KYOCERA

FAX System (K)

Operation Guide

Contents

General Notice

Trademark Information

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FCC PART 68 REQUIREMENTS

1. This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear side of the equipment to install FAX System (K) is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

2. This equipment connects to the network via USOC RJ11C.

3. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

4. The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

5. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

6. The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

7. If trouble is experienced with this equipment, please contact the following company for repair and (or) warranty information:

KYOCERA MITA AMERICA, INC.
225 Sand Road,
Fairfield, New Jersey 07004-0008
TEL : (973) 808-8444

If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

8. This equipment cannot be used on public coin service provided by the telephone company. Connection to Party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

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

10. The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)
In order to program this information into your FAX machine, you should complete the following steps:(Insure that it will be transmitted, see Self-station registration on *page 2-5*, Setting the date and time on *page 2-7*, and Transmit Terminal Identifier on *page 2-4*.)

IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

CAUTION: To reduce the risk of fire, use only No.26 AWG or larger UL listed or CSA certified telecommunication line cord.

1. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.

2. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

3. Do not use the telephone to report a gas leak in the vicinity of the leak.

4. Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

SAVE THESE INSTRUCTIONS

IMPORTANTES MESURES DE SECURITE

Certaines mesures de securite doivent etre prises pendant l'utilisation de materiel telephonique afin de reduire les risques d'incendie, de choc electrique et de blessures. En voici quelques unes:

1. Ne pas utiliser l'appareil pres de l'eau, p. ex., pres d'une baignoire, d'un lavabo, d'un evier de cuisine, d'un bac a laver, dans un sous-sol humide ou pres d'une piscine.

2. Eviter d'utiliser le telephone (sauf s'il s'agit d'un appareil sans fil) pendant un orage electrique. Ceci peut presenter un risque de choc electrique cause par la foudre.

3. Ne pas utiliser l'appareil telephonique pour signaler une fuite de gaz s'il est situe pres de la fuite.

4. Utiliser seulement le cordon d'alimentation et le type de piles indiques dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux reglements pertinents quant a l'elimination des piles.

CONSERVER CES INSTRUCTIONS

CANADIAN IC REQUIREMENTS

"This product meets the applicable Industry Canada technical specifications"

"The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five."

The REN (CANADA) of this product is 0.8.

CONDITIONS DE L'IC CANADIENNE

"Le present materiel est conforme aux specifications techniques applicables d'Industrie Canada."

"L'indice d'equivalence de la sonnerie (IES) sert a indiquer le nombre maximal de terminaux qui peuvent etre raccordes a une interface telephonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, a la seule condition que la somme d'indices d'equivalence de la sonnerie de tous les dispositifs n'excede pas 5."

Le IES (CANADA) pour ce produit est 0.8.

Safety Instructions Regarding the Disconnection of Power

CAUTION: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

ATTENTION: Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement : ils ne mettent pas l'appareil hors tension.

Legal and Safety Information

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.

Safety Conventions in This Guide

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. The symbols and their meanings are indicated below.

DANGER: Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points.

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 danger of electrical shock]

 .... [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 the 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.

Important! Please Read First.

This Operation Guide includes information on using the facsimile functions of this machine. Be sure to read the *Operation Guide* as well. Keep both guides near the machine for ready reference.

During use, refer to the *Operation Guide* for your machine to obtain the following information.

- Caution Labels
- Installation Precautions
- Precautions for Use
- Loading Paper
- Cleaning the Machine
- Toner Container Replacement
- Troubleshooting
- Paper Jam

Installation Precautions

Power supply/Grounding the product

Do not connect this product to the same outlet as an air conditioner or copier, etc.

Precautions for Use

- **Do not** open the top cover, turn off the power switch, or pull out the power plug while transmitting, receiving, or copying.
- This product may only be used within the country of purchase due to the different safety and communication standards in each country. (International communication standards, however, make the communication between countries possible.)
- This product may be inoperable in areas with poor telephone lines or communication conditions.
- "CALL WAITING" or other telephone company optional services that produce audible tones or clicks on the line can disrupt or cause termination of facsimile communications.
- Be sure that the size of the paper loaded in the paper source matches the size of the paper configured with the paper source size selection. Failure to do so may cause the part of the received documents not printed.
- Be sure that the size of original documents matches the size configured with the original size selection. Failure to do so may cause the bottom portion of the original document not scanned.

Introduction

Overview of Operation Guide

This Operation Guide has the following chapters:

Chapter 1: FAX System Parts

Identifies part names and functions.

Chapter 2: Preparing to Fax

Describes preliminary settings and how to prepare the FAX System for use.

Chapter 3: Basic Operation

Describes basic fax operations, such as sending and receiving documents.

Chapter 4: Basic Functions

Describes basic functions provided by the FAX System.

Chapter 5: Advanced Functions

Describes more advanced fax functions.

Chapter 6: Network Fax

Describes the setup procedure and how to prepare the FAX System for network fax.

Chapter 7: FAX System Settings

Describes mechanical and functional settings and usage reports.

Chapter 8: Troubleshooting

Describes how to resolve problems and respond to error messages.

Chapter 9: Reference Information

Provides FAX System specifications, menu flowcharts, and error code tables.

Conventions

This manual uses the following conventions:

| Convention	Description	Example
Italic Typeface	Used to emphasize a key word, phrase, or message. (Also used to indicate references to other manuals.)	A *Completed* message is displayed, and you are returned to the *Copy Basic* screen.
Notes	Additional or useful information about a function or feature. May contain references to other manuals.	**NOTE:** For information on storing the pin, refer to step 10.
Important	Important information.	**IMPORTANT:** Make sure the paper is not folded, curled, or otherwise damaged.
Caution	Indicates the potential for mechanical damage resulting from a specific action.	**CAUTION:** Do not hold the front of the machine when pulling out the cassette.
Warning	Warns users of the potential for personal injury.	**WARNING:** The charger section contains high voltages.

1 FAX System Parts

This chapter identifies and describes FAX System parts and Operation Panel keys:

FAX System

FAX System parts pertaining to fax are described below. For information on other parts, refer to the *Operation Guide*.
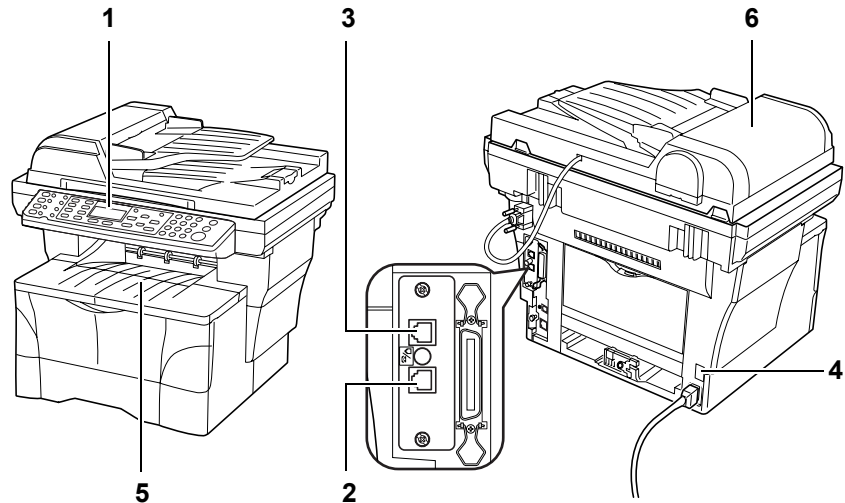
1   Operation Panel

   Use controls on this panel to fax documents.

2   Telephone jack

   Plug commercially-available telephones into this jack.

3   LINE jack

   Connect modular phone cables to this jack.

4   Main power switch

   Turn on this switch (|) to send faxes or make copies. The message display will light when the FAX System is ready for use.

5   Document output or stack area

   Received fax documents are stored here.

6   Document Processor (Option)

   Automatically feeds and scans multiple sheet documents.

IMPORTANT: Keep in mind that documents cannot be received when the main power switch is off (○). Press the **Power** key to turn off the FAX System.

Operation Panel

The following keys and indicators are used to send or receive faxes. For information on keys and indicators used to make copies, refer to the *Operation Guide*.
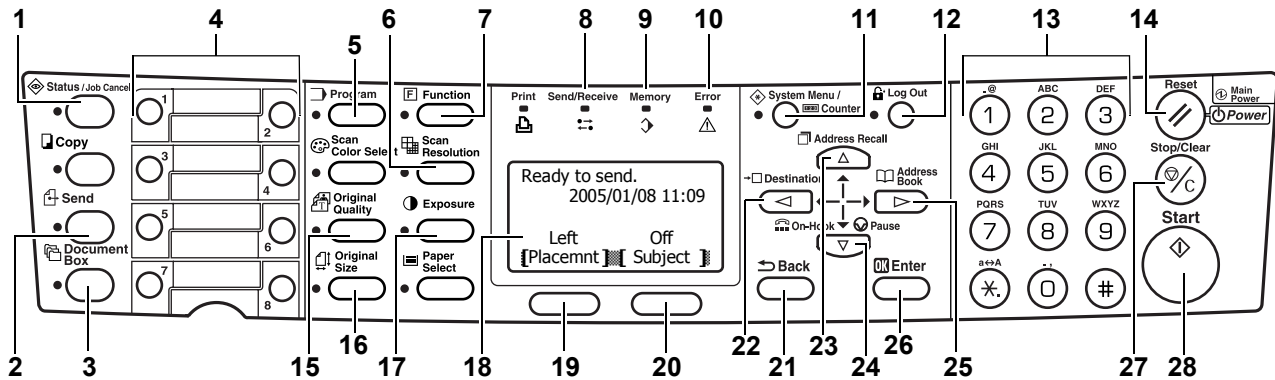
1 Status/Job Cancel Key and Indicator

Press this key to enter Status/Job Cancel mode and to check job status or cancel jobs. The **Status/Job Cancel** indicator remains on while in Status/Job Cancel mode.

2 Send Key and Indicator

Press this key to enter Send mode for fax and scanning. The **Send** indicator remains on while in Send mode.

3 Document Box Key and Indicator

Press this key to enter Document Box mode. Use this mode to send documents confidentially using subaddress communication and for polling transmission. The **Document Box** indicator remains on while in Document Box mode.

4 One-touch Keys (1 to 8)

Each one-touch key can store a fax destination or chain dial number. The keys can also be used to recall programmed sequences.

5 Program Key and Indicator

Press this key to use a program.

6 Scan Resolution Key and Indicator

Press this key to set the scanning resolution.

7 Function Key and Indicator

Press this key for additional function such as direct transmission, timer-based transmission and fax polling reception.

8 Send/Receive Indicator

This indicator flashes during fax transmission and reception.

9   Memory Indicator

This indicator is lit when documents are temporarily stored in memory before printing or fax. The indicator flashes during scanning and reception when documents are stored in memory.

10   Error Indicator

This indicator is lit or flashes if an error occurs.

11   System Menu/Counter Key and Indicator

Press this key to change the initial settings or check the counter.

12   Log Out Key and Indicator

Press this key after completing a task using job accounting.

13   Numeric Keys

Use the numeric keys to enter the fax number of another party or for other number input. Even with pulse dialing, you can press the ✳ key after the other party responds to send the next number as a tone signal.

14   Reset/Power Key

Press this key to cancel the setting and return to the *basic* screen. Hold the key for more than 2 seconds to turn the FAX System into Auto Sleep.

15   Original Quality Key and Indicator

Press this key to set the document image quality.

16   Original Size Key and Indicator

Press this key to select the document size.

17   Exposure Key and Indicator

Press this key to adjust the document exposure level.

18   Message Display

Displays procedures and error messages.

19   Left Select Key

Press this key to select the left item on the bottom of the message display.

20   Right Select Key

Press this key to select the right item on the bottom of the message display.

21   Back Key

Press this key to return to the previous, upper menu.

22   ◀ Destination Key

Press this key to move the cursor to the left on the message display or to enter a destination.

23   ▲ Address Recall Key

Press this key to move the cursor up on the message display or for Address Recall.

24 ▼ On-Hook/Pause Key

Press this key to move the cursor down on the message display or to place the FAX System in off-hook mode when transmitting/ receiving the fax manually. You also can use this key to insert a pause when entering another party's number.

25 ▶ Address Book Key

Press this key to move the cursor to the right on the message display or to launch the Address Book when selecting the fax destination.

26 Enter Key

Press this key to confirm your selection.

27 Stop/Clear Key

Press this key to cancel the job during scanning or clear entered characters or numbers. On *basic* screen, press this key to delete all the registered destination.

28 Start Key and Indicator

Press this key to start fax.

2 Preparing to Fax

Perform the required settings described in this chapter before sending a fax for the first time.

This chapter discusses the following topics:

Menu Table

For the system setting menu using in this chapter, refer to the Menu Table below. To access the system setting menu, press **System Menu/Counter**.

NOTE: To perform these settings, press ▲ or ▼ to select the menu/submenu/item and **Enter** to confirm your selection.

Main Menu	Sub Menu1	Sub Menu2	Options	Description	Reference Page
FAX Setting	FAX TX Setting	FAX Line Setting	Tone (DTMF), Pulse (10pps)	Set up the FAX System for the line type corresponding to the telephone service.	*page 2-3*
		TTI	Off, Outside, Inside	Set up printing details for the Transmit Terminal Identifier (TTI).	*page 2-4*
		Local FAX Number	(Numerical Entry of Fax No.)	Enter this fax number.	*page 2-5*
		Local FAX Name	(Text Entry of the Fax Name)	Enter this fax name.	
		Local FAX ID	0000 – 9999	Enter this fax ID.	
Date/Timer Set	Time Zone	–	(Time Zone Selection)	Select the local time zone.	*page 2-7*
	Year/Time	–	Year: 2000 – 2037 Month: 01 – 12 Day: 01 – 31 Hour: 00 – 23 Minute: 00 – 59 Second: 00 – 59	Enter the current date and time.	*page 2-7*

Selecting the Line Type (Inch Model Only)

Choose the line type corresponding to your telephone service. Note that the FAX System cannot send or receive faxes if this setting is incorrect.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX TX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *FAX Line Setting*. Press **Enter**.

5 Press ▲ or ▼ to select the line type. Press **Enter** to complete the setting.


```
FAX Line Setting:    ▲ ▦
 ▦*Tone(DTMF)
 ▦ Pulse(10pps)

[ Cancel ]▨▨▨▨▨▨▨▨
```
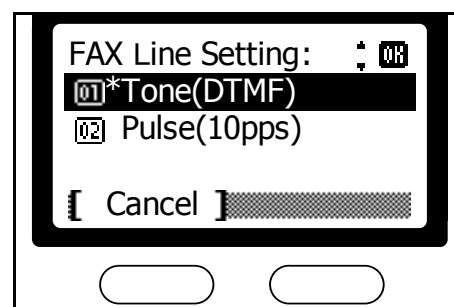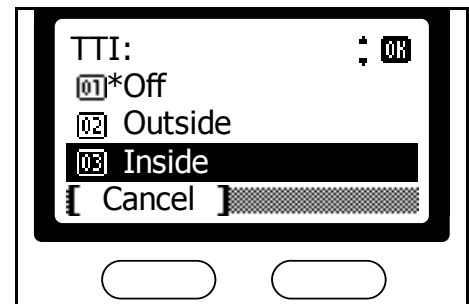
6 Press right **Select** to return to the *basic* screen.

Configuring TTI Settings

TTI (Transmit Terminal Identifier) information identifies the time of transmission, number of pages, and your station name and fax number. It can be sent automatically to the other party's FAX System to be printed on the faxed document. This FAX System lets you choose whether to send TTI information. When selected, TTI information can be printed inside or outside the border of the transmitted page.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX TX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *TTI*. Press **Enter**.

5 Press ▲ or ▼ to select to print or not print TTI information and the position if printed. Next, press **Enter** to complete the TTI setting.

```
TTI:                    ▲ OK
                        ▼
01 *Off
02  Outside
03  Inside
[ Cancel ]
```

NOTE: Select *Outside* to print TTI information outside the border of the transmitted page. Select *Inside* to have TTI information printed inside the border.

**6** Press right **Select** to return to the *basic* screen.

Entering Fax Information (Local Information)

Enter identifying information about your station (fax number, station name, and station ID) here to send this information to the other party automatically (it will be printed on the faxed documents).

Entering your fax number

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX TX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *Local FAX Number*. Press **Enter**.

5 Use the numeric keys to enter the local station number. The maximum length of the local FAX number is 20 digits.
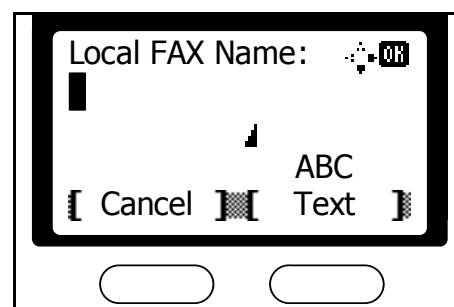
> Local FAX Number:
>
> [Cancel]
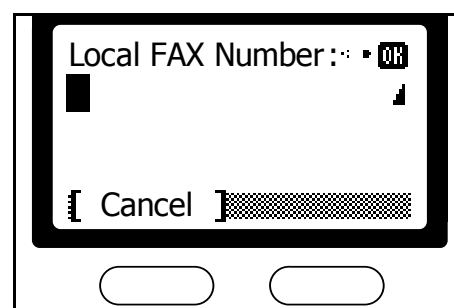
NOTE: You can enter [+] by pressing the asterisk key for an international telephone number.

6 Press **Enter** to complete the fax number setting.

Entering your station name

1 Press ▲ or ▼ to select *Local FAX Name*. Press **Enter**.

2 Enter your station name. The maximum length of the local FAX name is 32 characters.

> Local FAX Name:
>
> ABC
> [Cancel] [Text]

NOTE: For detailed information on entering characters, refer to *Entering Characters* on page **3-20**.

3 Press **Enter** to complete the station name setting.
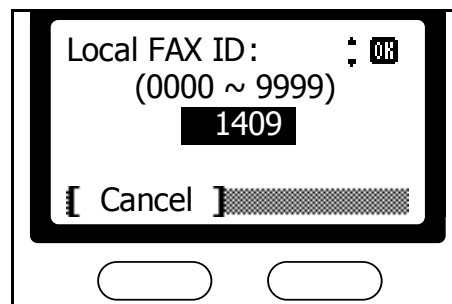
Entering your station ID

> **NOTE:** The local station ID is used for secure communications involving passwords. For more information, refer to *Password-based Communications* on page *5-31*.

1 Press ▲ or ▼ to select *Local FAX ID*. Press **Enter**.

2 Use the numeric keys to enter a four-digit station ID.

```
┌─────────────────────────────┐
│                             │
│  Local FAX ID:      ┊ ▓▓    │
│    (0000 ~ 9999)            │
│         ▐ 1409 ▌            │
│                             │
│  【 Cancel 】▓▓▓▓▓▓▓▓▓▓     │
│                             │
│     ⬭            ⬭          │
└─────────────────────────────┘
```

3 Press **Enter** to complete the station ID setting.

4 Press right **Select** to return to the *basic* screen.

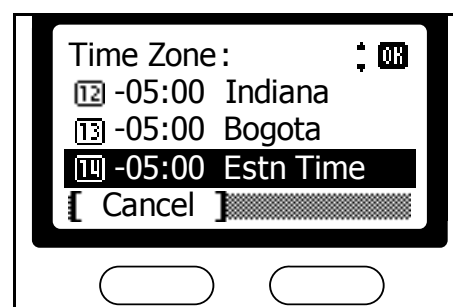# Setting the Current Date and Time (Date & Time Setting)

Set the date and time to appear in the message display. Confirm that the date and time set here are correct (they will serve as the basis for all scheduled transmissions).

IMPORTANT: Periodically check the time that is shown in the message display and adjust as necessary to match the current time.

**NOTE:** Set the time zone before setting the date and time.

Setting the time zone

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Date/Timer Set*. Press **Enter**.

3 Press ▲ or ▼ to select *Time Zone*. Press **Enter**.

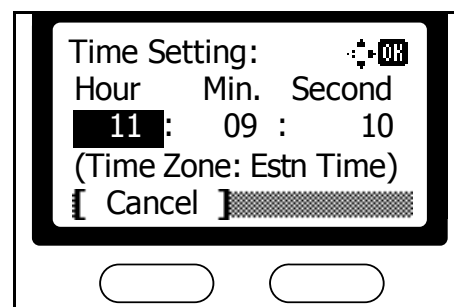**4** Press ▲ or ▼ to select the desired time zone. Press **Enter** to complete the time zone setting.

```
┌─────────────────────────┐
│ Time Zone:          ⬍ OK│
│ 12 -05:00  Indiana      │
│ 13 -05:00  Bogota       │
│ 14 -05:00  Estn Time    │
│ [ Cancel ]▒▒▒▒▒▒▒▒▒▒▒▒  │
└─────────────────────────┘
     ⬭          ⬭
```

Setting date and time

1 Press ▲ or ▼ to select *Year/Time*. Press **Enter**.

2 Press ▲ or ▼ to set the current year. Press ▶.

```
┌─────────────────────────┐
│ Date Setting:       ✛ OK│
│   Year   Month    Day   │
│   2005     01      08   │
│ (Time Zone: Estn Time)  │
│ [ Cancel ]▒▒▒▒▒▒▒▒▒▒▒▒  │
└─────────────────────────┘
     ⬭          ⬭
```

3 Press ▲ or ▼ to set the current month. Press ▶.

4 Press ▲ or ▼ to set the current day. Press **Enter**.
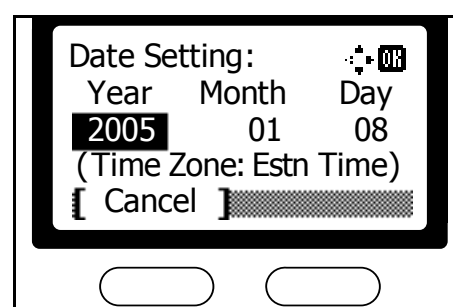
5   Press ▲ or ▼ to set the current
        hour. Press ▶.

```
┌─────────────────────────────────┐
│ Time Setting:          ✛·OK      │
│ Hour      Min.   Second          │
│  ▋11 ▋ :   09  :    10           │
│ (Time Zone: Estn Time)           │
│ [ Cancel ]▒▒▒▒▒▒▒▒▒▒▒▒▒          │
│                                  │
│   (         )     (        )     │
└─────────────────────────────────┘
```

6   Press ▲ or ▼ to set the current minute. Press ▶.

7   Press ▲ or ▼to set the current second. Press **Enter** to complete the time
        setting.

8   Press right **Select** to return to the *basic* screen.

3 Basic Operation

This chapter discusses the following topics:

Menu Table

For the system setting menu using in this chapter, refer to the Menu Table below. To access the system setting menu, press **System Menu/Counter**.

NOTE: To perform these settings, press ▲ or ▼ to select the menu/submenu/item and **Enter** to confirm your selection.

| Main Menu	Sub Menu1	Sub Menu2	Options	Description	Reference Page
Edit Address book[†]	Menu	Add Address	–	Add a destination to the Address Book.	*page 3-25*
			(Text Entry)	Enter recipient names.	*page 3-25*
			(Numerical Entry)	Enter destination fax numbers.	*page 3-25*
			001 – 120	Assign addresses.	*page 3-25*
			(Numerical Entry)	Enter subaddresses.	*page 3-25*
			(Numerical Entry)	Enter subaddress passwords.	*page 3-25*
			On, Off	Set up encrypted communication.	*page 3-25*
			Key01 – Key20	Select the encryption key.	*page 3-25*
			On, Off	Set up an encryption box.	*page 3-25*
			0000 – 9999	Select an encryption box.	*page 3-25*
			33600bps, 14400bps, 9600bps	Select a transmission speed.	*page 3-25*
			On, Off	Set up ECM communication.	*page 3-25*
Edit Address book	(Destination Selection)	Detail[†]	(Text Entry)	Edit recipient names.	*page 3-32*
			(Numerical Entry)	Change destination fax numbers.	*page 3-32*
	(Destination Selection)[†]	Menu	–	Delete a destination from the Address Book.	*page 3-33*

| Main Menu	Sub Menu1	Sub Menu2	Options	Description	Reference Page
Edit Address book†	Menu	Add Address	–	Add a new group to the Address Book.	*page 3-33*
			(Text Entry)	Enter group names.	*page 3-33*
			(Assigning Members)	Assign group members.	*page 3-33*
			001 – 120	Assign addresses.	*page 3-33*
Edit Address book	(Group Selection)	Detail†	(Text Entry)	Edit group names.	*page 3-37*
			(Editing Members)	Edit group member names.	*page 3-37*
	(Group Selection)†	Menu	–	Delete a group from the Address Book.	*page 3-37*

†. Press right **Select**.

Sending Documents

The basic method for sending documents is described below.

1 Press **Send**. The **Send** indicator is lit, and the FAX System enters Send mode.
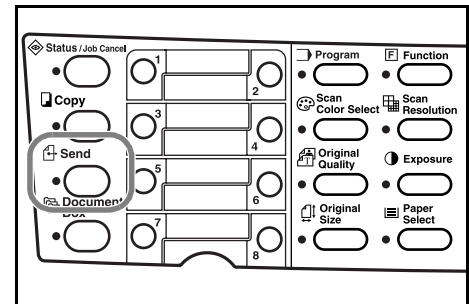
The *Send* screen is displayed on the message display.

```
Ready to send.
              2005/01/08 11:09


    Left            Off
[Placemnt]  [ Subject ]
```
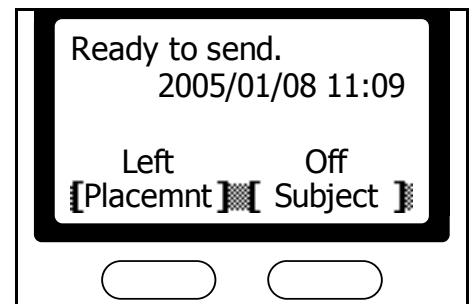
2 Choose the fax mode. Select from memory transmission mode or direct transmission mode. (The default setting is memory transmission mode.) To choose direct transmission mode, follow the procedure given in *Direct Transmission* on page **4-7**.

Memory transmission mode

The FAX System scans the original document into memory before dialing the other party's fax number. You can choose multiple recipients in this convenient mode. When the FAX System finishes scanning the original document into memory, the document is ejected while transmission is underway.

Direct transmission mode

The FAX System contacts the other party before scanning the original document. When sending multiple pages, the FAX System sends one full page before scanning the next.
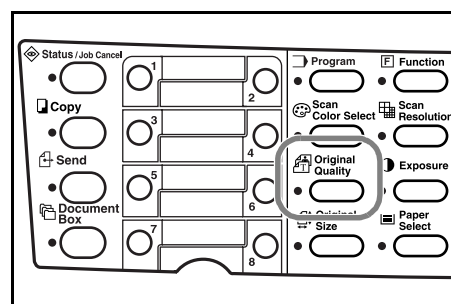
3 Place the original document to transmit in the document processor or on the platen.
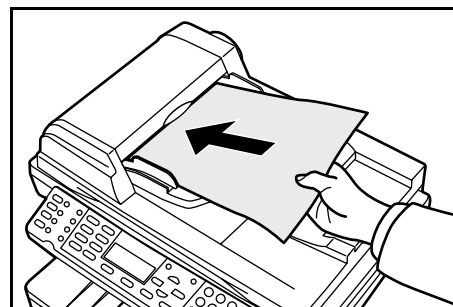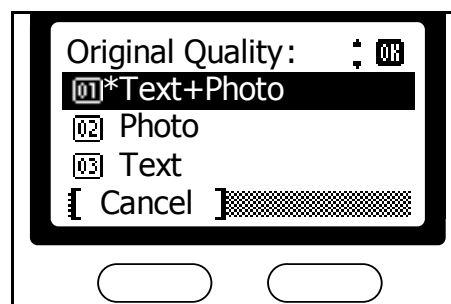

NOTE: To avoid the part of the original document from missing, confirm that the size of original documents matches the size configured with the original size selection. For details, refer to *Select the Original Size* on page *3-13*.

4 Press **Original Quality**.

**5** Press ▲ or ▼ to select the document image quality. Press **Enter**.

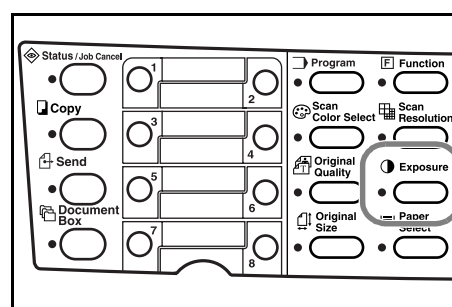| Item	Description
Photo	Select this mode if the original contains mainly photographs. The scan resolution is set to 200 × 200 Fine. Document exposure must be set manually.
Text	Select this mode if the original contains mainly text.
Text + Photo	For fax transmissions, this setting is equivalent to *Text*.
OCR	For fax transmissions, this setting is equivalent to *Text*.

6 Press **Scan Resolution**.
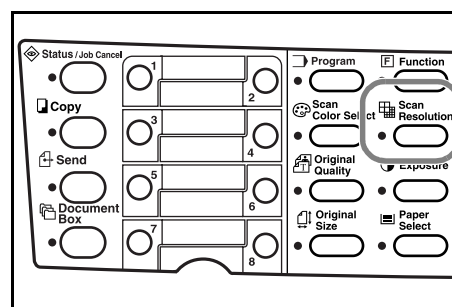
7 Press ▲ or ▼ to select the desired scan resolution. Press **Enter**.

Scan Resolution: 　 03
01 *200x100 Normal
02 200x200 Fine
03 200x400 Sup Fine
〔 Cancel 〕
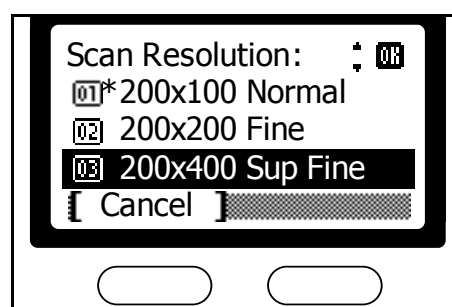
NOTE: Select a resolution from *200 × 100 Normal*, *200 × 200 Fine*, *200 × 400 Sup Fine* or *400 × 400 Ult Fine*.
If you select *300 × 300* or *600 × 600*, scan resolution is automatically changed to lower resolution (e.g. *300 × 300* is changed to *200 × 400 Sup Fine*.) when you select fax as a destination. In addition, if you choose *Photo* in original quality setting, the resolution is fixed to *200 × 200 Fine*.
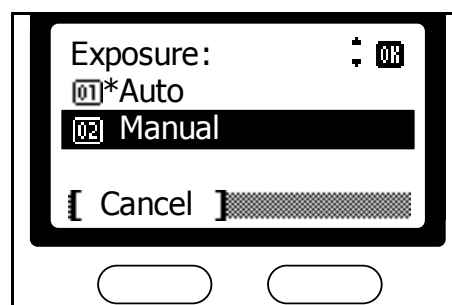
8 Press **Exposure**.

**9** Press ▲ or ▼ to select *Auto* or *Manual*. Press **Enter**.

If you selected *Manual*, go to step 10.

If you selected *Auto*, skip to step 11.

Exposure: 　 03
01 *Auto
02 Manual
〔 Cancel 〕

Mode	Description
Auto	If you select this mode, the optimal document exposure is set automatically for the particular document. You cannot select *Auto* if *Photo* is selected for document image quality.
Manual	Select document exposure settings from seven exposure levels if the grays are not clear.

10 Press ▲ or ▼ to select the desired document exposure. Press **Enter**.
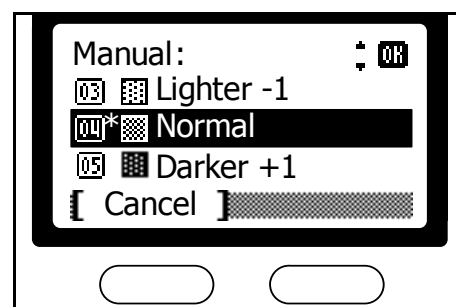
11 Press ◄ **Destination**.
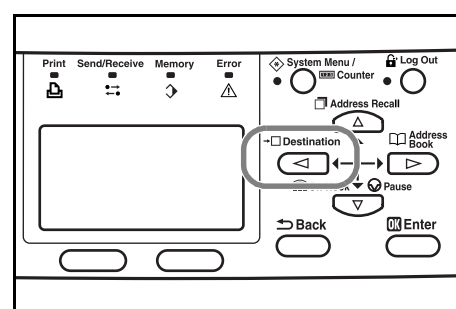
NOTE: If you select *FAX* in the initial destination settings, the message display changes to a fax number entry screen when you enter the first fax number using the numeric keys. For details, refer to the ***Advanced Operation Guide***.

12 Press ▲ or ▼ to select *FAX*. Press **Enter**.

13 Enter the fax number using the numeric keys. The maximum length of the fax number is 64 digits.

Press **Stop/Clear** to delete the entire number.

Pressing ▼ **pause** inserts a 3-second pause when dialing the fax number. Use this function to set a waiting time for automatic response sequences.
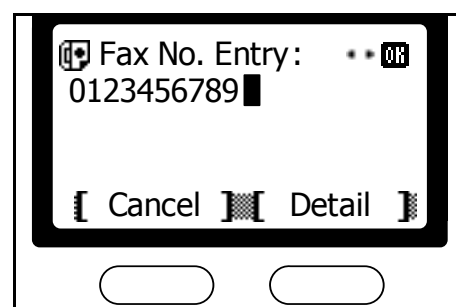
> **NOTE:** To configure the detailed transmission settings such as subaddresses, perform the procedure given in *Detailed Transmission Settings* on page **3-8**.

Besides entering the other party's fax number using the numeric keys, you can dial using the following methods:

- Dialing from the Address Book...*page 3-24*
- Manual redial...*page 3-39*
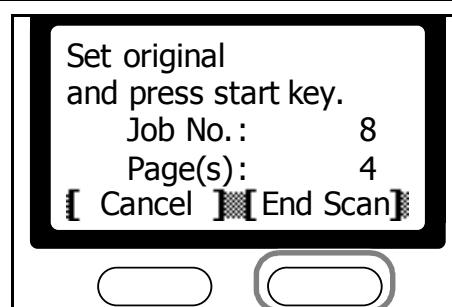- One-touch dial...*page 4-15*
- Program...*page 4-23*

14 Press **Start** to start fax.
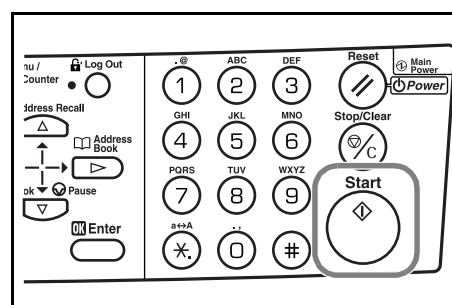
> **NOTE:** When you select continuous scanning, a confirmation screen will prompt you to continue scanning the original document after you press **Start**.
> To continue scanning, change original document and press **Start**.
> If you are finished scanning, press right **Select**.
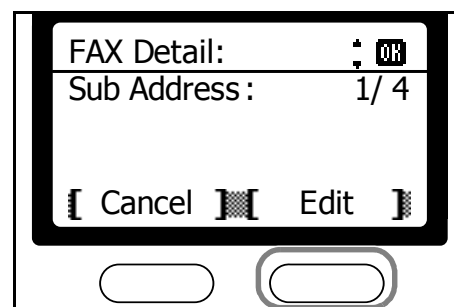

Detailed Transmission Settings

After entering the other party's fax number, you can complete settings for the subaddress, encrypted communication, transmission speed, and ECM communication.
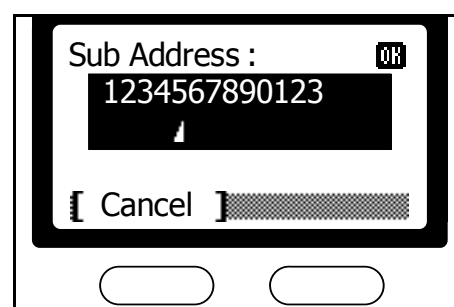
Entering the Subaddress

Enter the subaddress and the password for subaddress confidential communication. For details on subaddress communication and subaddress confidential communication, refer to **chapter 5 Advanced Functions**.

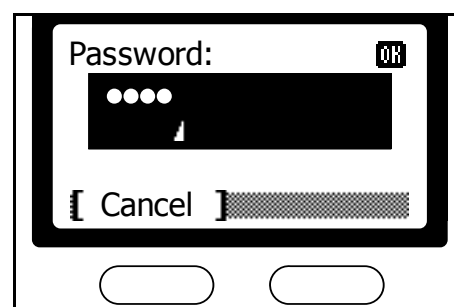**1** Press right **Select** on the destination fax input screen.

2 Press ▲ or ▼ to display *Sub Address*. Press right **Select**.

```
FAX Detail:        ⁞ ▥
Sub Address :      1/ 4


【 Cancel 】▩【  Edit   】
```

3 Enter the number for Subaddress. Press **Enter**.

```
Sub Address :       ▥
 1234567890123
        ◢

【 Cancel 】▨▨▨▨▨▨
```

4 Enter the number for Password. Press **Enter**.

```
Password:           ▥
 ●●●●
        ◢

【 Cancel 】▨▨▨▨▨▨
```

5 Press **Enter** to return to the destination fax input screen.

Setting encrypted communications

Enter the encryption key and encryption box for encrypted communication. For details on encrypted communication, refer to *chapter 5 Advanced Functions*.

