

XEROX
WorkCentre Pro 423/428
Fax User Guide

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XEROX®



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographical errors will be corrected in subsequent editions.

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1 Getting to Know Your Facsimile

Data to be Set Up Before Using the Machine

The following data has to be set up before using the machine.

Item	Contents	See
Date and time	The current date and time.	<i>Refer to "Setting the Current Date and Time" on page 7-11</i>
Telephone line	The telephone number of the line the machine is connected to, the type of line and dialing method.	<i>Refer to "Programing an ID and Telephone Line" on page 7-5</i>
Local name	The name of the machine displayed by the receiving machine and recorded in the remote activity report. The machine identifies itself to the remote machine when they communicate. The local name can include alphanumeric characters and symbols.	<i>"Programing the Local Name" on page 7-1</i>
Send header	Sender name (Send Header) that will be printed on the first line of the document transmitted. The Send Header can include alphanumeric characters and symbols.	<i>"Programing the Company Logo" on page 7-3</i>
Speed dial	The telephone numbers you frequently use. The speed dial can include remote name, telephone number, and specifications for communication mode, resolution, Broadcast Send and Relay Broadcast.	<i>"Setting a Speed Dial" on page 7-14</i>
Machine password	By setting up the Machine Password, you can accept transmission or polling only from senders who specify the correct password in the F code. The password can include 0 - 9, *, and #. Up to 20 characters can be entered.	<i>"Setting a Machine Password" on page 7-9</i>

Advice on Using Fax

Refer to the following for general advice when faxing.

For installation and relocation advice and operating safeguards refer to the "User Guide (Copier)".

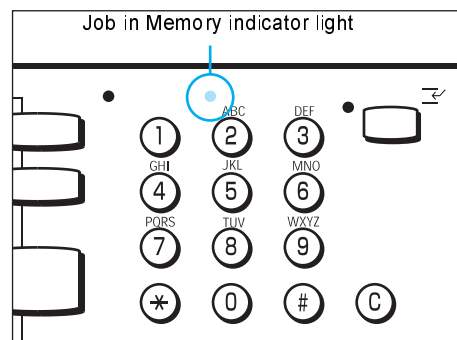
Turning Power On

If machine is switched off allow a minimum of 5 seconds before switching it on.

CAUTION: If not, it can damage the hard disk and the memory.

Turning Power Off

Before switching the power off, make sure the Job in Memory indicator light on the control panel is off. If the power is switched off while this indicator light is on, the received document may be deleted from the memory.



IMPORTANT: If the Job in Memory indicator light is lit, check if there are any documents stored in the memory. If there is, follow the instructions on the display and print the document. Otherwise, print the Stored Documents List and check the contents.

IMPORTANT: After being charged for 72 hours, this machine is able to keep the contents in memory for three hours. If the machine is switched off when the Job in Memory indicator light is on, and left for three hours, documents stored in memory will be deleted. The deleted documents cannot be recovered.

IMPORTANT: Programed data such as Speed Dial can be saved up to 200 hours when the machine has been charged for 72 hours.

IMPORTANT: If the machine is turned off when the Delayed Start feature has been selected, the time delay is cancelled and the fax is sent immediately when the machine is switched on.

IMPORTANT: If the power is switched off when the machine is in the power saver mode, it may take some time (approximately 15 seconds) for the Power Saver button light to go off.

SEE: "Reports and Lists" on page 9-1

Telephone Line Connection

You cannot use this machine with a call waiting service.

A facsimile located close to a main unit of a cordless phone can cause distorted images or interrupted transmission.

This machine should be installed at least five meters away from the main unit of a cordless phone.

If the digital line leased for your company network is multiplexed, facsimile communication may be restricted as follows:

(1) The features of our Xerox original specifications, such as Recipient Print Sets, Relay Broadcast and Remote Mailbox, are not available.

(2) The transmission speed is limited.

(3) Super G3 cannot be used.

The default factory settings may cause communication errors.

These restrictions may occur because the multiplexing device restricts the bandwidth to the minimum required for voice communications.

These restrictions vary according to the network configuration.

For more information, contact your network administrator.

Automatic Receive Mode

If the telephone rings while the machine is in standby mode with the automatic receive mode activated, you cannot speak with the caller.

When you want to answer a telephone call in this mode, use the Auto Switch Time feature to change the time for the machine to answer the call.

SEE: "User Options for Custom Presets" on page 8-1

Hard Disk

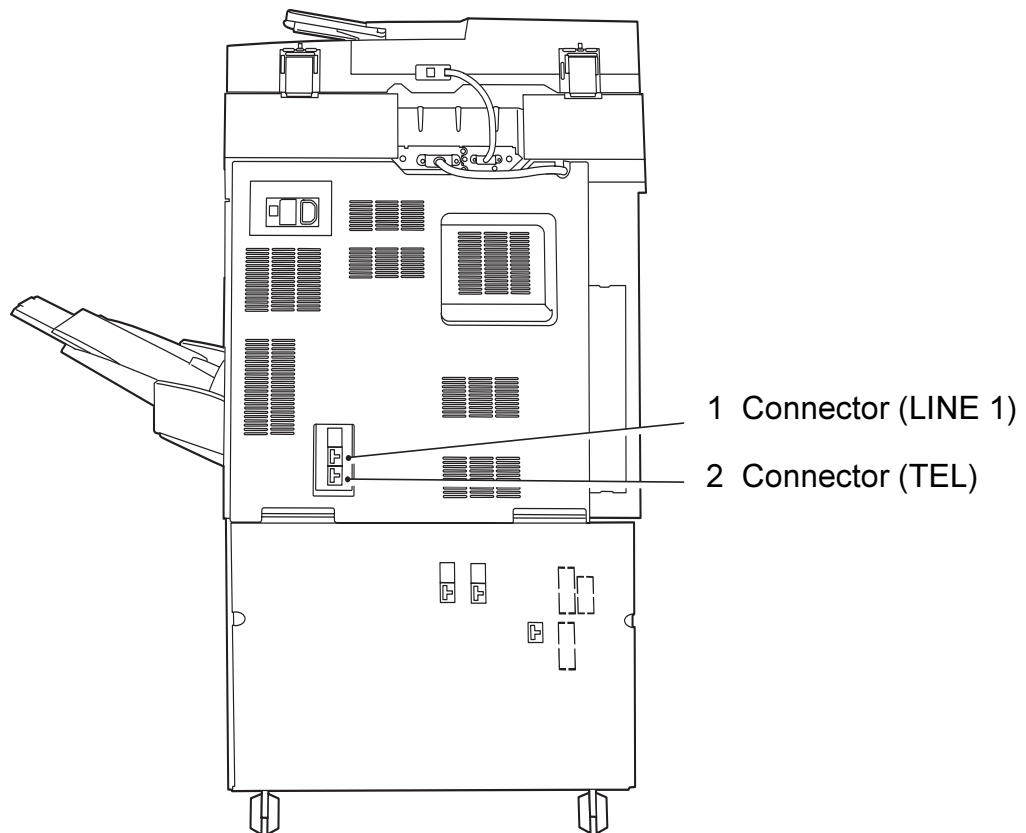
The optional hard disk for facsimile is an extremely delicate device. Any impact can result in malfunction. Handle this device carefully.

After installing the optional fax hard disk kit, wait 13 seconds or more before switching the power on. If not, damage to the hard disk can occur.

NOTE: The fax hard disk kit is optional.

Telephone Line Connectors

The figure and table shown below indicate the telephone line connectors at the rear of the machine.



1	LINE 1	Used as a terminal for line 1.
2	TEL	A telephone is connected here.

Using the Touch Panel Display

By selecting the feature buttons on the touch panel display, you can select various features.

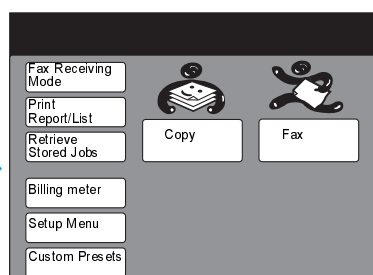
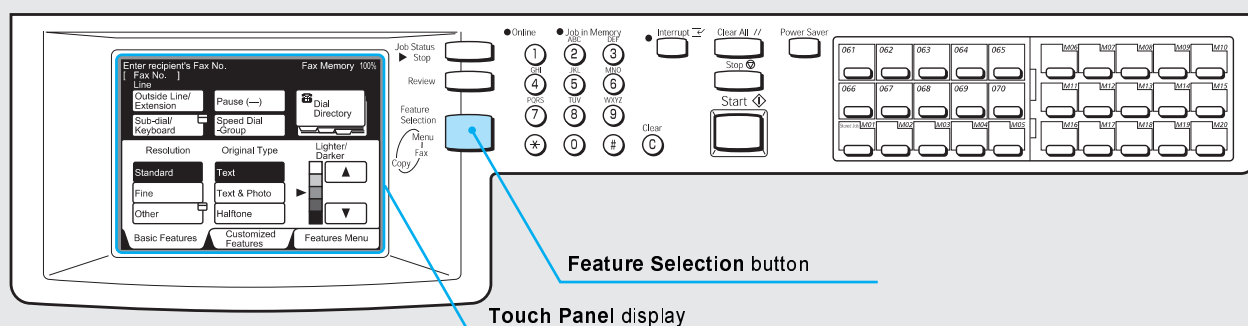
Displaying the Menu, Copy and Fax

Press the Feature Selection button on the control panel to access one of the three screens: Menu, Copy and Fax.

NOTE: The machine is factory-set to display the Menu screen when you turn the power on.

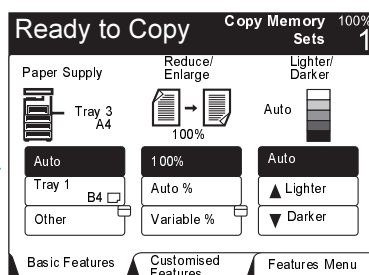
SEE: "User Guide (Copier)" for details on changing the default screen on the touch panel display.

Use the button(s) indicated below



Menu screen

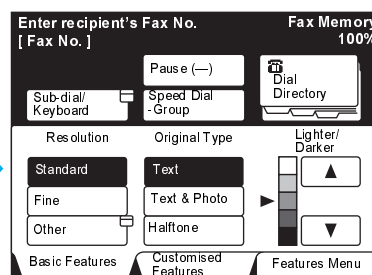
The Menu screen allows you to select and display the features and options available on the machine.



Copy screen

The Copy screen allows you to select the copy features. The Copy screen consists of the Basic Features, Customized Features and Features Menu screens.

SEE: "User Guide (Copier)" for details on the copier features.



Fax screen

The Fax screen allows you to select the various fax features.

SEE: "Using the Basic Features/Customized Features/Features Menu Screens".

Using the Basic Features/Customized Features/Features Menu Screens

The Fax screen consists of the Basic Features, Customized Features and Features Menu screens.

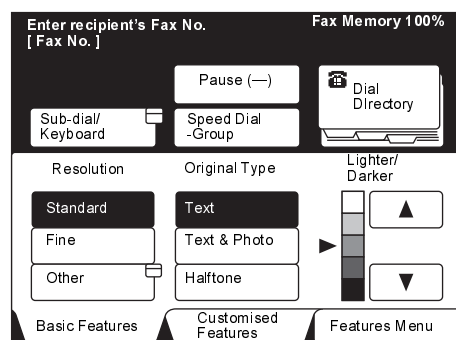
The machine is factory-set to display the Basic Features screen as the default Fax screen.

SEE: “User Options for Custom Presets” on page 8-1 for details on switching screens.

SEE: “Transmitting” on page 3-1 and “Using Additional Features” on page 6-1 for details on the features displayed on each screen.

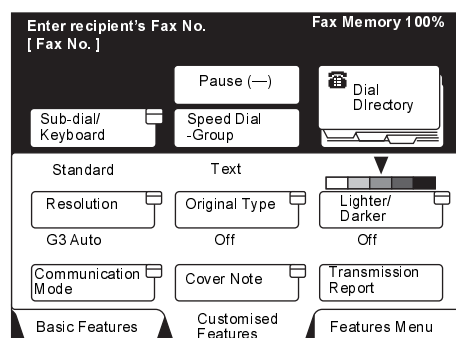
- **Basic Features screen**

When **Basic Features** is selected, the screen shown below will be displayed.



- **Customized Features screen**

When **Customized Features** is selected, the screen shown below will be displayed.



Any six frequently used features can be selected from the Features Menu screen to be displayed here.

SEE: “User Options for Custom Presets” on page 8-1 for details on changing the screen.

- Features Menu screen

When **Features Menu** is selected, the screen shown below will be displayed.

Enter recipient's Fax No. [Fax No.]		Fax Memory 100%
Resolution	Original Type	Lighter/ Darker
Communication Mode	Scan Size Options	Multi-Up
Cover Note	Send Header	Delayed Start
Mixed Size Originals	2 Sided Originals	Transmission Report
Bound Originals	Priority Send	On-hook
More on next page ...		Prev. Page Next Page
Basic Features Customised Features		Features Menu

Select **Next Page** to display the next screen of the Features Menu screen.

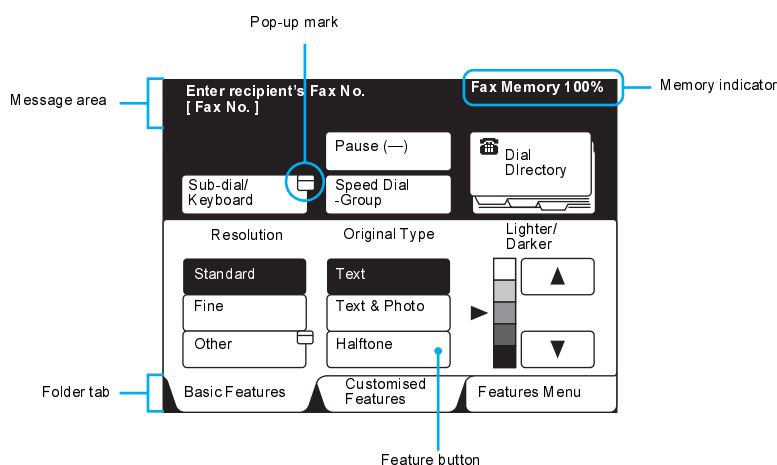
Enter recipient's Fax No. [Fax No.]		Fax Memory 100%
Remote Mailbox	Local Mailbox	Recipient Print Sets
Polling	Store for Polling	
F Code		
More on previous page ...		Prev. Page Next Page
Basic Features Customised Features		Features Menu

Select **Prev. Page** to display the previously displayed screen.

User Interface - Touch Panel Display

This section explains the main parts of the touch panel display and their functions.

We shall take the Basic Features screen as an example.



Name	Function
Message area	Indicates the machine status and operating methods.
Memory indicator	Indicates the amount of remaining memory in % that can be used for the facsimile features.
Feature button	Select the appropriate button for a desired feature. The selected feature is highlighted.
Pop-up mark	Displays the pop-up window. The pop-up window offers additional selections.
Folder tab	Select the Folder tab to display and switch between the screens of Basic Features, Customized Features and Features Menu. The selected screen is displayed at the top.

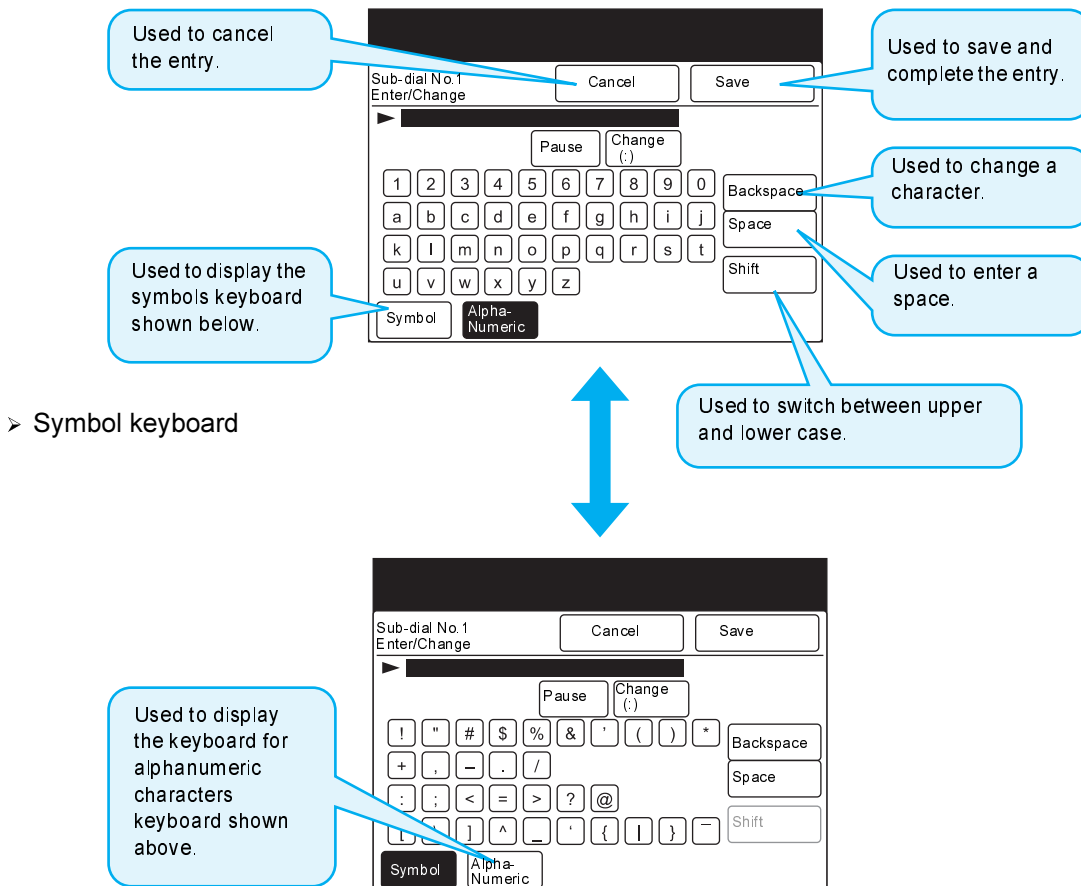
NOTE: A greyed out button cannot be selected.

Entering Text

This section describes how to enter characters using the alphanumeric keyboard available via the touch panel display.

Alphanumeric Characters and Symbols

Alphanumeric keyboard



NOTE: You can also use the keypad on the control panel to enter numbers.

2 Loading Documents

Documents (For Facsimile)

You can load documents on the Duplex Automatic Document Feeder (DADF), or place them on the document glass.

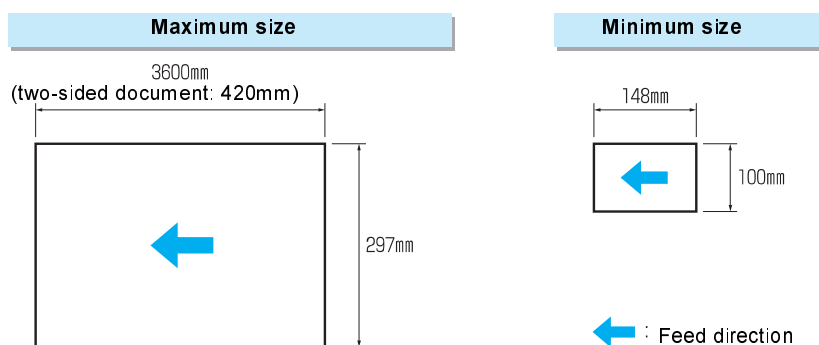
The following types of documents are not suitable for the DADF. To avoid document misfeed or damage, place these on the document glass.

- Documents that are relatively heavy such as brochures and booklets
- Torn, creased, pasted, punched, folded, or curled documents
- Documents bound by paper clips or staples
- Carbon-backed materials
- Highly transparent materials such as transparencies and tracing paper
- Pencilled tracing paper from which the graphite can easily be transferred to other surfaces
- Heat sensitive paper

Refer to the following when using the DADF or document glass.

Loading Documents in the DADF

- Do not hold documents while they are being fed into the scanner. This may cause documents to jam.
- Do not allow excessive sheets of documents to accumulate in the document tray. Never place anything on the original catch tray as it may result in a document jam.
- When opening the DADF, gently lift it up until it stops. Never force it up.
- The DADF cannot automatically detect the size of transparencies and tracing paper.
- The DADF accepts the following types of documents.
 - Size



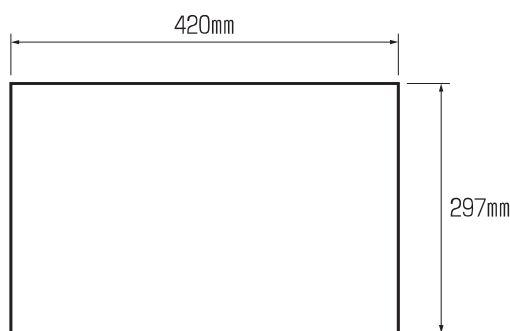
- The DADF can automatically detect the following standard paper sizes: A5, A5, B5, B5, A4, A4, B4, and A3

NOTE: G.S.M. is a measure of the substance of paper mass expressed in grams per square meter and does not depend on the number of sheets in the ream.

Using the Document Glass

- The figure below shows the maximum document size for the document glass.

NOTE: There is no limit to the smallest size loaded on the document glass.



- The machine can automatically detect the following standard paper size: A5, A5, B5, B5, A4, A4, B4, A3. Specify the document size for highly transparent documents, as the size may not be detected automatically.

SEE: "Scanning Documents at a Specified Size/Ratio (Scan Size Options)" on page 6-21 for details on document sizes.

CAUTION: When scanning with the document cover open, avoid looking directly at the copy lamp. Direct eye exposure can cause eye fatigue or damage.

CAUTION: When scanning a thick document, do not use excessive force to press it against the document glass. The glass could break and cause injury.

Loading Documents

There are two different ways of loading documents:

- Using the Duplex Automatic Document Feeder (DADF)
- Using the document glass

Loading Documents in the DADF

The DADF allows you to load a stack of documents in one go. It will then feed the documents one sheet at a time into the scanner and output them after scanning. This method is more efficient because it minimizes the steps involved if you use the document glass to copy a stack of documents.

NOTE: Some types of documents cannot be used with a DADF. For details, see “Documents (For Facsimile)”.

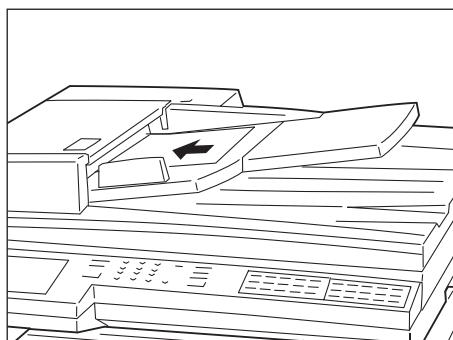
IMPORTANT: The machine determines the scanning width of the documents by detecting the size of the first page. When loading documents of different size on the DADF, ensure you select **Mixed Size Originals**. For details, see “Scanning various sized documents (Mixed Size Originals)” on page 6-34.

Procedure

NOTE: Make sure the lead edges of your documents are aligned.

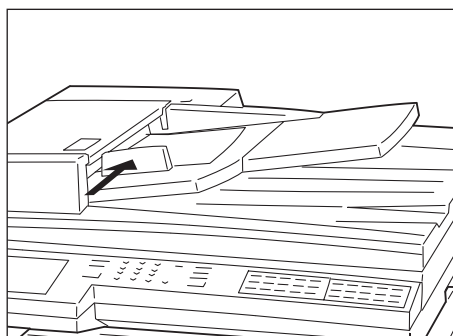
NOTE: You can load : 50 sheets (35 - less than 100 g/m²) (Height: below 12 mm), or 45 sheets (100 - 120 g/m²) (Height: below 12 mm) at one time. Loading an excessive number of documents can cause misfeeding or damage to the document.

1. Place documents face up and aligned with the fixed document guide of the DADF. When loading two-sided documents, insert side 1 face up into the DADF.



NOTE: The document feeder may jam if the guide is not positioned correctly.

2. Adjust the movable document guide so it just touches the edge of the document stack.



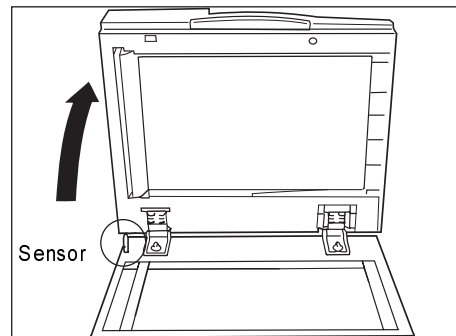
Using the Document Glass

Open the document cover and place the document directly on the glass.

Procedure

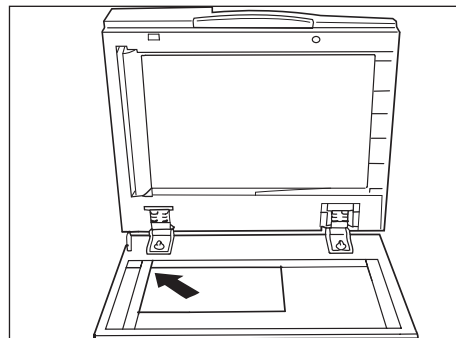
IMPORTANT: Open the document cover until it is completely released from the sensor rod. Otherwise, the document size cannot be detected correctly.

1. Open the document cover.

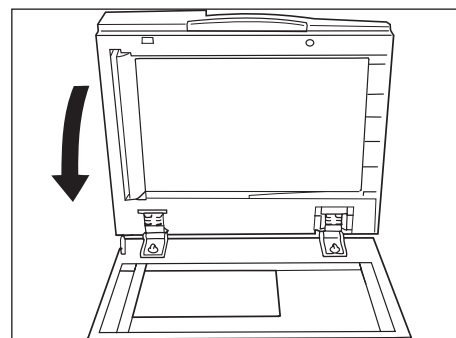


NOTE: When copying highly transparent documents such as tracing paper or transparencies, any dirty marks on the document cover may also be copied. To prevent unwanted marks on copies, cover the back of the document with a sheet of white paper the same size as the document.

2. Place the document face down, aligning the corner with the upper left-hand side corner of the document glass.



3. Close the document cover.



CAUTION: When copying a thick document, do not use excessive force to press it against the document glass. The glass could break and cause injury.

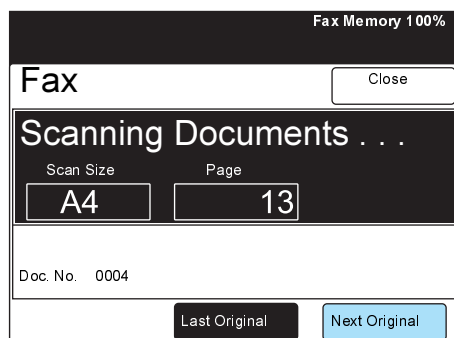
If You Have More Documents to Scan

If you have more than one stack of documents to scan, select the Next Original button on the touch panel display while the current stack of documents is being scanned.

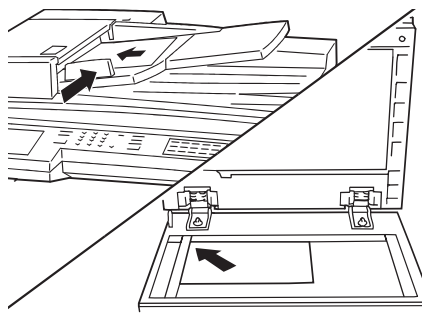
Procedure

NOTE: When using the DADF, load the next set of documents once the machine has finished scanning the first set.

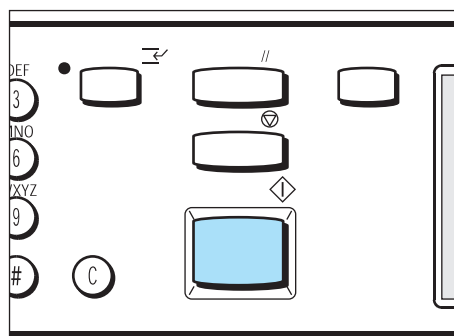
1. While documents are being scanned, select **Next Original**.



2. Place the next document.



3. Press **Start**.



If you have more documents to scan, repeat Steps 2 and 3.

4. After the last document has been scanned, select **Last Original**.

Fax Memory 100%

Fax Close

Ready to Scan
Load documents and press Start.

Scan Size A4 Page 20

Doc. No. 0004

Change Settings Last Original Next Original

3 Transmitting

Basic Send Operation (Resolution/Original Type/Lighter/Darker)

This section shows the flow of the basic send operations and describes how to set the basic features.

NOTE: The machine is factoryset to inform users of the completion of document scanning and communication with a sound. If you want to change the setting, see “*User Options for Custom Presets*” on page 8-1.

NOTE: If a momentary power stoppage occurs before the scanning completed message showing that the scanning of documents is completed appears, the setting will be canceled. Program the settings again.

SEE: “Manual Send Operation” for information on transmission using a telephone or the On-hook feature.

Resolution

You can select the resolution level for the documents to be scanned.

NOTE: The default factory setting is Standard.

NOTE: The machine scans the documents at the specified resolution setting, but if the remote terminal has no corresponding mode, the machine automatically changes the resolution accordingly.

NOTE: The higher the resolution, the lower the transmission speed. Select the most appropriate resolution for the documents.

NOTE: A3-size documents with many images may not be transmitted under the Super-fine (600 dpi) setting.

➤ **Standard**

For documents with clear legible text.
(Approx. 200 × 100 dpi/25.4 mm)

➤ **Fine**

For documents with fine text and/or images.
(Approx. 200 × 200 dpi/25.4 mm)

➤ **Super-fine (400 dpi)**

For documents with extremely fine text and/or images.
(400 × 400 dpi/25.4 mm)

➤ **Super-fine (600 dpi)**

For documents with extremely fine text and/or images.
(600 × 600 dpi/25.4 mm)

Original type

When transmitting photo images or a document that includes photo images, you can select an appropriate image setting for transmission.

The original type can be selected as required for transmitting text documents or documents containing photos, etc.

NOTE: The default factory setting is Text.

NOTE: We recommend selecting size for size scanning for documents that include photo images. If using a reduction feature, such as the Scan Size Option, photo image quality may be affected.

➤ **Text**

For documents with text.

➤ **Text/Halftone**

For documents including both text and photo images.

➤ **Halftone**

For documents including photo images.

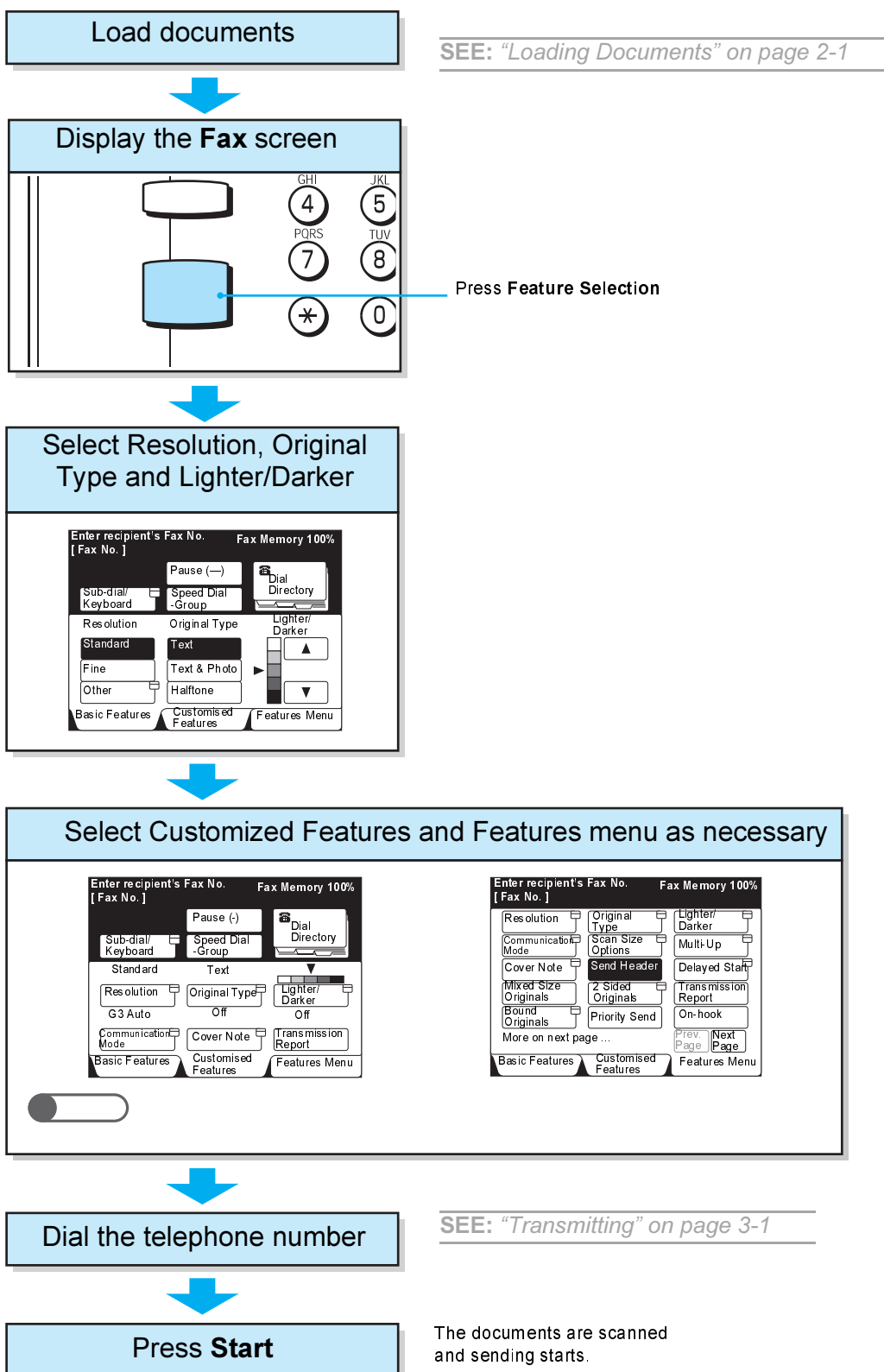
Lighter/Darker

You can adjust the density level for documents to be transmitted.

The machine has five density levels. The selected density is applied when documents are scanned.

NOTE: The default factory setting is Normal.

Simple send procedure



NOTE: If a momentary power stoppage occurs before the scanning completed message showing that the scanning of documents is completed appears, the setting will be canceled. Program the settings again.

Selecting a Communication Mode (Communication Mode)

You can select a communication mode based on the capabilities of the remote terminal.

G3 is the international standard for facsimile transmissions established by the ITU-T.

NOTE: The default factory setting for the Communication Mode is G3 Auto.

➤ G3 Auto

Select this mode if the remote terminal is G3 compatible. This mode is the one normally selected.

The machine automatically switches from G3/ECM mode to G3 mode according to the capabilities of the remote terminal.

➤ F4800

Select this mode when transmitting over noisy or bad telephone lines, as can be the case with overseas calls.

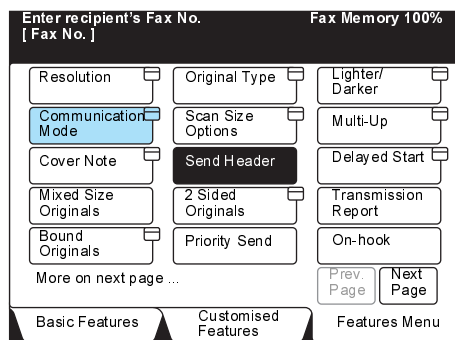
NOTE: The following indicates the initial transmission speed, although the machine may switch to a slower transmission rate depending on the line.

G3 Auto: 33.6 kbps (maximum)

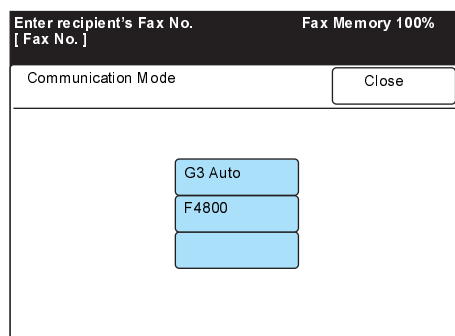
F4800: 4.8 kbps (maximum)

Procedure

1. Select the **Features Menu** screen.



2. Select **Communication Mode**.
3. Select a desired communication mode.



Dialing

The machine allows the following five dialing methods:

- Keypad dialing
- Speed dialing
- One touch dialing
- Using the Dial Directory
- Using the Sub-dial

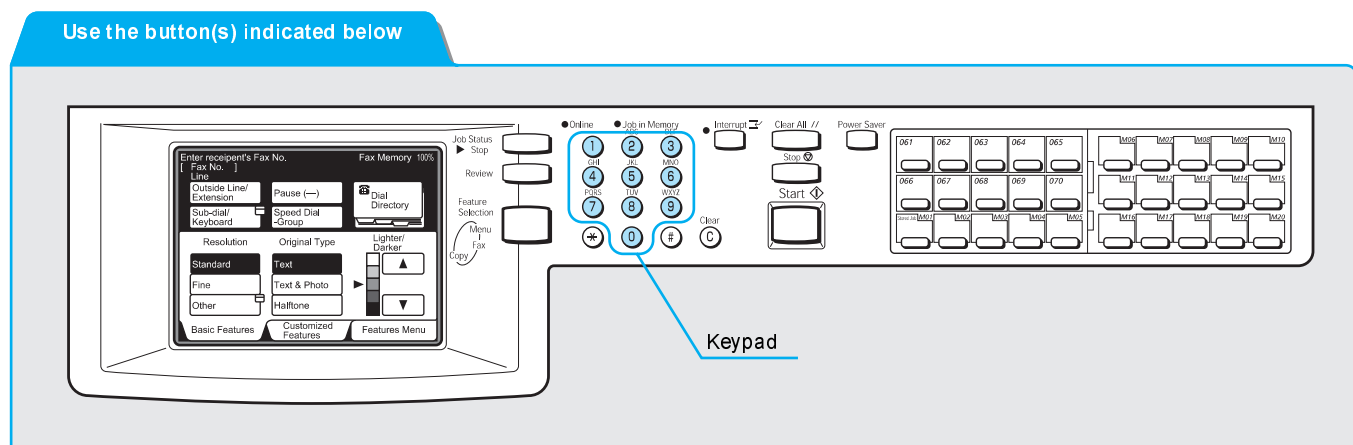
You can dial multiple locations at a time by one or more of the above methods. These methods can also be used in combination.

NOTE: You can program up to 200 jobs by using the keypad for dialing.

SEE: “Transmitting to Multiple Destinations (Broadcast Send)” on page 6-1 for the maximum number for a single broadcast.

Keypad Dialing

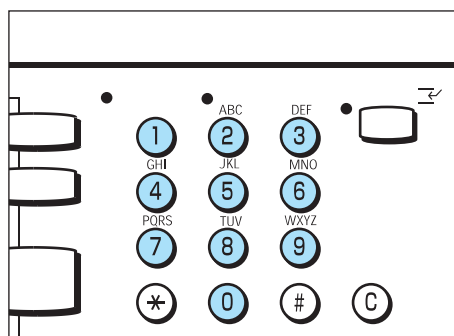
You can use the keypad to enter the fax number.



Procedure

NOTE: Press **C** (clear) to correct incorrectly entered numbers one by one.

1. Enter the fax number using the keypad.



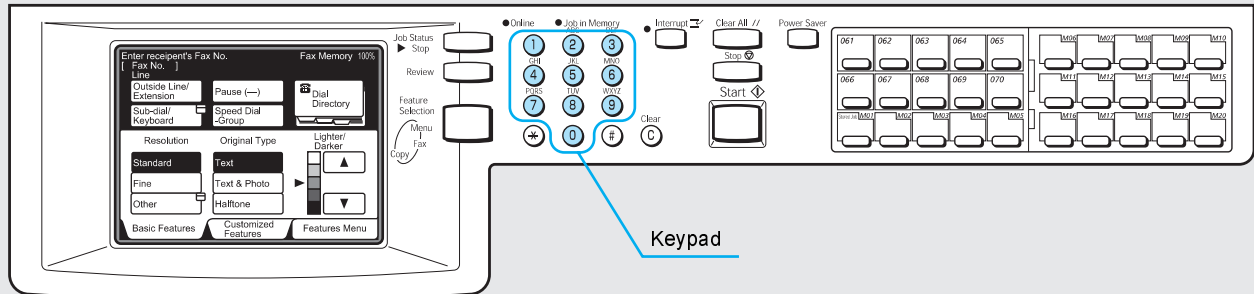
The screen displays the fax number entered.

Keypad Dialing to Multiple Locations

You can send a job to multiple locations (Broadcast send). Use the keypad to dial several fax numbers at once. Up to 200 destinations may be entered at a time.

Transmitting

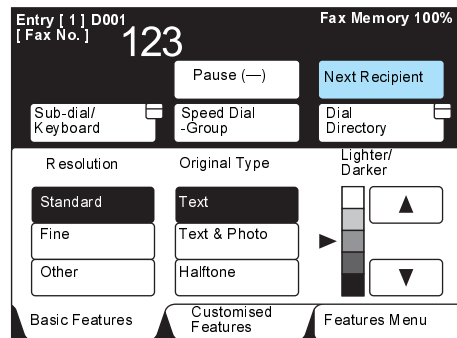
Use the button(s) indicated below



Procedure

NOTE: Next Recipient is only available on the Basic Features or Customized Features screen.

1. Enter a fax number using the keypad and select **Next Recipient**.



Entering Symbols

You can use the following features for dialing by entering the appropriate symbols.

Feature	Symbol	Description	How to use
Enter pause	– or Pause (–)	Use a pause to wait for three seconds during a dialing sequence. For example, enter a pause to wait for a secondary dial tone on a PBX system. You can enter multiple pauses to increase the length of the pause time. One pause time is three seconds.	Select Pause (–) on the Basic Features screen. Enter a pause after the number for an external line, “0.” (Example) 0-123... 0- -123c
Detect dial tone	= (Dial tone detector)	A dial tone detector is similar to a pause. However, instead of waiting for more than three seconds, the machine pauses until it detects a dial tone.	1. Select Sub-dial/Keyboard on the Basic Features screen. 2. Select Symbol to display the symbol keyboard. 3. Enter = from the keyboard. (Example) 0=0123...
Detect the second dial tone	== (2nd dial tone detector)	Detects the second dial tone.	1. Select Sub-dial/Keyboard on the Basic Features screen. 2. Select Symbol to display the symbol keyboard. 3. Enter = twice from the keyboard. (Example) 001==0123...
Enter an F code.*	F or f	Enter an F code.	1. Select Sub-dial/Keyboard on the Basic Features screen. 2. Select Symbol to display the symbol keyboard. 3. Enter F from the keyboard. The characters that can be used are 0 - 9, and space. (Example) F01234567890123456789
Enter a password* for F code.	P or p	Enter a password for F code.	1. Select Sub-dial/Keyboard on the Basic Features screen. 2. Select Symbol to display the symbol keyboard. 3. Enter p from the keyboard. The characters that can be used are 0 - 9, #, *and space. (Example) P0123

* Enter F code and the password according to instructions from the remote F code communication terminal.

Feature	Symbol	Description	How to use
Transmit using a password	S or s	Use a password to prevent transmission errors. When a password has been set, transmission will only start if the password matches the ID number on the remote terminal.	<ol style="list-style-type: none"> 1. Select Sub-dial/Keyboard on the Basic Features screen. 2. Select Symbol to display the symbol keyboard. 3. Select Alphanumeric and Shift. 4. Enter [S] from the keyboard. (Example) 0312345678S12345678
Transmit DTMF signal	!	Use to transmit the DTMF signal.	<ol style="list-style-type: none"> 1. Select Sub-dial/Keyboard on the Basic Features screen. 2. Select Symbol to display the symbol keyboard. 3. Enter ! from the keyboard. (Example) 0311123456!123#
Transmit PB (from dial pulse to tone)	:	Switches the dial type from dial pulse to tone.	<ol style="list-style-type: none"> 1. Select Sub-dial/Keyboard on the Basic Features screen. 2. Select Change Tone: 3. (Example) 0311123456!123:

Speed Dialing

You can use Speed Dialing to dial multiple numbers.
Program the telephone numbers for the speed dials beforehand.

IMPORTANT: Make sure that the speed dial number has been set on the machine before using it to dial.

A wildcard character, * on the keypad or the keyboard screen can be also used to designate multiple locations for Speed Dialing.

