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ECOSYS M2635dn
ECOSYS M2635dw
ECOSYS M2540dn
ECOSYS M2540dw

FAX
OPERATION GUIDE

KYOCERA
Document Solutions

Contents

Preface

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance and take a simple troubleshooting action as necessary, so that you can always use the machine in good condition.

Please read the Operation Guide before using the facsimile. Keep it close to the facsimile for easy reference.

About the FAX Operation Guide (this Guide)

Structure of the guide

This Operation Guide contains the following chapters.

Chapter		Contents
1	Legal and Safety Information	Provides precautions regarding use of the machine and trademark information.
2	Before Using the Fax Machine	Explains the part names and the settings required before using fax.
3	Sending Faxes	Explains the general methods for sending faxes and transmission functions.
4	Receiving Faxes	Explains the general methods for receiving faxes and reception functions.
5	Using Convenient Fax Functions	Explains convenient fax functions such as storing received faxes in boxes in the memory, forwarding received faxes, and polling communication (a function that allows the receiving party to call and initiate fax reception).
6	Sending Faxes from PC	Explains how to send a FAX from a PC.
7	Managing Jobs	Explains how to check the status of recently performed transmission and reception operations in the message display. Also explains how to print administrative reports showing communication results, machine settings, and registered information.
8	Fax Settings	Explains various settings for controlling fax usage, such as restricting transmission destinations, blocking fax reception, and setting prohibited use times.
9	Troubleshooting	Explains what to do when errors are displayed or other problems occur.
10	Appendix	Explains how to enter characters, and lists the fax specifications.

Conventions Used in This Guide

Adobe Reader XI is used as an example in the explanations below.

Click an item in the Table of Contents to jump to the corresponding page.

Click to move from the current page to the previously displayed page. This is convenient when you want to return to the page from which you jumped to the current page.
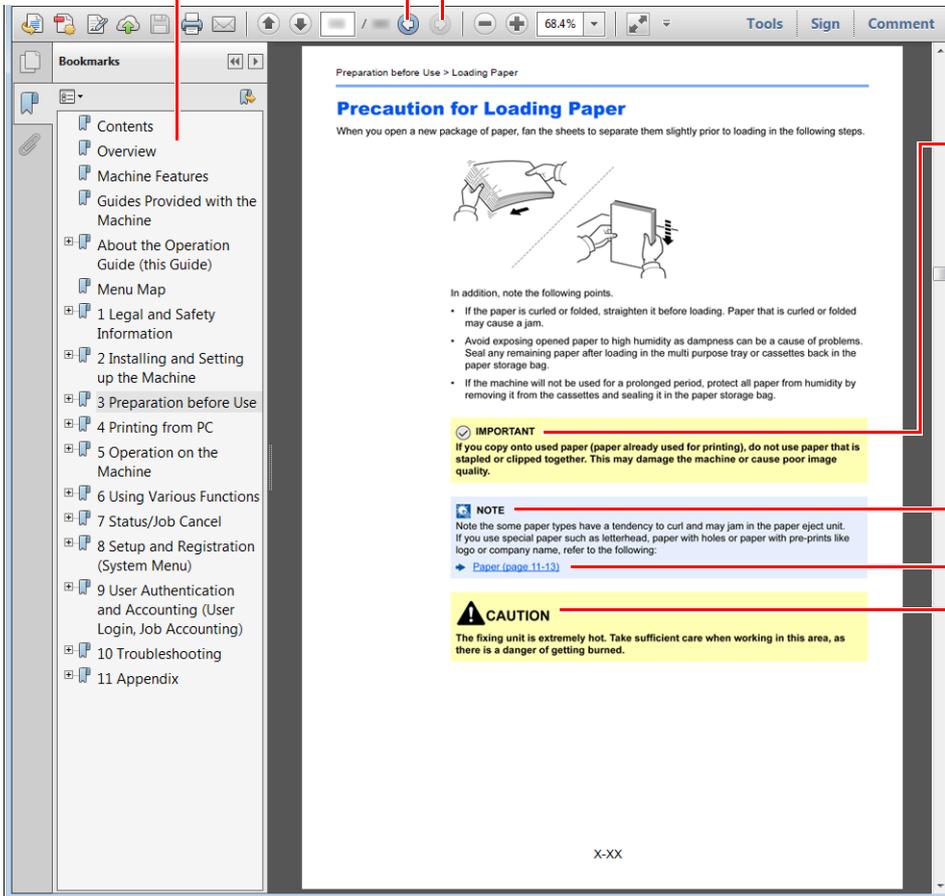
IMPORTANT

Indicates operational requirements and restrictions to operate the machine correctly, and avoid damage to the machine or property.

NOTE

Indicates supplemental explanations and reference information for operations.

Refer to

Click the underlined text to jump to the corresponding page.

⚠ CAUTION

Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

NOTE

The items that appear in Adobe Reader vary depending on how it is used. If the Table of Contents or tools do not appear, refer to Adobe Reader Help.

Certain items are indicated in this guide by the conventions described below.

Convention	Description
[**Bold**]	Indicates keys and buttons.
"Regular"	Indicates a message or setting.

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Conventions used in procedures for operating the machine

In this Operation Guide, continuous operation is as follows:

Actual procedure	Procedure indicated in this guide
Select the [**System Menu/Counter**] key ▼ Select the [▲] or [▼] key to select [**Common settings**] ▼ Select the [**OK**] key	[**System Menu/Counter**] key > [▲] [▼] key > [**Common Settings**] > [**OK**]

1 Legal and Safety Information

Please read this information before using your machine. This chapter provides information on the following topics.

Notice

Safety Conventions in This Guide

The sections of this handbook and parts of the facsimile marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the facsimile.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

... [General warning]

... [Warning of high temperature]

The ◯ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

... [Warning of prohibited action]

... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

... [Alert of required action]

... [Remove the power plug from the outlet]

... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing (fee required).

> **NOTE**
> Due to performance updating, information in this Operation Guide is subject to change without notice.

About this Operation Guide

This Operation Guide contains information on using the facsimile functions of this machine.

Please read the Operation Guide before you start using the machine.

During use, refer to the Operation Guide for your machine for information regarding the sections listed below.

Environment
Precautions for Use
Loading Paper
Cleaning
Toner Container Replacement
Solving Malfunctions
Responding to Error Messages
Clearing Paper Jams

Legal Notice

WE SHALL HAVE NO LIABILITY FOR LOSS, WHETHER OR PARTIAL, OF RECEIVED DOCUMENTS WHEN SUCH LOSS IS CAUSED BY DAMAGES TO THE FAX SYSTEM, MALFUNCTIONS, MISUSE, OR EXTERNAL FACTORS SUCH AS POWER OUTAGES; OR FOR PURELY ECONOMIC LOSSES OR LOST PROFITS RESULTING FROM MISSED OPPORTUNITIES ATTRIBUTABLE TO MISSED CALLS OR RECORDED MESSAGES RESULTING THEREFROM.

FCC PART 68 REQUIREMENTS

1   This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the left side of the equipment to install Assembly Board is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

2   This equipment connects to the network via USOC RJ11C.

3   A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

4   The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

5   If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

6   The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

7   If trouble is experienced with this equipment, please contact the following company for repair and (or) warranty information:

KYOCERA Document Solutions America, Inc.

225 Sand Road,
Fairfield, New Jersey 07004-0008, USA
Phone: +1-973-808-8444
Fax: +1-973-882-6000

If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

8   This equipment cannot be used on public coin service provided by the telephone company. Connection to Party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

9   If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

10 The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)
In order to program this information into your FAX machine, you should complete the following steps: (Insure that it will be transmitted, see Local FAX Name on page 2-8, Local FAX Number on page 2-9, TTI (Transmit Terminal Identification) on page 2-8 and Setting Date and Time on page 2-7.)

IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

CAUTION: To reduce the risk of fire, use only No.26 AWG or larger UL listed or CSA certified telecommunication line cord.

1   Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.

2   Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

3   Do not use the telephone to report a gas leak in the vicinity of the leak.

4   Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

SAVE THESE INSTRUCTIONS

IMPORTANTES MESURES DE SECURITE

Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelques unes:

1   Ne pas utiliser l'appareil près de l'eau, p. ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.

2   Eviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.

3   Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.

4 Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

CONSERVER CES INSTRUCTIONS

CANADIAN IC REQUIREMENTS

"This product meets the applicable Innovation, Science and Economic Development Canada technical specifications."

"The Ringer Equivalence Number (REN) indicates the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five."

The REN (CANADA) of this product is 0.4.

CONDITIONS DE L'IC CANADIENNE

"Le présent produit est conforme aux spécifications techniques applicables d'Innovation, Sciences et Développement économique Canada."

"L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de dispositifs qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme des IES de tous les dispositifs n'excède pas cinq."

Le IES (CANADA) pour ce produit est 0.4.

CE Declarations to European Directives

DECLARATION OF CONFORMITY TO 93/68/EEC, 1999/5/EC and 2009/125/EC

We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

Terminal Equipment (TE);	**TBR 21**
Attachment requirements for pan-European approval for connection to the analogue Public Switched Telephone Networks (PSTNs) of TE (excluding TE supporting the voice telephony service) in which network addressing, if provided, is by means of Dual Tone Multi Frequency (DTMF) signalling	

Technical regulations for terminal equipment

This terminal equipment complies with:

- TBR21
- AN 01R00   AN for P
- AN 02R01   AN for CH and N
- AN 05R01   AN for D, E, GR, P and N
- AN 06R00   AN for D, GR and P
- AN 07R01   AN for D, E, P and N
- AN 09R00   AN for D
- AN 10R00   AN for D
- AN 11R00   AN for P
- AN 12R00   AN for E
- AN 16R00   General Advisory Note
- DE 03R00   National AN for D
- DE 04R00   National AN for D
- DE 05R00   National AN for D
- DE 08R00   National AN for D
- DE 09R00   National AN for D
- DE 12R00   National AN for D
- DE 14R00   National AN for D
- ES 01R01   National AN for E
- GR 01R00   National AN for GR
- GR 03R00   National AN for GR
- GR 04R00   National AN for GR
- NO 01R00   National AN for N
- NO 02R00   National AN for N
- P 03R00   National AN for P
- P 08R00   National AN for P

Network Compatibility Declaration

The manufacturer declares that the equipment has been designed to operate in the public switched telephone networks (PSTN) in the following countries:

■Austria	■France	■Liechtenstein	■Slovakia
■Belgium	■Germany	■Lithuania	■Slovenia
■Bulgaria	■Greece	■Luxembourg	■Spain
■Cyprus	■Hungary	■Malta	■Sweden
■Czech	■Iceland	■Norway	■Switzerland
■Denmark	■Ireland	■Poland	■The Netherlands
■Estonia	■Italy	■Portugal	■United Kingdom
■Finland	■Latvia	■Romania	

Trademark Information

- Microsoft, Windows, Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7, Windows Server 2012, Windows 8, Windows 8.1, Windows 10 and Internet Explorer are registered trademarks or trademarks of Microsoft Corporation in the U.S.A. and/or other countries.

