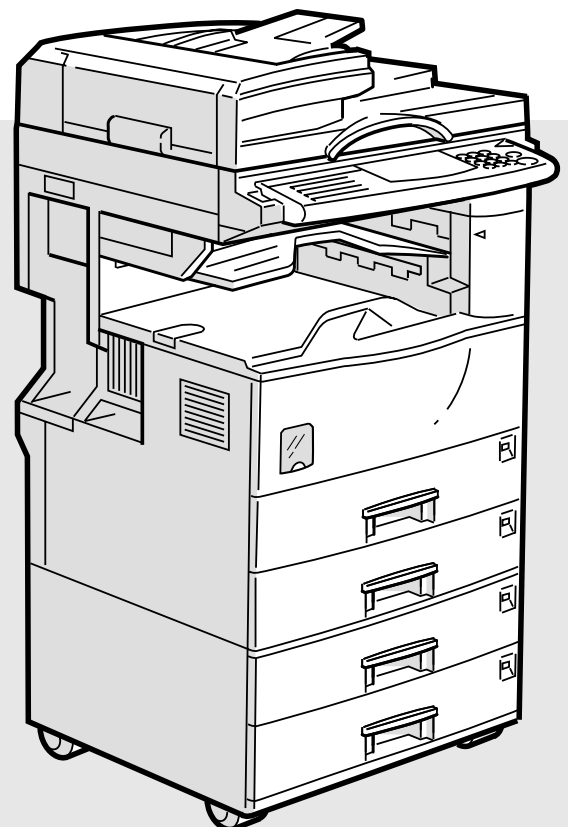


1. Registering Quick Dials	2
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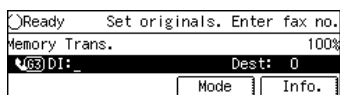
FACSIMILE QUICK GUIDE

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

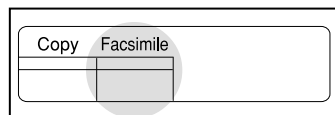


1. Registering Quick Dials

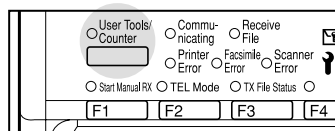
- 1** Make sure that the display is in Ready mode.



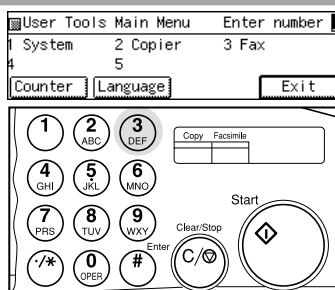
Note If the standby display is not shown, press the **Facsimile** key.



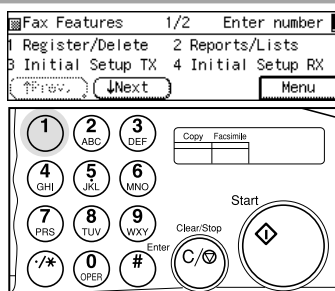
- 2** Press **UserTools/Counter**.



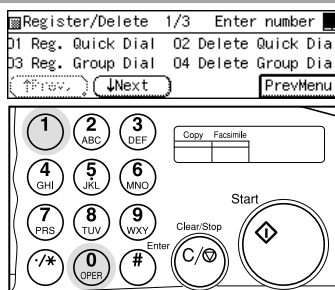
- 3** Press **3**.



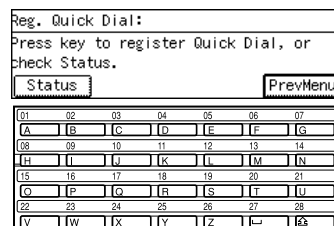
- 4** Press **1**.



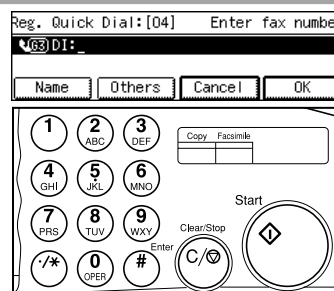
- 5** Enter **01**.



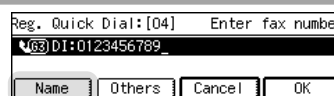
- 6** Press a free Quick Dial key.