- Enter the first two digits to select speed dial numbers.

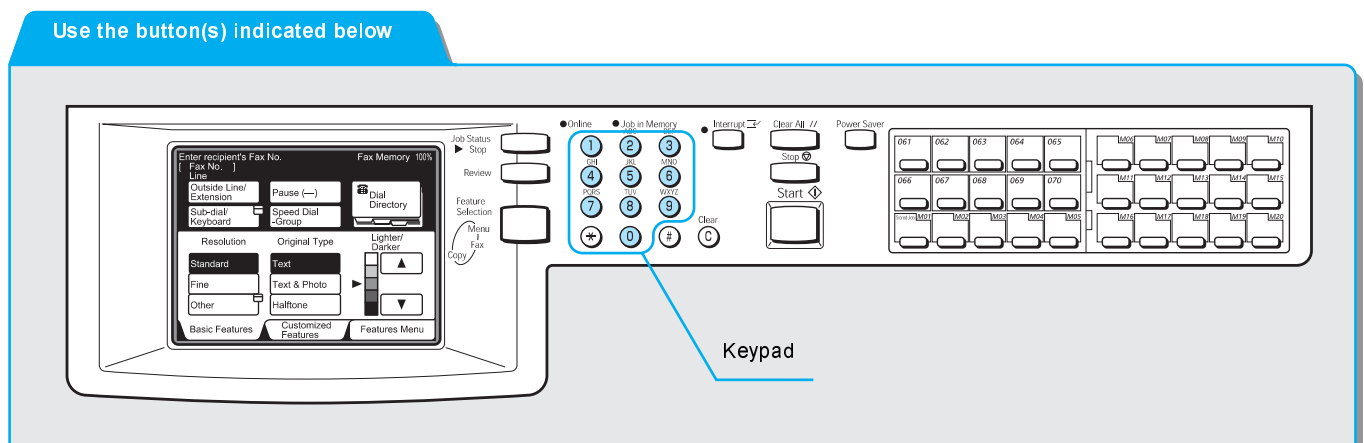
For example, 10 stations from 100 to 109 can be specified by entering 10*.

- Select all the speed dial numbers.

Enter "***" to select all the speed dial numbers.

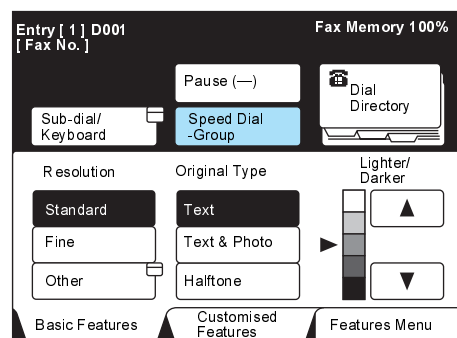
NOTE: You cannot use two wildcard characters, such as 1**, *1*, or **1.

SEE: "Setting a Speed Dial" on page 7-14 for Speed Dial programming.

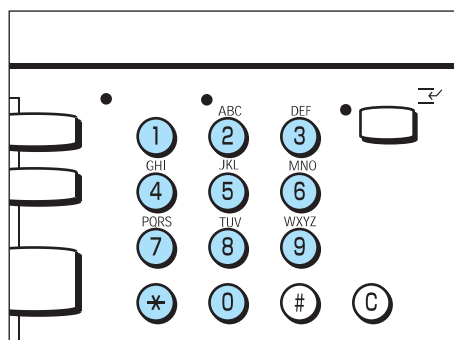


Procedure

1. Select **Speed Dial-Group**.



2. Enter a three-digit speed dial number.
Repeat these two steps for each additional number.



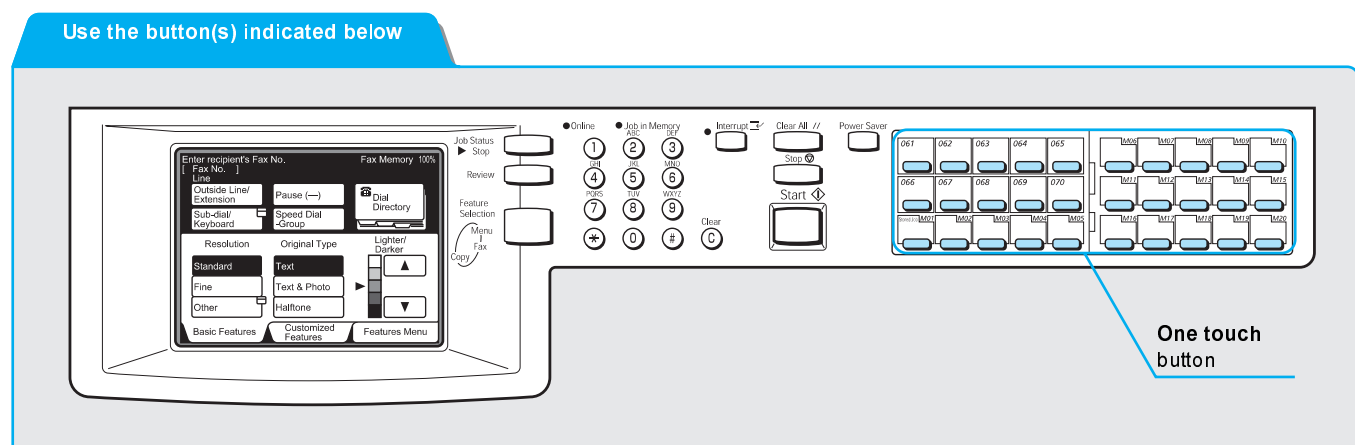
One Touch Dialing

You can use the one touch buttons to dial telephone numbers.

Each one touch button corresponds to each Speed Dial number from 001 to 070.

For example, when the number you want to dial is programed to the Speed Dial number 001, press the one touch button, 001.

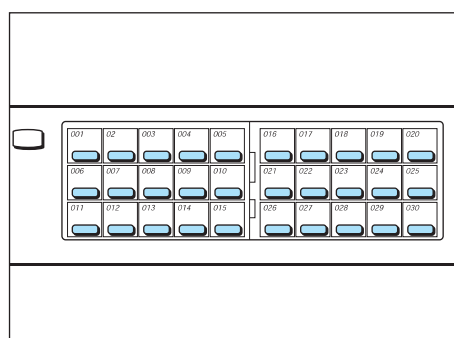
SEE: "Setting a Speed Dial" on page 7-14 for Speed Dial programming.



Procedure

NOTE: Turn the panel over to press the one touch buttons for speed dial numbers 031 and above.

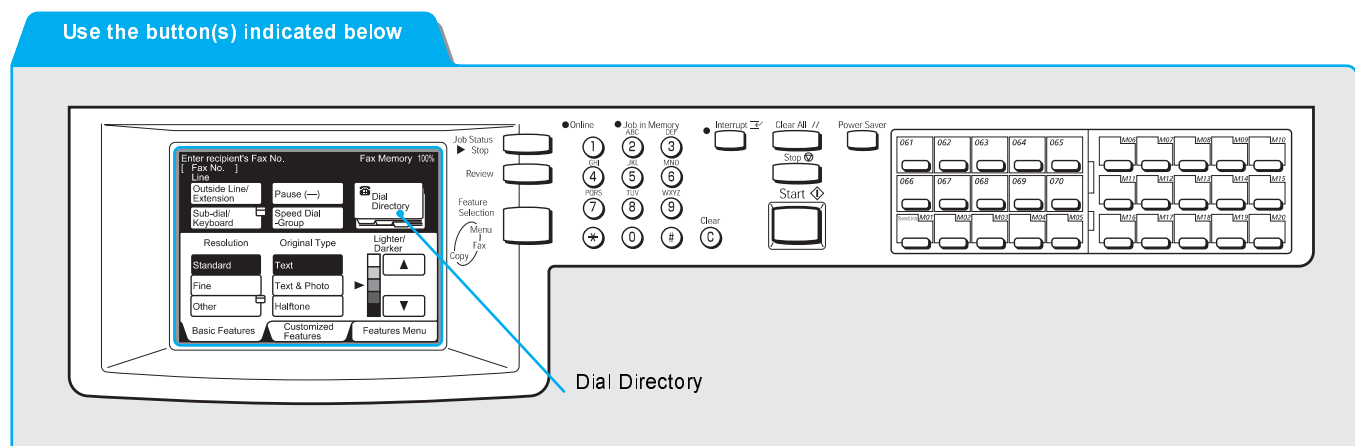
1. Press the required one touch button.



Dial Directory

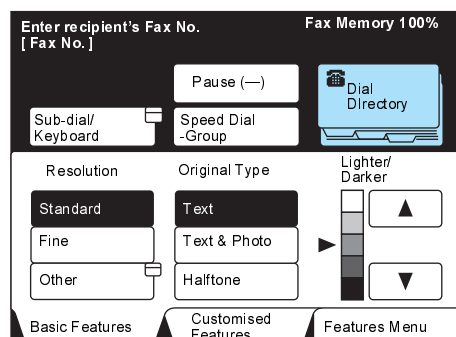
You can use the Dial Directory to search for and enter numbers.

NOTE: Before using the Dial Directory, assign a Speed Dial number to the telephone number you want to dial. The Speed Dial number is automatically registered in the Dial Directory. See “Setting a Speed Dial” on page 7-14.



Procedure

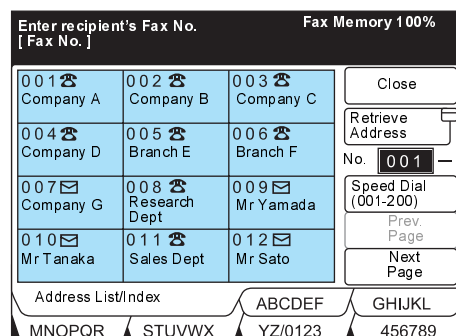
1. Select **Dial Directory** on the Basic Features or Customized Features screen.



2. Select the block with the remote party number you want to dial.

NOTE: Repeat this step to designate multiple destinations.

SEE: “Using the Dial Directory” for more information.



The fax number is displayed.

Using the Dial Directory

After selecting the Dial Directory, the screen shown on the left appears. Fax numbers can be searched by Speed Dial No., Retrieve Address, and Address List/Index tab.

You can program the initial Speed Dial number in the Custom Presets feature.

SEE: "Programing an Index" of "Setting a Speed Dial" on page 7-14 for speed dial registration. For changing the initial speed dial number shown, see "User Options for Custom Presets" on page 8-1.

Enter recipient's Fax No.
[Fax No.]

Fax Memory 100%

001 ☎ Company A	002 ☎ Company B	003 ☎ Company C
004 ☎ Company D	005 ☎ Branch E	006 ☎ Branch F
007 ☎ Company G	008 ☎ Research Dept	009 ☎ Mr Yamada
010 ☎ Mr Tanaka	011 ☎ Sales Dept	012 ☎ Mr Sato

Close

Retrieve Address

NO 001

Speed Dial (001-200)

Prev. Page

Next Page

Address List/Index

ABCD EFGH IJKLMN OPRSTUVW XYZ 1234 56789

Select this button, then enter a speed dial number in the field above using the keypad. A block with the specified speed dial number appears in the screen.

Select this button to go to the next or previous pages.

The screen shown below appears when this button is selected.

Fax Memory 99%

Enter a character to retrieve an address.

Retrieve Address

Cancel

Retrieve

1 2 3 4 5 6 7 8 9 0 Backspace

a b c d e f g h i j Space

k l m n o p q r s t

u v w x y z

Shift

Symbol Alpha-Numeric

Enter one character using the keyboard, then select Retrieve.

The screen shown below appears by touching any index tab.

Enter recipient's Fax No.
[Fax No.]

Fax Memory 99%

To access addresses, select any index button on the right.

G H

I J

K L

Close

Address List/Index

ABCD EFGH IJKLMN OPRSTUVW XYZ/0123 456789

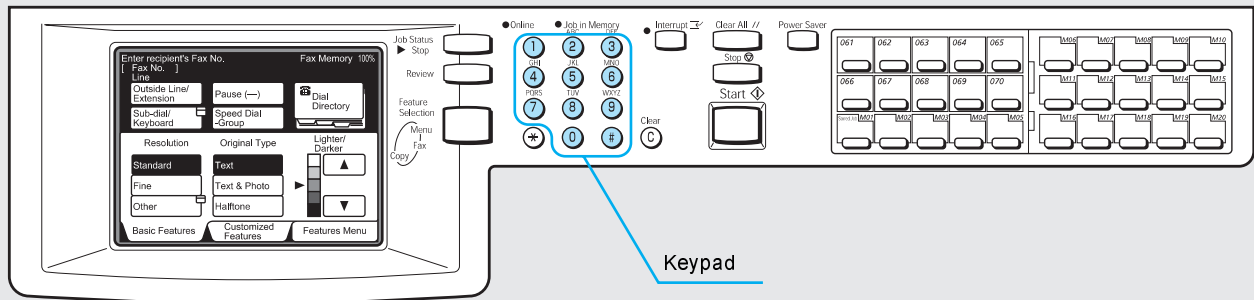
Select one character to display indexed entries.

Group Dialing

You can use the Group Dialing feature to dial telephone numbers. Prior to use, program multiple locations to a group dial number. Up to 20 locations can be entered in a single dial number group.

SEE: “Setting a Group Dial” on page 7-30 to program dial number groups.

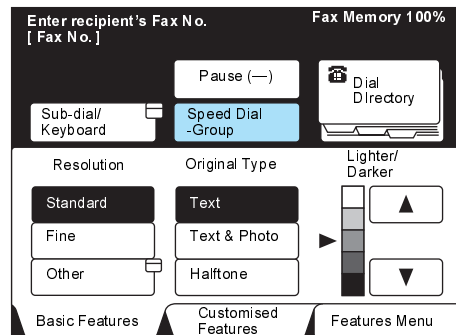
Use the button(s) indicated below



Procedure

NOTE: #01-#50 can be selected as dial number groups.

1. Select **Speed Dial-Group**, then enter (#) and a two-digit group dial number using the keypad.



Using the Sub-Dial

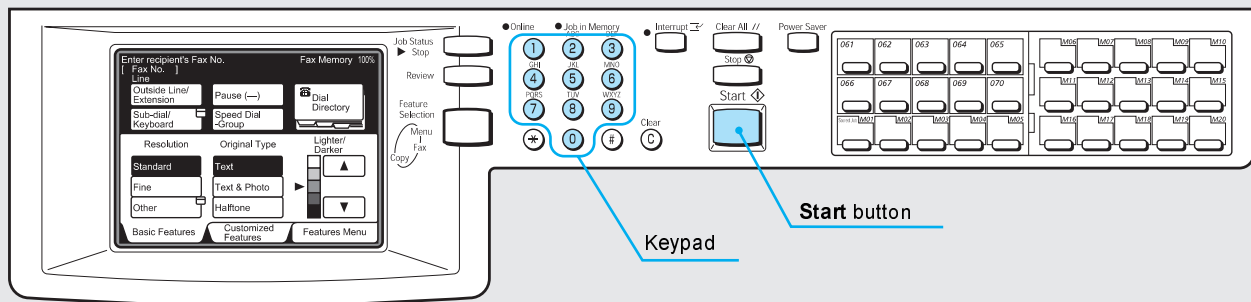
You can use the Sub-dial feature to dial telephone numbers.

Enter frequently-used codes into sub-dial numbers. When dialing a remote machine, use the numbers together with keypad dialing.

For example, by entering “001” in the sub-dial [1], then selecting [[1]: 001] and Pause (—), and dialing 1234567, the machine dials 0011234567.

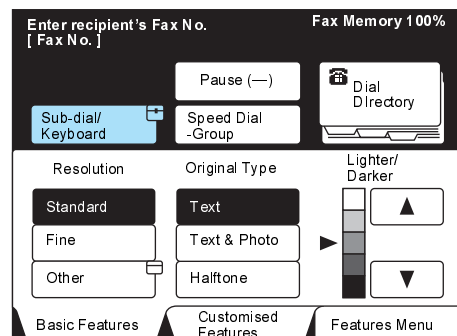
SEE: “Setting a Sub-dial” on page 7-33 for programing sub-dial numbers.

Use the button(s) indicated below

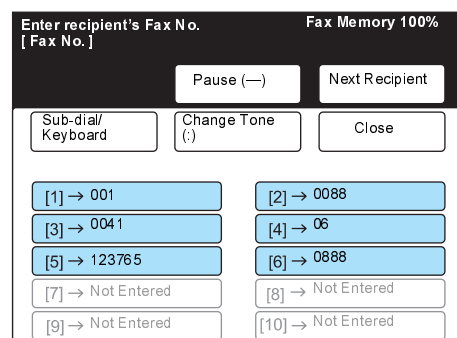


Procedure

1. Select **Sub-dial/Keyboard** twice.



2. Select a desired sub-dial number.



NOTE: Sub-dial numbers can also be used in combination.

NOTE: Sub-dialing is a dialing aid. Use the keypad to enter any remaining numbers.

NOTE: For programing and changing Sub-dial numbers, see “Setting a Sub-dial” on page 7-33.

Scanning Documents

After pressing the Start button, scanning begins.

This section describes how to change the settings after pressing the Start button.

NOTE: Changing density (lighter/darker), resolution, and scan size depends on the following:

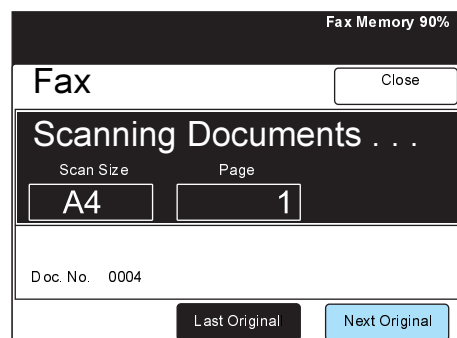
NOTE: If the document is placed on the document glass: Settings can be changed for each page.

NOTE: If documents are loaded in the duplex automatic document feeder (DADF): Settings can be changed only after scanning documents.

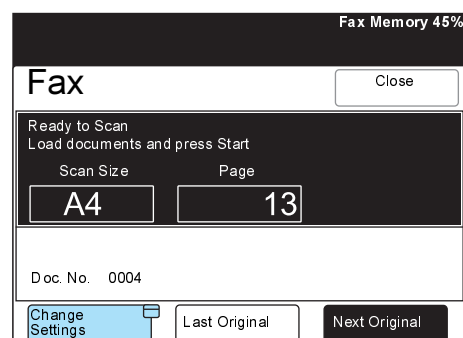
NOTE: On manual transmission, you cannot change the settings.

Procedure

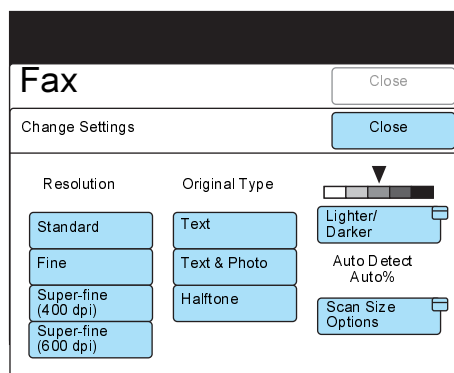
1. Press **Start** and select **Next Original**.



2. After scanning the first document, load the next document and select **Change Settings**.

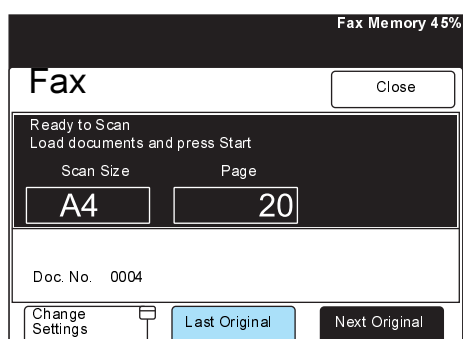


3. Change feature selections.



The image shows a 'Fax' settings menu. At the top is a 'Close' button. Below it is a 'Change Settings' button. The main area is divided into three sections: 'Resolution' with options 'Standard', 'Fine', 'Super-fine (400 dpi)', and 'Super-fine (600 dpi)'; 'Original Type' with options 'Text', 'Text & Photo', and 'Halftone'; and a 'Lighter/Darker' slider with 'Auto Detect' and 'Auto%' options. There is also a 'Scan Size Options' button.

4. Select **Close**.
5. After the last document has been scanned, select **Last Original**.

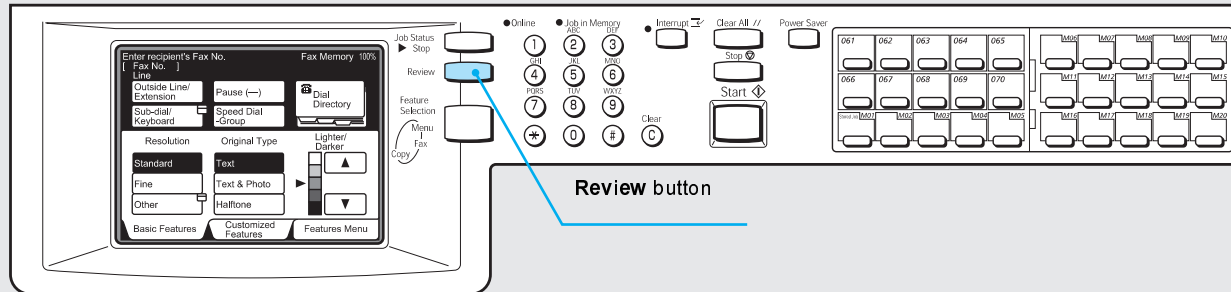


The image shows a 'Fax' ready to scan screen. At the top right, it says 'Fax Memory 45%'. The main area has a 'Close' button. Below it, it says 'Ready to Scan' and 'Load documents and press Start'. There are two input fields: 'Scan Size' with 'A4' and 'Page' with '20'. Below these is 'Doc. No. 0004'. At the bottom, there are three buttons: 'Change Settings', 'Last Original', and 'Next Original'.

Using the Review Button

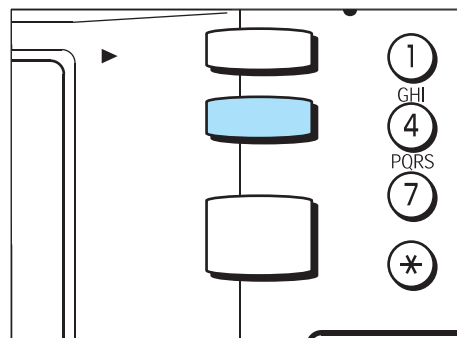
Prior to sending and faxing you can press the Review button to display the selections made in the Fax mode.

Use the button(s) indicated below



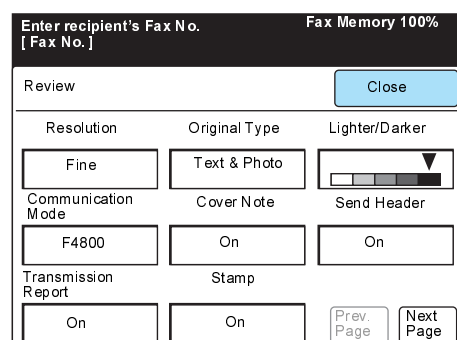
Procedure

1. Press **Review** in the Fax mode.



2. To return to the Fax screen, press **Review** or select **Close**.

NOTE: When the features cannot be listed on one page, Prev. Page or Next Page is indicated at the lower right corner of the screen.



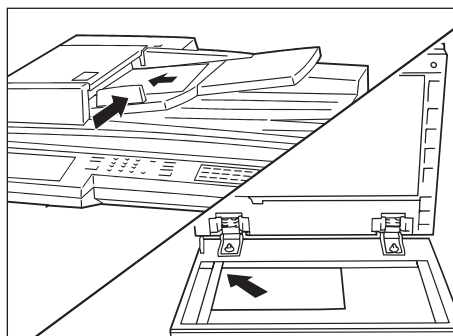
Manual Send Operation

This section describes the Manual Send and how to dial out.

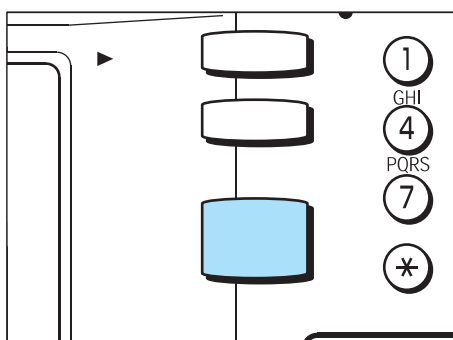
Procedure

SEE: "Loading Documents" on page 2-3.

1. Load documents.

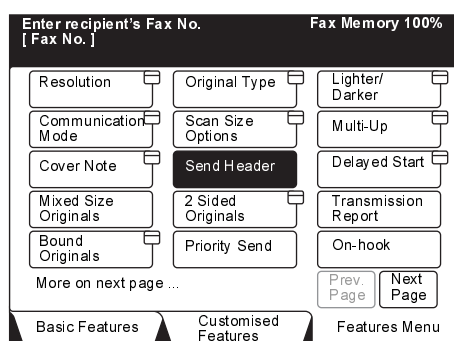


2. Press **Feature Selection** to display the Fax screen.



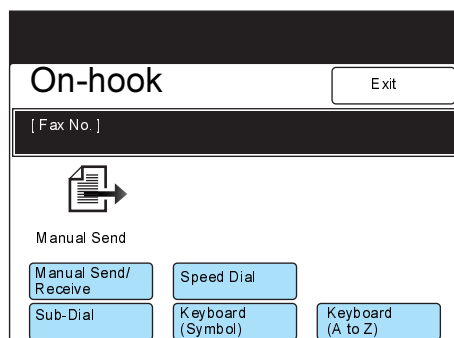
3. Set up features as required.

NOTE: Memory is not available in Manual Send. Features requiring memory such as Broadcast, Redial and Resend, cannot be used.



NOTE: We recommend that the line monitor volume be set to 3 when selecting the On-hook feature. For volume adjustment, see *“User Options for Custom Presets”* on page 8-1.

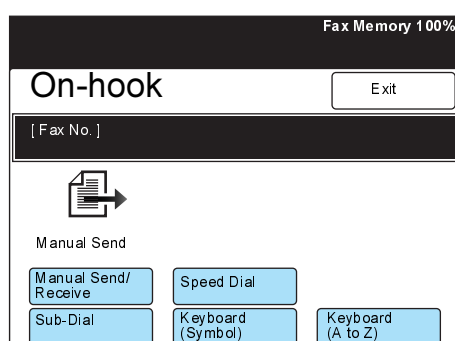
4. Select **On-hook** on the Features Menu screen.



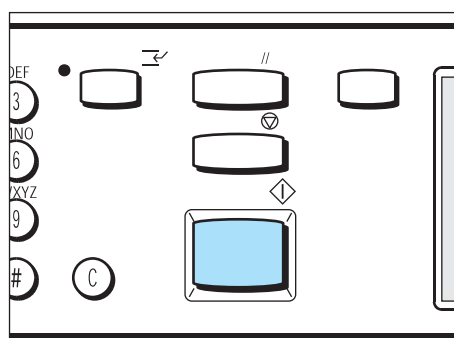
NOTE: Speed dialing and one touch dialing are also available. You cannot use the Dial Directory.

SEE: *“Dialing”* on page 3-6.

5. Select **Manual Send/ Receive** to change to Manual Send, and dial the remote terminal number.



6. When you hear the ready tone of the remote terminal, press **Start**. Scanning and transmission begin.



Confirm the Online Indicator light is lit on the control panel.

Redial

When the line is busy, for example when the remote machine is engaged, the machine can automatically redial. The redial attempt settings can be changed. The maximum number of redial attempts is nine. The default factory setting is five times.

Auto resend

If a communication error occurs during transmission and the transmission is discontinued, the machine automatically retransmits the document. The number of times for retransmission can be set from zero to five. The default factory setting is five times.

“Resend” is printed at the top of the Send Header of automatically resent documents.

Transmission Report

When redial and resend attempts are not successful, a Transmission Report is printed out.

ECM

Error Correction Mode (ECM) is the error correction method defined by ITU-T for G3 communication. Terminals with ECM mutually check whether the transmission is successful. If not, the transmitted data is returned to the sender.

This enables communication without fax image defects caused by line noise. “EC” on the Activity Report refers to ECM communication.

4 Confirming and Canceling a Fax Job

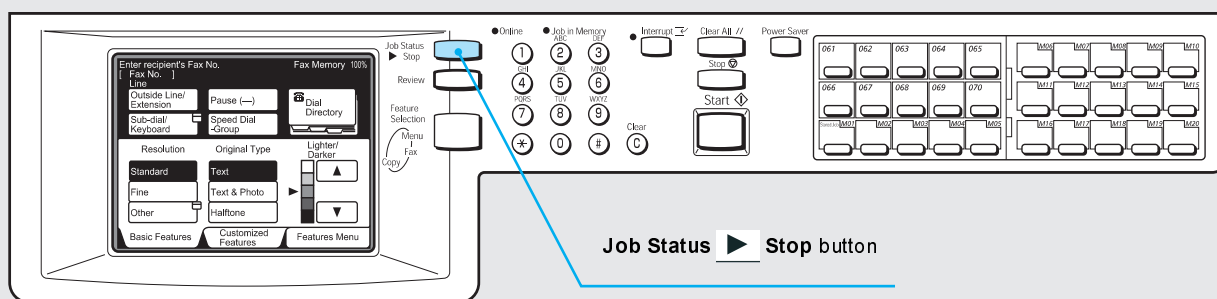
Confirming Job Status

Press the Job Status Stop button to view the status of the send, receive, and poll jobs.

There are three types of job status: Pending Jobs, Current Jobs, and Completed Jobs.

Jobs listed in pending jobs can be prioritised.

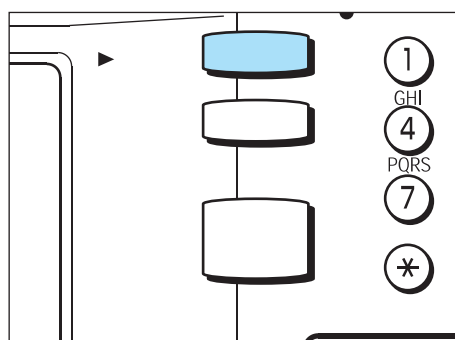
Use the button(s) indicated below



Procedure

NOTE: To return to the previous screen, press **Job Status Stop** when the Job Status screen is displayed.

1. Press **Job Status Stop**.



The Job Status screen appears.

2. To find out more detailed information about a job, select the job and then select **Show Details**.

Press Stop to cancel the selected job

Fax Memory 90%

Job Status Exit

Pending Jobs Current Jobs Completed Jobs

No.	Job Type	Remote/Content	Page
0011-	Fax-Send	ABC Company	2/ 5

Prev. Page Next Page Show Details Stop

3. Confirm the details and select **Close**.

Fax Memory 90%

Fax Close

Scanning Documents . . .

Page 2/ 5 Comm Mode G3ECM-9600

[Name] ABC Company
Ext. 0987654321

Doc. No. 0011

To complete the confirmation, select **Exit**.

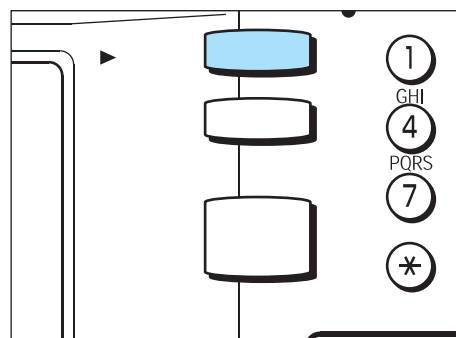
Reviewing Pending Jobs

Here, we explain how to review pending jobs and give them priority.

Procedure

1. Press **Job Status Stop**.

NOTE: To return to the previous screen, press **Job Status Stop** when the Job Status screen is displayed.



The Job Status screen appears.

2. Select the **Pending Jobs** tab.

Fax Memory 90%

Press Stop to cancel the selected job

Job Status Exit

Pending Jobs Current Jobs Completed Jobs

No.	Job Type	Remote/Content	Page
0011-	Fax-Send	Company A	2/5

Prev. Page Next Page Show Details Stop

Pending jobs to be sent are listed.

NOTE: To find out more detailed information about a job, select the job and select Show Details.

3. To prioritize a pending job, select the job and **Priority Send**.

Fax Memory 90%

Job Status Exit

Pending Jobs Current Jobs Completed Jobs

No.	Job Type	Remote/Content	Page
0012-	Fax-Send	Company A	1/15
0015-	Fax-Send	Company B	1/10

Prev. Page Next Page Show Details Priority Send

4. Select **Exit** to complete.

Fax Memory 90%

Press Stop to cancel

Job Status Exit

Pending Jobs - Fax-Send Close

[Remote] Company B
Ext. 0123456789

Page : 1/10
Job Type : Fax-Send
Doc. No. : 0015
Time : 12:34 (PM)

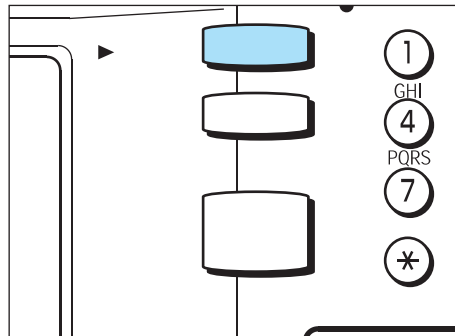
Stop

Confirming Completed Jobs

Here, we explain how to review completed jobs.

Procedure

1. Press **Job Status Stop**.



The Job Status screen appears.

2. Select the **Completed Jobs** tab. Jobs and their status will be listed.

Fax Memory 90%

Press Stop to cancel the selected job

Job Status Exit

Pending Jobs Current Jobs **Completed Jobs**

No.	Job Type	Remote/Content	Page
0011-	Fax-Send	Company A	2/5

Prev. Page Next Page Show Details Stop

3. Select a job to display further details.

Fax Memory 90%

Job Status Exit

Pending Jobs Current Jobs **Completed Jobs**

No.	Job Type	Remote/Content	Status
0018-	Fax-Send	Company A	Cancelled
0020-	Fax-BC	Company B	Completed
0021-	Relay-Send	0123456789	Cancelled
0010-	Fax-Recv.	Branch D	Completed

Prev. Page Next Page

The details of the job are shown.

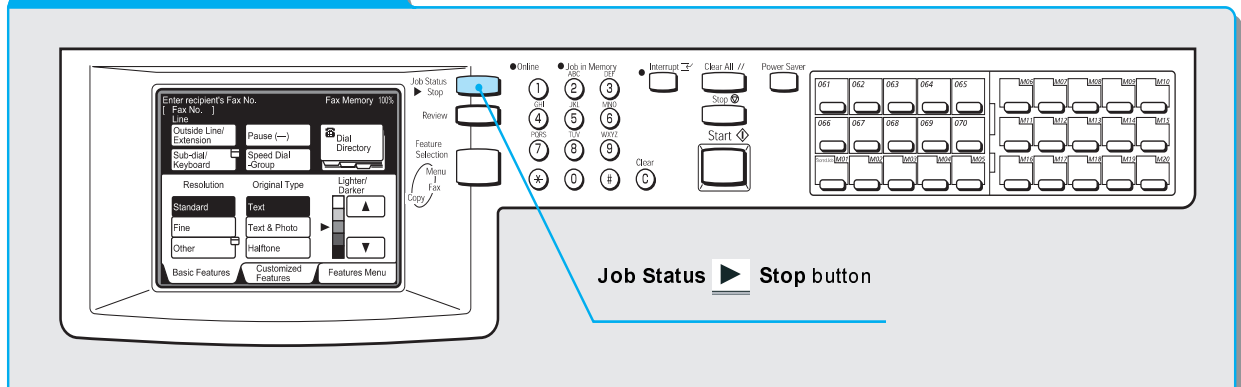
4. Review the details and select **Close**.

Press Stop to cancel		Fax Memory 90%
Job Status	<input type="button" value="Exit"/>	
Pending Jobs - Fax-Send	<input type="button" value="Close"/>	
<div>[Remote] Company A Ext. 0987654321</div>		
Status	: Cancelled	
Page	: 15/18	
Job Type	: Fax-Send	
Doc. No.	: 0018	
Time	: 12:34 (PM)	

Canceling Jobs

This section describes how to cancel a jobs pending and in progress.

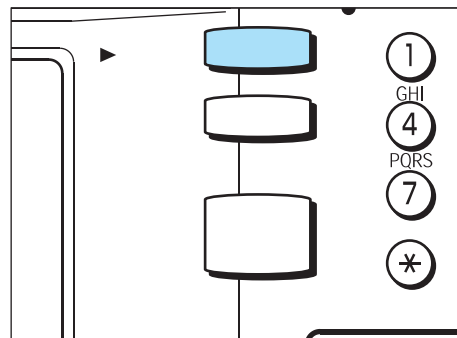
Use the button(s) indicated below



Procedure

NOTE: To return to the previous screen, press **Job Status Stop** when the Job Status screen is displayed.

1. Press **Job Status Stop**.



The Job Status screen appears and the current jobs are listed.

NOTE: When you cancel a broadcasting job, all pending jobs will also be canceled.

2. Select a job to be canceled, and then select **Stop**.

Fax Memory 90%

Press Stop to cancel the selected job

Job Status				Exit
Pending Jobs		Current Jobs	Completed Jobs	
No.	Job Type	Remote/Content	Page	
0011-	Fax-Send	ABC Company	2/ 5	
Prev. Page	Next Page	Show Details	Stop	

The selected job is canceled.
If the job is not listed under current jobs go to Step 3.

3. Select the **Pending Jobs** tab.

Fax Memory 90%

Press Stop to cancel the selected job

Job Status Exit

Pending Jobs Current Jobs Completed Jobs

No.	Job Type	Remote/Content	Page
0011-	Fax-Send	ABC Company	2/ 5

Prev. Page Next Page Show Details Stop

Pending jobs to be sent are listed.

4. Select a job to be canceled, and then select **Show Details**.

Fax Memory 90%

Job Status Exit

Pending Jobs Current Jobs Completed Jobs

No.	Job Type	Remote/Content	Page
0011-	Fax-Send	Company A	2/ 5
0015-	Fax-Send	Company B	2/ 5

Prev. Page Next Page Show Details

NOTE: When you cancel a broadcasting job, all pending jobs will also be canceled.

5. Select **Stop**.

Fax Memory 90%

Press Stop to cancel

Job Status Exit

Pending Jobs - Fax-Send Close

[Remote] Company B
Ext. 0123456789

Page : 1/10
Job Type : Fax-Send
Doc. No. : 0015
Time : 12:34 (PM)

Stop

The selected job is canceled.

6. Select **Exit**.

Fax Memory 90%

Job Status Exit

Pending Jobs Current Jobs Completed Jobs

No.	Job Type	Remote/Content	Page
0012-	Fax-Send	Company A	1/15

Prev. Page Next Page Show Details

5 Receiving Jobs

Reception Mode

There are two reception modes: Auto Receive and Manual Receive. In the Auto Receive mode, the machine automatically answers to a remote terminal.

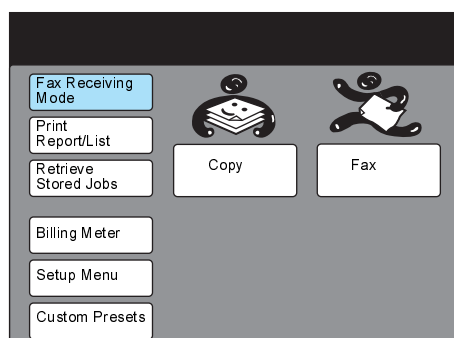
To switch between the Auto and Manual Receive modes, select the Fax Receiving Mode button on the Menu screen.

SEE: “User Options for Custom Presets” on page 8-1 for the Fax Receiving Mode defaults.

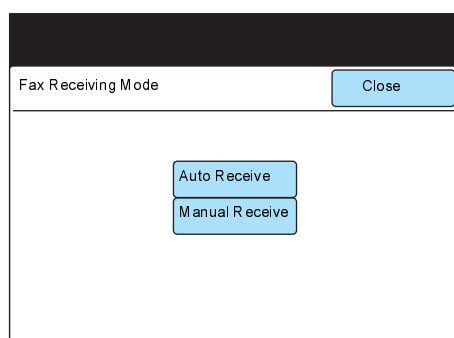
Switching between the Modes

Procedure

1. Select **Fax Receiving Mode** on the Menu screen.



2. Select either of the fax receiving modes.



3. Select **Close**.

Automatic Reception

When the machine is in the Auto Receive mode, it automatically answers incoming calls and receives documents.

SEE: “*User Options for Custom Presets*” on page 8-1 to program the number of rings.

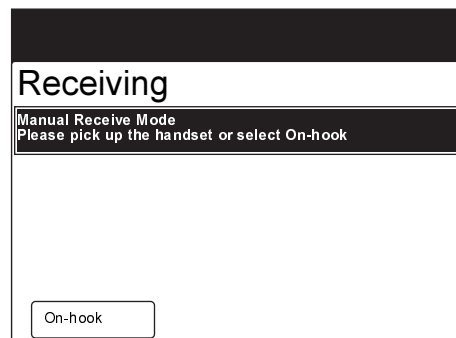
Manual Reception

In the Manual Receive mode, select the On-hook button when you hear a call from a remote terminal. We recommend that the line monitor volume be set to 3 when selecting the On-hook feature. See “*User Options for Custom Presets*” on page 8-1 for volume adjustment.

NOTE: You can order an optional handset.

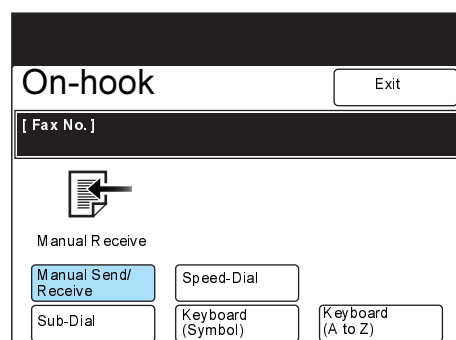
Procedure

1. When the machine rings, follow the screen messages.



NOTE: When On-hook is selected, you will hear the sound from the machine speaker.

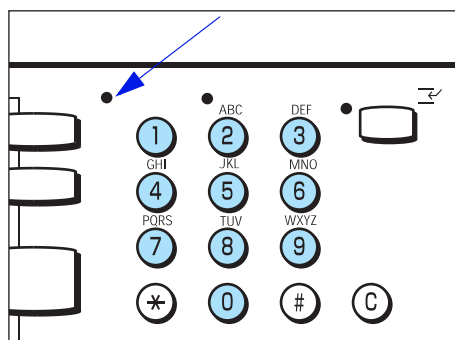
2. Select **Manual Send/Receive**, ensure that Manual Receive is displayed, and press **Start**.



NOTE: The default factory setting is Manual Receive. If you want to change the setting, see “*User Options for Custom Presets*” on page 8-1.

If Manual Send is displayed, select **Manual Send/Receive** again, and press **Start**.
Manual reception starts.

3. Check that the Online indicator light on the control panel is lit on the control panel.



Printing Received Documents

The machine can print received documents on the same paper size as the originals from the remote terminal. However, if the same paper size is not loaded or the Receiving Paper Size feature is activated, the documents may be printed on a different paper size. The document image may be reduced, partially lost, or split into two pages depending on the programed settings.

This section describes how to print the received documents.

Tray Mode and User Mode

The Receiving Paper Size feature is used to specify the use of fixed paper sizes for printing a fax.

This feature has two modes: Tray Mode and User Mode.

SEE: “*User Options for Custom Presets*” on page 8-1 for the Receiving Paper Size feature.

➤ Tray Mode

All the paper types loaded in the trays can be used for printing. The machine reproduces documents without image loss using the size of paper closest to that of the original documents. If the receiving machine has only paper that is smaller than the documents being sent, it informs the sending machine accordingly. The sending machine will then transmit images that have been reduced to fit the paper loaded in the receiving machine. If the paper supply runs out during printing, the documents are stored in the memory.

If the receiving machine has only paper that is smaller than the documents being sent, or the paper supply runs out during printing, how the received documents are processed may vary according to the operations carried out by the sender.

NOTE: The default factory setting is Tray Mode.

➤ User Mode

The paper size on which the received document is printed is specified. You can specify one or more paper size.

If the same size paper as the document is loaded in any paper tray, the machine reproduces size-for-size images on the paper. If the same size of paper as the document is not specified, the machine reproduces size-for-size images without image loss on any larger size of paper that is specified and loaded. If the paper supply runs out during printing, the documents are stored in the memory.