- Adobe Acrobat, Adobe Reader and PostScript are trademarks of Adobe Systems Incorporated.

- Ethernet is a registered trademark of Xerox Corporation.

- IBM and IBM PC/AT are trademarks of International Business Machines Corporation.

All other company and product names in this Operation Guide are trademarks or registered trademarks of their respective companies. The designations™ and ® are omitted in this guide.

2 Before Using the Fax Machine

This chapter explains the following topics:

Part Names and Functions

Machine

This chapter explains the names of parts when the machine is used as a fax machine. For the parts required when functions other than FAX are used, refer to the following:

➡ Machine's *Operation Guide*
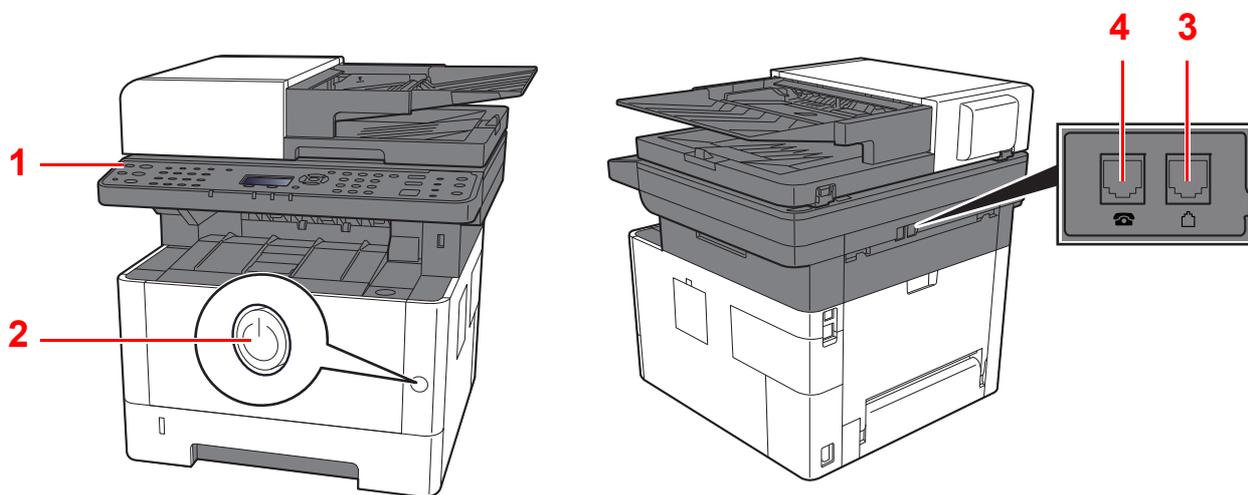
1	Operation panel	Perform the fax operation with this panel.
2	Power switch	Set this switch to the ON side when performing the fax or copier operation. The message display lights to enable operation.
3	LINE connector	Connect the modular cord for the telephone line to this connector.
4	TEL connector	When using a commercially available telephone set, connect the modular cord to this connector.

✓ **IMPORTANT**
You cannot automatically receive a fax when the power switch is turned off.

2-2

Document Processor
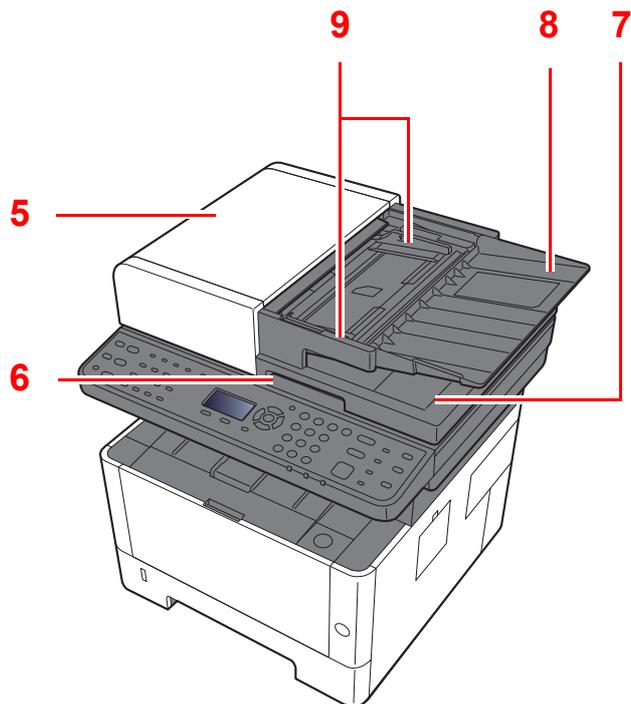
5	Top cover	Open this cover when the original jammed in the Document Processor.
6	Opening handle	Hold this handle when opening or closing the Document Processor.
7	Original eject table	Read originals are ejected onto this table.
8	Original table	Stack the sheet originals on this table.
9	Original width guides	Adjust these guides according to the original width.

Operation Panel
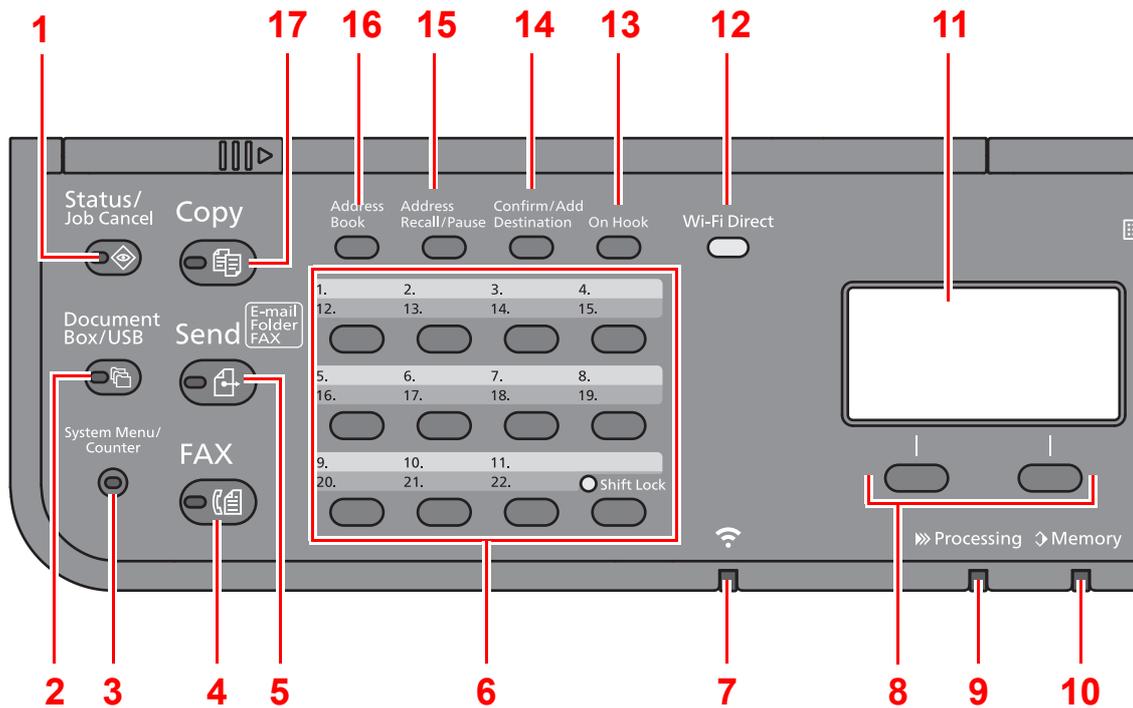
1   [**Status/Job Cancel**] key: Displays the Status/Job Cancel screen.

2   [**Document Box/USB**] key: Displays the Document Box/USB screen.

3   [**System Menu/Counter**] key: Displays the System Menu/Counter screen.

4   [**FAX**] key: Displays the FAX screen.

5   [**Send**] key: Displays the screen for sending. You can change it to display the Address Book screen.

6   One Touch keys: Recalls the destination registered for One Touch Keys.

7   [**Wi-Fi**] indicator[*1]: Blinks during Wi-Fi connection.

8   Select keys: Selects the menu displayed at the bottom of the message display.

9   [**Processing**] indicator: Blinks while printing or sending/receiving.

10 [**Memory**] indicator: Blinks while the machine is accessing the machine memory, fax memory or USB memory (general purpose item).

11 Message display: Displays the setting menu, machine status, and error messages.

12 [**Wi-Fi Direct**] key[*1]: Set Wi-Fi Direct, and show information necessary for connection and the connection status.

13 [**On Hook**] key: Switches between on-hook and off-hook when manually sending/receiving a FAX.

14 [**Confirm/Add Destination**] key: Confirms the destination or adds a destination.

15 [**Address Recall/Pause**] key: Calls the previous destination. Also used to enter a pause when entering a FAX number.

16 [**Address Book**] key: Displays the Address Book screen.

17 [**Copy**] key: Displays the Copy screen.