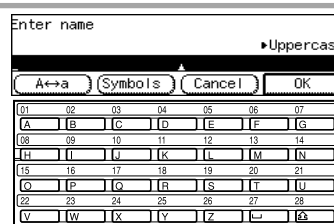
- 7** Enter the fax number.



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



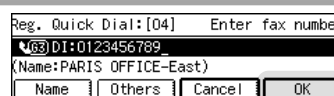
- 9** Enter a name for this Quick Dial.



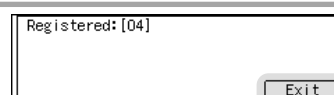
- 10** Press **[OK]**.



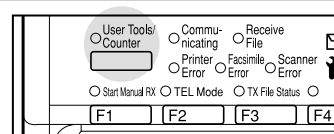
- 11** Press **[OK]**.



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



- 13** Press **UserTools/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].

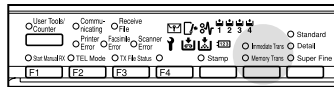
3. Sending a Fax

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.

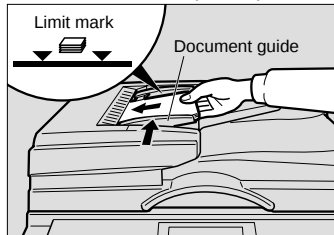


Note If it is not lit, press the Transmission Mode key.

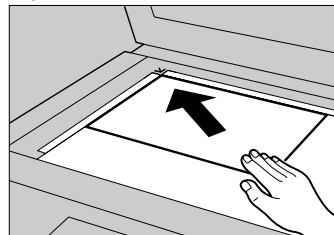
- 2 Set your document.



Document Feeder (ARDF)

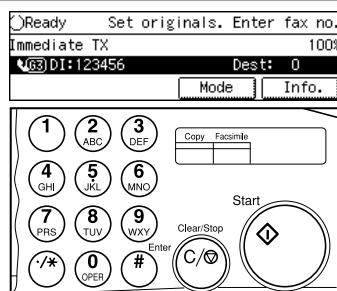


Exposure Glass

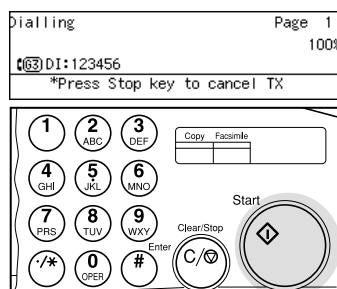


Press **[Start]** and follow the instructions on the display.

- 3 Enter the fax number.

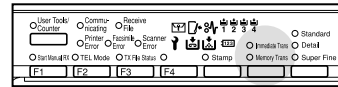


- 4 Press **[Start]**.



Memory Transmission

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

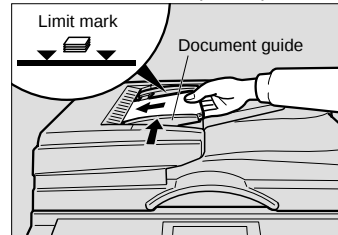


Note If it is not lit, press the Transmission Mode key.

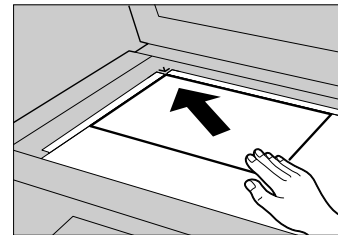
- 2 Set your document.



Document Feeder (ARDF)



Exposure Glass

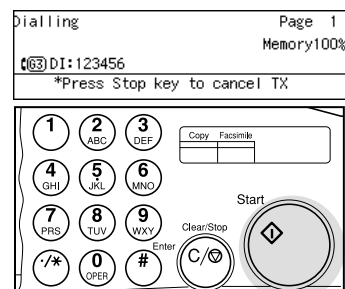


Press **[Start]** and follow the instructions on the display.

- 3 Enter the fax number.

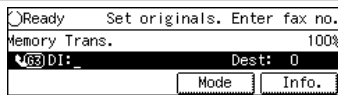


- 4 Press **[Start]**.

