Network FAX

ON-LINE MANUAL



About this On-Line Manual

This On-Line Manual explains the setting procedures required in order to use the Network FAX functions when the Printer/ Scanner Kit* and Fax Kit are installed in your machine. It is recommended that you also read the corresponding Operation Guide as well.

This manual is prepared as a PDF (Portable Document Format) file, so Adobe Acrobat Reader version 4.05 or later must be installed on your computer if you want to read the manual without the provided CD-ROM. If you do not already have the appropriate Adobe Acrobat Reader software, it is recommended that you install it from the CD-ROM.

 * In the case of the KM-C850, this is a Scanner Kit.

IMPORTANT!

The use of Adobe Acrobat Reader implies agreement to the terms of use as stipulated by Adobe Systems Incorporated.

Trademark Information

- Microsoft, Windows, Windows NT and Internet Explorer are registered trademarks of Microsoft Corporation of the United States and other countries.
- Windows Me and Windows XP are trademarks of Microsoft Corporation.
- Ethernet is a registered trademark of Xerox Corporation.
- IBM and IBM PC-AT are trademarks of International Business Machines Corporation.
- Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated.

All other company and product names contained in this On-Line Manual are trademarks or registered trademarks of their respective companies. The designations [™] and [®] will not be used in this manual.

Operating Environment

The Network FAX functions are compatible for use under the following operating environments:

- Hardware ... IBM PC-AT compatible computer
- Interface ... 10BASE-T or 100BASE-TX
- Operating system ... Windows NT 4.0 (Server, Workstation) + SP5 or later,

Windows 2000 (Professional, Server, Advanced Server), Windows 98 (Second Edition), Windows 95 (OSR2 or later), Windows Me and Windows XP

The screen shots used in this On-Line Manual are compiled from Windows XP. The actual displays on your computer may differ depending upon your particular operating system.

Included Utilities

The following utilities are contained on the provided CD-ROM. In order to use the related Network FAX functions, it is necessary to follow the appropriate procedure and install the corresponding utility on your computer.

Network FAX Driver

This software allows you to send documents created on your computer to the Printer/Scanner Kit^{*} in this machine, which converts them to the appropriate format, transfers them to Fax Kit which then transmits them to the other fax machine. The Network FAX Driver must be installed on the computer from which you want to send the documents.

Address Book for Network FAX

This utility is the address book that needs to be installed on the computer from which you want to send documents. The Address Book for Network FAX allows you to create and use your own personal fax destination list for sending documents directly from your computer. It is also possible to import CSV-formatted address data that has been created with other applications.

Scanner File Utility

Documents sent from the other fax machine can be received by the Fax Kit in this machine and, once the Printer/Scanner Kit* is installed, the received documents will be converted to an image file and can be sent to and saved in a folder that is designated in the Scanner File Utility. Because the Scanner File Utility must be running in order to receive the incoming data, it is recommended that you install it on a computer that is generally up and running on the network (referred to as the "Server Computer" in this manual).

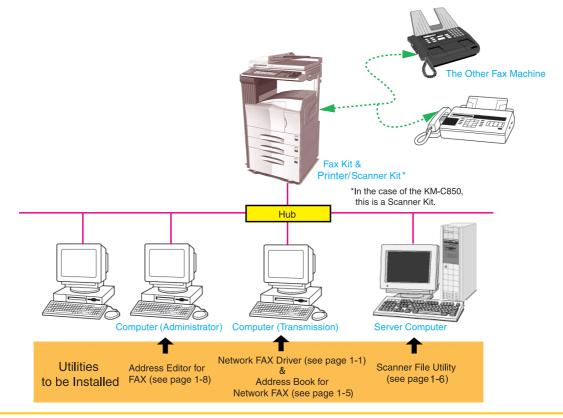
You can select the type of installation to be performed based upon whether you are using Windows 2000 or Windows XP, as well as whether you are using the Scanner File Utility on an individual basis or it is being shared. (See page 1-7.)

* In the case of the KM-C850, this is a Scanner Kit.

Address Editor for FAX

This utility is an editor that uses your computer to register and change the self-station and dialing information which is stored in the fax machine itself. The Address Editor for FAX allows you to easily and conveniently register the information that will be used by the fax machine directly from your computer.

The Address Editor for FAX utility is compatible with the KM-3035, KM-4035 and KM-5035.

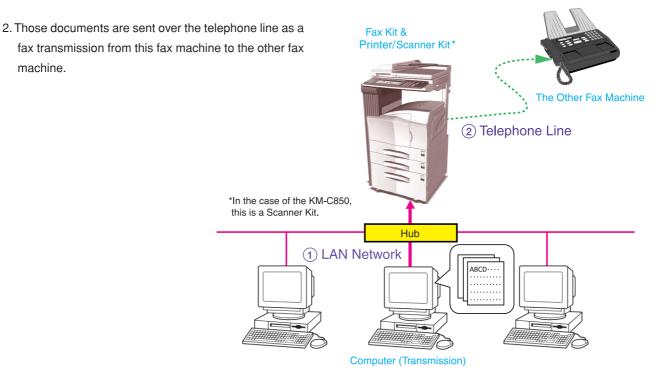


Outline of the Network FAX Functions

The Network FAX functions allow you to send and receive fax documents between computers on your LAN network and the other fax machines. In addition, if you use the Address Book, you can register individual destinations, or multiple destinations as an individual group, in advance.

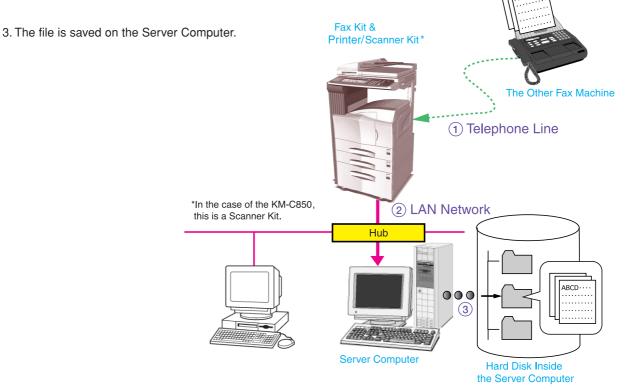
• Transmission function

1. Documents are sent as image data from a network computer over the LAN network to this fax machine.



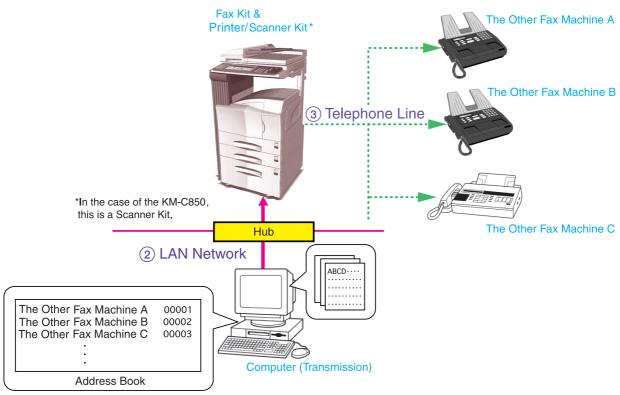
Reception function

- 1. Documents are sent over the telephone line as a fax transmission from the other fax machine to this fax machine where they are converted into PDF or TIFF file data.
- 2. That data is sent from this fax machine over the LAN network to the Server Computer.



Address Book

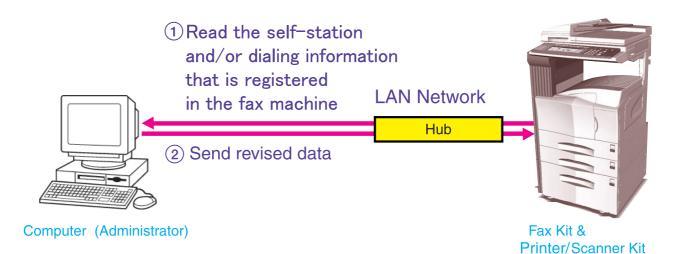
- 1. Information for individual destinations (or a group of destinations) is registered in the Address Book software on the computer from which you want to send documents.
- 2. The destination for sending documents using the Network FAX function is selected from this Address Book.
- 3. The documents are then sent as image data from a network computer over the LAN network to this fax machine.
- 4. Those documents are sent over the telephone line as a fax transmission from this fax machine to the other fax machine based on the selected destination information. If multiple destinations are registered as a group, the documents will be broadcast to all of those destinations.



1 Registered Destination Information

• Address Editor for FAX

- 1. Use your computer to read and edit the self-station and/or dialing information of the fax machine itself, and then register the revised data back into the fax machine.
- 2. Import CSV-formatted address data or FDT-formatted address books that have been created with another application and register it in the fax machine.
- 3. Save registered dialing information as FED-formatted data (the data format for Address Editor for FAX).



Contents

| About this On-Line Manual | i |
|---------------------------------------|----|
| Trademark Information | i |
| Operating Environment | i |
| Included Utilities | |
| Outline of the Network FAX Functionsi | ii |

Section 1 Installing the Corresponding Software .. Page 1-1

| 1-1 | Installing the Network FAX Driver | Page 1-1 |
|-----|---|------------|
| | Registering the Machine's IP address | 1-2 |
| | Uninstalling the Network FAX Driver | 1-4 |
| 1-2 | Installing the Address Book for Network FAX | . Page 1-5 |
| 1-3 | Installing the Scanner File Utility | Page 1-6 |
| 1-4 | Installing the Address Editor for FAX | Page 1-8 |

| Sect | ion 2 Sending a Fax | Page 2-1 |
|------|---|-----------|
| 2-1 | Main Transmission Functions | Page 2-1 |
| | (1) Delayed Transmission | |
| | (2) F-Code Based Communication | |
| | (3) Concurrent Print | |
| | (4) Save Transmitted Original | |
| | (5) Attaching a Cover Page | |
| | (6) Restricted Access | |
| 2-2 | Basic Transmission | Page 2-4 |
| 2-3 | Fax Setting Tab | Page 2-6 |
| 2-4 | Default Setting Dialogue Box | Page 2-7 |
| | (1) Sending Options Tab | |
| | (2) Sender Information Tab | |
| | (3) Machine Setting Tab | |
| | (4) Restricted access Tab | 2-11 |
| 2-5 | Various Settings in the TX Setting Dialogue Box | Page 2-12 |
| | (1) Selecting a Destination from the Address Book | |
| | (2) F-Code Based Communication | |
| | (3) Registering the Destination Information to be Added to the Cover Page | 2-16 |
| | (4) Optional Settings | |
| | (5) Transmitting Terminal Information Data | 2-19 |
| | (6) Machine Settings | |

2-6 Transmission Control Page 2-21

| Section 3 Receiving a Fax | Page 3-1 |
|---|-----------|
| 3-1 Summary of Delivery Settings | Page 3-2 |
| 3-2 Starting the Scanner File Utility | Page 3-4 |
| 3-3 Setup Dialogue Box | Page 3-5 |
| 3-4 Folder Setting Dialogue Box | Page 3-6 |
| 3-5 Delivery Setting List Dialogue Box | Page 3-7 |
| 3-6 Delivery Setting Dialogue Box | Page 3-10 |
| 3-7 Determining the Destination Folder | Page 3-13 |
| 3-8 When a notice of fax reception is sent | Page 3-13 |
| 3-9 Checking a Reception Notification Error | Page 3-14 |
| 3-10 Opening Received Faxes | Page 3-15 |
| 3-11 Deleting Received Faxes | Page 3-16 |

| Sect | ion 4 The Address Book | Page 4-1 |
|------|--|-----------|
| 4-1 | Registering Destination Information | Page 4-2 |
| 4-2 | Registering Multiple Destinations as a Group | Page 4-4 |
| 4-3 | Address/Group Copy | Page 4-6 |
| 4-4 | Editing Individual and Group Destination Information | Page 4-7 |
| | (1) Editing Information for an Individual or Group Destination | 4-7 |
| | (2) Editing Information for More than One Individual or Group Destinations | |
| | (3) Search/Replace the Contents of a Particular Entry Item | 4-9 |
| 4-5 | Deleting Individual and Group Destination Information | Page 4-10 |
| 4-6 | Importing Address Data | Page 4-10 |
| | (1) Importing FDT Files | 4-10 |
| | (2) Importing CSV Files | 4-11 |
| 4-7 | Exporting Address Data | Page 4-13 |

| Sect | ion 5 Address Editor for FAX | Page 5-1 |
|------|--|-----------|
| 5-1 | Registering Self-Station Information | Page 5-2 |
| 5-2 | Setting the Network FAX functions | Page 5-8 |
| 5-3 | Registering Dialing Information | Page 5-9 |
| | (1) Registering one-touch dial information | 5-9 |
| | (2) Registering chain dial information | 5-12 |
| | (3) Registering group dial information | 5-14 |
| | (4) Registering program dial information | 5-18 |
| | (5) Editing registered dialing information | 5-22 |
| | (6) Deleting dialing information | 5-28 |
| 5-4 | Registering Box Information | Page 5-29 |
| | (1) F-Code Based Confidential box | 5-29 |
| | (2) Encryption box | 5-30 |
| | (3) F-Code Based Relay box | 5-32 |
| | (4) Deleting registered boxes | 5-35 |
| 5-5 | Importing Data | Page 5-36 |
| 5-6 | Saving Data as an FED-formatted File | Page 5-40 |

| Section 6 | Specifications | | Page | 6-1 | |
|-----------|----------------|--|------|-----|--|
|-----------|----------------|--|------|-----|--|

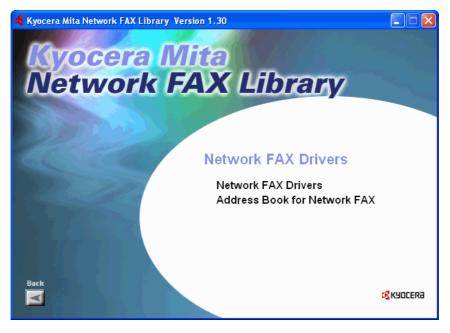
Section 1 Installing the Corresponding Software

1-1 Installing the Network FAX Driver

- 1. Insert the provided CD-ROM into the CD-ROM drive of the computer in which you want to install the Network FAX Driver. The set-up screen will appear automatically.
 - * If the set-up screen does not appear, start the appropriate software manually from the CD-ROM.
- 2. Read the conditions of use and then click the \blacktriangleright button.



3. Click on Network FAX Drivers in the main menu.



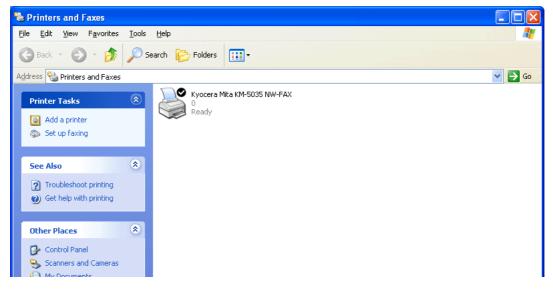
- 4. Click once again on Network FAX Drivers.
- 5. Follow the instructions in the installation wizard to continue the installation procedure.

Registering the Machine's IP address

Once you have installed the Network FAX Driver, perform the following procedure to register the IP address of the machine that you want to use as the Network FAX.

- * The following procedure is explained as though it is being carried out in Windows XP. If you are using another operating System, use this procedure simply as reference.
- 1. Click on Start in the Task Bar and then select Control Panel, Printer and other Hardware and then Printers and Faxes in that order from the successive menus in order to access the Printers and Faxes dialogue box.

(This screen-shot is for when the KM-5035 is installed.)



- 2. Right-click on the name of the machine that you want to use as the Network FAX and select Printing Preferences... from the resulting dropdown menu. The Printing Preferences dialogue box will appear.
 - * To open the Properties dialogue box under Windows 98 and so on, click on Start in the Windows Task Bar and then select Settings and Printers. Right-click on the name of machine that you want to use as the Network FAX and select Properties from the dropdown menu. Click on the FAX Setting tab in order to display its contents.

?×

💩 Kyocera Mita KM-5035 NW-FAX Printing Preferences

(This screen-shot is for when the KM-5035 is installed.)

| FAX Setting About | Original Size: 8.5 x 11 in. Letter ▼ |
|-------------------|--|
| | Orientation: A Portrait C Landscape Original Image Quality: Fine FAX Extended Memory |
| K40CER3 | FAX TX Setting |
| | OK Cancel Apply |

3. Click on the FAX TX Setting... button in order to access the Default Setting dialogue box.

| Kyocera Mita Network FAX - Default Setting | ? 🗙 |
|---|--------|
| Sending Options Sender Information Machine Setting Restricted a | ccess |
| Sending Options | |
| Cover Page | |
| Attach Cover Page Edit Message | |
| Template of Cover Page : English template 01 Preview | |
| ОК | Cancel |

4. Click on the Machine Setting tab in order to display its contents.

| Kyocera Mita Network FAX - Default Setting 🛛 🛛 🔀 |
|--|
| Sending Options Sender Information Machine Setting Restricted access |
| Network FAX Address |
| P Address IP Address |
| C Host Name |
| |
| |
| |
| |
| |
| |
| DK Cancel |

- 5. In the **Network FAX Address** area, enter the IP address, or host name, of the machine that you want to use as the Network FAX.
 - **NOTE:** The IP address/host name that you enter here must be the same as that registered in the scanner default settings of the machine itself. (Refer to "2. Set-up" in the Operation Guide for your Network Scanner.)

| Sample screen-shot of the Default setting/ Counter | | | |
|--|--|--|----------|
| scanner default setting window | System Basic | | Close |
| | Default menu | Setting mode | |
| | Hostname | 3hz215 | |
| | IP address Subnet mask Default Gateway DHCP/BOOTP | 10.181.39.254 255.255.255.0 10.181.39.254 Valid | Change # |
| | Default setting - Scan | ner setting menu | |

6. Click on the **OK** button.

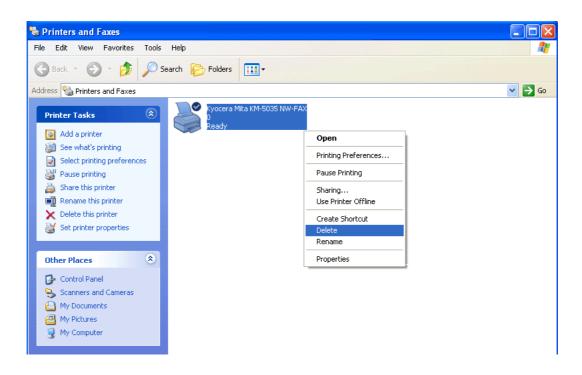
• Uninstalling the Network FAX Driver

Perform the following procedure when you want to delete the Network FAX Driver from your computer.

1. Click on Start in the Task Bar and then select Control Panel, Printers and Other Hardware and then Printers and Faxes in that order from the successive menus in order to access the Printers and Faxes dialogue box.

| 🗞 Printers and Faxes | |
|--|--------|
| Eile Edit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp | |
| 🕝 Back - 🌍 - 🏂 🔎 Search 🎼 Folders 🛄 - | |
| Address 🧐 Printers and Faxes | 💌 🄁 Go |
| Printer Tasks Image: Constraint of the state of th | |
| See Also | |
| ? Troubleshoot printing @ Get help with printing | |
| Other Places Control Panel Scanners and Cameras | |
| A My Documente | |

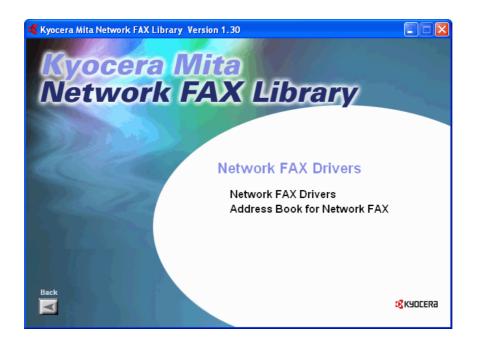
2. Right-click on the name for this printer (normally: Kyocera Mita KM-XXXX NW-FAX), and then select **Delete** in the resulting menu.



3. Click on **Yes** when the confirmation dialogue box appears and the driver will be deleted.

1-2 Installing the Address Book for Network FAX

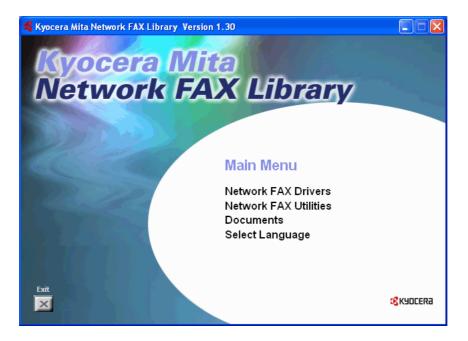
- 1. Insert the provided CD-ROM into the CD-ROM drive of the computer in which you want to install the Address Book for Network FAX. The set-up screen will appear automatically.
 - * If the set-up screen does not appear, start the appropriate software manually from the CD-ROM.
- 2. Accept the conditions of use and then click the \blacktriangleright button.
- 3. Click on Network FAX Drivers in the main menu.



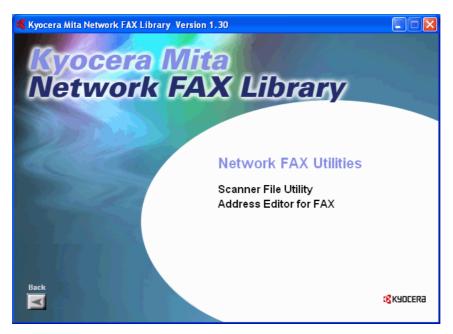
- 4. Click on Address Book for Network FAX.
- 5. Follow the instructions in the installation wizard to continue the installation procedure.

1-3 Installing the Scanner File Utility

- 1. Insert the provided CD-ROM into the CD-ROM drive of the computer in which you want to install the Scanner File Utility. The set-up screen will appear automatically.
 - * If the set-up screen does not appear, start the appropriate software manually from the CD-ROM.
- 2. Accept the conditions of use and then click the \blacktriangleright button.



3. Click on Network FAX Utilities in the main menu.



4. Click on Scanner File Utility.

- 5. Follow the instructions in the installation wizard to continue the installation procedure.
 - * If you are using Windows 2000 or Windows XP operating systems, the Setup Type selection window will be displayed. Select one of the following setup types and then proceed to the next step.

