

SHARP®

MODEL: MX-FXX1

Facsimile Guide



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ABOUT THIS MANUAL

Please note

- For information on installing the drivers and software cited in this manual, please refer to the Software Setup Guide.
- For information on the operating system, please refer to your operating system manual or the online Help function.
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorised service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorised service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that an automatic document feeder, right tray, and stand/2 x 500 sheet paper drawer are installed.

To further explain certain functions and uses, some explanations assume that additional peripheral devices are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

MANUALS PROVIDED WITH THE MACHINE

Printed manuals and manuals stored in PDF format on the machine's hard drive are provided with the machine. When using the machine, read the appropriate manual for the feature you are using.

Printed manuals

| Manual name | Contents |
|--|--|
| Safety Guide | This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices. |
| Software Setup Guide | This manual explains how to install the software and configure settings to use the machine as a printer or scanner. |
| Quick Start Guide | This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format. |
| Troubleshooting | This manual explains how to remove paper misfeeds and provides answers to frequently asked questions regarding the operation of the machine in each mode. Refer to this manual when you have difficulty using the machine. |
| Facsimile Quick Reference Guide | This manual explains the basic procedures for using the fax function of the machine, and provides an overview of the features of the fax function, troubleshooting procedures, and specifications. |





Operation manuals in PDF format

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

| Manual name | Contents |
|-------------------------------|--|
| User's Guide | This manual provides information, such as basic operation procedures, how to load paper, and machine maintenance. |
| Copier Guide | This manual provides detailed explanations of the procedures for using the copy function. |
| Printer Guide | This manual provides detailed explanations of the procedures for using the printer function. |
| Facsimile Guide (This manual) | This manual provides detailed explanations of the procedures for using the fax function and the "System Settings" that are related to fax. |
| Scanner Guide | This manual provides detailed explanations of the procedures for using the scanner function and the Internet Fax function. |
| Document Filing Guide | This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed. |
| System Settings Guide | This manual explains the "System Settings", which are used to configure a variety of parameters to suit the aims and the needs of your workplace. Current settings can be displayed or printed out from the "System Settings". |

Icons used in the manuals

The icons in the manuals indicate the following types of information:

| | | | |
|---|--|---|---|
|  | This alerts you to a situation where there is a risk of machine damage or failure. |  | This indicates the name of a system setting for fax and a provides a brief explanation of the setting. When "System Settings for Fax:" appear: A general setting is explained. When "System Settings for Fax (Administrator):" appears: A setting that can only be configured by an administrator is explained. |
|  | This provides a supplemental explanation of a function or procedure. | | |
|  | This explains how to cancel or correct an operation. | | |

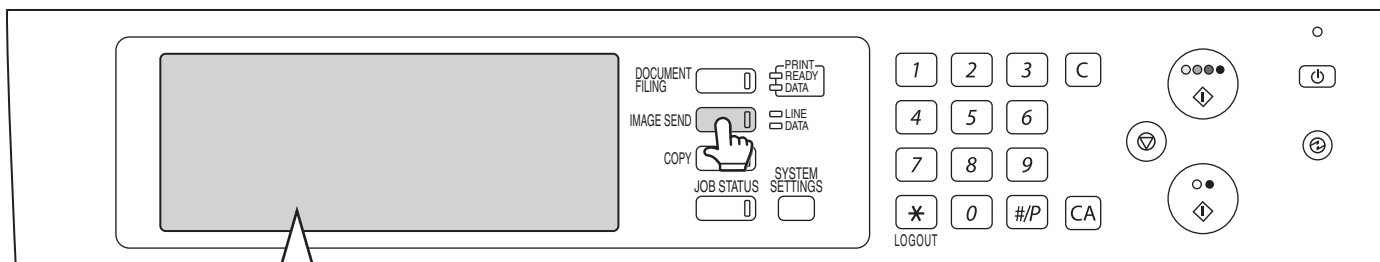
1

BEFORE USING FAX MODE

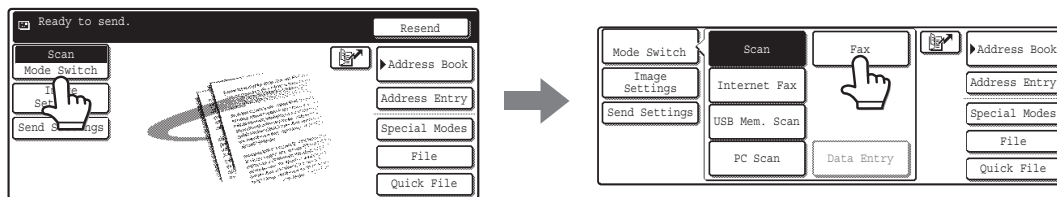
This chapter provides basic information that is necessary in order to use fax mode.

BASE SCREEN OF FAX MODE

The fax function is used by selecting settings and operations in the base screen of fax mode. To display the base screen of fax mode, press the [IMAGE SEND] key and then touch the [Mode Switch] key to select fax mode.



Example: switching from scanner mode to fax mode

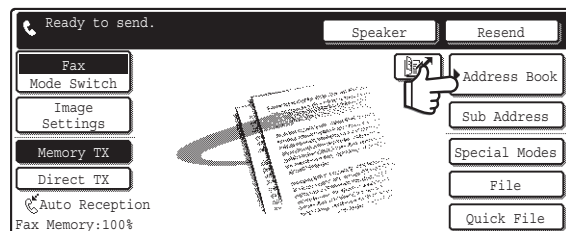


The display varies depending on the model or the peripheral devices that are installed.

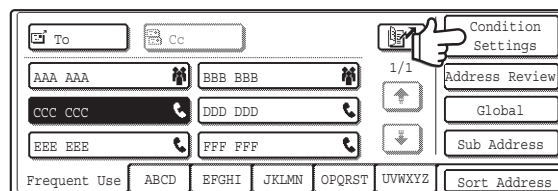
Each of the other modes that can be displayed by pressing the [IMAGE SEND] key (scan, Internet fax, USB memory scan, and PC scan modes) also have base screens.

Transmission destinations can be stored in one-touch keys in the Address Book and called up from the Address Book screen when you need to use them for transmission. The Address Book is shared by fax mode, scan mode, and Internet fax mode. To display the Address Book screen, touch the [Address Book] key in the base screen. To display the base screen, touch the [Condition Settings] key in the Address Book screen. This manual refers to the base screen of fax mode as "the base screen".

Base screen of fax mode



Address Book screen



The procedures in this manual begin from the base screen of fax mode.



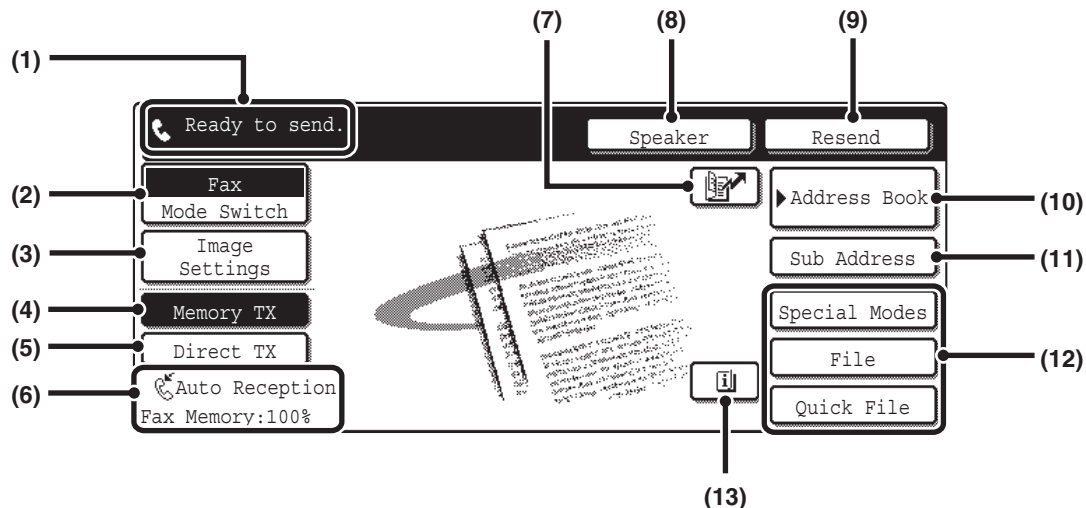
System Settings for Fax (Administrator): **Default Display Settings** (page 176)

One of the following screens can be selected for the initial screen that appears when the [IMAGE SEND] key is pressed.

- Base screen of scan mode, Internet fax mode, or fax mode
- Address Book screen (alphabetical/custom index)

BASE SCREEN OF FAX MODE

This screen is used to select settings and operations in fax mode.



- (1) This shows various messages and the destinations that have been entered.

The icon at the left indicates fax mode.

- (2) [Mode Switch] key

Use this key to change the mode of the image send function.

➤ [BASE SCREEN OF FAX MODE](#) (page 6)

- (3) [Image Settings] key

Touch this key to select image settings (exposure, resolution, original size, and two-sided original) and special mode settings.

➤ [\[Image Settings\] key](#) (page 8)

- (4) [Memory TX] key

This key is highlighted when a normal transmission (memory transmission mode) is performed.

➤ [To fax a large number of sheet originals, use the automatic document feeder.](#) (page 13)

- (5) [Direct TX] key

Touch this key to send a fax by direct transmission.

➤ [If you wish to send a fax ahead of other previously reserved fax transmissions, use direct transmission mode.](#) (page 14)

- (6) This shows the currently selected fax reception mode and the amount of free memory remaining.

➤ [RECEIVING FAXES](#) (page 45)

- (7) key

Touch this key to dial a fax destination using a search number.

➤ [USING A SEARCH NUMBER TO CALL UP A DESTINATION](#) (page 43)

- (8) [Speaker] key

Touch this key to dial using the speaker.

When entering a fax number to be dialled, the key changes to the [Pause] key. When entering a sub-address, the key changes to the [Space] key.

➤ [TRANSMISSION USING THE SPEAKER](#) (page 26)

- (9) [Resend] key

Touch this key to redial a fax number. When entering a fax number to be dialled, this key changes to the [Next Address] key.

➤ [TRANSMISSION BY REDIALLING \(RESEND\)](#) (page 25)

- (10) [Address Book] key

Touch this key to dial using a one-touch key or group key. The Address Book screen appears when the key is touched.

➤ [CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)

- (11) [Sub Address] key

Touch this key to enter a sub-address and passcode for F-code transmission.

➤ [F-CODE DIALLING](#) (page 107)

- (12) Customized keys

These three keys can be changed to show any three settings or functions that you like. The keys are changed in "Customize Key Setting" in the system settings for Fax (administrator). Normally the following keys appear:

➤ [Customizing displayed keys](#) (page 8)

- [Special Modes] key

This is the same [Special Modes] key that appears when the [Image Settings] key is touched.

- [File] key, [Quick File] key

Touch either key to use the Quick File or File document filing functions. These are the same [File] and [Quick File] keys that appear when the [Special Modes] key is touched. For information on the document filing function, see the Document Filing Guide.

- (13) key

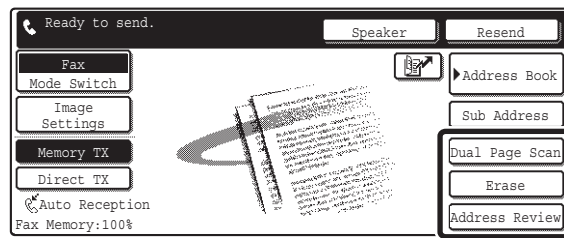
This key appears when a convenient function (special mode) or two-sided scanning is selected. Touch the key to display the selected special modes.

➤ [Checking what special modes are selected](#) (page 9)

Customizing displayed keys

Keys of convenient functions (such as special modes) can be displayed in the lower right corner of the screen. Set these keys to functions that you frequently use to access the functions with a single touch. The functions that are shown in the keys are selected with "Customize Key Setting" in the system settings for Fax (administrator).

Example: When the Dual Page Scan, Erase, and Address Review keys are selected as the customized keys.



These 3 keys can be changed as desired.

- Displaying a program key in the base screen will enable you to call up the program by simply touching the key.
➡ [STORING FAX OPERATIONS \(Program\)](#) (page 81)
- To use the [Special Modes] key, [File] key, or [Quick File] key after any of these keys have been changed to a different key, touch the [Image Settings] key. The keys can be selected in the screen that appears.
➡ [\[Image Settings\] key](#) (page 8)



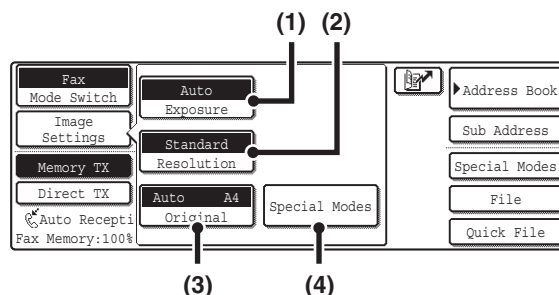
System Settings for Fax (Administrator): [Customize Key Setting](#) (page 173)

This is used to select the keys that appear in the lower right corner of the base screen.

[Image Settings] key

When the [Image Settings] key is touched, keys for image settings appear. The [Special Modes] key also appears to allow the selection of special modes.

The currently configured setting appears at the top of the [Exposure] key, the [Resolution] key and the [Original] key.



(1) [Exposure] key

Use this key to adjust the exposure of the image.

➡ [CHANGING THE EXPOSURE](#) (page 29)

(2) [Resolution] key

Use this key to adjust the resolution of the image.

➡ [CHANGING THE RESOLUTION](#) (page 28)

(3) [Original] key

Touch this key to select the original size, two-sided original, and other settings.

➡ [SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE \(Enlarge/Reduce Sending\)](#) (page 30),

[AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL \(2-sided original\)](#) (page 34)


(4) [Special Modes] key

Touch this key to use a convenient special mode. Use this key when the [Special Modes] key that appears in the base screen has been changed to a different key using "[Customizing displayed keys](#)" (see above). To use the Quick File function or the File function, touch the [Special Modes] key to display the corresponding keys.



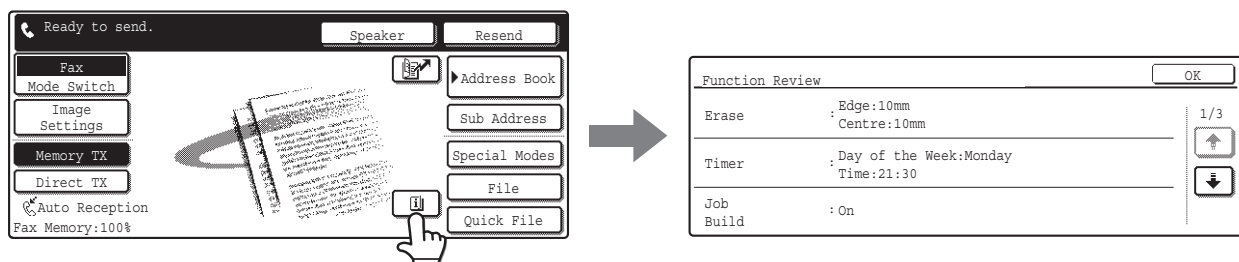
When the [Image Settings] key is touched in the above screen, the base screen appears.


Checking what special modes are selected

The  key appears in the base screen when a convenient function (special mode) or two-sided scanning is selected.

The  key appears in the base screen when one or more special modes are selected.


The  key can be touched to display the selected special modes. To close the screen, touch the [OK] key.




 The special mode settings cannot be changed from the function review screen. To change a setting, touch the [OK] key to close the Function Review screen and then touch the [Special Modes] key and select the setting that you wish to change.

[R] key

When the machine is connected to a PBX, the "PBX Setting" can be enabled to automatically connect to the outside line each time you dial normally. When the PBX setting is enabled, the [R] key appears in the base screen. To dial a number inside your PBX, touch the [R] key before dialing to temporarily cancel the "PBX Setting".

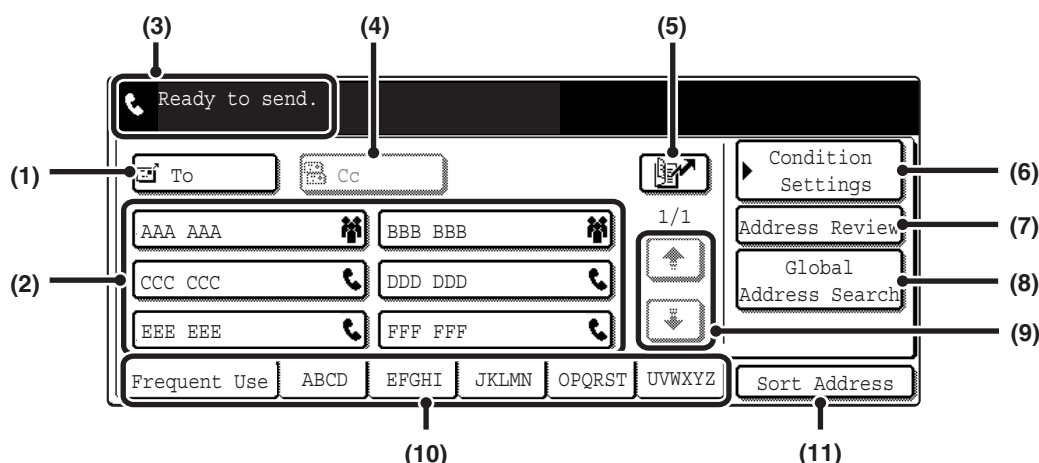
 System Settings for Fax (Administrator): [PBX Setting](#) (page 181)



-  This Setting can only be activated in France, Germany.
- The [R] key can be included in a fax number stored in a one-touch key.
- When the [Speaker] key is touched, the "PBX Setting" is temporarily cancelled and the [R] key does not appear.
- When the [R] key is touched before dialing, an F-code (sub-address and passcode) cannot be used. Likewise, a one-touch key in which an F-code (sub-address and passcode) is stored cannot be used.

ADDRESS BOOK SCREEN

This screen is used to select a destination from the list of stored destinations.



(1) [To] key

Touch this key to enter the selected destination (one-touch key).

☞ [CALLING UP A STORED DESTINATION](#) (page 37)

(2) One-touch key display

This shows the one-touch keys of the destinations that have been stored in the Address Book. This manual refers to keys in which destinations and groups are stored as one touch keys.

Keys that have fax numbers stored are indicated by . The number of one-touch keys displayed in one screen can be changed in the system settings.

☞ [CALLING UP A STORED DESTINATION](#) (page 37)

(3) This shows the destination that has been selected.

(4) [Cc] key

Not used in fax mode.

(5) key

Touch this key to dial a fax destination using a search number.

☞ [USING A SEARCH NUMBER TO CALL UP A DESTINATION](#) (page 43)

(6) [Condition Settings] key

Touch this key to select transmission settings and operations. When the key is touched, the base screen appears.

☞ [BASE SCREEN OF FAX MODE](#) (page 7)

(7) [Address Review] key

Touch this key to view a list of the selected destinations.

☞ [CHECKING AND DELETING ENTERED DESTINATIONS](#) (page 38)

(8) [Global Address Search] key

Touch this key to obtain a fax number from a global address book (LDAP server).

☞ [CALLING UP A DESTINATION FROM A GLOBAL ADDRESS BOOK](#) (page 41)

When the destination is selected using a one-touch key or the fax number is entered directly using the numeric keys, this key changes to the [Global] key.

(9) Page change keys

Use these keys to change pages when more one-touch keys have been stored than can be displayed on one page.

(10) Index tab

Touch this to change indexes of the one-touch key display.

☞ [CALLING UP A STORED DESTINATION](#) (page 37)

(11) [Sort Address] key

Touch this key to change the method of displaying the Address Book screen.

☞ [DISPLAYING ONLY FAX OR GROUP DESTINATIONS](#) (page 39), [CHANGING THE INDEX](#) (page 40)



A different icon appears when the network scanner function or Internet fax function is used and a destination that is not for fax is stored.

☞ [CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)



• System Settings for Fax: Address Control

This is used to store fax numbers in one-touch keys.

☞ [Storing a One-touch \(Individual\) Key for Fax](#) (page 136)

• System Settings for Fax (Administrator): The Number of Direct Address Keys Displayed Setting (page 177)

This is used to change the number of one-touch keys displayed in the Address Book screen.

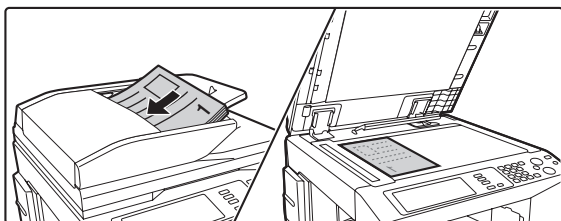
• System Settings for Fax (Administrator): Default Display Settings (page 176)

This is used to change the screen that initially appears when the [IMAGE SEND] key is pressed.

FAX TRANSMISSION SEQUENCE

This section explains the basic procedure for sending a fax.

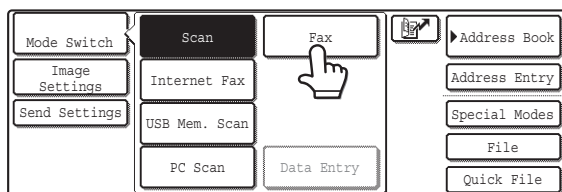
Place the original.



Place the original in the document feeder tray of the automatic document feeder, or on the document glass.



Change the mode.



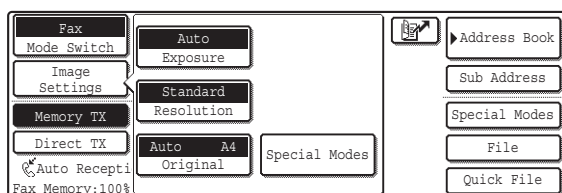
Change to fax mode.

Touch the [Mode Switch] key and then touch the [Fax] key.




 [BASE SCREEN OF FAX MODE](#) (page 6)



Select image settings.

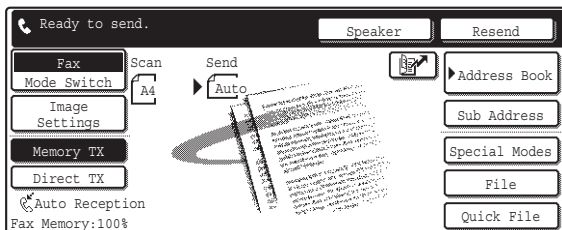


Touch the [Image Settings] key to select settings for the original to be faxed.

- [Exposure] key: Use this key to adjust the exposure of the image.
 [CHANGING THE EXPOSURE](#) (page 29)
- [Resolution] key: Use this key to adjust the resolution of the image.
 [CHANGING THE RESOLUTION](#) (page 28)
- [Original] key: Use this key to select the original size, the original send size and two-sided original scanning.
 [SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE \(Enlarge/Reduce Sending\)](#) (page 30), [AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL \(2-sided original\)](#) (page 34)
- [Special Modes] key: Touch this key to use a convenient special mode.



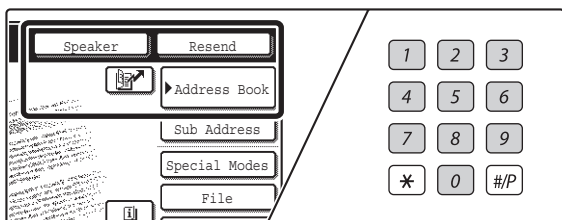
Select convenient special modes



Touch the [Special Modes] key to select special modes such as timer transmission and the erase function.
Touch the [File] key or [Quick File] key to select the document filing function.



Enter the destination fax number



- [Address Book] key: Select a destination that is stored in the Address Book or look up a destination in a global address book.
[CALLING UP A STORED DESTINATION](#) (page 37)
- key: Use a search number to specify a destination stored in the Address Book.
[USING A SEARCH NUMBER TO CALL UP A DESTINATION](#) (page 43)
- [Resend] key: Select a fax number from the last eight destinations used for transmission.
[TRANSMISSION BY REDIALLING \(RESEND\)](#) (page 25)
- Numeric keys: Enter a fax number.
[ENTERING A FAX NUMBER WITH THE NUMERIC KEYS](#) (page 35)



Begin transmission



Transmission begins

Scan the original and send the fax.

If the original is placed on the document glass, follow these steps to start scanning and transmission:

When sending a fax normally (memory transmission)

- (1) Press the [BLACK & WHITE START] key (○●).
- (2) When scanning is finished, replace the original with the next original.
- (3) Press the [BLACK & WHITE START] key (○●).
- (4) Repeat steps (2) and (3) until all originals have been scanned.
- (5) Touch the [Read-End] key.

When sending a fax in direct transmission mode

Multiple originals cannot be scanned in direct transmission mode.

Press the [BLACK & WHITE START] key (○●) and start transmission.



When transmission ends, image settings and convenient function (special mode) settings are cleared.



System Settings for Fax (Administrator): [Default Display Settings](#) (page 176)

The settings can be kept in effect a fixed period of time after scanning is completed.



To cancel scanning...

Press the [STOP] key (⏏).

2

BASIC TRANSMISSION METHODS

This chapter explains the basic procedures for sending a fax.

TRANSMISSION METHODS

The methods that can be used to send a fax from the machine are explained below. Select the method that best suits your needs.

To fax a large number of sheet originals, use the automatic document feeder.

The originals will be scanned into memory and then transmitted (memory transmission).

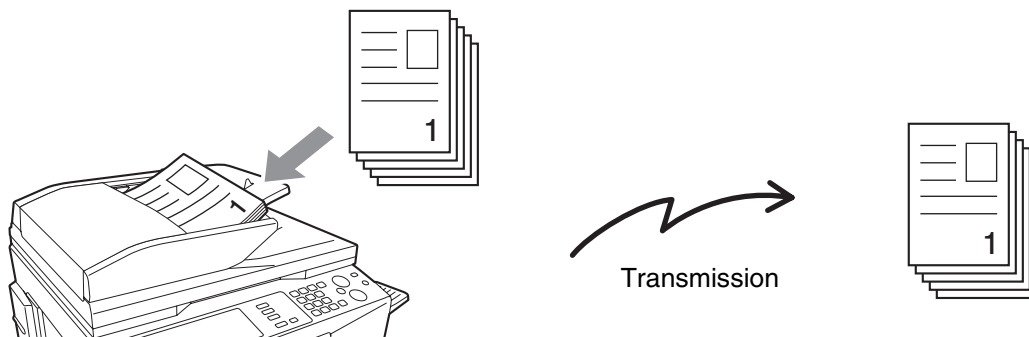
When memory transmission is selected and multiple originals are placed in the automatic document feeder (and the line is free), transmission will begin as soon as the first page is scanned and will take place while the remaining pages are being scanned (Quick Online transmission).

If transmission cannot begin immediately because the line is in use, all pages will be scanned into memory and the transmission will be reserved.

🔗 [USING THE AUTOMATIC DOCUMENT FEEDER FOR TRANSMISSION](#) (page 18)

When a fax transmission or reception is already in progress, the following procedure can be performed to reserve a transmission job. To check reserved transmission jobs, display the job status screen.

🔗 [5. CHECKING THE STATUS OF FAX JOBS](#) (page 48)



- If memory becomes full while the first original page is being scanned, transmission will stop.
- In the following situations, the transmission will be automatically reserved (memory transmission)
 - The connection cannot be made because the line of the other party is busy.
 - The machine is already using the line to send or receive a fax.
 - Another fax transmission was reserved ahead of your fax.
 - One of the following functions is being used for transmission
Broadcast transmission, timer transmission, Dual Page Scan, 2in1, Card Shot, Job Build
 - The document glass is being used for a transmission.
- Up to 94 transmission jobs can be reserved.
- When the transmission is finished, the scanned original pages are cleared from memory. However, the transmitted fax is stored when the document filing function is used.
 - 🔗 [Document Filing Guide](#)



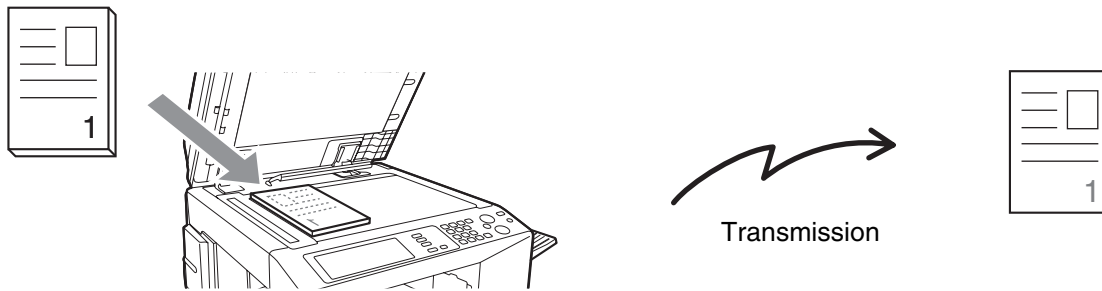
System Settings for Fax (Administrator): [Quick On Line Sending](#) (page 181)

This can be used to disable Quick Online transmission. In this case, fax transmissions will be sent by memory transmission (reserved and then transmitted).

To fax thick originals or pages of a book, use the document glass.

The transmission will be reserved after all pages are scanned (memory transmission).

 [USING THE DOCUMENT GLASS FOR TRANSMISSION](#) (page 21)




When the document glass is being used for a transmission, Quick Online transmission will not operate.

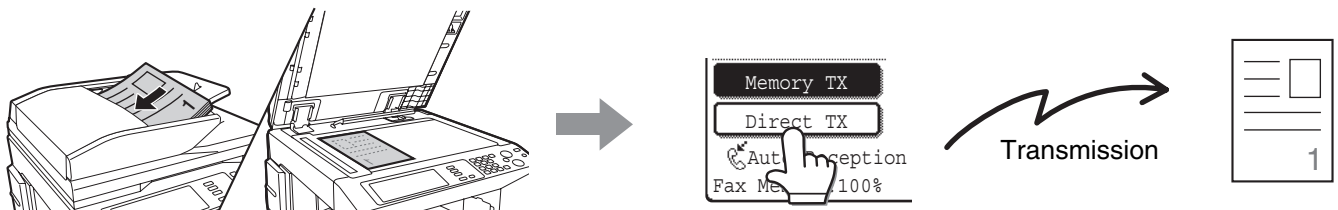
If you wish to send a fax ahead of other previously reserved fax transmissions, use direct transmission mode.

The original is transmitted directly to the receiving fax machine without being scanned into memory.

When direct transmission mode is used, transmission will begin as soon as the transmission in progress is completed (ahead of any previously reserved transmissions).





To send a fax by direct transmission, touch the [Direct TX] key in the base screen.

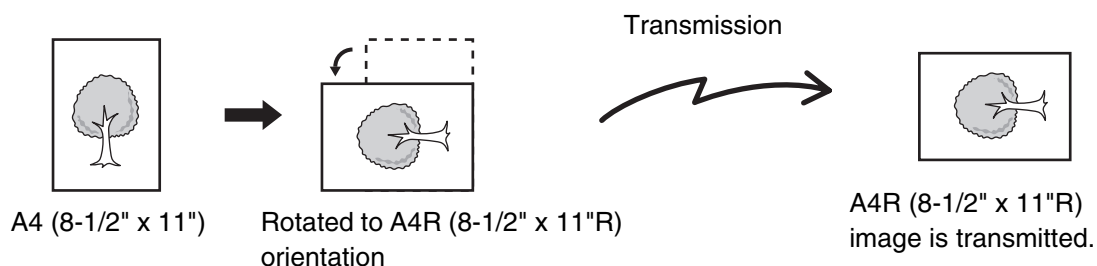
 [USING THE AUTOMATIC DOCUMENT FEEDER TO SEND A FAX IN DIRECT TRANSMISSION MODE](#) (page 19),
[USING THE DOCUMENT GLASS TO SEND A FAX IN DIRECT TRANSMISSION MODE](#) (page 23)



- When transmission in direct transmission mode ends, the mode automatically changes back to memory transmission mode.
- When the document glass is used, multiple original pages cannot be scanned.

PLACEMENT ORIENTATION OF THE ORIGINAL

When an A4 (8-1/2" x 11") original is placed in vertical orientation (), the image is automatically rotated 90 degrees and transmitted in horizontal orientation () (Image rotation). If the original is placed in horizontal orientation (), it is transmitted in that orientation () without being rotated.



A4R, B5 and A5 (8-1/2" x 11"R and 5-1/2" x 8-1/2") size originals cannot be rotated for transmission.



System Settings for Fax (Administrator): [Rotation Sending Setting](#) (page 181)

The factory default setting is rotate before transmission. If this setting is disabled, the original will be transmitted in the orientation in which it is placed.

AUTOMATIC REDUCTION OF THE TRANSMITTED IMAGE

If the width of the transmitted image is larger than the width of the paper in the receiving machine, the image will be automatically reduced to fit the receiving machine's paper width.

Example: Reduced sizes and reduction ratios

| Transmitted image width | Receiving machine's paper width | Reduced size | Ratio |
|-------------------------|---------------------------------|-----------------------------------|----------|
| A3 | B4 | B4 | 1 : 0.84 |
| A3 (11" x 17") | A4 (8-1/2" x 14", 8-1/2" x 11") | A4R (8-1/2" x 14", 8-1/2" x 11"R) | 1 : 0.71 |
| B4 | A4 | A4R | 1 : 0.84 |



System Settings for Fax (Administrator): [Auto Reduction Sending Setting](#) (page 181)

The factory default setting is automatic reduction enabled. If this setting is disabled, the image will be sent at full size and part of the image may be cut off.

TRANSMITTABLE ORIGINAL SIZES

The following original sizes can be transmitted.

| | Minimum original size | Maximum original size |
|-------------------------------------|---|--|
| Using the automatic document feeder | A5: 210 mm (width) x 148 mm (length) (8-1/2" (width) x 5-1/2" (length)) A5R: 148 mm (width) x 210 mm (length) (5-1/2" (width) x 8-1/2" (length)) | 297 mm (width) x 800 mm* (length) (11" (width) x 31-1/2"* (length)) * When transmitting a long original (page 31) |
| Using the document glass | 64 mm (width) x 64 mm (length) (2-5/8" (width) x 2-5/8" (length)) | 297 mm (width) x 432 mm (length) (11" (width) x 17" (length)) |

SIZES OF PLACED ORIGINALS

When a standard size original is placed, the original size is automatically detected and displayed in the base screen as the "Scan" size.

When the automatic original detection function is operating and the original is a non-standard size, the closest standard size may be displayed or the original size may not appear. In this event, manually set the correct original size.

 [SPECIFYING THE SCAN SIZE OF THE ORIGINAL](#) (page 31)

STANDARD SIZES

The standard sizes are set using "Original Size Detector Setting" in the system settings for fax (administrator).

List of original size detector settings

| Selections | Detectable original sizes | |
|------------|--|--|
| | Document glass | Document feeder tray (automatic document feeder) |
| AB-1 | A3, A4, A4R, A5, B4, B5, B5R | A3, A4, A4R, A5, B4, B5, B5R, 8-1/2" x 11", 8-1/2" x 14", 11" x 17" |
| AB-2 | A3, A4, A4R, A5, B5, B5R, 216 mm x 330 mm | A3, A4, A4R, A5, B4, B5, B5R, 8-1/2" x 11", 11" x 17", 216 mm x 330 mm |
| AB-3 | A4, A4R, A5, B4, 8K, 16K, 16KR | A3, A4, A4R, A5, B4, 8K, 16K, 16KR, 8-1/2" x 11", 11" x 17", 216 mm x 330 mm |
| Inch-1 | 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2" | 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3 |
| Inch-2 | 11" x 17", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2" | 11" x 17", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3 |


WHEN THE LINE IS BUSY

If the line is busy when you send a fax, transmission will be re-attempted automatically after a preset interval. This function only operates in memory transmission mode. In direct transmission mode or manual transmission mode, the transmission will be cancelled. Wait briefly and then try sending the fax again.



To cancel transmission...

Cancel a transmission job in the job status screen.

 [CANCELLING A FAX IN PROGRESS OR A RESERVED FAX](#) (page 55)



System Settings for Fax (Administrator): [Recall in Case of Line Busy](#) (page 183)

This is used to set the number of recall attempts and the interval between attempts when the connection cannot be established because the line is busy. The factory default setting is 2 attempts at an interval of 3 minutes.

WHEN A COMMUNICATION ERROR OCCURS

If a communication error occurs or the other fax machine does not answer the call within a preset period of time, transmission will be re-attempted automatically after a preset interval. This function only operates in memory transmission mode.



To cancel transmission...

Cancel a transmission job in the job status screen.

 [CANCELLING A FAX IN PROGRESS OR A RESERVED FAX](#) (page 55)



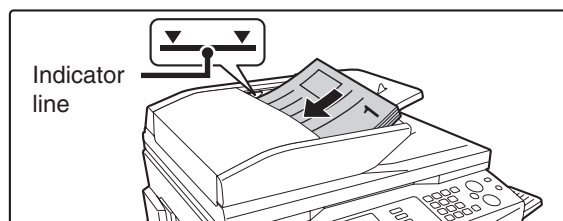
System Settings for Fax (Administrator): [Recall in Case of Communication Error](#) (page 183)

This is used to set the number of recall attempts and the interval between attempts when a transmission fails due to an error. The factory default setting is attempt at an interval of 3 minutes.

USING THE AUTOMATIC DOCUMENT FEEDER FOR TRANSMISSION

This section explains how to use the automatic document feeder to send a fax.

1



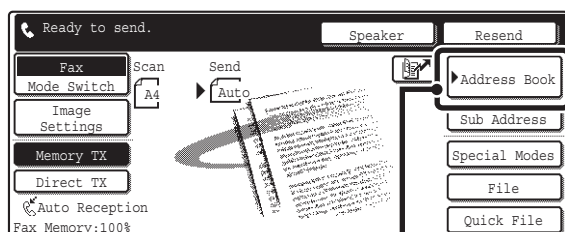
Place the originals face up in the document feeder tray with the edges aligned evenly.

Place the originals face up. Insert the originals all the way into the document feeder tray. The stack height must not be higher than the indicator line (maximum of 100 pages).



When sending a multi-page fax, the automatic document feeder and the document glass cannot both be used to scan the original pages.

2



(1)

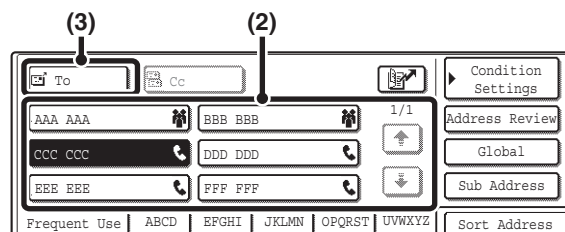
Enter the destination fax number.

(1) Touch the [Address Book] key.

(2) Touch the one-touch key of the desired destination.

(3) Touch the [To] key.

CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK (page 36)



(3)

(2)

If the fax number of the transmitting machine is not stored in a one-touch key in the Address Book, enter the fax number with the numeric keys.

ENTERING A FAX NUMBER WITH THE NUMERIC KEYS (page 35)

3



When scanning is completed, "Job stored." will be displayed together with a job control number. This number can be used to locate the job in the Transaction Report or in the Image Sending Activity Report.



System Settings for Fax (Administrator): Scan Complete Sound Setting (page 177)

The audible signal which indicates that scanning is completed (scan complete sound) can be selected.



To cancel scanning...

While "Scanning original." appears in the display, press the [STOP] key (⏏).



Press the [BLACK & WHITE START] key (○●).

Scanning begins.

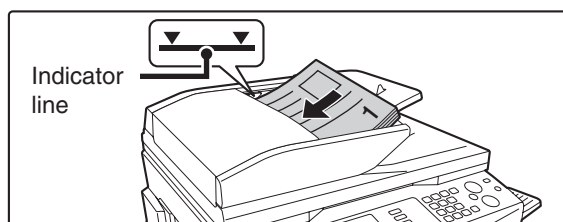
When scanning is completed, the machine sounds a beep.



- If a fax is being received when the transmission operation is performed, the transmission will be reserved and transmitted after fax reception is completed.
- If the memory becomes full while the originals are being scanned, a message will appear and scanning will stop. If Quick Online transmission is taking place, the originals that were scanned will be transmitted. If Quick Online is not operating, the transmission will be cancelled.

USING THE AUTOMATIC DOCUMENT FEEDER TO SEND A FAX IN DIRECT TRANSMISSION MODE

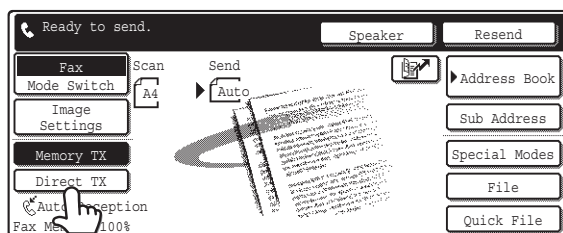
1



Place the originals face up in the document feeder tray with the edges aligned evenly.

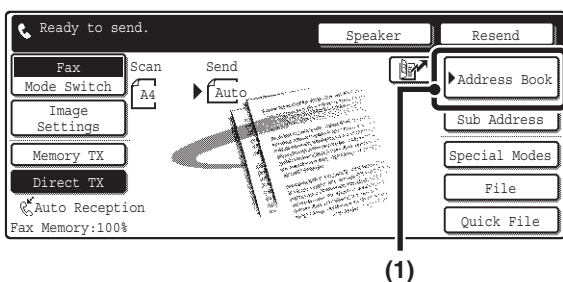
Place the originals face up. Insert the originals all the way into the document feeder tray. The stack height must not be higher than the indicator line (maximum of 100 pages).

2



Touch the [Direct TX] key.

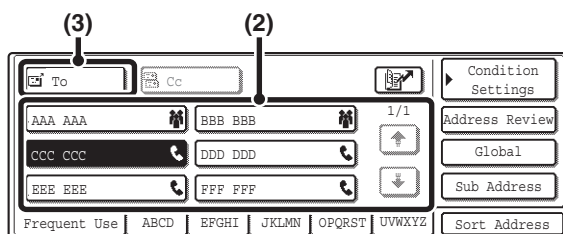
3



Enter the destination fax number.

- (1) Touch the [Address Book] key.
- (2) Touch the one-touch key of the desired destination.
- (3) Touch the [To] key.

CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK (page 36)



If the fax number of the transmitting machine is not stored in a one-touch key in the Address Book, enter the fax number with the numeric keys.

ENTERING A FAX NUMBER WITH THE NUMERIC KEYS (page 35)

4



Press the [BLACK & WHITE START] key (○●).

Transmission begins.



To cancel transmission...

While "Dialling. Press [▽] to cancel" appears or while transmission is in progress, press the [STOP] key (⊗).



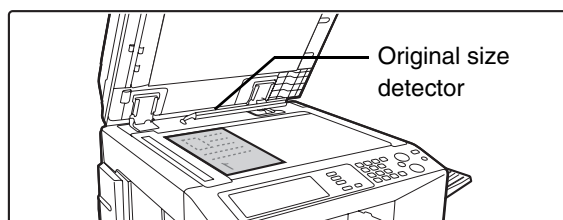
- Only one destination can be entered.
- The following functions cannot be used with direct transmission:
Programs, timer transmission, 2in1, Card Shot, Job Build, Polling Memory, File, Quick File
- Resending will not take place when a direct transmission is not successful due to a communication error or other reason.
- If a fax transmission is already in progress when the direct transmission operation is performed, the direct transmission will wait until the previous transmission is finished. When the previous transmission is completed, the direct transmission will begin. While the direct transmission is waiting, the [JOB STATUS] key can be pressed to display the job status screen. No other operations are possible.

 [5. CHECKING THE STATUS OF FAX JOBS](#) (page 48)

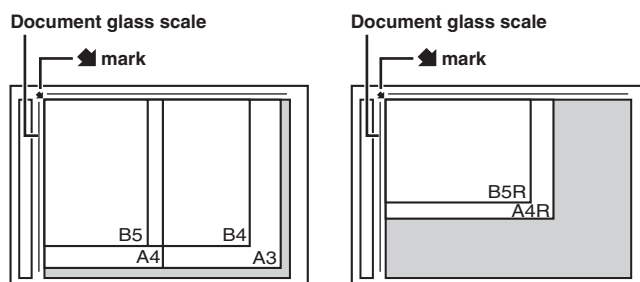
USING THE DOCUMENT GLASS FOR TRANSMISSION

To fax a thick original or other original that cannot be fed through the automatic document feeder, open the automatic document feeder, place the original face down on the document glass, and then gently close the automatic document feeder.

1



Open the automatic document feeder, place the original face down on the document glass, and then gently close the automatic document feeder.



- Align the corner of the original with the tip of the arrow mark on the document glass scale.
- Place the original in the appropriate position for its size as shown above.

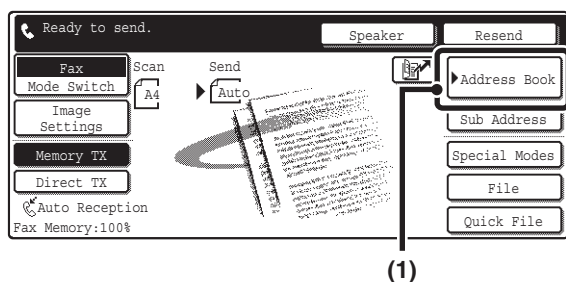


Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage the original size detector plate and prevent correct detection of the document size.



- When faxing a multi-page original, scan each page in order starting from the first page.
- When sending a multi-page fax, the automatic document feeder and the document glass cannot both be used to scan the original pages.

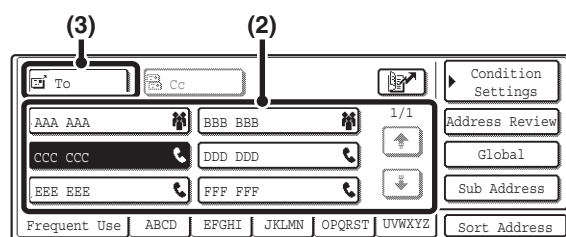
2



Enter the destination fax number.

- (1) Touch the [Address Book] key.
- (2) Touch the one-touch key of the desired destination.
- (3) Touch the [To] key.

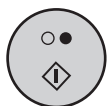
[CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)



If the fax number of the transmitting machine is not stored in the Address Book, enter the fax number with the numeric keys.

[ENTERING A FAX NUMBER WITH THE NUMERIC KEYS](#) (page 35)

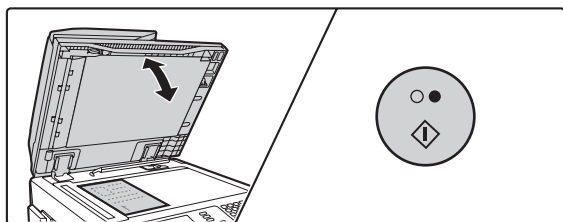
3



Press the [BLACK & WHITE START] key (○●).

Scanning begins.

4



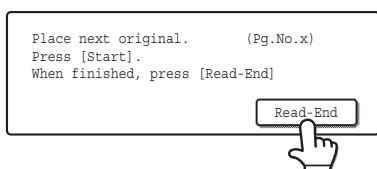
If you have another page to scan, change pages and then press the [BLACK & WHITE START] key (○●).

Repeat until all originals have been scanned.



- The resolution and exposure can be changed for each original that is scanned.
- If no action is taken for one minute, scanning automatically ends and the transmission is reserved.

5



Touch the [Read-End] key.

A beep sounds.

Open the automatic document feeder and remove the original.



- When scanning is completed, "Job stored." will be displayed together with a job control number. This number can be used to locate the job in the Transaction Report or in the Image Sending Activity Report.
- If no action is taken for one minute after the confirmation screen appears, scanning automatically ends and the transmission is reserved.



To cancel transmission...

Press the [STOP] key (⏏) before the [Read-End] key is pressed.

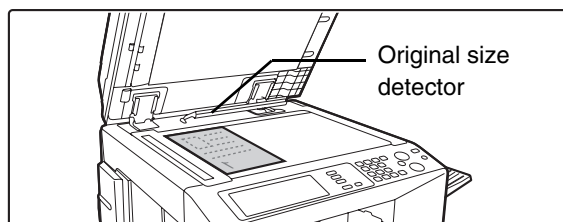


- If a fax is being received when the transmission operation is performed, the transmission will be reserved and transmitted after fax reception is completed.
- If the memory becomes full while the originals are being scanned, a message will appear and transmission will be cancelled.

