

WorkCentre M24

Fax Reference Guide

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Preface

Thank you for selecting the WorkCentre M24. The WorkCentre M24 is also referred to as the WorkCentre 24.

This guide aims to provide all the necessary operating information functions for facsimile functions for new users. Please read this guide carefully before use to obtain the best performance of your machine. After reading it, please keep this guide handy for quick reference should you encounter difficulties with the machine.

In this guide, precautions are indicated with the symbol . Always read and follow these instructions before carrying out the required procedure. Also, thoroughly read the Safety Notes provided in this guide.

US Regulatory Information

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

To enter the telephone number identifying the machine, and the header text information (business name), please refer to the Section 9.2, "Entering Local Terminal Information" in this reference guide. To enter the date and time, please refer to the "Changing Settings in System Settings Mode", "Setting the Common Settings" in the WorkCentre 24 Machine Administrator User Guide.

Data Coupler Information: This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for the Terminal Attachments (ATCA). A label is fixed to the rear cover of the product that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A FCC compliant telephone cord and modular plug is provided with this equipment.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone cord (with modular plugs) provided with the installation kit. See installation instructions for details.

To order the correct service from the Telephone Company please quote the codes listed in the table: Facility Interface Code (FIC), Service Order Code (SOC), USOC Jack Code and Ringer Equivalence Number (REN)

FIC	SOC	USOC Jack	REN
02LS2	9.0F	RJ-11C	0.2

WARNING: Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 02 is a REN of 0.2)

If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that this temporary discontinuance of service may be required. But if advanced notice isn't practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary. The Telephone Company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repairs or warranty information, please contact the Xerox Welcome Center telephone number 800-821-2797. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

Repairs to the machine should be made only by a Xerox representative or an authorized Xerox Service agency. This applies at any time during or after the service warranty period. If an unauthorized repair is performed, the remainder of the warranty period is null and void.

This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Canadian Regulatory Information

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed 5.

The Canadian REN value of this equipment is 0.2

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electrical inspection authority or electrician, as appropriate.

European Regulatory Information

Radio Equipment & Telecommunications Terminal Equipment Directive

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

UK

Ireland

France

Germany

Italy

Spain

In the event of problems you should contact your local Xerox representative in the first instance.

This product has been tested to and is compliant with TBR21, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area.

The product may be configured to be compatible with other country networks. Please contact your Xerox representative if it needs to be reconnected to another country's network. There are no user-adjustable settings in the product.

NOTE: Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Features in Brief

The following shows the basic features of this machine.

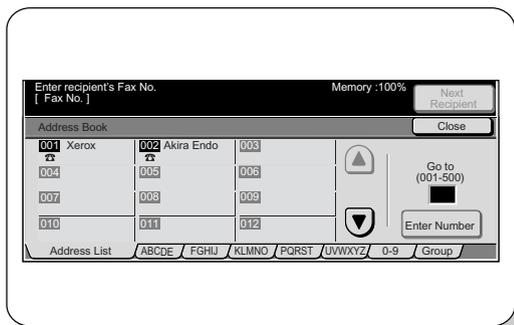
● Adjusting the image quality for documents to be transmitted

You can adjust the resolution, density and document quality for document scanning.

See

“3.1 Simple Send Procedure” (P. 20)

● Using the Address Book

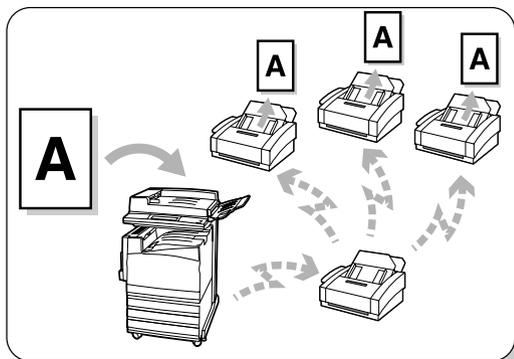


See

“3.4 Dialing” (P. 27)

● Transmitting documents through a relay station

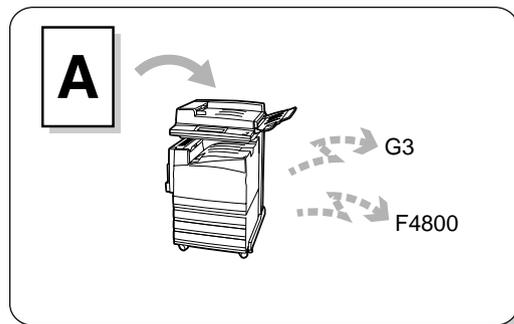
When transmitting the same document to multiple remote terminals over a long distance, this feature saves on cost.



See

“4.2 Transmitting Documents Through a Relay Station (Relay Broadcast)” (P. 43)

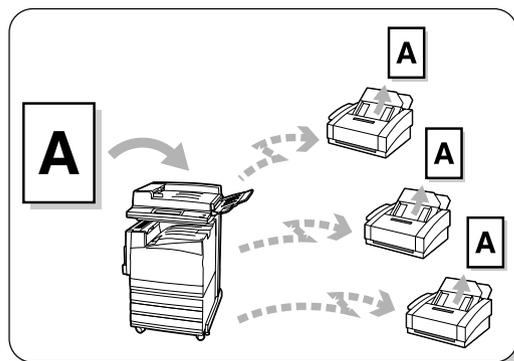
● Selecting the G3 communication mode



See

“3.3 Selecting a Communication Mode (Communication Mode)” (P. 25)

● Transmitting documents to multiple locations with a single operation

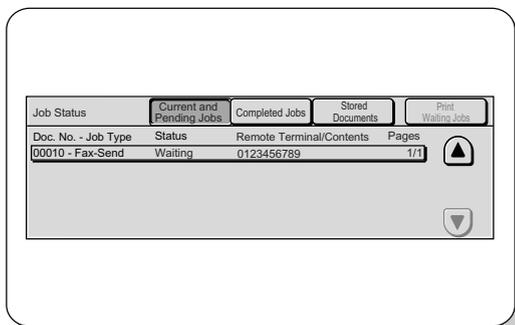


See

“4.1 Transmitting to Multiple Destinations (Broadcast Send)” (P. 40)

● Confirming Job Status

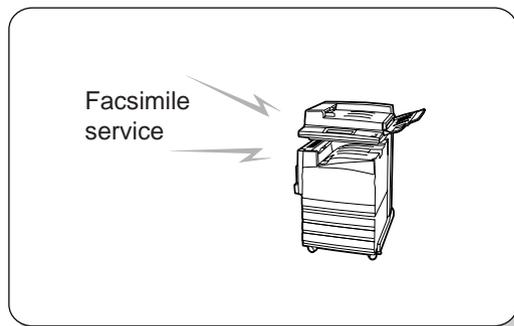
Press the Job Status button to view information about pending jobs, current jobs and communication results.



See

“5.2 Confirming Job Status” (P. 64)

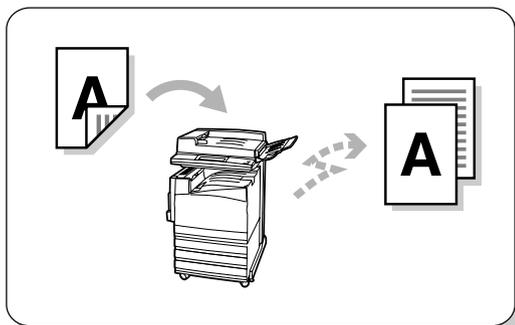
● Hearing an incoming call without using the handset



See

“7.1 Making a Telephone Call” (P. 78)

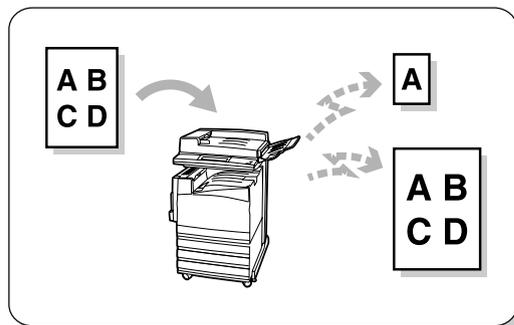
● Transmitting two sided documents by dividing them onto separate pages



See

“8.1 Transmitting Two sided Originals (2 Sided Originals)” (P. 84)

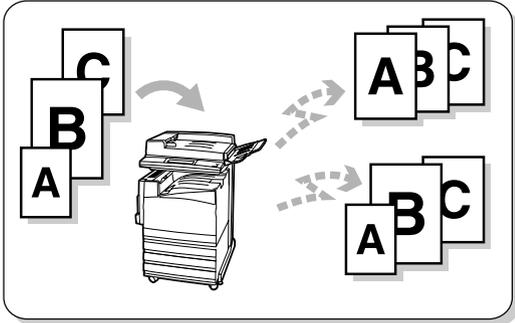
● Specifying the size and reduction/enlargement ratio for transmitting documents



See

“8.2 Specifying Document Size for Transmission (Scan Size)” (P. 87), “8.4 Scanning Documents at a Specified Size/Ratio (Reduce/Enlarge)” (P. 93)

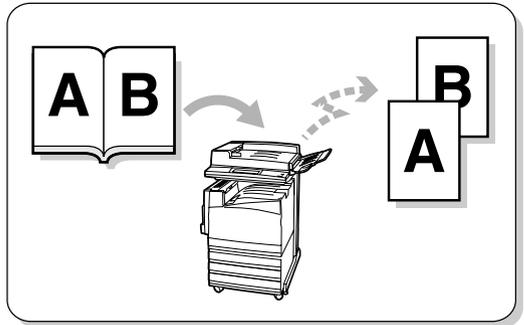
● **Scanning documents in various sizes at a time**



See

“8.3 Scanning Documents in Various Sizes (Mixed Size Originals)” (P. 90)

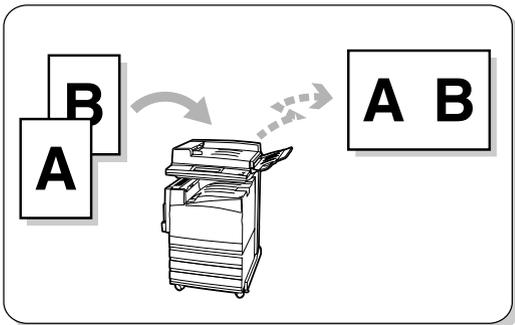
● **Transmitting facing pages by dividing them onto separate pages**



See

“8.5 Transmitting Facing Pages on Separate Sheets (Bound Originals)” (P. 95)

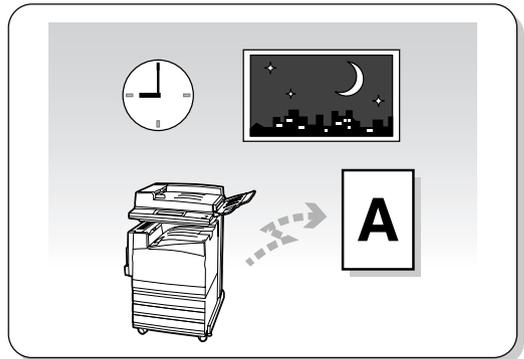
● **Transmitting documents by merging pages**



See

“8.6 Merging Several Pages Onto One Sheet (Multiple Up)” (P. 97)

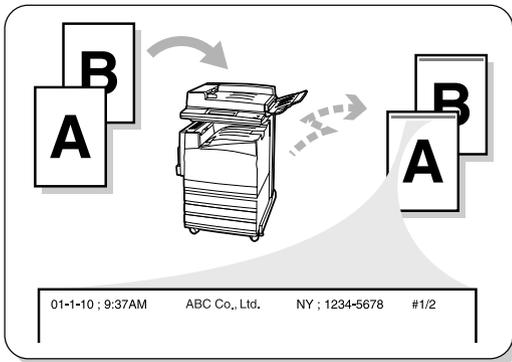
● **Transmitting documents at a specified time**



See

“8.8 Transmitting Documents at a Programmed Time (Delayed Start)” (P. 102)

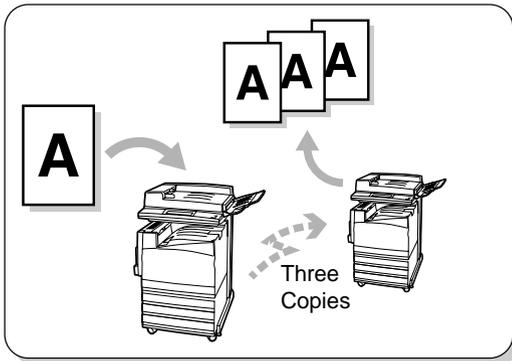
● **Transmitting documents with brief information (date, time and name)**



See

“8.9 Transmitting Documents With Brief Information (Send Header)” (P. 105)

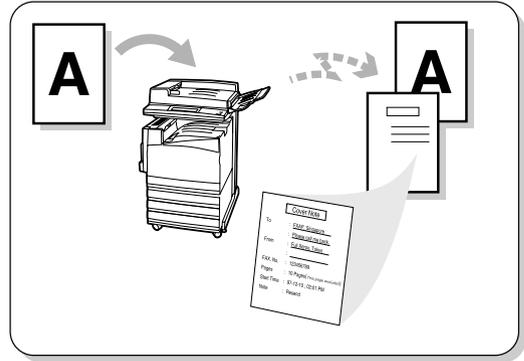
● **Making multiple copies at a remote machine**



See

“8.11 Remote Copy (Recipient Print Sets)” (P. 110)

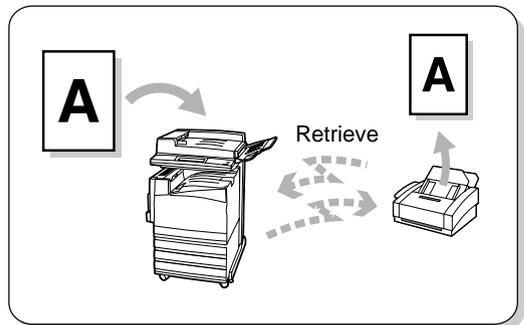
● **Transmitting documents with a cover page (Cover Note)**



See

“8.10 Transmitting Documents With a Cover Page (Cover Note)” (P. 107)

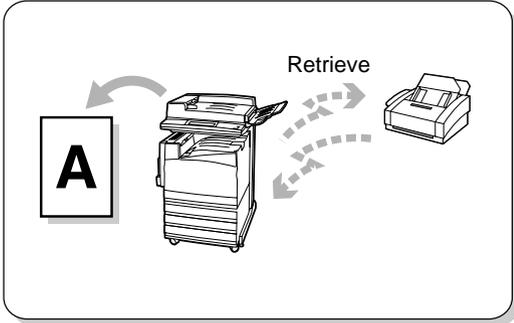
● **Storing documents being polled from a remote machine**



See

“8.12 Preparing to Be Polled (Store for Polling)” (P. 112)

● **Receiving documents stored at a remote machine**



See

“8.13 Retrieving a Document From Remote Machine(s) (Polling)” (P. 116)

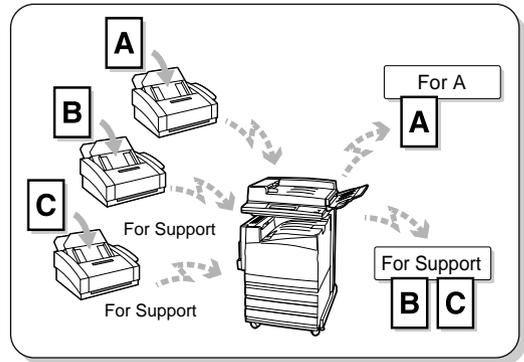
● **Communicating confidential documents with a specified person**

You can send/receive documents to/from a specified person by entering a mailbox password.

See

“8.14 Using the Mailbox Feature (Remote Mailbox/ Retrieve from Mailbox)” (P. 118)

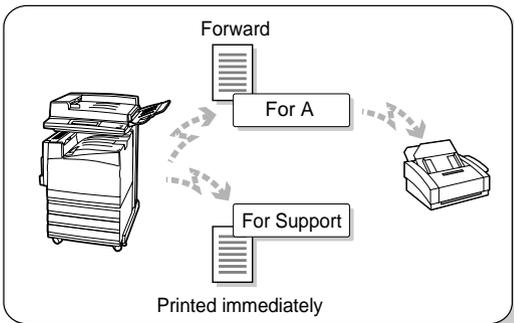
● **Sorting received documents into mailboxes**



See

“8.15 Sorting Received Documents Into Mailbox (Box Selector)” (P. 135)

● **Programming commands (requests) for mailbox**

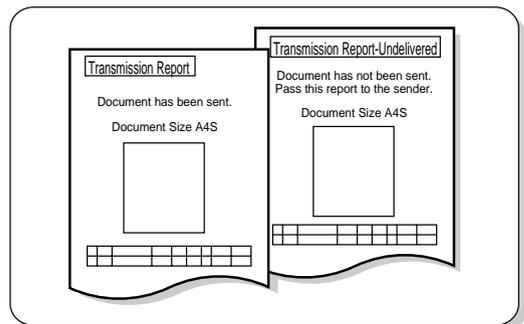


See

“9.6 Creating a Mailbox” (P. 173)

● **Printing Transmission Report**

You can check results of transmissions on the report.



See

“10.2 Printing Reports and Lists” (P. 206)

● Managing use of fax transmissions between departments

See

“9.6 Creating a Mailbox” (P. 173)

● Direct Transmission of Faxes from a Computer

See

“Chapter 12 Direct Transmission of Faxes From a Computer” (P. 237)

● Internet Facsimile

See

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Using This Guide

This section describes the organization of this guide.

This guide has been produced for people who use the DocuColor 1632/2240 with fax functions on a regular daily basis. When reading this guide, read the chapter that is of particular relevance to the operation you are performing.

What You Need to Know

This guide assumes that the operator has a basic knowledge of the operating environment of the personal computer in use, networking environments, and how to operate a personal computer.

For details about the environment of the personal computer in use, basic knowledge of networking environments, and how to operate a personal computer, refer to the User Guides provided with the personal computer, operating system, and network system.

Organization of This Guide

This Guide consists of the following chapters.

Chapter 1 Before Use

This Chapter describes the operating precautions and basic operations such as text input when using the facsimile features.

Be sure to read this chapter before operating the machine.

Chapter 2 Loading Documents

This Chapter describes the types of original documents that can be used on this machine; precautions on how to load documents.

Chapter 3 Transmitting

This Chapter describes how the machine receives a document from a remote facsimile and outputs it. Most routine procedures are described in this chapter.

Chapter 4 Broadcast Send

This Chapter describes how to transmit a document to multiple destinations with a single operation.

Chapter 5 Confirming and Canceling a Communication

This Chapter describes how to cancel communication and view information about pending jobs, current jobs and communication results.

Chapter 6 Receiving Jobs

This Chapter describes how the machine receives and prints documents.

Chapter 7 Making and Receiving Telephone Calls

This Chapter describes how to make and receive telephone calls using an external telephone.

Chapter 8 Using Additional Features

This Chapter describes useful facsimile features and operations.

Chapter 9 Setting up System Administration Mode (Fax Functions)

This Chapter describes how to register data to use the fax functions and the setup procedures to customize these functions.

Chapter 10 Reports/Lists

This Chapter describes reports and list settings and how to print them.

Chapter 11 Troubleshooting

This Chapter describes what to do when transmission errors occur and when an error code is displayed in the Activity Report.

Chapter 12 Direct Transmission of Faxes From a Computer

This Chapter describes how to transmit faxes directly from a computer.

Chapter 13 Using the Internet to Send and Receive Faxes

This Chapter describes how to use the Internet Fax (iFAX) function to send and receive faxes.

Appendix

This appendix describes specifications, brief information on the facsimile service system, and overseas communication.

Conventions

① In this guide, host device refers to a personal computer or workstation.

② The following icons are used in this guide.

LOOK Indicates important information and must be read in detail.

Note Indicates supplementary information.

See Indicates references used in this guide. Guide titles are noted without double quotes while specific sections like “1.9.2 Disabling the Power Saver Mode” or found within double quotes.

③ Special marks/characters used in this guide.

“ ” : Double quotes indicate the following:

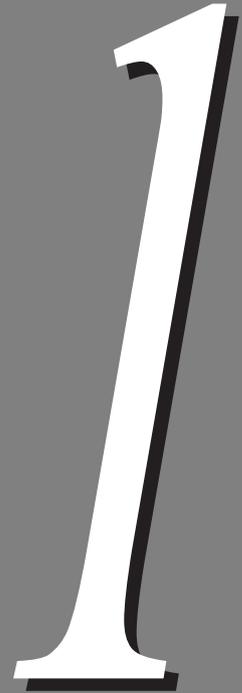
- Messages that appear in the touch panel display and computer screens.
- Characters to be entered.
- Feature names or buttons that are difficult to understand.

Bold face : Bold face characters refer to selections made like options on the screen, hard or soft buttons, and keys from the keyboard.
For example: Press **ESC**.

④ When a checkbox is checked, it indicates ON, otherwise it indicates OFF.

⑤ The item with the radio button checked is the selected item.

Before Use



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1.1

Data to be Registered Before Using the Machine

The following data has to be registered before using the machine.

Item	Contents	See
Date and time	The current date and time.	—
Telephone line	A fax number and dial type is registered for each line the fax is connected to.	"9.2 Entering Local Terminal Information" (P. 145)
Local name	The name of the machine displayed by the receiving machine and recorded in the remote activity report. The machine identifies itself to the remote machine when they communicate. The local name can include alphanumeric characters and symbols.	"9.2 Entering Local Terminal Information" (P. 145)
Company Logo	This is the Send Header text e.g. name of business, printed on the Cover Note or the first line of the transmitted document(s) Send Header. The Company Logo can include alphanumeric characters and symbols.	"9.2 Entering Local Terminal Information" (P. 145)
Address Number	The telephone numbers you frequently use. The Address Number can include remote name, telephone number, and specifications for communication mode, resolution, Broadcast Send and Relay Broadcast.	"9.3 Setting an Address Number" (P. 150)

See

For details on settings for the Internet Fax (iFAX), see "13.2 Setting the Environment" (P. 261).

1.2

Notes on Fax Communications

Follow the instructions described below when using the fax features on the machine.

1.2.1 Telephone Line Connection

You cannot use this machine with a call waiting service.

A facsimile located close to a main unit of a cordless phone can cause distorted images or interrupted transmission.

This machine should be installed at least five meters away from the main unit of the cordless phone.

If the digital line leased for your company network is multiplexed, facsimile communication may be restricted as follows:

- (1) The features using our unique transmission method, such as Recipient Print Sets, Relay Broadcast and Remote Mailbox, are not available.
- (2) The transmission speed is limited.
- (3) Super G3 cannot be used.

The following communication errors may also occur.

These restrictions may occur because the multiplexing device restricts the bandwidth to the minimum required for voice communications. These restrictions vary according to the network configuration.

For more information, contact your network administrator.

1.2.2 Automatic Receive Mode

If the telephone rings while the machine is in standby mode with the automatic receive mode activated, you cannot speak with the caller.

When you want to answer a telephone call in this mode, connect an external telephone and use the Auto Switch Time feature to change the time for the machine to answer the call.

 See

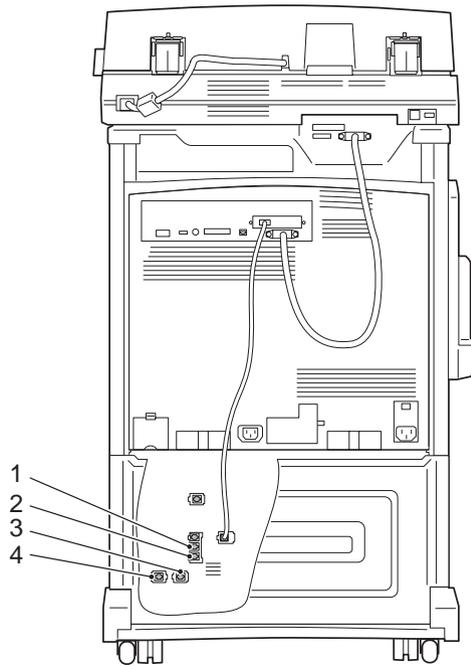
"9.8.7 Fax Control" (P. 192)

1.2.3 Making a Telephone Call

In power saving, you cannot make telephone call with the receiver. To make a telephone call, press the Power Saver button to cancel power saving.

1.3 Telephone Line Connectors

The figure below shows the telephone line connectors at the rear side of the machine.



1	LINE 1	Connect the fax to a public switched telephone network (PSTN). An external telephone cannot be connected.
2	TEL	An external telephone is connected here.
3	LINE 2 (Line 2)	Connect to a public line.
4	LINE 4 (Line 4)	Connect to a public line.

Note

US/Canada: Line 2 and 4 can be specified when an option is installed.
Europe: Line 1 only.

1.4

Using the Touch Panel Display

By selecting the feature buttons on the touch panel display, you can select various features.

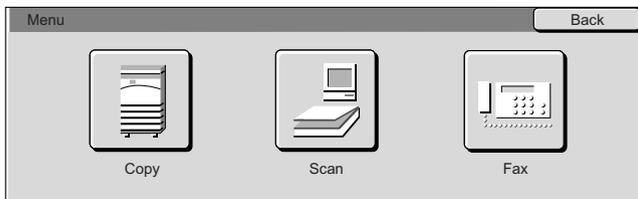
1.4.1 Displaying Copy, Scan and Fax Screens

Use the Menu to access one of the three screens Copy, Scan, and Fax. Press the Menu at the top right of each screen to display the Menu.

Note

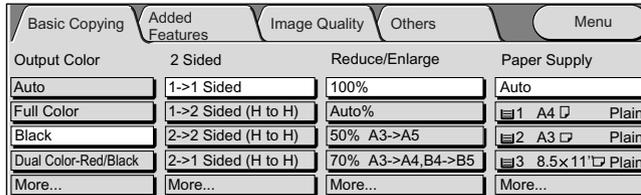
- If this fails to display the Menu, press the Features button to display the Menu.
- The machine is factory set to display the Copy screen as the default screen on the touch panel display when the power is turned on. This default screen can be changed in the System Administration Mode.

■ Menu screen



Use the buttons on the Menu screen to display the screen of the required features.

■ Copy screen



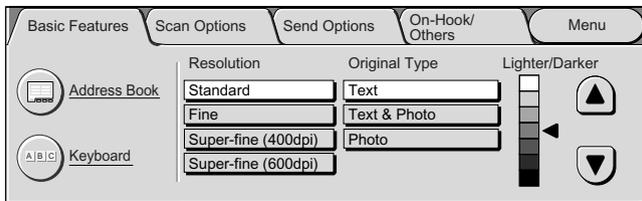
The Copy screen allows you to select the copy features. The Copy screen consists of Basic Copying, Added Features, Image Quality, and Others.

■Scan screen



The Scan screen allows you to select the scanner features.

■Fax screen



The Fax screen allows you to select the fax features.

See

The Fax screen consists of Basic Features, Scan Options, Send Options and On-Hook/Others. For details on each screen, see “1.4.2 Selecting Fax Function Screen” (P. 6).

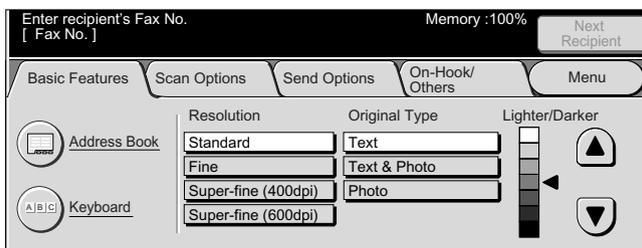
1.4.2 Selecting Fax Function Screen

The Fax screen consists of Basic Features, Scan Options, Send Options and On-Hook/Others.

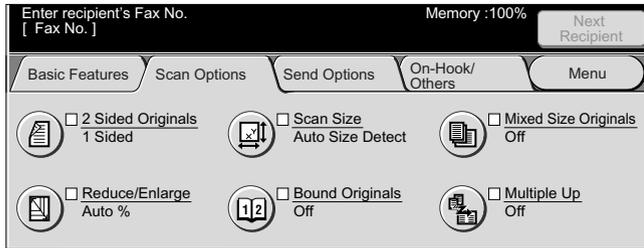
See

- The machine is factory-set to display the Basic Features screen as the default Fax screen. For details on switching the Fax screens, see “9.8 Other Items” (P. 181).
- For details on the features displayed on each screen, see “Chapter 3 Transmitting” (P. 19) and “Chapter 8 Using Additional Features” (P. 83).

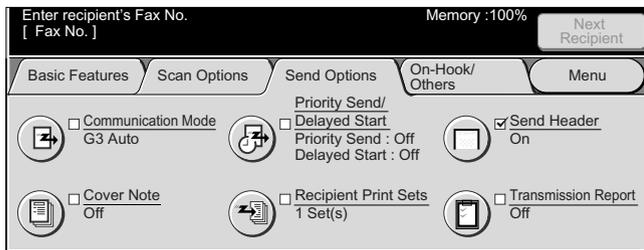
■Basic Features screen



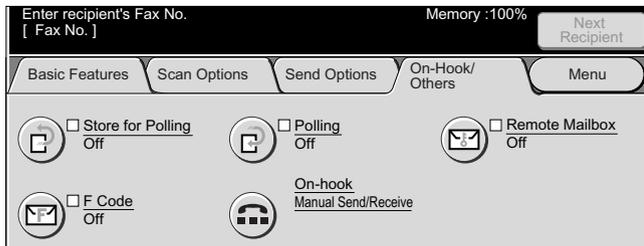
■ Scan Options screen



■ Send Options screen



■ On-Hook/Others screen



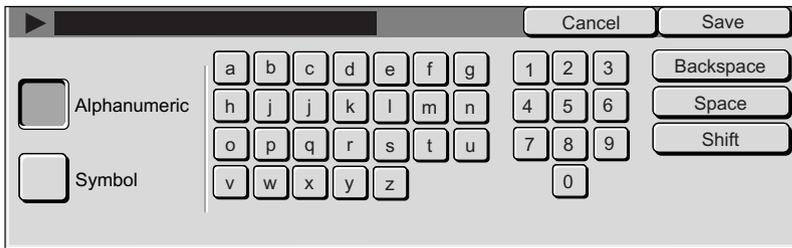
1.5 Entering Text

This section describes how to enter characters. Use the keyboard displayed on the touch panel display to enter text.

This machine allows you to enter numerics, alphabetic characters, and symbols. However, restrictions on the number of characters that can be entered apply to some items.

1.5.1 Entry Method

The screen for entering text is sometimes displayed during machine operations. The following describes how to enter text.



- Entering alphabet characters and numbers..... Select the Alphanumeric button. You can select between upper- and lower-case characters by selecting the Shift button. To return to the previous state, select the Shift button again.
- Entering symbols..... Select the Symbol button.
- Entering spaces..... Select the Space button.
- 1 Deleting characters Select the Backspace button. This deletes one character at a time.

Note

You can also use the buttons on the control panel.

Loading Documents



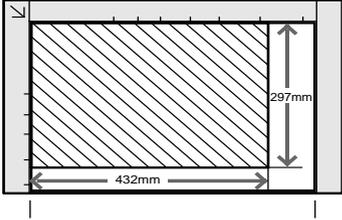
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2.1 Documents

You can load documents on the document glass, or place them on the document feeder. The document feeder allows you to load a stack of documents in it each time. This section describes the size of documents that can be loaded on the document glass or on the document feeder.

2.1.1 Applicable Document Sizes

Load only the document sizes listed in the table below on the document glass or document feeder.

	Document glass	Document feeder
Document size	Smallest size 15 x 15 mm Largest size 334.5 x 452 mm	Smallest size 210 x 148.5 mm (A5) Largest size 297 x 432 mm (A3, 11 x 17 inch)
Scanning area	297 x 432 mm 	
Document weight (per square meter ^{*1})	—	38 to 128 g/m (one sided document) 50 to 110 g/m (2 sided documents ^{*2})
Number of documents that can be loaded	1 sheet	50 sheets (38 to 100 g/m ²) 40 sheets (101 to 128g/m ²)

*1 Paper weight is expressed in grams per square meter (gsm).

*2 This value applies when both sides of a two sided document is scanned and transmitted.

2.1.2 Automatically Detected Document Sizes

This machine automatically detects document sizes during transmission. The following standard sizes are automatically detected and need not be set.

Note

Specify the closest standard size using Scan size on the Scan Options screen when loading a non-standard document. For details on how to enter the document size, see "8.2 Specifying Document Size for Transmission (Scan Size)" (P. 87).

■Automatically Detected Document Sizes

	US/Canada	Europe
Document Glass	A6□, 5.5" × 8.5"□, 5.5" × 8.5", 8" × 10", 8.5" × 11", A4, 8.5" × 11"□, 8.5" × 14"□, 11" × 17"□, A3	A6□, B6□, A5□, B6, A5, 8" × 10", B5, 8.5" × 11", A4, B5□, A4□, 8.5" × 11"□, 8.5" × 13"□, B4□, 11" × 17"□, A3□
Document Feeder	5.5" × 8.5", 8.5" × 11"□, 8.5" × 11", 11" × 17"□, A4, A3□	A5, A4□, B5, 8.5" × 11", B4□, A4, A3□

LOOK

The sizes on the left are detected as sizes shown on the right.

	US/Canada	Europe
Document Glass	B6□ → 5.5" × 8.5"□ B6 → A5 B5 → 8" × 10" 8" × 10"□ → A4□ 8" × 10.5"□ → A4□ 8.5" × 13"□ → 8.5" × 14"□ 11" × 14.9"□ → 11" × 17"□	8" × 10"□ → A4□ 8" × 10.5"□ → A4□ 8.5" × 14"□ → 8.5" × 13"□ 11" × 14.9"□ → 11" × 17"□
Document Feeder	A5 → 5.5" × 8.5" 5.5" × 8.5"□ → 8.5" × 11"□ 8" × 10"□ → 8.5" × 11"□ B5□ → 8.5" × 11"□ 8" × 10.5"□ → 8.5" × 11"□ A4□ → 8.5" × 11"□ 8.5" × 12.4"□ → 8.5" × 11"□ 8.5" × 13"□ → 8.5" × 11"□ 8.5" × 14"□ → 8.5" × 11"□ B5 → 8.5" × 11" 8" × 10" → 8.5" × 11" 8" × 10.5" → 8.5" × 11" B4 → 11" × 17" 11" × 15"□ → 11" × 17"□	5.5" × 8.5" → A5 5.5" × 8.5"□ → A4□ 8" × 10"□ → A4□ B5□ → A4□ 8.5" × 10.5"□ → A4□ 8.5" × 11"□ → A4□ 8.5" × 12.4"□ → A4□ 8.5" □ × 13"□ → A4□ 8.5" × 14"□ → A4□ 8" × 10" → 8.5" × 11" 8" × 10.5" → 8.5" × 11" 11" × 15"□ → B4□ 11" × 17"□ → B4□

2.1.3 Document Handling

Pay attention to the following when placing documents on the document glass or in the document feeder

Document Glass

Since the following document types are not automatically detected, an error message may appear or the entire image may not be scanned. Use the listed procedures to solve this problem.

Documents (for facsimile)	Procedure
Non-standard size document	Specify the closest standard size using Scan Size on the Scan Options screen.
Glossy documents	
Thick documents (magazines or the like)	
Highly transparent materials such as transparencies	Place a sheet of white paper the same size as the document on top of it.
Torn, creased, perforated or excessively curled documents	Specify the document size using Scan Size on the Scan Options screen.

LOOK

- Do not load excessively wet documents. Such documents exposes the machine to water and may damage it.
- Do not load a document of a weight greater than 5 kg. Such a document could damage the document glass and the machine.

Note

Documents placed in a photograph holder may not be scanned correctly if the film is severely creased.

See

For details on the scanning size function, see “8.2 Specifying Document Size for Transmission (Scan Size)” (P. 87).

Document Feeder

The following type of documents cause paper jams or document damage. Such documents should be placed on the document glass and not in the document feeder.

- Folded documents
- Glossy documents such as photographs
- Documents to which pieces of other documents have been pasted
- Thick documents
- Documents that are too light
- Torn, creased, perforated or excessively curled documents
- Documents that are held together by clips, staples or adhesive.
- Coated documents or documents with carbon paper on the rear side
- Highly transparent materials such as transparencies
- Thermal paper

2.2

Loading Documents

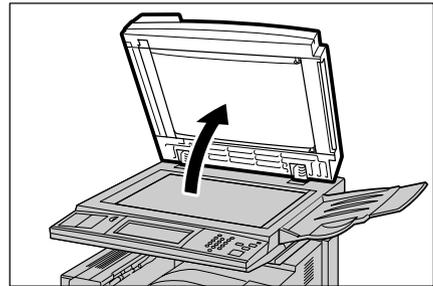
This section describes how to load documents.

2.2.1 Loading Documents on the Document Glass

This section describes how to load documents on the document glass.

Procedure

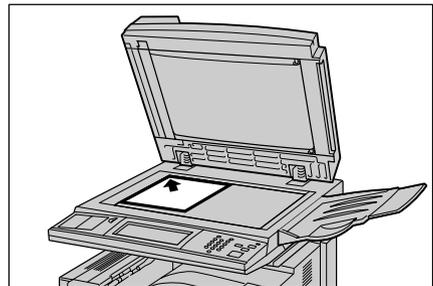
- 1 Open the document cover.



- 2 Place the document face down, aligning the corner with the upper left-hand side corner of the document glass.

Note

Place a sheet of white paper on top of transparencies and other highly transparent documents.



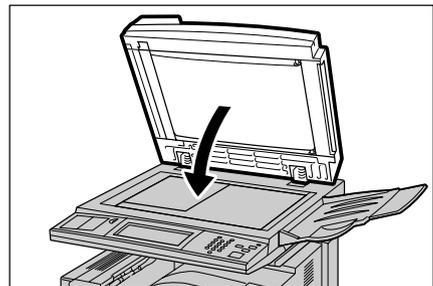
- 3 Close the document cover.

CAUTION

When transmitting a thick document, do not use excessive force to press it against the document glass. The glass could break and cause injury.

CAUTION

When scanning with the document cover open, avoid looking directly at the copy lamp as this may cause eye fatigue or strain.



2.2.2 Loading Documents in the Document Feeder

The document feeder can handle up to 50 documents of sizes ranging from 148.5 × 210 mm to 297 × 432 mm. Multiple documents are transmitted in order from the top and are ejected with the text side face down. This section describes how to load documents in the document feeder.

Note

Up to 40 thick documents (101 to 128 g/m²) can be loaded.

Procedure

1 Align the edges of the document.

Remove any paper clips or staples.

Note

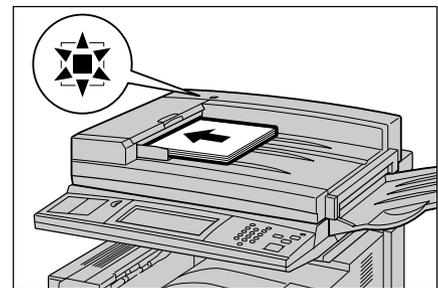
Extend the document tray extension when loading large documents.

2 Place the document with the side to be sent facing up (top side for a two sided document) and slide it into the document feeder in the direction of the arrow as far as it will go.

The check indicator lights.

Note

Place documents facing left in the orientation they are scanned.

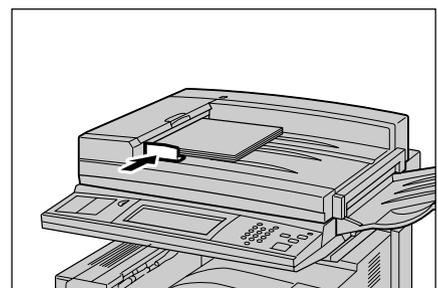


3 Adjust the movable document guide to just touch the edge of the document stack.

LOOK

Observe the following to prevent paper jams and damage to documents.

- Do not hold documents while they are being fed into the scanner.
- Do not allow sheets to accumulate in the document tray.
- Do not place objects on the document tray.



●●● Mixed Size Originals

Documents of different sizes can be loaded together. To do this, slide the documents into the document sending tray as far as they will go, select On in the Mixed Size Originals screen under the Scan Options. A paper jam will occur unless this setting is made.

See

For details, see “8.3 Scanning Documents in Various Sizes (Mixed Size Originals)” (P. 90).

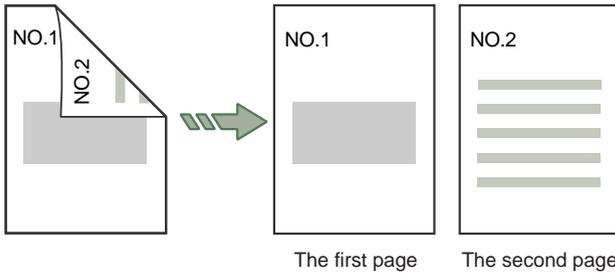
2.2.3 Document Orientation

To transmit a two sided original using the document feeder, the orientation must be set to indicate the top of the document.

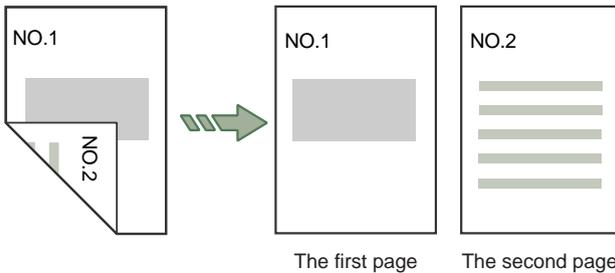
Select Flip on Short-Edge or Flip on Long-Edge under Originals in the 2 Sided Originals screen of the Scan Options.

The left side orientation is normally specified.

- Flip on Long-Edge is used for documents where side 1 and side 2 of a document page have the same orientation.



- Flip on Short-Edge is used for documents where text orientation on side 2 is inverted from that of side 1.



See

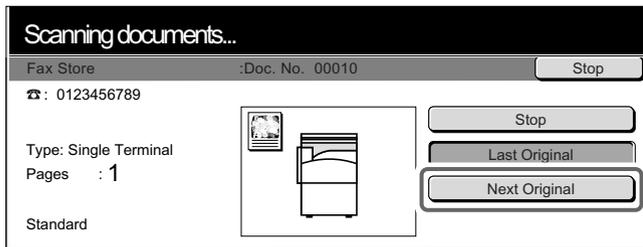
For details on the two sided transmission function, see “8.1 Transmitting Two sided Originals (2 Sided Originals)” (P. 84).

2.2.4 If You Have More Documents to Scan

If you have more than one stack of documents to scan, select the Next Original button on the touch panel display while the current stack of documents is being scanned. This allows you to transmit several documents as one set of data.

Procedure

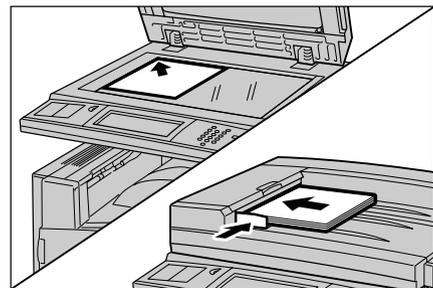
- 1 While documents are being scanned, select **Next Original**.



Note

- When using the document feeder, load the next sets of documents after the machine has finished scanning the first set.
- When no operation is performed in the above screen during a certain period of time, the machine assumes there are no more documents to scan and an automatic reset is performed. The default value for the automatic reset time can be changed in the System Administration Mode. The default factory setting is 1 minute.

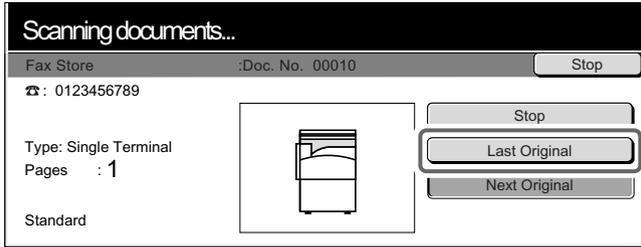
- 2 Place the next document.



- 3 Press **Start**.

When there are still more documents, load the next document and press the Start button.

4 When all documents have been scanned, select **Last Original**.



Transmitting



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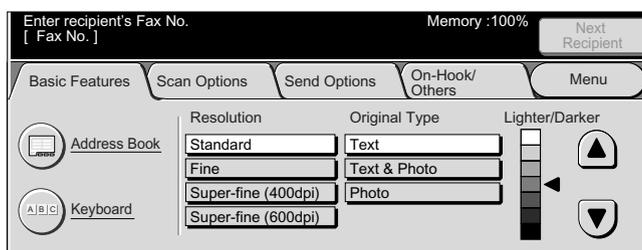
3.1 Simple Send Procedure

This section describes setup of basic functions and send procedures.

Note

- The machine is factory-set to inform users of the completion of document scanning and communication with a sound.
- The document is scanned and “Documents Sent” appears on the touch panel display. This setting is canceled if a momentary power outage occurs while is being displayed. If this happens, carry out the settings again.
- You can send manually after confirming the destination by picking up the optional handset or with the handset on-hook. For details on sending manually, see “3.5 Manual Send” (P. 34).

Basic Features are set up using the Basic Features screen.



3.1.1 Resolution

You can set the resolution level for the documents to be scanned.

■Standard

For documents with easily legible text. (Approx. 200 × 100 dpi/25.4 mm)

■Fine (200dpi)

For documents with fine text and/or images. (Approx. 200 × 200 dpi/25.4 mm)

■Super-fine (400 dpi)

For documents with extremely fine text and/or images. (400 × 400 dpi/25.4 mm)

■Super-fine (600 dpi)

For documents with extremely fine text and/or images.
(600 × 600 dpi/25.4 mm)

Note

- The Resolution can be individually set for each Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150). The factory-set default is Standard.
- You can change the default value of the scanning resolution in the System Administration Mode. For information on how to do the change, see “9.8.6 Feature Defaults” (P. 188). The factory default value has been set as standard.
- The machine scans the documents at the specified resolution setting, but if the remote terminal has no corresponding mode, the machine automatically changes to a resolution supported by the other machine with the resulting loss of high resolution.

- *The higher the resolution, the lower the transmission speed. Usually, we recommend you even Super-fine (400dpi).*
- *When the Internet Fax (iFAX) function is used for transmission and TIFF-S is selected in the iFAX Profile in the On-Hook/Others screen, Super-fine (400 dpi) and Super-fine (600 dpi) cannot be selected. For details on iFAX Profile, see “13.3.2 Settings That are Configurable During an Outgoing iFax Transmission” (P. 273).*

3.1.2 Original Type

When transmitting photo images or a document that includes photo images, you can select an appropriate document quality for transmission.

The Original Type can be selected as required for transmitting text documents or documents containing photos, etc.

■Text

For documents with text.

■Text&Photo

For documents including both text and photo images. This setting automatically assesses text and photo areas to set the appropriate document quality per area.

■Photo

For documents including photo images.

Note

- *The Original Type default value can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.6 Feature Defaults” (P. 188). The default factory setting is Text.*
- *We recommend selecting same-scale scanning for documents that include photo images. With a reduction feature, such as the Scan Size Option, stripes may appear on photo images in the reproduced document.*

3.1.3 Lighter/Darker

Enter the density level.

Seven density levels are available.

Note

The Lighter/Darker default value can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.6 Feature Defaults” (P. 188). The default factory setting is Standard.

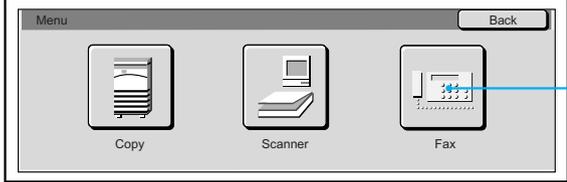
3.1.4 Simple Send Procedure

Loading documents.

See "2.2 Loading Documents" (P. 14)

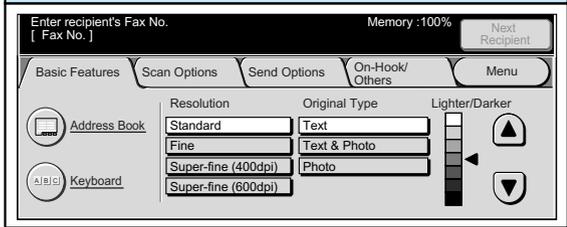
Display the Fax screen.

See "1.4 Using the Touch Panel Display" (P. 5)

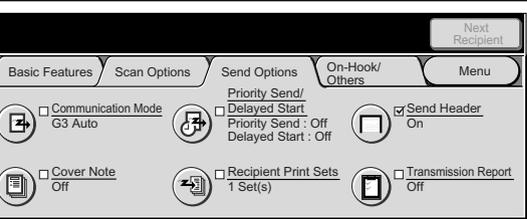
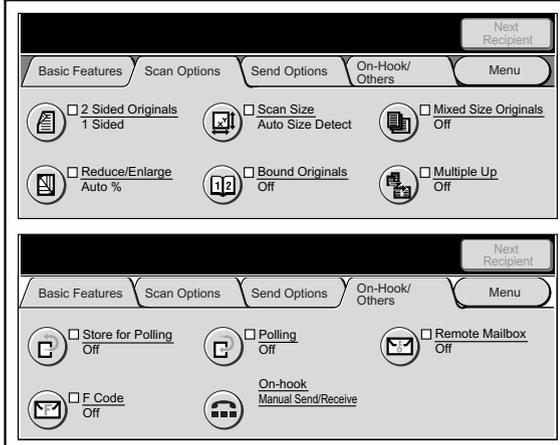


Select Fax.

Select Resolution, Original Type and Lighter/Darker.



Select features (if necessary)



See For details on fax functions, see the following.
 "Chapter 3 Transmitting" (P. 19)
 "Chapter 4 Broadcast Send" (P. 39)
 "Chapter 8 Using Additional Features" (P. 83)

Dial the telephone number.

See "3.4 Dialing" (P. 27)

Select Start.

The documents are scanned, and sending starts.

3.2

Transmitting by a Specified Telephone Line

Special symbols can be used to select lines during transmission.

This section describes procedures for selecting lines for transmission and adding outside lines with an optional fax (G3/NCU additional).

3.2.1 Transmitting by a Specified Telephone Line

When multiple lines are used, you can specify a line (port) for transmission. It is useful to program local fax information for each line and select a telephone line.

See

For details on how to register Local Information, see “9.2 Entering Local Terminal Information” (P. 145).

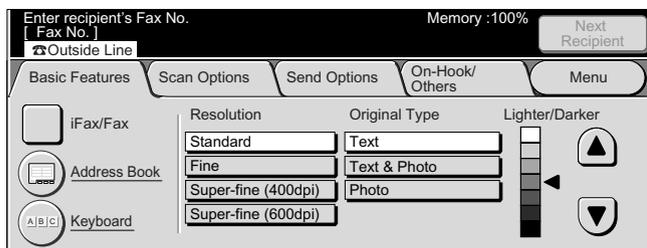
Procedure

- 1 Load documents.

See

“2.2 Loading Documents” (P. 14)

- 2 Display the Fax screen.



- 3 Select **Keyboard** to display the keyboard on the touch panel and enter the following format.

< Port(line) number > Dial number

Note

- Port numbers are line 1 → “1”, line 2 → “2” and line 4 → “4”
- Line 2 and 4 can be specified when an option is installed.

4 Press **Start**.

Scanning and transmission begins.



For details on how to confirm and cancel the transmission of a document, “Chapter 5 Confirming and Canceling a Communication” (P. 61).

3.2.2 Adding Lines

Lines can be increased by installing an optional FAX (G3/NCU additional). A FAX additional board kit must be installed to enable the installation of these options.

The following line and channel configurations are possible depending on how the options are integrated.

- FAX (G3/NCU) +FAX (G3/NCU additional) → 2 lines, 2 channels
- FAX (G3/NCU) +FAX (G3/NCU additional) +FAX (G3/NCU additional) → 3 lines, 3 channels

You can select a communication mode based on the capabilities of the remote terminal. G3 is the international standard for facsimile transmissions established by the ITU-T.

LOOK

When the Address Number, One Touch Dialing, Group Dialing, or Address Book is used to dial a fax number, the communications mode currently set to the address number is set and cannot be changed.

Note

- *The Communication Mode can be individually set for each Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150).*
- *The Communication Mode default value can be changed in the System Administration Mode. For details on how to change this default value, see “9.8 Other Items” (P. 181). The default factory setting is G3 Auto.*

●●● Communication Modes that can be Selected

■ G3 Auto

Select this mode if the remote terminal is G3 compatible. This mode is the one normally selected.

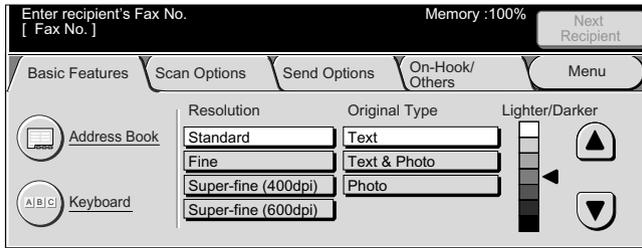
The machine automatically switches modes in the following order of priority: Unique SG3 → Unique ECM → Unique G3 → ITU-T SG3 → ITU-T ECM → ITU-T G3 depending on the capabilities of the remote terminal.

Note

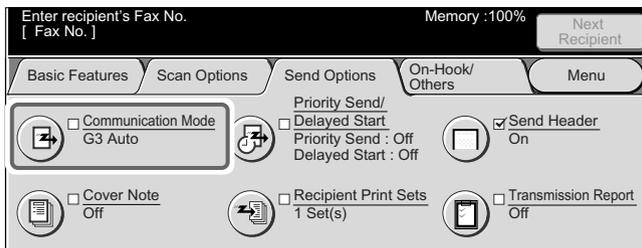
- *The following indicates the initial transmission speed, although the machine may switch to a slower transmission rate depending on the line.*
 - *G3 Auto: 33.6 kbps (maximum)*
- *A communication mode can be specified for transmissions using the Internet Fax (iFAX) function only when the fax gateway function is used. G3 Auto is used in all other cases. For details on the fax gateway function, see “13.1.2 The Differences Between iFax and Facsimile Features” (P. 259).*

Procedure

1 Display the Fax screen.



2 Select **Communication Mode** in the Send Options Screen.



The Communication Mode screen is displayed.

3 Select the G3 Auto communication mode.



4 Select **Save**.

3.4 Dialing

The machine allows the following five dialing methods (fax numbers/mail addresses):

- Keypad Dialing
- Speed Dialing
- One Touch Dialing
- Group Dialing
- Using the Address Book

You can dial multiple locations (Broadcast Send) at a time by one or more of the above methods. These methods can also be used in combination.

Several pending documents can be sent to one destination with a single phone call. This function is referred to as -batch send.

Note that Batch Send cannot be used together with Broadcast Send, Relay Broadcast Send, Remote Mailbox, and Delayed Start before the specified time. Nor can transmissions to a single destination from separate departments be batch processed when there are redialing, resending or delayed start jobs.

