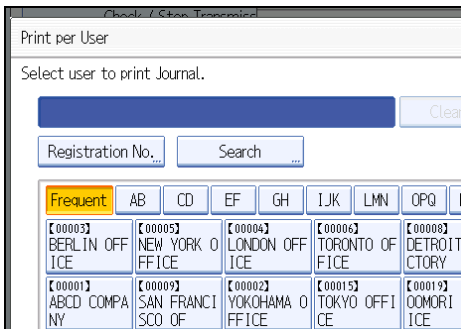


**2. Press [Print Journal].**

**3. Select [Print per User].**



**4. Select a user.**



Press [Cancel] if the user is not registered. The display returns to that of step 3.

**5. Press [OK] after checking the user name shown on the display.**

Press [Cancel] if a wrong user name is selected. The display returns to that of step 3.

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

To cancel a file printing before pressing the [Start] key, press [Cancel]. The display returns to that of step 3.

To cancel a file printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 3.

**7. Press [Exit] twice.**

The standby display appears.

**4**

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## **Journal**

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This section explains the items printed in the Journal.

1

P. 1

\* \* \* Journal (Nov. 2, 2010 18:38) \* \* \*

1) ABC.COMPANY  
2) DESIGN  
(Manual print)

<TX>										
Date	Time	Destination	Mode	TXtime	Page	Result	User Name	File No.		
Nov. 2.	14:35	NEW YORK OFFICE	G3TESM	0'31"	P.1	OK				0528
	14:36	LONDON OFFICE	G3TESM	0'07"	P.2	OK				0529
	14:40	SHARE FOLDER	TSM@	0'01"	P.1	OK				0530
	18:27	-LAN-Fax-->	*DM	0'02"	P.1	---	DESIGN			0536
	18:28	NEW YORK OFFICE	G3TEDM	0'53"	P.1	OK	DESIGN			0536
	18:35	aaa@abc.company.com:3	TS	0'01"	P.1	---				0537
<RX>										
Date	Time	Sender	Mode	RXtime	Page	Result	User Name	File No.		
Nov. 2.	14:45	PARIS OFFICE	G3RES	0'04"	P.1	OK				0531
	14:49	NEW YORK OFFICE	G3RESC	0'11"	P.2	OK				0532
	15:00	LONDON OFFICE	G3RED	0'03"	P.1	OK				0533
	15:30	LA FACTORY	G3RES	0'02"	P.1	OK				0534
	15:32	BERLIN OFFICE	G3REF	0'03"	P.1	+ OK				0535

T X Count	00021	R X Count	00020
# : Batch	C : Confidential	\$ : Transfer	P : SEP Code
M : Memory	L : Send later	@ : Forwarding	E : ECM
S : Standard	D : Detail	F : Fine	U : Super Fine
> : Reduction	H : Stored/D.Server	* : LAN-Fax	+ : Delivery
Q : RX Notice Req.	A : RX Notice	◇ : Mail	<> : IP-FAX
□ : Folder			

**1. Printing date**

Shows the date and time the report was printed.

**2. Programmed Fax Header**

Shows the sender name programmed for printing.

**3. Date**

Shows the transmission or reception date.

**4. Time**

Shows the transmission or reception start time.

**5. Other end**

- For fax destinations

Shows the name (for display) programmed by the other end.

Shows the programmed fax number if the name (for display) was not programmed. The fax number may not be shown depending on sender's settings.

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If neither name nor fax number was programmed by the other end, an entered fax number or a name programmed in a destination list is shown for transmissions.

- For Internet Fax/e-mail destinations

At time of transmission, it shows the e-mail address or name programmed in the destination list. At time of reception, it shows the e-mail address of the sender.

At time of broadcasting transmission, it shows the number of destinations after the e-mail addresses or names of destination.

When documents are transmitted from the computer to the machine, "--LAN-Fax -->" appears. To check if the documents are sent to the receiver, confirm the same File No.

- For IP-Fax destinations

Shows the IP-Fax destination or name programmed in the destination list. The fax destination details appear on the reception report.

- For folder destinations

Shows the name programmed in the destination list.


4

## 6. Communication mode


- For fax transmissions and receptions

After the line type, "T" for outgoing faxes or "R" for incoming faxes, and the communication mode appear in alphabetical letters or symbols. If the optional extra G3 interface unit is installed, "G3-1", "G3-2", or "G3-3" appears.


- For Internet Fax/e-mail transmissions and receptions

After  (e-mail mark), "T" for outgoing e-mail or "R" for incoming e-mail, and the communication mode appear in alphabetical letters or symbols. Documents sent from Internet Fax destinations are received by Internet Fax, and documents sent from e-mail destinations are received by Mail to Print. "Q" indicates outgoing e-mail for which a Reception Notice is set in "TX Mode", whereas "A" indicates reception notice e-mail.

- For IP-Fax transmissions and receptions

After  (IP-Fax mark), "T" for outgoing faxes or "R" for incoming faxes, and the communication mode appear in alphabetical letters or symbols.

- For folder destinations

After  (folder mark) and "T" for outgoing faxes, the communication mode appears in alphabetical letters or symbols.

## 7. Communication time

Shows time taken for transmissions or receptions.

## 8. Number of pages

Shows the number of pages transmitted or received.

## 9. Communication result

Shows the result of transmissions or receptions.

OK: All pages were properly transmitted or received. When Reception Notice is activated using "TX Mode", receipt of Reception Notice is shown. The results of received documents that were routed are preceded by "+".



--: The Internet Fax or e-mail document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.) When using LAN-Fax, the results of communication from a computer to this machine are shown.

E: A communication error occurred.

D: Power was disconnected during communication. Not all fax documents were transmitted.

#### 10. User name

Shows the sender's name.

#### 11. File number

Shows file management numbers.

#### ↓ Note

- For Mail to Print reception, "P.1" is always printed in the number of pages column and "S", which indicates the Standard resolution, is always printed in the communication mode column regardless of the actual page/resolution.
- The information displayed under "Other end" can be either the fax number or name registered in the machine's own address book, or the fax number or name registered by the other end, depending on which you prioritize. For details about prioritizing items of journal information, contact your service representative.

## Transmitting Journal by E-mail

Use this function to send the Journal to the administrator's e-mail address.

The Journal is sent automatically after every 50 communications. A CSV format Journal is attached to the e-mail.

#### ★ Important

- To transmit the Journal by e-mail, it is necessary to make settings with User Parameter (switch 21, bit 4) in the Facsimile Features menu. See "Parameter Settings".
- This machine does not store sent CSV files. It is recommended that you double-check the e-mail address of an administrator before the Journal is transmitted. If the e-mail address of the administrator is not correct, your important Journal may be lost. Sent CSV files are not left on the fax machine.

#### ↓ Note

- If the administrator's address is wrong, you may not be able to acquire the Journal.
- If the Journal fails to be transmitted in e-mail format, the Journal is printed out.
- The name of an attached CSV file is "JOURNAL+year, month, date, hours, minutes". For example, the file name transmitted in 14:40 on 20th, December, 2007 is "JOURNAL200712201440.csv".
- The subject of a Journal sent by e-mail begins with "Journal".

#### 📖 Reference

- p.375 "Parameter Settings"

## Journal by e-mail

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If the setting is made so that the Journal is transmitted as e-mail, it is transmitted to the e-mail address of an administrator.

### ↓ Note

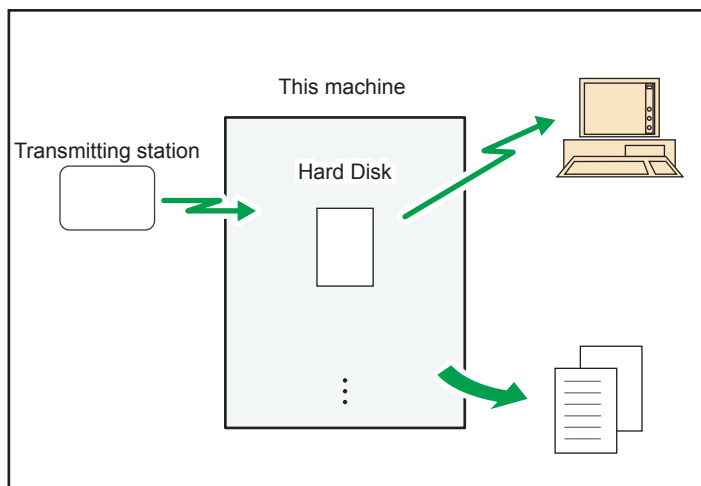
- To transmit the Journal, it is necessary to make settings with the User Parameter (switch 21, bit 4) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.
- For details about Parameter Setting, see "Parameter Settings".
- To confirm the administrator's e-mail address, use Administrator's E-mail Address under System Settings. See "File Transfer", Network and System Settings Reference.
- Depending on security settings, the Destination/Sender name may not appear. You can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.

### 📖 Reference

- p.375 "Parameter Settings"

# Confirming/Printing/Deleting Received and Stored Documents

You can print documents that are received and stored on the hard disk. You can also delete unwanted documents.



## ★ Important

- Make the settings for received and stored documents in "Reception File Setting" in the Facsimile Features menu before using this function. For details about the setting, see "Reception File Setting".

## ↓ Note

- If you have selected to store received documents and specified an e-mail address for notification of receipt, fax reception notification can be sent to that e-mail address.
- For the maximum number of received documents you can store on the machine's hard disk, see "Maximum Values".
- You can view and print received and stored documents using Web Image Monitor. For details, see "Viewing Fax Information Using a Web Browser".
- Control panel operations such as printing or deleting received documents, can be restricted. To do this, select "On" for the User Parameters (switch 10, bit 0) in Parameter Settings. After you do this, "Print / Delete Stored Reception File" will no longer be displayed on the screen, and received documents stored on the machine cannot be accessed using the control panel. For details about Parameter Settings, see "Parameter Settings".
- If user authentication is set on the machine, "Print / Delete Stored Reception File" is displayed only if the user who is logged on has been granted permission for these functions under "Stored Reception File User Setting" in the Facsimile Features menu logs on the machine. For details about these settings, see "Stored Reception File User Setting".

**Reference**

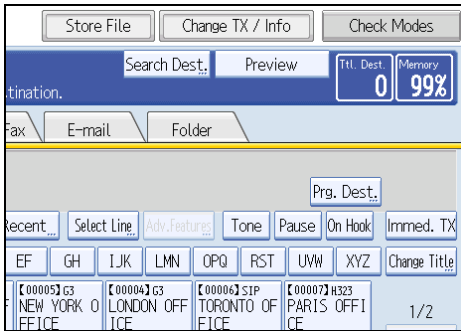
- p.327 "Viewing Fax Information Using a Web Browser"
- p.360 "Reception File Setting"
- p.363 "Stored Reception File User Setting"
- p.375 "Parameter Settings"
- p.427 "Maximum Values"

**Confirming Received and Stored Documents**

**4**

This section explains how to view documents stored on the hard disk.

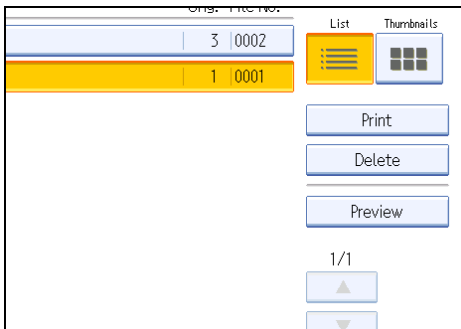
1. Press the [Change TX / Info].



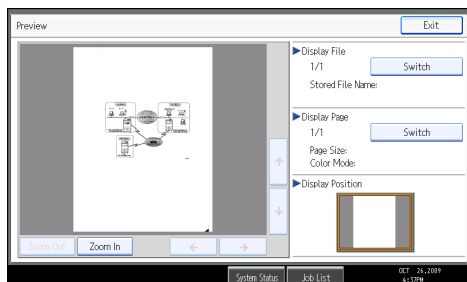
2. Select [Print / Delete Stored Reception File].
3. Select the document you want to confirm.

Press the Thumbnails key to switch the screen to thumbnail display.

4. Press [Preview].



5. Check the preview.



- Press [Zoom Out] or [Zoom In] to reduce or enlarge the preview image.
- Press [←] [→] [↑] [↓] to scroll the preview image.
- Press [Switch] under “Display File” to display another selected file.
- Press [Switch] under “Display Page” to change the displayed page.

6. Press [Exit].

The display returns to that of step 4.

7. Press [Exit] twice.

The standby display appears.

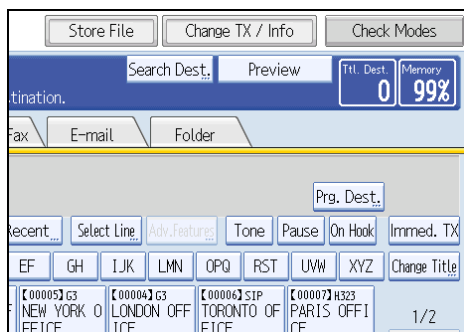
**Note**

- If the size of a received and stored document is larger than A3, the document is displayed in the preview as a single image, but it will be split and printed over several sheets.

## Printing Received and Stored Documents

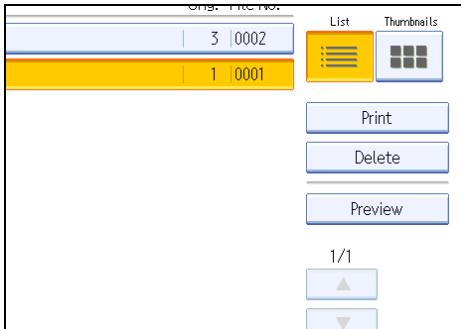
This section explains how to print documents saved on the hard disk.

1. Press [Change TX / Info].



2. Select [Print / Delete Stored Reception File].

**3. Select a file to be printed, and then press [Print].**



**4**

To cancel printing, press [Cancel].

To delete the document after printing, press [Delete File after Printing].

To perform two-sided printing, press [Print on 2 Sides] before pressing the [Start] key.

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

To stop printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 3.

**5. Press [Exit] twice.**

The standby display appears.

**Note**

- This function allows you to print only received and stored documents.
- You cannot print received and stored documents using the Document Server function.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation Key allows you to omit step 1. For details about Quick Operation Key, see "General Settings".
- You can specify and print multiple documents. For the maximum number of documents you can print at a time, see "Maximum Values".

**Reference**

- p.335 "General Settings"
- p.427 "Maximum Values"

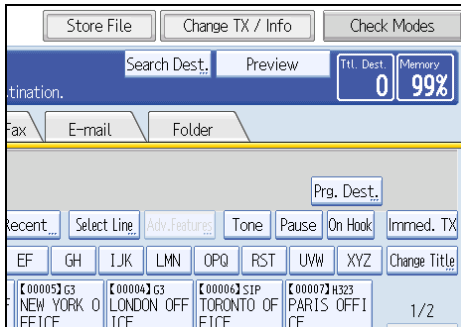
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## Deleting Received and Stored Documents

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This section explains how to delete documents stored on the hard disk.

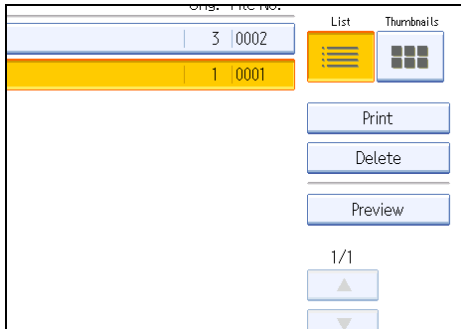
**1. Press [Change TX / Info].**



**2. Select [Print / Delete Stored Reception File].**

**3. Select a file to be printed, and then press [Delete].**

4



**4. Press [Yes].**

To cancel a deletion, press [No]. The display returns to that of step 3.

**5. Press [Exit] twice.**

The standby display appears.

**Note**

- You cannot delete received and stored documents using the Document Server function.
- You cannot delete a document while another person is printing it using Web Image Monitor.
- You can specify and delete multiple documents. For the maximum number of documents you can delete at a time, see "Maximum Values".

**Reference**

- p.427 "Maximum Values"

# Printing a File Received with Memory Lock

Prints files received with Memory Lock.

This is a security function designed to prevent unauthorized users from reading your documents. If Memory Lock Reception is switched on, all received documents are stored in memory and are not automatically printed. To print the documents, you have to enter the Memory Lock ID.

When your machine has received a document with Memory Lock Reception, the Confidential File (🔒) indicator blinks.

Before using this function, the following preparations are required in the Facsimile Features menu.

- Program your Memory Lock ID under Program Memory Lock ID
- Set Memory Lock Reception to On under Memory Lock Reception

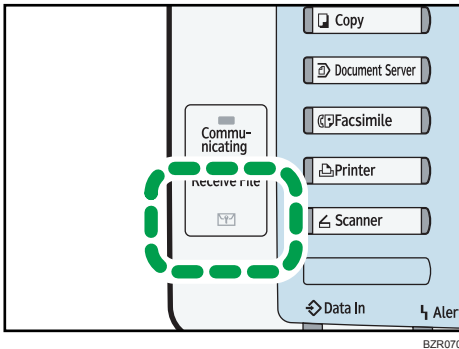
For details about Memory Lock Reception, see "Reception Settings".

For details about Program Memory Lock ID, see "Initial Settings".

**★ Important**

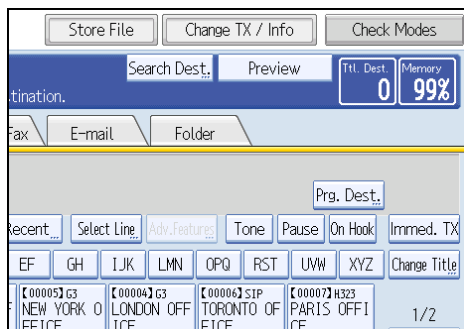
- If the main power switch is turned off for about an hour, all documents protected by Memory Lock Reception are deleted. When this happens, the Power Failure Report is printed so you can confirm which documents have been deleted. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

**1. Confirm that the Confidential File indicator is blinking.**





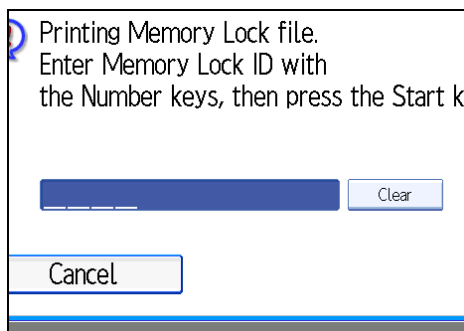
**2. Press [Change TX / Info].**



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

If no documents were received while Memory Lock Reception was switched on, the message "No reception file." is shown. Press [Exit].

**4. Enter a 4-digit Memory Lock ID with the number keys, and then press the [Start] key.**



If you make a mistake, press [Clear], and then try again.

To cancel printing, press [Cancel].

If the Memory Lock ID does not match, the "Specified code does not correspond to programmed Memory Lock ID." message appears. Press [Exit] and retry after checking the Memory Lock ID.

**5. Press [Exit].**

The standby display appears.

**Note**

- If Memory Lock Reception and received document storage are both set to on, Memory Lock Reception is unavailable and received documents become stored documents.
- Even when Memory Lock Reception is available, if free memory is insufficient, reception is not possible.
- You can also apply a Memory Lock Reception to documents that come only from certain senders.
- Documents received by SEP Code Reception are automatically printed even if this function is switched on.

- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 2 and 5. For details about Quick Operation Key, see "General Settings".
- If you print a Memory Lock File, it is deleted.

 **Reference**

- p.335 "General Settings"
- p.342 "Reception Settings"
- p.347 "Initial Settings"

# Personal Boxes

You can receive confidential documents to Personal Boxes.

## ★ Important

- Before using this function, set the Personal Box in advance.

## Personal Boxes

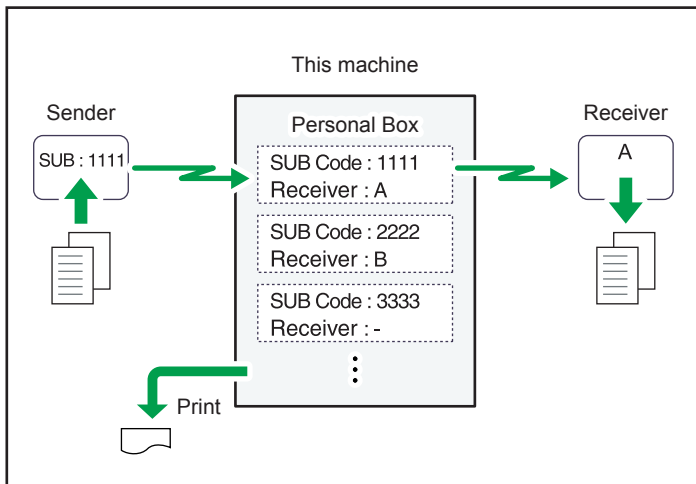
Storing your documents in a Personal Box prevents unauthorized users reading them.

When you specify a receiver for the Personal Box, incoming documents are forwarded directly to the destination you specify. You can specify a fax number, IP-Fax destination, Internet Fax destination, e-mail destination, or folder destination as the receiver.

To be able to receive documents into a Personal Box, you must inform the sender of the SUB Code programmed for that Personal Box and ask them to send the document using SUB Code Transmission with that SUB Code. When your machine has received a confidential document, the Confidential File (🔒) indicator lights.

## ★ Important

- If the main power switch is turned off for about an hour, all documents received into Personal Boxes are deleted. When this happens, the Power Failure Report is printed so you can confirm which documents have been deleted. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.
- Documents delivered to registered destinations are deleted from Personal Boxes.



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**Note**

- If a receiver is not assigned, you can print the received documents on this machine. For details about the printing method, see "Printing Personal Box Documents".
- If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and forwarded with a digital signature. Use both "Box Setting" on the Facsimile Features menu and Web Image Monitor to specify whether or not to apply encryption and a digital signature. For details about Box Setting, see "Box Settings".
- For details about Confidential File Report, see "Confidential File Report".

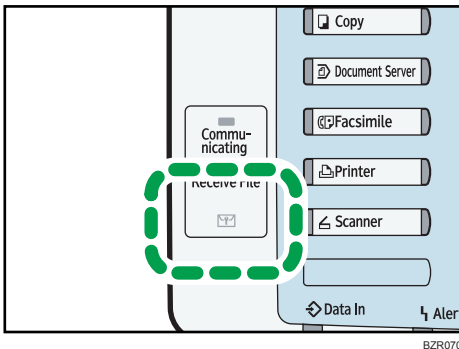
**Reference**

- p.274 "Printing Personal Box Documents"
- p.276 "Confidential File Report"
- p.399 "Box Settings"

## Printing Personal Box Documents

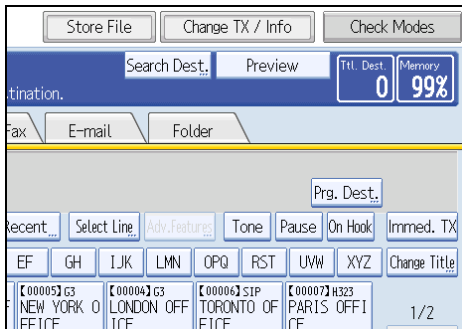
This section explains how to print a document received into a Personal Box.

1. Make sure that the Confidential File indicator is lit.

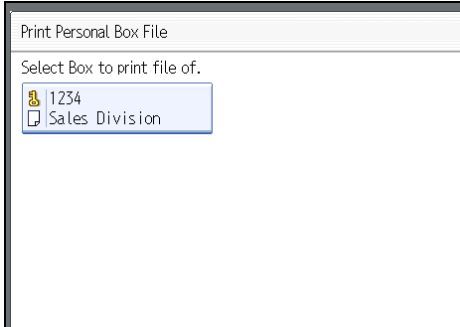


BZR070

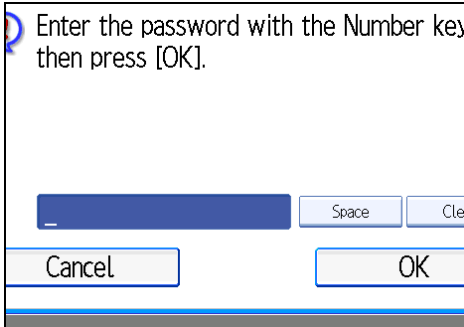
2. Press [Change TX / Info].



3. Press [Print Personal Box File].
4. Select the box with the document you want to print.



5. If a password has been set for the box, enter the password, and then press [OK].



If you make a mistake, press [Clear] before pressing [OK], and then try again.

To cancel entering a password, press [Cancel]. The display returns to that of step 4.

6. Press the [Start] key.

To stop printing, press [Stop Printing]. The display returns to that of step 4.

To print a document in another Personal Box, repeat from step 4.

7. Press [Exit] twice.

The standby display appears.

#### ↓ Note

- If you print a Personal Box document, it is deleted.
- The passwords for Personal Boxes can be programmed under "Box Setting" in the Facsimile Features menu. For details about the programming method, see "Box Settings".

#### 📖 Reference

- p.399 "Box Settings"

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## Confidential File Report

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You can check whether a document was received to a Personal Box.

### ↓ Note

- You can turn this function on or off with the User Parameter (switch 04, bit 0) in the Facsimile Features menu. See "Parameter Settings".

### 📖 Reference

- p.375 "Parameter Settings"

# Information Boxes

This section describes how to use Information Boxes.

## ★ Important

- Before using this function, set the Information Box in advance.

## Information Boxes

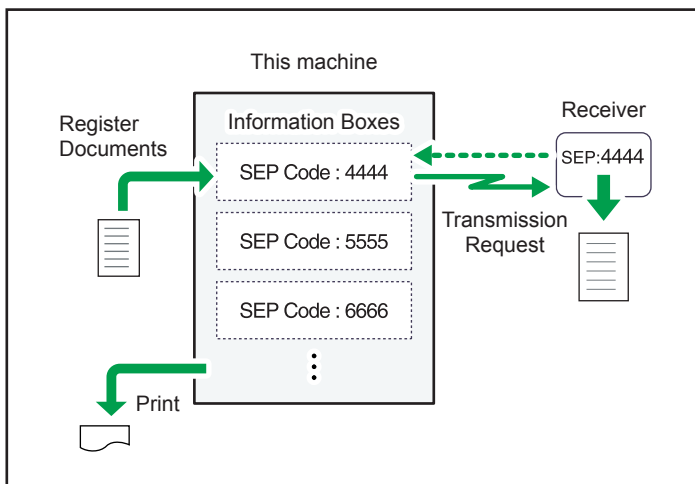
Use the Information Box function to set up the machine as a document server.

Program a document into an Information Box for others to pick up. When a request is made by another party, the SEP Code they specify is matched against the SEP Codes programmed in that Information Box. If a code matches the document stored in the Information Box the document is sent to the other party automatically.

Other parties can receive these documents whenever they request them.

## ★ Important

- If the main power switch is turned off for about an hour, all documents stored in Information Boxes are deleted. When this happens, the Power Failure Report is printed so you can confirm which documents have been deleted. See “Turning Off the Main Power / In the Event of Power Failure”, Troubleshooting.
- For other parties to be able to retrieve a document programmed in an Information Box, you need to inform the SEP Code assigned to that Information Box.



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## ↓ Note

- For details about storing documents in the Information Boxes, see “Storing Documents in Information Boxes”.

- You can set a password for Information Boxes in advance. A password can be set in “Box Setting” in the Facsimile Features menu. For details about the programming method, see “Box Settings”.

**Reference**

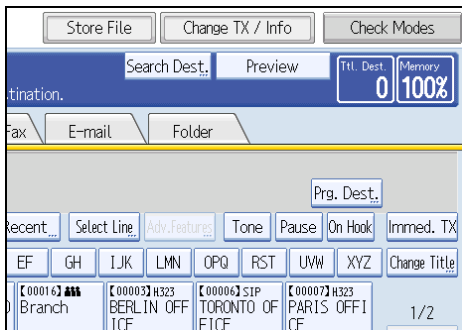
- p.278 "Storing Documents in Information Boxes"
- p.399 "Box Settings"

## Storing Documents in Information Boxes

This section explains how to store a document in an Information Box.

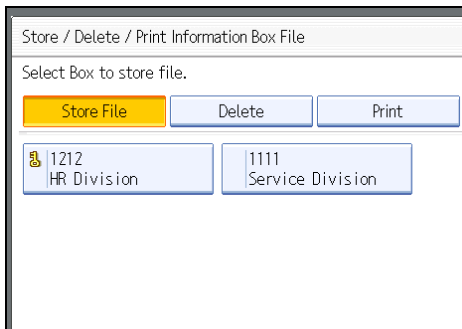
4

**1. Press [Change TX / Info].**



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

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

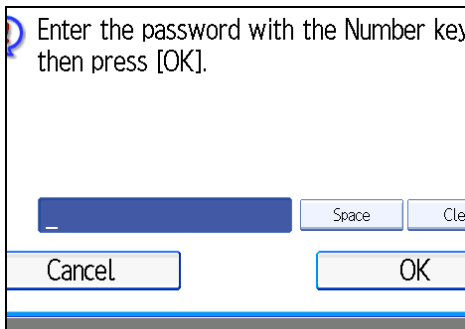


When there are pre-programmed files, a file mark appears to the left of the box name.