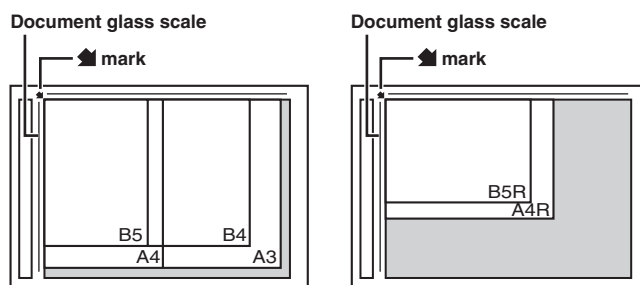
USING THE DOCUMENT GLASS TO SEND A FAX IN DIRECT TRANSMISSION MODE

When sending a fax from the document glass in direct transmission mode, only one page can be transmitted.

1



Open the automatic document feeder, place the original face down on the document glass, and then gently close the automatic document feeder.

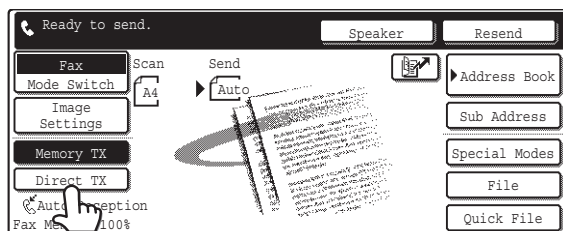


- Align the corner of the original with the tip of the arrow mark on the document glass scale.
- Place the original in the appropriate position for its size as shown above.



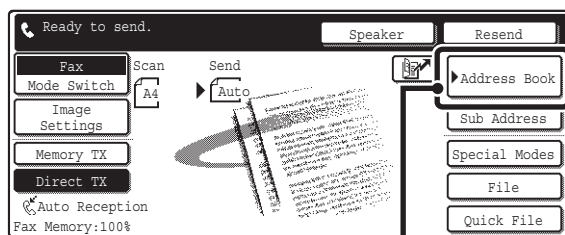
Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage the original size detector plate and prevent correct detection of the document size.

2

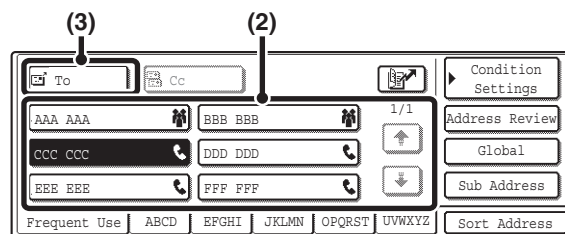


Touch the [Direct TX] key.

3



(1)



(3)

(2)

Enter the destination fax number.

(1) Touch the [Address Book] key.

(2) Touch the one-touch key of the desired destination.

(3) Touch the [To] key.

☞ [CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)

If the fax number of the transmitting machine is not stored in the Address Book, enter the fax number with the numeric keys.

☞ [ENTERING A FAX NUMBER WITH THE NUMERIC KEYS](#) (page 35)



Only one destination can be entered. A one-touch key in which multiple destinations are stored (group key) cannot be used.

4



Press the [BLACK & WHITE START] key (○●).

Transmission begins.



To cancel transmission...

While "Dialling. Press [▽] to cancel" appears in the display, press the [STOP] key (⊗).



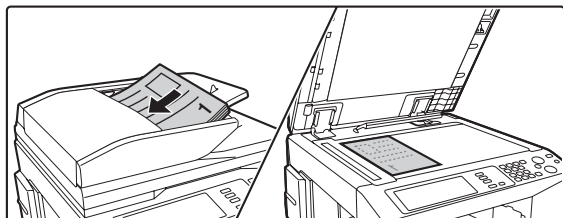
- The following functions cannot be used with direct transmission:
Programs, timer transmission, 2in1, Card Shot, Job Build, Polling Memory, File, Quick File
- Resending will not take place when a direct transmission is not successful due to a communication error or other reason.
- If a fax transmission is already in progress when the direct transmission operation is performed, the direct transmission will wait until the previous transmission is finished. When the previous transmission is completed, the direct transmission will begin. While the direct transmission is waiting, the [JOB STATUS] key can be pressed to display the job status screen. No other operations are possible.

☞ [5. CHECKING THE STATUS OF FAX JOBS](#) (page 48)

TRANSMISSION BY REDIALLING (RESEND)

The destinations of the most recent 8 transmissions by fax, Scan to E-mail, and/or Internet fax are stored. One of these can be selected to resend to that destination.

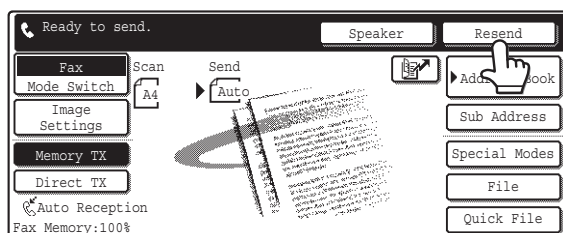
1



Place the original.

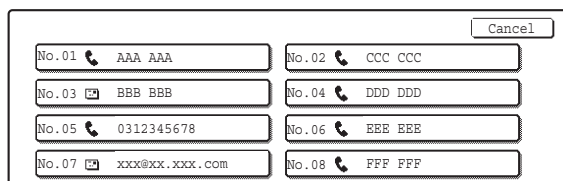
Place the original face up in the document feeder tray, or face down on the document glass.

2



Touch the [Resend] key.

3



Touch the key of the fax destination that you wish to redial.

The last eight transmission destinations appear.

4



Press the [BLACK & WHITE START] key (○●).

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.
When scanning finishes, place the next original and press the [BLACK & WHITE START] key (○●). Repeat until all pages have been scanned and then press the [Read-End] key.
A beep will sound to indicate that scanning is finished.

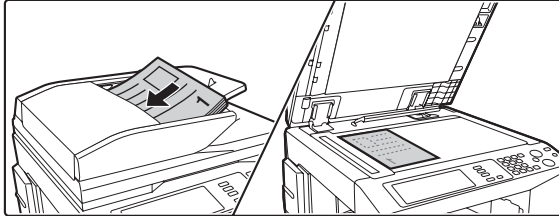


- If numeric keys were pressed during the previous transmission, the [Resend] key may not dial the correct number.
- Resending to destinations of a broadcast transmission or a transmission that used a program will not be possible if a one-touch key in which multiple destinations are stored (group key) was used.

TRANSMISSION USING THE SPEAKER

When the speaker is used to dial, the fax is sent after the number is dialled and the connection is made. If a person answers, you will be able to hear his or her voice, but you will not be able to speak.

1

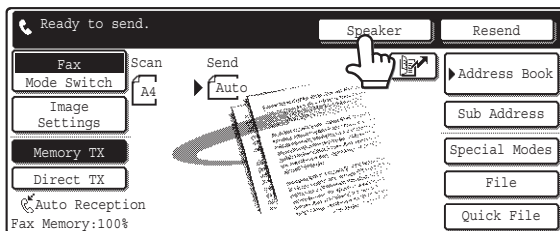


Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

When the document glass is used, only one page can be transmitted.

2



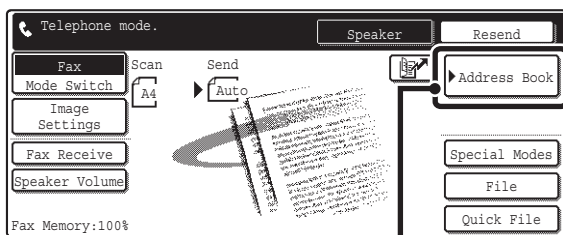
Touch the [Speaker] key.

You will hear the dial tone through the machine's speaker.



After touching the [Speaker] key, you can touch the [Speaker Volume] key to adjust the volume of the speaker. The speaker volume changes each time the [Speaker Volume] key is touched. Adjust the volume to the desired level.

3



(1)

Enter the destination fax number.

(1) Touch the [Address Book] key.

(2) Touch the one-touch key of the desired destination.

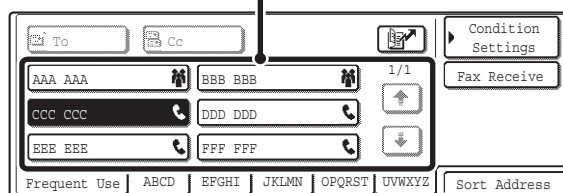
A group key cannot be used.

[CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)

If the fax number of the transmitting machine is not stored in the Address Book, enter the fax number with the numeric keys.

[ENTERING A FAX NUMBER WITH THE NUMERIC KEYS](#) (page 35)

(2)



4



Wait until the connection is made and then press the [BLACK & WHITE START] key (○●).

Transmission begins.



To cancel transmission...

Touch the [Speaker] key before you press the [BLACK & WHITE START] key (○●). The line will be disconnected and transmission will stop.



- When the speaker is used, transmission takes place without scanning the original into memory.
- A destination that includes an F-code (sub-address and passcode) cannot be used.
- A one-touch key that has multiple destinations or has a non-fax destination cannot be used.



System Settings for Fax (Administrator): [Speaker Settings](#) (page 179)

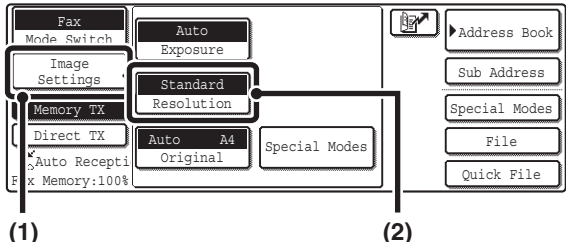
The default volume level of "Speaker" can be changed in the "Speaker Settings".

CHANGING THE RESOLUTION AND EXPOSURE

CHANGING THE RESOLUTION

The resolution can be selected to match the characteristics of the original, such as text or photo, the size of the text, and the darkness of the image.

1

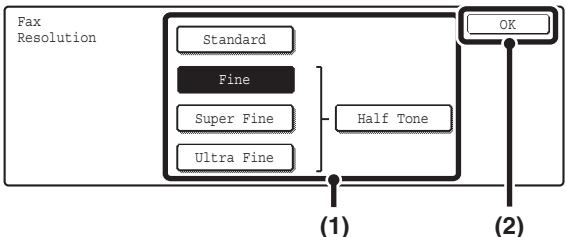


Display the resolution settings screen.

- Touch the [Image Settings] key.**
- Touch the [Resolution] key.**

The currently configured resolution setting appears at the top of the [Resolution] key


2





Select the resolution.

- Touch the key of the desired resolution.**
- Touch the [OK] key.**

The resolution setting is configured and you will return to the screen of step 1.

 When [Fine], [Super Fine] or [Ultra Fine] is selected, the [Half Tone] key can be touched to select halftone.

-  When using the document glass to scan multiple original pages, the resolution setting can be changed each time you change pages. When using the automatic document feeder, the resolution setting cannot be changed once scanning has begun.
- When a fax is sent at [Ultra Fine], [Super Fine], or [Fine] resolution, a lower resolution will be used if the receiving machine does not have that resolution.

 **System Settings for Fax (Administrator):** [Initial Resolution Setting](#) (page 176)
This is used to change the default resolution setting.

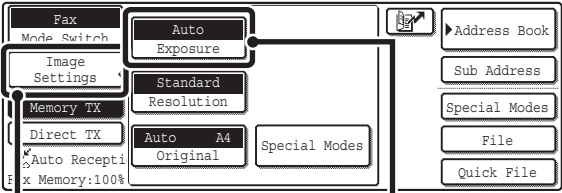
Resolution settings

| Resolution | How to select |
|------------|---|
| Standard | Select this setting when your original consists of normal-sized text (like the text in this manual). |
| Fine | Select this setting when your original has small text or diagrams with fine lines. The original will be scanned at twice the resolution of the [Standard] setting. |
| Super Fine | Select this setting when your original has intricate pictures or diagrams. A higher-quality image will be produced than with the [Fine] setting. |
| Ultra Fine | Select this setting when your original has intricate pictures or diagrams. This setting gives the best image quality. However, transmission will take longer than with the other settings. |
| Half Tone | Select this setting when your original is a photograph or has gradations of colour (such as a colour original). This setting will produce a clearer image than [Fine], [Super Fine], or [Ultra Fine] used alone. Halftone cannot be selected when [Standard] is used. |

CHANGING THE EXPOSURE

The exposure can be changed to match the darkness of the original.

1



(1) (2)

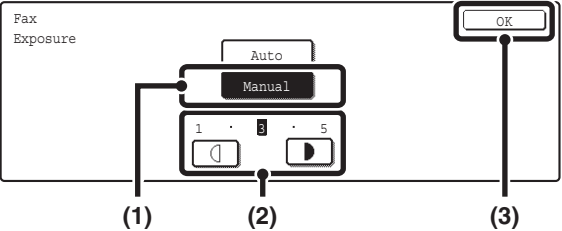
Display the exposure settings screen.

(1) Touch the [Image Settings] key.

(2) Touch the [Exposure] key.

The currently configured exposure setting appears at the top of the [Exposure] key



2





(1) (2) (3)

Select the exposure.


(1) Touch the [Manual] key.

(2) Adjust the exposure with the   keys.


The exposure darkens when the  key is touched, and lightens when the  key is touched. To return to auto contrast adjustment, touch [Auto].

(3) Touch the [OK] key.

The exposure setting is configured and you will return to the screen of step 1.



When using the document glass to scan multiple original pages, the exposure setting can be changed each time you change pages. When using the automatic document feeder, the exposure setting cannot be changed once scanning has begun.



System Settings for Fax (Administrator): [Default Exposure Settings](#) (page 176)
This is used to change the default exposure setting.

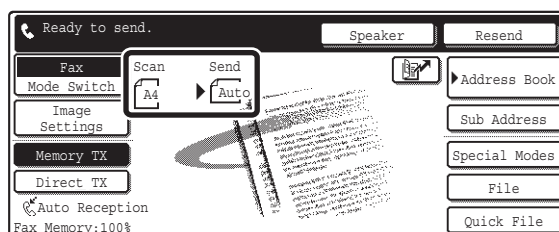
Exposure settings

| Exposure | | How to select |
|----------|--------|---|
| Auto | | This setting automatically adjusts the exposure for light and dark parts of the original. |
| Manual | 1 to 2 | Select this setting when the original consists of dark text. |
| | 3 | Select this setting for a normal original (neither dark nor light). |
| | 4 to 5 | Select this setting when the original consists of faint text. |

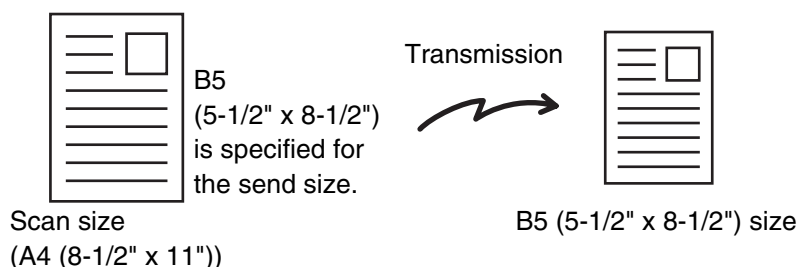
SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE (Enlarge/Reduce Sending)

When the original is placed, its size is automatically detected and displayed in the base screen.

When an A4 (8-1/2" x 11") original is placed, A4 is displayed as the "Scan" size and "Auto" is displayed as the "Send" size.



For example, if an A4 (8-1/2" x 11") size original is placed and the send size is set to B5 (5-1/2" x 8-1/2"), the image will be reduced before transmission.

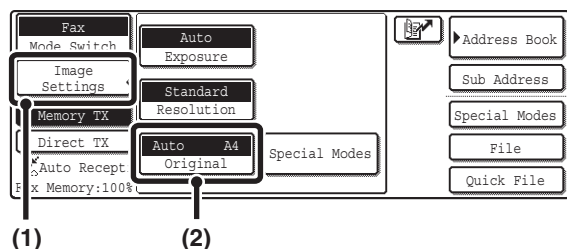


- Only standard original sizes can be automatically detected.
➡ [STANDARD SIZES](#) (page 16)
- When the original size is a non-standard size, manually specify the original scan size.
➡ [SPECIFYING THE SCAN SIZE OF THE ORIGINAL](#) (page 31)

SPECIFYING THE SCAN SIZE OF THE ORIGINAL

Specifying the size using paper sizes

1



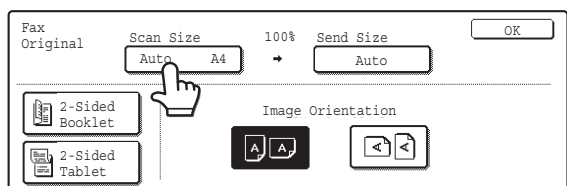
Display the original settings screen.

(1) Touch the [Image Settings] key.

(2) Touch the [Original] key.

The current status appears at the top of the [Original] key

2



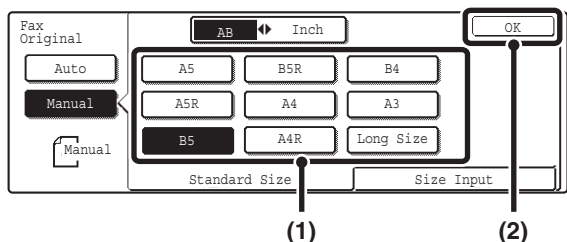
Touch the [Scan Size] key.



To specify the image orientation...

Touch the appropriate image orientation key so that it is highlighted.

3



Specify the scan size.

(1) Touch the appropriate original size key.

(2) Touch the [OK] key.



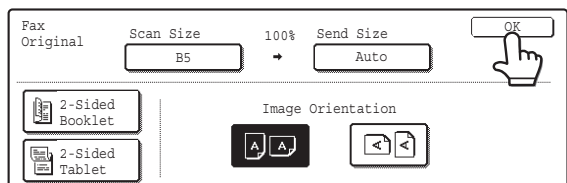
- If you are sending a long original, touch the [Long Size] key.

The automatic document feeder must be used for a long original. (When the automatic document feeder is not installed, the [Long Size] key does not appear.)

An original up to 800 mm long can be transmitted. The send size cannot be specified when sending a long original.

- To specify an Inch size for the scan size, touch the [AB ◀▶ Inch] key to highlight the [Inch] side and then specify the scan size.

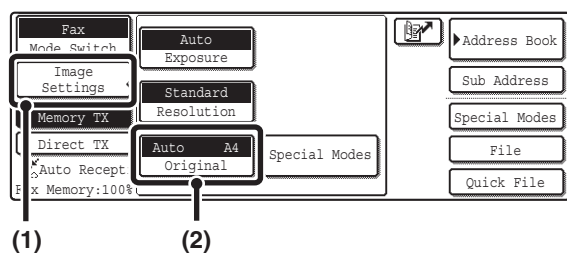
4



Touch the [OK] key.

Specifying the size with numbers

1



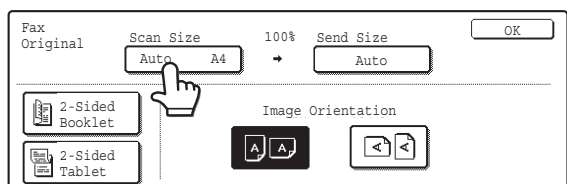
Display the original settings screen.

(1) Touch the [Image Settings] key.

(2) Touch the [Original] key.

The current status appears at the top of the [Original] key

2



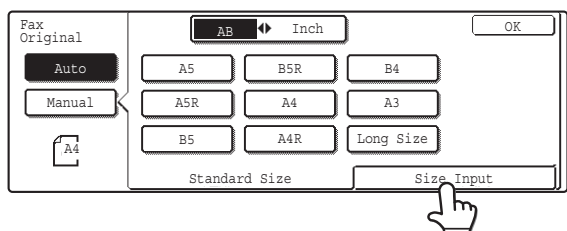
Touch the [Scan Size] key.



To specify the image orientation...

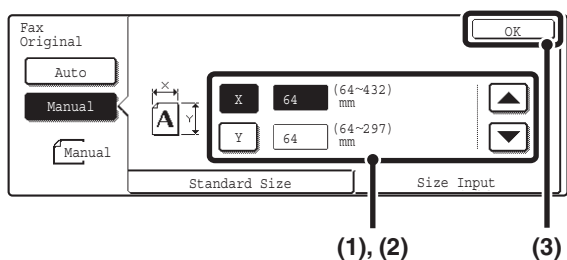
Touch the appropriate image orientation key so that it is highlighted.

3



Touch the [Size Input] tab.

4



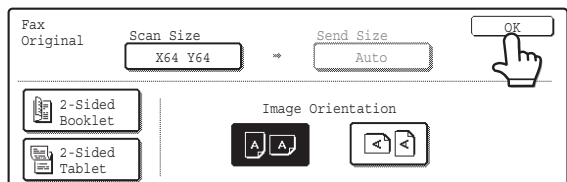
Enter the scan size.

(1) Touch the [X] key and enter the X (horizontal) dimension with the ▼ ▲ keys.

(2) Touch the [Y] key and enter the Y (vertical) dimension with the ▼ ▲ keys.

(3) Touch the [OK] key.

5



Touch the [OK] key.

The specified size appears in the "Scan Size" key.



When the scan size is specified with numbers, the send size cannot be specified.

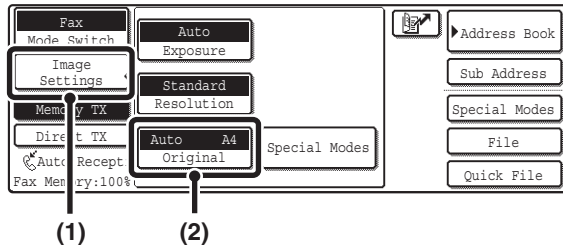
SPECIFYING THE SEND SIZE

Specify the send size as a paper size. If a send size bigger than the scan size is selected, the image will be enlarged. If a send size smaller than the scan size is selected, the image will be reduced. The enlargement/reduction ratio that is set using this procedure will be automatically cleared after the transmission is completed.



The send size cannot be specified when the scan size is [Long Size] or is specified by numbers.

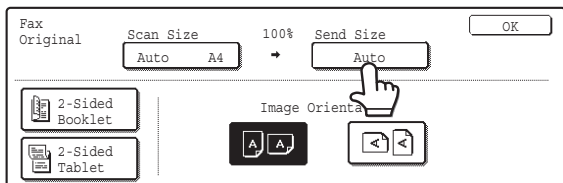
1



Display the original settings screen.

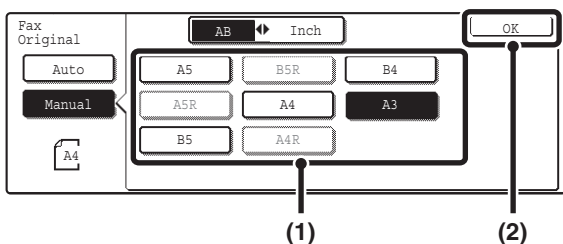
- (1) Touch the [Image Settings] key.
- (2) Touch the [Original] key.

2



Touch the [Send Size] key.

3



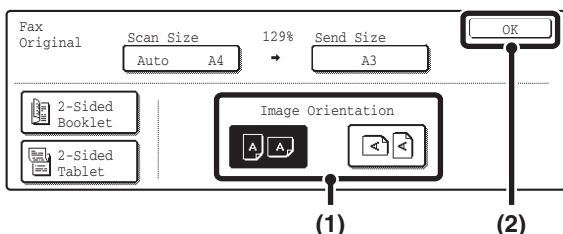
Specify the send size.

- (1) Touch the desired send size key.
- (2) Touch the [OK] key.



- Depending on the paper size specified for the "Scan Size", it may not be possible to select some sizes for the "Send Size". Size keys that cannot be specified for the "Send Size" are greyed out to prevent selection.
- To specify an Inch size for the send size, touch the [AB ◀▶ Inch] key to highlight the [Inch] side and then specify the send size.

4



Specify the Image orientation of the original.

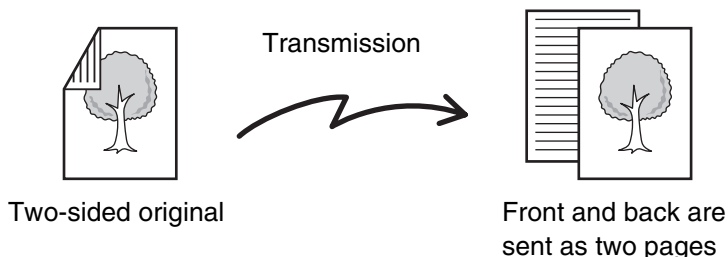
- (1) Touch the appropriate [Image Orientation] key.
- If the wrong orientation is selected here, the image may not be sent properly when using enlargement/reduction.
- (2) Touch the [OK] key.



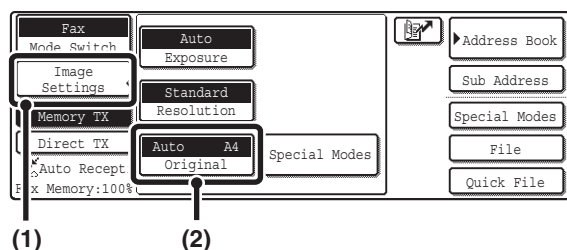
The enlargement/reduction ratio appears between the "Scan Size" key and the "Send Size" key.

AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-sided original)

This function is convenient when you wish to fax both sides of a document. The automatic document feeder will automatically scan both sides of the document.



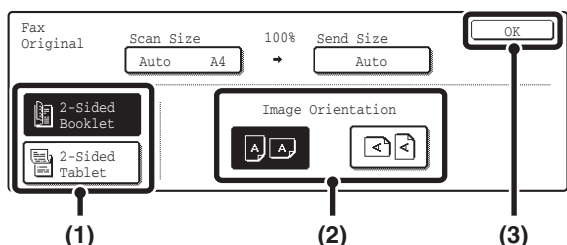
1



Display the original settings screen.

- (1) Touch the [Image Settings] key.
- (2) Touch the [Original] key.

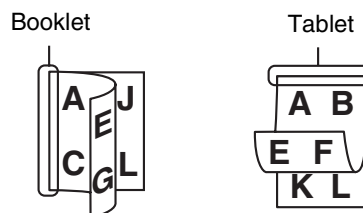
2



Select the 2-sided original setting.

- (1) Touch the [2-Sided Booklet] key or the [2-Sided Tablet] key.

A book and a tablet are bound as shown below.



- (2) Touch the appropriate [Image Orientation] key.

If the wrong orientation is selected here, the image may not be sent properly when using enlargement/reduction.

- (3) Touch the [OK] key.



To specify the image orientation...

Touch the appropriate original orientation key so that it is highlighted.



Two-sided scanning automatically turns off after the transmission operation is completed.

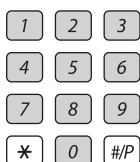
3

ENTERING DESTINATION FAX NUMBERS

This chapter explains how to enter destination fax numbers.

Destination fax numbers can be entered using the numeric keys, or by calling up a previously stored fax number using the Address Book or a search number.

ENTERING A FAX NUMBER WITH THE NUMERIC KEYS



Enter the destination fax number with the numeric keys.



Take care to enter the correct number.

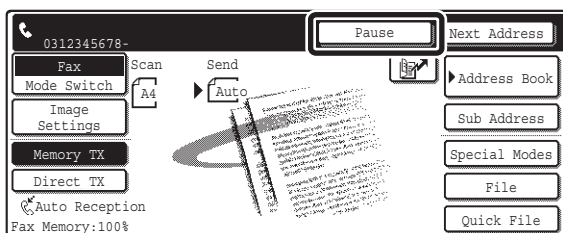


If an incorrect number is entered...

Press the [CLEAR] key (C) to clear the number and enter the correct number.

Entering a pause between digits of the number

Enter a pause after the number used to dial out from a PBX (for example, after "0"), or after the country code when dialling an international number.



Touch the [Pause] key.

A hyphen "-" is entered when the [Pause] key is touched once.



System Settings for Fax (Administrator): [Pause Time Setting](#) (page 179)

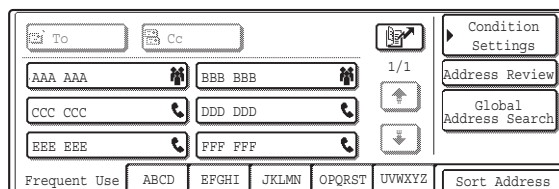
This is used to set the length of pauses. The default setting is 2 seconds.

CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK

The Address Book screen shows destinations as one-touch keys.

A destination fax number is called up by simply touching the one-touch key of that destination. This is called "one-touch dialling". It is also possible to store multiple fax numbers in a one-touch key, allowing you to call up all the numbers by simply touching the key. This is called "group dialling". This dialling method is convenient when you wish to send a fax to (or poll) multiple fax destinations.

One-touch keys are grouped on alphabetical index tabs to make it easy to find a destination.



When destinations of other scan modes are stored in addition to fax destinations, an icon indicating the mode appears together with the name of the destination in each one-touch key.

| Icon | Mode |
|------|---------------------------------------|
| | Fax |
| | When multiple destinations are stored |
| | Scan to E-mail |
| | Internet Fax |
| | Scan to FTP |
| | Scan to Network Folder |
| | Scan to Desktop |



Index display

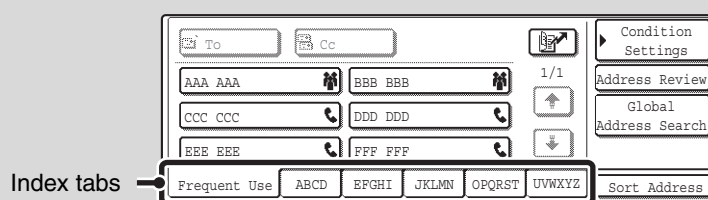
One-touch keys are grouped by initial on alphabetical index tabs.

To display a one-touch key, touch the index tab that corresponds to the first letter of the name of the one-touch key.

Frequently used destinations can be displayed on the [Frequent Use] tab.

- Destinations are automatically assigned to tabs when they are stored in one-touch keys. To have a destination appear on the [Frequent Use] tab, select this setting when you store the one-touch key.

[Storing a One-touch \(Individual\) Key for Fax](#) (page 136)



It is also possible to create custom indexes that are not based on alphabetical order. A name can be assigned to each created index and destinations grouped in the index as desired (custom index).

- Use the system settings to create and store custom indexes
 - [Changing the Name of a Custom Index](#) (page 160)
 - [Storing a One-touch \(Individual\) Key for Fax](#) (page 136)
- To use a custom index, change the Address Book display.
 - [CHANGING THE INDEX](#) (page 40)



System Settings for Fax: Direct Address/Program

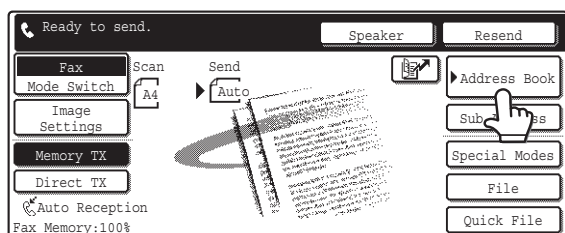
This is used to store destinations (names and fax numbers) in the Address Book.

[Storing a One-touch \(Individual\) Key for Fax](#) (page 136), [Storing a Group Key](#) (page 141)

CALLING UP A STORED DESTINATION

Follow the steps below to select a destination from the Address Book.

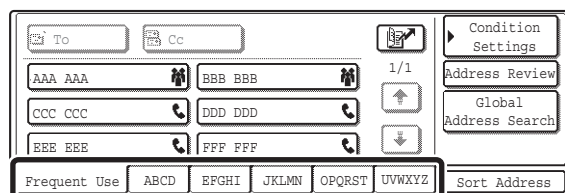
1



Touch the [Address Book] key.

The address book screen will appear.

2



Touch the index tab of the first letter of the destination name.



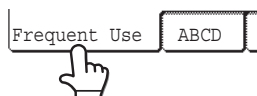
Frequently used destinations can be displayed in the [Frequent Use] index. Specify that a destination be displayed in the [Frequent Use] index when you store the destination.

3



It is possible to display the destinations in alphabetical order by name. Each time the displayed index tab is touched, the display order changes in the following order: search numbers (page 43), ascending names, descending names, search numbers... When the display order is changed, the display order of the other index tabs also changes.

Ordered by search number (default)



Ascending names



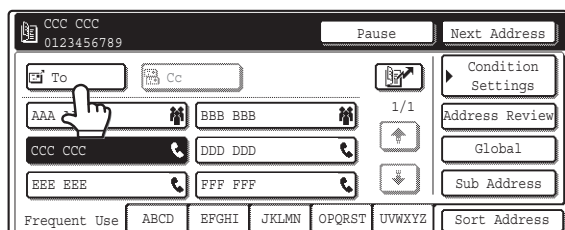
Descending names



Touch the key of the desired destination.

The key you touched is selected (highlighted). If you touch the wrong key, touch that key again. The highlighting will be removed.

4



Touch the [To] key.

This enters the selected destination.



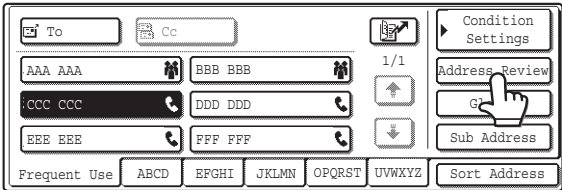
To select additional destinations...

Touch the [To] key and repeat the procedure from step 2.

CHECKING AND DELETING ENTERED DESTINATIONS

When multiple destinations have been entered, you can display and check the destinations. You can also remove a destination from the list of selected destinations.

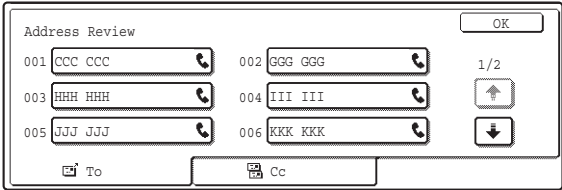
1



The screenshot shows the Address Book interface. At the top, there are fields for 'To' and 'Cc'. Below them is a list of destinations: AAA AAA, BBB BBB, CCC CCC, DDD DDD, EEE EEE, and FFF FFF. To the right of the list are navigation buttons: '1/1', 'Up', and 'Down'. On the far right, there are three buttons: 'Condition Settings', 'Address Review', and 'Sub Address'. A hand icon is pointing to the 'Address Review' button. At the bottom, there are buttons for 'Frequent Use', 'ABCD', 'EFGHI', 'JKLMN', 'OPQRST', 'UVWXYZ', and 'Sort Address'.

Touch the [Address Review] key.

2



The screenshot shows the Address Review screen. At the top, there is a title 'Address Review' and an 'OK' button. Below the title is a list of destinations: 001 CCC CCC, 002 GGG GGG, 003 HHH HHH, 004 III III, 005 JJJ JJJ, and 006 KKK KKK. To the right of the list are navigation buttons: '1/2', 'Up', and 'Down'. At the bottom, there are fields for 'To' and 'Cc'.

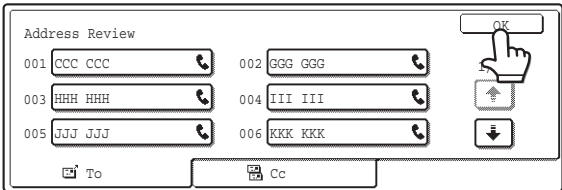
Check the destinations.



To cancel an entered destination...

Touch the key of the destination that you wish to cancel. Touch the [Yes] key in the confirmation screen.

3



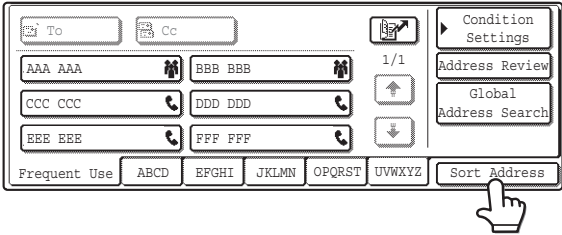
The screenshot shows the Address Review screen. At the top, there is a title 'Address Review' and an 'OK' button. Below the title is a list of destinations: 001 CCC CCC, 002 GGG GGG, 003 HHH HHH, 004 III III, 005 JJJ JJJ, and 006 KKK KKK. To the right of the list are navigation buttons: '1/2', 'Up', and 'Down'. At the bottom, there are fields for 'To' and 'Cc'. A hand icon is pointing to the 'OK' button.

Touch the [OK] key.
You will return to the Address Book screen.

DISPLAYING ONLY FAX OR GROUP DESTINATIONS

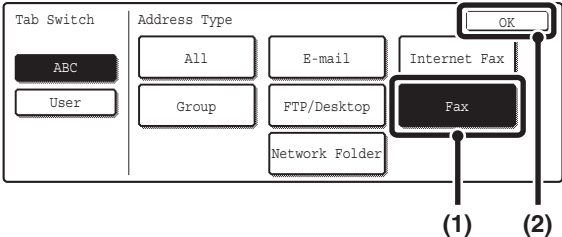
You can change the Address Book screen to show only one-touch keys that have fax destinations stored or one-touch keys that have multiple destinations stored. The procedure for selecting destinations does not change.

1



Touch the [Sort Address] key.

2



Change the display method.
(1) Touch the [Fax] key.
(2) Touch the [OK] key.

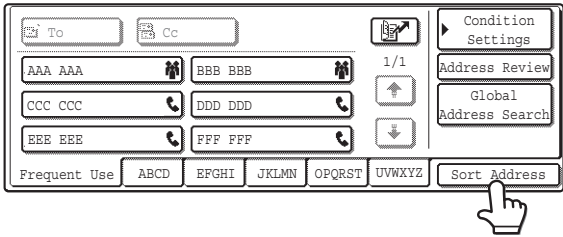


To display only group one-touch keys...
Touch the [Group] key.

CHANGING THE INDEX

The index displayed in the Address Book screen can be changed to a custom index.

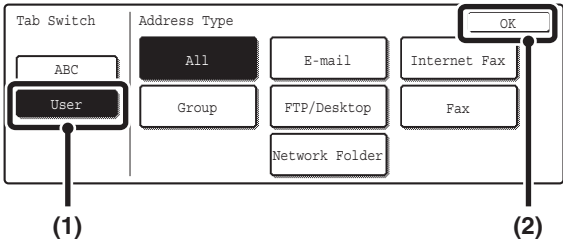
1



The screenshot shows the Address Book interface. At the bottom, there is a row of keys: 'Frequent Use', 'ABCD', 'EFGHI', 'JKLMN', 'OPQRST', 'UVWXYZ', and 'Sort Address'. A hand icon is pointing to the 'Sort Address' key.

Touch the [Sort Address] key.

2



The screenshot shows the 'Address Type' selection screen. On the left, under 'Tab Switch', are 'ABC' and 'User' (highlighted with a line pointing to (1)). On the right, under 'Address Type', are 'All', 'E-mail', 'Internet Fax', 'Group', 'FTP/Desktop', 'Fax', and 'Network Folder'. At the top right is an 'OK' button with a line pointing to it from (2).

Change to the custom index.
(1) Touch the [User] key.
(2) Touch the [OK] key.



System Settings for Fax: Custom Index

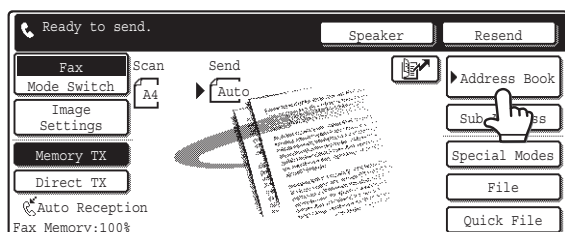
This is used to create a custom index. Display of a destination on the index is selected when the destination is stored.

 [Changing the Name of a Custom Index](#) (page 160)

CALLING UP A DESTINATION FROM A GLOBAL ADDRESS BOOK

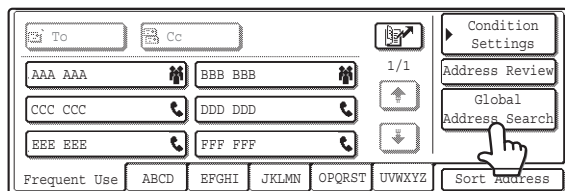
If an LDAP server that has fax numbers is configured in the Web pages, you can look up a destination fax number in a global address book.

1



Touch the [Address Book] key.

2

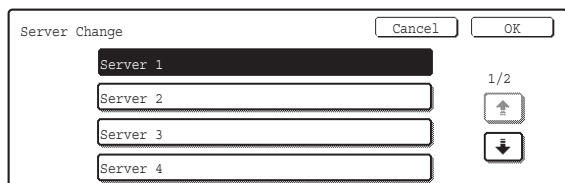


Touch the [Global Address Search] key.



If only one LDAP server is configured, the global address search screen will appear. Go to (2) in step 3.

3



Search for the destination.

(1) Select the LDAP server.

Touch the key of the LDAP server that you wish to use and then touch the [OK] key.

(2) Search for the destination on the text entry screen that will appear.

Enter the initial letters of the name of the destination and touch the [Search] key. The results will appear after a brief interval.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.



• How to search

Enter the initial letters of the name (maximum of 64 characters). The system will look for names starting with the entered letters.

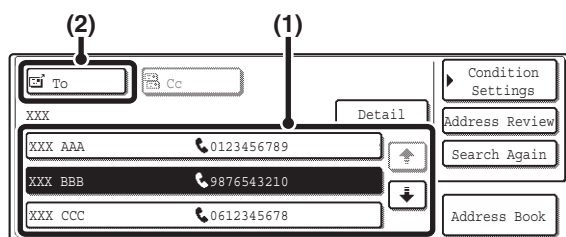
An asterisk * can be used as follows:

*XXX: Names that end with "XXX".

XXX: Names that include "XXX".

AA*XX: Names that start with "AA" and end with "XX".

When you wish to search names with an asterisk *, enter * twice in a row. (The system will consider them as 1 asterisk.)



Select the destination.

(1) Touch the key of the desired destination.

(2) Touch the [To] key.


This enters the selected destination.

If you wish to enter another destination, repeat steps (1) and (2) above.

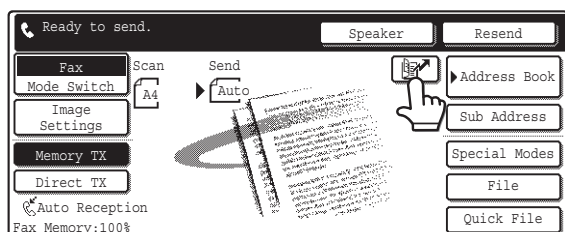


- The number of characters that can appear in a destination key is 20 characters for a name or 22 digits for a fax number.
- If no names are found that match the search letters, a message will appear. Touch the [OK] key in the message to change the screen and touch the [Search Again] key to search again.
- If more than 30 matches are found, a message will appear in the screen. Touch the [OK] key to close the message. A maximum of 300 search results are displayed. If the desired destination was not found, touch the [Search Again] key to add more search letters.
- **To check the information stored in a destination...**
 - (1) Touch the key of the destination that you wish to check.
 - (2) Touch the [Details] key.
The stored information appears.
 - (3) Touch the [OK] key.
You will return to the search results screen.
- **If a screen for selecting the item to be used appears...**
If the selected destination includes an E-mail address or other address in addition to the fax number or telephone number, you will need to select which item you wish to use. Touch the [Fax] key to retrieve the fax number.
- The [Details] key can be touched to display information on the selected destination. To store the selected destination in the Address Book, touch the [Register] key.

USING A SEARCH NUMBER TO CALL UP A DESTINATION

A destination stored in one-touch key in the Address Book can be called up using the  key. This can be done in the base screen of fax mode or in the Address Book screen.

1



Touch the  key.





Enter the 3-digit search number of the destination with the numeric keys.

When the 3-digit search number is entered, the stored destination is retrieved.


2



- The search number is programmed when the destination is stored in a one-touch key.
- If you do not know the search number, print the one-touch address list using "Sending Address List" in the system settings for fax.
 [Sending Address List](#) (page 135)
- When entering search numbers such as "001" and "011", "0" can be omitted. For example to enter "001", enter "1" and touch the  key or the [Next Address] key.



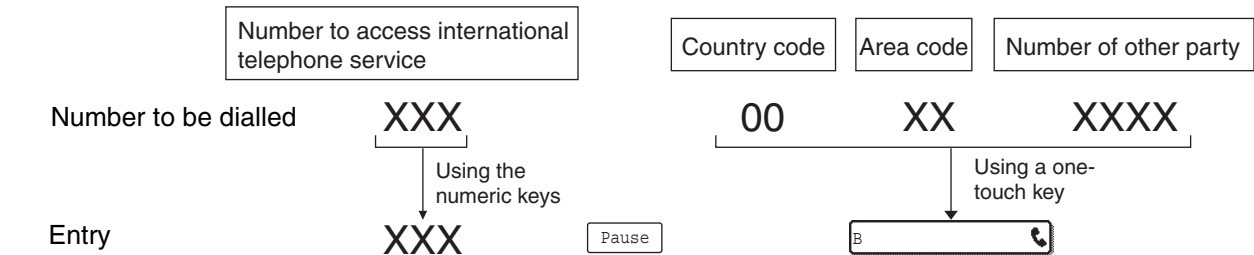
If an incorrect search number is entered...


Press the [CLEAR] key () to clear the number and enter the correct number.

CHAIN DIALLING

Number sequences entered with the numeric keys and/or one-touch keys can be linked together with pauses and dialled as a single number.
Use chain dialling to dial a long number (such as an international number) when the country code and/or area code are stored separately in one-touch keys.

Example: Using chain dialling to dial an international number





System Settings for Fax (Administrator): [Pause Time Setting](#) (page 179)
This is used to set the length of pauses. The default setting is 2 seconds.

4 FAX RECEPTION

This chapter explains the basic procedures for receiving a fax.

RECEIVING FAXES

When "Auto Reception" is enabled, the machine will receive faxes automatically.
The fax reception mode is displayed in the base screen.

This shows the current fax reception mode and the amount of free memory remaining.



- When fax reception is in progress, it is possible to reserve a transmission by performing the transmission in memory transmission mode.
 👉 [TRANSMISSION METHODS](#) (page 13)
- To print received faxes, make sure that the required paper is loaded in the machine's paper trays. It is not necessary to load A4 (8-1/2" x 11") paper and B5 (5-1/2" x 8-1/2") paper in both the vertical (📄) and horizontal (📄) orientations. Differences in orientation are automatically adjusted when faxes are received.
When a fax smaller than A4 (8-1/2" x 11") size is received, the size of the paper used for printing will vary depending on the orientation (vertical or horizontal) in which the sender placed the original.

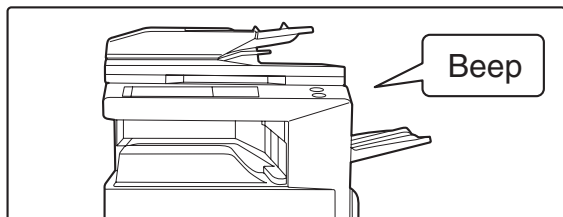


- **System Settings for Fax: Fax Receive Settings**
This is used to change the fax reception mode. "Auto Reception" should normally be used.
Select "Manual Reception" when an extension phone is connected to the machine.
 👉 [Fax Receive Settings](#) (page 161)
- **System Settings for Fax (Administrator): Anti Junk Fax Setting** (page 185)
This setting is used to enter fax numbers from which you wish to block reception.

RECEIVING A FAX

When a fax is transmitted to the machine, the machine automatically receives and prints the fax.

1



The machine rings and automatically receives the fax.

When reception ends, a beep sounds.



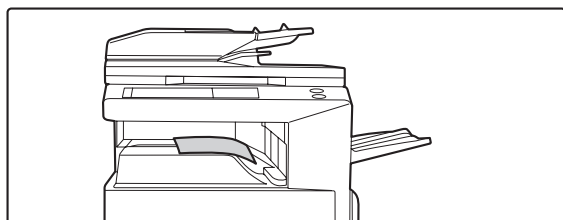
- **System Settings for Fax (Administrator):** [Speaker Settings](#) (page 179)

This is used to change the volume and tone of the reception beep.

