

XEROX
WorkCentre Pro 423/428
iFax 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 *What is Internet Fax?*

The following information can be found in this chapter:

- Configuration and Characteristics of iFax
- iFax vs Common Facsimile Features

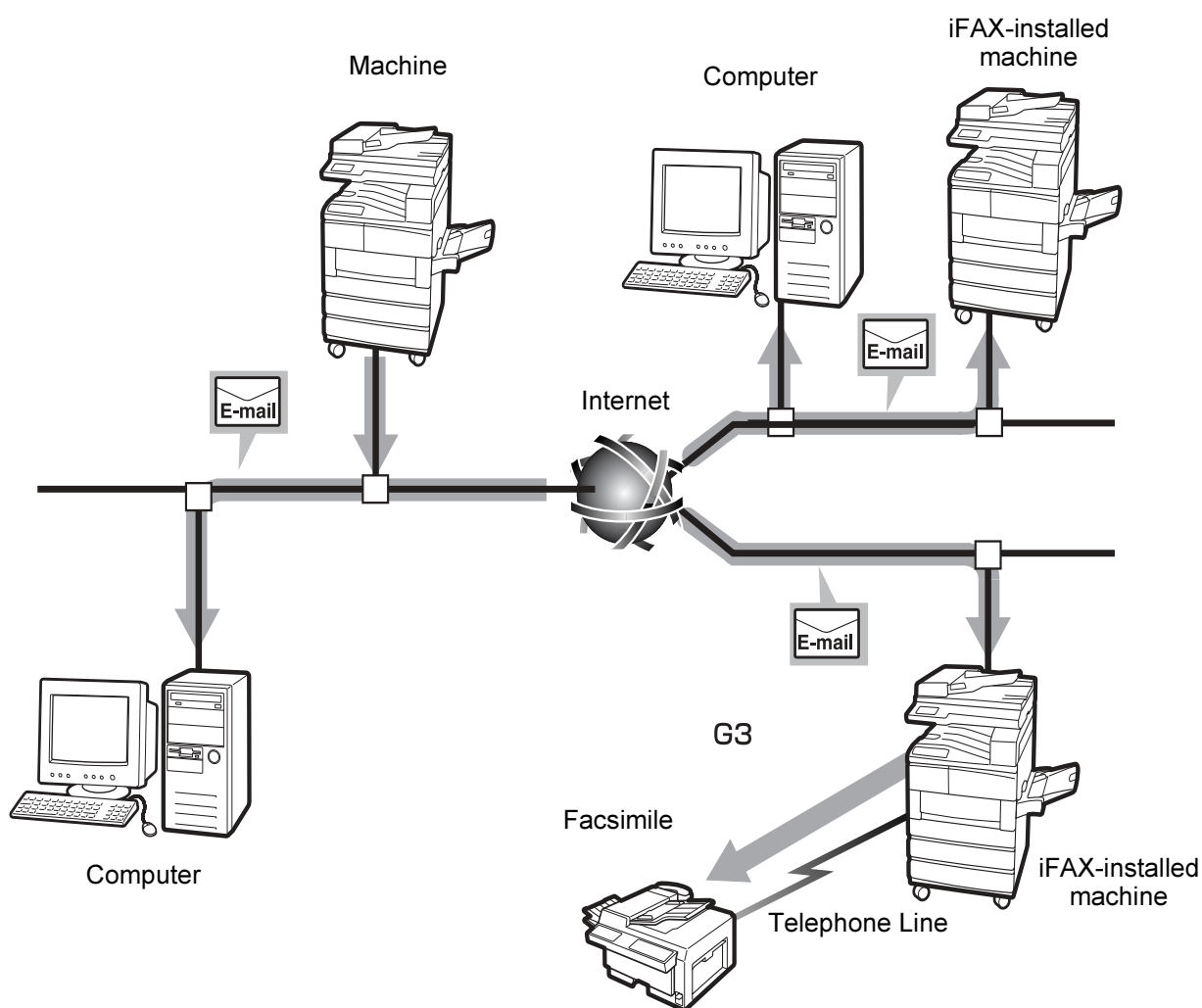
Configuration and Characteristics of iFax

This chapter describes the system configuration and characteristics of the Internet Fax feature of this machine.

In the context of this user guide, the Internet Fax feature is known as iFax.

System Configuration of iFax

Unlike normal fax transmission that make use of the telephone line, iFax performs its transmission via the in-house network or the Internet. This feature allows you to send documents scanned by the machine as attachments in the TIFF format of the electronic mail (hereinafter called E-mail). This feature can also receive E-mails sent from the iFax-installed machines or computers.



Characteristics of iFax

This section describes the various forms of transmission utilized by iFax and their characteristics.

With the iFax feature, TIFF files can be sent and received as E-mail attachments between the machine and iFax-installed machines, and between the machine and computers. Besides transmission of E-mails, it can also forward fax documents that have been received at the local mailbox as E-mails and send received E-mails to facsimiles as faxes.

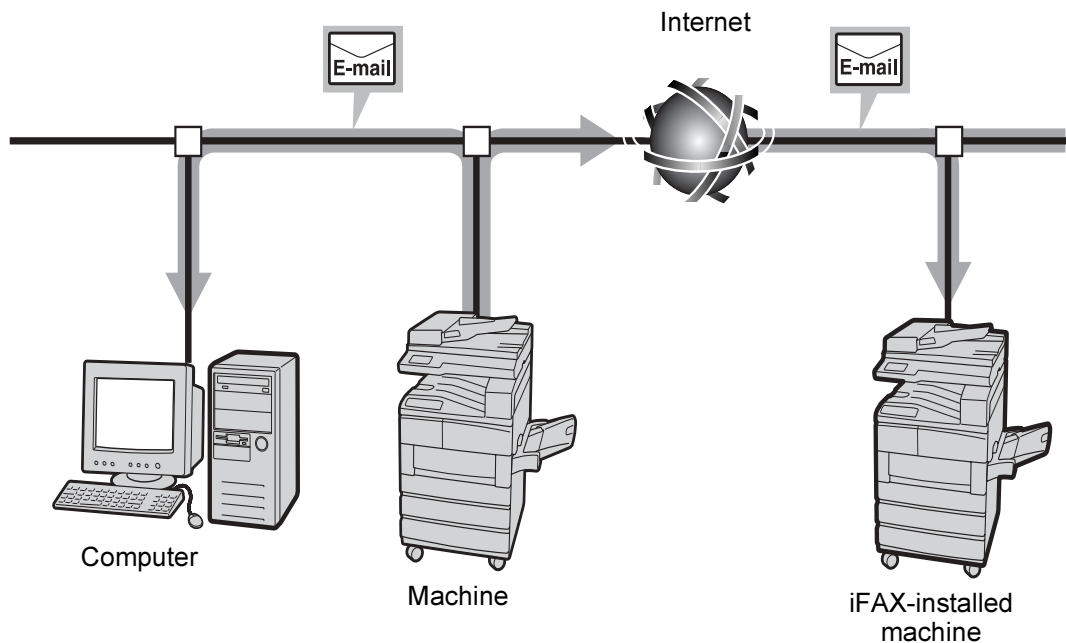
Sending E-mails

This feature allows you to send documents scanned by the machine to iFax-installed machines and computers as E-mail attachments in the TIFF format. This feature helps to cut down on telephone bills as it transmits through the existing in-house network and the Internet.

NOTE: Depending on the iFax feature of the recipient, the profile that can be processed varies. Confirm the profile that can be processed by the iFax of the recipient before specifying the profile.

When sending a mail to the computer, the attached TIFF may not be displayed correctly due to the type of profile specified. In this case, send the mail in TIFF-S or TIFF-F.

See “Sending E-mails” on page 3-2.



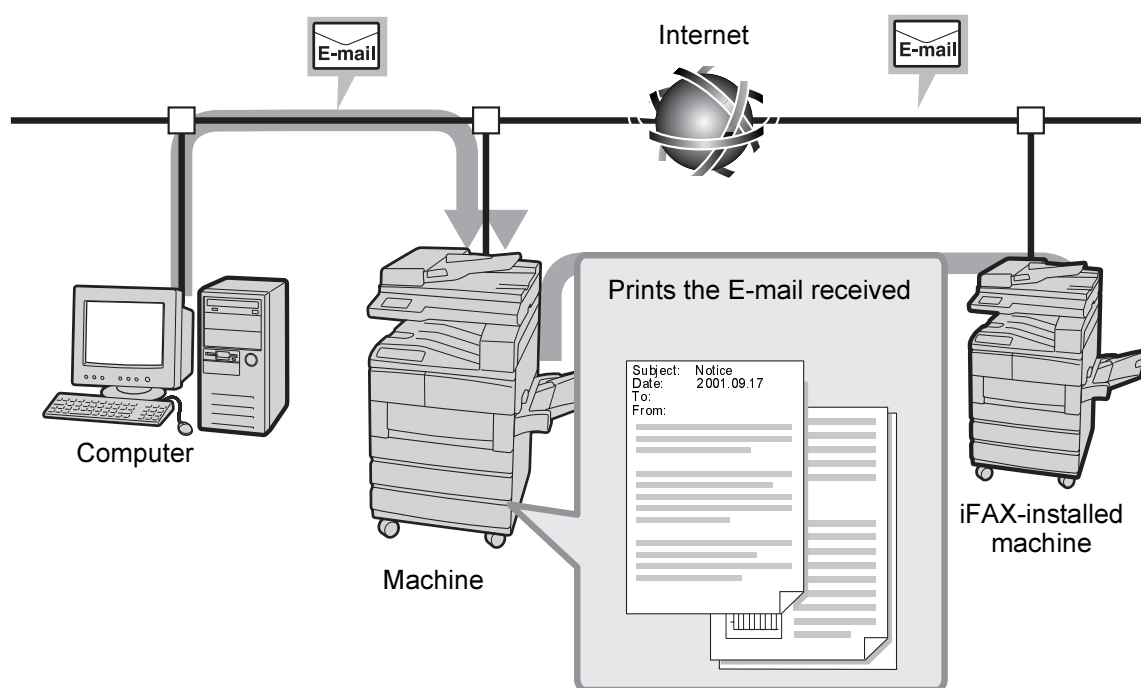
Receiving E-mails

When an E-mail is received from an iFax-installed machine or a computer, the machine prints it automatically. No special operation is required to receive an E-mail.

NOTE: The file formats and profiles that can be used for receiving mails are as follows: File format: TIFF-FX(RFC-2301); Profile: TIFF-S, TIFF-F and TIFF-J.

If the profile received is not compatible, the file may not be printed. You cannot send a mail with attached files from the computer to this machine.

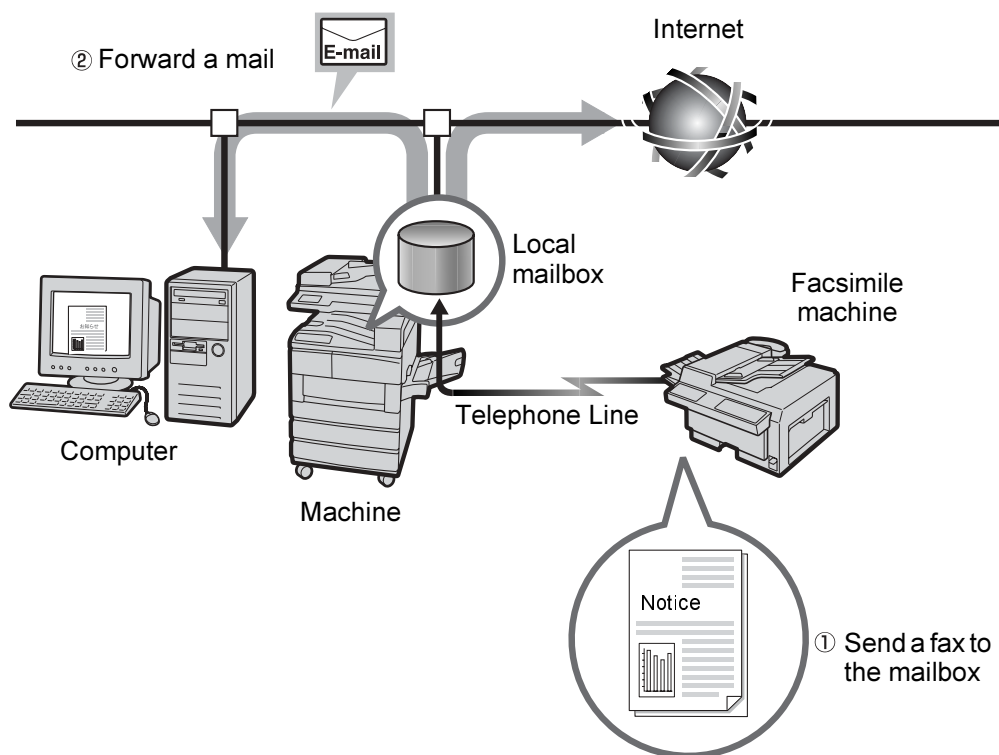
See "Receiving E-mails" on page 3-22.



Forwarding a Fax as an E-mail

When the local mailbox is preset with the forward function and E-mail addresses, fax documents stored in the local mailbox can be converted into E-mails and forwarded automatically with the Box Selector function. As you can forward a fax document to a specified computer, it saves the recipient the trouble to walk to the facsimile machine to collect the fax document.

See "Forwarding a Fax as E-mail from Mailbox" on page 4-8.



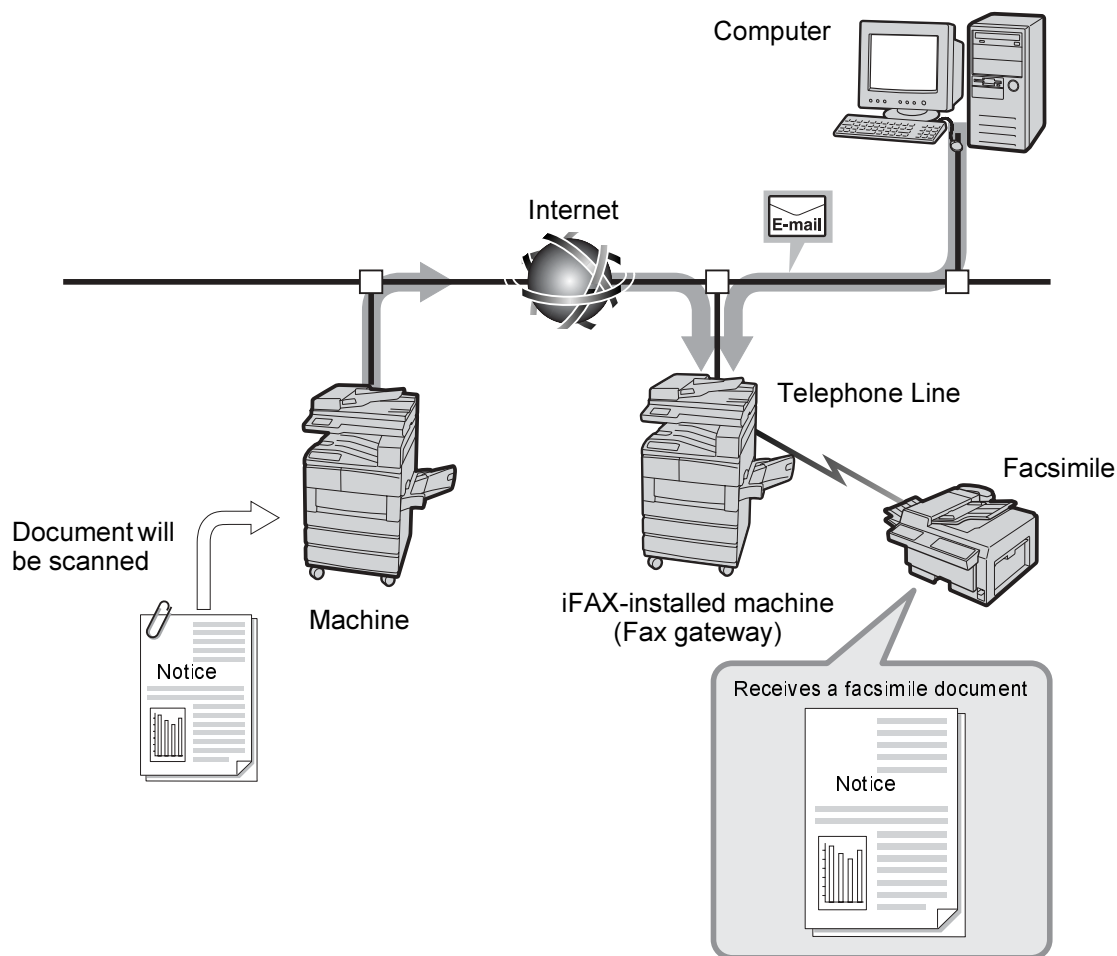
Sending an E-mail to a fax machine

With the E-mail addresses specified in a specific format, the machine or the computer can send faxes via the G3 to facsimile machines that do not support the iFax feature.

This feature sends faxes as E-mails to iFax-installed machines that are connected to the network via the Internet. When faxes are received, the iFax-installed machine (called the fax gateway) converts them into faxes and forwards them to the specified facsimile. For such transmissions, if the sender and recipient of the fax are in the local call region, the cost incurred in fax transmission can be reduced.

NOTE: This feature is available only when the method of receiving E-mail of the iFax-installed machine (fax gateway) is set to SMTP. You cannot send a mail with attached files from the computer to this machine.

See "Sending Faxes to Recipients as Relay Centers" on page 4-4.



Other Characteristics

➤ You can register E-mail addresses in the speed dial directory.

When the E-mail addresses of recipients are registered in the speed dial directory or the sub-dial directory, you need not enter the E-mail addresses again whenever you want to send a fax to these recipients.

NOTE: For speed dialing, E-mail addresses can be preset with other transmission settings, such as setting the iFax Profile, iFax Send Status and outgoing E-mail-related settings.

See *“Registering Speed Dial”* on page 5-5.

➤ Broadcast Send feature is available.

You can use the Broadcast Send feature to send E-mails to several specified E-mail addresses. The Broadcast Send feature also allows you to send faxes and E-mails to the destinations of usual facsimile and iFax machines.

See *“Specifying a Recipient”* on page 3-14.

When sending E-mails

The “iFax Sent” message displayed on the Job Status screen, and “Sent” printed on the Activity Report or Transmission Report, indicate that the E-mail has been sent to the SMTP server which is set in the machine for sending E-mail.

The E-mails sent may not be delivered to the recipient due to the problems on the transmission route of the Internet. The machine will not be notified when this problem occurs. When an important E-mail is sent, it is recommended to confirm the successful transmission of the E-mail with the recipient by telephone.

NOTE: If the iFax Send Status is set to On in the POP3 setting, it allows you to confirm whether the E-mail has reached the mail server of the recipient. If it is in the SMTP setting, it allows you to confirm whether the mail has reached the recipient. Refer to “Refer to “iFax Send Status” on page 3-9 for details.

The confirmation of mail received using the iFax Send Status feature will reach the server that supports the iFax Send Status feature. The iFax Send Status feature will not be available if all the mail servers in the transmission path do not support this feature. However, the mail will still be sent even if the mail server does not support this feature. In this case, the result of the iFax Send Status may be different from the result of the actual mail received.

Limitations of the Mail Server

Depending on the system environment such as the mail server limitation, large-sized E-mails may not be sent or received. When you want to set the number of pages in the E-mail, please confirm the system environment of the sender and recipient, respectively.

TIFF file format and its profile

NOTE: The file formats and profiles that can be used for receiving mails are as follows: File format: TIFF-FX(RFC-2301); Profile: TIFF-S, TIFF-F and TIFF-J.

If the profile received is not compatible, the file may not be printed. You cannot send a mail with attached files from the computer to this machine.

When specifying a profile

Depending on the iFax features of the recipient, the profiles that can be processed vary. If you want to specify a profile, please confirm the type of profile that can be processed by the iFax feature of the recipient.