*1 Only for models with Wi-Fi.
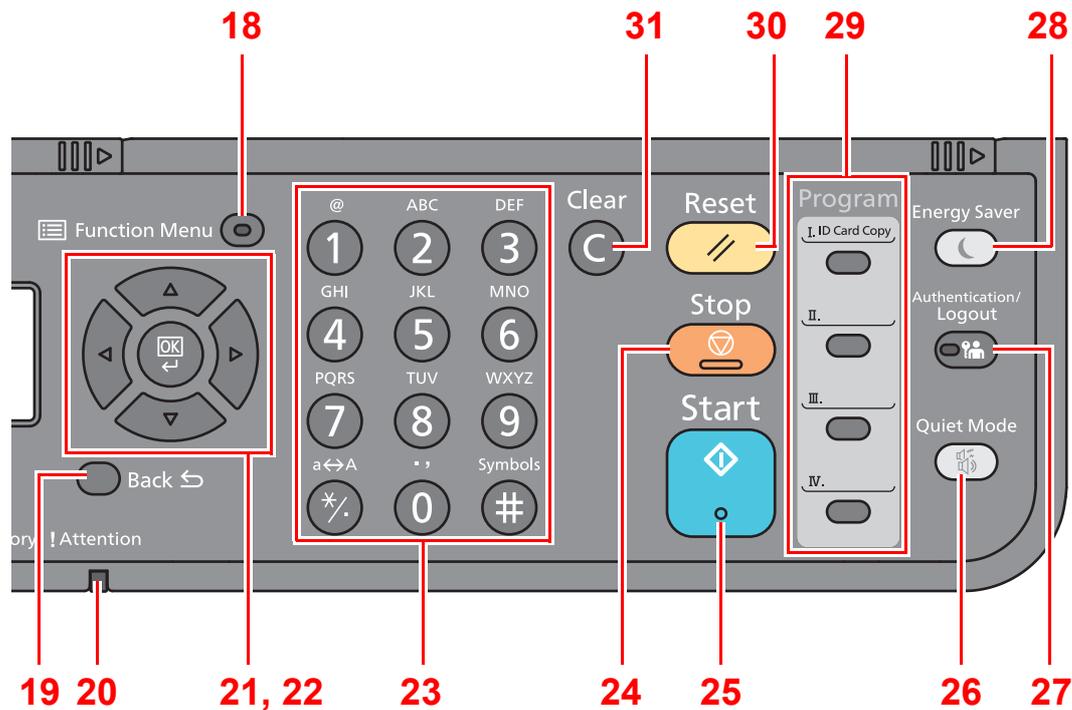
18 [**Function Menu**] key: Displays the function menu screen.

19 [**Back**] key: Returns to the previous display.

20 [**Attention**] indicator: Lights or blinks when an error occurs and a job is stopped.

21 Arrow keys: Increments or decrements numbers, or selects menu in the message display. In addition, moves the cursor when entering the characters.

22 [**OK**] key: Finalizes a function or menu, and numbers that have been entered.

23 Numeric keys: Enter numbers and symbols.

24 [**Stop**] key: Cancels or pauses the job in progress.

25 [**Start**] key: Starts copying and scanning operations and processing for setting operations.

26 [**Quiet Mode**] key: Lower print speed for quiet processing.

27 [**Authentication/Logout**] key: Authenticates user, and exits the operation for the current user (i.e. log out).

28 [**Energy Saver**] key: Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.

29 Program keys: Used to register or recall programs.

30 [**Reset**] key: Returns settings to their default states.

31 [**Clear**] key: Clears entered numbers and characters.

Operation Method

This section explains how to operate the setting menus on the message display.

Displaying the Menus and Configuring Settings

Select the [**System Menu/Counter**] key or [**Function Menu**] key to display the setting menus. Select the [▲] key, [▼] key, [◄] key, [►] key, [**OK**] key, or [**Back**] key to select a menu, and perform settings.

Normal screen

System Menu/
Counter

Select the [**System Menu/Counter**] key or [**Function Menu**] key to display the setting menus.

Setting menus

The directions of usable arrow keys are shown on the screen displayed.

When the [▲] or [▼] key is selected, the selection moves line by line.

When the [◄] or [►] key is selected, the selection moves in units of one page.

Exiting the menu operation

When [**Exit**] is displayed, select [**Exit**] to exit the setting menu and return to the normal screen.

When [**OK**] is displayed, select the [**OK**] key to confirm the selection.

Select the [**OK**] key to display the selected menu.

The selected item is displayed with [*] (asterisk) at the beginning.

When the [▲] or [▼] key is selected, the selection moves line by line.

Select the [**Back**] key to return to the screen one level higher.

Select the [**OK**] key to confirm the selected setting.

2-6

Setting Date and Time

Set the local date and time at the place of installation.
When you send a fax using the transmission function, the date and time as set here will be printed in the header of the fax. Set the date, time and time difference from GMT of the region where the machine is used.

> **NOTE**
> Be sure to set the time difference before setting the date and time.
>
> If the login user name entry screen appears during operations, log in by referring to the machine's *Operation Guide* for Administrator User Name and Password.
>
> The factory default login user name and login password are set as shown below.
>
> | Model Name | Login User Name | Login Password |
> |---|---|---|
> | **ECOSYS M2635dn/ECOSYS M2635dw** | 3500 | 3500 |
> | **ECOSYS M2540dn/ECOSYS M2540dw** | 4000 | 4000 |

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**Common Settings**] > [**OK**] key > [▲] [▼] key > [**Date Setting**] > [**OK**] key

2 **Configure the settings.**

[▲] [▼] key > [**Time Zone**] > [**OK**] key > Select the time zone > [**OK**] key > [▲] [▼] key > [**Date/Time**] > [**OK**] key > Set the date/time > [**OK**] key > [▲] [▼] key > [**Date Format**] > [**OK**] key > Select the Date Format > [**OK**] key

Item	Description
Time Zone	Set the time difference from GMT. Choose the nearest listed location from the list. If you select a region that utilizes summer time, configure settings for summer time.
Date/Time	Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header. **Value: Year (2000 to 2037), Month (1 to 12), Day (1 to 31), Hour (00 to 23), Minute (00 to 59), Second (00 to 59)**
Date Format	Select the display format of year, month, and date. The year is displayed in Western notation. **Value: Month/Day/Year, Day/Month/Year, Year/Month/Day**

> **NOTE**
> Select the [▲] or [▼] key to enter a number.
> Select the [◄] or [►] key to move the position being entered, which is shown highlighted.

Local FAX Information Entry

Register the local FAX information below.

TTI (Transmit Terminal Identification)

Select whether or not to print the local fax information on the fax on the receiving system.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Transmission**] > [**OK**] key > [▲] [▼] key > [**TTI**] > [**OK**] key

2 **Set the TTI.**

1 Select the desired location for printing the information or [**Off**] if you don't want to print it.

2 Select the [**OK**] key.

Local FAX Name

Register the local fax name printed on the fax on the receiving system.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Transmission**] > [**OK**] key > [▲] [▼] key > [**Local FAX Name**] > [**OK**] key

2 **Set the Local FAX Name**

1 Enter the local fax name.

> **NOTE**
> Up to 32 characters can be entered.
>
> For details on entering characters, refer to the following:
>
> ➡ Character Entry Method (page 10-2)

2 Select the [**OK**] key.

Local FAX ID

Enter the local fax ID. The local fax ID can limit other parties with which you can communicate. The Local FAX ID is used for transmission limit purposes. For details of the local fax ID, refer to the following:

→

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Transmission**] > [**OK**] key > [▲] [▼] key > [**Local FAX ID**] > [**OK**] key

2 Local FAX ID Number Entry

1 Enter the local FAX ID number.

> **NOTE**
>
> Up to 4 digits number can be entered.
>
> Select the [▲] or [▼] key or the numeric keys to enter a number.

2 Select the [**OK**] key.

Local FAX Number

Enter the local fax number to be printed on the fax on the receiving system.

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Transmission**] > [**OK**] key > [▲] [▼] key > [**Local FAX Number**] > [**OK**] key

2 Local FAX Number Entry

1 Enter the local fax number.

> **NOTE**
>
> Up to 20 digits can be entered as the local fax number.
>
> Use the numeric keys to enter a number.
>
> Select the [*/.] keys on numeric keys to enter "+".

2 Select the [**OK**] key.

FAX Dialing Mode

Select the dialing mode according to the line type.

> **NOTE**
> This setting does not appear in some regions.

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Transmission**] > [**OK**] key > [▲] [▼] key > [**FAX Dialing Mode**] > [**OK**] key

2 Set the FAX Dialing Mode.

[**Tone(DTMF)**] or [**Pulse(10pps)**] > [**OK**] key

ECM TX

Set whether ECM TX is performed. ECM is a communication mode specified by the ITU-T (International Telecommunication Union) that retransmits data when an error occurs. Fax machines that have ECM mode check for errors as they communicate, preventing distortion of the image due to noise on the line and other conditions.

> **NOTE**
> When there is a large amount of noise on the line, communication may take slightly longer than when [Off] is selected.

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Transmission**] > [**OK**] key > [▲] [▼] key > [**ECM TX**] > [**OK**] key

2 Configure the settings.

[**On**] or [**Off**] > [**OK**] key

TX Start Speed

Set the TX Start Speed. When communication conditions are bad, the fax may not be transmitted correctly. In that case, set a lower TX Start Speed.

> **NOTE**
> Normally this should be used with the default setting.

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Transmission**] > [**OK**] key > [▲] [▼] key > [**TX Start Speed**] > [**OK**] key

2 Configure the settings.

[**9600bps**], [**14400bps**] or [**33600bps**] > [**OK**] key

PBX Setting (Europe only)

When using this machine in environment in which PBX for connection to multiple phones for business use is installed, perform the following PBX setting.

> **NOTE**
> Before connecting this machine to PBX, it is recommended to contact the company that installed the PBX system to request connection of this machine. Note that correct operation cannot be guaranteed in environment in which this machine is connected to PBX because the functions of this machine may be restricted.

Item	Setting value	Description
Exchange Select.	PSTN	Use when connecting this machine to a public switched telephone network (default).
	PBX	Use when connecting this machine to PBX.
Dial No. to PSTN	0-9 00-99	Set a number to access an outside line. For the number, contact the PBX administrator.

Registering Destinations in the Address Book

Save frequently used destinations to the Address Book or One Touch Key. The saved destinations can be changed. The destinations are available for Send as E-mail, Send to Folder, and Fax Transmission.

> **NOTE**
> Registering and editing of the Address Book can also be done in Command Center RX.
>
> ➡ Machine's *Operation Guide*

Adding a Destination (Address Book)

Add a new destination to the Address Book. There are two registering methods, contacts and groups. When adding a group, enter the group name and select group members from the Address Book.

> **NOTE**
> If user login administration is enabled, you can only edit destinations in the Address Book by logging in with administrator privileges.

Adding a contact

A maximum of 200 contact addresses can be registered. Destination name, fax number, sub address communication, encryption, transmission start speed, and ECM can be registered for each destination.

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**Edit Destination**] > [**OK**] key > [▲] [▼] key > [**Address Book**] > [**OK**] key

2 Adds a new destination.

[**Menu**] > [▲] [▼] key > [**Add Address**] > [**OK**] key

3 Select the registration method.

[▲] [▼] key > [**Contact**] > [**OK**] key

4 Enter the contact name.

1. [◄] [►] key > [**Contact Name**] > [**Edit**]

2. Enter the destination name.

    > **NOTE**
    > Up to 32 characters can be entered.
    >
    > For details on character entry, refer to the following:
    >
    > ➡ *Character Entry Method (page 10-2)*

3. Select the [**OK**] key.

5 Enter the fax number.

1 [◄] [►] key > [**FAX Number**] > [**Edit**]

2 Enter the fax number.

> **NOTE**
>
> Up to 32 characters can be entered.
>
> Use the numeric keys to enter a number.
>
> Selecting the [**Address Recall/Pause**] key adds about three seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number.

