KYOCERA

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FAX System(X) Operation Guide



Safety Conventions in This Guide

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance and take a simple troubleshooting action as necessary, so that you can always use the machine in good condition.

Please read the Operation Guide before using the facsimile. Keep it close to the facsimile for easy reference.

The sections of this handbook and parts of the facsimile marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the facsimile.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

 ... [General warning]

 ... [Warning of high temperature]

The ⃠ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

 ... [Warning of prohibited action]

 ... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

 ... [Alert of required action]

 ... [Remove the power plug from the outlet]

 ... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing (fee required).

NOTE
Due to performance updating, information in this Operation Guide is subject to change without notice.

Contents

Contents i
Safety Information v
About this Operation Guide v
General Notice vi
Legal Notice vi
Trademark Information vi
Technical regulations for terminal equipment vi
Network Compatibility Declaration vii
Introduction viii
About this Operation Guide viii
Conventions in This Guide ix
Size and Orientation of Originals and Paper xi

1 Setting up the Machine 1-1

Part Names and Functions 1-2
Machine 1-2
Operation Panel 1-4
Operation Method 1-5
Setting Date and Time 1-6
Local FAX Information Entry 1-8
TTI (Transmit Terminal Identification) 1-8
Local FAX Name 1-8
Local FAX Number 1-9
FAX Dialing Mode 1-10
ECM TX 1-11
TX Start Speed 1-11

2 Registering Destinations 2-1

Registering Destinations in the Address Book 2-2
Adding a contact 2-2
Adding a Group 2-6
Editing and Deleting Address Book Entries 2-9
Printing Address List 2-11
Adding a Destination on One Touch Key 2-12
Adding a Destination 2-12
Editing and Deleting One Touch Key 2-13

3 Sending Faxes 3-1

Basic transmission procedure 3-2
Checking and Editing Destinations 3-4
Checking the Send Status 3-6
Cancelling the Transmission 3-7
Using redial 3-8
Methods For Entering the Destination 3-9
Entering the destination fax number with the numeric keys 3-9
Choosing from the Address Book 3-10
Choosing by One Touch Key 3-12
Fax transmission functions 3-13
Density 3-14
Original Image 3-14
2-sided Original 3-14
Manual Send 3-15
Original Size 3-16
FAX Resolution 3-16
File Name Entry 3-16

FAX Direct Transmission 3-17
Cancelling Direct Transmission 3-17
FAX Delayed Transmission 3-17
Cancelling Delayed Transmissions 3-18
FAX TX Report 3-18
Program 3-19
Registering Program 3-19
Confirming the Registered Program 3-20
Recalling Program 3-20
Overwriting Program 3-20
Changing the Program Name 3-21
Deleting Program 3-21
Using Chain Dial 3-23

4 Receiving Faxes 4-1

FAX Automatic Reception 4-2
Reception Method 4-2
Flow of reception 4-3
Manual Reception 4-4
Using the Telephone to Receive 4-4
Fax reception functions 4-6
Fax reception settings 4-6
Duplex Print Output 4-6
Reception Date/Time 4-6
Media Type for Print Output 4-6
Reduce RX Size 4-8

5 Using Convenient Fax Functions 5-1

Forward Settings 5-2
Setting Forwarding 5-2
Registering Forwarding Destination 5-3
Forwarding Time Setting 5-7
Print Setting 5-8

6 Sending Faxes from PC 6-1

Flow of Sending Faxes from PC 6-2
Setup 6-3
Connection to a PC 6-3
Installing the FAX Driver 6-3
Uninstalling the FAX Driver 6-5
Basic Transmission 6-6
Configuring the Driver Default Settings 6-8
Default Settings Dialog Box 6-9

7 Using a Connected Telephone 7-1

FAX/TEL Auto Switch Reception 7-2
FAX/Answering Machine Auto Switch Reception 7-4
Manual Send 7-6
Manual Reception 7-7
Remote Switch Function 7-9

8 Checking Communication Status and Machine Information 8-1

Verious Reports for FAX 8-2
Checking FAX Job History 8-3

Send Job Log and Print Job Log 8-3
Outgoing FAX Log and Incoming FAX Log 8-4
Printing Administrative Reports 8-5
FAX TX Result Reports 8-5
FAX RX Result Reports 8-6
Activity Report 8-7
Printing Activity Reports 8-7
Automatic Printout 8-8
Status Page 8-9

9 Fax Settings 9-1

Default fax settings 9-2
System Menu Settings 9-2
Report 9-3
Common Settings 9-3
FAX 9-4
Transmission Restriction 9-8
Registering Permit FAX No. 9-9
Changing and Deleting Permit FAX No. 9-9
Registering Reject FAX No. 9-10
Changing and Deleting Reject FAX No. 9-11
Setting Send Restriction 9-12
Setting Reception Restriction 9-13
Unknown Number Reception 9-13
Unusable Time 9-15
Account Management 9-17
Logging in when Job Accounting has been Enabled 9-18

10 Troubleshooting 10-1

Indicators During Sending/Receiving Operation 10-2
Responding to an Attention Indicator Flashes 10-2
Precautions When Turning Power OFF 10-3
Messages 10-4
Error Code List 10-5
Troubleshooting 10-7

11 Appendix 11-1

Character Entry Method 11-2
Using the Keys 11-2
Selecting Type of Characters 11-3
Characters That Can be Entered Using the Numeric Keys 11-3
Entering Symbols 11-4
Entering Characters 11-4
Specifications 11-6
Menu Map 11-8
Received FAX Sizes and Paper Priority (Metric Model) 11-11
Received FAX Sizes and Paper Priority (Inch Model) 11-12
Index Index-1

Safety Information

About this Operation Guide

This Operation Guide contains information on using the facsimile functions of this machine. Please read the Operation Guide before you start using the machine.

During use, refer to the Operation Guide for your machine for information regarding the sections listed below.

Environment
Precautions for Use
Loading Paper
Cleaning
Toner Container Replacement
Waste Toner Box Replacement
Solving Malfunctions
Responding to Messages
Clearing Paper Jams

General Notice

Legal Notice

WE SHALL HAVE NO LIABILITY FOR LOSS, WHETHER OR PARTIAL, OF RECEIVED DOCUMENTS WHEN SUCH LOSS IS CAUSED BY DAMAGES TO THE FAX SYSTEM, MALFUNCTIONS, MISUSE, OR EXTERNAL FACTORS SUCH AS POWER OUTAGES; OR FOR PURELY ECONOMIC LOSSES OR LOST PROFITS RESULTING FROM MISSED OPPORTUNITIES ATTRIBUTABLE TO MISSED CALLS OR RECORDED MESSAGES RESULTING THEREFROM.

Trademark Information

- Microsoft, Windows, Windows Server and Internet Explorer are registered trademarks or trademarks of Microsoft Corporation in the U.S.A. and/or other countries.
- Ethernet is a registered trademark of Xerox Corporation.
- IBM and IBM PC/AT are trademarks of International Business Machines Corporation.
- Adobe Acrobat, and Flash are registered trademarks of Adobe Systems Incorporated.

All other company and product names in this Operation Guide are trademarks or registered trademarks of their respective companies. The designations™ and ® are omitted in this guide.

Technical regulations for terminal equipment

Terminal Equipment (TE);TBR 21

Attachment requirements for pan-European approval for connection to the analogue Public Switched Telephone Networks (PSTNs) of TE (excluding TE supporting the voice telephony service) in which network addressing, if provided, is by means of Dual Tone Multi Frequency (DTMF) signalling.

This terminal equipment complies with:

- TBR21
- AN 01R00 AN for P
- AN 02R01 AN for CH and N
- AN 05R01 AN for D, E, GR, P and N
- AN 06R00 AN for D, GR and P
- AN 07R01 AN for D, E, P and N
- AN 09R00 AN for D
- AN 10R00 AN for D
- AN 11R00 AN for P
- AN 12R00 AN for E
- AN 16R00 General Advisory Note
- DE 03R00 National AN for D
- DE 04R00 National AN for D
- DE 05R00 National AN for D
- DE 08R00 National AN for D
- DE 09R00 National AN for D
- DE 12R00 National AN for D
- DE 14R00 National AN for D
- ES 01R01 National AN for E
- GR 01R00 National AN for GR
- GR 03R00 National AN for GR
- GR 04R00 National AN for GR
- NO 01R00 National AN for N
- NO 02R00 National AN for N
- P 03R00 National AN for P
- P 08R00 National AN for P

Network Compatibility Declaration

The manufacturer declares that the equipment has been designed to operate in the public switched telephone networks (PSTN) in the following countries:

■Austria	■France	■Liechtenstein	■Slovakia
■Belgium	■Germany	■Lithuania	■Slovenia
■Bulgaria	■Greece	■Luxembourg	■Spain
■Cyprus	■Hungary	■Malta	■Sweden
■Czech	■Iceland	■Norway	■Switzerland
■Denmark	■Ireland	■Poland	■The Netherlands
■Estonia	■Italy	■Portugal	■United Kingdom
■Finland	■Latvia	■Romania	

Introduction

About this Operation Guide

This Operation Guide contains the following chapters.

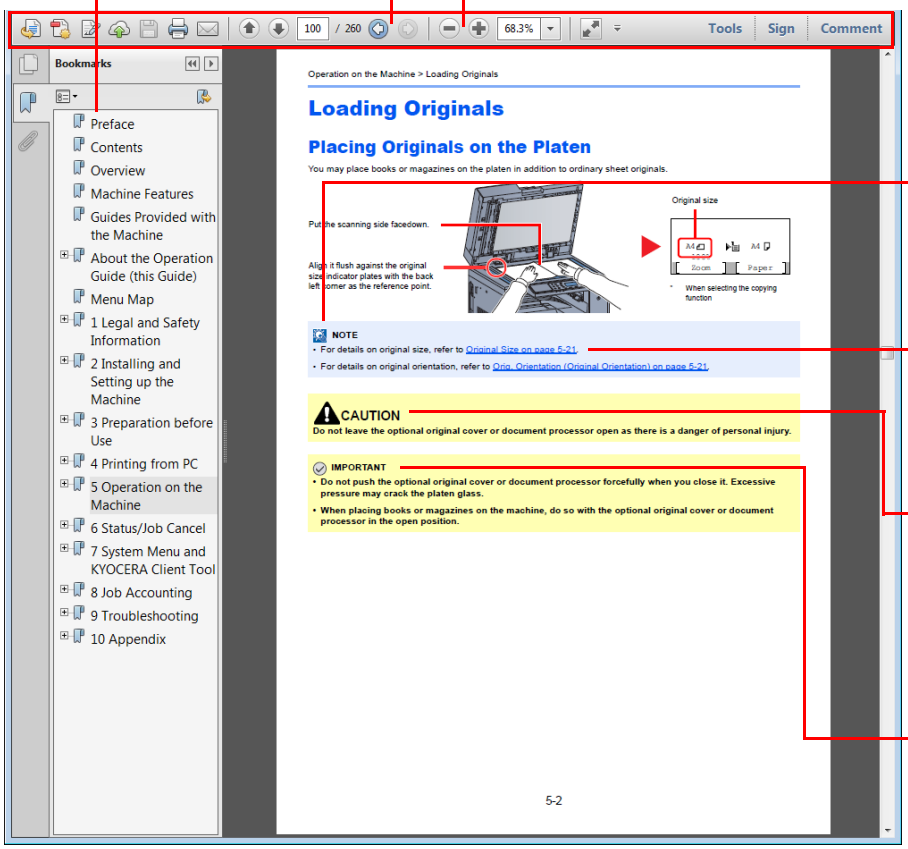
Chapter		Contents
1	Setting up the Machine	Explains the part names and the settings required before using fax.
2	Registering Destinations	Explains the procedures for registering destinations in the address book and one-touch keys.
3	Sending Faxes	Explains the general methods for sending faxes and transmission functions.
4	Receiving Faxes	Explains the general methods for receiving faxes and reception functions.
5	Using Convenient Fax Functions	Explains how to forward the received originals.
6	Sending Faxes from PC	Explains how to send a FAX from a PC.
7	Using a Connected Telephone	Explains convenient functions that use an external telephone.
8	Checking Communication Status and Machine Information	Explains how to check the status of recently performed transmission and reception operations in the message display. Also explains how to print administrative reports showing communication results, machine settings, and registered information.
9	Fax Settings	Explains various settings for controlling fax usage, such as restricting transmission destinations, blocking fax reception, and setting prohibited use times.
10	Troubleshooting	Explains what to do when errors are displayed or other problems occur.
11	Appendix	Explains how to enter characters, and lists the fax specifications.

Conventions in This Guide

Adobe Reader X is used as an example in the explanations below.

Click an item in the Table of Contents to jump to the corresponding page.

Click to move from the current page to the previously displayed page. This is convenient when you want to return to the page from which you jumped to the current page.



NOTE

Indicates supplemental explanations and reference information for operations.

Refer to

Click the underlined text to jump to the corresponding page.

Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

IMPORTANT

Indicates operational requirements and restrictions to operate the machine correctly, and avoid damage to the machine or property.

NOTE

The items that appear in Adobe Reader vary depending on how it is used. If the Table of Contents or tools do not appear, refer to Adobe Reader Help.

Certain items are indicated in this guide by the conventions described below.

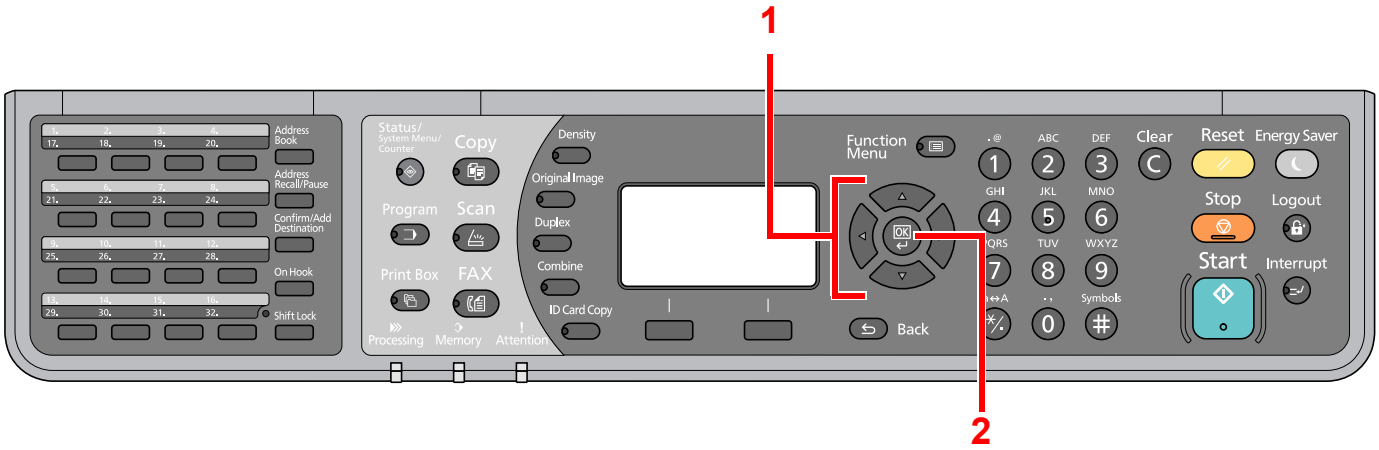
Convention	Description	Example
[**Bold**]	Indicates keys on the operation panel and buttons on your computer screen.	Press the [**Start**] key. Click [**OK**].
[Regular]	Indicates a message or setting displayed on the message display.	[Ready to copy.] appears in the message display. Press the [▲] or [▼] key to select [On].
"Regular"	Indicates a message or setting displayed on the computer screen.	You can select from the "Print size" menu.

Conventions used in operation procedures

Operation panel keys that are pressed are outlined in red.

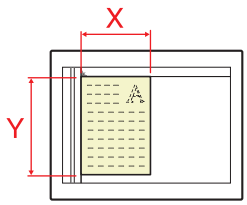
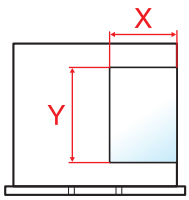
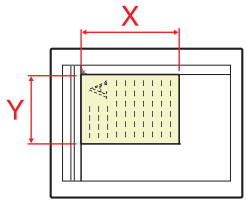
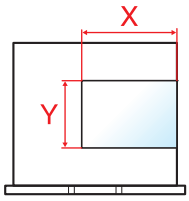


Procedures consisting of a sequence of operation panel actions or computer operations are numbered as shown below.



Size and Orientation of Originals and Paper

Original sizes and paper sizes such as A4, B5, and Letter can be used in both the horizontal and vertical orientations. To distinguish the orientations when these sizes are used, "-R" is added to sizes used in the horizontal orientation.
The following icons are used to indicate original and paper placement orientations on the message display.

Orientation		Setting Position (X: Width, Y: Length)	Display	Indicated Size in this Guide*1
Vertical	**Original**	 Original	 Original	A4, B5, Letter, etc.
	Paper	 Paper	 Paper	
Horizontal	**Original**	 Original	 Original	A4-R, B5-R, Letter-R, etc.
	Paper	 Paper	 Paper	

*1 Original/paper sizes that can be used vary depending on the function and source tray. For details, refer to the appropriate pages of the function or source tray.

1 Setting up the Machine

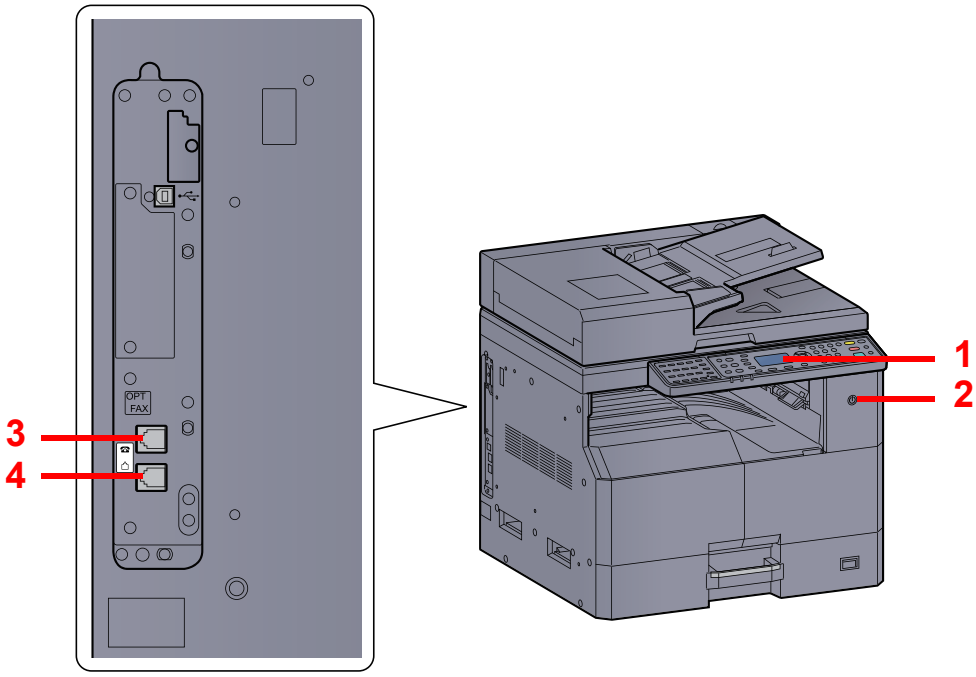
This chapter explains the following topics:

Part Names and Functions 1-2
Machine 1-2
Operation Method 1-5
Setting Date and Time 1-6
Local FAX Information Entry 1-8
TTI (Transmit Terminal Identification) 1-8
Local FAX Name 1-8
Local FAX Number 1-9
FAX Dialing Mode 1-10
ECM TX 1-11
TX Start Speed 1-11

Part Names and Functions

Machine

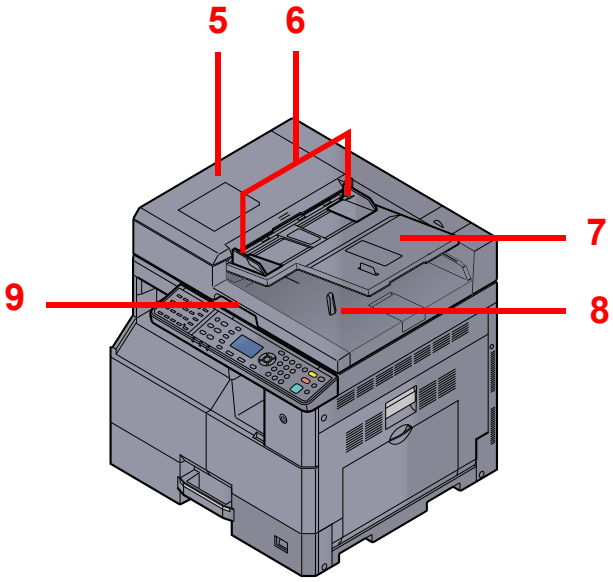
This chapter explains the names of parts when the machine is used as a fax machine. For the parts required when functions other than FAX are used, refer to the machine's *Operation Guide*.



1	Operation panel	Perform the fax operation with this panel.
2	Power switch	Set this switch to the ON side when performing the fax or copier operation.
3	TEL connector	When using a commercially available telephone set, connect the modular cord to this connector.
4	LINE connector	Connect the modular cord for the telephone line to this connector.

IMPORTANT
You cannot automatically receive a fax when the power switch is turned off.

Document Processor (DP)



5	Top Cover	Open this cover when the original jammed in the Document Processor.
6	Original Width Guides	Adjust these guides according to the original width.
7	Original Table	Stack the sheet originals on this table.
8	Original Eject Table	Read originals are ejected onto this table.
9	Opening Handle	Hold this handle when opening or closing the Document Processor.

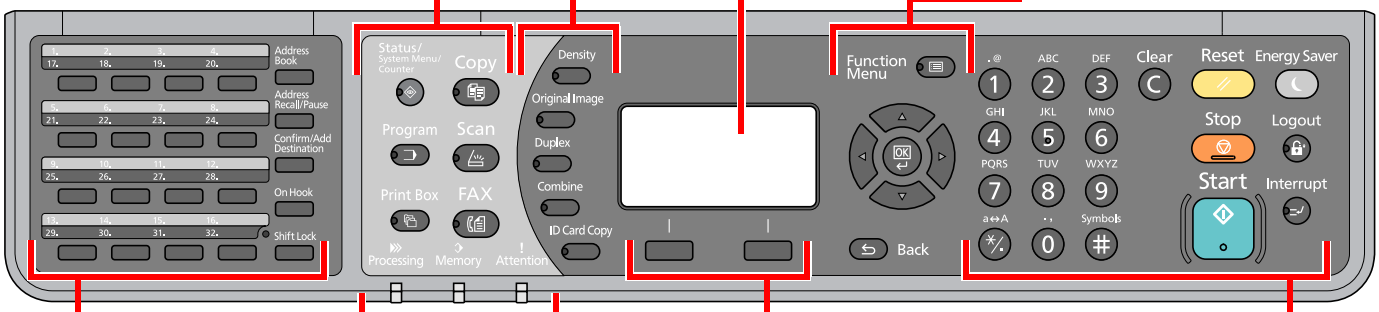
Operation Panel

Status/ System Menu/ Counter	Displays Status, System Menu or Counter Menu.
Program	Displays the Program screen.
FAX	Displays the FAX screen.

Density	Displays the density setting screen.
Original Image	Displays the original image setting screen.
Duplex	Displays the duplex setting screen.

Function Menu	Displays the function menu for fax.
	Increments or decrements numbers, or selects menu in the message display. In addition, moves the cursor when entering the characters.
	Finalizes a function or menu, and numbers that have been entered.
Back	Returns to the previous display.

Message display.
Displays the setting menu, machine status, and error messages.



Processing: Blinks while printing or sending/ receiving.

Memory: Lights when there is a received original in the FAX memory.

Attention: Lights or blinks when an error occurs and a job is stopped.

Select Key: Selects the menu displayed at the bottom of the message display.

	Recalls the destination registered for One Touch Keys.
Shift Lock	Press to select No. 17 to No. 32 of One Touch Keys.
Address Book	Displays the Address Book screen, where you can add destinations.
Address Recall/Pause	Calls the previous destination. Also used to enter a pause when entering a FAX number.
Confirm/Add Destination	Confirms the destination or adds a destination.
On Hook	Switches between on-hook and off-hook when manually sending a FAX.