When the specified profile is not compatible

If the specified profile is not compatible, the recipient will not be able to display or print the images received. Confirm and use the type of profiles that both the sender and recipient can process.

iFax vs Common Facsimile Features

This section describes the differences between iFax and common facsimile features.

iFax Can Do the Following for You

Reduces communication cost

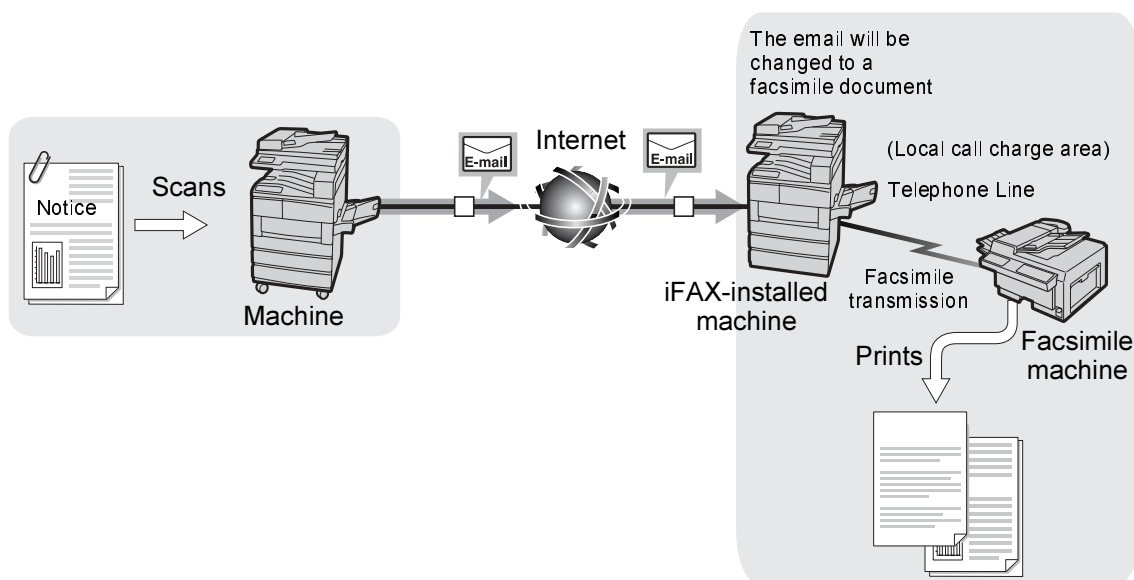
As iFax uses the existing in-house networks and the Internet for communication, the cost incurred compared to the usual facsimile transmission is lower.

You can also use iFax to communicate via the fax gateway with the facsimile machine that do not support the iFax feature.

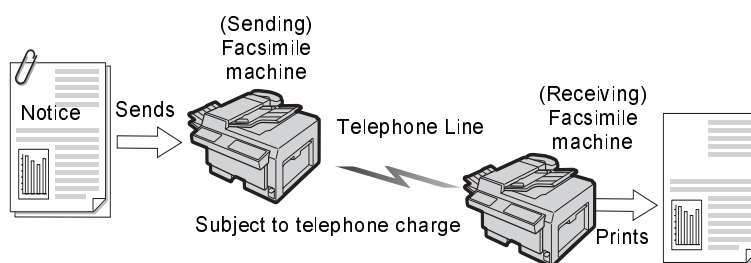
For communication via the fax gateway, the fax documents will be sent as E-mails to the iFax-installed machine connected to the network. The iFax-installed machine (Fax gateway) will then convert the E-mails received into fax documents and forward them to the facsimile machine. If the sender and recipient of the fax documents are in a local call region, the cost incurred in the fax transmission can be reduced.

See “Sending Faxes to Recipients as Relay Centers” on page 4-4.

Flow of iFax



Flow of a facsimile machine



Transmission of documents are made easy as E-mails can be sent directly from iFax-installed machine to a computer.

- iFax-installed machine sends E-mails directly to the computer that is currently in use. As the E-mail-forwarding feature allows you to forward received faxes to your computer, you do not have to collect the incoming faxes from the facsimile machine. Moreover, the fax documents can be viewed from the computer screen and thus helps to cut down paper usage.

See "Forwarding a Fax as E-mail from Mailbox" on page 4-8.

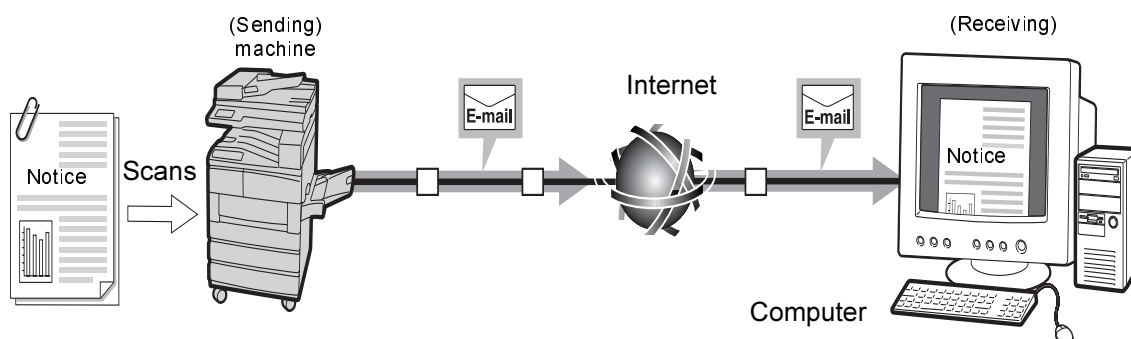
- The original document will be scanned as TIFF file attachment to the E-mail by this machine. As the attachment can be delivered to the computer, it can be saved, processed or edited.

NOTE: If TIFF-J is configured as the profile, the data may not be opened by the computer. In this case, configure the profile as TIFF-S or TIFF-F and re-send the data.

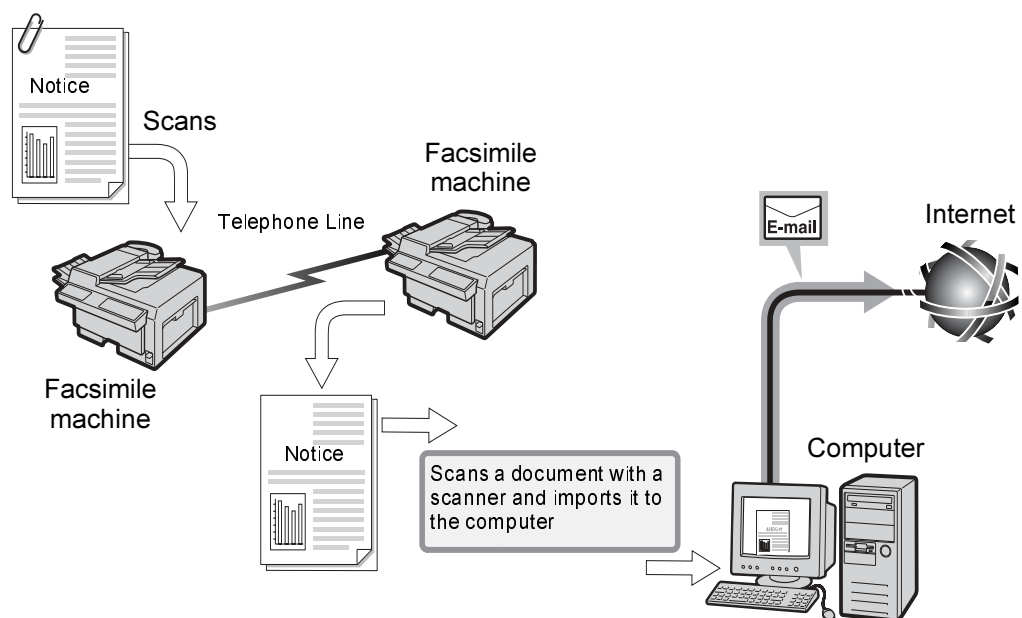
The file formats and profiles that can be used for receiving mails are as follows: File format: TIFF-FX(RFC-2301); Profile: TIFF-S, TIFF-F and TIFF-J.

If the profile received is not compatible, the file may not be printed. You cannot send a mail with attached files from the computer to the machine.

Flow of iFax



Flow of a facsimile machine



2 ***Setting the Environment***

The following information can be found in this chapter:

- Getting to Know iFax
- Environment Setting
- Setting IP Address
- Activating Port
- Setting the TCP/IP Environment
- Setting the iFax Environment
- Confirming the Settings

Getting to Know iFax

Required Environment

This section explains the necessary requirements to use the iFax feature on the machine.

System Requirements

The following options are necessary for this machine.

- Printer kit (for machine without the printer feature installed)
- Printer HDD kit
- 64 MB SDRAM for Printer
- Internet fax kit
- Speed dial expansion kit

The following requirements also apply.

- The machine should be connected to the network and communication through TCP/IP should be possible.
- The environment should allow the sending and receiving of E-mails.

Compatible software

The following are the compatible E-mail software.

Name	Win95/98	Win NT	Mac OS	Others
Outlook Express	○	○	-	-
Netscape Messenger	○	○	○	○
SUN Mail Tool	-	-	-	○

○

:Compatible.

-

:Not compatible with the OS.

Regulations

ITU-T: ITU-T T.37, T.30, F.185, E.164

Internet Fax format:RFC2301 (TIFF profileS/F/J) and expansion 600 x 600 dpi

Forward E-mail/fax:RFC2304, RFC2305

DSN feature: RFC1891, 1894

Receiving via SMTP:RFC821, 822, 1869

Receiving via POP3:RFC1939

MIME version: Version1.0 (RFC2049)

Environment Setting

You have to set the items for E-mails and iFax to use the iFax feature on the machine.

Confirm the environment by referring to chapter "Setting Information" before operating the machine and also check the procedure in setting the environment in chapter "Flow of the Environment Setting".

Next, set the iFax environment by referring from chapters "Setting IP Address" to "Confirming the Settings."

Setting Information

It is necessary to set the following information in order to use the iFax feature in the machine. Do confirm with your system administrator regarding this information.

Method of Receiving E-mails

This machine allows you to select SMTP or POP3 to receive your E-mails. The setting information varies depending on the method selected. You should select the method of receiving your E-mails based on the E-mail environment that you are using.

NOTE: You cannot receive mail into a local mailbox via POP3. Sending faxes via the fax gateway will not be available as well.

Network Environment

With the help of your administrator, configure the following environments in the machine, server and computer.

NOTE: When receiving mails via SMTP, you have to set the host name and domain name (for example, WCP42x.xerox.com) of the machine to the MX record of the DNS server in advance. You will also need to set the host name (for example, WCP42x) and IP address of the machine to the A record.

When receiving mails via POP3, you have to set the machine mail address to the server for receiving mail in advance.

➤ When receiving E-mails via SMTP

No	Settings	Example	Remarks
Set the following at the printer control panel of the machine.			
1	IP Address	xxx.xxx.xxx.xxx	Auto setting by DHCP is not available. Be sure to allocate a fixed address.
2	Subnet Mask	xxx.xxx.xxx.xxx	
3	Gateway Address	xxx.xxx.xxx.xxx	
4	DNS Address	xxx.xxx.xxx.xxx	You can acquire this from DHCP.

No	Settings	Example	Remarks
Switch on the computer and set the following at CentreWare Internet Services.			
5	SMTP Server Address	xxx.xxx.xxx.xxx	Set the IP address of the mail server for sending.
6	Machine Mail Address	ifax@WCP42X.xerox.com Account name: IFax Host Name: WCP42X Domain Name: Xerox.com	Alias cannot be set. You can set any name for the account (on the left side of @). Set the address section (on the right side of @), with the combination of the host name and domain name.

➤ When receiving E-mails via POP3

No	Settings	Example	Remarks
Set the following at the printer control panel of the machine			
1	IP Address	xxx.xxx.xxx.xxx	Auto setting by DHCP is available.
2	Subnet Address	xxx.xxx.xxx.xxx	
3	Gateway Address	xxx.xxx.xxx.xxx	
Switch on the computer and set the following at CentreWare Internet Services.			
4	SMTP Server Address	xxx.xxx.xxx.xxx	Set the IP address of the mail server for sending.
5	Machine Mail Address	ifax@mb1.abc.xerox.com	Specify the POP user name for account (on the left side of @), and specify the POP3 receiving server for the address portion (on the right side of @). You can also set alias such as ifax@xerox.com
6	POP3 Server Address	xxx.xxx.xxx.xxx	Set the IP address of the mail server for receiving.
7	POP User Name		This is an account for connecting the mail server for receiving. You can only set to one user.
8	POP User Password		Use alphanumeric characters.

Flow of the Environment Setting

Set the environment with the following steps.

Use the printer control panel to set the IP address of the machine.

See "Setting IP Address" on page 2-6.

Use the CentreWare Internet Services and activate the Send E-mail/iFax and Receive E-mail/iFax ports.

See "Activating Port" on page 2-8.

Use the CentreWare Internet Services to set the TCP/IP environment if you are using the SMTP to receive mails.

See "Setting the TCP/IP Environment" on page 2-11.

Use the CentreWare Internet Services to set the iFax environment.

See "Setting the iFax Environment" on page 2-13.

Use the printer control panel to print the printer settings list and check the settings.

See "Confirming the Settings" on page 2-16.





Send a mail to the address of the machine to make sure that the setting is correct. If the mail cannot be sent, check the environment setting.

See "Sending E-mails" on page 3-2.

Setting IP Address


You can set the IP address from the printer control panel. Depending on the network environment used, it may be necessary to set the subnet mask or the gateway address. Confirm with your network administrator and set the necessary items.





1. With "Ready to print or fax" displayed, press the ^{Menu} button.


<div>  to move down a column.   to move between columns.  to select an item (* shows beside item). </div>			
Quick Setup			
Report List			
System Setting			
Network/Port	Parallel		
	LPD		
	Netware		
	SMB		
	IPP		
	USB		
	Port 9100		
	EtherTalk		
	Salutation		
	FTP Client		
	SNMP		
	Internet Service		
	TCP/IP Settings	Get IP Address	DHCP
			BOOTP
			RARP
			Manually
		IP Address	000.000.000.000

2. Set "Get IP Address" to Manually.
3. Enter the IP Address.
Use the left and right arrows to move between the numbers.
Use up and down arrows to increment or decrement the value. If you keep your finger on a button, the number will change automatically.
4. Press the ^{Menu} button to accept the changes and re-initialize the printer.

Setting Subnet Mask and Gateway Address

1. With "Ready to print or fax" displayed, press the  button.

<div>  to move down a column.   to move between columns.  to select an item (* shows beside item). </div>			
Quick Setup			
Report List			
System Setting			
Network/Port	Parallel		
	LPD		
	Netware		
	SMB		
	IPP		
	USB		
	Port 9100		
	EtherTalk		
	Salutation		
	FTP Client		
	SNMP		
	Internet Service		
	TCP/IP Settings	Get IP Address	
		IP Address	
		Subnet Mask	000.000.000.000
		Gateway Address	000.000.000.000

2. Enter the Subnet Mask.
Use the left and right arrows to move between the numbers.
Use up and down arrows to increment or decrement the value. If you keep your finger on a button, the number will change automatically.
3. Enter the Gateway Address.
Use the left and right arrows to move between the numbers.
Use up and down arrows to increment or decrement the value. If you keep your finger on a button, the number will change automatically.
4. Press the  button to accept the changes and re-initialize the printer.

Activating Port

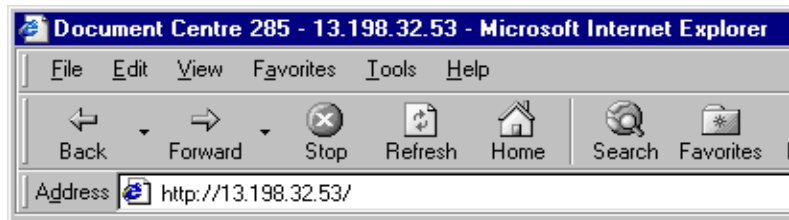
You can activate the Send E-mail/iFax and Receive E-mail/iFax ports with the following procedure.

NOTE: If you are using the CentreWare Internet Services, it is necessary to confirm the settings of the web browser. You should not use the proxy server. Refer to "User Guide (Printer)" for details.

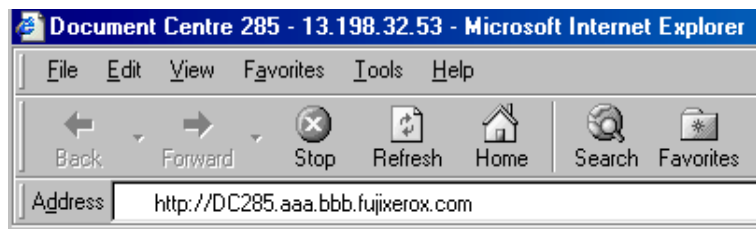
See: *Help* for details regarding the operations of the CentreWare Internet Services.

Procedure

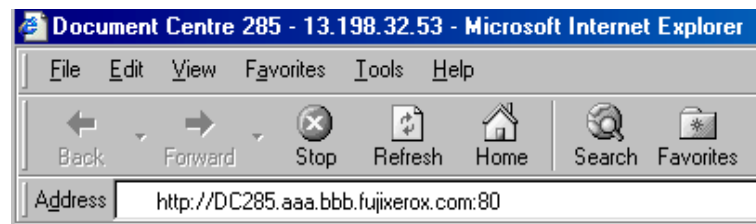
1. Switch on the computer and activate the browser.
2. Enter the IP address or the URL in the address input column of the browser and select Enter.
 - When the IP address is 13.198.xxx.xxx.



- When the URL address is DC285.aaa.bbb.Fujixerox.com.



3. Enter ":" and the port number (factory default: 80) at the end of the address if you want to specify a port number.

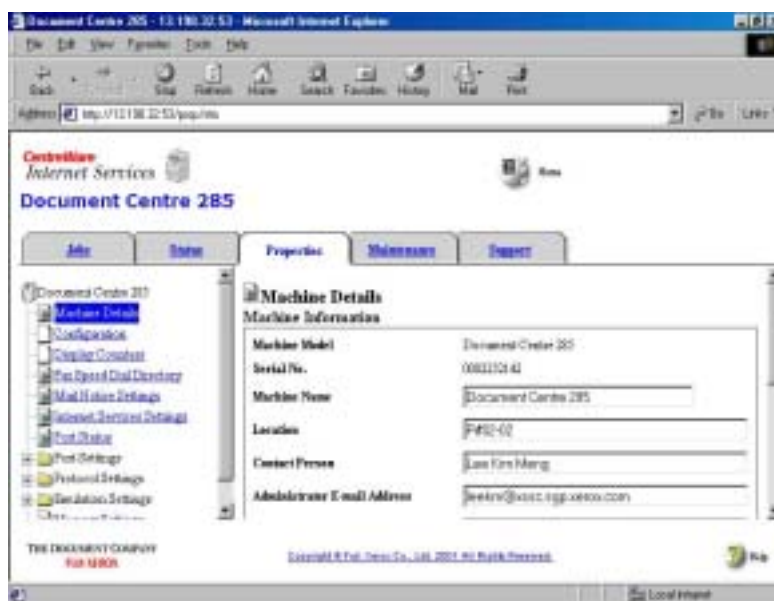


4. The CentreWare Internet Services screen will be displayed.

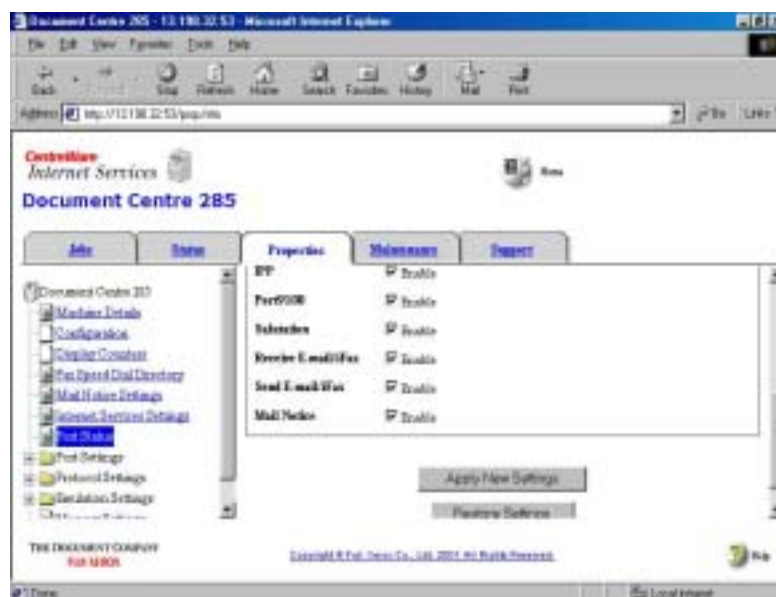
- Click **Properties**.



- Select **Port Status** from left panel of the screen displayed. The Port Settings screen will be displayed on the right panel.



