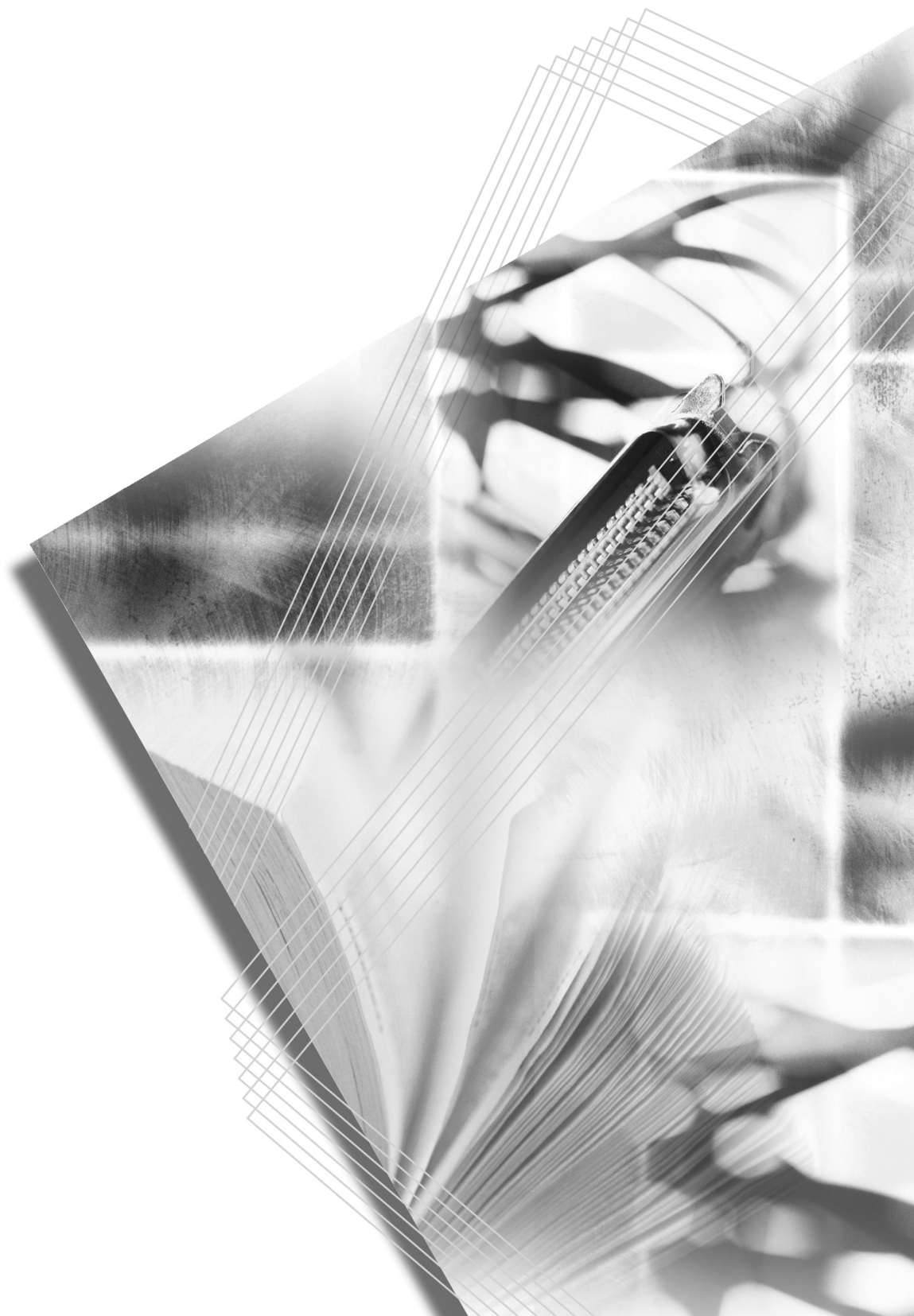

FAX System (L)

Operation Guide



Please read the Operation Guide before using this machine. Keep it close to the machine for easy reference.

NOTICE This Operation Guide contains information for using this FAX System that relates to both the inch and metric versions of this machine. The content of the message display as indicated in this guide is fundamentally that for inch specification machines. However, when a message that is shown within an explanatory text or procedure is different in the inch and metric versions, the information for the inch version will be listed and then followed, in brackets, by the corresponding information for the metric version. If that difference is only one of upper- and lowercase spelling, however, it will be the message for the inch version of this machine that will be indicated.

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All other company and product names contained in this Operation Guide are trademarks or registered trademarks of their respective companies. The designations™ and ® will not be used in this guide.

Please read the Operation Guide before using the facsimile. Keep it close to the facsimile for easy reference.

The sections of this handbook and parts of the facsimile marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the facsimile. The symbols and their meanings are indicated below.



DANGER: Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points.




WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.



CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The  symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.




.... [General warning]



.... [Warning of danger of electrical shock]



.... [Warning of high temperature]

The  symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.



.... [Warning of prohibited action]



.... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.



.... [Alert of required action]



.... [Remove the power plug from the outlet]



.... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in the guide are illegible or if the guide itself is missing. (fee required)

<Note>

Due to performance updating, information in this Operation Guide is subject to change without notice.

Introduction

The explanations contained in this Operation Guide have been separated into different sections in order to allow those using a fax for the first time, as well as those familiar with such operation, to use this machine efficiently, properly and with relative ease. A basic introduction to each section can be found below for reference. Refer to the related section when using this fax.

Important! **Please read first.**

This section contains notes and cautions on installation and operation that should be read prior to using this fax machine for the first time and then strictly obeyed in order to ensure its safe and proper operation. BE SURE to read the notes and cautions contained in the ***Basic Edition of the Operation Guide*** for your machine as well.

1 Names of Parts / Preparations / Features and Functions of this Fax

This section contains explanations on the names of the various parts of this fax and their functions, as well as certain settings and preparations required before you actually use the fax for the first time.

Reading the explanations regarding the various features and functions of this fax as well will assist you in its overall use.

2 Basic Use of this Fax

This section contains explanations on such basic fax operations as "Sending Documents" and "Receiving Documents Automatically". Reading this section will make it possible for you to perform the basic procedures required to operate this fax machine.

3 Various Functions of this Fax

This section contains explanations on attempting procedures that will enable more effective use of this fax by those individuals who have already become somewhat familiar with its basic operation. It includes such instructions as setting the time for a transmission to begin, transmitting the same documents automatically to multiple destinations and for transmitting both sides of duplex (2-sided) documents.

4 Troubleshooting

This section contains explanations on handling problems that may occur during operation of this fax. It includes information on responding to error messages that are displayed as well as check points regarding the various settings made. BE SURE to read this section carefully and follow all procedures and cautions precisely.

5 Other Features of this Fax

This section contains explanations on using the more specialized functions of this fax for those individuals who have become knowledgeable about and quite comfortable with its operation. It includes such special instructions as how to limit who can transmit and receive documents with this machine as well as on the procedures for receiving confidential documents that should not be seen by third parties. In addition, this fax contains Subaddress Communication capabilities that enable more functional compatibility with other companies' fax machines and a Restricted Access function that enables the convenient control of fax communication performed with this machine.

6 Managing Information About Your Fax Communications

This section contains explanations on checking the message display for information on the conditions surrounding recent fax transmissions and reception. In addition, it includes explanations on how to print out the management reports and lists that contain information about the result of fax communications and other settings made in this fax.

7 Various Settings and Registration in this Fax

This section contains explanations on certain settings and registration such as adjusting the volume of the alarm that sounds in the event of some sort of error. Use this section to perform the settings and registration most appropriate to how you use this fax.

8 Optional Equipment

This section contains an explanation on the addition of Optional Memory, something that enables the use of the Ultra fine resolution mode and thus allows even clearer fax transmission and reception of documents.

9 Network FAX Settings (Option)

This section contains explanations on the setup procedure and settings to be performed on the machine in order to use the Network FAX functions available when the optional Network scanner is installed on this fax machine. Be sure to read the On-Line Manual on the included CD-ROM as well.

10 Reference Information

This section contains information on the specifications for this fax machine, a flowchart of the menus that are shown in the message display and tables with explanations related to various error codes. Use this section as a reference when using this fax.

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IMPORTANT! PLEASE READ FIRST.

This Operation Guide contains information on using the facsimile functions of this machine. BE SURE to read the **Basic Edition of the Operation Guide** for your machine as well and maintain both guides in good condition in a location close to the machine.

During use, refer to the **Basic Edition of the Operation Guide** for your machine for information regarding the sections listed below.

 CAUTION LABELS

 INSTALLATION PRECAUTIONS

 PRECAUTIONS FOR USE

Loading Paper

Replacing the Toner Container and Waste Toner Box

Paper Jams

If Trouble Occers

Cleaning the Machine

INSTALLATION PRECAUTIONS

■ Environment

Avoid installing this product in locations where the top or upper rear portion of the unit will be exposed to direct sunlight. Such conditions might adversely effect the unit's ability to detect the correct size of originals and documents. When such a location cannot be avoided, change the direction the unit is facing in order to eliminate exposure to direct sunlight.

■ Power supply/Grounding the product

DO NOT connect this product to the same outlet as an air conditioner or copier, etc.

PRECAUTIONS FOR USE

CAUTION

DO NOT leave the Document Processor open as
there is a danger of personal injury.



Other precautions

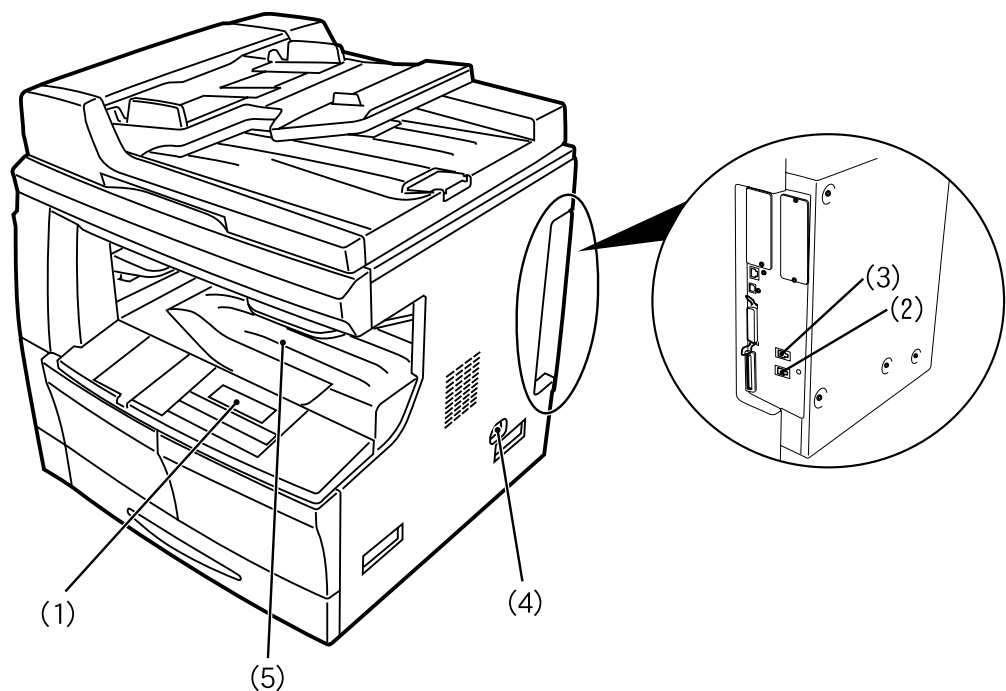
- DO NOT open the front cover or left cover, turn off the power switch, or pull out the power plug while transmitting, receiving, or copying.
- This product may only be used within the country of purchase due to the different safety and communication standards in each country. (International communication standards, however, make the communication between countries possible.)
- This product may be inoperable in areas with poor telephone lines or communication conditions.
- "CALL WAITING" or other telephone company optional services that produce audible tones or clicks on the line can disrupt or cause termination of facsimile communications.
- No matter what the status of the unit, if the sound of the motor within the unit is audible, never open either the front cover or the left cover, nor turn off the power switch.
- Return used battery to point of sales.

1 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax)

Names of Parts

Main Body Parts and their Functions

The following contains information on the names and functions of the parts that are required when this machine is used as a facsimile. Refer to the **Basic Edition of the Operation Guide** for your machine for information on other parts of this machine.



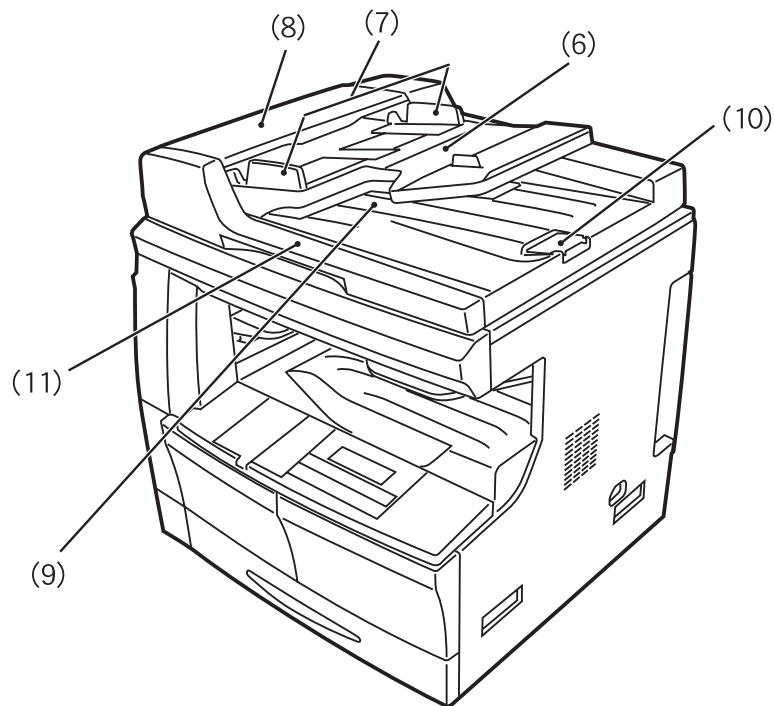
- 1 **Operation panel**—Use the operation panel to perform the procedures required for fax communication.
- 2 **Telephone jack (T)**—Use this jack to connect a separately purchased telephone to the fax.
- 3 **Line jack (L)**—Use this jack to connect the fax to a telephone line using the modular cord.
- 4 **Power switch**—Turn this switch ON (|) in order to perform fax and copy operations. The message display will light and operation will be possible.
- 5 **Fax storage area**—Received faxes are stored here.

Important!

- Be aware that fax reception is not possible while the power switch is turned OFF (O). In order to continue to receive faxes, you should press the **Power** key to turn off the power.
- When using this machine as a facsimile, it is not possible to feed paper from the Multi-bypass tray.

● Document Processor

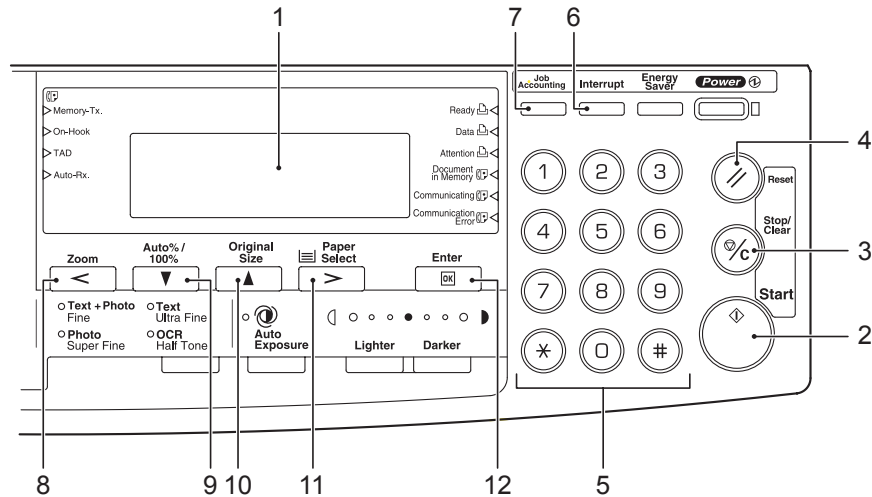
This unit is a duplex document feeder from which you can fax both 1-sided and 2-sided originals.



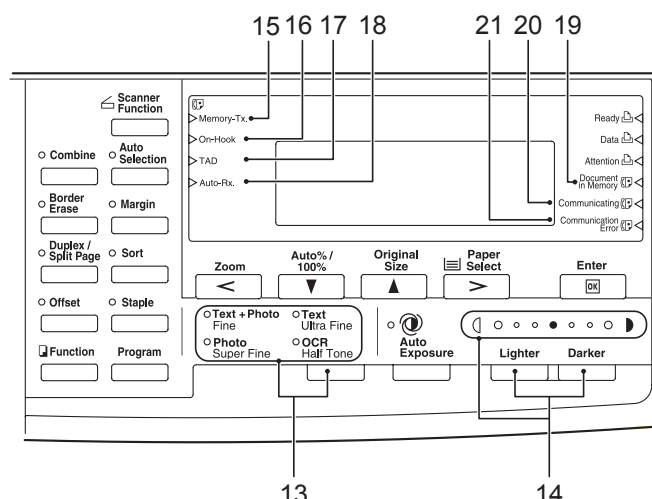
- 6 Document table**—Set the documents you want to transmit on this table. Up to 50 sheets of up to 17" x 11" – 5 1/2" x 8 1/2" [A3 – A5] size paper can be set at one time.
- 7 Document insert guides**—Adjust these guides to match the width of the documents.
- 8 Document Processor reversing cover**—Open this cover if a document jams.
- 9 Document eject cover**—Documents are ejected onto this cover after being scanned.
- 10 Eject guide**—Open this guide when transmitting documents of a large size such as 8 1/2" x 14" or 11" x 17" [A3 or Folio].
- 11 Document Processor open/close lever**—Operate this lever when opening and closing the Document Processor.

Operation Panel and their Functions

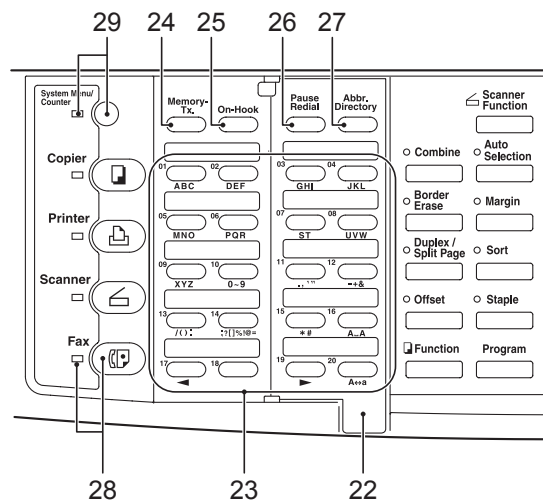
The following contains explanations on the names and functions of the keys and indicators that are utilized when this machine is used as a facsimile. Refer to the **Basic Edition of the Operation Guide** for your machine for information on the keys and indicators that are utilized when this machine is used as a copier.



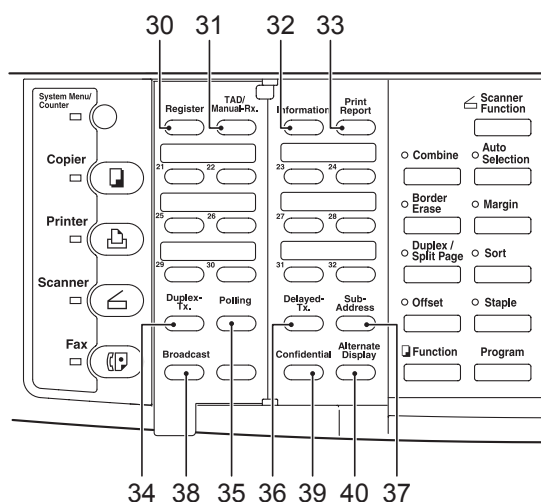
- 1 **Message display**—Operation procedures and indications of trouble, etc., are shown in the message display.
- 2 **Start key**—Press this key when you want to initiate fax transmission and manual fax reception.
- 3 **Stop/Clear key**—Press this key when you want to revise data that you have entered and return the message display to the previous step. (The message display will NOT, however, return to the previous step if the **Enter** key has already been pressed in order to register that data.) Press this key also during registration, modification or deletion procedures when you want to delete the data that is currently displayed.
- 4 **Reset key**—Press this key when you want to cancel an operation in progress and have the operation panel return to the initial mode settings.
- 5 **Keypad**—Use the keypad to enter fax numbers, etc.
Even if your telephone service is for pulse dialing, press the star (*) key after connecting to the other party and any key pressed on the keypad after that will transmit the related tone signal.
- 6 **Interrupt key & indicator**—Press this key when you want to interrupt a fax reception in order to make copies. The **Interrupt** indicator will light when the machine is in the Interrupt mode.
- 7 **Job Accounting**—Press this key at the end of copying to return to the ID-code entry screen when you are using Restricted Access. (Refer to the **Advanced Edition of the Operation Guide** for your machine for more detailed information.)
- 8 **< (Cursor left) key**—Press this key when you want to move the cursor in the message display to the left.
- 9 **▼(Cursor down) key**—Press this key when you want to move the cursor downward in the message display.
- 10 **▲(Cursor up) key**—Press this key when you want to move the cursor upward in the message display.
- 11 **> (Cursor right) key**—Press this key when you want to move the cursor in the message display to the right.
- 12 **Enter (OK) key**—Press this key when you want to advance to the next step in an operation or when you want to register the entered data during setting and registration procedures.



- 13 Resolution select key & indicators**—Press this key when you want to select the degree of resolution at which the documents will be transmitted. Select among the 5 available resolution settings: Normal, Fine, Super Fine, Ultra Fine and Half Tone. Ordinarily, all of the resolution indicators will be out; and the Normal resolution is thus selected. If you want to use any resolution other than Normal, press the resolution select key until the resolution indicator that corresponds to the desired resolution is lit.
- 14 Contrast select keys & indicators**—Press these keys when you want to select the degree of contrast, darker or lighter, at which the documents will be scanned. These indicators display the 3 available levels of scanning contrast. Ordinarily, the middle indicator will be lit. If you want to increase (darken) the contrast at which documents are scanned, press the right contrast select key to move the lit indicator towards the right. If you want to reduce (lighten) the contrast at which documents are scanned, press the left contrast select key to move the lit indicator towards the left.
- 15 Memory Tx. indicator**—When this indicator is lit, the fax is in the Memory Transmission mode. When the indicator is out, the fax is in the Direct Feed Transmission mode.
- 16 On-Hook indicator**—This indicator will light when the **On-Hook** key has been pressed and the telephone receiver is still “on the hook” (dialing will be possible without picking up the receiver).
- 17 TAD indicator**—When this indicator is lit, the fax is in the TAD Reception mode.
- 18 Auto Rx. indicator**—When this indicator is lit, the fax is in the Auto Fax Reception mode.
- 19 Document in Memory indicator**—When this indicator is lit, there are documents in memory that are waiting to be printed or communications that are waiting for their appointed start time. When this indicator is flashing, documents are currently being scanned or received into memory.
- 20 Communicating indicator**—When this indicator is lit, a fax communication is currently in progress. When a separately purchased telephone is connected to this fax machine, this indicator will flash while it’s being used.
- 21 Communication Error indicator**—When this indicator is lit, a communications error has occurred.



- 22 Cover plate**—Pinch the tab between your fingers and open this plate to the right or left in order to access the desired one-touch key number. Open this plate to the left in order to use the various “function” keys (**Broadcast** key, etc.).
- 23 One-touch keys (No. 1 – No. 32)**—32 one-touch keys are available for use with this fax. Open the cover plate to the right when you want to access one-touch keys No. 1 – No. 20 and open it to the left in order to access one-touch keys No. 21 – No. 32. You can designate each of the keys to function as either a one-touch key, a program key, a group dial or a chain dial key. Use these keys as well during the registration of destination names, etc.
- 24 Memory Tx. key**—Press this key when you want to switch between the Memory Transmission and Direct Feed Transmission modes.
- 25 On-Hook key**—Press this key when you want to dial without picking up the telephone receiver. Press the key again to cancel that state.
- 26 Pause/Redial key**—Press this key when the fax is in the Direct Feed Transmission mode and you want to have the fax automatically redial the most recently dialed number. Press this key also while entering a fax number when you want to insert a pause of a few seconds at that point in dialing. A pause is indicated by a dash (-) in the message display.
- 27 Abbr./Directory key**—Press this key when you want to dial with abbreviated numbers or you want to access the directory.
- 28 Fax key & indicator**—Press this key when you want to switch to the Fax Operation mode. When the **Fax** indicator is lit, the machine is in the Fax Operation mode.
- 29 System Menu / Counter & indicator**—Press this key when you want to make machine settings related to Restricted Access and other default settings. (Refer to the **Advanced Edition of the Operation Guide** for your machine for more information.)



- 30 Register key**—Press this key when you want to register information related to facsimile use.
- 31 TAD/Auto Rx. key**—Press this key when you want to change the reception mode. When the **TAD** indicator is lit, the fax is in the TAD Reception mode. When the **Auto Rx.** indicator is lit, the fax is in the Auto Fax Reception mode. When both indicators out, the fax is in the Manual Fax Reception mode.
- 32 Information key**—Press this key when you want to find out whether a certain fax transmission or fax reception was carried out properly. The status of the 50 most recent fax transmissions and the 50 most recent fax receptions can be checked in the message display. Press this key also when you want to cancel, or modify information related to, communications that are in memory waiting for a start time.
- 33 Print Report key**—Press this key when you want to print out a desired report or list.
- 34 Duplex Tx. key**—Press this key when you want to transmit duplex (2-sided) documents.
- 35 Polling key**—Press this key when you want to perform Polling Communication procedures.
- 36 Delayed Tx. key**—Press this key when you want to perform procedures for communications that use the timer.
- 37 Sub-Address key**—Press this key when you want to perform Subaddress Communication procedures.
- 38 Broadcast key**—Press this key when you want to perform Broadcast Transmission procedures.
- 39 Confidential key**—Press this key when you want to enter documents into a Subaddress Confidential Box or print out documents from an Encryption Box.
- 40 Alternate Display key**—If you press and hold this key when carrying out 2 operations simultaneously (Dual Access function) – such as copying during a fax transmission – the message display will be switched to show the status of the additional (background) operation for as long as the key is held down.

Note For information on entering characters, see *Entering Characters* on page 2-15.

Preparations

When using the fax functions of this machine for the first time after purchasing your Fax System, perform the procedures as explained in "Designating the Type of Phone Line Being Used ("Line Type" setting)" through "Setting the Current Date And Time ("Date & Time" setting)".

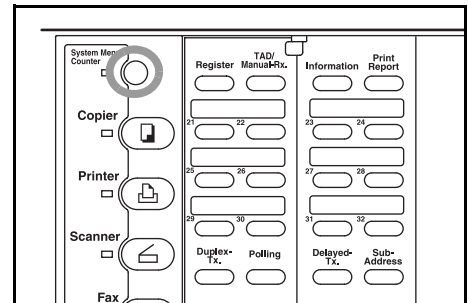
Note If your service representative performs these settings during set-up of your Fax System, there is no further need for you to perform these procedures.

Designating the Type of Phone Line Being Used ("Line Type" setting) (Inch version only)

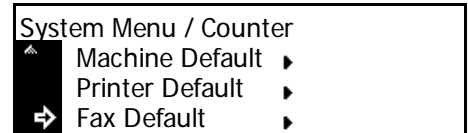
Set the type of phone line here to correspond to the type of telephone service that you are using. BE SURE the type of phone line you select here is correct because, if the setting is incorrect, dialing – and therefore fax communication – will be impossible.

- Notes**
- Prior to operation, check the message display to make sure that the touch panel is in the initial mode for fax operation. (See **What is the "Initial Mode"?** on page 1-13.)
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.



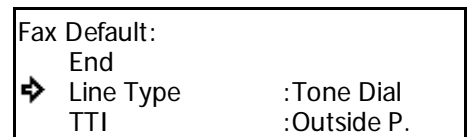
- 2 Press the ▼ key to select Fax Default.



- 3 Press the **Enter** key.

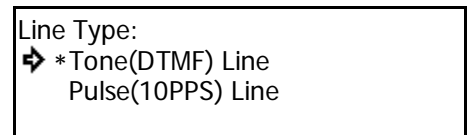
- 4 Make sure that **Line Type** is selected in the message display and press the **Enter** key.

The asterisk (*) in the message display indicates the current setting.



- 5 Press the ▲ key or the ▼ key to select the type of phone line that you are using.

Select between **Tone (DTMF) Line** and **Pulse (10PPS) Line**.



- 6 Press the **Enter** key. The Setting for the type of phone line is completed.

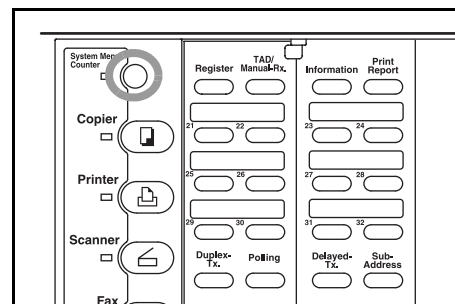
- 7 Press the ▲ key or the ▼ key to select **End** and press the **Enter** key. To finish the setting and turn to the initial mode settings, press the **Reset** key.

Turning TTI Transmission ON/OFF ("TTI" setting)

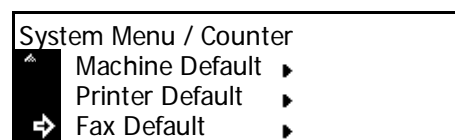
The TTI (Transmit Terminal Identifier) refers to information – such as the time of the transmission, the number of pages, your station name and fax number, etc. – that is automatically sent to the receiving party's fax and printed out on the received documents. With this fax, you can select here whether or not that TTI information will be sent to the receiving party's fax, and – if it is – whether it will be printed inside or outside the border of the transmitted page.

- Notes**
- Prior to operation, check the message display to make sure that the touch panel is in the initial mode for fax operation. (See **What is the "Initial Mode"?** on page 1-13.)
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

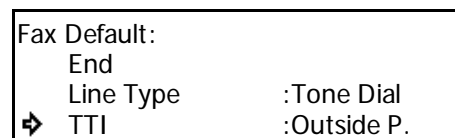
- 1 Press the **System Menu** key.



- 2 Press the ▼ key to select **Fax Default**.

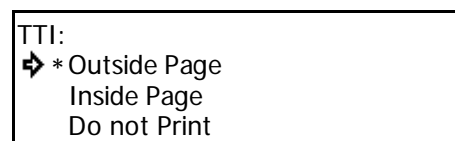


- 3 Press the **Enter** key.
- 4 Press the ▼ key to select **TTI**.



- 5 Press the **Enter** key.
- 6 Press the ▲ key or the ▼ key to select whether or not you want the TTI information to be sent and, if so, the location where it will be printed.

If you selected **Outside Page**, the TTI information will be printed outside the border of the transmitted page.



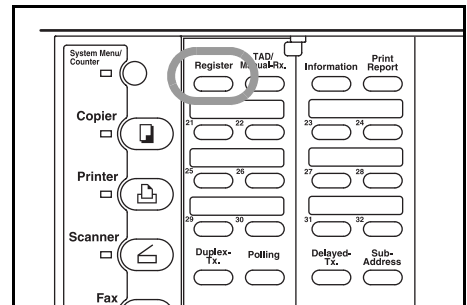
- 7 Press the **Enter** key. The setting for TTI Transmission is complete.
- 8 Press the ▲ key or the ▼ key to select **End** and press the **Enter** key. To finish the setting and return to the initial mode settings, press the **Reset** key.

Registering the Information Identifying Your Facsimile ("Location Info." setting)

If you register information identifying your station (fax number, station name and station ID) here, it can be sent to the receiving party's fax and printed on the received documents, thereby instantly notifying that party of the source of the fax transmission.

- Notes**
- Use the following procedure as well when you want to change information that is already registered.
 - Prior to operation, check the message display to make sure that the touch panel is in the initial mode for fax operation.
 - (See **What is the "Initial Mode"?** on page 1-13.)
 - If you want to cancel the procedure part way through, press the **Reset** key.

- 1 Open the cover plate to the left and press the **Register** key.



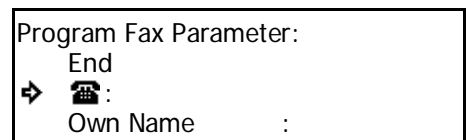
- 2 Press the ▲ key or the ▼ key to select Program Fax Parameter.



- 3 Press the **Enter** key.
 - > To register your fax number, go to step 4.
 - > To register your station name, go to step 7.
 - > To register your station ID, go to step 11.

Registering your fax number

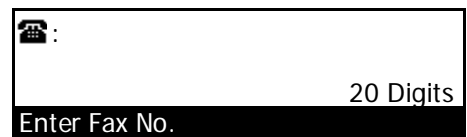
- 4 Press the **Enter** key again.



- 5 Use the keypad to enter your fax number.

The fax number can be up to 20 digits in length.

If you want to clear the currently displayed number from the message display, simply press the **Stop/Clear** key.




- 6 Press the **Enter** key. Registration of your fax number is complete.

To return to the initial mode settings, press the **Reset** key.

Registering your station name

- 7 Press the ▲ key or the ▼ key to select **Own Name**.

Program Fax Parameter:	
End	
	:
➡ Own Name	:

- 8 Press the **Enter** key.

- 9 Enter the desired name for your station. The station name registered here will be shown in the message display of the other party's fax, as well as on the Reception Report that they print out. See **Entering Characters** on page 2-15.


Enter Own Name

Your station name can be up to 32 characters in length.

- 10 Press the **Enter** key. Registration of your station name is complete.
To return to the initial mode settings, press the **Reset** key.

Registering your station ID

- 11 Press the ▲ key or the ▼ key to select **Own ID**.

Program Fax Parameter:	
	
Own Name :	
➡ Own ID	:0000

- 12 Press the **Enter** key.

- 13 Use the keypad to enter the desired station ID (4 digits).

If you want to reset the displayed number to "0000", press the **Stop/Clear** key.

Own ID:0000
Enter ID No.

- 14 Press the **Enter** key. Registration of your station ID is complete.

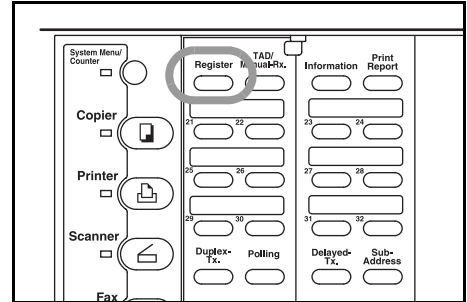
- 15 Press the ▲ key or the ▼ key to select **End** and press the **Enter** key. To finish the setting and return to the initial mode settings, press the **Reset** key.

Setting the Current Date and Time ("Date & Time" setting)

Set the date and the time that will appear in the message display here. BE SURE that the date and time that you set here are correct since they will serve as a basis for all communications that use the timer.

- Notes**
- Prior to operation, check the message1 display to make sure that the operation panel is in the initial mode for fax operation. (See **What is the "Initial Mode"?** on page 1-13.)
 - If you want to cancel the procedure part way through, press the **Reset** key.

- 1 Open the cover plate to the left and press the **Register** key.

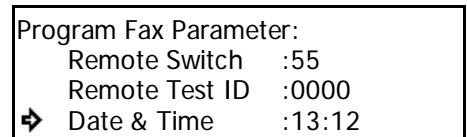


- 2 Press the ▲ key or the ▼ key to select Program Fax Parameter.



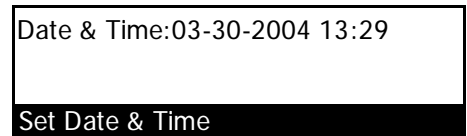
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select Date & Time [Date and Time].



- 5 Press the **Enter** key.

- 6 Use the keypad to enter the present date and time.
If you want to advance the cursor to the next space, simply press the > key.



If you want to clear the currently displayed date and time from the message display and enter it once again from the beginning, simply press the **Stop/Clear** key.

- 7 Press the **Enter** key. The setting of the time and date is complete.
- 8 Press the ▲ key or the ▼ key to select **End** and press the **Enter** key. To finish the setting and return to the initial mode settings, press the **Reset** key.

Features and Functions of this Fax

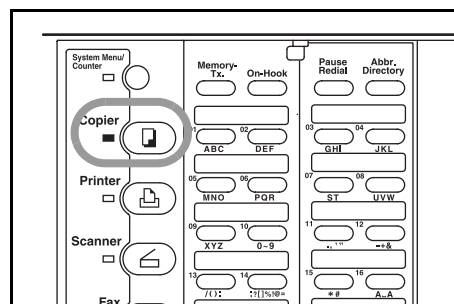
The following contains explanations about features and functions that should be understood when this machine is used as a facsimile.

Switching from the Copy Operation Mode to the Fax Operation Mode

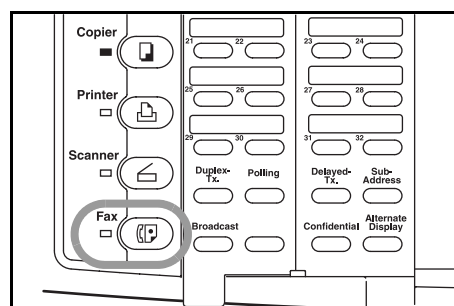
This machine was fundamentally designed for use as a copy machine and the default setting is the Copy Operation mode. Therefore, if you want to send a fax to another party it is first necessary to switch to the Fax Operation mode.

However, since the Automatic Fax Reception mode is the default setting for receiving a fax, fax reception is possible and the documents will be printed out automatically even when the machine is in the Copy Operation mode.

When the machine is in the Copy Operation mode, the **Copier** indicator will be lit.



To switch to the Fax Operation mode, simply press the **Fax** key. Once the machine is in the Fax Operation mode, the **Fax** indicator will light and a message distinctive to the Fax Operation mode will appear in the message display.



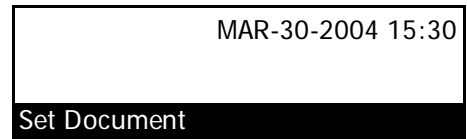
MAR-30-2004 15:30

Set Document

What is the “Initial Mode”?

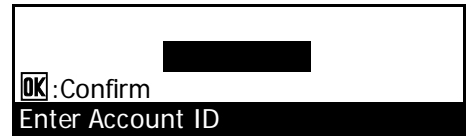
Check the message display to make sure that the operation panel is in the initial mode for fax operation PRIOR to performing any facsimile operation.

The initial mode refers to the operational status of the fax while it is waiting for some operation to begin. The operation panel will return to this initial mode and the accompanying default settings at the end of each successful fax operation as well as when the Auto Clear function engages.



Message display when Restricted Access is turned ON...

it is necessary to enter your ID-code or the registered administrator password in order to use the fax. If a viable ID-code or the registered administrator password is entered, the message display will change to the standard initial mode for fax operation.



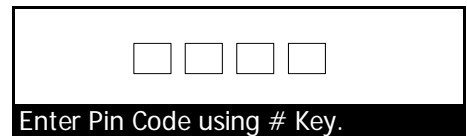
Important!

When Restricted Access is turned ON, it is necessary to enter the registered administrator password in the Restricted Access Login Screen in order to access the various setting and registration procedures of this fax. Even if a viable ID-code that enables fax operation is entered, the menus that correspond to the various management-related setting and registration procedures of this fax will not be available. (See **Managing Fax Use by Each Department (Restricted Access)** on page 5-66, and the **Advanced Edition of the Operation Guide** for your machine.)

What is the Administrator Password Used For?

In order to manage each individual's or each department's use of this fax in the Fax Operation mode – and enhance security during Encrypted Communication as well – it is necessary to enter the registered administrator password in those cases noted in (1) and (2) below.

As you can only register one administrator password, it is recommended that the person-in-charge of managing use of this fax be the one to register that number.



Notes

The factory default administrator password is “1600” (for 16 sheets/min. machine), “2000” (for 20 sheets/min. machine) and “2500” (for 25 sheets/min. machine). To change the administrator password, refer to the **Advanced Edition of the Operation Guide** for your machine.

(1) You must enter the administrator password when...

- turning Restricted Access ON and OFF.
- registering ID-codes.
- registering Encryption Keys.
- printing out the Encryption Key List.

(2) If Restricted Access is turned ON, you must enter the administrator password when...

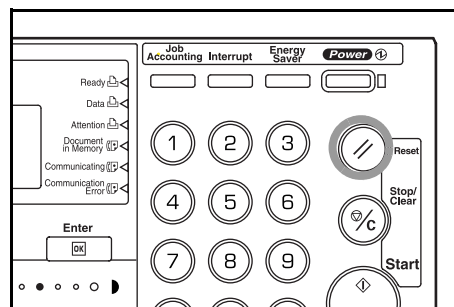
- printing out any report or list other than the Activity Report.
- performing any setting or registration procedure.

Important!

It is suggested that you make some sort of note of the new administrator password after changing it. If, for any reason, you lose reference to the number, you will not be able to access the various setting, registration, modification and deletion procedures of this fax.

When You Press the Reset Key...

When you want to cancel a procedure part way through, simply press the **Reset** key. The operation panel will automatically return to the initial mode for fax operation.



- Notes**
- If, however, documents have already been set when you press the **Reset** key, the displayed size of those documents will remain in the message display.
 - Depending on the status of the operation, there are occasions when pressing the **Reset** key may have no effect.

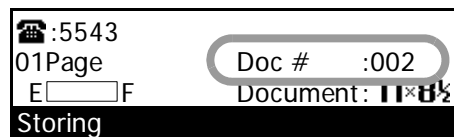
Automatically Clearing the Current Settings (Auto Clear function)

The Auto Clear function will clear all entered settings and the touch panel will return to the initial mode settings after any type of transmission or print out, or if you do not press any keys within 10 – 270 seconds during any procedure.

Note Entered settings will NOT be cleared, however, if documents are set in the Document Processor.

Using a 3-digit Document Number to Manage Fax Communications (Document Number)

The fax uses a 3-digit document number in order to manage each fax communication. This document number is assigned during each procedure and in the order that each communication that uses the timer, as well as each transmission or reception, is accomplished.



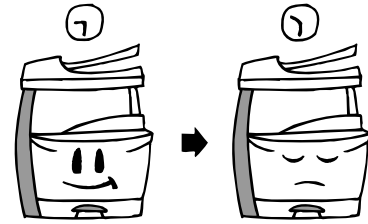
The actual timing of the determination of each document number will differ depending upon the operation being carried out.

In addition to appearing in the message display, this document number can be verified by checking the Transaction Result display, the Delayed Communication Report that is printed out for each communication that uses the timer or by printing out a Confirmation Report. (See **Checking the Result of Transmissions** on page 6-1, **Printing Out a Confirmation Report** on page 6-3, and **Turning Print Out of Each Report ON/OFF ("Print Report" setting)** on page 7-1.)

Automatically Engaging the Energy Saving Mode (Auto sleep function)

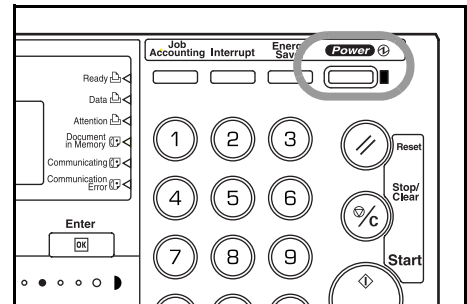
Any time there is no operation of or activity with this fax (no keys are pressed, no documents are set, nothing is printed out, etc.) for a designated period of time, the Auto sleep function will engage for energy saving purposes and the fixing section heater and fan inside the machine will shut down.

The amount of time most copy or fax machines spend waiting for some operation to begin is generally greater than the time actually spent on copying or fax communication. Thus, the energy consumed during that time is a great percentage of the overall energy used by the machine. Shutting down the fixing section heater and fan enables energy and cost reductions by minimizing unnecessary energy consumption while the machine is in this waiting state.



Notes

- It is possible to change the amount of time that will elapse before the Auto sleep function is to engage (factory default: 30 minutes). It is recommended that this be set to a longer period of time if the machine is used frequently during the day, and to a shorter time if there are normally long periods between use. (Refer to the **Advanced Edition of the Operation Guide** for your machine.)
- When the Auto sleep function engages, only the Main power switch will remain lit and everything else on the operation panel will go out. Fax reception is possible even in this state, but in order to send a fax you will need to press the **Power** key.



Sending a Fax Directly from a Network Computer (Network FAX functions [option])

By installing the optional Network scanner, you will be able to use the Network FAX functions of this machine. Use these functions to send a document made on a network computer to the other fax machine, or to receive a document from the other fax machine onto your network computer. The main functions are as follows.

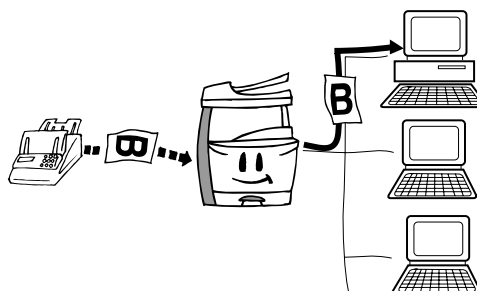
Transmission

When this fax machine and a computer are connected over the same network, the image data of a document created on the computer can be sent through the Network scanner that is installed on the fax machine and then transmitted to the other fax, etc.



Reception

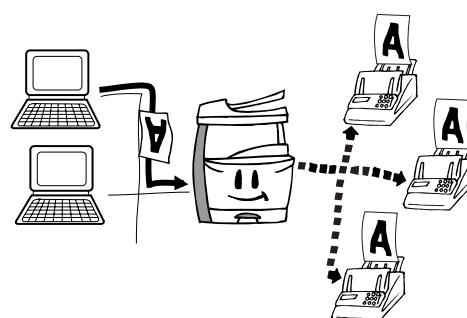
Documents sent by the other fax machine, etc., will be received by this fax and saved via the Network scanner into a designated folder on the network's server computer (the computer on which the included Scanner File Utility is installed). In this case, the received document will be saved as a PDF or a TIFF file.



Address Book

Destination fax numbers can be registered in advance for transmission. Groups of up to 80 fax numbers can be registered in this machine and can be used conveniently for Broadcast Transmission, etc.

In addition, it is possible to import CSV format address books created with other applications.



Address Editor for FAX

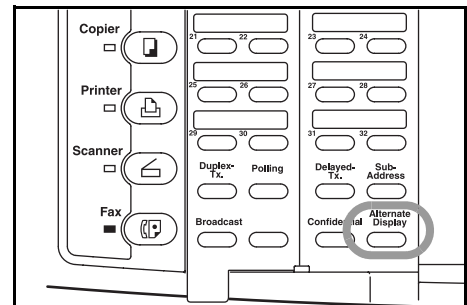
This utility is an editor that uses your computer to register and change the self-station and dialing information which is stored in the fax machine itself. The Address Editor for FAX allows you to easily and conveniently register the information that will be used by the fax machine directly from your computer.

Handling 2 Jobs Simultaneously (Dual Access function)

The Dual Access function allows the machine to simultaneously process 2 operations. For example, you can perform the procedure to transmit documents even during transmission of other documents. It is also possible to receive a fax during copying with the received document(s) printed out automatically once the copy operation is completed. Because the Dual Access function is constantly enabled, no matter what operation is currently in progress, you can perform fax transmission procedures anytime that **Set Document** [Set Original] appears in the message display. No special settings are required to use the Dual Access function.

> Checking the status of a fax communication in progress

Open the cover plate to the left and press the **Alternate Display** key.



Note The status of the background operation currently in progress will be shown in the message display during the time that the **Alternate Display** key is held down. If you want to cancel the background operation, simply press the **Stop/Clear** key while you are still holding the **Alternate Display** key down. Once you release the **Alternate Display** key, the message display will return to its previous state.

<When the Dual Access function is not available>

There are cases in which the Dual Access function is not available. For example, during a fax communication to one party, you will not be able to receive a fax from another party, nor can you perform setting or registration procedures during any fax transmission or reception. In such cases, perform the desired operation after the current communication is completed. Refer to "●Table of Operations Available/Unavailable under Dual Access", for more detailed information regarding which operations can and cannot be performed simultaneously.

- Notes**
- Communications that use the timer will not be accomplished, even upon reaching the designated time for the communication to begin, until the current operation has been completed.
 - If you press one of the "function" keys during a state when it is not possible to perform two operations simultaneously, the alarm will sound and a message will appear informing you that the operation is not possible.

