Using the printer to print copies of bank notes or securities is illegal and punishable, regardless of whether they are being used.

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All product/brand names are trademarks or registered trademarks of the respective holders.
Permission has been obtained from Microsoft Corporation for use of software screen shots.

Saved data may be lost if hard disk of the machine breaks down due to external shocks or if the power is accidentally cut off in a manner not following the methods listed in manuals or other documentations. Fuji Xerox is not responsible for such data loss and any consequence caused by such data loss.

Fuji Xerox is not responsible for any breakdown of machines due to infection of computer virus.

Important
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② Parts of this guide are subject to change without prior notice.
③ We welcome any comments on ambiguities, errors, omissions, or missing pages.
④ Never attempt any procedure on the machine that is not specifically described in this guide. Unauthorized operation can cause faults or accidents. Fuji Xerox is not liable for any problems resulting from unauthorized operation of the equipment.

Xerox, The Document Company and Ethernet are registered trademarks.
DocuWorks and CentreWare are trademarks.
Thank you for selecting the Fuji Xerox DocumentCentre C400/320/240 Series. This guide aims to provide all the necessary operating information for facsimile functions for new users. Please read this guide carefully before use to obtain the best performance of your machine.

For details on how to use the copier functions, daily maintenance, and precautions for machine usage, see the User Guide (Copier). Also, for details about printing and scanning features, and how to set a network environment, see the User Guide (Printer/Scanner).

After reading it, please keep this guide handy for quick reference should you encounter difficulties with the machine.

In this guide, DocumentCentre C400/320/240 may be referred to as the DocumentCentre C400/320/240 series.

In this guide, precautions are indicated with the symbol . Always read and follow these instructions before carrying out the required procedure. Also, thoroughly read the Safety Notes provided in this guide.

As a member of the International Star Program, Fuji Xerox certifies that this product satisfies the Japanese requirements for International Star Program standards.

Fuji Xerox shares the global concern about environmental conservation and has integrated that concern in its business activities from research and development to disposal. We have implemented a number of programs to lessen the burden on the environment through totally eliminating ozone-depleting chlorofluorocarbons from our manufacturing facilities.

We are committed to leadership in the conservation of resources by reusing and recycling post-consumer waste material such as paper, consumables such as cartridges and parts from copiers and printers of our customers.

Along with our efforts to make environmental values a part of the Fuji Xerox culture, DocumentCentre C400/320/240 adopts recycled components that satisfy our strict quality standards.

About reception interference

If you notice flickering or distorted images or noises on your audio-visual units, your machine may be causing radio interference. Switch it off immediately. If this interference disappears, the machine is the cause of the interference. Perform the following procedure until the interference is corrected.

- Reposition or re-orient the machine and the TV and/or radio.
- Move the machine and the TV and/or radio away from each other.
- Unplug the machine, TV and/or radio, and replug them into outlets that operate on different circuits.
- Reorient the TV and/or radio antennas and cables until the interference stops. (For an outdoor antenna, ask your local electrician for support.)
- Use coaxial cable antennas.

This equipment is certified as a Class 1 laser product under IEC60825. This means that the machine does not emit hazardous laser radiation. Since radiation emitted inside the machine is completely confined within the protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

Important Note:

This equipment will be inoperable when main power fails.

This equipment complies with the guidelines set forth by the Japan Business Machine Makers Association on the harmonic affects by copiers and other reproduction devices in accordance with the guidelines on the harmonic suppressors of electronic appliances and general-purpose machines.
The following shows the basic features of this machine.

- **Adjusting the image quality for documents to be transmitted**
  
  You can adjust the resolution, density and document quality for document scanning.

  See
  “3.1 Simple Send Procedure” (P. 20)

- **Using the Address Book**

  See
  “3.4 Dialing” (P. 27)

- **Transmitting documents through a relay station**
  
  When transmitting the same document to multiple remote terminals over a long distance, this feature saves on cost.

  See
  “4.2 Transmitting Documents Through a Relay Station (Relay Broadcast)” (P. 39)

- **Selecting a communication mode**

  See
  “3.3 Selecting a Communication Mode (Communication Mode)” (P. 25)

- **Transmitting documents to multiple locations with a single operation**

  See
  “4.1 Transmitting to Multiple Destinations (Broadcast Send)” (P. 36)
**Confirming Job Status**
Press the Job Status button to view information about pending jobs, current jobs and communication results.

See
“5.2 Confirming Job Status” (P. 58)

**Hearing an incoming call without using the handset**

See
“7.1 Making a Telephone Call” (P. 72)

**Transmitting two sided documents by dividing them onto separate pages**

See
“8.1 Transmitting Two sided Originals (2 Sided Originals)” (P. 78)

**Specifying the size and reduction/enlargement ratio for transmitting documents**

See
“8.2 Specifying Document Size for Transmission (Scan Size)” (P. 81), “8.4 Scanning Documents at a Specified Size/Ratio (Reduce/Enlarge)” (P. 87)
Scanning documents in various sizes at a time

See “8.3 Scanning Documents in Various Sizes (Mixed Size Originals)” (P. 84)

Transmitting facing pages by dividing them onto separate pages

See “8.5 Transmitting Facing Pages on Separate Sheets (Bound Originals)” (P. 89)

Transmitting documents by merging pages

See “8.6 Merging Several Pages Onto One Sheet (Multipe Up)” (P. 91)

Transmitting documents at a specified time

See “8.8 Transmitting Documents at a Programmed Time (Delayed Start)” (P. 96)
Transmitting documents with brief information (date, time and name)

See
“8.9 Transmitting Documents With Brief Information (Send Header)” (P. 99)

Making multiple copies at a remote machine

See
“8.11 Remote Copy (Recipient Print Sets)” (P. 104)

Storing documents being polled from a remote machine

See
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Communicating confidential documents with a specified person
You can send/receive documents to/from a specified person by entering a mailbox password.

See “8.14 Using the Mailbox Feature (Remote Mailbox/Retrieve from Mailbox)” (P. 112)

Sorting received documents into mailboxes

See “8.13 Retrieving a Document From Remote Machine(s) (Polling)” (P. 110)

8.15 Sorting Received Documents Into Mailbox (Box Selector)” (P. 129)

Printing Transmission Report
You can check results of transmissions on the report.

See “9.6 Creating a Mailbox” (P. 183)

“10.2 Printing Reports and Lists” (P. 216)
Managing use of fax transmissions between departments

See
“9.6 Creating a Mailbox” (P. 183)

Direct Transmission of Faxes from a Computer

See
“Chapter 12 Direct Transmission of Faxes From a Computer” (P. 251)

Internet Facsimile (option)

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“Chapter 13 Using the Internet to Send and Receive Faxes” (P. 265)
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This section describes the guides provided for this machine.

Guides Supplied

We provide the following guides for optimum usage of this machine.

- **User Guide (Copier)**
  This guide describes all the necessary steps for copying, clearing paper jams, daily care, setting the various items and safety information.

- **User Guide (Printer/Scanner)**
  This guide describes all the necessary steps for printing and scanning, setting the network environment, setting the various items, and troubleshooting.

- **User Guide (Facsimile) (this guide)**
  This guide describes all the necessary steps for faxing and troubleshooting when faxing. This guide is provided with the DocumentCentre C400/320/240 Series machine equipped with the fax function as well as with the Standard G3 Fax Kit (option).

- **User Guide (PostScript® Kit)**
  This guide describes how to install and use the software that is included in the PostScript Driver Library. It is included with the PostScript kit.

Guides for Optional Accessories

Optional accessories are also available for this machine. User Guides are provided with the optional accessories exclusively for the DocumentCentre C400/320/240 Series. These User Guides are referred to as “guides for optional accessories”. Guides for optional accessories are provided in two forms, printed or as On-line Help. Guides for optional accessories describe all the necessary steps for operating optional accessories and installing software.
This section describes the organization of this guide.
This guide has been produced for people who use the DocumentCentre C400/320/240 series with fax functions on a regular daily basis. When reading this guide, read the chapter that is of particular relevance to the operation you are performing.

What You Need to Know

This guide assumes that the operator has a basic knowledge of the operating environment of the personal computer in use, networking environments, and how to operate a personal computer.
For details about the environment of the personal computer in use, basic knowledge of networking environments, and how to operate a personal computer, refer to the User Guides provided with the personal computer, operating system, and network system.

Organization of This Guide

This Guide consists of the following chapters.

Chapter 1 Before Use
This Chapter describes the operating precautions and basic operations such as text input when using the facsimile features. Be sure to read this chapter before operating the machine.

Chapter 2 Loading Documents
This Chapter describes the types of original documents that can be used on this machine; precautions on how to load documents.

Chapter 3 Transmitting
This Chapter describes how the machine receives a document from a remote facsimile and outputs it. Most routine procedures are described in this chapter.

Chapter 4 Broadcast Send
This Chapter describes how to transmit a document to multiple destinations with a single operation.

Chapter 5 Confirming and Canceling a Communication
This Chapter describes how to cancel communication and view information about pending jobs, current jobs and communication results.
Chapter 6 Receiving Jobs
This Chapter describes how the machine receives and prints documents.

Chapter 7 Making and Receiving Telephone Calls
This Chapter describes how to make and receive telephone calls using an external telephone.

Chapter 8 Using Additional Features
This Chapter describes useful facsimile features and operations.

Chapter 9 Setting up System Administration Mode (Fax Functions)
This Chapter describes how to register data to use the fax functions and the setup procedures to customize these functions.

Chapter 10 Reports/Lists
This Chapter describes reports and list settings and how to print them.

Chapter 11 Troubleshooting
This Chapter describes what to do when transmission errors occur and when an error code is displayed in the Activity Report.

Chapter 12 Direct Transmission of Faxes From a Computer
This Chapter describes how to transmit faxes directly from a computer.

Chapter 13 Using the Internet to Send and Receive Faxes
This Chapter describes how to use the Internet Fax (iFAX) function (option) to send and receive faxes.

Appendix
This appendix describes specifications, brief information on the facsimile service system, and overseas communication.
Conventions

① In this guide, host device refers to a personal computer or workstation and “DocumentCentre C400/320/240” refers to “Fuji Xerox DocumentCentre C400/320/240”.

② The following icons are used in this guide.

![Look](image) Indicates important information and must be read in detail.

![Note](image) Indicates supplementary information.

![See](image) Indicates references used in this guide. Guide titles are noted without double quotes while specific sections like “1.9.2 Disabling the Power Saver Mode” or found within double quotes.

③ Special marks/characters used in this guide.

- “ ”: Double quotes indicate the following:
  - Messages that appear in the touch panel display and computer screens.
  - Characters to be entered.
  - Feature names or buttons that are difficult to understand.

- **Bold face**: Bold face characters refer to selections made like options on the screen, hard or soft buttons, and keys from the keyboard. For example: Press **ESC**.

④ When a checkbox is checked, it indicates ON, otherwise it indicates OFF.

⑤ The item with the radio button checked is the selected item.
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## 1.1 Data to be Registered
### Before Using the Machine

The following data has to be registered before using the machine.

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<th>Item</th>
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<td>Date and time</td>
<td>The current date and time.</td>
<td>&quot;5.4.1 Machine Clock/Timers&quot; in &quot;Part 1 Hardware&quot; of the User Guide (Copier)</td>
</tr>
<tr>
<td>Telephone line</td>
<td>A fax number and dial type is registered for each line the fax is connected to.</td>
<td>&quot;9.2 Entering Local Terminal Information&quot; (P. 155)</td>
</tr>
<tr>
<td>Local name</td>
<td>The name of the machine displayed by the receiving machine and recorded in the remote activity report. The machine identifies itself to the remote machine when they communicate. The local name can include alphanumeric characters and symbols.</td>
<td>&quot;9.2 Entering Local Terminal Information&quot; (P. 155)</td>
</tr>
<tr>
<td>Send header</td>
<td>Machine name (Send Header) that will be printed on the first line of the document transmitted. The Send Header can include alphanumeric characters and symbols.</td>
<td>&quot;9.2 Entering Local Terminal Information&quot; (P. 155)</td>
</tr>
<tr>
<td>Address Number</td>
<td>The telephone numbers you frequently use. The Address Number can include remote name, telephone number, and specifications for communication mode, resolution, Broadcast Send and Relay Broadcast.</td>
<td>&quot;9.3 Setting an Address Number&quot; (P. 160)</td>
</tr>
</tbody>
</table>

See
For details on settings for the optional Internet Fax (iFAX), see “13.2 Setting the Environment” (P. 275).
1.2 Notes on Fax Communications

Follow the instructions described below when using the fax features on the machine. For details about precautions for installation and relocation, and operating safeguards, see “Safety Notes” of the User Guide (Copier).

1.2.1 Telephone Line Connection

You cannot use this machine with a call waiting service. A facsimile located close to a main unit of a cordless phone can cause distorted images or interrupted transmission. This machine should be installed at least five meters away from the main unit of the cordless phone.

If the digital line leased for your company network is multiplexed, facsimile communication may be restricted as follows:

1. The features using our unique transmission method, such as Recipient Print Sets, Relay Broadcast and Remote Mailbox, are not available.
2. The transmission speed is limited.
3. Super G3 cannot be used.

The following communication errors may also occur. These restrictions may occur because the multiplexing device restricts the bandwidth to the minimum required for voice communications. These restrictions vary according to the network configuration. For more information, contact your network administrator.

1.2.2 Automatic Receive Mode

If the telephone rings while the machine is in standby mode with the automatic receive mode activated, you cannot speak with the caller. When you want to answer a telephone call in this mode, connect an external telephone and use the Auto Switch Time feature to change the time for the machine to answer the call.

[See]

“9.8.7 Fax Control” (P. 202)

1.2.3 Making a Telephone Call

In power saving, you cannot make telephone call with the receiver. To make a telephone call, press the Power Saver button to cancel power saving.
1.3 Telephone Line Connectors

The figure below shows the telephone line connectors at the rear side of the machine.

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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LINE 1</td>
<td>Connect the fax to a public switched telephone network (PSTN). An external telephone cannot be connected.</td>
</tr>
<tr>
<td>2</td>
<td>TEL</td>
<td>An external telephone is connected here.</td>
</tr>
<tr>
<td>3</td>
<td>LINE 2 (Line 2)</td>
<td>Connect to a public line.</td>
</tr>
<tr>
<td>4</td>
<td>LINE 4 (Line 4)</td>
<td>Connect to a public line.</td>
</tr>
</tbody>
</table>

**Note**
Line 2 and 4 can be specified when an option is installed.
1.4 Using the Touch Panel Display

By selecting the feature buttons on the touch panel display, you can select various features.

See
For details on using the touch panel display, see “1.1.3 How to Use the Touch Panel Display” in “Part 1 Hardware” of the User Guide (Copier).

1.4.1 Displaying Copy, Scan and Fax Screens

Use the Menu to access one of the three screens Copy, Scan, and Fax. Press the Menu at the top right of each screen to display the Menu.

Note
• If this fails to display the Menu, press the Features button to display the Menu.
• The machine is factory set to display the Copy screen as the default screen on the touch panel display when the power is turned on. This default screen can be changed in the System Administration Mode. For details on changing the default screen, see “5.4.3 Setting Screen Defaults” in “Part 1 Hardware” of the User Guide (Copier).

Menu screen

Use the buttons on the Menu screen to display the screen of the required features.

Copy screen

The Copy screen allows you to select the copy features. The Copy screen consists of Basic Copying, Added Features, Image Quality, and Others.

See
For details on how to use the copier functions, see “Part 2 Copier” of the User Guide (Copier).
1.4 Using the Touch Panel Display

- **Scan screen**

  The Scan screen allows you to select the scanner features.

  For details on how to use the scanner functions, see “Part 2 Scanner” of the User Guide (Printer/Scanner).

- **Fax screen**

  The Fax screen allows you to select the fax features.

  The Fax screen consists of Basic Features, Scan Options, Send Options and On-Hook/Others. For details on each screen, see “1.4.2 Selecting Fax Function Screen” (P. 6).

### 1.4.2 Selecting Fax Function Screen

The Fax screen consists of Basic Features, Scan Options, Send Options and On-Hook/Others.

- The machine is factory-set to display the Basic Features screen as the default Fax screen. For details on switching the Fax screens, see “9.8 Other Items” (P. 191).
- For details on the features displayed on each screen, see “Chapter 3 Transmitting” (P. 19) and “Chapter 8 Using Additional Features” (P. 77).

- **Basic Features screen**

  ![Basic Features screen diagram]
### 1.4 Using the Touch Panel Display

#### Scan Options screen

<table>
<thead>
<tr>
<th>Menu</th>
<th>Basic Features</th>
<th>Scan Options</th>
<th>Send Options</th>
<th>On-Hook/Others</th>
<th>Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 Sided Originals</td>
<td>1 Sided</td>
<td>1 Sided</td>
<td>Mixed Sided</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reduce/Enlarge</td>
<td>Auto Size</td>
<td>Auto Size</td>
<td>Bound Originals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Scan Size</td>
<td>Detect</td>
<td>Detect</td>
<td>Multiple Up</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bound Originals</td>
<td>Off</td>
<td>Off</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multiple Up</td>
<td>On</td>
<td>Off</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Send Options screen

<table>
<thead>
<tr>
<th>Menu</th>
<th>Basic Features</th>
<th>Scan Options</th>
<th>Send Options</th>
<th>On-Hook/Others</th>
<th>Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Communication Mode</td>
<td>03 Auto</td>
<td>Delayed Start</td>
<td>Send Header</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td>Cover Note</td>
<td>Off</td>
<td>Priority Send</td>
<td>On</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Priority Send</td>
<td></td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Delayed Start</td>
<td></td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Send Header</td>
<td></td>
<td>On</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Transmission Report</td>
<td>Off</td>
<td></td>
</tr>
</tbody>
</table>

#### On-Hook/Others screen

<table>
<thead>
<tr>
<th>Menu</th>
<th>Basic Features</th>
<th>Scan Options</th>
<th>Send Options</th>
<th>On-Hook/Others</th>
<th>Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Store for Polling</td>
<td>Polling</td>
<td>Remote Mailbox</td>
<td>Off</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td>F Code</td>
<td>Off</td>
<td>Off</td>
<td>Manual Receive</td>
<td></td>
</tr>
</tbody>
</table>
1.5 Entering Text

This section describes how to enter characters. Use the keyboard displayed on the touch panel display to enter text.

This machine allows you to enter numerics, alphabetic characters, and symbols. However, restrictions on the number of characters that can be entered apply to some items.

1.5.1 Entry Method

The screen for entering text is sometimes displayed during machine operations. The following describes how to enter text.

- Entering alphabet characters and numbers........ Select the Alphanumeric button. You can select between upper- and lower-case characters by selecting the Shift button. To return to the previous state, select the Shift button again.

- Entering symbols.................. Select the Symbol button.

- Entering spaces..................... Select the Space button.

- Deleting characters .............. Select the Backspace button. This deletes one character at a time.

Note
- You can also use the buttons on the control panel.
- The display might differ according to the ROM versions.
2 Loading Documents

2.1 Documents........................................................................................................ 10
   2.1.1 Applicable Document Sizes................................................................. 10
   2.1.2 Automatically Detected Document Sizes.............................. 11
   2.1.3 Document Handling........................................................................ 12

2.2 Loading Documents ...................................................................................... 14
   2.2.1 Loading Documents on the Document Glass .............................. 14
   2.2.2 Loading Documents in the Document Feeder ........................... 15
   2.2.3 Document Orientation................................................................. 16
   2.2.4 If You Have More Documents to Scan............................... 17
2.1 Documents

You can load documents on the document glass, or place them on the document feeder. The document feeder allows you to load a stack of documents in it each time. This section describes the size of documents that can be loaded on the document glass or on the document feeder.

2.1.1 Applicable Document Sizes

Load only the document sizes listed in the table below on the document glass or document feeder.

<table>
<thead>
<tr>
<th>Document size</th>
<th>Document glass</th>
<th>Document feeder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smallest size 15 × 15 mm</td>
<td>Smallest size 210 × 148.5 mm (A5f)</td>
<td></td>
</tr>
<tr>
<td>Largest size 334.5 × 452 mm</td>
<td>Largest size 297 × 432 mm (A3, 11 × 17 inch)</td>
<td></td>
</tr>
</tbody>
</table>

Scanning area 297 × 432 mm

<table>
<thead>
<tr>
<th>Document weight (per square meter*1)</th>
<th>Document feeder</th>
</tr>
</thead>
<tbody>
<tr>
<td>—</td>
<td>38 to 128 g/m (one sided document) 50 to 110 g/m (2 sided documents*2)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of documents that can be loaded</th>
<th>Document glass</th>
<th>Document feeder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 sheet</td>
<td>50 sheets (38 to 100 g/m²)</td>
<td>40 sheets (101 to 128g/m²)</td>
</tr>
</tbody>
</table>

*1 Paper weight is expressed in grams per square meter (gsm).
*2 This value applies when both sides of a two sided document is scanned and transmitted.
### 2.1.2 Automatically Detected Document Sizes

This machine automatically detects document sizes during transmission. The following standard sizes are automatically detected and need not be set.

**Note**
Specify the closest standard size using Scan size on the Scan Options screen when loading a non-standard document. For details on how to enter the document size, see “8.2 Specifying Document Size for Transmission (Scan Size)” (P. 81).

<table>
<thead>
<tr>
<th>Automatically Detected Document Sizes</th>
<th>Document glass</th>
<th>Document feeder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B6, B6, B5, B5, B4, B4, A6, A5, A5, A4, A4, A3, 8.5 x 11 inches, 8.5 x 13 inches, 8.5 x 14 inches</td>
<td>B5, B4, A5, A4, A4, A3, 8.5 x 11 inches</td>
</tr>
</tbody>
</table>

The sizes on the left are detected as sizes shown on the right.

- **Document glass loading**
  - *8 x 10 inches* → B5
  - *8 x 10 inches* → A4
  - *8 x 10.5 inches* → A4
  - *8.5 x 11 inches* → A4
  - *8.5 x 13 inches* → A4
  - *8.5 x 14 inches* → A4
  - *11 x 15 inches* → A3
  - *11 x 17 inches* → A3

- **Document feeder loading**
  - *5.5 x 8.5 inches* → A5
  - *5.5 x 8.5 inches* → A4
  - *8 x 10 inches* → A4
  - *B5* → A4
  - *8 x 10.5 inches* → A4
  - *8.5 x 11 inches* → A4
  - *8.5 x 13 inches* → A4
  - *8.5 x 14 inches* → A4
  - *8 x 10 inches* → 8.5 x 11 inches
  - *8 x 10.5 inches* → 8.5 x 11 inches
  - *11 x 15 inches* → B4
  - *11 x 17 inches* → B4

* Our customer engineer can set it so that 8.5” x 11” paper can be detected.
2.1 Documents

2.1.3 Document Handling

Pay attention to the following when placing documents on the document glass or in the document feeder

Document Glass

Since the following document types are not automatically detected, an error message may appear or the entire image may not be scanned. Use the listed procedures to solve this problem.

<table>
<thead>
<tr>
<th>Documents (for facsimile)</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-standard size document</td>
<td>Specify the closest standard size using Scan Size on the Scan Options screen.</td>
</tr>
<tr>
<td>Glossy documents</td>
<td></td>
</tr>
<tr>
<td>Thick documents (magazines or the like)</td>
<td></td>
</tr>
<tr>
<td>Highly transparent materials such as transparencies</td>
<td>Place a sheet of white paper the same size as the document on top of it. Specify the document size using Scan Size on the Scan Options screen.</td>
</tr>
<tr>
<td>Torn, creased, perforated or excessively curled documents</td>
<td></td>
</tr>
</tbody>
</table>

**LOOK**

- Do not load excessively wet documents. Such documents exposes the machine to water and may damage it.
- Do not load a document of a weight greater than 5 kg. Such a document could damage the document glass and the machine.

**Note**

Documents placed in a photograph holder may not be scanned correctly if the film is severely creased.

**See**

For details on the scanning size function, see “8.2 Specifying Document Size for Transmission (Scan Size)” (P. 81).
Document Feeder

The following type of documents cause paper jams or document damage. Such documents should be placed on the document glass and not in the document feeder.

- Folded documents
- Glossy documents such as photographs
- Documents to which pieces of other documents have been pasted
- Thick documents
- Documents that are too light
- Torn, creased, perforated or excessively curled documents
- Documents that are held together by clips, staples or adhesive.
- Coated documents or documents with carbon paper on the rear side
- Highly transparent materials such as transparencies
- Thermal paper
This section describes how to load documents.

2.2.1 Loading Documents on the Document Glass

This section describes how to load documents on the document glass.

Procedure

1. Open the document cover.

2. Place the document face down, aligning the corner with the upper left-hand side corner of the document glass.

   Note
   Place a sheet of white paper on top of transparencies and other highly transparent documents.

3. Close the document cover.

   \textbf{CAUTION}
   When transmitting a thick document, do not use excessive force to press it against the document glass. The glass could break and cause injury.

   \textbf{CAUTION}
   When scanning with the document cover open, avoid looking directly at the copy lamp as this may cause eye fatigue or strain.
2.2.2 Loading Documents in the Document Feeder

The document feeder can handle up to 50 documents of sizes ranging from 148.5 × 210 mm to 297 × 432 mm. Multiple documents are transmitted in order from the top and are ejected with the text side face down. This section describes how to load documents in the document feeder.

Note
Up to 40 thick documents (101 to 128 g/m²) can be loaded.

Procedure

1. Align the edges of the document.
   Remove any paper clips or staples.

   Note
   Extend the document tray extension when loading large documents.

2. Place the document with the side to be sent facing up (top side for a two sided document) and slide it into the document feeder in the direction of the arrow as far as it will go.
   The check indicator lights.

   Note
   Place documents facing left in the orientation they are scanned.

3. Adjust the movable document guide to just touch the edge of the document stack.

   LOOK
   Observe the following to prevent paper jams and damage to documents.
   - Do not hold documents while they are being fed into the scanner.
   - Do not allow sheets to accumulate in the document tray.
   - Do not place objects on the document tray.
2.2 Loading Documents

Mixed Size Originals

Documents of different sizes can be loaded together. To do this, slide the documents into the document sending tray as far as they will go, select On in the Mixed Size Originals screen under the Scan Options. A paper jam will occur unless this setting is made.

For details, see “8.3 Scanning Documents in Various Sizes (Mixed Size Originals)” (P. 84).

2.2.3 Document Orientation

To transmit a two sided original using the document feeder, the orientation must be set to indicate the top of the document. Select Flip on Short-Edge or Flip on Long-Edge under Originals in the 2 Sided Originals screen of the Scan Options. The left side orientation is normally specified.

• Flip on Long-Edge is used for documents where side 1 and side 2 of a document page have the same orientation.

• Flip on Short-Edge is used for documents where text orientation on side 2 is inverted from that of side 1.

For details on the two sided transmission function, see “8.1 Transmitting Two sided Originals (2 Sided Originals)” (P. 78).
2.2.4 If You Have More Documents to Scan

If you have more than one stack of documents to scan, select the Next Original button on the touch panel display while the current stack of documents is being scanned. This allows you to transmit several documents as one set of data.

Procedure

1. While documents are being scanned, select **Next Original**.

   ![Display showing Next Original button](image)

   **Note**
   - When using the document feeder, load the next sets of documents after the machine has finished scanning the first set.
   - When no operation is performed in the above screen during a certain period of time, the machine assumes there are no more documents to scan and an automatic reset is performed. The default value for the automatic reset time can be changed in the System Administration Mode. For details on changing the default value, see “5.4.1 Machine Clock/Timers” in “Part 1 Hardware” of the User Guide (Copier). The default factory setting is 1 minute.

2. Place the next document.

   ![Document Feeder](image)

3. Press **Start**.

   When there are still more documents, load the next document and press the Start button.
4 When all documents have been scanned, select Last Original.
Transmitting

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  3.1.2 Original Type .................................................................... 21
  3.1.3 Lighter/Darker ................................................................. 21
  3.1.4 Simple Send Procedure .................................................... 22
3.2 Transmitting by a Specified Telephone Line ................................. 23
  3.2.1 Transmitting by a Specified Telephone Line ..................... 23
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3.5 Transmission Failure .................................................................. 34
3.1 Simple Send Procedure

This section describes setup of basic functions and send procedures.

- The machine is factory-set to inform users of the completion of document scanning and communication with a sound. For details on how to change the sound settings, see “5.4.2 Setting Audio Tones” in “Part 1 Hardware” of the User Guide (Copier).
- The document is scanned and “Documents Sent” appears on the touch panel display. This setting is canceled if a momentary power outage occurs while it is being displayed. If this happens, carry out the settings again.

Basic Features are set up using the Basic Features screen.

3.1.1 Resolution

You can set the resolution level for the documents to be scanned.

- **Standard**
  For documents with easily legible text. (Approx. 200 × 100 dpi/25.4 mm)

- **Fine (200dpi)**
  For documents with fine text and/or images. (Approx. 200 × 200 dpi/25.4 mm)

- **Super-fine (400 dpi)**
  For documents with extremely fine text and/or images. (400 × 400 dpi/25.4 mm)

- **Super-fine (600 dpi)**
  For documents with extremely fine text and/or images. (600 × 600 dpi/25.4 mm)

*Note*
- The Resolution can be individually set for each Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 160). The factory-set default is Standard.
- You can change the default value of the scanning resolution in the System Administration Mode. For information on how to do the change, see “9.8.6 Feature Defaults” (P. 198). The factory default value has been set as standard.
- The machine scans the documents at the specified resolution setting, but if the remote terminal has no corresponding mode, the machine automatically changes to a resolution supported by the other machine with the resulting loss of high resolution.
• The higher the resolution, the lower the transmission speed. Usually, we recommend you even Super-fine (400dpi).

• When the Internet Fax (iFAX) function (option) is used for transmission and TIFF-S is selected in the iFAX Profile in the On-Hook/Others screen, Super-fine (400 dpi) and Super-fine (600 dpi) cannot be selected. For details on IFAX Profile, see “13.3.2 Settings That are Configurable During an Outgoing iFax Transmission” (P. 287).

3.1.2 Original Type

When transmitting photo images or a document that includes photo images, you can select an appropriate document quality for transmission.
The Original Type can be selected as required for transmitting text documents or documents containing photos, etc.

■ Text
For documents with text.

■ Text&Photo
For documents including both text and photo images. This setting automatically assesses text and photo areas to set the appropriate document quality per area.

■ Photo
For documents including photo images.

Note
• The Original Type default value can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.6 Feature Defaults” (P. 198). The default factory setting is Text.

• We recommend selecting same-scale scanning for documents that include photo images. With a reduction feature, such as the Scan Size Option, stripes may appear on photo images in the reproduced document.

3.1.3 Lighter/Darker

Enter the density level.
Seven density levels are available.

Note
The Lighter/Darker default value can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.6 Feature Defaults” (P. 198). The default factory setting is Standard.
3.1 Simple Send Procedure

3.1.4 Simple Send Procedure

**Loading documents.**

See “2.2 Loading Documents” (P. 14)

**Display the Fax screen.**

See “1.4 Using the Touch Panel Display” (P. 5)

Select Fax.

**Select Resolution, Original Type and Lighter/Darker.**

For details on fax functions, see the following.

“Chapter 3 Transmitting” (P. 19)
“Chapter 4 Broadcast Send” (P. 35)
“Chapter 8 Using Additional Features” (P. 77)

**Select features (if necessary)**

**Dial the telephone number.**

See “3.4 Dialing” (P. 27)

**Select Start.**

The documents are scanned, and sending starts.
3.2 Transmitting by a Specified Telephone Line

Special symbols can be used to select lines during transmission. This section describes procedures for selecting lines for transmission and adding outside lines with an optional fax (G3/NCU additional).

3.2.1 Transmitting by a Specified Telephone Line

When multiple lines are used, you can specify a line (port) for transmission. It is useful to program local fax information for each line and select a telephone line.

See
For details on how to register Local Information, see “9.2 Entering Local Terminal Information” (P. 155).

Procedure

1 Load documents.

See
“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.

3 Select Keyboard to display the keyboard on the touch panel and enter the following format.

Port(line) number  Dial number

Note
- Port numbers are line 1 → “1”, line 2 → “2”, and line 4 → “4”
- Line 2 and 4 can be specified when an option is installed.
3.2 Transmitting by a Specified Telephone Line

4. Press Start.
Scanning and transmission begins.

See
For details on how to confirm and cancel the transmission of a document, “Chapter 5 Confirming and Canceling a Communication” (P. 55).

3.2.2 Adding Lines

Lines can be increased by installing an optional FAX (G3/NCU additional). A FAX additional board kit must be installed to enable the installation of these options.
The following line and channel configurations are possible depending on how the options are integrated.
• FAX (G3/NCU) +FAX (G3/NCU additional) → 2 lines, 2 channels
• FAX (G3/NCU) +FAX (G3/NCU additional) +FAX (G3/NCU additional) → 3 lines, 3 channels
3.3 Selecting a Communication Mode (Communication Mode)

You can select a communication mode based on the capabilities of the remote terminal. G3 is the international standard for facsimile transmissions established by the ITU-T.

**Look**
When the Address Number, One Touch Dialing, Group Dialing, or Address Book is used to dial a fax number, the communications mode currently set to the address number is set and cannot be changed.

**Note**
- The Communication Mode can be individually set for each Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 160).
- The Communication Mode default value can be changed in the System Administration Mode. For details on how to change this default value, see “9.8 Other Items” (P. 191). The default factory setting is G3 Auto.

### Communication Modes that can be Selected

- **G3 Auto**
  Select this mode if the remote terminal is G3 compatible. This mode is the one normally selected.
  The machine automatically switches modes in the following order of priority: Unique SG3 → Unique ECM → Unique G3 → ITU-T SG3 → ITU-T ECM → ITU-T G3 depending on the capabilities of the remote terminal.

- **F4800**
  Select this mode when transmitting over noisy or bad telephone lines, as can be the case with overseas calls.
  Use it also when transmitting over noisy or poor telephone lines in Japan.

**Note**
- The following indicates the initial transmission speed, although the machine may switch to a slower transmission rate depending on the line.
  - G3 Auto: 33.6 kbps (maximum)
  - F4800: 4.8 kbps (maximum)
- A communication mode can be specified for transmissions using the Internet Fax (iFAX) function (option) only when the fax gateway function is used. G3 Auto is used in all other cases. For details on the fax gateway function, see “13.1.2 The Differences Between iFax and Facsimile Features” (P. 273).
3.3 Selecting a Communication Mode (Communication Mode)

Procedure

1. Display the Fax screen.

2. Select **Communication Mode** in the Send Options Screen.

3. Select the desired communication mode.

4. Select **Save**.
### Dialing

The machine allows the following five dialing methods (fax numbers/mail addresses):
- Keypad Dialing
- Speed Dialing
- One Touch Dialing
- Group Dialing
- Using the Address Book

You can dial multiple locations (Broadcast Send) at a time by one or more of the above methods. These methods can also be used in combination.

Several pending documents can be sent to one destination with a single phone call. This function is referred to as -batch send. Note that Batch Send cannot be used together with Broadcast Send, Relay Broadcast Send, Remote Mailbox, and Delayed Start before the specified time. Nor can transmissions to a single destination from separate departments be batch processed when there are redialing, resending or delayed start jobs, or when the Copylyzer is used.

### 3.4.1 Numeric Keypad Dialing

You can use the numeric keypad to enter the fax number.

**Procedure**

1. **Enter the fax number using the numeric keypad.**

   The Touch Panel Display displays the fax number entered.

   **Note**
   
   *Press the Clear button to correct incorrectly entered numbers one by one.*
2 Select **Next Recipient** to enter multiple locations.
Repeat this step to enter multiple fax numbers. You can designate up to 50 destinations at a time.

3.4.2 Speed Dialing

You can use Speed Dialing to dial numbers. Program the telephone numbers for the speed dials beforehand.
A wild card (character on the keypad or * on the keyboard screen) can also be used to designate multiple locations.

- **Enter first two digits to select Address Numbers.**
  For example, 10 stations from 100 to 109 can be specified by entering 10*.

- **Select all the Address Numbers.**
  Enter “***” to select all the Address Numbers.

**Note**
You cannot use two wildcard characters, such as 1**, *1*, or **1.

**See**
For details on how to register speed dialing numbers, see “9.3 Setting an Address Number” (P. 160).

**Procedure**

1 Press **Speed Dial** and enter a 3-digit Address Number.
Repeat this step 1 for each additional number.
3.4.3 One Touch Dialing

You can use the one touch buttons to dial numbers. Each one touch button corresponds to each Address Number from 001 to 090. For example, when the number you want to dial is programmed to the Address Number 001, press the one touch button, 001.

See
For details on how to register speed dialing numbers, see “9.3 Setting an Address Number” (P. 160).

