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.

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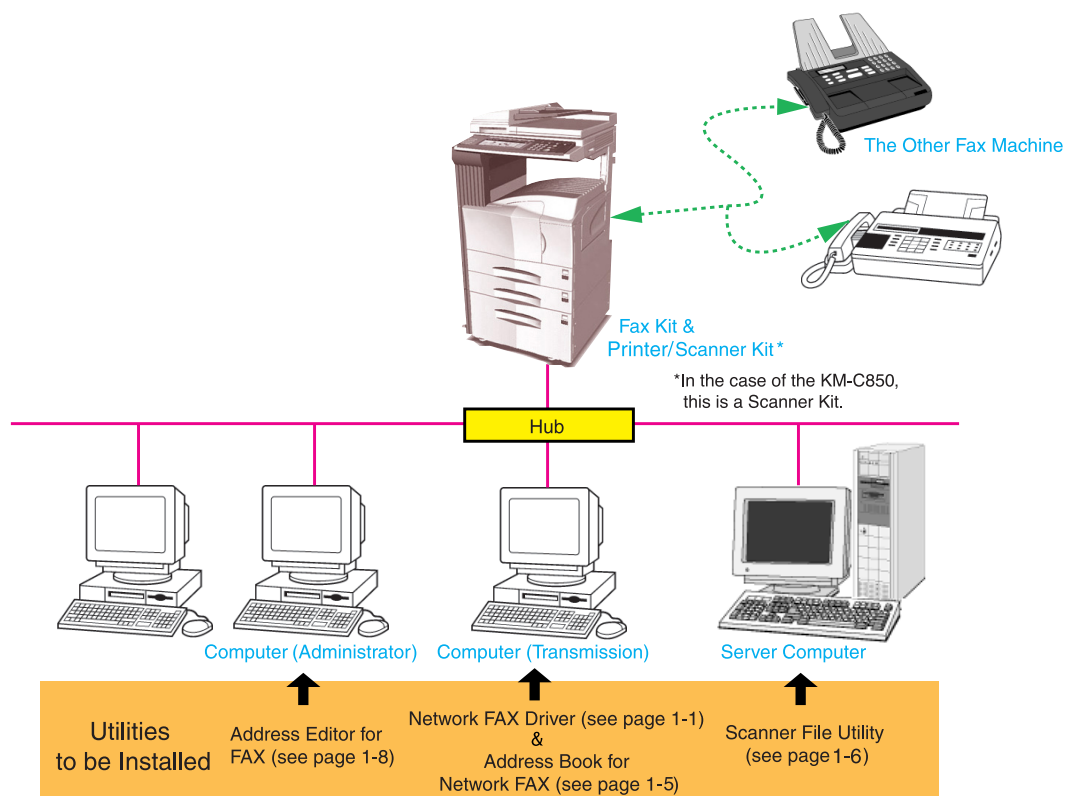
You can select the type of installation to be performed based upon whether you are using Windows 2000 or Windows XP, as well as whether you are using the Scanner File Utility on an individual basis or it is being shared. (See page 1-7.)

* 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.

The Other Fax Machine

Fax Kit &
Printer/Scanner Kit*

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

Hub

Computer (Administrator)   Computer (Transmission)   Server Computer

Utilities to be Installed | Address Editor for FAX (see page 1-8) | Network FAX Driver (see page 1-1) & Address Book for Network FAX (see page 1-5) | Scanner File Utility (see page 1-6)
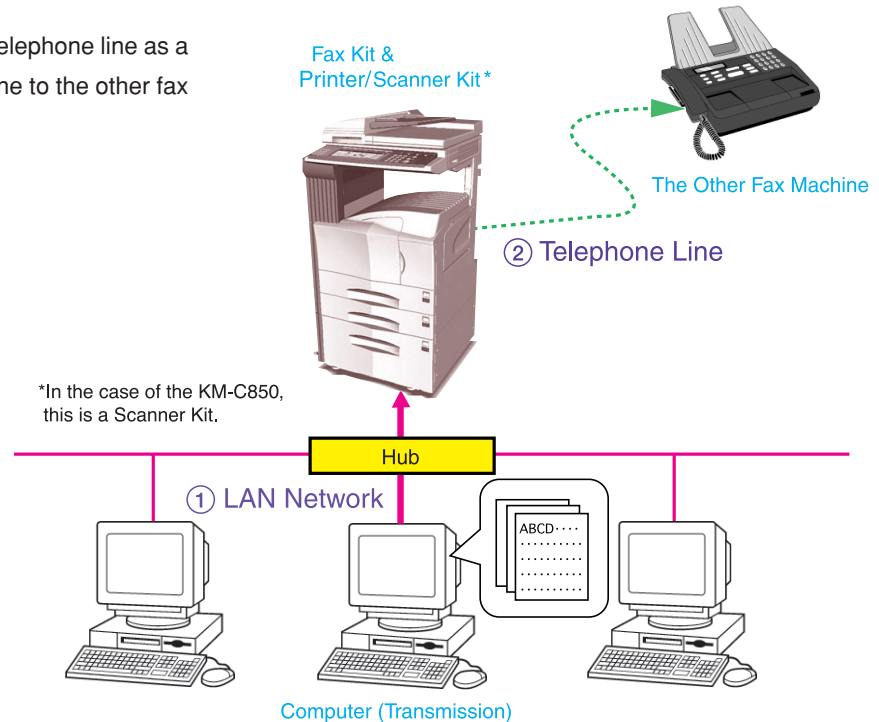
Outline of the Network FAX Functions

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.
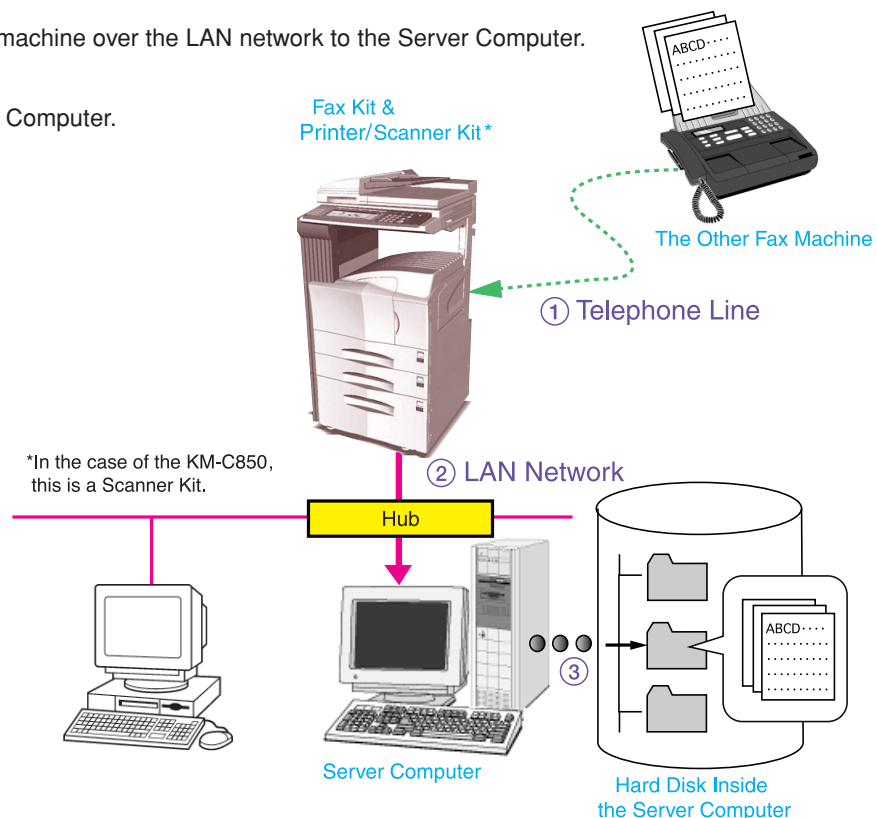
● **Transmission function**

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

2. Those documents are sent over the telephone line as a fax transmission from this fax machine to the other fax machine.

Fax Kit & Printer/Scanner Kit*

The Other Fax Machine

② Telephone Line

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

Hub

① LAN Network

ABCD····

Computer (Transmission)

● **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.

3. The file is saved on the Server Computer.

ABCD····

Fax Kit & Printer/Scanner Kit*

The Other Fax Machine

① Telephone Line

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

② LAN Network

Hub

③

ABCD····

Server Computer

Hard Disk Inside the Server Computer

Outline of the Network FAX Functions

● **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.

Fax Kit &
Printer/Scanner Kit *

The Other Fax Machine A

The Other Fax Machine B

③ Telephone Line

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

The Other Fax Machine C

Hub

② LAN Network

The Other Fax Machine A	00001
The Other Fax Machine B	00002
The Other Fax Machine C	00003

Address Book

Computer (Transmission)

① Registered Destination Information
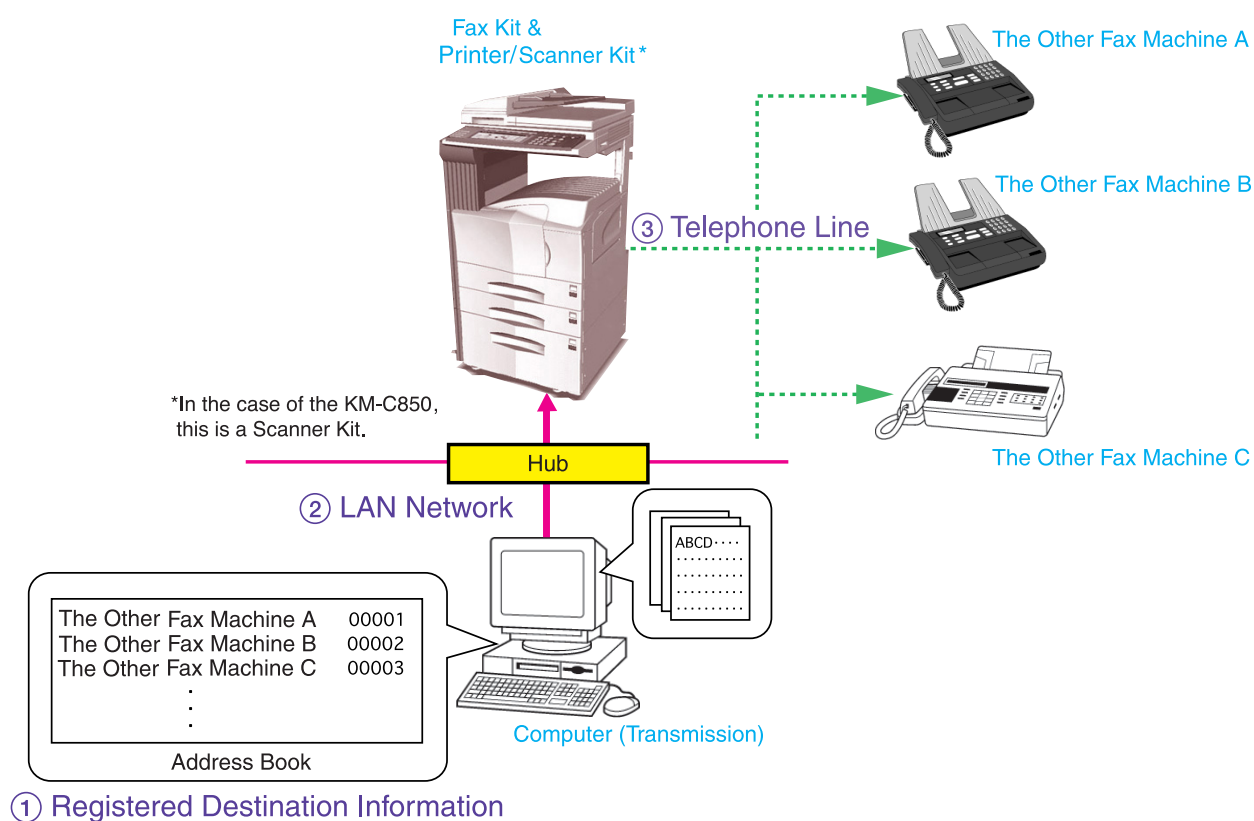
Outline of the Network FAX Functions

● **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).
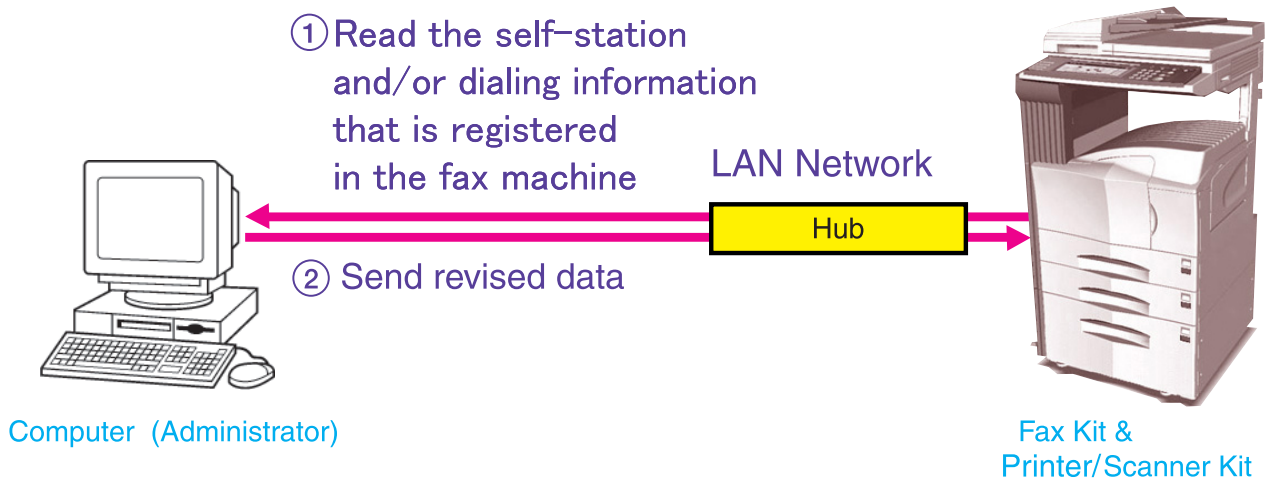
① Read the self-station and/or dialing information that is registered in the fax machine

LAN Network

Hub

② Send revised data

Computer (Administrator)

Fax Kit & Printer/Scanner Kit

Contents

Contents

**Contents**

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 ► button.
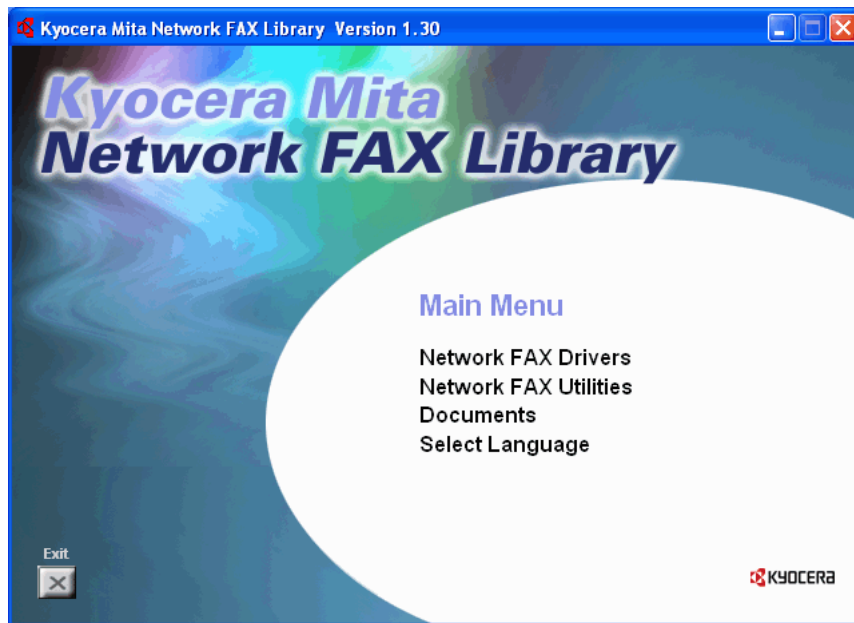
3. Click on **Network FAX Drivers** in the main menu.
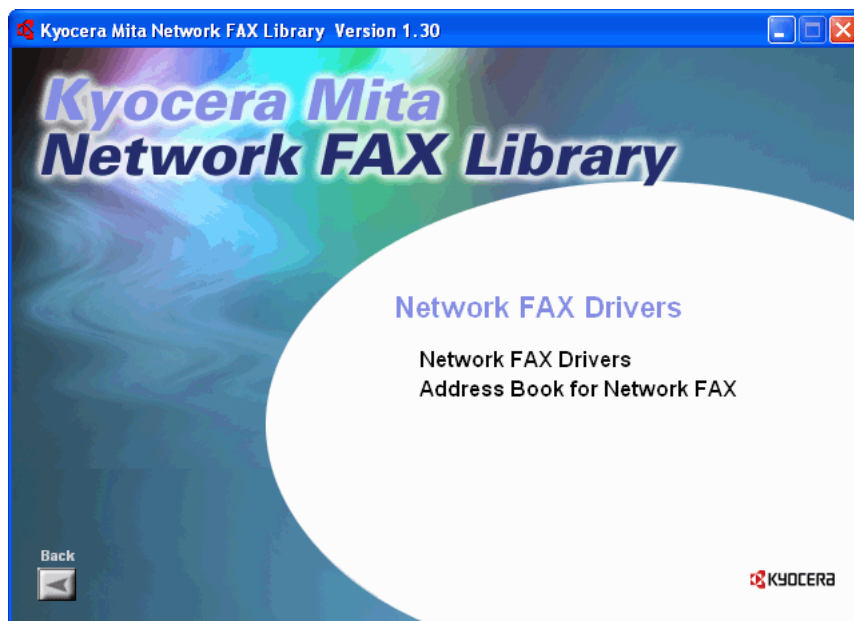
4. Click once again on **Network FAX Drivers**.

5. Follow the instructions in the installation wizard to continue the installation procedure.

1-1 Installing the Network FAX Driver

● 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.)
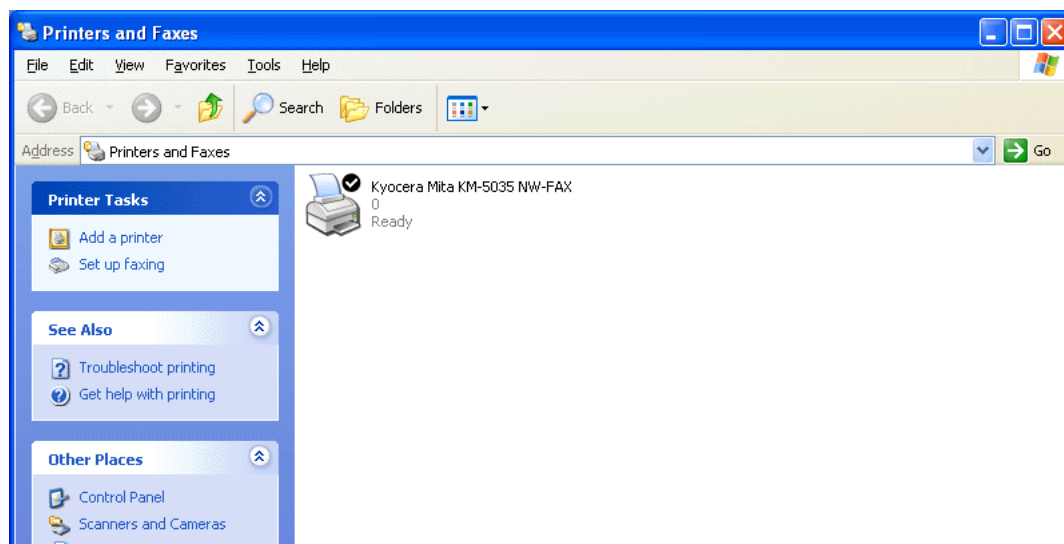
2. Right-click on the name of the machine that you want to use as the Network FAX and select **Printing Preferences...** from the resulting dropdown menu. The **Printing Preferences** dialogue box will appear.

* 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.

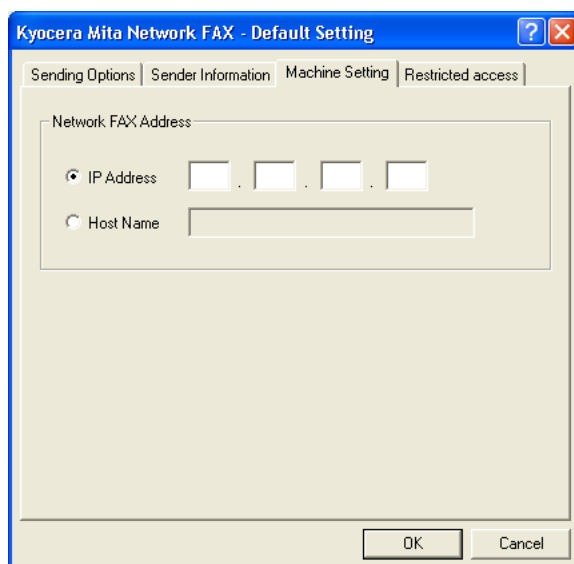(This screen-shot is for when the KM-5035 is installed.)
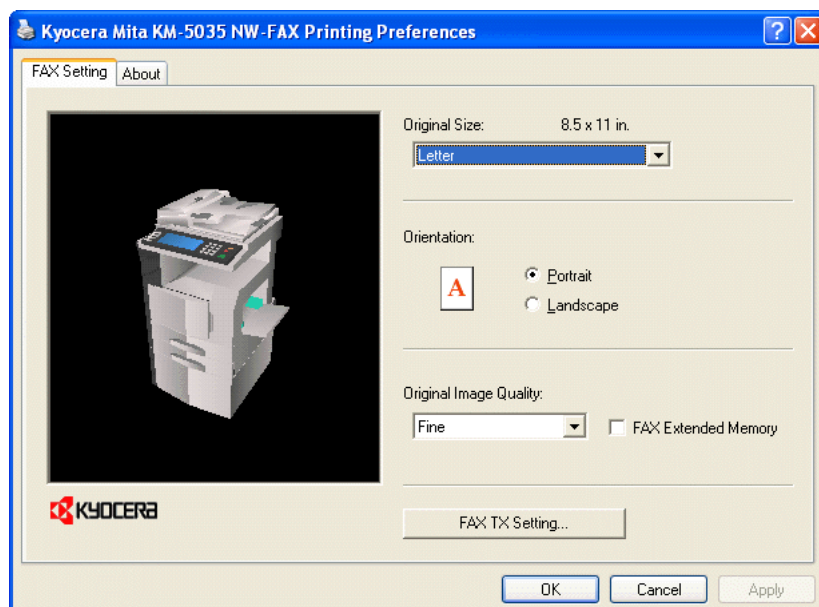
1-1 Installing the Network FAX Driver

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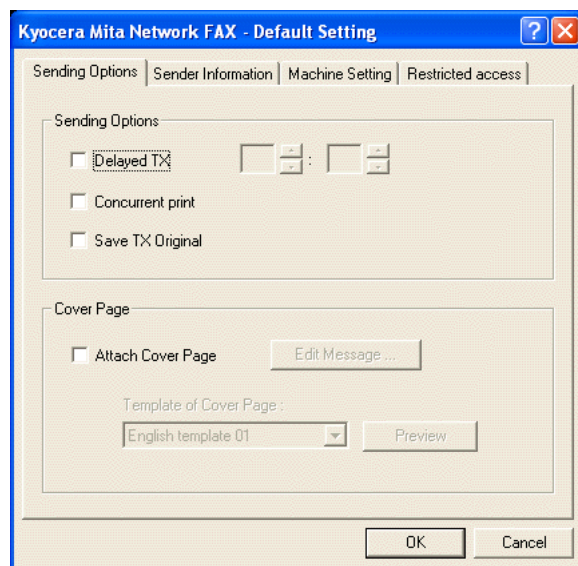

4. Click on the **Machine Setting** tab in order to display its contents.

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 scanner default setting window**
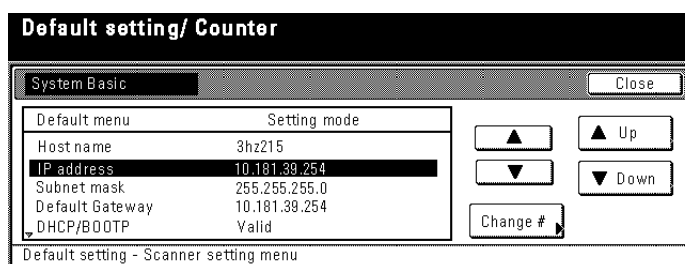
6. Click on the **OK** button.