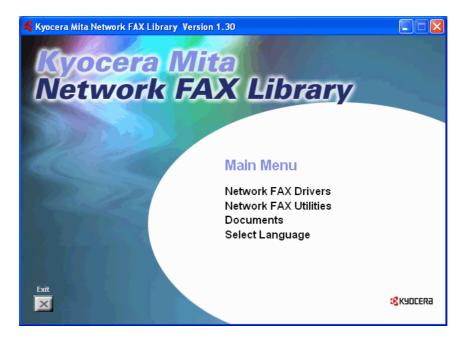
| Scanner File Utility Setup | × |
|--|---|
| Setup Type Choose the setup type that best suits your needs. | |
| Select the components you want to install, clear the Click Next to continue. | he components you do not want to install. |
| Install a service mode | |
| C Install a desktop mode | |
| | |
| | |
| | |
| | |
| InstallShield | |
| | < <u>B</u> ack <u>N</u> ext > Cancel |

Install a service mode Select this type of setup in order to share the Scanner File Utility on a File Server, etc. (In this case, the Scanner File Utility will be usable even when you are logged off of your computer.) (Refer to page 3-4.) Install a desktop mode Select this type of setup in order to use the Scanner File Utility independently from others. (In this case, the Scanner File Utility will be usable once you are logged on to your computer.)

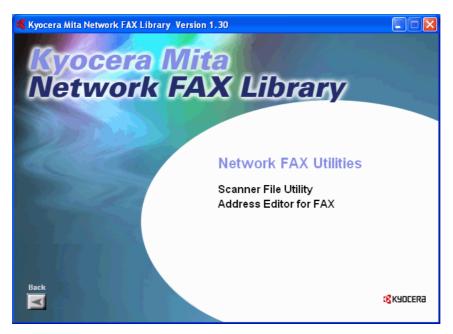
- * Once the Scanner File Utility has been installed, you can change the type of setup from the desktop mode to the service mode by selecting "Repair" in the Windows "Add/Remove Programs" control panel.
- * If the **Select Components** screen appears, click on the box next to **KM-Network FAX Receive Handler** in order to put a check mark in that box. The content of the other checkboxes is as follows:
- KM-DB Link Handler ... The KM-DB Assist option (Adds file information as keywords to scanned image data files)
- DataBase Link Handler (Sample) ... The Database Assist option (Creates a csv file that includes the registered file information to go with the scanned image data file)

1-4 Installing the Address Editor for FAX

- 1. Insert the provided CD-ROM into the CD-ROM drive of the computer in which you want to install the Address Editor for FAX. The set-up screen will appear automatically.
 - * If the set-up screen does not appear, start the appropriate software manually from the CD-ROM.
- 2. Accept the conditions of use and then click the \blacktriangleright button.



3. Click on Network FAX Utilities in the main menu.



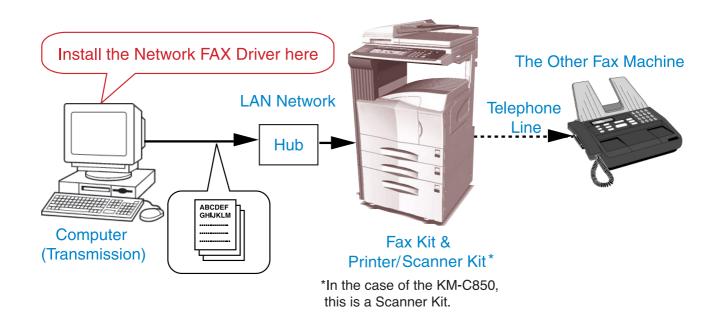
- 4. Click on Address Editor for FAX.
- 5. Follow the instructions in the installation wizard to continue the installation procedure.

Section 2 Sending a Fax

This section contains explanations on how to use the Network FAX Driver to send documents created on a network computer directly from that computer to the other fax machine.

IMPORTANT!

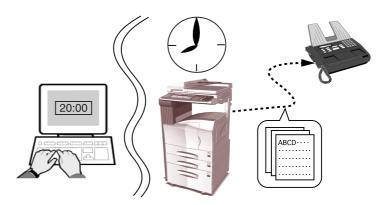
The Network FAX Driver must be installed on the computer from which you want to send the documents. Refer to "1-1 Installing the Network FAX Driver" on page 1-1 for the procedure to install that software.



2-1 Main Transmission Functions

(1) Delayed Transmission < see page 2-7 for setting procedures>

This function enables you to have documents transmitted at a designated time. Delayed transmission can be carried out at any time within 24 hours from the time that is actually set in the fax itself.



(2) F-Code Based Communication <see page 2-15 for setting procedures>

This function enables you to send documents to an F-Code Box that is registered in a destination fax machine. Because F-Code Boxes include a sub-address and password, highly confidential communication is ensured. It will be necessary for you to enter the corresponding sub-address and password of the destination F-Code Box (if they have been designated for that box) whenever you perform an F-Code Based Transmission procedure.

- * For more information on F-Code based communication, refer to the following:
- KM-3035/4035/5035/C850: "Section 5 Other Features of this Fax" in the Fax Edition of that
- Operation Guide • KM-2530/3530/4030: "Section 4 Other Features of this Fax" in the Fax Edition of the corresponding Operation Guide



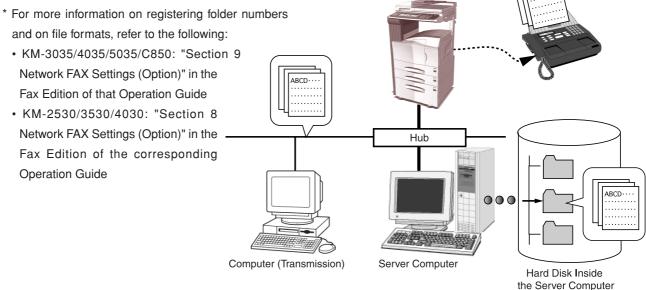
(3) Concurrent print <see page 2-7 for setting procedures>

This function enables you to print out the documents at the same time as you send them by fax.



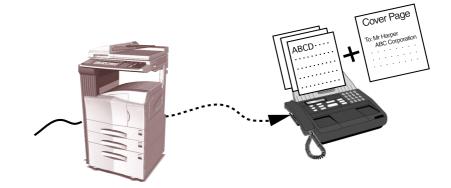
(4) Save Transmitted Original <see page 2-7 for setting procedures>

This function enables you to save transmitted documents in the folder that corresponds to the folder number which was registered under the "Network FAX Registration" settings in the fax machine . Those documents will be saved as a PDF or TIFF file according to the default "File Type Setting" in the fax machine itself.



(5) Attaching a Cover Page <see page 2-7 for setting procedures>

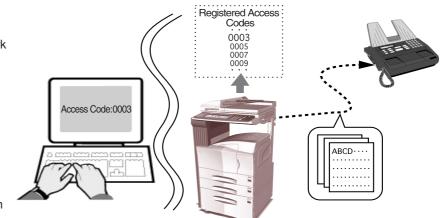
This function enables you to add a cover page to your transmission that includes such TTI (Transmitting Terminal Information) data as your company name, department name, your own name, your telephone or fax number, in addition to whatever comment you'd like to send. The type of cover page you use can be selected from among several different templates.



(6) Restricted Access <see page 2-11 for setting procedures>

When Restricted Access is turned ON in the copy (or fax) machine itself, this function enables you to control Network FAX Transmissions under Restricted Access as well, only allowing transmission when a viable access code that is registered in the copy (or fax) machine is entered.

- * For more information on Restricted Access, refer to the following:
- KM-3035/4035/5035/C850: "Section 7 COPIER MANAGEMENT" in the Copier Edition of that Operation Guide



• KM-2530/3530/4030: "Section 4 Other Features of this Fax" in the Fax Edition of the corresponding Operation Guide

- 1. Use an application on your computer to create the documents that you want to send.
- 2. Select Print from the File menu.
- 3. Use the dropdown menu in the **Name** field to select the name of the machine that you want to use as the Network FAX. The print dialogue box for the application that you are using will appear.
 - **NOTE:** The following screen shot is just an example and the actual dialogue box displayed on your computer may differ depending to the application that you are using.

(This screen-shot is for when the KM-5035 is installed.)

| Print | ? 🛛 | |
|---|--|--|
| Printer Name: Kyocera Mita KM-5035 NW-FAX | Properties | |
| Status: Ready Type: Kyocera Mita KM-5035 NW-FAX Where: LPT1: | Reverse pages Print as image Print to file | |
| Print Range | Copies and Adjustments Number of <u>copies</u> : Number of <u>copies</u> : 1 Shrink_ oversized pages to paper size Expand small pages to paper size Autoprotate and center pages | |
| PostScript Options Print Method: Language Level 2 ✓ Optimize for Speed ✓ Download Asian Fonts ✓ Save Printer Memory Color Managed: On printer | Preview K-8.50-7 1100 Free State St | |
| Printing <u>I</u> ips | OK Cancel | |

- Enter the page numbers, etc., that you want to fax.
 NOTE: Make sure that the number of copies is set to "1".
- 5. Click on the **Properties** button in order to access the **Properties** window.

(This screen-shot is for when the KM-5035 is installed.)

| 🗳 Kyocera Mita KM-5035 NW-FAX Properties | |
|--|---|
| FAX Setting About | |
| | Original Size: 8.5 x 11 in. Letter Orientation: A • Portrait Original Image Quality: Fine • FAX Extended Memory |
| Kyocera | Restore <u>D</u> efaults |
| | OK Cancel |

- 6. Perform all of the desired settings under the **FAX Setting** tab, such as the original size setting, and then click on the **OK** button.
 - * Refer to "2-3 FAX Setting Tab" on page 2-6 for more detailed information on the settings in that tab.
- 7. The print dialogue box for the application that you are using will be displayed once again. Click on the **OK** button. The **TX Setting** dialogue box will appear.
 - * Refer to "2-5 Various Settings in the **TX Setting** Dialogue Box" on page 2-12 for more detailed information on the settings in that dialogue box.

| K | Kyocera Mita Network FAX - TX Setting - NWFAXe.pdf | | |
|---|--|--|--|
| | Address Setting Cover Page Option Sender Information Machine Setting | | |
| | FAX Number : Option | | |
| | Add to Destination List | | |
| | Destination List : 0 Items / Remaining 80 Items | | |
| | FAX Number Company Name Department Name Recipient Name | | |
| | | | |
| | Select from Address Book Delete from list Delete All | | |
| | Help Send Cancel | | |

- 8. Use the keyboard to enter the phone number of the destination fax in the **FAX Number** field. If you want to use the Address Book to enter this information, refer to "(1) Selecting a Destination from the Address Book" on page 2-12.
 - Maximum number of characters that can be entered: 32
 - Characters that can be entered: 0 9, #, *, -, and a space (a hyphen or space can NOT be entered as the first character)
- 9. If you are using a cover page, refer to "(3) Registering the Destination Information to be Added to the Cover Page" on page 2-16.
- 10. Click on the Add to Destination List button. The entered destination information will be displayed under the Destination List area.

If you want to send the same documents to more than one destination, repeat steps 8 and 9 as required. (Up to 80 destinations can be registered.)

- * If you want to delete a destination from the **Destination List** area, select that destination and then click on the **Delete** from list button. If you want to delete all of the currently registered destinations, click on the **Delete All** button.
- 11. Click on the **Send** button to initiate the fax transmission operation.

2-3 FAX Setting Tab

Use the contents of this tab to set certain transmission conditions, such as the size of the original being sent. Refer to "● Registering the Machines IP address" on page 1-2 to open this tab.

| 🕹 Kyocera Mita KM-5035 NW-FAX Printing Preferences 🛛 🕐 | 3 |
|--|---|
| FAX Setting About | _ |
| Original Size: 8.5 x 11 in. | 1 |
| Orientation: | 2 |
| Original Image Quality: | 3 |
| FAX TX Setting | 4 |
| OK Cancel Apply | |

1 Original Size field

Use the dropdown menu in this field to select the size of the original being transmitted.

* The size of the documents created in the application will be changed to the size selected here for transmission purposes.

Available settings: Letter, Legal, Ledger, Statement, A3, A4, A5, Folio, B4 and B5

2 Orientation radio buttons

Make sure the radio button for the desired orientation, either Portrait or Landscape, is selected.

3 Original Image Quality field

Use the dropdown menu in this field to select the resolution quality of the original being transmitted. Available settings: Normal, Fine, Ultra fine

- * When you need to send documents that contain minute text and detailed lines at the best possible quality, select the Ultra fine setting. The Ultra fine setting will only be available when there is a check mark in the **FAX Extended Memory** check box.
- * In order to actually send documents at the Ultra fine setting, it is necessary to add additional memory to your fax machine. (Refer to the Operation Guide for your fax machine.)

4 FAX TX Setting button

Click this button in order to access the **Default Setting** dialogue box if you want to change the default settings for fax transmission.

* Refer to "2-4 **Default Setting** Dialogue Box" on page 2-7 for more detailed information on the settings in that dialogue box.

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

* The Default Setting dialogue box can be accessed using the following procedure:

Click on Start in the Windows Task Bar and then select Control Panel, Printer and other Hardware and then Printers and Faxes in that order from the successive menus in order to access the Printers and Faxes dialogue box.

Then, right-click on the name of the machine that you want to use as the network fax and select **Printing Preferences** from the resulting dropdown menu. Click on the **Fax TX Settings** button in the Printing Preferences window. (With systems such as Windows 98 and Windows Me, click on **Start** in the Task Bar and then selecting **Settings** and then **Printers** in that order from the successive menus in order to access the **Printers** dialogue box. Right-click on the name of the machine that you want to use as the network fax and select **Properties** from the resulting dropdown menu. Then, click on the **Fax TX Settings** button in the Properties window.)

(1) Sending Options Tab

| | Kyocera Mita Network FAX - Default Setting |
|-------------------|---|
| | Sending Options Sender Information Machine Setting Restricted access |
| 1 — 2 — 3 — | Sending Options Delayed TX Concurrent print Save TX Original |
| 4 | Cover Page Edit Message Template of Cover Page : English template 01 |
| | OK Cancel |

1 Delayed TX checkbox

Put a check mark in this checkbox in order to make the time fields to the right of the checkbox active whenever you want to set the time that your documents will be transmitted. The desired time setting can be entered directly with the keyboard or by clicking on the \blacktriangle and \triangledown arrows. Enter the time on a 24-hour time basis (00:00 - 23:59).

NOTE: If you designate a time that is earlier in the day than the time that is actually displayed in the fax machine itself, the transmission operation will be carried out the following day at that time. Be sure to check the time setting in the fax machine itself before making this setting.

2 Concurrent print checkbox

Put a check mark in this checkbox when you want to print out the documents at the fax machine same time as you send them by fax.

3 Save TX Original checkbox

Put a check mark in this checkbox when you want to save documents in the computer that was registered under the "Network FAX Registration" settings in the fax machine.

- * For more information on saving the data for transmitted fax documents, refer to the following:
- KM-3035/4035/5035/C850: "Section 9 Network FAX Settings (Option)" in the Fax Edition of that Operation Guide
- KM-2530/3530/4030: "Section 8 Network FAX Settings (Option)" in the Fax Edition of the corresponding Operation Guide
- * For the procedure to save the data for transmitted fax documents, refer to
- "3-1 Summary of Delivery Settings" on page 3-2 of this manual.

4 Attach Cover Page checkbox

Put a check mark in this checkbox when you want to add a cover page to your transmission.

Perform the following procedure to select the settings for the cover page.

- 1) Select the desired template for the cover page from the Template of Cover Page dropdown menu.
- 2) To check the format of the template, click on the **Preview** button.

The format for the currently selected template will be displayed.

| English template 01 | Close Scaling : Whole Page Recipient : |
|---------------------|--|
| | FAX To: Kent Mathe Research |
| | FAX: 444444 From: Warren DEF Carposition Seles devision FAX: 555-5555 TEL: 555-5555 4551 |
| | |

To change the type of template, use the dropdown menu or click on the \blacktriangleleft or \triangleright on the upper portion of the dialogue box. The display ratio for the template can also be changed to between 25% and 250% using the dropdown menu. If some destinations have been registered, the format for each destination can be displayed. Click on the \blacktriangleleft or \triangleright next to the "Recipient" to change the format. (Refer to "(3) Registering the Destination Information to be Added to the Cover Page" on page 2-16 for more information on registering destinations.) After you are finished previewing the format, click on the **Close** button.

 To add your message to the cover page, click on the Edit Message button. The Edit Message dialogue box will be displayed.

| Edit message | | |
|--------------|----|----------|
| Message : | | |
| | | <u>_</u> |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| 3 | | > |
| - | OK | Cancel |

Enter the message to be displayed on the cover page and click on the **OK** button. The message can be up to 1000 characters long.

(2) Sender Information Tab

| Sending Options Sender Information Machine Setting Restricted access |
|--|
| Company Name : |
| Department Name : |
| Name : |
| Telephone Number : |
| FAX Number : |
| |
| By setting a E-mail address, the transmission confirmation report can be received at that address. |

Enter your own information into fields 1 - 5 explained below when you want to send a cover page with your faxes.

- 1 Company Name: Your company name can be up to 64 characters long.
- 2 Department Name: Your department name can be up to 64 characters long.
- 3 Name (user name, etc.): Your name can be up to 16 characters long.
- **4** Telephone Number: Your telephone number can be up to 20 characters long. [Available characters: 0 9, #, *, -, (,), &, +, and a blank space]
- **5** FAX Number: Your fax number can be up to 20 characters long. [Available characters: 0 9, #, *, -, (,), &, +, and a blank space]
- 6 E-Mail Address: Your e-mail address can be up to 64 characters long.

[Available characters: Symbols (!, #, \$, %, &, ', *, +, -, ., /, =, @, [,], ^, _, ', {, })

Alphanumerics (0 - 9, A - Z and a - z)]

- * If you register your e-mail address, you will be able to select to have a Network FAX Transmission Report sent to you as an e-mail attachment.
- **NOTE:** In order to have the Network FAX Transmission Report sent to you by e-mail, it is necessary to turn ON the corresponding report printout setting (or have it set to "Output on condition") in the fax default settings and register the administration's e-mail address in the network fax registration, and carry out the "SMTP" setting in the scanner default settings.
 - * It is possible to register the administration's e-mail address in the scanner default settings instead of registering it in the network fax registration.

(3) Machine Setting Tab

| Kyocera Mita Network FAX - Default Setting 🛛 🛛 🔀 |
|--|
| Sending Options Sender Information Machine Setting Restricted access |
| Network FAX Address |
| P Address 10 181 50 11 |
| C Host Name |
| |
| |
| |
| |
| |
| |
| OK Cancel |

When you want to use a different machine as a fax, use this tab to change the IP address, or the host name, to the information that is registered in scanner default settings of the desired machine. (Refer to "2. Set-up" in the Operation Guide for your Network Scanner.)

Sample screen-shot of the scanner default setting window

| D | efault setting/ Cou | Inter | | |
|---|--|--|----------|--------|
| | | | | |
| | Default menu | Setting mode | | |
| | Host name | 3hz215 | | |
| 7 | IP address Subnet mask Default Gateway DHCP/BOOTP | 10.191.39.254 255.255.255.0 10.181.38.254 Valid | Change # | ▼ Down |
| D | efault setting - Scanner set | ting menu | | |

If you use the host name, your computer must be under a network environment controlled by a WINS server or a DNS server.

The host name can be up to 32 one-byte characters in length and made up of any of the

following characters: 0 – 9, A – Z, a – z, - (hyphen/dash) and . (period/dot)

(4) Restricted access Tab

| Kyocera Mita Network FAX - Default Setting |
|--|
| Sending Options Sender Information Machine Setting Restricted access |
| Restricted access |
| Department code : Non-registration |
| Registration |
| |
| |
| |
| |
| OK Cancel |

When Restricted Access is turned ON in the copy (or fax) machine itself, transmission will only be allowed when a viable access code is entered.

If your access code has not been registered under this tab, **Non-registration** will be displayed in the **Department code** field, and **Registration completion** will be displayed in that field if it has been registered.

- * In order to use the Restricted Access function, it is necessary to turn Restricted Access ON in the fax machine itself. For more information on access codes, refer to the following.
 - KM-3035/4035/5035/C850: "Section 7 COPIER MANAGEMENT" in the Copier Edition of that Operation Guide and "Section 5 Other Features of this Fax" in the Fax Edition of the Operation Guide
- KM-2530/3530/4030: "Section 4 Other Features of this Fax" in the Fax Edition of the corresponding Operation Guide

Registering your access code

1. If you have not registered your access code under the **Restricted access** tab, click on the **Registration** button in order to access the **Department Code Registration** dialogue box.

| Departme | nt Code Registration |
|----------|----------------------|
| Code : | |
| | OK Cancel |

2. Enter your access code (1-8digits) and then click on the **OK** button. The **Restricted access** tab will be displayed once again.

Deleting your access code

| Department code : | Registration completion | |
|-------------------|-------------------------|--|
| | | |
| | Reset | |
| | | |

1. Click on the **Reset** button. The registered access code will be deleted from the **Restricted access** tab and **Non-registration** will be displayed once again in the **Department code** field.

(1) Selecting a Destination from the Address Book

NOTE

In order to use the Address Book, it is necessary to install it and register the corresponding destinations in advance. Refer to "4-1 Registering Destination Information" on page 4-2 for more detailed information on destination registration procedures.

| Kyocera Mita Network FA | X - TX Setting - | NWFAXe.pdf | | |
|----------------------------|-------------------|----------------------|--------------------|---|
| Address Setting Cover Pag | e Option Sender I | nformation Machine | Setting | |
| FAX Number : | | | Option |] |
| Destination List : 0 Items | | stination List | | |
| FAX Number | Company Name | Department Name | Recipient Name | |
| | | | | |
| | | | | |
| | | | | |
| Select from Address Bo | nok | Delete fro | om list Delete All | |
| | | | | |
| Help | | 9 | Gend Cancel | |
| | | | | |

1. Click on the Select from Address Book button in order to access the Select Address dialogue box.

| Select Address | | | | ? 🔀 |
|--|-----------------------------------|--|--|------------------------------|
| Address Book Search Item : Search target : | stration Name 🔿 Cor | Display all mpany Name | | |
| Registration Name | FAX Number | Company Name | Department Name | Recipient Name |
| | 5555 12564 1234567 44444 | ## office && Foods ++ Tec AA Bank | Personel Department Frozen food 1st Design Department Market Research | Mike Nancy Tom Kent |
| 🕼 🔆 Credit Bank | 1231232 | 🔀 Credit Bank | Personel Department | Marry |
| Destination List Registration 0 Items/ Ren | naining 80 Items | Add to Destination List | | |
| FAX Number | Company Name | Department Name | Recipient Name | Delete from list |
| | | | | Delete All |
| Help(<u>H</u>) | | | | OK Cancel |

2-5 Various Settings in the TX Setting Dialogue Box

2. The registered destinations will be displayed in the list in the upper portion of the dialogue box.

If you want to search for a particular destination, perform procedures 1) and 2) below. If you do NOT need to search for a destination, go directly to step 3.

