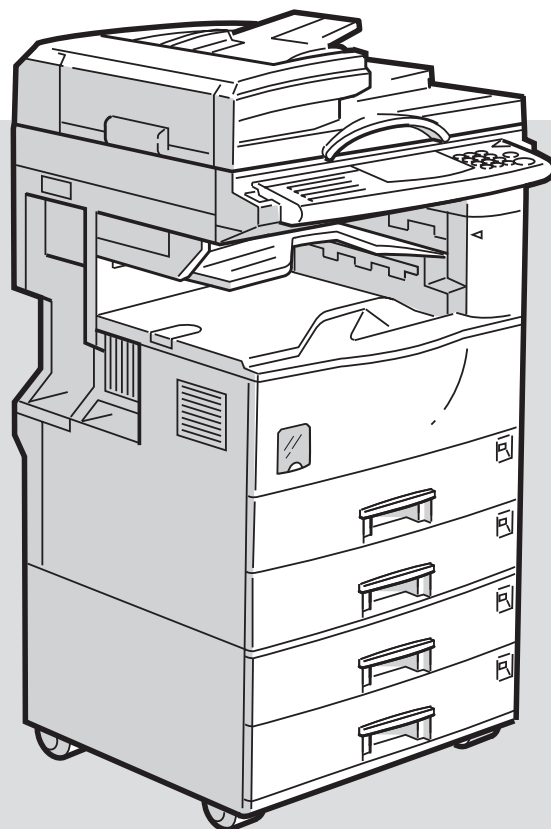


<b>1. Registering Quick Dials</b> How to store numbers that you send to regularly in Quick Dial keys for easy access...	page. 2
<b>2. Entering Letters and Symbols</b> How to enter letters and symbols from the operation panel .....	page. 3
<b>3. Sending a Fax</b> How to send a fax message .....	page. 4
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<b>10. Sending 2-sided Originals</b> How to scan in both sides of an original .....	page. 10
<b>11. 2-sided Printing</b> How to set up your machine so it can print received messages on both sides of the paper .....	page. 11

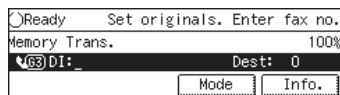
# FACSIMILE QUICK GUIDE

Some limitations apply to these functions. For details, please read the Facsimile Reference.

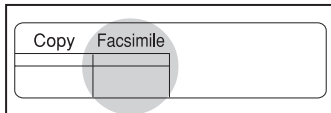


# 1. Registering Quick Dials

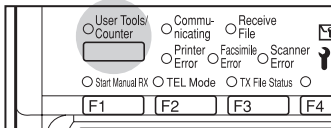
- 1** Make sure that the display is in Ready mode.



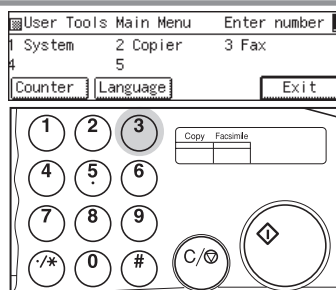
**Note** If the standby display is not shown, press the **Facsimile** key.



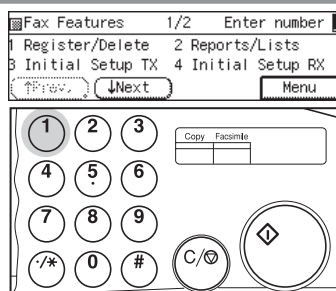
- 2** Press **User Tools/Counter**.



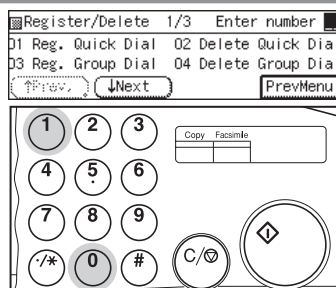
- 3** Press **3**.



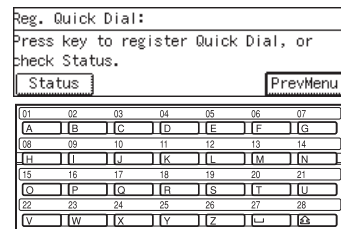
- 4** Press **1**.



