

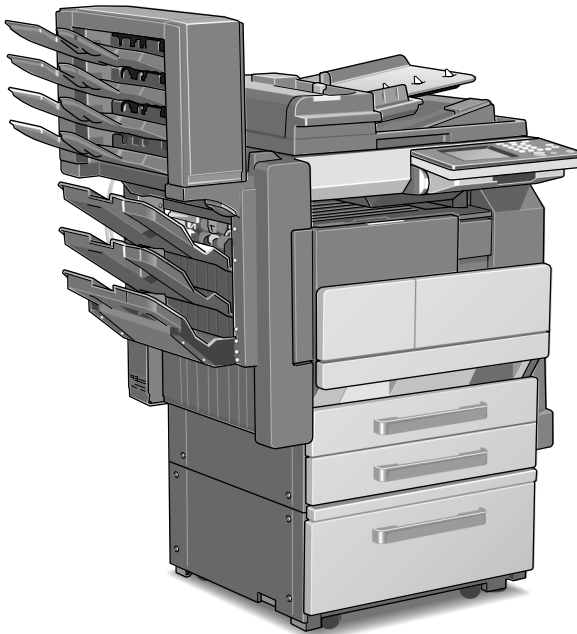


User Manual

[Fax Operations]

The essentials of imaging

Di2010f/Di2510f/Di3010f/Di3510f



3

- Before Using
- Basic Transmission
- Basic Reception
- Using as a Telephone
- Verification of Results
- Transmitting Various Faxes
- Receiving Various Faxes
- Using the Document Functions
- Appendix

Contents

The following items are written under “Fax Operations”.

Read “Basic Operations” and “Advanced Operations” for all other items.

1 Before Using

1.1	About This Manual	1-2
1.2	The Basic Screen	1-3
	The Auto-mode screen.....	1-3
	Sending a fax	1-3
	Copying.....	1-4
	Displaying the fax screen	1-4
	Fax screen	1-4
	Displaying the copy screen	1-8
	Copy screen	1-8
1.3	Registration Necessary at Startup	1-9
1.4	Convenient Functions with Registration	1-9
1.5	Regarding Onscreen Notations	1-10

2 Basic Transmission

2.1	Performing The Auto-mode Screen	2-2
	Sending a fax	2-2
2.2	Performing Dial Transmission	2-3
	When setting in the paper feed tray	2-3
	When setting on the glass.....	2-5
2.3	Quality Adjustment	2-7
	When transmitting after adjusting the quality	2-7
2.4	Density Adjustment	2-8
	Transmitting to match the density and color of the original.....	2-8
2.5	Reducing the Original	2-9

3 Basic Reception

3.1	Automatic Fax Reception	3-2
	Manual fax reception.....	3-3

4 Using as a Telephone

4.1	Dialing the Telephone and Receiving Calls	4-2
	Talking on the telephone	4-2
	Placing a telephone call with the telephone receiver hung up.....	4-3
	Receiving telephone calls.....	4-3
4.2	Sending a Fax After a Telephone Call	4-4

5 Verification of Results

5.1	What is the Job List?	5-2
5.2	Verifying the Job Status	5-3
5.3	Verifying the Print Order	5-4
5.4	Verifying the Print Status.....	5-5
5.5	Verifying Transmission Activity	5-6
5.6	Verifying Reception Activity.....	5-7

6 Transmitting Various Faxes

6.1	Performing One-Touch Dial Transmission	6-2
	When transmitting by a one-touch key	6-2
	When transmitting by a one-touch number.....	6-3
	Transmission after searching by destination	6-4
6.2	What is the Fax Program Function?	6-5
	Transmitting by a fax program.....	6-5
6.3	Transmitting to Multiple Destinations	6-6
6.4	What is “Chain Dial”?	6-7
	Transmitting after combining one-touch keys and dial input	6-7
6.5	Designating the Scan Area	6-8
	Designating the scan range for the original	6-8
6.6	Various Transmission Settings	6-10
	Indicating TSI.....	6-10
	Transmission with name and number on the original	6-10
	Inserting the destination’s name	6-12
	Inserting the destination	6-12
	Checking transmission results.....	6-13
	Outputting the activity report.....	6-13
	Transmitting 2in1	6-14
	Transmitting 2in1	6-15
	Transmission of double-sided originals	6-16
	Transmitting a double-sided original.....	6-17
	Transmitting Letter paper set to landscape	6-19



Transmitting with prioritization.....	6-21
Performing TX-prioritized	6-21
Transmitting at a designated time	6-22
Transmitting at a designated time	6-23
Placing a stamp on the transmitted document.....	6-24
Real-time transmission.....	6-26
Transmitting while scanning the original	6-26
Password transmission	6-27
Performing password transmission.....	6-27
Remote copying	6-28
Remote copying	6-29
Polling transmission	6-30

7 Receiving Various Faxes

7.1 What is Password Reception?.....	7-2
7.2 What is Manual Reception?	7-3
Setting manual reception	7-3
Performing manual reception	7-5
7.3 What is Polling Reception?.....	7-6
Performing polling reception	7-6

8 Using the Document Functions

8.1 What are the Document Functions?.....	8-2
Verifying the documents saved on the bulletin board	8-3
Verifying the documents stored in the confidential box.....	8-4
Checking the general documents stored.....	8-5
8.2 F Codes	8-6
What is an F code?	8-6
What is F code confidential communication?	8-6
F code confidential transmission.....	8-7
The bulletin board	8-8
Remote copying	8-8
8.3 Registration of Documents on Bulletin Boards	8-9
Saving documents to bulletin boards	8-10
Saving documents to bulletin boards from other fax machines.....	8-11
8.4 Retrieving Bulletin Board Documents	8-12
Transacting bulletin board documents from another fax.....	8-12

9 Appendix

9.1 The Fax Does not Work Properly 9-2
Transmission is poor 9-2
Reception is poor..... 9-3
Telephone calls are difficult to make 9-4

9.2 Replacing the Completion Stamp 9-5
Replacing the Spare TX Marker STAMP 2..... 9-5

9.3 List of Terms 9-7
Explanation of terms..... 9-7

10 Index

10.1 Index 10-2

Basic Operations

Read the User Manual: Basic Operations for the following items.

- 1 Introduction**
- 2 Available Features**
- 3 Before Making Copies**
- 4 Basic Copy Operations**
- 5 Copy Paper**
- 6 Original Documents**
- 7 Specifying Copy Settings**
- 8 Touch Panel Messages**
- 9 Troubleshooting**
- 10 Index**

Advanced Operations

Read the User Manual: Advanced Operations for the following items.

- 1 Introduction**
- 2 Safety Information**
- 3 Precautions**
- 4 Auxiliary Functions**
- 5 Utility Mode Operations**
- 6 Configuring the Utilities and Fax**
- 7 Reports and Lists**
- 8 Administrator Management Operations**
- 9 Settings and FAX Items for the Administrator**
- 10 Appendix**
- 11 Index**

Before Using

1

1.1 About This Manual

The User Manual for this product is made up of three sections: “Basic Operations”, “Advanced Operations”, and “Fax Operations”.

“User Manual: Basic Operations, Fax Operations” can be read as needed during use.

Be sure to read the “User Manual: Advanced Operations” before using this product as it contains cautionary items on use.

Be sure to keep this manual after reading. It will be useful should there be anything you do not understand during use, or if a problem arises.

- User Manual: Basic Operations
 - Here, we will explain the basic methods of operation, precautions for using this product and operation of the copy functions. Read “Basic Operations” if you wish to use this machine.
- User Manual: Advanced Operations
 - Here we will describe the precautions prior to use, the operation of the application functions, the functions used by administrators (utilities, administrator mode), troubleshooting, specifications, etc.
- User Manual: Fax Operations
 - Here we will explain the operation of the fax functions.
 - Read “Fax Operations” when using the fax function.

1.2 The Basic Screen

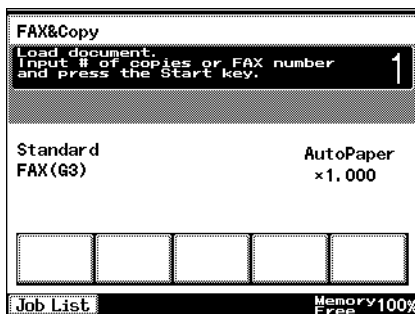
The screen to start operations such as sending/receiving copies and faxes, registration, and setup is called the Basic Screen.

There are three screens in the fax function: The Auto-mode Screen, Copy Screen, and the Fax Screen.

The Auto-mode screen

This screen can be used without thinking separately about the use of fax and copy functions.

When the [FAX and Copy screen] is set as the priority screen setting, the Auto-mode screen can be displayed by pressing the [Panel Reset] key twice. For the priority screen setting, refer to Changing Default Settings of "Utility Mode Operations" in the Advanced Operations volume.



Sending a fax

- 1 Put the original document in place.
- 2 Input the fax number using the 10-Key Pad, and then press the [Start] key.

Copying

- 1 Put the original document in place.
- 2 Input the number of copies using the 10-Key Pad, and then press the [Start] key.



Tip

The Fax Screen is displayed when you input “”, “#”, “0”, or a number of three or more digits starting with a non-zero number.*

On the Di3510f, the Fax Screen is displayed when you input “”, “#”, “0”, or a number of four or more digits starting with a non-zero number.*

Displaying the fax screen

The Fax Screen is displayed by pressing the [Fax/Scan] key in the control panel.

Fax screen

This is the screen for using the fax functions.



Tip

There are four fax address modes, [One-Touch], [Search], [10-Key Dialing] and [Index List].

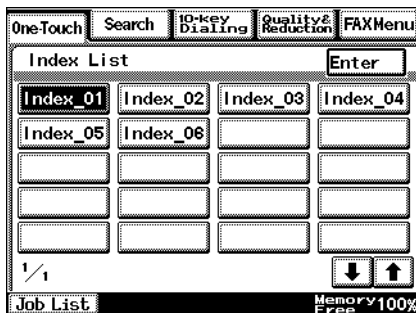
[One-Touch] mode is set on the initial screen. For the display of the other fax address modes, refer to Changing Default Settings of “Utility Mode Operations” in the Advanced Operations volume.

The Copy Screen is displayed by pressing the [Copy] key in the control panel.

- The One-Touch Screen
This screen designates one-touch for the fax destinations.



- There are a total of 36 indexes, and is capable of registering 540 one-touch keys.
- The Index List Screen
This is displayed by touching [Index List] in the One-Touch screen.

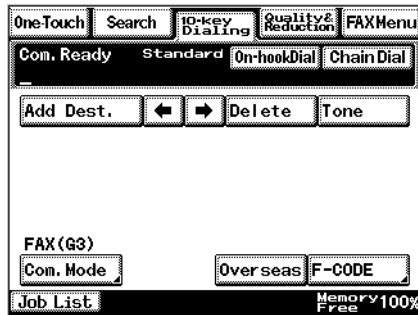


- There are a total of 36 index keys, and up to 15 one-touch keys can be registered for each index key.
- Touching [Enter] displays the One-Touch screen.

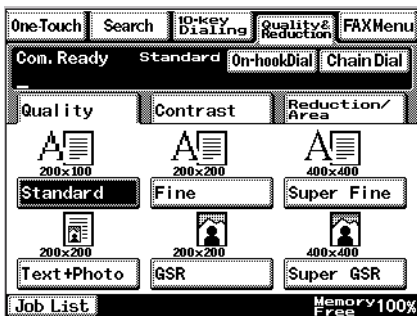
- The Search Screen
This screen searches for the fax destinations by name.



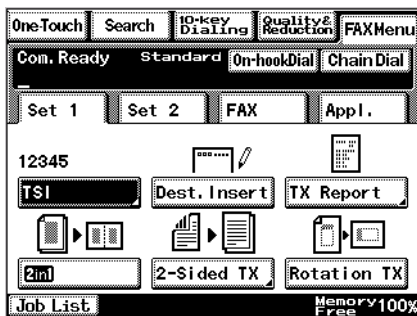
- Touch [Search] displays a screen which searches for destinations by name.
- The 10-key Dialing Screen
This screen designates the fax destinations by using the 10-Key Pad.



- The Quality & Reduction Screen
This screen is for setting the quality, density and reduction when sending a fax.



- The FAX Menu Screen
This screen is for setting communications functions.

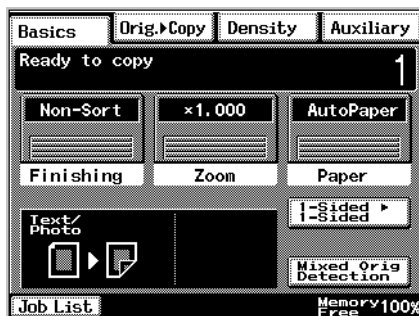


Displaying the copy screen

The Copy Screen is displayed by pressing the [Copy] key in the control panel.

Copy screen

This is the screen for using the copy functions.



Refer to “Basic Operations” for use of the copy function.

The Fax Screen is displayed by pressing the [Fax/Scan] key in the control panel.

1.3 Registration Necessary at Startup

Perform the following registration when first using the product.

