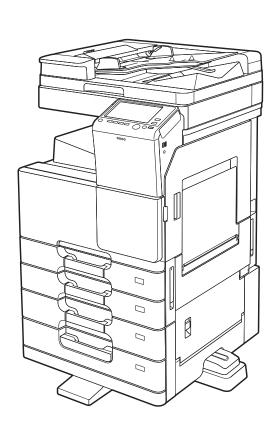


## N510 Series

## USER MANUAL Fax

 Before using this Product, please read the USER MANUAL carefully and keep it for your reference.



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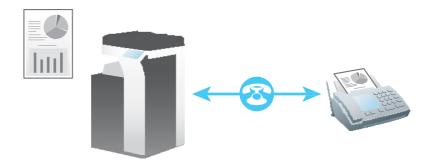
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## **Fax Functions**

## 1 Fax Functions

The Fax is a communication function that uses a telephone line to send scanned originals (paper) or to receive data sent from remote machines. This machine has various features for fax operations, including those enabling the user to change scan settings according to the original and to save incoming faxes in a User Box.



The following describes the precautions for using the fax functions.

- The Hard Disk is optional in some areas. To use the Fax function, the optional Hard Disk and Fax Kit
  must be installed in this machine.
- This machine can connect to the following telephone lines.
- Subscribed telephone lines (including facsimile communication networks)
- PBX (Private Branch Exchange, 2-wire)
- Fax data cannot be sent or received in color.
- You cannot connect a business phone as an external telephone.
- If a digital dedicated line is multiplexed in an enterprise network, fax transmission speed may be limited, or the Super G3 fax may not be available.
- Communication error may occur on rare occasions due to the factory default setting. This is because
  the multiplex device limits the frequency band of the line to the utmost limit based on the assumption
  that the line is intended for voice communication. Also, these restrictions differ depending on the device
  that make up the network. For details, contact your network administrator.

Setting up for Faxing (for the Administrator)

## 2 Setting up for Faxing (for the Administrator)

## 2.1 Preparation Flow

#### Connecting this machine to a telephone line

- Checking the modular cable connection
- Specifying the type of telephone line
  - → The dialing method must be correctly specified to ensure communications.
- Making connection setting for Private Branch Exchange (PBX) environment
  - → When you use this machine in a PBX environment, register an outside line number.



#### Setting up an environment to send and receive faxes

- Selecting a receiving method
  - → Select Auto RX or Manual RX according to your environment.
- Registering the sender information
  - → Register the machine name, your company name (sender name), and the fax number of the machine that are to be printed on all pages of a fax.
- Set the date and time for the machine
  - → Set the date and time on this machine to be printed on sent and received faxes.



#### Configuring the machine to your environment

- Registering frequently used fax numbers
  - → This will save you the trouble of entering a destination each time you send data.
- Using an LDAP server to specify addresses
  - → When the LDAP server or Active Directory is used, you can search for a destination on the server.



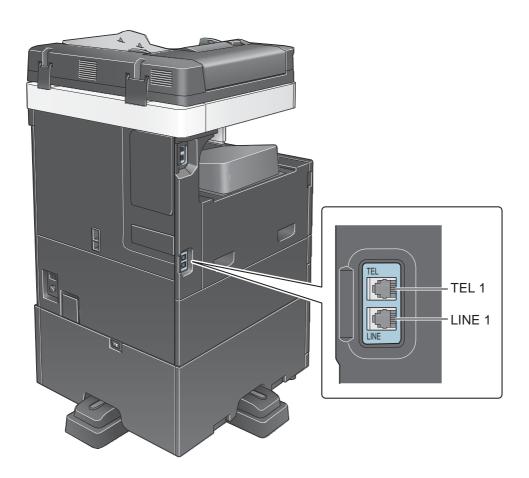
#### Preparation has finished



## 2.2 Operations Required to Use Fax Functions

#### Checking the modular cable connection

Check that a modular cable is connected between the LINE port and the appropriate telephone line.





Use the TEL port for connecting a telephone cord.

#### Specifying the type of telephone line

Specify the type (dialing method) of telephone line to which this machine is to be connected. The dialing method must be correctly specified to ensure communications.

For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## Making preparations for using the machine in a Private Branch Exchange (PBX)environment

When you use this machine in a PBX environment, register an outside line number.

For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

2.2

#### Selecting a receiving method

Methods of receiving faxes include the following: This machine receives faxes automatically, and the user receives faxes manually. Set the receiving method to your environment.

- It is helpful to set this machine to automatically receive faxes if the line is dedicated for faxing. For details, refer to page 5-2.
- When you are connecting a telephone to this machine and share the line for the telephone and fax, we recommend that you use the following functions depending on how your telephone is used.
- If you are using this machine mostly as a phone and if you always prefer to receive faxes manually, it is convenient to have the Manual RX settings configured beforehand. For details, refer to page 5-3.

#### Registering the sender information

Register the name of this machine and the company name (sender name) as well as the fax number of the machine.

The information you registered is added to faxes to be sent and output to faxes as a sender record when being printed on receiving machines.

For details on how to register, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### Setting the date and time for the machine

Set the date and time in this machine to have them printed on sent and received faxes. The date and time you set will be the reference time for the Timer TX that enables communication at a preset time.

For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### ⊙ Reference

If an NTP (Network Time Protocol) is used to set the time, the date and time on this machine can be automatically adjusted. How to configure the setting is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring Basic Information Settings of this Machine]".



## 2.3 Option Settings

#### Registering frequently used fax numbers

Registering a frequently used fax numbers on this machine will save you the trouble of entering them each time you send a fax.

For details on how to register, refer to page 8-2.

## Using an LDAP server to specify addresses

When an LDAP server or Active Directory is used for user management purposes, you can search for or specify fax numbers using the server. To use the LDAP server to specify a destination, you must register the server on this machine.

The registration procedure is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Environment]".

#### **⊙** Reference

For details on how to search using the LDAP server, refer to page 3-14.



## How to Send a Fax

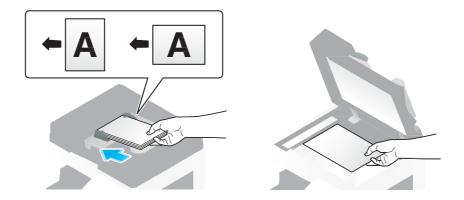
3.1

## 3

## 3 How to Send a Fax

## 3.1 Sending (Basic Operation Flow)

1 Load the original.



2 Tap [Scan/Fax].



- 3 Enter a fax number.
  - → For details on how to specify a destination, refer to page 3-12.
  - → Specify more than one destination to concurrently perform transmission to a computer and fax transmission, etc.



→ If necessary, you can change the display of the main screen in fax/scan mode (default: [Address Book]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

- Configure the option settings for Fax TX as necessary.
  - → For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as original size and resolution	page 3-16
To configure options to scan various types of originals such as various sizes and books	page 3-16
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 3-20
To print date/time and page number	page 3-21
Other option settings	page 3-23

- 5 Press the Start key.
  - → Tap [Check Setting] before sending, and check the destination and settings as necessary.
  - → To redo operations for specifying destinations or option settings, press the **Reset** key.



- → If the screen to confirm the specified destination or settings appears, check the contents, then tap [Send].
- → If the keyboard screen appears, enter the specified password, then tap [Send]. For the password, contact the administrator of this machine.

Transmission begins.

→ Press the **Stop** key while the original is being scanned to stop scanning and view a list of inactive jobs. To redo scanning of the original, delete the job from the list of inactive jobs.



#### aqiT

The sender information is automatically added to a fax to be sent.



You can change the defaults for optional settings for fax transmission according to the operating environment. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## Related setting (for the administrator)

Before pressing the Start key to begin fax transmission, you can view the specified destination or settings on the Touch Panel to prompt the sender to reconfirm them. If necessary, you can set a password to approve the contents you have confirmed. If an incorrect password is entered, fax transmission will fail. (default: [OFF]) For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### ⊙ Reference

You can register multiple sender names and use different sender names depending on the destination. For details, refer to page 4-2.



## 3.2 Sending after Checking the State on the Recipient Side (Manual Transmission)

#### **Manual transmission**

Manual transmission lets the sender to check the state of the recipient by communicating with the recipient or checking signal sounds to ensure that the recipient is ready to receive a fax.

Use this function to ensure faxes are sent to the receiving machines when they are ready to receive them.





Manual transmission is not available if the Confirm Address (TX) function is enabled.

#### Faxing manually

- 1 Load the original.
- 2 Tap [Scan/Fax].



- 3 Configure the option settings for Fax TX as necessary.
  - → For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as original size and resolution	page 3-16
To configure options to scan various types of originals such as various sizes and books	page 3-16
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 3-20
To print date/time and page number	page 3-21
Other option settings	page 3-23

- 4 Tap the Off-Hook button.
  - → If you are using a phone, pick up the handset.



- 5 Check that [Send] is selected and specify a fax number.
  - → Fax numbers can be specified from [Address Book], [Direct Input], [Job History] or [Program]. For details on how to specify a destination, refer to page 3-12. For details on how to specify a fax/scan program, refer to page 3-8.