See

- Mail addresses are used with the Internet Fax (iFAX) function. A mail address can contain up to 128 characters.
- For details on Broadcast Send, see “4.1 Transmitting to Multiple Destinations (Broadcast Send)” (P. 40).
- Both iFAX and normal Fax destinations can be used in a Broadcast Send operation. When both type of destinations are entered, mail is sent to iFAX destinations and normal fax transmissions are made to Fax destinations.

3.4.1 Numeric Keypad Dialing

You can use the numeric keypad to enter the fax number.

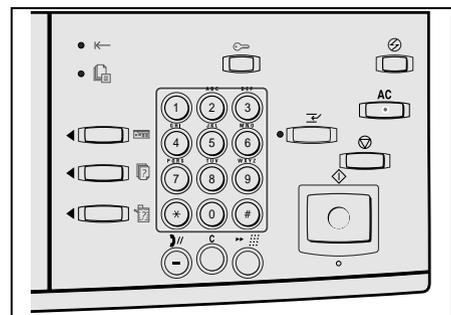
Procedure

- 1 Enter the fax number using the numeric keypad.

The Touch Panel Display displays the fax number entered.

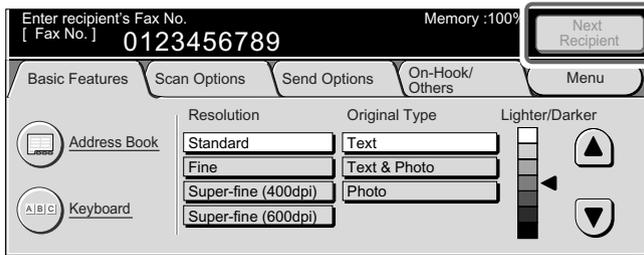
Note

Press the Clear button to correct incorrectly entered numbers one by one.



2 Select **Next Recipient** to enter multiple locations.

Repeat this step to enter multiple fax numbers. You can designate up to 50 destinations at a time.



3.4.2 Speed Dialing

You can use Speed Dialing to dial numbers. Program the telephone numbers for the speed dials beforehand.

A wild card (* character on the keypad or * on the keyboard screen) can also be used to designate multiple locations.

■Enter first two digits to select Address Numbers.

For example, 10 stations from 100 to 109 can be specified by entering 10*.

■Select all the Address Numbers.

Enter “***” to select all the Address Numbers.

Note

You cannot use two wildcard characters, such as 1**, *1*, or **1.

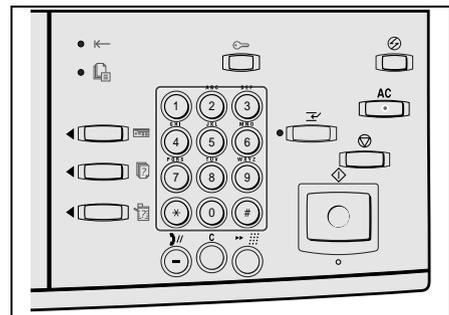
See

For details on how to register speed dialing numbers, see “9.3 Setting an Address Number” (P. 150).

Procedure

1 Press **▶ ■■** (speed dialing) and enter a 3-digit Address Number.

Repeat this step1 for each additional number.



3.4.3 One Touch Dialing

You can use the one touch buttons to dial numbers.

Each one touch button corresponds to each Address Number from 001 to 090.

For example, when the number you want to dial is programmed to the Address Number 001, press the one touch button, 001.

See

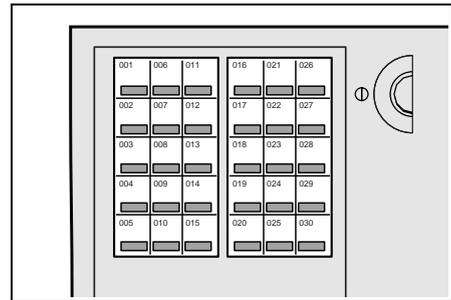
For details on how to register speed dialing numbers, see “9.3 Setting an Address Number” (P. 150).

Procedure

- 1 Press the desired one touch button.

Note

- Each one touch button corresponds to Address Numbers from 001 to 090, respectively.
- Repeat this step to designate multiple destinations.
- Turn the panel over to press the one touch buttons for Address Numbers 031 and above.



3.4.4 Group Dialing

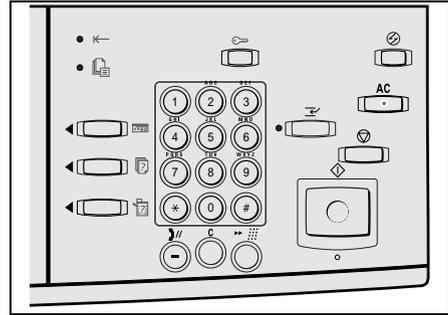
You can use the Group Dialing feature to dial telephone numbers. Prior to use, program multiple locations to a group dial number.

See

For details on how to group dial numbers, see “9.4 Setting a Group Dial” (P. 169).

Procedure

- 1 Press **▶** **⋮** (speed dialing) and enter **#** and a two-digit number using the numeric keypad.
Repeat this step1 for each additional number.



3.4.5 Using the Address Book

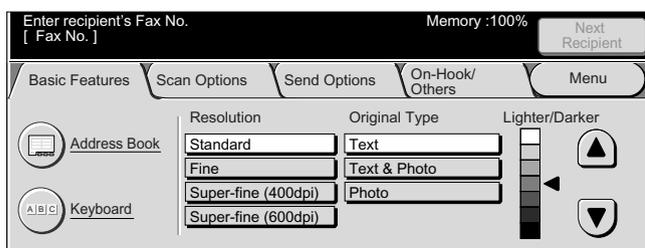
This section describes how to use the Address Book to enter numbers.

See

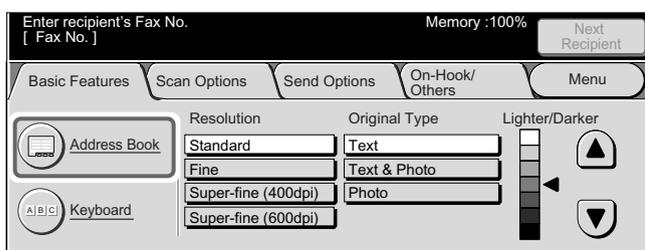
The Address Book shows the fax numbers and mail addresses stored in the speed dialing numbers. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150).

Procedure

1 Display the Fax screen.

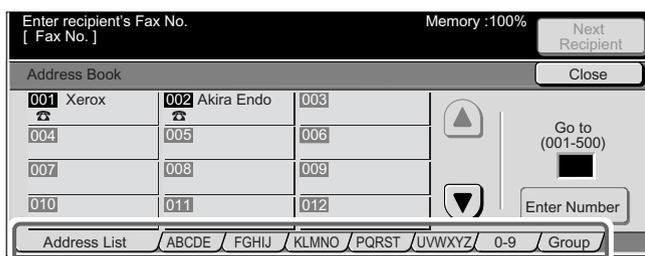


2 Select **Address Book** in the Basic Features screen.



The Address Book screen is displayed.

3 Select the tab you are looking for to search for a fax number.



The fax number is displayed.

Note

Repeat this step to designate multiple destinations.

Using the Address Book

Speed dialing numbers, recipients, index and group dialing can be used to search fax numbers and mail addresses.

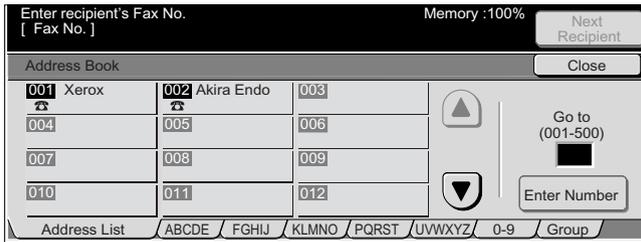
See

The initial Address Number can be changed in the System Administration Mode. For details on how to change this number, see “9.8.5 Screen Defaults” (P. 186).

■Address list

This shows a list of all registered addresses.

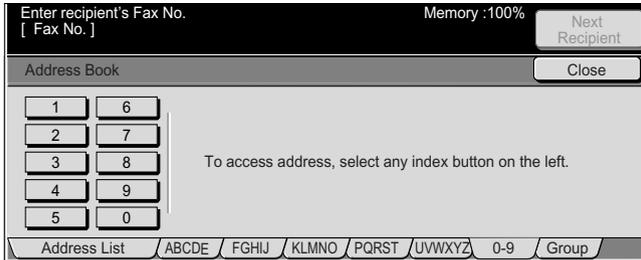
Press the ▲ button to display the previous screen and press the ▼ button to display the next screen. Press the Enter Number button and enter an Address Number (001 to 500) in the Go to using the numeric keypad to display the entered number at the top of the list.



■Index Search

This search locates index characters entered when Address Numbers are registered.

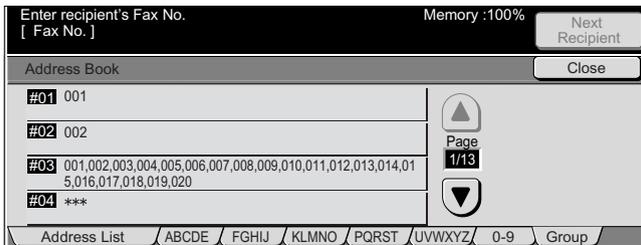
Click the ABCDE, FGHIJ, KLMNO, PQRST, UVWXYZ or 0-9 tab to specify index characters in the screen that appears.



■Group dial number

Group dial number searches for registered groups.

Press the ▲ button to display the previous screen and press the ▼ button to display the next screen.



See

For details on how to register group dial numbers, see “9.4 Setting a Group Dial” (P. 169).

3.4.6 Entering Symbols

You can use the following features for dialing by entering the appropriate symbols on the touch panel display.

Feature	Symbol	Description	How to use
Enter pause	- or pause (-)	One pause is three seconds. You can enter pauses of six seconds, nine seconds, etc. by additional button presses.	Press the  (pause) button. (Example) 0-123... 0- -123...
Transmit using a password	S	Use a password to prevent transmission errors. When a password has been set, transmission will only start if the password matches the ID number on the remote terminal.	1. Select the Keyboard button in the Basic Features screen to display the keyboard. 2. Select the PQRST button and the Shift button. 3. Select the S button. (Example) 0312345678S12345678
Transmit DTMF signal	!	Use to transmit the DTMF signal.	1. Select the Keyboard button in the Basic Features screen to display the keyboard. 2. Select the Symbol button. 3. Select !. (Example) 0311123456!123#
Transmit PB (from dial pulse to tone)	:	Switches the dial type from pulse to tone when the Fax service is used.	1. Select the Tone (:) button on the On-hook or Off-hook screen.

3.5 Manual Send

This section describes how to send faxes manually.

“Manual Send” is a method of sending faxes after confirming the destination on the handset or with the handset on-hook.

We recommend that the line monitor volume be set to Loud when selecting this feature.

Note

If an error occurs from the second page onwards when sending multiple pages, transmission of the first page sometimes ends in error.

See

The line monitor volume can be changed in the System Administration Mode. For details on how to change this number, see “9.8.2 Audio Tones” (P. 182). The default factory setting is Normal.

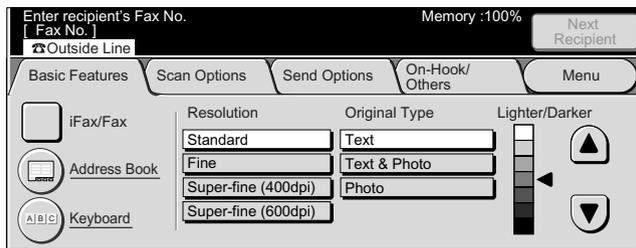
Procedure

1 Load documents.

See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.

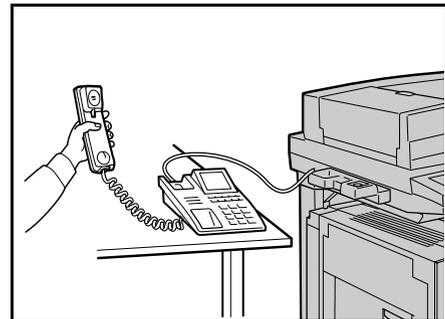


3 Specify the destination by picking up the handset or with the handset on-hook.

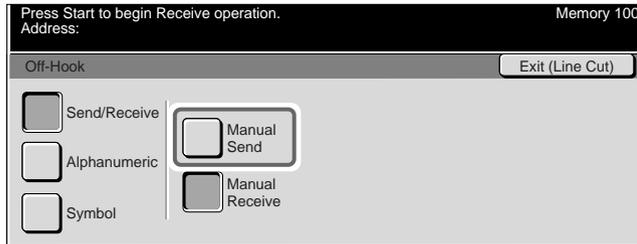
■ Transmitting documents with the handset picked up

① Pick up the handset.

The Off-hook screen is displayed.



② Select Manual Send.



The Send/Receive default can be changed in the System Administration Mode. For details on how to change the settings, see “9.8.7 Fax Control” “11. Fax Receiving Mode” (P. 195).

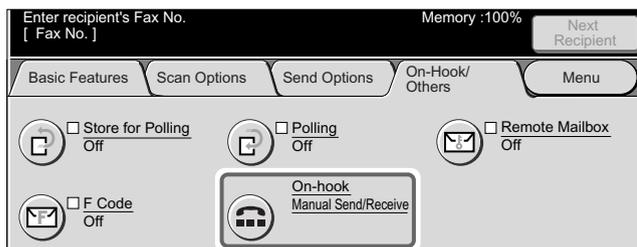
③ Dial the telephone number.



④ Go to step 5.

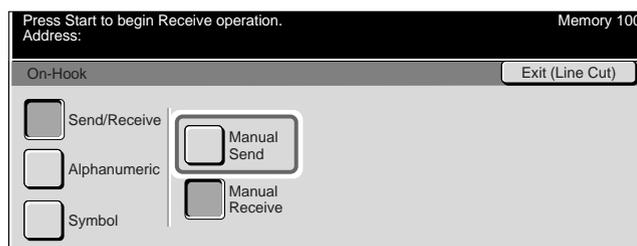
■ Transmitting documents on-hook

① Select On-hook Manual Send/Receive in the On-Hook/Others screen.



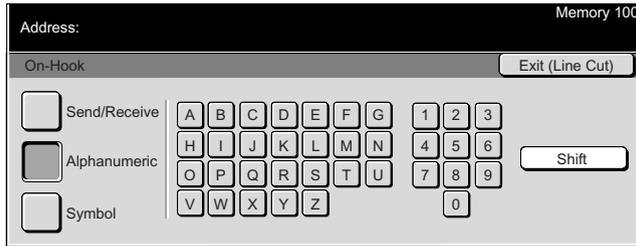
The On-hook screen is displayed.

② Select Manual Send.



③ Dial the telephone number.

To disconnect the line, select Exit (Line Cut).



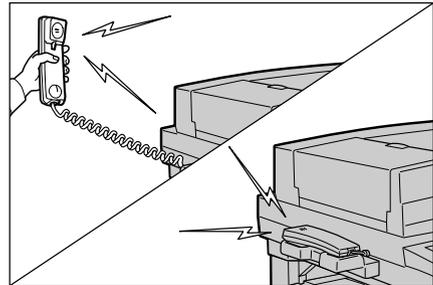
See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

④ Go to step 5.

4 If you hear the facsimile tone, then press **Start**.

Scanning and transmission begins.



5 If you have transmitted documents with the handset picked up, place the handset back on the cradle after ending the transmission.

LOOK

Be sure to replace the handset properly. Otherwise, the line will not be disconnected and the telephone will remain busy.

6 Press **Close** or **Exit (Line Cut)**.

3.6

Transmission Failure

••• Redial

When the line is busy and the remote machine is engaged for example, the machine can automatically redial. This function is called redial.

••• ECM

Error Correction Mode (ECM) is the error correction method defined by ITU-T for G3 communication. Terminals with ECM mutually check whether the transmission is successful. If not, the transmitted data is returned to the sender. This enables communication without fax image defects caused by line noise. ECM on the Activity Report refers to ECM communication.

3.7 Sending to a Machine that has a Machine Password Set

When the other party's machine has a machine password set, you can send from this machine by sending the necessary password using the F-code screen.

Check the password of the receiving machine in advance.

Note : For details how to set Machine Password on your machine, see section 9.2 Entering Local Terminal Information

Note : Machine Password is not the same as Mailbox Password. For details how to send to mailboxes with mailbox passwords see section 8.14 Using the Mailbox Feature (Remote Mailbox/Retrieve from Mailbox).

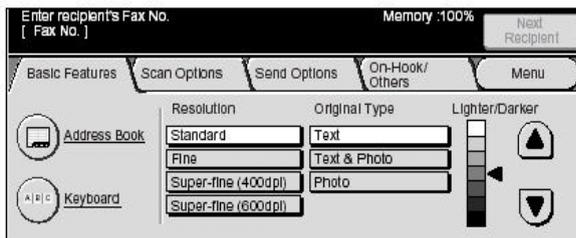
Procedure

- 1 Load documents

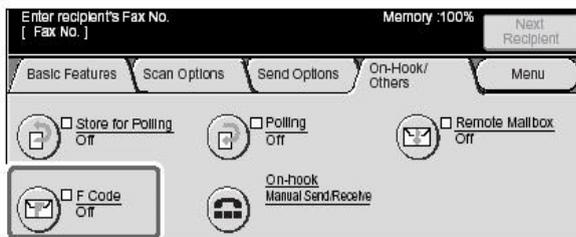


See "2.2 Loading Documents" (P. 14)

- 2 Display the Fax screen.

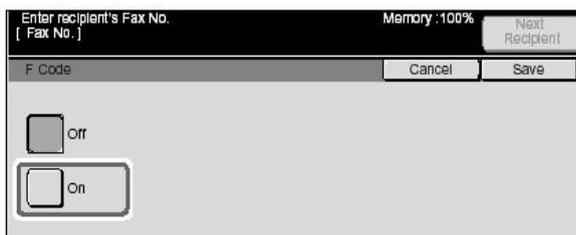


- 3 Select F Code on the On-Hook/Others screen.

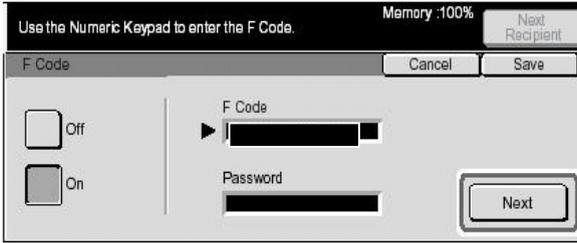


The F Code screen is displayed.

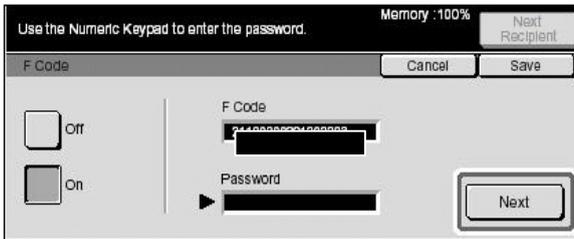
- 4 Select On.



5 Leaving F code blank, select **Next**.



6 Enter the password on the numeric keypad then select **Next**.



Note

You can enter up to 20 digits for a password.

7 Select **Save**.

8 Specify the destination and press **start**.

Scanning and transmission begins.

See

- For details on how to dial a number, see "3.4 Dialing" (P. 27)
- For details on how to confirm and cancel the transmission of a document, see "Chapter 5 Confirming and Canceling a Communication" (P. 61).

Broadcast Send



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4.3.2	DTMF (Dual Tone Multi Frequency) Method	55
4.3.3	F Code Method	59

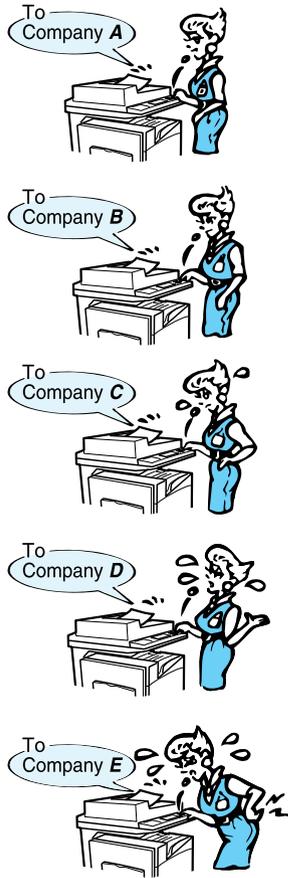
4.1 Transmitting to Multiple Destinations (Broadcast Send)

Use the Broadcast Send feature to transmit documents to several locations in a single operation. There is no need to scan the same document repeatedly at each transmission. When the additional G3 kit (option) is installed, you can use the extra lines for simultaneous broadcast send to make multiple transmissions simultaneously. The machine prints a Broadcast Report/Multi-Poll Report when a Broadcast Send operation is completed.

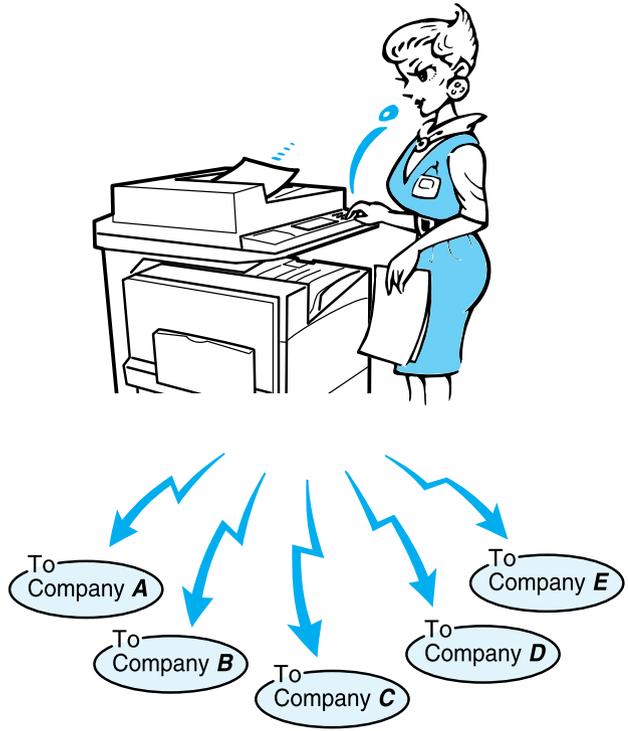
Note

- *The maximum number of remote machines that you can designate at a time is as follows:*
 - *The numeric keypad dialing : 50 locations*
 - *Speed dialing : 500 locations*
 - *Using the numeric keypad in combination with speed dialing 549 locations*
- *The touch buttons correspond to Address Numbers 001-090.*
- *The Cover Note and Remote Mailbox features cannot be selected on the control panel when using Broadcast Send. To use the Cover Note and Remote Mailbox features, you have to program them in the Address Number.*
- *The Transmission Report cannot be specified in this feature.*
- *Use the following settings for Broadcast Send with the Internet FAX (iFAX) function when the transmission settings for the destination differ.*
 - *Communication Mode : G3 Auto*
 - *iFAX Profile : TIFF-S*

Usual send operation



The Broadcast Send feature enables you to transmit to all the destinations at one time.



4.1.1 Broadcast Send Operation

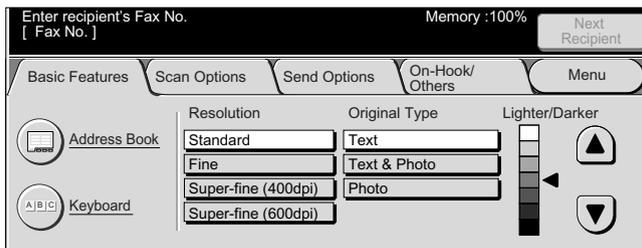
Procedure

1 Load documents.

See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.



3 Dial multiple remote parties, then press **Start**.

Select the Yes button on the confirmation screen to start transmission.

Scanning and transmission begins.

See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

4.2

Transmitting Documents Through a Relay Station (Relay Broadcast)

Remote Relay Broadcast transmits documents to multiple parties via other fax machines (relay stations).

A document to be transmitted to multiple remote terminals is first transmitted to one remote relay station and from there to all other faxes in the same area. This feature is useful to save on telephone charges when broadcasting a document over a long distance.

Multiple Relay Broadcast operations can be made simultaneously. This is referred to as Multiple Relay Broadcast.

There are two types of Relay Broadcast Send operations:

●●● Fax signal method

Unique signal method only for machines that have the Relay Broadcast Send feature. The G3 mode is available.

●●● DTMF method

G3-facsimiles that support Manual Send can make Relay Broadcasts to this machine.

●●● F Code method

This method can be used among types of machines that have the F Code and the Relay Broadcast Send functions. The G3 mode is available.

See

For details on which machines can be used as initiating stations and relay stations, see "Appendix C Facsimile Service System" (P. 300).

4.2.1 Before Using the Relay Broadcast Send Feature

Before using the relay broadcast send feature, program the initiating stations and relay stations in the Speed Dialing feature.

See

For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150).

Where	What is required
Initiating station	<ul style="list-style-type: none"> • Fax Signal Method <ul style="list-style-type: none"> • Assign the relay station to an Address Number (001 to 500) to set up the relay broadcast send feature. • Program the Address Number of the initiating station (which is already programmed at a relay station) as a relay station ID for the relay broadcast send operation. • Program the Address Number or group numbers of the destinations (which are programmed at a relay station) as broadcast receivers. The wildcard “*” can be used. • DTMF method (G3)/F Code method <ul style="list-style-type: none"> • No programming is required. The dialing format can be programmed in speed dialing.
Relay station	<ul style="list-style-type: none"> • Fax Signal Method <ul style="list-style-type: none"> • Assign the initiating station to an Address Number from (001 to 099) and set Relay Station Setup of the Address Number to On. • Assign the destinations to Address Numbers from 001 to 099. The destinations can be assigned using group dial numbers from the assigning station. • DTMF method (G3)/F Code method <ul style="list-style-type: none"> • Assign the initiating station either an Address Number from 001 to 500 (when the specification method for the initiating station is 3 digits in F Code) or 001 to 099 (when the specification method for the initiating station is 2 digits in F Code). Then, set Relay Station Setup of the Address Number to On. • Assign the destinations to Address Number. For the destination, assign the relay station either an Address Number from 001 to 500 (when the specification method for the initiating station is 3 digits in F Code) or 001 to 099 (when the specification method for the initiating station is 2 digits in F Code).

4.2.2 Fax Signal Method

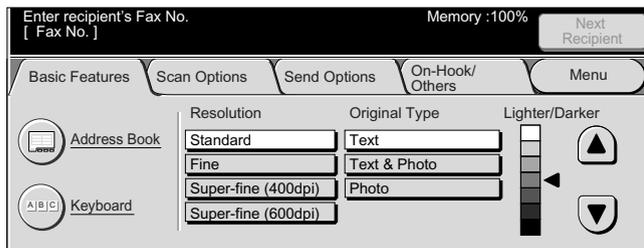
Procedure

1 Load documents.

See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.



3 Select an Address Number or group number to which a relay broadcast is programmed and press **Start**.

Repeat this step to designate multiple relay stations.

Scanning and transmission begins.

See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

4.2.3 DTMF (Dual Tone Multi Frequency) Method

Before using the DTMF method, program the following items.

There are two DTMF methods: automatic transmission and manual transmission.

■Password

A two-digit number programmed beforehand.

Note

(The factory-set default is none.) For setting Password, contact our Customer Support Center. If a password has not been programmed, you do not need to use one.

■Relay station ID

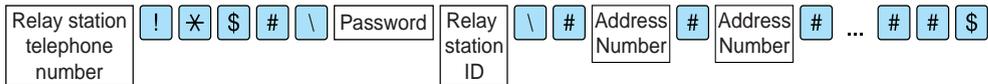
The last two digits of the assigning station Address Number registered at the relay station.

■Address Number

An Address Number for the destination station registered at the relay station. The wildcard "*" can be used.

●●● Sending automatically (without picking up the handset)

The dialing format is as follows.



Note

The above dialing format can be registered in Address Number to enable dialing using an Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150).

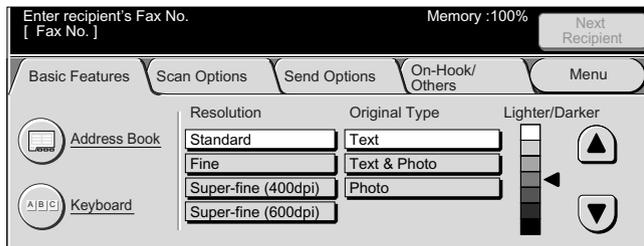
Procedure

1 Load documents.

See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.



3 Select **Keyboard** to display the keyboard on the touch panel and enter the following format.



Select the Next Recipient button for multiple Relay Broadcast jobs.

Note

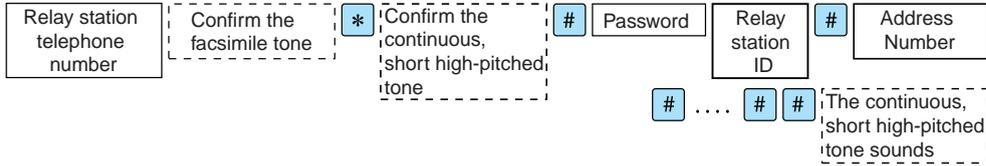
- Use the keyboard on the touch panel display to enter symbols like “!” or “*”. For details on how to enter symbols, see “1.5 Entering Text” (P. 8).
- Destinations for up to 20 stations can be specified.

4 Press **Start**.

Scanning and transmission begins.

●●● **Sending manually (picking up the handset or leaving the handset on-hook)**

The dialing format is as follows.



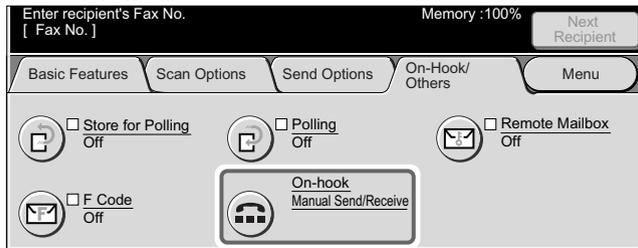
Procedure

1 Load documents.

See

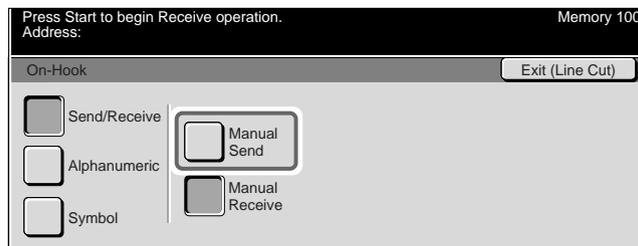
"2.2 Loading Documents" (P. 14)

2 Select **On-hook Manual Send/Receive** in the On-Hook/Others screen.

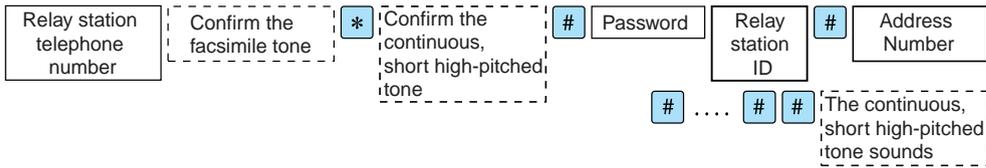


The On-hook screen is displayed.

3 Select **Manual Send**.



4 Enter the following format on the keyboard displayed on the touch panel.



Note

- Use the keyboard on the touch panel to enter symbols like “!” or “*”. For details on how to enter symbols, see “1.5 Entering Text” (P. 8).
- Destinations for up to 20 relay stations can be specified.

5 Press **Start**.

Scanning and transmission begins.

4.2.4 F Code Method

In the F Code method, you can do Relay Broadcast Send by doing the following operations.

When the machine is used as an initiating station, to do Relay Broadcast Send, check the F Code (sub-address) to the relay station and the necessary passwords.

When the machine is used as a relay station, to do Relay Broadcast Send, transmit the F Code (sub-address) to the initiating station and the necessary passwords.

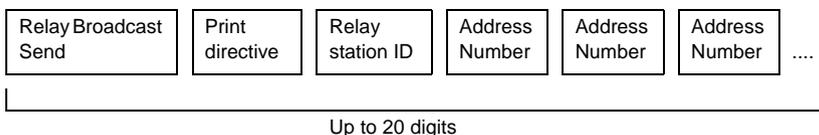
LOOK

When doing Relay Broadcast Send with the F Code method, to use the password set the receive password for the relay station.

Note

- When doing Relay Broadcast Send among these types of machines, we recommend using the fax signal method.
- When using a machine that is different from this machine as a relay station, check the F Code sub-address and password of the targeted destination.

When this machine is a relay station, the F Code that is transmitted to the initiating station is as follows.



■Relay Broadcast Send

The number of digits in the relay station ID.

- 1: For relay station IDs and Address Numbers that are 2 digits.
- 2: For relay station IDs and Address Numbers that are 3 digits.

■Print directive

Activate or deactivate printing at the relay station.

- 1: Activate printing at the relay station.
- 0: Deactivate printing at the relay station.

■Relay station ID

The Address Number of the initiating station that is assigned to the relay station. The initiating station is notified of the results of the Relay Broadcast Send when the relay station ID is set.

The initiating station is not notified of the results of the Relay Broadcast Send when the relay station ID is "00" or "000".

■Address Number

The Address Number assigned to the destination.

An example of the F Code indicating how to print at the relay station, to notify the initiating station of the results and to Relay Broadcast Send to destinations (200, 201, 202 and 203) is shown below.

F Code example: 21100200201202203

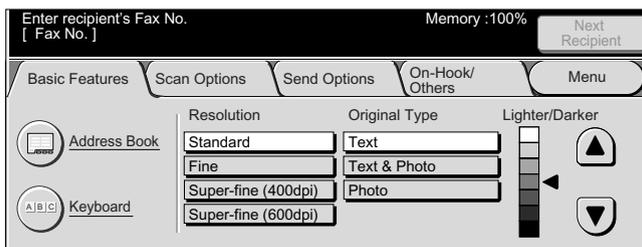
Procedure

- 1 Load documents.

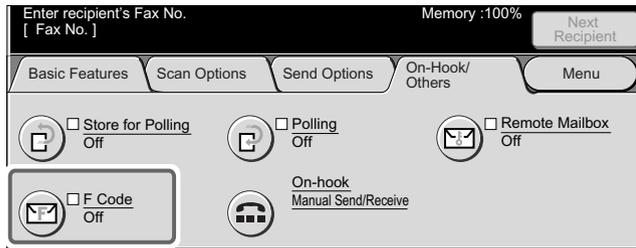


See "2.2 Loading Documents" (P. 14)

- 2 Display the Fax screen.



3 Select F Code in the On-Hook/Others screen.

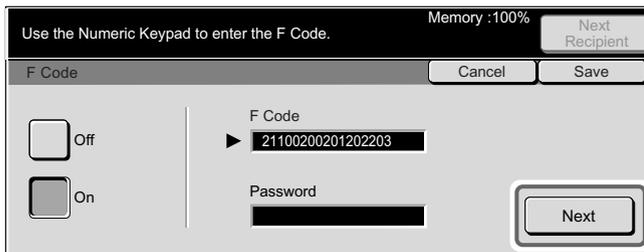


The F Code screen is displayed.

4 Select On.



5 Enter the F Code with the numeric keypad, and select Next.



Example: F Code: 21100200201202203

On the left side of Password, ► is displayed.

Note

You can enter up to 20 digits for an F Code.

6 If necessary, enter the password on the numeric keypad then select **Next**.



Note

You can enter up to 20 digits for a password.

7 Select **Save**.

8 Specify the destination and press **start**.

Scanning and transmission begins.

See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

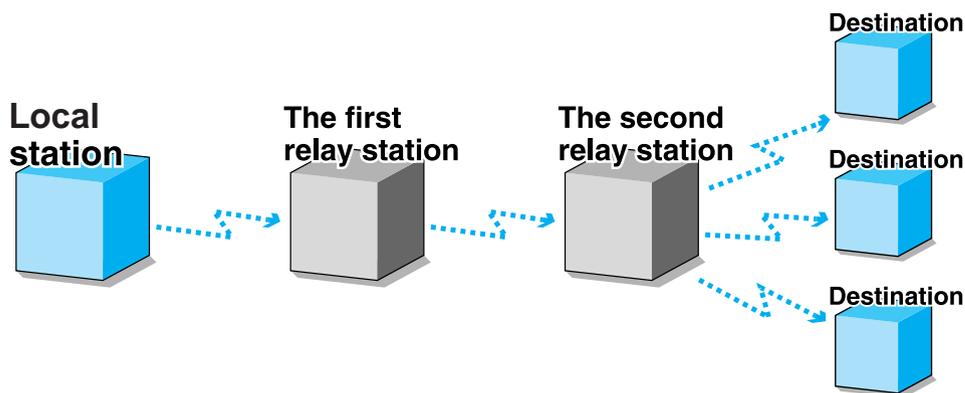
4.3

Transmitting Documents Through a Remote Relay Station (Remote Relay Broadcast)

The Remote Relay Broadcast operation is a feature that combines two or more Relay Broadcast operations.

This function is more economical than Relay Broadcast in transmitting documents to multiple remote machines.

Remote Relay Broadcast



Note

The second relay station can send a document simultaneously to multiple remote terminals (Multiple Relay Broadcast).

See

For details on which machines can be used as first and second relay stations for Remote Relay Broadcast, see "Appendix E Models Providing Relay Broadcast and Recipient Print Set Function" (P. 305), for details on which models are provided with relay broadcast and recipient print set function.

There are two types of Relay Broadcast Send operations:

Fax signal method

Unique signal method only for machines that have the Relay Broadcast Send feature. The G3 mode is available.

DTMF method

G3-facsimiles that support Manual Send can make Remote Relay Broadcasts to this machine.

F Code method

This method can be used among types of machines that have the F Code and the Relay Broadcast Send functions. The G3 mode is available.

4.3.1 Fax Signal Method

Before using the fax signal method, program the initiating station, first relay station and second relay station in Address Number.

See

For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150).

Where	What is required
Initiating station	<ul style="list-style-type: none"> • Assign the first relay station to an Address Number (001 to 500) to set up the relay broadcast send feature. • Program the last two digits of the Address Number of the initiating station (which is already programmed at a relay station) as a relay station ID for the relay broadcast send operation. • Program the Address Number of the second relay station (which is already programmed at the first relay station) as a relay broadcast receiver.
First relay station	<ul style="list-style-type: none"> • Assign the initiating station to an Address Number from 001 to 099, and set Relay Station Setup of the Address Number to On. • Assign the second relay station to an Address Number from 001 to 099. • Program the two last digits of the Address Number of the first relay station (which is already programmed at the second relay station) as a relay station ID for the Relay Broadcast Send operation. • Program the Address Numbers of the destinations (which are already programmed at the second relay station) as broadcast receivers.
Second relay station	<ul style="list-style-type: none"> • Assign the first relay station to the same Address Number as that of the initiating station programmed at the first relay station, and set Relay Station Setup of the Address Number to On. • Program the destinations to Address Numbers between 001 and 500. • Destinations of Address Number 100 or above can be programmed into a group.

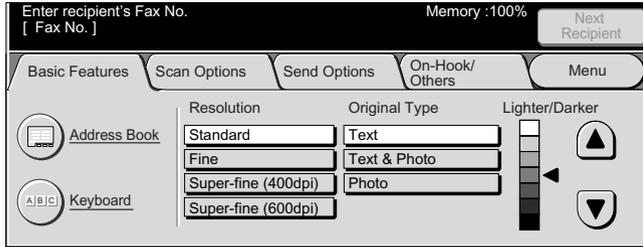
Procedure

- 1** Load documents.

See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.



3 Select an Address Number to which a remote relay broadcast is programmed and press **Start**.

Scanning and transmission begins.

See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

4.3.2 DTMF (Dual Tone Multi Frequency) Method

Before using the DTMF method, program the following items.

There are two DTMF methods: automatic transmission and manual transmission.

■Password

A two-digit number programmed beforehand.

Note

(The factory-set default is none.) For setting Password, contact our Customer Support Center. If a password has not been programmed, you do not need to use one.

■Relay station ID

The last two digits of the assigning station Address Number registered at the first relay station.

■Address Number

An Address Number for the second relay station registered at the first relay station.

Before using the fax signal method, program the first relay station and the second relay station in Address Number.

See

For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150).

Where	What is required
First relay station	<ul style="list-style-type: none"> • Assign the initiating station to an Address Number from 001 to 500, and set Relay Station Setup of the Address Number to On. • Assign the second relay station to an Address Number from 001 to 500. • Program the two last digits of the Address Number of the first relay station (which is already programmed at the second relay station) as a relay station ID for the Relay Broadcast Send operation. • Program the Address Numbers of the destinations (which are already programmed at the second relay station) as broadcast receivers.
Second relay station	<ul style="list-style-type: none"> • Assign the first relay station to the same Address Number as that of the initiating station programmed at the first relay station, and set Relay Station Setup of the Address Number to On. • Program the destinations to Address Numbers between 001 and 500.

●●● Sending automatically (without picking up the handset)

The dialing format is as follows.



Note

- This method is available for transmission only between machines of this model.
- The above dialing format can be registered in Address Number to enable dialing using an Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150).

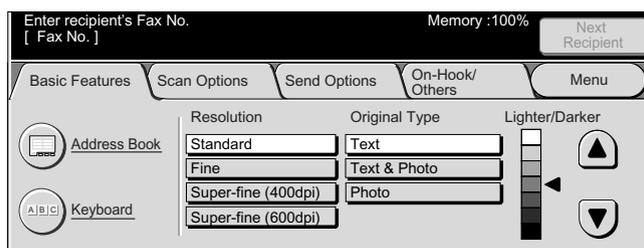
Procedure

1 Load documents.

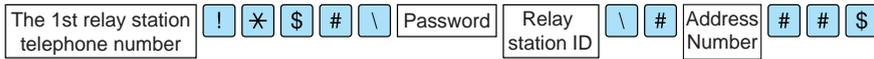
See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.



3 Select **Keyboard** to display the keyboard on the touch panel and enter the following format.



Select the Next Recipient button for multiple Relay Broadcast jobs.

Note

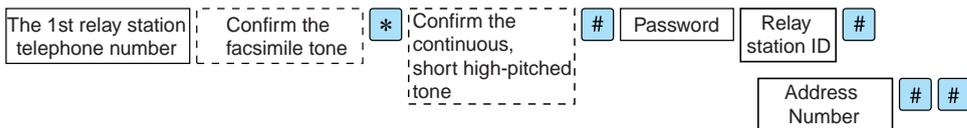
Use the keyboard on the touch panel display to enter symbols like “!” or “*”. For details on how to enter symbols, see “1.5 Entering Text” (P. 8).

4 Press **Start**.

Scanning and transmission begins.

●●● Sending manually (picking up the handset or leaving the handset on-hook)

The dialing format is as follows.



Note

- This method is available for transmission only between machines of this model.
- The above dialing format can be registered in Address Number to enable dialing using an Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150).

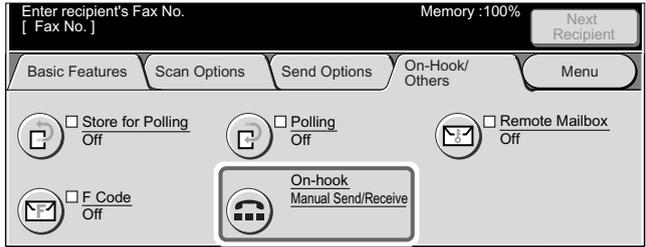
Procedure

1 Load documents.

See

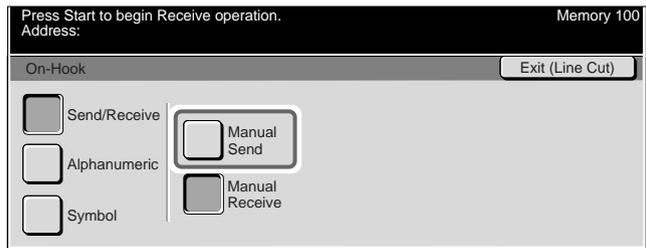
“2.2 Loading Documents” (P. 14)

2 Select **On-hook Manual Send/Receive** in the On-Hook/Others screen.

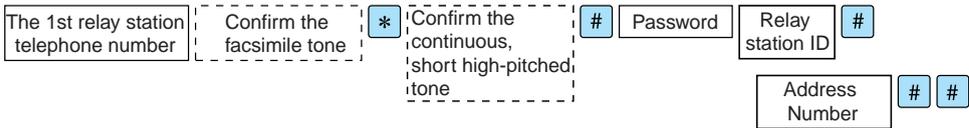


The On-hook screen is displayed.

3 Select **Manual Send**.



4 Enter the following format on the keyboard displayed on the touch panel.



Note

- Use the keyboard on the touch panel to enter symbols like “!” or “*”. For details on how to enter symbols, see “1.5 Entering Text” (P. 8).
- Destinations for up to 20 relay stations can be specified.

5 Press **Start**.

Scanning and transmission begins.

4.3.3 F Code Method

In the F Code method, you can do remote Relay Broadcast Send by doing the following operations.

When doing remote Relay Broadcast Send using this machine as the initiating station, check the F Code and the necessary passwords for the first relay station. When doing remote Relay Broadcast Send using this machine as the first relay station, transmit the F Code (sub-address) and the necessary passwords to the initiating station, and check the F Code for the second relay station.

When doing remote Relay Broadcast Send using this machine as the second relay station, transmit the F Code and the necessary passwords to the first relay station.

It is necessary to assign the first relay station and second relay station Address Numbers in advance, as shown below.

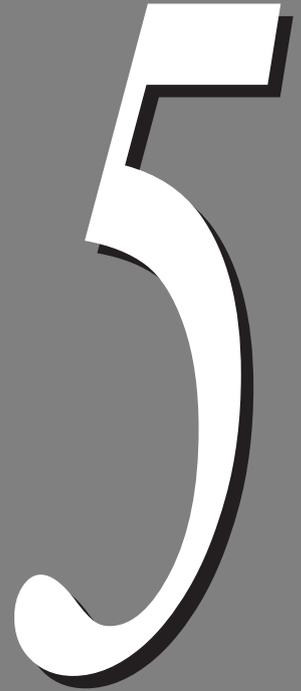
Where	What is required
First relay station	<ul style="list-style-type: none"> • Assign the initiating station either an Address Number from 001 to 500 (when the specification method for the initiating station is 3 digits in F Code) or 001 to 099 (when the specification method for the initiating station is 2 digits in F Code). Then, set Relay Station Setup of the Address Number to On. • Assign the second relay station either an Address Number from 001 to 500 (when the specification method for the initiating station is 3 digits in F Code) or 001 to 099 (when the specification method for the initiating station is 2 digits in F Code). • Assign the last two digits of the Address Number for the first relay station that has been assigned to the second station as the relay station ID. • Assign the Address Number for the destination station that has been assigned to the second relay station as the Broadcast Recipients.
Second relay station	<ul style="list-style-type: none"> • Assign the same number for the first relay station as the Address Number of the initiating station that has been assigned to the first relay station. Then, set Relay Station Setup of the Address Number to On. • Assign the destination either an Address Number from 001 to 500 (when the specification method for the initiating station is 3 digits in F Code) or 001 to 099 (when the specification method for the initiating station is 2 digits in F Code).

LOOK

Station one and station two and equipment on which the Relay Broadcast Send function and the F Code method are installed are targeted when using the F Code method for remote Relay Broadcast Send.

Confirming and Canceling a Communication

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5.2.1	Checking Jobs in Progress and Pending Jobs	64
5.2.2	Confirming Completed Jobs	65



5.1 Canceling Jobs

This section describes how to cancel a job in progress and pending job(s).

LOOK

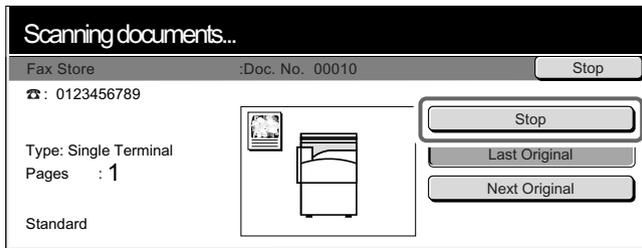
When you cancel a broadcasting job in progress, all pending jobs and a job in progress designated as broadcast are canceled.

●●● Canceling a job during scanning

Procedure

- 1 When the following screen appears, select **Stop** on the screen or press **Stop** on the control panel.

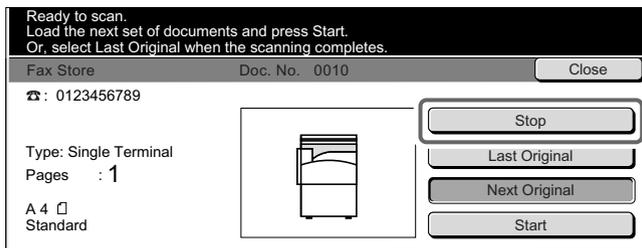
When this screen does not appear, see the instructions in “●●● Canceling a Pending Jobs”.



The machine pauses and the screen shown below appears.

- 2 Select **Stop** on the screen or press **Clear** on the control panel.

Transmission stops.



Note

To continue transmission, select the Start button on the screen or press the Start button on the control panel.

Canceling a pending job

This section describes how to cancel a pending job.

Procedure

1 Press Job Status.

The Job Status screen is displayed.

2 Select **Current and Pending Jobs**, and select the job to cancel.

A list of current and pending jobs is displayed.

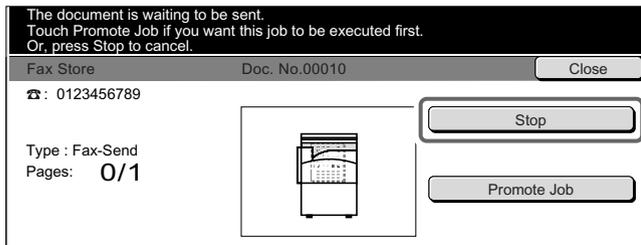
Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.



Job status is shown.

3 Select **Stop**.

Job processing is terminated.



4 Select **Close**.

To cancel other jobs, select the jobs you want to cancel in the screen at step 2 and select the Stop button.

5.2

Confirming Job Status

You can check transmitted documents, received documents or documents stored to be polled.

There are three types of job status: Pending Jobs, Current Jobs, and Completed Jobs. Priority Send can be set for a pending job.

Note

Transmission jobs already selected for Priority Send cannot be selected for Priority Send again.

5.2.1 Checking Jobs in Progress and Pending Jobs

Procedure

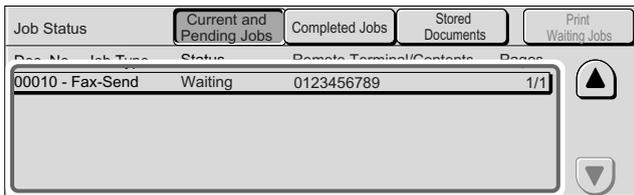
1 Press **Job Status**.

The Job Status screen is displayed.

2 Select **Current and Pending Jobs**, and check job status.

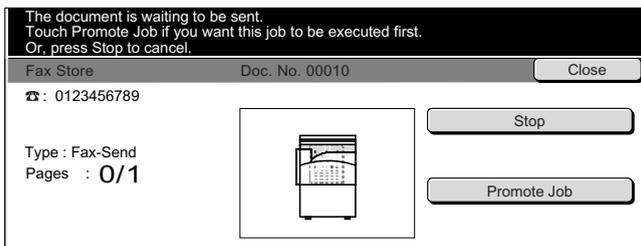
A list of current and pending jobs is displayed.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.



When a job is selected, the screen shown below is displayed to provide detailed job information.

Select the Promote Job button to give priority to a job.



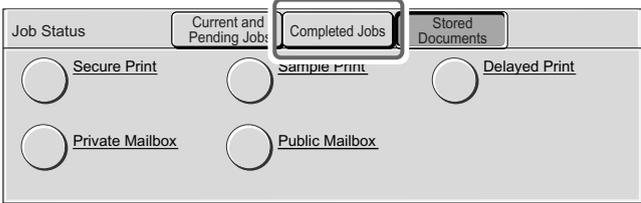
3 Select **Close**.

To check other jobs, select the jobs you want to check in the screen at step 2.

5.2.2 Confirming Completed Jobs

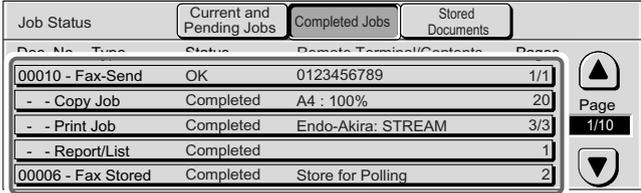
Procedure

- 1** Press **Job Status**.
The Job Status screen is displayed.
- 2** Select **Completed Jobs**.

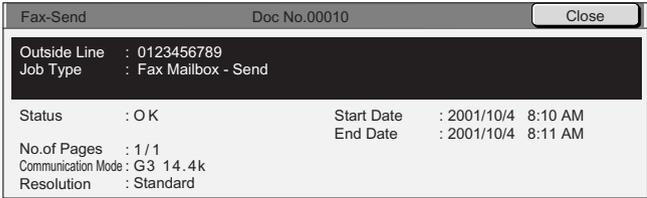


A list of completed jobs is shown.

- 3** Check job status.
Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.



When a job is selected, the screen shown below is displayed to provide detailed job information.



- 4** Select **Close**.
To check other jobs, select the jobs you want to check in the screen at step 2.

Receiving Jobs



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6.1 Reception Mode

There are two reception modes: Auto Receive and Manual Receive.

In the Auto Receive mode, the machine automatically responds to transmissions from a remote terminal.

In the Manual Receive mode, the machine begins reception after the handset has been lifted and the ready tone of the remote machine sounded. This is useful if you wish to check the sender or receive documents after speaking with the sender using an external telephone.

See

The Fax Receiving Mode default value can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.7 Fax Control” (P. 192). The default factory setting is Auto Receive.

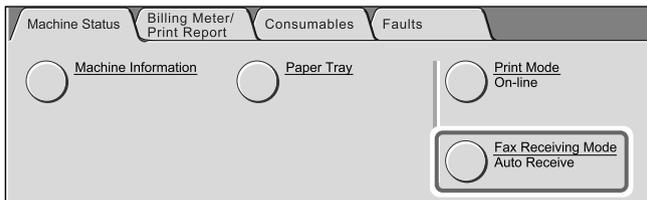
6.1.1 Switching Between the Modes

Procedure

- 1 Press **Machine Status**.

The Machine Status screen is displayed.

- 2 Select **Fax Receiving Mode** in the Machine Status screen.