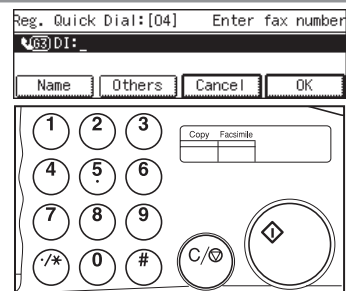
- 5** Enter **01**.



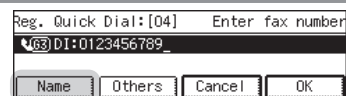
- 6** Press a free Quick Dial key.



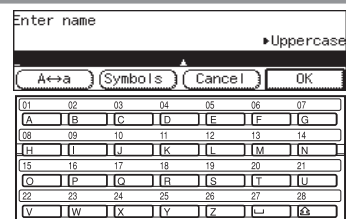
- 7** Enter the fax number.



- 8** Press **[Name]**.



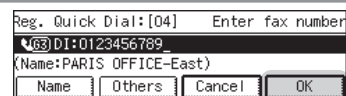
- 9** Enter a name for this Quick Dial.



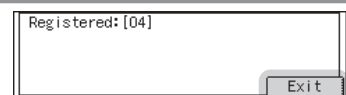
- 10** Press **[OK]**.



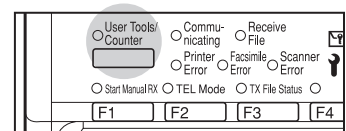
- 11** Press **[OK]**.



- 12** Press **[Exit]**.



- 13** Press **User Tools/Counter**.



## 2. Entering Letters and Symbols

Example: "PARIS OFFICE - East"

**1** Press [Name].

**2** Enter PARIS using the Quick Dial keys.

You can enter alphabetic characters with the Quick Dial keys. Each key has a letter marked on it.

**Note** Press **Clear/Stop** key to delete a character.

**3** Press [ ] (Space key) to insert a space.

**4** Enter OFFICE using the Quick Dial keys.

**5** Press [Symbols].

**6** Press [↓Next] until you can see the "-" symbol.

**7** Enter 01.

**8** Press the "E" Quick Dial key.

**9** Press [A↔a] to switch to lower case.

**10** Enter AST using the Quick Dial keys.

**11** Press [OK].

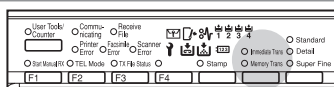
# 3. Sending a Fax

There are two ways to send a fax message.

- **Immediate Transmission:** The machine dials the destination straight away.
- **Memory Transmission:** The machine starts scanning a document before dialling.

## Immediate Transmission

- 1 Make sure that the Immediate Trans. indicator is lit.

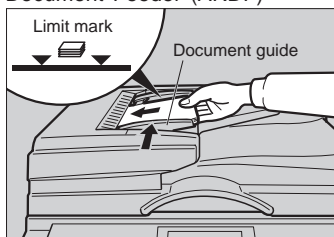


**Note** If it is not lit, press the Transmission Mode key.

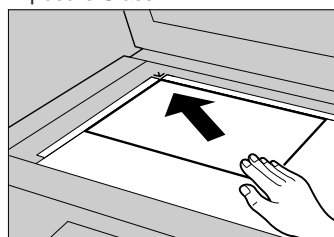
- 2 Set your document.



Document Feeder (ARDF)

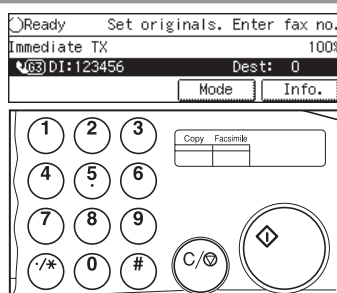


Exposure Glass

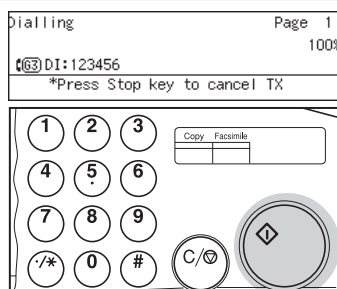


Press **[Start]** and follow the instructions on the display.