7. Check the **Send E-mail/iFax** and **Receive E-mail/iFax** boxes on the right to activate the ports then click **Apply New Settings**.



8. When the screen that requests for user name and password appears, enter the items and click **OK**.

NOTE: The factory default user name and password is "admin".

9. Click **Reboot**.



The machine will reboot and the Send E-mail/iFax and Receive E-mail/iFax ports will be activated.

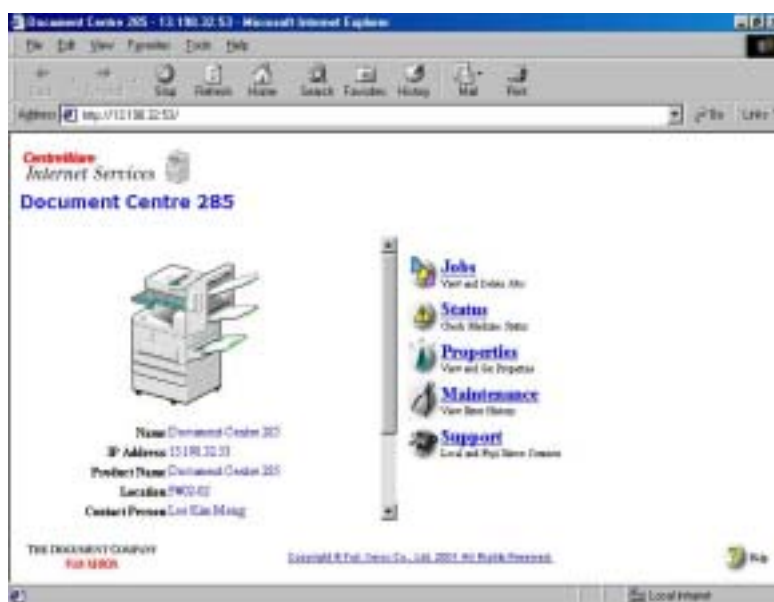
Setting the TCP/IP Environment

If the E-mail receiving environment is in SMTP, follow the procedure to set the TCP/IP environment.

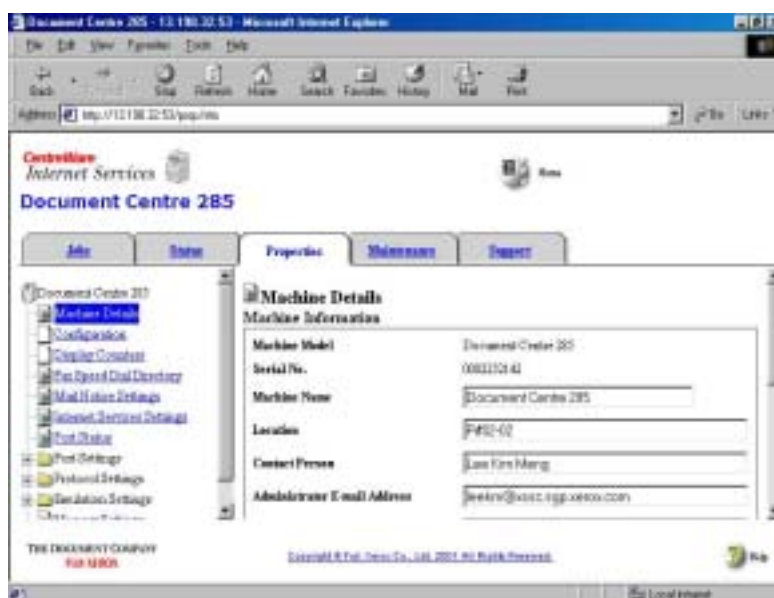
See: *Help* for details of the operations of the CentreWare Internet Services.

Procedure

1. Activate the CentreWare Internet Services by referring to Steps 1 and 2 of “Activating Port”.
2. Click **Properties**.



3. Select **TCP/IP** of the Protocol Settings from the left panel of the screen displayed.



4. Enter the Host Name.
 - To get the DNS server address from the DHCP, check the DHCP box on the right of the Get DNS Address.
 - You can enter the DNS server address manually.
 - Enter the DNS Name.



5. Click **Apply New Settings** at the bottom of the right panel.

Setting the iFax Environment

Set the iFax environment at the Properties screen.

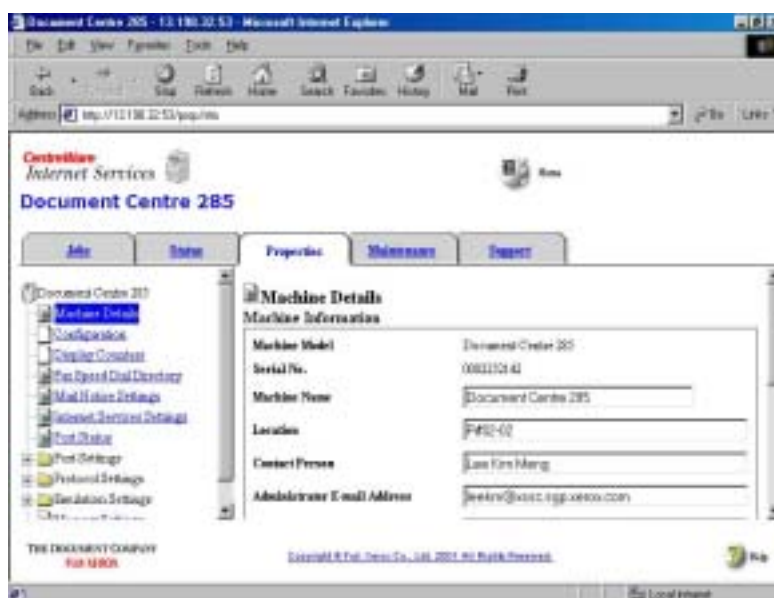
SEE: Help for details of the operations of the CentreWare Internet Services.

Procedure

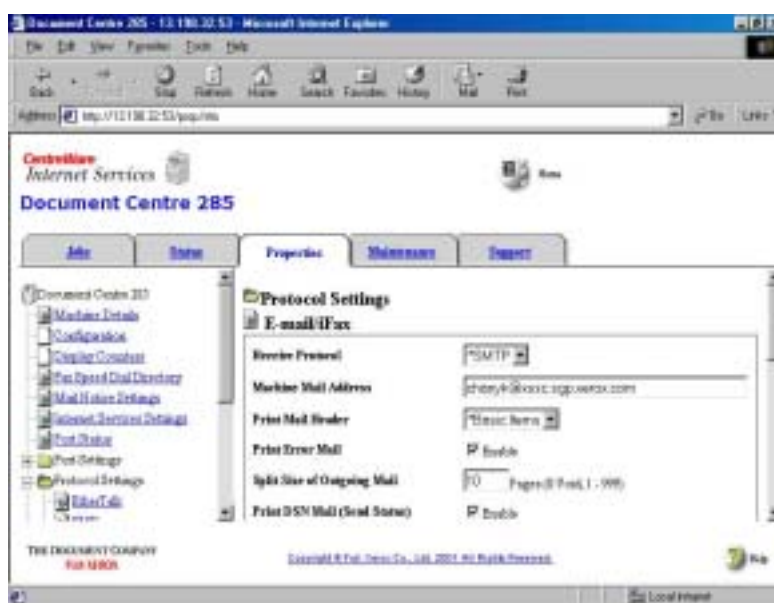
1. Click **Properties**.



2. Select **Protocol Settings**, then select **E-mail/iFax**.



- Set the items shown in the following table according to your E-mail environment.



Settings	Description	Available Option	Requirements for receiving protocol	
			SMTP	POP3
Receive Protocol	Configure the protocol for receiving the E-mail according to the environment used.	SMTP, POP3	<input type="radio"/>	<input type="radio"/>
Machine Mail Address	Configure the E-mail address of the machine. The E-mail address set will be stored in the From column of the E-mail.	Up to 128 alphanumeric characters, including "@", ".", and "-" can be used.	<input type="radio"/>	<input type="radio"/>
Print Mail Header	Configure this setting to print E-mail headers with the TIFF files received.	All, *Basic Items	<input type="radio"/>	<input type="radio"/>
Print Error Mail	Check this setting if you want to print the error messages, which will be received when E-mails cannot be sent due to an error.		<input type="radio"/>	<input type="radio"/>
Split Size of Outgoing Mail	For outgoing E-mails, configure the number of pages by which the original scanned by the machine will be split. Verify the system environment of the sender and recipient, respectively, before determining the number of pages to split. If the value is too big, some system environment may not allow the E-mail to be sent or received.	0: Do not split 1-999: (*10)	<input type="radio"/>	<input type="radio"/>
Print DSN Mail (Send Status)	Check this setting if you want to print DSN E-mails.		<input type="radio"/>	<input type="radio"/>

Settings	Description	Available Option	Requirements for receiving protocol	
			SMTP	POP3
DSN Response Time (Send Status)	Configure the timeout interval for the Delivery Status Notification E-mail. After the interval configured here has passed, it will not check whether the Delivery Status Notification E-mail has arrived.	0 (Off) 1-255 hours (*24 hours)	<input type="radio"/>	<input type="radio"/>
SMTP Server Address	Configure the SMTP server address for outgoing E-mails.	xxx.xxx.xxx.xxx	<input type="radio"/>	<input type="radio"/>
POP3 Server Address	Configure the POP3 server address for incoming E-mails.	xxx.xxx.xxx.xxx	-	<input type="radio"/>
POP3 Server Check Interval	Configure the interval for checking the POP3 server for E-mails.	1 - 120 minutes (*10 minutes)	-	<input type="radio"/>
Leave E-mail in Server	Check this setting if you want to leave the E-mails on the POP3 server even after the mails are retrieved.		-	<input type="radio"/>
POP User Name	Configure the user name to connect to the POP3 server. You can configure up to 5 users.	A user name must not be more than 64 alphanumeric characters.	-	<input type="radio"/>
POP User Password	Configure a password for the POP user name. Enter the password once more at the "Confirm Password" dialog.	For each user name, the password must not be more than 64 alphanumeric characters.	-	<input type="radio"/>
Domain Filter	Check this setting and configure the domains allowed in the "Permitted Domain" if you want to restrict the domain from which E-mails will be received.		<input type="radio"/>	<input type="radio"/>
Permitted Domain	If the "Domain Filter" setting is checked, click the Edit button to display the Permitted Domain screen. Configure the permitted domains on the screen and select Apply New Settings. You can set up to 50 domains. During a communication, the suffixes of domain names will be compared. For example: When "xerox.com" is registered as an approved domain. Domain name 1: xerox.com → OK Domain name 2: abc.xerox.com → OK Domain name 3: xerox → Not permitted	Not more than 63 digits; up to 50 domains.	<input type="radio"/>	<input type="radio"/>

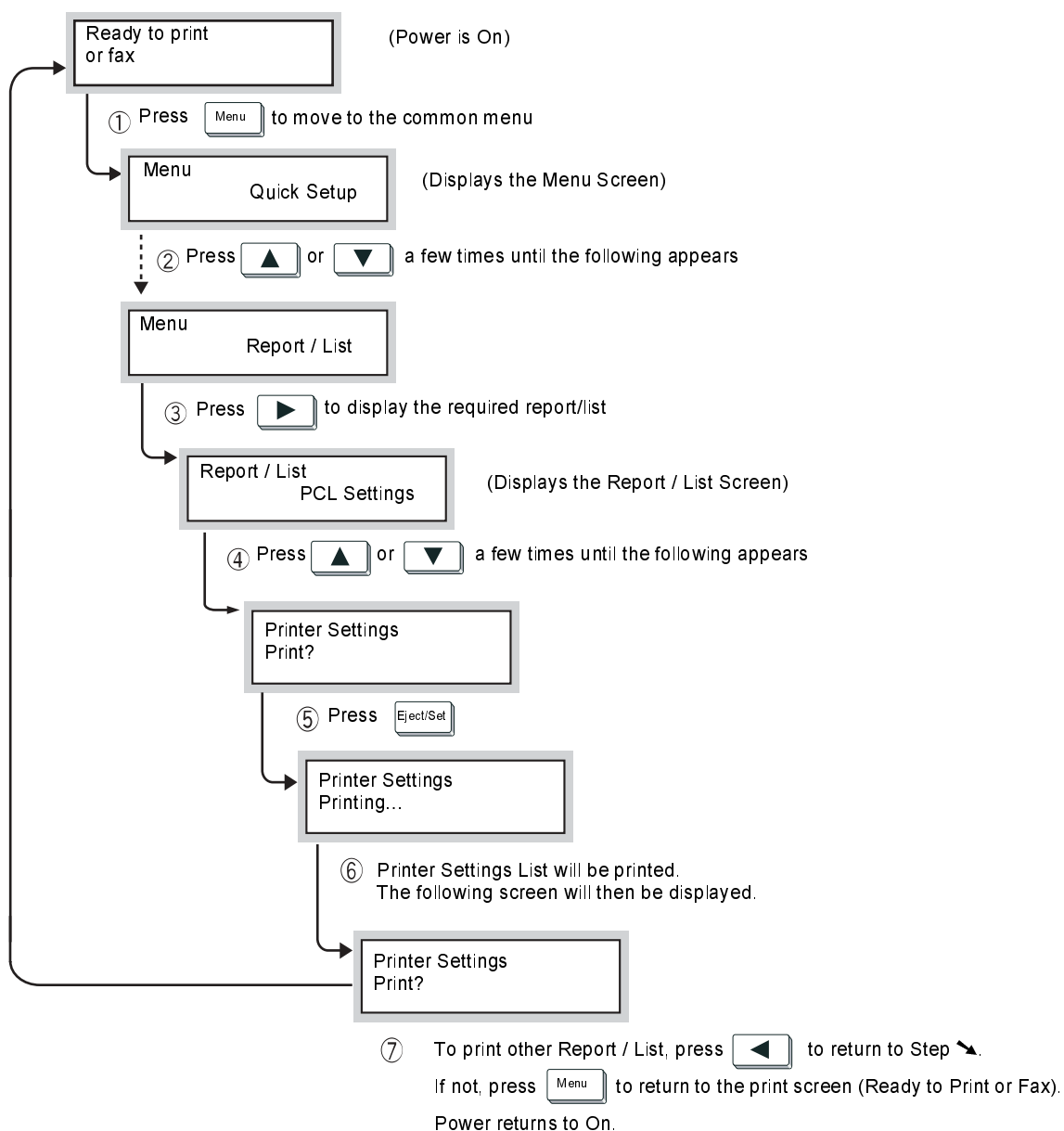
*indicates a factory default.

☐ : The requirement applies

- : The requirement does not apply.

Confirming the Settings

You can print out the Printer Settings List and check whether the machine is in the correct environment or not.



3 ***Sending/Receiving E-mails***

The following information can be found in this chapter:

- Sending E-Mails
- Settings for Sending
- Specifying a Recipient
- Receiving E-Mails
- Canceling a Transmission

Sending E-mails

This section describes the procedure for sending originals scanned by this machine as E-mails to computers or iFax-installed machines.

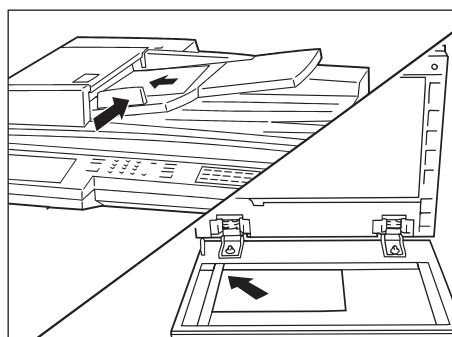
NOTE: The “iFax Sent” message displayed on the Job Status screen, and “Sent” on the Activity Report or Transmission Report indicate that the E-mail has been sent to the nearest mail server. The E-mails sent may not be delivered to the recipient due to the problems on the transmission route of the Internet. The machine will not be notified when this problem occurs. When an important E-mail is sent, it is recommended to confirm the successful transmission of the E-mail with the recipient by telephone.

If the iFax Send Status is set to On in the POP3 setting, it allows you to confirm whether the E-mail has reached the mail server of the recipient. If it is in the SMTP setting, it allows you to confirm whether the mail has reached the recipient. Refer to “iFax Send Status” for details. When a Delivery Status Notification mail is received, “Completed (CP)” will be indicated on the Activity Report.

When the iFax feature is used, the following features will become unavailable: Cover Note, Send Header, Priority Send, Recipient Print Sets, Remote Mailbox, Relay Broadcast, F Code and Polling. The CC, BCC and Reply-To features used by normal E-mail transmission become unavailable.

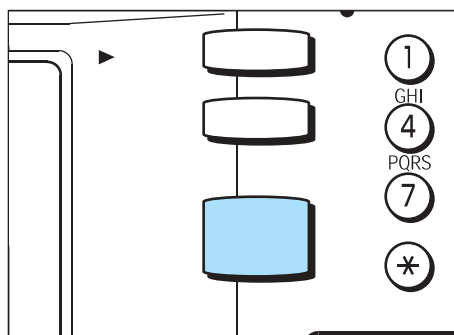
Procedure

1. Load the original.



See: “User Guide (Facsimile)”

2. Press the Feature Selection button twice or select **iFax/Fax** from the Menu screen to display the Fax screen.



3. Select **iFax/Fax** to display “iFax” in the message area.

Enter Recipient's Fax No. [Fax No.] Line

Fax Memory 100%

iFax / Fax Pause (—) Dial Directory

Sub-dial / Keyboard Speed Dial — Group

Resolution: Standard, Fine, Other

Original Type: Text, Text & Photo, Halftone

Lighter / Darker: [Slider]

Basic Features Customised Features Features Menu

4. Configure other features if necessary.

Enter Recipient's Fax No. [Fax No.] iFax

Fax Memory 100%

iFax / Fax Pause (—) Next Recipient

Sub-dial / Keyboard Speed Dial — Group Dial Directory

Resolution: Standard, Fine, Other

Original Type: Text, Text & Photo, Halftone

Lighter / Darker: [Slider]

Basic Features Customised Features Features Menu

See “Settings for Sending” on page 3-5.

5. Specify the E-mail address of the recipient.

Fax Entry [1] 0001 [Fax No.] iFax

Fax Memory 100%

abc@xerox.com

iFax / Fax Pause (—) Next Recipient

Sub-dial / Keyboard Change Tone (:) Close

Keyboard

@ . + - = / < > Backspace

a b c d e f g h i j Space

k l m n o p q r s t Shift

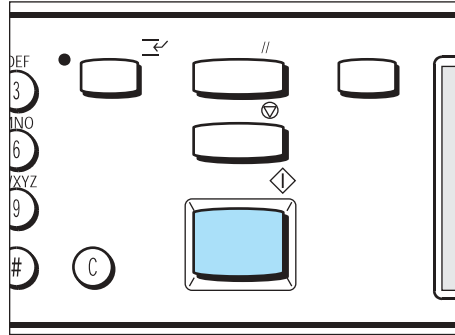
u v w x y z

Symbol Alphabet

See “Specifying a Recipient” on page 3-14.

NOTE: If a fax number is entered by mistake, it will result in error and data will not be sent.

6. Press **Start**.



The original will be scanned and sent in TIFF format.

See *"Mail Sending Rejected"* on page 7-2. if it cannot be sent.

See *"Canceling a Transmission"* on page 3-24. to stop the transmission.

NOTE: If memory overflow occurs while an original is being scanned, a screen will be displayed to prompt the user to determine whether the job is to be sent up to the stored pages or aborted.

If memory overflow occurs while an E-mail is being sent, the transmission will be aborted.

If profile J is specified, the receiving computer may not be able to display the attached TIFF files correctly if it does not have the supporting software. In this case, specify TIFF-S and TIFF-F and re-send them.

When data is sent to other iFax-installed machines other than this model, the receiving machine may not be able to print it out. Check the iFax feature of the receiving machine before sending any data.

Settings for Sending

This section describes the settings that are configurable for sending E-mails using the iFax feature.

These settings are as follows:

- Basic Features screen
 - Resolution
 - Original Type
 - Lighter/Darker
- Features Menu screen
 - iFax Profile
 - iFax Send Status
 - Scan Size Options
 - Delayed Start
 - Transmission Report
 - Communication Mode

Follow the procedure below and configure the transmission conditions as required.

Resolution

Configure the resolution for scanning the original. Select one of the following three types according to the condition of the original.

