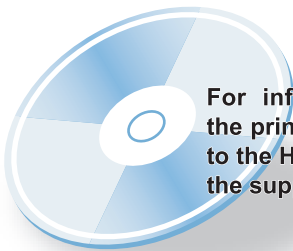


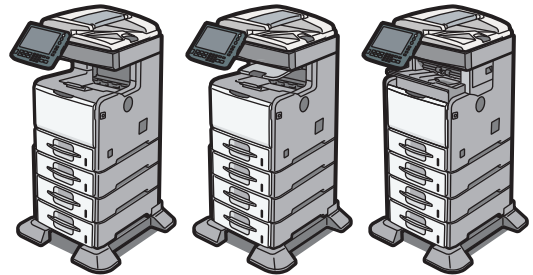


SP 5200S/5210SF/5210SR

Initial Guide for Scanner and Fax



For information not in the printed manual, refer to the HTML/PDF files on the supplied CD-ROM.



-
- 1 Using the Scanner Function
 - 2 Using the Fax Function
 - 3 Appendix

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How to Read This Manual

This manual explains how to set up the Scanner and Facsimile functions and use their basic features. Details about these functions that are not included in this manual are provided in Scanner Reference , Facsimile Reference , and Network and System Settings Reference .

Symbols

This manual uses the following symbols:

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[]

Indicates the names of keys on the machine's display or control panels.



Indicates instructions stored in a file on a provided CD-ROM.

 Region **A** (mainly Europe and Asia)

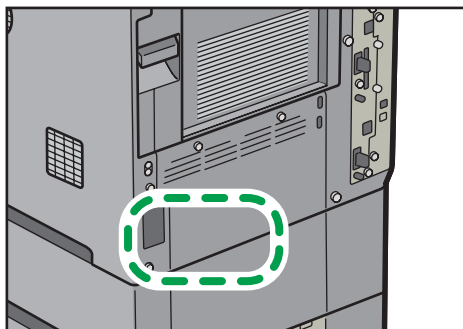
 Region **B** (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see "Model-Specific Information".

Model-Specific Information

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



CFE052

The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

 **Region A** (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -67, -69
- 220-240V

 **Region B** (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -57
- 120-127V

Note

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

1. Using the Scanner Function

This chapter describes the scanner function.

Guide to the Scanner Function

1

There are two scanning methods: scanning using the control panel and scanning from the computer.

Scanning using the control panel

Scanning using the control panel allows you to send scanned files via e-mail (Scan to E-mail), to the shared folder of a computer on a network or an FTP server (Scan to Folder), or to a removable memory device.

The Scan to E-mail and Scan to Folder functions are available only through a network connection. No network connection is required for saving scanned files to on a removable memory device. You can send files directly to a USB flash memory device or SD card inserted in the machine.

Scanning from the computer

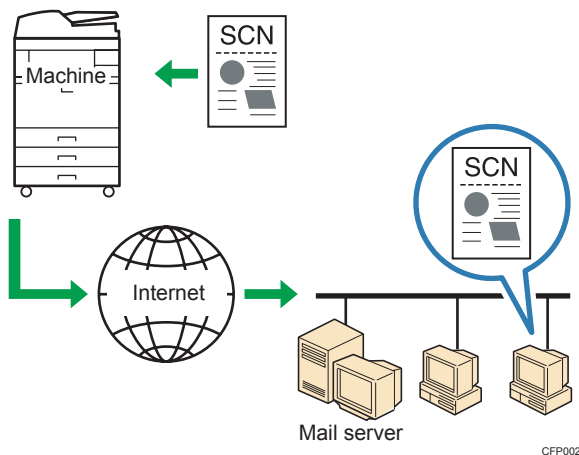
TWAIN scanning allows you to operate the machine from your computer and scan images directly into your computer. TWAIN scanning can be performed using a TWAIN-compliant application, such as DeskTopBinder.

↓ Note

- For details about functions not described in this manual, see Scanner Reference .

Sending Scanned Files via E-mail

You can send scanned files via e-mail using the control panel.



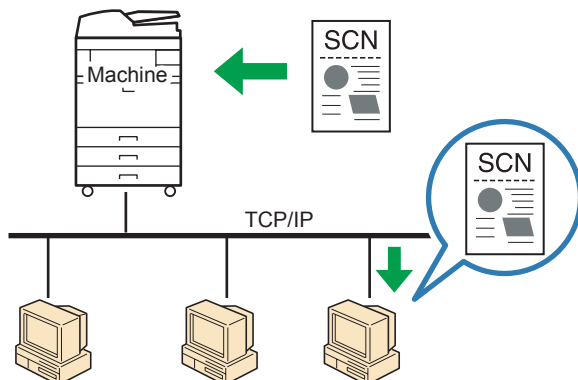
See "Preparation for Sending Scanned Files via a Network".

Reference

- p.9 "Preparation for Sending Scanned Files via a Network"

1 Sending Scanned Files to a Computer's Shared Folder

You can send scanned files to the shared folder of a computer on a network using the control panel.



CFP003

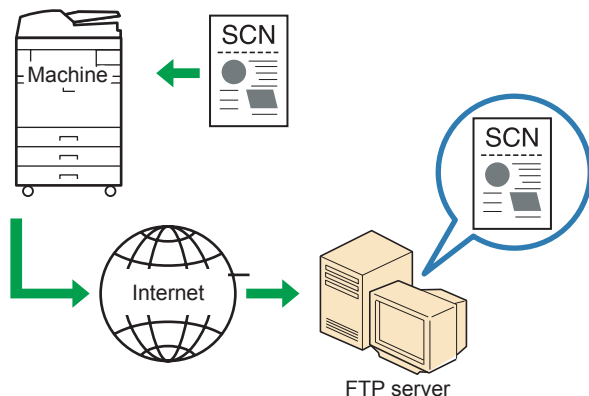
See "Preparation for Sending Scanned Files via a Network".

Reference

- p.9 "Preparation for Sending Scanned Files via a Network"

Sending Scanned Files to an FTP Server

You can send scanned files to an FTP server using the control panel.



CFP004

See "Preparation for Sending Scanned Files via a Network".

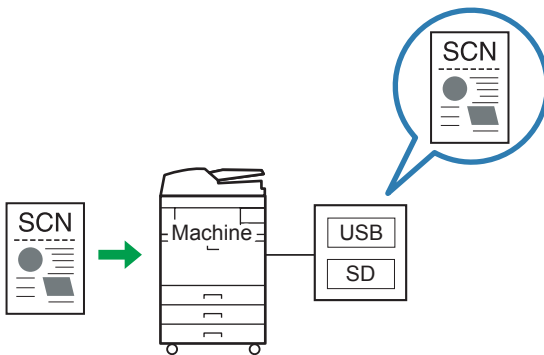
Reference

- p.9 "Preparation for Sending Scanned Files via a Network"

1

Sending Scanned Files to a Removable Memory Device

You can send and store scanned files on a removable memory device using the control panel.