Setting Items	Reference
Current Time	Specifying the Date and Time of "Administrator Management Operations" in the Advanced Operations volume
Self-Telephone #	Registering Telephone Numbers of "Settings and FAX Items for the Administrator" in the Advanced Operations volume
Self-ID	Registering the FAX ID Displayed at the Destination of "Settings and FAX Items for the Administrator" in the Advanced Operations volume

1.4 Convenient Functions with Registration

If the following data is registered, the "One-Touch Dial Transmission", "One-Touch Key Index Search", and "FAX Program Transmission" functions can be used.

Setting Items	Reference
One-Touch Key	One-Touch Dial Number Registration of "Configuring the Utilities and Fax" in the Advanced Operations volume
Index Key	Registering Index Lists of "Configuring the Utilities and Fax" in the Advanced Operations volume
FAX Program Key	FAX Program Registration of "Configuring the Utilities and Fax" in the Advanced Operations volume

1.5 Regarding Onscreen Notations



Reading fax original.



Dialing



Transmitting fax.



Waiting for redial.



Receiving fax.



In manual reception mode.



Document with polling transmission wait.



Document registered on bulletin board.



Received document in box



Printing



Document with print wait.



Document with memory recall wait.



Copying



Receiving print data from PC.



There are still print jobs from the PC that have not been printed.



Account management is specified.



Replace toner bottle.



Replace the Imaging Unit.



Add paper.

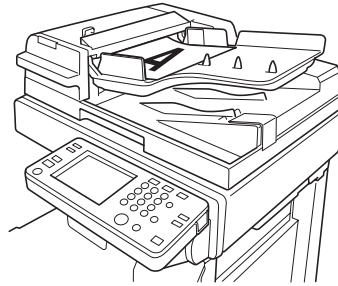
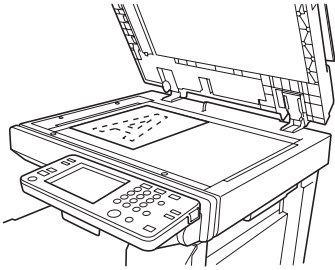
***Basic
Transmission***

2

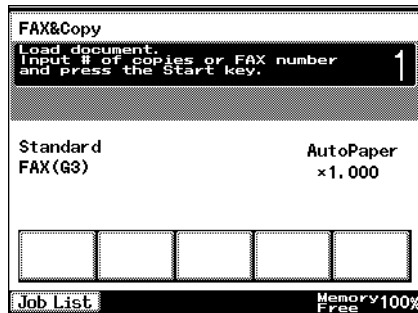
2.1 Performing The Auto-mode Screen

Sending a fax

- 1 Put the original document in place.



- 2 Input the fax number using the 10-Key Pad, and then press the [Start] key.



Note

Only one fax can be sent at a time from the Auto-mode Screen.
If registered in one-touch key, then up to the first 5 faxes can be displayed on the Auto-mode Screen. Refer to One-Touch Dial Number Registration of "Configuring the Utilities and Fax" in the Advanced Operations volume.

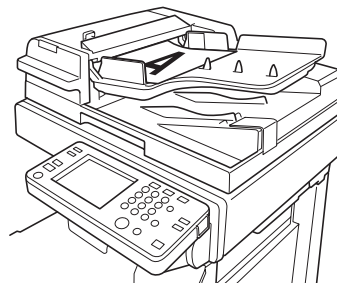
2.2 Performing Dial Transmission

About dial transmission

Item	Explanation
Dial Transmission	When the fax machine is transmitting/receiving another document, the original is first scanned. When the transmission/reception is complete, the destination address is dialed, and the document is transmitted.
When the Destination Is Busy	If the recipient's line is busy, or the call can not be completed, the machine can automatically redial (auto redial). If another document is reserved for transmission, the reserved document is transmitted, and auto redial is carried out.
When the Memory Remaining Is Low	If there are many documents accumulated in the memory, transmission may not be possible. In such case, wait for the memory remaining to increase, or use real-time transmission.
When Using an IP Phone	The communication quality may degrade on IP phones due to the condition of the line (such as ADSL) and Internet connection. In particular, normal fax transmission may not be possible. If errors occur frequently when using the fax machine over the IP phone, transmit/receive the document over the PSTN. For the procedure of transmitting fax over the PSTN, see the operation manual of the IP phone connection device that you are using or contact your IP phone company.
When Using a PBX Using VoIP Technology	In the case of a PBX using VoIP technology, configuration must be made on the PBX switch to connect the facsimile.
When Using Direct Dialing to Communicate with Overseas Destinations	If the country code and destination number are entered after the international code, you may hear a busy tone during dialing and transmission may not be possible. In such cases, press the [Pause] key twice after entering the international code to insert an approx. -6-second pause, and then enter the rest of the number. If this still fails to connect the call, perform manual transmission.
When Transmission Fails	If transmission fails such as when the destination fax is busy, a TX report is printed. TX reports are not printed for real-time transmission. You can resend documents that could not be initially sent (Max. 20 documents).

When setting in the paper feed tray

- 1 Set the original in the paper feed tray.



- 2 Press the [Fax/Scan] key.

Fax/Scan



- 3 Touch [10-key Dialing].



- 4 Input the fax number of the destination with the 10-Key Pad.

- Press the [C] key to clear the number.
- For multiple destinations, touch [Add Dest.] and input the next fax number. You can select up to a maximum of 12 destinations.



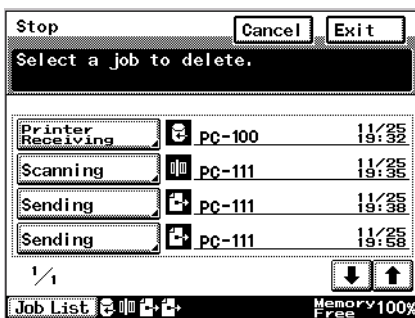
- 5 Press the [Start] key.

- To interrupt a transmission, press the [Stop] key, and select the job to interrupt.



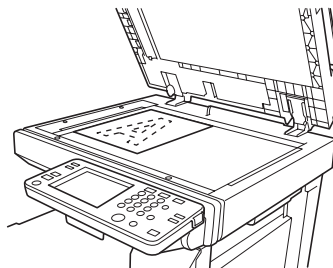
Note

The amount of memory used varies with the type and size of the original, the transmission mode, etc.



When setting on the glass

- 1 Set the original on the glass, and close the cover.

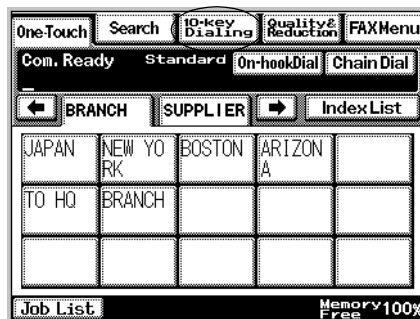


- 2 Press the [Fax/Scan] key.

Fax/Scan



- 3 Touch [10-key Dialing].

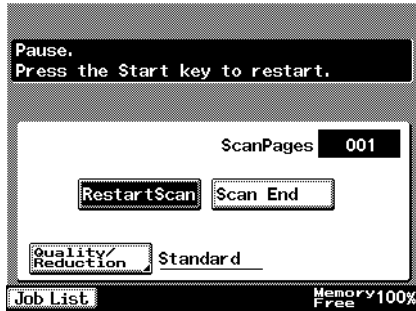


- 4 Input the fax number of the destination with the 10-Key Pad.

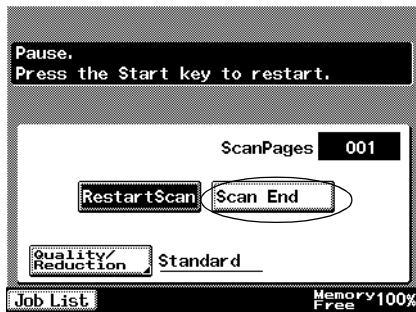
- Press the [C] key to clear the number.



- 5 Press the [Start] key.
- 6 Set the next original, touch [Restart Scan], then press the [Start] key.



- 7 After scanning of the original to be transmitted is finished, touch [Scan End], then press the [Start] key.



2.3 Quality Adjustment

When transmitting after adjusting the quality

- 1 Set the original in the paper feed tray or on the glass.
- 2 Press the [Fax/Scan] key.

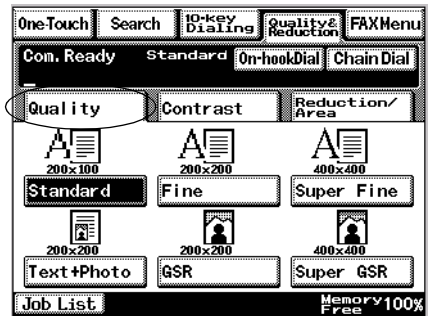
Fax/Scan



- 3 Touch [Quality&Reduction].



- 4 Touch [Quality] and set the resolution.



- 5 Designate the destination and press the [Start] key.

2.4 Density Adjustment

Transmitting to match the density and color of the original

- 1 Set the original in the paper feed tray or on the glass.
- 2 Press the [Fax/Scan] key.

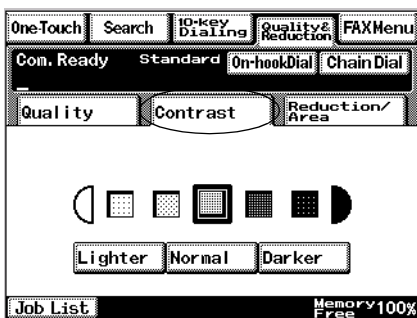
Fax/Scan



- 3 Touch [Quality&Reduction].



- 4 Touch [Contrast] and set the density.



- 5 Designate the destination and press the [Start] key.

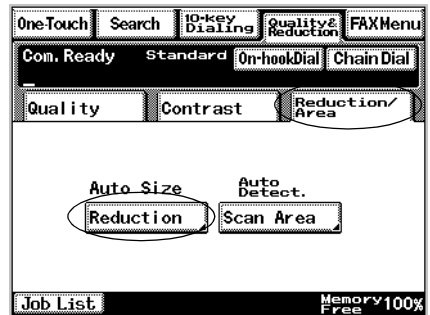
2.5 Reducing the Original

When transmitting an original of 8-1/2 × 14 size or larger, set whether the destination receives it reduced in size.

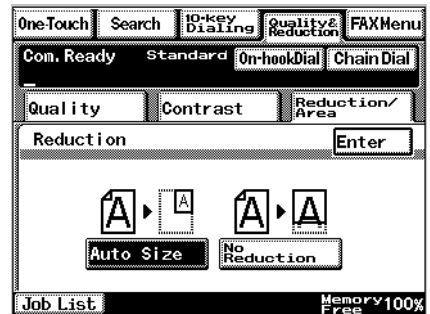
- 1 Set the original in the paper feed tray or on the glass.
- 2 Press the [Fax/Scan] key.
- 3 Touch [Quality&Reduction].



- 4 Touch [Reduction/Area], then touch [Reduction].
 - When you selected the [Scan Area] key, see p. 6-8.



- 5 Touch [Auto Size] or [No Reduction].



- When the [Auto Size] is selected, the transmission is matched to the paper size of the destination.

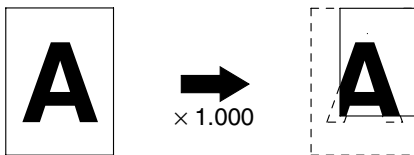
Auto Size



original: 11 × 17 received document: Letter

- When the [No Reduction] is selected, the transmission will be the same size as the original (× 1.000) regardless of the paper size in the receiving fax machine.

No Reduction



original: 11 × 17 received document: Letter

**Note**

If the paper in the receiving fax machine is smaller than the original, parts of the original may not be printed.

- 6 Designate the destination and press the [Start] key.

***Basic
Reception***




3

3.1 Automatic Fax Reception

Auto reception is the default setting for the reception method.

Documents received will be printed automatically without any special action.

Here we will describe the paper sizes that can be received automatically and what to do when the paper runs out.

Item	Explanation
During Fax Reception:	The  mark is displayed in the touch panel. A beep sounds when reception is complete. See p. 5-2 for the procedures for verifying transmission results and stored documents.
When the Paper Runs Out	The [] mark will be displayed on the touch panel. The feed tray injector will be shown in red, and printing will be stopped. (The  mark will be displayed in the touch panel for 2500-page paper feed cabinets.) Because the received document is stored in memory, the printing is automatically restarted after resetting the paper. The rest of the document cannot be received when the memory remaining is 0% or when little memory remains.
Paper sizes that can be received	Letter to 11 × 17 L
About the Received Documents	When there is no paper the same size as the received document, it will be printed on different size paper. When you have received documents on 8-1/2 × 11 L/C or 5-1/2 × 8-1/2 L, even if the paper orientation is different, they will be rotated 90° before printing (rotated recording). The receipt method can be changed by the Utility settings. (Refer to "Advanced Operations".)
When a Long Document has been Received	When a document is received that is longer in height than Letter, 11 × 17 L, etc, it will be to fit on a single sheet of paper. At this time the reduction rate is automatically selected. In the event that the document will not fit on a single sheet even if reduced by 60%, it will be printed onto two sheets. In this case the overlap between the first and second sheets of paper will be duplicated. To reduce the received document or change the reduction limit, change the Utility settings. (Refer to "Advanced Operations".)

Manual fax reception

With fax communications, you can receive documents after lifting the receiver and checking for the fax transmission sound.

See p. 7-3 for the procedure for receiving manually.

When the call is a telephone call, you can talk.