Make sure that the desired Search target radio button, either Registration Name or Company Name, is selected.
 Enter the text to be searched for in the Search Item field. The text can be up to 64 characters long.

The search operation will begin as soon as the first character is entered. Only those entries that start with exactly the same character(s) as the search criteria will be displayed in the list. If there are no entries that match the search criteria in this way, nothing will be displayed in the list.

* To display all of the entries registered in the Address Book once again, click on the **Display all** button.

- 3. To add a destination from the list of destinations in the Address Book (upper list) to the **Destination List** (lower list), click on the desired destination to select it and then click on the **Add to Destination List** button.
 - * When you select an entry which multiple destinations have been registered as a group, the **Detail** button appears on the top of the dialogue box.

| Select Address | | | | ? 🛛 |
|---|-------------------|----------------------------|-----------------------|------------------|
| Address Book Search Item : Search target : | stration Name 🕥 C | Display all ompany Name | | Detail |
| Registration Name | FAX Number | Company Name | Department Name | Recipient Name |
| 🕼 ## office | 5555 | ## office | Personel Department | Mike |
| 🕼 && Foods | 12564 | && Foods | Frozen food | Nancy |
| 🕼 ++ Tec | 1234567 | ++ Tec | 1st Design Department | Tom |
| 🕼 AA Bank | 44444 | AA Bank | Market Research | Kent |
| 🚯 Bank | | | | |
| 🕼 🗙 Credit Bank | 1231232 | 💥 Credit Bank | Personel Department | Marry |
| | | | | |
| | [| Add to Destination List | | |
| Destination List Registration 0 Items/ Rem | naining 80 Items | | | |
| FAX Number | Company Name | Department Name | Recipient Name | Delete from list |
| | | · · · | | |
| | | | | Delete All |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Help(<u>H</u>) | | | | OK Cancel |

* If you select an entry registered as a group and click on the **Detail** button, a **Confirm members in selected group** dialogue box will appear so that you can verify all of the destinations in that group.

| X Number | Company Name | Department Name | Recipient Name |
|----------|---------------------------|--|-----------------------------|
| | AA Bank XX Credit Bank | Market Research Personel Department | Kent Marry |
| Ļ | 444 | 444 AA Bank | 444 AA Bank Market Research |

Once you are finished verifying the information, click on the OK button to return to the Select Address dialogue box.

- 4. Only those destinations selected from the Address Book will be displayed the **Destination List**.
 - * If you want to delete any of the destinations from the **Destination List**, select that destination and then click on the **Delete from list** button. If you want to delete all of the destinations from the **Destination List**, click on the **Delete All** button.

| Select Address | | | | ? 🔀 |
|---|-------------------|-------------------------|-----------------------|------------------|
| Address Book | | Display all | | |
| Search target : 💿 Regi | stration Name 🔿 C | | | |
| Registration Name | FAX Number | Company Name | Department Name | Recipient Name |
| 🕼 ## office | 5555 | ## office | Personel Department | Mike |
| 🗊 && Foods | 12564 | && Foods | Frozen food | Nancy |
| 🕼 ++ Tec | 1234567 | ++ Tec | 1st Design Department | Tom |
| 🕼 AA Bank 🚱 Bank | 4444 | AA Bank | Market Research | Kent |
| 🗊 🔆 Credit Bank | 1231232 | 🗙 Credit Bank | Personel Department | Marry |
| Destination List Registration 2 Items/ Ren | naining 78 Items | Add to Destination List | | |
| FAX Number | Company Name | Department Name | Recipient Name | Delete from list |
| 5555 | ## office | Personel Department | Mike | |
| 12564 | && Foods | Frozen food | Nancy | Delete All |
| | | | | |
| Help(<u>H</u>) | | | | OK Cancel |

5. Click on the **OK** button. The **Select Address** dialogue box will close and the destinations that were registered in the **Destination List** will be displayed in the **TX Setting** dialogue box.

(2) F-Code Based Communication

| K | Kyocera Mita Network FAX - TX Setting - NWFAXe.pdf | | | | | |
|---|--|--|--|--|--|--|
| | Address Setting Cover Page Option Sender Information Machine Setting | | | | | |
| | FAX Number : Option | | | | | |
| | Add to Destination List | | | | | |
| | Destination List : 0 Items / Remaining 80 Items | | | | | |
| | FAX Number Company Name Department Name Recipient Name | | | | | |
| | | | | | | |
| | Select from Address Book Delete from list Delete All | | | | | |
| | Help Send Cancel | | | | | |

1. Click on the **Option** button in the **Address Setting** tab of the **TX Setting** dialogue box. The **Option** dialogue box will be displayed.

| Option | | X |
|--|--------|---|
| Recipient Information Company Name : Department Name : Recipient Name : | | |
| Subaddress Subaddress : Password : | | |
| | Cancel | |

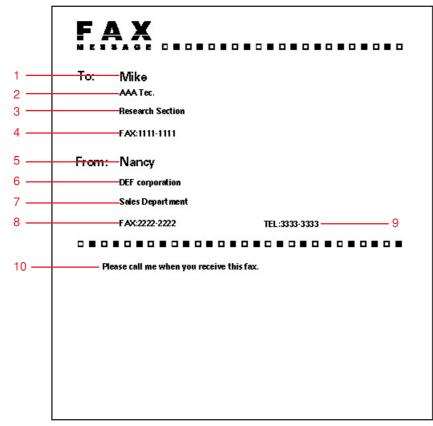
2. Enter the sub-address and password as it is registered in the destination fax.

- Maximum number of characters that can be entered: 20
- Characters that can be entered: 0 9, #, *, and a space (a space can NOT be entered as the first character)
- 3. Click on the OK button. The TX Setting dialogue box will be displayed once again.

(3) Registering the Destination Information to be Added to the Cover Page

The type of cover page can be selected from among different templates. Destination information such as that shown below can be added on the cover page.

Sample of English template 01



Recipient Name
 Destination Company Name
 Destination Department Name
 Destination Fax Number
 Sender Name
 Sender Company Name
 Sender Department Name
 Sender Fax Number
 Sender Telephone Number
 Message

1. Enter the destination fax number in the **Address Setting** tab. (Refer to step 8 on page 2-5.)

| Kyocera Mita Network FAX - TX Setting - NWI | FAXe.pdf |
|---|------------------------------|
| Address Setting Cover Page Option Sender Inform | nation Machine Setting |
| FAX Number : | Option |
| Add to Destinat | tion List |
| Destination List : 0 Items / Remaining 80 Items | |
| FAX Number Company Name Dep | partment Name Recipient Name |
| | |
| | |
| | |
| Select from Address Book | Delete from list Delete All |
| Coloc Hom Address BOOK | Dible All |
| Help | Send Cancel |

2. Click on the **Option** button and enter the recipient information.

| Recipient Information |
|-------------------------|
| Company Name : |
| Department Name : |
| Recipient Name : |
| ⊂ Subaddress |
| Subaddress : Password : |
| , |

- 1 **Company Name:** The name of the destination company can be up to 64 characters long.
- **2 Department Name:** The name of the destination department can be up to 64 characters long.
- **3 Recipient Name:** The name of the person to whom you are sending the fax can be up to 20 characters long.

3. Click on the OK button. The display will return to the TX Setting dialogue box.

- 4. Click on the Add to Destination List to add the entered information to the destination list.
- 5. If the sender information is not registered in the **Default Setting** dialogue box, click on the **Sender Information** button to register the sender information. Refer to "(2) Sender Information Tab" on page 2-9.
- 6. Click on the **Cover Page** tab.

The setting that was registered for the "Cover Page" under "2-4 Default Setting Dialogue Box" on page 2-7 will be displayed.

| | Kyocera Mita Network FAX - TX Setting - untitled | |
|---|--|-----|
| | Address Setting Cover Page Option Sender Information Machine Setting | |
| 1 | Attach Cover Page Edit Message | 3 |
| 2 | Template of Cover Page : | |
| | German template 03 German template 04 Preview Preview | — 4 |
| | HelpSendCancel | |

To change the setting, perform the following procedure:

- **1** Attach Cover Page checkbox: Verify that there is a check mark here.
- 2 Template of Cover Page selection box: To change the template, select a new template here.
- **3** Edit Message button: Click on this button to change the message on the cover page. The message can be up to 1000 characters long.
- 4 Preview button: Click on this button to display the contents of the newly selected template on the Preview of Cover Page. Refer to step 2) on page 2-8 on how to see the dialogue.

(4) Optional Settings

| Kyocera Mita Network FAX - TX Setting - NWFAXe.pdf | | | | | | |
|---|--------------|-----------------|------------------|-----|--|--|
| Address Setting Cover Page Option Sender Information Machine Setting | | | | | | |
| FAX Number : | | | Option | | | |
| Add to Destination List Destination List : 0 Items / Remaining 80 Items | | | | | | |
| FAX Number | Company Name | Department Name | Recipient Name | | | |
| | | | | | | |
| Select from Address Book | | Delete fro | om list Delete A | | | |
| Help | | | iend Cano | :el | | |

 If you want to temporarily change the settings (the present settings will be displayed) from those which are currently designated in the "(1) Sending Options Tab" or the "(4) Restricted access Tab" under "2-4 Default Setting Dialogue Box" on pages 2-7 and 2-11, click on the Option tab in order to access the Option tab.

NOTE: The changes made here will only apply to the present transmission and the corresponding settings will return to those previously made in the **Default Setting** dialogue box once that transmission is completed.

| Kyocera Mita Network FAX - TX Setting - NWFAXe.pdf |
|--|
| Address Setting Cover Page Option Sender Information Machine Setting |
| Sending Options |
| Concurrent print |
| ☐ Save TX Original |
| Restricted access |
| Department code : Non-registration Registration |
| |
| |
| Help Send Cancel |
| Jenu Calcer |

- 2. Refer to "(1) **Sending Options** Tab" on page 2-7 and "(4) **Restricted access** Tab" on page 2-11 for more detailed information on the corresponding settings in those tabs.
- To start the fax transmission, click on the Send button.
 To continue the settings for other tabs, click on another tab.

(5) Transmitting Terminal Information Data

| Kyocera Mita Network FAX - TX Setting - NWFAXe.pdf | | | | | | |
|--|--------------|--------------------------------|--------------------|----|--|--|
| Address Setting Cover Page Option Sender Information Machine Setting | | | | | | |
| FAX Number : | | | Option | | | |
| | Add to De: | stination List | | | | |
| Destination List : 0 Items / Remaining 80 Items | | | | | | |
| FAX Number | Company Name | Department Name Recipient Name | | | | |
| | | | | | | |
| Select from Address Book | | Delete fro | om list Delete All | | | |
| Help | | | iend Canc | el | | |

 If you want to temporarily change the settings (the present settings will be displayed) from those which are currently designated in the "(2) Sender Information Tab" under "2-4 Default Setting Dialogue Box" on page 2-9, click on the Sender Information tab in order to access the Sender Information tab.

NOTE: The changes made here will only apply to the present transmission and the corresponding settings will return to those previously made in the **Default Setting** dialogue box once that transmission is completed.

| Kyocera Mita Network FAX - TX Setting - NWFAXe.pdf |
|--|
| Address Setting Cover Page Option Sender Information Machine Setting |
| |
| Company Name : |
| Department Name : |
| Name : |
| Telephone Number : |
| FAX Number : |
| * E-Mail Address : |
| × By setting a E-mail address, |
| the transmission confirmation report |
| can be received at that address. |
| |
| |
| Help Cancel |

- 2. Refer to "(2) **Sender Information** Tab" on page 2-9 for more detailed information on the corresponding settings in that tab.
- To start the fax transmission, click on the Send button.
 To continue the settings for other tabs, click on another tab.

(6) Machine Settings

| K | Kyocera Mita Network FAX - TX Setting - NWFAXe.pdf | | | | |
|---|---|--|--|--|--|
| | Address Setting Cover Page Option Sender Information Machine Setting | | | | |
| | FAX Number : Option | | | | |
| | Add to Destination List Destination List : 0 Items / Remaining 80 Items | | | | |
| | FAX Number Company Name Department Name Recipient Name | | | | |
| | | | | | |
| | Select from Address Book Delete from list Delete All | | | | |
| | Help Send Cancel | | | | |

 If you want to temporarily change the Network FAX address (IP address or host name registered in the scanner default settings of the machine itself) from that which is currently made in the "(3) Machine Setting Tab" under "2-4 Default Setting Dialogue Box" on page 2-10, click on the Machine Setting tab in order to access the Machine Setting tab. NOTE: The changes made here will only apply to the present transmission and the corresponding settings will return to those previously made in the Default Setting dialogue box once that transmission is completed.

| Kyocera Mita Network FAX - TX Setting - NWFAXe.pdf |
|--|
| Address Setting Cover Page Option Sender Information Machine Setting |
| Network FAX Address |
| |
| C Host Name |
| |
| |
| |
| |
| |
| |
| Help Send Cancel |

- 2. Use the keyboard to enter the Network FAX IP address (IP address registered in the scanner default settings) or the Network FAX host name (host name registered in the scanner default settings).
- To start the fax transmission, click on the Send button.
 To continue the settings for other tabs, click on another tab.

Perform the following procedure when you want to use your computer to verify the status of a fax transmission currently being processed, or to actually terminate that transmission.

1. Once a fax transmission begins being processed, a Transmission Control icon will be displayed in the Windows Task Bar.



2. Double-click on that icon in order to access the **Sending Control** window which indicates the status of all transmissions being processed.

| 🕼 Kyocera Mita Network FAX - Transmission Control | | | | | | |
|---|--------------------------|-------|------------|----------------|--|--|
| Document Setting Help | | | | | | |
| Document being processed | Document being processed | | | | | |
| Document | Status | Pages | FAX Number | Reception time | | |
| NWFAXe.pdf | | | | | | |

3. If you want to terminate any transmission, select that transmission and then select **Cancel** from the **Document** menu.

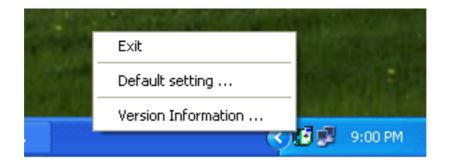
INFORMATION

If you right-click on the Transmission Control icon, the menu shown below will appear.

Select Exit to quit Transmission Control and delete the icon from the Task Bar.

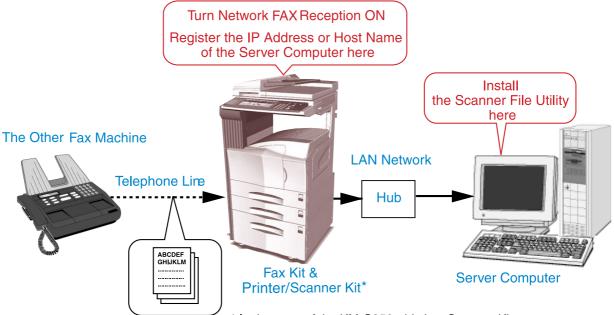
Select **Default setting** in order to access the **Default Setting** dialogue box for Network FAX Transmission. Refer to "2-4 **Default Setting** Dialogue Box" on page 2-7 for more detailed information on the settings in that dialogue box.

Select Version Information if you want to check the version of your Transmission Control software.



Section 3 Receiving a Fax

If Network FAX Reception is turned ON as the default setting in the fax machine itself, incoming faxes will be converted into PDF or TIFF files and saved into the designated folder on the Server Computer (the computer on which the Scanner File Utility has been installed). In addition, you can select to have the result of the reception sent by e-mail to a designated computer. Notice of the reception of a fax can be sent to other computers by standard e-mail as an attached image. In addition, it is possible to send a notice of fax reception to any other computer on the network that has the Scanner File Utility installed.



* In the case of the KM-C850, this is a Scanner Kit.

NOTE

In order to enable fax reception, be sure to perform the required settings in both your computer and the fax machine itself. **Settings in Your Computer**

• Install the Scanner File Utility in the computer in which you want to receive the fax data. Refer to "1-3 Installing the Scanner File Utility" on page 1-6 for more detailed information on installing that utility.

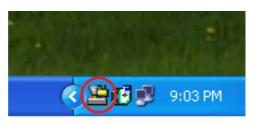
Settings in the Fax Machine Itself

• Turn Network FAX Reception ON and select whether or not to have received faxes printed out at the fax machine itself.

- Under "IP address / Host Name" in the "Network FAX Registration" settings, register the IP address or host name of the computer in which you want to receive the fax data (Server Computer).
- * For more information on settings in the fax machine itself, refer to the following.
- KM-3035/4035/5035/C850: "Section 9 Network FAX Settings (Option)" in the Fax Edition of that Operation Guide
- KM-2530/3530/4030: "Section 8 Network FAX Settings (Option)" in the Fax Edition of the corresponding Operation Guide

NOTE

In order to enable fax reception, be sure that the Scanner File Utility is running. When the Scanner File Utility is running, an icon that indicates that the utility is running will appear in the Windows Task Bar.



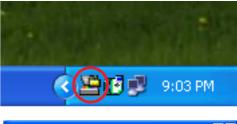
3-1 Summary of Delivery Settings

The following describes the procedure for setting the folder in which documents received by the Network FAX will be stored. Refer to the procedures starting from "3-2 Starting the Scanner File Utility" for more detailed information on each setting. The folder that is used for the storage of transmitted documents can also be set using this procedure.

1 Starting up the Scanner File Utility

Use the Start button to start up the Scanner File Utility and double-click on the icon in the Windows Task Bar in order to access the **Scanner File Utility** dialogue box.

-> Refer to page 3-4



| 2 | Scanner File Utility | | | ? 🔀 |
|----|----------------------|---------------------|--------------------------|----------------------|
| | Status | | Details | OK Setup Close |
| -f | Received File List | Open File Sender | Open Folder File Name | Delete |
| | | | | |
| | < | | | |

2 Setup Dialogue Box

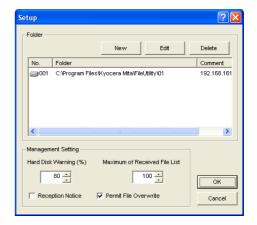
This dialogue box is used to select the management settings for the destination folder, such as the settings for the capacity of the hard disk, for the display of the fax reception notification window, etc.

-> Refer to page 3-5

3 Folder Setting Dialogue Box

This dialogue box is used to set the number or the address of the folder in which received documents will be stored.

-> Refer to page 3-6

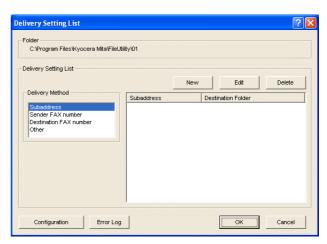


| Folder Setting | ? 🛛 | | | | |
|------------------------------------|--------------|--|--|--|--|
| No. | OK Cancel | | | | |
| Folder | | | | | |
| C:\Program Files\Kyocera Mita\File | UtilityV01 | | | | |
| Password Setting | | | | | |
| Comment | | | | | |
| | | | | | |
| System Connection Program | | | | | |
| KM-Network FAX Receive Handler | | | | | |
| Furth | ner Settings | | | | |

4 Delivery Setting List Dialogue Box

Delivery conditions can be selected from among the Subaddress, Sender Fax Number, Destination Fax Number and Other settings. In addition, you can select whether sending a notice of fax reception by e-mail or by using the Scanner File Utility and perform the related settings for that in the **Configuration** dialogue box.

-> Refer to page 3-7



| Configuration | ? 🛛 |
|--|--------|
| Send reception notification E-mail | ок |
| SMTP Server Name | Cancel |
| 10.181.52.12 | |
| SMTP Port number | |
| 25 | |
| Attach file to reception notification E-mail Data size | |
| Low | |
| C Send reception notification to Scanner File Utility of other Retention period of reception notification | PC. |

5 Delivery Setting Dialogue Box

This dialogue box is used to select the folder where documents will be stored, the e-mail address to which the notice of fax reception will be sent, etc.

-> Refer to page 3-10

| Delivery Setting | 2 🛛 |
|---|--------------|
| Subaddress 1234 Destination Folder Rx Office Rx Rename Properties | OK Cancel |
| Reception Notification E-mail Address | New |
| | Edit |
| | Delete |
| | |
| | |

3-2 Starting the Scanner File Utility

 Click on Start button in the Windows Task Bar and then select All Programs > Scanner User Software > Scanner File Utility in that order. The Scanner File Utility will start up and an icon that indicates that the utility is now running will appear in the Windows Task Bar.



2. Double-click on that icon in order to access the Scanner File Utility dialogue box.

| 🖴 Scanner File Utility | 1 | | ? 🔀 |
|-------------------------|------------------|--------------------------|----------------------|
| Status Ready to receive | | Details | OK Setup Close |
| Received File List | Open File Sender | Open Folder File Name | Delete |
| | | | |
| < | | | > |

3. To continue making delivery settings, click on the **Setup** button and proceed to the following procedure, "3-3 **Setup** Dialogue Box".

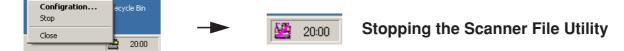
The service mode (only available on Windows 2000 and Windows XP)

The following functions are additionally available when you select the service mode during installation of the Scanner File Utility.

- Distribution of received files is possible with the Scanner File Utility even when you are logged off of your computer.
- To change the setting in the Scanner File Utility, select that utility's "Stop" command. In order to enable the distribution of received files once again, select the "Start" command in the Scanner File Utility.
- This setting is initially set to "Stop" if the service mode is selected during installation.

To "Stop" the Scanner File Utility...

Right-click on the Scanner File Utility's icon in the Windows Task Bar to display the drop-down list and select the "Stop" command. A "prohibited" mark will appear over the icon and distribution of received files will not be possible.



To "Start" the Scanner File Utility ...

Right-click on the Scanner File Utility's icon in the Windows Task Bar to display the drop-down list and select the "Start" command. The "prohibited" mark will disappear from over the icon and distribution of received files will once again be possible.