- 6 As signal sounds are heard, press the **Start** key.
  - ightarrow To redo operations for specifying destinations or option settings, press the **Reset** key.



This displays a screen that asks whether you want to start sending faxes.

7 Tap [Yes].

Transmission begins. If you are using a phone, replace the handset.

→ Press the **Stop** key while the original is being scanned to stop scanning and view a list of inactive jobs. To redo scanning of the original, delete the job from the list of inactive jobs.

## 3.3 Checking the Finish before Sending

- 1 Load the original.
- 2 Tap [Scan/Fax].



- 3 Enter a fax number.
- 4 Configure the option settings for Fax TX as necessary.
- 5 Press the **Preview** key (default: Register key 4).



- Select the original loading direction.
- 7 Tap [Start] or press the Start key.
  The original is scanned, and the Preview screen appears.
- 8 Check the preview display, and rotate the page or change settings as required.
  - → To continue to scan originals, load the original, and tap [Start Scan].
  - → To start transmission, tap [SendNow] or press the **Start** key.
  - → If you tap the tab key on the right of the screen, you can display or hide the Setting Key. The Setting Key allows you to rotate or delete a page.
  - → When destinations other than those for faxes are also specified for the destinations, the preview appears with the window for changing the settings for the scan function selected. To check the fax preview, tap [Fax] to switch the display.



9 After all originals are scanned, tap [SendNow] or press the Start key. Transmission begins.



## Related setting (for the administrator)

- Normally, preview images are displayed after all the original data has been scanned. When necessary, you can use the real-time preview, which displays preview images on a page basis while scanning the originals (default: [OFF]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- You can select whether to display the screen to select the original loading direction (default: [ON]) after pressing the **Preview** key. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- You can select conditions to display a preview image (default: [Preview Settings Screen]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## 3.4 Sending a Fax by Recalling a Program

#### Fax/Scan program

Program is a function to register a combination of frequently-used option settings as a recall key. The program to be registered in the fax/scan mode is referred to as a scan/fax program.

When you register a Fax/Scan program, you can recall the combination of option settings from the main screen with a single key action. You can also include a destination in program registration.

## Registering a Fax/Scan program

You can register up to 400 Fax/Scan programs.

If 400 Fax/Scan programs are already registered, delete unnecessary Fax/Scan programs before registering a new program.

1 Tap [Scan/Fax].



- 2 Configure the fax transmission option settings.
  - → Register the settings configured here as a program.
- 3 Tap [Program].



4 Select one of the keys that has not been registered and tap [New].



- 5 Enter the program name, then tap [OK].
  - → Specify the destination in [Address] as necessary.

Settings	Description
[Name]	Enter the name of the program (using up to 24 characters).
[Address]	Specify whether you want to include a destination for the program.  Specify either by direct input or by selecting among the destinations registered on this machine. Only one destination can be specified.
[URL Notif. Destination]	You can send the E-mail message that contains the save location of the original data to the specified E-mail address. You can use this function for SMB transmission, FTP transmission, WebDAV transmission, and data saved in a User Box.  To notify the save location of the original data, select [URL Notif. Destination], and specify the E-mail address to which you want to send the E-mail message.



- For Fax/Scan program, in addition to normal program, temporary program for temporary use is also available. Temporary program is registered using **Web Connection**. By specifying a sending setting in advance, you can simplify the operation when sending data in this machine. Temporary programs are deleted once data is sent to the registered destination or when the machine is turned OFF.
- Up to 10 temporary programs can be registered. If 10 temporary programs are already registered, delete unnecessary temporary programs before registering a new program.

#### **⊙** Reference

You can also register Fax/Scan programs using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".

#### Recalling the scan/fax program for transmission

1 Load the original.

2 Tap [Scan/Fax].



3 Tap [Program].



4 Select the program you want to recall, and tap [Recall]. The registered content of a program is applied.



- → If necessary, you can change the page to be displayed in the main screen of the program (default: [PAGE1]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- 5 Specify the destination if no destination is registered for a program.

- 6 Press the **Start** key.
  - ightarrow To redo operations for specifying destinations or option settings, press the **Reset** key.



Transmission begins.

→ If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

3-11

## 3.5 Specifying a Destination

#### Selecting from address book

In [Address Book], select the destination registered on this machine.

You can send data by broadcast transmission if you select multiple destinations. You can also use broadcast transmission by combining different sending modes such as Fax TX and SMB Send.

For details on how to register a destination, refer to page 8-2.



No.	Description
1	Narrow down destinations with the search text specified for the registered destination. Using [Address] in combination further narrows down destinations.  The following keys can be used to narrow down destinations:  [All]: All address book entries registered on this machine are displayed.  [Favorite]: The destinations specified with [Favorite] as search text are displayed.  [etc]: Displays destinations for which the registered name of each begins with a character other than an alphabet character.
2	Switch the registered destination display to button images or listing. Listing enables sorting of the registrations by registration number, destination type or registration name.
3	Narrow down destinations by the type of the registered destination. Using also search text further narrows down destinations.
4	Expands the area when scrolling is required in the area where the registered destinations are displayed.

## Related setting

- You can select the search text or destination type to be displayed at the top when [Address Book] is displayed (default: [Favorites]/[All]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- You can select the list order of destinations to be displayed in [Address Book] between an order by registration number and by registration name (default: [Number Order]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- You can select the default display of the [Address Book] between button images and listing (default: [One-Touch Button Layout]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## Related setting (for the administrator)

- You can specify whether to prohibit users from specifying more than one destination (for broadcasting) or not (default: [OFF]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- You can specify whether the registered information for the selected destination is displayed every time
  the destination is selected from the destinations registered on this machine (default: [OFF]). Using this
  function helps to prevent wrong transmissions. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

3.5

#### Specifying a group destination

When you frequently send data by broadcast transmission, it is convenient to use a group destination that groups multiple destinations.

When a group destination is selected in [Address Book], select the destinations you want send data among the destinations registered in the group. If there is certain destination that you want to delete from sending data among the destinations registered in the group, tap [Select All], then tap the target destination to deselect.

For details on how to register a group, refer to page 8-5.



## Searching for destinations

If a large number of destinations are registered, search for a destination by registration name or fax number.

- Tap [Addr. Search] [Search] [Name Search] or [Address Search].
  - → When searching for a destination by registration name, tap [Name Search].
  - → When searching for a destination by fax number, tap [Address Search].
- 2 Enter the text or number you want to search for, then tap [Search].
- 3 Select the destination from the search result.

## Related setting

- Select whether to distinguish between upper and lower case alphabet characters when searching for a destination (Default: [Differentiate]). You can also select whether to display the check box for switching between case-sensitive and case-indifferent search modes on the search screen (Default: [OFF]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### **Direct input**

Select [Direct Input], tap [Fax], then enter a fax number.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".





#### **⊙** Reference

You can register the destination that you have entered directly into the address book. For details, refer to page 8-6.

If you tap the voice icon on the screen in the fax/scan mode, this machine reads out the operation procedure when you directly enter a fax number. For details, refer to "User's Guide[Advanced Function Operations]/[Using Voice Guidance]".

## Related setting (for the administrator)

- You can select whether to have the user enter a fax number twice for direct entry of a fax number (Default: [OFF]). This is helpful to prevent a fax from being sent to an incorrect destination. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- You can specify whether to allow the user to directly enter a destination (default: [Allow All]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## Selecting from the history

In [Job History], select a destination from the fax transmission history.

The history shows the latest five fax destinations. When necessary, multiple destinations can be selected from the history.





 If a registered destination or a User Box is edited or if the Main Power Switch is turned off or on, history information is deleted.

### Searching for a fax number from the LDAP server

When the LDAP server or Windows Server Active Directory is used, you can search for and select a fax number from the server.

- To use the LDAP server or Active Directory to specify the destination, you must register the server on this machine. The registration procedure is explained using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Environment]".
- Tap [Addr. Search] [Search] [Address Search (LDAP)] or [Adv. Search (LDAP)].
  - → When searching using a single keyword, tap [Address Search (LDAP)].
  - → When searching by combining keywords in different categories, tap [Adv. Search (LDAP)].
- 2 Enter the keyword, then tap [Search].
- 3 Select the destination from the search result.

3.5

## Displaying the broadcast destination list

To display the broadcast destination list and check or delete the specified destinations, specify multiple destinations, then tap [No. of Address]. The list display location can be moved by dragging the top of the list.



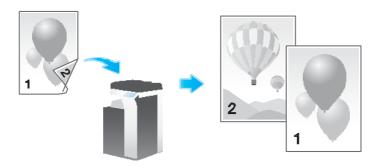
## 3.6 Option Settings for Fax TX

#### 3.6.1 Basic Option Settings

## Scanning a double-sided original ([Simplex/Duplex])

Using the **ADF**, you can automatically scan the front and back faces of an original. Also, you can scan only one side of the first page, then scan both sides for the remaining pages.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".



## Specifying the resolution of an original for scanning ([Resolution])

Select the resolution of the original for scanning.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

#### Specifying the original size for scanning ([Scan Size])

Select the size of the original to be scanned.

There are various scan sizes, including [Auto] for scanning in the same size as the original size, [Inches], [Metric Sizes], and [Photo Size].

