



D5458506

Quick Reference Fax Guide

➔ Please put this guide above your machine ➔

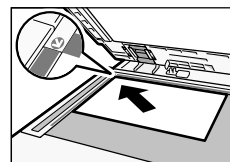
How to send a fax... (1. Transmission)

1 Specify a transmission mode:

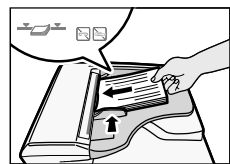
- Memory Transmission, or
- Immediate Transmission (selected by pressing [Immed. TX])

2 Place the original.

- Exposure glass (face down)



- ADF (face up)



3 Make the scan settings you require.

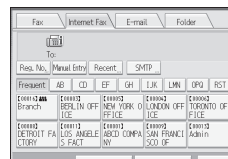
4 Specify a destination.

5 Press the [Start] key.

If you choose Memory Transmission, you can send to more destinations at once. To do this, after step 4, press:

- [Add] and specify destinations
- the [Start] key

To send to an Internet Fax, e-mail, or folder destination, press [Internet Fax], [E-mail], or [Folder] to switch the transmission type.



How to fax to Document Server... (5. Storing a Document)

- 1 Press [Store File].
- 2 Select [Send & Store].
- 3 Set the user name, file name, and password as necessary, and then press [OK].
- 4 Specify a destination, and then press the [Start] key.

To send a fax from Document Server:

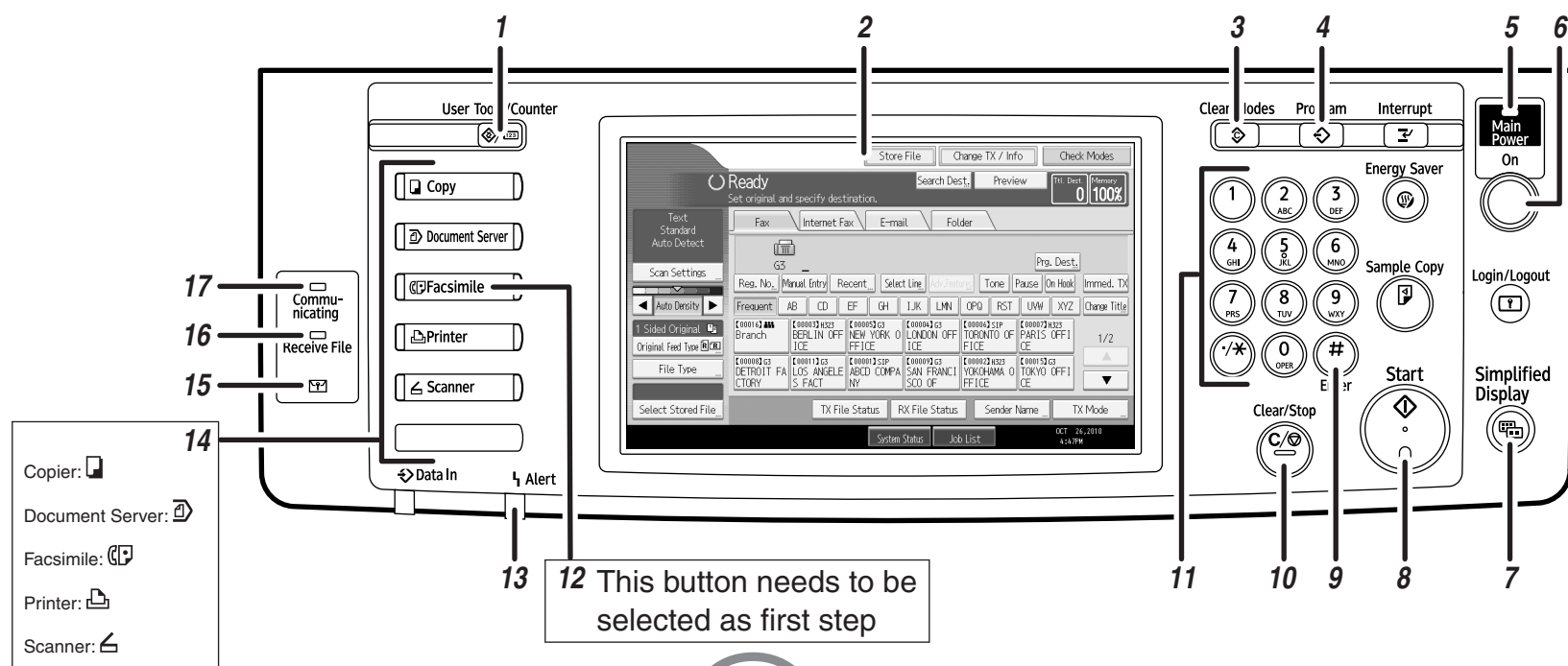
- 1 Press [Select Stored File].
- 2 Select the documents to be sent, and then press [OK].
- 3 Specify a destination, and then press the [Start] key.