3-3 Setup Dialogue Box

| Folder New Edit Delete No. Folder Comment Image: Optimized to the strength of the strengt of the strength of the strength of the strength of the str |
|--|
| No. Folder Comment |
| |
| O01 C:\Program Files\Kyocara Mita\File #ilty\01 192.168.161 |
| |
| Management Setting |
| Hard Disk Warning (%) Maximum of Received File List |
| 80 ÷ 100 ÷ Reception Notice ✓ Permit File Overwrite |

1. Perform the various settings as appropriate.

1 Hard Disk Warning (%) field

If the volume of data on the hard disk reaches the percentage registered here during saving of received fax data to disk, a warning message will be displayed.

The desired setting can be entered directly with the keyboard or by clicking on the \blacktriangle and \triangledown arrows.

2 Maximum of Received File List field

This setting determines the maximum number of files that will be displayed under the **Received File List** in the **Scanner File Utility** dialogue box. (Available setting: between 10 and 100)

Once the limit designated here is reached, the oldest data will be replaced (overwritten) by any newly received fax data.

The desired setting can be entered directly with the keyboard or by clicking on the \blacktriangle and \triangledown arrows.

3 Reception Notice checkbox

Put a check mark in this checkbox if you want to have a reception notification window appear on your computer monitor screen anytime new fax data is received. Click on the **Open** button in the displayed window in order to access the **Scanner File Utility** dialogue box, or on the **OK** button to close the window.

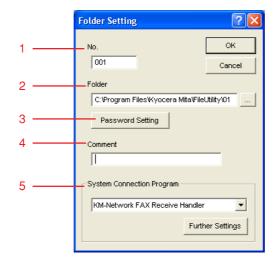
| Scanner File Utility | | | |
|----------------------|---------------|---------------|--|
| | There is a ne | w image file. | |
| | ок | Open | |

4 Permit File Overwrite checkbox

Put a check mark in this checkbox if you want to have the corresponding old data overwritten anytime a new fax data file is received with the same file name. If this box is not selected, a different name will be assigned to the new data file and that file will be saved with the new name.

2. To continue making delivery settings, click on the **New** button and proceed to the following procedure, "3-4 **Folder Setting** Dialogue Box".

3-4 Folder Setting Dialogue Box



1. Perform the various settings as appropriate.

1 No. field

Enter in this field the designated number of the folder in which you want to receive the fax data.

- * The folder number you enter here should be the same as the folder number which was registered under the "Network FAX Registration" settings in the fax machine.
- * If you need to verify a registered folder number, refer to the following.
- KM-3035/4035/5035/C850: "Section 9 Network FAX Settings (Option)" in the Fax Edition of that Operation Guide
- KM-2530/3530/4030: "Section 8 Network FAX Settings (Option)" in the Fax Edition of the corresponding Operation Guide

2 Folder field

Enter in this field the location of the destination folder. You can also browse for the folder location by clicking on the ... button to the right of the field.

3 Password Setting button

This button is only available for use with the scanner function. It is not used under the Network FAX functions and nothing will happen even if you click on it and enter a password.

4 Comment field

Enter in this field any comments that you'd like to have appear in the **Setup** dialogue box.

5 System Connection Program field

Click on the ▼ arrow to the right of this field and select **Network FAX Receive Handler** from the resulting dropdown menu. The **Further Settings** button will be made active.

2. To continue making delivery settings, click on the **Further Settings** button and proceed to the following procedure, "3-5 **Delivery Setting List** Dialogue Box".

| Delivery Setting List | | | | ? 🗙 |
|--|------------|-----|-----------------|--------|
| Folder C: Program Files Wyocera Mita FileUtili | ity 101 | | | |
| Delivery Setting List | | | | |
| | | New | Edit | Delete |
| Delivery Method | Subaddress | Des | tination Folder | |
| Subaddress Sender FAX number Destination FAX number Other | | | | |
| Configuration Error Log | | | ОК | Cancel |

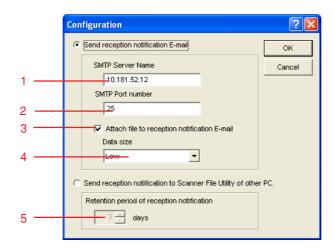
- 1. Select the desired method of data delivery from the **Delivery Method** list. Available settings: **Subaddress**, **Sender Fax number**, **Destination Fax number**, and **Other**.
 - * For the procedure to determine delivery conditions, refer to "3-7 Determining the Destination Folder" on page 3-13 of this manual.

Note

For more details on the Error Log button, refer to "3-9 Checking a Reception Notification Error" on page 3-14.

2. Click on the **Configuration** button. The **Configuration** dialogue box will be displayed.

| Configuration | ? 🛛 |
|--|--------|
| Send reception notification E-mail | ок |
| SMTP Server Name | Cancel |
| 10.181.52.12 | |
| SMTP Port number | |
| 25 | |
| Attach file to reception notification E-mail Data size | |
| Low | |
| C Send reception notification to Scanner File Utility of other Retention period of reception notification | r PC. |



3. Select the transmission method for the notice of fax reception.

To have the notice of fax reception sent by e-mail, put a check mark in the **Send reception notification E-mail** checkbox. To have the notice of fax reception sent to any other computer on the network that has the Scanner File Utility installed, put a check mark in the **Send reception notification to Scanner File Utility of other PC** check box. The settings related to the respective check marks will then be available.

1 SMTP Server Name edit box

Enter the IP address or host name of the SMTP server address to be used when sending the notice of fax reception. (Refer to "2-6 System Setting" in the On-Line Manual for your scanner.)

The server name can be up to up to 32 characters long.

* This setting is shared for all folders, so any changes made here will affect the settings for all other folders as well.

2 SMTP Port number edit box

Enter the port number of the SMTP server to be used when sending the notice of fax reception. (Available setting: between 1 and 32767, default setting: 25). (Refer to "2-6 System Setting" in the On-Line Manual for your scanner.) * This setting is shared for all folders, so any changes made here will affect the settings for all other folders as well.

3 Attach file to reception notification E-mail check box

Put a check mark in this checkbox when you want to attach the image file of the received fax to the reception notification mail.

4 Data size edit box

Select the maximum size for files attached to the reception notification mail.

You can choose from among "Low", "Mid.", "High" and "Non-restricted". Files which exceed the size limit will not be attached.

* The approximate size limits for each setting is as follows, but this should not be taken as an exact representation of actual performance ability.

"Low": 0.5 MB, "Mid.": 1.0 MB, "High": 2.0 MB

5 Retention period of reception notification edit box

Set the number of days, between 0 and 31, that retransmission of the notice will be attempted in case the computer set to receive the notice of fax reception is not turned on.

- 4. Click on the OK button. The display will return to the Delivery Setting List dialogue box.
- 5. To continue making delivery settings, click on the **New** button and proceed to the following procedure, "3-6 Delivery Setting Dialogue Box".

Sample of the notice of fax reception

Mike

From: <Master_Kent@nwf.com> To: <Mike@nwf.com> Sent: Friday, February 07, 2003 16:44 Subject: FAX Receipt Notification(rx_kent0000_000035.pdf)

FAX has received the following document.

[Sender FAX number]

[PC name] iiyama-98se-e [Destination Folder] C:\Program Files\Scanner\File Utility\01\Rx\ [File name] rx_kent0000_000035.pdf

3-6 Delivery Setting Dialogue Box

? × **Delivery Setting** Subaddress 1234 οк Destination Folder Cancel Rx 01 📄 🕙 R New 3 间 т Rename Properties Reception Notification E-mail Address New Edit Delete

Note: The following screen will be displayed after you select the subaddress.

1. Set the various delivery conditions that were selected in the Delivery Setting List dialogue box.

1 Subaddress, Sender FAX number, Destination FAX number and Other edit boxes

- Enter the subaddress: Enter between 4 and 20 digits. Be sure to enter the same 4 digits as the subaddress of the Fcode box as registered in the fax unit.
- Enter the sender fax number and the destination fax number: The fax numbers can be up to 20 digits long. Spaces, and characters such as + (only for the Sender fax number) or *, can also be entered.

Note: Entry using the (*) wild card symbol

If, for example, you enter *123-4567, all destination fax numbers ending with 123-4567 will be stored in the same folder. Conversely, if you enter 06-123*, all destination fax numbers starting with 06-123 will be stored in the same folder.

If you enter *123*, all destination fax numbers that include 123 will be stored in the same folder.

- For the Other setting: Fax transmission Document or Reception Fax will be displayed in the edit box.
- * For more details about the subaddress, use the following references.
- KM-3035/4035/5035/C850: "Section 5 Fax Operation (functions)" in the Operation Guide for the corresponding fax unit.
- KM-2530/3530/4030: "Section 4 Fax Operation (functions)" in the Operation Guide for the corresponding fax unit.

2 Destination Folder box

Displays the name of the folder where received files are to be stored. Select a name in the folder list that is displayed under the box. A maximum of 256 characters will be displayed.

* New folders other than those displayed under the box can be set as well.

3 Destination Folder List

Displays a list of the sub-folders within that folder that is set as storage folder.

Folders contained within the sub-folders can also be displayed. The following settings can also be made by clicking on a sub-folder with the right mouse button.

- "New": To create a new folder within the folder on which you clicked.
- "Rename": To change the name of the folder on which you clicked.
- "Properties": A dialogue box of the shared settings for the folder on which you clicked will be displayed.

| elivery Setting Subaddress | | |
|---|--------|--|
| 1234 | ок | |
| Destination Folder | Cancel | |
| Reception Notification E-mail Address | New | |
| | Edit | |
| | Delete | |
| | | |

4 Reception Notification E-mail Address (Reception Notification PC Address) list

The notice of fax reception can be sent to computers on the network through e-mail or using the Scanner File Utility. Up to 10 e-mail addresses or computer addresses can be entered. Perform the following procedure to enter the desired e-mail addresses or computer addresses. (To select the transmission method for the notice of fax reception, refer to the setting explained under "3-5 Delivery Setting List Dialogue Box" on page 3-7.)

Note: To send the notice of fax reception to a computer on the network using the Scanner File Utility, the Scanner File Utility must be installed on the destination computer. In addition, the delivery folder must also be set so that it is shared on the network.

1) Click on the New button. The edit box will be displayed over the list.

2) Enter the mail address (max. 64 characters). In the case of a computer address, you can only enter a maximum of 32 characters.

Example of mail address registration

| Reception Notification E-mail Address | New |
|---------------------------------------|--------|
| abc@zxy.com | Edit |
| | Delete |
| | |

Example of computer address registration

| Reception Notification PC Address | New |
|-----------------------------------|--------|
| abc | Edit |
| | Delete |
| | |

5 ... button

Click on this button to add an e-mail address or a computer address. When registering e-mail addresses, the **E-Mail Address** dialogue box will be displayed. (Refer to "● Adding an e-mail address" on page 3-12.) When sending the notice of fax reception to a computer on the network, the **Browse for Computer** dialogue box will be displayed. (Refer to "● Adding a computer address" on page 3-12.)

6 Edit button

Click on this button to edit the e-mail address or computer address that you selected in the list.

7 Delete button

Click on this button to delete the e-mail address or computer address that you selected in the list.

• Adding an e-mail address

To add an e-mail address that was previously registered in other delivery settings, click on the ... button. The **E-Mail Address** dialogue box will be displayed. Select an e-mail address from list and click on the **Add** button. When you are through adding addresses, click on the **OK** button. The display will return to the **Delivery Setting** dialogue box.

| E-mail Address | × |
|---|---|
| Add OK | |
| abc@zxy.com bbc@xyz.com ddd@yzx.com | |
| 1 | |

• Adding a computer address

To see the computers on the network under the **Entire Network** directory and then register the address of the computer(s) to which the notice of fax reception will be sent, click on the ... button. The **Browse for Computer** dialogue box will be displayed. Select a computer in the tree and click on the **OK** button. The display will return to the **Delivery Setting** dialogue box.

| Browse for Computer | ? 🗙 |
|----------------------------------|------|
| 🗖 📢 Mu Makuank Diagon | |
| My Network Places My Network | - |
| Microsoft Windows Network | = |
| | |
| E Caedom | ~ |
| ОК Са | ncel |

 Click on the OK button. When creating a new folder, the confirmation box for the creation of a new folder will be displayed. Click on the OK button one more time. The display will return to the Delivery Setting List dialogue box. The settings for the storage folders are now completed.

3-7 Determining the Destination Folder

The destination folder for delivery of the received fax data will be determined based on the settings made under "3-5 Delivery Setting List Dialogue Box" on page 3-7.

The priority of delivery conditions is as follows:

- 1. Subaddress
- 2. Sender's fax number
- 3. Other
- 1. Any subaddress sent from the transmitting fax machine will be checked to see if it matches any of the subadresses registered in the delivery method settings of each destination folder. If it does, the received fax data will be sent to that folder.
- 2. If a subaddress was not sent, or the subaddress does not match any folder settings, the fax phone number of the transmitting fax will be checked to see if it matches the **Sender Fax Number** information registered under any of the destination folders.
- 3. Lastly, delivery priority will check the **Other** settings in order to delivered the data to a destination folder.
- * Only 4-digit subadresses sent from transmitting fax machines will be checked. If a subaddress of 5 digits or longer is received, even if the last 4 digits match, the documents will not be delivered into the designated folder.

3-8 When a notice of fax reception is sent

When a notice of fax reception is sent from the server computer, the following screen will be displayed on the computer receiving the notice.

Note: The Scanner File Utility must be running on the computer that will receive the notice of fax reception. In addition, be sure that there is a check mark in the **Reception Notice** checkbox in the **Setup** dialogue box. (Refer to the settings explained under "3-3 **Setup Dialogue** Box" on page 3-5.

| Scanner File Utility | | | | |
|----------------------|----------------|--|--|--|
| There is a n | ew image file. | | | |
| ок | Open | | | |

\bullet To see the documents that were received by fax

- 1. Click on the **Open** button in the reception notice window shown above. Then, double-click on the Scanner File Utility icon on the Windows Task Bar. The **Scanner File Utility** dialogue box will be displayed.
 - * When a notice of fax reception is received, the icon **[1]** will appear in the **Receive File List**.

| Scanner File Utility | | | ? 🛽 |
|--------------------------------------|---------------|-------------------------|-------------|
| Status Ready to receive | | Details | OK Setup |
| | | | Close |
| Received File List | Open File | Open Folder | Delete |
| Date & Time | Sender | File Name | |
| (03.06.2003 21:49 * | (FAX) | rx0000_000 | |
| 03.06.2003 21:48 03.06.2003 21:40 | (FAX) Mary | rx0000_000 SCAN0062_ | |
| | | | |

2. Refer to "3-10 Opening Received Faxes" on page 3-15 and open the received documents.

When a notice of fax reception is sent from the server computer to a computer on which the Scanner File Utility is installed but the notice could be delivered because the receiving computer is not turned on, or there is some other error, the status of the error can be checked on a list.

- * Reception notices that were successfully retransmitted will be deleted from the list. For more details on the setting for the number of days that retransmission will be attempted, refer to step 3 of "3-5 **Delivery Setting List** Dialogue Box" on page 3-8.
- 1. Click on the Error Log button in the Delivery Setting List dialogue box. The Error Log dialogue box will be displayed.

| | 2 | 3 | |
|---|---|--|---|
| rror Lo <mark>g</mark> | | | |
| Date & Time 6/6/2003 7:01 PM 6/6/2003 7:03 PM 6/6/2003 6:30 PM 6/6/2003 6:30 PM 6/6/2003 6:30 PM 6/6/2003 4:22 PM | 10.168.161.111 10.168.161.111 10.168.161.111 pc-04 | Status connection error connection error connection error version error version error | File Name rp0000_000028.pdf rx_2-2_5561_000028.pdf rp0000_000027.pdf rx_2-2_5561_000027.pdf |
| | | | |

The following items are displayed in the list.

1 Date & Time

The date and time the documents were received by the fax unit.

2 Receiving notice point PC Address

The address of the computer to which the notice of fax reception was sent.

3 Status

Shows the cause of the error. The types of error are as follows.

"connection error": The computer to which the notice of fax reception was sent is not running or the address of the computer to which the notice of fax reception was sent is wrong.

"version error": The installed Scanner File Utility is older than "Version 3.7".

4 File Name

File name of the received documents.

Received fax data will be displayed in the Received File List within the Scanner File Utility dialogue box.

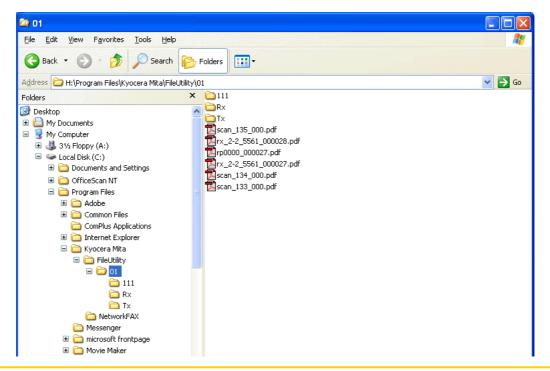
1. If the **Scanner File Utility** dialogue box is not open, double-click on the **Scanner File Utility** icon in the Windows Task Bar.

| Scanner File Utility | | | | ? |
|--------------------------------------|-------------------|------|-----------|---------------|
| Status Ready to receive | | | Details | OK Setup |
| | | | | Close |
| | | | | |
| Received File List | | | | |
| | Open File | Open | Folder | Delete |
| Date & Time | Sender | | File Name | <u> </u> |
| 2003/06/12 12:11 * | pc001 | | | 5_000.pdf |
| 2003/06/12 10:58 * | (FAX) 06 5555 556 | 51 | | 12-2 5561 |
| 2003/06/11 16:12 | (FAX) 55 5555 555 | | |)00027.pdf |
| 2003/06/11 14:25 | (FAX) 55 5555 555 | | . – | 12-2_5561 |
| | pc001 | | - | 4_000.pdf |
| 2003/06/11 11:32 | | | | |
| 2003/06/11 11:32 2003/06/11 09:22 | pc001 | | _ | 3_000.pdf |
| | | | _ | |
| | | | _ | |
| | | | _ | |
| | | | _ | |
| | | | _ | |

- 2. Select in the **Received File List** the file that you want to open.
 - * Files listed in red (or indicated with an asterisk "*" next to the date) indicate those files which have not been opened yet. Once a file is opened, the file is listed in black.
- 3. Click on the **Open File** button to open the selected file.
 - * You can also open any file by double-clicking on its name. However, if the file is a PDF file, Acrobat Reader will be required in order to read it (Acrobat Reader is available on the provided CD-ROM).

REFERENCE

If you want to search for the folder where a specific received fax file is saved, select a file name from the list and click on the **Open Folder** button. The location of that folder will be displayed.



Is it recommended that you delete received fax data periodically and as necessary.

1. If the Scanner File Utility dialogue box is not open, double-click on the Scanner File Utility icon in the Windows Task Bar.

| Scanner File Utility | | | | ? |
|----------------------|--|--|----------|---|
| Status | | Det | ails | OK Setup Close |
| Received File List | Open File | Open Fc | Ider | Delete |
| 2003/06/12 12:11 * | pc001 (FAX) 06 5555 556 (FAX) 55 5555 556 (FAX) 55 5555 556 pc001 pc001 | <mark>51 ก</mark> 55 rr 55 ก รเ | 00000_00 | 2-2_5561 00027.pdf 2-2_5561 _000.pdf |
| | | | | |

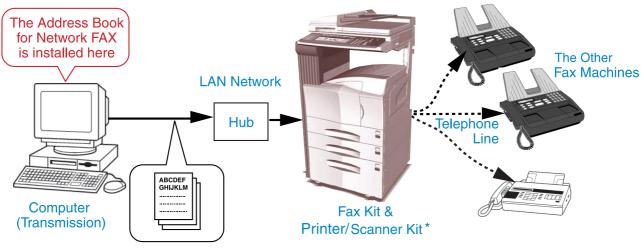
- 2. Select the file that you want to delete.
- 3. Click on the Delete button to delete the selected file from the Received File List.
 - * In order to actually delete the file data from your computer, you will need to delete it directly from the folder in which it is saved.

Section 4 The Address Book

The Address Book allows you to register information about individual destinations, or groups of destinations for Broadcast Transmission, in advance. It is also possible to import CSV-formatted address data that have been created with other applications.

NOTE

It is necessary to have Address Book for Network FAX installed in each computer which will be used for fax transmission in order to use the Address Book. Refer to "1-2 Installing the Address Book for Network FAX" on page 1-5 for more detailed information on installing that software.



* In the case of the KM-C850, this is a Scanner Kit.

4-1 Registering Destination Information

You will need to register destination information in advance if you want to select a destination from the Address Book when sending a fax.

1. Click on Start button in the Windows Task Bar and then select All Programs > FAX User Software > Address Book for Network FAX in that order from the successive menus in order to access the Address Book for Network FAX dialogue box.

| 4 Address Book for | Network FAX | | | |
|---|-------------------------|-----------------------------------|-----------------------------------|--------------------|
| <u>File E</u> dit <u>V</u> iew <u>H</u> elp | | | | |
| | | 8 | | |
| Registration Name | FAX Number | Company Name | Department Name | Recipient Name |
| 🕼 ## office | 5555 | ## office | Personel Depart | Mike |
| 🕼 && foods | 12564 | Frozen food | && foods | Nancy |
| 🕼 ++ Tec | 1234567 | ++ Tec | 1st Design Depa | Tom |
| 🕼 🕰 AA Bank | 44444 | AA Bank | Market Research | Kent |
| 🕼 Mr. Haper 🕼 XX Credit Bank | 01-2345-6789 1231232 | ABC Corporation XX Credit Bank | Sales devision Peronel Departm | Mr. Haper Marry |
| | | | | |
| For Help, press F1 | | | | NUM 6 |

2. Select New under the Edit menu and then select New Address from the successive submenu (or click on the Registering a New Address dialogue box will appear.

| Registrering a New Address | ? 🛛 |
|----------------------------|--------|
| Registration Name | ок |
| J FAX Number | Cancel |
| Subaddress | |
| | |
| Password | |
| Company Name | |
| Department Name | |
| Recipient Name | |
| | |
| | |

3. Perform the various settings as appropriate.

| | Registering a New Address | ? 🛛 | | | | |
|-----|--|--------|--|--|--|--|
| 1 — | Registration Name | ОК | | | | |
| 2 — | EAX Number | Cancel | | | | |
| 3 — | Subaddress | | | | | |
| 4 — | Password | | | | | |
| 5 — | Company Name | | | | | |
| 6 — | Department Name Personel Department | | | | | |
| 7 — | Recipient Name | | | | | |

- Registration Name field: The destination name can be up to 16 characters long.
 * You can not register a name that has already been registered.
- **2** Fax Number field: The destination fax number can be up to 32 characters long. [Available characters: 0 9, #, *, and a space (a space can NOT be entered as the first character)]
- **3** Subaddress field: The sub-address can be up to 20 characters long. [Available characters: 0 9, #, * and a space (a space can NOT be entered as the first character)]
- **4 Password** field: The password can be up to 20 characters long. [Available characters: 0 9, #, * and a space (a space can NOT be entered as the first character)]
- **5** Company Name field: The company name can be up to 64 characters long.
- 6 Department Name field: The department name can be up to 64 characters long.
- 7 Recipient Name field: The name of the recipient can be up to 20 characters long.
- 4. Click on the **OK** button.