- 3 Enter the fax number.

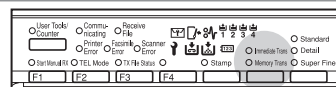


- 4 Press **[Start]**.



## Memory Transmission

- 1 Make sure that the Memory Trans. indicator is lit.

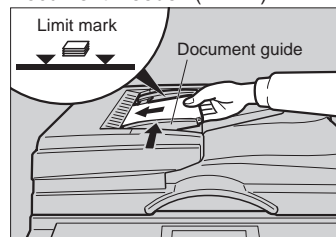


**Note** If it is not lit, press the Transmission Mode key.

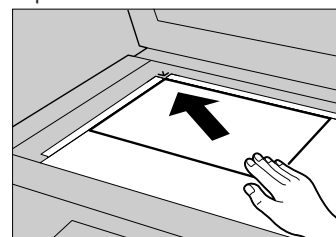
- 2 Set your document.



Document Feeder (ARDF)

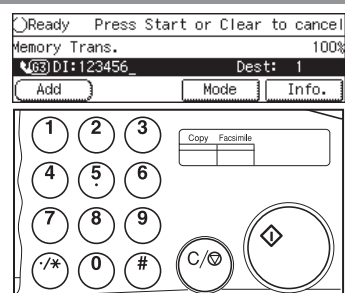


Exposure Glass

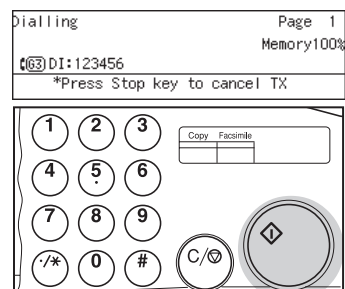


Press **[Start]** and follow the instructions on the display.

- 3 Enter the fax number.

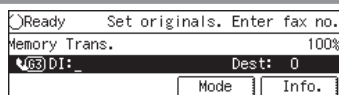


- 4 Press **[Start]**.



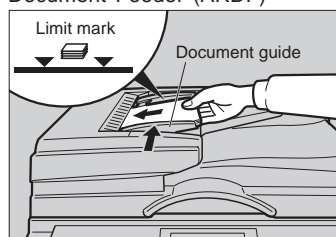
# 4. Broadcasting

- 1 Make sure that the display is in Ready mode.

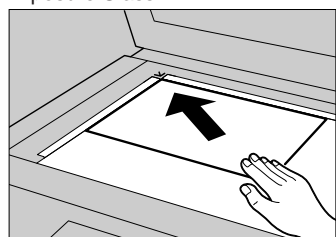


- 2 Set your document.

Document Feeder (ARDF)

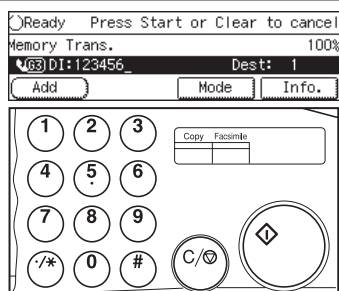


Exposure Glass

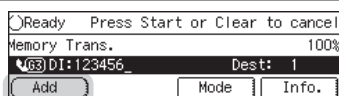


Press **Start** and follow the instructions on the display.

- 3 Enter the first fax number.



- 4 Press **[Add]**.

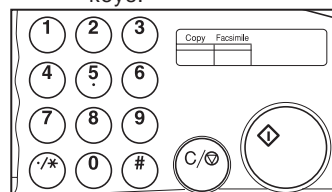


**Note** When specifying a destination using a Quick Dial, Speed Dial or Group dial, the destination is added even if you did not press **[Add]**.

- 5 Enter the next fax number.

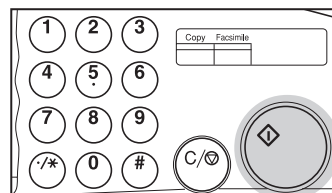


**Note** • Quick Dial keys and Speed Dial numbers are also available.  
• To check the numbers you have entered so far, press **<** and **>** keys.