1 Press right **Select** on the destination fax input screen.

2 Press ▲ or ▼ to display *Encryption*. Press right **Select**.

```
FAX Detail:        ⁞ ▥
Encryption:        2/ 4
Off

【 Cancel 】▩【  Edit   】
```

3 Press ▲ or ▼ to select *On*. Press **Enter**.

```
Encryption:        ▲ OK
 01 *Off
 02  On


[ Cancel ]▓▓▓▓▓▓▓▓▓
```

4 Press ▲ or ▼ to select the desired encryption key. Press **Enter**.

```
Encrypt. Key No.:  ▲ OK
 02 *Key02
 03  Key03
 04  Key04
[ Cancel ]▓▓▓▓▓▓▓▓▓
```

5 Press ▲ or ▼ to select *On* or *Off*. Press **Enter**.

Choose *Off* if the recipient does not support encryption box.

```
Encryption Box:    ▲ OK
 01 *Off
 02  On


[ Cancel ]▓▓▓▓▓▓▓▓▓
```

Choose *On* if the recipient supports encryption box. On the next screen, use the numeric keys to enter the box number. Press **Enter**.

```
Box Number Entry : ▲ OK
    (0000 ~ 9999)
        0000

[ Cancel ]▓▓▓▓▓▓▓▓▓
```

NOTE: When sending the documents to the same model as the FAX System in encrypted communication, be sure the encryption box setting is set to *Off*.

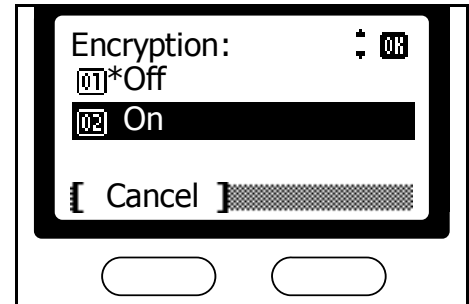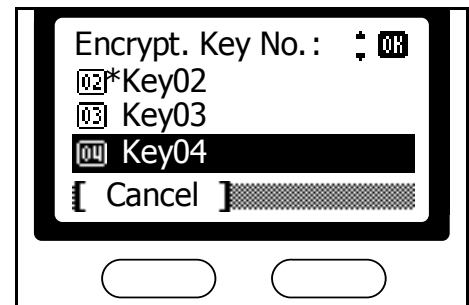**6** Press **Enter** to return to the destination fax input screen.
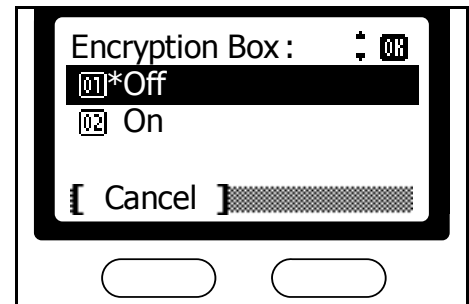
Setting the communication speed

Enter the initial transmission speed.

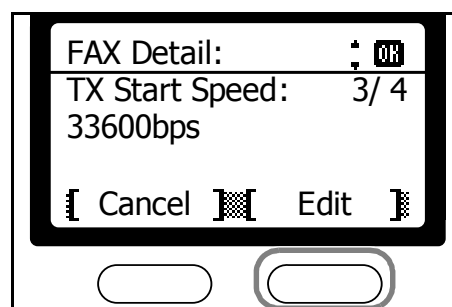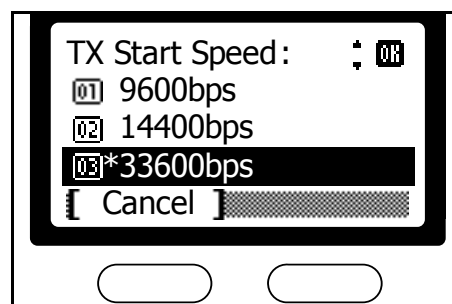**1** Press right **Select** on the destination fax input screen.

2 Press ▲ or ▼ to display *TX Start Speed*. Press right **Select**.

```
FAX Detail:          ⋮ 回
TX Start Speed:     3/ 4
33600bps

[ Cancel ]▨[   Edit   ]
```

3 Press ▲ or ▼ to select the desired initial communication speed. Press **Enter**.

```
TX Start Speed:      ⋮ 回
 01 9600bps
 02 14400bps
 03*33600bps
[ Cancel ]▨▨▨▨▨▨▨
```

4 Press **Enter** to return to the destination fax input screen.

Selecting ECM communication

Select whether to use ECM (Error Correction Mode) when sending documents.

1 Press right **Select** on the destination fax input screen.

2 Press ▲ or ▼ to display *ECM*. Press right **Select**.

```
FAX Detail:          ⋮ 回
ECM:                4/ 4
On

[ Cancel ]▨[   Edit   ]
```

3 Press ▲ or ▼ to select *On* or *Off*. Press **Enter**.

Select *On* to enable ECM communication.

```
ECM:                 ⋮ 回
 01*Off

 02 On

[ Cancel ]▨▨▨▨▨▨▨
```
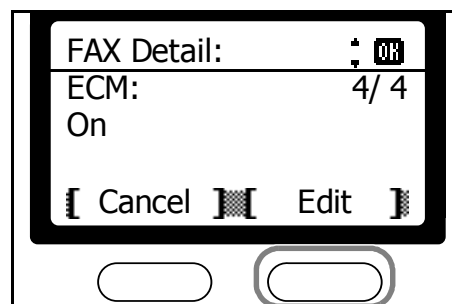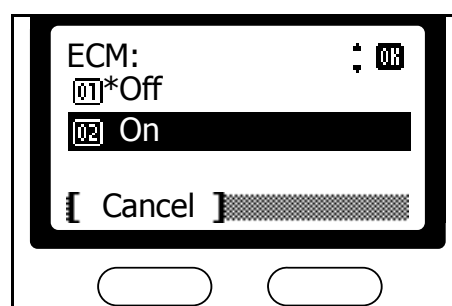
4   Press **Enter** to return to the destination fax input screen.

Select the Original Size

The original size is the physical size of the original. Since this setting defines the area to be scanned, it must match the physical size of the original. The following sizes are supported:

Letter, Legal, Statement, A4, A5, A6, B5, B6, Folio, OficioII, Executive, ISO B5, 16K, Envelope #10, Envelope #9, Envelope Monarch, Envelope #6, Envelope C5, Envelope DL, Hagaki, Oufukuhagaki, Youkei 2, Youkei 4, and Custom
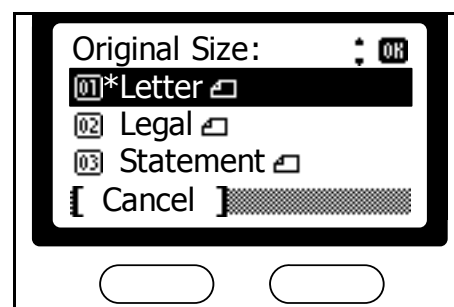
1 Press **Send**.

2 Press **Original Size**.

3 Press ▲ or ▼ to select the original size. Press **Enter** to return to the *basic* screen.

```
Original Size:        ⁞ OK
01 *Letter ⤏
02  Legal ⤏
03  Statement ⤏
[ Cancel ]▒▒▒▒▒▒▒▒▒▒▒
```

NOTE: Select *Others* to display the *Others* screen. Here, you can choose postcard, envelope, or registered custom sizes.

Select the Size for Fax

You can specify the size at which the document will be faxed. Supported sizes are as follows:

Same as Original, Letter, Legal, Statement, A4, A5, A6, B5, B6, Folio, OficioII, Executive, ISO B5, 16K, Envelope #10, Envelope #9, Envelope Monarch, Envelope #6, Envelope C5, Envelope DL, Hagaki, Oufukuhagaki, Youkei 2, Youkei 4, and Custom

NOTE: When sending fax, we recommend you to select *Same as Original*.

1 Press **Send**.

2 Press **Function**.

3 Press ▲ or ▼ to select *Send Size*. Press **Enter**.

4 Press ▲ or ▼ to select the size to scan documents for transmission. Press **Enter**.
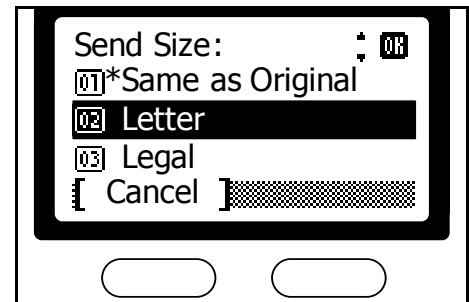
```
Send Size:          ▲ OK
01 *Same as Original
02  Letter
03  Legal
[  Cancel  ]
```

NOTE: Select *Others* to display the *Others* screen. Here, you can choose postcard, envelope, or registered custom sizes.
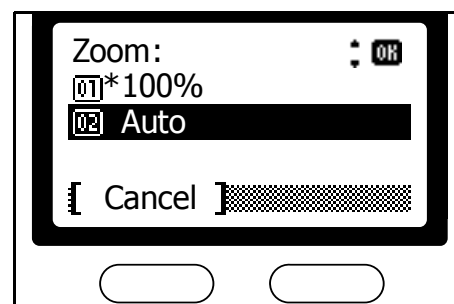
5 Press right **Select** to return to the *basic* screen.

Zoom Transmission

Follow these steps to scan the document in enlarged or reduced format for fax. The following zoom options are available.

Mode	Description
100%	Fax at original size.
Auto	Automatically adjust the size as faxed to match the document size.

1 Place the original document to transmit in the document processor or on the platen.

2 Press **Send**.

3 Press **Function**.

4 Press ▲ or ▼ to select *Zoom*. Press **Enter**.

5 Press ▲ or ▼ to select *100%* or *Auto*. Press **Enter**.

```
Zoom:              ‡ 🔲
🔲*100%
🔲 Auto

[ Cancel ]▒▒▒▒▒▒▒
```

6 Press right **Select** to return to the *basic* screen.
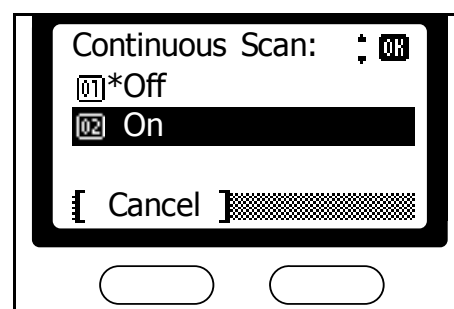
Continuous Scanning

Use Continuous Scan to send multiple original document placing on the platen.

NOTE: For instructions on using continuous scanning mode, refer to *Sending Documents* on page **3-4**.

---

1 Press **Send**.

2 Press **Function**.

3 Press ▲ or ▼ to select *Continuous Scan*. Press **Enter**.

4 Press ▲ or ▼ to select *On*. Press **Enter**.

```
┌─────────────────────────────┐
│ Continuous  Scan:    ⁞ ▦    │
│ ▥*Off                       │
│ ▨ On                        │
│                             │
│ [ Cancel ]▨▨▨▨▨▨▨▨▨▨        │
│                             │
│   ⬭              ⬭          │
└─────────────────────────────┘
```

5 Press right **Select** to return to the *basic* screen.

Automatic Fax Reception

To use the FAX System for fax communications only, select Automatic Fax Reception mode. In this mode, no user operations are required to receive faxes.

NOTE: Before faxes can be received automatically, you must select *Auto (Normal)* using the method described in *Fax Reception Mode* on page **7-14**.

The FAX System provides the following modes to receive a fax:

- Automatic Fax Reception
- Manual Fax Reception...*page 4-14*
- Auto FAX/TEL Switching...*page 7-14*
- Auto FAX/Answering Machine Switching...*page 7-15*
- DRD Reception...*page 7-16*

To change reception modes, follow the procedure given in *Fax Reception Mode* on page **7-14**.

Delayed delivery

If received documents cannot be output because the FAX System has run out of paper or due to paper jam, the FAX System will temporarily store received documents in memory. The documents are printed later when printing becomes available.

Canceling Communications

Enables canceling communication in progress. The method for canceling depends on whether transmission was initiated from memory transmission mode or direct transmission mode. Different methods for canceling communications are described below.

NOTE: For instructions on canceling timer-based transmission jobs, refer to *Deleting a Job in Memory* on page *4-11*.

Canceling Memory Transmission

Transmissions initiated from memory transmission mode are processed in the background. Background processes must be canceled in Status/Job Cancel mode. Perform the following procedure to cancel the transmission.
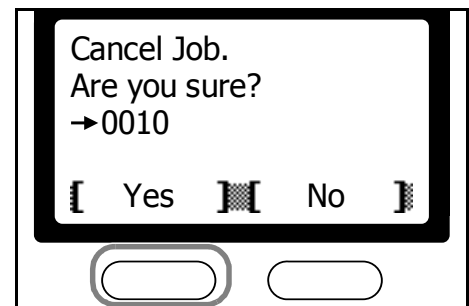
1 Press **Status/Job Cancel**.

2 Press ▲ or ▼ to select *Send Job Status*. Press **Enter**.

3 Press ▲ or ▼ to select the job to cancel. Press left **Select**.

NOTE: To check transmission details, press right **Select**. Refer to *Send Job Status* on page *5-47* for details.

4 Press left **Select** to cancel transmission of that particular job.

```
Cancel Job.
Are you sure?
→0010

[   Yes   ][   No   ]
```

Canceling Direct Transmission

All transmissions initiated from direct transmission mode are processed in the foreground, and the status of these transmissions is always indicated on the message display. Perform the following procedure to cancel the transmission.

1 Press **Send**. The **Send** indicator is lit and the FAX System enters Send mode.

2 The transmission status is shown on the message display. Confirm the details.

3 Press left **Select** or **Stop/Clear** to stop transmission. Any documents placed in the document processor are ejected.
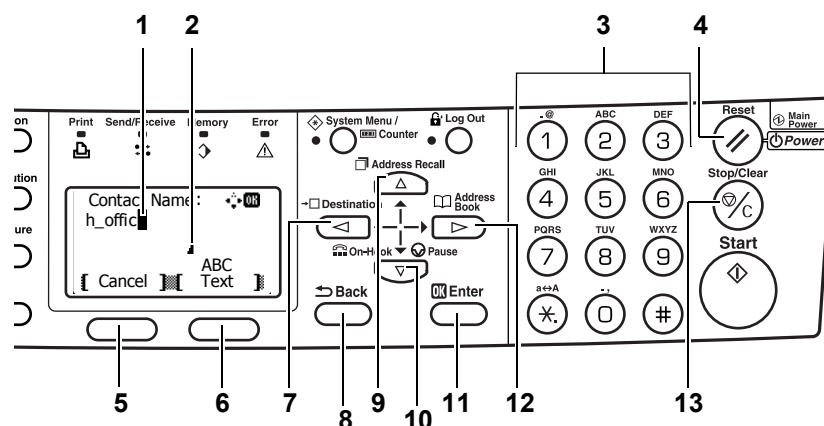
Scanning.

Job No.: 0007

〖 Cancel 〗
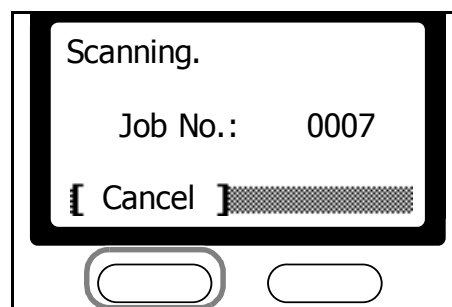
Entering Characters

To edit Address book, etc., the characters are entered using the numeric keys. To move the cursor, use ◀, ▶, ▲ and ▼.

Input screen and key functions

This section explains screen elements and the functions of keys on the control panel during character entry.

1   Cursor

Characters are entered at the cursor position. To delete a character, move the cursor to the location of the corresponding character and press **Stop/Clear**.

2   Character Limit Icon

Indicates when you have entered the maximum number of characters. You can continue to enter characters until this icon appears.

3   Numeric Keys

Use numeric keys to enter characters. Refer to *Character Input Modes* on page *3-21* for a list of the characters available for each key.

4   Reset/Power Key

Press this key to clear the entry and exit input mode.

5   Left Select Key

Press this key to access options displayed on the bottom of the message display and to select the left item.

6   Right Select Key

Press this key to switch between character input modes.

7   ◀ Key

Press this key to move the cursor left in the message display.

8   Back key

Press this key to go one level back (higher) from the current menu.

9   ▲ Key

Press this key to move the cursor up in the message display.

10   ▼ Key

Press this key to move the cursor down in the message display.

11   Enter Key

Press this key to enter the currently selected character.

12   ▶ Key

Press this key to move the cursor to the right in the message display.

13   Stop/Clear Key

Press this key to delete the currently selected character. If the cursor is at an open position, the character to the left of the cursor is deleted.

Character Input Modes

Use one of these three character input modes to enter characters. Press right **Select** to switch between character input modes.

Mode	Available characters
Alphabetic/Symbol *Text → ABC*	Refer to *List of Character Assignments* on page **3-21**.
Numeric *Text → 123*	Numbers can be entered by pressing the corresponding key on the numeric keys. This is convenient when entering long numbers.
Symbol *Text → Symbols*	Special characters can be entered from the Symbol List. (space) ! ” # $ % & ’ ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } ~

List of Character Assignments

The following characters can be entered using the numeric keys:

Key	Input mode	Available characters
①.@1	Alphabetic/Symbol	. @ - _ / : ~ 1
	Numeric	1

Key	Input mode	Available characters
ABC 2	Alphabetic/Symbol	a b c A B C 2
	Numeric	2
DEF 3	Alphabetic/Symbol	d e f D E F 3
	Numeric	3
GHI 4	Alphabetic/Symbol	g h i G H I 4
	Numeric	4
JKL 5	Alphabetic/Symbol	j k l J K L 5
	Numeric	5
MNO 6	Alphabetic/Symbol	m n o M N O 6
	Numeric	6
PQRS 7	Alphabetic/Symbol	p q r s P Q R S 7
	Numeric	7
TUV 8	Alphabetic/Symbol	t u v T U V 8
	Numeric	8
WXYZ 9	Alphabetic/Symbol	w x y z W X Y Z 9
	Numeric	9
0	Alphabetic/Symbol	. , - _ ' ! ? _ 0
	Numeric	0
a↔A ✳.	Alphabetic/Symbol	Switch between upper/lower case
	Numeric	✳.
#	Alphabetic/Symbol/Numeric	#

Character Input Procedure

Follow the steps given below to enter characters for destination names and other text input. This example uses the *List of Character Assignments* on page *3-21* to enter the destination name (h_office show room). The character changes each time a particular key is pressed, so press ▶ or another numeric keys key to register individual characters. Repeat this operation until all characters have been entered.

1 The following procedure illustrates how to enter a destination name. (You must first access the *Contact Name* screen.) The procedure for accessing the *Contact Name* screen is described on *page 3-25*.

```
Contact Name:       ⊹ ▥

█

                        ▟
                   ABC
【 Cancel 】▨【  Text   】

    ⬭             ⬭
```
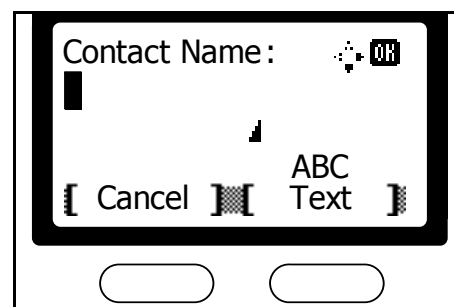
2 Press the ④ key 2 times. *h* is displayed.

3 Press the ① key 4 times. _ is displayed.

4 Press the ⑥ key 3 times. *o* is displayed.

5 Press the ③ key 3 times. *f* is displayed.

6 Press ▶. The cursor moves one space to the right.

To enter the same character consecutively, press ▶ to move the cursor. Enter the character once again.

7 Press the ③ key 3 times. *f* is displayed.

8 Press the ④ key 3 times. *i* is displayed.

9 Press the ② key 3 times. *c* is displayed.

10 Enter the rest of the characters in the same way and press **Enter**.

Registered will appear before you return to the *basic* screen.

```
Contact Name:       ⊹ ▥
h_office show room █

                  ▟
                 ABC
【 Cancel 】▨【 Text  】

    ⬭             ⬭
```
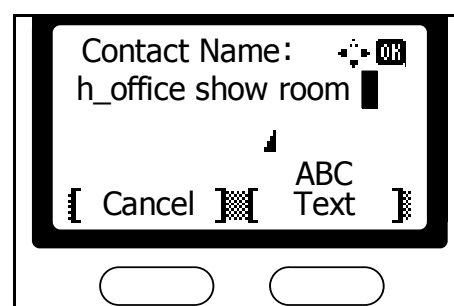
Address Book

Enables entering fax numbers in the Address Book to use them with scanner functions. The Address Book is useful in managing fax numbers, e-mail addresses, and the folders used with Scan to PC.

Searching for Destinations in the Address Book

To select a fax destination from the Address Book, perform the following procedure.

1 Press **Send**. The **Send** indicator is lit, and the FAX System enters Send mode.

2 Press ▶ **Address Book**.
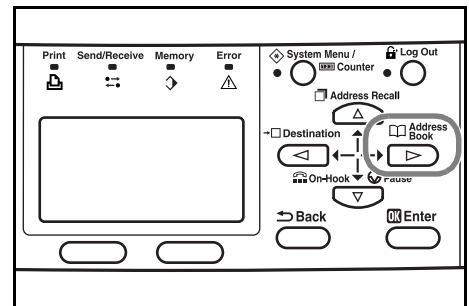
NOTE: If external address books are used with the FAX System, a screen for address book selection is displayed. Press ▲ or ▼ to select the desired address book. Press **Enter**.

3 Press ▲ or ▼ to select the destination party and press **Enter**.

NOTE: To check the entered information, select the party to review and press right **Select**.
Press ▲ or ▼ to select *Detail*. Press **Enter** to display the details.

4 After confirming the entered information, press **Enter** to add the party. To send a fax to another party, repeat steps 2 to 4 to add another party.
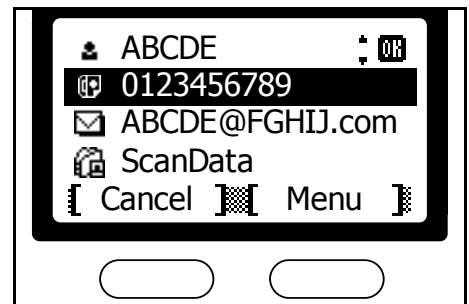
To search for the other party by name:

1 Press ▶ **Address Book**.

2 Press right **Select** to display the *Menu* screen.

3 Press ▲ or ▼ to select *Search (Name)*. Press **Enter**.

```
Menu:                   : 
  01  Select
  02  Detail
  03  Search(Name)
[ Cancel ]
```
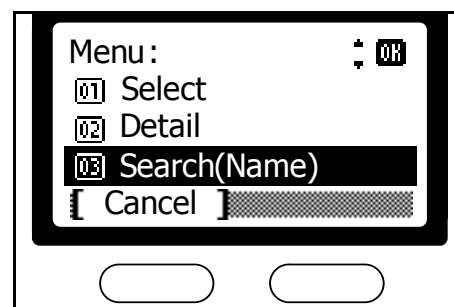
4 Enter the first few characters of the name of the party you are searching for. Press **Enter**.

This search is case-sensitive.

```
Search(Name):          
TTT

                        ABC
[ Cancel ][  Text  ]
```
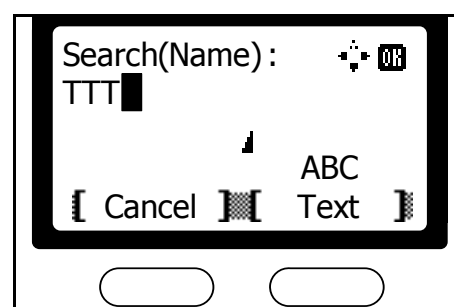
5 Press ▲ or ▼ to select the party. Press **Enter**.

```
Address Book:           : 
  ▲  TTT
  ▲  UUU
  ▲  VVV
[ Cancel ][  Menu  ]
```
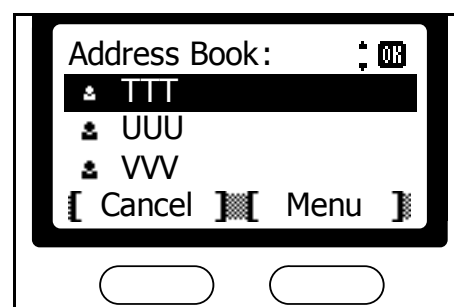
6 After confirming the information to be entered, press **Enter** to add the party.

Entering Destinations in the Address Book

To enter fax recipients in the Address Book, perform the following procedure.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Edit Addressbook*. Press **Enter**.

3 Press right **Select**.

4 Press ▲ or ▼ to select *Add Address*. Press **Enter**.

5 Press ▲ or ▼ to select *Contact*. Press **Enter**.

Add Address
01 Contact
02 Group

[Cancel]
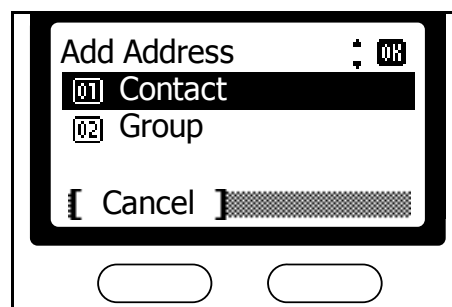
6 Press ▲ or ▼ to display *Contact Name*. Press right **Select**.

Detail:
Contact Name: 1/ 6

[Cancel][Edit]
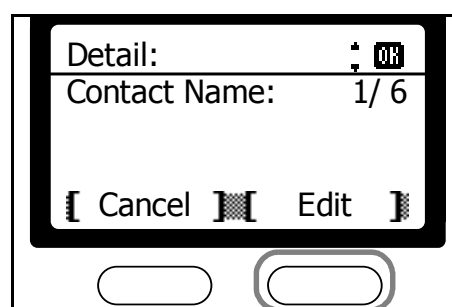
7 Enter the destination name. Press **Enter**.
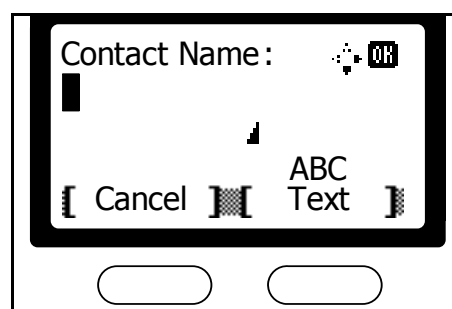
Contact Name:

ABC
[Cancel][Text]

NOTE: For detailed information on entering characters, refer to *Entering Characters* on page *3-20*.

8 Press ▲ or ▼ to display *FAX Number*. Press right **Select**.

Detail:
FAX Number: 2/ 6

[Cancel][Edit]
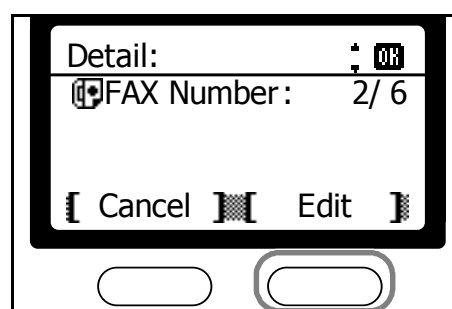
9 Enter the fax number using the numeric keys.

Press **Stop/Clear** to delete the entire number.

Press ▼ **pause** to insert a 3-second pause when dialing the fax number. Use this function to set a wait time in an automatic response sequence.

```
┌─────────────────────────┐
│ FAX No. Entry:    ·: ·OK │
│ █                        │
│                ◢         │
│ 【 Cancel 】【 Detail 】 │
│   ⬭          ⬭           │
└─────────────────────────┘
```
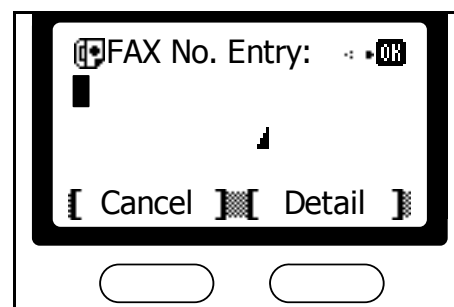
NOTE: To complete settings for subaddresses and other advanced transmission settings, perform the procedures described in *Detailed Transmission Settings* on page **3-28**.

10 Press **Enter**.

11 Press ▲ or ▼ to display *Address Number*. Press right **Select**.

```
┌─────────────────────────┐
│ Detail:           ⦂ OK  │
│ Address Number:   6/ 6   │
│ 53                       │
│                          │
│ 【 Cancel 】【  Edit  】 │
│   ⬭          ⬭           │
└─────────────────────────┘
```
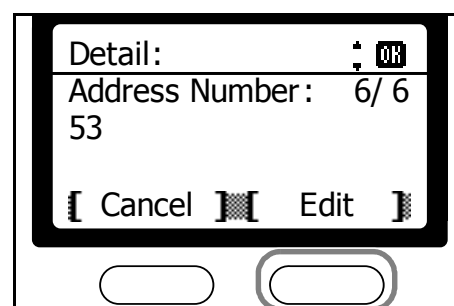
12 Enter the address number to be registered using the numeric keys. Press **Enter**.

```
┌─────────────────────────┐
│ Address Number:   ⦂ OK  │
│     (001 ~ 120)          │
│        53                │
│                          │
│ 【 Cancel 】▓▓▓▓▓▓▓▓▓▓  │
│   ⬭          ⬭           │
└─────────────────────────┘
```
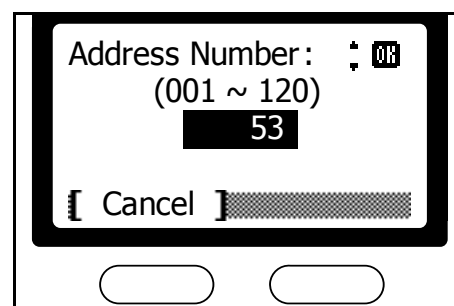
NOTE: If you enter a previously entered address number, an error message is displayed. In this case, choose a different address number.

13 Enter e-mail addresses and the folder for saving documents sent to computers.

NOTE: For detailed information on entering e-mail addresses and folders for saving documents sent to computers, refer to the ***Advanced Operation Guide***.

14 Press **Enter**.

```
Detail:              ┆ OK
  FAX Number      2/ 6
0123456789


【 Cancel 】【   Edit   】
```
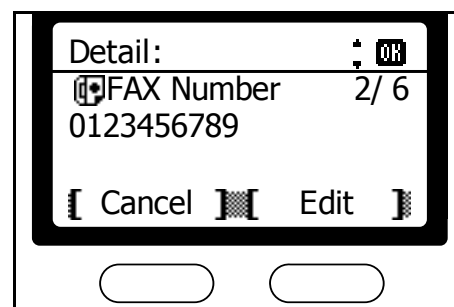
15 To enter another destination, repeat steps 3 to 14.

Press left **Select** to complete the entry. The message display returns to the *basic* screen.

Detailed Transmission Settings

When entering fax number, you can also configure settings for the subaddress, encrypted communication, transmission speed, and ECM communication.

Setting the Subaddress

Enter the subaddress and password required for subaddress confidential communication.

1 Press right **Select** on the destination fax input screen.
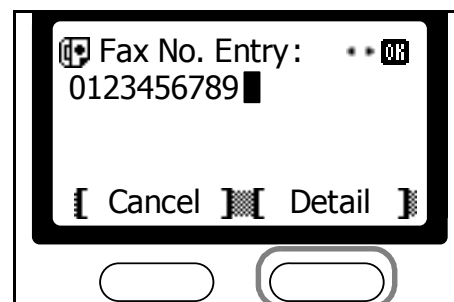
```
  Fax No. Entry:    ·· OK
0123456789█



【 Cancel 】【  Detail  】
```

2 Press ▲ or ▼ to display *Sub Address*. Press right **Select**.

```
FAX Detail:          ┆ OK
Sub Address:       1/ 4



【 Cancel 】【   Edit   】
```

3 Enter the number for Subaddress.
Press **Enter**.

```
┌─────────────────────────────┐
│ Sub Address :           OK  │
│  1234567890123              │
│              ◢              │
│                             │
│ 【 Cancel 】▓▓▓▓▓▓▓▓▓▓▓▓▓   │
└─────────────────────────────┘
     ◯             ◯
```

4 Enter the number for Password.
Press **Enter**.

```
┌─────────────────────────────┐
│ Password:               OK  │
│  ●●●●                       │
│        ◢                    │
│                             │
│ 【 Cancel 】▓▓▓▓▓▓▓▓▓▓▓▓▓   │
└─────────────────────────────┘
     ◯             ◯
```
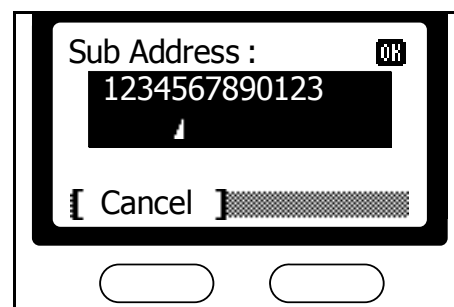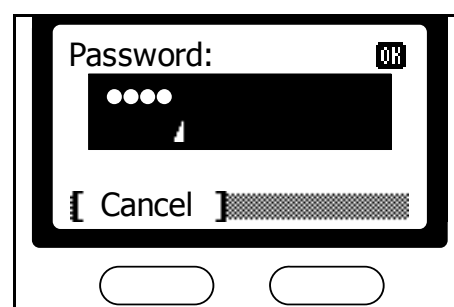
5 Press **Enter** to return to the destination fax input screen.

Setting up encrypted communication

Enter the encryption key and encryption box for use in encrypted communication.

1 Press right **Select** on the destination fax input screen.

```
┌─────────────────────────────┐
│ 📠 Fax No. Entry:    ･･ OK  │
│  0123456789■                │
│                             │
│                             │
│ 【 Cancel 】▓【 Detail  】   │
└─────────────────────────────┘
     ◯           ⬭
```
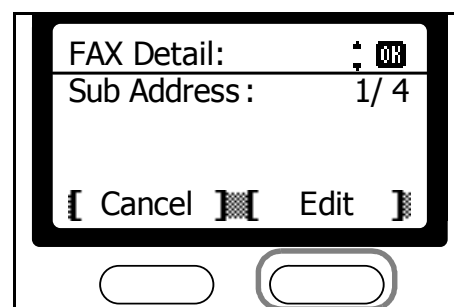
2 Press ▲ or ▼ to display
Encryption. Press right **Select**.

```
┌─────────────────────────────┐
│ FAX Detail:          ┆ OK   │
│ Encryption:          2/ 4   │
│ Off                         │
│                             │
│ 【 Cancel 】▓【  Edit   】   │
└─────────────────────────────┘
     ◯           ⬭
```

3 Press ▲ or ▼ to select *On*. Press **Enter**.

```
Encryption:        ⁝ ☐
 ⎕⎤*Off
 ⎕⎵ On

【 Cancel 】▨▨▨▨▨▨▨
```

4 Press ▲ or ▼ to select the desired encryption key. Press **Enter**.

```
Encrypt. Key No.:  ⁝ ☐
 ⎕⎵*Key02
 ⎕⎴ Key03
 ⎕⎴ Key04
【 Cancel 】▨▨▨▨▨▨▨
```

5 Press ▲ or ▼ to select *On* or *Off*. Press **Enter**.

Choose *Off* if the recipient does not support encryption box.

```
Encryption Box:    ⁝ ☐
 ⎕⎤*Off
 ⎕⎵ On

【 Cancel 】▨▨▨▨▨▨▨
```

Choose *On* if the recipient supports encryption box. On the next screen, use the numeric keys to enter the box number. Press **Enter**.

```
Box Number Entry : ⁝ ☐
     (0000 ~ 9999)
        0000

【 Cancel 】▨▨▨▨▨▨▨
```

NOTE: When sending the documents to the same model as the FAX System in encrypted communication, be sure the encryption box setting is set to *Off*.

6 Press **Enter** to return to the destination fax input screen.
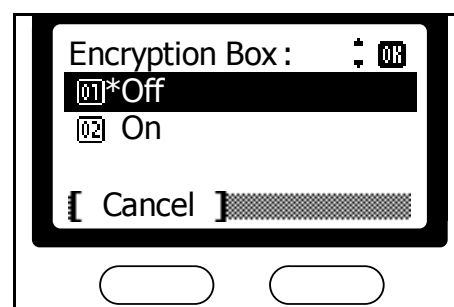
Setting the communication speed

Set the initial fax transmission speed.
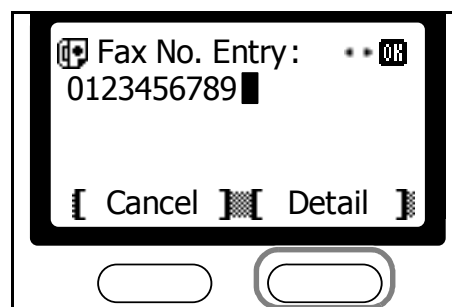
1 Press right **Select** on the destination fax input screen.

```
Fax No. Entry:      ·· 
0123456789

【 Cancel 】【 Detail 】
```

2 Press ▲ or ▼ to display *TX Start Speed*. Press right **Select**.

```
FAX Detail:          
TX Start Speed:   3/ 4
33600bps

【 Cancel 】【  Edit  】
```
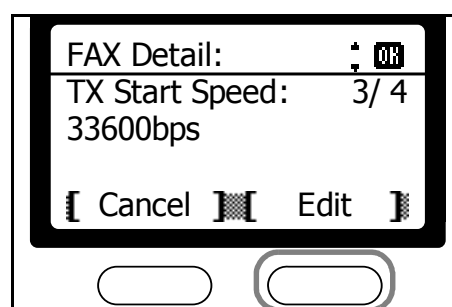
3 Press ▲ or ▼ to select the desired initial transmission speed. Press **Enter**.

```
TX Start Speed:      
 01  9600bps
 02  14400bps
 03 *33600bps
【 Cancel 】
```
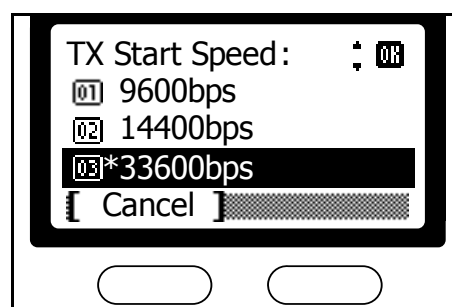
4 Press **Enter** to return to the destination fax input screen.