●Table of Operations Available/Unavailable under Dual Access

<Table codes>

Initial operation	Additional operation
(1) During set-up for sending documents in the Direct Feed Transmission mode*	
(2) During set-up for sending documents in the Memory Transmission mode	
(3) During scanning of documents in the Memory Transmission mode	
(4) During transmission in the Direct Feed Transmission mode	
(5) During direct reception of documents (w/o using the memory)	
(6) During transmission in the Memory Transmission mode	
(7) During Memory Reception	
(8) During direct print out of received documents (w/ the transmitting party still connected)	
(9) During print out of received documents from memory (after being disconnected from the transmitting party)	
(10) During print out of a Transmission or Reception Report, or an Activity Report, AFTER a communication	
(11) During manual print out of a Report or List	
(12) During procedures for fax-related settings or registration	
(13) During use of both the Scanning and Printing sections when the machine is used as a copier	
(14) During use of the Printing section when the machine is used as a copier	
(15) During use of the Printing section when the machine is used as a printer	
(16) During use of the Printing section when the machine is used as a scanner	

<Table codes>

The numbers and symbols shown in the table above refer to the following:

* : During procedures that use the message display but are not included in the initial procedures listed in the table above, the procedure will work just like this operation.

O : The additional operation will work unconditionally with the initial operation.

*1: NOT possible while entering fax settings. Possible during registration procedures.

*2: When entering fax settings, printing will be carried out once the machine is in a print-ready state of the printer operation mode. Possible during registration procedures.

– : Unrelated to fax operation.

X : The additional operation will NOT work with the initial operation.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
(1)		×	×	×	○	○	○	○	○	○	×	×	—	—	○	—
(2)	×		×	×	○	○	○	○	○	○	×	×	—	—	○	—
(3)	×	×		×	○	○	△ ²	○	○	○	×	×	—	—	○	—
(4)	×	×	×		×	×	×	×	×	×	×	×	—	—	○	—
(5)	○	○	○	×		×	×	×	×	×	○	×	○	○	○	○
(6)	○	○	○	×	×		×	×	×	×	○	×	○	○	○	○
(7)	○	○	△ ²	×	×	×		×	×	×	○	×	○	○	○	○
(8)	○	○	○	×	×	×	×		×	×	×	×	—	—	—	△ ⁶
(9)	○	○	○	○	○	○	○	△ ³		△ ³	×	×	—	—	—	△ ⁶
(10)	○	○	○	○	○	○	○	△ ³	△ ³		×	×	—	—	—	△ ⁶
(11)	○	○	○	○	○	○	○	△ ³	△ ³	△ ³		×	—	—	—	△ ⁶
(12)	×	×	×	×	×	×	×	×	×	×	×		—	—	○ ^{*2}	—
(13)	×	×	×	×	○	○	○	△ ³	△ ³	△ ³	×	×		×	△ ³	×
(14)	○	○	○	○	○	○	○	△ ³	△ ³	△ ³	△ ³	○ ^{*1}	×		△ ³	△ ⁶
(15)	○	○	○	○	○	○	○	△ ³	△ ³	△ ³	△ ³	○ ^{*1}	—	—		△ ⁶
(16)	△ ¹	△ ¹	△ ¹	△ ¹	○	○	○	△ ⁷	△ ⁷	△ ⁷	△ ⁴	△ ⁴	△ ⁴	△ ⁴	△ ⁵	

△: The additional operation will work with the initial operation under certain conditions.

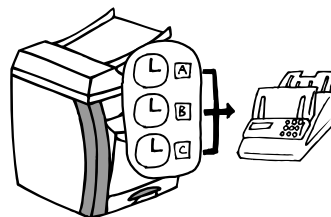
The adjoining numerals refer to the following conditions:

- 1: NOT possible under TWAIN. Possible only during transmission using the Scan to PC and E-mail functions.
- 2: It is NOT possible to add document to a Polling Transmission once the Polling communication has begun.
It is also NOT possible to enter documents into a Confidential Box that is receiving data during a Subaddress Confidential reception.
- 3: Printing will be carried out once the initial operation is complete and the copier is in a print-ready state.
- 4: NOT available under TWAIN. Possible during transmission of individual documents using the Scan to PC and E-mail functions, but NOT during the transmission of multiple documents.
- 5: When using TWAIN, printing will be carried out once the initial operation is complete and the copier is in a print-ready state. Possible when using the Scan to PC and E-mail functions.
- 6: Additional operations are NOT possible under TWAIN. Additional operations using the Scan to PC and E-mail functions are possible.
- 7: When transmitting multiple documents using the Scan to PC and E-mail functions, or when using TWAIN, printing will be carried out once the current operation is complete and the machine is in a print-ready state. Possible also during transmission of individual documents using the Scan to PC and E-mail functions.

Sending Multiple Sets of Documents in One Batch (Batch Transmission function)

Any time the destination as well as the scheduled time of transmission is the same for separate sets of documents in memory, up to 10 of these multiple sets of documents will be automatically pooled together and transmitted during the same communication.

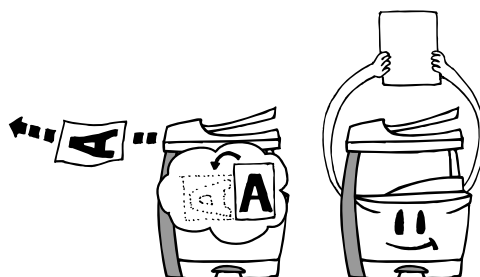
This Batch Transmission function eliminates the need for you to dial the same destination multiple times, thereby lowering communication costs.



- Notes**
- Direct Feed Transmissions will not be included in a Batch Transmission.
 - If you register the same destination fax number for two separately scheduled Broadcast Transmissions, those transmissions will not be included in a Batch Transmission even if they are scheduled for the same time.
 - When the start time for a scheduled communication arrives and another communication to the same party is currently waiting for automatic redialing, both communications will be grouped together and sent using Batch Transmission.
 - When Restricted Access is turned ON, only communications that were scheduled using the same ID-code will be sent using Batch Transmission. Therefore, if different ID-codes were used when scheduling two separate communications, those documents will be transmitted separately even if the destination and the scheduled time of transmission are the same.

Rotating the Document Image for Transmission (Rotate & Transmit function)

If 11" x 8 1/2" [A4] (width-wise) size documents are set in the Document Processor or on the platen, this function will automatically rotate the scanned data 90° counter-clockwise and transmitted them as 8 1/2" x 11" [A4] (length-wise) documents.



- Notes**
- To enable the Rotate & Transmit function for documents set in the Document Processor, you must select **Standard size original** when setting the document size for scanning from the Document Processor. (See **Setting the Document Size for Scanning from the Document Processor ("Scan from DP" setting)** on page 7-10.)
 - The Rotate & Transmit function will only engage for 11" x 8 1/2" [A4] size documents.

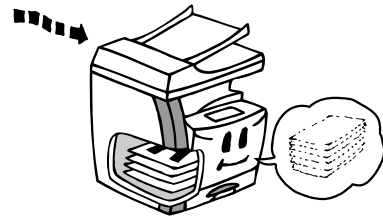
Verifying IDs With the Other Party Using Subaddresses (Subaddress Communication)

Subaddress Communication involves fax communication that includes certain codes (in the form of numbers and symbols), the base of a protocol that has been adopted for use by other facsimile manufacturers as well. By using these codes, methods of confidential communication – previously available only between facsimiles that were both from the same manufacturer – are now becoming possible between models from different manufacturers. This fax has such Subaddress Communication capabilities.

By using a Subaddress Communication Box that has been registered in this machine and designated Subaddress Communication to transmit and receive documents, you can perform Confidential and Bulletin Board Communications, as well as Relay Broadcast Communications, between this machine and models from other manufacturers. In order to perform a Subaddress Communication, the other party's fax must have Subaddress Communication capabilities related to the type of communication you are attempting. Therefore, you should thoroughly discuss in advance with the party you plan to communicate with the capabilities of your respective models before attempting to transmit or receive using Subaddress Communications. See **Communicating Using Subaddresses (Subaddress Communication)** on page 5-13, for a more detailed information regarding the Subaddress Communication capabilities of this fax.

Receiving Documents Even When Paper Has Run Out (Memory Reception function)

When you cannot print out because paper has run out or a paper jam occurs, the data for all received documents will be temporarily stored in memory and will then be printed out automatically once printing is enabled.

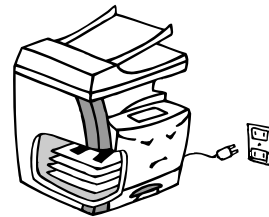


Important! If, for any reason, power to the fax is disconnected or lost, data received into memory may be lost. Ask the other party to retransmit any documents for which data was lost. (See page 4-1.)

Backing Up Memory Even During a Power Failure (Image Memory Backup function)

If, for any reason, power to the fax is disconnected or lost, the back-up battery in this machine will protect all data related to documents that were already received into Image Memory, or that are waiting for transmission, for up to 60 minutes. Thus, if power is restored to the fax within that time period, those communications that were scheduled and waiting in memory prior to the failure will be carried out as scheduled.

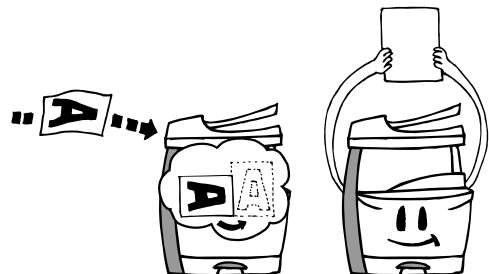
If power cannot be restored in time and data is lost, a Power Failure Report that indicates what information was lost will be automatically printed out once power is restored to the fax.



Note The actual length of time the back-up battery will protect the data in memory may differ depending on the conditions and environment of use of this machine.

Rotating Received Data to Fit the Available Paper (Rotate Received Data function)

Even if the orientation of the received documents and of the paper set in the drawers differs, if their size is the same (11" x 8 1/2" [A4]), this function will automatically rotate the received data 90° counter-clockwise before printing it out. No special settings are required to use this function.



- Notes**
- If paper of the same size is set in different orientations, depending on the type of communication that is involved, there are times when rotation of the received data is not possible. For further information on paper orientation, see **Paper Size and Priority Feed Chart (Inch version)** on page 10-5 and 10-6.
 - If the transmitting party's TTI information is set to be printed outside the border of the transmitted page, received data cannot be rotated and the received image will be reduced slightly to enable the appropriate information to be printed out.

2 Fax Operation (Basic Use)

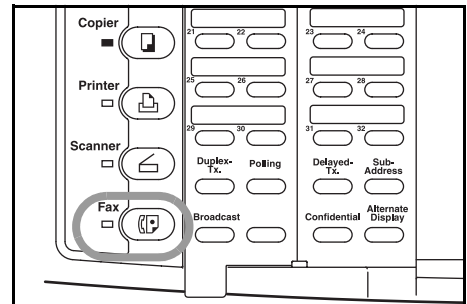
Sending Documents

The following contains explanations on the standard method for transmitting documents. Carefully read all the notes regarding acceptable documents, etc., to ensure correct operation.

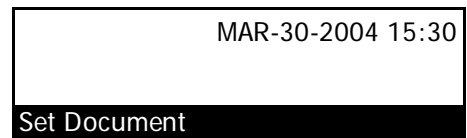
1 Switching to the Fax Operation mode

Press the **Fax** key to switch to the Fax Operation mode.

When the **Fax** indicator is lit, the machine is in the Fax Operation mode.



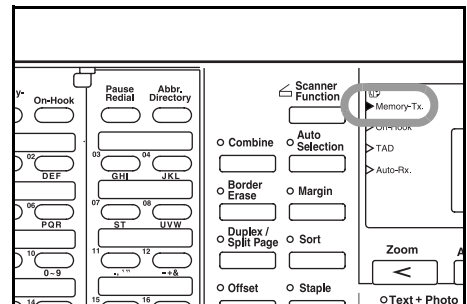
Check the message display to make sure that the operation panel is in the initial mode for fax operation. If the operation panel is not in the initial mode, press the **Reset** key.



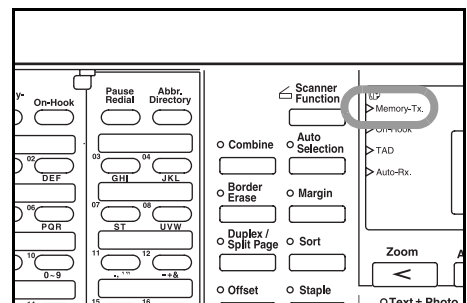
2 Selecting the transmission mode

Select the desired transmission mode.

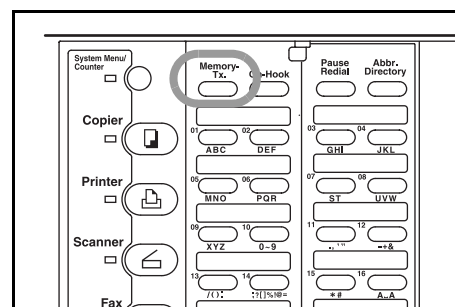
There are two transmission modes available in this fax: Memory Transmission and Direct Feed Transmission. Memory Transmission is the default setting in this fax and, in this case, the **Memory Tx.** indicator is lit.



If the **Memory Tx.** indicator is NOT lit, the fax is in the Direct Feed Transmission mode.



To switch between the Memory Transmission and Direct Feed Transmission modes, press the **Memory Tx.** key.



It is also possible to select which transmission mode will be the default setting for the initial mode. See **Setting the Default Transmission Mode ("TX Mode/Default" setting)** on page 7-11.

<Transmission Modes>

● Memory Transmission mode (Transmitting from the Document Processor)

In this method of transmitting with the Memory Transmission mode, the destination fax number is dialed automatically AFTER the documents are set in the Document Processor, scanned and then entered into memory. In this way, your documents are returned to you, ready to use, without making you wait until the actual transmission is complete. This is an extremely convenient method to use when transmitting multiple page documents.

● Memory Transmission mode (Transmitting from the platen)

This method of transmitting with the Memory Transmission mode is ideal for transmitting books and the like that cannot be placed in the Document Processor. Documents are set one at a time directly on the platen and, after all the documents are scanned and entered into memory, the destination fax number is then dialed. In this case, it is necessary – after each page is scanned – to select whether or not you want to transmit more pages. See **<When the documents are set on the platen...>** on page 2-8.

● Direct Feed Transmission mode (Transmitting from the Document Processor)

In this method of transmitting with the Direct Feed Transmission mode, the destination fax number is dialed first, and – once the connection with the other fax machine is established – the documents that are set in the Document Processor are scanned and then transmitted. If the transmission involves a multi-page document, the second page is scanned after the data for the first page is transmitted.

● Direct Feed Transmission mode (Transmitting from the platen)

This method of transmitting with the Direct Feed Transmission mode is ideal for transmitting books and the like that cannot be placed in the Document Processor. Documents are set one at a time directly on the platen, the destination fax number is then dialed first, and – once the connection with the other fax machine is established – scanning of the document begins and the document is transmitted. This process is carried out for each page that you want to transmit and it is necessary, after each page is scanned, to select whether or not you want to transmit more pages. See **<When the documents are set on the platen...>** on page 2-8.

3 Setting the documents

● Acceptable documents

> When set in the Document Processor...

- Type...Standard sheet documents
- Size...5 1/2" x 8 1/2" – 11" x 17" [A5R – A3]
- If you attempt to transmit a document over 63" [1600 mm] in length, a message indicating that a document jam has occurred in the Document Processor will appear in the message display.
- Paper weight...1-sided documents: 45 g/m² – 160 g/m²
Duplex (2-sided) documents: 50 g/m² – 120 g/m²
- Number (plain paper)... 5 1/2" x 8 1/2" – 11" x 17" [A5R – A3]: 50 sheets (50 g/m² – 80 g/m²)

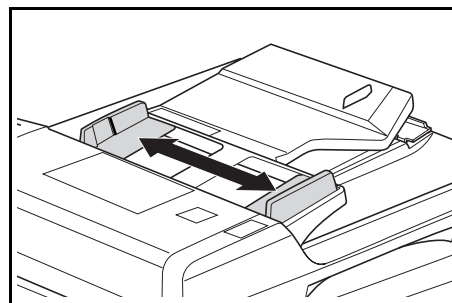
> When set on the platen...

- Maximum size: 11" x 17" [A3]

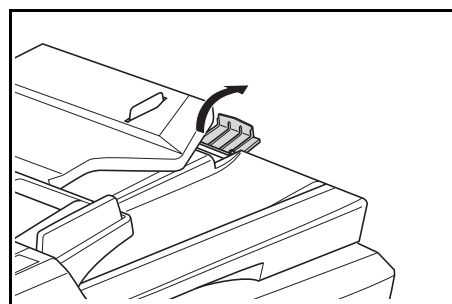
● Notes on acceptable documents

- If documents with very low contrast images or light colored text are transmitted, they may not be received clearly by the other party.
- MAKE SURE that documents written in ink or containing glue, etc., have dried COMPLETELY before setting them for transmission.
- When setting documents in the Document Processor, ALWAYS set documents AFTER removing any clips and staples as they can cause damage to the machine.
- Documents of sizes outside the prescribed range may not be transmitted successfully.
- If documents with punch holes are set in the Document Processor for transmission, gray streaks may appear on the documents received by the other party. In this case, set the documents in a different direction and try to transmit them again.

- (1) Adjust the document insert guides to match the width of the documents you want to transmit.



- (2) Open the eject guide when transmitting documents of a large size such as 8 1/2" x 14" [Folio] or 11" x 17" [A3].

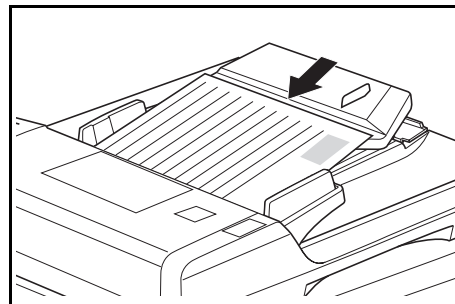


- (3) Set the documents face-up on the document table.

DO NOT set more documents than indicated by the paper volume lines that are located on the inside of the rear document insert guide. Setting more than the acceptable number of documents can be the cause of document jams.

Refer to the **Basic Edition of the Operation Guide** for your machine for more detailed information on the Document Processor.

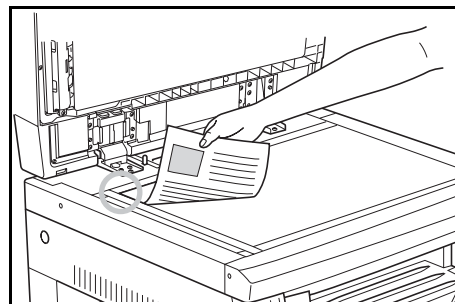
It is possible to set duplex (2-sided) documents and have both the front and back sides of those documents transmitted. (See page 3-1.)



<Setting the Documents on the Platen>

Documents can also be transmitted by lifting open the Document Processor and setting one document at a time directly on the platen. ALWAYS use the platen when transmitting pages from books and the like.

- (1) Set the document face-down and align it properly with the lines on the original size scales.



- (2) When transmitting single-sheet documents directly from the platen, BE SURE to close the Document Processor.

If you want to transmit documents without closing the Document Processor, be sure to press the **Original Size** key and manually select the size of the original



Caution

DO NOT leave the Document Processor open as there is a danger of personal injury.

4 Selecting the resolution

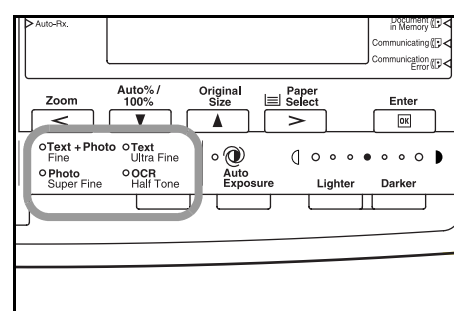
It is possible to select a resolution from among the 5 available settings.

- **Normal:** For transmitting documents with standard size characters
- **Fine:** For transmitting documents with relatively small characters or thin lines
- **Super fine:** For transmitting documents with detailed lines and characters
- **Ultra fine:** For transmitting the clearest reproduction of documents with detailed lines and characters
- **Half tone [Half-tone]:** For transmitting the clearest reproduction of documents containing both photographs as well as text

The default setting is for Normal resolution.

Ordinarily, all of the resolution indicators are out; and the Normal resolution is thus selected. If you want to use the Normal resolution, there is no need to change this setting.

If you want to change the resolution, press the resolution select key until the resolution indicator that corresponds to the desired resolution is lit.



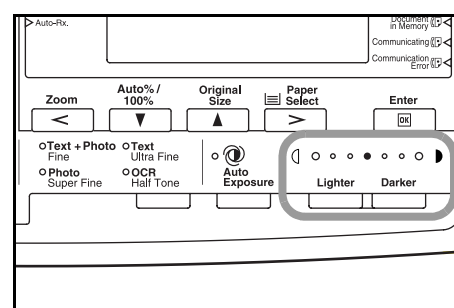
Important!

- The Fine and Super fine resolutions reproduce clearer images in comparison to transmission with the Normal resolution, but transmission time is longer.
- The Half tone [Half-tone] resolution reproduces grays clearly, but transmission time is longer than with the Normal or Fine resolutions.
- To transmit with the Ultra fine resolution, 32 MB of optional memory must be installed. If the additional memory is NOT installed, the Ultra fine resolution will not selectable.
- To transmit with the Super fine or Ultra fine resolutions, the receiving fax must have the corresponding resolution capabilities in order to benefit from their features. If the receiving fax does not have the corresponding capability, transmission will be accomplished with the Fine resolution

5 Selecting the contrast

Press the contrast select key to select, from among the 3 available settings, the degree of contrast at which the documents will be scanned.

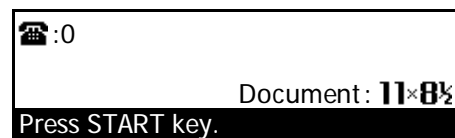
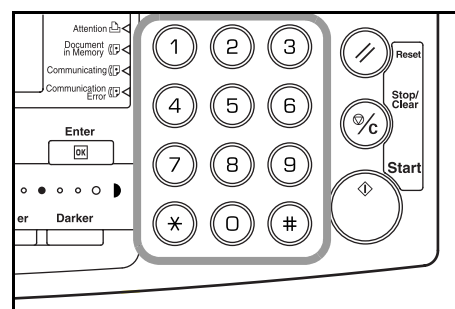
Ordinarily, the middle indicator is lit. If you want the darkest possible contrast, make sure the rightmost indicator is lit. If you want the lightest possible contrast, make sure the leftmost indicator is lit.



6 Dialing a destination fax number

Use the keypad to enter the destination fax number.

The destination fax number can be up to 32 digits in length.



If a mistake is made at any point in entering the fax number, press the < key or the > key to move the cursor to the desired position and enter the desired number, or press the **Stop/Clear** key and enter the full number once again from the beginning.

If you want to cancel the operation in progress, press the **Reset** key. The information entered up to that point will be cleared and the operation panel will return to the initial mode settings.

If you stopped the operation because you made a mistake in the procedure, perform the procedure once again from the beginning.

<Using the Pause Redial key>

Press this key to enter a 3-second pause at that point in dialing. This is useful, for example, if you need to dial a specific number first and then wait for the connection to an outside line before the actual destination number is dialed.

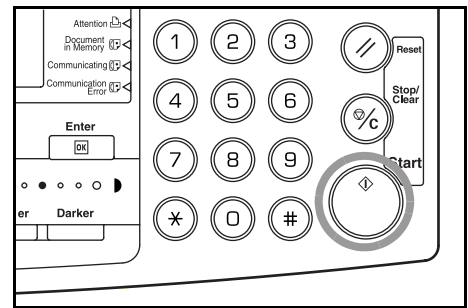
<Dialing methods>

In addition to using the keypad, the following methods of dialing are possible.

- Dialing with a one-touch key...See page **2-18**.
- Dialing with abbreviated numbers...See page **2-24**.
- Dialing with a program key...See page **5-40**.
- Dialing with a group key...See page **5-35**.
- Redialing manually...See page **2-32**.

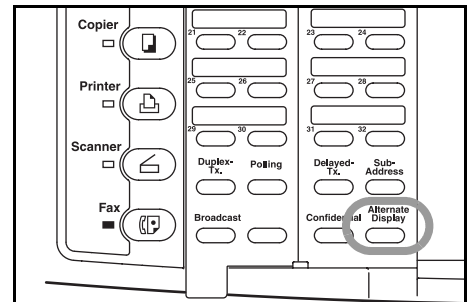
7 Initiating the fax transmission

Press the **Start** key. The transmission operation will begin automatically.



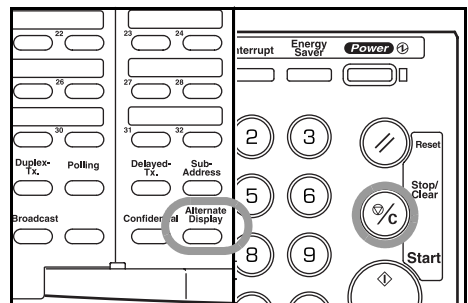
> Checking the status of the transmission

Open the cover plate to the left and press the **Alternate Display** key. The status of the transmission currently in progress will be shown in the message display during the time that this key is held down. Once you release the **Alternate Display** key, the message display will return to its previous state.



> Stopping the transmission in progress

Open the cover plate to the left, hold down the **Alternate Display** key and press the **Stop/Clear** key. The transmission will be canceled.



<When the documents are set on the platen...>

Whenever you set the documents that you want to transmit on the platen, close the Document Processor in order to allow the machine to detect the size of those documents. If you are transmitting information from books or other types of documents that will not allow you to close the Document Processor, press the **Original Size** key to manually select the correct size of the documents to be transmitted.

In addition, any time you set documents on the platen, a menu like that shown below will appear in the message display once you press the **Start** key. In this case, perform the following procedure.

Continue Scanning:

➡ Yes
No

> If you want to scan more pages...

(1) Replace the scanned document with the next one you want to scan.

It is also possible to set the next document(s) in the Document Processor.

(2) Make sure that **Yes** is selected and press the **Enter** key.

(3) Press the **Start** key.

If you set the next document(s) in the Document Processor, scanning will begin and, once it is finished, the fax will automatically transmit all of the documents scanned into memory.

If there are still further documents to be scanned, repeat steps (1) to (3) until all documents are scanned in.

> Once there are no more pages to be scanned...

(1) Press the ▼ key to select **No**.

Continue Scanning:

Yes
➡ No

(2) Press the **Enter** key. The fax will begin transmission.

Receiving Documents Automatically (Automatic Fax Reception)

Automatic Fax Reception is the default setting for fax reception in this machine and no special settings are required for its use.

Note In order to use the Automatic Fax Reception mode, it is necessary to select the **Fax Reception** [Fax Rx] under **Selecting the Automatic Reception Mode ("Receive Mode" setting)** on page 7-12.

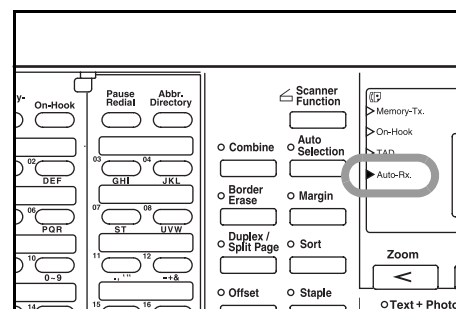
<Reception modes>

This fax machine offers the following ways to receive a fax.

- Automatic Fax Reception.
- Manual Fax Reception...See page 3-22.
- Auto FAX/TEL Switching...See page 5-1.
- TAD Reception...See page 5-3.
- D.R.D. Reception (Inch version only)...See page 5-5.

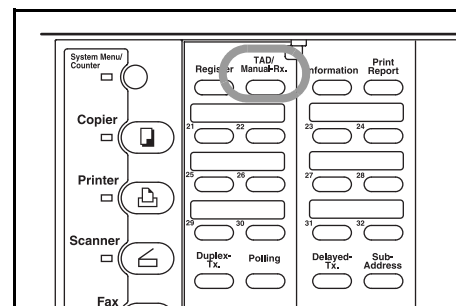
1 Checking the reception mode

Make sure that the **Auto-Rx.** Indicator is lit.



> Changing the reception mode

Open the cover plate to the left and press the **TAD/Manual-Rx.** key to light the **Auto-Rx.** Indicator.



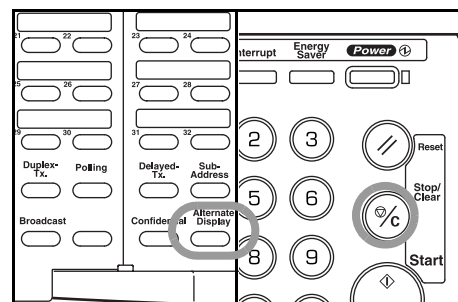
2 Receiving a fax

When a fax comes in, fax reception will begin automatically after the amount of time equal to a designated number of rings.

Note Once fax reception begins, the **Communicating** indicator will light but the message display itself will not show any indication of the reception in progress.

> Stopping the reception in progress

Open the cover plate to the left, hold down the **Alternate Display** key and press the **Stop/Clear** key. The reception will be canceled.



<Making copies during a reception>

It is possible to make copies even during a reception in which documents are being directly printed out (whereby Imaging memory is not used to save the documents).

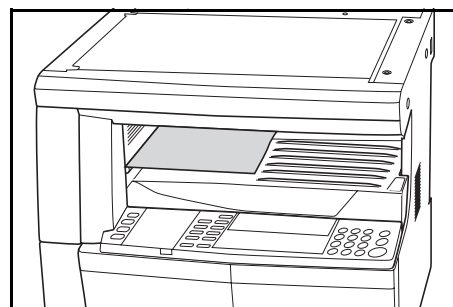
Note Press the **Interrupt** key during a reception. The fax will switch to Memory Reception and copying will be possible.

<Memory Reception>

When you cannot print out because paper has run out or a paper jam occurs, the data for all received documents will be temporarily stored in memory and will then be printed out automatically once printing is enabled.

3 Printing out the received documents

Received document(s) will be printed out and ejected face-down in the copy store section.



- Notes**
- The copy store section and the maximum number of sheets that can be stored there differ depending upon the model of your copier. For more detailed information, refer to the **Basic Edition of the Operation Guide** for your machine. When the maximum number of sheets has been reached, remove all of the documents from the copy store section.
 - Even if you cannot print out because paper has run out or a paper jam occurs, reception is still possible (Memory Reception).
 - 32 MB of optional memory must be installed in order to use the Ultra fine resolution.

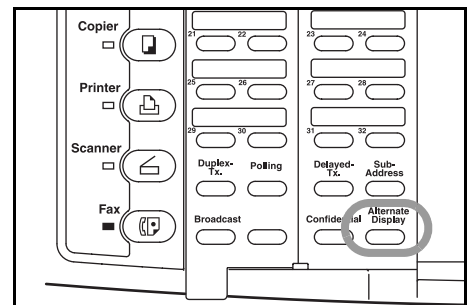
Canceling a Communication

You can cancel a communication even if it is already in progress. The methods for canceling a communication differ depending on whether that communication is a fax transmission or a fax reception, and whether that transmission was initiated using the Memory Transmission mode or the Direct Feed Transmission mode. The following contains explanations on the various methods used for canceling communications.

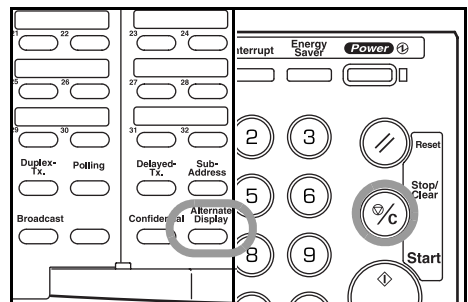
Canceling a Memory Transmission

All transmissions accomplished in the Memory Transmission mode are handled as operations in the background of the message display. In order to cancel a background operation, it is first necessary to make that operation appear in the message display. Perform the following procedure to cancel this type of transmission.

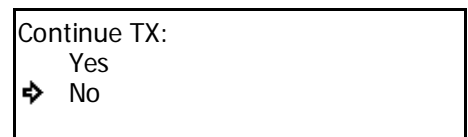
- 1 Open the cover plate to the left and press the **Alternate Display** key. The background operation currently in progress will appear in the message display.



- 2 Continue holding the **Alternate Display** key down, verify the document number of the transmission currently in progress and then press the **Stop/Clear** key. The transmission will be canceled.



If you attempt to cancel a transmission that is scheduled to multiple destinations (such as a Broadcast Transmission) and there were destinations still remaining to be transmitted to, a message will appear in the message display asking whether or not you want to continue the transmissions to the remaining destinations.

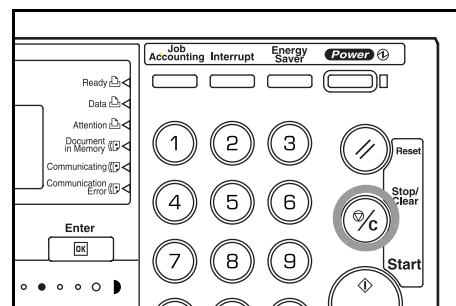
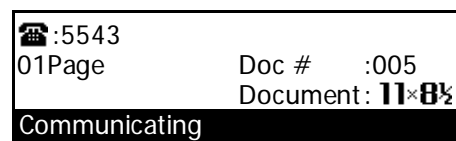


- > If you select **Yes**, transmissions will be carried out to the remaining destinations.
- > If you select **No**, or if you make no selection and the Auto Clear function engages and clears the message display, transmission to the remaining destinations will also be canceled as well.

Canceling a Direct Feed Transmission

All transmissions accomplished in the Direct Feed Transmission mode are handled as operations in the foreground of the message display. Therefore, the status of these transmissions is always shown in the message display. Perform the following procedure to cancel this type of transmission.

- 1 Check the status of the transmission currently in progress in the message display.
- 2 Press the **Stop/Clear** key. The transmission will be canceled.



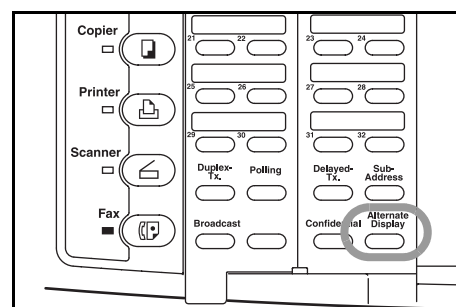
If the transmission is still waiting to be initiated, press the ▼ key to select No and then press the **Enter** key. The transmission will be canceled.

If the documents are being transmitted from the Document Processor, that document currently being transmitted will be ejected onto the top cover of the Document Processor.

Canceling a Reception

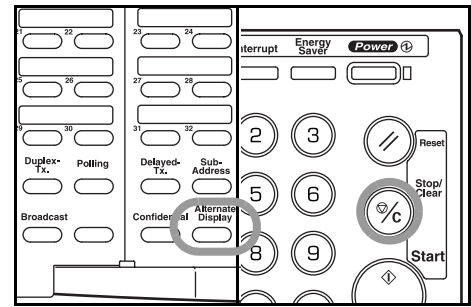
All fax receptions are handled as operations in the background of the message display. In order to cancel a background operation, it is first necessary to make that operation appear in the message display. Perform the following procedure to cancel this type of communication.

- 1 Open the cover plate to the left and press the **Alternate Display** key. The background operation currently in progress will appear in the message display.



- 2 Press the **Stop/Clear** key while you are still holding the **Alternate Display** key down. The reception will be canceled.

If you attempt to cancel a reception that is scheduled from multiple transmitting faxes (such as a Polling Reception) and there were fax machines still remaining to be received from, a message will appear in the message display asking whether or not you want to continue the receptions from the remaining faxes.



Continue TX:

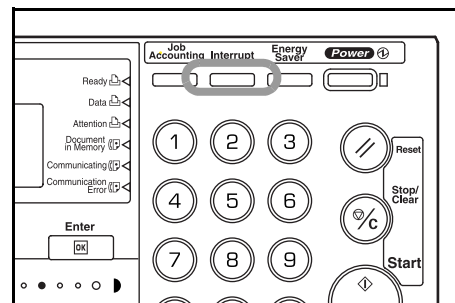
➡ Yes
No

- > If you select **Yes**, receptions will be carried out from the remaining faxes.
- > If you select **No**, or if you make no selection and the Auto Clear function engages and clears the message display, reception from the remaining faxes will also be canceled as well.

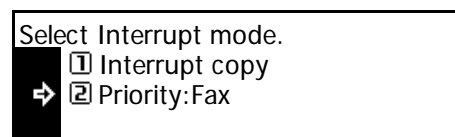
Printing Out Received Documents Even During Copying (Fax Priority Printout function)

It is possible to have incoming faxes, which are received during a copy operation, printed out without having to wait for that copy operation to be completed.

- 1 When an incoming fax is received, the **Communicating** indicator will light.
- 2 Press the **Interrupt** key.



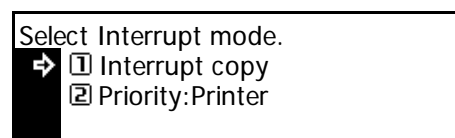
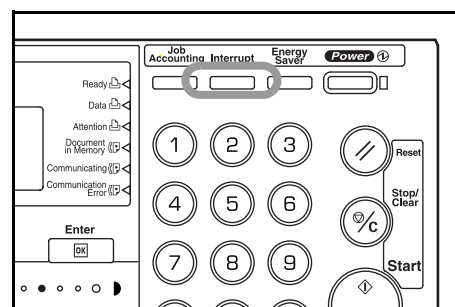
- 3 Press the ▼ key or the ▲ key to select **Priority: Fax** and then press the **Enter** key. The received fax will be printed out.
- Copying will be resumed automatically once printing of the incoming fax is complete.



Make Copies Even During Printing of an Incoming Fax (Copy Priority Printout function)

It is possible to stop print out of an incoming fax and make copies without having to wait for that print job to end.

- 1 Press the **Interrupt** key.
- 2 Make sure that **Interrupt copy** is displayed and then press the **Enter** key.
- 3 Perform the desired copy operation.



Once copying is completed, press the **Interrupt** key once again. Print out of the incoming fax will be resumed automatically.

Entering Characters

Character Table

Character entry is carried out with the one-touch keys.
The characters registered under each one-touch key are as shown in the following table.

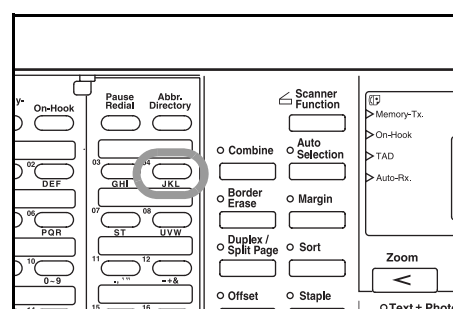
One-touch key No.	Character
1	ABC
2	DEF
3	GHI
4	JKL
5	MNO
6	PQR
7	ST
8	UVW
9	XYZ
10	0-9
11	.,''
12	- + & _
13	/ () :
14	; ? [] % ! @ =
15	* #
16	Press to enter a single space
17	Press to move the cursor one space to the left
18	
19	Press to move the cursor one space to the right
20	Press to switch between input of upper- and lowercase letters¶

Procedure

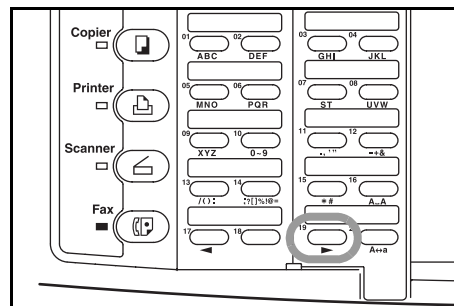
Refer to the following example when entering characters during the registration procedure for one-touch keys, abbreviated numbers, etc.[Ex.] To enter "Km-3"

- 1 Press one-touch key No. 4 (marked with the letters "JKL") twice. An uppercase K will appear in the message display.

You CANNOT enter a space as the first character.



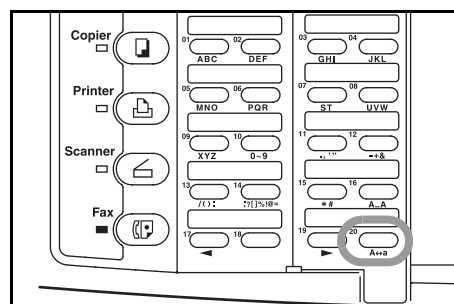
- 2 Press one-touch key No. 19 to move the cursor to the next space.



K_

Enter Destination Name

- 3 Press one-touch key No. 20 to switch to entry of lowercase letters.



K_

(Lower case)

Enter Destination Name

- 4 Press one-touch key No. 5 (marked with the letters "MNO"). A lowercase m will appear in the message display.

Km

(Lower case)

Enter Destination Name

- 5 Press one-touch key No. 19 to move the cursor to the next space.

Km_

(Lower case)

Enter Destination Name

- 6 Press one-touch key No. 12 twice. A hyphen - will appear in the message display.

Km-

(Lower case)

Enter Destination Name

- 7 Press one-touch key No. 19 to move the cursor to the next space.

Km-_

(Lower case)

Enter Destination Name

- 8** Press one-touch key No. 10 (marked with the numerals “**0 – 9**”) until the number 3 appears in the message display.

Km-3
(Lower case)
Enter Destination Name

- 9** Press the **Enter** key. Character entry is complete.
To cancel character entry, press the **Stop/Clear** key before pressing the **Enter** key.

Dialing the Destination Using Only One Key (One-Touch Keys)

If you register a fax number under a one-touch key in advance, you will be able to dial that number with the touch of a key. You can also use one-touch keys to dial the destination fax number for Encrypted Transmissions.

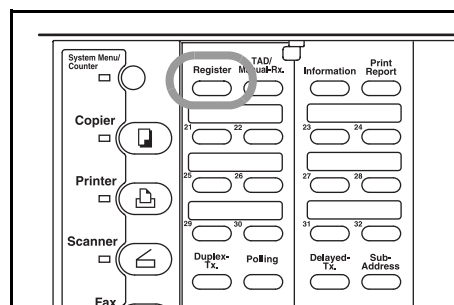
Registering New One-Touch Keys

- Notes**
- You can designate any number of the 32 one-touch keys for use in one-touch dialing.
 - You CANNOT designate a one-touch key for Encrypted Transmission once you press the **Sub-Address** key and enter a subaddress during registration of that key.
 - If you want to check the information already registered under each one-touch key, print out a One-Touch Key List.
 - It is recommended that you register the name of the other party as well as the fax number under each one-touch key. If you register the other party's name as well, you will be able to use the directory to search for their fax number.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- Check the message display to make sure that the operation panel is in the initial mode for fax operation. (See *What is the "Initial Mode"?* on page 1-13.)

If the fax is not in the Fax Operation mode, press the **Fax** key to light the **Fax** indicator.

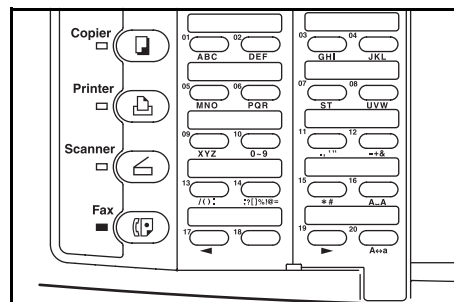
- Open the cover plate to the left and press the **Register** key.



- Press the **▲** key or the **▼** key to select Program 1-Touch Key [Program One-Touch Key].

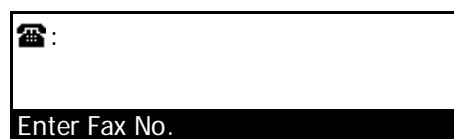
Program:
End
Program Abbreviated Dial
➡ Program 1-Touch Key

- Press the **Enter** key.
- Press an unregistered one-touch key.



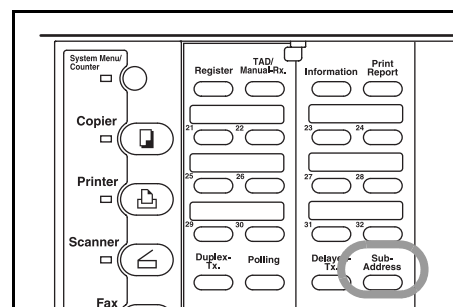
- Use the keypad to enter the fax number you want to register under that one-touch key.

The fax number can be up to 32 digits in length.



- 7 If you want to designate this key for Subaddress Communication, press the **Sub-Address** key and then proceed to step 8.

If you DO NOT want to designate this key for Subaddress Communication, proceed to step 11.



- 8 Use the keypad to enter the corresponding subaddress.

A subaddress is required during Subaddress Communication in order to designate the other party's Subaddress Communication Box. The subaddress can be up to 20 digits in length and can include any combination of the numerals 0 – 9.

Subaddress:

20 Digits

Enter Subaddress

- 9 Press the **Enter** key.

- 10 Use the keypad to enter the Subaddress Communication password. A Subaddress Communication password is used during Subaddress Communication. However, you do not have to enter a Subaddress Communication password here if you have determined in advance with the other party not to use one.

Password:

20 Digits

Enter Your Password

- > If you want to register a Subaddress Communication password, it can be up to 20 digits in length and include any combination of the numerals 0 – 9 and the symbols “*” and “#”.
- > If you DO NOT need to register a Subaddress Communication password, proceed to step 11.

- 11 Press the **Enter** key.

- 12 Enter the name of the other party.

The name of the other party can be up to 20 characters in length. (See **Entering Characters** on page 2-15.)

Enter Destination Name

- 13 Press the **Enter** key.

- 14 Press the ▲ key or the ▼ key to select the desired transmission speed.

If communication errors occur frequently at 33600bps, change the setting to 14400bps or 9600bps.

TX Start Speed:

- 33600bps
- 14400bps
- 9600bps

- > If you pressed the **Sub-Address** key in step 7, proceed to step 20.
- > If you DID NOT press the **Sub-Address** key in step 7, press the **Enter** key and proceed to step 15.

- 15 Press the ▲ key or the ▼ key to select whether or not you want to designate this key for Encrypted Transmission.

Encryption

- On
- Off

- > If you want to designate this key for Encrypted Transmission, select **On** and proceed to step 16.
- > If you DO NOT want to designate this key for Encrypted Transmission, select **Off** and proceed to step 20.

16 Press the **Enter** key.

17 Use the keypad to enter the 2-digit Encryption Key ID (01 – 20) that corresponds to the Encryption Key you want to use for this one-touch key.

Encryption Key ID:00

Enter 2-Digit Key ID

18 Press the **Enter** key.

19 Enter the number of the destination party's Encryption Box.

Box. No. :0000

Enter Box No.

20 Press the **Enter** key. Registration of that one-touch key is complete.

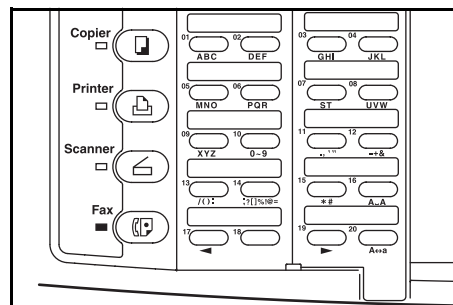
> If you want to continue registering other one-touch keys, return to step 5.

> If you are finished registering one-touch keys, press the **Reset** key. The operation panel will return to the initial mode settings.

Modifying and Deleting Registered Information

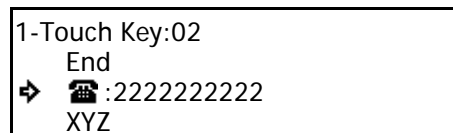
Note If the one-touch key that you want to modify is designated for Subaddress Communication, you will not be able to change the designation of that key into one for Encrypted Transmission. Likewise, if it is designated for Encrypted Transmission, you CANNOT change the designation into one for Subaddress Communication.

- 1 Perform steps 1 – 4 of **Registering New One-Touch Keys** on page 2-18.
- 2 Press the one-touch key containing the information you want to modify or delete.

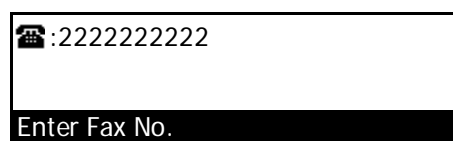


3 > Modifying registered information

- (1) Press the ▲ key or the ▼ key to select the information you want to modify.

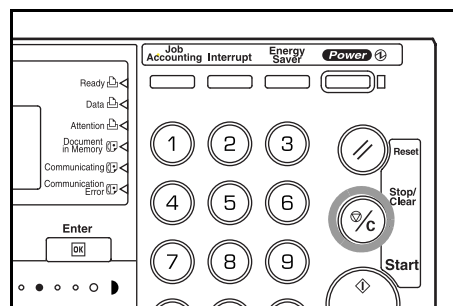


- (2) Press the **Enter** key.
Follow the steps related to the desired information in **Registering New One-Touch Keys** on page 2-18.

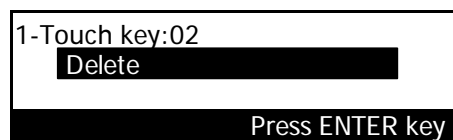


> Deleting registered information

- (1) Press the **Stop/Clear** key.
If you want to cancel the deletion procedure, simply press the **Stop/Clear** key again.



- (2) Press the **Enter** key.

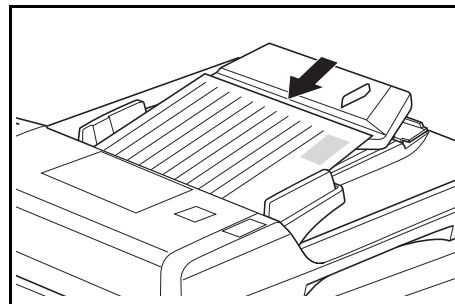


- 4 If you are finished modifying and/or deleting one-touch keys, press the **Reset** key. The operation panel will return to the initial mode settings.