- 6 Repeat steps 4 and 5 for all destinations.

- 7 Press **Start**.



## Checking Destinations selected so far

- 1 Press **Check Modes**.

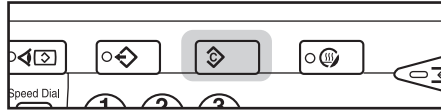


- 2 When you have finished checking, press **Check Mode** to return to the previous display.

# 5. Canceling a Memory Transmission

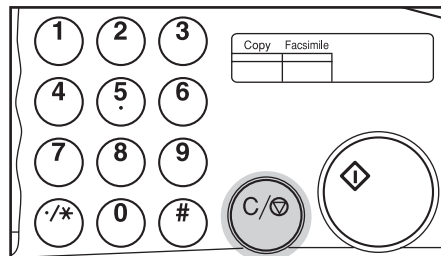
## Before You Press the Start

Press **Clear Modes**.



## While the Document is Being Scanned in

Press **Clear/Stop**.

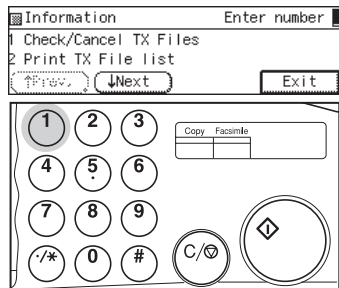


## When The Message Is Awaiting Transmission or Being Redialed

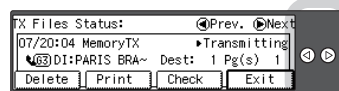
**1** Press **[Info.]**.



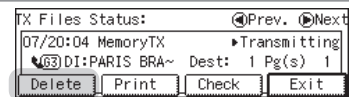
**2** Press **[1]**.



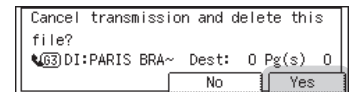
**3** Press **⏮** and **⏭** to find the file you wish to erase.



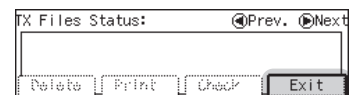
**4** Press **[Delete]**.



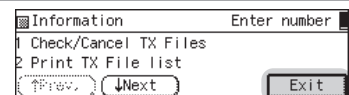
**5** Press **[Yes]**.



**6** Press **[Exit]**.



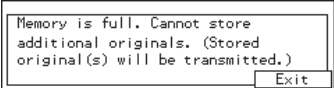
**7** Press **[Exit]**.



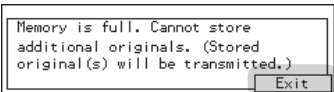
# 6. If the Machine Runs Out of Memory

## Sending Faxes when Memory is Full

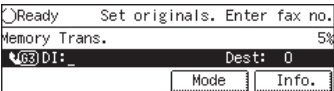
If the message below appears on the display, follow this procedure to send a fax.



1 Press [Exit].



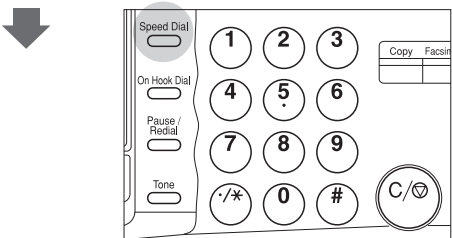
2 Send your fax using Immediate Transmission.



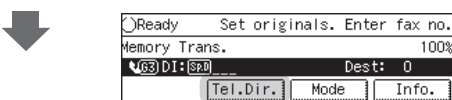
# 7. Dialing with the Telephone Directory

1 Set your document.

2 Press [Speed Dial].



3 Press [Tel.Dir.].

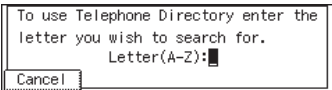


4 Enter the search letter by pressing one of the Quick Dial keys (A to Z).

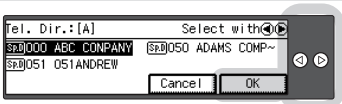


01	02	03	04	05	06	07
A	B	C	D	E	F	G
08	09	10	11	12	13	14
H	I	J	K	L	M	N
15	16	17	18	19	20	21
O	P	Q	R	S	T	U
22	23	24	25	26	27	28
V	W	X	Y	Z		

The names of fax numbers registered in Speed Dials are shown in numerical order on the display.