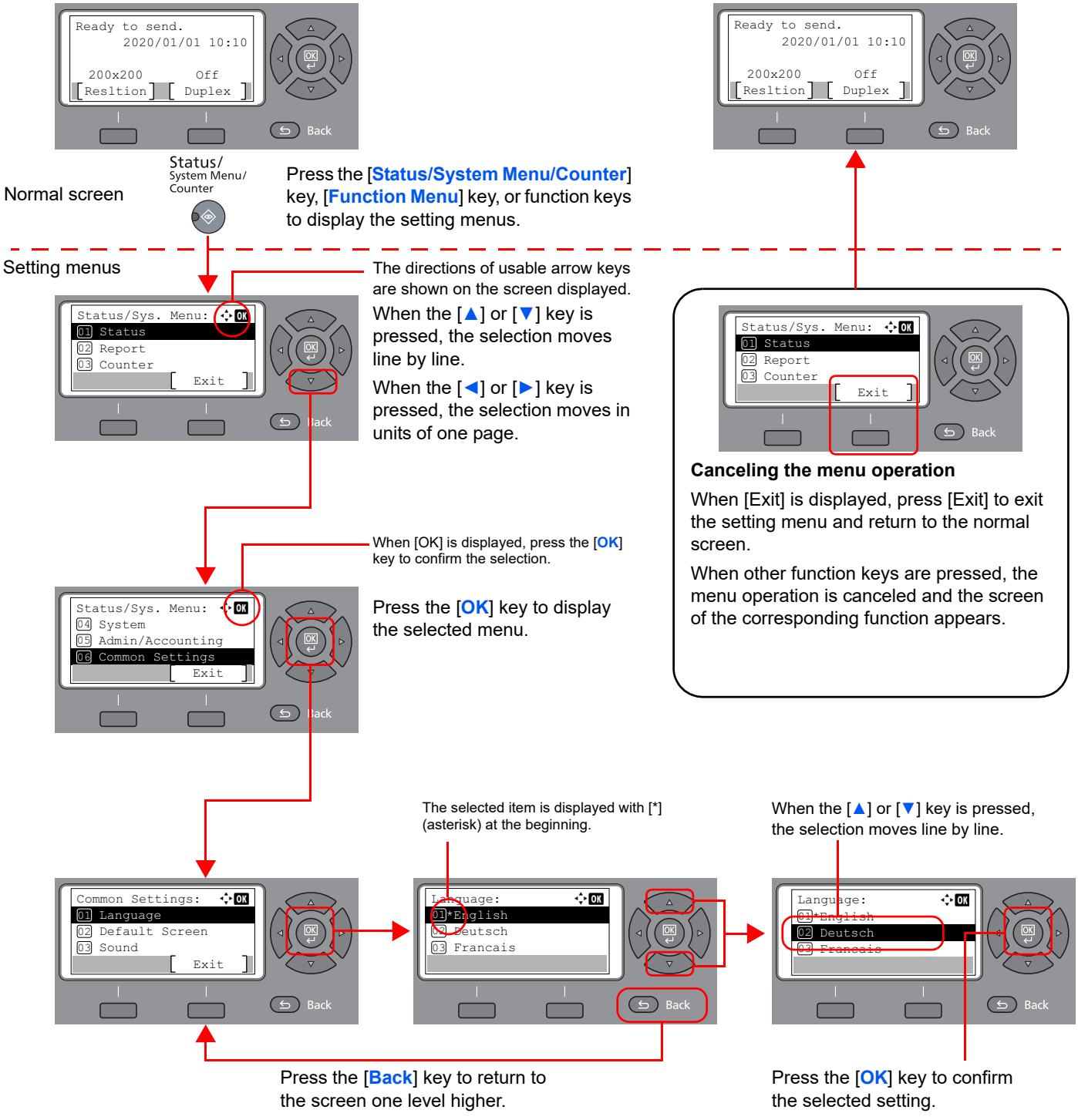
	Numeric keys. Enter numbers and characters.
Clear	Clears entered numbers and characters.
Reset	Returns settings to their default states.
Stop	Cancels or pauses the job in progress.
Start	Starts fax transmission and processing of settings.
Energy Saver	Puts the machine to sleep or wakes it up.
Logout	Returns to the account ID entry screen. (i.e. logout)

Operation Method

This section explains how to operate the setting menus on the message display.

Displaying the Menus and Configuring Settings

Press the [Status/System Menu/Counter] key, [Function Menu] key, or function keys to display the setting menus. Press the [▲] key, [▼] key, [◄] key, [►] key, [OK] key, or [Back] key to select a menu, and perform settings.



Setting Date and Time

Set the local date and time at the place of installation.
When you send a fax using the transmission function, the date and time as set here will be printed in the header of the fax. Set the date, time and time difference from GMT of the region where the machine is used.

NOTE
Be sure to set the time difference before setting the date and time.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [Common Settings].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Date Settings].

5 Press the [**OK**] key.

NOTE
If the login user name entry screen appears during operations, log in by referring to the machine's *Operation Guide* for Administrator User Name and Password.

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
Admin*1	Admin*1

*1 Upper case and lower case letters are distinguished (case sensitive).

2 Set the time difference.

1 Press the [▲] or [▼] key to select [Time Zone].

2 Press the [**OK**] key.

3 Press the [▲] or [▼] key to set the time zone.

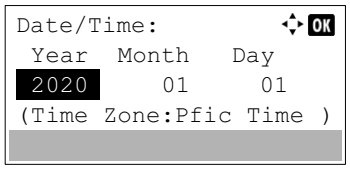
4 Press the [**OK**] key.

3 Set the date and time.

1 Press the [▲] or [▼] key to select [Date/Time].

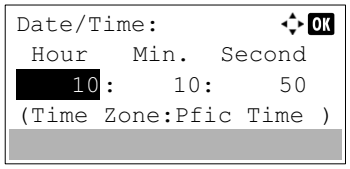
2 Press the [**OK**] key.

3 Press the [▲] or [▼] key to set the year, month, and day. Press the [◄] and [►] key to move the cursor right and left.



4 Press the [OK] key.

5 Press the [▲] or [▼] key to set the hour, minute, and second. Press the [◄] and [►] key to move the cursor right and left.



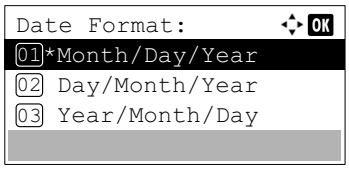
6 Press the [OK] key.

4 Set the Date Format.

1 Press the [▲] or [▼] key to select [Date Format].

2 Press the [OK] key.

3 Press the [▲] or [▼] key to select the display format of year, month, and date.



NOTE
The following date formats are available.

- [Month/Day/Year]
- [Day/Month/Year]
- [Year/Month/Day]

4 Press the [OK] key.

5 Set the Summer Time.

NOTE
Summer Time can be set according to the region set in Time Zone.

1 Press the [▲] or [▼] key to select [Summer Time].

2 Press the [OK] key.

3 Press the [▲] or [▼] key to select [On] or [Off].

4 Press the [OK] key.

Local FAX Information Entry

Register the local FAX information below.

TTI (Transmit Terminal Identification)

Select whether or not to print the local fax information on the fax on the receiving system.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Transmission].

5 Press the [**OK**] key.

6 Press the [▲] or [▼] key to select [TTI].

7 Press the [**OK**] key.

2 Set the TTI.

1 Press the [▲] or [▼] key to select [On] or [Off].

NOTE
To have your fax number printed on the fax by the receiving machine, set [TTI] to [On].

2 Press the [**OK**] key.

Local FAX Name

Register the local fax name printed on the fax on the receiving system.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Transmission].

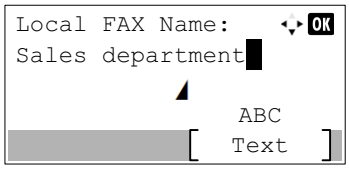
5 Press the [**OK**] key.

6 Press the [▲] or [▼] key to select [Local FAX Name].

7 Press the [**OK**] key.

2 Set the Local FAX Name

1 Use the numeric keys to enter the local fax name.



NOTE
Refer to Character Entry Method on page 11-2 for details on entering characters.

2 Press the [**OK**] key.

Local FAX Number

Enter the local fax number to be printed on the fax on the receiving system.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Transmission].

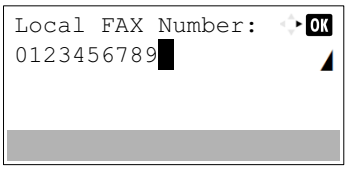
5 Press the [**OK**] key.

6 Press the [▲] or [▼] key to select [Local FAX Number].

7 Press the [**OK**] key.

2 Local FAX Number Entry

1 Use the numeric keys to enter the local fax number.



NOTE
Up to 20 digits can be entered as the local fax number.

Press the [*/.] keys on numeric keys to enter "+".

2 Press the [**OK**] key.

FAX Dialing Mode

Select the dialing mode according to the line type.

NOTE
This setting does not appear in some regions.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Transmission].

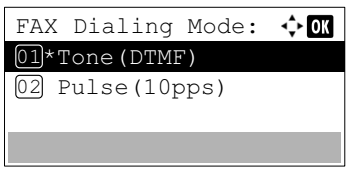
5 Press the [**OK**] key.

6 Press the [▲] or [▼] key to select [FAX Dialing Mode].

7 Press the [**OK**] key.

2 Set the FAX Dialing Mode.

1 Press [▲] or [▼] to select [Tone(DTMF)] or [Pulse(10pps)].



2 Press the [**OK**] key.

ECM TX

Set whether ECM TX is performed. ECM is a communication mode specified by the ITU-T (International Telecommunication Union) that retransmits data when an error occurs. Fax machines that have ECM mode check for errors as they communicate, preventing distortion of the image due to noise on the line and other conditions.

NOTE
When there is a large amount of noise on the line, communication may take slightly longer than when [Off] is selected.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Transmission].

5 Press the [**OK**] key.

6 Press the [▲] or [▼] key to select [ECM TX].

7 Press the [**OK**] key.

2 Configure the settings.

1 Press [▲] or [▼] to select [On] or [Off].

2 Press the [**OK**] key.

TX Start Speed

Set the TX Start Speed. When communication conditions are bad, the fax may not be transmitted correctly. In that case, set a lower TX Start Speed.

NOTE
Normally this should be used with the default setting.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Transmission].

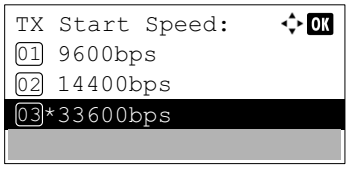
5 Press the [OK] key.

6 Press the [▲] or [▼] key to select [TX Start Speed].

7 Press the [OK] key.

2 Configure the settings.

1 Press [▲] or [▼] to select [9600bps], [14400bps] or [33600bps].



2 Press the [OK] key.

2 Registering Destinations

This chapter explains the following topics:

Registering Destinations in the Address Book 2-2
Adding a contact 2-2
Adding a Group 2-6
Editing and Deleting Address Book Entries 2-9
Printing Address List 2-11
Adding a Destination on One Touch Key 2-12
Adding a Destination 2-12
Editing and Deleting One Touch Key 2-13

Registering Destinations in the Address Book

Add a new destination to the Address Book. There are two registering methods, contacts and groups. When adding a group, enter the group name and select group members from the Address Book.

Adding a contact

A maximum of 100 contact addresses can be registered. Contact name, fax number, transmission start speed, and ECM can be registered for each destination.

NOTE

Contact addresses can also be registered in the system menu.

Contact addresses can also be registered with Command Center RX. For details, refer to the machine's *Operation Guide*.

1 Display the screen.

1 Press the [**FAX**] key.

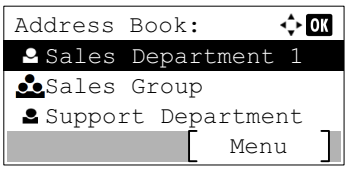


2 Press the [**Address Book**] key.



2 Adds a new destination.

1 Press [Menu].



2 Press the [▲] or [▼] key to select [Add Address].



3 Press the [**OK**] key.

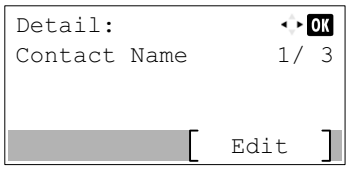
3 Select the registration method.

1 Press the [▲] or [▼] key to select [Contact].

2 Press the [**OK**] key.

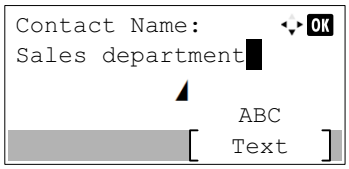
4 Enter the contact name.

1 Press the [◀] or [▶] key to select [Contact Name].



2 Press [Edit].

3 Enter the destination name.



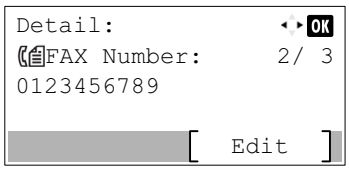
Up to 32 characters can be entered.

For details on character entry, refer to Character Entry Method on page 11-2.

4 Press the [**OK**] key.

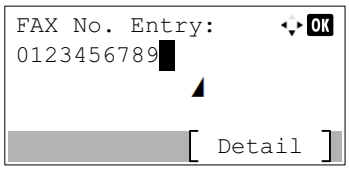
5 Enter the fax number.

1 Press the [◀] or [▶] key to select [FAX Number].



2 Press [Edit].

3 Enter the fax number.



Enter the fax number of the receiving system using the numeric keys.

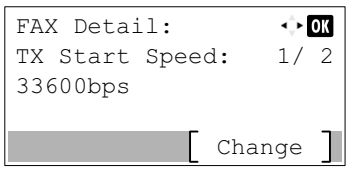
Up to 32 digits can be entered as the fax number of the receiving system.

Pressing the [**Address Recall/Pause**] key adds about three seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number.

6 Select transmission settings.

1 Press [Detail].

2 Press the [◀] or [▶] key to select [TX Start Speed].



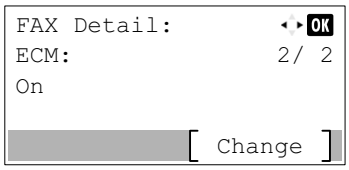
3 Press [Change].

4 Press [▲] or [▼] to select [9600bps], [14400bps] or [33600bps].

NOTE
Normally the default setting should be used.

5 Press the [OK] key.

6 Press the [◀] or [▶] key to select [ECM].



7 Press [Change].

8 Press [▲] or [▼] to select [On] or [Off].

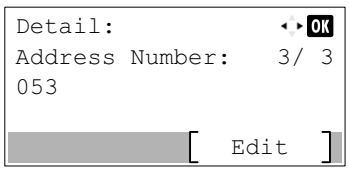
ECM is a communication mode specified by the ITU-T (International Telecommunication Union) that retransmits data when an error occurs. Fax machines that have ECM mode check for errors as they communicate, preventing distortion of the image due to noise on the line and other conditions.

9 Press the [OK] key.

10 Press the [OK] key.

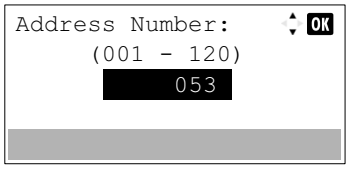
7 Enter the address number.

1 Press the [◀] or [▶] key to select [Address Number].



2 Press [Edit].

3 Enter the address number.



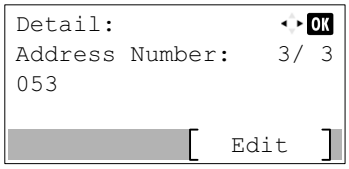
Press the [▲], [▼] key or numeric keys to enter a particular Address Number (001-120).

Address Number is an ID for a destination.

4 Press the [OK] key.

8 Register the destination.

1 Press the [OK] key.



[Completed.] is displayed and the destination is registered.

Adding a Group

Compile two or more contacts into a group. Designations in the group can be added at the same time. When adding a group, a maximum of 20 groups can be added in the Address Book.
Before adding a group in the Address Book, the contacts to be included in the group must be added first.

NOTE
Designations in the group can also be registered in the system menu.

Contact addresses can also be registered with Command Center RX. For details, refer to the machine's Operation Guide.

1 Display the screen.

1 Press the [**FAX**] key.

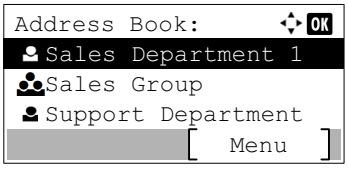


2 Press the [**Address Book**] key.



2 Adds a new destination.

1 Press [Menu].



2 Press the [▲] or [▼] key to select [Add Address].



3 Press the [**OK**] key.

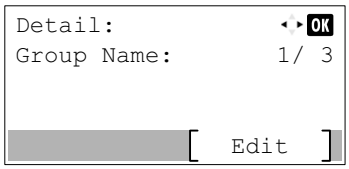
3 Select the registration method.

1 Press the [▲] or [▼] key to select [Group].

2 Press the [**OK**] key.

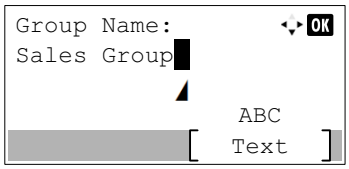
4 Enter the group name.

1 Press the [◀] or [▶] key to select [Group Name].



2 Press [Edit].

3 Enter the group name.



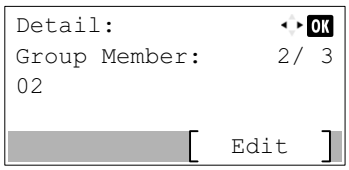
Up to 32 characters can be entered.

For details on character entry, refer to Character Entry Method on page 11-2.

4 Press the [OK] key.

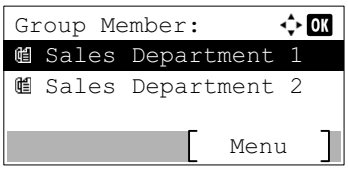
5 Select the members (destinations).

1 Press the [◀] or [▶] key to select [Group Member].



2 Press [Edit].

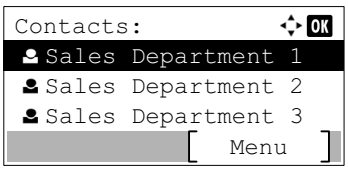
3 Press [Menu].



4 Press the [▲] or [▼] key to select [Add Member].

5 Press the [OK] key.

6 Press the [▲] or [▼] key to select the member you want to add.



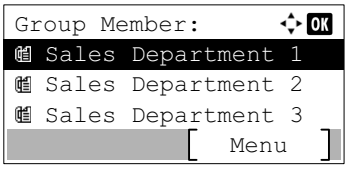
7 Press the [**OK**] key.

The selected member is added to Group Member.

Members can be added by repeating steps 3 to 7.

6 Delete the members.

1 Press the [▲] or [▼] key to select the member you want to delete.



2 Press [Menu].

3 Press the [▲] or [▼] key to select [Delete].

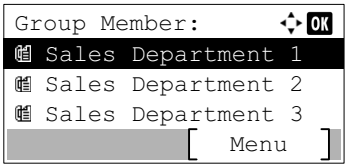
4 Press the [**OK**] key.

5 Press [Yes] in confirmation screen.

The selected member is deleted from Group Member.

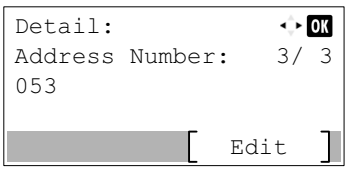
7 Confirm the registered member.

1 Press the [**Back**] key when all members are registered.



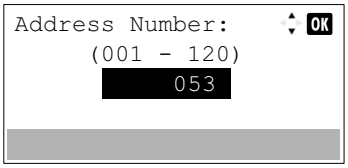
8 Enter the address number.

1 Press the [◀] or [▶] key to select [Address Number].



2 Press [Edit].

3 Enter the address number.

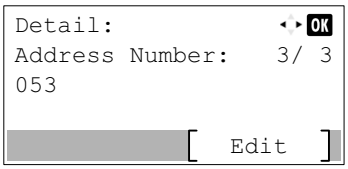


Press the [▲], [▼] key or numeric keys to enter a particular Address Number (001-120).

Address Number is an ID for a destination.

9 Register the group.

1 Press the [OK] key.



[Completed.] is displayed and the group is registered.

Editing and Deleting Address Book Entries

Edit and delete the destinations (contacts) you added to the Address Book.

1 Display the screen.

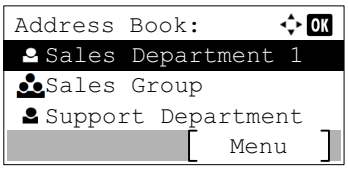
1 Press the [FAX] key.



2 Press the [Address Book] key.



3 Press [Menu].



4 Press the [▲] or [▼] key to select [Edit Addressbook].

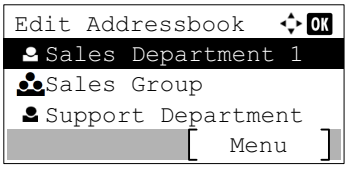


5 Press the [OK] key.

2 Edit or delete the destination.

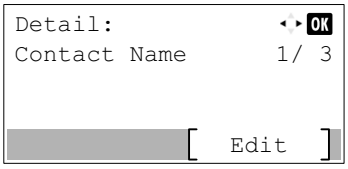
To edit the destination

1 Press the [▲] or [▼] key to select the destination (contacts) or group to edit.



2 Press the [OK] key.

3 Press the [◀] or [▶] key to select the item to change.

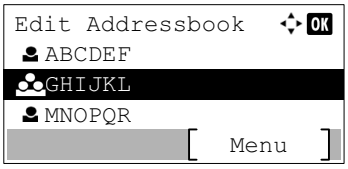


4 Press [Edit].

Refer to Adding a contact on page 2-2 or Adding a Group on page 2-6 for how to change.

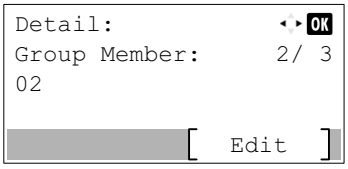
To delete a member (group)

1 Press the [▲] or [▼] key to select the group to edit.



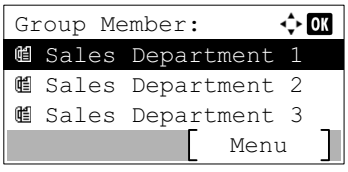
2 Press the [OK] key.

3 Press the [◀] or [▶] key to select [Group Member].



4 Press [Edit].

5 Press the [▲] or [▼] key to select the member you want to delete.



6 Press [Menu].

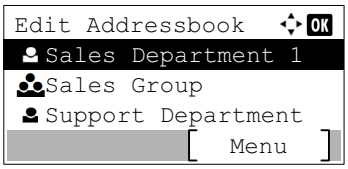
7 Press the [▲] or [▼] key to select [Delete].

8 Press the [OK] key.

9 Press [Yes] in confirmation screen.

To delete a destination(contacts) or group

1 Press the [▲] or [▼] key to select the destination (contacts) or group to delete.



2 Press [Menu].

3 Press the [▲] or [▼] key to select [Delete].

4 Press the [**OK**] key.

5 Press [Yes] in confirmation screen.

Printing Address List

You can print the list of destinations registered in the Address Book.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [Edit Destination].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Print List].

5 Press the [**OK**] key.

2 Print

1 Press the [▲] or [▼] key to select [FAX List (No.)].

2 Press the [**OK**] key.

3 Press [Yes] in confirmation screen. The list is printed.

Adding a Destination on One Touch Key

Add a new destination (contact or group) on One Touch Key.

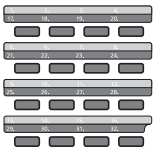
Adding a Destination

Add a new destination (contact or group). A maximum of 32 destinations can be registered.
To register a destination to a One Touch Key, it must first be registered in the Address Book. Register one or more destinations as needed before proceeding.

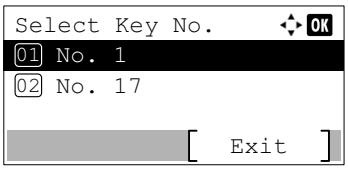
NOTE
Numbers 1 to 16 are the One Touch Key numbers while the [Shift Lock] indicator is switched off. Numbers 17 to 32 are the One Touch Key numbers while the [Shift Lock] indicator is switched on by pressing the [Shift Lock] key.