6 Select transmission settings.

Sub address communication, encrypted transmission, transmission start speed and ECM can be set.

1 Select [**Detail**].

2 Select the item to change the settings for and then select [**Edit**] or [**Change**].

Item	Description
Sub Address	Set this to transmit using a Sub Address. ➡ Sub Address Transmission (page 5-16)
Encrypted TX	This is set when using encrypted transmission to send the data. ➡ Using the Encrypted Transmission (page 5-25)
TX Start Speed	This is set to change the transmission start speed. Select the speed from 33,600 bps, 14,400 bps, and 9,600 bps. **NOTE** Normally the default setting should be used.
ECM	ECM is a communication mode specified by the ITU-T (International Telecommunication Union) that retransmits data when an error occurs. Fax machines that have ECM mode check for errors as they communicate, preventing distortion of the image due to noise on the line and other conditions.

3 [**OK**] key > [**OK**] key

7 Enter the address number.

1 [◄] [►] key > [**Address Number**] > [**Edit**]

2 Enter the address number.

> **NOTE**
>
> You can set any value between 1 and 250.
>
> Select the [▲] or [▼] key or the numeric keys to enter a number.
>
> Address Number is an ID for a destination. You can select any available number for groups.
>
> If you specify an address number that is already in use, an error message appears when you select the [**OK**] key and the number cannot be registered.

3 Select the [**OK**] key.

8 **Register the destination.**

Select the [**OK**] key.
[**Completed.**] is displayed and the destination is registered.

Adding a Group

Compile two or more contacts into a group. Designations in the group can be added at the same time. When adding a group, a maximum of 50 groups can be added in the Address Book.
Before adding a group in the Address Book, the contacts to be included in the group must be added first.

> **NOTE**
> If user login administration is enabled, you can only edit destinations in the Address Book by logging in with administrator privileges.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**Edit Destination**] > [**OK**] key > [▲] [▼] key > [**Address Book**] > [**OK**] key

2 **Adds a new destination.**

[**Menu**] > [▲] [▼] key > [**Add Address**] > [**OK**] key

3 **Select the registration method.**

[▲] [▼] key > [**Group**] > [**OK**] key

4 **Enter the group name.**

1 [◄] [►] key > [**Group Name**] > [**Edit**]

2 Enter the group name.

> **NOTE**
> Up to 32 characters can be entered.
>
> For details on character entry, refer to the following:
>
> ➡ Character Entry Method (page 10-2)

3 Select the [**OK**] key.

5 **Select the members (destinations).**

1 [◄] [►] key > [**Group Member**] > [**Edit**] > [**Menu**] > [▲] [▼] key > [**Add Member**] > [**OK**] key

2 Select the member you want to add > [**OK**] key
The fax number and address of the member selected are displayed.

> **NOTE**
> When checking information of the destination, select [**Menu**] > [**Details**] > [**OK**] key.

3 Select the [**OK**] key.
The selected member is added to Group Member.
Members can be added by repeating steps 5-1 to 5-3.

6 **Delete the members.**

1 Select the member you want to delete.

2 [**Menu**] > [▲] [▼] key > [**Delete**] > [**OK**] key > [**Yes**]
The selected member is deleted from Group Member.

7 **Confirm the registered member.**

Select the [**Back**] key when all members are registered.

8 **Enter the address number.**

1 [◀] [▶] key > [**Address Number**] > [**Edit**]

2 Enter the address number.

> 🔍 **NOTE**
>
> You can set any value between 1 and 250.
>
> Select the [▲] or [▼] key or the numeric keys to enter a number.
>
> Address Number is an ID for a destination. You can select any available number for groups.
>
> If you specify an address number that is already in use, an error message appears when you select the [**OK**] key and the number cannot be registered.

9 **Register the group.**

Select the [**OK**] key.
[**Completed.**] is displayed and the group is registered.

Editing and Deleting Address Book Entries

Edit and delete the destinations (contacts) you added to the Address Book.

Changing the Address Book

1 **Display the screen.**

1 [**System Menu/Counter**] key > [▲] [▼] key > [**Edit Destination**] > [**OK**] key > [▲] [▼] key > [**Address Book**] > [**OK**] key

2 Select the destination (contacts) or group to edit, select the [**OK**] key.

2 **Edit the destination.**

1 Select the item to change.

2 Select [**Edit**].

➡ Adding a contact (page 2-12)
Adding a Group (page 2-14)

3 After you have completed the changes, [**OK**] key > [**Yes**].

Deleting a Contact or Group

1 **Display the screen.**

1 [**System Menu/Counter**] key > [▲] [▼] key > [**Edit Destination**] > [**OK**] key > [▲] [▼] key > [**Address Book**] > [**OK**] key

2 **Delete the destination.**

1 Select the destination (contacts) or group to delete.

2 [**Menu**] > [▲] [▼] key > [**Delete**] > [**OK**] key > [**Yes**]

Printing Address List

You can print the list of destinations registered in the Address Book.

You can sort the list in the order of index or address numbers of the destinations.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**Edit Destination**] > [**OK**] key > [▲] [▼] key > [**Print List**] > [**OK**] key

2 **Print**

[**FAX List (Index)**] or [**FAX List (No.)**] > [**OK**] key > [**Yes**]

The list is printed.
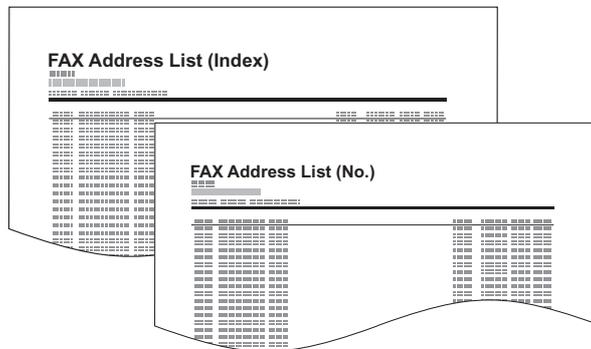
Adding a Destination on One Touch Key

Adding a Destination

Add a new destination (contact or group). A maximum of 22 destinations can be registered. Register fax destinations in the Fax screen.
To register a destination to a One Touch Key, it must first be registered in the Address Book. Register one or more destinations as needed before proceeding.

> **NOTE**
> Numbers 1 to 11 are the One Touch Key numbers while the [**Shift Lock**] indicator is switched off. Numbers 12 to 22 are the One Touch Key numbers while the [**Shift Lock**] indicator is switched on by selecting the [**Shift Lock**] key.

1 Select the One Touch Key to be registered.

1 Press the One Touch Key that you want to register and hold it (2 seconds or more).

2 Select a key number, select the [**OK**] key.
When a unregistered One Touch Key number is selected, the Address Book appears. Go to the next step.
When the registered One Touch Key number is selected, the Key Edit screen appears. Select another key number or edit or delete the One Touch Key.
For edition and deletion of the One Touch Key, refer to the following:

➡ Editing and Deleting One Touch Key (page 2-18)

2 Select the destinations.

1 Select the destination (contact or group) you want to register to the One Touch Key from the Address Book, select the [**OK**] key.
The fax number and address of the destination selected are displayed.

> **NOTE**
> Select [**Menu**] and select [**Search(Name)**] to search using a name.

2 Select the [**OK**] key.
[**Registered.**] is displayed and One Touch Key is registered.

Editing and Deleting One Touch Key

Edit and delete the destinations you added to One Touch Key.

1 Select the One Touch Key to be edited or deleted.

1 Press the One Touch Key to be edited or deleted (2 seconds or more).
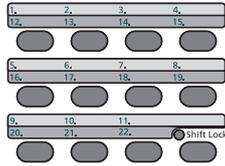
2 Select a key number, select the [**OK**] key.
When a registered One Touch Key number is selected, the Key Edit screen appears. Go to the next step.
When an unregistered One Touch Key number is selected, the Address Book appears. The One Touch Key can be registered by selecting the destination from the Address Book.
For registration of the One Touch Key, refer to the following:

➡ Adding a Destination (page 2-17)

2 Edit or delete the destination.

When checking the registered destination

1 [▲] [▼] key > [**Detail**] > [**OK**] key
The destination name is displayed.

2 Select the [**OK**] key.

When changing the destination to another destination

1 [▲] [▼] key > [**Edit**] > [**OK**] key

2 Select the new destination.

> **NOTE**
> When checking information of the destination, select [**Menu**], [**Details**], and then select the [**OK**] key.

3 Select the [**OK**] key.
The fax number and address of the destination selected are displayed.

4 Select the [**OK**] key.
[**Registered.**] is displayed and the destination is changed.

When deleting registration contents

[▲] [▼] key > [**Delete**] > [**OK**] key > [**Yes**]
[**Completed.**] is displayed and One Touch Key becomes unregistered.

3 Sending Faxes

This chapter explains the following topics:

Basic transmission procedure

1 **Select the [FAX] key.**

The base screen for fax appears.

2 **Place the originals.**
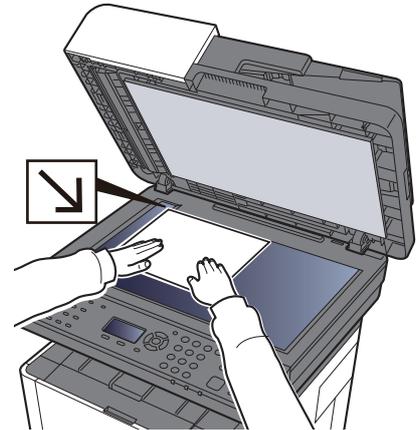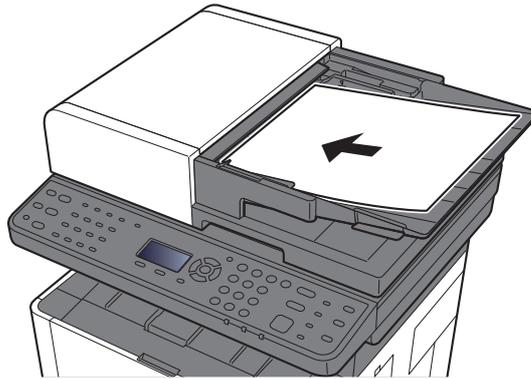
For placing originals, refer to the following:
➧ Machine's *Operation Guide*

3 **Select the transmission method.**

There are 2 transmission methods: memory transmission and direct transmission.