We recommend this mode if you always use the same size of paper or reproduce images of the same size as the received documents.

The printout varies according to the programed settings and the sizes of paper loaded in the machine.

The following pages describe how to print received documents using Tray Mode or User Mode, when:

- Printing images on the same size of paper as the documents.
- Printing images on paper larger than the documents with a margin.
- Printing reduced images on paper smaller than the documents.



NOTE: The machine reproduces size-for-size images when a tray with the same size paper as the document is selected.




- Reducing the images at the receiver's end.
- A job stored in memory is unable to print.

Printing the Same Size Images

➤ Tray Mode

If the same size of paper as the documents is loaded in any paper tray, the machine automatically selects the tray and reproduces the same size images on the paper.

If the same size of paper is loaded, but in the different orientation (for example, the document is A4  while the paper orientation is A4 ) , the machine automatically rotates the images 90° and reproduces them on the paper.

B5 /A5  documents are reproduced as A4 .

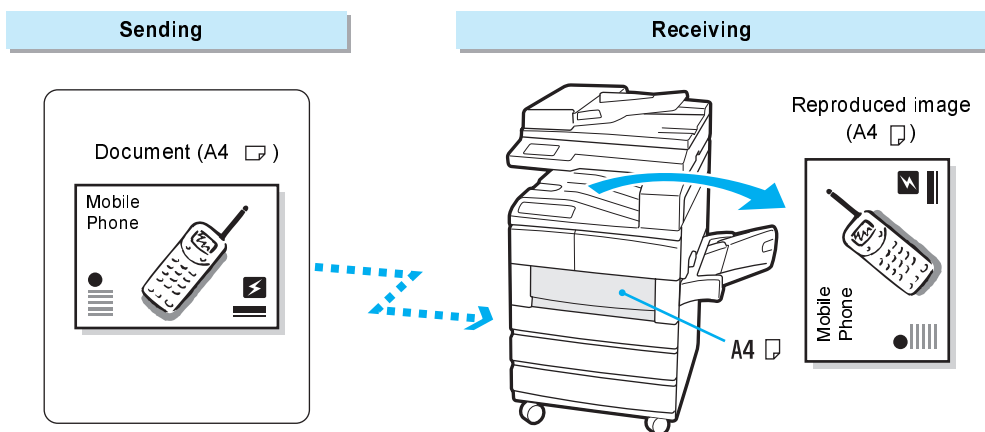
➤ User Mode

If the same size of paper as the documents is specified and loaded in any paper tray, the machine automatically selects the tray and reproduces the same size images on the paper.

If A4 paper is loaded in a different orientation, the machine automatically rotates the images 90° and reproduces them on A4 paper.

If the paper tray is empty, the machine automatically selects another tray to print the documents stored in memory.

SEE: “Stored in Memory Display” on page 5-8 for the operation for the documents stored in memory.



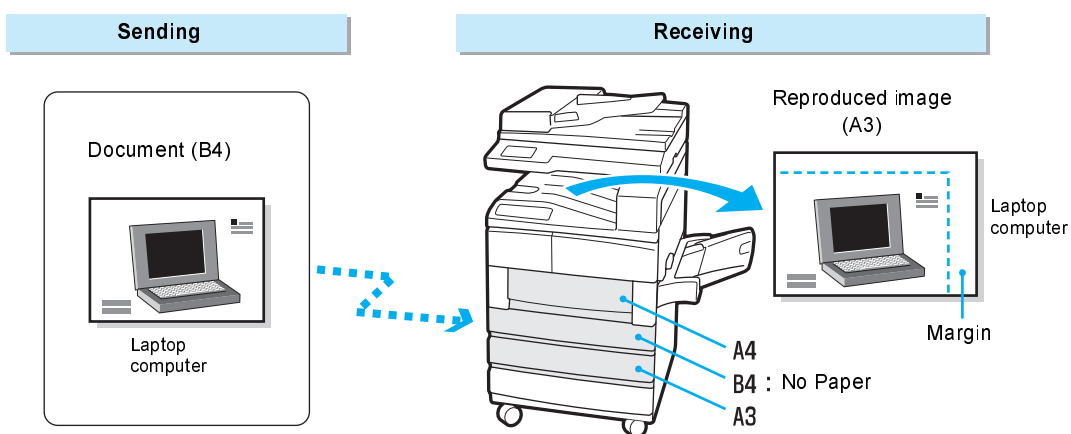
Printing the Same Size Images With Margins

In the following cases, images are printed on paper larger than the documents with margins.

➤ Tray Mode

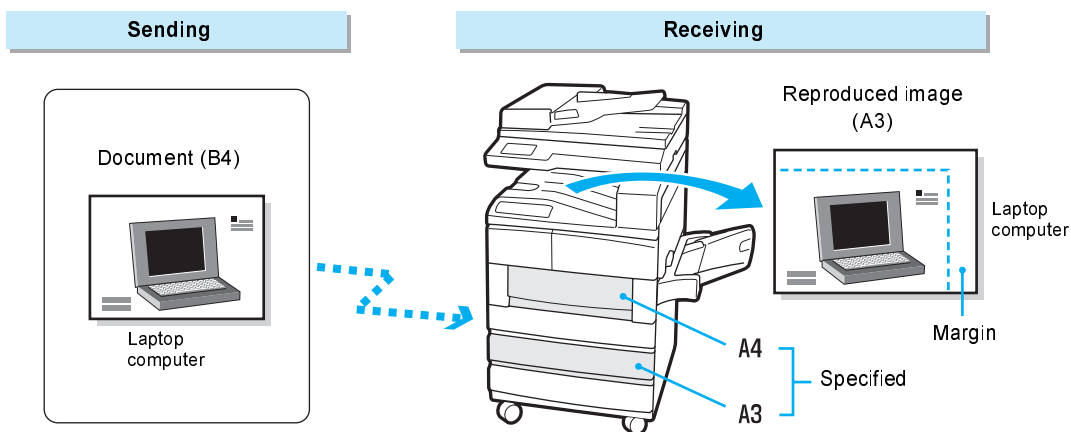
If the paper size of the documents is not loaded, but a larger paper size is loaded in one of the paper trays, the machine prints the same size images with margins on the larger paper size.

NOTE: If the selected paper tray runs out during printing, the machine selects a tray with a larger paper size to print out the remaining documents.



➤ User Mode

If the same size of paper as the documents is not specified but similar paper sizes are specified and loaded, the machine prints the same size images with margins on the larger size paper.



Reducing Images at the Sending Machine

If the receiving machine only has paper sizes smaller than the documents to be printed, it informs the sending machine that the documents cannot be received. The images are reduced by the sending machine.

The images are reduced by a sending machine in the following cases:

➤ Tray Mode

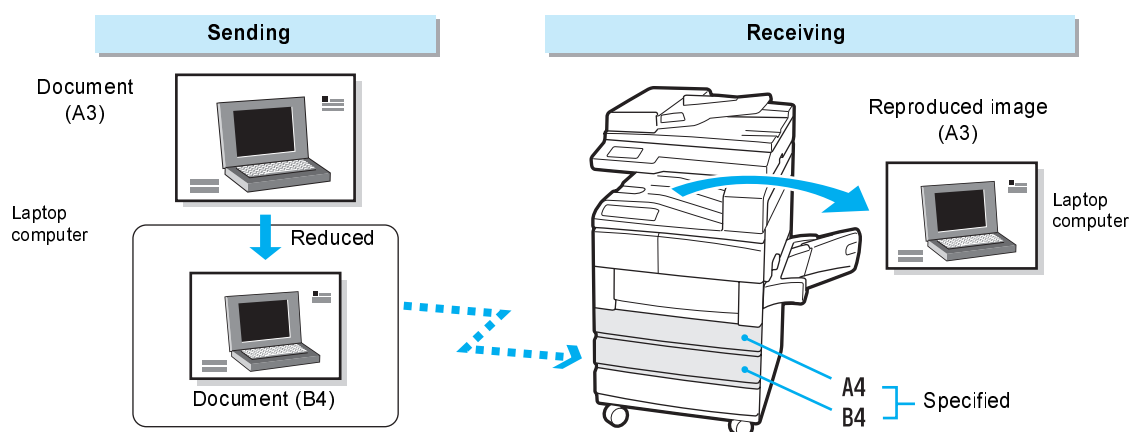
When all the loaded paper sizes are smaller than the documents.

NOTE: The receiving machine automatically selects the paper size closest to the documents size.

➤ User Mode

When all the specified paper sizes are smaller than the documents.

NOTE: The receiving machine automatically selects the paper size closest to the documents size.

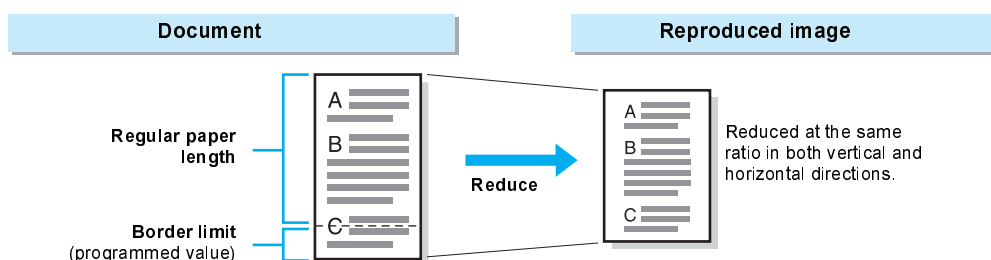


Reducing Images at the Recieving Machine

The receiving document may exceed the actual size due to a scanning slip at the sending machine. This machine has a feature which automatically reduces the document to fit the available paper sizes.

The machine automatically reduces documents in the following cases:

The transmitted document length is longer than the regular sizes but within the value programed in the Border Limit feature.



SEE: "User Options for Custom Presets" on page 8-1 to program the Border Limit value and the Auto Reduce feature.

Stored in Memory Display

If the paper trays are empty during printing, a message is displayed, such as, "Documents or reports/lists are stored in memory. Load the correct paper stock to run this job".

➤ Tray Mode

If the paper of the same size runs out during printing, a warning tone sounds and a message is displayed.

When paper of the same or larger size is loaded, printing continues automatically.

NOTE: If the paper in the machine is smaller than the selected size, the message, "Press [Start] to print documents on available paper stock. Output may be reduced in size or printed on more than one page" is displayed. Press the Start button to reduce images to fit the available paper size. The message is also displayed when the selected paper runs out during printing and only paper smaller than the documents is loaded.

➤ User Mode

When the specified paper is not loaded or runs out during printing, a warning tone sounds and a message is displayed.

When paper of the specified size is loaded, printing continues automatically.

NOTE: If the specified paper size is not available, press the Start button to print the documents on paper larger than the specified size. If no paper larger than the specified size is loaded, the machine selects a similar size of paper and automatically reduces the images to fit the paper size.

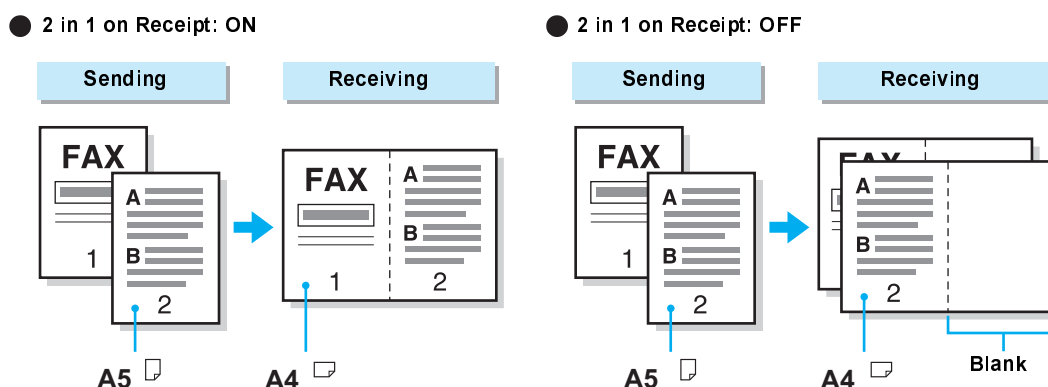
Using the 2 Up on Receipt Feature

Use the 2 Up on Receipt feature to print two consecutive documents on a single sheet of paper. In some cases, this feature may not be available, depending on the size of the documents sent.

SEE: "User Options for Custom Presets" on page 8-1 for details on programming the 2 Up on Receipt feature.

The following shows the difference when the 2 Up on Receipt feature is on and off.

[Example: Printing two consecutively received A5-size documents on A4-size paper]



Using the 2 Sided Printing Feature

Using the 2 Sided Printing feature, multiple page documents that are received can be printed out on both sides of a sheet.

The image on side 2 can be rotated to allow the top of side 1 to match the bottom of side 2.

IMPORTANT: The 2 Sided Printing feature is not available when the optional finisher is installed.

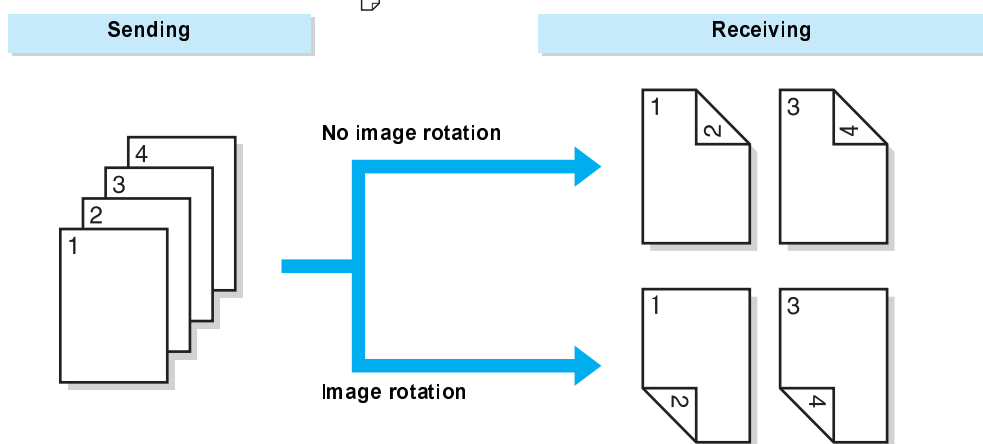
IMPORTANT: The 2 Sided Printing feature is not available when mixed-size documents are being received.

NOTE: The 2 Sided Printing feature can be used when the optional duplex unit is installed.

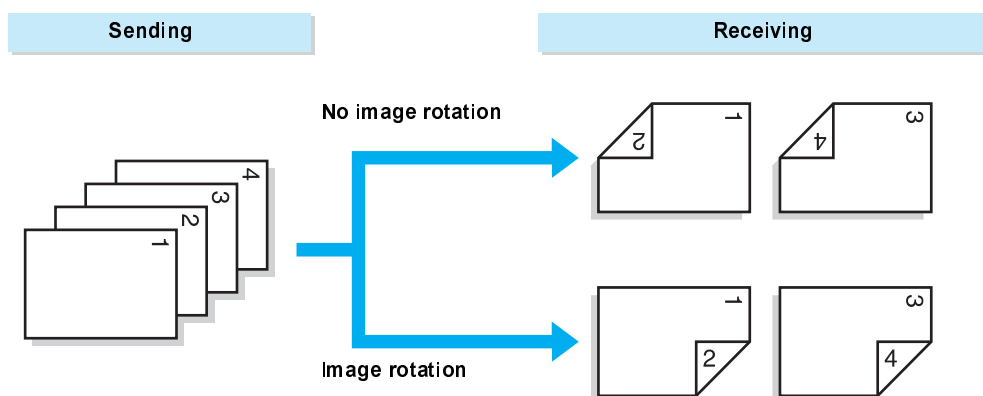
SEE: "User Options for Custom Presets" on page 8-1 for details on programming the 2 Sided Printing feature image rotation for side 2.

The differences when Side 2 Rotation is on and off are as follows.

- When received documents are in  direction



- When received documents are in  direction



6 *Using Additional Features*

Transmitting to Multiple Destinations (Broadcast Send)

Use the Broadcast Send feature to transmit documents to several locations in a single operation. There is no need to scan the same document repeatedly for each transmission.

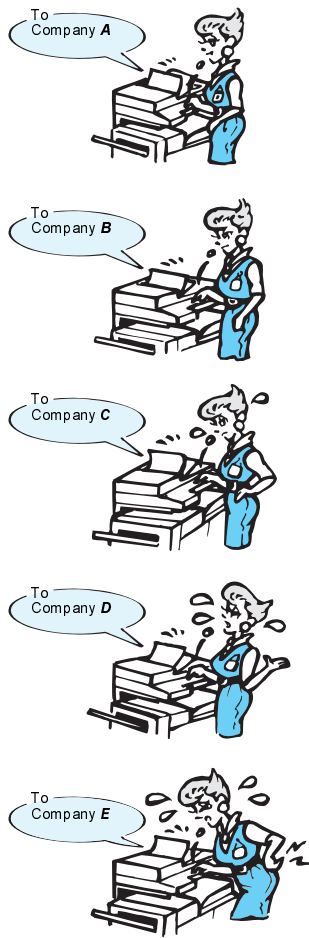
NOTE: The maximum number of locations that you can designate at a time is as follows: Keypad dialing (200 locations); Speed dialing (200 locations - 999 locations when the optional speed dial expansion kit has been installed); Using the keypad in combination with speed dialing (399 locations - 1198 locations when optional Speed Dial Expansion Kit has been installed).

NOTE: The touch buttons correspond to speed dial numbers 001-070.

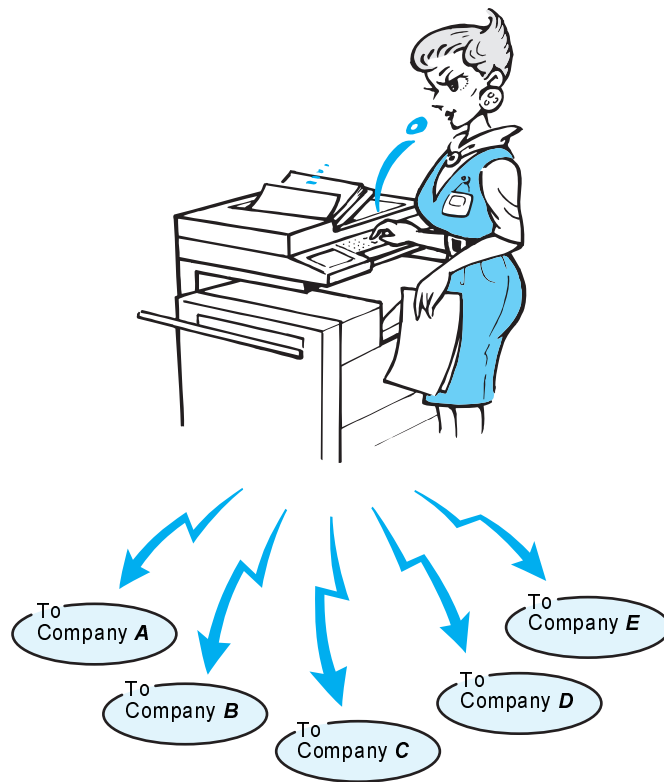
NOTE: The Cover Note and Remote Mailbox features cannot be selected on the control panel just with the Broadcast Send. Program these in the Speed Dial beforehand.

NOTE: The Transmission Report cannot be specified in this feature.

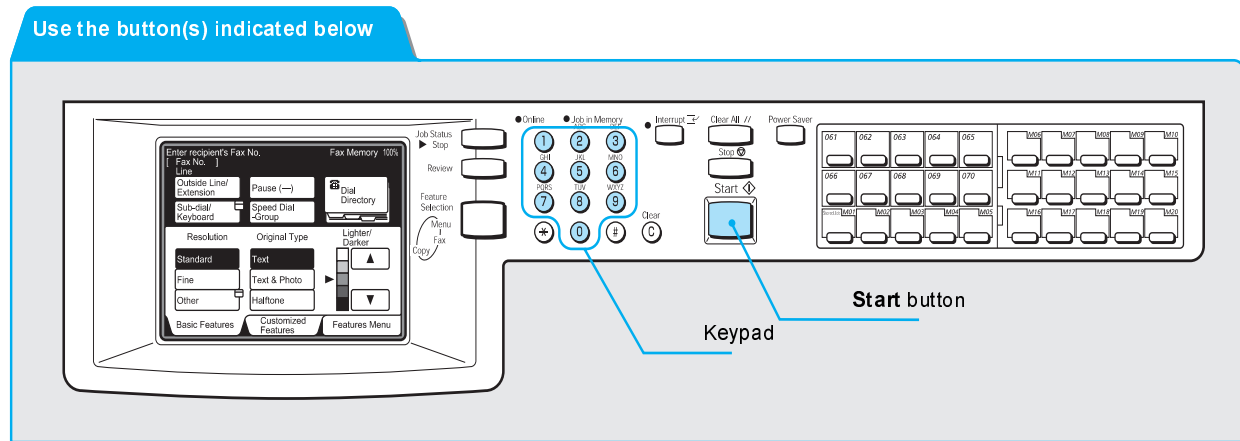
Usual send operation



Broadcast Send feature enables you to transmit to all the destinations at a time



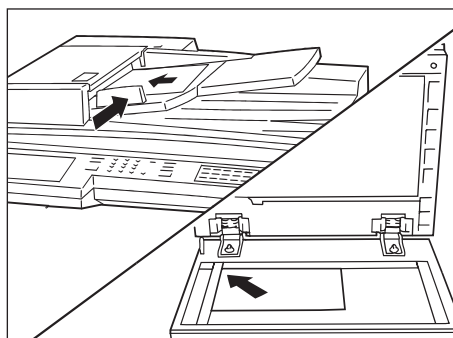
Broadcast Send Operation



Procedure

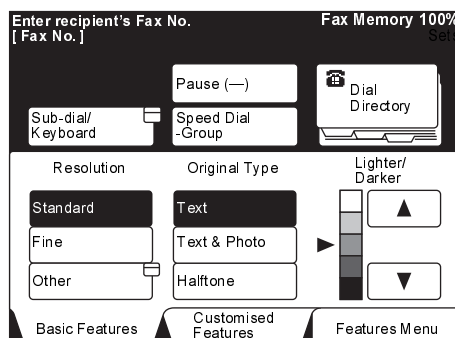
SEE: "Loading Documents" on page 2-3<Default>.

1. Load documents.



SEE: "Loading Documents" on page 2-3<Default>.

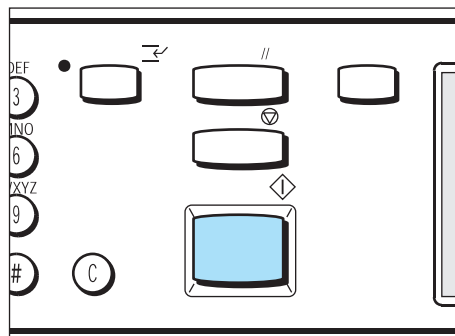
2. Dial the multiple telephone numbers.



When you enter a telephone number using the keypad, select Next Recipient after dialing each number.

SEE: "Loading Documents" on page 2-3<Default>.

3. Press **Start**.



Select **Yes** to start transmission on the confirmation screen. Scanning and transmission begin. The machine is set to print a Broadcast Report/Multi-Poll Report as the factory-set default, after transmitting to all the remote machines.

Dialing Multiple Locations

Here, we explain the method to dial multiple telephone numbers: Broadcast Send.

There will be times when it is useful to send the same documents to more than one location.

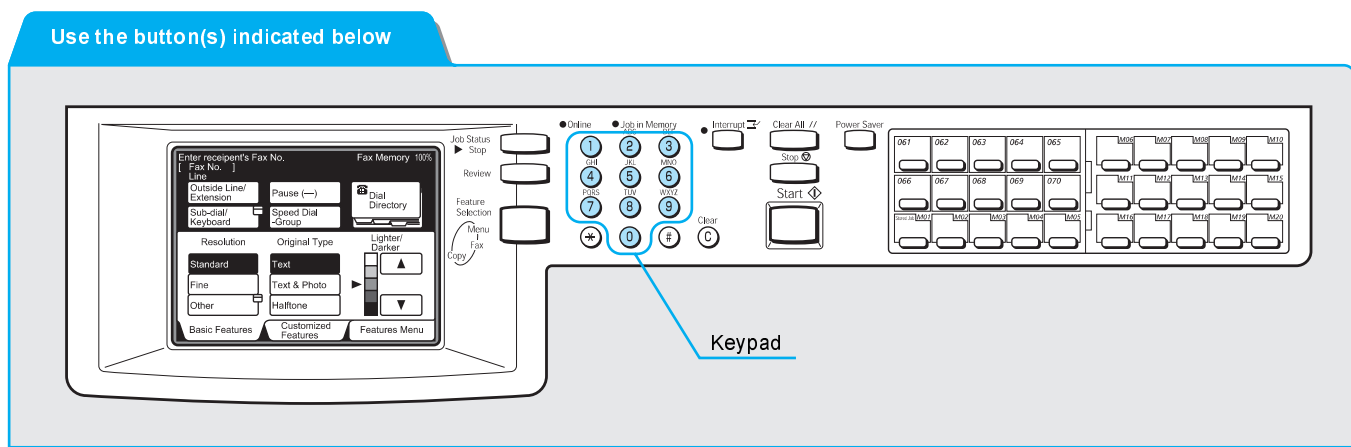
There are four methods available:

- Keypad dialing
- Speed dialing
- One touch dialing
- Group dialing

These methods can also be used in combination. Dial Directory is also available.

Keypad Dialing

Use the keypad to dial multiple telephone numbers. If the speed dial numbers are not programed, this method is useful.

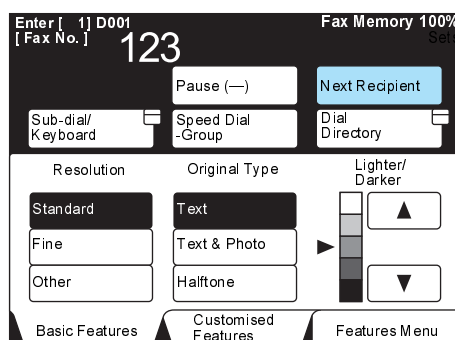


Procedure

NOTE: The maximum number you can broadcast at a time is 200.

NOTE: Next Recipient is only available on the Basic Features or Customized Features screen.

1. Enter a telephone number using the keypad, and select **Next Recipient**.



Repeat this step to enter multiple telephone numbers.

Speed Dialing

Use the speed dials to dial multiple telephone numbers.

Program the telephone numbers for the speed dials beforehand.

The transmission is carried out with the settings, such as the Communication Mode, Cover Note, Relay Broadcast and Remote Mailbox, which have been programmed in the Speed Dial feature.

SEE: “Setting a Speed Dial” on page 7-14<Default¶ Font> for Speed Dial programming.

A wildcard character, * on the keypad or the keyboard screen, can be also used to designate multiple locations for speed dialing.

- Enter first two digits to select speed dial numbers.

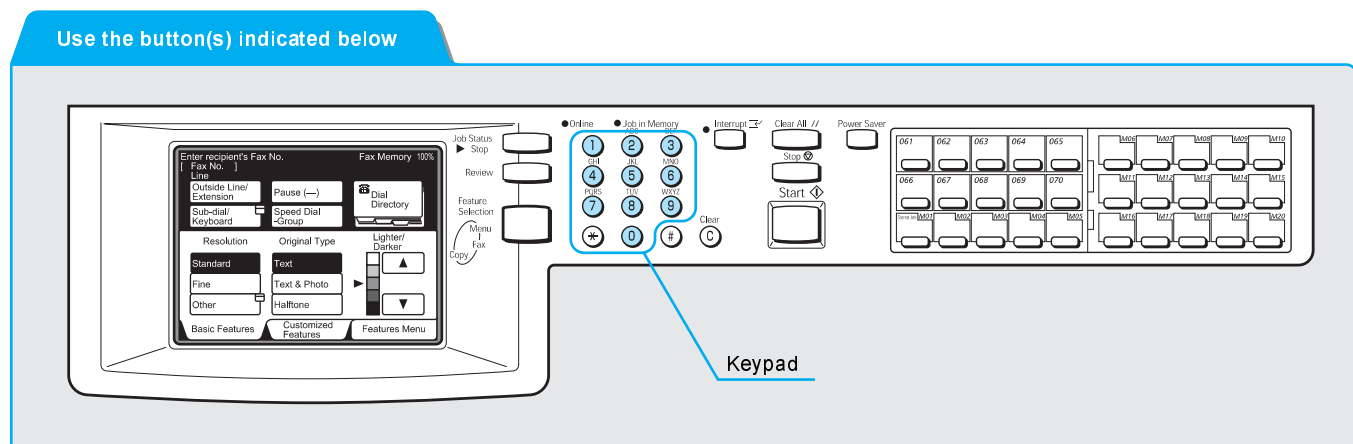
For example, 10 stations from 100 to 109 can be specified by entering 10*.

- Select all the speed dial numbers.

Enter “***” to select all the speed dial numbers.

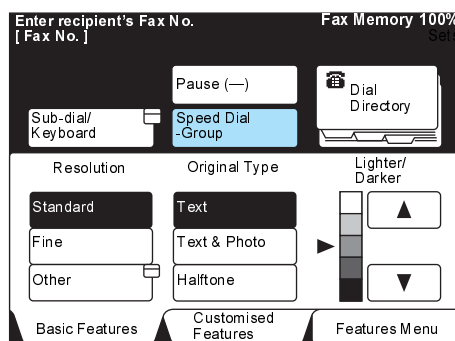
NOTE: You cannot use two wildcard characters, like 1**, *1*, and **1.

Use the button(s) indicated below



Procedure

1. Select **Speed Dial-Group**, and use the keypad to enter a three-digit speed dial number.



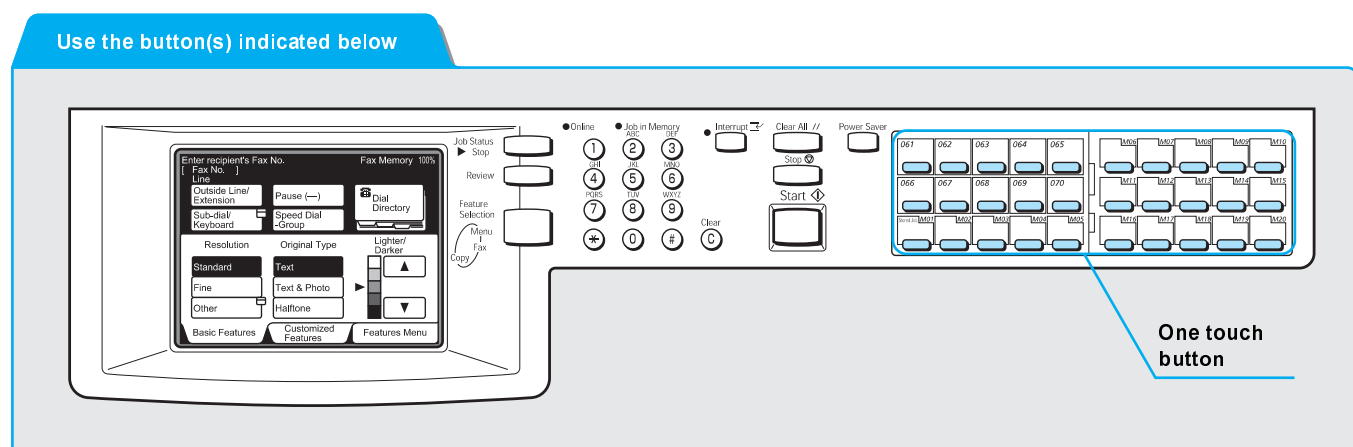
Repeat this step to enter multiple telephone numbers.

One Touch Dialing

Use the one touch buttons to dial telephone numbers.

Each one touch button corresponds to each speed dial number from 001 to 070.

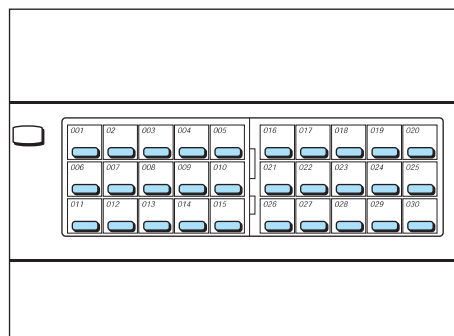
SEE: “Setting a Speed Dial” on page 7-14<Default¶ Font> for Speed Dial programing.



Procedure

NOTE: Turn over the panel to press the one touch buttons after the number "031".

1. Press the required one touch button.



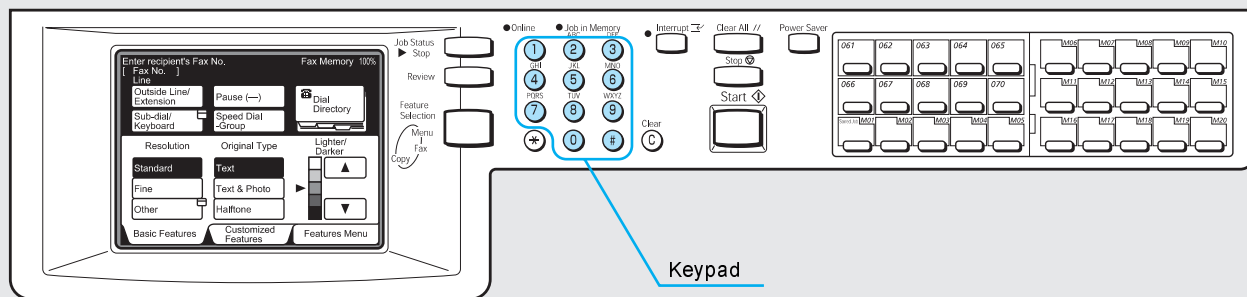
Repeat this step to dial multiple locations.

Group Dialing

Use the Group Dialing feature to dial telephone numbers. Prior to use, program multiple locations to a group dial number. You can program up to 20 speed dial numbers into one group dial number.

SEE: "Setting a Group Dial" on page 7-30 <Default Font> to program dial number groups.

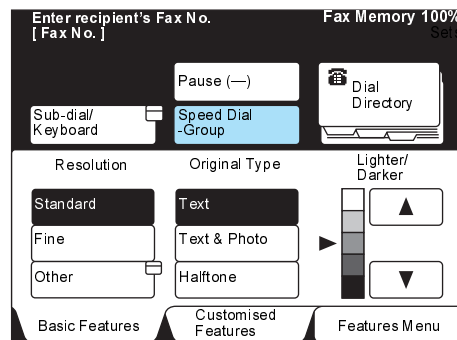
Use the button(s) indicated below



Procedure

NOTE: Group Dial numbers can be specified from #01 through #50.

1. Select **Speed Dial-Group**, then enter (#) and a two-digit group dial number using the keypad.



You can repeat this step to specify multiple groups.

Transmitting Documents Through a Relay Station (Relay Broadcast)

A Relay Broadcast operation transmits a document to a remote terminal (relay station) which then transmits the document to other terminals. This feature is useful to spare the telephone charges when broadcasting a document over a long distance.

Multiple Relay Broadcast function allows multiple Relay Broadcast operations at one time.

There are three different methods for the Relay Broadcast Send operation:

- Fax signal method

- Unique signal method only for machines that have the Relay Broadcast Send.

- DTMF (Dual Tone Multi Frequency) method

- G3-facsimiles that allow Manual Send can initiate the Relay Broadcast to this machine.

- F code

- The Relay Broadcast Send operation is available on facsimiles with F Code.

Before Using the Relay Broadcast Send Feature

Before using the Relay Broadcast Send feature, program the speed dial numbers by referring to “Setting a Speed Dial” on page 7-14<Default>[Font].

To program the speed dial number, the following relay information is required for each station.

Where	What is required
Relay station	<ul style="list-style-type: none">• Fax signal method Assign the initiating station to a speed dial number from 001 to 099 and set Relay Station Setup of the speed dial to On. Assign the destinations to speed dial numbers from 01 to 99. Destinations of speed dial number 100 or above can be programed into a group.• DTMF method (G3) / F code Assign the initiating station to a speed dial number from 001 to 200* (for F code transmission assigning the initiating station to a three-digit number), or 001 to 099 (for F code transmission assigning the initiating station to a two-digit number). Set the Relay Station Setup of the speed dial to On. Assign the destinations to speed dial numbers from 001 to 200* (for F code transmission assigning the initiating station to a three-digit number), or 001 to 099 (for F code transmission assigning the initiating station to a two-digit number).
Initiating station	<ul style="list-style-type: none">• Fax signal method Program the speed dial number of the initiating station (which is already programed at a relay station) as a relay station ID for Relay Broadcast Send operation. Program the speed dial or group numbers of the destinations (which are programed at a relay station) as broadcast receivers. The wildcard “*” can be programed.• DTMF method (G3)/F code transmission No programing required. (For Auto Send, programing for speed dial and job memory is available.)

* 001-999 will be available when the optional speed dial expansion kit has been installed.

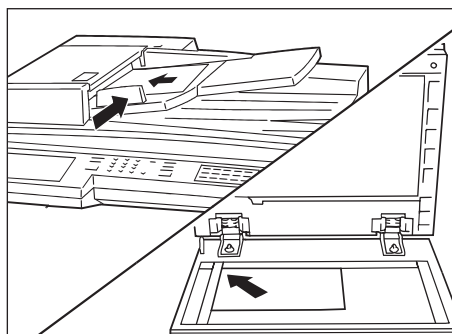
NOTE: The table above describes the Relay Broadcast Send operation for this machine. Check the F code (sub-address) and a password when using another machine as an initiating station or a relay station.

Fax Signal Method

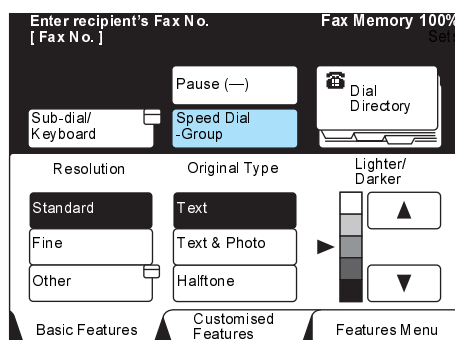
Procedure

SEE: “Loading Documents” on page 2-3<Default>[Font].

1. Load documents .

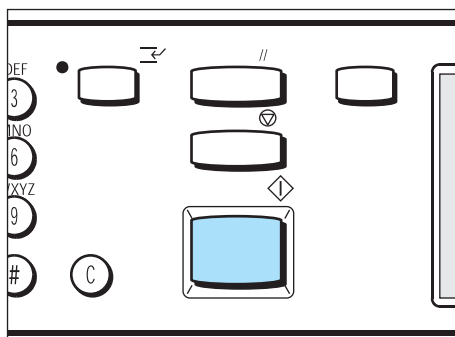


- Designate a speed dial number in which a relay transmission is programmed.



Repeat this step to designate multiple relay stations.

- Press **Start**.



DTMF Method

Before using the DTMF method, program the following items.

- **Code**

Enter the two-digit code 00.

- **Relay station ID**

A speed dial number for the initiating station registered at the relay station.

- **Speed dial number**

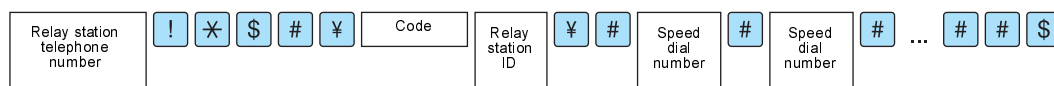
A speed dial number for the destination station registered at the relay station.

The wildcard “*” can be programmed.

There are two different DTMF methods:

Automatic transmission (on-hook transmission) or programming a speed dial

Dialing format is as follows.



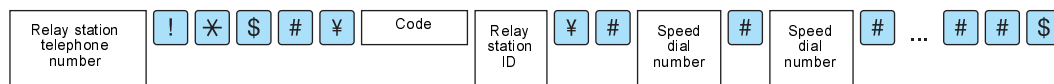
NOTE: If the \ is not shown on the keyboard select the yen (¥) symbol.

Procedure

SEE: "Loading Documents" on page 2-3<Default>

NOTE: The destinations can be specified up to 20 stations.

1. Load documents.
2. Select **Sub-dial/Keyboard** to display the keyboard on the touch panel and enter the following format.
3. Select **Next Recipient** for multiple Relay Broadcast jobs.



4. Press **Start**.

F Code

Before using the Relay Broadcast feature with F code, program the following items.

When you use this machine as an initiating station for Relay Broadcast, check the F code (sub-address) and a password, as required, of each relay station.

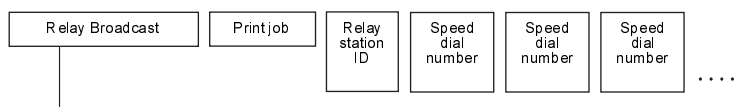
When you use this machine as a relay station for Relay Broadcast, inform the initiating station of the F code (sub-address) and a password, as required.

IMPORTANT: When the F code transmission is used for Relay Broadcast, a password can be set as the receive password for a relay station.

NOTE: We recommend the use of the Fax signal method for Relay Broadcast between machines of this type.

NOTE: When you use another type of machine as a relay station for Relay Broadcast, check the F code (sub-address) and password.

When you use this machine as a relay station for Relay Broadcast, the F code contents notified to the initiating station are as follows:



Relay broadcast

Number of digits in the relay station ID

- 1: When the relay station ID and speed dial number consist of 2 digits.
- 2: When the relay station ID and speed dial number consist of 3 digits.

Print job

Print job at the relay station

- 1: Print job(s) at the relay station
- 0: No print job at the relay station

Relay station ID

A speed dial number of the initiating station registered at the relay station.

When a relay station ID has been set, the initiating station will be informed of the result of Relay Broadcast.

When “00” or “000” has been set, the initiating station will not be informed of the result of Relay Broadcast.

Speed dial

Speed dial numbers of destinations

The F code will be “21100200201202203” for the following situations:

If you want the document to be printed at the relay stations (100).

If you want the initiating station to be notified of the transmission result.

If you want the speed dial numbers to be 200, 201, 202 and 203.

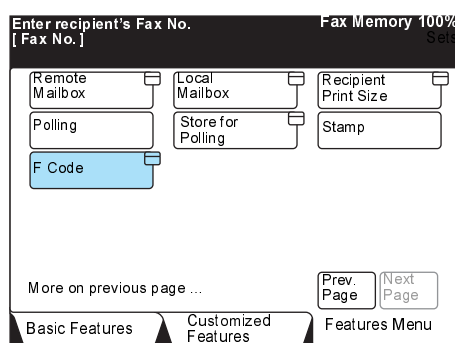
There are two different methods to designate the F code:

F code on the Features Menu

Procedure

SEE: “Loading Documents” on page 2-3<Default>

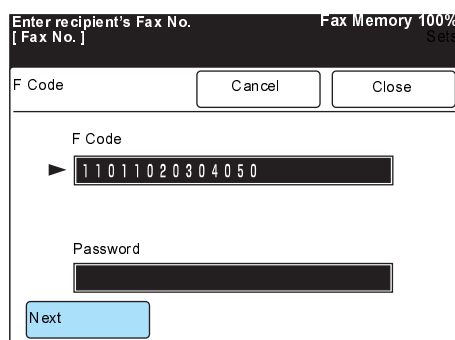
1. Load documents.
2. Select **Next Page** on the Features menu screen, and then **F Code**.



NOTE: Up to 20 digits can be entered for F codes.

NOTE: A password can contain up to 20 digits. These digits will be displayed as asterisks (*).

3. Use the keypad to enter the F code and select **Next**.



(Example)F code: 11011020304050

The arrow will be displayed to the left of the password box.

4. Use the keypad to enter the password and select **Next**.

Enter recipient's Fax No.
[Fax No.]

Fax Memory 100%
Self

F Code [Cancel] [Close]

F Code
▶ 11011020304050

Password

Next

5. Select **Close**.

Enter recipient's Fax No.
[Fax No.]

Fax Memory 100%
Self

F Code [Cancel] [Close]

F Code
▶ 11011020304050

Password

Next

6. Dial the number of the relay station, then press **Start**.

Using the dialing format

The dialing format is as follows.