Dialing With a One-Touch Key

You can dial a fax number by simply pressing the one-touch key under which that number is registered.

- 1 Check the message display to make sure that the operation panel is in the initial mode for fax operation. (See ***What is the "Initial Mode"?*** on page 1-13.)
If the fax is not in the Fax Operation mode, press the **Fax** key to light the **Fax** indicator.
- 2 Set the documents you want to transmit.

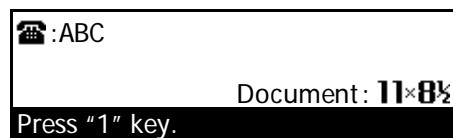


- 3 Press the one-touch key under which the desired fax number is registered.

Notes

- Any time you set documents on the platen, after each document is scanned you will need to select whether or not you want to scan more pages into memory. (See page 2-8.)
- The transmission operation will begin automatically; there is no need to press the **Start** key.
- If `Press "x" key.` appears in the bottom line of the message display, Dial Confirmation is turned ON. (See page 7-7.)
- In this case, check that the destination name and/or number displayed is actually the one desired.

If the destination IS the one desired, press the key on the keypad that corresponds to the number indicated in the message display. The transmission operation will begin automatically.

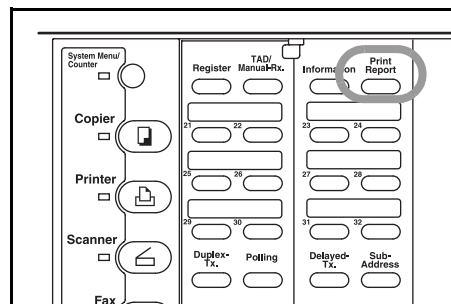


Printing Out a One-Touch Key List

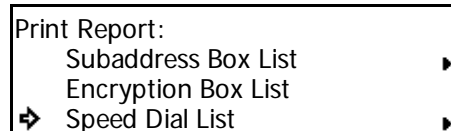
Print out this list in order to check the fax numbers registered under one-touch keys.

- Notes**
- If there are no one-touch keys registered in this fax, a One-Touch Key List will not be printed out.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

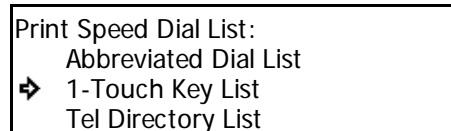
- 1 Check the message display to make sure that the operation panel is in the initial mode for fax operation.
- 2 Open the cover plate to the left and press the **Print Report** key.



- 3 Press the ▲ key or the ▼ key to select **Speed Dial List**.



- 4 Press the **Enter** key.
- 5 Press the ▲ key or the ▼ key to select **1-Touch Key List [One-Touch Key List]** and then press the **Enter** key. A One-Touch Key List will be printed out.
The operation panel will return to the initial mode settings.



If there are no one-touch keys registered in the fax, an error message will appear in the message display and then the operation panel will return to the initial mode settings.

Using a 3-Digit Number to Select the Destination (Abbreviated Numbers)

If you register a fax number under a 3-digit abbreviated number in advance, you will be able to dial that number by simply entering the corresponding abbreviated number. You can also use abbreviated numbers to dial the destination fax number for Encrypted Transmissions.

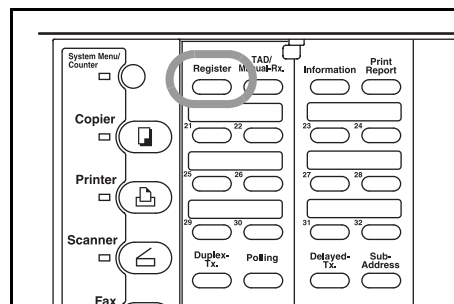
Registering New Abbreviated Numbers

- Notes**
- You can register up to 200 abbreviated numbers (000 – 199) in this fax.
 - You CANNOT designate an abbreviated number for Encrypted Transmission once you press the **Sub- Address** key and enter a subaddress during registration of that abbreviated number.
 - If you want to check the information already registered under each abbreviated number, print out an Abbreviated Dial List.
 - It is recommended that you register the name of the other party as well as the fax number under each abbreviated number. If you register the other party's name as well, you will be able to use the directory to search for their fax number.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

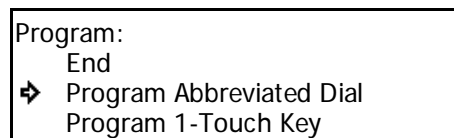
- 1 Check the message display to make sure that the operation panel is in the initial mode for fax operation. (See **What is the "Initial Mode"?** on page 1-13.)

If the fax is not in the Fax Operation mode, press the **Fax** key to light the **Fax** indicator.

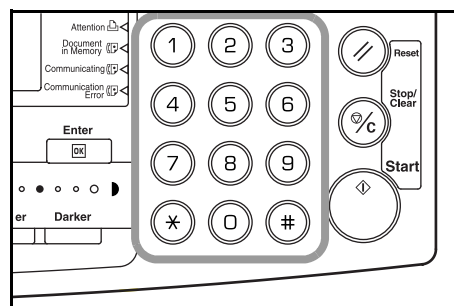
- 2 Open the cover plate to the left and press the **Register** key.



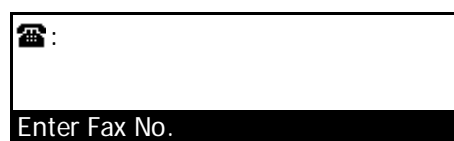
- 3 Press the **▲** key or the **▼** key to select Program Abbreviated Dial and press the **Enter** key.



- 4 Use the keypad to enter the 3 digits (000 – 199) that corresponds to the desired abbreviated number.



- 5 Press the **Enter** key.
- 6 Use the keypad to enter the fax number you want to register under that abbreviated number.
The fax number can be up to 32 digits in length.



- 7 If you want to designate this abbreviated number for Subaddress Communication, press the **Sub-Address** key and then proceed to step 8.

If you DO NOT want to designate this abbreviated number for Subaddress Communication, proceed to step 11.

- 8 Use the keypad to enter the corresponding subaddress.

A subaddress is required during Subaddress Communication in order to designate the other party's Subaddress Communication Box. The subaddress can be up to 20 digits in length and can include any combination of the numerals 0 – 9.

Subaddress:	20 Digits
Enter Subaddress	

- 9 Press the **Enter** key.

- 10 Use the keypad to enter the Subaddress Communication password. A Subaddress Communication password is used during Subaddress Communication. However, you do not have to enter a Subaddress Communication password here if you determine in advance with the other party not to use one.

> If you want to register a Subaddress Communication password, it can be up to 20 digits in length and can include any combination of the numerals 0 – 9 and the symbols “*” and “#”.

> If you DO NOT want to register a Subaddress Communication password, proceed to step 11.

Password:	20 Digits
Enter Your Password	

- 11 Press the **Enter** key.

- 12 Enter the name of the other party.

The name of the other party can be up to 20 characters in length. (See **Entering Characters** on page 2-15.)

Enter Destination Name

- 13 Press the **Enter** key.

- 14 Press the ▲ key or the ▼ key to select the desired transmission speed.

If communication errors occur frequently at 33600bps, change the setting to 14400bps or 9600bps. However, in this case, transmission time will be increased.

> If you pressed the **Sub-Address** key in step 7, proceed to step 20.

> If you DID NOT press the **Sub-Address** key in step 7, press the **Enter** key and proceed to step 15.

TX Start Speed:
➡ 33600bps
14400bps
9600bps

- 15 Press the ▲ key or the ▼ key to select whether or not you want to designate this abbreviated number for Encrypted Transmission.

Encryption
On
➡ Off

> If you want to designate this abbreviated number for Encrypted Transmission, select **On** and proceed to step 16.

> If you DO NOT want to designate this abbreviated number for Encrypted Transmission, select **Off** and proceed to step 20.

- 16 Press the **Enter** key.

- 17** Use the keypad to enter the 2-digit Encryption Key ID (01 – 20) that corresponds to the Encryption Key you want to use for this abbreviated number.

Encryption Key ID:00

Enter 2-Digit Key ID

- 18** Press the **Enter** key.

- 19** Enter the number of the destination party's Encryption Box.

Box. No. :0000

Enter Box No.

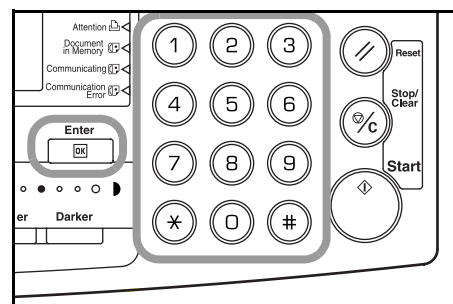
- 20** Press the **Enter** key. Registration of that abbreviated number is complete.
- > If you want to continue registering other abbreviated numbers, return to step 4.
 - > If you are finished registering abbreviated numbers, press the **Reset** key. The operation panel will return to the initial mode settings.

Modifying or Deleting Registered Information

Note If the abbreviated number that you want to modify is designated for Subaddress Communication, you will not be able to change the designation of that number into one for Encrypted Transmission. Likewise, if it is designated for Encrypted Transmission, you CANNOT change the designation into one for Subaddress Communication.

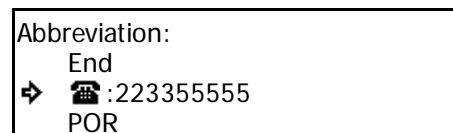
1 Perform steps 1 – 3 of **Registering New Abbreviated Numbers** on page 2-24.

2 Enter the 3-digit number that corresponds to the abbreviated number containing the information you want to modify or delete. Then press the **Enter** key.



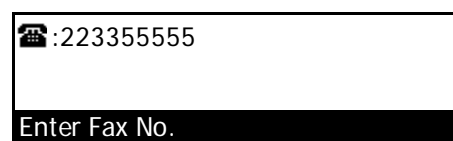
3 > **Modifying registered information**

(1) Press the ▲ key or the ▼ key to select the information you want to modify.



(2) Press the **Enter** key.

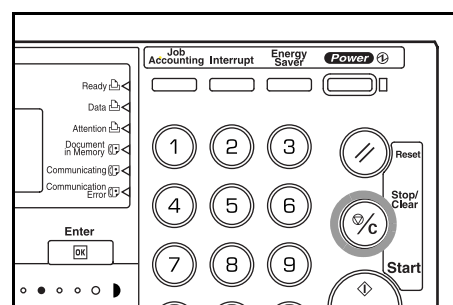
Follow the steps related to the desired information in **Registering New Abbreviated Numbers** on page 2-24, and change the information as desired.



> **Deleting abbreviated numbers**

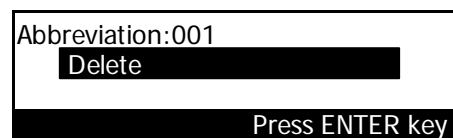
(1) Press the **Stop/Clear** key.

If you want to cancel the deletion procedure, simply press the **Stop/Clear** key again.



(2) Press the **Enter** key.

If you are finished modifying and/or deleting abbreviated numbers, press the **Reset** key. The operation panel will return to the initial mode settings.



Dialing with an abbreviated number

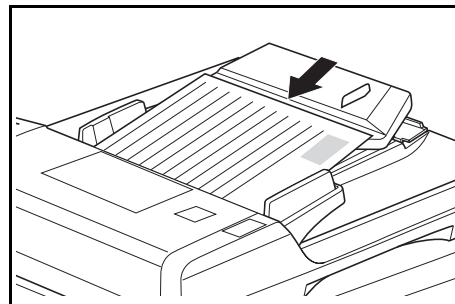
You can dial a fax number by simply entering the 3-digit abbreviated number under which that number is registered.

- 1 Check the message display to make sure that the operation panel is in the initial mode for fax operation. (See **What is the "Initial Mode"?** on page 1-13.)

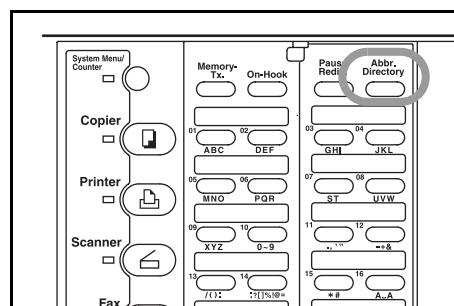
If the fax is not in the Fax Operation mode, press the **Fax** key to light the **Fax** indicator.

- 2 Set the documents you want to transmit.

Any time you set documents on the platen, after each document is scanned you will need to select whether or not you want to scan more pages into memory. (See page 2-8.)



- 3 Open the cover plate to the right and press the **Abbr. Directory** key.



- 4 Use the keypad to enter the 3-digit abbreviated number under which the desired fax number is registered.

The transmission operation will begin automatically; there is no need to press the **Start** key.

If an unregistered abbreviated number was entered, an error message will appear in the message display and then the operation panel will return to the initial mode settings.

Abbreviation:

Document: 11x8 1/2

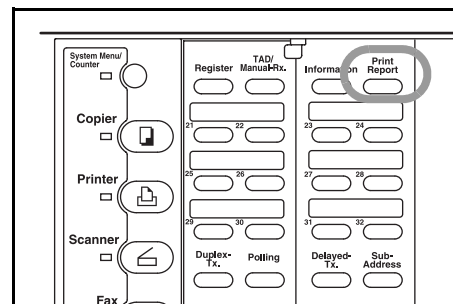
Enter Destination

Printing Out an Abbreviated Dial List

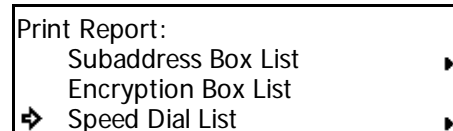
Print out this list in order to check the fax numbers registered under abbreviated numbers.

- Notes**
- If there are no abbreviated numbers registered in this fax, an Abbreviated Dial List will not be printed out.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Check the message display to make sure that the operation panel is in the initial mode for fax operation.
- 2 Open the cover plate to the left and press the **Print Report** key.

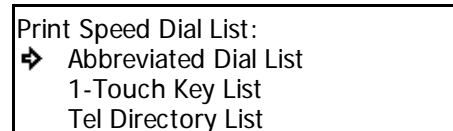


- 3 Registering New Abbreviated Numbers to select Speed Dial List.



- 4 Press the **Enter** key.
- 5 Make sure that **Abbreviated Dial List** is selected in the message display and press the **Enter** key. An Abbreviated Dial List will be printed out.

The operation panel will return to the initial mode settings.



If there are no abbreviated numbers registered in the fax, an error message will appear in the message display and then the operation panel will return to the initial mode settings.

Dialing the Destination Using the Address Book (Address Book)

The directory searches for the name of the other party as it is registered under an abbreviated number, one-touch key, program key or group dial key and will dial the corresponding fax number(s) upon command. This function is extremely useful when a large number of fax numbers have been registered.

- Notes**
- The directory may also be used during registration of program keys, group dial keys, Fax Forwarding, etc., as well as for entering the fax number of the other party in each of the other various types of fax communication available in this fax.
 - In order to use the directory, it is necessary that you register the name of the other party (or the group or program name) during registration of the abbreviated number, one-touch key, program key or group dial key.

Searching for a Destination with the Address Book

Directory searches are performed using the first three characters of the name as it is registered under the abbreviated number, one-touch key, program key or group dial key.

- Notes**
- Directory searches will not differentiate between uppercase and lowercase letters.
 - If the first 3 characters of any two destinations are the same, those names will be displayed in the numerical order of the abbreviated number and then the one-touch key number.

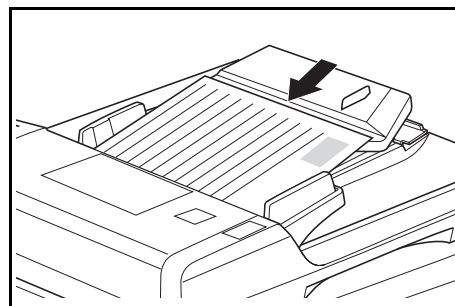
The search order is as follows and is carried out by reading the registered characters from left to right.

Alphabet (A - Z) → numerals (0 – 9) → Symbols (! # \$ % & ' () + -)

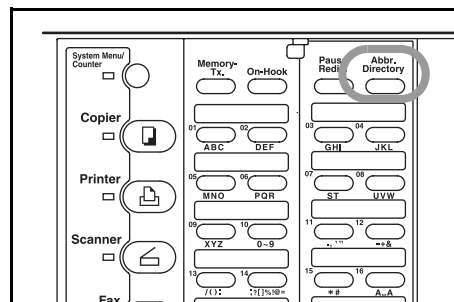
How Do I Find a Destination in the Address Book?

[Ex.] To search for “New York”

- Check the message display to make sure that the operation panel is in the initial mode for fax operation. (See *What is the “Initial Mode”?* on page 1-13.)
If the fax is not in the Fax Operation mode, press the **Fax** key to light the **Fax** indicator.
- Set the documents you want to transmit.



- Open the cover plate to the right and press the **Abbr. Directory** key twice.



- 4 Press one-touch key No. 5 (marked with the letters “MNO”) twice. All names beginning with “N” can now be accessed in the message display in order from the first name down.

Dir. Search:N
➡ Nard
NBC
New York

- 5 Press the ▲ key or the ▼ key to select New York.

Dir. Search:N
Nard
NBC
➡ New York

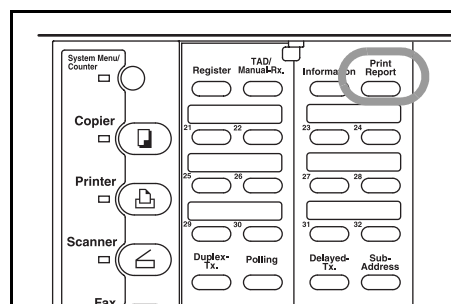
- 6 Press the **Enter** key. The fax will automatically begin dialing the selected party.

Printing Out a Telephone Directory List

Print out this list in order to check the fax numbers that can be found in a directory search.

- Notes**
- If there are no fax numbers registered that can be found in a directory search, a Telephone Directory List will not be printed out.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Check the message display to make sure that the operation panel is in the initial mode for fax operation.
- 2 Open the cover plate to the left and press the **Print Report** key.



- 3 Press the ▲ key or the ▼ key to select Speed Dial List.

Print Report:
Subaddress Box List ▶
Encryption Box List
➡ Speed Dial List ▶

- 4 Press the **Enter** key.

- 5 Press the ▲ key or the ▼ key to select Tel Directory List. Then, press the **Enter** key. A Telephone Directory List will be printed out.

Print Speed Dial List:
Abbreviated Dial List
1-Touch Key List
➡ Destination List

The operation panel will return to the initial mode settings.

If there are no fax numbers registered that can be found in a directory search, an error message will appear in the message display and then the operation panel will return to the initial mode settings.

Dialing the Same Number Again (Redialing functions)

Redialing refers to dialing the most recently dialed number once again.

Automatic Redialing

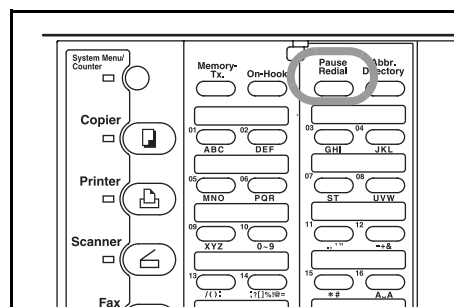
When attempting to transmit documents, etc., the other party's fax machine may be busy with another communication and may not respond. In this type of situation, your fax machine will automatically attempt to redial that same number.

- Notes**
- Automatic Redialing is performed automatically by this fax and no special settings are required for its use. As redialing will be performed a number of times at a set interval, this function is effective even if the other party's communication takes an extended period of time.
 - Automatic Redialing will not engage when documents are being transmitted in the Direct Feed Transmission mode from the Document Processor or the platen.

Manual Redialing

What if you try to transmit documents but the other party's fax line is busy and can't answer your call? In this type of situation, you will be able to redial that last number dialed once again by simply pressing the **Pause Redial** key.

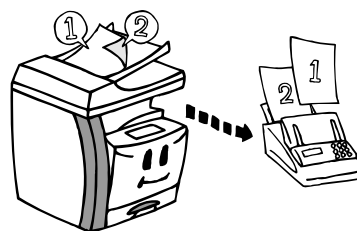
Open the cover plate to the right and press the **Pause Redial** key. The fax will automatically begin redialing the most recently dialed number.



3 Various Functions of this Fax

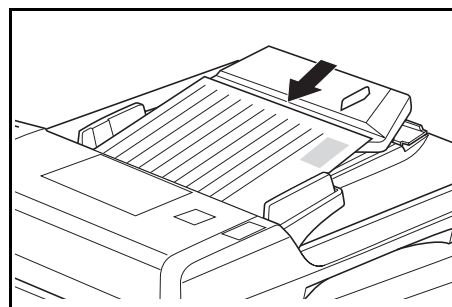
Sending 2-Sided Documents (Duplex Transmission)

Duplex Transmission enables the transmission of both the front and back sides of duplex (2-sided) documents when the optional Document Processor is installed. Duplex transmission is always accomplished by setting the documents you want to transmit in the Document Processor and scanning them into memory in the Memory Transmission mode. It is also possible to use Duplex Transmission capabilities in combination with each of the other various types of fax communication available in this fax. The following method explains the procedure for sending duplex documents to a single destination.



- Notes**
- To enable Duplex Transmission, you must select **Standard size original** when setting the document size for scanning from the Document Feeder. Duplex Transmission will not be available if the document size is set to **Long original**. (See **Setting the Document Size for Scanning from the Document Processor ("Scan from DP" setting)** on page 7-10.)
 - If you press the **Duplex Tx.** key during any operation, Dial Confirmation for one-touch keys will not be available. It will also be necessary to press the **Start** key in order to initiate dialing for abbreviated numbers and one-touch keys.
 - In order to schedule a start time for the transmission, press the **Delayed Tx.** key at any point in the procedure **PRIOR** to entering the destination fax number.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

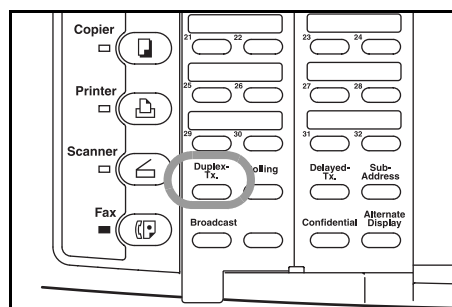
- 1 Set the 2-sided documents in the Document Processor.



- 2 Open the cover plate to the left and press the **Duplex Tx.** key.

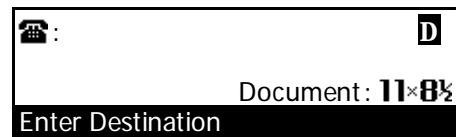
The letter **D** will be displayed in the first line of the message display to indicate this is a duplex transmission.

You can cancel a Duplex Transmission by simply pressing the **Duplex Tx.** key again.



- 3** Enter the destination fax number.

You can enter the fax number using the keypad, abbreviated numbers, one-touch keys, chain dial keys or the directory.



- 4** Press the **Enter** key.

- 5** Press the **▲** key or the **▼** key to select whether or not you want to include a cover page with the transmission.

Cover page:

- Yes
No

> If you want to include a 1-sided page as a cover sheet, select **Yes**. In this case, the fax will first transmit only the front side of the first page of the documents **PRIOR** to transmitting the 2-sided documents.

> If you only want to transmit the 2-sided documents, select **No**.

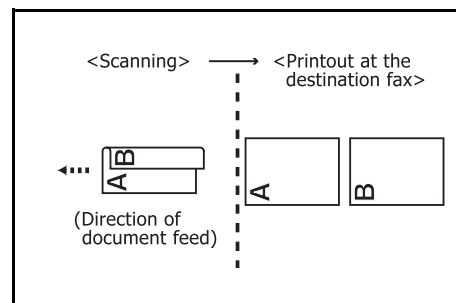
- 6** Press the **Enter** key.

- 7** Press the **▲** key or the **▼** key to select whether or not you want the data for the rear side of the documents to be inverted to match the orientation of the front side during transmission.

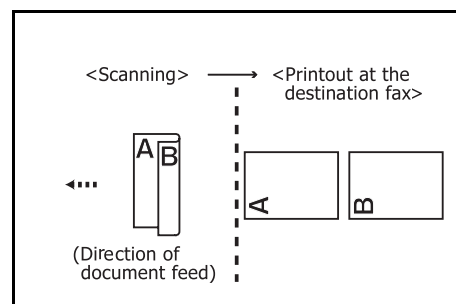
Rotate back side image:

- On
Off

> If you set the documents as shown in the illustration immediately below, select **On**. The fax will then invert the image of the rear side of each document in memory 180°.



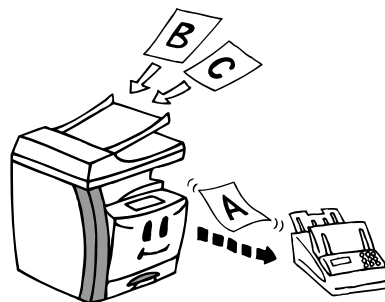
> If you set the documents as shown in the illustration below, select **Off**.



- 8** Press the **Enter** key. The documents will be scanned into memory and the transmission operation will begin automatically.

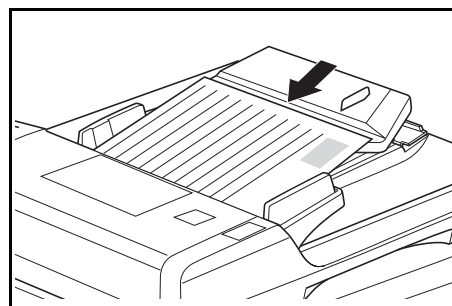
Preparing the Next Documents During Another Communication (Standby Transmission)

Standby Transmission refers to the process of preparing documents for transmission while the fax is occupied with another communication. If, during that communication, the documents you want to transmit are set in the Document Processor or on the platen and the destination fax number is entered, those documents will be automatically transmitted once the current communication has been completed.



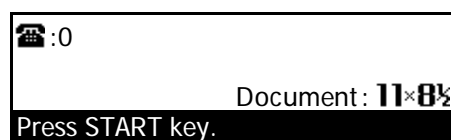
- Notes**
- You can schedule up to 50 Standby Transmissions (including communications that use the timer and Interrupt Transmissions) at one time.
 - You can also designate each of the various types of fax communication available in this fax such as Broadcast Transmission as a Standby Transmission.
 - To cancel a Standby Transmission when using the Direct Feed Transmission mode, simply remove the documents from the Document Processor or the platen.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Set the documents you want to transmit in the Document Processor or on the platen.



- 2 Enter the destination fax number.

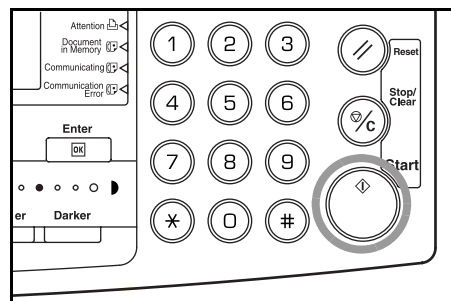
You can enter the fax number using the keypad, abbreviated numbers, one-touch keys, program keys, group dial keys, chain dial keys or the directory.



- 3 Press the **Start** key. The documents will be scanned into memory.

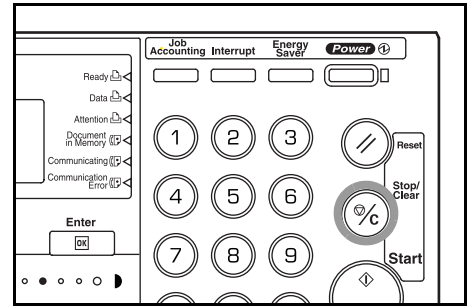
If the fax is in the Direct Feed Transmission mode, the documents will remain in the Document Processor or on the platen waiting for the transmitting operation to begin.

Once the other communication is completed, the transmission operation will begin automatically.



< If you press the Stop/Clear key during a Standby Transmission in the Direct Feed Transmission mode... >

a message will appear in the message display in order to check whether or not you really want to cancel the Standby Transmission.



- (1) Press the ▲ key or the ▼ key to select whether or not you want to cancel the Standby Transmission.



> If you want to continue the current Standby Transmission, select **Yes**.

> If you want to cancel the transmission, select **No**.

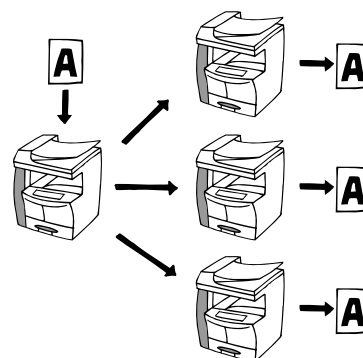
- (2) Press the **Enter** key.

If you do not press the **Enter** key, the Standby Transmission will be canceled automatically after a designated period of time.

Sending the Same Documents to Multiple Destinations (Broadcast Transmission)

Broadcast Transmission allows the same documents to be transmitted to a number of destinations one after another, in a single operation. If, for example, you want to transmit the same documents from a central office to multiple branch offices, this function is quite convenient as it only requires you to perform the transmission operation one time.

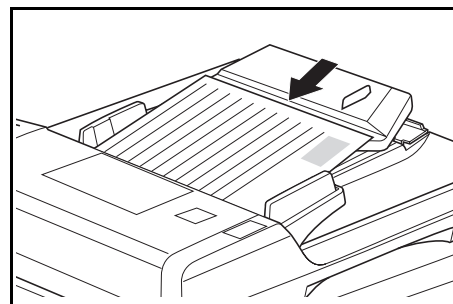
The documents you want to transmit are first entered in memory, and dialing and transmitting operations are repeated automatically for each destination.



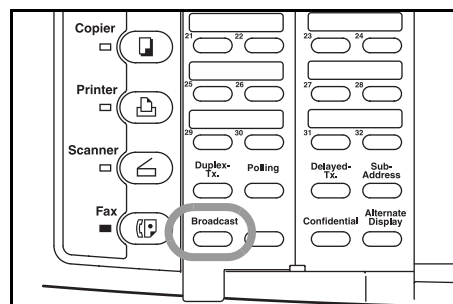
Notes

- If you enter all of the destination numbers using abbreviated numbers, one-touch keys or group dial keys, this fax can automatically transmit the same documents to up to 232 different destinations in a single operation.
- During a Broadcast Transmission, documents will be transmitted using the Memory Transmission mode even if the fax is currently in the Direct Feed Transmission mode.
- You can also perform Broadcast Transmission as a Subaddress Transmission or in conjunction with the timer.
- If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Set the documents you want to transmit in the Document Processor or on the platen.

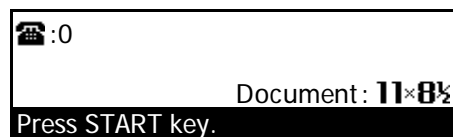


- 2 Open the cover plate to the left and press the **Broadcast** key.



- 3 Enter a destination fax number.

You can enter the fax number using the keypad, abbreviated numbers, one-touch keys, group dial keys, chain dial keys or the directory.



- 4 Press the **Enter** key.

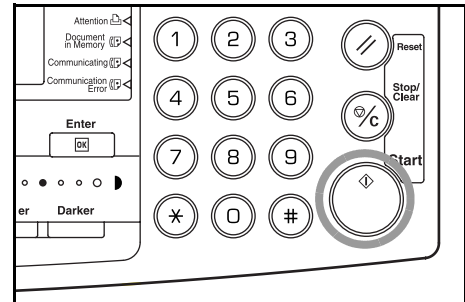
- 5** Select whether or not you want to continue entering other destination fax numbers.

> If you DO want to enter more fax numbers, return to step 3.

> If you are finished entering fax numbers, proceed to step 6.

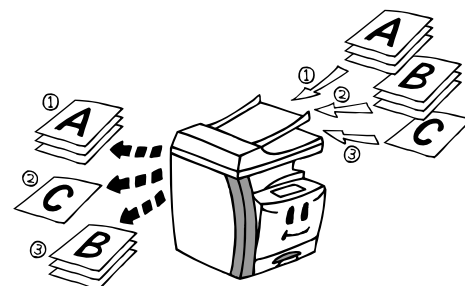
- 6** Press the **Start** key. The documents will be scanned into memory and the transmission operation will begin automatically.

If a time for the transmission to begin was designated, the transmission operation will begin when the appointed time is reached.



Sending Important Documents Before Others (Interrupt Transmission)

Interrupt Transmission lets you send your documents before others, eliminating the need to wait until all communications are complete whenever the fax is currently scheduled for multiple communications (Broadcast Transmission or Polling Reception, etc.), or there are other communications already scheduled in memory ahead of yours.

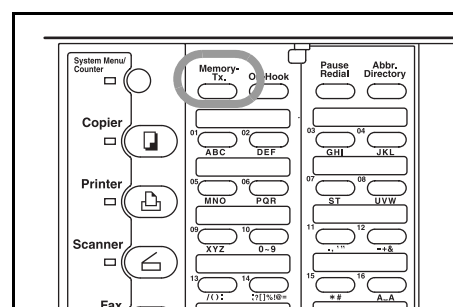


Notes

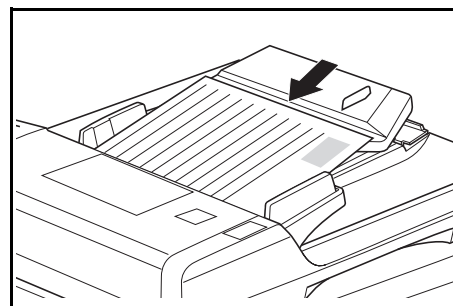
- Interrupt Transmission may only be accomplished to a single destination.
- You can schedule up to 50 Interrupt Transmissions (including communications that use the timer and Interrupt Transmissions) at one time.
- Depending on the timing of when you perform the Interrupt Transmission procedure, there are occasions where your documents may not be sent immediately after the current communication.
- If you want to cancel an Interrupt Transmission, simply remove the documents from the Document Processor or the platen.
- If you press the **Stop/Clear** key while an Interrupt Transmission is waiting to start, perform the same procedure as in **< If you press the Stop/Clear key during a Standby Transmission in the Direct Feed Transmission mode... >** on page 3-4.

- 1 Open the cover plate to the right and press the **Memory Tx.** key.

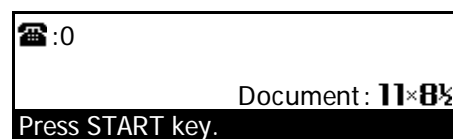
Make sure the **Memory Tx.** indicator is out (the fax is in the Direct Feed Transmission mode).



- 2 Set the documents you want to transmit in the Document Processor or on the platen.



- 3 Enter the destination fax number.

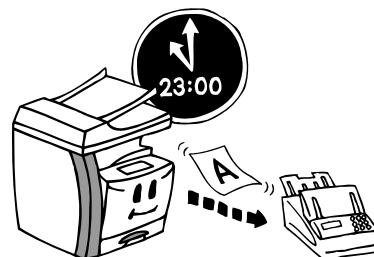


- 4 Press the **Start** key. The documents will remain in the Document Processor or on the platen, without being scanned, waiting for the transmitting operation to begin. Once the operation currently in progress is completed, the transmission operation for your documents will begin automatically.

Sending Documents at a Specified Time (Communication Using the Timer)

If you designate in advance the time for a communication to begin, that communication will be carried out automatically once the appointed time is reached. You can designate a communication to be one that uses the timer during the operation procedure for each of various types of fax communication available in this fax such as Broadcast Transmission.

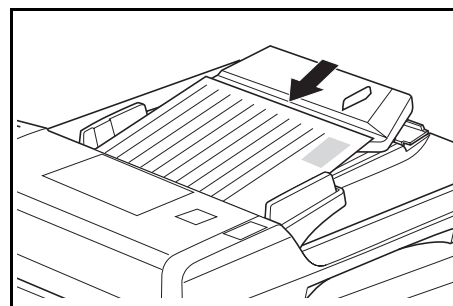
The example in the procedure below is for the transmission of documents to a single destination using the timer function.



Notes

- All transmissions that use the timer will be accomplished in the Memory Transmission mode even if the fax is currently in the Direct Feed Transmission mode.
- Each communication that uses the timer can be set to begin at any minute between 00:00 - 23:59.
- You can schedule up to 50 communications that use the timer (including Standby Transmissions and Interrupt Transmissions) at one time.
- When 2 communications that use the timer are scheduled to begin at the same time, fundamentally the communication that was registered first will be accomplished first. However, even if it has been registered later, any communication scheduled with a single location will take priority over a communication to multiple locations.
- If you want to cancel or change the contents of a communication that is waiting for a start time, see **Managing Information for a Scheduled Communication (Editing a Communication in Memory)** on page 3-13.
- If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

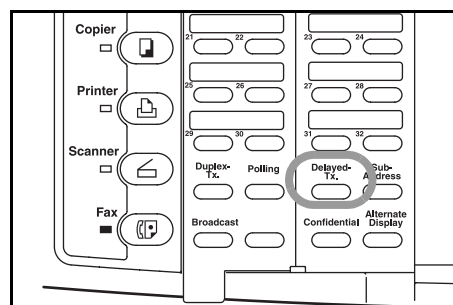
- 1 Set the documents you want to transmit in the Document Processor or on the platen.



- 2 Open the cover plate to the left and press the **Delayed Tx.** key.

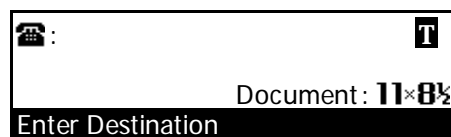
The letter **T** will be displayed in the first line of the message display to indicate this is a communication that is using the timer.

If the maximum allowable number of communications that use the timer (max: 50) is reached, an error message will appear in the message display. In this case, press the **Enter** key and the operation panel will return to the initial mode settings.



3 Enter the destination fax number.

You can enter the fax number using the keypad, abbreviated numbers, one-touch keys or the directory.



The display shows a telephone handset icon on the left and a 'T' icon on the right. Below the handset icon, the text 'Enter Destination' is displayed. To the right of the handset icon, the text 'Document: 11x8 1/2' is displayed.

4 Press the **Enter** key or the **Start** key.

5 Use the keypad to enter the desired time for the transmission to begin.

If you want to reset the displayed time to 00:00, simply press the **Stop/Clear** key.



The display shows the text 'TX Time: 14:57'. Below this text, the text 'Enter TX Time' is displayed.

6 Press the **Enter** key. The documents will be scanned into memory, and the transmission operation will begin when the appointed time is reached.

If the Delayed Communication Report print out setting is turned ON, a Delayed Communication Report will be printed out. (See page **7-1**.)

Dialing the Destination With A Registered Number and the Keypad (Chain Dial Keys)

If you register a chain dial number under a one-touch key in advance, that one-touch key will function as a chain dial key and the chain dial key can be used to enter the initial portion of the other party's fax number.

Example:

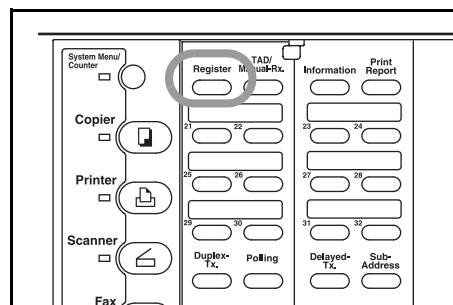
If the number "800" is registered under a speed-dial key (which then functions as a chain dial key) and you want to dial the number 800-XX-XXXX, press the key under which "800" is registered and enter the rest of the number with the numeric keys.

- Notes**
- You can only use chain dial keys once in a dialing sequence: to enter the initial digits of the other party's fax number.
 - You can use chain dial keys when entering destination fax numbers in each of the various types of fax communication available in this fax such as Broadcast Transmission.
 - You CANNOT use chain dial keys in combination with group dial keys or program keys.

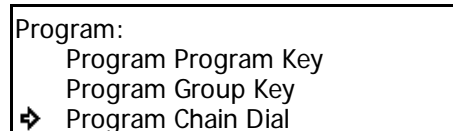
Registering New Chain Dial Keys

- Notes**
- You can register any number of the 32 one-touch keys for use as chain dial keys.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings

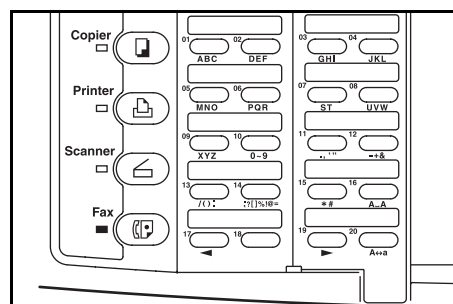
- 1 Open the cover plate to the left and press the **Register** key.



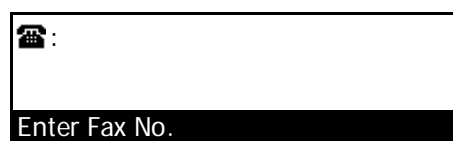
- 2 Press the ▲ key or the ▼ key to select Program Chain Dial.



- 3 Press the **Enter** key.
- 4 Press an unregistered one-touch key.



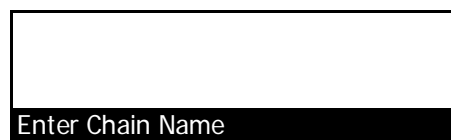
- 5 Use the keypad to enter the desired chain dial number. The chain dial number can be up to 32 digits in length.



- 6 Press the **Enter** key.

- 7 Enter the desired name for the chain dial key.

The name for the chain dial key can be up to 20 characters in length. (See **Entering Characters** on page 2-15.)



- 8 Press the **Enter** key. Registration of that chain dial key is complete.

> If you want to continue registering other chain dial keys, repeat steps 4 - 8.

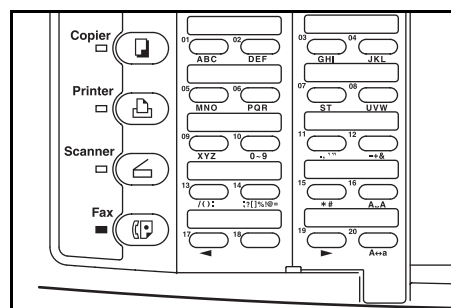
> If you are finished registering chain dial keys, press the **Reset** key. The operation panel will return to the initial mode settings.

Modifying or Deleting Registered Information

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Perform steps 1 - 3 of **Registering New Chain Dial Keys** on page 3-10.

- 2 Press the one-touch key (chain dial key) containing the chain dial information you want to modify or delete.

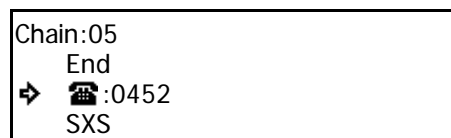


- 3 Perform the following procedure that corresponds to what you want to do:

> Modifying registered information

Press the **▲** key or the **▼** key to select the information you want to modify. Then press the **Enter** key.

Follow the steps related to the desired information in **Registering New Chain Dial Keys** on page 3-10, to change that information.

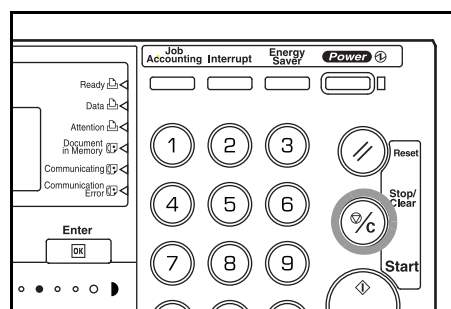


> Deleting the chain dial key

- (1) Press the **Stop/Clear** key.

If you want to cancel the deletion procedure, simply press the **Stop/Clear** key again.

- (2) Press the **Enter** key.

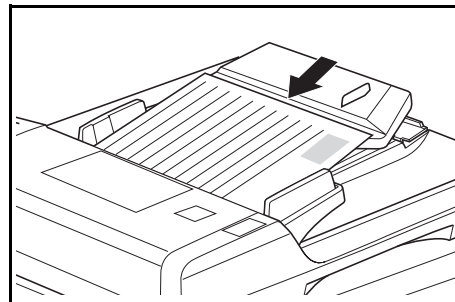


- 4 If you are finished modifying and/or deleting chain dial keys, press the **Reset** key. The operation panel will return to the initial mode settings.

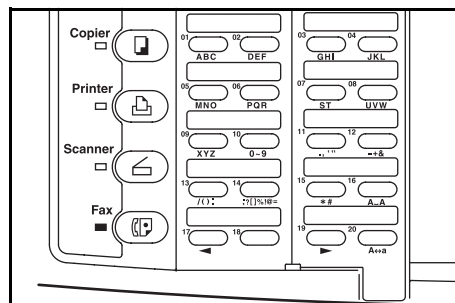
Dialing With a Chain Dial Key

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Set the documents you want to transmit.



- 2 Press the desired one-touch key that was registered as a chain dial key.

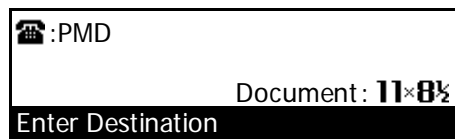


- 3 Enter the other party's fax number.

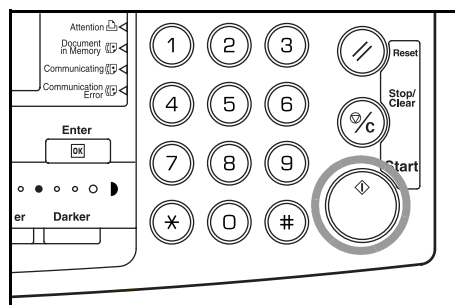
You can enter the fax number using the keypad, abbreviated numbers, one-touch keys or the directory.

Once the other party's fax number is entered, the displayed chain dial number or name will be replaced in the message display by the other party's fax number or name.

If you want to enter the fax number once again from the beginning, simply press the **Stop/Clear** key.



- 4 Press the **Start** key. The communication operation will begin automatically.



Managing Information for a Scheduled Communication (Editing a Communication in Memory)

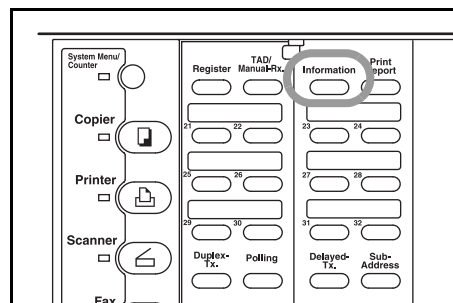
You can perform various actions relating to a scheduled communication that uses the timer. For example, you can modify certain information relating to the communication or even cancel the communication completely. You can also print out a sample image of the corresponding documents as well as initiate (force-start) the communication without waiting for the actually scheduled start time.

Printing Out a Sample Image of Waiting Documents

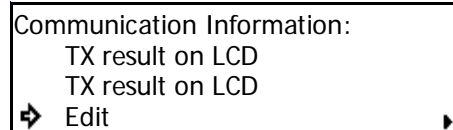
If you want to check the documents that correspond to a specific transmission that is in memory and waiting for transmission, you can print out a sample page of those documents.

- Notes**
- Even if you print out a sample image of the documents, the transmission will be carried out on schedule.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Information** key.

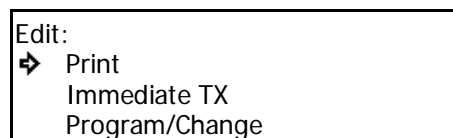


- 2 Press the **▲** key or the **▼** key to select **Edit** and press the **Enter** key.

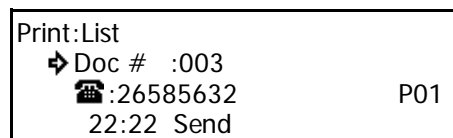


- 3 Press the **▲** key or the **▼** key to select **Print** and press the **Enter** key.

If there are no communications that are using the timer currently in memory, an error message will appear and then the message display will return to the **Edit** menu.



- 4 Press the **▲** key or the **▼** key to select the document number that corresponds to the desired communication.



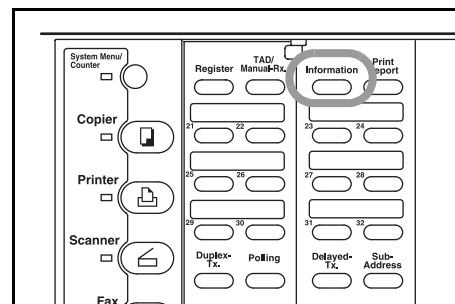
- 5 Press the **Enter** key. A sample image of the corresponding documents will be printed out.

Force-Starting the Communication

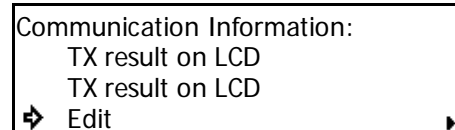
You can force-start a communication that is waiting in memory, without having to wait for the scheduled start time.

- Notes**
- A communication force-started through the following procedure will then begin before any other communication.
 - You can also force-start a communication that is waiting for Automatic Redialing.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Information** key.