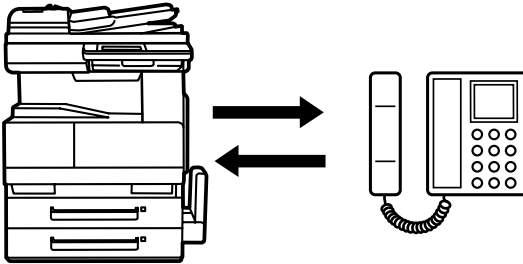
**Note**

In manual reception, an external telephone is necessary.

*Using as a
Telephone*

4

4.1 Dialing the Telephone and Receiving Calls



Note

When using as a telephone, an external telephone is necessary.

Talking on the telephone

- 1 Press the [Fax/Scan] key.



- 2 Lift the telephone receiver.

- Check that there is a dial tone from the telephone receiver.
- When you lift the telephone receiver and hear a beep sound of the fax, hang up the telephone receiver.
If you lift the telephone receiver during fax transmission, it may reduce the communication speed or cause communication errors.

- 3 Designate the destination.
The ringing sound is audible.

- Designation using the one-touch keys (See p. 6-2).
- Performing dial transmission (See p. 2-3).
- Designation using the fax program (See p. 6-5).

- 4 Speak when the destination answers.

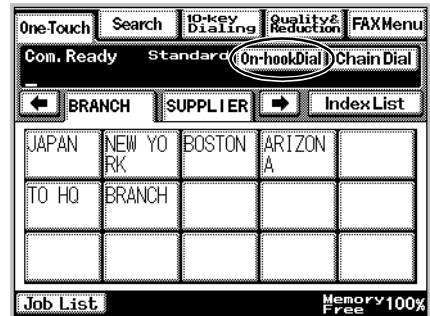
- 5 When done talking, hang up the telephone receiver.

Placing a telephone call with the telephone receiver hung up

- 1 Press the [Fax/Scan] key.



- 2 Touch [On-hookDial].



- 3 Designate the destination.
 - Designation using the one-touch keys (See p. 6-2).
 - Performing dial transmission (See p. 2-3).
 - Designation using the fax program (See p. 6-5).

The ringing sound is audible from the monitor speaker.

- 4 Pick up the telephone receiver when the destinations voice is heard.
- 5 When done talking, hang up the telephone receiver.

Receiving telephone calls

You must set it for receiving manually.

See p. 7-3 for how to set up manual receiving.

- 1 Pick up the telephone receiver upon hearing a ring.
- 2 When done talking, hang up the telephone receiver.

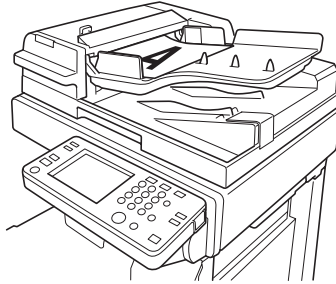
4.2 Sending a Fax After a Telephone Call

Here we will describe the method for transmitting a fax (manual transmission) after talking on the telephone.

- 1 Press the [Fax/Scan] key.
- 2 Set an original in the paper feed tray.
 - Be sure to use the original feed device.
- 3 Lift the telephone receiver.
 - Check that there is a dial tone from the telephone receiver.
 - When you lift the telephone receiver and hear a beep sound of the fax, hang up the telephone receiver.
- 4 Designate the destination.
 - Designation using the one-touch keys (See p. 6-2).
 - Performing dial transmission (See p. 2-3).
 - Designation using the fax program (See p. 6-5).
- 5 After talking, press the transmission key ([Start] key) for the destination.

A beep will sound when preparations are complete.
- 6 Press the [Start] key.
- 7 Hang up the telephone receiver.
 - During fax transmission, hang up the telephone receiver.

If you lift the telephone receiver during fax transmission, it may reduce the communication speed or cause communication errors.



***Verification of
Results***

5

5.1 What is the Job List?

The operating state of the product, order of documents awaiting printing and communication results, as well as the documents stored in the bulletin board and the confidential box can be checked using the touch panel.

Item	Explanation
Job	This shows information registered for the job.
Print Order	This displays the order of documents being printed or awaiting printing such as copies, fax receptions, report outputs, PC printouts, etc.
Print	This shows the print status of copies and PC printed documents.
Communication	Displays the status of fax transmission documents and fax reception documents. Number of Documents in Transmission or Awaiting Transmission: 200 Max. Number of Transmitted Documents: 96 Max. Number of Documents in Reception or Awaiting Reception: 200 Max. Number of Received Documents: 256 Max.
Documents	This shows the documents stored in the product. [Bulletin Board]: This displays the documents saved on the bulletin board. Print or delete the documents saved on the bulletin board. [Confidential]: This displays the documents saved in the confidential box. Print or delete the documents saved in the confidential box. [Public]: This displays the general documents stored by received document management. Print, transfer, or delete the stored documents.

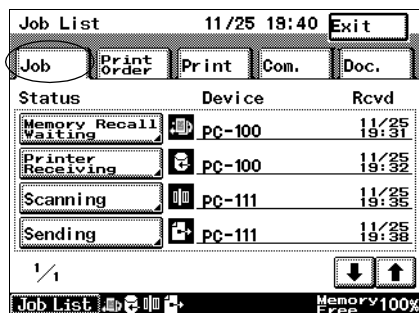
5.2 Verifying the Job Status

- 1 Touch [Job List].

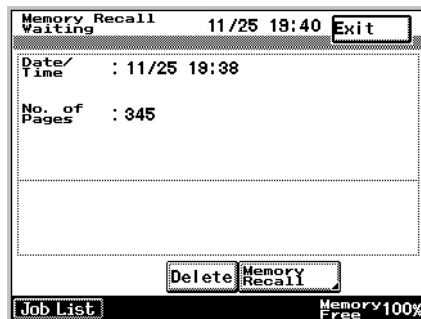


- 2 Touch [Job].
This displays the job status.

- Up to 4 jobs can be displayed on one screen.
- Touch [↓] and [↑], and the following screen will be displayed.



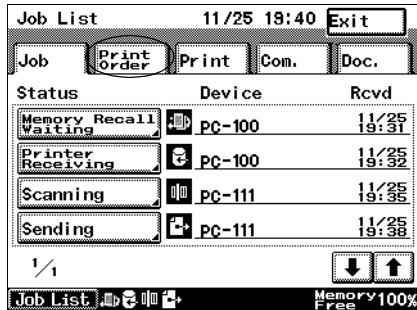
- 3 View details by selecting the desired job key.
 - Touch [Delete] to delete a document.



- 4 Touch [Exit] until the original screen is returned to.

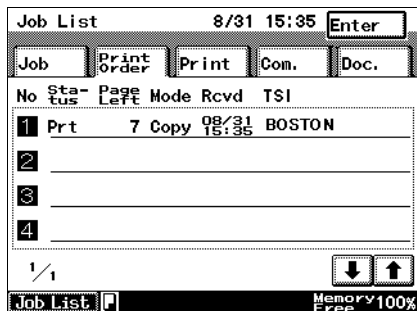
5.3 Verifying the Print Order

- 1 Touch [Job List].
- 2 Touch [Print Order].



- 3 Verify the print order.

- Up to 4 lists can be displayed on one screen, up to a maximum of 8.
- Touch [↓] and [↑], and the following screen will be displayed.



- 4 Touch [Enter] until the original screen is returned to.

5.4 Verifying the Print Status

1 Touch [Job List].

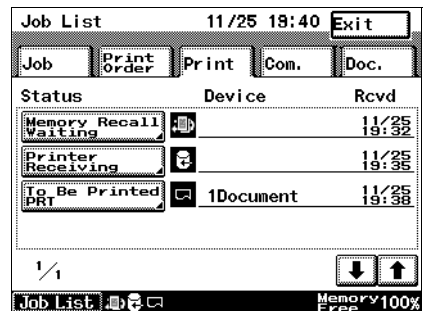
2 Touch [Print].

This displays the printing operation status for copies and documents printed from the PC.

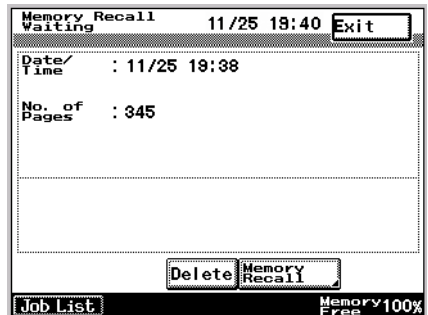


3 View details by selecting the desired print key.

- Up to 4 lists can be displayed on one screen.
- Touch [↓] and [↑], and the following screen will be displayed.



- Touch [Delete] to delete a document.



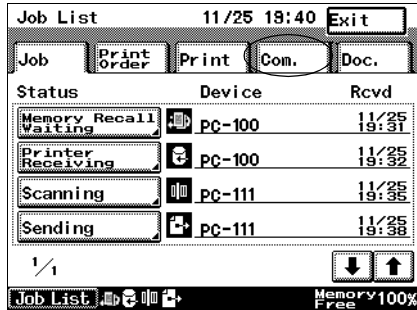
4 Touch [Exit] until the original screen is returned to.

5.5 Verifying Transmission Activity

1 Touch [Job List].

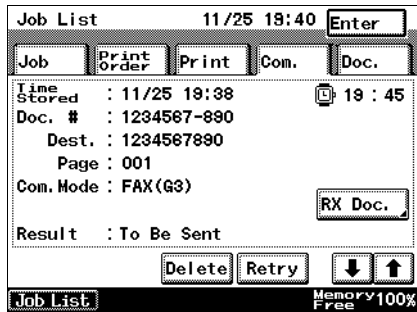
2 Touch [Com.].

This displays the transmission activity.



3 Verify the transmission activity.

- Touch [↓] and [↑] to retrieve the desired document.
- Touching [Interim Rep.] while it is displayed outputs a transmission interim activity report.
- Documents awaiting transmission can only be deleted when [Delete] is displayed.
- The ☐ mark is displayed when designated time transmission is set.
- When [Retry] is displayed, pressing it will resend the document.



4 Touch [Enter] until the original screen is returned to.

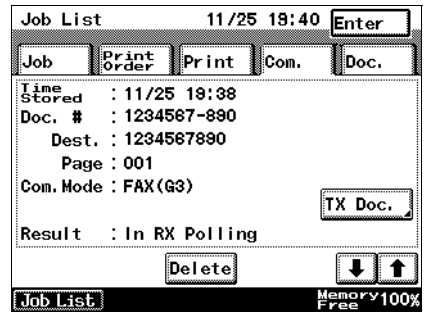
5.6 Verifying Reception Activity

- 1 Touch [Job List].
- 2 Touch [Com.], then touch [RX Doc.].

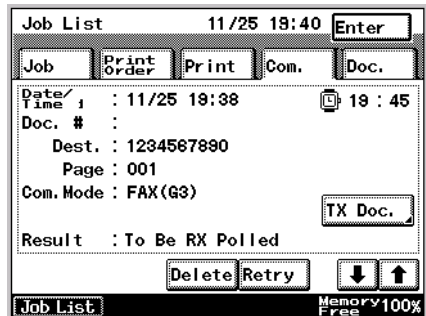
This displays the reception activity.



- 3 Verify the reception activity.
 - Touch [↓] and [↑] to retrieve the desired document.
 - Reception will start if the [Retry] key is pressed while awaiting polling reception.



- Touch [Delete] to delete a document awaiting polling reception.



- 4 Touch [Enter] until the original screen is returned to.

***Transmitting
Various Faxes***

6

6.1 Performing One-Touch Dial Transmission

When transmitting by a one-touch key

Perform the following procedure after storing the destination number beforehand in the one-touch keys. For how to register for one-touch keys, refer to One-Touch Dial Number Registration of “Configuring the Utilities and Fax” in the Advanced Operations volume.

- 1 Set the original in the paper feed tray or on the glass.
- 2 Press the [Fax/Scan] key.



- 3 Touch [One-Touch] and designate the destination.

- Multiple destinations can be selected. Up to a maximum of 300 destinations can be specified.
- If you touch a key mistakenly, pressing the same key again will release it.
- It is possible to check the content of all faxes to be sent by pressing the [Mode Check] key after designating the destination.



- 4 Press the [Start] key.
 - When the original is set on the original glass, after is scanned, touch [Scan End].
- 5 Check the transmission content in the notification screen.
 - When multiple destinations have been specified, check the transmission content of each transmission in the notification screen, and touch [Enter].

When transmitting by a one-touch number

- 1 Set the original in the paper feed tray or on the glass.
- 2 Press the [Fax/Scan] key.
- 3 Touch [10-key Dialing], then press the [#] key.



- 4 Input a three-digit one-touch number using the 10-Key Pad.
The one-touch key for the input one-touch number is highlighted.



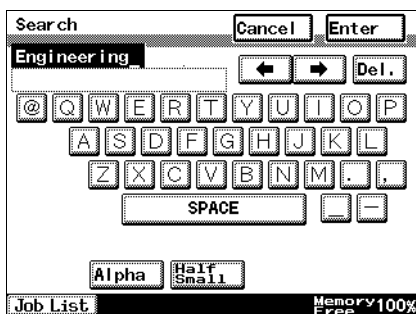
- 5 Press the [Start] key.
 - When the original is set on the original glass, after is scanned, touch [Scan End].
- 6 Check the transmission content in the notification screen.
 - When multiple destinations have been specified, check the transmission content of each transmission in the notification screen, and touch [Enter].