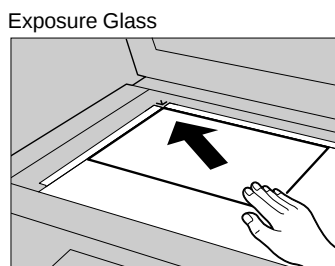
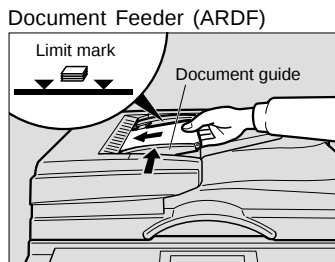


4. Broadcasting

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

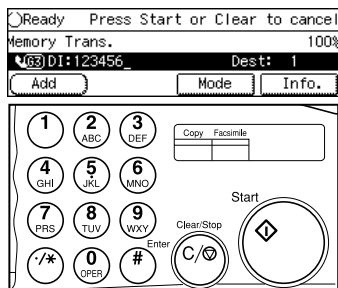


- 2 Set your document.

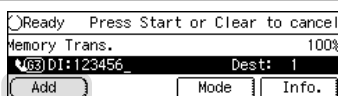


Press **Start** and follow the instructions on the display.

- 3 Enter the first fax number.



- 4 Press **[Add]**.



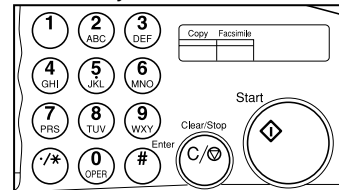
Note When specifying a destination using a Quick Dial, Speed Dial or Group dial, the destination is added even if you did not press **[Add]**.

- 5 Enter the next fax number.



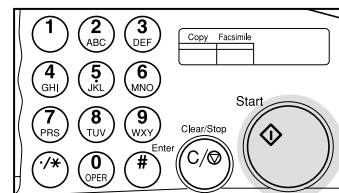
Note

- Quick Dial keys and Speed Dial numbers are also available.
- To check the numbers you have entered so far, press **◀** and **▶** keys.



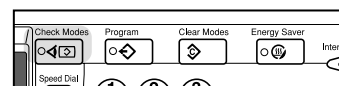
- 6 Repeat steps 4 and 5 for all destinations.

- 7 Press **Start**.



Checking Destinations selected so far

- 1 Press **Check Modes**.

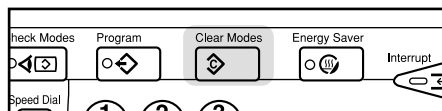


- 2 When you have finished checking, press **Check Modes** to return to the previous display.

5. Canceling a Memory Transmission

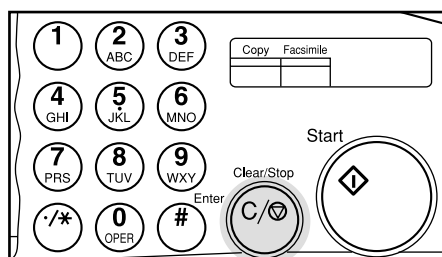
Before You Press the Start

Press **Clear Modes**.



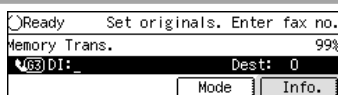
While the Document is Being Scanned in

Press **Clear/Stop**.

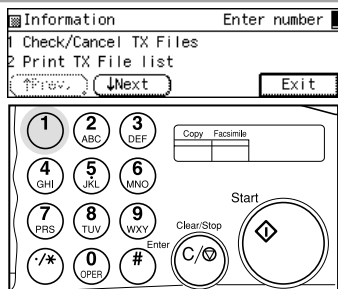


When The Message Is Awaiting Transmission or Being Redialed

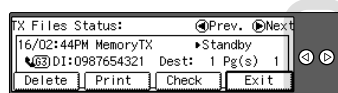
1 Press **[Info.]**.



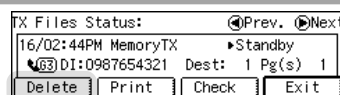
2 Press **[1]**.



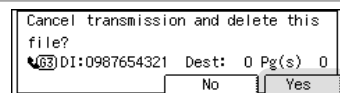
3 Press **[Left]** and **[Right]** to find the file you wish to erase.