Procedure

SEE: "Loading Documents" on page 2-3<Default>

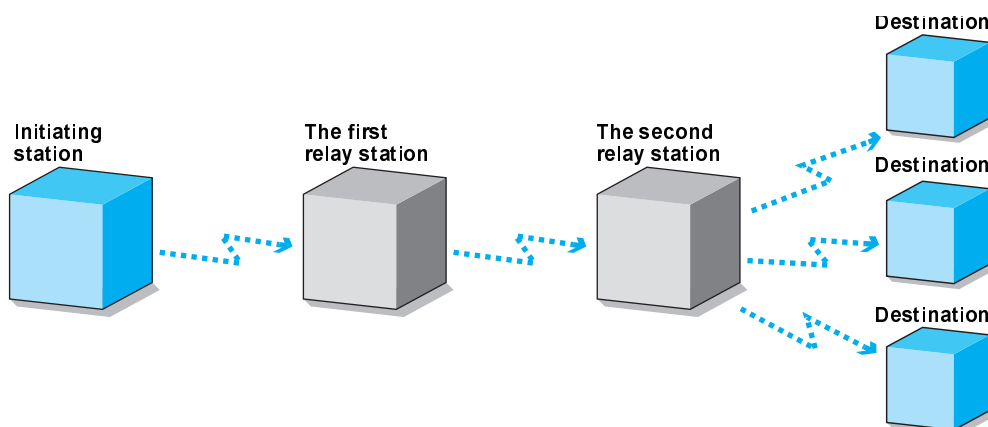
NOTE: Up to 20 digits can be entered for F codes.

1. Load documents.
2. Select **Sub-dial/Keyboard** to display the keyboard on the touch panel display.
3. Enter the following.
"Telephone number of the relay station" F "F code (sub-address)" P "Password"
4. Press **Start**.

Transmitting Documents Through a Remote Relay Station (Remote Relay Broadcast)

The Remote Relay Broadcast operation combines two or more Relay Broadcast to transmit a document to multiple remote machines economically.

➤ Remote Relay Broadcast



NOTE: The second relay station can send a document simultaneously to multiple remote terminals (Multiple Relay Broadcast).

The Remote Relay Broadcast Send operation has the same three methods as the Relay Broadcast:

➤ Fax signal method

Unique signal method only for Xerox machines that have the Relay Broadcast Send feature.

➤ DTMF (Dual Tone Multi Frequency) method

G3 and Super G3-facsimiles that allow Manual Send can initiate the Remote Relay Broadcast to this machine.

➤ F code

Facsimiles with F code and Relay Broadcast functions provide the Relay Broadcast Send operation.

Fax Signal Method

Before using the Fax signal method, program the speed dial numbers. For details, see “Setting a Speed Dial” on page 7-14<Default>. To program the speed dial number, the following relay information is required for each station.

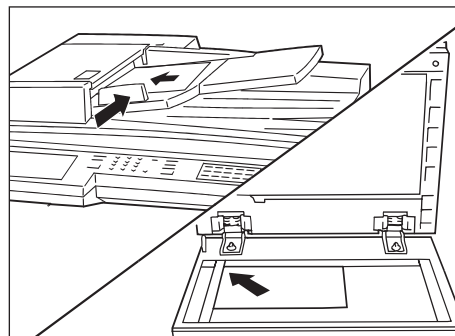
Where	What is required
Initiating station	<ul style="list-style-type: none">• Program the Relay Broadcast Send operation to a speed dial number from 001 to 200*. Program the speed dial number of the initiating station (which is already programed at the first relay station) as a relay station ID. Program the speed dial number of the second relay station (which is already programed at the first relay station) as a relay broadcast receiver.
First relay station	<ul style="list-style-type: none">• Assign the initiating station to a speed dial number from 001 to 099, and set the Relay Station Setup of the speed dial to On.• Assign the second relay station to a speed dial number from 001 to 099. Program the speed dial number of the first relay station (which is already programed at the second relay station) as a relay station ID. Program the speed dial or group numbers of the destinations (which are already programed at the second relay station) as broadcast receivers.
Second relay station	<ul style="list-style-type: none">• Assign the first relay station to the same speed dial number as that of the initiating station programed at the first relay station, and set Relay Station Setup to On.• Assign the destinations to speed dial numbers from 01 to 99. Destinations of speed dial number 100 or above can be programed into a group.

* 001-999 will be available when the optional speed dial expansion kit has been installed.

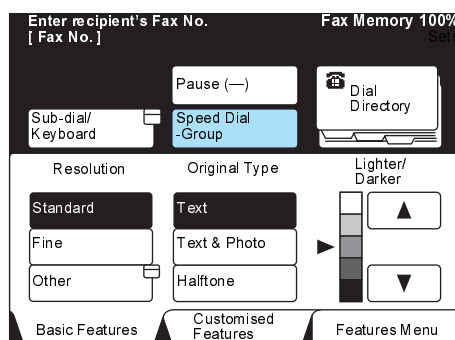
Procedure

SEE: “Loading Documents” on page 2-3<Default>

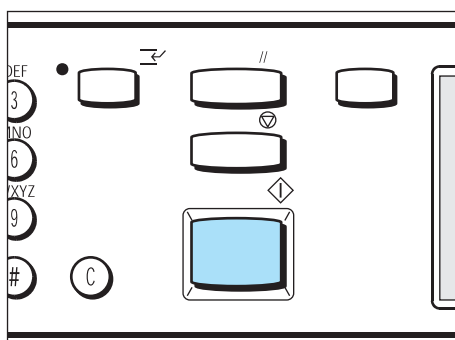
1. Load documents.



2. Designate a speed dial number in which a relay broadcast is programmed.



3. Press **Start**.



DTMF Method

You can use the Remote Relay Broadcast feature.

➤ **Password**

A two-digit password programmed by our service representative.
(The factory-set default is none.)

➤ **Relay station ID**

A speed dial number for the initiating station registered at the first relay station.

➤ **Speed dial number**

A speed dial number for the second station registered at the first relay station.

As with the Fax signal method, the following information is also required for the first and second relay stations.

Where	What is required
First relay station	<ul style="list-style-type: none"> Assign the initiating station to a speed dial number from 001 to 200*, and set the Relay Station Setup of the speed dial to On. Assign the second relay station to a speed dial number from 001 to 200*. <p>Program the speed dial number of the first relay station (which is already programed at the second relay station) as a relay station ID.</p> <p>Program the speed dial numbers of the destinations (which are already programed at the second relay station) as broadcast receivers.</p>
Second relay station	<ul style="list-style-type: none"> Assign the first relay station to the same speed dial number as that of the initiating station programed at the first relay station, and set one Relay Station Setup of the speed dial to On. Program the destinations to a speed dial number from 001 to 200*.

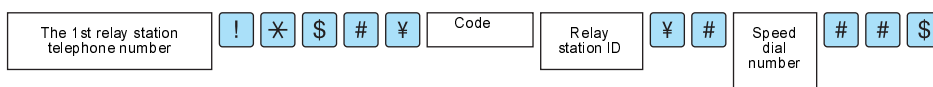
* 001-999 will be available when the optional speed dial expansion kit has been installed

Use one of the following DTMF transmission methods to send a document:

Automatic transmission (on-hook transmission) or programing a speed dial

NOTE: This method is available only for the transmission between this machine models.

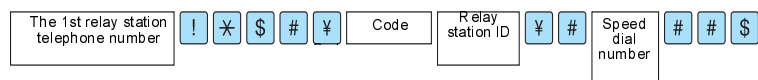
Dialing format is as follows.



Procedure

SEE: "Loading Documents" on page 2-3<Default>

1. Load documents.
2. Select **Sub-dial/Keyboard** twice to display the keyboard on the touch panel and enter the following format.



3. Select **Next Recipient** for multiple Relay Broadcast jobs.
4. Press **Start**.

F Code

Before using the Remote Relay Broadcast with F code, program the following items.

When you use this machine as an initiating station for Remote Relay Broadcast, check the F code of the first relay station.

When you use this machine as the first relay station for Remote Relay Broadcast, inform the initiating station of your F code (sub-address) and check the F code of the second relay station.

When you use this machine as the second relay station for Remote Relay Broadcast, inform the first relay station of your F code.

The following registration is also required at the first and second relay stations.

Where	What is required
First relay station	<ul style="list-style-type: none"> Assign the initiating station to a speed dial number from 001 to 200* (for F code transmission assigning the initiating station to a three-digit number), or 001 to 099 (for F code transmission assigning the initiating station to a two-digit number). Set the Speed Dial Relay Station to On. Assign the second relay station to a speed dial number from 001 to 200* (for F code transmission assigning the initiating station to a three-digit number), or 001 to 099 (for F code transmission assigning the initiating station to a two-digit number). <p>Program the speed dial number of the first relay station (which is already programed at the second relay station) as a relay station ID.</p> <p>Program the speed dial numbers of the destinations (which are already programed at the second relay station) as broadcast receivers.</p>
Second relay station	<ul style="list-style-type: none"> Assign the first relay station to the same speed dial number as that of the initiating station programed at the first relay station and set the Speed Dial Relay Station to On. Program the destination to a speed dial number from 001 to 200* (for F code transmission assigning the initiating station to a three-digit number), or 001 to 099 (for F code transmission assigning the initiating station to a two-digit number).

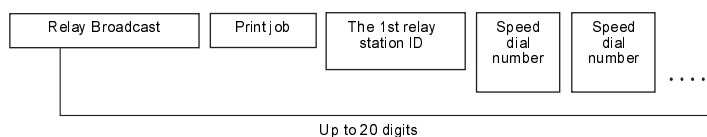
* 001-999 will be available when the optional speed dial expansion kit has been installed

IMPORTANT: No password is available when the F code is used for Remote Relay Broadcast.

NOTE: We recommend the use of the Fax signal method for Remote Relay Broadcast between machines of this model.

SEE: “F Code” on page 6-12” for the procedure.

When this machine operates as the first relay station, inform the initiating station of the following F code:



Relay broadcast

The number of digits for the first relay station ID

- 1: When the first relay station ID and speed dial number consist of 2 digits.
- 2: When the first relay station ID and speed dial number consist of 3 digits.

Print jobPrint job at the first relay station

- 1: Print job(s) at the first relay station
- 0: No print job at the first relay station

First relay station ID

A speed dial number for the initiating station registered at the first relay station.

When the first relay station ID has been set, the initiating station will be informed of the result of Remote Relay Broadcast Send.

When "00" or "000" has been set, the initiating station will not be informed of the result of Remote Relay Broadcast Send.

Speed dial

Speed dial numbers for the second relay stations

Using the dialing format

Dialing format is as follows.

Procedure

SEE: "Loading Documents" on page 2-3<Default>

NOTE: Up to 20 digits can be entered for Fcodes.

1. Load documents.
2. Select **Sub-dial/Keyboard** to display the keyboard on the touch panel display.
3. Enter the following.
"Telephone number of the first relay station" F "F code (sub-address)"
4. Press **Start**.

Scanning Documents at a Specified Size/Ratio (Scan Size Options)

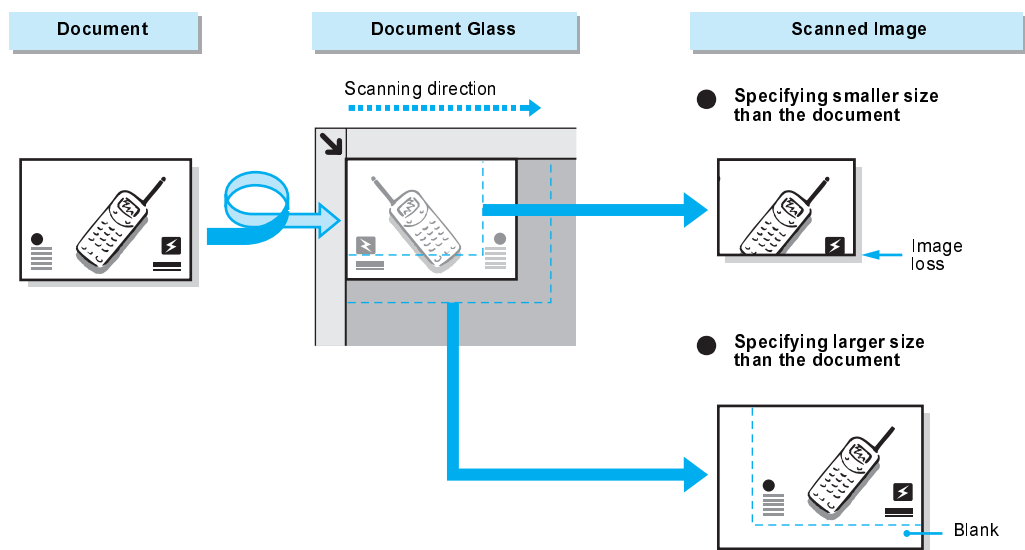
Use the Scan Size Options feature to designate the document size or to reduce or enlarge the document when scanning.

This feature is also used to add a margin or delete excess space on the transmitted image.

If reduction or enlargement is selected, the image will be adjusted as specified.

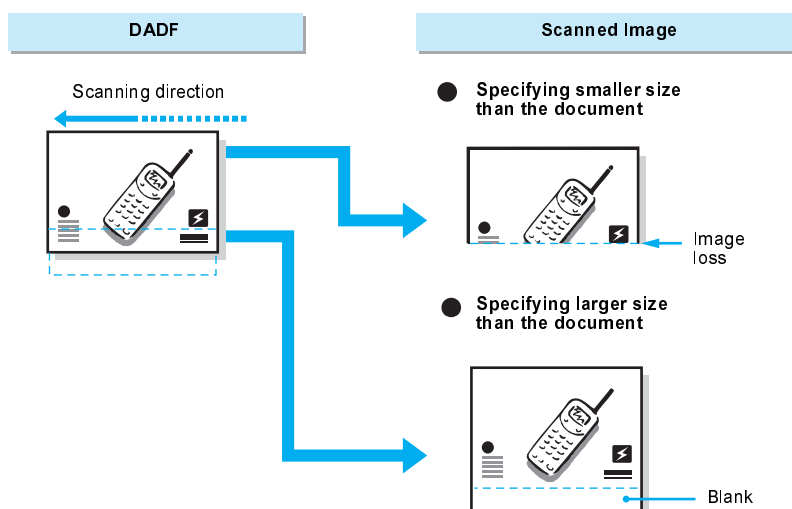
➤ Using the Document Glass

Scan the document with specifying the length and width.



➤ Using the duplex automatic document feeder (DADF)

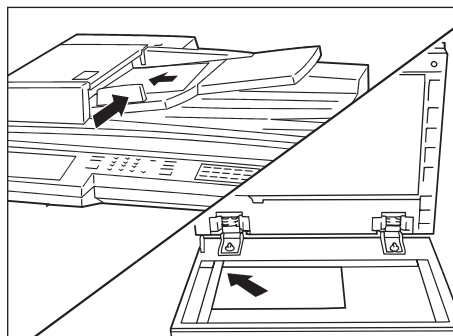
Scan the document by specifying the width only; the length is the same as the document.



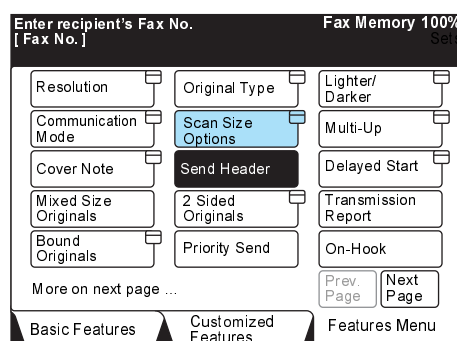
Procedure

SEE: "Loading Documents" on page 2-3<Default>

1. Load documents.



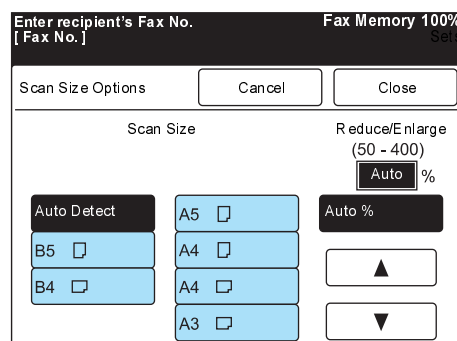
2. Select **Scan Size Options** on the Features Menu screen.



NOTE: Select **Auto Detect** for scanning the same size as the document.

SEE: "Programing the Maximum Image Size" on page 7-22<Default Font> for programming the maximum storing size.

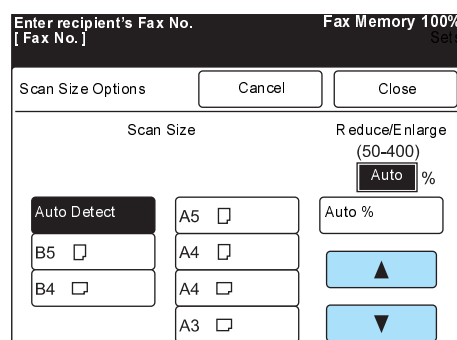
3. Select the required document size button.



NOTE: When the maximum programed size is smaller than the loaded document size, select **Auto %**.

NOTE: When specifying the size, Send with 90° Rotation is not available.

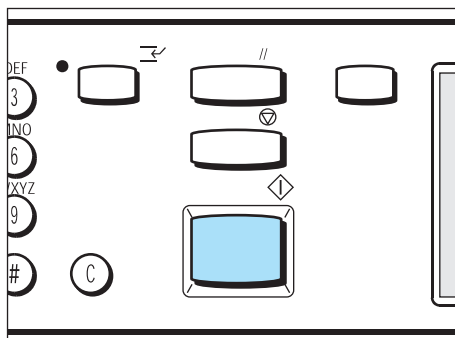
4. Select ▲ or ▼ to reduce or enlarge the document.



5. Select **Close**.

SEE: "Dialing" on page 3-6<Default>

6. Dial a remote party, then press **Start**.



Scanning and transmission begin.

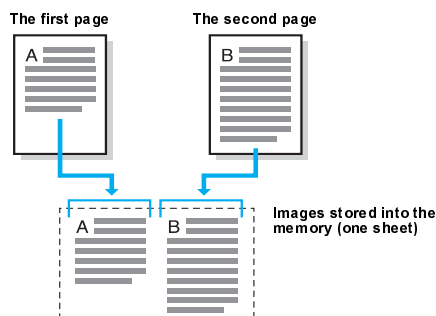
Merging Several Pages Onto One Sheet (Multi-Up)

You can merge several pages onto one sheet for transmitting when using the duplex automatic document feeder (DADF).

Regardless of the document length, images on the documents are stored in the memory in the sequential order that they were scanned.

The following figure shows how two documents are stored into the memory.

IMPORTANT: When the merged page is too long, it will be divided at the receiving machine.



SEE: "Documents (For Facsimile)" on page 2-1<Default> for the documents to be loaded into the DADF.

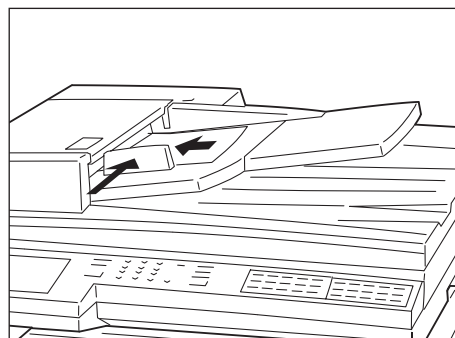
NOTE: The maximum number of pages is 9.

Procedure

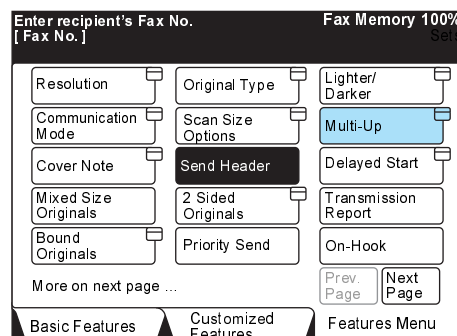
SEE: "Loading Documents" on page 2-3<Default>.

IMPORTANT: You cannot use the Multi-Up function when scanning from the document glass.

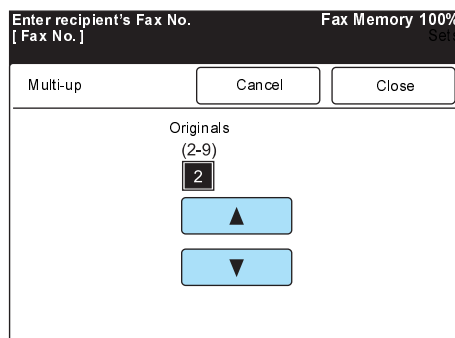
1. Load documents into the DADF.



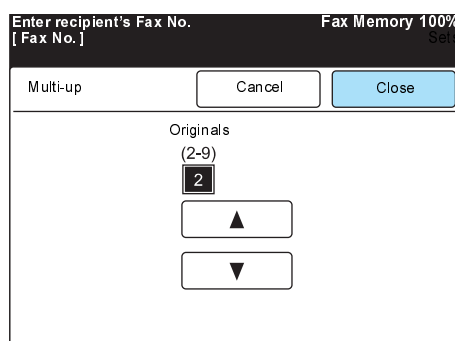
2. Select **Multi-Up** on the Features Menu screen.



3. Specify the number of documents using ▲ or ▼.



4. Select **Close**.

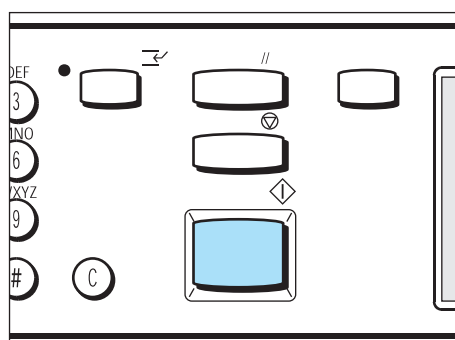


Multi-Up is highlighted.

SEE: "Dialing" on page 3-6<Default>

SEE: "Confirming and Canceling a Fax Job" on page 4-1<Default>

5. Dial a remote party, then press **Start**.



Scanning and transmission begin.

Transmitting Documents With a Cover Page (Cover Note)

When selected a Cover Note will be printed at the remote machine before printing the transmitted documents.

It includes remote name, comment, Company Logo, local ID, the number of transmitted pages, date and note.

NOTE: You can program the Cover Note in a speed dial. If already programmed, the steps described in the following pages are not required.

NOTE: When Send Header is set to On, the Send Header is not printed on the Cover Note.

NOTE: You cannot use the Cover Note feature, if you broadcast a document using keypad dialing. If necessary, program the Cover Note into the speed dial.

NOTE: The size and resolution of the Cover Note is the same as the first page of the documents.

NOTE: Comments must be programmed beforehand.

SEE: "Setting a Speed Dial" on page 7-14<Default¶ Font> for details.

SEE: "Setting a Comment" on page 7-36<Default Font> for comment programming.

Cover Note	
To	: FXAP, Singapore
	: Please call back.
From	: Xerox, New York
	: John Doe
Fax. No.	: 123456789
Pages	: 10 Pages (This page excluded)
Start Time	: 01-1-10 ; 02:01 PM
Note	: Re-send

The name of the recipient, if programmed in the speed dial number. If you do not use speed dialing, this field is blank.

A comment you have selected can be inserted.

The Company logo of your machine

A comment you have selected can be inserted.

The local ID of your machine.

The number of stored pages.

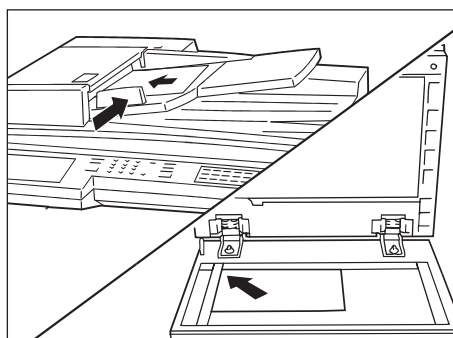
The date and time the transmission started.

Broadcast sent, mailbox relay broadcast, or re-send is recorded in this field.

Procedure

SEE: "Loading Documents" on page 2-3<Default>

1. Load documents.



2. Select **Cover Note** on the Features Menu screen.

Enter recipient's Fax No.
[Fax No.]

Fax Memory 100%
Sets

Resolution	Original Type	Lighter/Darker
Communication Mode	Scan Size Options	Multi-Up
Cover Note	Send Header	Delayed Start
Mixed Size Originals	2 Sided Originals	Transmission Report
Bound Originals	Priority Send	On-Hook

More on next page ...

Prev. Page Next Page

Basic Features Customized Features Features Menu

- If you want to insert a comment on the Cover Note, select the **Comment** button(s).

Enter recipient's Fax No.
[Fax No.]

Fax Memory 100%
Sets

Cover Note

Cancel Close

The following comments are added to the cover note.

Cover Note

To : <Recipient's name of Speed Dial>

Comment → :

From :

Comment → :

Fax No. : <Sender's ID>

- Select the comment number or use ▲ or ▼ to select.

Use the arrow keys to select a comment.
Or, select Cancel to remove a comment.

Fax Memory 100%
Sets

Cover Note
Recipient's Comment

Cancel Close

No.	Job Name/Comment
1	(Not Entered)
2	Takebayashi
3	(Not Entered)
4	(Not Entered)
5	(Not Entered)
6	(Not Entered)
7	(Not Entered)
8	(Not Entered)
9	(Not Entered)
10	(Not Entered)

Prev. page Next page Enter/Change

5. Select **Close**.

Use the arrow keys to select a comment.
Or, select **Cancel** to remove a comment.

Fax Memory 100%
Set

Cover Note
Recipient's Comment

Cancel Close

No.	Job Name/Comment
1	(Not Entered)
2	Takebayashi
3	(Not Entered)
4	(Not Entered)
5	(Not Entered)
6	(Not Entered)
7	(Not Entered)
8	(Not Entered)
9	(Not Entered)
10	(Not Entered)

▲ ▼ Prev. page Next page Enter/Change

Select both comments, for receiver and sender, individually.

6. Select **Close**.

Enter recipient's Fax No.
[Fax No.]

Fax Memory 100%
Set

Cover Note

Cancel Close

The following comments are added to the cover note.

Cover Note

To : <Recipient's name of Speed Dial>

Comment → :

From :

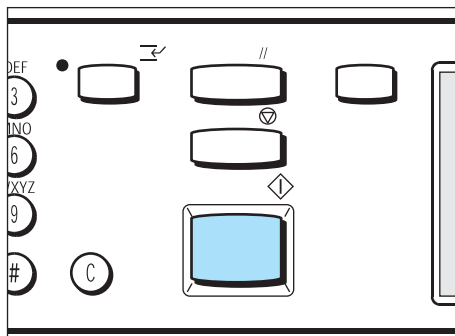
Comment → :

Fax No. : <Sender's ID>

Cover Note is highlighted.

SEE: "Dialing" on page 3-6<Default>.

7. Dial a remote party, then press **Start**.

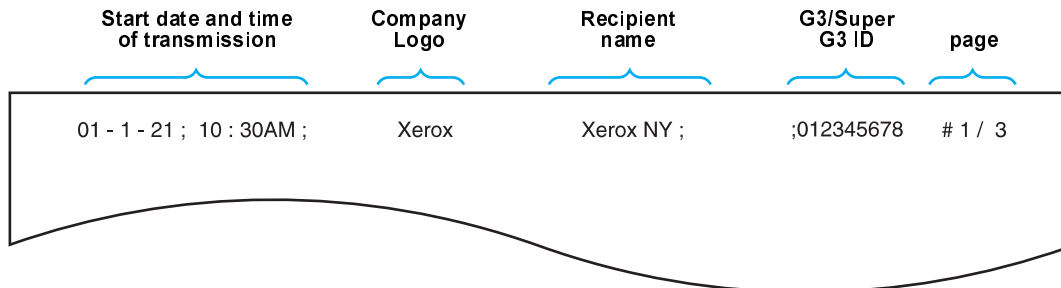


Scanning and transmission begin.

Transmitting documents with transmittal Information (Send Header)

The machine automatically adds the following information to transmitted documents.

This enables the receiver to confirm when and from whom the fax was sent.



IMPORTANT: The Send Header appears at the top of the document.

IMPORTANT: The remote name field is left blank if the name has not been programmed into a speed dial.

IMPORTANT: If the document is resent, "Re-send" is printed at the left of the date and time indication.

IMPORTANT: If this feature is set to On in broadcasting, the Send Header is sent to all.

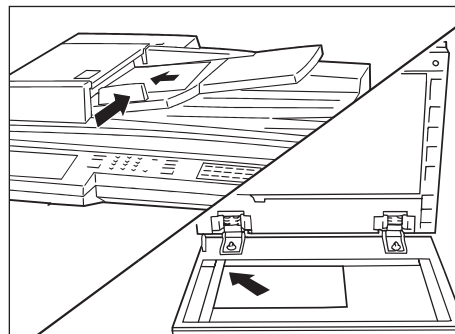
NOTE: The factory-set default of Send Header is On. "User Options for Custom Presets" on page 8-1<Default> to change the default setting.

SEE: "Programing the Company Logo" on page 7-3<Default> "Programing an ID and Telephone Line" on page 7-5<Default>.

Procedure

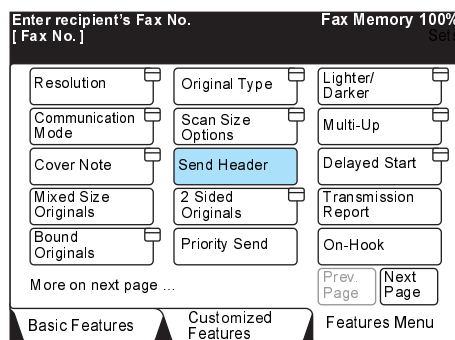
SEE: "Loading Documents" on page 2-3<Default>.

1. Load documents.



NOTE: The factory-set default is On.

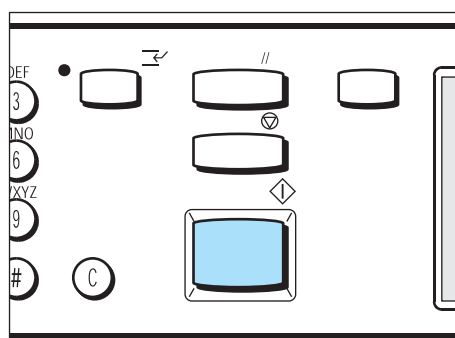
2. Select **Send Header** on the Features Menu screen.



Send Header is highlighted.

SEE: "Dialing" on page 3-6<Default>.

3. Dial a remote party, then press **Start**.



Scanning and transmission begin.

Transmitting documents at a programed Time (Delayed Start)

You can transmit documents at a programed time.

Use the Delayed Start feature to send documents off peak call time, such as evenings and weekends.

NOTE: Up to 24 hours can be programed.

NOTE: You can program the operation in the speed dial. If speed dial or group dial numbers are dialed with the Broadcast transmission features, the Delayed Start specified in each speed dial will be invalid.

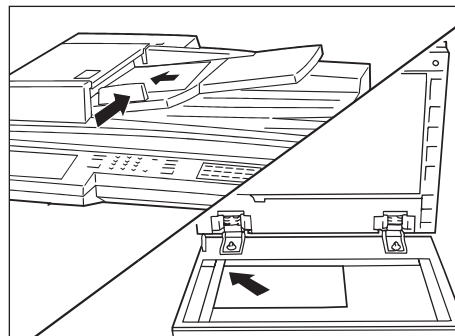
NOTE: If the telephone line is busy at the programed time, the documents will be transmitted as soon as the line becomes available.

IMPORTANT: If a power failure occurs or the power is switched off while the Delayed Start feature is set, the setting is deleted and the transmission is started soon after turning the power on.

Procedure

SEE: "Loading Documents" on page 2-3<Default>

1. Load documents.



2. Select **Delayed Start** on the Features Menu screen.

Enter recipient's Fax No. [Fax No.]		Fax Memory 100% Set
Resolution	Original Type	Lighter/ Darker
Communication Mode	Scan Size Options	Multi-Up
Cover Note	Send Header	Delayed Start
Mixed Size Originals	2 Sided Originals	Transmission Report
Bound Originals	Priority Send	On-Hook
More on next page ...		Prev. Page
More on next page ...		Next Page
Basic Features		Customized Features
		Features Menu

NOTE: In 24-hour indication, AM and PM are not shown.

3. Enter the time.

Enter recipient's Fax No. [Fax No.] Fax Memory 100% Set

Delayed Start Cancel Close

Start Time (00-59) Current Time

PM (1-12) 9 : 00 AM 11:40

Next

AM

PM

Select **Next** and use the keypad to enter the hour or minute. Then select **AM** or **PM**.

4. Select **Close**.

Enter recipient's Fax No. [Fax No.] Fax Memory 100% Set

Delayed Start Cancel Close

Start Time (00-59) Current Time

PM (1-12) 12 : 30 AM 11:40

Next

AM

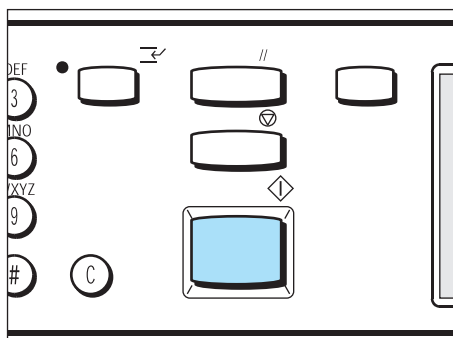
PM

NOTE: When pressing Start after the specified time, the stored document will be transmitted at the specified time of the next day.

SEE: "Dialing" on page 3-6.

NOTE: To cancel the job specified for the Delayed Start, see "Confirming and Canceling a Fax Job" on page 4-1.

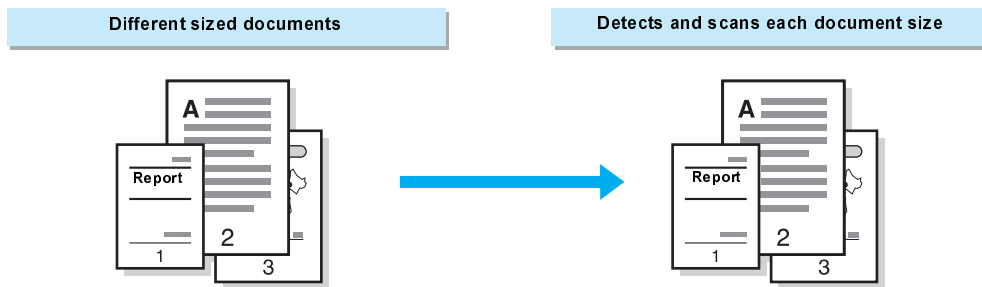
5. Dial a remote party, then press **Start**.



The scanning starts, and the scanned documents are stored in the memory.




Scanning various sized documents (Mixed Size Originals)

The machine can scan various sized documents at one time.



NOTE: The Mixed Size Originals feature works only when the documents are loaded in the duplex automatic document feeder (DADF). If the DADF is not installed, the Mixed Size Originals feature cannot be used.

NOTE: Load mixed size originals with largest paper size at the bottom.

NOTE: When using the Mixed Size Originals feature, only load standard-size documents (A3, B4, A4, A4 , B5, B5 , or A5 ).

NOTE: If you program the Scan Size Options feature, the document is scanned at the specified size.

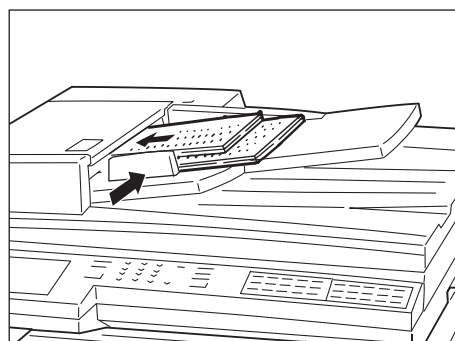
NOTE: When using the Multi-Up feature, the Mixed Size Originals feature is not available.

Procedure

1. Load documents into the DADF.

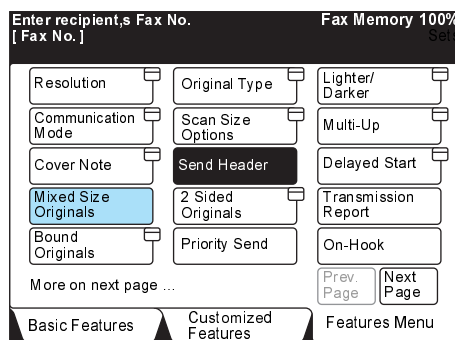
NOTE: Remove any paper clips or staples.

NOTE: Ensure the largest sized document is at the bottom of the stack.

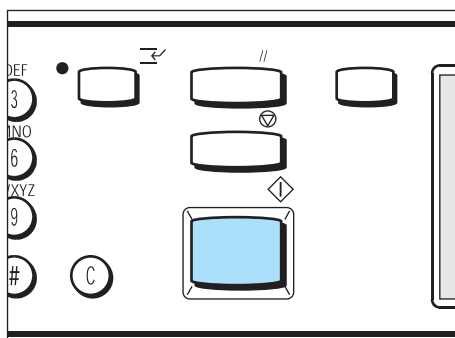


Adjust the movable guide so that it is just touching the largest document.

2. Select **Mixed Size Originals** on the Features Menu screen.



3. Dial a remote party, then press **Start**.



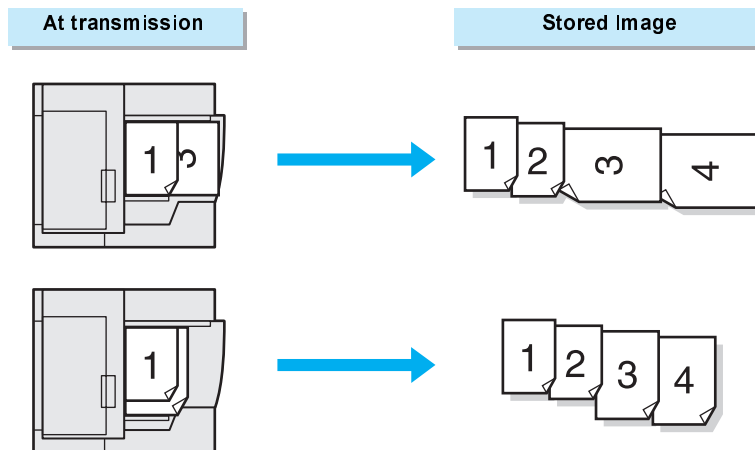
Transmitting two-sided documents (2 Sided Originals)

Use the DADF to automatically scan and transmit 2-sided documents.

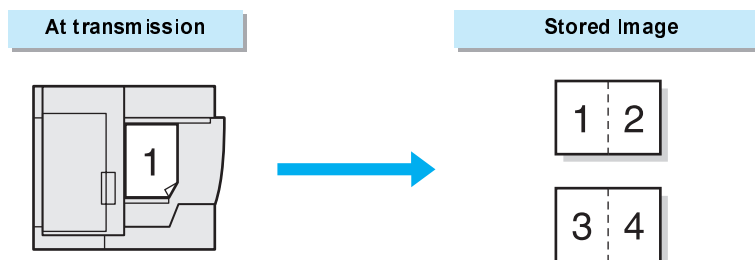
Basic 2-sided documents



2-sided originals in various sizes (using Mixed Size documents)



2-sided documents by merging pages (using Multi-Up)



NOTE: When the memory is full, you cannot use the 2 Sided Originals feature. If a message appears on the screen, follow the message.

NOTE: When the 2 Sided Originals feature is selected, the document glass is not available.

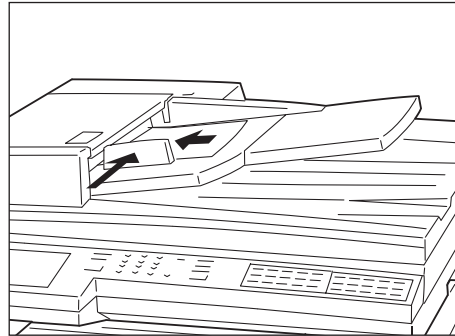
NOTE: If you select the First Page 1 Sided button in the 2 Sided Originals feature with the Multi-Up feature, the first page that the machine scans is not merged.

NOTE: The Send Header is printed on the first line for each page of the merged documents.

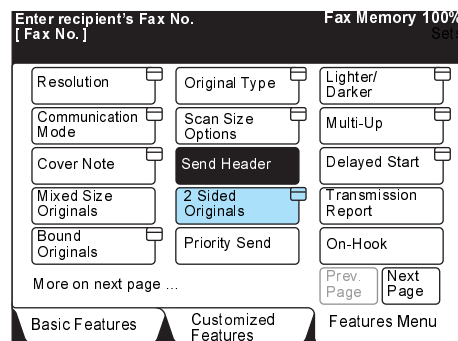
Procedure

SEE: "Loading Documents" on page 2-3

1. Load documents in the DADF.



2. Select **2 Sided Originals** on the Features Menu screen.



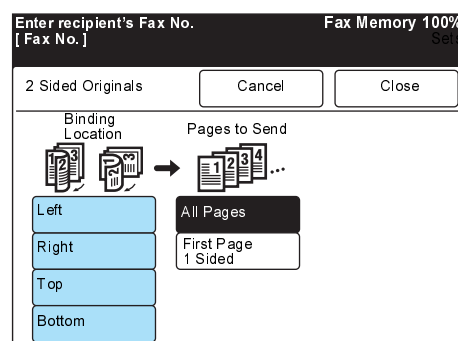
NOTE: The selected binding position determines the top-to-bottom and right-to-left orientation of images on side 1 at the remote machine.

NOTE: When Top or Bottom is selected, the second page of the documents is inversely printed.

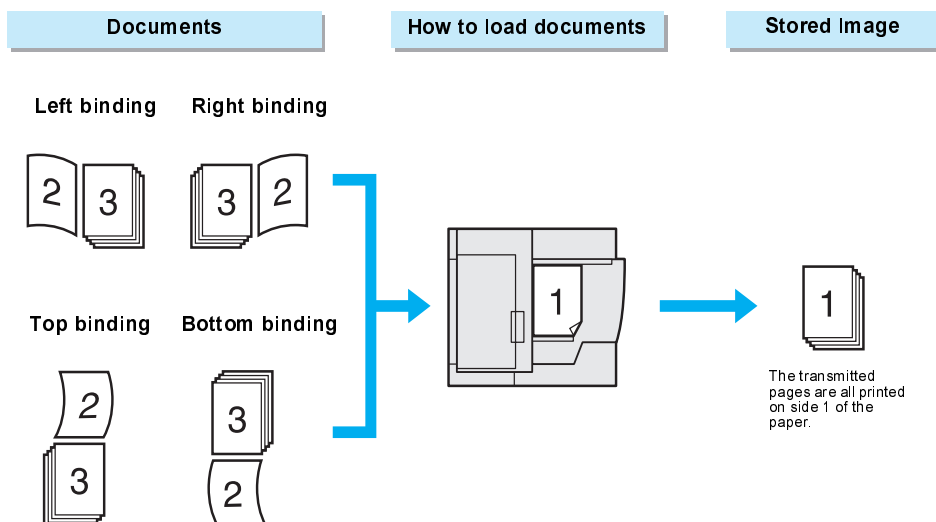
NOTE: When you select First Page 1 Sided, documents are scanned continuously. Do not select Next Original while scanning; if you do select Next Original, side 2 of the first page is not transmitted after scanning.

NOTE: Do not exceed the capacity of the DADF.

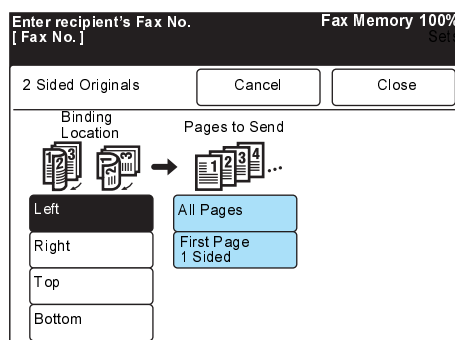
3. Select **Left**, **Right**, **Top**, or **Bottom** according to the binding position of the documents.



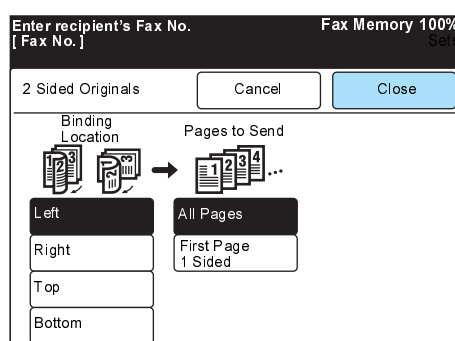
- Binding position and orientation of documents



- When transmitting all pages, select **All Pages**. When you want to transmit the first page of your job without printing the second side, select **First Page 1 Sided**.