Procedure

1 Press the desired one touch button.

Note
- Each one touch button corresponds to Address Numbers from 001 to 090, respectively.
- Repeat this step to designate multiple destinations.
- Turn the panel over to press the one touch buttons for Address Numbers 031 and above.

3.4.4 Group Dialing

You can use the Group Dialing feature to dial telephone numbers. Prior to use, program multiple locations to a group dial number.

See
For details on how to group dial numbers, see “9.4 Setting a Group Dial” (P. 179).
3.4 Dialing

Procedure

1 Press **Speed Dial** and enter # and a two-digit number using the numeric keypad.

   Repeat this step 1 for each additional number.

3.4.5 Using the Address Book

This section describes how to use the Address Book to enter numbers.

*See*

The Address Book shows the fax numbers and mail addresses stored in the speed dialing numbers. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 160).
3.4 Dialing

Procedure

1. Display the Fax screen.

2. Select **Address Book** in the Basic Features screen.

3. Select the tab you are looking for to search for a fax number.

The fax number is displayed.

**Note**

Repeat this step to designate multiple destinations.

---

### Using the Address Book

Speed dialing numbers, recipients, index and group dialing can be used to search fax numbers and mail addresses.

**See**

*The initial Address Number can be changed in the System Administration Mode. For details on how to change this number, see “9.8.5 Screen Defaults” (P. 196).*
Address list
This shows a list of all registered addresses.
Press the ▲ button to display the previous screen and press the ▼ button to display the next screen. Press the Enter Number button and enter an Address Number (001 to 500) in the Go to using the numeric keypad to display the entered number at the top of the list.

Index Search
This search locates index characters entered when Address Numbers are registered.
Click the ABCDE, FGHIJ, KLMNO, PQRST, UVWXYZ or 0-9 tab to specify index characters in the screen that appears.

Group dial number
Group dial number searches for registered groups.
Press the ▲ button to display the previous screen and press the ▼ button to display the next screen.

See
For details on how to register group dial numbers, see “9.4 Setting a Group Dial” (P. 179).
## 3.4.6 Entering Symbols

You can use the following features for dialing by entering the appropriate symbols on the touch panel display.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Symbol</th>
<th>Description</th>
<th>How to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter pause</td>
<td>- or pause (-)</td>
<td>One pause is three seconds. You can enter pauses of six seconds, nine seconds, etc. by additional button presses.</td>
<td>Press the Pause button. (Example) 0-123... 0- -123...</td>
</tr>
<tr>
<td>Transmit using a password</td>
<td>S</td>
<td>Use a password to prevent transmission errors. When a password has been set, transmission will only start if the password matches the ID number on the remote terminal.</td>
<td>1. Select the Keyboard button in the Basic Features screen to display the keyboard. 2. Select the PQRST button and the Shift button. 3. Select the S button. (Example) 0312345678S12345678</td>
</tr>
<tr>
<td>Transmit DTMF signal</td>
<td>!</td>
<td>Use to transmit the DTMF signal.</td>
<td>1. Select the Keyboard button in the Basic Features screen to display the keyboard. 2. Select the Symbol button. 3. Select !. (Example) 0311123456123#</td>
</tr>
<tr>
<td>Transmit PB (from dial pulse to tone)</td>
<td>:</td>
<td>Switches the dial type from pulse to tone when the Fax service is used.</td>
<td>1. Select the Tone (:) button on the On-hook or Off-hook screen.</td>
</tr>
</tbody>
</table>
3.5 Transmission Failure

- **Redial**
  When the line is busy and the remote machine is engaged for example, the machine can automatically redial. This function is called redial.

- **ECM**
  Error Correction Mode (ECM) is the error correction method defined by ITU-T for G3 communication. Terminals with ECM mutually check whether the transmission is successful. If not, the transmitted data is returned to the sender. This enables communication without fax image defects caused by line noise. ECM on the Activity Report refers to ECM communication.
4.1 Transmitting to Multiple Destinations (Broadcast Send) .................. 36
  4.1.1 Broadcast Send Operation ....................................................... 38
4.2 Transmitting Documents Through a Relay Station (Relay Broadcast) .............................................................................. 39
  4.2.1 Before Using the Relay Broadcast Send Feature ............. 40
  4.2.2 Fax Signal Method ................................................................. 41
  4.2.3 DTMF (Dual Tone Multi Frequency) Method .................... 42
  4.2.4 F Code Method ................................................................. 44
4.3 Transmitting Documents Through a Remote Relay Station (Remote Relay Broadcast) ................................................................. 47
  4.3.1 Fax Signal Method ................................................................. 48
  4.3.2 DTMF (Dual Tone Multi Frequency) Method .................... 49
  4.3.3 F Code Method ................................................................. 51
4.1 Transmitting to Multiple Destinations (Broadcast Send)

Use the Broadcast Send feature to transmit documents to several locations in a single operation. There is no need to scan the same document repeatedly at each transmission. When the additional G3 kit (option) is installed, you can use the extra lines for simultaneous broadcast send to make multiple transmissions simultaneously. The machine prints a Broadcast Report/Multi-Poll Report when a Broadcast Send operation is completed.

**Note**
- The maximum number of remote machines that you can designate at a time is as follows:
  - The numeric keypad dialing: 50 locations
  - Speed dialing: 500 locations
  - Using the numeric keypad in combination with speed dialing: 549 locations
  - The touch buttons correspond to Address Numbers 001-090.
  - The Cover Note and Remote Mailbox features cannot be selected on the control panel when using Broadcast Send. To use the Cover Note and Remote Mailbox features, you have to program them in the Address Number.
  - The Transmission Report cannot be specified in this feature.
  - Use the following settings for Broadcast Send with the Internet FAX (iFAX) function (option) when the transmission settings for the destination differ.
    - Communication Mode: G3 Auto
    - iFAX Profile: TIFF-S
4.1 Transmitting to Multiple Destinations (Broadcast Send)

The Broadcast Send feature enables you to transmit to all the destinations at one time.
4.1 Transmitting to Multiple Destinations (Broadcast Send)

4.1.1 Broadcast Send Operation

Procedure

1 Load documents.
   
   ![Load documents]

   See “2.2 Loading Documents” (P. 14)

2 Display the Fax screen.

3 Dial multiple remote parties, then press Start.
   Select the Yes button on the confirmation screen to start transmission.
   Scanning and transmission begins.

   ![Fax screen]

   For details on how to dial a number, see “3.4 Dialing” (P. 27).
   For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
Transmitting Documents Through a Relay Station (Relay Broadcast)

Remote Relay Broadcast transmits documents to multiple parties via other fax machines (relay stations).

A document to be transmitted to multiple remote terminals is first transmitted to one remote relay station and from there to all other faxes in the same area. This feature is useful to save on telephone charges when broadcasting a document over a long distance.

Multiple Relay Broadcast operations can be made simultaneously. This is referred to as Multiple Relay Broadcast.

There are two types of Relay Broadcast Send operations:

- **Fax signal method**
  Unique signal method only for Fuji Xerox machines that have the Relay Broadcast Send feature. The G3 mode is available.

- **DTMF method**
  G3-facsimiles that support Manual Send can make Relay Broadcasts to this machine.

- **F Code method**
  This method can be used among types of machines that have the F Code and the Relay Broadcast Send functions. The G3 mode is available.

For details on which machines can be used as initiating stations and relay stations, see “Appendix C Facsimile Service System” (P. 314).
4.2 Transmitting Documents Through a Relay Station (Relay Broadcast)

4.2.1 Before Using the Relay Broadcast Send Feature

Before using the relay broadcast send feature, program the initiating stations and relay stations in the Speed Dialing feature.

See
For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 160).

<table>
<thead>
<tr>
<th>Where</th>
<th>What is required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiating station</td>
<td>• Fax Signal Method</td>
</tr>
<tr>
<td></td>
<td>• Assign the relay station to an Address Number (001 to 500) to set up the</td>
</tr>
<tr>
<td></td>
<td>relay broadcast send feature.</td>
</tr>
<tr>
<td></td>
<td>• Program the Address Number of the initiating station (which is already</td>
</tr>
<tr>
<td></td>
<td>programmed at a relay station) as a relay station ID for the relay broadcast</td>
</tr>
<tr>
<td></td>
<td>send operation.</td>
</tr>
<tr>
<td></td>
<td>• Program the Address Number or group numbers of the destinations (which are</td>
</tr>
<tr>
<td></td>
<td>programmed at a relay station) as broadcast receivers. The wildcard “*” can</td>
</tr>
<tr>
<td></td>
<td>be used.</td>
</tr>
<tr>
<td></td>
<td>• DTMF method (G3)/F Code method</td>
</tr>
<tr>
<td></td>
<td>• No programming is required. The dialing format can be programmed in</td>
</tr>
<tr>
<td></td>
<td>speed dialing.</td>
</tr>
<tr>
<td>Relay station</td>
<td>• Fax Signal Method</td>
</tr>
<tr>
<td></td>
<td>• Assign the initiating station to an Address Number from (001 to 099) and</td>
</tr>
<tr>
<td></td>
<td>set Relay Station Setup of the Address Number to On.</td>
</tr>
<tr>
<td></td>
<td>• Assign the destinations to Address Numbers from 001 to 099. The destinations</td>
</tr>
<tr>
<td></td>
<td>can be assigned using group dial numbers from the assigning station.</td>
</tr>
<tr>
<td></td>
<td>• DTMF method (G3)/F Code method</td>
</tr>
<tr>
<td></td>
<td>• Assign the initiating station either an Address Number from 001 to 500</td>
</tr>
<tr>
<td></td>
<td>(when the specification method for the initiating station is 3 digits in F</td>
</tr>
<tr>
<td></td>
<td>Code) or 001 to 099 (when the specification method for the initiating station</td>
</tr>
<tr>
<td></td>
<td>is 2 digits in F Code). Then, set Relay Station Setup of the Address Number</td>
</tr>
<tr>
<td></td>
<td>to On.</td>
</tr>
<tr>
<td></td>
<td>• Assign the destinations to Address Number. For the destination, assign the</td>
</tr>
<tr>
<td></td>
<td>relay station either an Address Number from 001 to 500 (when the specification</td>
</tr>
<tr>
<td></td>
<td>method for the initiating station is 3 digits in F Code) or 001 to 099 (when</td>
</tr>
<tr>
<td></td>
<td>the specification method for the initiating station is 2 digits in F Code).</td>
</tr>
</tbody>
</table>
4.2 Transmitting Documents Through a Relay Station (Relay Broadcast)

4.2.2 Fax Signal Method

Procedure

1 Load documents.

See “2.2 Loading Documents” (P. 14)

2 Display the Fax screen.

3 Select an Address Number or group number to which a relay broadcast is programmed and press Start.

Repeat this step to designate multiple relay stations. Scanning and transmission begins.

See • For details on how to dial a number, see “3.4 Dialing” (P. 27).
• For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
4.2.3 DTMF (Dual Tone Multi Frequency) Method

Before using the DTMF method, program the following items.

■Password
A two-digit number programmed beforehand.

**Note**
(The factory-set default is none.) For setting Password, contact our Customer Support Center. If a password has not been programmed, you do not need to use one.

■Relay station ID
The last two digits of the assigning station Address Number registered at the relay station.

■Address Number
An Address Number for the destination station registered at the relay station. The wildcard “*” can be used.

The dialing format is as follows.

| Relay station telephone number | 1 | < | $ | # | / | Password | 1 | # | Address Number | # | Address Number | # | ... | # | # | $ |

**Note**
The above dialing format can be registered in Address Number to enable dialing using an Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 160).
4.2 Transmitting Documents Through a Relay Station (Relay Broadcast)

Procedure

1. Load documents.
   
   ![See "2.2 Loading Documents" (P. 14)]

2. Display the Fax screen.

3. Select **Keyboard** to display the keyboard on the touch panel and enter the following format.

   ![Enter recipient’s Fax No.](image)

   Select the Next Recipient button for multiple Relay Broadcast jobs.

   ![Note]
   - Use the keyboard on the touch panel display to enter symbols like “!” or “*”. For details on how to enter symbols, see “1.5 Entering Text” (P. 8).
   - Destinations for up to 20 stations can be specified.

4. Press **Start**.
   
   Scanning and transmission begins.
4.2.4  F Code Method

In the F Code method, you can do Relay Broadcast Send by doing the following operations.
When the machine is used as an initiating station, to do Relay Broadcast Send, check the F Code (sub-address) to the relay station and the necessary passwords.
When the machine is used as a relay station, to do Relay Broadcast Send, transmit the F Code (sub-address) to the initiating station and the necessary passwords.

When doing Relay Broadcast Send with the F Code method, to use the password set the receive password for the relay station.

Note
- When doing Relay Broadcast Send among these types of machines, we recommend using the fax signal method.
- When using a machine that is different from this machine as a relay station, check the F Code sub-address and password of the targeted destination.

When this machine is a relay station, the F Code that is transmitted to the initiating station is as follows.

<table>
<thead>
<tr>
<th>Relay Broadcast Send</th>
<th>Print directive</th>
<th>Relay station ID</th>
<th>Address Number</th>
<th>Address Number</th>
<th>Address Number</th>
<th>...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Relay Broadcast Send
The number of digits in the relay station ID.
1: For relay station IDs and Address Numbers that are 2 digits.
2: For relay station IDs and Address Numbers that are 3 digits.

Print directive
Activate or deactivate printing at the relay station.
1: Activate printing at the relay station.
0: Deactivate printing at the relay station.

Relay station ID
The Address Number of the initiating station that is assigned to the relay station. The initiating station is notified of the results of the Relay Broadcast Send when the relay station ID is set. The initiating station is not notified of the results of the Relay Broadcast Send when the relay station ID is “00” or “000”. 
4.2 Transmitting Documents Through a Relay Station (Relay Broadcast)

**Address Number**

The Address Number assigned to the destination.

An example of the F Code indicating how to print at the relay station, to notify the initiating station of the results and to Relay Broadcast Send to destinations (200, 201, 202 and 203) is shown below.

F Code example: 21100200201202203

**Procedure**

1. **Load documents.**
   
   *See “2.2 Loading Documents” (P. 14)*

2. **Display the Fax screen.**

3. **Select F Code in the On-Hook/Others screen.**

   The F Code screen is displayed.

4. **Select On.**
4.2 Transmitting Documents Through a Relay Station (Relay Broadcast)

5. Enter the F Code with the numeric keypad, and select Next.

![F Code Entry Screen]

Example: F Code: 21100200201202203
On the left side of Password, ► is displayed.

**Note**
You can enter up to 20 digits for an F Code.

6. If necessary, enter the password on the numeric keypad then select Next.

![Password Entry Screen]

**Note**
You can enter up to 20 digits for a password.

7. Select Save.

8. Specify the destination and press start.
Scanning and transmission begins.

**See**
- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
4.3 Transmitting Documents
Through a Remote Relay Station
(Remote Relay Broadcast)

The Remote Relay Broadcast operation is a feature that combines two or more Relay Broadcast operations. This function is more economical than Relay Broadcast in transmitting documents to multiple remote machines.

Remote Relay Broadcast

There are two types of Relay Broadcast Send operations:

- **Fax signal method**
  Unique signal method only for Fuji Xerox machines that have the Relay Broadcast Send feature. The G3 mode is available.

- **DTMF method**
  G3-facsimiles that support Manual Send can make Remote Relay Broadcasts to this machine.

- **F Code method**
  This method can be used among types of machines that have the F Code and the Relay Broadcast Send functions. The G3 mode is available.

Note
The second relay station can send a document simultaneously to multiple remote terminals (Multiple Relay Broadcast).

See
For details on which machines can be used as first and second relay stations for Remote Relay Broadcast, see “Appendix E Models Providing Relay Broadcast and Recipient Print Set Function” (P. 319), for details on which models are provided with relay broadcast and recipient print set function.
4.3 Transmitting Documents Through a Remote Relay Station (Remote Relay Broadcast)

4.3.1 Fax Signal Method

Before using the fax signal method, program the initiating station, first relay station and second relay station in Address Number.

For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 160).

<table>
<thead>
<tr>
<th>Where</th>
<th>What is required</th>
</tr>
</thead>
</table>
| Initiating station          | • Assign the first relay station to an Address Number (001 to 500) to set up the relay broadcast send feature.  
|                      | • Program the last two digits of the Address Number of the initiating station (which is already programmed at a relay station) as a relay station ID for the relay broadcast send operation.  
|                      | • Program the Address Number of the second relay station (which is already programmed at the first relay station) as a relay broadcast receiver. |
| First relay station            | • Assign the initiating station to an Address Number from 001 to 099, and set Relay Station Setup of the Address Number to On.  
|                      | • Assign the second relay station to an Address Number from 001 to 099.  
|                      | • Program the two last digits of the Address Number of the first relay station (which is already programmed at the second relay station) as a relay station ID for the Relay Broadcast Send operation.  
|                      | • Program the Address Numbers of the destinations (which are already programmed at the second relay station) as broadcast receivers. |
| Second relay station            | • Assign the first relay station to the same Address Number as that of the initiating station programmed at the first relay station, and set Relay Station Setup of the Address Number to On.  
|                      | • Program the destinations to Address Numbers between 001 and 500.  
|                      | • Destinations of Address Number 100 or above can be programmed into a group. |

Procedure

1. Load documents.

See “2.2 Loading Documents” (P. 14)
Display the Fax screen.

Select an Address Number to which a remote relay broadcast is programmed and press **Start**. Scanning and transmission begins.

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).

### 4.3.2 DTMF (Dual Tone Multi Frequency) Method

Before using the DTMF method, program the following items.

- **Password**
  A two-digit number programmed beforehand.

  **Note**
  *(The factory-set default is none.) For setting Password, contact our Customer Support Center. If a password has not been programmed, you do not need to use one.*

- **Relay station ID**
  The last two digits of the assigning station Address Number registered at the first relay station.

- **Address Number**
  An Address Number for the second relay station registered at the first relay station.

Before using the fax signal method, program the first relay station and the second relay station in Address Number.
4.3 Transmitting Documents Through a Remote Relay Station (Remote Relay Broadcast)

See
For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 160).

<table>
<thead>
<tr>
<th>Where</th>
<th>What is required</th>
</tr>
</thead>
</table>
| First relay station| • Assign the initiating station to an Address Number from 001 to 500, and set Relay Station Setup of the Address Number to On.  
• Assign the second relay station to an Address Number from 001 to 500.  
• Program the two last digits of the Address Number of the first relay station (which is already programmed at the second relay station) as a relay station ID for the Relay Broadcast Send operation.  
• Program the Address Numbers of the destinations (which are already programed at the second relay station) as broadcast receivers. |
| Second relay station| • Assign the first relay station to the same Address Number as that of the initiating station programmed at the first relay station, and set Relay Station Setup of the Address Number to On.  
• Program the destinations to Address Numbers between 001 and 500. |

The dialing format is as follows.

![Dialing Format Image]

Note
• This method is available for transmission only between machines of this model.
• The above dialing format can be registered in Address Number to enable dialing using an Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 160).

Procedure

1 Load documents.

See
“2.2 Loading Documents” (P. 14)

