

Network FAX Driver

# Operation Guide





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## About this Operation Guide

This Operation Guide explains the settings for the Network FAX driver as well as the procedures that are required in order to use the Network FAX Transmission Function. 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 5.01 or later must be installed on your computer to read the manual.

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## Operating Environment

The Network FAX Transmission Function is 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 Operation Guide are compiled from Windows XP. The actual displays on your computer may differ depending upon your particular operating system.

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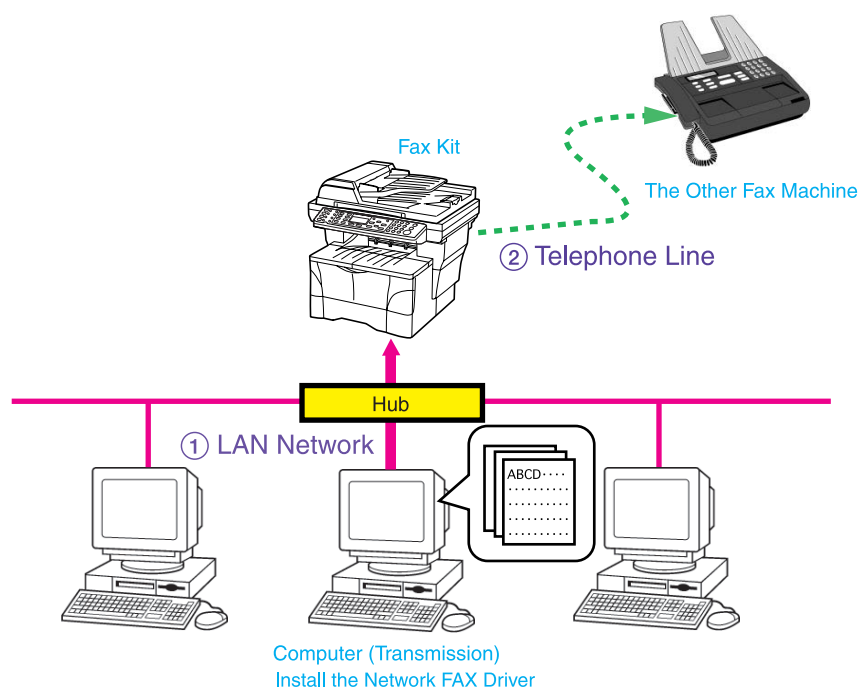
## Network FAX Transmission Function

The Network FAX Transmission Function enables you to send faxes directly from your computer to receiving facsimiles.

By using the Network FAX driver, you can send directly to other facsimiles – via the Fax Kit that is installed in this fax machine – fax documents that you have prepared using the software applications on your computer. The Network FAX driver must be installed in all computers that will be used to send fax documents.

### Outline of the Network FAX 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.



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# 1 Installing the Corresponding Software

## Installing the Network FAX Driver

- 1 Insert the provided CD-ROM into the CD-ROM drive of the computer in which to install the Network FAX Driver. The set-up screen will appear automatically.

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**NOTE:** If the set-up screen does not appear, start the appropriate software manually from the CD-ROM.

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- 2 Read the **Notice** and then click on the ►► button.

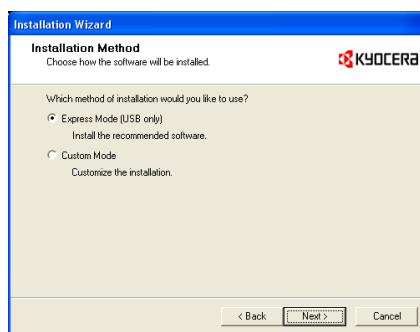


- 3 Click on **Install Software**.

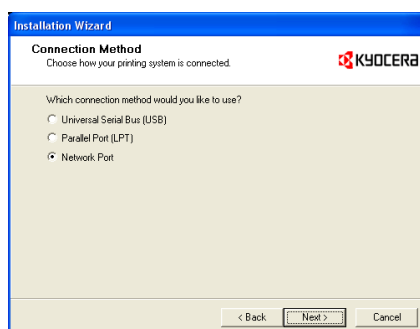


- 4 Click on the **Next** button.

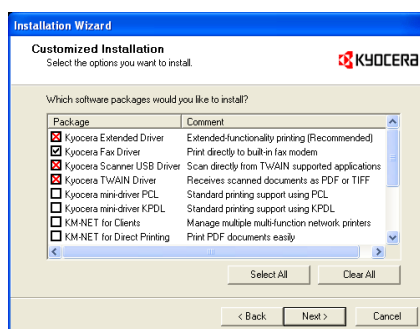
**5** Select **Custom Mode** and click on the **Next** button.



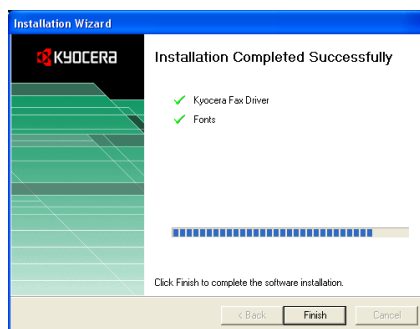
**6** Select **Network Port** and click on the **Next** button.