The Fax Receiving Mode screen is displayed.

- 3 Select **Manual Receive** or **Auto Receive**.



- 4 Select **Save**.

6.1.2 Automatic Reception

When the machine is in the Auto Receive mode, it automatically answers incoming calls and receives documents.

Note

- You can set the length of ringing time until the call is automatically answered. By picking up the handset while the telephone is ringing, you can speak with the caller and receive a fax manually if it has been sent.
- The number of rings (Auto Switch Time) can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.7 Fax Control” (P. 192). The default factory setting is 0 time.

6.1.3 Manual Reception

In the Manual Receive mode, pick up the handset (external telephone) or select the On-hook button in the screen that appears when the phone rings to announce an incoming call.

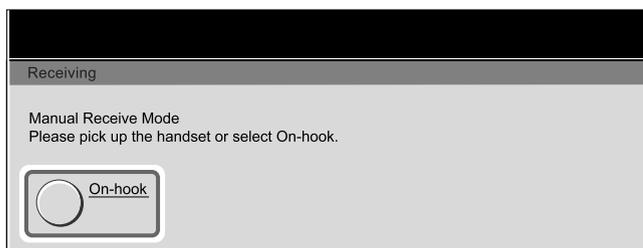
Note

It is recommended that the line monitor volume be set to Loud when using the On-hook feature. The line monitor volume can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.2 Audio Tones” (P. 182). The default factory setting is Normal.

Procedure

- 1** When the telephone rings, the screen shown below is displayed.

If a handset is fitted, pick it up. If a handset is not fitted, select the On-hook button.



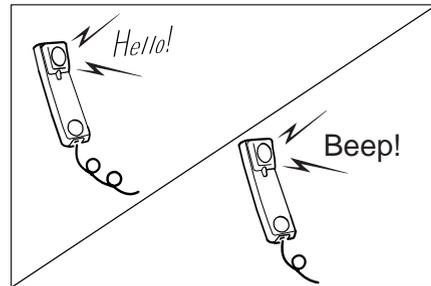
2 Check whether the call is from a telephone or a facsimile.

If the call is from a telephone, answer it.

If the incoming call is from a fax machine, you hear a facsimile tone.

Note

If On-hook is selected, you will hear the sound from the machine speaker. However, you cannot speak to the other party.



3 Press **Start**.

The reception starts.

4 If equipped with a handset, replace it when the online indicator light on the control panel lights.

6.2

Printing Received Documents

The machine prints the received documents on the same paper size as the originals from the remote terminal. However, if the same paper size is not loaded or the Receiving Paper Size feature is activated, the documents may be printed on a different paper size. The document image may be reduced, partially lost, or split into two pages depending on the programmed settings.

This section describes how to print received documents.

6.2.1 Tray Mode and User Mode

The Receiving Paper Size feature is used to specify the use of fixed paper sizes for fax reception.

This feature has two modes: Tray Mode and User Mode.

See

The Receiving Paper Size feature setting can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.7 Fax Control” (P. 192). The default factory setting is Tray Mode.

■Tray Mode

All the paper types (plain paper only) loaded in the trays can be used for printing. The machine reproduces documents without image loss using the size of paper closest to that of the original documents. If the receiving machine has only paper that is smaller than the documents being sent, it informs the sending machine accordingly. The sending machine will then transmit images that have been reduced to fit the paper loaded in the receiving machine.

If the receiving machine has only paper that is smaller than the documents being sent, or the paper supply runs out during printing, how the received documents are processed may vary according to the settings carried out by the sender.

■User Mode

The paper size on which the received documents is printed is specified. You can specify one or more paper sizes.

If the same size paper as the documents is specified and loaded in any paper tray, the machine reproduces size-for-size images on the paper. If the same size of paper as the document is not specified, the machine reproduces size-for-size images without image loss on any larger size of paper that is specified and loaded.

We recommend this mode if you always use the same size of paper or reproduce images of the same size as the received documents.

The printout varies according to the programmed settings and the sizes of paper loaded in the machine.



The following pages describe how to print received documents using Tray Mode or User Mode, when:

- Printing images on the same size of paper as the documents.
- Printing the Same Size Images With Margins.
- Reducing Images at the Sender Side.
- Reducing the images at the receiver's printing.

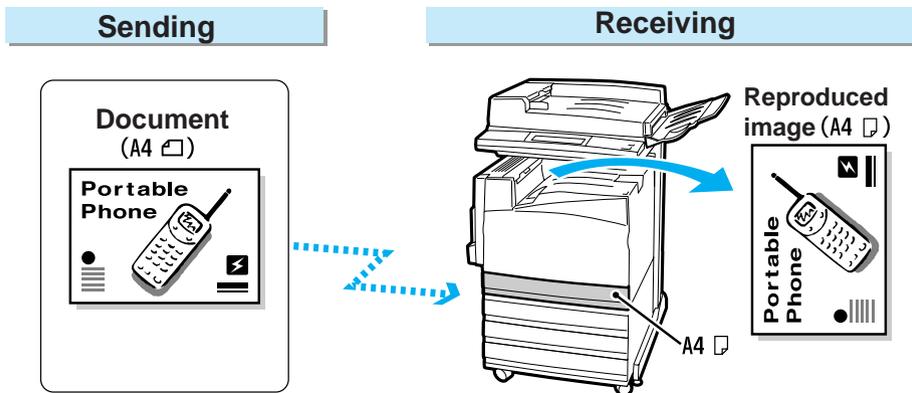
6.2.2 Printing the Same Size Images

■Tray Mode

If the same size of paper as the documents is loaded in any paper tray, the machine automatically selects the tray and reproduces the same size images on paper. If the same size of paper is loaded, but in a different orientation (for example, the document is A4  while paper orientation is A4 ) , the machine automatically rotates the images and reproduces them on paper.

■User Mode

If the same size of paper as the documents is specified and loaded in any paper tray, the machine automatically selects the tray and reproduces the same size images on paper. If A4 paper is loaded in a different orientation, the machine automatically rotates the images and reproduces them on A4 paper.



LOOK

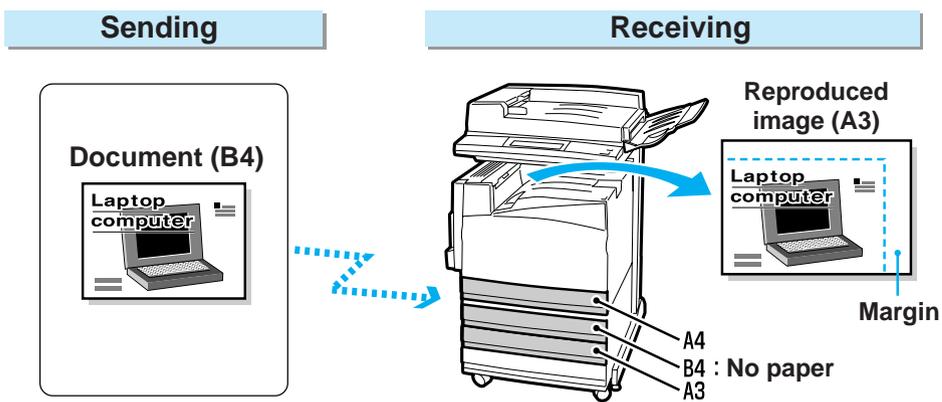
Rotating images before reproduction may not be possible with some data.

6.2.3 Printing the Same Size Images With Margins

In the following cases, images are printed on paper larger than the documents with margins.

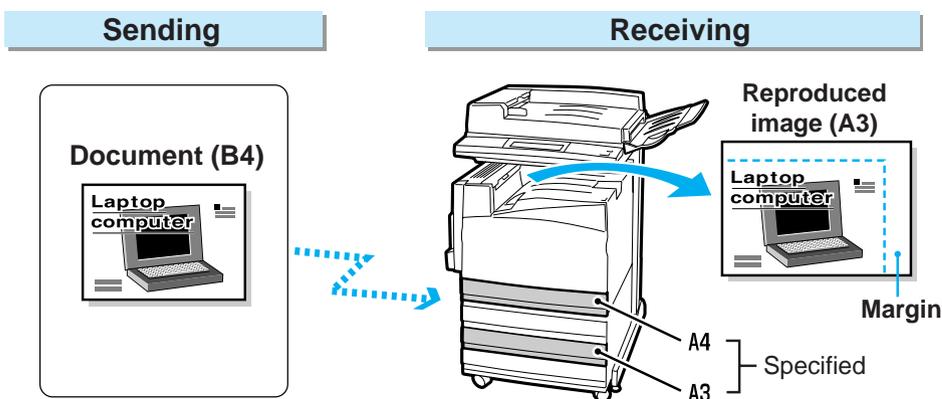
■Tray Mode

If the paper size of the documents is not loaded, but a larger paper size is loaded in one of the paper trays, the machine prints the same size images with margins on the larger paper size.



■User Mode

If the same size of paper as the documents is not specified but closer paper sizes are specified and loaded, the machine prints the same size images with margins on the larger size paper.





6.2.4 Reducing Images at the Sender Side

If the receiving machine only has paper sizes smaller than the documents to be printed, it informs the sending machine that the documents cannot be received. The images are reduced by the sending machine.

The images are reduced by a sending machine in the following cases:

■Tray Mode

When all the loaded paper sizes are smaller than the documents.

Note

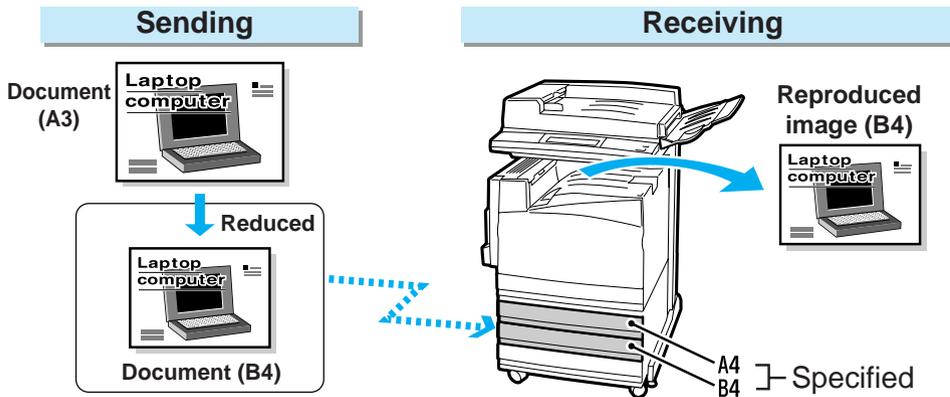
The receiving machine automatically selects the paper size closest to the document size.

■User Mode

When all the specified paper sizes are smaller than the documents.

Note

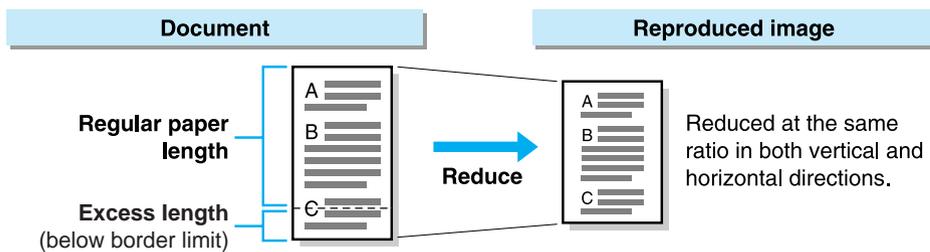
The receiving machine automatically selects the paper size closest to the document size.



6.2.5 Reducing Images at the Recipient Side

The receiving document may exceed the actual size due to a scanning slip at the sending machine. This machine has a feature that automatically reduces the document to fit available paper sizes.

The machine automatically reduces documents in the following cases:
The length of the received document is longer than regular sizes but within the value programmed in the Border Limit feature and Auto Reduce on Receipt is set to On.



The way documents are output when Auto Reduce on Receipt and Border Limit are combined is shown below.

	Auto Reduce on Receipt	
Border Limit	On	Off
When border limits are not exceeded	The document is automatically reduced and output as one page.	The portion that exceeds the set page size is cut off and the document is output.
When border limits are exceeded	The document is output at the same magnification on separate pages.	

See

For details on how to change these default values, see “9.8.7 Fax Control” (P. 192).

6.2.6 Using the 2 Up on Receipt Feature

Use the 2 Up on Receipt feature to print two consecutive documents on a single sheet of paper. In some cases, this feature may not be available, depending on the size of the documents sent.

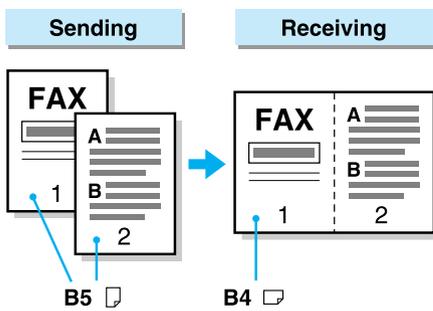
See

For details on how to change this default value, see “9.8.7 Fax Control” (P. 192).

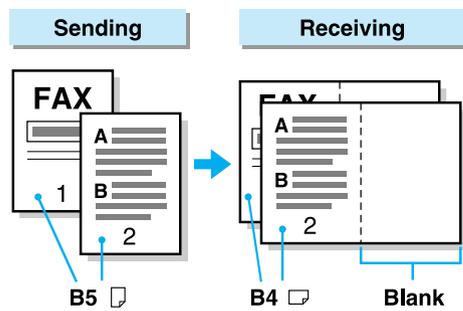
The following shows the difference when the 2 Up on Receipt feature is on and off.

Example: Printing two consecutively received B5-size documents on B4-size paper

● 2 Up on Receipt: On



● 2 Up on Receipt: Off



6.2.7 Using the 2 Sided Printing Feature

Using the 2 Sided Printing feature, multiple page documents that are received can be printed out on both sides of a sheet.

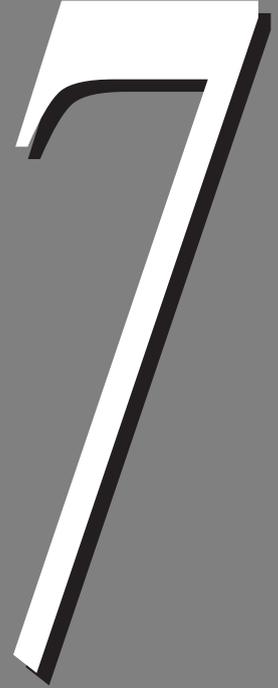
LOOK

- Both sides of a sheet are printed only when the size of the received documents is the same.
- Duplex printing may not be possible with some data.

See

For details on how to change this default value, see “9.8.7 Fax Control” (P. 192).

Making and Receiving Telephone Calls



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7.1 Making a Telephone Call

This section describes how to dial out using an external telephone.

The machine provides two methods:

- Picking up the handset and dialing (Off-hook dialing)
- Dialing without picking up the handset (On-hook dialing)

Note

The telephone cannot be used when a line has been added on.

7.1.1 Off-hook Dialing

This section describes how to dial using the handset, Off-hook dialing.

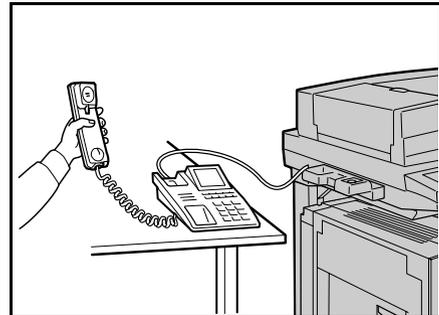
Procedure

1 Pick up the handset.

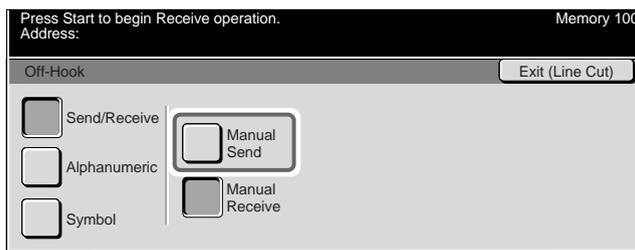
Or lift the handset of your telephone if you are using your own telephone.

LOOK

In power saving, you cannot make telephone call with the receiver. To make a telephone call, press the Power Saver button to cancel power saving.



2 Select Manual Send.



Note

The screen of step 2 is displayed when the manual transmission feature is provided.

See

For details on the manual transmission feature, see "3.5 Manual Send" (P. 34).

3 Dial the telephone number.



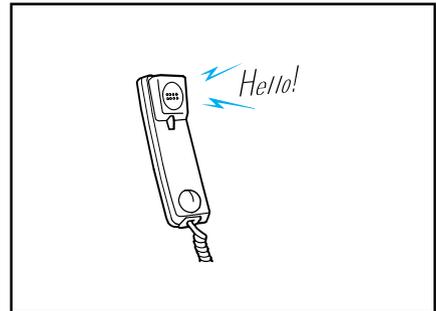
LOOK

Use the numeric keypad, Address Number or one-touch buttons. You cannot use the Address Book.

Note

- When the line type is set to a tone line, the Tone (:) button will not be displayed.
- When a dial pulse line is in use, select Tone (:) if you want to send a tone (to receive services for tone lines).
- Some types of services are sometimes not received even if tone transmission is set.

4 Answer when you hear the voice of the other party.



5 Place the handset back on the cradle after hanging up.

LOOK

Be sure to replace the handset properly as the line will otherwise not be disconnected and the telephone will remain "busy".

6 Press **Close**.

7.1.2 On-hook Dialing

This section describes how to dial with the handset on the cradle, On-hook dialing.

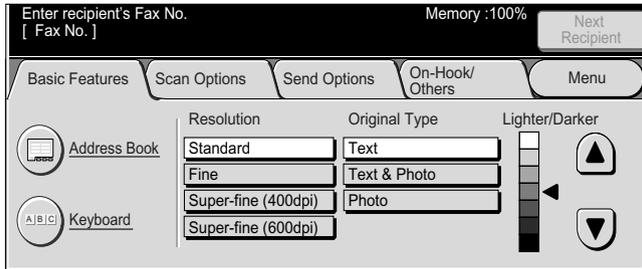
We recommend that the line monitor volume be set to the Loud when selecting this feature.

See

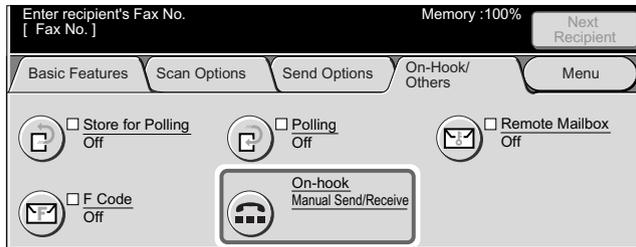
The line monitor volume can be changed in the System Administration Mode. For details on how to change this default value, see "9.8.2 Audio Tones" (P. 182). The default factory setting is Normal.

Procedure

1 Display the Fax screen.

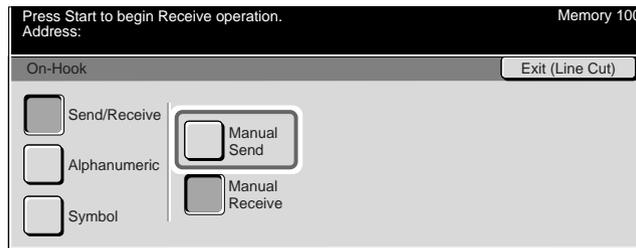


2 Select the **On-hook** in the On-Hook/Others screen.



The On-hook screen is displayed.

3 Select **Manual Send**.



Note

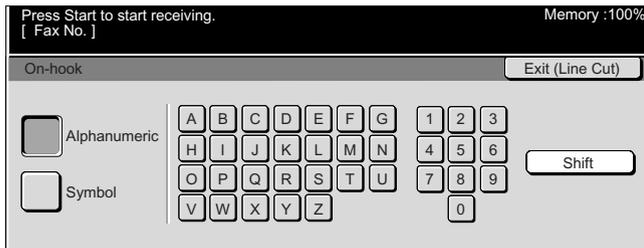
The screen of step 3 is displayed when the manual transmission feature is provided.

See

For details on the manual transmission feature, see "3.5 Manual Send" (P. 34).

4 Dial the telephone number.

To disconnect the line, select the Exit (Line Cut) button.



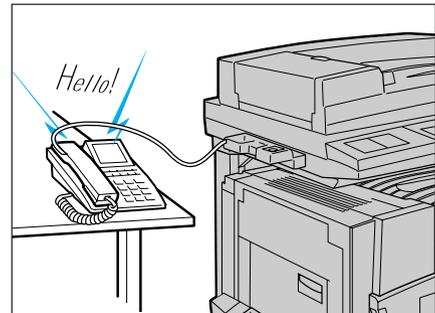
LOOK

Use the numeric keypad, Address Number or one-touch buttons. You cannot use the Address Book.

Note

You cannot send tones during a telephone call whether the handset is on or off hook.

5 Lift the handset to take the call when the other party answers.



6 Cancel on-hook.

7 Place the handset back on the cradle after ending the call.

LOOK

Be sure to replace the handset properly as the line will otherwise not be disconnected and the telephone will remain "busy".

7.2

Receiving a Telephone Call

This section describes how to answer incoming voice calls using an external telephone.

Note

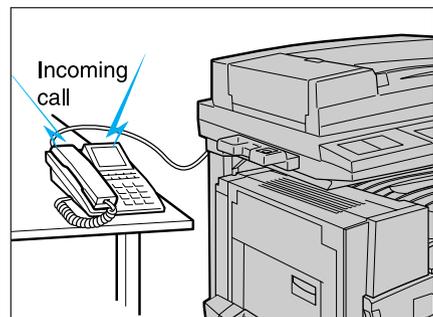
The machine is factory-set to enter the facsimile mode immediately after detecting an incoming call, so that the telephone does not ring. The number of rings (Auto Switch Time) can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.7 Fax Control” (P. 192). The default factory setting is 0 time. The ringing tone is available, either with or without a handset. When the machine is set to ring, you can take a call while the telephone is ringing.

Procedure

- 1 When the telephone rings, pick up the handset to speak with a remote party.

Note

When you hear a fax incoming tone from a receiver, receive the fax manually. For details on Manual Receive, see “6.1.3 Manual Reception 69” (P. 67).



- 2 Place the handset back on the cradle after ending the call.

LOOK

Be sure to replace the handset properly as the line will otherwise not be disconnected and the telephone will remain “busy”.

Using Additional Features

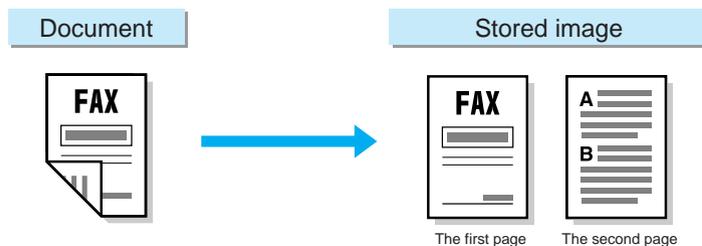


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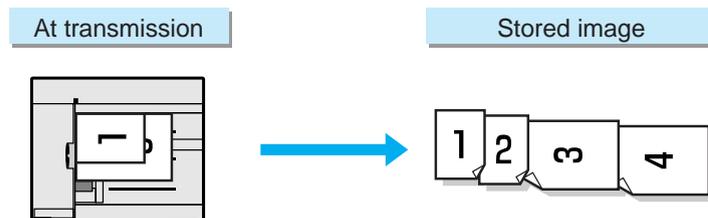
8.1 Transmitting Two sided Originals (2 Sided Originals)

You can use the document feeder to automatically scan and transmit two sided originals.

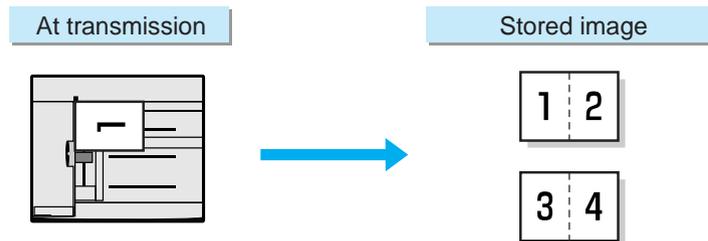
••• Basic 2 Sided Originals



••• 2 Sided Originals in various sizes (using Mixed Size Originals)



••• 2 Sided Originals by merging pages (using Multi-Up)



Note

- The default factory setting for 2 Sided Originals is 1 Sided. This default value cannot be changed.
- The 2 Sided Originals feature is canceled if the document glass is used while transmitting 2 Sided Originals.
- If you select the 2 Sided (First Page 1 Sided) button in the 2 Sided Originals Feature with the Multiple Up feature, the first page that the machine scans is not merged.
- The Send Header is printed on the first line for each page of the merged documents.
- The data of the second side for a 2 sided original is rotated so that it has the same orientation as side 1.

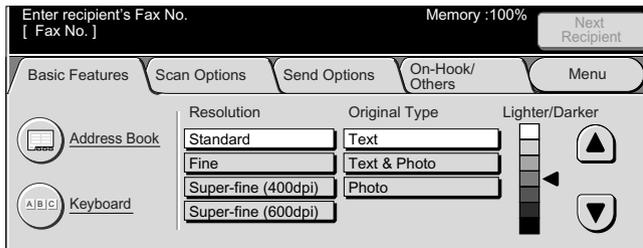
Procedure

1 Load documents.

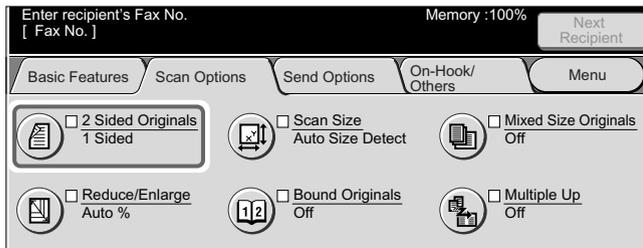
See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.



3 Select 2 Sided Originals in the Scan Options screen.



The 2 Sided Originals screen is displayed.

4 When transmitting all pages, select **2 Sided**. When you do not wish to transmit the second side of the first page in a document, select **2 Sided (First Page 1 Sided)**.

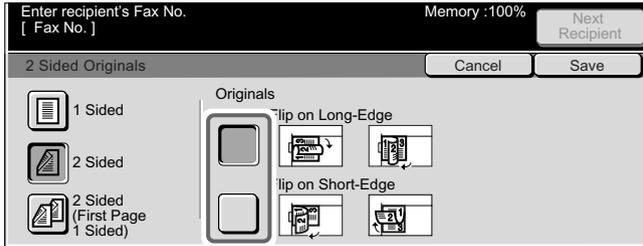
LOOK

When you select the 2 Sided (First Page 1 Sided) button, you must scan the entire document at one time. Pressing the Start button and selecting the Next Original button in the touch panel display causes the first page in a document to be recognized as a cover page and the second side of this page is not scanned. Do not exceed the capacity of the document feeder.



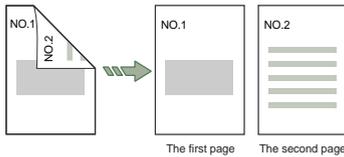
Originals is indicated on the right side of the screen.

5 Select **Flip on Long-Edge** or **Flip on Short-Edge** at Originals for the document to be transmitted.

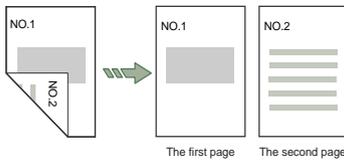


Note

- *Flip on Long-Edge* is used for documents where side 1 and side 2 of a document page have the same orientation.



- *Flip on Short-Edge* is used for documents where text orientation on side 2 is inverted from that of side 1.



6 Select **Save**.

7 Dial a remote party, then press **Start**.

Scanning and transmission begins.

See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

8.2

Specifying Document Size for Transmission (Scan Size)

You can specify the document size of documents you transmit. Specify document size when you wish the document to be sent in a size different from the loaded document. When a document size is specified, it is scanned at the specified size regardless of the size of the loaded document. The feature allows you to add a margin to or delete excess space from the actual image that is transmitted. Specify document sizes as described below.

- Auto Detect

Document sizes are automatically detected.

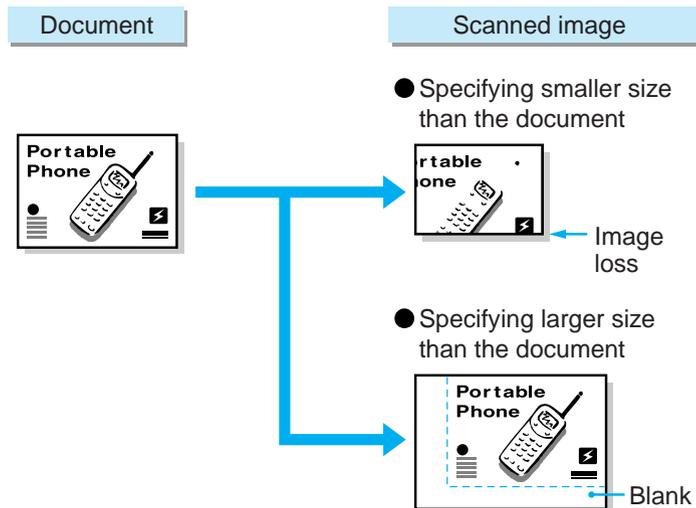
- Standard size

Document size is selected from 11 sizes (A3, A4, A4, A5, B4, B5, B5, 11×17", 8.5×14", 8.5×11" and 8.5×11")

Note

- The factory set default for buttons other than the Auto Size Detect button can be changed in the System Administration Mode. For details on how to change this default value, see "9.8.10 Setting Scan Size Defaults" (P. 201). The factory set defaults are A3, A4, A4, A5, B4, B5, B5, 11×17", 8.5×14", 8.5×11" and 8.5×11".
- When a document size cannot be set automatically, a message prompting document size entry appears.
- When the Internet Fax (iFAX) function is used for transmission and TIFF-S is selected in the iFAX Profile in the On-Hook/Others screen, any size larger than A4 that is selected is automatically reduced to A4. For details on iFAX Profile, see "13.3.2 Settings That are Configurable During an Outgoing iFax Transmission" (P. 273).

When a document size is set, the document is scanned as shown below.



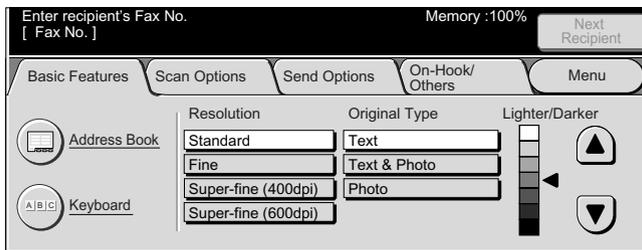
Procedure

1 Load documents.

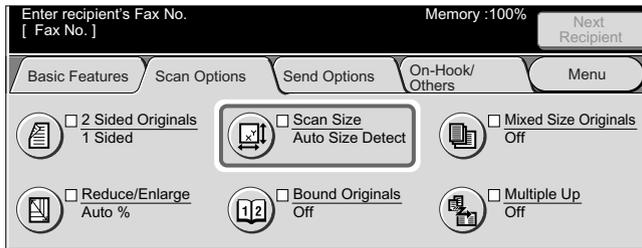
See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.

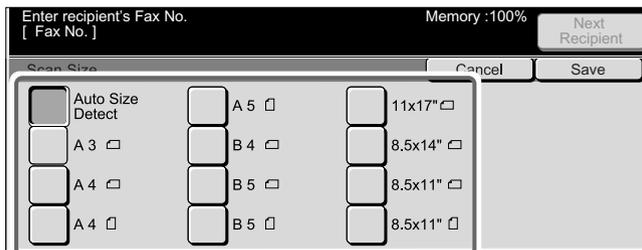


3 Select **Scan Size** in the Scan Options screen.



The Scan Size screen is displayed.

4 Select the desired document size.



5 Select **Save**.

6 Dial a remote party, then press **Start**.

Scanning and transmission begins.

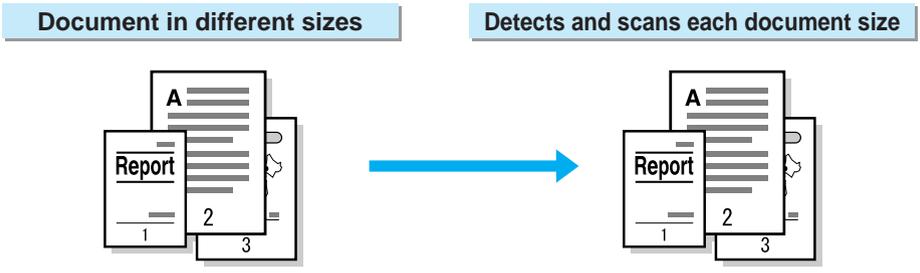
See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

8.3

Scanning Documents in Various Sizes (Mixed Size Originals)

The document feeder can scan documents in various sizes at one time.



Note

- The *Mixed Size Originals* default value can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.6 Feature Defaults” (P. 188). The default factory setting is Off.
- Be sure to set *Scan Size* in the Scan Options screen to *Auto Size Detect* when using mixed size originals.
- When a document size cannot be set automatically, a message prompting document size entry appears.
- This function cannot be used with *Multiple Up*.

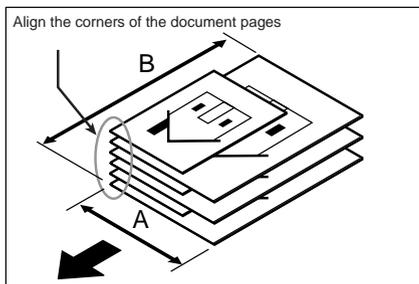
Procedure

1 Place the document so that it faces left aligning the top left corner of sides A and B.

Remove any paper clips or staples. The document may not be correctly scanned unless the top left corner of the document pages are aligned.

Note

Side A of the document indicates the location of document top edge.



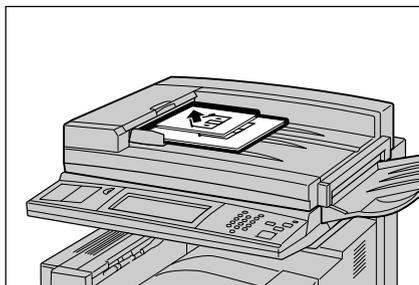
2 Insert all the documents as far into the document feeder as they will go and adjust the document guide to the width of the document.

See

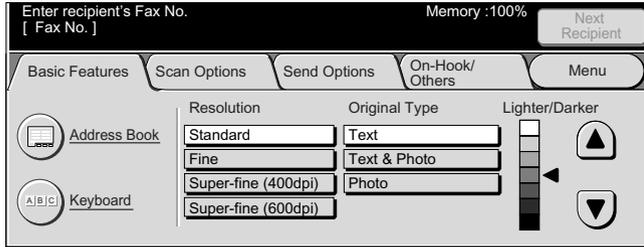
“2.2 Loading Documents” (P. 14)

Note

Be sure to place side B of the document against the side of the document feeder. Paper jams may occur unless the document is properly loaded.



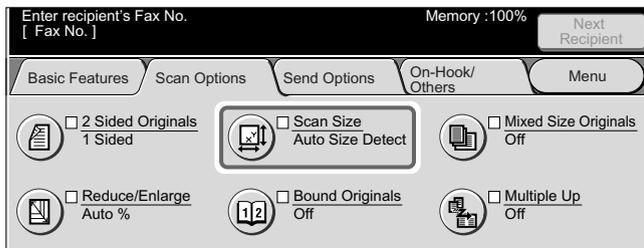
3 Display the Fax screen.



4 Verify **Original Size** in the Scan Options screen.

■When Auto Size Detect is displayed

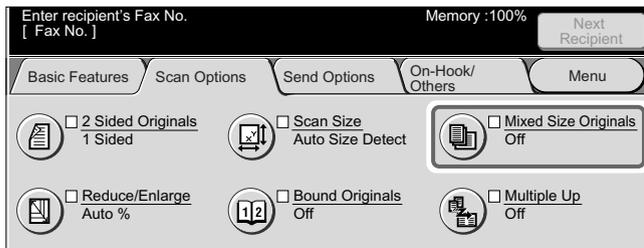
Go to step 5.



■When something other than Auto Size Detect is displayed

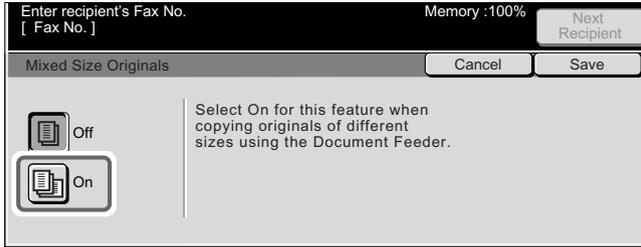
Select the Auto Size Detect button as described in “8.2 Specifying Document Size for Transmission (Scan Size)” (P. 87).

5 Select Mixed Size Originals in the Scan Options screen.



The Mixed Size Originals screen is displayed.

6 Select **On**.



7 Select **Save**.

8 Dial a remote party, then press **Start**.

Scanning and transmission begins.

See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

8.4

Scanning Documents at a Specified Size/Ratio (Reduce/Enlarge)

This feature enlarges or reduces a scanned document to a specified ratio prior to transmission.

Specify scan size options as described below.

- **R/E Presets**

Allows you to select one of 9 preset ratios (100%, Auto%, 50%, 70%, 81%, 86%, 115%, 122% and 141%). Auto % scans at the same ratio as the original and reduces it to accommodate the requirements of the remote terminal.

- **Zoom**

This function allows you to specify the desired ratio. The ratio can be set in increments of 1% within the range 50 to 400%. Image rotation is not available when a ratio is specified.

LOOK

Some remote terminals may not be able to receive at the specified ratio.

Note

Except the 100% button and the Auto % button, the scanning ratios for Preset % can be changed in the System Administration Mode. For details on how to change these values, see “9.8.9 Reduce/Enlarge Presets” (P. 200). The default factory settings are: 50%, 70%, 81%, 86%, 115%, 122% and 141%.

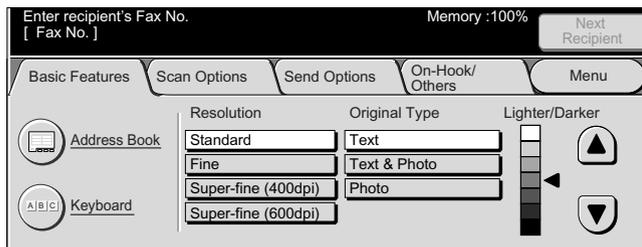
Procedure

1 Load documents.

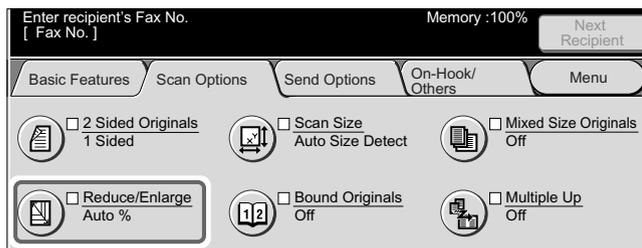
See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.



3 Select Reduce/Enlarge in the Scan Options screen.

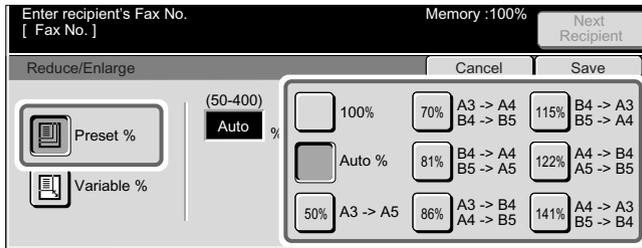


The Reduce/Enlarge screen is displayed.

4 Select the desired scanning ratio.

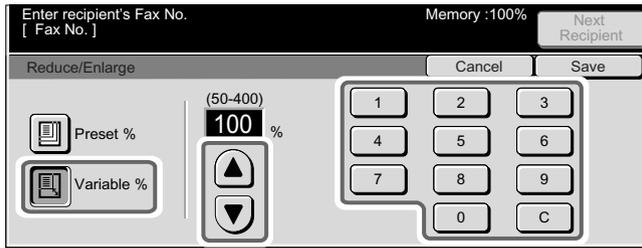
■Using Preset %

Select **Preset %** to specify the desired scanning ratio.



■Using Variable %

Select **Variable %**, then use **▲ ▼** or **numeric keypad** on the screen to set the desired ratio.



5 Select **Save**.

6 Dial a remote party, then press **Start**.

Scanning and transmission begins.

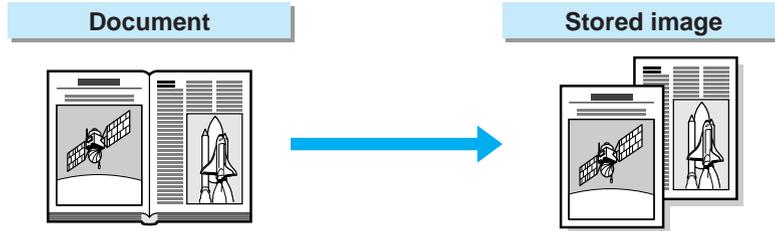
See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

8.5

Transmitting Facing Pages on Separate Sheets (Bound Originals)

You can transmit the left and right pages of a bound document on separate sheets.



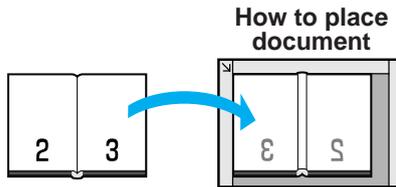
LOOK

- You cannot select the Bound Originals feature when documents are loaded in the document feeder.
- A document of non-standard size or undetectable size may not be divided exactly in 2half.

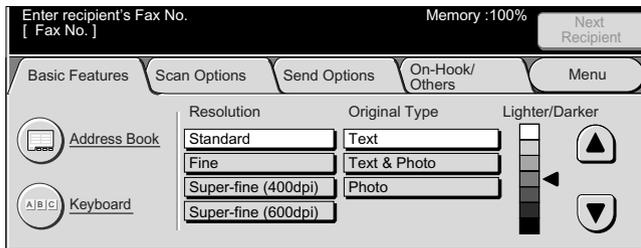
Procedure

- 1 Place a document on the document glass.

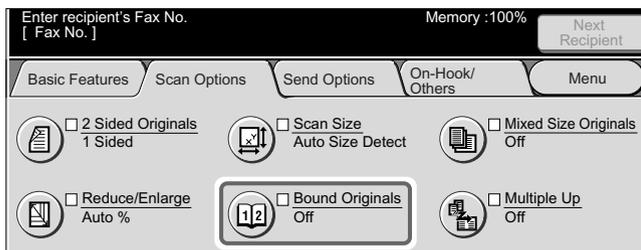
Load the documents side by side.



- 2 Display the Fax screen.



- 3 Select **Bound Originals** in the Scan Options screen.



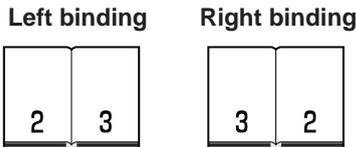
The Bound Originals screen is displayed.

4 You can select from among **Left Page then Right**, **Right Page then Left** and, **Top Page then Bottom**.



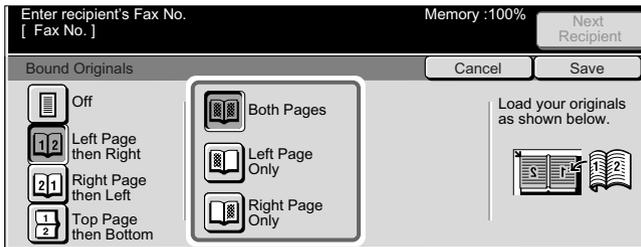
Note

The document will not be scanned correctly if you select the wrong document status.



In the following example, we will use Left Page then Right.

5 Select to scan **Both Pages**, **Left Page Only** or **Right Page Only**.



6 Select **Save**.

7 Dial a remote party, then press **Start**.

The left and right pages of the bound document will be printed onto separate sheets.

See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

8.6

Merging Several Pages Onto One Sheet (Multiple Up)

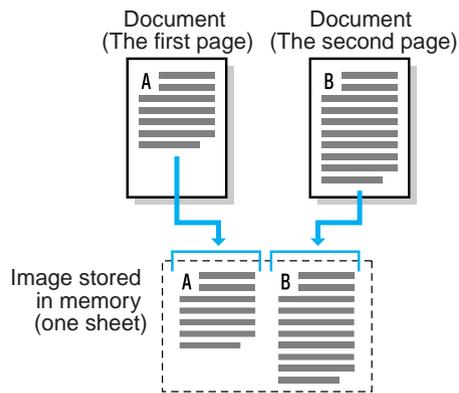
You can merge several pages onto one sheet for transmitting when using the document feeder.

Regardless of document length, images on the documents are stored in memory in the order they were scanned.

The following figure shows how two documents are stored in memory.

LOOK

When the merged page is too long, it will be divided at the receiving machine.



LOOK

- Two to nine pages can be merged into one page.
- If the actual number of document is less than the one specified, the machine transmits only the scanned documents.

See

For details on how many documents can be loaded in the document feeder, see “2.1 Documents” (P. 10).

Procedure

- 1 Load documents into the document feeder.

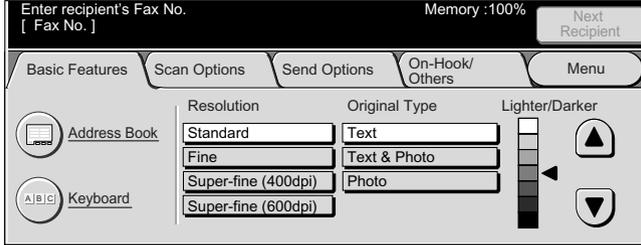
See

“2.2 Loading Documents” (P. 14)

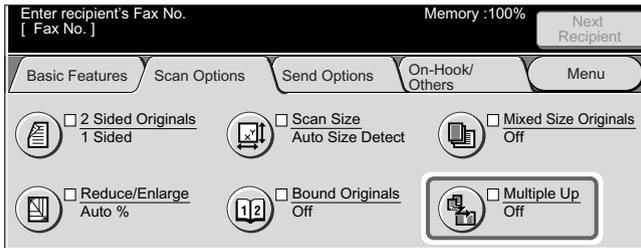
LOOK

You cannot use the Multiple Up function for the documents set on the document glass.

2 Display the Fax screen.



3 Select **Multiple Up** in the Scan Options screen.



The Multiple Up screen is displayed.

4 Select **On**.



5 Select the number of pages with ▲ ▼ that are to be merged.



Note

Two to nine documents can be merged.

6 Select **Save**.

7 Dial a remote party, then press **Start**.

Scanning and transmission begins.

 See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

8.7 Executing an Urgent Job (Priority Send)

You can transmit or poll documents prior to stored documents, if required.

Note

- If the Priority Send feature is selected during transmission, it will be performed after transmission.
- This function can be combined with Delayed Start. Then Priority Send is performed at the set time.
- In redial mode, it will be resent preferentially after the programmed redial interval.
- The Priority Send feature cannot be set for each destination of the Broadcast and Multi-polling jobs.

See

You can give priority to a pending job. For details on how to do this, see “5.2.1 Checking Jobs in Progress and Pending Jobs” (P. 64).

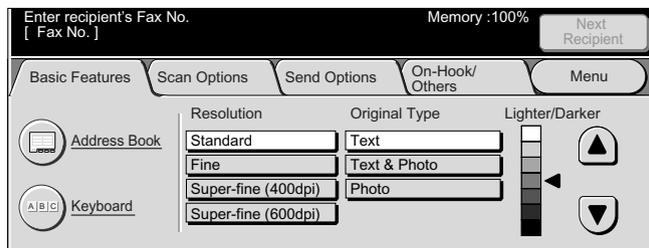
Procedure

1 Load documents.

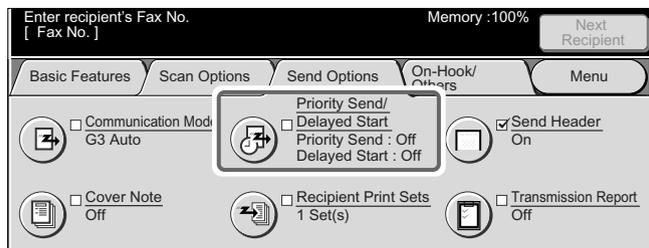
See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.



3 Select **Priority Send/Delayed Start** in the Send Options screen.



The Priority Send/Delayed Start screen is displayed.

4 Set Priority Send to **On**.

Enter recipient's Fax No. [Fax No.] Memory :100% Next Recipient

Priority Send/Delayed Start Cancel Save

Priority Send

Off

On

Delayed Start

Off

On

5 Select **Save**.

6 Dial a remote party, then press **Start**.

Scanning and transmission begins.

See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

8.8

Transmitting Documents at a Programmed Time (Delayed Start)

You can transmit documents at a programmed time.

Use the Delayed Start feature to send documents during hours of the lowest telephone rates, such as evenings and weekends.

Note

- You can set a time within 24 hours in 1 minute increments, but dates cannot be entered.
- The Delayed Start can be individually set for each Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150).
- If Address Number or group dial numbers are dialed with the Broadcast transmission features, the Delayed Start specified in each Address Number will be invalid.
- If the telephone line is busy at the programmed time, the documents will be transmitted as soon as the line becomes available.
- The default factory setting for Delayed Start is 9:00 PM. This default value varies with our Customer Engineering setup.

LOOK

If a power failure occurs or the power is turned off while the Delayed Start feature is set, the setting is deleted and transmission is started as soon as the power is turned on.

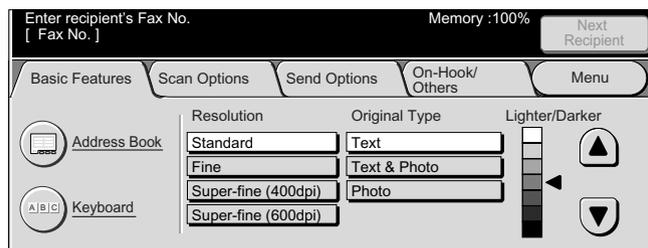
Procedure

1 Load documents.

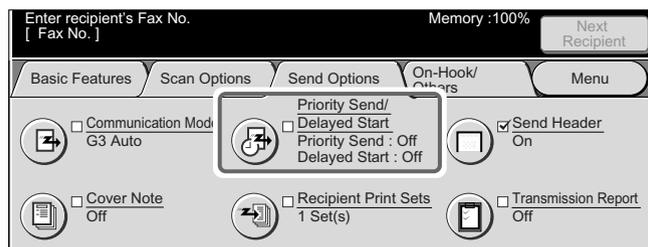
See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.

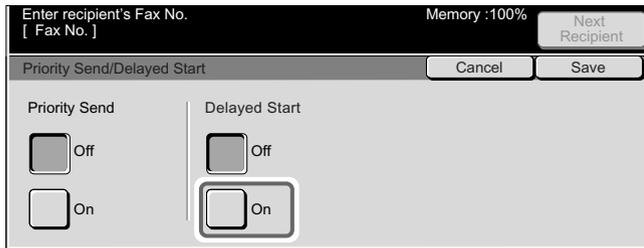


3 Select Priority Send/Delayed Start in the Send Options screen.



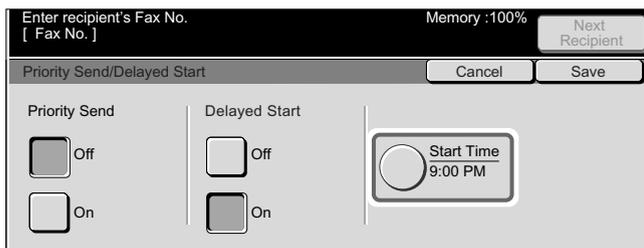
The Priority Send/Delayed Start screen is displayed.

4 Set Delayed Start to On.



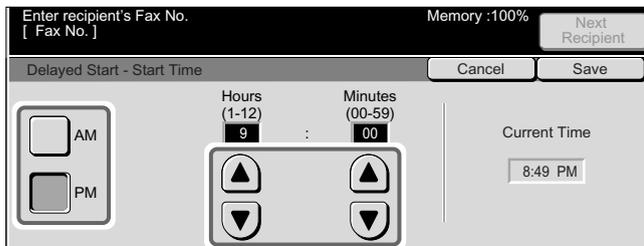
Start Time is indicated on the right side of the screen.

5 Select Start Time.



The Delayed Start - Start Time screen is displayed.

6 Select AM or PM and enter the Hours and Minutes with ▲ ▼.



Note

When the 24-hour clock is used the AM button and the PM button are not displayed.

7 Select Save repeatedly until the Fax screen is displayed.

8 Dial a remote party, then press **Start**.

Scanning and transmission begins.

LOOK

When pressing the Start button after the specified time, the stored document will be transmitted at the specified time the next day.

See

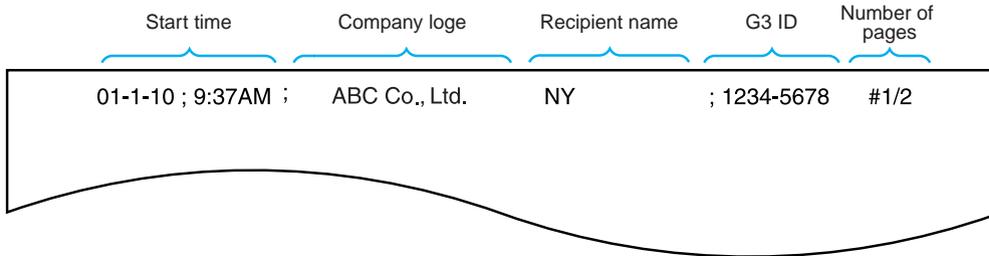
- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

8.9

Transmitting Documents With Brief Information (Send Header)

Send Header means that the machine automatically adds start of transmission, sender name, recipient, G3 ID and number of pages on the documents transmitted.

This enables the receiver to confirm when and from whom the fax was sent.



LOOK

The Send Header is printed at the top edge of the document, so that about three to five millimeter area at the top edge of each page may be deleted at the remote machine.

Note

- If the document is resent, "Resend" is printed at the left of date and time indication.
- If this feature is set to On in broadcasting, the Send Header is attached to all the receivers.
- Start of transmission is printed in the format set on the machine (12 or 24-hour clock).
- For details on Send Header, G3 ID, see "9.2 Entering Local Terminal Information" (P. 145).
- The field of the remote name is blank if the name is not programmed into an Address Number.
- The Send Header default value can be changed in the System Administration Mode. For details on how to change this default value, see "9.8.6 Feature Defaults" (P. 188). The default factory setting is On.