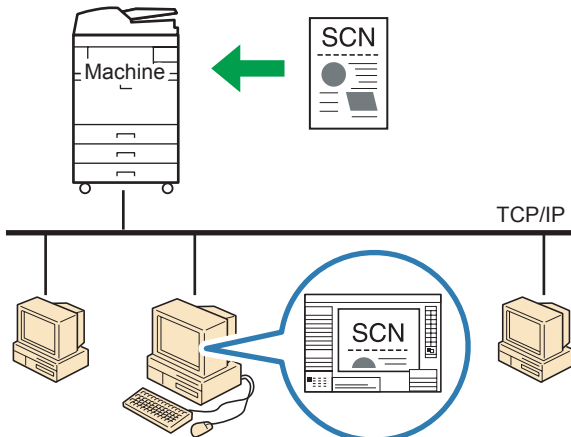


CFP005

For details about this function, see "Saving Scan Files on a Removable Memory Device", Scanner Reference .

Scanning from a Computer Using a Network TWAIN Scanner

You can operate the machine from your computer and scan originals into your computer directly.



CFP006

Preparation for scanning from a computer

- Check that the network cable is connected to the machine
- Configure the network settings in [System Settings]
- Install the TWAIN driver on a client computer
- Install a TWAIN-compliant application on the same client computer

For details about the network TWAIN scanner function, see “Scanning Originals with the Network TWAIN Scanner”, Scanner Reference .

Preparation for Sending Scanned Files via a Network

This section describes how to configure the machine to send scanned files via a network.

Check that the network cable is properly connected to the machine.

The network settings described here are for connecting the machine to an IPv4 network using an Ethernet cable. Note that the settings you must configure vary depending on your operating environment.

For details about the machine connection and network settings, see “Connecting the Machine”, Network and System Settings Reference .

The following is a list of procedures that you need to do:

No.	Procedure	Requirements for each type of destination		
		E-mail	Computer's shared folder	FTP server
(1)	Configuring [Machine IPv4 Address] / [IPv4 Gateway Address] / [Effective Protocol]	Necessary	Necessary	Necessary
(2)	Configuring [SMTP Server]	Necessary	Not required	Not required
(3)	Configuring [DNS Configuration] ^{*1}	As required	As required	As required
(4)	Configuring [Scanner Features]	As required	As required	As required
(5)	Creating a shared folder on the computer	Not required	Necessary	Not required
(6)	Registering a destination in the Address Book	As required	As required	As required

*1 This setting is required if you use the machine in a Windows Active Directory network.

Before configuring the machine

Confirm the following machine information in advance:

- Machine IPv4 Address / IPv4 Gateway Address (required in procedure (1))
The machine's IPv4 address and gateway address
- SMTP Server (required in procedure (2))
The SMTP server's IPv4 address or server name
- DNS Configuration (required in procedure (3))

The DNS server's IPv4 address or server name

If you are not sure about this information, consult your network administrator.

For details about how to do the above procedures, see the following:

- For procedure (1), see "Configuring the IPv4 Settings".
- For procedure (2), see "Configuring the SMTP Settings".
- For procedure (3), see "Configuring the DNS Settings".
- For procedure (4), see "Configuring the Necessary Settings in [Scanner Features]".
- For procedure (5), see "Creating a Shared Folder on the Computer".
- For procedure (6), see "Registering an e-mail destination in the Address Book", "Registering a destination computer's shared folder in the Address Book", or "Registering a destination FTP server folder".

Note

- Depending on security settings, you may have to log in as an administrator to change the network settings and Address Book. For details, consult your administrator.

Reference

- p.10 "Configuring the IPv4 Settings"
- p.12 "Configuring the SMTP Settings"
- p.12 "Configuring the DNS Settings"
- p.13 "Configuring the Necessary Settings in [Scanner Features]"
- p.13 "Creating a Shared Folder on the Computer"
- p.16 "Registering an e-mail destination in the Address Book"
- p.17 "Registering a destination computer's shared folder in the Address Book"
- p.19 "Registering a destination FTP server folder"

Configuring the IPv4 Settings

This section describes how to configure the machine's IPv4 address and gateway address and enable IPv4.

The procedure for configuring settings differs depending on whether IPv4 address information is assigned automatically by the network (DHCP) or manually assigned.

Configuring the machine to obtain an IPv4 address automatically

A DHCP server is required on the network for the machine to obtain an IPv4 address automatically.

1. Press the [User Tools/Counter] key.

2. Press [System Settings].
3. Press [Interface Settings].
4. Press [Machine IPv4 Address].
5. Make sure that [Auto-Obtain (DHCP)] is selected.
If [Auto-Obtain (DHCP)] is not selected, press [Auto-Obtain (DHCP)].
6. Press [OK].
7. Press [Effective Protocol].
8. Make sure that "IPv4" is set to [Active].
If [Active] is not selected, press [Active].
9. Press [OK].
10. Press [Exit].
11. Press the [User Tools/Counter] key.

Assigning the machine's IPv4 address manually

Enter the IPv4 address and subnet mask as "xxx.xxx.xxx.xxx" ("x" indicates a number).

When you enter the machine's IPv4 address manually, make sure that IPv4 address is different from that of other machines on the network.

1. Press the [User Tools/Counter] key.
2. Press [System Settings].
3. Press [Interface Settings].
4. Press [Machine IPv4 Address].
5. Press [Specify].
6. Press [Change] for "Machine IPv4 Address".
7. Enter the machine's IPv4 address using the number keys, and then press [#].
To move between sections, press [←] or [→].
8. Press [Change] for "Subnet Mask".
9. Enter the subnet mask using the number keys, and then press [#].
To move between sections, press [←] or [→].
10. Press [OK].
11. Press [IPv4 Gateway Address].
12. Enter the IPv4 gateway address using the number keys, and then press [#].
13. Press [Effective Protocol].

14. Make sure that "IPv4" is set to [Active].

If [Active] is not selected, press [Active].

15. Press [OK].

16. Press [Exit].

17. Press the [User Tools/Counter] key.

Configuring the SMTP Settings

This section describes how to configure the SMTP settings.

The host name must be specified if DNS is being used.

- 1. Press the [User Tools/Counter] key.**
- 2. Press [System Settings].**
- 3. Press [File Transfer].**
- 4. Press [SMTP Server].**
- 5. Press [Change] for "Server Name".**
- 6. Enter the SMTP server host name or IPv4 address, and then press [OK].**
- 7. To change the port number, press [Change] for "Port No.", enter the port number using the number keys, and then press [#].**
- 8. Press [OK].**
- 9. Press [Exit].**
- 10. Press the [User Tools/Counter] key.**

Configuring the DNS Settings

This section describes how to configure the DNS settings.