- **System Settings for Fax (Administrator):** [Number of Calls in Auto Reception](#) (page 184)

This is used to change the number of rings on which fax reception begins automatically. To receive faxes without the machine ringing, select "0" rings except for some regions.

2



The fax is automatically printed.



- **If a password entry screen appears...**

A password must be entered to print the received fax. When the correct password is entered, the received fax is printed.

☞ [PRINTING A PASSWORD-PROTECTED FAX \(Hold Setting For Received Data Print\)](#) (page 47)

- **The output tray and stapling can be selected (when a finisher is installed).**

The number of copies of received faxes that are printed and the output tray can be selected. When a finisher is installed, the number of copies printed, the output tray, and stapling can be selected.

☞ System Settings for Fax (Administrator): [Fax Output Settings](#) (page 186)



- If printing of a copy job or print job is in progress when a fax is received, the fax will not be printed until the previously reserved job is completed.

- Received faxes will not be printed when the machine cannot print due to an error condition such as out of paper, out of toner, or a paper misfeed. The faxes will be printed automatically when the error condition is cleared.

- When received faxes cannot be printed, the faxes can be forwarded to another fax machine.

☞ [FORWARDING RECEIVED FAXES \(Fax Data Forward\)](#) (page 101)



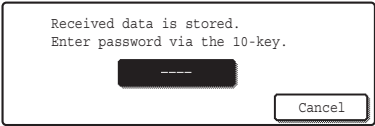
- **System Settings for Fax (Administrator):** [Duplex Reception Setting](#) (page 184)



This is used to have received faxes printed on both sides of the paper.



PRINTING A PASSWORD-PROTECTED FAX (Hold Setting For Received Data Print)

You can turn off automatic printing of received faxes (Hold Setting for Received Data Print). When this function is enabled, received faxes will not be printed automatically; a password entry screen will appear instead.

Password entry screen



To print a received fax, enter the password that is programmed for this function (4 digits) with the numeric keys. To close the password entry screen without entering a password, touch the [Cancel] key. The password entry screen will appear again if the mode is changed. In addition, after the [Cancel] key is touched to close the screen, the  key will blink in the base screen as a reminder that a received fax is being held. Touch the blinking  key to enter the password and print the fax.

| | |
|---|---|
|  | "Hold Setting for Received Data Print" can be enabled for received faxes and also for transaction reports that are printed with the received faxes. |
|  | System Settings for Fax (administrator): Hold Setting for Received Data Print (page 177) This is used to program a password for printing of received faxes. |

5

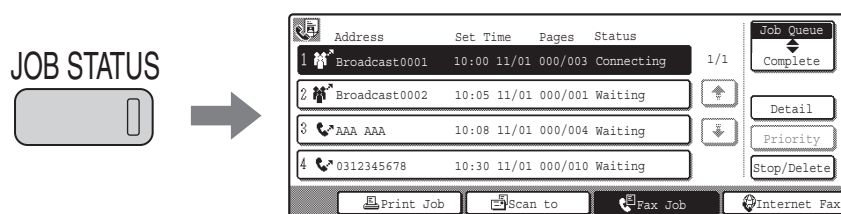
CHECKING THE STATUS OF FAX JOBS

This chapter explains how to check the status of reserved transmission jobs and received faxes.


JOB STATUS SCREEN

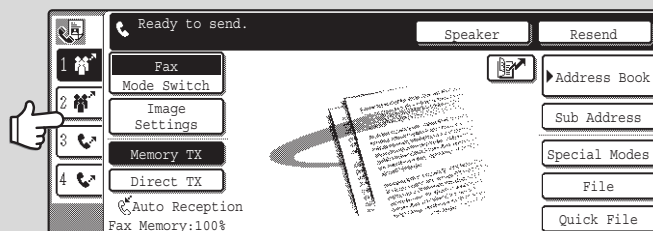
The job status screen is displayed when the [JOB STATUS] key on the operation panel is pressed. The job status screen shows the status of jobs by mode. When the [JOB STATUS] key is pressed, the job status screen of the mode that was being used before the key was pressed appears.

Example: Pressing the key in fax mode



Reserved transmissions and received faxes are referred to as jobs here.

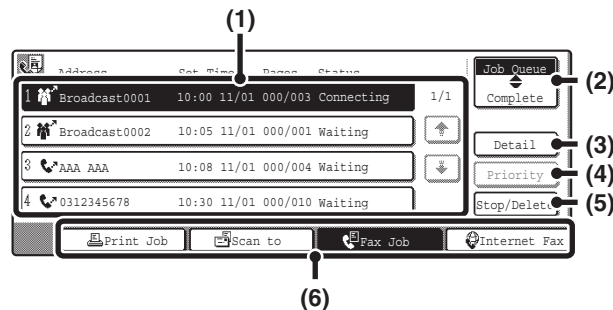
 The left edge of the job status screen appears at the left edge of the touch panel screen. The left edge of the job status screen can be touched to display the job status screen.



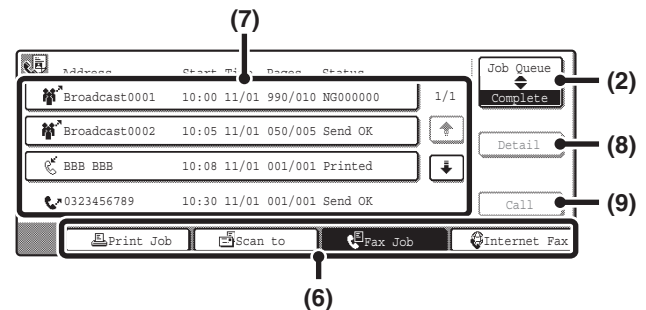
JOB QUEUE SCREEN AND COMPLETED JOB SCREEN

The job status screen consists of two screens: the job queue screen that shows reserved jobs and the job currently in progress, and the completed jobs screen. To switch between the two screens, touch the job status screen selector key ((2) below).

Job queue screen



Completed job screen



(1) Job queue screen

Jobs are shown as keys in the order they were reserved. Each key shows information on the job and its current status.

(2) Job status screen selector key

Touch this key to switch between the job queue screen and the completed jobs screen.

(3) Job queue screen [Detail] key

The detailed contents of a broadcast transmission or serial polling job reserved or in progress can be displayed. Touch the key of the desired broadcast transmission job in the job queue screen (1) and then touch this key.

☞ [CHECKING A RESERVED JOB OR THE JOB IN PROGRESS](#) (page 53)

(4) [Priority] key

Touch this key to give priority to a selected job. ☞ [GIVING PRIORITY TO A RESERVED FAX JOB](#) (page 56)

(5) [Stop/Delete] key

Touch this key to stop or delete a selected job. ☞ [CANCELLING A FAX IN PROGRESS OR A RESERVED FAX](#) (page 55)

(6) Mode switch keys

Use these keys to change the job status screen mode.

(7) Completed jobs screen

This shows up to 99 completed transmission or reception jobs. A description of the job and the result (status) are shown.

Broadcast transmission jobs, serial polling jobs, and transmission/reception jobs that used the document filing function are indicated as keys.

(8) Completed jobs screen [Detail] key

This shows detailed information on the results of completed broadcast transmission jobs, completed serial polling jobs, and completed jobs that used the document filing function.

Touch the key of the desired job in the completed jobs screen (7) and then touch this key.

From the details screen, it is possible to resend the fax to destinations to which transmission was not successful.

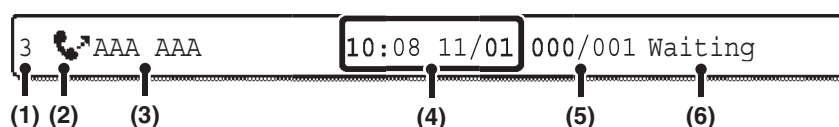
☞ [CHECKING COMPLETED JOBS](#) (page 54)

(9) [Call] key

Touch this key to call up and use a transmission or reception job stored using the document filing function.

Items displayed in keys in the job queue

The following information appears in the keys in the job queue of the job status screen.



- (1) **Displays the number (position) of the job in the job queue.**

When the job currently being transmitted is finished, each job moves up one position in the job queue.

- (2) **Mode icon**

This indicates the type of job.

| Icon | Job type |
|------|--|
| | Fax transmission |
| | Fax reception |
| | Broadcast transmission or serial polling |
| | PC-Fax transmission |

- (3) **Name of other party**

For a transmission, the name or fax number of the destination. For a reception, the fax number of the sending party.

For a broadcast transmission or serial polling operation, the function name and a broadcast control number (4-digits).

- (4) **Job reservation time**

The date and time the job was reserved.

- (5) **Number of pages**

Shows the number of pages transmitted / total number of original pages.

- (6) **Status**

Shows the job status.

- Job in progress

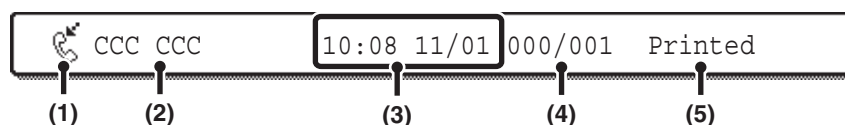
| Message | Status |
|--------------|--|
| "Connecting" | Connecting |
| "Sending" | Sending |
| "Receiving" | Receiving |
| "Tel" | An extension phone is being used to talk with the other party. |
| "Stopped" | The job has been stopped. |
| "Error" | An error occurred while the job was being executed. |

- Job waiting to be executed

| Message | Status |
|---------------------------------|--|
| "Waiting" | The job is waiting to be executed. |
| "Retry" | The job is being re-attempted due to a communication error or other problem. |
| "Stopping" | The job is put on stop-wait when a reserved fax job is cancelled. |
| The day and time are displayed. | Timer transmission job (the specified time is displayed) |

Items displayed in keys of completed jobs

The following information appears in the keys of completed jobs in the job status screen.



(1) Mode icon

This indicates the type of job.

| Icon | Job type |
|------|--|
| | Fax transmission |
| | Fax reception |
| | Broadcast transmission or serial polling |
| | PC-Fax transmission |

(2) Name of other party

For a transmission, the name or fax number of the destination. For a reception, the fax number of the sending party.

For a broadcast transmission or serial polling operation, the function name and a broadcast control number (4-digits).

(3) Start time

The date and time the job was begun.

(4) Number of pages

Shows the number of pages transmitted / total number of original pages.

(5) Status

Shows the job status.

- Completed job

| Message | Status |
|--|---|
| "Send OK" | Transmission completed. |
| "In Memory" | Reception completed but the fax has not been printed. (The received fax is being held by the print hold function.) |
| "Printed" | The received fax has been printed. |
| "Forward OK" | The received fax has been forwarded. |
| "Stopped" | The job was stopped. |
| "Number of successful transmission destinations / Total destinations OK" | Broadcast transmission or serial polling completed. If transmission to 3 destinations was successful out of a total of 5, "003/005" will appear. |
| "No response" | An error occurred because there was no response from the destination. |
| "Busy" | An error occurred because the other party was busy. |
| "Reject Reception" | A fax was sent from a party that has been blocked by the anti junk fax function. |
| "NGxxxxxx" | Transmission/reception was not successful because a communication error occurred (a 6-digit error code appears in xxxxxx.) |
| "Error" | An error occurred while the job was being executed. |

OPERATION WHEN A JOB IN THE JOB QUEUE IS COMPLETED

When a normal transmission job is completed, it moves to the completed jobs screen and "Send OK" appears in the status column.

Received faxes, timer transmission jobs, retry jobs, and forwarding jobs are handled in the job status screen as explained below.

Fax reception jobs

While a fax is being received, "Receiving" appears in the job queue screen.

When reception is completed, the job moves to the completed jobs screen and "In Memory" appears.

After the fax is printed, the status changes to "Printed".

Timer transmission jobs

A timer transmission job appears at the bottom of the job queue screen until the specified time arrives.

When the specified time arrives, the job is executed. If another job is in progress, the timer job is started when the other job is completed.

Retry jobs

A retry job appears at the bottom of the job queue screen. When the set retry interval elapses, the job is executed. If there are jobs reserved ahead of the retry job, the retry job is reserved at the bottom of the job queue and executed when its turn arrives.

Fax reception jobs when Inbound Routing is enabled

When Inbound Routing is enabled in the Web pages, fax reception jobs are handled as follows depending on the print setting.

 [FORWARDING A RECEIVED FAX TO AN E-MAIL ADDRESS \(Inbound Routing Settings\)](#) (page 104)

- **Received fax is not printed**

"Receiving" appears in the job queue screen while the fax is being received. When reception is completed, the job moves to the job queue of the status screen of the mode in which forwarding is enabled.

- **Received fax is printed**

When reception is completed, the job moves to the completed jobs screen and "In Memory" appears. After the fax is printed, "Printed" appears. In addition, the job is added to the job queue of the job status screen of the mode in which forwarding is enabled. When forwarding received faxes is finished, "Forward OK" appears.

CHECKING A RESERVED JOB OR THE JOB IN PROGRESS

The detailed contents of a broadcast transmission or serial polling job can be displayed. Select (touch) the key of the job that you wish to check and touch the [Details] key. The job details screen will appear (see below).

Detail of
Broadcast0001 Progress: 050/100 OK

▪ Fax No. : 123456789

▪ Name: AAA AAA

▪ Number: 050 ▪ Pages:005/010

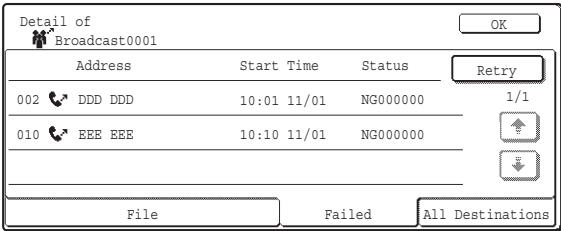
Fax Connecting Fax Waiting Failed All Destinations

The job name and progress (number of completed destinations / total destinations) appear at the top of the screen. Touch a tab to display the information that appears on that tab. The following information appears on each tab.

| Tab name | Contents |
|------------------|---|
| Fax Connecting | Information on the current destination appears. Fax No.: The fax number of the destination. Name: The name of the destination. Number: The broadcast control number (3 digits). Pages: Number of pages completed / total number of pages |
| Fax Waiting | This shows information on the destinations that are waiting. A broadcast control number (3-digits) appears in front of each destination. Address: The name of the other destination. Status: The status of communication. |
| Failed | This shows information on destinations for which communication failed. A broadcast control number (3-digits) appears in front of each destination. Address: The name or fax number of the destination. Start Time: The time when communication began. Status: The status of communication. |
| All Destinations | This shows all destinations specified in the job. A broadcast control number (3-digits) appears in front of each destination. Address: The name or fax number of each destination. Start time: The time at which communication began. Status: The status of communication. |

CHECKING COMPLETED JOBS

You can check a list of the destinations, the destinations for which transmission failed, and other detailed information on completed broadcast transmission jobs and serial polling jobs, and jobs that used document filing. Touch the key of the desired job in the completed jobs screen and touch the [Detail] key. The job detail screen (see below) will appear.



The job name appears at the top of the job detail screen.
To view details on the job, touch one of the tabs. The following information appears on each tab.

| Tab name | Information displayed |
|------------------|--|
| File | Information on a transmission/reception that used document filing. To call up the file and use it, touch the [Call] key. |
| Failed | Shows information on destinations for which communication failed. A broadcast control number (3-digits) appears in front of each destination. Address: Address name or number Start time: Time at which communication began. Status: Description of failure (error) The [Retry] key can be touched to re-attempt transmission to that destination. |
| All Destinations | Shows all addresses specified in the job. A broadcast control number (3-digits) appears in front of each destination. Address: Address name or number Start time: Time at which communication began. Status: Communication result The [Retry] key can be touched to transmit to all destinations again. |

CANCELLING A FAX IN PROGRESS OR A RESERVED FAX

Follow the steps below to cancel a fax transmission that is in progress or a reserved fax job.

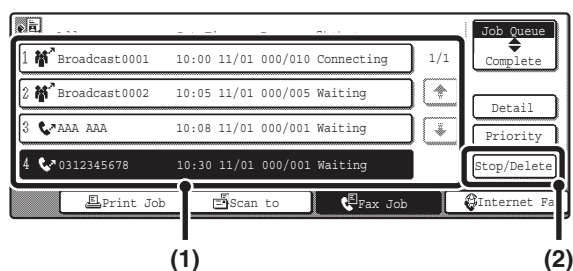
1

JOB STATUS



Press the [JOB STATUS] key.

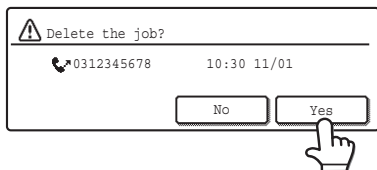
2



Select the fax job that you wish to cancel.

- (1) Touch the key of the fax job to be cancelled.
- (2) Touch the [Stop/Delete] key.

3



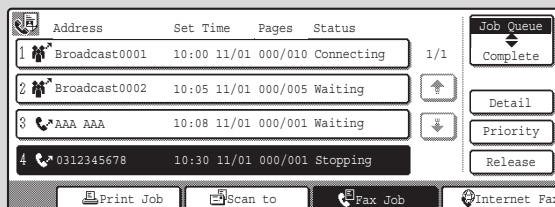
Touch the [Yes] key.



If you do not wish to cancel the selected fax job...
Touch the [NO] key.



- When a reserved fax job is cancelled, "Stopping" appears and the job is put on stop-wait. When the stop-wait job reaches the top of the job queue, it is deleted.
- If you cancel a fax job in progress, touch the [Yes] key to confirm the cancellation.



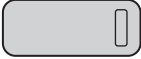
- When transmission of a job is cancelled, "Cancel" will appear in the result column of the transaction report.
- To stop the cancellation and execute the job...**
While "Stopping" appears, the cancellation can be stopped and the job can be transmitted.
 - (1) Touch the key of the "Stopping" fax job.
 - (2) Touch the [Release] key.
The job status changes to a "Waiting" job.
- Printing of received faxes and forwarding jobs set using "Inbound Routing Settings" (page 104) cannot be cancelled.

GIVING PRIORITY TO A RESERVED FAX JOB

When multiple fax jobs are waiting to be transmitted, the jobs are normally transmitted in the order they were reserved. If you need to give priority to a job and send it ahead of the other jobs, follow the steps below.

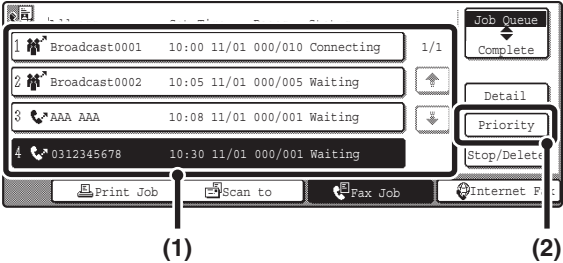
1

JOB STATUS



Press the [JOB STATUS] key.

2




Select the fax job to which you wish to give priority.

(1) Touch the key of the desired job.

(2) Touch the [Priority] key.

The selected job moves up to the position immediately following the job in progress. The job will be executed when the job in progress is completed.

 If the job in progress is a broadcast transmission job or a serial polling job, the priority job will be transmitted between destinations of the broadcast transmission or serial polling job. However, if the priority job is a broadcast transmission job or a serial polling job, it will be executed after the current job is completed.

56

6

PRINTING A TRANSACTION REPORT / IMAGE SENDING ACTIVITY REPORT

This chapter explains how to print out and check the results of transmissions and receptions.

TRANSACTION REPORT

A transaction report is printed when transmission fails or after a broadcast transmission or a confidential reception. The conditions for printing a transaction report can be changed. The conditions can also be changed for only a single transmission.

Example of a transaction report

The report shows the date, starting time, name of the other party, time required, number of pages, and result.

| TRANSACTION REPORT | | | | | | | P.01/01 |
|-----------------------|--------|----------|----------|-----------|------|-----------|----------|
| 03/OCT/2005/MON 10:00 | | | | | | | |
| FAX (TX) | | | | | | | |
| # | DATE | START T. | SENDER | COM. TIME | PAGE | TYPE/NOTE | FILE |
| 001 | 03/OCT | 09:45 | xxxxxxxx | 0:00:13 | 1 | OK | SG3 2697 |



- **System Settings for Fax (Administrator): Transaction Report Print Select Setting (page 180)**

This is used to set the conditions for printing transaction reports.

The factory default settings are printing at below.

Single Sending: Print Out All Report//No Printed Report

Broadcasting: Print Out Error Report Only/No Printed Report

Receiving: Print Out All Report/Print Out Error Report Only

Confidential reception: Not Print Out Notice Page/

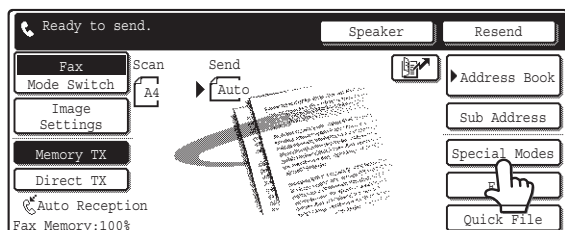
- **System Settings for Fax (Administrator): Original Print on Transaction Report (page 180)**

This is used to have part of the transmitted original printed on the transaction report.

CHANGING THE TRANSACTION REPORT PRINT CONDITION FOR A SINGLE TRANSMISSION

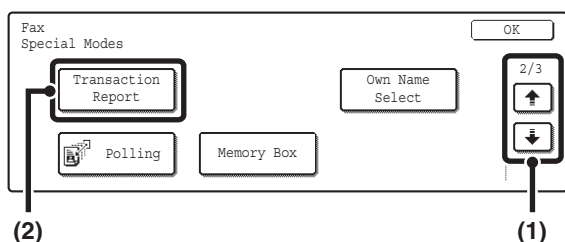
When performing a transmission, follow the steps below to select the condition for printing a transaction report. When the transmission is finished, your setting will be cleared.

1



Touch the [Special Modes] key.

2

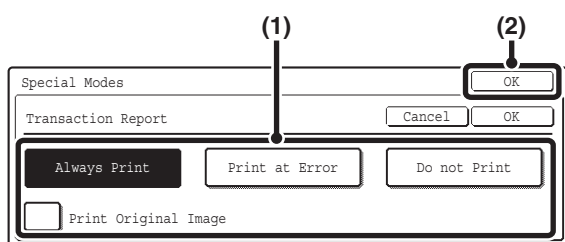


Display the transaction report print settings screen.

(1) Touch the keys to switch through the screens.

(2) Touch the [Transaction Report] key.

3



Select the transaction report print condition.

(1) Touch the key of the desired print condition.

(2) Touch the [OK] key.



- The print conditions for a transaction report are as follows:
 "Always Print": A transaction report is printed no matter whether the transmission succeeds or fails.
 "Print at Error": A transaction report is printed when transmission fails.
 "Do not Print": Do not print a transaction report.
- When the [Print Original Image] checkbox is selected (☒) , part of the transmitted original is included on the transaction report. However, the original image is not printed when dialling using the speaker, a direct transmission or polling operation is performed.
- To return to the screen of step 2, touch the [OK] key next to the [Cancel] key.



For a broadcast transmission, the print condition applies to each destination.

INFORMATION APPEARING IN THE RESULT COLUMN

Error types and other information are printed in the result column of the report. Check the transaction result in the result column and take appropriate action if the result is an error.

Examples of messages that are printed in the result column

| Message | Explanation |
|---------------------------|---|
| OK | The transaction was completed normally. |
| G3 | Communication took place in G3 mode. |
| ECM | Communication took place in G3 ECM mode. |
| SG3 | Communication took place in Super G3 mode. |
| FW. | The received data was forwarded. |
| NO RESPONSE | No response from the receiving party. |
| BUSY | Transmission was not possible because the other party was already using the line. |
| CANCEL | The transmission was cancelled while in progress. |
| MEMORY OVER | The memory became full during quick on-line transmission. |
| MEM.FULL | The memory became full during reception. |
| LENGTH OVER | The transmitted fax was over 1.5 m (59") long and therefore could not be received. |
| ORIGINAL ERROR | Direct transmission or manual transmission was not successful because a misfeed occurred. |
| PASS# NG | The connection was broken because the polling passcode was not correct. |
| NO RX POLL | The machine that was polled does not have a polling function. |
| RX POLL FAIL | The other machine refused the polling operation, or your machine broke the connection when polled because no data was in memory. |
| NO F-CODE POLL | The other machine refused an F-code polling operation, or your machine broke the connection when polled because no data was in its F-code memory polling box. |
| RX POLL# NG | The connection was broken because the sub-address for F-code polling memory was not valid. |
| F POLL PASS# NG | The connection was broken because the passcode for F-code polling memory was not valid. |
| BOX NO. NG | Your machine broke the connection because the specified sub-address for an F-code memory box does not exist. |
| F PASS# NG | Your machine broke the connection because the other machine sent an incorrect passcode for F-code communication. |
| RX NO F-CODE POLL | F-code polling was attempted, however, the other machine did not have an F-code polling memory box. |
| NO F FUNC | F-code communication was attempted, however, the other machine does not support F-code communication. |
| NO F-CODE | F-code communication was refused by the other machine because of an incorrect sub-address or other reason. |
| M. BOX: [xxxxxx] ***** | Data was received to a confidential or relay broadcast memory box, or data was sent from a memory polling box. The name of the memory box appears in [xxxxxx], and the type of F-code operation (relay request reception, polling memory transmission, or confidential reception) appears in *****. |
| NG xx (xxxx) (1) (2) | The communication handshake signals or image signals were distorted due to line conditions or other reasons, and communication was not successful. (1) First two digits of communication error number: Error code from 00 to 99. (2) Last four digits of communication error number: Code for use by service technicians. |
| REJECTED | A fax was sent from a party from which reception is blocked. |

IMAGE SENDING ACTIVITY REPORT

You can print a log of recent image sending activity (date, name of other party, result, etc.). The result column shows messages such as error types and other information. The Image Sending Activity Report shows your most recent 199 transactions.

You can have the machine print the Image Sending Activity Report each time the number of transactions reaches 200, or at a specified time (once a day only).

Example of the Image Sending Activity Report

The report shows the date, starting time, name of the other party, time required, number of pages, and result.

| ACTIVITY REPORT (SEND) | | | | | | | P. 01/01 |
|------------------------|--------|----------|----------|-----------|------|-----------|-----------------------|
| FAX | | | | | | | 03/OCT/2005/MON 10:00 |
| # | DATE | START T. | RECEIVER | COM. TIME | PAGE | TYPE/NOTE | FILE |
| 001 | 03/OCT | 08:55 | xxxxxxx | 0:00:13 | 1 | OK | SG3 0032 |
| 002 | | 08:56 | xxxxxxx | 0:00:13 | 1 | OK | SG3 0033 |
| 003 | | 09:01 | xxxxxxx | | | | SG3 0034 |
| TOTAL | | | | 0:00:26 | 2 | | |
| GRAND TOTAL | | | | 0:02:15 | 9 | | |



- The contents of the Image Sending Activity Report are erased when the report is printed, and thus it cannot be reprinted.
- The Image Sending Activity Report can also be printed manually. For more information, see "[List Print \(Administrator\)](#)" (page 188).



System Settings for Fax (Administrator): [Activity Report Print Select Setting](#) (page 180)

This is used to set the condition for printing activity reports. The factory default setting is not printed.

The Image Sending Activity Report can be set to print each time the number of transactions reaches 200, or at a specified time (once a day only).

INFORMATION APPEARING IN THE RESULT COLUMN

Error types and other information are printed in the result column of the report. Check the transaction result in the result column and take appropriate action if the result is an error.

Examples of messages that are printed in the result column

| Message | Explanation |
|---------------------------|---|
| OK | The transaction was completed normally. |
| G3 | Communication took place in G3 mode. |
| ECM | Communication took place in G3 ECM mode. |
| SG3 | Communication took place in Super G3 mode. |
| FW. | The received data was forwarded. |
| NO RESPONSE | No response from the receiving party. |
| BUSY | Transmission was not possible because the other party was already using the line. |
| CANCEL | The transmission was cancelled while in progress. |
| MEMORY OVER | The memory became full during quick on-line transmission. |
| MEM.FULL | The memory became full during reception. |
| LENGTH OVER | The transmitted fax was over 1.5 m (59") long and therefore could not be received. |
| ORIGINAL ERROR | Direct transmission or manual transmission was not successful because a misfeed occurred. |
| PASS# NG | The connection was broken because the polling passcode was not correct. |
| NO RX POLL | The machine that was polled does not have a polling function. |
| RX POLL FAIL | The other machine refused the polling operation, or your machine broke the connection when polled because no data was in memory. |
| NO F-CODE POLL | The other machine refused an F-code polling operation, or your machine broke the connection when polled because no data was in its F-code memory polling box. |
| RX POLL# NG | The connection was broken because the sub-address for F-code polling memory was not valid. |
| F POLL PASS# NG | The connection was broken because the passcode for F-code polling memory was not valid. |
| BOX NO. NG | Your machine broke the connection because the specified sub-address for an F-code memory box does not exist. |
| F PASS# NG | Your machine broke the connection because the other machine sent an incorrect passcode for F-code communication. |
| RX NO F-CODE POLL | F-code polling was attempted, however, the other machine did not have an F-code polling memory box. |
| NO F FUNC | F-code communication was attempted, however, the other machine does not support F-code communication. |
| NO F-CODE | F-code communication was refused by the other machine because of an incorrect sub-address or other reason. |
| M. BOX: [xxxxxx] ***** | Data was received to a confidential or relay broadcast memory box, or data was sent from a memory polling box. The name of the memory box appears in [xxxxxx], and the type of F-code operation (relay request reception, polling memory transmission, or confidential reception) appears in *****. |
| NG xx (xxxx) (1) (2) | The communication handshake signals or image signals were distorted due to line conditions or other reasons, and communication was not successful. (1) First two digits of communication error number: Error code from 00 to 99. (2) Last four digits of communication error number: Code for use by service technicians. |
| REJECTED | A fax was sent from a party from which reception is blocked. |

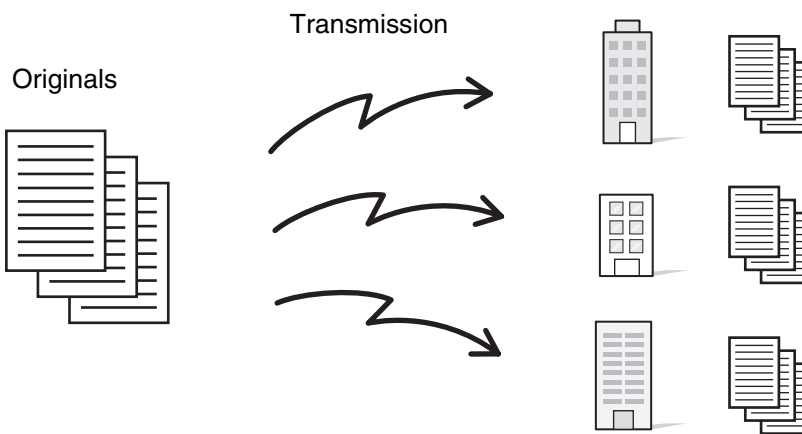
7

CONVENIENT FUNCTIONS

This chapter explains convenient functions for sending and receiving faxes.

SENDING THE SAME FAX TO MULTIPLE DESTINATIONS (Broadcast transmission)

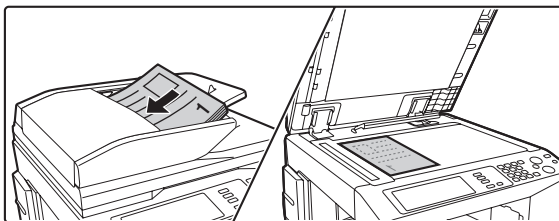
This function is convenient when you need to send the same fax to multiple destinations, such as sending a report to branch offices in different regions. You can transmit to as many as 500 destinations in one broadcast operation.



It is convenient to store destinations to which you frequently send faxes by broadcast transmission in group keys. Group dialling allows you to call up multiple fax numbers stored in a one-touch key by simply pressing the one-touch key. To store destinations in a group key, see "[Storing a Group Key](#)" (page 141) in the system settings for fax.

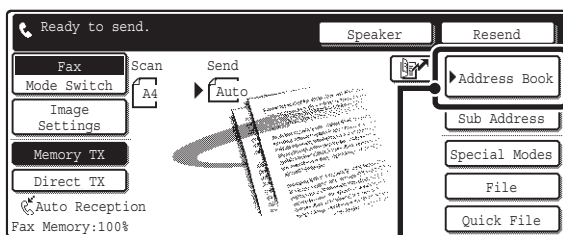
When a group key is used to dial, the number of fax numbers that are dialled is the number of destinations that are stored in the group key. When a group key that has ten destinations is used, ten fax numbers are dialled.

1

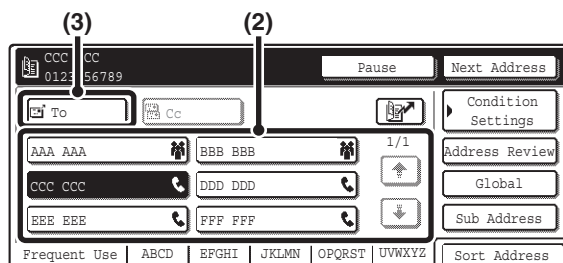


Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.



(1)



(3)

(2)

Enter the first destination fax number.

- (1) Touch the [Address Book] key.
- (2) Touch the one-touch key of the desired destination.
It is convenient to use a group key to enter the destinations.
- (3) Touch the [To] key.
- (4) Repeat steps (2) and (3) to enter the remaining destinations.

☞ [CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)

If the fax number of the transmitting machine is not stored in the Address Book, enter the fax number with the numeric keys.

☞ [ENTERING A FAX NUMBER WITH THE NUMERIC KEYS](#) (page 35)

2



Touch the [Next Address] key before entering the next destination.

The [Next Address] key can be omitted before and after a destination entered with a one-touch key.

Fax number entered
with the numeric keys

[Next Address]
key

Fax number entered
with the numeric keys

[Next Address]
key

Destination entered with
a one-touch key

(Cannot be omitted)

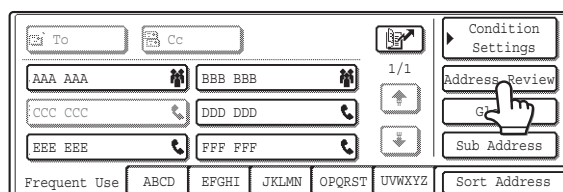
(Can be omitted)



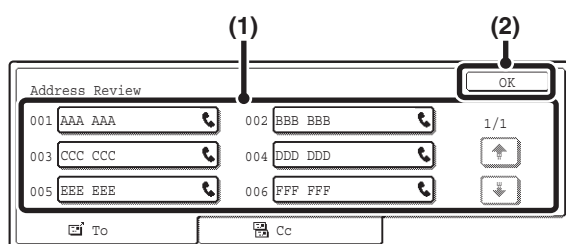
System Settings for Fax (Administrator): [Must Input Next Address Key at Broadcast Setting](#) (page 177)

This setting is used to prohibit omission of the [Next Address] key when entering destinations for broadcast transmissions.

3



Touch the [Address Review] key.



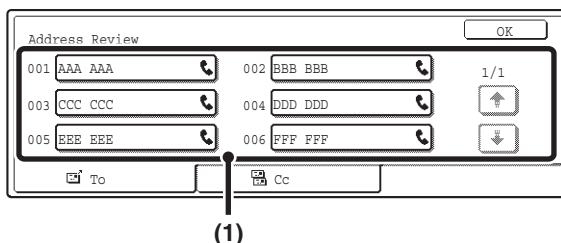
Check the destinations.

(1) Check the destinations.

(2) Touch the [OK] key.



To cancel an entered destination...

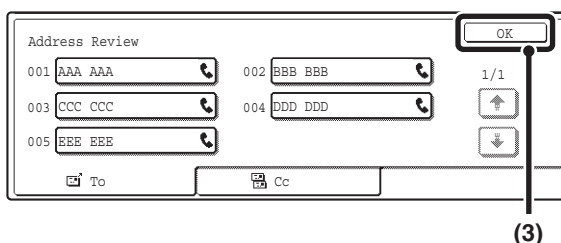
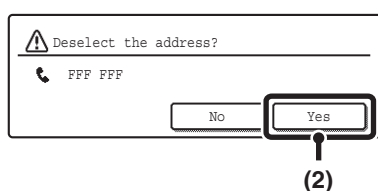


(1) Touch the key of the destination that you wish to cancel.

(2) Touch the [Yes] key.

If you do not wish to cancel the destination, touch the [No] key.

(3) Touch the [OK] key.



Press the [BLACK & WHITE START] key (○●).

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.
When scanning finishes, place the next original and press the [BLACK & WHITE START] key (○●). Repeat until all pages have been scanned and then press the [Read-End] key.
A beep will sound to indicate that scanning is finished.



To cancel scanning...

Press the [STOP] key (⏏).



- A broadcast transmission can be used in combination with the timer transmission function to transmit at night or any other desired time. A broadcast transmission can also be used in combination with other convenient functions.
- The broadcast transmission can include Scan to E-mail and Internet Fax destinations. In this case, the image sent to the Scan to E-mail and Internet Fax destinations will be black and white.

Resending to unsuccessful destinations

The results of a completed broadcast transmission can be checked in the job status screen. If transmission to any of the destinations failed, resend the image to those destinations.

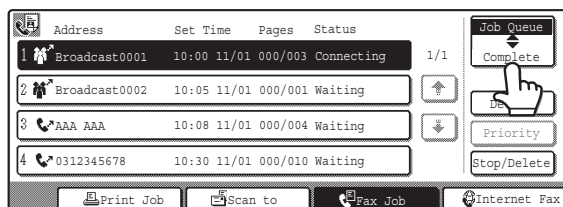
1

JOB STATUS



Press the [JOB STATUS] key.

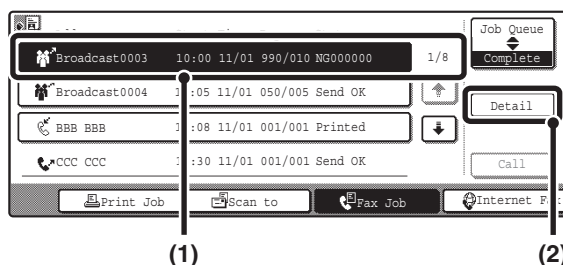
2



Touch the [Complete] key.

If the job status screen of fax mode does not appear, touch the [Fax Job] key.

3



Display details on the broadcast transmission.

- (1) Touch the key of the completed broadcast transmission.
- (2) Touch the [Detail] key.

4



- Operation after the [Retry] key is touched varies depending on whether or not the document filing function is used.

Not using document filing

You will return to the base screen with the unsuccessful destinations entered. Place the original and perform the broadcast transmission operation.

Using document filing

The document filing resend screen will appear with the unsuccessful destinations entered. Perform the document filing resend procedure. (There is no need to rescan the original.)

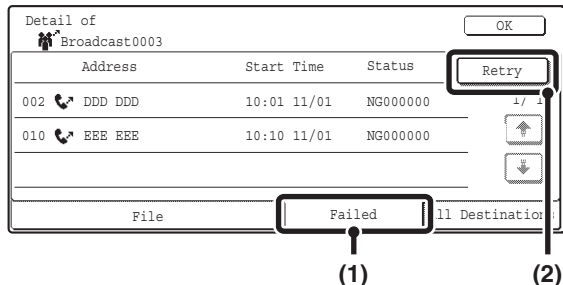
If the job was stored in a confidential folder or was stored as confidential file, a password entry screen will appear after you touch the [Retry] key. Enter the password.

For more information, see the Document Filing Guide.

- If the [All Destinations] key is touched in (1), all of the destinations will be displayed. The [Retry] key that appears in the screen can be touched to resend to all the destinations.

Resend to unsuccessful destinations.

- (1) Touch the [Failed] tab.
- (2) Touch the [Retry] key.

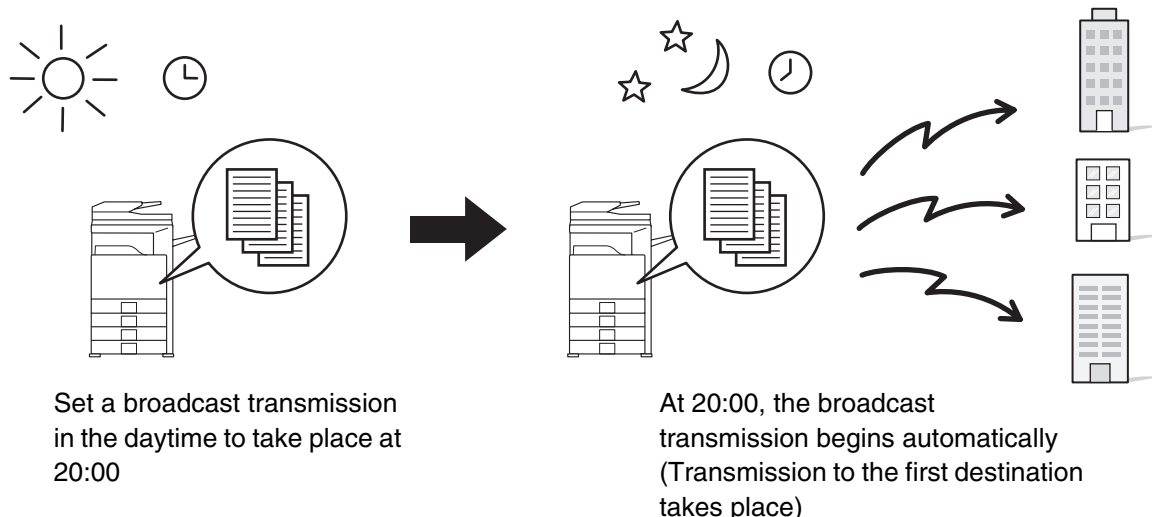


SENDING A FAX AT A SPECIFIED TIME (Timer)

When this function is used, transmission takes place automatically at a specified time.

The timer transmission function makes it easy to perform reserved transmissions, broadcast transmissions and other transmissions at night or other times when phone rates are low.

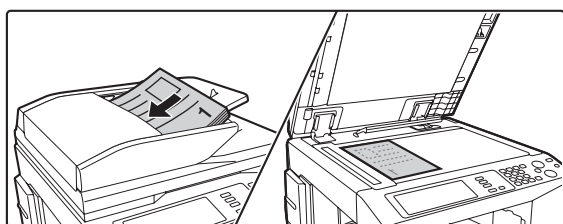
A timer setting can also be specified for polling reception to receive a fax when you are not present.



- When timer transmission is set, always keep the main power switch in the "On" position. Transmission will not take place if the main power is off at the specified time.
- When performing a timer transmission, you must scan the original into memory when you set up the transmission. It is not possible to leave the document in the auto document feeder or on the document glass and have it scanned at the reserved time of transmission.
- When the transmission is finished, the transmission settings (resolution, destinations, etc.) will be erased. However, the selected settings and transmitted fax image are stored if the document filing function is used.

📖 Document Filing Guide

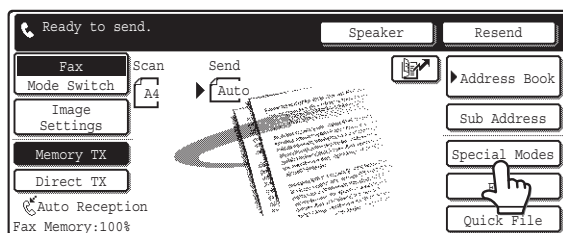
1



Place the original.

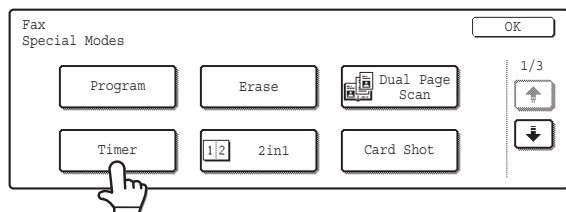
Place the original face up in the document feeder tray, or face down on the document glass.

2



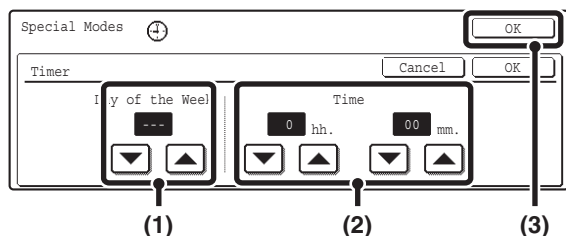
Touch the [Special Modes] key.

3



Touch the [Timer] key.

4



Set the time with the keys.

(1) Specify the day.

If you do not wish to specify a day, select [---]. In this case, transmission will begin when the time specified in (2) arrives.

(2) Specify the time (hour, minute)

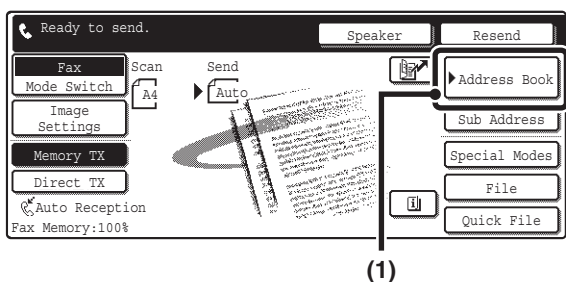
Select the time in 24-hour format.

(3) Touch the [OK] key.



- When this screen is opened, the setting will show the current time. If the time is not correct, press the [CLEAR ALL] key () to cancel the operation. Correct the time in the system settings and then perform the timer transmission procedure.
- Touch the [OK] key next to the [Cancel] key to complete the settings and you will return to step 2.

5



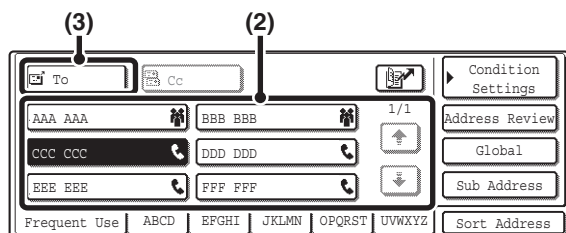
Enter the destination fax number.

(1) Touch the [Address Book] key.

(2) Touch the one-touch key of the desired destination.

(3) Touch the [To] key.

[CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)



If the fax number of the transmitting machine is not stored in the Address Book, enter the fax number with the numeric keys.

[ENTERING A FAX NUMBER WITH THE NUMERIC KEYS](#) (page 35)



You can touch the key to display a list of the selected special mode settings or two-sided scanning. To return to the previous screen after checking the settings, touch the [OK] key.



Press the [BLACK & WHITE START] key (○●).

Scanning begins.


- If you inserted the original pages in the document feeder tray, all pages are scanned.
A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.

When scanning finishes, place the next original and press the [BLACK & WHITE START] key (○●). Repeat until all pages have been scanned and then press the [Read-End] key.

A beep will sound to indicate that scanning is finished.



- The time can be specified up to a week in advance.
- Up to 94 timer transmissions can be stored at once.
- Only one timer polling operation can be stored at once. If you wish to poll from multiple machines, store a serial polling timer operation.
- If another transmission is in progress when the specified time arrives, the timer operation will begin after that transmission is finished.
- Other operations can be performed after a timer transmission is set up.
- Dialling with the speaker and direct transmission cannot be used in a timer transmission.
- If you give priority to a timer transmission in the job status screen, the timer setting will be cancelled and the transmission will begin after the job in progress is finished.

 [GIVING PRIORITY TO A RESERVED FAX JOB](#) (page 56)



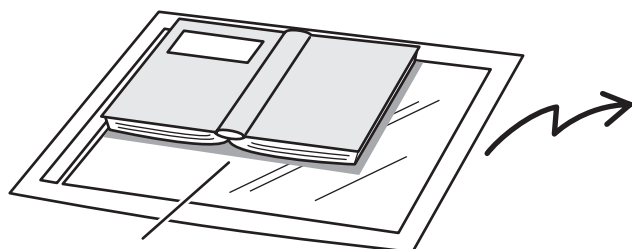
To cancel timer transmission...

Touch the [Cancel] key in the screen of step 4.

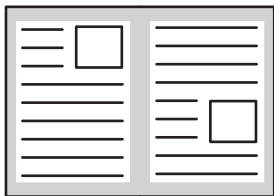
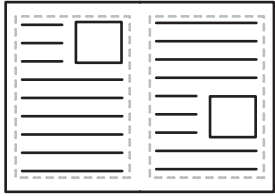
ERASING PERIPHERAL SHADOWS ON THE IMAGE (Erase)

The erase function is used to erase shadows on images produced when scanning thick originals or books.