Setting up ECM communication

For fax communication, enables or disables ECM (Error Correction Mode).

1 Press right **Select** on the destination fax input screen.
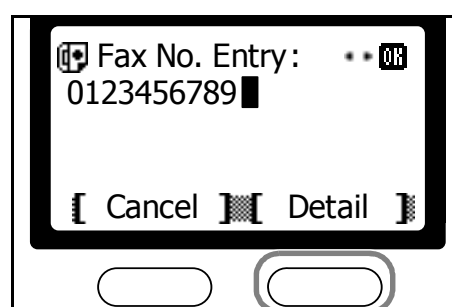
```
Fax No. Entry:      ·· 
0123456789

【 Cancel 】【 Detail 】
```

2 Press ▲ or ▼ to display *ECM*. Press right **Select**.

```
FAX Detail:        ┆ ▥
ECM:              4/ 4
On

【 Cancel 】【  Edit  】
```

3 Press ▲ or ▼ to select *On* or *Off*. Press **Enter**.

Select *On* to enable ECM communication.

```
ECM:               ┆ ▥
▥*Off
▥ On

【 Cancel 】
```
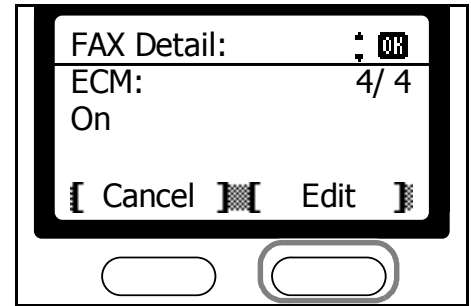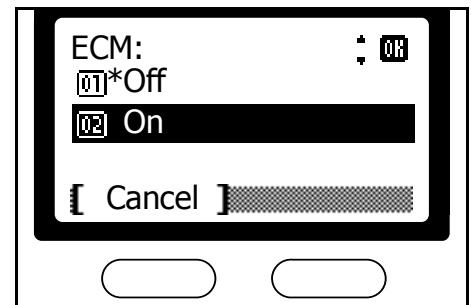
4 Press **Enter** to return to the destination fax input screen.

Editing Destinations in the Address Book

Edit destinations in the Address Book as follows:

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Edit Addressbook*. Press **Enter**.

3 Press ▲ or ▼ to select the destination to edit. Press **Enter**.

4 Press ▲ or ▼ to select *Detail/Edit*. Press **Enter**.

5 Press ▲ or ▼ to select the item to edit. Press right **Select**.

NOTE: For more information on editing each item, refer to *Entering Destinations in the Address Book* on page **3-25**.

6 After editing the items, press **Enter**.

```
Detail:            ┆ ▥
Contact Name:     1/ 6
ABCDE

【 Cancel 】【  Edit  】
```

7 To edit another destination, repeat steps 3 to 5.

Press left **Select** to save your changes and return to the *basic* screen.

Deleting Destinations from the Address Book

Delete destinations from the Address Book as follows:

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Edit Addressbook*. Press **Enter**.

3 Press ▲ or ▼ to select the destination to delete. Press right **Select**.

4 Press ▲ or ▼ to select *Delete*. Press **Enter**.

```
┌─────────────────────────────┐
│ Menu:                  ⁚ ▣  │
│  🔢 Detail/Edit             │
│ ▐🔢 Delete              ▌   │
│  🔢 Add Address             │
│ [  Cancel  ]▨▨▨▨▨▨▨▨       │
│                             │
│    ◯            ◯          │
└─────────────────────────────┘
```

5 Press left **Select**.

```
┌─────────────────────────────┐
│  Delete.                    │
│  Are you sure?              │
│  → ♙ ABCDE                  │
│                             │
│  [  Yes  ]▨[  No    ]       │
│                             │
│    ◯            ◯          │
└─────────────────────────────┘
```
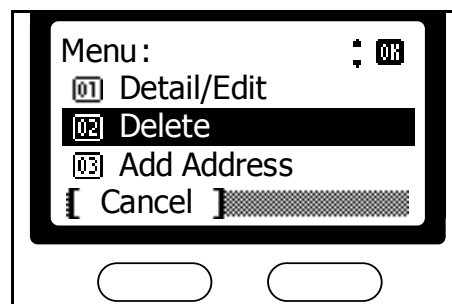
6 To delete another destination, repeat steps 3 to 5.

7 Press **Enter** to finish the deletion and return to the *Edit Addressbook* screen.
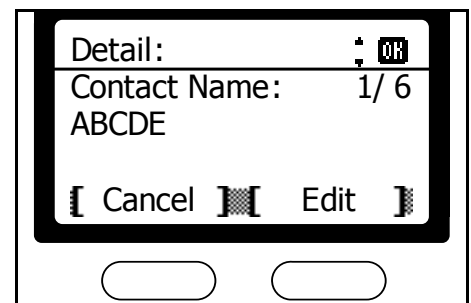
Entering Group Destinations in the Address Book

Enter a group of destinations in the Address Book as follows:

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Edit Addressbook*. Press **Enter**.

3 Press right **Select**.

4 Press ▲ or ▼ to select *Add Address*. Press **Enter**.

5   Press ▲ or ▼ to select *Group*.
Press **Enter**.

```
Add Address          ┆ 🔲
 🔟 Contact
 🔟 Group

【 Cancel 】▨▨▨▨▨▨
```

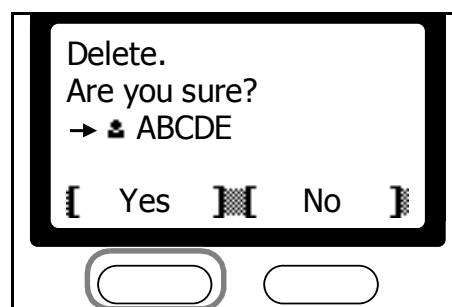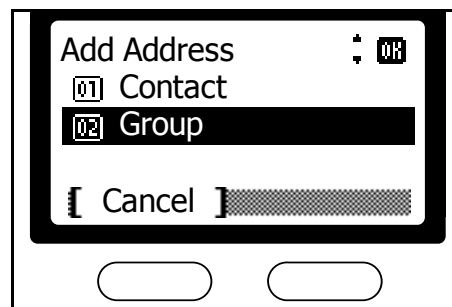**6**   Press ▲ or ▼ to select *Group Name*. Press right **Select**.

```
Detail:              ┆ 🔲
Group Name :        1/ 3



【 Cancel 】▨【  Edit  】
```
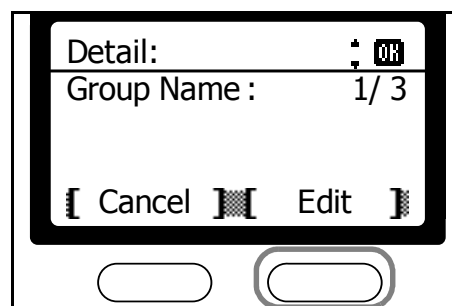
7   Enter a group name. Press **Enter**.

```
Group Name :      ⟡ 🔲
█


                   ABC
【 Cancel 】▨【  Text  】
```
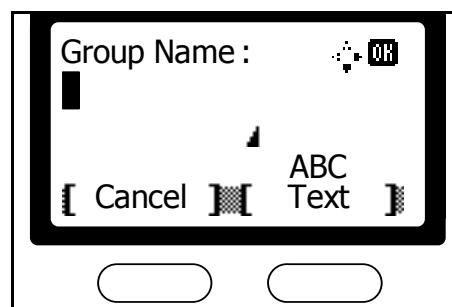
NOTE: For more information on entering characters, refer to *Entering Characters* on page *3-20*.

8   Press ▲ or ▼ to select *Group Member*. Press right **Select**.

```
Detail:              ┆ 🔲
Group Member :      2/ 3
30

【 Cancel 】▨【  Edit  】
```

9 Press right **Select**.

```
Group Member :



[   Exit   ][   Menu   ]
```
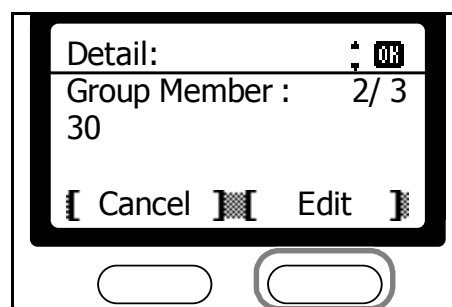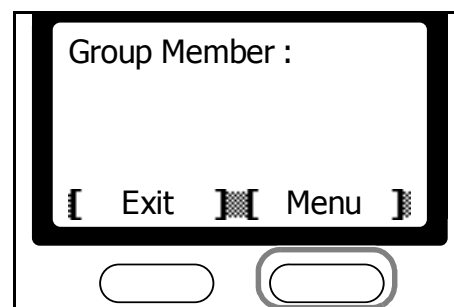
10 Press ▲ or ▼ to select *Add Member*. Press **Enter**.

```
Menu :                    ‡ 🔳
  01 Detail
  02 Delete
  03 Add Member
[ Cancel ]
```
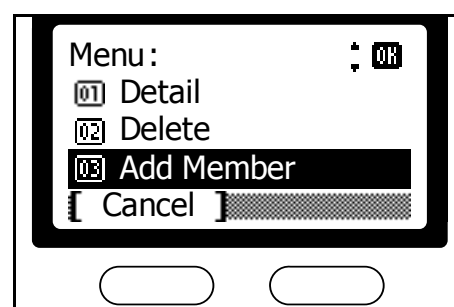
11 Press ▲ or ▼ to select the destination to register to the group. Press **Enter**.

```
Contacts :               ‡ 🔳
  ♟ ABCDE
  ♟ FGHIJ
  ♟ TTT
[ Cancel ][   Menu   ]
```

12 Press **Enter**.

```
  ♟ ABCDE                ‡ 🔳
  📇 0123456789
  ✉ ABCDE@FGHIJ.com
  🏠 ScanData
[ Cancel ][   Menu   ]
```
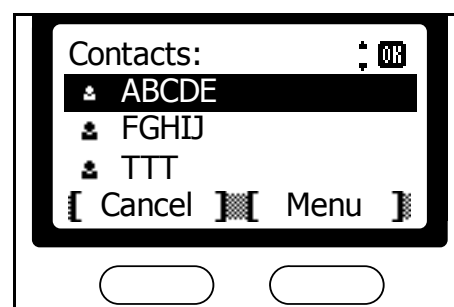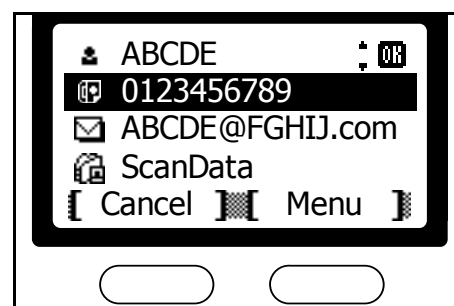
13 To delete a registered member, press ▲ or ▼ to select the member. Press right **Select**.

```
Group Member :           ‡ 🔳
  📇 ABCDE



[   Exit   ][   Menu   ]
```

14 Press ▲ or ▼ to select *Delete*.
Press **Enter**.

```
Menu:                : OK
  ⚏ Detail
  ⚏ Delete
  ⚏ Add Member
[ Cancel ]
```
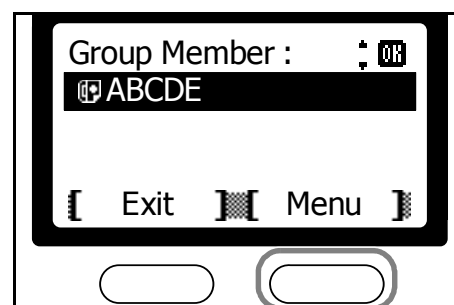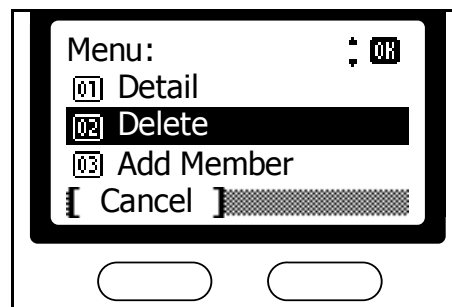
15 Repeat steps 9 to 14 to register
other destinations to the group.

When you are finished registering
group destinations, press left
Select.

```
Group Member :       : OK
 ⚏ABCDE


[  Exit  ][  Menu  ]
```

16 Press ▲ or ▼ to display *Address
Number*. Press right **Select**.
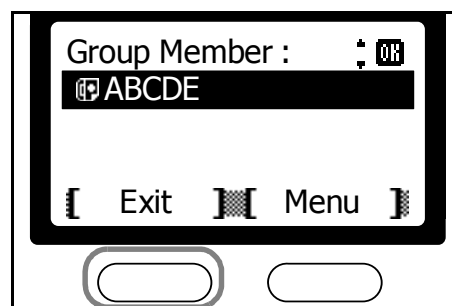
```
Detail:              : OK
Address Number :   3/ 3
19

[ Cancel ][   Edit   ]
```
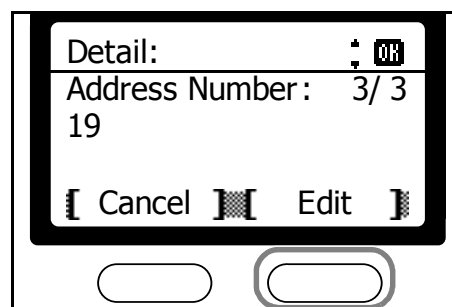
17 Enter the address number to
register using the numeric keys.
Press **Enter**.

```
Address Number :     : OK
     (001 ~ 120)
          53

[ Cancel ]
```
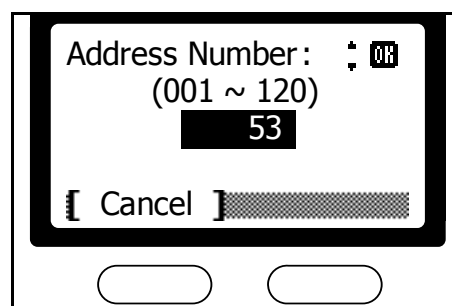
NOTE: An error message is displayed if you enter a previously entered
address number. In this case, choose a different address number.

18 Press **Enter**.

```
Detail:                    ⁚ OK
Group Member :      2/ 3
30


【 Cancel 】▓【    Edit    】
```
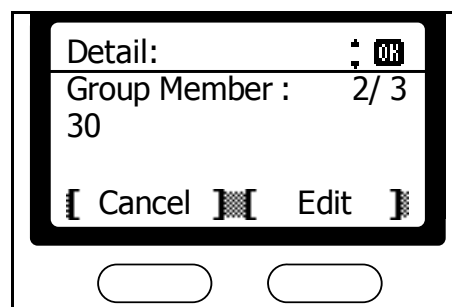
19 Press left **Select** to return to the *basic* screen.

Editing Group Destinations in the Address Book

Edit group destinations in the Address Book as follows:

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Edit Addressbook*. Press **Enter**.

3 Press ▲ or ▼ to select the group destination to edit. Press **Enter**.

4 Press ▲ or ▼ to select the item to edit. Press right **Select**.

```
Detail:                    ⁚ OK
Group Name :         1/ 3



【 Cancel 】▓【    Edit    】
```
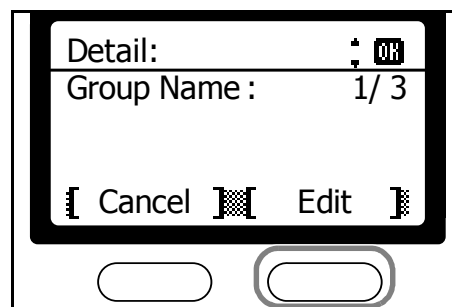
NOTE: For more information on editing each item, refer to *Entering Group Destinations in the Address Book* on page *3-33*.

5 After editing the items, press **Enter**.

6 To edit another group destination, repeat steps 3 to 5.

7 Press **Enter** to save your changes and return to the *Edit Addressbook* screen.

Deleting Group Destinations from the Address Book

Delete group destinations from the Address Book as follows:

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Edit Addressbook*. Press **Enter**.

3 Press ▲ or ▼ to select the group destination to delete. Press right **Select**.

4 Press ▲ or ▼ to select *Delete*.
Press **Enter**.

```
Menu :                    ⁝ OK
    📠 Detail/Edit
    📠 Delete
    📠 Add Address
  [ Cancel ]▒▒▒▒▒▒▒▒▒▒▒
```

5 Press left **Select**.

```
Delete.
Are you sure?
→ 👥 AAA

[   Yes   ][   No   ]
```
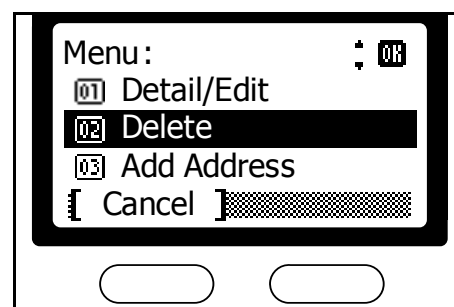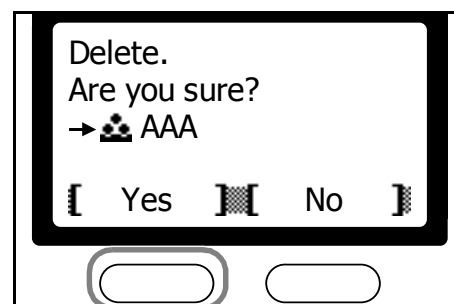
6 To delete another group destination, repeat steps 3 to 5. Press left **Select**
to confirm the deletions and return to the *basic* screen.

Redialing

Redialing means dialing the most recently dialed number once again.

Automatic Redialing

If the other party's fax machine is busy, it may not respond to your transmission attempt, in which case the FAX System redials the number automatically.

Automatic Redialing is performed automatically. No manual operation is required. Since the FAX System dials for a specified number of times at predetermined intervals, this function is useful even when the other party's line is busy for extended periods.

NOTE: Automatic Redialing is not available for direct transmission. You can also adjust the number of redial attempts. Refer to *Redial* on page *7-10* for more information.

Address Recall

If the other party's fax machine fails to respond to a transmission or if you want to transmit another fax to the same party, press ▲ **Address Recall** to view the most recently dialed number.

1 Press **Send**.

2 Press ▲ **Address Recall**.

The message display shows the previous party.
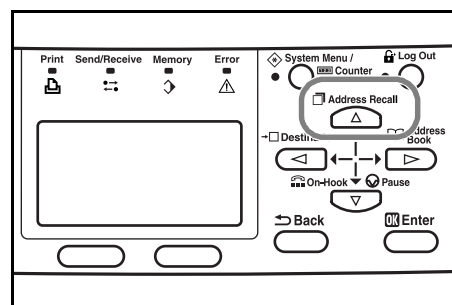
3 Press **Start** to start fax.

Address Recall information is discarded in the following cases:

- When the FAX System is turned off
- When you try to send another fax (this stores new Address Recall information)
- When a user logs off

4 Basic Functions

This chapter discusses the following topics:

Menu Table

For the system setting menu using in this chapter, refer to the Menu Table below. To access the system setting menu, press **System Menu/Counter**.

NOTE: To perform these settings, press ▲ or ▼ to select the menu/submenu/item and **Enter** to confirm your selection.

Main Menu	Sub Menu1	Sub Menu2	Options	Description	Reference Page
Common Setting	One Touch Keys	(Selection of One-Touch Key No.)	01 – 08	Assign a destination to a one-touch key.	*page 4-15*
		(Selection of One-Touch Key No.)†	–	Confirm information registered to a one-touch key.	*page 4-17*
			–	Clear a one-touch key.	*page 4-17*
Common Setting	One Touch Keys	(Selection of One-Touch Key No.)	01 – 08	Assign a chain dial to a one-touch key.	*page 4-18*
		(Selection of One-Touch Key No.)†	–	Confirm information on the chain dial registered to a one-touch key.	*page 4-19*
			–	Clear chain dial details.	*page 4-20*
Common Setting	One Touch Set.	–	Program, Destination	Set up one-touch keys for use in programs or dialing.	*page 4-15*
Program Setting	(Program No. Selection)	–	01 – 08	Assign a program.	*page 4-23*
			Copy, Send		
Program Setting	(Program No. Selection)†	Menu	–	Delete a program.	*page 4-23*

†. Press right **Select**.

Standby Transmission

Standby Transmission refers to loading another job while the FAX System is processing the current job. After the destination fax number is entered and the documents are loaded, the documents are faxed automatically when the current job is completed. In direct communication mode, Standby Transmission accepts and processes only one standby transmission task.
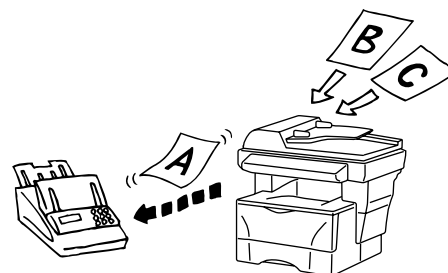
NOTE: You can schedule up to 10 reserved jobs at any given time (including Standby Transmission, and Interrupt Transmission jobs).

---

1 Place the original documents to transmit in the document processor or on the platen.

2 Press **Send**.

3 Enter the destination fax number.

You can use one-touch dial, Address Book, or chain dial to enter the destination fax number.

```
┌─────────────────────────────┐
│ 📠 Fax No. Entry:    • • 📧 │
│  0123456789█                │
│                             │
│                             │
│  〖 Cancel 〗〖 Detail 〗   │
└─────────────────────────────┘
     (        )  (        )
```
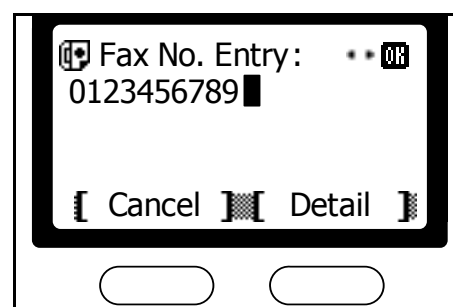
4 Press **Start** to load the documents into memory.

Broadcast Transmission

Broadcast Transmission lets you fax the same document or documents to multiple destinations in a single operation. For example, a document can be faxed from the head office to several branch offices in a single step. The FAX System temporarily stores the documents to be faxed in memory, then automatically dials the fax numbers and transmits a copy to each destination.
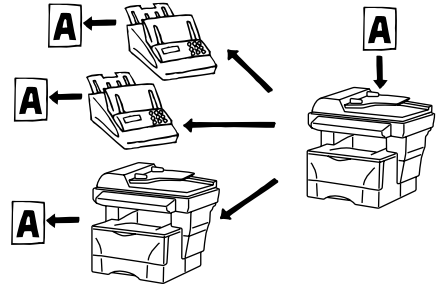
NOTE: Up to 100 destinations can be set for Broadcast Transmission.

Using the numeric keys to enter a destination fax number

1 Place the original documents to transmit in the document processor or on the platen.

2 Press **Send**.

3 Press ◀ **Destination**.

4 Press ▲ or ▼ to select *FAX*. Press **Enter**.

5 Enter the fax number using the numeric keys. Press **Enter**.

```
┌─────────────────────────────┐
│ ▣ Fax No. Entry:    · · ▣   │
│  0123456789█                │
│                             │
│                             │
│    【 Cancel 】【 Detail 】  │
│   ⬭         ⬭               │
└─────────────────────────────┘
```

6 Repeat steps 3 to 5 until all destinations have been entered for Broadcast Transmission.
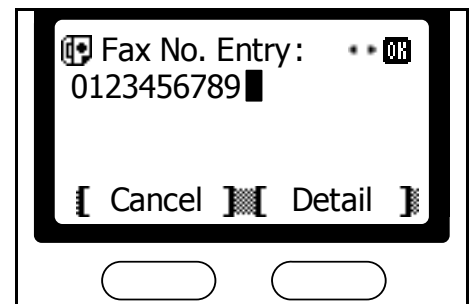
Using one-touch dial to specify a destination fax number

1 To register a destination fax number, press the one-touch key for the destination fax number.
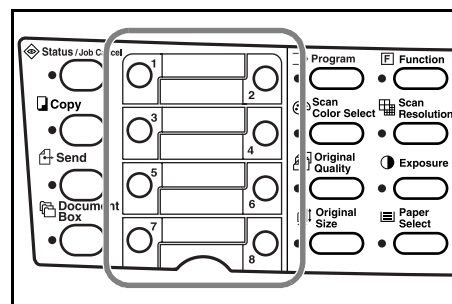
2 Press the one-touch key for the next destination fax number.

3 Repeat until all desired destination fax numbers have been specified.

Using the Address Book to specify a destination fax number

NOTE: To use the Address Book to specify group destinations, refer to *Searching for Destinations in the Address Book* on page **3-24**.

1 Press ▶ **Address Book**.

NOTE: If the external address books are used with the FAX System, a screen for address book selection is displayed. Press ▲ or ▼ to select the desired address book. Press **Enter**.

2 Press ▲ or ▼ to select the destination party. Press **Enter**.

Address Book
AAA
ABCDE
FGHIJ
[Cancel][Menu]

3 Press ▲ or ▼ to select the destination fax number. Press **Enter**.

ABCDE
0123456789
ABCDE@FGHIJ.com
ScanData
[Cancel][Menu]
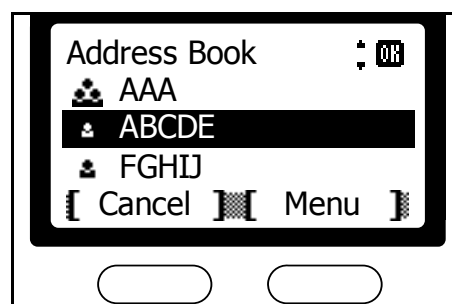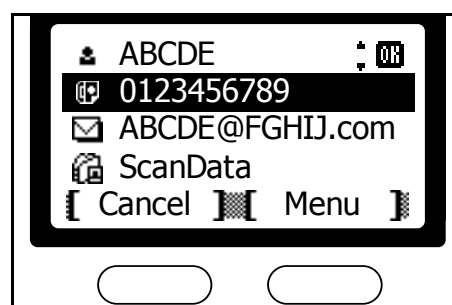
4 Repeat steps 1 to 3 until all desired destination fax numbers have been specified.

5   Press **Start** to start fax.

Direct Transmission

The FAX System starts scanning original documents after contacting the destination fax. If a multi-page original document is loaded in the document processor, the FAX System will scan and transmit one page of the document at a time.

If the original document is placed on the platen, the alarm notifies to place the next page when scanning the previous page is completed. If another page is not loaded within 15 seconds after the alarm (or within the time set for Auto Reset), the FAX System assumes that the job has no other pages and ends the fax transmission.

NOTE: Automatic Redialing is not available during Direct Transmission. Direct Transmission cannot be used with Broadcast Transmission, Timer-based Transmission, or Polling transmission.

1 Place the original documents to transmit in the document processor or on the platen.

2 Press **Send**.

3 Press **Function**.

4 Press ▲ or ▼ to select *FAX Direct TX*. Press **Enter**.

5 Press ▲ or ▼ to select *On*. Press **Enter**.

```
┌─────────────────────────────┐
│ FAX Direct TX :      ┊ 00    │
│ 01*Off                       │
│ ▐02 On                   ▌   │
│                              │
│ 〖 Cancel 〗▨▨▨▨▨▨▨▨▨▨       │
│                              │
│   ⬭⬭⬭⬭⬭      ⬭⬭⬭⬭⬭          │
└─────────────────────────────┘
```
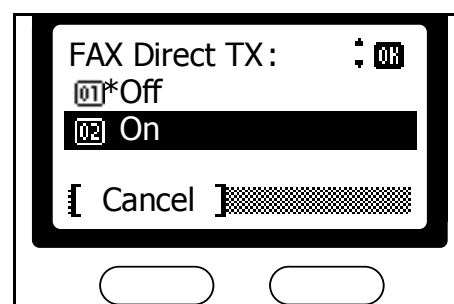
6 Press right **Select**.

7 Enter the destination fax number.

You can use one-touch dial, Address Book, or chain dial to enter the destination fax number.

8 Press **Start** to start dialing the destination fax number.

The FAX System begins scanning the document after establishing a connection.

Interrupt Transmission

If the fax is set up for Broadcast Transmission or other jobs are loaded before yours in memory, Interrupt Transmission lets you interrupt the queued jobs and send your document before them.

NOTE: Interrupt Transmission is not possible if 10 jobs involving Standby Transmission is queued.
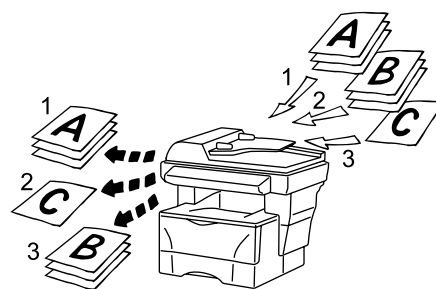Interrupt Transmission can be used for only one destination at a time.

1 Place the original documents to transmit in the document processor or on the platen.

2 Press **Send**.

3 Press **Function**.

4 Press ▲ or ▼ to select *FAX Direct TX*. Press **Enter**.

5 Press ▲ or ▼ to select *On*. Press **Enter**.

```
┌─────────────────────────────┐
│ FAX Direct TX :      ┊ 01   │
│ 01*Off                      │
│ 02 On                       │
│                             │
│ [ Cancel ]▒▒▒▒▒▒▒▒▒▒        │
│                             │
│   ⬭⬭⬭⬭      ⬭⬭⬭⬭            │
└─────────────────────────────┘
```

6 Press right **Select**.

7 Enter the destination fax number.

You can use one-touch dial, Address Book, or chain dial to enter the destination fax number.

8 Press **Start** to start dialing the destination fax number.

The FAX System begins loading the document after establishing a connection.
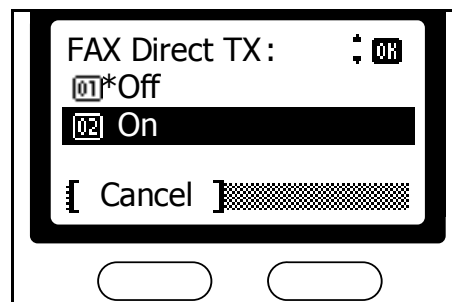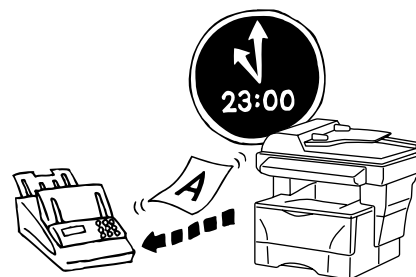
Timer-based Transmission

Schedules fax transmission for later. Timer-based Transmission can be combined with various other functions, including sequential broadcast transmission. This example shows how to set up the FAX System to fax documents to a single destination at a specified time.

NOTE: Timer-based Transmission is not available in Direct Transmission mode. The fax memory can hold up to 30 jobs for timer-based transmission at once.
Be sure that the correct time is set for the FAX System before sending faxes using this method. To adjust the time, refer to *Setting the Current Date and Time (Date & Time Setting)* on page **2-7**.

1 Place the original documents to transmit in the document processor or on the platen.

2 Press **Send**.

3 Press **Function**.

4 Press ▲ or ▼ to select *FAX Delayed TX*. Press **Enter**.

5 Press ▲ or ▼ to select *On*. Press **Enter**.

```
FAX Delayed TX :      ┆ OK
01 *Off
02  On

[ Cancel ]▒▒▒▒▒▒▒▒
```

6 Press ▲ or ▼ to set *Hour*. Press ▶.

```
Start Time:            ꞏ꞊ OK
     Hour       Min.
      11 :      45
(Current Time    11:45)
[ Cancel ]▒▒▒▒▒▒▒▒
```
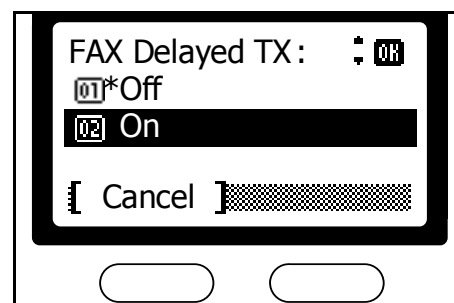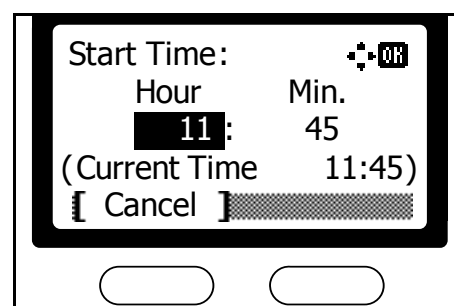
7 Press ▲ or ▼ to set *Min*. Press
Enter.

```
Start Time:              ⟵⟶▪▯▮
      Hour        Min.
       11 :      [ 45 ]
  (Current Time      11:45)
  [ Cancel ]▒▒▒▒▒▒▒▒▒▒▒
```
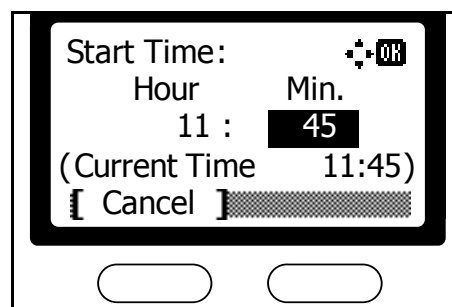
8 Press right **Select**.

9 Enter the destination fax number.

You can use one-touch dial, Address Book, or chain dial to enter the
destination fax number.

10 Press **Start** to start loading the document and transmit the document at the
time specified.

Deleting a Job in Memory

Enables reviewing or deleting jobs in memory.

Reviewing the transmission details of jobs in memory

Check the details of jobs in memory.

1 Press **Status/Job Cancel**.

2 Press ▲ or ▼ to select *Scheduled Job*. Press **Enter**.

3 Press ▲ or ▼ to select the job whose transmission details to review. Press right **Select**.

4 Press ▲ or ▼ to select *Detail*. Press **Enter**.
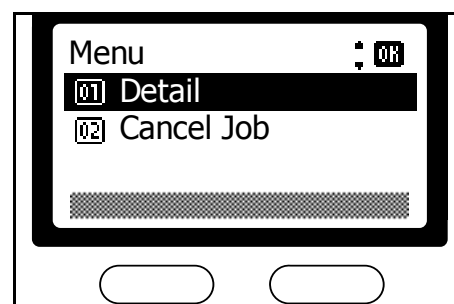
5 Press ▲ or ▼ to display information on the jobs in memory one after the other.
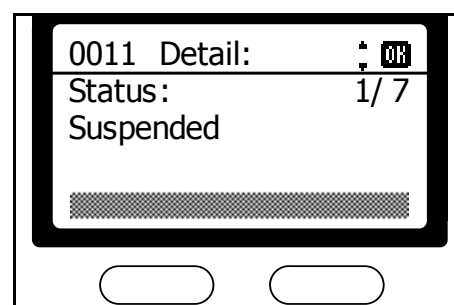
6 To finish reviewing the jobs, press **Enter**.

7 Press **Reset** to return to the *basic* screen.

Deleting a Job in Memory

Delete jobs in memory.

1 Press **Status/Job Cancel**.

2 Press ▲ or ▼ to select *Scheduled Job*. Press **Enter**.

3 Press ▲ or ▼ to select the job to delete. Press left **Select**.

```
Scheduled Job:      ⋮ 🔲
0011  📠Broadcast
0017  📠0324256345
0018  📠0756545865
[ Cancel ]▧[  Menu  ]
```
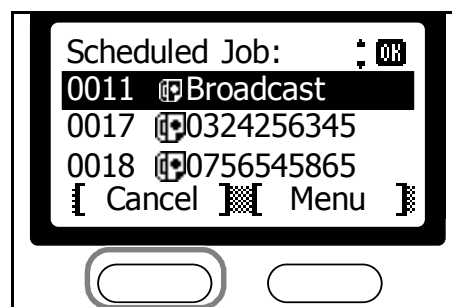
4 Press left **Select** once again. The selected job is deleted.

```
Cancel Job.
Are you sure?
→ 0017

[  Yes  ]▧[  No  ]
```
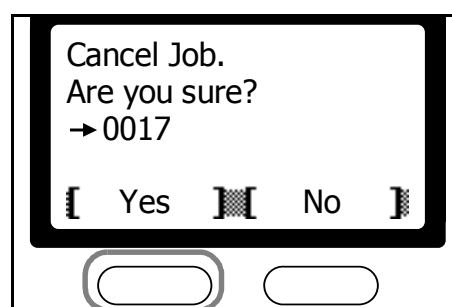
5 Press **Reset** to return to the *basic* screen.

Manual Fax Transmission

After establishing a connection with the other party, begins transmission manually by pressing **Start**. Use this mode if you want to talk to the other party before sending documents or when the other party needs to change fax reception settings manually.