A message is displayed if you select a box with a file stored in it. Press [Yes] when changing the file. The stored original file is overwritten.



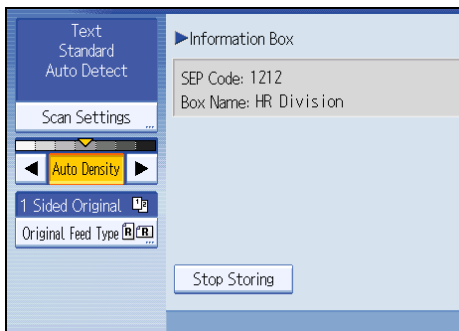
4. If a password has been set for the box, enter the password, and then press [OK].



If you make a mistake, press [Clear] before pressing [OK], and then try again.

To cancel entering a password, press [Cancel]. The display returns to that of step 3.

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



You can also select the following settings:

- Original Orientation
- Original Settings
- Stamp

6. Press the [Start] key.

The machine starts to scan the original.

To stop scanning, press [Stop]. The display returns to that of step 3.

To store a document in another Information Box, repeat from step 3.

7. Press [Exit] twice.

The standby display appears.

#### ↓ Note

- One Information Box stores one file.
- The stored file is not deleted automatically. If you want to delete a stored file, see "Deleting Information Box Documents".

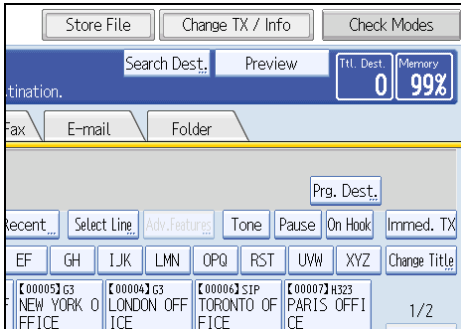
**Reference**

- p.281 "Deleting Information Box Documents"

## Printing Information Box Documents

This section explains how to print a document stored in an Information Box.

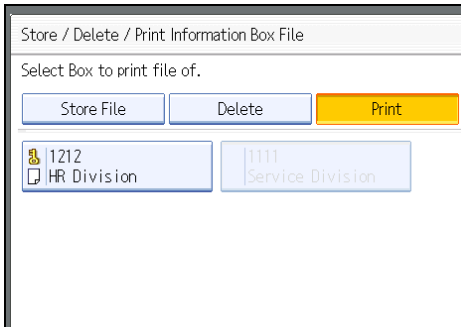
**1. Press [Change TX / Info].**



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

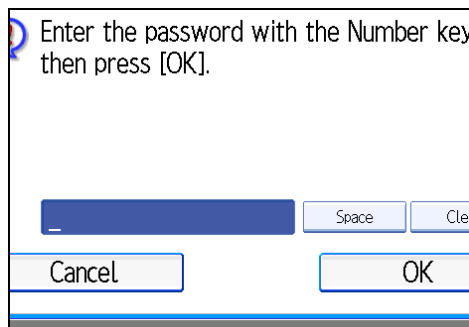
**3. Press [Print].**

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



You cannot select a box that has no stored file.

5. If a password has been set for the box, enter the password, and then press [OK].



If you make a mistake, press [Clear] before pressing [OK], and then try again.

To cancel entering a password, press [Cancel]. The display returns to that of step 4.

6. Press the [Start] key.

If you want two-sided printing, press [Print on 2 Sides] before pressing the [Start] key.

To stop printing before pressing the [Start] key, press [Cancel]. The display returns to that of step 4.

To stop printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 4.

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

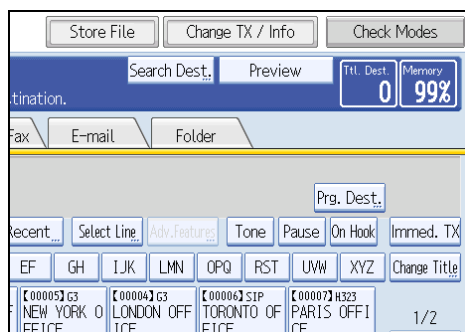
7. Press [Exit] twice.

The standby display appears.

## Deleting Information Box Documents

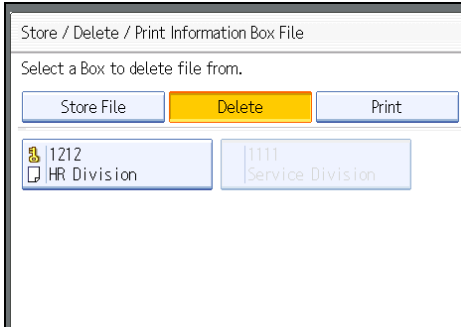
This section explains how to delete a file stored in an Information Box.

1. Press [Change TX / Info].



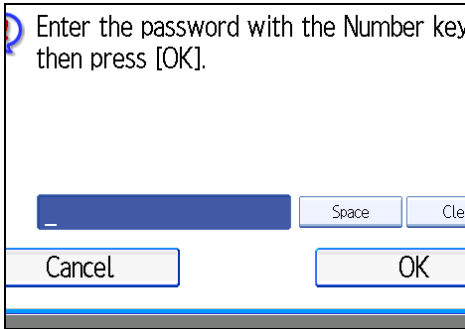
2. Press [Store / Delete / Print Information Box File].
3. Press [Delete].

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



**5. If a password has been set for the box, enter the password, and then press [OK].**

4



If you make a mistake, press [Clear] before pressing [OK], and then try again.

To cancel entering a password, press [Cancel]. The display returns to that of step 4.

**6. Press [Yes].**

To stop deleting, press [No]. The display returns to that of step 4.

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

**7. Press [Exit] twice.**

The standby display appears.

# 5. Storing a Document

This section explains storing and managing documents in the Document Server.

## Sending a Stored File

This section describes how to store and manage fax documents in the Document Server.

The Document Server can store documents from various applications.

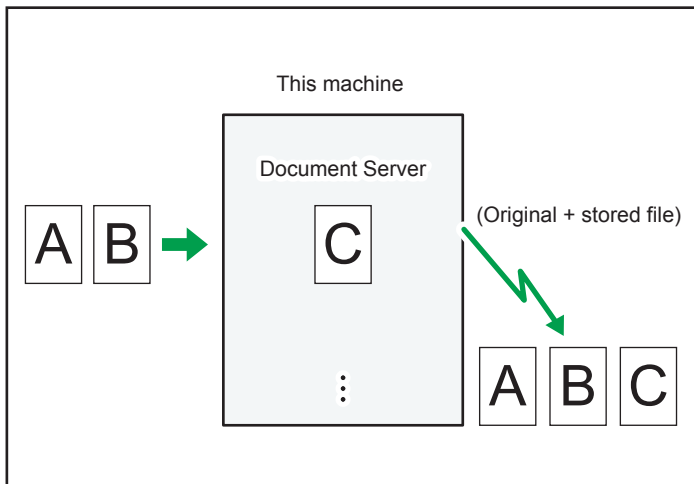
The documents that are stored using the facsimile function are available to transmit by facsimile.

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 send and print multiple stored documents as a single document, and also send them with scanned originals at the same time. Follow the instructions under [Select Stored File] when sending or printing stored documents.

5



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### ★ Important

- **Data stored in the machine can be lost if there is an error on the machine's hard disk. The manufacturer is not responsible for any damage that might result from the loss of data.**

### ↓ Note

- Stored documents are not deleted even if 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. You can change this setting using "Auto Delete File in Document Server" under "System Settings". See "Administrator Tools", Network and System Settings Reference.

- You cannot check received and stored documents through the Document Server.
- Documents in the Document Server can be sent, printed, or deleted, and their information can be changed using the Web Image Monitor.
- Using Web Image Monitor, documents you stored in the Document Server can be downloaded and managed on the computer. See "Document Server", Copy and Document Server Reference.
- For the maximum values of the following items, see "Maximum Values".
  - Number of documents you can store in the Document Server using the facsimile function
  - Number of pages per document you can store in the Document Server
  - Number of pages you can store in the Document Server (in total - copy function, facsimile function, printer function, and scanner function)

#### Reference

- p.427 "Maximum Values"

## 5

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## Storing a Document

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

### File names

Scanned documents are automatically assigned names like "FAX0001" or "FAX0002".

### User Names

You can set this function if necessary to know who and what departments stored documents in the machine.

### Password

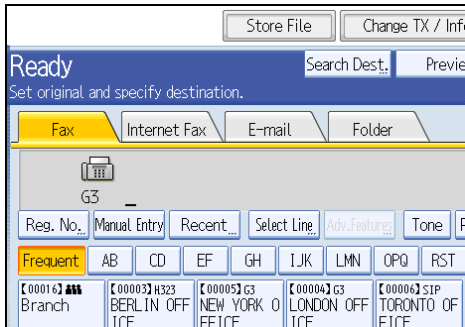
You can set this function so as not to send to unspecified people.

#### 1. Place the original, and then specify the scan settings you require.

Specify the "Original Orientation" setting correctly. If you do not, the top/bottom orientation of the original will not be displayed correctly in the preview.

For details about the setting, see "Setting the Original Orientation".

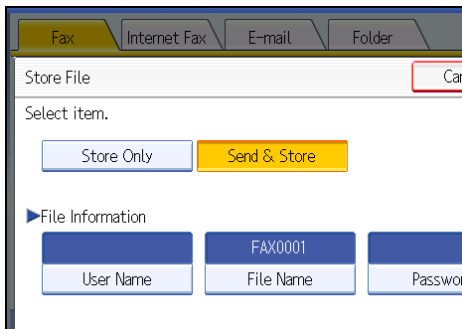
## 2. Press [Store File].



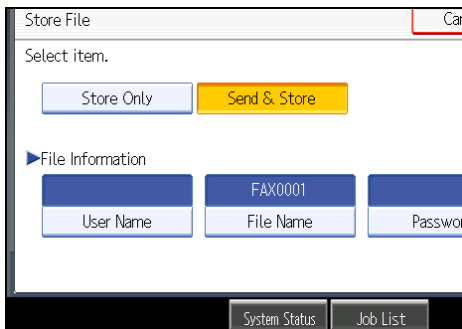
## 3. Select [Send & Store] or [Store Only].

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

Select [Store Only] to store documents.



## 4. Set the user name, file name, and password as necessary.



If you are not setting a user name, file name, or password, proceed to step 5.

You cannot change multiple documents at once.

## 5. Press [OK].

The file name appears to the left of [Store File].

**6. If you have selected [Send & Store], specify the receiver.**

If you have selected [Store Only], proceed to step 7.

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

**Note**

- You can change file names and user names.

**Reference**

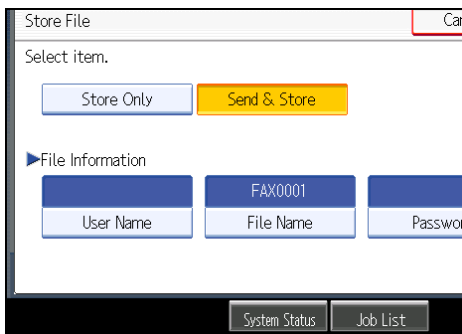
- p.55 "Setting the Original Orientation"

**Programming a user name**

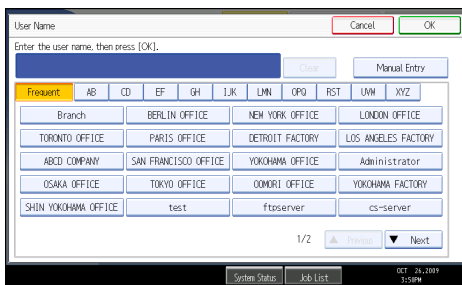
Specify a user name for the file.

**1. Press [User Name].**

5



**2. Press the user name to be programmed.**



Press the title key to switch between titles.

To set a non-programmed user name, press [Manual Entry], and then enter the name. User names entered by pressing [Manual Entry] are not programmed into the user code.

**3. Press [OK].**

**Note**

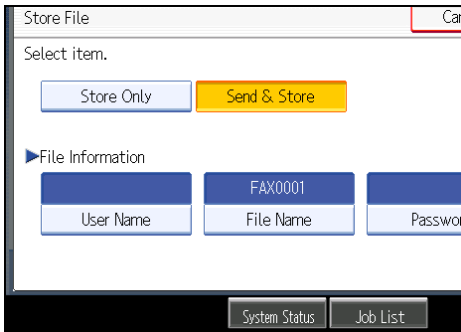
- Depending on the security settings, [Access Privileges] might be displayed instead of [User Name]. For details about setting [Access Privileges], ask the administrator.



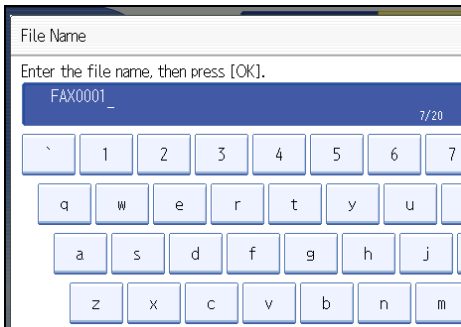
## Setting a file name

Specify a name for the file.

### 1. Press [File Name].



### 2. Enter the file name.



### 3. Press [OK].

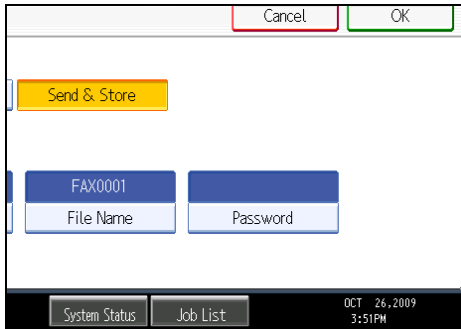
#### ⏴ Note

- For details about text entry, see “Entering Text”, About This Machine.

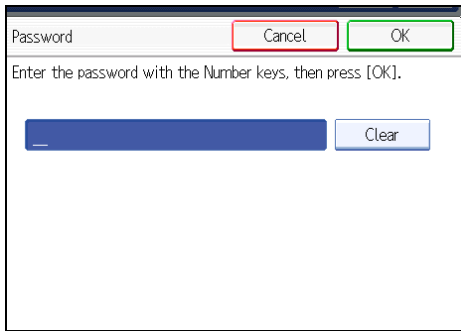
## Setting a password

Set a password for the file.

**1. Press [Password].**



**2. Enter a password using the number keys, and then press [OK].**



If you make a mistake, press [Clear] before pressing [OK], and then reenter your password.

You can enter up to four to eight digits.

**3. Enter the password again, and then press [OK].**

---

## Sending Stored Documents

---

The machine sends documents stored with the facsimile function in the Document Server.

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

**★ Important**

- **Store the documents to be sent in advance. You can program a password for this function. You can change the user names, file names, and passwords of stored documents.**
- **You cannot use the following transmission methods:**
  - Immediate Transmission
  - Parallel Memory Transmission
  - On Hook Dial

- Manual Dial

## 1. Press [Select Stored File].



## 2. Select the documents to be sent.

Type	User Name	File Name	Date	Page	Queue
	BERLIN OFFICE	FAX0003	Oct. 26	1	
	LONDON OFFICE	Sample	Oct. 26	1	

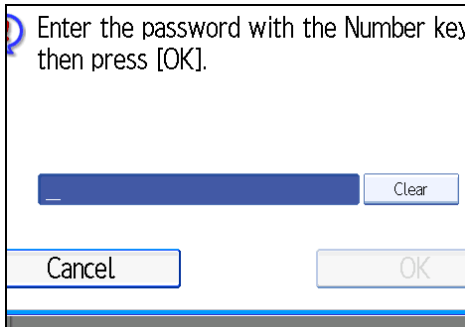
When multiple documents are selected, they are sent in the order of selection.

- Press [Queue] 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 programmed user name.
- Press [Date] to place the documents in order of programmed date.

To view details about stored documents, press [Details].

Press the Thumbnails key to switch the screen to thumbnail display.

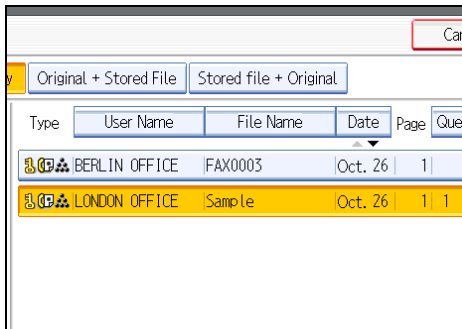
3. If you select a document with a password, enter the password, and then press [OK].



If the document does not have a password, proceed to step 4.

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

5



When sending only stored documents, proceed to step 5.

When [Original + Stored File] is pressed, the machine sends the originals, and then stored files. When [Stored file + Original] is pressed, the machine sends the stored files, and then originals.

5. Press [OK].
6. Specify the destination, and then press the [Start] key.

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

The added originals are not stored.

#### ↓ Note

- You can send only documents saved with the facsimile function in the Document Server. You cannot send documents stored in the Document Server using the copy, printer, or scanner functions.
- The specified documents are sent with the scan settings made when they were stored.
- To see details of the selected document, press [Details]. To return to the display in step 2, press [Exit].
- For the maximum values of the following items, see "Maximum Values".
  - Number of stored documents you can specify at a time

- Number of stored pages you can send in one operation

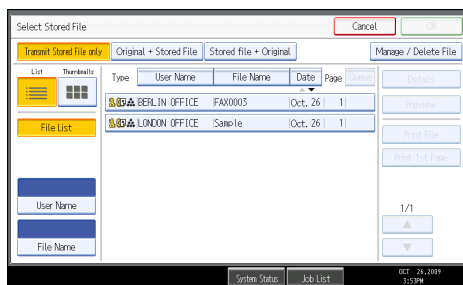
### Reference

- p.427 "Maximum Values"

## Specifying documents from [File List]

Search for a file from the file list.

1. Press [▲] or [▼] to display the documents to be sent.
2. Select the file.

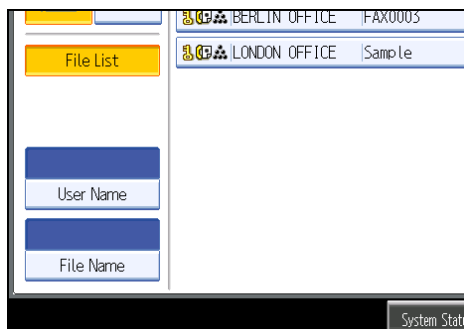


5

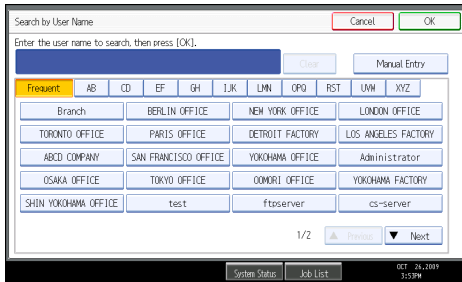
## Specifying documents by [User Name]

Search for a file by user name.

1. Select [User Name].



2. Select the user name of the programmed document, and then press [OK].



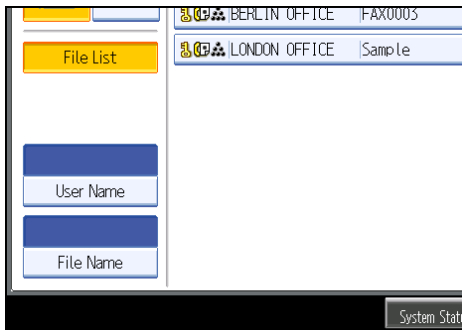
To search by directly entering a user name, press [Manual Entry], and then enter the user name. Forward matching is used when searching for a user name.

3. Select the file to be sent.

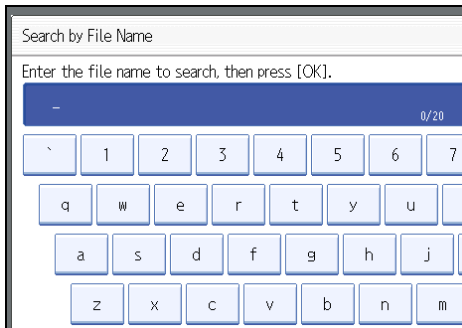
## 5 Specifying documents by [File Name]

Search for a file by file name.

1. Select [File Name].



2. Enter the name of the document to be sent, and then press [OK].



Forward matching is used when searching for a file name.

3. Select the file to be sent.

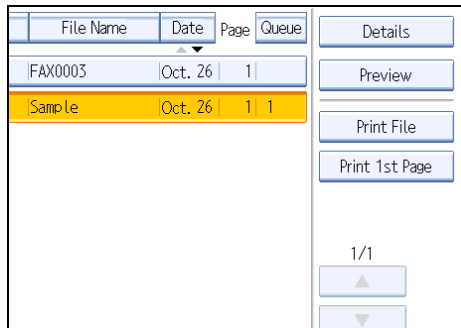
## Displaying a preview

Display a preview of stored documents.

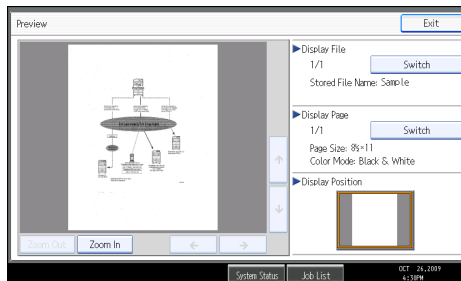
### 1. Select the document you want to send.

Press the Thumbnails key to switch the screen to thumbnail display.

### 2. Press [Preview].



### 3. Check the preview.



- Press [Zoom Out] or [Zoom In] to reduce or enlarge the preview image.
- Press [←] [→] [↑] [↓] to scroll the preview image.
- Press [Switch] under “Display File” to display another selected file.
- Press [Switch] under “Display Page” to change the displayed page.

### 4. Press [Exit].

#### ↓ Note

- If image files are corrupt or are larger than A3, they are not displayed on the preview window.
- If the image file is corrupt, store it again.
- If you stored originals that had multiple mixed-size pages without using the Mixed Original Sizes function, the displayed size might differ from the actual size for pages after the first page.

## Printing Stored Documents

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

You can also print the first page only to check the content of the original.

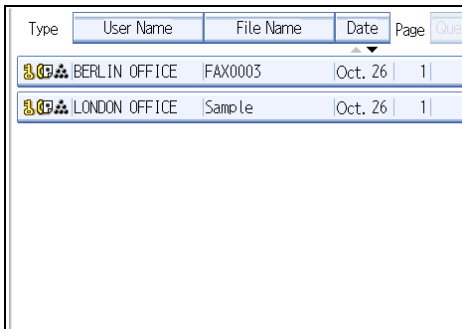
**★ Important**

- When [Print 1st Page] is selected, originals larger than A4 size are printed after they are reduced to A4 size.

**1. Press [Select Stored File].**

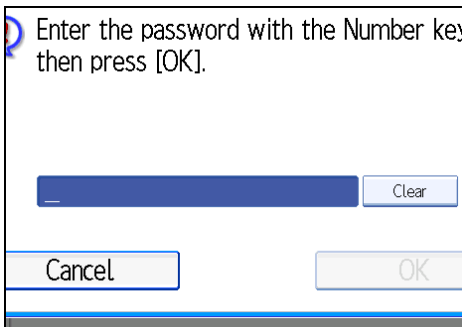


**2. Select the document to be printed.**



Press the Thumbnail key to switch the screen to thumbnail display.

**3. If you select a document with a password, enter the password, and then press [OK].**





If the document does not have a password, proceed to step 4.

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

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

To print both sides, press [Print 2 Sides]. When multiple files are specified they are printed per file.

To cancel printing, press [Stop Printing].

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

When only the first page is printed, the file name is printed at the top of the paper.

To cancel printing after pressing the [Start] key, press [Stop Printing].

**6. Press [Cancel].**

The standby display appears.

**Note**

- Only documents stored using the facsimile function can be printed.
- When printing originals that were not stored using the Mixed Original Sizes function, paper sizes might differ according to whether printing is through the facsimile function or the Document Server.
- You can specify and print multiple documents at one time.
- For the maximum values of the following items, see "Maximum Values".
  - Number of stored documents you can print at a time using [Print 1st Page]
  - Number of stored documents you can print at a time using [Print File]

**Reference**

- p.427 "Maximum Values"

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## Changing Stored Document Information

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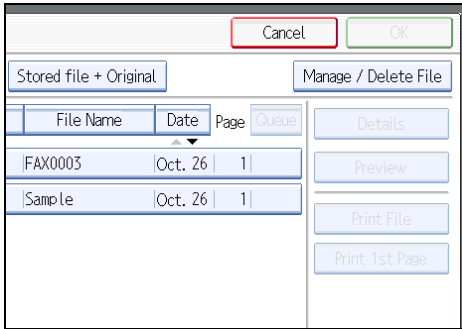
You can change the file name, user name, and password of stored documents.

To change a stored document, delete the document you no longer need, and then reprogram the new document.

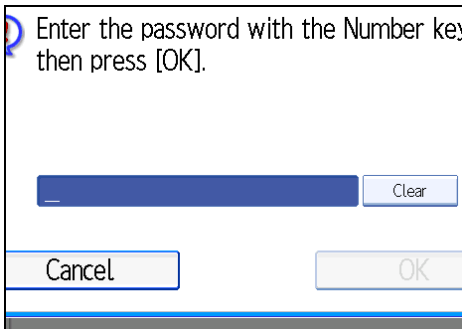
**1. Press [Select Stored File].**



**2. Select [Manage / Delete File], and then press the document to be changed.**



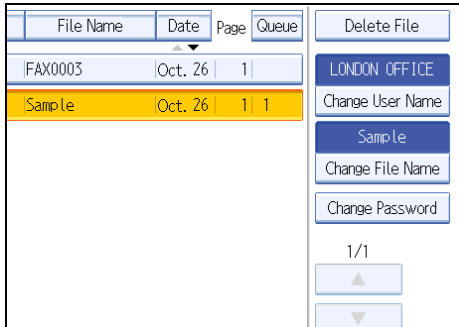
**3. If you select a document for which a password is set, enter the password, and then press [OK].**



When a selected file does not have a password, proceed to step 4.

**4. Change the desired information of the stored document.**

Press the keys for the items you want to change.



**5. Press [Exit].**

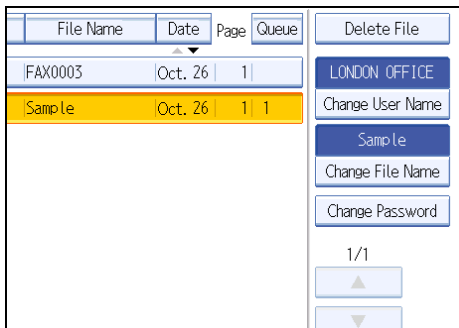
The standby display appears.

## Changing a user name

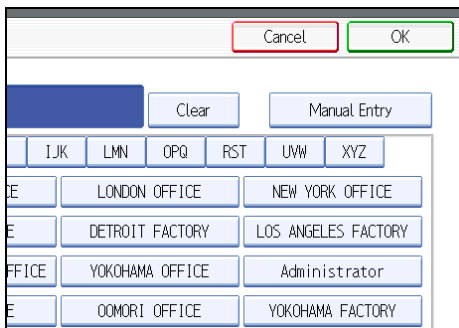
Change the user name of a stored document.

5

**1. Press [Change User Name].**



**2. Press [Clear].**



The user name is deleted.

**3. Enter the new user name, and then press [OK].**

Press the title word keys to switch between titles.

To set a non-programmed user name, press [Manual Entry], and then enter the name.

User names entered by pressing [Manual Entry] are not programmed into the user code.

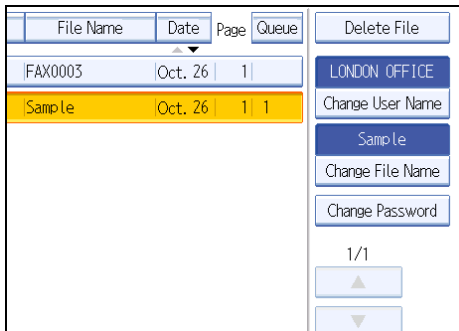
### ↓ Note

- Depending on the security settings, [Change Access Priv.] might be displayed instead of [Change User Name]. For details about setting [Change Access Priv.], ask the administrator.