- StandardSelect this type for sending normal originals. (Resolution: equivalent to 200 × 100 pixels/25.4 mm)
- FineSelect this type for sending originals with small texts and fine pictures.
(Resolution: equivalent to 200 × 200 pixels/25.4 mm)
- Super-fine (400dpi), Super-fine (600dpi)Select this type for sending extremely fine originals with precision drawings
(Resolution: equivalent to 400 × 400 pixels/25.4 mm, 600 × 600 pixels/25.4 mm)

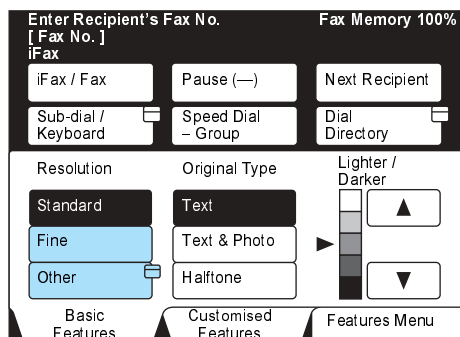
NOTE: When TIFF-S is selected as the profile, Super-fine (400dpi) and Super-fine (600dpi) cannot be selected.

The default value of Resolution can be changed in the Fax Features of the Custom Presets. The factory default is set to Standard.

See “Registering Speed Dial” on page 5-5.

Procedure

1. Display the Basic Features screen and select the required resolution.



Original Type

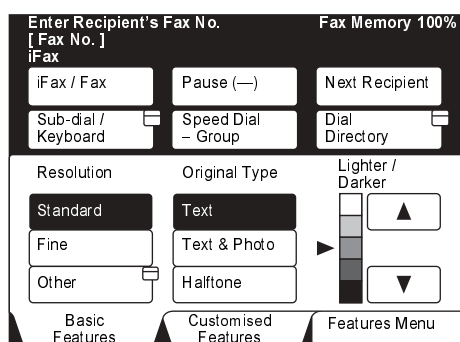
The original type can be configured. To send photos or mixed text-photo documents, select the corresponding original type so that they will be sent with appropriate resolution. Select one of the following three types according to the condition of the original.

- Text Select this type if the original contains text only.
- Text/Photo Select this type if the original contains text and photos.
- Photo (Half-tone) Select this type if the originals are photos.

NOTE: The default value of Original Type can be changed in the Fax Features of the Custom Presets. The factory default is set to Text.

Procedure

1. Display the Basic Features screen and select the required original type.



Lighter/Darker

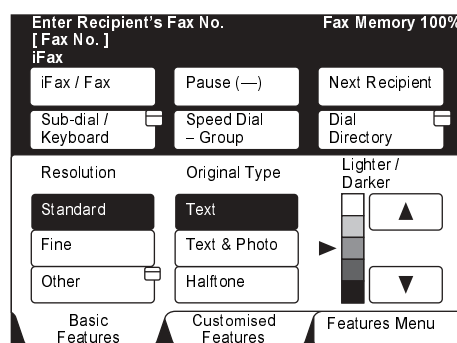
The density for scanning the original can be configured. Select one of the following five types according to the condition of the original.

- Lighter - Darker (5 levels)

NOTE: The default value of the Lighter/Darker can be changed in the Fax Features of the Custom Presets. The factory default is set to Normal.

Procedure

1. Display the Basic Features screen and select ▲ or ▼ buttons for the required density.



iFax Profile

A profile is determined to restrict the attribute information for transmissions between iFax-installed machines such as image resolution and paper size. Select one of the following three profiles.

NOTE: Depending on the iFax-installed machine of the recipient, the profile that can be processed varies. Confirm the profile that can be processed by the iFax-installed machine of the recipient before specifying the profile.

- TIFF-S - Standard specification of iFax
For originals that are bigger than A4, it shrinks them to A4 automatically for transmission. The following settings will be applied.
- Encoding system - MH
- Store original size - A4
- Resolution - Standard, Fine
- TIFF-F - This profile is selected for sending super-fine, A3, B4 originals. The following settings will be applied.
 - Encoding system - MH, MR and MMR
 - Store original size - A4, B4 and A3
 - Resolution - Standard, Fine, Super-fine (400 dpi) and Super-fine (600 dpi)

NOTE: When a transmission is sent to a machine that does not support TIFF-F, the receiving machine will not be able to display or print the images.

- TIFF-J - This profile is selected for sending originals in JBIG. The following settings will be applied.
 - Encoding system - JBIG
 - Store original size - A4, B4 and A3
 - Resolution - Standard, Fine, Super-fine (400 dpi) and Super-fine (600 dpi)

NOTE: When a transmission is sent to a machine that does not support TIFF-J, the receiving machine will not be able to display or print the images.

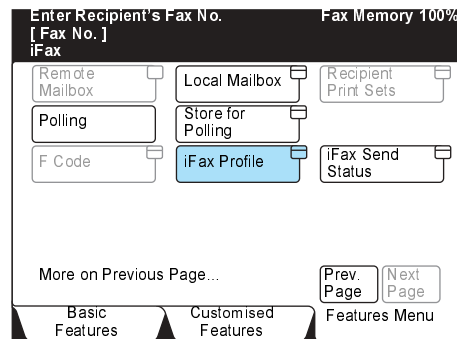
When super-fine is selected as the resolution, TIFF-S cannot be selected.

The profile can be configured when registering speed dial. For details on how to register it., refer to “Refer to “Registering Speed Dial” on page 5-5.

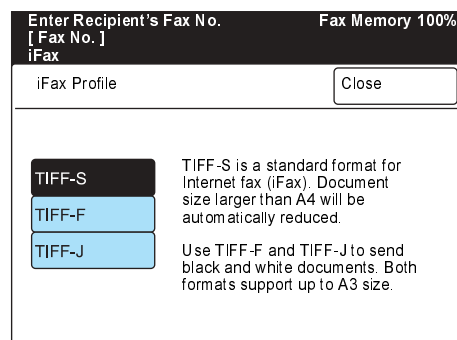
The default value of the profile can be changed in the Fax Features of the Custom Presets. The factory default is set to TIFF-S.

Procedure

1. Select **Next Page** from the Features Menu screen and then select **iFax Profile**.



2. Select the required profile.



iFax Send Status

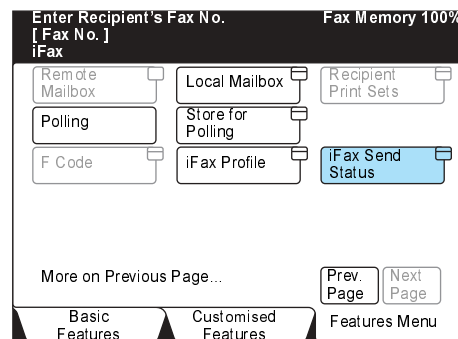
If the iFax Send Status is set to On in the POP3 setting, it allows you to confirm whether the E-mail has reached the mail server of the recipient. If it is in the SMTP setting, it allows you to confirm whether the mail has reached the recipient. When an iFax Send Status mail is received, "Completed (CP)" will be indicated on the Activity Report.

NOTE: The machine can be configured to print or not print an iFax Send Status mail when it is received (Factory default: On). The timeout interval for an iFax Send Status mail response can also be configured (Factory default: 24 hours). For details on the setting methods. Refer to "Setting the iFax Environment" on page 2-13". The iFax Send Status can be set when registering speed dial. For details on the registration method. "Refer to "Registering Speed Dial" on page 5-5.

The default value of the iFax Send Status can be changed in the Fax Features of the Custom Presets. The factory default is set to Off. The confirmation of mail received using the iFax Send Status feature will reach the server that supports the iFax Send Status feature. The iFax Send Status feature will not be available if all the mail servers in the transmission path do not support this feature. However, the mail will still be sent even if the mail server does not support this feature. In this case, the result of the iFax Send Status may be different from the result of the actual mail received.

Procedure

1. Select **Next Page** from the Features Menu screen and then select **iFax Send Status**.



Scanning the Documents

This feature scans an original according to the specified size and ratio, regardless of its actual size. This feature allows you to remove or create a margin for transmission. When a ratio is specified, the original will be enlarged or reduced according to the specified ratio for transmission.

The following scanning size can be selected: Automatic detection (size-for-size), B5, B5 \square , B4, A5, A5 \square , A4, A4 \square , A3. The following range can be selected: 100%, 50 - 400%.

NOTE: Depending on whether the document glass or the DADF is used, when the original size is specified, the scanning methods differ. Refer to "User Guide (Facsimile)" for details.

Procedure

1. Select **Scan Size Options** from the Features Menu screen.

2. Select the required scan size or use ▼ or ▲ buttons to specify the scan ratio.

NOTE: If you have selected TIFF-S as the profile, the document will be reduced to A4 size even if you have selected the scanning size to be greater than A4 size.

3. Select **Close**.

Delayed Start

You can specify the time to send an E-mail.

The allowable time frame is within 24 hours. However, dates cannot be specified.

NOTE: The setting of delayed start for sending an E-mail will become invalid when the power is switched off or when power is cut off due to a power failure. In such cases, the E-mail will be sent when the power comes on.

Delayed start can also be registered when registering speed dial.

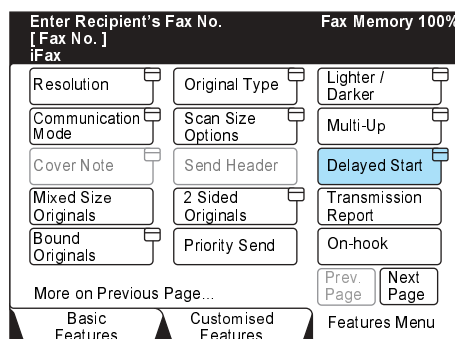
When you want to send an E-mail using the speed dial with delayed start, you can change the time on the Features Menu screen.

When broadcast is used with the speed dial registered with the delayed start, the specified Delayed Start will be disabled. If you want to set the time for a broadcast, select **Delayed Start** on the Features Menu screen.

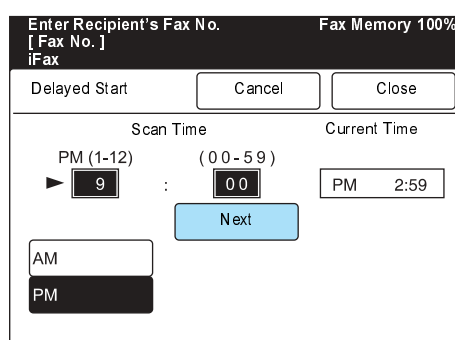
If an E-mail cannot be sent at the preset time due to a busy network or line, it will be sent when transmission is possible again.

Procedure

1. Select **Delayed Start** from the Features Menu screen.



2. Use **Next** to select the hours or minutes and enter with the numeric keypad.



NOTE: If the Clock in the Date/Timers of the Custom Presets is set to 12-hour, select **AM** or **PM**.

The default value of Delayed Start can be changed in the Delayed Start Default of the Fax Screens of the Custom Presets. The factory default is set to 9:00 (PM).

3. Select **Close**.

Transmission Report

With the transmission report printed, you can verify whether an E-mail has been sent to the nearest E-mail server.

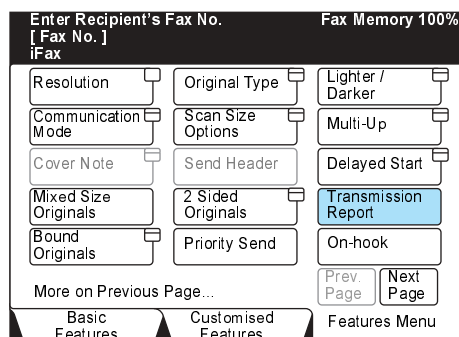
NOTE: The "iFax Sent" message displayed on the Job Status screen, and "Sent" printed on the Activity Report or Transmission Report indicate that the E-mail has been sent to the nearest mail server. The E-mails sent may not be delivered to the recipient due to the problems on the transmission route of the Internet. The machine will not be notified when this problem occurs. When an important E-mail is sent, it is recommended to confirm the successful transmission of the E-mail with the recipient by telephone.

If the machine is set to print the Transmission Report at transmission fail, it will be printed when an E-mail fails to send. It will not print when the fax gateway feature is used for the transmission.

See *"User Guide (Facsimile)"* for details on the settings of the Transmission Report.

Procedure

1. Select **Transmission Report** from the Features Menu screen.



After a transmission, a transmission report will be printed.

Communication Mode

Select the communication mode for sending a fax if you want to use the fax gateway feature.

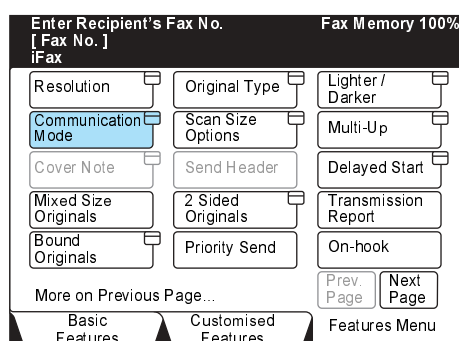
NOTE: When a recipient is specified by selecting a speed dial recipient with the communication mode set up, the communication mode cannot be changed using the Communication Mode feature of the Features Menu screen.

The transmission speed will be reduced sequentially according to the line for all communication modes. The transmission speed at the start of the communication is as follows: G3 Auto: 33.6kbps, F4800: 4.8kbps

See *"Sending Faxes to Recipients as Relay Centers"* on page 4-4.

Procedure

1. Select **Communication Mode** from the Features Menu screen.



2. Select the relevant communication mode.

Enter Recipient's Fax No. [Fax No.] iFax		Fax Memory 100%
Communication Mode		Close
<div>G3 Auto</div> <div>F4800</div> <div></div>		

NOTE: The communication mode can be configured when registering speed dial. For details on the registration method. Refer to "Registering Speed Dial" on page 5-5.

Specifying a Recipient

This section describes how to specify an E-mail address. The following are the various methods.

- Use the keyboard
- Use the speed dial
- Use the one touch button
- Use the dial directory
- Use the sub-dial feature

Refer to “Specifying Multiple Recipients” on page 3-19 to specify multiple recipients with the keyboard.

NOTE: When the speed dial, one touch button or the dial directory with iFax specified as line type is used to select a recipient, “iFax” will be selected automatically.

For broadcast, iFax recipients and normal facsimile recipients can be specified at one go. In this case, E-mails will be sent to iFax recipients while faxes will be sent to normal facsimile recipients.

Using the Keyboard Screen

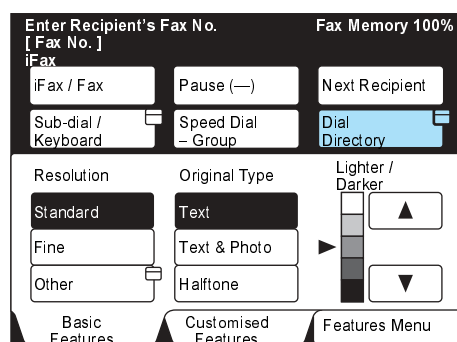
This section describes how to enter E-mail addresses from the Keyboard screen.

Procedure

1. Check that “iFax” is displayed in the message area.

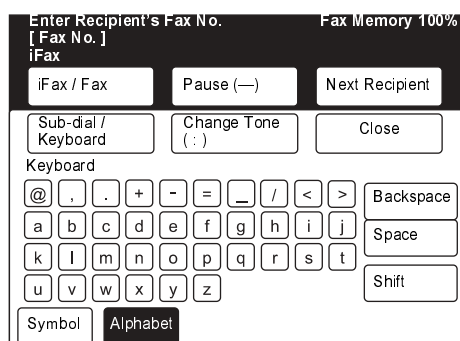
NOTE: If it is not specified, select **iFax/Fax** to display “iFax” in the message area.

2. Select **Sub-dial/Keyboard**.



The Keyboard screen will be displayed.

- Use the displayed keyboard to enter the E-mail address and select **Close**.



The E-mail address entered will be shown on the screen.

NOTE: An E-mail address can be up to 128 characters.
 If an E-mail address is entered incorrectly, use the Backspace button to delete it one character at a time.
 The Shift button toggles entered letters between the uppercase and lowercase.
 The Space button is used to enter a space.
 The Symbol button toggles the display of the buttons between text and symbols.

See “Entering Text” on page 5-2.

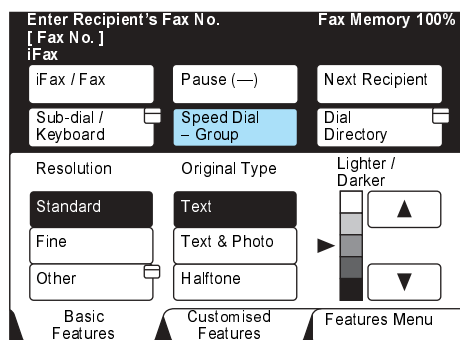
Using the Speed Dial

This section describes how to enter an E-mail address using the speed dial.

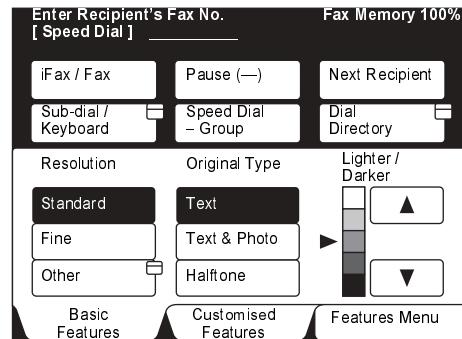
NOTE: To specify an E-mail address using the Speed Dial, the number must be registered in advance. For details on the registration method. Refer to “Registering Speed Dial” on page 5-5.
 When the speed dial, one touch button or the dial directory with iFax specified as line type is used to select a recipient, “iFax” will be selected automatically.

Procedure

- Select **Speed Dial - Group**.



2. Enter a 3-digit number using the numeric keypad.



NOTE: To correct the entered numbers one at a time, press the Clear button.

To specify multiple recipients using the Speed Dial, repeat Steps 1 and 2.

Multiple recipients can also be specified with the use of the wildcard (*).

- Specify the first 2 digits of the speed dial number. When 10* is entered, for example, 10 recipients will be included from 100 - 109.
- Select all speed dial numbers. To select all speed dial numbers, enter ***.

NOTE: Formats such as 1**, *1*, or **1 are not acceptable.

Using the One Touch Buttons

The one touch button feature supports telephone numbers and E-mail addresses registered in speed dial from 001 - 070.

This section describes how to enter an E-mail address using the one touch button.

NOTE: To specify an E-mail address using the speed dial number, the number must be registered in advance. For details on the registration method. Refer to "Registering Speed Dial" on page 5-5.

When the speed dial, one touch button or the dial directory with iFax specified as line type is used to select a recipient, "iFax" will be selected automatically.

Procedure

1. Press the one touch button required.

NOTE: To select multiple recipients, press the one touch buttons continuously.

To use one touch button numbers greater than 031, flip the panel. When the Clear button is pressed, the recipients will be deleted sequentially in reverse order.

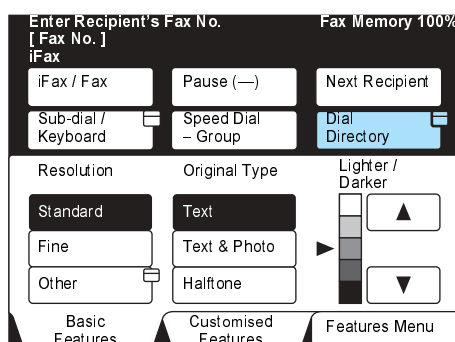
Using the Dial Directory

This section describes how to enter an E-mail address with the Dial Directory.

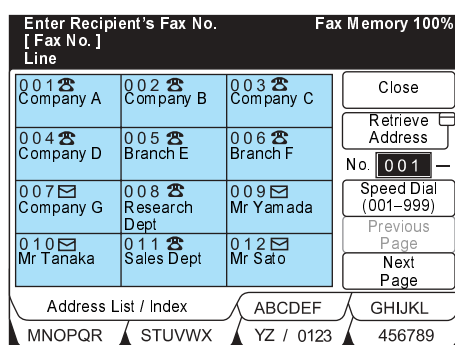
NOTE: To specify an E-mail address using the Dial Directory, the speed dial number must be registered in advance. For details on the registration method, refer to “Registering Speed Dial” on page 5-5. When the speed dial, one touch button or the dial directory with iFax specified as line type is used to select a recipient, “iFax” will be selected automatically.

Procedure

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



2. Select the index to be searched and then select the recipient.



NOTE: To select multiple recipients from the Dial Directory, select the recipients continuously.