Sending documents after talking to the other party

1 Place the original documents to transmit in the document processor or on the platen.
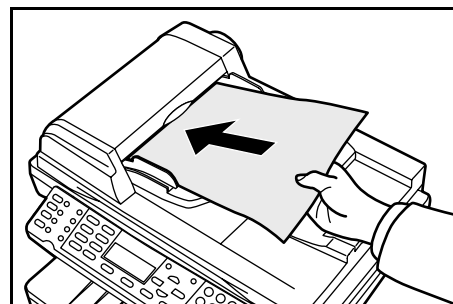
2 Pick up the receiver.
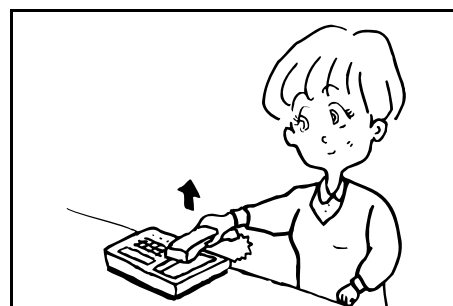
3 Enter the destination number.

4 Perform the following procedure to talk to the other party before sending document.

5 Press **Send**.

6 Press ▼ **On-Hook**.

7 Press **Start** to start fax.

Sending documents without talking to the other party

1 Place the original documents to transmit in the document processor or on the platen.

2 Press **Send**.

3 Press ▼ **On-Hook**.

4 Enter the destination number.

5 When the other party's fax machine responds, press **Start** to start fax.

Manual Fax Reception

After establishing a connection with the other party, initiates reception manually by pressing **Start**. Use this mode to talk to the other party before receiving their fax transmission.

**NOTE:** To receive documents manually, set *Manual* as described in *Fax Reception Mode* on page **7-14**.

1 When an incoming call arrives, the telephone connected to the FAX System will ring.
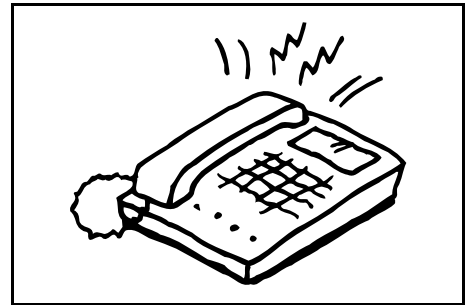
2 Pick up the receiver.
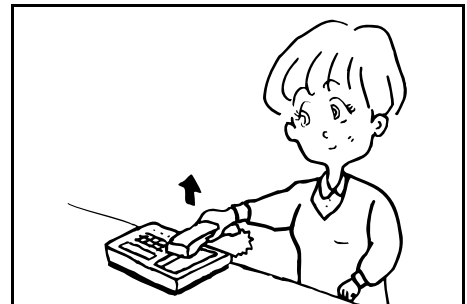
3 Confirm the connection with the other party.

If the calling machine is used to send faxes, perform the following procedure.

If the calling machine is used as a telephone, perform the following procedure after talking to start receiving the fax transmission.

4 Press **Send**.

5 Press ▼ **On-Hook**.

6 Press left **Select** to start reception.

One-Touch Keys

To send documents to frequent recipients more convenient, assign one-touch keys to fax and scanning destinations in the Address Book. You can also set one-touch keys for chain dialing.

One-touch keys can be used to recall destinations or programs.

NOTE: Program and Destination cannot be mixed to assign one-touch keys.

Setting Up One-Touch Keys

Assign one-touch keys to specific destinations or programs.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Common Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *One Touch Set*. Press **Enter**.

4 Press ▲ or ▼ to select *Program* or *Destination*. Press **Enter**.

```
One Touch Set.:      : 🔳
🔳*Program
🔳 Destination

[ Cancel ]▨▨▨▨▨▨
```
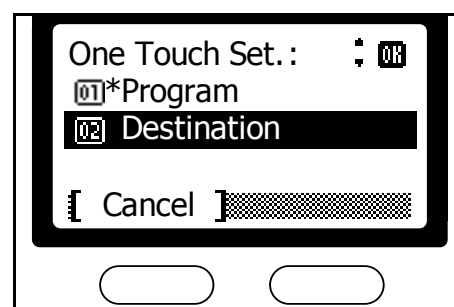
5 Press right **Select** to return to the *basic* screen.

Destination

You can assign destinations in the Address Book to one-touch keys.

Assigning Destinations

Perform the following procedure to assign one-touch keys.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Common Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *One Touch Keys*. Press **Enter**.

4 Press ▲ or ▼ to select an unassigned number for a one-touch key. Press **Enter**. The one-touch key number is displayed as ---.

```
One Touch Keys:    ⁞ ▥
 05 Key5
 06 Key6
 07 --------------
[  Exit  ]▓[  Menu  ]
```
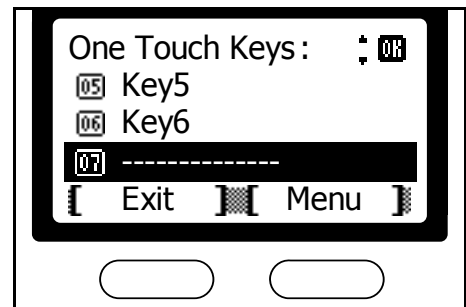
5 Press ▲ or ▼ to select *Address Book*. Press **Enter** to display the Address Book.

```
Register:          ⁞ ▥
 01 Address Book
 02 Chain Dial


[  Cancel  ]▒▒▒▒▒▒▒▒
```
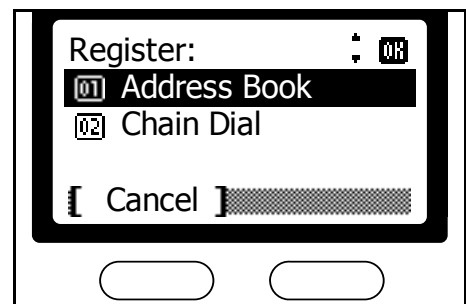
6 Press ▲ or ▼ to select the destination party to assign. Press **Enter**.

```
Address Book       ⁞ ▥
 ♣ AAA
 ♟ ABCDE
 ♟ FGHIJ
[ Cancel ]▓[ Menu  ]
```

7 Press ▲ or ▼ to select the destination fax number. Press **Enter**.

```
 ♟ ABCDE           ⁞ ▥
 ☏ 0123456789
 ✉ ABCDE@FGHIJ.com
 ⌂ ScanData
[ Cancel ]▓[ Menu  ]
```

If you try to assign a one-touch key that's already assigned, a dialogue will ask if you want to overwrite the one already assigned. In this case, press left **Select**.

```
Overwrite.
Are you sure?
➔Key7

[  Yes  ]▓[   No   ]
```
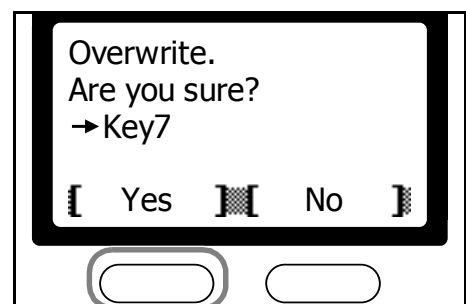
8 Press left **Select** to return to the *basic* screen.

Checking Details of Assigned Keys

Perform the following procedure to check destinations assigned to one-touch keys.

1   Follow steps 1 to 3 in *Assigning Destinations* on page *4-15*.

2   Press ▲ or ▼ to select the one-touch key to check (1-8). Press right **Select**.

```
One Touch Keys:      ⁚ 08
 00  Back
 01  Key1
 02  Key2
[   Exit  ][  Menu  ]
```

3   Press ▲ or ▼ to select *Detail*. Press **Enter**.

```
Menu:                ⁚ 08
 01  Register
 02  Detail
 03  Delete
[  Cancel  ]
```
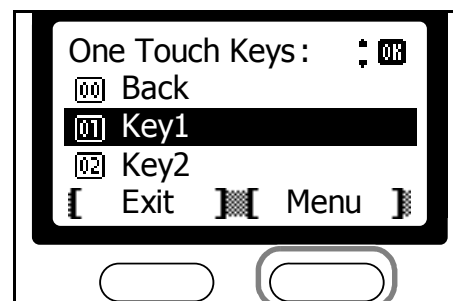
4   After checking the details, press **Enter**.

5   Press left **Select** to return to the *basic* screen.

Clearing Assigned Keys

Perform the following procedure to clear destinations assigned to one-touch keys.

1   Follow steps 1 to 3 in *Assigning Destinations* on page *4-15*.

2   Press ▲ or ▼ to select the one-touch key to clear (1-8). Press right **Select**.

```
One Touch Keys:      ⁚ 08
 00  Back
 01  Key1
 02  Key2
[   Exit  ][  Menu  ]
```

3 Press ▲ or ▼ to select *Delete*.
Press **Enter**.

```
Menu :              ‡ OK
 01  Register
 02  Detail
 03  Delete
[  Cancel  ]▨▨▨▨▨
```
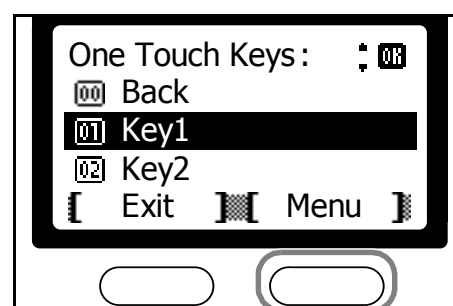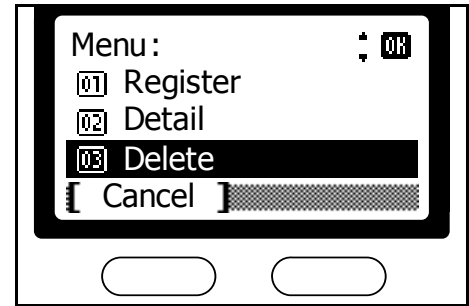
4 Press left **Select** to clear the
destination previously assigned.

```
Delete.
Are you sure?
→ Key1

[   Yes   ]▨[   No   ]
```
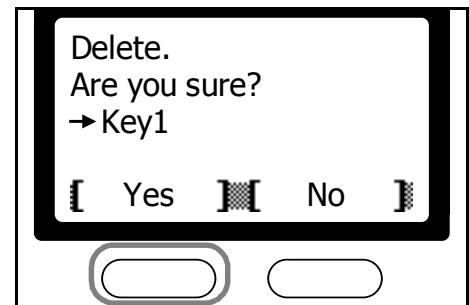
5 Press left **Select** to return to the *basic* screen.

Recalling Destinations

Perform the following procedure to send a fax using one-touch keys.

1 Press a one-touch key previously
assigned to a destination.
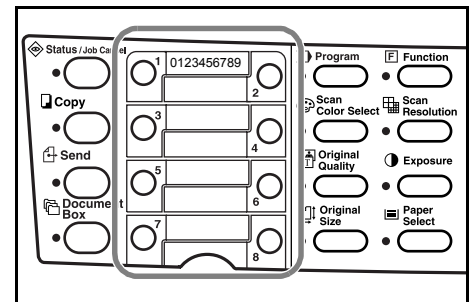
2 Press **Start** to begin sending the fax.

Chain Dial

Chain dial is a dialing function that adds a number (the chain number) for
dialing before the destination fax numbers assigned to one-touch keys.

For example, if you assign 800 for chain dial, to dial 800-XX-XXXX, simply
press the one-touch key assigned to 800 and enter the rest of the number
on the numeric keys.

Assigning Chain Dial

Perform the following procedure to set up chain dial for one-touch keys.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Common Setting*. Press **Enter**.

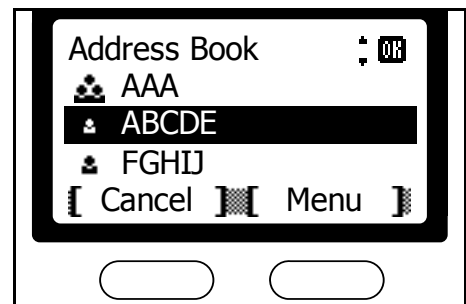**3** Press ▲ or ▼ to select *One Touch Keys.* Press **Enter**.

4 Press ▲ or ▼ to select an unassigned number for a one-touch key. Press **Enter**. The one-touch key number is displayed as ---.
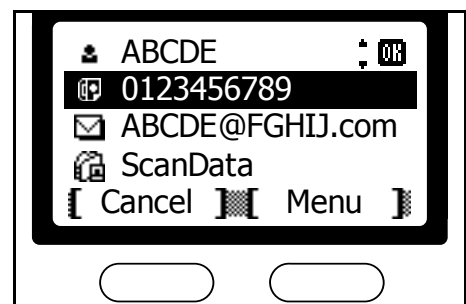
```
One Touch Keys:    ⠘ 𝟢𝟤
  05  Key5
  06  Key6
  07  --------------
 【  Exit   】【  Menu   】
```
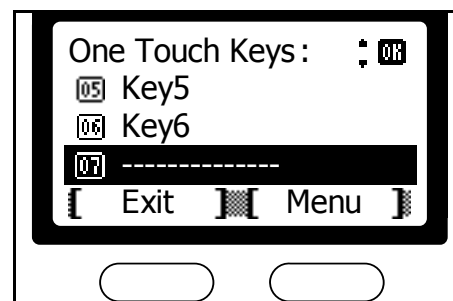
5 Press ▲ or ▼ to select *Chain Dial*. Press **Enter**.

```
Register:          ⠘ 𝟢𝟤
  01  Address Book
  02  Chain Dial

 【 Cancel 】
```
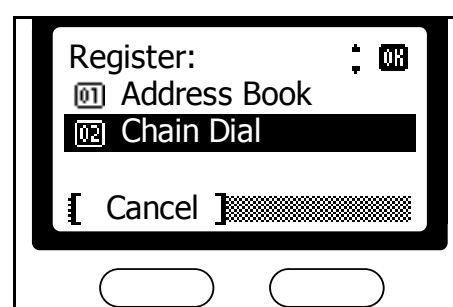
6 Use the numeric keys to enter the number. Press **Enter**.

```
 ✆Chain Dial:      ⠁ 𝟢𝟤
 ▌


 【 Cancel 】
```
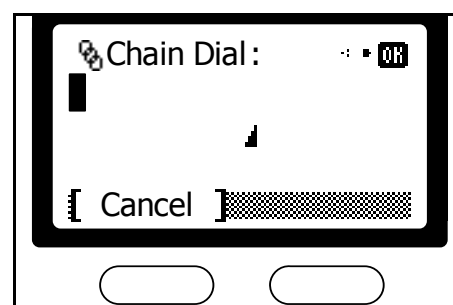
NOTE: If you try to assign the one-touch key that's already assigned, a dialogue will ask if you want to overwrite the one already assigned. In this case, press left **Select**.

7 Press left **Select** to return to the *basic* screen.
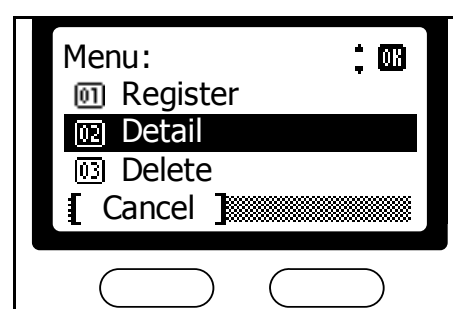
Checking Details of Assigned Keys

Perform the following procedure to check numbers assigned for chain dialing with one-touch keys.

1 Follow steps 1 to 3 in*Assigning Chain Dial* on page *4-18*.

2 Press ▲ or ▼ to select the one-touch key to check (1-8). Press right **Select**.

```
One Touch Keys:    : 08
 00 Back
 01 Key1
 02 Key2
[   Exit   ][   Menu   ]
```

3 Press ▲ or ▼ to select *Detail*. Press **Enter**.

```
Menu:              : 08
 01 Register
 02 Detail
 03 Delete
[ Cancel ]
```
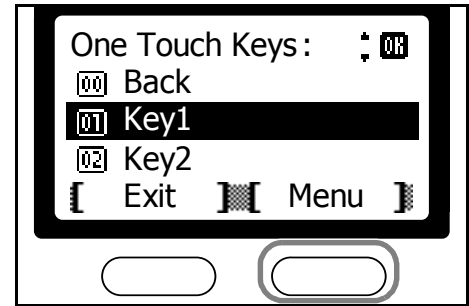
4 Press **Enter**.

5 Press left **Select** to return to the *basic* screen.

Clearing Assigned Keys

Perform the following procedure to clear numbers assigned for chain dialing with one-touch keys.

1 Follow steps 1 to 3 in *Assigning Chain Dial* on page *4-18*.

2 Press ▲ or ▼ to select the one-touch key to clear (1-8). Press right **Select**.

```
One Touch Keys:    : 08
 00 Back
 01 Key1
 02 Key2
[   Exit   ][   Menu   ]
```

3 Press ▲ or ▼ to select *Delete*. Press **Enter**.

```
Menu:              : 08
 01 Register
 02 Detail
 03 Delete
[ Cancel ]
```
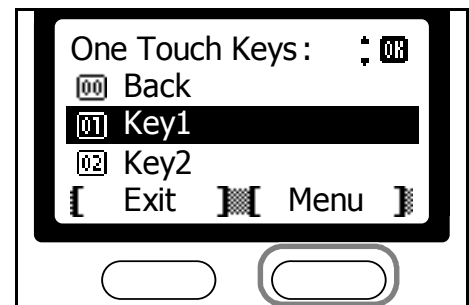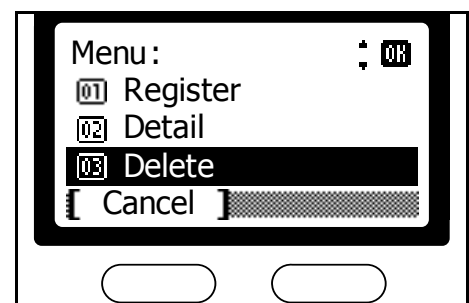
4 Press left **Select** to clear the
assigned number.

```
Delete.
Are you sure?
→ Key1

【  Yes   】【   No   】
```
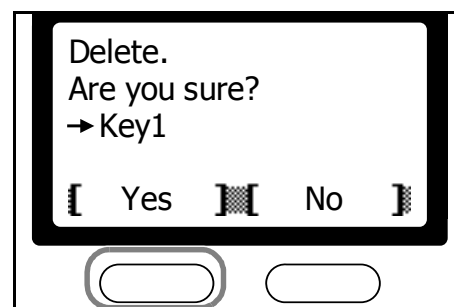
5 Press left **Select** to return to the *basic* screen.

Dialing with Chain Dial

Perform the following procedure to dial using chain dial.

Chain dial key + one-touch dial key

1 Press the one-touch key set up for
chain dial.
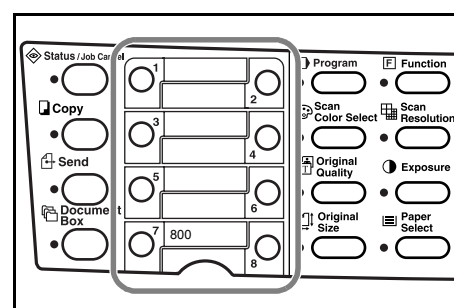
2 Press the one-touch key assigned to a recipient.

3 Press **Start** to begin sending the fax.

Chain dial key + Address Book

1 Press a one-touch key previously
set up for chain dial.
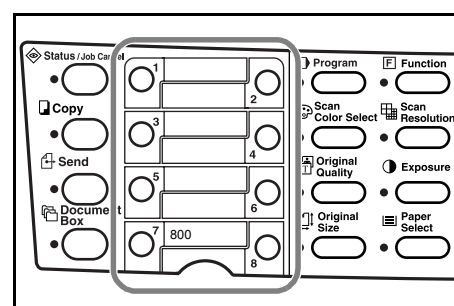
2 Press ▲ or ▼ to select *Address Book*. Press **Enter**.

3 Press ▲ or ▼ to select the recipient. Press **Enter**.

```
Address Book:        ┆ 📠
  👤 ABCDE
  👤 FGHIJ
  👤 KLMNO
【 Cancel 】▒【 Menu 】
```
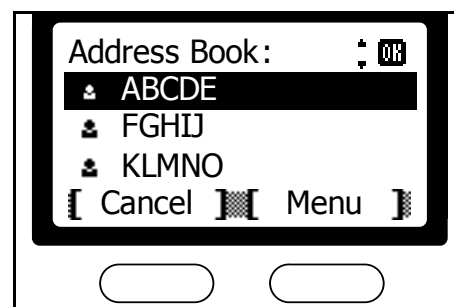
4 Press ▲ or ▼ to select the number. Press **Enter**.

```
  👤 ABCDE          ┆ 📠
 📠 0123456789


【 Cancel 】▒【 Menu 】
```
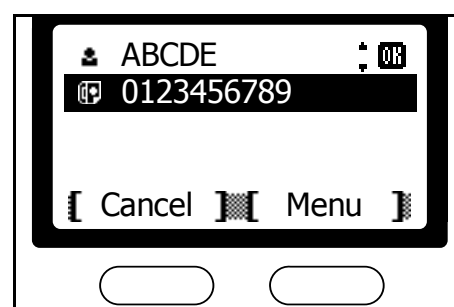
5 Press **Start** to begin sending the fax.

Chain dial key + numeric keys

1 Press a one-touch key previously set up for chain dial.
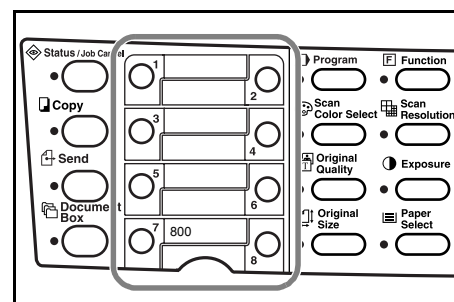
2 Press ▲ or ▼ to select *FAX No. Entry*. Press **Enter**.

3 Use the numeric keys to enter the recipient's number. Press **Enter**.

```
 📠FAX No. Entry:  ▪▪📠
 800█


【 Cancel 】▒【 Detail 】
```
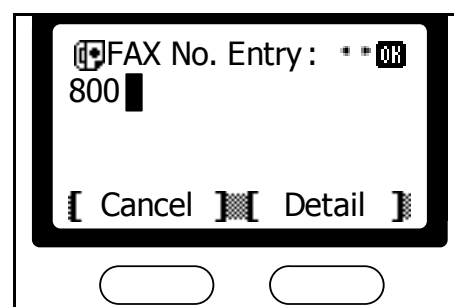
4 Press **Start** to begin sending the fax.

Programs

Stores combinations of frequently used destinations and functions as programs. Up to eight programs can be stored; up to four of these can incorporate fax or scanning functions.

One-touch keys can be used to recall destinations or programs. For more information, refer to *Setting Up One-Touch Keys* on page *4-15*.

Registering Programs

Perform the following procedure to register programs.

1 Set up the combination of destinations and functions to store as a program.

2 Press **System Menu/Counter**.

3 Press ▲ or ▼ to select *Program Setting*. Press **Enter**.

4 Press ▲ or ▼ to select an unassigned number for a program number. Press **Enter**. The one-touch key number is displayed as ---.
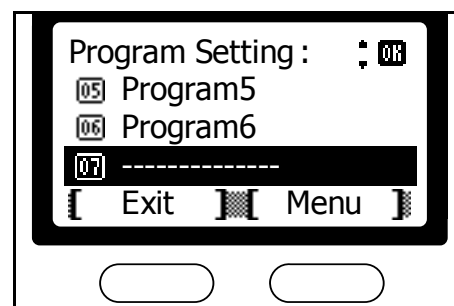
5 Press ▲ or ▼ to select *Copy* or *Send*. Press **Enter**.
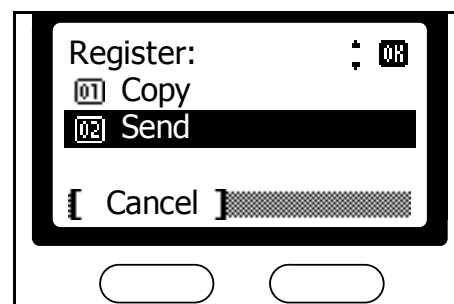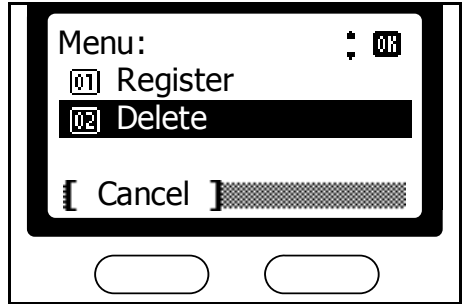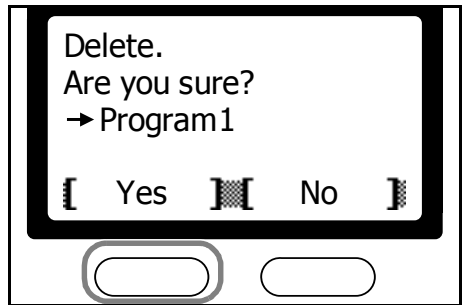
6 Press left **Select**.

> **NOTE:** If you try to assign the program number that's already assigned, a dialogue will ask if you want to overwrite the one already assigned. In this case, press left **Select**.

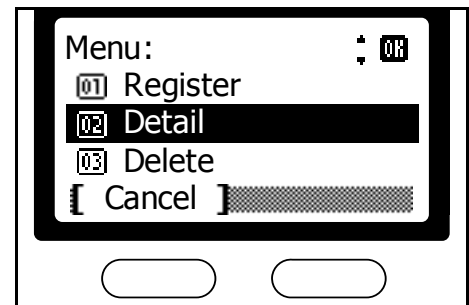**7** Press left **Select** to return to the *basic* screen.

Deleting Programs

Perform the following procedure to delete programs.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Program Setting*. Press **Enter**.

3 Press ▲ or ▼ to select the program number to delete. Press right **Select**.

4 Press ▲ or ▼ to select *Delete*. Press **Enter**.

```
Menu:                    : ▥
  ▥ Register
  ▥ Delete

[ Cancel ]▨▨▨▨▨▨
```

5 Press left **Select** to delete the program.

```
Delete.
Are you sure?
→Program1

[   Yes   ]▨[   No   ]▨
```

6 Press left **Select** to return to the *basic* screen.

Recalling Programs

Perform the following procedure to recall programs.

NOTE: If you set up programs as described in *Setting Up One-Touch Keys* on page *4-15*, you can recall programs simply by pressing the one-touch key of the program number.

1 Press **Program**.

2 Press ▲ or ▼ to select the program number. Press **Enter**.

```
Program Call:            : ▥
  ▥ Program1
  ▥ Program2
  ▥ Program3
[   Exit   ]▨▨▨▨▨▨
```
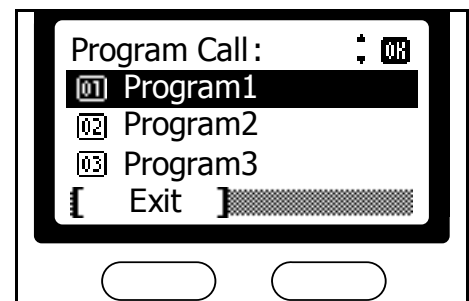
5   Advanced Functions

This chapter discusses the following topics:

Menu Table

For the system setting menu using in this chapter, refer to the Menu Table below. To access the system setting menu, press **System Menu/Counter**.

NOTE: To perform these settings, press ▲ or ▼ to select the menu/submenu/item and **Enter** to confirm your selection.

Main Menu	Sub Menu1	Sub Menu2	Options	Description	Reference Page
FAX Setting	FAX RX Setting	Remote SW Dial	00 – 99	Specify the remote switching number.	*page 5-5*
Doc. Box Setting	Polling Setting	–	Remain File, Delete File	Keep or discard documents after polling transmission.	*page 5-10*
	Sub Address Box	Sub Address Box†	(Entering Characters)	Enter subaddresses.	*page 5-12*
			(Entering Characters)	Enter box names.	*page 5-12*
			01 – 20	Enter box numbers.	*page 5-12*
		(Subaddress Box Selection)††	(Entering Characters)	Change subaddresses.	*page 5-13*
			(Entering Characters)	Change box names.	*page 5-13*
			(Numerical Entry)	Change passwords.	*page 5-13*
			01 – 20	Change box numbers.	*page 5-13*
			(User Selection)	Change users.	*page 5-13*
			All, User Only	Change usage restrictions.	*page 5-13*
		(Subaddress Box Selection)†	–	Delete subaddress boxes.	*page 5-17*

Main Menu	Sub Menu1	Sub Menu2	Options	Description	Reference Page
Doc. Box Setting	Box Media Type	–	All Media Type, Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, Custom 1–8	Specify the paper type for jobs from the subaddress box.	*page 5-18*
Report	Report Print	SubAddr Box List	–	Print subaddress box lists.	*page 5-22*
FAX Setting	FAX RX Setting	Forward Setting	(Destination Selection)	Specify forwarding destinations to store.	*page 5-24*
			(Destination Selection)	Change stored forwarding destinations.	*page 5-26*
			All day, Time Specificat.	Schedule the period for forwarding.	*page 5-27*
			0:00 – 23:59	Schedule when forwarding starts.	*page 5-27*
			0:00 – 23:59	Schedule when forwarding ends.	*page 5-27*
			On, Off	Print from the FAX System during forwarding.	*page 5-29*
			TIFF, PDF	For designating the file format to forward.	*page 5-29*
			On, Off	For fax forwarding (On/Off).	*page 5-30*

Main Menu	Sub Menu1	Sub Menu2	Options	Description	Reference Page
FAX Setting	FAX RX Setting	TX/RX Restrict.	(Numerical Entry of Fax No.)	Register authorized telephone numbers.	*page 5-31*
			(Numerical Entry of Fax No.)	Change authorized telephone numbers.	*page 5-32*
			–	Delete authorized telephone numbers.	*page 5-33*
			0000 – 9999	Register authorized ID numbers.	*page 5-34*
			0000 – 9999	Change authorized ID numbers.	*page 5-35*
			–	Delete authorized ID numbers.	*page 5-35*
			User Permit List, Off	Specify password-based communication (for fax).	*page 5-36*
			User Permit List, Off	Specify password-based communication (for receiving faxes).	*page 5-36*
	FAX Common Set.	Encryption Key	(Entering Characters)	Register encryption keys.	*page 5-39*
			(Entering Characters)	Change encryption keys.	*page 5-40*
			–	Delete encryption keys.	*page 5-40*
	FAX RX Setting	Encryption RX	On, Off	For receiving encrypted faxes (On/Off).	*page 5-41*
			01 – 20	Specify encryption key IDs.	*page 5-41*
User/Job Account	Job Account. Set	Account. Report	–	Print job accounting report.	*page 5-56*

†.   Press right **Select**.
††.   If a password is set, it must be entered

Remote Switching

Remote switching lets you receive faxes by forwarding the fax signal from a telephone connected to the FAX System. This function is convenient if you are using a regular phone at another location, allowing you to use that phone to receive faxes as well.

NOTE: Remote switching requires a telephone provided by the user that supports tone dialing. This phone must be connected to the FAX System.

Changing the Remote Switching Number

Change the remote switching number (the default value is 55).

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting.* Press **Enter**.

3 Press ▲ or ▼ to select *FAX RX Setting.* Press **Enter**.

4 Press ▲ or ▼ to select *Remote SW Dial.* Press **Enter**.

5 Use the numeric keys to enter the new remote switching number (2 digits). Press **Enter** to register the number.

Remote SW Dial: ▮▮
(00 ~ 99)
55
【 Cancel 】
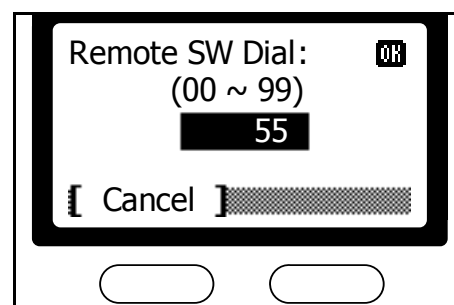
6 Press right **Select** to return to the *basic* screen.

Receiving Faxes Remotely

Perform the following procedure to initiate fax reception from a connected telephone.

1 The telephone will ring for incoming calls.
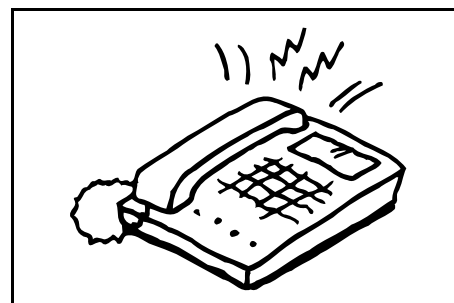
2 Pick up the receiver.
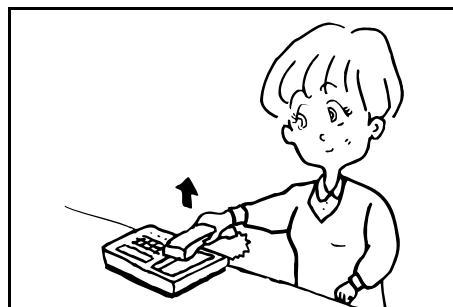
3 If you hear a fax tone, dial the two-digit remote switching number.

NOTE: The default remote switching number is 55.

4 The incoming fax will be switched to the FAX System, and reception will start automatically.

Polling Communication

With polling, fax transmissions are initiated by the recipient, not the sending party. The recipient can receive the fax at him/her convenience.

NOTE: Polling generally incurs telephone charges for the receiving party, since they must make a call to receive the fax.

Storing Documents for Polling

Documents to be sent using polling are scanned first. When a caller requests polling, those documents are faxed to him/her automatically.

NOTE: For polling transmission, set the FAX System to the mode other than Manual Fax Reception mode. For information on switching modes, refer to *Fax Reception Mode* on page *7-14*.
Before polling requests, you can add documents to the documents already stored for polling. All stored documents will be faxed together on request from the caller.
You can set the system to continue storing the documents stored for polling transmission or to delete them after polling.
For more information, refer to *Polling Transmission Settings* on page *5-10*.
To check documents stored for polling transmission or delete them, refer to *Store Job Status* on page *5-48*.
You cannot select resolutions of *300 × 300* or *600 × 600* when specifying scanning resolutions for polling transmission.

1 Place the original documents in the document processor or on the platen.

2 Press **Document Box**.

3 Press ▲ or ▼ to select *FAX Polling Box*. Press **Enter**.

4 Press right **Select**.

5 Press ▲ or ▼ to select *New File*. Press **Enter**.

```
Menu:                   ⁞ 01
 02 Detail/Edit
 03 Delete
 04 New File
 [  Cancel  ]
```
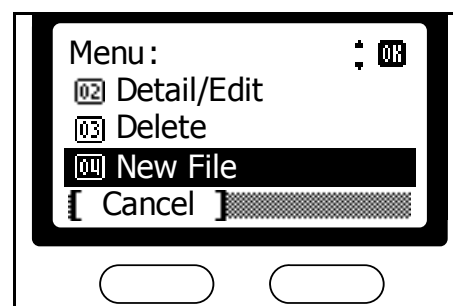
6 Press **Start** to start scanning the documents.

7 Press left **Select** to return to the *document box basic* screen.

Printing the Documents Stored in Polling Box

Perform the following procedure to print documents stored in polling box:

1 Press **Document Box**.

2 Press ▲ or ▼ to select *FAX Polling Box*. Press **Enter**.

3 Press ▲ or ▼ to select the file to print. Press **Enter**.

```
FAX Polling Box :    ▲ 00▼
  🖹 List
  🖹 Common
  🖹 Report
 [  Exit  ][  Menu  ]
```
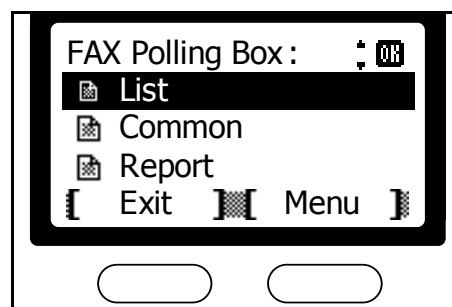
4 Press **Start** to print the selected file.

To print all documents in the box, press right **Select**. On the next screen, press ▲ or ▼ to select *Print All File*. Press **Enter**. Press **Start** to print all documents in the box.

```
Menu :            ▲ 00▼
 03 Delete
 04 New File
 05 Print All File
 [  Cancel  ]
```
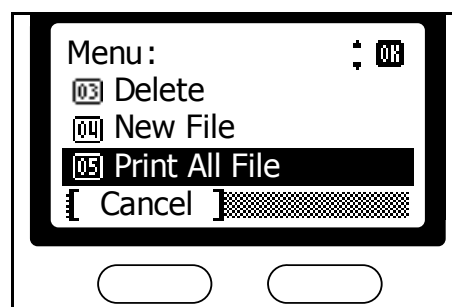
Editing the Documents Stored in Polling Box

Perform the following procedure to check or rename documents stored in polling box:

1 Press **Document Box**.

2 Press ▲ or ▼ to select *FAX Polling Box*. Press **Enter**.

3 Press ▲ or ▼ to select the file to edit. Press right **Select**.

4 Press ▲ or ▼ to select *Detail/ Edit*. Press **Enter**.

```
Menu:               ⁞ OK
 01  Print
 02  Detail/Edit
 03  Delete
[ Cancel ]
```
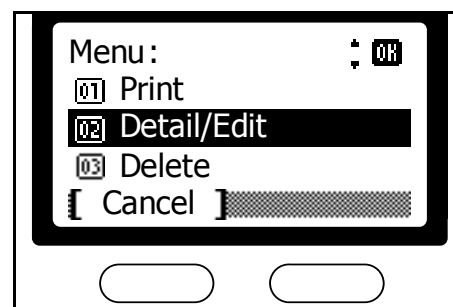
5 Press ▲ or ▼ to confirm the detailed information of the file. When renaming the file, press right **Select** on the *File Name* screen.