The entered information will be displayed in the address list area of the Address Book for Network FAX dialogue box.

5. In order to actually register the new information in the Address Book, select **Apply** from the **File** menu (or click on the **Apply** button).

4-2 Registering Multiple Destinations as a Group

Perform the following procedure if you want to register information for multiple destinations as a single group.

1. Select New under the Edit menu of the Address Book for Network FAX dialogue box and then select New Group from the successive submenu (or click on the Registering a New Group button). The Registering a New group dialogue box will appear.

| Regi | Registrering a New Group 🛛 ? 🔀 | | | | |
|---------|--------------------------------|-----|--------|--------|--|
| Re | Registration Name | | | | |
| | | | | | |
| Address | | Add | | Delete | |
| | Registration Name | FAX | Number | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | ОК | | ancel | | |

2. Click on the Add button in order to access the Add New Address dialogue box.

| dd New Address | | | | ? |
|---------------------------------|--------------------------|-----------|---------------------|------------|
| Names that can be added | | | Address to be added | |
| Registration Name | FAX Number | | Registration Name | FAX Number |
| ## office && Foods ++ Tec | 5555 12564 1234567 | Add >> | | |
| AA Bank XX Credit Bank | 44444 1231232 | << Delete | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | OK | Cancel |

- 3. Select from the **Names that can be added** list the destination that you want to add to the group. it is possible to select multiple destinations at one time.
- 4. Click on the Add>> button.

The selected destinations will be moved to the **Address to be added** list. (Up to 80 destinations can be registered to each group.)

- * If you want to delete a destination from the **Address to be added** list, select that destination in that list and then click on the **<<Delete** button.
- 5. Click on the OK button to return to the Registering a New group dialogue box.

The names you selected Add New Address dialogue box will be added to the group.

* If you want to delete a destination from the group, select that destination and then click on the **Delete** button.

6. Enter in the **Registration Name** field a name for the group of destinations. The group name can be up to 16 characters long.

| Regi | Registrering a New Group 🛛 🛛 🛛 🔀 | | | | |
|------|----------------------------------|-----------------|--------|--|--|
| Re | gistration Name | | | | |
| | Bank | | | | |
| Adi | dress | Add | Delete | | |
| | Registration Name | FAX Number | | | |
| | AA Bank Ⅻ Credit Bank | 4444 1231232 | | | |
| | | | | | |
| | ОК | Cancel | | | |

7. Click on the **OK** button.

The entered group information will be displayed in the address list area of the **Address Book for Network FAX** dialogue box.

- 8. Click on the **OK** button.
- 9. In order to actually register the new group information in the Address Book, select **Apply** from the **File** menu (or click on the **Apply** button).

It is possible to copy a registered address or group and partly edit the contents for registration as a new address or group. This is convenient for cases when the contents you want to register are close or similar to already registered information.

1. With the Address Book for Network FAX dialogue box open, select the address or group that you want to copy.

| e <u>E</u> dit <u>V</u> iew <u>H</u> elp | | | | |
|--|-------------------------|-----------------------------------|-----------------|--------------------|
| | | *7 | | |
| Registration Name | FAX Number | Company Name | Department Name | Recipient Name |
| 🕼 ## office | 5555 | ## office | Personel Depart | Mike |
| 🛢 && foods | 12564 | Frozen food | && foods | Nancy |
| 🕏 ++ Tec | 1234567 | ++ Tec | 1st Design Depa | Tom |
| 🔂 00 Banks Group | | | | |
| 🖬 AA Bank | 44444 | AA Bank | Market Research | Kent |
| 🕏 BB Bank | 55555 | BB Bank | Market Research | Ms. Ally |
| 🗊 Mr. Haper 🕼 XX Credit Bank | 01-2345-6789 1231232 | ABC Corporation XX Credit Bank | | Mr. Haper Marry |
| | | | | |
| | | | | |

2. Under the **Edit** menu, click on **Copy** and then on **Paste**. The **Registering a New Address** dialogue box or the Registering a New Group dialogue box, as appropriate, will be displayed.

| Registering a New Address | 2 🛛 |
|---|--------------|
| Registration Name AA Bank(1) FAX Number 44444 Subaddress 44444 | OK Cancel |
| Password 44444 | |
| Company Name AA Bank | |
| Department Name Market Research Recipient Name | |
| Kent | |

3. Edit the registered information.

To edit an address, refer to "4-1 Registering Destination Information" on page 4-2. To edit a group, refer to "4-2 Registering Multiple Destinations as a Group" on page 4-4.

- 4. Click on the **OK** button.
- 5. In order to actually register the edited information in the Address Book, select **Apply** from the **File** menu (or click on the **Apply** button).

(1) Editing Information for an Individual or Group Destination

Perform the following procedure to edit information for an individual or group destination.

1. With the **Address Book for Network FAX** dialogue box open, select the individual or group destination entry that contains the information that you want to edit.

An icon will appear above the list to indicate whether it is an individual (
) or group destination (
).

| 🔞 Address Book for | Network FAX | | | |
|---|--------------|-----------------|-----------------|----------------|
| <u>File E</u> dit <u>V</u> iew <u>H</u> elp | | | | |
| | E | * | | |
| | | | | |
| Registration Name | FAX Number | Company Name | Department Name | Recipient Name |
| 🕼 ## office | 5555 | ## office | Personel Depart | Mike |
| 🖙 && foods | 12564 | Frozen food | && foods | Nancy |
| 🖙 ++ Tec | 1234567 | ++ Tec | 1st Design Depa | Tom |
| 🕒 🚱 00 Banks Group | | | | |
| 🖪 🕼 AA Bank | 44444 | AA Bank | Market Research | Kent |
| 🕼 BB Bank | 55555 | BB Bank | Market Research | Ms. Ally |
| 🕼 Mr. Haper | 01-2345-6789 | ABC Corporation | Sales devision | Mr. Haper |
| 🕼 XX Credit Bank | 1231232 | XX Credit Bank | Peronel Departm | Marry |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Faultala avera F1 | | | F | |
| For Help, press F1 | | | | NUM 8 |

- 2. Click on the M Edit button (or double-click on the entry you want to edit).
- 3. Edit the registered information.

To edit information for an individual destination, refer to "4-1 Registering Destination Information" on page 4-2. To edit information for a group of destinations, refer to "4-2 Registering Multiple Destinations as a Group" on page 4-4.

- 4. Click on the **OK** button.
- 5. In order to actually register the edited information in the Address Book, select **Apply** from the **File** menu (or click on the **Apply** button).

(2) Editing Information for More than One Individual or Group Destinations

It is possible to edit the information for multiple registered destinations at the same time. This is convenient when, for example, you want to change the company name for different registered departments of the same company.

1. With the Address Book for Network FAX dialogue box open, select the multiple destinations that you want to edit.

| e <u>E</u> dit <u>V</u> iew <u>H</u> elp | | | | |
|--|--------------|-----------------|-----------------|----------------|
| ₽ ₿ | | 8-8 | | |
| Registration Name | FAX Number | Company Name | Department Name | Recipient Name |
| 🕼 ## office | 5555 | ## office | Personel Depart | Mike |
| 🕼 && foods | 12564 | Frozen food | && foods | Nancy |
| 😅 ++ Tec | 1234567 | ++ Tec | 1st Design Depa | Tom |
| 🍓 00 Banks Group | | | | |
| 😅 AA Bank | 4444 | AA Bank | Market Research | Kent |
| 😅 BB Bank | 55555 | 88 Bank | Market Research | Ms. Ally |
| 📾 Mr. Haper | 01-2345-6789 | ABC Corporation | Sales devision | Mr. Haper |
| 🕼 XX Credit Bank | 1231232 | XX Credit Bank | Peronel Departm | Marry |

2. Click on the **Edit** button. The **Multiple Address Edit** dialogue box will be displayed.

| Multiple Address Edit | ? 🛛 |
|-----------------------|--------|
| Registration Name | ОК |
| FAX Number | Cancel |
| ∫ | |
| Password | |
| Company Name | |
| Department Name | |
| Market Research | |

 Put a check mark in the checkbox of the common item that you want to edit ("Registration Name", "FAX Number", "Subaddress", "Password", "Company Name", "Department Name", "Recipient Name" for an individual destination, and "Registration Name" for Group Destinations), and then enter the new information.

| ultiple Address Edit | ? |
|---|--------------|
| Registration Name AAA Bank FAX Number | OK Cancel |
| ☐ Subaddress | |
| Password 44444 Company Name | |
| AAA Bank | |
| Department Name | |
| Recipient Name | |

- 4. Click on the **OK** button. The display will return to the **Address Book for Network FAX** dialogue box and the edited information will be displayed.
- 5. In order to actually register the edited information in the Address Book, select **Apply** from the **File** menu (or click on the **Apply** button).

(3) Search/Replace the Contents of a Particular Entry Item

It is possible to search for and replace data for any entry item for multiple registered individual or group destinations. For example, if a change is made to a city's area code, you can select multiple destinations and change the area code for their fax number with the new one all in one batch.

- 1. With the Address Book for Network
 - **FAX** dialogue box open, select the multiple individual or group destinations that you want to edit.

| 4 | Address Book for | Network FAX | | | |
|---|---|--------------|-----------------|-----------------|----------------|
| Ē | jile <u>E</u> dit <u>V</u> iew <u>H</u> elp | | | | |
| | | 2 | *** | | |
| | Registration Name | FAX Number | Company Name | Department Name | Recipient Name |
| | 🗊 ## office | 55555 | ## office | Personel Depart | Mike |
| | 🕼 && foods | 12564 | Frozen food | && foods | Nancy |
| | 🕼 ++ Tec | 1234567 | ++ Tec | 1st Design Depa | Tom |
| | 🚭 00 Banks Group | | | | |
| | 🕼 AA Bank | 4444 | AA Bank | Market Research | Kent |
| | 😅 BB Bank | 555555 | 88 Bank | Market Research | Ms. Ally |
| | 🕼 Mr. Haper | 01-2345-6789 | ABC Corporation | Sales devision | Mr. Haper |
| | 🕼 XX Credit Bank | 1231232 | XX Credit Bank | Peronel Departm | Marry |

Point at Replace under the Edit menu, or click on the
 Replace button. The Replace text dialogue box will be displayed.

| Replace text | ? 🗙 |
|---------------------------------------|--------------|
| Find text Registration Name | Replace text |
| FAX Number | |
| , Subaddress | |
| Password | |
| J Company Name | |
| Department Name | |
| ↓ ☐ Recipient Name | |
| ОК | Cancel |

- 3. Put a check mark in the checkbox of the common item that you want to edit ("Registration Name", "FAX Number", "Subaddress", "Password", "Company Name", "Department Name", and "Recipient Name" for an individual destination and "Registration Name" for Group Destinations).
- 4. Enter the information that you want to change in the **Find text** field (left column) for the corresponding item.

Enter the new information in the edit box of the **Replace text** field (right column).

Note: For fax numbers, the leftmost sequence that matches the entered information will be replaced. (Example) With fax number "555-33-1555", if you enter "555" in the Find text field and "111" in the Replace text field, the fax number will be changed to "111-33-1555". For other items, all matching sequences will be replaced.

- 5. Click on the **OK** button. The display will return to the **Address Book for Network FAX** dialogue box and the edited information will be displayed.
- In order to actually register the edited information in the Address Book, select **Apply** from the **File** menu (or click on the **Apply** button).

| Replace text | ? 🛛 |
|--|--------------|
| Find text Find t | Replace text |
| FAX Number | , |
| 5555 | 1111 |
| ☐ Subaddress | |
| Password | |
| Company Name | |
| Department Name | |
| Recipient Name | |
| ок | Cancel |

4-5 Deleting Individual and Group Destination Information

1. With the **Address Book for Network FAX** dialogue box open, select the individual or group destination entry that you want to delete.

An icon will appear above the list to indicate whether it is an individual (12) or group destination (12).

| le <u>E</u> dit <u>V</u> iew <u>H</u> elp | | | | |
|--|---|---|---|--|
| | E | 6 | | |
| Registration Name | FAX Number | Company Name | Department Name | Recipient Name |
| 🕲 00 Banks Group | | | | |
| Mr. Haper X: Credit Bank ++ Tec && foods AA Bank ## office BB Bank | 01-2345-6789 1231232 1234567 12564 44444 55555 555555 | ABC Corporation XX Credit Bank ++ Tec Frozen food AA Bank ## office BB Bank | Sales devision Peronel Departm 1st Design Depa && foods Market Research Personel Depart Market Research | Mr. Haper Marry Tom Nancy Kent Mike Ms. Ally |

2. Click on the Market Delete button.

The selected entry will be deleted from the list.

3. In order to actually delete the selected entry from the Address Book, select **Apply** from the **File** menu (or click on the **Apply** button).

4-6 Importing Address Data

(1) Importing FDT Files

You can import and use FDT formatted address lists (file name: xxxx.fdt) previously made with this Address Book software.

1. With the Address Book for Network FAX dialogue box open, select Import under the File menu and then select Address Book from the successive submenu. The Open dialogue box will appear.

| Open | ? 🛛 |
|------------------------|---------------------------------|
| Look jn: [| My Documents 🗾 🗢 🖻 💣 🏢 - |
| My eBooks | ort Documents |
| File <u>n</u> ame: | *.fdt |
| Files of <u>type</u> : | Address Book file(*.fdt) Cancel |

2. Access the folder that contains the desired FDT file.

3. Select the desired FDT file and then click on the **Open** button.

| Open | | ? | × |
|------------------------|--------------------------|--------------|---|
| Look jn: 隘 | AddressBookFAX | - 🔁 🖆 💌 | |
| address.fo | lt. | | |
| | | | |
| | | | |
| | | | |
| | | | |
| File <u>n</u> ame: | *.fdt | <u>O</u> pen | |
| Files of <u>type</u> : | Address Book file(*.fdt) | ✓ Cancel | |

(2) Importing CSV Files

You can import and use CSV-formatted address lists created with other software.

1. With the Address Book for Network FAX dialogue box open, select Import under the File menu and then select CSV file from the successive submenu. The Open dialogue box will appear.

| Open | | | ? 🛛 |
|------------------------|-------------------|-------|--------------|
| Look in: [| My Documents | - + 🗈 | 💣 🎟 • |
| My eBooks | ort Documents | | |
| File <u>n</u> ame: | [×] .csv | | <u>O</u> pen |
| Files of <u>type</u> : | CSV file(*.csv) | • | Cancel |

- 2. Access the folder that contains the desired CSV file.
- 3. Select the desired CSV file and then click on the Open button. The Import dialogue box will appear.
- 4. Use the dropdown menus to select the fields in the CSV file that correspond to the various fields (Registration Name, Fax Number, etc.) in this Address Book.

| Import | | ? 🗙 |
|--------------------|-----------------------|-----|
| Address Book Field | Text Field | |
| Registration Name | "## Office" | • |
| FAX Number | "5555" | • |
| Subaddress | "1111111" | • |
| Password | "2198" | • |
| Company Name | "## Office" | • |
| Department Name | "Personel Department" | • |
| Recipient Name | "Mike" | • |
| ОК | Cancel | |

5. Click on the **OK** button in order to access the **Confirm imported contents** dialogue box.

| Registration Name FAX Number Subaddress Password Company Na Dep ## Office 555-5555 1111 1234 Personel D Mil && Foods 111-1111 3333 2345 Frozen food Na ++ Tec 222-2222 4444 3456 1st Desighn To | ancy |
|---|-------------|
| ## Office 555-5555 1111 1234 Personel D Mil && Foods 111-1111 3333 2345 Frozen food Na ++ Tec 222-2222 4444 3456 1st Desighn To | ike ancy |
| && Foods 111-1111 3333 2345 Frozen food Na ++ Tec 222-2222 4444 3456 1st Desighn To | ancy |
| ++ Tec 222-2222 4444 3456 1st Desighn… To | |
| · · · · · · · · · · · · · · · · · · · | m |
| AA Bank 444-4444 2222 4567 Market Res Ke | |
| | ent |
| | |

6. Check the imported addresses and select those entries that you want to add to this Address Book. The number of entries that you select will be displayed in the Number of selected addresses field. Click on the Add To Address Book button and the total number of entries that will be added to this Address Book will be displayed in the Number of added addresses field. (The addresses you add will be deleted from the list.)

NOTE

If either of the following symbols appears in the list, that address can NOT be added to this Address Book as is.

- ?: That name is already registered in this Address Book, or the number of characters in the name exceed the acceptable limit.
- I: This information may include data which can not be handled by this Address Book.

In either of the above cases, click on the **Edit** button and refer to the character limits for each field under "4-1 Registering Destination Information" on page 4-3 and correct the data as appropriate.

7. Once you are finished with the importing procedure, click on the **OK** button.

4-7 Exporting Address Data

You can save the data created using this Address Book software as a FDT file.

1. With the Address Book for Network FAX dialogue box open, select Save as under the File menu. The Save as dialogue box will appear.

| Save As | | | ? 🛛 |
|-----------------------|--------------------------|-----|--------------|
| Save in: 🛅 | My Documents 💽 🗲 | • 🔁 | r 🗄 |
| My eBooks | ort Documents ; | | |
| File <u>n</u> ame: | *.fdt | _ | <u>S</u> ave |
| Save as <u>t</u> ype: | Address Book file(*.fdt) | • | Cancel |

- 2. Select the location in which you want to save the data.
- 3. Enter the desired file name and then click on the **Save** button.

Section 5 Address Editor for FAX

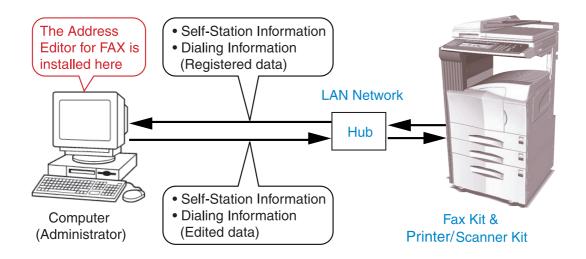
The Address Editor for FAX utility allows you to use your computer to register and change the self-station and dialing information which is stored in the fax machine itself. It is also possible to import CSV-formatted address data that has been created with other applications and use that data as dialing information.

If you are using more than one fax machine that is compatible with Address Editor for FAX, it is easy to register the same dialing information in each of those machines.

* The Address Editor for FAX utility is compatible with the KM-3035, KM-4035 and KM-5035.

NOTE

It is necessary to install Address Editor for FAX in each of the computers that will be used to implement the corresponding functions and procedures of this utility. Refer to "1-4 Installing the Address Editor for FAX" on page 1-8.



5-1 Registering Self-Station Information

You can use the Address Editor for FAX to register and change the self-station information that is stored in the fax machine itself.

Perform the following procedure when you want to register or change the fax's self-station information.

 Click on the Start button in the Windows Task Bar and then select All Programs > FAX User Software > Address Editor for FAX in that order from the successive menus.

The $\ensuremath{\textbf{Address}}$ $\ensuremath{\textbf{Editor}}$ for $\ensuremath{\textbf{FAX}}$ window will appear.

| 🔛 Untitled: 1 - Address Editor f | |
|--|------------------------|
| Ele View Setting Registration He | |
| 🖻 🖬 💏 🧴 💸 | f x? ? |
| Correct Correct Correct Correct Registration | Address Editor for FAX |
| | |
| | |
| Ready | NUM |

Select the desired method of connection to the fax machine.
 To connect to a fax machine and continue the operation on-line, go to the next step.
 To continue the operation off-line (without connecting to the fax machine), go directly to step 6.

3. Connect to the fax machine.

Select from among the following 3 methods of connecting to the fax machine.

Connect to the fax machine by entering the fax's IP address or host name

- 1 Enter the fax's IP address or host name in the NW-FAX Address field.
- 2 Click on the Start Editing button. Connection to that fax machine will begin.

| Address Editor for FAX | |
|--|---|
| NM-FAX Address FAX01 Search | 1 |
| Offline Edit Rew Data Saved File | |
| Start Editing | 2 |

Connect to a fax machine that you have connected to before

- 1 Use the dropdown menu for the NW-FAX Address field to select the fax's IP address or host name.
 - * Up to the last 10 fax machines that you have connected to will be displayed.
- 2 Click on the **Start Editing** button. Connection to that fax machine will begin.

| Address Editor for FA | AX |
|----------------------------------|----------|
| NVV-FAX Address | |
| (Offline Edit) (Offline Edit) | 1 |
| Offilher-can | |
| | |
| Start Ec | itting 2 |

Connect to the fax machine by searching over the network without entering the fax's IP address

- 1 Click on the Search... button. The Search dialogue box will appear.
- 2 Click on the Start Searching button. A search will begin for all fax machines connected to the network and the NW-FAX List will appear.
- 3 Select from the **NW-FAX List** the fax that you want to connect to and then click on the **Start Editing** button. Connection to that fax machine will begin.

| | | Search | ? 🔀 |
|--|-------------|---|-------------------------|
| Address Editor for FAX | | NW-FAX List | |
| NVV-FAX Address | | IP Address Host name 192.168.161.174 | |
| FAX01 | > | | |
| Search | -1 | | |
| Offline Edit | | | tart Searching |
| New Data Saved File | | (1) NVV-FAX have been found. | |
| | | | Start Editing Cancel |

4. Enter the password and then click on the **OK** button.

It is necessary to enter the Administrator Password in order to connect to the fax machine and edit registered data.