2 Display the Fax screen.
3. **Select Keyboard** to display the keyboard on the touch panel and enter the following format.

```
The 1st relay station telephone number | × | $ | # | \ | Password | Relay station ID | \ | # | Address Number | # | # | $```

Select the Next Recipient button for multiple Relay Broadcast jobs.

**Note**

*Use the keyboard on the touch panel display to enter symbols like ‘!‘ or ‘∗’. For details on how to enter symbols, see ‘1.5 Entering Text’ (P. 8).*

4. **Press Start.**

Scanning and transmission begins.

### 4.3.3 F Code Method

In the F Code method, you can do remote Relay Broadcast Send by doing the following operations.

When doing remote Relay Broadcast Send using this machine as the initiating station, check the F Code and the necessary passwords for the first relay station.

When doing remote Relay Broadcast Send using this machine as the first relay station, transmit the F Code (sub-address) and the necessary passwords to the initiating station, and check the F Code for the second relay station.

When doing remote Relay Broadcast Send using this machine as the second relay station, transmit the F Code and the necessary passwords to the first relay station.
It is necessary to assign the first relay station and second relay station Address Numbers in advance, as shown below.

<table>
<thead>
<tr>
<th>Where</th>
<th>What is required</th>
</tr>
</thead>
</table>
| First relay station    | • Assign the initiating station either an Address Number from 001 to 500 (when the specification method for the initiating station is 3 digits in F Code) or 001 to 099 (when the specification method for the initiating station is 2 digits in F Code). Then, set Relay Station Setup of the Address Number to On.  
  • Assign the second relay station either an Address Number from 001 to 500 (when the specification method for the initiating station is 3 digits in F Code) or 001 to 099 (when the specification method for the initiating station is 2 digits in F Code).  
  • Assign the last two digits of the Address Number for the first relay station that has been assigned to the second station as the relay station ID.  
  • Assign the Address Number for the destination station that has been assigned to the second relay station as the Broadcast Recipients. |
| Second relay station   | • Assign the same number for the first relay station as the Address Number of the initiating station that has been assigned to the first relay station. Then, set Relay Station Setup of the Address Number to On.  
  • Assign the destination either an Address Number from 001 to 500 (when the specification method for the initiating station is 3 digits in F Code) or 001 to 099 (when the specification method for the initiating station is 2 digits in F Code). |

**LOOK**

Station one and station two and equipment on which the Relay Broadcast Send function and the F Code method are installed are targeted when using the F Code method for remote Relay Broadcast Send.

**Note**

When doing remote Relay Broadcast Send among these types of machines, we recommend using the fax signal method.

When this machine is a relay station, the F Code that is transmitted to the initiating station is as follows.

<table>
<thead>
<tr>
<th>Relay Broadcast Send</th>
<th>Print directive</th>
<th>First relay station ID</th>
<th>Address Number</th>
<th>Address Number</th>
<th>Address Number</th>
<th>....</th>
</tr>
</thead>
</table>

Up to 20 digits
4.3 Transmitting Documents Through a Remote Relay Station (Remote Relay Broadcast)

■ Relay Broadcast Send
The number of digits in the first relay station ID.
1: For first relay station IDs and Address Number that are 2 digits.
2: For first relay station IDs and Address Number that are 3 digits.

■ Print directive
Activate or deactivate printing at the first relay station.
1: Activate printing at the first relay station.
0: Deactivate printing at the first relay station.

■ First relay station ID
The Address Number of the initiating station that is assigned to the first relay station.
The initiating station is notified of the results of the remote Relay Broadcast Send when the first relay station ID is set.
The initiating station is not notified of the results of the remote Relay Broadcast Send when the relay station ID is “00” or “000”.

■ Address Number
The Address Number assigned to the second relay station.

See
1. See “4.2.4 F Code Method” (P. 44).

The procedure is the same for Relay Broadcast Send. See “4.2.4 F Code Method” (P. 44).
Confirming and Canceling a Communication

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5.2 Confirming Job Status ............................................................................... 58
  5.2.1 Checking Jobs in Progress and Pending Jobs .......................... 58
  5.2.2 Confirming Completed Jobs ............................................................... 59
5.1 Canceling Jobs

This section describes how to cancel a job in progress and pending job(s).

**LOOK**

When you cancel a broadcasting job in progress, all pending jobs and a job in progress designated as broadcast are canceled.

### Canceling a job during scanning

#### Procedure

1. **Canceling a job during scanning**

   **Procedure**

   **1** When the following screen appears, select **Stop** on the screen or press **Stop** on the control panel.

   When this screen does not appear, see the instructions in “**Canceling a Pending Jobs**”.

   ![Scanning documents](image)

   The machine pauses and the screen shown below appears.

   **2** Select **Stop** on the screen or press **Clear** on the control panel.

   Transmission stops.

   ![Ready to scan](image)

   To continue transmission, select the Start button on the screen or press the Start button on the control panel.
Canceling a pending job

This section describes how to cancel a pending job.

Procedure

1. Press Job Status.
   The Job Status screen is displayed.

2. Select Current and Pending Jobs, and select the job to cancel.
   A list of current and pending jobs is displayed.
   Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.

   ![Job Status Screen]

   Job status is shown.

3. Select Stop.
   Job processing is terminated.

   ![Job Status Screen with Stop and Close buttons]

4. Select Close.
   To cancel other jobs, select the jobs you want to cancel in the screen at step 2 and select the Stop button.
Confirming Job Status

You can check transmitted documents, received documents or documents stored to be polled.
There are three types of job status: Pending Jobs, Current Jobs, and Completed Jobs.
Priority Send can be set for a pending job.

Note
Transmission jobs already selected for Priority Send cannot be selected for Priority Send again.

5.2.1 Checking Jobs in Progress and Pending Jobs

Procedure

1. Press Job Status.
The Job Status screen is displayed.

2. Select Current and Pending Jobs, and check job status.
A list of current and pending jobs is displayed.
Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.

When a job is selected, the screen shown below is displayed to provide detailed job information.
Select the Promote Job button to give priority to a job.

3. Select Close.
To check other jobs, select the jobs you want to check in the screen at step 2.
5.2 Confirming Job Status

5.2.2 Confirming Completed Jobs

**Procedure**

1. **Press Job Status.**
   The Job Status screen is displayed.

2. **Select Completed Jobs.**
   - A list of completed jobs is shown.

3. **Check job status.**
   - Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.
   - When a job is selected, the screen shown below is displayed to provide detailed job information.

4. **Select Close.**
   - To check other jobs, select the jobs you want to check in the screen at step 2.
# Receiving Jobs

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6.1 Reception Mode

There are two reception modes: Auto Receive and Manual Receive.
In the Auto Receive mode, the machine automatically responds to transmissions from a remote terminal.
In the Manual Receive mode, the machine begins reception after the handset has been lifted and the ready tone of the remote machine sounded. This is useful if you wish to check the sender or receive documents after speaking with the sender using an external telephone.

See
The Fax Receiving Mode default value can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.7 Fax Control” (P. 202). The default factory setting is Auto Receive.

6.1.1 Switching Between the Modes

Procedure

The Machine Status screen is displayed.

2. Select Fax Receiving Mode in the Machine Status screen.
The Fax Receiving Mode screen is displayed.


4. Select Save.
6.1.2 Automatic Reception

When the machine is in the Auto Receive mode, it automatically answers incoming calls and receives documents.

**Note**

- You can set the length of ringing time until the call is automatically answered. By picking up the handset while the telephone is ringing, you can speak with the caller and receive a fax manually if it has been sent.
- The number of rings (Auto Switch Time) can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.7 Fax Control” (P. 202). The default factory setting is 0 time.

6.1.3 Manual Reception

In the Manual Receive mode, pick up the handset (external telephone) or select the On-hook button in the screen that appears when the phone rings to announce an incoming call.

**Note**

It is recommended that the line monitor volume be set to Loud when using the On-hook feature. The line monitor volume can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.2 Audio Tones” (P. 192). The default factory setting is Normal.

**Procedure**

1. When the telephone rings, the screen shown below is displayed.

   If a handset is fitted, pick it up. If a handset is not fitted, select the On-hook button.
2 Check whether the call is from a telephone or a facsimile.
   If the call is from a telephone, answer it.
   If the incoming call is from a fax machine, you hear a facsimile tone.

   Note
   If On-hook is selected, you will hear the sound from the machine speaker. However, you cannot speak to the other party.

3 Press Start.
   The reception starts.

4 If equipped with a handset, replace it when the online indicator light on the control panel lights.
6.2 Printing Received Documents

The machine prints the received documents on the same paper size as the originals from the remote terminal. However, if the same paper size is not loaded or the Receiving Paper Size feature is activated, the documents may be printed on a different paper size. The document image may be reduced, partially lost, or split into two pages depending on the programmed settings.

This section describes how to print received documents.

6.2.1 Tray Mode and User Mode

The Receiving Paper Size feature is used to specify the use of fixed paper sizes for fax reception. This feature has two modes: Tray Mode and User Mode.

See

*The Receiving Paper Size feature setting can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.7 Fax Control” (P. 202). The default factory setting is Tray Mode.*

**Tray Mode**

All the paper types (plain paper only) loaded in the trays can be used for printing. The machine reproduces documents without image loss using the size of paper closest to that of the original documents. If the receiving machine has only paper that is smaller than the documents being sent, it informs the sending machine accordingly. The sending machine will then transmit images that have been reduced to fit the paper loaded in the receiving machine.

If the receiving machine has only paper that is smaller than the documents being sent, or the paper supply runs out during printing, how the received documents are processed may vary according to the settings carried out by the sender.

**User Mode**

The paper size on which the received documents is printed is specified. You can specify one or more paper sizes.

If the same size paper as the documents is specified and loaded in any paper tray, the machine reproduces size-for-size images on the paper. If the same size of paper as the document is not specified, the machine reproduces size-for-size images without image loss on any larger size of paper that is specified and loaded.

We recommend this mode if you always use the same size of paper or reproduce images of the same size as the received documents.

The printout varies according to the programmed settings and the sizes of paper loaded in the machine.
The following pages describe how to print received documents using Tray Mode or User Mode, when:

- Printing images on the same size of paper as the documents.
- Printing the Same Size Images With Margins.
- Reducing Images at the Sender Side.
- Reducing the images at the receiver’s printing.

### 6.2.2 Printing the Same Size Images

**Tray Mode**

If the same size of paper as the documents is loaded in any paper tray, the machine automatically selects the tray and reproduces the same size images on paper. If the same size of paper is loaded, but in a different orientation (for example, the document is A4 while paper orientation is A4), the machine automatically rotates the images and reproduces them on paper.

**User Mode**

If the same size of paper as the documents is specified and loaded in any paper tray, the machine automatically selects the tray and reproduces the same size images on paper. If A4 paper is loaded in a different orientation, the machine automatically rotates the images and reproduces them on A4 paper.

*Rotating images before reproduction may not be possible with some data.*
6.2.3 Printing the Same Size Images With Margins

In the following cases, images are printed on paper larger than the documents with margins.

<table>
<thead>
<tr>
<th>Tray Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the paper size of the documents is not loaded, but a larger paper size is loaded in one of the paper trays, the machine prints the same size images with margins on the larger paper size.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the same size of paper as the documents is not specified but closer paper sizes are specified and loaded, the machine prints the same size images with margins on the larger size paper.</td>
</tr>
</tbody>
</table>
6.2.4 Reducing Images at the Sender Side

If the receiving machine only has paper sizes smaller than the documents to be printed, it informs the sending machine that the documents cannot be received. The images are reduced by the sending machine.

The images are reduced by a sending machine in the following cases:

- **Tray Mode**
  When all the loaded paper sizes are smaller than the documents.

  *Note*
  *The receiving machine automatically selects the paper size closest to the document size.*

- **User Mode**
  When all the specified paper sizes are smaller than the documents.

  *Note*
  *The receiving machine automatically selects the paper size closest to the document size.*
6.2.5 Reducing Images at the Recipient Side

The receiving document may exceed the actual size due to a scanning slip at the sending machine. This machine has a feature that automatically reduces the document to fit available paper sizes.

The machine automatically reduces documents in the following cases:
The length of the received document is longer than regular sizes but within the value programmed in the Border Limit feature and Auto Reduce on Receipt is set to On.

The way documents are output when Auto Reduce on Receipt and Border Limit are combined is shown below.

<table>
<thead>
<tr>
<th>Auto Reduce on Receipt</th>
<th>On</th>
<th>Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>When border limits are not exceeded</td>
<td>The document is automatically reduced and output as one page.</td>
<td>The portion that exceeds the set page size is cut off and the document is output.</td>
</tr>
<tr>
<td>When border limits are exceeded</td>
<td>The document is output at the same magnification on separate pages.</td>
<td></td>
</tr>
</tbody>
</table>

For details on how to change these default values, see “9.8.7 Fax Control” (P. 202).
6.2.6 Using the 2 Up on Receipt Feature

Use the 2 Up on Receipt feature to print two consecutive documents on a single sheet of paper. In some cases, this feature may not be available, depending on the size of the documents sent.

For details on how to change this default value, see “9.8.7 Fax Control” (P. 202).

The following shows the difference when the 2 Up on Receipt feature is on and off.

Example: Printing two consecutively received B5-size documents on B4-size paper

- 2 Up on Receipt: On
- 2 Up on Receipt: Off

6.2.7 Using the 2 Sided Printing Feature

Using the 2 Sided Printing feature, multiple page documents that are received can be printed out on both sides of a sheet.

- Both sides of a sheet are printed only when the size of the received documents is the same.
- Duplex printing may not be possible with some data.

For details on how to change this default value, see “9.8.7 Fax Control” (P. 202).
Making and Receiving Telephone Calls

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7.1 Making a Telephone Call

This section describes how to dial out using an external telephone. The machine provides two methods:
- Picking up the handset and dialing (Off-hook dialing)
- Dialing without picking up the handset (On-hook dialing)

Note
You cannot use the answering phone function from an external telephone.

7.1.1 Off-hook Dialing

This section describes how to dial using the handset, Off-hook dialing.

Procedure

1. Pick up the handset.
   Or lift the handset of your telephone if you are using your own telephone.

   \[\text{In power saving, you cannot make telephone call with the receiver. To make a telephone call, press the Power Saver button to cancel power saving.}\]

2. Dial the telephone number.
   The display might differ according to the ROM versions.

   \[\text{Use the numeric keypad, Address Number or one-touch buttons. You cannot use the Address Book.}\]
   \[\text{You cannot send tones during a telephone call whether the handset is on or off hook.}\]
3 Answer when you hear the voice of the other party.

4 Place the handset back on the cradle after hanging up.

Be sure to replace the handset properly as the line will otherwise not be disconnected and the telephone will remain “busy”.

5 Press Close.

7.1.2 On-hook Dialing

This section describes how to dial with the handset on the cradle, On-hook dialing.

We recommend that the line monitor volume be set to the Loud when selecting this feature.

The line monitor volume can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.2 Audio Tones” (P. 192). The default factory setting is Normal.

Procedure

1 Display the Fax screen.
7.1 Making a Telephone Call

2 Select the **On-hook** in the On-Hook/Others screen.

![On-hook screen]

The On-hook screen is displayed.

3 Dial the telephone number.

![Dialing screen]

The display might differ according to the ROM versions.
To disconnect the line, select the Exit (Line Cut) button.

**LOOK**

*Use the numeric keypad, Address Number or one-touch buttons. You cannot use the Address Book.*

**Note**

*You cannot send tones during a telephone call whether the handset is on or off hook.*

4 Lift the handset to take the call when the other party answers.

![Handset lifted]

5 Place the handset back on the cradle after ending the call.

**LOOK**

*Be sure to replace the handset properly as the line will otherwise not be disconnected and the telephone will remain “busy”.*
7.2 Receiving a Telephone Call

This section describes how to answer incoming voice calls using an external telephone.

Note
The machine is factory-set to enter the facsimile mode immediately after detecting an incoming call, so that the telephone does not ring. The number of rings (Auto Switch Time) can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.7 Fax Control” (P. 202). The default factory setting is 0 time. The ringing tone is available, either with or without a handset. When the machine is set to ring, you can take a call while the telephone is ringing.

Procedure

1. When the telephone rings, pick up the handset to speak with a remote party.

   Note
   When you hear a fax incoming tone from a receiver, receive the fax manually. For details on Manual Receive, see “6.1.3 Guide Reception” (P. 63).

2. Place the handset back on the cradle after ending the call.

   Look
   Be sure to replace the handset properly as the line will otherwise not be disconnected and the telephone will remain “busy”.

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8.1 Transmitting Two sided Originals (2 Sided Originals)

You can use the document feeder to automatically scan and transmit two sided originals.

---

**Basic 2 Sided Originals**

- **Document**
- **Stored image**

---

**2 Sided Originals in various sizes (using Mixed Size Originals)**

- **At transmission**
- **Stored image**

---

**2 Sided Originals by merging pages (using Multi-Up)**

- **At transmission**
- **Stored image**

---

**Note**

- The default factory setting for 2 Sided Originals is 1 Sided. This default value cannot be changed.
- The 2 Sided Originals feature is canceled if the document glass is used while transmitting 2 Sided Originals.
- If you select the 2 Sided (First Page 1 Sided) button in the 2 Sided Originals Feature with the Multiple Up feature, the first page that the machine scans is not merged.
- The Send Header is printed on the first line for each page of the merged documents.
- The data of the second side for a 2 sided original is rotated so that it has the same orientation as side 1.
8.1 Transmitting Two sided Originals (2 Sided Originals)

Procedure

1. Load documents.
   
   See
   “2.2 Loading Documents” (P. 14)

2. Display the Fax screen.

3. Select 2 Sided Originals in the Scan Options screen.

The 2 Sided Originals screen is displayed.

4. When transmitting all pages, select 2 Sided. When you do not wish to transmit the second side of the first page in a document, select 2 Sided (First Page 1 Sided).

   Look
   When you select the 2 Sided (First Page 1 Sided) button, you must scan the entire document at one time. Pressing the Start button and selecting the Next Original button in the touch panel display causes the first page in a document to be recognized as a cover page and the second side of this page is not scanned. Do not exceed the capacity of the document feeder.

Originals is indicated on the right side of the screen.
Select **Flip on Long-Edge** or **Flip on Short-Edge** at Originals for the document to be transmitted.

**Note**
- **Flip on Long-Edge** is used for documents where side 1 and side 2 of a document page have the same orientation.
- **Flip on Short-Edge** is used for documents where text orientation on side 2 is inverted from that of side 1.

Select **Save**.

Dial a remote party, then press **Start**.

Scanning and transmission begins.

**See**
- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
8.2 Specifying Document Size for Transmission (Scan Size)

You can specify the document size of documents you transmit. Specify document size when you wish the document to be sent in a size different from the loaded document. When a document size is specified, it is scanned at the specified size regardless of the size of the loaded document. The feature allows you to add a margin to or delete excess space from the actual image that is transmitted. Specify document sizes as described below.

- **Auto Detect**
  Document sizes are automatically detected.

- **Standard size**
  Document size is selected from 11 sizes (A3, A4, A4, A5, B4, B5, B5, 11×17", 8.5×14", 8.5×11", and 8.5×11"

**Note**
- The factory set default for buttons other than the Auto Size Detect button can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.10 Setting Scan Size Defaults” (P. 211). The factory set defaults are A3, A4, A4, A5, B4, B5, B5, 11×17", 8.5×14", 8.5×11", and 8.5×11".
- When a document size cannot be set automatically, a message prompting document size entry appears.
- When the Internet Fax (iFAX) function (option) is used for transmission and TIFF-S is selected in the iFAX Profile in the On-Hook/Others screen, any size larger than A4 that is selected is automatically reduced to A4. For details on iFAX Profile, see “13.3.2 Settings That are Configurable During an Outgoing iFax Transmission” (P. 287).

When a document size is set, the document is scanned as shown below.
8.2 Specifying Document Size for Transmission (Scan Size)

Procedure

1. Load documents.
   
   **See**
   “2.2 Loading Documents” (P. 14)

2. Display the Fax screen.

3. Select **Scan Size** in the Scan Options screen.

   The Scan Size screen is displayed.

4. Select the desired document size.

5. Select **Save**.
Dial a remote party, then press **Start**.
Scanning and transmission begins.

**See**
- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
8.3 Scanning Documents in Various Sizes (Mixed Size Originals)

The document feeder can scan documents in various sizes at one time.

TheMixed Size Originals default value can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.6 Feature Defaults” (P. 198). The default factory setting is Off.

- Be sure to set Scan Size in the Scan Options screen to Auto Size Detect when using mixed size originals.
- When a document size cannot be set automatically, a message prompting document size entry appears.
- This function cannot be used with Multiple Up.

Procedure

1. Place the document so that it faces left aligning the top left corner of sides A and B.
   
   Remove any paper clips or staples. The document may not be correctly scanned unless the top left corner of the document pages are aligned.

   Note
   Side A of the document indicates the location of document top edge.

2. Insert all the documents as far into the document feeder as they will go and adjust the document guide to the width of the document.

   See
   “2.2 Loading Documents” (P. 14)

   Note
   Be sure to place side B of the document against the side of the document feeder. Paper jams may occur unless the document is properly loaded.
3 Display the Fax screen.

4 Verify Original Size in the Scan Options screen.

**When Auto Size Detect is displayed**
Go to step 5.

**When something other than Auto Size Detect is displayed**
Select the Auto Size Detect button as described in “8.2 Specifying Document Size for Transmission (Scan Size)” (P. 81).

5 Select Mixed Size Originals in the Scan Options screen.

The Mixed Size Originals screen is displayed.
Select **On**.

Dial a remote party, then press **Start**. Scanning and transmission begins.

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
8.4 Scanning Documents at a Specified Size/Ratio (Reduce/Enlarge)

This feature enlarges or reduces a scanned document to a specified ratio prior to transmission. Specify scan size options as described below.

- **R/E Presets**
  Allows you to select one of 9 preset ratios (100%, Auto%, 50%, 70%, 81%, 86%, 115%, 122% and 141%). Auto % scans at the same ratio as the original and reduces it to accommodate the requirements of the remote terminal.

- **Zoom**
  This function allows you to specify the desired ratio. The ratio can be set in increments of 1% within the range 50 to 400%. Image rotation is not available when a ratio is specified.

Some remote terminals may not be able to receive at the specified ratio.

**Note**
Except the 100% button and the Auto % button, the scanning ratios for Preset % can be changed in the System Administration Mode. For details on how to change these values, see “9.8.9 Reduce/Enlarge Presets” (P. 210). The default factory settings are: 50%, 70%, 81%, 86%, 115%, 122% and 141%.

**Procedure**

1. **Load documents.**
   
   See “2.2 Loading Documents” (P. 14)

2. **Display the Fax screen.**

3. **Select Reduce/Enlarge in the Scan Options screen.**

   The Reduce/Enlarge screen is displayed.
4 Select the desired scanning ratio.

■ Using Preset %
Select Preset % to specify the desired scanning ratio.

■ Using Variable %
Select Variable %, then use ▲ ▼ or numeric keypad on the screen to set the desired ratio.

5 Select Save.

6 Dial a remote party, then press Start.
Scanning and transmission begins.

See
- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
8.5 Transmitting Facing Pages on Separate Sheets (Bound Originals)

You can transmit the left and right pages of a bound document on separate sheets.

**LOOK**
- You cannot select the Bound Originals feature when documents are loaded in the document feeder.
- A document of non-standard size or undetectable size may not be divided exactly in 2 half.

**Procedure**

1. Place a document on the document glass.
   Load the documents side by side.

2. Display the Fax screen.

3. Select **Bound Originals** in the Scan Options screen.

The Bound Originals screen is displayed.
4 You can select from among Left Page then Right, Right Page then Left and, Top Page then Bottom.

The document will not be scanned correctly if you select the wrong document status.

5 Select to scan Both Pages, Left Page Only or Right Page Only.

6 Select Save.

7 Dial a remote party, then press Start.

The left and right pages of the bound document will be printed onto separate sheets.

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
You can merge several pages onto one sheet for transmitting when using the document feeder. Regardless of document length, images on the documents are stored in memory in the order they were scanned. The following figure shows how two documents are stored in memory.

When the merged page is too long, it will be divided at the receiving machine.

- Two to nine pages can be merged into one page.
- If the actual number of document is less than the one specified, the machine transmits only the scanned documents.

For details on how may documents can be loaded in the document feeder, see “2.1 Documents” (P. 10).

Procedure

1. Load documents into the document feeder.

   - See “2.2 Loading Documents” (P. 14)
   - Look
     You cannot use the Multiple Up function for the documents set on the document glass.
2 Display the Fax screen.

3 Select **Multiple Up** in the Scan Options screen.

4 Select **On**.

5 Select the number of pages with ▲▼ that are to be merged.

---

**Note**

Two to nine documents can be merged.
6 Select **Save**.

7 Dial a remote party, then press **Start**.

Scanning and transmission begins.

**See**

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
8.7 Executing an Urgent Job (Priority Send)

You can transmit or poll documents prior to stored documents, if required.

- If the Priority Send feature is selected during transmission, it will be performed after transmission.
- This function can be combined with Delayed Start. Then Priority Send is performed at the set time.
- In redial mode, it will be resent preferentially after the programmed redial interval.
- The Priority Send feature cannot be set for each destination of the Broadcast and Multi-polling jobs.

You can give priority to a pending job. For details on how to do this, see “5.2.1 Checking Jobs in Progress and Pending Jobs” (P. 38).

Procedure

1. Load documents.

   See

   “2.2 Loading Documents” (P. 14)

2. Display the Fax screen.

3. Select Priority Send/Delayed Start in the Send Options screen.

The Priority Send/Delayed Start screen is displayed.
4 Set Priority Send to **On**.

5 Select **Save**.

6 Dial a remote party, then press **Start**.

Scanning and transmission begins.

---

**See**

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
8.8 Transmitting Documents at a Programmed Time (Delayed Start)

You can transmit documents at a programmed time. Use the Delayed Start feature to send documents during hours of the lowest telephone rates, such as evenings and weekends.

**Note**
- You can set a time within 24 hours in 1 minute increments, but dates cannot be entered.
- The Delayed Start can be individually set for each Address Number. For details on how to register Address Numbers, see "9.3 Setting an Address Number" (P. 160).
- If Address Number or group dial numbers are dialed with the Broadcast transmission features, the Delayed Start specified in each Address Number will be invalid.
- If the telephone line is busy at the programmed time, the documents will be transmitted as soon as the line becomes available.
- The default factory setting for Delayed Start is 9:00 PM. This default value varies with our Customer Engineering setup.

**LOOK**
If a power failure occurs or the power is turned off while the Delayed Start feature is set, the setting is deleted and transmission is started as soon as the power is turned on.

**Procedure**

1. **Load documents.**
   
   See "2.2 Loading Documents" (P. 14)

2. **Display the Fax screen.**

3. **Select Priority Send/Delayed Start** in the Send Options screen.

   The Priority Send/Delayed Start screen is displayed.
4 Set Delayed Start to On.

Start Time is indicated on the right side of the screen.

5 Select Start Time.

The Delayed Start - Start Time screen is displayed.

6 Select AM or PM and enter the Hours and Minutes with ▲▼.

Note
When the 24-hour clock is used the AM button and the PM button are not displayed.

7 Select Save repeatedly until the Fax screen is displayed.
Dial a remote party, then press **Start**.
Scanning and transmission begins.

**LOOK**
When pressing the Start button after the specified time, the stored document will be transmitted at the specified time the next day.

**See**
- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
8.9 Transferring Documents With Brief Information (Send Header)

Send Header means that the machine automatically adds start of transmission, sender name, recipient, G3 ID and number of pages on the documents transmitted. This enables the receiver to confirm when and from whom the fax was sent.

The Send Header is printed at the top edge of the document, so that about three to five millimeter area at the top edge of each page may be deleted at the remote machine.

Note
- If the document is resent, “Resend” is printed at the left of date and time indication.
- If this feature is set to On in broadcasting, the Send Header is attached to all the receivers.
- Start of transmission is printed in the format set on the machine (12 or 24-hour clock). For details on changing the time setting, see “5.4.1 Machine Clock/Timers” in “Part 1 Hardware” of the User Guide (Copier).
- For details on Send Header, G3 ID, see “9.2 Entering Local Terminal Information” (P. 155).
- The field of the remote name is blank if the name is not programmed into an Address Number.
- The Send Header default value can be changed in the System Administration Mode. For details on how to change this default value, see “9.8.6 Feature Defaults” (P. 198). The default factory setting is On.

Procedure

1. Load documents.
   - See “2.2 Loading Documents” (P. 14)

2. Display the Fax screen.
3 **Select Send Header** in the Send Options screen.

The Send Header screen is displayed.

4 **Select On.**

5 **Select Save.**

6 **Dial a remote party, then press Start.**

Scanning and transmission begins.

See

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
8.10 Transmitting Documents With a Cover Page (Cover Note)

The machine provides a Cover Note that is printed at the remote machine before printing the transmitted documents. It includes remote name, comment, sender name, fax number of this machine, the number of transmitted pages, date, and note.

**Note**
- A Cover Note can be individually set for each Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 160).
- When Send Header is set to On, the Send Header is not printed on the Cover Note.
- You cannot use the Cover Note feature, if you broadcast a document using the numeric keypad. If necessary, program the Cover Note into the Address Number.
- The size and resolution of the Cover Note is the same as the first page of the documents.
- Comments must be entered beforehand. For details on how to enter comments, see “9.5 Setting a Comment” (P. 181).

**Procedure**

1. Load documents.

   **See**
   “2.2 Loading Documents” (P. 14)
2 Display the Fax screen.

3 Select **Cover Note** in the Send Options screen.

The Cover Note screen is displayed.

4 Select **On**.

5 Select **Comment** to enter a comment in the Cover Note.

The Cover Note - Comment screen is displayed.
Select **Recipient’s Comment**.

The Cover Note - Comment - Recipient’s Comment screen is displayed.

**7** Select **On**.

Registered comments appear at the right side of the screen.

**8** Select a comment from No. Comment.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.

To add a Sender’s comment, select Save and repeat steps 6 to 8.

**9** Select **Save** repeatedly until the Fax screen is displayed.

**10** Dial a remote party, then press **Start**.

Scanning and transmission begins.

**See**

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
8.11 Remote Copy (Recipient Print Sets)

This function allows you to transmit documents and print multiple copies of the document at the remote machine.

For details on which machines are provided with the recipient print sets function, see “Appendix E Models Providing Relay Broadcast and Recipient Print Set Function” (P. 319).

Procedure

1. Load documents.

   "2.2 Loading Documents" (P. 14)

2. Display the Fax screen.

3. Select Recipient Print Sets in the Send Options screen.

   The Recipient Print Sets screen is displayed.

4. Select Multiple Sets.
5 Select ▲▼ or use the numeric keypad to specify number of print sets.

<table>
<thead>
<tr>
<th>Enter recipient's Fax No.</th>
<th>Memory 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient Print Sets</td>
<td>Cancel</td>
</tr>
<tr>
<td>1 Set</td>
<td>Save</td>
</tr>
<tr>
<td>Multiple Sets</td>
<td></td>
</tr>
</tbody>
</table>

(2-99) Sets

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- C

Note
Setting in the range 2 to 99 can be made in one account increments.

6 Select Save.

7 Dial a remote party, then press Start.
Scanning and transmission begins.

See
- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
8.12 Preparing to Be Polled  
(Store for Polling)

You can store documents in a polling box to allow a remote machine to poll your machine. This process is known as Store for Polling.

See
The machine can be automatically set to delete polled documents after transmission. For details on setting this default value, see “9.8.7 Fax Control” (P. 202).

8.12.1 Store the Document to Be Polled

Procedure

1. Load documents.

See
“2.2 Loading Documents” (P. 14)

2. Display the Fax screen.
3 Select **Store for Polling** in the On-Hook/Others screen.

The Store for Polling screen is displayed.

4 Select **Public Mailbox**.

5 Select **Save**.

6 Press **Start**.

The document to be polled is stored in the Public Mailbox.

---

### 8.12.2 Checking Documents to Be Polled

This function allows you to check documents stored for polling as well as print and delete them.

**Procedure**

1 Display the Fax screen.
Preparing to Be Polled (Store for Polling)

2 Select **Store for Polling** in the On-Hook/Others screen.

![Menu](image)

The Store for Polling screen is displayed.

3 Select **Public Mailbox**.

![Screen](image)

4 Select **Public Mailbox** in Save in.

![Screen](image)

The Public Mailbox - Document List screen is displayed.

5 Select a document.

**When checking a document**

Check the document.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.
When printing a document
Select a document to be printed and select Print.
Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. When the Select All button is selected, all documents in the public Mailbox are selected. You can select either one document or all documents.

The selected document is printed.

When deleting a document
① Select a document to be deleted and select Delete.
Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. When the Select All button is selected, all documents in the public Mailbox are selected. You can select either one document or all documents.

A confirmation screen is displayed.

② Check screen information and select Yes.
Select the No button to return to step 1.

Select Close repeatedly until the Fax screen is displayed.
Polling is a function that allows your machine to retrieve a document stored on remote terminal. You will be billed for the transmission fee.
You can also poll several machines. This process is known as Multi-Polling.
This function is available when using the Facsimile Service.

**Note**
- Depending on the remote machine, the Polling feature may be unavailable.
- When you combine the Delayed Start feature with Polling in the Send Options screen, you can retrieve a document at a set time. This process is known as delayed polling.

**Procedure**

1. Display the Fax screen.
2 **Select Polling** in the On-Hook/Others screen.

![Polling screen]

The Polling screen is displayed.

3 **Select On.**

4 **Select Save.**

5 **Dial a remote party, then press Start.**

   **Note**
   
   *To use Multi-Polling, dial multiple telephone numbers.*

The stored document is transmitted to the other parties.

   **See**
   
   *For details on how to dial a number, see “3.4 Dialing” (P. 27).*
   
   *For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).*
Using the Mailbox Feature (Remote Mailbox/Retrieve from Mailbox)

The machine can send/receive a confidential document through mailboxes on your machine and the remote machines.

There are the following Remote Mailbox features:

- **Send to Mailbox**
  Allows your machine to store a document in the mailbox of a remote fax terminal to enable output by the remote terminal.

- **Receive in Mailbox**
  Stores a received document in the mailbox of this machine. The document can be printed on this machine.

- **Retrieve from Mailbox**
  Retrieves a document stored in a mailbox on the remote terminal. Your machine can print it out.

- **Private Mailbox**
  Stores a document into a mailbox on your machine. The document can be retrieved by a remote party.

Before performing a Send to Mailbox or Retrieve from Mailbox operation, a mailbox must exist on the remote machine. Similarly before performing a Receive in Mailbox or Private Mailbox operation, a mailbox must exist on your machine.

A document stored for polling can be retrieved by another party who enters the required password.

For details on how to register a Mailbox, see “9.6 Creating a Mailbox” (P. 183).
There are two methods for the Send to Mailbox and Retrieve from Mailbox operations:

- **Fax signal method**
  Unique signal method only for Fuji Xerox machines that have the Remote Mailbox feature. The G3 mode is available.

- **DTMF method**
  G3 facsimiles that allow Manual Send or Manual Receive provide the Remote Mailbox and Retrieve from Mailbox features.

- **F Code method**
  Remote Mailbox and Retrieve From Mailbox can be used among types of machines that have the F Code function. The G3 mode is available.

### 8.14.1 Send to Mailbox (Fax Signal Method)

Use one of the two following methods to perform a Send to Mailbox operation:
- To perform a remote mailbox operation, you must know the mailbox number of the remote machine.
  - Select the Remote Mailbox feature in the On-Hook/Others screen.
  - Register the remote mailbox in an Address Number and use the Address Numbers.

For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 160).

This section describes how to perform a Remote Mailbox operation in the On-Hook/Others screen.
For details on how to dial a number, see “3.4 Dialing” (P. 27).

**Procedure**

1. Load documents.

   For 2.2 Loading Documents” (P. 14)
2 Display the Fax screen.

3 Select **Remote Mailbox** in the On-Hook/Others screen.

The Remote Mailbox screen is displayed.

4 Select **On**.

5 Enter the **Remote Mailbox Number** of the other party using the numeric keypad and select **Next**.

► is displayed to the left of the **Password**.
6 Use the numeric keypad to enter the Password and select **Next**.
If a password has not been programmed, you do not need to use one. Then select the Next button without entering a password.

To perform this operation, you must know the mailbox number of the remote machine.

![Remote Mailbox](image)

7 Select **Save**.

8 Dial a remote party, then press **Start**.
Scanning and transmission begins.

**See**
- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).

**8.14.2 Send to Mailbox (DTMF Method)**

To perform this operation, you must know the mailbox number of the remote machine.

**Note**
*This refers to the mailbox number programmed on the remote machine.*

The dialing format is as follows.

![Dialing Format](image)

**Note**
- You can transmit to any machine that supports our DTMF system.
- The above dialing format can be registered in Address Number to enable dialing using an Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 160).
8.14 Using the Mailbox Feature (Remote Mailbox/Retrieve from Mailbox)

Procedure

1. Load documents.
   
   **See**
   “2.2 Loading Documents” (P. 14)

2. Display the Fax screen.

3. Select **Keyboard** to display the keyboard on the touch panel display and enter the following format.

4. Press **Start**.
   Scanning and transmission begins.

8.14.3 **Send to Mailbox (F Code Method)**

When the other party’s mailbox has been set, you can transmit to the mailbox from this machine by setting the F Code (sub-address) and the necessary passwords.

Check the F Code (sub-address) and passwords of the other party in advance.

- **F Code (sub-address)**: 0 (Display F Code transmission) and the mailbox number of this machine.
- **Password (when necessary)**: Password of the mailbox number of this machine.

**Note**

- Use the keyboard on the touch panel display to enter symbols like “!” or “*”. For details on how to enter symbols, see “1.5 Entering Text” (P. 8).
- Input the password when required.

When transmitting to mailboxes on this kind of machine, we recommend using the fax signal method.
8.14 Using the Mailbox Feature (Remote Mailbox/Retrieve from Mailbox)

Procedure

1 Load documents
   See “2.2 Loading Documents” (P. 14)

2 Display the Fax screen.

3 Select F Code on the On-Hook/Others screen.

4 Select On.
5 Enter the F Code with the numeric keypad, and select Next.

Example: F Code: 0123 (when the mailbox number is 123)
On the left side of Password, ▲ is displayed.

Note
You can enter up to 20 digits for an F Code.

6 If necessary, enter the password on the numeric keypad then select Next.

Note
You can enter up to 20 digits for a password.

7 Select Save.

8 Specify the destination and press start.

Scanning and transmission begins.

See
• For details on how to dial a number, see “3.4 Dialing” (P. 27)
• For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 35).
8.14.4 Receive in Mailbox

Documents received using Receive in Mailbox are stored in the mailbox. When a document is received in a mailbox, the Job in Memory indicator lights and a Mailbox Documents Report is printed. The Mailbox Documents Report includes the mailbox number and name.

**Note**
- Receive in Mailbox in DTMF method is possible with this machine, but the only signals that can be received are numerals, *, and #.
- It may be possible to automatically print a document received using Receive in Mailbox depending on mailbox settings. For details on how to register a Mailbox, see “9.6 Creating a Mailbox” (P. 183).
- Depending on the report print settings, the Mailbox Documents Report will not be printed in some cases, even for Receive in Mailbox. For details on how on the report print setting, see “9.8.4 Reports” (P. 194).

**See**
- For details on the Mailbox Documents Report, see “10.11 Mailbox Documents Report” (P. 239).
- For details on how to print out documents received using Receive in Mailbox, see “8.16 Checking/Printing/Deleting Documents in Mailbox” (P. 130).

8.14.5 Retrieve From Mailbox (Fax Signal Method)

Use one of the following two methods to perform Retrieve from Mailbox using Fax signals. For Retrieve from Mailbox, the password and the mailbox number for the remote machine are required.
- Select the Polling button and the Remote Mailbox button in the On-Hook/Others screen.
- Register the remote mailbox in an Address Number and use the Address Numbers.

**See**
For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 160).

This section describes Retrieve from Mailbox methods specified in Polling and Remote Mailbox in the On-Hook/Others screen. For details on how to dial a number, see “3.4 Dialing” (P. 27).

**Look**
You cannot retrieve documents from multiple mailboxes by one polling.
Using the Mailbox Feature (Remote Mailbox/Retrieve from Mailbox)

Procedure

1. Display the Fax screen.

2. Select **Polling** in the On-Hook/Others screen.

3. Select **On** and **Save**.

5 Select **On**.

6 Enter the Remote Mailbox Number of the other party using the numeric keypad and select **Next**.

   - is displayed to the left of the Password.

7 Use the numeric keypad to enter the **Password** and select **Next**.
   If a password has not been programmed, you do not need to use one. Then select the Next button without entering a password.

8 Select **Save**.

9 Dial a remote party, then press **Start**.

Retrieve from Mailbox starts.

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 35).
8.14.6 Retrieve From Mailbox (DTMF Method)

For Retrieve from Mailbox, the password and the mailbox number for the remote machine are required.

**Note**
You cannot retrieve documents from multiple mailboxes by one polling.

The dialing format is as follows.