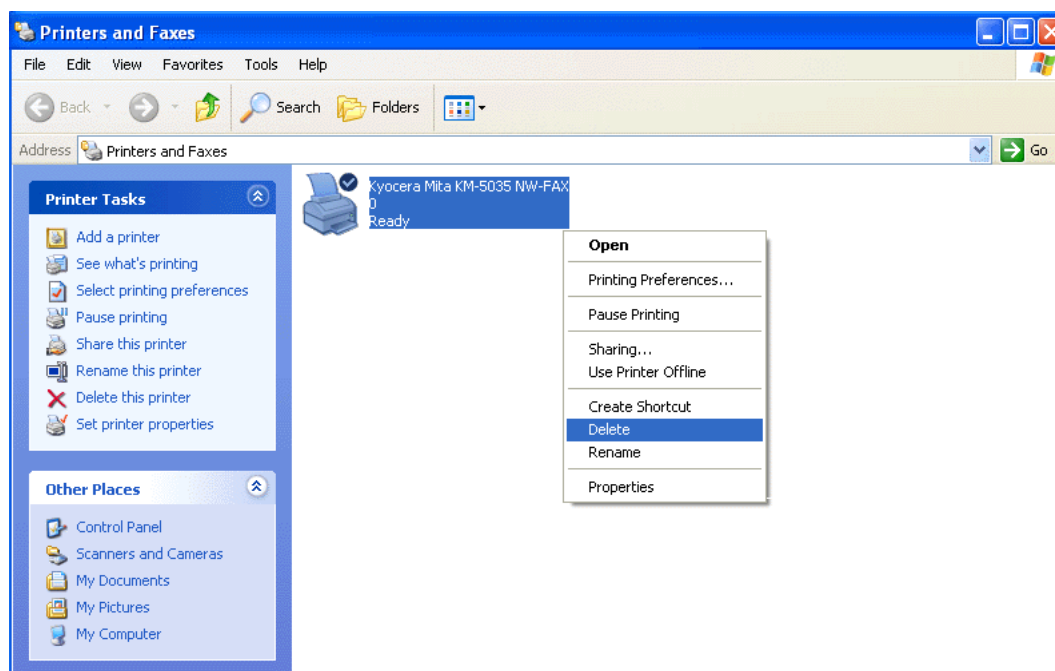# 1-1 Installing the Network FAX Driver

● 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.
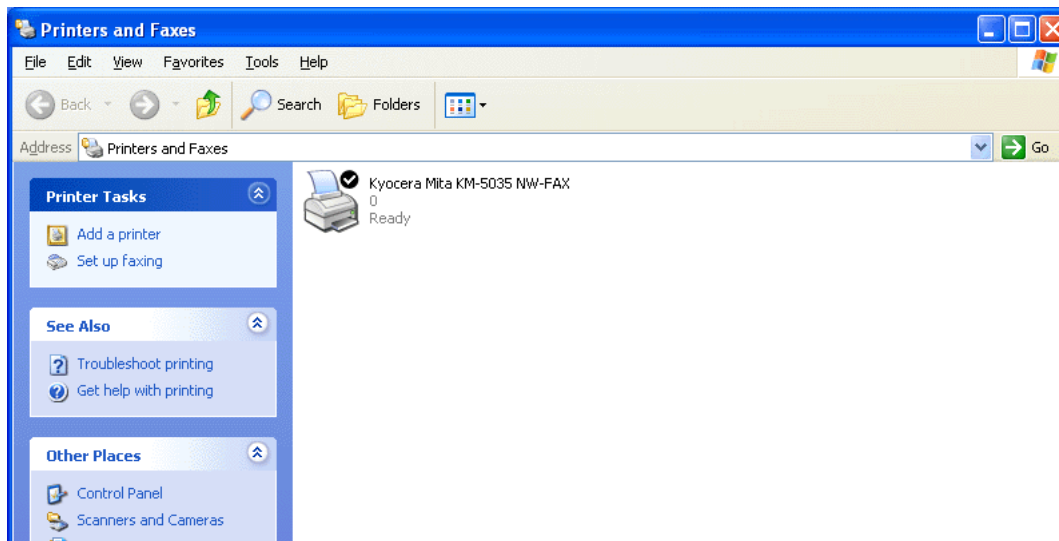

2. Right-click on the name for this printer (normally: Kyocera Mita KM-XXXX NW-FAX), and then select **Delete** in the resulting menu.

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 ▶ button.

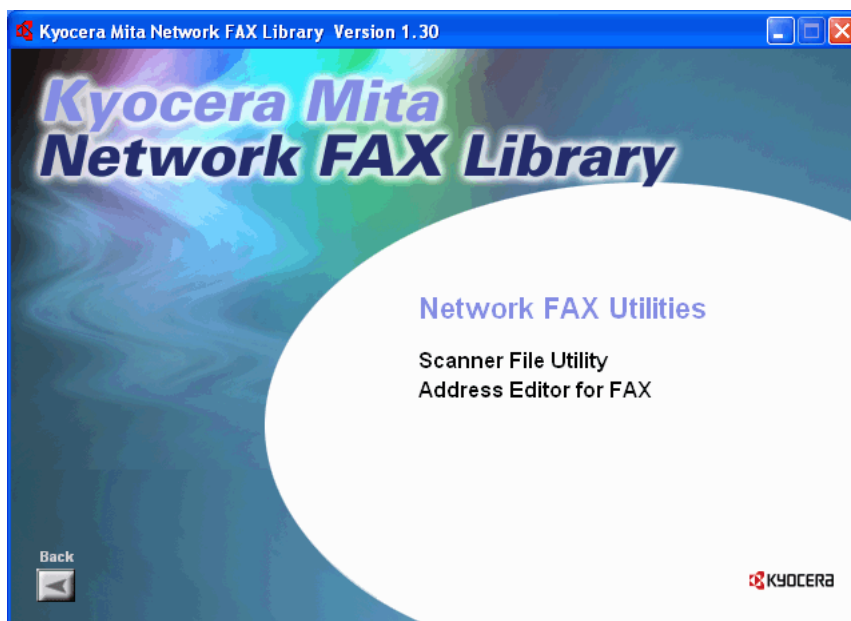3. Click on **Network FAX Drivers** in the main menu.
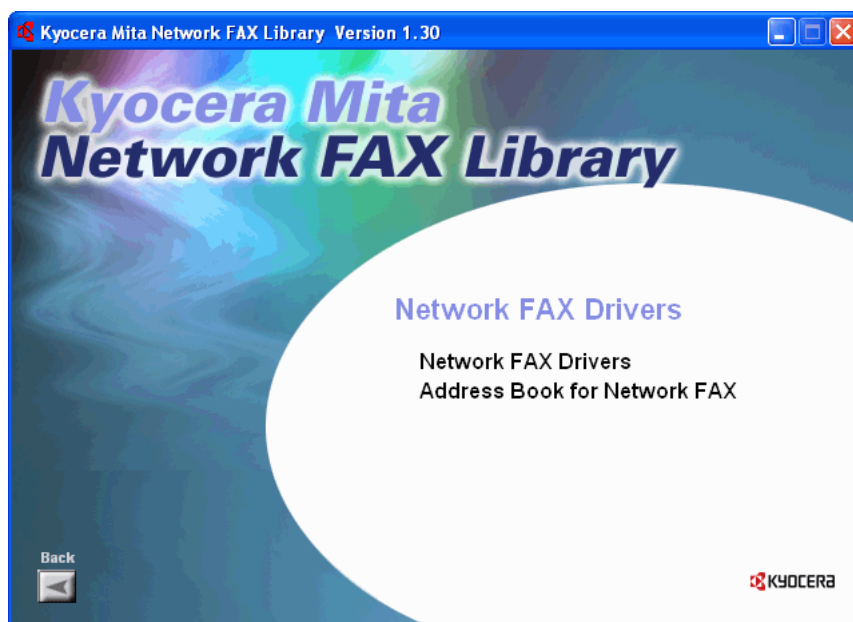
4. Click on **Address Book for Network FAX**.

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 ► button.
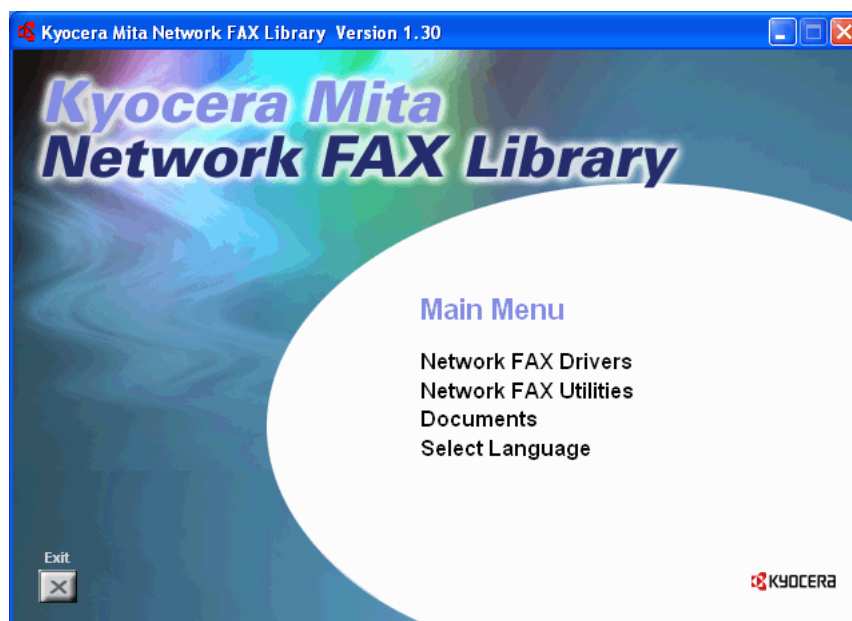
3. Click on **Network FAX Utilities** in the main menu.

4. Click on **Scanner File Utility**.

1-3 Installing the 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.
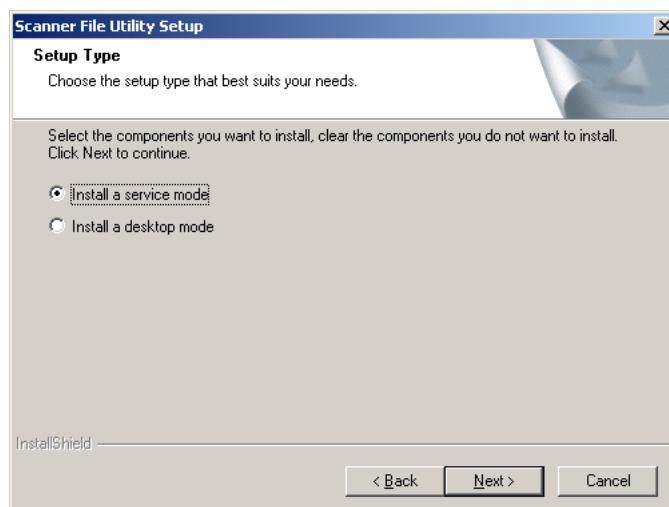
Install a service mode .... Select this type of setup in order to share the Scanner File Utility on a File Server, etc. (In this case, the Scanner File Utility will be usable even when you are logged off of your computer.) (Refer to page 3-4.)

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 ► button.
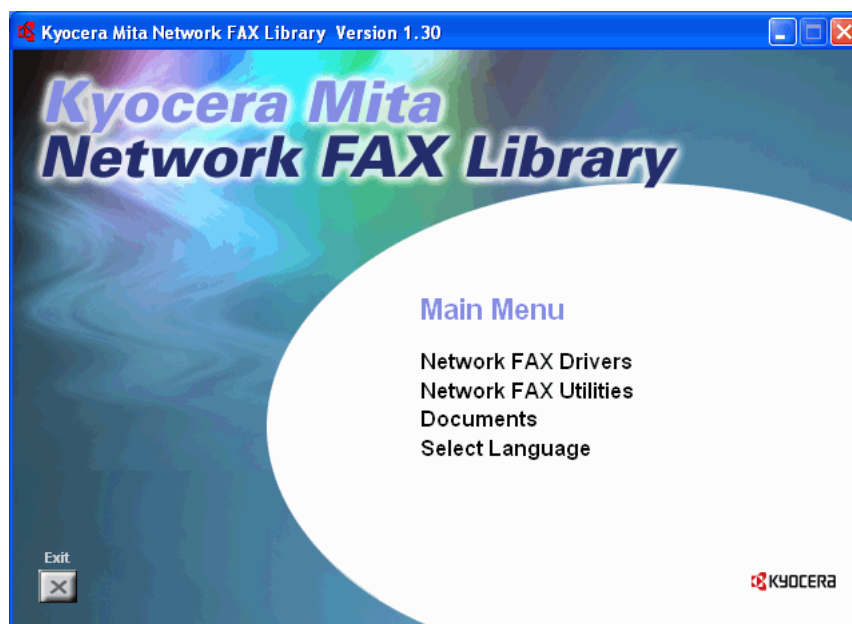
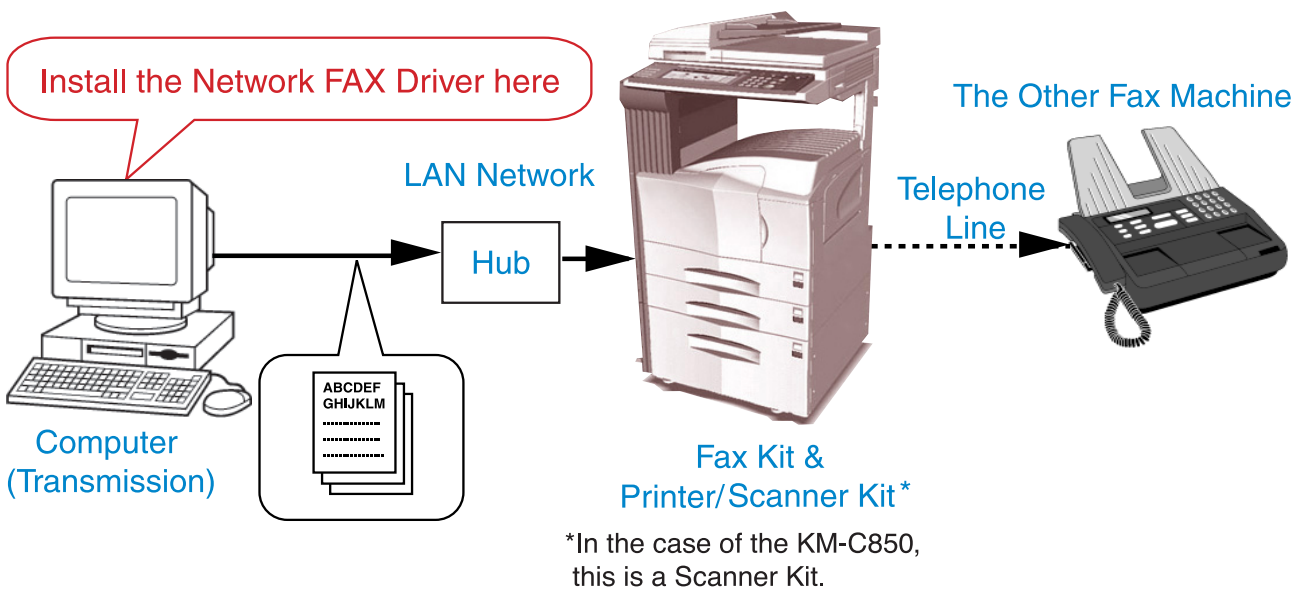
3. Click on **Network FAX Utilities** in the main menu.
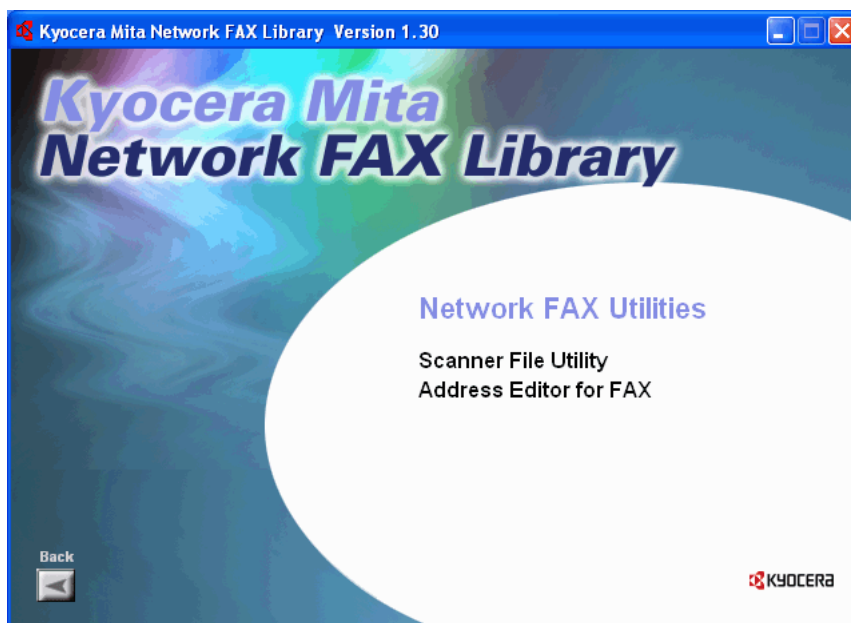
4. Click on **Address Editor for FAX**.

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.

Install the Network FAX Driver here

The Other Fax Machine

LAN Network

Telephone Line

Hub

Computer (Transmission)

Fax Kit & Printer/Scanner Kit*

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

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.
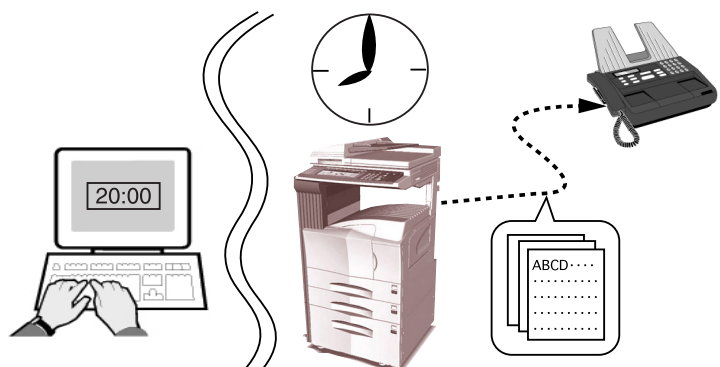
2-1　Main Transmission Functions

(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

Sub-address:1111
Password:1234

Sub-address:1111
Password:1234

Memory
of the other Fax Machine
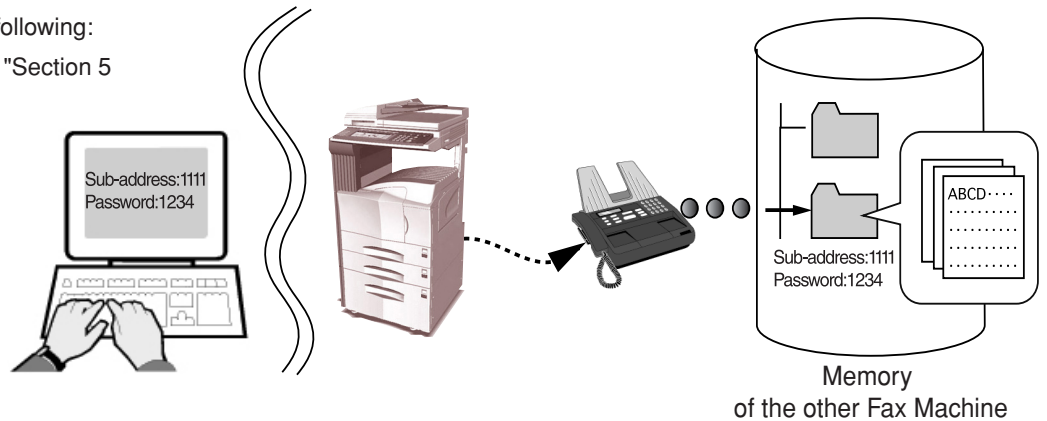
(3) Concurrent print <see page 2-7 for setting procedures>

This function enables you to print out the documents at the same time as you send them by fax.
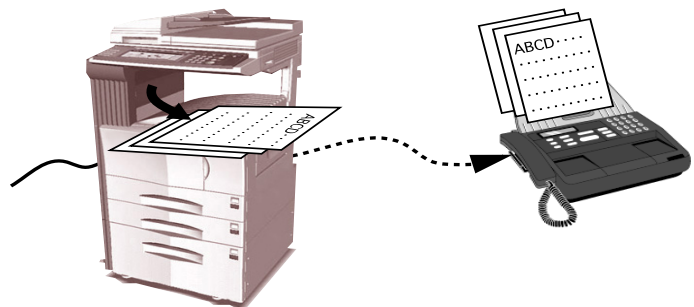
(4) Save Transmitted Original <see page 2-7 for setting procedures>

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.

* For more information on registering folder numbers and on file formats, refer to the following:
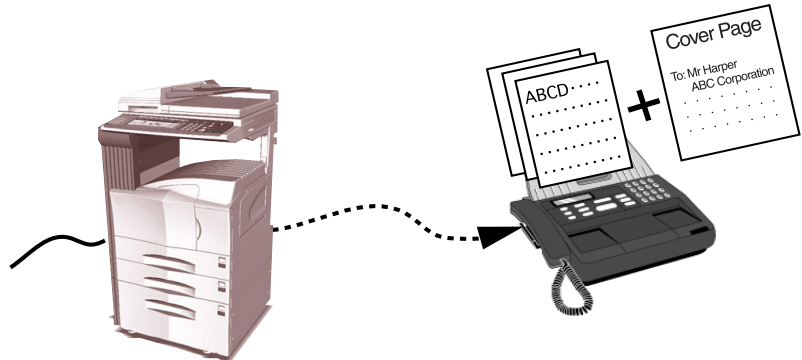 • KM-3035/4035/5035/C850: "Section 9 Network FAX Settings (Option)" in the Fax Edition of that Operation Guide
  • KM-2530/3530/4030: "Section 8 Network FAX Settings (Option)" in the Fax Edition of the corresponding Operation Guide

Hub

Computer (Transmission)　　　Server Computer

Hard Disk Inside
the Server Computer
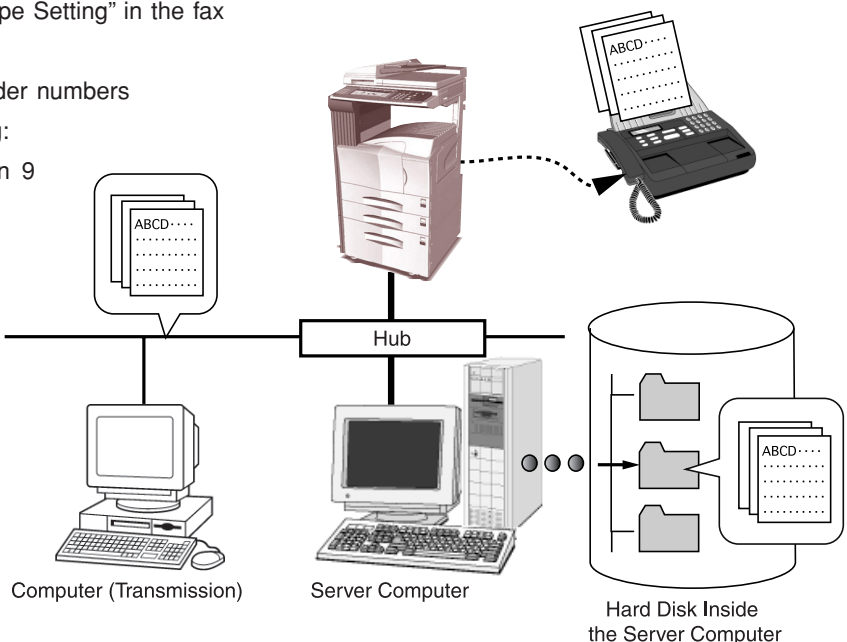
2-1 Main Transmission Functions

(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
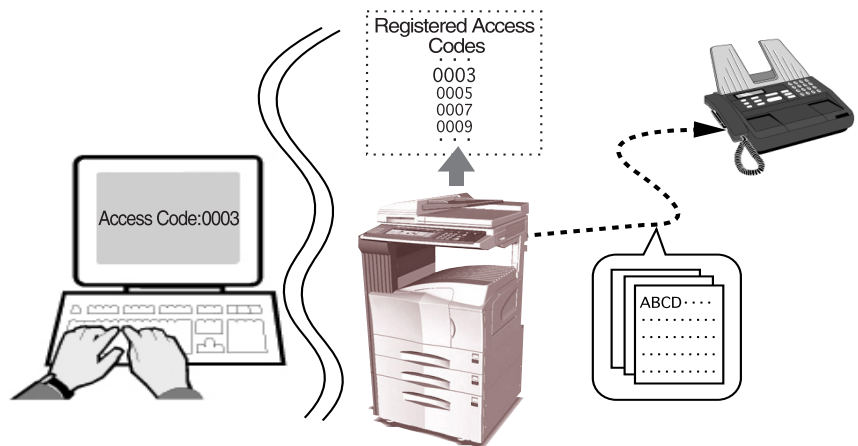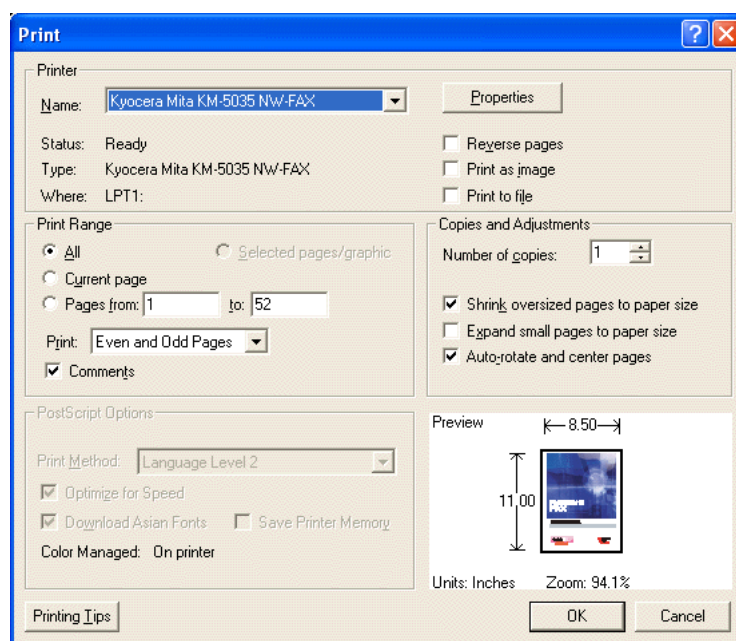
2-2 Basic Transmission

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.)