Transmission after searching by destination

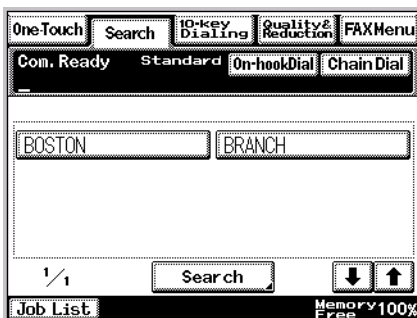
- 1 Set the original in the paper feed tray or on the glass.
- 2 Press the [Fax/Scan] key.
- 3 Touch [Search], then touch [Search].



- 4 Input the name of the destination, and touch [Enter].
 - The input name of the destination can be up to 12 characters long, and input in alphanumeric characters.
 - The destination as specified, corresponding to the input name is displayed.



- 5 Select the desired recipient, and press the [Start] key.



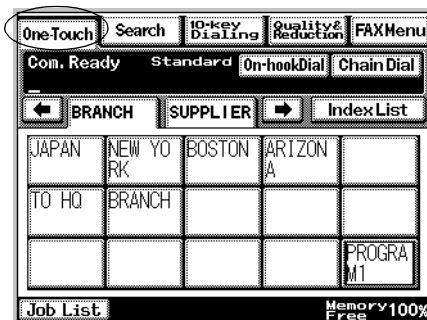
6.2 What is the Fax Program Function?

When often-used functions are registered in the fax program, it is possible to set multiple functions at once by touching the fax program key.

Transmitting by a fax program

Perform the following procedure after storing the fax program beforehand in the one-touch keys. For how to register for fax program, refer to FAX Program Registration of “Configuring the Utilities and Fax” in the Advanced Operations volume.

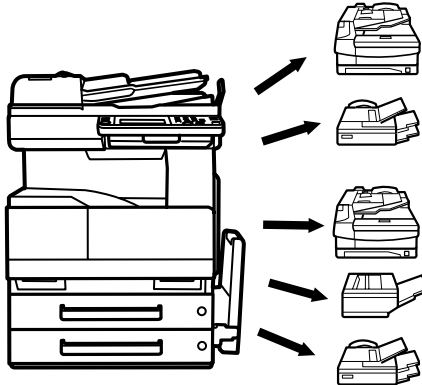
- 1 Set the original in the paper feed tray or on the glass.
- 2 Press the [Fax/Scan] key.
- 3 Touch [One-Touch], then touch the fax program key.
 - Verify the displayed content.



- 4 Pressing the [Start] key scans the original.

6.3 Transmitting to Multiple Destinations

The transmission of the same document to multiple destinations is called broadcast transmission.



- 1 Set the original in the paper feed tray or on the glass.
- 2 Press the [Fax/Scan] key.
- 3 Designate all destinations. Use the following method for selection.
 - Designation using the one-touch keys (See p. 6-2).
 - Performing dial transmission (See p. 2-3).
 - Designation using a fax program (See p. 6-5).



Tip

*The number of destinations that can be selected:
For one-touch key transmission, a maximum of 300, and for dial transmission, a maximum of 12.*

- 4 Press the [Start] key.
- 5 When the notification screen is displayed, select the destination and document number, and touch [Enter].



Tip

It is possible to check the results of broadcast transmission (See p. 5-6).

6.4 What is “Chain Dial”?

It is possible to combine multiple one-touch keys, and call the destinations. This function is called “chain dial”.

For example, it is possible to register the connection number for the contracted telephone company, combine and transmit one-touch keys for destinations, register destination front desk numbers and extensions in separate one touch keys, and to perform transmission after combining these.



Note

For chain dial transmission, a maximum of 192 digits can be dialed.

Transmitting after combining one-touch keys and dial input

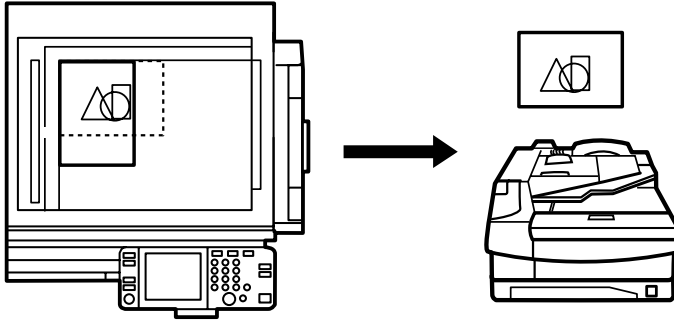
- 1 Set the original in the paper feed tray or on the glass.
- 2 Press the [Fax/Scan] key.
- 3 Touch [Chain Dial].



- 4 Touch [One-Touch] and designate the destinations. Next, input the numbers of the destinations using the 10-Key Pad.
 - Destinations can be selected either using the 10-Key Pad, or [One-Touch].
- 5 Press the [Start] key.

6.5 Designating the Scan Area

It is possible to designate a scan area during original transmission.

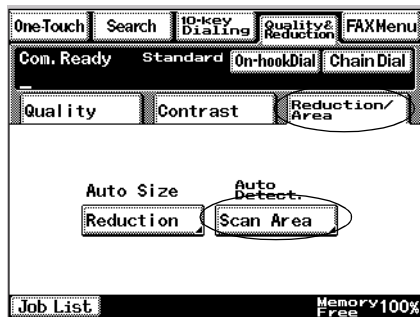


Designating the scan range for the original

- 1 Set the original on the original feed device or the original glass.
- 2 Press the [Fax/Scan] key.
- 3 Touch [Quality&Reduction].

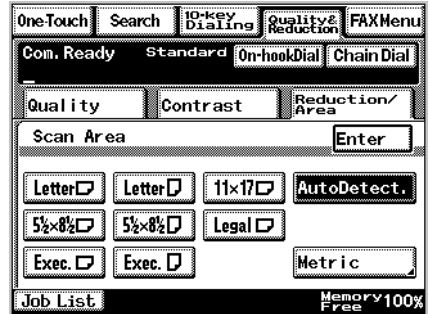


- 4 Touch [Reduction/Area], then touch [Scan Area].

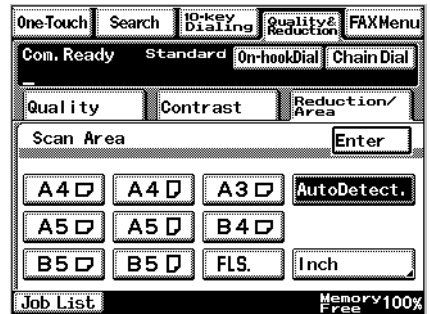


- 5 Select a scan area from the paper sizes, and touch [Enter].

- Selecting [AutoDetect.], sets the size closest to the original size in the scan range.



- Touch [Metric] when setting a scan area in metric.



- 6 Designate the destination.

- Designation using the one-touch keys (See p. 6-2).
- Performing dial transmission (See p. 2-3).
- Designation using a fax program (See p. 6-5).

- 7 Press the [Start] key.

6.6 Various Transmission Settings

Indicating TSI

When indicating the TSI record, the name, transmission date/time, document number, and page number data should be printed in the page output for the destination.

Because multiple TSIs can be registered, it is possible to use different printout data according to the destination.



Tip

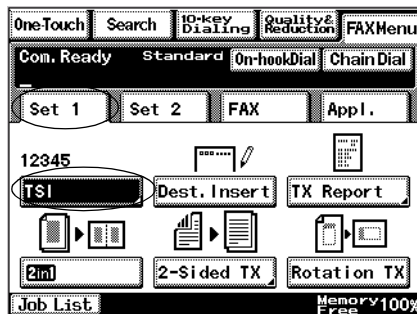
It is necessary to register a TSI name beforehand. (Refer to Registering TSI Names of “Settings and FAX Items for the Administrator” in the Advanced Operations volume.)

Where there are multiple transmission names registered, the factory default settings are set to the name registered in transmission number 1. Refer to Transmission Settings of “Setting and FAX Items for the Administrator” in the Advanced Operations volume for how to change the default settings.

This can be set to the TSI as set in Utility mode.

Transmission with name and number on the original

- 1 Set the original on the paper feed tray or the glass.
- 2 Press the [Fax/Scan] key.
- 3 Touch [FAX Menu].
- 4 Touch [Set 1], then touch [TSI].



- 5 Select the TSI and touch [Enter].
- It is possible to release the settings by touching [Cancel].
 - A maximum of 8 TSI can be registered.



- 6 Designate the destination.
- Designation using the one-touch keys (See p. 6-2).
 - Performing dial transmission (See p. 2-3).
 - Designation using a fax program (See p. 6-5).
- 7 Press the [Start] key.
- The TSI designation is released once transmitted.

Inserting the destination's name

It is possible to add the TSI name and destinations name before transmission.



Tip

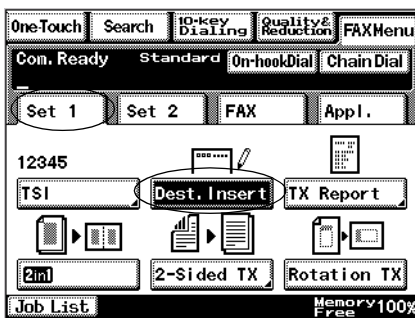
Refer to the destination registered in the one-touch keys for destination name insertion. It is necessary to register the destination beforehand in the one-touch keys.

Destination insertion cannot be designated during dial transmission or chain-dial transmission. These TSI can be up to 20 characters in length.

Destination insertion can only be set when the TSI is set. For details, refer to Registering TSI Names of "Settings and FAX Items for the Administrator" in the Advanced Operations volume.

Inserting the destination

- 1 Set the original in the paper feed tray or on the glass.
- 2 Press the [Fax/Scan] key.
- 3 Touch [FAX Menu].
- 4 Touch [Set 1], then touch [Dest.Insert].



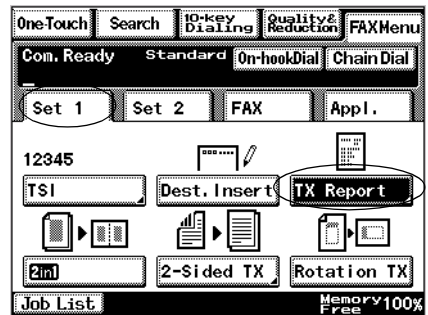
- 5 Designate the destination.
 - Designation using the one-touch keys (See p. 6-2).
 - Performing dial transmission (See p. 2-3).
 - Designation using a fax program (See p. 6-5).
- 6 Press the [Start] key.
 - The designated destination insertion is released once transmitted.

Checking transmission results

Transmission results can be output in a report. The activity report output can be selected from among default/output/no output/at failure.

Outputting the activity report

- 1 Set the original on the original feed device or the original glass.
- 2 Press the [Fax/Scan] key.
- 3 Touch [FAX Menu].
- 4 Touch [Set 1], then touch [TX Report].



- 5 Select the report output method, then touch [Enter].
 - When [Default] is indicated, the TX report is output as set in Utility/ Admin.1.
 - When [ON] is indicated, the TX report is output irrespective of transmission results.
 - When [If TX Fail] is indicated, the TX report is output only when transmission is not possible.
 - The TX report is not output when [OFF] is indicated.

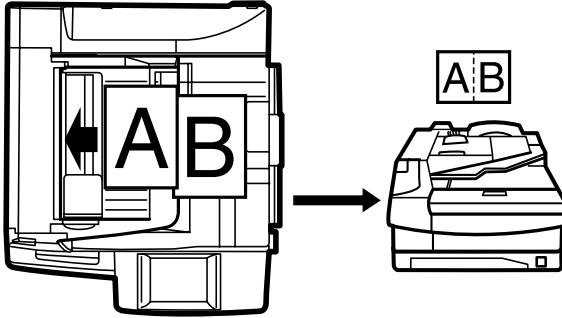


- 6 Designate the destination.
 - Designation using the one-touch keys (See p. 6-2).
 - Performing dial transmission (See p. 2-3).
 - Designation using a fax program (See p. 6-5).

- 7 Press the [Start] key.
Transmission starts, and the TX report is output.
- The TX report indication returns to the [Default] state once transmission is performed.

Transmitting 2in1

It is possible to scan a 2-page original and transmit it as a single-page original.



Tip

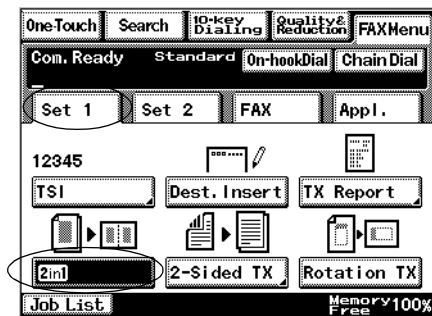
Use the paper feed tray when 2in1 transmission is designated.

The original sizes that can be 2in1 transmitted are Letter C.

2in1 transmission cannot be set at the same time as double-sided transmission, TX rotation and real-time transmission.