1. [User Tools/Counter] key
2. Display panel
3. [Clear Modes] key
4. [Program] key

5. Main power indicator
6. Operation switch
7. [Simplified Display] key
8. [Start] key
9. [#] key (enter key)

10. [Clear/Stop] key
11. Number keys
12. [Facsimile] key
13. Alert indicator

14. Function keys
15. Confidential File indicator
16. Receiving File indicator
17. Communicating indicator



- 17 Communicating
- 16 Receive File
- 15
- 14

12 This button needs to be selected as first step

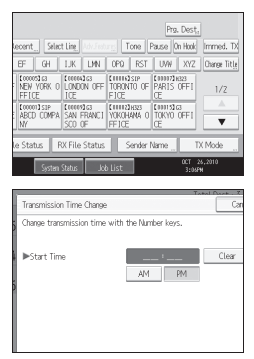


How to program a Destination key... (1. Transmission)

- 1 Press the [User Tools/Counter] key.
- 2 Press [System Settings].
- 3 Press [Administrator Tools].
- 4 Press [Address Book Management].
- 5 Check that [Program / Change] is selected.
- 6 Press [New Program].
- 7 Press [Change] and set user's information, press [OK].
- 8 Press [Fax Dest.].
- 9 Press [Change] under Fax Destination, enter the fax number using the number keys and press [OK].
- 10 Press [OK].
- 11 Press [Exit].
- 12 Press the [User Tools/Counter] key.
- 13 You will get a message 'Destination list / machine settings are updated...'. Press [Exit].

How to send at a specific time (Send Later) (2. Other Transmission Features)

- Using this function, you can instruct the machine to send the fax at a later time via Memory Transmission. Advantage: you can take advantage of off-peak telephone charges, without being at the machine.
- 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].
 - 5 Press [OK].
 - 6 Specify a destination, and then press the [Start] key.

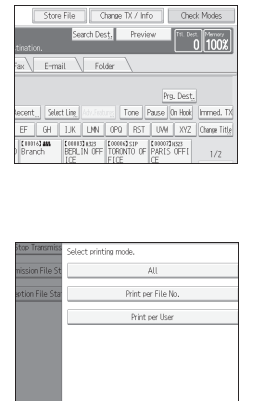


How to cancel a transmission... (1. Transmission)

- Memory + Immediate**
Before the original is scanned = before pressing the [Start] key:
1 Press the [Clear Modes] key.
- While the original is being scanned = after pressing the [Start] key:
1 Press the [Clear/Stop] key.
- Memory**
While the original is being transmitted:
1 Press the [Clear/Stop] key.
2 Select the file you want to cancel.
3 Press [Stop Transmission], and then press [OK].
4 Press [Exit].
- Before the transmission is started:
1 Press [Change TX / info].
2 Press [Check / Stop Transmission File].
3 Select the file you want to cancel.
4 Press [Stop Transmission], and then press [OK].
5 Press [Exit] twice.

How to print the Journal... (4. Changing/Confirming Communication Information)

- The Journal is printed automatically after every 50 communications. You can also request a Journal at any time, by following the procedure below.
- 1 Press [Change TX / Info].
 - 2 Select [Print Journal].
 - 3 Select the printing method:
 - [All]
 - [Print per File No.]
 - [Print per User]
 - 4 Press the [Start] key.
 - 5 Press [Exit] twice.



Advanced Fax Features

- Please see the <Facsimile Reference> Operating Instructions:
- SUB/SEP Codes (2. Other Transmission Features) Privacy can be protected when faxing with a SUB/SEP Code, since only people who know the SUB/SEP Code can receive or print the fax document.
 - Printed reports (4. Changing/Confirming Communication Information) Inform you if a fax has been saved, sent, or failed to be transmitted.
 - LAN-Fax features - Sending a fax from a computer (6. Fax via Computer)