**7** Select **Kyocera Fax Driver** and click on the **Next** button.

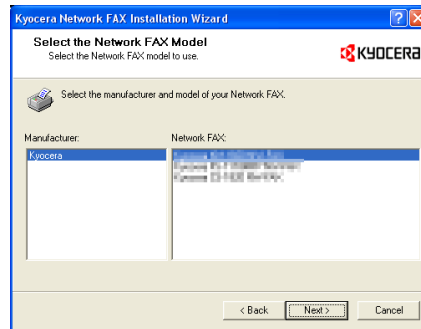


**8** Click on the **Finish** button.

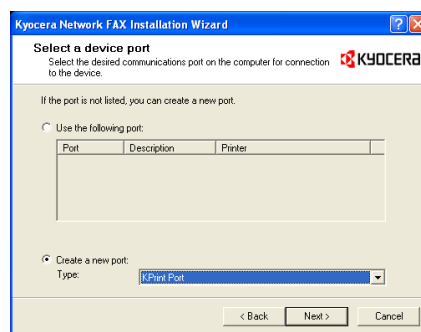




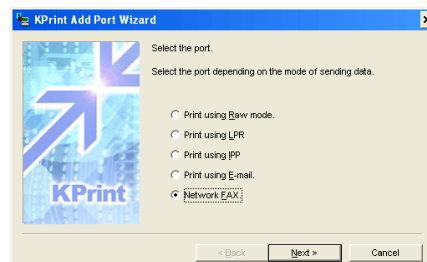
- 9 Select the model of your Network FAX in the **Network FAX** list and click on the **Next** button.



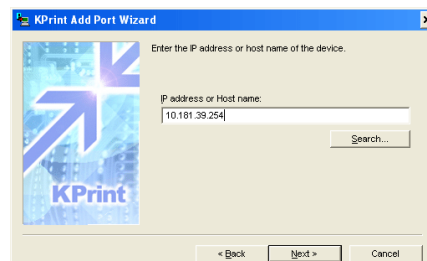
- 10 Click on the **Create a new port** radio button and select **KPrint Port** from the **Type** drop-down menu. Click on the **Next** button.



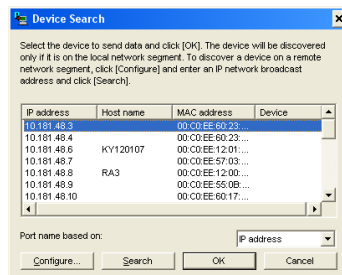
- 11 Click on the **Network FAX** radio button and click on the **Next** button.



- 12 Enter the IP address or host name of the fax in the **IP address or Host name** field, click on the **Next** button and proceed to step 15. If you do not know that information, click on the **Search** button and proceed to the next step.



- 13** Select your fax and click on the **OK** button.



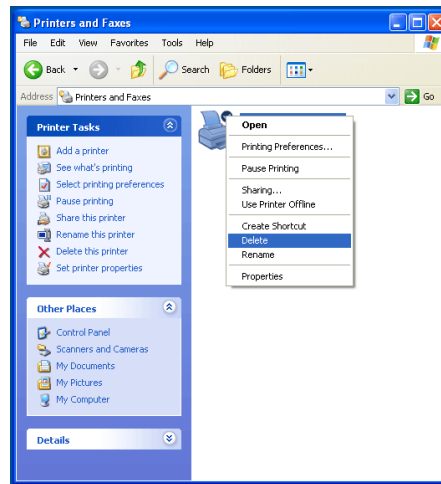
- 14** Click on the **Next** button.

- 15** Follow the instructions in the installation wizard to continue the installation procedure.

## Uninstalling the Network FAX Driver

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

- 1 Click on the **Start** in the Task Bar and then select **Control Panel**. Select **Printers and Other Hardware** and then **Printers and Faxes** in that order from the successive menus to access the **Printers and Faxes** dialogue box.
- 2 Right-click on the name for this fax (normally: Kyocera 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.



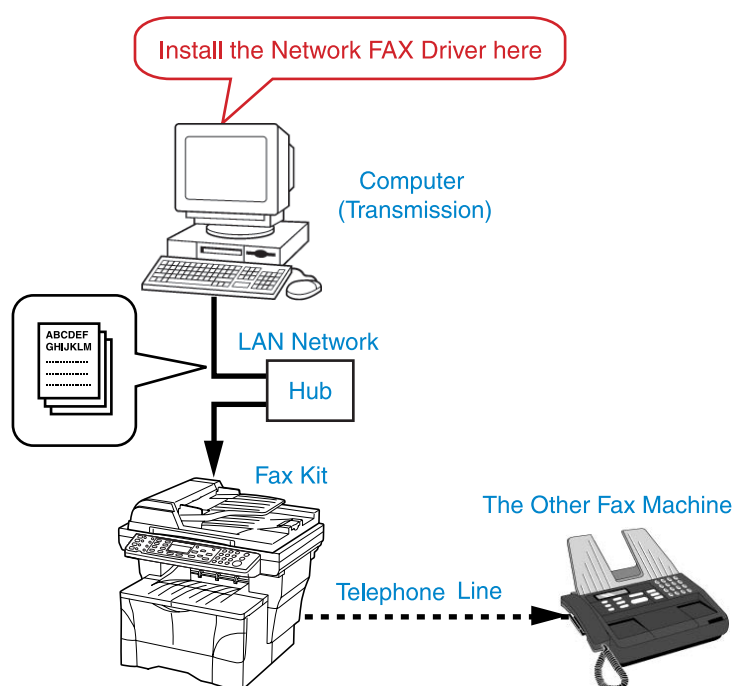
## 2 Sending a Fax

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

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

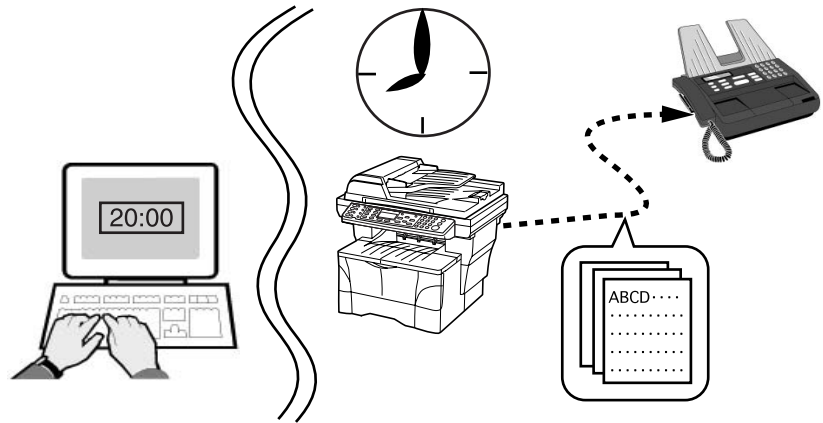
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## Main Transmission Functions