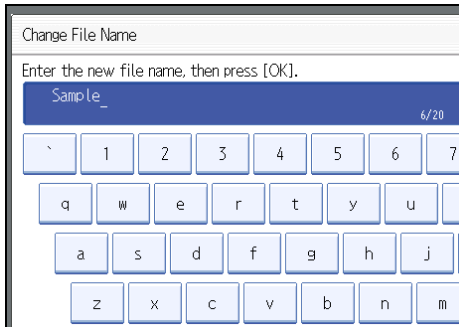
## Changing the file name

Change the name of a stored document.

### 1. Press [Change File Name].



### 2. Press [←], [→], [Backspace], or [Delete All], and then re-enter the file name.



### 3. Press [OK].

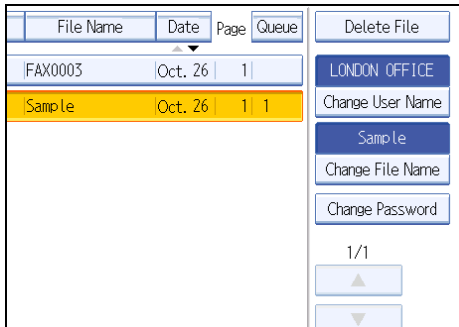
### ↓ Note

- For details about text entry, see “Entering Text”, About This Machine.

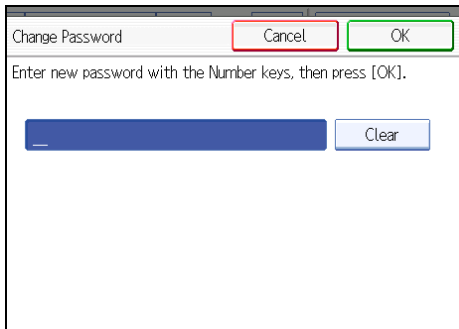
## Changing the password

Change the password of a stored document.

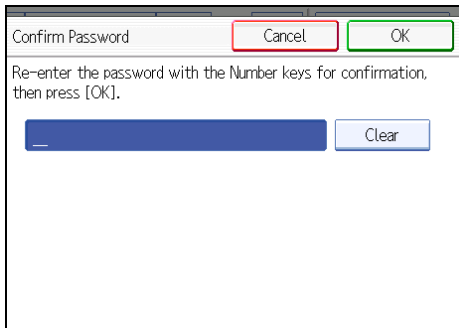
### 1. Press [Change Password].



### 2. Enter a new password using the number keys, and then press [OK].



### 3. Enter the password again, and then press [OK].



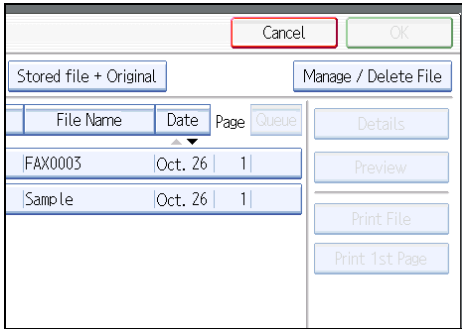
## Deleting a Stored Document

Use this function to delete stored documents.

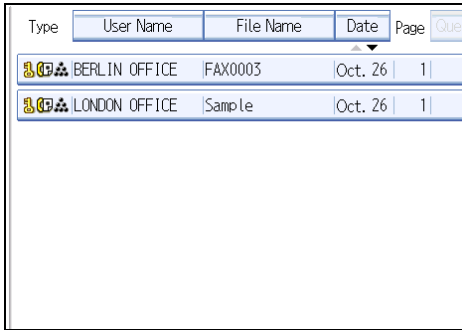
**1. Press [Select Stored File].**



**2. Press [Manage / Delete File].**

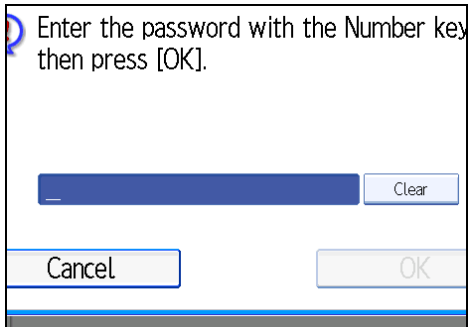


**3. Select the document you want to delete.**



You can also delete multiple documents at once.

4. Enter a password using the number keys, and then press [OK].



5. Press [Delete File].
6. Press [Yes].  
If you do not want to delete the document, press [No].
7. Press [Exit].  
The standby display appears.





# 6. Fax via Computer

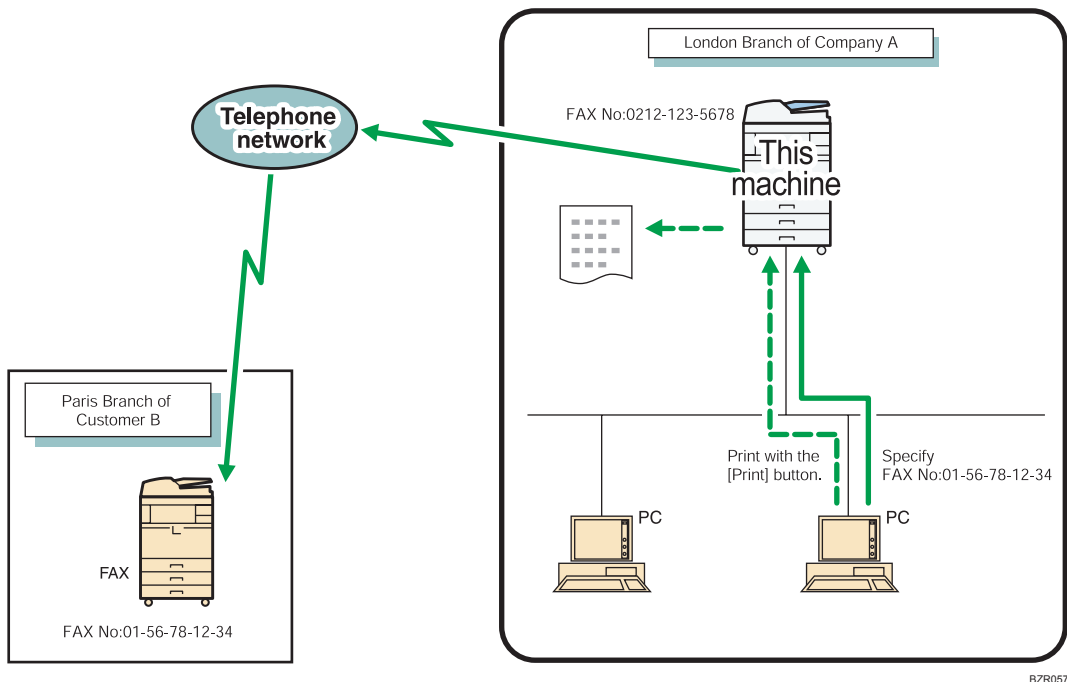
This section explains how to use this machine's facsimile function from a computer via a network.

## Sending Fax Documents from Computers

You can send a document created with a Windows application from a computer connected to the machine to another fax machine.

Connect computers to the machine via parallel port, LAN, wireless LAN, or USB 2.0.

- To send a fax, simply select [Print...] from the Windows application, then select LAN-Fax as the printer, and then specify a destination. LAN-Fax enables paperless faxing from your computer to the other destinations.
- In addition to sending faxes, the LAN-Fax Driver allows this machine to be used for printing out documents prepared on a computer for proof checking.
- To use the LAN-Fax Driver, connect this machine to computers and make the necessary network settings, and then install the LAN-Fax Driver and the related utilities on your computer.



### ★ Important

- Errors occurring when the machine is used as a LAN-Fax will not be displayed on the computer. Check for errors by using Web Image Monitor. See Web Image Monitor help.

**Note**

- It is recommended that you use Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.
- This function supports both IPv4 and IPv6 addresses.

---

## Before Use

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To use LAN-Fax features, a LAN-Fax Driver must be installed on your computer.

You can install the LAN-Fax Driver from the CD-ROM provided with this machine or download it from the manufacturer's Web site. You must also make the required computer to fax network settings on the machine, according to the type of connection.

**Note**

- When a personal computer and the machine are connected in parallel: See "Printing with Parallel Connection", Printer Reference and "Connecting the Machine", Network and System Settings Reference.
- When using Ethernet or wireless LAN, see "Connecting the Machine", Network and System Settings Reference.
- If you are using the 64-bit version of an operating system, download the LAN-Fax Driver from the manufacturer's Web site.

6

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## Using the Software

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This section provides information about LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor on the CD-ROM provided with this machine.

### LAN-Fax Driver

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This driver allows you to use LAN-Fax functions.

**Important**

- **All operations cannot be guaranteed depending on the system environment.**

#### Location of the file

The following folder is on the CD-ROM:

- LAN-Fax Driver for Windows 2000/XP/Vista/7, Windows Server 2003/2003 R2/2008  
  \DRIVERS\LAN-FAX\XP\_VISTA

#### Operating environment

- Computer

PC/AT compatible

- Operating systems  
Microsoft Windows 2000/XP/Vista/7  
Microsoft Windows Server 2003/2003 R2/2008
- Display  
VGA 640 × 480 pixels or more

#### ↓ Note

- Before beginning installation, exit all other applications.

## Address Book

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Address Book helps you edit LAN-Fax transmission destinations.

### Operating systems

Microsoft Windows 2000/XP/Vista/7  
Microsoft Windows Server 2003/2003 R2/2008

6

## LAN-Fax Cover Sheet Editor

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LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

### Operating systems

Microsoft Windows 2000/XP/Vista/7  
Microsoft Windows Server 2003/2003 R2/2008

## Auto Run program

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The installers for various drivers and utilities launch automatically as Auto Run programs when you insert the CD-ROM.

LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor can be installed by Auto Run.

#### ★ Important

- If the plug and play function starts, click [Cancel] in the [Found New Hardware] dialog box, and then insert the CD-ROM.
- Auto Run might not work automatically with certain OS settings. If this is the case, double-click "SETUP.EXE", located on the CD-ROM root directory, or click [Run SETUP.EXE] in the [AutoPlay] dialog box.
- If you want to cancel Auto Run, hold down the left [Shift] key while inserting the CD-ROM. Keep the [Shift] key held down until the computer stops reading the CD-ROM.

- Clicking [Cancel] during installation aborts the installation. If you cancel the installation, restart your computer and install the rest of the software or printer driver.

**Note**

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

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## Installing Individual Applications

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You need to install a LAN-Fax Driver on your computer before using the LAN-Fax functions.

Address Book and LAN-Fax Cover Sheet Editor are installed with the LAN-Fax Driver. Address Book helps you edit LAN-Fax transmission destinations. LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

Use the following procedure to install LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor at one time.

## 6

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### Using the Standard TCP/IP Port

---

This describes how to install the LAN-Fax Driver using the Standard TCP/IP Port.

**Important**

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.
- In an IPv6 environment, you cannot use the Standard TCP/IP Port. Use the SmartDeviceMonitor for Client port.

1. Quit all applications currently running.
2. Insert the CD-ROM into the CD-ROM drive.  
The installer starts.
3. Select an interface language, and then click [OK].
4. Click [LAN-Fax Driver].
5. The software license agreement appears in the [License Agreement] dialog box.  
After reading the agreement, click [I accept the agreement.], and then click [Next >].
6. Click [Next >].
7. Double-click [Printer Name : <LAN-Fax M8>].
8. Click [Port :], and then click [Add].
9. Click [Standard TCP/IP Port], and then click [OK].

Configure the Standard TCP/IP Port settings, and then see Windows Help if [Standard TCP/IP Port] does not appear.

10. Click [Next >] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.
11. Enter the machine name or IP address in the [Printer Name or IP Address :] box.  
The [Port Name :] text box automatically obtains a port name. Change this name if necessary.
12. Click [Next >].
13. Click [Finish] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.  
The installation start dialog box reappears.
14. Check that the port of the machine is displayed in [Port :].
15. Click [Continue].  
The driver installation starts.
16. After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].  
Restart the computer to complete installation.

#### ↓ Note

- To stop installation of the selected drivers, click [Cancel] before installation is complete.
- Auto Run might not work automatically with certain OS settings. If this is the case, double-click "SETUP.EXE", located on the CD-ROM root directory, or click [Run SETUP.EXE] in the [AutoPlay] dialog box.

## Using the SmartDeviceMonitor for Client port

This describes how to install the LAN-Fax Driver using the SmartDeviceMonitor for Client port.

For details about SmartDeviceMonitor for Client, see "Downloading Utility Software", About This Machine.

#### ★ Important

- To use this function, you must first download SmartDeviceMonitor for Client from the manufacturer's Web site and install it on your computer. Contact your local dealer for information on downloading SmartDeviceMonitor for Client.
- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

1. Quit all applications currently running.
2. Insert the CD-ROM into the CD-ROM drive.  
The installer starts.
3. Select an interface language, and then click [OK].
4. Click [LAN-Fax Driver].
5. The software license agreement appears in the [License Agreement] dialog box.  
After reading the agreement, click [I accept the agreement.], and then click [Next >].

6. Click [Next >].
7. Double-click [Printer Name : <LAN-Fax M8>].
8. Click [Port :], and then click [Add].
9. Click [SmartDeviceMonitor], and then click [OK].
10. To configure port settings using TCP/IP, click [TCP/IP], and then click [Search].

A list of printers using TCP/IP appears.

To configure port settings using IPP, proceed to step 12.

11. Select the machine you want to use, and then click [OK].

Only printers that respond to a broadcast from the computer appear. To use a machine not listed here, click [Specify Address], and then enter the IP address or host name of the machine.

Proceed to step 17.

12. To configure port settings using IPP, click [IPP].

13. In the [Printer URL] box, enter "http://machine's IP address/printer" as the machine's address.

If the server authentication is issued, enter "https://printer's IP address/printer" to enable SSL (a protocol for encrypted communication). Internet Explorer 5.0.1, or higher version must be installed to use SSL.(example IP address: 192.168.15.16)

http://192.168.15.16/printer

https://192.168.15.16/printer

You can enter "http://machine's IP address/ipp" as the machine's address.

14. Enter a name for identifying the machine in [IPP Port Name]. Use a name different from the one of any existing ports.

If a name is not specified here, the address entered in the [Printer URL] box becomes the IPP port name.

15. Click [Detailed Settings] to make necessary settings.

For details about the settings, see SmartDeviceMonitor for Client Help.

16. Click [OK].

17. Check that the port of the machine is displayed in [Port :].

18. Click [Continue].

Installation starts.

19. After the installation is completed, select one of the options to restart the computer either now or later, and then click [Finish].

Restart the computer to complete installation.

 **Note**

- To stop installation of the selected drivers, click [Cancel] before installation is complete.

- Auto Run might not work automatically with certain OS settings. If this is the case, double-click "SETUP.EXE", located on the CD-ROM root directory, or click [Run SETUP.EXE] in the [AutoPlay] dialog box.

---

## Setting LAN-Fax Driver Properties

---

This section explains how to set properties required for using LAN-Fax Driver.

### ↓ Note

- Manage Printers permission is required to set the properties for LAN-Fax Driver. Log on as an Administrators group member.
- The method for selecting LAN-FAX Driver will vary according to your operating system. For details, see Windows Help.

---

## Setting print properties

---

This section explains how to make settings such as paper size or resolution.

1. On the [Start] menu, select [Control Panel]. Then select [Printers and Other Hardware], and then [Printers and Faxes].

In Windows 2000, point to [Settings] on the [Start] menu, and then click [Printers].

In Windows XP Professional or Windows Server 2003/2003 R2, select [Printers and Faxes] on the [Start] menu.

In Windows Vista or Windows Server 2008, select [Control Panel] on the [Start] menu. Then select [Hardware and Sound], and then [Printers].

In Windows 7, select [Devices and Printers] on the [Start] menu.

2. Right click the [LAN-Fax M8], and then click [Printing Preferences...] to set the following properties.

- Paper Size
- Orientation
- Tray
- Resolution

3. Click [OK].

---

## Making settings for option configuration

---

Make settings for optional units installed in this machine.

1. On the [Start] menu, select [Control Panel]. Then select [Printers and Other Hardware], and then [Printers and Faxes].

In Windows 2000, point to [Settings] on the [Start] menu, and then click [Printers].

In Windows XP Professional or Windows Server 2003/2003 R2, select [Printers and Faxes] on the [Start] menu.

In Windows Vista or Windows Server 2008, select [Control Panel] on the [Start] menu. Then select [Hardware and Sound], and then [Printers].

In Windows 7, select [Devices and Printers] on the [Start] menu.

2. Select to highlight [LAN-Fax M8], then click [Properties] on the [File] menu.

In Windows 7, right click the [LAN-Fax M8], and then click [Printer Properties].

3. Click the [Accessories] tab, and then make the settings for the option configuration.

4. Select the check boxes for the installed optional units.

5. Click [Apply].

Option configuration settings are complete.

6. Click [OK].

#### [Accessories] tab

The [Accessories] tab contains the following items besides option configuration items.

- Prohibit manual destination entry  
Check this option to inhibit direct destination specification.
- Enable E-mail  
Check this when using Internet Fax with the LAN-Fax function.
- IP-Fax  
Check this option when using IP-Fax.  
After checking this option, select a protocol by clicking an appropriate radio button.

#### ↓ Note

- If the options on this machine are not configured as instructed, LAN-Fax functions may fail.
- If this machine is connected to a network and SmartDeviceMonitor for Client is installed on your computer, configuration of each option installed on the machine will be performed automatically. If the settings do not match the installed optional units, click [Load from Device].

---

## Basic Transmission

---

This section explains how to send fax documents created using Windows applications.

To send a fax, simply select [Print...] from the Windows application, then select [LAN-Fax M8] as the printer, and then specify a destination in the [LAN-Fax] dialog box.



Open the application document you want to send or create a new document, and then perform the following procedure.

For details, see LAN-Fax Driver's Help.

### ★ Important

- When entering a destination directly or using the destination list of the LAN-Fax to specify a destination, you cannot specify an e-mail destination and folder destination.

1. On the [File] menu, click [Print...].
2. Select [LAN-Fax M8] in the list.
3. Click [Print].

The LAN-Fax dialog box appears.

The setting method may differ depending on the application you are using. In all cases, select [LAN-Fax M8] for the printer.

4. Specify the destination.

You can specify the destination using the following methods:

- "Specifying a destination using a destination list"
- "Specifying a destination using Address Book"
- "Entering a destination directly"

When user authentication is used with this machine, click [User Settings...].

5. Specify necessary options.

For details about specifying options, see "Specifying Options" and "Confirming Transmission Results by E-mail".

6. Click [Send].

When you click [Send & Print], the fax is sent to the destination and your machine prints a copy of the document you sent.

### ↓ Note

- The machine can retain documents sent from a LAN-Fax Driver as files to be sent.
- For the maximum values of the following items, see "Maximum Values".
  - Number of destinations you can specify per file
  - Number of documents sent from a LAN-Fax Driver that the machine can retain as files to be sent
- When the computer and machine are connected via USB 2.0, a printing error message such as "This document failed to print" might appear, even though the print job was sent to the machine correctly. If this happens, check the print job transmission result on the machine's control panel. For details about how to check the transmission result, see "Checking the Transmission Result (Transmission File Status)".

### Reference

- p.248 "Checking the Transmission Result (Transmission File Status)"
- p.312 "Specifying a destination using a destination list"
- p.313 "Specifying a destination using Address Book"
- p.314 "Entering a destination directly"
- p.315 "Specifying Options"
- p.318 "Confirming Transmission Results by E-mail"
- p.427 "Maximum Values"

## Specifying a destination using a destination list

---

This section explains how to specify destinations in the machine's Address Book using LAN-Fax Driver.

### Important

- **To use a destination list to specify a destination, you must insert the machine's address book data into the destination table of the LAN-Fax Driver. See "Using the Machine's Address Book as the LAN-Fax Destination List".**

#### 1. Click the [Address Book] or [Specify Destination] tab.

The [Address Book] or [Specify Destination] tab appears.

#### 2. Select the [Device Address] (or [Use device address]) check box.

Device addresses registered by selecting the [Use device address] check box in the Address Book will appear on the [Address Book] tab.

#### 3. The address is displayed in the [Device Address] field on the [Address Book] tab. On the [Specify Destination] tab, enter the registration number of the Destination key in the [Device Address:] box.

#### 4. Click [Set as Destination].

The entered destination is added and appears in the [List of Destination:] box.

If you add a destination by mistake, click the wrong destination, and then click [Delete from List].

#### 5. To specify more destinations, repeat steps 3 and 4.

### Note

- For details about specifying destinations, see the LAN-Fax Driver's Help.

### Reference

- p.324 "Using the Machine's Address Book as the LAN-Fax Destination List"

## Specifying a destination using Address Book

This section explains how to specify a destination using Address Book.

### ★ Important

- In order to use this method, you need to register destinations in the address list using Address Book.
- To use device address data as the LAN-Fax Driver destination table, you must convert the destinations registered on the machine to a CSV file and send that file to your computer. For details, see "Using the Machine's Address Book as the LAN-Fax Destination List".

#### 1. Click the [Address Book] tab.

The [Address Book] tab appears.

#### 2. Select a CSV file containing the desired destination list, from the [Address Book:] dropdown menu.

Up to the three most recently used files appear in the dropdown menu. To use a destination list that did not appear, click [Browse...], and then select the file.

#### 3. Select [Contact] or [Group] in the [Name:] dropdown menu as the display format.

Destination list contents change as follows, depending on the option selected:

- Contact: Individual name, company name, department name, fax number
- Group: Group name

If you selected [Group], proceed to step 5.

#### 4. If you selected [Contact] in step 3, select the type of fax from the [Type:] dropdown menu.

To send by standard fax or IP-Fax, select [Fax]. To send by Internet Fax, select [E-mail].

#### 5. Click the destination in the destination list to highlight it, and then click [Set as Destination].

The selected destination is added and appears in the [List of Destination:] box.

If you add a destination by mistake, click the wrong destination, and then click [Delete from List].

In the Address Book list box, directly enter the name you want to search for. You can then jump to the name you entered.

#### 6. To specify more destinations, repeat steps 2 through 5.

### ↓ Note

- For details about specifying destinations, see the LAN-Fax Driver's Help.
- Destination list contents can be narrowed down by selecting the first letter of a contact name, company name or group name in the [Search] dropdown menu.

### 📖 Reference

- p.324 "Using the Machine's Address Book as the LAN-Fax Destination List"

## Entering a destination directly

This section explains how to enter a destination manually.

### 1. Click the [Specify Destination] tab.

The [Specify Destination] tab appears.

### 2. Select the type of fax from the [Type:] dropdown menu.

To send by standard fax or IP-Fax, select [Fax]. To send by Internet Fax, select [E-mail].

After you select the fax type, the items corresponding to the selected type appear.

### 3. Specify the destination.

Specify the destination depending on the selected fax type as follows:

- If you selected [Fax]: enter the fax number. To send by IP-Fax, enter the IP-Fax destination.
- If you selected [E-mail]: enter the e-mail address.

To enter a pause in the fax number, click [Pause]. If you selected [E-mail] in step 2, [Pause] is not available.

### 4. Specify settings according to the type of fax transmission.

Specify settings according to the type of fax transmission selected in step 2, as follows:

- If you selected [Fax], select a line or a protocol in the [Line:] list.
- If you selected [E-mail], select the [Do not use SMTP server] check box if you want to bypass the SMTP server.

### 5. Click [Set as Destination].

The entered destination is added and appears in the [List of Destination:] box.

If you add a destination by mistake, click the wrong destination, and then click [Delete from List].

### 6. To specify more destinations, repeat steps 2 through 5.

#### ↓ Note

- For details about specifying destinations, see the LAN-Fax Driver's Help.
- When specifying multiple destinations, if you select different lines, the document is sent using the Simultaneous Broadcast function. For details about the Simultaneous Broadcast function, see "Simultaneous Broadcast Using Multiple Line Ports".
- For the maximum number of digits that can be included in a destination, see "Maximum Values".

#### 📖 Reference

- p.86 "Simultaneous Broadcast Using Multiple Line Ports"
- p.427 "Maximum Values"

---

## Specifying Options

---

You can specify the transmission options when sending a fax.

- Sending at specific time
- Print Fax Header
- Attach a Cover Sheet
- 2 sided printing
- Preview
- Save as file
- Document Server

### ↓ Note

- For details about transmission options, see the LAN-Fax Driver's Help.

---

### To send a fax document at a specific time

---

Specify a time for sending fax documents.

1. Click [Send Options].

The [Send Options] tab appears.

2. Select the [Sending at specific time] check box, and then specify a transmission time.

---

### To print a sender stamp

---

Print a sender stamp that is registered in the machine.

1. Click [Send Options].

The [Send Options] tab appears.

2. Select the [Print Fax Header] check box.

---

### To attach a cover sheet

---

Attach a cover sheet to a document.

1. Click [Send Options].

The [Send Options] tab appears.

2. Select the [Attach a Cover Sheet] check box.

A cover sheet is added to the first page of a transmission file.

**Note**

- Click [Edit Cover Sheet...] to edit the cover sheet. For details, see "Editing Fax Cover Sheets".

**Reference**

- p.322 "Editing Fax Cover Sheets"

## To specify two-sided printing

---

You can configure this machine to perform two-sided printing.

1. Click [Send Options].  
The [Send Options] tab appears.
2. Select the [2 sided printing] check box.

## To display preview

---

Selecting the [Preview] check box allows you to check how the fax document will be output at the destination.

1. Click [Send Options].  
The [Send Options] tab appears.
2. Select the [Preview] check box.
3. Click [Send], [Print], or [Send & Print].  
The [Preview] window appears.
4. Click [Next] or [Previous] to check the image.  
To close the [Preview] window, click [Cancel].

## Saving as files

---

You can save the fax document in TIFF format (TIFF-F).

1. Click [Send Options].  
The [Send Options] tab appears.
2. Select the [Save as file] check box.
3. Click [Save to...].
4. Select a folder on the folder tree.
5. Select a method of file naming.

To enter a file name manually, select the [Specify file name when saving] check box. To have the file assigned a name and saved automatically, select the [Automatically create a new file] check box.

**6. Click [OK].****7. Click [Save] or [Save & Send].**

If you select [Automatically create a new file], the image file is assigned a name and saved under the specified folder.

The file name will be RicHHMMSS.tif (HH: hours, MM: minutes, SS: seconds).

**8. Enter a file name.**

You can also change the folder in this step.

**9. Click [Save].**

The image file is saved in the specified folder.

**Note**

- Single-page documents are saved as single-page TIFF files, and multiple-page documents are saved as multi-page TIFF files.

## To store the fax document on the Document Server

Store sent fax documents on the Document Server.

**★ Important**

- If [Hard Disk Unit] is not selected in [Accessories] on the printer properties dialog box, you cannot select [Document Server].

**1. Click [Send Options].**

The [Send Options] tab appears.

**2. Select the [Send to Document Server] check box, and then enter a user name, file name, and password.**

## Checking Transmission Using LAN-Fax Driver

From Web Image Monitor, you can check information about files sent using LAN-Fax Driver.

For the maximum number of transmission results you can check, see "Maximum Values".

**Note**

- The job history may differ from the machine's transmission results. In that case, refer to the machine's transmission results.
- See the Web Image Monitor's Help for details.

**Reference**

- p.427 "Maximum Values"

---

## Confirming Transmission Results by E-mail

---

After communicating in the LAN-Fax mode, this function transmits the communication results with the computer by e-mail.

When you have done [Send] or [Send & Print] using the LAN-Fax, and when the communication was successful, it transmits e-mail of the transmission result.

Result notification e-mail is sent when printing is complete, or if an error occurs during communication between this machine and a computer.

1. Click the [E-mail Settings] tab.
2. Select the [Notify] check box under [E-mail TX results].
3. Enter the destination.

When entering the e-mail address directly, click the [Specify destinations] radio button, and then enter the e-mail address in the [Specify destinations] field.

When entering the machine's programmed address, click the [Device Address] radio button, and then enter the registration number of the Destination key in the [Device Address] box.

The [Device Address] box is unavailable when [Specify destinations] is selected, and you cannot enter anything in the text box.

4. Click [Send] or [Send & Print].

### ↓ Note

- You can confirm transmission results using the E-mail TX Results function and the Communication Result Report. You can set whether to use both of these together in User Parameter (switch 10, bit 6) in the Facsimile Features menu. See "Parameter Settings".
- If there be any insufficient configurations of the Internet Fax transmission on this machine, or if "Auto Specify Sender Name" is set to "Off", the E-mail TX results or LAN-Fax result notification e-mail is not transmitted, and the TX results report or LAN-Fax Result Report is printed. See "Connecting the Machine", Network and System Settings Reference. for the Internet Fax settings, and see "LAN-Fax Result Report" for the LAN-Fax Result Report.

### 📖 Reference

- p.318 "LAN-Fax Result Report"
- p.375 "Parameter Settings"

---

## LAN-Fax Result Report

---

This section explains the LAN-Fax Result Report.