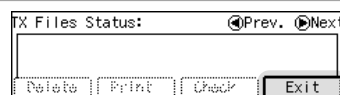
4 Press **[Delete]**.



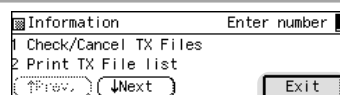
5 Press **[Yes]**.



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.

Memory is full. Cannot store additional originals. (Stored original(s) will be transmitted.)

Exit

1 Press [Exit].

Memory is full. Cannot store additional originals. (Stored original(s) will be transmitted.)

Exit

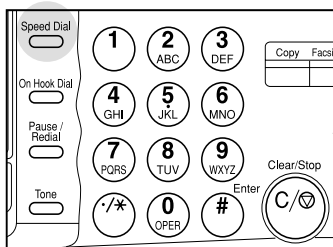
2 Send your fax using Immediate Transmission.

Ready Set originals. Enter fax no.
Memory Trans. 5%
DI: Dest: 0
Mode Info.

7. Dialing with the Telephone Directory

1 Set your document.

2 Press [Speed Dial].



3 Press [Tel.Dir.].

Ready Set originals. Enter fax no.
Memory Trans. 100%
DI: Dest: 0
Tel.Dir. Mode Info.

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.

To use Telephone Directory enter the letter you wish to search for.
Letter(A-Z):

Cancel

5 Press the ◀ or ▶ key to select the destination then press [OK].

Tel. Dir.: [A] Select with ◀ ▶
0000 ABC COMPANY 050 ADAMS COMP~
051 051 ANDREW
Cancel OK

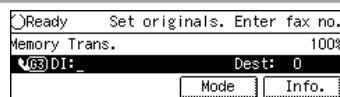
Note If the list does not contain the desired destination, press [↑Prev.] or [↓Next].

6 Press [Start].

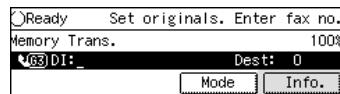
8. Checking Communication Results

Printing the TCR (Transmission Confirmation Report)

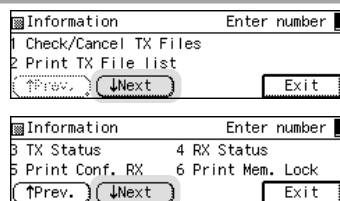
- 1 Make sure that the display is in Ready mode.



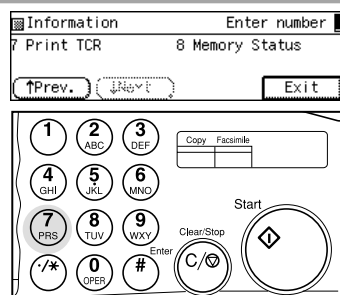
- 2 Press [Info].



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

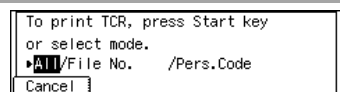


- 4 Press [7].

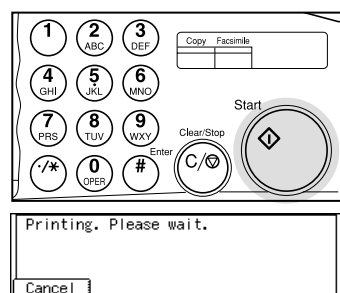


- 5 Select the type of printout you want.

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

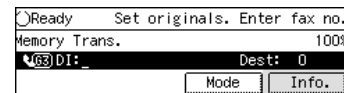


- 6 Press [Start].



Viewing the TCR on the Display

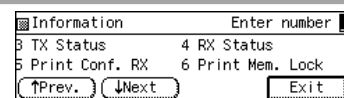
- 1 Press [Info].



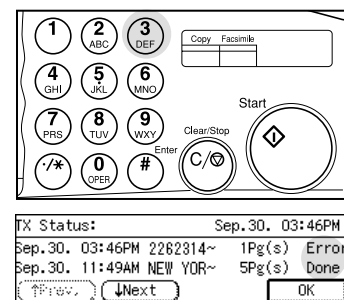
- 2 Press [↓Next] until "3TX Status" or "4 RX Status" is shown.



- 3 Press [3] or [4].