Scanning a thick book



Shadows appear here.

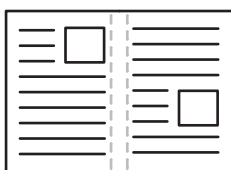
| Not using the erase function | Using the erase function |
|--|---|
|  |  |
| Shadows appear in the image. | No shadows appear. |

Erase modes



Edge erase

This erases shadows that appear at the edges of the image when thick originals or books are faxed.



Centre erase

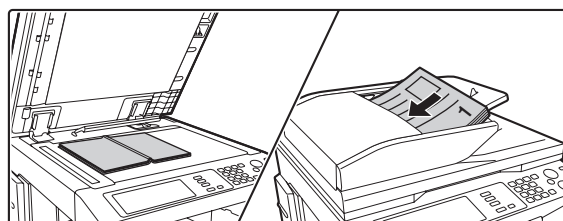
This erases shadows at the bindings of books or other bound documents.



Edge + Centre erase

This erases shadows at both the edges and the binding.

1

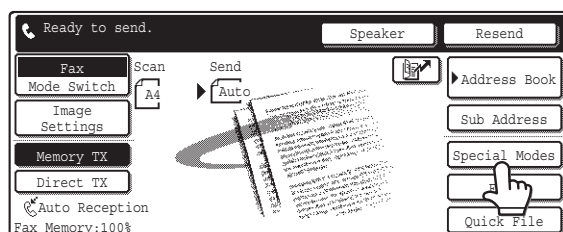


Place the original.

Place an original that cannot be inserted in the document feeder tray face down on the document glass.

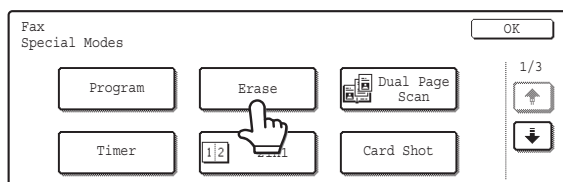
If the original can be placed in the document feeder tray, place it face up.

2



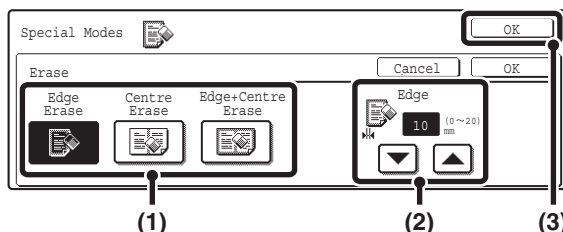
Touch the [Special Modes] key.

3



Touch the [Erase] key.

4



Select the erase settings.

(1) Touch the desired erase mode.

Select one of the three erase modes.

(2) Set the erasure width with ▼ ▲ .

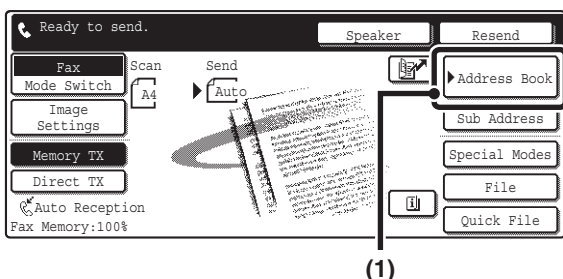
0" to 1" (0 mm to 20 mm) can be entered.

(3) Touch the [OK] key.



Touch the [OK] key next to the [Cancel] key to complete the settings. You will return to step 3.

5



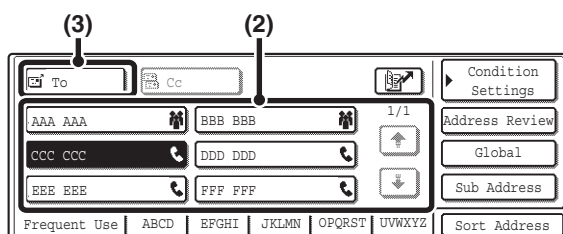
Enter the destination fax number.

(1) Touch the [Address Book] key.

(2) Touch the one-touch key of the desired destination.

(3) Touch the [To] key.


☞ [CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)



If the fax number of the transmitting machine is not stored in the Address Book, enter the fax number with the numeric keys.

☞ [ENTERING A FAX NUMBER WITH THE NUMERIC KEYS](#) (page 35)



You can touch the  key to display a list of the selected special mode settings or two-sided scanning. To return to the previous screen after checking the settings, touch the [OK] key.



Press the [BLACK & WHITE START] key (○●).

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.

When scanning finishes, place the next original and press the [BLACK & WHITE START] key (○●). Repeat until all pages have been scanned and then press the [Read-End] key.

A beep will sound to indicate that scanning is finished.



To cancel scanning...

Press the [STOP] key (⏏).



- When the erase function is used, erase takes place at the edges of the original image. If you also use a reduction or an enlargement setting, the erase width will change according to the selected ratio. For example, if the erase width setting is 20 mm (1") and the image is reduced to 50%, the erase width will be 10 mm (1/2").
- This function cannot be used in combination with the following functions:
Card shot, Dual Page Scan (edge erase only is possible)



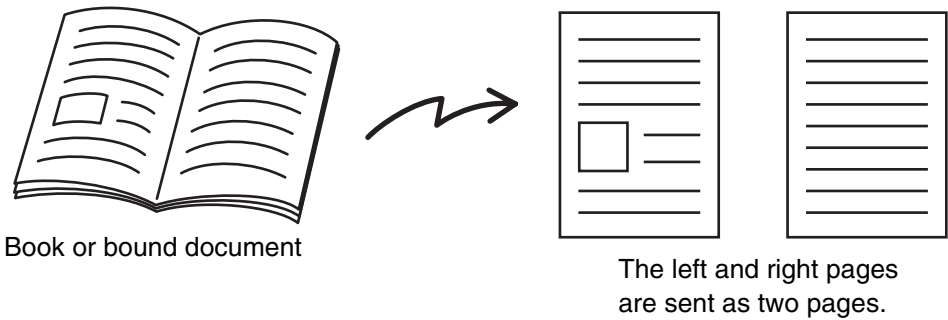
To cancel an erase setting...

Touch the [Cancel] key in the screen of step 4.

TRANSMITTING AN ORIGINAL AS TWO SEPARATE PAGES (Dual Page Scan)

The left and right sides of an original can be transmitted as two separate pages. This function is useful when you wish to fax the left and right pages of a book or other bound document as separate pages.

Faxing the left and right pages of a book

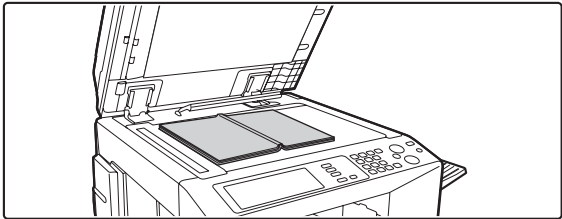


| Original scan size | Transmitted image |
|-------------------------|-----------------------------|
| A3 (11" x 17") x 1 page | A4 (8-1/2" x 11") x 2 pages |

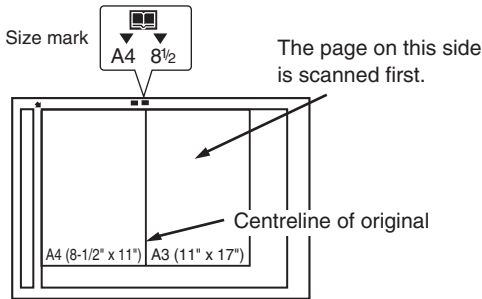


- When using dual page scan, the original must be placed on the document glass.
- The send size cannot be changed.

1

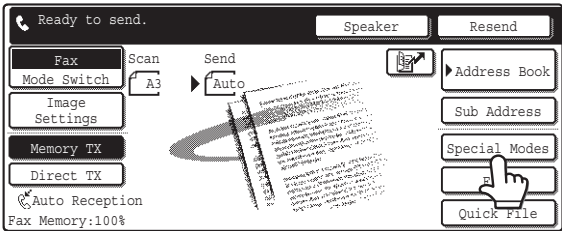


Place the original face down on the document glass.



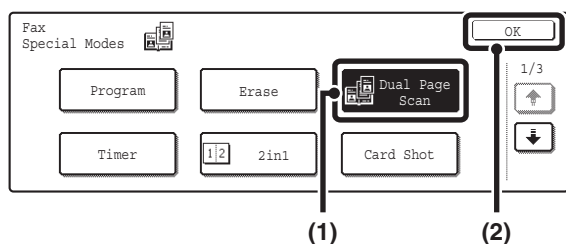
Place the opened original on the document glass so that the first page you wish to transmit is on the right and the centre of the original is aligned with the size mark.

2



Touch the [Special Modes] key.

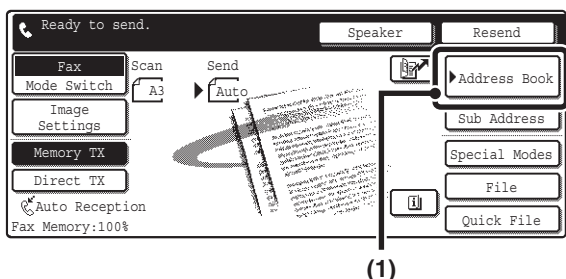
3



Select Dual Page Scan.

- (1) Touch the [Dual Page Scan] key so that it is highlighted.
- (2) Touch the [OK] key.

4



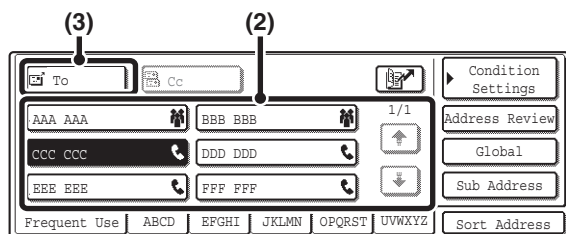
Enter the destination fax number.


- (1) Touch the [Address Book] key.
- (2) Touch the one-touch key of the desired destination.
- (3) Touch the [To] key.

☞ [CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)

If the fax number of the transmitting machine is not stored in the Address Book, enter the fax number with the numeric keys.

☞ [ENTERING A FAX NUMBER WITH THE NUMERIC KEYS](#) (page 35)



You can touch the  key to display a list of the selected special mode settings. To return to the previous screen after checking the settings, touch the [OK] key.

5



Press the [BLACK & WHITE START] key (○●) to scan the first two pages.



To cancel scanning...
Press the [STOP] key (⏏).

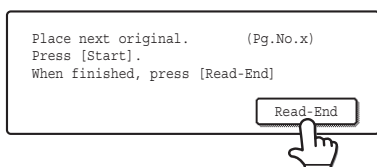
6



If you have more pages to scan, change pages and then press the [BLACK & WHITE START] key (○●).

Repeat until all pages have been scanned.

7



Touch the [Read-End] key.



- To erase shadows caused by the binding of a book or other bound document, use the erase function. (Note, however, that "Centre Erase" and "Edge + Centre Erase" cannot be used.)
- This function cannot be used in combination with the following functions:
2in1, Card Shot, Job Build, Mixed Size Original



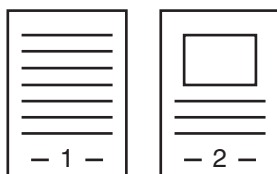
To cancel Dual Page Scan...

Touch the [Dual Page Scan] key in the screen of step 3.

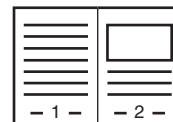
SENDING TWO PAGES AS A SINGLE PAGE (2in1)

Two original pages can be reduced and sent as a single page. This function is convenient when you have a large number of original pages and wish to reduce the number of pages sent.

Originals (portrait)



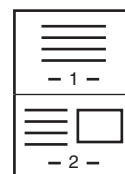
Transmission



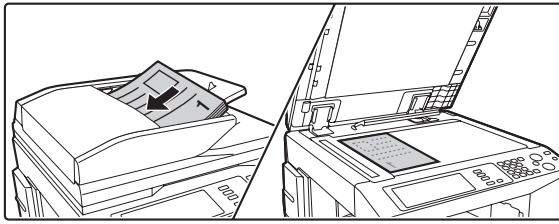
Originals (landscape)



Transmission



This function cannot be used in direct transmission mode or when the speaker is used to dial.

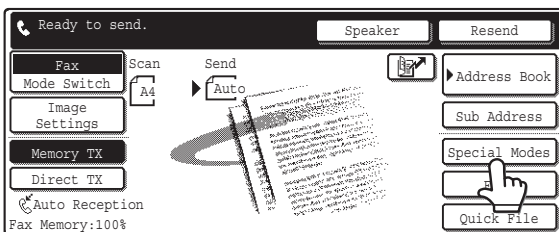


Place the original.

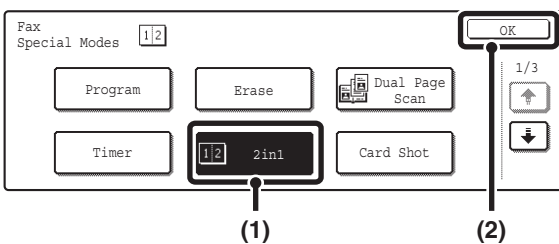


When placing the originals, orient them as shown below.

| Originals | Document feeder tray (Place the originals face up.) | Document glass (Place each original face down.) |
|--------------------------------|--|--|
| Portrait originals | | |
| Landscape originals | | |

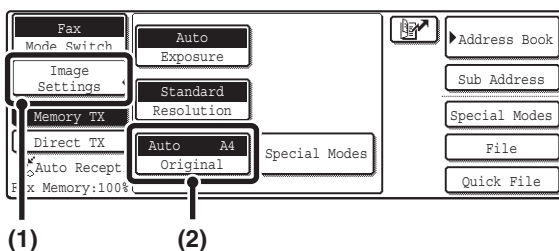


Touch the [Special Modes] key.



Select 2in1.

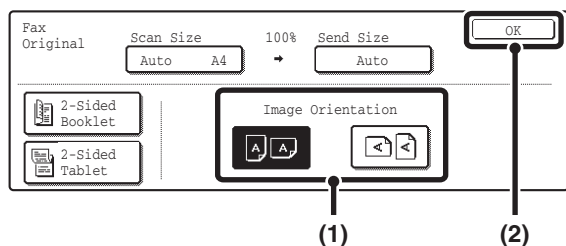
- (1) Touch the [2in1] key so that it is highlighted.
- (2) Touch the [OK] key.



Display the original settings screen.

- (1) Touch the [Image Settings] key.
- (2) Touch the [Original] key.

5



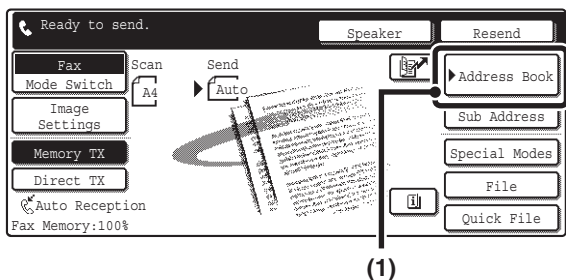
Specify the Image orientation of the original.

- (1) Touch the appropriate [Image Orientation] key.

If the wrong orientation is selected here, the image may not be sent properly.

- (2) Touch the [OK] key.

6



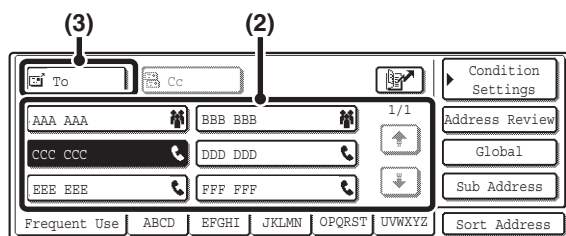
Enter the destination fax number.


- (1) Touch the [Address Book] key.
- (2) Touch the one-touch key of the desired destination.
- (3) Touch the [To] key.

CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK (page 36)

If the fax number of the transmitting machine is not stored in the Address Book, enter the fax number with the numeric keys.

ENTERING A FAX NUMBER WITH THE NUMERIC KEYS (page 35)



You can touch the  key to display a list of the selected special mode settings or two-sided scanning. To return to the previous screen after checking the settings, touch the [OK] key.

7



Press the [BLACK & WHITE START] key (○●).

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.
When scanning finishes, place the next original and press the [BLACK & WHITE START] key (○●). Repeat until all pages have been scanned and then press the [Read-End] key.
A beep will sound to indicate that scanning is finished.



To cancel scanning...

Press the [STOP] key (⏏).



- The 2in1 function cannot be used when the original is other than A4, B5 and A5 (8-1/2" x 11" and 5-1/2" x 8-1/2") size.
- This function cannot be used in combination with the following functions:
Dual Page Scan, Card Shot, Mixed Size Original

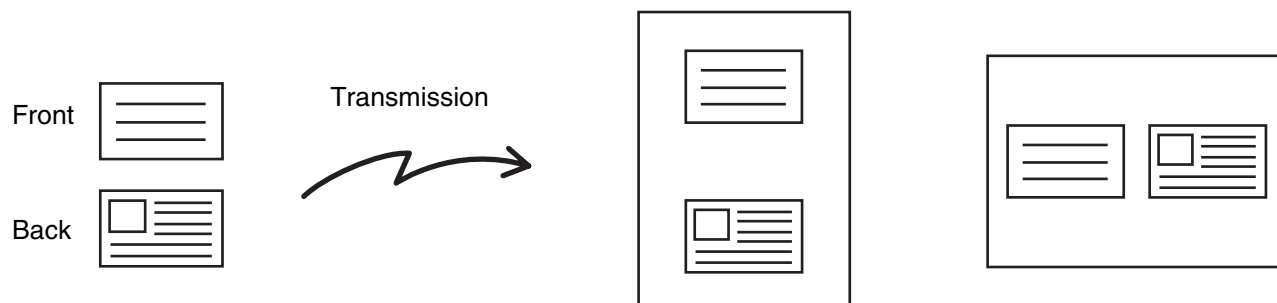


To cancel 2in1...

Touch the [2in1] key in the screen of step 3.

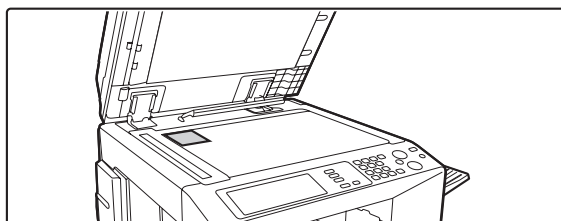
SENDING BOTH SIDES OF A CARD AS A SINGLE PAGE (Card Shot)

You can scan the front and reverse sides of a card and send them as a single page.



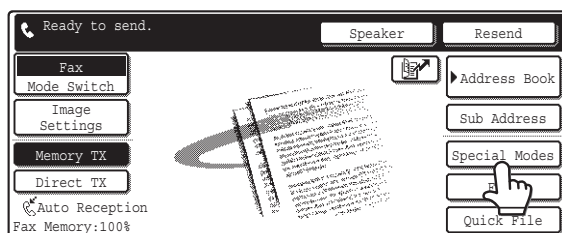
- When using card shot, the original must be scanned on the document glass.
- This function cannot be used in direct transmission mode or when using the speaker.

1



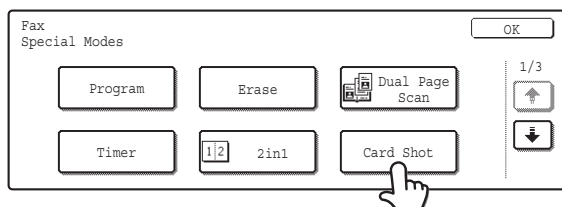
Place the original (card) face down on the document glass.

2

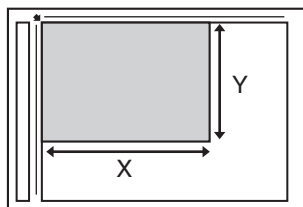
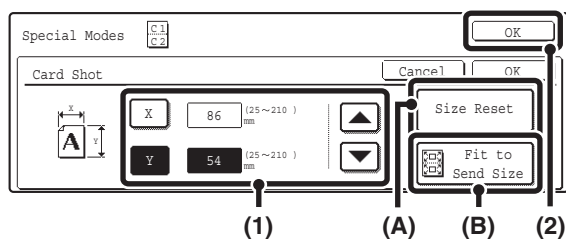


Touch the [Special Modes] key.

3



Touch the [Card Shot] key.



Enter the original size with the key.

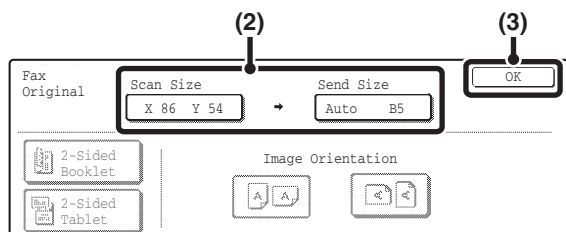
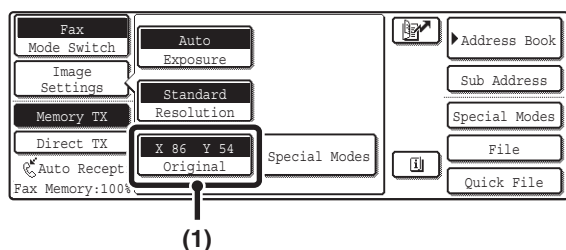
(1) Enter the original size.

- With the [X] key highlighted, enter the X (horizontal) length of the original with the \blacktriangledown \blacktriangle keys.
 - Touch the [Y] key and enter the Y (vertical) length of the original with the \blacktriangledown \blacktriangle keys.
 - (A) To return the original size to the default size, touch the [Size Reset] key.
 - (B) To automatically enlarge or reduce the image size to the send size, touch the [Fit to Send Size] key.
- Do not touch this key if you wish to scan the original at the original size that you entered.

(2) Touch the [OK] key.



- The send size is automatically selected based on the original size you entered. The send size can also be changed manually.
- To complete the setting and return to the screen of step 3, touch the [OK] key next to the [Cancel] key.



Changing the original scan size and send size.

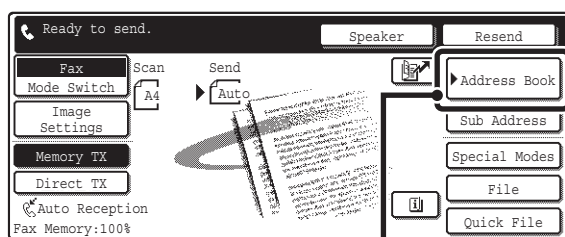
If you do not need to change the scan size or send size, go to step 6.

(1) Touch the [Image Settings] key and then touch the [Original] key.

(2) Change the scan and send size.

- Touch the [Scan Size] key to return to step 4. Specify the size.
- Touch the [Send Size] key to display the send size selection screen. Touch the desired send size key and touch the [OK] key.

(3) Touch the [OK] key.



(1)

Enter the destination fax number.

(1) Touch the [Address Book] key.

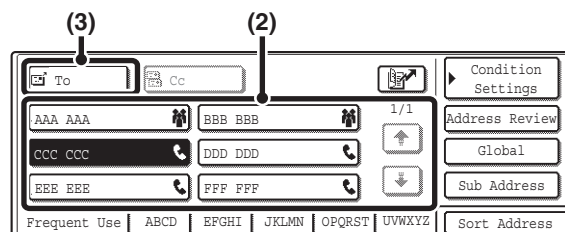
(2) Touch the one-touch key of the desired destination.


(3) Touch the [To] key.

☞ [CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)

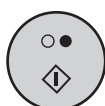
If the fax number of the transmitting machine is not stored in the Address Book, enter the fax number with the numeric keys.

☞ [ENTERING A FAX NUMBER WITH THE NUMERIC KEYS](#) (page 35)



You can touch the  key to display a list of the selected special mode settings. To return to the previous screen after checking the settings, touch the [OK] key.

7



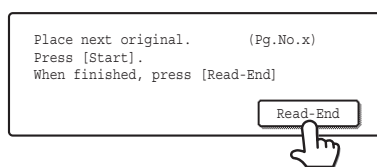
Press the [BLACK & WHITE START] key (○●) to scan the front of the card.

8



Turn the card over so that the back is face down, and press the [BLACK & WHITE START] key (○●) to scan the back of the card.

9



Touch the [Read-End] key.



- The ratio cannot be specified and the Rotation Sending Setting cannot be selected.
- This function cannot be used in combination with the following functions:
Erase, Dual Page Scan, 2in1, Job Build, Mixed Size Original, Slow Scan Mode



To cancel card shot...

Touch the [Cancel] key in the screen of step 4.

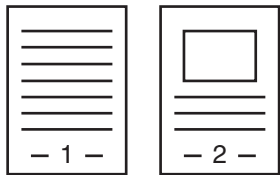
STORING FAX OPERATIONS (Program)

A program is a group of transmission settings stored together. When transmission settings are stored in a program, the settings can be called up and used for a fax job by means of a simple operation.

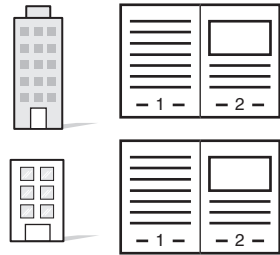
For example, suppose that the same A4 (8-1/2" x 11") size documents are distributed to branch offices in various regions once a month.



- (1) The same documents are faxed to each branch office
- (2) To save paper, two document pages are faxed as a single page
- (3) Smudges on the edges of the documents are erased before transmission

8-1/2" x 11" (A4) size documents to be distributed



Fax received by recipients.



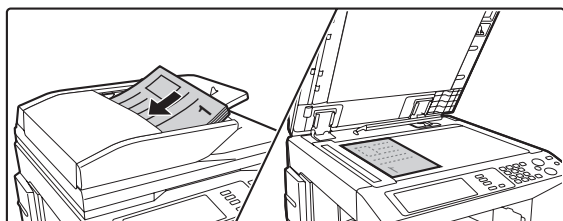
| When a job program is not stored | When a job program is stored |
|---|---|
| <div>Enter the fax numbers of the branch offices</div> <div>↓</div> <div>Select the 2in1 function.</div> <div>↓</div> <div>Select erase settings</div> <div>↓</div> <div></div> <div>Press the [BLACK & WHITE START] key. The originals are scanned and transmitted.</div> | <div>Call up the stored program.</div> <div>↓</div> <div></div> <div>Press the [BLACK & WHITE START] key. The originals are scanned and transmitted.</div> |
| Considerable time is required to send the documents each month because the above settings must be selected. In addition, mistakes may occasionally be made when selecting the settings, so incorrect transmissions may occur. | When a program is stored, settings are selected with ease by simply pressing the stored key. In addition, transmission takes place based on the stored settings so there are no chances for mistakes. |



- Programs are stored, edited, and deleted using "Address Control" in the System Settings for fax.
 - ➔ [Storing a Program](#) (page 145)
- The following settings can be stored in program.
 - Destinations: One-touch keys, group keys, search numbers
 - Original settings: Resolution and exposure settings
 - Special modes: Polling reception, Erase, Dual Page Scan, 2in1
 - F-code communication: A destination that includes an F-code can be stored to perform an F-code operation.
- The following settings cannot be stored in programs. These settings and functions can be selected before transmission.
 - Original settings: Send size setting
 - Special modes: Timer transmission, Card Shot, Job Build, Mixed Original, Slow Scan mode, Own Name Select, Polling Memory, Transaction Report, File, Quick File
- Up to 48 programs can be stored and can be used repeatedly.
- Up to 500 destinations can be stored in each program.

Using a program to send a fax (Program)

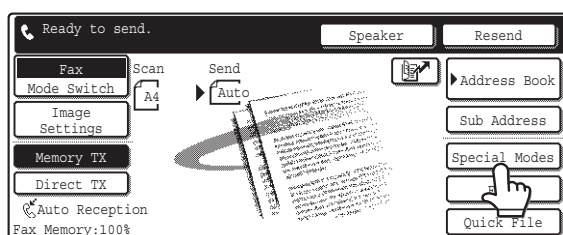
1



Place the original.

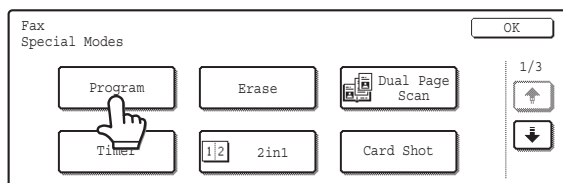
Use the automatic document feeder or the document glass depending on the functions stored in the program.

2



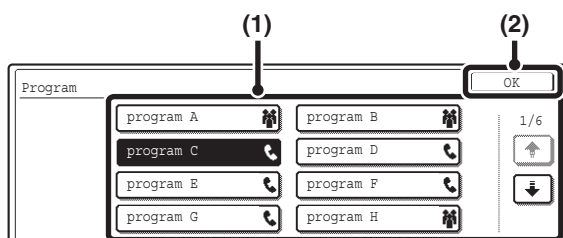
Touch the [Special Modes] key.

3



Touch the [Program] key.

4

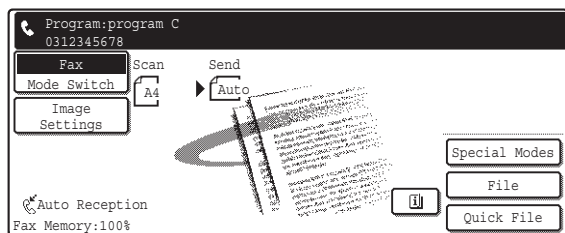


Select the program that you wish to use.

(1) Touch the desired program key.

(2) Touch the [OK] key.

5



Select additional settings.

Select any settings or functions that you wish to use that cannot be stored in a program.



Functions stored in the program cannot be cancelled here.

6



Press the [BLACK & WHITE START] key (○●).

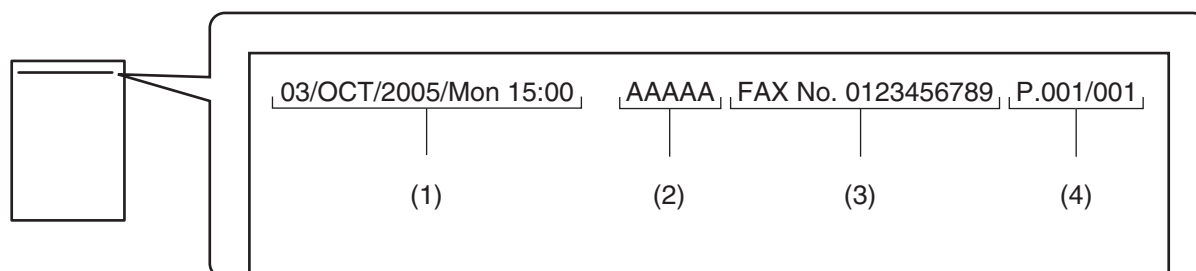
Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.
When scanning finishes, place the next original and press the [BLACK & WHITE START] key (○●). Repeat until all pages have been scanned and then press the [Read-End] key.
A beep will sound to indicate that scanning is finished.

ADDING YOUR SENDER INFORMATION TO FAXES (Own number sending)

You can have your sender information (date, time, sender name, sender fax number, number of pages) automatically added to the edge of each fax page you transmit.

Example of the sender information printed



- (1) Date, time: The date and time of transmission.
- (2) Sender name: The sender name programmed in the machine.
- (3) Sender fax number: The sender fax number programmed in the machine.
- (4) Page numbers: Page number / total pages (The total page number is only printed when the fax is sent by memory transmission.)



Information programmed in Own Number Sending

Date, time: Set or check the date and time in "Clock" in the system settings.

Sender name, sender fax number: Program the sender name and fax number in "[Fax Own Name and Number Set \(Administrator\)](#)" (page 179) in the system settings (administrator).

Page numbers: Select whether or not to include page numbers in "[Printing Page Number at Receiver](#)" (page 181) in the system settings for fax (administrator). Page numbers appear in the format "page number / total pages". Only the page number is printed when manual transmission or quick online transmission is used.



System Settings for Fax (Administrator): [Date/Own Number Print Position Setting](#) (page 181)

This is used to set the position where the sender information is printed. The sender information can be printed outside the scanned original image or inside the scanned original image.

| Outside scanned image (factory default setting) | Inside scanned image |
|--|--|
| <p>Sender information</p> <p>Original</p> <p>The transmitted image length will be: length of sender information + length of original image. When the fax is printed by the receiving machine, it may be reduced or divided onto two pages.</p> | <p>Sender information</p> <p>Original</p> <p>The sender information is printed inside the original image, and thus the transmitted image length is the length of the original. Note that the sender information will overlap part of the original image (that part of the original image will not appear).</p> |

TEMPORARILY CHANGING THE SENDER INFORMATION (Own Name Select)

You can select the sender information printed on a transmitted fax from a list of stored senders. (The selection only applies to the current transmission; after the transmission is completed, the selection is cleared.)

Ready to send.
Speaker Resend

Fax Mode Switch

Image Settings

Memory TX

Direct TX

Auto Reception

Fax Memory:100%

Send

Auto

Address Book

Sub Address

Special Modes

Quick File

Fax Special Modes
OK

Transaction Report

Polling

Memory Box

Own Name Select

2/3

↑

↓

Own Name Select
Cancel OK

AAAAA

CCCCC

EEEEEE

GGGGG

BBBBB

DDDDD

FFFFF

HHHHH

1/3

↑

↓

Fax Special Modes
OK

Transaction Report

Polling

Memory Box

Own Name Select

↑

↓

Touch the [Special Modes] key.

Touch the [Own Name Select] key.

(1) Touch the keys to switch through the screens.

(2) Touch the [Own Name Select] key.

Select the sender information.

(1) Touch the desired sender information key.

(2) Touch the [OK] key.

Touch the [OK] key.

System Settings for Fax (Administrator): [Registration of Own Name Select](#) (page 182)

This is used to store sender information for Own Name Select.

TRANSMITTING ORIGINALS OF DIFFERENT SIZES (Mixed Size Original)

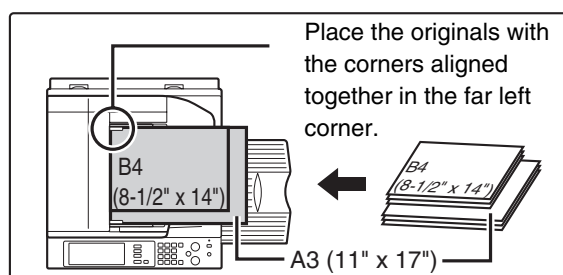
This feature lets you scan originals of different sizes at the same time; for example, B4 (8-1/2" x 14") size originals mixed together with A3 (11" x 17") size originals. When scanning the originals, the machine automatically detects the size of each original.



This feature can only be used with the following combinations of original sizes:

A3 and B4, A3 and B5, A4 and B4, A4 and B5, A4R and B5, B4 and A4R, B4 and A5, B5 and A5 (11" x 17" and 8-1/2" x 14", 11" x 17" and 8-1/2" x 13", 11" x 17" and 5-1/2" x 8-1/2")

1

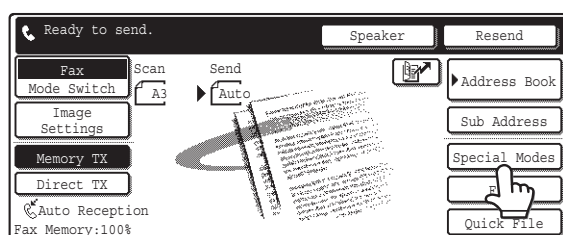


Insert the originals face up in the document feeder tray.

Insert the originals with the corners aligned together in the far left corner of the document feeder tray.

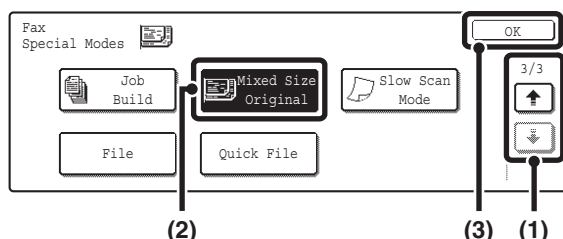
The following combinations of sizes of originals can be placed together in the document feeder tray: A3 and B4, A3 and B5, A4 and B4, A4 and B5, A4R and B5, B4 and A4R, B4 and A5, B5 and A5 (11" x 17" and 8-1/2" x 14", 11" x 17" and 8-1/2" x 13", 11" x 17" and 5-1/2" x 8-1/2")

2



Touch the [Special Modes] key.

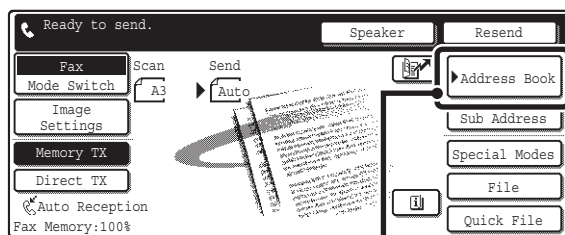
3



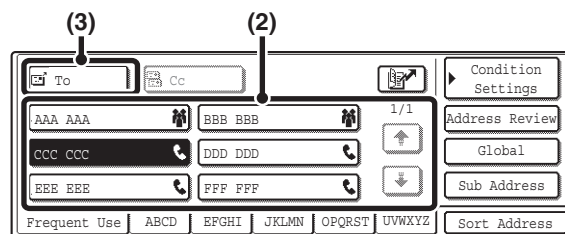
Select the mixed size original setting.

- (1) Touch the keys to switch through the screens.
- (2) Touch the [Mixed Size Original] key so that it is highlighted.
- (3) Touch the [OK] key.

4



(1)



Enter the destination fax number.

(1) Touch the [Address Book] key.

(2) Touch the one-touch key of the desired destination.


(3) Touch the [To] key.

☞ [CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)

If the fax number of the transmitting machine is not stored in the Address Book, enter the fax number with the numeric keys.

☞ [ENTERING A FAX NUMBER WITH THE NUMERIC KEYS](#) (page 35)



You can touch the  key to display a list of the selected special mode settings. To return to the previous screen after checking the settings, touch the [OK] key.

5



Press the [BLACK & WHITE START] key (○●).



To cancel scanning

Press the [STOP] key (⏏).



- When the mixed size original setting is selected, rotation sending does not operate. And two-sided scanning cannot be used.
- This function cannot be used in combination with the following functions:
Dual Page Scan, 2in1, Card Shot

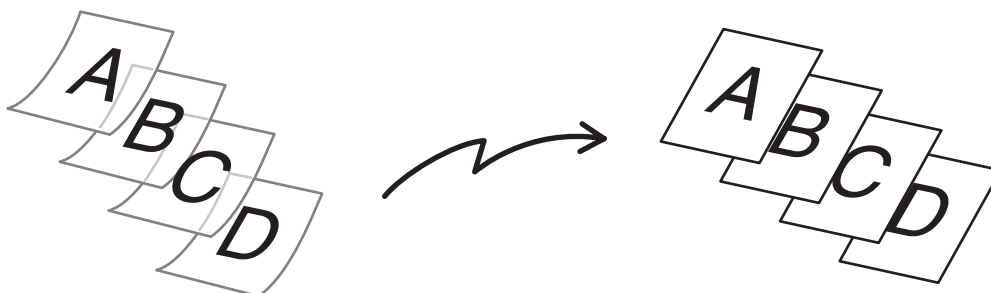


To cancel the mixed size original setting...

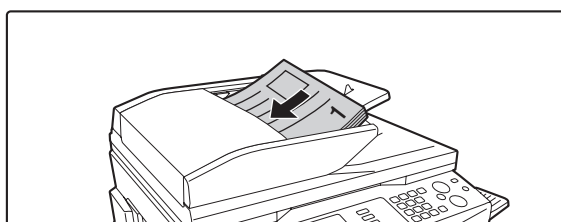
Touch the [Mixed Size Original] key in the screen of step 3 so that it is not highlighted.

FAXING THIN ORIGINALS (Slow Scan Mode)

Use this function when you wish to scan thin originals using the automatic document feeder. This function helps prevent thin originals from misfeeding.



1



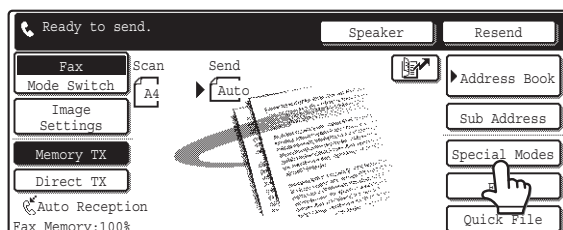
Insert the originals face up in the document feeder tray.

Adjust the document guides slowly.



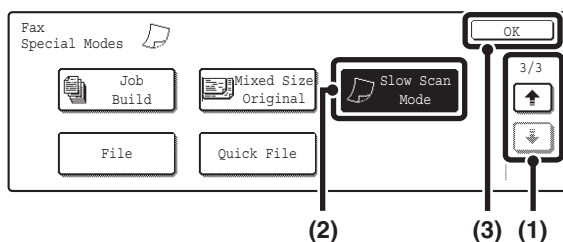
If the originals are inserted with too much force, they may crumple and misfeed.

2





Touch the [Special Modes] key.

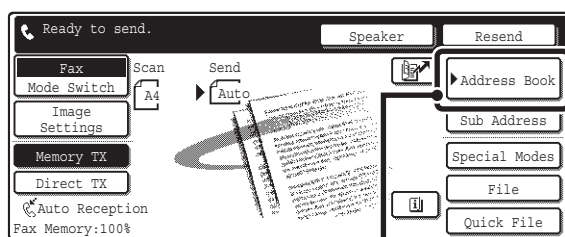
3



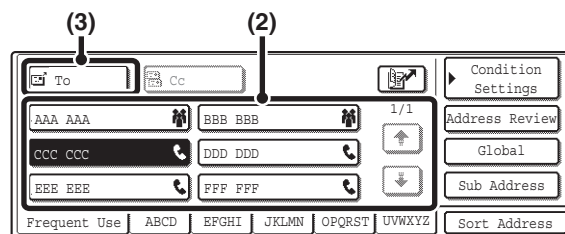
Select slow scan mode.

- (1) Touch the   keys to switch through the screens.
- (2) Touch the [Slow Scan Mode] key so that it is highlighted.
- (3) Touch the [OK] key.

4



(1)



Enter the destination fax number.

(1) Touch the [Address Book] key.

(2) Touch the one-touch key of the desired destination.


(3) Touch the [To] key.

☞ [CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)

If the fax number of the transmitting machine is not stored in the Address Book, enter the fax number with the numeric keys.

☞ [ENTERING A FAX NUMBER WITH THE NUMERIC KEYS](#) (page 35)



You can touch the  key to display a list of the selected special mode settings or two-sided scanning. To return to the previous screen after checking the settings, touch the [OK] key.

5



Press the [BLACK & WHITE START] key (○●).



To cancel scanning...

Press the [STOP] key (⏏).

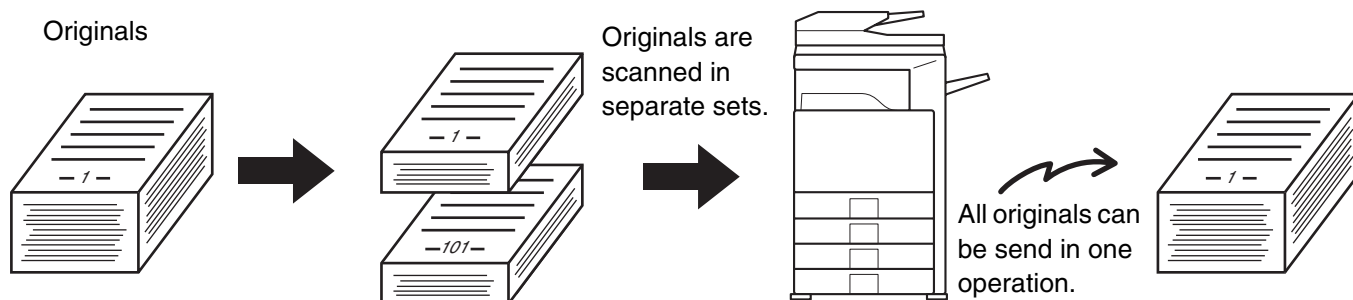


To cancel slow scan mode...

Touch the [Slow Scan Mode] key in the screen of step 3 so that it is not highlighted.

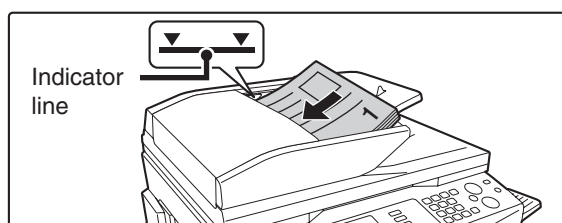
SENDING A LARGE NUMBER OF PAGES (Job Build)

This function lets you separate a large multi-page original into sets, scan each set using the automatic document feeder, and transmit the pages in a single transmission. Use this function when the number of sheets that you wish to fax exceeds the maximum number of sheets (100 sheets) that can be inserted in the automatic document feeder at once. When scanning the original in sets, divide the sheets so that no set has more than 100 sheets, and then scan from the set with the first page. The settings that you select for the first set can be used for all remaining sets.



- Up to 999 pages can be scanned. Note that when the memory is being used for other jobs, fewer pages can be scanned.
- This function cannot be used in direct transmission mode or when using the speaker.

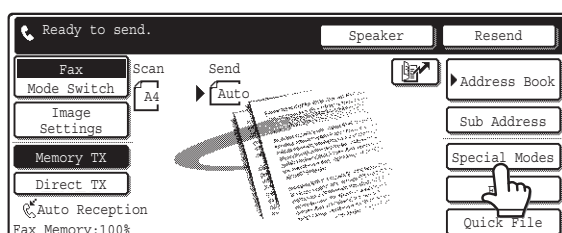
1



Insert the originals face up in the document feeder tray.

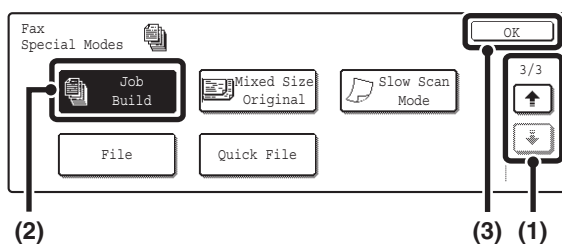
Place the originals face up. Insert the originals all the way into the document feeder tray. The stack must not be higher than the indicator line (no more than 100 sheets).

2



Touch the [Special Modes] key.

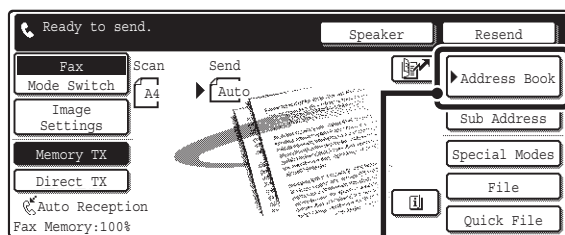
3



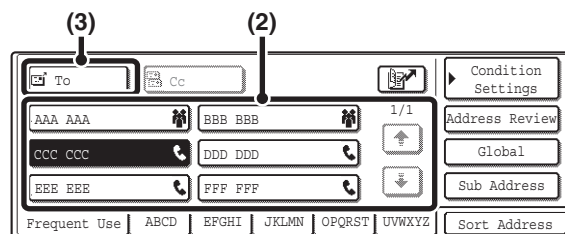
Select job build mode.

- (1) Touch the keys to switch through the screens.
- (2) Touch the [Job Build] key so that it is highlighted.
- (3) Touch the [OK] key.

4



(1)



Enter the destination fax number.

(1) Touch the [Address Book] key.

(2) Touch the one-touch key of the desired destination.


(3) Touch the [To] key.

☞ [CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)

If the fax number of the transmitting machine is not stored in the Address Book, enter the fax number with the numeric keys.

☞ [ENTERING A FAX NUMBER WITH THE NUMERIC KEYS](#) (page 35)



You can touch the  key to display a list of the selected special mode settings. To return to the previous screen after checking the settings, touch the [OK] key.