6 Press **Enter** after checking the file.

7 Press left **Select** to return to the *document box basic* screen.

Deleting the Documents Stored in Polling Box

Perform the following procedure to delete documents stored in polling box:

1 Press **Document Box**.

2 Press ▲ or ▼ to select *FAX Polling Box*. Press **Enter**.

3 Press ▲ or ▼ to select the file to delete. Press right **Select**.

4 Press ▲ or ▼ to select *Delete*. Press **Enter**.

```
Menu:               ⁞ OK
 01  Print
 02  Detail/Edit
 03  Delete
[ Cancel ]
```
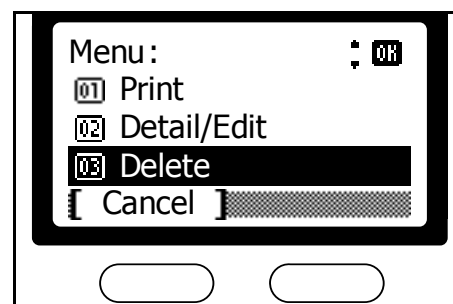
5 Press left **Select** to delete the selected file.

6 Press left **Select** to return to the *document box basic* screen.

Receiving Documents by Polling

In polling reception, calling another fax machine triggers transmission of documents stored on that machine.

1 Press **Send**.

2 Press **Function**.

3 Press ▲ or ▼ to select *FAX RX Polling.* Press **Enter**.

4 Press ▲ or ▼ to select *On.* Press **Enter**.

```
┌─────────────────────────────┐
│ FAX RX Polling:        ╏ ▥  │
│ 01 *Off                     │
│ ▣  On                       │
│                             │
│ [ Cancel ]▨▨▨▨▨▨▨▨▨▨▨▨▨▨    │
└─────────────────────────────┘
     ⬭            ⬭
```
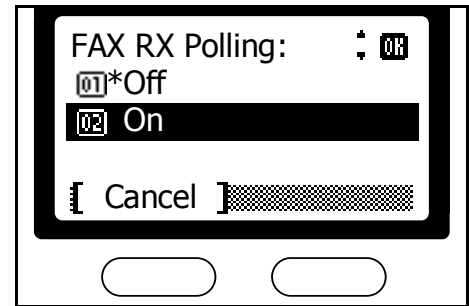
5 Press right **Select**.

6 Enter the other party's fax number.

To enter the number, use the one-touch dial keys, the Address Book, or chain dial keys.

7 Press **Start** to start fax.

Polling Transmission Settings

Set the system to continue storing the documents stored for polling transmission or to delete them after polling. Keeping documents makes them available for multiple callers after you scan them once in preparation for polling transmission.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Doc. Box Setting.* Press **Enter**.

3 Press ▲ or ▼ to select *Polling Setting.* Press **Enter**.

4 Press ▲ or ▼ to select *Remain File* or *Delete File.* Press **Enter**.

To keep documents after polling transmission, select **Remain File**.

```
┌─────────────────────────────┐
│ Polling Setting:       ╏ ▥  │
│ 01 *Remain File             │
│ ▣  Delete File              │
│                             │
│ [ Cancel ]▨▨▨▨▨▨▨▨▨▨▨▨▨▨    │
└─────────────────────────────┘
     ⬭            ⬭
```
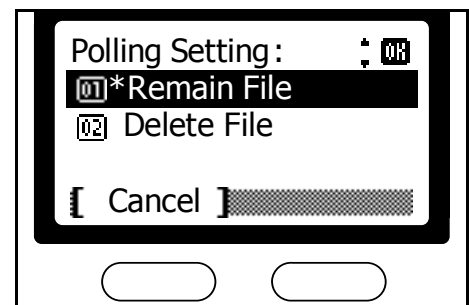
5 Press right **Select** to return to the *basic* screen.

Subaddress Communications

In subaddress communications, faxes are sent and received using subaddresses – – numbers or character strings that conform to conventions adopted by many fax machine manufacturers. Subaddresses support confidential fax, previously possible only between machines from the same manufacturer. The FAX System uses subaddress boxes to exchange confidential faxes with other parties. Receiving these faxes in the FAX System doesn't require a subaddress password. If the other party's machine requires passwords, specify the password when sending to them.

NOTE: This function requires that the other party's fax machine support subaddress communications.
Subaddress communication can be combined with other fax functions. You can save time when using this function by assigning subaddresses and passwords beforehand to one-touch dial keys or to Address Book entries. For more information, refer to the instructions for these functions and the instructions for assigning keys.

Subaddresses Used by the FAX System

The FAX System uses subaddresses as well as passwords for subaddress communication.

Subaddresses

When specifying a receiving party to receive a confidential fax, you must enter their subaddress, just as they must specify yours when sending to you. Subaddresses must also be specified for subaddress boxes where confidential faxes are received. The length of the maximum subaddress depends on the other party's fax machine. If the subaddresses do not comply with the supported length, confidential fax is not possible. Before using subaddresses, confirm the other party's subaddress. The FAX System supports subaddresses of up to 20 characters, consisting of numbers, asterisks [*], the sharp symbol [#], and spaces.

Passwords

The FAX System does not use passwords when receiving confidential faxes. Passwords are used if required by the other party's fax machine. The maximum password length depends on the other machine. If the passwords do not comply with the supported length, confidential fax is not possible. Before using subaddresses, confirm the other party's password. The FAX System supports passwords of up to 20 characters, consisting of numbers, asterisks [*], the sharp symbol [#], and spaces.

Subaddress-based Confidential Communications

Confidential fax protects document confidentiality when you do not want unauthorized parties to view certain documents. If subaddresses are used for confidential fax, the faxed documents are not printed after reception. Instead, they are stored in subaddress boxes. Documents in subaddress boxes can be printed later when the appropriate party specifies them. You can also designate passwords for subaddress boxes to prevent others from printing the stored documents.

NOTE: Subaddress-based confidential communications require that the other party's fax machine support subaddress and confidential communications.
Subaddress-based confidential communications cannot be combined with encrypted communication.

Setting Up Subaddress Boxes

Perform the following procedure to register new subaddress boxes:

NOTE: You can print the list of registered subaddress boxes. For more information, refer to *Printing Lists of Subaddress Boxes* on page **5-22**.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Doc. Box Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *Sub Address Box*. Press **Enter**.

4 Press right **Select**.

5 Press ▲ or ▼ to select *Add Box*. Press **Enter**.

```
Menu:                    :▮
▥ Detail/Edit
▥ Delete
▥ Add Box
[ Cancel ]▨▨▨▨▨
```
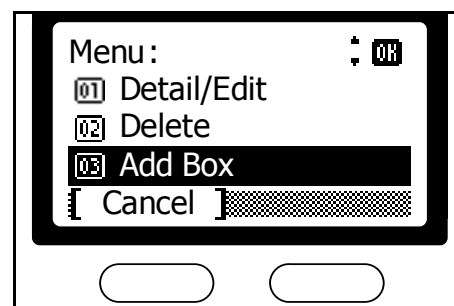
6 Enter the subaddress of the box to set up. Press **Enter**.

```
Sub Add. Entry :        [OK]


          ◢

[ Cancel ]▒▒▒▒▒▒▒▒▒▒
```
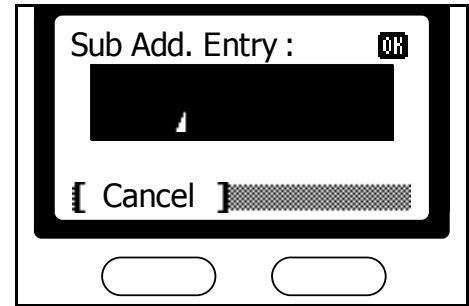
7 Enter the box name. Press **Enter**.

```
Box Name Entry :     ⟡▪[OK]
▉ox03                ◢


                 ABC
[ Cancel ]▒[  Text  ]▒
```
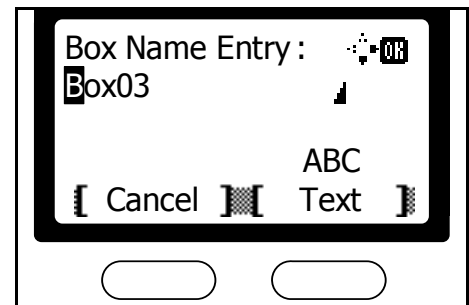
NOTE: For instructions on entering characters, refer to *Entering Characters* on page *3-20*.

8 Use the numeric keys to enter the box number.

```
Box Number Entry : ⁀ [OK]
         (01 ~ 20)
                 3

[ Cancel ]▒▒▒▒▒▒▒▒▒▒
```
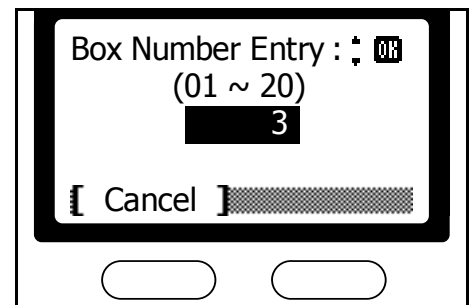
9 Press ▲ or ▼ to select *Exit*. Press **Enter**.

10 Press left **Select** to return to the *basic* screen.

NOTE: For instructions on assigning subaddress box passwords or changing box settings, refer to *Modifying Subaddress Boxes* on page *5-13*.

Modifying Subaddress Boxes

Perform the following procedure to change settings for subaddress boxes:

1 Follow steps 1 to 3 in *Setting Up Subaddress Boxes* on page *5-12*.

2 Press ▲ or ▼ to select the box to change. Press **Enter**.

If the box is password-protected, use the numeric keys to enter the password. Press **Enter**.

Changing Subaddresses

Change subaddresses as follows:

1 Press ▲ or ▼ to display *Sub Add. Entry.* Press right **Select**.

```
Detail:                  ┇ 🔲
Sub Add. Entry :     1/ 4
1234


【 Cancel 】【   Edit   】
```
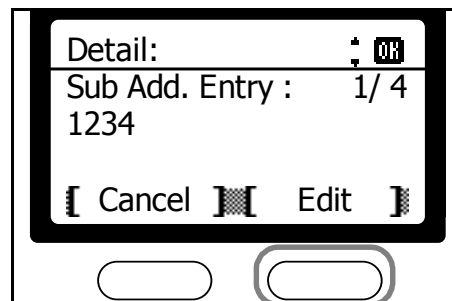
2 Use the numeric keys to enter the new subaddress. Press **Enter**.

```
Sub Add. Entry :       🔲


        ◢


【 Cancel 】
```
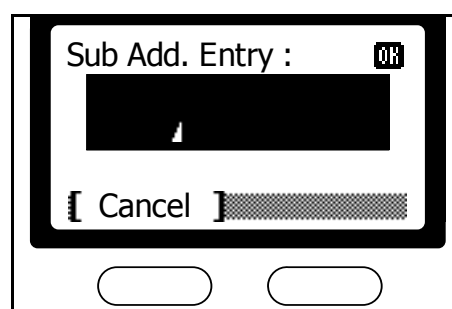
Renaming Boxes

Change box names as follows:

1 Press ▲ or ▼ to display *Box Name*. Press right **Select**.

```
Detail:                  ┇ 🔲
Box Name :           2/ 4
Arlen box


【 Cancel 】【   Edit   】
```
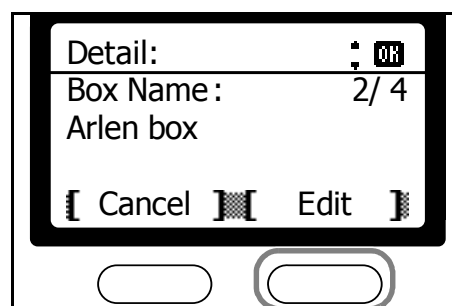
2 Enter the new box name. Press **Enter**.

```
Box Name Entry :    ◌⃗ 🔲
Arlen box              ◢


                  ABC
【 Cancel 】【   Text   】
```
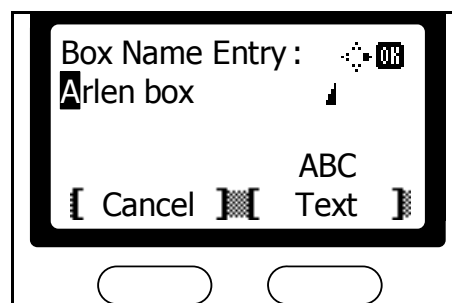
Changing Passwords

Perform the following procedure to change the passwords used to print from subaddress boxes or to change box settings:

1 Press ▲ or ▼ to display *Password*. Press right **Select**.

```
Detail:              ┊ OK
Password:           3/ 4
●●●●●

【 Cancel 】【   Edit   】
```

2 Use the numeric keys to enter the password. Press **Enter**.

```
Password:            OK


                     ◢

【 Cancel 】
```
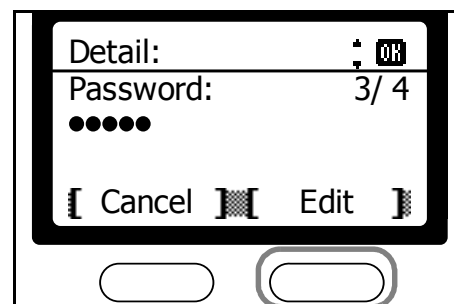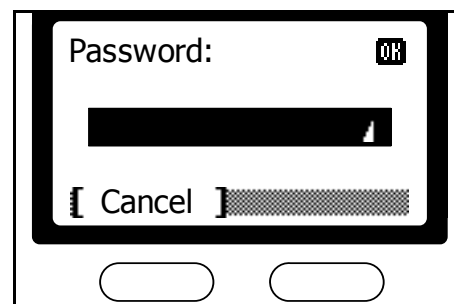
3 Re-enter the password for confirmation. Press **Enter**.

```
Confirm Password:    OK


●●●●●●●●●●●●●●●◢

【 Cancel 】
```
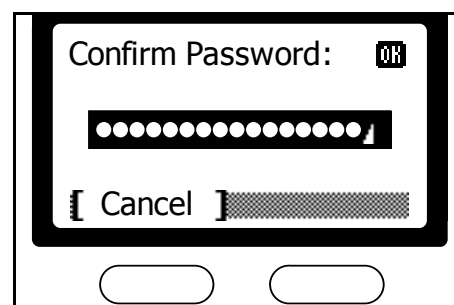
Changing Box Numbers

Change box numbers as follows:

1 Press ▲ or ▼ to display *Box Number*. Press right **Select**.

```
Detail:              ┊ OK
Box Number :        4/ 4
02

【 Cancel 】【   Edit   】
```
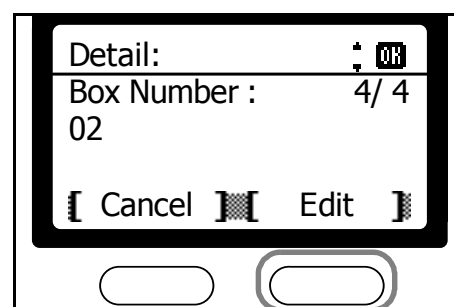
2 Press ▲ or ▼ to enter the box number. Press **Enter**.

```
Box Number Entry : ⁚ 🔲
        (01 ~ 20)
              2

[ Cancel ]▒▒▒▒▒▒▒
```
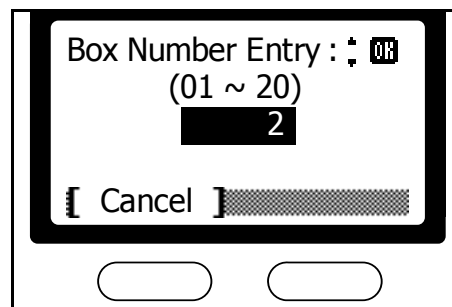
Changing Users

Change users as follows:

NOTE: This setting is displayed only when user login is specified.

---

1 Press ▲ or ▼ to display *User Name*. Press right **Select**.

```
Detail:          ⁚ 🔲
User Name:       3/ 6
Arlen

[ Cancel ]▒[  Edit  ]
```
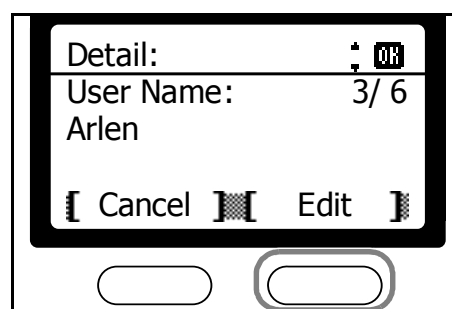
2 Press ▲ or ▼ to select the user. Press **Enter**.

```
User List:       ⁚ 🔲
 ᐠ Arlen
 ᐠ Harold
 ᐠ Richard
[ Cancel ]▒▒▒▒▒▒▒▒
```
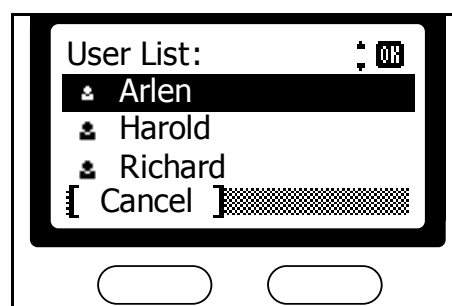
Changing Usage Restrictions

These boxes are displayed only when the user registered in User Name is logged in.

NOTE: This setting is displayed only when user login is specified.

---

1 Press ▲ or ▼ to display
Permission. Press right **Select**.

> Detail: ⫶ 🔲
> Permission: 4/ 6
> All
>
> 【 Cancel 】【   Edit   】
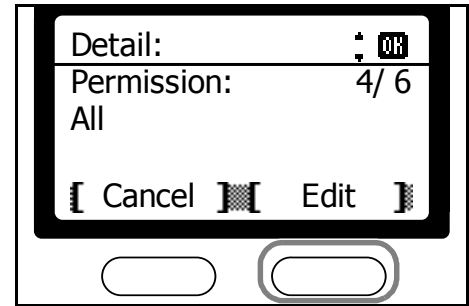
2 Press ▲ or ▼ to select *All* or *User
Only*. Press **Enter**.

Choose *All* to allow all user to
access this subaddress box.

Choose *User Only* to allow the
only user to access this
subaddress box.

> Permission: ⫶ 🔲
> 01 *All
> 02 User Only
>
> 【 Cancel 】
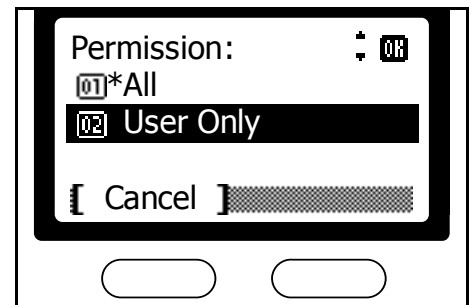
3 Press **Enter**.

4 Press left **Select** to return to the *basic* screen.

Deleting Subaddress Boxes

Perform the following procedure to delete subaddress boxes:

1 Follow steps 1 to 3 in *Setting Up Subaddress Boxes* on page ***5-12***.

2 Press ▲ or ▼ to select the box to delete. Press right **Select**.

3 Press ▲ or ▼ to select *Delete*.
Press **Enter**.

If the box is password-protected,
use the numeric keys to enter the
password. Press **Enter**.

> Menu: ⫶ 🔲
> 01 Detail/Edit
> 02 Delete
> 03 Add Box
> 【 Cancel 】

4 Press left **Select**.

```
Delete.
Are you sure?
→ 🔒Arlen box

[   Yes   ][   No   ]
```

5 Press left **Select** to return to the *basic* screen.

Paper Setting for Printing from Boxes

Restricts the type of paper used when printing documents from subaddress boxes. The paper cassette selected here is always used to print documents from subaddress boxes. For example, if you use this setting to assign a desired paper cassette to Custom 1, that paper cassette will be used for printing.

NOTE: This setting is displayed only when the FAX System is equipped with an optional paper cassette.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Doc. Box Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *Box Media Type*. Press **Enter**.

4 Press ▲ or ▼ to select the paper type. Press **Enter**.

```
Box Media Type :    ‡ 🔟
 🔟*All Media Type
 🔟  Plain
 🔟  Transparency
[ Cancel ]
```
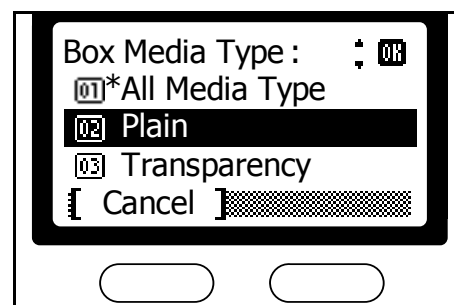
5 Press right **Select** to return to the *basic* screen.

Confidential Fax Using Subaddresses

To send documents to the subaddress box of another party, the other party must perform the following procedure:

NOTE: Before sending, confirm the recipient's subaddress specified for the target subaddress box. If the recipient's fax machine requires you to enter a password, confirm the password as well.

1 Place the original documents into the document processor or on the platen.

2 Press **Send**.

3 Press ◀ **Destination**.

NOTE: You can specify the other party's number using one-touch dial keys or from the Address Book. If the required subaddress and password are registered in the one-touch dial key or Address Book, you do not need to enter them when sending.

4 Press ▲ or ▼ to select *FAX*. Press **Enter**.

5 Use the numeric keys to enter the fax number. Press right **Select**.

6 Press ▲ or ▼ to display *Sub Address*. Press right **Select**.

FAX Detail:

Sub Address :   1/ 4

【 Cancel 】【 Edit 】
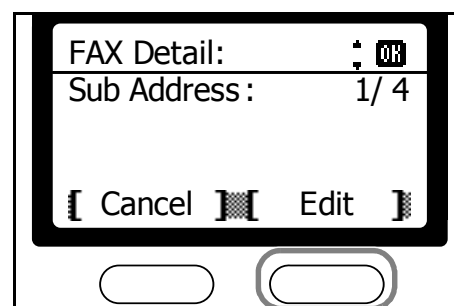
7 Enter the subaddress number and press **Enter**.

Sub Address :

1234567890123

【 Cancel 】
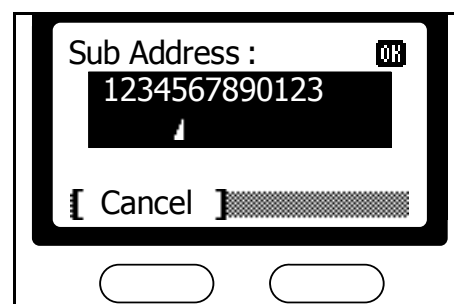
8 Enter the password and press **Enter**.

```
Password:          OK
●●●●
               ◢
[ Cancel ]▨▨▨▨▨▨▨▨
```
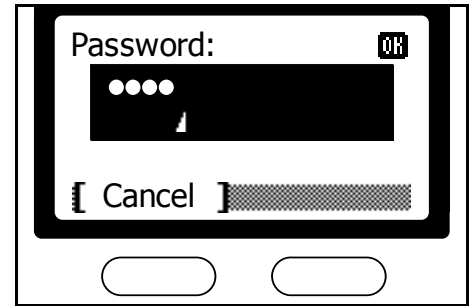
NOTE: You will be prompted to enter a password only if such is required by the other party's fax machine.

9 Press **Enter**.

10 Press **Enter** to return to the *basic* screen.

11 Press **Start** to load stored documents from memory.

Printing Documents from Subaddress Boxes

Perform the following procedure to print documents from subaddress boxes:

1 Press **Document Box**.

2 Press ▲ or ▼ to select *Sub Address Box*. Press **Enter**.

3 Press ▲ or ▼ to select the box in which the documents to print are stored. Press **Enter**.

If the box is password-protected, use the numeric keys to enter the password. Press **Enter**.

4 Press ▲ or ▼ to select the document to print. Press **Enter**. Press **Start** to print it.

```
🔒 Arlen box :     ▲ OK
📄 List
📄 Common
📄 Report
[ Exit ]▨[ Menu ]▨
```

To print all documents in the box, press right **Select**. On the next screen, press ▲ or ▼ to select *Print All File*. Press **Enter**. Press **Start** to print all documents in the box.

```
Menu:                    ▲ OK
 [02] Detail/Edit        ▼
 [03] Delete
 [04] Print All File
[ Cancel ]▨▨▨▨▨▨▨▨▨▨▨▨▨
```

NOTE: Document data remains in subaddress boxes after printing. To delete the document data, refer to *Deleting Documents from Subaddress Boxes* on page *5-22*. Follow the procedure given there to delete the data.

Editing Documents from Subaddress Boxes

Perform the following procedure to check or rename documents from subaddress boxes.

1   Press **Document Box**.

2   Press ▲ or ▼ to select *Sub Address Box*. Press **Enter**.

3   Press ▲ or ▼ to select the box in which the documents to check or rename are stored. Press **Enter**.

   If the box is password-protected, use the numeric keys to enter the password. Press **Enter**.

4   Press ▲ or ▼ to select the file to edit. Press right **Select**.

5   Press ▲ or ▼ to select *Detail/ Edit*. Press **Enter**.

```
Menu:                    ▲ OK
 [01] Print              ▼
 [02] Detail/Edit
 [03] Delete
[ Cancel ]▨▨▨▨▨▨▨▨▨▨▨▨▨
```
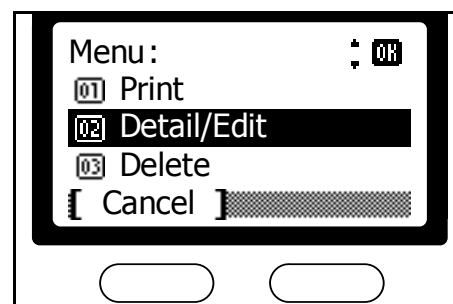
6   Press ▲ or ▼ to confirm the detailed information of the file. When renaming the file, press right **Select** on the *File Name* screen.

7   Press **Enter** after checking the file.

8   Press left **Select** to return to the *document box basic* screen.
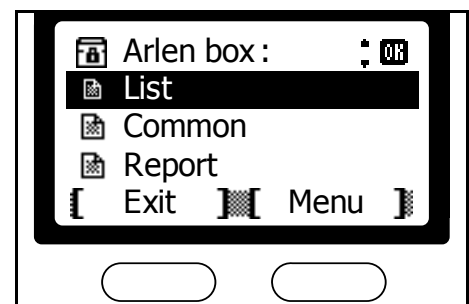
Deleting Documents from Subaddress Boxes

Perform the following procedure to delete documents from subaddress boxes.

1 Press **Document Box**.

2 Press ▲ or ▼ to select *Sub Address Box*. Press **Enter**.

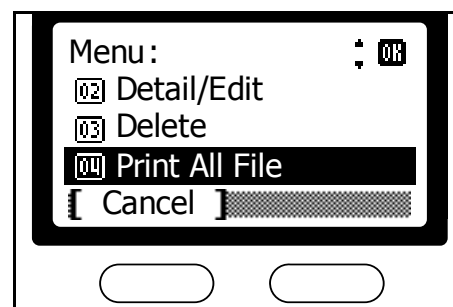**3** Press ▲ or ▼ to select the box in which the documents to delete are stored. Press **Enter**.

If the box is password-protected, use the numeric keys to enter the password. Press **Enter**.

4 Press ▲ or ▼ to select the document to delete. Press right **Select**.

5 Press ▲ or ▼ to select *Delete*. Press **Enter**.

```
Menu:                    OK
 01 Print
 02 Detail/Edit
 03 Delete
 [ Cancel ]
```
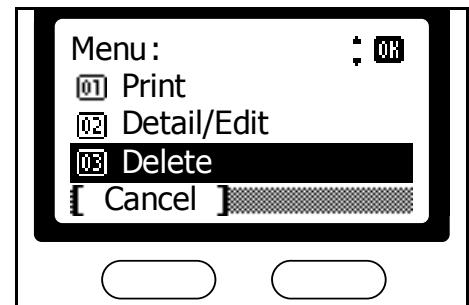
6 Press left **Select**.

7 Press left **Select** to return to the *document box basic* screen.

Printing Lists of Subaddress Boxes

Perform the following procedure to print a list of subaddress boxes:

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Report*. Press **Enter**.

3 Press ▲ or ▼ to select *Report Print*. Press **Enter**.

4 Press ▲ or ▼ to select *SubAddr Box List*. Press **Enter**.

```
Report Print:            OK
 02 Status Page
 03 Font List
 04 SubAddr Box List
            [ Exit ]
```
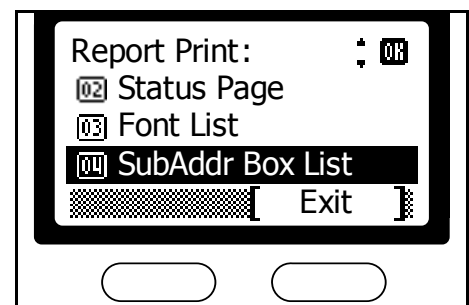
5   Press left **Select** to print the list.

Fax Forwarding

With fax forwarding, documents received at specified times are temporarily stored and then automatically forwarded to another fax number previously registered. This function supports subaddress-based communication for document forwarding to the destination fax.

In addition to forwarding documents to be printed as faxes, you can forward them as image files in e-mail messages or store them in a specified folder on a computer.
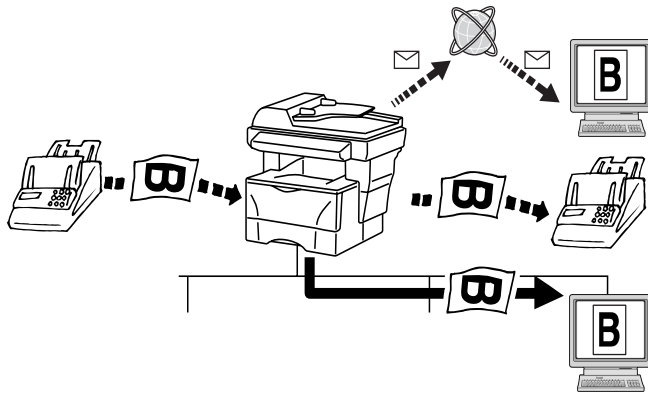
NOTE: If fax forwarding fails, the received documents are printed from the FAX System and deleted from memory.
Fax forwarding may be unavailable when combined with other functions, such as encrypted communication.
Fax forwarding must be activated in advance. For more information, refer to *Activating Fax Forwarding* on page **5-30**.

Registering Forwarding Destinations

Perform the following procedure to register forwarding destinations:

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX RX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *Forward Setting*. Press **Enter**.

5 Press ▲ or ▼ to select *Forward Dest*. Press **Enter**.

```
Forward Setting:    ┆ 📧
 🔟 Back
 🔟 Forward
 🔟 Forward Dest.
░░░░░░░░░░░░░[  Exit  ]▒
```
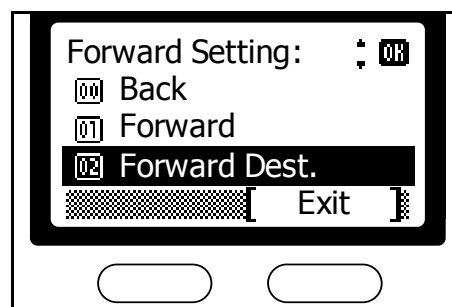
6 Press ▲ or ▼ to select *Register*. Press **Enter**.

```
Forward Dest.:    ┆ 📧
 🔟*Confirmation
 🔟 Register

[ Cancel ]░░░░░░░░░
```

7 Press ▲ or ▼ to select *Address Entry* or *Address Book*. Press **Enter**.

```
Register:    ┆ 📧
 🔟*Address Book
 🔟 Address Entry

[ Cancel ]░░░░░░░░░
```
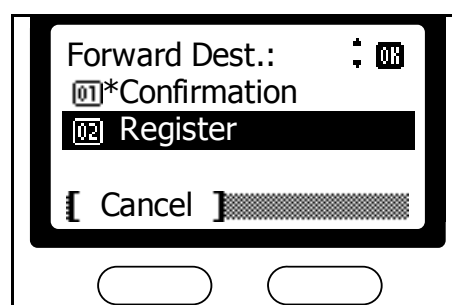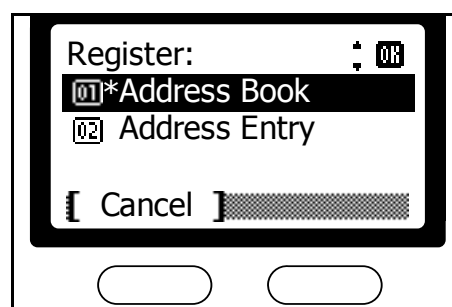
If you select *Address Book*, specify the recipient from the Address Book.
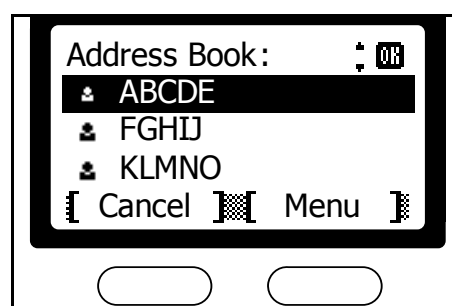
```
Address Book:    ┆ 📧
 ♟ ABCDE
 ♟ FGHIJ
 ♟ KLMNO
[ Cancel ]▒[ Menu ]▒
```

NOTE: For instructions on using the Address Book, refer to *Address Book* on page *3-24*.

If you select *Address Entry*, press ▲ or ▼ to select *FAX*, E-*mail*, or *Folder*, press **Enter**.

If you select *FAX*, use the numeric keys to enter the recipient's fax number.

If you select *E-mail* or *Folder*, refer to the ***Operation Guide*** and specify the recipient's e-mail address or the destination folder.

```
Address Entry:     ⁝ ▥
▥*FAX
▥  E-mail
▥  Folder
[  Cancel  ]▨▨▨
```
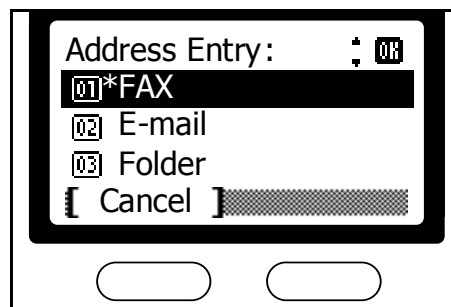
8 Press left **Select** after specifying the destination and returning to the *Forward Setting* screen.

9 Press right **Select** to return to the *basic* screen.

Changing Forwarding Destinations

Perform the following procedure to change various details registered for fax forwarding:

1 Follow steps 1 to 5 in *Registering Forwarding Destinations* on page **5-24**.

2 Press ▲ or ▼ to select *Confirmation*. Press **Enter**.

```
Forward Dest.:     ⁝ ▥
▥*Confirmation
▥  Register

[  Cancel  ]▨▨▨
```
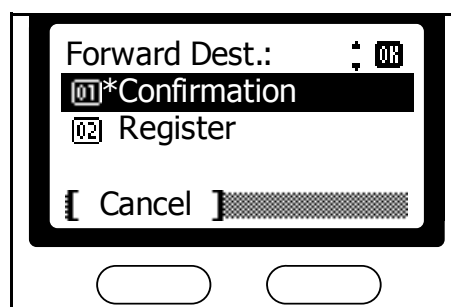
3 After confirming that a destination is selected, press **Enter**.

```
Dest. Confirm.:    ⁝ ▥
▥  0123456789


[   Exit   ]▨▨▨
```
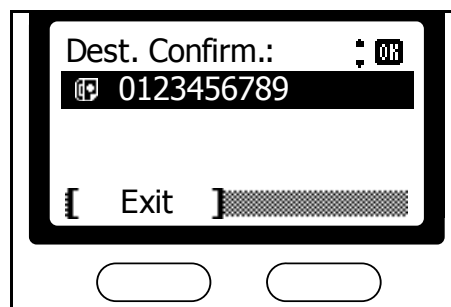
4 Press ▲ or ▼ to select *Edit*. Press **Enter**.

```
┌─────────────────────────────┐
│ 🔲 0123456789        ⁝ 🔲   │
│ 🔟 Edit                      │
│ 🔟 Delete                    │
│                             │
│ 【 Cancel 】▨▨▨▨▨▨▨        │
└─────────────────────────────┘
     ◯◯◯◯        ◯◯◯◯
```

5 Make the desired changes in destination information. Press **Enter**.

```
┌─────────────────────────────┐
│ 🔲FAX No. Entry:   ⋅⁚▸🔲    │
│ 🔟123456789                  │
│                ◢            │
│ 【 Cancel 】▨【 Detail 】▨   │
└─────────────────────────────┘
     ◯◯◯◯        ◯◯◯◯
```

NOTE: For instructions on editing information, refer to *Detailed Transmission Settings* on page ***3-8***.

6 Press left **Select** twice after specifying the destination and returning to the *Forward Dest* screen.

7 Press right **Select** to return to the *basic* screen.

Specifying the Fax Forwarding Period

Perform the following procedure to schedule the forwarding timeframe:

1 Follow steps 1 to 4 in *Registering Forwarding Destinations* on page ***5-24***.

2 Press ▲ or ▼ to select *Forward Time*. Press **Enter**.

```
┌─────────────────────────────┐
│ Forward Setting :    ⁝ 🔲   │
│ 🔟 Forward Dest.             │
│ 🔟 File Format               │
│ 🔟 Forword Time              │
│ ▨▨▨▨▨▨▨▨【  Exit  】▨     │
└─────────────────────────────┘
     ◯◯◯◯        ◯◯◯◯
```
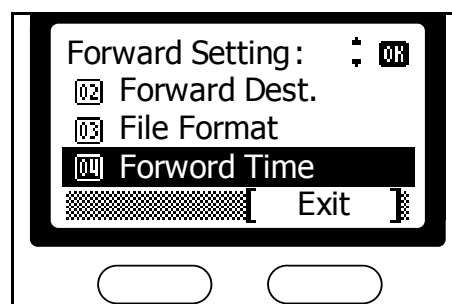
3 Press ▲ or ▼ to select *All day* or *Time Specificat*. Press **Enter**.

Choose *Time Specificat.* to specify the start and end times for fax forwarding.