If the machine is configured to obtain an IPv4 address automatically, "DNS Configuration" is also set to "Auto-Obtain (DHCP)".

The following procedure explains how to configure the DNS server's IPv4 address manually.

Enter the IPv4 address as "xxx.xxx.xxx.xxx" ("x" indicates a number).

- 1. Press the [User Tools/Counter] key.**
- 2. Press [System Settings].**
- 3. Press [Interface Settings].**
- 4. Press [DNS Configuration].**
- 5. Press [Specify].**

6. Press [Change] for “DNS Server 1”.
7. Enter the DHCP server's IPv4 address using the number keys, and then press [#].
To move between sections, press [←] or [→].
8. Press [Connection Test] to check the path is set correctly.
9. Press [Exit].
10. Press [OK].
11. Press [Exit].
12. Press the [User Tools/Counter] key.

Configuring the Necessary Settings in [Scanner Features]

Using [Scanner Features], you can make or change various settings related to the scanner function, such as compressing scan data or printing the scanner journal. Configure the scanner settings according to your environment and how you use the machine.

For details about the settings in Scanner Features, see “Scanner Features”, Scanner Reference .

1. Press the [User Tools/Counter] key.
2. Press [Scanner Features].
3. Press the [General Settings], [Scan Settings], [Send Settings], or [Initial Settings] tab and configure the relevant settings on those tabs.
4. Press [Exit].
5. Press the [User Tools/Counter] key.

Creating a Shared Folder on the Computer

To send scanned files to a computer's shared folder, you must create a shared folder on the computer in advance.

In addition, you must also confirm the computer and folder information. This will be required to specify the path of the folder to which scanned files from the machine are sent.

This section describes how to do the following:

- Confirm computer information
- Create a shared folder on a computer

Note

- If you are using Mac OS X, see “Creating a shared folder on a computer running Mac OS X/Confirming a computer's information”, Scanner Reference .

List of required information

The following is a list of computer information that you need to check. This information will be required when you register a destination folder path in the Address Book.

Confirm the following information while doing the procedures in "Confirming computer information" and "Creating a shared folder on a computer".

Required information

	Item	Example of setting
(A)	- Computer name - DHCP server setting - Computer's IP address	computer_name Yes/No 192.168.1.10
(B)	- Domain/workgroup name (USERDNSDOMAIN) - Domain/workgroup name (USERDOMAIN) - Login user name	abcd-net.local ABCD-NET user_name
(C)	Login password	password
(D)	Shared folder's name	shared_folder

Confirming the computer information

The following procedure explains how to confirm the computer information.

In this example, Windows XP Professional is the operating system, and the computer is a part of a network domain.

1. On the [Start] menu, point to [All Programs], then [Accessories], and then click on [Command Prompt].

The command prompt window opens.

2. Enter the command "ipconfig/all", and then press the [Enter] key.

3. Confirm the name of the computer, DHCP server setting, and IP address (item (A) in the list of required information).

The computer's name is displayed under [Host Name].

The DHCP server setting is displayed under [DHCP Enabled].

The address displayed under [IP Address] is the IPv4 address of the computer.

4. Next, enter the command "set user", and then press the [Enter] key. (Be sure to put a space between "set" and "user".)

5. Confirm the domain/workgroup name and user name (item (B) in the list of required information).

The domain/workgroup name is displayed under [USERDNSDOMAIN] and [USERDOMAIN].

The user name is displayed under [USERNAME].

6. Confirm the login password (item (C) in the list of required information).

Note

- If the DHCP server setting that you confirmed in step 3 is "No", you can send scanned files to the computer's shared folder using the IP address. When the DHCP server setting is "Yes", consult your network administrator.

Creating a shared folder on a computer

The following procedure explains how to create a shared folder on a computer.

In this example, Windows XP Professional is the operating system, and the computer is a part of a network domain.

Important

- You must log in as an administrator to create a shared folder.
 - If "Everyone" is left selected in step 5, the created shared folder will be accessible by all users. This is a security risk, so we recommend that you give access rights only to specific users. Use the following procedure to remove "Everyone" and specify user access rights.
1. Create a folder, just as you would create a normal folder, in a location of your choice on the computer.
Confirm the folder name in this step (item (D) in the list of required information).
 2. Right-click the folder, and then click [Sharing and Security].
 3. On the [Sharing] tab, select [Share this folder].
 4. Click [Permissions].
 5. In the [Group or user names:] list, select "Everyone", and then click [Remove].
 6. Click [Add].
 7. In the [Select Users or Groups] window, click [Advanced].
 8. Specify one or more object types, select a location (item (B) in the list of required information), and then click [Find Now].
 9. From the list of results, select the groups and users you want to grant access to (item (B) in the list of required information), and then click [OK].
 10. In the [Select Users or Groups] window, click [OK].

11. In the [Groups or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Change] check box.

Configure the access permissions for each group and user.

12. Click [OK].

13. Select the [Security] tab, and then configure the access permissions.

Add to the list the groups and users whom you want to grant access to, and then configure the access permissions for each. The procedure is the same as the procedure explained in steps 6 through 11.

14. Click [OK].

Registering a Destination in the Address Book

This section describes how to register a destination e-mail address, a shared folder on a computer, or FTP server folder in the Address Book.

Registering an e-mail destination in the Address Book

This section describes how to register an e-mail destination.

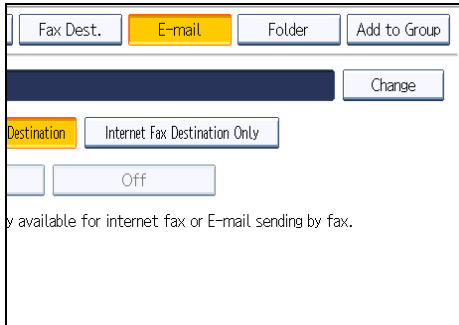
1. Press the [User Tools/Counter] key.
2. Press [System Settings].
3. Press [Administrator Tools].
4. Press [Address Book Management].
5. Check that [Program / Change] is selected.
6. Press [New Program].
7. Press [Change] under "Name".

Names		Auth. Info	Protection	Fax Dest.		
▶Name						
	Change					
▶Key Display						
	Change					
▶Select Title						
Title 1	Frequent	AB	CD	EF	GH	I
Title 2	Frequent	1	2	3	4	
Title 3	Frequent	1	2			

8. Enter the name, and then press [OK].

If necessary, press [Change] under "Key Display", and then enter the name of the key to which the destination is assigned.