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

#### 3.6.2 Settings to Scan Various Types of Originals (Application Settings)

#### Scanning originals of different sizes at one time ([Mixed Original])

Even for an original with pages of different sizes, by using the **ADF**, you can scan data while detecting the size of each page.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

#### NOTICE

Load all the original pages into the **ADF** so that the tops of the pages are at the back or left side of the machine.





## Scanning an original that is thinner than plain paper ([Thin Paper Original])

Reduce the original feed speed of the ADF to prevent thin paper from getting caught.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".



### Scanning a folded original ([Z-Folded Original])

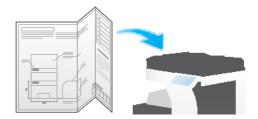
Even the original sizes of folded originals can be detected accurately.

If a folded original is loaded into the **ADF**, its size may not be detected correctly. To scan a folded original through the **ADF**, use [Z-Folded Original].

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

#### **NOTICE**

Unfold folded originals before loading them into the **ADF**. If a folded original is not unfolded before scanning, a paper jam may occur or the size may not be correctly detected.



## Scanning the long original ([Long Original])

Load the long original on the **ADF** if it cannot be placed on the **Original Glass** and is larger in the feeding direction than the full standard size (11 x 17 or A3). There is no need to enter the original size in advance: the **ADF** will detect the size automatically.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".





This function is available if the Web browser function is disabled. When the optional Extension Memory is installed, this function is available regardless of whether the Web browser function is enabled or disabled.



## Specifying the original loading direction ([Original Direction])

When scanning a double-sided original etc., you can specify the direction in which the original is loaded so that the vertical direction is set correctly.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".



## Specifying the original binding position ([Binding Position])

When scanning a double-sided original, specify the binding position of the original in [Binding Position] to prevent the binding position from being reversed.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".







#### Scanning while removing dust in the slit glass ([Despeckle])

When scanning an original through **ADF**, scanning of original and dust removal from the **Slit Scan Glass** are performed alternately, so that the original is always scanned using clean **Slit Scan Glass**.

It takes longer to finish scanning, compared to normal operation.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

## Splitting the left and right pages of a book and catalog ([Book Original])

You can scan two-page spreads such as books and catalogs separately into the left and right pages, or scan them as one page. If you place a book or catalog on the **Original Glass**, you do not need to close the **ADF** to scan it.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".



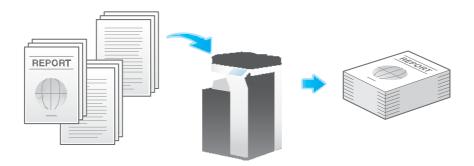
3.6

## 3

## Scanning the number of originals in several batches ([Separate Scan])

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job.

In [Separate Scan], you can switch between the ADF and Original Glass to scan the originals.



1 Load the original.

#### **NOTICE**

Do not load more than 100 sheets at a time into the original tray, and do not load the sheets up to the point where the top of the stack is higher than the  $\nabla$ mark. Doing so may cause an original paper jam, damage the originals, and/or cause an **ADF** failure.

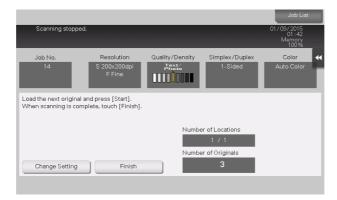
2 Tap [Application] - [No. of Originals] - [Separate Scan], and set to [ON].



3 Press the Start key.

The original is scanned.

- 4 Load the next original, then press the **Start** key.
  - → Tap [Change Setting] to change the option settings according to the new original as necessary.



5 Repeat Step 4 until all pages of the original are scanned.

6 After all originals are scanned, tap [Finish] and press the Start key. Transmission begins.

## Related setting

 You can select whether to scan originals continuously at all times even though [Separate Scan] is not specified when scanning originals using the **Original Glass** (Default: [No]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## 3.6.3 Adjusting the Image Quality or Density (Application Settings)

## Selecting the appropriate image quality for the contents of the original ([Original Type])

Select the appropriate type according to the contents of the original in order to scan it with optimal level of image quality.

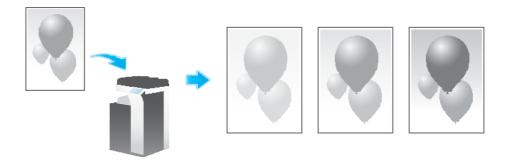
For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".



## Adjusting the density to scan the original ([Density])

Adjust the density (Dark or Light) to scan the original.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".



#### Adjusting the background density of the original ([Bkgd. Removal])

You can adjust the density of the background area for originals with colored backgrounds (newspaper, recycled paper, etc.) or originals that are so thin that text or images on the back would be scanned.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".



## 3.6.4 Adding a Stamp or Page Number (Application Settings)

## Adding the date and time ([Date/Time])

Select the stamping position and representation, and add the date and time the original is scanned.

The date and time can be printed either on all pages or only on the first page.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".





This function is available if the Web browser function is disabled. When the optional Extension Memory is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

## Related setting (for the administrator)

You can select whether to cancel the settings for [Date/Time] (Default: [Cancel]) when sending a fax.
 For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## Adding the page number ([Page Number])

Select the stamping position and format, and add page and chapter numbers.

Page and chapter numbers are printed on all pages.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".



## Tips

This function is available if the Web browser function is disabled. When the optional Extension Memory is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

## Related setting (for the administrator)

You can select whether to cancel the settings for [Page Number] (Default: [Cancel]) when sending a fax.
 For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

3.6

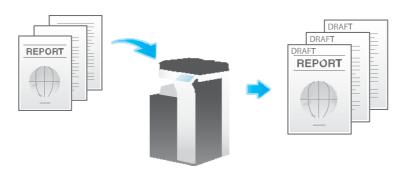
## 3

## Adding a stamp ([Stamp])

Text such as "PLEASE REPLY" and "DO NOT COPY" are printed on the first page or all pages. You can select the text to be added from the registered fix stamps and arbitrary registered stamps.

Since text is added without modifying the original, it is convenient to handle important documents on which addition or modification is not permitted.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".





This function is available if the Web browser function is disabled. When the optional Extension Memory is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

## Related setting (for the administrator)

 You can select whether to cancel the settings for [Stamp] (Default: [Cancel]) when sending a fax. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## Adding the header/footer ([Header/Footer])

Add the date, time and any other desired text in the top and bottom margins (header/footer) of the specified page. You must register the information to be added for the header and footer in advance on this machine.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".



## Tips

This function is available if the Web browser function is disabled. When the optional Extension Memory is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

## Related setting (for the administrator)

- For details on how to register the information to be added for the header and footer, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- You can select whether to cancel the settings for [Header/Footer] (Default: [Cancel]) when sending a
  fax. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### Printing TX Stamp on scanned originals ([TX Stamp])

When scanning originals using **ADF**, a TX Stamp is printed on a scanned original to certify that the original has been scanned.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

#### **NOTICE**

3.6

Avoid using this function for originals that must be kept clean.





- To print TX Stamps, the optional Stamp Unit is required.
- The ink used for stamping is consumables. If the ink becomes faint, contact your service representative.

## 3.6.5 Other Option Settings (Application Settings)

## Scanning after erasing text and shadows in the margins of an original ([Frame Erase])

Erases an area of an identical specified width along the four sides of an original. You can specify the width to be erased for each side.

This is convenient when you want to erase the reception record of the header and footer of a fax, or shadows of punch holes on the original.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".

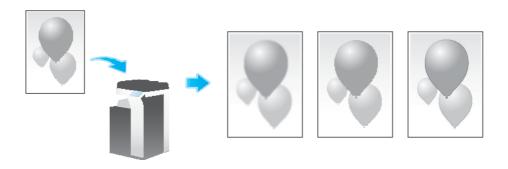


### Sharpening the boarder between text etc. ([Sharpness])

Sharpen the edges of the image such as text in the table and graphic, to improve legibility.

Smoothen rough contours of an image or sharpen blurred images.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".



### Sending and printing at a time ([Save & Print])

A document is printed as it is transmitted.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]".





## 3.7 Searching for fax function settings

You can search for fax function settings and go to the target function screen from the search result.

1 Tap [Function Search].



- 2 Enter the search keyword (using up to 32 characters).
  - → When the keyword is entered, searching begins, and the search result is updated.
- 3 Select the target item from the search result list.
  The display moves to the target function screen.

# Tips

- Settings for the copy function or fax/scan function are targeted for searching.

# Related setting

- You can specify whether to use the search function (default: [Search On]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

3.7



# **Sending Options**

# 4 Sending Options

4.1

# 4.1 Sending by Renaming the Sender ([Fax Header Settings])

#### Sender information

The sender information includes the machine name, your company name (sender name), and the fax number of the machine. It is automatically added to each fax to be sent.

For the sender name, the default sender name is automatically added. If multiple sender names are registered, you can change the default sender name.



# Related setting (for the administrator)

- You can specify the position where to print sender information (default: [Outside Body Text]). You can also disable printing of the sender information. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- You can select whether to include a destination fax number in the header (Default: [ON]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".



In the USA and Hong Kong models, [Print Receiver's Name] is hidden.