4. 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.)
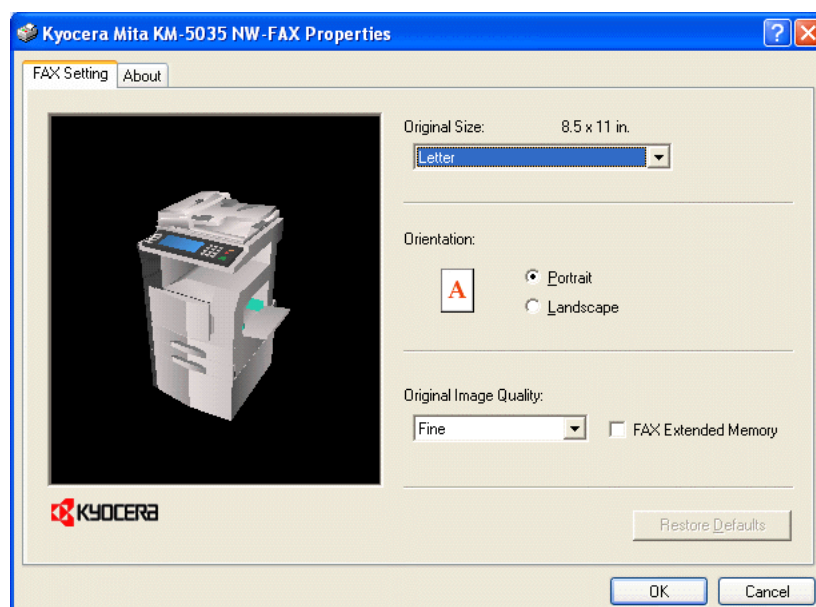
2-2 Basic Transmission

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.

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.
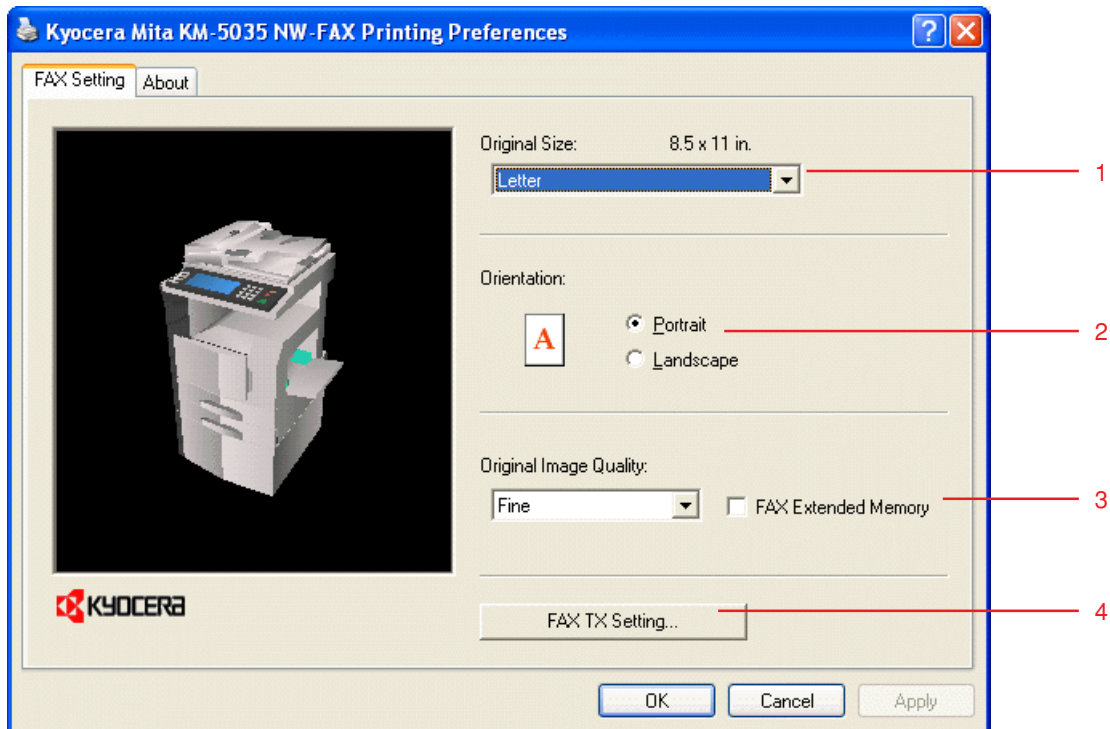
1 Original Size field

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.

2-4 Default Setting 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
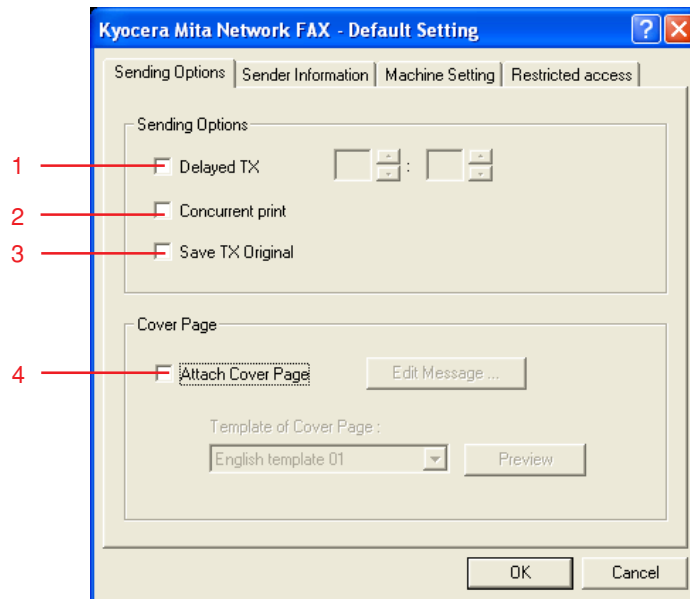
1 Delayed TX checkbox

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 ▲ and ▼ 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.

2-4 Default Setting Dialogue Box

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.
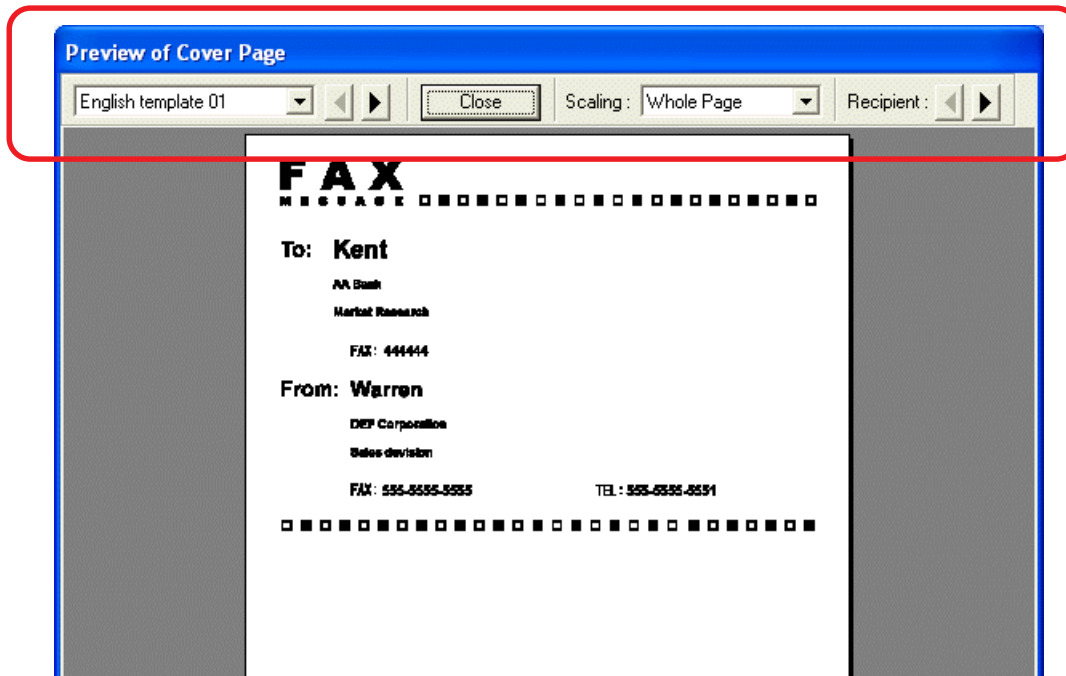
To change the type of template, use the dropdown menu or click on the ◄ or ► on the upper portion of the dialogue box. The display ratio for the template can also be changed to between 25% and 250% using the dropdown menu. If some destinations have been registered, the format for each destination can be displayed. Click on the ◄ or ► 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.

3) To add your message to the cover page, click on the **Edit Message** button.
   The **Edit Message** dialogue box will be displayed.
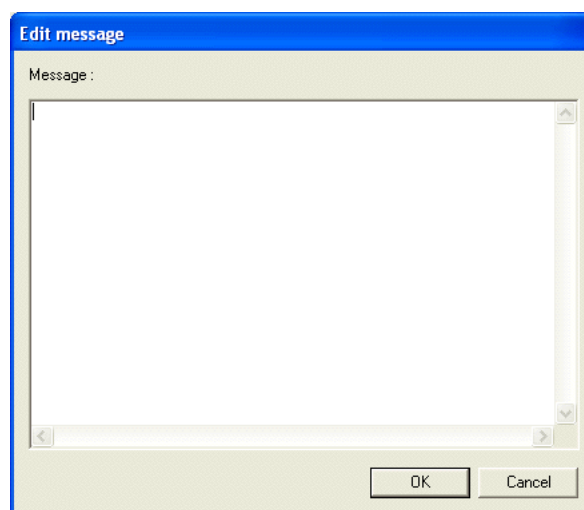
Enter the message to be displayed on the cover page and click on the **OK** button. The message can be up to 1000 characters long.

(2) Sender Information Tab

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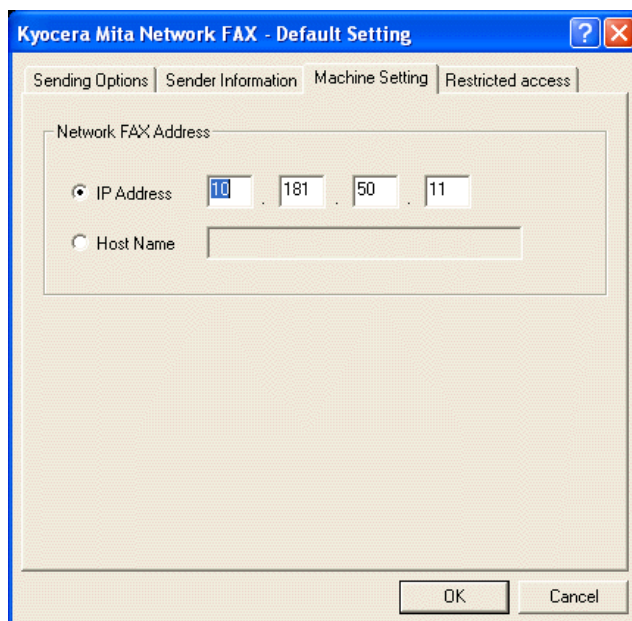
When you want to use a different machine as a fax, use this tab to change the IP address, or the host name, to the information that is registered in scanner default settings of the desired machine. (Refer to "2. Set-up" in the Operation Guide for your Network Scanner.)

Sample screen-shot of the scanner default setting window
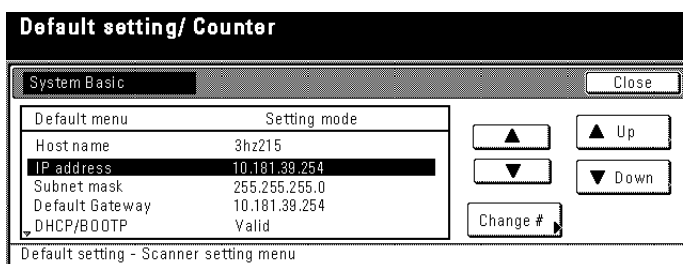
If you use the host name, your computer must be under a network environment controlled by a WINS server or a DNS server.
The host name can be up to 32 one-byte characters in length and made up of any of the following characters: 0 – 9, A – Z, a – z, - (hyphen/dash) and . (period/dot)

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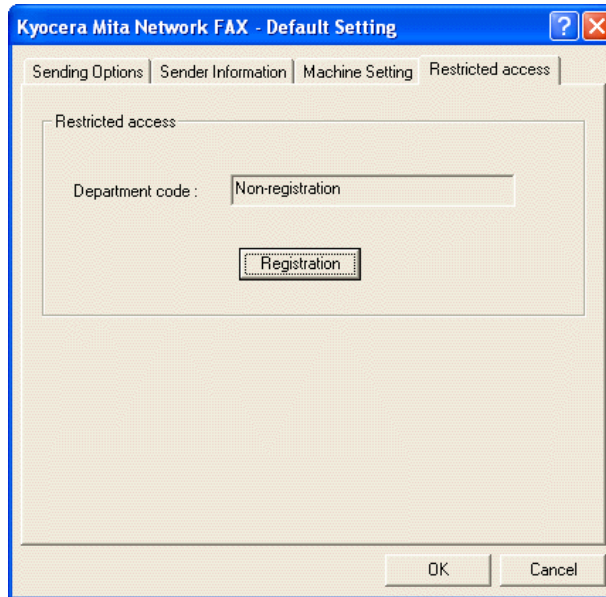
When Restricted Access is turned ON in the copy (or fax) machine itself, transmission will only be allowed when a viable access code is entered.

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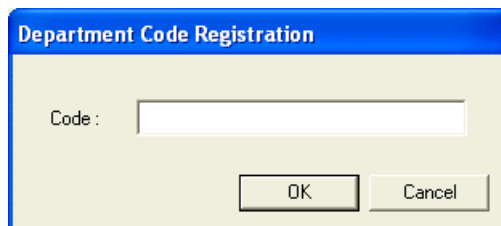
2. Enter your access code (1-8digits) and then click on the **OK** button. The **Restricted access** tab will be displayed once again.

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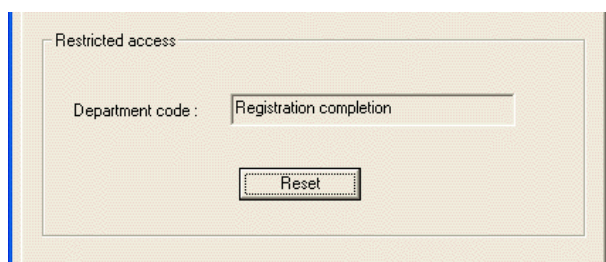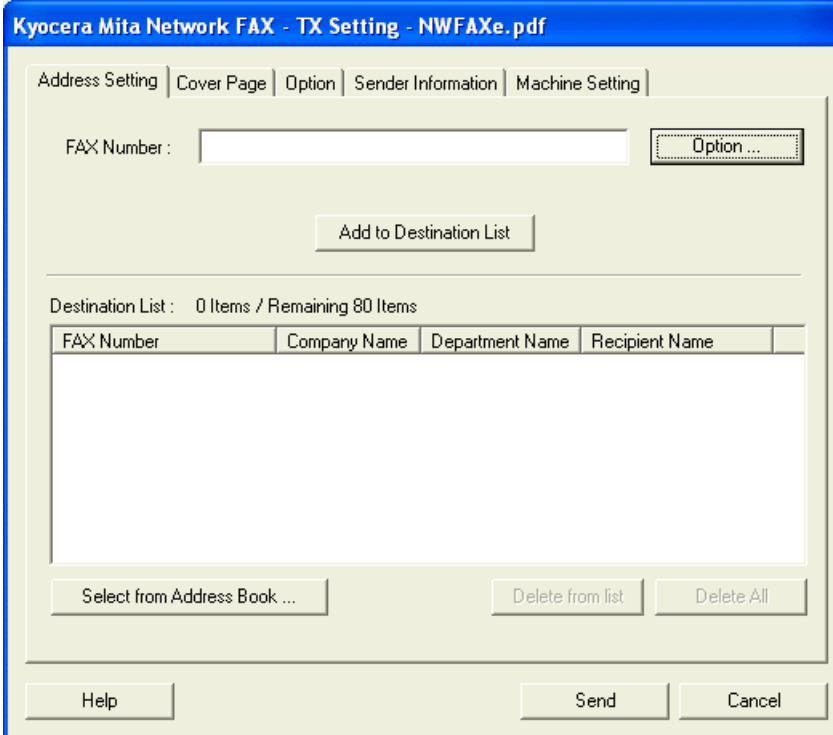
1. Click on the **Reset** button. The registered access code will be deleted from the **Restricted access** tab and **Non-registration** will be displayed once again in the **Department code** field.

2-5 Various Settings in the TX Setting Dialogue Box

(1) Selecting a Destination from the Address Book
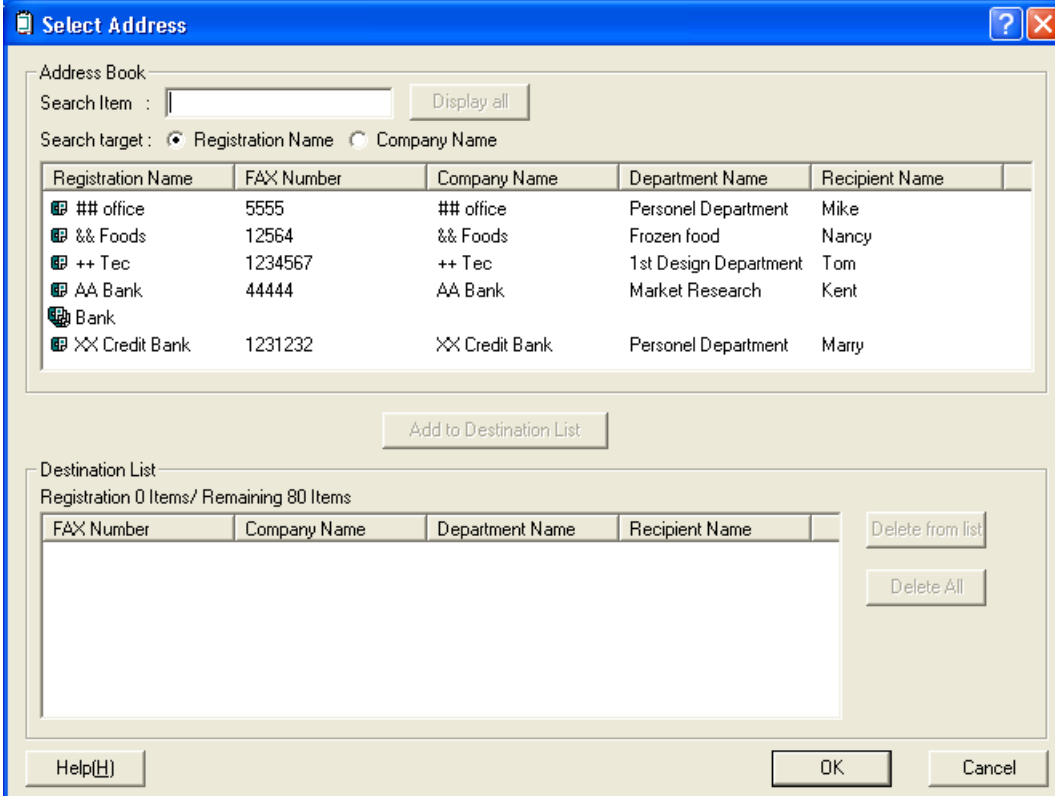
NOTE

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.

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

   1) Make sure that the desired **Search target** radio button, either **Registration Name** or **Company Name**, is selected.
   2) 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.

* 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.

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.

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.
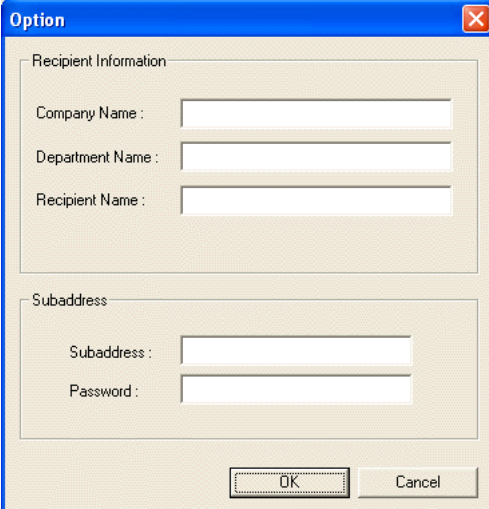
(2) F-Code Based Communication

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

    The **Option** dialogue box will be displayed.

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.

2-5 Various Settings in the TX Setting Dialogue Box

(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

1 Recipient Name
2 Destination Company Name
3 Destination Department Name
4 Destination Fax Number
5 Sender Name
6 Sender Company Name
7 Sender Department Name
8 Sender Fax Number
9 Sender Telephone Number
10 Message

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

2-5 Various Settings in the TX Setting Dialogue Box

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

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.

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.

2-5 Various Settings in the TX Setting Dialogue Box

(4) Optional Settings

1. 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.

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.

3. 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

1. 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.

2. Refer to "(2) **Sender Information** Tab" on page 2-9 for more detailed information on the corresponding settings in that tab.

3. To start the fax transmission, click on the **Send** button.
   To continue the settings for other tabs, click on another tab.

(6) Machine Settings

1. 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.

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).

3. To start the fax transmission, click on the **Send** button.
   To continue the settings for other tabs, click on another tab.

2-6 Transmission Control

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.
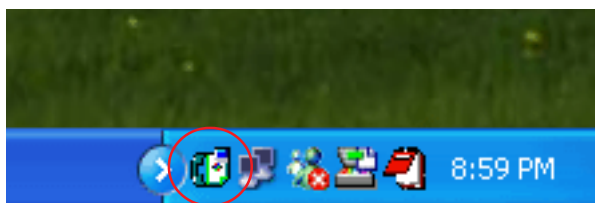
2. Double-click on that icon in order to access the **Sending Control** window which indicates the status of all transmissions being processed.
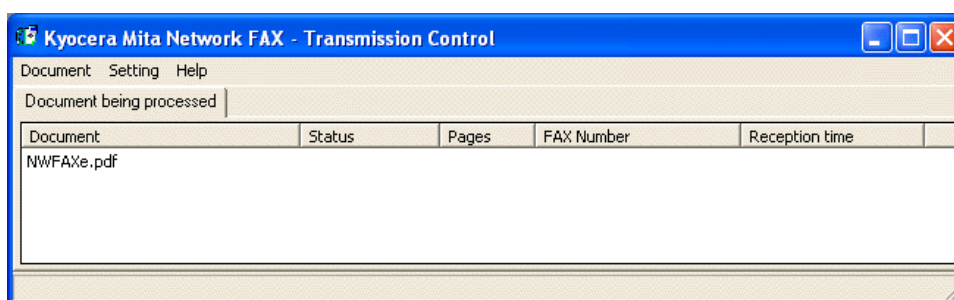
3. If you want to terminate any transmission, select that transmission and then select **Cancel** from the **Document** menu.

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.
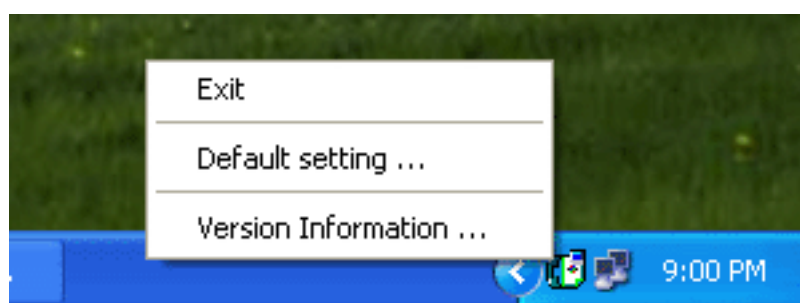
Section 3 Receiving a Fax

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.