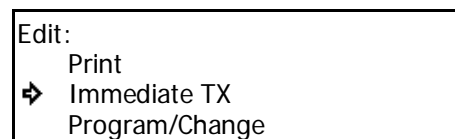


- 2 Press the ▲ key or the ▼ key to select **Edit** and press the **Enter** key.

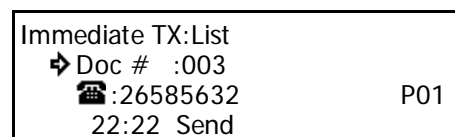


- 3 Press the ▲ key or the ▼ key to select **Immediate TX** [Immediate transmission] and press the **Enter** key.

If there are no communications that are using the timer currently in memory, an error message will appear and then the message display will return to the **Edit** menu.



- 4 Press the ▲ key or the ▼ key to select the document number that corresponds to the communication that you want to force-start.



- 5 Press the **Enter** key. The corresponding operation will begin automatically.

Modifying the Contents of the Communication

You can modify the information relating to a scheduled communication that uses the timer. Information can be changed, added, or the communication can be canceled completely. The actual procedure and information available for modification is slightly different depending on the type of communication involved. The example in the procedure below is for a scheduled Broadcast Transmission that uses the timer. If you want to modify the information relating to other types of communications, simply refer to this example, but follow the flow of the message display in order to perform the actual procedure.

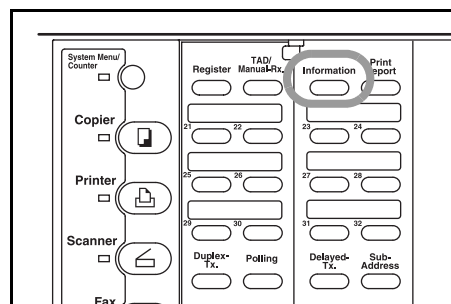
- Notes**
- Documents that are stored in a Confidential Box, or that were received directly into memory, CANNOT be deleted using this procedure.
 - You CANNOT modify a scheduled communication that is waiting for Automatic Redialing, nor is it possible to modify a scheduled Polling Communication.
 - You can enter fax numbers using the keypad, abbreviated numbers, one-touch keys, group dial keys, chain dial keys and the directory.

<Modifications that can be made>

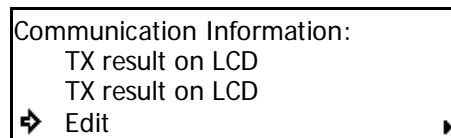
- Changing the scheduled start time
- Adding fax numbers
- Deleting fax numbers
- Changing fax numbers
- Turning Subaddress Communications ON/OFF

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- Open the cover plate to the left and press the **Information** key.

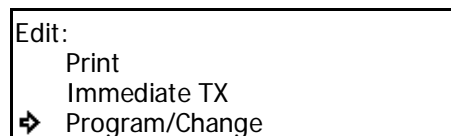


- Press the ▲ key or the ▼ key to select **Edit** and press the **Enter** key.



- Press the ▲ key or the ▼ key to select **Program/Change** and press the **Enter** key.

If there are no communications that are using the timer currently in memory, an error message will appear and then the message display will return to the **Edit** menu.



- 4 Press the ▲ key or the ▼ key to select the document number that corresponds to the communication you want to modify.

Program/Change:List
 ➔ Doc # :003
 ☎:26585632 P01
 22:22 Send

- 5 Press the **Enter** key. The items available for modification will appear in the message display.

● Changing the scheduled start time

- 6 If you want to change the scheduled start time, press the ▲ key or the ▼ key to select TX Time. Then press the **Enter** key.

Program/Change TX:
 End
 ☎:26585632
 ➔ TX Time :22:22

If you DO NOT want to change the start time, this step is not necessary. Proceed to step 9.

- 7 Use the keypad to enter the desired time for the communication to begin.

TX Time:22:22

If you want to reset the displayed time to "00:00", simply press the **Stop/Clear** key.

Enter TX Time

- 8 Press the **Enter** key. The new time for the communication to begin will be registered.
 If you are finished modifying the contents of the communication, proceed to step 38.

● Adding fax numbers

- 9 Press the ▲ key or the ▼ key to select Broadcast List and press the **Enter** key.

Program/Change Broadcast:
 End
 ➔ Broadcast List TX Time :22:22

- 10 If you want to add fax numbers, press the ▲ key or the ▼ key to select Add destination [Add attention].

Broadcast List:
 End
 ➔ Add destination
 Change/Delete

If you DO NOT want to add fax numbers, this step is not necessary. Proceed to step 19.

- 11 Press the **Enter** key.

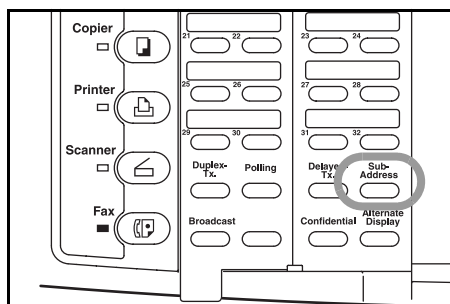
- 12 Enter the additional fax number.

☎:

Enter Fax No.

- 13 If you want to designate the communication for this fax number as a Subaddress Communication, press the **Sub-Address** key.

If you DID NOT press the **Sub-Address** key, proceed to step 16.



- 14** Enter the subaddress you want to use for this Subaddress Communication. Then press the **Enter** key.

The subaddress can be up to 20 digits in length and can include any combination of the numerals 0 - 9.

Subaddress:	20 Digits
Enter Subaddress	

- 15** If necessary, enter the predetermined Subaddress Communication password.

The password can be up to 20 digits in length and can include any combination of the numerals 0 - 9 and the symbols "*" and "#".

Password:	20 Digits
Enter Your Password	

If you DO NOT need to enter a Subaddress Communication password, proceed to step 16.

- 16** Press the **Enter** key.

If the fax number you entered has already been registered for this operation, an error message will appear in the message display. In this case, press the **Enter** key and then proceed to step 17.

If you have entered too many fax numbers, an error message will appear in the message display. In this case, press the **Enter** key and then proceed to step 18.

- 17** Select whether or not you want to continue adding fax numbers.

> If you DO want to add more fax numbers, return to step 12.

> If you are finished adding fax numbers, proceed to step 18.

- 18** Press the **Enter** key.

If you are finished modifying the contents of the communication, proceed to step 36.

● Deleting fax numbers

- 19** Press the ▲ key or the ▼ key to select Change/Delete.

Broadcast List:
End
Add destination
➡ Change/Delete

- 20** Press the **Enter** key.

- 21** Press the ▲ key or the ▼ key to select the fax number you want to delete.

If you DO NOT want to delete fax numbers, proceed to step 23.

Change/Delete Broadcast:
➡ End
☎ :ABC
☎ :DEF

- 22** Press the **Stop/Clear** key. The selected fax number will be deleted from this communication.

> If you want to continue deleting other fax numbers, repeat steps 21 and 22 until all desired numbers have been deleted.

> If you are finished modifying the contents of the communication, proceed to step 34.

The diagram shows the control panel of a fax machine. On the left, there is a vertical list of status indicators: Ready, Data, Attention, Document in Memory, Communicating, and Communication Error. Below these is an 'Enter' key with an 'OK' label. The main part of the panel features a numeric keypad (1-9, *, #) and several function keys: 'Job', 'Accounting', 'Interrupt', 'Energy Saver', 'Power' (with a power icon), 'Reset', 'Stop/Clear' (with a 'C' icon), and 'Start' (with a right arrow icon). The 'Stop/Clear' key is highlighted with a circle, indicating it is the key to be pressed.

● Changing fax numbers

- 23** Press the ▲ key or the ▼ key to select the fax number you want to change.

Change/Delete Broadcast:

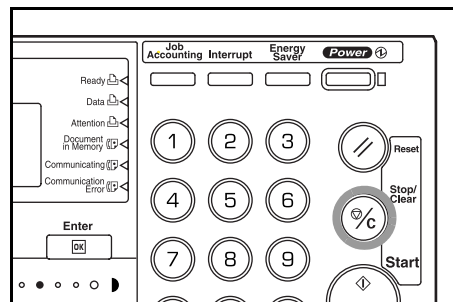
End

☎:ABC

➡ ☎:DEF

- 24** Press the **Enter** key.

- 25** Press the **Stop/Clear** key.



- 26** Enter the new destination fax number.

☎:
 Enter Fax No.

- 27** Press the **Enter** key.

> If you used the keypad to enter the fax number in step 26, proceed to step 28.

> If you entered the fax number in step 26 with an abbreviated number or one-touch key, proceed to step 32.

- 28** Select whether or not you want to register the new destination fax number for Subaddress Communication.

Subaddress communication

➡ *On

Off

- 29** Press the **Enter** key.

> If you selected **On** in step 28, proceed to step 30.

> If you selected **Off** in step 28, proceed to step 33.

- 30** Enter the subaddress you want to use for this Subaddress Communication. Then press the **Enter** key.

The subaddress can be up to 20 digits in length and can include any combination of the numerals 0 - 9.

Subaddress:

20 Digits

Enter Subaddress.

- 31** If necessary, enter the predetermined Subaddress Communication password.

The password can be up to 20 digits in length and can include any combination of the numerals 0 - 9 and the symbols "*" and "#".

Password:

20 Digits

Enter Your Password

If you DO NOT need to enter a Subaddress Communication password, proceed to step 32.

- 32** Press the **Enter** key.

If the fax number you entered has already been registered for this operation, an error message will appear in the message display. In this case, press the **Enter** key and then proceed to step 33.

- 33** Select whether or not you want to continue changing destination fax numbers.

> If you DO want to continue changing fax numbers, return to step 23.

> If you are finished changing fax numbers, proceed to step 34.

● Completing the procedure

- 34** Press the **▲** key to select **End**.

Change/Delete Broadcast:

➡ End
☎:ABC
☎:DEF

- 35** Press the **Enter** key.

- 36** Press the **▲** key to select **End**.

Broadcast List:

➡ End
Add destination
Change/Delete

- 37** Press the **Enter** key.

- 38** Press the **▲** key to select **End**.

Program/Change Broadcast:

➡ End
Broadcast List
TX Time :22:22 ▶

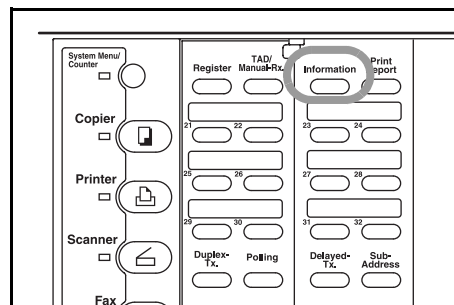
- 39** Press the **Enter** key. If the Delayed Communication Report print out setting is turned ON, a Delayed Communication Report will be printed out. (See page 7-1.)

Deleting the Communication

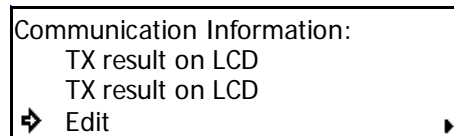
You can delete a scheduled communication that is in memory and waiting for a start time.

- Notes**
- You CANNOT delete a scheduled communication that is in memory waiting to be forwarded to a destination fax.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

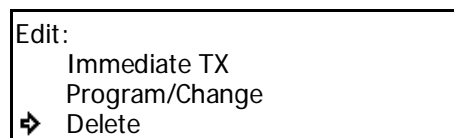
- Open the cover plate to the left and press the **Information** key.



- Press the ▲ key or the ▼ key to select **Edit** and press the **Enter** key.



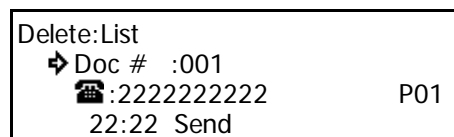
- Press the ▲ key or the ▼ key to select **Delete**.



- Press the **Enter** key.

If there are no communications that are using the timer currently in memory, an error message will appear and then the message display will return to the **Edit** menu.

- Press the ▲ key or the ▼ key to select the document number that corresponds to the communication you want to delete.



- Press the **Enter** key. The selected communication will be deleted.

Initiating the Fax Connection Manually (Manual Fax Transmission)

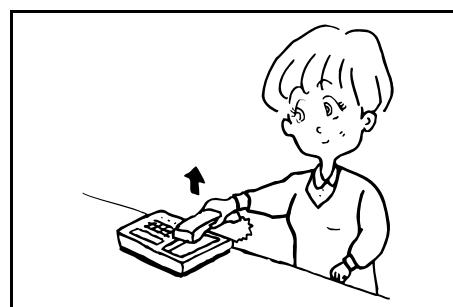
Once you are connected with the destination party, transmission can be initiated manually by pressing the **Start** key.

Use this mode when you want to talk to the other party prior to actual transmission of the documents, or when the other party must manually switch to fax reception.

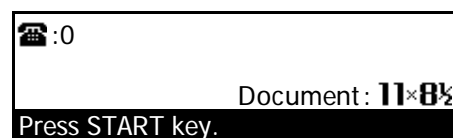
- Notes**
- Talking with the other party and/or performing Manual Fax Transmission is only possible if a separately purchased telephone is connected to this fax machine.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- Set the documents you want to transmit.
- Pick up the telephone receiver or press the **On-Hook** key.

If you press the **On-Hook** key, the **On-Hook** indicator will be lit.



- Dial the destination fax number.



- Check whether or not you are connected to a fax machine.

> If you hear a fax tone...

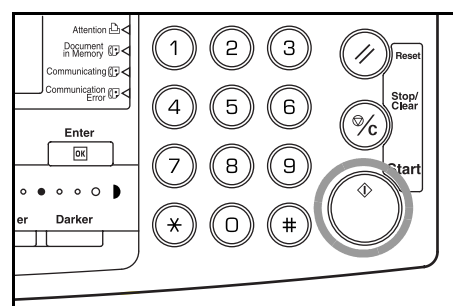
You are connected to a fax machine.

Press the **Start** key. Fax transmission will begin.

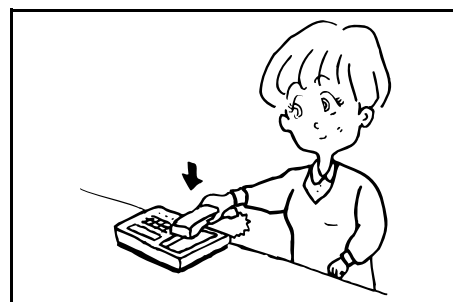
> If the other party answers...

You are connected to a telephone.

Press the **Start** key at the end of the conversation to initiate transmission. Fax transmission will begin.



- Hang up the receiver when **Communicating** appears in the message display.



Initiating the Fax Connection Manually (Manual Fax Reception)

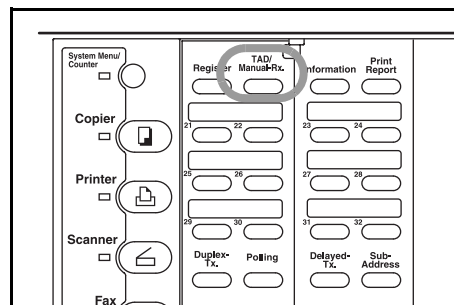
Once you are connected with the other party, reception can be initiated manually by pressing the **Start** key.

Use this mode when you want to talk to the other party prior to actual reception of the documents.

- Notes**
- Manual Fax Reception is only possible if a separately purchased telephone is connected to this fax machine.
 - Auto Fax Reception is the default setting in this fax, so, in order to manually initiate reception, it is usually necessary to change the reception mode to Manual Fax Reception.

● Preparation

Open the cover plate to the left and press the **TAD/Manual-Rx.** key until both the **TAD** and the **Auto-Rx.** indicators go out.



- 1 When a call comes in, the separately purchased phone will ring.

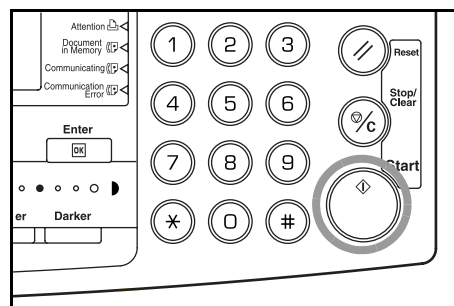


- 2 Pick up the telephone receiver.
- 3 Check whether or not the call is from a fax.

> If you hear a fax tone...

You are connected to a fax machine.

Press the **Start** key. Fax reception will begin.



> If the other party's voice can be heard...

You are connected to a telephone.

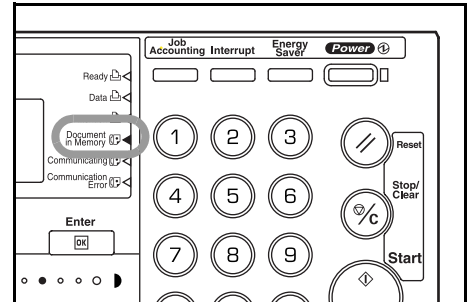
Press the **Start** key at the end of the conversation to initiate reception. Fax reception will begin.

- 4 Hang up the receiver once the reception begins.

4 Troubleshooting

When the Fax Data Indicator is Lit...

During a fax communication that uses the memory, documents will be entered into memory and, to indicate this, the **Document in Memory** indicator will light. The **Document in Memory** indicator will also light when documents are received directly into memory (Memory Reception) because paper has run out or a paper jam has occurred.



Note The **Document in Memory** indicator will flash while documents are being scanned or are being received into memory.

CAUTIONS before Disconnecting the Power Cord

As electricity is necessary to retain documents in memory, BE SURE to check whether the **Document in Memory** indicator is lit or not BEFORE intentionally disconnecting power to this machine. If there are documents in memory and the indicator IS lit, print out all important documents from memory and then make sure that the **Document in Memory** indicator is out BEFORE disconnecting the power.

Note The Image Memory back-up function of this machine will protect the contents of memory for up to 60 minutes even if, for any reason, power to the fax is disconnected or lost. However, depending on certain conditions in this machine, a portion of the first data received may be lost. Ask the other party to retransmit any documents for which data was lost.

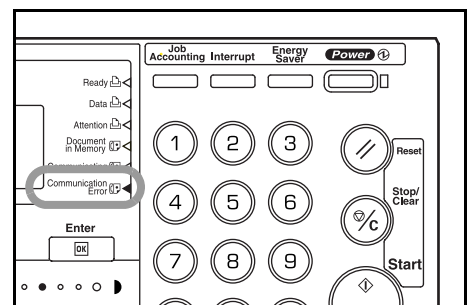
If a Power Failure Report is Printed Out...

If documents or other information contained in memory are lost because power to the fax is disconnected or lost, a Power Failure Report will be printed out once power is restored. Refer to this report to find out what information was lost.

Note If no data or information was lost, a Power Failure Report will not be printed out.

If an Error Occurs...

In the event of trouble during a communication, the alarm will sound and the **Communication Error** indicator will first flash and will then light continuously. Refer to the message display for an explanation in regard to the error and follow the necessary procedure to eliminate the trouble. (See **When One of These Messages is Displayed...** on page 4-2, and **Troubleshooting Tables** on page 4-4.)



Note In order to delete the error indications, press the **Stop/Clear** key.

When One of These Message is Displayed...

When any of the following messages appear in the message display, follow the corresponding procedure.

Message	Procedure	Page
Close XX Cover.	The cover indicated in the message display is open. Close it securely.	—
Close Document Processor.	The document processor is open. Close it securely.	—
Add Paper.	<ul style="list-style-type: none"> There is no paper in the selected drawer. Refer to the Basic Edition of the Operation Guide for your machine and add paper to the drawer indicated in the message display. This message will also be displayed when one or more of the drawers is not set properly. Insert the drawers securely into the machine. 	—
Load XX paper in cass. [Set XX paper.]	<ul style="list-style-type: none"> The Fixed Size mode is selected in the Paper Feed Selection setting. Load paper of the size indicated in the message display. The sizes of the received documents and the paper in the selected drawer are not compatible for printing. Load paper of the same size as that of the received documents. 	—
Receive Doc. in Mem. [Receive document in memory.]	Data for received documents was stored in memory (Memory Reception) because there was no paper in the drawer. Once you load paper into the drawer, the documents that were stored in memory will be printed out. If Add Paper (XX Cassette) is also displayed at the same time, load paper of the size indicated in the message display.	—
Set Toner Container.	The toner container is either not set or is not set properly. Refer to the Basic Edition of the Operation Guide for your machine and set the toner container properly.	—
Add toner.	There is insufficient toner left in the indicated toner container. Refer to the Basic Edition of the Operation Guide for your machine and replace the container as soon as possible.	—
Add toner. Unable to copy. [CANNOT COPY.]	The toner container has run out of toner. Refer to the Basic Edition of the Operation Guide for your machine and replace the toner container.	—
Docum. in memory. Add Toner. [Now receiv. Doc./Toner empty.]	Toner has run out during printing of received documents, so that no more documents can be printed out. The rest of the documents will be entered into memory. Refer to the Basic Edition of the Operation Guide for your machine and replace the indicated toner container as soon as possible. Once you replace the toner container and printing is enabled, the documents that were stored in memory will be printed out.	—
Paper Misfeed.	Paper has jammed somewhere in the fax machine. Refer to the Basic Edition of the Operation Guide for your machine and remove the jammed paper from the fax machine without leaving any loose scraps.	—
Reset all origi in DP.	Originals have not been fed properly from the Document Processor. Reset the originals in the initial state.	—
Misfeed in DP. Remove original(s).	Remove the jammed document.	—

Message	Procedure	Page
Memory Full.	<p>The memory has reached its capacity while scanning in documents. Press the Enter key and then select Yes if you want to transmit those documents that have already been completely scanned. If you want to completely cancel the transmission, press the ▲ key or the ▼ key to select No and then press the Enter key.</p> <ul style="list-style-type: none"> If you do not press the Enter key within a certain amount of time, the Auto Clear function will engage and all corresponding data will be erased from memory. In order to transmit all of the documents after you have completely canceled the operation, try transmission procedure again after memory becomes available or after you create available space in memory. 	<p>3-20</p> <p>5-20</p> <p>5-63</p>
Call for Service.	<p>Maintenance by qualified service personnel is required. Contact your service representative, an authorized service center or the place of purchase.</p> <p>If C and a 3-digit number are displayed as well, inform the service personnel of the displayed number.</p>	—
Time for maintenance.	<p>Maintenance by qualified service personnel is required. Contact your service representative, an authorized service center or the place of purchase.</p>	—
Communication Error.	<p>An error has occurred during a fax transmission or fax reception. Check the error code – which indicates the origin of the error – on the corresponding Transmission Report (or Reception Report) that is printed out after the error.</p>	10-7
Continue TX. [Continue transmission.]	<p>This message will appear in response to pressing the Stop/Clear key while the Alternate Display key is held down during a communication to multiple destinations, such as Broadcast Transmission or Polling Reception.</p> <ul style="list-style-type: none"> Press the ▲ key or the ▼ key to select Yes if you want to continue the current operation. However, the individual communication in progress at the time the Stop/Clear key was pressed will be canceled. Press the ▲ key or the ▼ key to select No if you want to cancel the communication to all remaining destinations. 	—
Original is too long. [Original sheet is too long.]	<p>You attempted to use the Document Processor to transmit a document that was over 63" [1600mm] in length. Press the Enter key to eject the documents remaining in the document processor. The operation panel will return to the initial mode settings.</p>	2-3

Troubleshooting Tables

If you experience trouble with your fax machine, refer to the tables below for the appropriate corrective procedures. If the trouble persists, contact your service representative, an authorized service center or the place of purchase.

Problem	Check point	Procedure	Page
The detected document size is often wrong.	Is the machine installed in a location where it is exposed to strong light from directly overhead, or from above and behind?	If the machine is installed in such a location, document size detection may be influenced. Consult with your service representative, an authorized service center or the place of purchase.	—
I am not able to send my documents.	Is the modular cord connected correctly?	Connect the modular cord correctly.	1-1
	Is Communication Error displayed?	Perform the necessary procedure to correct the error and try to transmit the documents again.	10-7
	Is Password Check Transmission turned ON?	Turn Password Check Transmission OFF.	5-53
	Is the type of phone line setting set correctly?	Make sure the telephone line setting is correct.	1-7
I am not able to perform Memory Transmission.	Is the memory in your fax machine full?	Try the Memory Transmission procedure again after memory becomes available or after you create available space in memory.	3-20 5-20 5-63
During registration of an Encryption Box, an error occurs when I enter the box number and I cannot register the Encryption Box.	Is the box number you are trying to enter the same as the subaddress already registered for a Subaddress Relay Box (or Subaddress Confidential Box)?	You CANNOT register an Encryption Box number that is identical to the subaddress of a registered Subaddress Relay Box (or Subaddress Confidential Box). Select a different Encryption Box number.	5-59
I am not able to print out documents from my Encryption Box.	Are the Encryption Box number and ID that you entered correct?	Check the registered Encryption Box information.	5-63
I am not able to perform Encrypted Communication.	Did the transmitting party perform the appropriate registration procedure for the abbreviated number or one-touch key (designated for Encrypted Transmission) as decided in advance with the receiving party?	Check the information to be registered once again with the other party.	2-18 2-24
	Did the receiving party perform the appropriate registration procedure for the appropriate Encryption Box as decided in advance with the transmitting party?	Check the information to be registered once again with the other party.	5-59
	Is the Encryption Key you used correct?	Check the Encryption Key to be registered once again with the other party.	5-55
I am not able to perform Remote Switching.	Is your telephone service set for pulse dialing?	Some telephones allow you to transmit the desired tone signals. Refer to the Instruction Manual for the telephone being used.	—
	Did you use the correct Remote Switching number?	Check the registered number. (Factory default setting: 55)	5-7

Problem	Check point	Procedure	Page
I was able to receive a fax, but it was not printed out and the documents are not in memory.	Is Fax Forwarding turned ON?	Check the Fax Forwarding setting.	5-34
I am not able to receive documents.	Is the modular cord connected correctly?	Connect the modular cord correctly.	1-1
	Is <code>Communication Error</code> displayed?	Perform the necessary procedure to correct the error and try to receive the documents again.	10-7
	Is Password Check Reception turned ON?	Turn Password Check Reception OFF.	5-53
I am not able to perform Memory Reception.	Is the memory in your fax machine full?	Try to receive the documents once again after memory becomes available or after you create available space in memory.	3-20 5-20 5-63
I am not able to perform Polling Reception.	Did the transmitting party perform the Polling Transmission procedure correctly?	Check with the transmitting party.	5-9
I am not able to perform Subaddress-based Relay Broadcast Transmission.	Does the relay station fax machine have the same Subaddress-based Relay capabilities as your fax machine?	If the relay station fax machine does not have the same Subaddress-based Relay capabilities as your machine, Relay Broadcast Transmission will NOT be possible. Check with the relay station.	5-28
	Is there an appropriate box (equal to a Subaddress Relay Box) registered in the relay station's fax machine?	Check with the relay station.	5-28
	Does the subaddress and the Subaddress Communication password that you entered match the corresponding subaddress and Subaddress Communication password that is registered in the relay station's fax machine?	If you think the information you entered IS correct, check with the other party.	5-30
	Is the memory in the relay station's fax machine full?	Check with the relay station.	—
During registration of a Subaddress Relay Box (or Subaddress Confidential Box), an error occurs when I enter the subaddress and I cannot register the Subaddress Relay Box (or Subaddress Confidential Box).	Is the subaddress you are trying to enter the same as the subaddress already registered for another Subaddress Relay Box (or Subaddress Confidential Box) or the same as a registered Encryption Box number?	You CANNOT register a subaddress for a Subaddress Relay Box (or Subaddress Confidential Box) that is identical to the subaddress of a previously registered Subaddress Relay Box (or Subaddress Confidential Box) or a registered Encryption Box number. Select a different subaddress.	5-15

Problem	Check point	Procedure	Page
I am not able to perform Subaddress-based Confidential Transmission.	Does the destination party's fax machine have the same Subaddress-based Confidential Communication capabilities as your fax machine?	If the destination fax machine does not have the same Subaddress-based Confidential Communication capabilities as your machine, Subaddress-based Confidential Transmission will NOT be possible. Check with the destination party.	5-18
	Is there an appropriate box (equal to a Subaddress Confidential Box) registered in the destination fax?	Check with the destination party.	5-18
	Is the subaddress and the Subaddress Communication password that you entered correct?	If you think the information you entered IS correct, check with the other party.	—
	Is the memory in the transmitting party's fax full?	Check with the transmitting party.	—
I am not able to print out documents from my Subaddress Confidential Box.	Are the subaddress and the Subaddress Communication password that you entered correct?	Check the registered Subaddress Confidential Box information.	5-21
I am not able to perform Subaddress-based Bulletin Board Reception.	Does the transmitting party's fax machine have the same Subaddress-based Bulletin Board Communication capabilities as your fax machine?	If the transmitting party's fax machine does not have the same Subaddress-based Bulletin Board Communication capabilities as your machine, Subaddress-based Bulletin Board Reception will NOT be possible. Check with the transmitting party.	5-23
	Is there an appropriate box (equal to a Subaddress Communication Box) registered in the transmitting party's fax?	Check with the transmitting party.	5-23
	Is the subaddress and the Subaddress Communication password that you entered correct?	If you think the information you entered IS correct, check with the other party.	—
I am not able to enter documents into my Subaddress Confidential Box.	Is the subaddress that you entered correct?	Check the registered Subaddress Confidential Box information.	5-21

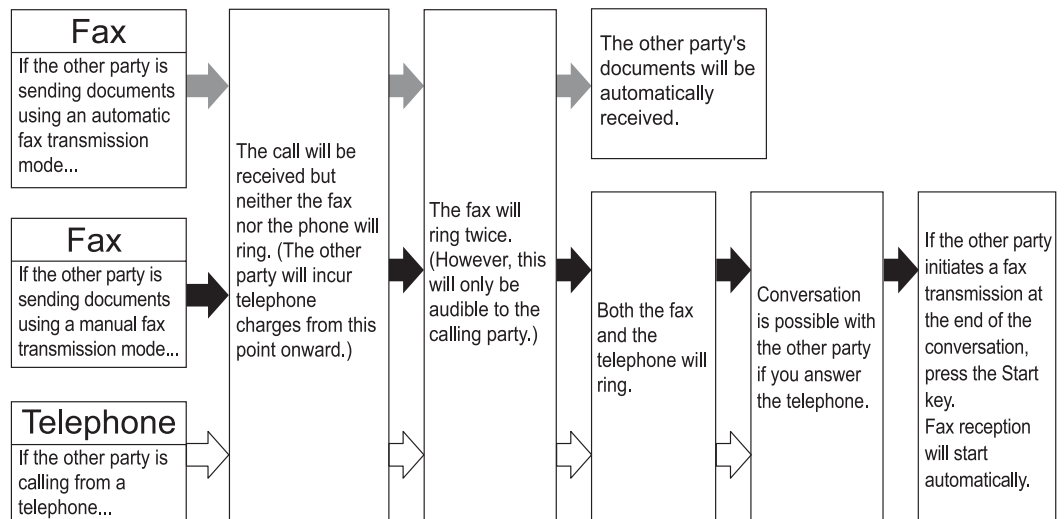
5 Other Features of this Fax

Automatically Switching Between the Fax and a Telephone (Auto FAX/TEL Switching)

This reception mode is convenient for using a separately purchased telephone together with this fax on a single telephone line. If an incoming call is from a fax machine, fax reception will start automatically. If the call is from a telephone, the fax will ring to let you know that you should answer.

- Notes**
- Auto FAX/TEL switching is only possible if a separately purchased telephone is connected to this fax machine.
 - Even if you do not answer the telephone, the calling party will incur telephone charges after the telephone rings a designated number of times.

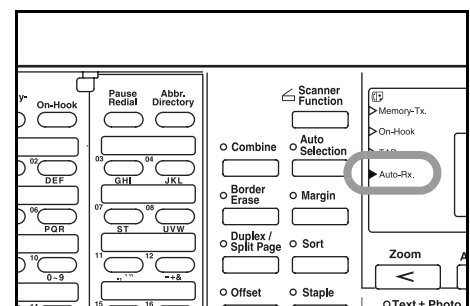
[Reception flow]



● Preparation

See **Selecting the Automatic Reception Mode ("Receive Mode" setting)** on page 7-12 and select the Auto FAX/TEL Switching mode.

Make sure that the **Auto-Rx.** indicator is lit. If it is NOT lit, open the cover plate to the left and press the **TAD/Manual-Rx.** key to light that indicator.



- 1 The separately connected telephone will ring. (The phone will not ring if the number of rings setting has not been changed from its factory default of "0".)

You can set the number of times the telephone will ring. (See **Setting the Number of Rings [FAX/TEL Switching]** ("Number of Rings" setting) on page 7-6.)



- 2 The fax will automatically detect whether the call is from a telephone or another fax.

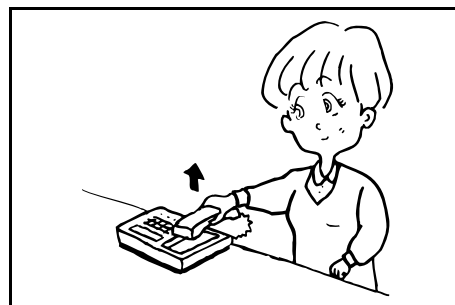
> If the call is from a telephone...

- (1) The fax will ring to let you know that you should answer. Pick up the telephone receiver within 30 seconds after the ringing starts.

If the telephone receiver is not picked up within 30 seconds, the fax machine will switch to fax reception.

- (2) Speak with the other party.

At the end of the conversation, fax reception can be initiated manually. (See **Initiating the Fax Connection Manually (Manual Fax Reception)** on page 3-22.)



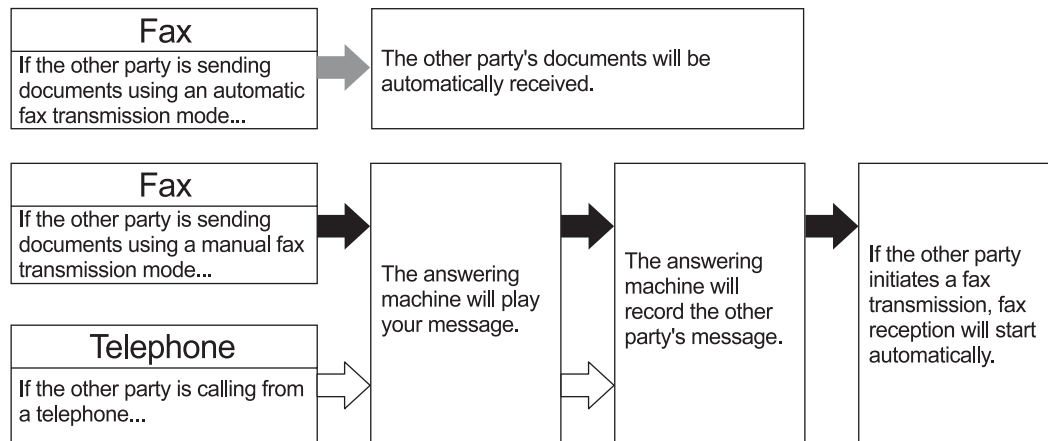
> If the call is from a fax...

Fax reception will start automatically.

Automatically Switching Between the Fax and an Answering Machine (TAD Reception)

This reception mode is convenient for using a separately purchased telephone with answering machine capabilities together with this fax. If an incoming call is from a fax machine, fax reception will begin automatically. If the call is from a telephone, the functions of the answering machine will engage, so, even if you cannot answer, the caller will be able to leave a message.

[Reception flow]

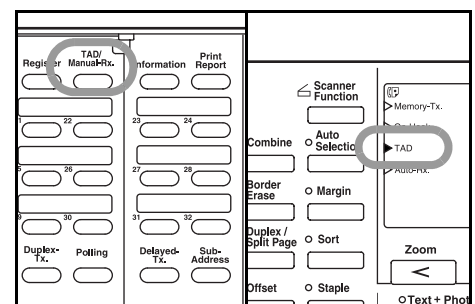


Notes

- TAD reception is only possible if a separately purchased telephone with answering machine capabilities is connected to this fax machine.
- Refer to the Instruction Manual for the telephone in use for details on recording and listening to messages, etc.
- BE SURE that the number of times your answering machine is set to ring is LESS than the number of times the fax is set to ring. You can set the number of times the fax will ring. (See **Setting the Number of Rings [TAD Reception] ("Number of Rings" setting)** on page 7-5.)
- If you have selected TAD reception as the current reception mode, MAKE SURE that, in the first minute after the telephone answers the incoming call, there are no silent pauses of 9 seconds or more [6 seconds or more for metric versions] in either the message you record or the message you receive. If there is such a pause, the silence detection function of this fax will be activated and the fax machine will switch to fax reception.

● Preparation

Open the cover plate to the left and press the **TAD/Manual-Rx.** key to light the **TAD** indicator.



- 1 The telephone will ring a designated number of times.

If the telephone receiver is picked up while the telephone is still ringing, the fax will deal with the call in the same manner as a standard Manual Fax Reception. See ***Initiating the Fax Connection Manually (Manual Fax Reception)*** on page 3-22.



- 2 Your answering machine will answer the call as follows:

> If the call is from a telephone, but you do not answer...

The functions of the answering machine will engage, your message will be played and the caller will be able to leave a message.

If there is a silent pause of 9 seconds or more [6 seconds or more for metric versions], the fax machine will switch to fax reception.

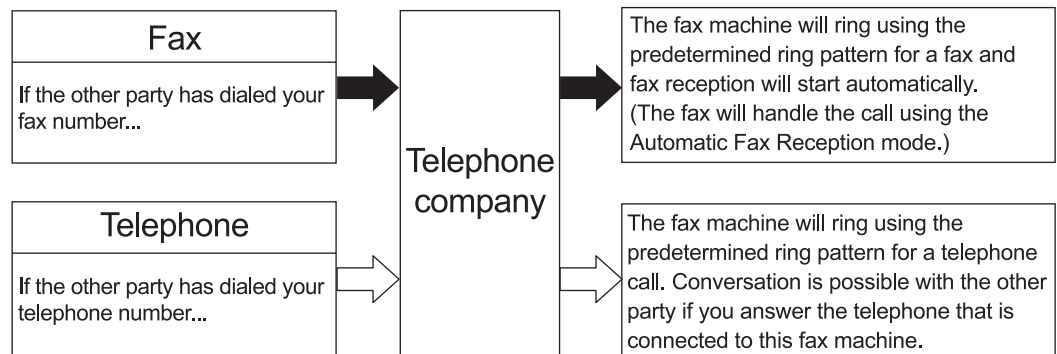
> If the call is from a fax...

Fax reception will start automatically.

Using Different Fax and Telephone Numbers (D.R.D. Reception) [Available in inch versions only]

This reception mode utilizes the Distinctive Ring Pattern service available from some telephone companies. With this service, you can use two or more telephone numbers on a single telephone line. As each number is given a different ring pattern, the fax machine is able to differentiate between incoming calls. If one of these numbers is designated for this fax machine, and the desired ring pattern is designated for that number in advance, fax reception will be initiated automatically whenever the machine detects the ring pattern distinctive to the fax.

[Reception flow]

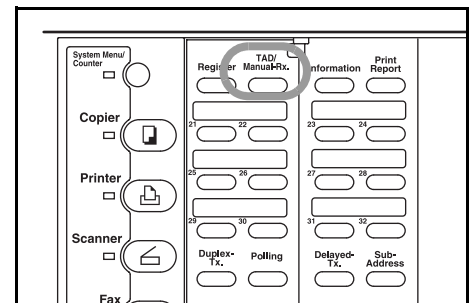


- Notes**
- D.R.D. reception is only possible if you subscribe to the Distinctive Ring Pattern service provided by your telephone company. Contact your telephone company for further information on the Distinctive Ring Pattern service available.
 - Using D.R.D. Reception to receive a telephone call is only possible if a separately purchased telephone is connected to this fax machine.

● Preparation

See **Selecting the Automatic Reception Mode ("Receive Mode" setting)** on page 7-12, and select the D.R.D. Reception mode.

Make sure that the **Auto-Rx.** indicator is lit. If it is NOT lit, open the cover plate to the left and press the **TAD/Manual-Rx.** key to light that indicator.



- 1 When a call comes in, the telephone will ring.

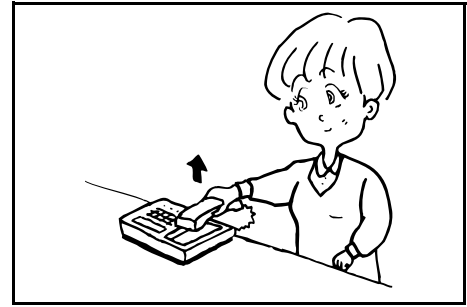
If the telephone receiver is picked up while the telephone is still ringing, the fax will deal with the call in the same manner as a standard Manual Fax Reception. See **Initiating the Fax Connection Manually (Manual Fax Reception)** on page 3-22.

- 2** The fax machine will then ring using the ring pattern predetermined with the telephone company.

> If the call is from a telephone...

The bell distinctive to the telephone will ring in the fax machine. Pick up the telephone receiver and speak with the other party.

At the end of the conversation, fax reception can be initiated manually.



> If the call is from a fax...

The bell distinctive to the fax will ring in the fax machine and fax reception will start automatically.

Initiating Fax Reception From a Connected Telephone (Remote Switching)

Remote Switching lets you initiate fax reception from a telephone that is connected to this fax machine. This function is thus convenient if you want to be able to initiate fax reception from a location separate from the fax machine itself.

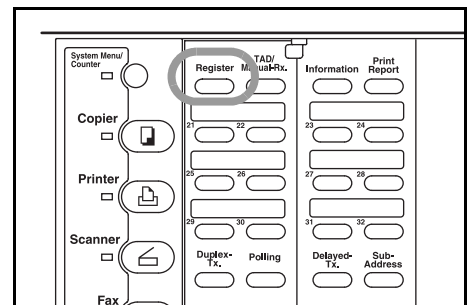
Note Remote Switching is only possible if a separately purchased telephone with tone dialing capabilities is connected to this fax machine.

Changing the Remote Switching Number

The factory default setting for the Remote Switching Number is "55", but you can change this if you want.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Register** key.



- 2 Press the **▲** key or the **▼** key to select Program Fax Parameter.

Program:
 Program encryption box
 Program Encryption ID
 ➡ Program Fax Parameter ▶

- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select Remote Switch.

Program Fax Parameter:
 Permit ID No. ▶
 Fax Forwarding ▶
 ➡ Remote Switch :55

- 5 Press the **Enter** key.
- 6 Use the keypad to enter the new Remote Switching Number (2 digits).
 If you want to reset the displayed number to "00", simply press the **Stop/Clear** key.

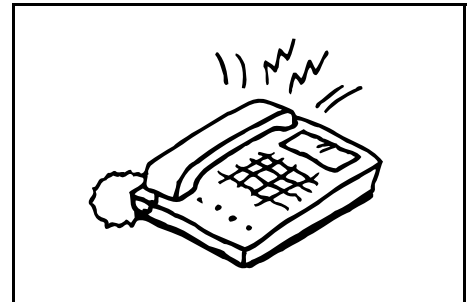
Remote Switch:55
 Enter Remote Switching No.

- 7 Press the **Enter** key. Registration of the new Remote Switching Number is complete.
 Press the **Reset** key. The operation panel will return to the initial mode settings.

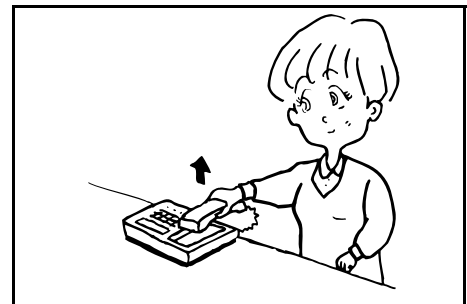
Initiating the Reception

When you want to initiate fax reception from a telephone that is connected to this fax machine, perform the following procedure.

- 1 When a call comes in, the telephone will ring.



- 2 Pick up the telephone receiver.



- 3 If you hear a fax tone, use the tone signal capabilities of the telephone to enter the 2-digit Remote Switching Number.

The factory default setting for the Remote Switching Number is "55".

- 4 The connection will switch to the fax machine and fax reception will start automatically.

Allowing the Receiving Party to Initiate Communication (Polling Communication)

Polling refers to the method of communication whereby transmission is not initiated by the transmitting party, but is requested and initiated at the convenience of the receiving party. The types of polling procedures available in this fax are: Polling Transmission and Polling Reception.

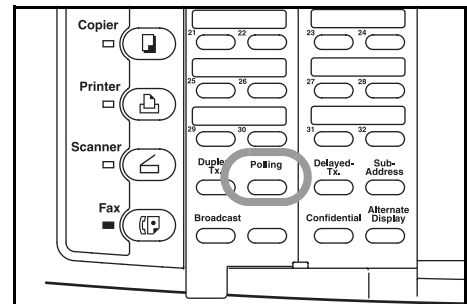
Note Since the polling operation is initiated by a call from the receiving party, telephone charges will be billed to the receiving party.

Preparing Documents for a Polling Transmission

The documents to be transmitted using the Polling Transmission procedure are first scanned into memory and then, when a polling request comes from the receiving party, those documents are transmitted automatically to that party.

- Notes**
- During a Polling Transmission, documents will be transmitted using the Memory Transmission mode even if the fax is currently in the Direct Feed Transmission mode.
 - Polling Transmission is not possible when the fax is in the Manual Fax Reception mode. If the fax is in the Manual Fax Reception mode, change to another reception mode. (See **Initiating the Fax Connection Manually (Manual Fax Reception)** on page 3-22.)
 - It is possible to add documents to the Polling Transmission as long as you are still waiting for the polling request.
 - If you use Polling Transmission in combination with the Bulletin Board function, the same documents can be made available and transmitted to an unlimited number of receiving parties. (See **Turning the Bulletin Board ON/OFF ("Bulletin Board" setting)** on page 7-3.)
 - If you want to delete a scheduled Polling Transmission, see **Deleting the Communication** on page 3-20, and perform the procedure described there.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Set the documents you want to transmit.
- 2 Open the cover plate to the left and press the **Polling** key.



- 3 Make sure that TX Polling is selected in the message display and press the **Enter** key.
 - > If the documents for this Polling Transmission have already been saved into memory, proceed to step 4.
 - > If you are entering documents for this Polling Transmission for the first time, proceed to step 6.

Polling Communication:
➡ TX Polling
RX Polling

- 4 Press the ▲ key or the ▼ key to select the desired method for adding new documents.
 - > If you want simply to add documents to those already in memory, select Add.
 - > If you want to delete all of the documents currently in memory and replace them with new documents, select Overwrite [Overlay].
 - > If you want to cancel the procedure for adding documents, select Cancel.

Add Original:
➡ Add
Overwrite
Cancel

- 5 Press the **Enter** key.
 - > If you selected **Add** in step 4, proceed to step 8.
 - > If you selected **Overwrite** [Overlay] in step 4, proceed to step 6.
 - > If you selected **Cancel** in step 4, the operation panel will return to the initial mode settings.
- 6 If you want to limit who can request transmission of the documents from your fax, use the keypad to enter a 4-digit Polling ID (the self-station ID of the receiving fax).

Polling ID:0000

Enter Polling ID

If you DO NOT want to designate any specific fax, do not enter a Polling ID here.

If a Polling ID other than "0000" is entered, the receiving fax must be one of our models that has the corresponding capabilities.
- 7 Press the **Enter** key.
- 8 Press the **Start** key. The documents will be scanned and stored in memory where they will awaiting the polling request.

Receiving Documents Using Polling Reception

In Polling Reception, the receiving party dials the number of the transmitting fax, triggering transmission of the documents set in that other fax machine. If reception of documents from more than one transmitting fax is designated, those destinations will be dialed in order and reception will be carried out from each fax. It is possible for the receiving party to use the timer to have the documents received at a time convenient to them.

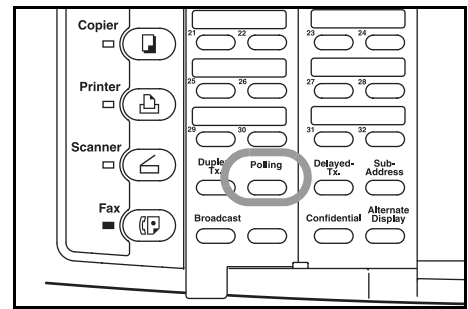
- Notes**
- If you enter all of the transmitting fax numbers using abbreviated numbers, one-touch keys and/or group dial keys, this fax can automatically receive documents from up to 232 different fax machines in a single operation. However, you CANNOT enter the number of a transmitting fax with abbreviated numbers or one-touch keys that have been designated for Encrypted Transmission.
 - Polling Reception is only possible if the transmitting parties have first performed the necessary Polling Transmission operation. (See **Preparing Documents for a Polling Transmission** on page 5-9.)

● If you are going to designate this fax number for a Subaddress Bulletin Board Polling Reception...