If "E-mail TX results" is set to "Notify", if there be any insufficient configurations of the Internet Fax transmission on this machine, or if "Auto Specify Sender Name" is set to "Off", the E-mail TX results or



LAN-Fax result notification e-mail is not transmitted, and the TX results report or LAN-Fax Result Report is printed. If the "E-mail TX Results" of "Sender Name" has not been set to on, the LAN-Fax Result Report is printed.

#### ↓ Note

- Whether or not the LAN-Fax Result Report is printed, can be configured with User Parameter (Switch 20, bit 0) in the Facsimile Features menu. See "Parameter Settings".
- When executing [Send] or [Send & Print] with LAN-Fax Driver, and when the E-mail TX Result Report has not arrived, the Communication Result Report is printed. For details about Communication Result Report, see "Communication Result Report (Memory Transmission)".

#### 📖 Reference

- p.251 "Communication Result Report (Memory Transmission)"
- p.375 "Parameter Settings"

## Printing and Saving

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. Select [LAN-Fax M8] in the list, and then click [Print].

The [LAN-Fax] dialog box appears.

The setting method may differ depending on the application you are using. In all cases, select [LAN-Fax M8] for the printer.

3. On the [Address Book] tab, click [Print].

After specifying a destination, click [Send & Print]. This function directs the machine to print any sent files.

#### ↓ Note

- You can also save documents in TIFF format. For details about saving in TIFF format, see "Saving as files".
- You can select the length of time the machine keeps document data in memory if print fails due to problems such as a paper shortage or paper jams. Make this setting with User Parameters (switch 20, bit 2, 3, 4, 5) in the Facsimile Features menu. Data is deleted when the specified length of time elapses. See "Parameter Settings".
- For details about printing the fax image, see the LAN-Fax Driver's Help.

#### 📖 Reference

- p.316 "Saving as files"

- p.375 "Parameter Settings"

---

## Editing Address Book

---

You can program and edit destinations in the address list using the Address Book.

### ↓ Note

- For details about the Address Book, see the LAN-Fax Driver's Help.
- You can use files created in CSV format as Address Book data. For this purpose, create CSV files that conform to a certain format. For more information, see Help.

---

## Programming new destinations

---

Register a new destination in the LAN-Fax Address Book.

- 1. On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [Address Book].**

The [Address Book] dialog box appears.

If LAN-Fax Driver has already started up, click [Edit Address Book...].

- 2. Click [New/Browse...], and then select the CSV file containing the address list to be edited.**
- 3. Enter the destination and name.**

You can enter a contact name, company name, department name, fax number, e-mail address (Internet Fax destination), and IP-Fax address. The name and destination (Fax Number, E-mail address or IP-Fax address) cannot be omitted.

- 4. Click [Add].**

The destination is added to the destination list.

- 5. Click [Close].**

- 6. If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].**

If you do not want to save the changes and want to quit editing, click [No].

To return to the editing display, click [Cancel].

The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

### ↓ Note

- To program the contents of the destination list of this machine to the Address Book, select the [Use device address] check box, then enter the Destination key's registration number in the [Device Address:] field.

- For [Line:] under [Fax Number:], the following line types are selectable; G3, G3-2, G3-3, G4, G3 Dir. Auto, G3 PABX Auto, or I-G3. However, this machine does not support G4. If the machine is connected to an extension telephone line, select "G3 PABX Auto".
- For [Protocol:] under [IP-Fax address:], select [H.323] or [SIP].
- To bypass the SMTP server, under [E-mail address:], select the [Do not use SMTP server] check box.

## Editing programmed destinations

---

Edit destinations registered in the LAN-Fax Address Book.

1. On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [Address Book].

The [Address Book] dialog box appears.

If LAN-Fax Driver has already started up, click [Edit Address Book...].

2. Click [New/Browse...], and then select the CSV file containing the address list to be edited.
3. Select the destination you want to edit so it is highlighted in the list.
4. Edit the data.
5. Click [Update].
6. Click [Close].
7. If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].

If you do not want to save the changes and want to quit editing, click [No].

To return to the editing display, click [Cancel].

The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

## Deleting programmed destinations

---

Delete destinations registered in the LAN-Fax Address Book.

1. On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [Address Book].

The [Address Book] dialog box appears.

If LAN-Fax Driver has already started up, click [Edit Address Book...].

2. Click [New/Browse...], and then select the CSV file containing the address list to be edited.
3. Select the destination you want to delete so it is highlighted in the list.
4. Click [Delete].
5. Click [Yes].

6. Click [Close].

7. If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].

If you do not want to save the changes and want to quit editing, click [No].

To return to the editing display, click [Cancel].

The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

---

## Editing Fax Cover Sheets

---

LAN-Fax Cover Sheet Editor allows you to edit the format for fax cover sheets.

### ★ Important

- It is necessary to create a cover sheet file before attaching a cover sheet to fax document using LAN-Fax Driver.

## 6

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### Creating a cover sheet

---

This section explains how to create a fax cover sheet.

You can edit the following items using LAN-Fax Cover Sheet Editor.

- Company name as destination information
- Department name as destination information
- Contact name as destination information
- Company name as sender information
- Department name as sender information
- Contact name as sender information
- Telephone number as sender information
- Fax number as sender information
- Date
- Message

1. On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [LAN-Fax Cover Sheet Editor].

The [LAN-Fax Cover Sheet Editor] dialog box appears.

2. Edit the cover sheet.

For details about operations, see Help.

3. Click [Save as...] on the [File] menu.

4. Select a folder, and then enter a file name.
5. Click [Save].

#### ↓ Note

- Cover sheet data is stored in its own format (using “fcp” as its extension).

## Attaching a created cover sheet

This section explains how to attach a created cover sheet file to a fax document.

1. On the [File] menu, click [Print...].
2. Select [LAN-Fax M8] in the list, and then click [Print].  
The [LAN-Fax] dialog box appears.
3. Click [Edit Cover Sheet...].  
The [Cover Sheet] dialog box appears.
4. Select a cover sheet file from the dropdown list or after clicking [Browse...] in [Select Cover Sheet].  
The selection made in [Select Cover Sheet] is not canceled unless you select another file. If you want to change only destination information, omit this step and proceed to step 5.
5. Select the type of information from [To:].  
You can select [Use Address Book], [To Whom It May Concern], [Edit Names], or [(None)]. Selecting [Edit Names] allows you to enter company, department, and contact names.
6. To print the date, select the [With a Date] check box.
7. Enter the sender information.  
You can enter company, department, and contact names, and telephone and fax numbers.  
To add a message, select the [With a Message] check box, and then enter a message.
8. Click [OK].
9. Specify a destination.
10. Click the [Send Options] tab, and then select the [Attach a Cover Sheet] check box.
11. Click [Send] or [Send & Print].

## Managing Facsimile Functions Using SmartDeviceMonitor for Admin

You can check information about this machine's fax functions using a computer and save files on a computer using SmartDeviceMonitor for Admin.

**★ Important**

- To use this function, you must first download SmartDeviceMonitor for Admin from the manufacturer's Web site and install it on your computer. Contact your local dealer for information on downloading SmartDeviceMonitor for Admin.

**↓ Note**

- For information about SmartDeviceMonitor for Admin, see "Downloading Utility Software", About This Machine.

---

## Using the Machine's Address Book as the LAN-Fax Destination List

---

Using SmartDeviceMonitor for Admin, you can copy the machine's Address Book data as a CSV file to a computer. This file can then be used as the LAN-Fax Destination List, and can also be installed on the machine using [Address Management Tool]. This section explains how to use the Address Book for LAN-Fax.

**★ Important**

- To use this function, you must first download SmartDeviceMonitor for Admin from the manufacturer's Web site and install it on your computer. Contact your local dealer for information on downloading SmartDeviceMonitor for Admin.

**↓ Note**

- When destinations registered in groups by this machine are inserted into Address Book, each person's destination is determined according to the following order of priority (check before inserting and changing the order of priority, if necessary): IP-Fax destination → Fax number → E-mail address
- Depending on the machine type, you may not be able to use the machine when it is updating the Address Book using CSV files (retrieved using SmartDeviceMonitor for Admin) that contain user codes.
- For details, see "SmartDeviceMonitor for Admin" Help.

---

## Copying the machine's Address Book to a computer

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### 1. Launch SmartDeviceMonitor for Admin.

The machine is automatically detected and its model and IP address appear in the network list.

If nothing appears in the list, select [Search/Monitoring Settings] in the [Searched Device List] menu, then select the [Specify Address] check box and enter the machine's IP address in the [From] and [To] boxes, and then click [Add] and [OK]. Then check the machine's IP address. To do this, on the machine's control panel, press the [User Tools/Counter] key, then press [System Settings], [Interface Settings], and then [Machine IPv4 Address]. If the machine's IP address still does not appear in the list, check the settings of any security applications that are installed, as these settings might be disabling display of the IP address.

2. Select the model of your machine, click [Tools], and then click [Address Management Tool].
3. In the [Enter Authentication Information] dialog box, specify the user name and password, and then click [OK].

Enter the factory-set user name "admin", and leave the password blank.

The "Address Management Tool - Receiving Information" message appears briefly, and then the machine's Address Book appears.

4. In the [Address Management Tool] dialog box, click [File], and then click [Export Data].  
If the "The password information cannot be reused in any device." message appears, click [OK].
5. Select where to store the file, and then click [Save].

The following three files will be stored:

- "Machinemodel\_addr.csv"
- "Machinemodel\_faxinfo.csv"
- "Machinemodel\_taginfo.csv"

"Machinemodel\_addr.csv" will be used as the Address Book file.

The Address Book data is now stored in the computer.

6. Close the [Address Management Tool] dialog box, and then close SmartDeviceMonitor for Admin.

This will be followed by a procedure for displaying the computer's Address Book file on the LAN Fax screen.

## Using the Address Book stored in the computer for LAN-Fax

1. On the [File] menu, click [Print...].
2. Select [LAN-Fax M8], and then click [Print].  
The LAN-Fax dialog box appears.
3. In [Address Book], click [Browse...].
4. Select the Address Book file, and then click [Open].

Select "Machinemodel\_addr.csv".

The Address Book appears.

5. Specify the destination.

For details about sending the file, see "Sending Fax Documents from Computers".

### Reference

- p.303 "Sending Fax Documents from Computers"

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## LAN-Fax Operation Messages

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This section explains typical operation error messages displayed on the computer when using the LAN-Fax Driver, and solutions to those messages.

Message	Causes and Solutions
The number of entries in Destinations exceed the limits. Up to 500 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 500.
“LAN-Fax” has already been launched. Cannot launch it again.	The [LAN-Fax] dialog box is already open. Quit LAN-Fax once, and then start it up again.
Failed to allocate memory.	Available memory on the computer is insufficient. Quit applications currently not in use.



# Viewing Fax Information Using a Web Browser

You can view received fax documents and their lists or print these documents using Web Image Monitor on a network computer.

## Note

- It is recommended that you use Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.
- When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.
- You need to select "Store" as the "Reception File Setting" in the Facsimile Features menu. For details about Reception File Setting, see "Reception File Setting".
- For details about using Web Image Monitor, see "Monitoring and Configuring the Machine", Network and System Settings Reference.

## Reference

- p.360 "Reception File Setting"

## Viewing, Printing, and Deleting Received Fax Documents Using Web Image Monitor

This section explains how to view and/or print received fax documents using Web Image Monitor.

### Viewing received fax documents using a Web browser




Check the content of received documents stored in the machine.

1. **Start a Web browser.**
2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**  
The top page of Web Image Monitor is displayed.
3. **Click [Fax Received File] in the left pane.**
4. **If you have programmed a user code for the stored reception file, enter the code, and then press [OK].**

A list of the received fax documents appears.

If the programmed user code was deleted using the Address Book Management function under System Settings, a message indicating incorrect user code entry appears. If this is the case, reprogram a user code.

**5. Click the property icon  of the desired fax document.**

When viewing a list of the fax documents, you can select the thumbnail display, icon display, or detail display. Click , , or .

**6. View the content of the fax document.**

**7. To download the received fax document, click [PDF] or [Multi-page: TIFF], and then click [Download].**

A downloading confirmation dialog box appears.

When you select [PDF], make the necessary "PDF File Security Settings" before clicking [Download]. Acrobat Reader starts and the selected document is displayed.

**8. Close the Web browser.**

**Note**

- If your computer cannot be connected to Web Image Monitor, see "Monitoring and Configuring the Machine", Network and System Settings Reference.
- To enlarge the preview image, click [Enlarge Image]. Enlargement cannot be performed without Acrobat Reader installed. For more information, see Help on the Web Image Monitor.
- To download the document data on the list of received fax documents, click [TIFF] or [PDF]. For details about downloading, see the Web Image Monitor Help.
- The method for downloading differs depending on the selected format. For more information, see Help on the Web Image Monitor.

## Printing fax information using a Web browser

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Print received documents stored in the machine.

**1. Start a Web browser.**



**2. Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

The top page of Web Image Monitor is displayed.

**3. Click [Fax Received File] in the left pane.**

The list of received fax documents appears.

**4. Select the check box of the fax document to be printed.**

When viewing a list of the fax documents, you can select the thumbnail display, icon display, or detail display. Click , , or .

**5. Click [Print].**

**6. Click [Print].**

To cancel printing, press [Cancel] before clicking [Print].

**7. Click [OK].**

The display returns to that of step 5.

**8. Close the Web browser.****Note**

- You can change the printing order of selected multiple documents. You can also have documents printed on both sides of the paper. For more information, see Help on the Web Image Monitor.

## Deleting fax information using a Web browser

Delete received documents stored in the machine.




**1. Start a Web browser.****2. Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

The top page of Web Image Monitor is displayed.

**3. Click [Fax Received File] in the left pane.**

The list of received fax documents appears.

**4. Select the check box of the fax document to be deleted.**

When viewing a list of the fax documents, you can select the thumbnail display, icon display, or detail display. Click , , or .

**5. Click [Delete].****6. Click [Delete File(s)].**

To cancel deletion, press [Cancel] before clicking [Delete File(s)].

**7. Click [OK].**

The display returns to that of step 5.

**8. Close the Web browser.****Note**

- After selecting multiple documents, you can also cancel deletion of some of the selected documents. For more information, see Help on the Web Image Monitor.

## Programming Destination Information from Web Browser

If the receiving machine is compliant with T.37 full mode Internet Fax, you can program the receiver's properties from Web Image Monitor.

You can program the following properties:

- Compression Type

- Paper size
- Resolution

**Note**

- For a detailed description, see Help for Web Image Monitor.
- For details about the T.37 full mode, see "T.37 Full Mode".
- When a receiver that is programmed as full mode in the Address Book returns a Reception Notice e-mail, the contents of the newly received e-mail overwrite the existing information.

**Reference**

- p.44 "T.37 Full Mode"

### To edit machine properties already programmed

---

Use Web Image Monitor to edit information about the destination machine registered in the Address Book.

**1. Start a Web browser.**

**2. Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

The top page of Web Image Monitor is displayed.

**3. Click [Login], and then enter the Administrator's name and password.**

**4. Click [Address Book] in the left pane.**

The Address Book is displayed.

**5. Click the radio button to the left of the machine you want to modify, and then click [Change].**

The [Change User] page appears.

**6. Set the properties for Internet Fax data format other than the mode selection.**

If you change the mode to "Simple Mode", you cannot set machine properties.

**7. Click [OK] at the upper or lower left of the screen.**

To cancel the setting, click [Cancel] at the upper or lower left of the screen.

The Address Book is displayed.

**8. Close the Web browser.**

### To add new receiver

---

Use Web Image Monitor to add a new destination to the Address Book.

**1. Start a Web browser.**

- 2. Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

The top page of Web Image Monitor is displayed.

- 3. Click [Login], and then enter the Administrator's name and password.**

- 4. Click [Address Book] in the left pane.**

The Address Book is displayed.

- 5. Click [Add User].**

The [Add User] page appears.

- 6. Enter the registration number, name, and e-mail address, then set the necessary properties.**

You can set the Internet Fax data format after entering the e-mail address.

- 7. Click [Full Mode] under [Internet Fax Data Format], and set the properties according to the receiver's properties.**

If you change the mode to "Simple Mode", you cannot set machine properties.

- 8. Click [OK] at the upper or lower left of the screen.**

To cancel the setting, click [Cancel] at the upper or lower left of the screen.

The Address Book is displayed.

- 9. Close the Web browser.**

## Delivering Files Received by Fax

Documents received by the machine can be viewed on or downloaded to a computer using the network delivery server ScanRouter delivery software.

This is a useful function, enabling you to view and store documents on your computer without printing them.

### ★ Important

- **The ScanRouter delivery software <sup>\*1</sup> is required as a delivery server.**
- **To view or download documents stored in the delivery server inbox, you must first download DeskTopBinder Lite from the manufacturer's Web site and install it on your computer. Contact your local dealer for information on downloading DeskTopBinder Lite.**

\*1 For details to purchase ScanRouter delivery software, contact your local dealer. With the GlobalScan NX (optional), you can also use this function.

Using the delivery server, you can eliminate the task of retrieving and delivering documents.

### Functions

Delivery server provides the following functions:

- Use the delivery server to associate incoming documents (SUB Code, Own Name, and Own Fax Number) with receivers, so documents are delivered to the intended receivers.
- You can select the delivery method for incoming documents: "Save in the delivery server inbox", "Send as an e-mail attachment", or "Save in the designated folder on the computer". Incoming documents with no SUB Code, Own Name, or Own Fax Number are saved in the delivery server inbox. You can also set it so that the received documents are stored in the specified delivery server inbox according to the line used for reception.
- You can check or download received documents stored in the delivery server inbox using DeskTopBinder.

### ↓ Note

- Documents received in Personal Boxes are also forwarded to the delivery server.
- To send received documents to your computer as e-mail attachments, your computer must have an e-mail application that is compatible with the ScanRouter delivery software.
- To create a network using the delivery server, you must specify the machine's Fax RX File Transmission settings under System Settings. The delivery server must also be configured. For details about Fax RX File Transmission, see "File Transfer", Network and System Settings Reference.
- For details about the delivery server (ScanRouter delivery software), see the ScanRouter delivery software's Help or instructions.
- For information about DeskTopBinder, see DeskTopBinder's manual and Help.

# 7. Facsimile Features

This chapter describes user tools in the Facsimile Features menu.

## Accessing User Tools

User Tools allow you to change or set defaults.

### ↓ Note

- Operations for system settings differ from normal operations. Always quit User Tools when you have finished.
- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the [Energy Saver] or [Clear Modes] key is pressed.
- Default settings are shown in bold type.

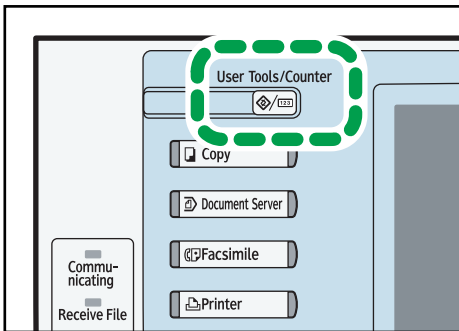
## Changing Default Settings

This section describes how to change the settings of User Tools.

### ★ Important

- If Administrator Authentication Management is specified, contact your administrator.

1. Press the [User Tools/Counter] key.



2. Select the menu.

To change the Facsimile Features, press [Facsimile Features].

3. Select the user tool you want to change.

4. Change settings by following instructions on the display, and then press [OK].

**Note**

- To cancel changes made to settings and return to the initial display, press the [User Tools/Counter] key.

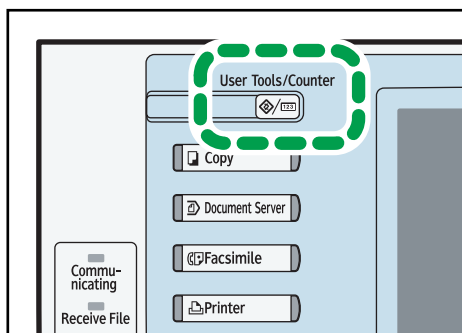
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## Quitting User Tools

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This section describes how to end User Tools.

1. Press the [User Tools/Counter] key.



BZR076

**7**

**Note**

- You can also quit User Tools by pressing [Exit].



# General Settings

This section describes the user tools in the General Settings menu under Facsimile Features.

## Quick Operation Key (1-3)

Frequently used functions programmed as Quick Operation keys are shown on the menu immediately after the power is turned on.

If [On] is selected, the Quick Operation keys can be programmed with the following items:

- On
  - Manual E-mail RX
  - Send Later
  - Subject
  - Text
  - Recept. Notice
  - E-mail TX Results
  - BCC Transmission
  - Std. Message
  - Fax Header Print
  - Label Insertion
  - Closed Network
  - SUB Code TX
  - SEP Code Reception
  - Stamp
  - Print Memory Lock
  - TX File Status
  - RX File Status
  - Journal
  - Print Stored RX File
  - TX Status Report
  - Forwarding
  - Switch RX Mode
- Off

Up to three functions can be programmed to Quick Operation keys.

Functions that are highlighted have already been set.

Default for Quick Operation Key 1: **[No]** (not programmed)

Default for Quick Operation Key 2: **[TX File Status]**

Default for Quick Operation Key 3: **[RX File Status]**

### Switch Title

Select the title to be shown on the destination list.

Default: **[Title 1]**

### Search Destination

Select a destination list to be used in "Search Destination".

You can select from the Address Book, or a registered LDAP Server.

To search from an LDAP server, it is necessary to register the LDAP server in [System Settings] and set [LDAP Search] to [On].

Default: **[Address Book]**

For details about "LDAP Search", see "Administrator Tools", Network and System Settings Reference.

### Communication Page Count

Checks the transmission and reception, and totals on the display.

- Pages Sent:

Total number of transmitted pages

- Pages Received:

Total number of received pages

1. Press [Facsimile Features].
2. Press [General Settings].
3. Press [Communication Page Count].
4. After checking the display, press [Exit].
5. Press the [User Tools/Counter] key.

### Adjust Sound Volume

Adjust the sound volume during On Hook Mode and Immediate Transmission.

Default: **[level 2]**

### Box Setting

The following functions are for delivery and transfer of documents:

- Personal Box
- Information Box
- Transfer Box

For details about Box Setting, see "Box Settings".

**Box Setting: Print List**

You can print a list of the currently registered Personal Boxes, Information Boxes, and Transfer Boxes.

**On Hook Mode Release Time**

Use this function to specify a time to cancel On Hook mode after you transmit using On Hook dialing.

Default: **[3 minutes]**

**Delete Recent Destinations**

You can delete destinations stored in "Recent Destinations".

When you press [Delete Recent Destinations], a confirmation message appears. To delete the recent destinations, select [Delete].

** Reference**

- p.399 "Box Settings"

## Scan Settings

This section describes the user tools in the Scan Settings menu under Facsimile Features.

### **Program / Change / Delete Scan Size**

You can program, change, or cancel frequently used scan sizes.

For details about programming Scan Size, see "Program / Change / Delete Scan Size".

#### **Reference**

- p.368 "Program / Change / Delete Scan Size"

# Send Settings

This section describes the user tools in the Send Settings menu under Facsimile Features.

## Max. E-mail Size

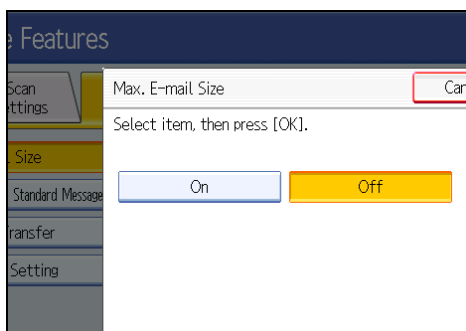
When the other party has a limit on the size of e-mail messages that can be received, or sending data heavy e-mail causes problems, you can make settings to limit the size of sent e-mail. When this function is set to on, transmission of e-mail that exceeds the set size is aborted.

Default: **[Off]**

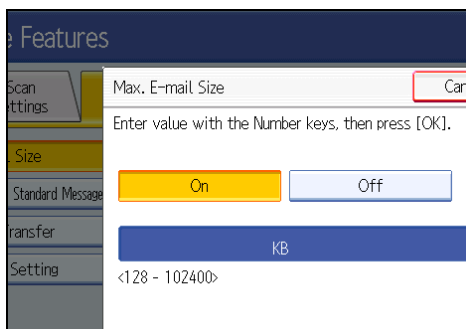
When e-mail exceeds the maximum file size, an Error Report is output, and the e-mail is deleted.

Even when e-mail does not exceed the size limit, it may be rejected if it does not meet the requirements of the server settings.

1. Press [Facsimile Features].
2. Press [Send Settings].
3. Press [Max. E-mail Size].
4. Press [On].



5. Enter the maximum e-mail size using the number keys.



Maximum e-mail size can be between 128 and 102,400 KB.

If you make a mistake, press [Clear], and then enter again.

6. Press [OK].

## Program / Change / Delete Standard Message

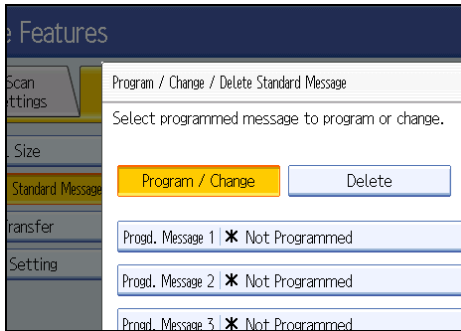
Program standard messages to be printed at the top of the first page of the original of the opposite party. It is useful for personalizing messages such as sending greetings.

You can program three standard messages. You cannot change the "Confidential", "Urgent", "Please phone", or "Copy to corres. Section" messages.

The procedure is the same for both programming and changing.

For details about how to enter the text, see "Entering Text", About this Machine.

1. Press [Facsimile Features].
2. Press [Send Settings].
3. Press [Program / Change / Delete Standard Message].
4. Check that [Program / Change] is selected.



To delete a registered standard message, press [Delete], then select the message you want to delete, and then press [Delete]. Then proceed to step 8.

5. Select the message you want to program or change.
6. Enter a new message.
7. Press [OK].

To cancel a registration, press [Cancel].

8. Press [Exit].
9. Press the [User Tools/Counter] key.

## Memory File Transfer

If the printer has stopped functioning or run out of toner or paper, you can transfer the files in facsimile memory to another machine for printing. Note that this function forwards all documents that are stored in memory, including files that were received with Memory Lock. Use this function only in emergencies. For details, see "Memory File Transfer".

## Backup File TX Setting

You can specify whether or not to send to a selected folder the backup of a file sent by Memory Transmission.

By setting [Backup File TX Setting] to [On] and selecting the destination folder, you can automatically send to the selected folder the backup of a file sent by Memory Transmission using the machine's control panel, Web Image Monitor or LAN-Fax.

Select the destination folder for the backup file from the address book.

Default: **[Off]**

If you set [Backup File TX Setting] to [On] but the Backup File TX fails, the machine automatically prints a backup file TX communication failure report.

Using the parameter settings (switch 37 bit 2, 3), you can specify whether or not the backup file is printed along with the failure report when a backup file TX communication failure occurs.

The backup file format will be the same as that specified for files forwarded to folder destinations. Using the parameter settings (switch 21, bit 3), select TIFF or PDF as the format for sending a file. The format is factory-preset to TIFF.

Using the parameter settings, you can specify the redial interval (switch 35, bits 0-7) and the maximum number of redials (switch 36, bits 0-7). The redial interval is factory-preset to 15 minutes; the maximum number of redials, to 192.

Using the parameter settings, (switch 37, bit 0) you can specify whether to stop sending a backup file if the destination folder becomes full while the machine is sending or waiting to send a fax or the backup file.

For details about Parameter Setting, see "Parameter Settings".

1. Press [Facsimile Features].
2. Press [Send Settings].
3. Press [Backup File TX Setting].
4. Press [On].

If there is a folder already programmed, a folder name is shown. If you want to change the folder, press [Folder] and proceed to step 5.

5. Specify a folder for back up, and then press [OK].

The folder name is shown to the right of [Folder].

6. Press [OK].
7. Press the [User Tools/Counter] key.

## Reference

- p.353 "Memory File Transfer"
- p.375 "Parameter Settings"

# Reception Settings

This section describes the user tools in the Reception Settings menu under Facsimile Features.

## Switch Reception Mode

Specify the method for receiving fax documents.

Default: **[Auto Reception]**

1. Press [Facsimile Features].
2. Press [Reception Settings].
3. Press [Switch Reception Mode].
4. Select the reception mode, and then press [OK].

To cancel the selection, press [Cancel].

5. Press the [User Tools/Counter] key.

For details about reception mode, see "Reception Modes".

## Program Special Sender

By programming particular receivers as Special Sender in advance, you can have Special Senders treated differently.

For details about how to program Special Sender, see "Special Senders to Treat Differently".

7

## Program Special Sender: Print List

You can print the Special Sender List.