Transmitting 2in1

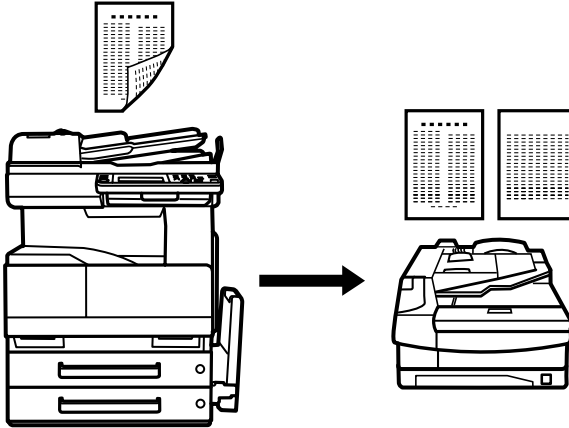
- 1 Set the original in the paper feed tray.
- 2 Press the [Fax/Scan] key.
- 3 Touch [FAX Menu].
- 4 Touch [Set 1], then touch [2in1].



- 5 Designate the destination.
 - Designation using the one-touch keys (See p. 6-2).
 - Performing dial transmission (See p. 2-3).
 - Designation using a fax program (See p. 6-5).
- 6 Press the [Start] key.
 - The 2in1 designation is released once transmitted.

Transmission of double-sided originals

It is possible to scan and send double-sided originals.

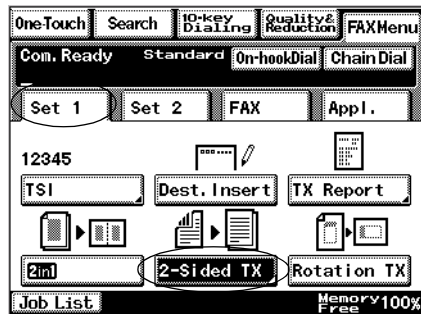
**Tip**

Even if a double-sided original is transmitted, the receiving fax will print it on single-sided sheets.

Double-sided transmission cannot be set at the same time as 2in1 transmission, transmission stamp and real-time transmission.

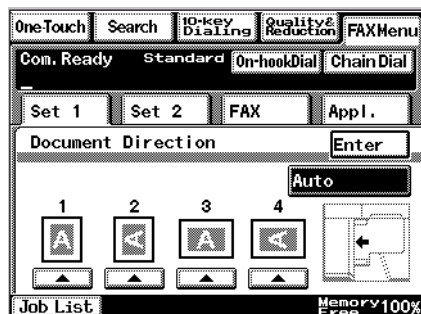
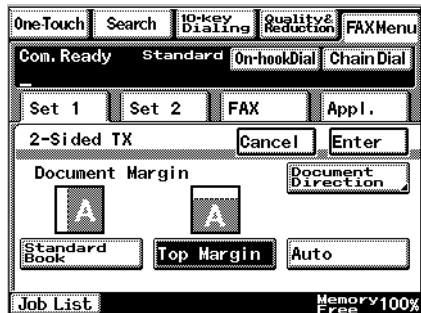
Transmitting a double-sided original

- 1 Set the outside of the original on the paper feed tray.
- 2 Press the [Fax/Scan] key.
- 3 Touch [FAX Menu].
- 4 Touch [Set 1], then touch [2-Sided TX].



- 5 Select document margin and document direction, and touch [Enter].
 - Select from [Standard Book], [Top Margin], and [Auto], when setting document margins.
 - The settings are released by touching [Cancel].

- Select from the four directions when setting document direction.



6 Designate the destination.

- Designation using the one-touch keys (See p. 6-2).
- Performing dial transmission (See p. 2-3).
- Designation using a fax program (See p. 6-5).

7 Press the [Start] key.

- The double-sided transmission designation is released once transmitted.

**Tip**

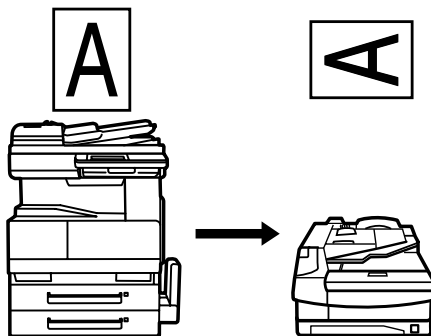
Double-sided transmission default settings can be changed in the Admin.1 screen. The default setting is "OFF".

For details, refer to Transmission Settings of "Settings and FAX Items for the Administrator" in the Advanced Operations volume.

Transmitting Letter paper set to landscape

A Letter document set lengthwise will normally be handled as a 11 × 17 size document.

Designating TX rotation in such cases makes transmission as Letter size possible regardless of the orientation of the original Letter-size document.

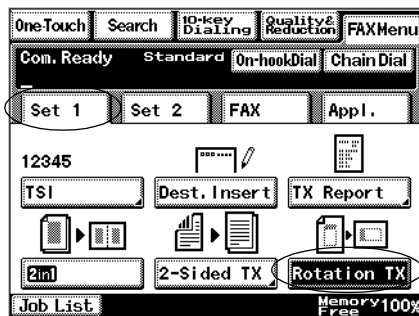


Tip

The only document size capable of TX rotation is Letter.

TX rotation cannot be set at the same time as real-time transmission and 2in1 transmission.

- 1 Set the original document.
- 2 Press the [Fax/Scan] key.
- 3 Touch [FAX Menu].
- 4 Touch [Set 1], then touch [Rotation TX].



5 Designate the destination.

- Designation using the one-touch keys (See p. 6-2).
- Performing dial transmission (See p. 2-3).
- Designation using a fax program (See p. 6-5).

6 Press the [Start] key.

- The TX rotation transmission designation is released once transmitted.

**Tip**

TX rotation transmission default settings can be changed in the Admin. 1 screen. The default setting is "ON".

For details, refer to Transmission Settings of "Settings and FAX Items for the Administrator" in the Advanced Operations volume.

Transmitting with prioritization

Rapid prioritization and transmission of documents is possible even when documents are awaiting transmission.

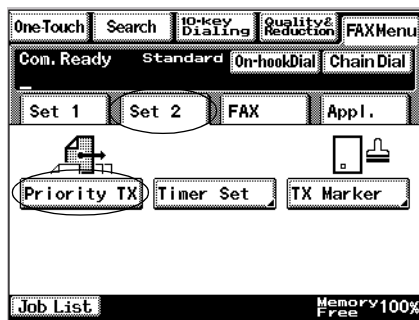


Tip

TX-priority and real-time transmission cannot be designated at the same time.

Performing TX-prioritized

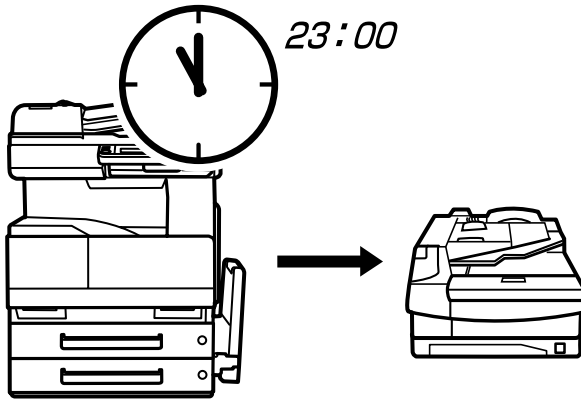
- 1 Set the original on the paper feed tray or the glass.
- 2 Press the [Fax/Scan] key.
- 3 Touch [FAX Menu].
- 4 Touch [Set 2], then touch [Priority TX].



- 5 Designate the destination.
 - Designation using the one-touch keys (See p. 6-2).
 - Performing dial transmission (See p. 2-3).
 - Designation using a fax program (See p. 6-5).
- 6 Press the [Start] key.

Transmitting at a designated time

A document scanned into the memory can be transmitted at a designated time.

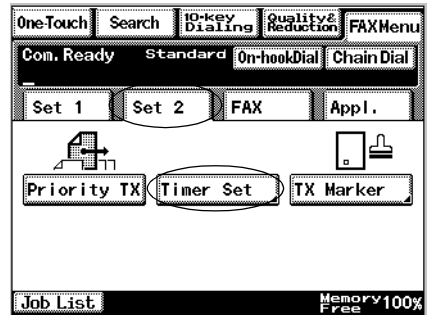
**Tip**

Time designated transmission cannot be set at the same time as real-time transmission and TX-priority.

When using time designated transmission, up to 200 transmissions can be stored for transmission.

Transmitting at a designated time

- 1 Set the original in the paper feed tray or on the glass.
- 2 Select using the [Fax/Scan] key.
- 3 Touch [FAX Menu].
- 4 Touch [Set 2], then touch [Timer Set].



- 5 Input the transmission time using the 10-Key Pad, then touch [Enter].
 - Input the time in 24-hour notation.
 - Press the [C] key to clear the number.
 - The settings are released by touching [Cancel].
 - Input "00:00" for 0:00 am.



- 6 Designate the destination.
 - Designation using the one-touch keys (See p. 6-2).
 - Performing dial transmission (See p. 2-3).
 - Designation using the fax program (See p. 6-5).
- 7 Press the [Start] key.

The documents accumulated in the memory will be transmitted at the designated times.

 - Designated time transmission is released once transmitted.

Placing a stamp on the transmitted document

It is possible to place a transmission stamp on documents.



Tip

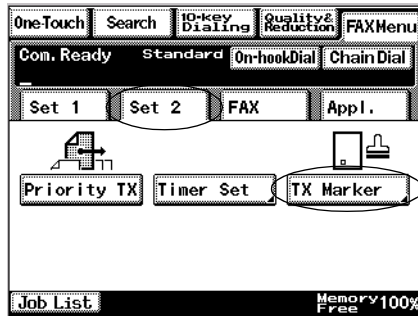
An optional TX Marker STAMP UNIT 2 is necessary.

Transmission stamp cannot be set at the same time as double-sided transmission.

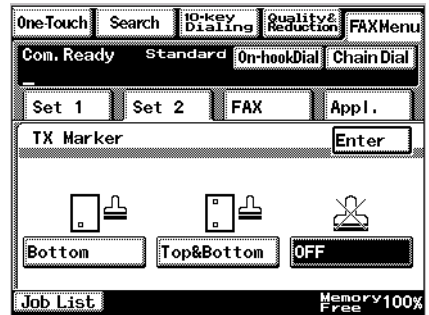
Replace the stamp when the stamp becomes faint (See p. 9-5).

There is no stamping when in copy mode.

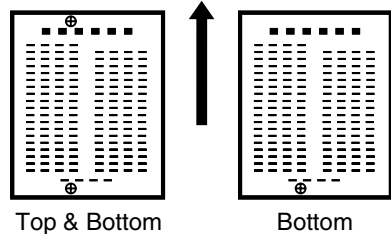
- 1 Set an original in the paper feed tray.
- 2 Press the [Fax/Scan] key.
- 3 Touch [FAX Menu].
- 4 Touch [Set 2], then touch [TX Marker].



- 5 Select the stamping method from [Bottom], [Top&Bottom] and [OFF].



the orientation of the original



- 6 Designate the destination.

- Designation using the one-touch keys (See p. 6-2).
- Performing dial transmission (See p. 2-3).
- Designation using the fax program (See p. 6-5).

- 7 Press the [Start] key.

- During real-time and manual transmission, the stamp is applied after successful transmission to the destination.
- During memory transmission, the stamp is applied to pages properly stored in the memory.



Tip

Whether or not to place a stamp, and its location can be changed in the Admin.2 screen. Default settings are "OFF" and "Top&Bottom".

For details, refer to Configuring Functions (Soft Switches) of "Settings and FAX Items for the Administrator" in the Advanced Operations volume.

Real-time transmission

When real-time transmission is designated, it is possible to read documents one page at a time to match the transmission state.



Tip

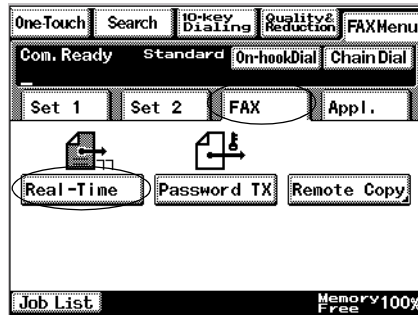
Real-time transmission cannot be used during transmission or reception.

Multiple destinations cannot be designated in real-time transmission.

Real-time transmission cannot be set at the same time as 2in1 transmission, double-sided transmission and time designed transmission.

Transmitting while scanning the original

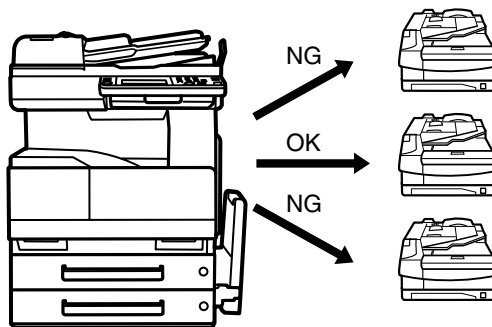
- 1 Set an original in the paper feed tray.
- 2 Press the [Fax/Scan] key.
- 3 Touch [FAX Menu].
- 4 Touch [FAX], then touch [Real-Time].



- 5 Designate the destination.
 - Designation using the one-touch keys (See p. 6-2).
 - Performing dial transmission (See p. 2-3).
 - Designation using the fax program (See p. 6-5).
- 6 Press the [Start] key.
 - The real-time designation is released once transmitted.