1 Select the One Touch Key to be registered.

1 Press the One Touch Key that you want to register and hold it (2 seconds or more).



2 Press the [▲] or [▼] key to select a key number.



3 Press the [OK] key.

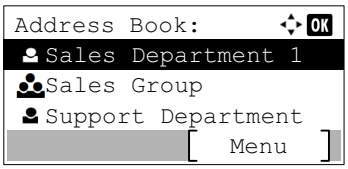
When a unregistered One Touch Key number is selected, the Address Book appears. Go to the next step.

When the registered One Touch Key number is selected, the Key Edit screen appears. Select another key number or edit or delete the One Touch Key.

Refer to Editing and Deleting One Touch Key on page 2-13 for edition and deletion of the One Touch Key.

2 Select the destinations.

1 Press the [▲] or [▼] key to select the destination (contact or group) you want to register to the One touch key from the Address Book.



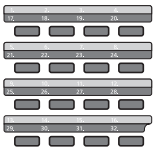
2 Press the [OK] key.
[Completed.] is displayed and One Touch Key is registered.

Editing and Deleting One Touch Key

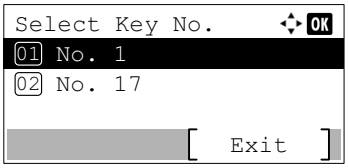
Edit and delete the destinations you added to One Touch Key.

1 Select the One Touch Key to be edited or deleted.

1 Press the One Touch Key to be edited or deleted (2 seconds or more).



2 Press the [▲] or [▼] key to select a key number.



3 Press the [OK] key.

When a registered One Touch Key number is selected, the Key Edit screen appears. Go to the next step.

When an unregistered One Touch Key number is selected, the Address Book appears. The One Touch Key can be registered by selecting the destination from the Address Book.

Refer to Adding a Destination on page 2-12 for registration of the One Touch Key.

2 Edit or delete the destination.

When checking the registered destination

1 Press the [▲] or [▼] key to select [Detail].

2 Press the [OK] key. The destination name is displayed.

3 Press the [OK] key.

When changing the destination to another destination

1 Press the [▲] or [▼] key to select [Edit].

2 Press the [OK] key.

3 Press the [▲] or [▼] key to select the new destination.

4 Press the [OK] key.
[Completed.] is displayed and the destination is changed.

When deleting registration contents

1 Press the [▲] or [▼] key to select [Delete].

2 Press the [OK] key.

3 Press [Yes] in confirmation screen.
[Completed.] is displayed and One Touch Key becomes unregistered.

3 Sending Faxes

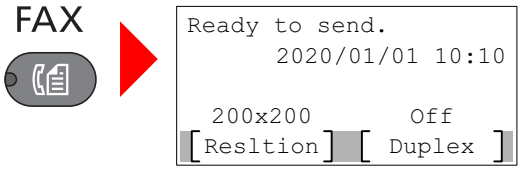
This chapter explains the following topics:

Basic transmission procedure 3-2
Checking and Editing Destinations 3-4
Checking the Send Status 3-6
Cancelling the Transmission 3-7
Using redial 3-8
Methods For Entering the Destination 3-9
Entering the destination fax number with the numeric keys 3-9
Choosing from the Address Book 3-10
Choosing by One Touch Key 3-12
Fax transmission functions 3-13
Density 3-14
Original Image 3-14
2-sided Original 3-14
Manual Send 3-15
Original Size 3-16
FAX Resolution 3-16
File Name Entry 3-16
FAX Direct Transmission 3-17
Cancelling Direct Transmission 3-17
FAX Delayed Transmission 3-17
Cancelling Delayed Transmissions 3-18
FAX TX Report 3-18
Program 3-19
Registering Program 3-19
Recalling Program 3-20
Changing the Program Name 3-21
Using Chain Dial 3-23

Basic transmission procedure

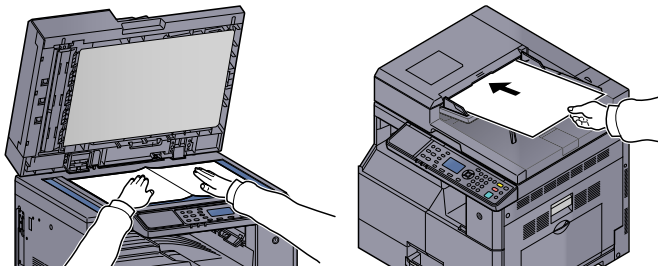
The basic procedure for using the fax system is explained below.

1 Press the [FAX] key.



The base screen for fax appears.

2 Place the originals.



Refer to the machine's *Operation Guide* for placing originals.

3 Select the transmission method.

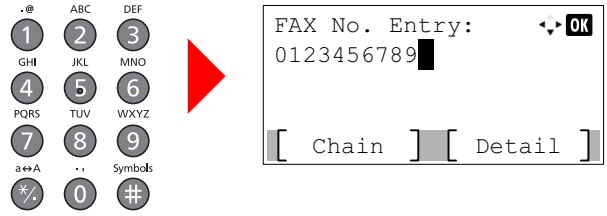
There are two transmission methods: memory transmission and direct transmission.

Memory transmission: The original is scanned into memory before communication starts. Memory transmission is selected by default.

Direct transmission: The destination is dialed and communication starts before the original is scanned.

For details, refer to FAX Direct Transmission on page 3-17.

4 Specifying destination.



Enter the fax number of the receiving system using the numeric keys.

For the procedure for selecting a destination in the address book, refer to Choosing from the Address Book on page 3-10.

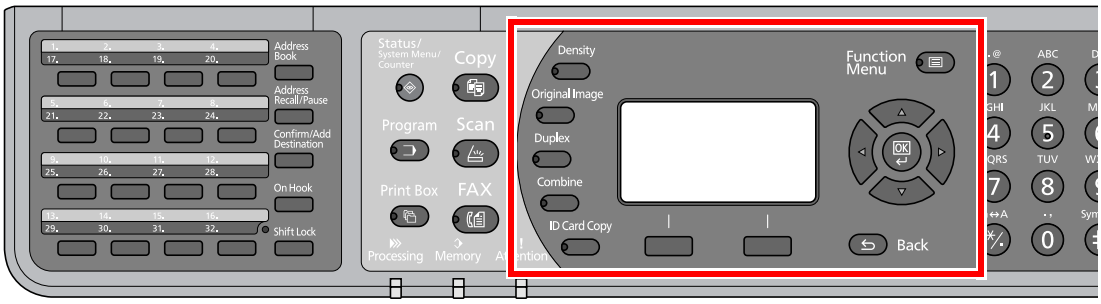
For the procedure for selecting the destination using the One Touch Key, refer to Choosing by One Touch Key on page 3-12.

NOTE

Up to 64 digits can be entered as the fax number of the receiving system.

Pressing the [**Address Recall/Pause**] key adds about three seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number.

5 Selecting the functions.



The following functions can be set for FAX transmission.

- Density ▶ page 3-14
- Original Image ▶ page 3-14
- 2-sided Original ▶ page 3-14
- Original Size ▶ page 3-16
- FAX Resolution ▶ page 3-16
- File Name Entry ▶ page 3-16
- FAX Delayed Transmission ▶ page 3-17
- FAX TX Report ▶ page 3-18
- Program ▶ page 3-19

6 Send Start.



Press the [**Start**] key.

When scanning finishes, transmission starts.

When originals are placed in the document processor

After originals placed in the document processor are scanned and stored in the memory, the receiving system is dialed.

When originals are placed on the glass surface

After originals placed on the glass surface are scanned and stored in the memory, the receiving system is dialed.

NOTE
When continuous scan is set, you can continue with scanning of a next original after an original on the glass surface has been stored in memory. Every time one page is scanned, you perform an operation to allow continued scanning, and after all the originals have been stored in memory, the receiving system is dialed.

Checking and Editing Destinations

Check and edit a selected destination.

1 Press the [FAX] key.

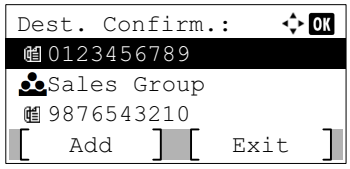


2 Press the [Confirm/Add Destination] key.



3 Check the destination.

1 Press the [▲] or [▼] key to select the destination you want to check.



2 Press the [OK] key.

3 Press the [▲] or [▼] key to select [Detail/Edit].

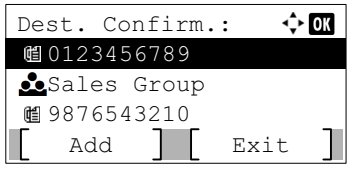
4 Press the [OK] key.
Information of the destination is displayed.

5 Press the [OK] key when checking of the destination is complete.

4 Change the FAX number.

NOTE
This step is required only when the FAX number is entered using the numeric keys.

1 Press the [▲] or [▼] key to select the destination that you want to change the FAX number for.



2 Press the [OK] key.

3 Press the [▲] or [▼] key to select [Detail/Edit].

4 Press the [OK] key.

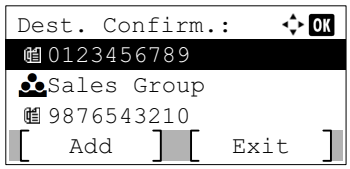
5 Reenter the FAX number using the numeric keys.

NOTE
When deleting characters, press the [**Clear**] key.

6 Press the [**OK**] key.

5 Add the destination (when entering the FAX number using the numeric keys).

1 Press [Add].



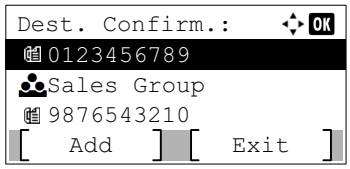
2 Enter the fax number of the receiving system using the numeric keys.

NOTE
For the procedure for entering the FAX number using the numeric keys, refer to Entering the destination fax number with the numeric keys on page 3-9.

3 Press the [**OK**] key.

6 Delete the destination.

1 Press the [▲] or [▼] key to select the destination you want to delete.



2 Press the [**OK**] key.

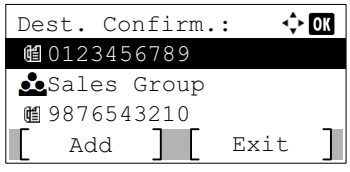
3 Press the [▲] or [▼] key to select [Delete].

4 Press the [**OK**] key.

5 Press [Yes] in confirmation screen.
[Completed.] is displayed and the destination is removed.

7 Exit the operation.

1 Press [Exit].



Checking the Send Status

1 Press the [Status/System Menu/Counter] key.



2 Display the send job status screen.

1 Press the [▲] or [▼] key to select [Status].

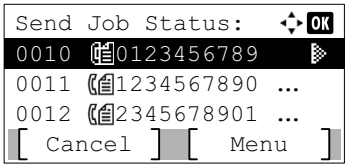
2 Press the [OK] key.

3 Press the [▲] or [▼] key to select [Send Job Status].

4 Press the [OK] key.
Display the send job status screen.

3 Check the details of the transmission job.

1 Press the [▲] or [▼] key to select the job you want to check.

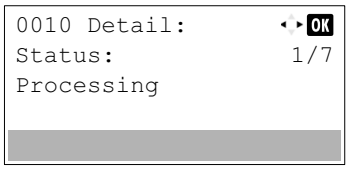


2 Press [Menu].

3 Press the [▲] or [▼] key to select [Detail].

4 Press the [OK] key.

5 Press the [◀] or [▶] key to check the details of the job.



6 Press the [OK] key when checking of the job is complete.

Cancelling the Transmission

The method for cancelling communication with this machine differs depending on the transmission method (memory transmission or direct transmission) and communication form. Methods of cancelling in various cases are explained here.

Cancelling Memory Transmission (while originals are being scanned)

1 Press the [Stop] key.



During memory transmission, to cancel scanning while originals are being scanned, press the [Stop] key on the operation panel.

Scanning of originals is canceled, and the originals are ejected. When originals remain in the document processor, take them out from the original eject table.

Cancelling Memory Transmission (during communication)

NOTE

Even if transmission is canceled, there is a possibility that pages scanned prior to cancelation were sent to the receiving party. Check with the receiving party to see if pages were accidentally sent.

1 Press the [Stop] key.



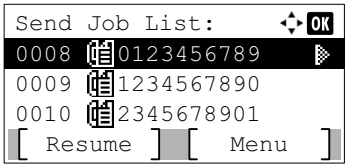
2 Display the send job list screen.

1 Press the [▲] or [▼] key to select [Send Job List].

2 Press the [OK] key.
Display the send job list screen.

3 Canceling Transmission.

1 Press the [▲] or [▼] key to select the job to cancel.



2 Press [Menu].

3 Press the [▲] or [▼] key to select [Cancel Job].

4 Press the [OK] key.

5 Press [Yes] in the confirmation screen. The selected job is deleted.

Using redial

Redial is a function allowing you to dial the last entered number once again.
Use this when the receiving system does not respond when you have tried to send a fax. When you want to send the fax to the same receiving system, press the [**Address Recall/Pause**] key, and you can call the receiving system you dialed on the destination list.

1 **Press the [FAX] key.**



2 **Press the [Address Recall/Pause] key.**

The previously dialed destination is called.



3 **Press the [Start] key.**



The transmission will start.

NOTE

Recall information is canceled in the following conditions.

- When you turn the power off
- When you send a next fax (new recall information is registered)
- When you log out

Methods For Entering the Destination

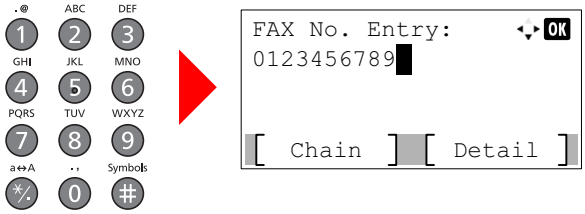
Entering the destination fax number with the numeric keys

The procedure for entering the destination fax number with the numeric keys is explained below.

1 **Press the [FAX] key.**



2 **Enter the fax number of the receiving system using the numeric keys.**



Up to 64 digits can be entered as the fax number of the receiving system.

Pressing the [**Address Recall/Pause**] key adds about three seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number.

NOTE
You can change the settings of TX Start Speed and ECM by pressing [**Details**]. Refer to Changing the Settings of TX Start Speed and ECM on page 3-9.

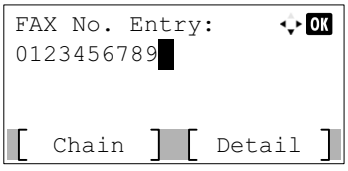
3 **Press the [OK] key.**

NOTE
To send to multiple destinations, enter the next fax number and press the [**OK**] key. You can send to as many as 100 destinations at once.

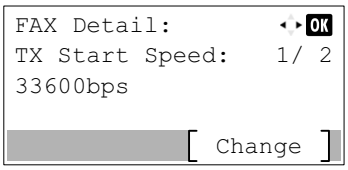
Changing the Settings of TX Start Speed and ECM

Follow the steps below to change TX Start Speed and ECM settings.

1 Press [Details] after entering the FAX number of the destination.



2 Press the [◀] or [▶] key to select [TX Start Speed].



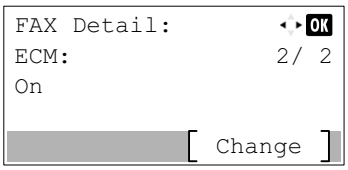
3 Press [Change].

4 Press [▲] or [▼] to select [9600bps], [14400bps] or [33600bps].

NOTE
Normally the default setting should be used.

5 Press the [OK] key.

6 Press the [◀] or [▶] key to select [ECM].



7 Press [Change].

8 Press [▲] or [▼] to select [On] or [Off].

ECM is a communication mode specified by the ITU-T (International Telecommunication Union) that retransmits data when an error occurs. Fax machines that have ECM mode check for errors as they communicate, preventing distortion of the image due to noise on the line and other conditions.

9 Press the [OK] key.

10 Press the [OK] key.

Choosing from the Address Book

Select a destination registered in the Address Book.

NOTE
For more information about how to register destinations in the Address Book, refer to Registering Destinations in the Address Book on page 2-2.

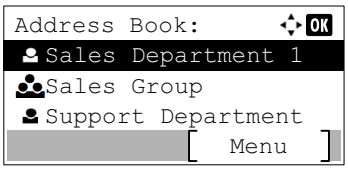
1 Press the [FAX] key.



2 Press the [Address Book] key.



3 Press the [▲] or [▼] key to select the destination.



NOTE
When checking information of the destination, press [Menu], select [Details], and then press the [OK] key.

Destination Search

The destination can be searched by name.

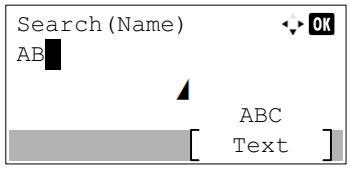
1 Press [Menu].

2 Press the [▲] or [▼] key to select [Search (Name)].

3 Press the [OK] key.

4 Enter characters to search using the numeric keys.

For details on character entry, refer to Character Entry Method on page 11-2.



5 Press the [OK] key. The searched destination is displayed.

4 Press the [OK] key.

To send to multiple destinations, repeat steps 2 to 4. You can send to as many as 100 destinations at once.

NOTE
To check or change a selected destination, refer to Checking and Editing Destinations on page 3-4.

Choosing by One Touch Key

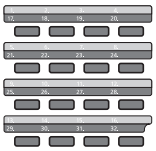
Select the destination using the One Touch Keys.

NOTE
For more information on adding One Touch keys, refer to Adding a Destination on One Touch Key on page 2-12.

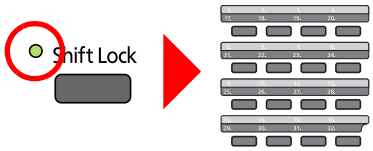
1 **Press the [FAX] key.**



2 **Press the One touch key where the destination is registered.**



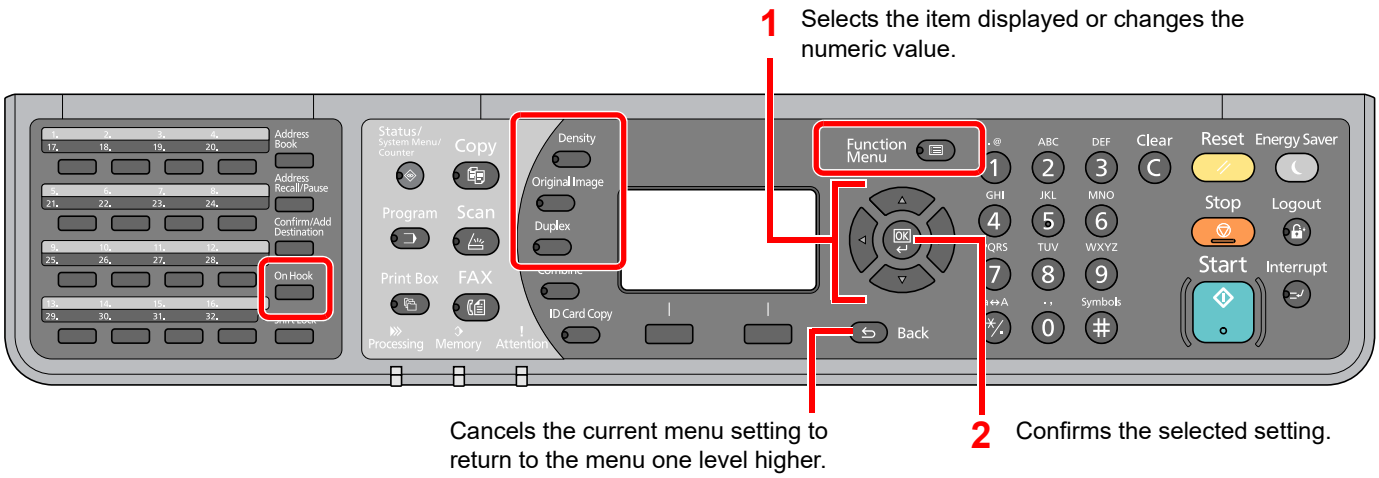
When selecting One Touch Key numbers 17 to 32, the One touch Key needs to be pressed after switching on the [**Shift Lock**] indicator by pressing the [**Shift Lock**] key.



Fax transmission functions

To configure the settings for functions, press the key of the function you want to configure. You can also press the [**Function Menu**] key to select from other functions displayed on the message display.

Operation Method (page 1-5)



For details on each function, see the table below.

Key	Function	Description	Reference page
Density	**Density**	Adjust density.	page 3-14
Original Image	**Original Image**	Select original image type.	page 3-14
Duplex	**2-sided Original** *1	Automatically scan 2-sided originals.	page 3-14
On Hook	**Manual Send**	This method allows you to send originals by pressing the [**Start**] key after confirming that the telephone line has connected to the receiving system.	page 3-15

*1 The optional document processor is required.

Key	Function	Description	Reference page
Function Menu	**Original Size**	Specify the original size to be scanned.	page 3-16
	FAX Resolution	Set the resolution at which to scan originals.	page 3-16
	File Name Entry	Adds a file name.	page 3-16
	FAX Direct TX	Connect to the destination first and then scan the original.	page 3-17
	FAX Delayed TX	Specify a time for transmission.	page 3-17
	FAX TX Report	Print transmission results after transmission.	page 3-18

NOTE

For the procedure for transmitting FAX, refer to Basic transmission procedure on page 3-2.

Density

Adjust density. Press the [▲] or [▼] key to select [Darker +3] to [Lighter -3].

NOTE
When you want to increase the density of the original that has thin density, density needs to be adjusted to Darker. When you want to reduce the density of the original that has thick density, density needs to be adjusted to Lighter.



Original Image

Select original image type.

Item	Description
Text+Photo	Best for mixed text and photo documents.
Photo	Best for photos taken with a camera.
Text	Sharply renders pencil text and fine lines.

2-sided Original

Select the type and orientation of the binding based on the original.

NOTE
The optional document processor is required.

Item			Description
1-sided			Set when using a 1-sided sheet original.
2-sided			Set when using a 2-sided sheet original that will be bound on the left or right.
Detail	Original Binding	Left/Right	Set when using a 2-sided sheet original that will be bound on the left or right.
		Top	Set when using a 2-sided sheet original that will be bound at the top.
	Original Orientation		To ensure that the originals are sent in the correct orientation for reading, indicate which end of the original is the top. When the original is a two-sided or facing pages original, the orientation of the original must be set.

Manual Send

This method allows you to send originals by pressing the [Start] key after confirming that the telephone line has connected to the receiving system.

NOTE
Connecting a telephone set (commercially available product) to this machine enables you to talk with the person at the receiving system before sending originals.

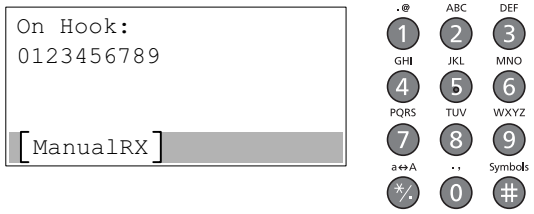
1 **Press the [FAX] key.**

2 **Place the originals.**

3 **Press the [On hook] key.**



4 **Dial the destination.**



Use the numeric keys to enter the number of the receiving system.

5 **Press the [Start] key.**



When you hear the fax tone, the telephone line has connected to the receiving system. Press the [Start] key. Transmission begins.

Original Size

Specify the original size to be scanned.

Item	Description
Auto	Have the size of original detected automatically.
A3, A4-R, A4, A5-R, A5, A6-R, B4, B5-R, B5, B6-R, B6, Folio, 216 × 340 mm, Ledger, Letter-R, Letter, Legal, Statement-R, Statement, 11 × 15", Oficio II, 8K, 16K-R, 16K, Hagaki, Oufukuhagaki, Custom*1	Select from standard sizes.

*1 For instructions on how to specify the custom original size, refer to the machine's *Operation Guide*.

NOTE
Be sure to always specify the original size when using custom size originals.

FAX Resolution

Select fineness of images when sending FAX. The larger the number, the better the image resolution. However, better resolution also means larger file sizes and longer send times.