1. Press [Facsimile Features].
2. Press [Reception Settings].
3. Press [Program Special Sender: Print List].
4. Press the [Start] key.

To cancel printing a list before pressing the [Start] key, press [Cancel].

To cancel printing a list after pressing the [Start] key, press [Stop Printing].

5. Press the [User Tools/Counter] key.

## Forwarding

Specify whether or not received fax documents are to be forwarded to a programmed receiver.

Default: **[Off]**

For details about Forwarding, see "Forwarding".

## Reception File Setting

Select whether received documents are saved on the hard disk to be printed later or printed immediately without being saved.

Default: **[Print]**



For details about Reception File Setting, see “Reception File Setting”.

### Stored Reception File User Setting

The administrator can be specified for managing documents stored on the machine after fax documents are received. To specify the administrator, enter the administrator user code for managing documents using Web Image Monitor. You can also restrict control panel operations such as printing or deleting received documents.

Default: **[Off]**

For details about Stored Reception File User Setting, see “Stored Reception File User Setting”.

### SMTP RX File Delivery Settings

This function is available on systems that allow routing of e-mail received via SMTP.

Default: **[Off]**

For details about SMTP RX File Delivery Settings, see “SMTP RX File Delivery Settings”.

### 2 Sided Print

Specify whether or not received fax documents are to be printed on both sides of the paper.

Default: **[Off]**

### Checkered Mark

Specify whether or not a checkered mark is to be printed on the first page of received fax documents.

Default: **[On]**

### Center Mark

Specify whether or not a center mark is to be printed halfway down the left side and at the top center of each page received.

Default: **[Off]**

### Print Reception Time

Specify whether or not the received date, time, and file number are printed at the bottom of received fax documents.

Default: **[Off]**

### Reception File Print Quantity

Specify the number of copies to be printed for each fax document received.

- 1 to 10 set(s)

Default: **[1 set(s)]**

### Paper Tray

Use this function to print fax documents received from programmed senders and fax documents from other senders, using different paper trays.

Display of tray names may differ depending on the options installed.

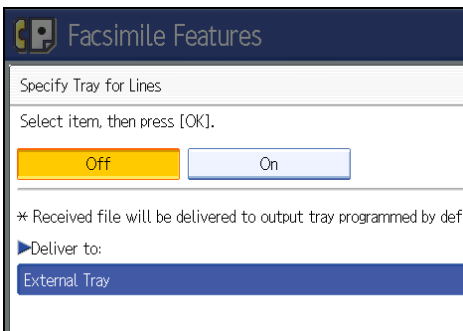
Default: **[Auto Select]**

## Specify Tray for Lines

Specify a paper tray for each line (telephone, Internet Fax, IP-Fax).

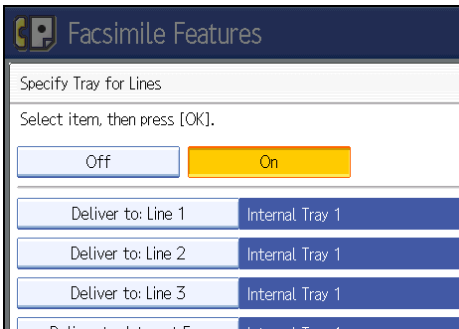
Default: **[Off]**

1. Press [Facsimile Features].
2. Press [Reception Settings].
3. Press [▼Next].
4. Press [Specify Tray for Lines].
5. Press [On].



If you select [Off], the received fax is delivered to a default tray.

6. Select the line type.



7. Select a tray to deliver the received paper onto, and then press [OK].

If you want to specify another line type, repeat from step 6.

8. Press [OK].
9. Press the [User Tools/Counter] key.

## Folder Transfer Result Report

You can set whether the Folder Transfer Result Report is transmitted to the specified e-mail address, when folders are programmed as the forwarding destinations to which documents are sent from all senders or Special Senders.

You must first register the destination for the Folder Transfer Result Report in the destination list. See "Registering a Fax Destination".

Specify a group destination to transfer documents to multiple destinations. A maximum of 500 parties can be specified in a group. See "Registering Names to a Group", Network and System Settings Reference.

Even if the Folder Transfer Result Report is not successfully transmitted, the report is not printed on this machine.

Default: **[Do not E-mail]**

1. Press [Facsimile Features].
2. Press [Reception Settings].
3. Press [▼Next].
4. Press [Folder Transfer Result Report].
5. To send the Folder Transfer Result Report, press [E-mail].  
To not send the Folder Transfer Result Report, press [Do not E-mail], and then press [OK].
6. Press the Destination key of the e-mail address for notification, and then press [OK].
7. Check the selected destination, and then press [OK].
8. Press [Exit].
9. Press the [User Tools/Counter] key.

### Memory Lock Reception

When you switch Memory Lock on, received documents are stored in memory and not printed automatically. When a document is received in the Memory Lock mode, the Confidential File indicator blinks. To print this document, enter the Memory Lock ID. A user without the ID cannot print the document.

This prevents unauthorized users from accessing the document. To use Memory Lock, program the Memory Lock ID, and then switch Memory Lock on. To store incoming documents from Special Senders only in Memory Lock, program each sender with "Special Senders to Treat Differently".

This function cannot be used with Internet Fax or Mail to Print.

Default: **[Off]**

1. Press [Facsimile Features].
2. Press [Reception Settings].
3. Press [▼Next].
4. Press [Memory Lock Reception].
5. Select [On] or [Off], and then press [OK].
6. Press [Exit].
7. Press the [User Tools/Counter] key.

### Reference

- p.118 "Registering a Fax Destination"
- p.200 "Reception Modes"
- p.360 "Reception File Setting"
- p.363 "Stored Reception File User Setting"
- p.365 "SMTP Reception File Delivery Settings"
- p.355 "Forwarding"
- p.386 "Special Senders to Treat Differently"

# Initial Settings

This section describes the user tools in the Initial Settings menu under Facsimile Features.

## Parameter Setting

User Parameters allow you to customize various settings to suit your needs.

For details about Parameter Setting, see "Parameter Settings".

### Parameter Setting: Print List

You can print Parameter Setting list.

Print this list to see the current User Parameter settings. However, not all the parameter settings are printed.

1. Press [Facsimile Features].
2. Press [Initial Settings].
3. Press [Parameter Setting: Print List].
4. Press the [Start] key.

To cancel printing a list before pressing the [Start] key, press [Cancel].

To cancel printing a list after pressing the [Start] key, press [Stop Printing].

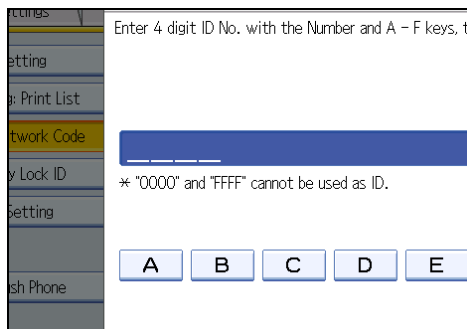
5. Press the [User Tools/Counter] key.

### Program Closed Network Code

Register an ID required for Closed Network communication.

1. Press [Facsimile Features].
2. Press [Initial Settings].
3. Press [Program Closed Network Code].
4. Enter an ID using the number keys and [A] to [F], and then press [OK].

Register a four-digit number using 0 to 9 and A to F (except for 0000 and FFFF).



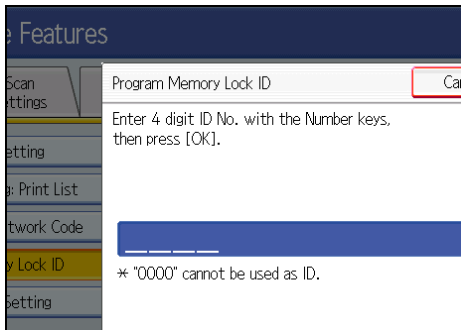
5. Press the [User Tools/Counter] key.

## Program Memory Lock ID

Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated.

1. Press [Facsimile Features].
2. Press [Initial Settings].
3. Press [Program Memory Lock ID].
4. Enter an ID using the number keys, and then press [OK].

A Memory Lock ID can be any four-digit number, except 0000.



If you make a mistake, press [Clear] before pressing [OK], and then try again.

5. Press the [User Tools/Counter] key.

For details about printing a file received with Memory Lock, see "Printing a File Received with Memory Lock".

## Internet Fax Setting

You can select to display the Internet Fax tab or not. When you want to send an Internet Fax, set On to display the tab.

Default: **[Off]**

## Select Dial / Push Phone

Use this function to select a line type when the machine is connected to a G3 analog line.

Dial and Push lines are available for selection.

If the optional extra G3 interface unit is installed, settings for the extra G3 lines appear.

This function is not available in some regions.

Default: **[Push Button Phone]**

1. Press [Facsimile Features].
2. Press [Initial Settings].
3. Press [Select Dial / Push Phone].
4. Press [Push Button Phone] or [Dial Phone (1OPPS)] to select the line, and then press [OK].

5. Press the [User Tools/Counter] key.

### Program Fax Information

Program information to be shown on the display of the other machine and printed as a report. The following information can be programmed.

- Fax Header
- Own Name
- Own Fax Number

For details about how to program Fax Information, see "Registering Fax Information".

### Enable H.323

Specify whether or not H.323 is used for IP-Fax transmission.

Default: [Off]

### Enable SIP

Specify whether or not SIP is used for IP-Fax transmission.

Default: [Off]

### H.323 Settings

Set the IPv4 address or host name, and alias telephone number of the gatekeeper.

If you select "On" using the User Parameters, you can use the gatekeeper server. See "Parameter Settings" (switch 34, bit 0).

You can use numbers, and symbols ("#" and "\*") for registration of the alias telephone number in H.323 Settings. Make sure you enter these characters correctly.

1. Press [Facsimile Features].
2. Press [Initial Settings].
3. Press [H.323 Settings].
4. Press [Change] for each property.
5. Enter the IPv4 address or host name, and alias telephone number and press [OK].
6. Press [OK].
7. Press the [User Tools/Counter] key.

### SIP Settings

Set the SIP server's IP address or host name, and SIP user name. You can register either an IPv4 or IPv6 address for the SIP server. You cannot register an IPv4-mapped address.

If you select "On" using the User Parameters, you can use the SIP server. See "Parameter Settings" (switch 34, bit 1).

You can use alphanumeric symbols (lower and upper cases) and symbols (";", " ", "?", ":", "&", "=", "+", "\$", "%", " ", "-", "\_", ".", "!", "~", "\*", "#", "\\", "(", ")", "%", "/", "[", "]", and "@") for registration of the SIP User Name in SIP Settings. Make sure you enter these characters correctly.

Use numbers and periods (".") to enter the correct IPv4 addresses for the gatekeeper, SIP server, and gateway. To obtain the correct IP addresses, consult the administrator.

1. Press [Facsimile Features].
2. Press [Initial Settings].
3. Press [SIP Settings].
4. Press [Change] for each property.

A proxy server relays call requests and responses.

A redirect server processes request destination inquiries.

A register server registers location information of user agents (which correspond to telephones or facsimiles on public telephone lines) on an IP network.

5. Enter the IP address or host name, and SIP user name, and then press [OK].
6. Specify whether to perform SIP digest authentication.

If you select [On], enter the password using up to 128 characters.

Re-enter the password after the message "Confirm Password" appears on the screen.

7. Press [OK].
8. Press the [User Tools/Counter] key.

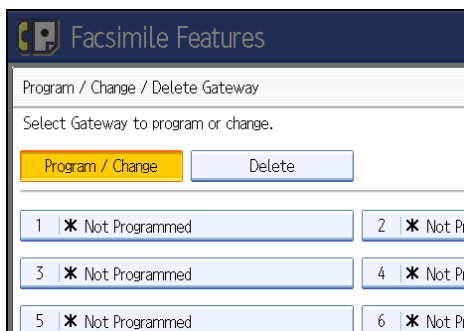
## 7

### Program / Change / Delete Gateway

Register, change, or delete the gateway used for transmission to IP-Fax. You can register either an IPv4 or IPv6 address for the Gateway. You cannot register an IPv4-mapped address.

- Program / Change
  1. Press [Facsimile Features].
  2. Press [Initial Settings].
  3. Press [Program / Change / Delete Gateway].
  4. Check that [Program / Change] is selected.
  5. Press a VoIP gateway to register.

When registering a new VoIP gateway, press [Not Programmed].





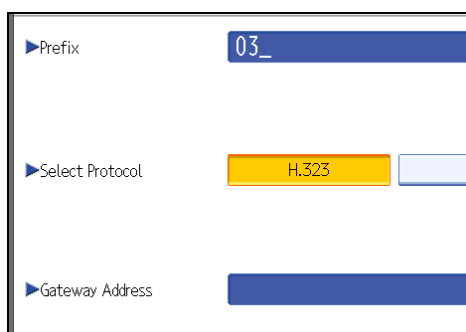
6. Press [Change] for "Prefix".
7. Enter the Prefix using the number keys, and then press [OK].

To change the existing prefix, press [Clear], and then enter a new prefix.

For documents sent using a VoIP gateway to G3 Fax, prefixes can be used. If the first several digits of IP-Fax number and the gateway- specific prefix are identical, documents can be transmitted using the registered digits of the gateway. For example, if both 03 and 04 have been registered as gateway number while 03 12345678 is also specified, documents can be transmitted via a VoIP gateway for which 03 is used as a prefix.

When you wish to use the gateways regardless of the IP-Fax destination numbers, register only the gateway addresses without registering the prefix.

8. Select a protocol.



9. Press [Change] for "Gateway Address".
  10. Enter the gateway address, and then press [OK].
  11. Press [OK].
  12. Press [Exit].
  13. Press the [User Tools/Counter] key.
- Delete
    1. Press [Facsimile Features].
    2. Press [Initial Settings].
    3. Press [Program / Change / Delete Gateway].
    4. Press [Delete], and then select a VoIP gateway to delete.
    5. Press [Delete] on the confirmation message.
 

If you do not want to delete the gateway you have selected, press [Do not Delete].
    6. Press [Exit].
    7. Press the [User Tools/Counter] key.

### Menu Protect

You can prevent unauthenticated users from changing the user tools settings.

For details, consult your administrator.

### **E-mail Setting**

Set whether or not to use "E-mail" in the fax functions.

Default: **[Off]**

### **Folder Setting**

Set whether or not to use "folder" in the fax functions.

Default: **[Off]**

### **Reference**

- p.270 "Printing a File Received with Memory Lock"
- p.371 "Registering Fax Information"
- p.375 "Parameter Settings"

# Memory File Transfer

If the printer has stopped functioning or run out of toner or paper, you can transfer the files in facsimile memory to another machine for printing. Note that this function forwards all documents that are stored in memory, including files that were received with Memory Lock. Use this function only in emergencies.

## ★ Important

- A fax or IP-Fax destination can be specified as a forwarding destination. An Internet Fax, e-mail, or folder destination cannot be specified as a forwarding destination.

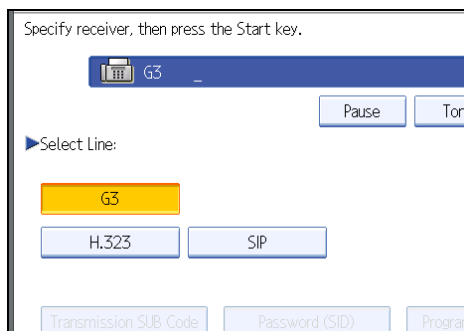
1. Press [Facsimile Features].

2. Press [Send Settings].

3. Press [Memory File Transfer].

The display will differ depending on installed optional units.

4. Select the line of the forwarding destination.



5. Enter the forwarding destination.

If you make a mistake, press [Clear], and then enter the destination again.

To cancel forwarding, press [Cancel]. The display returns to that of step 3.

6. Press the [Start] key.

After transmission, the display returns to that of step 3.

7. Press the [User Tools/Counter] key.

## ↓ Note

- The document is not deleted after you forward it. It is stored in the machine.
- All documents stored in facsimile memory are forwarded, including files received with Memory Lock or as confidential documents. Note that this function also forwards received documents stored on the hard disk.
- You can use SUB Codes and a password to specify a forwarding destination. Take care to change only those settings that are required.

---

## Selecting a Line Port or Protocol

---

This procedure explains how to select a line port or protocol under [Memory File Transfer]. To specify an IP-Fax address as a forwarding destination, you must first select a protocol.

1. From “Select Line”, select the line port or protocol you require.

You must select either [H.323] or [SIP] if you are specifying an IP-Fax address as a forwarding destination.

---

## Setting a SUB Code

---

This procedure explains how to set a SUB Code under [Memory File Transfer].

1. Press [Transmission SUB Code].
2. Enter a SUB Code using the number keys, and then press [OK].

---

## Setting a Password

---

This procedure explains how to set a password under [Memory File Transfer].

1. Press [Password (SID)].
2. Enter a password using the number keys, and then press [OK].

# Forwarding

Print documents received and forward to a specified End Receiver. This is useful if, for example, you are visiting another office and would like a copy of your documents to be sent to that office. You can also specify a "e-mail" and "folder" as the forwarding destination.

## ★ Important

- **You can select end receivers only from among destinations programmed in the Address Book.**

A fax number, IP-Fax destination, Internet Fax destination, e-mail address, and folder destination can be set as the forwarding destination.

When you wish to change the end receivers depending on the senders, specify the end receivers by the senders, at "Program Special Sender". Documents not received from specified senders are sent to the destination specified in this function. For details about how to program Special Sender, see "Special Senders to Treat Differently".

According to the "Reception File Setting" setting in the "Facsimile Features", you can specify whether or not to print or store forwarded documents. See "Parameter Settings" (switch 11, bit 6).

Deleting a destination specified as a forward destination from the destination list causes the settings of the forward destination to be deleted, so they must be registered again. When a destination is changed, a document is transmitted to the new destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See "Parameter Settings" (switch 32, bit 0).

You can program one of the Quick Operation keys with operations for this function. See "General Settings".

If you have specified folder destination for forwarding, you can specify the file format used for forwarding. See "Parameter Settings" (switch 21, bit 3).

User Parameters (switch 37, bit 4) on the Facsimile Features menu allows you to include the sender's name in the names of files sent to folders. However, garbling of the file name and data loss can result if the receiver's operating system cannot accept certain characters in file names. To prevent this, use User Parameters (switch 37, bit 5) to limit the file names to plain characters only. If you limit file names to plain characters only but errors still occur, disable display of the sender's name in the file name of documents forwarded to folders. For details, see "Parameter Settings".

## 📖 Reference

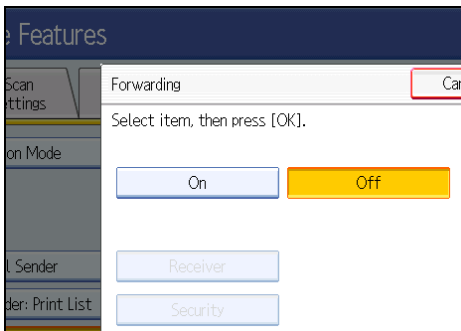
- p.335 "General Settings"
- p.375 "Parameter Settings"
- p.386 "Special Senders to Treat Differently"

## Programming an End Receiver

**★ Important**

- One end receiver can be registered for each special sender. To register two or more end receivers, use group destination. However, a maximum of 498 destinations can be specified in a group.

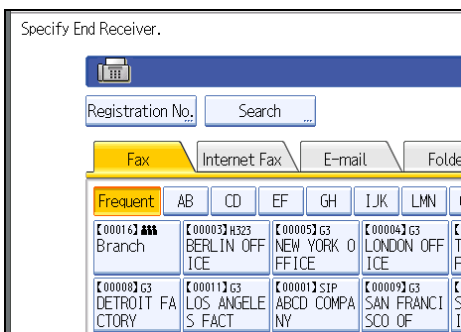
1. Press [Facsimile Features].
2. Press [Reception Settings].
3. Press [Forwarding].
4. Press [On].



If there is an End Receiver already programmed, a receiver name is shown. If you want to change the receiver, press [Receiver] and proceed to step 5.

To cancel Forwarding, press [Off] and proceed to step 9.

5. Specify an End Receiver using the destination list, and then press [OK].



Press the transmission type tab to switch the destination between fax number, Internet Fax destination, e-mail address, and folder destination.

IP-Fax destination appears in the fax destination list.

Set an e-mail destination in Address Book Management under Administrator Tools in the System Settings menu. See "E-mail Destination", Network and System Settings Reference.

Set a folder destination in Address Book Management under Administrator Tools in the System Settings menu. See “Registering Folders”, Network and System Settings Reference.

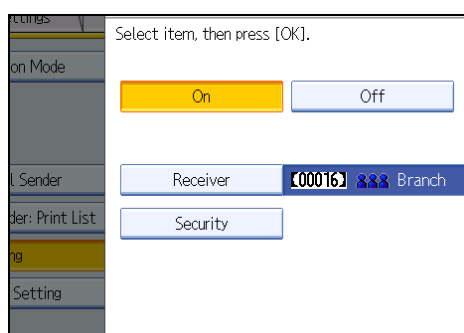
If you have specified folder destination for forwarding, you can specify the file format used for forwarding. See “Parameter Settings” (switch 21, bit 3).

If you make a mistake, press [Clear] before pressing [OK], and then try again.

## 6. Press [Security].

If not specifying the security function, proceed to step 9.

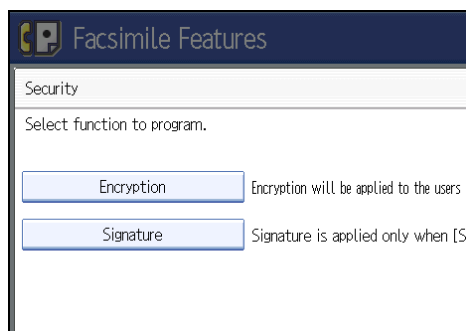
Security is set to use S/MIME authentication. For details about the security settings, consult your administrator.



## 7. Select the security functions.

To specify encryption for documents for Forwarding, press [Encryption]. To use the encryption function, the address must be stored in the Address Book and have the encryption option enabled. For details about Encryption, consult your administrator.

To attach a signature to documents for Forwarding, press [Signature]. For details about Signature, consult your administrator.



## 8. Press [OK].

## 9. Press [OK].

## 10. Press the [User Tools/Counter] key.

### ↓ Note

- Select [Encrypt All] in the encryption settings and encrypted e-mail is sent regardless of the encryption settings in [Security]. For details about encryption, consult your administrator.
- The electronic signature is limited in the following ways, depending on the S/MIME settings on Web Image Monitor. For details about the electronic signature, consult your administrator.
  - If [Set Individually] is set:  
You can set [Signature] in [Security] and attach an electronic signature to email for every transmission.
  - If [Do not Use Signatures] is set:  
Even if you press [Security], [Signature] does not appear.
  - If [Use Signatures] is set:  
An electronic signature is attached when you send email. The [Signature] setting in [Security] cannot be cancelled.

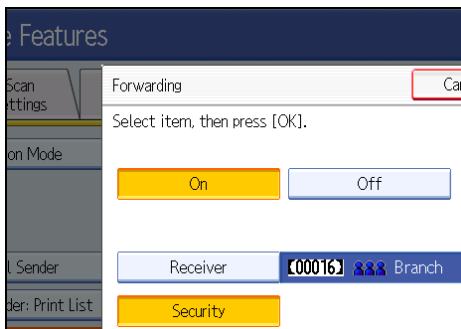
### 📖 Reference

- p.375 "Parameter Settings"

## 7

### Quitting the Forwarding Function

1. Press [Facsimile Features].
2. Press [Reception Settings].
3. Press [Forwarding].
4. Press [Off], and then press [OK].



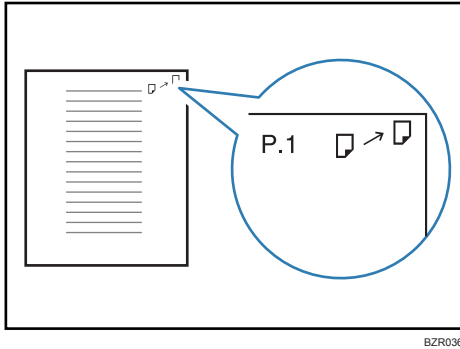
5. Press the [User Tools/Counter] key.

### Forwarding Mark

This section describes Forwarding Mark.



You can print a Forwarding Mark on receiver's documents that have been forwarded.  
The receiver can distinguish between forwarded and normally received documents.



This function is not available when memory forwarding is performed to an e-mail destination or folder destination.

You can specify whether or not to print a Forwarding Mark in the User Parameters (switch 02, bit 0). See "Parameter Settings".

#### Reference

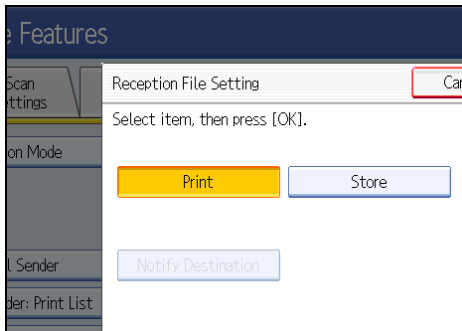
- p.375 "Parameter Settings"

## Reception File Setting

Specify whether received documents are to be saved on the hard disk or printed immediately without being saved. You can print stored documents repeatedly and download them as images to a computer using Web Image Monitor. If you select printing without saving, documents are printed each time they are received.

If you have used System Settings to specify to have received faxes distributed to the delivery server, the documents cannot be saved on the hard disk.

1. Press [Facsimile Features].
2. Press [Reception Settings].
3. Press [Reception File Setting].
4. Press [Print] or [Store], and then press [OK].



To cancel your selection, press [Cancel]. The display returns to that of step 3.

When [Store] is selected, you can select whether or not to send notice of reception to a specific e-mail address. To notify of reception, press [Notify Destination] and select an e-mail address from the Internet Fax and e-mail destinations programmed in the address book. Further, you can register a group destination. In such a case, a maximum of 500 destinations can be specified in a group.

5. Press the [User Tools/Counter] key.

### ↓ Note

- You can use "Parameter Settings" (switch 10, bit 5) to select whether or not to print stored received documents. See "Parameter Settings".
- If [Store] is selected and a destination for notification is specified, notification of document reception can be sent to the specified e-mail address.
- Documents saved on the hard disk are categorized as received and stored documents.
- You cannot change to a different setting if received documents have been stored on the hard disk. To change to different setting, print documents stored on the hard disk if necessary, and then delete them.
- Received confidential documents are stored in memory. Use the Print Personal Box File function to print them.

- With [Store] selected, more memory space is used as the number of saved documents increases. After memory space becomes insufficient, no more documents are saved on the hard disk. When this happens, the machine starts printing and then overwriting old documents, or it deletes the received document data without printing it and then prints the Reception File Erased Report.
- You can store received documents up to a total of approximately 320 pages or 2,240 pages of A4 size Standard <ITU-T #1 Chart>.
- You cannot send received documents.
- You cannot manage stored documents from the Document Server display.
- It is recommended that you use Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

#### Reference

- p.375 "Parameter Settings"

## Specifying Automatic Deletion of Incoming Faxes when an Error Occurs

Even if the machine is set to store documents on its hard disk when it cannot print them if they cannot be stored normally because of the following conditions, the machine usually prints them.

- Error occurs on the hard disk of the machine
- The memory is full
- The number of received documents exceeds the number of received documents you can store on the machine's hard disk or facsimile memory

In this case, you can have machine delete the document data without printing it. The machine prints the Reception File Erased Report to confirm information in the received document instead.

Using the User Parameters (switch 10, bit 7) on the Facsimile Features menu, you can select whether or not to turn on this function. See "Parameter Settings".

#### Note

- For details about storing documents on the machine's hard disk, see "Reception File Setting".
- You cannot change to a different setting if received documents have been stored on the hard disk. To change to different setting, print documents stored on the hard disk if necessary, and then delete them.

#### Reference

- p.360 "Reception File Setting"
- p.375 "Parameter Settings"

---

## Reception Report e-mail

---

When a received document is stored, this report is sent to the e-mail address set as the destination for notification.

 **Note**

- Depending on your e-mail application, a phishing warning might appear after you receive a "Reception Report e-mail". To prevent phishing warnings appearing after you receive a "Reception Report e-mail", you must add the sender to your e-mail application's exclusion list. For details about how to do this, see your e-mail application's Help.

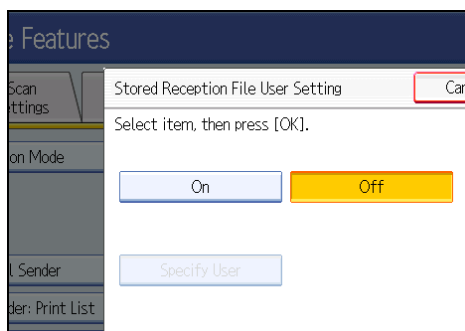
# Stored Reception File User Setting

The administrator can be specified for managing documents stored on the machine after fax documents are received. To specify the administrator, enter the administrator user code for managing documents using Web Image Monitor. You can also restrict control panel operations such as printing or deleting received documents.