* Refer to the Scanner Edition of your Operation Guide for more detailed information on the Administrator Password.

| Administrator Password |
|------------------------|
| NW-FAX Address |
| 192.168.161.174 |
| Password |
| ***** |
| OK Cancel |

- 5. Reading of the data registered in the fax machine will begin. Go to step 7.
- 6. Open the type of information data that you want to edit off-line.

Create completely new information data

- 1 Select the New Data radio button under Offline Edit.
- 2 Click on the Start Editing button. New information data will be created.
 - * If you create new information data and send it to the fax machine, the full data file, including unregistered dial numbers, will be written to the fax machine on top of the data that is currently registered there. It is not possible to send only newly entered data as an addition to the current data.

| NVV-F# | AX Address | | |
|------------|----------------|---|--|
| | (Offline Edit) | • | |
| | Search | | |
| Offi (• | (| | |
| | | | |
| | | | |

Use saved data (FED file) and edit the current information data

- 1 Select the **Saved File** radio button under **Offline Edit** and then click on the ... button. The **Open** dialogue box will appear.
- 2 Select the file (FED file) with the saved data and then click on the **Open** button.

| Address Editor for FAX | | Open | ?× | |
|------------------------|----------|---------------------------------|--------------|--|
| | | Look jn: 🔁 FAX Edit | | |
| WV-FAX Address | | fdt1009.fed fdt1008.fed | | |
| (Offline Edit) | | | | |
| Search | | | | |
| Offline Edit | | | | |
| Saved File | <u> </u> | File name: fdt1009 | <u>O</u> pen | |
| | | Files of type: FAX Data (*.fed) | Cancel | |
| | | | | |
| Start Editing | | | | |
| | | | | |

- 7. Point to the **Own Info.** command under the **Setting** menu. The **Own Information** window will appear.
- 8. Enter the various information as appropriate.

| Untitled:1 - Address Editor for Eile View Setting Registration Help | | | | | |
|--|-------------|----------|---|--------|---|
| 🖻 🖬 🚮 🍐 💞 | ₩? ? | | | | |
| Connect Connect Connect Setting | Own Info | ormation | | | |
| NV-FAX | Own Name | | [| | 1 |
| Dial | Own Tel | [| | | 2 |
| | Own ID | 0000 | | | 3 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Ready | | | | NUM // | |

- 1 **Own Name** field: Enter the self-station name of the fax machine (up to 32 characters)
- 2 **Own Tel** field: Enter the self-station telephone number of the fax machine (up to 20 digits)
- 3 Own ID field: Enter the self-station ID number of the fax machine (4 digits)
 - * Refer to the Fax Edition of your Operation Guide for more detailed information on the self-station ID number.

9. Transmit the edited data to the fax machine.

Select from among the following 2 methods of transmitting data.

* If you are editing the data off-line, the **Set the destination** dialogue box will appear when you perform the transmission operation. Since it is necessary to connect to the fax machine in order to transmit the data, you will need to perform the following procedure.

Transmit all of the edited data

Point to the **Send all data** command under the **File** menu (or click on the **Send all data** button). All of the registered self-station and dialing information, etc., will be written over all corresponding data in the fax machine.





Transmit only the type of edited data that is currently displayed

Point to the **Send data** command under the **File** menu (or click on the **Send data** button). Only the information that is related to the type of data currently displayed in the window will be written over all corresponding data in the fax machine.

| 📕 Untitled:1 - Address Edit | or for FAX | Untitled:1 - Address Editor for FAX |
|---|-------------------------|---|
| <u>File View Setting Registration</u> | Help | <u>File View S</u> etting <u>R</u> egistration <u>H</u> elp |
| Open Ctrl+O Save Ctrl+S Save As | № ? | |
| Connect Changing connection Send data | Own Informat | |
| Send all data | Own Name | |
| 1 fdt1009.fed | Own Tel | |
| Exit | | |
| | Own ID 0000 | |

<Changing your connection to another fax machine>

Point to the **Changing connection** command under the **File** menu (or click on the **Changing connection** button). Change the destination connection in the resulting **Changing connection** dialogue box.

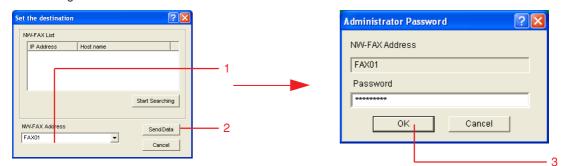




Connect to the fax machine and transmit the edited data.
 Select from among the following 3 methods of connecting to the fax machine.

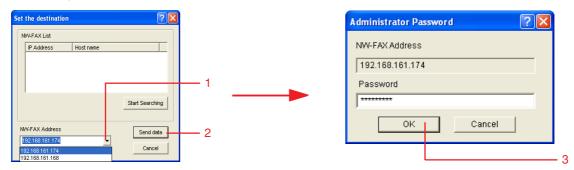
Connect to the fax machine by entering the fax's IP address or host name

- 1 Enter the fax's IP address or host name in the NW-FAX Address field.
- 2 Click on the Send Data button. The Enter Administrator Password dialogue box will appear.
- 3 Enter the password* and then click on the **OK** button. The connection will be made to that fax machine and transmission of the data will begin.



Connect to a fax machine that you have connected to before

- 1 Use the dropdown menu for the NW-FAX Address field to select the fax's IP address or host name.
- * Up to the last 10 fax machines that you have connected to will be displayed.
- 2 Click on the Send Data button. The Administrator Password dialogue box will appear.
- 3 Enter the password* and then click on the **OK** button. The connection will be made to that fax machine and transmission of the data will begin.



Connect to the fax machine by searching over the network without entering the fax's IP address

- 1 Click on the **Start Searching** button. A search will begin for all fax machines connected to the network and the **NW-FAX List** will appear.
- 2 Select from the **NW-FAX List** the fax that you want to connect to and then click on the **Send Data** button. The **Enter Administrator Password** dialogue box will appear.
- 3 Enter the password* and then click on the **OK** button. The connection will be made to that fax machine and transmission of the data will begin.

| Set the destination | | Administrator Password | ? 🗙 |
|---|---|---|-----|
| MV-FAX List IP Address Host name 192.168.161.168 192.168.161.174 [Start Searching.] | | NW-FAX Address 192.168.161.174 Password | _ |
| (2) IWV-FAX has been found. IWV-FAX Address Cancel | 2 | OK Cancel | |

* It is necessary to enter the Administrator Password in order to connect to the fax machine and edit registered data. Refer to the Scanner Edition of your Operation Guide for more detailed information on the Administrator Password.

5-2 Setting the Network FAX functions

You can use the Address Editor for FAX utility to make settings for the Network FAX functions. Perform the following procedure when you want to make settings for the Network FAX functions.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the NW-FAX command under the Setting menu. The NW-FAX Setting window will appear.
- 3. Perform the various settings as appropriate.
 - * Refer to the Fax Edition of your Operation Guide for more detailed information on the function of each setting.

| 🔚 Untitled:1 - Address Editor f | or FAX | |
|--|------------------------------|----------|
| <u>File View S</u> etting <u>R</u> egistration <u>H</u> el | p | |
| 🖻 🖻 🚮 📩 💐 | r 12 2 | |
| Connect | NW-FAX Setting | |
| 🕅 Own Info. 📴 NVV-FAX | MV-FAX RX C OFF | 1 |
| 🖃 👘 Registration | Print Here © ON C OFF | 2 |
| Box | NV-FAX RX | |
| | File Name | <u> </u> |
| | Save Folder No. P1 001 | 4 |
| | Save TX Original | |
| | File Name tx | <u> </u> |
| | Save Folder No. P1 001 | e |
| | | |
| | IP Address or Host Name | 7 |
| | Admin's E-mail Address | 8 |
| | SMTP Authentication Account | |
| | SMTP Authentication Password | 1 |
| | , | |
| | | |
| Ready | NUM NUM | |

- 1 NW-FAX RX radio buttons: Turns Network FAX reception ON or OFF.
- 2 Print Here radio buttons: Turns printout at the fax machine ON or OFF during Network FAX reception.
- 3 File name field: Enter the default file name for data received during Network FAX reception. (up to 13 characters)
- 4 Save Folder No. field: Enter the save folder number for data received during Network FAX reception. (between 001 and 100)
- 5 File name field: Enter the default file name to be used when the "Turning the Save transmitted Documents Function ON" setting is selected. (up to 13 characters)
- 6 Save Folder No. field: Enter the save folder number to be used when the "Turning the Save transmitted Documents Function ON" setting is selected. (between 001 and 100)
- 7 IP Address or Host Name field: Enter the IP address or host name of the Server Computer (the computer where the Scanner File Utility is installed) in which the Network FAX files will be saved. (up to 32 characters)
- 8 Admin's E-mail Address field: Enter the email address of the Network FAX administrator. (up to 64 characters)
- 9 **SMTP Authentication Account** field: Enter the SMTP authorization account for the Network FAX administrator's email address. (up to 64 characters)
- 10 SMTP Authentication Password field: Enter the SMTP authorization password* for the Network FAX administrator's email address. (up to 31 characters)
 - * An asterisk ("*") will be displayed in place of each character when you enter the SMTP authorization password.
- 4. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

5-3 Registering Dialing Information

You can use the Address Editor for FAX to register and change the dialing information that is stored in the fax machine itself. Perform the following procedure when you want to register or change the fax's dialing information.

(1) Registering one-touch dial information

Perform the following procedure when you want to register information for one-touch dialing.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the Dial command under the Registration menu. The Dial Registration window will appear.

| - | | | |
|------------------------------------|-------------------|------------------------|--------|
| 🔚 Untitled:1 - Address Editor f | | | |
| Eile View Setting Registration Hel | lp | | |
| 🖻 🖬 🗳 💐 | Î <u>k</u> ? ? | | |
| Connect | Dial Registration | Number of Registration | 0 |
| Own Info. NV-FAX | No. Destination | Communicat Fax No. | Speed |
| Registration P Dial Box | New Edit Copy | 7 Delete Replace Sort | Import |
| Ready | 1 | | NUM |

3. Click on the New button. The New Dial Registration dialogue box will appear.

| N | ew Dial Registration 🛛 🔹 🛛 🗌 |
|---|---|
| | Dial type |
| | One-Touch Dial Chain Dial Group Dial Broadcast (Program Dial) Polling RX (Program Dial) |
| | Cancel |

- 4. Select One-Touch Dial and then click on the OK button. The One-Touch Dial Registration dialogue box will appear.
- 5. Register the one-touch dial information. Enter the following registration information.

| One-Touch Dial Reg | istration | | ? 🗙 | |
|--------------------|-----------|---------------|-----|---|
| Dial No. | 001 | | | 1 |
| Destination | | | | 2 |
| Fax No. | | | | 3 |
| TX Start Speed | HIGH | Detail settir | ng | 4 |
| | ок | Cancel | | 5 |

- 1 Dial No. field: Enter the corresponding one-touch dial number. (between 001 and 600)
- 2 Destination field: Enter a name for that one-touch dial number. (up to 20 characters. Available characters: 0 9, #,
 - *, and a space (a space can NOT be entered as the first character))
- 3 Fax No. field: Enter the telephone number of the fax machine that you want to dial using that one-touch dial number. (up to 32 digits)
- 4 **TX Start Speed** field: Enter the communication speed that you want to use with that one-touch dial number. (HIGH/ MEDIUM/LOW)
- 5 Detailed setting button: Lets you make more detailed settings. Refer to the procedure from the following step.
- 6. Click on the Detailed setting button. The Detailed setting dialogue box will appear.
- 7. Enter the following registration information.

| Detail setting | |
|--------------------|--------|
| C Normal TX | 1 |
| C Subaddress TX | 2 |
| Subaddress | 3 |
| Password | 4 |
| Encryption TX | 5 |
| Encryption Code | 10 7 |
| Encryption Box No. | 1010 8 |
| ОК | Cancel |

- 1 Normal TX radio button: Select this setting for standard fax transmission.
- 2 Subaddress TX radio button: Select this setting when performing F-Code Based Communication.
- 3 **Subaddress** field: Enter the corresponding subaddress when the **Subaddress TX** setting is selected. (up to 20 characters. Available characters: 0 - 9, #, * and a space (a space can NOT be entered as the first character))
- 4 Password field: Enter the corresponding password when the Subaddress TX setting is selected. (up to 20 characters.
 Available characters: 0 9, #, * and a space (a space can NOT be entered as the first character))
- 5 Encryption TX radio button: Select this setting when performing Encryption Communication.
- 6 Encryption Code field: When the Encryption TX setting is selected, enter the ID number that corresponds to the Encryption key to be used. (between 01 and 20)
- 7 ... button: Lets you register Encryption keys. Refer to the procedure from the following step.
- 8 Encryption Box No. field: When the Encryption TX setting is selected, enter the Encryption box number of the

receiving station. (4 digits)

- To register an Encryption key, go to the next step.
 To continue without registering an Encryption key, go directly to step 13.
- 9. Click on the ... button for the Encryption Code field. The Encryption Key Selection dialogue box will appear.

| En | incryption Key Selection 🛛 🔹 🛛 🛛 | | | | | × |
|----|----------------------------------|-------|--------------|---|--------------|---|
| | | - | | | | |
| | Encryption | Encry | otion Key | | <u>^</u> | |
| | 01 | | | | | |
| | 02 | | | | | |
| | 03 | | | | | |
| | 04 | | | | | |
| | 05 | 1A2B3 | C4D5E6F7890 | | | |
| | 06 | | | | | |
| | 07 | | | | | |
| | 08 | | | | | |
| | 09 | | | | | |
| | 10 | | | | | |
| | 11 | ABCD | EF1234567890 | | | |
| | 12 | | | | | |
| | 13 | | | | | |
| | 14 | | | | | |
| | 15 | | | 1 | \mathbf{x} | |
| | < | | | > | | |
| | Edit | | Delete | | | |
| | | | | | | |
| | OK | | Cancel | | | |
| | | | | | | |

10. Select the Encryption key ID number that you want to register and then click on the **Edit** button. The **Encryption key Registration** dialogue box will appear.

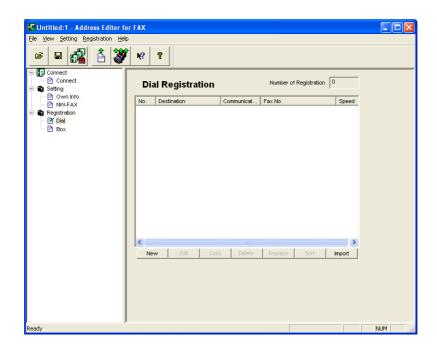
| Encryption Key Registration ? | |
|-------------------------------|--------|
| No. | 10 |
| Encryption Key | |
| ок | Cancel |

- 11. Use numerals (0 to 9) and/or the English alphabet (A to F) to enter the desired 16-digit Encryption key.
- 12. Click on the OK button. The registered information will appear in the Encryption Key Selection dialogue box.
- 13. Click on the **OK** button. The **Detailed setting** dialogue box will appear once again.
- 14. Click on the OK button. The One-Touch Dial Registration dialogue box will appear once again.
- 15. Make sure that the registered information is correct and then click on the **OK** button.
- 16. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

(2) Registering chain dial information

Perform the following procedure when you want to register information for chain dialing.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the **Dial** command under the **Registration** menu. The **Dial Registration** window will appear.



3. Click on the New button. The New Dial Registration dialogue box will appear.

| N | ew Dial Registration 🛛 🔹 🛛 😧 |
|---|---|
| | Dial type |
| | One-Touch Dial Chain Dial Group Dial Broadcast (Program Dial) Polling RX (Program Dial) |
| | Cancel |

- 4. Select Chain Dial and then click on the OK button. The Chain Dial Registration dialogue box will appear.
- 5. Register the chain dial information. Enter the following registration information.

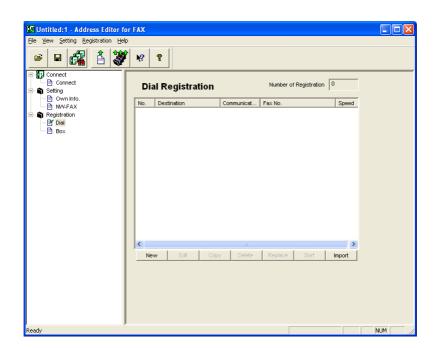
| Chain Dial Registration | 3 | |
|-------------------------|---|-----|
| Dial No. | + | — 1 |
| Chain Name | + | 2 |
| Chain No. | + | — 3 |
| OK Cancel | | |

- 1 Dial No. field: Enter the corresponding chain dial number. (between 001 and 600)
- 2 Chain Name field: Enter a name for that chain dial number. (up to 20 characters)
- 3 Chain No. field: Enter the chain number that you want to dial using that chain dial number. (up to 32 digits)
- 6. Make sure that the registered information is correct and then click on the **OK** button.
- 7. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

(3) Registering group dial information

Perform the following procedure when you want to register information for group dialing.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the Dial command under the Registration menu. The Dial Registration window will appear.



3. Click on the New button. The New Dial Registration dialogue box will appear.

| New Dial Registration |
|---|
| Dial type |
| One-Touch Dial Chain Dial Group Dial Broadcast (Program Dial) Polling RX (Program Dial) |
| Cancel |

- 4. Select Group Dial and then click on the OK button. The Group Dial Registration dialogue box will appear.
- 5. Register the group dial information. Enter the following registration information.

| Group Dial Registra | ation | ? 🛛 | |
|---------------------|-------------------|------------------|----------|
| Dial No. | 001 | | 1 |
| Group Name | <u></u> | | 2 |
| Destination List | | | |
| No. Destination | Chain No. Fax No. | Add — | <u> </u> |
| | | Delete | 4 |
| | | Chain Deletion - | 5 |
| | | | |
| | | | |
| | | | |
| | | | |
| < | | | |
| | ок | Cancel | |

- 1 Dial No. field: Enter the corresponding group dial number. (between 001 and 600)
- 2 Group Name field: Enter a name for that group dial number. (up to 20 characters)
- 3 Add button: Lets you add destinations to the group. Refer to the procedure from the following step.
- 4 **Delete** button: Lets you delete destinations from the destination list for that group.
- 5 Chain Deletion button: Deletes any chain number that is registered for a selected destination.
- 6. Click on the Add button. The Add new destination dialogue box will appear.

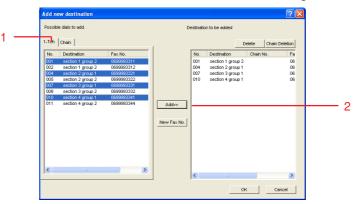
| No. Destination Fax No. Delete Chain No. Chain No. Destination Chain No. Fa 001 section 1 group 2 0693993312 004 section 1 group 2 06 004 section 2 group 1 0693993312 004 section 3 group 1 06 005 section 3 group 1 0693993321 006 007 section 4 group 1 06 005 section 3 group 1 0693993331 06 010 section 4 group 1 06 007 section 3 group 1 0693993331 06 010 section 4 group 1 06 010 section 4 group 2 0693993341 New Fax No. New Fax No. New Fax No. | \dd ne | w destination | | | | | | | | ? |
|--|----------|-------------------|------------|---|-----------|---------------|------|-------|----------|---------|
| No. Destination Fax No. 001 section 1 group 2 0699993311 002 section 1 group 2 0699993312 004 section 2 group 1 0699993322 007 section 3 group 1 0699993322 007 section 3 group 1 0699993322 007 section 4 group 1 0699993322 011 section 4 group 2 0699993344 | Possible | e dials to add. | | D | estinatio | n to be added | | | | |
| 001 section 1 group 2 0699993311 06 002 section 1 group 2 0699993312 004 004 section 2 group 1 0699993321 06 005 section 3 group 2 0699993322 06 007 section 3 group 1 0699993332 06 008 section 4 group 1 0699993332 06 010 section 4 group 1 0699993332 06 011 section 4 group 2 0699993341 011 011 section 4 group 2 0699993344 Add>> | 1-Tch | Chain | | 1 | | | De | elete | Chain De | eletion |
| 002 section 1 group 2 0699993312 06 004 section 2 group 1 06 007 005 section 3 group 2 0699993322 06 007 section 3 group 1 06 007 008 section 4 group 1 0699993332 06 010 section 4 group 1 0699993332 06 011 section 4 group 2 0699993344 Add>> | No. | Destination | Fax No. | | No. | Destination | | Chain | No. | Fa |
| 004 section 2 group 1 0699993321 06 005 section 2 group 2 0699993322 007 section 3 group 1 06 007 section 3 group 1 0699993331 06 section 3 group 1 06 008 section 4 group 1 0699993332 010 section 4 group 1 06 010 section 4 group 2 0699993341 011 section 4 group 2 0699993344 011 section 4 group 2 0699993344 Mew Fax No. New Fax No. New Fax No. | 001 | section 1 group 2 | 0699993311 | | 001 | section 1 gro | up 2 | | | 06 |
| 004 section 2 group 1 0699993321 06 005 section 2 group 2 0699993322 007 section 3 group 1 06 007 section 3 group 1 0699993332 007 section 4 group 1 06 008 section 4 group 1 0699993332 010 section 4 group 1 06 010 section 4 group 2 0699993341 014 New Fax No. New Fax No. | | | 0699993312 | | 004 | | | | | 06 |
| 005 section 2 group 2 0699993322 007 section 3 group 1 0699993331 008 section 4 group 1 0699993322 010 section 4 group 2 0699993332 011 section 4 group 2 0699993344 New Fax No. New Fax No. | | | 0699993321 | | 007 | | | | | 06 |
| 007 section 3 group 1 0699993331 008 section 3 group 2 0699993322 010 section 4 group 1 0699993341 011 section 4 group 2 0699993344 New Fax No. New Fax No. | 005 | section 2 group 2 | 0699993322 | | 010 | section 4 gro | up 1 | | | 06 |
| 008 section 3 group 2 0699993332 010 section 4 group 1 0699993341 011 section 4 group 2 0699993344 New Fax No. | 007 | section 3 group 1 | 0699993331 | | | - | · | | | |
| 010 section 4 group 1 0699993341 011 section 4 group 2 0699993344 New Fax No. New Fax No. | | | 0699993332 | | | | | | | |
| 011 section 4 group 2 0699993344 New Fax No. | | section 4 group 1 | 0699993341 | | | | | | | |
| | | | | | < | | | | | > |

7. Add a new destination to the group.

Select from among the following 3 methods of adding destinations to a group.