### (1) Delayed Fax Transmission <see page 2-9 for setting procedures>

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



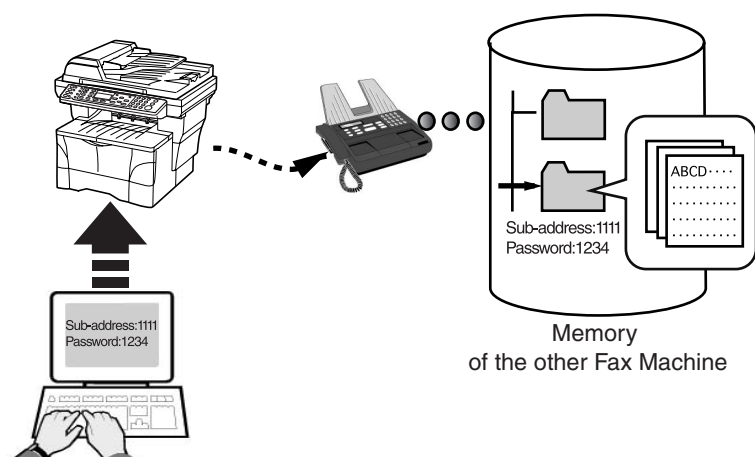
### (2) Subaddress-Based Communication <see page 2-14 for setting procedures>

This function enables you to send documents to a Sub-address Box that is registered in a destination fax machine. Because Sub-address 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 Sub-address Box (if they have been designated for that box) whenever you perform an Subaddress-Based Transmission procedure.

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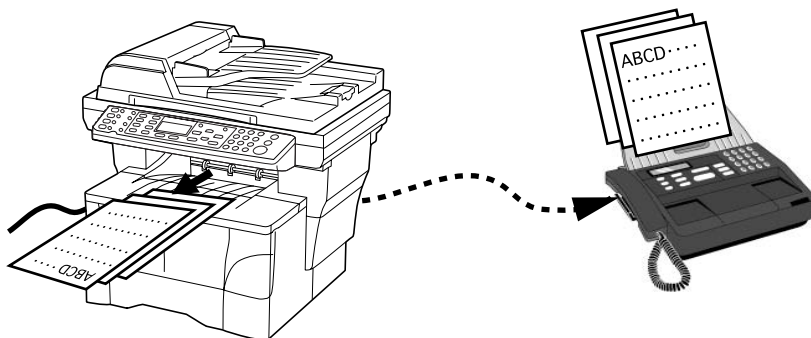
**NOTE:** For more information on Subaddress-Based communication, refer to the Operation Guide for the Fax Kit.

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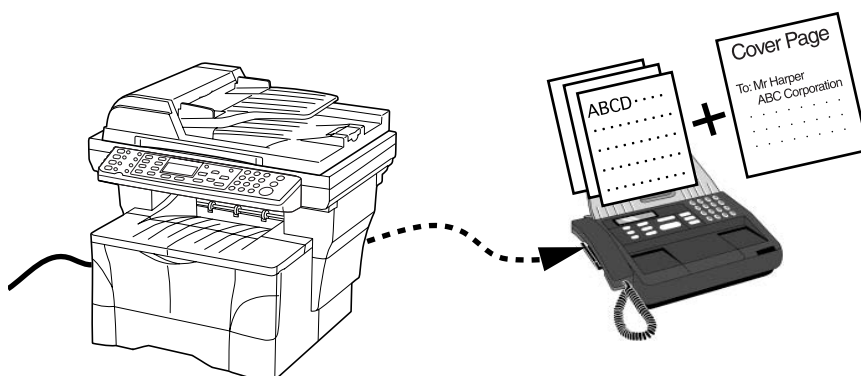


**(3) Transmit and Print <see page 2-9 for setting procedures>**

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

**(4) Attaching a Cover Page <see page 2-10 for setting procedures>**

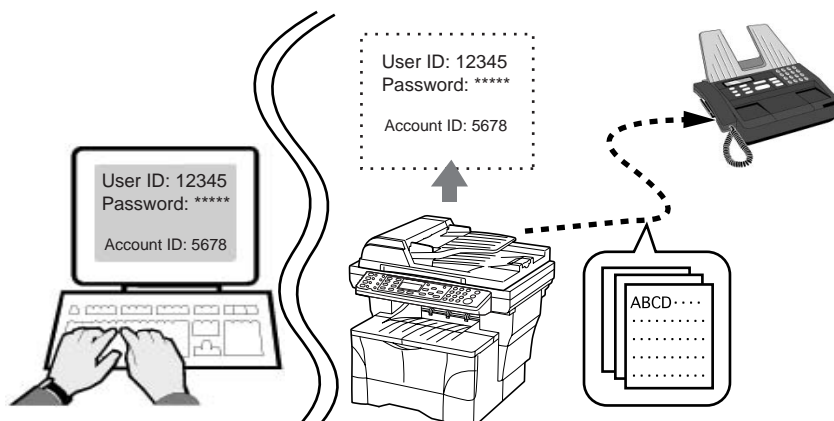
This function enables you to add a cover page to your transmission that includes such TTI (Transmitting Terminal Information) data as your company name, department name, your own name, your telephone or fax number, in addition to whatever comment you'd like to send. The type of cover page you use can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



**(5) Job Accounting <see page 2-11 for setting procedures>**

If Job Accounting is turned ON in the fax machine, it is necessary to register your Account ID in the Network FAX driver settings and you will only be able to perform Network FAX Transmission if the Account ID registered in the transmitting computer matches that registered in the fax.

