

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.

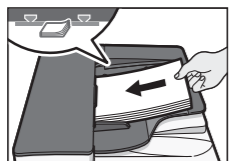
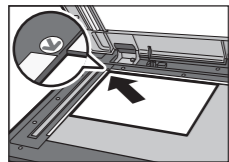
1. **Display panel**
2. **[Reset]**
Press to clear the current settings.
3. **[Energy Saver]**
4. **Main power indicator**
5. **[#] (Enter)**
6. **[Stop]**
Press to stop a job in progress, such as copying, scanning, faxing, or printing.
7. **[Start]**
Press to start copying, printing, scanning, or sending.
8. **[C] (Clear)**
Press to delete a number entered.
9. **Number keys**
10. **[Menu]**
11. **[Simplified Scrn.]**
12. **[Home]**
Press to display the [Home] screen.
13. **[Return]**
14. **[Recall/Program/Change Program]**
Press to register frequently used settings, or to recall registered settings.
15. **[Check Status]**
16. **Status indicator**
17. **Data In indicator**
18. **Fax indicator**
19. **Media slots**
20. **Media access lamp**

How to send a fax... (Transmission)

- 1 Press [Home] at the bottom of the screen in the center. Flick the screen to the left, and then press the [Fax] icon on Home screen 4.
- 2 Specify a transmission mode:
 - Memory Transmission, or
 - Immediate Transmission (selected by pressing [Immed. TX])

Place the original.

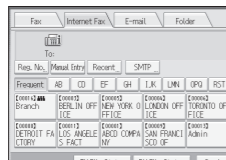
- Exposure glass (face down)
- Auto Document Feeder (face up)



- 4 Make the scan settings you require.
- 5 Specify a destination.
- 6 Press [Start].

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

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

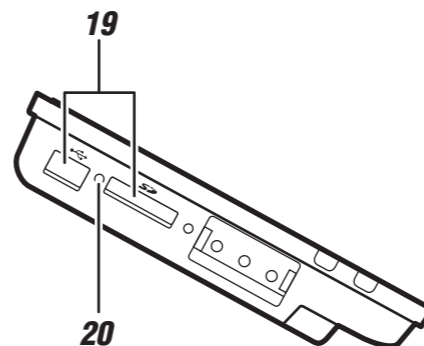
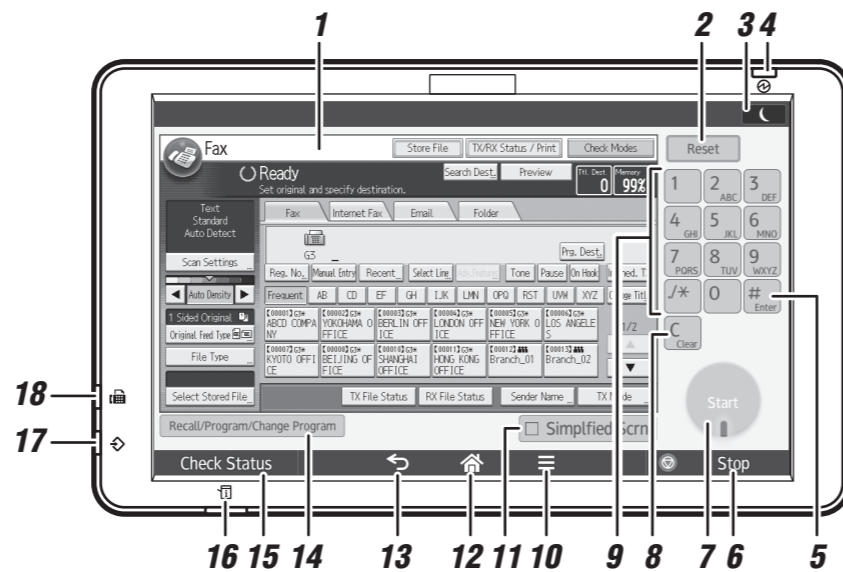


How to fax to Document Server... (Storing a Document)

- 1 Press [Store File].
- 2 Select [Send & Store].
- 3 Set the user name, file name, and password as necessary, and then press [OK].
- 4 Specify a destination, and then press [Start].

To send a fax from Document Server:

- 1 Press [Select Stored File].
- 2 Select the documents to be sent, and then press [OK].
- 3 Specify a destination, and then press [Start].



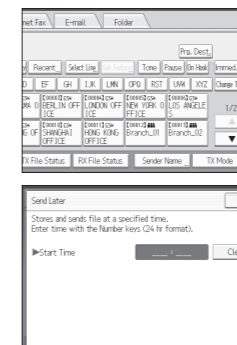
How to program a Destination key... (Registering Addresses and Users, Connecting the Machine/ System Settings)

- 1 Press [Home] at the bottom of the screen in the center. Flick the screen to the left, and then press the [User Tools] icon (⚙️) on Home screen 4.
- 2 Press [Address Book Mngmnt].
- 3 Check that [Program / Change] is selected.
- 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 [Change] under Fax Destination, enter the fax number using the number keys and press [OK].
- 7 Press [OK].
- 8 Press [Exit].
- 9 Press [User Tools] (⚙️) on the top right of the screen.

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 [TX Mode].
- 3 Press [Send Later].
- 4 Enter the time using the number keys, and then press [#].
- 5 Press [OK] twice.



How to cancel a transmission... (Transmission)

Memory + Immediate

Before the original is scanned = before pressing [Start]:

- 1 Press [Reset] on the top right of the screen.

While the original is being scanned

- 1 Press [Stop].
- 2 Press [Cancel Scanning] or [Cancel TX].

Memory

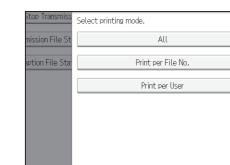
After the original is scanned

- 1 Press [Stop].
- 2 Press [Standby File List].
- 3 Select the file you want to cancel.
- 4 Press [Stop Transmission], 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 [TX/RX Status / Print].
- 2 Press [Print Journal].
- 3 Select the printing method:
 - [All]
 - [Print per File No.]
 - [Print per User]
- 4 Press [Start].
- 5 Press [Exit] 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)