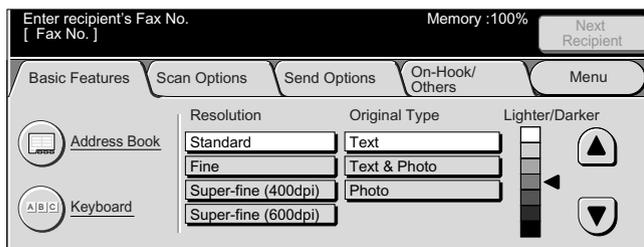
Procedure

1 Load documents.

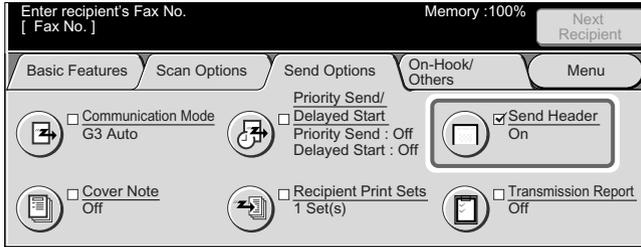
See

"2.2 Loading Documents" (P. 14)

2 Display the Fax screen.

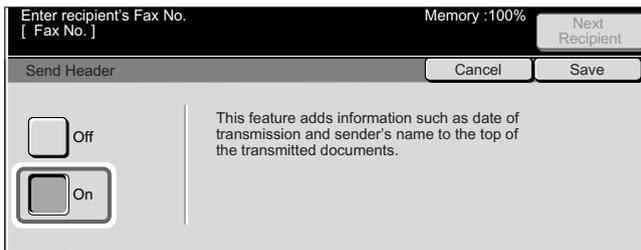


3 Select **Send Header** in the Send Options screen.



The Send Header screen is displayed.

4 Select **On**.



5 Select **Save**.

6 Dial a remote party, then press **Start**.

Scanning and transmission begins.

See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

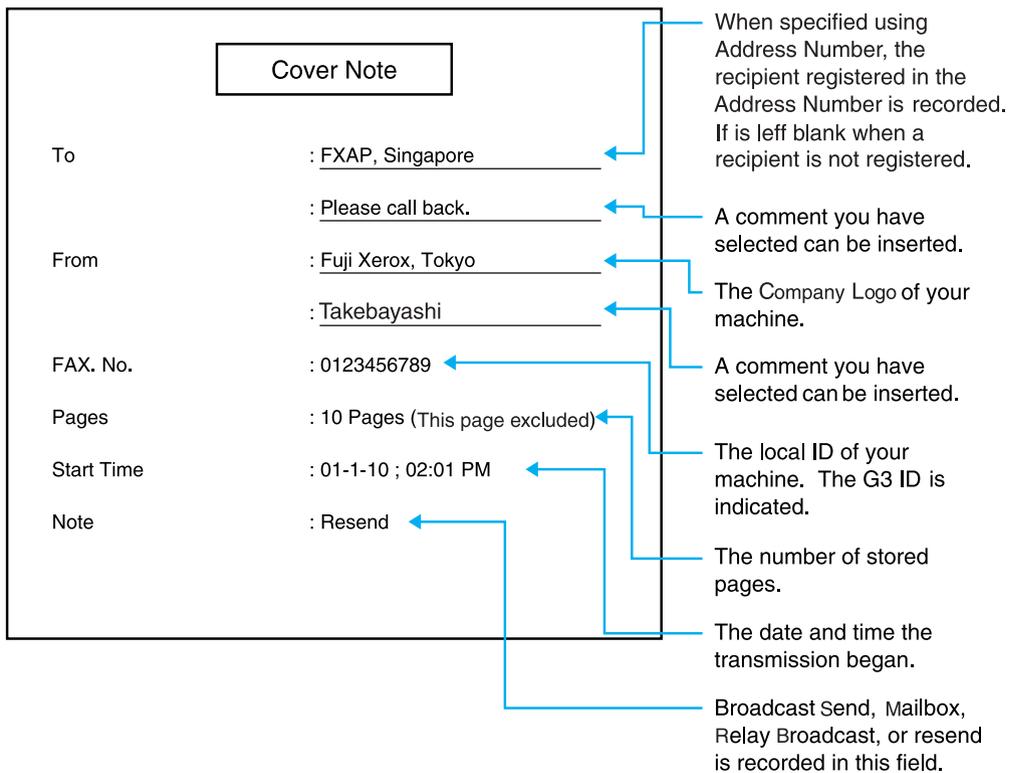
8.10 Transmitting Documents With a Cover Page (Cover Note)

The machine provides a Cover Note that is printed at the remote machine before printing the transmitted documents.

It includes remote name, comment, sender name, fax number of this machine, the number of transmitted pages, date, and note.

Note

- A Cover Note can be individually set for each Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150).
- When Send Header is set to On, the Send Header is not printed on the Cover Note.
- You cannot use the Cover Note feature, if you broadcast a document using the numeric keypad. If necessary, program the Cover Note into the Address Number.
- The size and resolution of the Cover Note is the same as the first page of the documents.
- Comments must be entered beforehand. For details on how to enter comments, see “9.5 Setting a Comment” (P. 171).



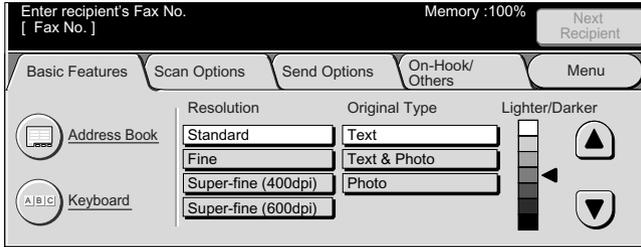
Procedure

- 1 Load documents.

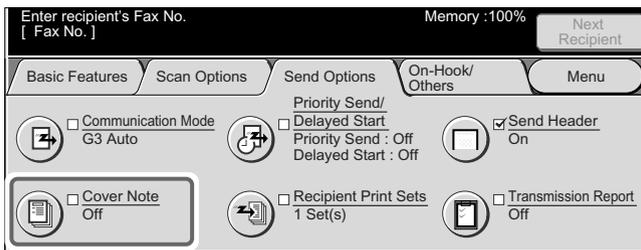
See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.



3 Select **Cover Note** in the Send Options screen.

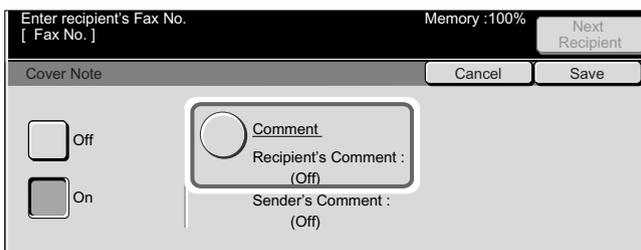


The Cover Note screen is displayed.

4 Select **On**.

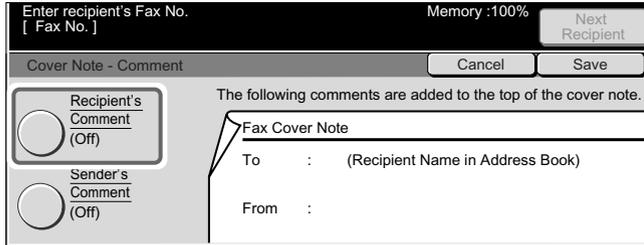


5 Select **Comment** to enter a comment in the Cover Note.



The Cover Note - Comment screen is displayed.

6 Select Recipient's Comment.



The Cover Note - Comment - Recipient's Comment screen is displayed.

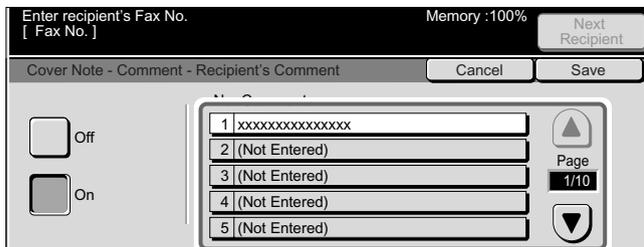
7 Select On.



Registered comments appear at the right side of the screen.

8 Select a comment from No. Comment.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.



To add a Sender's comment, select Save and repeat steps 6 to 8.

9 Select **Save** repeatedly until the Fax screen is displayed.

10 Dial a remote party, then press **Start**.

Scanning and transmission begins.



- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

8.11 Remote Copy (Recipient Print Sets)

This function allows you to transmit documents and print multiple copies of the document at the remote machine.

See

For details on which machines are provided with the recipient print sets function, see “Appendix E Models Providing Relay Broadcast and Recipient Print Set Function” (P. 305).

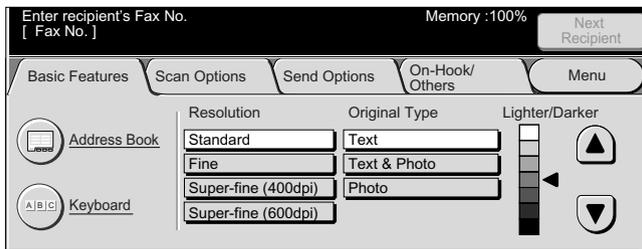
Procedure

- 1 Load documents.

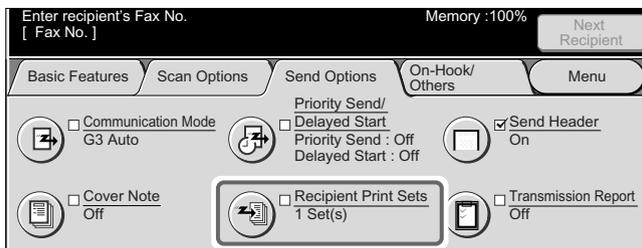
See

“2.2 Loading Documents” (P. 14)

- 2 Display the Fax screen.



- 3 Select **Recipient Print Sets** in the Send Options screen.

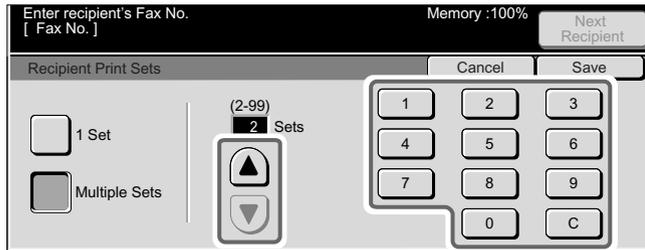


The Recipient Print Sets screen is displayed.

- 4 Select **Multiple Sets**.



5 Select ▲ ▼ or use the numeric keypad to specify number of print sets.



Note

Setting in the range 2 to 99 can be made in one account increments.

6 Select **Save**.

7 Dial a remote party, then press **Start**.

Scanning and transmission begins.

See

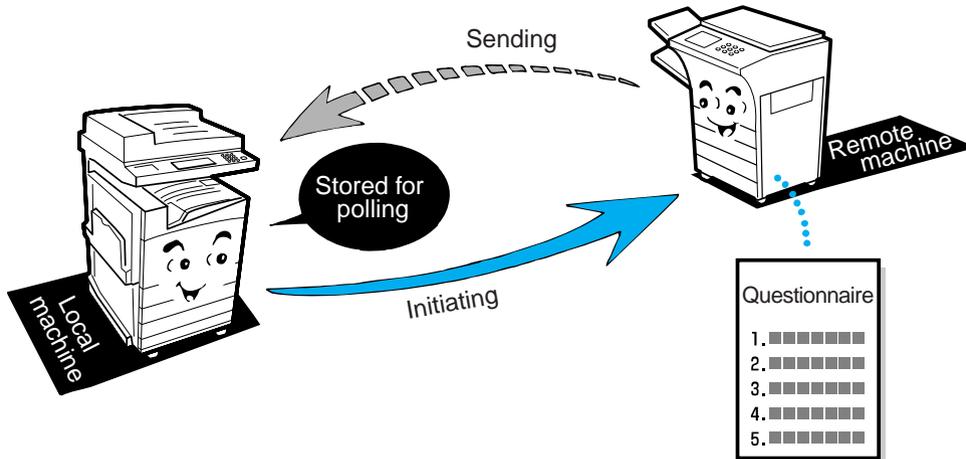
- *For details on how to dial a number, see “3.4 Dialing” (P. 27).*
- *For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).*

8.12 Preparing to Be Polled (Store for Polling)

You can store documents in a polling box to allow a remote machine to poll your machine. This process is known as Store for Polling.

See

The machine can be automatically set to delete polled documents after transmission. For details on setting this default value, see “9.8.7 Fax Control” (P. 192).



8.12.1 Store the Document to Be Polled

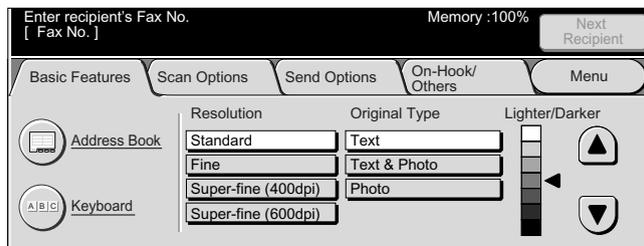
Procedure

- 1 Load documents.

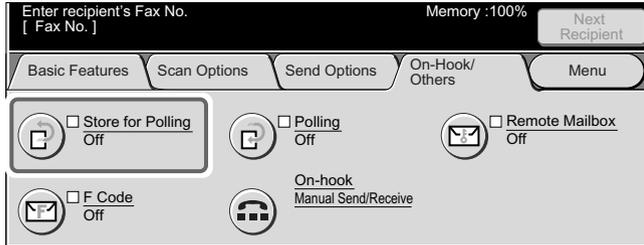
See

“2.2 Loading Documents” (P. 14)

- 2 Display the Fax screen.



3 Select **Store for Polling** in the On-Hook/Others screen.



The Store for Polling screen is displayed.

4 Select **Public Mailbox**.



5 Select **Save**.

6 Press **Start**.

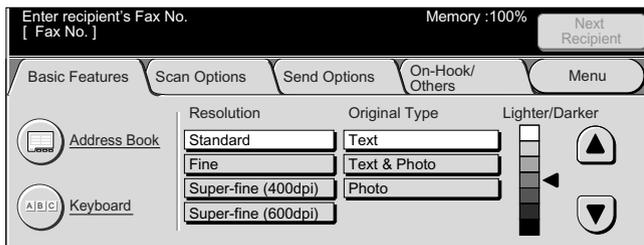
The document to be polled is stored in the Public Mailbox.

8.12.2 Checking Documents to Be Polled

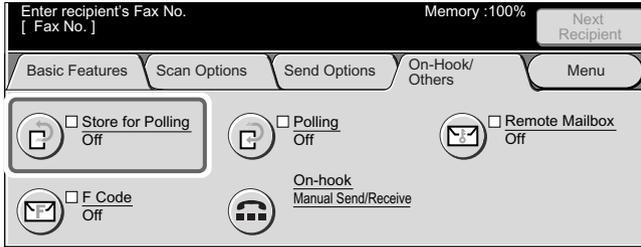
This function allows you to check documents stored for polling as well as print and delete them.

Procedure

1 Display the Fax screen.



2 Select **Store for Polling** in the On-Hook/Others screen.

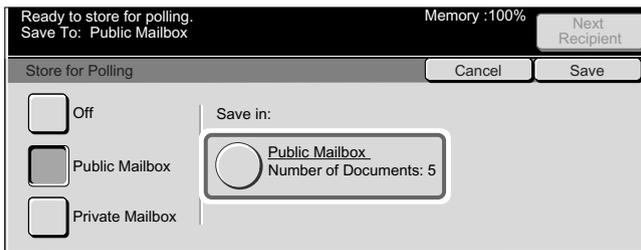


The Store for Polling screen is displayed.

3 Select **Public Mailbox**.



4 Select **Public Mailbox** in Save in.



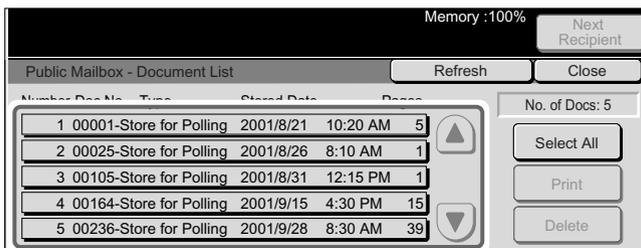
The Public Mailbox - Document List screen is displayed.

5 Select a document.

■When checking a document

Check the document.

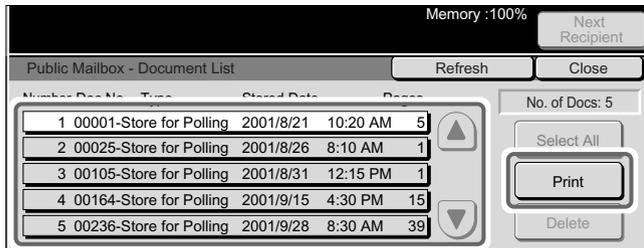
Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.



■ When printing a document

Select a document to be printed and select **Print**.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. When the Select All button is selected, all documents in the public Mailbox are selected. You can select either one document or all documents.

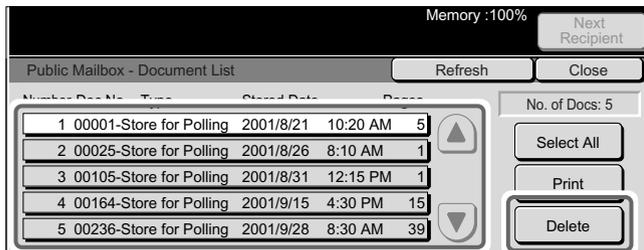


The selected document is printed.

■ When deleting a document

- ① Select a document to be deleted and select **Delete**.

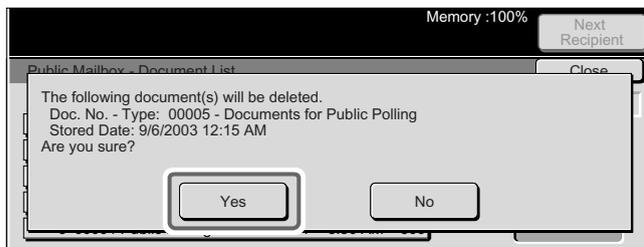
Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. When the Select All button is selected, all documents in the public Mailbox are selected. You can select either one document or all documents.



A confirmation screen is displayed.

- ② Check screen information and select **Yes**.

Select the No button to return to step 1.



- 6 Select **Close** repeatedly until the Fax screen is displayed.

8.13 Retrieving a Document From Remote Machine(s) (Polling)

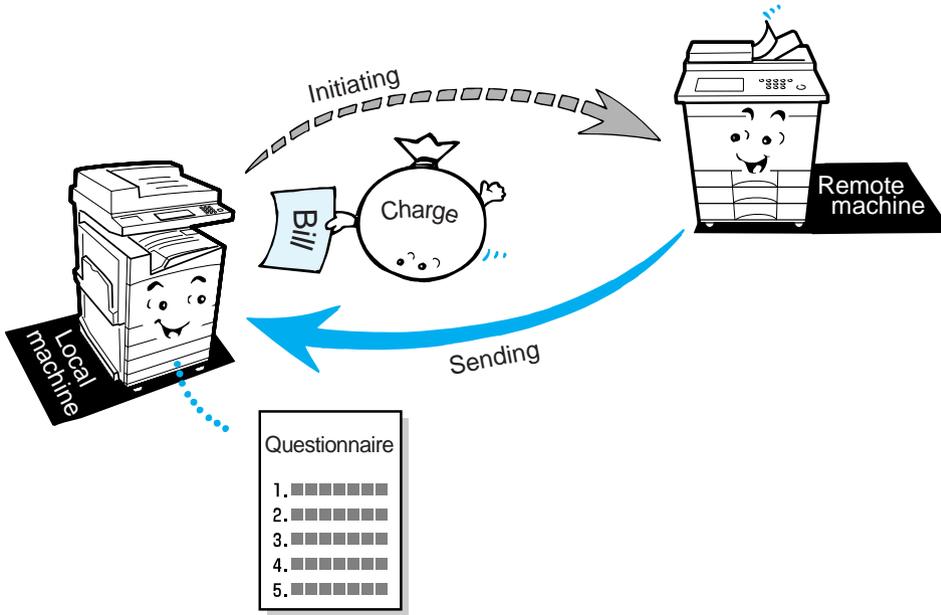
Polling is a function that allows your machine to retrieve a document stored on remote terminal. You will be billed for the transmission fee.

You can also poll several machines. This process is known as Multi-Polling.

This function is available when using the Facsimile Service.

Note

- Depending on the remote machine, the Polling feature may be unavailable.
- When you combine the Delayed Start feature with Polling in the Send Options screen, you can retrieve a document at a set time. This process is known as delayed polling.

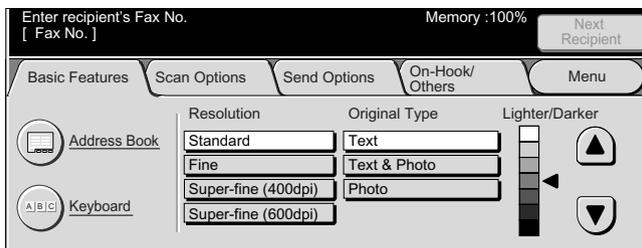


See

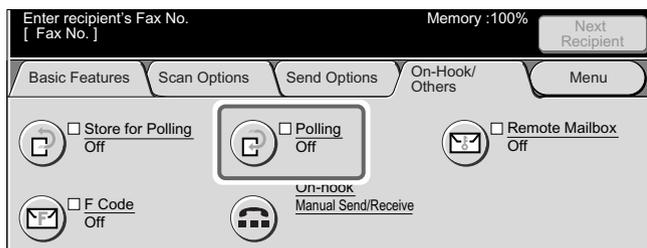
For details on the Facsimile Service, see Facsimile Service System in the “Appendix C Facsimile Service System” (P. 300).

Procedure

- 1 Display the Fax screen.

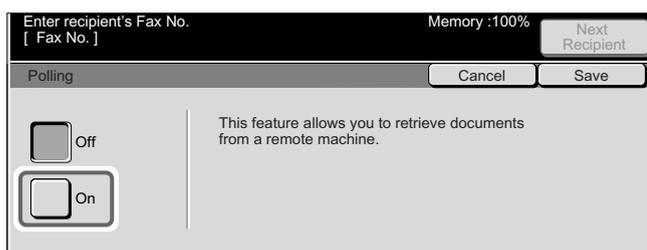


2 Select **Polling** in the On-Hook/Others screen.



The Polling screen is displayed.

3 Select **On**.



4 Select **Save**.

5 Dial a remote party, then press **Start**.

Note

To use Multi-Polling, dial multiple telephone numbers.

The stored document is transmitted to the other parties.

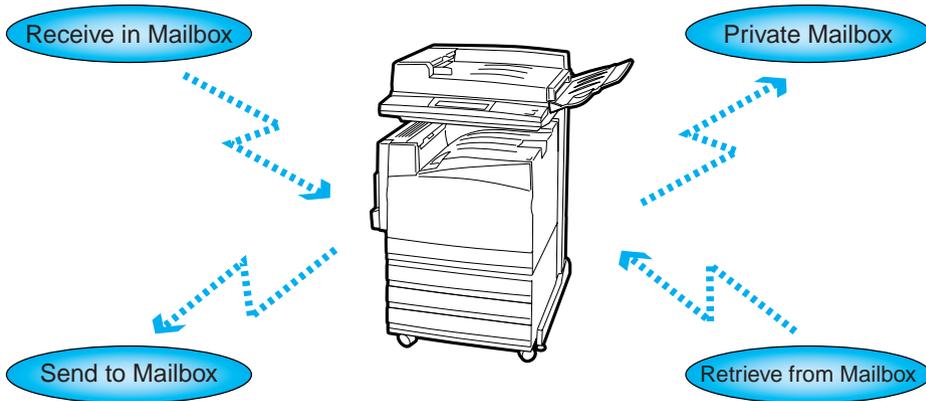
See

- For details on how to dial a number, see "3.4 Dialing" (P. 27).
- For details on how to confirm and cancel the transmission of a document, see "Chapter 5 Confirming and Canceling a Communication" (P. 61).

8.14 Using the Mailbox Feature (Remote Mailbox/Retrieve from Mailbox)

The machine can send/receive a confidential document through mailboxes on your machine and the remote machines.

There are the following Remote Mailbox features:



●●● Send to Mailbox

Allows your machine to store a document in the mailbox of a remote fax terminal to enable output by the remote terminal.

●●● Receive in Mailbox

Stores a received document in the mailbox of this machine. The document can be printed on this machine.

●●● Retrieve from Mailbox

Retrieves a document stored in a mailbox on the remote terminal. Your machine can print it out.

●●● Private Mailbox

Stores a document into a mailbox on your machine. The document can be retrieved by a remote party.

Before performing a Send to Mailbox or Retrieve from Mailbox operation, a mailbox must exist on the remote machine. Similarly before performing a Receive in Mailbox or Private Mailbox operation, a mailbox must exist on your machine.

A document stored for polling can be retrieved by another party who enters the required password.

See

For details on how to register a Mailbox, see "9.6 Creating a Mailbox" (P. 173).

There are two methods for the Send to Mailbox and Retrieve from Mailbox operations:

●●● Fax signal method

Unique signal method only for machines that have the Remote Mailbox feature. The G3 mode is available.

●●● DTMF method

G3 facsimiles that allow Manual Send or Manual Receive provide the Remote Mailbox and Retrieve from Mailbox features.

●●● F Code method

Remote Mailbox and Retrieve From Mailbox can be used among types of machines that have the F Code function. The G3 mode is available.

8.14.1 Send to Mailbox (Fax Signal Method)

Use one of the two following methods to perform a Send to Mailbox operation: To perform a remote mailbox operation, you must know the mailbox number of the remote machine.

- Select the Remote Mailbox feature in the On-Hook/Others screen.
- Register the remote mailbox in an Address Number and use the Address Numbers.

 See

For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150).

This section describes how to perform a Remote Mailbox operation in the On-Hook/Others screen.

For details on how to dial a number, see “3.4 Dialing” (P. 27).

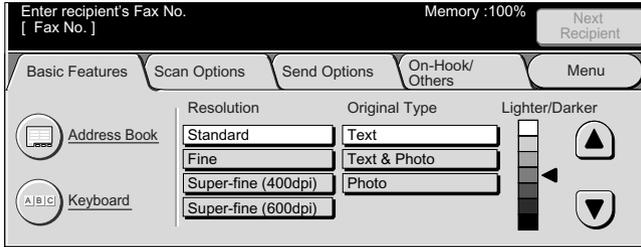
Procedure

- 1** Load documents.

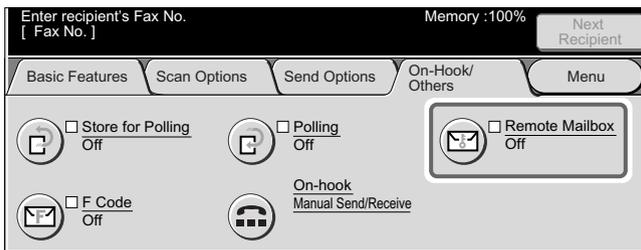
 See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.



3 Select **Remote Mailbox** in the On-Hook/Others screen.

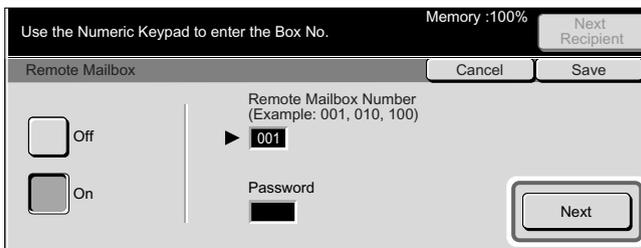


The Remote Mailbox screen is displayed.

4 Select **On**.



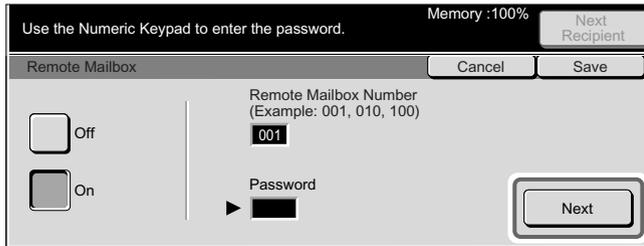
5 Enter the **Remote Mailbox Number** of the other party using the numeric keypad and select **Next**.



▶ is displayed to the left of the Password.

6 Use the numeric keypad to enter the Password and select **Next**.

If a password has not been programmed, you do not need to use one. Then select the Next button without entering a password.



7 Select **Save**.

8 Dial a remote party, then press **Start**.

Scanning and transmission begins.

See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

8.14.2 Send to Mailbox (DTMF Method)

To perform this operation, you must know the mailbox number of the remote machine.

Note

This refers to the mailbox number programmed on the remote machine.

There are two methods of sending to mailbox by DTMP as follows:

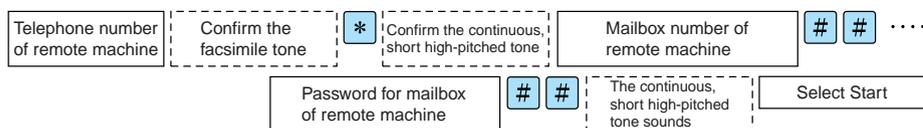
●●● **Sending to mailbox automatically**

The dialing format is as follows.



●●● **Sending to mailbox manually**

The dialing format is as follows.



Note

- You can transmit to any machine that supports our DTMF system.
- The above dialing format can be registered in Address Number to enable dialing using an Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150).

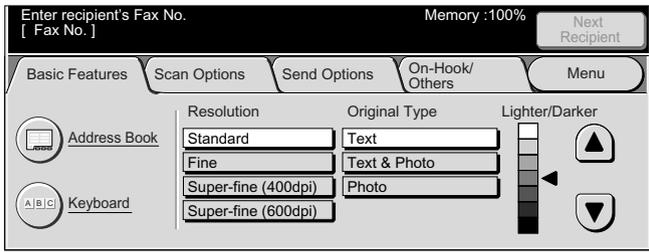
Procedure

1 Load documents.

See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.



3 Select **Keyboard** to display the keyboard on the touch panel display and enter the following format.

Telephone number of remote machine [! * \$] Mailbox number of remote machine [# #] Password for mailbox of remote machine [# # \$]

Note

- Use the keyboard on the touch panel display to enter symbols like “!” or “*”. For details on how to enter symbols, see “1.5 Entering Text” (P. 8).
- Input the password when required.

4 Press **Start**.

Scanning and transmission begins.

8.14.3 Send to Mailbox (F Code Method)

When the other party's mailbox has been set, you can transmit to the mailbox from this machine by setting the F Code (sub-address) and the necessary passwords.

Check the F Code (sub-address) and passwords of the other party in advance.

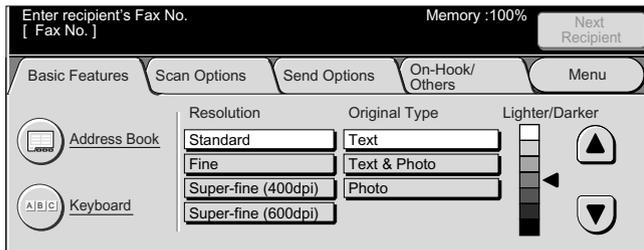
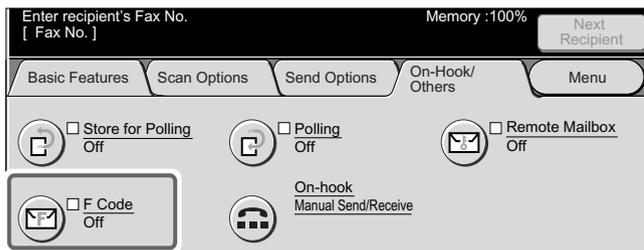
- F Code (sub-address) : 0 (Display F Code transmission) and the mailbox number of this machine.
- Password (when necessary) : Password of the mailbox number of this machine.

Note

When transmitting to mailboxes on this kind of machine, we recommend using the fax signal method.

Procedure**1** Load documents**See**

See “2.2 Loading Documents” (P. 14)

2 Display the Fax screen.**3** Select **F Code** on the On-Hook/Others screen.

The F Code screen is displayed.

4 Select **On**.

5 Enter the F Code with the numeric keypad, and select **Next**.



Example: F Code: 0123 (when the mailbox number is 123)

On the left side of Password, ► is displayed.

Note

You can enter up to 20 digits for an F Code.

6 If necessary, enter the password on the numeric keypad then select **Next**.



Note

You can enter up to 20 digits for a password.

7 Select **Save**.

8 Specify the destination and press **start**.

Scanning and transmission begins.

See

- For details on how to dial a number, see “3.4 Dialing” (P. 27)
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

8.14.4 Receive in Mailbox

Documents received using Receive in Mailbox are stored in the mailbox. When a document is received in a mailbox, the Job in Memory indicator lights and a Mailbox Documents Report is printed. The Mailbox Documents Report includes the mailbox number and name.

Note

- *Receive in Mailbox in DTMF method is possible with this machine, but the only signals that can be received are numerals, *, and #.*
- *It may be possible to automatically print a document received using Receive in Mailbox depending on mailbox settings. For details on how to register a Mailbox, see “9.6 Creating a Mailbox” (P. 173).*
- *Depending on the report print settings, the Mailbox Documents Report will not be printed in some cases, even for Receive in Mailbox. For details on how on the report print setting, see “9.8.4 Reports” (P. 184).*

See

- *For details on the Mailbox Documents Report, see “10.11 Mailbox Documents Report” (P. 226).*
- *For details on how to print out documents received using Receive in Mailbox, see “8.16 Checking/Printing/Deleting Documents in Mailbox” (P. 136).*

8.14.5 Retrieve From Mailbox (Fax Signal Method)

Use one of the following two methods to perform Retrieve from Mailbox using Fax signals. For Retrieve from Mailbox, the password and the mailbox number for the remote machine are required.

- Select the Polling button and the Remote Mailbox button in the On-Hook/Others screen.
- Register the remote mailbox in an Address Number and use the Address Numbers.

See

For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150).

This section describes Retrieve from Mailbox methods specified in Polling and Remote Mailbox in the On-Hook/Others screen.

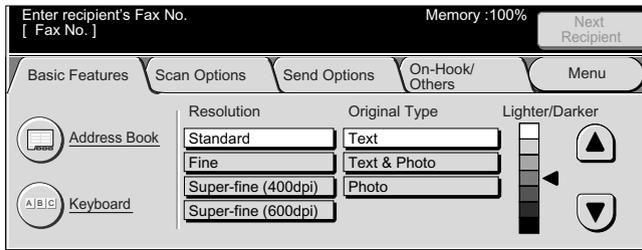
For details on how to dial a number, see “3.4 Dialing” (P. 27).

LOOK

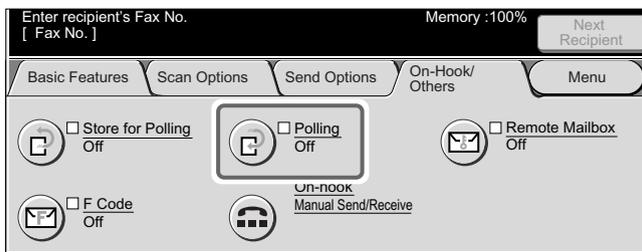
You cannot retrieve documents from multiple mailboxes by one polling.

Procedure

1 Display the Fax screen.



2 Select **Polling** in the On-Hook/Others screen.

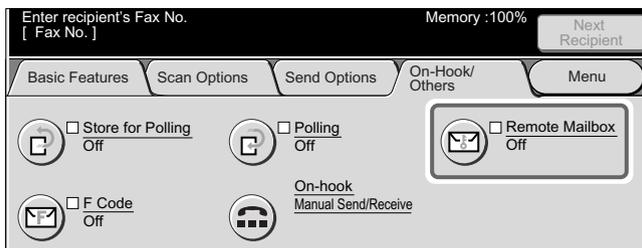


The Polling screen is displayed.

3 Select On and **Save**.



4 Select **Remote Mailbox** in the On-Hook/Others screen.

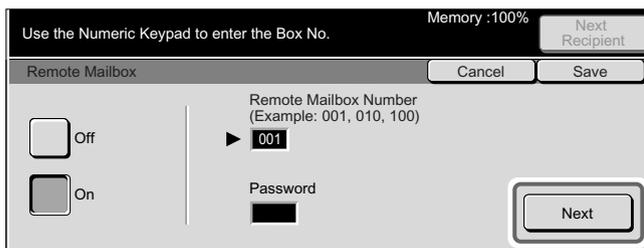


The Remote Mailbox screen is displayed.

5 Select **On**.



6 Enter the Remote Mailbox Number of the other party using the numeric keypad and select **Next**.



► is displayed to the left of the Password.

7 Use the numeric keypad to enter the Password and select **Next**.

If a password has not been programmed, you do not need to use one. Then select the Next button without entering a password.



8 Select **Save**.

9 Dial a remote party, then press **Start**.

Retrieve from Mailbox starts.

See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

8.14.6 Retrieve From Mailbox (DTMF Method)

For Retrieve from Mailbox, the password and the mailbox number for the remote machine are required.

Note

You cannot retrieve documents from multiple mailboxes by one polling.

There are two methods of polling from mailbox by DTMP as follows:

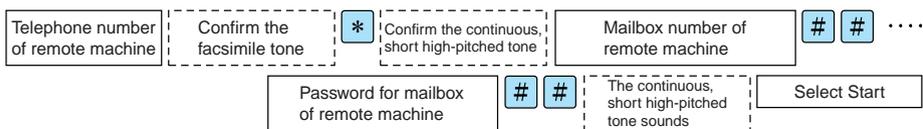
●●● Polling from mailbox automatically

The dialing format is as follows.



●●● Polling from mailbox manually

The dialing format is as follows.

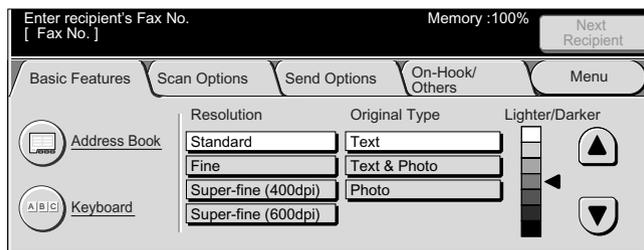


Note

- This method is available for transmission only between machines of this model.
- The above dialing format can be registered in Address Number to enable a Retrieve from Mailbox operation using an Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 150).

Procedure

1 Display the Fax screen.



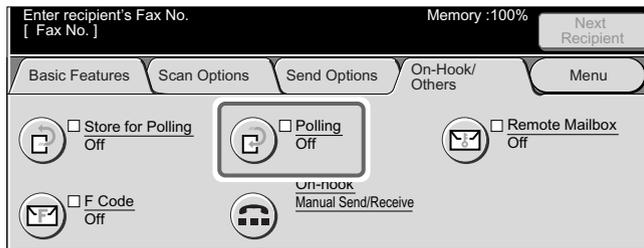
- 2** Select **Keyboard** to display the keyboard on the touch panel and enter the following format.

Telephone number of remote machine [!] [*] [\$] Mailbox number of remote machine [*] [*] [\] Password for mailbox of remote machine [\] [#] [#] [\$]

LOOK

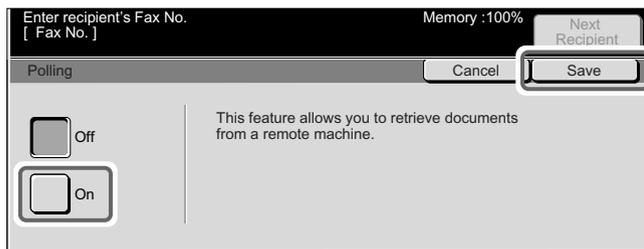
- Use the keyboard on the touch panel display to enter symbols like “!” or “*”. For details on how to enter symbols, see “1.5 Entering Text” (P. 8).
- Input the password when required.

- 3** Select **Polling** in the On-Hook/Others screen.



The Polling screen is displayed.

- 4** Select On and **Save**.



- 5** Press **Start**.

Retrieve from Mailbox starts.

8.14.7 Retrieve From mailbox (F Code Method)

When the other party's mailbox has been set, you can retrieve items from the mailbox by setting the F Code (sub-address) and the necessary passwords.

When this machine retrieves items from the mailbox, check the F Code (sub-address) and the password in advance.

Further, when retrieving items from the mailbox for this machine, transmit the following information to the other party.

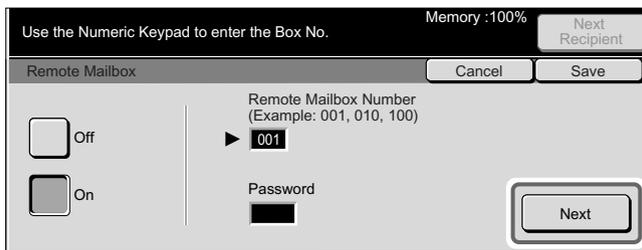
- F Code (sub-address) : 0 (Display F Code transmission) and the mailbox where mail collects
- Password (when necessary) : Password of the mailbox where mail collects.

Note

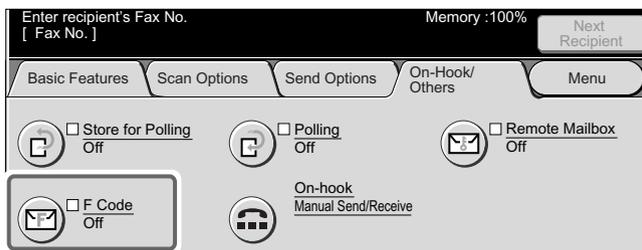
When retrieving mail with this kind of machine, we recommend using the fax signal method.

Procedure

- 1 Display the Fax screen.



- 2 Select **F Code** on the On-Hook/Others screen.



The F Code screen is displayed.

3 Select **On**.

4 Enter the F Code with the numeric keypad, and select **Next**.

Example: F Code: 0123 (when the mailbox number is 123)

On the left side of Password, ► is displayed.

Note

You can enter up to 20 digits for an F Code.

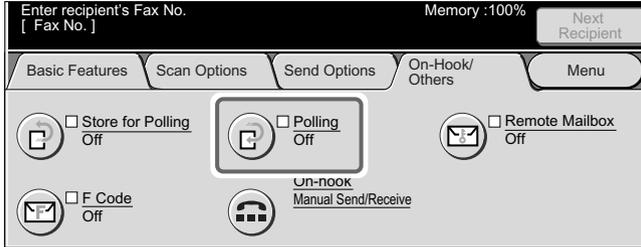
5 If necessary, enter the password on the numeric keypad then select **Next**.

Note

You can enter up to 20 digits for a password.

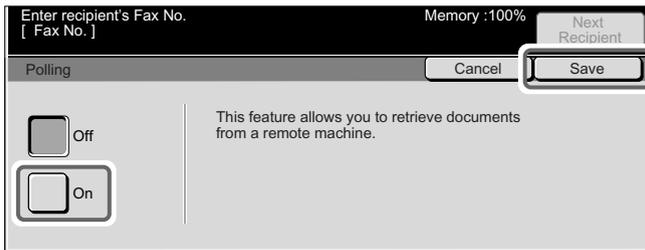
6 Select **Save**.

7 Select **Polling** on the On-Hook/Others screen.



The Polling screen is displayed.

8 Select **On**, and then select **Save**.



9 Specify the destination and press **Start**.

Scanning and transmission begins.

See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).

8.14.8 Private Mailbox

The Private Mailbox feature allows you to store a document in the mailbox on your machine.

Note

You can also check, print and delete documents processed by the Private Mailbox feature. For details on operating procedures, see “8.16 Checking/Printing/Deleting Documents in Mailbox” (P. 136).

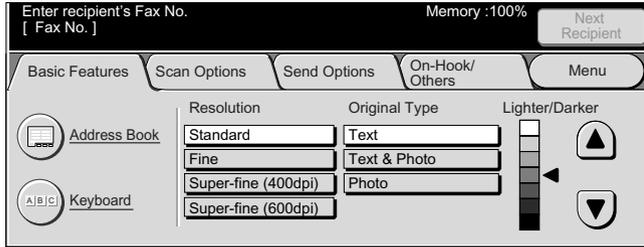
Procedure

1 Load documents.

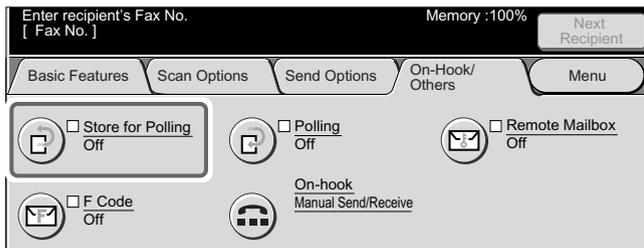
See

“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.



3 Select **Store for Polling** in the On-Hook/Others screen.



The Store for Polling screen is displayed.

4 Select **Private Mailbox**.



Save in is indicated on the right side of the screen.

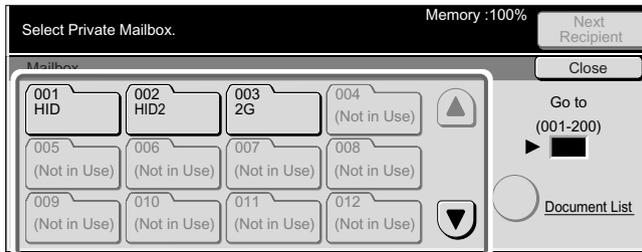
5 Select **Private Mailbox** in Save in.



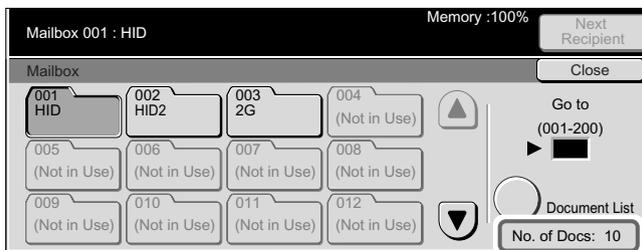
The Mailbox screen is displayed.

6 Select the Private Mailbox to store the polling documents.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. You can directly access a Private Mailbox by entering a three-digit mailbox number in the Go to from the numeric keypad.



When a Private Mailbox is selected, and it contains documents, the number of stored documents is indicated in No. of Docs. in the lower right area of the screen.



Note

If a password entry screen appears, enter the password and select the Confirm button.

7 Select **Close** repeatedly until the Fax screen is displayed.

8 Press **Start**.

The mailbox documents stored for polling are stored in the specified Mailbox.

See

- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 61).
- You can also check, print and delete documents processed by the Private Mailbox feature. For details on operating procedures, see “8.16 Checking/Printing/Deleting Documents in Mailbox” (P. 136).



8.15 Sorting Received Documents Into Mailbox (Box Selector)

Received documents can be sorted and stored in specified Mailboxes according to the telephone number of the person who transmitted them (Sender's telephone number) or the line on which they were received.

To use the Box Selector function, you must register a method for sorting documents into Mailboxes and then activate the Box Selector function.

See

- A setting must be made in the System Administration Mode to activate the Box Selector function. For details on how to change this default value, see "9.8.7 Fax Control" (P. 192). The default factory setting is Off.
- For details on programming the box selector, see "9.7 Programming Sort to Mailbox (Box Selector Entry)" (P. 178).

8.15.1 Sorting by Incoming Line

Faxes can be sorted by incoming line (1, 2 and 4).

Note

US/Canada: Line 2 and 4 can be specified when an option is installed.

Europe: Line 1 only.

■ Programming example: Box selector by incoming line

No.	Incoming line	Mailbox No.
1	Line 1	011
2	Line 2	012
3	Line 4	030

No. 1 : Documents received on line 1 are stored in Box No. 11.

No. 2 : Documents received on line 2 are stored in Box No. 12.

No. 3 : Documents received on line 4 are stored in Box No. 30.

8.16 Checking/Printing/Deleting Documents in Mailbox

Documents stored in Mailboxes or Polling Boxes on this machine can be checked, printed and deleted.

See

- You can set the machine to automatically print out documents stored in Mailboxes. For details on how to make this setting, see “9.6 Creating a Mailbox” (P. 173).
- The Internet Services allow you to manipulate documents stored in the Mailboxes on the machine from your computer.

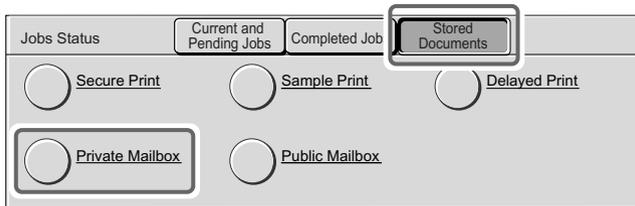
Procedure

1 Press Job Status.

The Job Status screen is displayed.

2 Select Stored Documents and select Private Mailbox.

Select the Public Mailbox button to manipulate a document stored for polling.



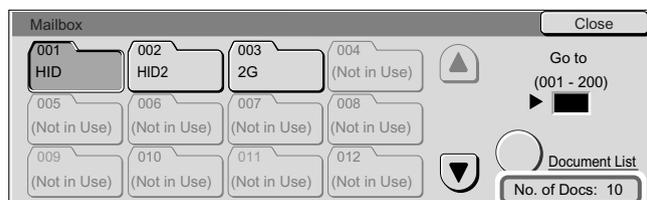
The Mailbox screen is displayed.

3 Select the Private Mailbox where documents are to be checked, printed or deleted.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. You can directly access a Mailbox by entering a three-digit mailbox number in the Go to with the numeric keypad.



When a Mailbox is selected, and it contains documents, the number of stored documents is indicated in No. of Docs. in the lower right area of the screen.



Note

If a password entry screen appears, enter the password and select the Confirm button.

4 Select Document List.



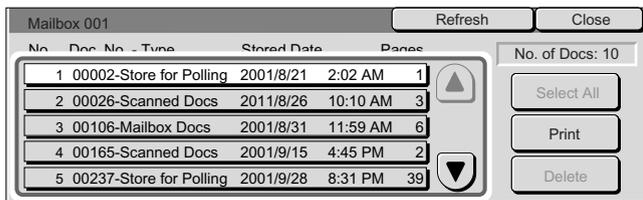
The Mailbox XXX screen is displayed (XXX indicates Mailbox number).

5 Select a document.

■When checking a document

Check the document.

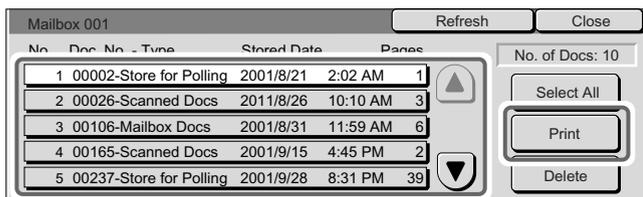
Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.



■When printing a document

① Select a document to be printed and select **Print**.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. When the Select All button is selected, all documents in the Mailbox are selected. You can select either one document or all documents.



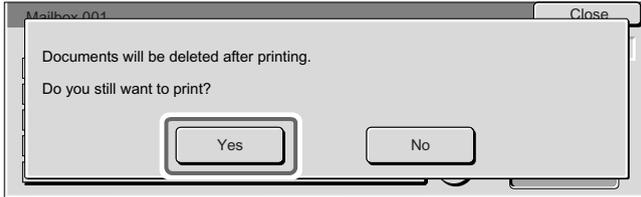
When Delete/Save Documents is set for a Mailbox, a confirmation screen is displayed when the Delete button is selected. Document printing starts when the Save button is selected.

Note

For details on how to register a Mailbox, see “9.6 Creating a Mailbox” (P. 173).

- ② Check screen information and select **Yes**.

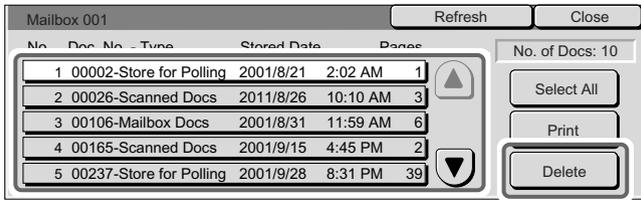
Select the No button to return to step 1.



■When deleting a document

- ① Select a document to be deleted and select **Delete**.

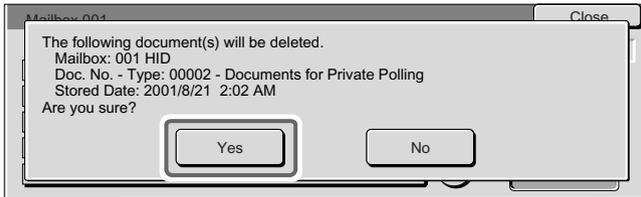
Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. When the Select All button is selected, all documents in the Mailbox are selected. You can select either one document or all documents.



A confirmation screen is displayed.

- ② Check screen information and select **Yes**.

Select the No button to return to step 1.



- 6 Select **Close** repeatedly until the Job Status screen is displayed.

8.17 Transmitting with F Code (F Code Transmitting)

Transmitting with F Code, the use of sub-addresses was standardized in T.30 (a transmission regulation) created by ITU-T, the transmission procedure set by a telecommunication advisory committee.

Various functions can be used with other companies that use F Code through transmission between equipment with the F Code function.

Note

- *It is necessary to check the F Code of the other party's machine in advance to use F Code method.*
- *You can set the F Code and password for each Address Number. For details on registering Address Numbers, see "9.3 Setting an Address Number" (P. 150).*

8.17.1 About F Code and Passwords

When using F Code transmission, use the F Code and password.

The F Code, called a sub-address by other companies, must be registered (entered).

Set the password whenever it is necessary.

8.17.2 Functions Used with F Code Transmission

You can use the following functions with F Code transmissions.

■Relay Broadcast Send/Remote Relay Broadcast Send

When this machine is an initiating station:

You can do Relay Broadcast Send if the F Code that has been set for the relay station and the necessary passwords are registered on this machine.

When this machine is a relay station:

You can do Relay Broadcast Send if the F Code that has been set for the initiating station and the necessary passwords are registered on this machine.

See

For details about Relay Broadcast Send see "4.2.4 F Code Method" (P. 49), and for details about remote Relay Broadcast Send, see "4.3.3 F Code Method" (P. 59).

■Send to Mailbox

You can send documents to a mailbox by setting the F Code and the necessary passwords when the other party's mailbox is set.

See

For details about sending to a mailbox, see "8.14.3 Send to Mailbox (F Code Method)" (P. 122).

■Receive in Mailbox

You can receive documents in this machine's mailbox from other parties by setting the F Code and necessary passwords.



For details about receiving to the mailbox, see “8.14.4 Receive in Mailbox” (P. 125)

■Retrieve from Mailbox

You can retrieve documents from a mailbox by setting the F Code and the necessary passwords when the other party's mailbox is set.



For details about retrieving from a mailbox, see “8.14.7 Retrieve From mailbox (F Code Method)” (P. 130).



Setting up System Administration Mode (Fax Functions)

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9.1 Overview of System Administration Mode (Fax Functions)

The System Administration Mode is used for changing machine default values, image quality and machine status.