Turn Network FAX Reception ON
Register the IP Address or Host Name of the Server Computer here

Install the Scanner File Utility here

The Other Fax Machine

Telephone Line

LAN Network

Hub

Fax Kit & Printer/Scanner Kit*

Server Computer

* 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

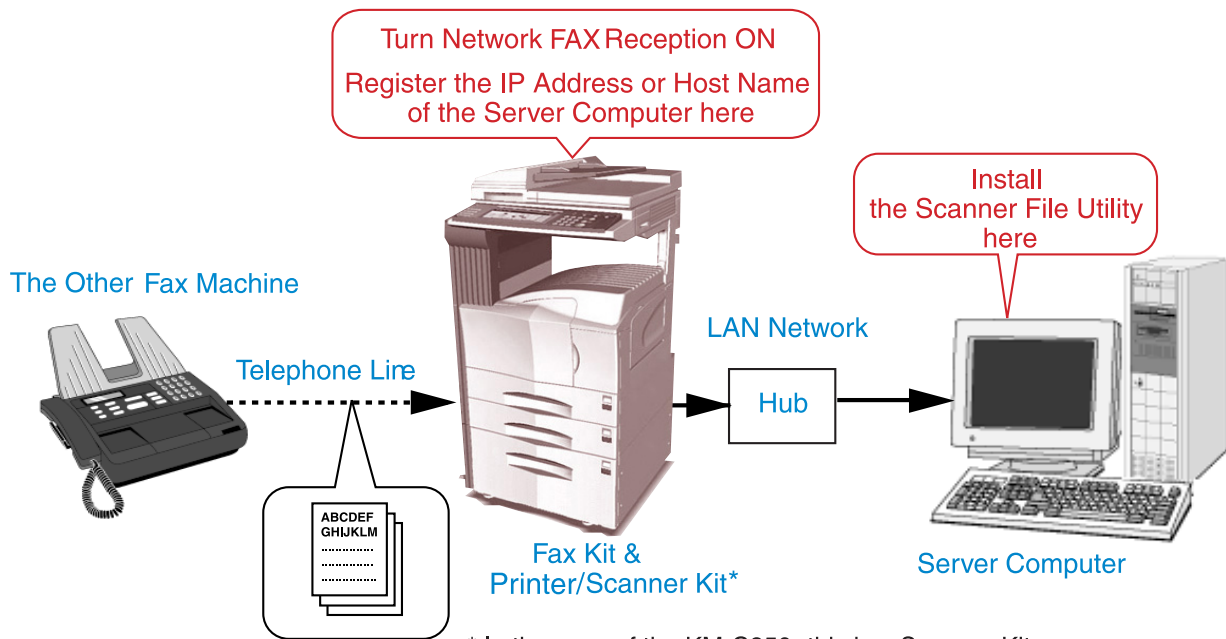 • KM-2530/3530/4030: "Section 8 Network FAX Settings (Option)" in the Fax Edition of the corresponding Operation Guide

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.
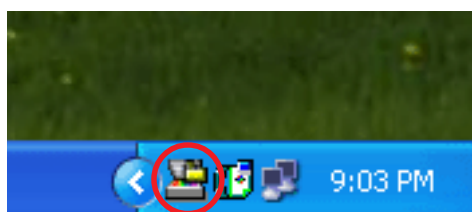
3-1 Summary of Delivery Settings

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
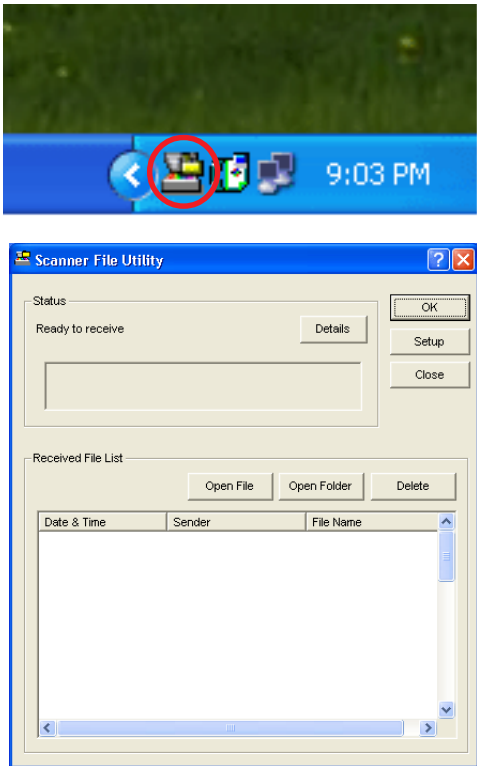
2 Setup Dialogue Box

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
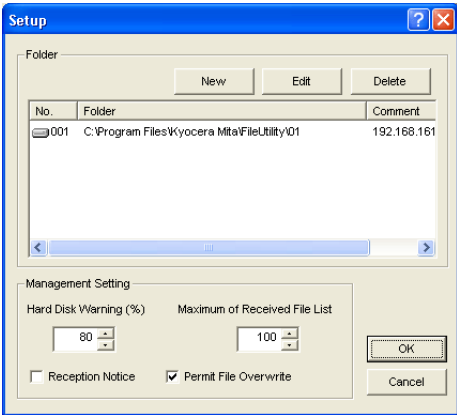
3 Folder Setting Dialogue Box

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
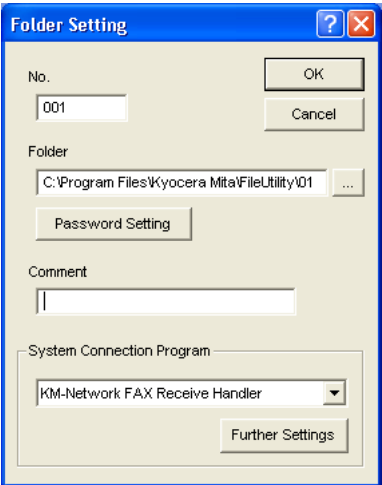
4 Delivery Setting List Dialogue Box

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
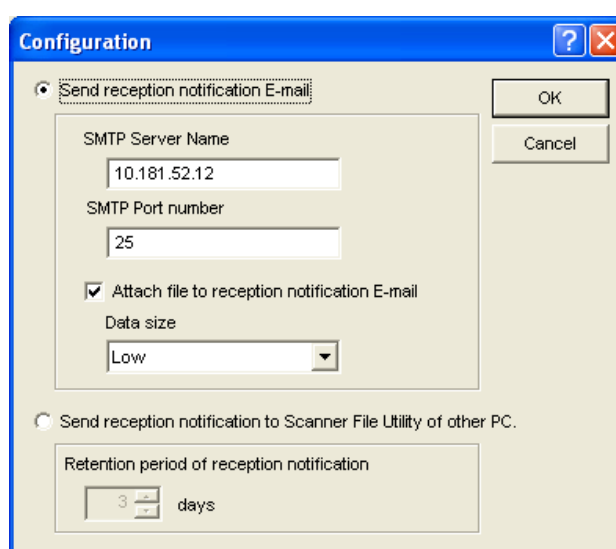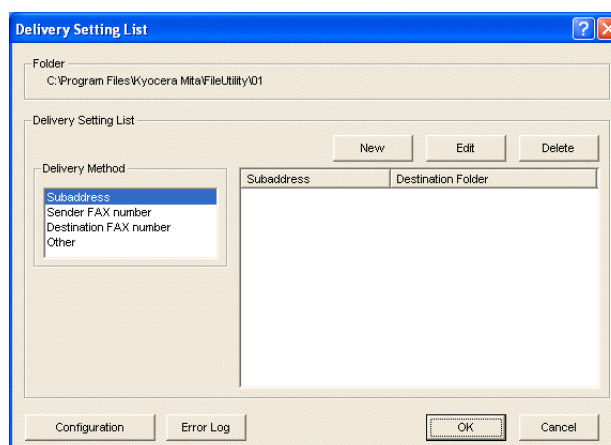
5 Delivery Setting Dialogue Box

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

3-2 Starting the Scanner File Utility

1. 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.
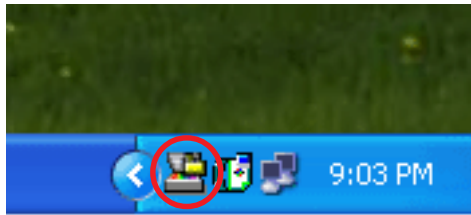
2. Double-click on that icon in order to access the **Scanner File Utility** dialogue box.

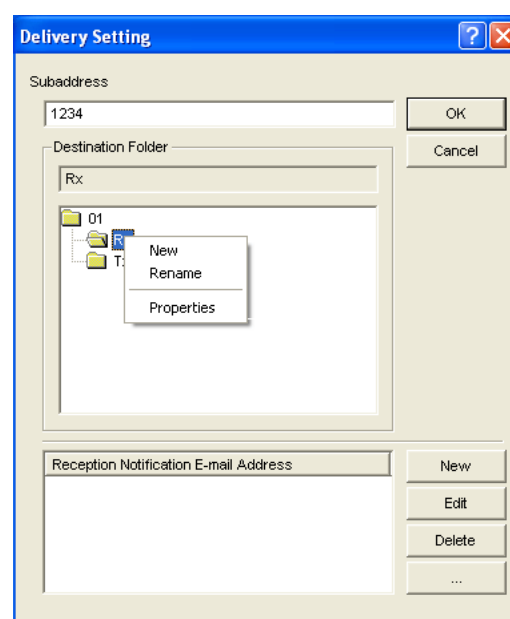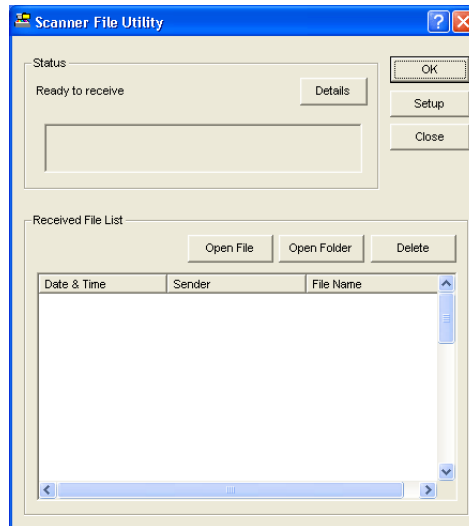3. To continue making delivery settings, click on the **Setup** button and proceed to the following procedure, "3-3 **Setup** Dialogue Box".

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.
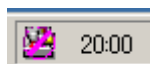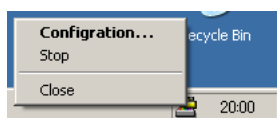
 Stopping the Scanner File Utility

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.
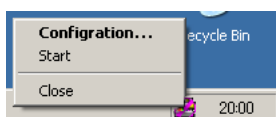
 Starting the Scanner File Utility

3-3 Setup Dialogue Box
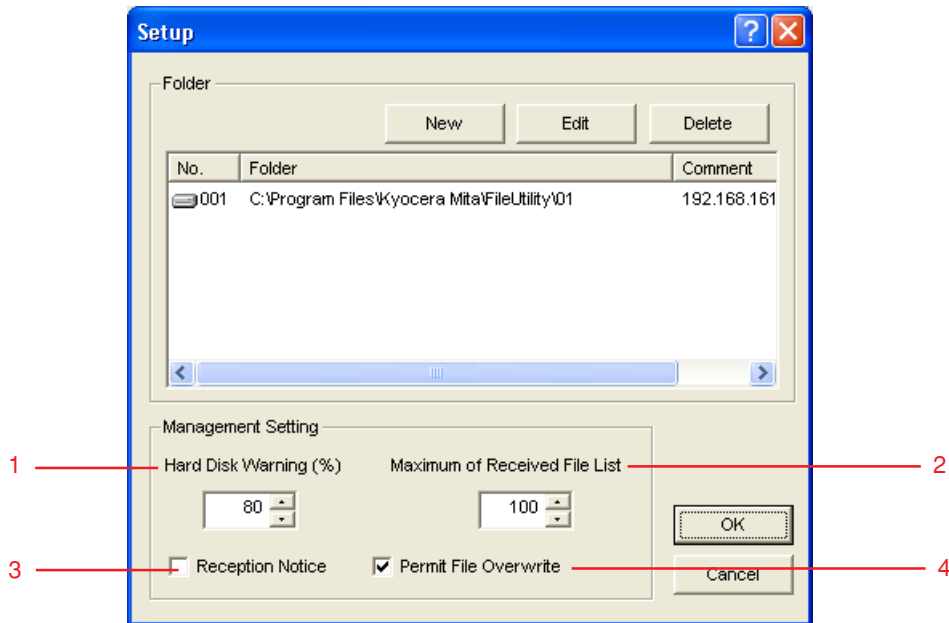
1. Perform the various settings as appropriate.

   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 ▲ and ▼ 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 ▲ and ▼ 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.
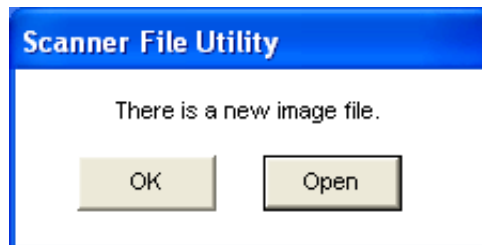
   4 Permit File Overwrite checkbox

   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
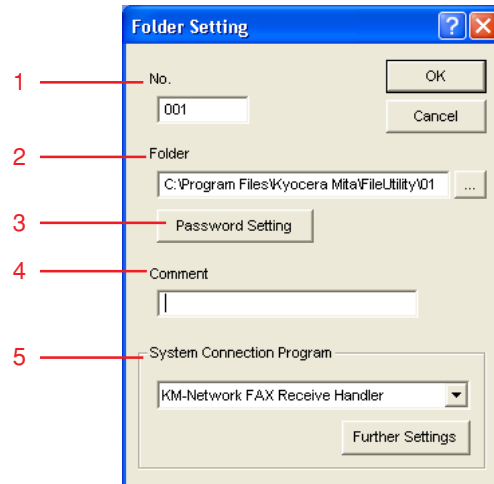
1. Perform the various settings as appropriate.

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".

3-5 Delivery Setting List Dialogue Box
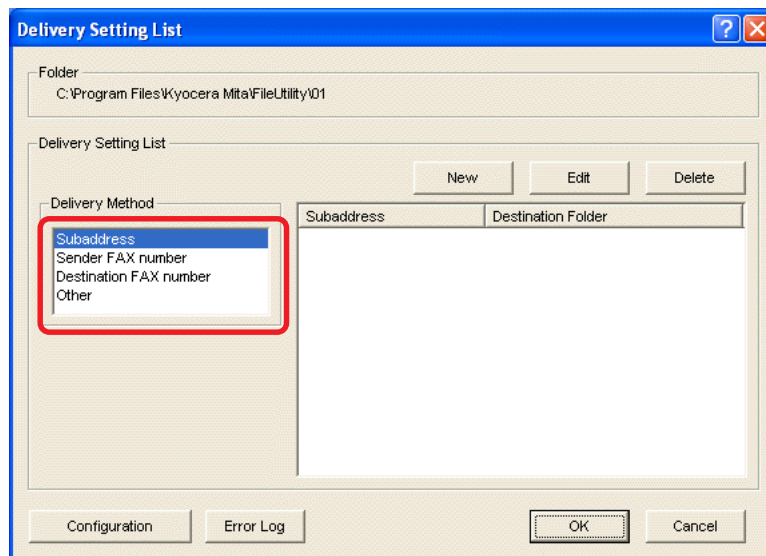
1. Select the desired method of data delivery from the **Delivery Method** list. Available settings: **Subaddress**, **Sender Fax number**, **Destination Fax number**, and **Other**.
   * For the procedure to determine delivery conditions, refer to "3-7 Determining the Destination Folder" on page 3-13 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.
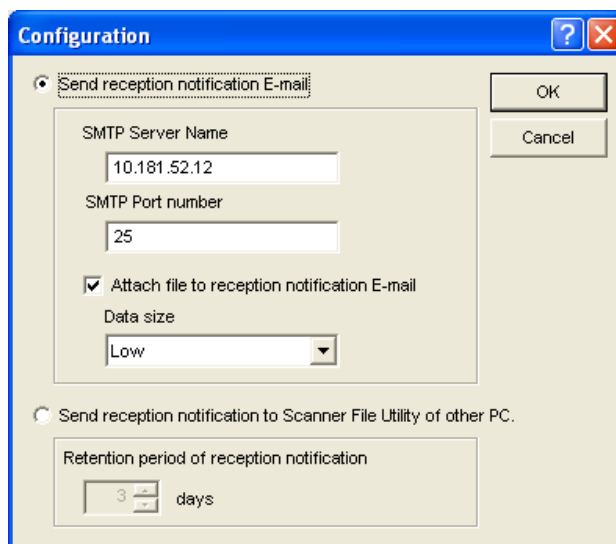
3-5 Delivery Setting List Dialogue Box

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".
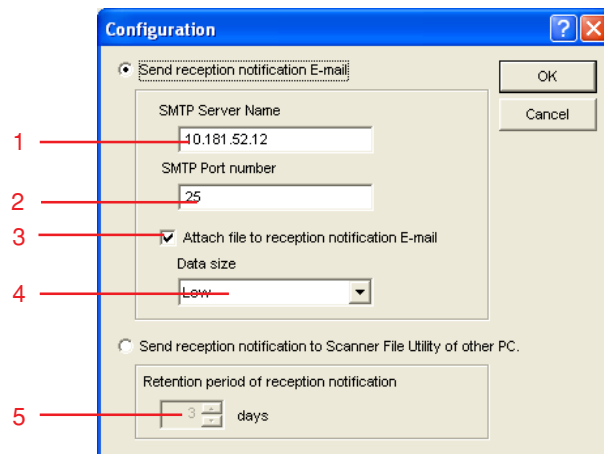
Sample of the notice of fax reception

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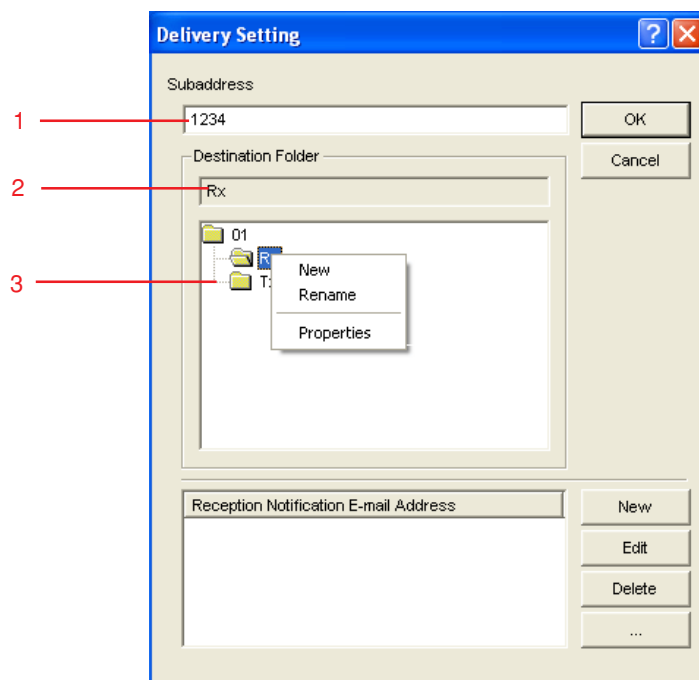
[PC name]
iiyama-98se-e
[Destination Folder]
C:\Program Files\Scanner\File Utility\01\Rx\
[File name]
rx_kent0000_000035.pdf

3-6 Delivery Setting Dialogue Box

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 F-code 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.

3-6 Delivery Setting Dialogue Box
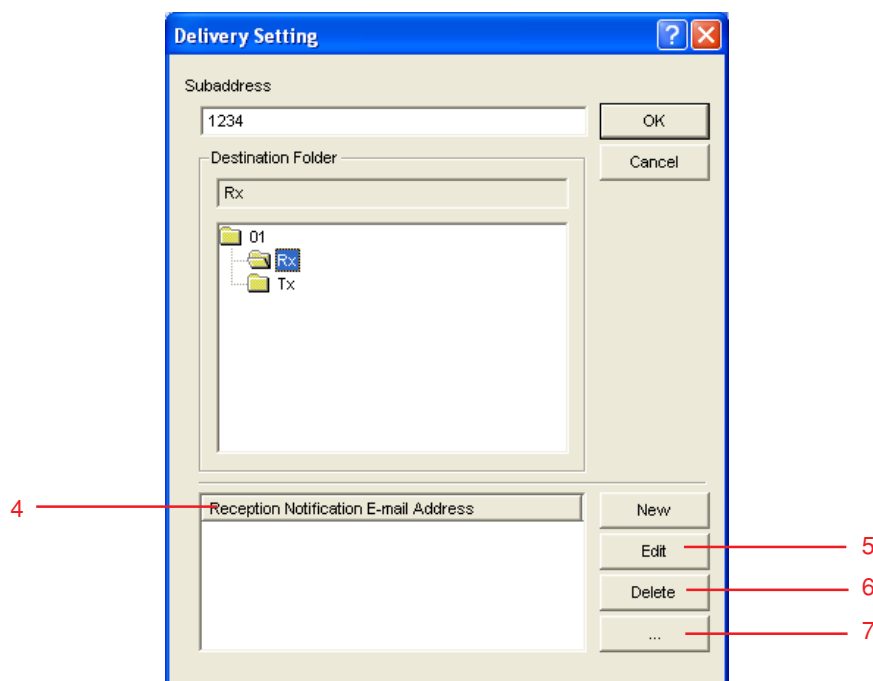
**4** Reception Notification E-mail Address (Reception Notification PC Address) list

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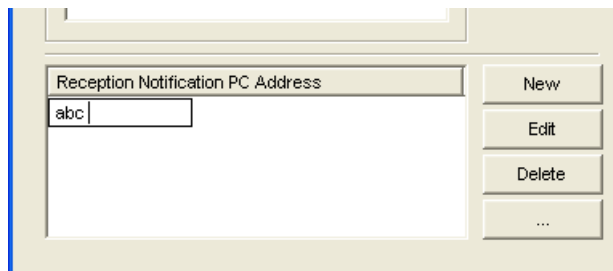
1) Click on the **New** button. The edit box will be displayed over the list.

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
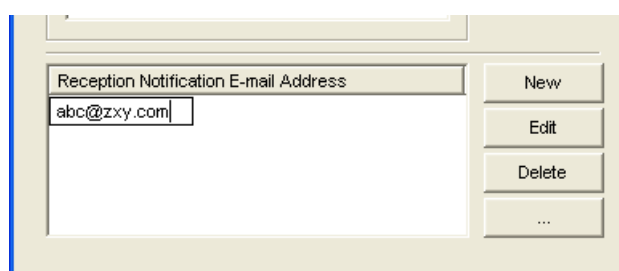
Example of computer address registration

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.
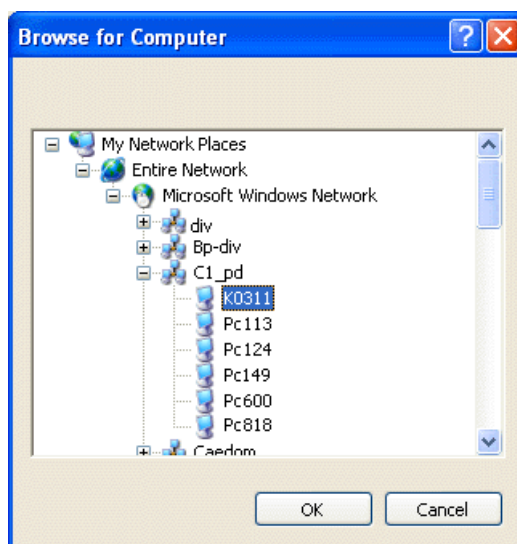
3-6 Delivery Setting Dialogue Box

● **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.

● **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.

2. 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 subaddresses 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 subaddresses 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.
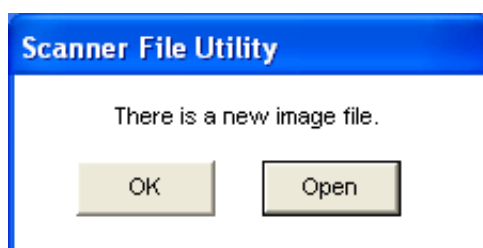
● **To see the documents that were received by fax**
1. Click on the **Open** button in the reception notice window shown above. Then, double-click on the Scanner File Utility icon on the Windows Task Bar. The **Scanner File Utility** dialogue box will be displayed.

   * When a notice of fax reception is received, the icon will appear in the **Receive File List**.
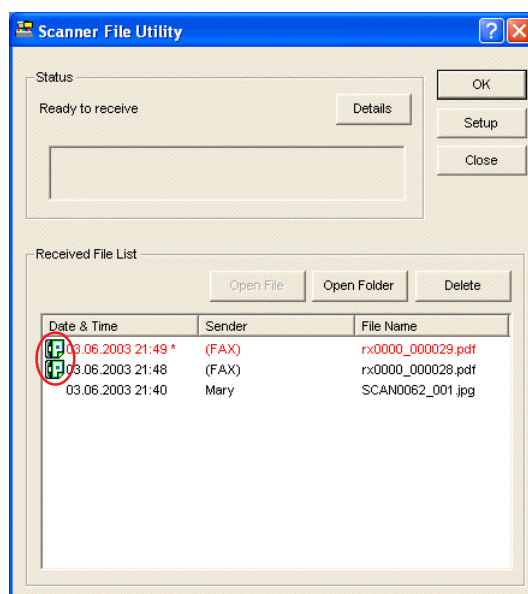

2. Refer to "3-10 Opening Received Faxes" on page 3-15 and open the received documents.

3-9 Checking a Reception Notification Error

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.
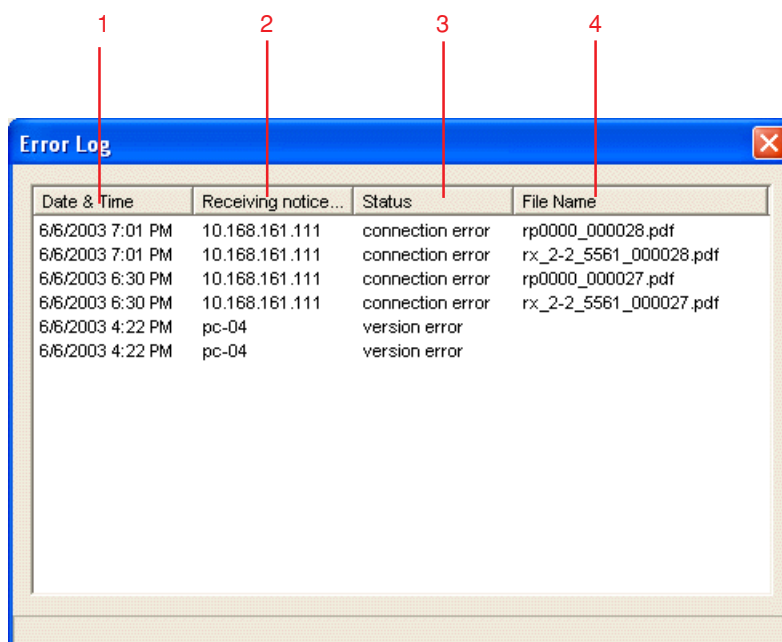
The following items are displayed in the list.

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.