Choose *All day* to set fax forwarding throughout the day. On the next screen, press right **Select** to return to the *basic* screen.

```
Forward Time:           ⁝ 🆗
 🄌*All day
 🄂 Time Specificat.

【 Cancel 】▨▨▨▨▨▨▨▨
```

4 Specify the start time. Press ▲ or ▼ to set hour. Press ▶.

```
Start Time:            ⁖ 🆗
      Hour : Min.
        09 :   45
    (Current Time 11:45)
【 Cancel 】▨▨▨▨▨▨▨▨
```

5 Press ▲ or ▼ to set minutes. Press **Enter**.

```
Start Time:            ⁖ 🆗
      Hour : Min.
        09 :   45
    (Current Time 11:45)
【 Cancel 】▨▨▨▨▨▨▨▨
```
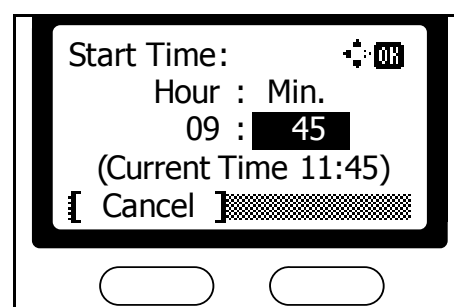
6 Specify the ending time. Press ▲ or ▼ to specify the hour. Press ▶.

```
End Time :             ⁖ 🆗
      Hour : Min.
        11 :   45
    (Current Time 11:45)
【 Cancel 】▨▨▨▨▨▨▨▨
```
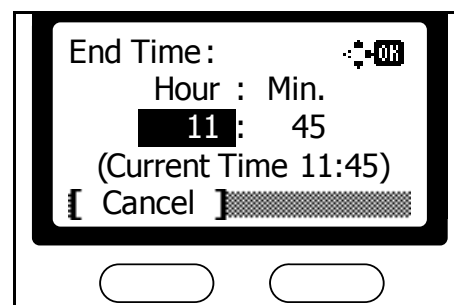
7 Press ▲ or ▼ to specify minutes. Press **Enter**.

```
End Time :             ⁖ 🆗
      Hour : Min.
        11 :   45
    (Current Time 11:45)
【 Cancel 】▨▨▨▨▨▨▨▨
```
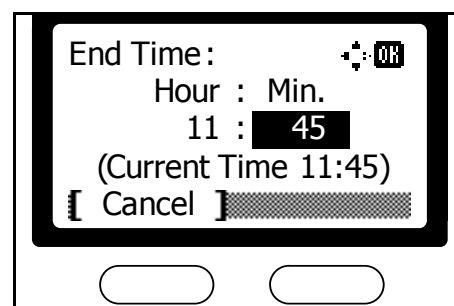
8 Press right **Select** to return to the *basic* screen.

Printing from the FAX System during Fax Forwarding

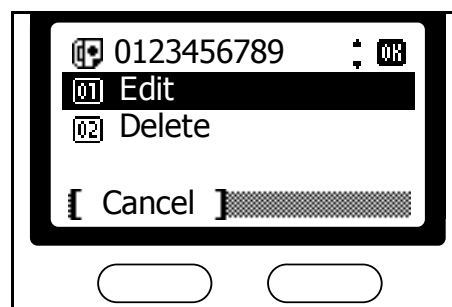Perform the following procedure to specify whether the FAX System is to print forwarded faxes:

1 Follow steps 1 to 4 in *Registering Forwarding Destinations* on page *5-24*.
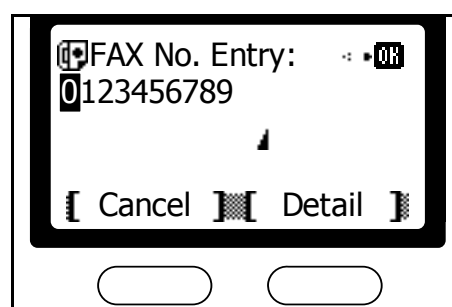
2 Press ▲ or ▼ to select *Print*. Press **Enter**.

```
Forward Setting:      : OK
 03  File Format
 04  Forward Time
 05  Print
                 [   Exit   ]
```
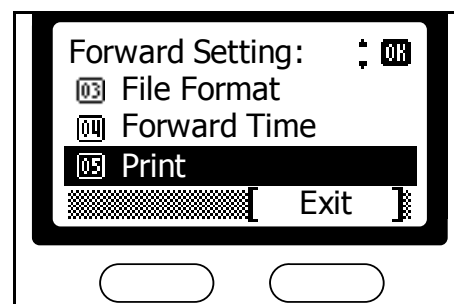
3 Press ▲ or ▼ to select *On* or *Off*. Press **Enter**.

Specify *On* to both print and forward forwarded faxes.

```
Print:                : OK
 01 *Off
 02  On

[  Cancel  ]
```
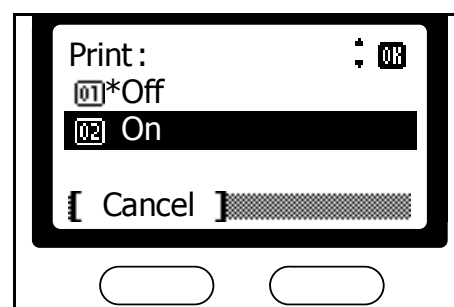
4 Press right **Select** to return to the *basic* screen.

Specifying the File Format of Forwarded Files

When specifying settings to forward documents via e-mail or to store them in a folder on a computer, set either *TIFF* or *PDF* for the document file format.
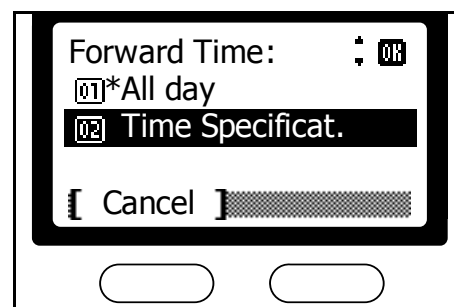
1 Follow steps 1 to 4 in *Registering Forwarding Destinations* on page *5-24*.

2 Press ▲ or ▼ to select *File Format*. Press **Enter**.

```
Forward Setting:      : OK
 01  Forward
 02  Forward Dest.
 03  File Format
                 [   Exit   ]
```
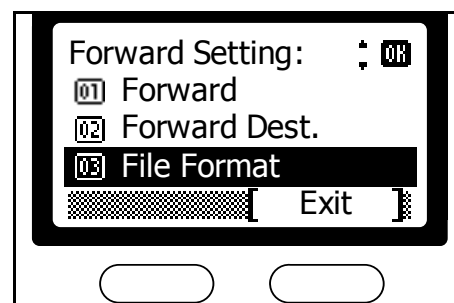
3 Press ▲ or ▼ to select *TIFF* or
PDF. Press **Enter**.

```
File Format:         ⁚ OK
 ⑪ *PDF
 ⑫  TIFF


[  Cancel  ]▨▨▨▨▨▨▨▨
```
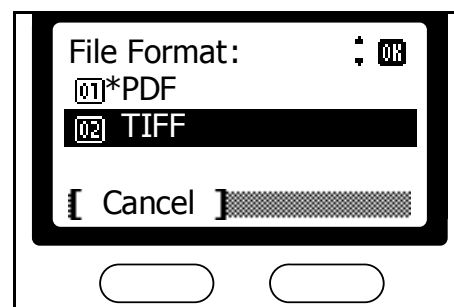
4 Press right **Select** to return to the *basic* screen.

Activating Fax Forwarding

Perform the following procedure to activate fax forwarding:

1 Follow steps 1 to 4 in *Registering Forwarding Destinations* on page **5-24**.

2 Press ▲ or ▼ to select *Forward*.
Press **Enter**.

```
Forward Setting:     ⁚ OK
 ⑩ Back
 ⑪ Forward
 ⑫ Forward Dest.
▨▨▨▨▨▨▨▨[    Exit    ]
```
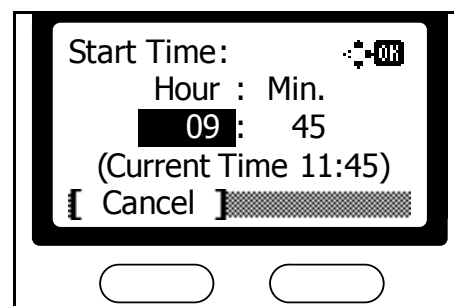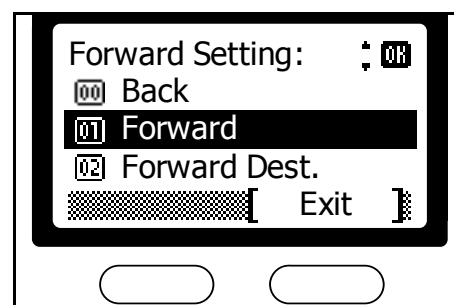
3 Press ▲ or ▼ to select *On* or *Off*.
Press **Enter**.

Choose *On* to activate fax
forwarding. Choose *Off* to disable
it.

```
Forward:             ⁚ OK
 ⑪ *Off
 ⑫  On


[  Cancel  ]▨▨▨▨▨▨▨▨
```
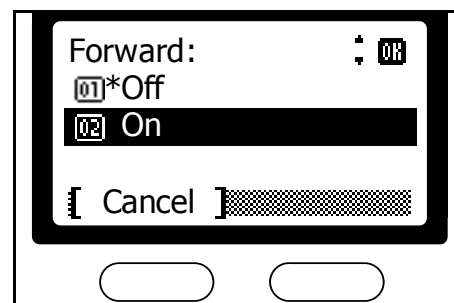
4 Press right **Select** to return to the *basic* screen.

Password-based Communications

This function restricts access to transmission and reception, requiring users to meet password requirements. Password-based communications lets you restrict the sending and receiving of faxes with the FAX System to authorized individuals. Passwords are registered in advance for authorized telephone numbers and authorized IDs, after which these functions are activated. In this mode, no special steps involving passwords are required to send or receive faxes. Jobs that meet the password requirements are processed as usual, but those that do not result in errors, preventing transmission or reception.

Requirements

- Passwords must be registered in the FAX System (specifically, authorized telephone numbers or authorized ID).
- Authorized telephone numbers or authorized ID must be registered on the other party's fax machine.
- Password communications must be activated in advance. (Refer to *Activating Password-based Communications* on page *5-36*.)

<Meeting Requirements for Password-based Communications>

- Authorized telephone numbers registered in the FAX System must match the telephone numbers of other parties.
- Authorized IDs registered in the FAX System must match the IDs of other parties.
- When you fax to recipients using the Address Book, the last four digits of their number must match the last four digits of the authorized numbers.
- To receive faxes, the last four digits of the other party's number must match the last four digits of an entry in the Address Book.

NOTE: For instructions on setting the ID of the FAX System, refer to *Entering your station ID* on page *2-6*.

Registering New Authorized Telephone Numbers

Perform the following procedure to register authorized telephone numbers:

NOTE: You can register up to 10 authorized telephone numbers.

---

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX RX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *TX/RX Restrict*. Press **Enter**.

5 Press ▲ or ▼ to select *Permit No. List*. Press **Enter**.

```
TX/RX Restrict.:      : ▨
 ▨ TX Restriction
 ▨ RX Restriction
 ▨ Permit No. List
░░░░░░░░░░░[    Exit  ]░
```

6 Press right **Select**.

```
Permit No. List :     : ▨
 ▨ 0123456789
 ▨ 3456789012
 ▨ 6789012345
[   Exit  ]▨[  Menu   ]
```

7 Press ▲ or ▼ to select *Add FAX Number*. Press **Enter**.

```
Menu :                : ▨
 ▨ Detail/Edit
 ▨ Delete
 ▨ Add FAX Number
[  Cancel  ]░░░░░░░░░░░
```

8 Use the numeric keys to enter the authorized fax number. Press **Enter**.

Repeat steps 6 to 8 to enter all authorized fax numbers.

```
FAX No. Entry:     ·· · ▨
█                      ◢


[  Cancel  ]░░░░░░░░░░░
```
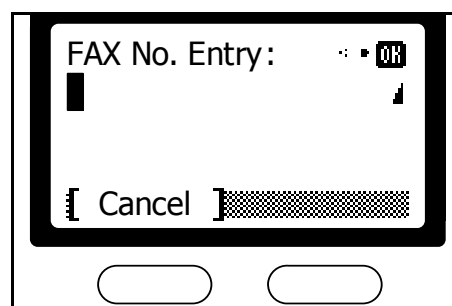
9 Press left **Select** to return to the *basic* screen.

Modifying Authorized Telephone Numbers

Perform the following procedure to change authorized telephone numbers:

1 Follow steps 1 to 5 in *Registering New Authorized Telephone Numbers* on page *5-31*.

2 Press ▲ or ▼ to select the authorized telephone number to be changed. Press **Enter**.

```
Permit No. List :        ┊ 🔟
 🔢 0123456789
 🔢 3456789012
 🔢 6789012345
[   Exit   ]🔳[   Menu   ]
```

3 Re-enter the fax number. Press **Enter**.

```
FAX No. Entry :       ⋰ ▸🔟
 ⓪123456789               ◢

[  Cancel  ]🔲🔲🔲🔲🔲🔲
```

4 Press left **Select** to return to the *basic* screen.

Deleting Authorized Telephone Numbers

Perform the following procedure to delete authorized telephone numbers:

1 Follow steps 1 to 5 in *Registering New Authorized Telephone Numbers* on page *5-31*.

2 Press ▲ or ▼ to select the authorized telephone number to delete. Press right **Select**.

```
Permit No. List :        ┊ 🔟
 🔢 0123456789
 🔢 3456789012
 🔢 6789012345
[   Exit   ]🔳[   Menu   ]
```

3 Press ▲ or ▼ to select *Delete*. Press **Enter**.

```
Menu :                   ┊ 🔟
 🔟 Detail/Edit
 🔢 Delete
 🔢 Add FAX Number
[  Cancel  ]🔲🔲🔲🔲🔲🔲
```

4 Press left **Select**.

5 Press left **Select** to return to the *basic* screen.

Registering New Authorized IDs

Perform the following procedure to register authorized ID numbers:
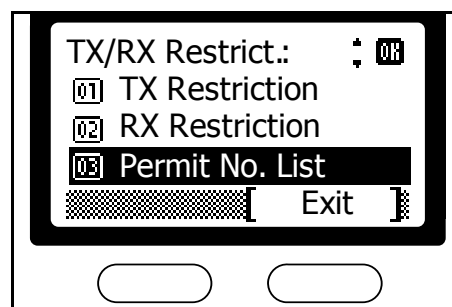
NOTE: You can register up to 5 authorized ID numbers.

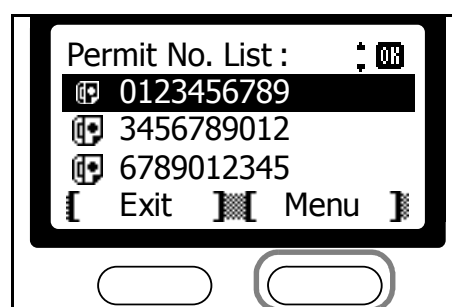**1** Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX RX Setting*. Press **Enter**.

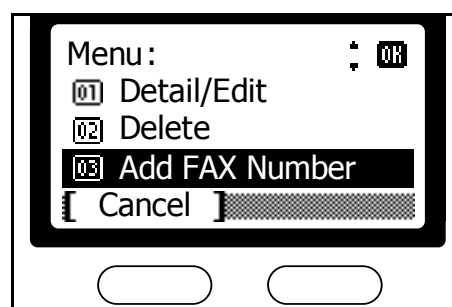**4** Press ▲ or ▼ to select *TX/RX Restrict*. Press **Enter**.

5 Press ▲ or ▼ to select *Permit ID List*. Press **Enter**.

6 Press right **Select**.
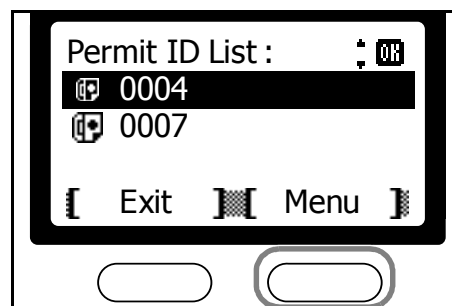
7 Press ▲ or ▼ to select *Add FAX ID*. Press **Enter**.
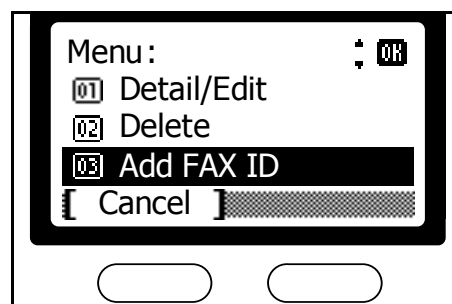
8 Use the numeric keys to enter the ID number. Press **Enter**.

Repeat steps 6 to 8 to enter all authorized ID numbers.

```
┌─────────────────────────────┐
│                             │
│  Permit FAX ID:      ┆ ▣    │
│    (0000 ~ 9999)            │
│         ░0000░              │
│                             │
│  〖 Cancel 〗▓▓▓▓▓▓▓▓▓▓▓      │
│                             │
│    ⬭          ⬭            │
└─────────────────────────────┘
```
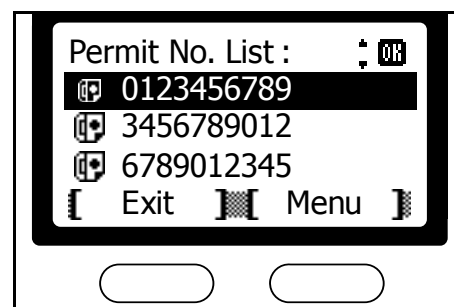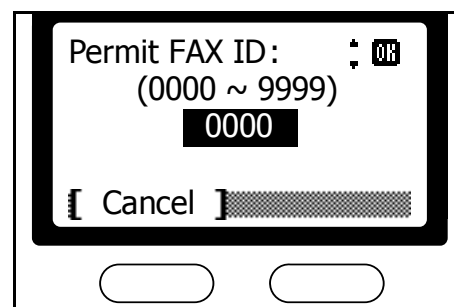
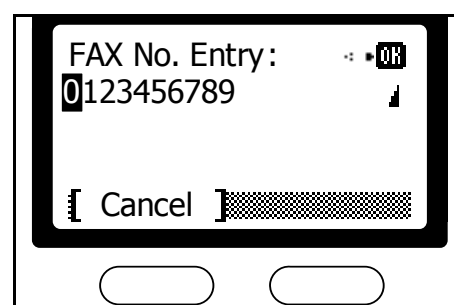**9** Press left **Select** to return to the *basic* screen.

Modifying Authorized IDs

Perform the following procedure to change authorized ID numbers:

1 Follow steps 1 to 5 in *Registering New Authorized IDs* on page *5-34*.

2 Press ▲ or ▼ to select the authorized ID number to change. Press **Enter**.
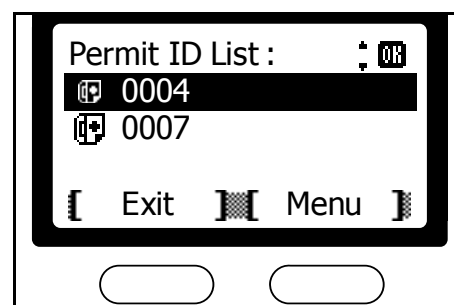
```
┌─────────────────────────────┐
│                             │
│  Permit ID List:     ┆ ▣    │
│  ▣ 0004                     │
│  ▣ 0007                     │
│                             │
│  〖 Exit 〗▓〖 Menu 〗        │
│                             │
│    ⬭          ⬭            │
└─────────────────────────────┘
```

3 Re-enter the ID number. Press **Enter**.

```
┌─────────────────────────────┐
│                             │
│  Permit FAX ID:      ┆ ▣    │
│    (0000 ~ 9999)            │
│         ░0004░              │
│                             │
│  〖 Cancel 〗▓▓▓▓▓▓▓▓▓       │
│                             │
│    ⬭          ⬭            │
└─────────────────────────────┘
```
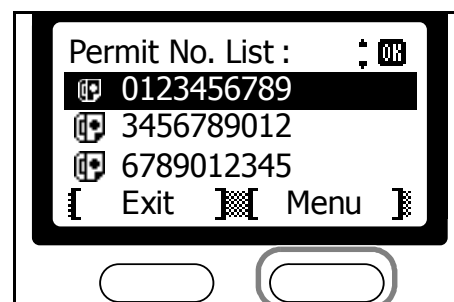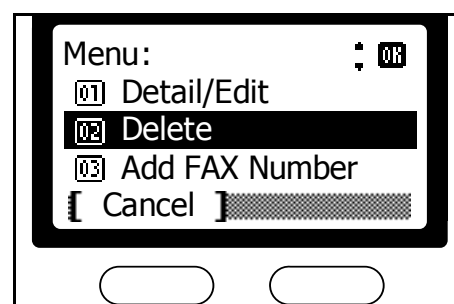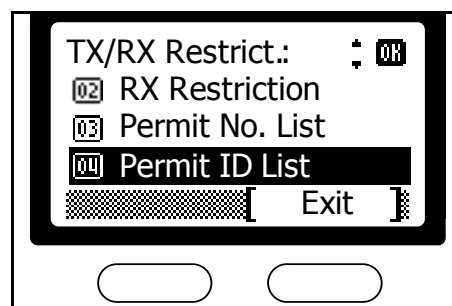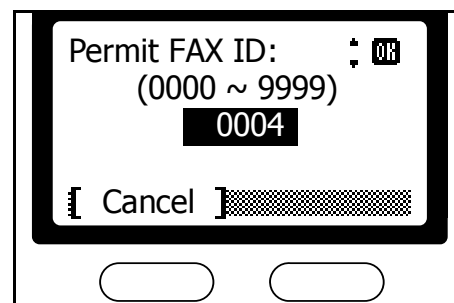
4 Press left **Select** to return to the *basic* screen.

Deleting Authorized IDs

Perform the following procedure to delete authorized ID numbers:

1 Follow steps 1 to 5 in *Registering New Authorized IDs* on page *5-34*.

2 Press ▲ or ▼ to select the authorized ID number to delete. Press right **Select**.
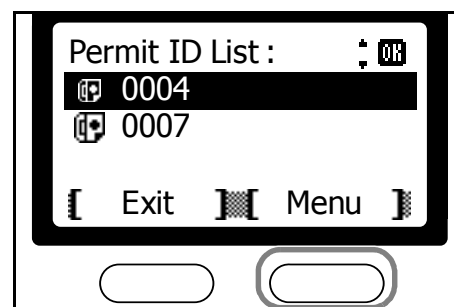
```
Permit ID List :       ⁝ 📠
 📠 0004
 📠 0007

【  Exit  】【  Menu  】
```

3 Press ▲ or ▼ to select *Delete*. Press **Enter**.

```
Menu :                 ⁝ 📠
 01 Detail/Edit
 02 Delete
 03 Add FAX ID
【 Cancel 】▨▨▨▨▨▨
```

4 Press left **Select**.

5 Press left **Select** to return to the *basic* screen.

Activating Password-based Communications

Activate this function to restrict transmission or reception to authorized users. You can restrict transmission, reception, or both.

NOTE: Even if you activate this setting, authorized telephone numbers or IDs must be registered in the FAX System in advance. Otherwise, the system will not verify passwords.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX RX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *TX/RX Restrict*. Press **Enter**.

5 Press ▲ or ▼ to select *TX Restriction*. Press **Enter**.
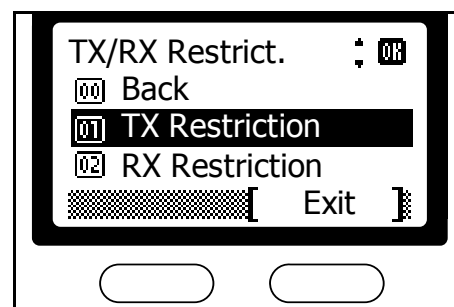
```
TX/RX Restrict.      ⁝ 🔲
  🔲 Back
  🔲 TX Restriction
  🔲 RX Restriction
  ▨▨▨▨▨▨▨▨[   Exit   ]▨
```

6 Press ▲ or ▼ to select *Use Permit List* or *Off*. Press **Enter**.

Choose *Use Permit List* to check passwords during transmission.

```
TX Restriction:      ⁝ 🔲
  🔲*Off
  🔲 Use Permit List

[  Cancel  ]▨▨▨▨▨▨▨▨
```
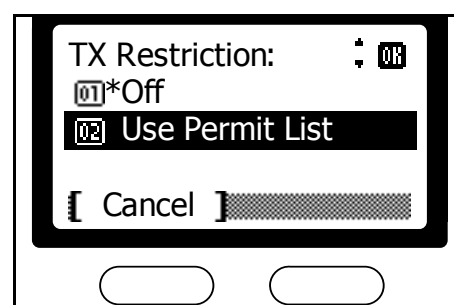
7 Press ▲ or ▼ to select *RX Restriction*. Press **Enter**.
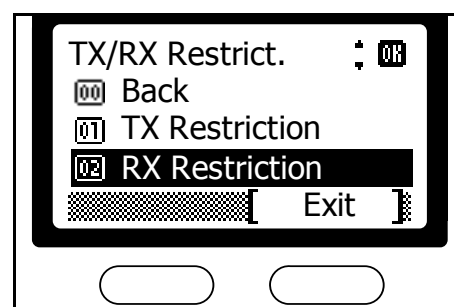
```
TX/RX Restrict.      ⁝ 🔲
  🔲 Back
  🔲 TX Restriction
  🔲 RX Restriction
  ▨▨▨▨▨▨▨▨[   Exit   ]▨
```

8 Press ▲ or ▼ to select *Use Permit List* or *Off*. Press **Enter**.

Choose *Use Permit List* to check passwords during reception.

```
RX Restriction:      ⁝ 🔲
  🔲*Off
  🔲 Use Permit List

[  Cancel  ]▨▨▨▨▨▨▨▨
```
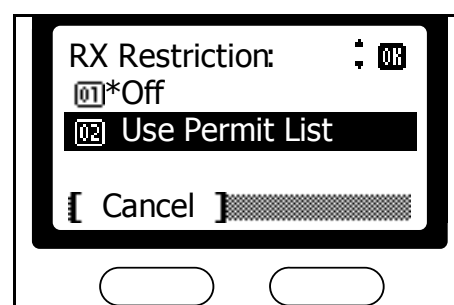
9 Press right **Select** to return to the *basic* screen.

Encrypted Communication

This function encrypts documents before transmission, protecting document contents from viewing by unauthorized third parties, even if transmission is intercepted. After reception, documents are decrypted by the recipient and printed. This is a very effective way to fax documents for which confidentiality is essential.

NOTE: Encrypted communications require the other fax machine to have compatible encryption functions.
Successful encryption and decryption requires that the sender and recipient use the same 16-character encryption key. If the encryption keys of the parties do not match, encrypted communication is not possible. The sender and recipient must determine encryption conditions beforehand and register the encryption key under a two-digit encryption key ID.
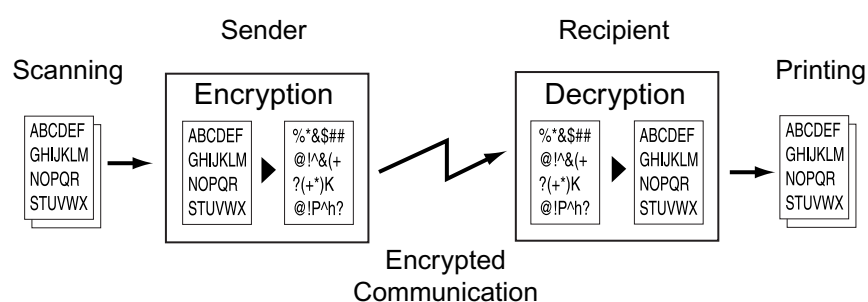
Sender and Recipient Settings

Setting	Sender	Recipient	Reference Page
Encryption key ID	(A) 2-digit ID	(B) 2-digit ID	*page 5-39*
Encryption key	(C) 16-digit key	(C) 16-digit key	*page 5-39*
Encryption key ID assigned to a one-touch dial key or the Address Book	(A) 2-digit key		*page 3-25*
Encryption key ID in the encrypted reception setting		(B) 2-digit key	*page 5-41*

Use matching numbers for the settings above indicated by the same letters in parenthesis. For example, the same number must be used by the sender and recipient for the encryption key.

Encryption Keys and Encryption Key IDs

Manage encryption keys by assigning them to encryption key IDs (a two-digit number, 01 to 20). This encryption key ID is used to specify encryption keys during encrypted communications.

To print documents received in encrypted communications, the sender's encryption key must match the encryption key specified in the recipient's encrypted reception setting. The encryption key IDs need not match, however. For example, encrypted communication is possible and documents can be successfully printed if the sender specifies encryption key ID 18 (for which the encryption key is ABFE468C2569D341) to fax a document using encrypted communication, while the recipient uses encryption key ID 09, which is assigned to the same encryption key. The encryption keys match, although the recipient assigned encryption key ID 09 to this encryption key in the encrypted reception setting.

Registering New Encryption Keys

Encryption keys are necessary when the sender performs detailed transmission settings for encrypted transmission, when the sender specifies encrypted communication for one-touch dial keys or for Address Book entries, and when a recipient performs detailed transmission settings.

Encryption keys consist of a series of any 16 characters consisting of numbers and the letters A through F. The encryption key you select is registered to an encryption key ID (a two-digit number, 01 to 20).

NOTE: Up to 20 encryption keys can be registered.

---

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX Common Set*. Press **Enter**.

4 Press ▲ or ▼ to select *Encryption Key*. Press **Enter**.

5 Press ▲ or ▼ to select an unassigned number for an encryption key ID (a number displayed as ---). Press **Enter**.
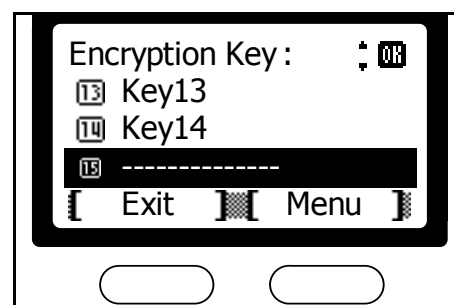
6 Use the numeric keys to enter the encryption key (16 digits). Press **Enter**.

```
Register:          ⟐▪▥

■                      ◢


 【 Cancel 】░░░░░░░░░
```
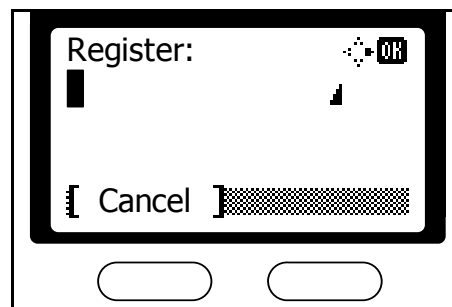
NOTE: Encryption keys consist of a series of any 16 characters consisting of numbers (0 to 9) and the letters A through F.

Use the numeric keys to enter the following characters.

# Key	Supported Characters	# Key	Supported Characters
① .@	1	⑥ MNO	6
② ABC	┌→A→B→C→2┐	⑦ PQRS	7
③ DEF	┌→D→E→F→3┐	⑧ TUV	8
④ GHI	4	⑨ WXYZ	9
⑤ JKL	5	⓪ .:	0

7 Press left **Select** to return to the *basic* screen.

Checking or Deleting Encryption Keys

Perform the following procedure to check or delete encryption keys.

1 Follow steps 1 to 4 in *Registering New Encryption Keys* on page *5-39*.

2 Press ▲ or ▼ to select the encryption key ID to be checked or deleted. Press right **Select**.

```
Encryption Key:    ┇▥
 ▥ Back
▥ Key01
 ▥ Key02
【 Exit 】▥【 Menu 】
```
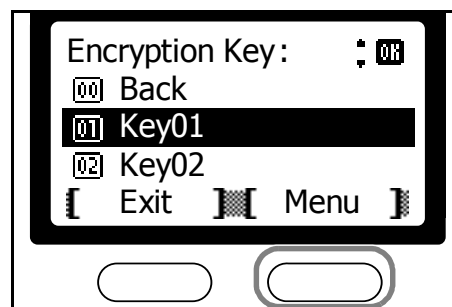
3 Press ▲ or ▼ to select *Detail* or *Delete*. Press **Enter**.

```
Menu :                    OK
  01  Register
  02  Detail
  03  Delete
[  Cancel  ]
```
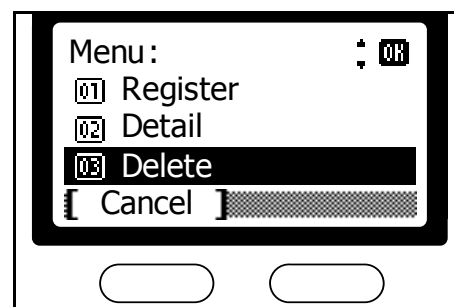
Choose *Detail* to check keys. After checking the encryption key, press **Enter**.

```
Detail:                   OK
                       1/ 1
123456789ABCDEF1
```
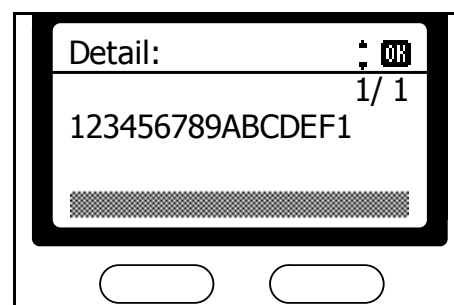
Choose *Delete* to delete keys. In the next screen, press left **Select**.

```
Delete.
Are you sure?
→ Key01

[  Yes  ][  No  ]
```
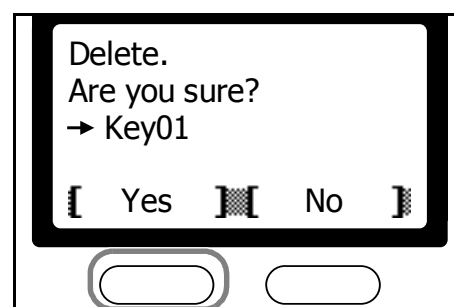
4 Press left **Select** to return to the *basic* screen.

Setting Up Encrypted Reception

To receive encrypted transmissions, complete the encrypted reception setting and specify the encryption key.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX RX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *Encryption RX*. Press **Enter**.

5 Press ▲ or ▼ to select *On*. Press **Enter**.
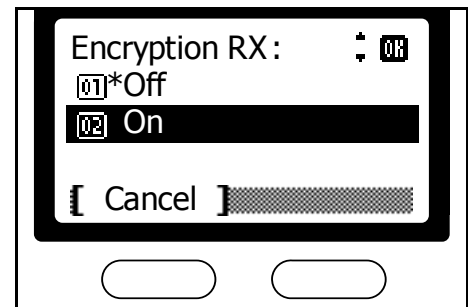
```
Encryption RX :        ⁝ 🔲
 01 *Off
 02  On

 【 Cancel 】▨▨▨▨▨▨▨▨▨
```

6 Press ▲ or ▼ to select the encryption key ID. Press **Enter**.

```
Encryption Key :       ⁝ 🔲
 01 *Key01
 02  Key02
 03  Key03
▨▨▨▨▨▨▨▨▨▨【 Cancel 】
```
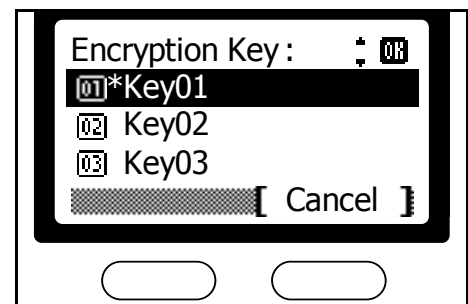
7 Press right **Select** to return to the *basic* screen.

Sending Encrypted Faxes

Perform the following procedure for encrypted transmissions.

NOTE: Before sending an encrypted communication, you must determine an encryption key with the recipient and register it under an encryption key ID. For more information, refer to *Registering New Encryption Keys* on page *5-39*.

---

1 Place the original documents into the document processor or on the platen.

2 Press **Send**.

3 Press ◄ **Destination**.

NOTE: You can specify the other party's number using one-touch dial keys or from the Address Book. If encrypted communications are specified for one-touch dial keys or Address Book entries, no special steps are required when sending encrypted faxes.

---

4 Press ▲ or ▼ to select *FAX*. Press **Enter**.

5 Use the numeric keys to enter the fax number, then press right **Select**.
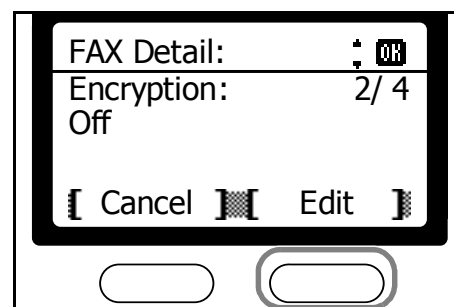
6 Press ▲ or ▼ to display
Encryption. Press right **Select**.

```
FAX Detail:        ⁚ ▦
Encryption:         2/ 4
Off


【 Cancel 】【   Edit   】
```

7 Press ▲ or ▼ to select *On*. Press
Enter.

```
Encryption:        ⁚ ▦
🔲*Off
🔲 On


【 Cancel 】▨▨▨▨▨▨
```

8 Press ▲ or ▼ to select the
encryption key ID. Press **Enter**.

```
Encrypt. Key No.:  ⁚ ▦
🔲*Key02
🔲 Key03
🔲 Key04
【 Cancel 】▨▨▨▨▨▨
```

9 Press ▲ or ▼ to select *On* or *Off*.
Press **Enter**.

Choose *Off* if the recipient does
not support encryption box.

```
Encryption Box:    ⁚ ▦
🔲*Off
🔲 On


【 Cancel 】▨▨▨▨▨▨
```

Choose *On* if the recipient
supports encryption box. On the
next screen, use the numeric keys
to enter the box number. Press
Enter.

```
Box Number Entry : ⁚ ▦
   (0000 ~ 9999)
       0000

【 Cancel 】▨▨▨▨▨▨
```
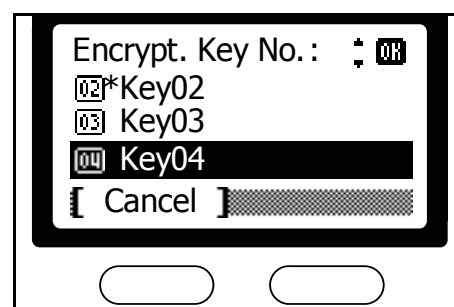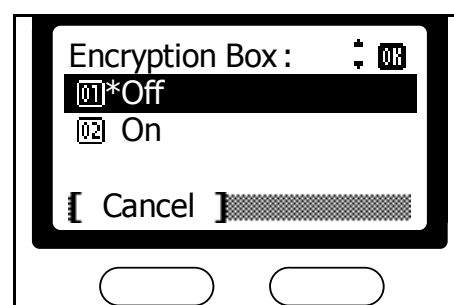
> **NOTE:** When sending the documents to the same model as the FAX System in encrypted communication, be sure the encryption box setting is set to *Off*.