5



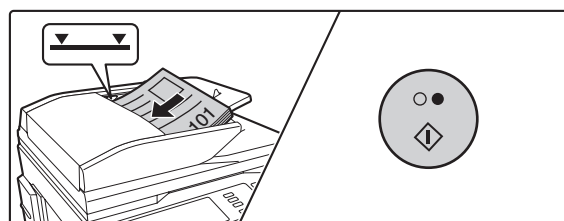
Press the [BLACK & WHITE START] key (○●) to scan the first set.



To cancel scanning...

Press the [STOP] key (⊙).

6



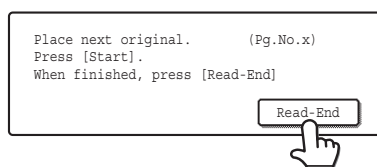
Insert the next set of originals and press the [BLACK & WHITE START] key (○●).

Place the originals face up. Insert the originals all the way into the document feeder tray. The stack must not be higher than the indicator line (no more than 100 sheets). Repeat until all sets of originals have been scanned.



If no action is taken for one minute after the final original is scanned, scanning automatically ends and the transmission is entered in the job queue.

7



Touch the [Read-End] key.



- If the memory becomes full during scanning, a message will appear and the transmission will be cancelled.
- This function cannot be used in combination with the following functions:
Dual Page Scan, Card Shot



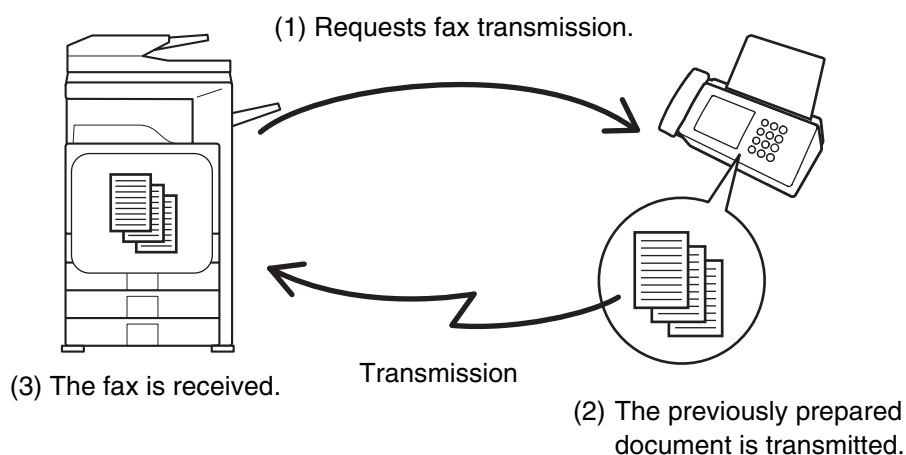
To cancel the job build function....

Touch the [Job Build] key in the screen of step 3 so that it is not highlighted.

CALLING A FAX MACHINE AND INITIATING RECEPTION (Polling)

The Polling function allows the receiving machine to call the transmitting machine and initiate reception of a document in that machine.

Because the receiving machine initiates reception of a document, this is called "Polling Reception".



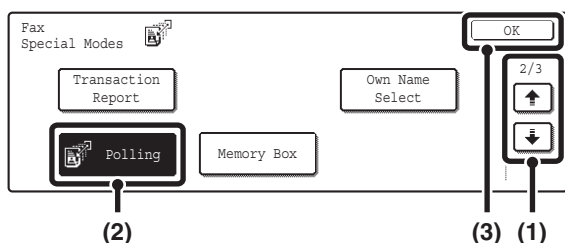
Make sure that an original is not placed in the machine when using the polling reception function.

1



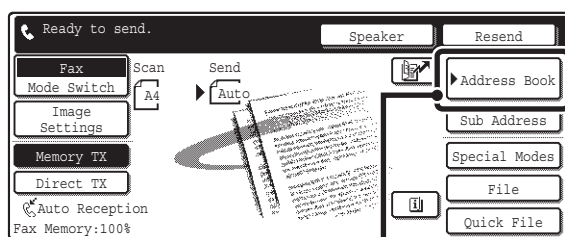
Touch the [Special Modes] key.

2

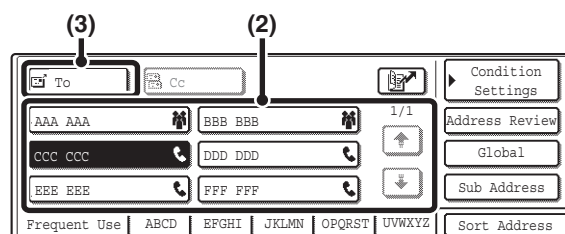


Select polling reception.

- (1) Touch the keys to switch through the screens.
- (2) Touch the [Polling] key so that it is highlighted.
- (3) Touch the [OK] key.



(1)



Enter the fax number of the transmitting machine.

(1) Touch the [Address Book] key.

(2) Touch the one-touch key of the desired destination.

(3) Touch the [To] key.

If you wish to enter multiple fax numbers, repeat steps (2) and (3) above to enter each number.

☞ [CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)

If the fax number of the transmitting machine is not stored in the Address Book, enter the fax number with the numeric keys. To enter multiple fax numbers with the numeric keys, touch the [Next Address] key after entering a fax number and enter the next fax number.

☞ [ENTERING A FAX NUMBER WITH THE NUMERIC KEYS](#) (page 35)



Multiple fax numbers can be entered.

Polling will take place in the order that the numbers were entered.

Polling multiple machines is called "Serial Polling".

Up to 500 fax numbers can be entered. In this procedure, one-touch keys that have a sub-address and passcode cannot be used.



Press the [BLACK & WHITE START] key (○●).

Your machine will call the other machine and initiate reception of the fax.



- Polling reception can be used in combination with the timer function to poll at any specified time, such as at night or when you are not present.
- This function can only be used when the other machine is Super G3 or G3 compatible and has a polling function.
- The receiving machine bears the expense (phone charges) of the polling reception.



To cancel polling reception...

Touch the [Polling] key in the screen of step 2.

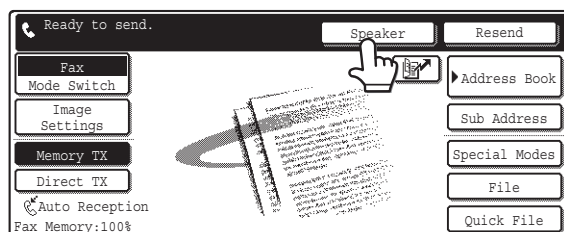
INITIATING POLLING RECEPTION MANUALLY

Use this procedure when you must start polling after listening to a recorded greeting, such as when using a fax information service.



- Make sure that an original is not placed in the machine when using the polling reception function.
- This function cannot be used to poll multiple machines (serial polling).

1



Touch the [Speaker] key.

2



(1)

Enter the fax number of the transmitting machine.

- (1) Touch the [Address Book] key.
- (2) Touch the one-touch key of the desired destination.

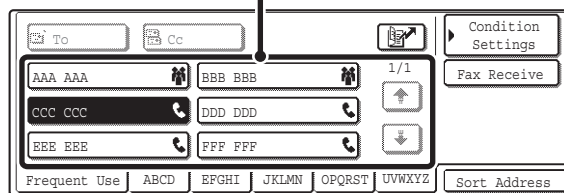
A group key cannot be used.

☞ [CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)

If the fax number of the transmitting machine is not stored in the Address Book, enter the fax number with the numeric keys.

☞ [ENTERING A FAX NUMBER WITH THE NUMERIC KEYS](#) (page 35)

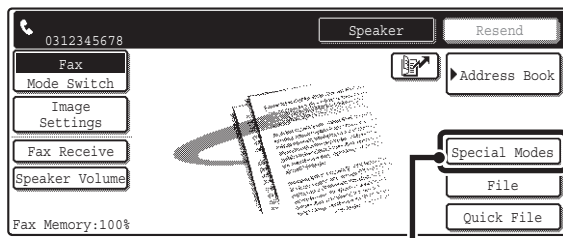
(2)



3





Follow the instructions in the recorded greeting.

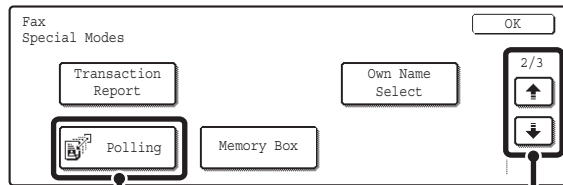


(1)

Receive the fax.

- (1) Touch the [Special Modes] key.
- (2) Touch the   keys to switch through the screens.
- (3) When you hear the fax tone, touch the [Polling] key.

The fax is received.



(3)

(2)



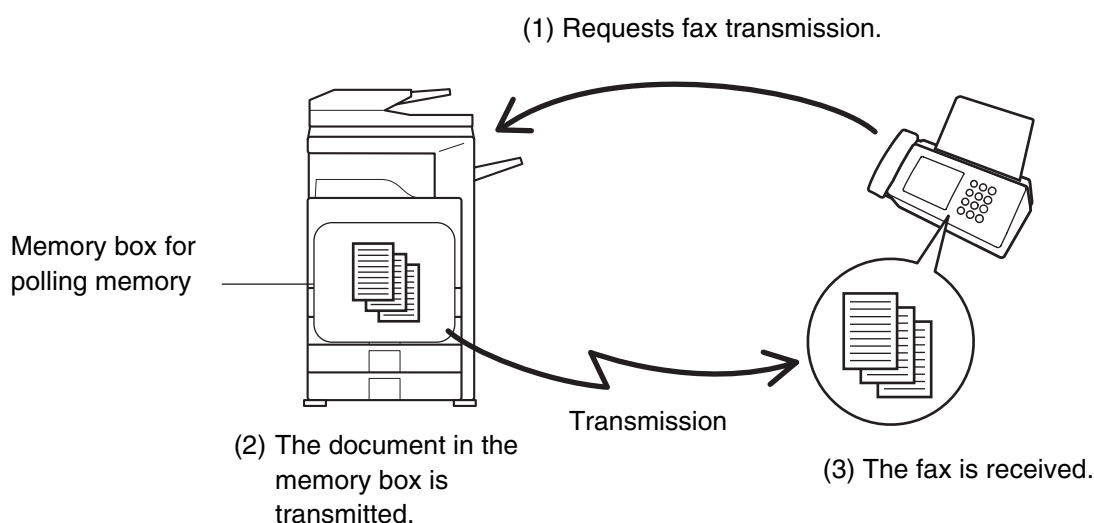
- This function can only be used when the other machine is Super G3 or G3 compatible and has a polling function.
- The receiving machine bears the expense (phone charges) of the polling reception.

SENDING A FAX WHEN ANOTHER MACHINE POLLS YOUR MACHINE (Polling memory)

Sending a document that has been scanned into memory when another machine polls your machine is called "Polling Memory".

Prior to polling, the document that will be faxed to the other machine must be scanned into the memory box for polling memory.

This function can only be used when the other machine is Super G3 or G3 compatible and has a polling function.



RESTRICTING POLLING ACCESS (Polling security)

To only allow specified machines to poll your machine, you can restrict polling to machines whose programmed sender fax number matches a fax number stored in your machine as a polling passcode number. This is called "Polling Security".

To use this function, first store polling passcode numbers (the sender fax numbers programmed in the other machines) in the machine's system settings for fax, and then enable polling security.



Up to 10 fax numbers can be stored as polling passcode numbers.

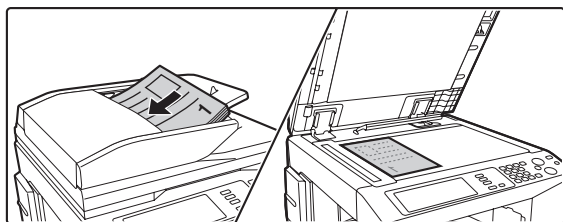


- **System Settings for Fax (Administrator):** [Polling Security Setting](#) (page 187)
This is used to enable polling security.
- **System Settings for Fax (Administrator):** [Passcode Number Setting](#) (page 187)
This is used to store fax numbers as polling passcode numbers.

SCANNING A DOCUMENT INTO A MEMORY BOX FOR POLLING TRANSMISSION

Follow these steps to scan a document into the memory box (Public Box) for polling transmission.

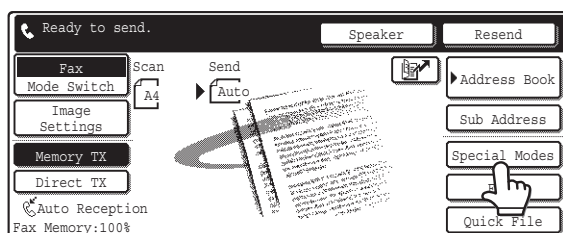
1



Place the original.

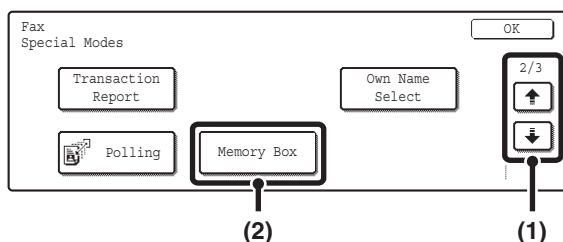
Place the original face up in the document feeder tray, or face down on the document glass.

2





Touch the [Special Modes] key.

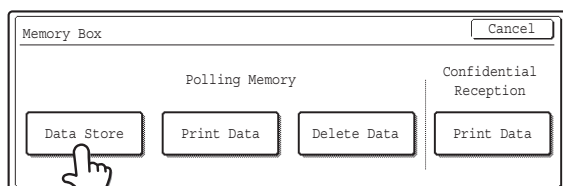
3



Select memory box.

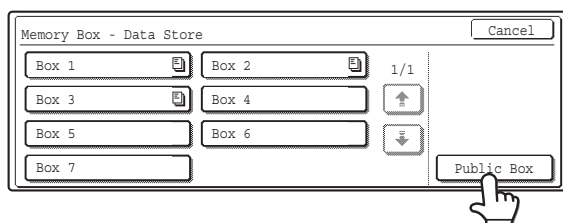
- (1) Touch the   keys to switch through the screens.
- (2) Touch the [Memory Box] key.

4



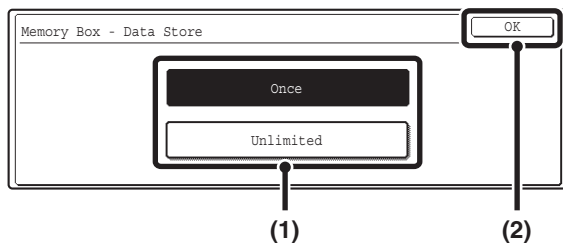
Touch the [Data Store] key.

5



Touch the [Public Box] key.

6



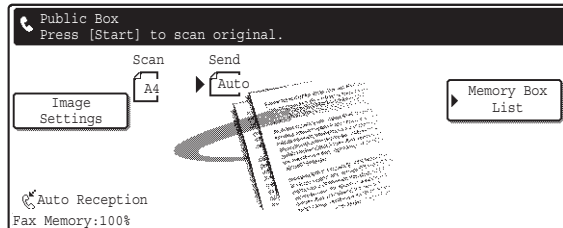
Specify the number of polling times.

(1) Touch the key for the desired number of times.

Touch the [Once] key if you want the document cleared from memory after it is transmitted. Touch the [Unlimited] key to allow polling an unlimited number of times.

(2) Touch the [OK] key.

7



Select image settings and special modes.

To select image settings (exposure, resolution, original size, and two-sided original) and special mode settings, touch the [Image Settings] key.



The following functions can be selected: Erase, Dual Page Scan, 2in1, Card Shot, Job Build, Mixed Size Original, Slow Scan Mode, Own Name Select.

8



Press the [BLACK & WHITE START] key (○●).

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
- If you are scanning the original on the document glass, scan each page one page at a time.

When scanning finishes, place the next original and press the [BLACK & WHITE START] key (○●). Repeat until all pages have been scanned and then press the [Read-End] key.



To cancel scanning...

Press the [STOP] key (⏏) while the original is being scanned.

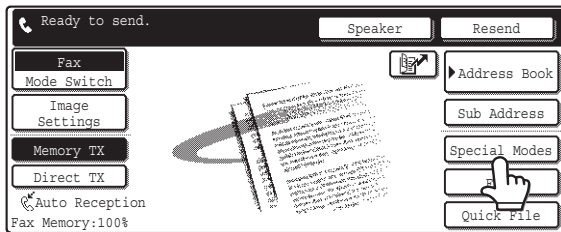


If another document remains in the memory box (public box), the newly scanned document is added to the previous document. In this case, the number of polling times will be the number set for the newly scanned document.

PRINTING A DOCUMENT STORED IN THE PUBLIC BOX

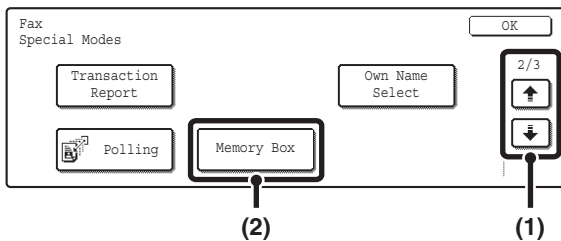
To check a document stored in the public box for polling transmission, follow the steps below to print the document.

1



Touch the [Special Modes] key.

2

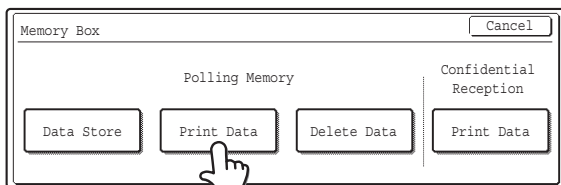


Select memory box.

(1) Touch the keys to switch through the screens.

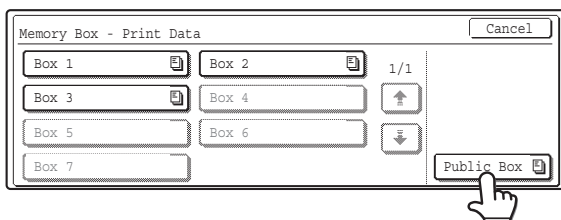
(2) Touch the [Memory Box] key.

3



Touch the [Print Data] key.

4



Touch the [Public Box] key.



When nothing is stored in the public box, the [Public Box] key will be greyed out.

5



Press the [BLACK & WHITE START] key ().

The stored document is printed.



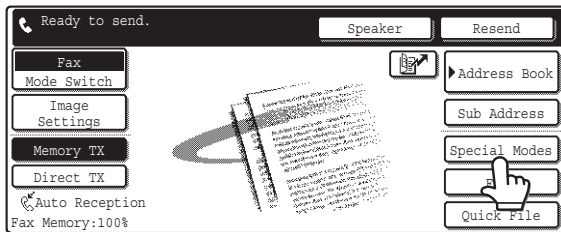
To cancel printing...

Touch the [Cancel] key in the touch panel.

DELETING A DOCUMENT FROM THE PUBLIC BOX

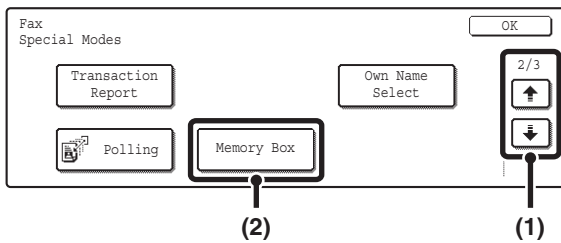
Delete a document from the public box when it is no longer needed.

1



Touch the [Special Modes] key.

2

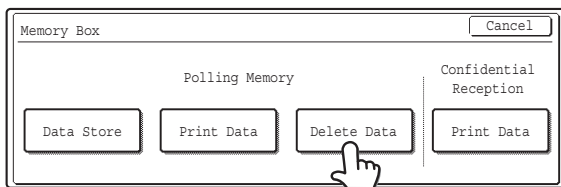


Select memory box.

(1) Touch the   keys to switch through the screens.

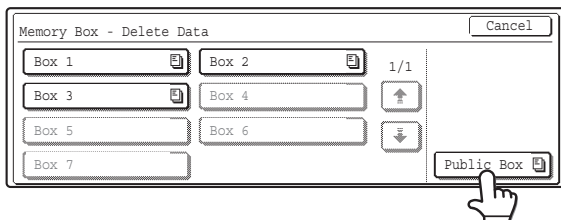
(2) Touch the [Memory Box] key.

3



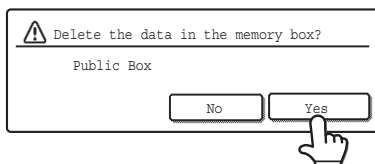
Touch the [Delete Data] key.

4



Touch the [Public Box] key.

5



Touch the [Yes] key.

The document is deleted and you return to the screen of step 4.



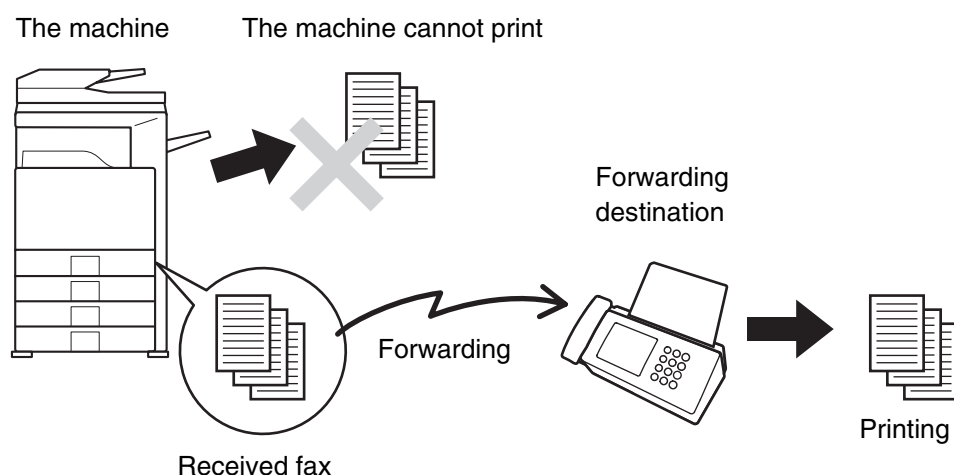
To cancel the deletion...

Touch the [No] key. You will return to the screen of step 4.

FORWARDING RECEIVED FAXES (Fax Data Forward)

When the machine cannot print because it is out of paper or out of toner, received faxes can be forwarded to another previously programmed fax machine.

This function is convenient in an office or work area that has two or more telephone lines and another fax machine is connected to a different line than the machine.

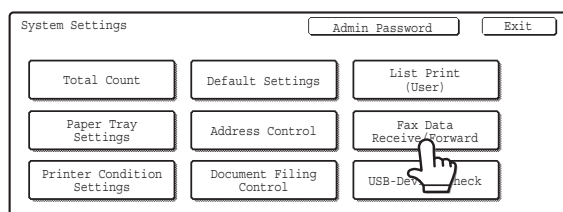


1



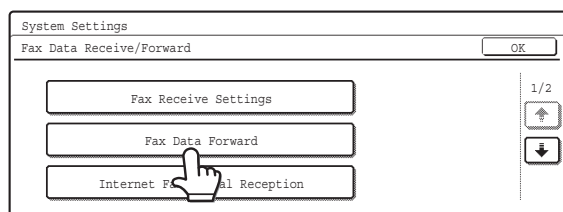
Press the [SYSTEM SETTINGS] key.

2

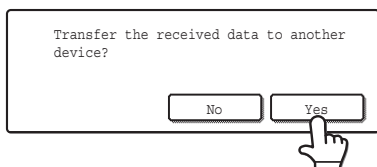


Touch the [Fax Data Receive/Forward] key.

3



Touch the [Fax Data Forward] key.




Touch the [Yes] key.

Your machine dials the destination machine and transmits the fax.



If a password entry screen appears after the [Yes] key is touched, "Hold Setting for Received Data Print" has been enabled for received faxes. Enter the password with the numeric keys to begin forwarding.

 [PRINTING A PASSWORD-PROTECTED FAX \(Hold Setting For Received Data Print\)](#) (page 47)



To cancel forwarding...

Touch the [No] key. The job becomes a fax reception job again and is held in memory until it can be printed.



- If some pages of a fax that is being forwarded were successfully printed, only those pages that were not printed will be forwarded.
- A forwarded fax becomes a fax transmission job. If transmission does not take place because the transmission was cancelled or an error occurred, the fax will be held in memory until it can be printed.
- All faxes received are forwarded. Note, however, that faxes received to an F-code confidential memory box cannot be forwarded.

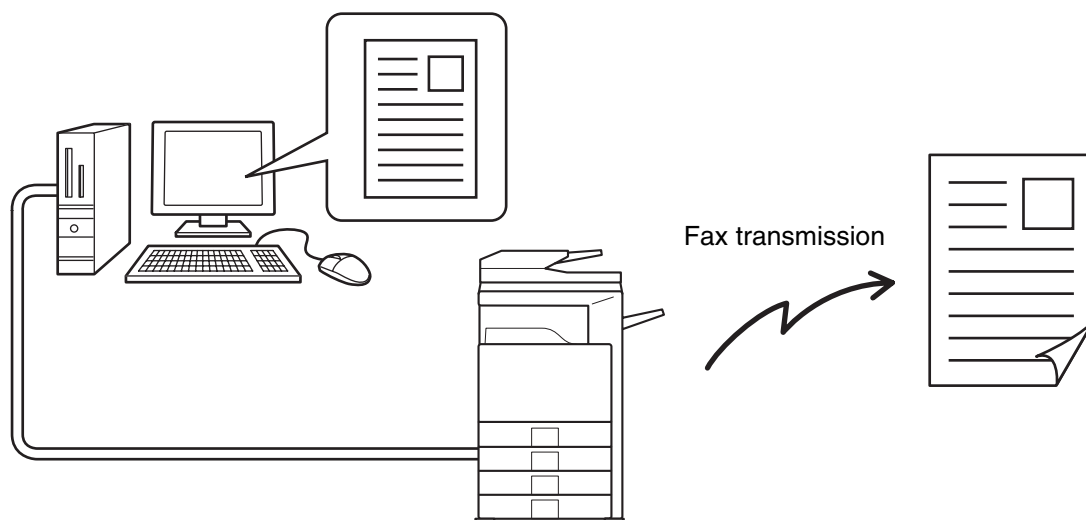


System Settings for Fax (Administrator): [Set the Telephone Number for Data Forwarding](#) (page 185)

This is used to store the forwarding fax number.

SENDING A FAX DIRECTLY FROM A COMPUTER (PC-Fax)

A document on a computer can be transmitted via the machine as a fax. Faxes are sent using the PC-Fax function in the same way as documents are printed. Select the PC-Fax driver as the printer driver for your computer and then select the Print command in the software application. Image data for transmission will be created and sent as a fax.



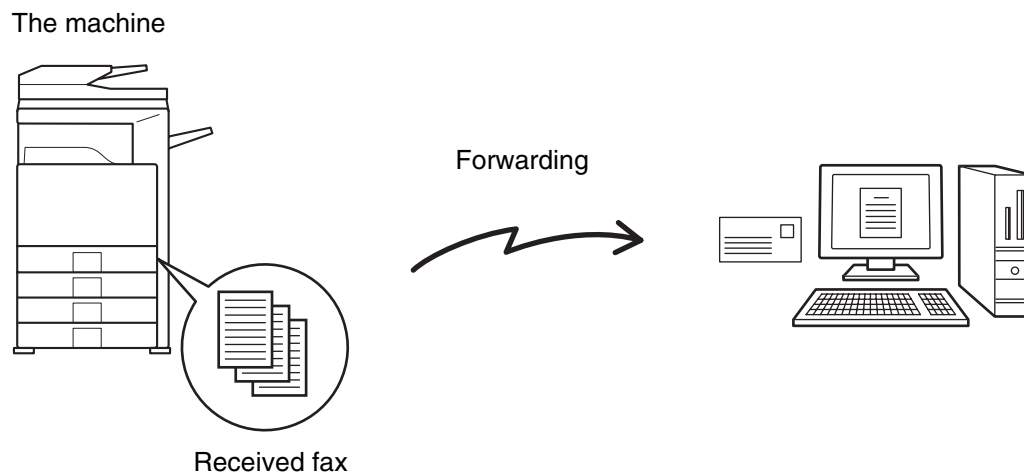
For more information on using PC-Fax, see the Help file for the PC-Fax driver.



- The PC-Fax driver is on the "CD-ROM" that accompanies the machine. For the installation procedure and system requirements, see the Software Setup Guide.
- This function can only be used when the printer function can be used.
- This function can only be used on a Windows® computer.
- This function can only be used to send faxes. Faxes received by the machine cannot be received to your computer.

FORWARDING A RECEIVED FAX TO AN E-MAIL ADDRESS (Inbound Routing Settings)

Received faxes can be automatically forwarded to a specified E-mail address. This function can be used to forward received faxes directly to an e-mail address without printing the faxes.



To configure inbound routing settings, click [Application Settings] and then [Inbound Routing Settings] in the Web page menu. (Administrator rights are required.)



- The format of the forwarded file is TIFF-F.
- This function cannot be used for faxes received by confidential reception.

8

PERFORMING F-CODE COMMUNICATION


This chapter explains how to perform F-code communication operations. F-code communication is possible with machines of other manufacturers that also support F-code communication.

F-CODE COMMUNICATION

Exchange of confidential documents (confidential communication), retrieval (polling) and distribution (polling memory) of information, distribution of information to multiple destinations (relay broadcast transmission) are possible with other machines that support F-code communication.

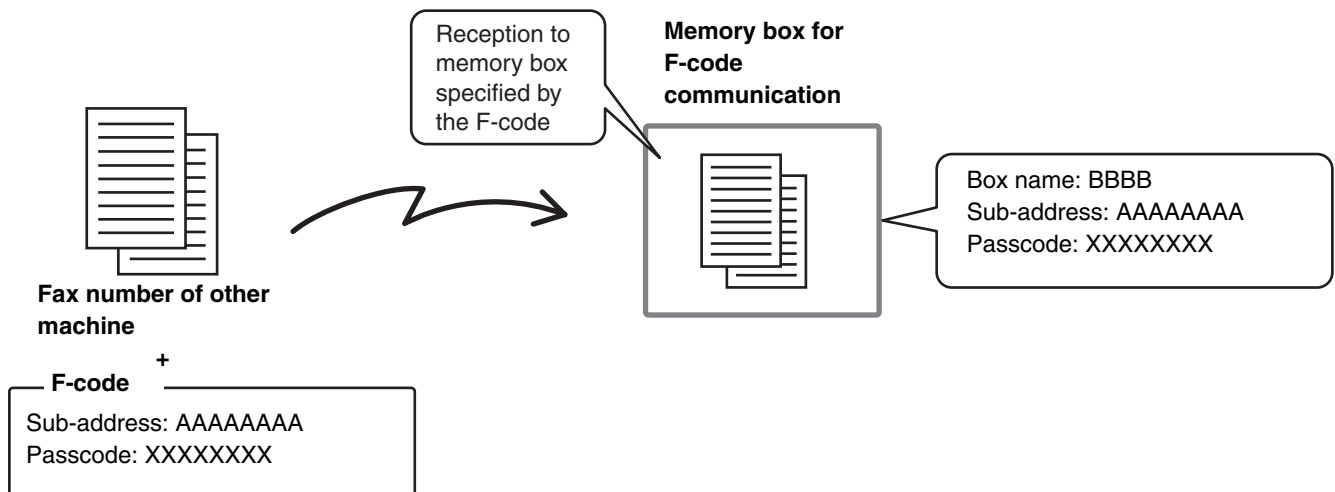
An F-code* is specified in each communication, enabling a higher level of security.

* F-code is a communication function based on the G3 standard of the ITU-T.

 The ITU-T is a United Nations organization that establishes communications standards. It is a department of the International Telecommunication Union (ITU), which coordinates global telecommunications networks and services.


HOW F-CODES WORK

A fax that is transmitted with an F-code is received to the memory box in the receiving machine specified by the F-code (sub-address and passcode). If the F-code sent by the transmitting machine does not match the F-code in the receiving machine, reception will not take place.



The products of other manufacturers may use different terms for "sub-address" and "passcode". If you need to contact the operator of another machine regarding sub-addresses and passcodes, refer to the terms in the table below which are used by the ITU-T.

| Your machine | ITU-T | | |
|--------------|---------------------------|-------------------------|-----------------------------------|
| | F-code polling memory box | F-code confidential box | F-code relay broadcast memory box |
| Sub-address | SEP | SUB | SUB |
| Passcode | PWD | SID | SID |

 An F-code consists of a sub-address and passcode, and cannot be longer than 20 digits.

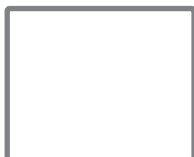
CREATING MEMORY BOXES IN THE MACHINE FOR F-CODE COMMUNICATION

Before the F-code communication function can be used, special memory boxes must be created using "F-Code Memory Box" in the system settings for fax.

A box name and F-code (sub-address and passcode) are programmed in each box, and an F-code communication function is assigned to each box.

After you have created a memory box, inform the other party of the sub-address and passcode of the box.

Memory box for F-code communication



- Memory box name
- Sub-address
- Passcode
- End receiving machines (only in an F-code relay broadcast memory box)
- Print PIN (only for F-code confidential reception)

To use the following F-code communication functions, F-code memory boxes must be created in your machine.

F-code confidential reception, F-code polling memory, F-code relay broadcast transmission

To use the following F-code communication functions, F-code memory boxes must be created in the other machine.

F-code confidential transmission, F-code polling reception, F-code relay request transmission.



System Settings for Fax: F-Code Memory Box

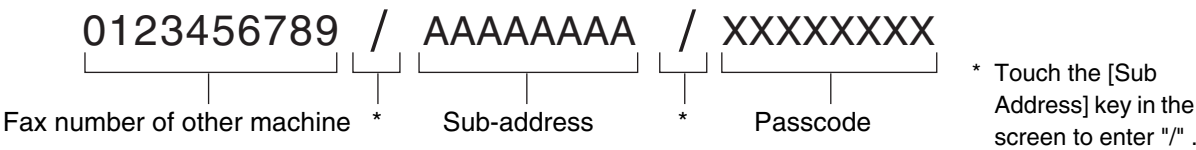
This is used to configure memory boxes for F-code communication.

- Up to 100 memory boxes can be created.
- The memory box name cannot be longer than 18 characters, and the sub-address and passcode cannot be longer than 20 digits.


🔗 [Programming an F-code Memory Box \(Polling Memory\)](#) (page 150), [Programming an F-code Memory Box \(Confidential\)](#) (page 152), [Programming an F-code Memory Box \(Relay Broadcast\)](#) (page 155)

F-CODE DIALLING


When performing an F-code operation, the F-code (sub-address and passcode) is appended to the fax number that is dialled. Check the F-code (sub-address and passcode) programmed in the memory box in the other machine before you perform an F-code transmission. It is convenient to store an F-code together with the fax number in a one-touch key or group key.



When the following F-code functions are used, your machine dials the other machine.
F-code confidential transmission, F-code polling reception, F-code relay request transmission
When the following F-code functions are used, the other machine dials your machine.
F-code confidential reception, F-code polling memory, F-code relay broadcast transmission




- If the destination machine does not have a passcode configured in the F-code, do not enter a passcode when dialling that machine.
- F-code communication cannot be performed when using the speaker or performing manual transmission.



System Settings for Fax: Direct Address / Program

This is used to store and edit one-touch keys and group keys.

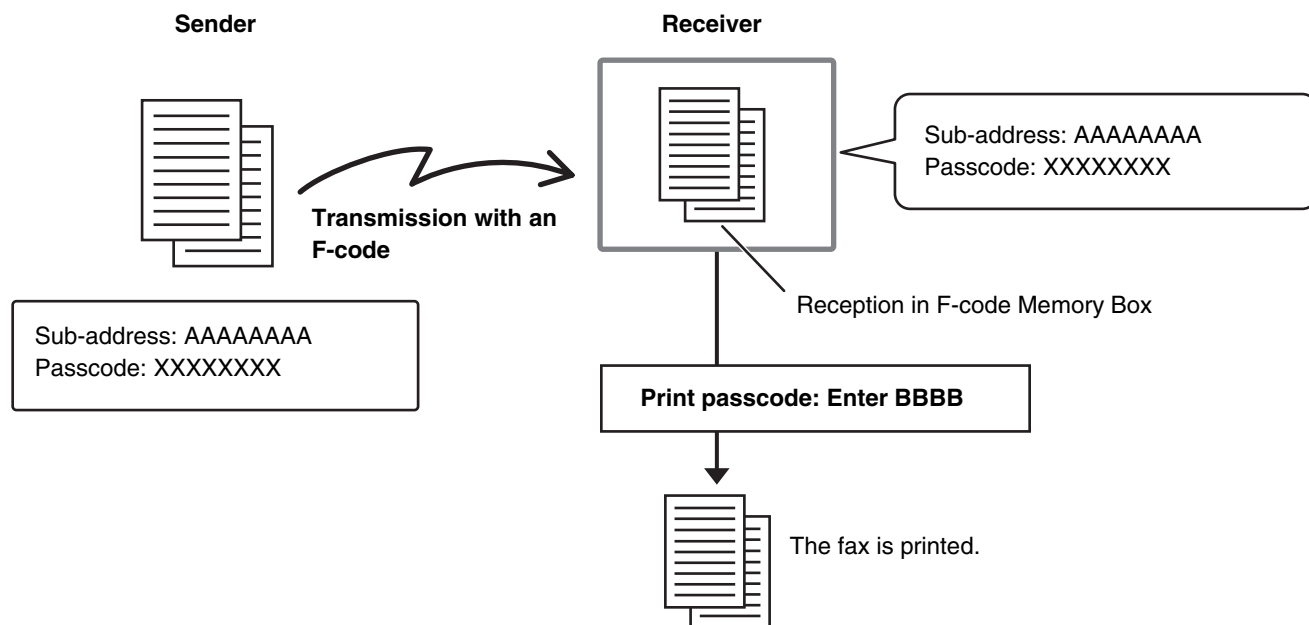
 [Storing a One-touch \(Individual\) Key for Fax](#) (page 136), [Storing a Group Key](#) (page 141), [Amend/Delete a One-touch Key or Program](#) (page 147)


CONFIDENTIAL COMMUNICATION USING F-CODES

By sending a fax to an F-code memory box (confidential) in the receiving machine (your machine or the other machine), the sender can direct the transmission specifically to the user of the box.

This is convenient for sending sensitive documents that you do not wish people other than the recipient to see, or when the receiving machine is shared by multiple departments.

To print an F-code confidential fax, the print passcode must be entered.



 The F-code (sub-address and passcode) of the memory box to be used should be verified by the sender and the recipient before the fax is sent.



System Settings for Fax: F-code Memory Box

This is used to create memory boxes for F-code confidential communication (confidential).

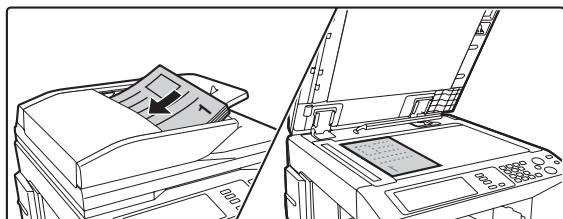
A memory box name, sub-address, passcode, and print passcode are programmed in each box.

 [Programming an F-code Memory Box \(Confidential\)](#) (page 152)

F-CODE CONFIDENTIAL TRANSMISSION

Follow the steps below to send a confidential fax by adding an F-code to the fax number.

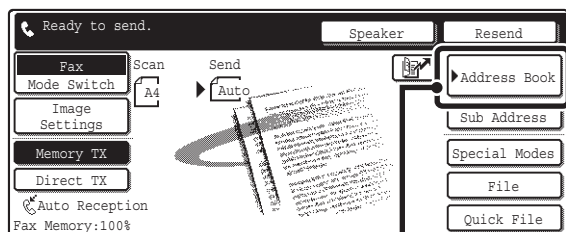
1



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2



(1)

Enter the destination fax number.

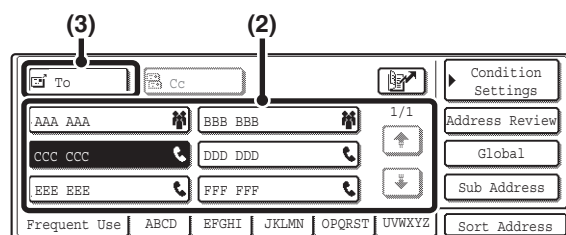
(1) Touch the [Address Book] key.

(2) Touch the one-touch key of the desired destination.

Touch the one-touch key in which the destination fax number and F-code are stored.

(3) Touch the [To] key.

[CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)



If the fax number of the transmitting machine is not stored in a one-touch key in the Address Book, enter the fax number and F-code with the numeric keys.

(1) Enter the fax number of the destination.

(2) Touch the [Sub Address] key to enter "/".

(3) Enter the sub-address.

(4) Touch the [Sub Address] key to enter "/".

(5) Enter the passcode.

3



Press the [BLACK & WHITE START] key (○●).

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time. When scanning finishes, place the next original and press the [BLACK & WHITE START] key (○●). Repeat until all pages have been scanned and then press the [Read-End] key.
A beep will sound to indicate that scanning is finished.

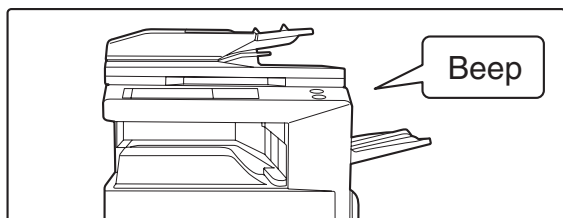


This function can be used in combination with a broadcast transmission or timer transmission. A F-code confidential transmission can also be stored in a program.

PRINTING A FAX RECEIVED BY F-CODE CONFIDENTIAL RECEPTION

An F-code confidential fax sent to your machine is received to the memory box specified by the F-code. To print the received fax, enter the print passcode.

1



The machine rings and the fax is received.

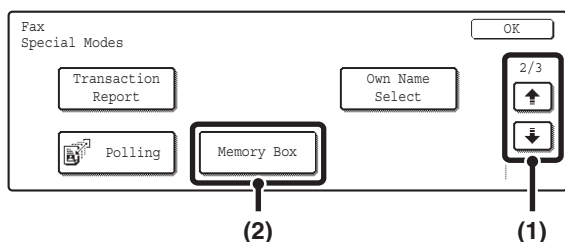
A beep sounds when reception ends.

2



Touch the [Special Modes] key.

3

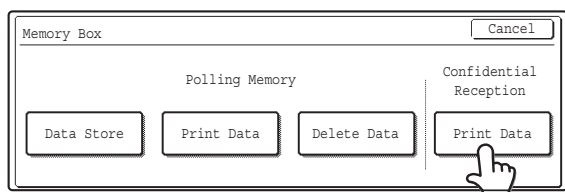


Select memory box.

(1) Touch the keys to switch through the screens.

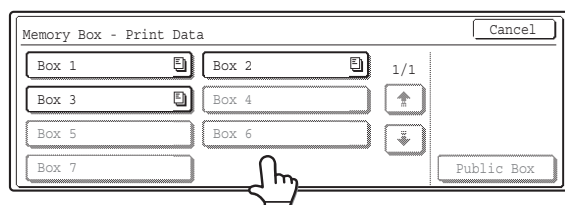
(2) Touch the [Memory Box] key.

4



Touch the [Print Data] key.

5



Touch the key of the memory box containing the confidential fax.

"" appears in the keys of memory boxes that have received faxes. The keys of memory boxes that have not received faxes are greyed out and cannot be selected.

6



Enter the print passcode with the numeric keys.

As each digit is entered, "-" changes to "*".



Take care to enter the correct print passcode. If you make a mistake, a message will appear. Return to the entry screen. You can touch the [Cancel] key to return to step 5.

7



Press the [BLACK & WHITE START] key (○●).



- The confidential fax is automatically given priority in the print job queue.
- The fax is automatically cleared from the memory box after printing.

• If you forget the print passcode...

There is no way to check a forgotten passcode on the machine. Take care not to forget the passcode. In the event that you forget the passcode or need to verify the passcode, contact your dealer or nearest authorised service representative.



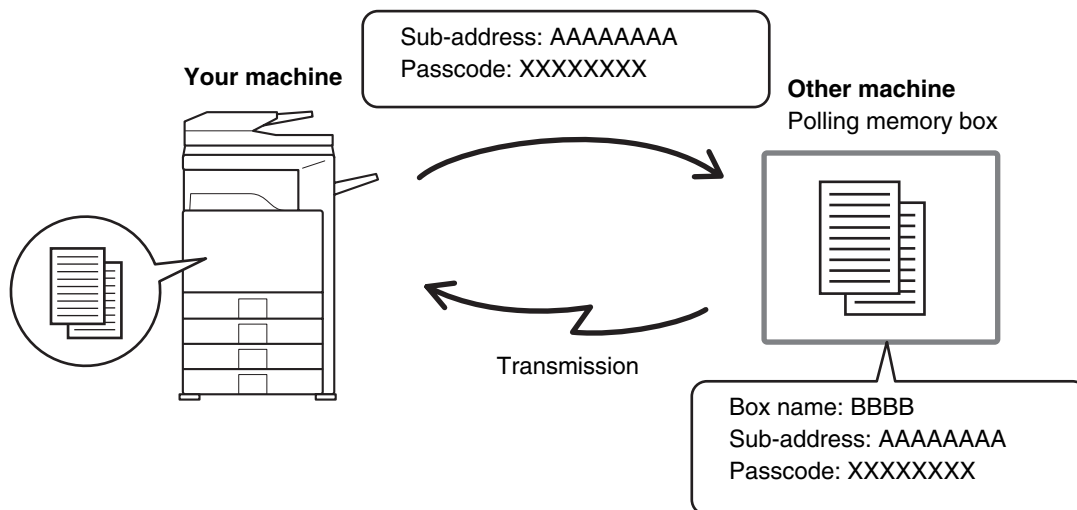
System Settings for Fax (Administrator): [Transaction Report Print Select Setting \(page 180\)](#)

This setting can be used to have a transaction report printed automatically when an F-code confidential fax is received.

POLLING RECEPTION USING F-CODES

This function enables your machine to call another machine and initiate reception of a fax stored in an F-code memory box (polling memory) in the other machine. During the polling operation, your machine must correctly specify the F-code (sub-address and passcode) configured in the other machine or polling reception will not take place.

Transmission request (polling) using an F-code



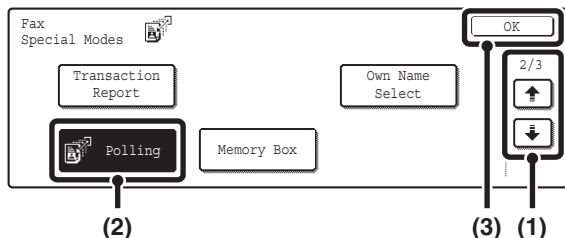
- Verify the F-code (sub-address and passcode) of the memory box in the other machine before you perform F-code polling reception.
- Do not place an original in the automatic document feeder or on the document glass when using this function.
- The receiving machine bears the phone charges of the transmission.

1



Touch the [Special Modes] key.

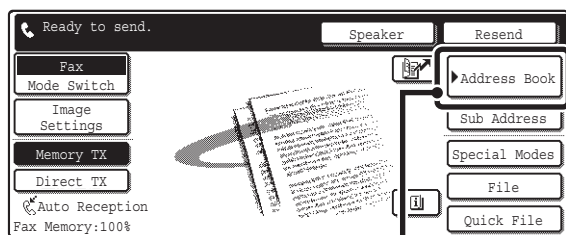
2



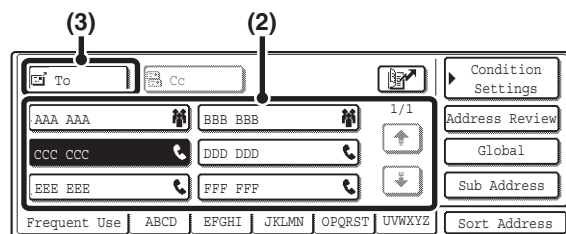
Select polling.

- (1) Touch the keys to switch through the screens.
- (2) Touch the [Polling] key.
- (3) Touch the [OK] key.

3



(1)



Enter the destination fax number.