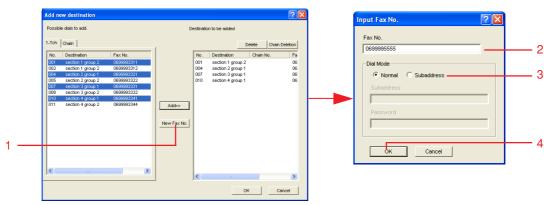
Add a destination that is registered under one-touch dialing to the group

- 1 Click on the 1-Tch tab above the list at left and select the one-touch information that you want to add to the group.
- 2 Click on the Add>> button. The selected information will be added to the list at right.



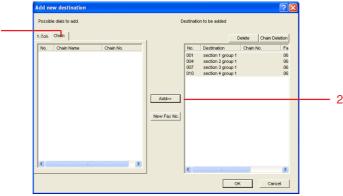
Enter a destination fax number to be added to the group

- 1 Click on the New Fax No. button. The Input Fax No. dialogue box will appear.
- 2 Enter the destination fax number in the Fax No. field.
- 3 When performing F-Code Based Communication, select the **Subaddress** setting and then enter the corresponding subaddress and password.
- 4 Click on the **OK** button. The **Add new destination** dialogue box will appear once again and the registered information will be added to the list at right.



Adding a chain dial number

- 1 Click on the **Chain** tab above the list at left and select the chain dial information that you want to use.
- 2 Click on the Add>> button. The selected information will be added to the list at right.
- 3 Register the destination that you want to add to the group. Perform either steps 1 and 2 of "Add a destination that is registered under one-touch dialing to the group" or steps 1 to 4 of "Enter a destination fax number to be added to the group" above.
- 4 The added destination will be registered in the list at right under the number that corresponds to the designated chain dial information.

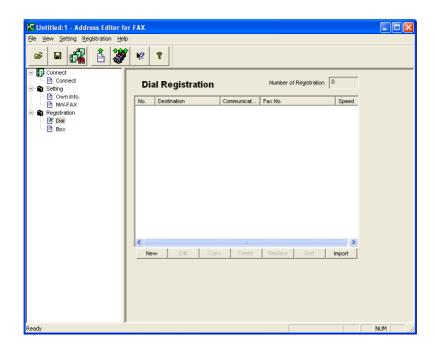


- 8. Make sure that the registered information is correct and then click on the **OK** button.
- 9. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

(4) Registering program dial information

Broadcast transmission and polling reception procedures can be registered under program dialing. Perform the following procedure when you want to register information for program dialing.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the Dial command under the Registration menu. The Dial Registration window will appear.



3. Click on the New button. The New Dial Registration dialogue box will appear.

| New Dial Registration |
|---|
| Dial type |
| One-Touch Dial Chain Dial Group Dial Broadcast (Program Dial) Polling RX (Program Dial) |
| Cancel |

- 4. Select Broadcast (Program Dial) or Polling RX (Program Dial) as desired and then click on the OK button. The Broadcast (Program Dial) or Polling RX (Program Dial) dialogue box, as appropriate, will appear.
- 5. Register the program dial information. Enter the following registration information.

| Broadcast (Progran | ı Dial) | ? 🛛 | |
|--------------------|-------------------|------------------|---|
| Dial No. | 160 | | 1 |
| Program Name | | - | 2 |
| Destination List | | | |
| No. Destination | Chain No. Fax No. | Add _ | 3 |
| | | Delete - | 4 |
| | | Chain Deletion - | 5 |
| | | | |
| | | | |
| | | | |
| < | | | |
| Set time | C ON (OFF | | 6 |
| | | | |
| | ОК | Cancel | |

- 1 Dial No. field: Enter the corresponding program dial number. (between 001 and 600)
- 2 Program Name field: Enter a name for that program dial number. (up to 20 characters)
- 3 Add button: Lets you add destinations to the program. Refer to the procedure from the following step.
- 4 Delete button: Lets you delete destinations from the destination list for that program.
- 5 Chain Deletion button: Deletes any chain number that is registered for a selected destination.
- 6 Set Time radio buttons: Select the ON setting when performing a Timer-Controlled Communication and then enter the start time for the programmed communication in the field below.
- 6. Click on the Add button. The Add new destination dialogue box will appear.

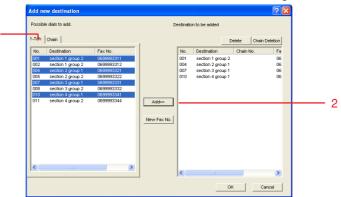
| 122101 | le dials to add. | | D | estinatio | on to be added | | |
|--------|-------------------|------------|-------|-----------|-------------------|----------|----------------|
| Tch | Chain | | 1 | | C | elete | Chain Deletion |
| No. | Destination | Fax No. | | No. | Destination | Chain No | p. Fa |
|)01 | section 1 group 2 | 0699993311 | | 001 | section 1 group 2 | | 06 |
| 02 | section 1 group 2 | 0699993312 | | 004 | section 2 group 1 | | 06 |
| 04 | section 2 group 1 | 0699993321 | | 007 | section 3 group 1 | | 06 |
| 05 | section 2 group 2 | 0699993322 | | 010 | section 4 group 1 | | 06 |
| 07 | section 3 group 1 | 0699993331 | | | | | |
| 08 | section 3 group 2 | 0699993332 | | | | | |
| 10 | section 4 group 1 | 0699993341 | | | | | |
| :11 | section 4 group 2 | 0699993344 | Add>> | | | | |

7. Add a new destination to the program.

Select from among the following 3 methods of adding destinations to a program.

Add a destination that is registered under one-touch dialing to the program

- 1 Click on the **1-Tch** tab above the list at left and select the one-touch information that you want to add to the program.
- 2 Click on the Add>> button. The selected information will be added to the list at right.

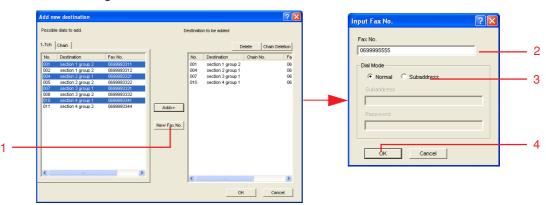


Enter a destination fax number that to be added to the program

- 1 Click on the New Fax No. button. The Input Fax No. dialogue box will appear.
- 2 Enter the destination fax number in the Fax No. field.

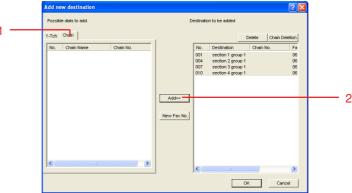
1

- 3 When performing F-Code Based Communication, select the **Subaddress** setting and then enter the corresponding subaddress and password.
- 4 Click on the **OK** button. The **Add new destination** dialogue box will appear once again and the registered information will be added to the list at right.



Adding a chain dial number

- 1 Click on the Chain tab above the list at left and select the chain dial information that you want to use.
- 2 Click on the Add>> button. The selected information will be added to the list at right.
- 3 Register the destination that you want to add to the program. Perform either steps 1 and 2 of "Add a destination that is registered under one-touch dialing to the program" or steps 1 to 4 of "Enter a destination fax number to be added to the program" above.
- 4 The added destination will be registered in the list at right under the number that corresponds to the designated chain dial information.



- 8. Make sure that the registered information is correct and then click on the **OK** button.
- 9. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

(5) Editing registered dialing information

It is possible to edit registered dialing information. It is also possible to select multiple destinations and simultaneously change their corresponding information.

• Edit registered information (individual data)

Perform the following procedure when you want to edit registered dialing information.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the Dial command under the Registration menu. The Dial Registration window will appear.
- 3. Select the dialing information that you want to edit and then click on the Edit button.

| View Setting Registration | Help | | |
|---------------------------|---|--|----------|
| ° • 🚮 🔒 | 💕 K? 🔋 | | |
| Connect | Dial Registratio | n Number of Registr | ation 14 |
| Own Info. | No. Destination | Communicat Fax No. | Speed |
| Registration | B 001 section 1 group 1 | [One-Touch 0699993311 | MEDIUM |
| Dial | 002 section 1 group 2 | [One-Touch 0699993312 | MEDIUM |
| Box | 🔩 003 section 1 all | [Group Dial] | |
| | 004 section 2 group 1 | [One-Touch 0699993321 | HIGH |
| | 005 section 2 group 2 | [One-Touch 0699993322 | HIGH |
| | 006 section 2 all | [Group Dial] | |
| | 007 section 3 group 1 | [One-Touch 0699993331 | LOW |
| | 008 section 3 group 2 | [One-Touch 0699993332 | MEDIUM |
| | 1009 section 3 all | [Group Dial] [One-Touch 0699993341 | HIGH |
| | 010 section 4 group 1 011 section 4 group 2 | [One-Touch 0699993341 [One-Touch 0699993344 | HIGH |
| | 12 section 4 group 2 | [Group Dial] | hion |
| | 1016 Group 016 | [Group Dial] | |
| | 20 FREE DIAL | [Chain Dial] 0120 | |
| | < | | > |
| | | Copy Delete Replace Sor | |
| | | Copy Delete Replace Su | import |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

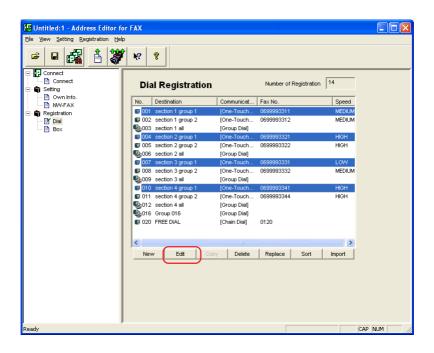
- 4. Edit the registered information as desired.
 - To edit one-touch dial information, refer to "(1) Registering one-touch dial information" on page 5-9.
 - To edit chain dial information, refer to "(2) Registering chain dial information" on page 5-12.
 - To edit group dial information, refer to "(3) Registering group dial information" on page 5-14.
 - To edit program dial information, refer to "(4) Registering program dial information" on page 5-18.
- 5. Make sure that the edited information is correct and then click on the **OK** button.
- 6. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

• Edit registered information (multiple data)

It is possible to simultaneously change the destination name and fax telephone number, etc., for multiple destinations so that they all have the same information in common.

Perform the following procedure when you want to edit registered dialing information for multiple destinations simultaneously.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the Dial command under the Registration menu. The Dial Registration window will appear.
- 3. Select multiple dialing entries that you want to edit and then click on the **Edit** button. The **Edit of multiple Dial** dialogue box will appear.



4. Select which type of information will be changed for all of the selected entries and then enter the corresponding information that they will have in common.

One-touch dial: Destination / Fax No. / TX Start Speed / Dial Mode

Chain dial: Destination / Fax No.

Group dial: Destination

Program dial: Destination

| Edit multiple Dials | ? 🛛 |
|---------------------|----------------|
| C Destination | |
| 🥅 Fax No. | |
| TX Start Speed | HIGH |
| 🔲 Dial Mode | Detail setting |
| | OK Cancel |

- 5. Make sure that the edited information is correct and then click on the **OK** button. The selected information will be edited.
- 6. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

Copying dialing information

It is possible to copy registered dialing information and then change a portion of that information for registration as a new dialing entry.

Perform the following procedure when you want to copy registered dialing information.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the **Dial** command under the **Registration** menu. The **Dial Registration** window will appear.
- 3. Select the dialing information that you want to copy and then click on the **Copy** button. The **Select No.** dialogue box will appear.

| 🔢 Untitled:1 - Address Editor fo | r FAX | | |
|---|----------------------------|---|--|
| <u>File View Setting Registration Help</u> |) | | |
| 🖻 🖬 📩 🕉 | № ? ? | | |
| Connect Connect Gonnect Gonnect Gonnect Gonnect | Dial Registration | Number of Registration | 14 |
| Own Info. | No. Destination Co | ommunicat Fax No. | Speed |
| | DO1 section 1 group 1 [C | ne-Touch 0699993311 | MEDIUM |
| 🗭 Dial | | ne-Touch 0699993312 | MEDIUM |
| Box | | Froup Dial] | |
| | | ne-Touch 0699993321 Ine-Touch 0699993322 | HIGH HIGH |
| | | Froup Dial] | ПОП |
| | |)ne-Touch 0699993331 | LOW |
| | 🕼 008 section 3 group 2 [C | ne-Touch 0699993332 | MEDIUM |
| | | Froup Dial] | |
| | | 0ne-Touch 0699993341 | HIGH |
| | | ne-Touch 0699993344 | HIGH |
| | | 9roup Dial] 9roup Dial] | |
| | | hain Dial] 0120 | |
| | | | |
| | < | | > |
| | New Edit Copy | Delete Replace Sort | Import |
| | | | in the second se |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Ready | | | |

4. Designate the new dialing information number that you want to use for the copied data. Enter the desired number in the **Dial No.** field or use the dropdown menu to select that number.

| Select No. | ? 🔀 |
|------------|--------|
| Dial No. | 13 💌 |
| ОК | Cancel |

- 5. Click on the **OK** button. The copied dialing information will be copied to the selected number.
- 6. Refer to "● Edit registered information (individual data)" on page 5-22 or "● Edit registered information (multiple data)" on page 5-23, as appropriate, and edit the copied dialing information.
- 7. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

Replacing data strings

It is also possible to select multiple dialing entries and simultaneously change specific data strings that they have in common. Perform the following procedure when you want to replace data strings.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the Dial command under the Registration menu. The Dial Registration window will appear.
- 3. Select multiple dialing entries for which you want to change a specific data string that they have in common, and then click on the **Replace** button. The **Replace the letter String** dialogue box will appear.

| 🔢 Untitled:1 - Address Editor for | FAX | | |
|-------------------------------------|---|--|---------------|
| File View Setting Registration Help | | | |
| 🖻 🖬 📩 😻 | ₩? ? | | |
| Connect | Dial Registration | Number of Registration | 14 |
| | No. Destination | Communicat Fax No. | Speed |
| | 001 section 1 group 1 | [One-Touch 0699993311 | MEDIUM |
| Dial | 002 section 1 group 2 | [One-Touch 0699993312 | MEDIUM |
| Box | Building 003 section 1 all | [Group Dial] | |
| | 004 section 2 group 1 | [One-Touch 0699993321 | HIGH |
| | 005 section 2 group 2 | [One-Touch 0699993322 | HIGH |
| | 006 section 2 all | [Group Dial] | |
| | 007 section 3 group 1 008 section 3 group 2 | [One-Touch 0699993331 [One-Touch 0699993332 | LOW MEDIUM |
| | B 000 section 3 group 2 | [One-Touch 0699993332 [Group Dial] | WEDIOW |
| | 010 section 4 group 1 | [One-Touch 0699993341 | HIGH |
| | 011 section 4 group 2 | [One-Touch 0699993344 | HIGH |
| | 1012 section 4 all | [Group Dial] | |
| | 016 Group 016 | [Group Dial] | |
| | 020 FREE DIAL | [Chain Dial] 0120 | |
| | | | |
| | < | | > |
| | New Edit Cop | y Delete Replace Sort | Import |
| | INGIN LOIL COD | y Delete Replace | import |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Ready | | | CAP NUM |

4. Select the field(s) that the common data string is in, enter the string into the corresponding **Search the letter String** field(s) and then enter the replacement string in the corresponding **Replace the letter String** field(s).

| Replace the letter String | ? 🔀 |
|---------------------------|---------------------------|
| Search the letter String | Replace the letter String |
| Destination | |
| J I Fax No. |) |
| | |
| | |
| Subaddress | |
| | |
| Password | |
| | OK Cancel |

NOTE

Except for the **Fax No.** field, all instances that match the data string that is entered into each **Search the letter String** field will be replaced with the string that is entered in the corresponding **Replace the letter String** field. In the case of the **Fax No.** field, however, if there is more than one case of that string in an individual data entry in that field, only the first instance will be replaced.

Example) The current information is registered as "0120XXX0120"

| String in the Fax No. field | | String in the Replace the letter String field | | Result |
|-----------------------------|---|---|---|-------------|
| 0120 | : | 3456 | - | 3456XXX0120 |

- 5. Click on the **OK** button. The data strings will be replaced.
- 6. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

• Changing the order of dialing information

It is possible to change the displayed order of registered dialing information. Perform the following procedure when you want to change the order of registered dialing information.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the Dial command under the Registration menu. The Dial Registration window will appear.
- 3. Click on the Sort button. The Sort the Dial dialogue box will appear.

| Intitled:1 - Address Editor f | | |
|-------------------------------|--|---------|
| | · • | |
| Connect | Dial Registration Number of Registration 14 | |
| Own Info. | No. Destination Communicat Fax No. Speed | |
| Registration | O01 section 1 group 1 [One-Touch 0699993311 MEDIUM | |
| Dial | O02 section 1 group 2 [One-Touch 0699993312 MEDIUM | |
| Box | O03 section 1 all [Group Dial] | |
| | O04 section 2 group 1 [One-Touch 0699993321 HIGH | |
| | B 005 section 2 group 2 [One-Touch 0699993322 HIGH | |
| | 006 section 2 all [Group Dial] 007 section 3 aroup 1 [One-Touch 0699993331 LOW | |
| | 2007 Section 3 group 1 [One-Touch 0699993332 LOW 2008 Section 3 group 2 [One-Touch 0699993332 MEDIUM | |
| | too section 3 group 2 [One-rotori obsssssss2 | |
| | | |
| | One-Touch 0699993344 HIGH | |
| | O12 section 4 all [Group Dial] | |
| | Croup Dial] | |
| | O20 FREE DIAL [Chain Dial] 0120 | |
| | | |
| | | |
| | New Edit Copy Delete Replace Sort Import | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| teady | | TAP NUM |

4. Select from the list at left the dialing information whose order you want to change and then click on the >> button. The selected information will be moved to the list at right. It is possible to select and move more than one entry at a time.

5. Select the entry or entries in the list at right and then their destination (open number(s)) in the list at left, and click on the << button. The information selected in the list at right will be moved to the selected location(s) in the list at left.

| vial List | Buffer List | Dial List Buffer List | |
|--|--|---|--|
| No. Destination Function 001 002 003 004 004 section 2 group 1 [One-Touch Dia] 005 section 2 group 2 [One-Touch Dia] 006 section 2 all [Oroup Dia] 007 section 3 all [Oroup Dia] 008 section 4 group 1 [One-Touch Dia] 019 section 4 all [Oroup Dia] 011 section 4 all [Oroup Dia] 013 section 4 all [Oroup Dia] 014 015 [Oroup Dia] 019 FREE DIAL [Chain Dia] 021 ret > | Destination Function section 1 group 1 [One-Touch Dia]] section 1 group 2 [One-Touch Dia]] section 1 all [Oroup Dia] | No. Destination Function 001 002 003 002 003 9000 section 2 group 1 [One-Touch Dial] 005 section 2 group 2 [One-Touch Dial] >> 006 section 2 group 2 [One-Touch Dial] >> 007 section 3 group 2 [One-Touch Dial] 008 section 3 group 1 [One-Touch Dial] 009 section 4 group 1 [One-Touch Dial] 011 section 4 group 1 [One-Touch Dial] 011 section 1 group 1 [One-Touch Dial] 013 section 1 group 1 [One-Touch Dial] 013 section 1 group 1 [One-Touch Dial] 014 section 1 group 1 [One-Touch Dial] 015 section 1 group 1 [Oroup Dial] 016 [Oroup Dial] [Oroup Dial] 017 018 [Oroup Dial] 020 FREE DiAL [Chain Dial] 021 PIEE DiAL [Chain Dial] | |

6. Repeat steps 4 and 5 until all entries are arranged in the desired order.

NOTE

When you are finished, make sure that all of the entries are back in the list at left. This procedure can not be completed if there are any dialing entries remaining in the list at right.

- 7. Make sure that the order of entries is correct and then click on the **OK** button.
- 8. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

(6) Deleting dialing information

Perform the following procedure when you want to delete dialing information.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the Dial command under the Registration menu. The Dial Registration window will appear.
- 3. Select the dialing information that you want to delete and then click on the Delete button.

| I untitled: 1 - Address Editor f | | | |
|----------------------------------|---|---------------------------------------|---------|
| | r • | | |
| Connect | Dial Registration | Number of Registration | 14 |
| Own Info. | No. Destination | Communicat Fax No. | Speed |
| NW-FAX | 001 section 1 group 1 | [One-Touch 0699993311 | MEDIUM |
| Dial | 002 section 1 group 2 | [One-Touch 0699993312 | MEDIUM |
| Box | 🚇 003 section 1 all | [Group Dial] | |
| | 004 section 2 group 1 | [One-Touch 0699993321 | HIGH |
| | 005 section 2 group 2 | [One-Touch 0699993322 | HIGH |
| | 006 section 2 all | [Group Dial] | |
| | 007 section 3 group 1 | [One-Touch 0699993331 | LOW |
| | 008 section 3 group 2 009 section 3 all | [One-Touch 0699993332 [Group Dial] | MEDIUM |
| | 010 section 4 group 1 | [One-Touch 0699993341 | HIGH |
| | 011 section 4 group 2 | [One-Touch 0699993344 | HIGH |
| | 1012 section 4 all | [Group Dial] | |
| | 016 Group 016 | [Group Dial] | |
| | 020 FREE DIAL | [Chain Dial] 0120 | |
| | | | |
| | < | | > |
| | New Edit Cop | vy Delete Replace Sort | Import |
| | | iy Delete Replace Suit | inport |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Ready | • | | CAP NUM |

4. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

5-4 Registering Box Information

You can use the Address Editor for FAX to register and change the box information that is stored in the fax machine itself. Perform the following procedure when you want to register or change the fax's box information.

(1) F-Code Based Confidential box

Perform the following procedure when you want to register or change the fax's F-Code Based Confidential box information.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the Box command under the Registration menu. The Box Registration window will appear.
- 3. Click on the Subad. Conf. tab in the Box Registration window. The F-Code Based Confidential box list will appear.

| 🜆 Untitled:1 - Address Editor for FAX | |
|--|------|
| Ele View Setting Registration Help | |
| | |
| Connect Connect Setter Own Info. Not Registration Registration Registration Not Subad.ce NV-FAX RX Pages Not Subad.ce NV-FAX RX Pages Connect Registration Not Subad.ce NV-FAX RX Pages Connect Connect Registration Connect Connect Registration Connect Connect Registration Connect Connec | |
| Ready CAP NU | M // |

- 4. Select from that list the number of the box that you want to register or edit.
- 5. Click on the Edit button. The Subaddress Confidential Box dialogue box will appear.
- 6. Enter the following registration information.