10 Press **Enter**.

11 Press **Enter** to return to the *basic* screen.

12 Press **Start** to load stored documents from memory.

Receiving Encrypted Faxes

Perform the following procedure for encrypted reception.

> **NOTE:** Before receiving encrypted communications, you must determine an encryption key with the sender and register it under an encryption key ID. For more information, refer to *Registering New Encryption Keys* on page *5-39*.

1 Complete the encrypted reception setting, specify encrypted reception, and select the encryption key ID. For more information, refer to *Setting Up Encrypted Reception* on page *5-41*.

2 The sender will initiate encrypted transmission. If the encrypted communication is successful, the encrypted documents will be decrypted by the recipient's fax machine before printing.

E-mail Notification of Job Results

Set up the FAX System to notify you of the results of fax jobs by e-mail.

1 Press **Send**.

2 Press **Function**.

3 Press ▲ or ▼ to select *Job End Report*. Press **Enter**.

4 Press ▲ or ▼ to select *On*. Press **Enter**.

```
Job End Report :    ▲  OK
  01 *Off                ▼
  02  On

  [ Cancel ]
```
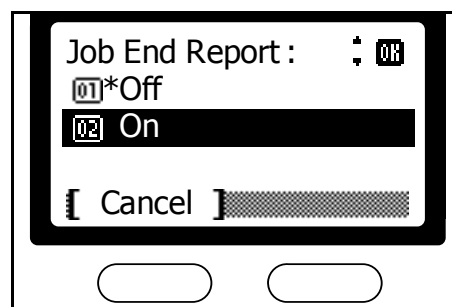
5 Press ▲ or ▼ to select *Address Book* or *Address Entry*. Press **Enter**.

To select e-mail addresses from the Address Book, select *Address Book*. Choose the address on the next screen. Press **Enter**.

```
Destination:        ▲  OK
  01  Address Book       ▼
  02  Address Entry

  [ Cancel ]
```
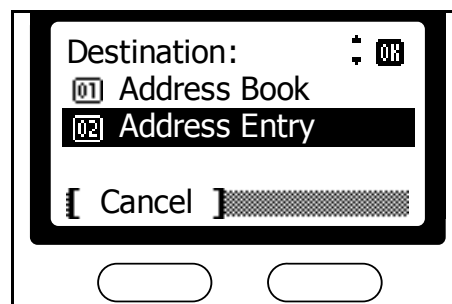
To enter e-mail addresses, select *Address Entry*. Enter the address on the next screen. Press **Enter**.

6 Press right **Select** to return to the *basic* screen.

7 Fax the document as usual. You will be notified of the transmission results by e-mail.

Displaying Job Status

Check the status of recent, current, and scheduled jobs on the message display. The following menus are available.

Print Job Status

Displays jobs that are currently printing or queued (printouts from received faxes, from the subaddress box, from reports, from copies, or when the FAX System is used as a printer). You can check job details and delete jobs as necessary. Refer to *Print Job Status* on page *5-47* for more information.

Send Job Status

Displays jobs that you are currently sending or that are queued for sending (fax transmissions and scanning jobs). You can check job details and delete jobs as necessary. Refer to *Send Job Status* on page *5-47* for more information.

Store Job Status

You can review documents stored in the subaddress box or polling box and delete them as necessary. Refer to *Store Job Status* on page *5-48* for more information.

Scheduled Job Status

Displays jobs scheduled for fax. You can check job details and delete jobs as necessary. Refer to *Scheduled Job Status* on page *5-48* for more information.

Print Job Log

Displays jobs that have been printed (output from received faxes, from the subaddress box, from reports, from copies, or from print jobs when the FAX System is used as a printer). This information includes the printing status and time of printing. Refer to *Print Job Log* on page *5-49* for more information.

Send Job Log

Displays jobs that have been faxed (fax transmissions and scanning jobs). This information includes the transmission status and time of fax. Refer to *Send Job Log* on page *5-49* for more information.

Store Job Log

Displays confidential faxes received via subaddress communication and completed jobs received via polling. This information includes the job status and the time of completion. Refer to *Store Job Log* on page *5-50* for more information.

FAX TX Log

Displays faxed jobs. This information includes the transmission status and destination. Refer to *FAX TX Log* on page **5-50** for more information.

FAX RX Log

Displays received jobs. This information includes the reception status and destination. Refer to *FAX RX Log* on page **5-51** for more information.

Print Job Status

Perform the following procedure to display the *Print Job Status* screen.

1 Press **Status/Job Cancel**.

2 Press ▲ or ▼ to select *Print Job Status*. Press **Enter**.

3 Press ▲ or ▼ to select the job to check. Press **Enter**.

> **NOTE:** To cancel jobs, select the jobs to delete and press left **Select**. On the next screen, press left **Select**.

4 Press ▲ or ▼ to select *Detail*. Press **Enter**.

5 Job details are displayed. Press ▲ or ▼ to display details of each job sequentially.

```
┌─────────────────────────────┐
│ 0009  Detail:        ┆ ▓▓   │
│ Status:             1/ 6    │
│ Processing                  │
│                             │
│ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓   │
│   ╭──────────╮  ╭──────────╮ │
│   ╰──────────╯  ╰──────────╯ │
└─────────────────────────────┘
```

6 After reviewing the jobs, press **Reset** to return to the *Status Menu* screen.

Send Job Status

Perform the following procedure to display the *Send Job Status* screen.

1 Press **Status/Job Cancel**.

2 Press ▲ or ▼ to select *Send Job Status*. Press **Enter**.

3 Press ▲ or ▼ to select the job to check. Press **Enter**.

> **NOTE:** To cancel jobs, select the jobs to delete and press left **Select**. On the next screen, press left **Select**.

4 Press ▲ or ▼ to select *Detail*. Press **Enter**.

5 Job details are displayed. Press
▲ or ▼ to display details of each
job sequentially.

```
0011  Detail:        ⁚ OK
Status:           1/ 7
Processing
```

6 After reviewing the jobs, press **Reset** to return to the *Status Menu* screen.

Store Job Status

Perform the following procedure to display the *Store Job Status* screen.

1 Press **Status/Job Cancel**.

2 Press ▲ or ▼ to select *Store Job Status*. Press **Enter**.
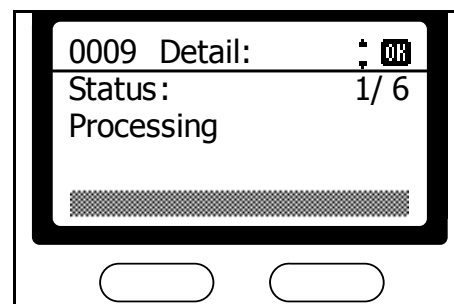
3 Press ▲ or ▼ to select the job to check. Press **Enter**.

NOTE: To cancel jobs, select the jobs to delete and press left **Select**. On
the next screen, press left **Select**.

4 Press ▲ or ▼ to select *Detail*. Press **Enter**.

5 Job details are displayed. Press
▲ or ▼ to display details of each
job sequentially.

```
0009  Detail:        ⁚ OK
Status：           1/ 6
Suspended
```

6 After reviewing the jobs, press **Reset** to return to the *Status Menu* screen.

Scheduled Job Status

Perform the following procedure to display the *Scheduled Job Status*
screen.

1 Press **Status/Job Cancel**.

2 Press ▲ or ▼ to select *Scheduled Job*. Press **Enter**.

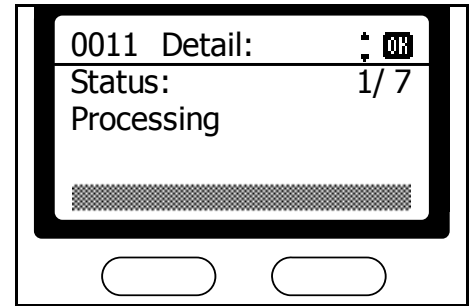**3** Press ▲ or ▼ to select the job to check. Press **Enter**.

NOTE: To cancel jobs, select the jobs to delete and press left **Select**. On the next screen, press left **Select**.

---

4 Press ▲ or ▼ to select *Detail*. Press **Enter**.

5 Job details are displayed. Press ▲ or ▼ to display details of each job sequentially.

```
0011  Detail:          ▪ OK
Status:             1/ 7
Suspended
```

6 After reviewing the jobs, press **Reset** to return to the *Status Menu* screen.
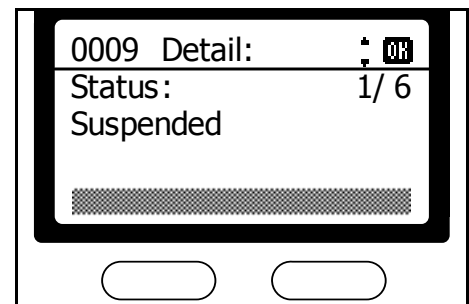
Print Job Log

Perform the following procedure to display the *Print Job Log* screen.

1 Press **Status/Job Cancel**.

2 Press ▲ or ▼ to select *Print Job Log*. Press **Enter**.

3 Press ▲ or ▼ to select the job to check. Press **Enter**.

4 Job details are displayed. Press ▲ or ▼ to display details of each job sequentially.

```
0006  Detail:          ▪ OK
Result:             1/ 7
OK
```

5 After reviewing the jobs, press **Reset** to return to the *Status Menu* screen.

Send Job Log

Perform the following procedure to display the *Send Job Log* screen.

1 Press **Status/Job Cancel**.

2 Press ▲ or ▼ to select *Send Job Log*. Press **Enter**.

3 Press ▲ or ▼ to select the job to check. Press **Enter**.

4 Job details are displayed. Press ▲ or ▼ to display details of each job sequentially.

```
0003  Detail:       ⠇ 🔳
Result:           1/ 8
OK

▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

  ⬭        ⬭
```

5 After reviewing the jobs, press **Reset** to return to the *Status Menu* screen.

Store Job Log

Perform the following procedure to display the *Store Job Log* screen.

1 Press **Status/Job Cancel**.

2 Press ▲ or ▼ to select *Store Job Log*. Press **Enter**.

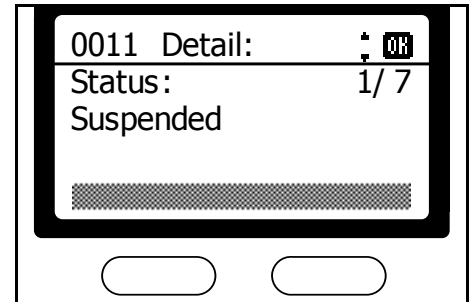**3** Press ▲ or ▼ to select the job to check. Press **Enter**.

4 Job details are displayed. Press ▲ or ▼ to display details of each job sequentially.

```
0009  Detail:       ⠇ 🔳
Result:           1/ 7
OK

▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

  ⬭        ⬭
```
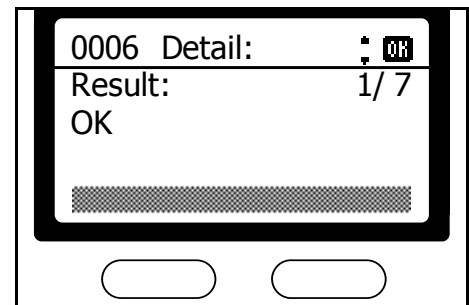
5 After reviewing the jobs, press **Reset** to return to the *Status Menu* screen.

FAX TX Log

Perform the following procedure to display the *FAX TX Log* screen.

1 Press **Status/Job Cancel**.

2 Press ▲ or ▼ to select *FAX*. Press **Enter**.

3 Press right **Select**.

4 Press ▲ or ▼ to select *TX Log*.
Press **Enter**.

```
Log :                    ⁝ OK
  01  TX Log
  02  RX Log
  03  FAX TX Report
 [ Cancel ]
```
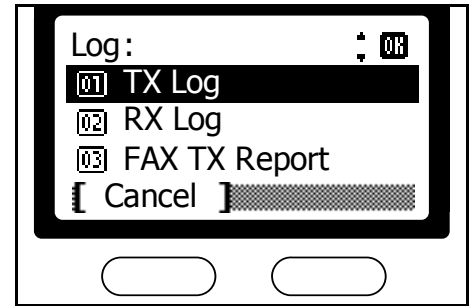
5 Press ▲ or ▼ to display the
record of faxed jobs sequentially.

```
TX Log :                 ⁝ OK
                          1/50
   0123456789
OK
                [ Detail ]
```

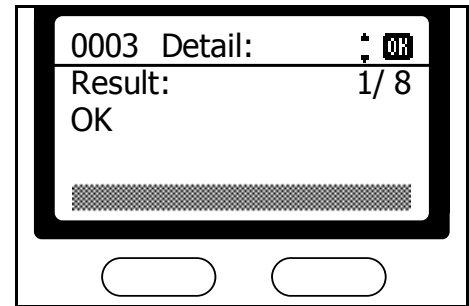**6** After reviewing the jobs, press **Reset** to return to the *Status Menu* screen.

FAX RX Log

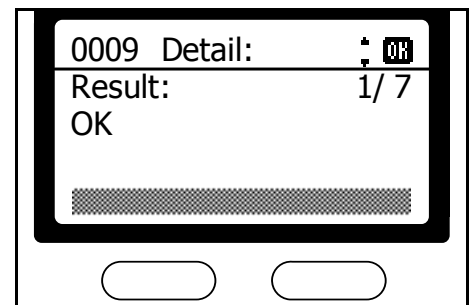Perform the following procedure to display the *FAX RX Log* screen.

1 Press **Status/Job Cancel**.

2 Press ▲ or ▼ to select *FAX*. Press **Enter**.

3 Press right **Select**.

4 Press ▲ or ▼ to select *RX Log*.
Press **Enter**.

```
Log :                    ⁝ OK
  01  TX Log
  02  RX Log
  03  FAX TX Report
 [ Cancel ]
```
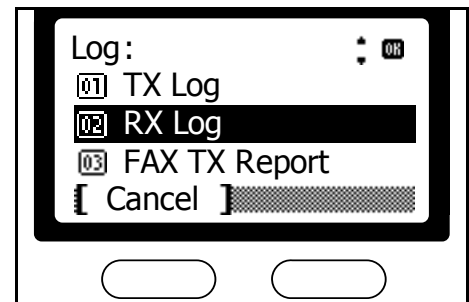
5 Press ▲ or ▼ to display the record of faxes received sequentially.

```
RX Log:              ⠇ 🔲
                        1/50
   0123456789
OK
▨▨▨▨▨▨▨▨【  Detail  】
```
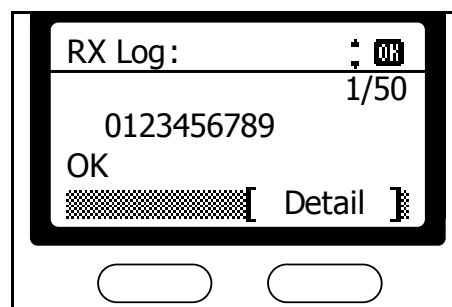
6 After reviewing the jobs, press **Reset** to return to the *Status Menu* screen.

Printing Communication Management Reports

Print reports of the faxes that were sent or received.

Printing FAX TX Reports

Perform the following procedure to print details of the 50 most recent transmissions.
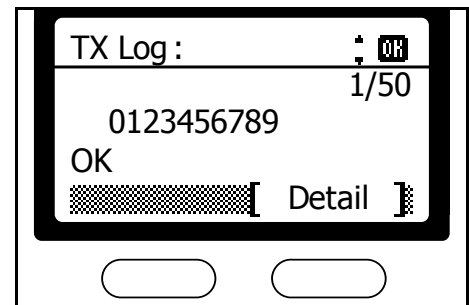
1 Press **Status/Job Cancel**.

2 Press ▲ or ▼ to select *FAX*. Press **Enter**.

3 Press right **Select**.

4 Press ▲ or ▼ to select *FAX TX Report*. Press **Enter**.

```
Log:                    : OK
  01  TX Log
  02  RX Log
  03  FAX TX Report
[  Cancel  ]
```

5 Press left **Select** to print the report.

```
Print.
Are you sure?
→ FAX TX Report

[   Yes   ][   No   ]
```
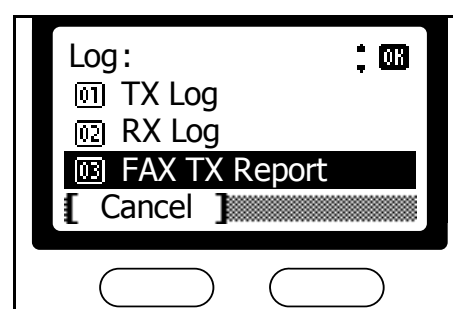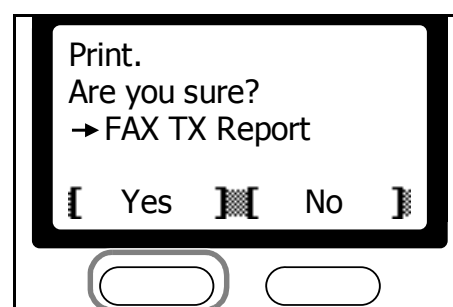
Printing FAX RX Reports

Perform the following procedure to print details of the 50 most recent faxes received.

1 Press **Status/Job Cancel**.

2 Press ▲ or ▼ to select *FAX*. Press **Enter**.

3 Press right **Select**.

4 Press ▲ or ▼ to select *FAX RX Report*. Press **Enter**.

```
Log:                   ⁝ OK
 02 RX Log
 03 FAX TX Report
 04 FAX RX Report
[ Cancel ]
```

5 Press left **Select** to print the report.

```
Print.
Are you sure?
 → FAX RX Report

[  Yes  ][  No  ]
```
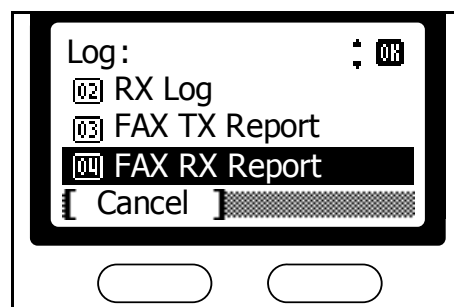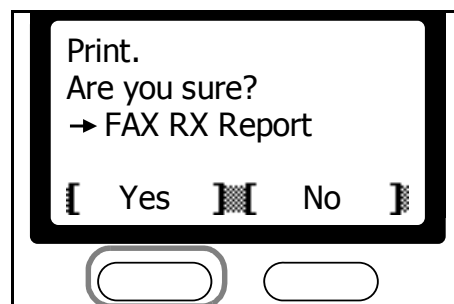
User Login

When User Login function is indicated on the FAX System, you prompt to enter your User ID and password to use the FAX System.

The factory default setting of User ID and Password is 1118.

NOTE: For further information and instructions for Job Accounting, refer to the *Advanced Operation Guide*.

User Login Screen

Perform the following procedure to use the FAX System in User Login mode.

1 Enter the user ID and the password using the numeric keys.
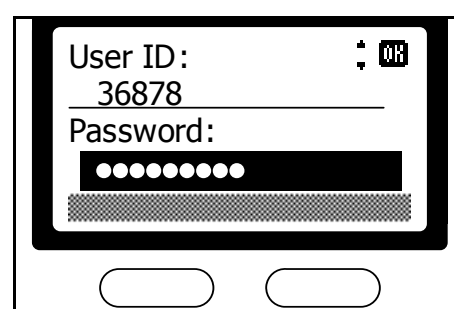
2 Complete the fax job as usual.

NOTE: Be sure to press **Log Out** after completing the fax job. The message display returns to the *user login* screen.
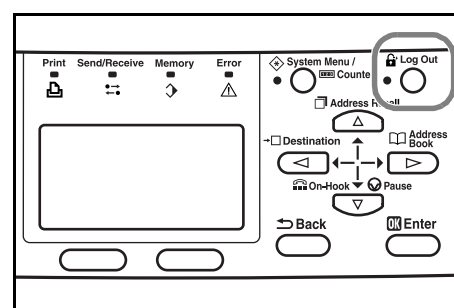
Job Accounting

Job accounting is used to control the total number of copies and prints by setting an ID-code for each account.

NOTE: For further information and instructions for Job Accounting, refer to the *Advanced Operation Guide*.

Job Accounting Screen

Perform the following procedure to use the FAX System in Job Accounting mode.

1 Enter the account ID using the numeric keys.
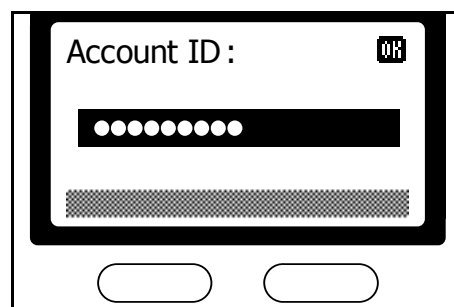
2 Complete the fax job as usual.

NOTE: Be sure to press **Log Out** after completing the fax job. The message display returns to the *Job Accounting* screen.
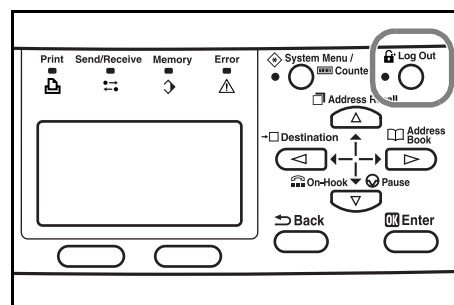
Job Accounting Report

Perform the following procedure to print the job accounting report.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *User/Job Account*. Press **Enter**.

3 Press ▲ or ▼ to select *Job Account. Set*. Press **Enter**.

4 Press ▲ or ▼ to select *Account. Report*. Press **Enter**.

5 Press left **Select**. The job accounting report is printed.

```
Print.
Are you sure?
→All Accounts

[  Yes  ][  No  ]
```
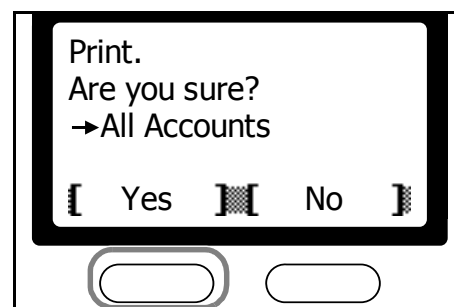
6 Press right **Select** to return to the *basic* screen.

6   Network Fax

This chapter discusses the following topics:

Overview of Network Fax

Network Fax is a feature used to send and receive faxes using computers connected to the FAX System. Network fax transmission lets users of computers on the network send and receive fax data; these functions are referred to as network fax transmission and network fax reception, respectively.
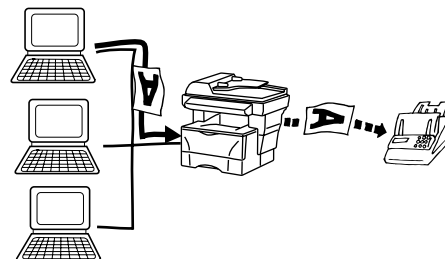
Before attempting network fax reception, make the settings described in *Fax Forwarding* on page *5-24*. Fax forwarding lets you receive faxes on network computers as well as via e-mail. It also lets you forward these faxes to other fax machines.

Setup

Perform the following procedure to set up network fax.

FAX System Settings

Specify the computer to receive fax data and the file format for reception. For more information, refer to *Initial FAX System Settings* on page *6-4*.

Computer Settings

Install and configure the Network Fax driver. For more information, refer to the Network Fax *Online Manual*. The driver and manual are provided on the CD-ROM.

Online Manual

The *Online Manual* provided on the CD-ROM is in Portable Document Format (PDF).

This manual describes the following operations:

- Installing applications
- Completing settings
- Fax with Network Fax

Accessing the *Online Manual*

Perform the following procedure to access the *online manual*.

1 Load the provided CD-ROM into your computer's CD-ROM drive. This automatically displays the Main Menu screen for automatic setup.

2 Click **Documentation** on the Main Menu screen to view the online manual.

Viewing the online manual requires Adobe Acrobat Reader. If it is not already installed on your system, install Adobe Acrobat Reader from the included CD-ROM.

Connection

Connect the modular cord (same as used for telephones) to the Line jack on the FAX System. Connect the network cable to the network interface port.

Modular Cord

Network Cable
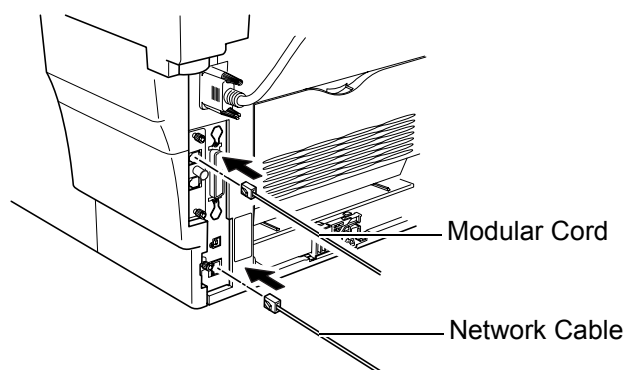
Network Fax Settings Report

Check the Network Fax settings from the Status Page. For instructions on printing the Status Page, refer to the ***Advanced Operation Guide***.

Initial FAX System Settings

Complete the following settings for network fax reception.

Destination Settings

Specify the computers to receive transmissions using network fax reception. You can also specify e-mail forwarding. For more information, refer to *Registering Forwarding Destinations* on page **5-24**.

Reception Period

Specify to receive faxes using network fax reception all day long or only during specified periods. For more information, refer to *Specifying the Fax Forwarding Period* on page **5-27**.

FAX System Printing Settings

Specify the FAX System to print faxes received even when these transmissions are set to be received using network fax reception. For more information, refer to *Printing from the FAX System during Fax Forwarding* on page **5-29**.

File Format for Faxes Received

Select to receive faxes as TIFF or PDF files. For more information, refer to *Specifying the File Format of Forwarded Files* on page **5-29**.

Network Fax Reception Settings

To enable network fax reception, activate fax forwarding. For more information, refer to *Activating Fax Forwarding* on page **5-30**.

7 FAX System Settings

This chapter discusses the following topics:

Menu Table

For the system setting menu using in this chapter, refer to the Menu Table below. To access the system setting menu, press **System Menu/Counter**.

NOTE: To perform these settings, press ▲ or ▼ to select the menu/submenu/item and **Enter** to confirm your selection.

Main Menu	Sub Menu1	Sub Menu2	Options	Description	Reference Page
Report	Report Setting	FAX TX Report	Off, On	For periodic printouts of transmission reports (On/Off).	*page 7-4*
		FAX RX Report	Off, On	For periodic printouts of reception reports (On/Off).	*page 7-4*
	Result Rep. Set.	Send Result	Off, On, On(Conditions)	For printouts of transmission results (On/Off).	*page 7-5*
		FAX RX Result	Off, On, On(Conditions)	For printouts of reception results (On/Off).	*page 7-5*
Common Setting	Sound Setting	FAX Speaker	Off, Minimum, Middle, Maximum	Adjust the speaker level and volume of the fax monitoring tone.	*page 7-8*
		FAX Monitor	Off, Minimum, Middle, Maximum	Adjust the volume of the built-in speaker during auto-transmission in off-hook mode when ▼ **On-Hook** is not pressed.	*page 7-8*
FAX Setting	FAX TX Setting	Retry Times	0 – 14 Times[†]	Specify the number of redial attempts if the other party's line is busy.	*page 7-10*
	FAX RX Setting	FAX Media Type	All Media Type, Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, Custom 1–8	Select the type of paper to be used to print received faxes.	*page 7-11*

Main Menu	Sub Menu1	Sub Menu2	Options	Description	Reference Page
FAX Setting	FAX RX Setting	Rings (Normal)	1 – 15 Rings	Specify the number of rings in auto reception mode.	*page 7-12*
		Rings (TAD)	1 – 15 Rings	If the FAX System is set to enable automatic switching between the fax and answering machine (when used with a regular telephone answering machine), this setting specifies the number of rings until fax reception begins if the answering machine is off.	*page 7-12*
		Rings (FAX/ TEL)	0 – 15 Rings	If the FAX System is set to enable automatic switching between the fax and telephone (when used with a regular telephone), this setting specifies the number of rings until fax reception begins.	*page 7-13*
		RX Setting	Auto (Normal), Auto (FAX/TEL), Auto (TAD), Auto (DRD), Manual	Specify the desired fax reception mode.	*page 7-14*
		RX Date/ Time	Off, On	Print the date/time of reception, sender identification, and page number at the top of each document page received.	*page 7-18*
		2in1 RX	Off, On	Print two 5 1/2 × 8 1/2"/A5-sized faxes received consecutively on a single 11 × 8 1/2"/A4 sheet.	*page 7-19*
		RX Bulk Print	Off, On	Print all fax image data together upon completed reception by the FAX System.	*page 7-20*
Service Setting	Remote Diag.Set.	–	Off, On	Enable the service center computer to access the FAX System via the telephone line for troubleshooting when the user contacts a service agent.	*page 7-21*
	Remote Diag. ID	–	0000 – 9999	Enter the FAX System's unique ID as instructed by a service agent.	*page 7-22*

†.   The available range varies depending on countries.

Printing Reports

Print reports on the details of fax transmission and reception. Choose automatic report printing, or choose to disable this feature.

Fax TX Report

Prints communication details after the specified number of transmissions. For instructions on using this feature, refer to *Fax TX Report and Fax RX Report Settings* on page *7-4*.

Fax RX Report

Prints communication details after the specified number of receptions. For instructions on using this feature, refer to *Fax TX Report and Fax RX Report Settings* on page *7-4*.

Send Result

Prints a report confirming transmission success or failure after fax. If you prefer, you can set the system to print only after errors or subaddress-based confidential transmission. For instructions on using this feature, refer to *Send Result Settings* on page *7-5*.

NOTE: You can set the FAX System to notify you of transmission results by e-mail. For more information, refer to *E-mail Notification of Job Results* on page *5-45*.

Fax RX Result

Prints a report confirming reception success or failure after faxes are received. If you prefer, you can set the system to print only after errors or subaddress-based confidential reception. You can also set up notification of the reception results so that such notification is e-mailed rather than printed. For instructions on using this feature, refer to *Fax RX Result Settings* on page *7-5*.

Fax TX Report and Fax RX Report Settings

Perform the following procedure to set up fax transmission and/or reception reporting.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Report*. Press **Enter**.

3 Press ▲ or ▼ to select *Report Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *FAX TX Report* or *FAX RX Report*. Press **Enter**.

5 Press ▲ or ▼ to select *On* or *Off*.
Press **Enter**.

```
FAX TX Report:      ⁚ 08
 01*Off
 02  On


[ Cancel ]▨▨▨▨▨▨▨▨

 (        )    (        )
```
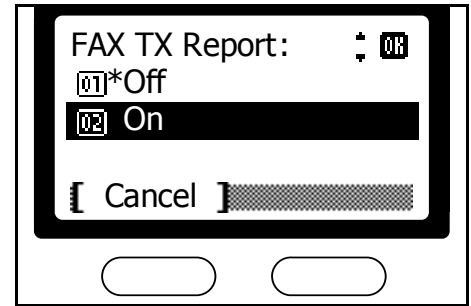
6 Press right **Select** to return to the *basic* screen.

Send Result Settings

Perform the following procedure to set up printing of transmission results.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Report*. Press **Enter**.

3 Press ▲ or ▼ to select *Result Rep. Set*. Press **Enter**.

4 Press ▲ or ▼ to select *Send Result*. Press **Enter**.

5 Press ▲ or ▼ to select *Off*, *On*, or
On (Conditions). Press **Enter**.

Choose *On (Conditions)* to print
the report of transmission result
when an error occurs in
transmission.

```
Send Result:        ⁚ 08
 01*Off
 02  On
 03  On(Conditions)
[ Cancel ]▨▨▨▨▨▨▨▨

 (        )    (        )
```

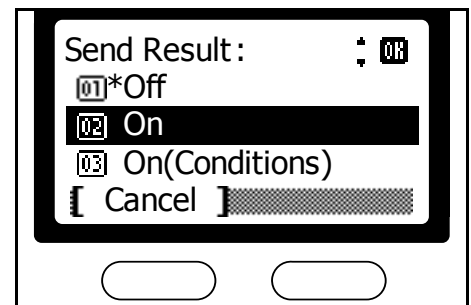**6** Press right **Select** to return to the *basic* screen.

Fax RX Result Settings

Perform the following procedure to set up printing of reception results.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Report*. Press **Enter**.

3 Press ▲ or ▼ to select *Result Rep. Set*. Press **Enter**.

4 Press ▲ or ▼ to select *FAX RX Result*. Press **Enter**.

5 Press ▲ or ▼ to select *Off, On*, or *On (Conditions)*. Press **Enter**.

If you select *Off*, skip to the step 8.

Choose *On (Conditions)* to print the report of reception result when an error occurs in fax reception.

```
FAX RX Result:      ⁝ 0B
  01 *Off
  02  On
  03  On(Conditions)
 [ Cancel ]▒▒▒▒▒▒▒
```
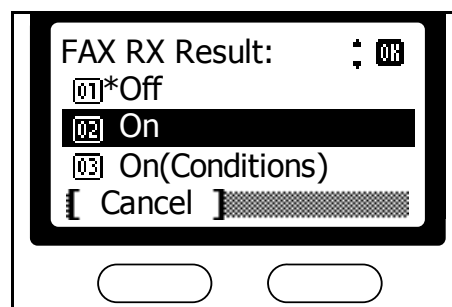
6 Press ▲ or ▼ to select *Report Print* or *E-mail*. Press **Enter**.

If you select *Report Print*, skip to the step 8.

```
Report Output :     ⁝ 0B
  01 *Report Print
  02  E-mail

 [ Cancel ]▒▒▒▒▒▒▒
```

7 Press ▲ or ▼ to select *Address Entry* or *Address Book*. Press **Enter**.

```
Destination:        ⁝ 0B
  01  Address Book
  02  Address Entry

 [ Cancel ]▒▒▒▒▒▒▒
```
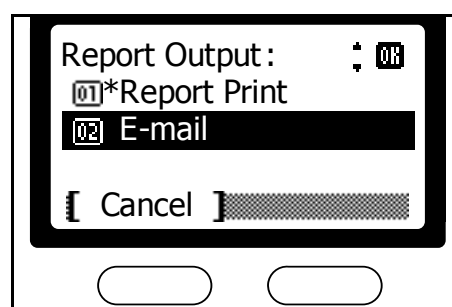
If you select *Address Book*, select the e-mail address from the Address Book.
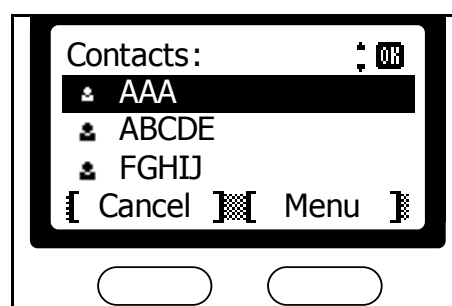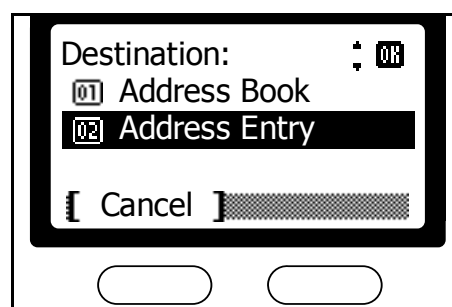
```
Contacts:           ⁝ 0B
  ▲  AAA
  ▲  ABCDE
  ▲  FGHIJ
 [ Cancel ]▒[ Menu ]▒
```

NOTE: For instructions on using the Address Book, refer to *Address Book* on page *3-24*.

If you select *Address Entry*, enter the e-mail address. Press **Enter**.

```
┌─────────────────────────────┐
│ ☑ Address Entry:  ⟡ ▨        │
│ ▮                           │
│                        ABC   │
│ 【 Cancel 】▨【  Text  】     │
│   ╭────────╮   ╭────────╮    │
│   ╰────────╯   ╰────────╯    │
└─────────────────────────────┘
```
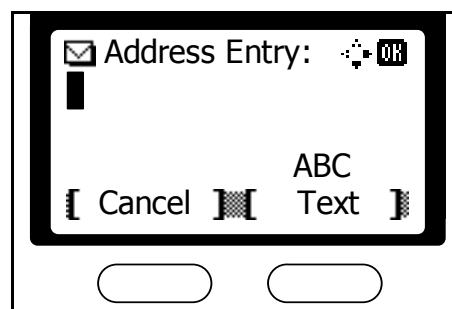
NOTE: For instructions on entering e-mail addresses, refer to *Entering Characters* on page *3-20*.