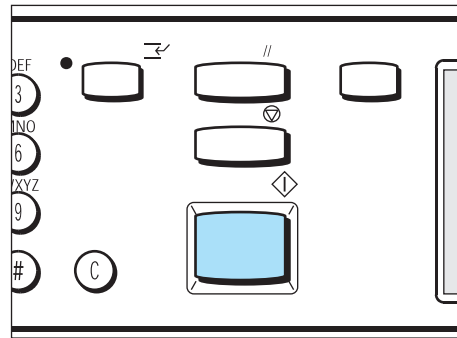


- Select **Close**.



6. Dial a remote party, then press **Start**.

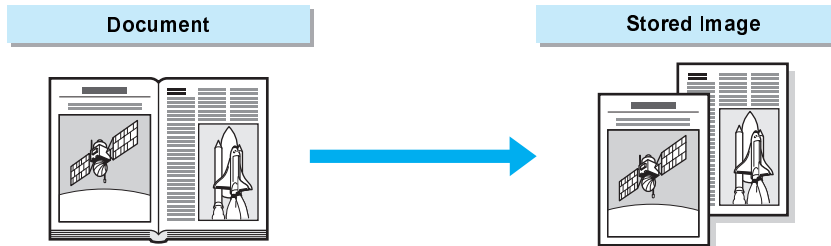
SEE: "Dialing" on page 3-6



Scanning and transmission begin.

Transmitting Bound Originals as separate sheets

You can transmit the left and right pages of a bound document onto separate sheets.



IMPORTANT: You cannot select the **Bound Originals** feature when documents are loaded in the DADF.

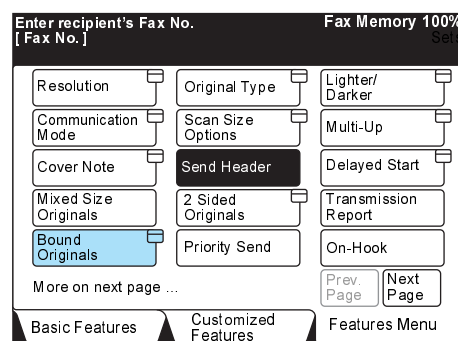
IMPORTANT: A document of non-standard size or undetectable size may not be divided equally in half.

Procedure

1. Place the bound original on the document glass as shown.

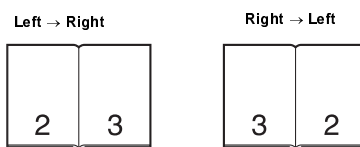


2. Select **Bound Originals** on the Features Menu screen.

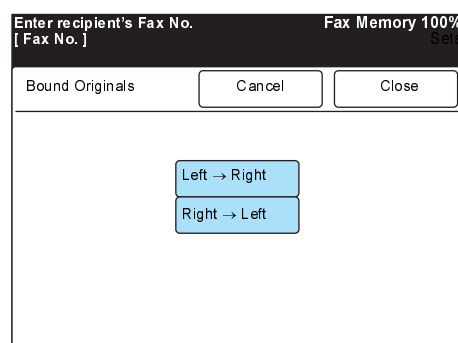


NOTE: Select the appropriate option to make copies in the correct sequence.

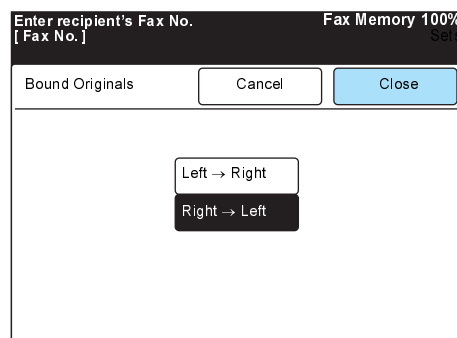
3. Touch **Left → Right** or **Right → Left**.



For example, select **Left → Right**.

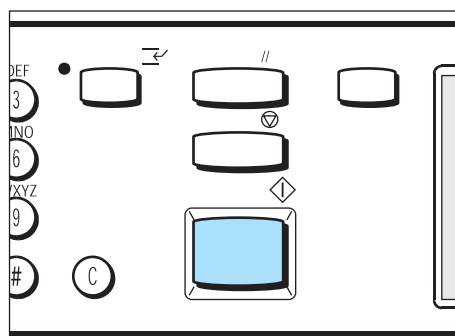


4. Select **Close**.



SEE: "Dialing" on page 3-6

5. Dial a remote party, then press **Start**.



The left and right pages of the bound document will be printed onto separate sheets.

Sending an urgent job (Priority Send)

You can transmit or poll documents ahead of the already stored documents, if required.

Or the pending documents can also be given priority.

NOTE: If the Priority Send feature is selected during transmission, it will be performed after the transmission.

NOTE: If the Priority Send feature is selected for a Delayed Start job, is given priority over other jobs at that time.

NOTE: The Priority Send feature cannot be set for each destination for Broadcast and Multipolling jobs.

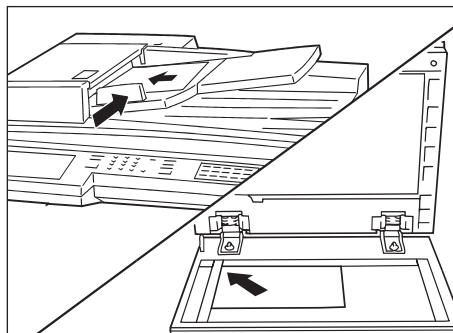
NOTE: Jobs already given priority cannot be prioritized again.

SEE: "Reviewing Pending Jobs" to set the Priority Send feature for the pending job.

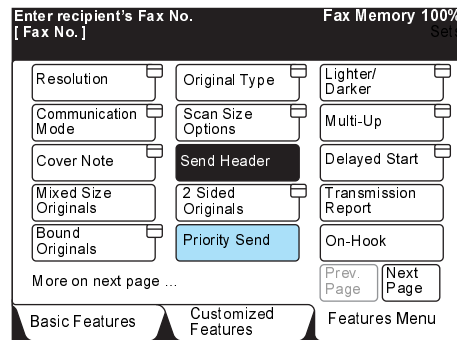
Procedure

SEE: "Loading Documents" on page 2-3

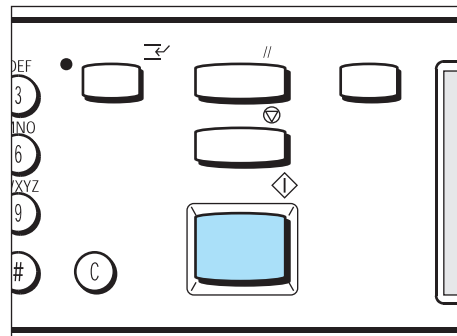
1. Load documents.



2. Select **Priority Send** on the Features Menu screen.



3. Dial a remote party, then press **Start**.



Scanning and transmission begin.

Using the Mailbox Feature (Remote Mailbox / Local Mailbox)

You can send/receive a confidential document using mailboxes on your local and remote machines.

These are the following Remote Mailbox features:

Send to Mailbox

Transmits a document to a mailbox on the remote terminal.

NOTE: The password is a four-digit number specified when registering a mailbox.

NOTE: Depending on the mailbox settings, a password may not be required.

Receive in Mailbox

Receives a document in a mailbox on your machine and prints it using a password.

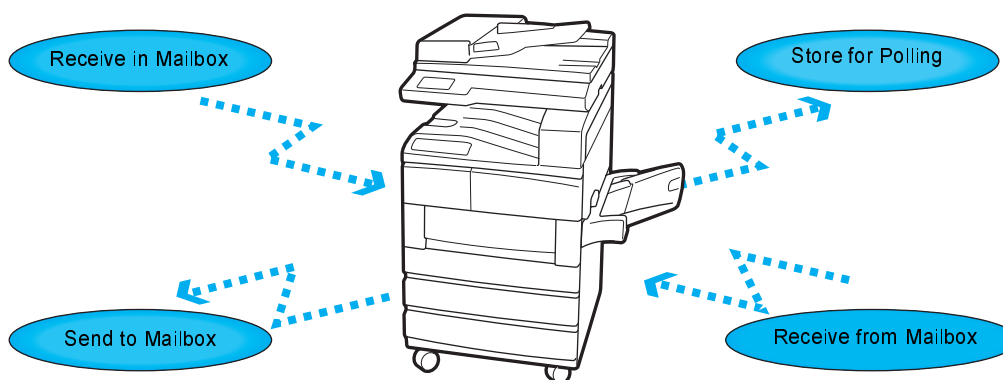
NOTE: Depending on the mailbox settings, the password may not be required.

Retrieve from Mailbox

Retrieves a document from a mailbox on the remote terminal.

Store for Polling

Stores a document into a mailbox on your machine. The document can be retrieved by a remote party.



Before performing a Send to Mailbox or Retrieve from Mailbox operation, a mailbox must exist on the remote machine.

Similarly before performing a Receive in Mailbox or Store for Polling operation, a mailbox must exist on your machine.

The mailbox can store documents and allows you to communicate confidential documents by using the four-digit password.

SEE: "Creating a Mailbox" on page 7-38 for the mailbox registration.

There are three different methods for the Send to Mailbox and Retrieve from Mailbox operations:

Fax signal method

Unique transmission only for Xerox machines that have the Remote Mailbox feature.

DTMF method

G3-facsimiles that allow Manual Send or Manual Receive provide the Send to Mailbox and Retrieve from Mailbox features.

F code

Facsimiles with F code function provide the Send to Mailbox and Retrieve from Mailbox features.

The following pages describe how to use the four mailbox options in FAX signal, DTMF and F code methods.

Send to Mailbox (Fax Signal Method)

To perform this operation, you must know the mailbox number of the remote machine.

Use one of the following methods to perform a Send to Mailbox operation:

- Select the Remote Mailbox button on the Features Menu screen
- Use a speed dial with the mailbox feature programed

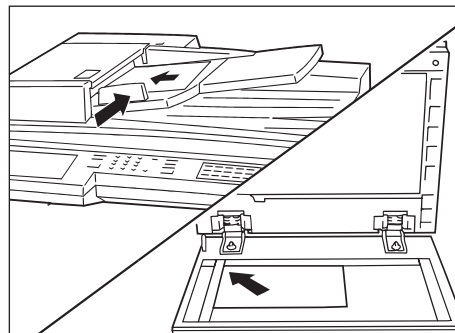
SEE: “Setting a Speed Dial” on page 7-14 for the speed dial registration.

Here, we explain how to use the Remote Mailbox button.

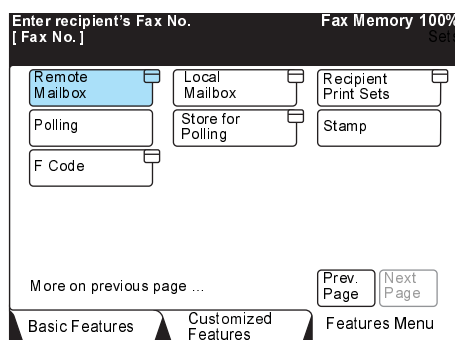
Procedure

1. Load documents.

SEE: “Loading Documents” on page 2-3



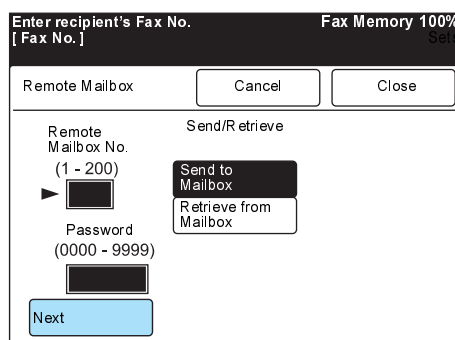
2. Select **Next Page** on the Features Menu screen, and then **Remote Mailbox**.



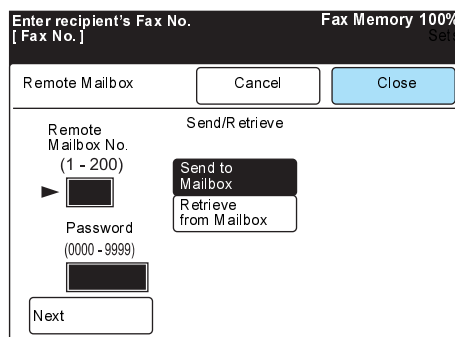
NOTE: You can transmit a document without entering a password for the remote machine.

NOTE: If the password is incorrect, the document cannot be transmitted depending on the mailbox settings.

3. Enter the mailbox number of the remote machine using the keypad.

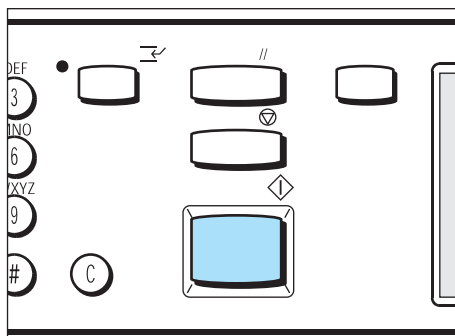


4. Select **Close**.



SEE: "Dialing" on page 3-6 for dialing a remote party.

5. Dial a remote party, then press **Start**.



Send to Mailbox (DTMF Method)

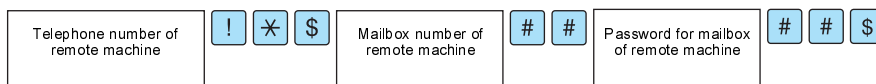
To perform this operation, you must know a mailbox number of the remote machine.

Use one of the following two methods to carry out a Send to Mailbox operation:

- Automatic transmission (on-hook) or programing a speed dial

NOTE: This transmission is available only for Xerox machines compatible with DTMF method.

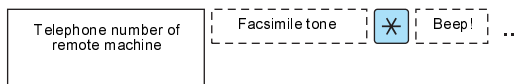
Dialing format is as follows.



- Manual Send (off-hook or on-hook transmission)

NOTE: G3 facsimile can transmit a document to this machine.

Dialing format is as follows.

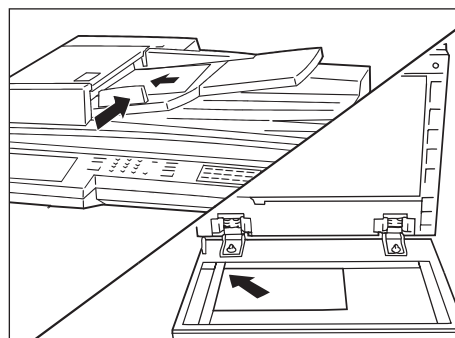


The next page describes how to carry out the automatic transmission (on-hook) to a mailbox.

Procedure

SEE: "Loading Documents" on page 2-3

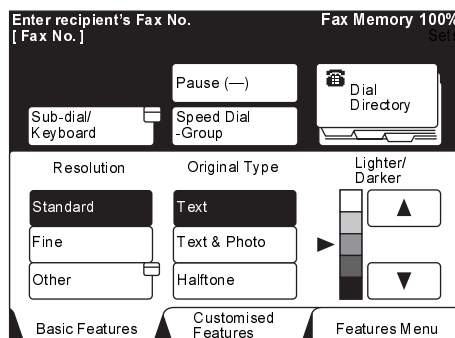
1. Load documents.



NOTE: Select **Sub-dial/Keyboard** to enter the symbols, e.g. ! or *.

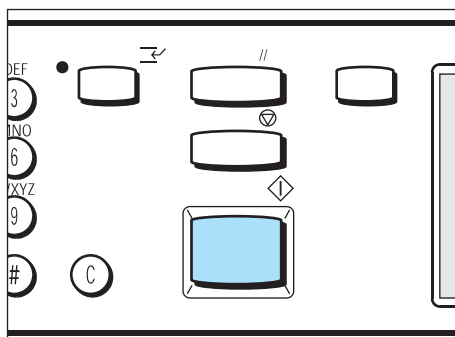
SEE: “Entering Text” on page 1-9 for entering the symbols, e.g. ! or *.

2. Enter the following.



“Remote telephone number” ! * \$ “Mailbox number” ## “password”
\$

3. Press **Start**.



Send to Mailbox (F Code)

If the remote party has the Mailbox function, you can send to a mailbox by specifying the F code (sub-address) and a password as required. Before performing this operation, confirm the F code (sub-address) and the password of the remote terminal.

(Example) When transmitting to this machine type

- F code (sub-address): “0” + Mailbox No.
- Password (as required): Mailbox password

NOTE: We recommend the use of the FAX signal method for Send to Mailbox between machines of this model.

Use one of the following two methods to carry out a Send to Mailbox operation:

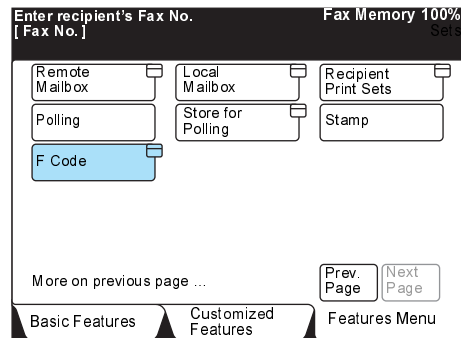
- Setting the F Code on the Features Menu
- Use the dialing format

Setting F Code on the Features Menu

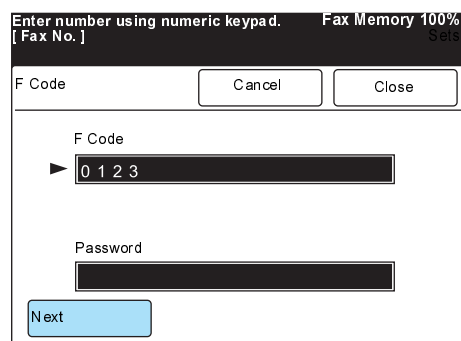
Procedure

SEE: "Loading Documents" on page 2-3

1. Load documents.
2. Select **Next Page** on the Features Menu screen, and then **F Code**.



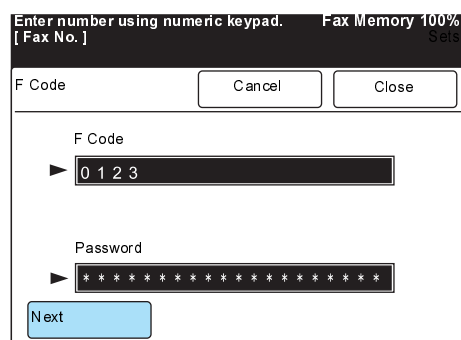
3. Use the keypad to enter the F code and select **Next**.



(Example) F code: 0123

► will be displayed to the left of the password box.

4. Use the keypad to enter the password and select **Next**.



5. Select **Close**.

6. Dial a remote party, then press **Start**.

Using the dialing format

Procedure

1. Load documents.
2. Select **Sub-dial/Keyboard** to display the keyboard on the touch panel display.
3. Enter the following.
"Telephone number" F "F code (sub-address)" P "Password"
4. Press **Start**.

SEE: "Loading Documents" on page 2-3

NOTE: The characters that can be used for F code are 0 - 9, and space.

NOTE: The characters that can be used passwords are 0 - 9, #, * and space.

NOTE: Input the password when required.

Receive in Mailbox

Received documents are stored in the mailbox.

When you use the Receive in Mailbox function by F code, inform the remote machine of the following data:

- F code (sub-address): 0 + Mailbox No.
- Password (as required): Mailbox password

When a document is received into a mailbox, the Job in Memory indicator light is lit and a Mailbox Report is printed.

The Mailbox Report includes the mailbox number and name.

Here, we explain how to print the documents received in the mailbox.

NOTE: Receive in Mailbox in DTMF method is possible with this machine, but the only digits that can be received are numerals, *, and #.

NOTE: Depending on the report print settings, the Mailbox Report will not be printed in some cases, even for Receive in Mailbox.

Mailbox Report

Date/Time
63 Local Terminal ID
64 Local Terminal ID
Local Name
Company Logo

01- 9- 3:11:59AM
12345679
81-ABC
81-ABC
DEF
XYZ

A document is in Mailbox.

Mailbox No. : 001
Mailbox Name: abc box
File No. : 0112 Stored Type:Store for Poll

Please pass this Mailbox Report
to the owner above.

Follow the steps to print a mailbox document:
[Features Menu] in Fax->[Local Mailbox]
->Enter [Mailbox No.] and [Password]->
[Print/Delete Documents]->[Select
Document No.] or [All Documents]->
[Print] -> Start

Procedure

1. Select **Next Page** on the Features Menu screen, and then **Local Mailbox**.

Enter recipient's Fax No.
[Fax No.]

Fax Memory 100%
Sets

Remote Mailbox	Local Mailbox	Recipient Print Sets
Polling	Store for Polling	Stamp
F Code		

More on previous page ...

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2. Enter a mailbox number using the keypad, and select **Next**.

Enter Mailbox No. and Password

Fax Memory 100%
Sets

Local Mailbox

Cancel

Own Mailbox No.
(1-200)

▶ 1

Password
(0000 - 9999)

Store/Retrieve

Store for Polling

Print/Delete Documents

Next

Save

NOTE: Depending on the mailbox settings, the password may not be required.

NOTE: Depending on the mailbox settings, if the entered password is incorrect, an input error tone will sound when Save is selected. Buttons such as Print/Delete Documents will be greyed out.

NOTE: If there are no documents in the mailbox, buttons such as Print/Delete Documents will be greyed out.

IMPORTANT: If Store for Polling documents are also in the same mailbox, these documents will also be printed and the document data will be deleted. The data of printed documents can be saved by changing the mailbox settings.

3. Use the keypad to enter the password and select **Save**.

4. Select **Print/Delete Documents**.

5. Select the document to be printed and then select **Print**.

The received document is printed.

Retrieve from mailbox (FAX Signal Method)

Use one of the following Fax signal methods to carry out a Retrieve from Mailbox operation:

- Select the Remote Mailbox button on the Features Menu screen
- Use a speed dial with the mailbox feature programed

SEE: "Setting a Speed Dial" on page 7-14 for the speed dial registration.

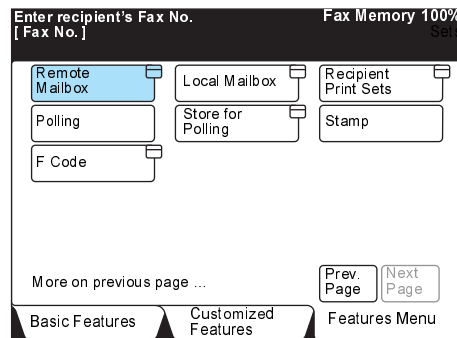
Here, we explain how to use the Remote Mailbox button.

For Retrieve from Mailbox, the password and the mailbox number for the remote machine are required.

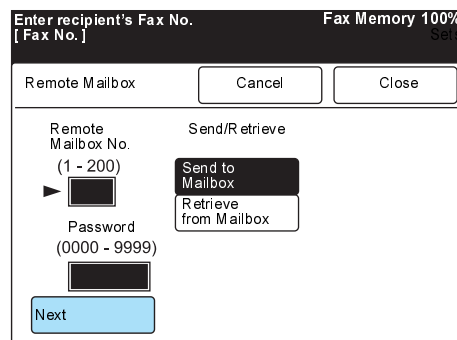
NOTE: You cannot retrieve documents from multiple mailboxes by one polling.

Procedure

1. Select **Next Page** on the Features Menu screen, and then **Remote Mailbox**.



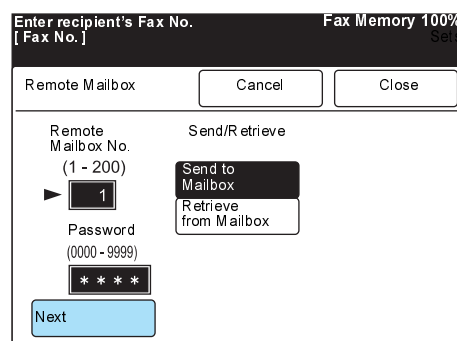
2. Enter a mailbox number using the keypad, and select **Next**.



NOTE: Depending on the mailbox settings, if the entered password is incorrect, the Retrieve from Mailbox cannot be performed.

NOTE: Depending on the mailbox settings, the password may not be required.

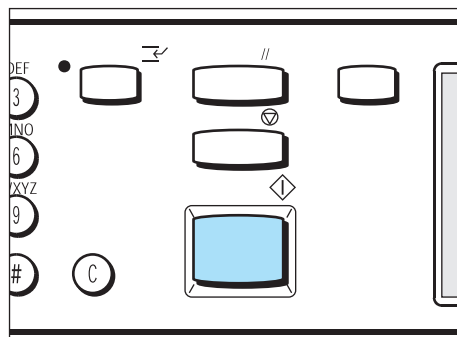
3. Use the keypad to enter the password and select **Next**.



4. Select **Retrieve from Mailbox**.

5. Select **Close**.

SEE: "Dialing" on page 3-6 for dialing a remote party.

6. Dial a remote party, then press **Start**.

Retrieve From Mailbox (DTMF Method)

Use one of the following DTMF methods to carry out a Retrieve from Mailbox operation:

- Automatic polling or programing in a speed dial

NOTE: This method is available only for the transmission between the machines of this model.

Dialing format is as follows.

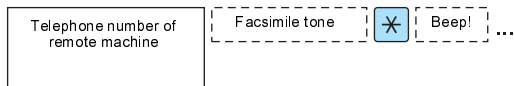
Telephone number of remote machine	!	*	\$	*	\	Mailbox number of remote machine	\	#	#	\$
------------------------------------	---	---	----	---	---	----------------------------------	---	---	---	----

NOTE: If the \ is not shown on the keyboard select the yen (¥) symbol.

➤ Manual polling

NOTE: G3 facsimile can transmit a document to this machine.

Dialing format is as follows.



Here, we explain how to carry out automatic polling.

For Retrieve from Mailbox, the password and the mailbox number for the remote machine are required.

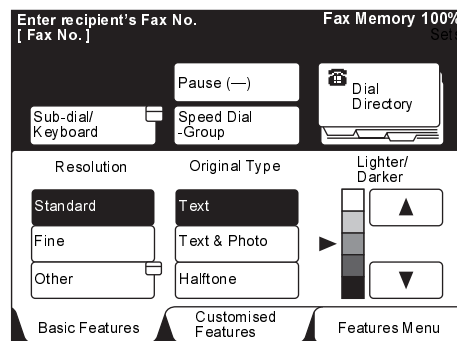
NOTE: You cannot retrieve documents from multiple mailboxes by one polling.

Procedure

NOTE: Select Sub-dial/Keyboard to enter the symbols.

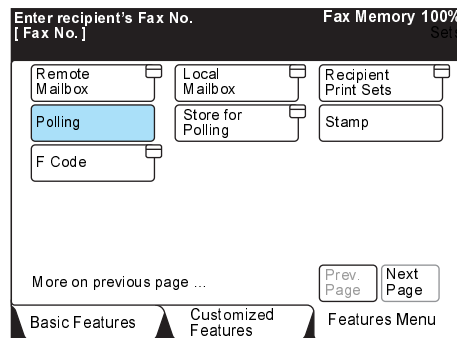
SEE: “Entering Text” on page 1-9 for entering the symbols, e.g. ! or *.

1. Enter the following.

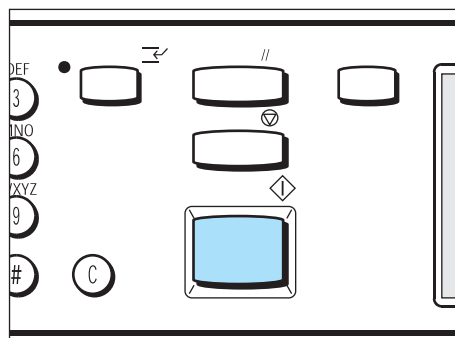


“Remote telephone number” ! * \$ “Mailbox number of remote party”
* * \ “password” \ # # \$

2. Select **Next Page** on the Features Menu screen, and then **Polling**.



3. Press **Start**.



Retrieve From Mailbox (F Code)

If the remote party has the mailbox function, you can retrieve from mailbox by using F code (sub-address) and a password as required. Before performing this operation, confirm the F code (sub-address) and the password of the remote terminal.

When you allow a remote party to retrieve documents from the mailbox of this machine, inform the remote party of the following data:

- F code (sub-address): 0 + Mailbox No.
- Password (as required): Mailbox password

NOTE: We recommend the use of the Fax signal method for Retrieve from Mailbox between the machines of this model.

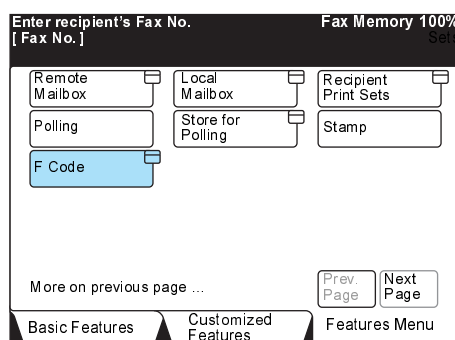
Use one of the following two methods to carry out a Retrieve from Mailbox operation:

- Setting F Code on the Features Menu
- Using the dialing format

Setting the F Code on the Features Menu

Procedure

1. Select **Next Page** on the Features Menu screen, and then **F Code**.



2. Use the keypad to enter the F code and select **Next**.

Enter number using numeric keypad. [Fax No.] Fax Memory 100% Sets

F Code Cancel Close

F Code
▶ 0 1 2 3

Password

Next

(Example) F code: 0123

The arrow will be displayed to the left of the password box.

3. Use the keypad to enter the password and select **Next**.

Enter number using numeric keypad. [Fax No.] Fax Memory 100% Sets

F Code Cancel Close

F Code
▶ 0 1 2 3

Password

Next

4. Select **Close**.

Enter number using numeric keypad. [Fax No.] Fax Memory 100% Sets

F Code Cancel Close

F Code
▶ 0 1 2 3

Password

Next

5. If necessary select **Prev. Page** on the Features Menu screen, and then **Polling**.

Enter recipient's Fax No. [Fax No.] Fax Memory 100% Sets

Remote Mailbox Local Mailbox Recipient Print Sets

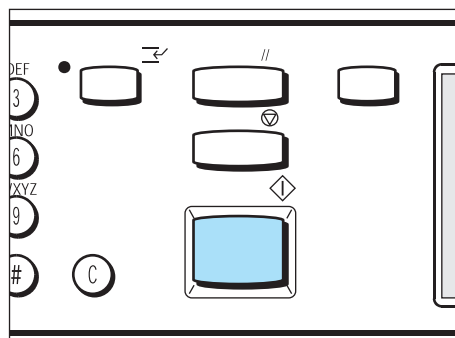
Polling Store for Polling Stamp

F Code

More on previous page ... Prev. Page Next Page

Basic Features Customized Features Features Menu

6. Dial a remote party, then press **Start**.



Using the dialing format

Procedure

1. Select **Sub-dial/Keyboard** to display the keyboard on the touch panel display.
2. Enter the following.
“Telephone number” F “F code (sub-address)” P “Password”
3. Select **Next Page** on the Features Menu screen, and then **Polling**.
4. Press **Start**.

NOTE: The characters that can be used for F code are 0 - 9, and space.

NOTE: The characters that can be used for password are 0 - 9, #, * and space.

Store for Polling

The Store for Polling feature allows you to store a document into the mailbox on your machine.

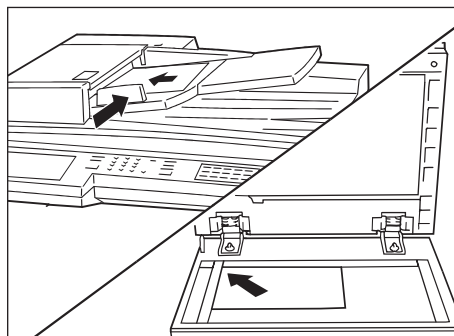
NOTE: The documents stored by the Store for Polling operation can be printed and deleted from the mailbox on your machine.

SEE: “Printing/Deleting documents in a mailbox” on page 6-76 for the documents stored by the Store for Polling operation.

Procedure

SEE: "Loading Documents" on page 2-3

1. Load documents.



2. Specify required features.

Enter recipient's Fax No.
[Fax No.]

Fax Memory 100%
Sets

Resolution	Original Type	Lighter/Darker
Communication Mode	Scan Size Options	Multi-Up
Cover Note	Send Header	Delayed Start
Mixed Size Originals	2 Sided Originals	Transmission Report
Bound Originals	Priority Send	On-Hook
More on next page ...		Prev. Page Next Page

Basic Features Customized Features Features Menu

3. Select **Next Page** on the Features Menu screen, and then **Local Mailbox**.

Enter recipient's Fax No.
[Fax No.]

Fax Memory 100%
Sets

Remote Mailbox	Local Mailbox	Recipient Print Sets
Polling	Store for Polling	Stamp
F Code		
More on previous page ...		Prev. Page Next Page

Basic Features Customized Features Features Menu

4. Enter a mailbox number using the keypad, and select **Next**.

Enter Mailbox No. and Password

Fax Memory 100%
Sets

Local Mailbox

Cancel

Own Mailbox No.
(1-200)

1

Password
(0000 - 9999)

Next Save

Store/Retrieve

Store for Polling

Print/Delete Documents

The arrow will be displayed to the left of the password box.

NOTE: Depending on the mailbox settings, if the entered password is incorrect, an input error tone will sound when Save is selected. Buttons such as Print/Delete Documents will be greyed out.

5. Use the keypad to enter the password and select **Save**.

6. Select **Store for Polling**, and press **Start**.

The documents are stored in the mailbox.

Printing and Deleting Mailbox Documents for Polling

You can print and delete the documents stored by the Store for Polling operation.

When you print the documents retrieved to be polled, the documents are deleted from the mailbox.

NOTE: The data of printed or retrieved documents can be saved by changing the mailbox settings.

Procedure

1. Select **Next Page** on the Features Menu screen, and then **Local Mailbox**.

2. Enter a mailbox number using the keypad, and select **Next**.

NOTE: Depending on the mailbox settings, if the password is incorrect, an input error tone will sound when Save is selected. Buttons such as Print/Delete Documents will be greyed out.

3. Use the keypad to enter the password and select **Save**.

4. Select **Print/Delete Documents** to print or delete the document to be polled from your mailbox.

IMPORTANT: If you select **All Documents and Delete**, all received documents in the mailbox and documents to be polled will be deleted from the memory.

5. Touch **Select Document No.** and enter the number of a document to be deleted or printed.

- To select all the documents to be deleted or printed from the mailbox, select **All Documents**.

6. Select **Delete** or **Print**.
7. Press **Start** for printing.
Select **Yes** on the confirmation screen for deleting.

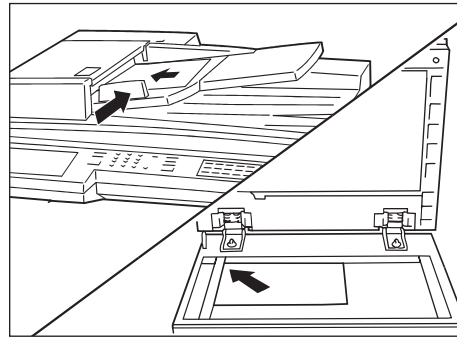
Remote Copy (Recipient Print Sets)

NOTE: The Recipient Print Sets feature allows you to transmit documents and print multiple copies of the documents at the remote machine.

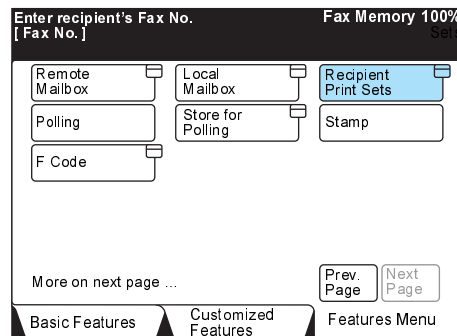
Procedure

SEE: "Loading Documents" on page 2-3

1. Load documents.

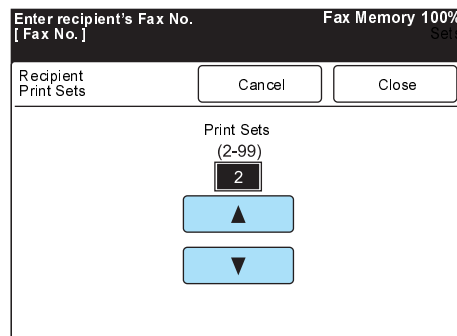


2. Select **Next Page** on the Features Menu screen, and then **Recipient Print Sets**.

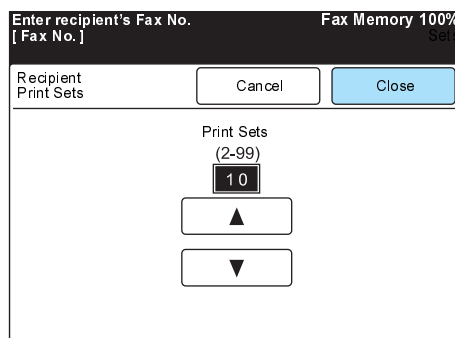


NOTE: The number of print sets can be specified for from 2 to 99.

3. Specify the number of print sets using ▲ or ▼.

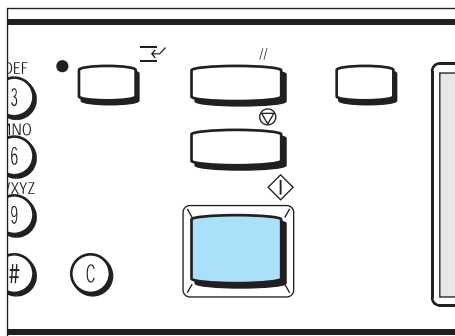


4. Select **Close**.



SEE: "Dialing" on page 3-6

5. Dial a remote party, then press **Start**.



Scanning and transmission begin.

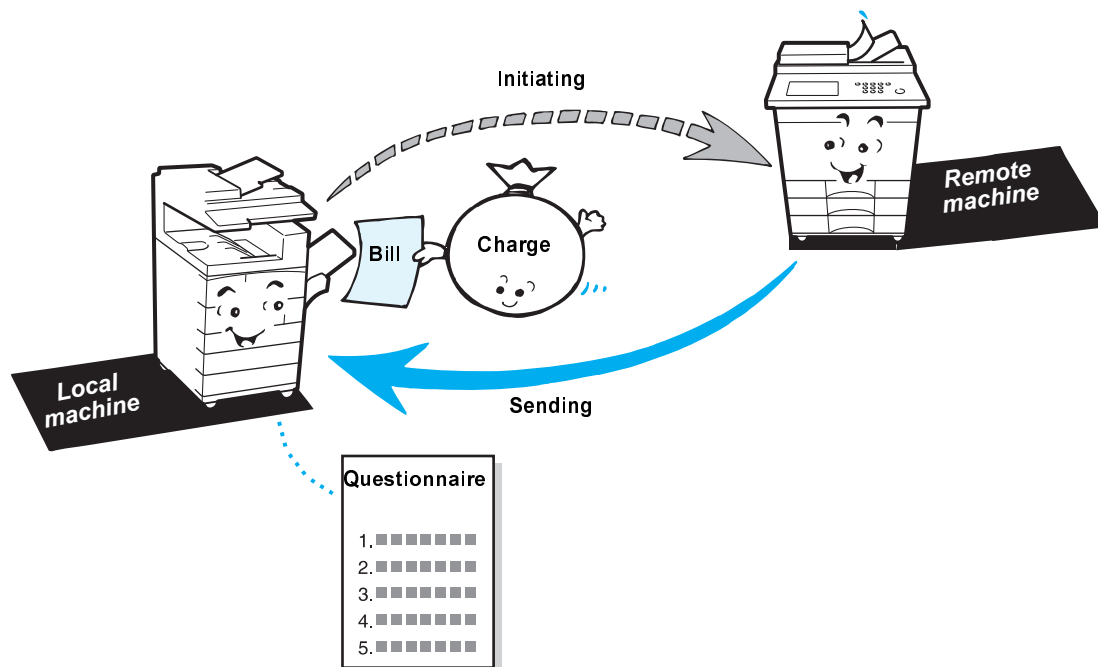
Retrieving a document from remote machine(s) (Polling)

To retrieve a document from a remote machine is known as polling. You will be billed for the transmission fee.

You can also poll several machines. This process is known as Multi-Polling.

NOTE: Depending on the remote machine, the Polling feature may be unavailable.

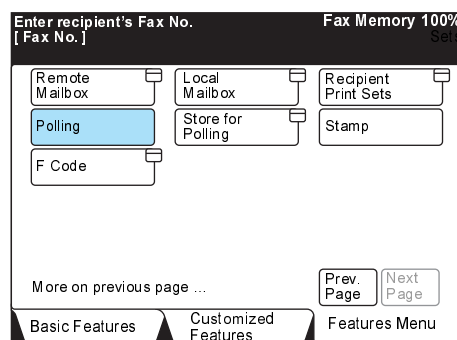
NOTE: The maximum number of remote machines that you can designate at a time is as follows: Keypad dialing (200 locations - 999 locations when optional speed dial expansion kit has been installed); Speed dialing (200 locations); Using the keypad in combination with speed dialing (399 locations - 1,198 locations when optional speed dial expansion kit has been installed).



NOTE: When you specify the Delayed Start feature with Polling, you can retrieve a document at a certain time. This process is known as Delayed Polling.

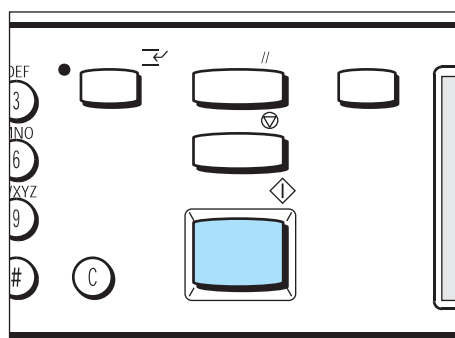
Procedure

1. Select **Next Page** on the Features Menu screen, and then **Polling**.



SEE: "Dialing" on page 3-6

2. Dial a remote party, then press **Start**.

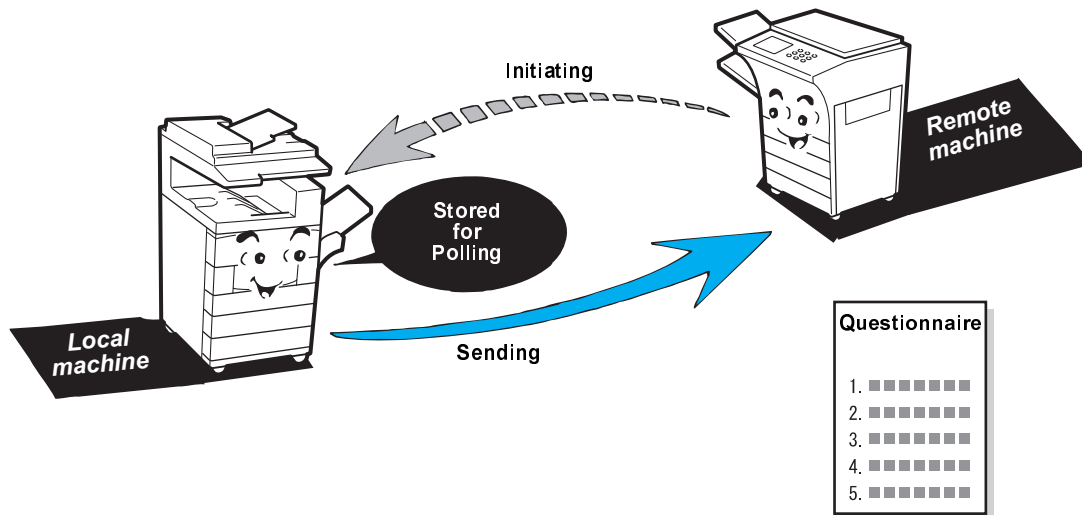


If you use multi-polling operation, dial multiple telephone numbers.

Preparing to be Polled (Store for Polling)

You can store documents in memory to allow a remote machine to poll your machine. This process is known as Store for Polling.

NOTE: The polled documents can be deleted from the memory automatically after being transmitted. For details, see “User Options for Custom Presets” on page 8-1.