5 Press the [Left] or [Right] key to select the destination then press [OK].



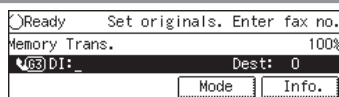
**Note** If the list does not contain the desired destination, press [UpPrev.] or [DownNext].

6 Press [Start].

# 8. Checking Communication Results

## Printing the Journal

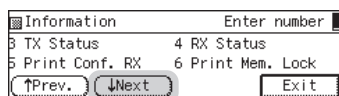
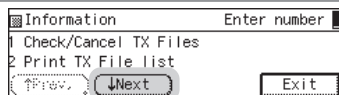
- 1 Make sure that the display is in Ready mode.



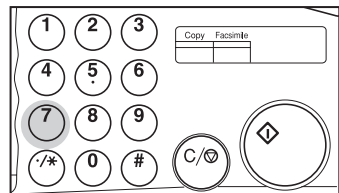
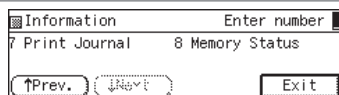
- 2 Press [Info.].



- 3 Press [↓Next] until "7 Print Journal" is shown.

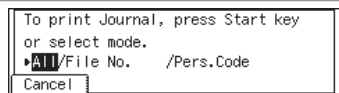


- 4 Press [7].

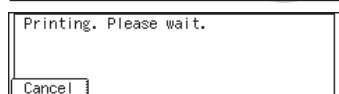
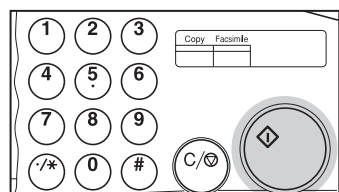


- 5 Select the type of printout you want.

All: List all of the last 50 communication results  
 File No: List by file numbers  
 Pers.Code: List by Personal Codes

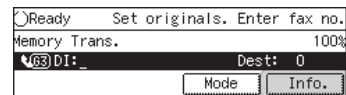


- 6 Press [Start].



## Viewing the Journal on the Display

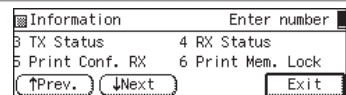
- 1 Press [Info.].



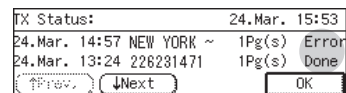
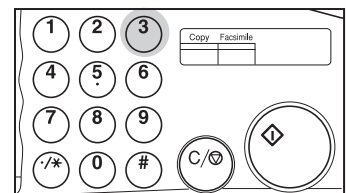
- 2 Press [↓Next] until "3TX Status" or "4 RX Status" is shown.



- 3 Press [3] or [4].

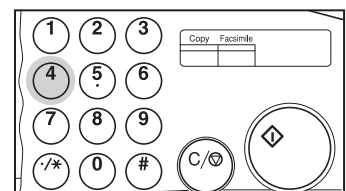


### <3TX Status>



The right column shows the status.  
 If an error occurs, re-send the document.

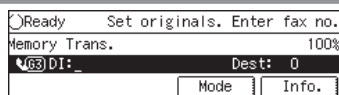
### <4 RX Status>



The right column shows the status.  
 If an error occurs, ask the sender to re-send the message.

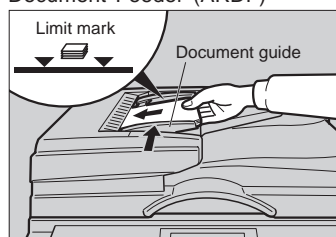
# 9. Send Later

- 1 Make sure that the display is in Ready mode.