3-10 Opening Received Faxes

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.
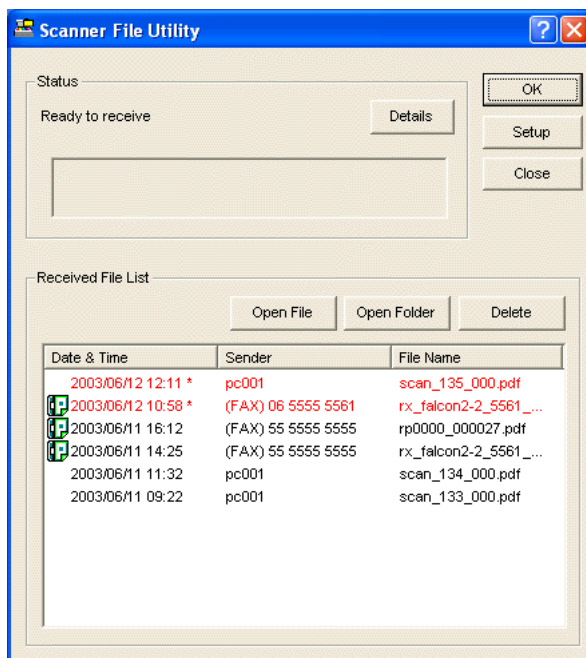
2. Select in the **Received File List** the file that you want to open.
   * Files listed in red (or indicated with an asterisk "*" next to the date) indicate those files which have not been opened yet. Once a file is opened, the file is listed in black.

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.
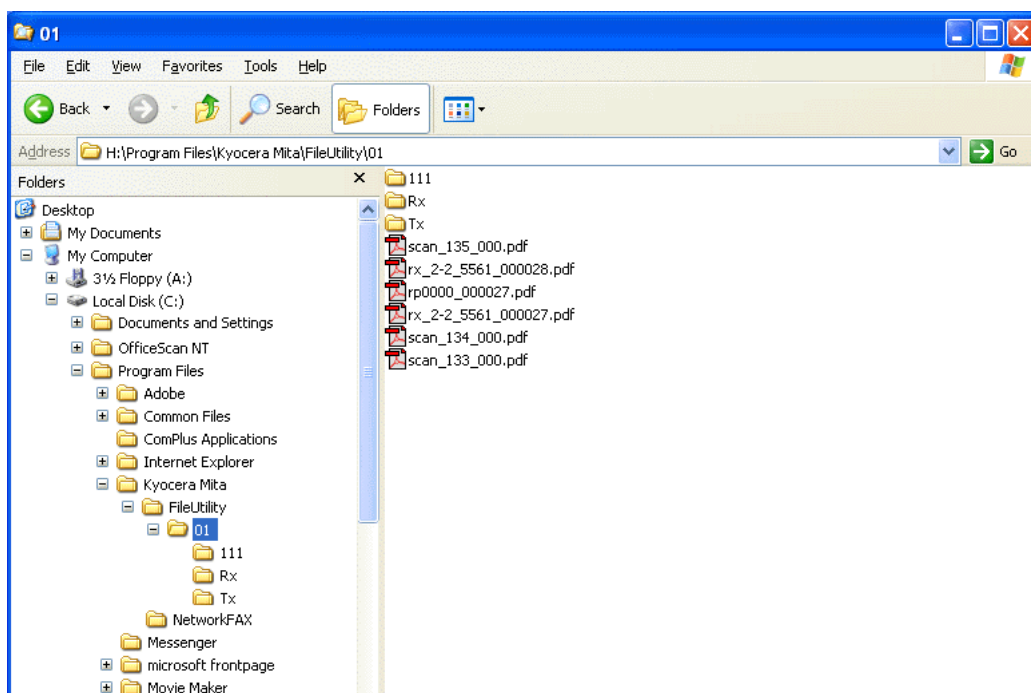
3-11 Deleting Received Faxes

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.
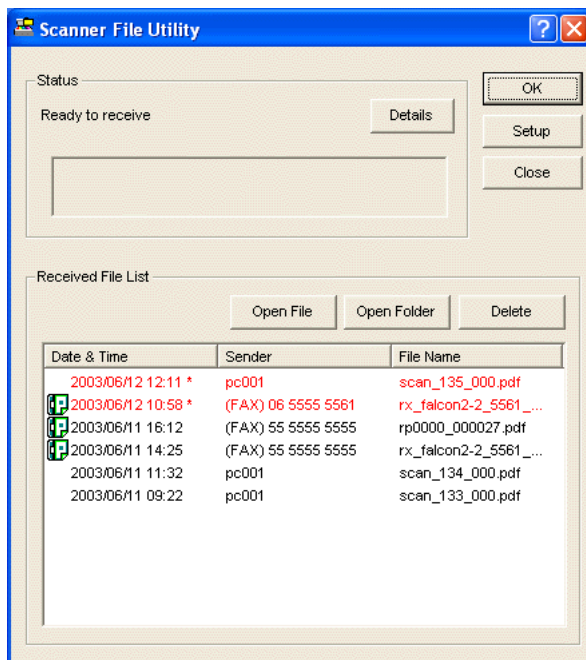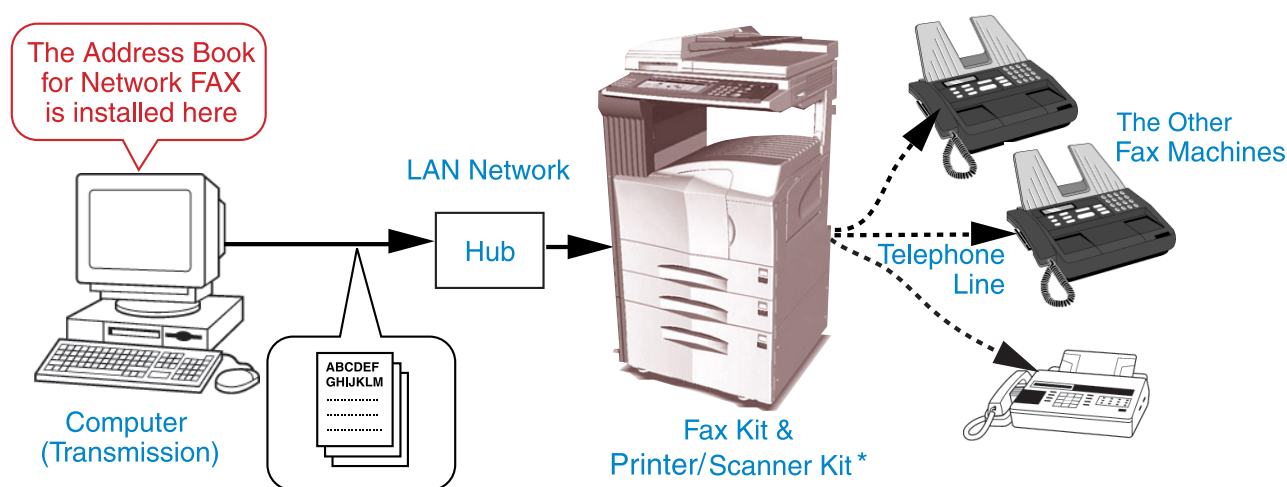

2. Select the file that you want to delete.

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.

The Address Book
for Network FAX
is installed here

LAN Network

The Other
Fax Machines

Hub

Telephone
Line

ABCDEF
GHIJKLM

Computer
(Transmission)

Fax Kit &
Printer/Scanner Kit *

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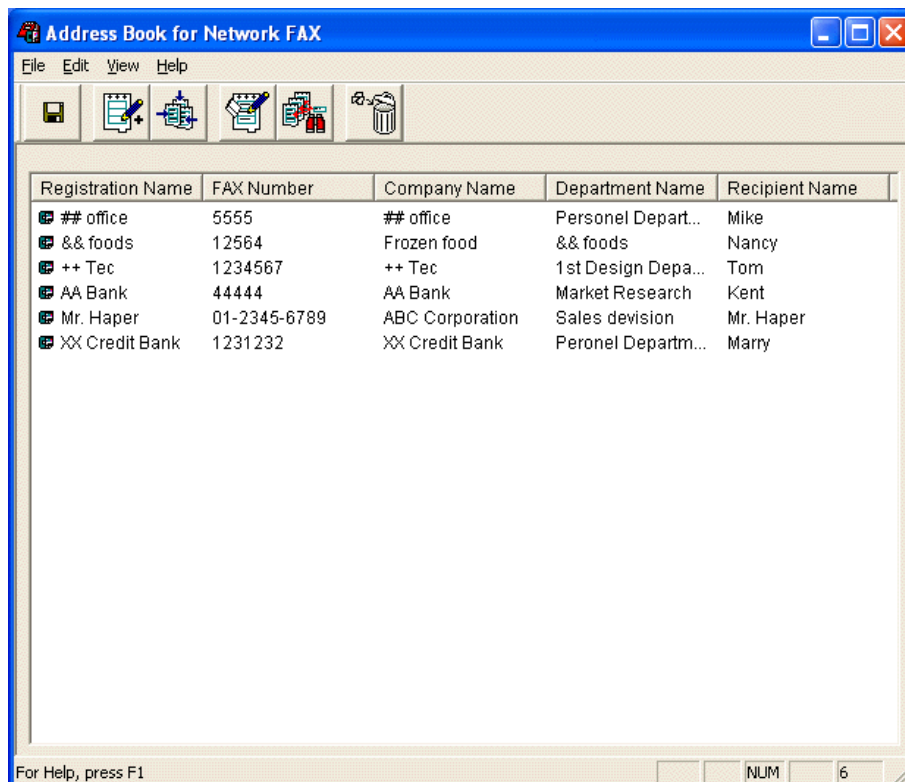
2. Select **New** under the **Edit** menu and then select **New Address** from the successive submenu (or click on the 📝 **New Address** button). The **Registering a New Address** dialogue box will appear.

4-1 Registering Destination Information

3. Perform the various settings as appropriate.

1 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.
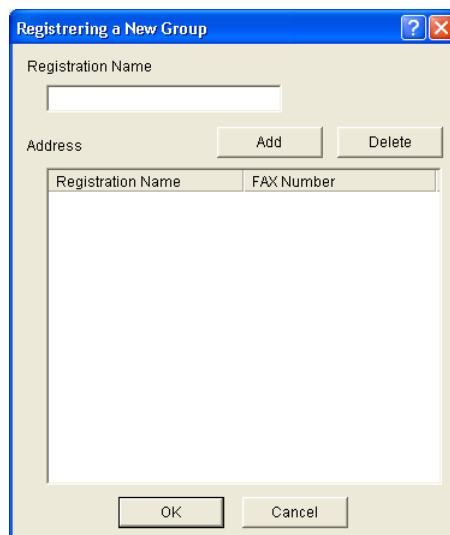
4. Click on the **OK** button.
   The entered information will be displayed in the address list area of the **Address Book for Network FAX** dialogue box.

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).

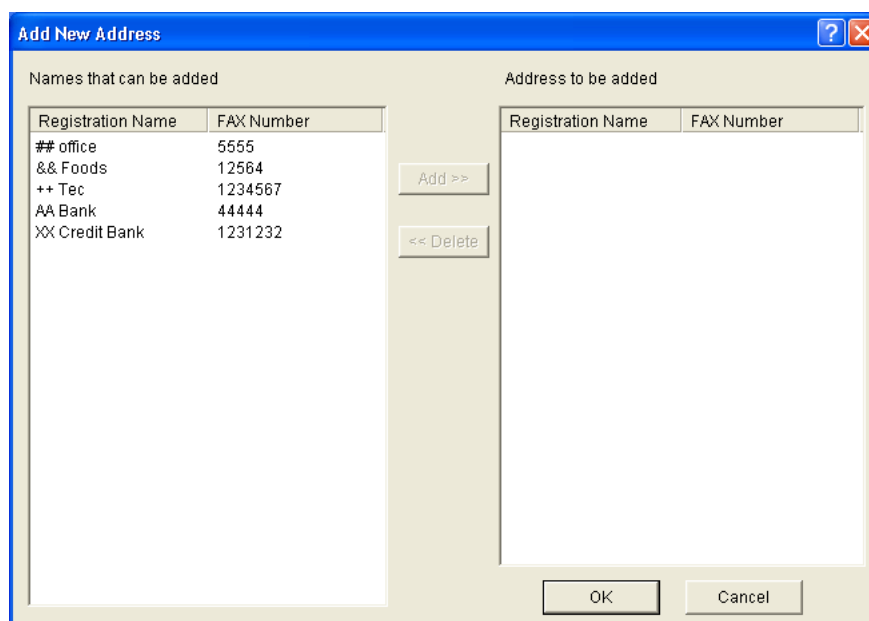# 4-2 Registering Multiple Destinations as a Group

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 🗗 **New Group** button). The **Registering a New group** dialogue box will appear.

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

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.

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).

4-3 Address/Group Copy

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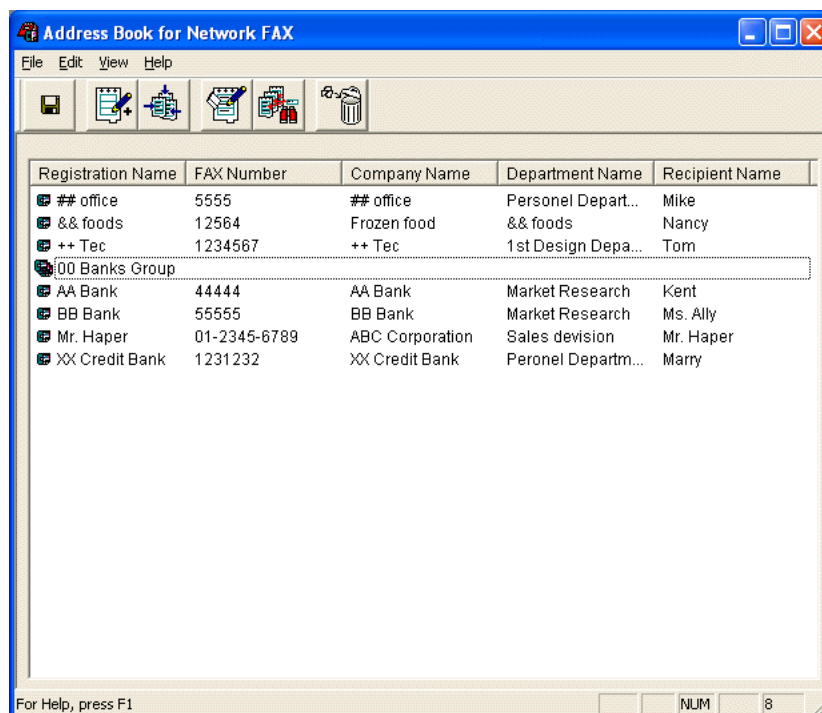
2. Under the **Edit** menu, click on **Copy** and then on **Paste**. The **Registering a New Address** dialogue box or the Registering a New Group dialogue box, as appropriate, will be displayed.

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).

4-4 Editing Individual and Group Destination Information

(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 ( ).

2. Click on the **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).
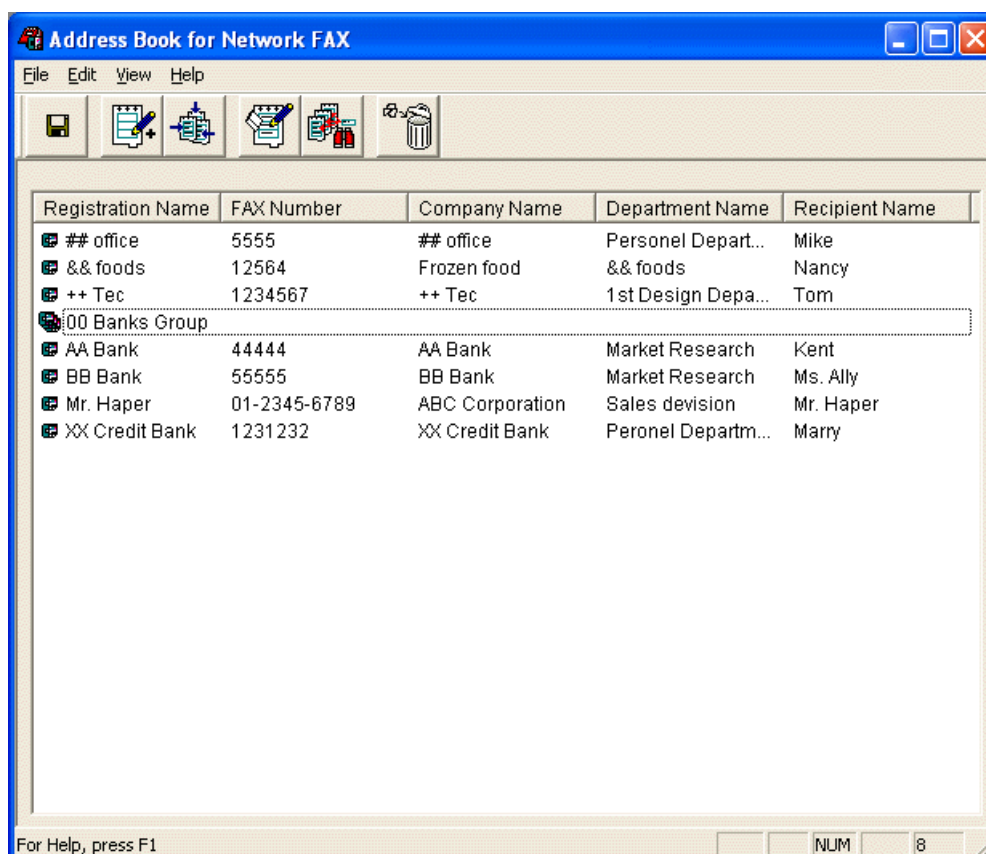
4-4 Editing Individual and Group Destination Information

(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.
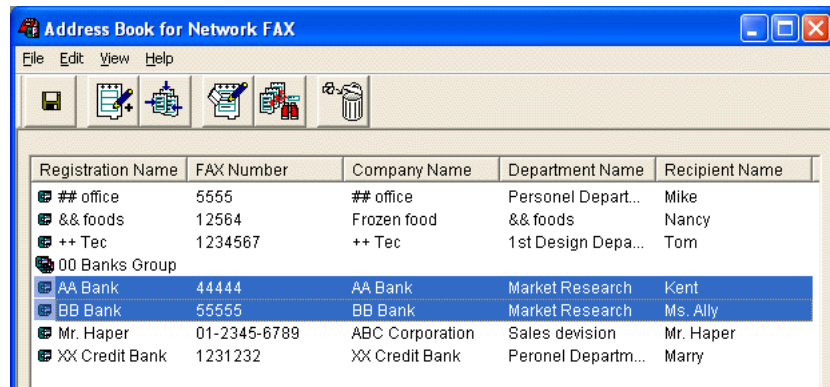
2. Click on the ![icon] **Edit** button. The **Multiple Address Edit** dialogue box will be displayed.

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", "Recipient Name" for an individual destination, and "Registration Name" for Group Destinations), and then enter the new information.


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 ![icon] **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.
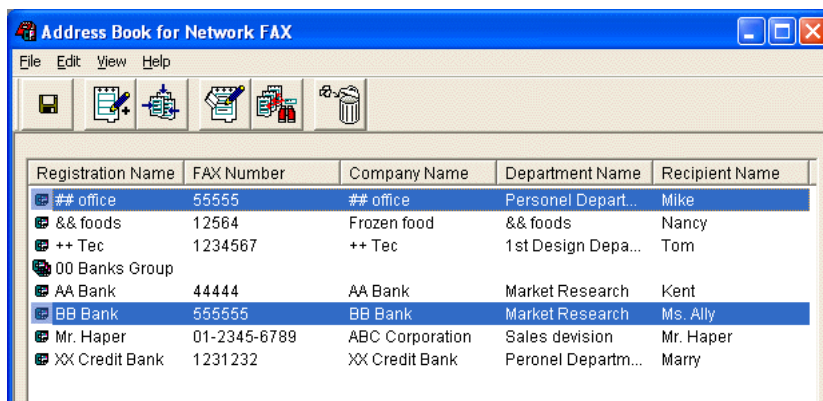
2. Point at **Replace** under the **Edit** menu, or click on the Replace button. The **Replace text** dialogue box will be displayed.
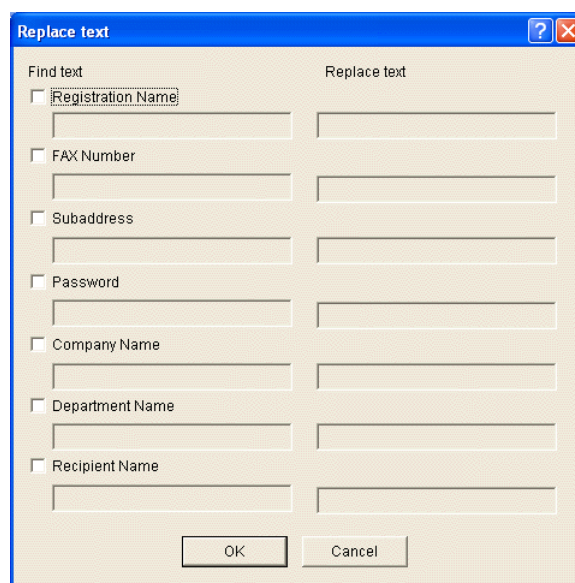

3. Put a check mark in the checkbox of the common item that you want to edit ("Registration Name", "FAX Number", "Subaddress", "Password", "Company Name", "Department Name", and "Recipient Name" for an individual destination and "Registration Name" for Group Destinations).

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.

6. In order to actually register the edited information in the Address Book, select **Apply** from the **File** menu (or click on the Apply button).
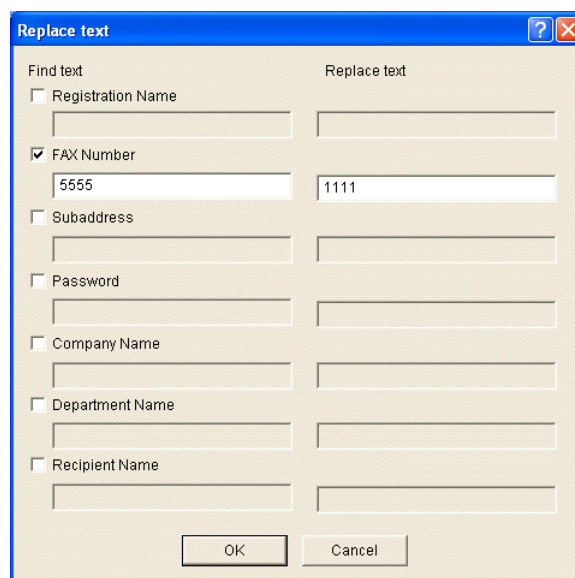
4-5 Deleting Individual and Group Destination Information

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 (![icon]) or group destination (![icon]).
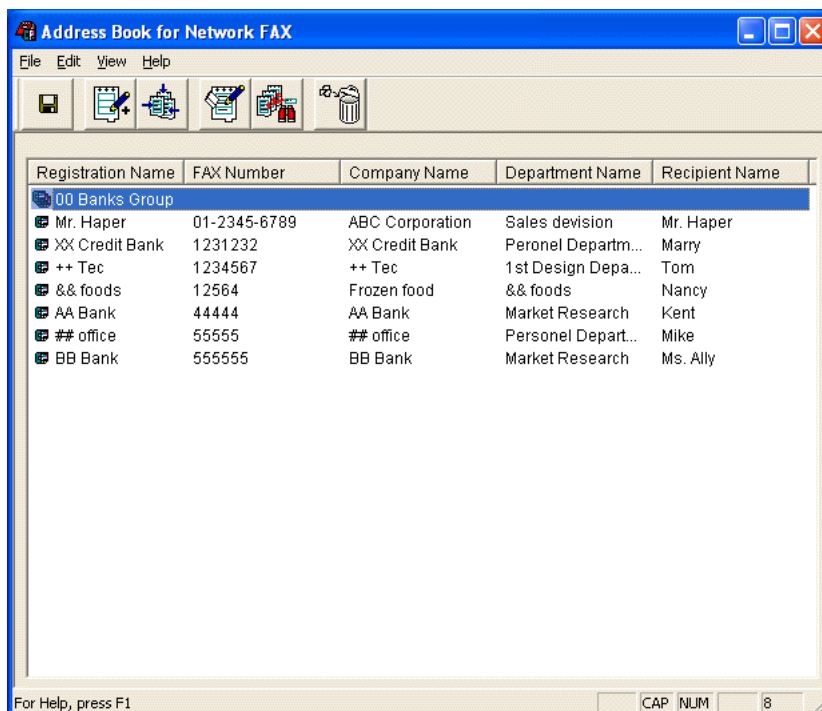
2. Click on the ![icon] **Delete** button.

   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 ![icon] **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.
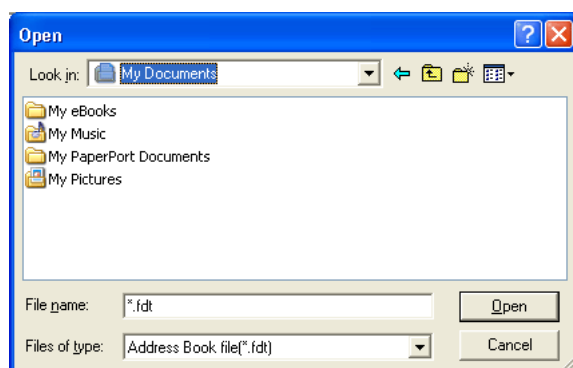
2. Access the folder that contains the desired FDT file.