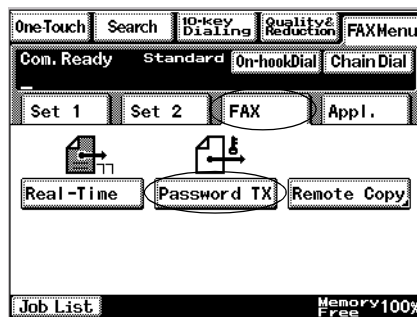
Password transmission

Transmission will only be possible if these passwords and those (group passwords) that are registered for recipients match. Please use these passwords in order that important documents are not erroneously transmitted to the wrong recipient. These passwords need to be configured in advance in the utility mode. For details, refer to Password Registration for Password Communication of “Settings and FAX Items for the Administrator” in the Advanced Operations volume.



Performing password transmission

- 1 Set the original in the paper feed tray or on the glass.
- 2 Press the [Fax/Scan] key.
- 3 Touch [FAX Menu].
- 4 Touch [FAX], then touch [Password TX] .



5 Designate the destination.

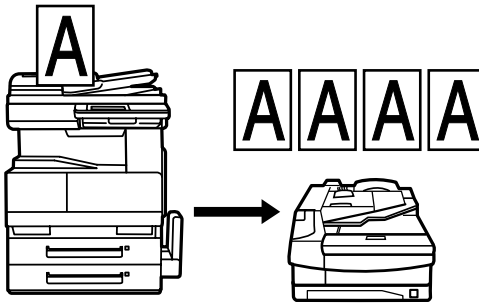
- Designation using the one-touch keys (See p. 6-2).
- Performing dial transmission (See p. 2-3).
- Designation using the fax program (See p. 6-5).

6 Press the [Start] key.

- The Password TX designation is released once transmitted.

Remote copying

If the remote copying function is used when sending two or more copies of the same document to the receiving fax, the number of copies specified is printed by the receiving fax.

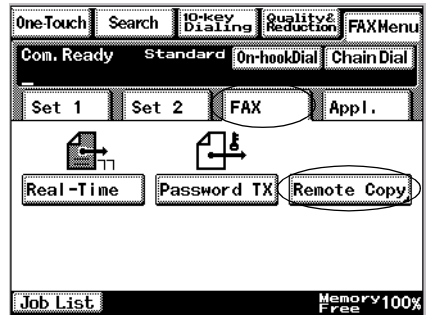
**Tip**

The maximum number of remote copies is 99.

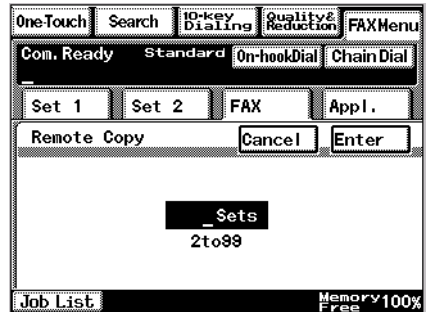
Remote copy transmission is not possible if the destination does not respond to the F code.

Remote copying

- 1 Set the original in the paper feed tray or on the glass.
- 2 Press the [Fax/Scan] key.
- 3 Touch [FAX Menu].
- 4 Touch [FAX], then touch [Remote Copy].



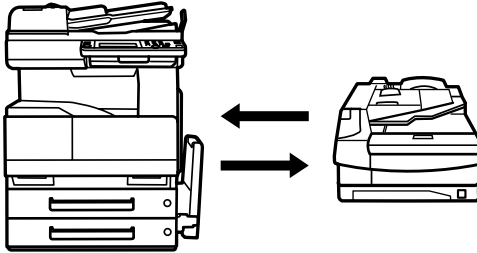
- 5 Input the number of copies using the 10-Key Pad, then touch [Enter].
 - Between 2 and 99 copies can be set.



- 6 Designate the destination.
 - Designation using the one-touch keys (See p. 6-2).
 - Performing dial transmission (See p. 2-3).
 - Designation using the fax program (See p. 6-5).
- 7 Press the [Start] key.
 - The remote copying designation is released once transmitted.

Polling transmission

It is possible to transmit a document scanned beforehand into the memory by operation of the destination machine.

**Tip**

The document in the memory is deleted after transmission.

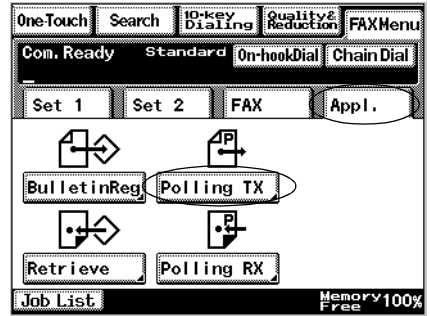
Polling transmission is not possible when the memory is full.

The transmission cost of the polling transmission is borne by the receiver.

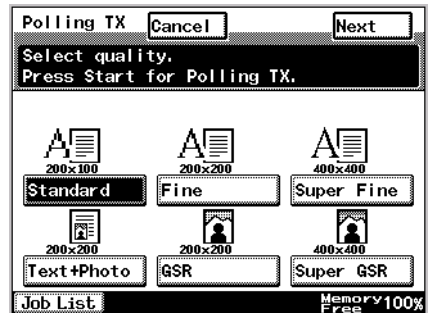
Only one document can be designated for polling transmission.

- 1 Set the original in the paper feed tray or on the glass.
- 2 Press the [Fax/Scan] key.
- 3 Touch [FAX Menu].

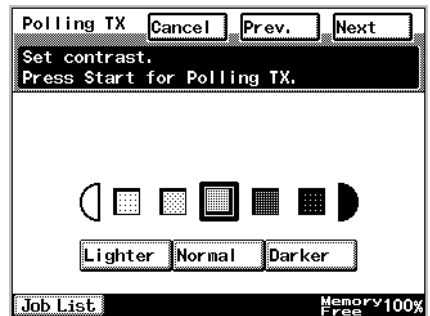
- 4 Touch [Appl.], then touch [Polling TX].



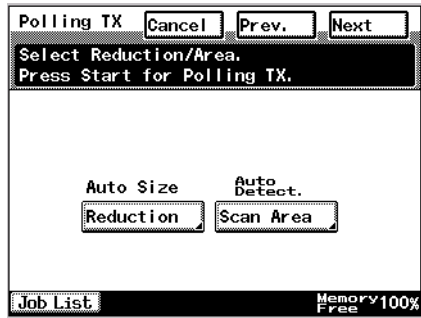
- 5 Specify the quality, then touch [Next].



- 6 Press the density key, then touch [Next].



- 7 Touch [Reduction] or [Scan Area], then touch [Next].



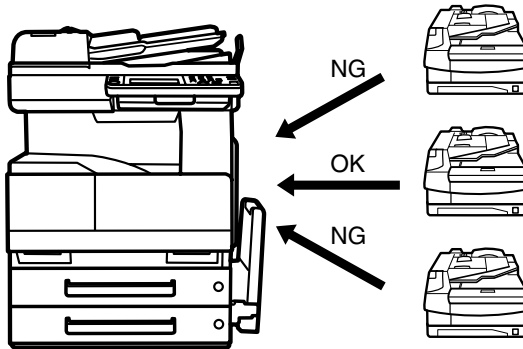
- 8 Set the transmission function.
- TSI Setting (See p. 6-10)
 - Stamp Setting (See p. 6-24)
 - 2in1 Setting (See p. 6-15)
 - Double-sided Transmission Setting (See p. 6-16)
 - Rotation Setting (See p. 6-19)
- 9 Press the [Start] key.
- 10 Touch [Enter].

***Receiving
Various Faxes***

7

7.1 What is Password Reception?

Reception is possible only if the communication password matches with the transmitting machine.



Tip

A communication password must be registered beforehand. (Refer to Password Registration for Password Communication of “Settings and FAX Items for the Administrator” in the Advanced Operations volume.)

The transmitting machine needs to have the same password as that registered on this machine. Communication is sometimes not possible due to the device type on the transmitting side.

7.2 What is Manual Reception?



Tip

It is necessary to have an external telephone.

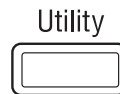
Manual reception is possible when the  icon is displayed in the fax screen.

During fax transmission, hang up the telephone receiver.

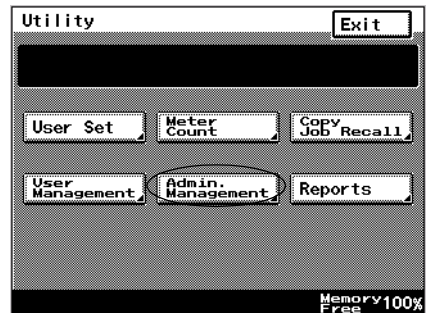
If you lift the telephone receiver during fax transmission, it may reduce the communication speed or cause communication errors.

Setting manual reception

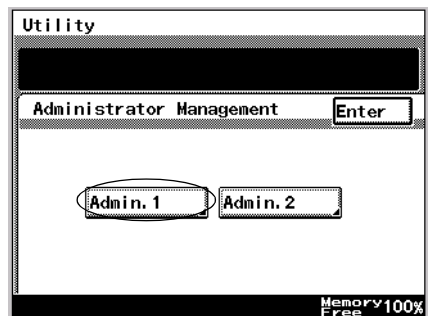
- 1 Press the [Utility] key.



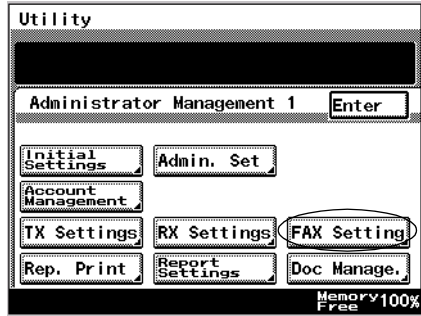
- 2 Touch [Admin. Management] and input the password.



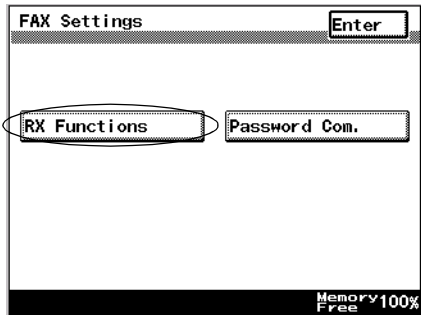
- 3 Touch [Admin. 1].



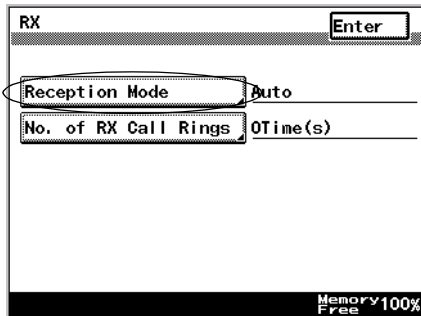
4 Touch [Fax Setting].



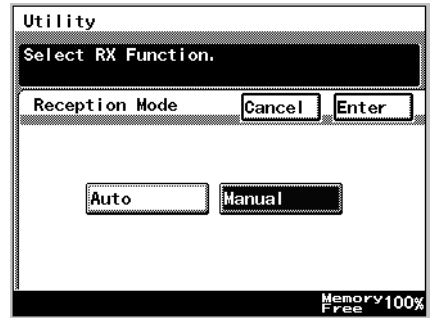
5 Touch [RX Functions].



6 Touch [Reception Mode].



7 Touch [Manual].



8 Touch [Enter] until the basic screen is returned to.

Performing manual reception**Tip**

During fax transmission, hang up the telephone receiver.

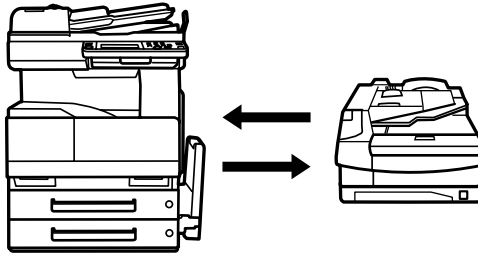
If you lift the telephone receiver during fax transmission, it may reduce the communication speed or cause communication errors.

- 1 When the calling sound rings, press the [Fax/Scan] key, and pick up the telephone receiver.
- 2 After completing the conversation and after the other party has started the fax transmission, press the [Start] key when a repetitive tone is heard from the telephone receiver.
 - When receiving a transmission, press the [3] key and the [*] key without hanging up a call from an external telephone, and switch to fax reception.
- 3 Return the telephone receiver.

A beep sounds when reception is complete.

7.3 What is Polling Reception?

When specifying polling transmission, the document as prepared by the recipient can be controlled by this end, as can the time of transmission. When using polling to receive a large number of documents, it is possible to specify reception late at night, in order to save on telecommunications bills.

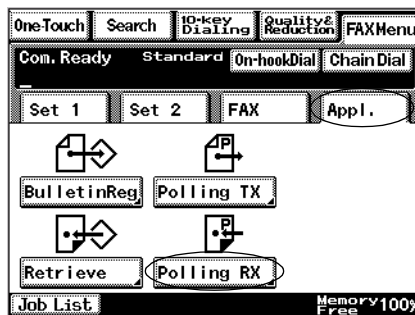


Tip

It is possible to designate the reception time.

Performing polling reception

- 1 Press the [Fax/Scan] key.
- 2 Touch [FAX Menu].
- 3 Touch [Appl.], then touch [Polling RX].



- 4 Select the destination designation method from among [One-Touch], [Search], or [10-key Dialing].

? *When Designating by One-Touch Key*

- It is necessary to register an F code beforehand.