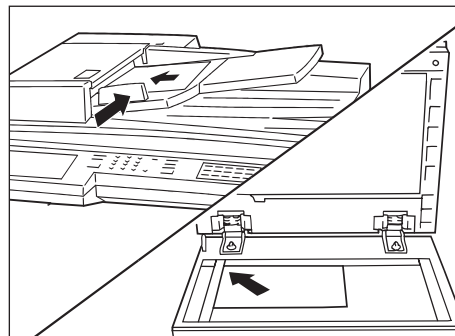


Storing Documents for Being Polled

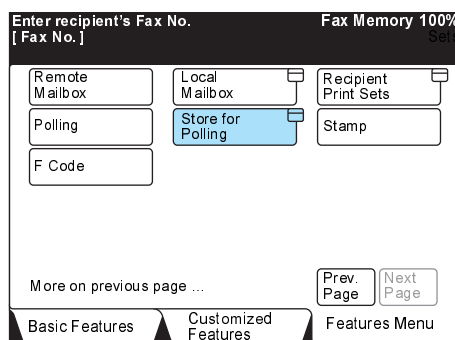
Procedure

SEE: “Loading Documents” on page 2-3

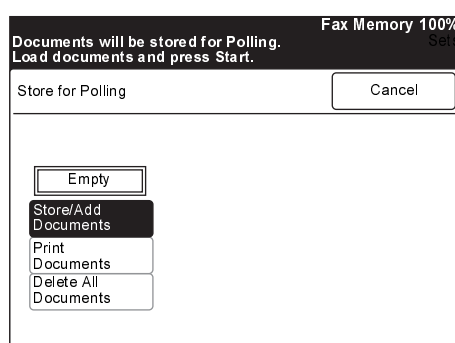
1. Load documents.



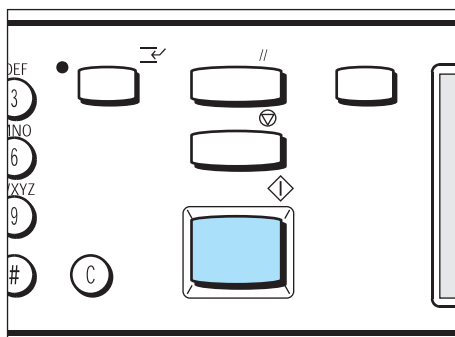
2. Select **Next Page** on the Features Menu screen, and then **Store for Polling**.



3. Select **Store/Add Documents**.



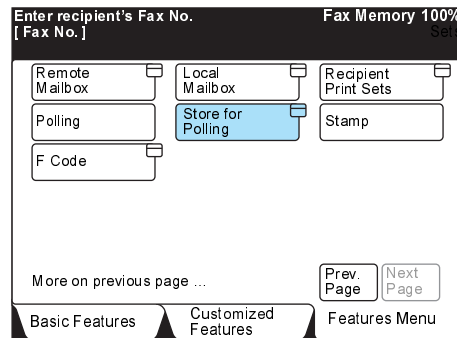
4. Press **Start**.



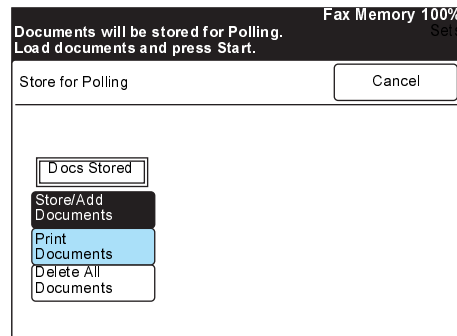
Printing documents to be Polled

Procedure

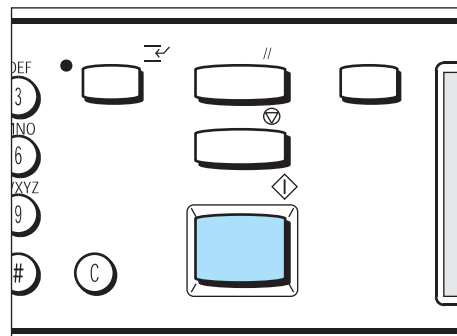
1. Select **Next Page** on the Features Menu screen, and then **Store for Polling**.



2. Select **Print Documents**.



3. Press **Start**.

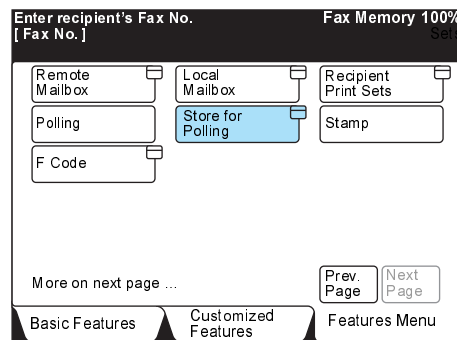


The stored documents to be polled will be printed.

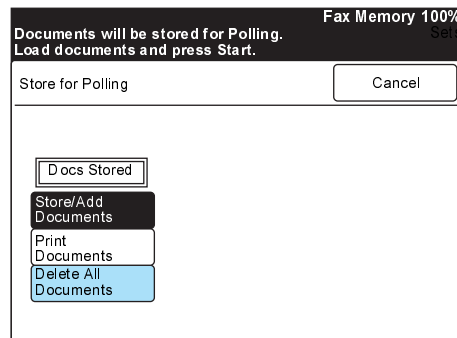
Deleting all the documents to be polled

Procedure

1. Select **Next Page** on the Features Menu screen, and then **Store for Polling**.

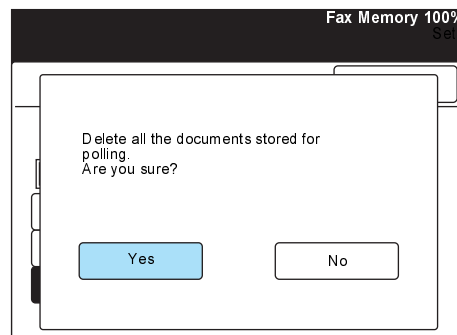


2. Select **Delete All Documents**.



3. Select **Yes**.

NOTE: If you select **No**, the stored documents to be polled will not be deleted.



All the stored documents to be polled will be deleted.

Job memory operation (Stored Jobs)

The Stored Jobs feature is used to carry out a series of facsimile operations frequently performed on the machine by pressing one button.

If you usually perform the same sending/receiving operations, you can save time by programming the steps.

This section describes how to program and use the Stored Jobs feature.

Programing a Job

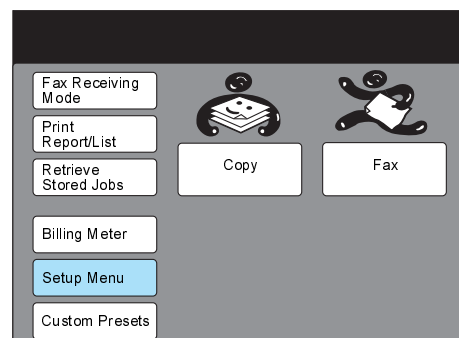
Here, we explain the procedure to program routine operations into the Stored Jobs feature.

The machine has 20 buttons for stored jobs located on the third one touch panel of the control panel.

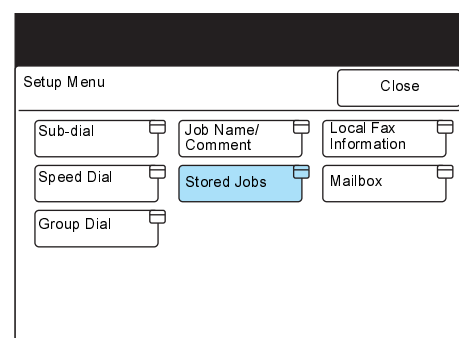
You can program 58 steps for each Stored Job button. One step means an operation that you select a button on the screen for or you press a button on the control panel.

Procedure

1. Select **Setup Menu** on the Menu screen.



2. Select **Stored Jobs**.



3. Select the job number or use ▲ or ▼ to select.

Select an item.

Setup - Stored Jobs Close

Job No.	Job Name
1	(Not Entered)
2	(Not Entered)
3	(Not Entered)
4	(Not Entered)
5	(Not Entered)
6	(Not Entered)
7	(Not Entered)
8	(Not Entered)
9	(Not Entered)
10	(Not Entered)

▲ ▼ Prev. page Next page Enter/Change

4. Select **Enter/Change**.
5. If you want to add a comment to the job, touch **Enter Job Name**.

NOTE: If a job is already programed, you can only change the comment; however, you cannot add or delete any operation steps. To change the job contents, select **Delete Job** and program the job again.

Select 'Start Program' to make selections and press Start or Clear All to store.

Setup - Stored Jobs 1 Save

Status	Job No.	Name/Comment
Empty		
Delete Job	No Job Name	
Start Program	Enter Job Name	

If you do not want to add a comment to the job, go to Step 9.

6. If the desired comment already exists, select the No. or use ▲ or ▼ to select it, and go to Step 8.

Stored Jobs 1 - Enter Job Name Save

Job No.	Name/Comment
1	Send Mail 1
2	(Not Entered)
3	(Not Entered)
4	(Not Entered)
5	(Not Entered)
6	(Not Entered)
7	(Not Entered)
8	(Not Entered)
9	(Not Entered)
10	(Not Entered)

▲ ▼ Prev. page Next page Enter/Change

7. If a comment is blank, select the No. or use ▲ or ▼ to program a new comment, select **Enter/Change**, and go to Step 8.

SEE: "Entering Text" on page 1-9 for entering text.

8. Enter a comment, and select **Save**.

No. 2
Enter/Change

Cancel Save

Send Mail 2

1 2 3 4 5 6 7 8 9 0 Backspace

A B C D E F G H I J Space

K L M N O P Q R S T

U V W X Y Z

Shift

Symbol Alpha-numeric

9. The comment you have selected is highlighted, and select **Save**.

Stored Jobs 1
- Enter Job Name

Save

Job No.	Job Name
1	Send Mail 1
2	Send Mail 2
3	(Not Entered)
4	(Not Entered)
5	(Not Entered)
6	(Not Entered)
7	(Not Entered)
8	(Not Entered)
9	(Not Entered)
10	(Not Entered)

▲ ▼ Prev. page Next page Enter/Change

NOTE: To delete all programmed steps, select **Delete Job**.

10. Select **Start Program**.

Select 'Start Program' to make selections and press Start or Clear All to store.

Setup - Stored Jobs 1

Save

Status	Job No.	Name/Comment
Empty	2	Send Mail 2
Delete Job	No Job Name	
Start Program	Enter Job Name	

NOTE: When programming the job, an operational tone sounds.

11. Select an option to program.

Fax Receiving Mode

Print Report/List

Retrieve Stored Jobs

Billing Meter

Setup Menu

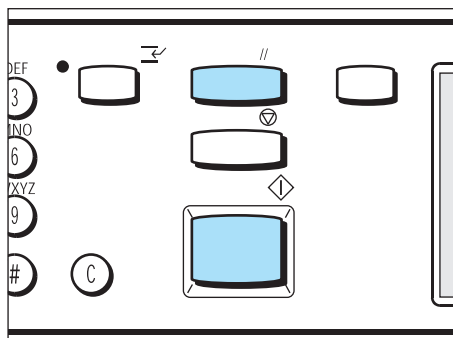
Custom Presets

Copy Fax

Select the options in sequence to program.

NOTE: To complete the programming, you can also select On-hook or the other buttons to make prints.

12. Press **Clear All** or **Start** to complete the programming.

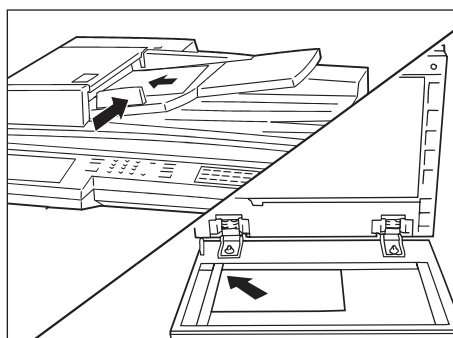


Using the Programed Stored Jobs

Follow the steps below to use the programed Stored Jobs.

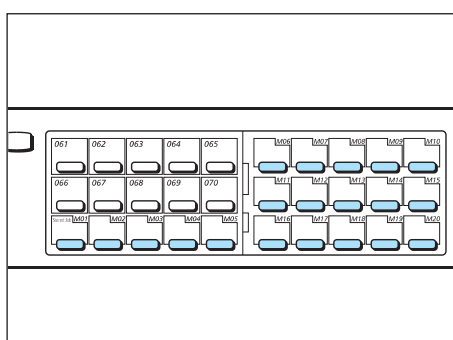
Procedure

1. Load documents, if necessary.



NOTE: Stored Jobs 1-20 correspond to M01-M20.

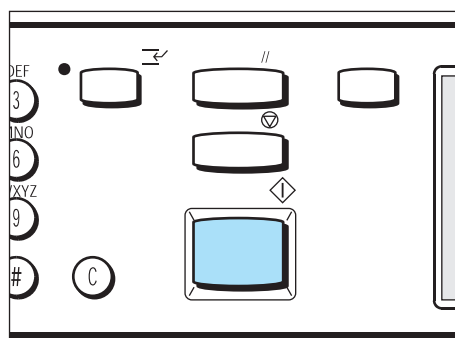
2. Turn over the one touch panel as shown on the right, and press a Stored Jobs button from M01 to M20.



NOTE: Stored Jobs can be selected and used by selecting Retrieve Stored Jobs on the Menu screen.

The options stored in the Stored Jobs will be carried out.

3. Press **Start** to transmit the job.



Printing/Deleting documents in a mailbox

You can print or delete documents stored in mailboxes manually or automatically.

Printing Documents in Mailbox

When a mailbox is set to print documents, they are automatically printed when stored.

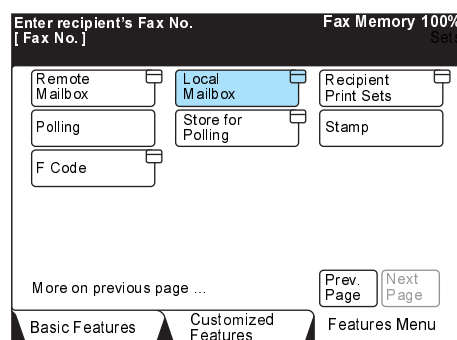
The following explains the manual printing method.

SEE: "Creating a Mailbox" on page 7-38 for programming mailboxes to print documents.

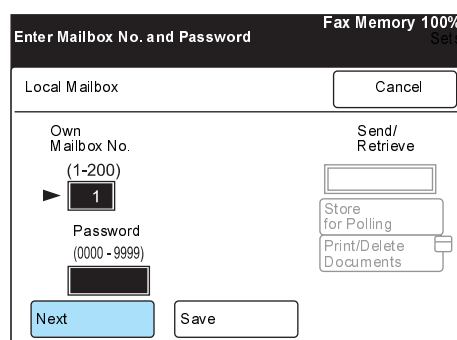
Procedure

NOTE: A password may be required, depending on the setting of the mailbox selected.

1. Select **Next Page** on the Features Menu screen, and then **Local Mailbox**.



2. Enter a mailbox number using the keypad, and select **Next**.



NOTE: Depending on the Local Mailbox settings, the password may not be required.

The arrow will be displayed to the left of the password.

- Use the keypad to enter the password and select **Save**.

- Select **Print/Delete Documents**.

- When specifying the number of the document to be printed:

NOTE: Documents will be deleted after printing.

Touch **Select Document No.** and enter the number of the document to be printed.

- To print all documents:

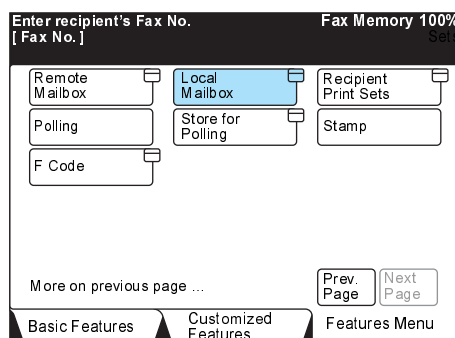
Select **All Documents**.
Select **Print**.
Press **Start**.

Deleting Documents in the Mailbox

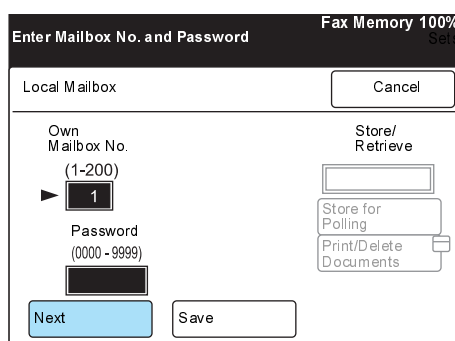
You can delete any or all documents stored in a mailbox.

Procedure

1. Select **Next Page** on the Features Menu screen, and then **Local Mailbox**.

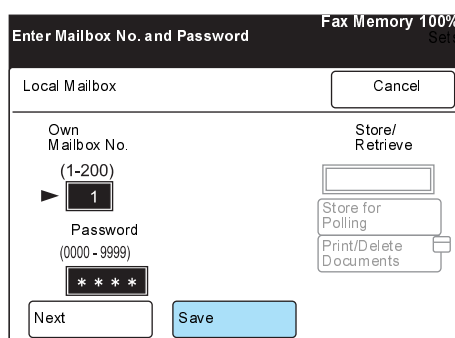


2. Enter a mailbox number using the keypad, and select **Next**.



The arrow will be displayed to the left of the password.

3. Use the keypad to enter the password and select **Save**.



NOTE: Depending on the Local Mailbox settings, the password may not be required.

4. Select **Print/Delete Documents**.

Fax Memory 100%
Set

Documents for Polling will be stored into the selected Mailbox. Load documents and press Start.

Mailbox - Print/Delete Cancel

Own Mailbox No. (1-200)
1

Password (0000 - 9999)
* * * *

Store/Retrieve
Docs Stored
Store for Polling
Print/Delete Documents

Next Save

5. When specifying the number of a document to be deleted:

Fax Memory 100%
Set

Select an option to delete or print document.

Mailbox - Print/Delete Close

Document No. (0001 - 1000)
1

Select Document No.
All Documents

Delete Print

Touch **Select Document No.** and enter the number of the document to be deleted.

➤ To delete all documents:

Select **All Documents**.

Select **Delete**.

Select **Yes** on the confirmation screen.

F Code Communication

F-code communication is a communication procedure determined by the Communication Industry Association. It relates to the facsimile transmissions using T.30 (communication standard) sub-address established by the ITU-T.

The communication between machines with the F code feature, including the machines of other manufacturers as well, enables a variety of features that use F codes.

F code and Password

Both F codes and passwords are used in F code communication.

In some cases, F code is called “sub-address” by other manufacturers, and registration (input) is necessary.

Input the password when required.

SEE: “Setting an F Code” on page 7-27

Features in F Code Communication

The following features can be used with F code communication.

Send to Mailbox

If the remote party has the mailbox function, you can send to a mailbox of the remote party by using F code (sub-address) and a password as required.

SEE: “Send to Mailbox (F Code)” on page 6-48

Receive in Mailbox

If the remote party has set an F code and a password as required for your mailbox, you can receive documents in the mailbox.

SEE: “Receive in Mailbox” on page 6-50

Retrieve from Mailbox

If the remote party has the mailbox function, you can retrieve documents from the mailbox by using F code and a password as required.

SEE: “Retrieve From Mailbox (F Code)” on page 6-56

Relay Broadcast/Remote Relay Broadcast

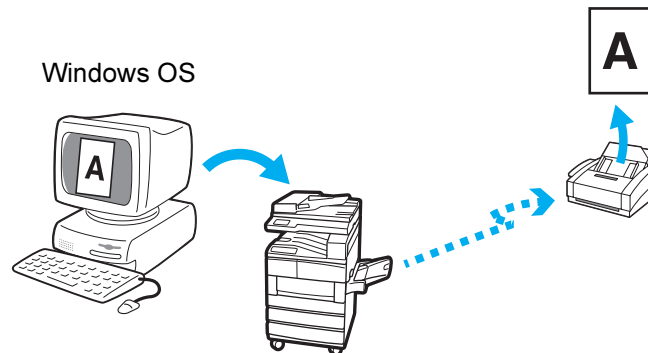
When this machine is an initiating station: For Relay Broadcast, program the F code and a password (if necessary) for the relay station.

When this machine is a relay station: For Relay Broadcast, program the F code and a password (if necessary) for this machine at the initiating station.

Direct Facsimile from PC (with Printer Feature)

You can facsimile documents created by a PC application directly from your PC, just as you would print the documents.

NOTE: The printer feature must be installed on the machine to be able to directly facsimile documents from your computer.



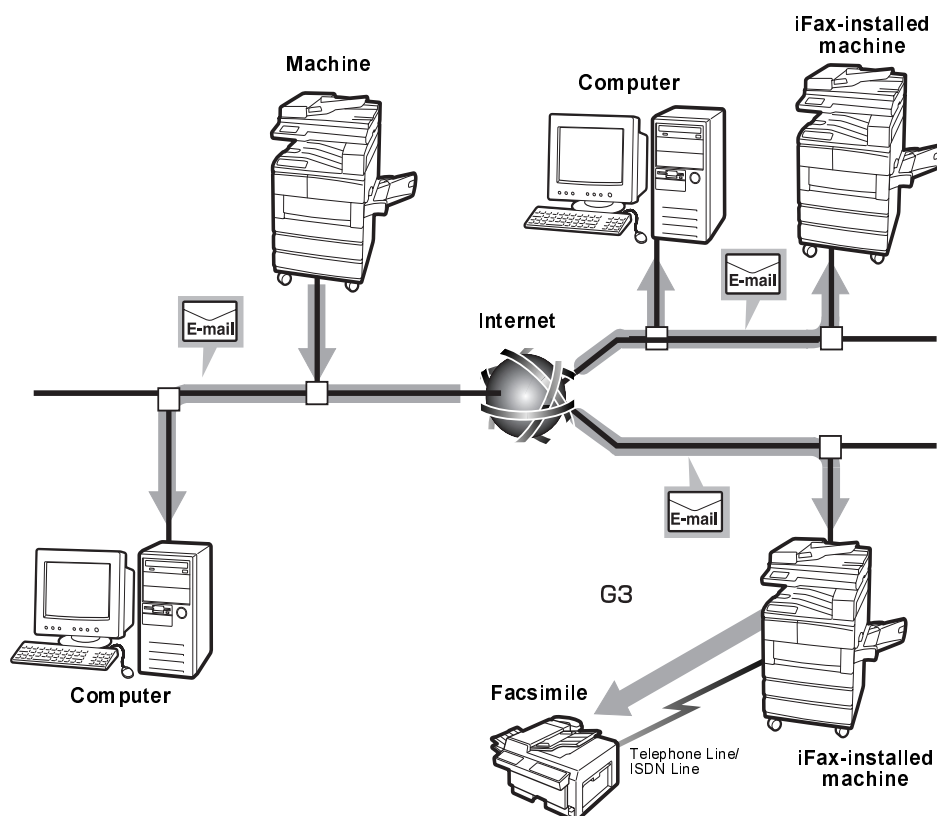
Create a fax document and then, using the PCL printer driver, enter a fax recipient and send the document to the machine for faxing.

Install the PCL printer driver to use the feature. For details about the PCL printer driver installation and direct facsimile transmission from a computer, see “User Guide (Printer)”.

Internet Facsimile (Internet Facsimile (iFAX) Kit)

Document data scanned by this machine is transmitted/received as Email attached documents through the LAN or the Internet, not through the telephone line.

NOTE: The printing feature and the Internet fax kit are required for the Internet facsimile feature. For other types of machines, the printer kit and the Internet fax kit are required.



For the network connection and network configuration of this machine, see "User Guide (Printer)" and the "Network Print Environment User Guide" (Network. pdf in the PCL Driver/Network Utility CD-ROM).

For the features and configuration of the Internet facsimile, see "User Guide (Internet Facsimile)".

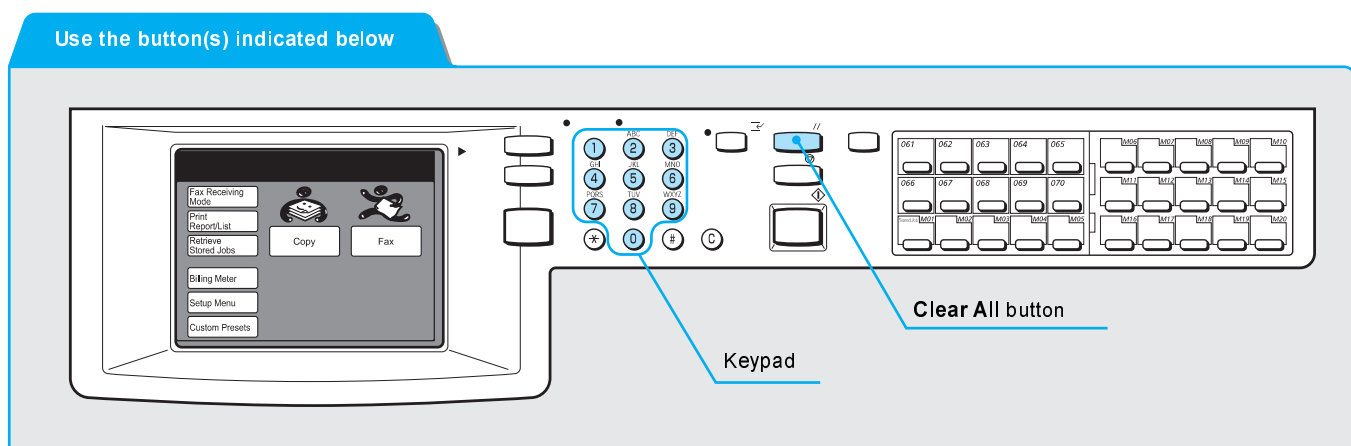
7 Data Entry

Programing the Local Name

The remote machine can identify your machine by a local name.
The name is displayed on the receiving machine and recorded on an Activity Report.
However, some remote machines cannot display the name.

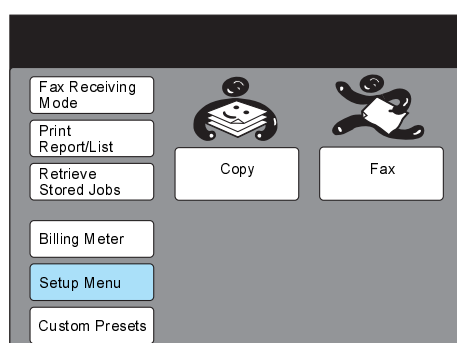
NOTE: The name can contain up to 20 alphanumeric characters and symbols.

Use the button(s) indicated below

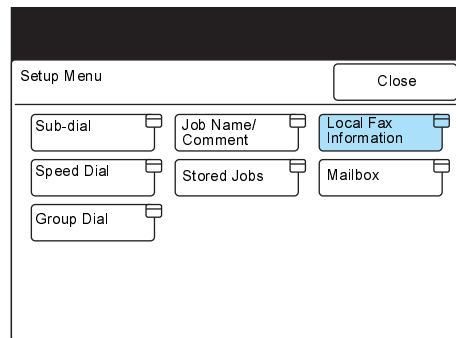


Procedure

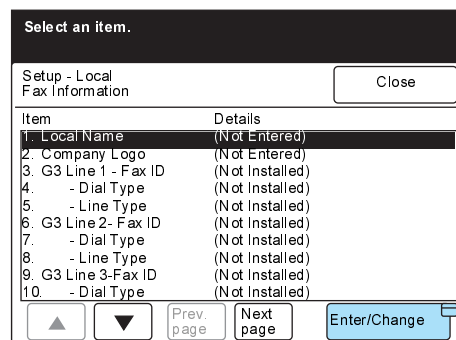
1. Select **Setup Menu** on the Menu screen.



2. Select **Local Fax Information**.

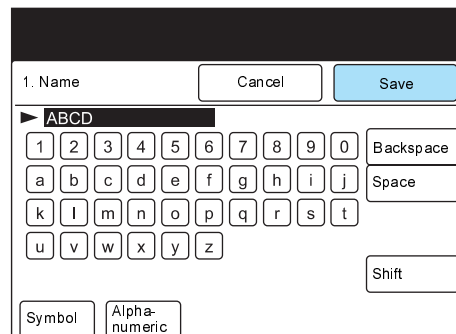


3. Ensure 1. Local Name is highlighted, and select **Enter/Change**.



SEE: "Entering Text" on page 1-9 for entering text.

4. Enter the local name, and select **Save**.



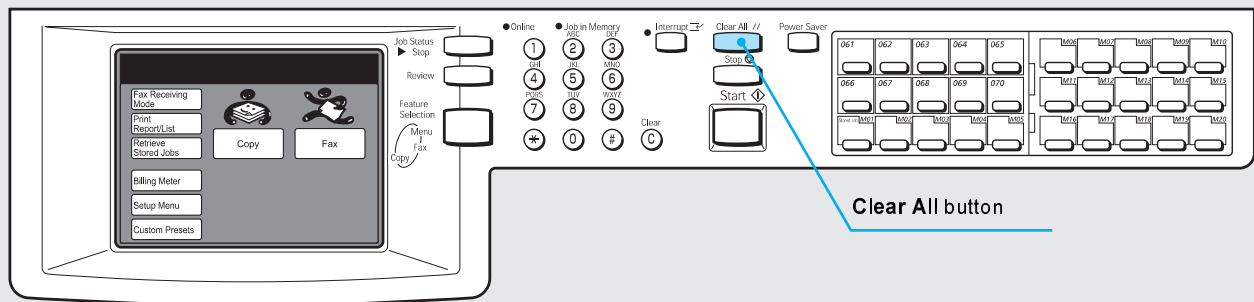
5. Press **Clear All** on the control panel to return to the initial screen.

Programming the Company Logo

When programmed the company logo is printed on a Cover Note or on the first line of the transmitted document(s) in the Send Header.

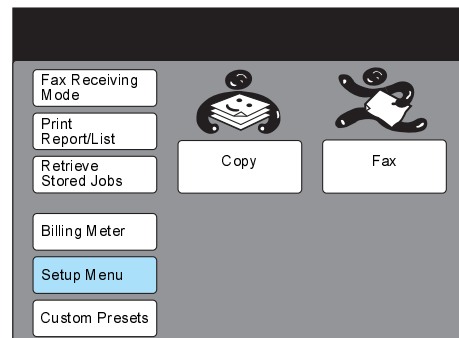
NOTE: The Company Logo can contain up to 30 characters.

Use the button(s) indicated below

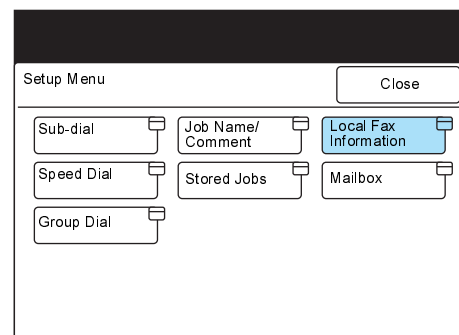


Procedure

1. Select **Setup Menu** on the Menu screen.



2. Select **Local Fax Information**.



3. Select **2. Company Logo** or use ▲ or ▼ to select.

Select an item.

Setup - Local
Fax Information

Close

Item	Details
1. Local Name	(Not Entered)
2. Company Logo	(Not Entered)
3. G3 Line 1 - Fax ID	(Not Installed)
4. - Dial Type	(Not Installed)
5. - Line Type	(Not Installed)
6. G3 Line 2- Fax ID	(Not Installed)
7. -Dial Type	(Not Installed)
8. - Line Type	(Not Installed)
9. G3 Line 3-Fax ID	(Not Installed)
10. - Dial Type	(Not Installed)

▲ ▼ Prev. page Next page Enter/Phone

SEE: "Entering Text" on page 1-9 for entering text.

4. Select **Enter/Change**.
5. Enter the company or sender's name, and select **Save**.

2. Company
Logo

Cancel Save

ABCD

1	2	3	4	5	6	7	8	9	0	Backspace
a	b	c	d	e	f	g	h	i	j	Space
k	l	m	n	o	p	q	r	s	t	
u	v	w	x	y	z					

Shift

Symbol Alpha-numeric

6. Press **Clear All** on the control panel to return to the initial screen.

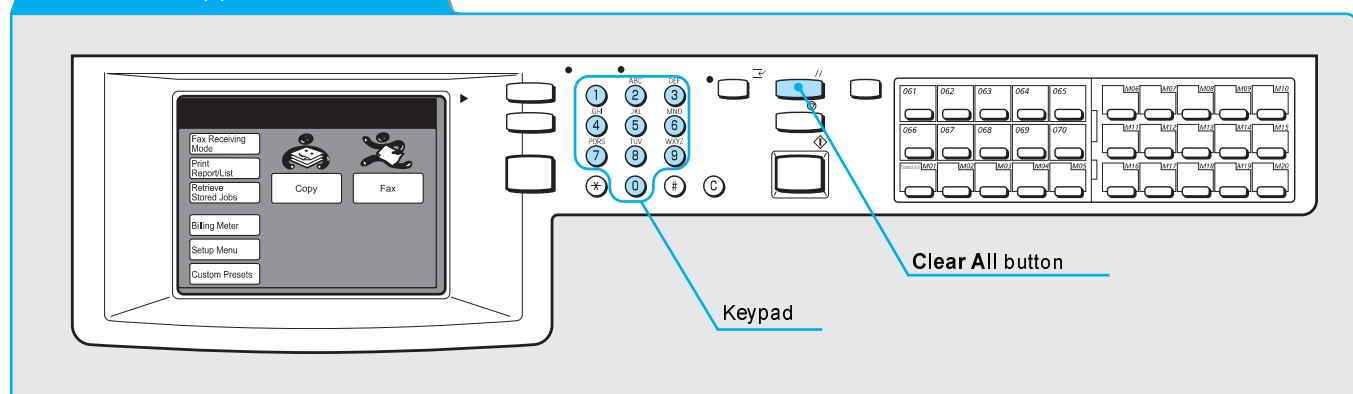
Programming an ID and Telephone Line

Before communicating in G3 mode, program your ID and telephone line.

The G3 ID is a telephone number on the machine.

The telephone line consists of a dial type and a line type.

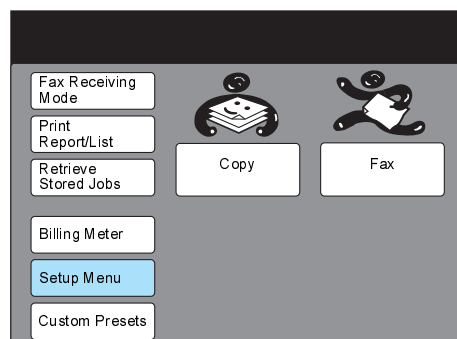
Use the button(s) indicated below



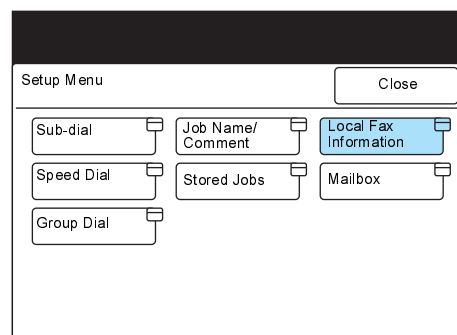
Programming a G3 ID

Procedure

1. Select **Setup Menu** on the Menu screen.



2. Select **Local Fax Information**.



3. Select the required G3 ID or use ▲ or ▼ to select.

Select an item.

Setup - Local
Fax Information

Close

Item	Details
1. Local Name	(Not Entered)
2. Company Logo	(Not Entered)
3. G3 Line 1 - Fax ID	(Not Installed)
4. - Dial Type	(Not Installed)
5. - Line Type	(Not Installed)
6. G3 Line 2 - Fax ID	(Not Installed)
7. - Dial Type	(Not Installed)
8. - Line Type	(Not Installed)
9. G3 Line 3 - Fax ID	(Not Installed)
10. - Dial Type	(Not Installed)

▲ ▼ Prev. page Next page Enter/Change

4. Select **Enter/Change**.
5. Enter a telephone number, and select **Save**.

SEE: "Entering Text" on page 1-9 for entering text.

NOTE: The telephone number can contain up to 20 digits.

NOTE: Only numerals, "+", and space can be entered.

3. G3 Line 1
-Fax ID

Cancel Save

0123456789

1 2 3 4 5 6 7 8 9 0 Backspace

a b c d e f g h i j Space

k l m n o p q r s t

u v w x y z

Shift

Symbol Alpha-numeric

Selecting a Dial Type

There are two options available:

- Tone (touch-tone dial)
- 10 pps (dial pulse: 10 pps)

NOTE: The factory set default is Tone.

Procedure

1. Select **Dial type** or use ▲ or ▼ to select.

The screenshot shows a menu titled "Select an item." with a "Close" button. Below the title is a table with two columns: "Item" and "Details". The table lists several items, including "G3 Line 1 - Fax ID" and "Dial Type". The "Dial Type" option is highlighted in blue. At the bottom of the menu are navigation buttons: "Prev. page", "Next page", and "Enter/Change".

Item	Details
1. Local Name	(Not Entered)
2. Company Logo	(Not Entered)
3. G3 Line 1 - Fax ID	(Not Installed)
4. - Dial Type	(Not Installed)
5. - Line Type	(Not Installed)
6. G3 Line 2 - Fax ID	(Not Installed)
7. - Dial Type	(Not Installed)
8. - Line Type	(Not Installed)
9. G3 Line 3 - Fax ID	(Not Installed)
10. - Dial Type	(Not Installed)

2. Select **Enter/Change**.
3. Select **Tone** or **10 pps**, and then **Save**.

The screenshot shows a screen titled "4. G3 Line 1 - Dial Type" with "Cancel" and "Save" buttons. Below the title are two options: "Tone" and "10 pps", each in a blue box.

Selecting a Line Type

There are two options available:

- PSTN: General telephone line
- PBX: Private branch exchange

NOTE: The factory set default is PSTN.

Procedure

1. Select **Line type** or use ▲ or ▼ to select.

Select an item.

Setup - Local
Fax Information

Close

Item	Details
1. Local Name	(Not Entered)
2. Company Logo	(Not Entered)
3. G3 Line 1 - Fax ID	(Not Installed)
4. - Dial Type	(Not Installed)
5. - Line Type	(Not Installed)
6. G3 Line 2- Fax ID	(Not Installed)
7. - Dial Type	(Not Installed)
8. - Line Type	(Not Installed)
9. G3 Line 3-Fax ID	(Not Installed)
10. - Dial Type	(Not Installed)

▲ ▼ Prev. page Next page Enter/Change

2. Select **Enter/Change**.
3. Select **PSTN** or **PBX**, and then **Save**.

5. G3 Line 1
-Line TYPe

Cancel Save

PSTN
PBX

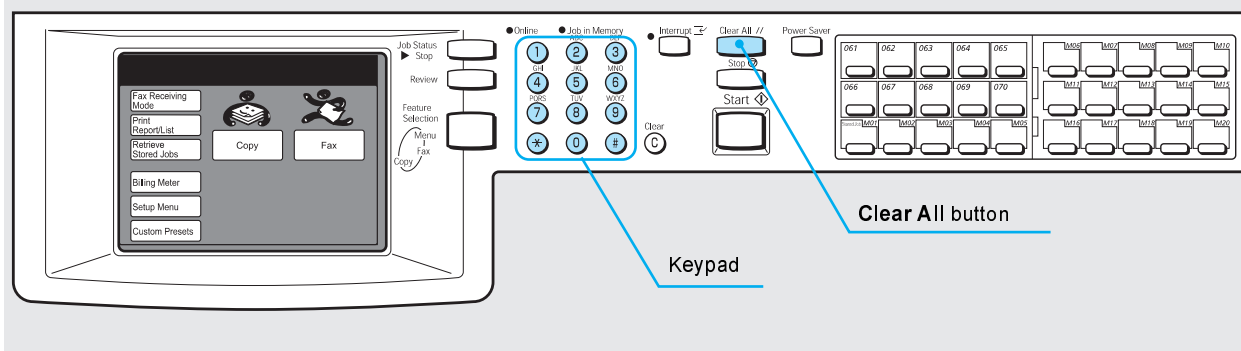
4. Press **Clear All** on the control panel to return to the initial screen.

Setting a Machine Password

A machine password is used to restrict remote machines which send documents. By setting a machine password, your machine can accept receiving or polling only from remote machines that send a correct machine password in F code. On using this feature, note that you cannot receive documents from remote machines without the F code function.

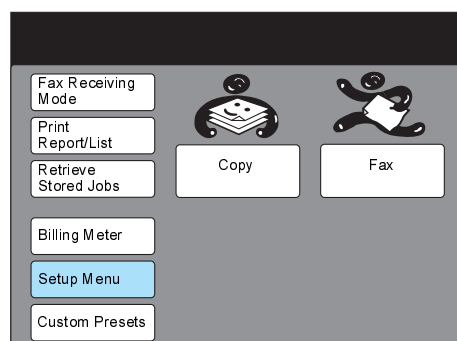
Up to 20 characters can be entered for a password. The password can include 0 - 9, *, and #.

Use the button(s) indicated below

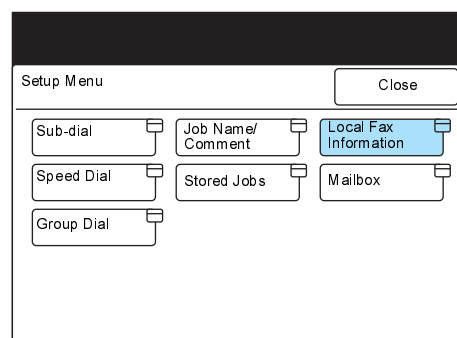


Procedure

1. Select **Setup Menu** on the Menu screen.



2. Select **Local Fax Information**.



3. Select **Machine Password** or use ▲ or ▼ to select.

Select an item.

Setup - Local
Fax Information

Close

Item	Details
39. Machine Password	Off

▲ ▼ Prev. page Next page Enter/Change

4. Select **Enter/Change**.
5. Enter a password, and select **Save**.

39. Machine Password

Cancel Save

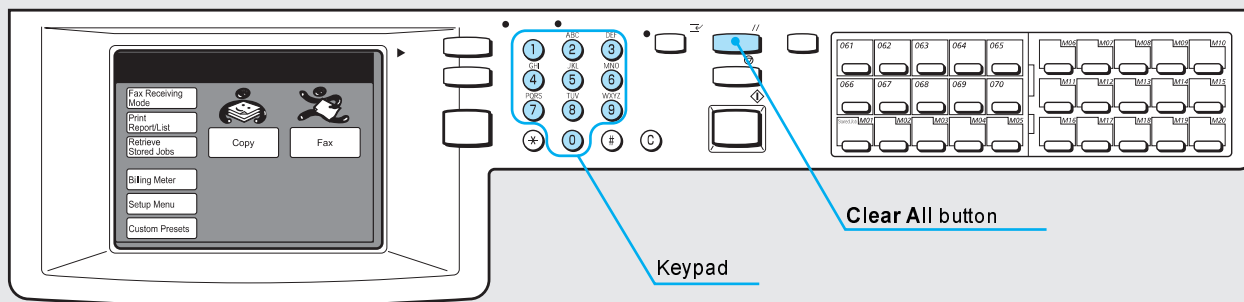
▶

6. Press **Clear All** on the control panel to return to the initial screen.

Setting the Current Date and Time

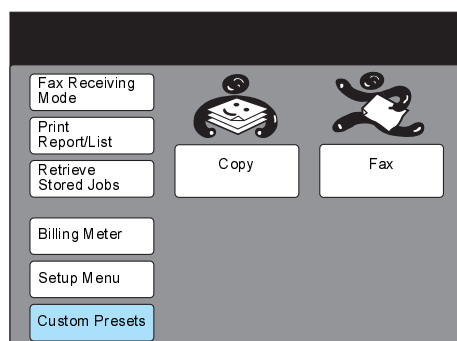
You can set and adjust the current date and time on the machine. Ensure you enter the correct time, as some features such as the Delayed Start feature will be carried out based on the time you have programmed.

Use the button(s) indicated below

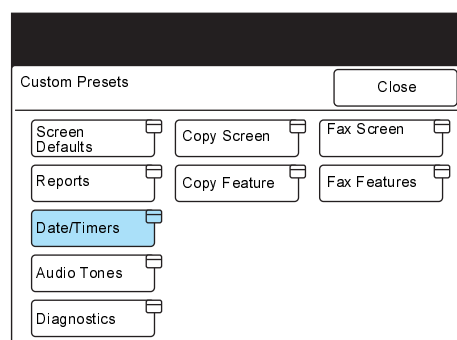


Procedure

1. Select **Custom Presets** on the Menu screen.



2. Select **Date/Timers**.



3. Ensure 1. Date is highlighted, and select **Enter/Change**.

The screenshot shows a menu titled "Select an item." with a "Close" button in the top right. Below the title is a section labeled "Custom Presets - Date Time". A list of items is shown with their status:

Item	Status
1. Date	2001/9/19 (Y/M/D)
2. Clock	2:17 (PM)
3. Auto Clear	Off
4. Auto Job Release	10 min.
5. Auto Print	10 sec.
6. Standby Mode	30 sec.
7. Auto Power Saver	1 min. + 5 min.

