

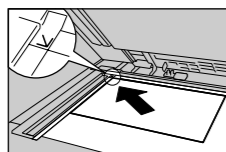
Quick Reference Fax Guide

⇒ Please put this guide above your machine ⇐

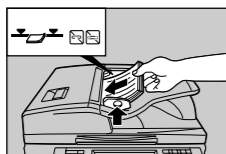
How to send a fax... (1. Transmission)

- Specify a transmission mode:
 - Memory Transmission, or
 - Immediate Transmission (selected by pressing [Immed. TX])

- Place the original.
 - Exposure glass (face down)



- Auto Document Feeder (face up)

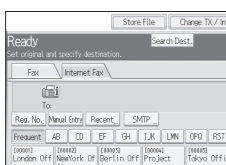


- Make the scan settings you require.
- Specify a destination.
- Press the [Start] key.

If you choose Memory Transmission, you can send to more destinations at once. To do this, after step 4, press:

- [Add] and specify destinations
- the [Start] key

To send an Internet Fax, press [Internet Fax] to switch the transmission type to Internet Fax.



How to fax to Document Server... (5. Storing a Document)

- Press [Store File].
- Select [Send & Store].
- Set the user name, file name, and password as necessary, and then press [OK].
- Specify a destination, and then press the [Start] key.

To send a fax from Document Server:

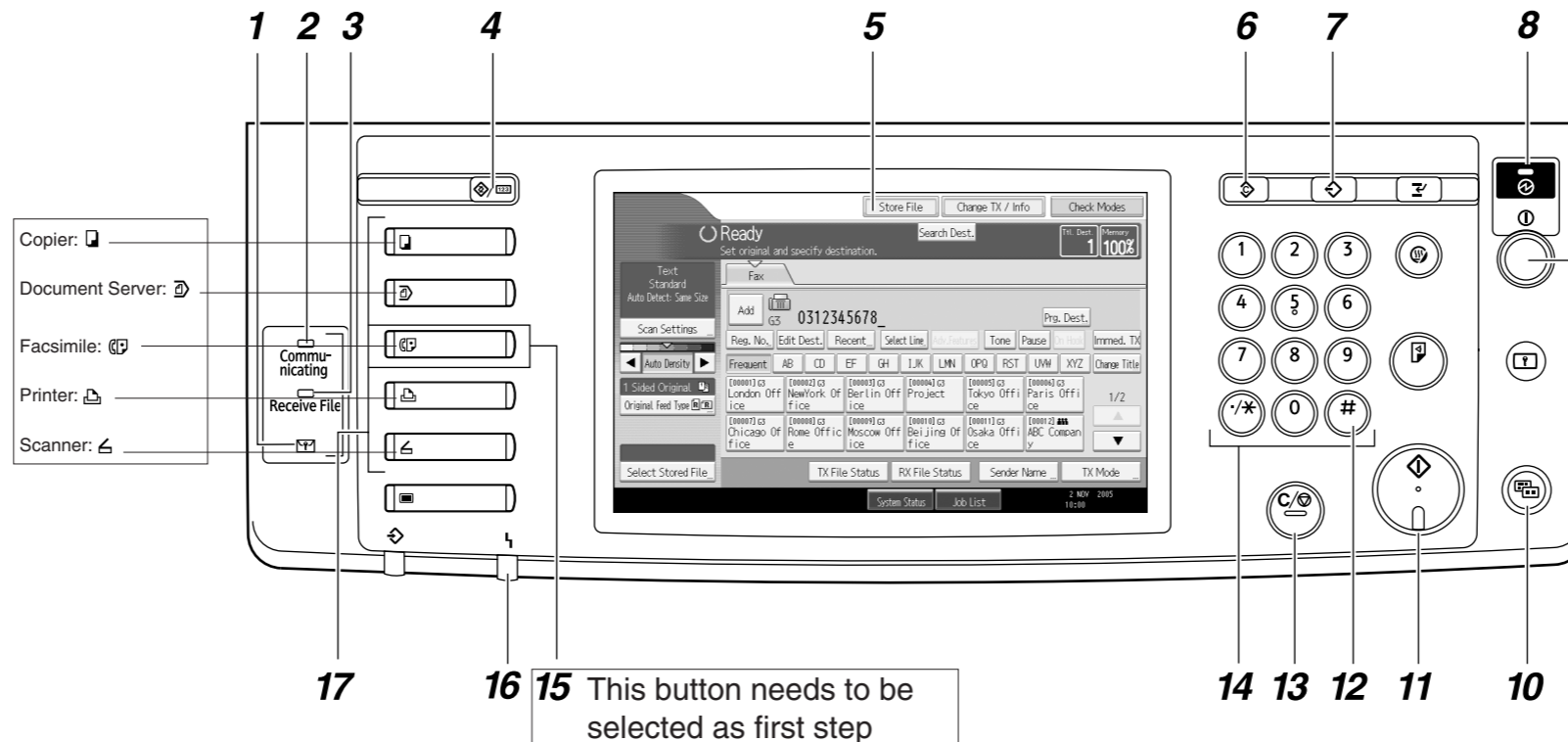
- Press [Select Stored File].
- Select the documents to be sent, and then press [OK].
- Specify a destination, and then press the [Start] key.