- You CAN enter the same transmitting fax number more than once as long as the corresponding Subaddress Communication Boxes are different.
 - If you enter both fax numbers with the keypad, you CAN enter the same transmitting fax number as one that has already been entered (as long as one number was designated for Subaddress Reception and the other was NOT).
 - If you entered one fax number with the keypad and designate it for Subaddress Communication, you CAN enter the same transmitting fax number as long as you use an abbreviated number or one-touch key that was designated for Subaddress Communication for the other number.
 - You CAN enter the same transmitting fax number more than once as long as you enter the number with different abbreviated numbers or one-touch keys that were designated for Subaddress Communication.
-

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Polling** key.



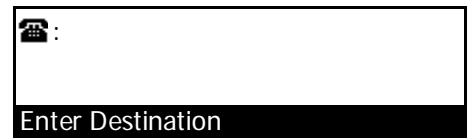
- 2 Press the ▲ key or the ▼ key to select RX Polling.

Polling Communication:
TX Polling
➡ RX Polling

- 3 Press the **Enter** key.

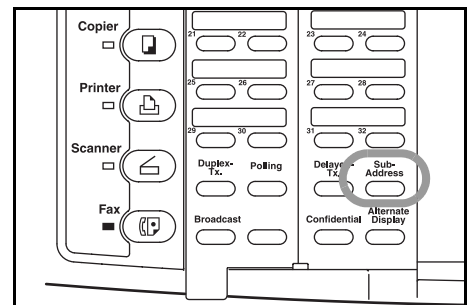
- 4 Enter the fax number of the transmitting party.

You can enter the fax number using the keypad, abbreviated numbers, one-touch keys, group dial keys, chain dial keys or the directory.



- 5 If you want to designate the communication for this fax number as a Subaddress Bulletin Board Polling Reception, press the **Sub-Address** key.

- > If you pressed the **Sub-Address** key, proceed to step 6.
- > If you DID NOT press the **Sub-Address** key, proceed to step 9.



- 6 Enter the subaddress you want to use for this Subaddress Polling Reception.

The subaddress can be up to 20 digits in length and can include any combination of the numerals 0 – 9.



- 7 Press the **Enter** key.

- 8 If necessary, enter the predetermined Subaddress Communication password.

The password can be up to 20 digits in length and can include any combination of the numerals 0 – 9 and the symbols "*" and "#". You do not have to enter a Subaddress Communication password here if you agree in advance with the transmitting party not to use one.

If you DO NOT need to enter a Subaddress Communication password, proceed to step 9.



9 Press the **Enter** key.

If the fax number you entered has already been registered for this operation or too many numbers were entered, an error message will appear in the message display. In this case, press the **Enter** key and the message display will return to a display that allows you to enter the transmitting party's fax number again.

10 Select whether or not you want to continue entering other transmitting fax numbers.

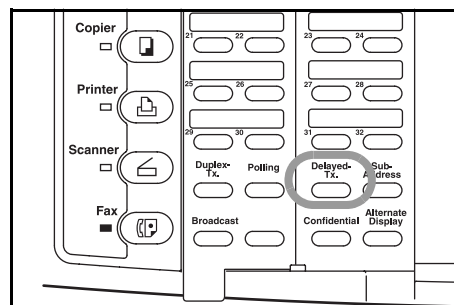
> If you DO want to enter more fax numbers, return to step 4.

> If you are finished entering fax numbers, proceed to step 11.

11 If you want to designate a time for the reception to begin, press the **Delayed Tx.** key.

If the maximum allowable number of communications that use the timer (max: 50) is reached, an error message will appear in the message display. In this case, press the **Enter** key and the operation panel will return to the initial mode settings.

If you want the reception to begin right away, this step is not necessary. Proceed to step 14.



12 Press the **Enter** key.

13 Use the keypad to enter the desired time for the reception to begin.

If you want to reset the displayed time to "00:00", simply press the **Stop/Clear** key.

TX Time:14:57

Enter TX Time

14 Press the **Enter** key. The reception operation will begin automatically.

If a time for the reception to begin was designated, the reception operation will begin when the appointed time is reached.

Communicating Using Subaddresses (Subaddress Communication)

Subaddress Communication involves fax communication that includes certain codes (in the form of numbers and symbols), the base of a protocol that has been adopted for use by other facsimile manufacturers as well. By using these codes, such operations as Confidential Communication and Relay Broadcasting – previously available only between facsimiles that were both from the same manufacturer – are now becoming possible between models from different manufacturers.

This fax uses a Subaddress Communication Box (Subaddress Confidential Box or the Subaddress Relay Box) to transmit documents to, and receive documents from, another party's fax during a Subaddress Communication. In this case, in order to designate the Subaddress Communication Box and password, special codes are used (in this fax they are called the "Subaddress" and "Subaddress Communication password", respectively).

In this way, this fax is able to perform Subaddress-based Confidential Communications and Relay Broadcasting with facsimiles made by other manufacturers and, naturally, with our own models that have Subaddress Communication capabilities.

- Notes**
- In order to perform a Subaddress Communication, the other party's fax must have Subaddress Communication capabilities specific to the communication you are attempting.
 - Subaddress Communication can be used in combination with the other various types of fax communication available in this fax. In addition, if you register, in advance, the appropriate subaddress and Subaddress Communication password under a speed-dial key, you will not need to enter that information during the actual transmission or reception procedure. Refer to the procedures for each type of fax communication and for the related registration procedures for more detailed information.

What Subaddresses are used in this fax?

In this fax there are two codes used for Subaddress Communication: a "Subaddress" and a "Subaddress Communication password".

● Subaddress

This code must be entered by the transmitting party during a Subaddress-based Confidential Transmission and Subaddress-based Relay Broadcast Transmission. The subaddress is used to designate the desired box (equal to the Subaddress Confidential Box or the Subaddress Relay Box, as appropriate, in this fax) that is registered in the other party's fax.

The acceptable length of the subaddress differs depending on model and maker of the fax machine and, if the entered numbers do not match within the parameters of the fax machine that has the shortest acceptable length, Subaddress-based Communication will not be successful. Consult with the other party and compare the parameters of both faxes before actually attempting a Subaddress-based Communication. In this fax, the subaddress can be up to 20 digits in length and can include any combination of the numerals 0 – 9 and the symbols "*" and "#".

When attempting a Subaddress-based Confidential Communication or a Subaddress-based Relay Broadcast Transmission with another fax of this same model, the last 4 digits of the subaddress that you enter must match the 4-digit subaddress that the other party has registered in their fax.

● Subaddress Communication password

This code must also be entered by the transmitting party during a Subaddress-based Confidential Transmission and Subaddress-based Relay Broadcast Transmission. The Subaddress Communication password is used to designate the password of the desired box (equal to the Subaddress Confidential Box or the Subaddress Relay Box, as appropriate, in this fax) that is registered in the other party's fax.

The acceptable length of the Subaddress Communication password differs depending on the model and maker of the fax machine and, if the entered numbers do not match within the parameters of the fax machine that has the shortest acceptable length, Subaddress-based Communication will not be successful. Consult with the other party and compare the parameters of both faxes before actually attempting a Subaddress-based Communication. In this fax, the Subaddress Communication password can be up to 20 digits in length and can include any combination of the numerals 0 – 9 and the symbols “*” and “#”.

If you are going to receive documents into a Subaddress Confidential Box registered in this fax, Subaddress-based Confidential Communication is possible even if the transmitting party does not enter a Subaddress Communication password. In order to receive documents into a Subaddress Relay Box, however, the transmitting party must enter the appropriate Subaddress Communication password.

If you are going to transmit documents from this fax using the Bulletin Board function and if you register “0000” as the Subaddress Communication password for that operation, the receiving party will not need to enter a Subaddress Communication password during the actual reception procedure.

What are Subaddress Boxes?

By using codes developed for Subaddress-based Communication, more functional fax communications such as Confidential Communication and Relay Broadcasting are possible with facsimiles made by other manufacturers. In order to accomplish this, you register in the memory of your fax, in advance, a memory box and use that box to transmit documents to, and receive documents from, the other party. That memory box is called a “Subaddress Box” in this Operation Guide and there are two such boxes in this fax: a “Subaddress Confidential Box” when it is designated for Subaddress-based Confidential Communication and a “Subaddress Relay Box” when it is designated for Subaddress-based Relay Communication.

Each Subaddress Box is registered with a subaddress and a Subaddress Communication password. The subaddress is used to designate the desired box (equal to the Subaddress Box in this fax) that is registered in the other party's fax. In this fax, that box is registered as a 4-digit number from “0000” to “9999”. The Subaddress Communication password is used to retrieve the documents from the box (equal to the Subaddress Box in this fax). In this fax, that password is registered as a 4-digit number that can include any combination of the numerals 0 – 9 and the symbols “*” and “#”.

You can register up to 100 Subaddress Confidential Boxes and 15 Subaddress Relay Boxes in this fax machine. (See **Registering New Subaddress Confidential Boxes** on page 5-15 and **Registering New Subaddress Relay Boxes** on page 5-24.)

If you want to check the information in regard to each Subaddress Box, such as the box numbers and data regarding the existence of documents in each respective box, print out a Subaddress Confidential Box List or an Subaddress Relay Box List, as appropriate. (See **Printing Out a Subaddress Confidential Box List** on page 5-21 and **Printing Out a Subaddress Relay Box List** on page 5-30.)

Communicating Confidentially (Subaddress-based Confidential Communication)

Subaddress-based Confidential Communication involves the reception of documents into a Subaddress Confidential Box that is registered in the receiving party's fax. In this way, confidential documents can be received without being seen by others.

Note In order to use Subaddress-based Confidential Communication, both the transmitting and receiving facsimiles must possess Subaddress-based Communication and Confidential Communication capabilities.

Registering New Subaddress Confidential Boxes

Perform the following procedure to register a new Subaddress Confidential Box.

Notes You can register up to 100 Subaddress Confidential Boxes in this fax machine.

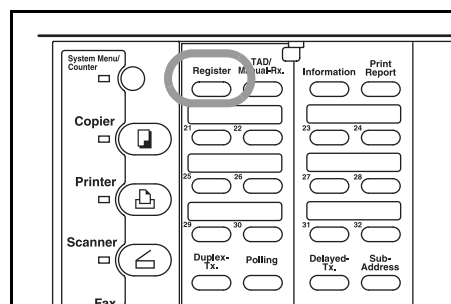
<Caution>

When registering the subaddress for a Subaddress Confidential Box, you must use a different number than all of the box numbers used for the Encryption Boxes and all of subaddresses that have already been registered for Subaddress Relay Boxes.

If, for any reason, you lose reference to a Subaddress Communication password, you will not be able to print out documents that are received into the corresponding Subaddress Confidential Box, nor will you be able to delete that box. Therefore, exercise DUE CAUTION in the management of the Subaddress Communication password.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Register** key.



- 2 Press the **▲** key or the **▼** key to select Program Subadd.Confi.Box [Subaddress Box Register]. Then press the **Enter** key.

Program:
 Program Group Key
 Program Chain Dial
 ➡ Program Subad.Confi.Box ▶

- 3 Make sure that Program Subad Confi.Box [Subad. Confid. Registry] is selected in the message display and press the **Enter** key.

Program Subadd. Confi.Box:
 ➡ Program Subad Confi.Box
 Program Subad Relay Box

- 4 Press the **▲** key or the **▼** key to select an unregistered box.

Program Subad Confi. Box:
 End
 ➡ #001
 #002

- 5 Press the **Enter** key.

- 6** Enter the subaddress that you want to use for this Subaddress Confidential Box.

Each subaddress is a 4-digit number from "0000" to "9999".

If you want to reset the displayed number to "0000", simply press the **Stop/Clear** key.

Subaddress:0000

Enter Subaddress

- 7** Press the **Enter** key.

- 8** Enter the Subaddress Communication password that you want to use for this Subaddress Confidential Box.

The password can be up to 4 digits in length and can include any combination of the numerals 0 – 9 and the symbols "*" and "#".

If you register "0000" as the Subaddress Communication password, it will not be necessary to enter a password when you print out documents from that Subaddress Confidential Box.

If you want to reset the displayed number to "0000", simply press the **1**.

Password:0000

Enter Your Password

- 9** Press the **Enter** key. Registration of that Subaddress Confidential Box is complete.

> If you want to continue registering other Subaddress Confidential Boxes, return to step 4.

> If you are finished registering Subaddress Confidential Boxes, press the **Reset** key. The operation panel will return to the initial mode settings.

Modifying or Deleting Subaddress Confidential Boxes

Perform the following procedure when you want to modify the registered subaddress or Subaddress Communication password for a Subaddress Confidential Box, as well as when you want to completely delete one of those boxes.

- Notes**
- You CANNOT modify a registered Subaddress Communication password. If you want to change a Subaddress Communication password, delete the corresponding Subaddress Confidential Box and then register it again with the desired password.
 - You CANNOT delete a Subaddress Confidential Box which still contains received documents.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1** Perform steps 1 – 3 of **Registering New Subaddress Confidential Boxes** on page 5-15.

- 2** Press the **▲** key or the **▼** key to select the Subaddress Confidential Box you want to modify or delete.

Program Subad Confi.Box:

End

➡ #001 3244

#002

- 3** If you want to modify the subaddress for that Subaddress Confidential box, press the **Enter** key. If you want to delete the Subaddress Confidential Box, press the **Stop/Clear** key.

- 4** Enter the 4-digit Subaddress Communication password that corresponds to that box.

> If you pressed the **Enter** key in step 3, proceed to step 5 AFTER you enter the password.

> If you pressed the **Stop/Clear** key in step 3, proceed to step 6 AFTER you enter the password.

If you want to cancel the deletion procedure, simply press the **Stop/Clear** key again.

Password:

Enter Your Password

- 5** Press the **Enter** key. The information registered under that Subaddress Confidential Box will be shown in the message display. Perform steps (1) – (5) below.

(1) Press the ▲ key or the ▼ key to select Subaddress.

You can also select to delete the Subaddress Confidential Box at this point by pressing the **Stop/Clear** key.

Subaddress Confi Box: #

End

➡ Subaddress :3244

Password :1111

(2) Press the **Enter** key.

(3) Enter the desired subaddress (4-digits). (See **Registering New Subaddress Confidential Boxes** on page 5-15.)

Subaddress:3244

Enter Subaddress.

(4) Press the **Enter** key.

(5) Press the ▼ key to select **End**.

- 6** Press the **Enter** key. The subaddress will be modified or the Subaddress Confidential Box deleted, as appropriate.

> If you want to continue modifying and/or deleting other Subaddress Confidential Boxes, return to step 2.

> If you want to finish modifying and/or deleting other Subaddress Confidential Boxes, press the **Reset** key. The operation panel will return to the initial mode settings.

Sending Documents Using Subaddress-based Confidential Transmission

It is necessary for the transmitting party to perform the following procedure in order to transmit documents to a Subaddress Confidential Box that is registered in the destination party's fax machine.

Note If you designate a time for the transmission to begin, the Direct Feed Transmission mode will not be available.

<Conditions>

● The transmitting party must...

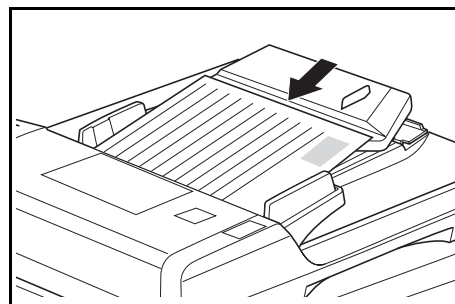
know, in advance, the number (in this fax, a 4-digit number called the "subaddress") that corresponds to the desired box (in this fax, called the "Subaddress Confidential Box") in the receiving party's fax and enter that, AND the related Subaddress Communication password, during the transmission procedure.

● The receiving party must...

register, in advance, the corresponding box (in this fax, called the "Subaddress Confidential Box") in their fax, inform the transmitting party of the registered number (in this fax, a 4-digit number called the "subaddress") for that box, and enter that number and the corresponding password during the procedure to print out the received documents. (See **Printing Out Documents from a Subaddress Confidential Box** on page 5-20.)

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Set the documents you want to transmit.



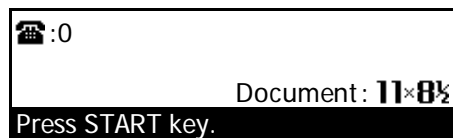
- 2 If you want to designate a start time for the transmission, open the cover plate to the left and press the **Delayed-Tx.** key. The letter **T** will be displayed on the first line of the message display.

If the maximum allowable number of communications that use the timer (max: 50) is reached, an error message will appear in the message display. In this case, press the **Enter** key and the operation panel will return to the initial mode settings.

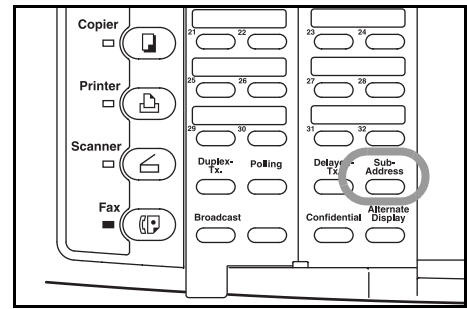
If you want the transmission to begin right away, this step is not necessary. Proceed to step 3.

- 3 Use the keypad to enter the destination party's fax number.

You can enter the fax number using abbreviated numbers or one-touch keys that have been designated for Subaddress-based Communication as well. If you do use such an abbreviated number or one-touch key, you do not need to perform steps 4 – 7.



- 4** Open the cover plate to the left and press the **Sub-Address** Key.



- 5** Use the keypad to enter the appropriate subaddress.

This subaddress is required during a Subaddress-based Communication in order to designate the box in the destination party's fax. It can be up to 20 digits in length and can include any combination of the numerals 0 – 9.

Subaddress:
20 Digits
Enter Subaddress

- 6** Press the **Enter** key.

- 7** If necessary, enter the predetermined Subaddress Communication password.

This password is used during a Subaddress-based Communication, but is not required if you agree in advance with the destination party not to use one.

Password:
20 Digits
Enter Your Password

> The password can be up to 20 digits in length and can include any combination of the numerals 0 – 9 and the symbols "*" and "#".

> If you DO NOT need to enter an Subaddress Communication password, proceed to step 8.

- 8** Proceed to the appropriate step as indicated below:

> If you pressed the **Delayed -Tx. key** in step 2, proceed to step 9.

> If you DID NOT press the **Delayed -Tx. key**, proceed to step 11.

- 9** Press the **Enter** key.

- 10** Use the keypad to enter the desired time for the transmission to begin.

If you want to reset the displayed time to "00:00", simply press the **Stop/Clear** key.

- 11** Press the **Enter** key. The transmission operation will begin.

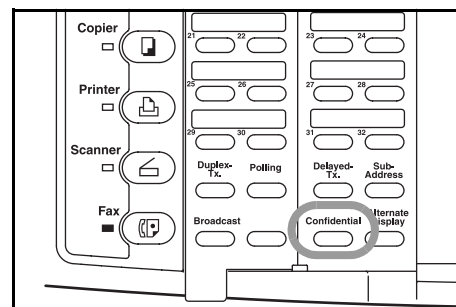
If a time for the transmission to begin was designated, the transmission operation will begin when the appointed time is reached.

Printing Out Documents from a Subaddress Confidential Box

Perform the following procedure to print out documents that have been received into your Subaddress Confidential Box. If the documents are printed out correctly, the data will be deleted from that box. If you are using a Subaddress Confidential Box for Subaddress-based Bulletin Board Transmission and you want to delete that data, simply print out the documents and the data will be deleted from that box.

- Notes**
- If you registered "0000" as the Subaddress Communication password for your Subaddress Confidential Box, it is not necessary to enter a password just to print out documents from that box. In this case, only the subaddress you enter needs to be correct in order to print out your documents.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Confidential** key.



- 2 Press the **▲** key or the **▼** key to select Print Data in Confi.Box [Subad. Confid. Box Output].

Enter/Print data from Box:
 Scan Original to Conf.Box
 ➡ Print Data in Confi.Box
 Prt encryption data Box

- 3 Press the **Enter** key.

- 4 Use the keypad to enter the subaddress (4 digits) that corresponds to the Subaddress Confidential Box where the documents you want to print are stored.

Subaddress:0000

Enter Subaddress

- 5 Press the **Enter** key.

If you registered "0000" as the Subaddress Communication password, the documents will be automatically printed out at this point; the procedure from step 6 will not be necessary.

If there are no documents in the selected Subaddress Confidential Box, an error message will appear in the message display and then the operation panel will return to the initial mode settings.

If the subaddress you entered is not registered in the fax, an error message will appear and then the message display will return to a display that allows you to enter the subaddress again.

- 6 Enter the Subaddress Communication password (4 digits) that corresponds to that Subaddress Confidential Box.

Password:0000

Enter Your Password

If you want to reset the displayed number to "0000", simply press the **Stop/Clear** key.

- 7 Press the **Enter** key. The documents that are in your Subaddress Confidential Box will be printed out.

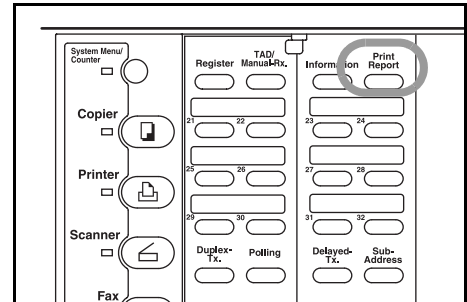
If the Subaddress Communication password that you entered does not match the registered one, an error message will appear and then the message display will return to a display that allows you to enter the Subaddress Communication password again. Check and enter the correct password.

Printing Out a Subaddress Confidential Box List

Print out this list in order to check the information in each Subaddress Confidential Box as well as data regarding the existence of documents in each respective box.

- Notes**
- If there are no Subaddress Confidential Boxes registered in this fax, a Subaddress Confidential Box List will not be printed out.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1** Open the cover plate to the left and press the **Confidential** key.

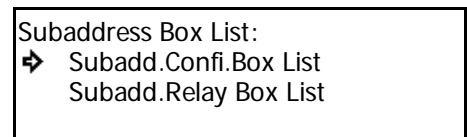


- 2** Press the **▲** key or the **▼** key to select Subaddress Box List.



- 3** Press the **Enter** key.

- 4** Press the **▲** key or the **▼** key to select Subadd. Conf. Box List [Subad. Confid. Box List] and then press the **Enter** key.



A Subaddress Confidential Box List will be printed out.

The operation panel will return to the initial mode settings.

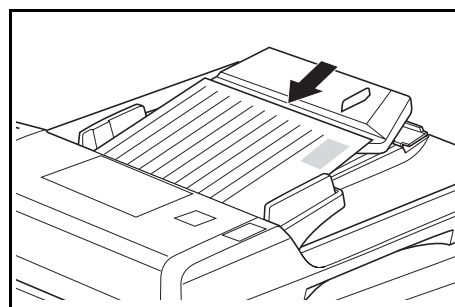
If there are no Subaddress Confidential Boxes registered in this fax, an error message will appear in the message display before the operation panel returns to the initial mode settings.

Entering Documents into a Subaddress Confidential Box

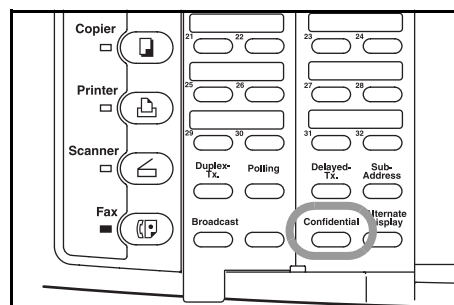
Perform the following procedure when you want to enter documents into your Subaddress Confidential Box for transmission under the Subaddress-based Bulletin Board function. Using this procedure, you can add new documents to those currently in your Subaddress Confidential Box, and you can also delete all of the documents currently in that box and replace them with new documents.

- Notes**
- If you want to delete the data for documents stored in a Subaddress Confidential Box, simply print out those documents.
 - (See **Printing Out Documents from a Subaddress Confidential Box** on page 5-20.)
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Set the documents you want to transmit.



- 2 Open the cover plate to the left and press the **Confidential** key.



- 3 Press the ▲ key or the ▼ key to select Scan Original to Conf. Box [Subad. Confid. Box Input].

Enter/Print date from Box:
 ➤ Scan Original to Conf.Box
 Print Data in Conf.Box
 Prt encryption date Box

- 4 Press the **Enter** key.

Subaddress:0000

Enter Subaddress

- 5 Use the keypad to enter the subaddress (4 digits) of the Subaddress Confidential Box you want to put the documents in.

If you want to reset the displayed number to "0000", simply press the **Stop/Clear** key.

- 6 If there are no other documents currently in this Subaddress Confidential Box, proceed to step 9. If there ARE documents in the Subaddress Confidential Box, proceed to step 7.

- 7 Press the **Enter** key.

- 8 Press the ▲ key or the ▼ key to select the desired operation.
- > If you want simply to add documents to those already in the Subaddress Confidential Box, select **Add**.
 - > If you want to delete all of the documents currently in the Subaddress Confidential Box and replace them with new documents, select **Overwrite [Overlay]**.
- If you do select **Overwrite [Overlay]**, BE AWARE that any documents received using Subaddress-based Confidential Communication will also be deleted.
- > If you want to cancel the procedure for adding documents, select **Cancel**.

Add Original:

➡ Add
Overwrite
Cancel

- 9 Press the **Enter** key. The documents will be scanned into memory.
- If you do select **Cancel** in step 8, the operation panel will return to the initial mode settings.
- Once all of the documents have been scanned into memory, the operation panel will return to the initial mode settings.
- If the subaddress you entered is not registered in the fax, an error message will appear and then the message display will return to a display that allows you to enter the subaddress again.

Receiving Documents from a Subaddress-based Bulletin Board

Subaddress-based Bulletin Board Communication involves fax communication that uses a Subaddress Box (in this fax, called a "Subaddress Confidential Box") that is registered in memory in the transmitting fax machine and that works like a Bulletin Board server, allowing the same documents to be made available and transmitted to an unlimited number of receiving parties. The transmitting party registers, in advance, a Subaddress Box in the their fax, and enters the documents to be transmitted into that box. Until the data for those documents is deleted, the documents will remain in that box for transmission any time they are requested with the correct subaddress and Subaddress Communication password.

Each receiving party can then simply perform the appropriate Polling Reception procedure and retrieve the documents from that box using the corresponding subaddress and Subaddress Communication password to designate and access that Subaddress Confidential Box.

Using certain codes (called the "Subaddress" and "Subaddress Communication password" in this fax) – the base of a protocol that has been adopted for use with facsimiles made by other manufacturers as well – communication is possible with other facsimiles even if they are not one of our models, as long as they have the corresponding Subaddress-based Bulletin Board Communication capabilities.

Restriction: It is necessary that the other fax machine has the same Subaddress-based Bulletin Board Communication capabilities as your fax machine. However, depending upon the fax machine, there is a possibility that they may not be able to enter documents in their box or may not be able to perform Polling Reception, so both the transmitting party and the receiving party should check in advance whether the appropriate conditions are met.

(For example, even if you are going to transmit documents with this fax and you enter documents into your Subaddress Confidential Box, the receiving party's fax must have Polling Reception capabilities or Bulletin Board Communication will not be possible.)

<Conditions>

● The transmitting party must...

register a corresponding box (Subaddress Confidential Box) and store the documents to be transmitted in that box. They must then inform the receiving party of the registered box number (a 4-digit subaddress in this fax) and password (called the Subaddress Communication password in this fax) for that Subaddress Confidential Box. (See **Entering Documents into a Subaddress Confidential Box** on page 5-22.)

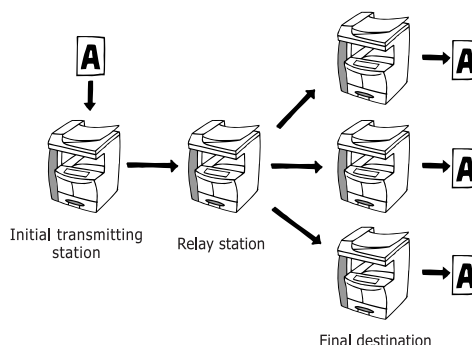
● You (the receiving party) must...

enter – during the procedure for the Polling Reception – the box number (a 4-digit subaddress in this fax) and password (a 4-digit Subaddress Communication password in this fax) that corresponds to the box (Subaddress Confidential Box) that the transmitting party registered in their fax. Thus, this information must be known in advance.

Note See **Receiving Documents Using Polling Reception** on page 5-10 for the actual operation procedures.

Using a Relay Station to Send Your Documents (Subaddress-based Relay Broadcast Communication)

Subaddress-based Relay Broadcast Communication involves the transmission of documents to multiple, long distance destinations by transmitting the documents through a relay station, generally located between the initial transmitting station and the final destinations. This function can help you to reduce telephone costs if, for example, the documents are transmitted from the initial transmitting station to the relay station through an international connection and are then transmitted from the relay station to the multiple final destinations through a local (domestic) connection.



- Notes**
- The fax machine acting as the relay station must have a Subaddress Relay Box registered in advance. (See **Registering New Subaddress Relay Boxes** below.) The content of such a box can be verified by printing out a Subaddress Relay Box List. (See **Printing Out a Subaddress Relay Box List** on page 5-30.)
 - See **Sending Documents as a Subaddress-based Relay Broadcast Transmission** on page 5-28 for the procedure on acting as the initial transmitting station and sending documents through a relay station.

Registering New Subaddress Relay Boxes

Perform the following procedure to register a new Subaddress Relay Box.

Note You can register up to 15 Subaddress Relay Boxes in this fax

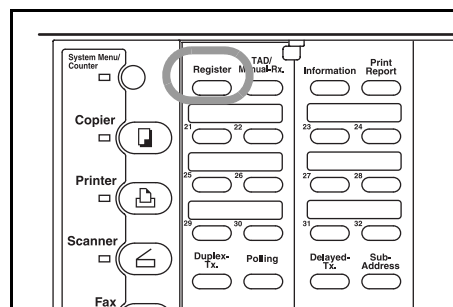
<Caution>

When registering the subaddress for a Subaddress Relay Box, you must use a different number than all of the box numbers used for the Encryption Boxes and all of subaddresses that have already been registered for Subaddress Confidential Boxes.

If, for any reason, you lose reference to the Subaddress Communication password that you register here, you will not be able to delete that box. Therefore, you should exercise DUE CAUTION in the management of the Subaddress Communication password.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Register** key.



- 2 Press the ▲ key or the ▼ key to select Program Subad.Confi.Box [Subad. Confid. Registry] and press the **Enter** key.

Program:
 Program Group Key
 Program Chain Dial
 ➡ Program Subad.Confi.Box ▶
- 3 Press the ▼ key to select Program Subad Relay Box [Subad. Relay Register] and press the **Enter** key.

Program Subadd. Confi.Box:
 Program Subad Confi.Box
 ➡ Program Subad Relay Box
- 4 Press the ▲ key or the ▼ key to select an unregistered box.

Program Subad Relay Box:
 End
 ➡ #01
 #02
- 5 Press the **Enter** key.
- 6 Enter the subaddress that you want to use for this Subaddress Relay Box.

 Each subaddress is a 4-digit number from "0000" to "9999".

 If you want to reset the displayed number to "0000", simply press the **Stop/Clear** key.

Subaddress:0000

Enter Subaddress
- 7 Press the **Enter** key.
- 8 Enter the Subaddress Communication password that you want to use for this Subaddress Relay Box.

 The password can be up to 4 digits in length and can include any combination of the numerals 0 – 9 and the symbols "*" and "#".

 If you receive a Subaddress-based Relay Broadcast transmission where your fax will act as the relay station and you have registered "0000" as the Subaddress Communication password for the corresponding Subaddress Relay Box, a check of the passwords will not be performed.

 If you want to reset the displayed number to "0000", simply press the **Stop/Clear** key.

Password:0000

Enter Your Password
- 9 Press the **Enter** key.
- 10 Repeat step (1) and (2) below until all of the final destination fax numbers are registered. (Max. 232 destinations)
 - (1) Enter the fax number of a final destination.

 You can use the keypad, abbreviated numbers, one-touch keys, group dial keys and chain dial keys to enter the fax number.

Enter Destination Station
 - (2) Press the **Enter** key.
- 11 Press the **Enter** key.
- 12 Press the ▲ key or the ▼ key to select whether or not you want the documents to be printed out at the relay station.

 If you want the documents to be printed out, select On.

Print Here:
 ➡ On
 Off
- 13 Press the **Enter** key.

- 14** If you want to have a Transmission Report sent from the relay station, enter the fax number of the location that you would like that report to be sent to.

If you do NOT want to have this report sent to anyone, this step is not necessary. Proceed to step 15.

You can use the keypad, abbreviated numbers, one-touch keys and chain dial keys to enter the fax number.



- 15** Press the **Enter** key. Registration of that Subaddress Relay Box is complete.
- > If you want to continue registering other Subaddress Relay Boxes, return to step 4.
 - > If you are finished registering Subaddress Relay Boxes, press the **Reset** key. The operation panel will return to the initial mode settings.

Modifying or Deleting Subaddress Relay Boxes

Perform the following procedure when you want to modify or delete final destinations or change other information registered under any Subaddress Relay Box, as well as when you want to completely delete one of those boxes.

- Notes**
- You CANNOT modify a registered Subaddress Communication password. If you want to change a Subaddress Communication password, delete the corresponding Subaddress Relay Box and then register it again with the desired password.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

1 Perform steps 1 – 3 of **Registering New Subaddress Relay Boxes** on page 5-24.

2 Press the **▲** key or the **▼** key to select the Subaddress Relay Box you want to modify or delete.

Program Subad Relay Box:
End
➡ #01 3333
#02

3 Select whether you want to modify information that is registered in that box or to completely delete the box, and then perform the corresponding procedure below.

> Modifying information in the box

(1) Press the **Enter** key.

(2) Enter the 4-digit Subaddress Communication password that corresponds to that box.

Password:

Enter Your Password

(3) Press the **Enter** key.

(4) Press the **▲** key or the **▼** key to select the item that you want to modify and then press the **Enter** key.

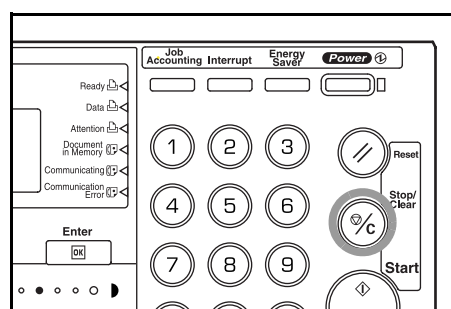
See **Registering New Subaddress Relay Boxes** on page 5-24, for instructions in regard to each item.

Subaddress Relay Box: #01
End
➡ Subaddress :3333
Password :3333

(5) After you have completed the desired modification and the message display has returned to the same message as in step (4), press the **▲** key to select **End**.

> Deleting the box

(1) Press the **Stop/Clear** key.



(2) Enter the 4-digit Subaddress Communication password that corresponds to that box.

Password:

Enter Your Password

4 Press the **Enter** key. The information for that box will be modified or the Subaddress Relay Box completely deleted, as appropriate.

> If you want to continue modifying and/or deleting other Subaddress Relay Boxes, return to step 2.

> If you are finished modifying and/or deleting Subaddress Relay Boxes, press the **Reset** key. The operation panel will return to the initial mode settings.

Sending Documents as a Subaddress-based Relay Broadcast Transmission

Perform this procedure when you want to act as the initial transmitting station and send documents, first to an Subaddress Relay Box that is registered in a relay station, and then from that relay station onward to its final destination.

<Restrictions>

- It is necessary that the other fax machine has the same Subaddress-based Relay Broadcast Communication capabilities as your fax machine. However, depending upon the machine, there is a possibility that only transmission or only reception under the Subaddress protocol is available, so both the initial transmitting party and the party acting as the relay station should check in advance whether the appropriate conditions are met.
 - The subaddress that is required when this fax is acting as the initial transmitting station can be up to 20 digits in length, but the number of digits acceptable in the destination fax may differ. Check with the relay station and make sure that you register a subaddress that is within the number of digits that is acceptable to the other party's fax machine.
-
-

<Conditions>

● In the initial transmitting station...

As it is necessary to enter, exactly as it is registered in the relay station's fax, the number (the 4-digit "Subaddress" in this fax) of the box (called the "Subaddress Relay Box" in this fax) that will receive the documents, as well as its corresponding Subaddress Communication password, be sure to verify that information in advance.

The fax number of each relay station can be entered with the keypad or using one-touch keys that have been designated for Subaddress-based Communication. If you use the keypad it will be necessary to enter the corresponding subaddress during the set-up procedure.

The final destinations must be registered in advance under the corresponding Subaddress Relay Box in the relay station fax.

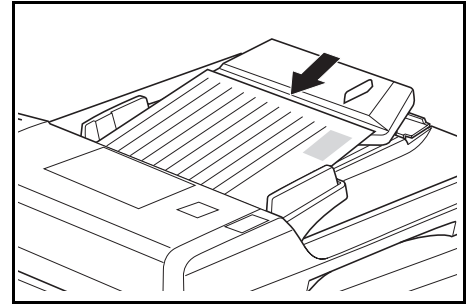
● In the relay station...

The box (called the "Subaddress Relay Box" in this fax) that will receive the documents must be registered in advance and the initial transmitting party must be informed of the number (the 4-digit "Subaddress" in this fax) of that box. (See **Registering New Subaddress Relay Boxes** on page **5-24**.)

If, during registration of the Subaddress Relay Box, the fax numbers of all of the final destinations that the received documents will be transmitted to are entered using one-touch keys and/or abbreviated numbers, this fax is capable of automatically transmitting the same documents to up to 232 different final destinations in a single operation.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Set the documents you want to transmit.



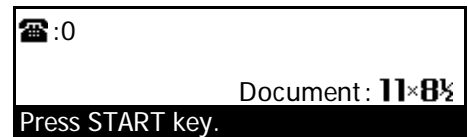
- 2 If you want to designate a time for the transmission to begin, press the **Delayed Tx.** key. The letter **T** will be displayed on the first line of the message display.

If the maximum allowable number of communications that use the timer (max: 50) is reached, an error message will appear in the message display. In this case, press the **Enter** key and the operation panel will return to the initial mode settings.

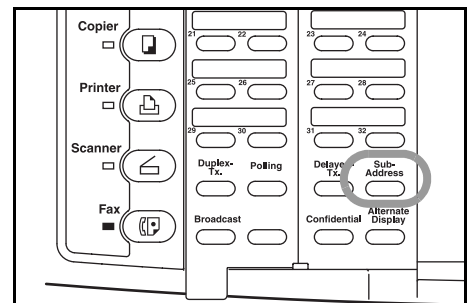
If you want the transmission to begin right away, this step is not necessary. Proceed to step 3.

- 3 Use the keypad to enter the fax number of the relay station.

You can enter the fax number using abbreviated numbers or one-touch keys that have been designated for Subaddress-based Communication as well. If you do use such an abbreviated number or one-touch key, you do not need to perform steps 4 – 7.



- 4 Open the cover plate to the left and press the **Sub-Address** key.



- 5 Use the keypad to enter the appropriate subaddress.

This subaddress is required during a Subaddress-based Communication in order to designate the box in the relay station's fax. It can be up to 20 digits in length and can include any combination of the numerals 0 – 9.



- 6 Press the **Enter** key.

- 7 If necessary, enter the predetermined Subaddress Communication password.

This password is used during a Subaddress-based Communication, but is not required if you agree in advance with the destination party not to use one.



> The password can be up to 20 digits in length and can include any combination of the numerals 0 – 9 and the symbols ***** and **#**.

> If you DO NOT need to enter a Subaddress Communication password, proceed to step 8.

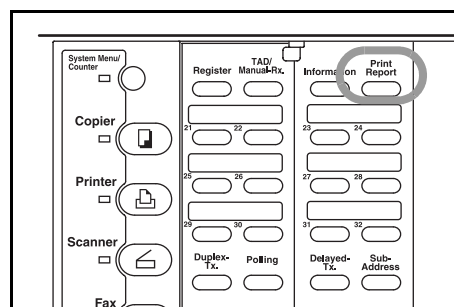
- 8 Proceed to the appropriate step as indicated below:
 - > If you pressed the **Delayed Tx.** key in step 2, proceed to step 9.
 - > If you DID NOT press the **Delayed Tx.** key, proceed to step 11.
- 9 Press the **Enter** key.
- 10 Use the keypad to enter the desired time for the transmission to begin.
If you want to reset the displayed time to "00:00", simply press the **Stop/Clear** key.
- 11 Press the **Enter** key. The transmission operation will begin.
If a time for the transmission to begin was designated, the transmission operation will begin when the appointed time is reached.

Printing Out a Subaddress Relay Box List

Print out this list in order to check the information currently stored in each Subaddress Relay Box.

- Notes**
- If there are no Subaddress Relay Boxes registered in this fax, a Subaddress Relay Box List will not be printed out.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

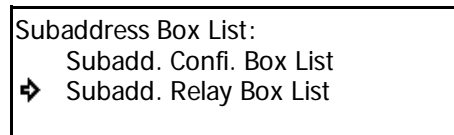
- 1 Open the cover plate to the left and press the **Print Report** key.



- 2 Press the **▲** key or the **▼** key to select Subaddress Box List.



- 3 Press the **Enter** key.
- 4 Press the **▲** key or the **▼** key to select Subadd. Relay Box List [Subaddr. Relay Box List].



- 5 Press the **Enter** key. A Subaddress Relay Box List will be printed out.
The operation panel will return to the initial mode settings.
If there are no Subaddress Relay Boxes registered in this fax, an error message will be displayed before the operation panel returns to the initial mode settings.

Having Received Faxes Forwarded to Another Fax Number (Fax Forwarding)

Fax Forwarding allows documents received during designated hours to be saved into memory and automatically forwarded to another fax number that is registered in advance. It is possible to use Subaddress-based Communication to forward the fax reception to the destination fax.

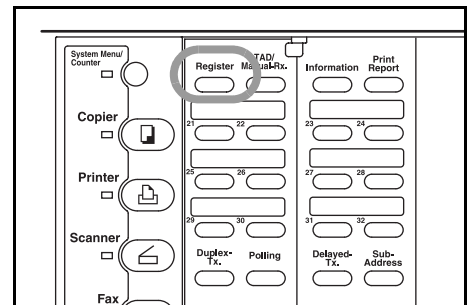
- Notes**
- If the Fax Forwarding operation is not successful, the received documents will be printed out at your fax and then deleted from your fax machine's memory.
 - With different types of communications such as Encrypted Communication, etc., Fax Forwarding may not be available depending on the type of communication.
 - In order to use Fax Forwarding, it is necessary to turn it ON in advance. (See **Turning Fax Forwarding ON/OFF** on page 5-34.)

Registering the Fax Forwarding Information

The following procedure must be performed when registering Fax Forwarding information for the first time.

- Note** If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

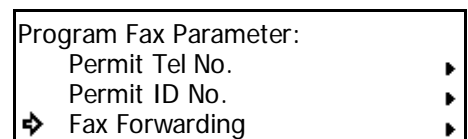
- 1 Open the cover plate to the left and press the **Register** key.



- 2 Press the ▲ key or the ▼ key to select Program Fax Parameter.



- 3 Then press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Fax Forwarding.



- 5 Press the **Enter** key.
- 6 Use the keypad to enter the fax number of the destination fax.

You can also enter the fax number using abbreviated numbers, one-touch keys or chain dial keys. If you enter the fax number using an abbreviated number or one-touch key that is already designated for Subaddress-based Communication, you can skip steps 7 through 10.



- 7** If you want to designate the operation as a Subaddress-based Communication, press the **Sub-Address** key.

> If you pressed the **Sub-Address** key, proceed to step 8.

> If you DID NOT press the **Sub Address** key, proceed to step.

- 8** Use the keypad to enter the subaddress you want to use for this Subaddress-based Communication.

The subaddress can be up to 20 digits in length and can include any combination of the numerals

Subaddress:	20 Digits
Enter Subaddress	

- 9** Press the **Enter** key.

- 10** If necessary, use the keypad to enter the predetermined Subaddress Communication password.

The password can be up to 20 digits in length and can include any combination of the numerals 0 – 9 and the symbols “*” and “#”. You do not have to enter a Subaddress Communication password here if you agree in advance with the destination party not to use one.

If you DO NOT need to enter a Subaddress Communication password, proceed to step 11.

Password:	20 Digits
Enter Your Password	

- 11** Press the **Enter** key.

If there is some problem with the information that you entered, an error message will appear in the message display. In this case, press the **Enter** key and the message display will return to a display that allows you to enter the destination fax number again.

- 12** Press the ▲ key or the ▼ key to select whether or not you want the received documents to be printed out at this fax machine.

The asterisk (*) in the message display indicates the current setting. However, an asterisk will not be displayed until the setting is changed at least one time.

If you want to have the documents printed out at this fax, select On.

Print Here:
➡ On
Off

- 13** Press the **Enter** key.

- 14** Press the ▲ key or the ▼ key to select whether or not you want to designate a time for the Fax Forwarding operation to begin and end.

If you want to have only those documents received during designated hours forwarded to another fax number, select **Delayed TX**. If you want to have Fax Forwarding continue indefinitely, select **All Day**.

The asterisk (*) in the message display indicates the current setting. However, an asterisk will not be displayed until the setting is changed at least one time.

> If you selected **Delayed TX**, proceed to step 15.

> If you selected **All Day**, proceed to step 19.

Fax For'd Time:
➡ Delayed TX
All Day

- 15 Press the **Enter** key.
- 16 Use the keypad to enter the desired time for Fax Forwarding to begin.
If you want to reset the displayed time to "00:00", simply press the **Stop/Clear** key.
- 17 Press the **Enter** key.
- 18 Use the keypad to enter the desired time for Fax Forwarding to end.
If you want to reset the displayed time to "00:00", simply press the **Stop/Clear** key.
- 19 Press the **Enter** key. Registration for Fax Forwarding is complete.
- 20 Press the **Reset** key. The operation panel will return to the initial mode settings.

Fax Forward Start Time:00:00

Program Start Time

Fax Forward Stop Time:00:00

Program Stop Time

Modifying Registered Fax Forwarding Information

Perform the following procedure in order to modify information already registered for Fax Forwarding.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Perform steps 1 – 4 of **Registering the Fax Forwarding Information** on page 5-31.
- 2 Press the **Enter** key.
- 3 Press the ▲ key or the ▼ key to select the information you want to modify. Press the **Enter** key.
Follow the steps related to the desired information in **Registering the Fax Forwarding Information** on page 5-31, and change the information as desired.
- 4 If you are finished modifying registered information, press the **Reset** key. The operation panel will return to the initial mode settings.

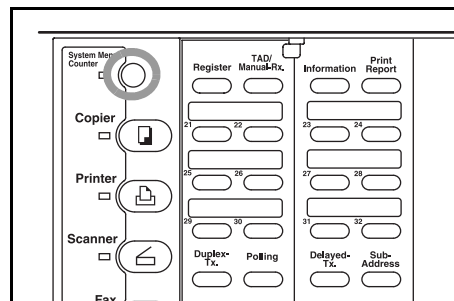
Fax Forwarding:	
End	
➡ Fax Forwarding	:233333
Subaddress com	:Off

Turning Fax Forwarding ON/OFF

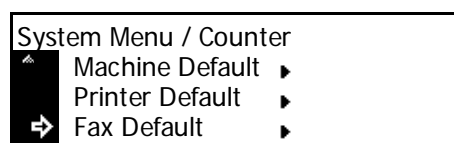
In order to use Fax Forwarding, it is necessary to turn it ON in advance.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

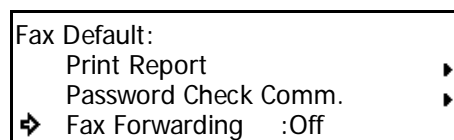
- 1 Press the **System Menu** key.



- 2 Press the ▲ key or the ▼ key to select Fax Default and press the **Enter** key.



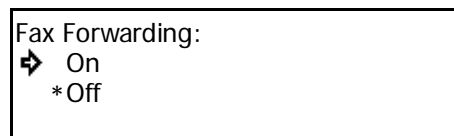
- 3 Press the ▲ key or the ▼ key to select Fax Forwarding.



- 4 Press the **Enter** key.

- 5 Press the ▲ key or the ▼ key to select whether you want to turn Fax Forwarding ON or OFF.

The asterisk (*) in the message display indicates the current setting.



- 6 Press the **Enter** key. The setting for Fax Forwarding settings is complete.

- 7 Press the **Reset** key. The operation panel will return to the initial mode settings.

Dialing Multiple Destinations as a Group (Group Dial Keys)

If you register a multiple destinations under a one-touch key in advance, that key will then function as a group dial key and you will be able to dial all those numbers with the touch of a key.

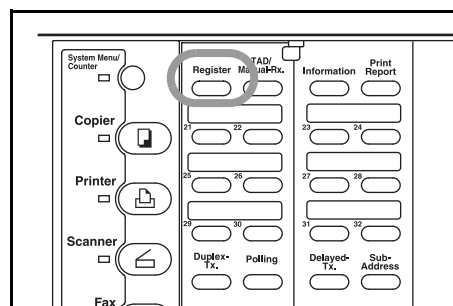
Notes You can use group dial keys not only for standard transmission, but also for such operations as Broadcast Transmission and Polling Reception.