At the bottom, there are up and down arrow buttons and an "Enter/Change" button.

4. Enter the date using the keypad on the control panel, and select **Save**.

Select **Next** to move ► between the items you want to change.

The screenshot shows a screen titled "Enter number using numeric keypad." with "Cancel" and "Save" buttons at the top. The screen is divided into three sections for Year, Month, and Day.

Year (2001 - 2100): The number 2001 is entered, followed by a right arrow ►.

Month (1 - 12): The number 10 is entered, followed by a right arrow ►.

Day (1 - 31): The number 15 is entered.

A "Next" button is located at the bottom right.

5. Select **2. Clock** or use ▲ or ▼ to select.

This screenshot is identical to the one above, but now "2. Clock" is highlighted in the list.

6. Select **Enter/Change**.
7. Select **12 Hour Clock** or **24 Hour Clock**.

The screenshot shows a screen titled "Enter number using numeric keypad." with "Cancel" and "Save" buttons at the top. The screen is divided into two sections for Hours and Minutes.

Hours (PM (1 - 12)): The number 2 is entered, followed by a right arrow ►.

Minutes (00 - 59): The number 17 is entered.

Below the input fields, there are buttons for "12 Hour Clock" and "24 Hour Clock". To the right of these are buttons for "AM" and "PM".

A "Next" button is located at the bottom right.

Select **Next** to move ► between the items you want to change..

8. Select **AM** or **PM**.

9. Select **Next** to move ► to the item you want to change.

10. Enter the time using the keypad on the control panel, and select **Save**.

When you select **Save**, the seconds start counting from "00".

11. Press **Clear All** on the control panel to return to the initial screen.

Setting a Speed Dial

You can program frequently-used telephone numbers into speed dial numbers to save time when dialing. You can search for the speed dial number in the Dial Directory. Up to 200 speed dial locations can be programmed. If the optional speed dial expansion kit has been installed, up to 999 locations can be programmed.

NOTE: Each one touch button corresponds to each speed dial number from 001 to 070, respectively.

The following table lists user options that can be programmed into a speed dial.

NOTE: You can use the Speed Dial feature by programming only the facsimile number of a remote terminal. Program the other items as required.

NOTE: In a TCP/IP environment with a printer configuration machine CentreWare Internet Services can be used for setting a speed dial. For details, see "User Guide (Printer)".

	Item	Description	Factory settings
1	Fax No.	Up to 128 digits can be programmed.	Not Entered
2	Recipient	Up to 18 characters for each remote user can be programmed. For details, see "Entering Text".	Not Entered
3	Index	Program a character to be a keyword when you search a speed number in the Dial Directory.	Not Entered
4	Relay Station Setup	When using the Relay Broadcast feature, you can set your machine to be a relay station.	Off
5	Communication Mode	Select a communication mode for the transmission from two options: G3 Auto, F4800.	G3 Auto
6	Resolution	Select a resolution level for the transmission from: Standard, Fine, Super-fine (400 dpi), Super-fine (600 dpi), and Panel (resolution selected on the control panel).	Panel
7	Cover Note	Select whether the machine transmits documents with a cover note and a comment number.	Off
8	Max Image Size	Select a maximum storing size according to the remote machine from three options: A3, B4, and A4.	A3
9	Delayed Start	When transmitting documents using the Delayed Start feature, program the start time of transmission. You cannot designate the date of transmission.	Off
10	Remote Mailbox	When transmitting documents using the Remote Mailbox feature, specify a mailbox number and a password.	Off
11	Relay Broadcast	When your machine is the initiating station and uses the Relay Broadcast features, specify the settings.	Off
12	F Code	For transmission using F code, F code and a password are entered.	Off

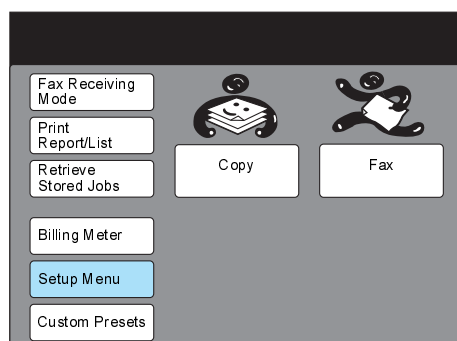
	Item	Description	Factory settings
13	iFAX Profile	When the optional Internet fax kit has been installed in your machine, specify the iFAX profile and check the transmission.	—
14	iFAX Send Status		

Programing a Fax Number and Name

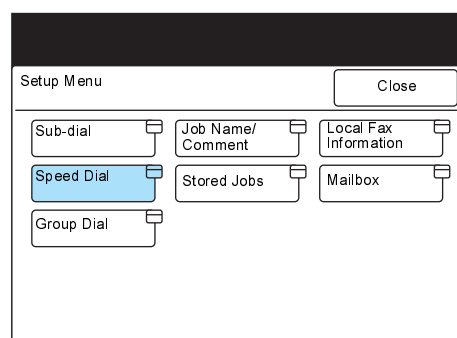
Here, we explain the steps to program or change a fax number and name of a remote user into a speed dial number. Before using other speed dial capabilities, you must program a facsimile number (Fax No.). The programed Recipient will be displayed on the touch panel display when the Dial Directory or speed dial is specified, or printed as a Send Header information at the remote terminal.

Procedure

1. Select **Setup Menu** on the Menu screen.



2. Select **Speed Dial**.



- Enter a speed dial number (three digits) to be programed or changed into the Speed Dial No. field using the keypad or select **Prev. No.** or **Next No.**

Use the numeric keypad to enter a 3 - digit Speed Dial No. and select an item.

Setup - Speed Dial Close

Speed Dial No. ▶ 001 Prev. No. Next No. Delete

Item	Details
1. Fax No.	(Not Entered)
2. Line	(Not Installed)
3. Recipient	(Not Entered)
4. Index	(Not Entered)
5. Relay Station Setup	Off
6. Communication Mode	G3 Auto
7. Resolution	Panel

▲ ▼ Prev. page Next page Enter/Change

- Ensure 1. Fax No. is highlighted, and select **Enter/Change**.

Use the numeric keypad to enter a 3 - digit Speed Dial No. and select an item.

Setup - Speed Dial Close

Speed Dial No. ▶ 001 Prev. No. Next No. Delete

Item	Details
1. Fax No.	(Not Entered)
2. Line	(Not Installed)
3. Recipient	(Not Entered)
4. Index	(Not Entered)
5. Relay Station Setup	Off
6. Communication Mode	G3 Auto
7. Resolution	Panel

▲ ▼ Prev. page Next page Enter/Change

NOTE: You can also use the keypad on the control panel to enter numbers.

SEE: "Entering Text" on page 1-9 for entering numbers.

NOTE: You can enter special characters. See "Entering Symbols" for the special characters.

- Enter a Fax No. and select **Save**.

No. 001 Cancel Save

1. Fax No.

▶ 0123456789

Sub-dial/Keyboard Pause Change (:) Input Information

1	2	3	4	5	6	7	8	9	0	Backspace
a	b	c	d	e	f	g	h	i	j	
k	l	m	n	o	p	q	r	s	t	
u	v	w	x	y	z	Shift				
Symbol										Alpha-numeric

Press **Backspace** to correct a wrong number.

- Select **3. Recipient** or use **▲** or **▼** to select, and select **Enter/Change**.

Use the numeric keypad to enter a 3 - digit Speed Dial No. and select an item.

Setup - Speed Dial Close

Speed Dial No. ▶ 001 Prev. No. Next No. Delete

Item	Details
1. Fax No.	123456789
2. Line	(Not Installed)
3. Recipient	(Not Entered)
4. Index	(Not Entered)
5. Relay Station Setup	Off
6. Communication Mode	G3 Auto
7. Resolution	Panel

▲ ▼ Prev. page Next page Enter/Change

SEE: "Entering Text" on page 1-9 for entering numbers.

7. Enter a recipient name and select **Save**.

Press **Backspace** to correct a wrong character.
Program the other items as required.

Programing an Index

You can program a character to be an index into the Dial Directory.

Procedure

1. Select **4.Index** or use ▲ or ▼ to select.

2. Select **Enter/Change**.
3. Enter an index, and select **Save**.

SEE: "Entering Text" on page 1-9 for entering text.

Setting an Initiating Station

You can program a remote machine to be an initiating station for a Relay Broadcast operation in which your machine works as the relay station.

NOTE: Before using the Relay Broadcast Send feature, program the speed dial numbers for initiating stations.

Procedure

1. Select **5. Relay Station Setup** or use ▲ or ▼ to select.

Use the numeric keypad to enter a 3 - digit Speed Dial No. and select an item.

Setup - Speed Dial Close

Speed Dial No. ▶ Prev. No. Next No. Delete

Item	Details
1. Fax No.	10001
2. Line	(Not Installed)
3. Recipient	ABCDEFGH
4. Index	A
5. Relay Station Setup	Off
6. Communication Mode	G3 Auto
7. Resolution	Panel

▲ ▼ Prev. page Next page Enter/Change

2. Select **Enter/Change**.
3. Select **On**, and then **Save**. Set a remote machine programed in the speed dial to an initiating station

No. 001 Cancel Save

5. Relay Station Setup

Off

On

Selecting a Communication Mode

Select a communication mode for transmission.

You cannot change the communication mode on the facsimile screen when selecting a remote machine with a speed dial which is programed by the following procedures.

Procedure

1. Select **6. Communication Mode**, or use ▲ or ▼ to select.

Use the numeric keypad to enter a 3 - digit Speed Dial No. and select an item.

Setup - Speed Dial Close

Speed Dial No. ▶ Prev. No. Next No. Delete

Item	Details
1. Fax No.	10001
2. Line	(Not Installed)
3. Recipient	ABCDEFGH
4. Index	A
5. Relay Station Setup	Off
6. Communication Mode	G3 Auto
7. Resolution	Panel

▲ ▼ Prev. page Next page Enter/Change

2. Select **Enter/Change**.
3. Select **G3 Auto**, **F4800** and then **Save**.

No. 001 Cancel Save

6. Communications Mode

G3 Auto

F4800

Selecting a Resolution Level

Resolution levels can be changed on a remote machine with speed dial.

Procedure

1. Select **7. Resolution** or use ▲ or ▼ to select.

Use the numeric keypad to enter a 3 - digit Speed Dial No. and select an item.

Setup - Speed Dial Close

Speed Dial No. ▶ Prev. No. Next No. Delete

Item	Details
1. Fax No.	10001
2. Line	(Not Installed)
3. Recipient	ABCDEFGH
4. Index	A
5. Relay Station Setup	Off
6. Communication Mode	G3 Auto
7. Resolution	Panel

▲ ▼ Prev. page Next page Enter/Change

2. Select **Enter/Change**.
3. Select the required resolution level, and then **Save**

No. 001
7. Resolution Cancel Save

Panel
Standard
Fine
Super-fine (400dpi)
Super-fine (600dpi)

If you select Panel, the resolution level you select on the Fax screen will be used.

Programing a Cover Note

Cover Note settings can be changed on a remote machine with speed dial.

Procedure

1. Select **Next Page**, and ensure 8. Cover Note is highlighted.

Use the numeric keypad to enter a 3 - digit Speed Dial No. and select an item.

Setup - Speed Dial Close

Speed Dial No. ▶ 001 Prev. No. Next No. Delete

Item	Details
8. Cover Note	Off
9. Maximum Image Size	A3
10. Delayed Start	Off
11. Remote Mailbox	Off
12. Relay Broadcast	Off
13. F Code	Off
14. iFax Profile	(Not Installed)

▲ ▼ Prev. page Next page Enter/Change

2. Select **Enter/Change**.
3. Select **On** to transmit documents with a Cover Note.

No. 001 Cancel Save

8. Cover Note

Off On

SEE: "Transmitting Documents With a Cover Page (Cover Note)" on page 6-26 for transmitting documents with a cover page.

4. Select the **Comment** → button(s). Select the comment you want to insert, then **Save**.

No. 001 Save

8. Cover Note

The following comments are added to the cover note.

Cover Note

To : <Recipient's name of Speed Dial>

Comment → :

From :

Comment → :

: <Sender's ID>

5. If you do not want to add a comment, select **Save**.

Programing the Maximum Image Size

There are three maximum image size from three options available depending on the paper loaded in the remote machine, A3, B4, and A4.

Procedure

1. Select **9. Maximum Image Size** or use ▲ or ▼ to select.

Use the numeric keypad to enter a 3 - digit Speed Dial No. and select an item.

Setup - Speed Dial Close

Speed Dial No. ▶ 001 Prev. No. Next No. Delete

Item	Details
8. Cover Note	Off
9. Maximum Image Size	A3
10. Delayed Start	Off
11. Remote Mailbox	Off
12. Relay Broadcast	Off
13. F Code	Off
14. iFax Profile	(Not Installed)

▲ ▼ Prev. page Next page Enter/Change

2. Select **Enter/Change**.
3. Select A4, B4, or A3 and then **Save**.

No. 001

9. Max Image Size Cancel Save

A4

B4

A3

Programing the Start Time of Transmission

Use the following steps to program the transmission start time (Delayed Start).

Procedure

1. Select **10. Delayed Start** or use ▲ or ▼ to select.

Use the numeric keypad to enter a 3 - digit Speed Dial No. and select an item.

Setup - Speed Dial Close

Speed Dial No. ▶ 001 Prev. No. Next No. Delete

Item	Details
8. Cover Note	Off
9. Maximum Image Size	A3
10. Delayed Start	Off
11. Remote Mailbox	Off
12. Relay Broadcast	Off
13. F Code	Off
14. iFax Profile	(Not Installed)

▲ ▼ Prev. page Next page Enter/Change

SEE: “Transmitting documents at a programed Time (Delayed Start)” on page 6-32 for details.

NOTE: In 24-hour indication AM and PM are not shown.

2. Select **Enter/Change**.
3. Select **On**, and specify the start time using the keypad.

Enter number using numeric keypad

No. 001
10. Delayed Start

Cancel Save

Start Time

Off
On

PM (1 - 12) (00 - 59)

Next

AM
PM

4. Select **Save**.

Programing a Remote Mailbox

Use the following steps to program a remote mailbox.

IMPORTANT: Before performing a mailbox communication, you must know the number and password of the mailbox at the remote machine.

Procedure

1. Select **11. Remote Mailbox** or use ▲ or ▼ to select.

NOTE: Depending on the remote mailbox settings, the password may not be required.

Use the numeric keypad to enter a 3 - digit Speed Dial No. and select an item.

Setup - Speed Dial Close

Speed Dial No. ▶ 001 Prev. No. Next No. Delete

Item	Details
8. Cover Note	Off
9. Maximum Image Size	A3
10. Delayed Start	Off
11. Remote Mailbox	Off
12. Relay Broadcast	Off
13. F Code	Off
14. iFax Profile	(Not Installed)

▲ ▼ Prev. page Next page Enter/Change

2. Select **Enter/Change**.
3. Select **On**, and enter a mailbox number and password using the keypad. Select **Next**.

SEE: "Using the Mailbox Feature (Remote Mailbox / Local Mailbox)" on page 6-45 for details.

Enter number using numeric keypad

No. 001 Cancel Save

11. Remote mailbox

Mailbox No.	Password
(1-200)	(0000 - 9999)
1	****

Off On Next

4. Select **Save**.

Programing Relay Broadcast

You can program a remote machine as the relay station for a Relay Broadcast operation in which your machine works as the initiating station.

NOTE: If you assign multiple relay stations to speed dial numbers from 001 to 070, you can use a one touch button on the control panel for a Relay Broadcast send. We recommend the button is labeled with a comment to avoid an incorrect transmission.

SEE: “Transmitting Documents Through a Relay Station (Relay Broadcast)” on page 6-9 for details of relay broadcast.

Procedure

1. Select **12. Relay Broadcast** or use ▲ or ▼ to select.

Use the numeric keypad to enter a 3 - digit Speed Dial No. and select an item.

Setup - Speed Dial Close

Speed Dial No. Prev. No. Next No. Delete

001

Item	Details
8. Cover Note	Off
9. Maximum Image Size	A3
10. Delayed Start	Off
11. Remote Mailbox	Off
12. Relay Broadcast	Off
13. F Code	Off
14. iFax Profile	(Not Installed)

▲ ▼ Prev. page Next page Enter/Change

2. Select **Enter/Change**.
3. Select **On (Station ID)**.

No. 001
12. Relay Broadcast Save

Broadcast Recipients

Relay Station ID Print at Relay-Off

Off Enter/Change Recipients

On (Station ID)

NOTE: The relay station ID is the speed dial number of the initiating station (your machine) that is programed at the remote machine.

4. Enter a relay station ID, and select **Save**.

Enter number using numeric keypad.

No. 001
Relay Station ID Cancel Save

(01 -99)

5. Select **Enter/Change Recipients**.

No. 001
12. Relay Broadcast

Save

Broadcast Recipients

Relay Station ID
01

Print at Relay-Off
OFF

Enter/Change Recipients

On (Station ID)

NOTE: Enter a speed dial number or group number in 2 digits (01 - 99/#1 - # 9).

NOTE: If you want to delete a destination, enter the speed dial number or group number, then select **Delete**.

6. Using the keypad, enter a speed dial number or a group number of the destination programmed at the remote machine and select **Add**

Use the numeric keypad to enter a 2 - digit Speed Dial No. registered in Relay Station. Select Add or Delete.

No. 001
Relay Recipients

Cancel Save

Broadcast Recipients (Speed Dial/Group No.)

Print at Relay Station
Off

On

(Speed Dial: 01-99
(Group No.:1-9)

Add Delete

If there are multiple destinations, repeat this step.

7. If you want to print a transmitted document also at a relay station, select **On** for Print at Relay Station.

Use the numeric keypad to enter a 2 - digit Speed Dial No. registered in Relay Station. Select Add or Delete.

No. 001
Relay Recipients

Cancel Save

Broadcast Recipients (Speed Dial/Group No.)
#01

Print at Relay Station
Off

On

(Speed Dial: 01-99
(Group No.:1-9)

Add Delete

8. Select **Save**.

Use the numeric keypad to enter a 2 - digit Speed Dial No. registered in Relay Station. Select Add or Delete.

No. 001
Relay Recipients

Cancel Save

Broadcast Recipients (Speed Dial/Group No.)
#01

Print at Relay Station
Off

On

(Speed Dial: 01-99
(Group No.:1-9)

Add Delete

When the screen changes, select **Save** again to complete the entry.

Setting an F Code

This section explains the procedure used to set an F code.

SEE: “F Code” on page 6-12, “F Code” on page 6-19, and “Send to Mailbox (F Code)” on page -49 for details of F codes.

Procedure

1. Select **13. F Code**, or use ▲ or ▼ to select.

Use the numeric keypad to enter a 3 - digit Speed Dial No. and select an item.

Setup - Speed Dial Close

Speed Dial No. ▶ 001 Prev. No. Next No. Delete

Item	Details
8. Cover Note	Off
9. Maximum Image Size	A3
10. Delayed Start	Off
11. Remote Mailbox	Off
12. Relay Broadcast	Off
13. F Code	Off
14. iFax Profile	(Not Installed)

▲ ▼ Prev. page Next page Enter/Change

2. Select **Enter/Change**.
3. Use the keypad to enter the F code and select **Next**.

Enter number using numeric keypad.

No. 001 Cancel Save

13. F Code

F Code ▶ 00123

Password

Next

NOTE: Up to 20 digits can be entered for Fcodes.

NOTE: Depending on the settings of the remote terminal, a password may not be required.

NOTE: A password can contain up to 20 digits. These digits will be displayed as asterisks (*).

▶ will be displayed to the left of the password.

4. Use the keypad to enter the password and select **Next**.

Enter number using numeric keypad.

No. 001 Cancel Save

13. F Code

F Code 00123

Password ▶ *****

Next

5. Select **Save**.

Enter number using numeric keypad.

No. 001
13. F Code

Cancel Save

F Code
▶ 0 0 1 2 3

Password
▶ * * * * *

Next

6. Select **Close**.
Press **Clear All** on the control panel to return to the initial screen.

Changing/Deleting the Programed Items

Procedure

1. Select **Setup Menu** on the Menu screen.

Fax Receiving Mode

Print Report/List

Retrieve Stored Jobs

Billing Meter

Setup Menu

Custom Presets

Copy Fax

2. Select **Speed Dial**.

Setup Menu

Close

Sub-dial Job Name/Comment Local Fax Information

Speed Dial Stored Jobs Mailbox

Group Dial

3. Specify the speed dial number to be changed or deleted.

NOTE: If you select **Cancel**, the new data is not saved.

Use the numeric keypad to enter a 3 - digit Speed Dial No. and select an item.

Setup - Speed Dial Close

Speed Dial No. ▶ **001** Prev. No. Next No. Delete

Item	Details
1. Fax No.	0123456789
2. Line	(Not Installed)
3. Recipient	ABCDEFGH
4. Index	A
5. Relay Station Setup	Off
6. Communication Mode	G3 Auto
7. Resolution	Panel

▲ ▼ Prev. page Next page Enter/Change

Changing the entry:

- ① Select the required item or use **▲** or **▼** to select.
 - ② Select **Enter/Change**.
 - ③ Change the data and select **Save**.
- Repeat this step to change another item.

Deleting all the entries:

- Select **Delete** and go to Step 4.
Select **Yes**.

NOTE: If you select **No**, the new data is not deleted.

Use the numeric keypad to enter a 3 - digit Speed Dial No. and select an item.

Delete the contents in selected Speed Dial No. 001

Are you sure?

Yes No

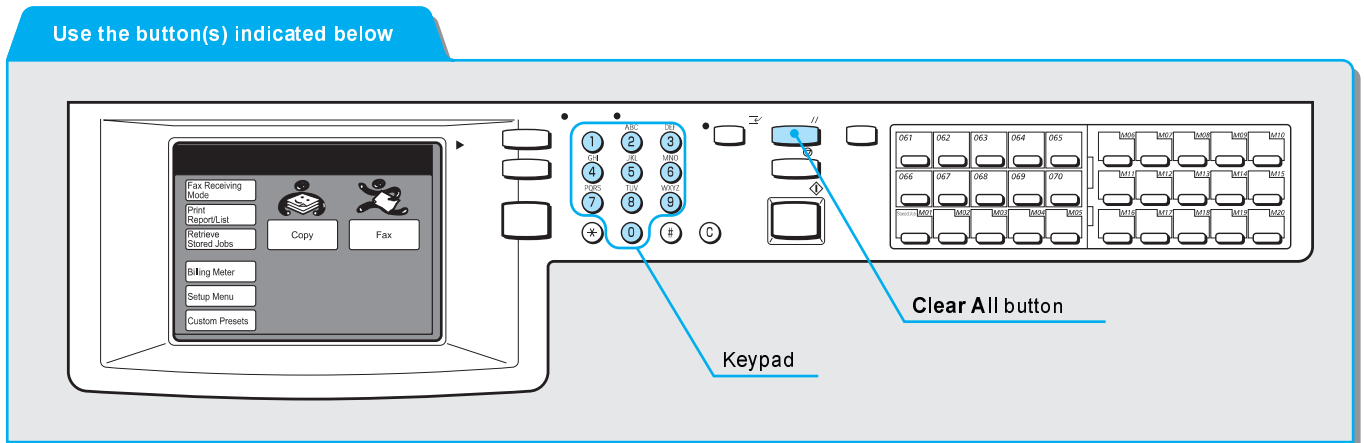
Setting a Group Dial

The Group Dial feature allows you to program the speed dial numbers into a group.

You must program the speed dial numbers beforehand.

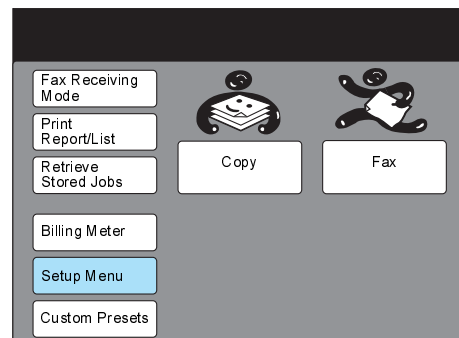
NOTE: One group dial number can contain up to 20 speed dial numbers. A wildcard (*) can also be used.

NOTE: Up to 50 group dials can be programmed.

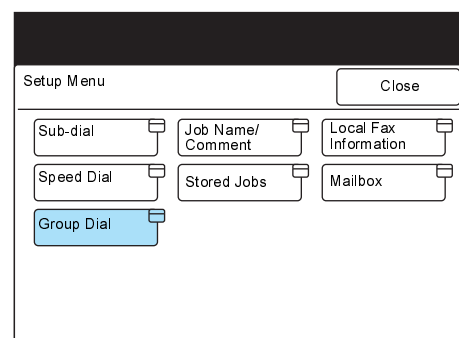


Procedure

1. Select **Setup Menu** on the Menu screen.



2. Select **Group Dial**.



3. Select a group dial number or use ▲ or ▼ to select.

Select an item.

Select - Group Dial Close

Group	Total	Speed Dial No.
#01	[0]	(Not Entered)
#02	[0]	(Not Entered)
#03	[0]	(Not Entered)
#04	[0]	(Not Entered)
#05	[0]	(Not Entered)
#06	[0]	(Not Entered)
#07	[0]	(Not Entered)
#08	[0]	(Not Entered)
#09	[0]	(Not Entered)
#10	[0]	(Not Entered)

▲ ▼ Prev. page Next page Enter/Change

4. Select **Enter/Change**.
5. Using the keypad, enter a three-digit speed dial number in the Speed Dial No. field, then select **Add**.

NOTE: You cannot program a group into another group.

NOTE: Examples of using wildcards:

NOTE: 01*:10 speed dial numbers from 010 to 019 can be designated.

NOTE: ***: All speed dial numbers can be designated.

Use the numeric keypad to enter a 3 - digit Speed Dial No. Then select Add or Delete.

Group No. 01 Cancel Save

Enter/Change

Recipient : [

Total : [0]

No. Add Delete

Fax No. :
Line :
Name :

Repeat this step for each speed dial number to be added.
If you want to delete a location, use the keypad and enter the speed dial number to be deleted, then select **Delete**.

6. Select **Save**.

Use the numeric keypad to enter a 3 - digit Speed Dial No. Then select Add or Delete.

Group No. 01 Cancel Save

Enter/Change

Recipient : [001 002 003 004 005
006 007 008 009 010
011 012 013 014 015
016 017 018 019 020]

Total : [20]

No. Add Delete

Fax No. : 10010
Line : Outside Line
Name : Kozawa

The speed dial numbers that were programed into the group number are displayed in brackets.

7. Select **Close**.

Group	Total	Speed Dial No.
#01	20	001 002 003 004 ...
#02	1	00*
#03	0	(Not Entered)
#04	0	(Not Entered)
#05	0	(Not Entered)
#06	0	(Not Entered)
#07	0	(Not Entered)
#08	0	(Not Entered)
#09	0	(Not Entered)
#10	0	(Not Entered)

The speed dial numbers that were programmed into the group number are displayed.

8. Press **Clear All** on the control panel to return to the initial screen.

Setting a Sub-dial

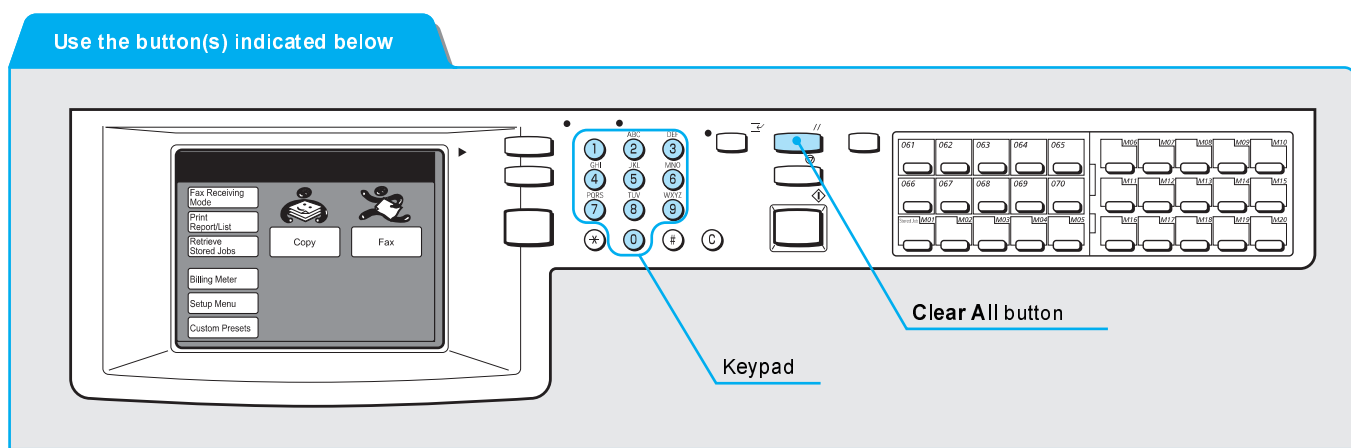
You can program frequently-used numbers as a sub-dial.
It saves dialing time with long numbers and reduces the possibility of dialing a wrong number.
The sub-dial can also be used when setting a speed dial.

NOTE: Each sub-dial can contain up to 16 digits.

NOTE: 10 sub-dial numbers can be programmed.

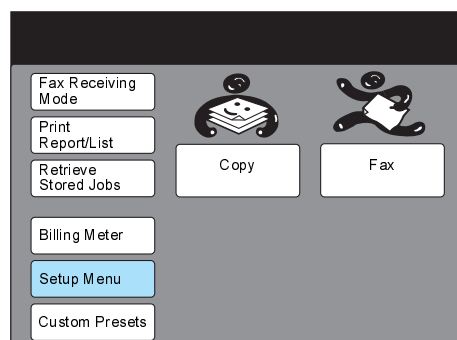
NOTE: Print a Dial Directory List to confirm the sub-dial you programmed.

SEE: "Entering Text" on page 1-9 for entering text.

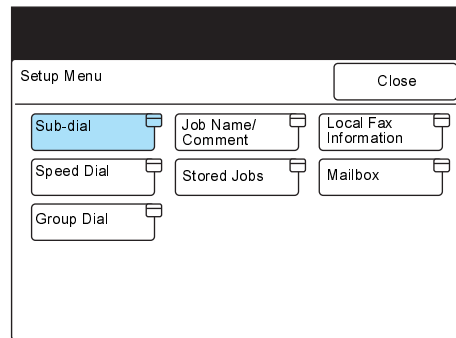


Procedure

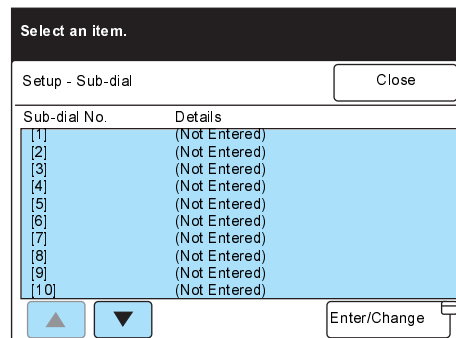
1. Select **Setup Menu** on the Menu screen.



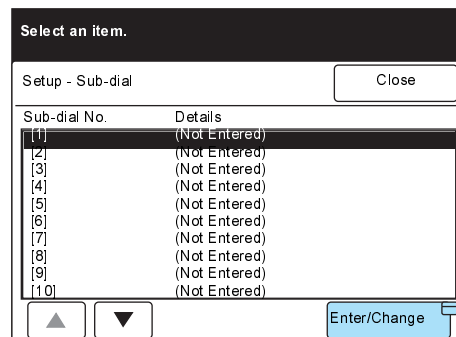
2. Select **Sub-dial**.



3. Select a sub-dial number or use ▲ or ▼ to select.



4. Select **Enter/Change**.

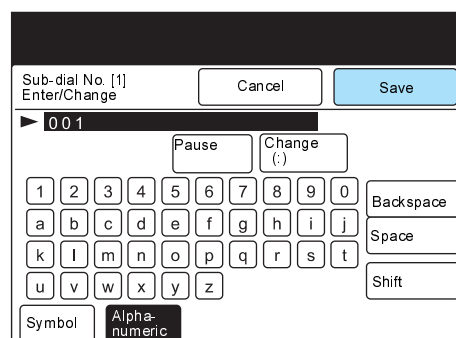


SEE: “Entering Text” on page 1-9 for entering numbers.

NOTE: You can also use the keypad on the control panel to enter numbers.

NOTE: Select **Cancel** to clear the entry at Step 5.

5. Enter the numbers you want to program, and select **Save**.



6. Select **Close**.

Sub-dial No.	Details
[1]	001
[2]	(Not Entered)
[3]	(Not Entered)
[4]	(Not Entered)
[5]	(Not Entered)
[6]	(Not Entered)
[7]	(Not Entered)
[8]	(Not Entered)
[9]	(Not Entered)
[10]	(Not Entered)

7. Press **Clear All** on the control panel to return to the initial screen.

Setting a Comment

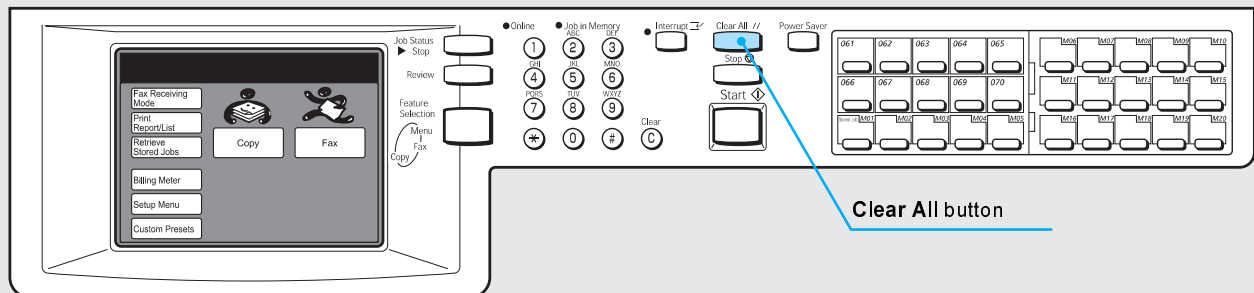
You can program comments for use on a Cover Note or to identify a Stored Job.

NOTE: A comment can contain up to 18 characters.

NOTE: The machine allows you to program up to 50 comments.

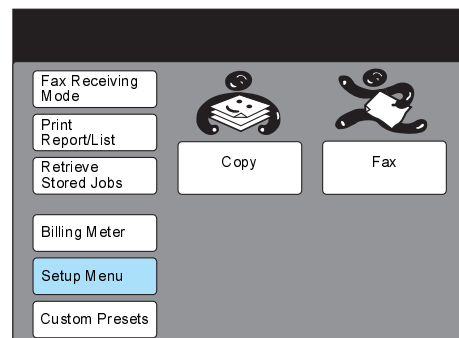
SEE: "Entering Text" on page 1-9 for details.

Use the button(s) indicated below

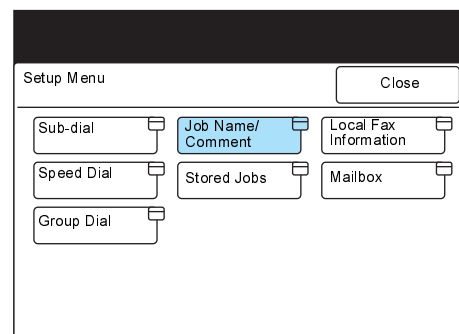


Procedure

1. Select **Setup Menu** on the Menu screen.



2. Select **Job Name/Comment**.



3. Select the required comment number or use ▲ or ▼ to select.

Select an item.

Setup - Job Name/
Comment

Close

No.	Name/Comment
1	(Not Entered)
2	(Not Entered)
3	(Not Entered)
4	(Not Entered)
5	(Not Entered)
6	(Not Entered)
7	(Not Entered)
8	(Not Entered)
9	(Not Entered)
10	(Not Entered)

▲ ▼ Prev. page Next page Enter/Change

SEE: "Entering Text" on page 1-9 for entering text.

4. Select **Enter/Change**.
5. Enter a comment, and select **Save**.
The comment will be displayed.

No. 1
Enter/Change

Cancel Save

► Subscription

1 2 3 4 5 6 7 8 9 0 Backspace

a b c d e f g h i j Space

k l m n o p q r s t

u v w x y z

Shift

Symbol Alpha-numeric

6. Select **Close**.

Select an item

Setup - Job Name/
Comment

Close

No.	Name/Comment
1	Subscription
2	(Not Entered)
3	(Not Entered)
4	(Not Entered)
5	(Not Entered)
6	(Not Entered)
7	(Not Entered)
8	(Not Entered)
9	(Not Entered)
10	(Not Entered)

▲ ▼ Prev. page Next page Enter/Change

7. Press **Clear All** on the control panel to return to the initial screen.

Creating a Mailbox

To be able to store or receive documents from a remote party a mailbox must be setup. The Box Selector feature may also be used.

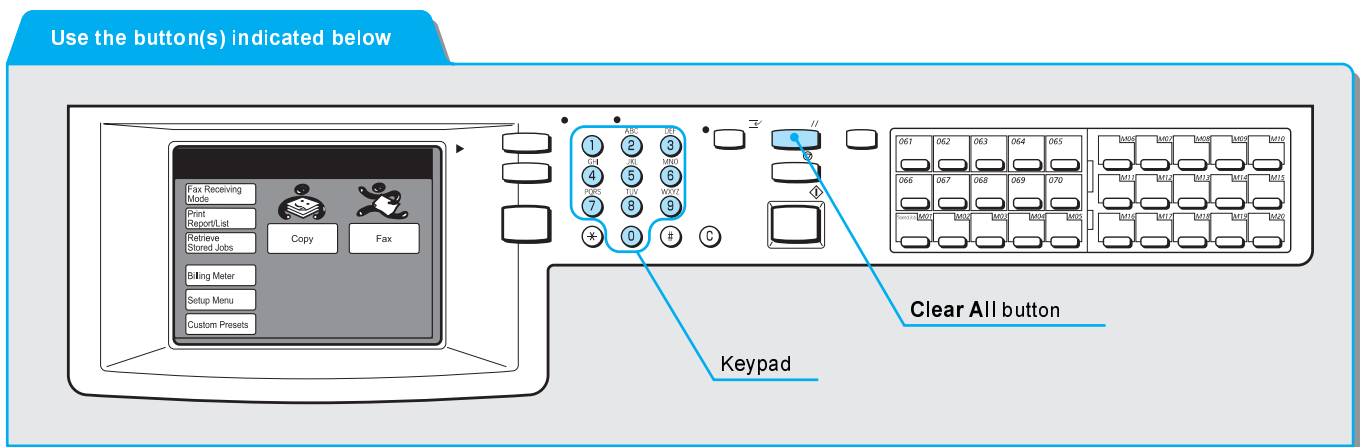
Documents received in the Receive in Mailbox or Store for Polling operation are stored in the mailbox.

You can program a password and a name for the mailbox and a processing method for stored documents (Mailbox Options).

In order to ensure that a remote operator does not poll a document you stored, use a separate mailbox for documents to be polled.

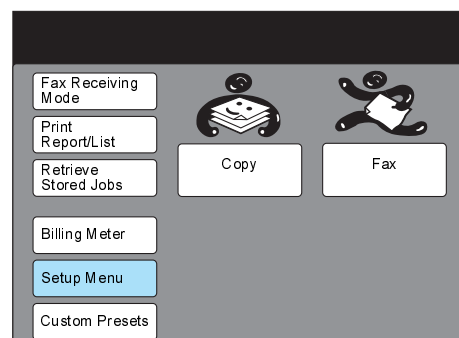
NOTE: The machine has 200 mailboxes you can use.

NOTE: You must inform the remote user of the password. Refer to *"Using the Mailbox Feature (Remote Mailbox / Local Mailbox)"* on page 6-44 for details.



Procedure

1. Select **Setup Menu** on the Menu screen.



2. Select **Mailbox**.

Setup Menu

Close

Sub-dial Job Name/Comment Local Fax Information

Speed Dial Stored Jobs **Mailbox**

Group Dial

3. Select the required mailbox number or use ▲ or ▼ to select.

Select an item.

Setup Mailbox

Close

Mailbox No.	Box Name
001	(Not Entered)
002	(Not Entered)
003	(Not Entered)
004	(Not Entered)
005	(Not Entered)
006	(Not Entered)
007	(Not Entered)
008	(Not Entered)
009	(Not Entered)
010	(Not Entered)

▲ ▼ Prev. page Next page **Enter/Change**

4. Select **Enter/Change**.

5. Enter a four-digit password, and select **Confirm Password**.

Use the numeric keypad to enter password.

Mailbox No. 001
Enter/Change

Close

Password

▶ * * * *

Confirm Password

Change Password

Delete Mailbox

Mailbox Name

(In Use - No Name)

Enter/Change Name

Mailbox Options

Check Password

Delete/Save Documents

You can select **Confirm Password** without entering a password if you do not set the password.

Select **Delete Mailbox** to delete the created mailbox.

Select **Change Password** to change the password.

NOTE: For a box name, up to 10 characters can be entered.

6. Select **Enter/Change Name** to enter a box name.

Use the numeric keypad to enter password.

Mailbox No. 001
Enter/Change

Close

Password	Mailbox Name
▶ * * * *	(In Use - No Name)
Confirm Password	Enter/Change Name
Change Password	Mailbox Options
	Check Password
Delete Mailbox	Delete/Save Documents

SEE: "Entering Text" on page 1-9 for entering text.

7. Enter the name using the keyboard on the screen, and select **Save**.

Mailbox No. 001
- Enter/Change Name

Cancel Save

▶ ADMIN

1	2	3	4	5	6	7	8	9	0	Backspace
A	B	C	D	E	F	G	H	I	J	Space
K	L	M	N	O	P	Q	R	S	T	
U	V	W	X	Y	Z					

Shift

Symbol Alpha-numeric

8. Select **Mailbox Options**.
9. Select the process required after scanning and then **Save**.

Mailbox No. 001
Mailbox Options

Cancel Save

Print Report in box

Save Only	On
Forward	Off
Print	

Select **On** to Print the Mailbox Report.

10. To set access control, select **Check Password**.

Use the numeric keypad to enter password.

Mailbox No. 001
Enter/Change

Close

Password	Mailbox Name
▶ * * * *	Admin
Confirm Password	Enter/Change Name
Change Password	Mailbox Options
	Check Password
Delete Mailbox	Delete/Save Documents

11. Select a preferred option and press **Save**.

Mailbox No. 001
Check password

Cancel Save

At Scan

Retrieve/Delete

On Off

On Off

12. Select **Delete/Save Documents** to set post retrieval operation.

Use the numeric keypad to enter password.