? *When Designating by Dial Input*

- Input the fax numbers using the 10-Key Pad, then touch [F-CODE]. Next, touch [F-CODE (SEF)], and input the F code using the 10-Key Pad.



- 5 Designate the recipient, then touch [Next].

- 6 Input the reception time using the 10-Key Pad.

- Input the time in 24-hour notation.
- Press the [C] key to clear the number.
- Touch [Timer Off] to start polling transmission after setting.



- 7 Press the [Start] key.

- 8 Touch [Enter].

***Using
the Document
Functions***

8

8.1 What are the Document Functions?

By using the F code transmission and document management functions of this unit, scanned and received documents can be stored on a bulletin board or in a confidential box.

Touching [Job List] displays the stored documents.



Tip

Before registering documents to the bulletin board, it is necessary to install the bulletin board on the machine, and register the F code and F code password. (Refer to Setting up Bulletin Boards of "Configuring the Utilities and Fax" in the Advanced Operations volume.)

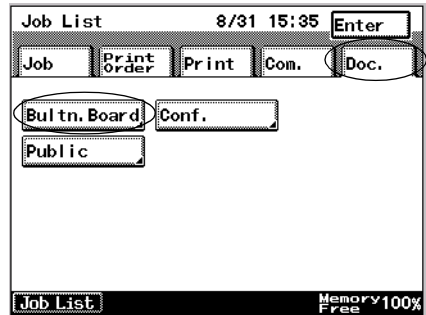
Before registering documents in the confidential box, it is necessary to set up the confidential box on the machine, and register the F code and F code password. (Refer to Registering Confidential Boxes of "Configuring the Utilities and Fax" in the Advanced Operations volume.)

There are 3 document functions as follows.

Item	Explanation
Bulletin Board	This displays the documents saved on the bulletin board. A maximum of 10 documents can be opened on the bulletin board, and one document can be saved per bulletin board. The password to use when saving documents to, or removing documents from the bulletin board can be specified. Saved documents can be printed and deleted.
Confidential	This displays the documents stored in the confidential box. Up to a maximum of 10 confidential boxes can be set up. Up to a maximum of 200 documents can be stored per confidential box. The password to use when saving documents to, or removing documents from the confidential box can be specified. Stored documents can be printed and deleted.
Public	Documents saved on the bulletin board, and documents stored by received document management (not in the confidential box) are displayed. Stored documents can be printed, forwarded, or deleted.

Verifying the documents saved on the bulletin board

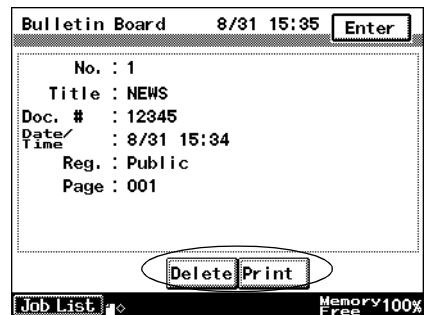
- 1 Touch [Job List].
- 2 Touch [Doc.], then touch [Bultn. Board].



- 3 Select the documents to be verified.
 - Touch [↓] and [↑] to retrieve the desired document.



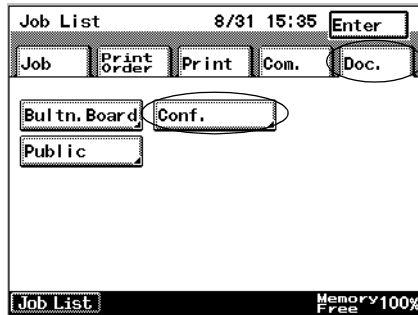
- 4 Verify the details of the documents.
 - Touch [Print] to print a document.
 - Touch [Delete] to delete a document.



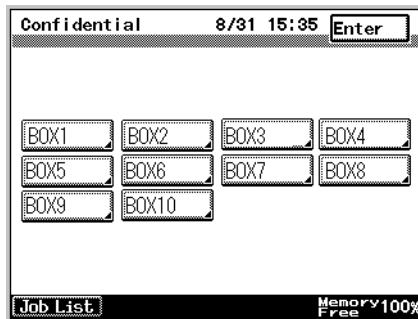
- 5 Touch [Enter] until the original screen is returned to.

Verifying the documents stored in the confidential box

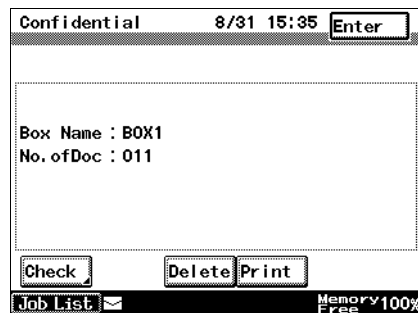
- 1 Touch [Job List].
- 2 Touch [Doc.], then touch [Conf.].



- 3 Select the confidential box.



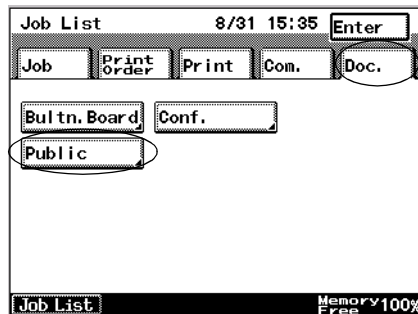
- 4 Verify the documents in the confidential box.
 - Touch [↓] and [↑] to retrieve the desired document. Touching [Check] displays the detailed data.
 - Touch [Print] to print a document. Prints all documents in the confidential box.
 - Touch [Delete] to delete a document. Deletes all documents in the confidential box.



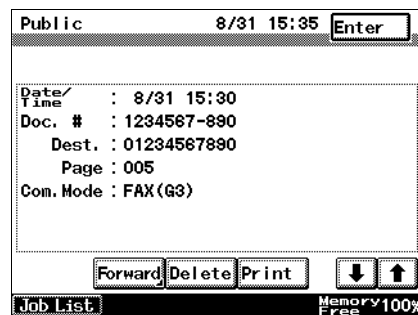
- 5 Touch [Enter].

Checking the general documents stored

- 1 Touch [Job List].
- 2 Touch [Doc.], then touch [Public].



- 3 Verify the stored documents.
 - Touch [↓] and [↑] to retrieve the desired document.
 - Touch [Print] to print a document. Once printed, documents are deleted.
 - Touch [Delete] to delete a document.
 - To forward, touch [Forward], and select the recipient. Documents that have been transmitted are deleted.



- 4 Touch [Enter].

8.2 F Codes

What is an F code?

This is a fax communication function using [SUB] (sub-address), [SEP] (Selective Polling), and [PWD] (Password), etc., promulgated by the G3 plan of ITU-T (International Telecommunications Union).

The confidential communication and bulletin board communication are possible through the F code compatible functions. The F code is designated by 0 to 9 on the 10-Key Pad and a star (*) or pound sign (#).

Item	Explanation
SUB	Designate this when transmitting using an F code.
SEP	Designate the document being provided by the counterpart machine when received by calling from this product (polling reception).
SID/PWD	Designate this when limiting the communication counterpart with a password.

One F code can be designated per transmission when F codes are designated in the 10-key dialing screen.

When transmitting to multiple destinations from the dial input screen (broadcast transmission), one F code can be designated.

When F codes have been registered beforehand for one-touch key, it is possible to specify F codes for each destination.

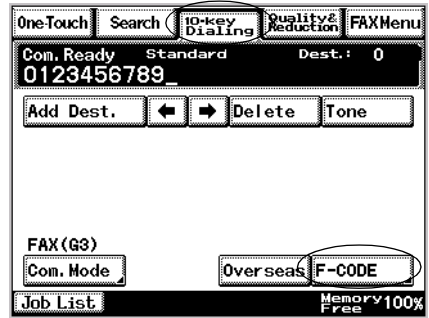
What is F code confidential communication?

This is a function where communication is possible only then an F code is set beforehand in the confidential box, and it coincides with the F code designated by the destination.

Because passwords can be set for documents in the confidential box, it is possible to safely fax these documents.

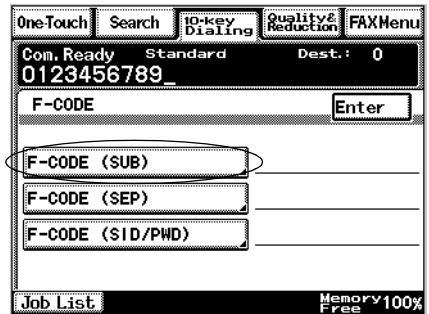
F code confidential transmission

- 1 Touch [10-key Dialing], and input the destination number in the 10-Key Pad. Next, touch [F-CODE].



- 2 Touch [F-CODE (SUB)] and input the F code.

- One F code can be designated per transmission when F codes are designated in the 10-key dialing screen.



- Touch [F-CODE (SID/PWD)] and input the password when an F code password is needed.



- 3 Touch [Enter], and then press the [Start] key.

The bulletin board

A maximum of ten bulletin boards can be installed using F codes, and documents can be broadcast to an unlimited number of persons.

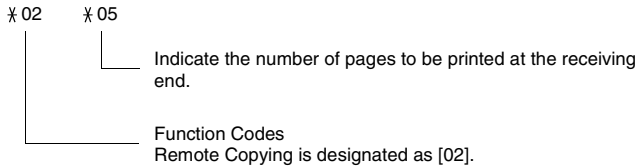
Documents in a bulletin board can be freely retrieved from counterpart machines when the F code registered to each bulletin board is designated.

- Installation of Bulletin Boards (Refer to Setting up Bulletin Boards of “Configuring the Utilities and Fax” in the Advanced Operations volume.)
- Registration of Bulletin Boards (See p. 8-9)
- Retrieving Documents Registered in a Bulletin Board (See p. 8-3)

Remote copying

The transmitting end can designate the number of pages to be printed at the receiving end, and send them.

Set [F-CODE (SUB)] as follows. See p. 8-7 for methods of displaying [F-CODE (SUB)].



Note

After receiving an F code, this product first searches for it in bulletin boards 1 to 10 and if the F code is not found, it is searched for in confidential boxes 1 to 10.

Number management classified by confidential box and bulletin board functions is recommended.



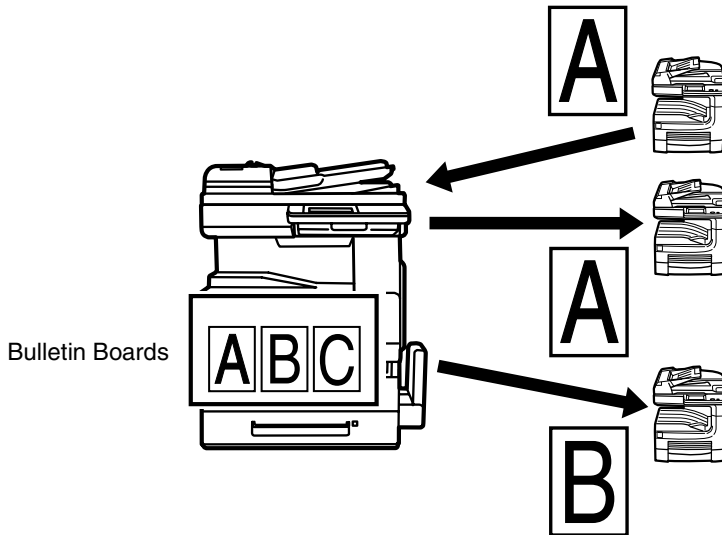
Tip

The remote code can be set using [FAX Menu] (See p. 6-28).

8.3 Registration of Documents on Bulletin Boards

It is possible to install a virtual bulletin board determined by topic, and documents broadcast to an unlimited number of persons.

If the password is known, documents can be saved to the bulletin board from other fax machines.

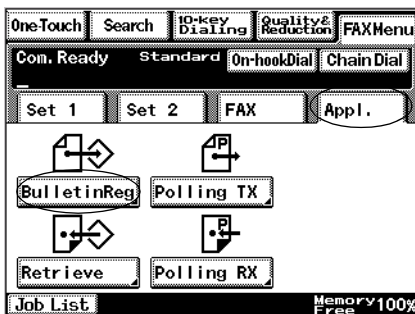
**Tip**

Before saving documents on the bulletin board, it is necessary to install the bulletin board beforehand, and register the F code and F code password.

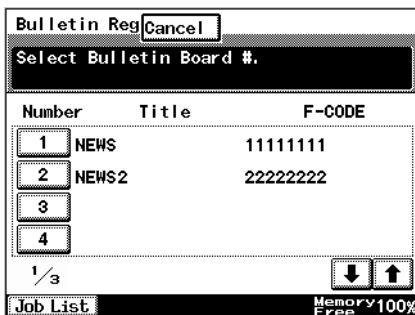
When saving documents to the bulletin board from other fax machines, designate the F codes and F code passwords registered to each bulletin board number. Documents cannot be saved to bulletin boards unless the F codes and F Code passwords match.

Saving documents to bulletin boards

- 1 Set the original in the paper feed tray or on the glass.
- 2 Press the [Fax/Scan] key.
- 3 Touch [FAX Menu].
- 4 Touch [Appl.], then touch [BulletinReg].



- 5 Touch the bulletin board number to which the document is to be registered.
 - Selecting a number where a document is already saved will overwrite the new document.