#### **NOTICE**

When the sender information is specified to appear inside the body text, it may overlap with part of the fax image, causing it to be lost from the transmitted fax.

#### Operations required to use this function (for the administrator)

By registering multiple sender names, you can use different sender names depending on the destination.

For details on how to register, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### Operation flow

- Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] [App] [Fax Header Settings].

5 Select the sender name you want to change from the list of sender names, and tap [OK].



6 Press the Start key.

Transmission begins. The changed sender name is added to a fax.



- Changes on [Fax Header Settings] are only temporary. It is useful to specify frequently used sender names as defaults when registering sender names.

## 4.2 Resending a Fax

### **Auto resending (Auto redial)**

If a fax transmission fails due to a line or recipient machine problem, the machine automatically resends (redials) the fax after certain time has elapsed. By default, redialing takes place at an interval of three minutes.



# Related setting (for the administrator)

- You can change the number of redials to take place in auto redialing. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- You can change the auto redialing interval (default: [3 min.]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### **⊙** Reference

If for some reason a fax is not successfully sent after redials were attempted up to the set number of times, the job can be temporarily stored in the box of the machine and resent later. For details, refer to page 4-6.

### Manual resending

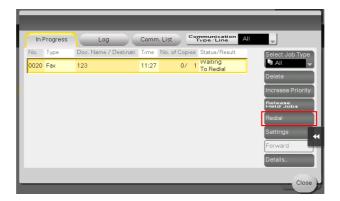
A failed fax transmission is handled as a reserved job pending for resending (redial).

Pending jobs for resending are resent automatically after a certain period of time has elapsed using the auto redial function. However, you can manually resend the fax.

1 Tap [Job List].



2 Select a job you wish to resend and tap [Redial].



3 Tap [Start].Transmission begins.



# 4.3 Resending a Fax for Which the Fax Number Could Not Be Redialed

#### **Fax Retransmit**

Fax Retransmit is a function that stores a fax that could not be sent by Redial in the machine's user box for a given period of time.

A stored fax job can be resent later by recalling it from the box.



### Operations required to use this function (for the administrator)

Enable Fax Retransmit. Set how long a fax should be stored in the User Box.

For details on how to set the period, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

### **Operation flow**

Open the Fax Retransmit User Box in the User Box mode and specify the fax you want to resend.

For details on the procedure, refer to "User's Guide[Box Operations]/[Retransmit Fax If Redialing Has Failed (File Re-TX)]".



# 4.4 Sending a Fax at Preset Time ([Timer TX])

#### **Timer TX**

Timer TX is a feature that automatically starts sending at a specified time.

Using the Timer TX function to reserve fax transmission during off-peak rate hours early in the morning and late at night can help to reduce transmission costs. You can reserve up to 20 Fax TX jobs using the Timer TX function.





- This function cannot be used together with the following functions. Quick Memory TX, Polling TX, Polling TX (Bulletin Board).

#### **⊙** Reference

If Timer TX is used in combination with Polling RX, files for polling can be received at a specified time. For details on how to receive a polling file, refer to page 6-11. For details on the how to receive a polling file registered in the bulletin board, refer to page 6-12.

### **Operation flow**

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
  - → You can specify multiple destinations at the same time.
- 4 Tap [Application] [Fax Setting] [Timer TX], then tap [ON].
- 5 Using the **Keypad**, enter the transmission start time, then tap [OK].
  - → To display the **Keypad**, tap the input area for the numeral.



6 Press the **Start** key.

Scanning of the original starts. The fax is automatically sent at the specified time.





- If the machine power is not activated at the start time, fax transmission will not start. The fax transmission starts just after the machine power is turned on.
- When this machine is in power save mode at the start of communication, it returns from power save mode to start fax transmission.

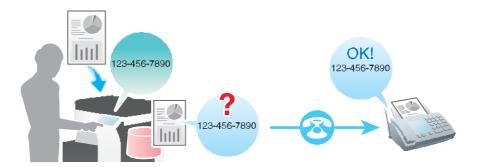


# 4.5 Checking the Destination Fax Number before Sending a Fax ([Check Dest. and Send])

#### Check Dest. & Send

The Check Dest. & Send function checks the fax number specified for the fax transmission against the destination fax number (CSI) and sends the fax only when they match.

This prevents misdirected transmissions since transmission fails if the specified and destination fax number information (CSI) does not match.





- The fax number of the originating machine must have been in the destination machine.
- When registering destinations with an address book, you can enable Check Dest. & Send in addition to registering fax numbers.

### **Operation flow**

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] [Fax Setting] [Line Setting].
- 5 Select [Check Dest. and Send], then tap [OK].



6 Press the Start key.

Transmission begins.

# 4.6 Sending a Fax after Specifying a Relay Station ([F-Code TX])

### **Relay distribution**

4.6

The Relay Distribution function sends a fax to a relay machine, which distributes the received fax to a preregistered group of destinations.

Overall communications costs can be reduced by grouping relay stations and destinations by area, compared to the case in which faxes are broadcast to all destinations. This function is useful when broadcasting faxes to distant locations.



# Tips

- The destination machine (the relay machine) needs to have the F-code function.
- You need to check both the Relay User Box number specified on the relay machine and the password for relay distribution.
- This function cannot be used together with the following functions:
   Password TX, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

## Related setting (for the administrator)

- You can enable or disable F-Code TX (Default: [ON]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### **⊙** Reference

This machine can also be used as a relay station. For details, refer to "User's Guide[Box Operations]/[Use as Fax Transponder (Relay User Box)]".

#### Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the fax number of the relay station.
- 4 Tap [Application] [Fax Setting] [F-Code TX], then tap [ON].

- 5 Enter the [SUB Address] and [Sender ID], then tap [OK].
  - $\rightarrow$  [SUB Address]: Enter the relay user box number.
  - $\,\rightarrow\,$  [Sender ID]: Enter the relay TX password for the relay distribution.
  - $\,\rightarrow\,$  To display the Keypad, tap the input area for the numeral.



6 Press the **Start** key.

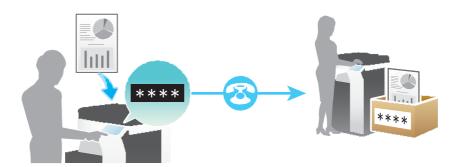
Fax transmission to the relay station begins. Faxes received by a relay station are delivered to destinations registered with the relay station.

## 4.7 Sending a Confidential Fax ([F-Code TX])

#### **Confidential communication**

The confidential communication function is designed for communications with specific persons using a Confidential User Box that requires a registered number and a password.

This ensures fax communications with improved security.





- This function is available only when the recipient's machine is equipped with the F-code function.
- You need to check the recipient's Confidential User Box number and the password for confidential fax reception.
- This function cannot be used together with the following functions:
   Password TX, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

## Related setting (for the administrator)

- You can enable or disable F-Code TX (Default: [ON]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### **⊙** Reference

You can register a confidential user box on this machine to receive confidential faxes. For details on how to register a Confidential User Box, refer to "User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]".

### **Operation flow**

- Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] [Fax Setting] [F-Code TX], then tap [ON].

- 5 Enter the [SUB Address] and [Sender ID], then tap [OK].
  - ightarrow [SUB Address]: Enter the confidential user box number.
  - → [Sender ID]: Enter the communication password for confidential RX.
  - $\,\rightarrow\,$  To display the Keypad, tap the input area for the numeral.



6 Press the Start key.Transmission begins.

# 4.8 Sending a Fax after Canceling ECM Mode ([ECM])

#### **ECM**

4.8

ECM is an error correction mode defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector).

Fax machines that support the ECM communicate while confirming that there is no error in the sent data. This prevents image blurring caused by noise on the phone line.

By default, this machine uses ECM for transmission. If the noise level is high, the communication may take a little longer than the communication without using ECM checking. To reduce the transmission time, you can transmit faxes with ECM turned off. However, an image error or communication error may occur depending on the specified communication time value, so change the value to suit conditions.





- When registering destinations with an address book, you can specify whether to send faxes in the ECM mode in addition to registering fax numbers.
- If the ECM function is canceled, the following functions cannot be used together.
   V34 OFF, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

### **Operation flow**

- 1 Load the original.
- Z Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] [Fax Setting] [Line Setting].
- 5 Cancel the setting of [ECM], then tap [OK].



6 Press the Start key.
Transmission begins.

# 4.9 Sending a fax after canceling the Super G3 mode (Cancel [V.34])

#### **V34**

4.9

V34 is a communication mode used for the Super G3 fax communication.

This can shorten the communication time and reduce communication costs because a single page of letter/A4 size paper can be sent in as little as approximately three seconds.

By default, this machine transmits faxes with V34. You can send faxes with V34 canceled if it is not possible to establish a communication in the Super G3 mode depending on telephone line conditions (for example, when the remote or this machine is connected to a PBX line).





- When registering destinations with an address book, you can specify whether to send faxes in the V34 mode in addition to registering fax numbers.
- If the V34 function is canceled, the following functions cannot be used together.
   ECM OFF, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

### **Operation flow**

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] [Fax Setting] [Line Setting].
- 5 Cancel the setting of [V.34], then tap [OK].



6 Press the Start key.

Transmission begins.