You CANNOT use group dial keys in combination with chain dial keys.

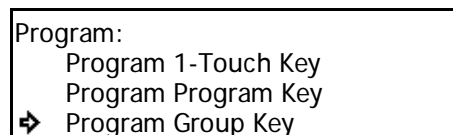
Registering New Group Dial Keys

- Notes**
- You can designate any number of the 32 one-touch keys as group dial key.
 - If you enter all of the fax numbers using abbreviated numbers or one-touch keys, this fax can automatically dial up to 232 different fax machines in a single operation.
 - If you register a group name as well as the fax number of the other parties under each group dial key, you will be able to use the directory to search for their fax number.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1** Open the cover plate to the left and press the **Register** key.

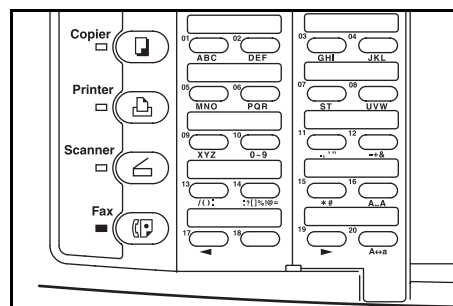


- 2** Press the **▲** key or the **▼** key to select Program Group Key.



- 3** Press the **Enter** key.

- 4** Press an unregistered one-touch key. The group dial key will be registered under that one-touch key.



- 5** Enter the desired group name.

The group name can be up to 20 characters in length. (See **Entering Characters** on page 2-15.)

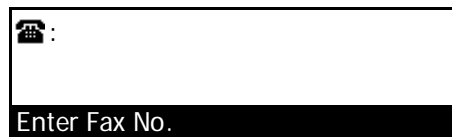
If you DO NOT wish to enter a group name, proceed to step 6.



- 6** Press the **Enter** key.

- 7** Use the keypad to enter one of the other party's fax numbers.

You can also enter the fax number using abbreviated numbers, one-touch keys, chain dial keys or the directory. If you enter the fax number using an abbreviated number or one-touch key that is already designated for Subaddress-based Communication, you can skip steps 8 through 11.

A rectangular screen with a white background. In the top left corner, there is a small icon of a telephone handset with a signal wave. To its right is a colon. The bottom of the screen has a black bar with the text "Enter Fax No." in white.

- 8** If you want to designate this fax number for Subaddress-based Communication, press the **Sub-Address** key.

> If you pressed the **Sub-Address** key, proceed to step 9.
> If you DID NOT press the **Sub-Address** key, proceed to step 12.

- 9** Use the keypad to enter the subaddress you want to use for this Subaddress-based Communication.

The subaddress can be up to 20 digits in length and can include any combination of the numerals 0 – 9.

A rectangular screen with a white background. The text "Subaddress:" is in the top left. On the right side, "20 Digits" is displayed. The bottom of the screen has a black bar with the text "Enter Subaddress" in white.

- 10** Press the **Enter** key.

- 11** If necessary, use the keypad and enter the predetermined Subaddress Communication password.

The password can be up to 20 digits in length and can include any combination of the numerals 0 – 9 and the symbols "*" and "#". You do not have to enter a Subaddress Communication password here if you agree in advance with the other party not to use one.

A rectangular screen with a white background. The text "Password:" is in the top left. On the right side, "20 Digits" is displayed. The bottom of the screen has a black bar with the text "Enter Your Password" in white.

If you DO NOT need to enter a Subaddress Communication password, proceed to step 12.

- 12** Press the **Enter** key.

If the fax number you entered has already been registered for this key, an error message will appear in the message display. In this case, press the **Enter** key and proceed to step 13.

If you have entered too many fax numbers, an error message will appear in the message display. In this case, press the **Enter** key and proceed to step 14.

- 13** Select whether or not you want to continue registering other fax numbers.

> If you DO want to continue registering fax numbers, return to step 7.
> If you are finished registering fax numbers, proceed to step 14.

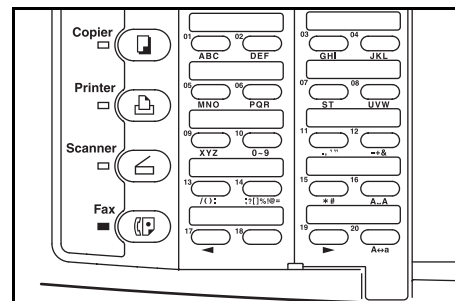
- 14** Press the **Enter** key. Registration of that group dial key is complete.

> If you want to continue registering other group dial keys, repeat steps 4 – 14.
> If you are finished registering group dial keys, press the **Reset** key. The operation panel will return to the initial mode settings.

Modifying or Deleting Registered Information

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

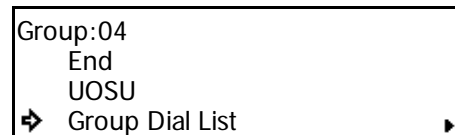
- 1 Perform steps 1 – 3 of **Registering New Group Dial Keys** on page 5-35.
- 2 Press the one-touch key (group dial key) containing the information you want to modify or delete.



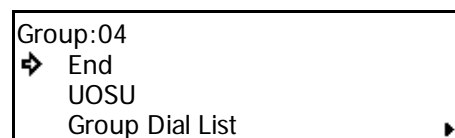
- 3 Perform the following procedure that corresponds to what you want to do:

> Modifying registered information

- (1) Press the ▲ key or the ▼ key to select the information you want to modify.
To add, modify or delete fax numbers already registered under a group dial key, select Group Dial List.

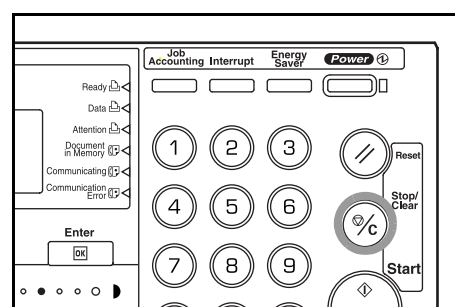


- (2) Press the **Enter** key.
- (3) See **Registering New Group Dial Keys** on page 5-35 and change the registered information as desired.
- (4) Once you are finished modifying the information, press the ▲ key or the ▼ key to select **End** and then press the **Enter** key.



> Deleting the group dial key

- (1) Press the **Stop/Clear** key.



- (2) Press the **Enter** key. The group dial key will be deleted.

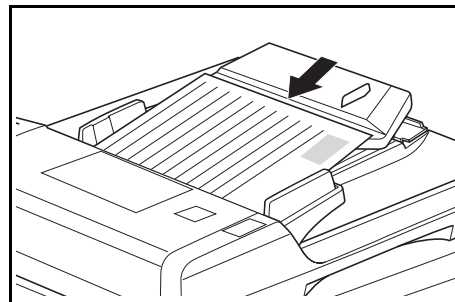
- 4 If you are finished modifying and/or deleting group dial keys, press the **Reset** key. The operation panel will return to the initial mode settings.

Dialing With a Group Dial Key

Notes You CANNOT use group dial keys in combination with chain dial keys.

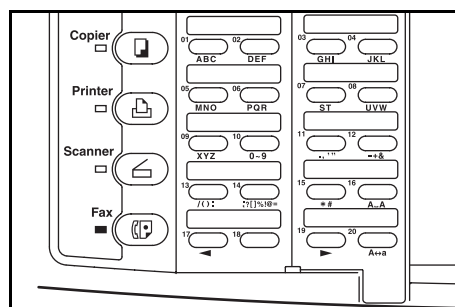
You can use group dial keys not only for standard transmission, but also for such operations as Broadcast Transmission and Polling Reception.

- 1 Set the documents you want to transmit.

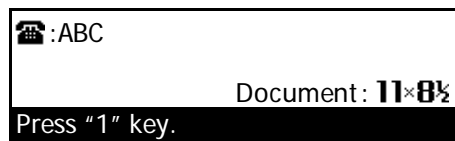


- 2 Press the desired one-touch key that was registered as a group dial key. The fax will perform the appropriate procedure to all the fax numbers registered under that group key.

If Press "x" key. appears in the bottom line of the message display, Dial Confirmation is turned ON. In this case, check that the group displayed is actually the one desired.



If the group IS the one desired, press the key on the keypad that corresponds to the number indicated in the message display. The operation will begin automatically.

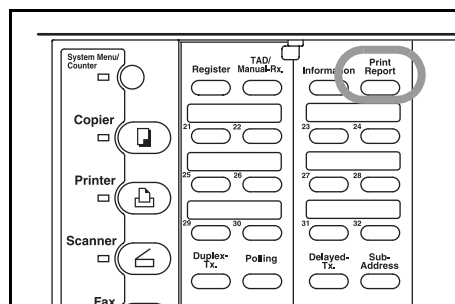


Printing Out a Group Dial List

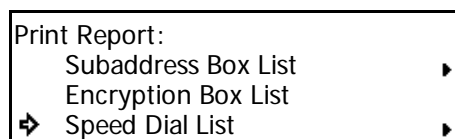
Print out this list in order to check the contents of group dial keys currently registered in this fax, such as the registered fax numbers and the group name.

- Notes**
- If there are no group dial keys registered in this fax, a Group Dial List will not be printed out.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Print Report** key.



- 2 Press the ▲ key or the ▼ key to select Speed Dial List.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Group Dial List.

Print Speed Dial List: Tel Directory List Program Dial List ➡ Group Dial List
--

- 5 Press the **Enter** key. A Group Dial List will be printed out.

The operation panel will return to the initial mode settings.

If there are no group dial keys registered in the fax, an error message will appear in the message display and then the operation panel will return to the initial mode settings.

Saving Specific Communication Settings as a Single Program (Program Keys)

The operational procedures for various types of communication, such as Broadcast Transmission, Polling Reception, etc., can be registered under a one-touch key that will then function as a program key for one-touch operation. This is convenient for those operations that are performed often – or on a regular basis – to the same destination or at the same time each day, etc.

The following 3 methods of communication can be registered under a program key.

A. Standard Transmission

B. Broadcast Transmission

C. Polling Reception

Important!

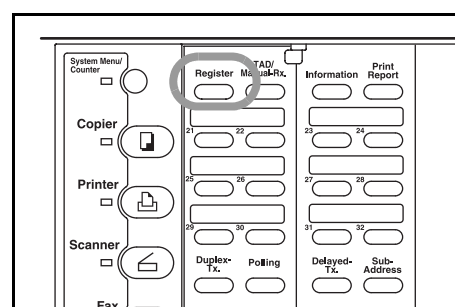
- Group dial keys cannot be used to enter fax numbers for the communication method listed as A above.
- Chain dial and group dial keys CANNOT be used in combination during entry of any one fax number.
- For more detailed information on each communication method, refer to the explanation that particular function.

Registering New Program Keys

Notes

- You can designate any number of the 32 one-touch keys as program keys.
- It is not necessary for you to register a name for each program. However, if you do register a program name, you will be able to use the directory to search for the related program.
- If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

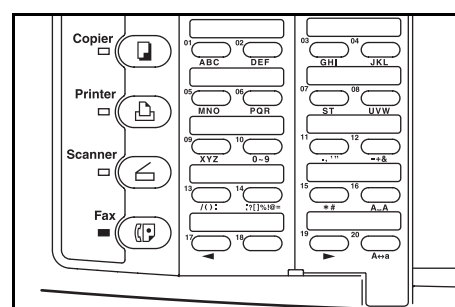
- 1 Open the cover plate to the left and press the **Register** key.



- 2 Press the **▲** key or the **▼** key to select Program Program key.

Program:
 Program 1-Touch Key
 ➡ Program Program Key
 Program Group Key

- 3 Press the **Enter** key.
- 4 Press an unregistered one-touch key.



- 5 Proceed to the procedure for the desired communication.

A. Standard Transmission	This page
B. Broadcast Transmission	P5-42
C. Polling Reception	P5-44

A. Standard Transmission (Continued from step 5)

- 6 Make sure that **Send** is selected in the message display.

If it is NOT selected, press the ▲ key or the ▼ key to select it.

Program key:02:Select Mode
 ➤ Send
 Broadcast
 RX Polling

- 7 Press the **Enter** key.

- 8 Press the ▲ key or the ▼ key to select whether or not you want to designate a time for the transmission to begin.

Delayed Comm.:
 ➤ On
 Off

> If you want to designate a time for the transmission to begin, select **On** and proceed to step 9.

> If you want to have the transmission begin immediately after the program key is pressed, select **Off** and proceed to step 11.

- 9 Press the **Enter** key.

- 10 Use the keypad to enter the desired time for the transmission to begin.

If you want to reset the displayed time to "00:00", simply press the **Stop/Clear** key.

TX Time:12:34

Enter TX Time

- 11 Press the **Enter** key.

- 12 Use the keypad to enter a destination fax number.

You can enter the fax number using the keypad, abbreviated numbers, one-touch keys, chain dial keys or the directory. If you enter the fax number using an abbreviated number or one-touch key that is already designated for Subaddress-based Communication, you can skip steps 13 through 16.

:

Enter Fax No.

- 13 If you want to designate this communication as a Subaddress-based Transmission, press the **Sub-Address** key.

> If you pressed the **Sub-Address** key, proceed to step 14.

> If you DID NOT press the **Sub-Address** key, proceed to step 17.

- 14 Enter the subaddress you want to use for this Subaddress-based Transmission.

The subaddress can be up to 20 digits in length and can include any combination of the numerals 0 – 9.

Subaddress:

20 Digits

Enter Subaddress

- 15 Press the **Enter** key.

- 16** If necessary, use the keypad and enter the predetermined Subaddress Communication password.
- The password can be up to 20 digits in length and can include any combination of the numerals 0 – 9 and the symbols “*” and “#”. You do not have to enter a Subaddress Communication password here if you agree in advance with the destination party not to use one.

Password:

20 Digits

Enter Your Password

If you DO NOT need to enter a Subaddress Communication password, proceed to step 17.

- 17** Press the **Enter** key.
- If there is some problem with the information that you entered, an error message will appear in the message display. In this case, press the **Enter** key and the message display will return to a display that allows you to enter the destination fax number again.

- 18** Enter a name for the program.
- The program name can be up to 20 characters in length. (See **Entering Characters** on page 2-15.)

Enter Program Name

- 19** Press the **Enter** key. The entered information will become registered under the designated program key.
- > If you want to continue registering other program keys, return to step 4, page 5-40.
 - > If you are finished registering program keys, press the **Reset** key. The operation panel will return to the initial mode settings.

B. Broadcast Transmission (Continued from step 5, page 5-41)

- 6** Press the ▲ key or the ▼ key to select Broadcast.

Program key:03:Select Mode
Send
➡ Broadcast
RX Polling

- 7** Press the **Enter** key.

- 8** Press the ▲ key or the ▼ key to select whether or not you want to designate a time for the transmission to begin.

Delayed Comm.:
➡ On
Off

> If you want to designate a time for the transmission to begin, select **On** and proceed to step 9.

> If you want to have the transmission begin immediately after the program key is pressed, select **Off** and proceed to step 11.

- 9** Press the **Enter** key.

- 10** Use the keypad to enter the desired time for the transmission to begin.

If you want to reset the displayed time to “00:00”, simply press the **Stop/Clear** key.


TX Time:11:32

Enter TX Time

- 11** Press the **Enter** key.

- 12** Use the keypad to enter a destination fax number.

You can enter the fax number using the keypad, abbreviated numbers, one-touch keys, group dial keys, chain dial keys or the directory. If you enter the fax number using an abbreviated number or one-touch key that is already designated for Subaddress-based Communication, you can skip steps 13 through 16.

A rectangular screen with a small icon of a telephone handset in the top left corner. Below the icon is a large empty space for entering a number. At the bottom of the screen is a black bar with the text "Enter Fax No." in white.

- 13** If you want to designate the communication for this fax number as a Subaddress-based Transmission, press the **Sub-Address** key.

> If you pressed the **Sub-Address** key, proceed to step 14.
> If you DID NOT press the **Sub-Address** key, proceed to step 17.

- 14** Use the keypad to enter the subaddress you want to use for this Subaddress-based Transmission.

The subaddress can be up to 20 digits in length and can include any combination of the numerals 0 – 9.

A rectangular screen with the text "Subaddress:" in the top left corner. Below it is a large empty space for entering a subaddress. In the top right corner, the text "20 Digits" is displayed. At the bottom of the screen is a black bar with the text "Enter Subaddress" in white.

- 15** Press the **Enter** key.

- 16** If necessary, use the keypad and enter the predetermined Subaddress Communication password.

The password can be up to 20 digits in length and can include any combination of the numerals 0 – 9 and the symbols "*" and "#". You do not have to enter a Subaddress Communication password here if you agree in advance with the destination party not to use one.

If you DO NOT need to enter a Subaddress Communication password, proceed to step 17.

A rectangular screen with the text "Password:" in the top left corner. Below it is a large empty space for entering a password. In the top right corner, the text "20 Digits" is displayed. At the bottom of the screen is a black bar with the text "Enter Your Password" in white.

- 17** Press the **Enter** key.

If the fax number you entered has already been registered for this operation or too many numbers were entered, an error message will appear in the message display. In this case, press the **Enter** key and the message display will return to a display that allows you to enter the destination fax number again.

- 18** Select whether or not you want to continue entering other destination fax numbers.

> If you DO want to enter more fax numbers, return to step 12.
> If you are finished entering fax numbers, proceed to step 19.

- 19** Press the **Enter** key.

- 20** Enter a name for the program.

The program name can be up to 20 characters in length. (See **Entering Characters** on page 2-15.)

A rectangular screen with a large empty space for entering a program name. At the bottom of the screen is a black bar with the text "Enter Program Name" in white.

- 21** Press the **Enter** key. The entered information will become registered under the designated program key.

> If you want to continue registering other program keys, return to step 4, page 5-40.
> If you are finished registering program keys, press the **Reset** key. The operation panel will return to the initial mode settings.

C. Polling Reception (Continued from step 5, page 5-41)

- 6 Press the ▲ key or the ▼ key to select **RX Polling**.

Program key:04:Select Mode
Send
Broadcast
➡ RX Polling

- 7 Press the **Enter** key.

- 8 Press the ▲ key or the ▼ key to select whether or not you want to designate a time for the reception to begin.

Delayed Comm.:
➡ On
Off

> If you want to designate a time for the reception to begin, select **On** and proceed to step 9.

> If you want to have the reception begin immediately after the program key is pressed, select **Off** and proceed to step 11.

- 9 Press the **Enter** key.

- 10 Use the keypad to enter the desired time for the reception to begin.

If you want to reset the displayed time to "00:00", simply press the **Stop/Clear** key.

TX Time:11:38

Enter TX Time

- 11 Press the **Enter** key.

- 12 Use the keypad to enter the fax number of a transmitting party.

You can enter the fax number using the keypad, abbreviated numbers, one-touch keys, group dial keys, chain dial keys or the directory. If you enter the fax number using an abbreviated number or one-touch key that is already designated for Subaddress-based Communication, you can skip steps 13 through 16.



Enter Fax No.

- 13 If you want to designate the communication for this fax number as a Subaddress-based Reception, press the **Sub-Address** key.

> If you pressed the **Sub-Address** key, proceed to step 14.

> If you DID NOT press the **Sub-Address** key, proceed to step 17.

- 14 Use the keypad to enter the subaddress you want to use for this Subaddress-based Reception.

The subaddress can be up to 20 digits in length and can include any combination of the numerals 0 – 9.

Subaddress:

20 Digits

Enter Subaddress

- 15 Press the **Enter** key.

- 16 If necessary, use the keypad and enter the predetermined Subaddress Communication password.

The password can be up to 20 digits in length and can include any combination of the numerals 0 – 9 and the symbols "*" and "#". You do not have to enter a Subaddress Communication password here if you agree in advance with the transmitting party not to use one.

Password:

20 Digits

Enter Your Password

If you DO NOT need to enter a Subaddress Communication password, proceed to step 17.

17 Press the **Enter** key.

If the fax number you entered has already been registered for this operation or too many numbers were entered, an error message will appear in the message display. In this case, press the **Enter** key and the message display will return to a display that allows you to enter the transmitting party's fax number again.

18 Select whether or not you want to continue entering other transmitting fax numbers.

> If you DO want to enter more fax numbers, return to step 12.

> If you are finished entering fax numbers, proceed to step 19.

19 Press the **Enter** key.**20** Enter a name for the program.

The program name can be up to 20 characters in length. (See **Entering Characters** on page 2-15.)



Enter Program Name

21 Press the **Enter** key. The entered information will become registered under the designated program key.

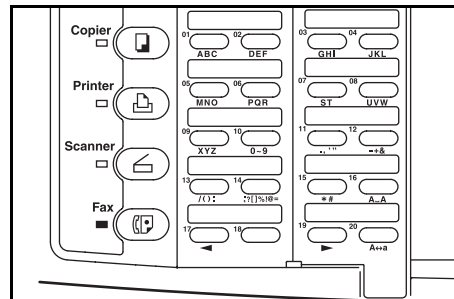
> If you want to continue registering other program keys, return to step 4, page 5-40.

> If you are finished registering program keys, press the **Reset** key. The operation panel will return to the initial mode settings.

Modifying or Deleting Registered Information

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Perform steps 1 – 3 of **Registering New Program Keys** on page 5-40.
- 2 Press the one-touch key (program key) containing the program you want to modify or delete.

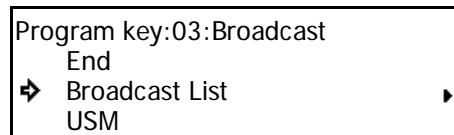


- 3 Perform the following procedure that corresponds to what you want to do:

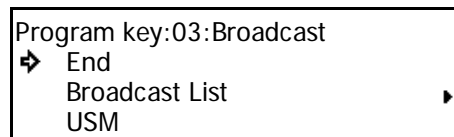
> Modifying registered information

- (1) Press the ▲ key or the ▼ key to select the information you want to modify.
- (2) Press the **Enter** key.

Follow the steps related to the desired information in **Registering New Program Keys** on page 5-40, to change that information.



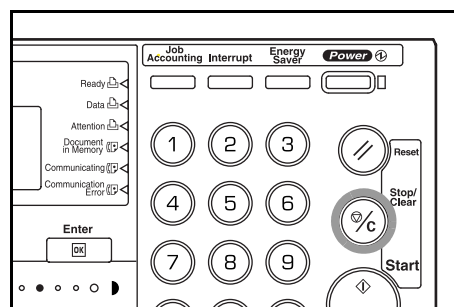
- (3) Once the message display has returned to the same message as in step (1), press the ▲ key to select **End** and press the **Enter** key.



> Deleting the program key

- (1) Press the **Stop/Clear** key.

If you want to cancel the deletion procedure, simply press the **Stop/Clear** key again.

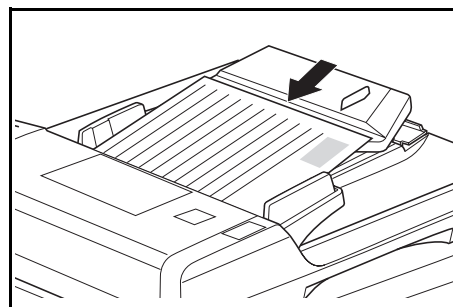


- (2) Press the **Enter** key.

- 4 If you are finished modifying and/or deleting program keys, press the **Reset** key. The operation panel will return to the initial mode settings.

Using a Program Key

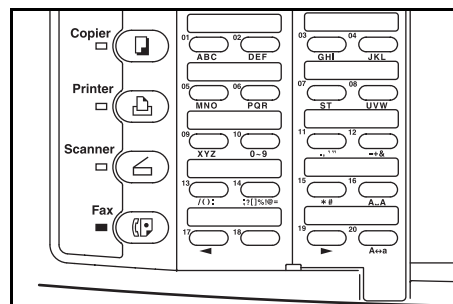
- 1 Set the documents you want to transmit.



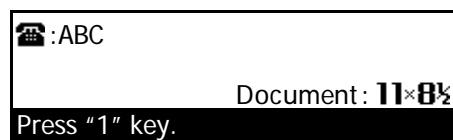
- 2 Press the desired one-touch key that was registered as a program key.

The fax will perform the communication operation according to the registered data.

If Press "x" key. appears in the bottom line of the message display, Dial Confirmation is turned ON. In this case, check that the program displayed is actually the one desired.



If the program IS the one desired, press the key on the keypad that corresponds to the number indicated in the message display. The operation will begin automatically.

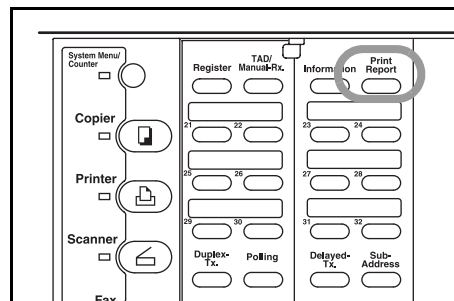


Printing Out a Program Dial List

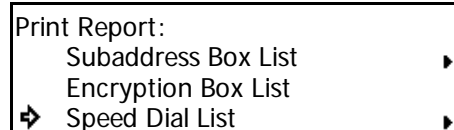
Print out this list in order to check the content of program keys currently registered in this fax.

- Notes**
- If there are no program keys registered in this fax, a Program Dial List will not be printed out.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1** Open the cover plate to the left and press the **Print Report** key.

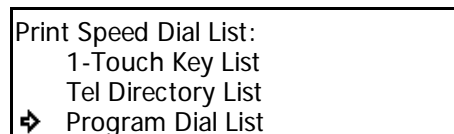


- 2** Press the ▲ key or the ▼ key to select Speed Dial List.



- 3** Press the **Enter** key.

- 4** Press the ▲ key or the ▼ key to select Program Dial List.



- 5** Press the **Enter** key. A Program Dial List will be printed out.

The operation panel will return to the initial mode settings.

If there are no program keys registered in the fax, an error message will appear in the message display and then the operation panel will return to the initial mode settings.

Enabling Communication Only When Certain Passwords Match (Password Check Communication)

Password Check Communication allows you to limit to and from whom fax communication can be accomplished by making it necessary to meet specific conditions regarding certain passwords. More specifically, the passwords (Permit Telephone Number and Permit ID) are registered in advance and Password Check Communication is turned ON. No special settings are required during the operation to transmit or receive faxes. When actual transmission or reception of documents begins, communications that satisfy the specific password conditions will be carried out and communications that do not satisfy these conditions will result in an error.

Note Prior to using Password Check Communication, carefully read “<Preparation>” and “<Conditions Required for Successful Communication>” below in addition to consulting with those party’s that will have access to password privileges.

<Preparation>

- You must register the desired password (Permit Telephone Number and/or Permit ID) in your fax in advance.
 - The other party must register its self-station fax number or self-station ID in advance.
 - In order to use Password Check Communication, it is necessary to turn it ON in advance. See **Turning Password Check Communication ON/OFF** on page 5-53.
-

<Conditions Required for Successful Communication>

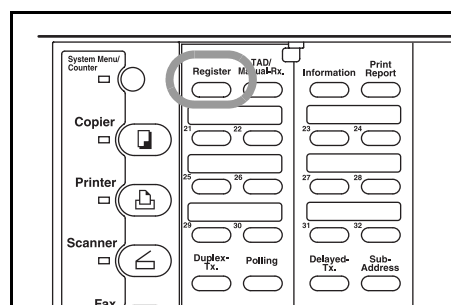
- The Permit Telephone Number registered in your fax must match the self-station fax number registered in the other party’s fax.
 - The Permit ID registered in your fax must match the self-station ID registered in the other party’s fax.
 - When you are transmitting documents and the other party’s fax number is dialed with an abbreviated number or one-touch key, the last 4 digits of the registered number must match the last 4 digits of the other party’s self-station fax number (not applicable with Manual Fax Transmission).
 - When you are receiving documents, the last 4 digits of a fax number registered under one of your abbreviated numbers or one-touch keys must match the 4 digits of the transmitting party’s self-station fax number.
-

Registering New Permit Telephone Numbers

Notes

- You can register up to 5 numbers as Permit Telephone Numbers in this fax.
- If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Register** key.



- 2 Press the ▲ key or the ▼ key to select Program Fax Parameter.

Program:
Program encryption box
Program Encryption ID
➡ Program Fax Parameter ▶

- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select Permit Tel No. [Permit tel nr].

Program Fax Parameter:
Own Name :
Own ID :0000
➡ Permit Tel No. ▶

- 5 Press the **Enter** key.

- 6 Use the ▲ key or the ▼ key to select an unregistered number from among #1 – #5.

Permit Tel No.:
End
➡ #1:
#2:

- 7 Press the **Enter** key.

- 8 Use the keypad to enter the desired Permit Telephone Number.

Each Permit Telephone Number can be up to 20 digits in length and can include any combination of the numerals 0 – 9.

#1: 20 Digits
Program Permit Tel. No.

- 9 Press the **Enter** key. Registration of that Permit Telephone Number is complete.

> If you want to continue registering other Permit Telephone Numbers, repeat steps 6 – 9.

> If you are finished registering Permit Telephone Numbers, press the **Reset** key. The operation panel will return to the initial mode settings.

Modifying or Deleting Permit Telephone Numbers

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Perform steps 1 – 5 of **Registering New Permit Telephone Numbers** on page 5-49.

- 2 Use the ▲ key or the ▼ key to select the Permit Telephone Number to be modified or deleted.

Permit Tel No.:
End
➡ #1:2222222
#2:

- 3 Perform the following modification or deletion procedure.

> Modifying registered information

- (1) Press the **Enter** key.

Press the **Stop/Clear** key to clear the currently displayed number from the message display.

- (2) Use the keypad to enter the new Permit Telephone Number to be registered.

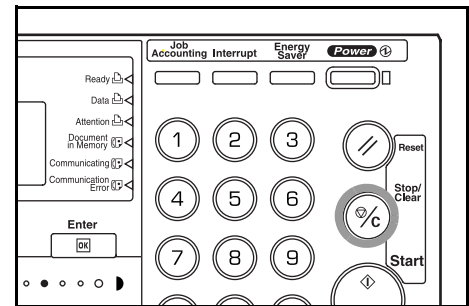
Each Permit Telephone Number can be up to 20 digits in length and can include any combination of the numerals 0 – 9.

#1:2222222 20 Digits
Program Permit Tel. No.

- (3) Press the **Enter** key.

> Deleting the Permit Telephone Number

Press the **Stop/Clear** key. The selected Permit Telephone Number will be deleted.



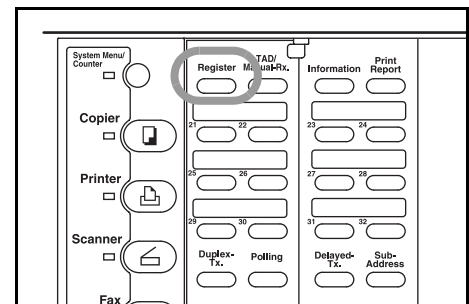
- 4 If you are finished modifying and/or deleting Permit Telephone Numbers, press the **Reset** key. The operation panel will return to the initial mode settings.

If you want to continue modifying and/or deleting other Permit Telephone Numbers, return to step 2.

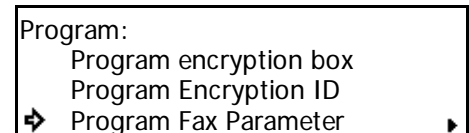
Registering New Permit IDs

- Notes**
- You can register up to 5 numbers as Permit IDs in this fax.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Register** key.

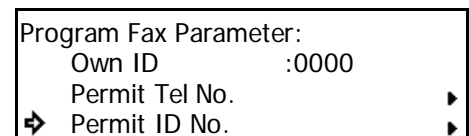


- 2 Press the **▲** key or the **▼** key to select Program Fax Parameter.



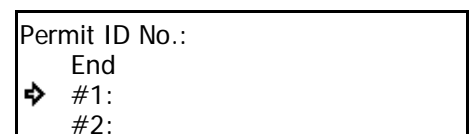
- 3 Press the **Enter** key.

- 4 Press the **▲** key or the **▼** key to select Permit ID No. [Permit number].



- 5 Press the **Enter** key.

- 6 Press the **▲** key or the **▼** key to select an unregistered number from among #1 – #5.



- 7 Press the **Enter** key.

- 8 Use the keypad to enter the desired Permit ID.
Each Permit ID is a 4-digit number that can include any combination of the numerals 0 – 9.

#1:0000

Program Permit ID No.

- 9 Press the **Enter** key. Registration of that Permit ID is complete.
> If you want to continue registering other Permit IDs, repeat steps 6 – 9.
> If you are finished registering Permit IDs, press the **Reset** key. The operation panel will return to the initial mode settings.

Modifying or Deleting Permit IDs

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Perform steps 1 – 5 of **Registering New Permit IDs** on page 5-51.

- 2 Press the ▲ key or the ▼ key to select the Permit ID to be modified or deleted.

Permit ID No.:

End

➡ #1:4444

#2:

- 3 Perform the following modification or deletion procedure.

> Modifying the registered information

- (1) Press the **Enter** key.

Press the **Stop/Clear** key to clear the currently displayed number from the message display.

- (2) Use the keypad to enter the new Permit ID to be registered.

Each Permit ID is a 4-digit number that can include any combination of the numerals 0 – 9.

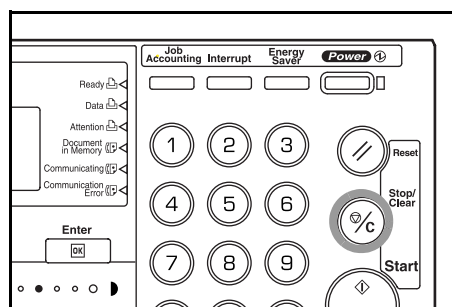
#1:4444

Program Permit ID No.

- (3) Press the **Enter** key.

> Deleting the Permit ID number

Press the **Stop/Clear** key. The selected Permit ID number will be deleted.



- 4 If you are finished modifying and/or deleting Permit IDs, press the **Reset** key. The operation panel will return to the initial mode settings.

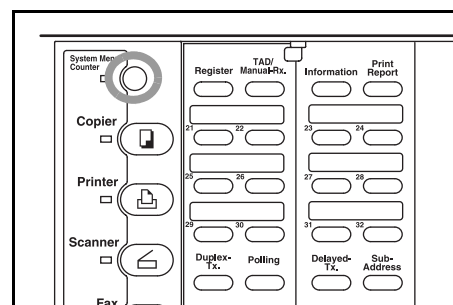
If you want to continue modifying and/or deleting other Permit IDs, return to step 2.

Turning Password Check Communication ON/OFF

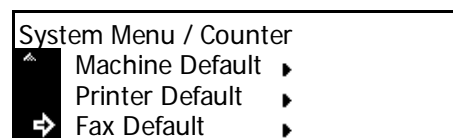
Turn Password Check Communication ON when you want to limit to and from whom fax communication can be accomplished. There are separate settings for controlling transmissions and receptions.

- Notes**
- If there are no Permit Telephone Numbers or Permit IDs registered in this fax, Password Check Communication will not be possible even if it is turned ON here.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

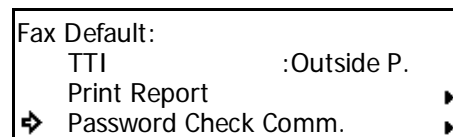


- 2 Press the ▼ key to select Fax Default.



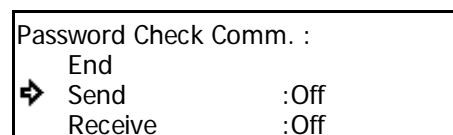
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select Password Check Comm..



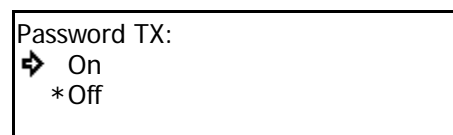
- 5 Press the **Enter** key.

- 6 Make sure that **Send** is selected in the message display and press the **Enter** key.



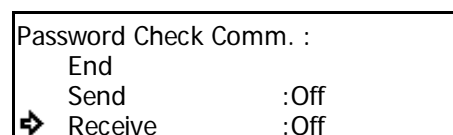
- 7 Press the ▲ key or the ▼ key to select whether to turn Password Check Transmission ON or OFF.

The asterisk (*) in the message display indicates the current setting.



- 8 Press the **Enter** key. The setting for Password Check Transmission is complete.

- 9 Press the ▲ key or the ▼ key to select Receive.



- 10 Press the **Enter** key.

- 11** Press the ▲ key or the ▼ key to select whether to turn Password Check Reception ON or OFF.

The asterisk (*) in the message display indicates the current setting.

Password RX:

➡ On
*Off

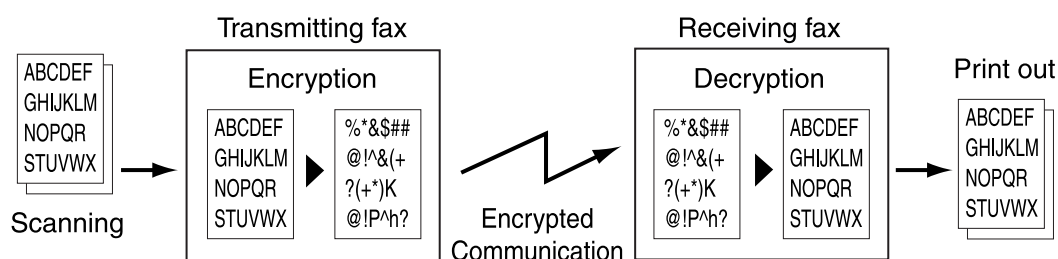
- 12** Press the **Enter** key. The setting for Password Check Reception is complete.
- 13** Press the ▲ key or the ▼ key to select **End** and then press the **Enter** key. The message display will return to the Fax Default menu.
- 14** If you are finished making settings, press the **Reset** key.
The operation panel will return to the initial mode settings.

Communicating with Encrypted Documents (Encrypted Communication)

Encrypted Communication involves the encryption of documents prior to their transmission. In this way, third parties are prevented from seeing the actual documents even if they should be able to access the transmission itself.

Those documents are then decrypted and printed out in their original form only after receipt by the receiving party, making this function extremely beneficial for sending strictly confidential information.

- Notes**
- Encryption Communication is only possible if the other party's fax possesses the same Encryption Communication capabilities as yours.
 - To successfully accomplish encryption, and then the corresponding decryption, both the transmitting and receiving parties must use the same 16-character Encryption Key. If the Encryption Keys used by both parties do not match EXACTLY, Encrypted Communication will not be possible. Therefore, it is necessary for both parties to determine, in advance, the Encryption Key that will be used and register it under a 2-digit Encryption Key ID.



Settings in the transmitting and receiving faxes

Settings	Transmitting fax	Receiving fax	Reference page
Encryption Key ID	(A) 2 digits	(B) 2 digits	5-56
Encryption Key	(C) 16 characters	(C) 16 characters	5-56
Key Code Registered Under the Corresponding One-Touch Key	(A) 2 digits		2-18, 2-24
Receiving Fax's Encryption Box	(D) 4 digits		2-18, 2-24
Encryption Box Number		(D) 4 digits	5-59
Encryption Box Key Code		(B) 2 digits	5-59

- Note** Be sure that those settings above which are indicated with the same letter in parenthesis are registered with the EXACT same numbers or characters, as appropriate.

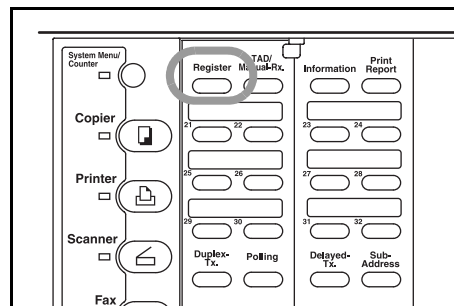
Registering New Encryption Keys

The Encryption Key to be used must be selected by the transmitting party during the registration of the corresponding abbreviated number or one-touch key – both designated for Encrypted Transmission –, and by the receiving party during registration of the corresponding Encryption Box.

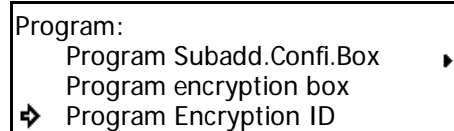
Each Encryption Key contains 16 characters that can include any combination of the numerals 0 – 9 and the letters A – F. This key will then be registered under a 2-digit “Encryption Key ID” from 01 – 20.

- Notes**
- You can register up to 20 Encryption Keys in this fax.
 - You can also modify a registered Encryption Key by following the procedure below.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Register** key.



- 2 Press the ▲ key or the ▼ key to select Program Encryption ID [Program Encryption Code].

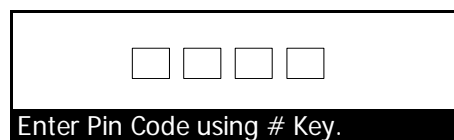


- 3 Press the **Enter** key.

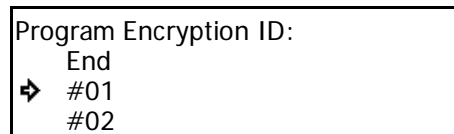
- 4 Use the keypad to enter the currently registered administration password (4 digits).

If you enter the wrong password, an error message will be displayed. In this case, press the **Enter** key and enter the correct password.

Refer to the **Advanced Edition of the Operation Guide** for your machine for information on the administration password.

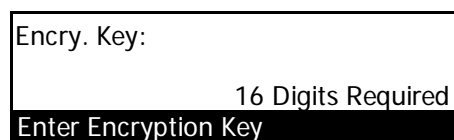


- 5 Press the ▲ key or the ▼ key to select an unregistered Encryption Key ID from among #01 – #20.



- 6 Press the **Enter** key.

- 7 Use the one-touch keys to create the desired 16-character Encryption Key.



<Creating an Encryption Key>

Each Encryption Key contains 16 characters that can include any combination of the numerals 0 – 9 and the letters A – F. Entry is carried out with the one-touch keys. Each of the characters is entered as follows:

One-touch key No.	Character
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	A
11	B
12	C
13	D
14	E
15	F
16	0

<Understanding the Encryption Key and Encryption Key ID >

Each Encryption Key is registered under an “Encryption Key ID” (a 2-digit number from “01” to “20”). When you want to designate an Encryption Key for a certain communication, it is this 2-digit number that you must enter.

In order for Encrypted Communication to be successful, while it is absolutely necessary that the Encryption Key used by the transmitting party matches the Encryption Key that is registered for the corresponding Confidential Box in the receiving party's fax, it is not necessary that the Encryption Key IDs match. For example, if the transmitting party initiates an Encrypted Transmission using an Encryption Key of ABFE468C2569D341 that is registered under Encryption Key ID “18”, and the receiving party has registered the same Encryption Key, but it is registered under Encryption Key ID “09”, as long as the receiving party has registered Encryption Key ID “09” for the Confidential Box that will receive the encrypted documents, reception and correct print out will be successful.

-
- 8** Press the **Enter** key. Registration of that Encryption Key is complete.
If you want to continue registering other Encryption Keys, repeat steps 5 – 8.
 - 9** Press the **▲** key or the **▼** key **End**.
 - 10** Press the **Enter** key. The operation panel will return to the initial mode settings.

Modifying or Deleting Encryption Keys

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

1 Perform steps 1 - 3 of **Registering New Encryption Keys** on page 5-55.

2 Use the keypad to enter the currently registered administration password (4 digits).

If you enter the wrong password, an error message will be displayed. In this case, press the **Enter** key and enter the correct password.

<div style="text-align: center;">□ □ □ □</div> <div style="background-color: black; color: white; padding: 2px;">Enter Pin Code using # Key.</div>
--

3 Press the ▲ key or the ▼ key to select the Encryption Key that you want to modify or delete.

Program Encryption ID: End ➡ #01 #02

4 Perform one of the following procedures.

> Modifying information

(1) Press the **Enter** key.

(2) Use the one-touch keys to create the 16-digit Encryption Key that you want to register.

To clear the currently entered Encryption Key, press the **Stop/Clear** key.

Encry. Key:786ABC8476EF <div style="text-align: right;">16 Digits Required</div> <div style="background-color: black; color: white; padding: 2px;">Enter Encryption Key</div>
--

(3) Press the **Enter** key.

> Deleting an Encryption Key

(1) Press the **Stop/Clear** key.

(2) Press the **Enter** key.

5 If you want to continue modifying or deleting other Encryption Keys, repeat steps 3 and 4.

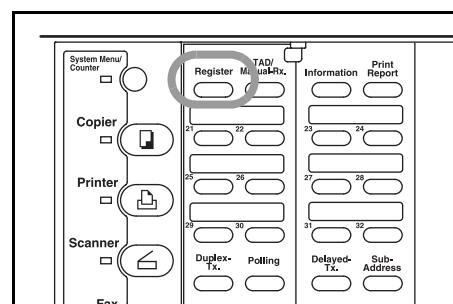
If you are finished modifying and deleting Encryption Keys, press the ▲ key or the ▼ key to select **End** and then press the **Enter** key. The operation panel will return to the initial mode settings.

Registering New Encryption Boxes

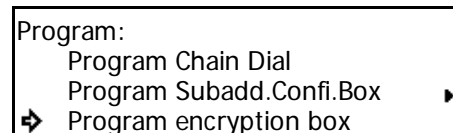
An Encryption Box must be registered in your fax machine in order to receive an Encryption Communication. During that registration procedure, you will also need to select whether or not you want the received documents to be printed out immediately or not.

- Notes**
- You can register up to 15 Encryption Boxes in this fax machine.
 - The box number that you enter during the registration of any Encryption Box CANNOT be the same number as the subaddress of a registered Subaddress Confidential Box or Subaddress Relay Box.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

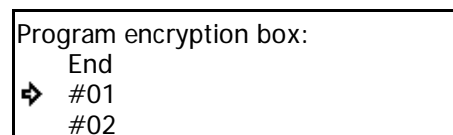
- Open the cover plate to the left and press the **Register** key.



- Press the **▲** key or the **▼** key to select Program encryption box [Encryp. Code Box Regist.].



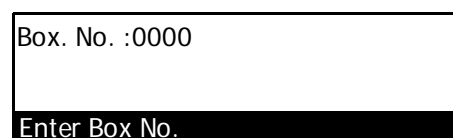
- Press the **Enter** key.
- Press the **▲** key or the **▼** key to select an unregistered box.



- Press the **Enter** key.
- Enter the number that you want to use as the Encryption Box number.

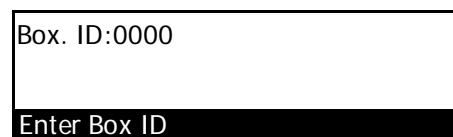
Each Encryption Box number is a 4-digit number from "0000" to "9999".

If you want to reset the displayed number to "0000", simply press the **Stop/Clear** key.



- Press the **Enter** key.
- Enter the number that you want to use for the Encryption Box ID.

If you register "0000" as the Encryption Box ID, it will not be necessary to enter an ID when you print out documents from that Encryption Box.



- Press the **Enter** key.

- 10** Enter the 2-digit Encryption Key ID (01 – 20) that corresponds to the Encryption Key to be used for this Encryption Box.

Encryption Key ID:00

Enter 2-Digit Key ID

- 11** Press the **Enter** key.

- 12** Press the ▲ key or the ▼ key to select whether or not you want documents received into this Encryption Box to be automatically printed out.

Print on RX.:

➡ On
Off

- 13** Press the **Enter** key.

> If you want to continue registering other Encryption Boxes, return to step 4.

> If you are finished registering Encryption Boxes, press the **Reset** key. The operation panel will return to the initial mode settings.

Modifying or Deleting Encryption Boxes

- Notes**
- You CANNOT modify a registered Encryption Box ID.
 - You CANNOT delete an Encryption Box which still contains received documents.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1** Perform steps 1 – 3 of **Registering New Encryption Boxes** on page 5-59.

- 2** Press the ▲ key or the ▼ key to select the Encryption Box you want to modify or delete.

Program encryption box:

End
➡ #01 5265
#02

- 3** Select whether you want to modify information that is registered in that box or to completely delete the box, and then perform the corresponding procedure below.

> Modifying information in the box

(1) Press the **Enter** key.

(2) Enter the 4-digit Box ID that corresponds to that box.

Box. ID:

Enter Box ID

(3) Press the **Enter** key.

(4) Press the ▲ key or the ▼ key to select the item that you want to modify and then press the **Enter** key.

Encryption box:#01

End
➡ Box.No. :5265
Box.ID :5555

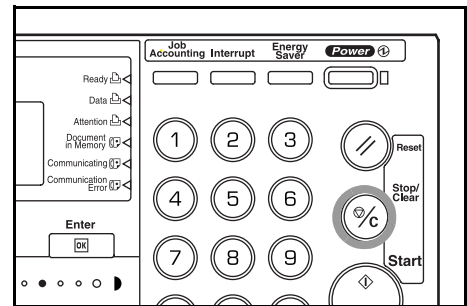
(5) See **Registering New Encryption Boxes** on page 5-59, and modify the desired item.

(6) Press the **Enter** key. The message display will return to the same message as in step (4). If you want to modify other items as well, repeat steps (4) – (6).