4-6 Importing Address Data

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

(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.
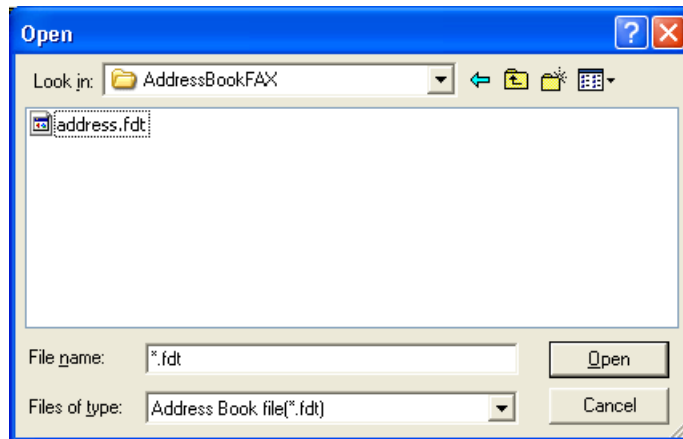

2. Access the folder that contains the desired CSV file.

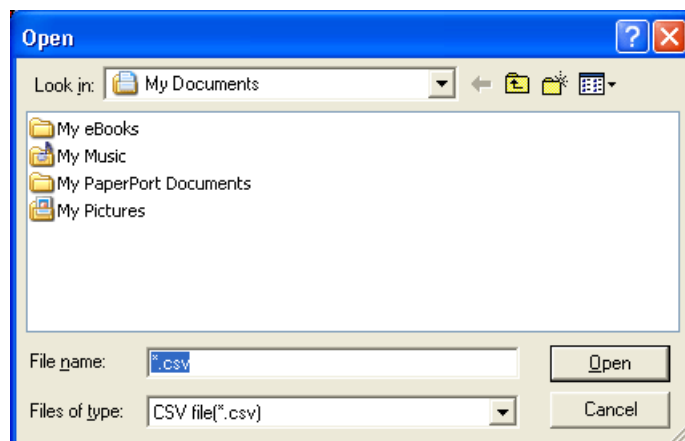3. Select the desired CSV file and then click on the **Open** button. The **Import** dialogue box will appear.
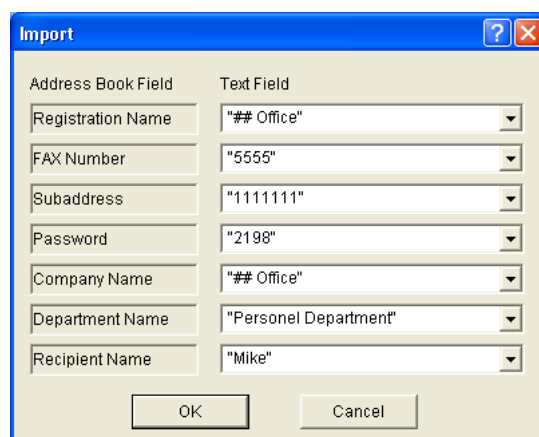
4. Use the dropdown menus to select the fields in the CSV file that correspond to the various fields (Registration Name, Fax Number, etc.) in this Address Book.

4-6 Importing Address Data

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

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.

!: 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.
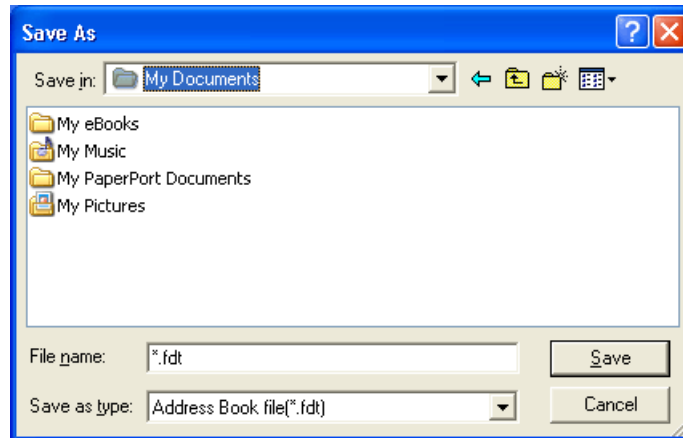
2. Select the location in which you want to save the data.

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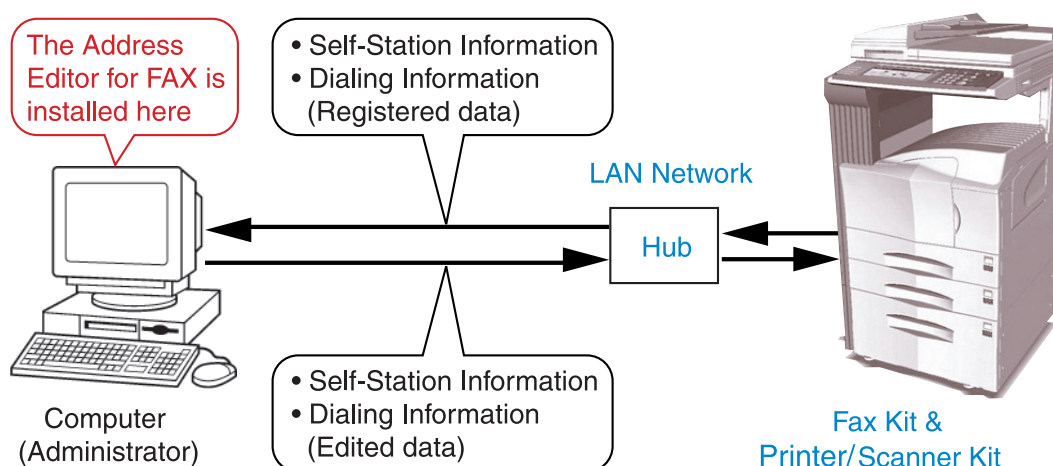
If you are using more than one fax machine that is compatible with Address Editor for FAX, it is easy to register the same dialing information in each of those machines.

* 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.

The Address Editor for FAX is installed here

• Self-Station Information
• Dialing Information
  (Registered data)

LAN Network

Hub

Computer
(Administrator)

• Self-Station Information
• Dialing Information
  (Edited data)

Fax Kit &
Printer/Scanner Kit

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.

1. 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 **Address Editor for FAX** window will appear.
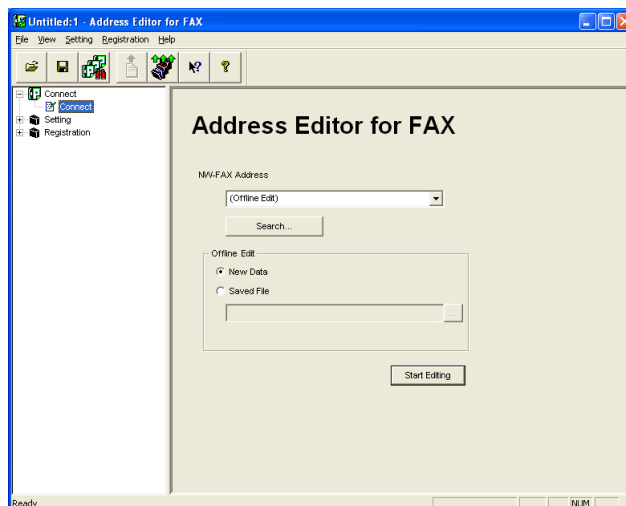
2. Select the desired method of connection to the fax machine.
   To connect to a fax machine and continue the operation on-line, go to the next step.
   To continue the operation off-line (without connecting to the fax machine), go directly to step 6.
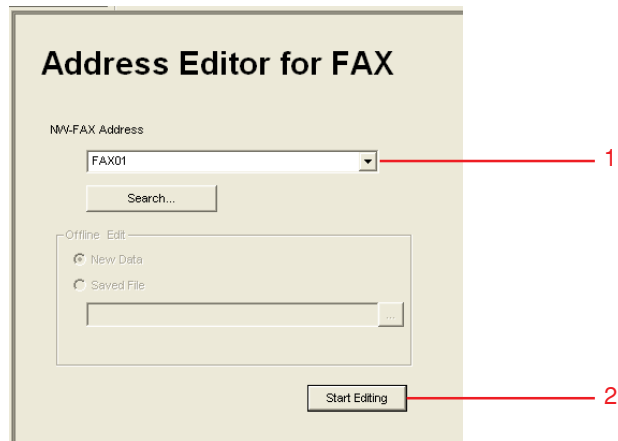
5-1 Registering Self-Station Information

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.

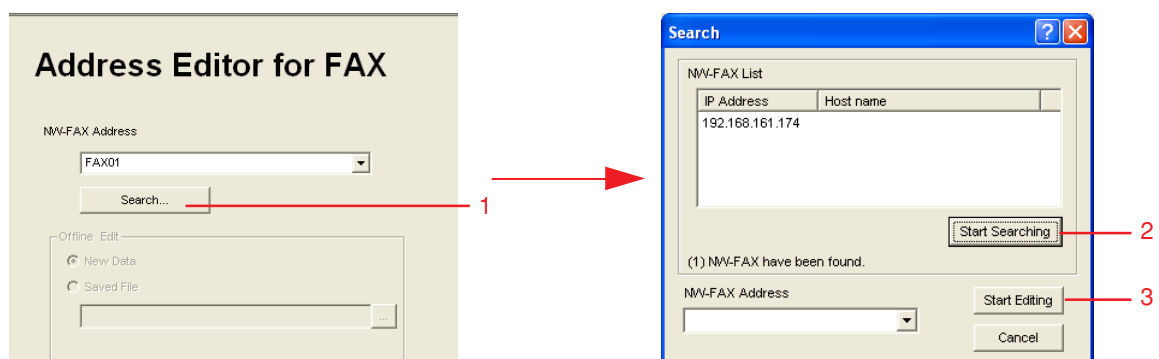2 Click on the **Start Editing** button. Connection to that fax machine will begin.

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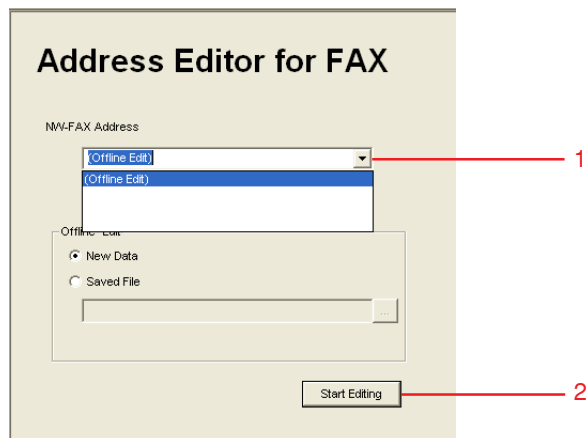
Connect to the fax machine by searching over the network without entering the fax's IP address

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.

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.


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.
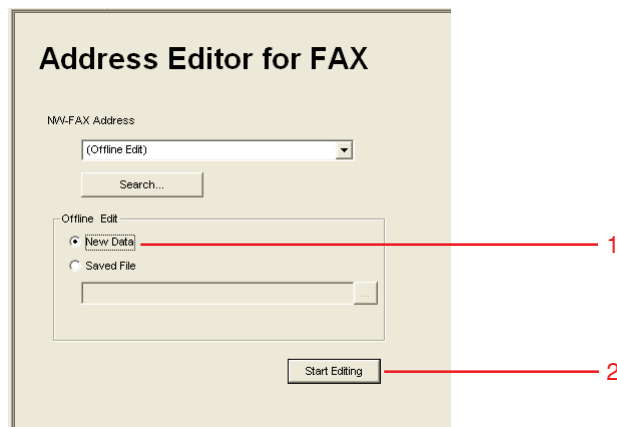

Use saved data (FED file) and edit the current information data

   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.
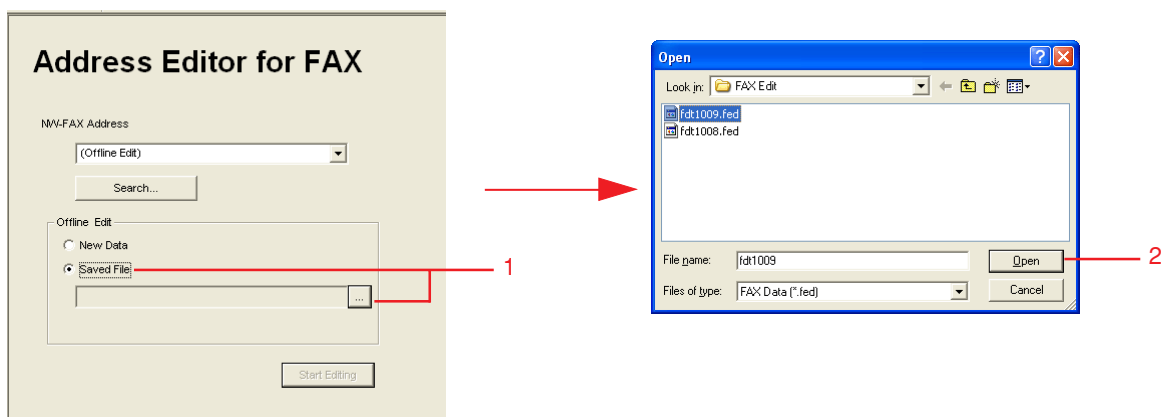
5-1 Registering Self-Station Information

7. Point to the **Own Info.** command under the **Setting** menu. The **Own Information** window will appear.

8. Enter the various information as appropriate.
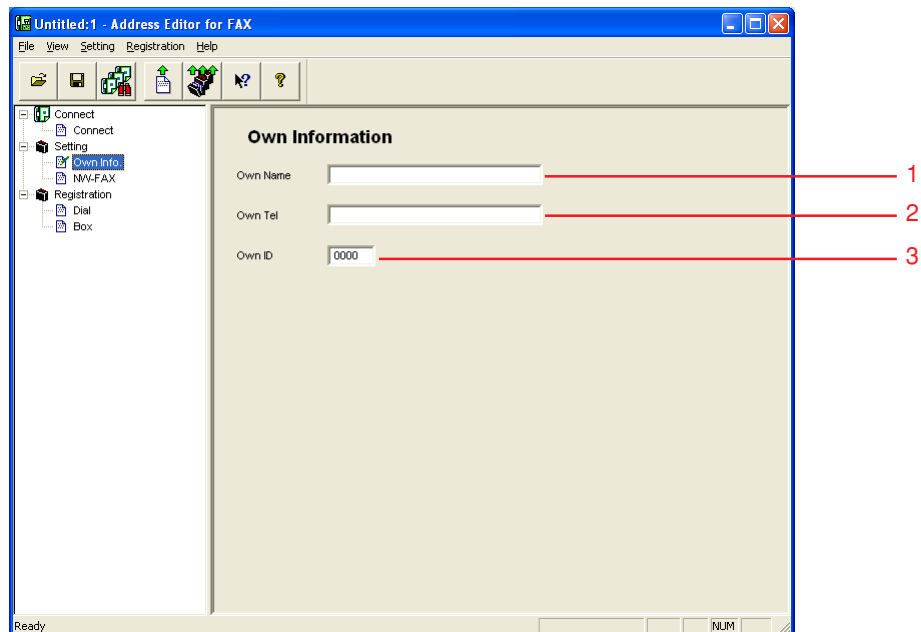
1 **Own Name** field: Enter the self-station name of the fax machine (up to 32 characters)

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.

# 5-1 Registering Self-Station Information

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.
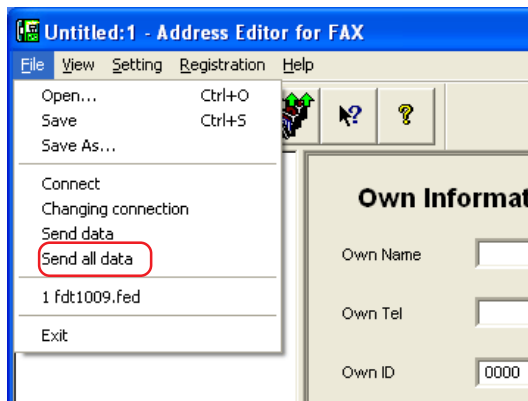
Transmit only the type of edited data that is currently displayed

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.

<Changing your connection to another fax machine>
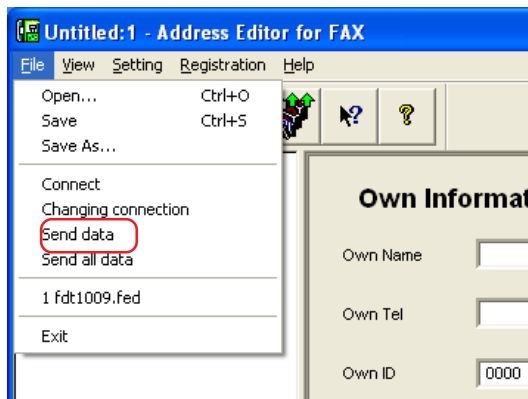
Point to the **Changing connection** command under the **File** menu (or click on the ⚡ **Changing connection** button). Change the destination connection in the resulting **Changing connection** dialogue box.
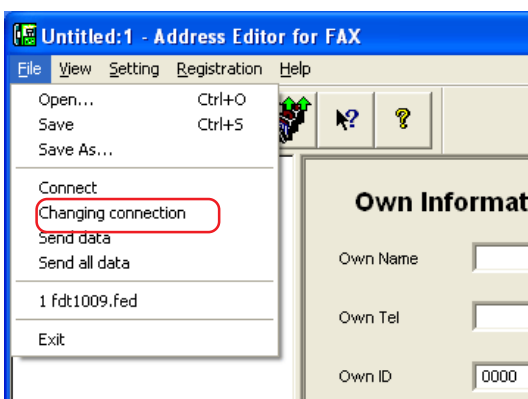
10. Connect to the fax machine and transmit the edited data.

Select from among the following 3 methods of connecting to the fax machine.
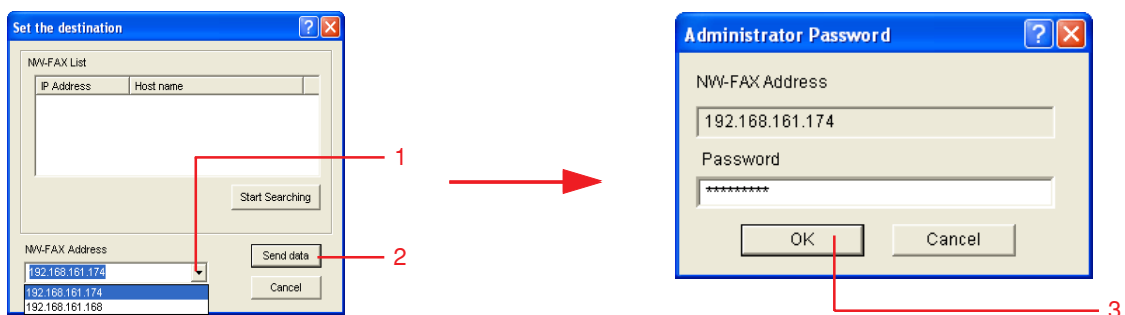
Connect to the fax machine by entering the fax's IP address or host name

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.
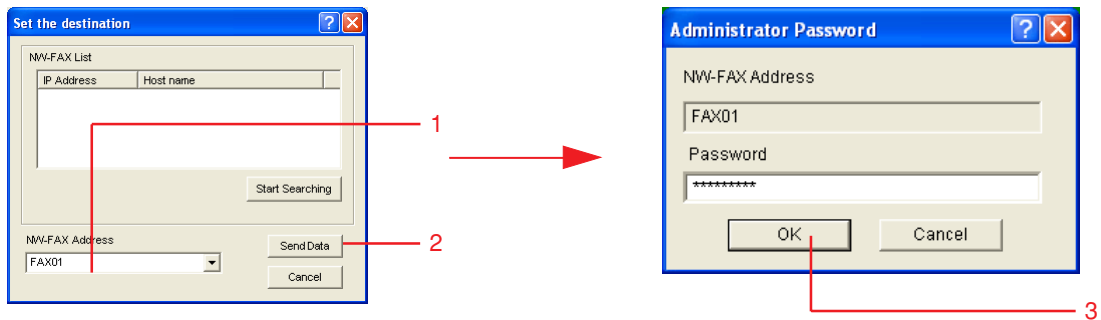
Connect to a fax machine that you have connected to before

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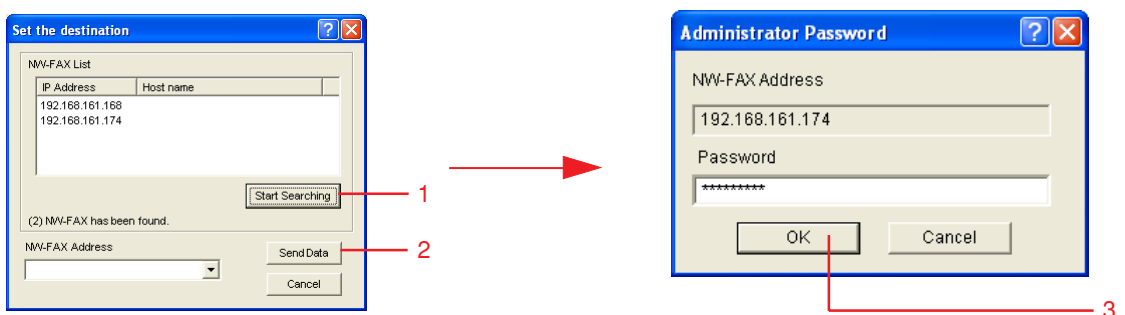
* It is necessary to enter the Administrator Password in order to connect to the fax machine and edit registered data.

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.
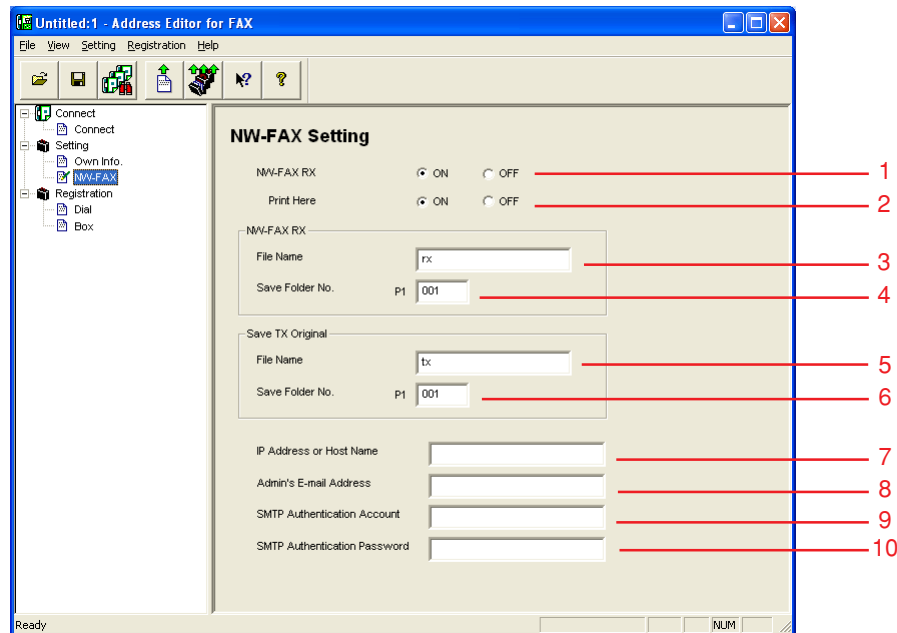
1 **NW-FAX RX** radio buttons: Turns Network FAX reception ON or OFF.

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.
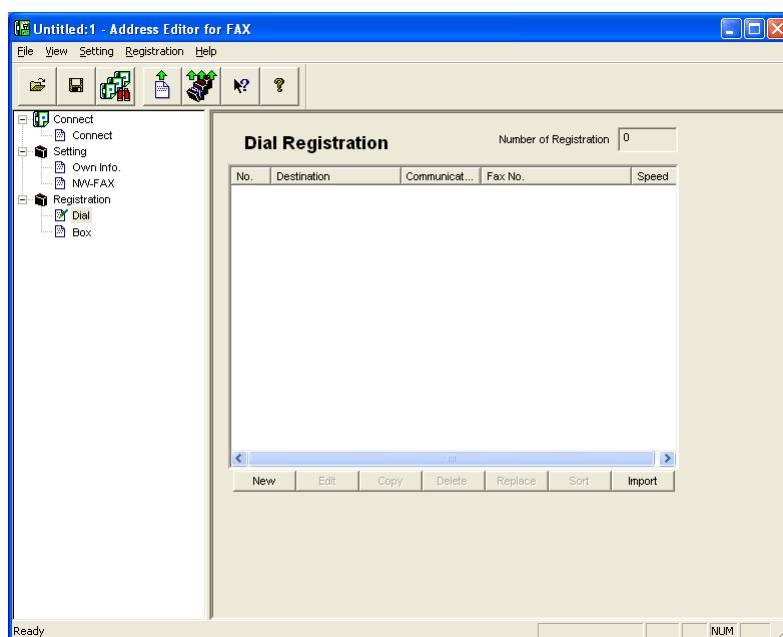
5-3 Registering Dialing Information

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.
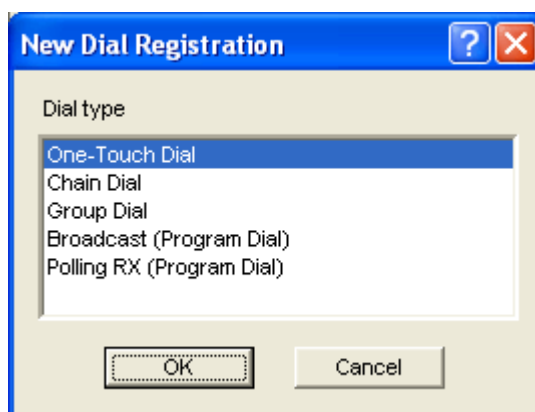
(1) Registering one-touch dial information

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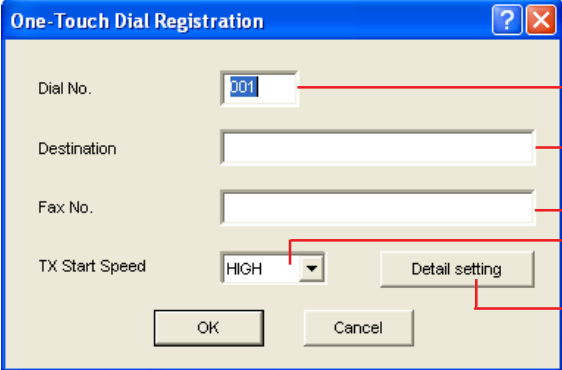
3. Click on the **New** button. The **New Dial Registration** dialogue box will appear.