9. Press the key for the classification you want to use under "Select Title".
10. Press [E-mail].
11. Press [Change].



12. Enter the e-mail address.
13. Press [OK].
14. Check that [E-mail / Internet Fax Destination] is selected.
15. Press [OK].
16. Press [Exit].
17. Press the [User Tools/Counter] key.

Registering a destination computer's shared folder in the Address Book

This section describes how to register the destination shared folder on a computer.

Register the information that you confirm according to "List of required information".

1. Press the [User Tools/Counter] key.
2. Press [System Settings].
3. Press [Administrator Tools].
4. Press [Address Book Management].
5. Check that [Program / Change] is selected.
6. Press [New Program].

7. Press [Change] under "Name".

Names | Auth. Info | Protection | Fax Dest.

►Name [Text Field] [Change]

►Key Display [Text Field] [Change]

►Select Title

Title 1	Frequent	AB	CD	EF	GH	I
Title 2	Frequent	1	2	3	4	
Title 3	Frequent	1	2			

8. Enter the name, and then press [OK].

If necessary, press [Change] under "Key Display", and then enter the name of the key to which the destination is assigned.

9. Press the key for the classification you want to use under "Select Title".

10. Press [Auth. Info].

System Settings

Program / Change Address Book

Names | Auth. Info | Protection | Fax Dest.

►Name [LONDON OFFICE] [Change]

►Key Display [LONDON OFFICE] [Change]

►Select Title

11. Press [▼Next].

12. Press [Specify Other Auth. Info] on the right side of "Folder Authentication".

13. Press [Change] under "Login User Name".

14. Enter the login user name of the destination computer (item (B) in the list of required information), and then press [OK].

15. Press [Change] under "Login Password".

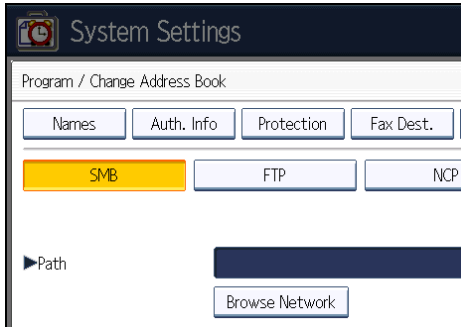
16. Enter the password of the destination computer (item (C) in the list of required information), and then press [OK].

17. Enter the password again to confirm it, and then press [OK].

18. Press [Folder].

19. Check that [SMB] is selected.

To specify a folder, you can either enter the path manually or locate the folder by browsing the network.



20. Specify the name of the destination computer and the name of the shared folder.

- To specify the path manually

Press [Change] and enter the path where the folder is located. For example: if the name of the destination computer is "User" (item (A) in the list of required information), and the folder name is "Share" (item (D)), the path will be \\User\Share.

When you specify the folder path using the IP address, if the IP address (item (A)) is 192.168.1.10, the path will be \\192.168.1.10\Share.

- To specify the path using Browse Network

Press [Browse Network]. The client computers sharing the same network as the machine appear. Select the group (item (B) in the list of required information), the computer name (item (A)), and then the folder (item (D)) you want to register.

21. Press [Connection Test] to check that the path is set correctly.

22. Press [Exit].

23. Press [OK].

24. Press [Exit].

25. Press the [User Tools/Counter] key.

Reference

- p.14 "List of required information"

Registering a destination FTP server folder

This section describes how to register an FTP folder.

If you are not sure about the FTP server settings, consult your network administrator.

1. Press the [User Tools/Counter] key.
2. Press [System Settings].
3. Press [Administrator Tools].
4. Press [Address Book Management].

5. Check that [Program / Change] is selected.
6. Press [New Program].
7. Press [Change] under "Name".

The screenshot shows the 'Names' tab selected. It contains the following elements:

- Buttons: Names (highlighted), Auth. Info, Protection, Fax Dest.
- ▶Name: A text input field with a 'Change' button below it.
- ▶Key Display: A text input field with a 'Change' button below it.
- ▶Select Title: A section with three rows:

Title 1	Frequent	AB	CD	EF	GH	I
Title 2	Frequent	1	2	3	4	
Title 3	Frequent	1	2			

8. Enter the name, and then press [OK].

If necessary, press [Change] under "Key Display", and then enter the name of the key to which the destination is assigned.

9. Press the key for the classification you want to use under "Select Title".
10. Press [Folder].
11. Press [FTP].

The screenshot shows the 'System Settings' menu. The 'Program / Change Address Book' section is active, showing:

- Buttons: Names, Auth. Info, Protection, Fax Dest.
- Buttons: SMB (highlighted), FTP, NCP
- ▶Path: A text input field with a 'Browse Network' button below it.

12. Press [Change] under "Server Name".
13. Enter the server name, and then press [OK].
14. Press [Change] under "Path".
15. Enter the path, and then press [OK].

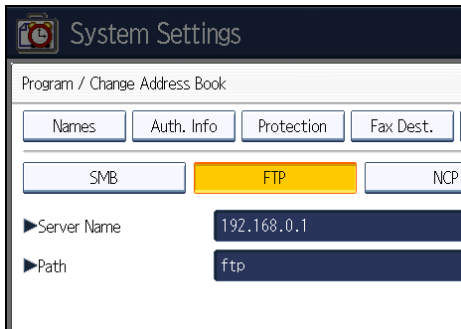
You can enter an absolute path, using this format: "\\user\ home\username"; or a relative path, using this format: "directory\sub-directory".

If you leave the path blank, the login directory is assumed to be the current working directory.

16. To change the port number, press [Change] under "Port Number".
17. Enter the port number using the number keys, and then press the [#] key.
18. Press [Connection Test] to check that the path is set correctly.

19. Press [Exit].

20. Press [Auth. Info].



21. Press [▼Next].

22. Press [Specify Other Auth. Info] on the right side of "Folder Authentication".

23. Press [Change] under "Login User Name".

24. Enter the login user name, and then press [OK].

25. Press [Change] under "Login Password".

26. Enter the password, and then press [OK].

27. Enter the password again to confirm it, and then press [OK].

28. Press [OK].

29. Press [Exit].

30. Press the [User Tools/Counter] key.

Basic Operation for Scanning Using the Control Panel

1

Basic Operation for Sending Scanned Files via E-mail

The section describes how to use Scan to E-mail to send a scanned file to a destination selected from the Address Book.