(7) Once you are finished modifying information in the Encryption Box, press the ▲ key to select End.

> Deleting the box

(1) Press the **Stop/Clear** key.



(2) Enter the 4-digit Box ID that corresponds to that box.



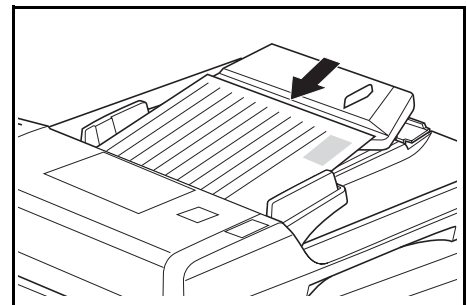
- 4** Press the **Enter** key. The information for that box will be modified or the Encryption Box completely deleted, as appropriate.
- > If you want to continue modifying and/or deleting other Encryption Boxes, return to step 2.
 - > If you are finished modifying and/or deleting Encryption Boxes, press the **Reset** key. The operation panel will return to the initial mode settings.

Performing the Operation at the Transmitting Fax

Encrypted Transmission is accomplished by dialing with an abbreviated number or one-touch key that has been designated in advance for Encrypted Transmission.

- Notes**
- Encrypted Transmission is possible to a single destination, as well as in combination with a Broadcast Transmission, for a Relay Transmission from the relay station to the final destinations, and for transmission of the report from the relay station to the initial transmitting station.
 - Subaddress-based Communication is not available for use with Encrypted Communications.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1** Register the Encryption Key agreed to in advance with the receiving party. (See **Registering New Encryption Keys** on page 5-55.)
If the Encryption Key has already been registered, proceed to step 2.
- 2** Register the abbreviated number or one-touch key that will be used to dial the destination fax number and designate it for Encrypted Transmission. (See **Registering New One-Touch Keys** on page 2-18, and **Registering New Abbreviated Numbers** on page 2-24.)
If an abbreviated number or one-touch key has already been registered in this way, proceed to step 3.
- 3** Set the documents you want to transmit.



- 4 Use the abbreviated number or one-touch key described in step 2 to enter the destination fax number.
- 5 The transmission operation will begin.
If the Encryption Key ID designated for the abbreviated number or one-touch key is no longer registered in this fax, an error will occur and the transmission will not be completed.

Performing the Operation at the Receiving Fax

Perform the following procedure to receive and print out documents under Encrypted Communication.

- Notes**
- Subaddress-based Communication is not available for use with Encrypted Communications.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.
- 1 Register the Encryption Key agreed to in advance with the transmitting party. (See **Registering New Encryption Keys** on page 5-55.)
If the **Encryption** Key has already been registered, proceed to step 2.
 - 2 Register the Encryption Box that will be used to receive the encrypted documents. (See **Registering New Encryption Boxes** on page 5-59.)
If the Encryption Box has already been registered, proceed to step 3.
Refer to "<Automatic or Manual Print Out>" for details on the available methods for print out.
 - 3 The transmitting party will send you the encrypted documents. Once they are received, they are normally decrypted to their original form and then stored in the specified Encryption Box.
If the Encryption Box has been registered for manual print out of the documents, proceed to step 4.
If the Encryption Box has been registered for automatic print out of the documents, received documents will be automatically printed out upon reception into the corresponding Encryption Box.
 - 4 Print out the received documents. (See **Printing Out Documents from an Encryption Box** on page 5-63.)

<Automatic or Manual Print Out>

There are two methods for printing out documents received in encrypted form. Either one of these methods can be selected during the registration procedure for each Encryption Box. (See **Registering New Encryption Boxes** on page 5-59.)

● Automatic print out

Received documents will be automatically printed out upon reception into the corresponding Encryption Box.

● Manual print out

Received documents will NOT be printed out right away, but will be stored in the corresponding Encryption Box and must be printed out by following the appropriate procedure. (See **Printing Out Documents from an Encryption Box** on page 5-63.)

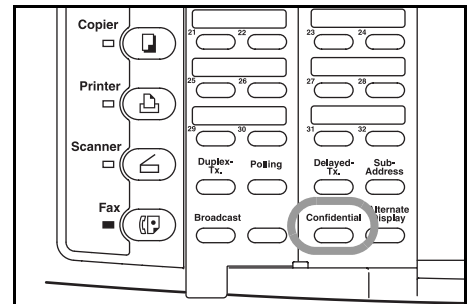
Since the only person who can print out the received documents is the individual who knows the corresponding Encryption Box number and that box's ID, confidentiality – not only during communication but also on-site – is maintained.

Printing Out Documents from an Encryption Box

Perform the following procedure to print out documents that have been received into your Encryption Box. If the documents are printed out correctly, the data will be deleted from that box.

- Notes**
- If you registered "0000" as the Box ID for your Encryption Box, it is not necessary to enter a Box ID just to print out documents from that box. In this case, only the box number you enter needs to be correct in order to print out your documents.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1** Open the cover plate to the left and press the **Confidential** key.



- 2** Press the ▲ key or the ▼ key to select Prt encryption data box [Encrypt. Code Box Output].

Enter/Print data from Box:
Scan Original to Conf.Box
Print Data in Confi.Box
➡ Prt encryption data Box

- 3** Press the **Enter** key.

- 4** Use the keypad to enter the box number (4 digits) that corresponds to the Encryption Box where the documents you want to print are stored.

Box. No. :0000

Enter Box No.

- 5** Press the **Enter** key.

If you registered "0000" as the Box ID, the documents will be automatically printed out at this point; the procedure from step 6 will not be necessary.

If there are no documents in the selected Encryption Box, an error message will appear in the message display and then the operation panel will return to the initial mode settings.

If the box number you entered is not registered in the fax, an error message will appear and then the message display will return to a display that allows you to enter the box number again.

- 6** Enter the Box ID (4 digits) that corresponds to that Encryption Box.

If you want to reset the displayed number to "0000", simply press the **Stop/Clear** key.

Box. ID :0000

Enter Box ID

- 7** Press the **Enter** key. The documents that are in your Encryption Box will be printed out.

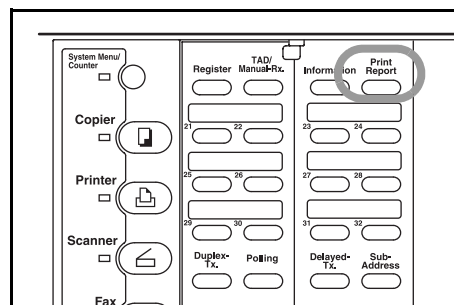
If the Box ID that you entered does not match the registered one, an error message will appear and then the message display will return to a display that allows you to enter the Box ID again. Check and enter the correct Box ID.

Printing Out an Encryption Key List

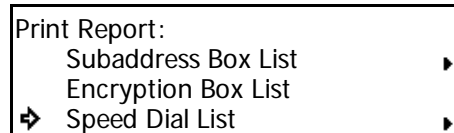
Print out this list in order to check the contents of Encryption Keys currently registered in this fax.

- Notes**
- Print out of this list is only possible if the currently registered administrator password is entered during the procedure. If the entered password does not match the registered one, an Encryption Key List CANNOT be printed out.
 - If there are no Encryption Keys registered in this fax, an Encryption Key List will not be printed out.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Print Report** key.

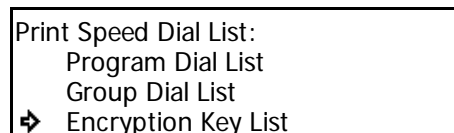


- 2 Press the **▲** key or the **▼** key to select Speed Dial List.



- 3 Press the **Enter** key.

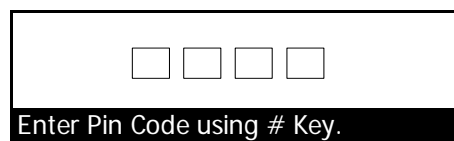
- 4 Press the **▲** key or the **▼** key to select Encryption Key List.



- 5 Press the **Enter** key.

- 6 Use the keypad to enter the currently registered administrator password (4 digits). An Encryption Key List will be printed out.

If you enter the wrong password, an error message will be displayed. In this case, press the **Enter** key and enter the correct password.

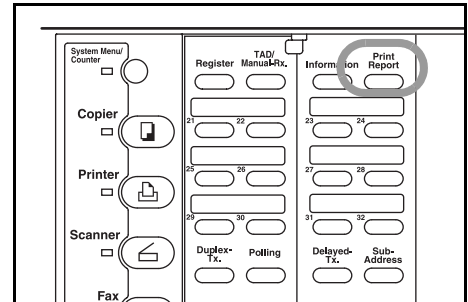


Printing Out an Encryption Box List

Print out this list in order to check the information in each Encryption Box as well as data regarding the existence of documents in each respective box.

- Notes**
- If there are no Encryption Boxes registered in this fax, an Encryption Box List will not be printed out.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Print Report** key.



- 2 Press the ▲ key or the ▼ key to select **Encryption Box List**.



- 3 Press the **Enter** key. An Encryption Box List will be printed out.

The operation panel will return to the initial mode settings.

If there are no Encryption Boxes registered in this fax, an error message will appear in the message display before the operation panel returns to the initial mode settings.

Managing Fax Use by Each Department (Restricted Access)

By allowing certain communication and operation only upon entry of one of the viable ID-codes, use of this fax – such as the number of communications initiated – can be effectively scrutinized for up to 100 individual departments.

Restricted Access Procedure

Item	Description	Reference
Registering ID-codes	To enable Restricted Access, it is necessary to register ID-codes in this fax in advance.	<i>Advanced Edition of the Operation Guide</i>
Turning Restricted Access ON/OFF	To use Restricted Access for the management of fax functions, turn this setting ON.	<i>Advanced Edition of the Operation Guide</i>
Setting the Fax Transmission Limit	Sets the maximum number of documents that each department can transmit. This setting can also be made so that there is no restrictions on the number of documents transmitted, or so that documents can not be sent at all.	<i>Advanced Edition of the Operation Guide</i>
Checking Transmission/Copy Counts	Checks the number of documents that have been transmitted under an individual ID-code or by all ID-codes overall.	<i>Advanced Edition of the Operation Guide</i>
Clearing the Count for All Departments	Clears the count for total number of documents that have been transmitted. All copy counts will be cleared as well.	<i>Advanced Edition of the Operation Guide</i>
Printing Out a Restricted Access Report	Print out this report in order to check the details of communications occurring under Restricted Access.	5-68

<Functions that can be scrutinized under Restricted Access>

- Standard transmission
- Transmission that uses the timer
- Broadcast Transmission
- Subaddress-based Relay Broadcast Transmission
- Polling Reception
- Subaddress-based Confidential Transmission
- Subaddress-based Bulletin Board Reception
- Encrypted Transmission
- Manual transmission/reception when dialing is initiated from this fax

<Available functions in Restricted Access>

Restricted Access limits the available functions of this fax to those individuals who enter a viable ID-code – or to the person-in-charge of managing use who enters the registered administrator password.

> The following functions of this fax are available upon entering a viable ID-code.

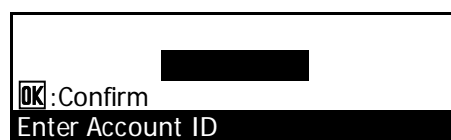
- Standard transmission
- Transmission that uses the timer
- Broadcast Transmission
- Subaddress-based Relay Broadcast Transmission
- Polling Reception
- Subaddress-based Confidential Transmission
- Subaddress-based Bulletin Board Reception
- Entering documents into a Subaddress Confidential Box
- Printing out documents from a Subaddress Confidential Box
- Encrypted Transmission
- Printing out documents from an Encryption Box
- Editing a communication in memory
- Confirmation Report
- Restricted Access report print out
- Manual transmission/reception when dialing is initiated from this fax

Important!

- It is possible to dial a fax or telephone number or view the Communication Result Display, as well as print out the Activity Report, without entering an ID-code.
- If Restricted Access is turned ON, only those sets of documents entered using the same ID-code will be pooled together under the Batch Transmission function. Any documents that were entered using different ID-codes will be sent during different transmissions. (See ***Sending Multiple Sets of Documents in One Batch (Batch Transmission function)*** on page 1-20.)
- If Restricted Access Report print out is turned ON, a Restricted Access Report will be automatically printed out upon reaching 50 individual transactions. This report may, however, be automatically printed out even before 50 transactions are reaching depending upon the number of ID-codes registered in the fax. (See ***Turning Print Out of Each Report ON/OFF ("Print Report" setting)*** on page 7-1.)
- Ordinarily, the registered self-station name will be displayed as part of the TTI, but, if Restricted Access is turned ON and the transmission is initiated by entering an ID-code, the department name corresponding to that ID-code will be displayed. If you attempt a transmission by entering the administrator password under Restricted Access, however, it will still be the registered self-station name that is displayed.

Sending a Fax under Restricted Access

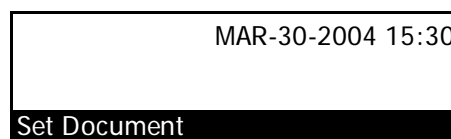
- 1 Use the keypad to enter your ID-code.



- 2 Press the **OK** key.

- 3 Perform the desired fax operation.

Once you have finished the desired operation, press the **Job accounting** key. The Auto Clear function will engage and the operation panel will return to the ID-code entry screen.



Printing Out a Restricted Access Report

Enter the corresponding ID-code in order to print out this report and thus check the details of communications involving that particular department under Restricted Access. If you enter the registered administrator password, it is also possible to print out a report for each individual department, or a report for all departments at the same time.

- Notes**
- Print out of this report is only possible when Restricted Access is turned ON.
 - If no communications have taken place in this fax under Restricted Access, a Restricted Access Report will not be printed out.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

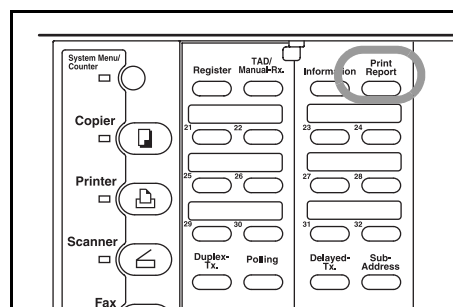
● If you use an ID-code

- 1 Use the keypad to enter your ID-code and press the **Enter** key.

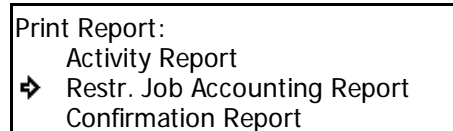
If the entered ID-code matches the registered one, the message display will change to the initial mode for fax operation.



- 2 Open the cover plate to the left and press the **Print Report** key.



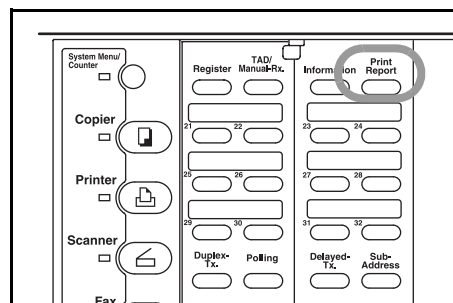
- 3 Press the **▲** key or the **▼** key to select **Restr. Job Accounting Report**.



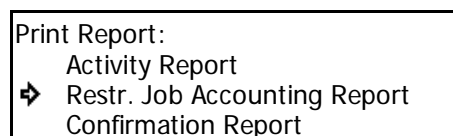
- 4 Press the **Enter** key. A Restricted Access Report will be printed out at this point. Once print out is completed, the operation panel will return to the ID-code entry screen.

● If you use the registered administrator password

- 1 Open the cover plate to the left and press the **Print Report** key.



- 2 Press the **▲** key or the **▼** key to select **Restr. Job Accounting Report**.



3 Press the **Enter** key.

4 Use the keypad to enter the registered administrator password (4 digits).

<div style="text-align: center;">□ □ □ □</div>
Enter Pin Code using # Key.

5 Press the ▲ key or the ▼ key to select either **All Accounts ID** or the ID-code (or name) for the desired department.

Restr. Job Accounting Report
End
➡ All Accounts ID
12347643 :ABC

6 Press the **Enter** key. An asterisk (*) will appear next to the selected setting, either **All Departments [All ID-codes]** or the selected ID-code (or name) of the department. To select multiple departments, repeat steps 5 and 6.

7 Press the ▲ key to select **End** and then press the **Enter** key. A Restricted Access Report will be printed out for the selected department(s).

Restr. Job Accounting Report
➡ End
All Departments
*12347643 :ABC

6 Managing Information About Your Fax Communications

Checking the Result of Each Communication (Communication Result Display)

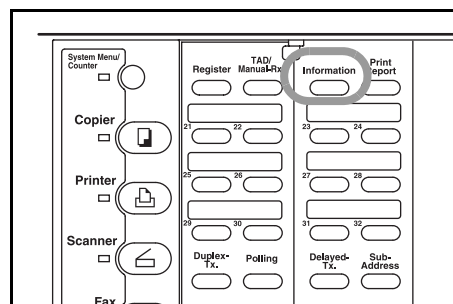
You can use the message display to check certain information regarding the 50 most recent fax transmissions and/or receptions. The communication result display lets you check the document number, date and time, destination name, number of pages, type of communication and the result of your communication.

Checking the Result of Transmissions

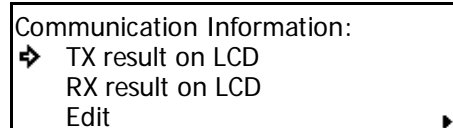
Information for up to 50 of the most recent fax transmissions can be checked in the message display.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

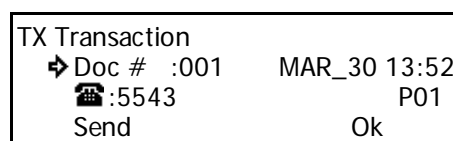
- 1 Open the cover plate to the left and press the **Information** key.



- 2 Make sure that TX result on LCD [TX result display] is selected in the message display and press the **Enter** key. Information for the most recent transmission will be displayed.



- 3 Pressing the ▼ key will display the next previous transmission and pressing the ▲ key will change the display back towards the most recent transmission.



- 4 Once you have finished checking the desired information, press the **Enter** key. The operation panel will return to the initial mode settings.

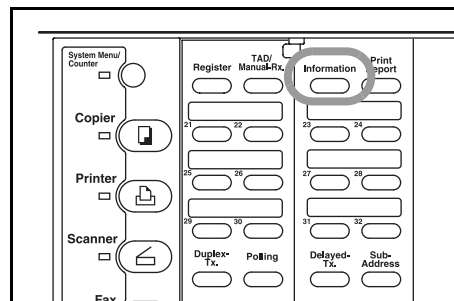
If you press the ▼ key when the information for the oldest transmission is displayed, an exit menu will be displayed. If this happens, press the **Enter** key. The operation panel will return to the initial mode settings.

Checking the Result of Receptions

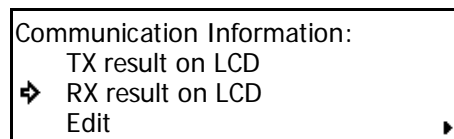
Information for up to 50 of the most recent fax receptions can be checked in the message display.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Information** key.

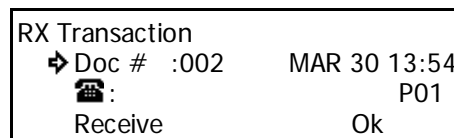


- 2 Press the ▲ key or the ▼ key to select Rx result on LCD [RX result display].



- 3 Press the **Enter** key. Information for the most recent reception will be displayed.

- 4 Pressing the ▼ key will display the previous reception and pressing the ▲ key will change the display back towards the most recent reception.



- 5 Once you have finished checking the desired information, press the **Enter** key. The operation panel will return to the initial mode settings.

If you press the ▼ key when the information for the oldest reception is displayed, an exit menu will be displayed. If this happens, press the **Enter** key. The operation panel will return to the initial mode settings.

Printing the Different Management Reports/List (Management Reports/Lists Printout)

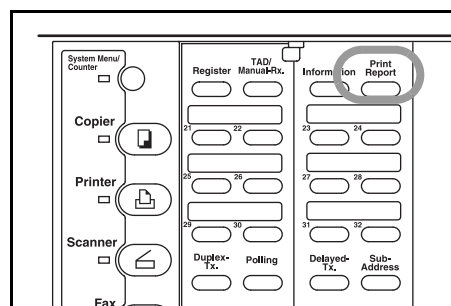
The results of your fax communications as well as certain fax-related settings in this machine can be checked whenever you want by printing out different management reports. The following procedures explain how to print out the Activity Report, Confirmation Report and User Setting List. Each of these reports can be printed out at any time.

Printing Out an Activity Report

Print out this report in order to check the status and result of the transmissions and receptions that were carried out on this fax. Information for the 50 most recent communications will be printed on the Activity Report.

- Notes**
- If no communications have taken place, an Activity report will not be printed out.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Print Report** key.



- 2 Make sure that **Activity Report** is selected in the message display and press the **Enter** key. An Activity Report will be printed out.

The operation panel will return to the initial mode settings.

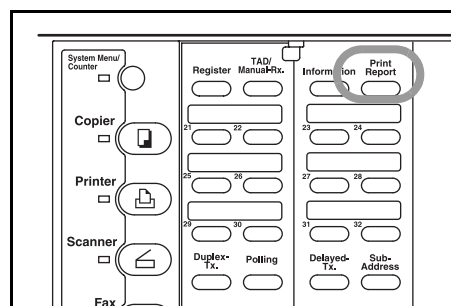
Print Report:
 ➡ Activity Report
 Confirmation Report
 User Setting List

Printing Out a Confirmation Report

Print out this report in order to check the status of fax communications held in memory in the waiting state.

- Notes**
- If there are no related communications or documents for Polling Transmission held in memory, a Confirmation Report will not be printed out.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Print Report** key.



- 2 Press the **▲** key or the **▼** key to select Confirmation Report.

Print Report:
 Activity Report
 ➡ Confirmation Report
 User Setting List

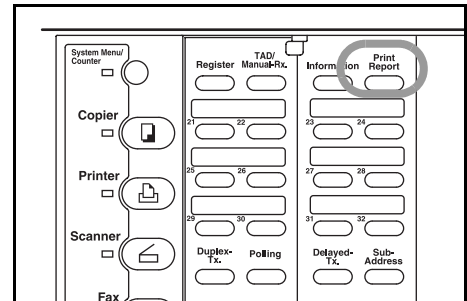
- 3 Press the **Enter** key. A Confirmation Report will be printed out.
 The operation panel will return to the initial mode settings.

Printing Out a User Setting List

Print out this list in order to check the settings made (type of phone line, etc.) and other registered information (self-station name, etc.) in this fax.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Print Report** key.



- 2 Press the ▲ key or the ▼ key to select User Setting List.

Print Report:
Activity Report
Confirmation Report
➡ User Setting List

- 3 Press the **Enter** key. A User Setting List will be printed out.
The operation panel will return to the initial mode settings.

7 Various Settings and Registration

Turning Print Out of Each Report ON/OFF ("Print Report" setting)

Six different reports can be printed out for checking such points as whether a transmission or reception was accomplished correctly or not. You can also have each of these reports printed out automatically or turn OFF automatic print out of each report.

<Activity Report>

Set this report to be printed out upon reaching a predetermined number of communications in order to check the details of those communications.

<Restricted Access Report>

Set this report to be printed out in order to check the details, listed by department, of all communications occurring under Restricted Access.

<Transmission Report>

Set this report to be printed out after each transmission to check whether the transmission was accomplished correctly or not.

Select `Output only be Condition` and then, it is possible to set this report to be printed out only under certain condition such as a communication error, a Broadcast Transmission, and a transmission that uses the timer.

<Reception Report>

Set this report to be printed out after each reception to check whether the reception was accomplished correctly or not.

Select `Output only be Condition` and then, it is possible to set this report to be printed out only under certain condition such as a communication error, a Polling Reception, an Encryption Reception and a Subaddress-based Confidential Reception.

<Delayed Communication Report>

Set this report to be printed out after each communication that uses the timer is scheduled to check the information related to that communication.

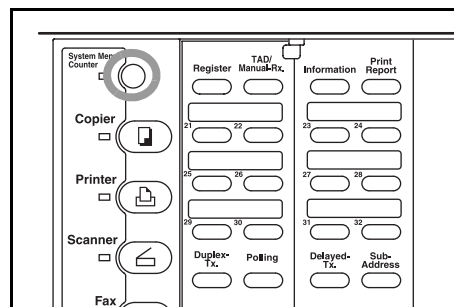
<NW-FAX Transmission Report>

When the optional Network scanner is installed on this fax machine, you can have this report attached to an e-mail message in order to check whether each Network FAX transmission was accomplished correctly or not.

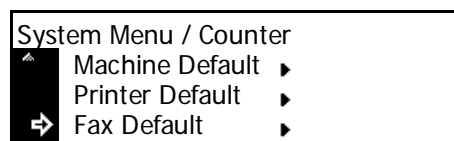
Select `Output only be Condition` and then, it is possible to set this report to be printed out only under certain condition such as a communication error, a Broadcast Transmission, and a transmission that uses the timer.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

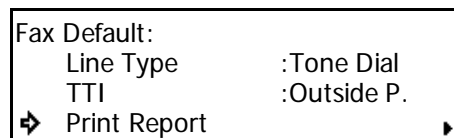


- 2 Press the ▼ key to select **Fax Default**.



- 3 Press the **Enter** key.

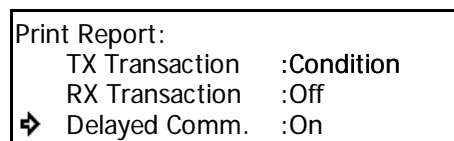
- 4 Press the ▲ key or the ▼ key to select **Print Report**.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select which report to set.

The following example is for setting the Delayed Communication Report.



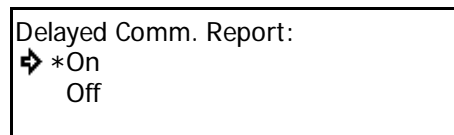
- 7 Press the **Enter** key.

- 8 Press the ▲ key or the ▼ key to select whether or not you want that report to be automatically printed out.

The asterisk (*) in the message display indicates the current setting.

If you want the report to be printed out automatically, select **On**.

If you selected **TX Transaction** or **RX Transaction** in step 4, it will also be possible to select **Output only be Condition** here. In this case, the corresponding report will only be printed out under those conditions that are explained under the information for that report as shown on the left side of this page.



- 9 Press the **Enter** key. The setting for that report is complete.

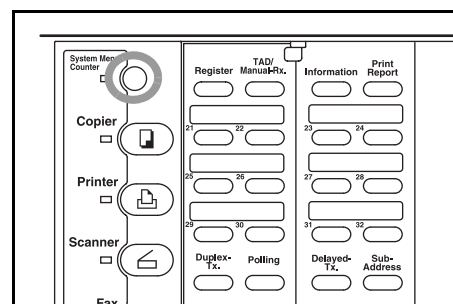
- > If you want to continue the setting procedure for other reports, repeat steps 6 – 9.
- > If you want to perform other setting procedures, select **End** and then press the **Enter** key.
- > If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Turning the Bulletin Board ON/OFF ("Bulletin Board" setting)

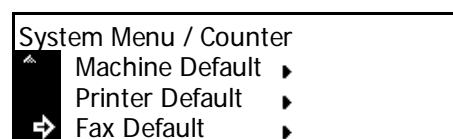
If the Bulletin Board function is turned ON, you only need to enter documents into memory once and they will be available for transmission to any number of receiving parties upon receipt of their polling request. To use the Bulletin Board function, it is necessary to turn it ON in advance. (See **Preparing Documents for a Polling Transmission** on page 5-9.)

Note If you want to cancel the procedure part way through, press the **Reset** key. The touch panel will return to the initial mode settings.

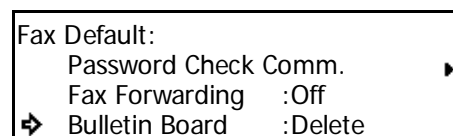
- 1 Press the **System Menu** key.



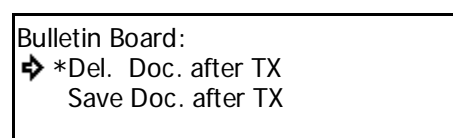
- 2 Press the ▼ key to select Fax Default.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Bulletin Board.



- 5 Press the **Enter** key.
- 6 Press the ▲ key or the ▼ key to select whether you want to turn the Bulletin Board function ON or OFF.
The asterisk (*) in the message display indicates the current setting.



If you want to turn the Bulletin Board function ON, select **Save Doc. after TX** [Save document after TX]. Even after they are transmitted, the documents will remain in memory waiting for the next polling request. If you want the documents to be deleted from memory after they are transmitted, select **Del. Doc. after TX** [Delete document after TX].

- 7 Press the **Enter** key. The setting for the Bulletin Board function is complete.

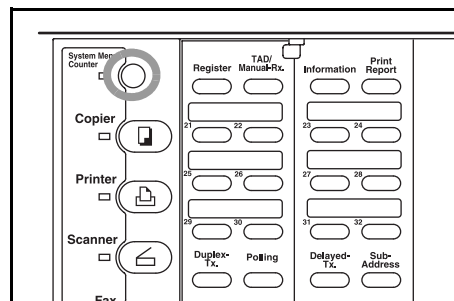
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Setting the Number of Rings [Auto Fax Reception] ("Number of Rings" setting)

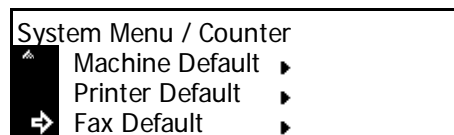
The number of times the fax will "ring" before an incoming call is answered in the Auto Fax Reception mode can be set here to any number between 1 – 15.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

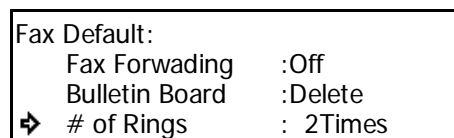


- 2 Press the ▼ key to select Fax Default.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select # of Rings [Nr of rings].



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select the number of "rings" before an incoming call is answered.

The asterisk (*) in the message display indicates the current setting.



- 7 Press the **Enter** key. The setting for the number of rings in the Auto Fax Reception mode is complete.

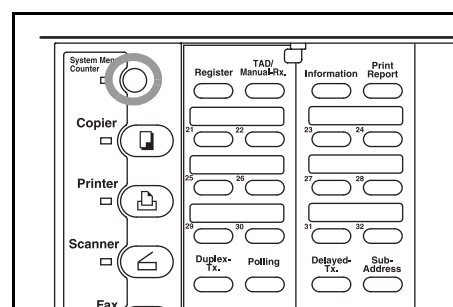
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Setting the Number of Rings [TAD Reception] ("Number of Rings" setting)

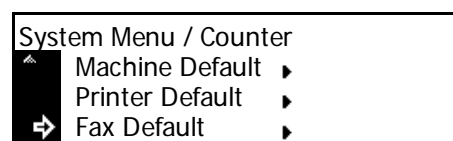
If a separately purchased telephone with answering machine capabilities is connected to this fax machine and TAD reception is turned ON – but the answering machine capabilities of the telephone are turned OFF – the number of times the fax will let the telephone ring before switching to fax reception can be set here to any number between 1 – 15. When a call from a facsimile comes in, this fax will switch to fax reception after the number of rings designated here. (See ***Automatically Switching Between the Fax and an Answering Machine (TAD Reception)*** on page 5-3.)

- Notes**
- BE SURE to select a setting here that is a LARGER number than the setting made in the answering machine. If you cannot set the number of rings in your answering machine, select "15 Times" in this procedure.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

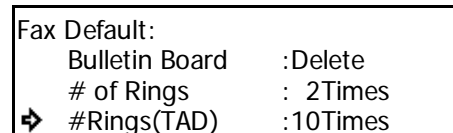


- 2 Press the ▼ key to select Fax Default.



- 3 Press the **Enter** key.

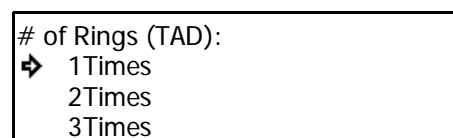
- 4 Press the ▲ key or the ▼ key to select #Rings (TAD) [Nr rings-TAD].



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select the number of times the fax will let the telephone ring.

The asterisk (*) in the message display indicates the current setting.



- 7 Press the **Enter** key. The setting for the number of rings in the TAD Reception mode is complete.

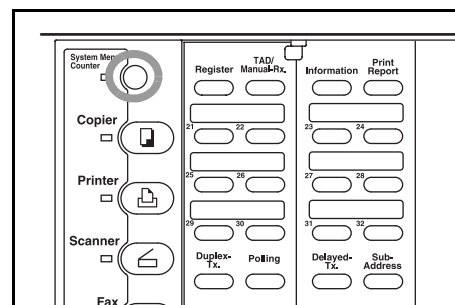
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Setting the Number of Rings [FAX/TEL Switching] ("Number of Rings" setting)

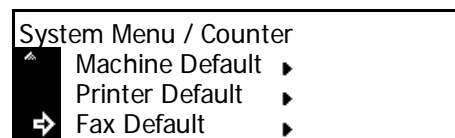
When a separately purchased telephone is connected to this fax machine and Auto FAX/TEL Switching is turned ON, the number of times the fax will let the telephone ring before the Auto FAX/TEL Switching mode engages can be set here to any number between 0 – 15. After the number of rings designated here, if the call is from a facsimile this fax will switch to fax reception. If other party is on the line, the telephone will begin to ring again. (See **Automatically Switching Between the Fax and a Telephone (Auto FAX/TEL Switching)** on page 5-1.)

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

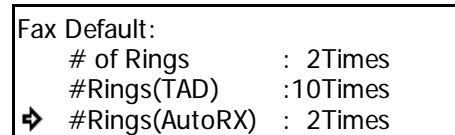


- 2 Press the ▼ key to select **Fax Default**.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select **#Rings(AutoRX) [Nr rings-AutRX]**.

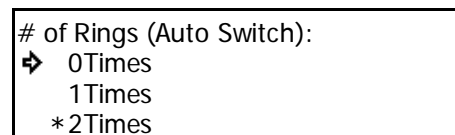


- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select the number of times the fax will let the telephone ring.

The asterisk (*) in the message display indicates the current setting.

If you select 0 Times, the Auto FAX/TEL Switching mode will engage as soon as a call comes in.



- 7 Press the **Enter** key. The setting for the number of rings in the Auto FAX/TEL Switching mode is complete.

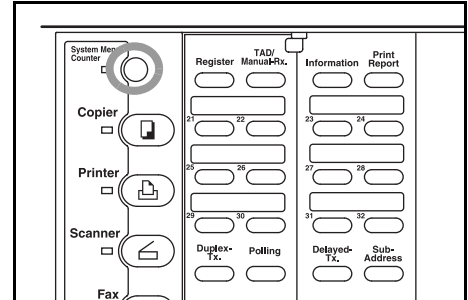
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Confirming the Destination Information Before Dialing ("Dial Confirm" setting)

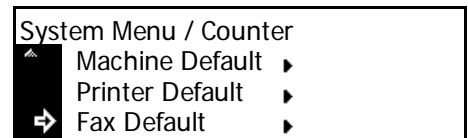
Dial Confirmation enables the prevention of problems associated with mistakenly pressing the wrong one-touch, program or group dial key. When Dial Confirmation is turned ON, you will be able to check the destination before dialing occurs, thereby preventing your documents from being sent to the wrong party.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

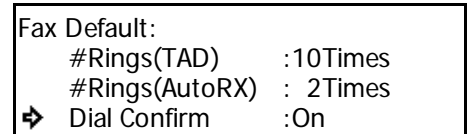
- 1 Press the **System Menu** key.



- 2 Press the ▼ key to select Fax Default.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Dial Confirm [Confirm dial].



- 5 Press the **Enter** key.
- 6 Press the ▲ key or the ▼ key to select whether to turn Dial Confirmation ON or OFF.
The asterisk (*) in the message display indicates the current setting.



- 7 Press the **Enter** key. The setting for Dial Confirmation is complete.
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings

Making Volume Settings ("Volume" setting)

The volume of the alarm, the monitor and the speaker can be adjusted here, or you can make the alarm inaudible.

<Alarm Buzzer Volume>

Sets the volume of the alarm that sounds in the event of a communications error or when you press an incorrect key on the operation panel.

<Monitor Volume>

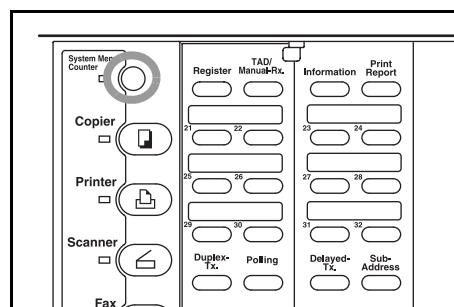
Sets the volume of the internal speaker that allows you to listen to conditions on the telephone line when the **On-Hook** key was NOT pressed.

<Speaker Volume>

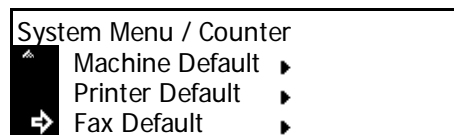
Sets the volume of the internal speaker that allows you to listen to conditions on the telephone line when the **On-Hook** key WAS pressed.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

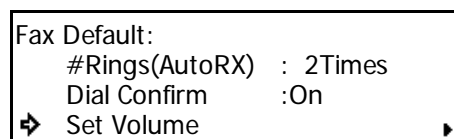


- 2 Press the ▼ key to select Fax Default.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select Set Volume.



- 5 Press the **Enter** key.

- 6** Press the ▲ key or the ▼ key to select which volume setting you want to make.

Set Volume:
End
➡ Buzzer Volume :Small
Monitor Volume :Medium

> If you selected “Buzzer Volume”...

- (1) Press the **Enter** key.
(2) Press the ▲ key or the ▼ key to select the desired volume.

The asterisk (*) in the message display indicates the current setting.

Buzzer Volume:
➡ Off
*Small
Large

The volume can be set to any one of 3 settings:

Off, Small or Large. If you selected Off, you will not be able to hear the alarm.

> If you selected “Monitor Volume”...

- (1) Press the **Enter** key.
(2) Press the ▲ key or the ▼ key to select the desired volume.

The asterisk (*) in the message display indicates the current setting.

Monitor Volume:
➡ Off
Small
*Medium

The volume can be set to any one of 4 settings:

Off, Small or Large. If you selected Off, you will not be able to hear the monitor.

> If you selected “Speaker Volume”...

- (1) Press the **Enter** key.
(2) Press the ▲ key or the ▼ key to select the desired volume.

The asterisk (*) in the message display indicates the current setting.

Speaker Volume:
➡ Off
*Small
Medium

The volume can be set to any one of 4 settings:

Off, Small or Large. If you selected Off, you will not be able to hear the monitor.

- 7** Press the **Enter** key. The message display will return to the Set Volume menu.

> If you want to perform other setting procedures, select End and then press the **Enter** key.

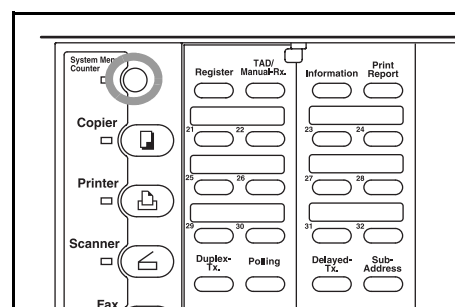
> If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Setting the Document Size for Scanning from the Document Processor ("Scan from DP" setting)

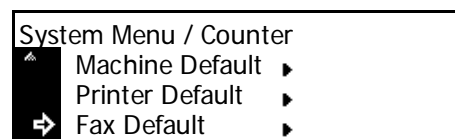
Select here whether documents that are set in the Document Processor will be scanned as 8 1/2" x 11" or other such standard size paper, or as long documents (in the direction of the paper feed).

- Notes**
- It is necessary to select `Standard size original` here when transmitting both sides of duplex (2-sided) documents. (See ***Sending 2-Sided Documents (Duplex Transmission)*** on page 3-1.)
 - If you select `Long original` here, it will not be possible to have documents rotated for transmission. (See ***Rotating the Document Image for Transmission (Rotate & Transmit function)*** on page 1-20.)
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

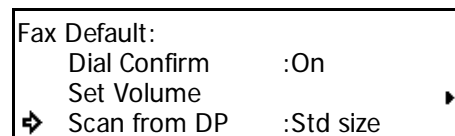


- 2 Press the ▼ key to select `Fax Default`.



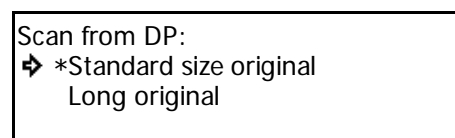
- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select `Scan from DP`.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select the desired document size setting.
- The asterisk (*) in the message display indicates the current setting.



- 7 Press the **Enter** key. The setting for the document size is complete.

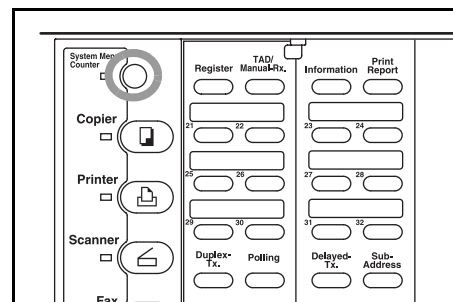
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Setting the Default Transmission Mode ("TX Mode/Default" setting)

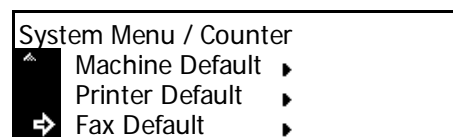
You can select which transmission mode, Memory Transmission or Direct Feed Transmission, will be the default setting in this fax. If you select Direct Feed Transmission for this setting, the **Memory-Tx.** indicator will go out.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

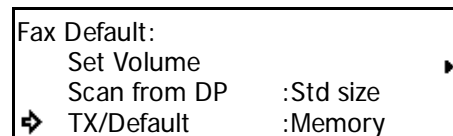


- 2 Press the ▼ key to select Fax Default.



- 3 Press the **Enter** key.

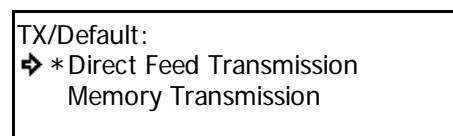
- 4 Press the ▲ key or the ▼ key to select TX/Default.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select the desired transmission mode.

The asterisk (*) in the message display indicates the current setting.



- 7 Press the **Enter** key. The setting for the transmission mode is complete.

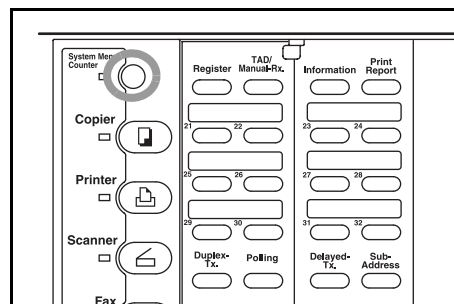
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Selecting the Automatic Reception Mode ("Receive Mode" setting)

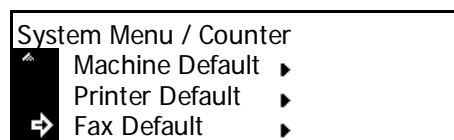
This fax has 2 or 3 automatic reception modes (depending upon the model version). The inch version of this fax offers the Automatic Fax Reception, Auto FAX/TEL Switching and D.R.D. Reception modes. The metric version contains the Automatic Fax Reception and Auto FAX/TEL Switching modes. Select from among the available modes that are available for your fax machine.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

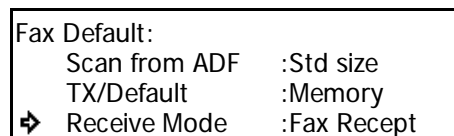
- 1 Press the **System Menu** key.



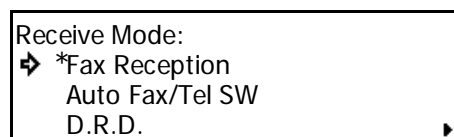
- 2 Press the ▼ key to select Fax Default.



- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select Receive Mode [Reception mode].



- 5 Press the **Enter** key.
- 6 Press the ▲ key or the ▼ key to select the desired reception mode.
The asterisk (*) in the message display indicates the current setting.

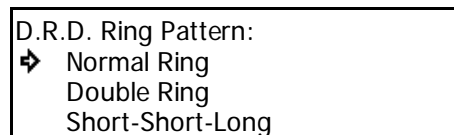


> D.R.D. was selected: Proceed to step 7.

> If any reception mode other than D.R.D. was selected: Proceed to step 9.

- 7 Press the **Enter** key.
- 8 Press the ▲ key or the ▼ key to select the desired ring pattern.

Select among the 4 available patterns: Normal Ring, Double Ring, Short-Short-Long and Short-Long-Short.



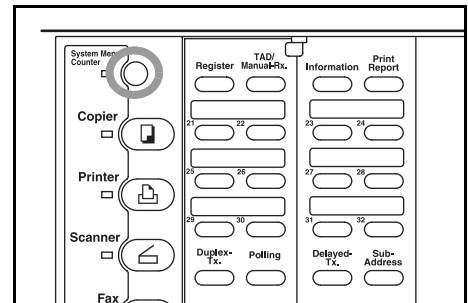
- 9 Press the **Enter** key. The setting for the reception mode is complete.
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Turning Reception Date & Time Print Out ON/OFF ("RX Date/Time" setting)

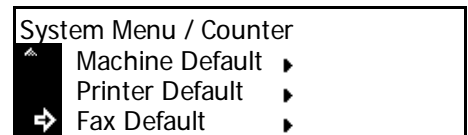
Select here whether or not you want information – such as the time of the reception, information related to the transmitting party and the number of pages transmitted – to be printed out at the top edge of received documents. This information is convenient for checking the actual time you received documents, especially when they were sent from a location that is in a different time zone than you are. In order to have this information printed out, it is necessary to turn this function ON in advance.

- Notes**
- If a received page is split and printed onto 2 or more separate sheets of paper, the time and date of reception will be printed only on the first of those sheets.
 - If Fax Forwarding is turned ON, the true date and time of reception at this fax will not be printed out on the documents received at the selected destination. If, however, the forwarding operation is unsuccessful even after redialing the predetermined number of times, the reception date and time information WILL be displayed on the documents that will then be automatically printed out at this fax.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

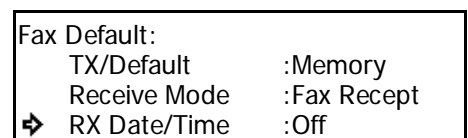


- 2 Press the ▼ key to select **Fax Default**.



- 3 Press the **Enter** key.

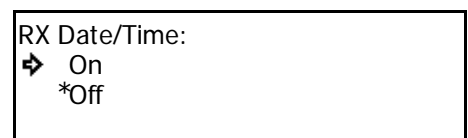
- 4 Press the ▲ key or the ▼ key to select **Rx Date/Time**.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select whether you want to turn Reception Date and Time Print Out ON or OFF.

The asterisk (*) in the message display indicates the current setting.



If you want the reception date and time to be printed out, select **On**.

- 7 Press the **Enter** key. The setting for the reception date and time print out is complete.

If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Selecting the Paper Feed Selection Mode ("Fax Paper Feeding Tray" setting)

Select here among the 3 available modes for feeding paper when printing out all documents that are received when the fax is in the Fax Operation mode – as well as for printing out reports and lists: the Auto Selection mode, the Fixed Size mode or the Fixed Cassette mode.

Note This setting CANNOT be changed while there are documents remaining in memory.

<Auto Selection mode>

In this mode, the fax will automatically select and feed the most appropriate paper.

<Fixed Size mode>

In this mode, paper feed will be accomplished from the drawer that contains the selected size of paper. If there is no paper of the selected size in any drawer, the documents will be received directly into memory.

You CANNOT select more than one size of paper in this setting.

If the same size of paper is set in more than one location, the upper drawer will have priority for paper feed.

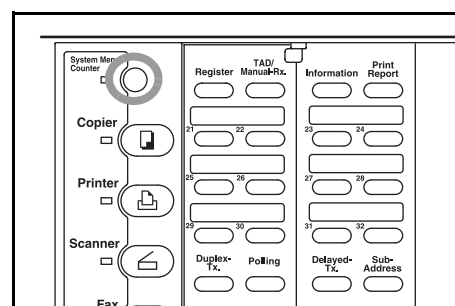
<Fixed Cassette mode>

In this mode, paper feed will be accomplished from a specified drawer regardless of the size of the received documents. If there is no paper in the selected drawer, the documents will be received directly into memory.

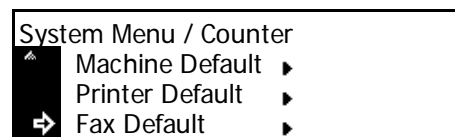
You CANNOT select more than one drawer in this setting.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

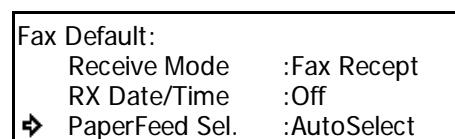


- 2 Press the ▼ key to select **Fax Default**.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select **PaperFeed Sel.**



- 5 Press the **Enter** key.