4. Select **One-Touch Dial** and then click on the **OK** button. The **One-Touch Dial Registration** dialogue box will appear.

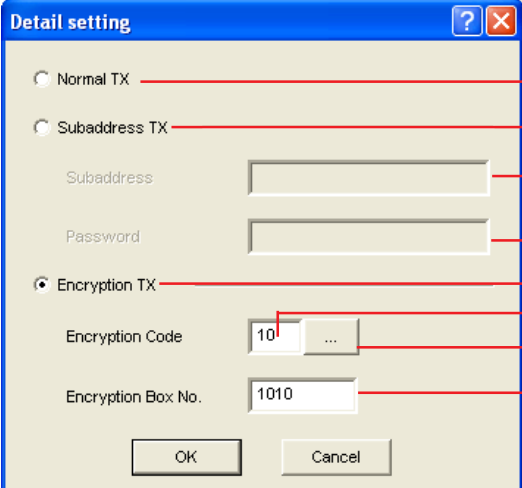5. Register the one-touch dial information. Enter the following registration information.

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.

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)

5-3 Registering Dialing Information

8. 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.
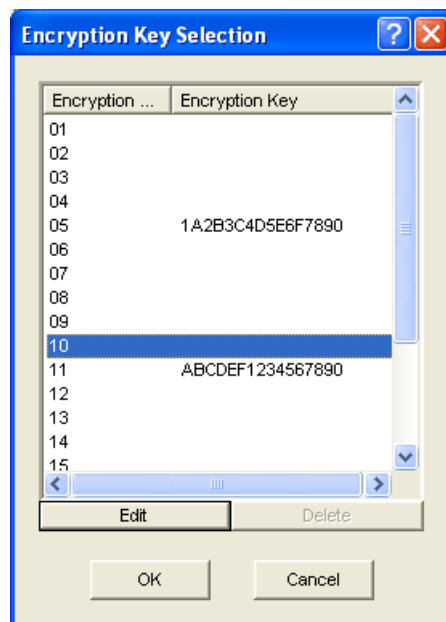
10. Select the Encryption key ID number that you want to register and then click on the **Edit** button. The **Encryption key Registration** dialogue box will appear.
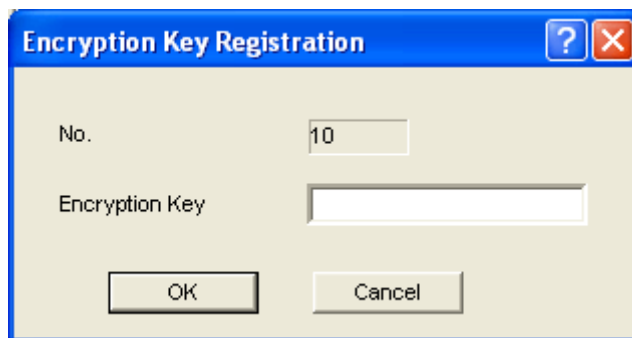
11. Use numerals (0 to 9) and/or the English alphabet (A to F) to enter the desired 16-digit Encryption key.

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.

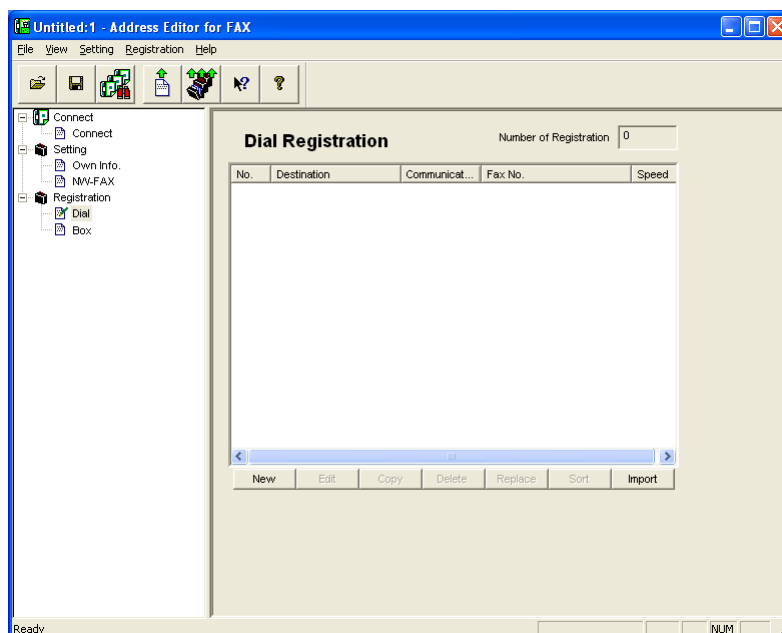15. Make sure that the registered information is correct and then click on the **OK** button.

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.
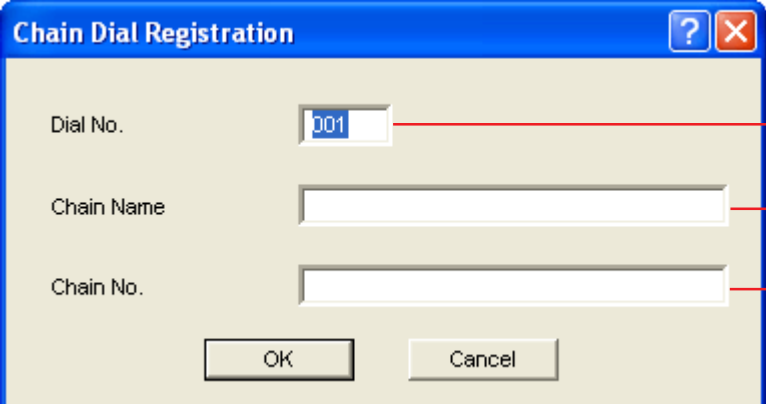

3. Click on the **New** button. The **New Dial Registration** dialogue box will appear.

4. Select **Chain Dial** and then click on the **OK** button. The **Chain Dial Registration** dialogue box will appear.

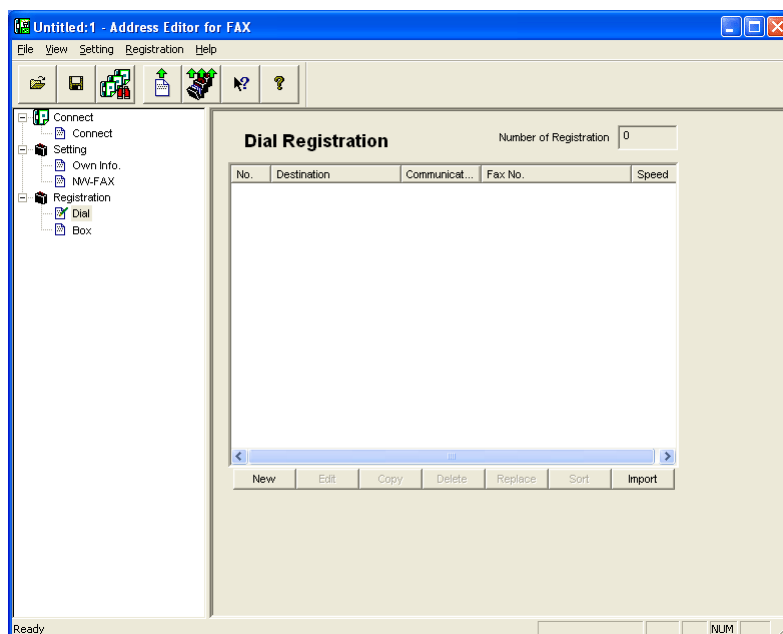5. Register the chain dial information. Enter the following registration information.

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.
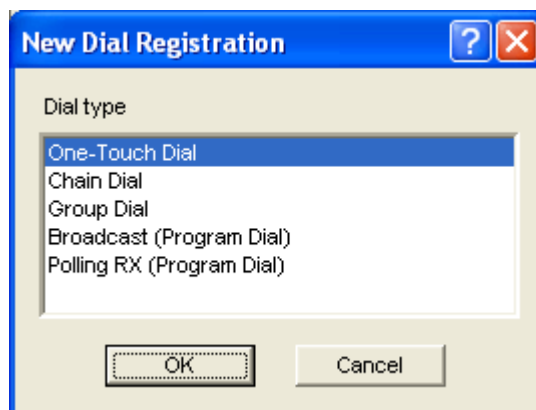
(3) Registering group dial information

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.
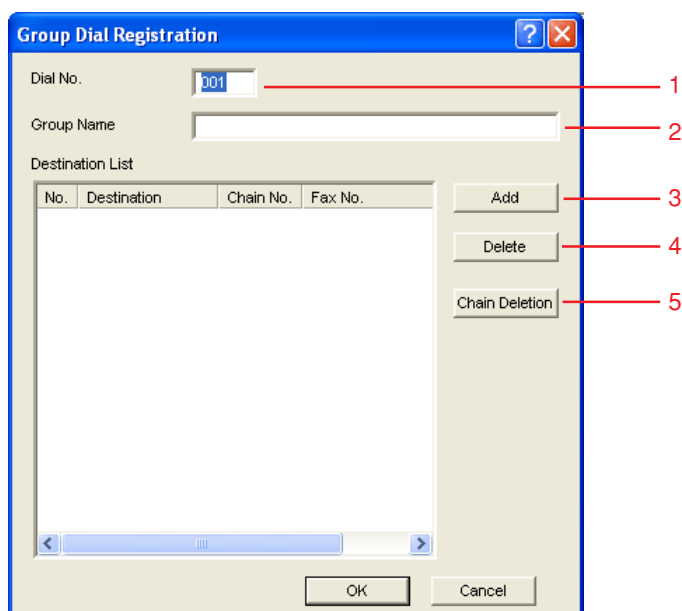

3. Click on the **New** button. The **New Dial Registration** dialogue box will appear.

5-3 Registering Dialing Information

4. Select **Group Dial** and then click on the **OK** button. The **Group Dial Registration** dialogue box will appear.

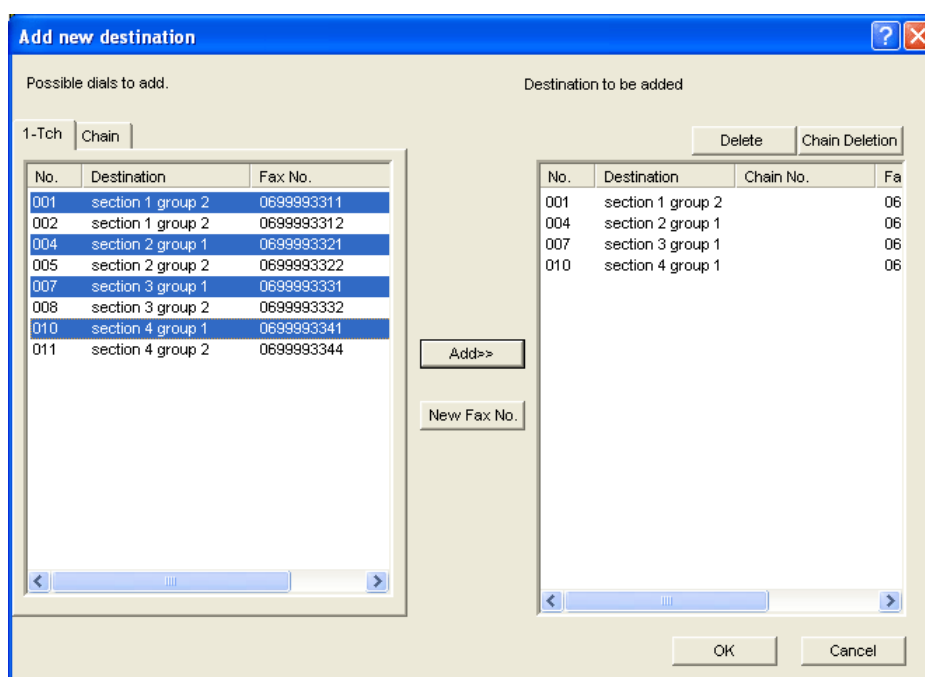5. Register the group dial information. Enter the following registration information.

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.

5-3 Registering Dialing Information

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.
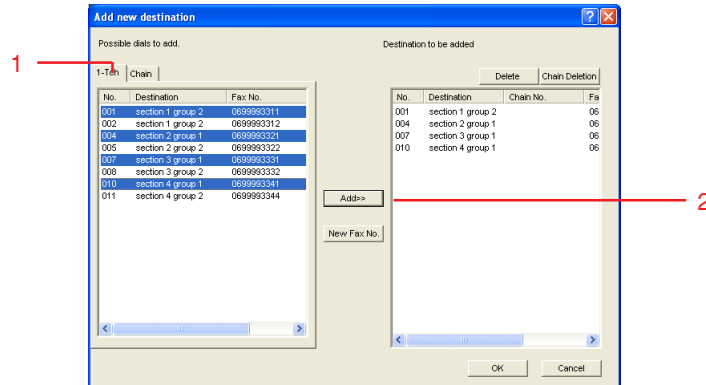
Enter a destination fax number to be added to the group

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.
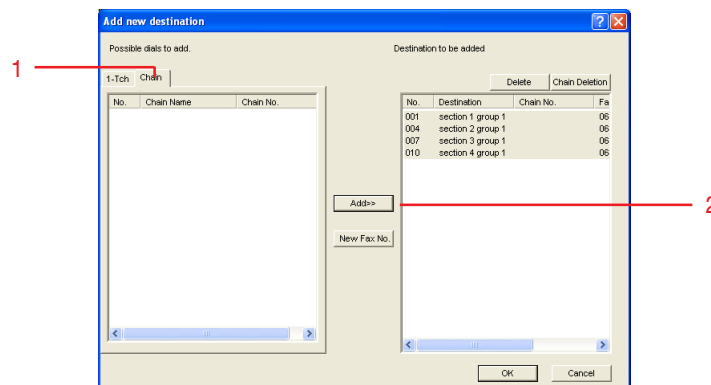
8. Make sure that the registered information is correct and then click on the **OK** button.

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.

5-3 Registering Dialing Information

(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.
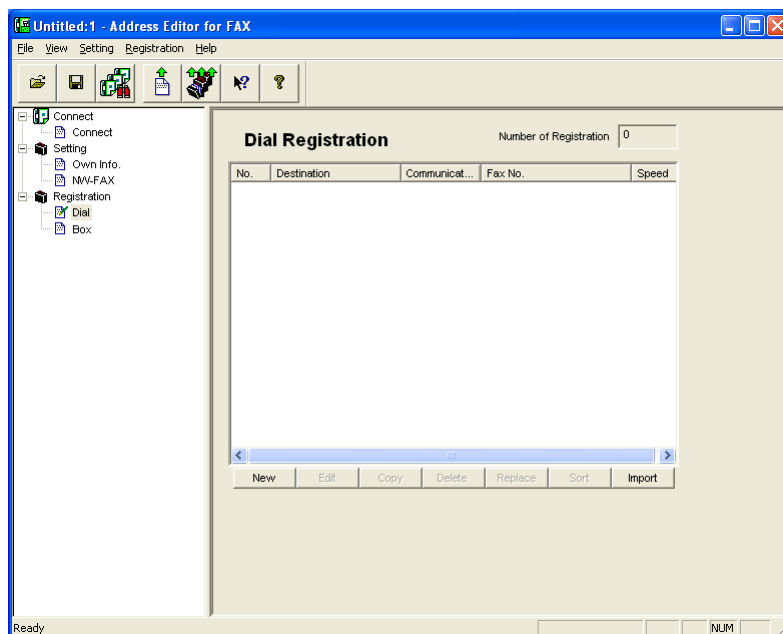
3. Click on the **New** button. The **New Dial Registration** dialogue box will appear.
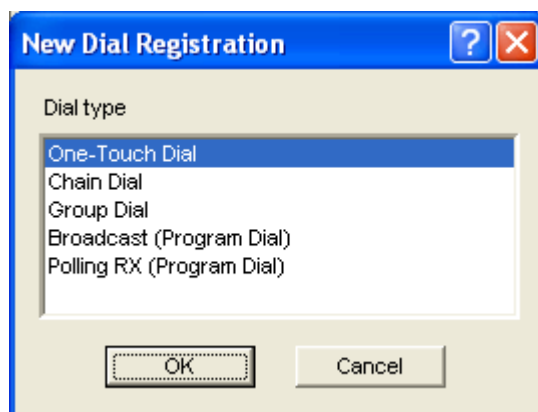
4. Select **Broadcast (Program Dial)** or **Polling RX (Program Dial)** as desired and then click on the **OK** button. The **Broadcast (Program Dial)** or **Polling RX (Program Dial)** dialogue box, as appropriate, will appear.

5. Register the program dial information. Enter the following registration information.

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.

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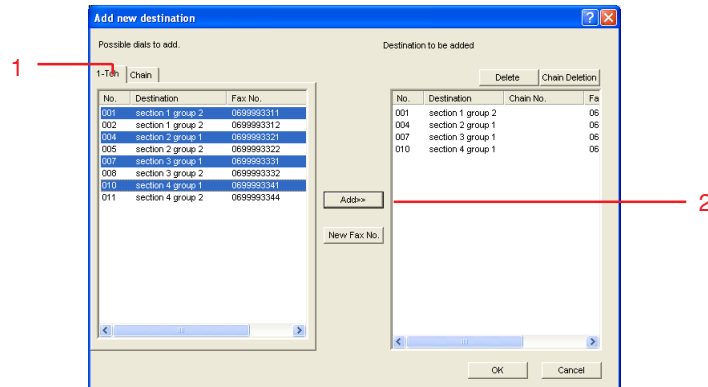
Enter a destination fax number that to be added to the program

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.

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.
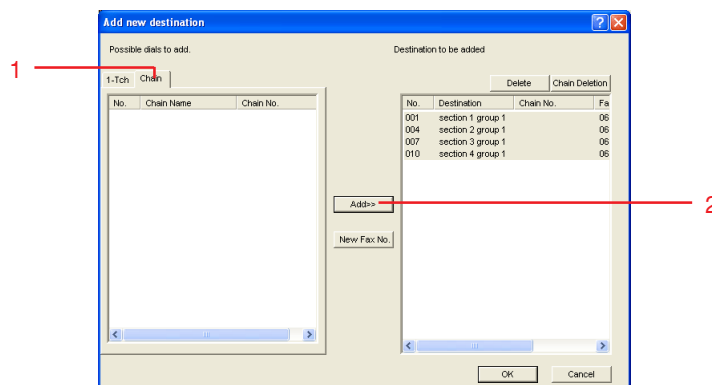
8. Make sure that the registered information is correct and then click on the **OK** button.

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.
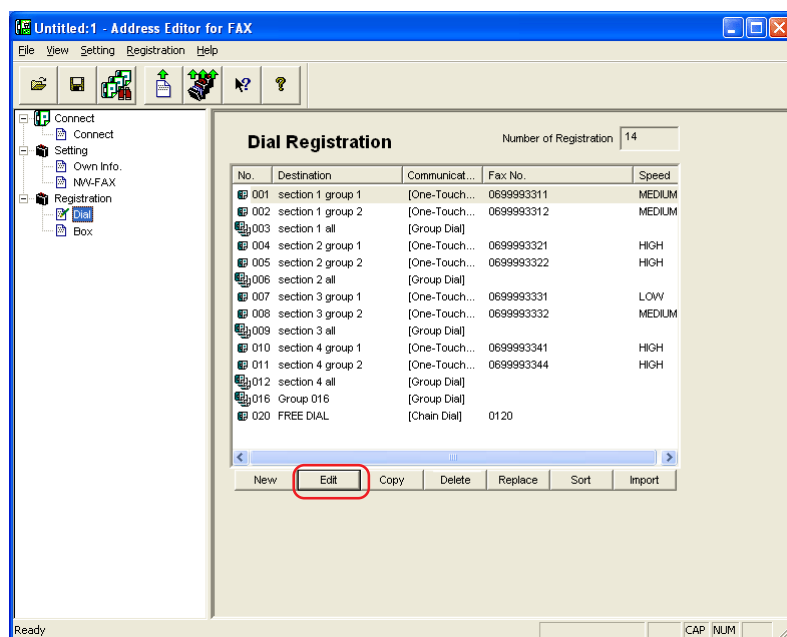
4. Edit the registered information as desired.

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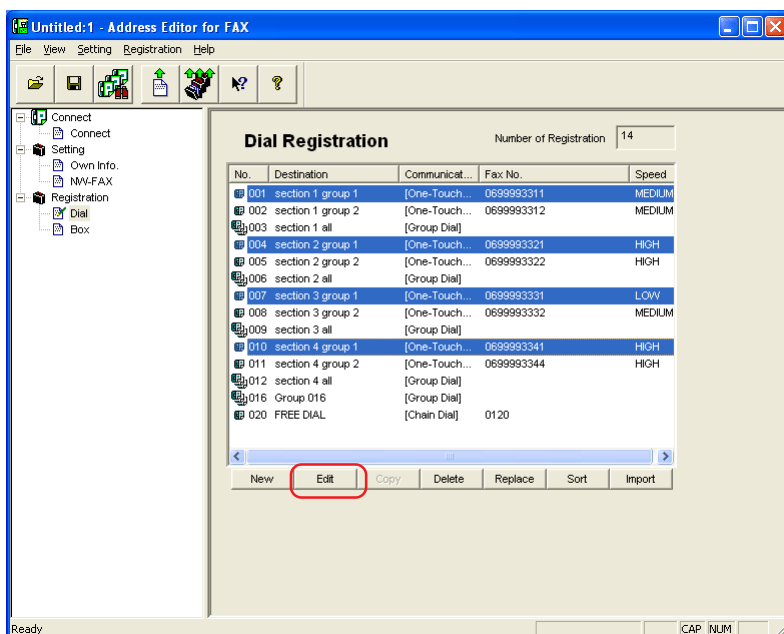
4. Select which type of information will be changed for all of the selected entries and then enter the corresponding information that they will have in common.

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

      Chain dial: Destination / Fax No.

      Group dial: Destination

      Program dial: Destination
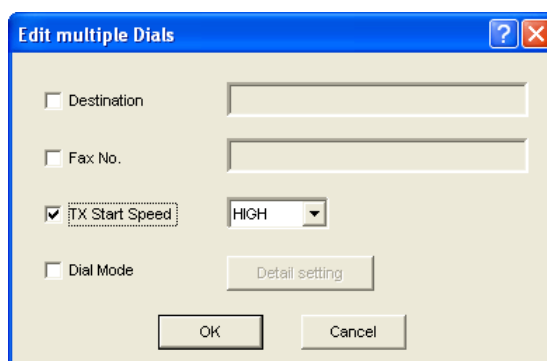
5. Make sure that the edited information is correct and then click on the **OK** button. The selected information will be edited.

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.
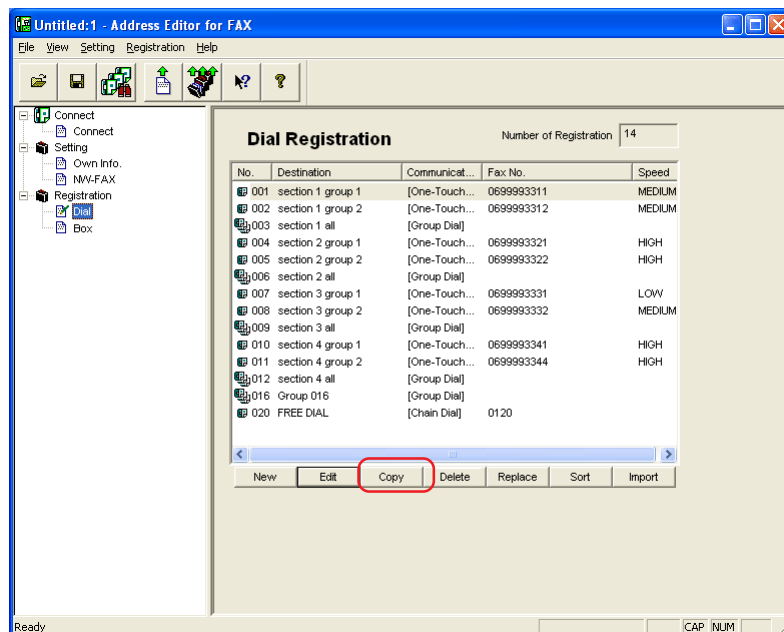
4. Designate the new dialing information number that you want to use for the copied data. Enter the desired number in the **Dial No.** field or use the dropdown menu to select that number.
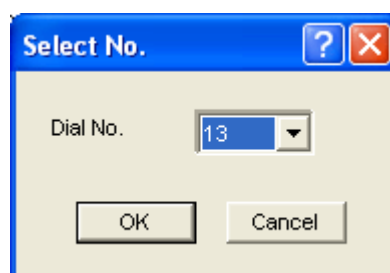
5. Click on the **OK** button. The copied dialing information will be copied to the selected number.