Item	Description	
200x100dpi Norm.(Normal)	when sending originals with standard size characters	Typical character size: 10.5 point (example: Resolution Resolution)
200x200dpi Fine(Fine)	when sending originals with relatively small characters and thin lines	Typical character size: 8 point (example: Resolution Resolution)
200x400dpi S.Fin(Super Fine)	when sending originals with minute characters and lines	Typical character size: 6 point (example: Resolution Resolution)

NOTE
The default setting is [200x100dpi Norm.]. The higher the resolution, the clearer the image, but the fax transmission time is longer.

File Name Entry

Adds a file name. Additional information such as job number and date can also be set. You can check a job history or job status using the file name, date, or job number specified here.

Enter the file name (up to 32 characters), and press the [**OK**] key.

To specify a date or job number, select [Additional Info.] and press the [**OK**] key.

Character Entry Method (page 11-2)

FAX Direct Transmission

You can directly transmit originals without scanning them into the memory. Scanning of the originals starts after the connection is made with the receiving system, allowing you to verify that each page of the fax has been properly sent.

Setting for Direct transmission	Description
On	Starts direct transmission. Dials the receiving system, and after the communication has started, originals are scanned.
Off	Starts memory transmission. After originals are scanned into memory, the communication starts.

NOTE

In direct transmission, you can designate only one destination for one transmission.

For the procedure for transmitting FAX, refer to Basic transmission procedure on page 3-2. The destination is dialed and communication starts before the original is scanned.

Cancelling Direct Transmission

During direct transmission, to cancel communication during transmission, press the [**Stop**] key. The originals that have been scanned are ejected, and the screen returns to the fax default screen. When originals remain in the document processor, take them out.

NOTE

In some cases, transmission may take place even if the [**Stop**] key.

FAX Delayed Transmission

Set a send time. You can use delayed transmission together with the broadcast transmission function, etc.

The method for sending originals to one destination after setting the start time is explained here.

Item		Description
Off		Does not use the delayed transmission.
On		Uses the delayed transmission.
	Start Time	Set the time from between 00:00 and 23:59 in one-minute increments.

IMPORTANT

If the current time displayed on the message display is not correct, you cannot send originals correctly at the preset time. In this case, adjust the time. For details, refer to Setting Date and Time on page 1-6.

NOTE

You cannot select direct transmission.

You can set up to 30 destinations for delayed transmission.

When two or more delayed transmissions are set for the same time, the communication will start in the order that the delayed transmissions have been set.

Cancelling Delayed Transmissions

Use the procedure below to cancel the delayed transmission.

1 Display the screen.

1 Press the [Status/System Menu/Counter] key.



1 Press the [▲] or [▼] key to select [Status].

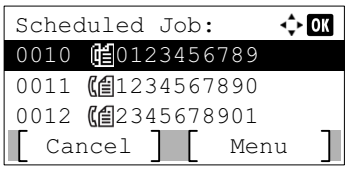
2 Press the [OK] key.

3 Press the [▲] or [▼] key to select [Scheduled Job].

4 Press the [OK] key.
Display the scheduled job screen.

2 Canceling a job.

1 Press the [▲] or [▼] key to select the job to cancel.



2 Press [Cancel].

3 Press [Yes] in confirmation screen. The selected job is deleted.

FAX TX Report

You can check whether FAX was transmitted properly by printing the report after transmission.

Item	Description
Off	Does not print reports.
On	Prints reports.
Error Only	Prints reports only if an error occurs.

NOTE
This setting is displayed if FAX TX Result Reports is set to [Specify Each Job]. For details, refer to FAX TX Result Reports on page 8-5.

Program

By registering sets of frequently used functions as a single program, you can simply select the program number as needed to recall those functions. You can also name the programs for easy identification when recalling.

Registering Program

Use the procedure below to register a program.

1 Set the destination and transmitting functions.

Destination to which FAX is transmitted and transmitting functions need to be set in advance.

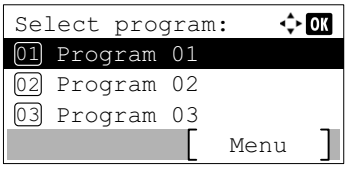
Methods For Entering the Destination ▶ page 3-9
Fax transmission functions ▶ page 3-13

2 Register the program.

1 Press the [**Program**] key.



2 Press the [▲] or [▼] key to select a program number (01 to 10) to register.



NOTE

Unregistered program numbers are displayed with [----------].

If you select a program number already registered, the currently registered functions can be replaced with a new set of functions.

3 Press [Menu].

4 Press the [▲] or [▼] key to select [Add].

5 Press the [**OK**] key.

NOTE

When the screen for selecting job type appears, press the [▲] or [▼] key to select [FAX] and press the [**OK**] key.

6 Enter a program name using the numeric keys.

For details on character entry, refer to Character Entry Method on page 11-2.

7 Press the [**OK**] key. The program is registered.

NOTE

Up to 32 characters can be entered.

If the program number is already used in any of the existing programs, the change confirmation screen appears. Press [Yes].

The settings can be confirmed by recalling the program. Refer to Recalling Program on page 3-20.

Confirming the Registered Program

The settings of the registered program can be confirmed by recalling the program. Refer to Recalling Program on page 3-20.

Recalling Program

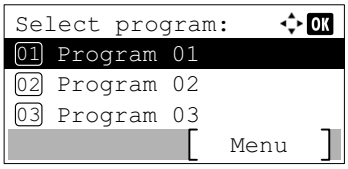
Use the procedure below to recall a registered program.

1 Recall the program.

1 Press the [**Program**] key.



2 Press the [▲] or [▼] key to select a program number (01 to 10) to recall.



3 Press the [**OK**] key.

2 Execute the program.

Place the originals and press the [**Start**] key. Transmission starts.

Overwriting Program

Programs can be changed with the same procedures as those for registering programs. When selecting the program number to be registered, select the program to be changed and overwrite the program number. Refer to Registering Program on page 3-19.

Changing the Program Name

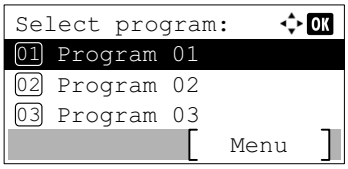
Use the procedure below to change the program name.

1 Display the screen.

1 Press the [**Program**] key.



2 Press the [▲] or [▼] key to select a program number (01 to 10) to edit.



3 Press [Menu].

2 Edit the program name.

1 Press the [▲] or [▼] key to select [Edit Name].

2 Press the [**OK**] key.

3 Enter a program name using the numeric keys.

For details on character entry, refer to Character Entry Method on page 11-2.

4 Press the [**OK**] key.

5 Press [Yes] in the confirmation screen. The program is registered.

Deleting Program

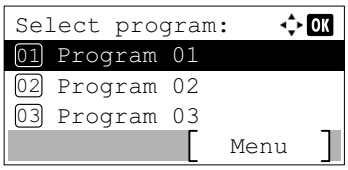
Use the procedure below to delete a program.

1 Display the screen.

1 Press the [**Program**] key.



2 Press the [▲] or [▼] key to select a program number (01 to 10) to delete.



3 Press [Menu].

2 Delete the program.

1 Press the [▲] or [▼] key to select [Delete].

2 Press the [**OK**] key.

3 Press [Yes] in the confirmation screen.

Using Chain Dial

Chain dial is a function that allows you to dial by linking fax numbers of the receiving systems with a chain number created with a number common to several destinations.
By setting multiple phone numbers from several telephone companies to a chain number, you can later choose the one that costs the least to send the fax to a remote or international destination.

NOTE
It is convenient to register chain numbers that are used frequently to the Address Book or One-touch keys. For registration to the Address Book, refer to Registering Destinations in the Address Book on page 2-2. For registration to One-touch keys, refer to Adding a Destination on One Touch Key on page 2-12.

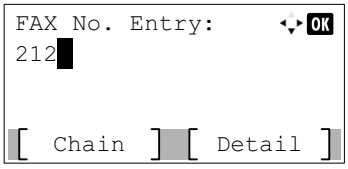
As an example, when using '212' as the chain number

1 Press the [FAX] key.



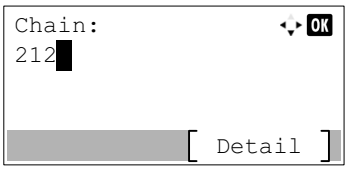
2 Select the chain dial number

Enter the fax number to be added to the chain number. Select the address in which the chain number is registered in the Address Book, One touch key or enter the chain number with the numeric keys.



3 Press [Chain].

4 Enter the fax number to be added to the chain number.



When entering the FAX number using the numeric keys, continue entering the FAX number.

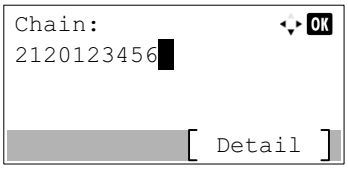
When entering the FAX number from Address Book, select the FAX number by pressing the [**Address Book**] key.

When selecting the FAX number using the One Touch Key, press the registered One Touch Key.

For the procedure for selecting a destination in the address book, refer to Choosing from the Address Book on page 3-10.

For the procedure for selecting the destination using the One Touch Key, refer to Choosing by One Touch Key on page 3-12.

5 Press the [OK] key.



To select the next fax number, repeat steps from step 2.

6 Press the [Start] key.



The transmission will start.

4 Receiving Faxes

This chapter explains the following topics:

FAX Automatic Reception 4-2
Reception Method 4-2
Flow of reception 4-3
Manual Reception 4-4
Using the Telephone to Receive 4-4
Fax reception functions 4-6
Fax reception settings 4-6
Duplex Print Output 4-6
Reception Date/Time 4-6
Media Type for Print Output 4-6
Reduce RX Size 4-8

FAX Automatic Reception

When using this machine as a FAX-dedicated machine that does not receive telephone calls, set the machine to FAX dedicated reception. No special operation is required when receiving faxes.

Reception Method

This machine allows the following four reception methods.

- Auto(Normal)
- Auto(FAX/TEL) (Refer to *7-2*.)
- Auto(TAD) (Refer to *7-4*.)
- Manual (Refer to *4-4*.)

Checking and Changing the Reception Method

1 **Display the screen.**

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Reception].

5 Press the [**OK**] key.

6 Press the [▲] or [▼] key to select [RX Settings].

7 Press the [**OK**] key.

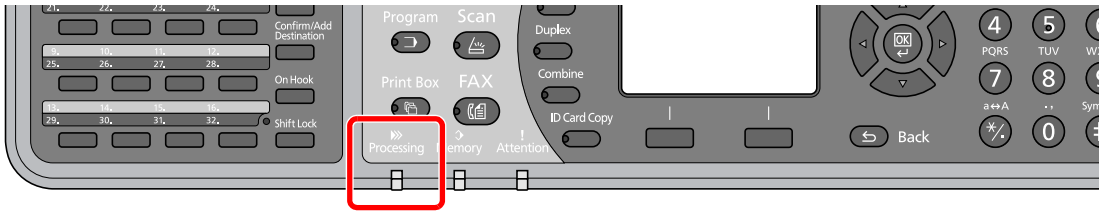
2 **Set the Reception method.**

1 Press the [▲] or [▼] key to select the reception method.
For FAX Automatic Reception, select [Auto(Normal)].

2 Press the [**OK**] key.

Flow of reception

1 Reception Starts



When a fax comes in, the [**Processing**] indicator blinks and reception automatically begins.

NOTE

When a telephone (commercially available) is connected to the machine, reception starts after the telephone rings.

You can change the number of times the ringing tone rings. (Refer to Reception on page 9-5.)

Memory Reception

When the machine cannot print a fax due to paper running out or a paper jams, it temporarily stores originals that have been sent in the image memory. When the machine returns to the printable state, printing starts.

The number of pages that can be stored depends on the pages. As a general guideline, about 250 or more A4 size pages at normal resolution can be stored.

During memory reception, FAX Reception Printing Jobs are displayed on Printing Jobs of the Status screen. To print the received originals, supply paper or remove jammed paper.

For the Status screen, refer to the machine's *Operation Guide*.

2 Reception Print

Received faxes are output to the tray with the printed side facing down.

Paper for printing received faxes is supplied from the cassette.

Manual Reception

This method allows you to receive faxes by pressing the [**On hook**] key after confirming that the telephone line has connected to the sending system.

NOTE
To use Manual Reception, you need to change the receiving mode to Manual Reception. To change to manual mode, refer to RX Settings on page 9-5.

Connecting a telephone set (commercially available product) to this machine enables you to receive originals after talking to the person at the sending system.

Using the Telephone to Receive

You can confirm that the connection has been made before receiving a fax.

1 When there is an incoming call, the telephone connected to the machine makes a ringing tone.

2 Lift the handset of the telephone.

3 Check if the telephone line has connected to the fax of the sending system.

When you hear the fax tone

The sending system is on fax.

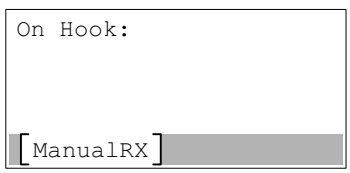
1 Press the [**FAX**] key.



2 Press the [**On hook**] key.



3 Press [ManualRX].



Reception will start.

NOTE
When using a telephone set that can send tone signals, use the telephone to start the reception of originals with the remote switch function. (Refer to Remote Switch Function on page 7-9.)

When you hear a voice from the receiving system

The telephone line has connected to the telephone of the sending system. When the conversation is over, follow steps 1 to 3 above.

After the sending system has started transmission, the machine starts receiving originals.

4 When reception starts (when the [Processing] indicator on the operation panel starts blinking), return the handset to its original position.

Fax reception functions

The reception method and fax printing method can be set.

What do you want to do?	Reference Page
Print received faxes on both sides of the paper.	Duplex Print Output ▶ page 4-6
Print the date and time of reception and other information.	Reception Date/Time ▶ page 4-6
Restrict the type of paper that can be used.	Media Type for Print Output ▶ page 4-6
Forward received faxes to another fax machine or a computer.	Forward Settings ▶ page 5-2

Fax reception settings

Duplex Print Output

When received multiple pages of data are the same width, they can be printed out on both sides of paper having the same width as the data.

NOTE
The optional duplex unit is required.

On	Print on both sides.
Off	Do not print on both sides.

For more information about configuring settings, refer to Default fax settings on page 9-2.

Reception Date/Time

Reception Date/Time function adds the reception date/time, sender information and number of pages on the top of each page when the message is printed out. It is useful for confirming the time of reception if the fax is from a different time zone.

NOTE
When the received data is printed on multiple pages, the reception date/time is printed on the fist page only. It is not printed on the pages that follow. When the received fax data is forwarded after retrieving it from memory, the reception date/time is not added to the forwarded data.

On	Print the reception date/time.
Off	Do not print the reception date/time.

For more information about configuring settings, refer to Default fax settings on page 9-2.

Media Type for Print Output

Specify the paper type to be used for print output of the received fax.

Supported paper types	All Media Type, Plain, Rough, Vellum, Recycled, Bond, Color, Thick, High Quality, Custom 1-8

For more information about configuring settings, refer to Default fax settings on page 9-2.

Setting the cassette for the print output of received faxes

By specifying the media type, faxes can be received on the corresponding cassette.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [Common Settings].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Orig./Paper Set.].

5 Press the [**OK**] key.

6 Press the [▲] or [▼] key to select the cassette ([Cassette 1 (to 4) Set.]) you want to use for fax reception.

7 Press the [**OK**] key.

2 Selecting the paper size.

1 Press the [▲] or [▼] key to select [Cassette 1 (to 4) Size].

2 Press the [**OK**] key.

3 Press the [▲] or [▼] key to select [Auto].

4 Press the [**OK**] key.

5 Press the [▲] or [▼] key to select [Metric] or [Inch].

6 Press the [**OK**] key.

7 Press the [**Back**] key.

IMPORTANT

Specify the paper size as follows for the cassette that you want to use for fax reception.

Metric models: Select [Auto] and then [Metric].

Inch models: Select [Auto] and then [Inch].

3 Selecting the paper type.

1 Press the [▲] or [▼] key to select [Cassette 1 (to 4) Type].

2 Press the [**OK**] key.

3 Press the [▲] or [▼] key to select the paper type you want to use for fax reception.

4 Press the [**OK**] key.

4 Set the paper type.

Configure paper settings for fax reception. When selecting the paper type, select the same paper type as you selected in step 3.

For more information about configuring settings, refer to Default fax settings on page 9-2.

Reduce RX Size

When the reception size is larger than the paper size, you can reduce the print size.

On	Print the received data by reducing the original size according to the paper size.
Off	Print the received data at 100% of the original size by dividing it into several sheets of paper.

For more information about configuring settings, refer to Default fax settings on page 9-2.

5 Using Convenient Fax Functions

This chapter explains the following topics:

Forward Settings 5-2
Setting Forwarding 5-2
Registering Forwarding Destination 5-3
Forwarding Time Setting 5-7
Print Setting 5-8

Forward Settings

When you have received a fax, you can forward the received image to other fax machine, or set printing.

Setting Forwarding

Use the procedure below to set forwarding.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [**OK**] key.

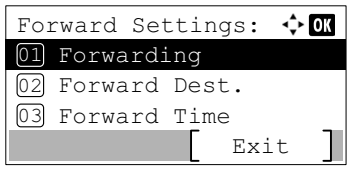
4 Press the [▲] or [▼] key to select [Reception].

5 Press the [**OK**] key.

6 Press the [▲] or [▼] key to select [Forward Settings].

7 Press the [**OK**] key.

8 Press the [▲] or [▼] key to select [Forwarding].



9 Press the [**OK**] key.

2 Configure the function.

1 To set Forwarding, press the [▲] or [▼] key to select [On].

NOTE
When not using Forwarding, select [off].

2 Press the [**OK**] key.

Registering Forwarding Destination

Use the procedure below to register a forwarding destination.

1 Display the screen.

1 Press the [Status/System Menu/Counter] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [OK] key.

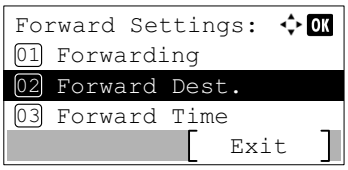
4 Press the [▲] or [▼] key to select [Reception].

5 Press the [OK] key.

6 Press the [▲] or [▼] key to select [Forward Settings].

7 Press the [OK] key.

8 Press the [▲] or [▼] key to select [Forward Dest.].

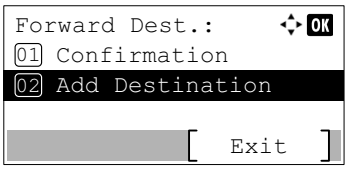


9 Press the [OK] key.

2 Registering Forwarding Destination

Selecting Forwarding Destination from Address Book

1 Press the [▲] or [▼] key to select [Add Destination].

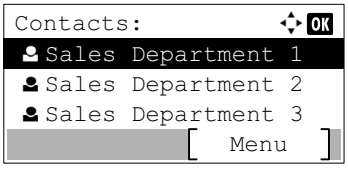


2 Press the [OK] key.

3 Press the [▲] or [▼] key to select [Address Book].

4 Press the [OK] key.

5 Press the [▲] or [▼] key to select the destination.



NOTE

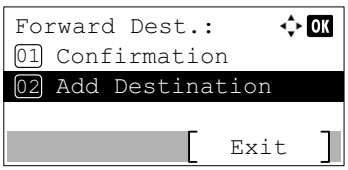
When selecting the destination, press [Menu] and then [▲] or [▼] key, select [Search(Name)], and then press the [OK] key. The Search screen is displayed.

When checking details of the destination, press the [▲] or [▼] key to select the destination to check details, press [Menu] and then [▲] or [▼] key, select [Details], and then press the [OK] key. Detailed information is displayed.

6 Press the [OK] key.

Entering Forwarding Destination Directly

1 Press the [▲] or [▼] key to select [Add Destination].

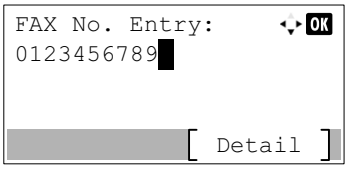


2 Press the [OK] key.

3 Press the [▲] or [▼] key to select [Address Entry].

4 Press the [OK] key.

5 Enter the FAX number of the forwarding destination using the numeric keys.



NOTE

When changing TX Start Speed or ECM settings, press [Details] and change the settings.

6 Press the [OK] key.

Changing and Deleting Registration Contents

Use the procedure below to change or delete registration contents.

1 Display the screen.

1 Press the [Status/System Menu/Counter] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [OK] key.

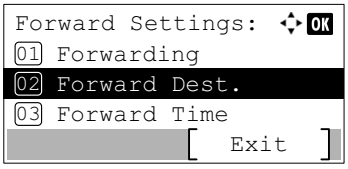
4 Press the [▲] or [▼] key to select [Reception].

5 Press the [OK] key.

6 Press the [▲] or [▼] key to select [Forward Settings].

7 Press the [OK] key.

8 Press the [▲] or [▼] key to select [Forward Dest.].



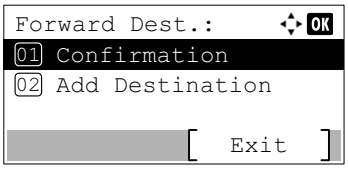
9 Press the [OK] key.

2 Changing Forwarding Destination

When the fax number of the destination was entered with the numeric keys

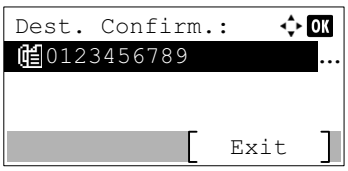
The fax number, TX Start Speed, and ECM can be changed.

1 Press the [▲] or [▼] key to select [Confirmation].



2 Press the [OK] key.

3 Check the destination you want to change.



4 Press the [OK] key.

5 Press the [▲] or [▼] key to select [Detail/Edit].

6 Press the [OK] key.

7 Reenter the FAX number of the forwarding destination using the numeric keys.

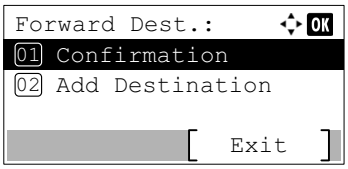
NOTE
When changing TX Start Speed or ECM settings, press [Details] and change the settings.

8 Press the [OK] key.

When the destination was selected from the Address Book

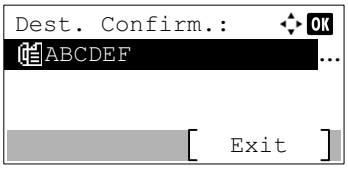
The information stored in the destination can be checked.

1 Press the [▲] or [▼] key to select [Confirmation].



2 Press the [OK] key.

3 Check the destination.



4 Press the [OK] key.

5 Press the [▲] or [▼] key to select [Detail/Edit].

6 Press the [OK] key.

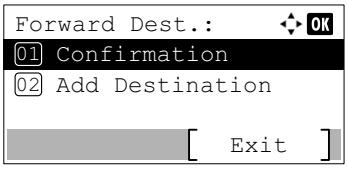
7 Press the [◀] or [▶] key to check details of the destination.

NOTE
You can check Contact Name, FAX Number and Address Number. You can check the settings of TX Start Speed and ECM by pressing [Details] on the FAX Number screen.

8 Press the [OK] key.

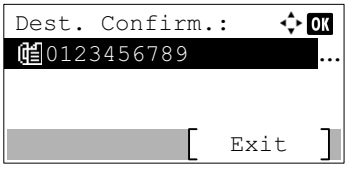
To delete the forwarding destination

9 Press the [▲] or [▼] key to select [Confirmation].



10 Press the [OK] key.

11 Press the [OK] key.



12 Press the [▲] or [▼] key to select [Delete].

13 Press the [OK] key.

14 Press [Yes] in confirmation screen.

Forwarding Time Setting

Register the start time and end time between which forwarding is enabled.

1 Display the screen.

1 Press the [Status/System Menu/Counter] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [OK] key.

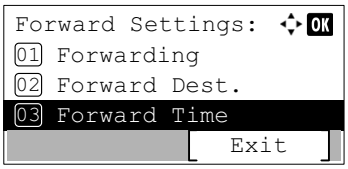
4 Press the [▲] or [▼] key to select [Reception].

5 Press the [OK] key.

6 Press the [▲] or [▼] key to select [Forward Settings].

7 Press the [OK] key.

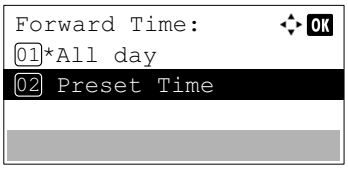
8 Press the [▲] or [▼] key to select [Forward Time].