- 6** Press the ▲ key or the ▼ key to select the desired paper feed mode.

The asterisk (*) in the message display indicates the current setting.

PaperFeed Sel.:
 ➤ *Auto Selection
 Fix Size
 Fix Cassette

> **If you selected Auto Selection...**

Proceed to step 7.

> **If you selected Fix Size [Fixed Size] ...**

(1) Press the **Enter** key.

(2) Press the ▲ key or the ▼ key to select the desired paper size.

Fix Size:
 ➤ 11×17
 8½×11. 11×8½
 8½×14

> **If you selected Fix Cassette [Fixed Cassette]...**

(1) Press the **Enter** key.

(2) Press the ▲ key or the ▼ key to select the desired drawer.

If the selected drawer is not installed, a message will be displayed indicating that the drawer is not available and use of that drawer will not be possible.

Fix Cassette:
 ➤ Upper Cassette
 2nd. Cassette
 3rd. Cassette

- 7** Press the **Enter** key. The setting for Paper Feed Selection is complete.

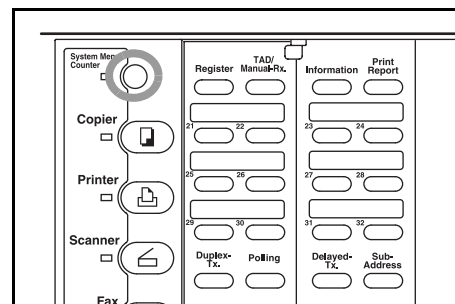
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Turning 2 in 1 Reception ON/OFF ("2 in 1 RX" setting)

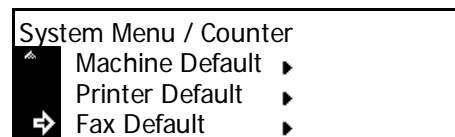
If 2 in 1 reception is turned ON and two 5 1/2" x 8 1/2" [A5] size pages are received in a row during the same reception, those 2 pages will be printed onto a single sheet of 11" x 8 1/2" [A4] size paper. In order to accomplish 2 in 1 Reception, it is necessary to turn this function ON in advance.

- Notes**
- You CANNOT use 2 in 1 reception in combination with duplex reception.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

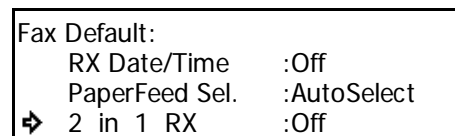


- 2 Press the ▼ key to select **Fax Default**.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select **2 in 1 RX** [2-up RX].



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select whether to turn 2 in 1 reception ON or OFF.

The asterisk (*) in the message display indicates the current setting.



- 7 Press the **Enter** key. The setting for 2 in 1 Reception is complete.

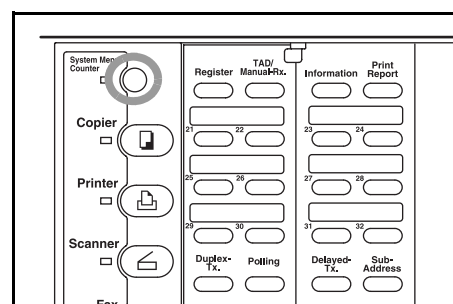
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Turning Remote Diagnosis ON/OFF ("Remote Diagnosis" setting)

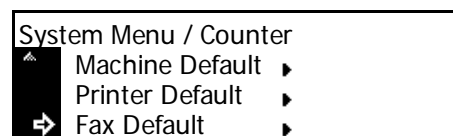
Especially if trouble occurs in this fax in which it is necessary to call for service, it is possible for our service center computer to access the fax directly over the telephone line and check its status and other information about the trouble.

- Notes**
- To use Remote Diagnosis, it is necessary to enter into a contract with an authorized service center in advance and also to register a predetermined Remote Test ID in advance. (See **Registering the Remote Test ID ("Remote Test ID" setting)** on page 7-18.) For further information, contact your service representative, an authorized service center or the place of purchase.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

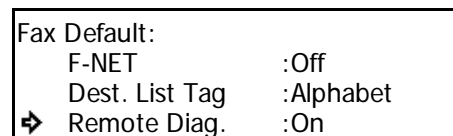


- 2 Press the ▼ key to select Fax Default.



- 3 Press the **Enter** key.

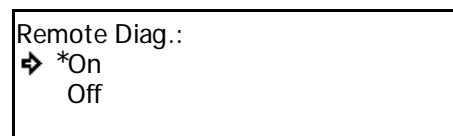
- 4 Press the ▲ key or the ▼ key to select Remote Diag. [Remote diagn.].



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select whether to turn Remote Diagnosis ON or OFF.

The asterisk (*) in the message display indicates the current setting.



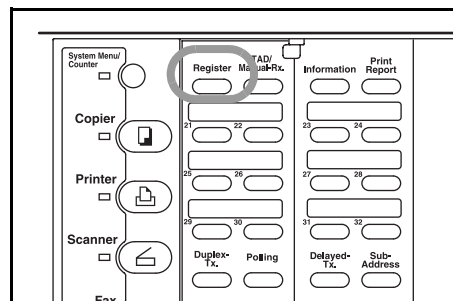
- 7 Press the **Enter** key. The setting for Remote Diagnosis is complete.

If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

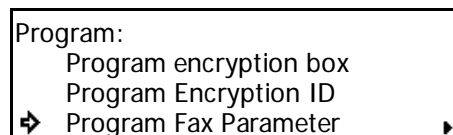
Registering the Remote Test ID ("Remote Test ID" setting)

- Notes**
- A previously registered Remote Test ID can also be modified by performing the following procedure.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Register** key.

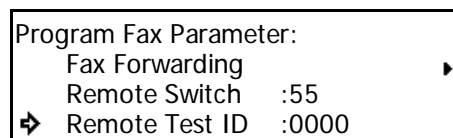


- 2 Press the ▲ key or the ▼ key to select Program Fax Parameter.



- 3 Press the **Enter** key.

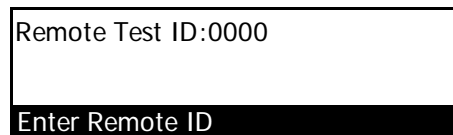
- 4 Press the ▲ key or the ▼ key to select Remote Test ID.



- 5 Press the **Enter** key.

- 6 Use the keypad to enter the designated 4-digit Remote Test ID.

If you want to reset the displayed number to "0000", simply press the **Stop/Clear** key.



- 7 Press the **Enter** key. Registration of the Remote Test ID is complete.

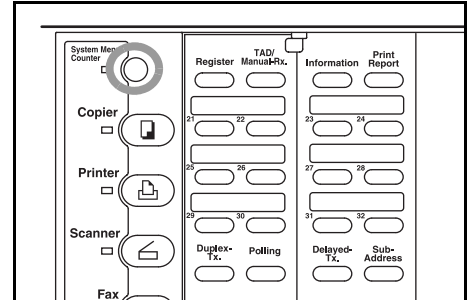
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Receiving Faxes at the Same Size or a Reduced Size (“Reception size” setting)

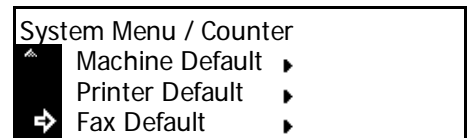
If **Auto Selection** is selected under the “Fax Paper Feeding Tray setting”, and the size of an incoming fax is larger than the size of paper loaded in the drawer[cassette] to be used for print out, you can select whether to have such faxes printed out at their original size onto multiple sheets of paper, or have them reduced as much as possible to fit onto the available size of paper.

Note If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

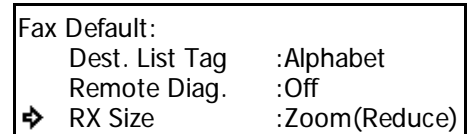


- 2 Press the ▼ key to select **Fax Default**.



- 3 Press the **Enter** key.

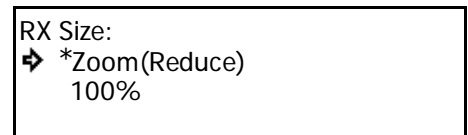
- 4 Press the ▲ key or the ▼ key to select **RX size** [Reception size].



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select whether have faxes printed at their original size or have them reduced to fit the available size of paper.

The asterisk (*) in the message display indicates the current setting.



- 7 Press the **Enter** key. The setting for the size of received faxes is complete.

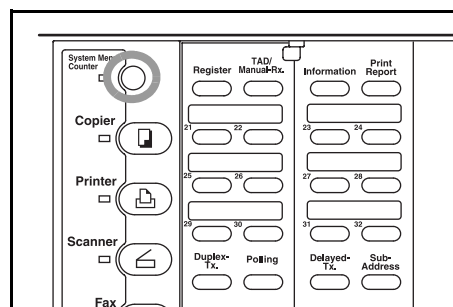
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Turning Bulk Fax Reception ON/OFF ("Fax bulk reception" setting)

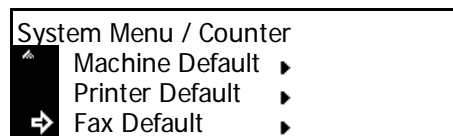
If this setting is turned "ON", the data for an incoming fax will be stored and then printed out in a single batch at the end of the communication. By holding the printing of an incoming multi-page fax until after its reception is fully complete, it will be possible to make copies during that reception.

- Notes**
- Even if this setting is turned "ON", if there is not enough memory to store additional image data, the machine will automatically switch to page-by-page print out.
 - Even if this setting is turned "ON", if either Duplex Reception or Fax Forwarding are also turned "ON", or if the machine is in the middle of a Memory Reception, those operations will be given priority.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

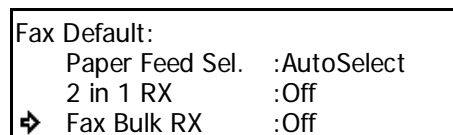


- 2 Press the ▼ key to select **Fax Default**.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select **Fax Bulk RX**.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select whether to turn Bulk Fax Reception ON or OFF.

The asterisk (*) in the message display indicates the current setting.



- 7 Press the **Enter** key. The setting for Bulk Fax Reception is complete.

If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

8 Optional Equipment

Duplex Unit

By installing the optional Duplex Unit, Duplex Reception – in which paper is turned over inside the fax machine and printing accomplished on the back side – will be possible. When the width of each page received is exactly the same, the documents will be printed onto the front and back sides of that size of paper.

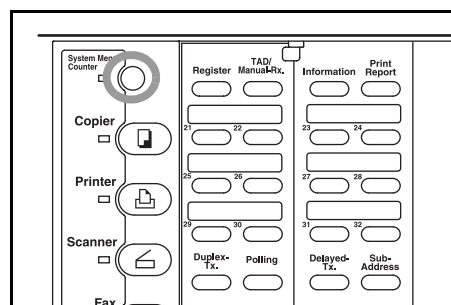
- Notes**
- To use the Duplex Reception function, it is necessary to turn it ON in advance.
 - When the Duplex Reception function is turned ON, all pages of a fax reception will be temporarily stored in memory – regardless of the reception mode setting – and they will then be printed out at one time.

Turning Duplex Reception ON/OFF (Duplex RX setting)

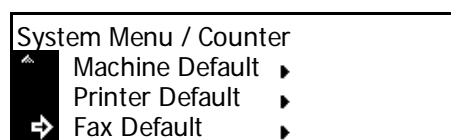
With the Duplex Reception function, it is possible to print onto the back side of received faxes. To use the Duplex Reception function, it is necessary to turn it ON in advance.

- Notes**
- You CANNOT use duplex reception in combination with 2 in 1 reception.
 - If you want to cancel the procedure part way through, press the **Reset** key. The operation panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

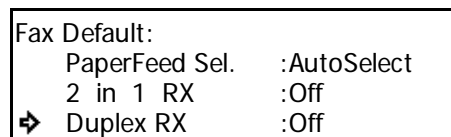


- 2 Press the ▼ key to select Fax Default.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select Duplex RX [2-sided RX].



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select whether to turn Duplex Reception On or Off.

The asterisk (*) in the message display indicates the current setting.



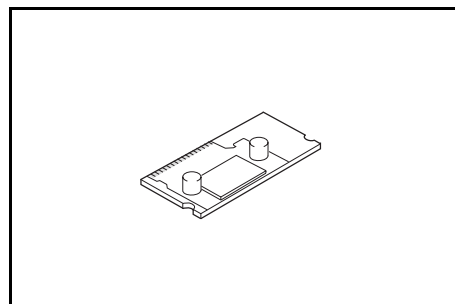
- 7 Press the **Enter** key. The setting for Duplex Reception is complete.

If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Optional Memory

By adding 32 MB of optional memory, the amount of memory available for Bitmapping will be increased and you will thus be able to transmit and receive documents using the Ultra fine resolution mode.

In addition, you will be able to store a greater number of documents into memory (for transmission or through reception).



9 Network FAX Settings (Option)

This section contains explanations on the Network FAX functions available when the optional Network scanner is installed on this Fax machine and in particular on the setup procedure and settings to be performed on the machine.

As the contents of the settings will differ according to the environment of the computer connected to this machine, make sure to read the explanations corresponding to your computer environment and to perform the appropriate procedure.

Be sure to read the On-Line Manual on the included CD-ROM as well. It contains explanations on Network FAX transmission and reception procedures, the various corresponding settings, and on operation at the computer.

About the On-Line Manual

A PDF format On-Line Manual is included on the provided CD-ROM.

This On-Line Manual contains explanations on the applications required in order to use the Network FAX functions. Its contents are as follows:

- How to install the various applications
- How to perform the various settings
- How to perform Network FAX Transmission
- How to perform Network FAX Reception
- How to use the Address Book
- How to use the Address Editor for Fax

Opening the On-Line Manual

Perform the following procedure in order to open the On-Line Manual.

- 1 Insert the provided Network FAX Library CD-ROM onto the CD drive of your computer. The Main Menu screen will automatically be displayed for set-up.
- 2 In the Main Menu screen, click on **Documents** to open the On-Line Manual.

In order to open the On-Line Manual, Adobe Acrobat Reader must be installed in your computer. If it is not installed in your computer, install it from the provided CD-ROM.

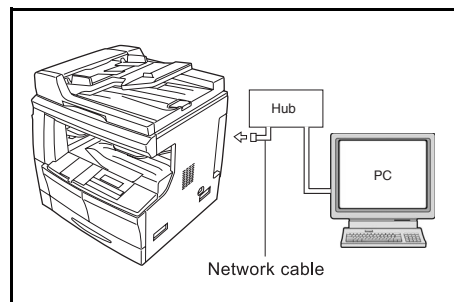
Performing the Setup Procedure

In order to use the Network FAX functions, the following setup procedure needs to be performed.

(1) Connecting the fax machine and the computer

Connect the shielded network cable (100 BASE-TX or 10 BASE-T) to the fax machine.

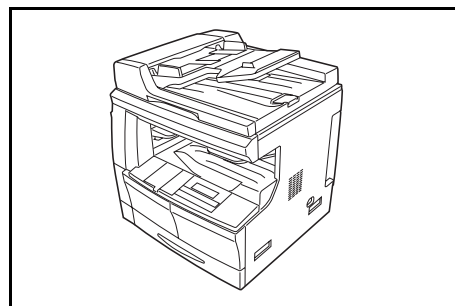
See **page 9-3**.



(2) Procedure on the fax machine

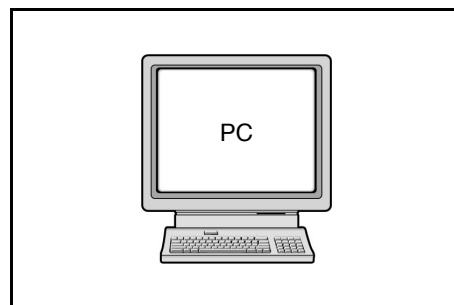
Perform the basic settings (Network FAX Reception setting, setting for saving the documents for transmission, file type setting) on the fax machine.

See **page 9-4 ~ page 9-6**.



(3) Procedure on the computer

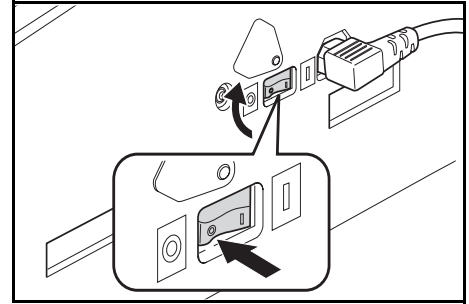
Install the required software (included in the provided CD-ROM) and perform the various settings. Refer to the On-Line Manual.



Setup is complete

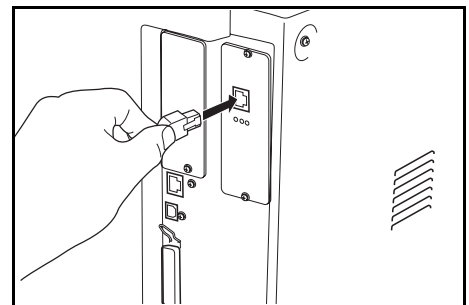
Connecting the Fax Machine and the Computer

- 1 Turn the power switch of the fax machine OFF (O).

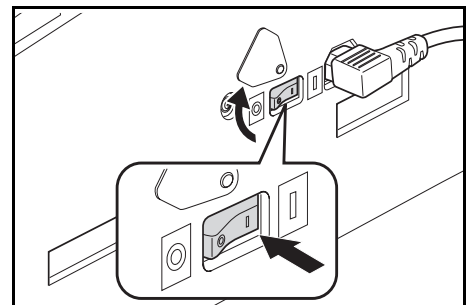


Important! Always make sure to turn the power switch of the fax machine OFF (O) before connecting the network cable.

- 2 Insert the connector of a shielded Ethernet 10BASE-T or 100BASE-TX cable into the scanner interface connector on the fax machine.



- 3 Turn the power switch of the fax machine ON (I).



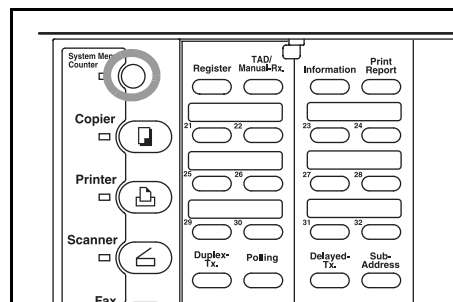
Making the Initial Settings on the Fax Machine

Turning Network FAX Reception ON/OFF

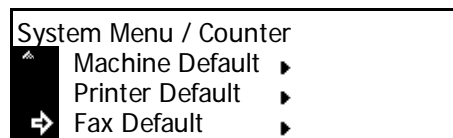
Turn this setting ON in order to perform Network FAX Reception. You can also select whether to have received documents printed out automatically or not.

Note If you want to cancel the procedure part way through, press the **Reset** key. The touch panel will return to the initial mode settings.

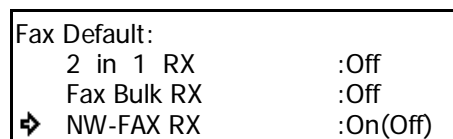
- 1 Press the **System Menu** key.



- 2 Press the ▼ key to select **Fax Default**.



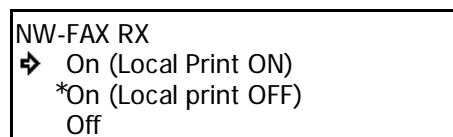
- 3 Press the **Enter** key.
- 4 Press the ▲ key or the ▼ key to select **NW-FAX RX**.



- 5 Press the **Enter** key.
- 6 Press the ▲ key or the ▼ key to select whether to turn Network FAX Reception **On** or **Off**.

The asterisk (*) in the message display indicates the current setting.

Selecting **On(Local Print ON)** will cause incoming faxes to be automatically printed out, while selecting **On(Local print OFF)** will save incoming fax data into a selected folder without printing them out.



- 7 Press the **Enter** key. The setting for Network FAX Reception is complete.

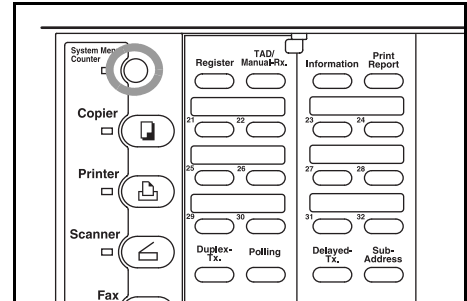
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Turning the Save Transmitted Documents Function ON/OFF

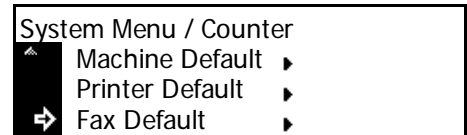
Perform this procedure to select whether you want to save the transmitted documents on the server computer (the computer on which the provided Scanner File Utility is installed) or not.

Note If you want to cancel the procedure part way through, press the **Reset** key. The touch panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

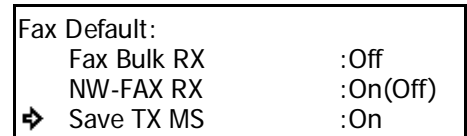


- 2 Press the ▼ key to select Fax Default.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select Save Tx MS.



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select whether to turn the Save Transmitted Documents function On or Off.

The asterisk (*) in the message display indicates the current setting.



- 7 Press the **Enter** key. The setting for the Save Transmitted Documents Function is complete.

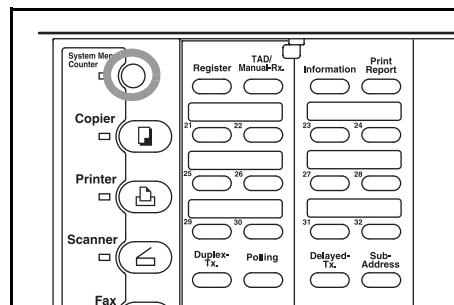
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Selecting the File Type

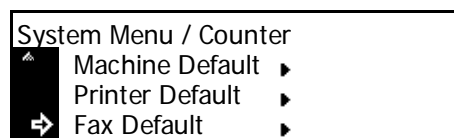
Perform this procedure to select the file type in which the documents for transmission, or of received documents, will be saved in the server computer (the computer on which the provided Scanner File Utility is installed). The document can be saved as a PDF file or a TIFF file.

Note If you want to cancel the procedure part way through, press the **Reset** key. The touch panel will return to the initial mode settings.

- 1 Press the **System Menu** key.

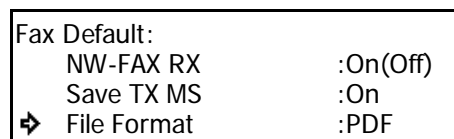


- 2 Press the ▼ key to select Fax Default.



- 3 Press the **Enter** key.

- 4 Press the ▲ key or the ▼ key to select File Format [File type].



- 5 Press the **Enter** key.

- 6 Press the ▲ key or the ▼ key to select the desired file type, either PDF or TIFF.

The asterisk (*) in the message display indicates the current setting.



- 7 Press the **Enter** key. The setting for the File Type is complete.

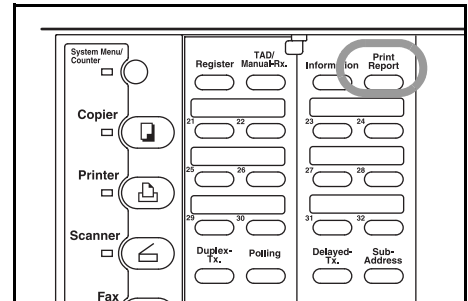
If you are finished making settings, press the **Reset** key. The operation panel will return to the initial mode settings.

Printing Out a Network FAX Settings List

Print out this list in order to check the information registered for the Network FAX functions, such as the Network FAX Reception settings, the auto print out setting, the save folder number, etc.

Note If you want to cancel the procedure part way through, press the **Reset** key. The touch panel will return to the initial mode settings.

- 1 Open the cover plate to the left and press the **Print Report** key.



- 2 Press the ▲ key or the ▼ key to select NWF Set List.

Print Report:
Confirmation Report
User Setting List
➡ NWF Set List

- 3 Press the **Enter** key. A Network FAX Settings List will be printed out.
The operation panel will return to the initial mode settings.

10 Reference Information

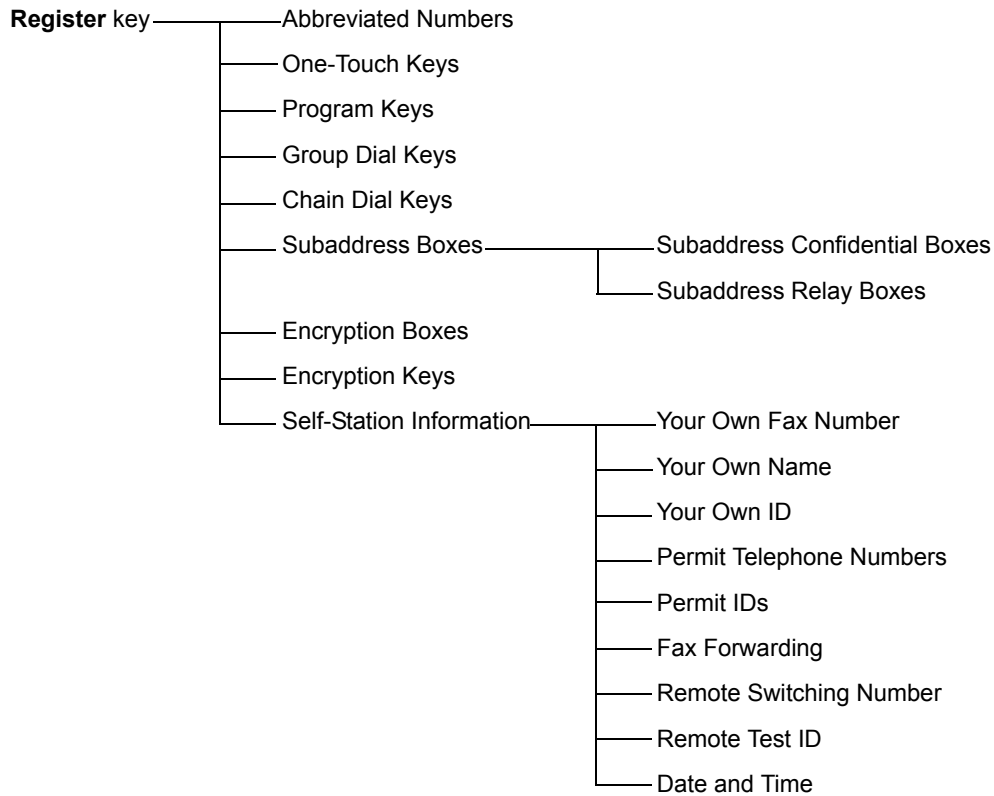
Specifications

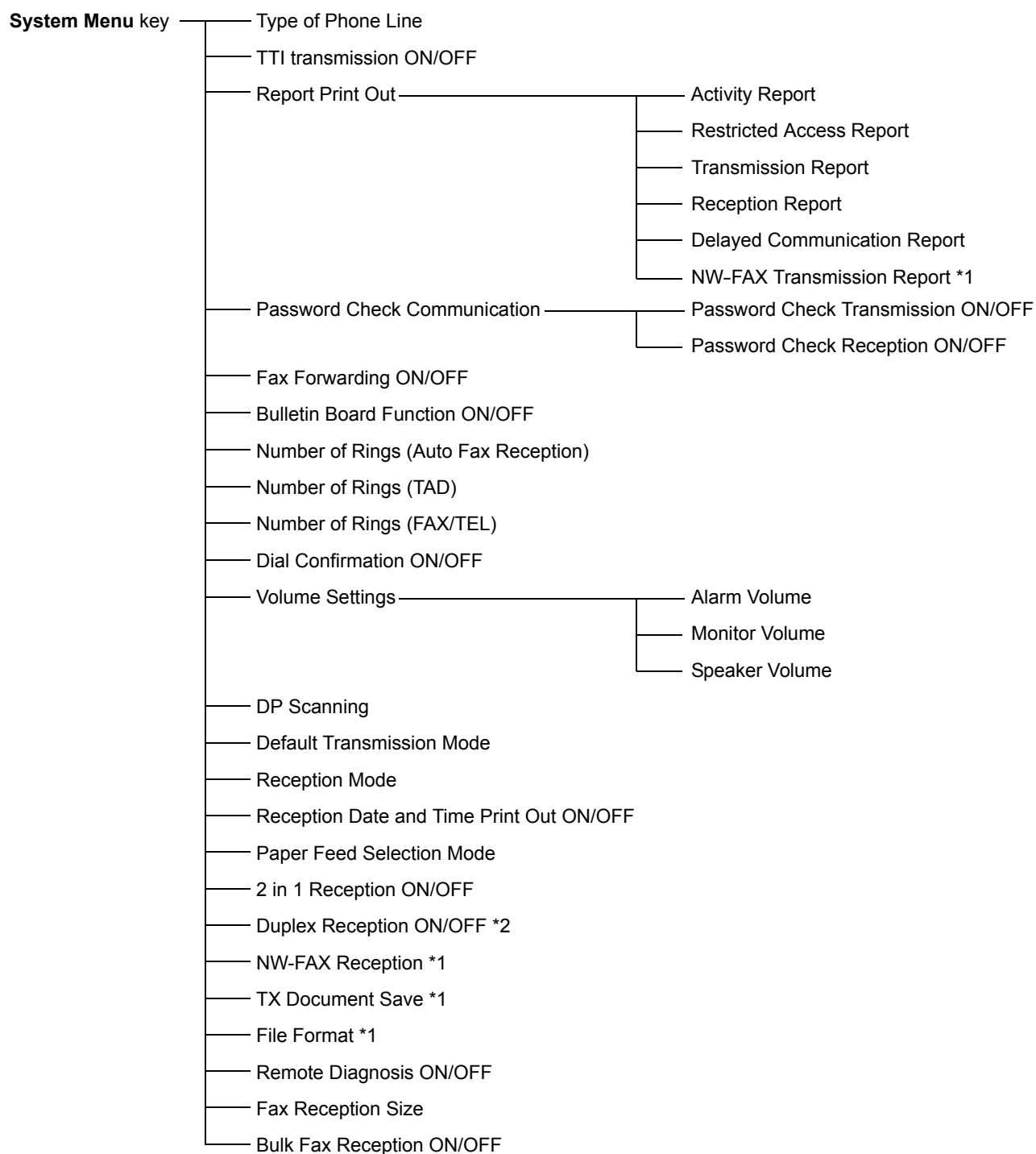
Type	Optional FAX Kit
Compatibility	Group 3
Line Requirement	Subscription telephone line
Transmission Speed	Within 3 seconds (33600 bps, JBIG, ITU-T #1 chart)
Modem Speed	33600/31200/28800/26400/24000/21600/19200/16800/ 14400/12000/9600/7200/4800/2400bps
Data Compression	JBIG/MMR/MR/MH
Error Correction	ECM
Maximum Document Dimensions	Width: 11" [297 mm] Length: 63" [1600 mm]
Automatic Document Processor Capacity	Max. 50 pages
Auxiliary Scanning Line Density	Horizontal x Vertical Normal (8 dots/mm x 3.85 lines/mm) Fine (8 dots/mm x 7.7 lines/mm) Super fine (8 dots/mm x 15.4 lines/mm) Ultra fine (16 dots/mm x 15.4 lines/mm)
Recording Resolution	600 dpi x 600 dpi
Grayscale	128 levels (Value differential diffusion)
One-Touch Keys	Max. 32 destinations (01~32)
Abbreviated Number	Max. 200 destinations (000~199)
Broadcast Transmission	Max. 232 destinations
Polling Reception	Max. 232 locations
Installed Bitmap Memory	4 MB
Installed Imaging Memory	4 MB
Management Reports and Lists	Activity Report, Confirmation List, User Setting List, One-Touch Key List, Abbreviated Dial List, Telephone Directory List, Program Dial List, Group Dial List, Encryption Key List, Restricted Access Report
Options	Memory (32 MB), Network scanner

* Specifications are subject to change without notice.

Menu Flow Charts

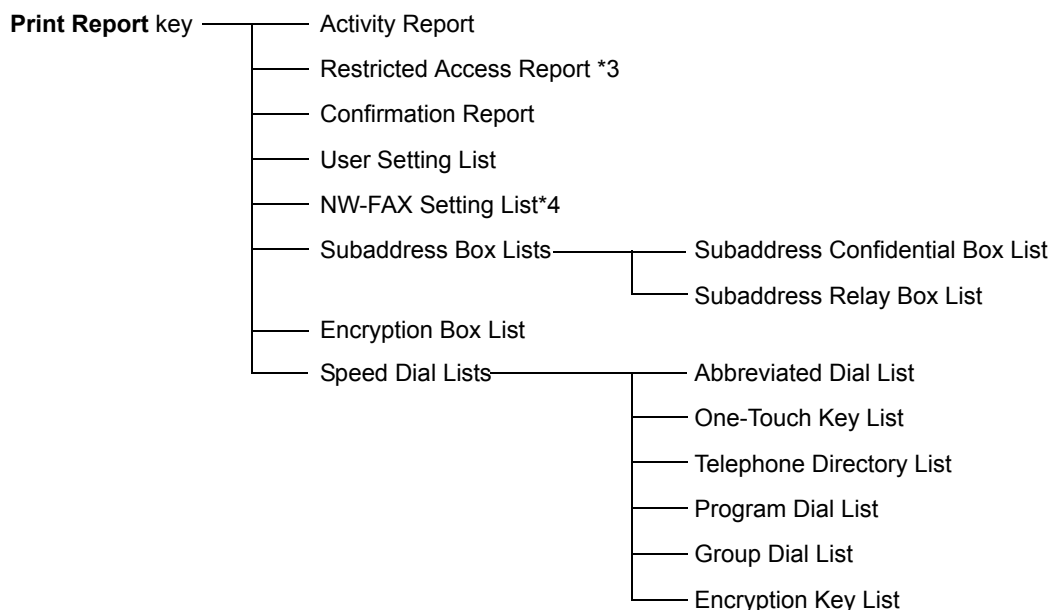
The following charts represent the flow of the message display when the various “function” keys are pressed on the operation panel. Refer to this chart as a reference when operating the fax.





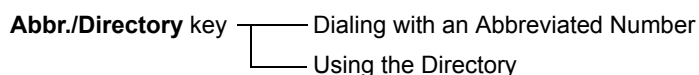
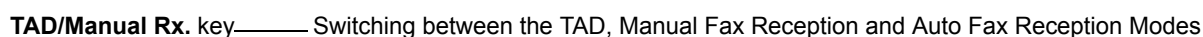
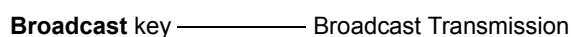
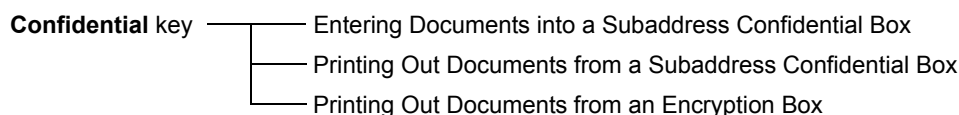
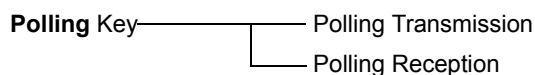
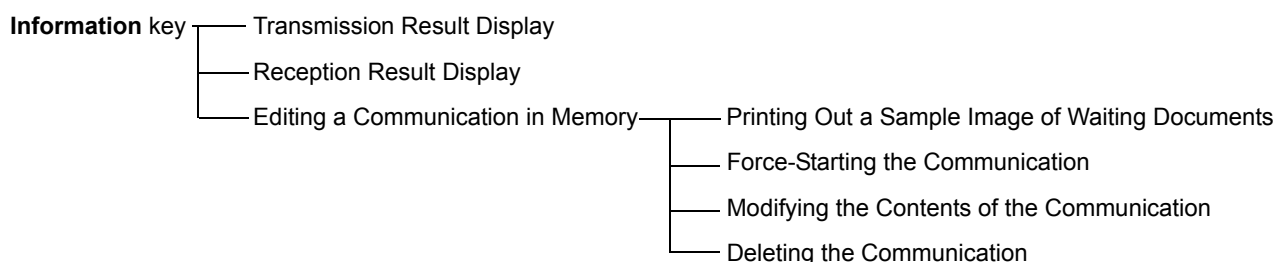
*1: Only available when the Network scanner is installed.

*2: Only available when the Duplex Unit is installed.



*3: Only available when Restricted Access is turned ON.

*4: Only available when the Network scanner is installed.




Paper Size and Priority Feed Chart (Inch version)

If the drawers do not contain paper that is of a size and orientation exactly the same as that of the received documents, the FAX will automatically select the most appropriate paper for print out. The following chart indicates the order of priority for paper selection in such a case.

		Receive Document Size				
Order of Selection		ST	LTR	LT	LG	LD
Paper in Drawer	①	*1 STR	LTR	LT	LG	LD
	②	LTR	*1 LT	*1 LTR	*2 LTR	LT
	③	LG	LG	*1 LG	LD	*1 LTR
	④	*1 LT	LD	LD	LTR	
	⑤	LD	*1 ST		LT	

<Notes for this Chart>

- The abbreviations in the chart above refer to the following paper sizes:
 S T: 5 1/2" x 8 1/2" [width-wise]
 STR: 5 1/2" x 8 1/2" [length-wise]
 L T: 8 1/2" x 11" [width-wise]
 LTR: 8 1/2" x 11" [length-wise]
 L G: 8 1/2" x 14"
 L D: 11" x 17"
- The top edge of the paper in these illustrations indicates the direction of feed for transmission or print out.
- If the same size of paper is set in more than one location, the upper drawer will have priority for paper feed.
- If either of the Fixed Size or Fixed Cassette modes are selected in the Paper Feed Selection Mode setting, that setting will take precedent over the order indicated here.
- *1: Indicates that the Rotate Received Data function will be used.
- *2: When the image of received documents is automatically reduced to fit onto the paper, 8 1/2" x 14" size images will be reduced to fit onto 8 1/2" x 11" [length-wise] size paper.
- : Indicates that a received page will be split and printed onto 2 or more separate sheets of paper.


Paper Size and Priority Feed Chart (Metric version)

If the drawers do not contain paper that is of a size and orientation exactly the same as that of the received documents, the FAX will automatically select the most appropriate paper for print out. The following chart indicates the order of priority for paper selection in such a case.

		Receive Document Size						
Order of Selection		A5	B5	A4R	A4	FL	B4	A3
Paper in Drawer	①	*1 A5R	B5	A4R	A4	FL	B4	A3
	②	A4R	*1 B5R	*1 A4	*1 A4R	*2 A4R	A3	A4
	③	FL	B4	FL	*1 FL	A3	B5	*1 A4R
	④	*1 A4	A4	A3	A3	B4	*1 B5R	*1 B4
	⑤	B5	*1 A4R	B4	*1 B4	A4R	A4	
	⑥	*1 B5R	*1 FL	*1 A5R		A4	*1 A4R	
	⑦	A3	A3	B5		B5		
	⑧	B4		*1 B5R		*1 B5R		

<Notes for this Chart>

- The top edge of the paper in these illustrations indicates the direction of feed for transmission or print out.
- FL refers to Folio size paper.
- If the same size of paper is set in more than one location, the upper drawer will have priority for paper feed.
- If either of the Fixed Size or Fixed Cassette modes are selected in the Paper Feed Selection Mode setting, that setting will take precedent over the order indicated here.
- *1: Indicates that the Rotate Received Data function will be used.
- *2: If the received image of Folio size documents is automatically reduced to fit onto the paper, it will be accomplished onto A4R size paper.

 : Indicates that a received page will be split and printed onto 2 or more separate sheets of paper.

Error Code Tables

When a communications error occurs, one of the following error codes will be printed out on the corresponding Transmission Report or Reception Report as well as the Activity Report.

Note If an error occurs during communication at a transmission speed of 33600 bps, the "U" in the error codes noted below will change to an "E".

CODE	CAUSE AND/OR PROCEDURE FOR CORRECTION
Busy	The line is busy or the other party does not answer after automatically redialling the set number of times. Perform transmission or reception procedures again.
Stopped	Transmission has been interrupted by pressing the Stop/Clear key. Reception has been interrupted by pressing the Stop/Clear key. During multiple communication (Polling Reception, etc.), this unit was unable to transmit to all destinations due to a communications interruption.
U00300	The destination fax has run out of recording paper. Check with the destination party.
U00420 - U00462	Connection was made on a call initiated by the transmitting party, but the transmission has been interrupted because the transmitting party does not possess the necessary communication capabilities.
U00600 - U00690	Communication was interrupted due to trouble with your unit. Perform transmission or reception procedures again.
U00700	Communication was interrupted due to trouble with the other party's fax unit. Check with the other party.
U00800 U00810	Unsuccessfully transmitted page(s) remain. Perform transmission procedures again.
U00900 U00910	Unsuccessfully received page(s) remain. Perform reception procedures again.
U01000 - U01092	A communication error occurred during transmission. Perform transmission procedures again.
U01100 - U01199	A communication error occurred during reception. Perform reception procedures again.
U01400	A communication which uses the timer was scheduled, and a number was entered using an abbreviated number or one-touch key, etc., but communication with that party was impossible because that number was no longer registered when the scheduled time arrived. Check your unit.
U01500	A communication error occurred during transmission at high transmission speed. Perform transmission procedures again.
U01600	A communication error occurred during reception at high transmission speed. Perform reception procedures again after having the transmitting party lower the transmission speed.
U01700 U01720	A communication error occurred during transmission at high transmission speed. Perform transmission procedures again.
U01721	A communication error occurred during transmission at high transmission speed. The destination party's fax may not have the corresponding high speed reception capabilities. If the destination party's fax number was dialled using an abbreviated number or one-touch key, change the transmission speed registered for that number to a lower setting and perform transmission procedures again.
U01800 - U01820	A communication error occurred during reception at high transmission speed. Perform reception procedures again after having the transmitting party lower the transmission speed.
U01821	A communication error occurred during reception at high transmission speed. Your unit may not have the corresponding high speed reception capabilities. Perform reception procedures again after having the transmitting party lower the transmission speed.

CODE	CAUSE AND/OR PROCEDURE FOR CORRECTION
U02200	A Subaddress-based Relay Broadcast Transmission command was received, but transmission to the remaining final destination(s) was impossible because the destination fax phone number(s) that was(were) registered for the corresponding Subaddress Relay Box in your fax machine has(have) been deleted. Check the information registered in your fax and have the initial transmitting station perform the transmission operation again.
U02400	A Subaddress-based Relay Broadcast Transmission command was received, but was unsuccessful because the Subaddress Relay Box ID that the initial transmitting station entered did not match the one registered in your fax. Check the information registered in your fax and have the initial transmitting station perform the transmission operation again.
U03000	Polling Reception was attempted, but was unsuccessful because no documents had been placed in advance in the transmitting party's fax. Check with the transmitting party.
U03200	The destination fax is one of our models and a Subaddress-based Bulletin Board Reception was attempted in order to receive documents from that party's Subaddress Box, but was unsuccessful because there were no documents stored in the corresponding Subaddress Box.
U03300	An error has occurred due to one of the following reasons. Check with the other party. (1) The destination fax is one of our models and a Polling Reception was attempted in order to receive documents from the other party's fax, but was unsuccessful because Password Check Communication was turned ON in the other party's fax and the necessary password did not match. (2) The destination fax is one of our models and a Subaddress-based Bulletin Board Reception was attempted in order to receive documents from that party's Subaddress Box, but was unsuccessful because Password Check Communication was turned ON in the other party's fax and the necessary password did not match.
U03400	Polling Reception was attempted, but was unsuccessful because the password input in the transmitting party's fax and the self-station ID of the receiving party did not match. Check with the other party.
U03500	The destination fax is one of our models and a Subaddress-based Bulletin Board Reception was attempted in order to receive documents from that party's Subaddress Box, but was unsuccessful because the Subaddress Box number that you entered was not registered in the other party's fax.
U03600	The destination fax is one of our models and a Subaddress-based Bulletin Board Reception was attempted in order to receive documents from that party's Subaddress Box, but was unsuccessful because the Subaddress Communication password that you entered did not match the one registered in the transmitting party's fax. Check with the other party.
U03700	A Subaddress-based Bulletin Board Reception was attempted in order to receive documents from the other party, but was unsuccessful because the other party's fax does not have Subaddress-based Bulletin Board Transmission capabilities or because there were no documents stored in the corresponding box.
U04000	The destination fax is one of our models and a Subaddress-based Confidential Transmission was attempted in order to transmit documents to that party's Subaddress Box, but was unsuccessful because the Subaddress Box number that you entered was not registered in the destination party's fax.
U04100	A transmission to a destination party's box (ex. Subaddress Box) was attempted, but was unsuccessful because the destination party's fax does not have Subaddress-based Confidential Reception capabilities.
U04200	Encryption Transmission was attempted, but was unsuccessful because the Encryption Box was not registered in the other party's fax.

CODE	CAUSE AND/OR PROCEDURE FOR CORRECTION
U04300	Encryption Transmission was attempted, but was unsuccessful because the other party's fax does not possess Encryption Communication capabilities.
U04400	Encryption Transmission was attempted, but was unsuccessful because the Encryption Keys did not match.
U04401	Encryption Transmission was attempted, but the other party was not dialed because the designated Encryption Key is not registered in your unit.
U04500	Encryption Reception was attempted, but was unsuccessful because the Encryption Keys did not match.
U05100	Transmission was attempted, but was unsuccessful because Password Check Communication was turned ON in your unit and the necessary password did not match. Check with the destination party.
U05200	A transmission was attempted by the other party, but was unsuccessful because Password Check Communication was turned ON in your unit and the necessary password did not match.
U05300	Transmission was attempted, but was unsuccessful because Password Check Communication was turned ON in the destination party's fax and the necessary password did not match. Check with the destination party.
U09000	Communication was attempted but, but was unsuccessful because the other party's fax does not match the communication protocol in use (the other party is using a G2 facsimile).
U12000	A Subaddress-based Relay Broadcast Transmission command was received, but all the data to be transmitted was not received because the memory in your fax machine has become full. Check the contents of your machine's memory and, after you have created sufficient space in memory, have the initial transmitting station perform the transmission operation again.
U14000	A reception from a Subaddress Box was attempted, but was unsuccessful because the memory in your fax machine has become full. Print out data from memory and try again or abandon the Subaddress-based Confidential Reception attempt.
U14100	The destination fax is one of our models and a transmission to a destination party's Subaddress Box was attempted, but was unsuccessful because memory in the destination party's fax machine has become full.
U19000	Memory Reception was attempted, but was unsuccessful because your memory has become full. Clear your memory of all other data and attempt reception again.
U19100	Transmission was attempted, but was unsuccessful because the destination party's memory has become full. Check with the destination party.
U19200	The data stored in memory is faulty. Perform the necessary communication procedures again.
U19300	A transmission was attempted, but was unsuccessful because the data to be transmitted is faulty. Perform the transmission procedure again.
U19400	A reception was attempted, but was unsuccessful because the received data is faulty. Perform the reception procedure again.

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FCC PART 68 REQUIREMENTS

1. This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear side cover of the equipment to install FAX System (L) is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.
2. This equipment connects to the network via USOC RJ11C.
3. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.
4. The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.
5. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
6. The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

7. If trouble is experienced with this equipment, please contact the following company for repair and (or) warranty information:

KYOCERA MITA AMERICA, INC.

225 Sand Road,
Fairfield, New Jersey 07004-0008
TEL : (973) 808-8444

If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

8. This equipment cannot be used on public coin service provided by the telephone company. Connection to Party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.
9. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.
10. The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)
- In order to program this information into your FAX machine, you should complete the following steps:(Insure that it will be transmitted, see Self-station registration on page 1-9, Setting the date and time on page 1-11, and Transmit Terminal Identifier on page 1-8.)

IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

1. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
2. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
3. Do not use the telephone to report a gas leak in the vicinity of the leak.
4. Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

SAVE THESE INSTRUCTIONS

IMPORTANTES MESURES DE SECURITE

Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelques unes:

1. Ne pas utiliser l'appareil près de l'eau, p. ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
2. Eviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
3. Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.
4. Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

CONSERVER CES INSTRUCTIONS

CANADIAN IC REQUIREMENTS

“This product meets the applicable Industry Canada technical specifications”

“The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.”

The REN (CANADA) of this product is 0.3.

CONDITIONS DE L'IC CANADIENNE

“Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.”

“L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.”

Le IES (CANADA) pour ce produit est 0.3.

REMARQUE

De l'ozone est libéré pendant le processus d'impression, mais en quantité insuffisante pour provoquer un quelconque effet toxique sur la santé.

Si toutefois le télécopieur est utilisé pendant une période prolongée dans une pièce mal aérée ou si vous tirez un nombre extrêmement important de copies, l'odeur dégagée peut devenir inconfortable. Dès lors, pour conserver un environnement de travail approprié au télécopieur, nous recommandons d'aérer correctement la pièce.

CAUTION!

The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

ATTENTION!

Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement : ils ne mettent pas l'appareil hors tension.

**QUALITY
CERTIFICATE**

This machine has passed
all quality controls and
final inspection.