Memory transmission: The original is scanned into memory before communication starts. Memory transmission is selected by default.

Direct transmission: The destination is dialed and communication starts before the original is scanned.

➧

4 **Specify the destination.**

Specify the transmission destination.

➧

5 **Selecting the functions.**

Select [**Functions Menu**] key, and set transmitting functions that can be used.

➧

6 **Send Start.**

Press the [**Start**] key.

When scanning finishes, transmission starts.

When originals are placed in the document processor

After originals placed in the document processor are scanned and stored in the memory, the receiving system is dialed.

When originals are placed on the glass surface

After originals placed on the glass surface are scanned and stored in the memory, the receiving system is dialed.

> **NOTE**
> When continuous scan is set, you can continue with scanning of a next original after an original on the glass surface has been stored in memory. Every time one page is scanned, you perform an operation to allow continued scanning, and after all the originals have been stored in memory, the receiving system is dialed.

→

Using redial

Redial is a function allowing you to dial the last entered number once again.
Use this when the receiving system does not respond when you have tried to send a fax. When you want to send the fax to the same receiving system, select [**Address Recall/Pause**] key, and you can call the receiving system you dialed on the destination list.

1 **[FAX] key > [Address Recall/Pause] key**

2 **Press the [Start] key.**

The transmission will start.

> **NOTE**
> Recall information is canceled in the following conditions.
> - When you turn the power off
> - When you send a next fax (new recall information is registered)
> - When you log out

Checking and Editing Destinations

Check and edit a selected destination.

1 **[FAX] key > [Confirm/Add Destination] key**

2 **Check the destination.**

1 Select the destination you want to check, select the [**OK**] key.

2 [▲] [▼] key > [**Detail/Edit**] > [**OK**] key
Information of the destination is displayed.

> **NOTE**
> When checking information of the destination, select [**Details**].

3 Select the [**OK**] key when checking of the destination is complete.

3 **Change the FAX number.**

1 Select the destination that you want to change the FAX number for, select the [**OK**] key.

2 [▲] [▼] key > [**Detail/Edit**] > [**OK**] key

3 Reenter the FAX number using the numeric keys.

> **NOTE**
> To edit a destination registered in the Address Book or a One Touch Key, refer to the following:
>
> ➡ Editing and Deleting Address Book Entries (page 2-15)
> Editing and Deleting One Touch Key (page 2-18)

4 Select the [**OK**] key.

4 **Add the destination (when entering the FAX number using the numeric keys).**

1 Select [**Add**].

2 Enter the fax number of the receiving system using the numeric keys.

> **NOTE**
> For the procedure for entering the FAX number using the numeric keys, refer to the following:
> ➡ Entering the destination fax number with the numeric keys (page 3-7)

3 Select the [**OK**] key.

5 **Delete the destination.**

1 Select the destination you want to delete, select the [**OK**] key.

2 [**Delete**] > [**OK**] key > [**Yes**]
[**Completed.**] is displayed and the destination is removed.

6 **Exit the operation.**

Select [**Exit**].

Checking the Send Status

1 **Select the [Status/Job Cancel] key.**

2 **Display the send job status screen.**

[▲] [▼] key > [**Send Job Status**] > [**OK**] key
Display the send job status screen.

3 **Check the details of the transmission job.**

1 Select the job you want to check.

2 [**Menu**] > [▲] [▼] key > [**Detail**] > [**OK**] key

3 Check the details of the job.

4 Select the [**OK**] key when checking of the job is complete.

Cancelling Memory Transmission (while originals are being scanned)

1 **Select the [Stop] key.**

During memory transmission, to cancel scanning while originals are being scanned, select the [**Stop**] key on the operation panel.
Scanning of originals is canceled, and the originals are ejected. When originals remain in the document processor, take them out from the original output table.

Cancelling Memory Transmission (during communication)

NOTE
Even if transmission is canceled, there is a possibility that pages scanned prior to cancelation were sent to the receiving party. Check with the receiving party to see if pages were accidentally sent.

1 **Select the [Stop] key.**

2 **Display the cancel send job list screen.**

[**Cancel Send Job**] > [**OK**] key
Display the cancel send job list screen.

3 **Canceling Transmission.**

1 Select the job to cancel.

2 [**Menu**] > [▲] [▼] key > [**Cancel Job**] > [**OK**] key > [**Yes**]
The selected job is deleted.

Cancelling Transmission (Disconnection of Communication)

Follow this procedure to break the connection and stop transmission/reception.

1 **Select the [Status/Job Cancel] key.**

2 **Disconnection of communication.**

1 [**FAX**] > [**OK**] key

2 Check the status of communication.

3 Select [**Line Off**].
When communication is disconnected, transmission stops.

> **NOTE**
> To cancel direct transmission, delayed transmission, or polling transmission, refer to the
> section for that function.

To cancel direct transmission, refer to the following:

➡ Cancelling Direct Transmission (page 3-20)

To cancel a delayed transmission or send a fax by immediate transmission, refer to the following:

➡ Cancelling Delayed Transmissions (Queued) (page 3-20)

To cancel polling transmission, refer to the following:

➡ Polling Reception (page 5-19)

Methods For Entering the Destination

Entering the destination fax number with the numeric keys

The procedure for entering the destination fax number with the numeric keys is explained below.

> **NOTE**
> If [**Dest. Entry(FAX)**] is set to [**Prohibit**], it is not possible to directly enter a fax number.
> Select the destination from the Address Book or the One Touch Key.
>
> ➡

1 **Select the [FAX] key.**

2 **Enter the fax number of the receiving system.**

> **NOTE**
> Up to 64 digits can be entered.
>
> Use the numeric keys to enter a number.

Key	Description
[**Address Recall/ Pause**] key	Selecting the [**Address Recall/Pause**] key adds about three seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number.

3-7

3 **Select transmission settings.**

Sub address communication, encrypted transmission, transmission start speed and ECM can be set.

1 Select [**Detail**].

2 Select the item to change the settings for and then select [**Edit**] or [**Change**].

Key	Description
Sub Address	Set this to transmit using a Sub Address. → Sub Address Transmission (page 5-16)
Encrypted Transmission	This is set when using encrypted transmission to send the data. → Encryption (page 5-23)
TX Start Speed	This is set to change the transmission start speed. Select the speed from 33,600 bps, 14,400 bps, and 9,600 bps. **NOTE** Normally this should be used with the default setting.
ECM	ECM is a communication mode specified by the ITU-T (International Telecommunication Union) that retransmits data when an error occurs. Fax machines that have ECM mode check for errors as they communicate, preventing distortion of the image due to noise on the line and other conditions.

3 Select the [**OK**] key.

4 **Select the [OK] key.**

Entry of the destination finishes.

NOTE

When [**On**] is selected in [**Check New Dest.**], a confirmation screen is displayed for the entered FAX number. Re-enter the same FAX number and select [**OK**].

→ Machine's *Operation Guide*

You can enter the next fax number.

→ Broadcast Transmission (page 3-11)

In addition to a fax, you can include e-mail transmission and folder (SMB/FTP) transmission to send as one job.

→ Machine's *Operation Guide*

Choosing from the Address Book

> **NOTE**
> For more information about how to register destinations in the Address Book, refer to the following:
>
> → Registering Destinations in the Address Book (page 2-12)
>
> For details on the external address book, refer to the following:
>
> → *Command Center RX User Guide*

1 [FAX] key > [Address Book] key

2 Select the destination.

> **NOTE**
> When checking information of the destination, select [**Menu**] > [**Details**] > [**OK**] key.

Destination Search

The destination can be searched by name.

1 [**Menu**] > [▲] [▼] key > [**Search (Name)**] > [**OK**] key

2 Enter characters to search using the numeric keys.

> **NOTE**
> For details on character entry, refer to the following:
>
> → Character Entry Method (page 10-2)

3 Select the [**OK**] key.
The searched destination is displayed.

3 Select the [OK] key.

To send to multiple destinations, repeat steps 2 to 3. You can send to as many as 100 destinations at once.

> **NOTE**
> To check or change a selected destination, refer to the following:
>
> → Checking and Editing Destinations (page 3-4)

Choosing by One Touch Key

NOTE

For more information on adding One Touch Key, refer to the following:

→ Adding a Destination on One Touch Key (page 2-17)

1 **Select the [FAX] key.**

2 **Select the One Touch Key where the destination is registered.**
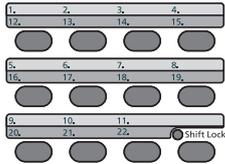
When selecting One Touch Key numbers 12 to 22, the One Touch Key needs to be selected after switching on the [**Shift Lock**] indicator by selecting the [**Shift Lock**] key.
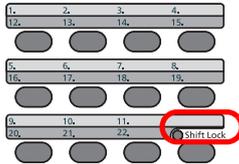
Broadcast Transmission

This function allows you to send the same originals to several destinations in one operation. The machine stores (memorizes) originals to send in memory temporarily, and automatically repeats dialing and transmission to the set destination afterwards.

> **NOTE**
>
> When using a group for the destination, you can send originals to up to 100 destinations in one operation.
>
> You can use this function together with sub address communication and delayed transmission.
>
> When direct transmission has been selected, it changes to memory transmission at the time of transmission.

1 **Select the [FAX] key.**

2 **Specify the destination.**

Enter the fax number

> **NOTE**
>
> If [**Dest. Entry(FAX)**] is set to [**Prohibit**], it is not possible to directly enter a fax number. Select the destination from the Address Book or the One Touch Key.
>
> ➡ Dest. Entry(FAX) (page 8-9)

1 Enter the fax number of the receiving system.

> **NOTE**
>
> Up to 64 digits can be entered.
>
> Use the numeric keys to enter a number.

Key	Description
[**Address Recall/ Pause**] key	Selecting the [**Address Recall/Pause**] key adds about 3 seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number.

2 Select the [**OK**] key.
Another fax number can be entered.

> **NOTE**
>
> When [**On**] is selected in [**Check New Dest.**], a confirmation screen is displayed for the entered FAX number. Re-enter the same FAX number and select [**OK**].
>
> ➡ Machine's *Operation Guide*

Select the destination from the Address Book

1 Select the [**Address Book**] key.

2 Select the destination.

3 Select the [**OK**] key.
To add destinations, repeat steps 2 to 3.

> **NOTE**
> For details of the Address Book, refer to the following:
> ➜ Choosing from the Address Book (page 3-9)

Select the destination from the One Touch Key

Select all the One Touch Key to which necessary destinations are registered.