9 Press the [OK] key.

2 Configure the function.

1 Press the [▲] or [▼] key to select [All day] or [Preset Time].

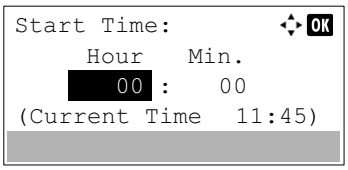


To forward all day, select [All day] and press the [OK] key.

To set a forwarding start time and end time, select [Preset Time] and press the [OK] key, and then set the start time and end time.

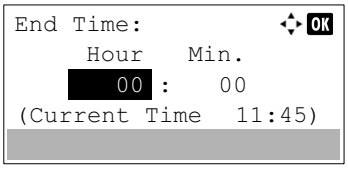
Forwarding start time and end time settings

1 Press the [▲] or [▼] key to set the hours and minutes of the start time. Press the [◄] and [►] key to move the cursor right and left.



2 Press the [OK] key.

3 Press the [▲] or [▼] key to set the hours and minutes of the end time. Press the [◄] and [►] key to move the cursor right and left.



4 Press the [OK] key.

Print Setting

You can set whether the machine should print received originals when forwarding them.

1 Display the screen.

1 Press the [Status/System Menu/Counter] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [OK] key.

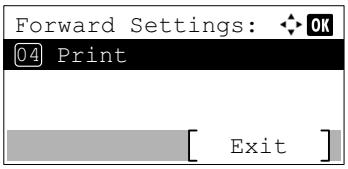
4 Press the [▲] or [▼] key to select [Reception].

5 Press the [OK] key.

6 Press the [▲] or [▼] key to select [Forward Settings].

7 Press the [OK] key.

8 Press the [▲] or [▼] key to select [Print].



9 Press the [OK] key.

2 Configure the function.

1 Press the [▲] or [▼] key to select [On] (print) or [Off] (do not print).

2 Press the [OK] key.

6 Sending Faxes from PC

This chapter explains the following topics:

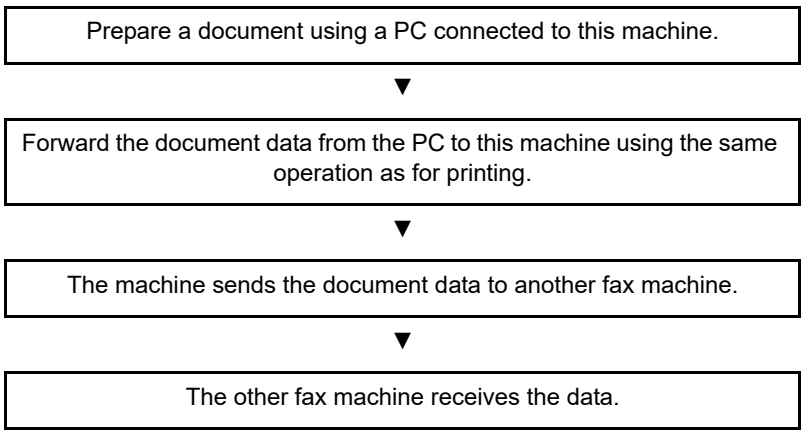
Flow of Sending Faxes from PC 6-2
Setup 6-3
Connection to a PC 6-3
Installing the FAX Driver 6-3
Uninstalling the FAX Driver 6-5
Basic Transmission 6-6
Configuring the Driver Default Settings 6-8
Default Settings Dialog Box 6-9

The FAX Driver function makes it possible to send faxes from any computer connected by USB or network cable. Its primary features include the following.

- PC-prepared document can be sent by fax without being printed out.
- An Address Book (in the machine/PC) can be used to specify a desired destination.
- Addition of a cover page.
- Operation is as simple as printing.

Flow of Sending Faxes from PC

Sending faxes from PC is performed in the following sequence.



Setup

Connection to a PC

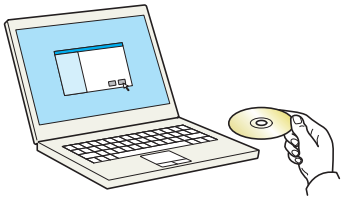
Connect the machine to a PC using the network cable or USB cable. For details, refer to the machine's Operation Guide.

Installing the FAX Driver

The procedure for installing the FAX Driver is explained below. (The screens in Windows 10 are shown.)

NOTE
Plug and Play is disabled on this device when in Sleep. Wake the device from Sleep before continuing.

1 Insert the **Product Library disc.**



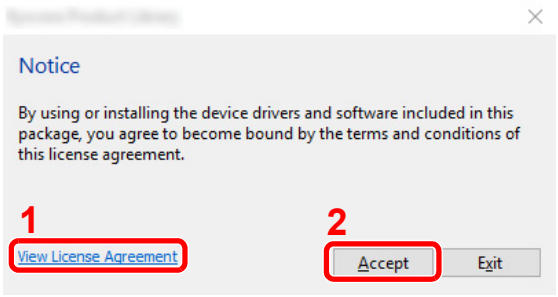
NOTE
Installation on Windows must be done by a user logged on with administrator privileges.

If the "Welcome to the Found New Hardware Wizard" dialog box displays, select [**Cancel**].

If the autorun screen is displayed, click [**Run Setup.exe**].

If the user account management window appears, click [**Yes**] ([**Allow**]).

2 Display the screen.



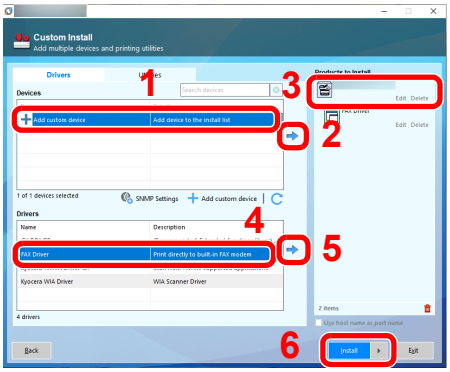
1 Click [**View License Agreement**] and read the License Agreement.

2 Click [**Accept**].

3 Select Custom Install.

Select [**Custom Install**].

4 Select FAX Driver.



1 Select the device to be installed.

2 Click [➡].

3 Select the product to be installed.

4 Select [**FAX Driver**].

5 Click [➡].

6 Click [**Install**].

NOTE

- The machine cannot be detected unless it is on. If the computer fails to detect the machine, verify that it is connected to the computer via a network or USB cable and that it is turned on and click (Reload).
- If the Windows security window appears, click [**Install this driver software anyway**].

5 Finish the installation.

If a system restart message appears, restart the computer by following the screen prompts. This completes the FAX driver installation procedure.

Uninstalling the FAX Driver

Perform the following procedure to delete the FAX Driver from your computer.

NOTE
Uninstallation on Windows must be done by a user logged on with administrator privileges.

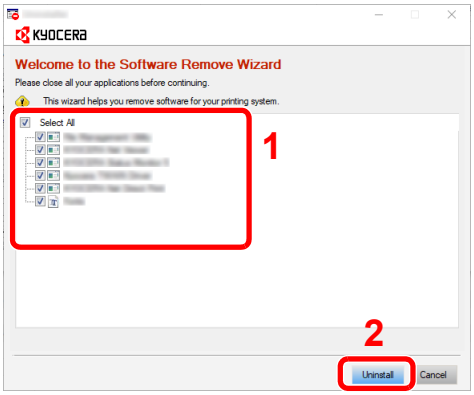
1 Display the screen.

Click the search box in the taskbar, and type “Uninstall Kyocera Product Library” in there. Select [**Uninstall Kyocera Product Library**] in the search list. The Software Uninstall Wizard is displayed.

NOTE
- In Windows 8.1, click [**Search**] in charms, and enter "Uninstall Kyocera Product Library" in the search box. Select [**Uninstall Kyocera Product Library**] in the search list.

2 Uninstall the software.

Place a check in the check box of the driver to be deleted and click [**Uninstall**].



3 Finish uninstalling.

If a system restart message appears, restart the computer by following the screen prompts. This completes the software uninstallation procedure.

NOTE
The software can also be uninstalled using the Product Library.

In the Product Library screen, select to uninstall, and follow the on-screen instructions to uninstall the software.

Basic Transmission

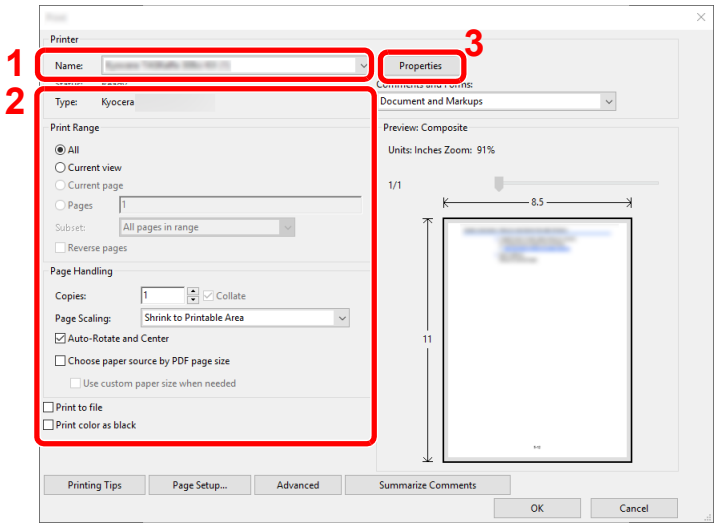
1 Create the document to be sent.

1 Use an application on your computer to create the document to be sent.

2 Set the original size and orientation.

3 Select [Print] from the File menu. The Print dialog box for the application that you are using will appear.

2 Select settings in the Print dialog box.



1 Select the product name of the machine to be used in the printer name list.

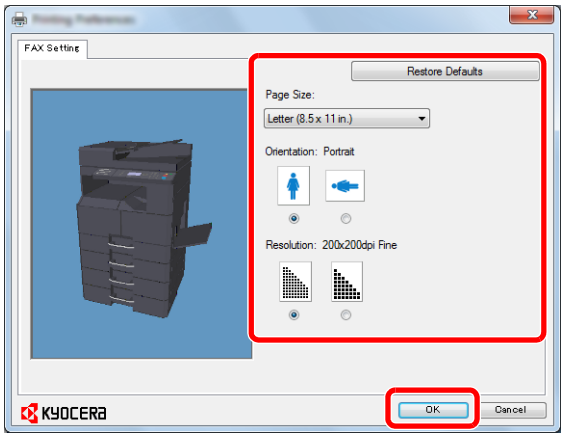
2 Set the print range and other settings.

NOTE
Make sure that the number of copies is set to 1. The following screen is an example. The actual dialog box will vary depending on the application that you are using.

3 Click [Properties] to open the Properties window.

3 Select settings on the FAX Setting tab.

1 Specify fax settings such as the original size on the FAX Setting tab, and click [**OK**].



NOTE
For detailed information on the settings on the tab, refer to *FAX Driver User Guide*.

2 You will return to the Print dialog box for the application. Click [OK]. The Transmit Settings dialog box will appear.

4 Select settings in the Transmit Settings dialog box.

Transmission time can be set.

NOTE
For details on the settings, refer to *FAX Driver User Guide*.

5 Specify a cover page.

To include a cover page, select settings on the [**Cover Page**] tab.

NOTE
For details on the settings, refer to *FAX Driver User Guide*.

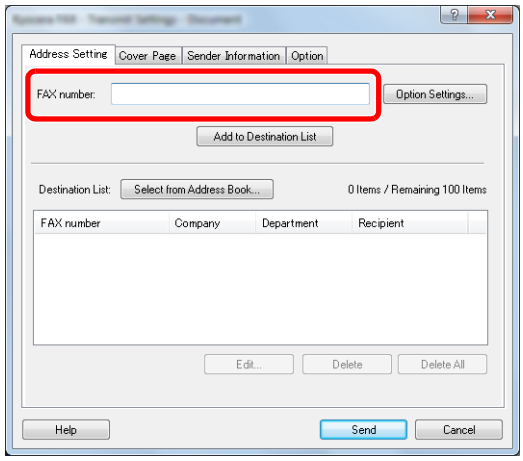
6 Set the destination.

1 Use the keyboard to enter the destination fax number in the [Address Setting] tab.

- Maximum number of characters that can be entered: 64 characters
- Characters that can be entered: 0 to 9, #, *, -, space (a space or "-" CANNOT be entered as the first character)

2 Click [**Add to Destination List**].
The destination information will appear in the address list. To send to multiple destinations, repeat this operation.

3 To use the Address Book, click [Select from Address Book] and select the destination.



7 Click [Send]. Transmission will begin.

Configuring the Driver Default Settings

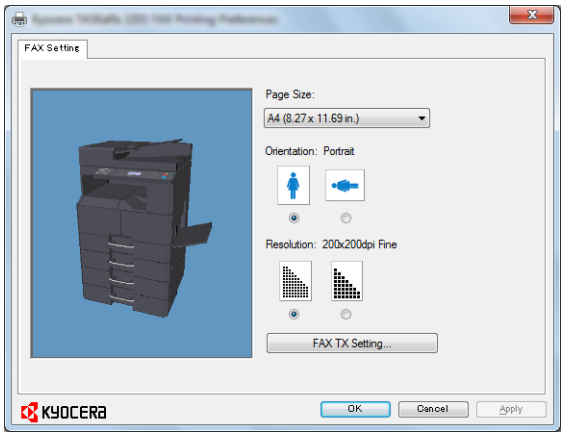
Use the FAX Setting tab of the print settings screen to set the original size and other transmission conditions.

1 Display the screen.

1 Click [Start] button on the Windows and then select [Windows System], [Control Panel], and [View devices and printers].

NOTE
- In Windows 8.1, select [Settings] in charms on Desktop, and select [Control Panel], and then [Devices and Printers].

2 Right-click the product name of the machine you are using and select [Printing preferences] from the drop-down menu. The Printing Preferences screen will open.



NOTE
The image of the screen varies between models.

2 Select settings.

The following settings can be specified.

Item	Description
Page Size	Select the size of the document being transmitted from the drop-down list. Available settings: Letter (8.5 x 11 in.), Legal (8.5 x 14 in.), Ledger (11 x 17 in.), Statement (5.5 x 8.5 in.), A3 (11.69 x 16.54 in.), A4 (8.27 x 11.69 in.), A5 (5.83 x 8.27 in.), Folio (8.27 x 12.99 in.), B4 (9.84 x 13.90 in.), B5(JIS)(7.17 x 10.12 in.)
Orientation	Specify whether the orientation of the document is portrait or landscape. Available settings: Portrait, Landscape
Resolution	Select the resolution of the document to be transmitted. Available settings: 200x100dpi Normal, 200x200dpi Fine
FAX TX Setting	Click [FAX TX Setting] to change the default settings for fax transmission. The [**Default Settings**] screen will appear.

Default Settings Dialog Box

By setting the transmission conditions that you use most in this dialog box, you can minimize the need to change the settings each time.

The Default Settings dialog box can be accessed by the following procedure:

1 Display the screen.

1 Click [**Start**] button on the Windows and then select [**Windows System**], [**Control Panel**], and [**View devices and printers**].

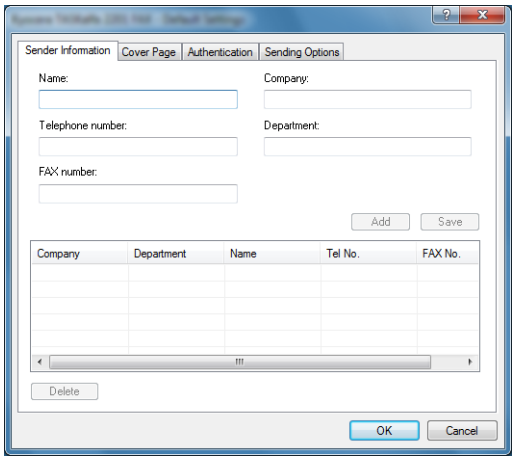
NOTE

- In Windows 8.1, select [**Settings**] in charms on Desktop, and select [**Control Panel**], and then [**Devices and Printers**].

2 Right click the name of the machine to be used as the network fax and select [**Printing preferences**] from the resulting drop-down menu. Click the [**FAX TX Setting**] button in the [**Printing Preferences**] window.

2 Configure the settings.

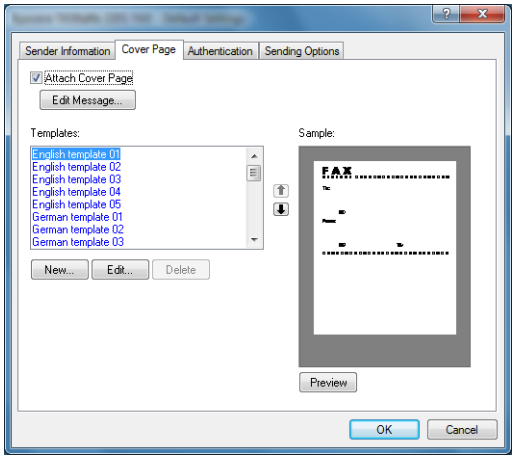
(1) Sender Information Tab



Enter your own information into fields explained below to send a cover page with your faxes.

Item	Description
Company	A maximum of 64 characters can be entered.
Department	A maximum of 64 characters can be entered.
Name	A maximum of 32 characters can be entered.
Telephone Number	A maximum of 20 characters can be entered (Entry is allowed for the characters 0 to 9, #, *, -, (,), +, and spaces.)
FAX Number	A maximum of 20 characters can be entered (Entry is allowed for the characters 0 to 9, #, *, -, (,), +, and spaces.)
Sender Information List	Sender Information can be selected from the Sender Information List. The selected item is highlighted.
Add	Add Sender Information to the Sender Information List.
Save	Save the edited Sender Information List.
Delete	Delete the selected item from the Sender Information List.

(2) Cover Page Tab

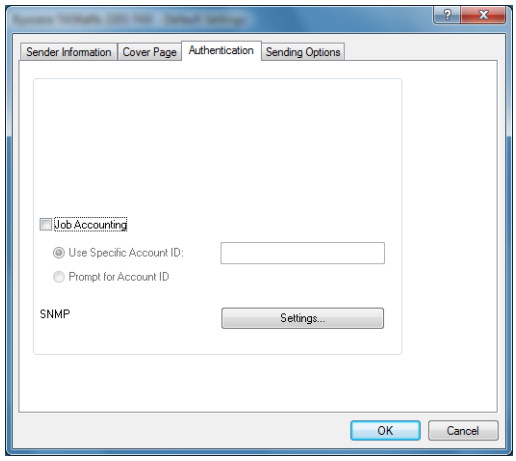


Item	Description
Attach Cover Page checkbox	Check the checkbox when you want to add a cover page to your transmission.

NOTE

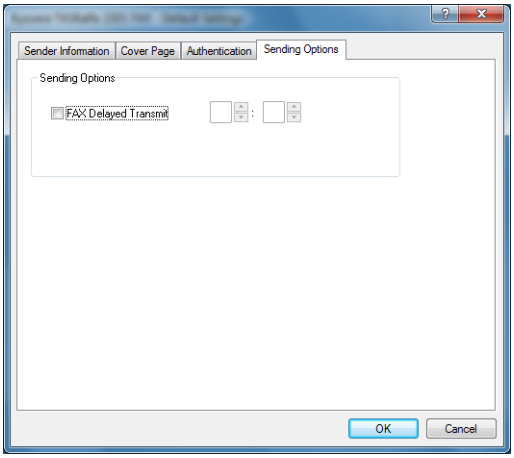
For information regarding the Cover Page registration method, refer to *FAX Driver User Guide*.

(3) Authentication Tab



Item	Description
Job Accounting checkbox	If the fax machine is set to Job Accounting, select either Use Specific Account ID or Prompt for Account ID as desired. Use Specific Account ID: Enter the Account ID. Transmission will be performed using the entered Account ID. Prompt for Account ID: A screen for entering the Account ID will be displayed when attempting a transmission. The Account ID must be entered each time a transmission is attempted.
(SNMP) Settings	Configure SNMP settings.

(4) Sending Options Tab



Item	Description
FAX Delayed Transmit checkbox	Check the checkbox in order to activate the time fields to the right of the checkbox whenever you want to set the time that your documents will be transmitted. The desired time setting can be entered directly with the keyboard or by clicking on the ▲ and ▼ arrows. **IMPORTANT** **If the time that is shown in the message display of this fax machine does not match the current time, communications that use the timer may not be accomplished as expected. If the displayed time is not current, be sure to adjust it to match the correct time.** **NOTE** If you designate a time that is earlier in the day than the time that is actually displayed in the fax machine itself, the transmission operation will be carried out the following day at that time. Be sure to confirm the time setting in the fax machine itself before making this setting. Available settings: 00:00-23:59

7 Using a Connected Telephone

This chapter explains the following topics:

FAX/TEL Auto Switch Reception 7-2
FAX/Answering Machine Auto Switch Reception 7-4
Manual Send 7-6
Manual Reception 7-7
Remote Switch Function 7-9

FAX/TEL Auto Switch Reception

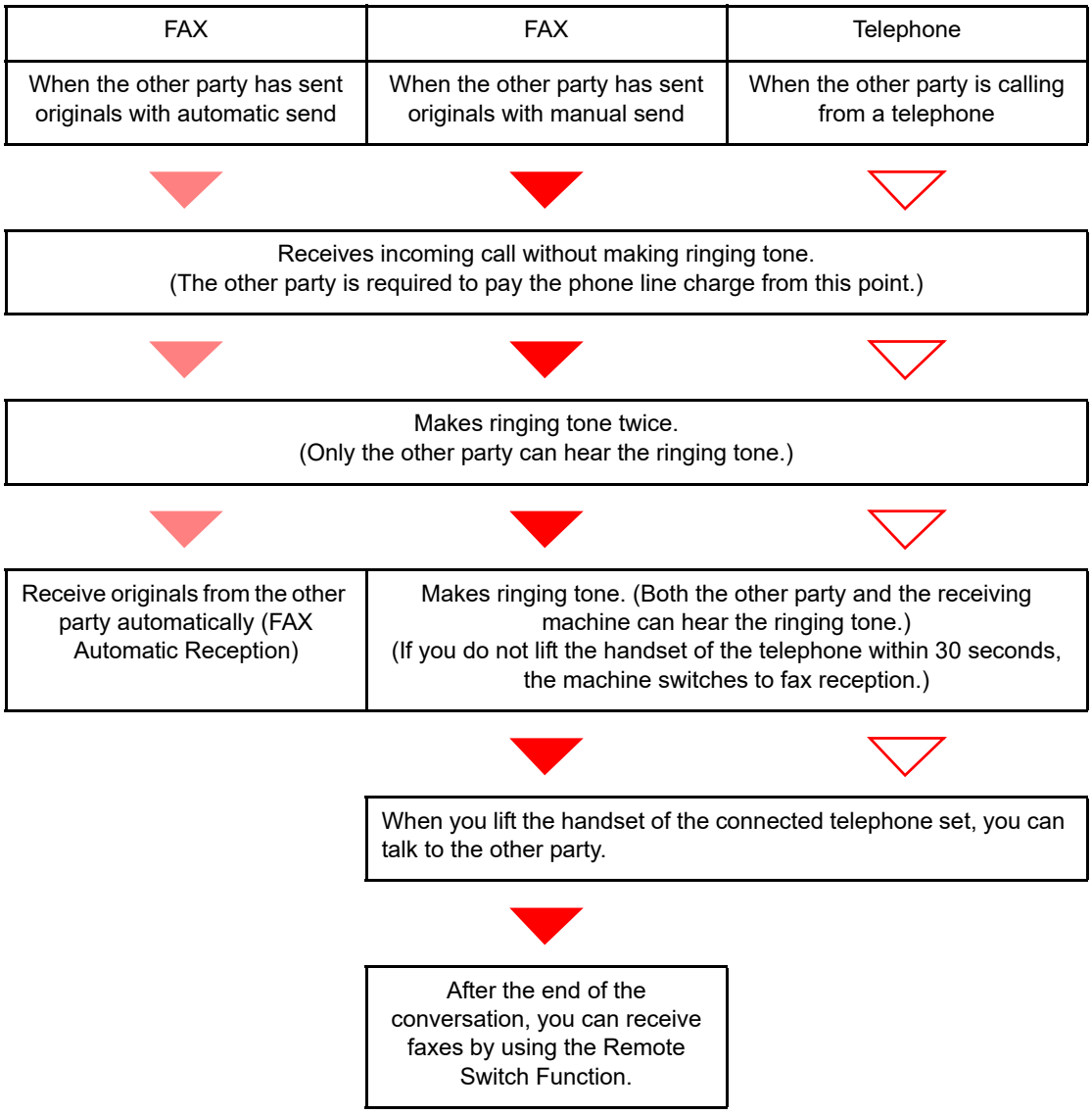
This reception method is convenient when using both telephone and fax on a single telephone line. When fax originals have been sent, the machine automatically receives them, and when the other party is calling from a telephone, the machine makes a ringing tone urging the user to respond.