Fax functions are set, entered or changed using the System Settings button and the Setup Menu button in the System Settings screen while in the System Administration Mode.



Machine functions are set to certain values (default values) at the factory before shipping. Some of these values can be changed by the customer. Customize frequently used functions so that you will not have to change them each time you use them. These functions return to the values (default values) in the System Administration Mode under the following conditions.

- When the power is turned on
- After recovery from the Power Saver Mode
- When the Clear All button is pressed
- After starting transmission

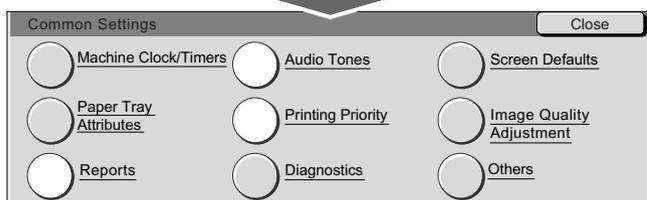
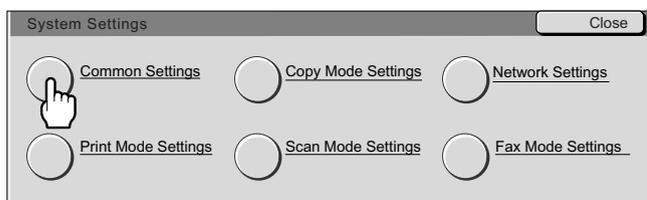
LOOK

The machine cannot receive documents in the System Administration Mode.

The items for the fax functions that can be set are listed below.

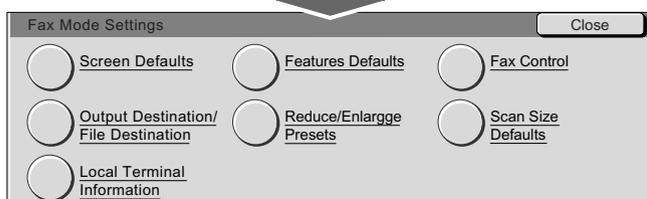
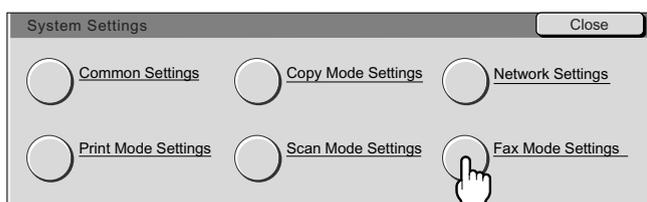
●●● System Settings

■ System settings consist of the following settings: Audio Tones, Printing Priority and Reports of Common Settings.



Item	Description	Selections
Audio Tones	Sets the line monitor volume and the ringing volume.	"9.8.2 Audio Tones" (P. 182)
Printing Priority	Sets the print priority of fax-received documents and mail using the Internet Fax (iFax) function.	"9.8.3 Printing Priority" (P. 183)
Reports	Sets print settings for fax function reports.	"9.8.4 Reports" (P. 184)

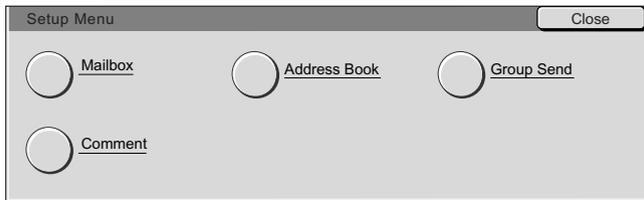
■ Fax Mode Settings





Item	Description	Selection
Screen Defaults	Sets Fax screen settings.	"9.8.5 Screen Defaults" (P. 186)"
Features Defaults	Sets the fax feature defaults.	"9.8.6 Feature Defaults" (P. 188)
Fax Control	Sets fax transmission control.	"9.8.7 Fax Control" (P. 192)
Output Destination/File Destination	Determines received doc - file destination settings. The following settings can be made.	
	<ul style="list-style-type: none"> File Destination-line setup 	"9.7 Programming Sort to Mailbox (Box Selector Entry)" (P. 178)
	<ul style="list-style-type: none"> Output Destination-Line Setup 	"9.8.8 Output Destination-Line Setup" (P. 199)
Reduce/Enlarge Presets	Select the ratio displayed in Reduce/Enlarge in the Scan Options screen.	"9.8.9 Reduce/Enlarge Presets" (P. 200)
Scan Size Defaults	Select the size displayed in Scan Size in the Scan Options screen.	"9.8.10 Setting Scan Size Defaults" (P. 201)
Local Terminal Information	Sets the local name and company logo and other local terminal information.	"9.2 Entering Local Terminal Information" (P. 145)

••• Setup Menu



Item	Description	Selection
Mailbox	A mailbox must exist before you store or receive a document from a remote party into a mailbox, or use the Box Selector feature.	"9.6 Creating a Mailbox" (P. 173)
Address Book	Enters Address Numbers.	"9.3 Setting an Address Number" (P. 150)
Group Send	Enters multiple Address Number recipients and creates groups.	"9.4 Setting a Group Dial" (P. 169)
Comment	You can program comments for use on a Cover Note.	"9.5 Setting a Comment" (P. 171)

9.2

Entering Local Terminal Information

This section describes how to enter and change local terminal information. The items that can be entered and changed are listed below.

Item	Description	Default value
Local Name	<p>Program the local machine with the local terminal name. When sending a fax the local name is displayed on the remote machine and recorded in the Activity Report of that machine.</p> <p>Note: The remote machine must support this feature to work.</p> <p>Note <i>Up to 20 alphanumeric characters and symbols can be used in the local name.</i></p>	Not Entered
Company Logo	<p>Program the Send Header text information e.g. name of sender's business. This is printed on the Cover Note or on the first line of the transmitted document(s) in the Send Header.</p> <p>Note <i>The Company Logo can contain up to 30 characters.</i></p>	Not Entered
G3 Fax ID (fax number)	<p>Program the telephone number of the local machine. This is printed on the Cover Note or the first line in the Send Header.</p> <p>Note <i>The G3 ID (fax number) can be up to 20 digits long and contain 0 to 9, + and spaces.</i></p>	Not Entered
G3 Dial Type	You can select the following dial types: Tone (tone dial), and 10 pps (pulse dial).	Tone

Note

- For details on how to enter symbols, see “1.5 Entering Text” (P. 8).
- For each additional G3 kit, up to three G3 communication lines are available, enter your Fax ID and Dial Type.
- A G3 ID (fax number) and G3 Dial Type can be set for each line type. If you wish to specify a telephone line to transmit a document, see “3.2 Transmitting by a Specified Telephone Line” (P. 23).

Machine Password	<p>Set the Machine Password when you would like to screen or limit the remote machines that can send a fax to your machine. Please note that it will not be possible to receive faxes from machines without F-code functionality, if a Machine Password is set.</p> <p>Note: The Password should be within 20 digits; 0 - 9, and # can be used.</p> <p>Note: For details on how to send to a machine with a Machine Password set, see section 3.7 Sending to a Machine that has a Machine Password set.</p>
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9.2.1 How to Enter and Change

Procedure

1 Press **Password/System Settings**.

The System Setting screen or System Administrator - Password Entry screen is displayed.

Note

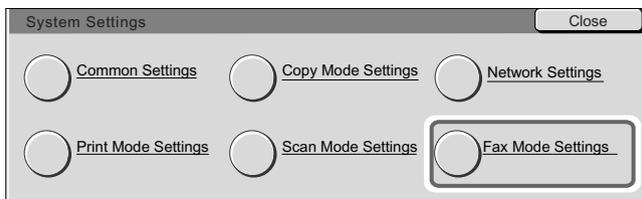
- The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen. The System Settings screen appears when System Settings is selected after entering a password.

2 Select **System Settings**.



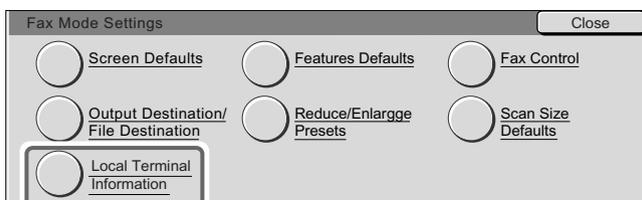
The System Settings screen is displayed.

3 Select **Fax Mode Settings**.



The Fax Mode Settings screen is displayed.

4 Select **Local Terminal Information**.



The Local Terminal Information screen is displayed.

5 Select the items to register and select **Change Settings**.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.

Local Terminal Information		Close
Items	Current Settings	
1. Local Name	(Not Set)	▲
2. Company Logo	(Not Set)	
3. Machine Password	(Not Set)	▼ 1/3
4. G3 Line 0 (Ext.) - Fax ID	(Not Set)	
5. G3 Line 0 (Ext.) - Dial Type	Tone	▼

Change Settings

Local Terminal Information		Close
Items	Current Settings	
6. G3 Line 0 (Ext.) - Line Type	PSTN	▲
7. G3 Line 1- Fax ID	(Not Entered)	
8. G3 Line 1- Dial Type	10pps	▼ 2/3
9. G3 Line 1- Line Type	PSTN	
10. G3 Line 2- Fax ID	(Not Entered)	▼

Change Settings

Local Terminal Information		Close
Items	Current Settings	
11. G3 Line 1- Dial Type	PB	▲
12. G3 Line 2- Line Type	PSTN	
13. G3 Line 4- Fax ID	(Not Set)	▼ 3/3
11. G3 Line 4- Dial Type	Tone	
11. G3 Line 4- Fax ID	PSTN	▼

Change Settings

Note

Line 2 and 4 can be specified when an option is installed.

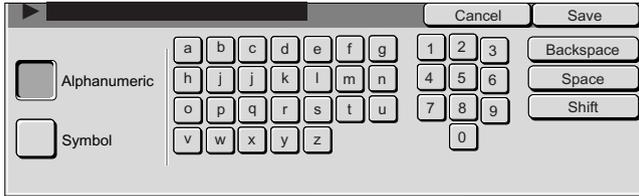
■ 1. Local Name

- ① Use the keyboard on the screen and the numeric keypad to enter a local name of up to 20 characters, and select **Save**.

		Cancel	Save
<input type="checkbox"/> Alphanumeric	a b c d e f g	1 2 3	Backspace
	h i j k l m n	4 5 6	Space
<input type="checkbox"/> Symbol	o p q r s t u	7 8 9	Shift
	v w x y z	0	

■ 2. Company Logo

- ① Use the keyboard on the screen and the numeric keypad to enter a sender's name of up to 30 characters, and select **Save**.



■ 3. Machine Password

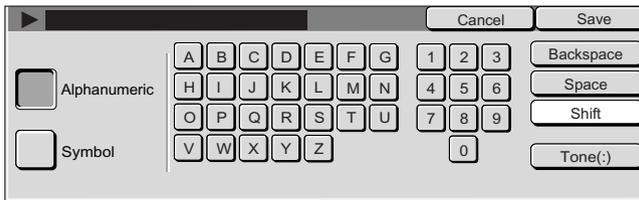
- ① Use the keyboard on the screen and the numeric keypad to enter a machine password of up to 20 digits, and select **Save**.



Select the line to be used as shown below. Line 1 will be used in the description.

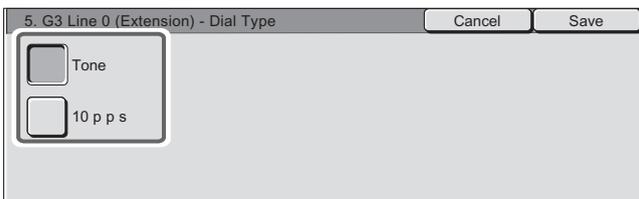
■ 4. G3 Line 1 - Fax ID

- ① Use the keyboard on the screen and the numeric keypad to enter a fax number of up to 20 digits, and select **Save**.



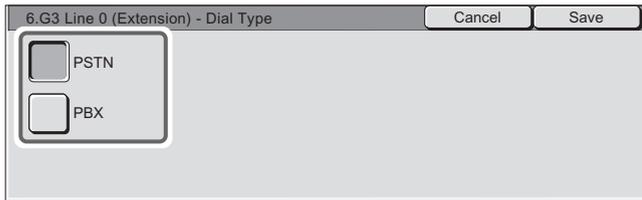
■ 5. G3 Line 1 - Dial Type

- ① Select Tone or 10pps and select **Save**.



■ 6. G3 Line 1 - Line Type

- ① Select **PSTN** and select **Save**.



- 6** When all settings are completed, select **Close** repeatedly until the System Settings screen is displayed.

- 7** Select **Exit**.

The machine is restarted and the screen displayed prior to operations appears.

9.3

Setting an Address Number

This section describes how to enter and change Address Number.

You can program frequently used facsimile numbers and recipients of the Internet Fax (iFAX) function into Address Numbers. Telephone numbers in Address Number can be searched in the Address Book in the Basic Features screen. Up to 500 Address Number locations can be registered.

You can use other Address Number capabilities, by just entering an Address Number (fax number). The registered Recipient Name will be displayed on the touch panel display when the Address Book or Address Number is specified, or printed as Send Header information at the remote terminal.

Note

- Address Numbers 001 to 090 correspond to one-touch numbers from 001 to 090.
- You can also use Internet Services to enter Address Number.

■ Items where Fax Numbers can be used for Create/Delete operations

No.	Item	Description	Default value
1	Fax Number	Numbers of up to 128 digits can be entered.	Not Set
2	Recipient Name	Names of up to 18 characters can be entered.	Not Entered
3	Index	Enter a alphanumeric character as an Index, a key word that you can use in searching Address Numbers in the Address Book. Note <i>You can enter one alphanumeric character.</i>	Not Entered
5	Relay Station Setup	When Relay Broadcast is performed and this machine is used as a relay station, you can determine whether or not the registered Address Number is to be recognized as an initiating relay broadcast station. Note <i>Before using the Relay Broadcast feature, enter the Address Numbers for initiating stations regardless of the initiating method from the stations.</i>	Off
6	Communication Mode	Sets the Communication Mode. Select the G3 Auto button . When another party is specified using an Address Number set in the Communication Mode, it is not possible to change the Communication Mode in the Fax screen.	G3 Auto
7	Resolution	Sets the Resolution used during transmission. You can select from the Panel button (resolution selected on the control panel), the Standard button, the Fine button, the Super-fine (400dpi) button and the Super-fine (600dpi) button.	Panel

No.	Item	Description	Default value
8	Cover Note	Determines whether or not a Cover Note is to be attached. When attached, enter a comment under To (Recipient) or From (Sender). Note <i>Comments must be programmed beforehand. For details on how to enter comments, see “9.5 Setting a Comment” (P. 171).</i>	Off
9	Maximum Image Size	Set Maximum Image Size to A3 / 11", B4 or A4 / 8.5" for the remote machine as dictated by its maximum receiving document size.	A3 / 11"
10	Delayed Start	Determines whether or not a Delayed Start is to be made. Enter the start of transmission when this function is to be used.	Off
11	Remote Mailbox	Determines whether or not Remote Mailbox is to be used. To use this function, enter a Remote Mailbox Number and Password. Note <i>You must know the Remote Mailbox Number and Password of the remote machine before Remote Mailbox can be used.</i>	Off
12	F Code	Set whether or not to do F Code transmission. To do F Code transmission, set the F Code and password.	Off
13	Relay Broadcast	Enter the instructions in the relay station when the registered Address Number is to be used as a relay station and this machine is the initiating station in a Relay Broadcast. When On is selected, enter Relay Station ID, Broadcast Recipients and Print at Relay Station.	Off

Note

- For details on how to enter characters, see “1.5 Entering Text” (P. 8).
- If you assign Relay Broadcast to Address Numbers from 001 to 090, you can use a one touch button on the control panel to perform Relay Broadcast. It is recommended that such a button be appropriately labeled to prevent incorrect transmissions.

■Items that can be used in Create/Delete operations using recipients of Internet Fax (iFAX) function

No.	Item	Description	Default value
1	E-mail Address	Addresses of up to 128 characters can be entered.	Not Set
2	Recipient Name	Names of up to 18 characters can be entered.	Not Entered
3	Index	Enter a alphanumeric character as an index, a key word that you can use in searching Address Numbers in the Address List. Note <i>You can enter one alphanumeric character.</i>	Not Entered
4	Communication Mode	The Communication Mode can be set when the Fax Gateway function is used. Select the G3 Auto button. When a remote machine is specified using Address Number set in the Communication Mode, it is not possible to change the communication mode in the Fax screen. Note <i>The Communication Mode is set as the Communication Mode between the fax destination and Fax Gateway. Faxes are transmitted through G3 Auto until the Fax Gateway. For information on the Fax Gateway function, see “13.4.2 Sending Faxes to Recipients as Relay Centers” (P. 284).</i>	G3 Auto
5	Resolution	Sets the Resolution used during transmission. Select the Panel button (resolution selected from the control panel), the Standard button, the Fine button, the Super-fine (400dpi) button and the Super-fine (600dpi) button.	Panel
6	Maximum Image Size	Set Maximum Image Size to A3 / 11", B4 or A4 / 8.5" for the remote machine as dictated by its maximum receiving document size and capacity profile.	A3 / 11"
7	iFAX Profile	A profile is an agreement between transmitting and receiving iFAX machines that limit image resolution, paper size and other attributes. Select the TIFF-S button, the TIFF-F button or the TIFF-J button.	TIFF-S

Note

For details on how to enter characters, see “1.5 Entering Text” (P. 8).



9.3.1 Entry Method

●●● Fax Number

Procedure

1 Press **Password/System Settings**.

The System Settings screen or System Administrator - Password Entry screen is displayed.

Note

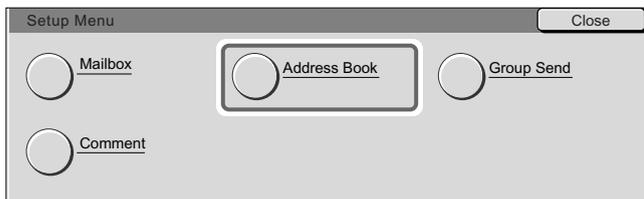
- The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen.
- If the System Administrator - Password Entry screen is displayed, enter the password. The System Settings screen appears when the System Settings button is selected after entering a password.

2 Select **Setup Menu**.



The Setup Menu screen is displayed.

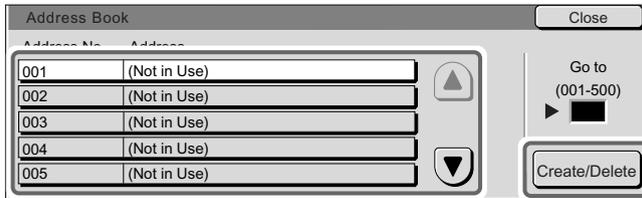
3 Select **Address Book**.



The Address Book screen is displayed.

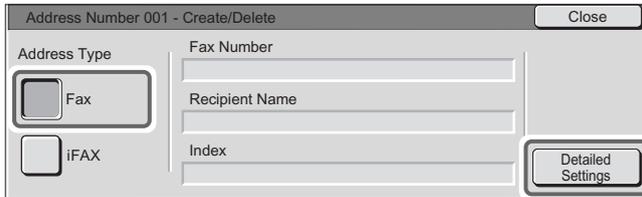
4 Select the Address Numbers to enter and select **Create/Delete**.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. You can directly access an Address Number by entering a three-digit Address Number in Go to with the numeric keypad.



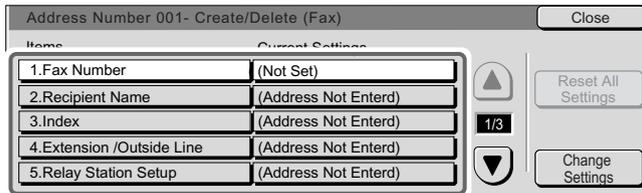
The Address Number NNN - Create/Delete screen is displayed. (NNN indicates an Address Number.)

5 Select **Fax** for Address Type and **Detailed Settings**.



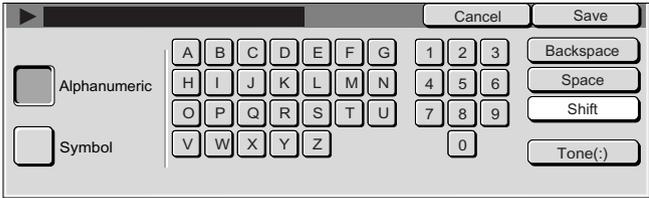
6 Select the items to enter and select **Change Settings**.

Select the ▲ button to display the previous screen and select the ▼ button to display next screen.



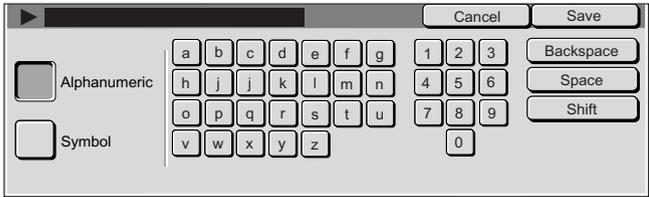
■ 1. Fax Number

- ① Use the keyboard on the screen and the numeric keypad to enter a Fax Number of up to 128 digits and select **Save**.



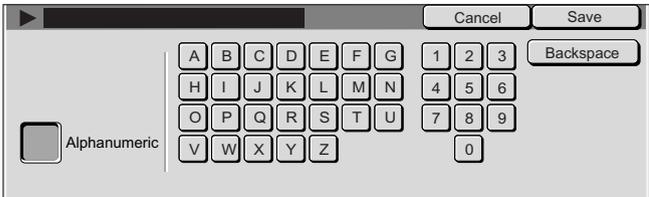
■ 2. Recipient

- ① Use the keyboard on the screen and the numeric keypad to enter a Recipient Name of up to 18 characters and select **Save**.



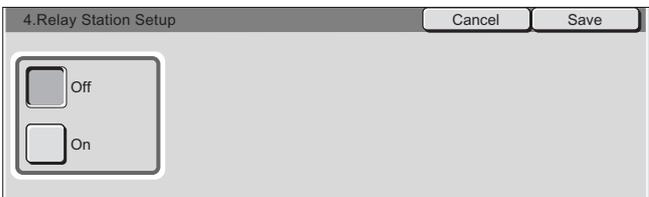
■ 3. Index

- ① Use the keyboard on the screen and the numeric keypad to enter one character and select **Save**.



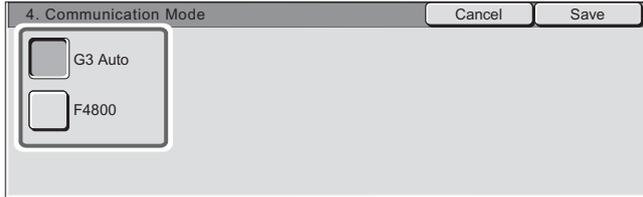
■ 5. Relay Station Setup

- ① Select Off or On and select **Save**.



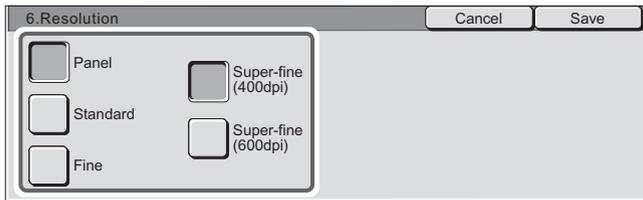
■ 6. Communication Mode

- ① Select G3 Auto and select **Save**.



■ 7. Resolution

- ① Select Panel, Standard, Fine, Super-fine (400dpi) and Super-fine (600dpi) and select **Save**.

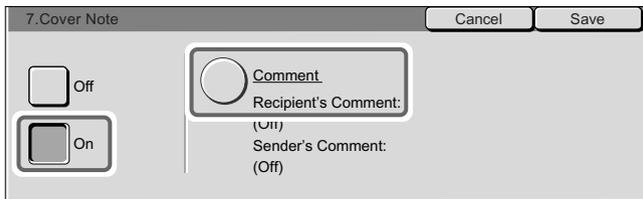


■ 8. Cover Note

- ① Select **Off** or **On** and select **Save**.

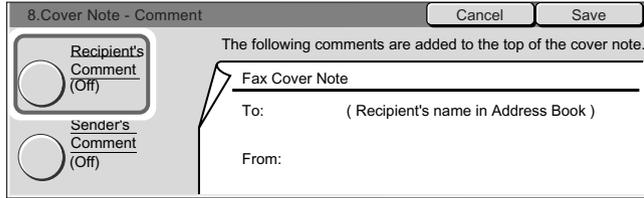


- ② To attach a Cover Note, select On then **Comment**.



The 8. Cover Note - Comment screen is displayed.

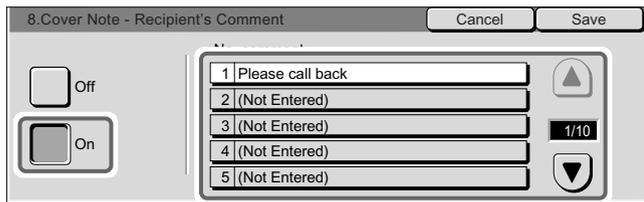
③ Select **Recipient's Comment**.



The 8. Cover Note - Recipient's Comment screen is displayed.

④ Select **On** and select a comment from **No. comment**.

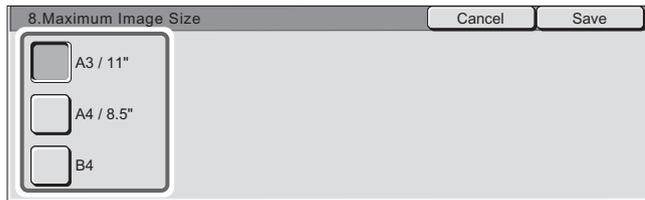
Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.



To add a Sender's Comment, repeat steps 3 and 4.

■ **9. Maximum Image Size**

① Select A3 / 11", A4 / 8.5" or B4 and select **Save**.



■ **10. Delayed Start**

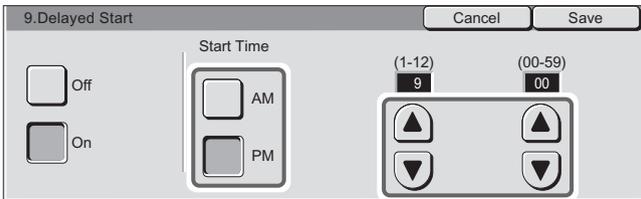
① Select Off or On and select **Save**.



- ② Select **On** when Delayed Start is to be used.



- ③ Select AM or PM and enter the Start Time with ▲ ▼ , then select **Save**.

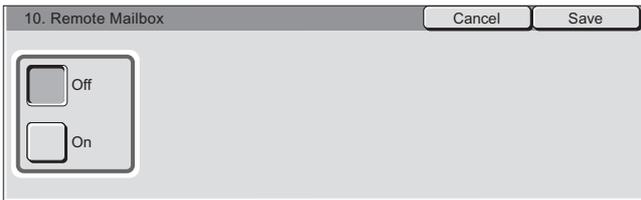


See

When the 24-hour clock is used the AM button and the PM button are not displayed.

■ 11. Remote Mailbox

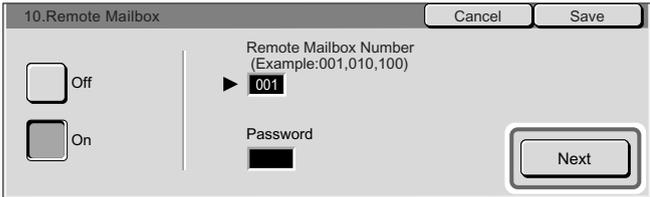
- ① Select **Off** or **On**.



- ② Select **On** when Remote Mailbox is to be used.



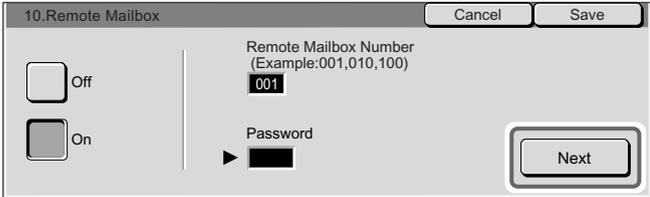
- ③ Enter the three-digit box number of Remote Mailbox Number using the numeric keypad and select **Next**.



▶ is displayed to the left of the Password.

- ④ If required, enter the Password using the numeric keypad and select **Next**.

If a password has not been entered, you do not need to use one. Then select the Save button without entering a password.



- ⑤ Select **On**.

■11. F Code

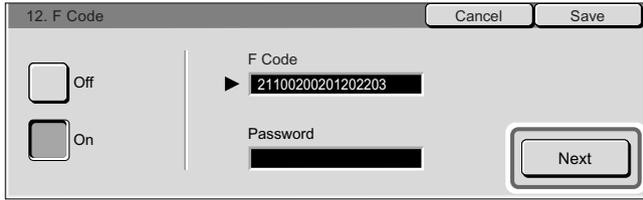
- ① Select either **Off** or **On**.



- ② To do F Code transmission, select **On**.



- ③ Enter the F Code with the numeric keypad, and select **Next**.



Example: F Code: 0123 (when the mailbox number is 123)

On the left side of Password, ► is displayed.

Note

You can enter up to 20 digits for an F Code.

- ④ If necessary, enter the password on the numeric keypad then select **Next**.



Note

You can enter up to 20 digits for a password.

- ⑤ Select **Save**.

■ 13. Relay Broadcast

- ① Select **Off** or **On**.



- ② Select **On** when Relay Broadcast is to be used.



- ③ Enter the two-digit number for the Relay Station ID using the numeric keypad and select **Enter/Change Recipients**.



Note

The Relay Station ID is the Address Number of the initiating station (your machine) that is registered at the remote machine.

The 11. Relay Broadcast - Enter/Change Recipients screen is displayed.

- ④ Enter the three-digit Address Number for the destination or the Group Number (# and two digits) using the numeric keypad and select **Add**.

If there are multiple destinations, enter other Address Numbers and Group Numbers and select the Add button.

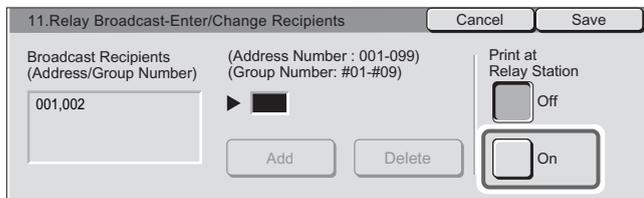


Added destinations are displayed on the left side of the screen.

Note

- Address Numbers from 001 to 099 and Group Numbers from #01 to #09 can be entered.
- To delete destinations, use the numeric keypad to select Address Numbers or Group Numbers that are to be deleted and select the Delete button.

- ⑤ If you want to print a transmitted document also at a relay station, select **On** for Print at Relay Station.



- ⑥ Select **Save**.

- 7** When all settings are completed, select **Save** two or three times and select **Close** repeatedly until the System Settings screen is displayed.

8 Select Close.

The machine is restarted and the screen displayed prior to operations appears.

Recipient of the Internet Fax (iFAX)

Procedure

1 Press Password/System Settings.

The System Settings screen or the System Administrator - Password Entry screen is displayed.

Note

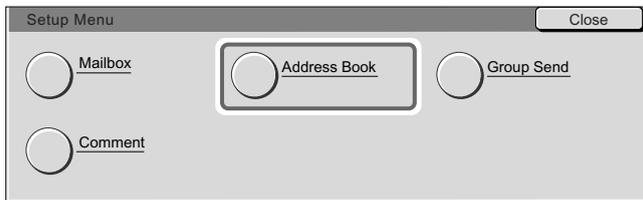
- The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password System/Settings button to display the System Settings screen.
- If the System Administrator - Password Entry screen is displayed, enter the password. The System Settings screen appears when the System Settings button is selected after entering a password.

2 Select Setup Menu.



The Setup Menu screen is displayed.

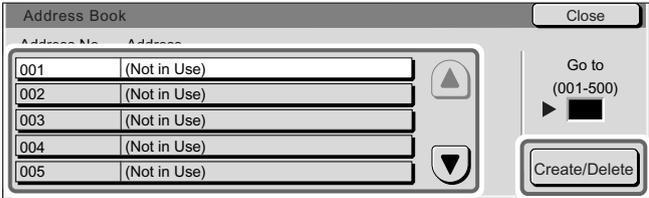
3 Select Address Book.



The Address Book screen is displayed.

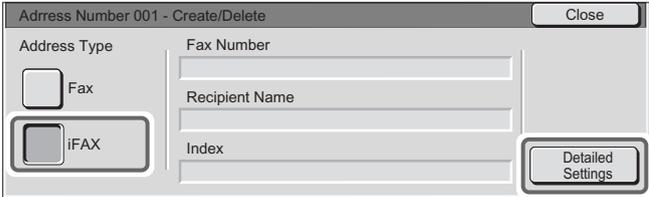
4 Select the Address Number to enter and select **Create/Delete**.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. You can directly select an Address Number by entering a three-digit Address Number in Go to using the numeric keypad.



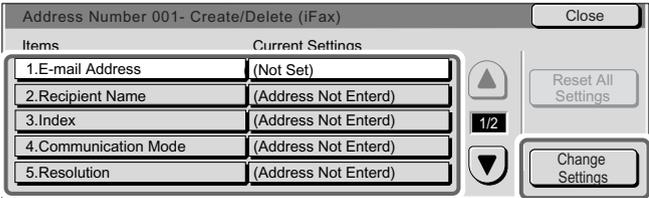
The Address Number 001 - Create/Delete screen is displayed. (NNN indicates an Address Number.)

5 Select iFAX for Address Type and select **Detailed Settings**.



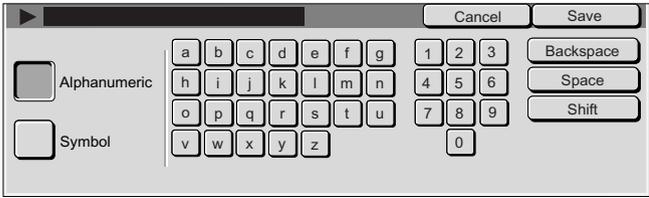
6 Select the items to enter and select **Change Settings**.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.



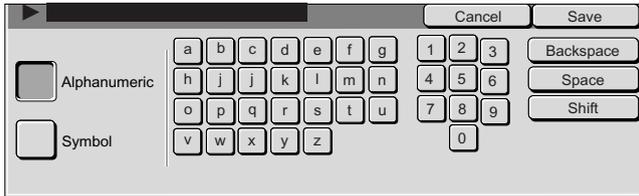
■ 1. E-mail Address

- ① Use the keyboard on the screen and the numeric keypad to enter a E-mail address of up to 128 characters and select **Save**.



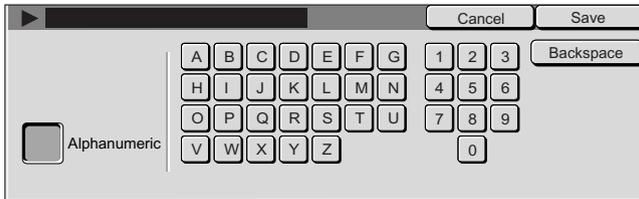
■ 2. Recipient Name

- ① Use the keyboard on the screen and the numeric keypad to enter a Recipient Name of up to 18 characters and select **Save**.



■ 3. Index

- ① Use the keyboard on the screen and the numeric keypad to enter one character and select **Save**.



■ 4. Communication Mode

- ① Select G3 Auto and select **Save**.

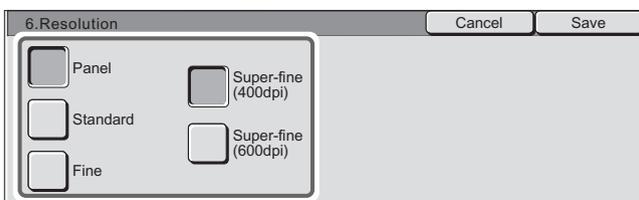


Note

The settings done here, when using the Fax Gateway function, are set at the Communication Mode between the fax destination and the Fax Gateway, for the Internet FAX (iFAX) function. Faxes are transmitted through G3 Auto until the Fax Gateway. For information on the Fax Gateway function, see “13.4.2 Sending Faxes to Recipients as Relay Centers” (P. 284).

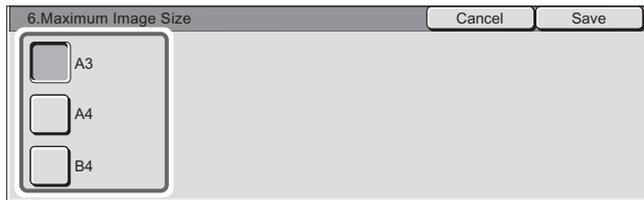
■ 5. Resolution

- ① Select Panel, Standard, Fine, Super-fine (400dpi) or Super-fine (600dpi) and select **Save**.



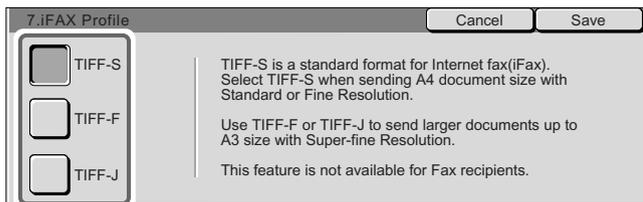
■ 6. Maximum Image Size

- ① Select A3, A4 or B4 and select **Save**.



■ 7. iFAX Profile

- ① Select TIFF-S, TIFF-F or TIFF-J and select **Save**.



- 7** When all settings have been made, select **Close** repeatedly until the System Settings screen is displayed.

- 8** Select **Close** to complete.

The machine is restarted and the screen displayed prior to the operation appears.



9.3.2 Changing/Deleting Entered Address Numbers

The following example uses fax numbers registered in Address Numbers. The same procedure is also used for Address Numbers storing mail addresses.

Procedure

1 Press **Password/System Settings**.

The System Settings screen or System Administrator - Password Entry screen is displayed.

Note

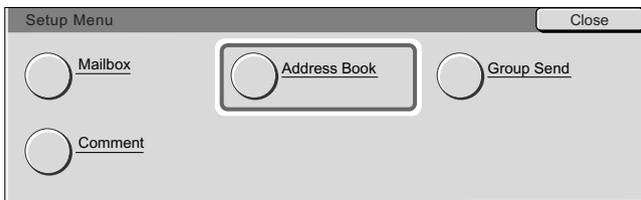
- The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen.
- If the System Administrator - Password Entry screen is displayed, enter the password. The System Settings screen appears when the System Settings button is selected after entering a password.

2 Select **Setup Menu**.



The Setup Menu screen is displayed.

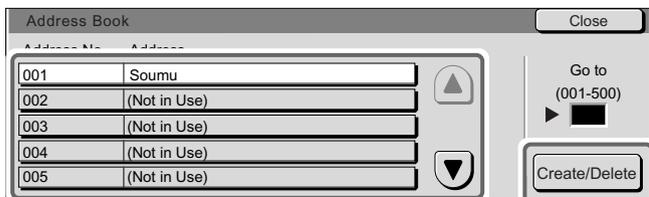
3 Select **Address Book**.



The Address Book screen is displayed.

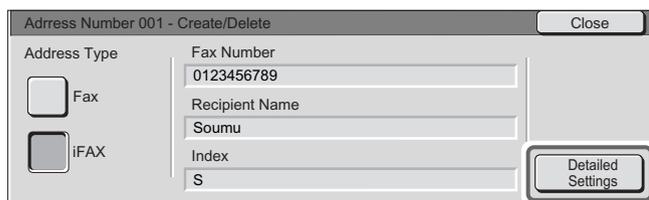
4 Select the Address Numbers to change or delete and select **Create/Delete**.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. You can directly access an Address Number by entering a three-digit Address Number in Go to using the numeric keypad.



The Address Number NNN - Create/Delete screen is displayed. (NNN indicates an Address Number.)

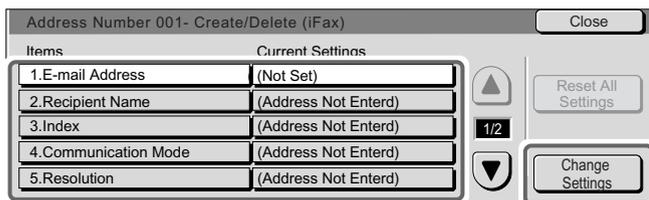
5 Check the information shown on the screen and select **Detailed Settings**.



6 ■ Changing the entry

Select the items to change and select **Change Settings**.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.



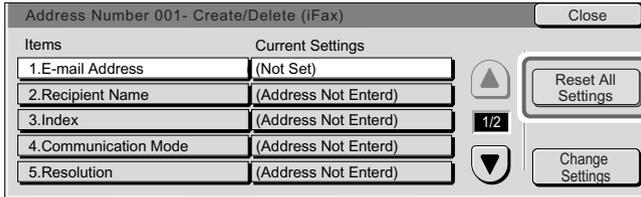
See

For details on how to make this setting, see “9.3.1 Entry Method” (P. 153).



■ Deleting all entered items

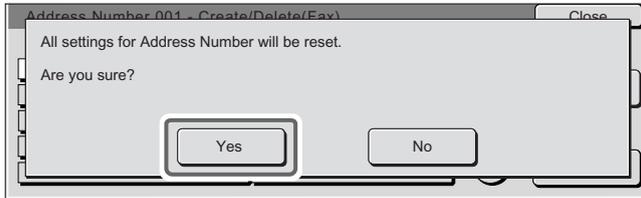
- ① Select **Reset All Settings**.



A confirmation screen is displayed.

- ② Check screen information and select **Yes**.

Select the No button to return to step 1.



This operation deletes all selected Address Numbers.

- 7 Select **Close** repeatedly until the System Settings screen is displayed.

- 8 Select **Close**.

The machine is restarted and the screen displayed prior to the operation appears.

9.4

Setting a Group Dial

Up to 50 destinations can be entered as a Group Send for Broadcast Send. You must program the Address Numbers beforehand.

Note

One group dial number can contain up to 20 Address Numbers. The wildcard "*" can be used. For details on how to enter Address Numbers, see "9.3 Setting an Address Number" (P. 150).

Procedure

1 Press **Password/System Settings**.

The System Settings screen or System Administrator - Password Entry screen is displayed.

Note

- The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen.
- If the System Administrator - Password Entry screen is displayed, enter the password. The System Settings screen appears when the System Settings button is selected after entering a password.

2 Select **Setup Menu**.



The Setup Menu screen is displayed.

3 Select **Group Send**.

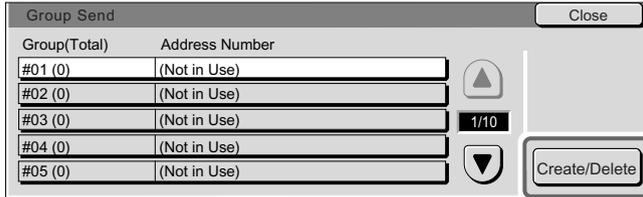


The Group Send screen is displayed.



4 Select the Group numbers to enter and select **Create/Delete**.

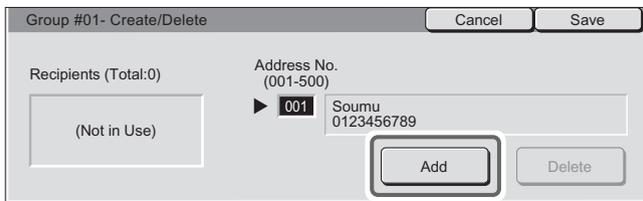
Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.



The Group #NN - Create/Delete screen is displayed. (NN indicates group number.)

5 Use the numeric keypad to enter the three-digit Address Number you wish to enter and select **Add**.

When an Address Number is entered, the Recipient Name and the Fax Number are displayed on the right. Select the Add button and the entered Address Number is displayed on the left side of the screen.



Repeat this procedure for each Address Number to be added.

To delete Recipients, use the numeric keypad to select Address Numbers that are to be deleted and select the Delete button.

Note

- You cannot enter a group in another group.
- Examples of using wildcards:
 - 01* :10 Address Numbers from 010 to 019 can be specified.
 - *** : All Address Numbers can be specified.

6 Select **Save**.

7 Select **Close** repeatedly until the System Settings screen is displayed.

8 Select **Close**.

The machine is restarted and the screen displayed prior to the operation appears.

9.5 Setting a Comment

You can enter comments for use on a Cover Note.
Up to 50 comments each containing a total of 18 characters can be entered.

Procedure

1 Press **Password/System Settings**.

The System Settings screen or System Administrator - Password Entry screen is displayed.

Note

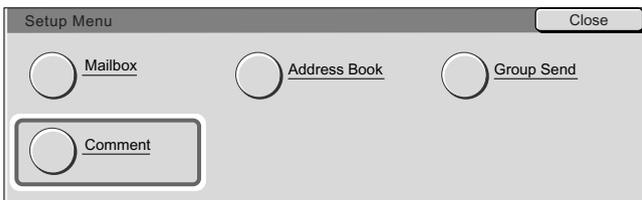
- The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen.
- If the System Administrator - Password Entry screen is displayed, enter the password. The System Settings screen appears when the System Settings button is selected after entering a password.

2 Select **Setup Menu**.



The Setup Menu screen is displayed.

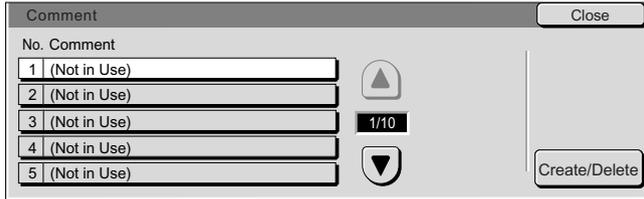
3 Select **Comment**.



The Comment screen is displayed.

4 Select the number of the Comment to enter and select **Create/Delete**.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.



A screen for entering comments is displayed.

5 Use the keyboard on the screen and the numeric keypad to enter a Comment and select **Save**.

A comment can contain up to 18 characters.



See

For details on how to enter characters, see “1.5 Entering Text” (P. 8).

6 Select **Close** repeatedly until the System Settings screen is displayed.

7 Select **Close**.

The machine is restarted and the screen displayed prior to the operation appears.

9.6

Creating a Mailbox

A mailbox must be created before you can use Remote Mailbox or sort received documents into mailboxes.

Documents of the Mailbox Fax Receive or Private Polling are stored in the Mailbox.

This is convenient for differentiating between received documents and documents to be transmitted (Private Polling).

You can program a Password and a Mailbox Name and processing method for stored documents (Mailbox Options).

The machine has 200 mailboxes you can use. The items that can be set and changed are listed below.

Item	Description
Mailbox Name	Determines the name used for a Mailbox. Up to 10 characters can be used in the name.
Password	A password of up to 20 digits can be set. A password is not a mandatory setting.
Check Password	A password restricts the writing of data to a Mailbox or reading data in a Mailbox.
Mailbox Options (Fax Doc.)	Determines how fax documents received in a mailbox or Private Polling documents are processed. Save, Print and Forward (for one Address Number) can be set. You need to record the Address Number recipient of the destination of the transmission in advance to transmit.
Delete/Save Documents	Determines whether or not Mailbox documents are to be deleted after retrieving or printing.

See

- *Mailboxes can also be stored using Internet Services.*
- *For details on how to enter Address Numbers, see “9.3 Setting an Address Number” (P. 150).*
- *When the Internet Fax (iFAX) function is used, mail can be used for forwarding. For details on the mail forwarding function, see “13.4.3 Forwarding a Fax as E-mail From Mailbox” (P. 287).*

In the following examples, we will use the touch panel to describe operating procedures.

Procedure

1 Press **Password/System Settings**.

The System Settings screen or System Administrator - Password Entry screen is displayed.



Note

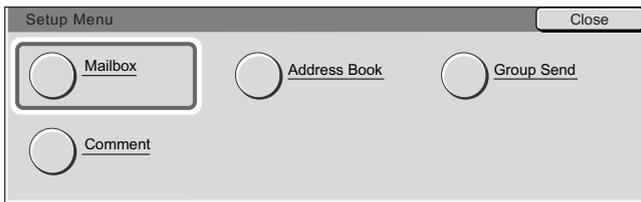
- The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen.
- If the System Administrator - Password Entry screen is displayed, enter the password. The System Settings screen appears when the System Settings button is selected after entering a password.

2 Select Setup Menu.



The Setup Menu screen is displayed.

3 Select Mailbox.



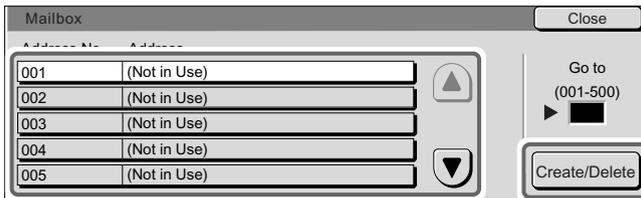
The Mailbox screen is displayed.

4 Select the Mailbox to enter and select Create/Delete.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. You can directly specify a Mailbox by entering a three-digit Address Number in Go to with the numeric keypad.

Note

A Mailbox that has not been entered is indicated as “(Not In Use)”.



The New Mailbox-Assign Password screen is displayed.

Note

Do not enter a Password when a Mailbox for forwarding mail is to be registered.

5 Enter a Password.

■When a Password is to be entered.

Select **On** and use the numeric keypad to enter a Password of up to 20 digits and select **Save**.

Note

When you make an entry mistake, press the Clear (C) button and enter again.

The Mailbox XXX - Create/Delete screen is displayed. (XXX indicates entered Mailbox Number.)

■When a password is not to be entered

Select **Off** and select **Save**.

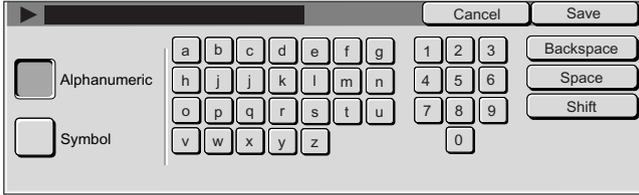
The Mailbox XXX - Create/Delete screen is displayed. (XXX indicates entered Mailbox Number.)

6 Select the items to enter and select **Change Settings**. When the setting is completed, select **Save**.

Items	Current Settings
1.Mailbox Name	(Not Set)
2.Password	On
3.Check Password	Always
4.Mailbox Options(Fax Doc.)	Save in mailbox
5.Delete/Save Documents	Delete

■ 1. Mailbox Name

Determines the name used for a Mailbox. Up to 10 characters can be used in the name.

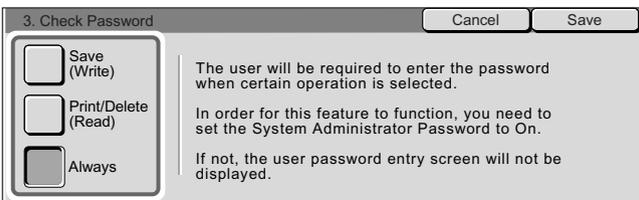


See

For details on how to enter characters, see “1.5 Entering Text” (P. 8).

■ 3. Check Password

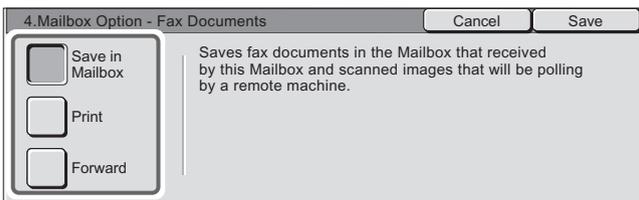
When a Password is set, the Password can be set to limit the operations for writing to and reading from a Mailbox.



- Save (Write) A password is required in selecting a mailbox.
- Print/Delete (Read) A password is required to print and delete mailbox documents.
- Always A password is required for both operations described above.

■ 4. Mailbox Options (Fax Doc.)

Determines how fax documents received in a Mailbox or Private Polling documents are processed.



- Save in Mailbox Saves documents.
- Print Prints documents automatically. To store Private Polling documents, set the Save button for 5. Delete/Save Documents.
- Forward Forwards documents to the specified recipient (one Address Number) automatically. Use the numeric keypad to enter Address Numbers.

LOOK

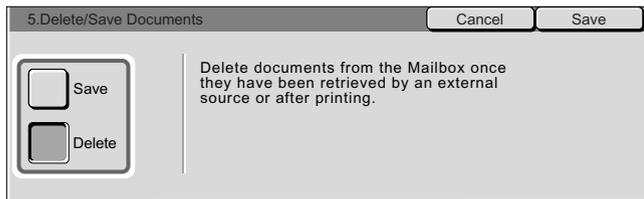
If a Local Terminal is set for the Forward recipient Using the Mailbox Options, documents are stored in the same box and an infinite loop may be generated depending on the setup of the Box Selector function among others.

Note

- Mail (but not a fax document) received in a Mailbox cannot be printed or forwarded using the Using the Mailbox Options. The mail is saved in the Mailbox.
- The Monitor Report about the transmitted fax document is not printed out.

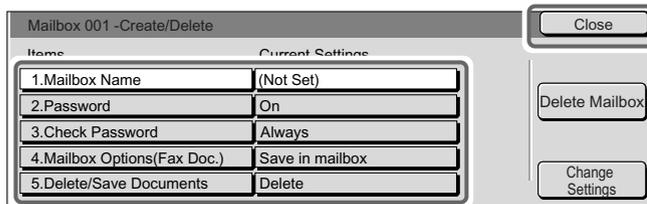
■ 5. Delete/Save Documents

You can select whether or not Mailbox documents are to be deleted after retrieving or printing.



- Save Saves documents.
- Delete Deletes documents.

7 Check the entries made in the Create/Delete screen and select **Close**.



The Mailbox screen is displayed.

8 Select **Close** repeatedly until the System Settings screen is displayed.

9 Select **Close**.

The machine is restarted and the screen displayed prior to the operation appears.

9.7 Programming Sort to Mailbox (Box Selector Entry)

This section describes how to set the sorting method of the Box Selector function that sorts received documents into specified Mailboxes.

Sorting can be performed by incoming line.

See

For details on the sorting function, see “8.15 Sorting Received Documents Into Mailbox (Box Selector)” (P. 135).

9.7.1 Documents Sorted by Incoming Line

When sorting by incoming line is specified, received documents are stored in mailboxes specified by incoming line.

Procedure

1 Press **Password/System Settings**.

The System Settings screen or System Administrator - Password Entry screen is displayed.