# 4.10 Sending One Scanned Page at a Time ([Quick Memory Send])

### **Quick Memory TX**

4.10

Quick Memory TX is a method to start sending a fax as soon as one page of the original has been scanned. The total number of pages transmitted can be entered in the sender record.

Normally, this machine begins transmission after all pages have been scanned and saved in memory (Memory TX). With Quick Memory TX , the overall processing time can be reduced. With this method, many pages can be faxed without causing memory overflow.





This function cannot be used together with the following functions:
 Timer TX, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

#### Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] [Fax Setting] [Quick Memory TX], then tap [ON].
- To add the total number of pages to the sender record, select [Number of Pages], enter the number of original pages using the **Keypad**, then tap [OK].
  - $\,\rightarrow\,$  To display the Keypad, tap the input area for the numeral.



6 Press the **Start** key.

As one page is scanned, transmission starts.

## 4.11 Faxing Overseas ([Overseas TX])

#### **Overseas TX**

The Overseas TX Mode function reduces the transmission speed (the information transfer speed) for sending a fax.

It is useful when sending a fax to areas where communication conditions are poor.





- When registering destinations with an address book, you can specify whether to send faxes in the Overseas TX mode in addition to registering fax numbers.
- This function cannot be used together with the following functions:
   Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

### **Operation flow**

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] [Fax Setting] [Line Setting].
- 5 Select [Overseas TX], then tap [OK].

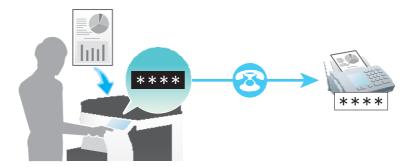


6 Press the Start key.Transmission begins.

# 4.12 Sending a Fax with a Password ([Password TX])

#### **Password TX**

The Password TX is a function that sends a fax with a password. It is used to send faxes to a device on which fax peers are restricted by passwords (a device with Closed Network RX enabled).





- You can only use this function to communicate with our models supporting the closed network reception (password) function.
- You need to check the recipient's closed network reception password beforehand.
- This function cannot be used together with the following functions:
   Relay Distribution, Confidential Communication, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

#### **⊙** Reference

This machine can restrict fax destinations using the Closed Network RX function. For details on the Closed Network RX function, refer to page 6-10.

### **Operation flow**

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] [Fax Setting] [Password TX], then tap [ON].
- 5 Using the **Keypad**, enter the Closed Network RX password of the destination, then tap [OK].
  - → To display the **Keypad**, tap the input area for the numeral.



6 Press the Start key.

Transmission begins.

# 4.13 Registering a File for Polling ([Polling TX])

### **Polling TX**

The Polling TX function stores a file beforehand on the internal hard disk and sends it out upon a request for reception (polling request) from the recipient.

The file for polling is stored in the Polling Transmission User Box in the System User Box, and then transmitted upon reception of a polling request.

Only one file can be stored in the Polling TX User Box.



# Tips

This function cannot be used together with the following functions.
 Timer TX, Relay Distribution, Confidential Communication, ECM OFF, V34 OFF, Quick Memory TX, Overseas TX, Password TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

## Related setting (for the administrator)

 You can select whether to keep the file in the User Box after it is sent out upon a polling request from the recipient (Default: [Delete]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### ⊙ Reference

Polling RX can be used to receive a file saved for polling in a receiving machine by sending a request from this machine. For details on the Polling RX function, refer to page 6-11.

### **Operation flow**

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Tap [Application] [Fax Setting] [Polling TX], then tap [ON].
- 4 Check that [Normal] is highlighted, then tap [OK].



5 Press the **Start** key.

The file is registered with the Polling TX User Box.



## 4.14 Registering a File for Polling on the Bulletin Board ([Polling TX])

### **Polling TX (Bulletin Board)**

The Polling TX function stores a file beforehand on the Bulletin Board User Box on this machine and sends it out upon a request for reception (polling request) from the recipient.

The file registered on the Bulletin Board User Box is sent out upon reception of a polling request.

Only one file can be stored in each Bulletin Board User Box. You can create up to 10 Bulletin Board User Boxes, allowing you to use them for different purposes.





- The file for polling that is registered with the bulletin board will not be deleted from the box after they have been transmitted upon reception of a polling request from a receiving machine. They are stored according to the file storage period specified for the appropriate Bulletin User Box.
- This function cannot be used together with the following functions:
   Timer TX, Relay Distribution, Confidential Communication, ECM OFF, V34 OFF, Quick Memory TX,
   Overseas TX, Password TX, Polling TX, Polling RX, Polling RX (Bulletin Board).

#### ⊙ Reference

Polling RX can be used to receive a file saved in a Bulletin User Box in a receiving machine by sending a request from this machine. For details, refer to page 6-12.

#### Operations required to use Polling TX (Bulletin)

Register the Bulletin Board User Box for the registering file for polling.

For details on the registration procedure, refer to "User's Guide[Box Operations]/[Store File for Polling (Bulletin)]".

#### **Operation flow**

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Tap [Application] [Fax Setting] [Polling TX], then tap [ON].



- 4 Tap [Bulletin], enter the number of the Bulletin User Box in which to register a file using the **Keypad**, then tap [OK].
  - $\rightarrow$  To display the **Keypad**, tap the input area for the numeral.



5 Press the **Start** key.

The file is registered with the Polling TX User Box.



How to Receive a Fax

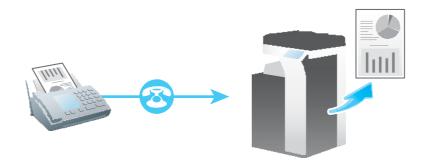
# 5 How to Receive a Fax

# 5.1 Receiving Faxes Automatically (Using the Machine Solely for Fax Operations)

### **Auto Reception**

5.1

Auto Reception is a mode in which to automatically receive faxes when the number of rings occur. It is helpful to set this machine to automatically receive faxes if the line is dedicated for faxing.



### Operations required to use this function (for the administrator)

To use Auto Reception, the following settings are required.

Settings	Description	Reference
[Receive Mode]	Set to [Auto RX].	"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
[Number of RX Call Rings]	Set the number of rings that will occur before the machine starts auto reception.	"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### Ę

### 5.2 Manual Reception

### **Manual Reception**

Manual Reception is a mode that enables manual reception of incoming faxes using the Off-Hook key. This function is useful when a telephone is connected to this machine with the line used both for phone and fax operations, telephone is frequently used, and you always prefer to receive faxes manually.

If a phone is connected, the phone rings when there is a coming call (a voice or fax call). When the phone rings, pick up the handset and confirm that there is a coming call to ensure the reception of a fax.



### Operations required to use this function (for the administrator)

To use Manual RX, the following settings are required.

Settings	Description	Reference
[Receive Mode]	Set to [Manual RX].	"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### **Operation flow**

- 1 Tap [Scan/Fax].
- 2 Tap the Off-Hook button.
  - $\rightarrow$  If you are using a phone, pick up the handset.



5-3

3 Check that [Receive] is selected.



- 4 Press the **Start** key.
- Tap [Yes].Reception begins. If you are using a phone, replace the handset.



# Receiving Options

# 6 Receiving Options

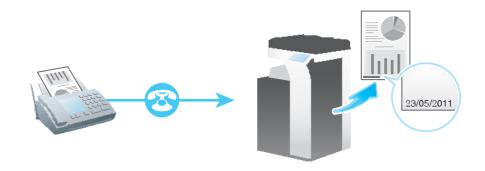
6.1

# 6.1 Printing by Adding the Date and Time Received ([Footer Position])

### **Reception information**

Reception information in the footer contains the date and time of fax reception, the number assigned according to the order of reception (reception number), and page number.

Reception information is added as necessary when a document is printed.



### Operations required to use this function (for the administrator)

To enable printing of the reception information, select the location where to print the reception information.

For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

# 6.2 Saving/Forwarding a Fax Which Cannot Be Printed (In-memory Proxy Reception)

### In-memory proxy reception

When the machine cannot print a received fax due to paper jam or exhaustion of consumables, the received fax is stored in the memory until this machine is ready to print.

If it is not possible to promptly deal with the problem, the saved fax can be forwarded to another destination. In-memory proxy reception functions automatically.





6.2

- Memory proxy reception is disabled when there is no remaining memory space.
- When the troubleshooting is complete for paper jam etc., the machine starts printing a saved fax.

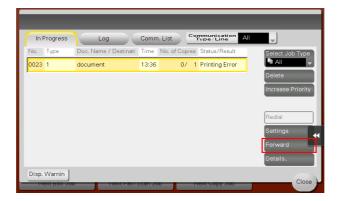
# Forwarding fax received and stored in the memory (in-memory proxy reception)

1 Tap [Job List].

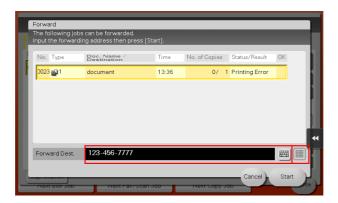




- 2 Select a job received using in-memory proxy reception, then tap [Forward].
  - → Use [Select Job Ty] to narrow down jobs to be displayed in the list.