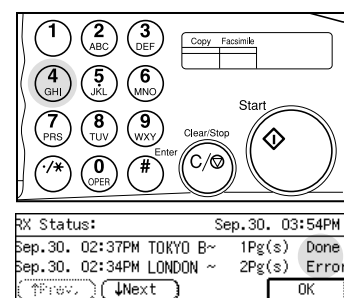


<3TX Status>



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

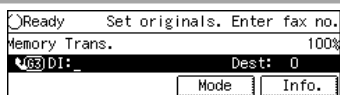
<4 RX Status>



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

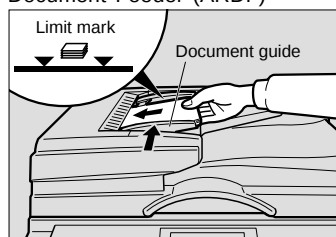
9. Send Later

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

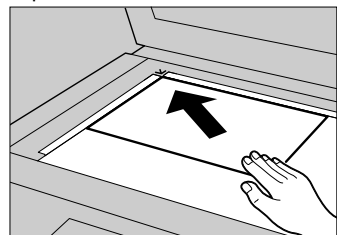


- 2 Set your document.

Document Feeder (ARDF)

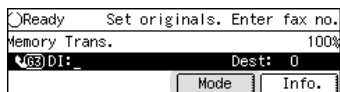


Exposure Glass

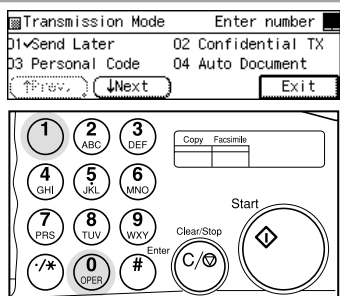


Press **[Start]** and follow the instructions on the display.

- 3 Press **[Mode]**.



- 4 Enter **01**.

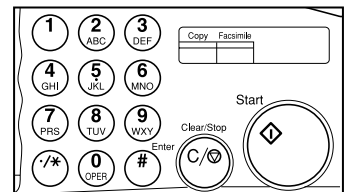


- 5 Enter the time with number keys.

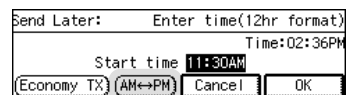


Example: 11:30PM

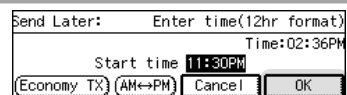
Enter 1130



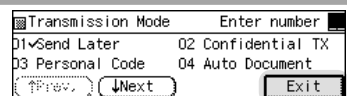
To switch AM/PM, press **[AM<=>PM]**.



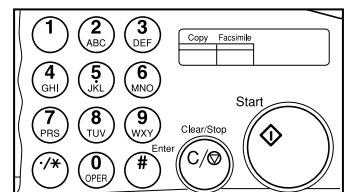
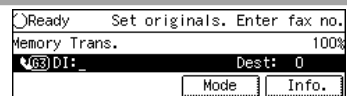
- 6 Press **[OK]**.



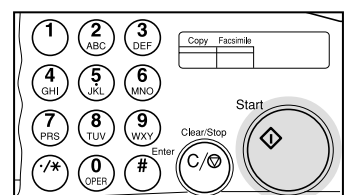
- 7 Press **[Exit]**.



- 8 Enter the destination fax number.

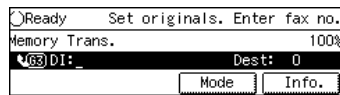


- 9 Press **[Start]**.

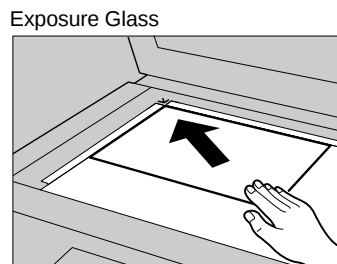
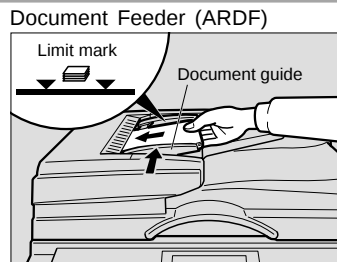


10. Sending 2-sided Originals

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



- 2** Set your document.