Note

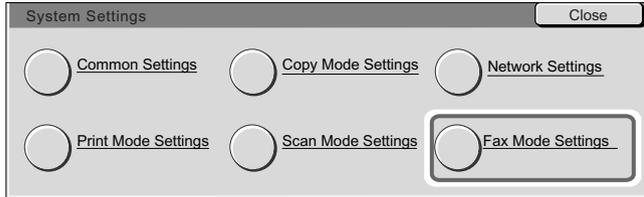
- *The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen.*
- *If the System Administrator - Password Entry screen is displayed, enter the password. The System Settings screen appears when the System Settings button is selected after entering a password.*

2 Select **System Settings**.



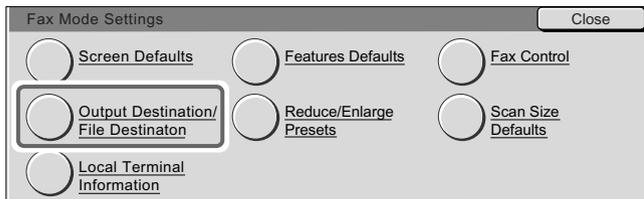
The System Settings screen is displayed.

3 Select Fax Mode Settings.



The Fax Mode Settings screen is displayed.

4 Select Output Destination/File Destination.



The Output Destination/File Destination screen is displayed.

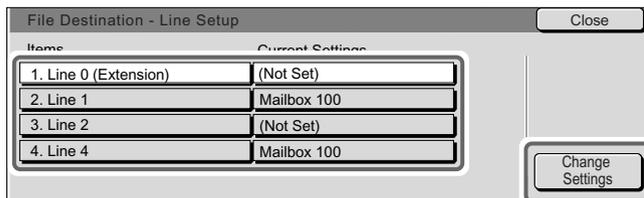
5 Select File Destination- Line Setup.



The File Destination - Line Setup screen is displayed.

6 Select the Line to enter and select Change Settings.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.

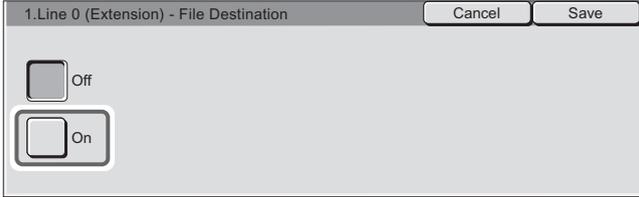


Note

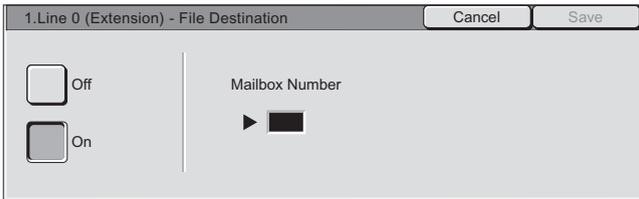
Line 2 and 4 can be specified when an option is installed.

The NN. Line 1 - File Destination screen is displayed. (NN indicates a line.)

7 Select **On**.



8 Enter the three-digit Mailbox Number for storing documents using the numeric keypad.



9 Select **Save**.

10 Select **Close** repeatedly until the System Settings screen is displayed.

11 To activate the File Destination-Line Setup function, see “9.8.7 Fax Control” (P. 192).

12 Select **Exit**.

The machine is restarted and the screen displayed prior to the operation appears.

This section describes the following settings that can be set using the System Settings button in the System Administration Mode.

••• Common Settings

- Audio Tones
- Printing Priority
- Reports

••• Fax Mode Settings

- Screen Defaults
- Feature Defaults
- Fax Control
- Output Destination-Line Setup of Output Destination/File Destination
- Reduce/Enlarge Presets
- Scan Size Defaults

See

For details on Local Terminal Information, see “9.2 Entering Local Terminal Information” (P. 145), for details on File Destination-Line Setup in the Output Destination/File Destination screen, see “9.7 Programming Sort to Mailbox (Box Selector Entry)” (P. 178).

9.8.1 Setup Method

Procedure

1 Press **Password/System Settings**.

The System Settings screen or System Administrator - Password Entry screen is displayed.

Note

- *The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen.*
- *If the System Administrator - Password Entry screen is displayed, enter the password. The System Settings screen appears when the System Settings button is selected after entering a password.*

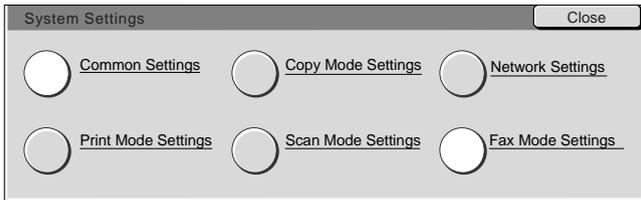


2 Select **System Settings**.



The System Settings screen is displayed.

3 Select the buttons on the screen repeatedly until the item to set appears.



The screen for setting the selected item is displayed.

4 Select and set the item.

5 When the setting is completed, select **Save**.

6 Select **Close** repeatedly until the System Settings screen is displayed.

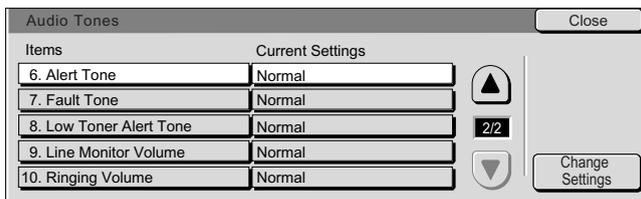
7 Select **Exit**.

The machine is restarted and the screen displayed prior to the operation appears.

9.8.2 Audio Tones

This function sets fax feature tones.

This section describes the following fax features: 9. Line Monitor Volume, 10. Ringing Volume.



9. Line Monitor Volume

Determines whether the telephone line tone sounds from the speaker of the machine itself until a telephone call is connected to a remote machine. This is useful when using a facsimile information service without picking up the handset.

You can select Off, Loud, Normal and Soft. The default value is Normal.

10. Ringing Volume

Determines the ringing tone volume when an incoming telephone call is received.

You can select Off, Loud, Normal and Soft. The default value is Normal.

Note

If only one G3 communication line is connected to this machine and if this machine is equipped with a handset of a external telephone, the ringing tone volume can be adjusted by using the volume control on the handset.

9.8.3 Printing Priority

Sets the print priority of fax-received documents and documents which is received through the Internet Fax(iFAX) function.

This section describes fax functions.

Items	Current Settings
1. Copy Job	38
2. Print Job	48
3. Received Fax	48
4. Received iFax Documents	48
5. Promoted Job	0

3. Received Fax

Sets the Printing Priority of fax-received documents.

Referring to the table below, use the numeric keypad to enter the desired value. Default values 48 is No priority.

Setting value	Description
18	Take priority
28	Second in order of priority
38	Third in order of priority
48	No priority

4. Received iFax Documents

This item is displayed when the Internet Fax (iFAX) function is used.

Sets the Printing Priority of mail-received documents.

Referring to the table below, use the numeric keypad to enter the desired value. Default values 48 is No priority.

Setting value	Description
18	Take priority
28	Second in order of priority
38	Third in order of priority
48	No priority

9.8.4 Reports

Sets the printing of reports.
This section describes only fax functions.

See

For details on each report, see "Chapter 10 Reports/Lists" (P. 203).

Items	Current Settings
1. Job History Report	0
2. Activity Report	0
3. Transmission Report-Undeliver	1
4. Transmission Report-Canceled	0
5. Mailbox Documents Report	1

Items	Current Settings
6. Broadcast/Multi-poll Report	1
7. Relay Broadcast Report	1
8. 2 Sided Report	0
9. Recipient on Activity Report	0

1. Job History Report

You can determine whether or not a Job History Report is to be printed out automatically for every 50 print operations.

Referring to the table below, use the numeric keypad to enter the desired value. The default values 0 is Off.

Setting value	Description
0	Off
1	On

2. Activity Report

You can determine whether or not an Activity Report is to be printed out automatically for every 100 transactions.

Referring to the table below, use the numeric keypad to enter the desired value. The default values 0 is Off.

Setting value	Description
0	Off
1	On

3. Transmission Report-Undeliver

You can determine whether or not a Transmission Report-Undeliver is to be printed out automatically.

Referring to the table below, use the numeric keypad to enter the desired value. The default values 0 is Off.

Setting value	Description
0	Off
1	On

4. Transmission Report-Canceled

You can determine whether or not a Transmission Report-Canceled is to be printed out automatically.

Referring to the table below, use the numeric keypad to enter the desired value. The default values 0 is Off.

Setting value	Description
0	Off
1	On

5. Mailbox Documents Report

You can determine whether or not a Mailbox Documents Report is to be printed out automatically.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is On.

Setting value	Description
0	Off
1	On



6. Broadcast/Multi-poll Report

You can determine whether or not a Broadcast/Multi-Poll Report is to be printed out automatically. Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is On.

Setting value	Description
0	Off
1	On

7. Relay Broadcast Report

You can determine whether or not a Relay Broadcast Report is to be printed out automatically and where it is printed out.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is transmission to the initiating station.

Setting value	Description
0	Off
1	Transmission to initiating station.
2	Printed on this machine.
3	Transmitted to the initiating station and printed on this machine.

8. 2 Sided Report

When printing a report/list, it sets up whether it prints to both sides.

Referring to the table below, use the numeric keypad to enter the desired value. The default values 0 is Off.

Setting value	Description
0	Off
1	On

9. Recipient on Activity Report

You can determine how many digits of other party information is to be printed in the Activity Report. Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is displaying the first 40 digits.

Setting value	Description
0	The first 40 digits are indicated.
1	The last 40 digits are indicated.

9.8.5 Screen Defaults

This function sets Fax screen settings.

The following settings can be made using the Screen Defaults settings.

Screen Defaults		Close
Items	Current Settings	
1. Fax Screen Default	0	Change Settings
2. Address Book Default	1	
3. Transmission Screen	0	

1. Fax Screen Default

This function determines whether the Basic Features screen or the Address Book is to be displayed when the Fax screen appears.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is the Basic Features screen.

See

For details on the Address Book, see "3.4.5 Using the Address Book" (P. 30).

Setting value	Description
0	Basic Features screen
1	Address Book

2. Address Book Default

This function determines the Address Number that is displayed first when the Address Book is opened.

Use the numeric keypad to enter the desired value. The default value is 001.

See

For details on the Address Book, see "3.4.5 Using the Address Book" (P. 30).

Setting value	Description
001 to 500	The recipient of the specified number is displayed first.

3. Transmission Screen

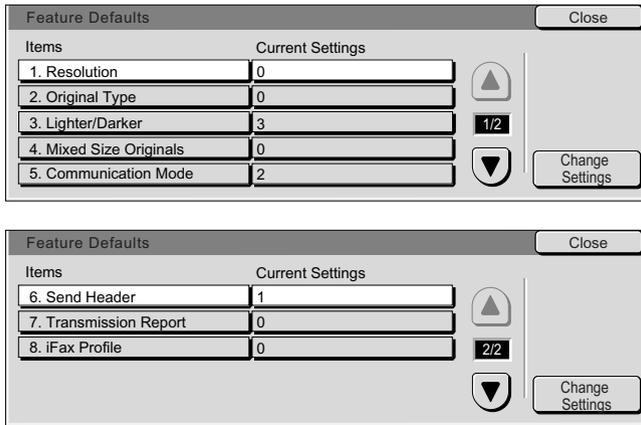
Set whether to display the transmission status on the display while sending. Referring to the table below, use the numeric keypad to enter the setting values. The default value 0 is Off.

Setting value	Description
0	Off
1	On

9.8.6 Feature Defaults

This function sets the fax feature defaults. The machine returns to the default values set here when the power is turned on, the machine returns from the Power Saver mode or when the Clear All button is pressed. It is a good idea to customize frequently used functions to save operating time.

The following settings can be made using the Feature Defaults commands.



1. Resolution

This function allows you to set the default value for Resolution in the Basic Features screen. Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Standard.

See

For details on Resolution, see “3.1.1 Resolution” (P. 20).

Setting value	Description
0	Standard
1	Fine
2	Super-fine (400dpi)
3	Super-fine (600dpi)

2. Original Type

This function allows you to set the default value for Original Type in the Basic Features screen. Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Text.

See

For details on Original Type, see “3.1.2 Original Type” (P. 21).

Setting value	Description
0	Text
1	Photo
2	Text & Photo

3. Lighter/Darker

This function allows you to set the default value for Lighter/Darker in the Basic Features screen. Referring to the table below, use the numeric keypad to enter the desired value. The default value 3 is Normal.

See

For details on Lighter/Darker, see “3.1.3 Lighter/Darker” (P. 21).

Setting value	Description
0	Lighter (-3)
1	Lighter (-2)
2	Lighter (-1)
3	Normal (0)
4	Darker (+1)
5	Darker (+2)
6	Darker (+3)

4. Mixed Size Originals

This function allows you to set the default value for Mixed Size Originals in the Scan Options screen. Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Off.

See

For details on Mixed Size Originals, see “8.3 Scanning Documents in Various Sizes (Mixed Size Originals)” (P. 90).

Setting value	Description
0	Off
1	On

5. Communication Mode

This function allows you to set the default values for the Communication Mode in the Send Options screen.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 2 is G3 Auto.

 See

For details on the Communication Mode, see “3.3 Selecting a Communication Mode (Communication Mode)” (P. 25).

Setting value	Description
2	G3 Auto

6. Send Header

This function allows you to set the default value of the Send Header in the Send Options screen can be set, use the numeric keypad to enter the desired value. The default value 1 is On.

 See

For details on Send Header, see “8.9 Transmitting Documents With Brief Information (Send Header)” (P. 105).

Setting value	Description
0	Off
1	On

7. Transmission Report

This function allows you to set the default value of the Transmission Report in the Send Options screen can be set, use the numeric keypad to enter the desired value. The default value 0 is Off.

 See

For details on the Transmission Report, see “10.8 Transmission Report” (P. 217).

Setting value	Description
0	Off
1	On

8. iFAX Profile

This item is displayed when the Internet Fax (iFAX) function is used.

The default value of the iFAX Profile can be set in the On-Hook/Others screen.

Use the numeric keypad to enter values as shown in the table below. The default value 0 is TIFF-S.

See

For details on iFAX Profile, see “13.3.2 Settings That are Configurable During an Outgoing iFax Transmission” (P. 273).

Setting value	Description
0	TIFF-S
1	TIFF-F
2	TIFF-J

9.8.7 Fax Control

This function determines fax transmission control.
 The following settings can be made using the Fax Control settings.

Fax Control		Close
Items	Current Settings	
1. Activation of Line 0 (Ext.)	0	▲ 1/5 ▼ Change Settings
2. Send Header - Polling	1	
3. Document for Polling	0	
4. Rotate 90°	1	
5. Sender ID	1	

Fax Control		Close
Items	Current Settings	
6. Redial Attempt	5	▲ 2/5 ▼ Change Settings
7. Redial Interval	1	
8. Transmission Interval	8	
9. Batch Send	1	
10. Auto Switch Time	0	

Fax Control		Close
Items	Current Settings	
11. Fax Receiving Mode	0	▲ 3/5 ▼ Change Settings
12. Border Limit	16	
13. Auto Reduce on Receipt	1	
14. Receiving Paper Size	Tray Mode	
15. 2 Up on Receipt	0	

Fax Control		Close
Items	Current Settings	
16. 2 Sided Printing	0	▲ 4/5 ▼ Change Settings
17. Doc. Feeder Detect Method	0	
18. Reduce 8.5x11" Original to A4	0	
19. Pseudo-Photo Gradation Mode	0	
20. Selector-Line Setup	0	

Fax Control		Close
Items	Current Settings	
21. Memory Full Procedure	0	▲ 5/5 ▼ Change Settings
22. Maximum Stored Pages	999	



1. Activation of Line 0 (Ext.)

This item is displayed but does not function.

2. Send Header-Polling

This function determines whether or not the Send Header is to be added to a Document for Public Polling.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is On.

See

For details on Store for Polling, see “8.12 Preparing to Be Polled (Store for Polling)” (P. 112).

Setting value	Description
0	Off
1	On

3. Document for Polling

This function determines whether to delete data for a Document for Public Polling from the memory automatically after transmitting the document.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Save.

See

For details on Store for Polling, see “8.12 Preparing to Be Polled (Store for Polling)” (P. 112).

Setting value	Description
0	Save
1	The document is automatically deleted after retrieval.

4. Rotate 90°

You can set the image to rotate automatically so that the image can be transmitted without reducing the image size by rotating the image orientation. This feature is not available when the Multiple Up feature or Variable % in the Scan Size feature is selected.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is On.

Setting value	Description
0	Off
1	On

5. Sender ID

This function determines whether to display the G3 ID on the screen at a remote machine when using G3 transmission. Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is On.

Setting value	Description
0	Off
1	On

6. Redial Attempt

When the line is busy, the machine can redial automatically. Sets the number of redialing attempts. Referring to the table below, use the numeric keypad to enter the desired value. The default value varies depending on the country.

Note
 To use this item, it must be set by an engineer.
 This item does not function in some countries.

Setting value	Description
0	Off
1 to 9	The specified number of redial operations is performed.

7. Redial Interval

This function sets the Redial Interval. Use the numeric keypad to enter the desired value. A value from 1 up to 15 minutes can be set in 1 minute increments. The default value varies depending on the country.

Note
 To use this item, it must be set by an engineer.
 This item does not function in some countries.

8. Transmission Interval

This function sets the period between transmissions. The longer the Transmission Interval, the longer the total time spent for operations like Broadcast Send, but the machine can receive faxes during the standby time. Use the numeric keypad to enter the desired value. A value from 3 up to 255 seconds can be set in 1 second increments. The default value 8 is 8 seconds.

9. Batch Send

This feature automatically transmits several pending documents to an identical destination with a single phone call thereby reducing telephone charges. Note that Batch Send cannot be used together with Broadcast Send, Relay Broadcast Send, Remote Mailbox, and Delayed Start before the specified time. Nor can transmissions to a single destination from separate departments be batch processed when there are redialing, resending or delayed start jobs. Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is Batch Send On.

Setting value	Description
0	Batch Send Off
1	Batch Send On



10. Auto Switch Time

This function sets how many times the machine rings for incoming before fax communication is started. When an incoming call is from a telephone, pick up the handset or external telephone (option) within the set time to speak with the remote party. If you hear a facsimile tone, press the Manual Receive button.

Use the numeric keypad to enter the desired value. A value from 0 up to 9 times can be set in 1 time increments. The default value varies depending on the country.

Note

To use this item, it must be set by an engineer.

This item does not function in some countries.

Setting value	Description
0	Switches to fax as soon as the call is received.
1 to 9	Switches to fax after the set number of rings.

11. Fax Receiving Mode

This function allows you to set the default value for the Fax Receiving Mode.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Auto Receive.

See

For details on the Fax Receiving Mode, see "6.1 Reception Mode" (P. 68).

Setting value	Description
0	Auto Receive
1	Manual Receive

12. Border Limit

This function sets the value to divide a document onto two pages, when the received documents are longer than loaded paper size. We recommend using this feature with the Auto Reduce on Receipt feature.

Referring to the table below, use the numeric keypad to enter the desired value. A value from 0 up to 127 mm can be set in 1 mm increments. The default value 16 is 16 mm.

See

For details on Border Limit, see "6.2.5 Reducing Images at the Recipient Side" (P. 75).

Setting value	Description
0	No division
1 to 127	Pages are divided according to the set value.

13. Auto Reduce on Receipt

If the document length exceeds the length of the loaded paper but is within the value set in the Border Limit feature, the machine reduces and reproduces an image onto a single page. We recommend setting this feature with the Boarder Limit feature. If this feature is set to Off and the document length exceeds the paper length, image loss may occur.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is Auto Reduce.

See

For details on Auto Reduce on Receipt, see “6.2.5 Reducing Images at the Recipient Side” (P. 75).

Setting value	Description
0	Off (100%)
1	Auto Reduce

14. Receiving Paper Size

This function determines a mode from the following options to inform the remote sending machine of the paper size.

Select Tray Mode or User Mode. The default value is Tray Mode.

In the User Mode, the following paper sizes can be selected: A3, A4, A4, A5, B4, B5, 8.5×11", and Select All. The default value is Select All.

See

For details on Receiving Paper Size, see “6.2 Printing Received Documents” (P. 71).

15. 2 Up on Receipt

This function allows the machine to print two received documents on one page. This is effective in saving paper.

For example, a two page A5 document can be printed on one A4 sheet of paper. However, if the same size of paper as the received documents is loaded and specified, the received images are reproduced onto that paper size. The 2 Up on Receipt feature may be disabled in some cases, depending on the size of the documents received.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Off.

Setting value	Description
0	Off
1	On



16.2 Sided Printing

This function allows the machine to print received documents (included iFAX received document) or reports onto both sides of a sheet. This is effective in saving paper.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Off.

LOOK

Some data may not permit you to print on both sides of a sheet even when this function is set to On.

Setting value	Description
0	Off
1	On

17. Doc. Feeder Detect Method

This function allows you to select whether size detection in the document feeder is to be performed using the A/B system or inch system.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is A/B system.

See

For details on documents, see "Chapter 2 Loading Documents" (P. 9).

Setting value	Description
0	A/B system
1	Inch system

18. Reduce 8.5×11" Original to A4

When Reduce/Enlarge in the Scan Options screen is set to Auto %, it is possible to select whether or not a received 8.5 × 11 inch document is to be reduced to A4 size .

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Same Size.

See

For details on documents, see "Chapter 2 Loading Documents" (P. 9) and for details on Reduce/Enlarge, see "8.4 Scanning Documents at a Specified Size/Ratio (Reduce/Enlarge)" (P. 93).

Setting value	Description
0	Same Size
1	Reduced to A4 <input type="checkbox"/> size

19. Pseudo-Photo Gradation Mode

This function performs grey level correction for documents containing photographs.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Error Diffusion.

Setting value	Description
0	Error Diffusion
1	Dithering

20. Selector - Line Setup

This function determines whether or not Selector - Line Setup is to be used.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Off.

See

For details on the Selector, see "8.15 Sorting Received Documents Into Mailbox (Box Selector)" (P. 135).

Setting value	Description
0	Off
1	On

21. Memory Full Procedure

This function determines what to do when the machine runs out of hard disk space while scanning a fax document.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Off.

Setting value	Description
0	Off (Stored documents are deleted)
1	Stored data is intact.

22. Maximum Stored Pages

This function allows you to set the maximum number of stored pages.

Use the numeric keypad to enter the desired value. A value between 1 to 999 pages can be set in 1 page increments. The default value 999 is 999 pages.

9.8.8 Output Destination-Line Setup

When the output module option is installed, it is possible to set output destination by incoming line, mail (Internet Fax (iFAX) received document and received mail document) and mailbox print doc.

This item is not indicated unless an output module option is installed.

The following settings can be made using the Output Destination-Line Setup settings.

The first screenshot shows the 'Output Destination - Line Setup' dialog box with the following items and settings:

Items	Current Settings
1. Line 0 (Extension)	0
2. Line 1	0
3. Line 2	0
4. Line 4	0
5. iFax	0

The second screenshot shows the 'Output Destination - Line Setup' dialog box with the following item and setting:

Items	Current Settings
6. Mailbox Printed Documents	0

Note

Line 2 and 4 can be specified when an option is installed.

- | | |
|------------------|-------------------------------------|
| 1. Line 1 | 4. iFAX |
| 2. Line 2 | 5. Mailbox Printed Documents |
| 3. Line 4 | |

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Center Output Tray.

Setting value	Description
0	Center Output Tray
1	Side Output Tray
2	Finisher Tray



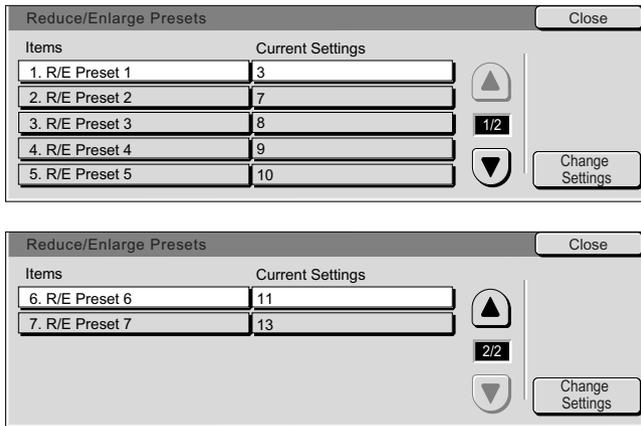
9.8.9 Reduce/Enlarge Presets

Select the ratio displayed in Preset % in Reduce/Enlarge in the Scan Options screen. You can assign any ratio to the seven buttons other than the button 100% button and the Auto % button. Set the most frequently used ratios to save time.

See

For details on Reduce/Enlarge, see “8.4 Scanning Documents at a Specified Size/Ratio (Reduce/Enlarge)” (P. 93).

The following settings can be made using the Reduce/Enlarge Preset.



R/E Presets 1 to 7

Referring to the table below, use the numeric keypad to enter the desired value. The default values starting from R/E Preset 1 are: 3 is 50.0%, 7 is 70.7%, 8 is 81.6%, 9 is 86.6%, 10 is 115.4%, 11 is 122.5%, 13 is 141.4%.

Setting value	Description	Setting value	Description
3	50.0%	12	129.4%
4	57.7%	13	141.4%
5	61.2%	14	163.2%
6	64.7%	15	173.2%
7	70.7%	16	200.0%
8	81.6%	17	282.8%
9	86.6%	18	400.0%
10	115.4%	50 to 400	50 to 400% range in 1% increments
11	122.5%	-	-

9.8.10 Setting Scan Size Defaults

This function selects the size displayed in Scan Size in the Scan Options screen. You can assign any scan size to the 11 buttons other than the Auto Size Detect button.

See

For details on Scan Size, see “8.2 Specifying Document Size for Transmission (Scan Size)” (P. 87).

The following settings can be made using the Scan Size Defaults.

The image shows three sequential screenshots of the 'Scan Size Defaults' dialog box. Each screenshot has a 'Close' button in the top right corner and a 'Change Settings' button in the bottom right corner. The dialog is divided into two columns: 'Items' and 'Current Settings'. Navigation arrows and a page indicator are on the right side of the list.

Items	Current Settings
1. Scan Size 1	A 3
2. Scan Size 2	A 4
3. Scan Size 3	A 4
4. Scan Size 4	A 5
5. Scan Size 5	B 4

Items	Current Settings
6. Scan Size 6	B 5
7. Scan Size 7	B 5
8. Scan Size 8	11x17"
9. Scan Size 9	8.5x14"
10. Scan Size 10	8.5x11"

Items	Current Settings
11. Scan Size 11	8.5x11"

Scan Size Defaults 1 to 11

The following sizes can be assigned to the Scan Size Defaults. Select and set the button.

A/B Series Size	A3, A4, A4, A5, A5, A6, A6, B4, B5, B5, B6, B6
Inch Size	11x17", 11x15", 8.5x14", 8.5x13", 8.5x11", 8.5x11", 5.5x8.5", 5.5x8.5"
Others	Photo 2L size, Photo L size, 8K, 16K, 16K

The default values starting from 1.Scan Size 1 is as follows:

A3, A4, A4, A5, B4, B5, B5, 11x17", 8.5x14", 8.5x11", 8.5x11"



Reports/Lists



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10.1 Report/List Types

The machine prints the following reports and lists that provide information about the status of communication or settings.

This section describes reports and lists for the fax feature.

Reports/Lists	Description	When printed	See
Extended Features Settings List	Status of fax and scanner functions set in the System Administration Mode.	<ul style="list-style-type: none"> Manually when specified. 	"10.3 Extended Features Settings List" (P. 210)
Address Book	Lists Address Numbers, groups and their status.	<ul style="list-style-type: none"> Manually when specified. 	"10.4 Address Book" (P. 211)
Comment List	The data used on a cover note.	<ul style="list-style-type: none"> Manually when specified. 	"10.5 Comment List" (P. 212)
Box Selector List	Status of the setting sort to Mailbox.	<ul style="list-style-type: none"> Manually when specified. 	"10.6 Box Selector List" (P. 213)
Activity Report	Result of transmission and reception.	<ul style="list-style-type: none"> After 100 transactions (setting required). Manually when specified. 	"10.7 Activity Report" (P. 214)
Transmission Report	Lists the results of transmissions with a thumbnail of the first page.	<ul style="list-style-type: none"> Printed automatically after the transmission is completed normally (setting required). If a communication ends abnormally, a "Fail to send: Pass this report to the sender" message will be printed. 	"10.8 Transmission Report" (P. 217)
Broadcast Report	Result of broadcast.	<ul style="list-style-type: none"> Printed automatically when a broadcast operation is completed (setting required). 	"10.9 Broadcast/Multi-Poll Report" (P. 221)
Multi-Poll Report	Multi-poll results.	<ul style="list-style-type: none"> Printed automatically when a multi-poll operation is completed (setting required). 	"10.9 Broadcast/Multi-Poll Report" (P. 221)
Relay Broadcast Report	Lists the results of a Relay Broadcast operation.	<ul style="list-style-type: none"> Printed automatically after the completion of a transmission (settings required). 	"10.10 Relay Broadcast Report" (P. 224)
Mailbox Documents Report	Lists the documents stored in the mailbox.	<ul style="list-style-type: none"> Printed automatically when a document is stored in the mailbox (setting required). 	"10.11 Mailbox Documents Report" (P. 226)
Stored Documents List	List of uncompleted jobs (documents not transmitted or received, and documents for polling).	<ul style="list-style-type: none"> Manually when specified. 	"10.12 Stored Documents List" (P. 227)

Reports/Lists	Description	When printed	See
Domain List	State of domains allowed to receive transmissions registered by the Internet Fax (iFAX) function.	<ul style="list-style-type: none"> Manually when specified. 	"13.5 Report/List" (P. 290)
Settings List	Machine hardware configuration, network information and other configuration states.	<ul style="list-style-type: none"> Manually when specified. 	—
Job History Report	History of printing, scanning and fax transmission and reception.	<ul style="list-style-type: none"> After 50 jobs (setting required). Manually when specified. 	
Mailbox List	The contents of registered mailbox.	<ul style="list-style-type: none"> Manually when specified. 	

Note

Accounting method may vary between the reports generated by this machine and those from telecommunication companies. (The machine begins counting the transmission time once the transmission speed between the machines has been confirmed.)

See

- Reports and lists are normally output in the center tray (output tray). When the output module option is installed, the output destination of Activity Report, Transmission Report, Broadcast Report, Multi-Poll Report and Relay Broadcast Report can be customized. This setting is performed by our engineers.
- For details on print methods, see "10.2 Printing Reports and Lists" (P. 206).
- For details on setting up report printing, see "10.2.2 Printing Reports and Lists Automatically" (P. 207).

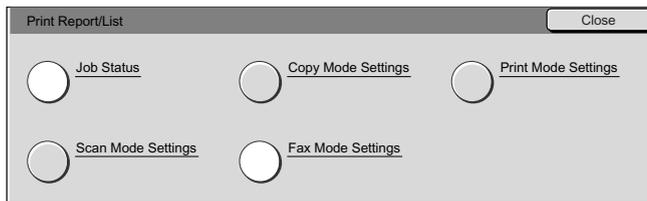
10.2 Printing Reports and Lists

This section describes methods for manually printing reports and lists.

See

For details on reports and lists that are automatically printed, see “10.2.2 Printing Reports and Lists Automatically” (P. 207).

Reports and lists that are manually printed are listed below. For details on how to print reports, using the Job Status button and the Fax Mode Settings button in the Print Report/List screen.



Button name	Printed report/list		
Job Status	Job History	Job history Report	
		Activity Report	
	Stored Documents List		
Fax Mode Settings	Settings List	Extended Features Settings List	
		Box Selector List	
	Address Book		Units of 50 stations between 001 to 500
			Group
			Indication of all stations
	Comment List		

10.2.1 Guide Print Operation

Procedure

- 1 Press Machine Status.**
The Machine Status screen is displayed.

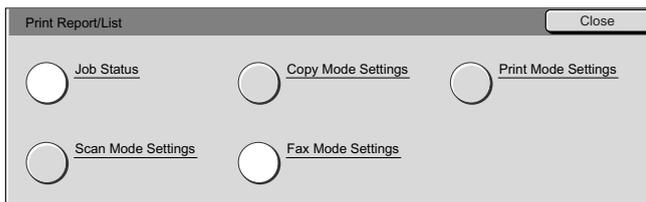
- 2** Select **Print Report/List** in the Meter/Print Report screen.



The Print Report/List screen is displayed.

- 3** Select the report or list you wish to enter and press **Start**.

The selected reports and lists are printed.



- 4** Select **Close** repeatedly until the Print Report/List screen is displayed.

10.2.2 Printing Reports and Lists Automatically

The following reports and lists can be set to print automatically.

- Job History Report
- Activity Report
- Transmission Report
- Multi-Poll Report
- Relay Broadcast Report
- Broadcast Report
- Mailbox Documents Report

For details on printing a Transmission Report, see “10.2.3 Printing a Transmission Report” (P. 208). For details on printing reports other than the transmission report, see “9.8.4 Reports” (P. 184).

Note

You can use the “Settings List” to check report printing status.

10.2.3 Printing a Transmission Report

Use the following procedure to print a Transmission Report when a transmission is completed normally.

Note

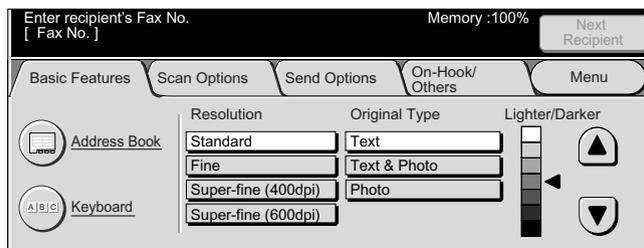
- When a transmission does not end normally and a Transmission Report is set to On, a “Fail to send: Pass this report to the sender.” message is printed.
- The Transmission Report cannot be printed even when it is set to On using the Internet Fax (iFAX) function and the Fax gateway function is used. For details on the fax gateway function, see “13.4.2 Sending Faxes to Recipients as Relay Centers” (P. 284).

See

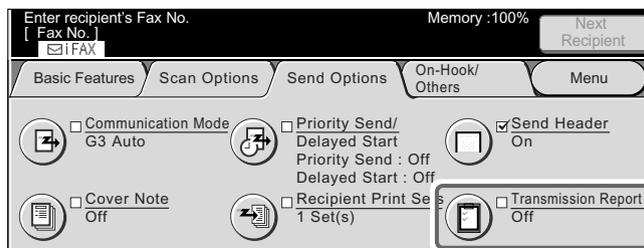
- For details on Transmission Report, see “10.8 Transmission Report” (P. 217).

Procedure

1 Display the Fax screen.

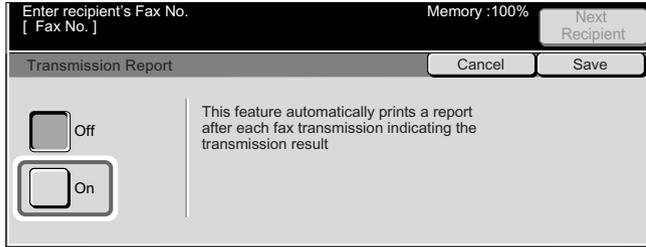


2 Select Transmission Report in the Send Options screen.



The Transmission Report screen is displayed.

3 Select **On**.



4 Select **Save**.

10.3 Extended Features Settings List

Settings can be confirmed in the Extended Features Settings List. The items that can be checked are listed below.

- Fax Screen Defaults
- Fax Features Defaults
- Fax Control
- Received Document File Destination
- Reduce/Enlarge Presets
- Scan Size Defaults

For details on each item, see “9.8 Other Items” (P. 181).

This report can be printed manually. For details on how to print, see “10.2.1 Guide Print Operation” (P. 206).

10.4 Address Book

The Address Book allows you to check Address Number registration, relay station setup and groups.

When you specify a range of Address Numbers at printing, the specified numbers in the Address Book (three pages) and the Relay Station List. Each page contains information for 50 Address Numbers.

When you select a group, the Group and Sub-dial List are printed.

When all stations are selected, the Address Book, the Relay Station List and Group and Sub-dial List for all Address Numbers are printed.

This report can be printed manually. For details on how to print, see “10.2.1 Guide Print Operation” (P. 206).

See

- For details on registering Address Numbers, see “9.3 Setting an Address Number” (P. 150) and for details on groups, see “9.4 Setting a Group Dial” (P. 169).
- When the Internet Fax (iFAX) function is used, Fax No in the Address Book is indicated as Fax No./Mail address and an iFAX profile is added.

10.5 Comment List

The Comment List allows you to check the comments used in Cover Notes.

This report can be printed manually. For details on how to print, see “10.2.1 Guide Print Operation” (P. 206).

See

For details on Cover Note, see “8.10 Transmitting Documents With a Cover Page (Cover Note)” (P. 107), for details on entering comments, see “9.5 Setting a Comment” (P. 171).

Item	Description
No.	Consecutive numbers from 1 to 50 are displayed.
Comments	The details of the job are shown.

10.6 Box Selector List

You can check the condition of the Mailbox distribution function settings on the Box Selector List.

This report can be printed manually. For details on how to print, see “10.2.1 Guide Print Operation” (P. 206).

See

For details on the sorting function, see “8.15 Sorting Received Documents Into Mailbox (Box Selector)” (P. 135).

■Box Selector by Line Type

Item	Description
No.	Consecutive numbers from 1 to 5 are displayed.
Line	Lines 1 to 5 are displayed.
Box Number	The Mailbox number and the box name that has been set are displayed.

10.7 Activity Report

The Activity Report allows you to check whether documents have been transmitted and received successfully. Remote terminal names and status can be recorded separately for outgoing and incoming.

LOOK

The Activity Report does not include the following information:

- *A redialed transmission or polling operation*
- *Documents that were deleted while waiting to be transmitted or redialed*
- *System errors or power outages that occurred during transmission*

The Activity Report can be printed in two ways:

●●● **Automatic printing**

The Activity Report is printed automatically after 100 transactions. When the report is printed, information about the previous communication is deleted from memory. For details on settings, see “10.2.2 Printing Reports and Lists Automatically” (P. 207).

●●● **Manual printing**

This method allows you to print a report whenever it is needed. For details on how to print reports, see “10.2.1 Guide Print Operation” (P. 206).

Item	Description
No.	The serial numbers for transmissions is shown.
Doc.	Job numbers that the machine automatically assigned to documents when the documents were received.
Remote Station	<p>Information on recipient to which transmission is made is recorded in the following order of priority.</p> <p>■Transmitting (speed dialing)</p> <ol style="list-style-type: none"> ① Recipient ② Remote terminal name ③ G3 ID (including spaces) ④ Tel No. ⑤ Communication mode EC (or G3, SG3) <p>■Transmitting (when all digits are dialed)</p> <ol style="list-style-type: none"> ① Remote terminal name ② G3 ID (including spaces) ③ Tel No. ④ Communication mode EC (or G3, SG3) <p>■Receiving</p> <ol style="list-style-type: none"> ① Remote terminal name ② G3 ID (including spaces) ③ Communication mode EC (or G3, SG3) <p>Note</p> <p><i>You can set the number of character digits displayed for the recipient. For details on setting up, see "9.8.4 Reports" (P. 184). The factory set default displays the first 40 digits.</i></p>
Start Time	The date and time that the communication began are shown. In Batch Send, the start time of the transmission for each document is recorded.
Duration	The communication length is indicated. In Batch Send, the length of time taken for a transmission for each document is recorded.
Pages	<p>"-" is indicated when the number of pages is 0.</p> <p>■Transmitting</p> <p>The number printed on the left side of the slash "/" indicates the number of pages that were successfully transmitted. The number printed on the right side of the slash "/" indicates the number of total pages. In Manual Send, the number of total pages is not shown.</p> <p>■Receiving/Polling</p> <p>The number of pages that the machine successfully received is shown.</p>
Mode	The mode used for the communication is shown here. There are three modes; G3, EC and SG3 (Super G3). (This field is blank if a mode other than these was used.)

Item	Description
Contents	<p>The information about the communication is indicated here. See the Note field at the bottom of the report for a list of abbreviations and their definitions.</p> <p>■ Transmitting</p> <p>① Remote service ② Redial ③ Mailbox XXX ④ Broadcast/Multi-Poll ⑤ Polling ⑥ Relay Broadcast ⑦ Relay Broadcast Assignment ⑧ Fax forwarding box XXX</p> <p>■ Receiving</p> <p>① Mailbox XXX ② Polling ③ Relay broadcast request ④ Receiving line box XXX ⑤ Transmitting telephone number box XXX</p> <p>Note</p> <ul style="list-style-type: none"> • XXX indicates the Mailbox number. • Relay Broadcast is printed when Relay Broadcast and Relay Broadcast Assignment are both specified at transmission.
Status	<p>The result of the operation is indicated here.</p> <p>NormalThe operation ended normally.</p> <p>BusyThe recipient is busy or did not answer.</p> <p>Auto resend.....The document is being resent and the set resend times has not been exceeded.</p> <p>Terminated.....The communication was terminated.</p> <p>Recipient check required ..An error caused by the recipient or the line during communication.</p> <p>Retransmission required ... Document must be retransmitted.</p> <p>Re-reception required Document must be received again.</p> <p>Cable check required..... Check that the line is properly connected.</p> <p>XXX-XXXError code</p> <p>See</p> <p><i>For details on lines, see "1.3 Telephone Line Connectors" (P. 4) and for details on XXX-XXX (error code), see "11.2 Error Code List" (P. 234).</i></p>
Total	All received pages are recorded.

10.8 Transmission Report

The Transmission Report allows you to confirm documents and transmission results. When a transmission ends successfully, a Transmission Report is printed. If not successful, "Fail to send: Pass this report to the sender" message is printed. This is for all of the regular faxes sent and for Internet Fax (iFAX) transmissions.

You can determine at the time of printing whether or not a transmission report is to be printed. For details on printing a Transmission Report, see "10.2.3 Printing a Transmission Report" (P. 208). You can also set the machine to print a report for transmission. For details on setup, see "9.8.6 Feature Defaults" (P. 188).

Whether the report is printed depends on the settings in the Transmission Report. See the following table to obtain the required specification.

Setting		Result and printed report	
Transmission Report (Transmission failed)	Transmission Report	Transmission succeeded	Transmission failed
Auto Print On	Printed	Transmission Report	Transmission Report
	Not printed	Off	Transmission Report
Auto Print Off	Printed	Transmission Report	Transmission Report
	Not printed	Off	Off

See

- A Transmission Report is not printed during Broadcast or Multi-Poll operations. Use the Broadcast/Multi-Poll Report to confirm communication results. For details on the Broadcast/Multi-Poll Report, see "10.9 Broadcast/Multi-Poll Report" (P. 221).
- During a batch send, reports are printed separately for each transmission.
- Transmission Reports indicating failed transmission are not printed for communications that are waiting to be transmitted or redialed.
- Transmission Reports indicating failed transmission are not printed for communications that were canceled while waiting to be transmitted or redialed.
- Using the Internet Fax (iFAX) for transmission
 - "Transmission completed" in the check communication screen, the Transmission Report and the Job History Report of this machine indicate that the document has reached the SMTP server that was set for transmission on this machine. Problems in the Internet paths may prevent mail from reaching its destination. This machine is not notified of such problems. Use the telephone to verify the reception of important documents.
 - Transmissions using the fax gateway function are not reflected in the Transmission Report.

Item	Description
Message	Either of the following is recorded depending on the transmission result. ■ When the transmission succeeded: "Document has been sent." message is printed. ■ When the transmission failed: "Document has not been sent. Pass this report to the sender." message is printed.

Item	Description
Document Size	The size of the first page of documents transmitted is printed on one of the following page sizes: <ul style="list-style-type: none"> • A3S, A4S, B4S, B5S, A4L, B5L, A5S, 11"×17"S, 8.5"×14"S, 8.5"×11"S, 8.5"×11"L
Image	A reduced image of the first page of documents is printed.
Total Pages Scanned	The number of document pages is shown.
Total Pages Sent	The number of document pages transmitted is shown.
No.	The serial numbers for transmissions is shown.
Doc.	Job numbers that the machine automatically assigned to documents when the documents were received.
Remote Station	Information on recipient to which transmission is made is recorded in the following order of priority. ■Transmitting (speed dialing) ① Recipient ② Remote terminal name ③ G3 ID (including spaces) ④ Tel No. ⑤ Communication mode EC (or G3, SG3) ■Transmitting (when all digits are dialed) ① Remote terminal name ② G3 ID (including spaces) ③ Tel No. ④ Communication mode EC (or G3, SG3) ■Receiving ① Remote terminal name ② G3 ID (including spaces) ③ Communication mode EC (or G3, SG3)
Start Time	The date and time that the communication began are shown. In Batch Send, the start time of the transmission for each document is recorded.
Duration	The communication length is indicated. In Batch Send, the length of time taken for a transmission for each document is recorded.
Pages	“-” is indicated when the number of pages is 0. ■Transmitting The number printed on the left side of the slash “/” indicates the number of pages that were successfully transmitted. The number printed on the right side of the slash “/” indicates the number of total pages. In Manual Send, the number of total pages is not shown. ■Receiving/Polling The number of pages that the machine successfully received is shown.

Item	Description
Mode	The mode used for the communication is shown here. There are three modes; G3, EC and SG3 (Super G3). (This field is blank if a mode other than these was used.)
Contents	<p>The information about the communication is indicated here. Refer to the Note field at the bottom of the report for a list of abbreviations and their definitions.</p> <p>■ Transmitting</p> <p>① Remote service ② Redial ③ Mailbox XXX ④ Broadcast/Multi-Poll ⑤ Polling ⑥ Relay Broadcast ⑦ Relay Broadcast ⑧ Fax forwarding box XXX</p> <p>■ Receiving</p> <p>① Mailbox XXX ② Polling ③ Relay broadcast request ④ Receiving line box XXX ⑤ Transmitting telephone number box XXX</p> <p>Note</p> <ul style="list-style-type: none"> • XXX indicates the Mailbox number. • Relay Broadcast is printed when Relay Broadcast and Relay Broadcast Assignment are both specified at transmission.
Status	<p>The result of the operation is indicated here.</p> <p>Normal The operation ended normally.</p> <p>Busy The recipient is busy or did not answer.</p> <p>Auto resend The document is being resent and the set resend times has not been exceeded.</p> <p>Terminated..... The communication was terminated.</p> <p>Recipient check required.. An error caused by the recipient or the line during communication.</p> <p>Retransmission required... Document must be retransmitted.</p> <p>Re-reception required Document must be received again.</p> <p>Cable check required..... Check that the line is properly connected.</p> <p>XXX-XXX Error code</p> <p>See</p> <p><i>For details on lines, see "1.3 Telephone Line Connectors" (P. 4) and for details on XXX-XXX (error code), see "11.2 Error Code List" (P. 234).</i></p>
Total number of pages	All received pages are recorded.

■When transmitting Internet Fax (iFAX)

Item	Description
Start time	The time and date of the transmission are recorded.
Recipient Information	The recipient information of the other party is recorded.
Document No.	Job numbers that the machine automatically assigned to documents when the documents were received.
Result	Either of the following is recorded depending on the transmission result. ■When the transmission succeeded: "Document has been sent." message is printed. ■When the transmission failed: "Document was not sent. Pass this report to the sender." message is printed.

10.9 Broadcast/Multi-Poll Report

Broadcast/Multi-Poll Report allows you to check the communication results of a Broadcast or Multi-Poll operation.

It lists information about previous communications such as remote terminal names and status.

Broadcast/Multi-Poll Report is printed when set to print automatically. It cannot be printed manually.

When set to print automatically, it is printed automatically after a Broadcast/Multi-Poll operation. For details on settings, see “10.2.2 Printing Reports and Lists Automatically” (P. 207).

Note

- *The Broadcast Report and the Multi-Poll Report are not identical. They are printed separately.*
- *Both the size and image of the first page of the documents are printed on the Broadcast Report only.*
- *When a Broadcast send operation is made to both normal fax transmission destinations and to Internet Fax (iFAX) transmission destinations, the report is printed when all transmissions are completed. Note that a Transmission Report is printed when the same destination is specified in both a fax transmission destination and an Internet Fax (iFAX) transmission destination.*

Item	Description
No.	The serial numbers for transmissions is shown.
Doc.	Job numbers that the machine automatically assigned to documents when the documents were received.
Remote Station	<p>Information on recipient to which transmission is made is recorded in the following order of priority.</p> <p>■Transmitting (speed dialing)</p> <ul style="list-style-type: none"> ① Recipient ② Remote terminal name ③ G3 ID (including spaces) ④ Tel No. ⑤ Communication mode EC (or G3, SG3) <p>■Transmitting (when all digits are dialed)</p> <ul style="list-style-type: none"> ① Remote terminal name ② G3 ID (including spaces) ③ Tel No. ④ Communication mode EC (or G3, SG3) <p>■Receiving</p> <ul style="list-style-type: none"> ① Remote terminal name ② G3 ID (including spaces) ③ Communication mode EC (or G3, SG3)
Start Time	The date and time that the communication began are shown. In Batch Send, the start time of the transmission for each document is recorded.
Duration	The communication length is indicated. In Batch Send, the length of time taken for a transmission for each document is recorded.
Pages	<p>“-” is indicated when the number of pages is 0.</p> <p>■Transmitting</p> <p>The number printed on the left side of the slash “/” indicates the number of pages that were successfully transmitted. The number printed on the right side of the slash “/” indicates the number of total pages. In Manual Send, the number of total pages is not shown.</p> <p>■Receiving/Polling</p> <p>The number of pages that the machine successfully received is shown.</p>
Mode	The mode used for the communication is shown here. There are three modes; G3, EC and SG3 (Super G3). (This field is blank if a mode other than these was used.)

Item	Description
Contents	<p>The information about the communication is indicated here. Refer to the Note field at the bottom of the report for a list of abbreviations and their definitions.</p> <p>■ Transmitting</p> <p>① Remote service ② Redial ③ Mailbox XXX ④ Broadcast/Multi-Poll Assignment ⑤ Polling ⑥ Relay Broadcast ⑦ Relay Broadcast ⑧ Fax forwarding box XXX</p> <p>■ Receiving</p> <p>① Mailbox XXX ② Polling ③ Relay broadcast request ④ Receiving line box XXX ⑤ Transmitting telephone number box XXX</p> <p>Note</p> <ul style="list-style-type: none"> • XXX indicates the Mailbox number. • Relay Broadcast is printed when Relay Broadcast and Relay Broadcast Assignment are both specified at transmission.
Status	<p>The result of the operation is indicated here.</p> <p>NormalThe operation ended normally.</p> <p>BusyThe recipient is busy or did not answer.</p> <p>Auto resendThe document is being resent and the set resend times has not been exceeded.</p> <p>Terminated.....The communication was terminated.</p> <p>Recipient check required ..An error caused by the recipient or the line during communication.</p> <p>Retransmission required... Document must be retransmitted.</p> <p>Re-reception required Document must be received again.</p> <p>Cable check required..... Check that the line is properly connected.</p> <p>XXX-XXXError code</p> <p>See</p> <p><i>For details on lines, see “1.3 Telephone Line Connectors” (P. 4) and for details on XXX-XXX (error code), see “11.2 Error Code List” (P. 234).</i></p>

10.10 Relay Broadcast Report

The Relay Broadcast Report allows you to check the Relay Broadcast results.

The Relay Broadcast Report is printed when set to print automatically. It cannot be printed manually.

When set to print automatically, it is printed automatically after a Relay Broadcast operation. You can also have the report transmitted to the initiating station. For details on settings, see "10.2.2 Printing Reports and Lists Automatically" (P. 207).

Item	Description
No.	The serial numbers for transmissions is shown.
Doc.	Job numbers that the machine automatically assigned to documents when the documents were received.
Remote Station	<p>Information on recipient to which transmission is made is recorded in the following order of priority.</p> <p>■Transmitting (speed dialing)</p> <ul style="list-style-type: none"> ① Recipient ② Remote terminal name ③ G3 ID (including spaces) ④ Tel No. ⑤ Communication mode EC (or G3, SG3) <p>■Transmitting (when all digits are dialed)</p> <ul style="list-style-type: none"> ① Remote terminal name ② G3 ID (including spaces) ③ Tel No. ④ Communication mode EC (or G3, SG3) <p>■Receiving</p> <ul style="list-style-type: none"> ① Remote terminal name ② G3 ID (including spaces) ③ Communication mode EC (or G3, SG3)
Start Time	The date and time that the communication began are shown. In Batch Send, the start time of the transmission for each document is recorded.
Duration	The communication length is indicated. In Batch Send, the length of time taken for a transmission for each document is recorded.
Pages	<p>"-" is indicated when the number of pages is 0.</p> <p>■Transmitting</p> <p>The number printed on the left side of the slash "/" indicates the number of pages that were successfully transmitted. The number printed on the right side of the slash "/" indicates the number of total pages. In Manual Send, the number of total pages is not shown.</p> <p>■Receiving/Polling</p> <p>The number of pages that the machine successfully received is shown.</p>

Item	Description
Mode	<p>The mode used for the communication is shown here. There are three modes; G3, EC and SG3 (Super G3). (This field is blank if a mode other than these was used.)</p>
Contents	<p>The information about the communication is indicated here. Refer to the Note field at the bottom of the report for a list of abbreviations and their definitions.</p> <p>■Transmitting ①Remote service ②Redial ③Mailbox XXX ④Broadcast/Multi-Poll ⑤Polling ⑥Relay Broadcast ⑦Relay Broadcast Assignment ⑧ Fax forwarding box XXX</p> <p>■Receiving ①Mailbox XXX ②Polling ③Relay broadcast request ④Receiving line box XXX ⑤Transmitting telephone number box XXX</p> <p>Note</p> <ul style="list-style-type: none"> • XXX indicates the Mailbox number. • Relay Broadcast is printed when Relay Broadcast and Relay Broadcast Assignment are both specified at transmission.
Status	<p>The result of the operation is indicated here.</p> <p>NormalThe operation ended normally. BusyThe recipient is busy or did not answer. Auto resendThe document is being resent and the set resend times has not been exceeded. Terminated.....The communication was terminated. Recipient check required ..An error caused by the recipient or the line during communication. Retransmission required... Document must be retransmitted. Re-reception required Document must be received again. XXX-XXXError code</p> <p>See</p> <p>For details on XXX-XXX (error codes), see "11.2 Error Code List" (P. 234).</p>

10.11 Mailbox Documents Report

The Mailbox Documents Report allows you to check whether or not documents are stored in the mailbox memory.

The Mailbox Documents Report is printed automatically. It cannot be printed manually. When set to print automatically, it is automatically printed when documents are stored in the Mailbox. For details on settings, see “10.2.2 Printing Reports and Lists Automatically” (P. 207).

Note

To automatically output the Mailbox Documents Report, the Box Command of the Mailbox must be set to Save box or Delete/Save Documents must be set to Save. For details on mailbox settings, see “9.6 Creating a Mailbox” (P. 173).

Item	Description
Mailbox No.	Mailbox numbers are shown.
Mailbox Name	Mailbox names are shown.