See: “User Guide (Facsimile)” for details on the operation of the Dial Directory.

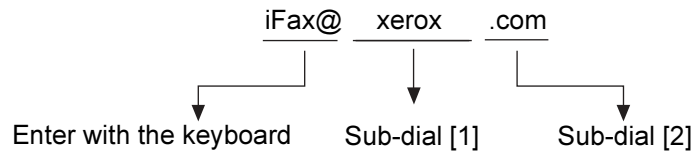
Using the Sub-Dial

This section describes how to enter an E-mail address with the sub-dial feature.

Sub-dial is a feature that registers frequently-used parts of the E-mail addresses (for example, xerox.com or .com) in advance and allows these pre-registered parts to be used to help enter E-mail addresses. It can be used in combination with the keyboard, Dial Directory and Speed Dial.

➤ Example of a Sub-dial:

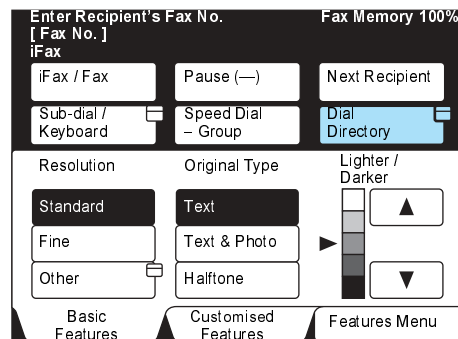
“xerox” is registered as sub-dial [1] and “.com” as sub-dial [2]. Only the unregistered parts need to be entered with the keyboard.



NOTE: To specify an E-mail address using the speed dial number, the number must be registered in advance. For details on the registration method. Refer to “Registering the Sub-Dial” on page 5-3.

Procedure

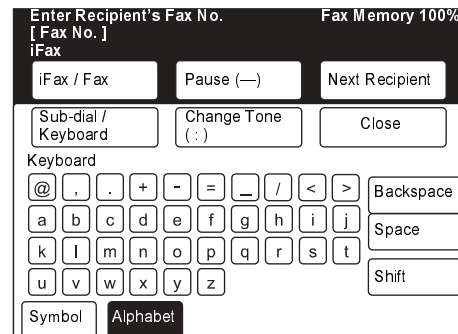
1. Check that “iFax” is displayed in the message area.
2. Select **Sub-dial/Keyboard**.



The Keyboard screen will be displayed.

NOTE: If it is not, select **iFax/Fax** to display iFax in the message area.

3. Select **Sub-dial/Keyboard**.



- The Sub-dial screen will be displayed.
4. Select the sub-dial to use.

Enter Recipient's Fax No.		Fax Memory 100%
[Fax No.]		
iFax		
iFax / Fax	Pause (—)	Next Recipient
Sub-dial / Keyboard	Change (:)	Close
Sub-dial		
[1] → xerox	[2] → co.uk	
[3] → ne.uk	[4] → .com	
[5] → not entered	[6] → not entered	
[7] → not entered	[8] → not entered	
[9] → not entered	[10] → not entered	

The selected sub-dial number will be displayed.

NOTE: You can use a combination of multiple sub-dials, or a combination of text entered from the keyboard.

Specifying Multiple Recipients

This section describes how to enter multiple E-mail addresses using the keyboard. Up to 200 E-mail addresses can be entered with the keyboard.

NOTE: When multiple recipients are specified for a broadcast session and the transmission conditions are different from those specified with the keyboard input or those registered for the speed dial feature, the conditions will be changed as follows. Transmission mode G3; iFax Profile TIFF-S; iFax Send Status Off.

To specify multiple recipients, besides inputting their E-mail addresses with the keyboard, you can use the following methods. Refer to the respective explanations for details.

See *“Using the Speed Dial”* on page 3-15.

See *“Using the Dial Directory”* on page 3-17.

See *“Using the One Touch Buttons”* on page 3-16.

See Group number: *“User Guide (Facsimile)”*.

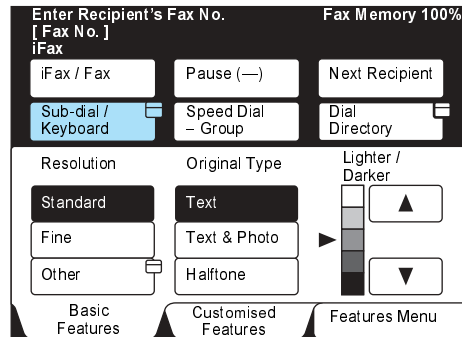
NOTE: Broadcast can be sent to mixed recipients of the normal facsimile and iFax by faxes and E-mails, respectively.

Procedure

1. Check that “iFax” is displayed in the message area.

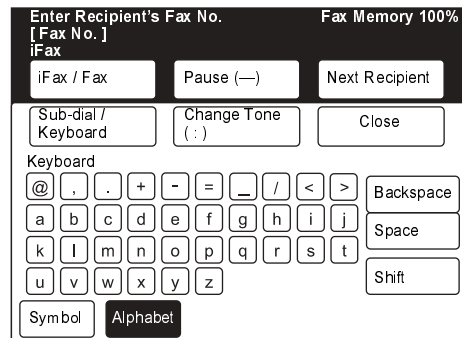
NOTE: If it is not, select **iFax/Fax** to display “iFax” in the message area.

2. Select **Sub-dial/Keyboard**.



The Keyboard screen will be displayed.

3. Enter the E-mail address using the keyboard displayed.



The E-mail address entered will be shown on the screen

NOTE: An E-mail address can be up to 128 characters.

If an E-mail address is entered incorrectly, use the Backspace button to delete it one character at a time.

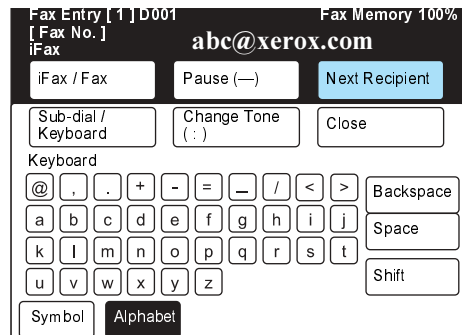
The Shift button toggles entered letters between uppercase and lowercase.

The Space button is used to enter a space.

The Symbol button toggles the display of the buttons between text and symbols.

See “Entering Text” on page 5-2.

4. Select **Next Recipient**.



5. Select **iFax/Fax** to display “iFax” in the message area. Enter the E-mail address.

Fax Entry [1] D001 Fax Memory 100%

[Fax No.]
iFax **aaa@bbb.com**

iFax / Fax Pause (—) Next Recipient

Sub-dial / Keyboard Change Tone (:) Close

Keyboard

@	.	.	+	-	=	-	/	<	>	Backspace
a	b	c	d	e	f	g	h	i	j	Space
k	l	m	n	o	p	q	r	s	t	Shift
u	v	w	x	y	z					

Symbol Alphabet

6. Repeat Steps 3 and 4 until all recipients are entered.
7. After entering the last recipient, press the Start button.

Receiving E-mails

How to Receive E-mails

No special operation is required for receiving E-mails.

When E-mails directed to the E-mail address of this machine are received from a computer or iFax-installed machine, the machine will automatically print the E-mails.

When E-mails directed to a local mailbox are received, such as BOX123@WCP42X.xerox.com, or when faxes are received into the local mailbox, they will be processed according to the Mailbox Options specification.

NOTE: If domains from which E-mails will be received are restricted by selecting E-mail/iFax of the Protocol Settings on the right side of the Properties screen of the CentreWare Internet Services, only E-mails from allowed domains will be received.

See “Registering Mailboxes” on page 5-16.

Printing size

As a rule, E-mails received will be printed in the same size as the originals sent by the sender.

NOTE: When TIFF-S is selected as the profile, it will always be A4 size.

When the paper loaded is not of the same size as the original sent, or when the paper tray for printing received documents is restricted, the receiving process will be the same as that for normal faxes.

Receiving E-mails Via iFax

This section describes E-mails received from iFax or a computer.

The mail header and attachments (TIFF files) of the received E-mails will be printed respectively.



Mail header and body



Attachment (TIFF files)

Splitting E-mails

When originals scanned by the machine are split according to the setting of the Split Size of Outgoing Mail, the information indicating the split will be attached. Split E-mails will be treated as separate E-mails.

Attachments (TIFF format)

If you received an attachment format that is not compatible, the received file will be deleted. You can check the cause of the problem through the Job History Report or Activity Report.

When the Mailbox number is not registered

If the specified local mailbox is not registered, the data received will be deleted. You can check the cause of the problem through the Job History Report.

When the Mailbox overflows

When printing an E-mail from a mailbox memory, the page that is printing will be deleted at the point when the facsimile machine runs out of memory capacity.

When the machine is out of order

If the machine is out of order, the received mail cannot be printed.

Restricting Incoming E-mails

The machine can be configured to receive E-mails from allowed domains only. This feature is known as the Domain Filter. Up to a maximum of 50 domains can be registered as approved domains. Refer to "Setting the iFax Environment" on page 2-13" for details on the restrictions of the incoming E-mail domain.

NOTE: When an E-mail is received, this feature will confirm whether the mail is from the approved domain. If it is not from the approved domain, the mail will be rejected. You can check the result through the Job History Report.

If Mail Notice Settings is selected, the E-mail address of the sender of the rejected E-mails, the number of rejections and the last rejection time will be notified. For details, refer to the "User Guide (Printer)".

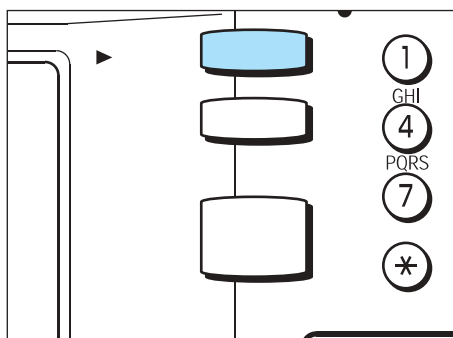
Canceling a Transmission

This section describes the operation to cancel a transmission or an E-mail waiting to be sent.

To check transmission in progress, waiting for transmission or transmission result, refer to the *"User Guide (Facsimile)"*.

Procedure

1. Press **Job Status ▶ Stop**.



The list of jobs in Current Jobs will be displayed when the Job Status ▶ Stop button is pressed.

NOTE: When the Job Status ▶ Stop button is pressed while the Job Status screen is being displayed, the display will return to the previous screen.

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

Press stop to cancel the selected job. Fax Memory 90%

Job Status				Exit
Pending Jobs	Current Jobs	Completed Jobs	Secure / Sample Job	
No.	Job Type	Remote / Content	Page	
0011-	iFax Send	ABC Company	2 / 5	

Prev. Page Next Page Show Details Stop

The selected job will be canceled.

If the job to be canceled is not displayed, go to Step 4.

NOTE: When **Stop** is selected during a broadcast transmission, all send jobs of the broadcast transmission will be canceled regardless of whether they are being sent or waiting to be sent.

3. Select **Exit**.

Press stop to cancel the selected job. Fax Memory 90%

Job Status				Exit
Pending Jobs	Current Jobs	Completed Jobs	Secure / Sample Job	
No.	Job Type	Remote / Content	Page	
(No Current Jobs)				
Prev. Page	Next Page	Show Details	Stop	

The display will return to the previous screen.

4. To cancel an E-mail waiting to be sent, select the Pending Jobs tab.

Press stop to cancel the selected job. Fax Memory 90%

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

The jobs that are waiting to be sent, print, or forwarded will be displayed.

5. Select the job to be canceled and then select **Show Details**.

Fax Memory 90%

Job Status				Exit
Pending Jobs	Current Jobs	Completed Jobs	Secure / Sample Job	
No.	Job Type	Remote / Content	Page	
0012-	iFax Send	Company A	1 / 15	
0015-	iFax Send	Company B	1 / 10	
Prev. Page	Next Page	Show Details	Priority Send	

6. Select **Stop**.

Press stop to cancel. Fax Memory 90%

Job Status		Exit
Pending Jobs - iFax-Send		Close
[Remote]	Branch B	
iFax	abc@xerox.com	
Page	: 1-10	
Job Type	: Send	
Doc No.	: 0015	
Stop		

The selected job will be canceled.

NOTE: When **Stop** is selected during a broadcast transmission, all send jobs of the broadcast transmission will be canceled regardless of whether they are being sent or waiting to be sent.

7. Select **Exit**.

The screenshot shows a 'Job Status' screen with a black header bar at the top right displaying 'Fax Memory 90%'. Below the header, there is a 'Job Status' section with a blue 'Exit' button. Underneath, there are four tabs: 'Pending Jobs', 'Current Jobs', 'Completed Jobs', and 'Secure / Sample Job'. Below the tabs is a table with the following data:

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

At the bottom of the screen, there are four buttons: 'Prev. Page', 'Next Page', 'Show Details', and 'Priority Send'.

The display will return to the previous screen.

4 *Useful Features*

The following information can be found in this chapter:

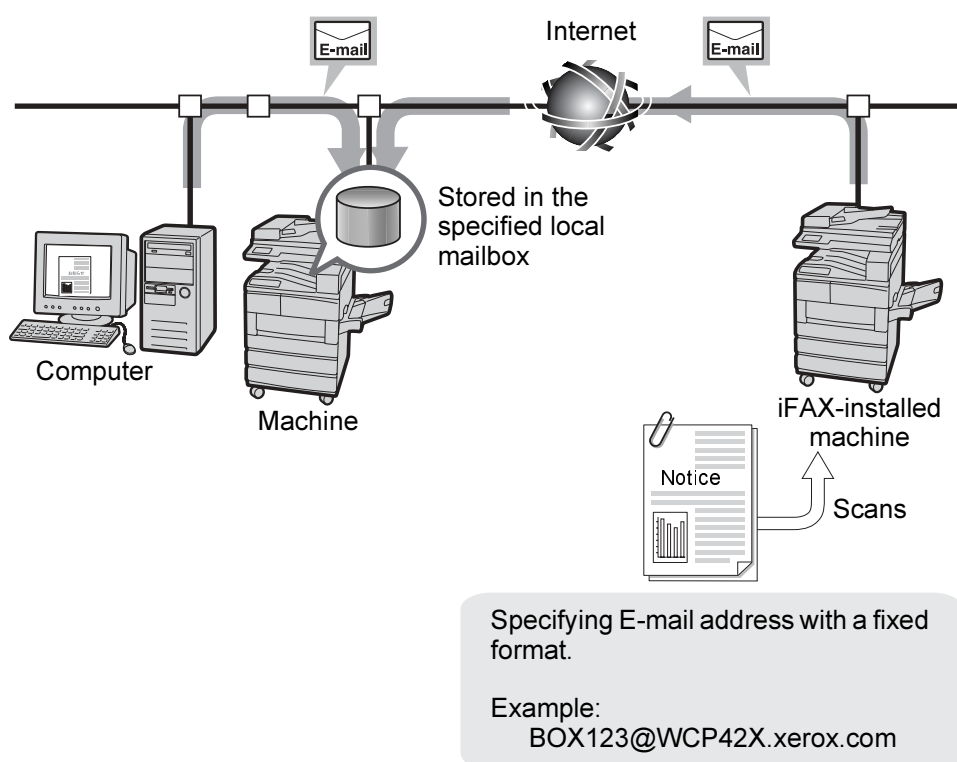
- Sending E-mails to Mailboxes Using E-mail Addresses
- Sending Faxes to Recipients as Relay Centers
- Forwarding a Fax as E-mail from Mailbox
- Sending/Receiving E-mails to/from the Computer

Sending E-mails to Mailboxes Using E-mail Addresses

E-mails can be sent to local mailboxes using specific E-mail addresses. When an E-mail is received, the machine will store it in the local mailbox specified by the E-mail address and print a Mailbox List. To send an E-mail to a local mailbox using an E-mail address, do the following.

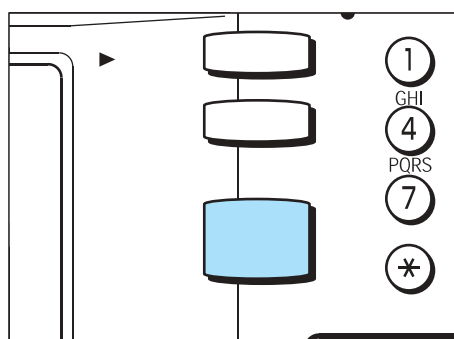
NOTE: This feature is available only when the local mailbox receives E-mails via SMTP.

To use this feature, mailboxes without passwords must be registered with the machine that receives E-mails. Refer to "Registering Mailboxes" on page 5-16 for details.



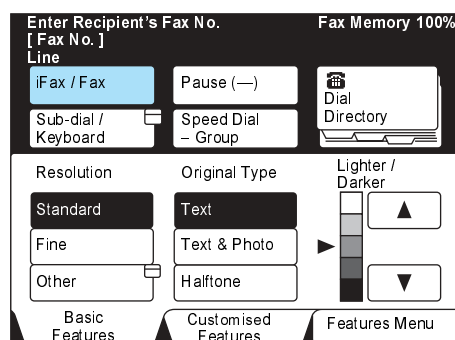
Procedure

1. Load the original.
2. Select the Feature Selection button or **Fax** from the Menu screen to display the Fax screen.

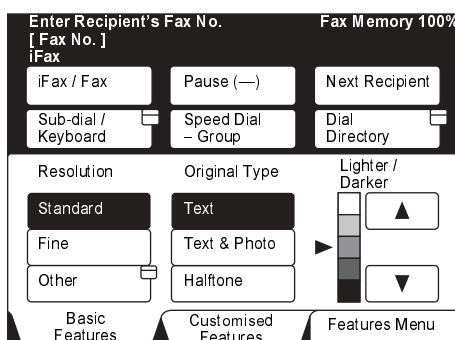


See "User Guide (Facsimile)"

3. Select **iFax/Fax** to display “iFax” in the message area.

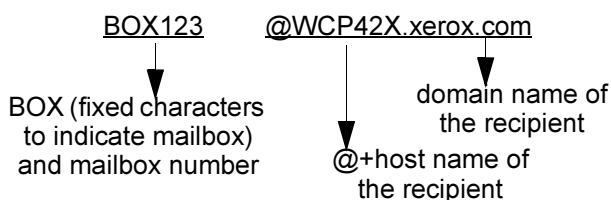


4. Configure the features if necessary.



See “Settings for Sending” on page 3-5. for details on configurable items.

5. Input the local mailbox number and the domain name of the recipient in the following order.



Example:

- Local mailbox number: 123
(Input the digits of the local mailbox number to match those of the recipient)
- Host name of the recipient: WCP42X.
- Domain name of the recipient: xerox.com

See “Specifying a Recipient” on page 3-14. for information on how to specify an E-mail address.

6. Press **Start**.

The original will be scanned, converted into the TIFF format and sent as an E-mail. This machine as the recipient will store the E-mail in a specified mailbox.

See “Mail Sending Rejected” on page 7-2. if the mail cannot be sent. See “Canceling a Transmission” on page 3-24. to cancel a transmission.

NOTE: If memory overflow occurs while an original is being scanned, a screen will be displayed to prompt the user to determine whether the job is to be sent up to the stored pages or aborted. If memory overflow occurs while an E-mail is being sent, the transmission will be aborted.

Sending Faxes to Recipients as Relay Centers

With an E-mail address specified in a specific format, the machine or a computer on a network can send faxes to facsimile machines that do not support the iFax feature via a fax gateway under the G3 mode.