- 3 Select a job to be forwarded, specify the forwarding destination and then tap [OK].
  - → You can either directly enter a forwarding destination by tapping the input area or the keyboard icon, or select one from destinations registered in the machine by tapping the list icon.



Tap [Start] or press the **Start** key. Forwarding starts.



 When a fax saved is forwarded to a non-fax address, the fax is converted into the file format that is specified as the default in the fax/scan mode.

### 6.3 Automatically Sorting Incoming Faxes (TSI Routing)

### **TSI Routing**

6.3

TSI (Transmitting Subscriber Identification) Routing is a function that automatically sorts incoming faxes or redirects them to shared folders in computers or E-mail addresses based on the fax numbers of the senders. There is no need to sort printed faxes for each recipient and no risk of missing a fax. To use the TSI Routing function, it is required to preset boxes to which faxes are to be sorted and forwarding destinations. Routing destinations can be registered for up to 256 fax numbers (TSIs).





- If the routing destination is not a fax destination, the fax is converted into the file format specified as the default in the fax/scan mode.
- If the optional Extension Memory and i-Option LK-110 v2 are installed on this machine, received faxes
  can be converted into specified file types for forwarding destinations before they are forwarded. The
  file types able to be specified are PDF, XPS, and TIFF.
- By default, a received fax is printed without being forwarded if it was not successfully distributed.
- This function cannot be used together with the following functions.
   Memory RX, Forward TX, PC-Fax RX

#### Operations required to use this function (for the administrator)

Enabling the TSI Routing function. Also, register fax numbers (TSIs) of senders targeted for forwarding, forwarding destinations, and file type. You can specify the following forwarding destinations.

- Fax
- E-Mail
- SMB
- FTP
- WebDAV
- User Box
- Internet Fax
- IP Address Fax
- Group

For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

# Related setting (for the administrator)

When the optional **Extension Memory** or **i-Option LK-110 v2** is installed on this machine, the file types can be specified collectively for all forwarding destinations. For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".



## 6.4 Forwarding Received Faxes to Another Destination (Forward TX)

#### **Forward TX**

6.4

Forward TX transfers a received fax to a pre-specified destination.

Faxes can be forwarded to personal E-mail addresses or saved in a shared folder in a computer. Received faxes can be converted to files that can be handled by a computer, which saves printing costs.





- If the forwarding destination is not a fax address, the received fax can be converted in the specified file
  format to be forwarded to a destination. The file types able to be specified are PDF, XPS, and TIFF.
   To specify other file types, ask your service representative to configure settings. For details, contact
  your service representative.
- This function cannot be used together with the following functions.
   Memory RX, PC-Fax RX, TSI Routing

### Operations required to use this function (for the administrator)

Enable the Forward TX function. In conjunction, register forwarding destinations for received faxes. To specify a destination, directly enter the fax number, or select the desired number of destinations registered on this machine. When selecting the desired number of destinations registered on this machine, you can specify the following forward destinations.

- Fax
- E-Mail
- SMB
- FTP
- WebDAV
- User Box
- Internet Fax
- IP Address Fax
- Group

For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

## 6.5 Enforcing Saving of a Received Fax to a User Box (Memory RX)

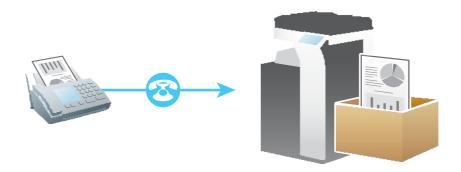
### **Memory RX**

6.5

Memory RX is a function to save a received fax to Memory RX User Box of this machine.

You can check the contents of incoming faxes and print only those you need to print, by which you can reduce the printing cost. This prevents fax data from being stolen or lost after being printed. Because the security is enhanced, you can handle important fax data securely.

If necessary, you can manually forward a required fax. This is convenient for forwarding a fax to a different destination every time depending on the contents of a received fax.





The Memory RX function cannot be used together with the following functions.
 Forward TX, PC-Fax RX, TSI Routing

### Operations required to use this function (for the administrator)

Enable the Memory RX function. In addition, specify the password for restricting access to Memory RX User

For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### Printing a received fax

To print a fax saved in the Memory RX User Box, browse data in the Memory RX User Box.

For details on the printing procedure, refer to "User's Guide[Box Operations]/[Receive Fax in Memory and Print It Later (Memory RX)]".

#### Forwarding a received fax

To forward a fax saved in the Memory RX User Box, browse data in the Memory RX User Box.

For details on how to send, refer to "User's Guide[Box Operations]/[Receive Fax in Memory and Print It Later (Memory RX)]".

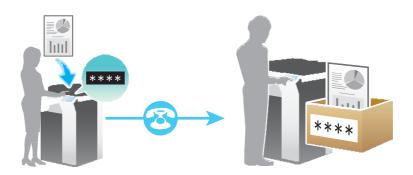
6.6

# 6.6 Receiving a Confidential Fax (Confidential RX)

#### **Confidential communication**

The confidential communication function is designed for communications with specific persons using a Confidential User Box that requires a registered number and a password.

This ensures fax communications with improved security.



#### ⊙ Reference

In this machine, you can use the F-Code TX function to specify a confidential user box of a receiving machine and transmit a confidential fax. For details on how to transmit confidential faxes, refer to page 4-12.

#### Operations required to use Confidential RX

Register confidential user boxes on this machine. Add the Confidential RX function to a Public, Personal, or Group User Box. Specify a communication password for Confidential RX.

For details on how to register a Confidential User Box, refer to "User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]".

#### Printing a received fax

To print a fax received by Confidential RX, browse data in the Confidential User Box.

For details on the printing procedure, refer to "User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]".

# 6.7 Using This Machine as a Relay Station (Relay RX)

#### **Relay distribution**

6.7

The Relay Distribution function sends a fax to a relay machine, which distributes the received fax to a preregistered group of destinations.

This machine supports the Relay RX function. It receives a fax as a relay station and automatically distributes it to multiple programmed destinations.



#### **⊙** Reference

In this machine, you can use the F-Code TX function to transmit a fax to a relay station. For details on how to transmit a fax to a relay station, refer to page 4-10.

#### Operations required to use Relay RX

Register fax destinations and a Relay User Box for saving documents to be relayed. Also specify a relay password.

For details on how to register a Relay User Box, refer to "User's Guide[Box Operations]/[Use as Fax Transponder (Relay User Box)]".

# Related setting (for the administrator)

- You can enable or disable the Relay RX function (Default: [ON]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- You can select whether to print incoming faxes that this machine receives as a relay station while distributing the fax to other destinations (Default: [OFF]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".



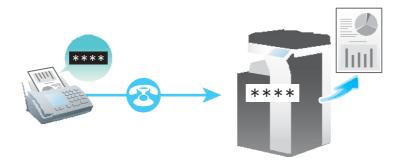
# 6.8 Restricting Communication Peers by Password (Closed Network RX)

#### **Closed Network RX**

6.8

Closed Network RX is a function that restricts fax senders by passwords.

When receiving a fax, the machine checks the password sent from the sender against the password preset for this machine and, if they match, accepts transmission. Restricting fax senders helps to reduce unnecessary printing and wasteful paper use.





You can use this function only when the remote machine is one of our models that has Password TX function.

#### **⊙** Reference

Optionally, you can use the Password TX function to send a fax with password to a destination for which Closed Network RX is specified. For details on the Password TX function, refer to page 4-18.

### Operations required to use Closed Network RX

Enable the Closed Network RX function. Specify the password to restrict the communication.

For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

# 6.9 Receiving a Fax for Polling (Polling RX)

#### **Polling RX**

6.9

Polling RX is a function that receives a file for polling saved in a sending machine by sending a request from this machine.

The communication fee is charged to the recipient.





This function cannot be used together with the following functions.
 Relay Distribution, Confidential Communication, ECM OFF, V34 OFF, Quick Memory TX, Overseas TX, Password TX, Polling TX, Polling TX (Bulletin Board), Polling RX (Bulletin Board).

#### **⊙** Reference

Optionally, you can use the Polling TX function to register files for polling with a User Box of this machine. For details on the Polling TX function, refer to page 4-19.

If Timer TX is used in combination with Polling RX, files for polling can be received at a specified time. For details on the Timer TX function, refer to page 4-7.

#### **Operation flow**

- 1 Tap [Scan/Fax].
- 2 Specify the destination.
- 3 Tap [Application] [Fax Setting] [Polling RX], then tap [ON].
- 4 Check that [Normal] is highlighted, then tap [OK].



5 Press the Start key.
Reception begins.

# 6.10 Receiving a File Saved on a Bulletin Board (Polling RX)

#### Polling RX (Bulletin)

6.10

Polling RX (Bulletin) is a function that receives a file for polling saved in a bulletin user box in a sending machine by sending a request from this machine.

The communication fee is charged to the recipient.





This function cannot be used together with the following functions:
 Relay Distribution, Confidential Communication, ECM OFF, V34 OFF, Quick Memory TX, Overseas TX,
 Password TX, Polling TX, Polling TX (Bulletin), Polling RX.

#### **⊙** Reference

Optionally, you can use the Polling TX function to register files for polling with a Bulletin User Box of this machine. For details on the Polling TX function, refer to page 4-21.