## ★ Important

- You must register the administrator's User Code to the destination list in advance.
- It is recommended that you use Web Image Monitor operating under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

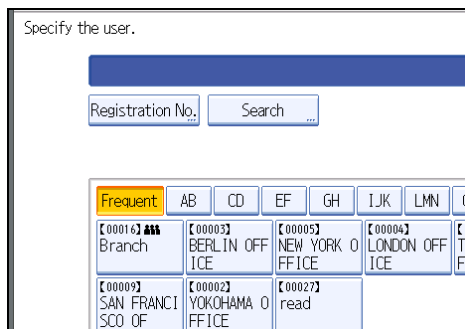
1. Press [Facsimile Features].
2. Press [Reception Settings].
3. Press [Stored Reception File User Setting].
4. If you want to use a user code, press [On].



If you do not use a user code, press [Off] and proceed to step 6.

To cancel your selection, press [Cancel]. The display returns to that of step 3.

5. Press the Destination key of the user you wish to specify, and then press [OK].



**6. Check the selected user, and then press [OK].**

When a programmed user is deleted from the destination list, message "Destinations are invalid." is displayed. Enter the user again.

**7. Press the [User Tools/Counter] key.**

**Note**

- This function is only available when [Store] is selected in "Reception File Setting".
- If the programmed user code was deleted using the Address Book Management function under System Settings, you cannot view received and saved documents using Web Image Monitor or the machine's control panel. Select [Off] in step 4 or reprogram the user code. See "Administrator Tools", Network and System Settings Reference.
- To restrict control panel operations such as printing or deleting received documents, select "On" for the User Parameters (switch 10, bit 0). See "Parameter Settings".

**Reference**

- p.375 "Parameter Settings"

# SMTP Reception File Delivery Settings

This section describes the SMTP Reception File Delivery Settings menu under Facsimile Features.

When an authorized e-mail address is set, e-mail received from addresses that do not match the authorized address is discarded, and an error message is returned to the SMTP server.

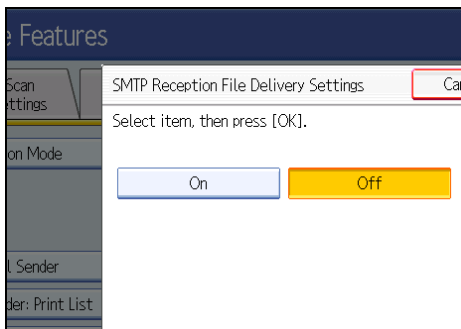
The authorized e-mail address is compared with the addresses of e-mail originators, as described by the following examples.

- When the authorized e-mail address is set to "@aaa.abcd.com":  
 abc@aaa.abcd.com - accepted  
 def@aaa.xyz.com - not accepted  
 abc@abcd.com - not accepted

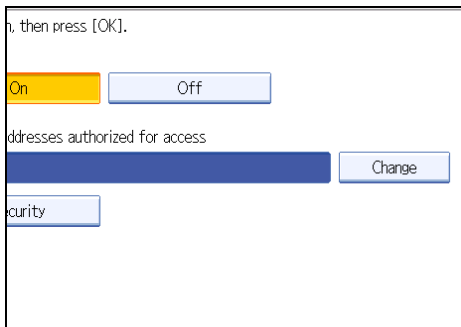
No Error Report is output even when e-mail is discarded.

This function is available on systems that allow routing of e-mail received via SMTP.

1. Press [Facsimile Features].
2. Press [Reception Settings].
3. Press [SMTP RX File Delivery Settings].
4. Press [On].



5. Press [Change].



**6. Enter the sending e-mail address to be authorized.**

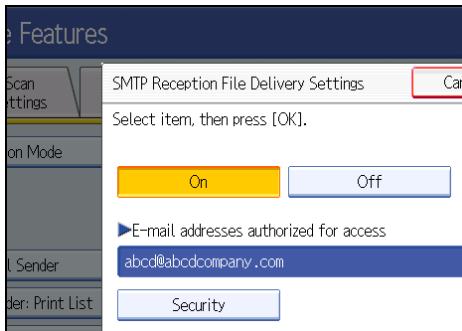
If you make a mistake, press [**←**], [**→**], [**Backspace**], or [**Delete All**], and then enter again.

**7. Press [OK].**

**8. Press [Security].**

If not specifying the security function, proceed to step 11.

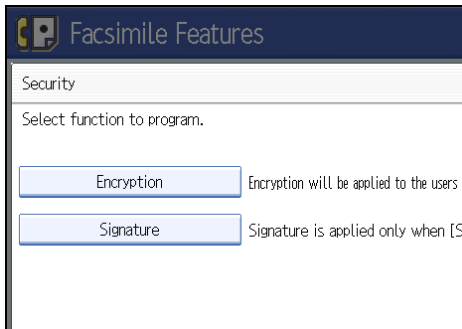
Security is set to use S/MIME authentication. For details about the security settings, consult your administrator.



**9. Select the security functions.**

To specify encryption for documents for delivery, press [**Encryption**]. To use the encryption function, the address must be stored in the Address Book and have the encryption option enabled. For details about Encryption, consult your administrator.

To attach a signature to documents for delivery, press [**Signature**]. For details about Signature, consult your administrator.



**10. Press [OK].**

**11. Press [OK].**

**12. Press the [User Tools/Counter] key.**

**Note**

- Select [**Encrypt All**] in the encryption settings and encrypted e-mail is sent regardless of the encryption settings in [**Security**]. For details about encryption, consult your administrator.



- The electronic signature is limited in the following ways, depending on the S/MIME settings on Web Image Monitor. For details about the electronic signature, consult your administrator.
  - If [Set Individually] is set:

You can set [Signature] in [Security] and attach an electronic signature to email for every transmission.
  - If [Do not Use Signatures] is set:

Even if you press [Security], [Signature] does not appear.
  - If [Use Signatures] is set:

An electronic signature is attached when you send email. The [Signature] setting in [Security] cannot be cancelled.

# Program / Change / Delete Scan Size

This section describes how to program, change, and delete a Scan Size.

**★ Important**

- When programming or changing a scan size, it is recommended that you make a record of the new size.

When you select a scan size to scan a custom size original, two custom sizes are available (Program Size 1 and Program Size 2). Use these functions to program a custom size in advance. The procedure is the same for programming and changing.

You can program up to two sizes.

Specify a horizontal length from 128 to 1200 mm, or from 5.5 to 47.0 inches.

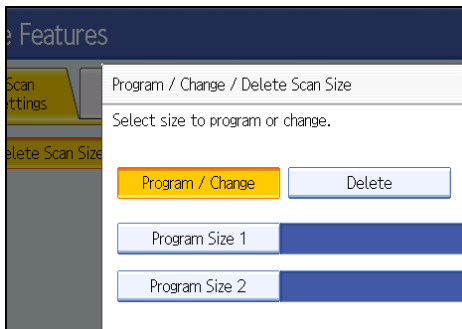
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## Programming/Changing a Scan Size

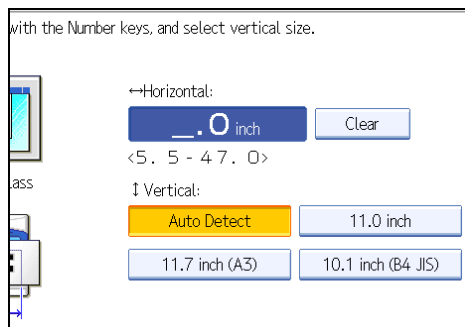
---

This section describes how to program a Scan Size.

1. Press [Facsimile Features].
2. Press [Scan Settings].
3. Press [Program / Change / Delete Scan Size].
4. Make sure that [Program / Change] is selected.
5. Select [Program Size 1] or [Program Size 2].



## 6. Enter a horizontal size using the number keys.



Each time you press [mm] or [inch], the units switch between “mm” and “inch”.

If you enter a length and press [mm] or [inch], the length is converted automatically according to the unit (fractions are rounded off). For example, when you enter [2], [2], and [0] in millimeters and change to “inch”, the length 8.7 “inch” is shown on the display. If you press [mm] again, “221 mm” is displayed.

If you make a mistake, press [Clear], and then try again.

To cancel a scan size, press [Cancel].

## 7. Select a vertical size, and then press [OK].

The displayed vertical size differs depending on the selected unit. When [mm] is selected, [Auto Detect], [210 mm (A4)], [257 mm (B4 JIS)], [297 mm (A3)], [216 mm (8 1/2)], and [279 mm (11)] are shown. When [inch] is selected, [Auto Detect], [8.3 inch (A4)], [10.1 inch (B4 JIS)], [11.7 inch (A3)], [8.5 inch], and [11.0 inch] are shown.

To cancel a scan size, press [Cancel].

## 8. Press [Exit].

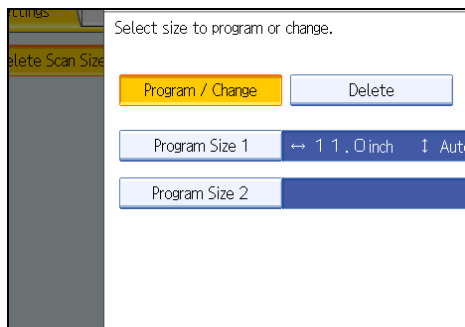
## 9. Press the [User Tools/Counter] key.

## Deleting a Scan Size

This section describes how to delete the programmed Scan Size.

1. Press [Facsimile Features].
2. Press [Scan Settings].
3. Press [Program / Change / Delete Scan Size].

**4. Press [Delete], and then select [Program Size 1] or [Program Size 2].**



**5. Press [Delete].**

To cancel deleting, press [Do not Delete]. The display returns to that of step 4.

**6. Press [Exit].**

**7. Press the [User Tools/Counter] key.**

# Registering Fax Information

This section describes Fax Information.

You can send information to the other party when transmitting or receiving a fax document. This information is shown on the display of the other machine and printed as a report. The following information can be sent.

## Important

- You can confirm programmed settings from the User Parameter List. It is recommended that you print and keep the User Parameter List when you program or change settings. See "Initial Settings".

## Fax Header

The Fax Header is printed as the header of every fax you send. You should include your name in the Fax Header.

You can program First Name or Second Name. When you send originals using the destination list, you can select which Fax Header is printed on the document received by the other party.

You can register "Fax Header" using up to 32 alphanumeric characters and symbols.

You can use characters, symbols, numbers, and spaces.

You can set whether or not to print a Fax Header using [Fax Header Print] under "Option Setting". See "Fax Header Print".

## Own Name

The Own Name is sent to the other party when you send or receive a fax. This name should include your name. The Own Name is shown on the display of the other machine and printed in a report.

Own Name can be used only if the other machine is of the same manufacturer and has the Own Name function.

You can register "Own Name" using up to 20 alphanumeric characters and symbols.

## Own Fax Number

The sender's Own Fax Number is sent to the other party when sending a fax.

The received facsimile number is shown on the display of the other machine and printed in a report.

This function is available regardless of the manufacturer of the other party's machine.

You can register "Own Fax Number" using up to 20 numbers, space, and "+" symbol.

## Note

- For details about how to print Fax Header, see "Fax Header Print".

## Reference

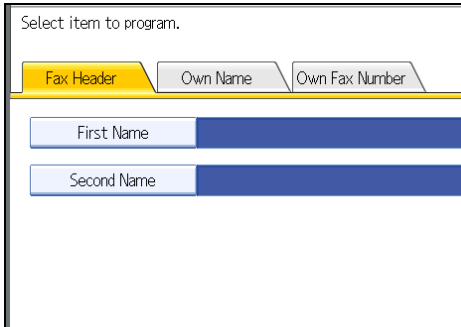
- p.193 "Fax Header Print"
- p.347 "Initial Settings"

---

## Registering Fax Information

---

1. Press [Facsimile Features].
2. Press [Initial Settings].
3. Press [Program Fax Information].
4. Select the Fax Information you want to register.



5. Register the name and facsimile number.
6. Press [Exit].
7. Press the [User Tools/Counter] key.

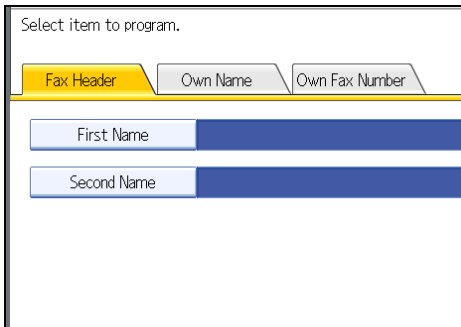
7

---

## Registering a Fax Header

---

1. Check that [Fax Header] is selected.
2. Press [First Name] or [Second Name].



3. Enter a fax header including your Own Name and Fax Number, and then press [OK].

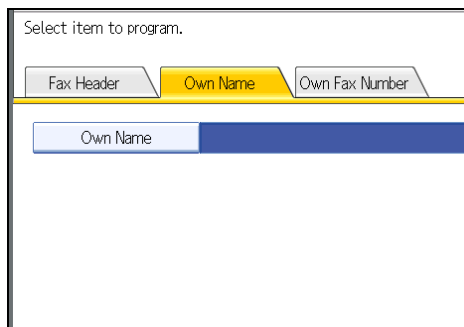
---

## Registering an Own Name

---

1. Press [Own Name].

## 2. Press [Own Name].

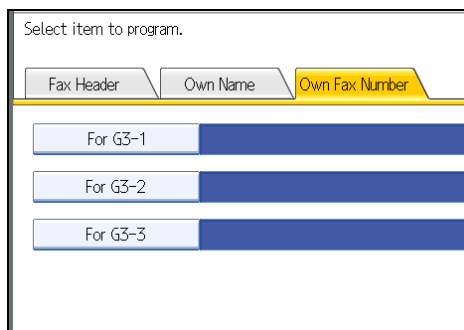


## 3. Enter your own name, and then press [OK].

## Registering an Own Fax Number

### 1. Press [Own Fax Number].

### 2. Select line type to program.



The display differs depending on the optional units installed on the machine.

### 3. Enter your own facsimile's number using the number keys, and then press [OK].

To enter a + sign or a space, press [+ ] or [Space].

## Changing Fax Information

### 1. Press [Facsimile Features].

### 2. Press [Initial Settings].

### 3. Press [Program Fax Information].

### 4. Select the Fax Information you want to change.

To change a Fax Header, see "Registering a Fax Header".

To change Own Name, see "Registering an Own Name".

To change Own Fax Number, "Registering an Own Fax Number".

5. Press [Exit].
6. Press the [User Tools/Counter] key.

**Reference**

- p.372 "Registering a Fax Header"
- p.372 "Registering an Own Name"
- p.373 "Registering an Own Fax Number"

---

## Deleting Fax Information

---

1. Press [Facsimile Features].
2. Press [Initial Settings].
3. Press [Program Fax Information].
4. Press [Fax Header], [Own Name], or [Own Fax Number] to delete.
5. Press the item you want to delete.
6. Press [Backspace] or [Delete All], and then press [OK].

When deleting your own facsimile's number, press [Clear], and then press [OK].

7. Press [Exit].
8. Press the [User Tools/Counter] key.



# Parameter Settings

User Parameters allow you to customize various settings to suit your needs. To change function settings, set the User Parameter Switches.

## Switches and Bits

Each User Parameter has a set of switches, and each of the switches consist of eight bits, whose values are "0" or "1". The right most bit is bit 0 and the left most is bit 7. You can adjust the settings to match your needs by switching the value of bits between "0" and "1".

- Switch 02

0	0	1	1	1	0	1	1
↓	↓	↓	↓	↓	↓	↓	↓
7	6	5	4	3	2	1	0

## User Parameter List

User Parameter Switches are outlined in the following table.

### Switch: 02, Bit: 0

Forwarding Mark

- 0: Off
- 1: On

### Switch: 02, Bit: 3

TSI Print

- 0: Off
- 1: On

### Switch: 03, Bit: 0

Automatic printing of the Communication Result Report

- 0: Off
- 1: On

### Switch: 03, Bit: 2

Automatic printing of the Memory Storage Report

- 0: Off
- 1: On

**Switch: 03, Bit: 3**

Whether or not to print the SEP Code RX Reserve Report automatically

- 0: Off
- 1: On

**Switch: 03, Bit: 4**

Whether or not to print the SEP Code RX Result Report automatically

- 0: Off
- 1: On

**Switch: 03, Bit: 5**

Automatic printing of the Immediate TX Result Report

- 0: Off
- 1: On

**Switch: 03, Bit: 7**

Automatic printing of the journal

- 0: Off
- 1: On

**7**

**Switch: 04, Bit: 0**

Automatic printing of the Confidential File Report

- 0: Off
- 1: On

**Switch: 04, Bit: 1**

Automatic printing of Communication Failure Report and Transfer Result Report

- 0: Off
- 1: On

**Switch: 04, Bit: 4**

Indicates the parties

- 0: Off
- 1: On

**Switch: 04, Bit: 5**

Include sender's name on reports

- 0: Off
- 1: On

**Switch: 04, Bit: 7**

Include a portion of the image on reports

- 0: Off
- 1: On

**Switch: 05, Bit: 0**

Receive Service Call (SC) Condition (Substitute Reception during service call)

- 0: Possible (Substitute RX)
- 1: Not possible (Reception off)

**Switch: 05, Bit: 2, 1**

Substitute the reception when the machine cannot print (because paper is jammed, all paper trays have run out of paper, toner is empty, or all paper trays are out of order)

- 00: Enabled Unconditionally (Free)
- 01: Enabled when Own Name/Own Fax Number is received
- 10: Enabled for Closed Network Code match
- 11: Disabled (Reception off)

**Switch: 05, Bit: 5**

Print sheet is limited to that which has highest priority (Just size printing)

- 0 : Off
- 1 : On

**Switch : 05, Bit: 7**

Empty tray alert (Paper Empty Warning) even when one paper tray is empty

- 0: Off
- 1: On

**Switch: 07, Bit: 2**

Parallel Memory Transmission

- 0: Off
- 1: On

**Switch: 08, Bit: 2**

Authorized Reception Type

- 0: Receive from specified senders only
- 1: Receive all documents except from specified senders

**Switch: 10, Bit 0**

Restrict control panel operations such as printing or deleting received documents.

- 0: Off
- 1: On

**Switch: 10, Bit: 1**

Combine Two Originals

- 0: Off
- 1: On

**Switch: 10, Bit: 3**

Page reduction when printing

- 0: Off
- 1: On

**Switch: 10, Bit: 5**

Whether or not to print stored received documents

- 0: Off
- 1: On

**Switch: 10, Bit: 6**

Use both e-mail notification and printed reports to confirm the transmission result

- 0: Off
- 1: On

**Switch: 10, Bit: 7**

Have the machine delete the document data without printing it when an error occurs

- 0: Off
- 1: On

**Switch: 11, Bit: 2**

Detect and report nearly blank documents when scanning.

- 0: Off
- 1: On

**Switch: 11, Bit: 6**

Whether or not to print or store when forwarding according to "Reception File Setting" in "Facsimile Features"

- 0: Off
- 1: On

**Switch: 14, Bit: 0**

Print documents received with Auto Power-On Reception (Night Printing mode)

- 0: Immediate Printing (On)
- 1: When turning on the operation switch (Off)

**Switch: 14, Bit: 3**

Reset when function changed

- 0: Off
- 1: On

**Switch: 15, Bit: 2, 1, 0**

Selecting the available paper feed tray

(Only the numbers listed below can be entered)

- 001: Tray 1
- 010: Tray 2
- 011: Tray 3
- 100: Tray 4
- 101: Large Capacity Tray (LCT)

**Switch: 15, Bit: 5**

Whether or not to select the available paper feed tray

- 0: Off
- 1: On

**Switch: 17, Bit: 2**

Whether you need to press [Add Destination] after specifying a destination with the Destination key when broadcasting

- 0: Not necessary
- 1: Necessary

**Switch : 17, Bit 3**

Whether or not to reset the settings when original is scanned

- 0: On
- 1: Off

**Switch: 17, Bit: 7**

Receive documents by pressing the [Start] key when originals are not set

- 0: Off (no documents Received after pressing the [Start] key)
- 1: On (documents received after Pressing the [Start] key)

**Switch: 18, Bit: 0**

Print date with Fax Header

- 0: Off
- 1: On

**Switch: 18, Bit: 1**

Print transmitter origin with Fax Header

- 0: Off
- 1: On

**Switch: 18, Bit: 2**

Print file number with Fax Header

- 0: Off
- 1: On

**Switch: 18, Bit: 3**

Print page number with Fax Header

- 0: Off
- 1: On

**Switch: 19, Bit: 0**

Use paper delivery shift function (Offset Print)

- 0: Off
- 1: On

**Switch: 19, Bit: 1**

Sort Journal by line type

- 0: Off
- 1: On

**Switch: 20, Bit: 0**

Automatic printing of the LAN-Fax Result Report

- 0: Off
- 1: On

**Switch: 20, Bit: 5, 4, 3, 2**

Reprinting time of stored documents in memory that could not be printed using LAN-Fax Driver

- 0000: 0 minutes
- 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

**Switch: 21, Bit: 0**

Print results of sending Reception Notice Request message

- 0: Off (print only when an error occurs)
- 1: On

**Switch: 21, Bit: 1**

Respond to e-mail reception acknowledgment request

- 0: Off
- 1: On

**Switch: 21, Bit: 2**

Choose whether to print JPEG or PDF files attached to incoming e-mail

- 0: Do not print
- 1: Print

**Switch: 21, Bit: 3**

File format for files forwarded to folder destinations

- 0: TIFF
- 1: PDF

**Switch: 21, Bit: 4**

Transmit Journal by E-mail

- 0: Off
- 1: On

**Switch: 21, Bit: 5**

Limit printing of specified data in normal e-mail (attached TIFF files).

- 0: No
- 1: Yes

**Switch: 21, Bit: 6**

Display Network error

- 0: Display (On)
- 1: Not display (Off)

**Switch: 21, Bit: 7**

Transmit Error Mail Notification

- 0: On
- 1: Off

**Switch: 22, Bit: 0**

Detect a dial tone before sending faxes when using the telephone line (LINE)

- 0: Not detect (Off)
- 1: Detect (On)

**Switch: 22, Bit: 1**

Detect a dial tone before sending faxes when using the telephone line (LINE2)

- 0: Not detect (Off)
- 1: Detect (On)

**Switch: 22, Bit: 2**

Detect a dial tone before sending faxes when using the telephone line (LINE3)

- 0: Not detect (Off)
- 1: Detect (On)

**Switch: 24, Bit: 0**

Store documents that could not be transmitted in memory

- 0: Off
- 1: On

**Switch: 24, Bit: 1**

Length of time documents that could not be transmitted are stored in memory

- 0: 24 hours
- 1: 72 hours

**Switch: 24, Bit: 2**

Whether to retain the stored file permanently

- 0: No



- 1: Yes

**Switch: 32, Bit: 0**

Select which order of priority to be used to select an alternative

- 0: Paper Output Priority  
<Priority Order>
  1. IP-Fax destination
  2. Fax number
  3. Internet Fax
  4. E-mail address
  5. Folder
- 1: Electronic Output Priority  
<Priority Order>
  1. Internet Fax
  2. E-mail address
  3. Folder
  4. IP-Fax destination
  5. Fax number

**Switch: 32, Bit: 4**

Whether or not to route a document received through G3-1

- 0: No
- 1: Yes

**Switch: 32, Bit: 5**

Whether or not to route a document received through G3-2

- 0: No
- 1: Yes

**Switch: 32, Bit: 6**

Whether or not to route a document received through G3-3

- 0: No
- 1: Yes

**Switch: 34, Bit: 0**

Use gatekeeper with IP-Fax

- 0: Off
- 1: On

**Switch: 34, Bit: 1**

Use SIP server with IP-Fax

- 0: Off
- 1: On

**Switch: 35, Bit: 7, 6, 5, 4, 3, 2, 1, 0**

Redial interval when sending a backup file

- 00000000: 0 minute(s) ~ 11111111: 255 minute(s)

**Switch: 36, Bit: 7, 6, 5, 4, 3, 2, 1, 0**

Maximum number of redials when sending a backup file

- 00000000/00000001: 1 time(s) ~ 11111110/11111111: 254 time(s)

**Switch: 37, Bit: 0**

Whether to stop sending a backup file if the destination folder becomes full while the machine is sending or waiting to send a fax or the backup file

- 0: No
- 1: Yes

**Switch: 37, Bit: 3, 2**

Specify whether or not the backup file is printed along with the TX communication failure report when a backup file transmission failure occurs

- 00: Do not print
- 01: Print first page only
- 10: Print whole file

**Switch: 37, Bit: 4**

Display the sender's information in the file name of documents that are forwarded to folder destinations

- 0: Off
- 1: On

**Switch: 37, Bit: 5**

Specify whether or not to limit the file names of documents that are forwarded to folder destinations to plain characters only

- 0: Off
- 1: On

---

## Changing the User Parameters

---

This section describes how to set parameters.

**★ Important**

- Access to some User Parameter Settings may require options, or other settings may need to be made beforehand.
- It is recommended that you print and keep a User Parameter list when you program or change a User Parameter.
- Do not change any bit switches other than those shown on the previous pages.

1. Press [Facsimile Features].
2. Press [Initial Settings].
3. Press [Parameter Setting].
4. Select the switch number you want to change.
5. Select the bit number you want to change.

When the bit number is pressed, the current value switches between 1 and 0.

Repeat from step 5 to change another bit number for the same switch.

6. Press [OK].

To cancel these settings, press [Cancel]. The display returns to that of step 4.

7. Repeat step 4 through step 6 to change the switch settings.
8. After all the settings are finished, press [Exit].
9. Press the [User Tools/Counter] key.

## Special Senders to Treat Differently

This section describes Special Senders settings.

By programming particular senders in advance, you can set the following function for each sender:

- Authorized Reception
- Forwarding
- Reception File Print Qty
- Print 2 Sided
- Memory Lock
- Paper Tray

Use Own Name or Own Fax Number to program your senders. If the sender has a machine of the same manufacturer, program an Own Name that has already been programmed as a sender. If the machine is not from the same manufacturer, Own Fax Number is used.

You can apply the same settings to all programmed numbers. You can then customize the settings for individual numbers as necessary using the Special Sender Registration function.

The following items can be programmed.

- Special Senders

Up to 250 Special Senders can be registered. A maximum of 24 characters can be used for each name when using G3.

- 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.

Destination to be programmed (Own Name)	Number of programmed identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

Using Partial matching

Destination to be programmed (Own Name)	Number of programmed identifications
BRANCH	1

You can program up to 250 wild cards.

Spaces are ignored when identifications are compared.

You can use wild cards for the following functions:

- Forwarding
- Special Reception Function
- Authorized Reception

When using Partial agreement, you can enter up to the first 24 characters of an e-mail address to use it as an own name or facsimile name.

#### ↓ Note

- You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.
- The machine cannot differentiate between SEP Code RX documents from Special Senders.
- You cannot use the following functions with Internet Fax receptions.
  - Authorized Reception per Sender
  - Reception File Print Qty per Sender
  - Memory Lock per Sender
- You can program up to 24 characters for the sender.
- To use Forwarding, Print 2 Sided, or Paper Tray with Internet Fax reception, program the sender's e-mail address.
- You can check Own Name and Own Fax Number using the Journal. You can check programmed Special Senders using the specified sender list.

## Authorized Reception

Use this function to limit incoming senders.

The machine only receives faxes from programmed Special Senders, and therefore, it helps you screen out unwanted documents, such as junk mail, and prevents wasting fax paper.

#### ↓ Note

- Without programming Special Senders, the Authorized Reception function will not work, even if you select "On".
- You can change Special Senders in the same way as you program them.

## Reception File Print Quantity

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.

**Note**

- You cannot use multi-copy printing with Memory Lock.
- You can specify up to 10 copies.

---

## Forwarding

---

Print received documents, and then transfer them to those receivers programmed beforehand.

It is also possible to forward faxes sent only by senders programmed as Special Senders.

**Note**

- If you select [Same as Basic Settings], the fax document is forwarded to the receivers programmed in "Forwarding" under Facsimile Features.
- If you do not program any Special Senders, the machine transfers all incoming documents to the other end receivers specified in "Forwarding" under Facsimile Features.
- You can set the fax destination, Internet Fax destination, IP-Fax destination, e-mail destination, or folder destination, as a forward destination.
- If you have specified folder destination for forwarding, you can specify the file format used for forwarding. See "Parameter Settings" (switch 21, bit 3).

**Reference**

- p.375 "Parameter Settings"

7

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## Print 2 Sided

---

Print on both sides of the paper.

**Note**

- If you select "Custom Size" for the "Bypass Tray Paper Size" setting in "Initial Set Up", duplex printing will be disabled.