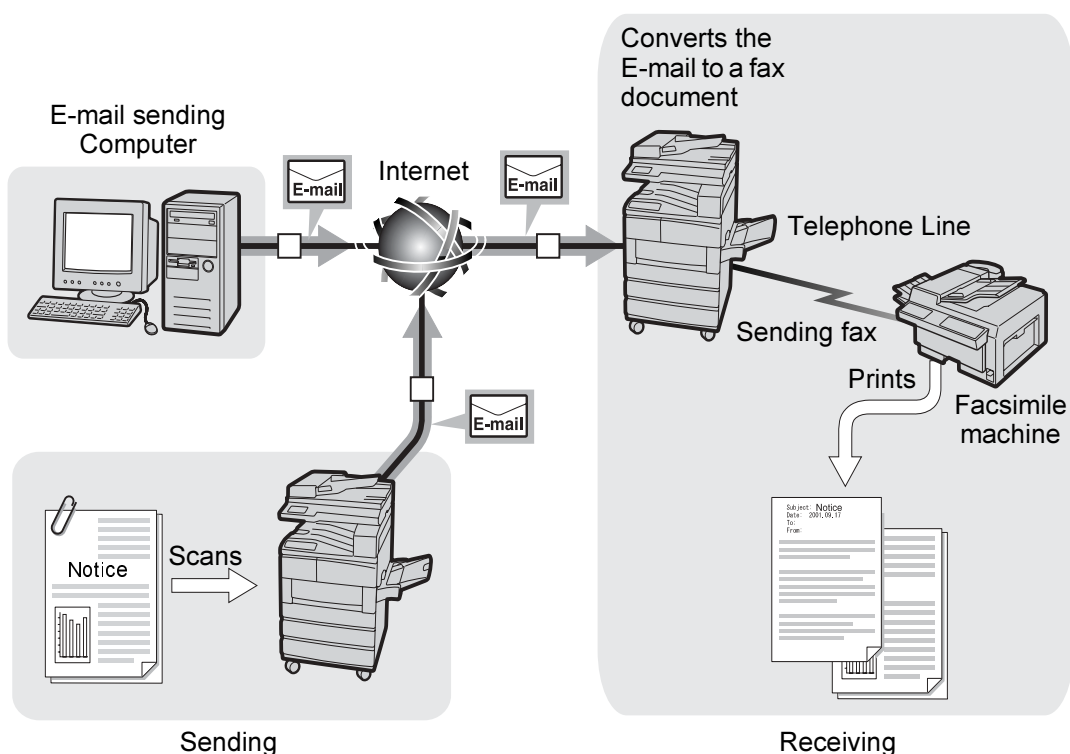
Using this feature, faxes are sent as E-mails via the Internet to iFax-installed machines (fax gateway) connected to the network. When an E-mail is received, it will be converted into faxes by the machine and sent to specified facsimiles. For such transmissions, if the sender and recipient of the faxes are located in a local call region, the cost incurred in fax transmission can be reduced.

NOTE: This feature is available only when the E-mail-receiving method of the sending iFax-installed machine (fax gateway) is set to SMTP.

If the document is sent via the computer, only the main text of the E-mail will be sent.

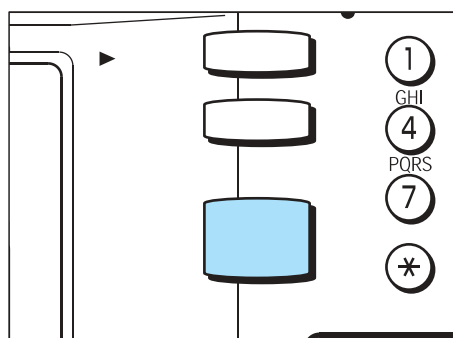
See “iFax vs Common Facsimile Features” on page 1-8.

NOTE: The received E-mail will be deleted if it cannot be sent correctly as a fax document.



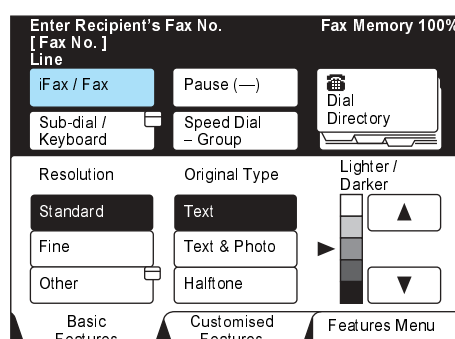
Procedure

1. Load the original.
2. Press the Feature Selection button or select **Fax** from the Menu screen to display the Fax screen.

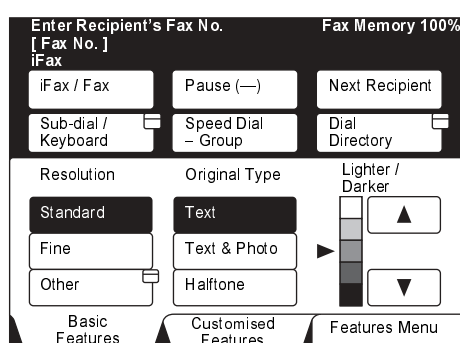


See “User Guide (Facsimile)”.

3. Select **iFax/Fax** to display “iFax” in the message area.



4. Configure the features if necessary.

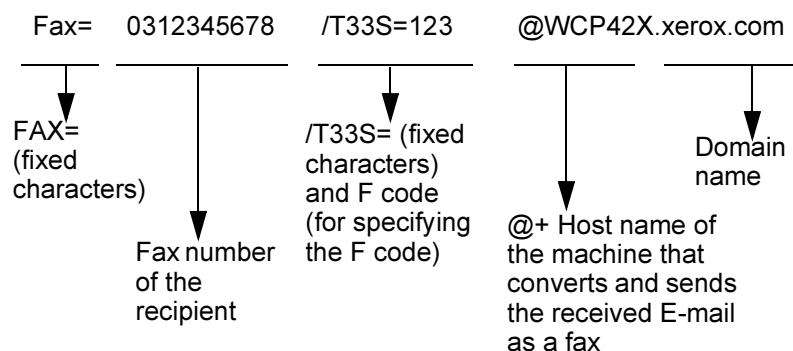


Refer to “Settings for Sending” on page 3-5 for details on the configurable items.

5. Input the fax number of the recipient and the E-mail address of the iFax-installed machine (fax gateway) that converts and sends the received E-mail as a fax in the following order.

NOTE: After /T33S=, enter the F code of not more than 20 digits using 0 - 9, #, or *.

See “User Guide (Facsimile)” for information on the F code.



Example:

- Fax number: 0312345678
- F code (if necessary):/T33S=123
- Host name of the recipient: WCP42X.
- Domain name of the recipient: xerox.com

6. Press **Start**.

The original will be scanned, converted into the TIFF format and sent as an E-mail.

The machine of the recipient will convert the E-mail to a fax and send it to the specified recipient.

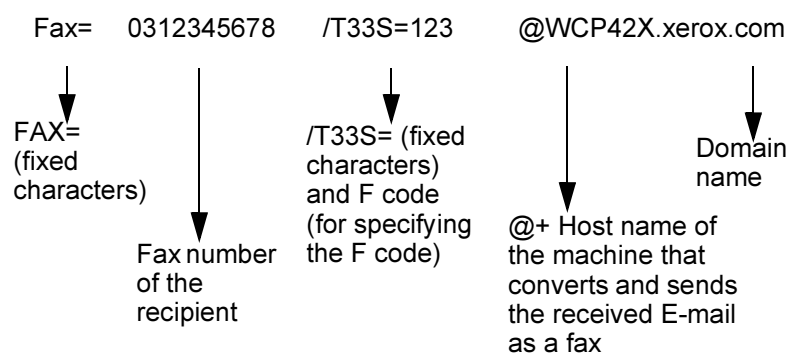
See *"Mail Sending Rejected"* on page 7-2. if the mail cannot be sent.

See *"Canceling a Transmission"* on page 3-24. to cancel a transmission.

NOTE: If memory overflow occurs while an original is being scanned, a screen will be displayed to prompt the user to determine whether the job is to be sent up to the stored pages or aborted.
If memory overflow occurs while an E-mail is being sent, the transmission will be aborted.

Using iFax with the Computer

To send from a computer to a normal facsimile, enter the E-mail address of the iFax-installed machine (fax gateway) that converts and sends the received E-mail as a fax in the following order.



Example:

- Fax number: 0312345678
- F code (if necessary): /T33S=123
- Host name of the recipient: WCP42X
- Domain name of the recipient: xerox.com

Forwarding a Fax as E-mail from Mailbox

This section describes the feature to forward faxes that have been received into the local mailbox as E-mails automatically.

The following only describes the operations to set up the feature to forward to a local mailbox and the overview of the remote mailbox.

With this feature, fax documents received into a local mailbox using the Fax signal method, F code or the DTMF method, or fax documents stored in a local mailbox using the Box Selector feature can be forwarded as E-mails.

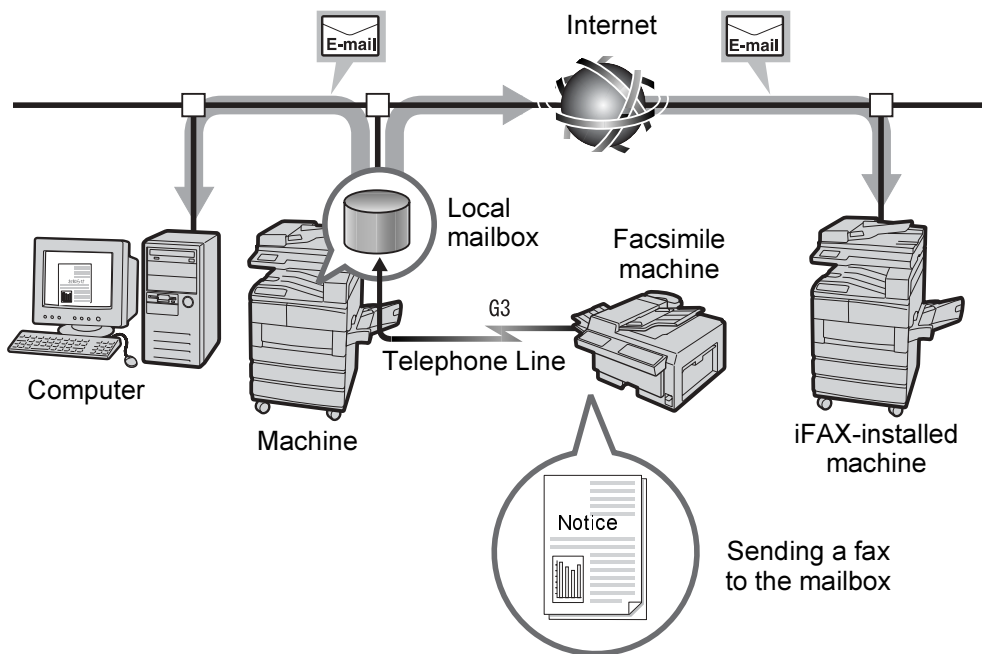
See *“Registering Mailboxes” on page 5-16.* for details on setting the feature to forward to a local mailbox.

See *“User Guide (Facsimile)”* for information on how to send to a mailbox, how to receive documents to a mailbox with the Box Selector feature, how to print documents received into a local mailbox or how to delete a local mailbox.

Forwarding E-mails

The machine receives faxes that are sent to the mailbox. If the faxes are stored in the mailbox using the Box Selector feature, the faxes can be forwarded as E-mails to the recipients stored in the mailbox automatically.

NOTE: The document can only be forwarded to one recipient.



How to Forward E-mails

The following operations are required for using the forward feature.

Send a fax

Send a fax to a mailbox using the Fax signal method, F code or the DTMF method.

See *"User Guide (Facsimile)"* for details on the setting.

Forwarding a received fax in the local mailbox as E-mail

Register the forwarding address as a speed dial entry in advance. Then, configure the forward feature and the speed dial using the mailbox options of the local mailbox.

NOTE: The local mailbox number and the password are required by the sender. You have to inform the sender of the settings.

If the fax memory becomes full while receiving a fax, only the received portion of the fax will be forwarded in the mail.

If the printer memory becomes full while sending a mail, the transmission will be stopped. At this moment, if there is a broadcast with the fax, the fax will be sent.

If sending mails via the SMTP is rejected, the document will be stored in the local mailbox.

If a problem occurs in the data while sending the mail, perform the following according to the types of symbols used.

MH/MR: Change the symbols and send again.

MMR: Cancel the transmission and the document is stored in the local mailbox.

JBIG: Cancel the transmission and the document is stored in the local mailbox. The problems will only be detected if they are in the header. You can only forward the mail to one recipient.

If the images of the received fax is in the JBIG compressed format, send the document in JBIG format (TIFF-J) as E-mail. If the recipient is unable to access the JBIG compressed format, the document may not be correctly printed or displayed.

See *"Registering Mailboxes" on page 5-16.* for details on setting the feature to forward to a local mailbox.

See *"User Guide (Facsimile)"* for details on the use of the Box Selector feature to receive fax documents into the local mailbox.

Send to Mailbox

There are three methods of sending to a mailbox that has a forward feature.

- Use the Fax signal method.
- Use the F code.
- Use the DTMF method.

See *"User Guide (Facsimile)"* for details on sending to a mailbox.

Sending/Receiving E-mails to/from the Computer

This section describes how to send/receive E-mails between a computer and the machine.

Sending E-mails to the Machine

Follow the steps below to send E-mails to this machine from the computer.

NOTE: You cannot send mail with attached files from the computer to the machine.

The body of the mail is available in text format. Set the format of the mail body to text at the mail software you are using.

Procedure

1. Specify the E-mail address or enter the IP Address of the machine with your E-mail software.

Example:


ifax@WCP42X.xerox.com

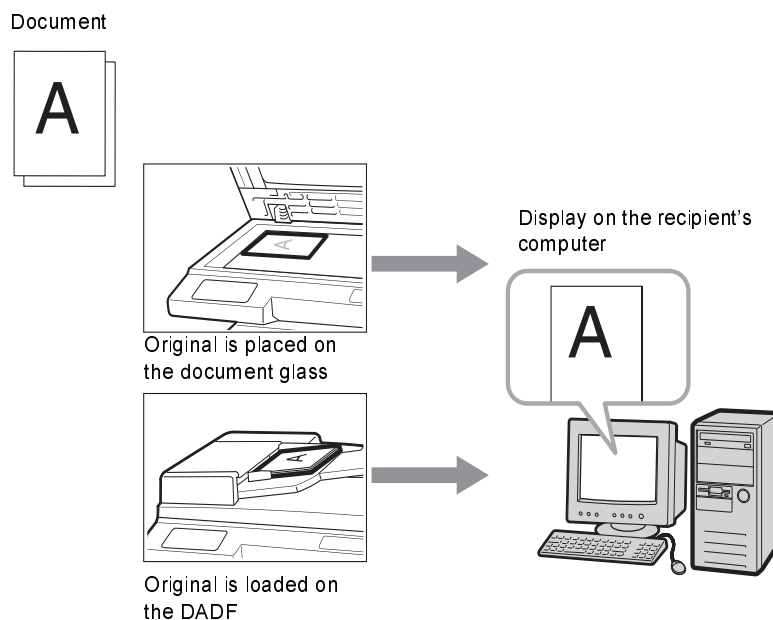


2. Enter text in the E-mail if necessary and send.

Receiving E-mails on Computer

Direction of display

If an original is loaded in this  direction on the machine and sent out, it will be rotated 90 degrees to the left or right from the direction in which it is loaded and displayed on the monitor of the computer that receives it.



Split Size of Outgoing Mails

If originals scanned by the machine are split and sent according to the Split Size of Outgoing Mail feature, they will be received separately as E-mail headers + E-mail body and attachment (TIFF file) respectively by the recipient's computer.

Example - When an E-mail is split into two documents, the following two documents will be sent as a result.

- Mail 1: E-mail header + E-mail body + TIFF file (first document)
Mail 2: TIFF file (second document)

5 *Registering Data*

The following information can be found in this chapter:

- Entering Text
- Registering the Sub-Dial
- Registering Speed Dial
- Registering Mailboxes

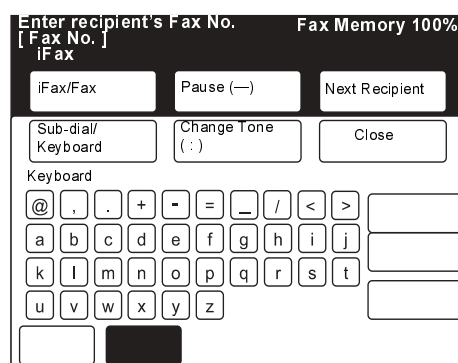
Entering Text

This section describes how characters or symbols can be entered as E-mail addresses. To enter characters and symbols, make use of the keyboard displayed on the touch panel display.

NOTE: For some items, the number of text that can be entered is restricted.

The following keyboard screen will be displayed when iFax is selected.

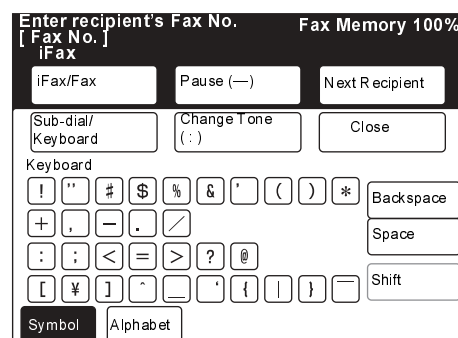
Alphabet keyboard



- Backspace - Allows you to correct one character at a time.
- Blank - Allows you to enter a character space.
- Shift - Allows you to toggle between uppercase and lowercase letters.
- Symbol - Select this to display the symbol keyboard.

NOTE: An E-mail address can be up to 128 characters.

Symbol keyboard



- Alphabet - Select this to display the alphabet keyboard.

Registering the Sub-Dial

This section describes the method of registering the sub-dial.

Sub-dial is a feature that registers frequently-used parts of E-mail addresses in advance and it will be handy when entering E-mail addresses.

Example: "xerox.com", ".com"

NOTE: After an instruction is given for a transmission using a sub-dial, if the sub-dial is modified, the transmission will be carried out based on the modified sub-dial.

Up to 10 types of sub-dial can be registered. Each can register up to 16 characters.

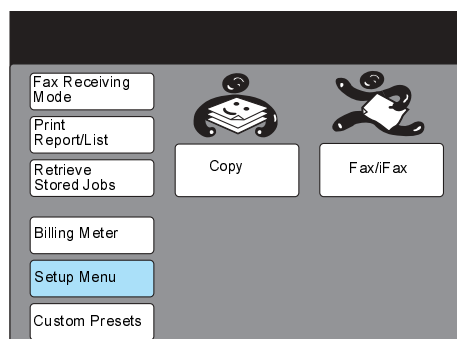
The contents of a sub-dial can be checked from the Dial Directory List. Refer to the "User Guide (Facsimile)".

See "Entering Text" on page 5-2. for information on entering text.

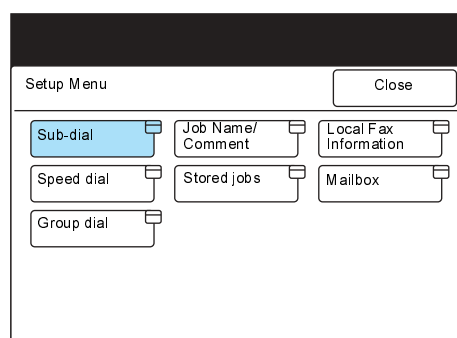
See "Using the Sub-Dial" on page 3-18. for information on how to use the sub-dial.

Procedure

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



2. Select **Sub-dial**.



3. Select the number on the display or use ▲ or ▼ buttons to register a sub-dial number.

Sub-dial No.	Details
[1]	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)

4. Select **Enter/Change**.

Sub-dial No.	Details
[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)

5. Enter the text and select **Save**.

NOTE: Numbers can also be entered from the numeric keypad. Select **Cancel** to cancel the registered text.

See "Entering Text" on page 5-2.

6. Select **Close**.

Sub-dial No.	Details
[1]	xerox
[2]	(Not Entered)
[3]	(Not Entered)
[4]	(Not Entered)
[5]	(Not Entered)
[6]	(Not Entered)
[7]	(Not Entered)
[8]	(Not Entered)
[9]	(Not Entered)

Registering Speed Dial

This section describes how to register speed dial recipients.

It would be useful to register frequently communicating parties in the speed dial. Recipients registered in the speed dial can also be selected from the Dial Directory or by using the one touch button.

Speed dial can also be registered using CentreWare Internet Services.

For details, refer to the "User Guide (Printer)" or the Help of the CentreWare Internet Services.

NOTE: After an instruction is already given for a transmission using the speed dial feature, if the speed dial recipient is modified, the transmission will be carried out based on the settings of the modified speed dial recipient.

Up to 200 speed dial recipients can be registered (up to 999 recipients if the optional speed dial expansion kit is installed). The E-mail address of each recipient can be up to 128 characters.

001 - 070 speed dial recipients can be selected using the one touch button.

The contents of a speed dial recipient can be checked from the Dial Directory List. Refer to the "User Guide (Facsimile)".

See "Entering Text" on page 5-2. for information on entering text.

See "User Guide (Facsimile)" to modify or delete registered speed dial recipients.

See "Using the Speed Dial" on page 3-15., "Using the One Touch Buttons" on page 3-16, "Using the Dial Directory" on page 3-17 for information on how to use the speed dial feature.