8   Press right **Select** to return to the *basic* screen.

Volume

Adjust the speaker level and volume of the fax monitoring tone. Switch off sound setting if no tone or speaker output is needed.

NOTE: Refer to the *Advanced Operation Guide* for instructions on adjusting the volume for warning tones (after errors) and confirmation tones for operation panel keys.

Adjusting Speaker Levels

Perform the following procedure to adjust the volume of the built-in speaker in off-hook mode when ▼ **On-Hook** is pressed.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Common Setting*. Press **Enter**.
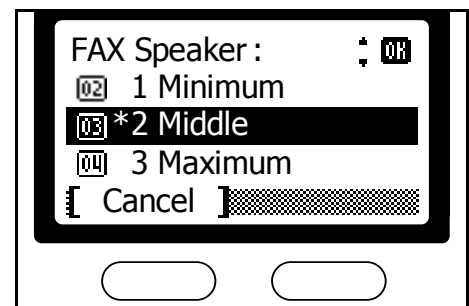
3 Press ▲ or ▼ to select *Sound Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *FAX Speaker*. Press **Enter**.

5 Press ▲ or ▼ to adjust the volume. Press **Enter**.

> FAX Speaker :   ⬚ 🔲
>   02 1 Minimum
>   03 *2 Middle
>   04 3 Maximum
> [Cancel]

6 Press right **Select** to return to the *basic* screen.

Adjusting the Monitor Tone Volume

Perform the following procedure to adjust the volume of the built-in speaker during auto-transmission in off-hook mode when ▼ **On-Hook** is not pressed.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Common Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *Sound Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *FAX Monitor*. Press **Enter**.

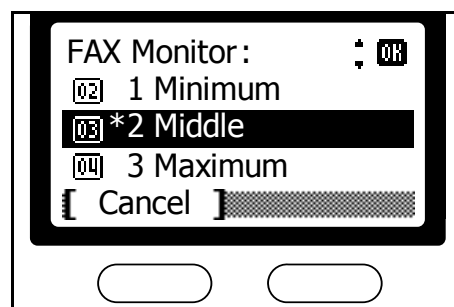**5** Press ▲ or ▼ to adjust the volume. Press **Enter**.

```
FAX Monitor :          ▲ 08
   02   1 Minimum
   03  *2 Middle
   04   3 Maximum
 [  Cancel  ]
```

6 Press right **Select** to return to the *basic* screen.

Redial

Perform the following procedure to specify the number of redial attempts if the other party's line is busy.

NOTE: Redial cannot be used with direct transmission.
The available range varies depending on countries.

---

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX TX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *Retry Times*. Press **Enter**.

5 Use the numeric keys to specify the number of redial attempts. Press **Enter**.

```
┌─────────────────────────────┐
│ Retry Times:          ┊ ▮▮  │
│        (0~14)               │
│              3 times        │
│ 【 Cancel 】░░░░░░░░░░░░░    │
│   ╭──────╮    ╭──────╮      │
│   ╰──────╯    ╰──────╯      │
└─────────────────────────────┘
```
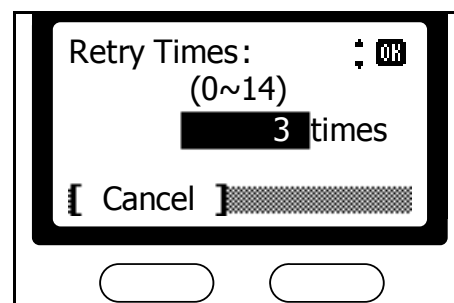
6 Press right **Select** to return to the *basic* screen.

Fax Media Type

Select the paper type used to print received faxes. Your choice of paper cassette can be used exclusively for printing faxes. For example, if you use this setting to assign a desired paper cassette to Custom 1, that paper cassette will be used to print faxes.

NOTE: This setting is displayed only when the FAX System is equipped with an optional paper cassette.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX RX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *FAX Media Type*. Press **Enter**.

5 Press ▲ or ▼ to select the paper type. Press **Enter**.

> FAX Media Type : ⁞ 🆗
> 01 *All Media Type
> 02 Plain
> 03 Transparency
> [Cancel]
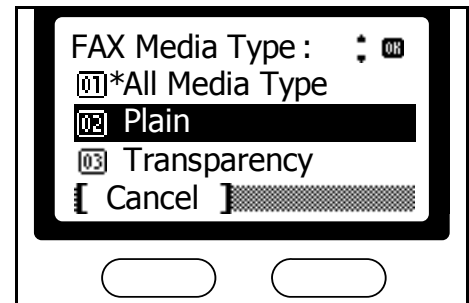
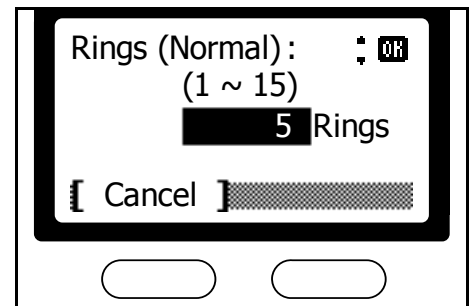**6** Press right **Select** to return to the *basic* screen.

Number of Rings

Perform the following procedure to specify the number of rings.

Setting the Number of Rings (Auto Fax Reception)

When the FAX System is set for automatic fax reception, specify 1-15 rings before fax reception. For more information, refer to *Automatic Fax Reception* on page *3-17*.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX RX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *Rings (Normal)*. Press **Enter**.

5 Press ▲ or ▼ to specify the number of rings. Press **Enter**.

```
Rings (Normal):      ⁝ OK
         (1 ~ 15)
                  5 Rings

[ Cancel ]
```
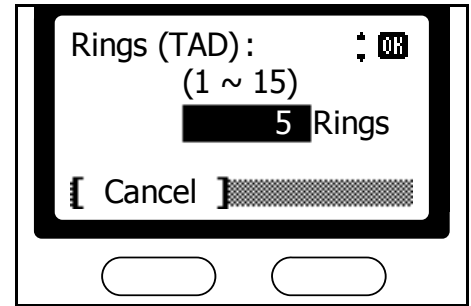
6 Press right **Select** to return to the *basic* screen.

Setting the Number of Rings (TAD Reception)

When automatic switching between fax/answering machine is enabled and the FAX System is used with a regular telephone answering machine, specify 1-15 rings until fax reception begins when the answering machine is off. After the specified number of rings, reception of the faxed document will begin. For more information, refer to *TAD Reception* on page *7-15*.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX RX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *Rings (TAD)*. Press **Enter**.

5 Use the numeric keys to specify the number of rings. Press **Enter**.

```
Rings (TAD):        : OK
     (1 ~ 15)
              5 Rings
[ Cancel ]
```
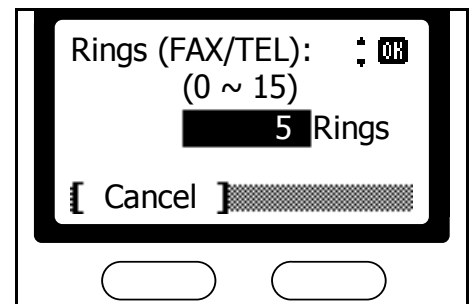
6 Press right **Select** to return to the *basic* screen.

Setting the Number of Rings (Fax/Tel Switching) (Inch Model Only)

When automatic switching between fax/telephone is enabled and the FAX System is used with a regular telephone, specify 0-15 rings until fax reception begins. After the specified number of rings, reception of the faxed document will begin. If the call is a telephone call rather than a fax transmission, the FAX System will continue to ring. For more information, refer to *Auto Fax/Tel Switching* on page *7-14*.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX RX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *Rings (FAX/TEL)*. Press **Enter**.

5 Use the numeric keys to specify the number of rings. Press **Enter**.

```
Rings (FAX/TEL):    : OK
     (0 ~ 15)
              5 Rings
[ Cancel ]
```

6 Press right **Select** to return to the *basic* screen.

Fax Reception Mode

The FAX System features the following fax reception modes. Choose the ideal mode for your needs.

Automatic Fax Reception

Choose automatic fax reception mode to use the FAX System exclusively as a fax machine. No special operations are required for incoming faxes. For more information, refer to *Automatic Fax Reception* on page *3-17*.

Manual Fax Reception

In this mode, you can confirm the connection with the other party before receiving faxes by pressing **Start**. Choose this mode if you want to speak with the other party before receiving faxes. For more information, refer to *Manual Fax Reception* on page *4-14*.

NOTE: You must connect a regular phone to the FAX System for manual fax reception.

Auto Fax/Tel Switching

This mode is convenient if you use a single telephone line for calling and fax. Faxes are received automatically. Otherwise, the FAX System rings for telephone calls.
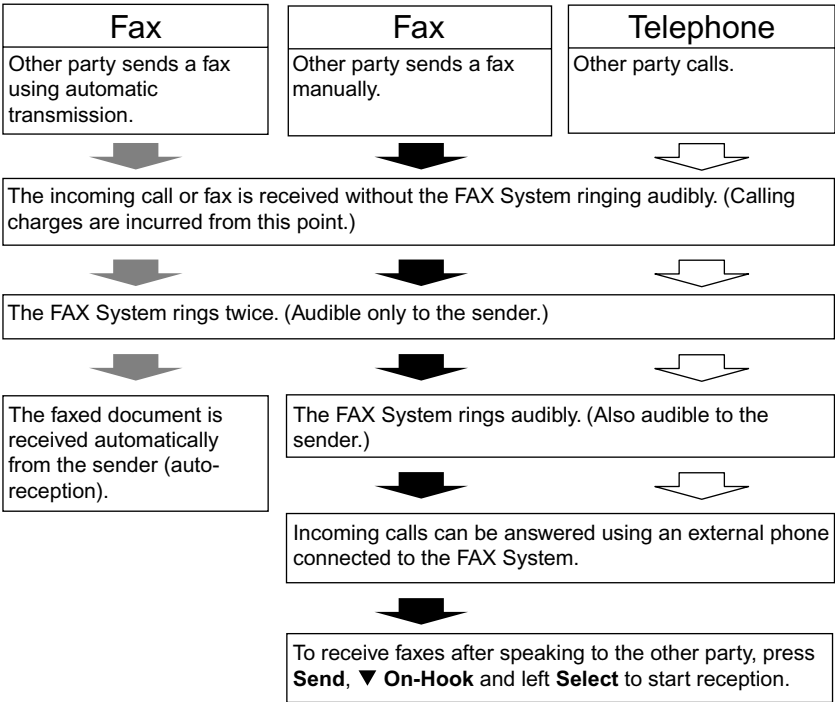
NOTE: To answer calls, you must connect a regular phone to the FAX System.

[Reception flow]

Fax	Fax	Telephone
Other party sends a fax using automatic transmission.	Other party sends a fax manually.	Other party calls.

The incoming call or fax is received without the FAX System ringing audibly. (Calling charges are incurred from this point.)

The FAX System rings twice. (Audible only to the sender.)

The faxed document is received automatically from the sender (auto-reception).	The FAX System rings audibly. (Also audible to the sender.)

Incoming calls can be answered using an external phone connected to the FAX System.

To receive faxes after speaking to the other party, press **Send**, ▼ **On-Hook** and left **Select** to start reception.
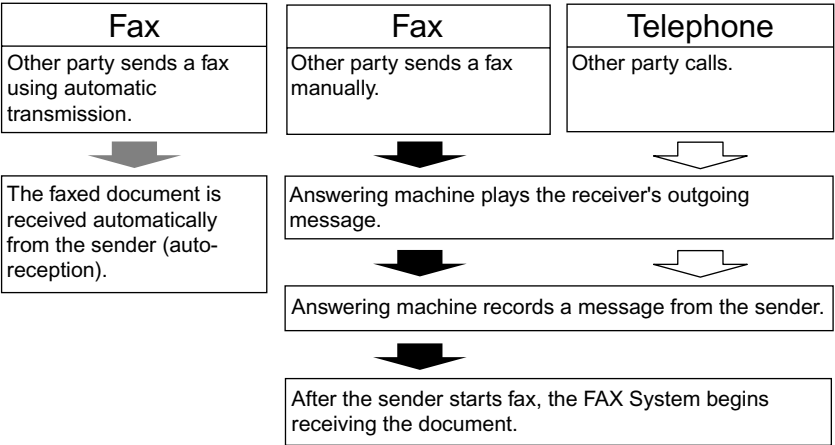
TAD Reception

This mode is convenient if you use the FAX System with a telephone answering machine. Faxes are received automatically. For telephone calls, the caller can leave a message on an answering machine connected to the FAX System using the features of the answering machine.

NOTE: To answer calls and record messages, you must connect a regular phone with an answering machine to the FAX System.

[Reception flow]

Fax	Fax	Telephone
Other party sends a fax using automatic transmission.	Other party sends a fax manually.	Other party calls.

The faxed document is received automatically from the sender (auto-reception).	Answering machine plays the receiver's outgoing message.

Answering machine records a message from the sender.

After the sender starts fax, the FAX System begins receiving the document.
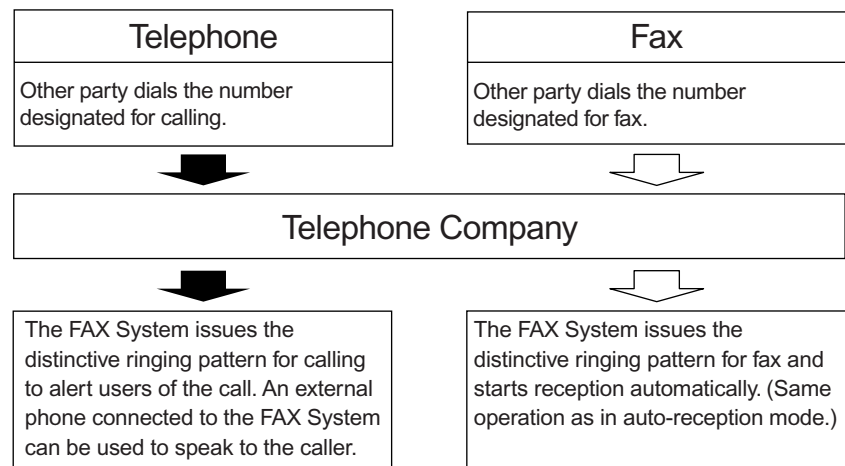
DRD Reception (Certain Destination Only)

This reception mode uses the Distinctive Ring Pattern service available from some telephone companies. With this service, you can use two or more telephone numbers on a single telephone line. Each number is given a different ring pattern so that the fax machine can differentiate between incoming calls. Assign one of the numbers to the FAX System and set up the desired ring pattern in advance for automatic fax reception whenever the FAX System detects that ring pattern.

NOTE: DRD reception requires a subscription to your telephone company's Distinctive Ring Pattern service. Contact your telephone company for more information.
You must connect a regular phone to the FAX System for DRD Reception.

[Reception flow]

Telephone	Fax
Other party dials the number designated for calling.	Other party dials the number designated for fax.

Telephone Company

The FAX System issues the distinctive ringing pattern for calling to alert users of the call. An external phone connected to the FAX System can be used to speak to the caller.	The FAX System issues the distinctive ringing pattern for fax and starts reception automatically. (Same operation as in auto-reception mode.)

Fax Reception Mode Setting

Perform the following procedure to select fax reception mode.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX RX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *RX Setting*. Press **Enter**.

**5** Press ▲ or ▼ to select a reception mode. Press **Enter**.

```
RX Setting:        ⣿⣿
🔲*Auto(Normal)
 ⣿ AUTO(FAX/TEL)
 ⣿ AUTO(TAD)
[ Cancel ]░░░░░
```
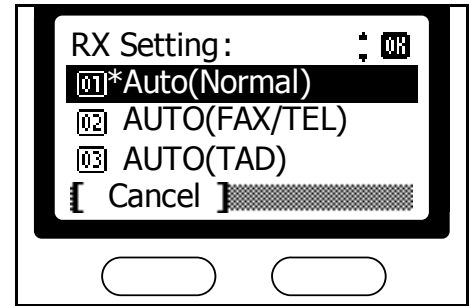
Option	Fax Reception Mode
Auto(Normal)	Automatic Fax Reception
Auto(FAX/TEL)	Auto Fax/Tel Switching
Auto(TAD)	TAD Reception
Auto(DRD)[†]	DRD Reception
Manual	Manual Fax Reception

†.   This option is available only for certain destination.

If you selected *Auto(DRD)*, press ▲ or ▼ to select the ringing pattern. Press **Enter**.

```
Auto (DRD) :       ⣿⣿
🔲*Pattern1
 ⣿ Pattern2
 ⣿ Pattern3
[ Cancel ]░░░░░
```
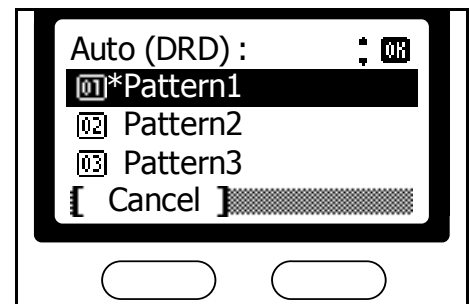
NOTE: The DRD pattern setting is available only for certain destination.

6 Press right **Select** to return to the *basic* screen.

Reception Date and Time

A FAX System feature lets you print the date and time of reception, sender identification, and the page number at the top of each page. This feature always lets you see the local time at which the fax was received, convenient when the fax is sent from a different time zone.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX RX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *RX Date/Time*. Press **Enter**.

**5** Press ▲ or ▼ to select *On* or *Off*. Press **Enter**.

```
RX Date/Time:        : ▯▮
 ▯▯ *Off
 ▯▨  On

[  Cancel  ]▨▨▨▨▨▨▨
```
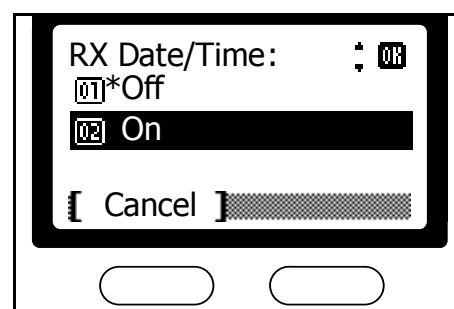
6 Press right **Select** to return to the *basic* screen.

2in1 Reception

Perform the following procedure to print two 5 1/2 × 8 1/2"/A5-sized faxes received consecutively on a single 11 × 8 1/2"/A4 sheet.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX RX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *2in1 RX*. Press **Enter**.

**5** Press ▲ or ▼ to select *On* or *Off*. Press **Enter**.

```
┌─────────────────────────┐
│ 2in1 RX :          ▲ 01  │
│ 01 *Off            ▼     │
│ ┌─────────────────────┐ │
│ 02  On                │ │
│ └─────────────────────┘ │
│ [ Cancel ]▒▒▒▒▒▒▒▒▒▒▒▒  │
│   ⬭          ⬭          │
└─────────────────────────┘
```
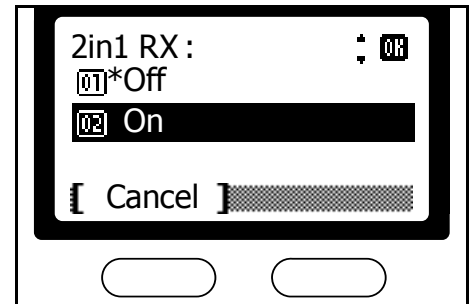
6 Press right **Select** to return to the *basic* screen.

Bulk Printing

Activate this setting to print all fax image data together upon completed reception by the FAX System. The incoming fax will be held until it is completely received. This frees the FAX System for copying and other functions during that time.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *FAX Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *FAX RX Setting*. Press **Enter**.

4 Press ▲ or ▼ to select *RX Bulk Print*. Press **Enter**.

5 Press ▲ or ▼ to select *On* or *Off*. Press **Enter**.

```
RX Bulk Print:        ┆ 01
  01 *Off
  02  On

[ Cancel ]▓▓▓▓▓▓▓▓▓
```
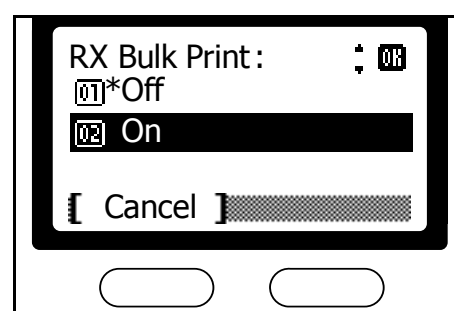
6 Press right **Select** to return to the *basic* screen.

Remote Diagnosis

In case of the malfunction occurs with the FAX System, use this feature to give the service center computer access to the FAX System via the telephone line for updating the software when you contact a service agent. Before using remote diagnosis, you must enter the unique ID into the FAX System (this ID was provided by the service agent when you signed the service agreement). For more information, consult your service agent or dealer.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Service Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *Remote Diag.Set*. Press **Enter**.

4 Press ▲ or ▼ to select *On* or *Off*. Press **Enter**.

Remote Diag. Set.: 01
01 *Off
02 On

[Cancel]
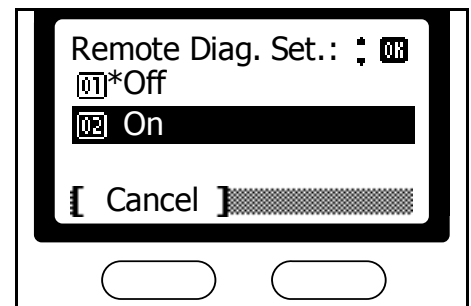
5 Press right **Select** to return to the *basic* screen.

Remote Diagnosis ID

To enable remote diagnosis, you must enter the FAX System's unique ID as instructed by the service agent. This function must also be enabled in the FAX System, as described in *Remote Diagnosis* on page ***7-21***.

1 Press **System Menu/Counter**.

2 Press ▲ or ▼ to select *Service Setting*. Press **Enter**.

3 Press ▲ or ▼ to select *Remote Diag. ID*. Press **Enter**.

4 Use the numeric keys to enter the four-digit unique ID. Press **Enter**.

```
┌────────────────────────────────┐
│ Remote Diag. ID :       ▣     │
│       (0000 ~ 9999)            │
│            0000                │
│                                │
│  〔 Cancel 〕░░░░░░░░░░        │
└────────────────────────────────┘
     ⬭          ⬭
```
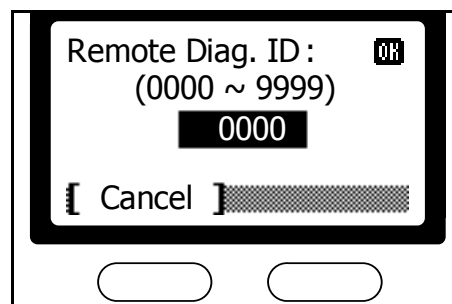
5 Press right **Select** to return to the *basic* screen.

8 Troubleshooting

This chapter discusses the following topics:

Memory Indicator

The Memory indicator lights during fax communication involving the sending or receiving of documents stored in memory. This indicator also lights when documents are received directly into memory due to paper jams or because the system is out of paper.
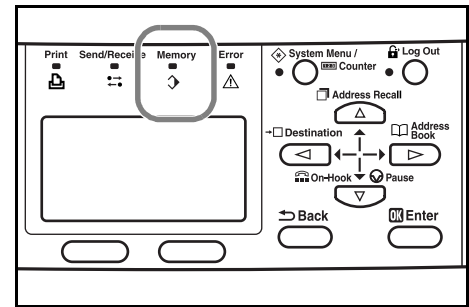
NOTE: The Memory indicator flashes while receiving documents or scanning documents into memory.

FAX Communicating Errors

Fax communicating errors may trigger an audible alarm and cause the Error indicator to flash. If the Error indicator remains lit, check the message display for error details and perform the corrective action. (Refer to *Warning and Maintenance Messages* on page *8-3* and *Troubleshooting Table* on page *8-5*.)
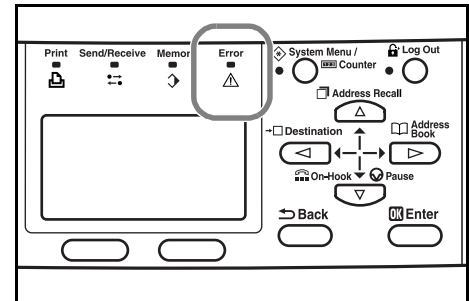
Press **Stop/Clear** to clear the Error indicator if it remains lit even after you take corrective action and resolve the error.

Warning and Maintenance Messages

Take the following corrective actions if the message display shows any of the messages as below. For error messages not listed below, refer to the *Operation Guide*.

Message	Description and Corrective Action	Reference Page
Fax Memory overflow.	The fax memory has been exhausted while sending or receiving the documents. Press right **Select** to cancel the job. Free some memory space, then try again.	—
Send error. ##	A communication error occurred during transmission. Press right **Select** to cancel transmission.	—
Send error. 6199	Press right **Select** to cancel transmission. Specify the correct size of original document and send it again. This error occurs if Legal (8 1/2 × 14")/Folio original is scanned when the document size is selected as Letter (8 1/2 × 11")/A4.	*page 3-13*
Sub address/Polling box not stored. *Job is canceled.*	The subaddress or polling box for fax is full. Press right **Select** to cancel the job.	—
Reservation is full. *Job is canceled.*	You have exceeded 50 jobs combined for timer-based, standby, or interrupt transmission. Press right **Select** to cancel the scheduled job.	—
Phone is off hook. Hang up.	The external phone is off the hook. Hang up the receiver.	—
Unable to connect to the server.	Unable to access the external address book. Press right **Select** and check the address book you are trying to access.	—
Enter FAX number.	You have not entered a fax number to dial. Enter the other party's fax number.	—
Line is busy.	The other party's line is busy. Wait and try transmitting again later.	—
No response.	The other party is not responding. Check the fax number.	—
Communication error.	A communication error has occurred. Check the error details in the communication results report.	*page 9-7*
Transmission to this FAX No.is not permitted.	During password-based communication, the specified password failed to match the required password. Check the FAX System settings. Also ask the intended recipient to check their fax machine settings.	*page 5-31*
Sub address error.	The subaddresses do not match. Check the settings for subaddress-based confidential communication.	*page 5-12*
Cannot select destination which execute encryption.	The intended recipient's fax machine is set up for encrypted communication, but you attempted regular communication. Make sure you have chosen the correct recipient.	—

Message	Description and Corrective Action	Reference Page
The encryption key is not registered.	No encryption key is specified for the destination set for encrypted communication. Be sure the encryption key is entered correctly for the selected destination.	*page 5-38*

Troubleshooting Table

Use this table to identify malfunction and perform the corrective action.

If problems persist, contact your dealer or the service agent.

Symptom	Items to Check	Corrective Action	Reference Page
Unable to fax	Is the modular cord connected correctly?	Connect the modular cord correctly.	—
	Is the Send error displayed?	Correct the error and try sending again.	—
	Have you set up password-based transmission?	Disable password-based transmission.	*page 5-31*
	Have you specified the correct line type for your telephone service?	Check the telephone line setting.	*page 2-3*
Unable to fax from memory	Is the memory full?	Try sending once again when memory becomes available. Otherwise, make memory available as necessary and try again.	*page 3-18* *page 5-20* *page 5-22*
Unable to fax using encrypted communication	Are you using the correct encryption key?	Make sure the sender and recipient are using matching keys.	*page 5-38*
	If the recipient must specify an encrypted communication box, has it been set up correctly?	Make sure the sender and recipient are using matching keys.	*page 5-38*
Unable to use remote switching	Are you using a dial-pulse telephone line?	Depending on your phone, you may be able to use the buttons on your phone to send tone signals. Refer to your telephone user's manual.	—
	Did you dial the correct remote switching number?	Check the registered number. (Default: 55)	*page 5-5*
I received a fax, but it was not printed or stored in memory.	Did you set up fax forwarding?	If fax forwarding is on, contact the recipient at the forwarding address regarding the documents.	*page 5-24*

Symptom	Items to Check	Corrective Action	Reference Page
Unable to receive faxes	Is the modular cord connected correctly?	Connect the modular cord correctly.	—
	Is the Send error displayed?	Correct the error and ask the sender to resend the fax.	—
	Have you set up password-based reception?	Disable password-based reception.	*page 5-31*
Unable to receive faxes in memory	Is the memory full?	Try receiving faxes once again when memory becomes available. Otherwise, make memory available as necessary and try again.	*page 3-18* *page 5-20* *page 5-22*
		Confirm the paper is loaded in the paper cassette.	Operation Guide of the printing system
Unable to use polling reception	Did the sender use the correct procedure for polling transmission?	Ask the sender to check their fax machine.	—
Unable to fax using subaddress-based confidential transmission	Does the other party's fax machine support the same features for confidential fax using subaddresses?	This communication mode cannot be used unless the other fax machine has compatible features. Ask the other party to check their fax machine.	—
	Has the other party set up boxes for sending and receiving confidential faxes (subaddress confidential boxes)?	Ask the other party to check their fax machine.	—
	Was the correct subaddress entered?	If the setting is correct on the FAX System, ask the other party to check their fax machine.	—
	If a subaddress and password must be entered on the other party's fax machine, were the correct settings entered?	If the setting is correct on the FAX System, ask the other party to check their fax machine.	—
	Is the memory of the other party's fax machine full?	Ask the other party to check their fax machine.	—
Unable to print documents from a subaddress box.	Were the correct subaddress and password entered for the confidential box?	Check the settings for the subaddress box.	*page 5-12*

9 Reference Information

This chapter includes the following reference information:

Specifications

> **NOTE:** Specifications are subject to change without notice.

Item	Description
Type	Optional FAX Kit
Compatibility	Group 3
Line Requirements	Subscription telephone line
Transmission Time	Less than 3 seconds (33,600 bps, JBIG, ITU-T #1 chart)
Modem Speed	33600/31200/28800/26400/24000/21600/19200/16800/14400/ 12000/9600/7200/4800/2400 bps
Encoding Method	JBIG/MMR/MR/MH
Error Correction	ECM
Document Dimensions	Inch version: 8 1/2 × 11", 8 1/2 × 14", 5 1/2 × 8 1/2" Metric version: A4R, B5R, A5R, Folio, Custom (80 to 216 × 148 to 356 mm)
Paper Dimensions	Inch version: 8 1/2 × 11", 8 1/2 × 14", 5 1/2 × 8 1/2" Metric version: A4R, A5R, Folio
Scanning Line Density	Horizontal × Vertical Normal (8 dots/mm × 3.85 lines/mm) Fine (8 dots/mm × 7.7 lines/mm) Super fine (8 dots/mm × 15.4 lines/mm) Ultra fine (16 dots/mm × 15.4 lines/mm)
Recording Resolution	600 dpi × 600 dpi
Grayscale	256 levels (Error diffusion)
One-Touch Dial	Max. 8 destinations (1-8)
Broadcast Transmission	Max. 100 destinations
Polling Reception	Max. 1 location
Installed Imaging Memory	3.5 MB
Output Reports	Communication Management Report, FAX Tx Report, FAX Rx Report, Status Page, Subaddress Box List, NW Status Page

Menu Flowcharts

For reference, the menu structures for function keys on the operation panel are as follows:

Send

- **Original Quality**
- **Original Size**
- **Function**
  - Send Size
  - Zoom
  - Continuous Scan
  - Job End Report
  - FAX Delayed TX
  - FAX Direct TX
  - FAX RX Polling
- **Scan Resolution**
- **Exposure**
- **Destination**
  - Destination Confirmation
  - FAX
- **Address Book**
  - Address Book
  - External Address Book

Status/Job Cancel

- Print Job Status
- Send Job Status
- Store Job Status
- Scheduled Job
- Send Job Log
- Store Job Log
- FAX
  - Log
    - TX Log
    - RX Log
    - FAX TX Report
    - FAX RX Report

Document Box

```
├────────────── Function
│                   ├───────── Continuous Scan
│                   └───────── Job End Report
├────────── Sub Address Box
└────────── FAX Polling Box
```

Program

System Menu/Counter

```
├────────── Report
│              ├───────── Report Print
│              │             └────────── Subaddress Box List
│              ├───────── Report Setting
│              │             ├───────── FAX TX Report
│              │             └───────── FAX RX Report
│              └───────── Result Report Setting
│                            ├───────── Send Result
│                            └───────── FAX RX Result
├────────── Date/Timer Setting
│              ├───────── Year/Time
│              └───────── Time Zone
├────────── Common Setting
│              ├───────── Sound Setting
│              │             ├───────── FAX Speaker
│              │             └───────── FAX Monitor
│              ├───────── One Touch Setting
│              └───────── One Touch Keys
│
▼
```

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FAX Setting

FAX Common Setting

Encryption Key

FAX TX Setting

TTI (Transmit Terminal Identifier)

Local FAX Name

Local FAX ID

Local FAX Number

FAX Line Setting

Retry Times

FAX RX Setting

FAX Media Type

Rings (Normal)

Rings (TAD)

Rings (FAX/TEL)

Forward Setting

Forward

Forward Destination

File Format

Forward Time

Print

RX Setting

RX Date/Time

2in1 Reception

RX Bulk Print

Remote Switching Dial

TX/RX Restriction

TX Restriction

RX Restriction

Permit No. List

Permit ID List

Encryption RX

Continued

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Document Box Setting

Box Media Type

Sub Address Box

Polling Setting

Edit Addressbook

Program Setting

Service Setting

FAX Country Code

Remote Diagnosis Setting

Remote Diagnosis ID

Error Code Table

When a communication error occurs, one of the following error codes is printed on the transmission report, reception report, or other communication management report. Use the error code for troubleshooting.

NOTE: Error codes for errors during V34 transmission are designated by an "E" prefix instead of a "U".

Error Code	Problem and Corrective Action
Busy	The line was busy or the other party did not answer after their number was redialed for the specified number of times. Try sending again.
Stopped	Transmission or reception was interrupted by pressing **Stop/Clear**. During communication sessions involving multiple recipients (such as polling reception), the FAX System was unable to transmit to all destinations due to a communication interruption.
U00300	The destination FAX System is out of paper. Contact the recipient.
U00420 – U00462	The sender established a connection but could not send the document because the FAX System are incompatible. Transmission interrupted.
U00600 – U00690	Communication was interrupted due to problems with the FAX System. Try sending or receiving the transmission once again.
U00700	Communication was interrupted due to problems with the other party's FAX System. Contact the other party.
U00800 U00810	Some pages were not sent. Try sending again.
U00900 U00910	Some pages were not received. Try receiving the fax again.
U01000 – U01092	A communication error occurred during transmission. Try sending again.
U01100 – U01199	A communication error occurred during reception. Try receiving the fax again.
U01400	In timer-based communication, the number entered using the Address Book or a one-touch key was no longer registered at the scheduled time, preventing the scheduled transmission. Check the FAX System settings.
U01500	A communication error occurred during high-speed transmission. Try sending again.

Error Code	Problem and Corrective Action
U01600	A communication error occurred during high-speed reception. Ask the sender to use a slower transmission speed, then try receiving the fax again.
U01700 U01720	A communication error occurred during high-speed transmission. Try sending again.
U01721	A communication error occurred during high-speed transmission. The recipient's fax may not support high-speed reception. If you dialed the number using the address book or a one-touch key, reduce the transmission speed and try sending again.
U01800 – U01820	A communication error occurred during high-speed reception. Ask the sender to use a slower transmission speed, then try receiving the fax again.
U01821	A communication error occurred during high-speed reception. The FAX System may not support this type of high-speed reception. Ask the sender to use a slower transmission speed, then try receiving the fax again.
U03000	Polling reception failed because no documents were loaded in the sender's FAX System. Contact the sender.
U03300	The other party's FAX System is compatible with the FAX System, but polling reception to receive their document failed because the required passwords failed to match during password-based communication, when password-based communication was enabled on their FAX System.
U03400	Polling reception failed because the sender's password and recipient's station ID failed to match. Contact the other party.
U04000	The recipient's FAX System is compatible with the FAX System, but subaddress-based confidential transmission to send documents to their subaddress box failed because the subaddress box number you entered is not set in their FAX System.
U04100	Transmission to a subaddress box or other box failed because the other FAX System does not support subaddress-based confidential reception.
U04200	Encrypted transmission failed because the other party has not set up an encryption box.
U04300	Encrypted transmission failed because the other party's FAX System does not support encrypted communication.
U04400	Encrypted transmission failed because the encryption keys did not match.

Error Code	Problem and Corrective Action
U04401	Encrypted transmission could not be attempted. The other party could not be dialed because the designated encryption key is not registered in the FAX System.
U04500	Encrypted reception failed because the encryption keys did not match.
U05100	Transmission failed because the passwords did not match during password-based communication, when password-based communication was enabled on the FAX System. Contact the other party.
U05200	Transmission from the other party failed because the required passwords failed to match during password-based communication, when password-based communication was enabled on the FAX System.
U05300	Transmission failed because the necessary passwords failed to match during password-based communication, when password-based communication was enabled on their FAX System. Contact the other party.
U09000	Communication failed because the other party's FAX System uses an incompatible communication protocol. (The other party is using a G2 FAX System.)
U14000	Reception to a subaddress box failed because FAX System memory is full. Print stored documents and try again, or cancel subaddress-based confidential reception.
U14100	The recipient's FAX System is compatible with the FAX System, but transmission to their subaddress box failed because their FAX System memory is full.
U19000	Reception to memory has failed because the FAX System memory is full. Clear other data from memory and try receiving the fax again.
U19100	Transmission failed because the other party's FAX System memory is full. Contact the other party.
U19200	The data stored in memory is corrupted. Repeat the procedure just attempted.
U19300	Transmission failed because the data to be sent is corrupted. Try sending again.
U19400	Reception failed because the data received is corrupted. Try receiving the fax again.

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