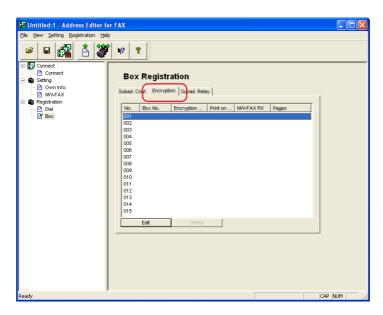
| Subaddress Confidential Box 🛛 🛛 🔀 | |
|-----------------------------------|---|
| No. 001 | |
| Subaddress | 1 |
| Password | 2 |
| VW-FAX RX | 3 |
| OK Cancel | |

- 1 Subaddress field: Enter the subaddress that corresponds to the F-Code Based Confidential box. (4 digits)
- 2 **Password** field: Enter the password for that subaddress. (4 digits)
- 3 NW-FAX RX checkbox: Put a check in this box if you want that F-Code Based Confidential box to be used for Network FAX reception.
- 7. Click on the **OK** button. The registered or edited information will appear in the F-Code Based Confidential box list.
- 8. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

(2) Encryption box

Perform the following procedure when you want to register or change the fax's Encryption box information.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the Box command under the Registration menu. The Box Registration window will appear.
- 3. Click on the Encryption tab in the Box Registration window. The Encryption Box list will appear.



- 4. Select from that list the number of the box that you want to register or edit.
- 5. Click on the Edit button. The Encryption Box dialogue box will appear.
- 6. Enter the following registration information.

| Encryption Box | ? 🛛 | |
|-----------------|----------|--------|
| No. 001 | | |
| Box No. | <u> </u> | 1 |
| Box ID | | 2 |
| Encryption Code | | 3 4 |
| 🔽 Print on RX 🗕 | | 5 |
| 🔽 NW-FAX RX - | | 6 |
| ок | Cancel | |

- 1 Box No. field: Enter the number of the Encryption box. (4 digits)
- 2 Box ID field: Enter the box ID that corresponds to the Encryption box. (4 digits)
- 3 Encryption Code field: Enter the ID number that corresponds to the Encryption key to be used for Encryption Transmission. (between 01 and 20)
- 4 ... button: Lets you register Encryption keys. Refer to the procedure from the following step.
- 5 Print on RX checkbox: Put a check in this box if you want documents received during an Encryption Communication to be printed at the fax machine.
- 6 NW-FAX RX checkbox: Put a check in this box if you want that Encryption box to be used for Network FAX reception.

7. To register an Encryption key, go to the next step.

To continue without registering an Encryption key, go directly to step 13.

8. Click on the ... button for the Encryption Code field. The Encryption Key Selection dialogue box will appear.

| En | сгур | tion Key | Selection | on | (| ? | × |
|----|-------|----------|-----------|---------|-------|-----|---|
| 1 | | | | | | | |
| | Encry | yption | Encrypti | on Key | | _ ^ | |
| | 01 | | | | | | |
| | 02 | | | | | | |
| | 03 | | | | | | |
| | 04 | | | | | | |
| | 05 | | 1A2B3C | 4D5E6F7 | 890 | | |
| | 06 | | | | | | |
| | 07 | | | | | | |
| | 08 | | | | | | |
| | 09 | | | | | | |
| | 10 | | | | | | |
| | 11 | | ABCDEF | 1234567 | 890 | | |
| | 12 | | | | | | |
| | 13 | | | | | | |
| | 14 | | | | | ~ | |
| | 15 | | | |) | | |
| - | | | | | | | |
| l | | Edit | | D | elete | | |
| | | | | | | | |
| | | ок | | Car | ncel | | |
| | | | | | | | |
| | | | | | | | |

- 9. Select the Encryption key ID number that you want to register and then click on the Edit button. The Encryption Key Registration dialogue box will appear.
- 10. Use numerals (0 to 9) and/or the English alphabet (A to F) to enter the desired 16-digit Encryption key.

| Encryption Key Registration | | |
|-----------------------------|--------|--|
| No. | 10 | |
| Encryption Key | | |
| ок | Cancel | |

- 11. Click on the OK button. The registered information will appear in the Encryption Key Selection dialogue box.
- 12. Click on the **OK** button. The **Encryption Box** dialogue box will appear once again.
- 13. Make sure that the registered information is correct and then click on the OK button.
- 14. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

(3) F-Code Based Relay box

Perform the following procedure when you want to register or change the fax's F-Code Based Relay box information.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the Box command under the Registration menu. The Box Registration window will appear.
- 3. Click on the Subad. Relay tab in the Box Registration window. The F-Code Based Relay box list will appear.

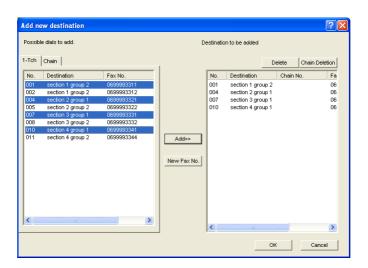
| Untitled:1 - Address Editor f | | |
|---|--|-------|
| File View Setting Registration Hel | p | |
| 🛥 🖬 🚮 🏝 💐 | | |
| Connet Connet Connet Setting Registration Registratio Registratio Registratio Registratio Registratio Registratio Registratio Registra | Box Registration Subad. Conf. Encryptor No. Subaddrees 000 003 004 005 006 006 007 009 009 010 011 011 011 013 014 015 Edt Delete | |
| Ready | CAP | NUM / |

- 4. Select from that list the number of the box that you want to register or edit.
- 5. Click on the Edit button. The Subaddress Relay Box dialogue box will appear.

6. Enter the following registration information.

| Subaddress Relay Box | | | ? 🗵 | |
|--|------------|--------------------------|----------------|----------|
| No. 001 | | | | · · · · |
| Subaddress | 1241 | Password | 4321 | |
| Destination List | | | | · · · · |
| No. Destination | Chain No. | Fax No. | Speed | |
| 001 section 1 group 1 | | 0699993311 | MEDIUM | |
| 004 section 2 group 1 | | 0699993321 | HIGH | |
| 007 section 3 group 1 010 section 4 group 1 | | 0699993331 0699993341 | LOW | |
| 010 Section 4 group 1 | _ | 0033333341 | nion | / |
| | | | | ` |
| | | | | (|
| | | | | |
| | Add | Delete | Chain Deletion | |
| Print Here | € ON | C. 075 | | |
| Report return address | (• ON | C OFF | | |
| | | ~ | | |
| Report return address | setting ON | C OFF | | 4 |
| No. Destination | Chain No. | Fax No. | Speed | <i>,</i> |
| 001 section 1 group 1 | Chairrigo. | 0699993311 | MEDIUM | · · |
| oor section group i | | 00555555511 | MEDION | (|
| 1 | | _ | | |
| | Add | Delete | Chain Deletion | 7 |
| | | | | |
| ок | Cancel | | | |
| | | | | |

- 1 Subaddress field: Enter the subaddress that corresponds to the F-Code Based Relay box. (4 digits)
- 2 Password field: Enter the password for that subaddress. (4 digits)
- 3 Print Here radio buttons: Turns printout at the fax machine ON or OFF during F-Code Based Relay reception.
- 4 **Report return address setting** radio buttons: Turns the function to send a report regarding the communication ON or OFF. If you select the **ON** setting, you will need to designated the destination for the report.
- 5 Add button: Lets you add destinations that will receive either the communication or the report. Refer to the procedure from the following step.
- 6 Delete button: Lets you delete destinations from either the communication destination list or the report destination list.
- 7 Chain Deletion button: Deletes any chain number that is registered for a selected communication destination or report destination.
- 7. To add a destination under either **Destination List** or **Report return address**, click on the corresponding **Add** button. The **Add new destination** dialogue box will appear.

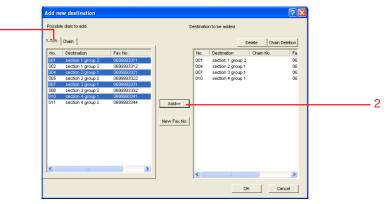


8. Add a new destination to the list.

Select from among the following 3 methods of adding destinations to the list.

Add a destination that is registered under one-touch dialing to the list

- 1 Click on the 1-Tch tab above the list at left and select the one-touch information that you want to add to the list.
- 2 Click on the Add>> button. The selected information will be added to the list at right.



Enter a destination fax number to be added to the list

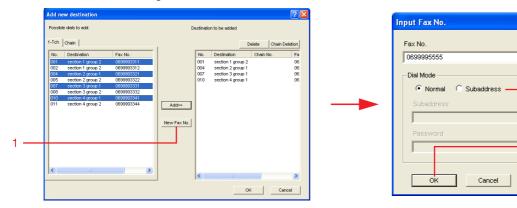
1

- 1 Click on the New Fax No. button. The Input Fax No. dialogue box will appear.
- 2 Enter the destination fax number in the Fax No. field.
- 3 When performing F-Code Based Communication, select the **Subaddress** setting and then enter the corresponding subaddress and password.
- 4 Click on the **OK** button. The **Add new destination** dialogue box will appear once again and the registered information will be added to the list at right.

2

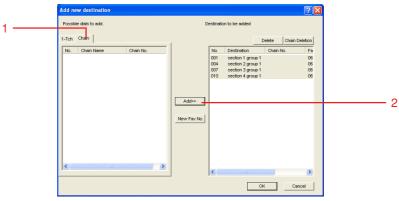
3

Δ



Adding a chain dial number

- 1 Click on the Chain tab above the list at left and select the chain dial information that you want to use.
- 2 Click on the Add>> button. The selected information will be added to the list at right.
- 3 Register the destination that you want to add to the list. Perform either steps 1 and 2 of "Add a destination that is registered under one-touch dialing to the list" or steps 1 to 4 of "Enter a destination fax number to be added to the list" above.
- 4 The added destination will be registered in the list at right under the number that corresponds to the designated chain dial information.

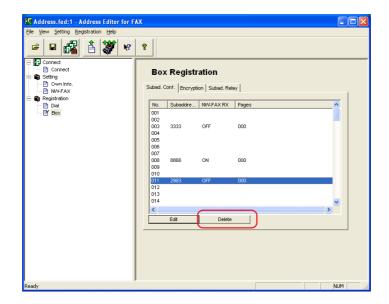


- 9. Make sure that the added destinations are correct and then click on the **OK** button. The **Subaddress Relay Box** dialogue box will appear once again.
- 10. Make sure that the registered information is correct and then click on the **OK** button.
- 11. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

(4) Deleting registered boxes

Perform the following procedure when you want to delete registered boxes.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the Box command under the Registration menu. The Box Registration window will appear.
- 3. Click on the tab that corresponds to the box that you want to delete, either the **Subad. Conf.** tab, the **Encryption** tab or the **Subad. Relay** tab.
- 4. Select the box that you want to delete and then click on the **Delete** button.



5. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

5-5 Importing Data

It is possible to import FED-formatted dialing data as well as address data that has been created with other applications. Compatible formats are:

- CSV files
- · Files saved by the Address Book for Network FAX (FDT format)
- · Files saved by the Address Editor for FAX utility (FED format)

Perform the following procedure when you want to import address data.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the Dial command under the Registration menu. The Dial Registration window will appear.
- 3. Click on the Import button. The Import Tool dialogue box will appear.

| Import Tool | ? 🔀 |
|--|-------|
| The file to be imported Text File (CSV) Address Book for Network FAX (FDT) Address Editor for FAX (FED) | Close |

4. Select the desired file format from the **The file to be imported** list and then click on the **Import** button. The **Open** dialogue box will appear.

| Open | | ? 🛛 |
|------------------------|-------------------|--------------|
| Look jn: 隘 |) Sample 💌 🗲 🛍 |) 💣 🎟 - |
| ExpFile | | |
| | | |
| | | |
| | | |
| | | |
| File <u>n</u> ame: | ExpFile.csv | <u>O</u> pen |
| Files of <u>type</u> : | CSV files (*.csv) | Cancel |

(This screen-shot shows the selection of an CSV file.)

5. Select the desired file and then click on the Open button.

If you selected a CSV file, the **One-Touch Dial Import** dialogue box will appear. In this case, go to the next step. If you selected an FDT file, the **confirmation of the imported contents.** dialogue box will appear. In this case, go directly to step 8.

If you selected a FED file, the **All dials will be overwritten. Are you sure?** dialogue box will appear. Click on the **OK** button to register to the imported dialing data and then go directly to step 16.

5-5 Importing Data

6. Select the items in the dropdown menu that you want to have correspond to each field (Destination, Fax No., etc.) in the CSV data.

If the **Download the file as it is.** checkbox is NOT selected, any items in the CSV data that do not contain any data at all will be deleted when the data is registered. If that checkbox is selected, even blank items will simply be registered as empty fields.

| One-Touch Dial Import | | |
|-----------------------|------------------|-------|
| One-Touch Dial Field | Text Field | |
| Destination | "Destination" | • |
| Fax No. | "Fax No" | - |
| TX Start Speed | "TX Start Speed" | - |
| Dial Mode | "Dial Mode" | • |
| Encry. Key | "Encry. Key" | • |
| Box No. | "Box No." | • |
| Subaddress | "Subaddress" | • |
| Password | "Password" | - |
| Download the file as | sitis. OK Ca | ancel |

- 7. Click on the OK button. The Confirmation of the imported contents dialogue box will appear.
- 8. Refer to the "NOTE" below and select the desired method of adding data only after making sure that there are no "!" or "?" marks appearing in the list.
 - To add the imported data only to unregistered dialing numbers in the current data, go to the next step.
 - To add all of the imported data to the current data regardless of whether both registered and unregistered dialing numbers are overwritten by that data, go directly to step 13.

| Confirmation of the imported contents | | | | | |
|---------------------------------------|----|----------------------------|-------|-----------------------------|--------------|
| | | | Adds | to the non-registered Dial. | |
| | | | | | 1 |
| | | Edit | All o | lials will be overwritten. | Return |
| | | | | | |
| | | Destination | | Fax No. | Subaddress 📥 |
| | ! | OneTouch550 - TX | | 1.00E+32 | |
| | ? | OneTouch Encryption | Ke | 570-570 | |
| | | | | 571 | |
| | | System group 1 | | 1234 | ≡ |
| | | System group 2 | | 2345 | |
| | | System group 3 | | 3456 | |
| | | System group 4 | | 5678 | |
| | | Engineer group 1 | | 112233 | |
| | | Engineer group 2 | | 223344 | |
| | | Engineer group 3 | | 334455 | |
| | | Engineer group 4 | | 445566 | |
| | | Engineer group 5 | | 556677 | |
| | 1. | OneTouch550 - TX | | 1.00E+32 | |
| | ? | OneTouch Encryption | Ke | 570-570 | |
| | | | | 571 | |
| | | System group 1 | | 1234 | _ |
| | | System group 2 | | 2345 | × |
| | < | | | | > |
| | | | | | |
| | | | | | |

NOTE

Any items which appear in the list with one of the following symbols, or are displayed in red or blue, need to be edited. Select the item that you want to edit, click on the **Edit** button and then verify and edit the information as necessary. (Refer to "(1) Registering one-touch dial information" on page 5-9.)

?: There is a destination item that exceeds the acceptable number of characters.

!: The fax number contains either a letter of the alphabet or another symbol that cannot be registered.

9. Click on the Adds to the non-registered Dial. button. The Add new address dialogue box will appear.

| | | | | 14011-1 | registered Dial | | |
|---------------------|---------|---|----------|---------|-----------------|---------|---|
| Destination | Fax No. | ^ | | No. | Destination | Fax No. | 1 |
| OneTouch Encryption | 570-570 | | | 013 | | | |
| | 571 | | | 014 | | | |
| System group 1 | 1234 | | Add>> | 015 | | | |
| System group 2 | 2345 | | | 017 | | | |
| System group 3 | 3456 | | Delete 1 | 018 | | | |
| System group 4 | 5678 | | Delete | 019 | | | |
| Engineer group 1 | 112233 | | | 021 | | | |
| Engineer group 2 | 223344 | | | 022 | | | |
| Engineer group 3 | 334455 | | | 023 | | | |
| Engineer group 4 | 445566 | | | 024 | | | |
| Engineer group 5 | 556677 | | | 025 | | | |
| OneTouch Encryption | 570-570 | | | 026 | | | |
| | 571 | | | 027 | | | |
| System group 1 | 1234 | | | 028 | | | |
| System group 2 | 2345 | | | 029 | | | |
| System group 3 | 3456 | | | 030 | | | |
| System group 4 | 5678 | | | 031 | | | |
| Engineer group 1 | 112233 | | | 032 | | | |
| Engineer group 2 | 223344 | | | 033 | | | |
| Engineer group 3 | 334455 | | | 034 | | | |
| Engineer group 4 | 445566 | | | 035 | | | |
| Engineer group 5 | 556677 | | | 036 | | | |
| OneTouch Encryption | 570-570 | | | 037 | | | |
| | 571 | | | 038 | | | |
| System group 1 | 1234 | | | 039 | | | |
| System group 2 | 2345 | | | 040 | | | 1 |
| System group 3 | 3456 | | | < | | | > |

- 10. Select from the list at left the dialing entry you want to add.
- 11. Select the destination in the list at right and then click on the **Add>>** button. Any information added to the list at right will be added to the currently registered information.

NOTE

If you move a dialing entry to a location in the list at right under which another entry is already registered, the new information will be written over the previous one.

12. Make sure that the registered information is correct and then click on the **OK** button. The imported dialing information will be registered. Go directly to step 16.

13. Click on the All dials will be overwritten. button. The Overwrite the dials dialogue box will appear.

| 01 | erwi | ite the dials | | ?× |
|----|--------|----------------------|------------------------|----|
| 1 | Please | select the number to | start for overwriting. | |
| | No. | Destination | Fax No. | ~ |
| | 001 | section 1 group 1 | 0667643311 | - |
| | 002 | section 1 group 2 | 0667643312 | |
| | 003 | section 1 all | | |
| | 004 | section 2 group 1 | 0667643321 | |
| | 005 | section 2 group 2 | 0667643322 | |
| | 006 | section 2 all | | |
| | 007 | section 3 group 1 | 0667643331 | |
| | 008 | section 3 group 2 | 0667643332 | |
| | 009 | section 3 all | | |
| | 010 | section 4 group 1 | 0667643341 | |
| | 011 | section 4 group 2 | 0667643344 | |
| | 012 | section 4 all | | |
| | 013 | | | |
| | 014 | | | |
| | 015 | | | |
| | 016 | Group 016 | | |
| | 017 | | | |
| | < | | | > |
| | | OK | Cancel | |

14. Select the dial number at which you want to start writing data to the fax machine and then click on the **OK** button. The operation to write data will start from the selected number downward.

NOTE

It is only possible to register information for up to 600 dial numbers. Any data over and above that will NOT be registered.

- 15. Make sure that the registered information is correct and then click on the **OK** button. The imported dialing information will be registered.
- 16. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

It is possible to save registered data as an FED-formatted file.

Perform the following procedure when you want to save the registered data in this way.

- 1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the Address Editor for FAX window. Then select the desired method of connection to the fax machine.
- 2. Point to the Save as... command under the File menu. The Save As dialogue box will appear.

| Save As | | ? 🛛 |
|-----------------------|------------------------|----------|
| Savejn: [| My Documents | - 🖬 🏪 - |
| My eBooks | | |
| File <u>n</u> ame: | Address | Save |
| Save as <u>t</u> ype: | FAX Data Files (*.fed) | ▼ Cancel |

- 3. Select the location to save the file.
- 4. Enter a name for the file and then click on the **Save** button.

Section 6 Specifications

• Operating Environment

| Hardware | IBM PC-AT compatible computer |
|------------------|--|
| Interface | 10BASE-T or 100BASE-TX |
| Operating system | Windows NT 4.0 (Server, Workstation) + SP5 or later, |
| | Windows 2000 (Professional, Server, Advanced Server), |
| | Windows 98 (Second Edition), Windows 95 (OSR2 or later), |
| | Windows Me and Windows XP |

Network FAX Transmission

| Transmission Resolution | Normal (200 dpi x 100 dpi equivalent) |
|--------------------------|---|
| | Fine (200 dpi x 200 dpi equivalent) |
| | Ultra fine (400 dpi x 400 dpi equivalent) |
| Document Size | Standard paper sizes only (Maximum 11" x 17" [A3]) |
| Automatic Redialing | Controlled at the fax machine |
| Delayed TX | Based on settings in the Network FAX Driver (setting is possible to any 1 minute |
| | increment within the subsequent 24 hour period) |
| Concurrent print | Fax transmission and concurrent print-out at the fax machine is available |
| Transmitted Faxes | Fax data files delivered to designated computer (where Scanner File Utility is installed) |
| | in designated format (PDF or Multi-page TIFF) |
| Broadcast Transmission | Up to 80 destinations |
| Rotation Transmission | Available |
| Restricted Access | Based on entry of access code in the Network FAX Driver. Viable access code |
| | registration and Restricted Access management performed at the copy machine*. |
| | (* Performed at the fax machine in the case of models other than the KM-3035/ $$ |
| | 4035/5035/C850.) |
| Cover Page | Format settings available in the Network FAX Driver |
| Maximum No. of Fax Pages | Up to 256 pages (when sent using Windows 95/98/Me) |
| | Up to 1000 pages (when sent using Windows NT/2000/XP) |
| | * The maximum amounts noted above may not be attainable depending upon certain |
| | fax conditions. |

Network FAX Reception

| Received Faxes | . Fax data files delivered to designated computer (where Scanner File Utility is installed) |
|------------------|---|
| | in designated format (PDF or Multi-page TIFF) |
| Reception Notice | . Notice of fax reception by e-mail (to a maximum of 10 e-mail addresses) or directly |
| | to computers on the network (to a maximum of 10 computer addresses) |
| Long Fax Pages | Long pages are not separated for delivery. Pages which exceed 17" [431 mm] can |
| | only be saved as TIFF files. |

Miscellaneous

| Address Book | Individual and group destination registration available (up to 3000 destinations) Imported file format: CSV or FDT (proprietary format) |
|---------------------------------|--|
| | Exported file format: FDT (proprietary format) |
| Address Editor for FAX | Self-station information and dialing information (up to 600 destinations) registration |
| | available |
| | Imported file format: CSV , FDT (proprietary format) or FED (proprietary format) |
| Network FAX Transmission Report | Can be delivered as an e-mail attachment to a designated address (includes |
| | transmission under Restricted Access) |