1. Make sure that no previous settings remain.

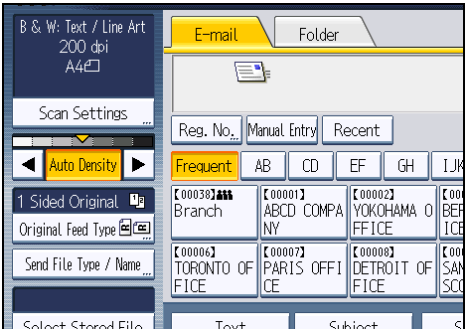
If a previous setting remains, press the [Clear Modes] key.

2. Select the “E-mail” tab.

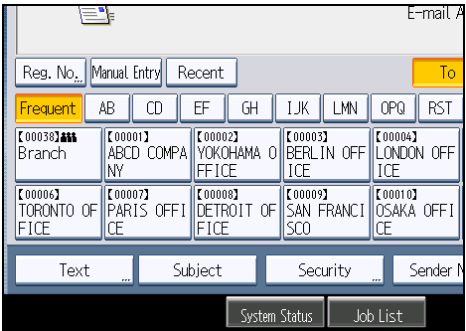
3. Place originals.

4. Specify the following scanner settings as necessary.

- Scan Settings: specify a scanning resolution and size.
- Density: specify a scanning density.
- Original Feed Type: select one-sided or two-sided scanning and image orientation.
- Send File Type / Name: specify a file format and file name.



5. Press the Destination key registered with the desired destination.



You can specify multiple destinations.

6. Specify the e-mail sender.

Press [Sender Name], select the sender from the sender list, and then press [OK].

7. Specify the following e-mail settings as necessary.

- Text: specify the e-mail message.
- Subject: specify a subject line for the e-mail.
- Security (Encryption, Signature): secure the e-mail (encryption and a signature).
- Recept. Notice: allows the e-mail sender to receive e-mail notification when the e-mail recipient has opened the e-mail.

8. Press the [Start] key.

Basic Operation for Sending Scanned Files to a Computer's Shared Folder or FTP Server

This section describes how to use Scan to Folder to send a scanned file to a destination selected from the Address Book.

1. Make sure that no previous settings remain.

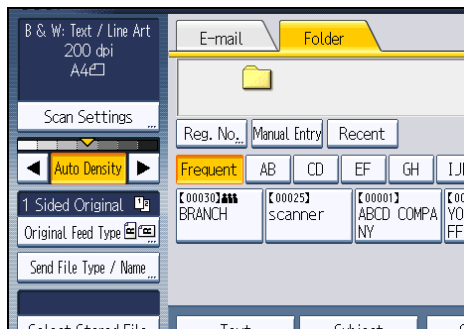
If a previous setting remains, press the [Clear Modes] key.

2. Select the "Folder" tab.

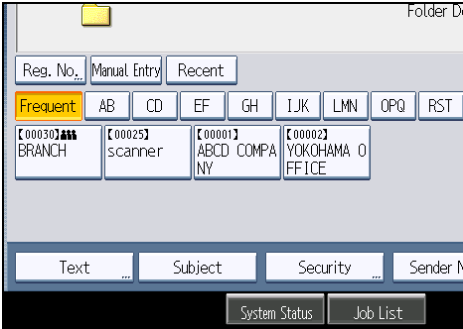
3. Place originals.

4. Specify the following scanner settings as necessary.

- Scan Settings: specify a scanning resolution and size.
- Density: specify a scanning density.
- Original Feed Type: select one-sided or two-sided scanning and image orientation.
- Send File Type / Name: specify a file format and file name.



5. Press the Destination key registered with the desired destination.



You can specify multiple destinations.

6. Press the [Start] key.

2. Using the Fax Function

This chapter describes the fax function.

Guide to the Fax Function

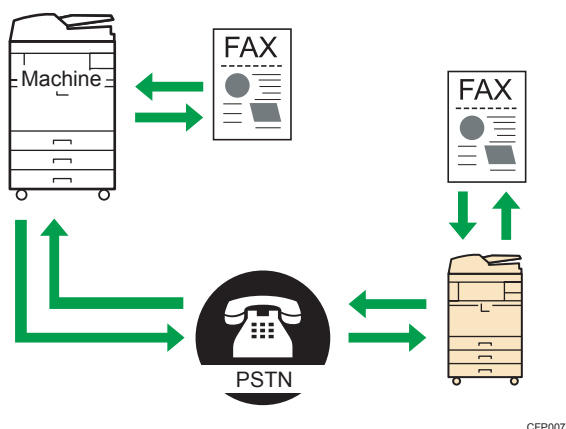
↓ Note

- For details about functions not described in this manual, see Facsimile Reference ⑧.

2

Using the Machine as a Fax Machine

You can use the machine as a fax machine.



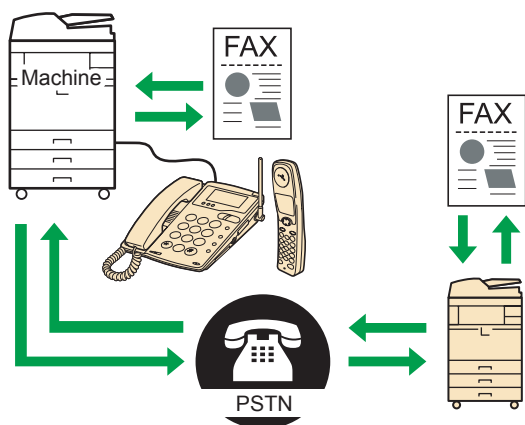
See "Preparation for Faxing".

📖 Reference

- p.28 "Preparation for Faxing"

Using the Machine with an External Telephone

You can use the machine as a fax machine and also use the same telephone line for voice calls.



CFP008

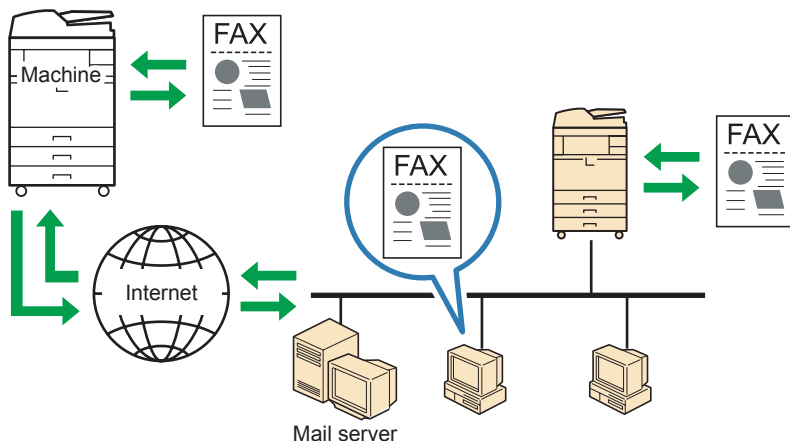
See "Preparation for Faxing".