Settings Available for Speed Dial

Settings available for the speed dial feature are as follows:

NOTE: The speed dial feature can be used with just the E-mail address and the line registered. Select other items if necessary. When the fax gateway feature is used, the communication mode for fax transmission can be set up in advance. For information on the fax gateway feature. Refer to "Sending/Receiving E-mails to/from the Computer" on page 4-10".

	Items	Description	Factory Default
1	Fax No.	To register the E-mail address, enter the address which can be up to 128 characters.	Not Entered
2	Line	Select iFax.	Fax
3	Recipient	Up to 18 characters can be registered. See "Entering Text" on page 5-2." for details on text that can be registered.	Not Entered
4	Index	Register one alphanumeric character as the keyword for searching the Dial Directory.	Not Entered
5	Relay Station Setup	Not available to iFax.	

	Items	Description	Factory Default
6	Communication Mode	Register it if the fax gateway feature is used. Select the communication mode for sending faxes. Select G3 Auto or F4800.	G3 Auto
7	Resolution	Select Standard, Fine, Super-fine (400 dpi), Super-fine (600 dpi) or Panel (the resolution selected with the control panel). NOTE: If TIFF-S is selected as the profile, Super-fine (400 dpi) and Super-fine (600 dpi) cannot be selected.	Panel
8	Cover Note	Not available to iFax.	
9	Maximum Image Size	Select the maximum image size according to the paper size of the recipient and the profile that can be processed by the recipient. Select A3, B4 or A4. NOTE: When A3 or B4 size is selected with TIFF-S as the profile, A3 or B4 size original will be reduced to A4 for transmission.	A3
10	Delayed Start	Set the time to send E-mails using the delayed start feature. NOTE: Dates cannot be specified.	Off
11	Remote Mailbox	Not available to iFax.	
12	Relay Broadcast		
13	F Code		
14	iFax Profile	Select TIFF-S, TIFF-F, TIFF-J. NOTE: If TIFF-S is selected as the profile, Super-fine (400 dpi) and Super-fine (600 dpi) cannot be selected.	TIFF-S
15	iFax Send Status	Select Off or On.	Off
16	Billing-Day Time	Not available to iFax.	
17	Billing-Night Time		
18	Billing-Midnight		

E-mail Address, Line and Recipient

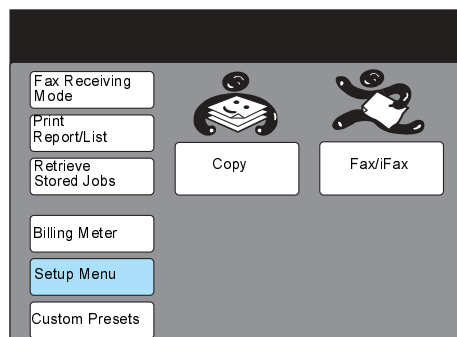
This section describes the operation for registering the E-mail address and the recipient's name in the Speed Dial feature.

- An E-mail address can be up to 128 characters.
- Select iFax in Line to register an E-mail address in Speed Dial.
- The Recipient feature is used when Dial Directory is selected. When a recipient is specified using the Dial Directory, Speed Dial or the one touch button, the name will appear on the touch panel display or the report.

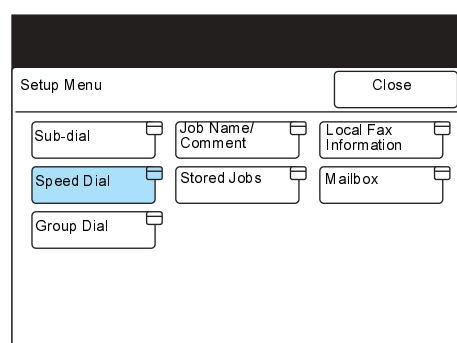
NOTE: The speed dial feature can also be used with just the E-mail address and the recipient's name registered. Select other items if necessary.

Procedure

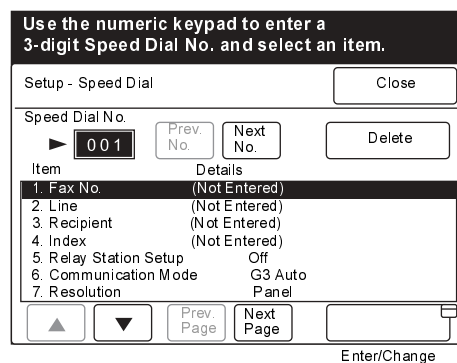
1. Select **Setup Menu** from the Menu screen.



2. Select **Speed Dial**.

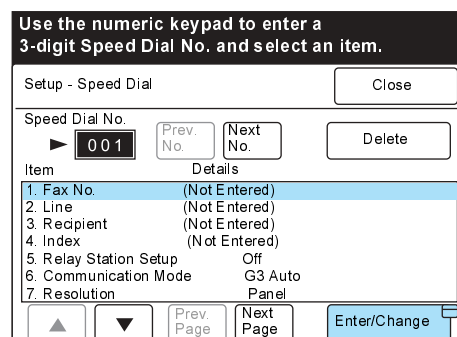


3. Enter the speed dial number to be registered.



NOTE: The speed dial number can be entered with the numeric keypad or select the Next No. or Prev. No. buttons.

4. Check that **1. Fax No.** is selected and select **Enter/Change**.



5. Enter the E-mail address with the keyboard displayed and select **Save**.

The screenshot shows a screen titled 'No. 001' with a '1. Fax No.' label. At the top right are 'Cancel' and 'Save' buttons. Below the label is a 'Sub-dial/Keyboard' section with a numeric keypad (0-9), an 'Alpha-numeric' toggle, and buttons for 'Pause', 'Change (:)', 'Input Information', 'Backspace', 'Space', and 'Shift'. A cursor is positioned at the start of the input field.

NOTE: Numbers can also be entered from the numeric keypad. If a character is entered wrongly, use the Backspace button to erase it one number at a time.

See “Entering Text” on page 5-2. for information on entering text.

6. Select **2. Line** or use the ▲ or ▼ buttons. Then select **Enter/Change**.

The screenshot shows a screen titled 'Setup - Speed Dial' with a 'Close' button at the top right. Below the title is a 'Speed Dial No.' section with a numeric keypad showing '001', and 'Prev. No.' and 'Next No.' buttons. A 'Delete' button is also present. Below this is a table with two columns: 'Item' and 'Details'. The table lists seven items: '1. Fax No.' (abc@xerox.com), '2. Line' (Not Entered), '3. Recipient' (Not Entered), '4. Index' (Not Entered), '5. Relay Station Setup' (Off), '6. Communication Mode' (G3 Auto), and '7. Resolution' (Panel). At the bottom are navigation buttons: '▲', '▼', 'Prev. Page', 'Next Page', and 'Enter/Change'.

7. Select **iFax**, then **Save**.

NOTE: When **Cancel** is selected, the settings will not be modified.

8. Select **3. Recipient** or use the ▲ or ▼ buttons, then 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.	abc@xerox.com
2. Line	(Not Entered)
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

9. Enter the recipient's name and select **Save**.

No. 001 Cancel Save

3. Recipient Name

▶

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

NOTE: When **Cancel** is selected, the registered text will be deleted. If a number is entered wrongly, use the Backspace button to erase it one number at a time.

See "Entering Text" on page 5-2. for information on entering text.

10. To register the E-mail address, line and recipient's name only, select **Close**.

To specify the other features, refer to the following sections. After the features have been selected, select **Close**.

Registering Index

Index is used to search for keywords in the Dial Directory. This section describes the procedure for registering index.

Procedure

1. Select **4. Index** or use the ▲ or ▼ buttons.

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.	abc@xerox.com
2. Line	iFax
3. Recipient	ABCDEF-GH
4. Index	(Not Entered)
5. Relay Station Setup	Off
6. Communication Mode	G3 Auto
7. Resolution	Panel

▲ ▼ Prev. Page Next Page Enter/Change

2. Select **Enter/Change**.
3. Enter the keyword and select **Save**.

The screenshot shows a screen titled 'No. 001' with a sub-label '4. Index'. At the top right are 'Cancel' and 'Save' buttons. Below the title is a cursor pointing to the letter 'A'. A numeric keypad is displayed with digits 1-0 and a 'Backspace' button. Below the digits is an alphanumeric keypad with letters A-Z arranged in four rows: A-J, K-T, U-Z, and an empty row.

See “Entering Text” on page 5-2. for information on entering text.

Selecting a Communication Mode

If you want to use the fax gateway feature, select the communication mode for sending fax.

NOTE: If the recipient is selected from the speed dial with the communication mode, the communication mode cannot be changed from the Communication Mode of the Features Menu screen. All communication modes reduce their transmission speed sequentially according to the line.

The transmission speed at the start of the communication is as follows:

G3 Auto: 33.6kbps, F4800: 4.8kbps

See “Sending Faxes to Recipients as Relay Centers” on page 4-4.” for details on the fax gateway feature.

Procedure

1. Select **6. Communication Mode** or use the ▲ or ▼ buttons. Select **Enter/Change**.

The screenshot shows the 'Setup - Speed Dial' screen. At the top is a title bar with 'Close' button. Below is a 'Speed Dial No.' field with '001' and buttons for 'Prev. No.', 'Next No.', and 'Delete'. A list of items is shown with '6. Communication Mode' highlighted. The list includes: 1. Fax No. (abc@xerox.com), 2. Line (iFax), 3. Recipient (ABCDEFGH), 4. Index (A), 5. Relay Station Setup (Off), 6. Communication Mode (G3 Auto), and 7. Resolution (Panel). At the bottom are navigation buttons: ▲, ▼, Prev. Page, Next Page, and Enter/Change.

2. Select a communication mode and select **Save**.

NOTE: When **Cancel** is selected, the settings will not be modified.

Selecting the Resolution

You can select the Resolution.

NOTE: If TIFF-S is selected as the profile, the Super-fine (400 dpi) and Super-fine (600 dpi) features cannot be selected.

See “Settings for Sending” on page 3-5.” for details on the resolution.

Procedure

1. Select **7. Resolution** or use the ▲ or ▼ buttons. Select **Enter/Change**.

2. Select a resolution, then select **Save**.

NOTE: When **Cancel** is selected, the settings will not be modified.

Selecting the Maximum Image Size

You can select the maximum image size according to the paper size or the profile that can be processed by the recipient.

NOTE: When A3 or B4 paper size is selected with TIFF-S as the profile, A3 or B4 size original will be reduced to A4 for transmission.

Procedure

1. Select **9. Maximum Image Size** or use the ▲ or ▼ buttons. 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. ▶ 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	Off

▲ ▼ Prev. Page Next Page Enter/Change

2. Select the maximum image size, then select **Save**.

No. 001 Cancel Save

9. Max Image Size

A4

B4

A3

NOTE: When **Cancel** is selected, the settings will not be modified.

Selecting the Delayed Start

You can use the delayed start feature to set the time to send E-mails.

NOTE: Dates cannot be specified.

See “Settings for Sending” on page 3-5.” for details on the Delayed Start.

Procedure

1. Select **10. Delayed Start** or use the ▲ or ▼ buttons. 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. 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 Broadcas	Off
13. F Code	Off
14. iFax Profile	Off

▲ ▼ Prev. Page Next Page Enter/Change

2. Select **On** and set the time.

Enter number using numeric keypad

No. 001 Cancel Save

10. Delayed Start

Off PM (1-12) (00-59)

On Next

AM PM

3. Select **Save**.

NOTE: When **Cancel** is selected, the settings will not be modified.

Selecting the iFax Profile

You can select the iFax profile.

NOTE: If TIFF-S is selected as the profile, the Super-fine (400 dpi) and Super-fine (600 dpi) features cannot be selected.

See “Settings for Sending” on page 3-5.” for details on the Delayed Start.

Procedure

1. Select **14. iFax Profile** or use the ▲ or ▼ buttons. 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. 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	Off

▲ ▼ Prev. Page Next Page Enter/Change

2. Select an iFax profile, then select **Save**.

No. 001

14. iFax Profile Cancel Save

TIFF-S

TIFF-F

TIFF-J

NOTE: When **Cancel** is selected, the settings will not be modified.

Selecting the iFax Send Status

If the iFax Send Status is set to On, the sender can confirm whether the recipient has received the E-mail as he will receive a Delivery Status Notification (DSN). Set this feature On to verify whether the recipient has received the E-mail.

NOTE: The "iFax Sent" message displayed on the Job Status screen, and "Sent" printed on the Activity Report or Transmission Report indicate that the E-mail has been sent to the nearest mail server. The E-mails sent may not be delivered to the recipient due to the problems on the transmission route of the Internet. If iFax Send Status is not set to On, the machine will not be notified when this situation arises. It is recommended that the iFax Send Status feature to be set to On.

See "Settings for Sending" on page 3-5." for details on the Delayed Start.

Procedure

1. Select **15. iFax Send Status** or use the ▲ or ▼ buttons. Select **Enter/Change**.

2. Select **On** to receive E-mails with delivery status notification.

NOTE: When **Cancel** is selected, the settings will not be modified. If DSN Mail is sent via a server that does not support DSN, the necessary data attributes of the mail may be lost. The mail without the data attributes will be printed.

Registering Mailboxes

This section describes how to register the Forward E-mail feature of the local mailbox.

When faxes sent to the local mailbox using the F code or DTMF method are received by the machine, they will be forwarded as E-mails to the recipients registered in the mailbox automatically. When the Forward feature is used, you need not walk to a facsimile to collect the fax.

NOTE: E-mails received in the mailbox cannot be forwarded or printed even if the Forward or Print feature in the Mailbox Options is selected. E-mails will be stored in the mailbox.

Up to 200 local mailboxes can be registered.

Inform the sender of the setting (mailbox number and password).

001 - 070 speed dial numbers can be selected using the one touch button.

The contents of the settings of a local mailbox can be checked from the Mailbox List. Refer to the "User Guide (Facsimile)".

See "Entering Text" on page 5-2. for information on entering text.

See "User Guide (Facsimile)" for details on the deletion and modification of registered local mailboxes.

See "Forwarding a Fax as E-mail from Mailbox" on page 4-8. for information on the E-mail forward feature of the local mailbox.

Settings Available for Mailbox

The settings available for the mailbox are as follows:

	Items	Description	Factory Default
1	Mailbox Name	Register a name up to 10 characters.	Not Entered
2	Password	Register a numeric password between 0001 - 9999.	Not Entered
3	Mailbox Options	To forward E-mails, select Forward and configure the speed dial number of the recipient. "Print" and "Output Report" are not available to the Forward E-mail feature.	Off
4	Check Password	Not available to the Forward E-mail feature.	
5	Delete/Save Documents	Select Delete or Save.	

NOTE: The Send to Mailbox feature using the E-mail address can only be used when the setting of the recipient is in SMTP.

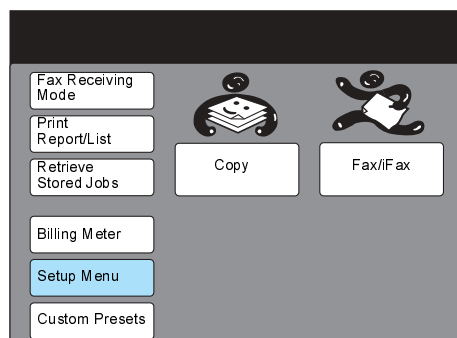
If you want to send to a mailbox using the E-mail address, the mailbox must not have a password at the in the remote mailbox. Refer to "Registering Mailboxes" for details.

Registering Mailbox Name/Password

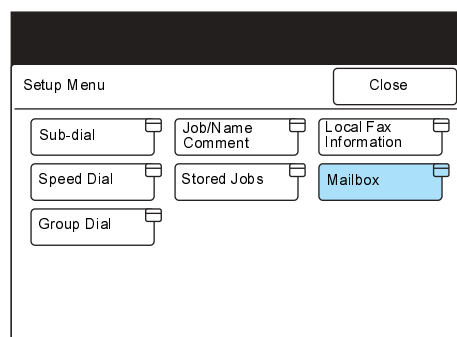
This section describes how to register a mailbox name and password for a local mailbox. A mailbox name can be up to 10 characters. You can register a 4-digit password between 0001 - 9999.

Procedure

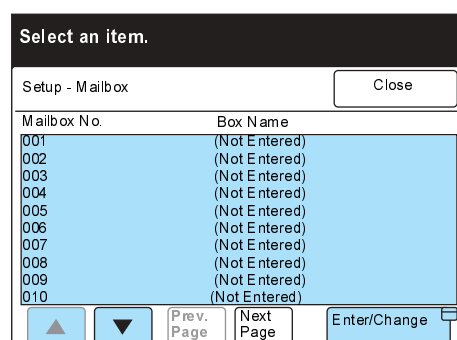
1. Select **Setup Menu** from the Menu screen.



2. Select **Mailbox**.



3. Select the local mailbox number or use the ▲ or ▼ buttons.



4. Select **Enter/Change**.

5. Enter a 4-digit password using the numeric keypad and select **Confirm Password**.

The screenshot shows a screen titled "Use the numeric keypad to enter password." with a subtitle "Mailbox No. 001 Enter/Change". A "Close" button is in the top right. The screen is divided into two main sections: "Password" and "Mailbox Name". In the "Password" section, a numeric keypad shows four asterisks. Below it, the "Confirm Password" button is highlighted in blue. Other buttons in this section include "Change Password" and "Delete Mailbox". In the "Mailbox Name" section, the text "(Not Entered)" is displayed. To the right of this section is a vertical menu with options: "Enter/Change Name", "Mailbox Options", "Check Password", and "Delete/Save Documents".

If you want to delete the registered mailbox, select **Delete Mailbox**. Select **Change Password** to change the password.

6. To enter a mailbox name, select **Enter/Change Name**.

This screenshot is similar to the previous one, but the "Enter/Change Name" button in the "Mailbox Name" section is now highlighted in blue. The "Mailbox Name" field now displays "(In Use - No Name)". The "Confirm Password" button in the "Password" section is no longer highlighted.

7. Enter a mailbox name and select **Save**.

The screenshot shows a screen titled "Mailbox No. 001 - Enter/Change Name". It has "Cancel" and "Save" buttons in the top right. Below the title is a section labeled "ADMIN" with a numeric keypad (0-9), an alphanumeric keypad (A-Z), and a "Shift" button. At the bottom, there are "Symbol" and "Alpha-numeric" toggle buttons.

See "Entering Text" on page 5-2." for information on entering text.

8. Select **Close**.

The screenshot shows the "Mailbox No. 001 Enter/Change" screen. The "Mailbox Name" field now displays "ADMIN". The "Confirm Password" button in the "Password" section is highlighted in blue. The "Enter/Change Name" button in the "Mailbox Name" section is no longer highlighted.

The registered mailbox name will be displayed.

9. Press **Clear All** to return to the initial screen.

Registering Mailbox Options

You can select the Forward feature to forward faxes as E-mails to recipients of the E-mail that you want to forward. You can select the recipients from the speed dial.

NOTE: Recipients of E-mail to be forwarded must be registered as speed dial recipients in advance. For details on the registration method, refer to “ Registering Speed Dial”.

Procedure

1. Select **Mailbox Options**, then select **Forward**.

Use the numeric keypad to enter password.

Mailbox No. 001
Enter/Change

Close

Password
▶ * * * *

Mailbox Name
ADMIN

Confirm Password

Change Password

Delete Mailbox

Enter/Change Name

Mailbox Options

Check Password

Delete/Save Documents

2. Enter the speed dial number of the recipient and select **Save**.

Mailbox No. 001
Mailbox Options

Cancel

Save

After Scan

Save Only

Forward

Print

Remote No.
(001 - 200)

▶ 001

6 *Reports and Lists*

The following information can be found in this chapter:

- Error Mail
- DSN Mail
- Activity Report
- Transmission Report
- Broadcast Report
- Printer Settings List
- Dial Directory List
- Mailbox List
- Printing Reports and Lists

Error Mail

An error notification mail will be sent from the server when an E-mail fails to send due to an incorrect E-mail address or the environment setting of the recipient. It will be printed when the "Print Error Mail" setting of the CentreWare Internet Services is checked.

NOTE: You can specify the Print Error Mail feature by setting E-mail/iFax of Properties from the left panel of the Properties screen of CentreWare Internet Services. For information on the configuration method. Refer to "Setting the iFax Environment" on page 2-13.