```
Telephone number of remote machine 1 # $ Mailbox number of remote machine # # 1 Password for mailbox of remote machine 1 # # $  
```

**Note**
- This method is available for transmission only between machines of this model.
- The above dialing format can be registered in Address Number to enable a Retrieve from Mailbox operation using an Address Number. For details on how to register Address Numbers, see “9.3 Setting an Address Number” (P. 160).

**Procedure**

1. Display the Fax screen.

2. Select **Keyboard** to display the keyboard on the touch panel and enter the following format.

   ```
   Telephone number of remote machine 1 # $ Mailbox number of remote machine # # 1 Password for mailbox of remote machine 1 # # $  
   ```

   **LOOK**
   - Use the keyboard on the touch panel display to enter symbols like “!” or “*”. For details on how to enter symbols, see “1.5 Entering Text” (P. 8).
   - Input the password when required.
3 Select **Polling** in the On-Hook/Others screen.

![Polling Screen](image)

The Polling screen is displayed.

4 Select **On** and **Save**.

5 Press **Start**.

Retrieve from Mailbox starts.

### 8.14.7 Retrieve From mailbox (F Code Method)

When the other party's mailbox has been set, you can retrieve items from the mailbox by setting the F Code (sub-address) and the necessary passwords. When this machine retrieves items from the mailbox, check the F Code (sub-address) and the password in advance. Further, when retrieving items from the mailbox for this machine, transmit the following information to the other party.

- **F Code (sub-address)**: 0 (Display F Code transmission) and the mailbox where mail collects
- **Password (when necessary)**: Password of the mailbox where mail collects.

**Note**

When retrieving mail with this kind of machine, we recommend using the fax signal method.
8.14 Using the Mailbox Feature (Remote Mailbox/Retrieve from Mailbox)

Procedure

1. Display the Fax screen.


4 Enter the F Code with the numeric keypad, and select **Next**.

![Image showing the F Code and Password fields]

Example: F Code: 0123 (when the mailbox number is 123)
On the left side of Password, ▶ is displayed.

**Note**
You can enter up to 20 digits for an F Code.

5 If necessary, enter the password on the numeric keypad then select **Next**.

![Image showing the Password field]

**Note**
You can enter up to 20 digits for a password.

6 Select **Save**.

7 Select **Polling** on the On-Hook/Others screen.

![Image showing the Polling option]

The Polling screen is displayed.
8 Select On, and then select **Save**.

Specify the destination and press **start**.
Scanning and transmission begins.

- For details on how to dial a number, see “3.4 Dialing” (P. 27).
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).

### 8.14.8 **Private Mailbox**

The Private Mailbox feature allows you to store a document in the mailbox on your machine.

**Note**

You can also check, print and delete documents processed by the Private Mailbox feature. For details on operating procedures, see “8.16 Checking/Printing/Deleting Documents in Mailbox” (P. 130).

**Procedure**

1. Load documents.

   **See**

   “2.2 Loading Documents” (P. 14)

2. Display the Fax screen.
Select **Store for Polling** in the On-Hook/Others screen.

The Store for Polling screen is displayed.

Select **Private Mailbox**.

Save in is indicated on the right side of the screen.

Select **Private Mailbox** in Save in.

The Mailbox screen is displayed.

Select the Private Mailbox to store the polling documents.

Select the **Store for Polling** button to display the previous screen and select the **Next** button to display the next screen. You can directly access a Private Mailbox by entering a three-digit mailbox number in the Go to from the numeric keypad.
When a Private Mailbox is selected, and it contains documents, the number of stored documents is indicated in No. of Docs. in the lower right area of the screen.

Note
If a password entry screen appears, enter the password and select the Confirm button.

7 Select Close repeatedly until the Fax screen is displayed.

8 Press Start.
The mailbox documents stored for polling are stored in the specified Mailbox.

See
- For details on how to confirm and cancel the transmission of a document, see “Chapter 5 Confirming and Canceling a Communication” (P. 55).
- You can also check, print and delete documents processed by the Private Mailbox feature. For details on operating procedures, see “8.16 Checking/Printing/Deleting Documents in Mailbox” (P. 130).
8.15 Sorting Received Documents Into Mailbox (Box Selector)

Received documents can be sorted and stored in specified Mailboxes according to the telephone number of the person who transmitted them (Sender’s telephone number) or the line on which they were received.

To use the Box Selector function, you must register a method for sorting documents into Mailboxes and then activate the Box Selector function.

See
- A setting must be made in the System Administration Mode to activate the Box Selector function. For details on how to change this default value, see “9.8.7 Fax Control” (P. 202). The default factory setting is Off.
- For details on programming the box selector, see “9.7 Programming Sort to Mailbox (Box Selector Entry)” (P. 188).

8.15.1 Sorting by Incoming Line

Faxes can be sorted by incoming line (1, 2 and 4).

Note
Line 2 and 4 can be specified when an option is installed.

- Programming example: Box selector by incoming line

<table>
<thead>
<tr>
<th>No.</th>
<th>Incoming line</th>
<th>Mailbox No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Line 1</td>
<td>011</td>
</tr>
<tr>
<td>2</td>
<td>Line 2</td>
<td>012</td>
</tr>
<tr>
<td>3</td>
<td>Line 4</td>
<td>030</td>
</tr>
</tbody>
</table>

No. 1 : Documents received on line 1 are stored in Box No. 11.
No. 2 : Documents received on line 2 are stored in Box No. 12.
No. 3 : Documents received on line 4 are stored in Box No. 30.
8.16 Checking/Printing/Deleting Documents in Mailbox

Documents stored in Mailboxes or Polling Boxes on this machine can be checked, printed and deleted.

**See**
- You can set the machine to automatically print out documents stored in Mailboxes. For details on how to make this setting, see “9.6 Creating a Mailbox” (P. 183).
- The CentreWare Internet Services allow you to manipulate documents stored in the Mailboxes on the machine from your computer. For details on CentreWare Internet Services, see “Chapter 5 Configuring From Computer (CentreWare Internet Services)” in “Part 1 Printer” of the User Guide (Printer/Scanner).

**Procedure**

1. **Press Job Status.**
   The Job Status screen is displayed.

2. **Select Stored Documents and select Private Mailbox.**
   Select the Public Mailbox button to manipulate a document stored for polling.

   ![Mailbox Screen](image)

   The Mailbox screen is displayed.

3. **Select the Private Mailbox where documents are to be checked, printed or deleted.**
   Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. You can directly access a Mailbox by entering a three-digit mailbox number in the Go to with the numeric keypad.
When a Mailbox is selected, and it contains documents, the number of stored documents is indicated in No. of Docs. in the lower right area of the screen.

4 Select Document List.

The Mailbox XXX screen is displayed (XXX indicates Mailbox number).

5 Select a document.

■When checking a document

Check the document.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.

■When printing a document

① Select a document to be printed and select Print.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. When the Select All button is selected, all documents in the Mailbox are selected. You can select either one document or all documents.
When Delete/Save Documents is set for a Mailbox, a confirmation screen is displayed when the Delete button is selected. Document printing starts when the Save button is selected.

**Note**
For details on how to register a Mailbox, see “9.6 Creating a Mailbox” (P. 183).

2 Check screen information and select Yes.
Select the No button to return to step 1.

When deleting a document

1 Select a document to be deleted and select Delete.
Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. When the Select All button is selected, all documents in the Mailbox are selected. You can select either one document or all documents.

A confirmation screen is displayed.

2 Check screen information and select Yes.
Select the No button to return to step 1.

6 Select Close repeatedly until the Job Status screen is displayed.
The Copylyzer (option) inserted a card allows you to record account data such as communication count, the number of documents sent and duration time for up to 1,000 sections. The built-in timer records the duration time. Note that telephone charges calculated based on the duration time may differ slightly from the amount you are billed by a telecommunication company.

You can check the contents that have been metered by printing the Fax Meter Report.

Note
Documents received with the Boarder Limit feature are counted by the number of pages that are received not the number of printed pages.

See
- For details on account registration, resetting complete activity data and managing faxing, see “Chapter 6 Managing Totals and Outputting Reports” in “Part 1 Hardware” of the User Guide (Copier).
- For details on how to print the Fax Meter Report, see “8.17.4 Report/List” (P. 139).
- For details on transmitting faxes directly from a computer, see “Chapter 12 Direct Transmission of Faxes From a Computer” (P. 251).

## 8.17.1 Before Use

### Items to be recorded

<table>
<thead>
<tr>
<th>Management by section</th>
<th>As one account Managed content</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Transmission</td>
<td>• Reception count, number of received pages and number received pages that have been printed including documents received in the mailbox</td>
</tr>
<tr>
<td>• Transmission count</td>
<td>• Number of receptions and number of document pages listed in the Relay Broadcast Report for a relay broadcast when this machine is used as a relay station</td>
</tr>
<tr>
<td>• Number of sheets transmitted (excluding Cover Note)</td>
<td>• The number of transmissions and number of pages when faxes are sent directly from a computer and the number of receptions and number of pages that are transferred to the fax when using Internet Fax (iFAX) function (option)</td>
</tr>
<tr>
<td>• The duration time (when dialing from Address Number registered in billing data)</td>
<td>• The duration time (when dialing from Address Number registered in billing data)</td>
</tr>
<tr>
<td>• Polling</td>
<td>• Number of polling transactions (Manual Receive is regarded as polling)</td>
</tr>
<tr>
<td></td>
<td>• Number of sheets received by Polling</td>
</tr>
<tr>
<td></td>
<td>• The duration time (when dialing from Address Number registered in billing data)</td>
</tr>
</tbody>
</table>
8.17 Managing Use by Account (Copylyzer)

- Billing by line type
  - Faxes sent using the numeric keypad are not charged.
  - Communications to Address Numbers to which no charge data has been registered are not billed.
  - Manual reception and manual polling are not charged.

8.17.2 Making Auditron Administration Valid

1. Press *Password/System Settings*.
   The System Settings screen or the System Administrator - Password Entry screen is displayed.

   **Note**
   - *The System Administrator - Password Entry screen is displayed when a System Administrator’s Password has been set. The System Settings screen is displayed when the Password/System Settings button is pressed and no password has been set.*
   - *Enter a password in the System Administrator - Password Entry screen as described in “5.2.1 Entering the System Administration Mode” in “Part 1 Hardware” of the User Guide (Copier). The System Settings screen is displayed when the System Settings is selected after entering a password.*

2. Select *Auditron Administration*.
   The Auditron Administration screen is displayed.

3. Select *Auditron Mode*.
   The Auditron Mode screen is displayed.
4 Set Fax Service to On.

5 Select Save.

6 Select Close repeatedly until the System Settings screen is displayed.

7 Select Exit to complete.

The machine is restarted and the screen displayed prior to the operation appears.

8.17.3 Programming Billing Units

Program the billing units beforehand to record the charge. Billing units to be programmed are as follows:

- Unit charge: The charge rate per unit can be specified.
- Billing Data: Communication time (transmission time unit) per each item count during each time period (day/evening/night). Recorded for each Address Number. It can be set in a range of 0.1 to 255.9 seconds in 0.1 second increments. The factory default setting is to not charge. You can check the recorded contents by printing the Billing Data list.

See
For details on how to print the billing data list, see “8.17.4 Report/List” (P. 139).

Procedure

1 Press Password/System Settings.

The Password Entry screen is displayed so enter your password. By pressing the Password/System Settings button after entering your password, the System settings screen is displayed.

See
For information about passwords, see “5.2.1 Entering the System Administration Mode” in “Part 1 Hardware” of the User Guide (Copier).
2 Select Auditron Administration.

The Auditron Administration screen is displayed.

3 Select Fax Billing Data.

The Fax Billing Data screen is displayed.

4 Select 1. Charge Rate per Unit and select Change Settings.

5 Use the numeric keypad on the screen or the control panel to enter a charge rate.

6 Select Save when all entries have been made.

7 Select Close repeatedly until the Change Settings screen is displayed.

8 Select Exit to complete.

The machine is restarted and the screen displayed prior to the operation appears.
### Programming billing time per charge unit

**Procedure**

1. **Press Password/System Settings.**
   
Enter the password in the Password Entry screen that appears. The System Settings screen is displayed when the System Settings button is selected after entering a password.

   **See**

   For details on passwords, see “5.2.1 Entering the System Administration Mode” in “Part 1 Hardware” of the User Guide (Copier).

2. **Select Setup Menu.**

   ![Setup Menu Screen]

   The Setup Menu screen is displayed.

3. **Select Address Book.**

   ![Address Book Screen]

   The Address Book screen is displayed.

4. **Select the Address Number to be registered and select Create/Delete.**

   Select the ▲ button to go to the previous screen and select the ▼ button to go to next screen. You can directly select an Address Number by entering a three-digit Address Number in Go to using the numeric keypad.

   ![Address Number Screen]

   The Address Number NNN - Create/Delete screen is displayed (NNN indicates an Address Number).
5 Select **Detailed Settings**.

The screen of step 5 is displayed only when the Internet Fax function (iFax) kit (option) is installed. When this kit is not installed, the screen in step 6 (but not the one in step 5) is displayed.

6 Select ↓ twice.

7 Select 14. Billing - Day Time and select **Change Settings**.


8 Select **Billing**.
9 Enter the Time per Unit using the keyboard on the display or the numeric keypad on the control panel.

Select *Save.*

When “15. Billing - Midnight” and “16. Billing - Night Time” are also to be set, repeat steps 7 to 9.

10 Select *Close* repeatedly until the System Settings screen is displayed.

11 Select *Close* to complete.

The machine is restarted and the screen displayed prior to the operation appears.

8.17.4 **Report/List**

This section describes the Billing Data List and the Fax Meter Report for Account Administration.

To print you have enter a password, invoke the System Administration Mode and use Auditron Administration.

*Note*

*A value can be set in the range 0.1 to 255.9 seconds in 0.1 second increments.*

For details on how to set the System Administration Mode password, see “5.3 Setting and Changing System Administrator’s Passwords” in “Part 1 Hardware” of the User Guide (Copier).
Printing Billing Data List

The billing data for each registered number can be confirmed on the Billing Data List. Units of 100 stations between 001 to 500 or all stations can be selected.

Procedure

1. Press **Password/System Settings**.
   The Password Entry screen is displayed.

2. Enter the password and select **Confirm**.
   ![Password Entry Screen]

   The System Administration Mode is invoked and the System Administrator Menu screen is displayed.

3. Select **User Mode** to complete.
   ![System Administrator Menu]

   **Note**
   - Selecting the **User Mode** button in the System Administration Mode allows you to use the copy, scan and Fax features.
   - The Auditron Administration report can be output by pressing the **Machine Status** button or the Job Status button when **User Mode** is selected.

4. Select **Machine Status**.
   The Machine Status screen is displayed.
5 Select the **Billing Meter/Print Report** tab.

The Billing Meter/Print Report screen is displayed.

6 Select **Print Report/List**.

The Print Report/List screen is displayed.

7 Select **Fax Mode Settings**.

The Fax Mode Settings screen is displayed.

8 Select **Billing Data List**.

The Billing Data List is displayed on the right side of the screen.
9 Select Account No. (Multiple Selection Possible) or select All Addresses.
The selected range is highlighted, and a Billing Data List is printed out.

Account numbers can be selected in multiples of 100 or all can be selected. Selection will be canceled if the button is selected again.

10 Press Start.
The Billing Data List is printed.

11 Select Close repeatedly until the Print Report/List screen is displayed.

Example showing how to print the Billing Data List

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit charge</td>
<td>This is the cost of communications per unit (unit charge).</td>
</tr>
<tr>
<td>Address Number</td>
<td>Registration number of this machine.</td>
</tr>
<tr>
<td>Daytime, Night-time</td>
<td>Time when communications at the unit charge is available.</td>
</tr>
</tbody>
</table>
Printing the Fax Meter Report

Communication count, number of documents sent, and charges for each account can be confirmed on the Fax Meter Report. 0001 to Units of 50 accounts up to 1000 or All Addresses can be selected.

Procedure

1. Press **Password/System Settings**.
   The Password Entry screen is displayed.

2. Enter the password and select **Confirm**.
   ![Password Entry Screen]
   The System Administration Mode is invoked and the System Administrator Menu screen is displayed.

3. Select **User Mode**.
   ![System Administrator Menu]
   Selecting the User Mode button in the System Administration Mode allows you to use the copy and scan functions. The Auditron Administration report can be output by pressing the Machine Status button or the Job Status button when User Mode is selected in the System Administration Mode.

4. Select **Machine Status**.
   The Machine Status screen is displayed.
5 Select the **Billing Meter/Print Report** tab.

The Billing Meter/Print Report screen is displayed.

6 Select **Print Report/List**.

The Print Report/List screen is displayed.

7 Select **Auditron Administration**.

The Auditron Administration screen is displayed.

8 Select **Fax Meter Report**.
Select **Account Nos** (Multiple Selection Possible) or select **All Accounts**.

![Account Selection Table]

**Note**
You can select multiple account numbers in groups of 50 accounts or all accounts. Selection will be canceled if the button is selected again.

**10** Press **Start**.
The Fax Meter Report is printed.

**11** Select **Close** repeatedly until the Billing Meter/Print Report screen is displayed to end operations.
Example showing how to print the Account Report

<table>
<thead>
<tr>
<th>No</th>
<th>Acct</th>
<th>Name</th>
<th>Send</th>
<th>P/G</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Times</td>
<td>Pages</td>
<td>Times</td>
</tr>
<tr>
<td>1</td>
<td>D201</td>
<td>Department A</td>
<td>6</td>
<td>14</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>D202</td>
<td>Department B</td>
<td>10</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>D203</td>
<td>Department C</td>
<td>4</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>D204</td>
<td>Department D</td>
<td>5</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>D205</td>
<td>Department E</td>
<td>2</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>D206</td>
<td>Department F</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>D207</td>
<td>Department G</td>
<td>7</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>D208</td>
<td>Department H</td>
<td>4</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Department I</td>
<td>7</td>
<td>14</td>
<td>0</td>
</tr>
</tbody>
</table>

- - - Multi Function: 6 40 0 0 10
- - - Relay BC: 6 40 0 0 0
- - - Total: 40 118 1 1 #180

Times 3
Pages 1
Units 0
Report 1
### Managing Use by Account (Copylyzer)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>Registration number of this machine.</td>
</tr>
<tr>
<td>Account No.</td>
<td>Number of each account (account card).</td>
</tr>
<tr>
<td>Account name</td>
<td>Registered account name.</td>
</tr>
<tr>
<td>Fax transmission</td>
<td>Transmission count and number of pages per account.</td>
</tr>
<tr>
<td>Polling</td>
<td>Polling and Multi-polling count and number of pages per account.</td>
</tr>
<tr>
<td>Charge</td>
<td>Charge unit count per account for transmission, Polling and Multi-polling.</td>
</tr>
<tr>
<td></td>
<td>• Numeric Keypad, on-hook/off-hook dialing</td>
</tr>
<tr>
<td></td>
<td>• When using Address Numbers for which billing data has not been registered.</td>
</tr>
<tr>
<td></td>
<td>• Includes time of call prior to facsimile transmission</td>
</tr>
<tr>
<td>Relay Broadcast</td>
<td>When this machine is a relay station, only transmission count and number of</td>
</tr>
<tr>
<td></td>
<td>pages are displayed.</td>
</tr>
<tr>
<td>Direct Fax</td>
<td>Value for transmission of a fax directly from a computer</td>
</tr>
<tr>
<td>Mail receiving fax transmission</td>
<td>Value when carrying out fax transmission of the received mail using the Internet Fax (iFAX) function (option).</td>
</tr>
<tr>
<td>Total</td>
<td>Total of each item</td>
</tr>
<tr>
<td>Number of receptions</td>
<td>Number of receptions</td>
</tr>
<tr>
<td>Number of received pages</td>
<td>Number of received pages</td>
</tr>
</tbody>
</table>
Transmitting with F Code
(F Code Transmitting)

Transmitting with F Code, the use of sub-addresses was standardized in T.30 (a transmission regulation) created by ITU-T, the transmission procedure set by a telecommunication advisory committee. Various functions can be used with other companies that use F Code through transmission between equipment with the F Code function.

**Note**
- It is necessary to check the F Code of the other party's machine in advance to use F Code method.
- You can set the F Code and password for each Address Number. For details on registering Address Numbers, see "9.3 Setting an Address Number" (P. 160).

### 8.18.1 About F Code and Passwords

When using F Code transmission, use the F Code and password. The F Code, called a sub-address by other companies, must be registered (entered). Set the password whenever it is necessary.

### 8.18.2 Functions Used with F Code Transmission

You can use the following functions with F Code transmissions.

- **Relay Broadcast Send/Remote Relay Broadcast Send**
  When this machine is an initiating station:
  You can do Relay Broadcast Send if the F Code that has been set for the relay station and the necessary passwords are registered on this machine.
  When this machine is a relay station:
  You can do Relay Broadcast Send if the F Code that has been set for the initiating station and the necessary passwords are registered on this machine.

*See*
For details about Relay Broadcast Send see "4.2.4 F Code Method" (P. 44), and for details about remote Relay Broadcast Send, see "4.3.3 F Code Method" (P. 51).

- **Send to Mailbox**
  You can send documents to a mailbox by setting the F Code and the necessary passwords when the other party's mailbox is set.

*See*
For details about sending to a mailbox, see "8.14.3 Send to Mailbox (F Code Method)" (P. 116).
Receive in Mailbox
You can receive documents in this machine’s mailbox from other parties by setting the F Code and necessary passwords.

See
For details about receiving to the mailbox, see “8.14.4 Receive in Mailbox” (P. 119)

Retrieve from Mailbox
You can retrieve documents from a mailbox by setting the F Code and the necessary passwords when the other party’s mailbox is set.

See
For details about retrieving from a mailbox, see “8.14.7 Retrieve From mailbox (F Code Method)” (P. 123).
Setting up System Administration Mode (Fax Functions)

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9.1 Overview of System Administration Mode (Fax Functions)

The System Administration Mode is used for changing machine default values, image quality and machine status.
Fax functions are set, entered or changed using the System Settings button and the Setup Menu button in the System Settings screen while in the System Administration Mode.

Machine functions are set to certain values (default values) at the factory before shipping. Some of these values can be changed by the customer. Customize frequently used functions so that you will not have to change them each time you use them. These functions return to the values (default values) in the System Administration Mode under the following conditions.
- When the power is turned on
- When the Clear All button is pressed
- After recovery from the Power Saver Mode
- After starting transmission

The machine cannot receive documents in the System Administration Mode.

For details on settings other than fax function settings, see “Chapter 5 System Administration Mode Settings” in “Part 1 Hardware” of the User Guide (Copier).
The items for the fax functions that can be set are listed below.

### System Settings

- **System settings consist of the following settings:** Audio Tones, Printing Priority and Reports of Common Settings.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Tones</td>
<td>Sets the line monitor volume and the ringing volume.</td>
<td>“9.8.2 Audio Tones” (P. 192)</td>
</tr>
<tr>
<td>Printing Priority</td>
<td>Sets the print priority of fax-received documents and mail using the Internet Fax (iFax) function (option).</td>
<td>“9.8.3 Printing Priority” (P. 193)</td>
</tr>
<tr>
<td>Reports</td>
<td>Sets print settings for fax function reports.</td>
<td>“9.8.4 Reports” (P. 194)</td>
</tr>
</tbody>
</table>

### Fax Mode Settings
### Setup Menu

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailbox</td>
<td>A mailbox must exist before you store or receive a document from a remote party into a mailbox, or use the Box Selector feature.</td>
<td>“9.6 Creating a Mailbox” (P. 183)</td>
</tr>
<tr>
<td>Address Book</td>
<td>Enters Address Numbers.</td>
<td>“9.3 Setting an Address Number” (P. 160)</td>
</tr>
<tr>
<td>Group Send</td>
<td>Enters multiple Address Number recipients and creates groups.</td>
<td>“9.4 Setting a Group Dial” (P. 179)</td>
</tr>
<tr>
<td>Comment</td>
<td>You can program comments for use on a Cover Note.</td>
<td>“9.5 Setting a Comment” (P. 181)</td>
</tr>
</tbody>
</table>

### Table

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen Defaults</td>
<td>Sets Fax screen settings.</td>
<td>“9.8.5 Screen Defaults” (P. 196)</td>
</tr>
<tr>
<td>Features Defaults</td>
<td>Sets the fax feature defaults.</td>
<td>“9.8.6 Feature Defaults” (P. 198)</td>
</tr>
<tr>
<td>Fax Control</td>
<td>Sets fax transmission control.</td>
<td>“9.8.7 Fax Control” (P. 202)</td>
</tr>
<tr>
<td>Output Destination/File Destination</td>
<td>Determines received doc - file destination settings. The following settings can be made.</td>
<td>“9.7 Programming Sort to Mailbox (Box Selector Entry)” (P. 188)</td>
</tr>
<tr>
<td></td>
<td>* File Destination-line setup</td>
<td>“9.8.8 Output Destination-Line Setup” (P. 209)</td>
</tr>
<tr>
<td></td>
<td>* Output Destination-Line Setup</td>
<td></td>
</tr>
<tr>
<td>Reduce/Enlarge Presets</td>
<td>Select the ratio displayed in Reduce/Enlarge in the Scan Options screen.</td>
<td>“9.8.9 Reduce/Enlarge Presets” (P. 210)</td>
</tr>
<tr>
<td>Scan Size Defaults</td>
<td>Select the size displayed in Scan Size in the Scan Options screen.</td>
<td>“9.8.10 Setting Scan Size Defaults” (P. 211)</td>
</tr>
<tr>
<td>Local Terminal Information</td>
<td>Sets the local name and company logo and other local terminal information.</td>
<td>“9.2 Entering Local Terminal Information” (P. 155)</td>
</tr>
</tbody>
</table>
## 9.2 Entering Local Terminal Information

This section describes how to enter and change local terminal information. The items that can be entered and changed are listed below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Default value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Name</strong></td>
<td>The remote machine is registered with the local name. The local name is displayed on the receiving machine and recorded in an Activity Report. However, some remote machines cannot display the name.</td>
<td></td>
</tr>
<tr>
<td><strong>Company Logo</strong></td>
<td>Program the sender’s name. The sender’s name is printed on a Cover Note or at the first line of the transmitted document(s) in the Send Header.</td>
<td></td>
</tr>
<tr>
<td><strong>G3 Fax ID (fax number)</strong></td>
<td>Enter your G3 Fax ID before using the G3 mode. The G3 Fax ID is a fax number on the machine.</td>
<td></td>
</tr>
<tr>
<td><strong>G3 Dial Type</strong></td>
<td>You can select the following dial types: Tone (touch-tone line), and 10 pps (rotary line).</td>
<td>PB</td>
</tr>
</tbody>
</table>

*Note*
- For details on how to enter symbols, see “1.5 Entering Text” (P. 8).
- If your machine is equipped with an additional G3 kit, up to three G3 communication lines are available.
- A G3 ID (fax number) and G3 Dial Type can be set for each line type. If you specify a telephone line to transmit a document, see “3.2 Transmitting by a Specified Telephone Line” (P. 23).
9.2 Entering Local Terminal Information

9.2.1 How to Enter and Change

Procedure

1 **Press Password/System Settings.**

The System Setting screen or System Administrator - Password Entry screen is displayed.

**Note**
- The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen. The System Settings screen appears when System Settings is selected after entering a password.
- If the System Administrator - Password Entry screen is displayed, enter the password as described in “5.2.1 Entering the System Administration Mode” in “Part 1 Hardware” of the User Guide (Copier).

2 **Select System Settings.**

The System Settings screen is displayed.

3 **Select Fax Mode Settings.**

The Fax Mode Settings screen is displayed.

4 **Select Local Terminal Information.**

The Local Terminal Information screen is displayed.
Select the items to register and select **Change Settings**.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.

5

**1. Local Name**

① Use the keyboard on the screen and the numeric keypad to enter a local name of up to 20 characters, and select **Save**.

The display might differ according to the ROM versions.

**Note**

Line 2 and 4 can be specified when an option is installed.
9.2 Entering Local Terminal Information

■ 2. Company Logo
① Use the keyboard on the screen and the numeric keypad to enter a sender's name of up to 30 characters, and select Save.

■ 3. Machine Password
① Use the keyboard on the screen and the numeric keypad to enter a machine password of up to 20 digits, and select Save.

Select the line to be used as shown below. Line 1 will be used in the description.

■ 4. G3 Line 1 - Fax ID
① Use the keyboard on the screen and the numeric keypad to enter a fax number of up to 20 digits, and select Save.

■ 5. G3 Line 1 - Dial Type
① Select PB or 10pps and select Save.
6. G3 Line 1 - Line Type

1. Select PSTN and select Save.

When all settings are completed, select Close repeatedly until the System Settings screen is displayed.

6. When all settings are completed, select Close repeatedly until the System Settings screen is displayed.

7. Select Exit.

The machine is restarted and the screen displayed prior to operations appears.
9.3 Setting an Address Number

This section describes how to enter and change Address Number. You can program frequently used facsimile numbers and recipients of the Internet Fax (iFAX) function (option) into Address Numbers. Telephone numbers in Address Number can be searched in the Address Book in the Basic Features screen. Up to 500 Address Number locations can be registered.

You can use other Address Number capabilities, by just entering an Address Number (fax number). The registered Recipient Name will be displayed on the touch panel display when the Address Book or Address Number is specified, or printed as Send Header information at the remote terminal.

- Address Numbers 001 to 090 correspond to one-touch numbers from 001 to 090.
- You can also use CentreWare Internet Services to enter Address Number. For details, see “Chapter 5 Configuring From Computer (CentreWare Internet Services)” in “Part 1 Printer” of the User Guide (Printer/Scanner).

### Items where Fax Numbers can be used for Create/Delete operations

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Description</th>
<th>Default value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fax Number</td>
<td>Numbers of up to 128 digits can be entered.</td>
<td>Not Set</td>
</tr>
<tr>
<td>2</td>
<td>Recipient Name</td>
<td>Names of up to 18 characters can be entered.</td>
<td>Not Entered</td>
</tr>
<tr>
<td>3</td>
<td>Index</td>
<td>Enter a alphanumeric character as an Index, a key word that you can use in searching Address Numbers in the Address Book.</td>
<td>Not Entered</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong> You can enter one alphanumeric character.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Relay Station Setup</td>
<td>When Relay Broadcast is performed and this machine is used as a relay station, you can determine whether or not the registered Address Number is to be recognized as an initiating relay broadcast station.</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong> Before using the Relay Broadcast feature, enter the Address Numbers for initiating stations regardless of the initiating method from the stations.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Communication Mode</td>
<td>Sets the Communication Mode. Select the G3 Auto button or the F4800 button. When another party is specified using an Address Number set in the Communication Mode, it is not possible to change the Communication Mode in the Fax screen.</td>
<td>G3 Auto</td>
</tr>
<tr>
<td>7</td>
<td>Resolution</td>
<td>Sets the Resolution used during transmission. You can select from the Panel button (resolution selected on the control panel), the Standard button, the Fine button, the Super-fine (400dpi) button and the Super-fine (600dpi) button.</td>
<td>Panel</td>
</tr>
</tbody>
</table>
### 9.3 Setting an Address Number

#### Setting up System Administration Mode (Fax Functions)

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Description</th>
<th>Default value</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Cover Note</td>
<td>Determines whether or not a Cover Note is to be attached. When attached, enter a comment under To (Recipient) or From (Sender). Note: Comments must be programmed beforehand. For details on how to enter comments, see “9.5 Setting a Comment” (P. 181).</td>
<td>Off</td>
</tr>
<tr>
<td>9</td>
<td>Maximum Image Size</td>
<td>Select the Maximum Image Size that suits the remote machine from the A3 button, the B4 button and the A4 button.</td>
<td>A3</td>
</tr>
<tr>
<td>10</td>
<td>Delayed Start</td>
<td>Determines whether or not a Delayed Start is to be made. Enter the start of transmission when this function is to be used.</td>
<td>Off</td>
</tr>
<tr>
<td>11</td>
<td>Remote Mailbox</td>
<td>Determines whether or not Remote Mailbox is to be used. To use this function, enter a Remote Mailbox Number and Password. Note: You must know the Remote Mailbox Number and Password of the remote machine before Remote Mailbox can be used.</td>
<td>Off</td>
</tr>
<tr>
<td>12</td>
<td>F Code</td>
<td>Set whether or not to do F Code transmission. To do F Code transmission, set the F Code and password.</td>
<td>Off</td>
</tr>
<tr>
<td>13</td>
<td>Relay Broadcast</td>
<td>Enter the instructions in the relay station when the registered Address Number is to be used as a relay station and this machine is the initiating station in a Relay Broadcast. When On is selected, enter Relay Station ID, Broadcast Recipients and Print at Relay Station.</td>
<td>Off</td>
</tr>
<tr>
<td>14</td>
<td>Billing - Day Time</td>
<td>This item is displayed when the Copylyzer option is installed and the Fax Auditron Administration Feature is available. This is the communication time by time period (Day Time, Night Time, Midnight) and unit (unit communication time). A value can be set in the range 0.1 to 255.9 seconds in 0.1 second increments.</td>
<td>180 seconds</td>
</tr>
<tr>
<td>15</td>
<td>Billing - Night Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Billing - Midnight</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note**

- For details on how to enter characters, see “1.5 Entering Text” (P. 8).
- If you assign Relay Broadcast to Address Numbers from 001 to 090, you can use a one touch button on the control panel to perform Relay Broadcast. It is recommended that such a button be appropriately labeled to prevent incorrect transmissions.
### Items that can be used in Create/Delete operations using recipients of Internet Fax (iFAX) function (option)

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Description</th>
<th>Default value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E-mail Address</td>
<td>Addresses of up to 128 characters can be entered.</td>
<td>Not Set</td>
</tr>
<tr>
<td>2</td>
<td>Recipient Name</td>
<td>Names of up to 18 characters can be entered.</td>
<td>Not Entered</td>
</tr>
<tr>
<td>3</td>
<td>Index</td>
<td>Enter a alphanumeric character as an index, a key word that you can use in searching Address Numbers in the Address List. You can enter one alphanumeric character.</td>
<td>Not Entered</td>
</tr>
<tr>
<td>4</td>
<td>Communication Mode</td>
<td>The Communication Mode can be set when the Fax Gateway function is used. Select the G3 Auto button or the F4800 button. When a remote machine is specified using Address Number set in the Communication Mode, it is not possible to change the communication mode in the Fax screen.</td>
<td>G3 Auto</td>
</tr>
<tr>
<td>5</td>
<td>Resolution</td>
<td>Sets the Resolution used during transmission. Select the Panel button (resolution selected from the control panel), the Standard button, the Fine button, the Super-fine (400dpi) button and the Super-fine (600dpi) button.</td>
<td>Panel</td>
</tr>
<tr>
<td>6</td>
<td>Maximum Image Size</td>
<td>Set Maximum Image Size to A3, B4 or A4 for the remote machine as dictated by its maximum receiving document size and capacity profile.</td>
<td>A3</td>
</tr>
<tr>
<td>7</td>
<td>iFAX Profile</td>
<td>A profile is an agreement between transmitting and receiving iFAX machines that limit image resolution, paper size and other attributes. Select the TIFF-S button, the TIFF-F button or the TIFF-J button.</td>
<td>TIFF-S</td>
</tr>
</tbody>
</table>

For details on how to enter characters, see “1.5 Entering Text” (P. 8).
9.3 Setting an Address Number

9.3.1 Entry Method

Fax Number

Procedure

1 Press **Password/System Settings**.
The System Settings screen or System Administrator - Password Entry screen is displayed.

**Note**
- The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen.
- If the System Administrator - Password Entry screen is displayed, enter the password as described in “5.2.1 Entering the System Administration Mode” in “Part 1 Hardware” of the User Guide (Copier). The System Settings screen appears when the System Settings button is selected after entering a password.

2 Select **Setup Menu**.
The Setup Menu screen is displayed.

3 Select **Address Book**.
The Address Book screen is displayed.
4. Select the Address Numbers to enter and select **Create/Delete**.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. You can directly access an Address Number by entering a three-digit Address Number in Go to with the numeric keypad.

The Address Number NNN - Create/Delete screen is displayed. (NNN indicates an Address Number.)

5. Select **Fax** for Address Type and **Detailed Settings**.

   ![Address Book Screen](image)

   **Note**
The screen of step 5 is displayed only when the Internet Fax function (iFax) kit (option) is installed. When this kit is not installed, the screen in step 6 (but not the one in step 5) is displayed.

6. Select the items to enter and select **Change Settings**.

Select the ▲ button to display the previous screen and select the ▼ button to display next screen.
■ 1. Fax Number

① Use the keyboard on the screen and the numeric keypad to enter a Fax Number of up to 128 digits and select **Save**.

The display might differ according to the ROM versions.

■ 2. Recipient

① Use the keyboard on the screen and the numeric keypad to enter a Recipient Name of up to 18 characters and select **Save**.

■ 3. Index

① Use the keyboard on the screen and the numeric keypad to enter one character and select **Save**.

■ 5. Relay Station Setup

① Select Off or On and select **Save**.
6. Communication Mode

1. Select G3 Auto or F4800 and select **Save**.

7. Resolution

1. Select Panel, Standard, Fine, Super-fine (400dpi) and Super-fine (600dpi) and select **Save**.

8. Cover Note

1. Select **Off** or **On** and select **Save**.

2. To attach a Cover Note, select **On** then **Comment**.

The 8. Cover Note - Comment screen is displayed.
9.3 Setting an Address Number

③ Select **Recipient’s Comment**.

The 8. Cover Note - Recipient’s Comment screen is displayed.

④ Select **On** and select a comment from **No. comment**.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.

- **9. Maximum Image Size**

① Select A3, A4 or B4 and select **Save**.

- **10. Delayed Start**

① Select Off or On and select **Save**.
② Select **On** when Delayed Start is to be used.

![Delayed Start Setting](image)

③ Select AM or PM and enter the Start Time with ▲▼, then select **Save**.

![Delayed Start Setting](image)

**See**

*When the 24-hour clock is used the AM button and the PM button are not displayed.*

### 11. Remote Mailbox

① Select **Off** or **On**.

![Remote Mailbox Setting](image)

② Select **On** when Remote Mailbox is to be used.

![Remote Mailbox Setting](image)
③ Enter the three-digit box number of Remote Mailbox Number using the numeric keypad and select **Next**.

![Remote Mailbox Number](image)

► is displayed to the left of the Password.

④ If required, enter the Password using the numeric keypad and select **Next**.

If a password has not been entered, you do not need to use one. Then select the Save button without entering a password.

![Password](image)

⑤ Select **On**.

■ 11. **F Code**

① Select either **Off** or **On**.

![F Code](image)

② To do F Code transmission, select **On**.

![F Code](image)
3. Enter the F Code with the numeric keypad, and select Next.

![Image of F Code and Password fields]

Example: F Code: 0123 (when the mailbox number is 123)

On the left side of Password, ▲ is displayed.

**Note**

You can enter up to 20 digits for an F Code.

4. If necessary, enter the password on the numeric keypad then select Next.

![Image of F Code and Password fields]

**Note**

You can enter up to 20 digits for a password.

5. Select Save.

13. Relay Broadcast

1. Select Off or On.

![Image of Relay Broadcast fields]

2. Select On when Relay Broadcast is to be used.
Enter the two-digit number for the Relay Station ID using the numeric keypad and select **Enter/Change Recipients**.

Note

The Relay Station ID is the Address Number of the initiating station (your machine) that is registered at the remote machine.

The 11. Relay Broadcast - Enter/Change Recipients screen is displayed.