IMPORTANT

In order to use FAX/TEL Auto Switch Reception, it is necessary to connect a telephone set (commercially available product) to the machine.

After the telephone has made a ringing tone for the preset number of times, the other party is required to pay phone line charges even if the receiving system does not respond.

Flow of reception



NOTE

At the end of the conversation, you can also receive faxes by using the Remote Switch Function. (Refer to Remote Switch Function on page 7-9.)

Preparation:

Refer to RX Settings on page 9-5 to select [Auto(FAX/TEL)].

1 The telephone rings.

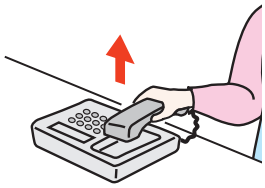


The connected telephone set makes a ringing tone. Note that if [0] (zero) is set as the number of rings (for FAX/TEL Auto Switch), the connected telephone does not ring.

NOTE
You can change the number of times the ringing tone rings. (Refer to Reception on page 9-5.)

2 Answer the call.

When the call is from a telephone



1 The machine makes a ringing tone urging the user to respond. Lift the handset of the telephone within 30 seconds.

NOTE
If you do not lift the handset within 30 seconds, the machine switches to fax reception.

2 Talk to the other party.

NOTE
At the end of the conversation, you can also receive faxes by using the Remote Switch Function. (Refer to Remote Switch Function on page 7-9.)

When the call is from a fax

The machine starts receiving fax originals.

FAX/Answering Machine Auto Switch Reception

This method is convenient when using both the answering machine and fax. When fax originals have been sent, the machine receives them automatically, and when the call is from a telephone, the machine follows the functions of the connected answering machine. Therefore, when the user is absent, the other party can leave a message on the answering machine.

IMPORTANT

When using FAX/Answering Machine Auto Switch Reception function, if a silence continues for at least 30 seconds before one minute passes after the machine has received a call from the other party, the machine's silence detection function comes into operation and the machine switches to fax reception.

NOTE

In order to use FAX/Answering Machine Auto Switch Reception, it is necessary to connect an answering machine-equipped telephone set (commercially available product) to the machine.

For details, such as responding to messages, refer to the Operation Guide of each answering machine.

Set the number of rings to be made by the machine more than the number of rings to be made by the answering machine. (Refer to Reception on page 9-5.)

Flow of reception

FAX	FAX	Telephone
When the other party has sent originals with automatic send	When the other party has sent originals with manual send	When the other party is calling from a telephone
Receive fax originals from the other party automatically (FAX Automatic Reception).	The answering machine plays the message informing the other party that the user is absent.	
	The answering machine records a message from the other party.	
	When the other party starts sending originals, the machine receives the originals being sent.	

Preparation:

Refer to RX Settings on page 9-5 to select [Auto(TAD)].

1 The telephone rings.



The connected telephone set makes ringing tone the set number of times.

NOTE
If you lift the handset while the telephone set is still making the ringing tone, the machine enters a status the same as manual reception. (Refer to Manual Reception on page 7-7.)

2 The answering machine responds.

When the call is from a telephone, but the user is absent

The answering machine plays a response message, and starts recording the other party's message.

NOTE
When silence continues for at least 30 seconds during recording, the machine switches to fax reception.

When the call is from a fax

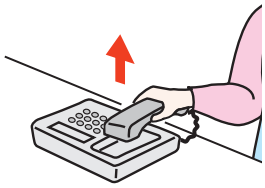
The machine starts receiving fax originals.

Manual Send

When you want to talk to the person at the receiving system or the receiving system needs to switch to fax, use this method to send originals.

1 Place the originals.

2 Dial the destination.



Lift the handset, and dial the number of the receiving system.

3 Check if the telephone line has connected to the fax of the receiving system.

If the destination is a fax machine, you will hear a long high beep sound. If a person answers, you can talk to that person.

4 Press the [On hook] key.

1 Press the [**FAX**] key.



2 Press the [**On hook**] key.



5 Press the [Start] key.



Transmission begins.

6 Replace the handset.

When sending starts, return the handset to its original position.

Manual Reception

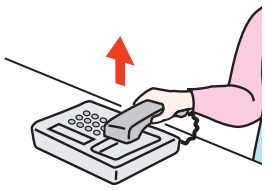
Use this method when you want to receive originals after talking to the person at the sending system.

> **NOTE**
> FAX Automatic Reception has been preset for the receiving mode of this machine. To use Manual Reception, you need to change the receiving mode to Manual Reception. To change to manual mode, refer to RX Settings on page 9-5.

1 The telephone rings.

When there is an incoming call, the telephone connected to the machine makes a ringing tone.

2 Lift the handset.



Lift the handset of the telephone.

3 Check if the telephone line has connected to the fax of the sending system.

If the destination is a fax machine, you will hear soft beep sounds. If a person answers, you can talk to that person.

4 Press the [On hook] key.

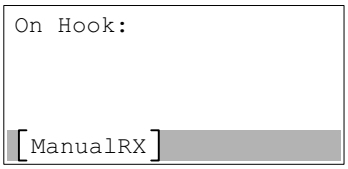
1 Press the [**FAX**] key.



2 Press the [**On hook**] key.



5 Press [ManualRX].



Reception will start.

NOTE
When using a telephone set that can send tone signals, use the telephone to start the reception of originals with the remote switch function. (Refer to Remote Switch Function on page 7-9.)

6 Replace the handset.

When reception starts, return the handset to its original position.

Remote Switch Function

You can start fax reception by operation from the connected telephone set. This function is convenient for using this machine and a telephone set (commercially available product) in combination installed at places distant from each other.

NOTE
In order to use remote switch, it is necessary to connect the tone signal-sending telephone set (commercially available product) to the machine. However, even if it is a tone signal-sending telephone set, this function may not be used satisfactorily depending on the type of telephone set. For details, contact our agent or the store where you purchased this machine.

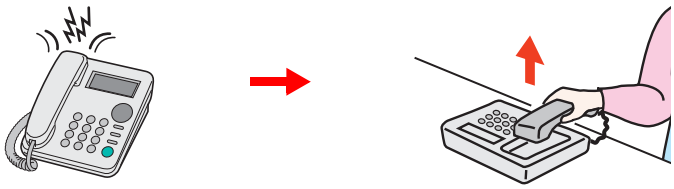
The remote switch dial is set to 55 at the factory.

The remote switch dial number can be changed. Refer to Reception on page 9-5.

Using the Remote Switch Dial

To start fax reception by operation from the connected telephone set, use the following operation.

1 The connected telephone set makes a ringing tone.



Lift the handset of the telephone.

NOTE
You can change the number of times the ringing tone rings. (Refer to Reception on page 9-5.)

2 Press the remote switch dial number (2 digits).

When you hear the fax tone from the handset, enter the two-digit remote switch dial number using the dial button on the telephone set. The telephone line switches to the machine, and reception starts.

8 Checking Communication Status and Machine Information

This chapter explains the following topics:

Verious Reports for FAX 8-2
Checking FAX Job History 8-3
Send Job Log and Print Job Log 8-3
Outgoing FAX Log and Incoming FAX Log 8-4
Printing Administrative Reports 8-5
FAX TX Result Reports 8-5
FAX RX Result Reports 8-6
Activity Report 8-7
Printing Activity Reports 8-7
Automatic Printout 8-8
Status Page 8-9

Verious Reports for FAX

Check the fax transmission results and registration status using the following tools.

Reports	Display Location	Menu	Contents to Check	Timing of Check	Reference Page
FAX job history check	Message display	Send Job Log Print Job Log	History of latest 16 send and receipt results stored (including jobs other than FAX jobs)	Any time	*8-3*
		Outgoing FAX Log Incoming FAX Log	History of latest 50 send and receipt results stored (FAX jobs only)	Any time	*8-4*
Send result report / Receipt result report	Report printing	FAX TX Result FAX RX Result	Latest send or receipt result	Automatic printout after every sending or receiving operation (No Print Output or Error Only is also optionally available.)	*8-5*
Activity report	Report printing	Outgoing FAX Rpt Incoming FAX Rpt	Latest 50 send or receipt results	Any time, and automatic printout after every 50 sending/receiving	*8-7*
Status page	Report printing	Status Page	Registration status of Local FAX Number, Local FAX Name, fax line setting, etc.	Any time	*8-9*

Checking FAX Job History

Send Job Log and Print Job Log

You can display the history of the latest 16 each of send (including scan jobs) and receipt (including copy and print jobs) results on the message display for checking.

NOTE

Even when job accounting is enabled, 16 each of send and receipt results are displayed regardless of the account ID.

For details of the job history check, refer to the machine's *Operation Guide*.

Displaying Job Log Screen

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



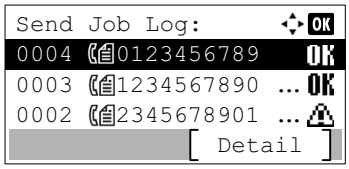
2 Press the [▲] or [▼] key to select [Status].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Print Job Log] to check reception results, or [Send Job Log] to check transmission results.

5 Press the [**OK**] key.

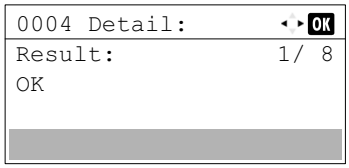
6 Press the [▲] or [▼] key to select the job you want to check.



7 Press [Detail].

2 Check the status.

Press the [◄] or [►] key to check the details of the job.



Outgoing FAX Log and Incoming FAX Log

Display the history of the latest 50 each of send and receipt results on the display for checking.

NOTE

Even when job accounting is enabled, 50 each of send and receipt results are displayed regardless of the account ID.

For details of the job history check, refer to the machine's *Operation Guide*.

Displaying Job Log Screen

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [Status].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [FAX].

5 Press the [**OK**] key.

6 Check the status of communication.



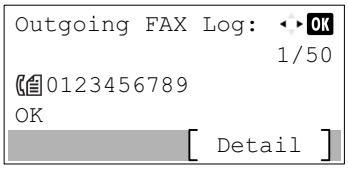
7 Press [Log].

8 Press the [▲] or [▼] key to select [Outgoing FAX Log] to check transmission results, or [Incoming FAX Log] to check reception results.

9 Press the [**OK**] key.

2 Check the status.

Press the [◄] or [►] key to check the details of the job.



Printing Administrative Reports

You can print various administrative reports to check the results of fax transmission or the status of the functional setup.

FAX TX Result Reports

Each time you send a fax, you can print a report to confirm whether the fax was sent successfully. You can also print the transmitted image in the fax tx result report.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [Report].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Result Rpt Set.].

5 Press the [**OK**] key.

6 Press the [▲] or [▼] key to select [FAX TX Result].

7 Press the [**OK**] key.

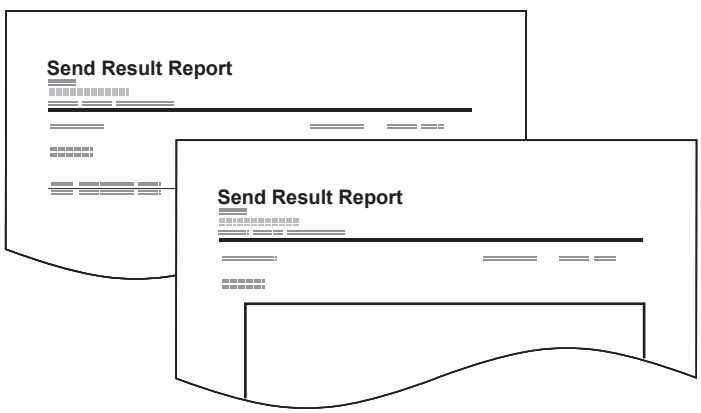
2 Configure the function.

1 Press the [▲] or [▼] key to select [Off] (not to print), [On] (to print), [Error Only], or [Specify Each Job].

2 Press the [**OK**] key.
If you selected [On], [Error Only] or [Specify Each Job], printing of the transmitted image can be set.

3 Press the [▲] or [▼] key to select [Off] (not printing the transmitted image) or [On] (printing the transmitted image).

4 Press the [**OK**] key.



FAX RX Result Reports

Each time you receive a fax, you can print a report to confirm whether the fax was received successfully.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [Report].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Result Rpt Set.].

5 Press the [**OK**] key.

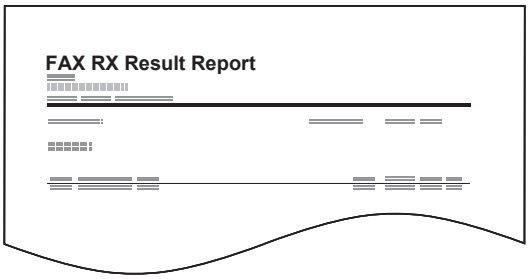
6 Press the [▲] or [▼] key to select [FAX RX Result].

7 Press the [**OK**] key.

2 Configure the function.

1 Press the [▲] or [▼] key to select [Off] (not to print), [On] (to print), [Error Only].

2 Press the [**OK**] key.



Activity Report

Activity reports are reports of both the sent faxes and the received faxes. Each report lists the history of the latest 50 sent or received fax data. When automatic printout is selected, a report is printed out automatically after every 50 faxes sent or received.

Printing Activity Reports

The latest 50 sent or received fax data are printed as a report.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [Status].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [FAX].

5 Press the [**OK**] key.

2 Print

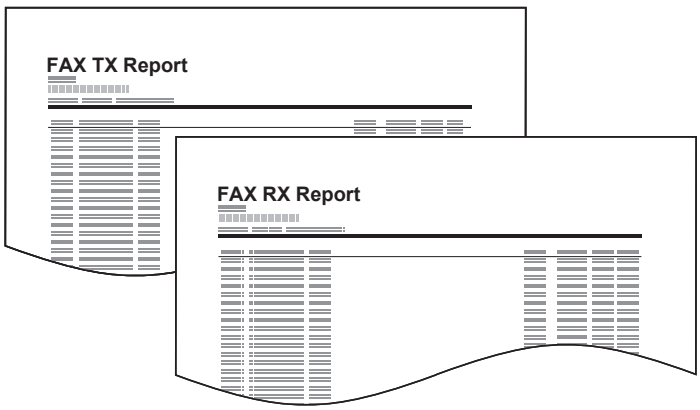
1 Press [Log].



2 Press the [▲] or [▼] key to select [Outgoing FAX Rpt] to print the sent fax report, or [Incoming FAX Rpt] to print the received fax report.

3 Press the [**OK**] key.

4 Press [Yes] in confirmation screen. The report is printed.



Automatic Printout

An activity report is printed out automatically after every 50 faxes sent or received.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [Report].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Admin Rpt Set.].

5 Press the [**OK**] key.

6 Press the [▲] or [▼] key to select [Outgoing FAX Rpt] or [Incoming FAX Rpt].

7 Press the [**OK**] key.

2 Configure the function.

1 Press the [▲] or [▼] key to select [Off] (not to print) or [On] (to print).

2 Press the [**OK**] key.

Status Page

A status page provides information on a number of user setups. FAX-related information includes the Local FAX Number, Local FAX Name, fax line setting, etc. You can print it out as necessary.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [Report].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [Report Print].

5 Press the [**OK**] key.

2 Print

1 Press the [▲] or [▼] key to select [Status Page].

2 Press the [**OK**] key.

3 Press [Yes] in confirmation screen. A status page is printed.



9 Fax Settings

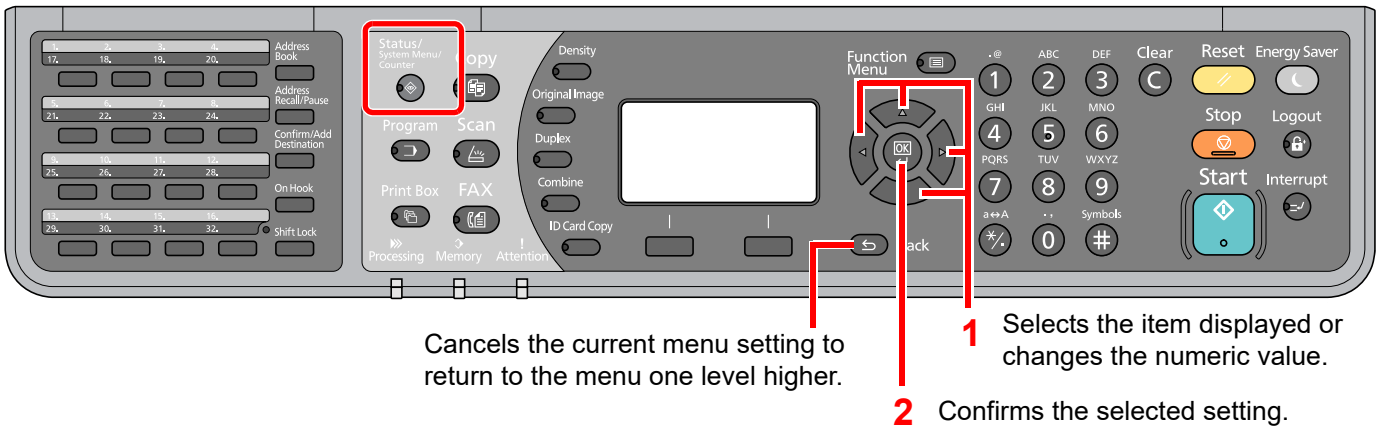
This chapter explains the following topics:

Default fax settings 9-2
System Menu Settings 9-2
Report 9-3
Common Settings 9-3
FAX 9-4
Transmission Restriction 9-8
Registering Permit FAX No. 9-9
Changing and Deleting Permit FAX No. 9-9
Registering Reject FAX No. 9-10
Changing and Deleting Reject FAX No. 9-11
Setting Send Restriction 9-12
Setting Reception Restriction 9-13
Unknown Number Reception 9-13
Unusable Time 9-15
Account Management 9-17
Logging in when Job Accounting has been Enabled 9-18

Default fax settings

This section explains the fax settings in the system menu.
Press the [**Status/System Menu/Counter**] key to show the settings on the message display. Then, select from the settings displayed.

Refer to Operation Method on page 1-5.



NOTE
If the login user name entry screen appears during operations, log in by referring to the machine's *Operation Guide* for Administrator User Name and Password.

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
Admin*1	Admin*1

*1 Upper case and lower case letters are distinguished (case sensitive).

Refer to System Menu Settings on the following page and configure as needed.

System Menu Settings

Settings for the fax function in the system menu are shown below.

NOTE
For settings other than fax settings, refer to the *Operation Guide* for the machine.

Item	Description	Reference Page
Report	Print reports to check the machine settings and status. Default settings for printing the result reports can also be configured.	*9-3*
Common Settings	Configures overall machine operation.	*9-3*
FAX	Configures settings for fax functions.	*9-4*
Edit Destination	Configures Address Book settings. For details on Address Book, refer to Registering Destinations in the Address Book on page 2-2.	*2-2*

Report

Print reports to check the machine settings and status. Default settings for printing the result reports can also be configured.

Item			Description
Report Print	**Status Page**		A status page provides information on a number of user setups. FAX-related information includes the Local FAX Number, Local FAX Name, fax line setting, etc. You can print it out as necessary.  Refer to Status Page on page 8-9.
Admin Rpt Set.	**Outgoing FAX Rpt**		An activity report is printed out automatically after every 50 faxes sent. Value: Off, On  Refer to Activity Report on page 8-7.
	Incoming FAX Rpt		An activity report is printed out automatically after every 50 faxes received. Value: Off, On  Refer to Activity Report on page 8-7.
Result Rpt Set.	**FAX TX Result**		Each time you send a fax, you can print a report to confirm whether the fax was sent successfully. Value: Off, On, Error Only, Specify Each Job  Refer to FAX TX Result Reports on page 8-5.
		Attach SendImage	When [On], [Error Only] or [Specify Each Job] is selected, the transmitted image is added to the report. Value: Off, On
	FAX RX Result		When a fax is received, you can be notified by receipt result report. Value: Off, On, Error Only  Refer to FAX RX Result Reports on page 8-6.

Common Settings

Configures overall machine operation.

Sound

Item	Description
FAX Speaker Volume	Adjust the volume of the speaker. Speaker Volume: Volume of the built-in speaker when the line is connected by pressing the [**On hook**] key. Value: 5 Maximum, 4, 3 Medium, 2, 1 Minimum, 0 Mute
FAX Monitor Volume	Adjust the volume of the monitor. Monitor Volume: Volume of the built-in speaker when the line is connected without pressing the [**On hook**] key such as in memory transmission. Value: 5 Maximum, 4, 3 Medium, 2, 1 Minimum, 0 Mute

Orig./Paper Set. (Original/Paper Settings)

Configure settings for originals and paper. For details, refer to the machine's *Operation Guide*.

Date Setting

Set the date and time for the location where you use the machine. For details, refer to Setting Date and Time on page 1-6.

Timer Setting

Item	Description
Unusable Time	This feature sets a time period during which the machine will not print received faxes. For details, refer to Unusable Time on page 9-15.

Function Defaults

Item	Description
FAX Resolution	Select the default scanning resolution. Value: 200x100dpi Norm., 200x200dpi Fine, 200x400dpi S.Fin

FAX

Settings related to the fax function can be configured.

Transmission

Item	Description
TTI	The transmit terminal identification (TTI) is the information about the machine (transmit terminal) to be printed out on the fax on the receiving system. The information includes transmission date and time, the number of transmission pages, and the fax number. Value: Off, On  Refer to TTI (Transmit Terminal Identification) on page 1-8.
Local FAX Name	Register the local FAX name printed in the transmit terminal identification (TTI) area.  Refer to Local FAX Name on page 1-8.
Local FAX Number	Register the local FAX number printed in the transmit terminal identification (TTI) area.  Refer to Local FAX Number on page 1-9.
FAX Dialing Mode	Select the telephone line according to the type you are contracted with. Please note that selecting a wrong telephone line will prevent you from sending fax.  Refer to FAX Dialing Mode on page 1-10. **NOTE** This setting does not appear in some regions.
Retry Times	The number of retry times can be changed automatically.

Item	Description
ECM TX	Set whether ECM TX is performed. ECM is a communication mode specified by the ITU-T (International Telecommunication Union) that retransmits data when an error occurs. Fax machines that have ECM mode check for errors as they communicate, preventing distortion of the image due to noise on the line and other conditions. Value: On, Off **NOTE** When there is a large amount of noise on the line, communication may take slightly longer than when [Off] is selected.
TX Start Speed	Set the TX Start Speed. When communication conditions are bad, the fax may not be transmitted correctly. In that case, set a lower TX Start Speed. Value: 9600bps, 14400bps, 33600bps **NOTE** Normally this should be used with the default setting.

Reception

Item	Description
FAX Media Type	Specify the paper type to be used for print output of the received fax. Value: All Media Type, Plain, Rough, Vellum, Recycled, Bond, Color, Thick, High Quality, Custom 1-8 Refer to Media Type for Print Output on page 4-6.
Reduce RX Size	When the reception size is larger than the paper size, you can reduce the print size. Value: On, Off
Rings(Normal)	If the reception method is fax automatic reception, the number of rings until the machine answers a call can be changed as needed. **NOTE** This setting does not appear in some regions.
Rings(TAD)	If the reception method is FAX/Answering Machine Auto Switch Reception, the number of rings until the machine answers a call can be changed as needed. **NOTE** This setting does not appear in some regions.
Rings(FAX/TEL)	If the reception method is FAX/TEL Auto Switch Reception, the number of rings until the machine answers a call can be changed as needed. **NOTE** This setting does not appear in some regions.
Forward Settings	Configure Forward Settings. Refer to Forward Settings on page 5-2.
RX Settings	Select the reception mode. Value: Auto(Normal), Auto(FAX/TEL), Auto(TAD), Auto(DRD), Manual **NOTE** DRD reception mode is only available for Australia and New Zealand. This setting does not appear in other regions.