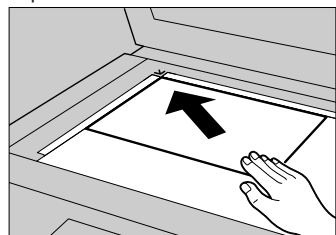


- 2 Set your document.

Document Feeder (ARDF)



Exposure Glass

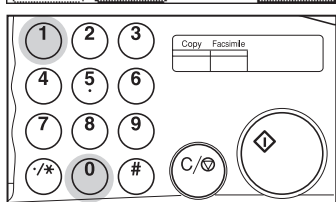
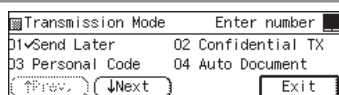


Press **[Start]** and follow the instructions on the display.

- 3 Press **[Mode]**.



- 4 Enter **01**.

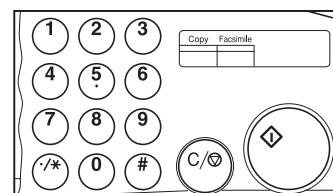


- 5 Enter the time with number keys.

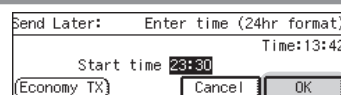


Example: 11:30PM

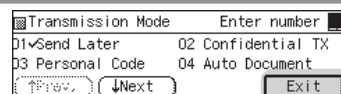
Enter 2330



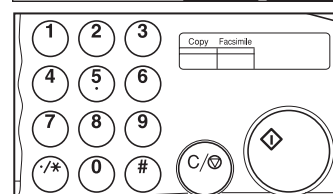
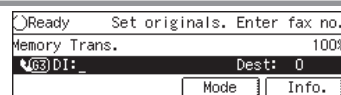
- 6 Press **[OK]**.



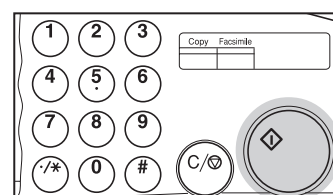
- 7 Press **[Exit]**.



- 8 Enter the destination fax number.



- 9 Press **[Start]**.

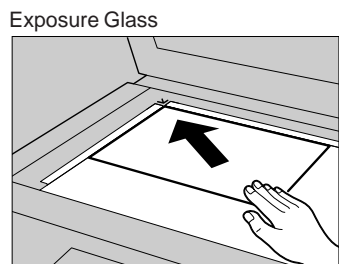
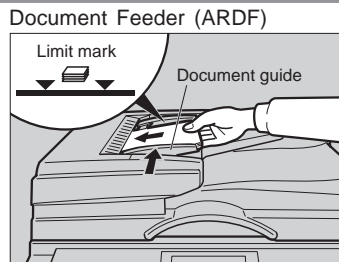


# 10. Sending 2-sided Originals

- 1** Make sure that the display is in Ready mode.



- 2** Set your document.

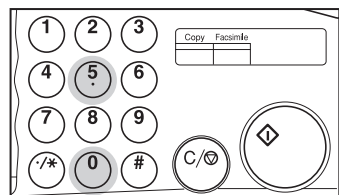
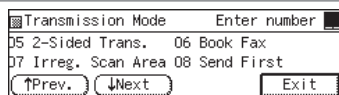


Press **[Start]** and follow the instructions on the display.

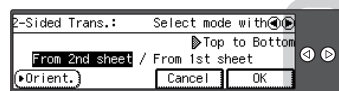
- 3** Press **[Mode]**.



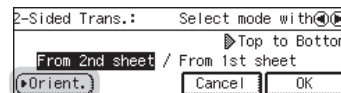
- 4** Enter **05**.



- 5** If you want the first page to be sent single-sided, press **[Left Arrow]** to select "From 2nd sheet".



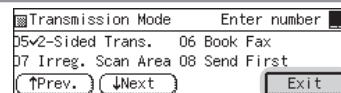
- 6** Press the **[Right Arrow]** key to toggle between Top to Top and Top to Bottom (see middle right corner of the display).