Enter the three-digit Address Number for the destination or the Group Number (# and two digits) using the numeric keypad and select **Add**.

If there are multiple destinations, enter other Address Numbers and Group Numbers and select the Add button.

Added destinations are displayed on the left side of the screen.

Note

- Address Numbers from 001 to 099 and Group Numbers from #01 to #09 can be entered.
- To delete destinations, use the numeric keypad to select Address Numbers or Group Numbers that are to be deleted and select the Delete button.

If you want to print a transmitted document also at a relay station, select **On** for Print at Relay Station.

Select **Save**.

When all settings are completed, select **Save** two or three times and select **Close** repeatedly until the System Settings screen is displayed.
8 Select Close.
The machine is restarted and the screen displayed prior to operations appears.

---

### Recipient of the Internet Fax (iFAX)

#### Procedure

1. **Press Password/System Settings.**
   The System Settings screen or the System Administrator - Password Entry screen is displayed.

   **Note**
   - The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password System/Settings button to display the System Settings screen.
   - If the System Administrator - Password Entry screen is displayed, enter the password as described in “5.2.1 Entering the System Administration Mode” in “Part 1 Hardware” of the User Guide (Copier). The System Settings screen appears when the System Settings button is selected after entering a password.

2. **Select Setup Menu.**
   The Setup Menu screen is displayed.

3. **Select Address Book.**
   The Address Book screen is displayed.
4. Select the Address Number to enter and select Create/Delete.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. You can directly select an Address Number by entering a three-digit Address Number in Go to using the numeric keypad.

The Address Number 001 - Create/Delete screen is displayed. (NNN indicates an Address Number.)

5. Select iFAX for Address Type and select Detailed Settings.

6. Select the items to enter and select Change Settings.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.

- **1. E-mail Address**

  ① Use the keyboard on the screen and the numeric keypad to enter a E-mail address of up to 128 characters and select Save.

  The display might differ according to the ROM versions.
2. Recipient Name

① Use the keyboard on the screen and the numeric keypad to enter a Recipient Name of up to 18 characters and select Save.

3. Index

① Use the keyboard on the screen and the numeric keypad to enter one character and select Save.

4. Communication Mode

① Select G3 Auto or F4800 and select Save.

Note: The settings done here, when using the Fax Gateway function, are set at the Communication Mode between the fax destination and the Fax Gateway, for the Internet FAX (iFAX) function (option). Faxes are transmitted through G3 Auto until the Fax Gateway. For information on the Fax Gateway function, see “13.4.2 Sending Faxes to Recipients as Relay Centers” (P. 298).

5. Resolution

① Select Panel, Standard, Fine, Super-fine (400dpi) or Super-fine (600dpi) and select Save.
6. Maximum Image Size

1. Select A3, A4 or B4 and select Save.

<table>
<thead>
<tr>
<th>Maximum Image Size</th>
<th>Cancel</th>
<th>Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>A3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. iFAX Profile

1. Select TIFF-S, TIFF-F or TIFF-J and select Save.

<table>
<thead>
<tr>
<th>iFAX Profile</th>
<th>Cancel</th>
<th>Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIFF-S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TIFF-F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TIFF-J</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TIFF-S is a standard format for Internet fax (iFax).
Select TIFF-S when sending A4 document size with Standard or Fine Resolution.
Use TIFF-F or TIFF-J to send larger documents up to A3 size with Super-fine Resolution.
This feature is not available for Fax recipients.

7. When all settings have been made, select Close repeatedly until the System Settings screen is displayed.

8. Select Close to complete.

The machine is restarted and the screen displayed prior to the operation appears.
9.3 Setting an Address Number

9.3.2 Changing/Deleting Entered Address Numbers

The following example uses fax numbers registered in Address Numbers. The same procedure is also used for Address Numbers storing mail addresses.

Procedure

1. Press **Password/System Settings**.
   The System Settings screen or System Administrator - Password Entry screen is displayed.
   
   **Note**
   - The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen.
   - If the System Administrator - Password Entry screen is displayed, enter the password as described in “5.2.1 Entering the System Administration Mode” in “Part 1 Hardware” of the User Guide (Copier). The System Settings screen appears when the System Settings button is selected after entering a password.

2. Select **Setup Menu**.
   The Setup Menu screen is displayed.

3. Select **Address Book**.
   The Address Book screen is displayed.
4 Select the Address Numbers to change or delete and select Create/Delete.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. You can directly access an Address Number by entering a three-digit Address Number in Go to using the numeric keypad.

The Address Number NNN - Create/Delete screen is displayed. (NNN indicates an Address Number.)

5 Check the information shown on the screen and select Detailed Settings.

Note

The screen of step 5 is displayed only when the Internet Fax function (iFax) kit (option) is installed. When this kit is not installed, the screen in step 6 (but not the one in step 5) is displayed.

6 Changing the entry

Select the items to change and select Change Settings.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.

See

For details on how to make this setting, see “9.3.1 Entry Method” (P. 163).
9.3 Setting an Address Number

■ Deleting all entered items

① Select **Reset All Settings**.

A confirmation screen is displayed.

② Check screen information and select **Yes**.

Select the No button to return to step 1.

This operation deletes all selected Address Numbers.

7 Select **Close** repeatedly until the System Settings screen is displayed.

8 Select **Close**.

The machine is restarted and the screen displayed prior to the operation appears.
9.4 Setting a Group Dial

Up to 50 destinations can be entered as a Group Send for Broadcast Send. You must program the Address Numbers beforehand.

Note
One group dial number can contain up to 20 Address Numbers. The wildcard “*” can be used. For details on how to enter Address Numbers, see “9.3 Setting an Address Number” (P. 160).

Procedure

1 Press Password/System Settings.
The System Settings screen or System Administrator - Password Entry screen is displayed.

Note
- The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen.
- If the System Administrator - Password Entry screen is displayed, enter the password as described in “5.2.1 Entering the System Administration Mode” in “Part 1 Hardware” of the User Guide (Copier). The System Settings screen appears when the System Settings button is selected after entering a password.

2 Select Setup Menu.
The Setup Menu screen is displayed.

3 Select Group Send.
The Group Send screen is displayed.
4 Select the Group numbers to enter and select Create/Delete.
Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.

The Group #NN - Create/Delete screen is displayed. (NN indicates group number.)

5 Use the numeric keypad to enter the three-digit Address Number you wish to enter and select Add.
When an Address Number is entered, the Recipient Name and the Fax Number are displayed on the right. Select the Add button and the entered Address Number is displayed on the left side of the screen.

Repeat this procedure for each Address Number to be added.
To delete Recipients, use the numeric keypad to select Address Numbers that are to be deleted and select the Delete button.

Note
• You cannot enter a group in another group.
• Examples of using wildcards:
  • 01* : 10 Address Numbers from 010 to 019 can be specified.
  • *** : All Address Numbers can be specified.

6 Select Save.

7 Select Close repeatedly until the System Settings screen is displayed.

8 Select Close.
The machine is restarted and the screen displayed prior to the operation appears.
### Setting a Comment

You can enter comments for use on a Cover Note. Up to 50 comments each containing a total of 18 characters can be entered.

**Procedure**

1. **Press Password/System Settings.**
   The System Settings screen or System Administrator - Password Entry screen is displayed.
   
   **Note**
   - The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen.
   - If the System Administrator - Password Entry screen is displayed, enter the password as described in “5.2.1 Entering the System Administration Mode” in “Part 1 Hardware” of the User Guide (Copier). The System Settings screen appears when the System Settings button is selected after entering a password.

2. **Select Setup Menu.**
   
   ![Setup Menu Screen]
   The Setup Menu screen is displayed.

3. **Select Comment.**
   
   ![Comment Screen]
   The Comment screen is displayed.
4 Select the number of the Comment to enter and select Create/Delete. Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.

A screen for entering comments is displayed.

5 Use the keyboard on the screen and the numeric keypad to enter a Comment and select Save. A comment can contain up to 18 characters.

For details on how to enter characters, see “1.5 Entering Text” (P. 8).

6 Select Close repeatedly until the System Settings screen is displayed.

7 Select Close. The machine is restarted and the screen displayed prior to the operation appears.
Creating a Mailbox

A mailbox must be created before you can use Remote Mailbox or sort received documents into mailboxes. Documents of the Mailbox Fax Receive or Private Polling are stored in the Mailbox. This is convenient for differentiating between received documents and documents to be transmitted (Private Polling). You can program a Password and a Mailbox Name and processing method for stored documents (Mailbox Options). The machine has 200 mailboxes you can use. The items that can be set and changed are listed below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailbox Name</td>
<td>Determines the name used for a Mailbox. Up to 10 characters can be used in the name.</td>
</tr>
<tr>
<td>Password</td>
<td>A password of up to 20 digits can be set. A password is not a mandatory setting.</td>
</tr>
<tr>
<td>Check Password</td>
<td>A password restricts the writing of data to a Mailbox or reading data in a Mailbox.</td>
</tr>
<tr>
<td>Mailbox Options (Fax Doc.)</td>
<td>Determines how fax documents received in a mailbox or Private Polling documents are processed. Save, Print and Forward (for one Address Number) can be set. You need to record the Address Number recipient of the destination of the transmission in advance to transmit.</td>
</tr>
<tr>
<td>Delete/Save Documents</td>
<td>Determines whether or not Mailbox documents are to be deleted after retrieving or printing.</td>
</tr>
</tbody>
</table>

**See**
- Mailboxes can also be stored using CentreWare Internet Services. For details on CentreWare Internet Services, see “Chapter 5 Configuring From Computer (CentreWare Internet Services)” in “Part 1 Printer” of the User Guide (Printer/Scanner).
- For details on how to enter Address Numbers, see “9.3 Setting an Address Number” (P. 160).
- When the Internet Fax (iFAX) function (option) is used, mail can be used for forwarding. For details on the mail forwarding function, see “13.4.3 Forwarding a Fax as E-mail From Mailbox” (P. 301).

In the following examples, we will use the touch panel to describe operating procedures.

**Procedure**

1. **Press Password/System Settings.**
   The System Settings screen or System Administrator - Password Entry screen is displayed.
Creating a Mailbox

Setting up System Administration Mode (Fax Functions)

The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen.

If the System Administrator - Password Entry screen is displayed, enter the password as described in "5.2.1 Entering the System Administration Mode" in “Part 1 Hardware” of the User Guide (Copier). The System Settings screen appears when the System Settings button is selected after entering a password.

2 Select Setup Menu.

The Setup Menu screen is displayed.

3 Select Mailbox.

The Mailbox screen is displayed.

4 Select the Mailbox to enter and select Create/Delete.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen. You can directly specify a Mailbox by entering a three-digit Address Number in Go to with the numeric keypad.

Note
A Mailbox that has not been entered is indicated as “(Not In Use)”.

<table>
<thead>
<tr>
<th>Address No.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>(Not In Use)</td>
</tr>
<tr>
<td>002</td>
<td>(Not In Use)</td>
</tr>
<tr>
<td>003</td>
<td>(Not In Use)</td>
</tr>
<tr>
<td>004</td>
<td>(Not In Use)</td>
</tr>
<tr>
<td>005</td>
<td>(Not In Use)</td>
</tr>
</tbody>
</table>

Go to (001-500)
The New Mailbox-Assign Password screen is displayed.

The New Mailbox-Assign Password screen is displayed.

When a Password is to be entered.
Select On and use the numeric keypad to enter a Password of up to 20 digits and select Save.

When you make an entry mistake, press the Clear (C) button and enter again.

The Mailbox XXX - Create/Delete screen is displayed. (XXX indicates entered Mailbox Number.)

When a password is not to be entered
Select Off and select Save.

The Mailbox XXX - Create/Delete screen is displayed. (XXX indicates entered Mailbox Number.)

Select the items to enter and select Change Settings. When the setting is completed, select Save.
1. Mailbox Name

The display might differ according to the ROM versions.

Determines the name used for a Mailbox. Up to 10 characters can be used in the name.

- **Mailbox Name**

For details on how to enter characters, see “1.5 Entering Text” (P. 8).

3. Check Password

When a Password is set, the Password can be set to limit the operations for writing to and reading from a Mailbox.

- **Save** (Write)  A password is required in selecting a mailbox.
- **Print/Delete** (Read)  A password is required to print and delete mailbox documents.
- **Always**  A password is required for both operations described above.

4. Mailbox Options (Fax Doc.)

Determines how fax documents received in a Mailbox or Private Polling documents are processed.

- **Save in Mailbox**  Saves documents.
- **Print**  Prints documents automatically. To store Private Polling documents, set the Save button for 5. Delete/Save Documents.
- **Forward**  Forwards documents to the specified recipient (one Address Number) automatically. Use the numeric keypad to enter Address Numbers.

See

For details on how to enter characters, see “1.5 Entering Text” (P. 8).
Creating a Mailbox

If a Local Terminal is set for the Forward recipient Using the Mailbox Options, documents are stored in the same box and an infinite loop may be generated depending on the setup of the Box Selector function among others.

**Note**
- Mail (but not a fax document) received in a Mailbox cannot be printed or forwarded using the Using the Mailbox Options. The mail is saved in the Mailbox.
- The Monitor Report about the transmitted fax document is not printed out.

## 5. Delete/Save Documents

You can select whether or not Mailbox documents are to be deleted after retrieving or printing.

- **Save** Saves documents.
- **Delete** Deletes documents.

7. Check the entries made in the Create/Delete screen and select **Close**.

8. Select **Close** repeatedly until the System Settings screen is displayed.

9. Select **Close**.

The machine is restarted and the screen displayed prior to the operation appears.
Programming Sort to Mailbox
(Box Selector Entry)

This section describes how to set the sorting method of the Box Selector function that sorts received documents into specified Mailboxes.

Sorting can be performed by incoming line.

See
For details on the sorting function, see “8.15 Sorting Received Documents Into Mailbox (Box Selector)” (P. 129).

9.7.1 Documents Sorted by Incoming Line

When sorting by incoming line is specified, received documents are stored in mailboxes specified by incoming line.

Procedure

1 Press **Password/System Settings**.
The System Settings screen or System Administrator - Password Entry screen is displayed.

**Note**
- The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen.
- If the System Administrator - Password Entry screen is displayed, enter the password as described in “5.2.1 Entering the System Administration Mode” in “Part 1 Hardware” of the User Guide (Copier). The System Settings screen appears when the System Settings button is selected after entering a password.

2 Select **System Settings**.
The System Settings screen is displayed.
3 Select Fax Mode Settings.

Select Fax Mode Settings.

The Fax Mode Settings screen is displayed.

4 Select Output Destination/File Destination.

Select Output Destination/File Destination.

The Output Destination/File Destination screen is displayed.

5 Select File Destination- Line Setup.

Select File Destination- Line Setup.

The File Destination - Line Setup screen is displayed.

6 Select the Line to enter and select Change Settings.

Select the ▲ button to display the previous screen and select the ▼ button to display the next screen.

<table>
<thead>
<tr>
<th>Line</th>
<th>Current Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Line 0 (Extension)</td>
<td>Not Set</td>
</tr>
<tr>
<td>2. Line 1</td>
<td>Mailbox 100</td>
</tr>
<tr>
<td>3. Line 2</td>
<td>Not Set</td>
</tr>
<tr>
<td>4. Line 4</td>
<td>Mailbox 100</td>
</tr>
</tbody>
</table>

Note

Line 2 and 4 can be specified when an option is installed.

The NN. Line 1 - File Destination screen is displayed. (NN indicates a line.)
7 Select **On**.

8 Enter the three-digit Mailbox Number for storing documents using the numeric keypad.

9 Select **Save**.

10 Select **Close** repeatedly until the System Settings screen is displayed.

11 To activate the File Destination-Line Setup function, see “9.8.7 Fax Control” (P. 202).

12 Select **Exit**.

The machine is restarted and the screen displayed prior to the operation appears.
9.8 Other Items

This section describes the following settings that can be set using the System Settings button in the System Administration Mode.

### Common Settings
- Audio Tones
- Printing Priority
- Reports

### Fax Mode Settings
- Screen Defaults
- Feature Defaults
- Fax Control
- Output Destination-Line Setup of Output Destination/File Destination
- Reduce/Enlarge Presets
- Scan Size Defaults

See For details on Local Terminal Information, see “9.2 Entering Local Terminal Information” (P. 155), for details on File Destination-Line Setup in the Output Destination/File Destination screen, see “9.7 Programming Sort to Mailbox (Box Selector Entry)” (P. 188).

### 9.8.1 Setup Method

**Procedure**

1. **Press Password/System Settings.**
   
The System Settings screen or System Administrator - Password Entry screen is displayed.

   **Note**
   - The System Administrator - Password Entry screen is displayed when a System Administrator password has been set. If a password has not been set, press the Password/System Settings button to display the System Settings screen.
   - If the System Administrator - Password Entry screen is displayed, enter the password as described in “5.2.1 Entering the System Administration Mode” in “Part 1 Hardware” of the User Guide (Copier). The System Settings screen appears when the System Settings button is selected after entering a password.
9.8 Other Items

2 Select **System Settings**.

The System Settings screen is displayed.

3 Select the buttons on the screen repeatedly until the item to set appears.

The screen for setting the selected item is displayed.

4 Select and set the item.

5 When the setting is completed, select **Save**.

6 Select **Close** repeatedly until the System Settings screen is displayed.

7 Select **Exit**.

The machine is restarted and the screen displayed prior to the operation appears.

9.8.2 **Audio Tones**

This function sets fax feature tones.

This section describes the following fax features: 9. Line Monitor Volume, 10. Ringing Volume. For details on other settings, see “5.4.2 Setting Audio Tones” in “Part 1 Hardware” of the User Guide (Copier).
9. Line Monitor Volume

Determines whether the telephone line tone sounds from the speaker of the machine itself until a telephone call is connected to a remote machine. This is useful when using a facsimile information service without picking up the handset.

You can select Off, Loud, Normal and Soft. The default value is Normal.

10. Ringing Volume

Determines the ringing tone volume when an incoming telephone call is received.

You can select Off, Loud, Normal and Soft. The default value is Normal.

Note

If only one G3 communication line is connected to this machine and if this machine is equipped with a handset of an external telephone, the ringing tone volume can be adjusted by using the volume control on the handset.

9.8.3 Printing Priority

Sets the print priority of fax-received documents and documents which is received through the Internet Fax (iFAX) function (option).

This section describes fax functions. For details on other items and printing priority, see “5.4.5 Printing Priority” in “Part 1 Hardware” of the User Guide (Copier).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Take priority</td>
</tr>
<tr>
<td>28</td>
<td>Second in order of priority</td>
</tr>
<tr>
<td>38</td>
<td>Third in order of priority</td>
</tr>
<tr>
<td>48</td>
<td>No priority</td>
</tr>
</tbody>
</table>

3. Received Fax

Sets the Printing Priority of fax-received documents.

Referring to the table below, use the numeric keypad to enter the desired value. Default values 48 is No priority.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Take priority</td>
</tr>
<tr>
<td>28</td>
<td>Second in order of priority</td>
</tr>
<tr>
<td>38</td>
<td>Third in order of priority</td>
</tr>
<tr>
<td>48</td>
<td>No priority</td>
</tr>
</tbody>
</table>

4. Received iFax Documents

This item is displayed when the Internet Fax (iFAX) function (option) is used.

Sets the Printing Priority of mail-received documents.
Referring to the table below, use the numeric keypad to enter the desired value. Default values 48 is No priority.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Take priority</td>
</tr>
<tr>
<td>28</td>
<td>Second in order of priority</td>
</tr>
<tr>
<td>38</td>
<td>Third in order of priority</td>
</tr>
<tr>
<td>48</td>
<td>No priority</td>
</tr>
</tbody>
</table>

### 9.8.4 Reports

Sets the printing of reports. This section describes only fax functions. For details on other items, see “5.4.7 Reports” in “Part 1 Hardware” of the User Guide (Copier).

For details on each report, see “Chapter 10 Reports/Lists” (P. 213).

#### 1. Job History Report

You can determine whether or not a Job History Report is to be printed out automatically for every 50 print operations. Referring to the table below, use the numeric keypad to enter the desired value. The default values 0 is Off.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>
2. Activity Report
You can determine whether or not an Activity Report is to be printed out automatically for every 100 transactions. Referring to the table below, use the numeric keypad to enter the desired value. The default values 0 is Off.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>

3. Transmission Report-Undeliver
You can determine whether or not a Transmission Report-Undeliver is to be printed out automatically. Referring to the table below, use the numeric keypad to enter the desired value. The default values 0 is Off.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>

4. Transmission Report-Canceled
You can determine whether or not a Transmission Report-Canceled is to be printed out automatically. Referring to the table below, use the numeric keypad to enter the desired value. The default values 0 is Off.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>

5. Mailbox Documents Report
You can determine whether or not a Mailbox Documents Report is to be printed out automatically. Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is On.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>

6. Broadcast/Multi-poll Report
You can determine whether or not a Broadcast/Multi-Poll Report is to be printed out automatically. Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is On.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>
7. Relay Broadcast Report

You can determine whether or not a Relay Broadcast Report is to be printed out automatically and where it is printed out. Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is transmission to the initiating station.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>Transmission to initiating station.</td>
</tr>
<tr>
<td>2</td>
<td>Printed on this machine.</td>
</tr>
<tr>
<td>3</td>
<td>Transmitted to the initiating station and printed on this machine.</td>
</tr>
</tbody>
</table>

8. 2 Sided Report

When printing a report/list, it sets up whether it prints to both sides. Referring to the table below, use the numeric keypad to enter the desired value. The default values 0 is Off.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>

9. Recipient on Activity Report

You can determine how many digits of other party information is to be printed in the Activity Report. Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is displaying the first 40 digits.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>The first 40 digits are indicated.</td>
</tr>
<tr>
<td>1</td>
<td>The last 40 digits are indicated.</td>
</tr>
</tbody>
</table>

9.8.5 Screen Defaults

This function sets Fax screen settings. The following settings can be made using the Screen Defaults settings.
1. Fax Screen Default

This function determines whether the Basic Features screen or the Address Book is to be displayed when the Fax screen appears. Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is the Basic Features screen.

For details on the Address Book, see “3.4.5 Using the Address Book” (P. 30).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Basic Features screen</td>
</tr>
<tr>
<td>1</td>
<td>Address Book</td>
</tr>
</tbody>
</table>

2. Address Book Default

This function determines the Address Number that is displayed first when the Address Book is opened. Use the numeric keypad to enter the desired value. The default value is 001.

For details on the Address Book, see “3.4.5 Using the Address Book” (P. 30).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 to 500</td>
<td>The recipient of the specified number is displayed first.</td>
</tr>
</tbody>
</table>

3. Transmission Screen

Set whether to display the transmission status on the display while sending. Referring to the table below, use the numeric keypad to enter the setting values. The default value 0 is Off.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>
9.8.6 Feature Defaults

This function sets the fax feature defaults. The machine returns to the default values set here when the power is turned on, the machine returns from the Power Saver mode or when the Clear All button is pressed. It is a good idea to customize frequently used functions to save operating time.

The following settings can be made using the Feature Defaults commands.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Standard</td>
</tr>
<tr>
<td>1</td>
<td>Fine</td>
</tr>
<tr>
<td>2</td>
<td>Super-fine (400dpi)</td>
</tr>
<tr>
<td>3</td>
<td>Super-fine (600dpi)</td>
</tr>
</tbody>
</table>

1. Resolution

This function allows you to set the default value for Resolution in the Basic Features screen. Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Standard.

For details on Resolution, see “3.1.1 Resolution” (P. 20).
2. Original Type

This function allows you to set the default value for Original Type in the Basic Features screen. Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Text.

See

For details on Original Type, see “3.1.2 Original Type” (P. 21).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Text</td>
</tr>
<tr>
<td>1</td>
<td>Photo</td>
</tr>
<tr>
<td>2</td>
<td>Text &amp; Photo</td>
</tr>
</tbody>
</table>

3. Lighter/Darker

This function allows you to set the default value for Lighter/Darker in the Basic Features screen. Referring to the table below, use the numeric keypad to enter the desired value. The default value 3 is Normal.

See

For details on Lighter/Darker, see “3.1.3 Lighter/Darker” (P. 21).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Lighter (-3)</td>
</tr>
<tr>
<td>1</td>
<td>Lighter (-2)</td>
</tr>
<tr>
<td>2</td>
<td>Lighter (-1)</td>
</tr>
<tr>
<td>3</td>
<td>Normal (0)</td>
</tr>
<tr>
<td>4</td>
<td>Darker (+1)</td>
</tr>
<tr>
<td>5</td>
<td>Darker (+2)</td>
</tr>
<tr>
<td>6</td>
<td>Darker (+3)</td>
</tr>
</tbody>
</table>

4. Mixed Size Originals

This function allows you to set the default value for Mixed Size Originals in the Scan Options screen. Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Off.

See

For details on Mixed Size Originals, see “8.3 Scanning Documents in Various Sizes (Mixed Size Originals)” (P. 84).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>
5. Communication Mode

This function allows you to set the default values for the Communication Mode in the Send Options screen. Referring to the table below, use the numeric keypad to enter the desired value. The default value 2 is G3 Auto.

For details on the Communication Mode, see “3.3 Selecting a Communication Mode (Communication Mode)” (P. 25).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>G3 Auto</td>
</tr>
<tr>
<td>3</td>
<td>F4800</td>
</tr>
</tbody>
</table>

6. Send Header

This function allows you to set the default value of the Send Header in the Send Options screen can be set, use the numeric keypad to enter the desired value. The default value 1 is On.

For details on Send Header, see “8.9 Transmitting Documents With Brief Information (Send Header)” (P. 99).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>

7. Transmission Report

This function allows you to set the default value of the Transmission Report in the Send Options screen can be set, use the numeric keypad to enter the desired value. The default value 0 is Off.

For details on the Transmission Report, see “10.8 Transmission Report” (P. 228).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>
8. iFAX Profile

This item is displayed when the Internet Fax (iFAX) function (option) is used. The default value of the iFAX Profile can be set in the On-Hook/Others screen. Use the numeric keypad to enter values as shown in the table below. The default value 0 is TIFF-S.

See:

For details on iFAX Profile, see “13.3.2 Settings That are Configurable During an Outgoing iFax Transmission” (P. 287).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>TIFF-S</td>
</tr>
<tr>
<td>1</td>
<td>TIFF-F</td>
</tr>
<tr>
<td>2</td>
<td>TIFF-J</td>
</tr>
</tbody>
</table>
9.8 Other Items

9.8.7 Fax Control

This function determines fax transmission control. The following settings can be made using the Fax Control settings.

1. Activation of Line 0 (Ext.)
   - This item is displayed but does not function.
2. Send Header-Polling

This function determines whether or not the Send Header is to be added to a Document for Public Polling. Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is On.

For details on Store for Polling, see “8.12 Preparing to Be Polled (Store for Polling)” (P. 106).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>

3. Document for Polling

This function determines whether to delete data for a Document for Public Polling from the memory automatically after transmitting the document. Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Save.

For details on Store for Polling, see “8.12 Preparing to Be Polled (Store for Polling)” (P. 106).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Save</td>
</tr>
<tr>
<td>1</td>
<td>The document is automatically deleted after retrieval.</td>
</tr>
</tbody>
</table>

4. Rotate 90°

You can set the image to rotate automatically so that the image can be transmitted without reducing the image size by rotating the image orientation. This feature is not available when the Multiple Up feature or Variable % in the Scan Size feature is selected. Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is On.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>

5. Sender ID

This function determines whether to display the G3 ID on the screen at a remote machine when using G3 transmission. Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is On.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>
6. Redial Attempt

When the line is busy, the machine can redial automatically. Sets the number of redialing attempts. Referring to the table below, use the numeric keypad to enter the desired value. The default value varies depending on the country.

*Note*
To use this item, it must be set by an engineer.
This item does not function in some countries.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1 to 9</td>
<td>The specified number of redial operations is performed.</td>
</tr>
</tbody>
</table>

7. Redial Interval

This function sets the Redial Interval. Use the numeric keypad to enter the desired value. A value from 1 up to 15 minutes can be set in 1 minute increments. The default value 1 is 1 minute.

*Note*
To use this item, it must be set by an engineer.
This item does not function in some countries.

8. Transmission Interval

This function sets the period between transmissions. The longer the Transmission Interval, the longer the total time spent for operations like Broadcast Send, but the machine can receive faxes during the standby time. Use the numeric keypad to enter the desired value. A value from 3 up to 255 seconds can be set in 1 second increments. The default value 8 is 8 seconds.

9. Batch Send

This feature automatically transmits several pending documents to an identical destination with a single phone call thereby reducing telephone charges. Note that Batch Send cannot be used together with Broadcast Send, Relay Broadcast Send, Remote Mailbox, and Delayed Start before the specified time. Nor can transmissions to a single destination from separate departments be batch processed when there are redialing, resending or delayed start jobs, or when the Copylyzer is used. Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is Batch Send On.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Batch Send Off</td>
</tr>
<tr>
<td>1</td>
<td>Batch Send On</td>
</tr>
</tbody>
</table>
10. Auto Switch Time

This function sets how many times the machine rings for incoming before fax communication is started. When an incoming call is from a telephone, pick up the handset or external telephone (option) within the set time to speak with the remote party. If you hear a facsimile tone, press the Manual Receive button.

Use the numeric keypad to enter the desired value. A value from 0 up to 9 times can be set in 1 time increments. The default value 0 is 0 times.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Switches to fax as soon as the call is received.</td>
</tr>
<tr>
<td>1 to 9</td>
<td>Switches to fax after the set number of rings.</td>
</tr>
</tbody>
</table>

Note

To use this item, it must be set by an engineer.

This item does not function in some countries.

11. Fax Receiving Mode

This function allows you to set the default value for the Fax Receiving Mode.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Auto Receive.

For details on the Fax Receiving Mode, see “6.1 Reception Mode” (P. 62).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Auto Receive</td>
</tr>
<tr>
<td>1</td>
<td>Manual Receive</td>
</tr>
</tbody>
</table>

12. Border Limit

This function sets the value to divide a document onto two pages, when the received documents are longer than loaded paper size. We recommend using this feature with the Auto Reduce on Receipt feature.

Referring to the table below, use the numeric keypad to enter the desired value. A value from 0 up to 127 mm can be set in 1 mm increments. The default value 16 is 16 mm.

For details on Border Limit, see “6.2.5 Reducing Images at the Recipient Side” (P. 69).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No division</td>
</tr>
<tr>
<td>1 to 127</td>
<td>Pages are divided according to the set value.</td>
</tr>
</tbody>
</table>
13. Auto Reduce on Receipt

If the document length exceeds the length of the loaded paper but is within the value set in the Border Limit feature, the machine reduces and reproduces an image onto a single page. We recommend setting this feature with the Border Limit feature. If this feature is set to Off and the document length exceeds the paper length, image loss may occur.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 1 is Auto Reduce.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off (100%)</td>
</tr>
<tr>
<td>1</td>
<td>Auto Reduce</td>
</tr>
</tbody>
</table>

See For details on Auto Reduce on Receipt, see “6.2.5 Reducing Images at the Recipient Side” (P. 69).

14. Receiving Paper Size

This function determines a mode from the following options to inform the remote sending machine of the paper size.

Select Tray Mode or User Mode. The default value is Tray Mode.

In the User Mode, the following paper sizes can be selected: A3, A4, A5, B4, B5, 8.5×11" , and Select All. The default value is Select All.

See For details on Receiving Paper Size, see “6.2 Printing Received Documents” (P. 65).

15. 2 Up on Receipt

This function allows the machine to print two received documents on one page. This is effective in saving paper.

For example, a two page A5 document can be printed on one A4 sheet of paper. However, if the same size of paper as the received documents is loaded and specified, the received images are reproduced onto that paper size. The 2 Up on Receipt feature may be disabled in some cases, depending on the size of the documents received.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Off.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>
### 16. 2 Sided Printing

This function allows the machine to print received documents (included iFAX received document) or reports onto both sides of a sheet. This is effective in saving paper.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Off.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>

*Some data may not permit you to print on both sides of a sheet even when this function is set to On.*

### 17. Doc. Feeder Delect Method

This function allows you to select whether size detection in the document feeder is to be performed using the A/B system or inch system.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is A/B system.

For details on documents, see “Chapter 2 Loading Documents” (P. 9).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>A/B system</td>
</tr>
<tr>
<td>1</td>
<td>Inch system</td>
</tr>
</tbody>
</table>

### 18. Reduce 8.5×11” Original to A4

When Reduce/Enlarge in the Scan Options screen is set to Auto %, it is possible to select whether or not a received 8.5 × 11 inch document is to be reduced to A4 size.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Same Size.

For details on documents, see “Chapter 2 Loading Documents” (P. 9) and for details on Reduce/Enlarge, see “8.4 Scanning Documents at a Specified Size/Ratio (Reduce/Enlarge)” (P. 87).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Same Size</td>
</tr>
<tr>
<td>1</td>
<td>Reduced to A4 size</td>
</tr>
</tbody>
</table>

### 19. Pseudo-Photo Gradation Mode

This function performs grey level correction for documents containing photographs.

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Error Diffusion.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Error Diffusion</td>
</tr>
<tr>
<td>1</td>
<td>Dithering</td>
</tr>
</tbody>
</table>
20. Selector - Line Setup

This function determines whether or not Selector - Line Setup is to be used. Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Off.

For details on the Selector, see “8.15 Sorting Received Documents Into Mailbox (Box Selector)” (P. 129).

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off</td>
</tr>
<tr>
<td>1</td>
<td>On</td>
</tr>
</tbody>
</table>

21. Memory Full Procedure

This function determines what to do when the machine runs out of hard disk space while scanning a fax document. Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Off.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Off (Stored documents are deleted)</td>
</tr>
<tr>
<td>1</td>
<td>Stored data is intact.</td>
</tr>
</tbody>
</table>

22. Maximum Stored Pages

This function allows you to set the maximum number of stored pages. Use the numeric keypad to enter the desired value. A value between 1 to 999 pages can be set in 1 page increments. The default value 999 is 999 pages.
9.8.8 Output Destination-Line Setup

When the output module option is installed, it is possible to set output destination by incoming line, mail (Internet Fax (iFAX) received document and received mail document) and mailbox print doc. This item is not indicated unless an output module option is installed. The following settings can be made using the Output Destination-Line Setup settings.

1. Line 1  4. iFAX
2. Line 2  5. Mailbox Printed Documents
3. Line 4

Referring to the table below, use the numeric keypad to enter the desired value. The default value 0 is Center Output Tray.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Center Output Tray</td>
</tr>
<tr>
<td>1</td>
<td>Side Output Tray</td>
</tr>
<tr>
<td>2</td>
<td>Finisher Tray</td>
</tr>
</tbody>
</table>

Note
- Line 2 and 4 can be specified when an option is installed.
- iFAX Output Destination is displayed only when the Internet Fax function (iFax) kit (option) is installed.
9.8 Other Items

9.8.9 Reduce/Enlarge Presets

Select the ratio displayed in Preset % in Reduce/Enlarge in the Scan Options screen. You can assign any ratio to the seven buttons other than the button 100% button and the Auto % button. Set the most frequently used ratios to save time.

See

For details on Reduce/Enlarge, see “8.4 Scanning Documents at a Specified Size/Ratio (Reduce/Enlarge)” (P. 87).

The following settings can be made using the Reduce/Enlarge Preset.

R/E Presets 1 to 7

Referring to the table below, use the numeric keypad to enter the desired value. The default values starting from R/E Preset 1 are: 3 is 50.0%, 7 is 70.7%, 8 is 81.6%, 9 is 86.6%, 10 is 115.4%, 11 is 122.5%, 13 is 141.4%.

<table>
<thead>
<tr>
<th>Setting value</th>
<th>Description</th>
<th>Setting value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>50.0%</td>
<td>12</td>
<td>129.4%</td>
</tr>
<tr>
<td>4</td>
<td>57.7%</td>
<td>13</td>
<td>141.4%</td>
</tr>
<tr>
<td>5</td>
<td>61.2%</td>
<td>14</td>
<td>163.2%</td>
</tr>
<tr>
<td>6</td>
<td>64.7%</td>
<td>15</td>
<td>173.2%</td>
</tr>
<tr>
<td>7</td>
<td>70.7%</td>
<td>16</td>
<td>200.0%</td>
</tr>
<tr>
<td>8</td>
<td>81.6%</td>
<td>17</td>
<td>282.8%</td>
</tr>
<tr>
<td>9</td>
<td>86.6%</td>
<td>18</td>
<td>400.0%</td>
</tr>
<tr>
<td>10</td>
<td>115.4%</td>
<td>50 to 400</td>
<td>50 to 400% range in 1% increments</td>
</tr>
<tr>
<td>11</td>
<td>122.5%</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
9.8.10 Setting Scan Size Defaults

This function selects the size displayed in Scan Size in the Scan Options screen. You can assign any scan size to the 11 buttons other than the Auto Size Detect button.

See For details on Scan Size, see “8.2 Specifying Document Size for Transmission (Scan Size)” (P. 81).

The following settings can be made using the Scan Size Defaults.

**Scan Size Defaults 1 to 11**

The following sizes can be assigned to the Scan Size Defaults. Select and set the button.

<table>
<thead>
<tr>
<th>A/B Series Size</th>
<th>A3, A4, A5, A5, A6, B4, B5, B5, B6, B6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inch Size</td>
<td>11×17”, 11×15”, 8.5×14”, 8.5×13”, 8.5×11”, 8.5×11”, 5.5×8.5”, 5.5×8.5”</td>
</tr>
<tr>
<td>Others</td>
<td>Photo 2L size, Photo L size, 8K, 16K, 16K</td>
</tr>
</tbody>
</table>

