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.

Basic Receive

The WorkCentre can receive documents automatically or manually depending on the Answer Mode you have selected. If the Answer Mode is set to Auto, the machine receives a document automatically upon receiving a call.

If the Answer Mode is set to Manual, the machine will not receive a document until you press the *Start* key. This mode enables you to use the machine as a telephone, yet receive documents when desired.

The default Answer Mode is Auto.

Setting the Answer Mode

When the answer mode is set to auto receive, the machine automatically answers and receives incoming fax calls. Use the Auto Answer mode if you have a dedicated phone line.

Use the Manual Answer mode if you have a single line for fax and voice communications. The Manual Answer mode allows you to answer incoming calls manually. If an incoming call is a fax, you can receive the fax by pressing the *Start* key.

To set the Answer Mode:

1. Press:

Menu

$\triangle$ 3 1 0 1

```
Answer mode
1. Auto answer
2. Manual answer
```

2. Select the Answer Mode:

   To select Auto answer, press (1), then go to Step 3.

   To select Manual answer mode, press (2), then press *Stop* to return to the Standby Mode.

3. If set to Auto answer, using the Numeric Keypad, enter the number of times the phone must ring before the machine answers, then press **Enter** (you must use 2 digits).

Rings to answer

Rings (01-*10)
01

> **Note:** *When the machine is set to auto answer and the set number of rings occurs, the machine answers with a fax signal tone and enters the Auto Receive mode.*

4. The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.

Auto Receive

When the Answer Mode is set to Auto, your documents are received automatically. Various advanced features are available for receiving documents, refer to the Advanced Receive section later in this Chapter.

Manual Receive

When the Answer Mode is set to Manual, you can establish voice contact first and then start receiving a fax by pressing the **Start** key. This feature is not available in all markets.

To use this feature, the machine must be set to "Manual Answer." Refer to "Setting the Answer Mode" earlier in this chapter.

> **Note:** *Manual Receive mode does not function if a Mailbox or Polling function is in use (see "Chapter 10, "Polling" and Chapter 11, "Mailbox Communications").*

*This number varies in some Countries.

To receive manually:

1. When the telephone rings, pick up and talk with the remote operator. (If a fax tone is heard, press the **Start** key).

2. When you finish talking and are ready to receive the document, and the remote party is ready to send, press the **Start** key.

3. Hang up the handset. The document is received.

Advanced Receive

Various advanced receive modes and features are available on the WorkCentre to fit your individual needs.

The following advanced modes and features are available:

Modes and Features	Description
Collate Fax	When enabled, received documents are collated with the last page on bottom, first page on top.
Reduce Fax	Selects whether to reduce or divide long documents.
Receive to Memory	When enabled, documents are received to memory when the printer is unavailable.
Secure Receive	When enabled, documents are received to memory during specified times.
Superfine Receive	When enabled, documents are received in the Superfine resolution mode.
Discard extra	When enabled, discards up to 10mm of the lower portion of a long document.

Collate Fax

When the collate fax feature is selected, all received documents are automatically collated. This means the last page is on the bottom and the first page on top of the stack in the output tray.

To enable the Collate fax function:

1. Press:

Menu
▲   (3)   (5)   (0)   (1)

> **Collate fax**
> **1. On**
> **2. Off**

2. Select the collate fax option:

   To enable the collate option, press (**1**) .

   To disable the collate option, press (**2**) .

3. The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.

Reduce Incoming Fax Setting

This function allows a reduction of the received image. When this feature is set to On and letter/A4 size copy paper is installed, the WorkCentre reduces longer size documents to fit on the paper.

If Off is selected the longer size document prints on 2 pages.

To set the Reduce Incoming Fax default setting:

1. Press:

Menu
▲   (3)   (2)   (0)   (2)

> **Reduce incoming fax**
> **1. On**
> **2. Off**

2. Select the Reduce incoming fax option:

   To automatically reduce oversized documents, press (**1**) .

To automatically divide oversized documents into multiple pages, press **(2)** .

3. The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.

Receive to Memory

When this feature is enabled and the printer is not available, the machine automatically receives the document to memory. If this feature is disabled, the machine does not answer the phone. A receive to memory operation occurs if the paper tray is empty, the paper is jammed, or the toner is empty. The message "Document in Memory" displays when you have documents stored in memory. The machine automatically prints when the problem is corrected.

If the memory becomes full while the machine is receiving a document, the machine terminates the operation but retains the pages it received successfully.

> **Note:** *Receive to Memory does not occur when the Free Memory is zero or 100 jobs have been received. If the Free Memory becomes zero during Receive to Memory, document reception stops and no further receptions are possible until memory becomes available.*

To enable the Receive to Memory feature:

1. Press:

Menu (▲) (3) (4) (0) (3)

> **Receive to memory**
> **1. On**
> **2. Off**

2. Select the Receive to Memory option:

    To enable the Receive to Memory mode, press (**1**) .

    To disable the Receive to Memory mode, press (**2**) .

3. The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.

Secure Receive

The Secure Receive feature allows you to set specified times when documents can be received to memory. This feature is useful when private documents are expected. All documents are received to memory during the specified time, then automatically printed at the end of the time period.

In addition to the Automatic Secure Receive feature, you can manually enable the machine to Secure Receive at any time. (See "Manual Secure Receive" in this section.)

To stop a Secure Receive time period and immediately print all received documents, refer to "Ending the Secure Receive Mode".

Automatic Secure Receive Setup

To enable the Automatic Secure Receive Mode, enter a 4-digit security code and designate the time period for receiving documents to memory.