- 6 Select the quality, then touch [Next].
- 7 Indicate the density, then touch [Next].
- 8 Indicate the reduction and scan range, then touch [Next].
- 9 Set the transmission function.
 - TSI Setting (See p. 6-10)
 - Stamp Setting (See p. 6-24)
 - 2in1 Setting (See p. 6-15)
 - Double-sided Transmission Setting (See p. 6-16)
 - Rotation Setting (See p. 6-19)

10 Press the [Start] key.

11 The notification screen is displayed. Touch [Enter].

Saving documents to bulletin boards from other fax machines

1 Set the original in the paper feed tray or on the glass.

2 Set the transmission functions for quality, density, and reduction.

3 Input the F code of the registered bulletin board to [F-CODE (SUB)].

4 Input the F password of the registered bulletin board to [F-CODE (SID/PWD)].

5 Touch the fax number to which the document is to be sent.

6 Press the Communication key or the Start key.

The document is saved on the bulletin board.

8.4 Retrieving Bulletin Board Documents

It is possible to retrieve bulletin board documents sent by other fax machines.

The operation method differs when transacting documents saved in bulletin boards (See p. 8-3).



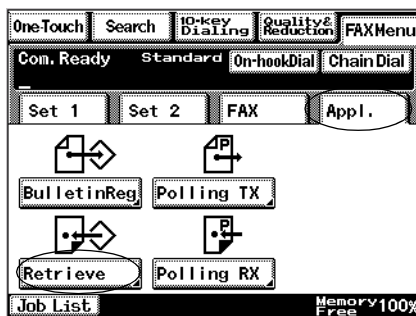
Tip

F codes are necessary in bulletin board designation. Verify that the F code corresponds to the counterpart machine.

An F code password is necessary when the counterpart machine uses an F code password.

Transacting bulletin board documents from another fax

- 1 Press the [Fax/Scan] key.
- 2 Touch [FAX Menu].
- 3 Touch [Appl.], then touch [Retrieve].



- 4 Select the destination designation method from among [One-Touch], [Search], or [10-key Dialing].

? *When Designating by One-Touch Key*

→ It is necessary to register an F code beforehand.

? *When Designating by Dial Input*

→ Input the fax numbers using the 10-Key Pad, then touch [F-CODE]. Next, touch [F-CODE (SEF)], and input the F code using the 10-Key Pad.



- 5 Indicate the reception time using the 10-Key Pad.
- Input the time in 24-hour notation.
 - Press the [C] key to clear the number.
 - Touch [Timer Off] when not designating a time.



- 6 Press the [Start] key.
- 7 The notification screen is displayed. Touch [Enter].

Appendix

9

9.1 The Fax Does not Work Properly

Transmission is poor

Fax Status	Apparent Cause	Countermeasures
Original cannot be scanned.	Is the original too thick?	Place the original on the glass and then transmit the document.
	Is the original too thin or too small?	Place the original on the glass and then transmit the document.
	Is the glass dirty?	Wipe the glass with a soft cloth.
The original is fed crooked.	Does the width of the original match the setting guide?	Match the width of the original to the setting guide.
When the image received by the destination is unclear.	Is the original set correctly?	Set the original correctly.
	Is the glass dirty?	Wipe the glass with a soft cloth.
	Is the writing on the original faint?	Set the scan density.
	Is there any problem with the connection to the receiving fax?	Check by making a copy with the product. If the image of the copy is clear, transmit again.
The image received by the destination is blank.	Is the surface of the document to be transmitted set face-down? (When using the paper feed tray)	Set the surface of the document to be transmitted set face-upward, and transmit again.
Automatic transmission is not possible.	Is the fax number incorrect?	Check the fax number.
	Is the number telephone-dedicated?	Check the fax number.
	Is the reason on the destination side? (Paper empty, automatic reception disabled, power is OFF, etc.)	Check the destination.
	Is the memory remaining low?	After the document stored in memory has been sent and the memory remaining increased, send again.
When the transmission stamp is faint. (optional)	Is the stamp ink (Spare TX Marker STAMP 2) close to the end of its operational life?	Replace the stamp ink (Spare TX Marker STAMP 2).

Reception is poor

Fax Status	Apparent Cause	Countermeasures
The received image is not clear.	Is the correct paper being used?	Use the correct paper.
	Is the paper wrinkled by humidity?	Replace the paper with new paper.
	Is there any toner left?	Replace toner bottle.
	Is the toner bottle inserted correctly?	Insert the toner bottle correctly.
	Is there any problem with the connection to the receiving fax?	Check by making a copy with the product. If the copy image is clear, transmit to the destination again.
The received paper is blank.	Is there any toner left?	Replace toner bottle.
	Does the destination have the document set backwards?	Check the destination.
No auto reception.	Is the product set to manual reception?	Set to automatic reception.
	Is the memory remaining low?	Add paper if the paper runs out, and print the documents accumulated in the memory.
	Is a report being printed?	Wait until the report printout is complete.
	Is a message displayed?	Understand the message according to the display.
There are black streaks on the received paper.	Is there any problem with the connection to the receiving fax?	Make a copy from the product. If there are no back streaks on the paper, transmit again to the destination.

Telephone calls are difficult to make

At this Time	Apparent Cause	Countermeasures
Nothing can be heard from the external telephone receiver.	Is the circuit cord connected to the product?	Connect the line cord to the product.
	During Communication	Confirm again after communication completes.
No ringing sound is audible even if a number is dialed.	Is the line type set correctly?	Set the line type correctly.
The destination's voice is not easily audible during on-hook dialing.	Is the monitor volume too low?	Increase the monitor volume.
The telephone ring is too quiet (loud).	Is the monitor volume too quiet (loud)?	Adjust the monitor volume.
The destination's voice is hard to hear on the external telephone receiver.	Is the receiver volume too low?	Increase the receiver volume.

9.2 Replacing the Completion Stamp

Replace the stamp ink by the following procedure if the transmission completion stamp becomes faint.

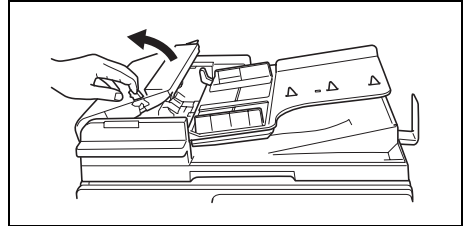


Tip

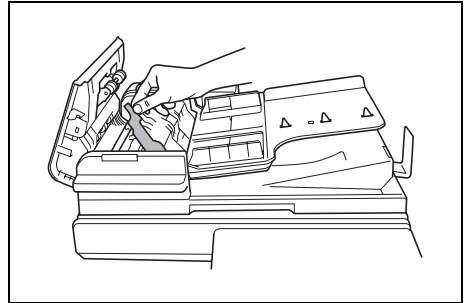
An optional TX Marker STAMP UNIT 2 is necessary.

Replacing the Spare TX Marker STAMP 2

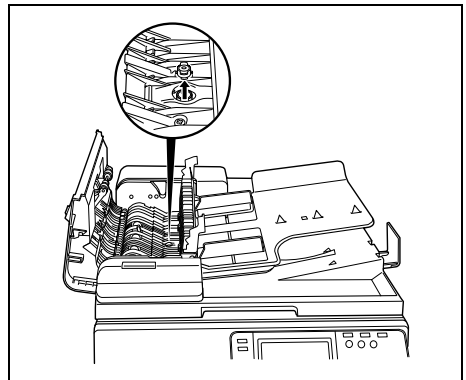
- 1 Pull the lever for the paper feed cover, and open it.



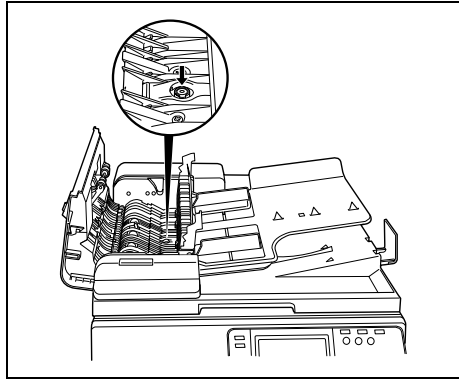
- 2 Pull the lever for the setting guide, and open it.



- 3 Remove the Spare TX Marker STAMP 2.



- 4 Set the new Spare TX Marker STAMP 2.



- 5 Replace the guide, and return the paper feed cover.

9.3 List of Terms

Explanation of terms

Term	Explanation
Book Document	This is a bound document such as a book or catalog, etc.
Bulletin Board	It is possible to collect documents in a special mailbox, and retrieve the documents from other faxes any number of times. Documents will be overwritten when a new document is saved to the same mailbox number. (overwrite deletion). See p. 8-3, p. 8-8, "Configuring the Utilities and Fax" in the Advanced Operations volume.
F Code	This is a fax communication function using [SUB] (sub-address), [SEP] (Selective Polling), and [PWD] (Password), etc., promulgated by the G3 regulations of ITU-T (International Telecommunications Union). Private communication and bulletin board communication are possible using F code compatible devices. See p. 8-6.
G3 Communication	This is communication by the G3 standard (International Facsimile Standard). This is fax communication using an analog line (generally added telephone lines).
Internet Fax	This is the performance of fax communication using the internet or an intranet rather than a phone line. The destination refers to designating an e-mail address rather than a fax number and performing communication, then transmitting the scanned image (TIFF format) to a computer and internet fax as a type of e-mail. In addition, an e-mail from a computer can be received as an image.
JBIG Encoding	This the new data compression and expansion format determined by the Joint Bi-level Image Expert Working Group, part of the ITU-T (International Telecommunications Union). This comes into play during transmission of large-volume data such as half-tones, and high resolution data.
Manual Reception	It is possible to receive the document as is, after talking with the sender on the phone.
Manual Transmission	It is possible to transmit the document as is, after talking with the destination on the phone.
Memory	This records the faxed and copied image data. It is possible to collect more memory in the data by installing more memory.
Memory Proxy Reception	In cases where the paper runs out or gets jammed during reception, the document is automatically stored in the memory and printed later. There is no risk of reception being impossible even if the paper suddenly runs out at night when nobody is around.
Multi port	Communication is possible at the same time using two lines.
Memory Transmission	When sending multiple page documents, these will accumulate in the memory. Once one document has been stored in the memory, transmission will commence as soon as this is possible. See p. 2-3.
Network Scanner	It is possible to send a scanned image to a computer via a network. This can be transmitted as an e-mail document or uploaded to an FTP server.
On-hookDial	Dialing is possible with the receiver hung up. Use the [On-hookDial] key.

Term	Explanation
PBX (Embedded Exchange)	This is a abbreviation of Private Branch Exchange. This is an exchange where multiple telephones are connected for multiple junctions at a company, factory, etc., and can be freely connected between the phones as extensions.
Protocol	This is the communication agreement necessary for communication.
Super G3	This is a high-speed transmission mode for facsimile on analog lines (generally added telephone lines) recommended by ITU-T (International Telecommunications Union). Two second per page faxing is possible in G3 mode by adopting the [V.34 Facsimile System] and the [JBIG Encoding Format] (When transmitting a 700 character Letter document at a standard resolution of 3.851 line/mm).
Terminal Adapter (TA)	This is a device for connecting a PC, analog telephone, G3 fax, etc., to a digital line. Some are used connected to the DSU (Digital Service Unit) by the terminal adapter, and some have an internal DSU.
Touch-tone Signal	This is the signal of the beeping sound audible when using touch-tone dialing as one of the signals used in the telephone line. This is used when making a telephone call with a touch-tone line, when using a touch-tone service, etc. It is possible to use a service using a touch-tone signal even on an analog line by pressing the [*]key on the 10-Key Pad.
Transmission Post	When sending documents to the same destination, accumulate the multiple documents, and batch transmit then at a designated time and time interval. Refer to "Configuring the Utilities and Fax" in the Advanced Operations volume.

Index

10

10.1 Index

A

Activity report	6-13
Automatic fax reception	3-2

B

Basic screen	1-3
Auto-mode screen	1-3
Copy screen	1-8
Fax screen	1-4
Broadcast transmission	6-6
Bulletin board	8-3, 8-8, 8-9, 8-12

C

Chain dial	6-7
Confidential box	8-4

D

Density adjustment	2-8
Dial transmission	2-3
Document	8-2
Double-sided transmission	6-16

F

F codes	8-6
Fax program	6-5

G

General documents	8-5
-------------------------	-----

I

Indicating TSI	6-10
Inserting the destination's name	6-12

J

Job list	5-2
Job status	5-3

M

Manual reception	7-3
------------------------	-----

O

One-touch	6-2
One-touch number	6-3
Onscreen notations	1-10

P

Password reception	7-2
Password transmission	6-27
Performing TX-prioritized	6-21
Polling reception	7-6
Polling transmission	6-30
Print order	5-4
Print status	5-5

Q

Quality adjustment	2-7
--------------------------	-----

R

Real-time transmission	6-26
Reducing the original	2-9
Registration necessary at startup	1-9
Remote copying	6-28

S

Scan area	6-8
Search	6-4
Stamp	6-24, 9-5

T

Telephone 4-2
Time designed transmission 6-22
Transmitting 2in1 6-14
TX rotation 6-19

V

Verifying reception activity 5-7
Verifying transmission activity 5-6



MINOLTA

**Copyright
2003 MINOLTA CO., LTD.**

The information contained in this manual is subject to change without notice to incorporate improvements made on the product or products the manual covers.