Item	Description
RX Date/Time	Reception Date/Time function adds the reception date/time, sender information and number of pages on the top of each page when the message is printed out. It is useful for confirming the time of reception if the fax is from a different time zone. Value: On, Off For details, refer to Reception Date/Time on page 4-6.
Remote SW Dial	To start fax reception by operation from the connected telephone set, use the following operation. Value: 00 - 99 For details, refer to Remote Switch Function on page 7-9.
Duplex Printing	When received multiple pages of data are the same width, they can be printed out on both sides of paper having the same width as the data. Value: On, Off **NOTE** The optional duplex unit is required. For details, refer to Duplex Print Output on page 4-6.
Unknown Number RX	When Reception Restriction is set, you can set whether or not reception is allowed from parties that do not provide notification of their fax number. Value: Reject, Permit For details, refer to Transmission Restriction on page 9-8.
ECM RX	Set whether ECM RX is performed. ECM is a communication mode specified by the ITU-T (International Telecommunication Union) that retransmits data when an error occurs. Fax machines that have ECM mode check for errors as they communicate, preventing distortion of the image due to noise on the line and other conditions. Value: On, Off **NOTE** When there is a large amount of noise on the line, communication may take slightly longer than when *Off* is selected.
RX Start Speed	Change the RX Start Speed. When communication conditions are bad, the fax may not be received correctly. In that case, set a lower RX Start Speed. Value: 9600bps, 14400bps, 33600bps **NOTE** Normally this should be used with the default setting.

TX/RX Restriction

This function allows you to send or receive originals only when communication requirements are met.

For details, refer to Transmission Restriction on page 9-8.

Select Key Set. (Select Key Settings)

If you register a function to the Left Select key or Right Select key, you can quickly set the function when using fax functions.

Item	Description
Left	You can register one of the following functions to each key. Value: None, Original Size, FAX Resolution, File Name Entry, FAX Delayed TX, FAX Direct TX, FAX TX Report
Right	**NOTE** [FAX TX Report] is displayed when [FAX TX Result] is set to [Specify Each Job]. For details, refer to FAX TX Result Reports on page 8-5.

Transmission Restriction

This function allows you to send or receive originals only when communication requirements are met. Using this function can limit other parties with which you can communicate.

Specifically, you must register communication requirements (Permit FAX No) and set the transmission limit in advance. When the machine sends or receives originals, you do not need to perform a special operation for this particular function, and you can operate the machine normally. When sending or receiving has actually started, the machine correctly conducts transmission that meets communication requirements, but when the transmission does not meet the requirements, the machine indicates an error. This mode also allows you to set a [Reject List] for Reception Restriction so that reception from senders on the list of Rejected FAX numbers or from senders whose Local FAX Number is not registered are rejected. (You can select whether reception from a party whose local fax number is not registered is allowed or rejected in Unknown Number Reception on page 9-13.)

NOTE
Before using transmission restriction, be sure to read the following prerequisites, communication establishing requirements, and reception rejection requirements thoroughly, and consult with the other parties with which you communicate.

	Prerequisites	Communication Establishing Requirements
Send Restrictions	• Register Permitted FAX numbers. *1 (Refer to Registering Permit FAX No. on page 9-9.) • Send restriction settings are specified in [Permit+Addr Book] in Send Restrictions. (Refer to Setting Send Restriction on page 9-12.) • Register the Local FAX Numbers of other parties.	• The recipient's Local FAX Number matches a Permitted FAX No. registered on the machine. • When the number was dialed using the Address Book or One-touch keys, the last 4 digits of the dialed number match the last 4 digits of the recipient's Local FAX Number. (Excludes manual transmissions.)
Reception Restrictions	• Register Permitted FAX numbers.*2 (Refer to Registering Permit FAX No. on page 9-9.) • Reception restriction settings are specified in [Permit+Addr Book] in Reception Restrictions. (Refer to Setting Reception Restriction on page 9-13.) • Register the Local FAX Numbers of other parties.	• The sender's Local FAX Number matches a Permitted FAX No. registered on the machine. • A fax number that matches the last 4 digits of the sender's Local FAX Number is registered in the Address Book on this machine.

*1 If no Permit FAX number is registered for the recipient, sending is not rejected.
*2 If no Permit FAX number is registered for the sender, reception is not rejected.

	Prerequisites	Reception Rejection Requirements
Reception Rejection	• Register Reject FAX numbers.*1 (Refer to Registering Reject FAX No. on page 9-10.) • Reception restriction settings are specified in [Reject List] in Reception Restrictions. (Refer to Setting Reception Restriction on page 9-13.)	• The sender's Local FAX Number is not registered. • The sender's Local Fax Number matches a Reject FAX No. registered on the machine.

*1 If there are no Reject FAX numbers registered, calls are only rejected from senders whose Local FAX Numbers (Indicates local FAX information entries, not the actual line numbers.) are not registered.

Registering Permit FAX No.

NOTE
Up to 25 Permit FAX numbers can be registered.

1 Display the screen.

1 Press the [Status/System Menu/Counter] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [OK] key.

4 Press the [▲] or [▼] key to select [TX/RX Restrict.].

5 Press the [OK] key.

6 Press the [▲] or [▼] key to select [Permit No. List].

7 Press the [OK] key.

2 Add a permit fax number.

1 Press [Menu].

2 Press the [▲] or [▼] key to select [Add FAX Number].

3 Press the [OK] key.

4 Use the numeric keys to enter a Permit FAX number.

NOTE
Up to 20 digits can be entered.

5 Press the [OK] key.

3 To register another permit fax number, repeat step 2.

Changing and Deleting Permit FAX No.

1 Display the screen.

1 Press the [Status/System Menu/Counter] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [OK] key.

4 Press the [▲] or [▼] key to select [TX/RX Restrict.].

5 Press the [OK] key.

6 Press the [▲] or [▼] key to select [Permit No. List].

7 Press the [OK] key.

2 Change/Delete.

Changing

1 Press the [▲] or [▼] key to select the Permit FAX No. to be changed.

2 Press the [OK] key.

3 Use the numeric keys to reenter the Permit FAX number.

NOTE
For the procedure for entering a number, refer to Registering Permit FAX No. on page 9-9.

4 Press the [OK] key.

Deleting

1 Press the [▲] or [▼] key to select the Permit FAX No. to be deleted.

2 Press [Menu].

3 Press the [▲] or [▼] key to select [Delete].

4 Press the [OK] key.

5 Press [Yes] in confirmation screen.

Registering Reject FAX No.

NOTE
Up to 25 Reject FAX numbers can be registered.

1 Display the screen.

1 Press the [Status/System Menu/Counter] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [OK] key.

4 Press the [▲] or [▼] key to select [TX/RX Restrict.].

5 Press the [OK] key.

6 Press the [▲] or [▼] key to select [Reject No. List].

7 Press the [OK] key.

2 Add a Reject FAX No.

1 Press [Menu].

2 Press the [▲] or [▼] key to select [Add FAX Number].

3 Press the [OK] key.

4 Use the numeric keys to enter a Reject FAX number.

NOTE
Up to 20 digits can be entered.

5 Press the [OK] key.

3 To register another Reject FAX No, repeat step 2.

Changing and Deleting Reject FAX No.

1 Display the screen.

1 Press the [Status/System Menu/Counter] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [OK] key.

4 Press the [▲] or [▼] key to select [TX/RX Restrict.].

5 Press the [OK] key.

6 Press the [▲] or [▼] key to select [Reject No. List].

7 Press the [OK] key.

2 Change/Delete.

Changing

1 Press the [▲] or [▼] key to select the Reject FAX No. to be changed.

2 Press the [OK] key.

3 Use the numeric keys to reenter the Reject FAX number.

NOTE
For the procedure for entering a number, refer to Registering Reject FAX No. on page 9-10.

4 Press the [**OK**] key.

Deleting

1 Press the [▲] or [▼] key to select the Reject FAX No. to be deleted.

2 Press [Menu].

3 Press the [▲] or [▼] key to select [Delete].

4 Press the [**OK**] key.

5 Press [Yes] in confirmation screen.

Setting Send Restriction

You can restrict the other parties to which you send originals only to the ones registered in Permit FAX No. as well as the ones registered in the Address Book. To change the sending restriction, follow the steps below.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [TX/RX Restrict.].

5 Press the [**OK**] key.

6 Press the [▲] or [▼] key to select [TX Restriction].

7 Press the [**OK**] key.

2 Configure the function.

1 Press the [▲] or [▼] key to select [Permit+Addr Book] or [Off].

2 Press the [**OK**] key.

To restrict the other parties only to the ones registered in Permit FAX No. as well as the ones registered in the Address Book, select [Permit+Addr Book].

Setting Reception Restriction

You can restrict incoming faxes so that you only receive originals from senders registered in Permit FAX No. and senders registered in your Address Book. This mode also allows you to set a [Reject List] for Reception Restriction so that reception from senders on the list of Rejected FAX numbers or from senders whose Local FAX Number is not registered are rejected.

(You can select whether reception from a party whose local fax number is not registered is allowed or rejected in Unknown Number Reception on page 9-13.) To change the reception restriction, follow the steps below.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [TX/RX Restrict.].

5 Press the [**OK**] key.

6 Press the [▲] or [▼] key to select [RX Restriction].

7 Press the [**OK**] key.

2 Configure the function.

1 Press the [▲] or [▼] key to select [Permit+Addr Book], [Reject List] or [Off].

2 Press the [**OK**] key.

To restrict the other parties only to the ones registered in Permit FAX No. as well as the ones registered in the Address Book, select [Permit+Addr Book]. To block incoming faxes from senders registered in Reject FAX No., select [Reject List].

Unknown Number Reception

Select whether to receive the fax of that the number is unknown when [Reject List] is set for Reception Restriction. To change the reception restriction for the unknown fax number, follow the steps below.

1 Display the screen.

1 Press the [**Status/System Menu/Counter**] key.



2 Press the [▲] or [▼] key to select [FAX].

3 Press the [**OK**] key.

4 Press the [▲] or [▼] key to select [TX/RX Restrict.].

5 Press the [OK] key.

6 Press the [▲] or [▼] key to select [Unknown Number RX].

7 Press the [OK] key.

2 Configure the function.

1 Press the [▲] or [▼] key to select [Reject] or [Permit].

2 Press the [OK] key.

To receive faxes from the unknown number, select [Permit]. To reject faxes from the unknown number, select [Reject].

Unusable Time

This feature sets a time period during which the machine will not print received faxes.

IMPORTANT
When Unusable Time is set, in addition to fax printing, all other printing operations are prohibited during the unusable time period, including printing of copy jobs and printer jobs.

Faxes and print jobs received during the unusable time period are printed after the unusable time period ends, or when the unusable time period is temporarily canceled.

1 Display the screen.

1 Press the [Status/System Menu/Counter] key.



2 Press the [▲] or [▼] key to select [Common Settings].

3 Press the [OK] key.

4 Press the [▲] or [▼] key to select [Timer Setting].

5 Press the [OK] key.

NOTE
If the login user name entry screen appears during operations, log in by referring to the machine's *Operation Guide* for Administrator User Name and Password.

The factory default login user name and login password are set as shown below.

Login User Name	Login Password
Admin*1	Admin*1

*1 Upper case and lower case letters are distinguished (case sensitive).

6 Press the [▲] or [▼] key to select [Unusable Time].

7 Press the [OK] key.

2 Configure the function.

1 Press the [▲] or [▼] key to select [On].

2 Press the [OK] key.

Set the unusable time

1 Press the [▲] or [▼] key to set the hours and minutes of the start time. Press the [◄] and [►] key to move the cursor right and left.

2 Press the [OK] key.

3 Press the [▲] or [▼] key to set the hours and minutes of the end time. Press the [◄] and [►] key to move the cursor right and left.

NOTE
If the same time is set as the start time and end time, you cannot use all day.

4 Press the [OK] key.

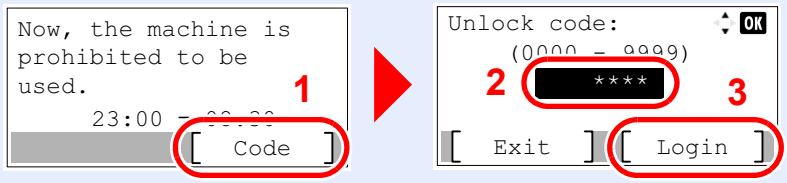
Set the cancel code

Specify the code to temporarily cancel the unusable setting during unusable time.

1 Use the numeric keys to enter Unlock Code (0000 to 9999)

2 Press the [OK] key.

NOTE
To use the machine temporarily during unusable time, enter the Unlock Code and press [Login].



Account Management

There is job accounting that controls the usage per account.

In job accounting, the status of fax use per account can be known for up to 30 accounts for sending of originals and making communication reservation after entering Account ID. For each management method, refer to the machine's *Operation Guide*.

Description of Job Accounting

Item	Description
Registration of Account	Register Account Name and Account ID. Up to 8 digits can be entered.
Enable/Disable job accounting	Enable job accounting.
FAX send restriction	Restricts the number of fax sheets that can be sent. You can prohibit the use of this sending function or cancel the sending restriction.
Counting of the number of used sheets	You can reset the counting, referring to the number of fax sheets to be sent and the time required for sending fax by all the accounts or by account.
Print of Accounting Report	You can print the printed and sent page numbers that have been counted by all the accounts.

NOTE
For details, refer to the machine's *Operation Guide*.

Communication modes subject to job accounting

- Normal transmission
- Delayed transmission
- Manual send when dialed from this machine to the receiving system
- Sending Faxes from PC

Restriction of use function

When you have enabled job accounting, you need to enter an Account ID when performing the following operations.

- Normal transmission
- Delayed transmission
- Manual send when dialed from this machine to the receiving system
- Sending Faxes from PC

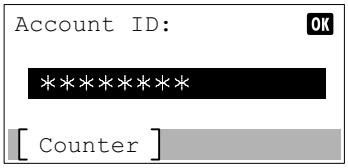
Normally, the Local FAX Name is printed in the transmit terminal identification (TTI). However, when job accounting has been enabled, and you send originals after entering an Account ID, the Account Name is printed.

Logging in when Job Accounting has been Enabled

When job accounting has been enabled, you need to enter an Account ID when using the machine.

Login

1 Enter the account ID.



If this screen is displayed during operations, enter the account ID.

NOTE

If you entered a wrong character, press the [**Clear**] key and enter the account ID again.

If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.

By pressing [Counter], you can refer to the number of pages printed and the number of pages scanned.

2 Log in.

1 Press the [**OK**] key.

NOTE

When the operation is completed, press the [**Logout**] key.



10 Troubleshooting

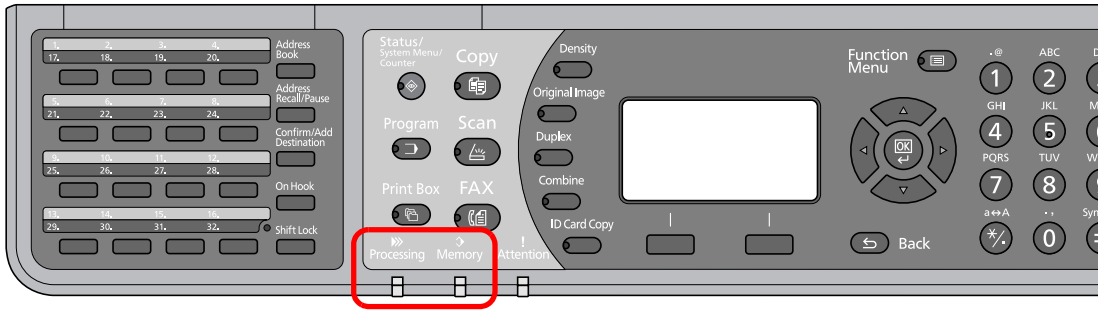
This chapter explains the following topics:

Indicators During Sending/Receiving Operation 10-2
Responding to an Attention Indicator Flashes 10-2
Precautions When Turning Power OFF 10-3
Messages 10-4
Error Code List 10-5
Troubleshooting 10-7

Indicators During Sending/Receiving Operation

The [**Processing**] and [**Memory**] indicators show the fax transmission status.

- The [**processing**] indicator blinks during fax transmission and reception.
- The [**Memory**] indicator is lit when there is source data stored in the memory for delayed transmission.



Responding to an Attention Indicator Flashes

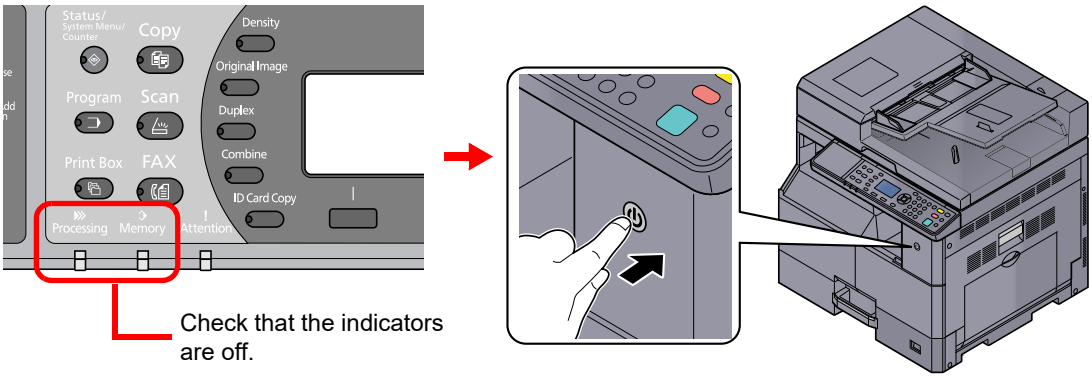
If the [**Attention**] indicator is lit up or blinks, check the message display. If error information is not indicated on the message display, check the following.

Symptom	Checkpoints	Corrective Actions	Reference Page
Cannot send fax.	Is the modular cord connected correctly?	Connect the modular cord correctly.	—
	Is Permitted FAX No. registered correctly?	Check Permitted FAX No.	*9-8*
	Has a communication error occurred?	Check error codes in the TX/RX Result Report and Activity Report. If the error code starts with "U" or "E", perform the corresponding procedure.	*10-5*
	Is the destination FAX line busy?	Send again.	—
	Does the destination FAX machine respond?	Send again.	—
	Is there an error other than above?	Contact your Service Representative.	—

Precautions When Turning Power OFF

To power off the machine, press the Power switch. You cannot automatically receive a fax when the power switch is turned off.

Make sure that the [**Processing**] indicator and the [**Memory**] indicator are off before turning off the power switch.



NOTE

When the [**Processing**] indicator or [**Memory**] indicator is lit up, the machine is operating. Turning off the power switch while the machine is operating may cause it to malfunction.

Messages

When an error occurs, the display may show one of the messages listed below. These will help you identify and correct the problem.

NOTE

When a transmission error occurs, a sent/receipt result report is produced.

Check the error code shown in the report and refer to Error Code List on page 10-5 for a description. To print the sent/receipt result report, refer to FAX TX Result Reports on page 8-5 and FAX RX Result Reports on page 8-6.

You may also check error codes using the activity report. (Refer to Activity Report on page 8-7.)

Message	Checkpoint	Corrective Action	Reference Page
Error occurred. Turn the power switch off and on.	—	System error has occurred. Turn the power switch OFF and then ON.	—
FAX memory is full.	—	FAX cannot be performed any more due to insufficient memory of scanner. The job is canceled. Press the [**OK**] key.	—
Insufficient memory. Cannot start the job.	—	Job cannot be started. Try again later.	—
Job Accounting restriction exceeded. Job is canceled.	Is the acceptable printing count restricted by Job Accounting exceeded?	The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more. This job is canceled. Press the [**OK**] key.	Refer to the machine's *Operation Guide*.
Load paper in cassette 1. **Press OK to continue using cassette 1.**	Is the indicated cassette out of paper?	Load paper. Select [Paper] to select the other paper source. Press the [**OK**] key to print on the paper in the currently selected paper source.	—
Machine failure. Call service.	—	An error has occurred in the machine. Make a note of the error code displayed on the message display, and contact your service representative.	—
Maximum Number of scanned pages. Job is canceled.	—	Scanning cannot be performed any more due to insufficient memory of scanner. Press the [**OK**] key to cancel the job.	—
Restricted by Job Accounting. Cannot print.	—	This job is canceled because it is restricted by User Authorization or Job Accounting. Press the [**OK**] key.	Refer to the machine's Operation Guide.
Scanner memory is full. Job is canceled.	—	Scanning cannot be performed any more due to insufficient memory of scanner. The job is canceled. Press the [**OK**] key.	—
Scheduled sending jobs exceeded.	—	The number of jobs has exceeded the limit set for delayed transmission. Press the [**OK**] key. The job is canceled.	*3-17*
The phone receiver is off the hook. Hang Up.	—	Put down the receiver.	—

Error Code List

When a transmission error occurs, one of the following error codes is recorded in the TX/RX Result Report and Activity Report.

NOTE
"U" or "E" will appear in the error code depending on the communication speed setting.

Error Code	Possible Cause/Action
Busy	Failed to establish connection with the recipient despite auto redialing the preset number of times. Send again.
CANCELED	Transmission was canceled due to an action to cancel transmission. Reception was canceled due to an action to cancel reception.
U00300	Paper depletion occurred at the recipient machine. Check with the recipient.
U00430 - U00462	Reception was canceled because of mismatching of communication features with the sender machine although the line connection was established.
U00601 - U00690	Communication was stopped due to the machine failure. Send or receive again.
U00700	Communication was stopped due to failure on the part of the sender or recipient machine.
U00800 - U00811	Page(s) not sent correctly. Send again. If you still have trouble, reduce TX Start Speed and send again. **NOTE** If the communication error occurs frequently, change the default setting of TX Start Speed in System Menu.
U00900 - U00910	Page(s) not received correctly. Ask the sender to resend. **NOTE** If the communication error occurs frequently, change the default setting of RX Start Speed in System Menu.
U01000 - U01097	Communication error occurred during transmission. Send again. If you still have trouble, reduce TX Start Speed and send again. **NOTE** If the communication error occurs frequently, change the default setting of TX Start Speed in System Menu.
U01100 - U01196	Communication error occurred during reception. Ask the sender to resend. **NOTE** If the communication error occurs frequently, change the default setting of RX Start Speed in System Menu.
U01400	Failed to establish communication with the sender or recipient machine because dialing registered for a tone line system was used in a pulse line system.
U01500	Communication error occurred during high-speed transmission. Send again. If you still have trouble, reduce TX Start Speed and send again. **NOTE** If the communication error occurs frequently, change the default setting of TX Start Speed in System Menu.

Error Code	Possible Cause/Action
U01600	Communication error occurred during reception of high-speed transmission. Ask the sender to reduce the transmission speed and send again. **NOTE** If the communication error occurs frequently, change the default setting of RX Start Speed in System Menu.
U01700 - U01720	Communication error occurred during high-speed transmission. Send again. If you still have trouble, reduce TX Start Speed and send again. **NOTE** If the communication error occurs frequently, change the default setting of TX Start Speed in System Menu.
U01721	Communication error occurred during high-speed transmission. Designated transmission speed may not be available for the recipient machine. Reduce the transmission start speed and send again.
U01800 - U01820	Communication error occurred during reception of high-speed transmission. Ask the sender to reduce the transmission speed and send again or reduce the RX Start Speed in System Menu.
U01821	Communication error occurred during reception of high-speed transmission. Designated transmission speed may not be available for this machine. Ask the sender to reduce the transmission speed and send again or reduce the RX Start Speed in System Menu.
U05100	Transmission was canceled because communication requirements are not met due to the transmission restriction set on this machine. Check with the recipient.
U05200	Reception was canceled because communication requirements are not met due to the reception restriction set on this machine.
U05300	Reception was rejected by the recipient because communication requirements are not met due to the reception restriction set on the recipient machine. Check with the recipient.
U19000	Memory reception was stopped because there is no more free space in the memory of this machine. Create free space by outputting the data stored in the memory, and ask the sender to resend.
U19100	Transmission was stopped because there is no more free space in the memory of the recipient machine. Check with the recipient.