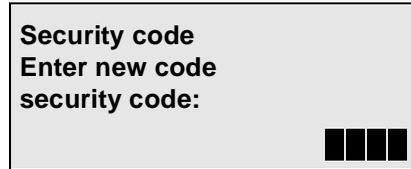To setup the Secure Receive Mode:

1. Press:

    Menu
    (▲)   (**3**)   (**5**)   (**0**)   (**3**)

Secure receive
1. Security code
2. Security On/Off

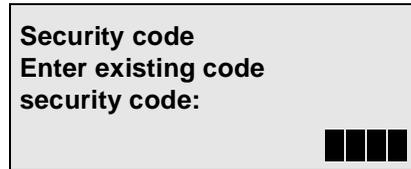2. To set a security code for the first time, or to change your security code, press (**1**).

    To enable or disable the Secure Receive feature, press (**2**), then go to Step 5.

    > **Security code**
    > **Enter new code**
    > **security code:**
    > ▮▮▮▮

    – or –

    > **Security code**
    > **Enter existing code**
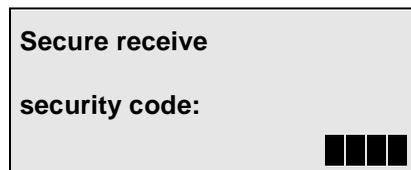   > **security code:**
    > ▮▮▮▮

    > ***Note:*** *If you enter an existing code, the "Enter new code" screen will redisplay, allowing you to enter a new security code. Enter your new code and press **Enter**.*

3. Enter a new 4-digit security code, or your existing security code, then press ***Enter***.

    > **Secure receive**
    > **1. Security code**
    > **2. Security On/Off**

4. To enable or disable the Secure Receive feature, press (**2**). The menu selection screen redisplays.

    > **Secure receive**
    >
    > **security code:**
    > ▮▮▮▮

5. Enter your security code and press **Enter**.

> **Secure receive**
> **1. On**
> **2. Off**

6. Select the Secure Receive option:

   To disable the Secure Receive Mode, press **2**, then press **Stop** to return to the Standby Mode.

   To enable the Secure Receive Mode and designate the time period to receive private documents, press **1** .

> **Secure receive**
>
> **Start/stop time**
> **1 6:00 – 09:00**

Note: *The time period displays in 12 hour format if you have "12 hour" selected in the Date & Time Setup. (See Chapter 3, "Setting the Date and Time".)*

7. Enter the time period during which you want the WorkCentre to receive Secure documents each day, then press **Enter**.

> **Secure recv. all day**
> **for each day?**
> **1.Yes**
> **2. No**

8. Select the days of the week subject to the time period designated in Step 7.

   To enable the WorkCentre to Secure Receive documents during the designated time period every day, press (**1**) . The setting is enabled. The menu selection screen redisplays. Press ***Stop*** to return to the Standby Mode.

   To select the days of the week that the WorkCentre uses Secure Receive for documents at the specified time period, press (**2**) .
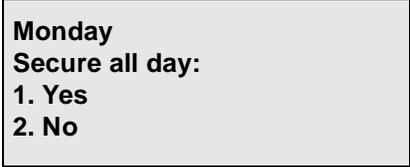
   > **Monday**
   > **Secure all day:**
   > **1. Yes**
   > **2. No**

9. Select the Secure Receive option for this day:

   To enable the Secure Receive Mode for this day, press (**1**) .

   To disable the Secure Receive Mode for this day, press (**2**) .

   The display for the next weekday displays.

10. Repeat Step 9 to set the Secure Receive for each day of the week.

11. The menu selection screen redisplays. Press ***Stop*** to return to the Standby Mode.

Manual Secure Receive

Once the Secure Receive Mode is enabled (see "Automatic Secure Receive Setup") you can enforce the mode at any time (even outside of the time period specified in "Automatic Secure Receive Setup").

To manually enforce Secure Receive Mode:

1. Open the Access Cover and press:

Secure Receive

Secure receive
1. Start
2. Stop

2. To start the Secure Receive Mode, press (**1**) .

The Secure Receive Mode is activated and the machine returns to the Standby Mode.

Ending the Secure Receive Mode

Once the Secure Receive Mode is activated, either automatically or manually, you can stop the mode and immediately print the stored documents.

To end the Secure Receive Mode and print all received documents:

1. Open the Access Cover and press:

Secure Receive

| Secure receive |
| 1. Start |
| 2. Stop |

2. To stop the Secure Receive Mode and print all documents, press (**2**).

| Secure receive |
| |
| security code: |

3. Enter your 4-digit security code and press **Enter**.

| 05-01-97 Thu 15:47 |
| Ready |
| Free memory: 80% |
| Printing: |

The machine prints all documents received during the Secure Receive Mode, then returns to the Standby Mode.

Discard Extra Setting*

When the Discard Extra Setting feature is enabled, any portion of the document, up to 10mm, that is longer than the recording area is discarded. If the excess portion is greater than 10mm, the document is printed on 2 pages. This allows for remote machines that have scanners that are slight slipping to fit the image on one page. This feature not allowed in all markets.

In some cases the lower part of the document data may be lost.

To set the Discard Extra selection:

1. Press:

    Menu ▲ (3) (2) (0) (3)

    > **Discard extra**
    > **1. On**
    > **2. Off**

2. Select the Discard Extra selection:

    To discard the portion of the document exceeding the recording area, press (**1**).

    To automatically divide oversized documents into multiple pages, press (**2**).

3. The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.

*Not available in all markets.

Receiving Documents

Notes: