

## **8 Transmitting Documents**

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The Document WorkCentre offers various transmission modes to simplify the faxing process. Each transmission mode may be performed using any one of the dialing methods described in the previous section.

All documents are transmitted as background jobs unless you use the Direct Send Transmission mode. If no other jobs are pending, the machine begins dialing. When the line connects, the transmission begins. You can set the machine to redial\* up to 14 times if a busy signal is detected.

If you use the Direct Send transmission mode, the machine transmits the document without storing the image in a memory file. If the call does not complete successfully, the machine does not retransmit the document.

Many options can be combined with each job. For example, you can select Cover Sheet and Delay Start prior to any job (Memory Send, Group, Mailbox, etc.).

If a communication error occurs during the transmission and the document is stored in memory, the machine resends beginning with the first page that did not transmit successfully. When the transmission completes successfully, the machine disconnects and returns to the Standby Mode.

If the Confirmation Report feature is enabled, the machine automatically prints a report after each transmission. To discontinue printing the report, set the user option to OFF (See Chapter 12, "Reports").

\* Not available in all markets.

*Transmitting Documents*

**Memory**

As the machine scans documents into memory, the available Free Memory is reduced. As documents in memory are transmitted the Free Memory is recovered. The number of pages that can be stored in memory is dependent on the size of your Memory Module (see Chapter 15, “Supplies and Optional Accessories” for available Memory Module upgrades).

**Job Numbers**

Job numbers are assigned to communications that have been scanned into memory. A Job Number is used to identify the communication if there is a need to cancel a pending transmission (see Chapter 9, “Cancelling Jobs”).