(1) Touch the [Address Book] key.

(2) Touch the one-touch key of the desired destination.

Touch the one-touch key in which the fax number and F-code of the relay machine are stored.

(3) Touch the [To] key.

[CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)

If the fax number of the transmitting machine is not stored in a one-touch key in the Address Book, enter the fax number and F-code with the numeric keys.

(1) Enter the fax number of the destination.

(2) Touch the [Sub Address] key to enter "/".

(3) Enter the sub-address.

(4) Touch the [Sub Address] key to enter "/".

(5) Enter the passcode.

4



Press the [BLACK & WHITE START] key (○●).

Your machine will call the other machine and initiate reception of the fax.



- Polling multiple machines (serial polling) is not possible.
- F-code polling reception can be used in combination with a timer setting. Only one polling reception operation with a timer setting can be stored at a time.



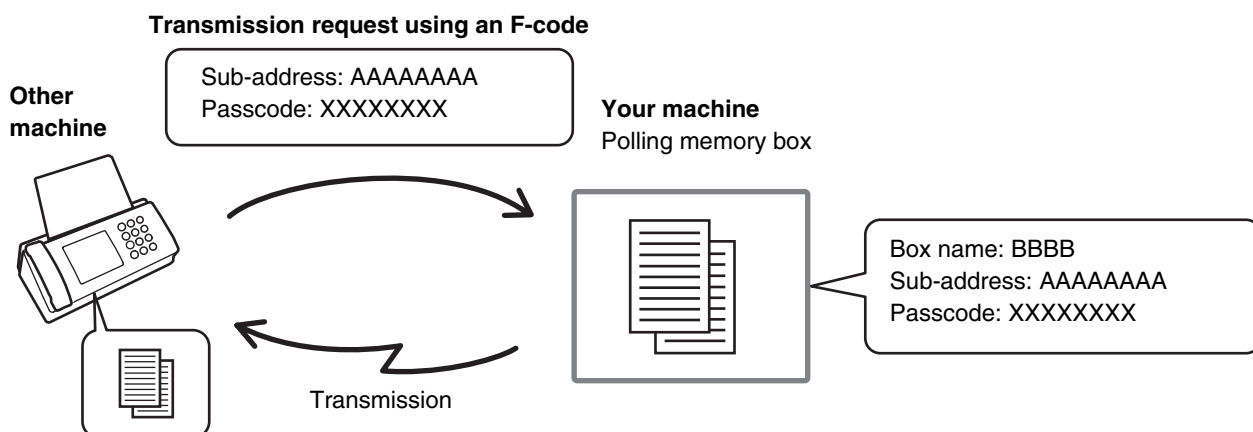
To cancel polling...

Touch the [Polling] key in the screen of step 2.

POLLING MEMORY TRANSMISSION USING F-CODES

When your machine receives a transmission request from another machine, this function sends a fax stored in an F-code memory box (polling memory) in your machine to that machine. The other machine must correctly specify the F-code configured in your machine or transmission will not take place.

The document to be transmitted must be scanned into an F-code polling memory box.



System Settings for Fax: F-Code Memory Box

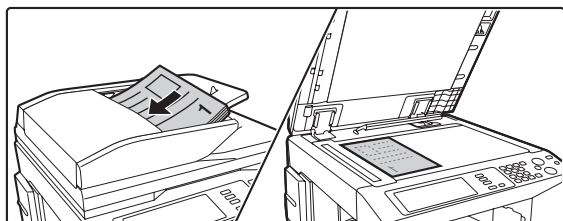
This is used to create memory boxes (polling memory) for F-code polling memory transmission. A memory box name, sub-address, and passcode are programmed in each box.

[Programming an F-code Memory Box \(Polling Memory\)](#) (page 150)

SCANNING A DOCUMENT INTO A MEMORY BOX FOR F-CODE POLLING TRANSMISSION

Follow these steps to scan a document into a memory box (Polling memory) for F-code polling transmission.

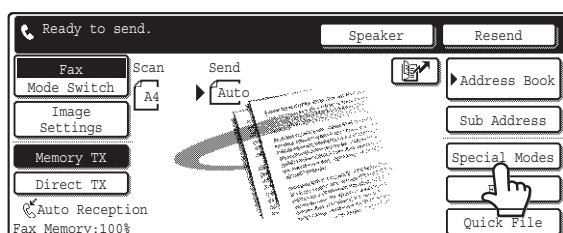
1



Place the original.

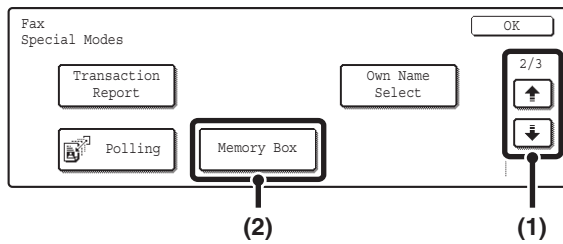
Place the original face up in the document feeder tray, or face down on the document glass.

2



Touch the [Special Modes] key.

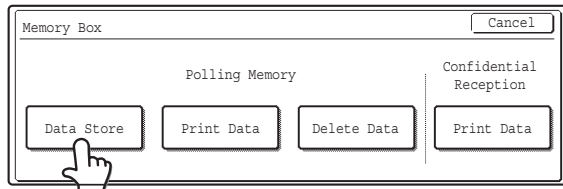
3



Select memory box.

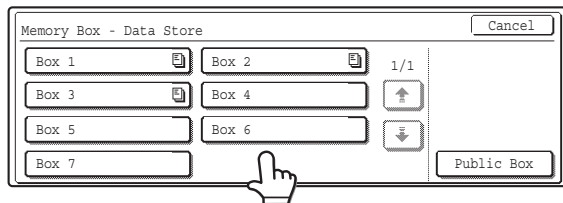
- (1) Touch the keys to switch through the screens.
- (2) Touch the [Memory Box] key.

4



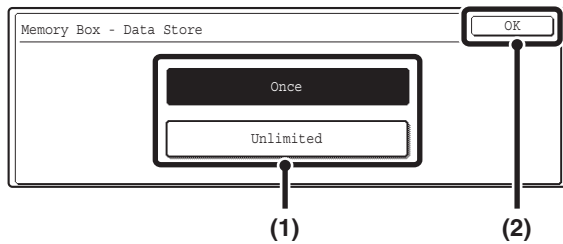
Touch the [Data Store] key.

5



Touch the key of the F-code memory polling box.

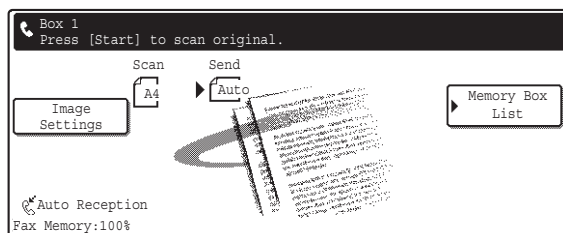
6



Specify the number of polling times.

- (1) Touch the key for the desired number of times.
Touch the [Once] key if you want the document cleared from memory after it is transmitted. Touch the [Unlimited] key to allow polling an unlimited number of times.
- (2) Touch the [OK] key.

7



Select original scanning settings and special modes.

Touch the [Image Settings] key to select original settings (exposure, resolution, original size, and two-sided original). To set special mode settings, touch the [Special Modes] key that is displayed when the [Image Settings] key is touched.



A program, timer setting, transaction report, polling, and document filing cannot be selected.



Press the [BLACK & WHITE START] key (○●).

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
- If you are scanning the original on the document glass, scan each page one page at a time.

When scanning finishes, place the next original and press the [BLACK & WHITE START] key (○●). Repeat until all pages have been scanned and then press the [Read-End] key.



To cancel scanning...

To cancel scanning, press the [STOP] key (Ⓢ) during scanning.



- If other documents have already been stored in the memory box, the document is added to the previously stored documents.
- The factory default setting for the number of polling times is "Once" (after the document is transmitted to the receiving machine, it is automatically cleared).

PRINTING A DOCUMENT STORED FOR F-CODE POLLING TRANSMISSION

You can check a document in an F-code memory polling box (public box) by printing it out.



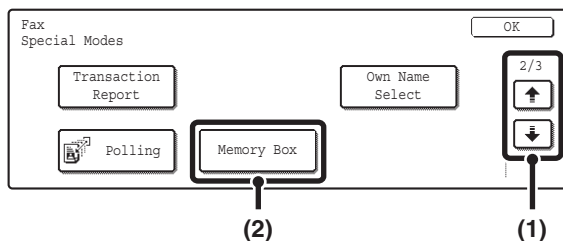
A document in a memory box cannot be printed while the document is being transmitted.

1



Touch the [Special Modes] key.

2

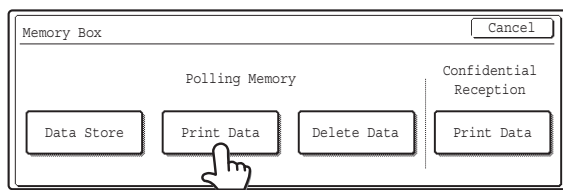


Select memory box.

(1) Touch the keys to switch through the screens.

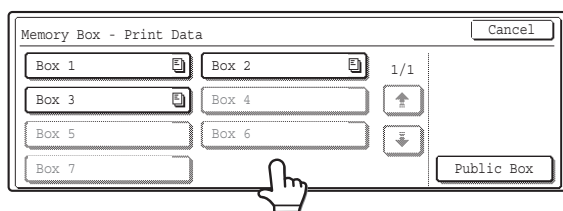
(2) Touch the [Memory Box] key.

3



Touch the [Print Data] key.

4



Touch the key of the F-code memory polling box where the document you wish to print is stored.

"" appears in keys that have documents stored.

5



Press the [BLACK & WHITE START] key (○●).

The document in the selected memory box is printed.



To cancel printing...
Touch the [Cancel] key.

DELETING A DOCUMENT STORED FOR F-CODE POLLING TRANSMISSION

When a document in an F-code memory polling box is no longer needed, follow the steps below to delete it.



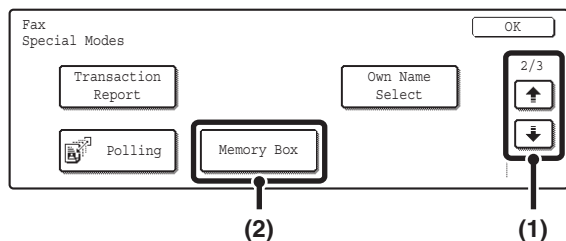
A document in a memory box cannot be deleted while the document is being transmitted.

1



Touch the [Special Modes] key.

2

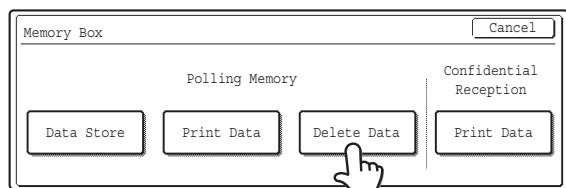


Select memory box.

(1) Touch the keys to switch through the screens.

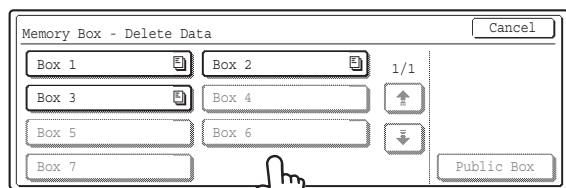
(2) Touch the [Memory Box] key.

3



Touch the [Delete Data] key.

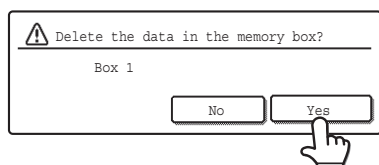
4



Touch the key of the F-code memory polling box that has the document you wish to delete.

"" appears in keys that have documents stored.

5



Touch the [Yes] key.

The document in the selected memory box is deleted and you return to the screen of step 4.



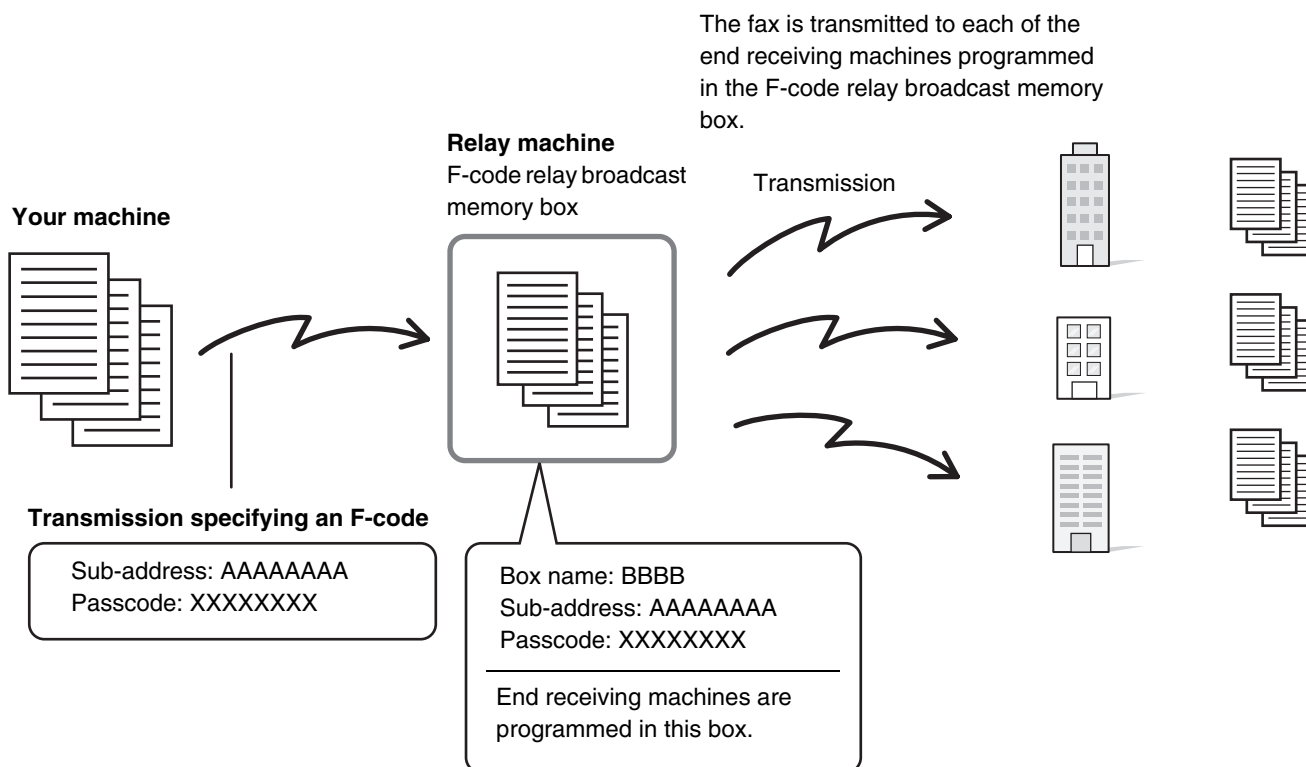
To cancel the deletion...

Touch the [No] key. You will return to the screen of step 4 without deleting the document.

RELAY REQUEST TRANSMISSION USING F-CODES

This function is used to send a fax to an F-code memory box (relay broadcast) in another machine and have that machine relay the fax to multiple end receiving machines.

When the end receiving machines are far from your machine, sending the fax to a relay machine that is close to the end receiving machines can help reduce phone charges. A relay request transmission can be used in combination with the timer transmission function to further reduce phone costs.



- Verify the F-code (sub-address and passcode) and end receiving machines programmed in the memory box (relay broadcast) before you perform an F-code relay request transmission.
- Before this function can be used, the end receiving machines must be programmed in the F-code memory box (relay broadcast) in the relay machine.
- The end receiving machines do not need to support F-code communication.
- This function can be used in combination with a broadcast transmission or timer transmission. An F-code relay request transmission can also be stored in a program.
- Your machine (the machine that requests a relay broadcast transmission) only bears the cost of sending the fax to the other machine (the relay machine). The other machine (the relay machine) bears the cost of sending the fax to each of the end receiving machines.



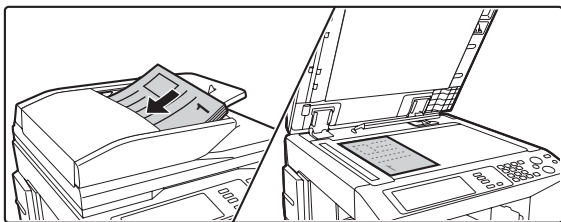
System Settings for Fax: F-Code Memory Box

This is used to create memory boxes (relay broadcast) for F-code relay broadcast transmission.

A memory box name, sub-address, passcode, and end receiving machines are programmed in each box.

[Programming an F-code Memory Box \(Relay Broadcast\)](#) (page 155)

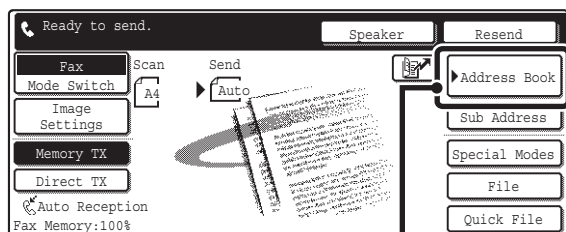
1



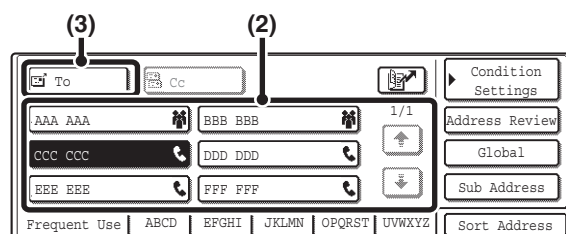
Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2



(1)



Enter the destination fax number.

(1) Touch the [Address Book] key.

(2) Touch the one-touch key of the desired destination.

Touch the one-touch key in which the fax number and F-code of the relay machine are stored.

(3) Touch the [To] key.

[CALLING UP A FAX NUMBER FROM THE ADDRESS BOOK](#) (page 36)

If the fax number of the transmitting machine is not stored in a one-touch key in the Address Book, enter the fax number and F-code with the numeric keys.

(1) Enter the fax number of the destination.

(2) Touch the [Sub Address] key to enter "/".

(3) Enter the sub-address.

(4) Touch the [Sub Address] key to enter "/".

(5) Enter the passcode.

3



Press the [BLACK & WHITE START] key (○●).

Scanning begins.

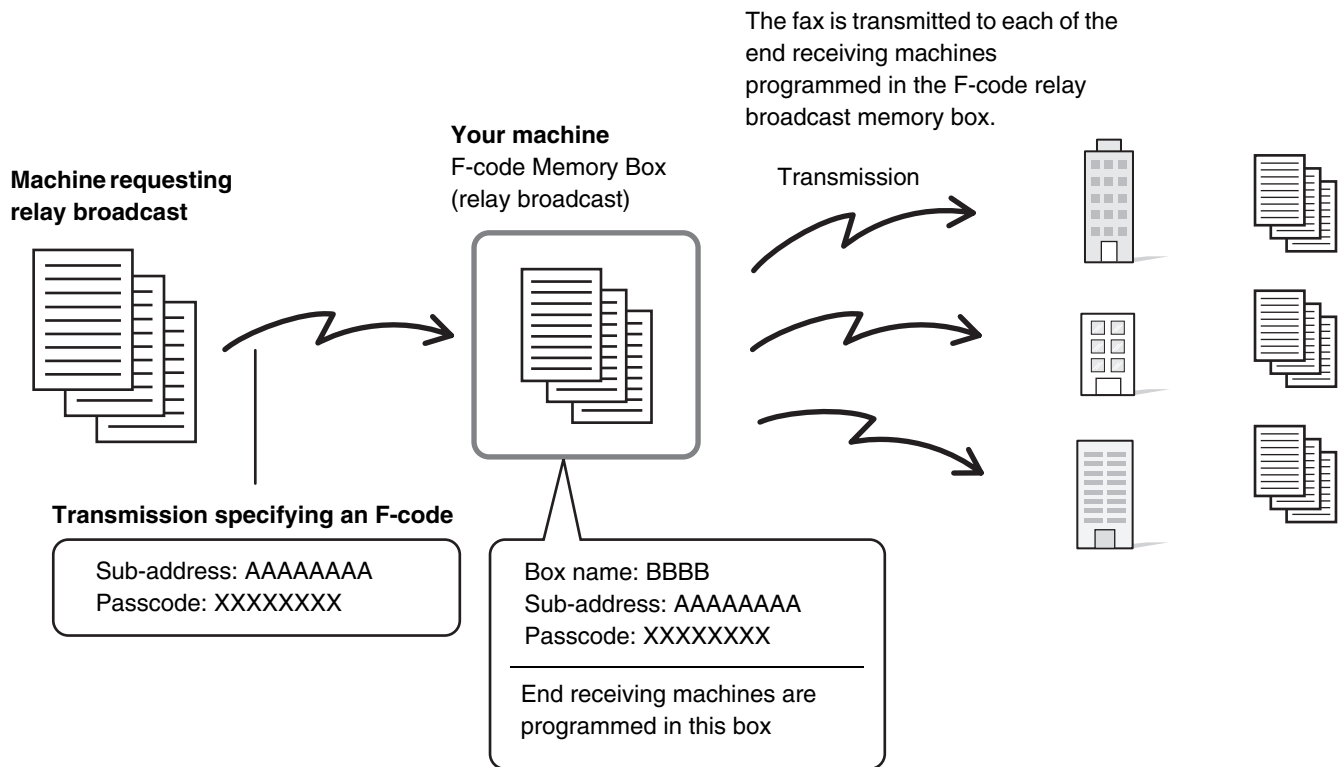
- If you inserted the original pages in the document feeder tray, all pages are scanned.
A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time. When scanning finishes, place the next original and press the [BLACK & WHITE START] key (○●). Repeat until all pages have been scanned and then press the [Read-End] key.
A beep will sound to indicate that scanning is finished.

When the relay machine receives the fax, it will automatically transmit the fax to each of the end receiving machines programmed in the memory box.

RELAY BROADCAST TRANSMISSION USING F-CODES

When your machine receives an F-code relay request transmission, the fax is received to an F-code memory box (relay broadcast) in your machine.

Your machine then relays the fax to each of the end receiving machines programmed in the memory box. Transmission to the end receiving machines takes place automatically.



- Prior to the operation, inform the requesting party of the sub-address and passcode of the memory box (relay broadcast) in your machine.
- The end receiving machines are programmed in the F-code relay broadcast memory box when the box is created in your machine.
- The end receiving machines do not need to support F-code communication.
- The other machine (the machine that requests a relay broadcast transmission) only bears the cost of sending the fax to your machine (the relay machine). Your machine (the relay machine) bears the cost of sending the fax to each of the end receiving machines.

9

USING AN EXTENSION PHONE

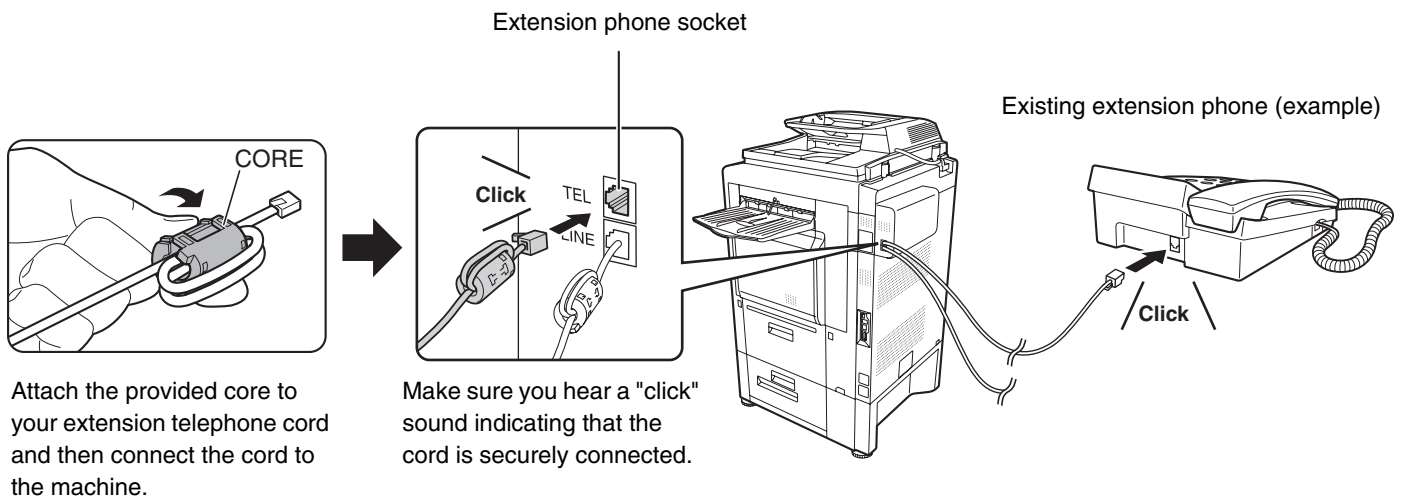
CONNECTING AND USING AN EXISTING PHONE (Extension phone connection)

You can connect an existing extension phone to the machine.

The phone can be used for voice calls and to start fax reception on the machine.

As an example, you can make a phone call using the existing phone, speak to the other party, and then press the [BLACK & WHITE START] key (○●) to fax an original that has been placed to that party. You can also press the [BLACK & WHITE START] key (○●) when an original is not placed to receive a fax.

Connect the extension phone as shown below.

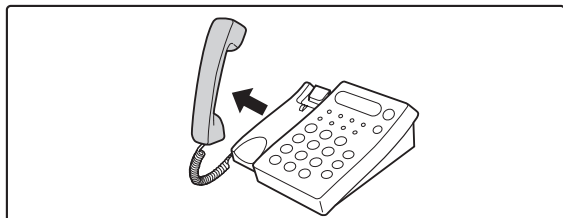


- Connect an extension phone that has a modular socket. Use standard phone line cable to connect the phone. If other than a standard phone line cable is used, the connection may not work correctly.
- If the plug on the telephone line cord does not fit into the socket on your extension phone, contact your dealer or nearest authorised service representative.

RECEIVING A FAX AFTER ANSWERING A CALL ON THE EXTENSION PHONE (Remote reception)

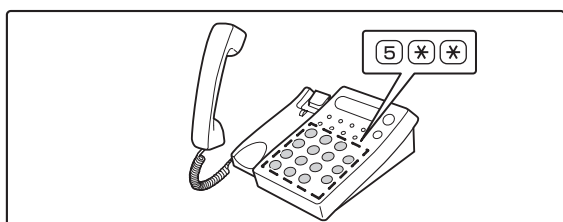
Follow the steps below if you need to start fax reception after answering a call and speaking on the extension phone. If you are on a pulse-dial (rotary) line, set the extension phone to issue tone signals.

1



When you hear ringing, answer the call on the extension phone.

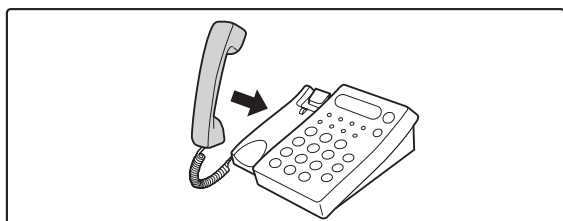
2



Signal the machine to start fax reception.

Press **5 * *** on the keypad of the extension phone.

3



Replace the extension phone.

The machine sounds a beep when reception ends.



- **System Settings for Fax: Fax Receive Settings**

To use remote fax reception, set this setting to "Manual Reception".

➡ [Fax Receive Settings](#) (page 161)

- **System Settings for Fax (Administrator): Remote Reception Number Setting** (page 180)

This is used to change the number used for remote fax reception. The factory default setting is "5".

MAKING AND RECEIVING PHONE CALLS

You can make and receive calls like normal on your extension phone.

10

IF THE MACHINE IS MOVED

This chapter explains connections and changes to settings that are necessary in the event that the machine is moved.

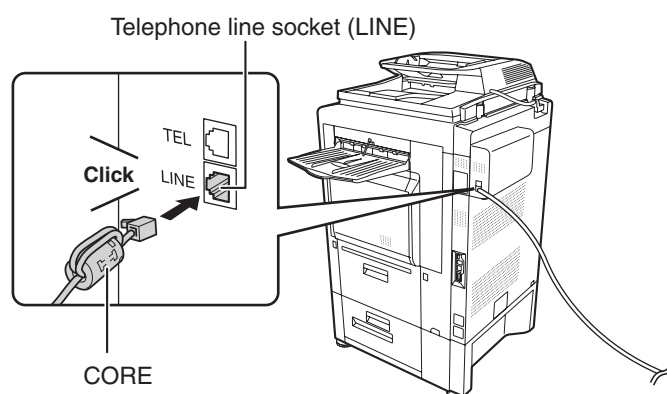
CONNECTIONS AND SETTINGS AFTER THE MACHINE IS MOVED

If the machine is moved to a different location or the fax number changes, check the following items and change the following settings:

Telephone line connection, telephone line type setting, check the main power, check the date and time, change your sender fax number setting.

CONNECTION TO THE TELEPHONE LINE

Be sure to use the provided telephone line cord to connect the machine to the wall telephone socket. When connecting the telephone line cord, insert the end of the cord with the core into the socket (LINE) on the machine. Insert the other end (with no core) into the wall telephone socket.



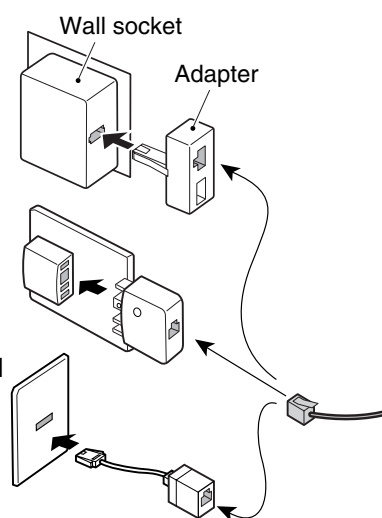
Insert the end of the cord into the telephone line socket (LINE).

In some countries, an adapter is required to connect the telephone line cable to the wall telephone socket, as shown in the illustration.

For United Kingdom, Malaysia

For Australia

For New Zealand



SETTING THE TELEPHONE LINE TYPE

The machine's dial mode setting must be set to the type of telephone line you are using.

If the setting is not correct, dialling will not be possible.

Make sure that "Dial Mode Setting" is set to "Auto Select" in the system settings for fax (administrator).

The machine will automatically set the dial mode to the type of line you are using.

Your telephone line type can also be set manually.


System Settings for Fax (Administrator) : [Dial Mode Setting](#) (page 179)



- This Setting can only be activated in Canada.
- After setting the dial mode, do not change the setting unless you have a specific reason for changing it.



MAKING SURE THAT THE MAIN POWER IS ON

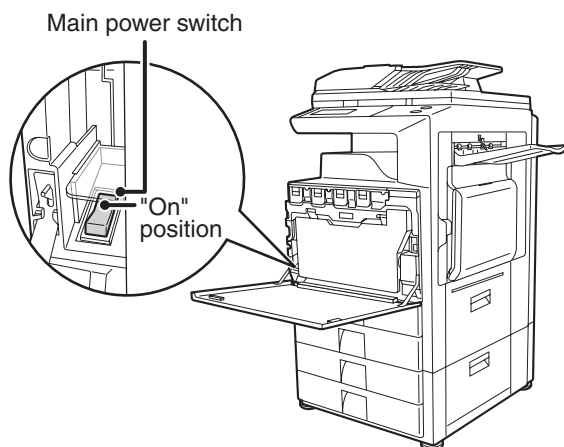
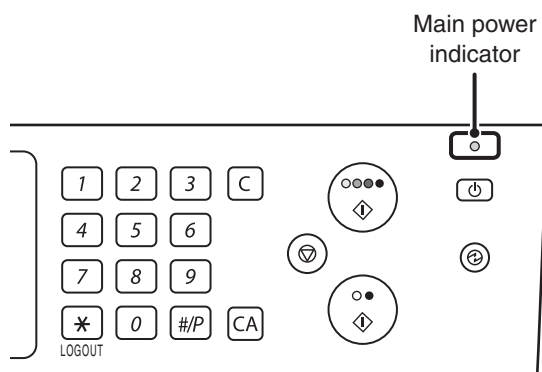
The main power is "On" when the main power indicator on the operation panel is lit.

If the main power indicator light is not lit, the main power is off. Switch the main power switch to the "On" position and press the [POWER] key () on the operation panel.

If the fax function will be used, and in particular if reception or timer transmission will take place at night, always keep the main power switch in the "On" position.



When the [POWER SAVE] key () indicator light is blinking, the machine is in auto power shut-off mode. If the [POWER SAVE] key () is pressed when the indicator is on, the indicator will turn off and the machine will return to the ready state after a brief interval.



CHANGING THE SENDER FAX NUMBER

If your fax number changed, change the sender fax number.



System Settings for Fax (Administrator): [Fax Own Name and Number Set](#) (page 179)

This is used to change the sender fax number.

CHECKING THE DATE AND TIME

To check if the date and time are set correctly in the machine, follow the steps below.

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin Password

Exit

Total Count

Default Settings

List Print (User)

Paper Tray Settings

Address Control

Fax Data Receive/Forward

Printer Condition Settings

Document Filing Control

USB-Device Check

Touch the [Default Settings] key.

3

System Settings

Default Settings

OK

Display Contrast

Clock

Keyboard Select

Touch the [Clock] key.

4

System Settings

Clock Adjust

OK

Year

Month

Day

Hour

Minute

2005

08

01

10

50

▼

▲

Daylight Saving Time Setting

Date Format

(1)

(2)

Adjust the date and time.

(1) Touch the [Year], [Month], [Day], [Hour], and/or [Minute] keys and use the ▼ ▲ keys to set the current date and time.

(2) Touch the [OK] key.

To change the format of the date, touch the [Date Format] key. The following screen will appear.

System Settings

Date Format

OK

01/08/2005/Mon 10:51

YYYY/MM/DD

/

Day-Name Position

MM/DD/YYYY

.

First

12-Hour

DD/MM/YYYY

-

Last

24-Hour

In the date format screen, select the order of the year, month, and date (DD/MM/YYYY), the separator character, the position of the day, and 12-hour or 24-hour format.

Select each item and touch the [OK] key.

If you want the clock to change automatically at the beginning and end of daylight saving time, select the [Daylight Saving Time Setting] checkbox ☒. For more information, see ["Daylight saving time setting"](#) (page 127).

If "Disabling of Clock Adjustment" has been enabled in the system settings (administrator), the date and time cannot be set.

126

Daylight saving time setting

| Area | Standard time → Daylight saving time | Daylight saving time → Standard time |
|---|---|---|
| North America, Canada | First Sunday in April, 2:00 to 3:00 AM | Last Sunday in October, 2:00 to 1:00 AM |
| United Kingdom, France, Germany, Sweden | Last Sunday in March, 1:00 to 2:00 AM | Last Sunday in October, 1:00 to 0:00 AM |
| Australia, New Zealand | Last Sunday in October, 2:00 to 3:00 AM | Last Sunday in March 3:00 to 2:00 AM |
| Other countries | Select the [Daylight Saving Time Setting] checkbox so that a checkmark <input checked="" type="checkbox"/> appears. The clock setting is configured on the one hour faster. When the <input type="checkbox"/> is selected, return to a normal time. | |

This chapter explains System Settings that are related to fax mode. For information on other System Settings, see the System Settings Guide.

System Settings

The system settings are used to configure a variety of parameters to suit the aims and the needs of your workplace. The system settings are also used to display or print out the current settings and status of the machine. The system settings allow you to make the machine easier to use.

The system settings consist of settings for use by general users, and settings that can only be configured by an administrator of the machine. These two groups of settings are distinguished in this guide as follows.

| System Settings (General) | System Settings (Administrator) *Login Required |
|---|---|
| <p>System settings that can be configured by general users (including the administrator). For example, the following settings can be configured.</p> <ul style="list-style-type: none"> • Storing destinations for fax. • Displaying the number of pages faxed. | <p>System settings that can be configured by the administrator. To configure these settings, login as an administrator is required. For example, the following settings can be configured.</p> <ul style="list-style-type: none"> • Settings for peripheral devices installed on the machine. • Transmission/reception settings for fax |
| Settings for general users | Settings for administrators |



• Administrator password

To maintain security, the administrator of the machine should promptly change the password after the machine is purchased. (For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide.) To change the password, see "Change Administrator Password" in the System Settings Guide.

*To ensure a high level of security, change the password at regular intervals.

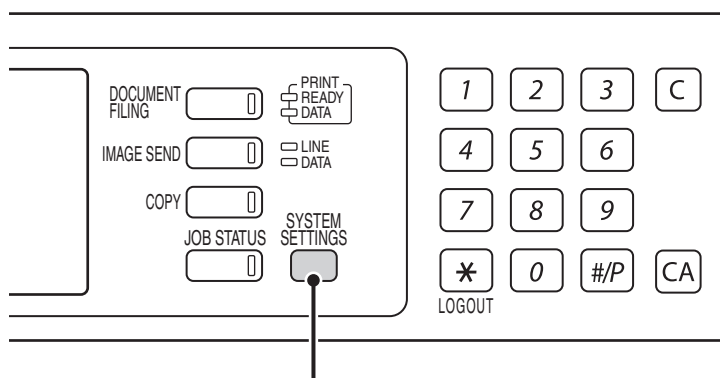
- The above groupings of "General" and "Administrator" are used as a convenient means of clarifying the functions of the settings. These groupings do not appear in the touch panel.
- The Web pages can also be used to configure the system settings. To configure the system settings from the Web pages, click [System Settings] in the Web page menu.

Accessing the System Settings (General)

When User Authentication is not Enabled

Make sure that the machine is in the standby state and then press the [SYSTEM SETTINGS] key on the operation panel.

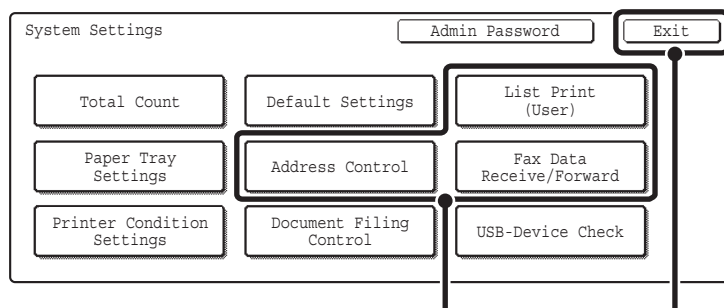
Operation panel



[SYSTEM SETTINGS] key

When the [SYSTEM SETTINGS] key is pressed, the following menu screen appears on the touch panel. Touch the item in this screen that you wish to configure. For detailed explanations of each of the settings, see the following pages of this chapter.

System settings screen (factory default state)



Setup Items

[Exit] key

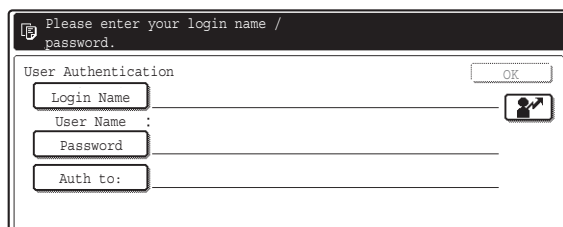


- To quit the system settings, touch the [Exit] key in the top right corner of the screen.
- User authentication is initially disabled (factory default setting).

When User Authentication is Enabled

When "User Authentication Setting" is enabled, login is required in the login screen before the machine can be used. The login screen varies depending on the settings configured in "Authentication Method Setting". If one of the following login screens appears, log in using the user information provided by the administrator of the machine. You can then use the system settings.

For more information, see the System Settings Guide.



Please enter your login name / password.

User Authentication

Login Name

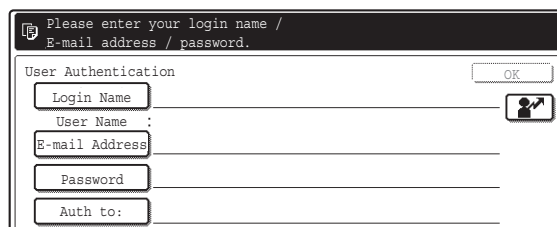
User Name :

Password

Auth to:

OK

Login name and password



Please enter your login name / E-mail address / password.

User Authentication

Login Name

User Name :

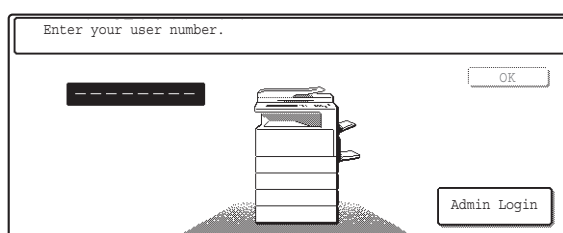
E-mail Address

Password

Auth to:

OK

Login name, password and E-mail address



Enter your user number.

OK

Admin Login

User number

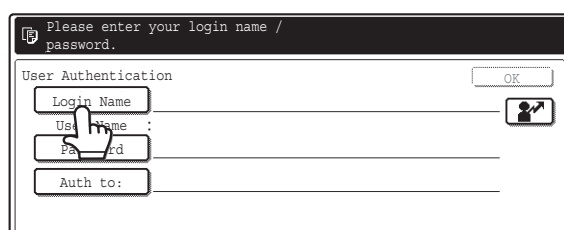


- Check with your administrator for the user information that is required to log in.
- When auto login is enabled, the login screen will not appear.
- For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

Login by login name and password

When authentication is by login name/password/e-mail address, your e-mail address must also be entered in the following procedure. Touch the [E-mail Address] key and enter your e-mail address, which is stored on the LDAP server, in same way as you entered the password. When finished, touch the [OK] key.

1



Please enter your login name / password.

User Authentication

Login Name

User Name :


Password

Auth to:

OK

Touch the [Login Name] key.




You can touch the  key and enter a user registration number with the numeric keys to directly select the corresponding user.

2

Select the user.



- You can touch the  key and enter a user registration number with the numeric keys to directly select the corresponding user.
- To directly specify an LDAP user that is not stored in the machine, touch the [Direct Entry] key, enter the login name that is stored on the LDAP server, and touch the [OK] key.

3

Enter a password.

- (1) Touch the [Password] key.
- (2) Enter a password on the text entry screen that will appear.

When logging in locally to the machine, enter your password that was stored when user information is registered.

If authentication is to the LDAP server, enter your password that is stored on the LDAP server.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.



- If a password has not been established, this step is not necessary.
Go to step 4.

4

Touch the [OK] key.

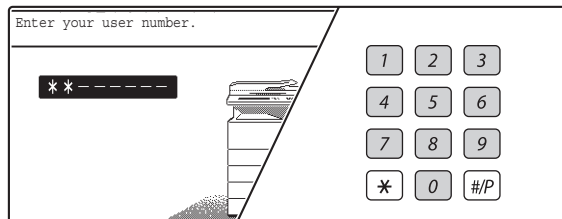


- When a user is selected that is stored on the machine, [Auth to:] is entered. To enter your login name directly or change the login destination, touch the [Auth to:] key. The following screen appears when the key is touched. Select the desired key and touch the [OK] key.

- "Authenticate to" cannot be changed when an LDAP server has not been stored.
- Users for which the authentication destination is LDAP cannot select "Login Locally".
- This completes the login procedure. After login, the system settings can be used.
For the procedure following login, see ["When User Authentication is not Enabled"](#) (page 129).

Login by user number

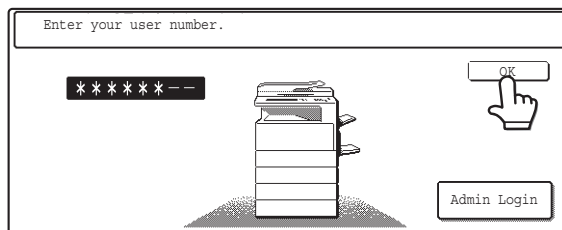
1



Enter your user number with the numeric keys.

Each entered digit will be displayed as "*".

2



Touch the [OK] key.




- When an user number is set to a 8-digit number, this step is not necessary. (When an user number is entered, login will take place automatically.)
- This completes the login procedure. After login, the system settings can be used.
For the procedure following login, see "[When User Authentication is not Enabled](#)" (page 129).



- To configure and store LDAP settings, click [Network Settings] and then [LDAP Settings] in the Web page menu. (Administrator rights are required.)
- When Auto Clear activates, logout automatically takes place.
- **To logout...**
Press the [LOGOUT] key ([*]). (Except when entering a fax number.)

System Settings (General) List

When the system settings are accessed with general rights, the following items appear. The factory default settings for each item are also shown. For items that can only be accessed with administrator rights, see "[System Settings \(Administrator\) List](#)" (page 166).

 Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

| Item | Factory default setting | Page |
|--|-------------------------|------|
| ■ List Print (User) | | 135 |
| ● Sending Address List | | 135 |
| ▶ Individual List | — | |
| ▶ Group List | — | |
| ▶ Program List | — | |
| ▶ Memory Box List | — | |
| ▶ All Sending Address List | — | |
| ■ Address Control | | 136 |
| ● Direct Address/Program | | 136 |
| ▶ Individual | | |
| ◆ Fax | | |
| • Search Number | — | |
| • Name | — | |
| • Initial | — | |
| • Index | — | |
| • Fax No. | — | |
| • Key Name | — | |
| • Mode | — | |
| ▶ Group | | 141 |
| ◆ Search Number | — | |
| ◆ Group Name | — | |
| ◆ Initial | — | |
| ◆ Index | — | |
| ◆ Address | — | |
| ◆ Key Name | — | |

| Item | Factory default setting | Page |
|----------------------------|-------------------------|------|
| ▶ Program | | 145 |
| ◆ Program Name | — | |
| ◆ Settings | | |
| • Address | — | |
| • Resolution | — | |
| • Exposure | — | |
| • Special Modes | — | |
| ▶ Amend/Delete | — | 147 |
| ● F-Code Memory Box | | |
| ▶ Store | | |
| ◆ Polling Memory | | 150 |
| • Box Name | — | |
| • Sub Address | — | |
| ◆ Confidential | | 152 |
| • Box Name | — | |
| • Sub Address | — | |
| • Print PIN | — | |
| ◆ Relay Broadcast | | 155 |
| • Box Name | — | |
| • Sub Address | — | |
| • Recipient | — | |
| ▶ Amend/Delete | | 158 |
| ◆ Polling Memory | — | |
| ◆ Confidential | — | |
| ◆ Relay Broadcast | — | |
| ● Custom Index | | 160 |
| ▶ User 1 | — | |
| ▶ User 2 | — | |
| ▶ User 3 | — | |
| ▶ User 4 | — | |
| ▶ User 5 | — | |
| ▶ User 6 | — | |
| ■ Fax Data Receive/Forward | | 161 |
| ● Fax Receive Settings | Auto Reception | 161 |
| ● Fax Data Forward* | — | |

* See "FORWARDING RECEIVED FAXES (Fax Data Forward)" (page 101).

List Print (User)

A test page can be printed to check the machine settings.

Sending Address List

Use this to print the Individual List, the Group List, the Program List, the Memory Box List, and the All Sending Address List.

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin Password

Exit

Total Count

Default Settings

List Print (User)

Paper Tray Settings

Address Control

Forward Receive

Printer Condition Settings

Document Filing Control

USB-Device Check

Touch the [List Print (User)] key.

3

System Settings

List Print (User)

OK

All Custom Setting List

Printer Test Page

Sending Address List

1/2

Touch the [Sending Address List] key.

4

System Settings

Sending Address List

OK

Individual List

Group List

Program List

Memory Box List

All Sending Address List

Touch the list that you wish to print.

A message screen appears and printing begins.

To cancel printing...

Touch the [Cancel] key in the message screen that appears after you touch one of the keys.

Address Control

Storing a One-touch (Individual) Key for Fax

The fax number and name of a fax destination can be stored in a one-touch key. This will allow the fax number to be entered by simply touching the key.