Mailbox No. 001
Enter/Change

Close

Password

Mailbox Name

Admin

Confirm Password

Enter/Change Name

Change Password

Mailbox Options

Check Password

Delete Mailbox

Delete/Save Documents

13. Select post retrieval operation required and select **Save**.

Mailbox No. 001
Delete/Save

Cancel Save

After Retrieval

Delete

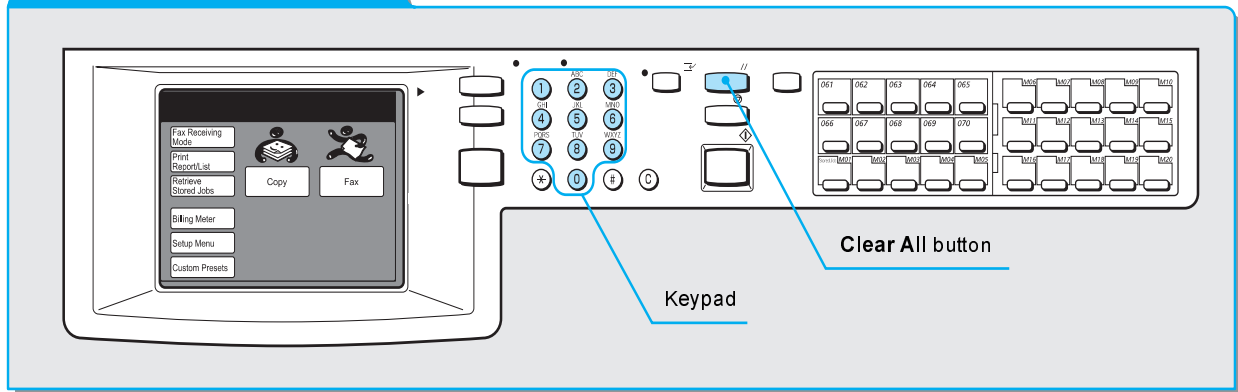
Save

14. Press **Clear All** on the control panel to return to the initial screen.

Programing Sort to Mailbox (Box Selector)

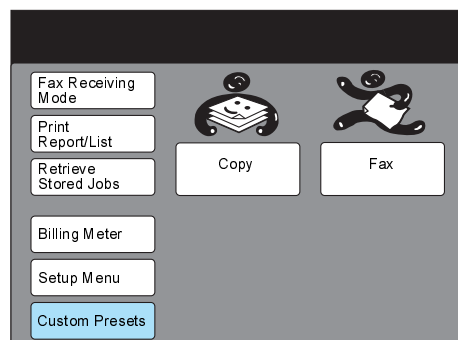
Received documents can be sorted and stored in mailboxes by a data receiving line if programed beforehand.

Use the button(s) indicated below

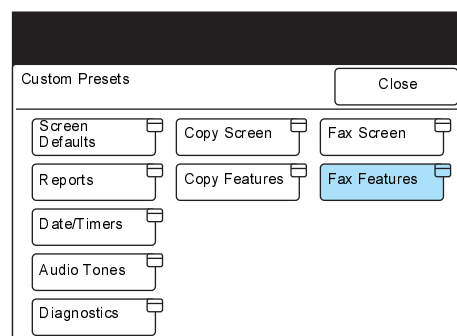


Procedure

1. Select **Custom Presets** on the Menu screen.



2. Select **Fax Features**.



3. Select **43. Selector- Line Setup**, and then **Enter/Change**.

Select an item.

Customs Presets - Fax Features Close

Item	Status
41. Line 3 Added Feature	Off
42. ISDN Added Feature	Off
43. Selector - Line Setup	Off
44. (Not Available)	
45. (Not Available)	
46. iFax Profile	(Not Installed)
47. iFax Send Status	(Not Installed)

▲ ▼ Prev. page Next page **Enter/Change**

4. Select **On**, and then **Save**.

43. Box Selector Line Setup Cancel Save

Off

On

5. Select **Close** twice on the next screens.
6. Select **Setup Menu** on the Menu screen.

Fax Receiving Mode

Print Report/List

Retrieve Stored Jobs

Billing Meter

Setup Menu

Custom Presets

Copy

Fax

7. Select **Selector (Line)**.

Setup Menu Close

Sub-dial

Speed Dial

Group Dial

Job Name/Comment

Stored Jobs

Local Fax Information

Mailbox

Selector (Line)

8. Select Line1.

Line	Box No.
1. Line 1	(Not Entered)

Select **Enter/Change**.

9. Enter a box number, and select **Next**.

Box No.
(1-200)
▶ 023

Password

Next

NOTE: Depending on the mailbox settings, the password may not be required.

NOTE: The settings programmed for Box Selector are printed on the Options List.

10. Enter a password, and select **Next**.

11. Press **Save**.

The programmed mailbox number is displayed.

12. Press **Clear All** on the control panel to return to the initial screen.

8 Changing Defaults (Custom Presets)

User Options for Custom Presets

The settings specified in Custom Presets are the default values for each feature that are saved until you change them. Program the values you frequently use to save time.

The default values are restored in the following cases.

- When the power is turned on
- When the machine warms up from Power Saver Mode
- When the Clear All button is pressed
- After starting transmission

NOTE: When the machine is displaying the Custom Presets screen, it cannot receive fax documents.

The tables below lists the Fax user options that can be customized in the Custom Presets screen.

For details on the procedure, refer to “Customization”.

Screen Defaults

Feature	Description	Selections
1. Default at Power-on	Determines the initial screen displayed on the touch panel display when the power is turned on.	<u>Menu</u> , Copy, Fax
2. Copy Default	Determines the initial copy screen.	<u>Basic Features</u> , Customize Features, Features Menu
3. Fax Default*	Determines the initial fax screen.	<u>Basic Features</u> , Customize Features, Features Menu
4. Scan Default**	Determines the initial Scan screen.	See the “User Guide (Scanner)”.

___ indicates a factory set default.

*: Only for machines with facsimile features installed.

**: Only for machines with printer and facsimile features installed.

Date/Timers

Feature	Description	Selections
1. Date	Sets the current date.	<u>SEE</u> : "Setting the Current Date and Time" on page 7-11
2. Clock	Sets the current time. Displays the current time in 12 hour or 24 hour notation.	<u>SEE</u> : "Setting the Current Date and Time" on page 7-11
3. Auto Print	Auto Print determines the time the machine starts printing if fax-received documents or reports/lists remain in memory.	<u>10 seconds</u> (0-240 seconds)

___ indicates a factory set default.

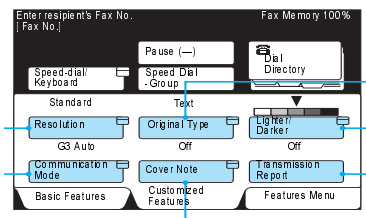
Audio Tones

Feature	Description	Selections
1. Job Complete (Others)	Determines whether the machine produces a sound when it stores or prints documents, exceptions are collated, transmission complete and diagnostics.	<u>On</u> , Off
2. Memory Receive Alert	Determines whether the machine produces a sound when documents are received into memory instead of being printed.	<u>On</u> , Off
3. Line Monitor Volume	Determines whether the telephone line tone sounds from the speaker of the machine itself until a telephone call is connected to a remote machine. This is useful when using a facsimile information service without picking up the handset.	Off, <u>On</u> 1-3 (<u>2</u>)
4. Ringing Volume	Determines the volume of a the ringing tone when an incoming telephone call is received.	0-3 (<u>3</u>)

___ indicates a factory-set default.

SEE: "Customization" on page 8-7 for the Custom Presets.

Fax Screen

Feature	Description	Selections
1-6. Customized 1 to Customized 6	Select up to six features displayed on the Customized Features screen, from the Features Menu screen. This is useful for minimizing the operations of frequently-used features. 	Up to six features from the Features Menu screen.
7. Dial Directory Default	Sets the first speed dial number which is displayed when selecting the Dial Directory button on the screen.	<u>001</u> -200
8. Delayed Start Default	Sets the time most frequently used as the start time for Delayed Start Send.	1:00 - 12:59 AM/PM (9:00(PM))
9. Transmission Screen	Determines whether to display the status during transmission.	On, <u>Off</u>

___ indicates a factoryset default.

SEE: "Customization" on page 8-7 for the Custom Presets.

Fax Features

Feature	Description	Selections
1. Resolution	Sets the most frequently used resolution level for documents to be scanned.	<u>Standard</u> , Fine, Super-fine (400 dpi), Super-fine (600 dpi)
2. Original type	Sets the type for most frequently used type of documents to be transmitted.	<u>Text</u> , Text/Photo, Photo (Halftone)
3. Lighter/Darker	Sets the most frequently used density level for documents to be transmitted. The density is applied when the documents are scanned.	<u>Normal</u> (5 levels)
4. Communication Mode	Sets the most frequently used mode for documents to be transmitted.	<u>G3 Auto</u> , F4800,
5. Send Header	Determines whether to add the Send Header.	<u>On</u> , Off
6. Send Header-Polling	Determines whether to add the Send Header to the documents stored in the memory to be polled.	<u>On</u> , Off
7. Mixed Size Originals	If set to On, the Mixed Size Originals option is selected automatically when the power is turned on.	On, <u>Off</u>
8. Transmission Report	Determines whether to print a Transmission Report.	On, <u>Off</u>

Feature	Description	Selections
9. Polled Document	Determines whether to delete data for a polled document from the memory automatically after transmitting the document.	<u>Auto Delete Off</u> Auto Delete On
11. Long Document	Sets the maximum length of a document to be scanned by the DADF. Only one-sided scanning is available for long documents. If the memory becomes full, the machine discontinues scanning.	<u>600 mm</u> , 3,600 mm
12. Rotate 90°	The image can be transmitted without reducing the image size by rotating the image orientation. This feature is not available when the Multi-Up feature or variable % in the Scan Size Options feature is selected. The document sizes that can be scanned and rotated are A4, A5, and B5, when the maximum scanning size is set to A4.	<u>On</u> , Off
13. Sender's ID	Determines whether to display the G3 ID on the screen at a remote machine.	<u>On</u> , Off
14. Redial Attempt	Sets the number of redialing attempts. When the line is busy, the machine can redial automatically.	<u>5</u> times (0-9 times)
15. Redial Interval	Sets the redial interval time.	<u>1</u> minute (1-255 minutes)
16. Auto Resend	Sets the number of redialing attempts. When a communication error occurs during transmission and the transmission is discontinued, the machine automatically retransmits the documents. This feature is not available for Manual Send or Immediate Send. The time set for the Redial Interval is used as the interval for resend attempts.	<u>3</u> times (0-5 times)
17. Transmission Interval	Sets the period between transmissions. The longer the standby time, the longer the total time spent for operations like Broadcast Send. The machine can receive incoming calls during this period.	<u>8 seconds</u> (3-255 seconds)
18. Batch Send	This feature automatically transmits several pending documents to an identical destination with a single phone call thereby reducing telephone charges. This feature does not apply to such functions as Immediate Send, Manual Send, Broadcast Send, Relay Broadcast Send, Remote Mailbox. The feature does not apply to Redial, Resend or Delayed Start jobs, either.	<u>On</u> , Off
19. Manual Send/Receive	Determines whether to display Manual Send and Manual Receive on the touch panel when On-hook or Off-hook is used.	<u>Receive</u> , Send
20. Auto Switch Time	Sets the time to activate a facsimile feature from getting an incoming call. When an incoming call is from a telephone, pick the programed time to speak with the remote party. If you hear a facsimile tone, press Manual Receive.	<u>0 second</u> (0-15 seconds)
21. Fax Receiving Mode	Determines whether to receive the fax documents automatically or manually when the power is turned on.	<u>Auto Receive</u> , Manual Receive
22. Border Limit	Sets the value to divide a document onto two pages, when the received documents are longer than the loaded paper size. We recommend using this feature with the Auto Reduce on Receipt feature.	<u>16 mm</u> (0-127 mm)

Feature	Description	Selections
23. Auto Reduce on Receipt	Determines whether to set this feature to On. If the document length is within the length of the loaded paper plus the value programmed in the Border Limit feature, the machine reduces and reproduces an image onto a single page. We recommend setting this feature with the Boarder Limit feature. If this feature is set to Off and the document length exceeds the paper length, image loss may occur.	<u>On</u> , Off
24. Receiving Paper Size	<p>Determines a mode from the following options to inform the remote sending machine of the paper size.</p> <p>I Tray Mode</p> <p>Informs the remote sending machine of the type of paper loaded in the trays (except for the bypass tray.) The machine reproduces documents without image loss using the size of paper closest to that of the original documents. If the receiving machine has only smaller paper than the documents, it informs the sending machine accordingly. The sending machine will then transmit reduced images to fit the paper loaded in the receiving machine.</p> <p>I User Mode</p> <p>Informs the remote sending machine of the paper sizes to be printed on. If the same size of paper as the document is loaded in any paper tray, except the bypass tray, the machine reproduces the same-size images onto the paper. If the same size of paper as the document is not specified, the machine reproduces the same-size images without image loss on any closer size of paper that is specified and loaded. If the paper of an appropriate size is not loaded, the machine carries out a "stored in memory" operation.</p> <p>We recommend this mode if you always use the same size of paper or reproduce images of the same size as the received documents.</p>	<u>Tray Mode</u> <u>User Mode Paper Size</u> (A5□, A4□, A3□, 8.5 × 11"□, B5□, A4□, B4□)
25. 2 Up on Receipt	<p>The machine prints two consecutive received documents onto one page. This helps to save paper.</p> <p>For example, a two-page document of A5□ can be printed onto one A4□ sheet of paper. However, if the same size of paper as the documents is loaded and specified, the received images are reproduced onto that paper.</p> <p>The 2 Up on Receipt feature may be disabled in some cases, depending on the size of the documents received.</p>	<u>Off</u> , On
26. 2 Sided Printing*	The machine prints received documents or reports onto both sides of a sheet. This helps to save paper. However, this feature is not available when the optional finisher is installed.	On, <u>Off</u>
27. Side 2 Rotation	The machine prints the Side 2 image by rotating 180°.	On, <u>Off</u> , □ Rotation, □ Rotation
28. Report/List - Output 29. Auto Report - Output 30. Line 1 -Output 31. iFAX-Output*	Sets the output tray for printed documents.	<u>Center Output Tray</u> <u>Side Output Tray*</u> Finisher Tray - Lower* Finisher Tray - Upper*

Feature	Description	Selections
32. Selector - Line Setup	Sets the mailbox to sort stored documents.	On, <u>Off</u>
33. iFAX Profile* 34. iFAX Send Status	This feature is enabled when the optional Internet fax kit is installed. See "User Guide (Internet Facsimile)" .	

___ indicates a factoryset default.
 *Enabled when optional kit is installed.

SEE: "Customization" on page 8-7 for the Custom Presets.

SEE: "User Guide (Copier)" for details on other Custom Presets.

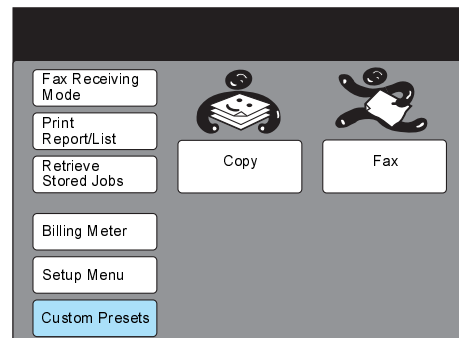
Customization

This section describes how to customize the settings.

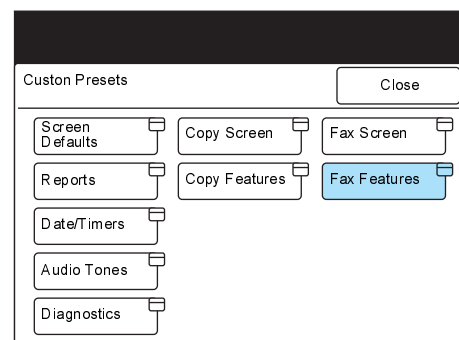
Procedure

1. Select **Custom Presets** on the Menu screen.

NOTE: If you do not see the screen shown on the right, press **Feature Selection** to display the Menu screen.

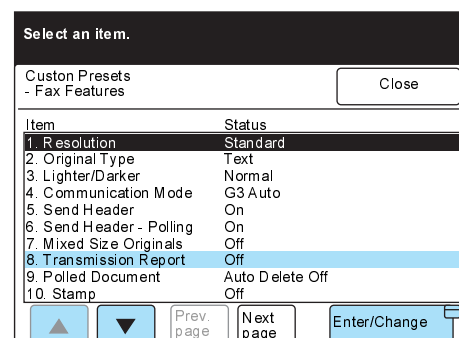


2. Select a required button.



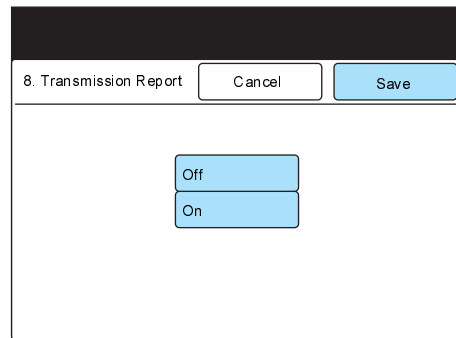
For example, select **Fax Features**.

3. Select **Enter/Change** after selecting a desired item.



For example, select **8. Transmission Report**.

4. Select **On** or **Off** for the default value.



8. Transmission Report

Cancel Save

Off

On

For example, select **On**.
Select **Save**.

NOTE: Select **Cancel** to clear the settings.

5. Press **Clear All** on the control panel to return to the initial screen.

9 Reports and Lists

Reports and Lists

The machine prints the following reports and lists that provide information about communications status or settings.

You can determine whether these reports are printed automatically or not.

Reports/Lists	Description	When printed
Activity Report	Lists status information about earlier communications and transmission.	<ul style="list-style-type: none">➤ After 100 communications (settings required)➤ Manually when specified.
Options List	Provides current settings for facsimile options, mailbox, comment list and sorting to mailbox.	<ul style="list-style-type: none">➤ Manually when specified.
Stored Documents List	Provides information about jobs in memory that are still pending.	<ul style="list-style-type: none">➤ Manually when specified.
Dial Directory List	Lists information about the numbers in the Dial Directory, Group Dial and Sub-dial.	<ul style="list-style-type: none">➤ Manually when specified.
Power Off Report	Lists information about documents deleted from memory due to a power failure.	<ul style="list-style-type: none">➤ Automatically after turning power ON.
Broadcast Report/Multi-Poll Report	Lists the results of Broadcast/ Multi-Poll operations	<ul style="list-style-type: none">➤ Printed automatically after the Broadcast Send/ Multi-Poll operation is completed (settings required).
Transmission Report	Lists the results of transmissions with a reduced image of the first page.	<ul style="list-style-type: none">➤ Printed automatically after the transmission is completed normally or abnormally (settings required).
Relay Broadcast Report	Lists the results of a Relay Broadcast operation.	<ul style="list-style-type: none">➤ Printed automatically after the completion of a transmission (settings required).
Mailbox Report	Lists the documents stored in the mailbox.	<ul style="list-style-type: none">➤ Printed automatically when a Receive in Mailbox operation is completed. (settings required)
Mailbox List	Mailbox settings	<ul style="list-style-type: none">➤ Manually when specified.

NOTE: Accounting method may vary between the reports generated by this machine and those from telecommunication companies. This is because the machine uses a different method to calculate the transmission time. (The machine begins counting the transmission time once the transmission speed between the machines has been confirmed.)

SEE: "Creating a Mailbox" on page 7-38 for the settings to print out a Mailbox Report.

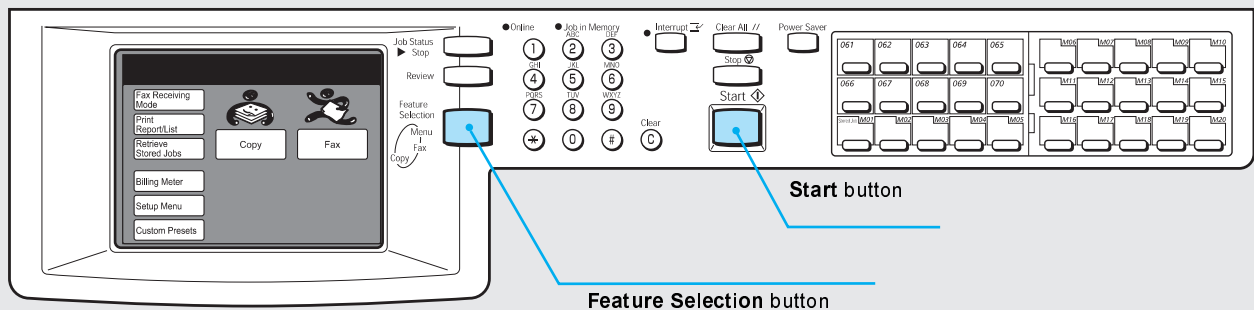
Printing Reports Automatically

You can determine whether to print the following reports automatically:

- Activity Report
- Transmission Report - Undelivered (Transmission Report to be printed when the transmission fails.)
- Transmission Report - Canceled (Transmission Report to be printed when the transmission is canceled. It is printed only when "Transmission Report - Undelivered" is set to On.)
- Broadcast Report/Multi-Poll Report
- Relay Broadcast Report

The following procedure describes how to program each report.

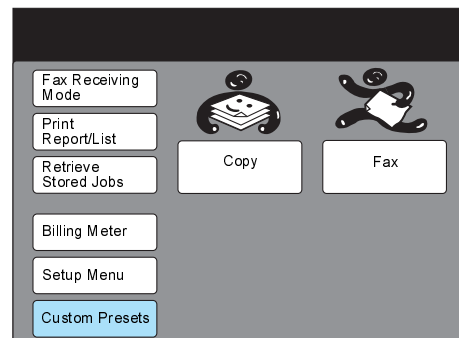
Use the button(s) indicated below



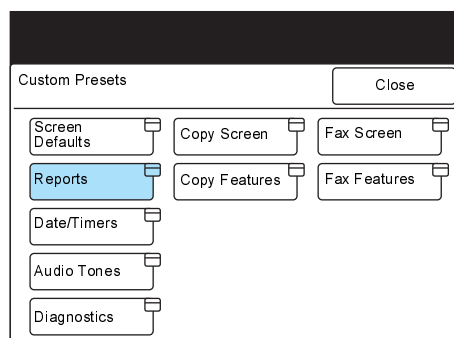
Procedure

NOTE: If you do not see the screen as right picture, press **Feature Selection** to display the Menu screen.

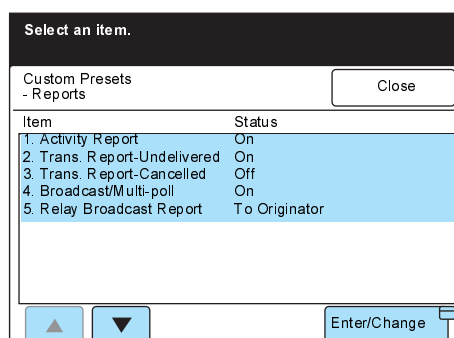
1. Select **Custom Presets** on the Menu screen.



2. Select **Reports**.



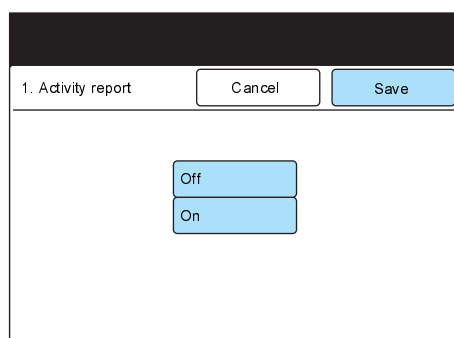
3. Select the desired report, then **Enter/Change**.



For example, select **1. Activity Report**.

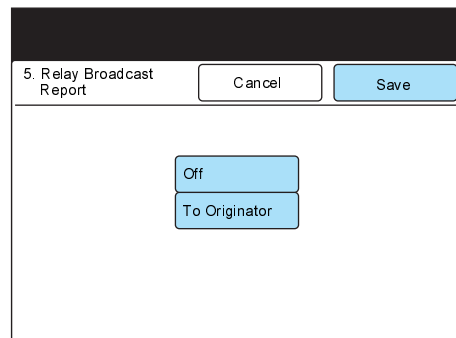
If you want to program **5. Relay Broadcast Report**, go to Step 5.

4. If you want to print the report automatically, select **On**. If not, select **Off**.



5. Press **Clear All** on the control panel to return to the initial screen.

6. If you do not want to print the Relay Broadcast Report, select **Off**. If you want to print the report, select **To Originator**. Then select **Save**.



5. Relay Broadcast Report

Cancel Save

Off

To Originator

7. Press **Clear All** on the control panel to return to the initial screen.

10 Troubleshooting

Troubleshooting

This section is a troubleshooting guide for your machine.

If you still experience a malfunction or problem with your machine after consulting the following troubleshooting tables, contact our Customer Support Center.

Problems With Transmission

Items to be checked	Action
Transmission procedure	Check that the procedure is correct and retry.
Telephone line connection	Check that the phone line is connected correctly.
Phone number of remote machine	Check the number displayed on the screen. If you are using speed dialing, print a Dial Directory List to check the number. Correct the number if necessary. <i>SEE: "Setting a Speed Dial" on page 7-14</i>
Phone line settings	Print an Options Report to check that the dial and line type settings are appropriate. Correct the settings if necessary. <i>SEE: "Programing an ID and Telephone Line" on page 7-5</i>
Problems with the remote machine	Check the status of the remote terminal such as power supply.
Transmission Report printed?	Check the Transmission Report.
Activity Report details	Refer to the Activity Report to check the transmission result.
An error message displayed?	Take the necessary measures described in the message.

Problems With Reception

Items to be checked	Action
“Load paper” message displayed?	Load paper if the paper tray is empty. <i>SEE: “User Guide (Copier)”</i>
“Paper or Document Jam” message displayed?	Remove jammed paper if necessary. <i>SEE: “User Guide (Copier)”</i>
Memory capacity	Documents may be received into the memory using the Documents Stored in Memory feature. If a paper jam occurs, remove the jammed paper to print the document. <i>SEE: “Memory Full / Stored in Memory” on page 10-5</i>
Modular jack connection	Check the modular jack is connected correctly. <i>SEE: “Telephone Line Connectors” on page 1-4</i>
Set to Manual Receive?	Carry out a Manual Receive operation or select Auto Receive.
Message for “Stored in memory” displayed?	<i>SEE: “Memory Full / Stored in Memory” on page 10-5</i>
Custom Presets screen displayed?	The machine cannot receive documents when the Custom Presets screen is displayed. Close the Custom Presets screen.
Telephone line connection	Check that the phone line is connected correctly.
Is the power switched on?	Turn the power on. <i>SEE: “User Guide (Copier)”</i>
Machine Password set?	After setting a Machine Password, your machine can accept reception or polling only from remote machines that send the correct password in F code. <i>SEE: “Setting a Machine Password” on page 7-9</i>
An error message displayed?	Take the necessary measures described in the message.

Other Problems

Status	Problem	Action
The status code "Kx-xx" is displayed.	-	SEE: "Status Code" on page 10-6
Documents jam/ Paper jam	-	SEE: "User Guide (Copier)"
Facsimile feature does not work.	Check whether the telephone number of the remote machine is correct.	Press the Job Status button on the control panel, then select the job in the Pending Jobs or the Current Jobs screen to cancel the transmission. SEE: "Canceling Jobs" on page 4-6
The touch panel display is dark.	Check if the Power Saver indicator light (button) is lit.	The machine is in power save mode. Press the Power Saver button to exit this mode.
	Power off?	Turn the power on. SEE: "User Guide (Copier)"
The telephone continues to ring.	Set to Manual Receive?	Select Auto Receive. SEE: "Switching between the Modes" on page 5-1
	Is the Auto Switch Time set too long?	Change the settings. SEE: "User Options for Custom Presets" on page 8-1
	Is the Custom Presets screen displayed?	The machine cannot receive documents when the Custom Presets screen is displayed. Close the Custom Presets screen.
Received data is not printed.	Is the document loaded correctly at the remote machine?	Ask the remote station. NOTE: Poor output quality may be sent by the remote machine.
	Is the drum/toner cartridge correctly installed?	Check the drum/toner cartridge and re-install it if necessary.
Unable to access facsimile information services.	Check that the machine is not set to Manual Send?	Select Manual Receive on the On-hook or Off-hook screen, enter the required code, then press the Start button.
The message, "Line is not connected. Check cable." is displayed.	Is the telephone line connected?	Check the line.

Status	Problem	Action
The transmitted image quality is poor.	Is the document scanner clean?	Clean the document glass. SEE: <i>"User Guide (Copier)"</i>
	Are the settings for density correct?	Adjust the density level. SEE: <i>"Basic Send Operation (Resolution/Original Type/Lighter/Darker)" on page 3-1</i>
	Is there a problem with the remote machine?	Ask the remote station. NOTE: Poor output quality may be sent by the remote machine.
The received image quality is poor.	Is the drum/toner cartridge damaged?	Make a copy to check the condition of the drum/toner cartridge. Replace the drum/toner cartridge if necessary. SEE: <i>"User Guide (Copier)"</i>
	Is the scanner of the remote machine clean?	Ask the remote station. NOTE: Poor output quality may be sent by the remote machine.
	Is the resolution level setting for the remote machine too low?	Ask the remote station. NOTE: Poor image quality may be sent by the remote machine.

Memory Full / Stored in Memory

Error message	Action
Memory full. Press Start to send scanned pages or press Stop to cancel.	<p>The memory is full or too many pages are loaded. Take one of the following measures.</p> <ul style="list-style-type: none"> • Press the Start button to send pages that have been stored. • Press the Stop button to stop sending. Print or delete unnecessary stored documents and begin the operation again.
Job Memory full. Press Start to send scanned pages or press Stop to cancel.	
Too many pages. Press Start to send scanned pages or press Stop to cancel.	
Memory full. Press Start to save scanned pages or press Stop to cancel.	<p>The memory is full or too many pages are loaded for Store for polling. Take one of the following measures.</p> <ul style="list-style-type: none"> • Press the Start button to save pages for polling that have been stored. • Press the Stop button to cancel the save operation. Print or delete unnecessary stored documents and begin the operation again.
Job Memory full. Press Start to save scanned pages or press Stop to cancel.	
Too many pages. Press Start to save scanned pages or press Stop to cancel.	
Memory full. Scanning canceled. Press Stop to Exit.	<p>The memory is full. Press the Stop button to stop sending. Print or delete unnecessary stored documents and begin the operation again.</p>
Job Memory full. Scanning canceled. Press Stop to exit.	
Memory full. Press Start to scan next set of documents or press Stop to cancel scanning.	<p>Memory overflow may occur when scanning a long document. Take one of the following measures.</p> <ul style="list-style-type: none"> • Press the Start button and store the next document. • Press the Stop button to cancel scanning.
A fault has occurred in job memory. 2 Sided Printing is unavailable. Please call for Service. H8	<p>After printing a received document, report or list, a page memory error occurred. Contact our Customer Support Center.</p>
A fault has occurred in job memory. Rotate 90° is unavailable. Please call for Service. H8	
Documents or reports/lists are stored in memory. Load the correct paper stock to run this job.	<p>Documents are stored in the memory. Load the paper size indicated in the message.</p> <p>Press the Start button if you want to print onto another size of paper.</p>

Status Code

This section describes the status code displayed on the Activity Report, etc. and how to perform diagnostics.

For more information about a status code not shown below and for details on how to perform diagnostics, refer to the "User Guide (Copier)".

If the problem persists, contact our Customer Support Center.

Status code	Action
K0-03	The remote machine does not answer because the telephone number is wrong. Check the telephone number and status of the remote machine, then begin the operation again.
K0-05,K0-08	The memory is full. Check the stored documents and delete unnecessary jobs to maintain the available memory.
K0-07	An endless loop was detected in the relay broadcast send operation. Check the destinations and begin the operation again.
K5-xx	A problem related to the computer or the network. Check the operational procedures and begin the operation again.
K6-02	Check the line (modular jack) connection and begin the operation again.
K6-03	The remote machine did not answer and the communication failed. Check the following conditions then begin the operation again. <ul style="list-style-type: none">• The telephone line is connected correctly.• The telephone number is correct (The remote machine may not be a facsimile.)• Telephone number is in a correct format if the line type is set to PBX.• The remote terminal is ready for transmission.
K6-04,K6-05,K6-06	A dial tone was not detected and the communication failed. Check the line connection and settings, and begin the operation again.
K6-07	The telephone line was busy and the communication failed. Check the line connection and settings and begin the operation again.
K7-00	The ID of the remote machine and password specified do not match, and the communication failed. Check the password of the remote machine and begin the operation again. If an unknown remote machine tries to retrieve documents from your machine, the machine displays this code and this is normal.
K7-01	The remote machine cannot carry out the feature you specified for example like Store for Polling. Contact the remote operator and begin the operation again.
K7-03	The remote machine answers but is unable to receive documents. Contact the remote operator to check for any problems. When specifying features such as Relay Broadcast Send or Remote Mailbox, check whether the remote machine has these features installed.
K7-06	Check the telephone number of the remote machine and begin the operation again.
K7-07	The remote machine stopped the transmission. Check the status of the remote machine, then begin the operation again. If the code is displayed again, carry out diagnostics.
K8-xx	A problem related to the optional Internet fax kit. Check the operational procedures and begin the operation again.

"xx" indicates a numeric.

Below are the specifications for the facsimile functions. The specifications and appearance of this product are subject to change without prior notice.

- *1 When the optional hard disk (for fax) is installed.
- *2 When the optional speed dial expansion kit is installed.
- *3 1*4An A4-size document (including about 700 characters) is sent with 8 x 3.85 lines/mm and at 28,800 bps and above, using the JBIG compression feature. This time only indicates the image information and excludes the communication control time.
- *4 Only MH, MR and MMR are available for a facsimile transmission directly from your PC.

Number of Sheets Stored in Memory

The following tables show the maximum number of sheets storable when Xerox standard A4 document (sample: ITU-T No. 1) is used and the density is set to Normal.

MMR compression

	Standard	Fine	Super-fine (400 dpi)	Super-fine (600 dpi)
Standard: 10 Mbyte	590 sheets	369 sheets	210 sheets	131 sheets
With optional hard disk (for fax) (1 Gbyte)	960 documents or less, or 960 pages or less or until memory is full.			

JBIG compression

	Standard	Fine	Super-fine (400 dpi)	Super-fine (600 dpi)
Standard: 10 Mbyte	756 sheets	473 sheets	259 sheets	165 sheets
With optional hard disk (for fax) (1 Gbyte)	960 documents or less, or 960 pages or less or until memory is full.			

Sample: ITU-T No. 1

THE SLEREXE COMPANY LIMITED
SAPORS LANE - BOOLE - DORSET - BH1 2S 8 ER
TELEPHONE BOOLE (945 13) 51617 - TELEAX 123456

Our Ref. 350/PJC/EAC 18th January, 1972.

Dr. P.N. Cundall,
Mining Surveys Ltd.,
Holroyd Road,
Reading,
Berks.

Dear Pete,

Permit me to introduce you to the facility of facsimile transmission.

In facsimile a photocell is caused to perform a raster scan over the subject copy. The variations of print density on the document cause the photocell to generate an analogous electrical video signal. This signal is used to modulate a carrier, which is transmitted to a remote destination over a radio or cable communications link.

At the remote terminal, demodulation reconstructs the video signal, which is used to modulate the density of print produced by a printing device. This device is scanning in a raster scan synchronised with that at the transmitting terminal. As a result, a facsimile copy of the subject document is produced.

Probably you have uses for this facility in your organisation.

Yours sincerely,

Phil.
P.J. CROSS
Group Leader - Facsimile Research

Registered in England: No. 0028
Registered Office: 40 Years Lane, Elford, Staffs.

Overseas Communication

This section describes how to communicate with overseas remote machines.

You can communicate with overseas remote machines through the telephone exchange service companies.

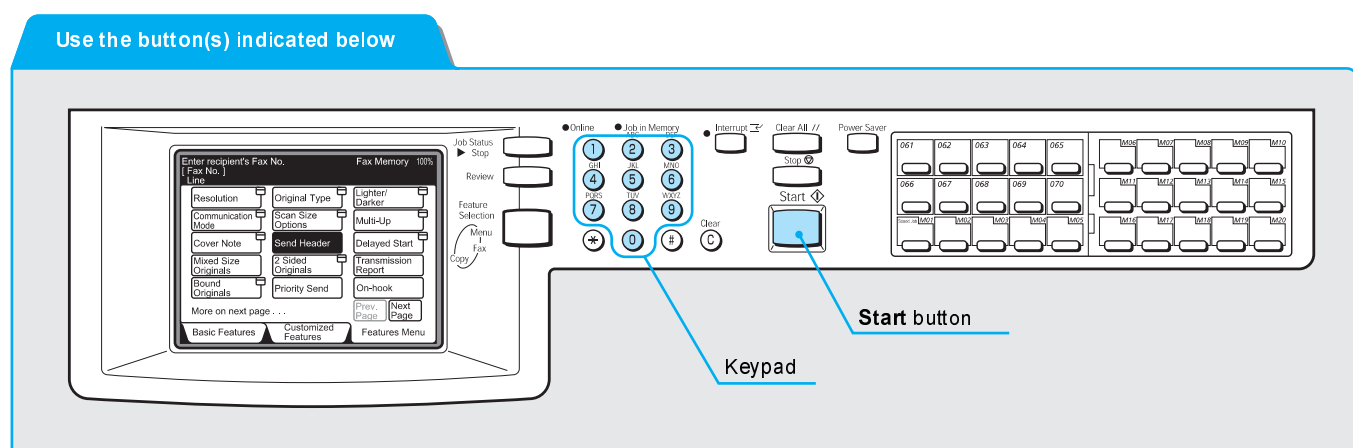
Select the F4800 button on the Communication Mode screen to increase the machine's transmission capability.

NOTE: The international telephone networks are originally established for voice communications. Occasionally facsimiles may be excessively sensitive to line noise. This may cause a data error on the received document or even terminate the transmission. Regardless of transmission completion, once the line is connected, you are required to pay for the telephone charge. For more information about the telephone line, contact the telephone service companies.

NOTE: If you select the F4800 button, the machine attempts the transmission at 4800 bits per second (bps) or less to successfully complete the transmission. A lower bps requires a longer transmission time.

This section describes how to directly dial a remote machine through a telephone service company.

For more information, contact your carrier in your country.



Dialing "0011" as an Example

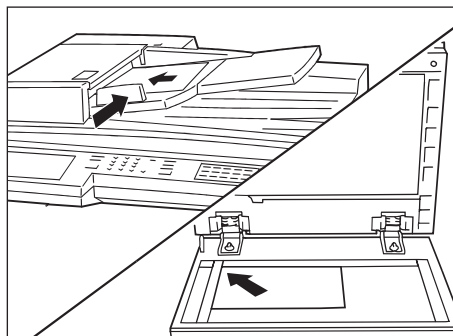
When you dial a remote machine directly through a telephone service company, use the following dial format. For example, enter "0011" which is the telephone service company code in Australia.

Telephone service company code	Country code	Area code	Telephone number
--------------------------------	--------------	-----------	------------------

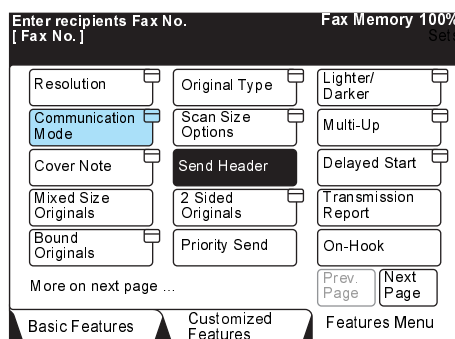
Procedure

SEE: "Loading Documents" on page 2-3

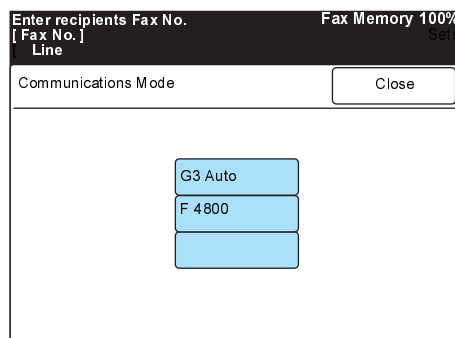
1. Load documents.



2. Select **Communication Mode** on the Customized Features or Features Menu screen.

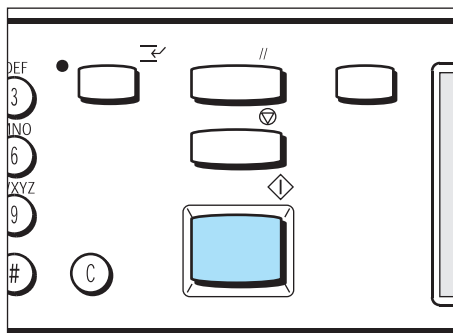


3. Select **F4800**, and then **Close**.



IMPORTANT: You may enter a secondary dial tone detector or “-” (pause) after the code for your telephone service company depending on the area.

4. Using the keypad on the control panel, enter “0011,” the country code, area code, and the telephone number, then press **Start**.



Glossary

Auto Clear	The machine goes into standby mode, if paused for a specified time.
Border limit	<p>Even when the transmitted document length is slightly longer than the regular sizes, one more sheet is used. If the received document includes a space at the bottom, the space can be removed so that the data can be printed on one page.</p> <p>The space at the bottom is the border limit. When the border limit value is small, the data is printed on the next page. When the border limit value is large, a larger space is cut so that data can be printed on one page.</p> <hr/> <p>SEE: <i>"Reducing Images at the Receiving Machine" on page 5-7</i></p> <hr/>
Communication(s)	<p>Communications using network which can offer audio data (telephone), image data (fax), picture data (videotex) and PC data (PC communication service) over the same channel.</p> <p>In this guide, this is referred to as transmitting and receiving images.</p>
Default screen	A touch panel screen displayed immediately after switching on the power or pressing the Clear All button. The panel is also displayed when the Auto Clear feature is used.
Default value	Values set on the Custom Presets screen.
Dial	<p>To designate a telephone number for document transmission.</p> <p>The machine provides the following methods for dialing: Keypad Dialing (full-digit dialing by numeric keys), Speed Dialing, One Touch Dialing, and using the Dial Directory, etc.</p>
Dial tone	A tone sounds from the telephone line when a remote machine receives a call. You will then know that you are connected to the line.
Dial type	The dial type of connected line. The machine offers Tone and 10 pps options.
Display (or screen)	The display on the control panel. It provides information and instructions for users.
Document	In this guide, the image data after the document is scanned. Used as transmitted document, received document and pending document, etc.
Dual access	Allows you to perform two operations simultaneously.
ECM	<p>(Error Correction Mode)</p> <p>An ITU-T approved feature for Group 3 facsimile machines. ECM transmission sends the document image data in segments and retransmits each segment if the remote machine receives that segment incorrectly.</p> <p>"EC" described on the Activity Report shows that the communication was executed using ECM.</p>
F code communication	Communication procedures approved by the Communication Industry Association for use of T.30* standardized by ITU-T. Between the machines with F code feature, various features making use of F code can be used. (* Communication standard)
F4800	An operator selection that forces the machine to communicate at a maximum of 4800 bits per second.
G3	A facsimile communication system standardized by the advisory committee for International Telecommunications (CCITT, now the ITU-T). G4 is the digital communication network system.
Header	Send Header printed on the first line of received documents.

Immediate Send/ Immediate Receive	The machine transmits or receives each page individually when one page of documents is stored. When the memory is nearly full, the mode switches to the Immediate Send or Immediate Receive operation.
Job	The term Job is used in two different ways: ① A transaction when a document is transmitted or received. ② An operation to be programmed to the job memory
Line monitor	Allows you to audibly monitor a transmission through speaker after dialing until connected.
Local machine	The machine you use. This is a general term for terminals such as telephones, facsimile machines and personal computers, etc.
Off-hook dialing	Dialing while lifting the handset.
On-hook dialing	Dialing while the handset is placed on the cradle.
Optional accessory	You can order the optional accessories. Available options depend on countries.
Pause	Standby status. Pause on the touch panel display can be selected.
Polling	A feature that allows you to retrieve a document from a remote machine.
Receiving Paper Size	Use this feature to specify the use of fixed paper sizes for receiving faxes. The receiving machine informs the sending machine of the paper sizes available.
Recipient	A remote terminal to which you want to transmit a document. "Dialing" indicates the operation of entering a recipient's telephone number.
Remote terminal	A terminal with which you want to communicate. This is a general term for terminals such as telephones, facsimile machines and personal computers, etc.
Scanning	Documents are optically scanned to convert to image data. The document glass and automatic document feeder are installed as scanners.
Select	In this guide, "select" means touching a feature button to highlight the item on the touch panel display.
Sender	A terminal from which a communication is started. The opposite of this term is Recipient.
Status code	A code is displayed on the control panel or a report when a problem occurs.
Store	In this guide, used for storing a scanned document image to a memory.
Stored Jobs	A feature to program operations you frequently perform. The Stored Jobs feature allows you to start routine jobs at the touch of a button.
Sub-dial	Sub-dials are numbers that are frequently used. A sub-dial can contain up to 16 digits. This is convenient for dialing long telephone numbers.
Super G3 (SG3)	G3 communication system conforming to ITU V.34. Enables higher-speed transmission (33.6kbps) compared to ordinary service.
Transmission Interval	The period between transmissions.
Transmit using a password	"S" and the ID of a remote terminal follow the telephone number to specify a remote machine. This feature prevents transmission errors.

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