10.12 Stored Documents List

The Stored Documents List displays a list of uncompleted jobs (documents and polling documents that were not transmitted or received) stored in the Mailbox.

This report can be printed manually.

For details on how to print, see "10.2.1 Guide Print Operation" (P. 206).

■Mailbox Size

Item	Description
Size Used	Mailbox capacity is recorded.
Free Space	Mailbox free capacity is recorded.

■Incompleted Jobs

Item	Description
Doc. No.	Job numbers that the machine automatically assigns to documents stored in memory.
Time	The time the transmitted document was stored into the memory or the document was received is indicated. The time a report was made is also indicated. For other operations such as a Multi-Poll, the time the operation was specified is shown.
Remote Terminal	Information on To: Or recipient information is recorded in the following order of priority. These are not recorded for Broadcast, Multi-Poll and Relay broadcast. ■Transmitting (speed dialing) ① Recipient ② Remote terminal name ③ G3 ID (including spaces) ④ Tel No. ⑤ Communication mode EC (or G3, SG3) ■Transmitting (when all digits are dialed) ① Remote terminal name ② G3 ID (including spaces) ③ Tel No. ④ Communication mode EC (or G3, SG3) ■Receiving ① Remote terminal name ② G3 ID (including spaces) ③ Communication mode EC (or G3, SG3)

Item	Description
Document Information	<p>The content and state of documents, the information about the mailbox, and the information about redialing are recorded. These data may be recorded redundantly.</p> <p>Received document ...A received document.</p> <p>Direct fax.....A document being received directly transmitted from a PC to a fax.</p> <p>Transmission.....A document specified for transmission.</p> <p>Broadcast.....A document assigned for Broadcast or Relay Broadcast operation.</p> <p>Relay Broadcast Assignment. Assignment of a Relay Broadcast operation.</p> <p>Relay Broadcast.....A document specified for Relay Broadcast.</p> <p>Store for Polling Document stored for polling.</p> <p>Polling Polling document.</p> <p>Multi-poll..... Multi-Poll document.</p> <p>XXX report Report document.</p> <p>Pending job Print document in Mailbox.</p> <p>Scan..... Document imported by scanning.</p> <p>Network transmission ..Document to be sent from Mailbox via network.</p> <p>Work document..... Document created by the machine for internal processing.</p> <p>Box XXX..... Number of stored Mailbox.</p> <p>Pending..... When a communications is being resent, and when a Broadcast or Multi-Poll operation has been received by one or more stations. (Normal end or abnormal end) is indicated.</p> <p>Delayed Start:hh:mm . Specified time.</p> <p>(xxx station)..... Indicated when a communication has not reached the first station in a Broadcast or Multi-Poll operation.</p> <p>(xxx station of remaining stations yyy) .. Indicated when a communication has reached (normal end or abnormal end) the first station in a Broadcast or Multi-Poll operation.</p> <p>Priority..... Document assigned priority.</p>
Doc. Size	The size of the first page of a stored job is indicated here.
Page	The total number of pages stored in memory by the machine.

Troubleshooting



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11.1 Troubleshooting

This section covers problems you may encounter in using the facsimile functions of this machine and offers possible solutions for correcting them.

If you experience a malfunction or problem with your machine after consulting the following troubleshooting tables to determine the cause and what measures to take, contact our Customer Support Center.

11.1.1 Problems With Transmission

Items to check	Countermeasures
Transmission procedure	Check that the procedure is appropriate and retry.  "3.1 Simple Send Procedure" (P. 20)
Telephone line connection	Check that the phone line is connected correctly.  "1.3 Telephone Line Connectors" (P. 4)
Phone line settings	Print an "Expanded Features Settings List" to check that the dial is appropriate. Correct the settings if necessary.  "9.2 Entering Local Terminal Information" (P. 145)
Phone number of remote machine	Check the number displayed on the screen. If you are using speed dialing, print an Address Book to check the number. Correct the number if necessary.  <ul style="list-style-type: none">• "9.3 Setting an Address Number" (P. 150)• "10.2 Printing Reports and Lists" (P. 206)• "10.4 Address Book" (P. 211)
Problems with the remote machine	Check whether the remote terminal is on and is ready to receive/transmit.
Was a Transmission Report saying "Fail to send : Pass this report to the sender." printed?	Check the Transmission Report.  "10.8 Transmission Report" (P. 217)
Activity Report details.	Check the Activity Report.  "10.7 Activity Report" (P. 214)
An error message displayed?	Take the necessary measures described in the message.

11.1.2 Problems With Reception

Items to check	Countermeasures
“Load paper” message displayed?	Load paper if the paper tray is empty.
“Paper jam” message displayed?	Remove jammed paper if necessary.
Modular jack connection	Connect the modular jack correctly.  “1.3 Telephone Line Connectors” (P. 4)
Set to Manual Receive?	Carry out a Manual Receive operation or select Auto Receive.  “6.1 Reception Mode” (P. 68)
Is the System Administration Mode on?	The machine cannot receive documents in the System Administration Mode. Exit the System Administration Mode.
Is telephone line connection right?	Check that the phone line is connected correctly.  “1.3 Telephone Line Connectors” (P. 4)
Is the power switched on?	Turn the power on.
An error message displayed?	Take the necessary measures described in the message.

11.1.3 Other Problems

Status	Items to check	Countermeasures
XXX-XXX is displayed	—	 “11.2 Error Code List” (P. 234)
Paper jam/ Document jam	—	—
Facsimile feature does not work.	Check whether the telephone number of the remote machine is correct.	Press the Job Status button to open the Job Status screen. Select a job and cancel transmission.  “5.1 Canceling Jobs” (P. 62)

Status	Items to check	Countermeasures
The touch panel display is dark.	Is the Power Saver button on?	The machine is in a power save mode. Press the Power Saver button or any other button to exit this mode.
	Is the Brightness Adjustment Dial set too low?	Use the Brightness Adjustment Dial to adjust display brightness.
	Power off?	Turn the power on.
The telephone continues to ring.	Set to Manual Receive?	Select Auto Receive.  "6.1 Reception Mode" (P. 68)
	Is the Auto Switch Time set too long?	Change the settings.  "9.8.7 Fax Control" (P. 192)
	Is the System Administration Mode on?	The machine cannot receive documents in the System Administration Mode. Exit the System Administration Mode.
Received data is not printed.	Is the document loaded correctly at the remote machine?	Ask the remote station.  <i>Poor output quality may be caused by the remote machine.</i>
The transmitted image quality is poor.	Is the document scanner clean?	Clean the document scanner.
	Are the settings for density correct?	Adjust the density level.  "3.1.3 Lighter/Darker" (P. 21)
	Is there any problem with the remote machine?	Ask the remote station.  <i>Poor output quality may be caused by the remote machine.</i>

Status	Items to check	Countermeasures									
<p>The received data is split or part of the data is missing.</p>	<p>The document from the sender may be longer than the set sizes, or the sender's scanner stretched the document when it was scanned.</p>	<p>Auto Reduce on Receipt and Border Limit can be combined on this machine for when documents, like those described in the items on the left, are received.</p> <table border="1" data-bbox="713 527 1311 1020"> <tr> <td data-bbox="713 527 943 688"> <p>Auto Reduce on Receipt Border Limit</p> </td> <td data-bbox="943 527 1124 688"> <p>On</p> </td> <td data-bbox="1124 527 1311 688"> <p>Off</p> </td> </tr> <tr> <td data-bbox="713 688 943 915"> <p>When border limits are not exceeded</p> </td> <td data-bbox="943 688 1124 915"> <p>The document is automatically reduced and output as one page.</p> </td> <td data-bbox="1124 688 1311 915"> <p>The portion that exceeds the set page size is cut off and the document is output.</p> </td> </tr> <tr> <td data-bbox="713 915 943 1020"> <p>When border limits are exceeded</p> </td> <td colspan="2" data-bbox="943 915 1311 1020"> <p>The document is output at the same magnification on separate pages.</p> </td> </tr> </table> <p>See <i>For details about how to set Auto Reduce on Receipt and Border Limit, see "9.8.7 Fax Control" (P. 192)</i></p>	<p>Auto Reduce on Receipt Border Limit</p>	<p>On</p>	<p>Off</p>	<p>When border limits are not exceeded</p>	<p>The document is automatically reduced and output as one page.</p>	<p>The portion that exceeds the set page size is cut off and the document is output.</p>	<p>When border limits are exceeded</p>	<p>The document is output at the same magnification on separate pages.</p>	
<p>Auto Reduce on Receipt Border Limit</p>	<p>On</p>	<p>Off</p>									
<p>When border limits are not exceeded</p>	<p>The document is automatically reduced and output as one page.</p>	<p>The portion that exceeds the set page size is cut off and the document is output.</p>									
<p>When border limits are exceeded</p>	<p>The document is output at the same magnification on separate pages.</p>										
<p>The received image quality is poor.</p>	<p>Is the drum/toner cartridge damaged?</p>	<p>Make a copy to check the condition of the drum cartridge. Replace the drum cartridge if necessary.</p>									
	<p>Is the scanner of the remote machine clean?</p>	<p>Ask the remote station. Note <i>Poor output quality may be caused by the remote machine.</i></p>									
	<p>Is the resolution level setting for the remote machine too low?</p>	<p>Ask the remote station. Note <i>Poor output quality may be caused by the remote machine.</i></p>									

11.2 Error Code List

This section describes the status code displayed in the Activity Report, other reports and how to perform diagnostics.

If the problem persists, contact our Customer Support Center.

See

For details on the Activity Report, see “10.7 Activity Report” (P. 214) and for details on the Transmission Report, see “10.8 Transmission Report” (P. 217).

Error Code	Status and countermeasures
016-764	Could not connect to the SMTP server. Contact the SMTP server administrator.
016-765	Could not send mail as the hard disk on the SMTP server was full. Contact the SMTP server administrator.
016-766	An error occurred on the SMTP server. Contact the SMTP server administrator.
016-767	Could not send mail as the mail address was wrong. Confirm the mail address, and try sending the mail again.
016-768	Could not connect to the SMTP server as the mail address of this machine was incorrect. Check the mail address of this machine.
016-769	The SMTP server does not support confirmation of mail distribution (DSN). Send mail without setting confirmation of mail distribution (DSN).
020-501, 020-79~795	Is the telephone line (modular jack) correctly connected? Check that the phone line is connected correctly and transmit again. See “1.3 Telephone Line Connectors” (P. 4)
020-507, 083-715, 084-786, 084-787	Communication could not take place because the ID of the remote machine and the password you specified do not match. Make sure that the password and telephone number are correct. Also check with the other party if their machine has been set up to not receive ID from other parties. This code is also displayed when a polling request is rejected.
020-511, 083-720, 083-725	A Relay Broadcast cannot be transmitted. Is Relay Broadcast correctly registered Address Number? Print the Address Book and check whether or not Relay Broadcast is correctly registered. If not, register it. Also, check the contents of Address Number registered at the relay station. See “4.2 Transmitting Documents Through a Relay Station (Relay Broadcast)” (P. 43) and “4.3 Transmitting Documents Through a Remote Relay Station (Remote Relay Broadcast)” (P. 53).

Error Code	Status and countermeasures
020-728, 020-784, 020-785, 020-796, 083-701	Transmission can not be made because the telephone number is not correct. Check the telephone number of the remote machine and transmit again. Customers who use G3 DP (Dial Pulse) should check if the dialed number contains * or #.
083-702, 083-714, 084-507	The other party terminated the transmission. There is nothing wrong with this machine. Call the other party to check the status of the remote machine, then transmit again.
083-704, 083-744, 083-745	Polling was set up on this machine, but the remote machine does not have this function. Call the other party to confirm.
083-705, 083-708~710, 083-712	Call the other party to check if there is anything wrong with the remote machine, then transmit again.
083-720	You were connected to the remote machine, but it could not receive. Is there something wrong with the remote fax? Call the other party to make sure. <ul style="list-style-type: none"> • Out of paper • Paper jam • Memory full • The remote machine does not support G3 reception. When specifying features such as a Relay Broadcast Send or Remote Mailbox, call the other party to check whether the remote machine has these features, and if the password is correct.
083-746	The fax network does not respond. This may be caused by the following, check them and then send the fax again. <ul style="list-style-type: none"> • Is the telephone line correctly connected? • If transmission is done from an internal line to an external line, have you forgotten to dial "0"? • The person you are faxing may not have a contract with the fax network, or there may be some trouble with the fax network. Furthermore, when you are connected to the fax network, enter two pauses after "161" and "162" then dial the telephone number.
083-749	The other party was redialed the set number of times but did not answer. Check with the other party if the telephone line of the remote machine is disconnected or the exchange is defective.

12

Direct Transmission of Faxes From a Computer

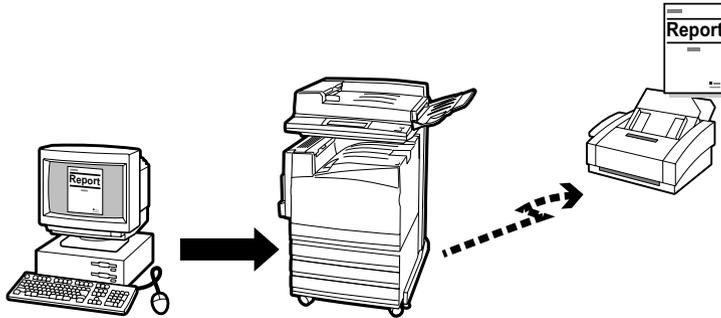
12.1	Overview	238
12.2	Direct Faxing	239
12.3	Entering Recipient List	243
12.3.1	Entering Fax Recipient Information Directly	243
12.3.2	Importing From Fax Recipient Data	245
12.3.3	Importing From Fax Phonebook Entries	248
12.4	Registering Address Number From a PC.....	249

12.1 Overview

You can facsimile documents created in a computer program directly from your PC in the same way you would print a document. This is known as the *direct faxing*.

LOOK

To send extremely high resolution A3-sized document (600 × 600 dpi), you need to install the 128MB Memory Kit (option).



Create fax document and then using the PCL printer driver, enter a fax recipient and send the document to the machine for faxing-- all on the computer.

12.2 Direct Faxing

This section describes how to directly transmit documents made in a computer application to a fax machine.

As in printing, properties displayed during transmission and functions can be adjusted in the property screen of the fax printer icon installed on the computer.

See

On-line Help is used in the same way as the printer driver.

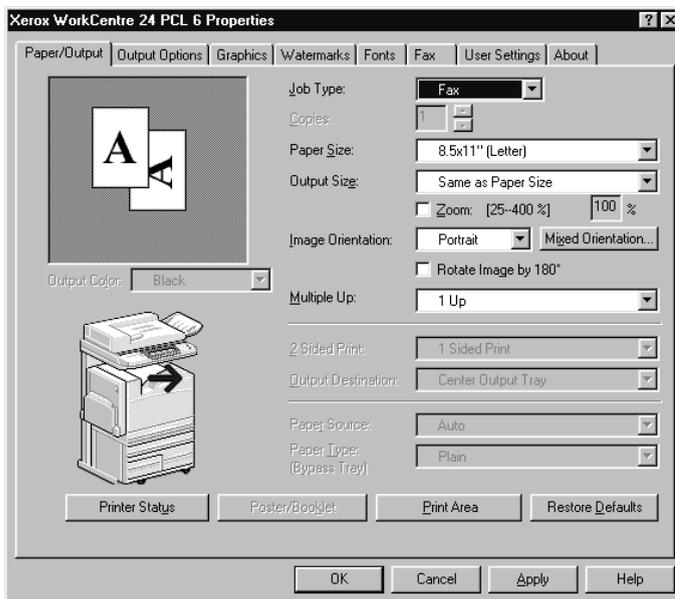
The following describes the operating procedures using Windows 98 WordPad.

Note

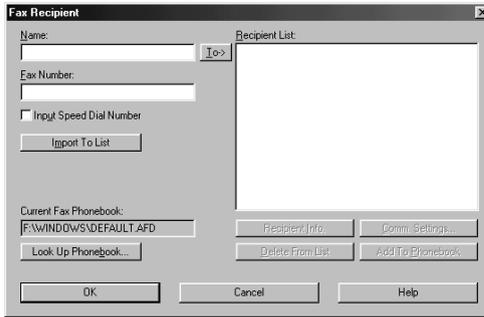
- *The operations performed in the Property screen depend on the application. See the instructions in respective application.*
- *Functions not recognized by the installed options are not available.*

Procedure

- 1 From the File menu of the application program, select Print to display the Print dialog box.
- 2 Check that the correct printer is selected, and then click **Properties** to display the printer properties dialog box.
- 3 Click the Paper/Output tab, and then select **Fax** for Job Type. The options on the Fax tab will then be available for your selection.



- 4 Select the necessary settings on the Fax and other tabs, and then click **OK** to close the printer properties dialog box.
- 5 The Print dialog box is displayed and click **OK**.



The Fax Recipient dialog box appears.

- 6 Enter the fax recipient to Recipient List. There are a few ways to do this.

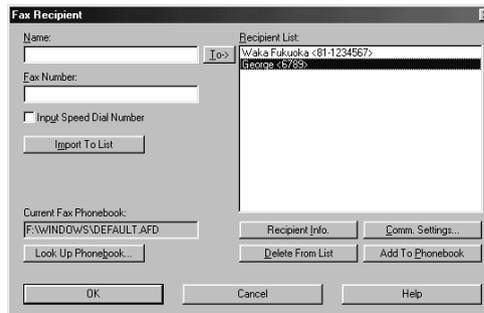
If you do not have a ready list of fax recipients, enter the respective information of each fax recipient at Name and Fax Number, and then click **To** →.

You can also enter the recipient by clicking **Import To List** to import from a fax recipient data or **Look Up Phonebook** to import from fax phonebook entries.

See

“12.3 Entering Recipient List” (P. 243) for details on entering Recipient List information.

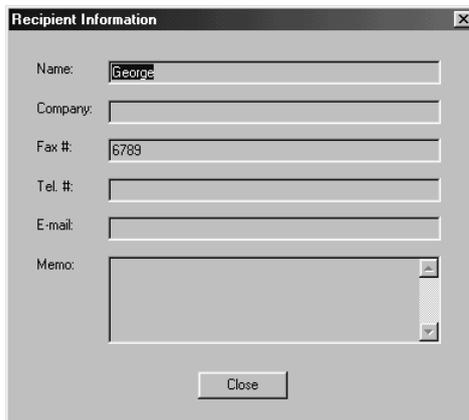
- 7 After the fax recipient has been added to Recipient List, the four buttons just below it will become available.



By referring to the following explanation, edit the recipient information if necessary, and then click **OK**.

■Recipient Info.

Click to display the Recipient Information dialog box of the selected recipient. Particulars shown will include those that have been entered when creating the fax recipient like name, company, fax number, telephone number, e-mail address. This button will not be available for fax recipients whose particulars are entered directly on the Fax Recipient dialog box.



The image shows a screenshot of a software dialog box titled "Recipient Information". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner. Inside the dialog, there are several input fields:

- Name:** A text box containing the name "George".
- Company:** An empty text box.
- Fax #:** A text box containing the number "6789".
- Tel. #:** An empty text box.
- E-mail:** An empty text box.
- Memo:** A larger text area with vertical scrollbars, currently empty.

At the bottom center of the dialog box, there is a button labeled "Close".

■Comm. Settings

Click to display the Communication Setting dialog box for entering detailed communication settings for the fax recipient.

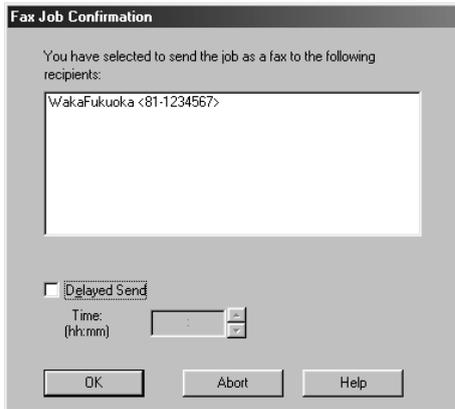
■Delete From List

Click to delete the selected recipient from the Recipient List.

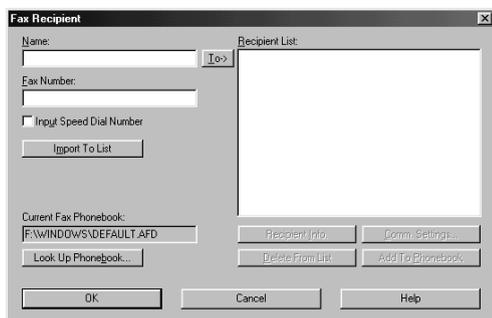
■Add To Phonebook

Click to add the selected recipient to the current Fax Phonebook.

- 8 The Fax Job Confirmation dialog box appears.
Check that the Recipient Information is correct and then click **OK** to send the fax job.
To cancel the job, click **Abort**.
If you wish to send the fax at a later time, check the check box, Delayed Send, and then enter the required hour and minute at Time.



12.3 Entering Recipient List



You can enter fax recipient information to the Recipient List on the Fax Recipient dialog box in the following ways:

- entering fax recipient information directly
- importing from fax recipient data
- importing from fax phonebook entries

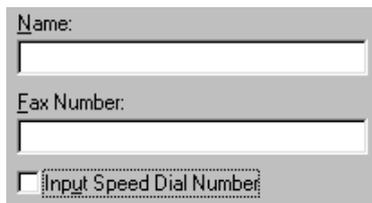
Fax recipients can be individuals or groups to whom the fax is to be sent. This section describes operating procedures using Windows 98.

12.3.1 Entering Fax Recipient Information Directly

The following describes how to enter the fax number of the other party directly.

Procedure

- 1** At the edit box, Name, of the Fax Recipient dialog box, enter the name of the fax recipient.
You can enter up to 30 characters here, including numbers, letters and spaces.
- 2** At the edit box, Fax Number, enter the fax number.



You can enter up to 30 characters here, including numbers, letters and “-” (which represents pause) for a fax number.

Characters that cannot be entered include “[, ”]”, “{, }”, “|”, “~”, “,” and spaces.

All letters entered will be displayed in upper case. When dialing the fax number, the letters will be translated into numbers as follows:

1, ABC → 2, DEF → 3, GHI → 4, JKL → 5, MNO → 6, PQRS → 7, TUV → 8, WXYZ → 9.

You may enter an Address Number instead of a fax number.

Click the check box, Input Address Number to change the edit box, Fax Number to Address Number.

You can enter a number between 1 to 200 for Address Number.

The image shows a screenshot of a software interface with a grey background. It contains three input fields stacked vertically. The first field is labeled "Name:" and is empty. The second field is labeled "Speed Dial Number (1-200):" and is also empty. Below the second field is a checkbox that is checked, with the label "Input Speed Dial Number".

If **Extended Fax Memory** for Fax Module has been selected on the Printer tab, the dial number limit will be increased to 1 to 999.

- 3** Click **To** → to add the name and fax number (or Address Number) entered to the Recipient List.

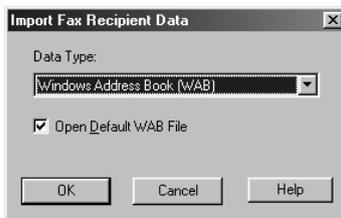
12.3.2 Importing From Fax Recipient Data

Registered recipient data can be imported.

Procedure

- 1 On the Fax Recipient dialog box, click **Import To List**.

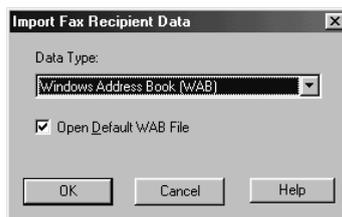
The Import Fax Recipient Data dialog box appears.



- 2 From Data Type, select one of the following options and then proceed to the respective step stated for each option:

- Windows Address Book (WAB) (proceed to step 3)
- Comma Separated Values (CSV) (proceed to step 4)
- Address Number Data EWS-CSV (proceed to step 5)

- 3 When Windows Address Book (WAB) has been selected for Data Type:



Selecting Windows Address Book (WAB) on the Import Fax Recipient dialog box will display a check box, Open Default WAB File, on it.

By default, the check box is selected to allow the default WAB file to be automatically opened.

If you do not want to open the default WAB file, uncheck the check box. An Import WAB File dialog box will be displayed for you to select the required WAB file for importing entries.

If you have already installed the WAB sub-system, selecting the required WAB file to be opened will display the Address Book dialog box.

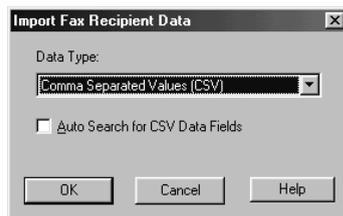
From the Address Book dialog box, select the required entry (which must have a fax number) and then click **To** → to enter it to Selected Recipients. Click **OK** to close the dialog box after all the required entries are in the selected list.

Proceed to step 6.

Note

To access WAB, you must have installed the WAB sub-system (WAB32.DLL), a Dynamic-Link Library (DLL) installed by the Internet Explorer. Consult your system administrator for details.

4 When Comma Separated Values (CSV) has been selected for Data Type:



Selecting Comma Separated Values (CSV) on the Import Fax Recipient dialog box will display a check box, Auto Search for CSV Data Fields, on it.

By default, the check box is not selected to allow you to select a CSV data file to be imported.

A CSV Import dialog box will be displayed for you to select the required CSV file and then manually select data fields in the CSV file to be mapped to Name and Fax Number fields. If the check box, Auto Search for CSV Data Fields, has been selected, the Name and Fax Number fields will be automatically searched from the CSV data fields.

Next, the CSV records will be displayed as entries, consisting of name and fax number, in the CSV Import dialog box for your selection.

From this dialog box, select the required entry and then click **To** → to enter it to Selected Recipients. Click **OK** to close the dialog box after all the required entries are in the selected list.

Proceed to step 6.

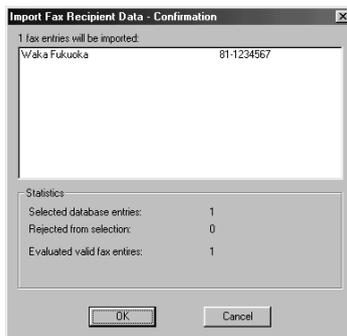
- 5** When Address Number Data EWS-CSV has been selected for Data Type:

Selecting Address Number Data EWS-CSV on the Import Fax Recipient dialog box and clicking **OK** will display the Import EWS-CSV File dialog box for you to select the CSV file for import.

After the CSV file has been opened, the import dialog box will display the Address Number fields of the file as entries for your selection.

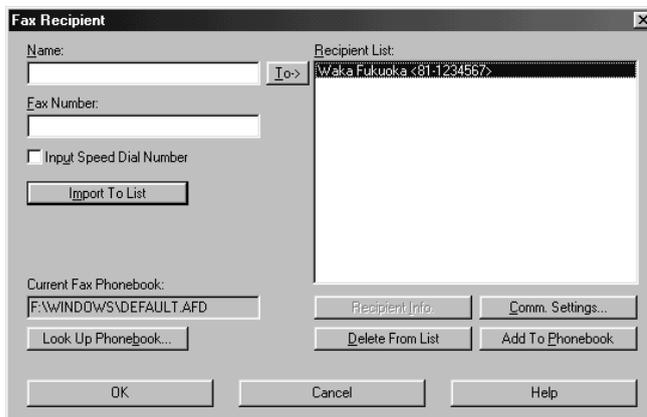
From this dialog box, select the required entry and then click **To** → to enter it to Selected Recipients. Click **OK** to close the dialog box after all the required entries have been selected.

- 6** The Import Fax Recipient Data - Confirmation dialog box will be displayed.



Check that the correct fax recipient has been imported and then click **OK**.

The fax recipient will be imported to the Recipient List of the Fax Recipient dialog box.

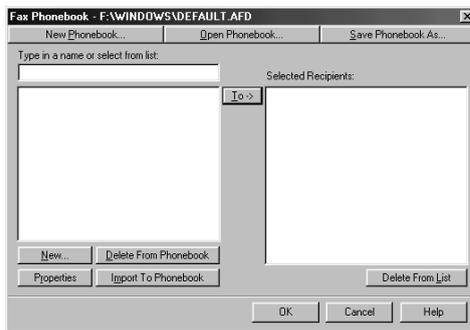


12.3.3 Importing From Fax Phonebook Entries

Procedure

- 1 On the Fax Recipient dialog box, click **Look Up Phonebook**.

The following Fax Phonebook dialog box appears.



- 2 The list on the left shows registered recipients. If the list is not displayed, click **Open Phonebook** to open the recipient list. To add new recipients to the Phonebook, click **New**.

- 3 Select the required entry in the list box on the left, and then click **To** → to add it to Selected Recipients.

To delete any entry in Selected Recipients, simply select it and then click **Delete From List**.

Click **OK** to close the dialog box after all the required entries have been selected.

The fax recipient will be imported to the Recipient List of the Fax Recipient dialog box.

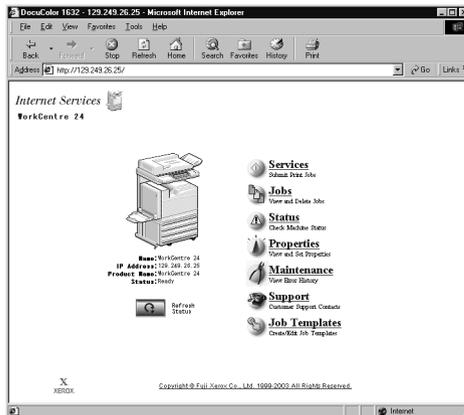
12.4 Registering Address Number From a PC

If you use Internet Services, you can enter data in Address Number from your computer. The following describes the required procedures.

Procedure

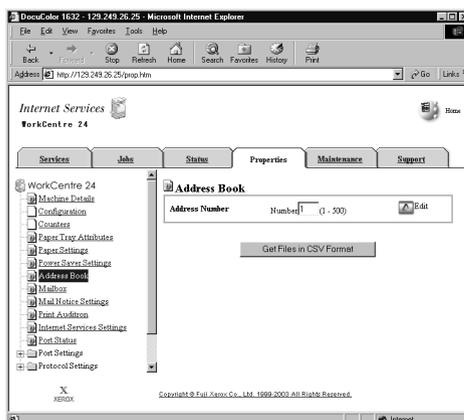
- 1 Start up the computer and the browser.
- 2 Enter the printer IP address or Host name in the browser address field and press the **Enter** key.

The Internet Services screen is displayed.



- 3 Click the Properties tab and select **Address Book** in the left frame of the screen that is displayed.

The right side of the screen displays a field for entering Address Numbers.



- 4 Enter the telephone number to be registered and select **Edit**.

A screen requesting the user name and password is displayed. Make the required entry and click the OK button. A screen for registering Address Numbers is displayed.

- 5 Make the required entries and click **Apply New Settings** at the bottom of the right frame.



The setting is transferred to the machine replacing the old setting.

13

Using the Internet to Send and Receive Faxes

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13.1 What is Internet Fax (iFax)?

If an Internet Fax (hereinafter referred to as iFax) is installed in the machine, you can send and receive the data that is scanned by the machine as attachments via the Intranet or Internet, unlike a facsimile that transmits the data via the telephone line.

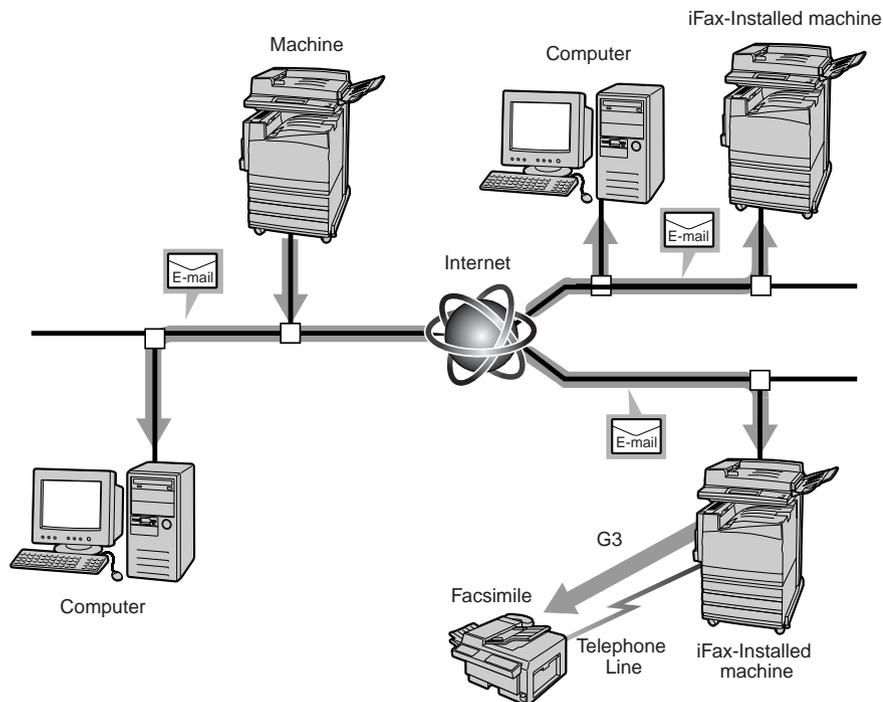
13.1.1 Overview

This chapter describes the system configuration and characteristics of the iFax of this machine.

System Configuration of iFax

iFax performs its transmission via the Intranet or Internet, unlike normal faxes that transmit via a public telephone network line.

iFax allows you to send documents that are scanned by the machine as attachments in the TIFF format of electronic mail (hereinafter referred to as E-mail). iFax also allows you to receive E-mails that are sent from machines equipped with iFax.



●●● Characteristics of iFax

This section describes forms of transmission utilized by iFax and their characteristics.

With the iFax feature, you can send and receive TIFF files as E-mail attachments between the machine and machines equipped with iFax. Besides sending and receiving E-mail, you can also forward fax documents that have been received into the Mailbox as E-mails or send received E-mails to facsimiles as faxes.

■ Send E-mails

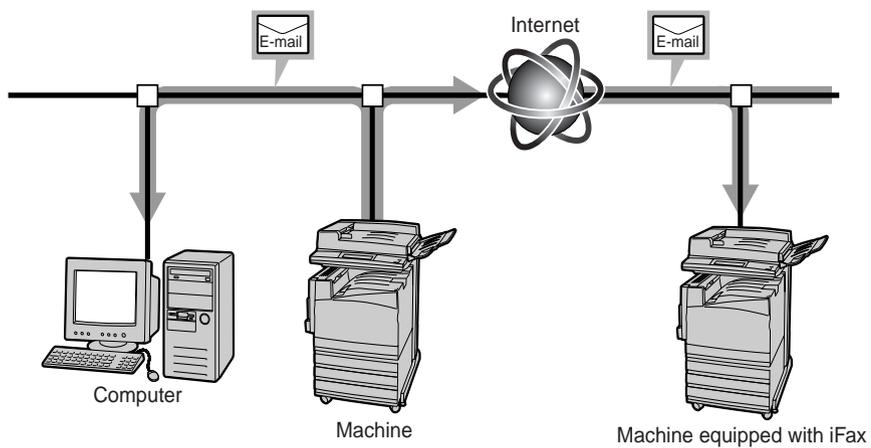
iFax allows you to send documents that are scanned by the machine to the iFax-installed machines or computers as E-mail attachments in TIFF format. This feature helps you to save on telephone bills as it transmits via existing Intranet or Internet.

Look

- Depending on the iFax feature of the recipient, the TIFF file profile that can be processed varies. Confirm the profile that can be processed by the machine equipped with iFax of the recipient before specifying the profile.
- When sending E-mails to the computer, the attached TIFF file profiles may not be displayed correctly, depending on the type of the TIFF profile specified in the machine. In this case, specify the E-mails in TIFF-S or TIFF-F format.

See

See "13.3.1 Sending E-mails" (P. 270) for details.



■ Receiving E-mails

When an E-mail is received from a machine equipped with iFax, the machine starts printing automatically. No special operation is required to receive E-mails.

LOOK

The TIFF file formats and profiles that can be used for receiving E-mails are as follows:

File format: TIFF-FX (RFC2301)

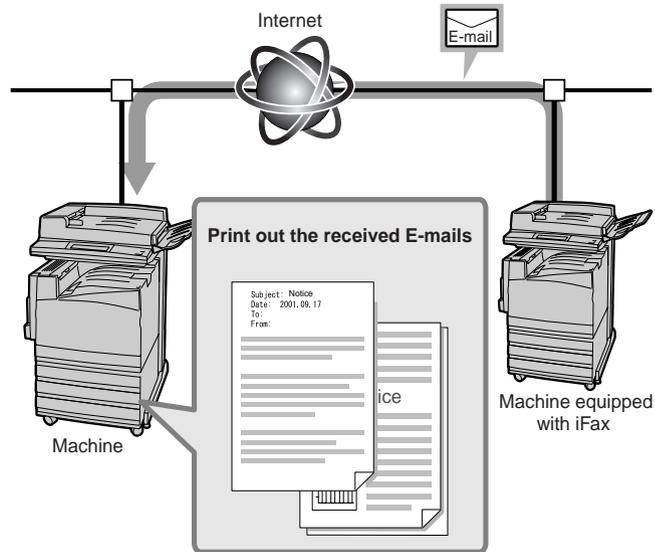
Profile: TIFF-S, TIFF-F, TIFF-J, TIFF-C.

If the received profile is not compatible, the file may not be printed.

Also, if the received file is TIFF-C it is printed in black and white.

See

See "13.3.3 Receiving E-mails" (P. 279) for details.

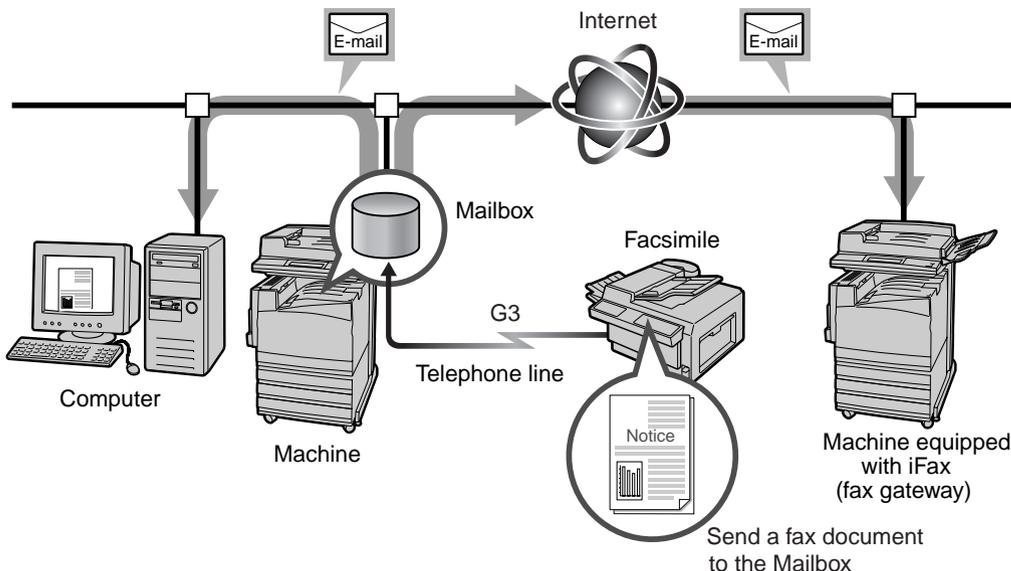


■ Forwarding a fax document as an E-mail

By setting up the forward function and E-mail addresses in advance, the fax documents which are stored in the Mailbox or which are spooled in the Mailbox by the Box selector function can be forwarded automatically as E-mails. As you can forward a fax document to a specified computer and display the fax image on the screen, you do not have to collect the incoming faxes at the facsimile machine.

See

See “13.4.3 Forwarding a Fax as E-mail From Mailbox” (P. 287) for details.



■ Sending E-mails to a Facsimile Machine

By specifying the E-mail addresses in a specified format, the machine on the network can send faxes to facsimile machines that do not support the iFax feature, through an iFax compatible machine (Fax Gateway).

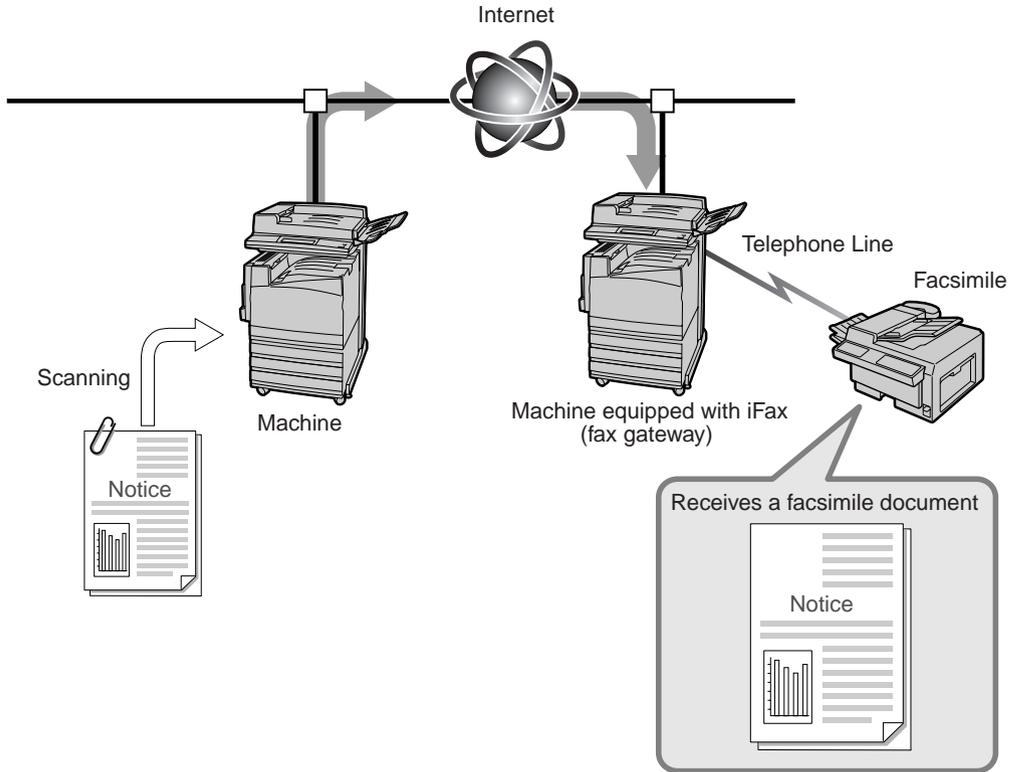
This feature sends faxes as E-mails to iFax-installed machines (called fax gateway) that are connected to the network via the Internet. When faxes are received, the iFax-installed machine converts them into faxes and forwards them to the specified facsimile. This feature is useful to save on transmission cost if the sender and recipient of the fax transmission are in the local call area.

LOOK

This feature is available only when the method of receiving E-mail of the machine equipped with iFax (fax gateway) is set to SMTP.

See

See “13.4.2 Sending Faxes to Recipients as Relay Centers” (P. 284) for details.



■ Other Characteristics

- You can register E-mail addresses in the Address Book.

If you register the recipients' E-mail addresses in the Address Book, you need not enter the E-mail addresses each time you send a fax to the recipient.

Note

E-mail addresses can be preset with other transmission settings, such as setting the iFax Profile, iFax Send Status and out going E-mail-related settings.

See

See "9.3 Setting an Address Number" (P. 150) for details on how to register Speed Dialing numbers.

- Broadcast Send feature is available.

The Broadcast Send feature allows you to send several E-mails at a time if you specify E-mail addresses. The feature also allows you to send faxes and E-mails at the same time to the facsimile and iFax recipients.

See

See "3.4 Dialing" (P. 27) for details on how to specify E-mail addresses.

●●● Points to Note when Using iFax

■ Precautions when sending E-mails

"iFax Sent" in the Job Status screen, the Transmission Report and the Job History Report of this machine indicate that the document has reached the SMTP server that was set for transmission on this machine. The E-mails may not be delivered to the recipient due to problems on the transmission route of the Internet. The machine will not be notified when this problem occurs. It is recommended to confirm the successful transmission of the E-mail with the recipient by telephone when you send important E-mails.

Note

By setting Read Status (MDN) and Send Status (DSN) when transmitting, you can receive a transmission result E-mail. For details, see "●●● Setting the Read Status(MDN) /Send Status (DSN)" (P. 274) in "13.3.2 Settings That are Configurable During an Outgoing iFax Transmission".

■ Limitations of the Mail Server

Large size E-mails may not be sent or received depending on the system environment, such as the mail server limitation. When you want to send the number of pages in the E-mail, confirm the system environment of the sender and recipient, respectively.

If the split size of outgoing mails for one page is too large, reduce the size by changing the resolution or the settings of the Original Type.

■ Functions which cannot be used by the Internet Fax(iFAX)

In the function which can be used by the usual fax transmission, the following functions cannot be used by the Internet fax(iFAX) transmission.

screen	function
Send Options	Communication Mode
	Priority Send
	Delayed Start
	Send Header
	Cover Note
	Recipient Print Set
On-Hook/Others	Polling
	Remote Mailbox

Note

The communication mode can be set when the fax gateway function is used. For details on the fax gateway function, see “13.4.2 Sending Faxes to Recipients as Relay Centers” (P. 284).

■ TIFF file format and its profile

- When specifying a profile

Depending on the iFax features of the recipient, the profiles that can be processed vary. Confirm the profile that can be processed by the recipient’s machine equipped with iFax before specifying the profile.

- When the specified profile is not compatible

If the received profile is not compatible, the file may not be printed. You can check the problem through the Job History Report.

LOOK

The TIFF file formats and profiles that can be used for receiving E-mails are as follows:

- File format: *TIFF-FX (RFC2301)*
- Profile: *TIFF-S, TIFF-F, TIFF-J, TIFF-C*

A file may be unable to be printed when a profile which is not corresponding is received. Moreover, if a TIFF-C format is received, it will be printed by black and white.

13.1.2 The Differences Between iFax and Facsimile Features

This section describes the differences between iFax and facsimile features.

●●● iFax Can Do the Following for You

■ Reduces transmission cost

As iFax transmit the data via Intranet or Internet, the transmission cost can be saved, compared to the usual facsimile transmission. You can also use iFax to communicate via the fax gateway with the facsimile machine that does not support the iFax feature.

This feature sends faxes as E-mails to iFax-installed machines that are connected to the network via the Internet. When faxes are received, the iFax-installed machine (fax gateway) converts them into faxes and forwards them to the specified facsimile. This feature is useful to save on transmission cost if the sender and recipient of the fax transmission are in the local call charge area.

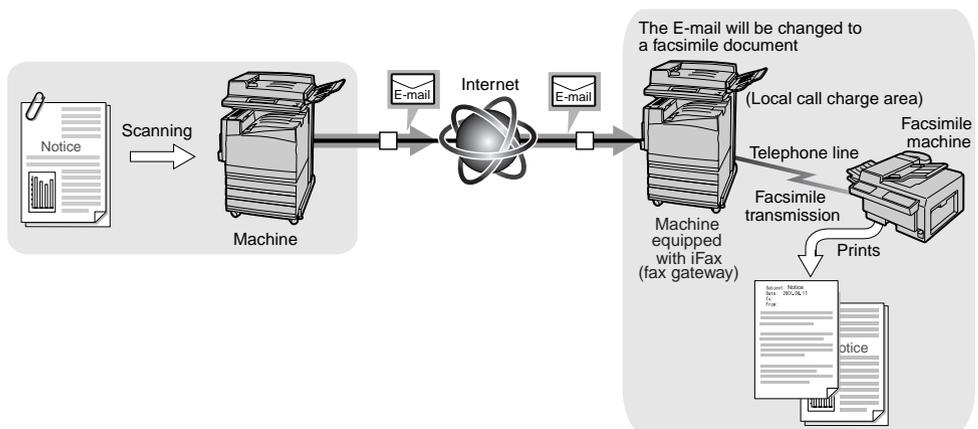
LOOK

The E-mail received in the iFax-installed machine will be forwarded as a fax document with a mail header and attachment.

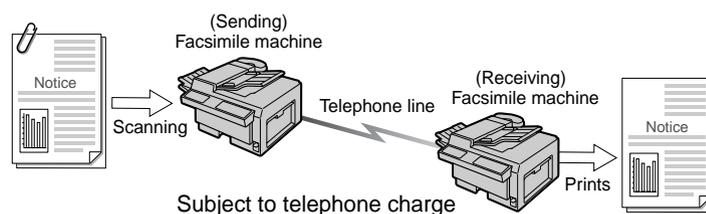
See

For details on the fax gateway feature, see “13.4.2 Sending Faxes to Recipients as Relay Centers” (P. 284).

■ Flow of iFax



■ Flow of a facsimile machine



■E-mails can be sent directly from machines equipped with iFax to a computer

- You can send E-mails from machines equipped with iFax directly to the computer. As the E-mail forwarding feature allows you to forward received documents to your computer, you do not have to collect the incoming faxes at the facsimile machine. Moreover, the fax documents can be displayed on the computer screen and thus helps to cut down paper usage.

See

See “13.4.3 Forwarding a Fax as E-mail From Mailbox” (P. 287) for details.

- The machine will scan the original document as a TIFF file attachment to the E-mail. As the attachment can be delivered to the computer, you can save, process or edit the file.

LOOK

If TIFFF-J is configured as the profile, the file may not be opened by the computer. In such cases, specify the E-mails in TIFFF-S or TIFFF-F format and send.

Note

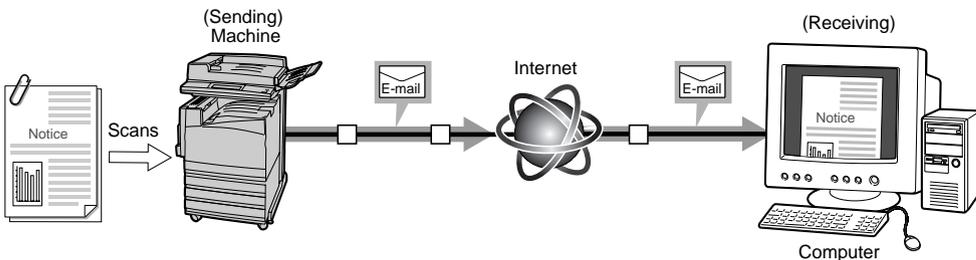
The file formats and profiles that can be used for receiving E-mails are as follows:

File format: TIFFF-FX (RFC2301)

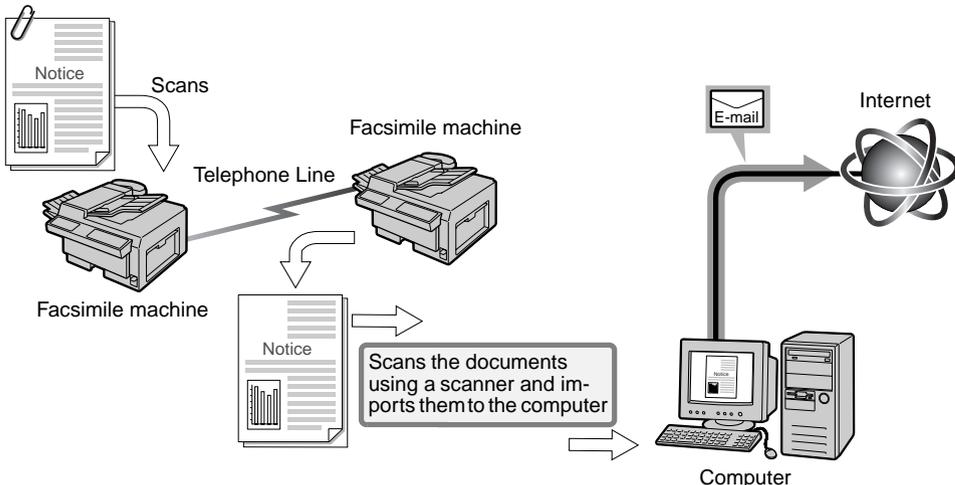
Profiles: TIFFF-S, TIFFF-F, TIFFF-J, TIFFF-C

If the profile received is not compatible, the file may not be printed.

■Flow of iFax



■Flow of a facsimile machine



13.2 Setting the Environment

13.2.1 Before Use

●●● System Requirements

The following options are required for this machine.

■ System requirements at the machine

- The machine is connected to the network and communication through TCP/IP is available.
- The environment allows the sending and receiving of E-mail.

Correspondent Specifications

ITU-T Regulations	:	ITU-T T.37, T.30, F.185 and E.164
iFax format	:	■ Sending RFC2301 (TIFFprofileS/F/J) and additional 600 ~ 600dpi ■ Receiving RFC2301 (TIFFprofileS/F/J/C)

LOOK

A file may be unable to be printed when a profile which is not corresponding is received. Moreover, if a TIFF-C format is received, it will be printed by black and white.

E-mail forwarding /Facsimile forwarding

	:	RFC2304, RFC2305
DSN function	:	RFC1891, 1894
MDN function	:	RFC2298
SMTP Receiving	:	RFC821, 822, 1869
POP3 Receiving	:	RFC1939
MIME version	:	Version1.0 (RFC2049)

■ Targeted OS for computers receiving E-mail

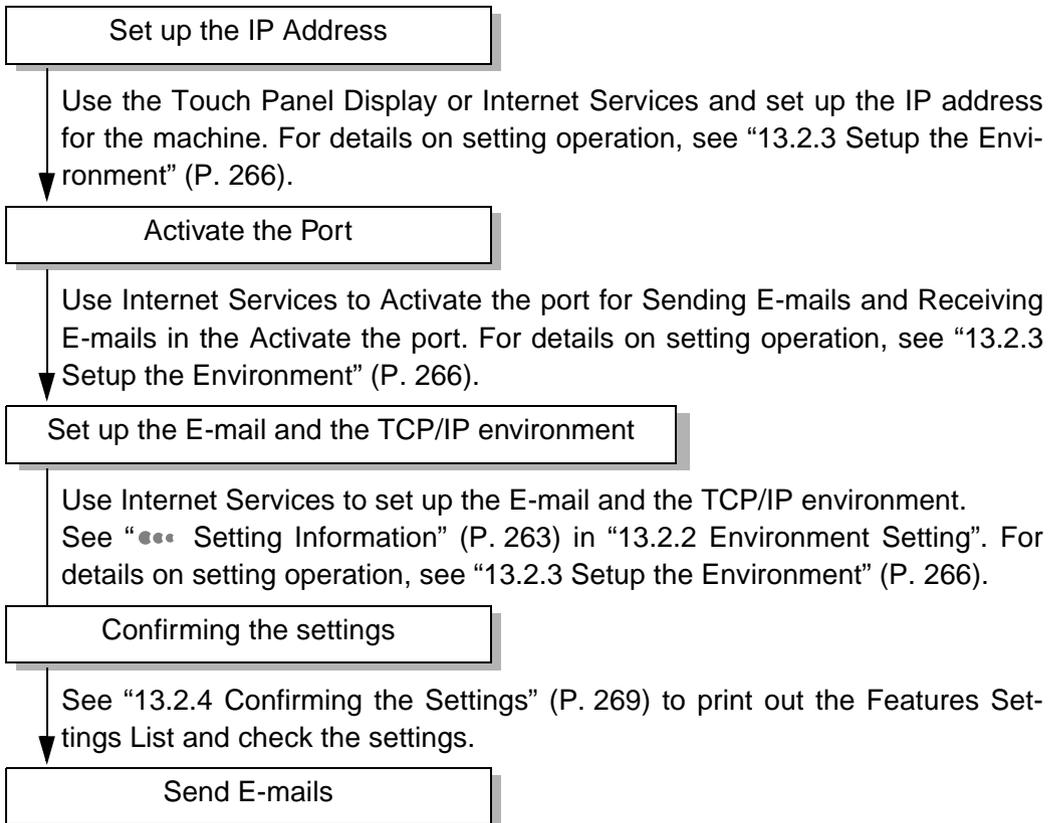
- Microsoft Windows 95 Operating System (English Edition)
- Microsoft Windows Me Operating System (English Edition)
- Microsoft Windows NT Workstation Version 4.0 (English Edition)
- Microsoft Windows NT Server Version 4.0 (English Edition)
- Microsoft Windows 2000 Professional (English Edition)
- Microsoft Windows 2000 Server (English Edition)
- Microsoft Windows XP Professional (English Edition)
- Microsoft Windows XP Home Edition (English Edition)

13.2.2 Environment Setting

It is necessary to set the items in advance to use the iFax feature.