If User Login is turned ON in the fax machine, it is necessary to register your User ID and Password in the Network FAX driver settings and you will only be able to perform Network FAX Transmission if the User ID and Password registered in the transmitting computer match those registered in the fax.

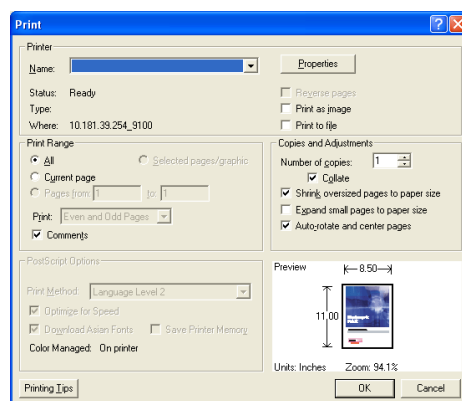




## Basic Transmission

- 1 Use an application on your computer to create the documents to be sent.
- 2 Select **Print** from the **File** menu.
- 3 Use the drop-down menu in the **Name** field to select the name of the machine to be used as the Network FAX. The print dialogue box for the application that you are using will appear.

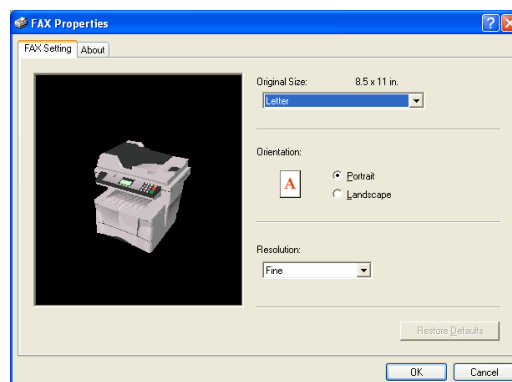
**NOTE:** The following screen shot is just an example and the actual dialogue box displayed on your computer may differ depending to the application that you are using.



- 4 Enter the page numbers, etc., to be faxed.

**NOTE:** Confirm that the number of copies is 1.

- 5 Click on the **Properties** button in order to access the **Properties** window.

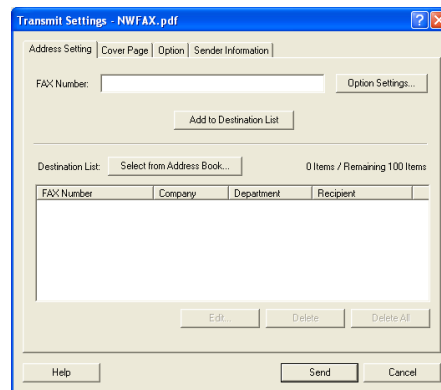


- 6 Specify all of the desired settings under the **FAX Setting** tab, such as the original size, and then click on the **OK** button.

**NOTE:** Refer to **FAX Setting Tab** on page 2-8 for more detailed information on the settings in the tab.

- 7 The print dialogue box for the application that you are using will be displayed once again. Click on the **OK** button. The **Transmit Settings** dialogue box will appear.

**NOTE:** Refer to **Various Settings in the Transmit Settings Dialogue Box** on page 2-13 for more detailed information on the settings in the dialogue box.



- 8 Use the keyboard to enter the phone number of the destination fax in the **FAX Number** field. To use the Address Book to enter this information, refer to (1) **Selecting a Destination from the Address Book** on page 2-13.
  - Maximum number of characters that can be entered: 64
  - 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 2-15.
- 10 Click on the **Add to Destination List** button. The entered destination information will be displayed under the **Destination List** area.

To send the same documents to more than one destination, repeat steps 8 and 9 as required. (Up to 100 destinations can be registered.)

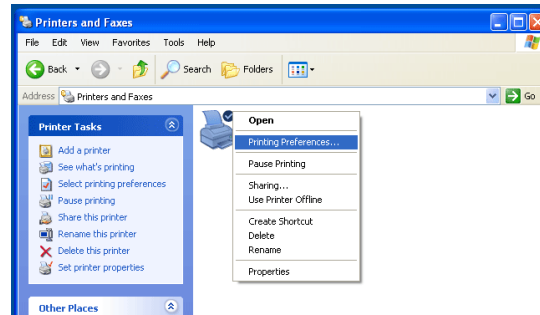
**NOTE:** To delete a destination from the **Destination List** area, select the destination and then click on the **Delete from list** button. To delete all of the currently registered destinations, click on the **Delete All** button. To change any of the registered information (Company, Department or Recipient) in the Destination List, select the corresponding destination and click on the **Edit...** button.

- 11 Click on the **Send** button to initiate the fax transmission operation.

## Accessing the Printing Preferences Dialogue Box

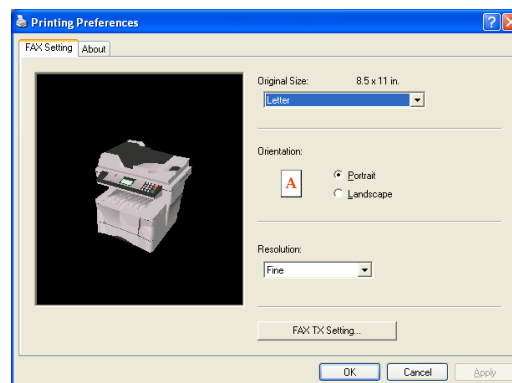
Perform the following procedure to display the **Printing Preferences** dialogue box and perform Network FAX related settings.

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



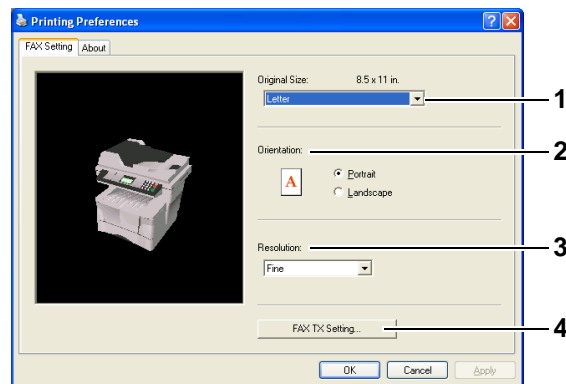
- 2 Right-click on the name of the machine to be used as the Network FAX and select **Printing Preferences...** from the resulting drop-down menu. The **Printing Preferences** dialogue box will appear.

**NOTE:** 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 to be used as the Network FAX and select **Properties** from the drop-down menu. Click on the **FAX Setting** tab in order to display its contents.



## FAX Setting Tab

Use this tab to specify certain transmission conditions, such as the size of the original being sent. Refer to **Accessing the Printing Preferences Dialogue Box** on page 2-7 to open this tab.



### 1 Original Size field

Select the size of the original being transmitted from the drop-down list in this field.

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

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

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### 2 Orientation radio buttons

Be sure that the radio button for the desired orientation, either **Portrait** or **Landscape**, is selected.

### 3 Resolution field

Select the resolution quality of the original being transmitted from the drop-down list in this field.

Available settings: Normal, Fine, Ultra fine

### 4 FAX TX Setting button

Click this button to change the default settings for fax transmission. The **Default Setting** dialogue box will be displayed.

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**NOTE:** Refer to **Default Setting Dialogue Box** on page 2-9 for more detailed information on the settings in that dialogue box.

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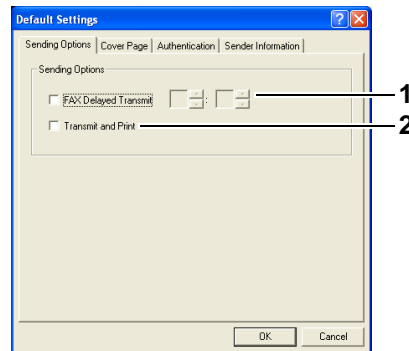
## Default Setting Dialogue Box

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 by the following procedure:**

Click on **Start** in the Windows Task Bar and then select **Control Panel**. Select **Printer and other Hardware** and then **Printers and Faxes** in that order from the successive menus to access the **Printers and Faxes** dialogue box. Right-click on the name of the machine to be used as the network fax and select **Printing Preferences** from the resulting drop-down menu. Click on the **Fax TX Setting** button in the **Printing Preferences** window. (With systems such as Windows 98 and Windows Me, click on **Start** in the Task Bar, select **Settings** and then **Printers** in that order from the successive menus to access the **Printers** dialogue box. Right-click on the name of the machine to be used as the network fax and select **Properties** from the resulting drop-down menu. Then, click on the **Fax TX Settings** button in the Properties window.)

### (1) Sending Options Tab



#### 1 FAX Delayed Transmit checkbox

Check the checkbox in order to activate the time fields to the right of the checkbox whenever you want to set the time that your documents will be transmitted. The desired time setting can be entered directly with the keyboard or by clicking on the ▲ and ▼ arrows. Enter the time on a 24-hour time basis (00:00 - 23:59).

**IMPORTANT:** If the time that is shown in the message display of this fax machine does not match the current time, communications that use the timer may not be accomplished as expected. If the displayed time is not current, be sure to adjust it to match the correct time.

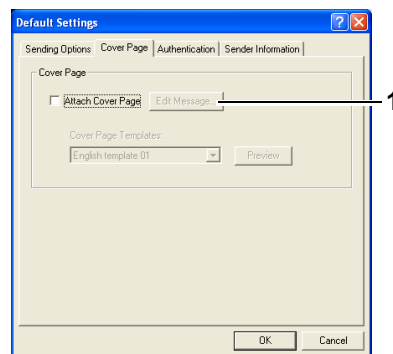
**NOTE:** If you designate a time that is earlier in the day than the time that is actually displayed in the fax machine itself, the transmission operation will be carried out the following day at that time. Be sure to confirm the time setting in the fax machine itself before making this setting.

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## 2 Transmit and Print checkbox

Check the checkbox when you want to print out the documents at the fax machine same time as you send them by fax.

## (2) Cover Page Tab

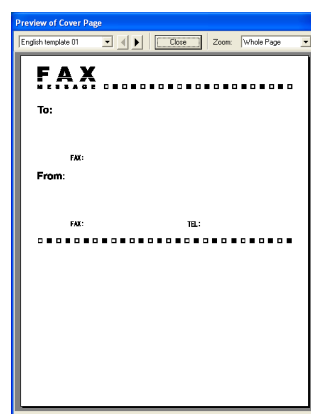


## 1 Attach Cover Page checkbox

Check the checkbox when you want to add a cover page to your transmission.

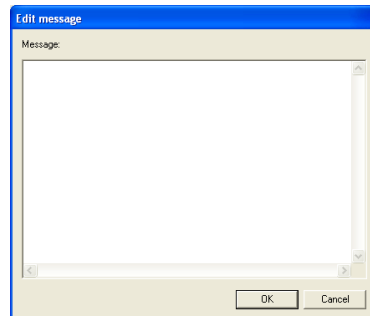
Perform the following procedure to select the settings for the cover page.

- 1 Select the desired template for the cover page from the **Cover Page Templates** drop-down menu.
- 2 To check the format of the template, click on the **Preview** button. The format for the currently selected template will be displayed.