Reference

- p.28 "Preparation for Faxing"

Sending Faxes over the Internet (Internet Fax)

You can send a fax over the Internet. The machine converts scanned document images to e-mail format and transmits the data over the Internet.



CFP009

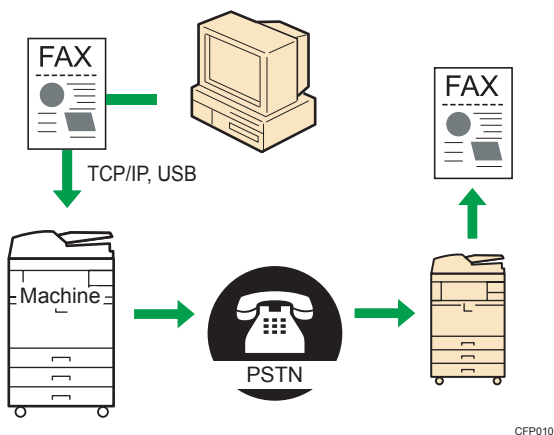
For details about the Internet Fax function, see "Internet Fax Transmission", Facsimile Reference .

Sending Faxes from a Computer (LAN-Fax)

You can send documents created with a Windows application from a computer via the machine to another fax machine without having to print it out.

★ Important

- This function is supported by Windows XP/Vista/7 and Windows Server 2003/2003 R2/2008/2008 R2. Mac OS X does not support this function.



For details about the LAN-Fax function, see "Fax via Computer", Facsimile Reference .

Preparation for Faxing

This section describes how to configure the machine to use it as a fax machine and to use the machine with an external telephone.

The following is a list of procedures that you need to do:

No.	Procedure	Using the machine as a fax machine	Using the machine with an external telephone
(1)	Confirming the required information	Necessary	Necessary
(2)	Connecting the machine to the telephone line	Necessary	Necessary
(3)	Specifying the country code	Necessary	Necessary
(4)	Configuring the telephone line type	Necessary	Not required
(5)	Registering the fax information	Necessary	Necessary
(6)	Configuring the date and time	Necessary	Not required
(7)	Selecting the fax reception mode	As required	As required
(8)	Registering the destinations to the Address Book	As required	As required

For details about how to do the procedures described above, see the following:

- For procedure (1), see "Confirming the Required Information".
- For procedure (2), see "Connecting the Machine to a Telephone Line and Telephone".
- For procedure (3), see "Specifying the Country Code".
- For procedure (4), see "Configuring the Telephone Line Type".
- For procedure (5), see "Registering Fax Information".
- For procedure (6), see "Setting the Date and Time".
- For procedure (7), see "Selecting Reception Mode".
- For procedure (8), see "Registering a Fax Destination in the Address Book".

Reference

- p.29 "Confirming the Required Information"
- p.30 "Connecting the Machine to a Telephone Line and Telephone"
- p.31 "Specifying the Country Code"

- p.31 "Configuring the Telephone Line Type"
- p.32 "Registering Fax Information"
-  **Region A** (mainly Europe and Asia)
p.33 "Setting the Date and Time  **Region A** (mainly Europe and Asia)"
-  **Region B** (mainly North America)
p.34 "Setting the Date and Time  **Region B** (mainly North America)"
- p.35 "Selecting the Reception Mode"
- p.36 "Registering a Fax Destination in the Address Book"

Confirming the Required Information

The following is a list of information that you need to check before configuring the machine.

Use the list to know your faxing environment and how you need to configure the machine.

★ Important

-  **Region B** (mainly North America)
In the USA, the Fax Header must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. This is required in the USA.

Required information

	Item	Description	Setting
(a)	Telephone line type ^{*1}	The type of telephone line service	• Push button phone • Dial phone (10PPS)
(b)	Reception mode	The method for receiving faxes	• Auto reception • Manual reception
(c)	Fax information - Fax Header	The machine information printed as the header of every fax you send	- (up to 32 characters)
(d)	Fax information - Own Name	The machine information shown on the display of the other machine	- (up to 20 characters)
(e)	Fax information - Own Fax Number	The machine information shown on the display of the other machine	- (up to 20 characters)

*1 This setting is not required in some regions.

Reception mode

- Auto reception

When a telephone call comes in, the machine automatically receives it as a fax document.

- Manual reception

When a telephone call comes in, the machine rings. If the call is a fax document, you must switch manually to facsimile mode.

Fax information

2

- Fax Header

The Fax Header is printed as the header of every fax you send. You should include your name in the Fax Header.

You can program First Name or Second Name.

You can register "Fax Header" using up to 32 alphanumeric characters and symbols.

You can use characters, symbols, numbers, and spaces.

- Own Name

The Own Name is sent to the other party when you send or receive a fax. This name should include your name. The Own Name is shown on the display of the other machine and printed in a report.

Own Name can be used only if the other machine is of the same manufacturer and has the Own Name function.

You can register "Own Name" using up to 20 alphanumeric characters and symbols.

- Own Fax Number

The sender's Own Fax Number is sent to the other party when sending a fax.

The received facsimile number is shown on the display of the other machine and printed in a report.

This function is available regardless of the manufacturer of the other party's machine.

You can register "Own Fax Number" using up to 20 numbers, space, and "+" symbol.

Connecting the Machine to a Telephone Line and Telephone

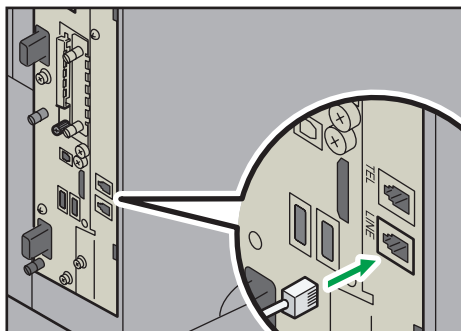
This section describes how to connect the machine to a telephone line.

★ Important

- **Make sure that the connector is the correct type before you start.**

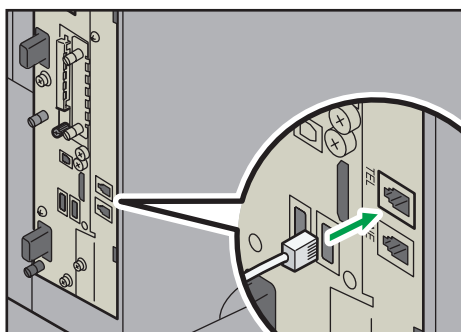
To connect the machine to a telephone line, use a snap-in modular type connector.

1. Connect a telephone line cord to the G3 interface unit connector (LINE).



CFL017

2. If using an external telephone, connect the telephone to the external telephone connector (TEL).



CFL018

Specifying the Country Code

This section explains how to specify the country code.