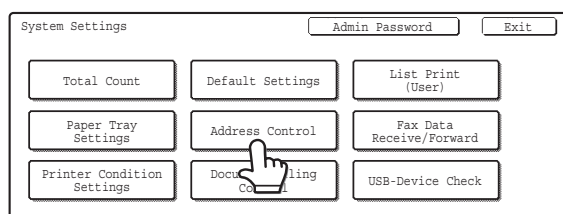
- For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.
- One-touch keys can also be stored in the Web pages. Click [Address Book] in the Web page menu, and click the [Add] button that appears. Select [Fax] in [Address Type] and then store the address.

1



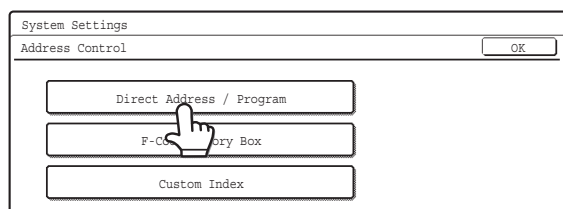
Press the [SYSTEM SETTINGS] key.

2



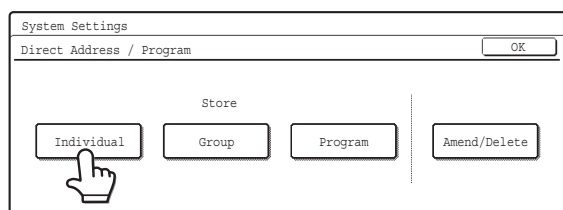
Touch the [Address Control] key.

3



Touch the [Direct Address / Program] key.

4



Touch the [Individual] key.

5

Make sure that the [Fax] checkbox is selected ☒.

If a checkmark ☒ does not appear, touch the [Fax] checkbox.



The lowest number not yet used is automatically entered as the [Search Number].

If you wish to change the search number, touch the [Search Number] key and enter a 3-digit number with the numeric keys.

6

Enter the destination name.

(1) Touch the [Name] key.

(2) Enter the destination name on the text entry screen that will appear.

Enter up to 36 characters for the name.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

7

Enter initials.

(1) Touch the [Initial] key.

(2) Enter initials on the text entry screen that will appear.

Enter up to 5 characters.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.



The initials you enter here determine the position of the one-touch key in the ABC index.

8

Touch the [Index] key.

Select the index.

- (1) Touch the key of the desired index.
- (2) Touch the [OK] key.



- One of the upper row of keys, [User 1] to [User 6] (the names can be changed), can be selected to have the one-touch key appear in that index when the custom index display is selected instead of the ABC index display.
- The lower keys are for selecting whether or not to include the destination in the [Frequent Use] index. It is convenient to include frequently used destinations in the [Frequent Use] index.

Touch the [Fax No.] key.

Enter the destination fax number.

- (1) Enter the destination fax number with the numeric keys.
- (2) Touch the [OK] key.



- **Entering a pause between digits of the number...**
Touch the [Pause] key at the place where you wish to enter a pause. The entered pause appears as a hyphen "-".
- **To enter an F-code (sub-address and passcode)...**
 - (1) Enter the destination fax number with the numeric keys.
 - (2) Touch the [Sub Address] key.
"/" appears.
 - (3) Enter the sub address with the numeric keys (maximum of 20 digits).
 - (4) Touch the [Sub Address] key.
"/" appears.
 - (5) Enter the passcode with the numeric keys (maximum of 20 digits).
A passcode is not necessary if the destination machine does not use a passcode.
- The destination fax number can be a maximum of 64 digits including all numbers and characters. However, only the first 32 digits will appear in the display.
- When (2) is performed, the number entered to that point is stored and "Registration is completed." will appear.



If an incorrect entry is made...

Press the [CLEAR] key () and enter the correct digits.

12

Touch the keys to switch through the screens.

13

Check the name of the key .

The name appearing next to the [Key Name] key will be displayed in the one-touch key.

To change the key name, touch the [Key Name] key, edit the name, and then touch the [OK] key.



Up to 18 characters can be entered for the key name.

14

(1)

(2)

(3)

(4)

Check the International Correspondence Mode.

The setting is displayed next to the [Mode] key

To change the setting, follow these steps:

- (1) Touch the [Mode] key.
- (2) Touch one of the transmission speed keys.
- (3) Touch one of the International Correspondence Mode keys.
- (4) Touch the [OK] key.



• Transmission speed

33.6 kbps, 14.4kbps, 9.6kbps or 4.8kbps can be selected for the transmission speed. Higher numbers are higher transmission speeds.

Set the transmission speed only when you know what speed is most suitable, such as when you are sending a fax to a foreign country and telephone line conditions are bad. If you do not know the line conditions, do not change this setting.

• International Correspondence Mode

None, Mode 1, Mode 2, or Mode 3 can be selected for the International Correspondence Mode.

When sending a fax to a foreign country, telephone line conditions can sometimes distort the fax or interrupt the transmission. If errors frequently occur when sending a fax to a foreign country, try each of modes 1 to 3 and select the mode that enables the best transmission.

Direct Address / Individual

☐ E-mail ☐ Internet Fax ☒ Fax

Next Exit

Search Number 001 Registration is completed.

Key Name AAA AAA

Mode 33.6 kbps/None

2/2

↑

↓

Touch the [Exit] key.



If you wish to store another destination...

Touch the [Next] key and repeat the procedure from step 6.

Storing a Group Key

Multiple addresses can be stored as a group for a broadcast transmission.



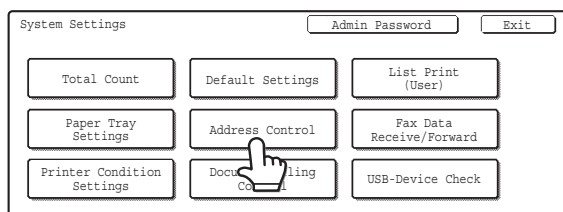
- For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.
- Group key can also be stored in the Web pages. Click [Address Book] in the Web page menu, and click the [Add] button that appears. Select [Group] in [Address Type] and then store the address.

1



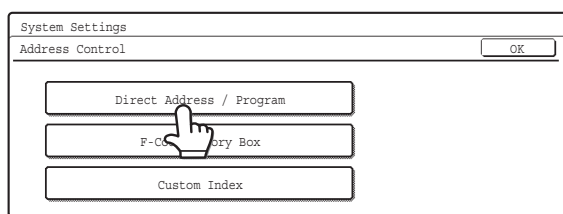
Press the [SYSTEM SETTINGS] key.

2



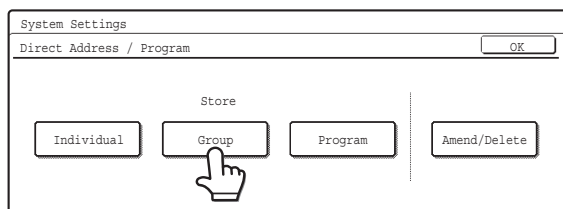
Touch the [Address Control] key.

3



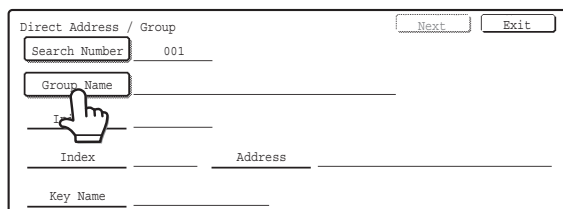
Touch the [Direct Address / Program] key.

4



Touch the [Group] key.

5



Enter a name for the group.

- (1) Touch the [Group Name] key.
- (2) Enter a name for the group on the text entry screen that will appear.

Enter up to 36 characters for the name.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.



The lowest number not yet used is automatically entered as the [Search Number]. If you wish to change the search number, touch the [Search Number] key and enter a 3-digit number with the numeric keys. A search number that has already been stored cannot be used.

6

Direct Address / Group

Search Number 001

Group Name BBB BBB

Initial

Address

Key Name

Next Exit

Enter initials.

- (1) Touch the [Initial] key.
- (2) Enter initials on the text entry screen that will appear.

Up to 10 characters can be entered.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

7

Direct Address / Group

Search Number 001

Group Name BBB BBB

Initial B

Index

Address

Key Name

Next Exit

Touch the [Index] key.

8

Direct Address / Group

No.001

Index

Select the custom index where you register this address.

User 1 User 2 User 3 User 4 User 5 User 6

Do you register this address at the [Frequent Use], too?

Yes No

Next Exit

Select the index.

- (1) Touch the key of the desired index.
- (2) Touch the [OK] key.



- One of the upper row of keys, [User 1] to [User 6] (the names can be changed), can be selected to have the group appear in that index when the custom index display is selected instead of the ABC index display.
- The lower keys are for selecting whether or not to include the group in the [Frequent Use] index. It is convenient to include frequently used addresses and groups in the [Frequent Use] index.

9

Direct Address / Group

Search Number 001

Group Name BBB BBB

Initial B

Index User 1

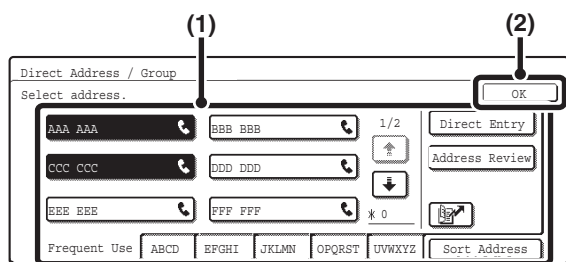
Address

Key Name

Next Exit

Touch the [Address] key.

10



Select the desired destination.

(1) Touch the keys of the desired destinations.

The selected destinations are highlighted and stored in the group key.

(2) Touch the [OK] key.



- Touch the [OK] key. "Registration is completed." will appear.
- Keys that cannot be stored as group keys are greyed out to prevent selection.
- To directly enter a destination fax number or check the selected destinations, see "[Direct entry](#)" (page 144) and "[Checking addresses](#)" (page 144).
- Up to 500 destinations can be stored.



If an incorrect destination is selected...

Touch the destination once again so that it is not highlighted. This removes it from the group being stored.

11

Check the key name.

If you need to change the name that appears in the key, touch the [Key Name] key and enter the desired name (maximum of 18 characters).



The characters appearing next to the [Key Name] key will be displayed in the group key. Initially the first 18 characters of the group name entered in step 6 appear.

12

Touch the [Exit] key.



To store another group...

Touch the [Next] key and repeat the procedure from step 5.



- A total of 999 one-touch keys and group keys can be stored.
- It will not be possible to store a group if this has been prohibited using "[Disable Registering Destination from Operation Panel](#)" (page 189) in the system settings for fax (administrator).

Direct entry

Direct Address / Group

Select address.

AAA AAA ☎

BBB BBB ☎

CCC CCC ☎

E-mail

I-Fax

Fax

Direct Entry

Address Review

Frequent Use

ABCD EFGHI JKLMN OPQRST UVWXYZ

Sort Address

OK

- To enter a destination that is not stored in a one-touch key, touch the [Direct Entry] key, touch the [Fax] key, and enter the fax number.

Checking addresses

Direct Address / Group

Select address to delete.

Group Name : BBB BBB

001 AAA AAA ☎

002 BBB BBB ☎

003 CCC CCC ☎

OK

1/1

↑

↓

- To check the destinations that have been selected, touch the [Address Review] key in the address selection screen. The selected destinations are displayed.
- To deselect a destination from the group, touch the displayed destination.
A message will appear to confirm the deletion. Touch the [Yes] key.



If "[Disable Direct Entry](#)" (page 190) has been enabled in the system settings for fax (administrator), it will not be possible to directly enter a destination fax number.

Storing a Program

If you frequently use the same settings and/or functions to transmit to the same destination or destinations, the settings and destinations can be stored in a program. This allows the settings and destinations to be selected by simply selecting the program.

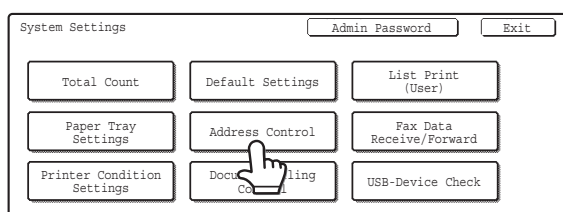
- For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.
- The following settings can be stored in programs.
Destinations: One-touch keys, group keys, search numbers
Image settings: Resolution, Exposure
Special modes: Polling reception, Erase, Dual Page Scan, 2in1.
F-code communication: A destination that includes an F-code can be stored to perform an F-code operation.
For more information, see "[STORING FAX OPERATIONS \(Program\)](#)" (page 81)
- A program can also be stored in the Web pages. Click [Job program] and then [Program Registration] in the Web page menu.

1



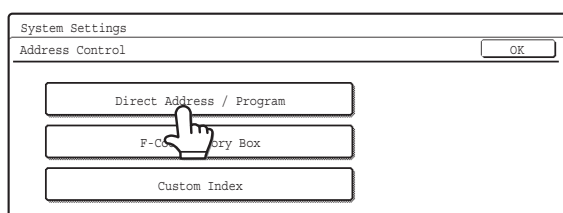
Press the [SYSTEM SETTINGS] key.

2



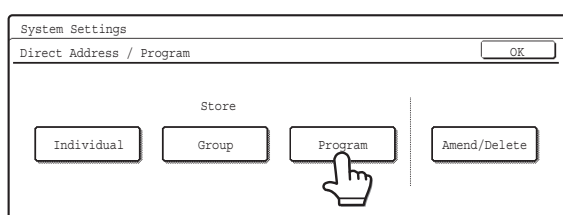
Touch the [Address Control] key.

3



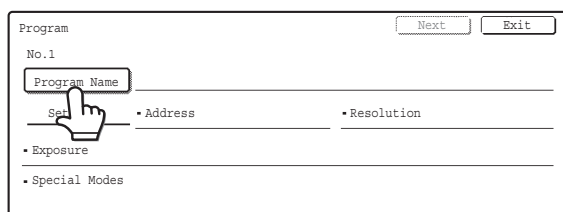
Touch the [Direct Address / Program] key.

4



Touch the [Program] key.

5



Enter a program name.

(1) Touch the [Program Name] key.

(2) Enter a program name on the text entry screen that will appear.

Enter up to 18 characters for the name.
For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.



The program number that automatically appears is the lowest number from 1 to 48 that has not yet been programmed. (This number cannot be selected from the numbers that have not been programmed.)

6

Program No.1

Program Name CCC CCC

Settings

• Address

• Resolution

• Exposure

• Special Modes

Next Exit

Touch the [Settings] key.

7

Enter program you require.

Cancel OK

Fax

Mode Switch

Image Settings

Address Book

Address Review

Special Modes

(1)

(2)

Select settings for the program.

(1) Select the destinations and settings that you wish to include in the program.

For the procedures for storing destinations and settings, see the following pages:

Destinations (page 36), Resolution (page 28), Exposure (page 29)

Special modes

Polling Reception (page 92), Erase (page 69),

Dual Page Scan (page 72), 2in1 (page 75)

(2) Touch the [OK] key.



To change to another mode...

Touch the [Mode Switch] key and then the key of the mode that you wish to store in the program.

8

Program No.1

Program Name CCC CCC

Settings

• Address :4 Addresses

• Resolution :Standard

• Exposure :1 • 5 Text

• Special Modes :Erase

Next Exit

Touch the [Exit] key.



To store another program...

Touch the [Next] key and repeat the procedure from step 5.




- A timer setting cannot be included in a program.
- At least one one-touch key must be specified in a program or the program cannot be stored.
- Up to 48 programs can be stored.

Amend/Delete a One-touch Key or Program

Follow the steps below to edit or delete a one-touch key, group, or program.

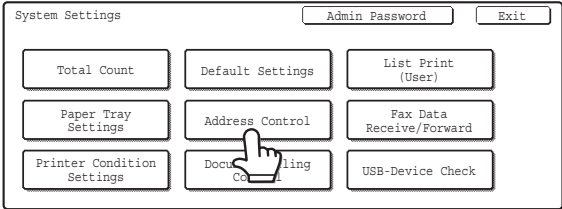
 For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

1



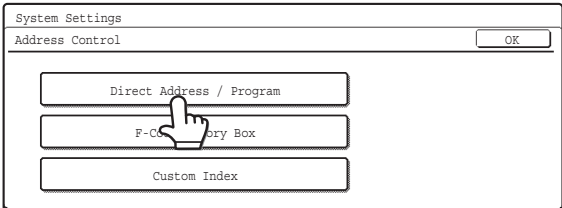
Press the [SYSTEM SETTINGS] key.

2



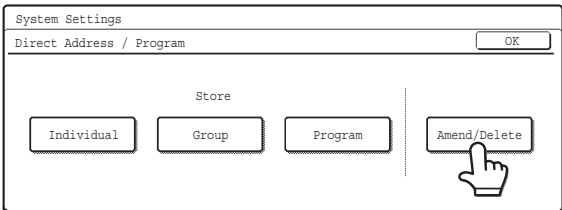
Touch the [Address Control] key.

3




Touch the [Direct Address / Program] key.

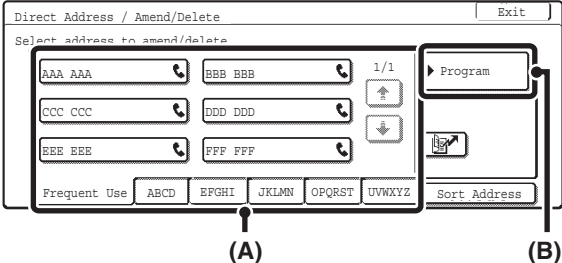
4



Touch the [Amend/Delete] key.

 If no keys have been stored, the [Amend/Delete] key cannot be selected.

5



Touch the key that you wish to edit or delete.

(A) Touch the one-touch key or group key that you wish to edit or delete.

(B) If you wish to edit or delete a program, touch the [Program] key.

Edit/Delete

Individual

Direct Address / Amend/Delete

☐ E-mail ☐ Internet Fax ☒ Fax

Search Number 001

Name AAA AAA

Initial A Index User 1

Fax No. 0123456789

1/2

(1) (2)

Group

Direct Address / Amend/Delete

Search Number 001

Group Name BBB BBB

Initial B

Index User 1 Address 3 Addresses

Key Name BBB BBB

1/2

(1) (2)

Program

Program

Program Name CCC CCC

Settings Address: 4 Addresses Resolution: Standard

Exposure: 1.5 Text

Special Modes: Erase

1/2

(1) (2)

● Editing

(1) Touch the keys of the items that you wish to edit.

Edit the items in the same way as you stored them.

(2) Touch the [Exit] key.

● Deleting

(1) Touch the [Delete] key.

(2) Touch the [Yes] key.

Direct Address / Amend/Delete

☐ E-mail ☐ Internet Fax ☒ Fax

Search Number 001

Name AAA AAA

Initial A Index User 1

Fax No. 0123456789

1/2

(1)

Delete the address?

AAA AAA

No Yes

(2)



To cancel the deletion...

Touch the [No] key.



If you cannot edit or delete a one-touch individual or group key...

Individual keys and group keys cannot be edited or deleted in the following situations:

- The key is used in a reserved transmission or a transmission that is in progress.
- The key is included in a group key.
- The key is included in a program.
- The key is specified as an end receiving machine in an F-code relay broadcast transmission.
 👉 [Editing and Deleting F-code Memory Boxes](#) (page 158)
- The key is specified as a forwarding destination as explained in "[FORWARDING A RECEIVED FAX TO AN E-MAIL ADDRESS \(Inbound Routing Settings\)](#)" (page 104).


If the key is used in a reserved transmission or a transmission that is in progress, cancel the transmission or wait until it is completed and then edit or delete the key.

If the key is included in a group, first delete the key from the group and then edit or delete the key.

If the key is specified as a forwarding destination, cancel the forwarding destination setting and then edit or delete the key.

Programming an F-code Memory Box (Polling Memory)

Follow the steps below to program a memory box for F-code polling memory. The sub-address and passcode that you program in the memory box are necessary for the other machine to poll your machine (request transmission) using F-code communication.

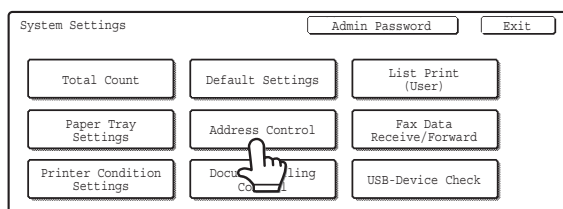
- When programming a new memory box, a sub-address that is already programmed for another box cannot be used. However, the same passcode can be used for more than one memory box.
- A total of 100 F-code memory boxes for all functions (polling memory, confidential, and relay broadcast) can be stored. When 100 memory boxes are stored, no further memory boxes be stored. Delete unnecessary memory boxes and then store a new memory box.
 -  [Editing and Deleting F-code Memory Boxes](#) (page 158)
- A passcode does not need to be stored if the other machine does not use a passcode.

1



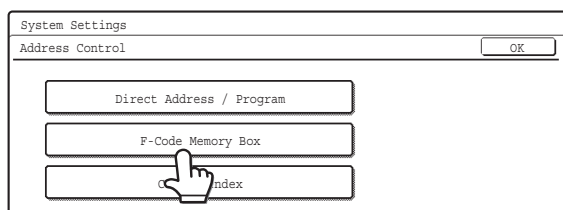
Press the [SYSTEM SETTINGS] key.

2



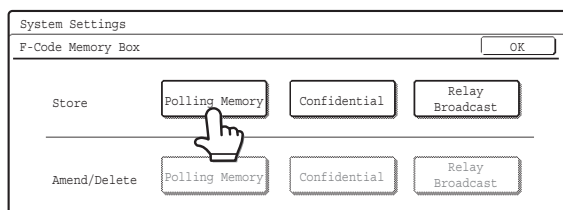
Touch the [Address Control] key.

3



Touch the [F-Code Memory Box] key.

4



Touch the [Polling Memory] key in the "Store" (upper) row of keys.

5

Enter a box name.

(1) Touch the [Box Name] key.

The box number (No.) that automatically appears is the lowest number that has not yet been programmed.

(2) Enter a box name on the text entry screen that will appear.

Enter up to 18 characters for the name.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

6

Touch the [Sub Address] key.

7

Enter a sub-address and passcode.

(1) Enter a sub-address.

Enter a sub-address with the numeric keys (maximum of 20 digits).

(2) Enter a passcode.

Touch the [Pass Code] key and enter a passcode with the numeric keys (maximum of 20 digits).

If you do not need to store a passcode, go to the next step.

(3) Touch the [OK] key.



- "*" and "#" cannot be used in a sub-address.
- When the [Pass Code] key is touched, "/" appears.



If an incorrect entry is made...

Press the [CLEAR] key (C) and enter the correct digits.

8

Touch the [Exit] key.



To program another memory box...

Touch the [Next] key and repeat the procedure from step 5.

Programming an F-code Memory Box (Confidential)

Follow the steps below to program a memory box for F-code confidential reception. The sub-address and passcode that you program in the memory box are necessary for the other machine to send a fax to your machine by F-code confidential transmission. In addition, you will also program a Print PIN in the memory box that will be used to print faxes received by confidential reception.



- When programming a new memory box, a sub-address that is already programmed in another box cannot be used. However, the same passcode can be used for more than one memory box.
- A total of 100 F-code memory boxes for all functions (polling memory, confidential, and relay broadcast) can be stored. When 100 memory boxes are stored, no further memory boxes be stored. Delete unnecessary memory boxes and then store a new memory box.
 - [Editing and Deleting F-code Memory Boxes](#) (page 158)
- A passcode does not need to be stored if the other machine does not use a passcode.

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin PasswordExit

Total Count

Default Settings

List Print (User)

Paper Tray Settings

Address Control

Fax Data Receive/Forward

Printer Condition Settings

Document Relaying

USB-Device Check

Touch the [Address Control] key.

3

System Settings

Address ControlOK

Direct Address / Program

F-Code Memory Box

Cancel Index

Touch the [F-Code Memory Box] key.

4

System Settings

F-Code Memory BoxOK

Store

Polling Memory

Confidential

Relay Broadcast

Amend/Delete

Polling Memory

Confidential

Relay Broadcast

Touch the [Confidential] key in the "Store" (upper) row of keys.

152

5

Enter a box name.

(1) Touch the [Box Name] key.

The box number (No.) that automatically appears is the lowest number that has not yet been programmed.

(2) Enter a box name on the text entry screen that will appear.

Enter up to 18 characters for the name.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

6

Touch the [Sub Address] key.

7

Enter a sub-address and passcode.

(1) Enter a sub-address.

Use the numeric keys to enter a sub-address (maximum of 20 digits).

(2) Enter a passcode.

Touch the [Pass Code] key and enter a passcode with the numeric keys (maximum of 20 digits).

If you do not need to store a passcode, go to the next step.

(3) Touch the [OK] key.



- "*" and "#" cannot be used in a sub-address.
- When the [Pass Code] key is touched, "/" appears.



If an incorrect entry is made...

Press the [CLEAR] key (C) and enter the correct digits.

8

Touch the [Print PIN] key.

9

F-Code Memory Box / Confidential

No.001

Print PIN

Enter the print PIN via the 10-key pad, then press [OK].

Next Exit

Cancel OK

(1) (2)

Specify a Print PIN.

(1) Enter a Print PIN (4 digits) with the numeric keys.

"*" and "#" cannot be used.

(2) Touch the [OK] key.



Do not forget the Print PIN. In the event that you forget the Print PIN or need to verify the Print PIN, contact your dealer or nearest authorised service representative.

10

F-Code Memory Box / Confidential

No.001 Registration is completed.

Box Name Confidential RX

Sub Address 000000 / 111111

Print PIN 0000

Next Exit

Touch the [Exit] key.



To program another memory box...

Touch the [Next] key and repeat the procedure from step 5.

Programming an F-code Memory Box (Relay Broadcast)

Follow the steps below to program a memory box for F-code relay broadcast transmission. The sub-address and passcode that you program in the memory box will be required when the other machine performs an F-code relay request transmission (asks your machine to relay a fax). In addition, you will also store the fax numbers of the end receiving machines (up to 30) in the memory box.



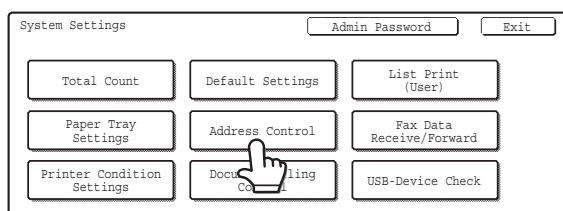
- When programming a new memory box, a sub-address that is already programmed in another box cannot be used. However, the same passcode can be used for more than one memory box.
- A total of 100 F-code memory boxes for all functions (polling memory, confidential, and relay broadcast) can be stored. When 100 memory boxes are stored, no further memory boxes be stored. Delete unnecessary memory boxes and then store a new memory box.
 - ✎ [Editing and Deleting F-code Memory Boxes](#) (page 158)
- A passcode does not need to be stored if the other machine does not use a passcode.

1



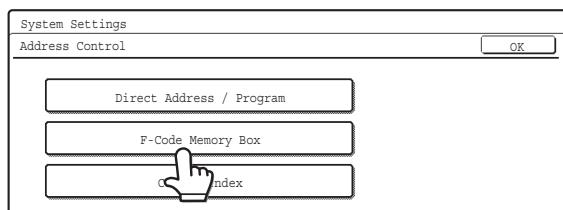
Press the [SYSTEM SETTINGS] key.

2



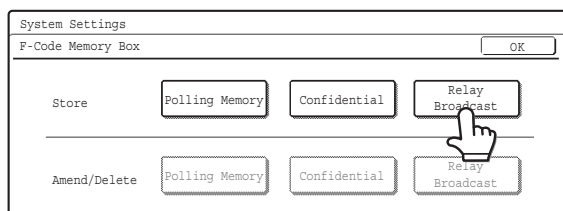
Touch the [Address Control] key.

3



Touch the [F-Code Memory Box] key.

4



Touch the [Relay Broadcast] key in the "Store" (upper) row of keys.

5

Enter a box name.

(1) Touch the [Box Name] key.

The box number (No.) that automatically appears is the lowest number that has not yet been programmed.

(2) Enter a box name on the text entry screen that will appear.

Enter up to 18 characters for the name.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

6

Touch the [Sub Address] key.

7

Enter a sub-address and passcode.

(1) Enter a sub-address.

Use the numeric keys to enter a sub-address (maximum of 20 digits).

(2) Enter a passcode.

Touch the [Pass Code] key and enter a passcode with the numeric keys (maximum of 20 digits).

If you do not need to store a passcode, go to the next step.

(3) Touch the [OK] key.



- "*" and "#" cannot be used in a sub-address.
- When the [Pass Code] key is touched, "/" appears.

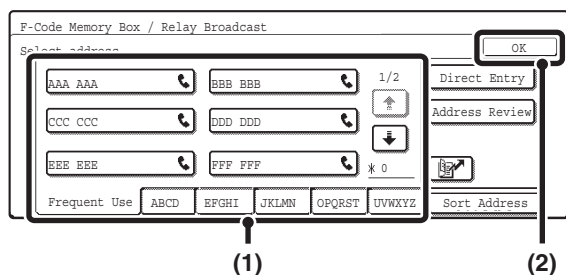


If an incorrect entry is made...

Press the [CLEAR] key (C) and enter the correct digits.

8

Touch the [Recipients] key.



Specify the end receiving machines.

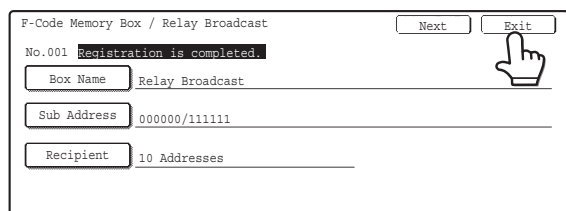
(1) Touch the keys of the end receiving machines.

The end receiving machines are entered in the order that they are touched.

(2) Touch the [OK] key.



- To directly enter the fax number of an end receiving machine with the numeric keys, follow the steps below. Note that if "Disable Direct Entry" (page 190) is enabled in the system settings for fax (administrator), direct entry will not be possible.
 - Touch the [Direct Entry] key.
 - Enter fax number with the numeric keys.
 - Touch the [OK] key.
- To check the addresses that have been entered, touch the [Address Review] key in the address selection screen. To delete an end receiving machine, touch the key of the machine that you wish to delete and then touch the [Release] key. When you have finished checking the end receiving machines, touch the [OK] key.



Touch the [Exit] key.



To program another memory box...

Touch the [Next] key and repeat the procedure from step 5.

Editing and Deleting F-code Memory Boxes

1

SYSTEM
SETTINGS

Press the [SYSTEM SETTINGS] key.

2

System Settings

Admin Password

Exit

Total Count

Default Settings

List Print (User)

Paper Tray Settings

Address Control

Fax Data Receive/Forward

Printer Condition Settings

Document Polling Control

USB-Device Check

Touch the [Address Control] key.

3

System Settings

Address Control

OK

Direct Address / Program

F-Code Memory Box

Cancel Index

Touch the [F-Code Memory Box] key.

4

System Settings

F-Code Memory Box

OK

Store

Polling Memory

Confidential

Relay Broadcast

Amend/Delete

Polling Memory

Confidential

Relay Broadcast

Touch the key of the function of the memory box that you wish to edit or delete.

5

Example: Editing/deleting a memory box for polling memory

Memory Box / Amend/Delete

Exit

Select memory box to amend/delete.

Polling Memory

Polling Memory

AAA

1/1

BBB

Touch the key of the memory box that you wish to edit or delete.

6

Example: Editing/deleting a memory box for polling memory

To edit the box...

Touch the key of the item that you wish to change and then change the item in the same way as you programmed it. When finished, touch the [Exit] key.

👉 [Programming an F-code Memory Box \(Polling Memory\)](#) (page 150), [Programming an F-code Memory Box \(Confidential\)](#) (page 152), [Programming an F-code Memory Box \(Relay Broadcast\)](#) (page 155)

To delete the box...

Touch the [Delete] key and then touch [Yes] key in the deletion confirmation screen.



To edit or delete another memory box...

After finishing the above step, repeat the procedure from step 5.

7

Example: Editing/deleting a memory box for polling memory

Touch the [Exit] key.

Changing the Name of a Custom Index

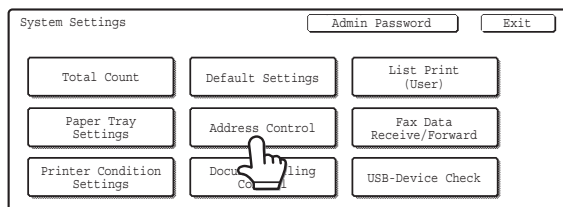
You can change the name of a custom index used for individual and group keys.

1



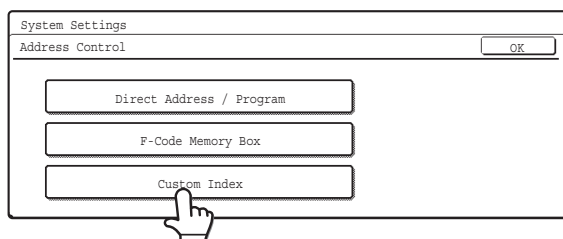
Press the [SYSTEM SETTINGS] key.

2



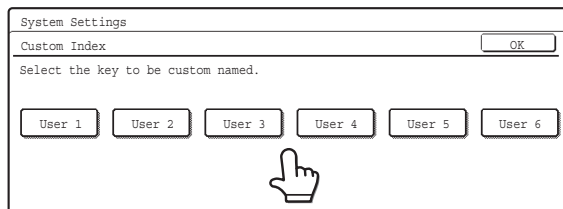
Touch the [Address Control] key.

3



Touch the [Custom Index] key.


4



Change the index name.

(1) Touch the key of the desired index.

(2) Change the index name on the text entry screen that will appear.

Use the  key to clear the pre-entered name one character at a time, and then enter the desired name (maximum of 6 characters).

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.



- The factory default names for the custom indexes are "User 1" to "User 6".
- To change another custom index, repeat this procedure.

Fax Data Receive/Forward

Fax Receive Settings

Select the fax reception mode from the following modes

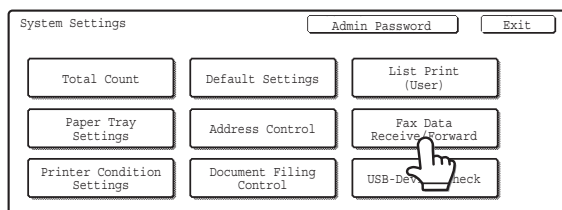
- Auto Reception: When a call comes in, the machine rings and then automatically receives the fax.
- Manual Reception: This can be used when an existing extension phone is connected to the machine. When a call comes in, you must answer on the extension phone and begin fax reception manually.

1



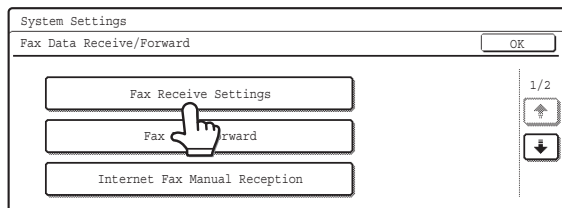
Press the [SYSTEM SETTINGS] key.

2



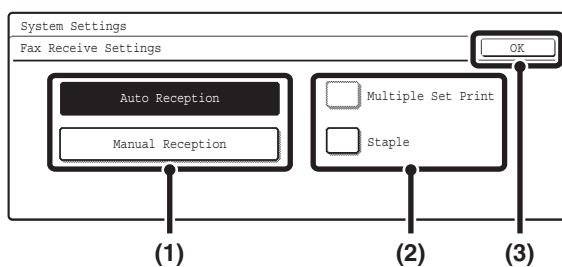
Touch the [Fax Data Receive/Forward] key.

3



Touch the [Fax Receive Settings] key.

4



Select the receive mode.

(1) Touch the key of the desired receive mode.

(2) Select output settings.

When the checkbox of a setting is selected ☒, the setting can be used. The settings that appear here are the settings that are configured in "Fax Output Settings" (page 186) in the system settings for fax (administrator).

(3) Touch the [OK] key.

Accessing the System Settings (Administrator)

To access the system settings (administrator), the administrator must follow the procedure below to log in.




For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

When User Authentication is not Enabled

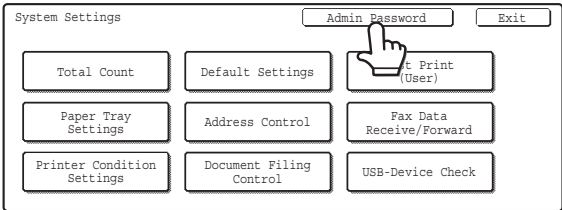
When "User Authentication Setting" is not enabled, follow the procedure below to log in.
For more information, see the System Settings Guide.

1



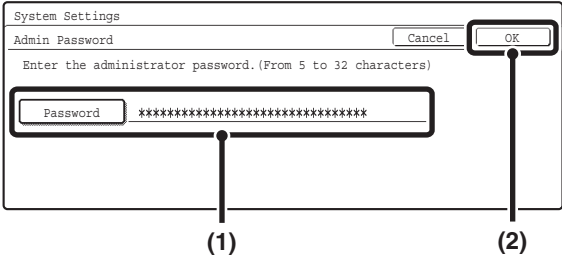
Press the [SYSTEM SETTINGS] key.

2



Touch the [Admin Password] key.

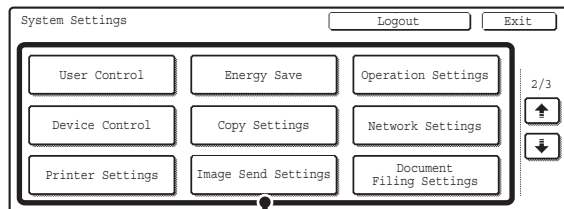
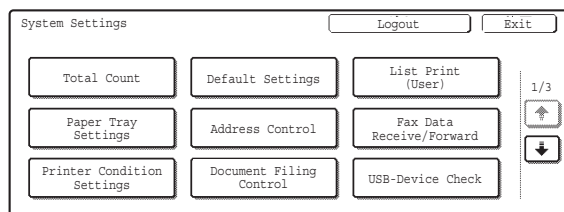
3



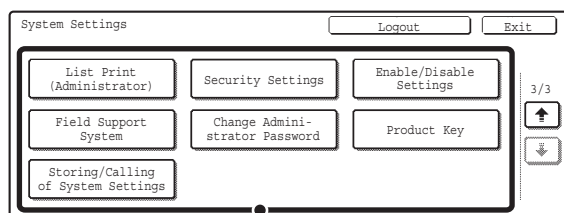
Log in.

(1) Touch the [Password] key and enter the administrator password.

(2) Touch the [OK] key.



(A)



(A)

Configure the desired system settings.

Touch the items that you wish to configure and select the desired settings.



- For detailed explanations of each of the settings, see the following pages of this chapter.
- Items marked (A) above are indicated as "System Settings (Administrator)" in this manual to distinguish them from the general user system settings.
- If Auto Clear activates, logout will automatically take place.
- **To logout...**
Touch the [Logout] key in the top right corner of the screen.
Touch the [Exit] key to quit the system settings.



User authentication is initially disabled (factory default setting).

When User Authentication is Enabled

When "User Authentication Setting" is enabled, follow the procedure below to log in.



- For the procedure for enabling user authentication, see the System Settings Guide.
- When auto login is enabled, the login screen will not appear.

● Login by login name and password (and e-mail address*)

(1) Touch the [Login Name] key.

* If login name / password / e-mail address is selected for the login method, [E-mail Address] will appear under the [Login Name] key shown on the left.

(2) Touch the [Admin Login] key.

(3) Touch the [Password] key and enter the administrator password.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

(4) Touch the [OK] key and go to step 3.

● Login by user number

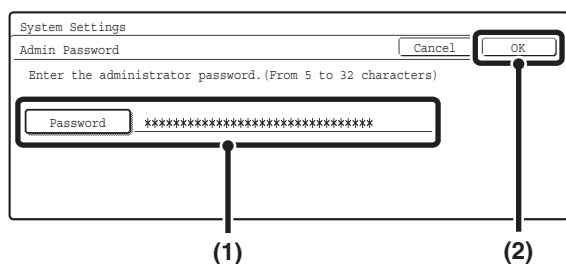
Touch the [Admin Login] key.



In addition to login in by touching the [Admin Login] key, the system settings (administrator) can also be accessed when login is performed by selecting a user with administrator rights from the user list or by entering a user number with administrator rights.

For these login procedures, see "[When User Authentication is Enabled](#)" (page 130).

2



Enter the administrator password.

- (1) Touch the [Password] key and enter the administrator password.
- (2) Touch the [OK] key.

3

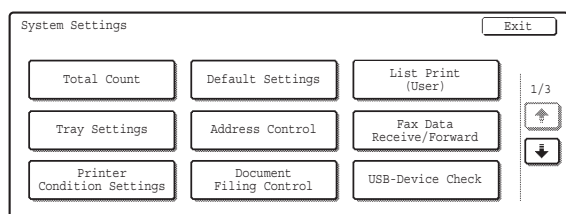


Press the [SYSTEM SETTINGS] key.



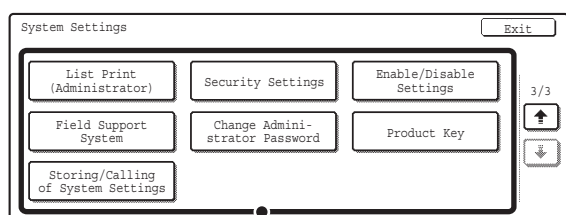
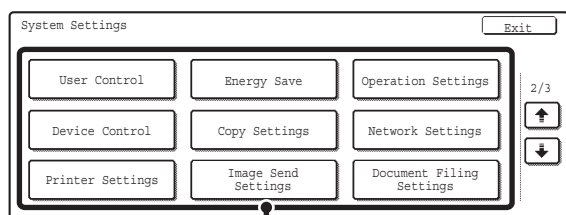
This step is not necessary if you are logging in after you pressed the [SYSTEM SETTINGS] key.

4



Configure the desired system settings.


Touch the items that you wish to configure and select the desired settings.



- For detailed explanations of each of the settings, see the following pages of this chapter.
- Items marked (A) above are indicated as "System Settings (Administrator)" in this manual to distinguish them from the general user system settings.
- If Auto Clear activates, logout will automatically take place.
- **To logout...**
Press the [LOGOUT] key ([*]). (Except when entering a fax number.)

System Settings (Administrator) List

When the system settings are accessed with administrator rights, the following items appear. The factory default setting for each item is also shown.

 Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

| Item | Factory default setting | Page |
|--|--|------|
| ■ Operation Settings | | 172 |
| ● Keys Touch Sound | | 172 |
| ▶ Keys Touch Sound | Middle | |
| ▶ Keys Touch Sound at Initial Point | Disable | |
| ● Auto Clear Setting | 60 sec. | 172 |
| ▶ Cancel Auto Clear Timer | Disable | |
| ● Message Time Setting | 6 sec. | 172 |
| ● Display Language Setting | Varies depending on country and region | 172 |
| ● Disabling of Job Priority Operation (Not used in fax mode.) | Disable | 172 |
| ● Disabling of Bypass Printing | Disable | 173 |
| ● Key Operation Setting | 0.0 sec. | 173 |
| ▶ Disable Auto Key Repeat | Disable | |
| ● Disabling of Clock Adjustment | Disable | 173 |
| ● Disabling of Covers/Inserts Mode (Not used in fax mode.) | Disable | 173 |
| ● Customize Key Setting | | 173 |
| ▶ Fax | | 173 |
| ◆ Customize 1 | Special Modes | |
| ◆ Customize 2 | File | |
| ◆ Customize 3 | Quick File | |
| ■ Device Control | | 175 |
| ● Original Size Detector Setting | | 175 |
| ▶ Original Detection Size Combination | Varies depending on country and region | |
| ▶ Cancel Detection at Document Glass | Disable | |
| ● Disabling of Document Feeder | Disable | 175 |
| ● Original Feeding Mode | All Disable | 175 |
| ● Disabling of Duplex | Disable | 175 |
| ● Disabling of Large Capacity Cassette *1 | Disable | 175 |

| Item | Factory default setting | Page |
|---|-------------------------|------|
| ■ Image Send Settings | | 176 |
| ● Operation Settings | | 176 |
| ▶ Default Display Settings | | 176 |
| ◆ Mode | Fax | |
| ◆ Hold Settings for a While after Scanning Has Been Completed | Disable | |
| ◆ Switch Automatically to Copy Mode Screen | Disable | |
| ▶ Initial Resolution Setting | | 176 |
| ◆ Apply the Resolution Set when Stored | Disable | |
| ◆ Scanner* ³ | 200x200 dpi | |
| ◆ Internet Fax* ² | 200x100 dpi | |
| ◆ Fax | Standard | 176 |
| ▶ Default Exposure Settings | | |
| ◆ Exposure | Auto | |
| ◆ Original Image Type (Configuring the setting is only possible in scanner mode.) | Text | |
| ◆ Moiré Reduction (Configuring the setting is only possible in scanner mode.) | Disable | 176 |
| ▶ Must Input Next Address Key at Broadcast Setting | Disable | 177 |
| ▶ Scan Complete Sound Setting | Middle | 177 |
| ▶ The Number of File Name/Subject/Body Keys Displayed Setting | 6 | 177 |
| ▶ The Number of Direct Address Keys Displayed Setting | 6 | 177 |
| ▶ Disable Switching of Display Order | Disable | 177 |
| ▶ Hold Setting for Received Data Print | | 177 |
| ◆ Received Data Hold | Disable | |
| ◆ Password Setting | — | |
| ▶ Settings to Disable the Registration of Destination | | 178 |
| ◆ Disable Registering Destination from Operation Panel | | 178 |
| • Group | Disable | |
| • E-mail* ³ | Disable | |
| • Internet Fax* ² | Disable | |
| • Fax | Disable | |

| Item | Factory default setting | Page |
|---|-------------------------|------|
| ◆ Disable Registering Destination on Web Page | | 178 |
| • Group | Disable | |
| • E-mail*3 | Disable | |
| • FTP*3 | Disable | |
| • Desktop*3 | Disable | |
| • Network Folder*3 | Disable | |
| • Internet Fax*2 | Disable | |
| • Fax | Disable | |
| ◆ Disable Registration Using Network Scan Tools | | 178 |
| ▶ Settings to Disable Transmission | | |
| ◆ Disable [Resend] on Fax/Image Send Mode | | |
| ◆ Disable Selection from the Address Book | | |
| • E-mail*3 | Disable | |
| • FTP*3 | Disable | |
| • Desktop*3 | Disable | |
| • Network Folder*3 | Disable | |
| • Internet Fax*2 | Disable | |
| • Fax | Disable | |
| ◆ Disable Direct Entry | | |
| • E-mail*3 | Disable | |
| • Internet Fax*2 | Disable | |
| • Fax | Disable | |
| ◆ Disable PC-I-Fax Transmission*2 | Disable | |
| ◆ Disable PC-Fax Transmission | Disable | |
| ● Fax Settings | | |
| ▶ Fax Default Settings | | 179 |
| ◆ Fax Own Name and Number Set | — | 179 |
| ◆ Dial Mode Setting*4 | Tone | 179 |
| ◆ Auto Wake Up Print | Enable | 179 |
| ◆ Pause Time Setting | 2 sec. | 179 |

| Item | Factory default setting | Page |
|---|---|------|
| ◆ Speaker Settings | | |
| • Speaker | Middle | |
| • Ringer Volume | Middle | |
| • Line Monitor | Varies depending on country and region | |
| • Fax Receive Complete Signal | Volume: Middle; Tone Pattern: 3 Transmission Complete Sound Time Setting: 3 sec. | 179 |
| • Fax Send Complete Signal | Volume: Middle; Tone Pattern: 3 Transmission Complete Sound Time Setting: 3 sec. | |
| • Fax Communication Error Signal | Volume: Middle; Tone Pattern: 3 Transmission Complete Sound Time Setting: Every 0.3 seconds | |
| ◆ Remote Reception Number Setting | 5 | 180 |
| ◆ Original Print on Transaction Report | Print at Error | 180 |
| ◆ Transaction Report Print Select Setting | | |
| • Single Sending | Print Out Error Report Only | |
| • Broadcasting | Print Out All Report | 180 |
| • Receiving | No Printed Report | |
| • Confidential Reception | Print Out Notice Page | |
| ◆ Activity Report Print Select Setting | | |
| • Auto Print at Memory Full | Disable | 180 |
| • Print Daily at Designated Time | Disable | |
| ◆ ECM | Enable | 180 |
| ◆ Distinctive Ring Detection *4 | Disable | 181 |
| ◆ PBX Setting *4 | Disable | 181 |
| ▶ Fax Send Settings | | 181 |
| ◆ Auto Reduction Sending Setting | Enable | 181 |
| ◆ Rotation Sending Setting | All Enable | 181 |
| ◆ Quick On Line Sending | Enable | 181 |
| ◆ Printing Page Number at Receiver | Enable | 181 |
| ◆ Date/Own Number Print Position Setting | Outside the Original Image | 181 |
| ◆ Registration of Own Name Select | – | 182 |
| ◆ Recall in Case of Line Busy | Varies depending on country and region | 183 |
| ◆ Recall in Case of Communication Error | Varies depending on country and region | 183 |
| ▶ Fax Receive Settings | | 184 |
| ◆ Number of Calls in Auto Reception | 2 | 184 |
| ◆ Switching from Manual to Automatic Reception *4 | Disable | 184 |
| ◆ Duplex Reception Setting | Disable | 184 |
| ◆ Auto Receive Reduce Setting | Enable | 184 |

| Item | Factory default setting | Page |
|--|---|------|
| ◆ Print Style Setting | Auto Size Select | 184 |
| ◆ Set the Telephone Number for Data Forwarding | – | 185 |
| ◆ Letter Size RX Reduce Print ^{*4} | Disable | 185 |
| ◆ A3 RX Reduce ^{*4} | Disable | 185 |
| ◆ Anti Junk Fax Setting | – | 185 |
| ◆ Fax Output Settings | Varies depending on the machine configuration | 186 |
| ▶ Fax Polling Security | | 187 |
| ◆ Polling Security Setting | Enable | 187 |
| ◆ Passcode Number Setting | – | 187 |
| ■ List Print (Administrator) | | 188 |
| ● Administrator Settings List | | 188 |
| ▶ Copy | – | |
| ▶ Print | – | |
| ▶ Image Send | – | |
| ▶ Document Filing | – | |
| ▶ Common | – | |
| ▶ All Administrator Settings List | – | |
| ● Image Sending Activity Report | | 188 |
| ▶ Image Sending Activity Report (Scanner) ^{*3} | – | |
| ▶ Image Sending Activity Report (Internet Fax) ^{*2} | – | |
| ▶ Image Sending Activity Report (Fax) | – | |
| ● Anti Junk Fax Number List | – | 188 |
| ● Anti Junk Mail/Domain Name List ^{*3} | – | 188 |
| ● Inbound Routing List ^{*3} | – | 188 |
| ● Document Admin List ^{*3} | – | 188 |
| ● Web Setting List ^{*3} | – | 188 |
| ● Metadata Set List ^{*3} | – | 188 |
| ■ Enable/Disable Settings | | 189 |
| ● Image Send Settings | | 189 |
| ▶ Disable Switching of Display Order | Disable | 189 |
| ▶ Disable Scan Function ^{*3} | | 189 |
| ◆ PC Scan | Disable | |
| ◆ USB Memory Scan | Disable | |

| Item | Factory default setting | Page |
|--|-------------------------|------|
| ▶ Settings to Disable the Registration of Destination | | 189 |
| ◆ Disable Registering Destination from Operation Panel | | |
| • Group | Disable | |
| • E-mail*3 | Disable | |
| • Internet Fax*2 | Disable | |
| • Fax | Disable | |
| ◆ Disable Registering Destination on Web Page | | 189 |
| • Group | Disable | |
| • E-mail*3 | Disable | |
| • FTP*3 | Disable | |
| • Desktop*3 | Disable | |
| • Network Folder*3 | Disable | |
| • Internet Fax*2 | Disable | |
| • Fax | Disable | |
| ◆ Disable Registration Using Network Scan Tools*3 | | |
| ▶ Settings to Disable Transmission | | 190 |
| ◆ Disable [Resend] on Fax/Image Send Mode | | |
| ◆ Disable Selection from the Address Book | | |
| • E-mail*3 | Disable | |
| • FTP*3 | Disable | |
| • Desktop*3 | Disable | |
| • Network Folder*3 | Disable | |
| • Internet Fax*2 | Disable | |
| • Fax | Disable | |
| ◆ Disable Direct Entry | | |
| • E-mail*3 | Disable | |
| • Internet Fax*2 | Disable | |
| • Fax | Disable | |
| ◆ Disable PC-I-Fax Transmission*2 | Disable | |
| ◆ Disable PC-Fax Transmission | Disable | |

*1 When a large capacity tray is installed.