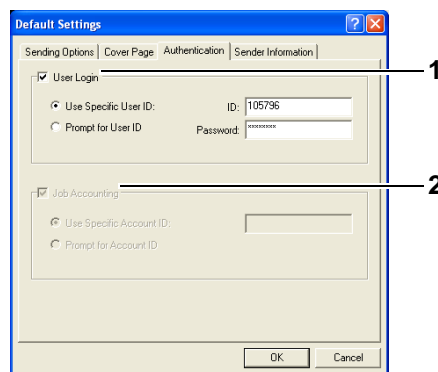
To change the type of template, use the drop-down menu or click on the ◀ or ▶ on top of the dialogue box. The display ratio for the template can also be changed to between 25% and 250% using the drop-down menu. If some destinations have been registered, the format for each destination can be displayed. 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 2-15 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.

### (3) Authentication Tab



#### 1 User Login checkbox

If User Login is turned ON in the fax machine, check this checkbox, and then select either the **Use Specific User ID** or **Prompt for User ID** option, as desired.

**Use Specific User ID:** If this option is selected, you will need to register your User ID and Password. This ID and Password will be used automatically for each successive transmission.

**Prompt for User ID:** If this option is selected, you will be prompted, and will be required, to enter your User ID and Password every time you attempt to transmit documents.

## 2 Job Accounting checkbox

If Job Accounting is turned ON in the fax machine, check this checkbox, and then select either the **Use Specific Account ID** or **Prompt for Account ID** option, as desired.

**Use Specific Account ID:** If this option is selected, you will need to register your Account ID. This ID will be used automatically for each successive transmission.

**Prompt for Account ID:** If this option is selected, you will be prompted, and will be required, to enter your Account ID every time you attempt to transmit documents.

## (4) Sender Information Tab

Default Settings

Sending Options | Cover Page | Authentication | Sender Information

Company: \_\_\_\_\_ 1

Department: \_\_\_\_\_ 2

Name: \_\_\_\_\_ 3

Telephone Number: \_\_\_\_\_ 4

FAX Number: \_\_\_\_\_ 5

\* E-mail Address: \_\_\_\_\_ 6

\* Enter the E-mail address to receive the send result report.

OK Cancel

Enter your own information into fields 1 – 5 explained below to send a cover page with your faxes.

- 1 **Company:** Your company name can be up to 64 characters long.
- 2 **Department:** Your department name can be up to 64 characters long.
- 3 **Name** (user name, etc.): Your name can be up to 32 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 126 characters long.

Available characters:

Symbols ( !, #, \$, %, &, ', \*, +, -, ., /, =, @, [, ], ^, \_ , ` , {, }, and a blank space)

Alphanumerics (0 – 9, A – Z and a – z)

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**NOTE:** If you register your e-mail address, a Network FAX Transmission Report will be sent to that address.

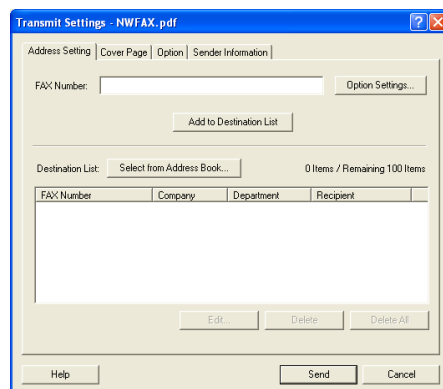
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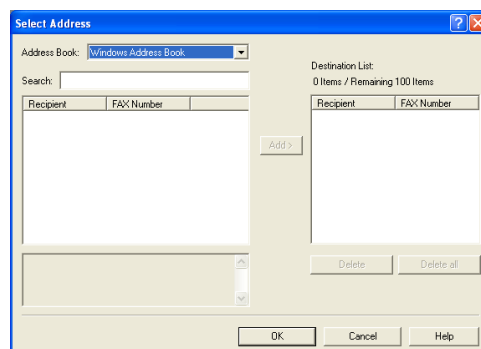
## Various Settings in the Transmit Settings Dialogue Box

### (1) Selecting a Destination from the Address Book

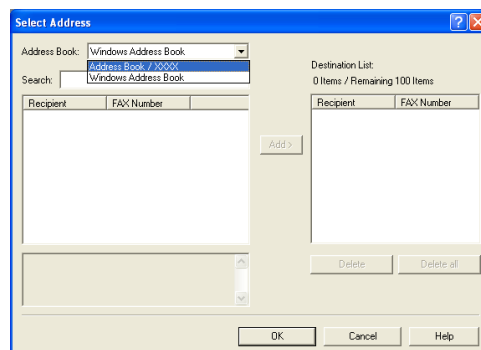
**NOTE:** When you use the Address Book that is stored in the fax machine to enter a destination, it is necessary for that destination information to have been registered in the Address Book in advance. Refer to the operation Guide for the Fax Kit.



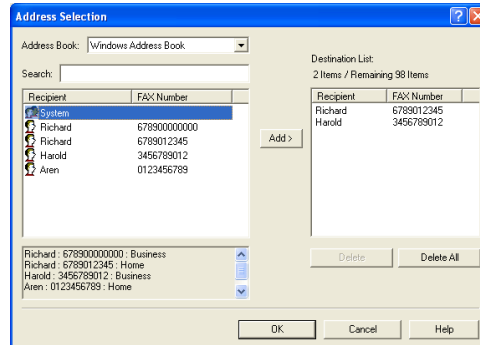
- 1 Click on the **Select from Address Book** button to access the **Address Selection** dialogue box.



- 2 Select the desired Address Book. To select the Address Book that is stored in the fax machine, select **Address Book / XXXX(model name)** from the drop-down menu.