If Timer TX is used in combination with Polling RX, files for polling can be received at a specified time. For details on the Timer TX function, refer to page 4-7.

#### **Operation flow**

- 1 Tap [Scan/Fax].
- 2 Specify the destination.
- 3 Tap [Application] [Fax Setting] [Polling RX], then tap [ON].
- 4 Tap [Bulletin], enter the number of the Bulletin User Box in the receiving machine using the **Keypad**, then tap [OK].
  - → To display the **Keypad**, tap the input area for the numeral.



5 Press the Start key.
Reception begins.

# 6.11 Saving a Received Fax to a Specified User Box (PC-Fax RX)

#### PC-Fax RX

6.11

PC-Fax RX is a function that automatically saves a received fax to the Memory RX User Box or a User Box specified in F-Code (SUB Address).

A saved fax job can be read from the User Box and into a computer.





- This function cannot be used together with the following functions.
   Memory RX, Forward TX, TSI Routing
- Confidential faxes and those faxes for which relaying is requested are saved in the Confidential or Relay User Box.
- When Specified User Box is designated as the receiving User Box destination, faxes with no User Box specified in F-Code are saved in the Memory RX User Box.
- When the Memory RX User Box is specified as the receiving User Box destination, faxes with a User Box specified in F-Code result in a communicating failure.

### Operations required to use this function (for the administrator)

Enable PC-Fax RX. In conjunction, specify a User Box for saving incoming faxes.

For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".



 To perform password check on the Specified User Box designated as the receiving User Box destination, specify a communication password instead of a password for the User Box. The communication password can be used commonly for a number of User Boxes used for PC-FAX RX.

#### Printing a received fax

To print a fax saved in a User Box in PC-Fax RX, browse data in that User Box.

- For details on how to print a fax saved in the Public, Personal, or Group User Box, refer to "User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]".
- For details on how to print a fax saved in the Memory RX User Box, refer to "User's Guide[Box Operations]/[Receive Fax in Memory and Print It Later (Memory RX)]".



# 6.12 Stopping the Fax Print during Lunch Breaks and at Night

While this machine is inactive, for example, during breaks or night hours on working days, press the **Power** key to set the Sub Power Switch OFF mode, reducing the power consumption. It is impossible to print faxes received in Sub Power OFF mode. To print them, press the **Power** key to release the Sub Power OFF mode.



#### **⊙** Reference

When using this machine in the factory default status, holding down the **Power** key switches the machine to the sub power off status. For details on the procedure to switch to the Sub Power OFF mode, refer to "User's Guide[Introduction]/[Turning the Power On or Off]".

You can use the weekly timer for automatic switching between normal and power save modes. For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

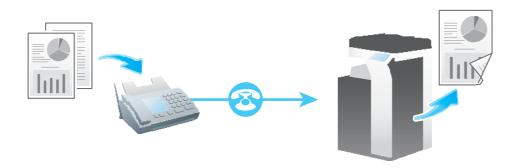


# 6.13 Printing a Fax on Both Sides of Paper ([Duplex Print (RX)])

### **Duplex Print (RX)**

6.13

A fax that contains multiple pages is printed on both sides of sheets of paper to save the number of sheets.



#### Operations required to use this function (for the administrator)

Enable the 2-Sided Print function.

For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

6-15

# 6.14 Configuring the Fax Print Settings (for the Administrator)

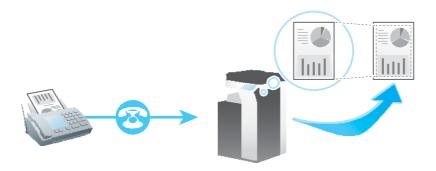
#### Default print settings ([Print Paper Selection]/[Min. Reduction for RX Print])

A received fax is printed according to the following conditions depending on the page size of the fax.

A standard-size fax, such as those received in the Letter/A4 size, is printed on the same standard size paper with slight reduction (Default: [96]%).

For example, a Ledger/A3-sized fax is printed on Ledger/A3 paper, and a Legal/B4 fax on Legal/B4 paper, while reducing the print size to 96% respectively.

For details on the fax print settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".





6.14

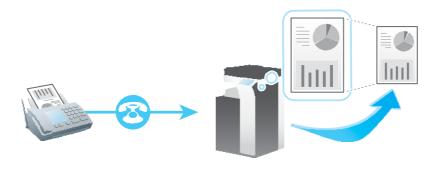
- For faxes that are longer in the longitudinal direction than the standard size, the optimal paper size is determined based on the width and length of the fax, and printed on paper of the same size. If the optimal size paper is not available, the fax is printed on paper of a similar size.

#### Fixing the print paper size ([Print Paper Size])

You can always print on the specified size of paper irrespective of the paper size of the received fax.

If the specified print paper size is smaller than the size of the received fax, the fax is reduced to the size of the print paper.

For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".



#### Fixing the print paper tray ([Tray Selection for RX Print])

You can always print on the paper loaded into the specified tray irrespective of the paper size of the received fax.

If the size of the paper in the specified tray is smaller than the size of the received fax, the fax is reduced to the paper size of the tray.

For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".





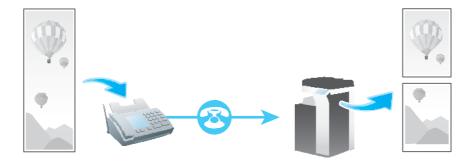
6.14

- If the tray is specified in [Tray Selection for RX Print], the setting for [Print Paper Size] is ignored ([Print Paper Selection] is automatically switched to [Auto Select]).
- If [Min. Reduction for RX Print] is set to [Full Size], [Tray Selection for RX Print] is compulsory switched to [Auto].

#### Splitting a custom size (portrait) fax for printing ([Print Separate Fax Pages])

For faxes that are longer in the longitudinal direction than the standard size, the print size is not reduced, however any area that cannot be fitted to a standard size is printed on the subsequent page.

For details on how to configure the settings, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".



# Tips

- If [Min. Reduction for RX Print] is set to [Full Size], [Print Separate Fax Pages] is compulsory switched to [OFF], and the area that cannot be fitted on a standard size sheet is not printed at all.
- If [Duplex Print (RX)] is [ON], you cannot use [Print Separate Fax Pages].



# 7 Printing Fax Reports

The following types of fax reports are available. Automatically print if certain conditions are satisfied, and printed manually.

Report name	Description
Activity Report	This report contains results of sent and received faxes.  A total of 700 jobs are recorded on separate pages for transmission and reception.  The activity report is automatically printed. Records containing only transmission or reception jobs can be printed as required.  By default, the report is automatically printed for every 100 communications.  You can change the print conditions as necessary. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
TX Result Report	This report contains the results of fax transmission. By default, the report is automatically printed when a transmission failure occurs.  You can change the timings for printing if necessary. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
Polling TX Report	This report contains polling transmission results. By default, the report is automatically printed when a polling transmission has failed.  • You can change the timings for printing if necessary. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
Polling RX Report	This report contains results of polling reception. By default, the report is automatically printed when a polling reception has failed.  • You can change the timings for printing if necessary. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
Sequential Polling RX Report	This report contains results of faxes received by polling from multiple destinations. By default, the report is automatically printed when faxes from multiple destinations are received by polling.  • You can select whether to print the Sequential Polling RX Report. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
Broadcast Report	This report contains results of faxes sent by broadcast. By default, the report is automatically printed upon completion of the broadcast transmission.  • You can select whether to print the Broadcast Report. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".  • You can change how destinations should be printed on the report. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
Reservation Communication Report	This report contains records of reserved fax transmissions. By default, the report is automatically printed when a fax transmission is reserved.  • You can select whether to print the Reservation Communication Report. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
Reservation Polling TX Report	This report contains records of reserved polling transmissions. By default, the report is automatically printed when a polling transmission is reserved.  • You can select whether to print the Reservation Polling TX Report. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
Broadcast Reserved Report	This report contains records of reserved broadcast transmissions. By default, the report is automatically printed when a broadcast transmission is reserved.  • You can select whether to print the Broadcast Reserved Report. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
An address Polling Rx Reserved Report	This report contains records of reservations on polling RX jobs for one address. By default, the report is automatically printed when a polling RX job is reserved from one address.  • You can select whether to print the An address Polling RX Reserved Report. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
Sequence Polling Rx Reserved Report	This report contains records of reservation on polling RX jobs for multiple addresses. By default, the report is automatically printed when a polling RX job is reserved from multiple addresses.  • You can select whether to print the Sequence Polling RX Reserved Report. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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Report name	Description
Confidential RX Report	This report contains results of confidential faxes received. By default, the report is automatically printed when a confidential fax is received.  • You can select whether to print the Confidential RX Report. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
Bulletin TX Report	This report contains results of the transmission in polling RX of a file registered in a bulletin user box. By default, the report is automatically printed when a file registered in a bulletin user box is transmitted in conjunction with polling RX.  • You can select whether to print the Bulletin TX Report. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
Relay TX Result Report	This report contains results of the transmission of a fax received by a relay station of the relay distribution to a distribution station. By default, the report is automatically printed when a fax is delivered to a distribution station.  • You can select whether to print the Relay TX Result Report. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
Relay Request Report	This report contains results of the reception of a fax as a relay station of the relay distribution. By default, the report is automatically printed when a fax is received in the relay distribution.  • You can select whether to print the Relay Request Report. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
Job Settings List	This list contains the details of [Fax Settings].  • For details on how to print, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### **⊙** Reference

You can also print activity reports in the [Job List] screen. For details on the [Job List] screen, refer to "User's Guide[Control Panel]/[Operations of Touch Panel and Explanation of Major Screens]".