---

## Memory Lock

---

Store incoming documents from programmed senders (Special Senders) in memory without printing them. People without the Memory Lock ID cannot print the documents, and therefore this function is useful for receiving confidential documents. If you do not program any senders, the machine receives fax document from all senders using Memory Lock reception.

**★ Important**

- You must register Memory Lock ID in advance. For details about how to register Memory Lock ID, see "Initial Settings".
- If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

**📖 Reference**

- p.347 "Initial Settings"

**Paper Tray**

Print 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 separate the two.

If you do not program any Special Senders, the machine outputs documents received from all senders using the default paper tray.

**↓ Note**

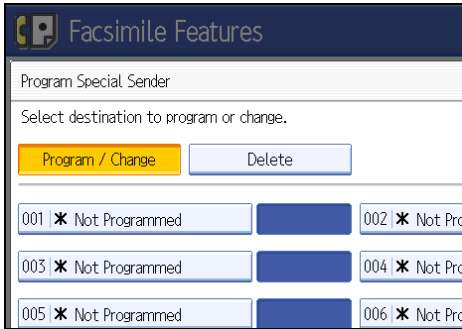
- Selection of the bypass tray enables you to specify the paper size in "Scan Area".

**Programming/Changing Special Senders**

This section describes how to program and change Special Senders.

1. Press [Facsimile Features].
2. Press [Reception Settings].
3. Press [Program Special Sender].
4. Check that [Program / Change] is selected.
5. Select the sender to program or change.

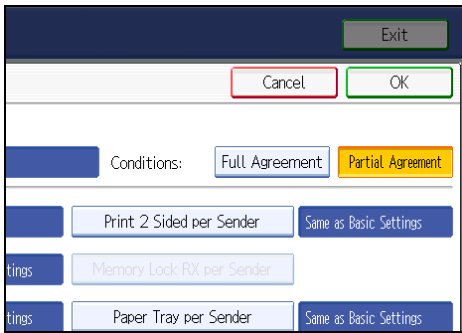
To program new sender, press [Not Programmed].



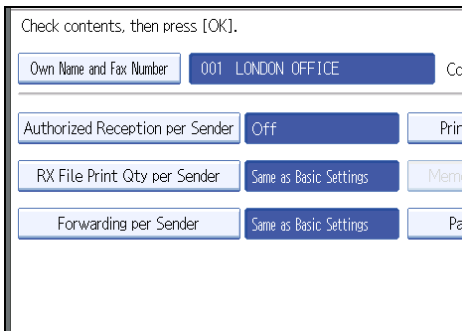
6. Enter a sender name, and then press [OK].

Enter a destination name using Own Name or Own Fax Number.

7. Press [Full Agreement] or [Partial Agreement].



8. Select the item you want to program.



You must select only the item you want to program.

To cancel these settings, press [Cancel]. The display returns to that of step 5.

9. Press [OK].

A Special Sender is programmed.

To program another sender, repeat the procedure from step 5.

10. Press [Exit].

11. Press the [User Tools/Counter] key.



**Note**

- To specify Authorized Reception, see "Authorized Reception per Sender".
- To specify Reception File Print Qty, see "Reception File Print Qty per Sender".
- To specify Forwarding, see "Forwarding per Sender".
- To specify print 2 sided, see "Print 2 Sided per Sender".
- To specify Memory Lock, see "Memory Lock per Sender".
- To specify paper tray, see "Paper Tray per Sender".

**Reference**

- p.391 "Authorized Reception per Sender"
- p.391 "Reception File Print Qty per Sender"
- p.392 "Forwarding per Sender"
- p.394 "Print 2 Sided per Sender"
- p.395 "Memory Lock per Sender"
- p.395 "Paper Tray per Sender"

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## Authorized Reception per Sender

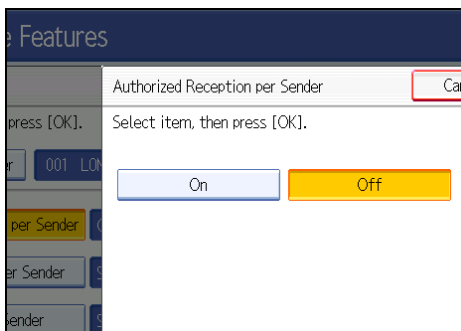
---

7

This section describes how to specify Authorized Reception.

Specify when programming a Special Sender.

1. Press [Authorized Reception per Sender].
2. Press [On] or [Off], and then press [OK].




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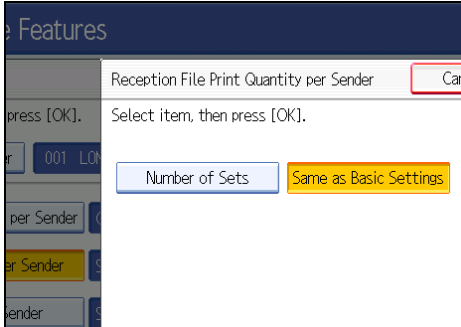
## Reception File Print Qty per Sender

---

This section describes how to specify Reception File Print Qty.

Specify when programming a Special Sender.

1. Press [RX File Print Qty per Sender].
2. Press [Number of Sets].



3. Enter the print quantity using the number keys, and then press [OK].

**Note**

- Selecting [Same as Basic Settings] will result in the same setting made for "Reception File Print Quantity" of "Reception Settings".
- If you make a mistake, press [Clear] before pressing [OK], and then try again.

**7**

## Forwarding per Sender

This section describes how to specify Forwarding.

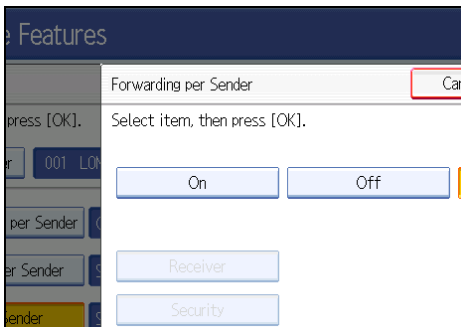
Specify when programming a Special Sender.

**★ Important**

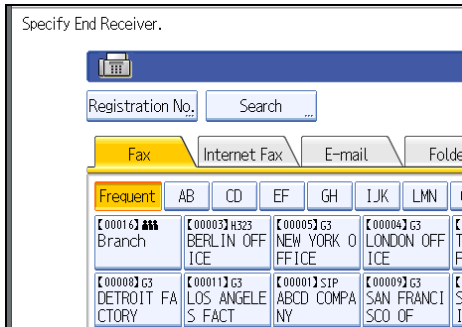
- **One forward destination can be registered for each Special Sender. To register two or more forward destinations, use group destinations. However a maximum of 498 destinations can be specified in a group.**

1. Press [Forwarding per Sender].
2. Select [On] or [Off].

If you select [Off], proceed to step 7.



### 3. Specify an End Receiver using the destination list, and then press [OK].



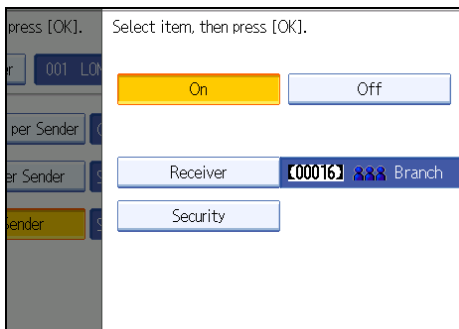
Press the transmission type tab to switch the destination between fax number, Internet Fax destination, e-mail address, and folder destination.

IP-Fax destination appears in the fax destination list.

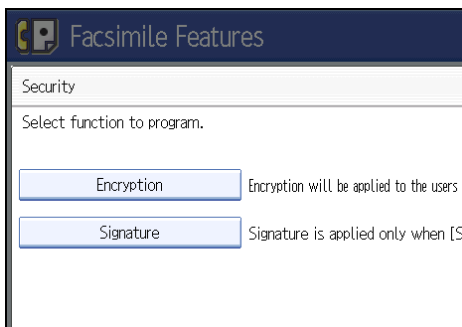
### 4. Press [Security].

If not specifying the security function, proceed to step 7.

Security is set to use S/MIME authentication. For details about the security settings, consult your administrator.



### 5. Select the security functions.



To specify encryption for documents for Forwarding, press [Encryption]. To use the encryption function, the address must be stored in the Address Book and have the encryption option enabled. For details about Encryption, consult your administrator.

To attach a signature to documents for Forwarding, press [Signature]. For details about Signature, consult your administrator.

6. Press [OK].

7. Press [OK].

#### ↓ Note

- Selecting [Same as Basic Settings] will result in the same setting made for "Forwarding" under "Reception Settings".
- If you have specified folder destination for forwarding, you can specify the file format used for forwarding. See "Parameter Settings" (switch 21, bit 3).
- Deleting a destination specified as a forward destination from the destination list causes the settings of the forward destination to be deleted, so they must be registered again. When a destination is changed, a document is transmitted to the new destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See "Parameter Settings" (switch 32, bit 0).
- Select [Encrypt All] in the encryption settings and encrypted e-mail is sent regardless of the encryption settings in [Security]. For details about encryption, consult your administrator.
- The electronic signature is limited in the following ways, depending on the S/MIME settings on Web Image Monitor. For details about the electronic signature, consult your administrator.
  - If [Set Individually] is set:  
You can set [Signature] in [Security] and attach an electronic signature to email for every transmission.
  - If [Do not Use Signatures] is set:  
Even if you press [Security], [Signature] does not appear.
  - If [Use Signatures] is set:  
An electronic signature is attached when you send email. The [Signature] setting in [Security] cannot be cancelled.

#### 📖 Reference

- p.375 "Parameter Settings"

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## Print 2 Sided per Sender

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This section describes how to specify Print 2 Sided.

Specify when programming a Special Sender.

1. Press [Print 2 Sided per Sender].
2. Press [On] or [Off], and then press [OK].

**Note**

- Selecting [Same as Basic Settings] will result in the same setting made for “2 Sided Print” of “Reception Settings”.

---

## Memory Lock per Sender

---

This section describes how to specify Memory Lock.  
Specify when programming a Special Sender.

1. Press [Memory Lock RX per Sender].
2. Press [On] or [Off], and then press [OK].

**Note**

- Selecting [Same as Basic Settings] will result in the same setting made for “Memory Lock Reception” under “Reception Settings”.

---

## Paper Tray per Sender

---

This section describes how to specify Paper Tray.  
Specify when programming a Special Sender.

1. Press [Paper Tray per Sender].
2. Select the tray you want to use, and then press [OK].

**Note**

- Selecting [Same as Basic Settings] will result in the same setting made for “Paper Tray” of “Reception Settings”.

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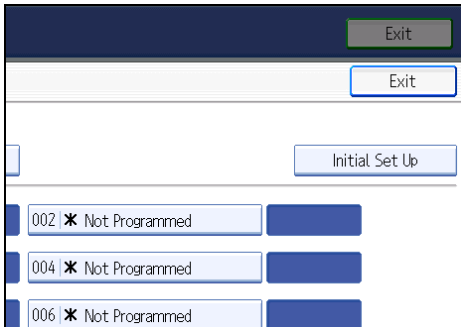
## Programming Initial Set Up of a Special Sender

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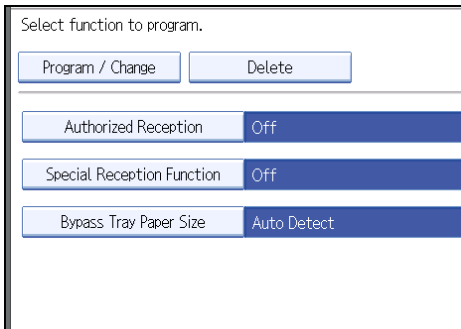
This section describes how to program Initial Set Up of a Special Sender.  
Program the “Initial Set Up” of a Special Sender. You can also specify the Bypass Tray Paper Size.

1. Press [Facsimile Features].
2. Press [Reception Settings].
3. Press [Program Special Sender].

4. Press [Initial Set Up].



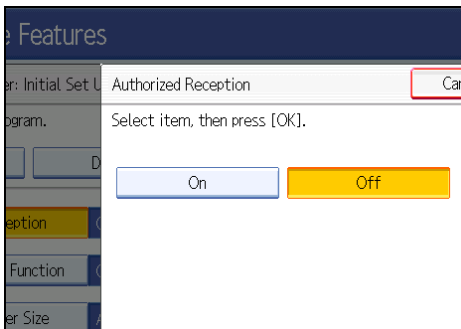
5. Select the function you want to program.



6. To program Authorized Reception and Special Reception Function, press [Authorized Reception] or [Special Reception Function].

7. Press [On] or [Off], and then press [OK].

The illustration shows the "Authorized Reception" display as an example.



8. To program Bypass Tray Paper Size, press [Bypass Tray Paper Size].

9. Select the size you want to program.

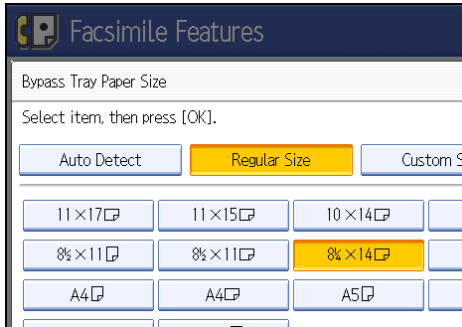
You can select a size from [Auto Detect], [Regular Size], or [Custom Size].

If you select [Auto Detect], proceed to step 14.

If you select [Regular Size], proceed to step 10.

If you select [Custom Size], proceed to step 11.

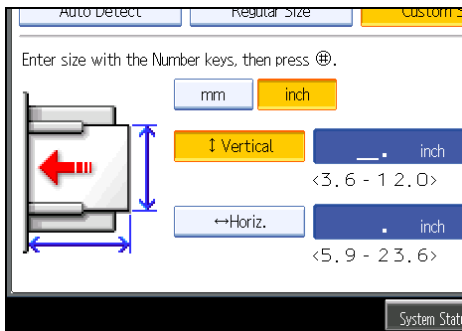
**10. Select the size you want to program from the sizes shown.**



After selecting the size, proceed to step 14.

**11. Make sure that [Vertical] is selected.**

**12. Enter the vertical size of the paper using the number keys, and then press the [#] key.**

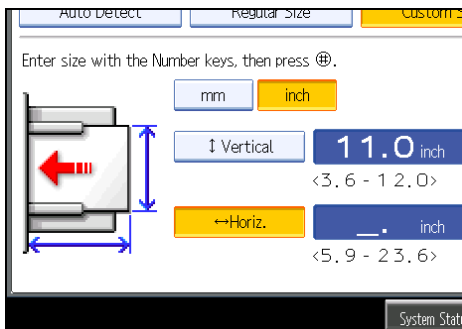


Specify a vertical size from 90 mm (3.6 inches) to 305 mm (12.0 inches).

Each time you press [mm] or [inch], the units switch between "mm" and "inch".

If you enter a length and change the units by pressing [mm] or [inch], it is converted automatically (fractions are rounded off).

**13. Enter the horizontal size of the paper using the number keys, and then press the [#] key.**



Specify a horizontal size from 148 mm (5.9 inches) to 600 mm (23.6 inches).

Each time you press [mm] or [inch], the units switch between "mm" and "inch".

If you enter a length and change the units by pressing [mm] or [inch], it is converted automatically (fractions are rounded off).

**14. Press [OK].**

**15. Press [Exit].**

**16. Press the [User Tools/Counter] key.**

**Note**

- If you select [Auto Detect], the machine recognizes the paper size automatically.

---

## Deleting a Special Sender

---

This section describes how to delete a Special Sender.

Use this function to delete "Initial Set Up" of a Special Sender. The Bypass Tray Paper Size can also be deleted.

**1. Press [Facsimile Features].**

**2. Press [Reception Settings].**

**3. Press [Program Special Sender].**

**4. Press [Delete], and then select the Special Sender you want to delete.**

**5. Press [Delete].**

To cancel deleting a special sender, press [Do not Delete]. The display returns to that of step 4.

**6. Press [Exit].**

**7. Press the [User Tools/Counter] key.**



# Box Settings

This section describes Box Settings.

The following functions are for delivery and transfer of documents:

- Personal Box
- Information Box
- Transfer Box

## SUB Code and SEP Code

SUB Code and SEP Code are IDs consisting of up to 20 digits, and can include numbers, [#], [✳], and spaces.

To use this function, you must program a box and SUB/SEP Code beforehand. The other party can send documents to, and retrieve stored documents from, this box using the code.

### ↓ Note

- The combined total of items that can be stored using the Personal Box, Information Box, and Transfer Box functions is 150.
- You cannot set the same Box code on two different boxes.
- Transmission or programming may not be allowed if there is not enough free memory left. The amount of free memory left differs depending on the optional equipment installed.

## Programming/Changing Personal Boxes

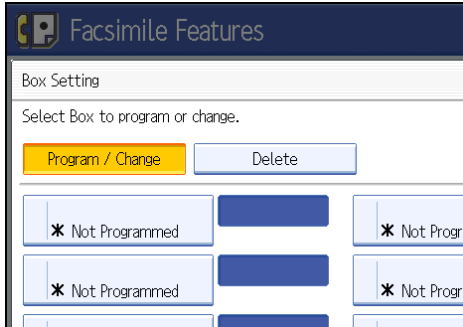
This section describes how to program Personal Boxes.

You can program the following items:

- Box Name (required)  
Up to 20 characters long.
- 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).
- 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 programming a password, a mark is displayed before the Box name.
- Receiver (optional)  
You can program one delivery destination for each Personal Box. Specify a delivery destination programmed in Destination key.

1. Press [Facsimile Features].
2. Press [General Settings].
3. Press [Box Setting].
4. Check that [Program / Change] is selected.
5. Select a box to program.

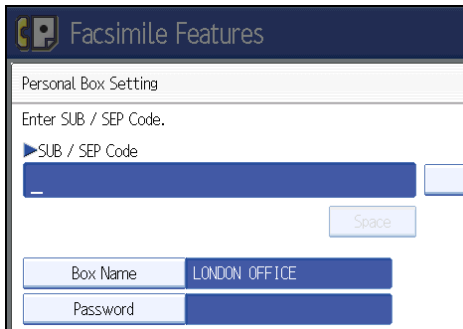
When programming a new box, press [Not Programmed].



To change a box already programmed, press it and proceed to step 8.

6. Press [Personal Box].
7. Enter a box name, and then press [OK].
8. Enter a SUB Code.

7



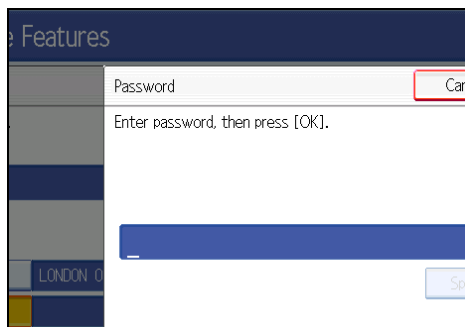
To change the SUB Code, press [Clear], and then try again. To change a Box name, press [Box Name], and then repeat from step 7.

9. Specify the settings you require.

If you do not want to program a password or receiver, proceed to step 16.

10. Press [Password].

### 11. Enter a password, and then press [OK].



If you make a mistake, press [Clear] before pressing [OK], and then try again.

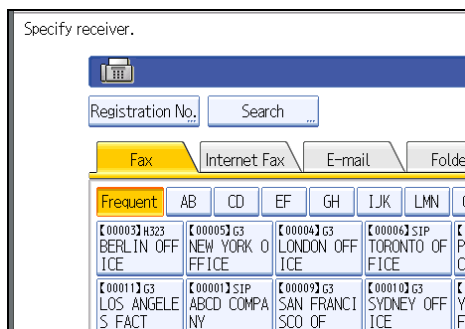
### 12. Re-enter the password, and then press [OK].

If you make a mistake, press [Clear] before pressing [OK], and then try again.

To change the password after pressing [OK], press [Password] and repeat step 11 and 12, or press [Cancel] and repeat from step 10.

### 13. Press [Receiver].

### 14. Select a destination using the destination list, and then press [OK].



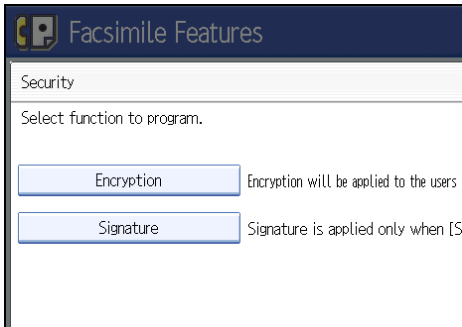
Press the transmission type tab to switch the destination between fax number, Internet Fax destination, e-mail address, and folder destination.

IP-Fax destination appears in the fax destination list.

### 15. Press [Security].

If not specifying the security function, proceed to step 18.

Security is set to use S/MIME authentication. For details about the security settings, consult your administrator.

**16. Select the security functions.**

To specify encryption for documents for delivery, press [Encryption]. To use the encryption function, the address must be stored in the Address Book and have the encryption option enabled. For details about Encryption, consult your administrator.

To attach a signature to documents for delivery, press [Signature]. For details about Signature, consult your administrator.

**17. Press [OK] twice.****18. Press [Exit].****19. Press the [User Tools/Counter] key.****Note**

- When programming a password, a mark is displayed before the Box name.
- You can set the fax destination, IP-Fax destination, Internet Fax destination, e-mail destination, or folder destination, as a transmission destination.
- If you have specified folder destination for the transmission destination, you can specify the file format used for delivery. See "Parameter Settings" (switch 21, bit 3).
- The Fax Header is not printed on delivered documents.
- If a document cannot be delivered, a Communication Failure Report is printed and the document is saved as a Confidential Reception document.
- You can edit boxes in the same way you program them. However, boxes that are being used cannot be edited.
- If a destination in the destination table is deleted after being registered, delivery is not performed and the settings of the delivery destination are also deleted. Also, when a delivery destination is changed, a document is sent to the changed destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See "Parameter Settings" (switch 32, bit 0).
- Select [Encrypt All] in the encryption settings and encrypted e-mail is sent regardless of the encryption settings in [Security]. For details about encryption, consult your administrator.

- The electronic signature is limited in the following ways, depending on the S/MIME settings on Web Image Monitor. For details about the electronic signature, consult your administrator.
  - If [Set Individually] is set:  
You can set [Signature] in [Security] and attach an electronic signature to email for every transmission.
  - If [Do not Use Signatures] is set:  
Even if you press [Security], [Signature] does not appear.
  - If [Use Signatures] is set:  
An electronic signature is attached when you send email. The [Signature] setting in [Security] cannot be cancelled.

### Reference

- p.375 "Parameter Settings"

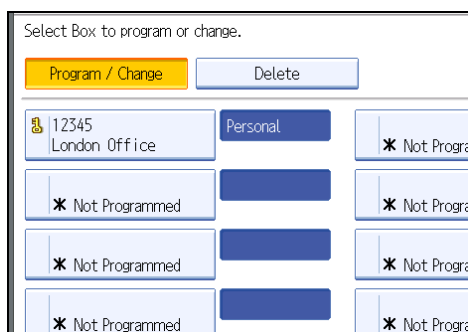
## Deleting Personal Boxes

This section describes how to delete Personal Boxes.

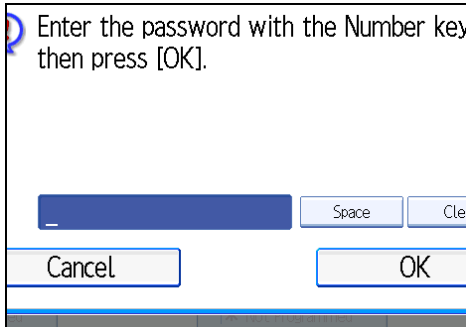
### Important

- If there are documents in the box, you cannot delete the box.

1. Press [Facsimile Features].
2. Press [General Settings].
3. Press [Box Setting].
4. Press [Delete], and then select the box you want to delete.



5. If the password is programmed, enter a password using the number keys, and then press [OK].



If you make a mistake, press [Clear], and then try again.

6. Press [Delete].

To cancel deleting a box, press [Do not Delete]. The display returns to that of step 4.

7. Press [Exit].

8. Press the [User Tools/Counter] key.

## 7

### Programming/Changing Information Boxes

This section describes how to set up an Information Box.

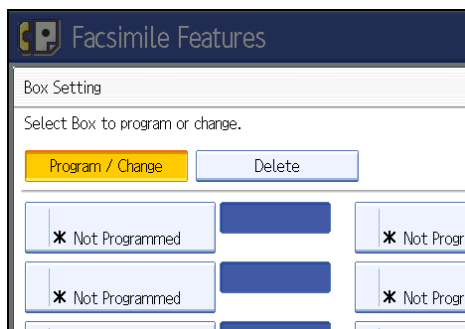
You can store the following items:

- Box Name (required)  
Up to 20 characters long.
- 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 programming a password, a mark is displayed before the Box name.

1. Press [Facsimile Features].
2. Press [General Settings].
3. Press [Box Setting].
4. Check that [Program / Change] is selected.

## 5. Select the box to program.

When programming a new box, press [Not Programmed].

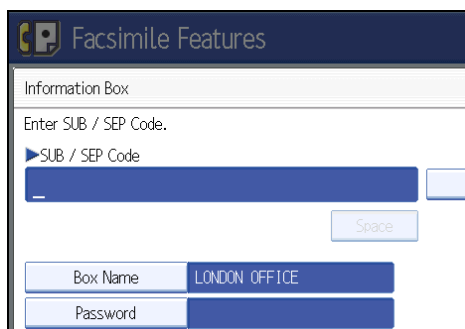


To change a box already programmed, press it, and then proceed to step 8. If a password is programmed, enter the password, press [OK], and then proceed to step 8.

## 6. Press [Information Box].

## 7. Enter a box name, and then press [OK].

## 8. Enter the SEP Code.

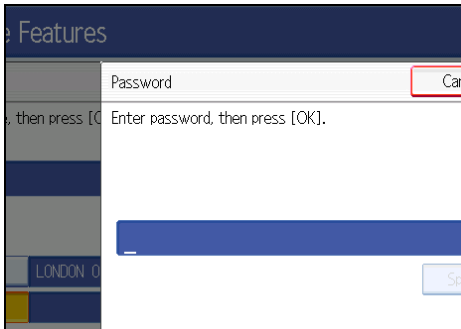


To change the SEP Code, press [Clear], and then try again. To change the box name, press [Box Name], and then repeat the procedure from step 7.

## 9. Press [Password].

If you do not want to program a password, proceed to step 12.

**10. Enter a password, and then press [OK].**



If you make a mistake, press [Clear] before pressing [OK], and then try again.

**11. Re-enter the password, and then press [OK].**

If you make a mistake, press [Clear] before pressing [OK], and then try again.

To change the password after pressing [OK], press [Password] and repeat step 10 and 11, or press [Cancel] and repeat from step 9.

**12. Press [OK].**

**13. Press [Exit].**

**14. Press the [User Tools/Counter] key.**

**Note**

- You can edit boxes in the same way you program them. However, boxes that are being used cannot be edited.

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## Deleting Information Boxes

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This section describes how to delete Information Boxes.

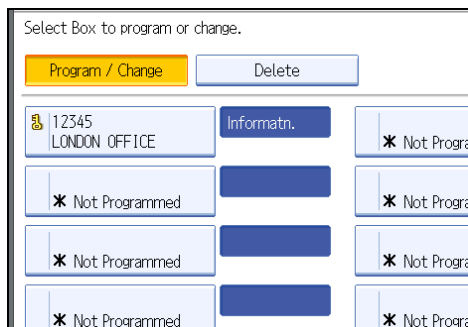
**Important**

- If there are documents in the box, you cannot delete the box.

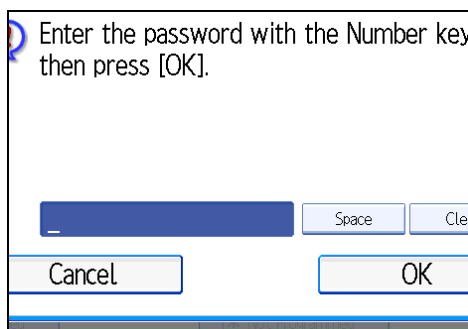
1. Press [Facsimile Features].
2. Press [General Settings].
3. Press [Box Setting].



**4. Press [Delete], and then select the box you want to delete.**



**5. If the password is programmed, enter a password using the number keys, and then press [OK].**



If you make a mistake, press [Clear], and then try again.

**6. Press [Delete].**

To cancel deleting a box, press [Do not Delete]. The display returns to that of step 4.