- 3 The registered destinations will be displayed in the list to the left of the dialogue box. To search the desired destination, enter the information that you want to search for in the **Search** field.
- 4 Select the desired destination and click on the **Add>** button. The selected destination will be added to the **Destination List** (right side).

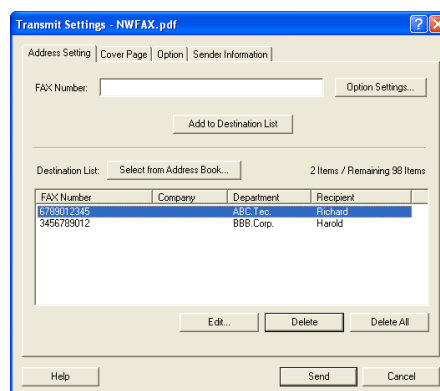


**NOTE:** Once you select a destination in the list to the left of the dialogue box, the information registered for that destination will be displayed in the field below the list. If you select a group, the registered members of that group will be displayed in that field. When you click on the **Add>** button, if multiple fax numbers are registered for any member of the group, a window will appear enabling you to select the desired number(s).

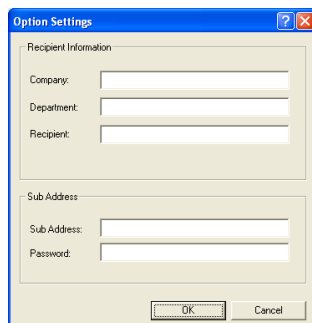
To delete any of the destinations from the Destination List, select that destination and then click on the **Delete** button. To delete all of the destinations from the Destination List, click on the **Delete all** button.

- 5 Click on the **OK** button. The **Transmit Settings** dialogue box will be displayed once again.

## (2) Subaddress-Based Communication



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



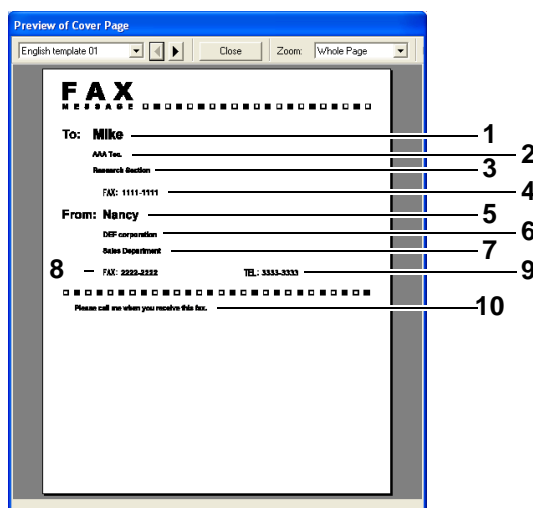
The 'Option Settings' dialog box contains two sections: 'Recipient Information' and 'Sub Address'. The 'Recipient Information' section has three text input fields labeled 'Company:', 'Department:', and 'Recipient:'. The 'Sub Address' section has two text input fields labeled 'Sub Address:' and 'Password:'. At the bottom right, there are 'OK' and 'Cancel' buttons.

- 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 **Transmit Settings** dialogue box will be displayed once again.

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

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

#### Sample of English template 01

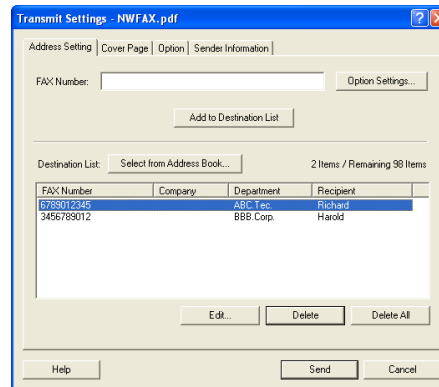


The 'Preview of Cover Page' dialog box shows a preview of a fax cover sheet. The cover sheet has a header 'FAX' with a decorative line. Below it, there are fields for 'To:' (Mike), 'AAA Inc.', 'Research Division', 'FAX: 1111-1111', 'From: Nancy', 'DEF corporation', 'Sales Department', 'FAX: 2222-2222', and 'TEL: 3333-3333'. A line at the bottom says 'Please call me when you receive this fax.' with a space for a phone number. Numbered lines 1 through 10 point to specific fields: 1 points to 'To: Mike', 2 to 'AAA Inc.', 3 to 'Research Division', 4 to 'FAX: 1111-1111', 5 to 'From: Nancy', 6 to 'DEF corporation', 7 to 'Sales Department', 8 to 'FAX: 2222-2222', 9 to 'TEL: 3333-3333', and 10 to the bottom line.

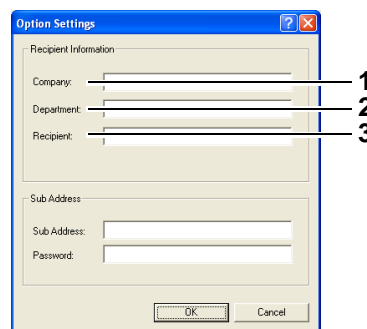
- 1 Recipient Name
- 2 Destination Company Name
- 3 Destination Department Name
- 4 Destination Fax Number

- 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 2-6*.)



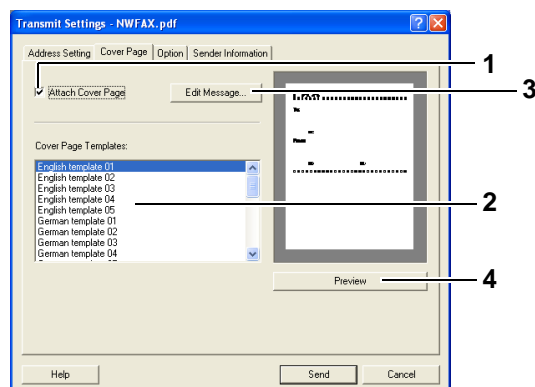
- 2 Click on the **Option Settings** button to enter the recipient information.