*2 When the Internet fax expansion kit is installed.

*3 In some countries and regions, the network scanner expansion kit must be installed.

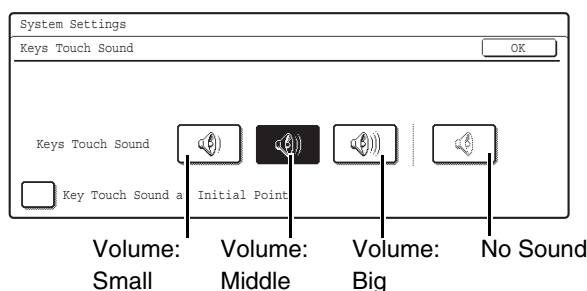
*4 This function is not available in some countries and regions.

Operation Settings

This section explains settings that are related to machine operation. Touch the [Operation Settings] key and configure the settings.

Keys Touch Sound

This setting is used to adjust (or turn off) the volume of the beep that sounds when you touch a key. You can also have three beeps sound at initial values when setting the ratio in copy mode or when adjusting the exposure in any mode.



Select one of the keys and touch the [OK] key. When "Key Touch Sound at Initial Point" is selected ☒, three beeps will sound at the initial values indicated below.

| Screen in which setting is effective | Initial value |
|---|---------------------------------|
| Ratio setting screen in base screen of copy mode | Ratio 100% |
| Exposure adjustment screen in base screen of copy mode | Exposure level 3 (middle level) |
| Exposure adjustment screen in base screen of fax, Internet fax, and network scanner modes | |
| Exposure adjustment screen in [Scan to HDD] in base screen of document filing mode | |

Auto Clear Setting

The time until Auto Clear activates can be set to any number of minutes from 10 to 240.

Make sure the [Cancel Timer] checkbox is not selected ☐, specify the time with the keys, and touch the [OK] key. (To make the number change quickly, keep your finger on the or key.)

If the machine is not used for the duration of time set here, the auto clear function will clear any settings that have been selected and return the screen to the base screen of copy mode or the job status screen.

If you do not want Auto Clear to operate, select the [Cancel Timer] checkbox ☒.

Message Time Setting

The duration of time that messages appear in the display (the time until a message is automatically cleared) can be set to any number of seconds from 1 to 12.

Specify the time with the keys and touch the [OK] key. (To make the number change quickly, keep your finger on the or key.)

Display Language Setting

The language that appears in the display can be changed.

Select one of the keys and touch the [OK] key.

Disabling of Job Priority Operation

The job priority function can be disabled. When this is done, the [Priority] key will not appear in the job status screen.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

This setting is not used in fax mode.

Disabling of Bypass Printing

This setting is used to disable bypass printing (printing other jobs ahead of a job that has been stopped* because the paper required for the job is not in any of the trays).

To enable this setting, select the checkbox ☒ and touch the [OK] key.

* This does not include cases where the paper ran out during the job.

Key Operation Setting

This setting determines how long a key in the touch panel must be touched until the key input is registered. The time can be set from 0 to 2 seconds in increments of 0.5 seconds.

By lengthening the time setting, key input can be prevented when a key is touched accidentally. Keep in mind, however, that when a longer setting is selected more care is required when touching keys to ensure that key input is registered.

Specify the time with the ☐ ☐ keys and touch the [OK] key. (To make the number change quickly, keep your finger on the ☐ or ☐ key.)

To disable auto repeat of key input, select the [Disable Auto Key Repeat] checkbox ☒ and touch the [OK] key.



The touch panel contains keys such as the zoom keys (for setting the ratio) that can be touched continuously to make a value change until it reaches a desired value. This feature whereby a value changes continuously while your finger is on the key is called key repeat.

Disabling of Clock Adjustment

This setting is used to prohibit changing of the date and time.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Covers/Inserts Mode

This setting is used to prohibit the use of the covers and inserts function.

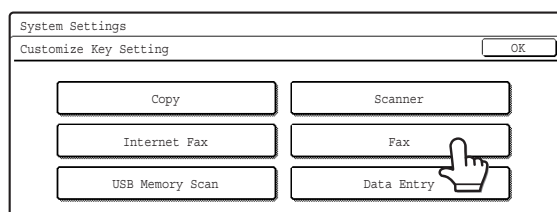
To enable this setting, select the checkbox ☒ and touch the [OK] key.

This setting is not used in fax mode.

Customize Key Setting

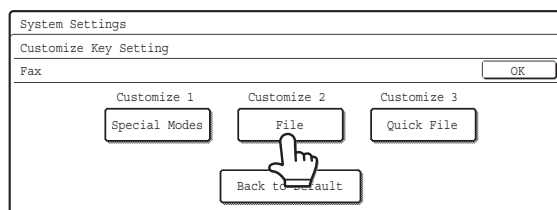
Short-cuts to functions that are frequently used can be displayed as keys in the lower right corner of the base screen of each mode.

1 Touch the key of the mode for which you wish to configure the customized keys.



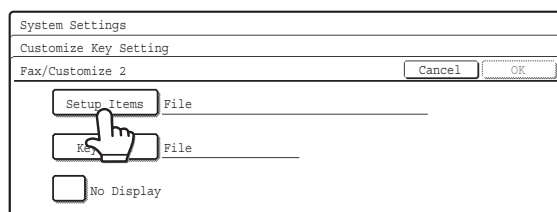
2 Touch the key that you wish to configure.

To return all of the customized key settings to the factory default settings, touch the [Back to Default] key.



3 Touch the [Setup Items] key.

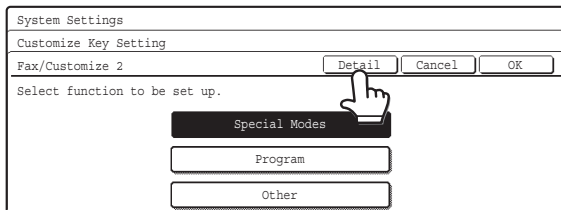
If you do not want the selected customized key to appear in the base screen, select the [No Display] checkbox ☒.



4 Select the function that you wish to show in the customized key.

Select the key of the desired function and touch the [OK] or the [Details] key. Touch the [Details] key to open the advanced settings screen for the selected function. Select the desired settings and touch the [OK] key.

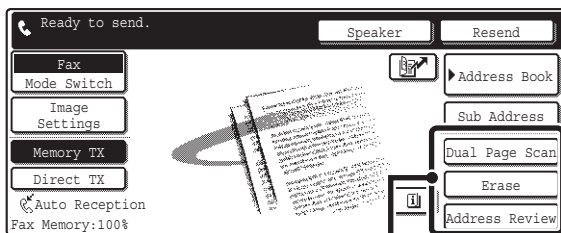
When the [OK] key is touched, a confirmation message will appear. Touch the [Yes] key to apply the selected function name to the customized key. (The name of the key can also be changed.)



5 Touch the [OK] key.

If you wish to change the name of the customized key, touch the [Key Name] key and enter the desired name.

The customized keys in the base screen of the selected mode will change to reflect the settings.



Customize keys

Device Control

These settings control devices installed on the machine. Touch the [Device Control] key and configure the settings.

Original Size Detector Setting

One of the five groups of standard original sizes shown below can be selected for detection by the original size detection function.

Select one of the keys and touch the [OK] key.

| Selections | Detectable original sizes | |
|------------|---|---|
| | Document glass | Document feeder tray (automatic document feeder) |
| AB-1 | A3, A4, A4R, A5R, B4, B5, B5R | A3, B4, A4, A4R, B5, B5R, 8-1/2" x 13", 8-1/2" x 14", 11" x 17" |
| AB-2 | A3, A4, A4R, A5R, B4, B5, B5R 216 mm x 330 mm | A3, A4, A4R, A5, B4, B5, B5R, 8-1/2" x 11", 11" x 17", 216 mm x 330 mm |
| AB-3 | A4, A4R, A5, B4, 8K, 16K, 16KR | A3, A4, A4R, A5, B4, 8K, 16K, 16KR, 8-1/2" x 11", 11" x 17", 216 mm x 330 mm |
| INCH-1 | 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2" | 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3 |
| INCH-2 | 11" x 17", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2" | 11" x 17", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3 |

To disable detection of original sizes on the document glass, select the [Cancel Detection at Document Glass] checkbox ☒ and touch the [OK] key.



- If "Cancel Detection at Document Glass" is selected, all originals placed on the document glass will be treated as special size originals.
- Inch sizes such as 11" x 17" are generally used in North America.

Disabling of Document Feeder

Use this setting to prohibit the use of the automatic document feeder, such as when the feeder malfunctions. (When the setting is enabled, scanning is still possible using the document glass.)

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Original Feeding Mode

The following original feeding modes can be set to operate by default in image send mode. When a mode is frequently used, this saves you from having to select the mode in the special modes each time it is used.

- Mixed Size Original (Different Width)
- Slow Scan Mode

To use this setting, select the checkboxes ☒ of the desired items and touch the [OK] key.

Disabling of Duplex

This is used to disable two-sided printing, such as when the duplex module malfunctions.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disabling of Large Capacity Cassette

(When a large capacity cassette is installed.)

This setting is used to prohibit the use of the large capacity cassette, such as when the cassette malfunctions.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Image Send Settings


Scan, Internet fax, and fax settings are described below.

Operation Settings

Scan, Internet fax, and fax settings are described below.

Touch [Image Send Settings] key and then the [Operation Settings] key, and configure the settings.

Default Display Settings

Five screen selections are available for the base screen that appears when you press the [IMAGE SEND] key, or when you press the [CLEAR ALL] key () in image send mode.

- Address Book (ABC)
- Address Book (Group)
- Scanner
- Internet Fax
- Fax

When [Switch Automatically to Copy Mode Screen] is selected ☒, the display will automatically switch to the copy mode screen if no action is taken in the image send mode screen for 20 seconds.

When the [Hold Settings for a While after Scanning Has Been Completed] checkbox is selected ☒, the settings will remain in effect a fixed period of time after scanning is completed.

Initial Resolution Setting

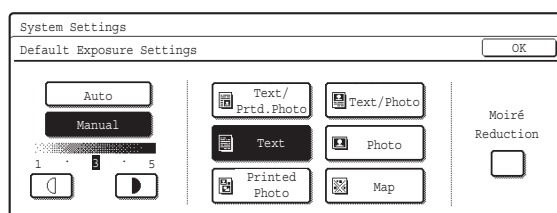
The following settings are available for the default resolutions of scan, Internet fax, and fax mode.

- Scanner: 100 x 100dpi
200 x 200dpi
300 x 300dpi
400 x 400dpi
600 x 600dpi
 - Internet Fax: 200 x 100dpi
200 x 200dpi
200 x 400dpi
400 x 400dpi
600 x 600dpi
 - Fax: Standard
Fine
Super Fine
Ultra Fine
- Half Tone
- Half Tone



When using a stored image file, select the [Apply the Resolution Set when Stored] checkbox ☒ and touch the [OK] key to use the resolution set when the file was stored.

Default Exposure Settings

This setting is used to set the default exposure level for scanning originals in image send mode.



• Exposure

The exposure can be adjusted automatically or manually. Select either the [Auto] key or the [Manual] key. If the [Manual] key is selected, specify the exposure with the   keys and touch the [OK] key. Lower the level toward "1" for lighter exposure or raise the level toward "5" for darker exposure.

• Original Image Type (Configuring the setting is only possible in scanner mode.)

The exposure mode can be selected to match the original type. Select the desired key and touch the [OK] key.

Text/Prtd. Photo
Text/Photo
Text
Photo*
Printed Photo*
Map*

* Does not appear when the exposure is set to [Auto].

• Moiré Reduction (Configuring the setting is only possible in scanner mode.)

To reduce the moiré effect when scanning, select the [Moiré Reduction] checkbox ☒ and touch the [OK] key.

Must Input Next Address Key at Broadcast Setting

This setting is used to require that the [Next Address] key be touched before the next address is entered when performing a broadcast transmission.

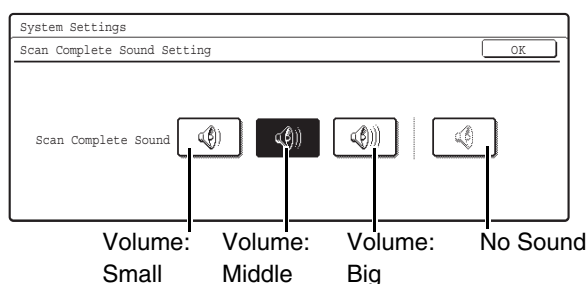
When this setting is enabled, the [Next Address] key cannot be omitted even if the next address is entered with a one-touch key.

If a user attempts to enter the next address without touching the [Next Address] key, a double-beep alarm will sound and the entry will be rejected.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Scan Complete Sound Setting

The scan complete sound can be selected.



Select one of the keys and touch the [OK] key.

The Number of File Name/Sub/Body Keys Displayed Setting

This setting is used to select the number of file name / subject keys that are displayed in the screen. The number of keys can be set to 3 or 6.

Select one of the keys and touch the [OK] key.

The Number of Direct Address Keys Displayed Setting

This setting is used to select the number of one-touch keys that are displayed in the Address Book screen. The number of keys can be set to 6 or 9.

Select one of the keys and touch the [OK] key.

Disable Switching of Display Order

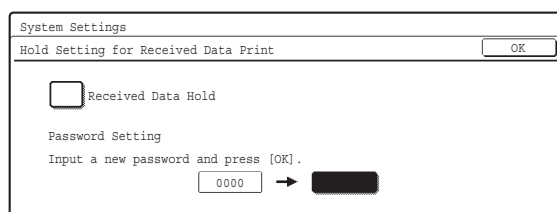
This is used to prohibit changes to the order of display (order search number, ascending, descending) in the Address Book.

When this setting is enabled, touching a tab in the Address Book screen does not change the order. The currently selected display order will be the order that is used after the setting is selected.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Hold Setting for Received Data Print

This function holds received faxes and Internet faxes in memory without printing them. The faxes can be printed by entering a password (factory default setting: 0000) with the numeric keys.



To enable this setting, select the [Received Data Hold] checkbox ☒, enter a password with the numeric keys if you wish to change the password, and touch the [OK] key.

Settings to Disable the Registration of Destination

This is used to prohibit the storing of destinations. Storing from the machine, storing from the Web page, and storing from a computer can each be separately prohibited.

Disable Registering Destination from Operation Panel

Disables address control from the machine.

To use this setting, select the desired items ☒ and touch the [OK] key.

- Group
- E-mail
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, All settings become ☒ When the key is touched in the checked condition, All settings become ☐)

Disable Registering Destination on Web Page

(When network connection is enabled.)

Disable address control from the Web page.

To use this setting, select the checkboxes ☒ of the desired items from the followings and touch the [OK] key.

- Group
- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, All settings become ☒ When the key is touched in the checked condition, All settings become ☐)

Disable Registration Using Network Scan Tools

(When network connection is enabled.)

Disable address control from the Network Scanner Tool.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Settings to Disable Transmission

These settings are used to disable the following transmission operations.

Disable [Resend] on Fax/Image Send Mode

Disable the use of the [Resend] key on the basic screen of image send mode.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disable Selection from the Address Book

This is used to disable selecting the destination from the Address Book.

To use this setting, select the checkboxes ☒ of the desired items from the followings and touch the [OK] key.

- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, All settings become ☒ When the key is touched in the checked condition, All settings become ☐)

Disable Direct Entry

This prohibits the direct entry of the address.

To use this setting, select the checkboxes ☒ of the desired items from the followings and touch the [OK] key.

- E-mail
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, All settings become ☒ When the key is touched in the checked condition, All settings become ☐)

Disable PC-I-Fax Transmission

(When internet fax expansion kit is installed.)

Disable transmission from PC-I-Fax.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disable PC-Fax Transmission

(When the facsimile expansion kit is installed.)

Disable transmission from PC-Fax.

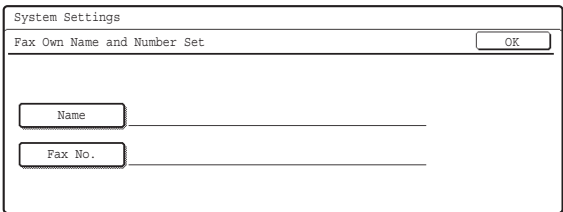
To enable this setting, select the checkbox ☒ and touch the [OK] key.

Fax Default Settings

The fax default settings can be configured to suit the needs of your workplace.
Touch the [Image Send Settings] key, the [Fax Settings] key, and then the [Fax Default Settings] key to configure the settings.

Fax Own Name and Number Set

Use this setting to enter the fax number of the machine and the name of the user. The entered name and number are printed at the top of each fax page you send.



1 Touch the [Name] key and enter the name.

Up to 20 characters can be entered.
When you have finished entering the name, touch the [OK] key.

For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

2 Touch the [Fax No.] key to enter the fax number of the machine.

Enter the number with the numeric keys (maximum of 20 digits).
To enter "+", press the [*] key.
To enter a hyphen (-), touch the [Pause] key. To enter a space, touch the [Space] key.

If a hyphen "-" is entered, it will be changed to a space at the time of transmission.

3 Touch the [OK] key.

Dial Mode Setting

This setting can only be activated in Canada.
Select the appropriate setting for your telephone line type.
It is also possible to have the machine automatically select the line type. Make sure that the telephone line is connected to the machine and then touch the [Auto Select] key. The machine will automatically select "Tone" for a tone dial line or "Pulse" for a pulse dial line.

Auto Wake Up Print

When the [POWER] key () is "off" (but the main power switch is "on") and a fax is received, this function automatically activates the machine and prints the fax. When this function is disabled, received faxes are not printed until the [POWER] key () is switched "on". To enable this setting, select the checkbox ☒ and touch the [OK] key.

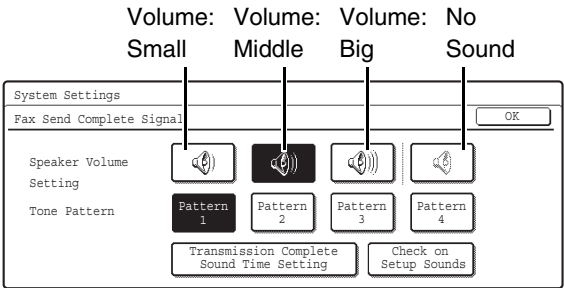
Pause Time Setting

This setting is used to select the duration of pauses that are inserted in destination fax numbers.
If the [Pause] key is touched when dialling or storing a fax number, a pause of 2 seconds is inserted.
The duration of each pause can be set to any number of seconds from 1 to 15.
Specify the number with the keys and touch the [OK] key. (To make the number change quickly, keep your finger on the or key.)

Speaker Settings

Use these settings to set the sound heard from the speaker for the Speaker, Ringer Volume, Line Monitor, Fax Receive Complete Signal, Fax Send Complete Signal, and Fax Communication Error Signal. Select Small, Middle, Big, or No Sound for the volume (Small, Middle, or Big for the speaker volume). For the Fax Receive Complete Signal, the Fax Send Complete Signal, and the Fax Communication Error Signal, the Tone Pattern and Transmission Complete Sound Time Setting can also be selected, and the selected volume and pattern can be checked by pressing the [Check on Setup Sounds] key.

Example: Fax Send Complete Signal settings screen



To change a setting, touch the appropriate key to highlight the desired setting and touch the [OK] key.

Remote Reception Number Setting

Fax reception can be activated from an extension phone connected to the machine by entering a 1-digit number and pressing the key twice on the phone's keypad. This number is called the remote reception number, and you can set it to any number from "0" to "9". Specify the number with the keys and touch the [OK] key. (To make the number change quickly, keep your finger on the or key.)

Original Print on Transaction Report

When a transaction report is printed following a memory transmission, this setting is used to have part of the first page of the original printed on the transaction report. When printing of transaction reports is disabled, this function will not operate. Select [Print Out All Report], [Print Out Error Report Only], or [No Printed Report] for the condition for printing the original on transaction reports and touch the [OK] key.

Transaction Report Print Select Setting

These settings are used to set the conditions for printing transaction reports for single transmissions, broadcast transmissions, receptions, and confidential receptions. For each type of operation, touch the key of the desired condition.

| | |
|--|--|
| Single Sending | Broadcasting |
| <div>Print Out All Report</div> | <div>Print Out All Report</div> |
| <div>Print Out Error Report Only</div> | <div>Print Out Error Report Only</div> |
| <div>No Printed Report</div> | <div>No Printed Report</div> |
| Receiving | Confidential Reception |
| <div>Print Out All Report</div> | <div>Print Out Notice Page</div> |
| <div>Print Out Error Report only</div> | <div>Not Print Out Notice Page</div> |
| <div>No Printed Report</div> | |

The default settings are indicated in grey .

Activity Report Print Select Setting

This is used to have the Image Sending Activity Report that is stored in the machine's memory printed at regular intervals. The Image Sending Activity Report can be set to automatically print each time the number of transactions reaches 200, and it can also be set to automatically print at a specified time (once a day only). (Both settings can be selected.) When the [Auto Print at Memory Full] checkbox is selected, the Image Sending Activity Report will automatically print when the number of transactions reaches 200. To have the report print automatically at a specified time, select the [Print Daily at Designated Time] checkbox . The "Hour" and "Minute" keys will appear at the right.

System Settings

Activity Report Print Select Setting

☐ Auto Print at Memory Full

☒ Print Daily at Designated Time

Hour

Minute

0000

Touch the "Hour" and "Minute" keys and specify the setting of each with the keys. When finished, touch the [OK] key. The report will print at the specified time.

- If you only select the [Print Daily at Designated Time] checkbox and the number of recorded transactions reaches 200 before the specified time, each new transaction will delete the oldest transaction (the oldest transaction will not be printed).
- The Image Sending Activity Report can also be printed manually. See ["List Print \(Administrator\)"](#) (page 188).

ECM

Line conditions can sometimes distort a transmitted fax image. When ECM (Error Correction Mode) is turned on, pages that are distorted are automatically re-transmitted. To enable this setting, select the checkbox and touch the [OK] key. This setting is enabled by factory default.

If the other machine supports Super G3, ECM will function regardless of this setting.

Distinctive Ring Detection

This Setting can only be activated in Canada, Australia, and New Zealand.

If multiple telephone numbers have been assigned to your telephone line, the number called can be identified by its ringing pattern. By using one number for voice calls and another number for faxes, you can tell which type of call you are receiving by the ringing pattern. You can set your machine to automatically receive faxes when your fax number is called by setting the pattern that corresponds to your fax number. (Note that in Canada, six selections are available.)

To use this setting, touch the key of the desired pattern and touch the [OK] key.

PBX Setting

This Setting can only be activated in France, Germany. When the machine is used on a PBX, you can enable the PBX setting to have the machine automatically connect to the outside line. When this setting is enabled, the [R] key appears in the base screen. When the [R] key is touched, the PBX setting is temporarily cancelled. To enable the PBX setting, select the [PBX Connection] checkbox ☒ and specify the method for connecting to the outside line.

If your PBX uses the Flash method to connect to the outside line, touch the [Flash] key and then touch the [OK] key.

If your PBX uses an ID number to connect to the outside line, touch the [ID] key, specify the ID number with the ☐ ☐ keys, and touch the [OK] key.



Enter a number for the first digit and then a number or a hyphen "-" for the second and third digits.

Fax Send Settings

The fax send settings are used to enable or disable certain fax functions to better suit the needs of your workplace. Touch the [Image Send Settings] key, the [Fax Settings] key, and then the [Fax Send Settings] key to configure the settings.

Auto Reduction Sending Setting

This setting is used to have the size of transmitted faxes automatically reduced to match the size of the paper in the receiving machine.

If the setting is disabled, faxes are sent at full size.

Because the size is not adjusted to match the size of the printing paper, part of the received fax may be cut off.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Quick On Line Sending

When this setting is enabled, the machine starts transmitting a fax as soon as the first page is scanned. Transmission takes place at the same time as the remaining pages are being scanned.

If you disable this setting, transmission will not begin until all pages have been scanned. Note that this setting does not apply to manual transmission.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Rotation Sending Setting

When transmitting an image that is one of the following sizes, this function rotates the image counterclockwise 90 degrees.

A4, B5R, A5R, 8-1/2" x 11", 5-1/2" x 8-1/2"R, 16K

To use this setting, select the checkboxes ☒ of the desired sizes and touch the [OK] key.



A4R and 8-1/2" x 11"R size images are not rotated.

Printing Page Number at Receiver

This setting is used to add the page number to the top of each fax page printed by the receiving machine.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Date/Own Number Print Position Setting

This setting determines the position of the date and sender information printed at the top of faxes by the receiving machine. To have the information printed outside the transmitted document image, touch the [Outside the Original Image] key. To have the information printed inside the document image, touch [Inside the Original Image] key.

Registration of Own Name Select

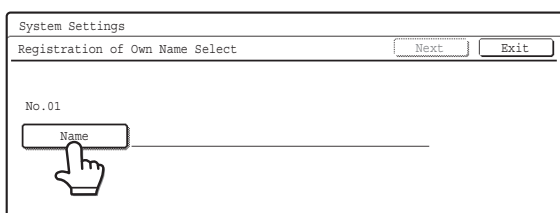
This is used to store sender names used in "Own Name Select".

 [TEMPORARILY CHANGING THE SENDER INFORMATION \(Own Name Select\)](#) (page 85)

Up to 18 numbers (maximum of 20 digits each) can be stored. Control numbers are from 01 to 18. The lowest number not yet in use is automatically assigned when you begin the storing procedure. This number cannot be changed.

Storing a sender name

- 1 Touch the [Enter] key.
- 2 Touch the [Name] key.



The screenshot shows a 'System Settings' window with a title bar. Below the title bar is a header 'Registration of Own Name Select' with 'Next' and 'Exit' buttons. The main area shows 'No.01' and a 'Name' button. A hand icon is touching the 'Name' button.

- 3 Enter the sender name.
- To enter text, see the "Users Guide".

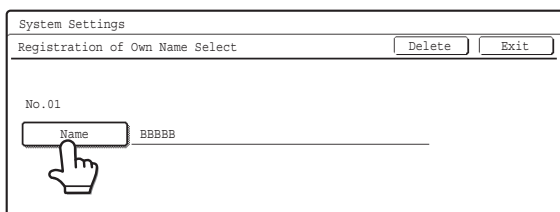
- 4 Touch the [OK] key.

The sender name is stored. To store another sender name, touch the [Next] key and repeat the procedure from step 2.

- 5 Touch the [Exit] key.

Editing a sender name

- 1 Touch the [Amend/Delete] key.
- 2 Touch the desired sender name key.
- 3 Touch the [Name] key.



The screenshot shows a 'System Settings' window with a title bar. Below the title bar is a header 'Registration of Own Name Select' with 'Delete' and 'Exit' buttons. The main area shows 'No.01' and a 'Name' button. A hand icon is touching the 'Name' button.

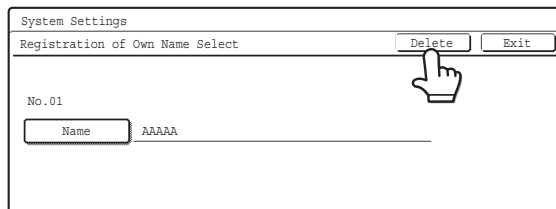
- 4 Edit the sender name and touch the [OK] key.

The edited sender name is stored.

- 5 Touch the [Exit] key.

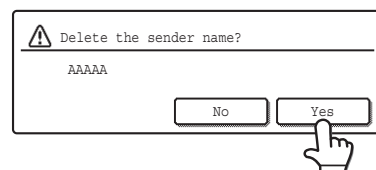
Deleting a sender name

- 1 Touch the [Amend/Delete] key.
- 2 Touch the sender name key that you wish to delete.
- 3 Touch the [Delete] key.



The screenshot shows a 'System Settings' window with a title bar. Below the title bar is a header 'Registration of Own Name Select' with 'Delete' and 'Exit' buttons. The main area shows 'No.01' and a 'Name' button. A hand icon is touching the 'Delete' button.

- 4 Touch the [Yes] key.








The screenshot shows a dialog box with a warning icon and the text 'Delete the sender name?'. Below the text is 'AAAAA'. There are 'No' and 'Yes' buttons. A hand icon is touching the 'Yes' button.

- 5 Touch the [Exit] key.

Recall in Case of Line Busy

This program is used to set the number of recall attempts and the interval between recall attempts when a transmission is not successful due to the line being busy or other reason.

The number of recall attempts can be set to any number from 1 to 14, and the interval between attempts can be set to any number of minutes from 1 to 15. Specify each number with the   keys. (To make the number change quickly, keep your finger on the  or  key.) If you do not wish to have recalling take place, select the [Turn off Recall] checkbox  and touch the [OK] key.

The number of recall attempts and the interval between attempts that can be set in each country are shown in the following table.



Country Differentiation Table



| | The number of recall attempts | The interval between attempts |
|--|-------------------------------|------------------------------------|
| United Kingdom, France, Germany, Sweden | 1 to 10 | any number of minutes from 1 to 15 |
| Canada | 1 to 14 | |
| Australia, New Zealand, Singapore, Thailand, Malaysia, India | 1 to 9 | |




When this setting is enabled, note that your machine will not re-attempt a call when manual transmission or direct transmission is used.

Recall in Case of Communication Error

This setting determines whether or not your machine will re-attempt the call if a fax transmission fails due to a line error. The number of recall attempts can be set to any number from 1 to 9, and the interval between attempts can be set to any number of minutes from 1 to 15. Specify each number with the   keys.

(To make the number change quickly, keep your finger on the  or  key.)

If you do not wish to have recalling take place, select the [Turn off Recall] checkbox  and touch the [OK] key.

The number of recall attempts and the interval between attempts that can be set in each country are shown in the following table.

Country Differentiation Table

| | The number of recall attempts | The interval between attempts |
|---|-------------------------------|------------------------------------|
| United Kingdom, France, Germany, Sweden | 1 to 5 | any number of minutes from 1 to 15 |
| Australia, New Zealand, Canada | 1 attempt | |
| Singapore, Thailand, Malaysia, India | 1 to 9 | |







When this setting is enabled, note that your machine will not re-attempt a call when manual transmission or direct transmission is used.

Fax Receive Settings

The fax reception settings can be enabled or disabled to suit the needs of your workplace.

Touch the [Image Send Settings] key, the [Fax Settings] key, and then the [Fax Receive Settings] key to configure the settings.

Number of Calls in Auto Reception

This setting is used to select the number of rings on which the machine automatically receives a call and begins fax reception in auto reception mode. Any number from 0 to 15 can be selected. Specify the number with the   keys and touch the [OK] key. (To make the number change quickly, keep your finger on the  or  key.)

The "Number of Calls in Auto Reception" that can be set in each country are shown in the following table.

Country Differentiation Table






| | The number of rings |
|---|---------------------|
| United Kingdom, France, Germany, Sweden, Thailand | 0 to 9 |
| Australia, New Zealand | 2 to 4 |
| Singapore | 0 to 3 |
| Malaysia, India, Canada | 1 to 15 |



If you select "0" for the number of rings, the machine will immediately answer and begin fax reception without ringing in auto reception mode.


Switching from Manual to Automatic Reception

This Setting can only be activated in France.

When a fax is received in manual reception mode, you have have the machine automatically switch to auto reception. The number of rings on which switching to auto reception takes place can be set to any number from 1 to 9. To enable this setting, select the [Switching to Automatic Reception] checkbox  and specify the number of rings with the   keys. (To make the number change quickly, keep your finger on the   key.) When finished, touch the [OK] key.


Duplex Reception Setting

This used to have received faxes printed on both sides of the paper.

When this setting is enabled and a fax consisting of 2 or more pages is received (the pages must be the same size), the pages are printed on both sides of the paper. To enable this setting, select the checkbox  and touch the [OK] key.

Auto Receive Reduce Setting

When a fax is received that includes the sender's name and number, the received image is slightly larger than the standard size*. This setting is used to automatically reduce the image to fit the standard size.

To enable this setting, select the checkbox  and touch the [OK] key.



If Auto Receive Reduce is disabled, the edges of the image outside the standard size will be cut off. However, the image will be clearer because it will be printed at full size.

* Standard sizes are sizes such as A4 and B5 (8-1/2" x 11" and 8-1/2" x 5-1/2").

Print Style Setting

This setting determines the paper selection condition when printing received faxes. Select one of the three conditions below.

[Print Actual Size Cut off Disabled]

The received fax image is printed at full size without dividing it onto multiple sheets of paper. If the same size of paper or larger paper is not loaded, the fax will be received in memory and will not be printed until a suitable size of paper is loaded.

However, if the received fax is longer than A3 (11" x 17") size, it will be automatically divided onto multiple sheets of paper.

[Print Actual Size Cut off Enabled]

Each received image is printed at full size. If necessary, the image is divided onto multiple sheets of paper.

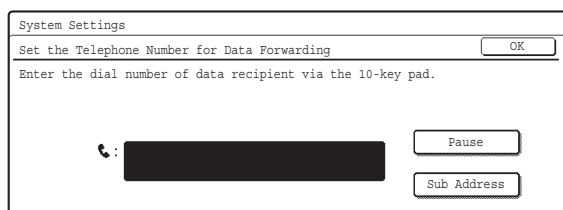
[Auto Size Select]

Each received image is printed at full size when possible. When not possible, the image is automatically reduced before printing.

Touch the key of the desired paper selection condition and touch the [OK] key.

Set the Telephone Number for Data Forwarding

When a problem prevents the machine from printing a received fax, the received fax can be forwarded to another fax machine. This setting is used to program the fax number of the destination fax machine. Only one forwarding fax number can be programmed (maximum of 64 digits).



Enter the forwarding fax number with the numeric keys. To insert a pause between digits of the number, touch the [Pause] key.

If you wish to specify an F-code confidential memory box in the destination machine, touch the [Sub Address] key after entering the fax number and enter the F-code (sub-address and passcode).

Letter Size RX Reduce Print

This program can only be activated in United Kingdom, France, Germany, Australia, New Zealand, Singapore, Malaysia, and India.

When a letter-R size fax is received, this setting reduces the fax to A4R (8-1/2" x 11"R) size.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

A3 RX Reduce

This program can only be activated in Canada.

When this program is enabled and an A3 (11" x 17") size fax is received, the fax is reduced to letter width before printing.

When the program is enabled, W letter is considered to be the same size as A3 (11" x 17"), thus W letter faxes are also reduced before printing.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Anti Junk Fax Setting

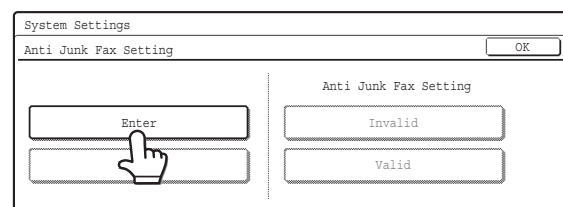
This setting is used to block fax reception from specified fax numbers (anti junk fax numbers).

Up to 50 anti junk fax numbers can be stored.

To enable the Anti Junk Fax setting, touch the [Valid] key. To disable the setting, touch the [Invalid] key. After selecting the setting, touch the [OK] key.

Entering anti junk fax numbers

1 Touch the [Enter] key.



2 Press the numeric keys to store the fax number.

Up to 20 digits can be entered.

To store another fax number, touch the [Next] key and enter the number.

3 Touch the [OK] key.

Deleting an anti junk fax number

1 Touch the [Delete] key.


2 Touch the key of the number that you wish to delete.

3 Touch the [Yes] key.

4 Touch the [OK] key.

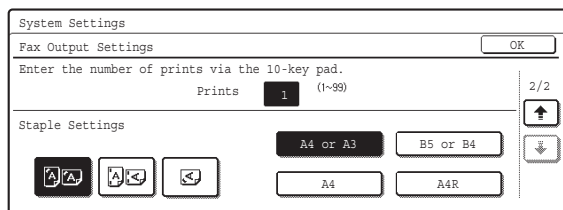
Fax Output Settings

These settings are used to select the number of copies and output tray for received faxes. When a finisher or a saddle stitch finisher is installed, the output tray and stapling can be selected.

Touch the key of the desired output tray. Open the number of copies screen with the  key.

Enter number of copies to be printed with the numeric keys and touch the [OK] key.


When a finisher is installed, enter the number of copies and then touch the keys for the desired staple position and paper size.



- This setting can only be used when the [Multiple Set Print] and [Staple] checkbox is selected ☒ in the "Fax Receive Settings" (page 161).
- The number of sheets that can be stapled when a saddle stitch finisher is installed is 30 for A4 (8-1/2" x 11"), and B5 (5-1/2" x 8-1/2") sizes. For other sizes, the number of sheets is 25. When a finisher is installed, the number of sheets that can be stapled is 50 for A4 (8-1/2" x 11"), and B5 (5-1/2" x 8-1/2") sizes and 30 for other sizes.


Fax Polling Security

The following settings are for regular polling memory using the Public Box.
Touch the [Image Send Settings] key, the [Fax Settings] key, and then the [Fax Polling Security] key to configure the settings.

 Note that these settings do not apply to F-code polling memory.

Polling Security Setting

When the memory polling function is used, this setting determines whether any machine will be allowed to poll your machine, or only machines that have been specified in your machine.
To enable this setting, select the checkbox ☒ and touch the [OK] key.

 If the Polling Security Setting is enabled, enter the numbers of the fax machines that will be allowed to poll your machine in "Passcode Number Setting" below.

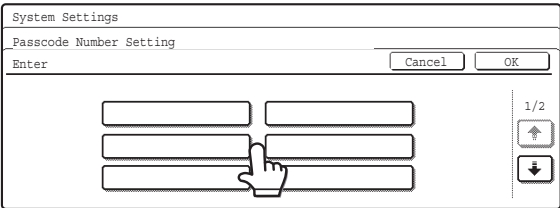
Passcode Number Setting

When the Polling Security Setting is enabled (see above), use this setting to store (or delete) the fax numbers of the machines that are allowed to poll your machine. The stored fax numbers are called passcode numbers. Up to 10 passcode numbers can be stored.

Storing passcode numbers

- 1 Touch the [Enter] key.
- 2 Touch a key that has no number stored (a blank key).

If numbers have been stored in all of the keys, a message will appear and no further numbers can be stored. First delete a number that is no longer needed and then store the new number.



- 3 Press the numeric keys to store the fax number.

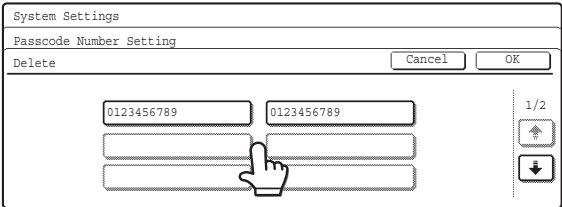
Up to 20 digits can be entered.
To enter a hyphen, touch the [Pause] key. To enter a space, touch the [Space] key. To enter "+", press the "[*]" key.
If you make a mistake, press the [CLEAR] key ([C]) and re-enter the correct digits.

- 4 Touch the [OK] key.
Return to step 2.
To store another number, repeat steps 2 through 4.

- 5 Touch the [OK] key.

Deleting a passcode number

- 1 Touch the [Delete] key.
- 2 Touch the key of the number you wish to delete.



- 3 Touch the [Yes] key.
Return to step 2.
To delete another number, repeat steps 2 and 3.
- 4 Touch the [OK] key.

List Print (Administrator)

This is used to print lists and reports that are only for use by the administrator of the machine. Touch the [List Print (Administrator)] key and configure the settings.

Administrator Settings List

Lists of the administrator settings for the following modes can be printed.

- Copy
- Print
- Image Send*
- Document Filing
- Security
- Common
- All Administrator Settings List

Touch the desired key. Printing will begin.

* In some countries and regions, the facsimile expansion kit or the Internet fax expansion kit or the network scanner expansion kit must be installed.

Image Sending Activity Report

The following Image Sending Activity Reports can each be separately printed.

- Image Sending Activity Report (Scanner)
- Image Sending Activity Report (Internet Fax)
- Image Sending Activity Report (Fax)

Touch the desired key. Printing will begin.



In some countries and regions, the facsimile expansion kit or the Internet fax expansion kit or the network scanner expansion kit must be installed.

Anti Junk Fax Number List

(When the facsimile expansion kit is installed.)

This prints a list of the Anti Junk fax numbers stored using "[Anti Junk Fax Setting](#)" (page 185) in the system settings for fax (administrator).

Anti Junk Mail/Domain Name List

(When the Internet Fax expansion kit is installed.)

This prints a list of the anti junk addresses/domain names that have been stored using "Anti Junk Mail/Domain Name Setting" in the System Settings Guide.

Inbound Routing List

This prints a list of the "Inbound Routing Settings".



In some countries and regions, the facsimile expansion kit or the Internet fax expansion kit or the network scanner expansion kit must be installed.

Document Admin List

This prints a list of the "Document Administration Function" settings.



In some countries and regions, the facsimile expansion kit or the Internet fax expansion kit or the network scanner expansion kit must be installed.

Web Setting List

(When network connection is enabled.)

This prints a list of the settings that are configured in the Web pages.

Metadata Set List

(When the application integration module is installed.)

This prints a list of the metadata set stored in the Web pages.

Enable/Disable Settings

The following settings are used to prohibit the use of certain functions. Touch the [Enable/Disable Settings] key and configure the settings.



The Enable/Disable Settings control the same parameters as other settings such as the Printer Condition Settings. The settings are linked together (changing one setting changes the other).

Image Send Settings

Disable Switching of Display Order

This is used to prohibit changes to the order of display (order search number, ascending, descending) in the Address Book.

When this setting is enabled, touching a tab on the Address Book screen does not change the order. The currently selected display order will be the order that is used after the setting is selected.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disable Scan Function

This is used to disable PC scan and USB memory scan.

When these modes are disabled, they are greyed out when the mode is selected in the base screen.

Select the checkboxes ☒ of the modes that you wish to disable and touch the [OK] key.

Settings to Disable the Registration of Destination

This is used to prohibit the storing of destinations. Storing from the machine, storing from the Web page, and storing from a computer can each be separately prohibited.

Disable Registering Destination from Operation Panel

Disables address control from the machine.

To use this setting, select the desired items ☒ and touch the [OK] key.

- Group
- E-mail
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, all settings become ☒. When the key is touched in the checked condition, all settings become ☐.)

Disable Registering Destination on Web Page (When network connection is enabled.)

Disable address control from the Web page.

To use this setting, select the checkboxes ☒ of the desired items from the following and touch the [OK] key.

- Group
- E-mail
- FTP
- Desktop
- Network folder
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, all settings become ☒. When the key is touched in the checked condition, all settings become ☐.)

Disable Registration Using Network Scan Tools (When network connection is enabled.)

Disable address control from the Network Scanner Tool.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Settings to Disable Transmission

These settings are used to disable the following transmission operations.

Disable [Resend] on Fax/Image Send Mode

Disable the use of the [Resend] key on the basic screen of image send mode.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disable Selection from the Address Book

This is used to disable selecting the destination from the Address Book.

To use this setting, select the checkboxes ☒ of the desired items from the following and touch the [OK] key.

- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, all settings become ☒. When the key is touched in the checked condition, all settings become ☐.)

Disable Direct Entry

This prohibits the direct entry of the address.

To use this setting, select the checkboxes ☒ of the desired items from the following and touch the [OK] key.

- E-mail
- Internet Fax
- Fax

(When the [Select/Cancel All] key is touched, all settings become ☒. When the key is touched in the checked condition, all settings become ☐.)

Disable PC-I-Fax Transmission

(When Internet fax expansion kit is installed.)

Disable transmission from PC-I-Fax.

To enable this setting, select the checkbox ☒ and touch the [OK] key.

Disable PC-Fax Transmission

(When the facsimile expansion kit is installed.)

Disable transmission from PC-Fax.

To enable this setting, select the checkbox ☒ and touch the [OK] key.



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