●●● Flow of the Environment Setting

Set the environment with the following steps.



See “13.3.1 Sending E-mails” (P. 270) and send an E-mail to the address of the machine to make sure that the setting is correct. If the E-mail cannot be sent, check the environment setting.

●●● Setting Information

It is necessary to set the following information in order to use the iFax feature in the machine. Confirm with your system administrator regarding this information.

■How to Receive E-mails

This machine allows you to select SMTP or POP3 to receive your E-mails.

The setting information varies depending on the method selected. First, select the method of receiving your E-mails based on the E-mail environment that you are using.

Look

E-mail received in POP3 format can not be received in the Mailbox. Also, faxes can not be sent using the fax gateway feature.

- Set the method of receiving E-mails

No.	Settings	Example	Remarks
	• Start up the computer and set up with the Internet Services.		
1	Receiving protocol	SMTP or POP3	

Note

- *To receive E-mail in SMTP format, register the host name and domain name for the E-mail address of this machine in the DNS server MX record, and register the host name and IP address for the E-mail address of this machine in the A record in advance.*
- *To receive E-mail in POP3 format, register the mail address of this machine in the mail server that is for receiving transmissions.*

■ Network Environment

Configure the following environments in the machine, server and computer respectively.

- When receiving E-mails via SMTP

No.	Settings	Example	Remarks
• Set the following at the Control Panel or using the Internet Services.			
1	IP address	xxx.xxx.xxx.xxx	Auto setting by DHCP is not available. Be sure to allocate a fixed address.
2	Subnet mask	xxx.xxx.xxx.xxx	Set the following settings as required.
3	Gateway address	xxx.xxx.xxx.xxx	Set the following settings as required.
• Start up the computer and set up with the Internet Services.			
4	Host name	dcc400	If the sender has specified the IP address, the settings for host name are not necessary.
5	DNS server address	xxx.xxx.xxx.xxx	You can acquire this information from DHCP.
6	DNS domain name	faxserver.xerox.com	If the sender has specified the IP address, the settings for DNS domain name are not necessary.
7	SMTP server address	xxx.xxx.xxx.xxx	Set the IP address for the outgoing mail server.
8	Machine mail address	ifax@dcc400.xerox.com Account name: ifax Host name: dcc400 Domain Name: xerox.com	An alias cannot be set. You can set any name for the account (on the left side of @). Set the address section (on the right side of @), with the combination of the host name and domain name.

"xxx" indicates the number of 0 to 255.

- When receiving E-mails via POP3

No.	Settings	Example	Remarks
• Set the following at the Control Panel or using the Internet Services.			
1	IP address	xxx.xxx.xxx.xxx	Auto setting by DHCP is available.
2	Subnet mask	xxx.xxx.xxx.xxx	Set the following settings as required.
3	Gateway address	xxx.xxx.xxx.xxx	Set the following settings as required.
• Start up the computer and set up with the Internet Services.			
4	SMTP server address	xxx.xxx.xxx.xxx	Set the IP address for the outgoing mail server.
5	Machine mail address	ifax@mb1.abc.xerox.com Account name: ifax	Enter the POP user name (on the left side of @) and incoming POP3 mail server name in the address section (on the right side of @). You can set an alias, such as ifax@xerox.com
6	POP3 server address	xxx.xxx.xxx.xxx	Set the IP address for incoming mail server.
7	POP user name		This is an account for connecting to the incoming mail server. You can set only one user.
8	POP user password		Use alphanumeric characters.

"xxx" indicates the number of 0 to 255.

LOOK

You cannot receive E-mails to a Mailbox via POP3. Sending faxes using the fax gateway feature will not be available as well.

13.2.3 Setup the Environment

Set the IP address, start the port, set the TCP/IP environment and set the mail environment to use Internet Fax (iFAX).

●●● Set up the IP address

Set the IP address using the Control Panel or the TCP/IP in Protocol Settings on the Property screen in CenterWare Internet Services. It is necessary to set Subnet Mask and Gateway Address depending on the network environment. Confirm with the network administrator and set up the necessary items.

●●● Start the port

Start the port for sending and receiving E-mail.

Start the Send E-mail and Receive E-mail ports in Start Port in the Property screen in Internet Services.

●●● Set the TCP/IP environment

Set the TCP/IP environment in TCP/IP in Protocol Settings in the Property screen in Internet Services, while referring to the following table.

Item	Description	Value	Settings required for the reception protocol	
			SMTP	POP3
Host name	Set the host name for this machine.	Alphanumeric characters and “-”, less than 32 bytes	<input type="radio"/>	<input type="radio"/>
Method to get the DNS server address	Set the method to get the DNS server address. Set the check-box to on to get the address automatically from the DHCP server.	Manual* DHCP	<input type="radio"/>	—
DNS server address 1 to 3	Set the DNS server address.	xxx.xxx.xxx.xxx	<input type="radio"/>	—
DNS domain name	Set the DNS domain name.	Alphanumeric characters and “-”, less than 255 bytes	<input type="radio"/>	—

●●● Set the E-mail environment

Set the TCP/IP environment in TCP/IP in Protocol Settings in the Property screen in Internet Services, while referring to the following table.

Item	Description	Value	Settings required for the reception protocol	
			SMTP	POP3
E-mail address for this machine	Set the E-mail address for this machine.	Alphanumeric characters and “-”, less than 255 bytes	<input type="radio"/>	<input type="radio"/>

Set the E-mail environment in E-mail in Protocol Settings in the Property screen in Internet Services, while referring to the following table.

Item	Description	Value	Settings required for the reception protocol	
			SMTP	POP3
Receiving protocol	Set the method to receive E-mail in compliance with the environment you are using.	SMTP* POP3	<input type="radio"/>	<input type="radio"/>
Print Mail Headers and Contents	Set the text to be printed when a TIFF file and E-mail are received and printed. If you want to print the route of the E-mail, set All headers and text.	None Auto Mail Contents Basic Headers and Contents* All Headers and Contents	<input type="radio"/>	<input type="radio"/>
Print error mail	Check the Valid checkbox, to print error notification mail, when E-mail cannot be sent because of an error.	Enable* Disable	<input type="radio"/>	<input type="radio"/>
Split size of outgoing mail	Set the number of pages to split the manuscript into while the machine is scanning it, when sending E-mail. LOOK <i>Set the number of pages to split the manuscript into after checking on the environments of the sending side and the receiving side. Depending on the system environment, if you set a large value, E-mail can not be sent or received.</i>	0 (no splitting) 1 to 999 pages 10 pages	<input type="radio"/>	<input type="radio"/>
POP3 server address	Set the POP3 server address for sending E-mail.	Up to 128 characters can be entered, including "." (full stop) and "-" (hyphen).	—	<input type="radio"/>
POP3 server check interval	Set the interval to check the E-mail in the POP3 server.	1 to 120 minutes 10 minutes*	—	<input type="radio"/>
POP user name	Set the user name for connecting to the POP3 server.	Alphanumeric characters, "." and "-", less than 64 bytes	—	<input type="radio"/>
POP user password	Set the password for the POP user name, enter the password in Confirm POP user password.	Alphanumeric characters, less than 64 bytes	—	<input type="radio"/>

Item	Description	Value	Settings required for the reception protocol	
			SMTP	POP3
SMTP sending authentication	Allows you to confirm the user at the POP server before sending e-mails to the SMTP server. Check valid in the checkbox.	Invalid* Valid	<input type="radio"/>	<input type="radio"/>
SMTP server address	Set the SMTP server address.	Up to 128 characters can be entered, including "." and "-".	<input type="radio"/>	<input type="radio"/>
Domain filter	To limit the domains that E-mail can receive, check Valid in the checkbox, then set the domains that are permitted.	Invalid* Valid	<input type="radio"/>	<input type="radio"/>
Permitted domain	If Domain reception limit is valid, click Edit. In the permitted domains settings screen that is displayed, set the domains that are permitted to be received. Domain names are retrieved from their end: If "xerox.com" is registered, xerox.com is permitted abc.xerox.com is permitted xerox is not permitted.	Alphanumeric characters, "." and "-", less than 63 bytes, up to 50 domains	<input type="radio"/>	<input type="radio"/>

○ : Must set

— : No need to set

13.2.4 Confirming the Settings

Print out the Options List and check the Mail item to see whether the environment is correctly set.

See

See "10.2 Printing Reports and Lists" (P. 206) for details on how to print the Options List.

13.3 Receiving and Sending E-mails

This section describes how to send and receive E-mails.

13.3.1 Sending E-mails

This section describes the procedure for sending documents scanned by this machine as E-mails to computers or iFax-installed machines.

LOOK

- “Ifax Sent” in the Job Status screen, the Transmission Report and the Job History Report of this machine indicate that the document has reached the SMTP server that was set for transmission on this machine. The E-mails may not be delivered to the recipient due to the problems on the transmission route of the Internet. The machine will not be notified when this problem occurs. It is recommended to confirm the successful transmission of the E-mail with the recipient by telephone when you send important E-mails.
- You cannot use the CC, BCC, Reply-To features used in ordinary E-mails.

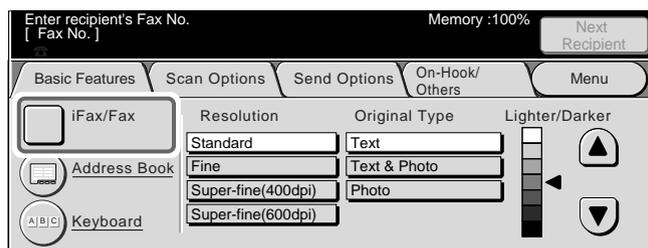
Procedure

- 1 Load the original.

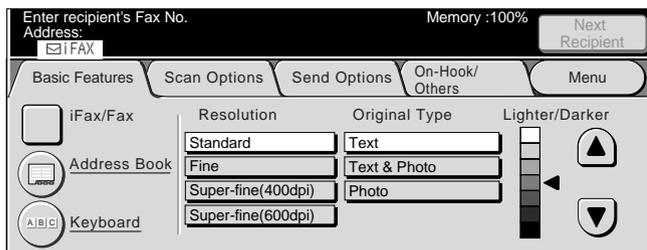
See

See “2.2 Loading Documents” (P. 14)

- 2 Display the Fax screen and select **iFax/Fax** several times to display iFax in the Recipient section.



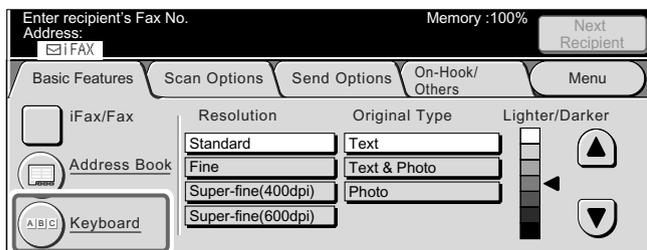
3 Configure the features if necessary.



See

See “13.3.2 Settings That are Configurable During an Outgoing iFax Transmission” (P. 273) for details on configurable items.

4 Select Keyboard.



The Keyboard screen is displayed.

5 Enter the E-mail address of the recipient using the buttons in the screen.



LOOK

When you enter a fax number, it will result in an error and data will not be sent.

See

- E-mail addresses can contain up to 128 characters. Use the numeric keypad on the Control Panel to enter the numbers. See “1.5 Entering Text” (P. 8) for details on entering text.
- You can enter the E-mail address using Speed Dialing, One Touch Dialing, Group Dialing Number, Address Book. See “3.4 Dialing” (P. 27) for details.

6 Press Start.

The original will be scanned and converted in TIFF format, and then sent as an E-mail attachment.

See

- See “13.6.1 Problems With Transmission” (P. 291) if you cannot send the E-mail.
- See “Chapter 5 Confirming and Canceling a Communication” (P. 61) on how to cancel and confirm the sent documents.

Note

- If memory overflow occurs while an original is being scanned, a screen will be displayed to prompt the user to determine whether the job is to be sent up to the stored pages or aborted. Choose either one of the processes.
- If the printer memory becomes full while sending a mail, the transmission will be aborted.
- If TIFF-J is specified in the profile, the receiving computer may not be able to display the attached TIFF files correctly. In this case, specify the E-mails in TIFF-S or TIFF-F format.
- When data is sent to machines equipped with iFax other than this model, the receiving machine may not be able to print it out. Check the iFax feature of the receiving machine before sending any data.

13.3.2 Settings That are Configurable During an Outgoing iFax Transmission

This section describes the settings that are configurable for sending E-mails using the iFax feature. These settings are as follows.

Screen	Feature	Reference
Basic Features	Resolution	"3.1.1 Resolution" (P. 20)
	Original Type	"3.1.2 Original Type" (P. 21)
	Lighter/Darker	"3.1.3 Lighter/Darker" (P. 21)
Scan Options	2 Sided Originals	"8.1 Transmitting Two sided Originals (2 Sided Originals)" (P. 84)
	Scan Size	"8.2 Specifying Document Size for Transmission (Scan Size)" (P. 87)
	Mixed Size Originals	"8.3 Scanning Documents in Various Sizes (Mixed Size Originals)" (P. 90)
	Reduce/Enlarge	"8.4 Scanning Documents at a Specified Size/Ratio (Reduce/Enlarge)" (P. 93)
	Bound Originals	"8.5 Transmitting Facing Pages on Separate Sheets (Bound Originals)" (P. 95)
	Multiple Up	"8.6 Merging Several Pages Onto One Sheet (Multiple Up)" (P. 97)
Send Options	Communication Mode	"3.3 Selecting a Communication Mode (Communication Mode)" (P. 25)
	Transmission Report	"10.2.3 Printing a Transmission Report" (P. 208)
	Read Status (MDN) / Send Status (DSN)	"●●● Setting the Read Status (MDN) / Send Status (DSN)" (P. 274)
On-Hook/Others	iFax Profile	"●●● Specifying iFax Profile" (P. 276)

Note

You can specify the Communication Mode in the Send Options only when sending faxes using fax gateway feature. The faxes will be sent in G3 Auto other than this. See "13.1.2 The Differences Between iFax and Facsimile Features" (P. 259) for details on the fax gateway feature.

●●● Setting the Read Status (MDN) / Send Status (DSN)

You will receive a notification mail that informs you whether the mail is delivered to the recipient when using Read Status (MDN), the mail is delivered to the mail server of the recipient when using Send Status (DSN). The notification mail will be printed as soon as it is delivered to the machine.

Note

- You can use Mail Delivery Notification feature only if the recipient's machine supports MDN. You can use Delivery Status Notification only if the recipient's machine supports DSN. MDN is set as a factory default. The customer engineer will set the DSN feature at your site.
- By using the DSN feature, you can check the mail delivery only to the mail server that supports the Delivery Status Notification feature. Also, you cannot check whether mail is delivered if any of the mail servers along the transmission route do not support the DSN. However, mail delivery is performed as usual. Therefore, the result of the Delivery Status Notification may differ from the actual status.

This section describes how to use the Mail Delivery Notification.

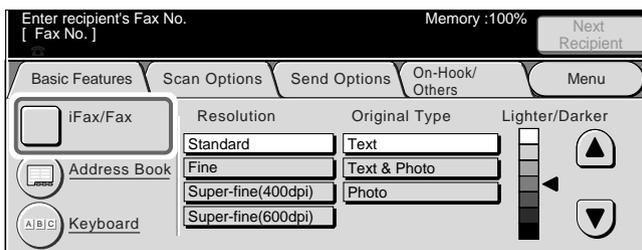
Procedure

1 Load the original.

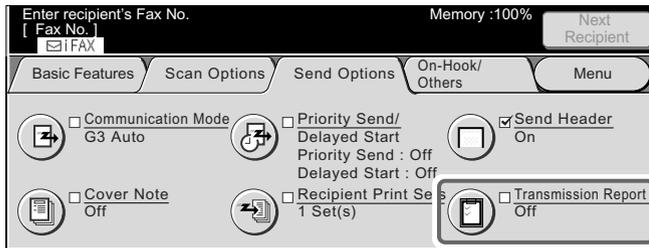
See

See "2.2 Loading Documents" (P. 14)

2 Display the Fax screen and select **iFax/Fax** several times to display iFax in the Recipient section.

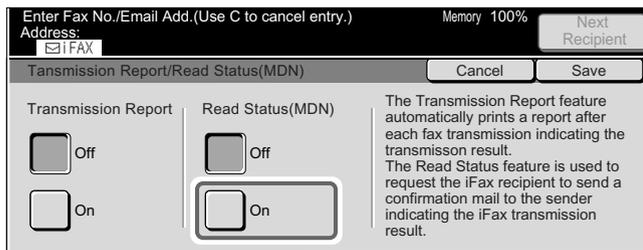


3 Select **Transmission Report** in the Send Options screen.



The Transmission Report/Read Status (MDN) Profile screen is displayed.

4 Select **On** in the Read Status (MDN).



5 Select **Save**.

6 Select the recipient and press **Start**.

The original will be scanned and sent as an E-mail.

See

- See “3.4 Dialing” (P. 27) for details on how to specify an E-mail address.
- See “Chapter 5 Confirming and Canceling a Communication” (P. 61) on how to cancel and confirm the sent documents.

●●● Specifying iFax Profile

A profile is determined to restrict the attribute information for transmissions between machines equipped with iFax, such as image resolution and paper size.

Note

- Depending on the iFax features of the recipient, the profiles that can be processed vary. Confirm the profile that can be processed by the recipient's machine equipped with iFax before specifying the profile.
- If a discordance occurs in combination of a profile, stored document size and resolution, setting specified in profile will be given priority.
- If the profiles differ in each recipient for Relay Broadcast, the smallest size becomes the Max Image Size.
- You can set iFax Profile for each recipient of the Address Number. See "9.3 Setting an Address Number" (P. 150) for details on how to register Speed Dialing numbers.
- The default value for iFax Profile can be edited in the System Administration Mode. See "9.8.6 Feature Defaults" (P. 188) for details on entering text. The default factory setting is TIFF-S.

Select one of the following three profiles.

- TIFF-S Standard specification of iFax for originals that are bigger than A4, it reduces the size to A4 automatically for transmission.
 - Data compression : MH
 - Stored Document Size : A4
 - Resolution : Standard, Fine
- TIFF-F Select this profile for sending super-fine, A3, B4 originals.
 - Data compression : MH, MMR
 - Stored Document Size : A4, B4, A3
 - Resolution : Standard, Fine, Super-fine (400dpi), Super-fine (600dpi)

Note

- If Super-fine (400dpi) or Super-fine (600dpi) in the Resolution on the Basic Features screen is selected, TIFF-S cannot be selected.
- When a transmission is sent to a machine that does not support TIFF-F, the receiving machine will not be able to display or print the images.

- TIFF-J select this profile for sending originals in JBIG.
 - Data compression : JBIG
 - Stored Document Size : A4, B4, A3
 - Resolution : Standard, Fine, Super-fine (400dpi), Super-fine (600dpi)

Note

When a transmission is sent to a machine that does not support TIFF-J, the receiving machine will not be able to display or print the images.

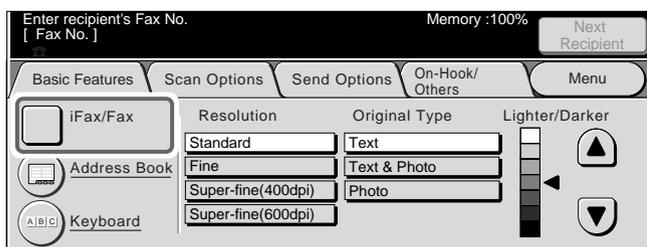
Procedure

- 1 Load the original.

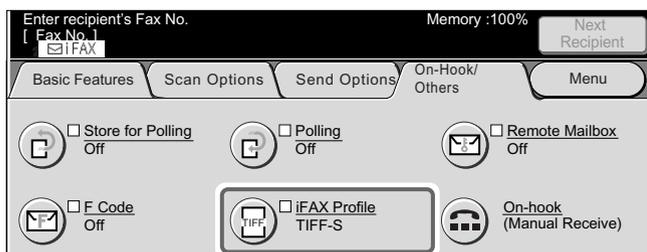
See

See “2.2 Loading Documents” (P. 14)

- 2 Display the Fax screen and select **iFax/Fax** several times to display iFax in the Recipient section.

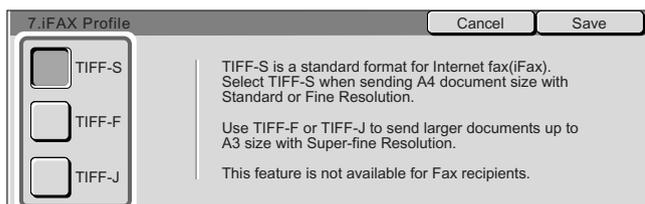


- 3 Select **iFax Profile** in the On-Hook/Others screen.



The iFax Profile screen is displayed.

- 4 Select the profile.



- 5 Select **Save**.

6 Select the recipient and press **Start**.

The original will be scanned and sent as an E-mail.

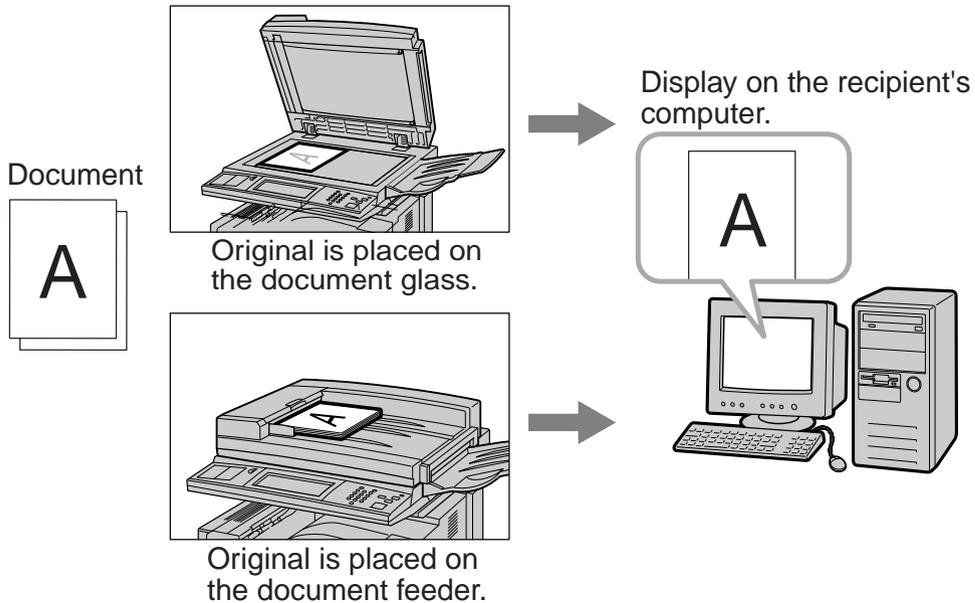
See

- See “3.4 Dialing” (P. 27) for details on dialing methods.
- See “Chapter 5 Confirming and Canceling a Communication” (P. 61) for details on how to confirm and cancel the transmission of a document.

●●● Receiving E-mails on Computer

■ Direction of display

If an original is loaded in this  direction on the machine and sent out, it will be rotated 90 degrees to the left or right from the direction in which it is loaded and displayed on the monitor of the computer that receives it.



■ Split Size of Outgoing Mails

If originals scanned by the machine are split and sent according to the Split Size of Outgoing Mail feature that is set with the Internet Services, they will be received separately as E-mails headers and attachments (TIFF file) are received respectively in the recipient's computer.

Example

When an E-mail is split into two documents, the following two documents will be sent as a result.

Mail 1 E-mail header + TIFF file (the first document)

Mail 2 E-mail header + TIFF file (the second document)

13.3.3 Receiving E-mails

●●● Receiving E-mails

When an E-mail is received from a machine equipped with iFax, the machine starts printing automatically.

E-mail whose mail address specifies the Mailbox, such as BOX123@dcc400.xerox.com are received, however, even if the box command is invalid for the Mailbox that has been set, the entire text will be saved.

Note

If domains for receiving E-mails are limited in the Internet Services, you will receive E-mails only from allowed domains.

See

See "9.6 Creating a Mailbox" (P. 173) for details on Mailbox and Box command.

■ Printing size

Received E-mails will be printed in the same size as the originals that are sent by the sender.

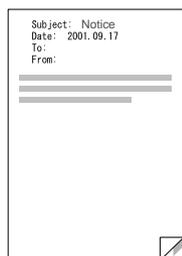
Note

When TIFF-S is selected as the profile, it will always be A4 size.

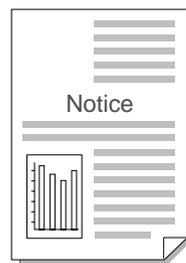
When the paper loaded is not of the same size as the sender's original, or when the paper tray for printing documents is restricted, the receiving process will be the same as that for normal faxes.

●●● Receiving E-mails via iFax

The mail header and attachments (TIFF files) of the received E-mails will be printed respectively.



Mail header



Attachments (TIFF files)

■ E-mails that are split to send

When originals scanned by the machine are split according to the setting of the Split Size of Outgoing Mail that is set with the Internet Services, the information indicating the split will be attached. Split E-mails will be treated as separate E-mails.

■ Attachments (TIFF format)

If the machine receives an attachment file that is not supported, the file will be deleted. You can check the problem through the Job History Report or Activity Report.

■ When the Mailbox number is not registered

If the specified Mailbox is not registered, the received data will be deleted. You can check the cause of the problem through the Job History Report.

■ When the Mailbox overflows

When printing an E-mail from a Mailbox memory, the page that is being printed will be deleted at the point when the facsimile machine runs out of hard disk capacity.

●●● Restricting Incoming E-mails

The machine can be configured to receive E-mails from allowed domains only. This feature is known as the Domain Filter. You can register up to 50 domains as approved domains.

When an E-mail is received, this feature will confirm whether the mail is from the approved domain. If it is not from the approved domain, the mail will be rejected. You can check the result through the Job History Report. If Mail Notice Settings is selected, the E-mail address of the sender of the rejected E-mails, the number of rejections and the last rejection time will be indicated.

Specify the Domain Filter and Mail Notice Settings by using Internet Services.

13.4 Useful Features

This section describes useful features of iFax.

13.4.1 Sending E-mails to Mailboxes Using E-mail Addresses

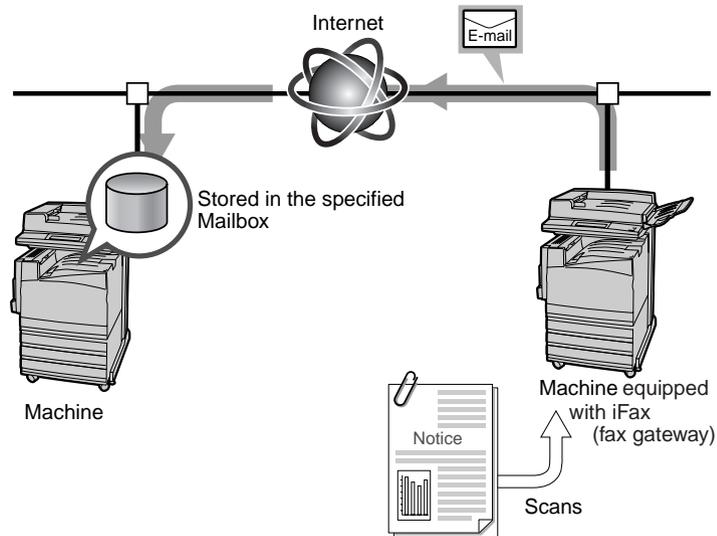
E-mails can be sent to Mailboxes from the machine equipped with iFax using specific E-mail addresses.

When an E-mail is received, the machine will store it in the Mailbox specified by the E-mail address and print a Mailbox Documents Report.

This section describes the procedure, assuming the iFax feature is installed on the machine.

Note

- This feature is available only when the Mailbox receives E-mails via SMTP.
- To use this feature, Mailboxes without passwords must be registered with the machine that receives E-mails. See “9.6 Creating a Mailbox” (P. 173) for details.
- See “10.11 Mailbox Documents Report” (P. 226) for details on a Mailbox Report.



Specifying E-mail address in a specific format

Example:

BOX123@dcc400.xerox.com

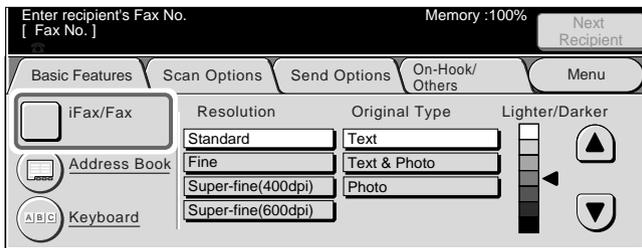
Procedure

1 Load the original.

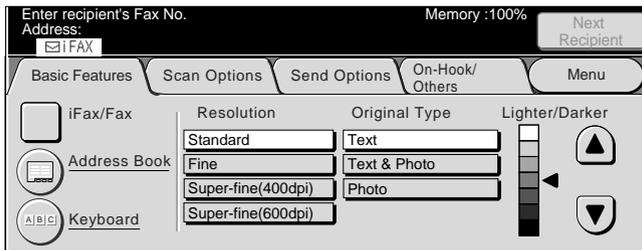
See

See “2.2 Loading Documents” (P. 14)

2 Display the Fax screen and press **iFax/Fax** several times to display iFax in the Recipient section.



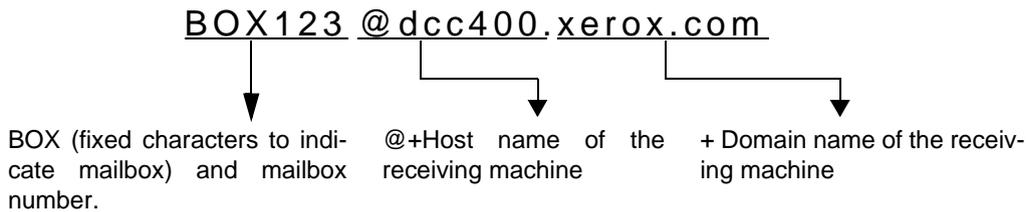
3 Configure the features if necessary.



See

See “13.3.2 Settings That are Configurable During an Outgoing iFax Transmission” (P. 273) for details on configurable items.

4 Enter a mailbox address of the receiving machine as follows.



- Example
- Mailbox number 123
(Enter the digits of the mailbox number to match those of the recipient)
 - Host name of the receiving machine dcc400
 - Domain name of the receiving machine xerox.com

See

See “13.3.1 Sending E-mails” (P. 270) for details on how to specify an E-mail address.

5 Press **Start**.

The original will be scanned and sent as an E-mail.

The recipient machine will store the E-mail in a specified mailbox.

Note

- If hard disk memory becomes full while an original is being scanned, a screen will be displayed to prompt the user to determine whether the job is to be sent up to the stored pages or aborted. Choose either one of the processes.
- If the hard disk memory becomes full while sending an E-mail, the transmission will be aborted.
- An E-mail cannot be forwarded or printed when it is received in the mailbox even if the Mailbox Options feature is selected. It will be stored in the mailbox.

See

- See “13.6.1 Problems With Transmission” (P. 291) if you cannot send E-mails.
- See “Chapter 5 Confirming and Canceling a Communication” (P. 61) for details on how to cancel and confirm the sent documents.

13.4.2 Sending Faxes to Recipients as Relay Centers

By specifying the E-mail addresses in a specific format, the machine on the network can send faxes via the G3 mode to facsimile machines that do not support the iFax feature.

This feature sends faxes as E-mails to machines equipped with iFax (called fax gateway) that are connected to the network via the Internet. When faxes are received, the machine equipped with iFax converts them into faxes and forwards them to the specified facsimile. This feature is useful to save on transmission cost if the sender and recipient of the fax transmission are in the local call area.

LOOK

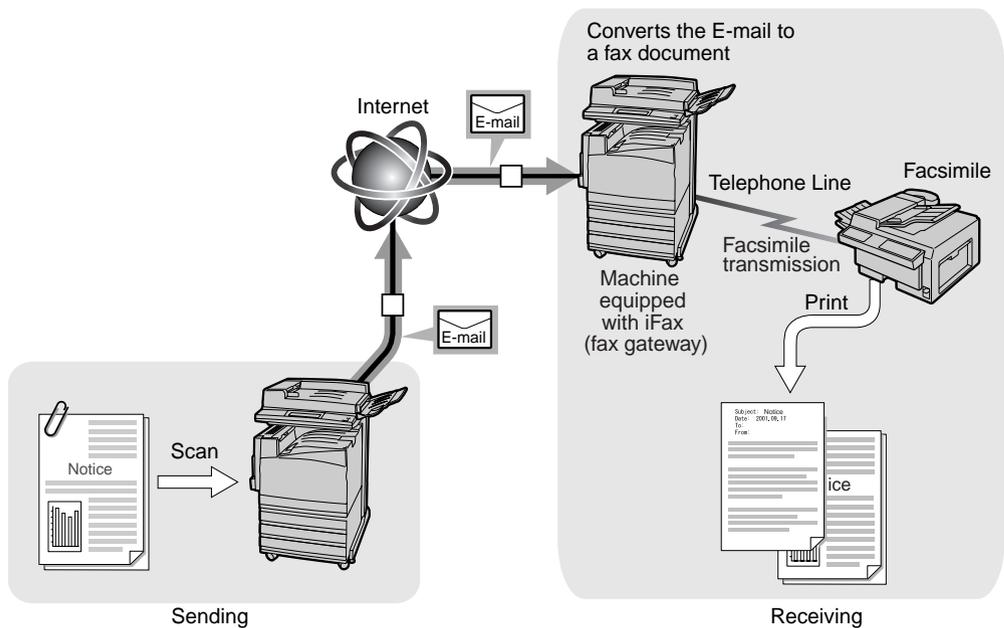
This feature is available only when the method of receiving E-mail of the machine equipped with iFax (fax gateway) is set to SMTP.

Note

- The E-mail received in fax gateway will be deleted if it cannot be sent correctly as a fax document.
- The settings in the Communication Mode of the Send Options screen will be applied in the Communication mode between fax gateway and a receiving facsimile machine. The E-mail will be sent to a fax gateway in G3 Auto.

See

See “13.1.2 The Differences Between iFax and Facsimile Features” (P. 259) for details.



●●● Using iFax with the Machine

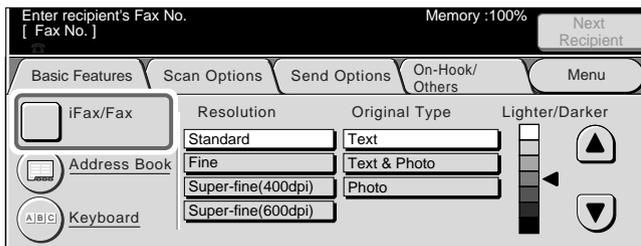
Procedure

- 1 Load the original.

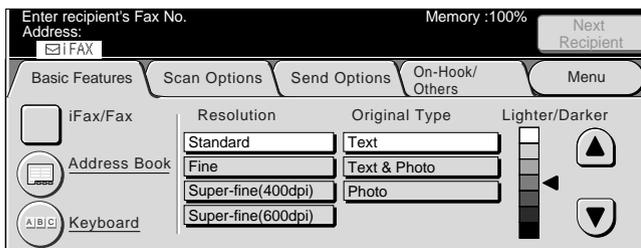
See

See “2.2 Loading Documents” (P. 14)

- 2 Display the Fax screen and select **iFax/Fax** several times to display iFax in the Recipient section.



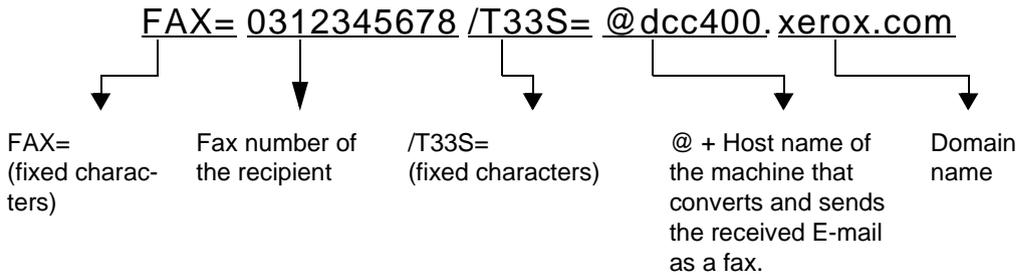
- 3 Configure the features if necessary.



See

See “13.3.2 Settings That are Configurable During an Outgoing iFax Transmission” (P. 273) for details on configurable items.

4 Enter a mailbox address of the receiving machine as follows.



- Example
- Fax number 0312345678
 - Host name of the receiving machine..... dcc400
 - Domain name of the receiving machine.. xerox.com

5 Press **Start**.

The original will be scanned and sent as an E-mail.

The machine of the recipient will convert the E-mail to a fax and send it to the specified recipient.

See

- See “13.6.1 Problems With Transmission” (P. 291) if you cannot send the E-mail.
- See “Chapter 5 Confirming and Canceling a Communication” (P. 61) for details on how to confirm and cancel the transmission of a document.

Note

- If memory overflow occurs while an original is being scanned, a screen will be displayed to prompt the user to determine whether the job is to be sent up to the stored pages or aborted. Choose either one of the processes.
- If the printer memory becomes full while sending a mail, the transmission will be aborted.

13.4.3 Forwarding a Fax as E-mail From Mailbox

This section describes the feature to forward faxes that have been received into the mailbox as E-mails automatically.

With this feature, fax documents received into a mailbox in the fax signal method (proprietary communication procedure), DTMF method, or fax documents stored in a mailbox with the Box Selector function can be forwarded as E-mails.

The following only describes the operations to set up the forward function of a mailbox and the overview of the Send to Mailbox.

Note

E-mail cannot be forwarded when it is received in the mailbox even if the Mailbox Options feature is selected.

See

- See “9.6 Creating a Mailbox” (P. 173) for details on how to set the forward function of the mailbox.
- See “Chapter 8 Using Additional Features” (P. 83) for details on how to send to a mailbox, how to receive documents to a mailbox with the Box Selector, how to print documents received into mailbox or how to delete a mailbox.

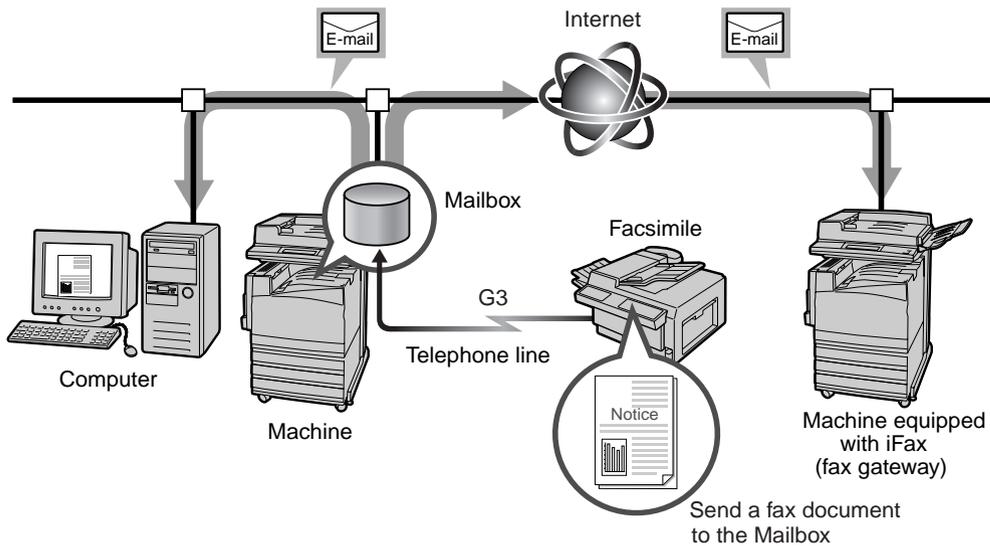
Forwarding E-mails

The machine can receive faxes sent to the mailbox or forward the faxes, which are stored in the mailbox with the Box Selector function, as E-mails to the recipients stored in the mailbox automatically.

As the E-mail forward function allows you to forward received documents to your computer, you do not have to collect the incoming faxes at the facsimile machine. Moreover, the fax documents can be displayed on the computer screen and thus helps to cut down paper usage.

Note

The document can be forwarded to only one recipient.



How to forward E-mails

The following operations are required for using the forward function.

Sender of a fax

Send a fax to a mailbox using the fax signal method (proprietary communication procedure) or DTMF method.

See

See “8.14 Using the Mailbox Feature (Remote Mailbox/Retrieve from Mailbox)” (P. 118) for details on sending to a mailbox.

■ Forwarding a received fax in the mailbox as E-mail

Register the E-mail address as an Address Number entry in advance. And then, configure the Forward function and the Address Number using the Mailbox options of the mailbox.

Note

- Mailbox number and Password are required by the sender. You have to inform the sender of the settings.
- If the printer memory becomes full while transmission, it will be aborted and the documents will be deleted.
- If sending mails via the SMTP is rejected, the received document will be stored in the mailbox.
- If a problem occurs in the data while transmission, it will be aborted and the documents will be deleted.
- You can forward the mail to only one recipient.
- If the images in the received fax use JBIG compression format, when the destination's iFAX profile is TIFF-C or TIFF-F, the compression format is changed to MH and then sent. Also, if the iFAX profile is TIFF-S, it is sent as is, without changing the size and resolution settings

See

- See "9.6 Creating a Mailbox" (P. 173) for details on Mailbox forward feature.
- See "8.15 Sorting Received Documents Into Mailbox (Box Selector)" (P. 135) for details on the use of the Box Selector feature to receive fax documents into the mailbox.

●●● Send to Mailbox

There are two methods of sending to a mailbox that has a forward feature.

- Use the fax signal method (proprietary communication procedure).
- Use the DTMF method.

Note

See "8.14 Using the Mailbox Feature (Remote Mailbox/Retrieve from Mailbox)" (P. 118) for details on sending to a Mailbox.

13.5 Report/List

You can check the registering status of the domains that are approved for receiving. This report can be manually printed.

See

See “13.3.3 Receiving E-mails” (P. 279) for details on Approved Domain.

See “10.2.1 Guide Print Operation” (P. 206) for details on printing out the report.

13.6 Troubleshooting

This section describes troubles that may occur during an outgoing iFax transmission and their solutions.



See “Chapter 11 Troubleshooting” (P. 229) for troubles other than iFax communication.

13.6.1 Problems With Transmission

This section describes troubles that may occur during an outgoing iFax transmission and their solutions. See the following for troubleshooting hints to solve the problems. If you cannot solve the trouble with the following help, contact our Customer Support Center.

Items to check	Solution	Reference
Is the transmission procedure correct?	Check your sending procedure and re-send.	“13.3.1 Sending E-mails” (P. 270)
Is the network correctly connected?	Verify the network connection and configurations.	“13.2.2 Environment Setting” (P. 262)
Is the mail address for your machine specified correctly?	Check that the E-mail address of your machine (Machine Mail Address and SMTP Server Address) has been correctly set up.	
Is the E-mail address of the recipient correctly specified?	Check the E-mail address of the recipient as displayed on the screen.	“13.3.1 Sending E-mails” (P. 270)
	If you have specified your recipient with the Address Number feature (Address Book, Address Number or One Touch button), check that the correct E-mail address has been registered. If it is incorrect, make a correction.	“9.3 Setting an Address Number” (P. 150)
Is the profile correctly configured?	Check the type of profile supported by the machine of the recipient and re-send your data.	“13.3.1 Sending E-mails” (P. 270)
Are too many pages included in one transmission session?	Reduce the number of pages for one transmission and re-send them or change the settings for Split Size of Outgoing E-mail in Internet Service.	
Did you try to send an E-mail with a size exceeding the restriction of the mail server?	Large size E-mails may not be sent or received depending on the system environment, such as the mail server limitation. Check the environment of the recipient.	—

13.6.2 Problems With Reception

This section describes troubles that may occur while receiving iFax transmission and their solutions. See the following for troubleshooting hints to solve the problems. If you cannot solve the trouble with the following help, contact our Customer Support Center.

Items to check	Solution	Reference
Is the network correctly connected?	Verify the network connection and configurations.	"13.2.2 Environment Setting" (P. 262)
Is the mail address for your machine specified correctly?	Check that the E-mail address of your machine (Machine Mail Address and SMTP Server Address) has been correctly set up.	
Is the method for receiving E-mail appropriate for your environment?	Depending on your environment, the settings for the method of receiving E-mails (SMTP or POP) differ. Check that the method for receiving E-mails is appropriate for your environment.	
Is the profile correct?	Inform the sender of the supported profile and request to send the data again.	"13.3.1 Sending E-mails" (P. 270)
Did you try to receive documents in a format that your machine cannot process?	When documents are received in a format that the machine cannot process, "Re-reception required" will appear in the Job History Report.	—
Did you try to receive an E-mail with a size exceeding the restriction of the mail server?	Large size E-mails may not be sent or received depending on the system environment, such as the mail server limitation. Check the mail server environment.	—

13.7 Precautions and Limitations

The precautions and limitations of the iFax function are as follows.

●●● Precautions when sending E-mails

“iFax Sent” in the Job Status screen, the Activity Report and the Job History Report of this machine indicate that the document has reached the SMTP server that was set for transmission on this machine. The E-mails may not be delivered to the recipient due to problems on the transmission route of the Internet. The machine will not be notified when this problem occurs. It is recommended to confirm the successful transmission of the E-mail with the recipient by telephone when you send important E-mails.

●●● Limitations of the Mail Server

Large size E-mails may not be sent or received depending on the system environment, such as the mail server limitation. When you want to send the number of the pages in the E-mail, confirm the system environment of the sender and recipient, respectively.

If the split size of outgoing mails for one page is too large, reduce the size by changing the resolution or the settings of the Original Type.

●●● Profile

- When specifying a profile

Depending on the iFax features of the recipient, the profiles that can be processed vary. Confirm the profile that can be processed by the recipient's iFax - installed machine before specifying the profile.

- When the specified profile is not compatible

If a profile is set up wrongly, the recipient will not be able to display or print the images received. Check the type of profiles that both the sender and recipient can process before using this function.

- Acceptable TIFF files and profiles

TIFF file format: TIFF-FX(RFC2301)

Profile : TIFF-S, TIFF-F, TIFF-J, TIFF-C

Look

A file may be unable to be printed when a profile which is not corresponding is received. Moreover, if a TIFF-C format is received, it will be printed by black and white.

●●● Conditions for Broadcast send

When multiple recipients are specified for a broadcast session and the transmission conditions are different from those specified with the keyboard input or those registered for the Address Number function, the conditions will be changed as follows.

- Transmission Mode G3 Auto
- Profile TIFF-S
- Delivery Status Notification Off

●●● Forwarding E-mail

If the images in the received fax use JBIG compression format, when the destination's iFAX profile is TIFF-C or TIFF-F, the compression format is changed to MH and then sent. Also, if the iFAX profile is TIFF-S, it is sent as is, without changing the size and resolution settings.

●●● Fax Gateway

- This feature is available only when the method of receiving E-mail of the machine equipped with iFax that sends faxes is set to SMTP.
- When an E-mail cannot be sent to the recipient correctly after it is converted into a fax, the E-mail received in the receiving machine will be deleted.

●●● Configuring the Forward Function of the Mailbox

- Do not send the E-mail address of your own machine as a recipient of the forward E-mail.
- You can check if a fax text was not forwarded as an E-mail on the Job History Report.

●●● Security on the Network

Security on the network cannot be guaranteed.

●●● Setting Up the E-mailing Environment

To send and receive E-mails, the E-mail system must be set up. Set up SMTP, POP 3 and DNS server, etc.

●●● Security Notes

iFax uses the Internet, which is connected to the computers all over the world as the transmission route. As iFax uses the same signals as the mail sent via the Internet, we have to be careful not to let our mails be stolen or modified by a third party.

Therefore, we recommend that you use other ways that are proved to be secure for sending important information. Moreover, it is recommended that you do not reveal your iFax E-mail address to a third party unless it is necessary to prevent unwanted E-mails.

●●● Preventing Unwanted E-mails

There is a feature in iFax that allows you to prevent a third party from sending unwanted mails to your E-mail address. This feature allows you to restrict the address of a sender by specifying the permitted domain using the Internet Services.

Specify the Domain Filter Settings by using Internet Services.

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B

Glossary

ECM	(Error Correction Mode:) An ITU-T approved feature for Group 3 facsimile machines. ECM transmission sends the document image data in segments and retransmits segments that the remote machine receives incorrectly. "EC" described on the Activity Report shows that the communication was processed using ECM.
G3	A facsimile communication system standardized by the advisory committee for International Telecommunications (CCITT, now the ITU-T).
MIME	Mime is an abbreviation of Multipurpose Internet Mail Extension. It is a specification that identifies data received by mail. MIME type indicates data types.
POP3	POP3 is an abbreviation of Post Office Protocol Version 3, a protocol used for receiving mail. It is a commonly used communications protocol (an agreement governing the way data is transmitted). It provides a private mailbox in the provider mail server that receives messages when a connection is made. POP3 is a receive only function, while the corresponding function for sending mail is SMTP.
SMTP	SMTP stands for Simple Mail Transfer Protocol. A communications protocol (an agreement governing the way data is transmitted) commonly used for sending and receiving mail.
Super G3 (SG3)	A G3 communication system conforming to ITU V.34. This system offers higher transmission speed (33.6 kbps) than the normal G3 mode.
Remote terminal	A terminal with which you want to communicate. This is a general term for terminals such as telephones, facsimile machines and personal computers, etc.
Recipient	The person or terminal you send a document to. "Dialing" indicates the operation of entering a recipient's telephone number. In relation to Internet Fax (iFAX) it refers to the mail address of a remote terminal.
Auto Clear	The machine goes to the standby mode, if paused for a specified time.
Internet Fax (iFAX)	Unlike a regular fax machine, Internet Fax uses corporate networks or the Internet to send or receive mail (TIFF attachments).
Internet	A worldwide communications network that combine miscellaneous networks.
Alias	Another name for a mail address. For example, instead of entering the mail address ifax@mb1.abc.xerox.com you can use ifax@xerox.com (alias) to reach the same location.
Optional accessory	Optional accessories can be purchased and added to a standard model for increased functionality.
Off-hook dialing	Dialing with the handset off hook
On-hook dialing	Dialing with the handset on the cradle
Display (or screen)	The screen of the Touch Panel Display. It provides user information and instructions.

Threshold value (Border limit)	<p>One more sheet is used when the length of the transmitted document exceeds the length of paper installed on the receiving terminal. A margin at the bottom of a received document can be eliminated so that the data can be printed on one page.</p> <p>The amount of space that can be removed from the bottom of a document is the border limit. When the border limit value is small, the data is printed on the next page. But when it is large, a larger space can be cut so that data can be printed on one page.</p> <p> <i>“6.2.5 Reducing Images at the Recipient Side” (P. 75)</i></p>
Error code	A code is displayed on the control panel or a report when a problem occurs.
Default screen	A touch panel screen displayed immediately after switching on the power or pressing the Clear All button or when the Auto Clear function is used.
Default value	A factory default setting or a setting made in the System Administration Mode.
Local machine	The machine you use. This is a general term for terminals such as telephones, facsimile machines, personal computers, etc.
Receiving paper size	Use this feature to specify the use of fixed paper sizes for fax receptions. The receiving machine informs the sending machine of the paper sizes available.
Job	The term “Job” refers to document reception and transmission.
Dial	To enter the fax number of a remote terminal. The machine provides the following methods for dialing: Entry of all digits using the numeric keypad, Speed Dialing, One Touch Dialing, and using the Dial Directory, etc.
Dial type	The dial type of the connected line. The machine offers the following two modes of dialing: Tone (touch-tone line) and 10 pps (rotary line 10 pps).
Dial tone	A tone generated by the telephone line. It indicates that you are connected to the line.
Dual access	Allows you to perform two operations simultaneously.
Store	In this guide, used for storing a scanned document image in memory.
Communication(s)	<p>Communications using a network that can offer voice data (telephone), image data (fax), video data (videotex) and PC data (PC communication service) over the same channel.</p> <p>In this guide, communications is used for image transmission/reception as well as speaking with a remote user.</p>
Transmission interval	The period between transmissions.
Transmit using a password	Enter “S” and the ID of a remote terminal after the fax number to specify a remote machine. This feature prevents a transmission errors.

Fax gateway	A gateway that connects the Internet with ordinary subscriber lines and transfers mail documents to regular fax machines as fax documents.
Profile	A protocol controlling image resolution, paper size and other attributes when sending or receiving faxes using Internet Fax (iFAX). The profile that can be used vary with the iFAX of the remote terminal. Find out the type of profile the remote iFAX terminal can handle before specifying a profile.
Header	The Send Header printed on the first line of received documents.
Polling	A feature that allows you to retrieve a document from a remote machine.
Sender	A terminal from which a communication is started. The opposite is Recipient.
Document	In this guide, the image data generated when an original is scanned. Used as transmitted document, received document and pending document, etc.
Scanning	Documents are optically scanned to convert them to image data. The document glass and document feeder are used for scanning documents.
Line monitor	Allows you to audibly monitor a transmission through the speaker after dialing and until you are connected.

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