- 1 **Company:** The name of the destination company can be up to 64 characters long.
- 2 **Department:** The name of the destination department can be up to 64 characters long.
- 3 **Recipient:** The name of the person to whom you are sending the fax can be up to 32 characters long.
- 3 Click on the **OK** button. The display will return to the **Transmit Settings** 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 Settings** dialogue box, click on the **Sender Information** tab to register the sender information. Refer to (4) **Sender Information Tab** on *page 2-12*.

## 6 Click on the **Cover Page** tab.

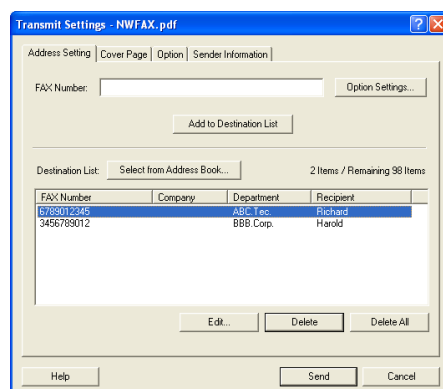
The setting that was registered for the **(2) Cover Page Tab** on page 2-10 will be displayed.



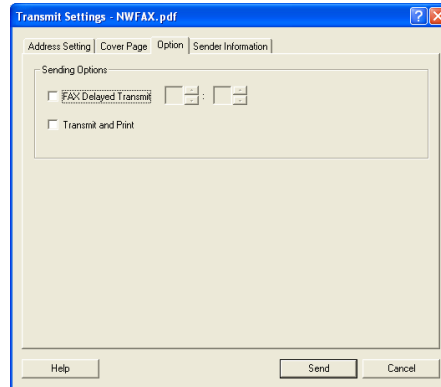
To change the setting, perform the following procedure:

- 1 **Attach Cover Page** checkbox: Verify that the checkbox is checked.
- 2 **Cover Page Templates** selection box: To change the template, select a new template.
- 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**.

## (4) Optional Settings



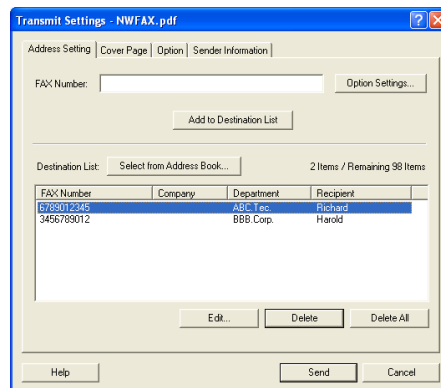
- 1 To temporarily change the settings (the present settings will be displayed) from those which are currently designated in the **(1) Sending Options Tab** on page 2-9, click on the **Option** tab in order to access the **Option** tab.



**NOTE:** The changes 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 2-9 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.

## (5) Transmitting Terminal Information Data



- 1 To temporarily change the settings (the present settings will be displayed) from those which are currently designated in the **(4) Sender Information Tab** on page 2-12, click on the **Sender Information** tab in order to access the **Sender Information** tab.

**NOTE:** The changes 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 **(4) Sender Information Tab** on page **2-12** 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.

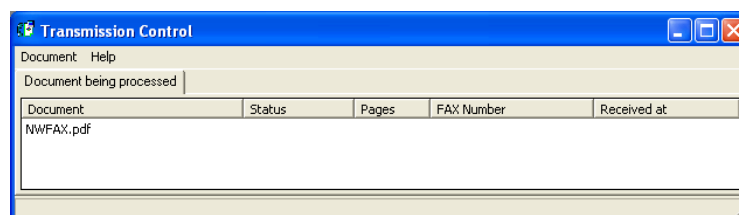
## Transmission Control

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 starts being processed, a Transmission Control icon will be displayed in the Windows Task Bar.



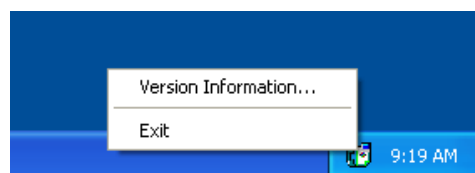
- 2 Double-click on that icon to access the **Transmission Control** window which indicates the status of all transmissions being processed.



- 3 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 **Version Information** if you want to check the version of your Transmission Control software. Select **Exit** to quit Transmission Control and delete the icon from the Task Bar.







## 3 Specifications

### Operating Environment

Item	Description
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

Item	Description
Transmission Resolution	Normal (200 dpi × 100 dpi equivalent) Fine (200 dpi × 200 dpi equivalent) Ultra fine (400 dpi × 400 dpi equivalent)
Document Size	Standard paper sizes only (Maximum 8 1/2 × 11" [A4])
Automatic Redialing	Controlled at the fax machine
FAX Delayed Transmit	Based on settings in the Network FAX Driver (setting is possible to any 1 minute increment within the subsequent 24 hour period)
Transmit and Print	Fax transmission and print out at the 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 100 destinations
Job Accounting	Requires the input of an Account ID in the Network FAX driver when Job Accounting is turned ON in the fax machine. Requires the input of a User ID and Password in the Network FAX driver when User Login is turned ON in the fax machine.
Cover Page	Format settings available in the Network FAX Driver
Maximum No. of Fax Pages	Up to 256 pages <sup>†</sup> (when sent using Windows 95/98/Me) Up to 1000 pages <sup>†</sup> (when sent using Windows NT/2000/XP)

<sup>†</sup>. The maximum amounts noted above may not be attainable depending upon certain fax conditions.

