

6 Receiving Documents

The WorkCentre can receive documents automatically or manually. Various features are available for customizing your document receiving operation. You can specify a reduction mode for use when oversized documents are received, collate received documents or receive to memory.

The following receiving modes are available:

Receiving Mode	Situation for Selection	Sequence of Operation
Auto Receive	Use when the machine is connected to a dedicated telephone line for facsimile use only.	Upon receiving a call, the machine answers and receives a document automatically.
Manual Receive	Use when the machine is connected to a line that is primarily used for voice.	Upon receiving an incoming call, pick up the telephone handset to talk with the remote party before starting any fax communication.
Receive to Memory	User selectable option. Use when the machine is out of paper or toner.	When enabled, the machine automatically receives documents to memory if the printer becomes unavailable until memory becomes full.
Secure Receive	User selectable option. Use for Secure Receptions.	When enabled, the machine receives all documents into memory during the specified time. The documents automatically print at the end of the specified time.