**7. Press [Exit].**

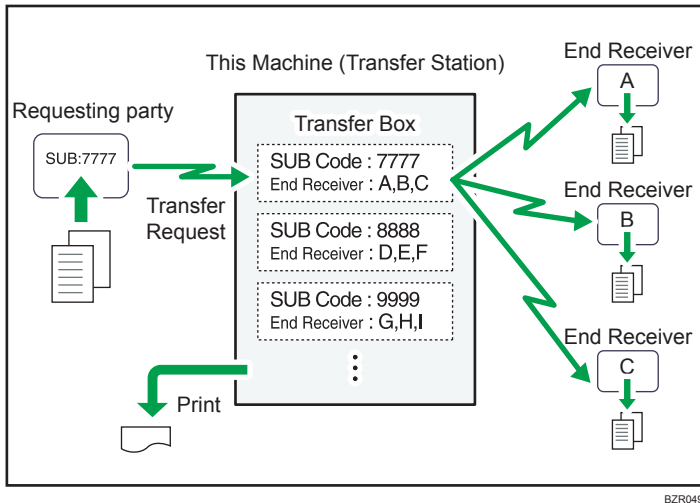
**8. Press the [User Tools/Counter] key.**

## Programming/Changing Transfer Boxes

This section describes how to set up a Transfer Box.

This function turns the 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 a programmed receiver.

Since documents can be sent to multiple destinations in a single transfer request, you can economize on call charges when sending to distant destinations.



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Inform the Requesting Party of the SUB Code assigned to the Transfer Box. When they want to have a document transferred by your machine, ask them to send the document using SUB Code Transmission and specify this SUB Code. If a password has also been programmed, inform them of this too, and ask them to enter it as the SID code.

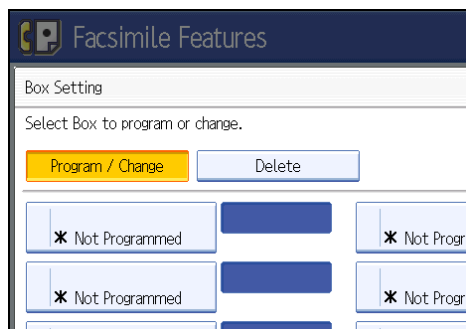
You can store the following items:

- Box Name (required)  
Up to 20 characters.
- 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).
- End Receiver (required)  
You can store five End Receivers (destinations to which documents are forwarded) for each box. Specify End Receivers using a single or group destination programmed in the destination list beforehand.
- 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 programming a password, a mark is displayed in front of the Box name.

1. Press [Facsimile Features].
2. Press [General Settings].
3. Press [Box Setting].
4. Check that [Program / Change] is selected.

## 5. Select the box to program.

When programming a new box, press [Not Programmed].

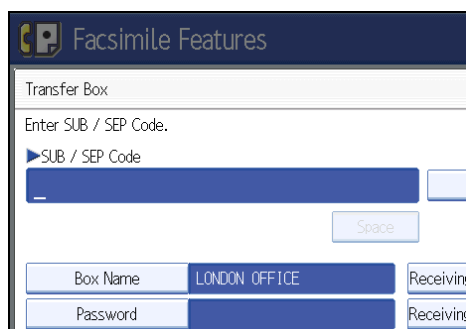


To change a box already programmed, press it, and then proceed to step 8.

## 6. Press [Transfer Box].

## 7. Enter a Box name, and then press [OK].

## 8. Enter a SUB Code.

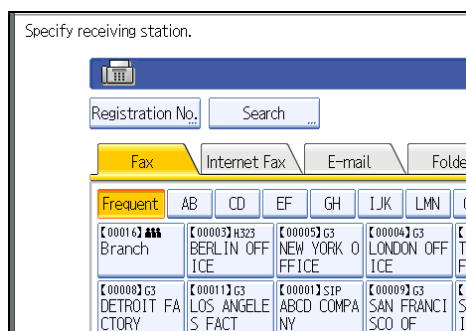


To change the SUB Code, press [Clear], and then try again. To change Box name, press [Box Name], and then repeat from step 7.

## 9. To program End Receivers, select a Receiving Station.

You can store five Receiving Stations.

## 10. Specify End Receivers with Destination keys, and then press [OK].



Press the transmission type tab to switch the destination between fax number, Internet Fax destination, e-mail address, and folder destination.

IP-Fax destination appears in the fax destination list.

A reception station can also be registered as a group destination. In such a case, a maximum of 498 parties including End Receivers 1-5 can be specified in a group.

**11. To program a password, press [Password].**

If you do not want to program a password, proceed to step 14.

**12. Enter a password, and then press [OK].**

If you make a mistake, press [Clear] before pressing [OK], and then try again.

**13. Re-enter the password, and then press [OK].**

If you make a mistake, press [Clear] before pressing [OK], and then try again.

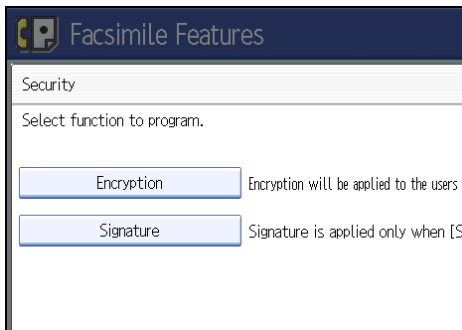
To change the password after pressing [OK], press [Password] and repeat step 12 and 13, or press [Cancel] and repeat from step 11.

**14. Press [Security].**

If not specifying the security function, proceed to step 17.

Security is set to use S/MIME authentication. For details about the security settings, consult your administrator.

**15. Select the security functions.**



To specify encryption for documents for transfer to receiving station, press [Encryption]. To use the encryption function, the address must be stored in the Address Book and have the encryption option enabled. For details about Encryption, consult your administrator.

To attach a signature to documents for documents for transfer to receiving station, press [Signature]. For details about Signature, consult your administrator.

**16. Press [OK].**

**17. Press [OK].**

**18. Press [Exit].**

**19. Press the [User Tools/Counter] key.**

### ↓ Note

- After documents are transferred, SUB Code Transfer Report is not sent back to the sender.
- You can set the fax destination, IP-Fax destination, Internet Fax destination, e-mail destination, or folder destination, as a reception station.
- If you have specified folder destination for the transmission destination, you can specify the file format used for transferring to receiving station. See "Parameter Settings" (switch 21, bit 3).
- After documents are transferred, they are deleted.
- When this function is enabled, the machine will print the documents it transfers and a SUB Code Transfer Report each time it completes a transfer. You can disable printing of the report using User Parameters. See "Parameter Settings" (switch 04, bit 1).
- You can edit boxes in the same way you program them.
- If you delete a destination specified as a reception destination using the destination list, the settings of the reception destination are also deleted, so they must be registered again. When a destination is changed, a document is transmitted to the new destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See "Parameter Settings" (switch 32, bit 0).
- Select [Encrypt All] in the encryption settings and encrypted e-mail is sent regardless of the encryption settings in [Security]. For details about encryption, consult your administrator.
- The electronic signature is limited in the following ways, depending on the S/MIME settings on Web Image Monitor. For details about the electronic signature, consult your administrator.
  - If [Set Individually] is set:  
You can set [Signature] in [Security] and attach an electronic signature to email for every transmission.
  - If [Do not Use Signatures] is set:  
Even if you press [Security], [Signature] does not appear.
  - If [Use Signatures] is set:  
An electronic signature is attached when you send email. The [Signature] setting in [Security] cannot be cancelled.

### 📖 Reference

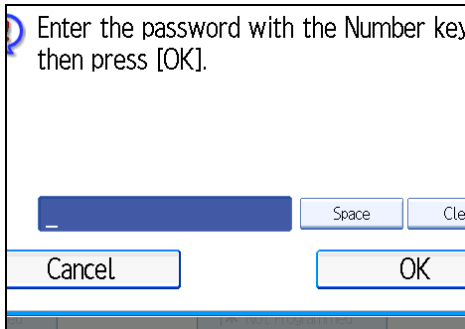
- p.375 "Parameter Settings"

## Deleting Transfer Boxes

This section describes how to delete Transfer Boxes.

1. Press [Facsimile Features].
2. Press [General Settings].

3. Press **[Box Setting]**.
4. Press **[Delete]**, and then select the box you want to delete.
5. If the password is programmed, enter a password using the number keys, and then press **[OK]**.



If you make a mistake, press **[Clear]**, and then try again.

6. Press **[Delete]**.  
To cancel deleting a Transfer Box, press **[Do not Delete]**. The display returns to that of step 4.
7. Press **[Exit]**.
8. Press the **[User Tools/Counter]** key.

7

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## Printing the Box List

---

This section describes how to print the Box List.

Print a list showing the currently programmed Personal Boxes, Information Boxes, and Transfer Boxes.

1. Press **[Facsimile Features]**.
2. Press **[General Settings]**.
3. Press **[Box Setting: Print List]**.
4. Press the **[Start]** key.

After printing the list, you can then start from step 3.

To cancel printing a list before pressing the **[Start]** key, press **[Cancel]**. The display returns to that of step 3.

To cancel printing a list after pressing the **[Start]** key, press **[Stop Printing]**. The display returns to that of step 3.

5. Press the **[User Tools/Counter]** key.

# 8. Appendix

This section explains features and specifications of the facsimile function.

## Checking the Memory Status

Use this function to display a summary of current memory usage.

On the standby display you can check the percentage of free memory space. Note that destinations are stored in a separate memory location, not in free memory space.

In addition, in [System Status] you can check the number of "Transmission Standby File(s)", "Memory Lock File(s)", and "RX Print Standby File(s)". "Others" shows the total number of documents registered in Information Box and received in Personal Box. See "Checking Machine Status and Settings", Troubleshooting.

If available memory falls below the specified minimum, a message reporting this will appear. Delete stored files as required.

### ↓ Note

- If you set the "Reception File Setting" in the Facsimile Features menu to "Store", you can check the number of received documents using "RX Print Standby File(s)".

## Registering Frequently Used Settings

If you regularly send documents to a particular destination or transmit using the same functions, you can save repetitive number keys operations by registering this information in a Keystroke Program. Programs can be recalled by just pressing a programmed key.

### Registering and Changing Keystroke Programs

This section explains how to program a new Keystroke Program or overwrite an old one.

You can register the following items in Keystroke Programs:

- Memory Transmission/Immediate Transmission, transmission type, destinations (except for folder destinations), Original Type, Resolution, Scan Size, Mixed Original Sizes, Auto Density, Manual Density, Original Orientation, Original Settings, Stamp, Select Line, SUB/SID/SEP/PWD Code entry, Send Later, Reception Notice, BCC Transmission, E-mail TX Results, Text, Standard Message, Auto Reduce, Label Insertion, Closed Network, SUB Code Transmission, SEP Code Reception, Fax Header Print, TX Status Report, Store File, File Type, Preview before transmission
- Program name

The following procedure explains using Send Later with the fax number "0123456789" as an example of how to register a program.

#### 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.

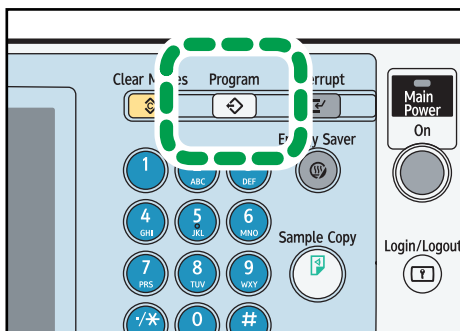
#### 2. Make the settings you want to register in the program.

The procedure for programming differs depending on the items you want to register.

Press the [Clear Modes] key to cancel programming.

Press the number keys [0], [1], [2], [3], [4], [5], [6], [7], [8], [9], and then continue doing the Send Later setting until the standby display appears when you press [OK].

#### 3. Press the [Program] key.



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#### 4. Press [Program].

When no programs are registered, proceed to step 5.

#### 5. Select a program number in which “Not Programmed” is shown.

If you make a mistake, press [Cancel] and select a program number again.

When you change a Keystroke Program, press [Yes] after pressing the program number you want to change. If you make a mistake, press [No] and try again.

#### 6. Enter the program name, and then press [OK].

The standby display appears.

If the program name is already registered, the name is displayed. To change the program name, press [←], [→], [Backspace], or [Delete All], and then try again.

You should register the program name.

To cancel a program, press [Cancel]. The display returns to that of step 5.

#### ↓ Note

- Use the same procedure to register and change programs. In step 5, select the program number you want to change.
- For details about text entry, see “Entering Text”, About This Machine.
- The method of registering or changing programs for the copy function is different from that of the fax function.
- For the maximum values of the following items, see “Maximum Values”.
  - Number of destinations you can register into a Keystroke Program

- Number of Keystroke Programs you can register
- Number of characters you can enter for a program name

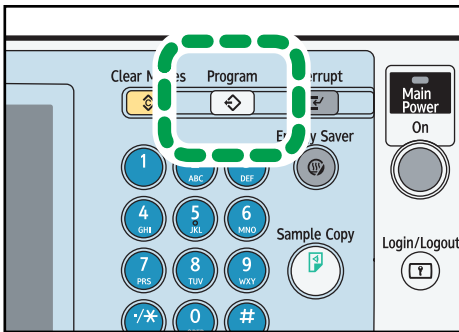
**Reference**

- p.427 "Maximum Values"

### Changing a program name

This section explains how to change a program name.

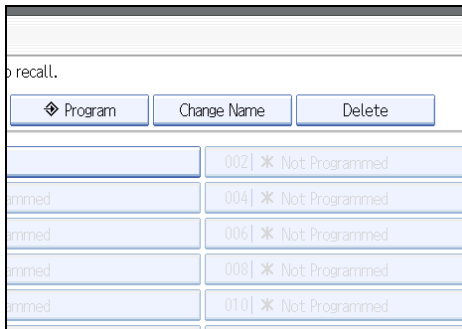
1. **Make sure that the machine is in facsimile mode and the standby display is shown.**  
If the standby display is not shown, press the [Facsimile] key.
2. **Press the [Program] key.**



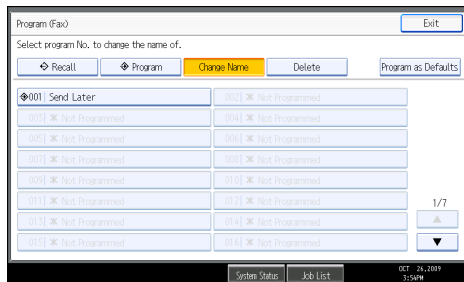
BZR071

8

3. **Press [Change Name].**



#### 4. Select the program number of the name you want to change.



#### 5. Enter a new program name, and then press [OK].

The standby display appears.

Press [Cancel] to cancel the change.

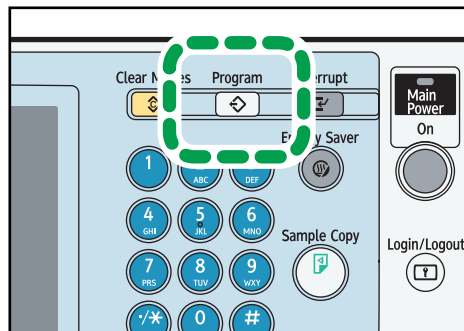
## Deleting a Program

This section explains how to delete an unnecessary program.

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

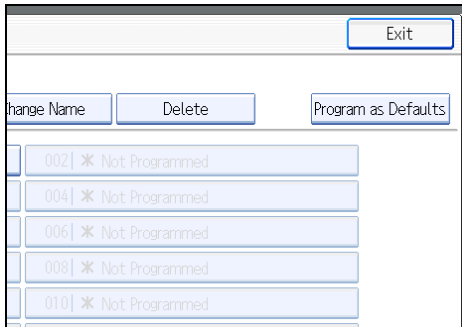
If the standby display is not shown, press the [Facsimile] key.

#### 2. Press the [Program] key.

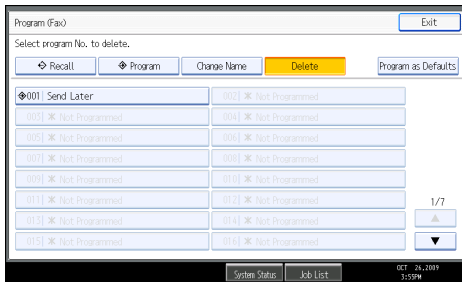


BZR071

**3. Press [Delete].**



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



**5. Press [Yes].**

The standby display appears.

Press [No] not to delete the program. The display returns to that of step 4.

---

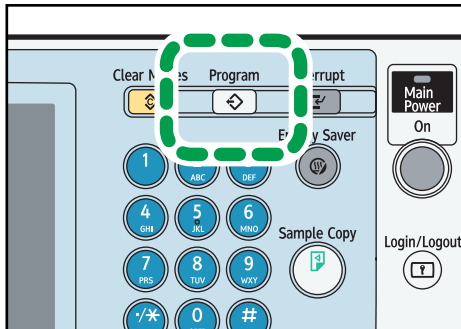
## Using a Program

---

This section explains how to recall and use a registered program.

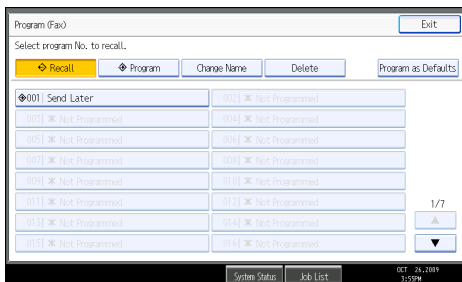
- 1. Make sure that the machine is in facsimile mode and the standby display is shown.**  
If the standby display is not shown, press the [Facsimile] key.
- 2. Place the original.**

### 3. Press the [Program] key.



BZR071

### 4. Confirm that [Recall] is selected, and press the registered program number.



The standby display appears.

The programmed fax number appears and the registered settings are recalled.

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

The machine starts to scan the original.

Then, transmission starts with the recalled transmission settings.

#### ↓ Note

- Using the program causes the previous settings to be cleared.
- If you have no programmed destinations or scan settings as programs, select the program number, and then enter the fax number of the destination and select the scan settings you require.

# Optional Equipment

This section explains the functions of options.

---

## Expansion Memory

---

This option provides more memory.

This allows you to send fax documents at high resolution (Super Fine). This also allows you to receive fax documents at high resolution (Fine or Super Fine). If you require this option, consult your service representative.

For details about the memory capacity of machines equipped with the optional expansion memory, see "Maximum Values".

### Reference

- p.427 "Maximum Values"

---

## Handset

---

You can make or receive calls by installing the optional handset and dialing manually.

### Note

- For details about the functions, see "On Hook Dial" and "Manual Dial".

### Reference

- p.144 "On Hook Dial"
- p.146 "Manual Dial"

---

## Extra G3 Interface Unit

---

This option provides one extra G3 line connection.

A maximum of two G3 interface units can be installed.

### Reference

- p.84 "Changing the Line Port"

# Specifications

## Fax Transmission and Reception

Component	Specifications
Standard	G3
Resolution	G3: 8 × 3.85 lines/mm, 200 × 100 dpi (Standard character), 8 × 7.7 lines/mm, 200 × 200 dpi (Detail character), 8 × 15.4 lines/mm (Fine character: optional), 16 × 15.4 lines/mm, 400 × 400 dpi (Super Fine character: optional)
Transmission time	G3: 3 seconds at 28,800 bps, Standard resolution (JBIG transmission: 2 seconds)
Data compression method	MH, MR, MMR, JBIG
Maximum original size	Standard: A3☐, 11 × 17☐ Custom: 297 × 1200 mm, 11 × 47 inches
Maximum scanning size	297 × 1200 mm, 11 × 47 inches
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 / 2,400 bps (auto shift down system)

## Power Consumption (Type 1 and 2)

Component	Specifications
Immediate Transmission	approx. 270 W
Memory Transmission	approx. 230 W
Memory Reception	approx. 230 W
Reception	approx. 480 W

**Power Consumption (Type 3 and 4)**

Component	Specifications
Immediate Transmission	approx. 220 W
Memory Transmission	approx. 160 W
Memory Reception	approx. 160 W
Reception	approx. 650 W

**Power Consumption (Type 3 and 4 (models equipped with the one-pass duplex scanning ADF))**

Component	Specifications
Immediate Transmission	approx. 230 W
Memory Transmission	approx. 170 W
Memory Reception	approx. 170 W
Reception	approx. 610 W

**IP-Fax Transmission and Reception**

8

Component	Specifications
Network	<p>Standard:</p> <ul style="list-style-type: none"> <li>Ethernet interface (100 BASE-TX/10 BASE-T)</li> </ul> <p>Optional:</p> <ul style="list-style-type: none"> <li>Gigabit Ethernet interface (1000BASE-T/100BASE-TX/10BASE-T)</li> <li>IEEE 802.11 a/b/g wireless LAN interface</li> </ul>
Scan line density	<p>8 × 3.85 lines/mm, 200 × 100 dpi (Standard character),  8 × 7.7 lines/mm, 200 × 200 dpi (Detail character),  8 × 15.4 lines/mm (Fine character: optional),  16 × 15.4 lines/mm, 400 × 400 dpi (Super Fine character: optional)</p>
Maximum original size	<p>Standard: A3☐, 11 × 17☐  Custom: 297 × 1200 mm, 11 × 47 inches</p>



Component	Specifications
Maximum scanning size	297 mm × 1200 mm, 11 × 47 inches
Transmission protocol	Recommendation: T.38, TCP, UDP/IP communication, SIP (RFC 3261 compliant), H.323 v2
Compatible machines	IP-Fax compatible machines
IP-Fax transmission function	Specify an IP address and send faxes to an IP-Fax compatible fax through a network. Also capable of sending faxes to a G3 fax connected to a telephone line via a VoIP gateway.
IP-Fax reception function	Receive faxes sent from an IP-Fax compatible fax through a network. Also capable of receiving faxes from a G3 fax connected to a telephone line via a VoIP gateway.

### Internet Fax Transmission and Reception

Component	Specifications
Network	Standard: <ul style="list-style-type: none"> <li>Ethernet interface (100 BASE-TX/10 BASE-T)</li> </ul> Optional: <ul style="list-style-type: none"> <li>Gigabit Ethernet interface (1000BASE-T/100BASE-TX/10BASE-T)</li> <li>IEEE 802.11 a/b/g wireless LAN interface</li> </ul>
Transmit function	E-mail
Scan line density	200 × 100 dpi (Standard character), 200 × 200 dpi (Detail character), 200 × 400 dpi (Fine character: optional) <sup>*1</sup> , 400 × 400 dpi (Super Fine character: optional) <sup>*1</sup>
Original size : Scanning width	A3 <sup>*1</sup> , B4 JIS <sup>*1</sup> , A4
Communication Protocols	<ul style="list-style-type: none"> <li>Transmission SMTP, TCP/IP</li> <li>Reception POP3, SMTP, IMAP4, TCP/IP</li> </ul>

Component	Specifications
E-mail format	Single/Multi-part, MIME Conversion Attached file forms: TIFF-F (MH, MR <sup>*1</sup> , MMR <sup>*1</sup> compression)
Authentication method	SMTP-AUTH, POP before SMTP, A-POP
Internet communication	Send and receive e-mail with a computer that has an e-mail address.
Encryption method (for forwarding)	S/MIME
Internet Fax send functions	Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only.
Internet Fax receive functions	Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.

\*1 Full mode

### E-mail Transmission and Reception, and Folder Transmission

Component	Specifications
Network	Standard: <ul style="list-style-type: none"> <li>Ethernet interface (100 BASE-TX/10 BASE-T)</li> </ul> Optional: <ul style="list-style-type: none"> <li>Gigabit Ethernet interface (1000BASE-T/100BASE-TX/10BASE-T)</li> <li>IEEE 802.11a/b/g wireless LAN interface</li> </ul>
Scan line density	200 × 100 dpi (Standard character) <sup>*1</sup> , 200 × 200 dpi (Detail character), 400 × 400 dpi (Super Fine character: optional)
Maximum original size	Standard: A3☐, 11 × 17☐ Custom: 297 × 1200 mm, 11 × 47 inches
Maximum scanning size	297 × 1200 mm, 11 × 47 inches
E-mail reception/transmission protocols	<ul style="list-style-type: none"> <li>Transmission SMTP, TCP/IP</li> <li>Reception (Mail to Print) POP3, SMTP, IMAP4, TCP/IP</li> </ul>

Component	Specifications
Protocols for sending files to folders	SMB, FTP, NCP, TCP/IP
E-mail formats	Single/Multi-part, MIME Conversion
File formats	<ul style="list-style-type: none"> <li>• Transmission TIFF (MH, MR, MMR compression), PDF</li> <li>• Reception (Mail to Print) JPEG (JFIF), PDF</li> </ul>
Authentication methods	SMTP-AUTH, POP before SMTP, A-POP
Encryption method (for forwarding)	S/MIME
E-mail sending functions	Automatically converts documents to e-mail format and sends them as e-mail.
E-mail receiving functions	Automatically detects and prints JPEG and PDF documents attached to received e-mail.
Sending to folder functions	Sends scanned files over the network to shared folders, FTP server folders, or NetWare folders.

\* 1 When you send document in TIFF format.

## Specifications Required for the Internet Fax Destination Machines

This section explains the specifications required for the Internet Fax destination machine.

When communicating with full mode-compatible machines, you can take advantage of higher specifications for coding, original size, and resolution. For details about the specifications available in full mode, see "Internet Fax Transmission and Reception" in "Specifications".

Component	Specifications
Communication protocols	<ul style="list-style-type: none"> <li>• Transmission SMTP</li> <li>• Reception POP3, SMTP, IMAP4</li> </ul>

Component	Specifications
E-mail format	<ul style="list-style-type: none"> <li>• Format MIME, Base64</li> <li>• Content-Type Image/tiff Multipart/mixed (text/plain, Image/tiff (attached file forms))</li> </ul>
Data format	<ul style="list-style-type: none"> <li>• Profile TIFF Profile S</li> <li>• Coding MH</li> <li>• Original size A4</li> <li>• Resolution (dpi) 200 × 100/200 × 200, 204 × 98/204 × 196</li> </ul>

 **Reference**

- p.421 "Specifications"

# Maximum Values

The following list contains the maximum value for each item.

Item	Standard	Expansion memory (Optional)
Memory	4 MB	28 MB
Number of documents you can store in memory for Memory Transmission	400	400
Number of pages you can store in memory (using A4 Standard <ITU-T #1 Chart>)	Approx. 320	Approx. 2,240
Number of destinations you can register in the destination list	2,000	2,000
Number of groups you can register	100	100
Number of destinations you can register in a group	500	500
Number of destinations you can specify per file	500	500
Number of destinations you can specify for all files (including files in memory)	500	500
Number of destinations you can search at a time using [Search Dest.]	100	100
Number of recent destinations the machine can store	10	10
Number of digits that can be included in a destination	128	128
Number of digits for a SEP/SUB/PWD/SID Code	20	20
Number of characters you can enter in the e-mail subject line	128	128
Number of communication results you can check on this machine	200	200
Number of communication results printed in the Journal	50	50
Number of special senders you can register	250	250
Number of LAN-Fax Driver transmission results you can check using Web Image Monitor on a network computer	70	70

Item	Standard	Expansion memory (Optional)
Number of documents sent from a LAN-Fax Driver that the machine can retain as files to be sent	400	400
Number of destinations you can register into a Keystroke Program	500	500
Number of Keystroke Programs you can register	100	100
Number of characters you can enter for a program name	20	20
Number of received documents you can store on the machine's hard disk	400	400
Number of documents you can print at a time in [Print / Delete Stored Reception File]	30	30
Number of documents you can delete at a time in [Print / Delete Stored Reception File]	30	30
Number of stored documents you can specify at a time in [Select Stored File]	30	30
Number of stored pages you can send in one operation in [Select Stored File]	1,000	1,000
Number of stored documents you can print at a time using [Print 1st Page]	30	30
Number of stored documents you can print at a time using [Print File]	30	30
Number of documents you can store in the Document Server using the facsimile function	3,000	3,000
Number of pages per document you can store in the Document Server	1,000	1,000
Number of pages you can store in the Document Server (in total - copy function, facsimile function, printer function, and scanner function) (Using ITU-T #4 Chart)	Approx. 9,000	Approx. 9,000
Number of destinations you can register in the Address Book of the LAN-Fax	2,000	2,000

Item	Standard	Expansion memory (Optional)
Number of destinations you can specify at once using LAN-Fax	500	500

**Note**

- The maximum number of pages that can be stored or transmitted may decrease depending on the contents of documents.

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  - Microsoft® Windows® 2000 Server
  - Microsoft® Windows® 2000 Advanced Server
- The product names of Windows XP are as follows:
  - Microsoft® Windows® XP Professional Edition
  - Microsoft® Windows® XP Home Edition
  - Microsoft® Windows® XP Media Center Edition
  - Microsoft® Windows® XP Tablet PC Edition
- The product names of Windows Vista are as follows:
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  - Microsoft® Windows Vista® Home Premium
  - Microsoft® Windows Vista® Home Basic
  - Microsoft® Windows Vista® Enterprise
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