> **NOTE**
> For details of One Touch Key, refer to the following:
> ➜ Choosing by One Touch Key (page 3-10)

3 **After selecting all the destinations, press the [Start] key.**

Login/Logout

Logging in when User Login Administration has been Enabled

When user login administration has been enabled, you need to enter a User ID and Password to use the machine.

Login

1 Enter the login user name.

1 If this screen is displayed during operations, select the [**OK**] key while the column for entering a login user name is selected.

> **NOTE**
> • If [**Netwk Authentic.**] is selected as the user authentication method, [**Menu**] is displayed. Select [**Menu**] and select [**Login Type**] and then it is possible to select the authentication destination as [**Local Authentic.**] or [**Netwk Authentic.**].
> • Select [**Menu**] and select [**Domain**] and then it is possible to select from the domains registered.

2 Enter the login user name using the numeric keys and select the [**OK**] key.

> **NOTE**
> If "Login Operation" is [**Select Character**], then the screen is displayed to enter details by selecting from the characters on the message display.
> → Machine's *Operation Guide*

> → Character Entry Method (page 10-2)

2 Enter the login password.

1 Select the login password and select the [**OK**] key.

2 Enter the login password and select the [**OK**] key.
> → Character Entry Method (page 10-2)

3 Select [Login].

Logout

Authentication/
Logout

To logout from the machine, select the [**Authentication/Logout**] key to return to the login user name/login password entry screen.

Users are automatically logged out in the following circumstances:

• When the machine enters the sleep state.

• When the auto panel reset function is activated.

Logging in when Job Accounting has been Enabled

When job accounting has been enabled, you need to enter an Account ID when using the machine.

Login

In the account ID entry screen, enter the account ID using the numeric keys and select [**OK**] key.

> **NOTE**
> - If you entered a wrong character, select the [**Clear**] key and enter the account ID again.
> - If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.
> - By selecting [**Counter**], you can refer to the number of pages printed and the number of pages scanned.

Logout

Authentication/
Logout

When the operations are complete, select the [**Authentication/Logout**] key to return to the account ID entry screen.

Fax transmission functions

To configure the settings for functions, select the [**Function Menu**] key.

➡ Operation Method (page 2-6)
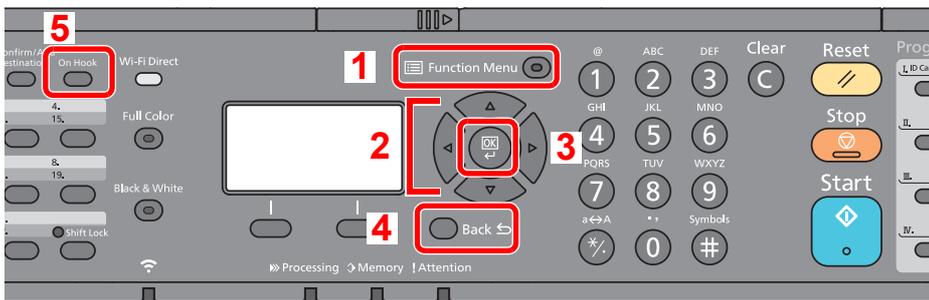
1 Displays the function menu.

2 Selects the item displayed or changes the numeric value.

3 Confirms the selected setting.

4 Cancels the current menu setting to return to the menu one level higher.

5 Switches between on-hook and off-hook when manually sending a FAX.

Key	Function	Description	Reference page
Function Menu	Original Size	Specify the original size to be scanned.	3-16
	Original Image	Select original image type.	3-16
	FAX Resolution	Set the resolution at which to scan originals.	3-16
	Orig.Orientation	Select the orientation of the original document top edge to scan correct direction.	3-17
	Continuous Scan	Scan a large number of originals separately and then produce as one job.	3-17
	File Name Entry	Adds a file name.	3-17
	JobFinish Notice	Send notice by e-mail when a job is complete.	3-18
	FAX Delayed TX	Specify a time for transmission.	3-19
	FAX Direct TX	Connect to the destination first and then scan the original.	3-20
	FAX RX Polling	Dial the destination and receive documents for Polling Transmission stored in the polling box.	5-17
	FAX TX Report	Print a report of FAX transmission results.	3-21
	Density	Adjust density.	3-21
	Duplex	Automatically scan 2-sided originals.	3-21

Key	Function	Description	Reference page
On Hook	Manual Send	This method allows you to send originals by pressing the [**Start**] key after confirming that the telephone line has connected to the receiving system.	3-22

3-15

Original Size

Specify the original size to be scanned.

Item	Description
Auto (DP)[*]**, A4, A5, A6, B5, B6, Folio, 216 × 340 mm, Letter, Legal, Statement, Executive, Oficio II, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki (Cardstock), Oufuku Hagaki (Return postcard), Youkei 4, Youkei 2, Custom**[**]	Have the size of original detected automatically, or select from standard sizes and custom size.

*   This cannot be used when [**Off**] is set for [**Auto Detect**].
**   For instructions on how to specify the custom original size, refer to the following:
➡ Machine's *Operation Guide*

> **NOTE**
> Be sure to always specify the original size when using custom size originals.

Original Image

Select original image type for best results.

Item	Description
Text+Photo	Best for mixed text and photo documents.
Photo	Best for photos taken with a camera.
Text	Best for documents that are mostly text.
for OCR	Scanning produces an image that is suitable for OCR.
Light Text/Line	Clearly reproduces faint characters written in pencil, etc., and thin lines on map originals or diagrams.

FAX Resolution

Select fineness of images when sending FAX. The larger the number, the better the image resolution. However, better resolution also means larger file sizes and longer send times.

| Item	Description	
200x100dpi Norm.	when sending originals with standard size characters	Typical character size: 10.5 point (example: Resolution Resolution)
200x200dpi Fine	when sending originals with relatively small characters and thin lines	Typical character size: 8 point (example: Resolution Resolution)
200x400dpi S.Fin	when sending originals with minute characters and lines	Typical character size: 6 point (example: Resolution Resolution)
400x400dpi U.Fin	when sending originals with minute characters and lines more finely	Typical character size: 6 point (example: Resolution Resolution)

> **NOTE**
> The default setting is [**200x100dpi Norm.**]. The higher the resolution, the clearer the image, but the fax transmission time is longer.

Original Orientation

To scan the original in the correct orientation, specify which side of the original is the top. To set a 2-sided original, the orientation of the placed original must be set.

Select original orientation from [**Top Edge on Top**] or [**Top Edge on Left**].

Item	Image
Top Edge on Top	Original Original orientation
Top Edge on Left	Original Original orientation
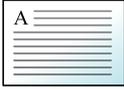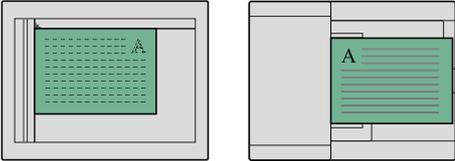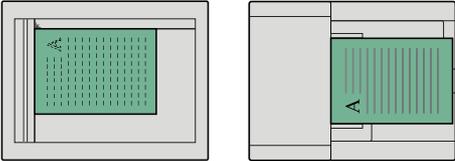
Continuous Scan

Scans a large number of originals in separate batches and then produce as one job.

Originals will be scanned continuously until you select [**End Scan**].

(**Value**: [**Off**] / [**On**])

File Name Entry

Adds a file name.

Additional information such as job number and date and time can also be set. You can check a job history or job status using the file name, date and time, or job number specified here.

Enter the file name (up to 32 characters), and select the [**OK**] key.

To add date and time, select [**Date**] and the [**OK**] key. To add job number, select [**Job No.**] and the [**OK**] key. To add both, select [**Job No. + Date**] or [**Date + Job No.**] and the [**OK**] key.

Job Finish Notice

Sends E-mail notice when a job is complete.

Users can be notified of the completion of a job while working at a remote desk, saving the time spent waiting beside the machine to finish.

> **NOTE**
>
> PC should be configured in advance so that E-mail can be used.
>
> → Machine's *Operation Guide*
>
> E-mail can be sent to a single destination.

It is possible to attach an image to the e-mail notice.

→ Job Finish Notice (page 8-4)

FAX Delayed Transmission

Set a send time. You can use delayed transmission together with the broadcast transmission function, etc.

Item		Description
Off		Does not use the delayed transmission.
On		Uses the delayed transmission.
	Start Time	Set the time from between 00:00 and 23:59 in one-minute increments.

✓ IMPORTANT

If the current time displayed on the message display is not correct, you cannot send originals correctly at the preset time. In this case, adjust the time.

➡ Setting Date and Time (page 2-7)

ⓝ NOTE

You cannot select direct transmission.

You can set up to 30 destinations for delayed transmission.

When 2 or more delayed transmissions are set for the same time, the communication will start in the order that the delayed transmissions have been set. When delayed transmissions have been set in reverse order, however, sending of originals to be sent to the same destination is prioritized over the ones to be sent to different destinations.

You can cancel a delayed transmission any time before the specified transmission time. You can also send a delayed transmission before the specified time.

➡ Cancelling Delayed Transmissions (Queued) (page 3-20)

Batch Transmission Function

When fax originals to be sent to the same destination are set to the same transmission start time with delayed transmission, you can send up to 10 groups of originals using batch transmission. This function prevents repeated communication to the same destination and reduces the communication cost.

ⓝ NOTE

You cannot send originals as a batch transmission in the case of direct transmission.

In the case of broadcast transmission, when you have set 2 or more groups of originals to the same transmission start time, and each group includes the same receiving system fax number, you cannot send the originals as a batch transmission.

When the transmission start time has come, and there are fax originals waiting for redial to the same receiving system, the waiting originals are also sent together as a batch transmission.

When job accounting is ON, only the originals with the same account ID set using delayed transmission are sent as a batch transmission.

Cancelling Delayed Transmissions (Queued)

1 **Display the screen.**

[**Status/Job Cancel**] key > [▲] [▼] key > [**Scheduled Job**] > [**OK**] key
Display the scheduled job screen.

2 **Canceling a job.**

Select the job you want to cancel and select [**Cancel**] > [**Yes**].
The selected job is deleted.

Immediate transmission

1 **Display the screen.**

[**Status/Job Cancel**] key > [▲] [▼] key > [**Scheduled Job**] > [**OK**] key
Display the scheduled job screen.

2 **Immediate transmission.**

Select the job you want to send by immediate transmission, select [**Menu**] > [▲] [▼] key >
[**Start Now**] > [**OK**] key > [**Yes**].
The transmission will start.

FAX Direct Transmission

The destination is dialed and communication starts before the original is scanned, allowing you to verify that each page
of the fax has been properly sent.