# Related setting (for the administrator)

- You can select whether to describe a job number on an activity report, TX result report, or broadcast report (default: [OFF]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".



# **Managing Destinations**



# 8 Managing Destinations

# 8.1 Registering Frequently Used Destinations (Address Book)

#### 8.1.1 Registering from the Utility

#### **Address Book**

8.1

Registering a frequently used destination on this machine will save you the trouble of having to enter it each time you send a fax. A destination registered on this machine is called an "Address Book".

You can register up to 2000 one-touch destinations in the address book.

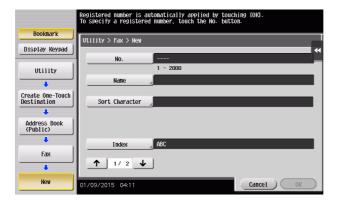
# Related setting (for the administrator)

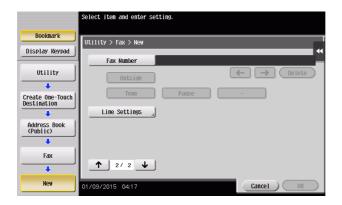
 Select whether to allow the user to register or change destinations (default: [Allow]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### Register the fax number of the destination.

Register the fax number of the destination.

- Tap [Utility] [One-Touch/User Box Registration] [Create One-Touch Destination] [Address Book (Public)] [Fax] [New].
  - → The administrator can perform the same actions by selecting [Administrator Settings] [One-Touch/User Box Registration].





- 2 Enter destination information, then tap [OK].
  - → For details on registration information, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".





8.1

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set.].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

# Related setting (for the administrator)

You can select whether to have the user enter a fax number twice when registering the fax number (Default: [OFF]). This is helpful to prevent the fax number from being incorrectly registered. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### 

You can also register fax destinations using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".

#### 8.1.2 Registering from the Fax/Scan basic screen

#### **Address Book**

Registering a frequently used destination on this machine will save you the trouble of having to enter it each time you send a fax. A destination registered on this machine is called an "Address Book".

You can register up to 2000 one-touch destinations in the address book.

# Related setting (for the administrator)

Select whether to allow the user to register or change destinations (default: [Allow]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### Registering a fax destination

Register the fax number of the destination.

1 Tap [Scan/Fax].



2 Tap [Address Reg.].



- 3 Tap [Input New Address].
- 4 Tap [Fax].
- 5 Enter destination information, then tap [New].
  - → The registered information is the same as that to be registered from the Utility. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".



To check, change, or delete the setting of a registered destination, proceed from the Utility. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### **⊙** Reference

You can also register fax destinations using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".



## 8.2 Registering Multiple Destinations as a Group (Create Group)

#### Group

8.2

Register multiple destinations as a group. Group is a convenient way to broadcast data.

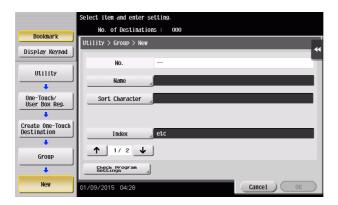
Up to 100 groups can be registered for Group.

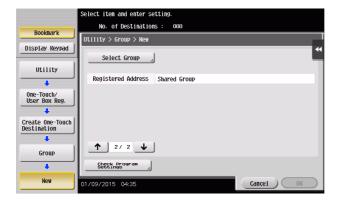
# Related setting (for the administrator)

 Select whether to allow the user to register or change destinations (default: [Allow]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

#### Registering a group

- To register a group, you must register the destinations to be added to the group in advance.
- Tap [Utility] [One-Touch/User Box Registration] [Create One-Touch Destination] [Group] [New].
  - → The administrator can perform the same actions by selecting [Administrator Settings] [One-Touch/User Box Registration].





- Enter destination information, then tap [OK].
  - → For details on registration information, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

# Tips

- To check the settings for a registered group, select its registered name, then tap [Check Program Settings].
- To change the settings for a registered group, select its registered name, then tap [Edit].
- To delete a registered group, select its registered name, then tap [Delete].

#### **⊙** Reference

You can also register groups using **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".



# 8.3 Registering Directly Entered Destinations in Address Book

1 Tap [Scan/Fax].



Tap [Direct Input], select [Fax], then enter a fax number.



When finishing to enter a fax number, tap [Address Reg.].



4 Tap a fax number you want to register with the address book.



- → Tap [Input New Address] to register the new address, which is not yet entered. For details on how to register, refer to page 8-3.
- 5 Enter the registration name for the destination.
  - → Add additional search text or enter a sort character as necessary.

Settings	Description
[Address Type]	The destination type selected in the [Direct Input] are displayed.
[Index]	Select the appropriate character so that you can do an index search for fax numbers by registered name.  • For a frequently used destination, also select [Favorite]. If [Favorite] is selected, the destination will appear in the top screen of the fax/scan mode, enabling the user to easily select a fax number.
[Name]	Enter the destination name to be displayed on the <b>Touch Panel</b> (using up to 24 characters). Assign a name that helps you easily identify the fax number.
[Sort Character]	Enter the same name as the registered (using up to 24 characters). You can sort fax numbers by name order.
[Address]	Displays directly entered fax numbers.

6 Tap [New], then [Close].

When a fax has been sent to the directly entered fax number, tap [Address Book] and check that the fax number is registered.

8-7



# 8.4 Exporting/Importing Destination Information (for the Administrator)

#### **Exporting destination information**

Destinations registered in this machine can be exported from this machine to a computer, enabling a backup of destination information. You can add new destinations or edit exported destinations as necessary.

To export information, use **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Managing the Machine Status]".

#### Importing destination information

Destination information exported from this machine can be imported from a computer to this machine. Also you can use it on another MFP unit of the same model by importing it.

To import information, use **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Managing the Machine Status]".

8-8



# 8.5 Printing a Destination Information List (for the Administrator)

#### **Printing a destination list**

8.5

- Tap [Utility] [Administrator Settings] [One-Touch/User Box Registration] [One-Touch/User Box Registration List] [Address Book List].
- Select whether to print destinations within the specified range or print all destinations.
  - → [Print Selection]: Select this option to specify the destination range and print destinations in the specified range. If you select [Print Selection], go to Step 3.
  - → [Print All]: Select this option to print all destinations. If you select [Print All], go to Step 4.



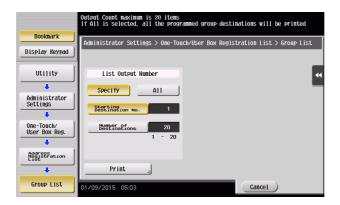
- 3 Specify the type and range of destinations to be printed.
  - → If you select [Specify] in [List Output Number], specify the range of destinations to be printed in [Starting Destination No.] (registered number of a destination) and [Number of Destinations].
  - → If you select [All] in [List Output Number], all destinations of the type selected in [Print Destination List by Type] are printed.
- 4 Tap [Print].
- Select the print paper tray and print surface, and tap [Start]. List printing starts.

#### Printing a group list

Tap [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Group List].



- Specify the range of destinations to be printed.
  - → If you select [Specify] in [List Output Number], specify the range of destinations to be printed in [Starting Destination No.] (registered number of a destination) and [Number of Destinations].
  - → If you select [All] in [List Output Number], all groups are printed.



3 Tap [Print].

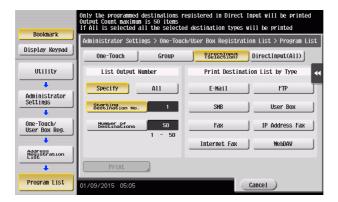
8.5

4 Select the print paper tray and print surface, and tap [Start]. List printing starts.

#### Printing a program list

Program list contains a list of programs and destinations included in the respective programs.

- Tap [Utility] [Administrator Settings] [One-Touch/User Box Registration] [One-Touch/User Box Registration List] [Program List].
- 2 Select the type of programs to be printed.
  - → [One-Touch]: Select this option to print programs with the address book being registered.
  - → [Group]: Select this option to print programs with a group being registered.
  - → [DirectInput (Selection)]: Select this option to print programs in which destinations are registered using Direct Input.
  - → [DirectInput (All)]: Select this option to print all programs in which destinations are registered using Direct Input.
    - If you select [DirectInput (All)], go to Step 4. Otherwise, go to Step 3.



- 3 Specify the range of programs to be printed.
  - → If you select [Specify] in [List Output Number], specify the range of programs to be printed in [Starting Destination No.] (registered number of a program) and [Number of Destinations].
  - → If you select [All] in [List Output Number], all programs of the type selected in Step 2 are printed. If you select [DirectInput (Selection)] in Step 2, select the type of destinations to be printed by [Print Destination List by Type].



- 4 Tap [Print].
- Select the print paper tray and print surface, and tap [Start].
  List printing starts.

8.5