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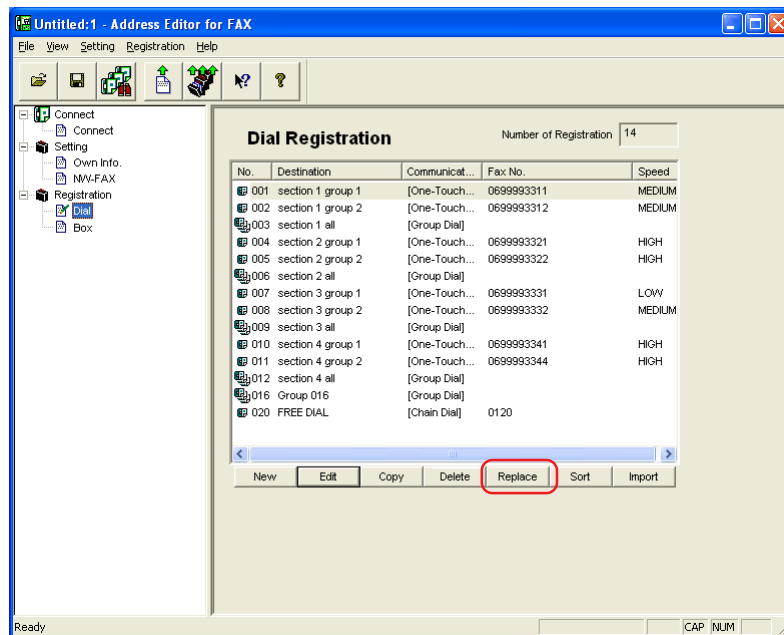
4. Select the field(s) that the common data string is in, enter the string into the corresponding **Search the letter String** field(s) and then enter the replacement string in the corresponding **Replace the letter String** field(s).
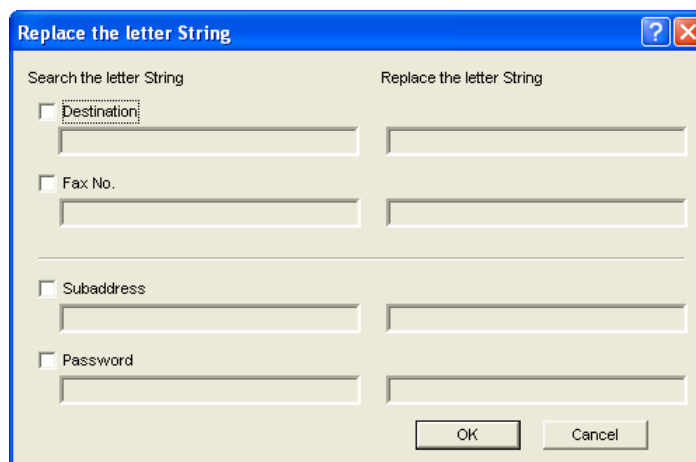
NOTE

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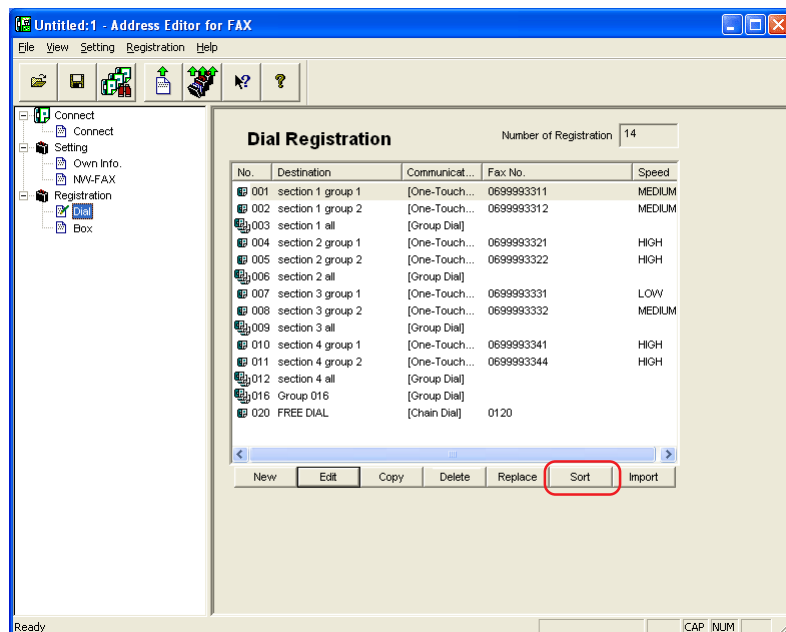
4. Select from the list at left the dialing information whose order you want to change and then click on the **>>** button. The selected information will be moved to the list at right. It is possible to select and move more than one entry at a time.

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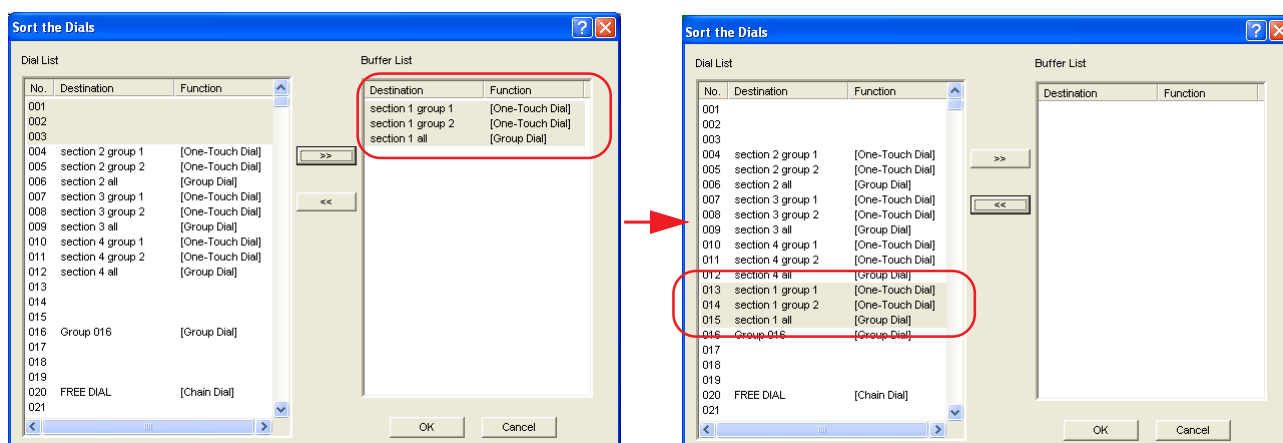
6. Repeat steps 4 and 5 until all entries are arranged in the desired order.

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.
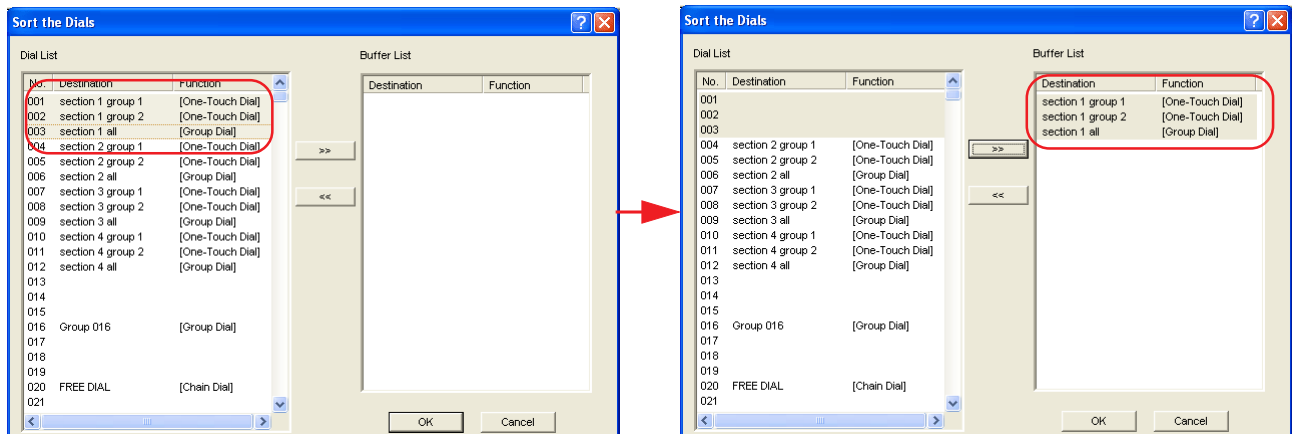
(6) Deleting dialing information

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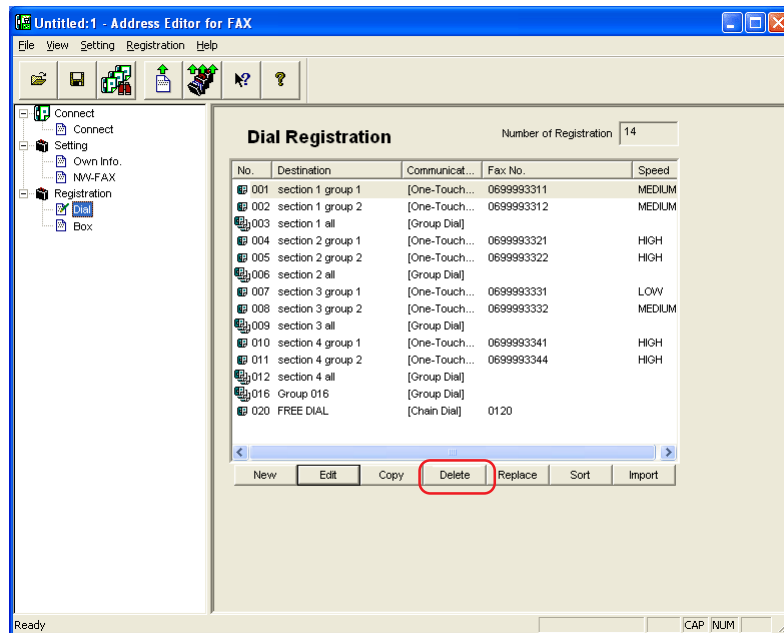
4. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

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.
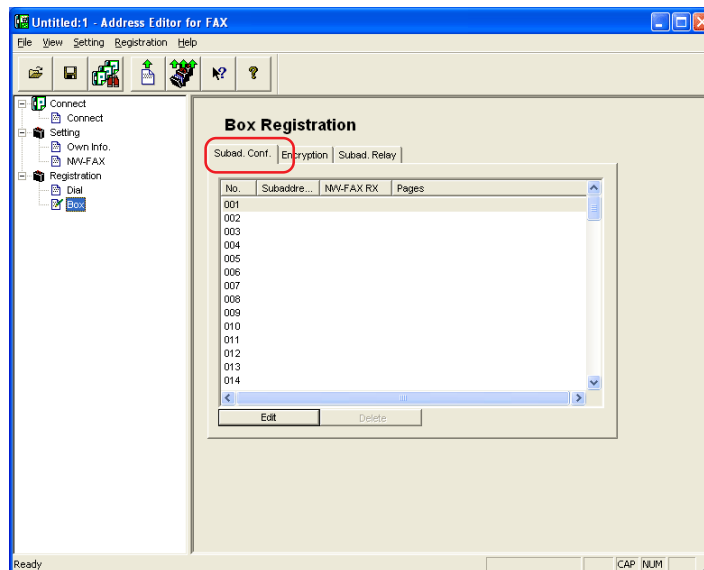
4. Select from that list the number of the box that you want to register or edit.

5. Click on the **Edit** button. The **Subaddress Confidential Box** dialogue box will appear.

6. Enter the following registration information.

   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.
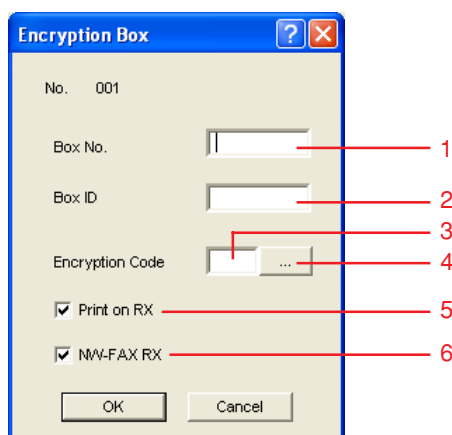
(2) Encryption box

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.
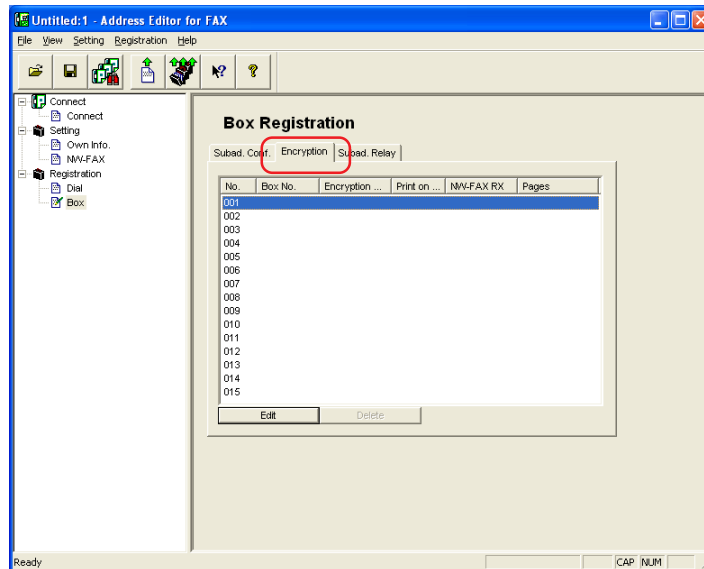
4. Select from that list the number of the box that you want to register or edit.

5. Click on the **Edit** button. The **Encryption Box** dialogue box will appear.

6. Enter the following registration information.

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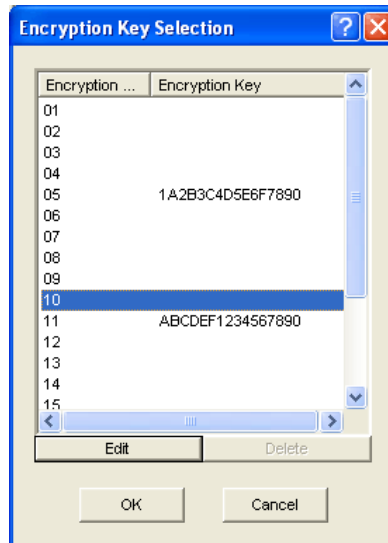
9. Select the Encryption key ID number that you want to register and then click on the **Edit** button. The **Encryption Key Registration** dialogue box will appear.

10. Use numerals (0 to 9) and/or the English alphabet (A to F) to enter the desired 16-digit Encryption key.
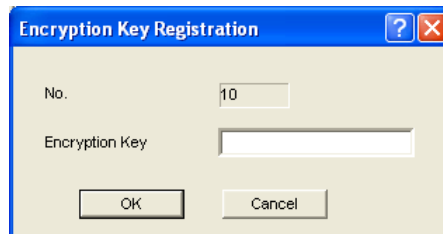
11. Click on the **OK** button. The registered information will appear in the **Encryption Key Selection** dialogue box.

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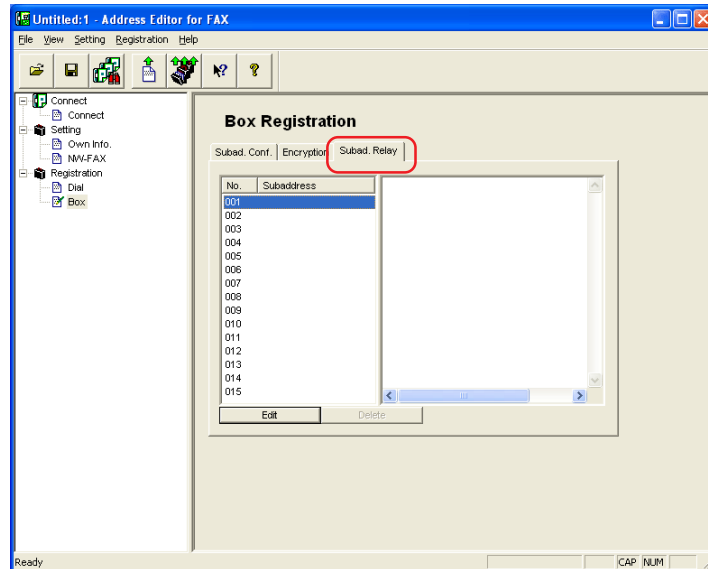
14. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

(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.

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.

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.
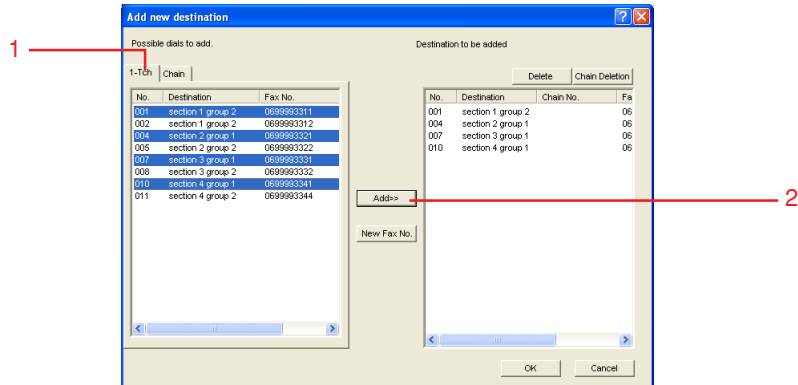
Enter a destination fax number to be added to the list

1 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 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.
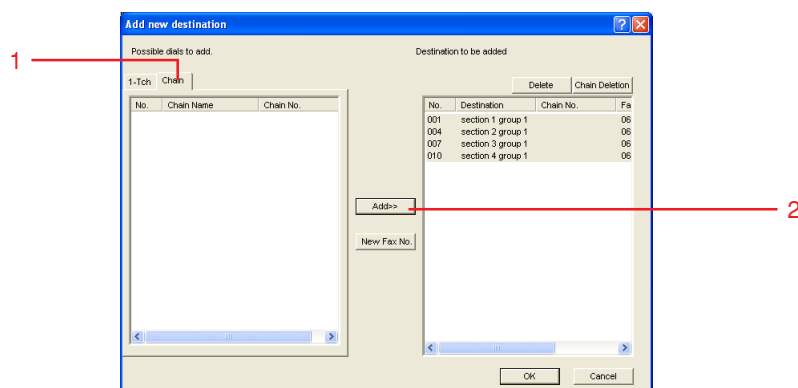
4 The added destination will be registered in the list at right under the number that corresponds to the designated chain dial information.

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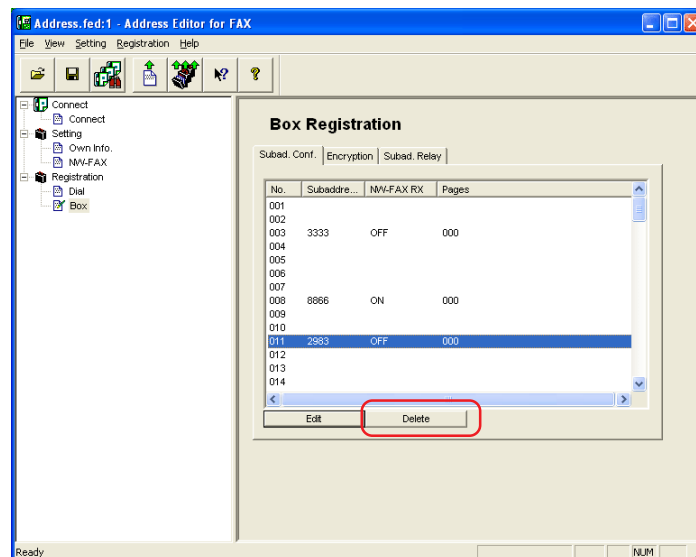
5. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

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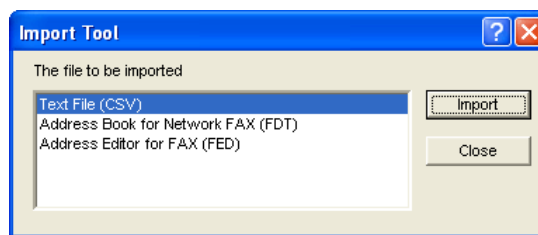
4. Select the desired file format from the **The file to be imported** list and then click on the **Import** button. The **Open** dialogue box will appear.

(This screen-shot shows the selection of an CSV file.)
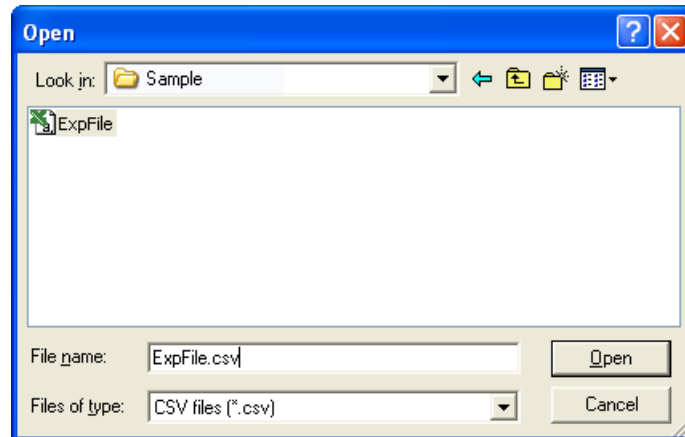
5. Select the desired file and then click on the **Open** button.

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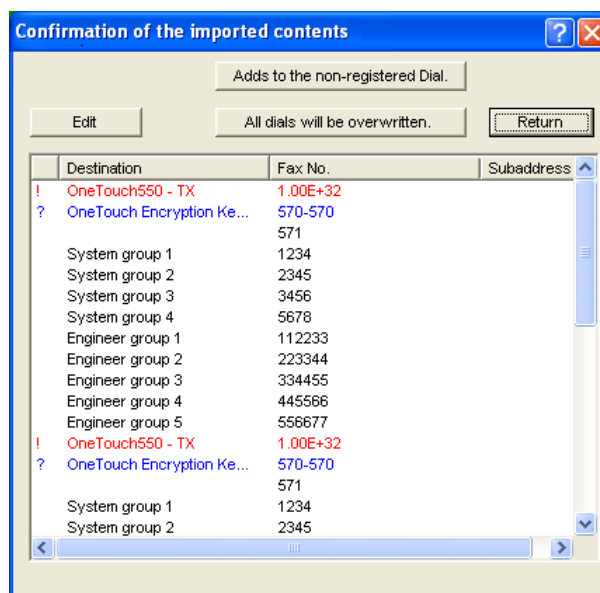
6. Select the items in the dropdown menu that you want to have correspond to each field (Destination, Fax No., etc.) in the CSV data.

   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.

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.

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.
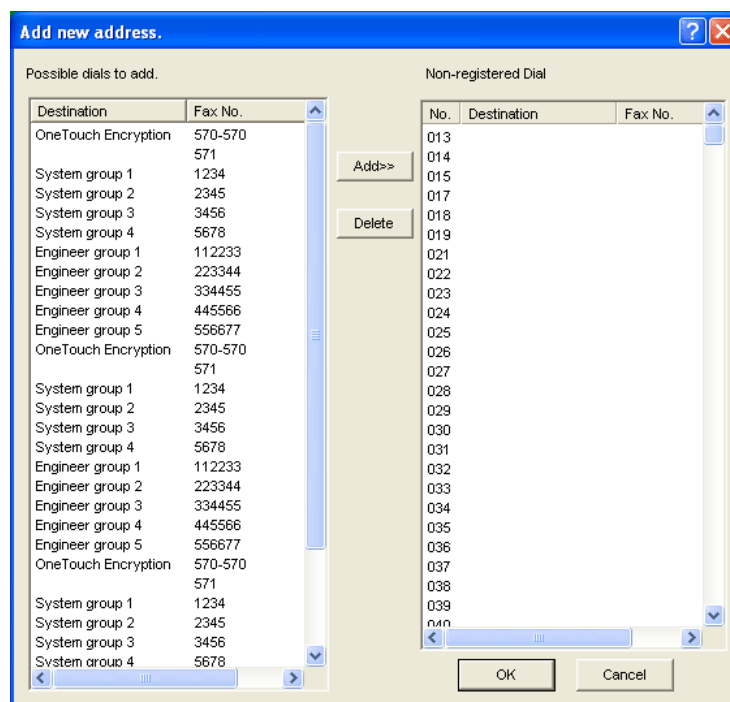
10. Select from the list at left the dialing entry you want to add.

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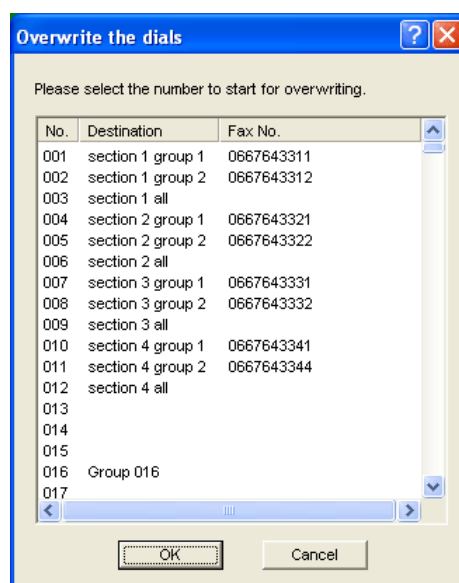
14. Select the dial number at which you want to start writing data to the fax machine and then click on the **OK** button. The operation to write data will start from the selected number downward.

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.

5-6 Saving Data as an FED-formatted File

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.
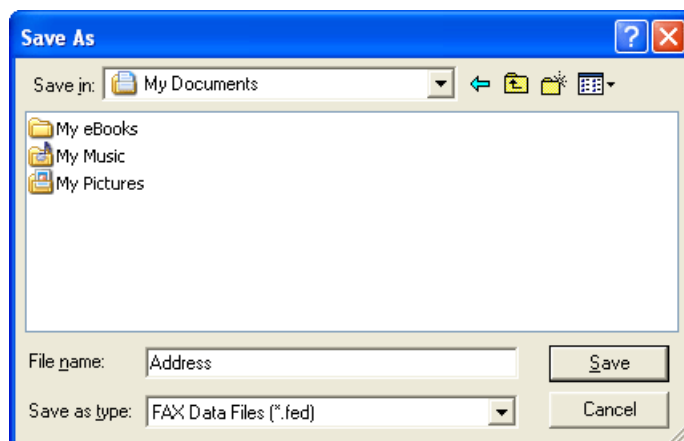
3. Select the location to save the file.

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)