Setting for Direct transmission	Description
On	Starts direct transmission. Dials the receiving system, and after the communication has started, originals are scanned.
Off	Starts memory transmission. After originals are scanned into memory, the communication starts.

> **NOTE**
> In direct transmission, you can designate only one destination for one transmission.

Cancelling Direct Transmission

During direct transmission, to cancel communication during transmission, select the [**Stop**] key on the operation panel.
The originals that have been scanned are ejected, and the screen returns to the send default screen. When originals
remain in the document processor, take them out.

> **NOTE**
> In some cases, transmission may take place even if the [**Stop**] key is selected.

FAX TX Report

You can check whether FAX was transmitted properly by printing the report after transmission.

Item	Description
Off	Does not print reports.
On	Prints reports.
Error Only	Prints reports only if an error occurs.

> **NOTE**
> This setting is displayed if FAX TX Result Reports is set to [**Specify Each Job**].
> ➡ Send Result Reports (page 7-4)

Density

Adjust density.

(**Value**: [**-4**] to [**+4**] (Lighter to Darker)))

Duplex (Only on models with a duplex scanning function.)

Select the type and orientation of the binding based on the original.

Item		Value	Description
1-sided		—	Disables the function.
2-sided		—	Select the [**OK**] key to scan the original with the default setting. For the default settings, refer to the following: ➡ Machine's *Operation Guide*
	Orig. Binding	Left/Right, Top	Select [**Detail**] to display the [**Orig. Binding**] screen. Select the binding direction of originals, and select the [**OK**] key.
	Orig. Orientation	Top Edge Top, Top Edge Left	Select the orientation of the original document top edge to scan correct direction, and select the [**OK**] key.

Manual Send

This method allows you to send originals by pressing the [**Start**] key after confirming that the telephone line has connected to the receiving system.

> **NOTE**
> Connecting a telephone set (commercially available product) to this machine enables you to talk with the person at the receiving system before sending originals.
>
> ➡ Manual Send (page 5-33)

1 **Select the [FAX] key.**

2 **Place the originals.**

3 **Select the [On Hook] key.**

4 **Use the numeric keys to enter the number of the receiving system.**

> **NOTE**
> To cancel the operation, select [**Line Off**].

5 **Press the [Start] key.**

When you hear the fax tone, the telephone line has connected to the receiving system. Press the [**Start**] key. Transmission begins.

Standby Transmission

During a communication, you can scan originals and schedule a next transmission. When the first communication is completed, the machine automatically starts the scheduled next transmission. When using standby transmission, you do not need to wait when a communication has prolonged due to broadcast transmission.

> **NOTE**
> Together with delayed transmission and interrupt send, up to 35 transmissions can be scheduled.
>
> You can use the broadcast transmission function.

1 **Select the [FAX] key.**

2 **Place the originals.**

3 **Select the destination, and set transmitting functions if you want to use any.**

4 **Press the [Start] key.**

Scanning of the originals starts, and the next transmission is scheduled.

> **NOTE**
> When [**On**] is selected in [**Check beforeSend**], a destination confirmation screen is displayed when you press the [**Start**] key.
>
> ➡ Confirmation Screen of Destinations (page 7-11)

5 **When the communication is completed, the scheduled transmission will begin.**

Interrupt Send

During communication, when you scan originals by selecting direct transmission, you can use interrupt send. Even when the communication is prolonged due to broadcast transmission or a next transmission being scheduled, the machine will first send originals for which interrupt send has been set.

> **NOTE**
> When the total number of standby transmissions and delayed transmissions has already reached 35, you cannot use interrupt send.

1 **Select the [FAX] key.**

2 **Load the originals to be sent using Interrupt Send.**

3 **[Function Menu] key > [▲] [▼] key > [FAX Direct TX] > [OK] key > [▲] [▼] key > [On] > [OK] key**

For operation of direct transmission, refer to the following:

→ FAX Direct Transmission (page 3-20)

4 **Set the destination, and press the [Start] key.**

The originals are left in queue, and the transmission will start when transmission becomes possible.

> **NOTE**
> When [**On**] is selected in [**Check beforeSend**], a destination confirmation screen is displayed when you press the [**Start**] key.
>
> → Confirmation Screen of Destinations (page 7-11)
>
> To cancel transmission while waiting for interrupt send, select the [**Stop**] key on the operation panel.
>
> → Cancelling Direct Transmission (page 3-20)

5 **When the interrupt send is completed, the waiting communication and standby transmission will automatically resume.**

Using chain dial

Chain dial is a function that allows you to dial by linking fax numbers of the receiving systems with a chain number created with a number common to several destinations.
By setting multiple phone numbers from several telephone companies to a chain number, you can later choose the one that costs the least to send the fax to a remote or international destination.

> **NOTE**
> It is convenient to register chain numbers that are used frequently to the Address Book or One Touch Key.
>
> For registration to the Address Book, refer to the following:
>
> ➡ Adding a Destination (Address Book) (page 2-12)
>
> For registration to One Touch Key, refer to the following:
>
> ➡ Adding a Destination on One Touch Key (page 2-17)

As an example, when using '212' as the chain number

1 Select the [FAX] key.

2 Select the chain dial number.

To use a One Touch Key, select the destination in which "212" is registered.

> **NOTE**
> To use the Address Book, select the destination in which "212" is registered as explained in Choosing from the Address Book.
>
> ➡ Choosing from the Address Book (page 3-9)
>
> To enter using the numeric keys, enter "212", and select [**OK**].

3 Select [Chain].

4 Enter the fax number to be added to the chain number.

Select fax number from the Address Book

1 Select the [**Address Book**] key.

2 Select the [**OK**] key.

For the procedure for selecting a destination in the address book, refer to the following:

➡ Choosing from the Address Book (page 3-9)

Select fax number from One Touch Key

1 Select the [**One Touch**] key.

2 Select the [**OK**] key.

Use the numeric keys to enter a fax number

1 "212" is already entered, so continue by entering the fax number.

2 Select the [**OK**] key.

   To select the next fax number, repeat steps from step 2.

> **NOTE**
> When [**On**] is selected in [**Check New Dest.**], a confirmation screen is displayed for the entered FAX number. Re-enter the same FAX number and select [**OK**].
> ➡ Machine's *Operation Guide*

Using Programs

By registering sets of frequently used functions as a single program, you can simply select one of the [**Program I**] to [**Program IV**] keys as needed to recall those functions.

For the procedure for registering programs, refer to the following:

➡ Machine's *Operation Guide*

4 Receiving Faxes

This chapter explains the following topics:

FAX Reception

When using this machine as a FAX-dedicated machine that does not receive telephone calls, set the machine to automatic reception. No special operation is required when receiving faxes.

Reception Method

The methods for receiving faxes on the machine are shown below.

- Auto (Normal)
- Auto (FAX/TEL) (Refer to 5-27.)
- Auto (Answering machine) (Refer to 5-29.)
- Manual (Refer to 4-4.)
- Auto (DRD) (Available for some countries.) (Refer to 5-31.)

Set the Reception Method

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Reception**] > [**OK**] key > [▲] [▼] key > [**RX Settings**] > [**OK**] key

2 **Select the reception method.**

1 Select the reception method.

For FAX Automatic Reception, select [**Auto(Normal)**].

2 Select the [**OK**] key.

Automatic Reception

Flow of automatic reception

1 **Reception Starts**
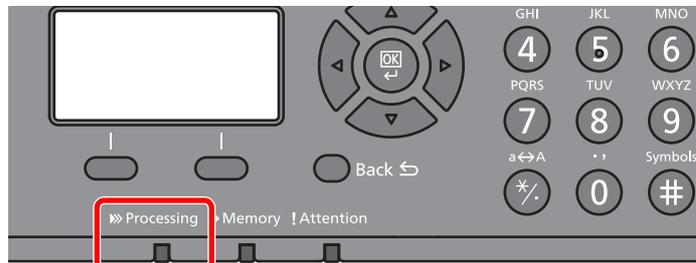
When a fax comes in, the [**Processing**] indicator blinks and reception automatically begins.

> **NOTE**
>
> When a telephone (commercially available product) is connected to the machine, reception starts after the telephone rings.
>
> You can change the number of times the ringing tone rings.
>
> ➜ FAX (page 8-6)

Memory Reception

When the machine cannot print a fax due to paper running out or a paper jams, it temporarily stores originals that have been sent in the image memory. When the machine returns to the printable state, printing starts.

The number of pages that can be stored depends on the pages. As a general guideline, about 256 or more A4 size pages at normal resolution can be stored.

During memory reception, FAX Reception Printing Jobs are displayed on Printing Jobs of the Status screen. To print the received originals, supply paper or remove jammed paper.

For the Status screen, refer to the following:

➜ Machine's *Operation Guide*

2 **Reception Print**

Received faxes are output to the inner tray with the printed side facing down.

Canceling reception (Disconnection of communication)

When you cancel receiving by disconnecting the telephone line during communication, use the following procedure.

1 **Select the [Status/Job Cancel] key.**

2 **Disconnection of communication.**

[▲] [▼] key > [**FAX**] > [**OK**] key > [**Line Off**]
When communication is disconnected, reception stops.

4-3

Manual Reception

This method allows you to receive faxes by selecting [**Manual RX**] after confirming that the telephone line has connected to the sending system.

> **NOTE**
> To use manual reception, a handset (commercially available) must be connected to the machine and the reception mode must be changed to manual reception. To change to manual mode, refer to the following:
>
> ➡ Reception (page 8-8)
>
> Connecting a telephone set (commercially available product) to this machine enables you to receive originals after talking to the person at the sending system.
>
> ➡ Manual Reception (page 5-34)
>
>   Remote Switch Function (page 5-35)

Flow of manual reception

### 1 The telephone rings.

When there is an incoming call, the telephone connected to the machine makes a ringing tone.

2 Lift the handset.

Lift the handset of the telephone.

3 Check if the telephone line has connected to the fax of the sending system.

If the destination is a fax machine, you will hear soft beep sounds. If a person answers, you can talk to that person.

4 [FAX] key > [On Hook] key > [Manual RX]

Reception will start.

> **NOTE**
> When using a telephone set that can send tone signals, use the telephone to start the reception of originals with the remote switch function.
>
> ➡ Remote SW Dial (page 8-8)

5 Replace the handset.

When reception starts, return the handset to its original position.

Fax reception functions

The reception method and fax printing method can be set.