1. Press the [User Tools/Counter] key.
2. Press [Facsimile Features].
3. Press [Initial Settings].
4. Press [Country Code (For Function Settings)].
5. Select the country in which you are using the machine.
6. Turn off the power with the main power switch, and then turn it back on.

For details about turning off the power, see "Turning On/Off the Power", About This Machine.

Configuring the Telephone Line Type

This section explains how to configure the telephone line type.

Select the line type according to your telephone line service (item (a) in the list of required information).

1. Press the [User Tools/Counter] key.
2. Press [Facsimile Features].
3. Press [Initial Settings].
4. Press [Select Dial / Push Phone].
5. Press [Push Button Phone] or [Dial Phone (10PPS)] to select the line, and then press [OK].
6. Press the [User Tools/Counter] key.

↓ Note

- This function is not available in some regions.

Registering Fax Information

This section explains how to register the fax information.

You can set the machine information that is shown on the faxes sent or the display of the other party's machine (items (c), (d), and (e) in the list of required information).

1. Press the [User Tools/Counter] key.
2. Press [Facsimile Features].
3. Press [Initial Settings].
4. Press [Program Fax Information].
5. To register a Fax Header, check that the [Fax Header] tab is selected, and then specify the fax header.

Press [First Name] or [Second Name], enter a fax header including your own name or fax number, and then press [OK].

Select item to program.

Fax Header Own Name Own Fax Number

First Name

Second Name

6. To register an Own Name, press the [Own Name] tab, and then specify the own name.

Press [Own Name], enter the facsimile's name, and then press [OK].

7. To register an Own Fax Number, press the [Own Fax Number] tab, and then specify the fax number.

Select the line type to program, enter your facsimile's number using the number keys, and then press [OK].

To enter a + sign or a space, press [+] or [Space].

8. Press [Exit].

9. Press the [User Tools/Counter] key.

Note

-  **Region B** (mainly North America)
 In the USA, the law requires that your telephone number be included in the Fax Header. Register the telephone number (own fax number) and switch on Fax Header Print with User Parameters (switch 18, bit 1) in the Facsimile Features menu.
- To print Fax Header on your faxes, "Fax Header Print" must be set to "On" on the initial facsimile screen. The default setting is "On".

Setting the Date and Time **Region A** (mainly Europe and Asia)

This section describes how to set the date and time for the machine's internal clock.

- Date
Day, month, year
- Time
Hour, minute, second
Time format: 24-hour

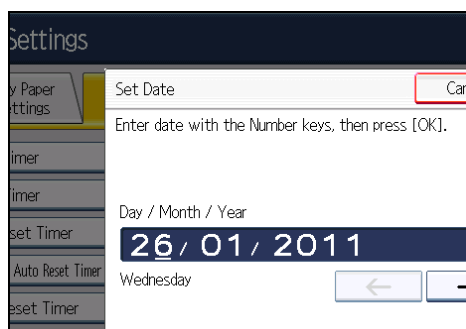
1. Press the [User Tools/Counter] key.

2. Press [System Settings].

3. Press [Timer Settings].

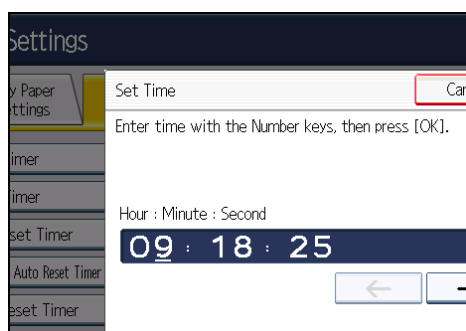
4. Press [Set Date].

5. Enter the day, month, and year for the machine's internal clock using the number keys, and then press [#].



To change between day, month, and year, press [←] or [→].

6. Press [Set Time].
7. Enter the hour, minute, and second using the number keys, and then press [#].



To change between hour, minute, and second, press [←] or [→].

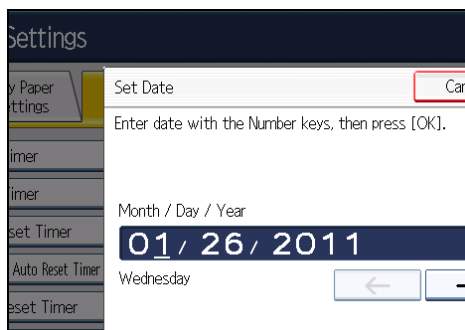
8. Press [Exit].
9. Press the [User Tools/Counter] key.

Setting the Date and Time Region B (mainly North America)

This section describes how to set the date and time for the machine's internal clock.

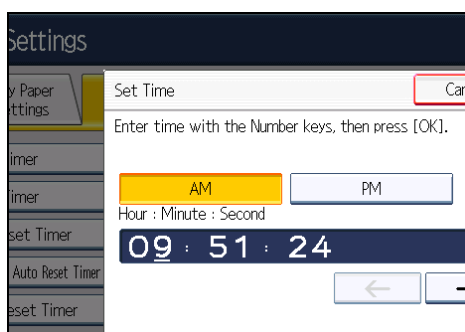
- Date
Month, day, year
- Time
Hour, minute, second
Time format: 12-hour
The AM/PM stamp can also be specified.

1. Press the [User Tools/Counter] key.
2. Press [System Settings].
3. Press [Timer Settings].
4. Press [Set Date].
5. Enter the month, day, and year for the machine's internal clock using the number keys, and then press [#].



To change between month, day, and year, press [←] or [→].

6. Press [Set Time].
7. Select [AM] or [PM] and enter the hour, minute, and second using the number keys. Then press [#].



To change between hour, minute, and second, press [←] or [→].

8. Press [Exit].
9. Press the [User Tools/Counter] key.

Selecting the Reception Mode

This section explains how to select the reception mode.

This setting is required if an external telephone is installed.

Select the method for receiving faxes according to how you use the machine (item (b) in the list of required information).

1. Press the [User Tools/Counter] key.
2. Press [Facsimile Features].
3. Press [Reception Settings].
4. Press [Switch Reception Mode].
5. Press [Manual Reception] or [Auto Reception] to select the reception mode, and then press [OK].
6. Press the [User Tools/Counter] key.

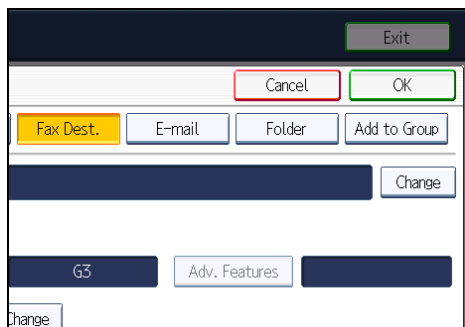
Registering a Fax Destination in the Address Book

This section explains how to register a name and fax number to the Address Book.