The default values starting from Scan Size 1 is as follows:

A3, A4, A4, A5, B4, B5, B5, 11×17”, 8.5×14”, 8.5×11”, 8.5×11”
10 Reports/Lists

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  10.2.1 Guide Print Operation .............................................. 216
  10.2.2 Printing Reports and Lists Automatically .................. 217
  10.2.3 Printing a Transmission Report ................................. 218
10.3 Extended Features Settings List ......................................... 220
10.4 Address Book .................................................................... 221
10.5 Comment List ..................................................................... 223
10.6 Box Selector List ............................................................... 224
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10.8 Transmission Report .......................................................... 228
10.9 Broadcast/Multi-Poll Report .............................................. 233
10.10 Relay Broadcast Report .................................................... 236
10.11 Mailbox Documents Report ............................................ 239
10.12 Stored Documents List ..................................................... 240
10.1 Report/List Types

The machine prints the following reports and lists that provide information about the status of communication or settings.

This section describes reports and lists for the fax feature. For details on other reports and lists, see “6.6 Printing Reports/Lists” in “Part 1 Hardware” of the User Guide (Copier).

<table>
<thead>
<tr>
<th>Reports/Lists</th>
<th>Description</th>
<th>When printed</th>
<th>See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Features</td>
<td>Status of fax and scanner functions set in the</td>
<td>• Manually when specified.</td>
<td>“10.3 Extended Features Settings List”</td>
</tr>
<tr>
<td>Settings List</td>
<td>System Administration Mode.</td>
<td></td>
<td>(P. 220)</td>
</tr>
<tr>
<td>Address Book</td>
<td>Lists Address Numbers, groups and their status.</td>
<td>• Manually when specified.</td>
<td>“10.4 Address Book” (P. 221)</td>
</tr>
<tr>
<td>Comment List</td>
<td>The data used on a cover note.</td>
<td>• Manually when specified.</td>
<td>“10.5 Comment List” (P. 223)</td>
</tr>
<tr>
<td>Box Selector List</td>
<td>Status of the setting sort to Mailbox.</td>
<td>• Manually when specified.</td>
<td>“10.6 Box Selector List” (P. 224)</td>
</tr>
<tr>
<td>Activity Report</td>
<td>Result of transmission and reception.</td>
<td>• After 100 transactions (setting required).</td>
<td>“10.7 Activity Report” (P. 225)</td>
</tr>
<tr>
<td>Transmission Report</td>
<td>Lists the results of transmissions with a thumbnail of the first page.</td>
<td>• Printed automatically after the transmission is completed normally (setting required). If a communication ends abnormally, a “Fail to send: Pass this report to the sender” message will be printed.</td>
<td>“10.8 Transmission Report” (P. 228)</td>
</tr>
<tr>
<td>Broadcast Report</td>
<td>Result of broadcast.</td>
<td>• Printed automatically when a broadcast operation is completed (setting required).</td>
<td>“10.9 Broadcast/Multi-Poll Report” (P. 233)</td>
</tr>
<tr>
<td>Multi-Poll Report</td>
<td>Multi-poll results.</td>
<td>• Printed automatically when a multi-poll operation is completed (setting required).</td>
<td>“10.9 Broadcast/Multi-Poll Report” (P. 233)</td>
</tr>
<tr>
<td>Relay Broadcast Report</td>
<td>Lists the results of a Relay Broadcast operation.</td>
<td>• Printed automatically after the completion of a transmission (settings required).</td>
<td>“10.10 Relay Broadcast Report” (P. 236)</td>
</tr>
<tr>
<td>Mailbox Documents Report</td>
<td>Lists the documents stored in the mailbox.</td>
<td>• Printed automatically when a document is stored in the mailbox (setting required).</td>
<td>“10.11 Mailbox Documents Report” (P. 239)</td>
</tr>
</tbody>
</table>
### 10.1 Report/List Types

<table>
<thead>
<tr>
<th>Reports/Lists</th>
<th>Description</th>
<th>When printed</th>
<th>See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stored Documents List</td>
<td>List of uncompleted jobs (documents not transmitted or received, and documents for polling).</td>
<td>• Manually when specified.</td>
<td>“10.12 Stored Documents List” (P. 240)</td>
</tr>
<tr>
<td>Domain List</td>
<td>State of domains allowed to receive transmissions registered by the Internet Fax (iFAX) function (option).</td>
<td>• Manually when specified.</td>
<td>“13.5 Report/List” (P. 304)</td>
</tr>
<tr>
<td>Billing Data List</td>
<td>State of registered billing data by account.</td>
<td>• Manually when specified.</td>
<td>“8.17.4 Report/List” (P. 139)</td>
</tr>
<tr>
<td>Fax Meter Report</td>
<td>All information including communication count by account, communication count and the number of documents sent.</td>
<td>• Manually when specified.</td>
<td>“6.6 Printing Reports/Lists” in “Part 1 Hardware” of the User Guide (Copier).</td>
</tr>
<tr>
<td>Settings List</td>
<td>Machine hardware configuration, network information and other configuration states.</td>
<td>• Manually when specified.</td>
<td></td>
</tr>
<tr>
<td>Job History Report</td>
<td>History of printing, scanning and fax transmission and reception.</td>
<td>• After 50 jobs (setting required). • Manually when specified.</td>
<td></td>
</tr>
<tr>
<td>Mailbox List</td>
<td>The contents of registered mailbox.</td>
<td>• Manually when specified.</td>
<td></td>
</tr>
</tbody>
</table>

**Note**
Accounting method may vary between the reports generated by this machine and those from telecommunication companies. (The machine begins counting the transmission time once the transmission speed between the machines has been confirmed.)

**See**
- Reports and lists are normally output in the center tray (output tray). When the output module option is installed, the output destination of Activity Report, Transmission Report, Broadcast Report, Multi-Poll Report and Relay Broadcast Report can be customized. This setting is performed by our engineers.
- For details on print methods, see “10.2 Printing Reports and Lists” (P. 216).
- For details on setting up report printing, see “10.2.2 Printing Reports and Lists Automatically” (P. 217).
- The Billing Data List and the Fax Meter Report can be printed when the Fax Auditron Administration Feature is available. For details on the Fax account administration see “8.17 Managing Use by Account (Copylyzer)” (P. 133).
### 10.2 Printing Reports and Lists

This section describes methods for manually printing reports and lists.

*See*  
For details on reports and lists that are automatically printed, see “10.2.2 Printing Reports and Lists Automatically” (P. 217).

Reports and lists that are manually printed are listed below. For details on how to print reports, using the Job Status button and the Fax Mode Settings button in the Print Report/List screen.

---

#### 10.2.1 Guide Print Operation

**Procedure**

1. **Press Machine Status.**  
The Machine Status screen is displayed.
10.2 Printing Reports and Lists

2 Select **Print Report/List** in the Meter/Print Report screen.

The Print Report/List screen is displayed.

3 Select the report or list you wish to enter and press **Start**.

The selected reports and lists are printed.

4 Select **Close** repeatedly until the Print Report/List screen is displayed.

10.2.2 Printing Reports and Lists Automatically

The following reports and lists can be set to print automatically.

- Job History Report
- Transmission Report
- Relay Broadcast Report
- Mailbox Documents Report
- Activity Report
- Multi-Poll Report
- Broadcast Report

For details on printing a Transmission Report, see “10.2.3 Printing a Transmission Report” (P. 218). For details on printing reports other than the transmission report, see “9.8.4 Reports” (P. 194).

**Note**

You can use the “Settings List” to check report printing status. For details on the “Settings List”, see “6.6 Printing Reports/Lists” in “Part 1 Hardware” of the User Guide (Copier).
10.2 Printing Reports and Lists

10.2.3 Printing a Transmission Report

Use the following procedure to print a Transmission Report when a transmission is completed normally.

**Note**
- When a transmission does not end normally and a Transmission Report is set to On, a “Fail to send: Pass this report to the sender.” message is printed.
- The Transmission Report cannot be printed even when it is set to On using the Internet Fax (iFAX) function (option) and the Fax gateway function is used. For details on the fax gateway function, see “13.4.2 Sending Faxes to Recipients as Relay Centers” (P. 298).

**See**
- For details on Transmission Report, see “10.8 Transmission Report” (P. 228).

**Procedure**

1. Display the Fax screen.

2. Select **Transmission Report** in the Send Options screen.

The Transmission Report screen is displayed.
3 Select **On**.

4 Select **Save**.
Settings can be confirmed in the Extended Features Settings List. The items that can be checked are listed below.

- Fax Screen Defaults
- Fax Features Defaults
- Fax Control
- Received Document File Destination
- Reduce/Enlarge Presets
- Scan Size Defaults

For details on each item, see “9.8 Other Items” (P. 191).

This report can be printed manually. For details on how to print, see “10.2.1 Guide Print Operation” (P. 216).
The Address Book allows you to check Address Number registration, relay station setup and groups.
When you specify a range of Address Numbers at printing, the specified numbers in the Address Book (three pages) and the Relay Station List. Each page contains information for 50 Address Numbers.
When you select a group, the Group and Sub-dial List are printed.
When all stations are selected, the Address Book, the Relay Station List and Group and Sub-dial List for all Address Numbers are printed.
This report can be printed manually. For details on how to print, see “10.2.1 Guide Print Operation” (P. 216).

See
- For details on registering Address Numbers, see “9.3 Setting an Address Number” (P. 160) and for details on groups, see “9.4 Setting a Group Dial” (P. 179).
- When the Internet Fax (iFAX) function (option) is used, Fax No in the Address Book is indicated as Fax No./Mail address and an iFAX profile is added.
The Comment List allows you to check the comments used in Cover Notes. This report can be printed manually. For details on how to print, see “10.2.1 Guide Print Operation” (P. 216).

For details on Cover Note, see “8.10 Transmitting Documents With a Cover Page (Cover Note)” (P. 101), for details on entering comments, see “9.5 Setting a Comment” (P. 181).

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>Consecutive numbers from 1 to 50 are displayed.</td>
</tr>
<tr>
<td>Comments</td>
<td>The details of the job are shown.</td>
</tr>
</tbody>
</table>
You can check the condition of the Mailbox distribution function settings on the Box Selector List. This report can be printed manually. For details on how to print, see “10.2.1 Guide Print Operation” (P. 216).

For details on the sorting function, see “8.15 Sorting Received Documents Into Mailbox (Box Selector)” (P. 129).

### Box Selector by Line Type

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>Consecutive numbers from 1 to 5 are displayed.</td>
</tr>
<tr>
<td>Line</td>
<td>Lines 1 to 5 are displayed.</td>
</tr>
<tr>
<td>Box Number</td>
<td>The Mailbox number and the box name that has been set are displayed.</td>
</tr>
</tbody>
</table>
10.7 Activity Report

The Activity Report allows you to check whether documents have been transmitted and received successfully. Remote terminal names and status can be recorded separately for outgoing and incoming.

The Activity Report does not include the following information:

- A redialed transmission or polling operation
- Documents that were deleted while waiting to be transmitted or redialed
- System errors or power outages that occurred during transmission

The Activity Report can be printed in two ways:

### Automatic printing

The Activity Report is printed automatically after 100 transactions. When the report is printed, information about the previous communication is deleted from memory. For details on settings, see “10.2.2 Printing Reports and Lists Automatically” (P. 217).

### Manual printing

This method allows you to print a report whenever it is needed. For details on how to print reports, see “10.2.1 Guide Print Operation” (P. 216).
## 10.7 Activity Report

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>The serial numbers for transmissions is shown.</td>
</tr>
<tr>
<td>Doc.</td>
<td>Job numbers that the machine automatically assigned to documents when the documents were received.</td>
</tr>
<tr>
<td>Remote Station</td>
<td>Information on recipient to which transmission is made is recorded in the following order of priority.</td>
</tr>
<tr>
<td></td>
<td>Transmitting (speed dialing)</td>
</tr>
<tr>
<td></td>
<td>1. Recipient</td>
</tr>
<tr>
<td></td>
<td>2. Remote terminal name</td>
</tr>
<tr>
<td></td>
<td>3. G3 ID (including spaces)</td>
</tr>
<tr>
<td></td>
<td>4. Tel No.</td>
</tr>
<tr>
<td></td>
<td>5. Communication mode EC (or G3, SG3)</td>
</tr>
<tr>
<td></td>
<td>Transmitting (when all digits are dialed)</td>
</tr>
<tr>
<td></td>
<td>1. Remote terminal name</td>
</tr>
<tr>
<td></td>
<td>2. G3 ID (including spaces)</td>
</tr>
<tr>
<td></td>
<td>3. Tel No.</td>
</tr>
<tr>
<td></td>
<td>4. Communication mode EC (or G3, SG3)</td>
</tr>
<tr>
<td></td>
<td>Receiving</td>
</tr>
<tr>
<td></td>
<td>1. Remote terminal name</td>
</tr>
<tr>
<td></td>
<td>2. G3 ID (including spaces)</td>
</tr>
<tr>
<td></td>
<td>3. Communication mode EC (or G3, SG3)</td>
</tr>
</tbody>
</table>

**Note**

You can set the number of character digits displayed for the recipient. For details on setting up, see “9.8.4 Reports” (P. 194). The factory set default displays the first 40 digits.

| Start Time | The date and time that the communication began are shown. In Batch Send, the start time of the transmission for each document is recorded. |
| Duration   | The communication length is indicated. In Batch Send, the length of time taken for a transmission for each document is recorded. |
| Pages      | "-" is indicated when the number of pages is 0. |
|            | Transmitting                                                                 |
|            | The number printed on the left side of the slash "/" indicates the number of pages that were successfully transmitted. The number printed on the right side of the slash "/" indicates the number of total pages. In Manual Send, the number of total pages is not shown. |
|            | Receiving/Polling                                                             |
|            | The number of pages that the machine successfully received is shown.          |
| Mode       | The mode used for the communication is shown here. There are three modes; G3, EC and SG3 (Super G3). (This field is blank if a mode other than these was used.) |
## Contents

The information about the communication is indicated here. See the Note field at the bottom of the report for a list of abbreviations and their definitions.

### Transmitting

1. Remote service
2. Redial
3. Mailbox XXX
4. Broadcast/Multi-Poll
5. Polling
6. Relay Broadcast
7. Relay Broadcast Assignment
8. Fax forwarding box XXX

### Receiving

1. Mailbox XXX
2. Polling
3. Relay broadcast request
4. Receiving line box XXX
5. Transmitting telephone number box XXX

### Note

- XXX indicates the Mailbox number.
- Relay Broadcast is printed when Relay Broadcast and Relay Broadcast Assignment are both specified at transmission.

## Status

The result of the operation is indicated here.

1. Normal: The operation ended normally.
2. Busy: The recipient is busy or did not answer.
3. Auto resend: The document is being resent and the set resend times has not been exceeded.
4. Terminated: The communication was terminated.
5. Recipient check required: An error caused by the recipient or the line during communication.
6. Retransmission required: Document must be retransmitted.
7. Re-reception required: Document must be received again.
8. Cable check required: Check that the line is properly connected.

XXX-XXX: Error code

### See

For details on lines, see “1.3 Telephone Line Connectors” (P. 4) and for details on XXX-XXX (error code), see “11.2 Error Code List” (P. 249).

## Total

All received pages are recorded.
The Transmission Report allows you to confirm documents and transmission results. When a transmission ends successfully, a Transmission Report is printed. If not successful, “Fail to send: Pass this report to the sender” message is printed. This is for all of the regular faxes sent and for Internet Fax (iFAX) transmissions.

You can determine at the time of printing whether or not a transmission report is to be printed. For details on printing a Transmission Report, see “10.2.3 Printing a Transmission Report” (P. 218). You can also set the machine to print a report for transmission. For details on setup, see “9.8.6 Feature Defaults” (P. 198).

Whether the report is printed depends on the settings in the Transmission Report. See the following table to obtain the required specification.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Result and printed report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Print On</td>
<td>Printed</td>
</tr>
<tr>
<td></td>
<td>Not printed</td>
</tr>
<tr>
<td>Auto Print Off</td>
<td>Printed</td>
</tr>
<tr>
<td></td>
<td>Not printed</td>
</tr>
</tbody>
</table>

- **A Transmission Report is not printed during Broadcast or Multi-Poll operations. Use the Broadcast/Multi-Poll Report to confirm communication results. For details on the Broadcast/Multi-Poll Report, see “10.9 Broadcast/Multi-Poll Report” (P. 233).**
- **During a batch send, reports are printed separately for each transmission.**
- **Transmission Reports indicating failed transmission are not printed for communications that are waiting to be transmitted or redialed.**
- **Transmission Reports indicating failed transmission are not printed for communications that were canceled while waiting to be transmitted or redialed.**
- **Using the optional Internet Fax (iFAX) for transmission**
  - “Transmission completed” in the check communication screen, the Transmission Report and the Job History Report of this machine indicate that the document has reached the SMTP server that was set for transmission on this machine. Problems in the Internet paths may prevent mail from reaching its destination. This machine is not notified of such problems. Use the telephone to verify the reception of important documents.
- **Transmissions using the fax gateway function are not reflected in the Transmission Report.**
# 10.8 Transmission Report

**Message**
Either of the following is recorded depending on the transmission result.
- **When the transmission succeeded:** “Document has been sent.” message is printed.
- **When the transmission failed:** “Document has not been sent. Pass this report to the sender.” message is printed.

**Document Size**
The size of the first page of documents transmitted is printed on one of the following page sizes:
- A3L, A4L, B4L, A4S, ASS, or B5S

**Image**
A reduced image of the first page of documents is printed.

**Total Pages Scanned**
The number of document pages is shown.

**Total Pages Sent**
The number of document pages transmitted is shown.

**No.**
The serial numbers for transmissions is shown.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message</td>
<td>Either of the following is recorded depending on the transmission result.</td>
</tr>
<tr>
<td></td>
<td>- <strong>When the transmission succeeded:</strong> “Document has been sent.” message is printed.</td>
</tr>
<tr>
<td></td>
<td>- <strong>When the transmission failed:</strong> “Document has not been sent. Pass this report to the sender.” message is printed.</td>
</tr>
<tr>
<td>Document Size</td>
<td>The size of the first page of documents transmitted is printed on one of the following page sizes:</td>
</tr>
<tr>
<td></td>
<td>- A3L, A4L, B4L, A4S, ASS, or B5S</td>
</tr>
<tr>
<td>Image</td>
<td>A reduced image of the first page of documents is printed.</td>
</tr>
<tr>
<td>Total Pages Scanned</td>
<td>The number of document pages is shown.</td>
</tr>
<tr>
<td>Total Pages Sent</td>
<td>The number of document pages transmitted is shown.</td>
</tr>
<tr>
<td>No.</td>
<td>The serial numbers for transmissions is shown.</td>
</tr>
</tbody>
</table>
### 10.8 Transmission Report

#### Reports/Lists

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc.</td>
<td>Job numbers that the machine automatically assigned to documents when the documents were received.</td>
</tr>
<tr>
<td>Remote Station</td>
<td>Information on recipient to which transmission is made is recorded in the following order of priority.</td>
</tr>
<tr>
<td></td>
<td>■ Transmitting (speed dialing)</td>
</tr>
<tr>
<td></td>
<td>① Recipient</td>
</tr>
<tr>
<td></td>
<td>② Remote terminal name</td>
</tr>
<tr>
<td></td>
<td>③ G3 ID (including spaces)</td>
</tr>
<tr>
<td></td>
<td>④ Tel No.</td>
</tr>
<tr>
<td></td>
<td>⑤ Communication mode EC (or G3, SG3)</td>
</tr>
<tr>
<td></td>
<td>■ Transmitting (when all digits are dialed)</td>
</tr>
<tr>
<td></td>
<td>① Remote terminal name</td>
</tr>
<tr>
<td></td>
<td>② G3 ID (including spaces)</td>
</tr>
<tr>
<td></td>
<td>③ Tel No.</td>
</tr>
<tr>
<td></td>
<td>④ Communication mode EC (or G3, SG3)</td>
</tr>
<tr>
<td></td>
<td>■ Receiving</td>
</tr>
<tr>
<td></td>
<td>① Remote terminal name</td>
</tr>
<tr>
<td></td>
<td>② G3 ID (including spaces)</td>
</tr>
<tr>
<td></td>
<td>③ Communication mode EC (or G3, SG3)</td>
</tr>
<tr>
<td>Start Time</td>
<td>The date and time that the communication began are shown. In Batch Send, the start time of the transmission for each document is recorded.</td>
</tr>
<tr>
<td>Duration</td>
<td>The communication length is indicated. In Batch Send, the length of time taken for a transmission for each document is recorded.</td>
</tr>
<tr>
<td>Pages</td>
<td>&quot;•&quot; is indicated when the number of pages is 0.</td>
</tr>
<tr>
<td></td>
<td>■ Transmitting</td>
</tr>
<tr>
<td></td>
<td>The number printed on the left side of the slash &quot;/&quot; indicates the number of pages that were successfully transmitted. The number printed on the right side of the slash &quot;/&quot; indicates the number of total pages. In Manual Send, the number of total pages is not shown.</td>
</tr>
<tr>
<td></td>
<td>■ Receiving/Polling</td>
</tr>
<tr>
<td></td>
<td>The number of pages that the machine successfully received is shown.</td>
</tr>
<tr>
<td>Mode</td>
<td>The mode used for the communication is shown here. There are three modes; G3, EC and SG3 (Super G3). (This field is blank if a mode other than these was used.)</td>
</tr>
</tbody>
</table>
## Contents

The information about the communication is indicated here. Refer to the Note field at the bottom of the report for a list of abbreviations and their definitions.

- **Transmitting**
  1. Remote service
  2. Redial
  3. Mailbox XXX
  4. Broadcast/Multi-Poll
  5. Polling
  6. Relay Broadcast
  7. Relay Broadcast
  8. Fax forwarding box XXX

- **Receiving**
  1. Mailbox XXX
  2. Polling
  3. Relay broadcast request
  4. Receiving line box XXX
  5. Transmitting telephone number box XXX

### Note
- XXX indicates the Mailbox number.
- Relay Broadcast is printed when Relay Broadcast and Relay Broadcast Assignment are both specified at transmission.

## Status

The result of the operation is indicated here.

- Normal .............The operation ended normally.
- Busy .................The recipient is busy or did not answer.
- Auto resend .....The document is being resent and the set resend times has not been exceeded.
- Terminated.......The communication was terminated.
- Recipient check required ..An error caused by the recipient or the line during communication.
- Retransmission required...Document must be retransmitted.
- Re-reception required .......Document must be received again.
- Cable check required.......Check that the line is properly connected.

XXX-XXX ..........Error code

### See

For details on lines, see “1.3 Telephone Line Connectors” (P. 4) and for details on XXX-XXX (error code), see “11.2 Error Code List” (P. 249).

## Total number of pages

All received pages are recorded.
When transmitting Internet Fax (iFAX)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start time</td>
<td>The time and date of the transmission are recorded.</td>
</tr>
<tr>
<td>Recipient Information</td>
<td>The recipient information of the other party is recorded.</td>
</tr>
<tr>
<td>Document No.</td>
<td>Job numbers that the machine automatically assigned to documents when the documents were received.</td>
</tr>
<tr>
<td>Result</td>
<td>Either of the following is recorded depending on the transmission result.</td>
</tr>
<tr>
<td></td>
<td>■When the transmission succeeded:</td>
</tr>
<tr>
<td></td>
<td>“Document has been sent.” message is printed.</td>
</tr>
<tr>
<td></td>
<td>■When the transmission failed:</td>
</tr>
<tr>
<td></td>
<td>“Document was not sent. Pass this report to the sender.” message is printed.</td>
</tr>
</tbody>
</table>
10.9 Broadcast/Multi-Poll Report

Broadcast/Multi-Poll Report allows you to check the communication results of a Broadcast or Multi-Poll operation.
It lists information about previous communications such as remote terminal names and status.
Broadcast/Multi-Poll Report is printed when set to print automatically. It cannot be printed manually.
When set to print automatically, it is printed automatically after a Broadcast/Multi-Poll operation. For details on settings, see “10.2.2 Printing Reports and Lists Automatically” (P. 217).

Note
• The Broadcast Report and the Multi-Poll Report are not identical. They are printed separately.
• Both the size and image of the first page of the documents are printed on the Broadcast Report only.
• When a Broadcast send operation is made to both normal fax transmission destinations and to optional Internet Fax (iFAX) transmission destinations, the report is printed when all transmissions are completed. Note that a Transmission Report is printed when the same destination is specified in both a fax transmission destination and an Internet Fax (iFAX) transmission destination.
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>The serial numbers for transmissions is shown.</td>
</tr>
<tr>
<td>Doc.</td>
<td>Job numbers that the machine automatically assigned to documents when the documents were received.</td>
</tr>
<tr>
<td>Remote Station</td>
<td>Information on recipient to which transmission is made is recorded in the following order of priority.</td>
</tr>
<tr>
<td></td>
<td>■ Transmitting (speed dialing)</td>
</tr>
<tr>
<td></td>
<td>① Recipient</td>
</tr>
<tr>
<td></td>
<td>② Remote terminal name</td>
</tr>
<tr>
<td></td>
<td>③ G3 ID (including spaces)</td>
</tr>
<tr>
<td></td>
<td>④ Tel No.</td>
</tr>
<tr>
<td></td>
<td>⑤ Communication mode EC (or G3, SG3)</td>
</tr>
<tr>
<td></td>
<td>■ Transmitting (when all digits are dialed)</td>
</tr>
<tr>
<td></td>
<td>① Remote terminal name</td>
</tr>
<tr>
<td></td>
<td>② G3 ID (including spaces)</td>
</tr>
<tr>
<td></td>
<td>③ Tel No.</td>
</tr>
<tr>
<td></td>
<td>④ Communication mode EC (or G3, SG3)</td>
</tr>
<tr>
<td></td>
<td>■ Receiving</td>
</tr>
<tr>
<td></td>
<td>① Remote terminal name</td>
</tr>
<tr>
<td></td>
<td>② G3 ID (including spaces)</td>
</tr>
<tr>
<td></td>
<td>③ Communication mode EC (or G3, SG3)</td>
</tr>
<tr>
<td>Start Time</td>
<td>The date and time that the communication began are shown. In Batch Send, the start time of the transmission for each document is recorded.</td>
</tr>
<tr>
<td>Duration</td>
<td>The communication length is indicated. In Batch Send, the length of time taken for a transmission for each document is recorded.</td>
</tr>
<tr>
<td>Pages</td>
<td>“-” is indicated when the number of pages is 0.</td>
</tr>
<tr>
<td></td>
<td>■ Transmitting</td>
</tr>
<tr>
<td></td>
<td>The number printed on the left side of the slash “/” indicates the number of pages that were successfully transmitted. The number printed on</td>
</tr>
<tr>
<td></td>
<td>the right side of the slash “/” indicates the number of total pages. In Manual Send, the number of total pages is not shown.</td>
</tr>
<tr>
<td></td>
<td>■ Receiving/Polling</td>
</tr>
<tr>
<td></td>
<td>The number of pages that the machine successfully received is shown.</td>
</tr>
<tr>
<td>Mode</td>
<td>The mode used for the communication is shown here. There are three modes; G3, EC and SG3 (Super G3). (This field is blank if a mode other than these was used.)</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Contents</strong></td>
<td>The information about the communication is indicated here. Refer to the Note field at the bottom of the report for a list of abbreviations and their definitions.</td>
</tr>
<tr>
<td></td>
<td>■Transmitting</td>
</tr>
<tr>
<td></td>
<td>① Remote service ② Redial ③ Mailbox XXX ④ Broadcast/Multi-Poll Assignment ⑤ Polling ⑥ Relay Broadcast ⑦ Relay Broadcast ⑧ Fax forwarding box XXX</td>
</tr>
<tr>
<td></td>
<td>■Receiving</td>
</tr>
<tr>
<td></td>
<td>① Mailbox XXX ② Polling ③ Relay broadcast request ④ Receiving line box XXX ⑤ Transmitting telephone number box XXX</td>
</tr>
</tbody>
</table>

**Note**

- XXX indicates the Mailbox number.
- Relay Broadcast is printed when Relay Broadcast and Relay Broadcast Assignment are both specified at transmission.

<table>
<thead>
<tr>
<th>Status</th>
<th>The result of the operation is indicated here.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Normal .................. The operation ended normally.</td>
</tr>
<tr>
<td></td>
<td>Busy ..................... The recipient is busy or did not answer.</td>
</tr>
<tr>
<td></td>
<td>Auto resend ....... The document is being resent and the set resend times has not been exceeded.</td>
</tr>
<tr>
<td></td>
<td>Terminated....... The communication was terminated.</td>
</tr>
<tr>
<td></td>
<td>Recipient check required .. An error caused by the recipient or the line during communication.</td>
</tr>
<tr>
<td></td>
<td>Retransmission required ... Document must be retransmitted.</td>
</tr>
<tr>
<td></td>
<td>Re-reception required ....... Document must be received again.</td>
</tr>
<tr>
<td></td>
<td>Cable check required ........ Check that the line is properly connected.</td>
</tr>
<tr>
<td></td>
<td>XXX-XXX ........ Error code</td>
</tr>
</tbody>
</table>

**See**

For details on lines, see “1.3 Telephone Line Connectors” (P. 4) and for details on XXX-XXX (error code), see “11.2 Error Code List” (P. 249).
The Relay Broadcast Report allows you to check the Relay Broadcast results. The Relay Broadcast Report is printed when set to print automatically. It cannot be printed manually.

When set to print automatically, it is printed automatically after a Relay Broadcast operation. You can also have the report transmitted to the initiating station. For details on settings, see “10.2.2 Printing Reports and Lists Automatically” (P. 217).
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>The serial numbers for transmissions is shown.</td>
</tr>
<tr>
<td>Doc.</td>
<td>Job numbers that the machine automatically assigned to documents when the documents were received.</td>
</tr>
<tr>
<td>Remote Station</td>
<td>Information on recipient to which transmission is made is recorded in the following order of priority.</td>
</tr>
<tr>
<td></td>
<td>- Transmitting (speed dialing)</td>
</tr>
<tr>
<td></td>
<td>① Recipient</td>
</tr>
<tr>
<td></td>
<td>② Remote terminal name</td>
</tr>
<tr>
<td></td>
<td>③ G3 ID (including spaces)</td>
</tr>
<tr>
<td></td>
<td>④ Tel No.</td>
</tr>
<tr>
<td></td>
<td>⑤ Communication mode EC (or G3, SG3)</td>
</tr>
<tr>
<td></td>
<td>Transmitting (when all digits are dialed)</td>
</tr>
<tr>
<td></td>
<td>① Remote terminal name</td>
</tr>
<tr>
<td></td>
<td>② G3 ID (including spaces)</td>
</tr>
<tr>
<td></td>
<td>③ Tel No.</td>
</tr>
<tr>
<td></td>
<td>④ Communication mode EC (or G3, SG3)</td>
</tr>
<tr>
<td></td>
<td>Receiving</td>
</tr>
<tr>
<td></td>
<td>① Remote terminal name</td>
</tr>
<tr>
<td></td>
<td>② G3 ID (including spaces)</td>
</tr>
<tr>
<td></td>
<td>③ Communication mode EC (or G3, SG3)</td>
</tr>
<tr>
<td>Start Time</td>
<td>The date and time that the communication began are shown.</td>
</tr>
<tr>
<td></td>
<td>In Batch Send, the start time of the transmission for each document is recorded.</td>
</tr>
<tr>
<td>Duration</td>
<td>The communication length is indicated. In Batch Send, the length of time taken for a transmission for each document is recorded.</td>
</tr>
<tr>
<td>Pages</td>
<td>“-” is indicated when the number of pages is 0.</td>
</tr>
<tr>
<td></td>
<td>Transmitting</td>
</tr>
<tr>
<td></td>
<td>The number printed on the left side of the slash “/” indicates the number of pages that were successfully transmitted. The number printed on the right side of the slash “/” indicates the number of total pages. In Manual Send, the number of total pages is not shown.</td>
</tr>
<tr>
<td></td>
<td>Receiving/Polling</td>
</tr>
<tr>
<td></td>
<td>The number of pages that the machine successfully received is shown.</td>
</tr>
</tbody>
</table>
### Mode
The mode used for the communication is shown here. There are three modes; G3, EC and SG3 (Super G3). (This field is blank if a mode other than these was used.)

### Contents
The information about the communication is indicated here. Refer to the Note field at the bottom of the report for a list of abbreviations and their definitions.

- **Transmitting**
  1. Remote service  
  2. Redial  
  3. Mailbox XXX  
  4. Broadcast/Multi-Poll  
  5. Polling  
  6. Relay Broadcast  
  7. Relay Broadcast Assignment  
  8. Fax forwarding box XXX

- **Receiving**
  1. Mailbox XXX  
  2. Polling  
  3. Relay broadcast request  
  4. Receiving line box XXX  
  5. Transmitting telephone number box XXX

**Note**
- XXX indicates the Mailbox number.
- Relay Broadcast is printed when Relay Broadcast and Relay Broadcast Assignment are both specified at transmission.

### Status
The result of the operation is indicated here.
- Normal .............The operation ended normally.
- Busy .................The recipient is busy or did not answer.
- Auto resend......The document is being resent and the set resend times has not been exceeded.
- Terminated.......The communication was terminated.
- Recipient check required ..An error caused by the recipient or the line during communication.
- Retransmission required...Document must be retransmitted. Re-reception required ......Document must be received again.
- XXX-XXX ........Error code

**See**
For details on XXX-XXX (error codes), see “11.2 Error Code List” (P. 249).

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode</td>
<td>The mode used for the communication is shown here. There are three modes; G3, EC and SG3 (Super G3). (This field is blank if a mode other than these was used.)</td>
</tr>
</tbody>
</table>
| Contents | The information about the communication is indicated here. Refer to the Note field at the bottom of the report for a list of abbreviations and their definitions.  
  - **Transmitting**  
    1. Remote service  
    2. Redial  
    3. Mailbox XXX  
    4. Broadcast/Multi-Poll  
    5. Polling  
    6. Relay Broadcast  
    7. Relay Broadcast Assignment  
    8. Fax forwarding box XXX  
  - **Receiving**  
    1. Mailbox XXX  
    2. Polling  
    3. Relay broadcast request  
    4. Receiving line box XXX  
    5. Transmitting telephone number box XXX  
  
  **Note**  
  - XXX indicates the Mailbox number.  
  - Relay Broadcast is printed when Relay Broadcast and Relay Broadcast Assignment are both specified at transmission. |
| Status | The result of the operation is indicated here.  
  - Normal .............The operation ended normally.  
  - Busy .................The recipient is busy or did not answer.  
  - Auto resend......The document is being resent and the set resend times has not been exceeded.  
  - Terminated.......The communication was terminated.  
  - Recipient check required ..An error caused by the recipient or the line during communication.  
  - Retransmission required...Document must be retransmitted.  
  - Re-reception required ......Document must be received again.  
  - XXX-XXX ........Error code  
  
  **See**  
  For details on XXX-XXX (error codes), see “11.2 Error Code List” (P. 249). |
The Mailbox Documents Report allows you to check whether or not documents are stored in the mailbox memory.

The Mailbox Documents Report is printed automatically. It cannot be printed manually. When set to print automatically, it is automatically printed when documents are stored in the Mailbox. For details on settings, see “10.2.2 Printing Reports and Lists Automatically” (P. 217).

**Note**

To automatically output the Mailbox Documents Report, the Box Command of the Mailbox must be set to Save box or Delete/Save Documents must be set to Save. For details on mailbox settings, see “9.6 Creating a Mailbox” (P. 183).

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailbox No.</td>
<td>Mailbox numbers are shown.</td>
</tr>
<tr>
<td>Mailbox Name</td>
<td>Mailbox names are shown.</td>
</tr>
</tbody>
</table>
The Stored Documents List displays a list of uncompleted jobs (documents and polling documents that were not transmitted or received) stored in the Mailbox.
This report can be printed manually.
For details on how to print, see “10.2.1 Guide Print Operation” (P. 216).

<table>
<thead>
<tr>
<th>Mailbox Size</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size Used</td>
<td>Mailbox capacity is recorded.</td>
</tr>
<tr>
<td>Free Space</td>
<td>Mailbox free capacity is recorded.</td>
</tr>
</tbody>
</table>
### Incompleted Jobs

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc. No.</td>
<td>Job numbers that the machine automatically assigns to documents stored in memory.</td>
</tr>
<tr>
<td>Time</td>
<td>The time the transmitted document was stored into the memory or the document was received is indicated. The time a report was made is also indicated. For other operations such as a Multi-Poll, the time the operation was specified is shown.</td>
</tr>
<tr>
<td>Remote Terminal</td>
<td>Information on To: Or recipient information is recorded in the following order of priority. These are not recorded for Broadcast, Multi-Poll and Relay broadcast.</td>
</tr>
</tbody>
</table>

- **Transmitting (speed dialing)**
  1. Recipient
  2. Remote terminal name
  3. G3 ID (including spaces)
  4. Tel No.
  5. Communication mode EC (or G3, SG3)

- **Transmitting (when all digits are dialed)**
  1. Remote terminal name
  2. G3 ID (including spaces)
  3. Tel No.
  4. Communication mode EC (or G3, SG3)

- **Receiving**
  1. Remote terminal name
  2. G3 ID (including spaces)
  3. Communication mode EC (or G3, SG3)
### Item | Description
---|---
Document Information | The content and state of documents, the information about the mailbox, and the information about redialing are recorded. These data may be recorded redundantly.  
Received document | A received document.  
Direct fax | A document being received directly transmitted from a PC to a fax.  
Transmission | A document specified for transmission.  
Broadcast | A document assigned for Broadcast or Relay Broadcast operation.  
Relay Broadcast Assignment | Assignment of a Relay Broadcast operation.  
Relay Broadcast | A document specified for Relay Broadcast.  
Store for Polling | Document stored for polling.  
Polling | Polling document.  
Multi-poll | Multi-Poll document.  
Pending job | Print document in Mailbox.  
Scan | Document imported by scanning.  
Network transmission | Document to be sent from Mailbox via network.  
Work document | Document created by the machine for internal processing.  
Box XXX | Number of stored Mailbox.  
Pending | When a communications is being resent, and when a Broadcast or Multi-Poll operation has been received by one or more stations.  
(Normal end or abnormal end) is indicated.  
Delayed Start:hh:mm | Specified time.  
(xxx station) | Indicated when a communication has not reached the first station in a Broadcast or Multi-Poll operation.  
(xxx station of remaining stations yyy) | Indicated when a communication has reached (normal end or abnormal end) the first station in a Broadcast or Multi-Poll operation.  
Priority | Document assigned priority.

### Doc. Size | The size of the first page of a stored job is indicated here:  
- A3L, A4L, B4L, A4S, A5S, B5S, 8.5 × 11L, 8.5 × 11S, or 8.5 × 14L.

### Page | The total number of pages stored in memory by the machine.
This section covers problems you may encounter in using the facsimile functions of this machine and offers possible solutions for correcting them.

If you experience a malfunction or problem with your machine after consulting the following troubleshooting tables to determine the cause and what measures to take, contact our Customer Support Center.

### 11.1.1 Problems With Transmission

<table>
<thead>
<tr>
<th>Items to check</th>
<th>Countermeasures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transmission procedure</td>
<td>Check that the procedure is appropriate and retry. See “3.1 Simple Send Procedure” (P. 20)</td>
</tr>
<tr>
<td>Telephone line connection</td>
<td>Check that the phone line is connected correctly. See “1.3 Telephone Line Connectors” (P. 4)</td>
</tr>
<tr>
<td>Phone line settings</td>
<td>Print an “Expanded Features Settings List” to check that the dial is appropriate. Correct the settings if necessary. See “9.2 Entering Local Terminal Information” (P. 155)</td>
</tr>
<tr>
<td>Phone number of remote machine</td>
<td>Check the number displayed on the screen. If you are using speed dialing, print an Address Book to check the number. Correct the number if necessary. See “9.3 Setting an Address Number” (P. 160)</td>
</tr>
<tr>
<td>Problems with the remote machine</td>
<td>Check whether the remote terminal is on and is ready to receive/transmit. See “10.8 Transmission Report” (P. 228)</td>
</tr>
<tr>
<td>Was a Transmission Report saying “Fail to send : Pass this report to the sender.” printed?</td>
<td>Check the Transmission Report. See “10.8 Transmission Report” (P. 228)</td>
</tr>
<tr>
<td>Activity Report details.</td>
<td>Check the Activity Report. See “10.7 Activity Report” (P. 225)</td>
</tr>
<tr>
<td>An error message displayed?</td>
<td>Take the necessary measures described in the message.</td>
</tr>
</tbody>
</table>
## 11.1.2 Problems With Reception

<table>
<thead>
<tr>
<th>Items to check</th>
<th>Countermeasures</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Load paper” message displayed?</td>
<td>Load paper if the paper tray is empty.</td>
</tr>
<tr>
<td></td>
<td><strong>See</strong> &quot;2.2 Changing the Size of Paper in Trays&quot; in “Part 1 Hardware” of the User Guide (Copier).</td>
</tr>
<tr>
<td>“Paper jam” message displayed?</td>
<td>Remove jammed paper if necessary.</td>
</tr>
<tr>
<td></td>
<td><strong>See</strong> &quot;4.5 Paper Jams&quot; in “Part 1 Hardware” of the User Guide (Copier).</td>
</tr>
<tr>
<td>Modular jack connection</td>
<td>Connect the modular jack correctly.</td>
</tr>
<tr>
<td></td>
<td><strong>See</strong> “1.3 Telephone Line Connectors” (P. 4)</td>
</tr>
<tr>
<td></td>
<td><strong>See</strong> “6.1 Reception Mode” (P. 62)</td>
</tr>
<tr>
<td>Is the System Administration Mode on?</td>
<td>The machine cannot receive documents in the System Administration Mode.</td>
</tr>
<tr>
<td></td>
<td><strong>See</strong> “5.2.2 Exiting the System Administration Mode” in “Part 1 Hardware” of the User Guide (Copier).</td>
</tr>
<tr>
<td>Is telephone line connection right?</td>
<td>Check that the phone line is connected correctly.</td>
</tr>
<tr>
<td></td>
<td><strong>See</strong> “1.3 Telephone Line Connectors” (P. 4)</td>
</tr>
<tr>
<td>Is the power switched on?</td>
<td>Turn the power on.</td>
</tr>
<tr>
<td></td>
<td><strong>See</strong> “1.2 Switching on/off the Power” in “Part 1 Hardware” of the User Guide (Copier).</td>
</tr>
<tr>
<td>An error message displayed?</td>
<td>Take the necessary measures described in the message.</td>
</tr>
</tbody>
</table>
## 11.1.3 Other Problems

<table>
<thead>
<tr>
<th>Status</th>
<th>Items to check</th>
<th>Countermeasures</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX-XXX is displayed</td>
<td></td>
<td>See “11.2 Error Code List” (P. 249)</td>
</tr>
<tr>