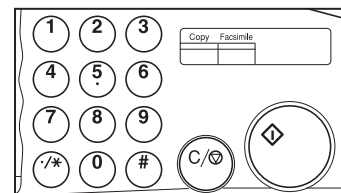
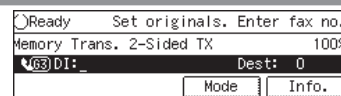
- 7** Press **[OK]**.



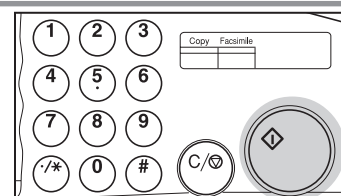
- 8** Press **[Exit]**.



- 9** Enter Fax Number.



- 10** Press **[Start]**.



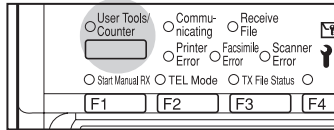
# 11. 2-sided Printing

*The Optional Duplex Tray is required.*

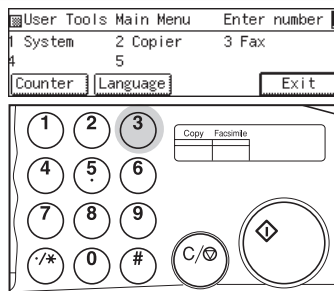
- 1 Make sure that the display is in Ready mode.



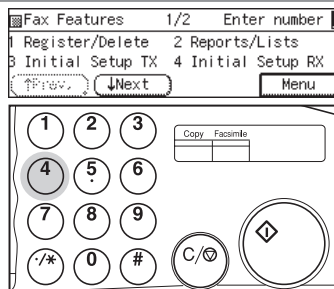
- 2 Press the **UserTools/Counter**.



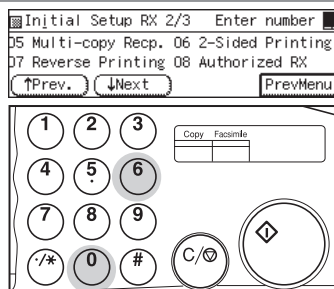
- 3 Press **3**.



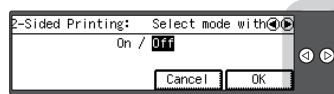
- 4 Press **4**.



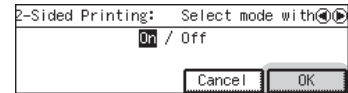
- 5 Enter **06**.



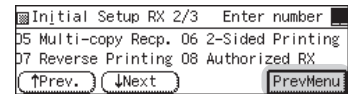
- 6 Press **Left** or **Right** to select "On".



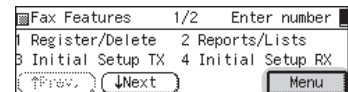
- 7 Press **[OK]**.



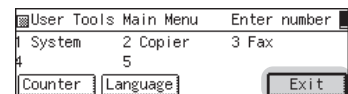
- 8 Press **[PrevMenu]**.



- 9 Press **[Menu]**.



- 10 Press **[Exit]**.



## Save Money

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- **I want to cut down on telephone charges...**

Have your document scanned in and sent at an off-peak time when telephone charges are lower with the **Send Later** feature.

- **I want to save electricity...**

The **Automatic Power Reception Function** lets you leave the power switch off in the evening and on weekends and still receive faxes.

## Confirm Messages Are Sent

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- **I have an important message to send but the line is busy...**

Use the **Transmission Deadline** feature to have the machine repeatedly redial the number for up to 24 hours into the future until the transmission can be made.

- **I want to be able to quickly and easily recognize which documents have been faxed...**

Use the **Stamp** feature to have a small mark printed on documents that you scan in through the Document Feeder (ARDF). This feature requires the optional Document Feeder (ARDF).

## Save Time

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- **I often dial the same fax number...**

Store numbers you use all the time in **Quick Dials** or **Speed Dials** for quick and easy access.

- **I often send the same fax message to several destinations...**

Register the fax numbers in a **Group** and you can send a message to those numbers in a single operation.