DSN Mail (Send Status)

If the iFax Send Status in the Features Menu screen is set to On when sending E-mail, a DSN Mail (Send Status) will be received when the sent E-mail reached the intended recipient. It will be printed when the "Print DSN Mail (Send Status)" setting of the CentreWare Internet Services is checked.

NOTE: The Print DSN Mail (Send Status) setting can be configured from E-mail/ iFax of Protocol Settings on the left panel of the Properties screen. For information on the configuration method. Refer to "Setting the iFax Environment" on page 2-13.

The "iFax Sent" message will be displayed on the Job Status screen, and "Sent" printed on the Activity Report until the DSN Mail (Send Status) is received. When DSN Mail (Send Status) is received, it means that the E-mail concerned has been sent to a nearest E-mail server and the transmission status will indicate "Completed (CP)".

Activity Report

The Activity Report is used to check whether a transmission ends normally. The report consists of the name of the sender/ recipient, time taken, contents of the transmission and the status of transmission. Besides the Activity Report, you can also use the Job History Report that can be printed from the printer control panel to check the iFax-related transmission status.

NOTE: The “Sent” indication displayed on the report indicates that the E-mail has been sent to a nearest mail server. Sometimes, sent E-mails may not be delivered to intended recipients due to problems on the transmission route of the Internet.

See “*Printing Reports and Lists*” on page 6-11. for information on the printing of reports.

See “*User Guide (Facsimile)*” for information on the Activity Report, and see “*User Guide (Printer)*” for information on the Job History Report. This manual describes the items listed by the iFax function.

Activity Report

Reading the Activity Report

- Recipient - The names of recipients registered with the speed dial feature or the E-mail addresses are listed.
- Duration - If the time taken is less than a second, it will be recorded as 0 second.
- Contents
- Fax forward mailbox XXX - It will be indicated when the E-mail stored in a local mailbox has been forwarded as a fax document.
- Host forward - It will be indicated when E-mails are sent.
- Host forward mailbox XXX - It will be indicated when the fax documents are forwarded as E-mails.

NOTE: XXX is a local mailbox number.

- Transmission status - The following items are added to the transmission status.
- Sent - It has been sent to a nearest E-mail server.
- Completed - A DSN Mail (Send Status) is received.
- Kx-xx - A code that indicates a transmission problem.

See “*User Guide (Facsimile)*” for details on Kx-xx (a code that indicates a transmission problem).

Reading the Job History Report

- Input Source - It will be indicated as "scanner" when an iFax job is sent.
- Output Destination - The E-mail address of the recipient will be indicated when an iFax job is sent.
- Job Info - TIFF will be indicated when an iFax job is sent.
- Job Status
- "Completed" will be indicated if the E-mail is sent to a nearest E-mail server. If an error occurs, "Completed with error" will be indicated.

See *"User Guide (Printer)"* for details on error codes when the job status does not indicate "Completed".

Transmission Report

The Transmission Report is used to check whether an E-mail has been sent to a nearest E-mail server. When Transmission Report is selected in the Features Menu screen, the report will be printed.

NOTE: The “Sent” indication displayed on the report indicates that the E-mail has been sent to a nearest mail server. Sometimes, sent E-mails may not be delivered to intended recipients due to problems on the transmission route of the Internet.

When a fax is sent using the fax gateway function, the Transmission Report will not be printed.

When Trans.Report-Undelivered is set to On at Reports of Custom Presets, the Transmission Report will be printed when data fails to send.

See “User Guide (Facsimile)” for details on how to set and read the Transmission Report. This manual describes the iFax-related contents only.

Reading the Transmission Report

- Recipient - The names of recipients registered with the speed dial function or the E-mail addresses are listed.
- Duration - If the time taken is less than a second, it will be recorded as 0 second.
- Contents
- Fax forward mailbox XXX - It will be indicated when an E-mail stored in a local mailbox has been forwarded as a fax document.
- Host forward - It will be indicated when E-mails are sent.
- Host forward mailbox XXX - It will be indicated when fax documents are forwarded as E-mails.

NOTE: XXX is a local mailbox number.

- Transmission status - The following items are added to the transmission status.
 - Sent - It has been sent to a nearest E-mail server.
 - Completed - A DSN Mail (Send Status) is received.

Broadcast Report

This report is used to check the status of broadcast sending. For an E-mail directed to multiple recipients, the report will be printed when the E-mail is sent to all the recipients.

NOTE: The “Sent” indication displayed on the report indicates that the E-mail has been sent to a nearest mail server. Sometimes, sent E-mails may not be delivered to intended recipients due to problems on the transmission route of the Internet.

When a broadcast session is directed to both recipients of normal facsimiles and iFax, the report will be printed when the transmission to all the recipients has completed. When both recipients of normal facsimiles and iFax are selected for a transmission and identical recipients are selected, the Transmission Report will be printed.

See “Settings for Sending” on page 3-5. for details on printing a broadcast report.

See “User Guide (Facsimile)” for details on the Broadcast Report. This user guide describes the iFax-related information only.

Reading the Broadcast Report

- Recipient - The names of recipients registered with the speed dial function or the E-mail addresses are listed.
- Duration - If the time taken is less than a second, it will be recorded as 0 second.
- Contents
- Fax forward mailbox XXX - It will be indicated when an E-mail stored in a local mailbox has been forwarded as a fax document.
- Host forward - It will be indicated when E-mails are sent.
- Host forward mailbox XXX - It will be indicated when fax documents are forwarded as E-mails.

NOTE: XXX is a local mailbox number.

- Status - The following items are added to the transmission status.
 - Sent - It has been sent to a nearest E-mail server.
 - Completed - A DSN Mail (Send Status) is received.

Printer Settings List

This list is used to check the status of iFax-related feature settings.
See *"Confirming the Settings"* on page 2-16. on the printer settings.
See *"User Guide (Printer)"* for information on how to read the Printer Settings List.

Reading the Printer Settings List

The E-mail/ iFax settings are listed on page two of the Printer Settings List.

The following four items: POP3 Server Address, POP User Name, POP3 Server Check Interval, Leave Mail in Server, will only be indicated if the E-mail receiving method is in the POP3 setting. The Internet Fax (iFax) will be added to the Communication Settings of the Printer Settings List.

Dial Directory List

This list is used to check the registered status of the E-mail addresses, profiles and details of registered sub-dial of the speed dial function.

See *"Printing Reports and Lists"* on page 6-11. on the printing of the Dial Directory List.

See *"Settings Available for Speed Dial"* on page 5-5. and *"Registering Speed Dial"* on page 5-5" on the contents of the registration.

Reading the Dial Directory List

For the iFax feature, the following items are added.

- Fax No./ Address - E-mail addresses will be listed.
- Format - Specified profiles will be listed.
- Line - "iFax" will be listed.
- Send - "On" or "Off" will be listed.

Mailbox List

This list is used to check the registered status of mailbox.

See *"Printing Reports and Lists"* on page 6-11. on the printing of the Mailbox List.

"See *"Settings Available for Mailbox"* on page 5-16." for information on the contents of the registration.

Reading the Mailbox List

For the iFax feature, the following items are added.

- Options - These actions are performed after documents are stored in the local mailbox. When fax documents are forwarded as E-mails, "Forward" will be indicated.
- Remote # - When Forward is selected in the Mailbox Options, the speed dial number of the recipient of the forwarded E-mail will be indicated.

Printing Reports and Lists

Reports, lists and E-mails can be printed manually or automatically. The settings are different for different types of reports, lists and E-mails. Refer to the following table.

See “Settings for Sending” on page 3-5. on the Transmission Report and DSN Mail (Send Status).

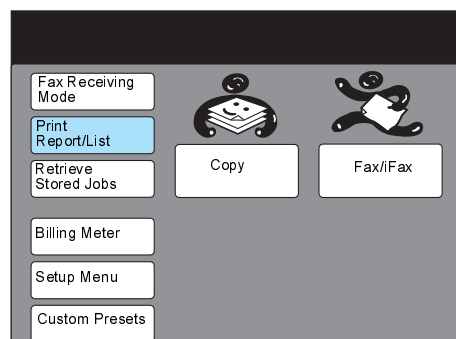
See “Confirming the Settings” on page 2-16. on the printing of the Printer Settings List.

Types of reports, lists, and E-mails	For manual printing	For automatic printing
Error Mail	-	Check the Print Error Mail check box of the CentreWare Internet Services. See “Setting the iFax Environment” on page 2-13. for details on how to configure it.
DSN Mail (Send Status)	-	Check the Print DSN Mail (Send Status) check box of CentreWare Internet Services. When iFax Send Status of the Features Menu screen is selected for transmission, it will be printed automatically. See “Setting the iFax Environment” on page 2-13. for details on how to configure it.
Activity Report	Select to print from the Print Report/ List button of the Menu screen.	Set Activity Report to On in the Reports of Custom Presets.
Transmission Report	-	Select the Transmission Report on the Features Menu screen.
Broadcast Report	-	Set Broadcast/Multi-poll to On in Reports of Custom Presets.
Printer Settings List	Select and print the Printer Settings List from the printer control panel.	-
Job History Report	Select and print the Job History Report from the printer control panel.	Set Auto Job History to Print from System Settings on the printer control panel.
Dial Directory List	Select to print from the Print Reports/ Lists feature of the Menu screen.	-
Mailbox List	Select to print from the Print Report/ List feature of the Menu screen.	-

Printing with Print Report/List

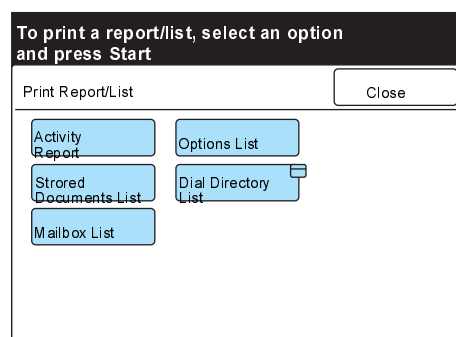
Procedure

1. Select **Print Report/ List** on the Menu screen.



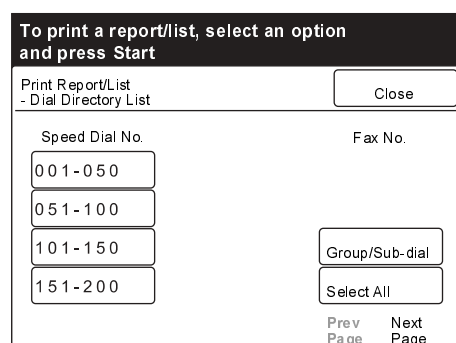
NOTE: If the screen on the right is not displayed, press the Feature Selection button and display the Menu screen.

2. Select the report to print.



For the Dial Directory List, go to Step 3. Otherwise go to Step 4.

3. Select the range of number to print.



More on next page...

To print the group and sub-dial, select **Group/ Sub-dial**. To print all, select **Select All**.

7 ***Troubleshooting***

The following information can be found in this chapter:

- Mail Sending Rejected
- Mail Receiving Rejected

Mail Sending Rejected

This section describes troubles that may occur during an outgoing iFax transmission and their remedies. Refer to the following for troubleshooting hints. If you cannot resolve any trouble with the following help, contact our Customer Support Center.

See *"User Guide (Facsimile)"* for non-iFax-related outgoing transmission trouble.

Check	Recovery	Reference
Was the sending procedure correct?	Check your sending procedure and re-send.	<i>"Sending E-mails" on page 3-2</i>
Is the network correctly connected?	Verify the network connection and configurations.	<i>"Environment Setting" on page 2-3</i>
Is the E-mail address of your machine correctly configured?	Verify that the E-mail address of your machine (Machine Mail Address and SMTP Server Address) has been correctly set up.	<i>"Setting the iFax Environment" on page 2-13</i>
Was the E-mail address of the recipient correctly specified?	Check the E-mail address of the recipient as displayed on the screen. If you have specified your recipient with the Speed Dial feature (Dial directory, speed dial no., or one touch button), check that the correct E-mail address has been registered. If it is incorrect, rectify them.	<i>"Sending E-mails" on page 3-2</i> <i>"Chapter 5 Registering Data"</i>
Is the profile correctly configured?	Verify the type of profile supported by the machine of the recipient and re-send your data.	<i>"Sending E-mails" on page 3-2</i>
Were too many pages included in one transmission session?	Reduce the number of pages for one transmission and re-send them.	<i>"Sending E-mails" on page 3-2</i>
Did you try to send an E-mail with a size exceeding the restriction of the mail server?	Some system environments may not be able to receive large-sized E-mails. Verify the environment of the recipient.	

Mail Receiving Rejected

This section describes troubles that may occur during an incoming iFax transmission and their remedies. Refer to the following for troubleshooting hints. If you cannot resolve the trouble with the following help, contact our Customer Support Center.

SEE: For non-iFax-related incoming transmission trouble, refer to the "User Guide (Facsimile)".

Items to Check	Recovery	Reference
Is the network correctly connected?	Verify the network connection and configurations.	<i>"Environment Setting" on page 2-3</i>
Is the E-mail address of your machine correctly configured?	Verify that the E-mail address of your machine (account name and mail server) has been correctly set up.	<i>"Setting the iFax Environment" on page 2-13</i>
Is the method for receiving E-mails appropriate for your environment?	Depending on your environment, the settings for the method of receiving E-mails (SMTP or POP) differ. Check that the method for receiving E-mails is appropriate for your environment.	<i>"Activating Port" on page 2-8"</i>
Is the profile correct?	Inform the sender of the supported profile and request him to re-send the data.	<i>"Sending E-mails" on page 3-2</i>
Did you try to receive documents in a format that your machine cannot process?	When documents are received in a format that the machine cannot process, "RA" will appear on the Status column of the Activity Report.	
Did you try to receive an E-mail with a size exceeding the restriction of the mail server?	Some system environments may not be able to send/ receive large-sized E-mails. Verify the environment settings of the E-mail server.	

A *Appendix*

The following information can be found in this chapter:

- Specifications
- Precautions and Limitations
- Custom Presets
- Glossary

Specifications

The following shows the specifications for iFax feature.

NOTE: We regret that improvements in specifications/appearance of the product may be made without prior notice.

Item	Contents
Sending E-mails	MIME method, SMTP method
Receiving E-mails	SMTP method, POP3 method
File format	TIFF-FX format Profile: TIFF-S, TIFF-F, TIFF-J
Fax communication mode at time of fax gateway	G3 mode and F4800

Precautions and Limitations

The precautions and limitations of the iFax function are as follows.

Precautions during sending of E-mails

The “iFax Sent” indication displayed on the Job Status screen, and “Sent” printed on the Activity Report and Transmission Report indicate that the E-mail has been sent to a nearest mail server. Sometimes, sent E-mails may not be delivered to intended recipients due to problems on the transmission route of the Internet. The machine will not be notified when this situation arises. Thus, when an important E-mail is sent, it is recommended that the user should confirm with the recipient by phone that he has actually received the E-mail.

NOTE: If the iFax Send Status setting is set to On in the POP3 setting, it allows you to confirm whether the E-mail has reached the mail server of the recipient. If it is in the SMTP setting, it allows you to confirm whether the mail has reached the recipient. Refer to “iFax Send Status” on page 3-9 for details.

Mail Server Limitations

Depending on the system environment (for example, mail server limitation), large-sized E-mails may not be sent or received. Before setting up the number of pages by which an E-mail is split, check the system environment of the sender and recipient, respectively.

Profile

➤ Specifying a profile

Some receiving iFax may not be able to process certain profiles. Thus, before selecting a profile, verify the profiles that the receiving iFax can process.

➤ When a non-compatible profile is specified

If a profile is wrongly set up, the recipient will not be able to display or print the images received. Verify the type of profiles that both the sender and recipient can process before using this function.

➤ Acceptable TIFF Files and Profiles

The machine supports the following profiles.

TIFF file format - TIFF-FX(RFC-2301)

Profile - TIFF-S, TIFF-F and TIFF-J

Delayed Start

The Delayed Start function set for sending an E-mail will become invalid when the power of the machine is switched off or when it is cut off due to a power failure. In such cases, the E-mail will be sent when the power comes on.

Conditions for Broadcast

When multiple recipients are specified for a broadcast session and the transmission conditions are different from those specified with the keyboard input or those registered for the speed dial function, the conditions will be changed as follows.

- Transmission Mode - G3 Auto
- Profile - TIFF-S
- Delivery Status Notification - Off

Forwarding E-mail

If the image of the fax document received is in the JBIG compressed format, the fax will be forwarded in the JBIG format (TIFF-J). If the recipient is unable to access the JBIG compressed format, the document may not be correctly printed or displayed.

Fax Gateway

- This function is available when the E-mail receiving method of the iFax-installed machine sending the E-mail is set to SMTP.
- When an E-mail cannot be sent correctly after it is converted into a fax, the E-mail received will be deleted.

Configuring the Forward Function of the Mailbox

- Do not set the E-mail address of your own machine as a recipient of the forward E-mail.
- If a received document cannot be forwarded as an E-mail, the document will be deleted.

Security on the Network

Security on the Network cannot be guaranteed.

Setting Up the E-mailing Environment

To send and receive E-mails, the E-mail system must be set up. If necessary, set up SMTP, POP3 and DNS server, etc.

Security Notes

iFax uses the Internet as a transmission route. As iFax uses the same signals as the mail sent via the Internet, we have to be careful not to let our mails be stolen or modified by a third party. Therefore, we recommend that you implement encryption to secure important information. Moreover, it is recommended that you do not reveal your iFax E-mail address to a third party unless necessary.

Preventing unwanted mails

There is a feature in iFax that allows you to prevent a third party from sending unwanted mails to your E-mail address. You can restrict the address of a sender by specifying the permitted domain using the CentreWare Internet Services. Refer to "Domain Filter" or "Permitted Domain" in Step 3 of "*Setting the iFax Environment*" on page 2-13 for selection and changing procedures.

Custom Presets

You can set the following items related to iFax in the Fax Features of Custom Presets.

NOTE: This section only explains the items that can be set. Refer to "User Guide (Facsimile)" for operating procedure.

Feature	Description	Options available
37. iFax-Output	Allows you to select the output area of the received E-mail.	Center Tray, Side Output Tray* Finisher Tray - Lower* Finisher Tray - Upper*
46. iFax Profile	Allows you to set the factory default of the profile. It will be handy to set the profile that is frequently used.	<u>TIFF-S</u> , TIFF-F and TIFF-J
47. iFax Send Status	Allows you to set the factory default of the Send Status. If you use the Send Status frequently, it would be handy to set it to On.	On, <u>Off</u>

The underlined indicates a factory default.

* indicates that the feature can be selected when the optional accessories are installed.

Glossary

F Code	This is the communication procedure established by the Communication Industry Association in accordance with the use of the T.30* sub addresses standardized by ITU-T. For F-code transmission between facsimiles, various F-code-based functions can be used even if the makers are different. The iFax function of the machine can forward E-mails converted from fax documents and sent to a local mailbox using the F code function. (*communication regulation)
Fax Gateway	It connects the Internet and the Public switched telephone network, and transfers E-mails as faxes to normal facsimiles.
Internet	A large network connecting various networks.
Internet FAX (iFax)	Instead of the telephone line (Public switched telephone network or ISDN) used by normal facsimiles, this fax function makes use of in-house networks and the Internet to send or receive originals scanned by the machine as E-mails (TIFF attachments).
MIME	(Multipurpose Internet Mail Extension) This is an arrangement that allows the system to identify the type of data of the received E-mail. The MIME type indicates the type of data.
POP	(Post Office Protocol) This is one of the commonly used communication protocol for receiving E-mails. It is used in the case of dial-up connections. A mailbox is set up on the server of a provider like a personal letter box. The user can receive messages when he logs on. The POP system is for receiving E-mails only. SMTP is used to send E-mails.
Profile	A profile is determined to restrict the attribute information for transmissions between iFax machines, e.g., image resolution and paper size, etc. Some receiving iFax may not be able to process certain profiles. Thus, before selecting a profile, verify the profiles that the iFax-installed machine of the recipient can process.
Recipient	On iFax, this refer to the E-mail address of the recipient.
SMTP	(Simple Mail Transfer Protocol) This is one of the commonly used communication protocol for E-mails transmission. It is used when a system is connected via a fixed IP, such as a lease line connection.
Sub-dial	By selecting the corresponding sub-dials, the sub-dial function allows the user to input fixed text or numbers that have been pre-registered. There are up to 10 types of sub-dial, each can store up to 16 alphanumeric characters.

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