<td>Facsimile feature does not work.</td>
<td>Check whether the telephone number of the remote machine is correct.</td>
<td>Press the Job Status button to open the Job Status screen. Select a job and cancel transmission. See “5.1 Canceling Jobs” (P. 56)</td>
</tr>
<tr>
<td>The touch panel display is dark.</td>
<td>Is the Power Saver button on?</td>
<td>The machine is in a power save mode. Press the Power Saver button or any other button to exit this mode. See “1.3 Power Saver Mode” in “Part 1 Hardware” of the User Guide (Copier).</td>
</tr>
<tr>
<td></td>
<td>Is the Brightness Adjustment Dial set too low?</td>
<td>Use the Brightness Adjustment Dial to adjust display brightness. See “1.1.2 Control Panel” in “Part 1 Hardware” of the User Guide (Copier).</td>
</tr>
<tr>
<td></td>
<td>Power off?</td>
<td>Turn the power on. See “1.2 Switching on/off the Power” in “Part 1 Hardware” of the User Guide (Copier).</td>
</tr>
</tbody>
</table>
## 11.1 Troubleshooting

<table>
<thead>
<tr>
<th>Status</th>
<th>Items to check</th>
<th>Countermeasures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>See</strong> “6.1 Reception Mode” (P. 62)</td>
</tr>
<tr>
<td></td>
<td>Is the Auto Switch Time set too long?</td>
<td>Change the settings.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>See</strong> “9.8.7 Fax Control” (P. 202)</td>
</tr>
<tr>
<td></td>
<td>Is the System Administration Mode on?</td>
<td>The machine cannot receive documents in the System Administration Mode. Exit the System Administration Mode.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>See</strong> “5.2.2 Exiting the System Administration Mode” in “Part 1 Hardware” of the User Guide (Copier).</td>
</tr>
<tr>
<td>Received data is not printed.</td>
<td>Is the document loaded correctly at the remote machine?</td>
<td>Ask the remote station.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong> Poor output quality may be caused by the remote machine.</td>
</tr>
<tr>
<td>The transmitted image quality is poor.</td>
<td>Is the document scanner clean?</td>
<td>Clean the document scanner.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>See</strong> “3.3 Cleaning the Copier” in “Part 1 Hardware” of the User Guide (Copier).</td>
</tr>
<tr>
<td></td>
<td>Are the settings for density correct?</td>
<td>Adjust the density level.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>See</strong> “3.1.3 Lighter/Darker” (P. 21)</td>
</tr>
<tr>
<td></td>
<td>Is there any problem with the remote machine?</td>
<td>Ask the remote station.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong> Poor output quality may be caused by the remote machine.</td>
</tr>
<tr>
<td>Status</td>
<td>Items to check</td>
<td>Countermeasures</td>
</tr>
<tr>
<td>--------</td>
<td>---------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>The received data is split or part of the data is missing.</td>
<td>The document from the sender may be longer than the set sizes, or the sender's scanner stretched the document when it was scanned.</td>
<td>Auto Reduce on Receipt and Border Limit can be combined on this machine for when documents, like those described in the items on the left, are received.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="image" alt="Auto Reduce on Receipt" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="image" alt="Border Limit" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="image" alt="On" /></td>
</tr>
<tr>
<td>When border limits are not exceeded</td>
<td>The document is automatically reduced and output as one page.</td>
<td>The portion that exceeds the set page size is cut off and the document is output.</td>
</tr>
<tr>
<td>When border limits are exceeded</td>
<td>The document is output at the same magnification on separate pages.</td>
<td></td>
</tr>
<tr>
<td><strong>See</strong></td>
<td>For details about how to set Auto Reduce on Receipt and Border Limit, see “9.8.7 Fax Control” (P. 202)</td>
<td></td>
</tr>
<tr>
<td>The received image quality is poor.</td>
<td>Is the drum/toner cartridge damaged?</td>
<td>Make a copy to check the condition of the drum cartridge. Replace the drum cartridge if necessary.</td>
</tr>
<tr>
<td></td>
<td>Make a copy to check the condition of the drum cartridge. Replace the drum cartridge if necessary.</td>
<td><img src="image" alt="See" /></td>
</tr>
<tr>
<td></td>
<td>“3.2 Replacing Consumables” in “Part 1 Hardware” of the User Guide (Copier).</td>
<td></td>
</tr>
<tr>
<td>Is the scanner of the remote machine clean?</td>
<td>Ask the remote station.</td>
<td>Poor output quality may be caused by the remote machine.</td>
</tr>
<tr>
<td></td>
<td>Ask the remote station.</td>
<td><img src="image" alt="Note" /> Poor output quality may be caused by the remote machine.</td>
</tr>
</tbody>
</table>
This section describes the status code displayed in the Activity Report, other reports and how to perform diagnostics. If the problem persists, contact our Customer Support Center.

For details on the Activity Report, see “10.7 Activity Report” (P. 225) and for details on the Transmission Report, see “10.8 Transmission Report” (P. 228).

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Status and countermeasures</th>
</tr>
</thead>
<tbody>
<tr>
<td>016-764</td>
<td>Could not connect to the SMTP server. Contact the SMTP server administrator.</td>
</tr>
<tr>
<td>016-765</td>
<td>Could not send mail as the hard disk on the SMTP server was full. Contact the SMTP server administrator.</td>
</tr>
<tr>
<td>016-766</td>
<td>An error occurred on the SMTP server. Contact the SMTP server administrator.</td>
</tr>
<tr>
<td>016-767</td>
<td>Could not send mail as the mail address was wrong. Confirm the mail address, and try sending the mail again.</td>
</tr>
<tr>
<td>016-768</td>
<td>Could not connect to the SMTP server as the mail address of this machine was incorrect. Check the mail address of this machine.</td>
</tr>
<tr>
<td>016-769</td>
<td>The SMTP server does not support confirmation of mail distribution (DSN). Send mail without setting confirmation of mail distribution (DSN).</td>
</tr>
<tr>
<td>020-501, 020-79~795</td>
<td>Is the telephone line (modular jack) correctly connected? Check that the phone line is connected correctly and transmit again.</td>
</tr>
<tr>
<td>020-507, 083-715, 084-786, 084-787</td>
<td>Communication could not take place because the ID of the remote machine and the password you specified do not match. Make sure that the password and telephone number are correct. Also check with the other party if their machine has been set up to not receive ID from other parties. This code is also displayed when a polling request is rejected.</td>
</tr>
<tr>
<td>020-511, 083-720, 083-725</td>
<td>A Relay Broadcast cannot be transmitted. Is Relay Broadcast correctly registered Address Number? Print the Address Book and check whether or not Relay Broadcast is correctly registered. If not, register it. Also, check the contents of Address Number registered at the relay station.</td>
</tr>
</tbody>
</table>

See “1.3 Telephone Line Connectors” (P. 4) and “4.2 Transmitting Documents Through a Relay Station (Relay Broadcast)” (P. 39) and “4.3 Transmitting Documents Through a Remote Relay Station (Remote Relay Broadcast)” (P. 47).
<table>
<thead>
<tr>
<th>Error Code</th>
<th>Status and countermeasures</th>
</tr>
</thead>
<tbody>
<tr>
<td>020-728, 020-784, 020-785, 020-796, 083-701</td>
<td>Transmission can not be made because the telephone number is not correct. Check the telephone number of the remote machine and transmit again. Customers who use G3 DP (Dial Pulse) should check if the dialed number contains * or #.</td>
</tr>
<tr>
<td>083-702, 083-714, 084-507</td>
<td>The other party terminated the transmission. There is nothing wrong with this machine. Call the other party to check the status of the remote machine, then transmit again.</td>
</tr>
<tr>
<td>083-704, 083-744, 083-745</td>
<td>Polling was set up on this machine, but the remote machine does not have this function. Call the other party to confirm.</td>
</tr>
<tr>
<td>083-705, 083-708–710, 083-712</td>
<td>Call the other party to check if there is anything wrong with the remote machine, then transmit again.</td>
</tr>
</tbody>
</table>
| 083-720 | You were connected to the remote machine, but it could not receive. Is there something wrong with the remote fax? Call the other party to make sure.  
- Out of paper  
- Paper jam  
- Memory full  
- The remote machine does not support G3 reception. When specifying features such as a Relay Broadcast Send or Remote Mailbox, call the other party to check whether the remote machine has these features, and if the password is correct. |
| 083-746 | The fax network does not respond. This may be caused by the following, check them and then send the fax again.  
- Is the telephone line correctly connected?  
- If transmission is done from an internal line to an external line, have you forgotten to dial "0"?  
- The person you are faxing may not have a contract with the fax network, or there may be some trouble with the fax network. Furthermore, when you are connected to the fax network, enter two pauses after "161" and "162" then dial the telephone number. |
| 083-749 | The other party was redialed the set number of times but did not answer. Check with the other party if the telephone line of the remote machine is disconnected or the exchange is defective. |
12 Direct Transmission of Faxes From a Computer

12.1 Overview ........................................................................................ 252
12.2 Direct Faxing .................................................................................. 253
12.3 Entering Recipient List ..................................................................... 257
  12.3.1 Entering Fax Recipient Information Directly .......................... 257
  12.3.2 Importing From Fax Recipient Data ..................................... 259
  12.3.3 Importing From Fax Phonebook Entries ............................... 262
12.4 Registering Address Number From a PC ....................................... 263
12.1 Overview

You can facsimile documents created in a computer program directly from your PC in the same way you would print a document. This is known as the direct faxing.

To send extremely high resolution A3-sized document (600 × 600 dpi), you need to install the 128MB Memory Kit (option).

Create fax document and then using the PCL printer driver, enter a fax recipient and send the document to the machine for faxing— all on the computer.
Direct Faxing

This section describes how to directly transmit documents made in a computer application to a fax machine. As in printing, properties displayed during transmission and functions can be adjusted in the property screen of the fax printer icon installed on the computer.

See
On-line Help is used in the same way as the printer driver. For details on how to use it, see “3.3.4 Using On-line Help” in “Part 1 Printer” of the User Guide (Printer/Scanner).

The following describes the operating procedures using Windows 98 WordPad.

Note
- The operations performed in the Property screen depend on the application. See the instructions in respective application.
- Functions not recognized by the installed options are not available.

Procedure

1. From the File menu of the application program, select Print to display the Print dialog box.

2. Check that the correct printer is selected, and then click Properties to display the printer properties dialog box.

3. Click the Paper/Output tab, and then select Fax for Job Type. The options on the Fax tab will then be available for your selection.
4. Select the necessary settings on the Fax and other tabs, and then click OK to close the printer properties dialog box.

5. The Print dialog box is displayed and click OK.

The Fax Recipient dialog box appears.

6. Enter the fax recipient to Recipient List. There are a few ways to do this.

   If you do not have a ready list of fax recipients, enter the respective information of each fax recipient at Name and Fax Number, and then click To →.

   You can also enter the recipient by clicking Import To List to import from a fax recipient data or Look Up Phonebook to import from fax phonebook entries.

   See “12.3 Entering Recipient List” (P. 257) for details on entering Recipient List information.

7. After the fax recipient has been added to Recipient List, the four buttons just below it will become available.

By referring to the following explanation, edit the recipient information if necessary, and then click OK.
12.2 Direct Faxing

**Recipient Info.**
Click to display the Recipient Information dialog box of the selected recipient. Particulars shown will include those that have been entered when creating the fax recipient like name, company, fax number, telephone number, e-mail address. This button will not be available for fax recipients whose particulars are entered directly on the Fax Recipient dialog box.

![Recipient Information dialog box](image)

**Comm. Settings**
Click to display the Communication Setting dialog box for entering detailed communication settings for the fax recipient.

**Delete From List**
Click to delete the selected recipient from the Recipient List.

**Add To Phonebook**
Click to add the selected recipient to the current Fax Phonebook.
The Fax Job Confirmation dialog box appears. Check that the Recipient Information is correct and then click **OK** to send the fax job.

To cancel the job, click **Abort**.

If you wish to send the fax at a later time, check the check box, Delayed Send, and then enter the required hour and minute at Time.
12.3 Entering Recipient List

You can enter fax recipient information to the Recipient List on the Fax Recipient dialog box in the following ways:

- entering fax recipient information directly
- importing from fax recipient data
- importing from fax phonebook entries

Fax recipients can be individuals or groups to whom the fax is to be sent.

This section describes operating procedures using Windows 98.

12.3.1 Entering Fax Recipient Information Directly

The following describes how to enter the fax number of the other party directly.

**Procedure**

1. At the edit box, Name, of the Fax Recipient dialog box, enter the name of the fax recipient.
   You can enter up to 30 characters here, including numbers, letters and spaces.

2. At the edit box, Fax Number, enter the fax number.
12.3 Entering Recipient List

You can enter up to 30 characters here, including numbers, letters and “-” (which represents pause) for a fax number. Characters that cannot be entered include “[“, “]“, “{“, “}”, “[“, “]”, “~”, “,”, “,” and spaces. All letters entered will be displayed in upper case. When dialing the fax number, the letters will be translated into numbers as follows:

1, ABC → 2, DEF → 3, GHI → 4, JKL → 5, MNO → 6, PQRS → 7, TUV → 8, WXYZ → 9.

You may enter an Address Number instead of a fax number. Click the check box, Input Address Number to change the edit box, Fax Number to Address Number.

You can enter a number between 1 to 200 for Address Number.

If Extended Fax Memory for Fax Module has been selected on the Printer tab, the dial number limit will be increased to 1 to 999.

3 Click To → to add the name and fax number (or Address Number) entered to the Recipient List.
12.3.2 Importing From Fax Recipient Data

Registered recipient data can be imported.

Procedure

1. On the Fax Recipient dialog box, click Import To List.

   The Import Fax Recipient Data dialog box appears.

2. From Data Type, select one of the following options and then proceed to the respective step stated for each option:
   - Windows Address Book (WAB) (proceed to step 3)
   - Comma Separated Values (CSV) (proceed to step 4)
   - Address Number Data EWS-CSV (proceed to step 5)

3. When Windows Address Book (WAB) has been selected for Data Type:

   Selecting Windows Address Book (WAB) on the Import Fax Recipient dialog box will display a check box, Open Default WAB File, on it.
   By default, the check box is selected to allow the default WAB file to be automatically opened.
   If you do not want to open the default WAB file, uncheck the check box.
   An Import WAB File dialog box will be displayed for you to select the required WAB file for importing entries.
   If you have already installed the WAB sub-system, selecting the required WAB file to be opened will display the Address Book dialog box.
From the Address Book dialog box, select the required entry (which must have a fax number) and then click **To** to enter it to Selected Recipients. Click **OK** to close the dialog box after all the required entries are in the selected list.

Proceed to step 6.

**Note**
To access WAB, you must have installed the WAB sub-system (WAB32.DLL), a Dynamic-Link Library (DLL) installed by the Internet Explorer. Consult your system administrator for details.

4 When Comma Separated Values (CSV) has been selected for Data Type:

Selecting Comma Separated Values (CSV) on the Import Fax Recipient dialog box will display a check box, Auto Search for CSV Data Fields, on it. By default, the check box is not selected to allow you to select a CSV data file to be imported.

A CSV Import dialog box will be displayed for you to select the required CSV file and then manually select data fields in the CSV file to be mapped to Name and Fax Number fields. If the check box, Auto Search for CSV Data Fields, has been selected, the Name and Fax Number fields will be automatically searched from the CSV data fields.

Next, the CSV records will be displayed as entries, consisting of name and fax number, in the CSV Import dialog box for your selection. From this dialog box, select the required entry and then click **To** to enter it to Selected Recipients. Click **OK** to close the dialog box after all the required entries are in the selected list.

Proceed to step 6.
When Address Number Data EWS-Csv has been selected for Data Type:
Selecting Address Number Data EWS-Csv on the Import Fax Recipient dialog box and clicking **OK** will display the Import EWS-Csv File dialog box for you to select the CSV file for import.
After the CSV file has been opened, the import dialog box will display the Address Number fields of the file as entries for your selection.
From this dialog box, select the required entry and then click **To** to enter it to Selected Recipients. Click **OK** to close the dialog box after all the required entries have been selected.

The Import Fax Recipient Data - Confirmation dialog box will be displayed.

Check that the correct fax recipient has been imported and then click **OK**.
The fax recipient will be imported to the Recipient List of the Fax Recipient dialog box.
12.3.3 Importing From Fax Phonebook Entries

Procedure

1. On the Fax Recipient dialog box, click **Look Up Phonebook**.
   The following Fax Phonebook dialog box appears.

2. The list on the left shows registered recipients. If the list is not displayed, click **Open Phonebook** to open the recipient list. To add new recipients to the Phonebook, click **New**.

3. Select the required entry in the list box on the left, and then click **To** to add it to Selected Recipients.
   To delete any entry in Selected Recipients, simply select it and then click **Delete From List**.
   Click **OK** to close the dialog box after all the required entries have been selected.
   The fax recipient will be imported to the Recipient List of the Fax Recipient dialog box.
If you use CentreWare Internet Services, you can enter data in Address Number from your computer. The following describes the required procedures.

**Procedure**

1. Start up the computer and the browser.

2. Enter the printer IP address or Host name in the browser address field and press the Enter key.

   The CentreWare Internet Services screen is displayed.

3. Click the Property tab and select **Address Book** in the left frame of the screen that is displayed.

   The right side of the screen displays a field for entering Address Numbers.
4. Enter the telephone number to be registered and select **Edit**. A screen requesting the user name and password is displayed. Make the required entry and click the OK button. A screen for registering Address Numbers is displayed.

5. Make the required entries and click **Apply New Settings** at the bottom of the left frame.

The setting is transferred to the machine replacing the old setting.
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13.1 What is Internet Fax (iFax)?

If an optional Internet Fax (hereinafter referred to as iFax) is installed in the machine, you can send and receive the data that is scanned by the machine as attachments via the Intranet or Internet, unlike a facsimile that transmits the data via the telephone line. For details on connecting the machine to a network and setting up a network, see “Chapter 2 Setting up Network” in “Part 1 Printer” of the User Guide (Printer/Scanner).

13.1.1 Overview

This chapter describes the system configuration and characteristics of the iFax of this machine.

System Configuration of iFax

iFax performs its transmission via the Intranet or Internet, unlike normal faxes that transmit via a public telephone network line.

iFax allows you to send documents that are scanned by the machine as attachments in the TIFF format of electronic mail (hereinafter referred to as E-mail).

iFax also allows you to receive E-mails that are sent from machines equipped with iFax.
Characteristics of iFax

This section describes forms of transmission utilized by iFax and their characteristics.

With the iFax feature, you can send and receive TIFF files as E-mail attachments between the machine and machines equipped with iFax. Besides sending and receiving E-mail, you can also forward fax documents that have been received into the Mailbox as E-mails or send received E-mails to facsimiles as faxes.

Send E-mails

iFax allows you to send documents that are scanned by the machine to the iFax-installed machines or computers as E-mail attachments in TIFF format. This feature helps you to save on telephone bills as it transmits via existing Intranet or Internet.

- Depending on the iFax feature of the recipient, the TIFF file profile that can be processed varies. Confirm the profile that can be processed by the machine equipped with iFax of the recipient before specifying the profile.
- When sending E-mails to the computer, the attached TIFF file profiles may not be displayed correctly, depending on the type of the TIFF profile specified in the machine. In this case, specify the E-mails in TIFF-S or TIFF-F format.

See “13.3.1 Sending E-mails” (P. 284) for details.
**Receiving E-mails**

When an E-mail is received from a machine equipped with iFax, the machine starts printing automatically. No special operation is required to receive E-mails.

*Look*

The TIFF file formats and profiles that can be used for receiving E-mails are as follows:

- **File format:** TIFF-FX (RFC2301)
- **Profile:** TIFF-S, TIFF-F, TIFF-J, TIFF-C.

If the received profile is not compatible, the file may not be printed. Also, if the received file is TIFF-C it is printed in black and white.

*See*

See "13.3.3 Receiving E-mails" (P. 293) for details.
**Forwarding a fax document as an E-mail**

By setting up the forward function and E-mail addresses in advance, the fax documents which are stored in the Mailbox or which are spooled in the Mailbox by the Box selector function can be forwarded automatically as E-mails. As you can forward a fax document to a specified computer and display the fax image on the screen, you do not have to collect the incoming faxes at the facsimile machine.

See "13.4.3 Forwarding a Fax as E-mail From Mailbox" (P. 301) for details.
13.1 What is Internet Fax (iFax)?

**Sending E-mails to a Facsimile Machine**

By specifying the E-mail addresses in a specified format, the machine on the network can send faxes to facsimile machines that do not support the iFax feature, through an iFax compatible machine (Fax Gateway).

This feature sends faxes as E-mails to iFax-installed machines (called fax gateway) that are connected to the network via the Internet. When faxes are received, the iFax-installed machine converts them into faxes and forwards them to the specified facsimile. This feature is useful to save on transmission cost if the sender and recipient of the fax transmission are in the local call area.

This feature is available only when the method of receiving E-mail of the machine equipped with iFax (fax gateway) is set to SMTP.

See “13.4.2 Sending Faxes to Recipients as Relay Centers” (P. 298) for details.
Other Characteristics

- You can register E-mail addresses in the Address Book.
  
  If you register the recipients’ E-mail addresses in the Address Book, you need not enter the E-mail addresses each time you send a fax to the recipient.

  **Note**
  
  E-mail addresses can be preset with other transmission settings, such as setting the iFax Profile, iFax Send Status and outgoing E-mail-related settings.

- Broadcast Send feature is available.
  
  The Broadcast Send feature allows you to send several E-mails at a time if you specify E-mail addresses. The feature also allows you to send faxes and E-mails at the same time to the facsimile and iFax recipients.

  **See**
  
  See “9.3 Setting an Address Number” (P. 160) for details on how to register Speed Dialing numbers.

Points to Note when Using iFax

### Precautions when sending E-mails

“iFax Sent” in the Job Status screen, the Transmission Report and the Job History Report of this machine indicate that the document has reached the SMTP server that was set for transmission on this machine. The E-mails may not be delivered to the recipient due to problems on the transmission route of the Internet. The machine will not be notified when this problem occurs. It is recommended to confirm the successful transmission of the E-mail with the recipient by telephone when you send important E-mails.

  **Note**
  
  By setting Read Status (MDN) and Send Status (DSN) when transmitting, you can receive a transmission result E-mail. For details, see “Setting the Read Status(MDN)/Send Status (DSN)” (P. 274) in “13.3.2 Settings That are Configurable During an Outgoing iFax Transmission”.

### Limitations of the Mail Server

Large size E-mails may not be sent or received depending on the system environment, such as the mail server limitation. When you want to send the number of pages in the E-mail, confirm the system environment of the sender and recipient, respectively.

If the split size of outgoing mails for one page is too large, reduce the size by changing the resolution or the settings of the Original Type.
13.1 What is Internet Fax (iFax)?

**Functions which cannot be used by the Internet Fax (iFAX)**

In the function which can be used by the usual fax transmission, the following functions cannot be used by the Internet fax (iFAX) transmission.

<table>
<thead>
<tr>
<th>screen</th>
<th>function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Options</td>
<td>Communication Mode</td>
</tr>
<tr>
<td></td>
<td>Priority Send</td>
</tr>
<tr>
<td></td>
<td>Delayed Start</td>
</tr>
<tr>
<td></td>
<td>Send Header</td>
</tr>
<tr>
<td></td>
<td>Cover Note</td>
</tr>
<tr>
<td></td>
<td>Recipient Print Set</td>
</tr>
<tr>
<td>On-Hook/Others</td>
<td>Polling</td>
</tr>
<tr>
<td></td>
<td>Remote Mailbox</td>
</tr>
</tbody>
</table>

*Note*

The communication mode can be set when the fax gateway function is used. For details on the fax gateway function, see “13.4.2 Sending Faxes to Recipients as Relay Centers” (P. 298).

**TIFF file format and its profile**

- When specifying a profile
  
  Depending on the iFax features of the recipient, the profiles that can be processed vary. Confirm the profile that can be processed by the recipient’s machine equipped with iFax before specifying the profile.

- When the specified profile is not compatible
  
  If the received profile is not compatible, the file may not be printed. You can check the problem through the Job History Report.

*LOOK*

The TIFF file formats and profiles that can be used for receiving E-mails are as follows:

- File format: TIFF-FX (RFC2301)
- Profile: TIFF-S, TIFF-F, TIFF-J, TIFF-C

A file may be unable to be printed when a profile which is not corresponding is received. Moreover, if a TIFF-C format is received, it will be printed by black and white.
13.1.2 The Differences Between iFax and Facsimile Features

This section describes the differences between iFax and facsimile features.

- **iFax Can Do the Following for You**

  - **Reduces transmission cost**
    As iFax transmit the data via Intranet or Internet, the transmission cost can be saved, compared to the usual facsimile transmission. You can also use iFax to communicate via the fax gateway with the facsimile machine that does not support the iFax feature.
    This feature sends faxes as E-mails to iFax-installed machines that are connected to the network via the Internet. When faxes are received, the iFax-installed machine (fax gateway) converts them into faxes and forwards them to the specified facsimile. This feature is useful to save on transmission cost if the sender and recipient of the fax transmission are in the local call area.

  - **Flow of iFax**

    ![Diagram of iFax flow]

    - The E-mail received in the iFax-installed machine will be forwarded as a fax document with a mail header and attachment.
    - For details on the fax gateway feature, see “13.4.2 Sending Faxes to Recipients as Relay Centers” (P. 298).

  - **Flow of a facsimile machine**

    ![Diagram of facsimile machine flow]

    - Subject to telephone charge
13.1 What is Internet Fax (iFax)?

E-mails can be sent directly from machines equipped with iFax to a computer
- You can send E-mails from machines equipped with iFax directly to the computer. As the E-mail forwarding feature allows you to forward received documents to your computer, you do not have to collect the incoming faxes at the facsimile machine. Moreover, the fax documents can be displayed on the computer screen and thus helps to cut down paper usage.

See “13.4.3 Forwarding a Fax as E-mail From Mailbox” (P. 301) for details.

- The machine will scan the original document as a TIFF file attachment to the E-mail. As the attachment can be delivered to the computer, you can save, process or edit the file.

If TIFF-J is configured as the profile, the file may not be opened by the computer. In such cases, specify the E-mails in TIFF-S or TIFF-F format and send.

The file formats and profiles that can be used for receiving E-mails are as follows:
- File format: TIFF-FX (RFC2301)
- Profiles: TIFF-S, TIFF-F, TIFF-J, TIFF-C
If the profile received is not compatible, the file may not be printed.

Flow of iFax

Flow of a facsimile machine
13.2 Setting the Environment

13.2.1 Before Use

### System Requirements

The following options are required for this machine.

**System requirements at the machine**

- Internet Fax (iFAX) Kit
- The machine is connected to the network and communication through TCP/IP is available.
- The environment allows the sending and receiving of E-mail.

**Correspondent Specifications**

- **ITU-T Regulations**: ITU-T T.37, T.30, F.185 and E.164
- **iFax format**: Sending
  - RFC2301 (TIFFprofileS/F/J) and additional 600 ~ 600dpi
  - Receiving
  - RFC2301 (TIFFprofileS/F/J/C)

**E-mail forwarding / Facsimile forwarding**

- RFC2304, RFC2305
- DSN function: RFC1891, 1894
- MDN function: RFC2298
- SMTP Receiving: RFC821, 822, 1869
- POP3 Receiving: RFC1939
- MIME version: Version1.0 (RFC2049)

**Targeted OS for computers receiving E-mail**

- Microsoft Windows 98 Operating System (English Edition)
- Microsoft Windows Me Operating System (English Edition)
- Microsoft Windows NT Workstation Version 4.0 (English Edition)
- Microsoft Windows NT Server Version 4.0 (English Edition)
- Microsoft Windows XP Professional (English Edition)

A file may be unable to be printed when a profile which is not corresponding is received. Moreover, if a TIFF-C format is received, it will be printed by black and white.
13.2.2 Environment Setting

It is necessary to set the items in advance to use the iFax feature.

Flow of the Environment Setting

Set the environment with the following steps.

1. **Set up the IP Address**
   - Use the Touch Panel Display or CentreWare Internet Services and set up the IP address for the machine. For details on setting operation, see “13.2.3 Setup the Environment” (P. 280).

2. **Activate the Port**
   - Use CentreWare Internet Services to Activate the port for Sending E-mails and Receiving E-mails in the Activate the port. For details on setting operation, see “13.2.3 Setup the Environment” (P. 280).

3. **Set up the E-mail and the TCP/IP environment**
   - Use CentreWare Internet Services to set up the E-mail and the TCP/IP environment. See “Setting Information” (P. 277) in “13.2.2 Environment Setting” (P. 276). For details on setting operation, see “13.2.3 Setup the Environment” (P. 280).

4. **Confirming the settings**
   - See “13.2.4 Confirming the Settings” (P. 283) to print out the Features Settings List and check the settings.

5. **Send E-mails**
   - See “13.3.1 Sending E-mails” (P. 284) and send an E-mail to the address of the machine to make sure that the setting is correct. If the E-mail cannot be sent, check the environment setting.

---

For details on how to set addresses on the control panel, see “5.6 Network Settings” in “Part 1 Hardware” of the User Guide (Copier).

For details on CentreWare Internet Services, see “Chapter 5 Configuring From Computer (CentreWare Internet Services)” in “Part 1 Printer” of the User Guide (Printer/Scanner).
Setting Information

It is necessary to set the following information in order to use the iFax feature in the machine. Confirm with your system administrator regarding this information.

How to Receive E-mails

This machine allows you to select SMTP or POP3 to receive your E-mails. The setting information varies depending on the method selected. First, select the method of receiving your E-mails based on the E-mail environment that you are using.

E-mail received in POP3 format cannot be received in the Mailbox. Also, faxes cannot be sent using the fax gateway feature.

Set the method of receiving E-mails

<table>
<thead>
<tr>
<th>No.</th>
<th>Settings</th>
<th>Example</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Receiving protocol</td>
<td>SMTP or POP3</td>
<td></td>
</tr>
</tbody>
</table>

Note

- To receive E-mail in SMTP format, register the host name and domain name for the E-mail address of this machine in the DNS server MX record, and register the host name and IP address for the E-mail address of this machine in the A record in advance.
- To receive E-mail in POP3 format, register the mail address of this machine in the mail server that is for receiving transmissions.
### Network Environment

Configure the following environments in the machine, server and computer respectively.

- **When receiving E-mails via SMTP**

<table>
<thead>
<tr>
<th>No.</th>
<th>Settings</th>
<th>Example</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IP address</td>
<td>xxx.xxx.xxx.xxx</td>
<td>Auto setting by DHCP is not available. Be sure to allocate a fixed address.</td>
</tr>
<tr>
<td>2</td>
<td>Subnet mask</td>
<td>xxx.xxx.xxx.xxx</td>
<td>Set the following settings as required.</td>
</tr>
<tr>
<td>3</td>
<td>Gateway address</td>
<td>xxx.xxx.xxx.xxx</td>
<td>Set the following settings as required.</td>
</tr>
<tr>
<td>4</td>
<td>Host name</td>
<td>dcc400</td>
<td>If the sender has specified the IP address, the settings for host name are not necessary.</td>
</tr>
<tr>
<td>5</td>
<td>DNS server address</td>
<td>xxx.xxx.xxx.xxx</td>
<td>You can acquire this information from DHCP.</td>
</tr>
<tr>
<td>6</td>
<td>DNS domain name</td>
<td>faxserver.fujixerox.com</td>
<td>If the sender has specified the IP address, the settings for DNS domain name are not necessary.</td>
</tr>
<tr>
<td>7</td>
<td>SMTP server address</td>
<td>xxx.xxx.xxx.xxx</td>
<td>Set the IP address or the server name for the outgoing mail server.</td>
</tr>
<tr>
<td>8</td>
<td>Machine mail address</td>
<td><a href="mailto:ifax@dcc400.fujixerox.co.jp">ifax@dcc400.fujixerox.co.jp</a></td>
<td>An alias cannot be set. You can set any name for the account (on the left side of @). Set the address section (on the right side of @), with the combination of the host name and domain name.</td>
</tr>
</tbody>
</table>

*“xxx” indicates the number of 0 to 255.*
### 13.2 Setting the Environment

#### Using the Internet to Send and Receive Faxes

- **When receiving E-mails via POP3**

<table>
<thead>
<tr>
<th>No.</th>
<th>Settings</th>
<th>Example</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IP address</td>
<td>xxx.xxx.xxx.xxx</td>
<td>Auto setting by DHCP is available.</td>
</tr>
<tr>
<td>2</td>
<td>Subnet mask</td>
<td>xxx.xxx.xxx.xxx</td>
<td>Set the following settings as required.</td>
</tr>
<tr>
<td>3</td>
<td>Gateway address</td>
<td>xxx.xxx.xxx.xxx</td>
<td>Set the following settings as required.</td>
</tr>
<tr>
<td>4</td>
<td>SMTP server address</td>
<td>xxx.xxx.xxx.xxx</td>
<td>Set the IP address for the outgoing mail server.</td>
</tr>
<tr>
<td>5</td>
<td>Machine mail address</td>
<td><a href="mailto:ifax@mb1.abc.fujixerox.co.jp">ifax@mb1.abc.fujixerox.co.jp</a></td>
<td>Enter the POP user name (on the left side of @) and incoming POP3 mail server name in the address section (on the right side of @). You can set an alias, such as <a href="mailto:ifax@fujixerox.co.jp">ifax@fujixerox.co.jp</a>.</td>
</tr>
<tr>
<td>6</td>
<td>POP3 server address</td>
<td>xxx.xxx.xxx.xxx</td>
<td>Set the IP address or the server name for the incoming mail server.</td>
</tr>
<tr>
<td>7</td>
<td>POP user name</td>
<td></td>
<td>This is an account for connecting to the incoming mail server. You can set only one user.</td>
</tr>
<tr>
<td>8</td>
<td>POP user password</td>
<td></td>
<td>Use alphanumeric characters.</td>
</tr>
</tbody>
</table>

*“xxx” indicates the number of 0 to 255.*

**LOOK**

You cannot receive E-mails to a Mailbox via POP3. Sending faxes using the fax gateway feature will not be available as well.
13.2 Setting the Environment

13.2.3 Setup the Environment

Set the IP address, start the port, set the TCP/IP environment and set the mail environment to use Internet Fax (iFAX).

- Set up the IP address
  Set the IP address using the Control Panel or the TCP/IP in Protocol Settings on the Property screen in CenterWare Internet Services. It is necessary to set Subnet Mask and Gateway Address depending on the network environment. Confirm with the network administrator and set up the necessary items.

  See “5.6 Network Settings” in “Part 1 Hardware” of the User Guide (Copier) for details on setting the address on the machine’s Control Panel.

- Start the port
  Start the port for sending and receiving E-mail. Start the Send E-mail and Receive E-mail ports in Start Port in the Property screen in CentreWare Internet Services.
### Set the TCP/IP environment

Set the TCP/IP environment in TCP/IP in Protocol Settings in the Property screen in CentreWare Internet Services, while referring to the following table.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Value</th>
<th>Settings required for the reception protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host name</td>
<td>Set the host name for this machine.</td>
<td>Alphanumeric characters and “.”, less than 32 bytes</td>
<td>☐</td>
</tr>
<tr>
<td>Method to get the DNS server address</td>
<td>Set the method to get the DNS server address. Set the checkbox to on to get the address automatically from the DHCP server.</td>
<td>Manual* DHCP</td>
<td>☐</td>
</tr>
<tr>
<td>DNS server address 1 to 3</td>
<td>Set the DNS server address.</td>
<td>xxx.xxx.xxx.xxx</td>
<td>☐</td>
</tr>
<tr>
<td>DNS domain name</td>
<td>Set the DNS domain name.</td>
<td>Alphanumeric characters and “.”, less than 255 bytes</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Set the E-mail environment

Set the TCP/IP environment in TCP/IP in Protocol Settings in the Property screen in CentreWare Internet Services, while referring to the following table.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Value</th>
<th>Settings required for the reception protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail address for this machine</td>
<td>Set the E-mail address for this machine.</td>
<td>Alphanumeric characters and “.”, less than 255 bytes</td>
<td>☐</td>
</tr>
</tbody>
</table>
Set the E-mail environment in E-mail in Protocol Settings in the Property screen in CentreWare Internet Services, while referring to the following table.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Value</th>
<th>Settings required for the reception protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving protocol</td>
<td>Set the method to receive E-mail in compliance with the environment you are using.</td>
<td>SMTP* POP3</td>
<td>○ ○</td>
</tr>
<tr>
<td>Print iFax headers and contents</td>
<td>Set the text to be printed when a TIFF file and E-mail are received and printed if you want to print the route of the E-mail, set All headers and text.</td>
<td>None (to print only the attached text) Basic header and text (only when there is text) Basic header and text * All headers and text</td>
<td>○ ○</td>
</tr>
<tr>
<td>Print error mail</td>
<td>Check the Valid checkbox, to print error notification mail, when E-mail cannot be sent because of an error.</td>
<td>SMTP* POP3</td>
<td>○ ○</td>
</tr>
<tr>
<td>Split size of outgoing mail</td>
<td>Set the number of pages to split the manuscript into while the machine is scanning it, when sending E-mail.</td>
<td>0 (no splitting) 1 to 999 pages 10 pages</td>
<td>○ ○</td>
</tr>
<tr>
<td>POP3 server address</td>
<td>Set the POP3 server address for sending E-mail.</td>
<td>Up to 128 characters can be entered, including &quot;.&quot; (full stop) and &quot;.&quot; (hyphen).</td>
<td>○ ○</td>
</tr>
<tr>
<td>POP3 server check interval</td>
<td>Set the interval to check the E-mail in the POP3 server.</td>
<td>1 to 120 minutes 10 minutes*</td>
<td>○ ○</td>
</tr>
<tr>
<td>POP user name</td>
<td>Set the user name for connecting to the POP3 server.</td>
<td>Alphanumeric characters, &quot;.&quot; and &quot;.&quot;, less than 64 bytes</td>
<td>○ ○</td>
</tr>
</tbody>
</table>
13.2 Setting the Environment

### Using the Internet to Send and Receive Faxes

- **Must set**
- **No need to set**

#### 13.2.4 Confirming the Settings

Print out the Options List and check the Mail item to see whether the environment is correctly set.

**See**

See “10.2 Printing Reports and Lists” (P. 216) for details on how to print the Options List.
13.3 Receiving and Sending E-mails

This section describes how to send and receive E-mails.

13.3.1 Sending E-mails

This section describes the procedure for sending documents scanned by this machine as E-mails to computers or iFax-installed machines.

**Look**
- “Ifax Sent” in the Job Status screen, the Transmission Report and the Job History Report of this machine indicate that the document has reached the SMTP server that was set for transmission on this machine. The E-mails may not be delivered to the recipient due to the problems on the transmission route of the Internet. The machine will not be notified when this problem occurs. It is recommended to confirm the successful transmission of the E-mail with the recipient by telephone when you send important E-mails.
- You cannot use the CC, BCC, Reply-To features used in ordinary E-mails.

**Procedure**

1. Load the original.

   See “2.2 Loading Documents” (P. 14)

2. Display the Fax screen and select **iFax/Fax** several times to display iFax in the Recipient section.
3 Configure the features if necessary.

See "13.3.2 Settings That are Configurable During an Outgoing iFax Transmission" (P. 287) for details on configurable items.

4 Select Keyboard.

The Keyboard screen is displayed.

5 Enter the E-mail address of the recipient using the buttons in the screen.

When you enter a fax number, it will result in an error and data will not be sent.

- E-mail addresses can contain up to 128 characters. Use the numeric keypad on the Control Panel to enter the numbers. See “1.5 Entering Text” (P. 8) for details on entering text.
- You can enter the E-mail address using Speed Dialing, One Touch Dialing, Group Dialing Number, Address Book. See “3.4 Dialing” (P. 27) for details.