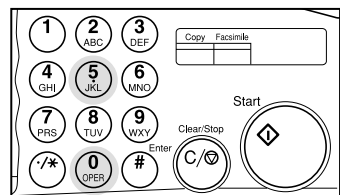
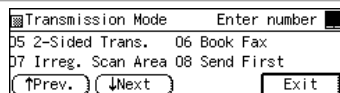


Press **[Start]** and follow the instructions on the display.

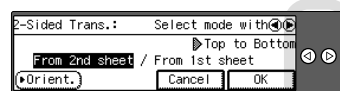
- 3** Press **[Mode]**.



- 4** Enter **05**.



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



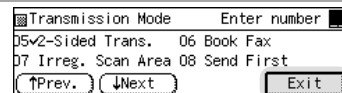
- 6** Press the **[>Orient.]** key to toggle between Top to Top and Top to Bottom (see middle right corner of the display).



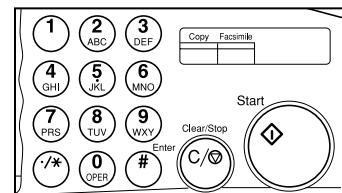
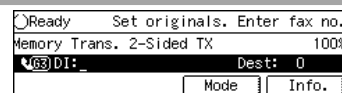
- 7** Press **[OK]**.



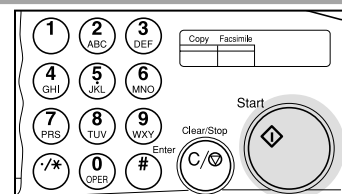
- 8** Press **[Exit]**.



- 9** Enter Fax Number.



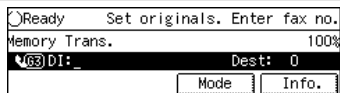
- 10** Press **[Start]**.



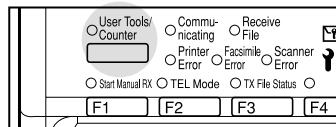
11. 2-sided Printing

The Optional Duplex Tray is required.

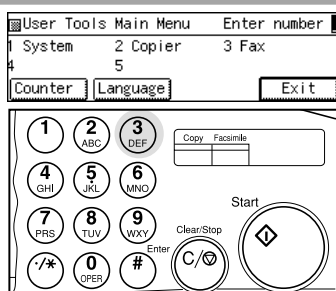
- 1 Make sure that the display is in Ready mode.



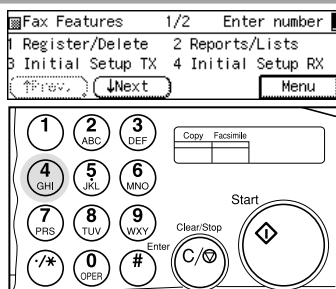
- 2 Press the **UserTools/Counter**.



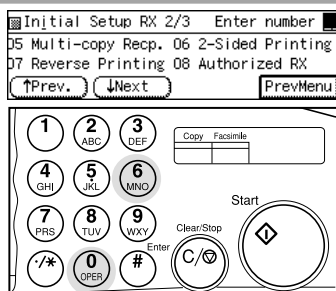
- 3 Press **3**.



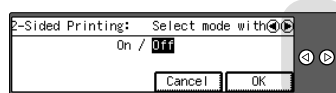
- 4 Press **4**.



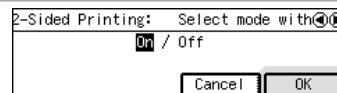
- 5 Enter **0 6**.



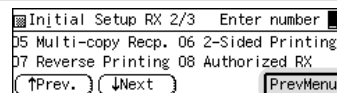
- 6 Press **Left Arrow** or **Right Arrow** to select "On".



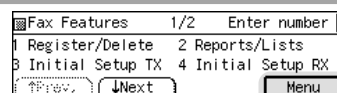
- 7 Press **[OK]**.



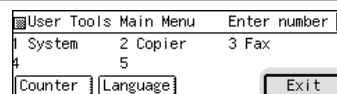
- 8 Press **[PrevMenu]**.



- 9 Press **[Menu]**.



- 10 Press **[Exit]**.



Save Money

- **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

- **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

- **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.