1. Press the [User Tools/Counter] key.
2. Press [System Settings].
3. Press [Administrator Tools].
4. Press [Address Book Management].
5. Check that [Program / Change] is selected.
6. Press [New Program].
7. Press [Change] under "Name".

Names		Auth. Info		Protection		Fax Dest.	
▶Name	[Redacted]	Change					
▶Key Display	[Redacted]	Change					
▶Select Title							
Title 1	Frequent	AB	CD	EF	GH	I	J
Title 2	Frequent	1	2	3	4	5	6
Title 3	Frequent	1	2	3	4	5	6

8. Enter the name, and then press [OK].
If necessary, press [Change] under "Key Display", and then enter the name of the key to which the destination is assigned.
9. Press the key for the classification you want to use under "Select Title".
10. Press [Fax Dest.].

11. Press [Change] under “Fax Destination”.**12. Enter the fax number using the number keys, and then press [OK].****13. Specify the following functions for each destination, as necessary:**

- Adv. Features: program SUB/SID/SEP/PWD Codes.
- International TX Mode: set whether or not to use International TX Mode.
- Fax Header: specify the header that appears on your faxes when the receiver prints them.
- Label Insertion: specify label information such as the destination name that appears on your faxes when the receiver prints them.

14. Press [OK].**15. Press [Exit].****16. Press the [User Tools/Counter] key.**

Basic Operation for Sending a Fax

This section describes how to send a fax to a destination selected from the Address Book.

★ Important

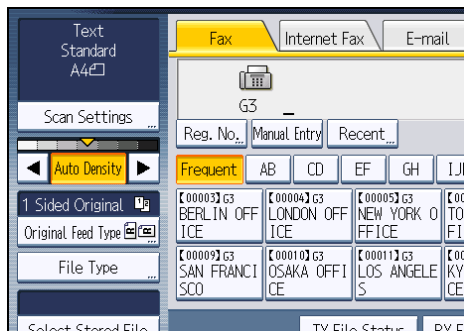
- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about one hour, all the documents stored in the memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the operation switch does not delete stored documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting ⑥.

1. Make sure [Immed. TX] is not highlighted.

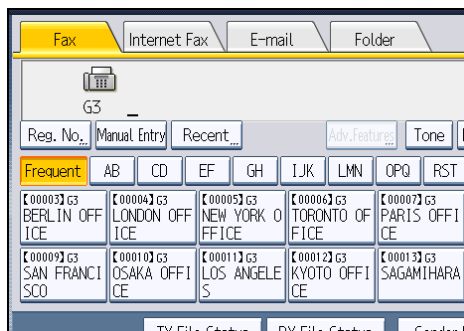
Normally Memory Transmission mode is selected.

2. Place the original into the Auto Document Feeder (ADF).

3. Make the scan settings you require.



4. Press the Destination key registered with the desired destination.



5. When sending the same original to several destinations (broadcasting), press the Destination key of the next destination.

6. Press the [Start] key.

Basic Operation for Receiving a Fax

This section describes how to receive a fax.

Manual Reception

2

When a telephone call comes in, the machine rings. If the call is a fax document, you must switch manually to facsimile mode.

1. When the machine rings, pick up the handset of the external telephone.
2. If you hear beeps, press the [Start] key, or hold the [Facsimile] key down for a few seconds.
3. If you pressed the [Start] key in step 2, press [Start RX].
4. Replace the handset of the external telephone. The machine will start receiving.

Auto Reception

When a telephone call comes in, the machine automatically receives it as a fax document.

3. Appendix

This appendix explains other useful features for the scanner and facsimile functions.

Preventing Transmission to the Wrong Destination

If you want to prevent documents being sent to the wrong destination, you can configure the machine to prompt users twice for the destination, or to display the entered destination prior to transmission.

3

Re-entering a fax number to confirm destination

If this function is enabled, you need to enter the fax number twice to confirm the destination is correct.

Transmission is disabled if the confirmation fax number does not match the first fax number. This function helps prevent users accidentally sending faxes to the wrong destination.

Displaying the destination prior to transmission

To prevent documents being sent to the wrong destination, you can configure the machine to display the destination again after it has been entered and before the file is sent.

If you want to enable this function, consult your service representative.

For details about these functions, see “Preventing Transmission to the Wrong Destination”, Facsimile Reference .

Changing Defaults

Function priority

When the operation switch is turned on or when the System Reset is done automatically, the copier screen is shown. This is a factory default. You can change this initial setting so that the scanner, facsimile, or another function screen appears first instead of the copier screen. If you want to change this setting, specify the function in "Function Priority" under System Settings. For details, see "System Settings", Network and System Settings Reference .

3

Changing defaults for the initial display

You can configure the settings of the initial display of the scanner and facsimile functions so that the initial display contains the functions you use most often.

For example: if the default selection is one-sided scanning and the function you use most frequently is two-sided scanning, you can change the default selection to two-sided scanning.

For details about how to configure the scanner's initial display, see "Changing the Default Functions of the Scanner's Initial Display", Scanner Reference .

For details about how to configure the facsimile's initial display, see "Changing the Default Functions of the Fax's Initial Display", Facsimile Reference .

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The proper names of the Windows operating systems are as follows:

- The product names of Windows XP are as follows:
 - Microsoft® Windows® XP Professional Edition
 - Microsoft® Windows® XP Home Edition
- The product names of Windows Vista are as follows:
 - Microsoft® Windows Vista® Ultimate
 - Microsoft® Windows Vista® Business
 - Microsoft® Windows Vista® Home Premium
 - Microsoft® Windows Vista® Home Basic
 - Microsoft® Windows Vista® Enterprise
- The product names of Windows 7 are as follows:
 - Microsoft® Windows® 7 Home Premium
 - Microsoft® Windows® 7 Professional
 - Microsoft® Windows® 7 Ultimate
 - Microsoft® Windows® 7 Enterprise
- The product names of Windows Server 2003 are as follows:
 - Microsoft® Windows Server® 2003 Standard Edition
 - Microsoft® Windows Server® 2003 Enterprise Edition
- The product names of Windows Server 2003 R2 are as follows:
 - Microsoft® Windows Server® 2003 R2 Standard Edition
 - Microsoft® Windows Server® 2003 R2 Enterprise Edition
- The product names of Windows Server 2008 are as follows:
 - Microsoft® Windows Server® 2008 Standard
 - Microsoft® Windows Server® 2008 Enterprise
- The product names of Windows Server 2008 R2 are as follows:
 - Microsoft® Windows Server® 2008 R2 Standard
 - Microsoft® Windows Server® 2008 R2 Enterprise

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Initial Guide for Scanner and Fax