- Confidential File indicator
- Communicating indicator
- Receive File indicator
- [User Tools/Counter] key
- Display panel

- [Clear Modes] key
- [Simplified Display] key
- [Program] key
- [#] key (enter key)
- Main power indicator

- Operation switch
- [Clear/Stop] key
- Number keys
- [Facsimile] key
- Alert indicator
- Function keys

- [Clear/Stop] key
- Number keys
- [Facsimile] key
- Alert indicator
- Function keys



How to program a Destination key...

(General Settings Guide 7. Registering Addresses and Users for Facsimile/Scanner Functions)

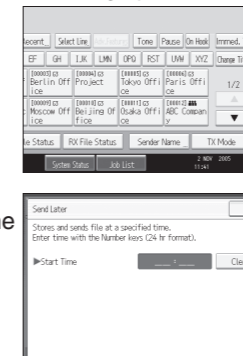
- Press the [User Tools/Counter] key.
- Press [System Settings].
- Press [Administrator Tools].
- Press [Address Book Management].
- Check that [Program / Change] is selected.
- Press [New Program].
- Press [Change] and set user's information, press [OK].
- Press [Fax Dest.].
- Press [Change] and enter the fax number using the number keys, press [OK] under Fax Destination.
- Press [OK].
- Press [Exit].
- Press the [User Tools/Counter] key.
- You will get a message 'Destination list / machine settings are updated...'. Press [Exit].

How to send at a specific time (Send Later)

(2. Other Transmission Features)

Using this function, you can instruct the machine to send the fax at a later time via Memory Transmission. Advantage: you can take advantage of off-peak telephone charges, without being at the machine.

- Place the original, and then select the scan settings you require.
- Press [TX Mode].
- Press [Send Later].
- Enter the time (24 hour format) using the number keys, and then press [OK].
- Press [OK].
- Specify a destination, and then press the [Start] key.



How to cancel a transmission... (1. Transmission)

Memory + Immediate

Before the original is scanned = before pressing the [Start] key:

- Press the [Clear Modes] key.

While the original is being scanned = after pressing the [Start] key:

- Press the [Clear/Stop] key.

Memory

While the original is being transmitted:

- Press the [Clear/Stop] key.
- Select the file you want to cancel.
- Press [Stop Transmission], and then press [OK].
- Press [Exit].

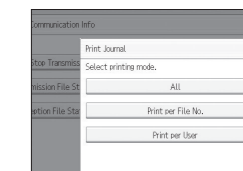
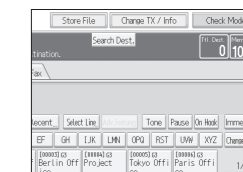
Before the transmission is started:

- Press [Change TX / Info].
- Press [Check / Stop Transmission File].
- Select the file you want to cancel.
- Press [Stop Transmission], and then press [OK].
- Press [Exit] twice.

How to print the Journal... (4. Changing/Confirming Communication Information)

The Journal is printed automatically after every 50 communications. You can also request a Journal at any time, by following below procedure.

- Press [Change TX / Info].
- Select [Print Journal].
- Select the printing method:
 - [All]
 - [Print per File No.]
 - [Print per User]
- Press the [Start] key.
- Press [Exit] twice.



Advanced Features Fax

Please see the <Facsimile Reference> Operating Instructions:

- SUB/SEP Codes (1. Transmission) Privacy can be protected when faxing with a SUB/SEP Code, since only people who know the SUB/SEP Code can receive or print the fax document.
- Printed reports (4. Changing/Confirming Communication Information) Inform you if a fax has been saved, sent, or failed to be transmitted.
- LAN-Fax features - Sending a fax from a computer (6. Fax via Computer)