

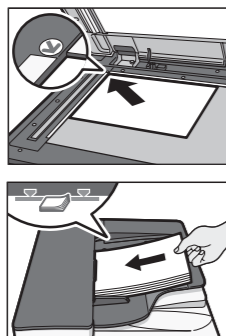
# Quick Reference Fax Guide

➔ Please put this guide above your machine ➔

\*The shape of the machine, screen displays, procedures, and titles in references vary depending on the machine you are using. Also, not all functions are available on all machines.

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

1. Press the [Home] key on the top left of the control panel, and press the [Facsimile] icon on the [Home] screen.
2. Specify a transmission mode:
  - Memory Transmission, or
  - Immediate Transmission (selected by pressing [Immed. TX])
3. Place the original.
  - Exposure glass (face down)
  - Auto Document Feeder (face up)
4. Make the scan settings you require.
5. Specify a destination.
6. Press the [Start] key.



If you select Memory Transmission, you can send to more destinations at once. To do this, after step 5, specify destinations and press the [Start] key.

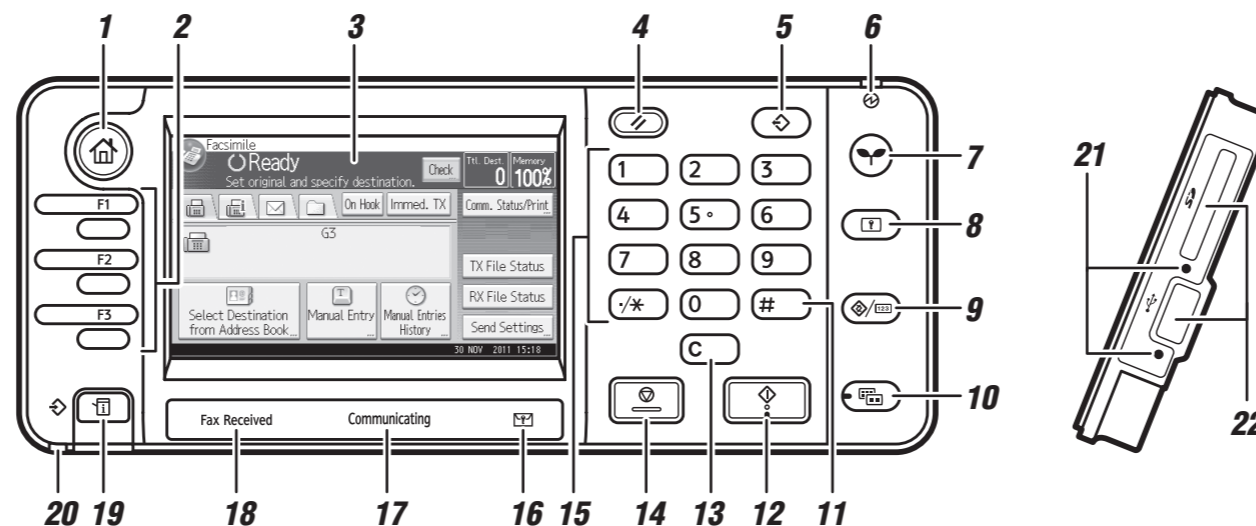
To send to an Internet Fax, e-mail, or folder destination, press [Internet Fax], [Email], or [Folder] to switch the transmission type.

1. [Home] key  
Press to display the [Home] screen.
2. Function keys  
No functions are registered to the function keys as a factory default. You can register often used functions, programs, and Web pages.
3. Display panel
4. [Reset] key  
Press to clear the current settings.

5. [Program] key  
Press to register frequently used settings, or to recall registered settings.
6. Main power indicator
7. [Energy Saver] key
8. [Login/Logout] key
9. [User Tools/Counter] key
10. [Simple Screen] key
11. [#] key (Enter key)

12. [Start] key  
Press to start copying, printing, scanning, or sending.
13. [Clear] key  
Press to delete a number entered.
14. [Stop] key  
Press to stop a job in progress, such as copying, scanning, faxing, or printing.

15. Number keys
16. Confidential File indicator
17. Communicating indicator
18. Fax Received indicator
19. [Check Status] key
20. Data In indicator
21. Media access lamp
22. Media slots



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

**Memory + Immediate**  
Before the original is scanned = before pressing the [Start] key:

1. Press the [Reset] key.

While the original is being scanned

1. Press the [Stop] key.
2. Press [Cancel Scan.] or [Cancel TX].

**Memory**

After the original is scanned

1. Press the [Stop] key.
2. Press [Standby File List].
3. Select the file you want to cancel.
4. Press [Cancel TX], and then press [OK].
5. Press [Exit].

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

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

1. Press [Comm. Status/Print].
2. Press [Print Journal].
3. Select the printing method:
  - [All]
  - [Print per File No.]
  - [Print per User]
4. Press the [Start] key.
5. Press [Exit] twice.

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

1. Press [Send Settings].
  2. Press [▼] three or four times, and then press [Store File].
  3. Select [Store to HDD + Send].
  4. Set the user name, file name, and password as necessary, and then press [OK] twice.
  5. Specify a destination, and then press the [Start] key.
- To send a fax from Document Server:**
1. Press [Send Settings].
  2. Press [▼] four times, and then press [Select Stored File].
  3. Select the documents to be sent, and then press [OK] twice.
  4. Specify a destination, and then press the [Start] key.

## How to program a Destination key... (Registering Addresses and Users for Facsimile/Scanner Functions, Connecting the Machine/ System Settings)

1. Press the [User Tools/Counter] key.
2. Press [Address Book Mangmnt].
3. Press [Change], and then select the item you want to display from [All Users], [User Code], [Fax Dest.], [Email] and [Folder].
4. Select the name whose fax destination you want to register. Press the name key, or enter the registered number using the number keys.
5. Press [Fax Dest.].
6. Press [Fax Destination], enter the fax number using the number keys and press [OK].
7. Press [Exit].
8. Press [OK].
9. Press the [User Tools/Counter] key.

## How to send at a specific time (Send Later) (Other Transmission Features)

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

1. Place the original, and then select the scan settings you require.
2. Press [Send Settings].
3. Press [▼], and then press [Send Later].
4. Enter the time using the number keys, and then press [#].
5. Press [OK] twice.

## Advanced Fax Features

Please see Fax Operating Instructions:

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