Troubleshooting

When a problem occurs, first check the following. If the problem persists, contact your dealer or service representative.

Symptom	Checkpoint	Corrective Action	Reference Page
Cannot send document.	Is the modular cord connected correctly?	Connect the modular cord correctly.	—
	Is *Send error* displayed?	Remedy the cause of error and send again.	*10-5*
	Is TX (transmission) restriction activated?	Cancel the TX restriction.	*9-8*
Cannot use the remote switching function.	Is a pulse line used?	Some phones may transmit tone signals using buttons. Refer to the operation manual of your phone set.	—
	Is the remote switching number correct?	Check the registration. (Default: 55)	*7-9*
No print output after reception.	Is memory forwarding activated?	Check the forwarding destination.	*5-2*
Cannot receive document.	Is the modular cord connected correctly?	Connect the modular cord correctly.	—
	Is *Communication error* displayed?	Remedy the cause of error and ask the sender to retry.	*10-5*
	Is RX (reception) restriction activated?	Cancel the RX restriction.	*9-8*
Cannot perform memory reception.	Is free space available in the memory?	Receive after the memory has free space, or create free space in the memory.	—
Cannot perform memory forwarding.	Is memory forwarding set to [On]?	Check the memory forwarding setting.	*5-2*

11 Appendix

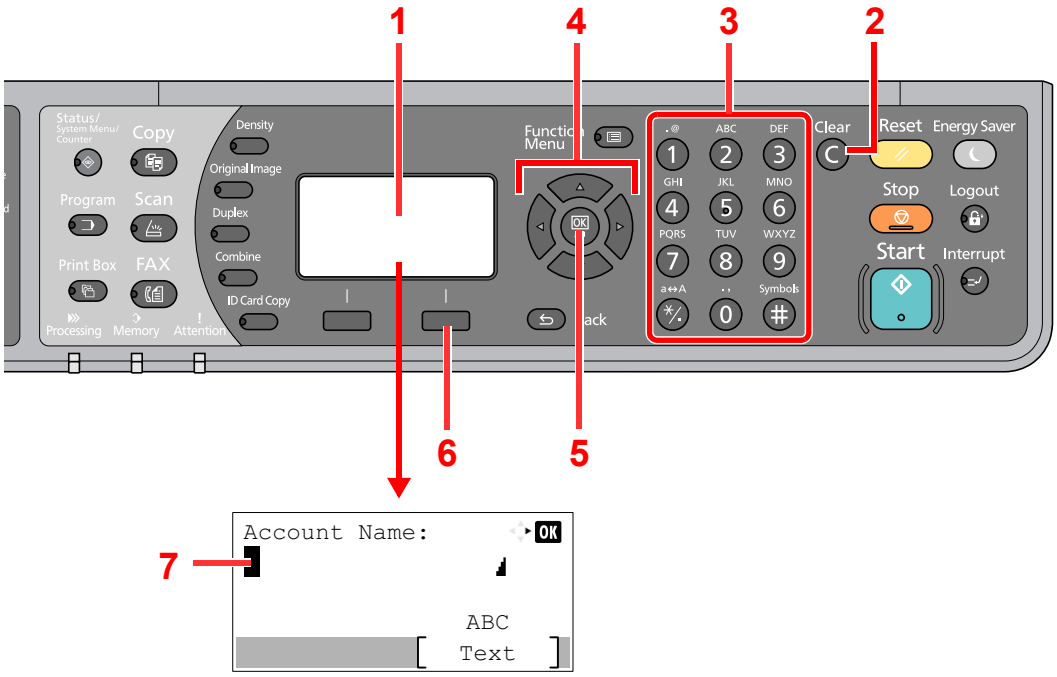
This chapter explains the following topics:

Character Entry Method 11-2
Specifications 11-6
Menu Map 11-8
Received FAX Sizes and Paper Priority (Metric Model) 11-11
Received FAX Sizes and Paper Priority (Inch Model) 11-12

Character Entry Method

This section explains how to enter characters.

Using the Keys



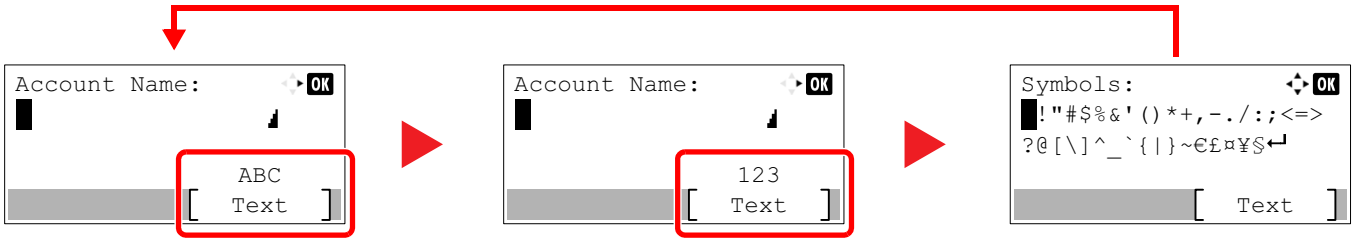
No.	Display/Key	Description
1	Message Display	Displays entered characters.
2	[Clear] key	Press to delete characters.
3	Numeric keys	Press to enter characters and symbols.
4	Arrow keys	Press to select the entry position, or select a character from the character list.
5	[OK] key	Press to finalize entry and return to the screen before the entry. To enter a symbol, press to confirm the selected symbol.
6	Right Select key	Press to select the type of characters you want to enter. (When [Text] is displayed)
7	Cursor	Characters are entered at the position of the cursor.

Selecting Type of Characters

To enter characters, the following three types are available:

Types	Description
ABC	To enter alphabets.
123	To enter numerals.
Symbols	To enter symbols.

In a character entry screen, press [Text] to select the type of characters you want to enter.



Each time you press [Text], the character type switches as follows: [ABC], [123], [Symbols], [ABC] ...

Characters That Can be Entered Using the Numeric Keys

The following table lists the characters that can be entered using the numeric keys.

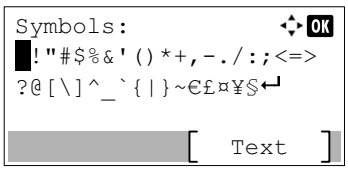
Keys	Characters (Each press of a key changes the character in the order from left to right.)
.@ 1	. @ - _ / : ~ 1 (Repeats from the first character on the left)
	1 (During number entry)
ABC 2	a b c A B C 2 (Repeats from the first character on the left)
	2 (During number entry)
DEF 3	d e f D E F 3 (Repeats from the first character on the left)
	3 (During number entry)
GHI 4	g h i G H I 4 (Repeats from the first character on the left)
	4 (During number entry)
JKL 5	j k l J K L 5 (Repeats from the first character on the left)
	5 (During number entry)
MNO 6	m n o M N O 6 (Repeats from the first character on the left)
	6 (During number entry)
PQRS 7	p q r s P Q R S 7 (Repeats from the first character on the left)
	7 (During number entry)
TUV 8	t u v T U V 8 (Repeats from the first character on the left)
	8 (During number entry)

Keys	Characters (Each press of a key changes the character in the order from left to right.)																	
WXYZ 9	w	x	y	z	W	X	Y	Z	9	(Repeats from the first character on the left)								
	9 (During number entry)																	
., 0	.	,	-	_	‘	!	?	(space)	0	(Repeats from the first character on the left)								
	0 (During number entry)																	
a↔A *	Press to change the character in the cursor position between upper case and lower case.																	
	“*” or “.” (During number entry)																	
Symbols #	!	"	#	$	%	&	'	(	)	*	+	,	-	.	/	:	;	Displays the symbol list. For details, refer to Entering Symbols on page 11-4.
	<	=	>	?	@	[	\	]	^	_	`	{	|	}	~			
	# (During number entry) * Depending on the functions, there are symbols that cannot be entered.																	

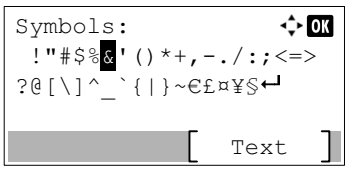
Entering Symbols

Symbols can be entered.

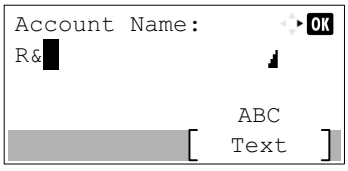
1 Press the [#] key. Displays the symbol list.



2 Press the [▲], [▼], [►] or [◄] key to move the cursor and select the symbol to be entered.



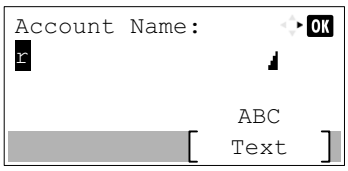
3 Press the [OK] key. The selected symbol is entered.



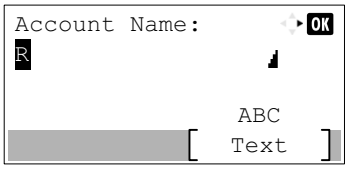
Entering Characters

Follow the steps shown below to enter “R&D” for example.

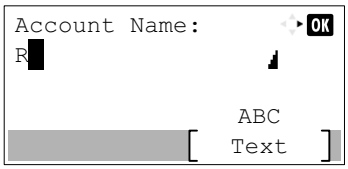
1 Press the [7] key three times. [r] is entered.



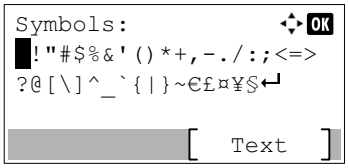
2 Press the [*/.] key. [r] changes to [R].



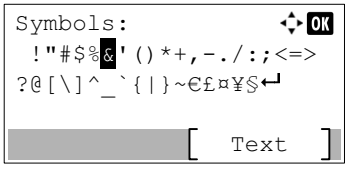
3 Press the [▶] key. The cursor moves to the right.



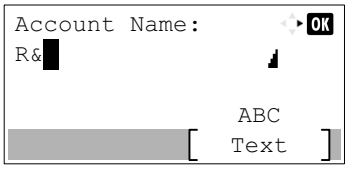
4 Press the [#] key. Displays the symbol list.



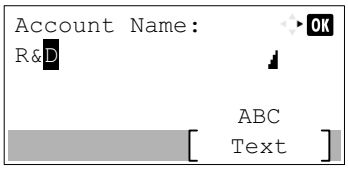
5 Press the [▲] or [▼] key to move the cursor and select [&].



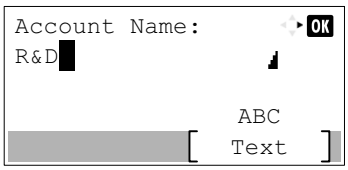
6 Press the [OK] key. [&] is entered.



7 Press the [3] key four times. [D] is entered.



8 Press the [▶] key.



Specifications

NOTE
Specifications are subject to change without notice.

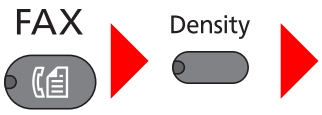
FAX function

Item	Description
Type	Optional FAX kit
Compatibility	SuperG3
Communication Line	Subscriber telephone line
Transmission Time	4 seconds or less (MMR, ITU-T A4 #1 chart)
Transmission Speed	33600/31200/28800/26400/24000/21600/19200/16800/14400/12000/9600/7200/4800/2400 bps
Coding Scheme	MMR/MR/MH
Error Correction	ECM
Original Size	Max. width: 297 mm/11", Max. length: 432 mm/17"
Automatic Document Feed	Max. 50 sheets (with document processor)
Resolution	Scan: Horizontal × Vertical 200 × 100 dpi Normal (8 dot/mm × 3.85 line/mm) 200 × 200 dpi Fine (8 dot/mm × 7.7 line/mm) 200 × 400 dpi Super Fine (8 dot/mm × 15.4 line/mm) Print: 600 × 600 dpi
Gradations	256 shades (Error diffusion)
One-Touch Key	32 keys
Multi-Station Transmission	Max. 100 destinations
Substitute Memory Reception	250 sheets or more (when using ITU-T A4 #1)
Image Memory Capacity	4 MB (standard)
Report Output	FAX TX result report, FAX RX result report, Activity report, Status page

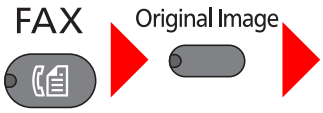
FAX Driver functions

Item	Description
Hardware	IBM PC-AT compatible computer
Interface	10BASE-T, 100BASE-TX or USB
Operating system	Windows 8.1, Windows 10, Windows Server 2012/R2, Windows Server 2016, Windows Server 2019
Transmission Resolution	Fine (200 × 200dpi), Normal (100 × 200dpi)
Document Size	Ledger(11 × 17"), Letter, Legal, Statement, A3, B4, A4, A5, Folio, B5(JIS)
FAX Delayed Transmit	Based on settings in the FAX Driver (setting is possible to any 1 minute increment within the subsequent 24 hour period)
Transmit and Print	Fax transmission and print out at the machine is available
Broadcast Transmission	Up to 100 destinations
Job Accounting	Requires the input of an Account ID in the FAX Driver when Job Accounting, is turned ON in the fax machine.
Cover Page	A format can be selected using the FAX Driver or a template can be created.

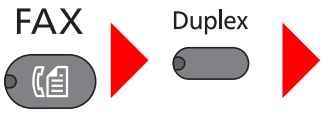
Menu Map



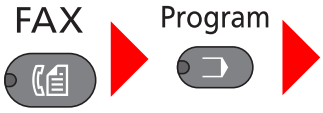
Density (page *3-14*)



Original Image (page *3-14*)



2-sided Original (page *3-14*)



Program (page *3-19*)



Address Book (page *3-10*)



Redial (page *3-8*)

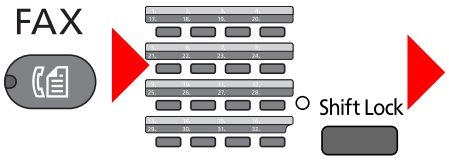


Checking and Editing Destinations (page *3-4*)



Manual Send (page *3-15*)

Manual Reception (page *4-4*)



One Touch Key (page *3-12*)



Original Size (page *3-16*)

FAX Resolution (page *3-16*)

File Name Entry (page *3-16*)

FAX Delayed TX (page *3-17*)

FAX Direct TX (page *3-17*)

FAX TX Report (page *3-18*)

Status/
System Menu/
Counter



Status	Print Job Status (refer to the machine's *Operation Guide*)		
	Send Job Status (refer to the machine's *Operation Guide*)		
	Scheduled Job (page *3-18*)		
	Print Job Log (page *8-3*)		
	Send Job Log (page *8-3*)		
	Scanner (refer to the machine's *Operation Guide*)		
	Printer (refer to the machine's *Operation Guide*)		
	FAX	Log	Outgoing FAX Log (page *8-4*)
			Incoming FAX Log (page *8-4*)
			Outgoing FAX Rpt (page *8-7*)
			Incoming FAX Rpt (page *8-7*)
	Toner Status (refer to the machine's *Operation Guide*)		
	Paper Status (refer to the machine's *Operation Guide*)		
Report (page *9-3*)	Report Print (page *9-3*)	Menu Map (refer to the machine's *Operation Guide*)	
		Status Page (page *8-9*)	
		Network Status (refer to the machine's *Operation Guide*)	
		Service Status (refer to the machine's *Operation Guide*)	
	Admin Rpt Set. (page *8-7*)	Outgoing FAX Rpt (page *8-7*)	
		Incoming FAX Rpt (page *8-7*)	
	Result Rpt Set.	FAX TX Result (page *8-5*)	
		FAX RX Result (page *8-6*)	
Counter (refer to the machine's *Operation Guide*)			
System (refer to the machine's *Operation Guide*)			
Admin/Accounting (refer to the machine's *Operation Guide*)			
Common Settings	Default Screen (refer to the machine's *Operation Guide*)		
	Sound (page *9-3*)	FAX Speaker Volume (page *9-3*)	
		FAX Monitor Volume (page *9-3*)	
	Orig./Paper Set. (refer to the machine's *Operation Guide*)		
	Date Setting (page *1-6*)		
	Timer Setting	Unusable Time (page *9-15*)	
	Function Default	FAX Resolution (page *9-4*)	
Copy (refer to the machine's *Operation Guide*)			
Printer (refer to the machine's *Operation Guide*)			

FAX (page *9-4*)	Transmission (page *9-4*)	TTI (page *1-8*)
		Local FAX Name (page *1-8*)
		Local FAX Number (page *1-9*)
		FAX Dialing Mode (page *1-10*)
		Retry Times (page *9-4*)
		ECM TX (page *1-11*)
		TX Start Speed (page *1-11*)
	Reception (page *9-5*)	FAX Media Type (page *9-5*)
		Reduce RX Size (page *9-5*)
		Rings(Normal) (page *9-5*)
		Rings(TAD) (page *9-5*)
		Rings(FAX/TEL) (page *9-5*)
		Forword Settings (page *5-2*)
		RX Setting (page *9-5*)
		RX Date/Time (page *9-5*)
		Remote SW Dial (page *9-5*)
		Duplex Printing (page *9-5*)
		ECM RX (page *9-5*)
		RX Start Speed (page *9-5*)
	TX/RX Restrict. (page *9-8*)	
	Select Key Set. (page *9-6*)	
Edit Destination	Address Book (page *2-2*)	
	Print List (page *2-11*)	
Adjust/Maint. (refer to the machine's *Operation Guide*)		

Received FAX Sizes and Paper Priority (Metric Model)

When no paper loaded in the cassettes matches the received fax size and orientation, the machine automatically chooses the printing paper according to the following priority.

Same Size Override

		Received FAX Size										
Priority		A5	B5	A4-R	A4	Folio	B4	A3	A4-R Long Originals	Folio Long Originals	B4 Long Originals	A3 Long Originals
Paper Size	1	A5-R *1	B5	A4-R	A4	Folio	B4	A3	A3	A3	A3	A3
	2	A4R	B5-R *1	A4 *1	A4-R *1	A4-R *2	A3	A4	A3	A3	A3	A4
	3	Folio	B4	Folio	Folio *1	A4 *1, *2	B5	A4-R *1	B4	B4	B4	A4-R *1
	4	A4 *1	A4	A3	A3	A3	B5-R *1	Folio *1	B4	B4	B5	Folio *1
	5	B5	A4-R *1	B4	B4 *1	B4	A4 *3	B4 *1,	A4-R	Folio	B5-R *1	B4 *1
	6	B5-R *1	Folio *1	A5-R *1		A4-R	A4	B4 *1	A4 *1	A4-R *3	A4	
	7	A3	A3	B5 *3		A4 *1	A4-R *1, *3		A5-R *1	A4-R	A4-R *1	
	8	B4		B5		A5-R *1	A4-R *1		B5	A4 *1, *3	Folio *1	
	9			B5-R *1, *3		B5	Folio *1, *3		B5-R *1	A4 *1		
	10			B5-R *1		B5-R *1	Folio *1			A5-R *1		
	11									B5		
	12									B5-R *1		

*1 Paper orientation is different from the received document. The image is printed after being rotated 90°automatically.

*2 Received Folio size document is reduced to match A4 size paper.

*3 If the lengths of the received originals are short, the received originals may be printed with this paper size.

: indicates print output on two sheets.

NOTE

When a paper type is selected in Media Type for Print Output, a received fax is printed using the matching paper source. (Refer to page *4-6*.)

If [All Media Types] is selected, a paper type cannot be specified for fax printouts.

Received FAX Sizes and Paper Priority (Inch Model)

When no paper loaded in the cassettes matches the received fax size and orientation, the machine automatically chooses the printing paper according to the following priority.

Same Size Override

		Received FAX Size							
Priority		Statement	Letter-R	Letter	Legal	Ledger	Letter-R Long Originals	Legal Long Originals	Ledger Long Originals
Paper Size	1	Statement-R *1	Letter-R	Letter	Legal	Ledger	Ledger	Legal	Ledger
	2	Letter-R	Letter *1	Letter-R *1	Letter-R *2	Letter	Ledger	Ledger	Letter
	3	Legal	Legal	Legal *1	Letter *1, *2	Letter-R *1	Letter-R	Ledger	Letter-R *1
	4	Letter *1	Ledger	Ledger	Ledger	Legal *1	Letter *1	Letter-R *3	Legal *1
	5	Ledger	Statement-R *1		Letter-R		Statement *1	Letter-R	
	6				Letter *1			Letter *1, *3	
	7				Statement-R *1			Letter *1	
	8							Statement-R *1	

*1 Paper orientation is different from the received document. The image is printed after being rotated 90°automatically.
*2 Received Legal size document is reduced to match Letter size paper.
*3 If the lengths of the received originals are short, the received originals may be printed with this paper size.
: indicates print output on two sheets.

NOTE
When a paper type is selected in Media Type for Print Output, a received fax is printed using the matching paper source. (Refer to page *4-6*.)

If [All Media Types] is selected, a paper type cannot be specified for fax printouts.

Index

A

Account Management 9-17
Address Book 2-2, 3-10
  Adding a contact 2-2
  Adding a Group 2-6
  Change/Deletion 2-9
  Printing Address List 2-11
  Search 3-11
  Select a Destination 3-10

C

Cancel
  Cancelling Direct Transmission 3-17
  Cancelling Memory Transmission 3-7
Cannot receive document 10-7
Cannot send document 10-7
Character Entry Method 11-2

D

Date 1-6
Default fax settings 9-2
Density 3-14
Direct Transmission
  Cancel 3-17
Document Processor 1-3
Duplex Print Output 4-6

E

ECM RX 9-6
ECM TX 9-5
Error Code List 10-5

F

FAX Delayed Transmission 3-17
FAX Direct Transmission 3-17
FAX Driver
  Basic Transmission 6-6
  Installing the FAX Driver 6-3
  Setup 6-3
FAX Job History 8-3
  Job Log Screen 8-3, 8-4
FAX TX Resolution 3-16
File Name Entry 3-16
Forward Settings 5-2

I

Indicators 10-2

J

Job Accounting 9-17
  Communication Form Subject to Job Accounting 9-17
  Contents 9-17
  Limit 9-17
  Login 9-18

L

Local FAX Name 9-4
Local FAX Number 9-4

M

Machine (Names) 1-2
Manual Reception 4-4, 7-7
Manual Send 3-15, 7-6
Media Type for Print Output 4-6
Memory Reception 4-3
Memory Transmission 3-2
  Cancel 3-7
Menu Map 11-8
Messages 10-4

N

No Print Output 10-7

O

One-touch Keys 2-12
  Adding a Destination 2-12
  Change/Delete 2-13
  Select Destination 3-12
Operation Panel 1-4
Original
  2-sided Original 3-14
  Original Size 3-16
Original Image 3-14

P

Part Names and Functions 1-2
Permit Fax No.
  Change/Deletion 9-9
  Registration 9-9
Precautions When Turning Power OFF 10-3

R

Received FAX Sizes and Paper Priority 11-11, 11-12
Receiving Mode 4-2, 9-5
Reception Date/Time 4-6
Redial 3-8
  Changing Retry Times 9-4
Reduce RX Size 4-8
Reject Fax No.
  Change/Deletion 9-11
  Registration 9-10
Remote Switch Function 7-9, 9-6
  How to Register 9-6
  How to Use 7-9
Report
  Activity Report 8-7
  FAX RX Result Reports 8-6
  FAX TX Result Reports 8-5
Rings
  Answering Machine 9-5
  FAX/TEL 9-5
  Normal 9-5
RX Start Speed 9-6

S

Selection of Transmit Terminal Identification (TTI) 9-4
Send Status 3-6
Specifications 11-6

T

Telephone Line 9-4
Time 1-6
Transmission Restriction 9-8
- Communication Establishing Requirements 9-8
- Permit FAX No. 9-9
- Prerequisites 9-8
- Reception Rejection Requirements 9-8
- Reception Restriction Setting 9-13
- Reject FAX No. 9-10
- Send Restriction Setting 9-12
- Unknown Number Reception 9-13

Troubleshooting 10-7
TX Start Speed 9-5

U

Unusable Time 9-15

V

Verious Reports for FAX 8-2
Volume Adjustment
- FAX Monitor Volume 9-3
- FAX Speaker Volume 9-3


QUALITY
CERTIFICATE
This machine has passed
all quality controls and
final inspection

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