6 Press Start.
The original will be scanned and converted in TIFF format, and then sent as an E-mail attachment.

See “13.6.1 Problems With Transmission” (P. 305) if you cannot send the E-mail.
See “Chapter 5 Confirming and Canceling a Communication” (P. 55) on how to cancel and confirm the sent documents.

Note
• If memory overflow occurs while an original is being scanned, a screen will be displayed to prompt the user to determine whether the job is to be sent up to the stored pages or aborted. Choose either one of the processes.
• If the printer memory becomes full while sending a mail, the transmission will be aborted.
• If TIFF-J is specified in the profile, the receiving computer may not be able to display the attached TIFF files correctly. In this case, specify the E-mails in TIFF-S or TIFF-F format.
• When data is sent to machines equipped with iFax other than this model, the receiving machine may not be able to print it out. Check the iFax feature of the receiving machine before sending any data.
### 13.3.2 Settings That are Configurable During an Outgoing iFax Transmission

This section describes the settings that are configurable for sending E-mails using the iFax feature. These settings are as follows.

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</table>

**Note**

You can specify the Communication Mode in the Send Options only when sending faxes using fax gateway feature. The faxes will be sent in G3 Auto other than this. See “13.1.2 The Differences Between iFax and Facsimile Features” (P. 273) for details on the fax gateway feature.
Setting the Read Status (MDN) / Send Status (DSN)

You will receive a notification mail that informs you whether the mail is delivered to the recipient when using Read Status (MDN), the mail is delivered to the mail server of the recipient when using Send Status (DSN). The notification mail will be printed as soon as it is delivered to the machine.

Note

- You can use Mail Delivery Notification feature only if the recipient’s machine supports MDN. You can use Delivery Status Notification only if the recipient’s machine supports DSN. MDN is set as a factory default. The Xerox customer engineer will set the DSN feature at your site.
- By using the DSN feature, you can check the mail delivery only to the mail server that supports the Delivery Status Notification feature. Also, you cannot check whether mail is delivered if any of the mail servers along the transmission route do not support the DSN. However, mail delivery is performed as usual. Therefore, the result of the Delivery Status Notification may differ from the actual status.

This section describes how to use the Mail Delivery Notification.

Procedure

1. Load the original.

   See “2.2 Loading Documents” (P. 14)

2. Display the Fax screen and select iFax/Fax several times to display iFax in the Recipient section.
Select **Transmission Report** in the Send Options screen.

The Transmission Report/Read Status (MDN) Profile screen is displayed.

Select **On** in the Read Status (MDN).

Select **Save**.

Select the recipient and press **Start**.

The original will be scanned and sent as an E-mail.

See:
- “3.4 Dialing” (P. 27) for details on how to specify an E-mail address.
- “Chapter 5 Confirming and Canceling a Communication” (P. 55) on how to cancel and confirm the sent documents.
Specifying iFax Profile

A profile is determined to restrict the attribute information for transmissions between machines equipped with iFax, such as image resolution and paper size.

**Note**
- Depending on the iFax features of the recipient, the profiles that can be processed vary. Confirm the profile that can be processed by the recipient’s machine equipped with iFax before specifying the profile.
- If a discordance occurs in combination of a profile, stored document size and resolution, setting specified in profile will be given priority.
- If the profiles differ in each recipient for Relay Broadcast, the smallest size becomes the Max Image Size.
- You can set iFax Profile for each recipient of the Address Number. See “9.3 Setting an Address Number” (P. 160) for details on how to register Speed Dialing numbers.
- The default value for iFax Profile can be edited in the System Administration Mode. See “9.8.6 Feature Defaults” (P. 198) for details on entering text. The default factory setting is TIFF-S.

Select one of the following three profiles.

- **TIFF-S** ....... Standard specification of iFax for originals that are bigger than A4, it reduces the size to A4 automatically for transmission.
  - Data compression : MH
  - Stored Document Size : A4
  - Resolution : Standard, Fine

- **TIFF-F** ....... Select this profile for sending super-fine, A3, B4 originals.
  - Data compression : MH, MMR
  - Stored Document Size : A4, B4, A3
  - Resolution : Standard, Fine, Super-fine (400dpi), Super-fine (600dpi)

**Note**
- If Super-fine (400dpi) or Super-fine (600dpi) in the Resolution on the Basic Features screen is selected, TIFF-S cannot be selected.
- When a transmission is sent to a machine that does not support TIFF-F, the receiving machine will not be able to display or print the images.

- **TIFF-J** ....... select this profile for sending originals in JBIG.
  - Data compression : JBIG
  - Stored Document Size : A4, B4, A3
  - Resolution : Standard, Fine, Super-fine (400dpi), Super-fine (600dpi)

**Note**
*When a transmission is sent to a machine that does not support TIFF-J, the receiving machine will not be able to display or print the images.*
13.3 Receiving and Sending E-mails

Using the Internet to Send and Receive Faxes

13

Procedure

1 Load the original.

See “2.2 Loading Documents” (P. 14)

2 Display the Fax screen and select iFax/Fax several times to display iFax in the Recipient section.

3 Select iFax Profile in the On-Hook/Others screen.

4 Select the profile.

5 Select Save.
6 Select the recipient and press **Start**.
The original will be scanned and sent as an E-mail.

- See “3.4 Dialing” (P. 27) for details on dialing methods.
- See “Chapter 5 Confirming and Canceling a Communication” (P. 55) for details on how to confirm and cancel the transmission of a document.

### Receiving E-mails on Computer

#### Direction of display

If an original is loaded in this direction on the machine and sent out, it will be rotated 90 degrees to the left or right from the direction in which it is loaded and displayed on the monitor of the computer that receives it.

#### Split Size of Outgoing Mails

If originals scanned by the machine are split and sent according to the Split Size of Outgoing Mail feature that is set with the CentreWare Internet Services, they will be received separately as E-mails headers and attachments (TIFF file) are received respectively in the recipient’s computer.

**Example**

- When an E-mail is split into two documents, the following two documents will be sent as a result.
  - Mail 1 .... E-mail header + TIFF file (the first document)
  - Mail 2 .... E-mail header + TIFF file (the second document)
13.3.3 Receiving E-mails

Receiving E-mails

When an E-mail is received from a machine equipped with iFax, the machine starts printing automatically.
E-mail whose mail address specifies the Mailbox, such as BOX123@dcc400.fujixerox.com are received, however, even if the box command is invalid for the Mailbox that has been set, the entire text will be saved.

**Note**
If domains for receiving E-mails are limited in the CentreWare Internet Services, you will receive E-mails only from allowed domains.

**See**
See “9.6 Creating a Mailbox” (P. 183) for details on Mailbox and Box command.

Printing size

Received E-mails will be printed in the same size as the originals that are sent by the sender.

**Note**
When TIFF-S is selected as the profile, it will always be A4 size.

When the paper loaded is not of the same size as the sender’s original, or when the paper tray for printing documents is restricted, the receiving process will be the same as that for normal faxes.

Receiving E-mails via iFax

The mail header and attachments (TIFF files) of the received E-mails will be printed respectively.


**E-mails that are split to send**
When originals scanned by the machine are split according to the setting of the Split Size of Outgoing Mail that is set with the CentreWare Internet Services, the information indicating the split will be attached. Split E-mails will be treated as separate E-mails.

**Attachments (TIFF format)**
If the machine receives an attachment file that is not supported, the file will be deleted. You can check the problem through the Job History Report or Activity Report.

**When the Mailbox number is not registered**
If the specified Mailbox is not registered, the received data will be deleted. You can check the cause of the problem through the Job History Report.

**When the Mailbox overflows**
When printing an E-mail from a Mailbox memory, the page that is being printed will be deleted at the point when the facsimile machine runs out of hard disk capacity.

**Restricting Incoming E-mails**
The machine can be configured to receive E-mails from allowed domains only. This feature is known as the Domain Filter. You can register up to 50 domains as approved domains.
When an E-mail is received, this feature will confirm whether the mail is from the approved domain. If it is not from the approved domain, the mail will be rejected. You can check the result through the Job History Report. If Mail Notice Settings is selected, the E-mail address of the sender of the rejected E-mails, the number of rejections and the last rejection time will be indicated.
Specify the Domain Filter and Mail Notice Settings by using CentreWare Internet Services.

See
For details on CentreWare Internet Services, see “Chapter 5 Configuring From Computer (CentreWare Internet Services)” in “Part 1 Printer” of the User Guide (Printer/Scanner).
13.4 Useful Features

This section describes useful features of iFax.

13.4.1 Sending E-mails to Mailboxes Using E-mail Addresses

E-mails can be sent to Mailboxes from the machine equipped with iFax using specific E-mail addresses. When an E-mail is received, the machine will store it in the Mailbox specified by the E-mail address and print a Mailbox Documents Report. This section describes the procedure, assuming the iFax feature is installed on the machine.

**Note**
- This feature is available only when the Mailbox receives E-mails via SMTP.
- To use this feature, Mailboxes without passwords must be registered with the machine that receives E-mails. See “9.6 Creating a Mailbox” (P. 183) for details.
- See “10.11 Mailbox Documents Report” (P. 239) for details on a Mailbox Report.

![Diagram showing the process of sending and receiving e-mails to mailboxes](image)
Using the Internet to Send and Receive Faxes

13.4 Useful Features

Procedure

1. Load the original.

   See “2.2 Loading Documents” (P. 14)

2. Display the Fax screen and press **iFax/Fax** several times to display iFax in the Recipient section.

3. Configure the features if necessary.

   See “13.3.2 Settings That are Configurable During an Outgoing iFax Transmission” (P. 287) for details on configurable items.
4 Enter a mailbox address of the receiving machine as follows.

BOX123 @ dcc400.fujixerox.com

Example

- Mailbox number ........................................123
  (Enter the digits of the mailbox number to match those of the recipient)
- Host name of the receiving machine .......... dcc400
- Domain name of the receiving machine .... fujixerox.com

See “13.3.1 Sending E-mails” (P. 284) for details on how to specify an E-mail address.

5 Press Start.

The original will be scanned and sent as an E-mail.
The recipient machine will store the E-mail in a specified mailbox.

Note

- If hard disk memory becomes full while an original is being scanned, a screen will be displayed to prompt the user to determine whether the job is to be sent up to the stored pages or aborted. Choose either one of the processes.
- If the hard disk memory becomes full while sending an E-mail, the transmission will be aborted.
- An E-mail cannot be forwarded or printed when it is received in the mailbox even if the Mailbox Options feature is selected. It will be stored in the mailbox.

See “13.6.1 Problems With Transmission” (P. 305) if you cannot send E-mails.
See “Chapter 5 Confirming and Canceling a Communication” (P. 55) for details on how to cancel and confirm the sent documents.
### 13.4.2 Sending Faxes to Recipients as Relay Centers

By specifying the E-mail addresses in a specific format, the machine on the network can send faxes via the G3 mode to facsimile machines that do not support the iFax feature.

This feature sends faxes as E-mails to machines equipped with iFax (called fax gateway) that are connected to the network via the Internet. When faxes are received, the machine equipped with iFax converts them into faxes and forwards them to the specified facsimile. This feature is useful to save on transmission cost if the sender and recipient of the fax transmission are in the local call area.

**Note**
- The E-mail received in fax gateway will be deleted if it cannot be sent correctly as a fax document.
- The settings in the Communication Mode of the Send Options screen will be applied in the Communication mode between fax gateway and a receiving facsimile machine. The E-mail will be sent to a fax gateway in G3 Auto.

**See**
See “13.1.2 The Differences Between iFax and Facsimile Features” (P. 273) for details.
Using iFax with the Machine

Procedure

1. Load the original.

See “2.2 Loading Documents” (P. 14)

2. Display the Fax screen and select iFax/Fax several times to display iFax in the Recipient section.

3. Configure the features if necessary.

See “13.3.2 Settings That are Configurable During an Outgoing iFax Transmission” (P. 287) for details on configurable items.
Enter a mailbox address of the receiving machine as follows.

**Example**
- Fax number ............................................. 0312345678
- Host name of the receiving machine....... dcc400
- Domain name of the receiving machine.. fujixerox.com

5 Press **Start**.

The original will be scanned and sent as an E-mail.
The machine of the recipient will convert the E-mail to a fax and send it to the specified recipient.

**See**
- See “13.6.1 Problems With Transmission” (P. 305) if you cannot send the E-mail.
- See “Chapter 5 Confirming and Canceling a Communication” (P. 55) for details on how to confirm and cancel the transmission of a document.

**Note**
- If memory overflow occurs while an original is being scanned, a screen will be displayed to prompt the user to determine whether the job is to be sent up to the stored pages or aborted. Choose either one of the processes.
- If the printer memory becomes full while sending a mail, the transmission will be aborted.
13.4.3 Forwarding a Fax as E-mail From Mailbox

This section describes the feature to forward faxes that have been received into the mailbox as E-mails automatically. With this feature, fax documents received into a mailbox in the fax signal method (proprietary communication procedure), DTMF method, or fax documents stored in a mailbox with the Box Selector function can be forwarded as E-mails. The following only describes the operations to set up the forward function of a mailbox and the overview of the Send to Mailbox.

**Note**
E-mail cannot be forwarded when it is received in the mailbox even if the Mailbox Options feature is selected.

**See**
- See “9.6 Creating a Mailbox” (P. 183) for details on how to set the forward function of the mailbox.
- See “Chapter 8 Using Additional Features” (P. 77) for details on how to send to a mailbox, how to receive documents to a mailbox with the Box Selector, how to print documents received into mailbox or how to delete a mailbox.
### Forwarding E-mails

The machine can receive faxes sent to the mailbox or forward the faxes, which are stored in the mailbox with the Box Selector function, as E-mails to the recipients stored in the mailbox automatically.

As the E-mail forward function allows you to forward received documents to your computer, you do not have to collect the incoming faxes at the facsimile machine. Moreover, the fax documents can be displayed on the computer screen and thus helps to cut down paper usage.

**Note**

The document can be forwarded to only one recipient.

### How to forward E-mails

The following operations are required for using the forward function.

#### Sender of a fax

Send a fax to a mailbox using the fax signal method (proprietary communication procedure) or DTMF method.

*See**

See “8.14 Using the Mailbox Feature (Remote Mailbox/Retrieve from Mailbox)” (P. 112) for details on sending to a mailbox.
Forwarding a received fax in the mailbox as E-mail

Register the E-mail address as an Address Number entry in advance. And then, configure the Forward function and the Address Number using the Mailbox options of the mailbox.

**Note**

- Mailbox number and Password are required by the sender. You have to inform the sender of the settings.
- If the printer memory becomes full while transmission, it will be aborted and the documents will be deleted.
- If sending mails via the SMTP is rejected, the received document will be stored in the mailbox.
- If a problem occurs in the data while transmission, it will be aborted and the documents will be deleted.
- You can forward the mail to only one recipient.
- If the images in the received fax use JBIG compression format, when the destination's IFAX profile is TIFF-C or TIFF-F, the compression format is changed to MH and then sent. Also, if the iFAX profile is TIFF-S, it is sent as is, without changing the size and resolution settings.

**See**

- See “9.6 Creating a Mailbox” (P. 183) for details on Mailbox forward feature.
- See “8.15 Sorting Received Documents Into Mailbox (Box Selector)” (P. 129) for details on the use of the Box Selector feature to receive fax documents into the mailbox.

Send to Mailbox

There are two methods of sending to a mailbox that has a forward feature.

- Use the fax signal method (proprietary communication procedure).
- Use the DTMF method.

**Note**

See “8.14 Using the Mailbox Feature (Remote Mailbox/Retrieve from Mailbox)” (P. 112) for details on sending to a Mailbox.
After installing the Internet Fax (iFax) Kit onto the machine, you can output the Domain List. You can check the registering status of the domains that are approved for receiving. This report can be manually printed.

See “13.3.3 Receiving E-mails” (P. 293) for details on Approved Domain. See “10.2.1 Guide Print Operation” (P. 216) for details on printing out the report.
This section describes troubles that may occur during an outgoing iFax transmission and their solutions.

See “Chapter 11 Troubleshooting” (P. 243) for troubles other than iFax communication.

### 13.6.1 Problems With Transmission

This section describes troubles that may occur during an outgoing iFax transmission and their solutions. See the following for troubleshooting hints to solve the problems. If you cannot solve the trouble with the following help, contact our Customer Support Center.

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<tr>
<th>Items to check</th>
<th>Solution</th>
<th>Reference</th>
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<td>Check that the E-mail address of</td>
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<td>Address and SMTP Server Address</td>
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<td>correctly?</td>
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<tr>
<td>Is the E-mail</td>
<td>Check the E-mail address of the</td>
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<td>correctly</td>
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<td>specified?</td>
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<tr>
<td>Is the profile</td>
<td>Check the type of profile supported</td>
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<tr>
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<td>by the machine of the recipient and</td>
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<td>configured?</td>
<td>re-send your data.</td>
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<tr>
<td>Are too many</td>
<td>Reduce the number of pages for</td>
<td></td>
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<tr>
<td>pages included</td>
<td>one transmission and re-send them</td>
<td></td>
</tr>
<tr>
<td>in one</td>
<td>or change the settings for Split Size</td>
<td></td>
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<td>of Outgoing E-mail in CentreWare</td>
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<tr>
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<td></td>
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<tr>
<td>Did you try to</td>
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<td>—</td>
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<tr>
<td>send an E-mail</td>
<td>or received depending on the sys-</td>
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<td>with a size</td>
<td>tem environment, such as the mail</td>
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<td>the mail</td>
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<tr>
<td>server?</td>
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</tr>
</tbody>
</table>
13.6 Troubleshooting

### 13.6.2 Problems With Reception

This section describes troubles that may occur while receiving iFax transmission and their solutions. See the following for troubleshooting hints to solve the problems. If you cannot solve the trouble with the following help, contact our Customer Support Center.

<table>
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<tr>
<th>Items to check</th>
<th>Solution</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
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<td>Is the network correctly connected?</td>
<td>Verify the network connection and configurations.</td>
<td>“13.2.2 Environment Setting” (P. 276)</td>
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<tr>
<td>Is the mail address for your machine specified correctly?</td>
<td>Check that the E-mail address of your machine (Machine Mail Address and SMTP Server Address) has been correctly set up.</td>
<td></td>
</tr>
<tr>
<td>Is the method for receiving E-mail appropriate for your environment?</td>
<td>Depending on your environment, the settings for the method of receiving E-mails (SMTP or POP) differ. Check that the method for receiving E-mails is appropriate for your environment.</td>
<td></td>
</tr>
<tr>
<td>Is the profile correct?</td>
<td>Inform the sender of the supported profile and request to send the data again.</td>
<td>“13.3.1 Sending E-mails” (P. 284)</td>
</tr>
<tr>
<td>Did you try to receive documents in a format that your machine cannot process?</td>
<td>When documents are received in a format that the machine cannot process, “Re-reception required” will appear in the Job History Report.</td>
<td>—</td>
</tr>
<tr>
<td>Did you try to receive an E-mail with a size exceeding the restriction of the mail server?</td>
<td>Large size E-mails may not be sent or received depending on the system environment, such as the mail server limitation. Check the mail server environment.</td>
<td>—</td>
</tr>
</tbody>
</table>
The precautions and limitations of the iFax function are as follows.


Precautions when sending E-mails

"iFax Sent" in the Job Status screen, the Activity Report and the Job History Report of this machine indicate that the document has reached the SMTP server that was set for transmission on this machine. The E-mails may not be delivered to the recipient due to problems on the transmission route of the Internet. The machine will not be notified when this problem occurs. It is recommended to confirm the successful transmission of the E-mail with the recipient by telephone when you send important E-mails.

Limitations of the Mail Server

Large size E-mails may not be sent or received depending on the system environment, such as the mail server limitation. When you want to send the number of the pages in the E-mail, confirm the system environment of the sender and recipient, respectively.

If the split size of outgoing mails for one page is too large, reduce the size by changing the resolution or the settings of the Original Type.

Profile

• When specifying a profile
  Depending on the iFax features of the recipient, the profiles that can be processed vary. Confirm the profile that can be processed by the recipient’s iFax - installed machine before specifying the profile.

• When the specified profile is not compatible
  If a profile is set up wrongly, the recipient will not be able to display or print the images received. Check the type of profiles that both the sender and recipient can process before using this function.

• Acceptable TIFF files and profiles
  TIFF file format: TIFF-FX(RFC2301)
  Profile : TIFF-S, TIFF-F, TIFF-J, TIFF-C

A file may be unable to be printed when a profile which is not corresponding is received. Moreover, if a TIFF-C format is received, it will be printed by black and white.
13.7 Precautions and Limitations

### Conditions for Broadcast send
When multiple recipients are specified for a broadcast session and the transmission conditions are different from those specified with the keyboard input or those registered for the Address Number function, the conditions will be changed as follows.

- Transmission Mode .................. G3 Auto
- Profile .............................. TIFF-S
- Delivery Status Notification ...... Off

### Forwarding E-mail
If the images in the received fax use JBIG compression format, when the destination's iFAX profile is TIFF-C or TIFF-F, the compression format is changed to MH and then sent. Also, if the iFAX profile is TIFF-S, it is sent as is, without changing the size and resolution settings.

### Fax Gateway
- This feature is available only when the method of receiving E-mail of the machine equipped with iFax that sends faxes is set to SMTP.
- When an E-mail cannot be sent to the recipient correctly after it is converted into a fax, the E-mail received in the receiving machine will be deleted.

### Configuring the Forward Function of the Mailbox
- Do not send the E-mail address of your own machine as a recipient of the forward E-mail.
- You can check if a fax text was not forwarded as an E-mail on the Job History Report.

### Security on the Network
Security on the network cannot be guaranteed.

### Setting Up the E-mailing Environment
To send and receive E-mails, the E-mail system must be set up. Set up SMTP, POP 3 and DNS server, etc.

### Security Notes
iFax uses the Internet, which is connected to the computers all over the world as the transmission route. As iFax uses the same signals as the mail sent via the Internet, we have to be careful not to let our mails be stolen or modified by a third party. Therefore, we recommend that you use other ways that are proved to be secure for sending important information. Moreover, it is recommended that you do not reveal your iFax E-mail address to a third party unless it is necessary to prevent unwanted E-mails.
Preventing Unwanted E-mails

There is a feature in iFax that allows you to prevent a third party from sending unwanted mails to your E-mail address. This feature allows you to restrict the address of a sender by specifying the permitted domain using the CentreWare Internet Services.

Specify the Domain Filter Settings by using CentreWare Internet Services.

For details on CentreWare Internet Services, see “Chapter 5 Configuring From Computer (CentreWare Internet Services)” in “Part 1 Printer” of the User Guide (Printer/Scanner).
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B Accessories ........................................................................................................ 313
C Facsimile Service System .................................................................................. 314
   C.1 Using the Handset ....................................................................................... 314
   C.2 When Not Using a Handset ......................................................................... 315
D Overseas Communication .................................................................................. 317
   D.1 Dialing “0011” as an Example .................................................................. 317
E Models Providing Relay Broadcast and Recipient Print Set Function .................. 319
F Glossary ............................................................................................................. 321
Below are the specifications for the facsimile functions. The specifications and appearance of this product are subject to change without prior notice.

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<thead>
<tr>
<th>Standard model</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image memory</td>
</tr>
<tr>
<td>Number of sheets stored in memory</td>
</tr>
<tr>
<td>Address Number</td>
</tr>
<tr>
<td>Available telephone lines</td>
</tr>
<tr>
<td>Scanning line density</td>
</tr>
<tr>
<td>Transmission time</td>
</tr>
<tr>
<td>Data compression</td>
</tr>
<tr>
<td>Maximum image size transmitted</td>
</tr>
<tr>
<td>Document size</td>
</tr>
</tbody>
</table>

*1 An A4-size document (of about 700 characters) is sent at a standard resolution of 8 × 3.85 lines/mm and at 28,800 bps and above, using the JBIG compression feature. This time only indicates the image information and excludes the communication control time. The actual transmission time varies based on the size and complexity of the original, the capability of the remote machine, and the conditions on the telephone line.

### Internet Fax (iFAX) function (option)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail transmission format</td>
<td>MIME format, SMPT format</td>
</tr>
<tr>
<td>Mail reception format</td>
<td>SMPT format, POP3 format</td>
</tr>
<tr>
<td>File format</td>
<td>TIFF-FX format</td>
</tr>
<tr>
<td>Transmission profile</td>
<td>:TIFF-S, TIFF-F, TIFF-J</td>
</tr>
<tr>
<td>Reception profile</td>
<td>:TIFF-S, TIFF-F, TIFF-J, TIFF-C</td>
</tr>
<tr>
<td>Fax reception mode when the Fax gateway function is used</td>
<td>G3 mode, F4800</td>
</tr>
</tbody>
</table>
Major accessories are listed below. You can order accessories through our Customer Support Center.

<table>
<thead>
<tr>
<th>Product name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>128 MB Memory Kit</td>
<td>Increases memory by 128 MB</td>
</tr>
<tr>
<td>256 MB Memory Kit</td>
<td>Increases memory by 256 MB</td>
</tr>
<tr>
<td>PostScript® Software Kit</td>
<td>PostScript software kit</td>
</tr>
<tr>
<td>Light Finisher</td>
<td>A device that staples together printed or copied pages.</td>
</tr>
<tr>
<td>TokenRing Option-Kit</td>
<td>A kit for making communications using the TokenRing interface</td>
</tr>
<tr>
<td>Face Up Side Tray Kit</td>
<td>A tray for delivering documents face up</td>
</tr>
<tr>
<td>Internet Fax Option</td>
<td>Installing this function on a model without a fax function provides it with the same functionality as a model with the fax function.</td>
</tr>
<tr>
<td>Additional FAX G3 Kit</td>
<td>This kit requires that the standard G3 Fax kit and the Fax extension port kit be installed. It makes it possible to increase fax communication (G3 mode) lines.</td>
</tr>
<tr>
<td>Fax extension port kit</td>
<td>This extension is required for FAX (G3/NCU additional)</td>
</tr>
<tr>
<td>Power cable</td>
<td>The power cable for the machine.</td>
</tr>
<tr>
<td>IIT earthquake kit</td>
<td>A kit for use in emergencies such as earthquakes.</td>
</tr>
</tbody>
</table>

**Note**
- The product types given above is current as of March 2003.
- Product types are subject to change.
- Some of these products are provided as standard.
- The installation of an option may require the installation of another option. Optional items may not be required depending on the combination of devices and features. For details, contact our Customer Support Center.
Facsimile Service System

This section describes basic operating procedures of a facsimile service system. For information on contracts and detailed operating procedures, contact the desired service system.

C.1 Using the Handset

Procedure

1. Pick up the handset.

2. Enter the fax number of the facsimile service system.

   - Use the numeric keypad, Address Number or one-touch buttons. You cannot use the Address Book.
   - You cannot send tones with the handset off-hook.

3. When the remote machine receives the call, you will hear an announcement. Follow the instructions to enter the required number.

4. When the number is entered, then press Start.
   - The online indicator on the control panel lights and reception starts.
5 Place the handset back on the cradle after ending the call.

C.2 When Not Using a Handset

Procedure

1 Adjust the volume of the line monitor.
   It is recommended that you raise the volume to Loud so that you can hear the announcement better.

   See
   For details on how to change the volume, see “9.8.2 Audio Tones” (P. 192).

2 Display the Fax screen.

3 Select On-hook (Manual Receive) in the On-Hook/Others screen.

The On-hook screen is displayed.
Enter the fax number of the facsimile service system. To disconnect the line, select the Exit (Line Cut) button.

5 When the remote machine receives the call, you will hear an announcement. Follow the instructions to enter the required number.

6 When the number is entered, then press **Start**.

The online indicator on the control panel lights and reception starts.
Overseas Communication

This section describes how to communicate with remote machines overseas. You can communicate with faxes overseas via telephone company exchanges. Select the F4800 button in the Communication Mode screen to increase the machine’s transmission capability.

**Note**
- The international telephone networks are originally designed for voice communications. Occasionally facsimiles may be excessively sensitive to line noise. This may cause a data error on the received document or even terminate the transmission. Regardless of transmission completion, once the line is connected, you are required to pay for the telephone charge. For information regarding line problems and charges, contact your telephone company.
- If you select the F4800 button, the machine attempts the transmission at 4800 bits per second (bps) or less to successfully complete the transmission. A lower bps requires longer transmission time.

### D.1 Dialing “0011” as an Example

When you dial a remote machine directly through a telephone service company, use the following dial format. For example, enter “0011” which is the telephone service company code in Australia.

#### Procedure

1. Load documents.
   
   ![See “2.2 Loading Documents” (P. 14)]

2. Display the Fax screen.
3 Select **Communication Mode** in the Send Options Screen.

![Communication Mode Screen](image)

The Communication Mode screen is displayed.

4 Select **F4800** and **Save**.

![Select F4800](image)

5 Enter the telephone company ID, “0011”, the country number, area code and fax number of the other party and press **Start**.

![Enter Numbers](image)

**LOOK**

In some areas it may be necessary to enter a pause after the telephone company ID.

**See**

For details on how to enter “and”, see “1.5 Entering Text” (P. 8).
Models Providing Relay Broadcast and Recipient Print Set Function

This section describes our product lineup.

Models that can be used as the initiating station for relay broadcast

- DocumentCentre C400/320/240 series (with fax function)
- DocuCentre 401/351/251 series (with fax function)
- DocuCentre 400/350/250 series (with fax function)
- DocuCentre Color 400/320/240 series (with fax function)
- DocumentCentre 400/350/250 series (with fax function)
- DocumentCentre 285/235 series (with fax function)
- DocuCentre 280/230 series (with fax function)
- DocuColor 1250 (with document gate fax function) *
- Able 3180
- Able 1180 (with fax function)
- Able 3405/3351/3350/3250
- Able 1405/1351/1350/1251/1250 (with fax function)
- Able 3321/3221
- Able 1321 (with fax function)
- Able 3300/1300 series
- Able 3010/3011/3015/3016
- 7030 Telecopier
- 7033 Telecopier
- 780 Telecopier

*: These models cannot be used as relay stations.

Models that can be used as first and second relay stations in a Remote Relay Broadcast.

- DocumentCentre C400/320/240 series (with fax function)
- DocuCentre Color 400/320/240 (with fax function)
- DocuCentre 401/351/251 series (with fax function)
- DocuCentre 400/350/250 series (with fax function)
- DocumentCentre 400/350/250 series (with fax function)
- DocumentCentre 285/235 series (with fax function)
- DocuCentre 280/230 series (with fax function)
- Able 3180
- Able 1180 (with fax function)
- Able 3405/3351/3350/3250 (with fax function)
- Able 1405/1351/1350/1251/1250 (with fax function)
- Able 3321/3221
- Able 1321 (with fax function)
- Able 3300/1300 series
- DocumentCentre 220/230
Models Providing Relay Broadcast and Recipient Print Set Function

Xerox 3010
Xerox 7033
DCS 20

Models that can be used as second relay stations in a Remote Relay Broadcast.
Able 3010/3011/3015/3016
7030 Telecopier
7033 Telecopier
780 Telecopier

Models with Recipient Print Set function
DocumentCentre C400/320/240 series (with fax function)
DocuCentre Color 400/320/240 (with fax function)
DocuCentre 401/351/251 series (with fax function)
DocuCentre 400/350/250 series (with fax function)
DocumentCentre 400/350/250 series (with fax function)
DocumentCentre 285/235 series (with fax function)
DocuCentre 280/230 series (with fax function)
DocumentCentre 220/230
Able 3180
Able 1180 (with fax function)
Able 3405/3401/3351/3350/3250
Able 1405/1406/1351/1350/1250/1250/1250 (with fax function)
Able 3321/3221
Able 1321 (with fax function)
Able 3300/1300 and Able 3010/3011/3015/3016
7030 Telecopier
Xerox 3010
Xerox 7033
DCS 20
<table>
<thead>
<tr>
<th><strong>Glossary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ECM</strong> (Error Correction Mode:) An ITU-T approved feature for Group 3 facsimile machines. ECM transmission sends the document image data in segments and retransmits segments that the remote machine receives incorrectly. “EC” described on the Activity Report shows that the communication was processed using ECM.</td>
</tr>
<tr>
<td><strong>G3</strong> A facsimile communication system standardized by the advisory committee for International Telecommunications (CCITT, now the ITU-T).</td>
</tr>
<tr>
<td><strong>MIME</strong> Mime is an abbreviation of Multipurpose Internet Mail Extension. It is a specification that identifies data received by mail. MIME type indicates data types.</td>
</tr>
<tr>
<td><strong>POP3</strong> POP3 is an abbreviation of Post Office Protocol Version 3, a protocol used for receiving mail. It is a commonly used communications protocol (an agreement governing the way data is transmitted). It provides a private mailbox in the provider mail server that receives messages when a connection is made. POP3 is a receive only function, while the corresponding function for sending mail is SMTP.</td>
</tr>
<tr>
<td><strong>SMTP</strong> SMTP stands for Simple Mail Transfer Protocol. A communications protocol (an agreement governing the way data is transmitted) commonly used for sending and receiving mail.</td>
</tr>
<tr>
<td><strong>Super G3 (SG3)</strong> A G3 communication system conforming to ITU V.34. This system offers higher transmission speed (33.6 kbps) than the normal G3 mode.</td>
</tr>
<tr>
<td><strong>Remote terminal</strong> A terminal with which you want to communicate. This is a general term for terminals such as telephones, facsimile machines and personal computers, etc.</td>
</tr>
<tr>
<td><strong>Recipient</strong> The person or terminal you send a document to. “Dialing” indicates the operation of entering a recipient’s telephone number. In relation to Internet Fax (iFAX) it refers to the mail address of a remote terminal.</td>
</tr>
<tr>
<td><strong>Auto Clear</strong> The machine goes to the standby mode, if paused for a specified time.</td>
</tr>
<tr>
<td><strong>Internet Fax (iFAX)</strong> Unlike a regular fax machine, Internet Fax uses corporate networks or the Internet to send or receive mail (TIFF attachments).</td>
</tr>
<tr>
<td><strong>Internet</strong> A worldwide communications network that combine miscellaneous networks.</td>
</tr>
<tr>
<td><strong>Alias</strong> Another name for a mail address. For example, instead of entering the mail address <a href="mailto:ifax@mb1.abc.fujixerox.co.jp">ifax@mb1.abc.fujixerox.co.jp</a> you can use <a href="mailto:ifax@fujixerox.co.jp">ifax@fujixerox.co.jp</a> (alias) to reach the same location.</td>
</tr>
<tr>
<td><strong>Optional accessory</strong> Optional accessories can be purchased and added to a standard model for increased functionality.</td>
</tr>
<tr>
<td><strong>Off-hook dialing</strong> Dialing with the handset off hook</td>
</tr>
<tr>
<td><strong>On-hook dialing</strong> Dialing with the handset on the cradle</td>
</tr>
<tr>
<td><strong>Display (or screen)</strong> The screen of the Touch Panel Display. It provides user information and instructions.</td>
</tr>
<tr>
<td>Term</td>
</tr>
<tr>
<td>-------------------------------------------</td>
</tr>
<tr>
<td><strong>F4800 (Overseas communication)</strong></td>
</tr>
<tr>
<td><strong>Threshold value (Border limit)</strong></td>
</tr>
<tr>
<td><strong>Error code</strong></td>
</tr>
<tr>
<td><strong>Default screen</strong></td>
</tr>
<tr>
<td><strong>Default value</strong></td>
</tr>
<tr>
<td><strong>Local machine</strong></td>
</tr>
<tr>
<td><strong>Receiving paper size</strong></td>
</tr>
<tr>
<td><strong>Job</strong></td>
</tr>
<tr>
<td><strong>Dial</strong></td>
</tr>
<tr>
<td><strong>Dial type</strong></td>
</tr>
<tr>
<td><strong>Dial tone</strong></td>
</tr>
<tr>
<td><strong>Dual access</strong></td>
</tr>
<tr>
<td><strong>Store</strong></td>
</tr>
<tr>
<td><strong>Communication(s)</strong></td>
</tr>
<tr>
<td><strong>Transmission interval</strong></td>
</tr>
<tr>
<td><strong>Transmit using a password</strong></td>
</tr>
<tr>
<td>Term</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>Fax gateway</td>
</tr>
<tr>
<td>Profile</td>
</tr>
<tr>
<td>Header</td>
</tr>
<tr>
<td>Polling</td>
</tr>
<tr>
<td>Sender</td>
</tr>
<tr>
<td>Document</td>
</tr>
<tr>
<td>Scanning</td>
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<tr>
<td>Line monitor</td>
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Customer Response Sheet

DocumentCentre C400/320/240 Series User Guide (Facsimile) (DE3044E2-1)

To improve our publications, we would appreciate your feedback regarding this guide. Please take a few moments to complete and return this form to us.

● About Yourself
1. How often do you use this guide?
   [ ] Daily   [ ] Weekly   [ ] Monthly   [ ] Infrequently

2. When do you usually refer to the guide?
   [ ] Doing a usual operation   [ ] Using unfamiliar features
   [ ] Solving a problem

3. Which part of the guide do you read frequently?
   Chapter/Section/Page:

4. Where do you keep this guide?

5. (Optional)
   Your Name:                                         Occupation:
   Company or organization:                          Address:

● About the Guide

<table>
<thead>
<tr>
<th>Item</th>
<th>Strongly agree</th>
<th>Neutral</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. It is handy.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>2. It is easy to read.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>3. Titles of chapters and sections make sense.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4. Information is logically placed.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>5. Referencing is easy.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>6. Content is easy to understand.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>7. The step-by-step instructions are easy to follow.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>8. All necessary information is included.</td>
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<td>9. Illustrations aid in the understanding of content.</td>
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<td>10. The use of color is effective.</td>
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Other comments:

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