What do you want to do?	Reference Page
Restrict the type of paper that can be used.	Media Type for Print Output ▶ page 4-6
Connection to PBX (Private Branch Exchange). (Europe only)	PBX Setting (Europe only) ▶ page 2-11
Forward received faxes to another fax machine or a computer.	Forward Settings ▶ page 5-2
Print the date and time of reception and other information.	Reception Date/Time ▶ page 4-7
Receive a two-page fax on one page.	2 in 1 Print ▶ page 4-7
Print received faxes together as a batch.	Batch Print ▶ page 4-7
Encrypt an original to send it safely.	Encryption ▶ page 5-23
Print received faxes on both sides of the paper.	Duplex Printing ▶ page 4-7
Store received faxes in the machine without printing them.	Sub Address Box Function ▶ page 5-8
Initiate reception of a fax by controlling the receiving machine.	Polling Communication ▶ page 5-17

Media Type for Print Output

Specify the paper type to be used for print output of the received fax.

Supported paper types	All Media Types, Plain, Rough, Vellum, Labels, Recycled, Bond, Cardstock, Color, Envelope, Thick, High Quality, Custom 1-8

For more information about configuring settings, refer to the following:

➡ FAX Media Type (page 8-8)

Setting the cassette for the print output of received faxes

By specifying the media type, faxes can be received on the corresponding cassette.

1 Display the screen.

1 [**System Menu/Counter**] key > [▲] [▼] key > [**Common Settings**] > [**OK**] key > [▲] [▼] key > [**Orig./Paper Set.**] > [**OK**] key

2 Select the cassette ([**Cassette 1 (to 3) Set.**] or [**MP Tray Set.**]) you want to use for fax reception.

3 Select the [**OK**] key.

2 Selecting the paper size.

1 [**Cassette 1 (to 3) Size**] or [**MP Tray Size**] > [**OK**] key

2 Select the paper size.

3 Select the [**OK**] key.

> ⊘ **IMPORTANT**
> **The following paper sizes can be used for fax reception.**
>
> **Inch models: Letter, Legal, Statement**
>
> **Metric models: A4, B5, A5-R, A5, Folio**

To specify the paper size, refer to the following:

➡ Machine's *Operation Guide*

3 Selecting the paper type.

1 [**Cassette 1 (to 3) Type**] or [**MP Tray Type**] > [**OK**] key

2 Select the paper type you want to use for fax reception.

3 Select the [**OK**] key.

4 Set the paper type.

Configure paper settings for fax reception. When selecting the paper type, select the same paper type as you selected in step 3.

For more information about configuring settings, refer to the following:

➡ FAX Media Type (page 8-8)

Reception Date/Time

Reception Date/Time function adds the reception date/time, sender information and number of pages on the top of each page when the received fax is printed out. It is useful for confirming the time of reception if the fax is from a different time zone.

> **NOTE**
> When the received fax data is forwarded after retrieving it from memory, the reception date/time is not added to the forwarded data.
> When the received data is printed on divided pages, the reception date/time is printed on the first page only. It is not printed on the pages that follow.

On	Print the reception date/time.
Off	Do not print the reception date/time.

For more information about configuring settings, refer to the following:

→ Reception Date/Time (page 8-8)

2 in 1 Print

When you receive a multi-page Statement or A5 size original, this function prints 2 pages of the original at a time on one Letter or A4 size sheet of paper. If you specify 2 in 1 reception and duplex printing at the same time, 2 in 1 reception is disabled.

On	Print 2 in 1.
Off	Do not print 2 in 1.

For more information about configuring settings, refer to the following:

→ 2 in 1 Printing (page 8-8)

Batch Print

When a multi-page fax is received, the pages are printed in a batch after all pages are received.

On	Print as a batch after all pages are received.
Off	Print each page as it is received.

For more information about configuring settings, refer to the following:

→ Batch Print (page 8-8)

Duplex Printing

When received multiple pages of data are the same width, they can be printed out on both sides of paper having the same width as the data.

On	Print on both sides.
Off	Do not print on both sides.

For more information about configuring settings, refer to the following:

→ RX Settings (page 8-8)

5 Using Convenient Fax Functions

This chapter explains the following topics:

Forward Settings

When you have received a fax, you can forward the received image to other fax machines or computers, or set printing.

Type of Forwarding Destination

Only one forwarding destination can be specified. When forwarding is set to [**On**], all received documents will be forwarded to the specified destination.

You can forward the document to other fax machines or for e-mail transmission or folder (SMB or FTP) transmission.

Setting Forwarding

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Reception**] > [**OK**] key > [▲] [▼] key > [**Forward Settings**] > [**OK**] key > [▲] [▼] key > [**Forwarding**] > [**OK**] key

2 **Configure the function.**

To set Forwarding, select [▲] [▼] key > [**On**] > [**OK**] key.

> **NOTE**
> When not using Forwarding, select [**Off**].

Registering Forwarding Destination

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Reception**] > [**OK**] key > [▲] [▼] key > [**Forward Settings**] > [**OK**] key > [▲] [▼] key > [**Forward Dest.**] > [**OK**] key

2 **Registering Forwarding Destination**

Selecting Forwarding Destination from Address Book

1 [▲] [▼] key > [**Register**] > [**OK**] key > [▲] [▼] key > [**Address Book**] > [**OK**] key

2 Select the destination.

> **NOTE**
> When selecting the destination, select [**Menu**] > [**Search(Name)**] > [**OK**] key.
> The Search screen is displayed.
>
> When checking details of the destination, select the destination to check details, select [**Menu**] > [**Details**] > [**OK**] key.
> Detailed information is displayed.

3 Select the [**OK**] key.

Entering Forwarding Destination Directly

1 [▲] [▼] key > [**Register**] > [**OK**] key > [▲] [▼] key > [**Address Entry**] > [**OK**] key

2 [**FAX**], [**E-mail**], [**Folder(SMB)**] or [**Folder(FTP)**] > [**OK**] key

3 Enter the address to be registered as a forwarding destination.

4 Select the [**OK**] key.

Changing Registration Contents

1 Display the screen.

1 [**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Reception**] > [**OK**] key > [▲] [▼] key > [**Forward Settings**] > [**OK**] key > [▲] [▼] key > [**Forward Dest.**] > [**OK**] key > [▲] [▼] key > [**Confirmation**] > [**OK**] key

2 Check the destination you want to change.

3 Select the [**OK**] key.

2 Edit the destination.

1 [▲] [▼] key > [**Detail/Edit**] > [**OK**] key

2 Repeat the entry of the forwarding destination information.

3 Select the [**OK**] key.

Deleting Registration Contents

1 Display the screen.

1 [**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Reception**] > [**OK**] key > [▲] [▼] key > [**Forward Settings**] > [**OK**] key > [▲] [▼] key > [**Forward Dest.**] > [**OK**] key > [▲] [▼] key > [**Confirmation**] > [**OK**] key

2 Check the destination you want to change.

3 Select the [**OK**] key.

2 Delete the destination.

[▲] [▼] key > [**Delete**] > [**OK**] key > [**Yes**]

File Format Setting

If you are sending the file as an E-mail attachment or transferring it to a folder (SMB or FTP), select PDF, TIFF, XPS, or OpenXPS as the file format.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Reception**] > [**OK**] key > [▲] [▼] key > [**Forward Settings**] > [**OK**] key > [▲] [▼] key > [**File Format**] > [**OK**] key

2 **Configure the function.**

[**PDF**], [**TIFF**], [**XPS**] or [**OpenXPS**] > [**OK**] key

> **NOTE**
> If you have selected [**PDF**] for file format, PDF Encryption functions are available.
> ➡ Machine's *Operation Guide*

E-mail Subject Add. Info. Setting

Specify whether any information will be added to the subject of the E-mail. When adding information, you can select either Sender Name or Sender.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Reception**] > [**OK**] key > [▲] [▼] key > [**Forward Settings**] > [**OK**] key > [▲] [▼] key > [**Subject Add.Info**] > [**OK**] key

2 **Configure the function.**

[**Sender Name**], [**Sender FAX/Add.**] or [**Off**] > [**OK**] key

FTP Encrypted TX Setting

Specify whether to use FTP encryption when you send data.

> **NOTE**
> To use FTP encryption, set SSL to [**On**] in the Secure Settings.
> ➡ Machine's *Operation Guide*

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Reception**] > [**OK**] key > [▲] [▼] key > [**Forward Settings**] > [**OK**] key > [▲] [▼] key > [**FTP Encrypted TX**] > [**OK**] key

2 **Configure the function.**

[**On**] or [**Off**] > [**OK**] key

Forwarding Time Setting

Register the start time and end time between which forwarding is enabled.

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Reception**] > [**OK**] key > [▲] [▼] key > [**Forward Settings**] > [**OK**] key > [▲] [▼] key > [**Forward Time**] > [**OK**] key

2 Configure the function.

1 Select [**All day**] or [**Preset Time**].

To forward all day, select [**All day**] and select the [**OK**] key.

To set a forwarding start time and end time, select [**Preset Time**] > [**OK**] key, and then set the start time and end time.

Forwarding start time and end time settings

1 Set the hours and minutes of the start time.

> **NOTE**
>
> Select the [▲] or [▼] key to enter a number.
> Select the [◄] or [►] key to move the position being entered, which is shown highlighted.

2 Select the [**OK**] key.

3 Set the hours and minutes of the end time.

> **NOTE**
>
> Select the [▲] or [▼] key to enter a number.
> Select the [◄] or [►] key to move the position being entered, which is shown highlighted.

4 Select the [**OK**] key.

File Name Registration

You can set the file name to be created when forwarding. You can append information such as the date/time and the job number or fax number.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Reception**] > [**OK**] key > [▲] [▼] key > [**Forward Settings**] > [**OK**] key > [▲] [▼] key > [**File Name Entry**] > [**OK**] key

2 **Configure the function.**

1 Enter the file name.

> **NOTE**
> For details on character entry, refer to the following:
> ➜ Character Entry Method (page 10-2)

2 Select the [**OK**] key.

3 Set additional information.

> **NOTE**
> Please note that when you have not add any additional information, file names become the same, and, therefore, old files are overwritten when received originals are forwarded with folder (SMB) transmission and folder (FTP) transmission.

If you do not want to add information to the document name, select [**Date**], and set [**Off**] or [**On**] for sender name information addition. To add document information, select [**Date and Time**], [**Job No.**], [**Job No. + Date**], or [**Date + Job No.**], and set [**None**], [**Add.Info.+Sender**], or [**Sender+Add.Info.**] for sender name information addition.

File name sample

Example: doc00352720140826181723.pdf

doc (file name) + 6-digit job number + year/month/day/hour/minute/second +file format (default setting is .pdf)

4 Select the [**OK**] key.

Print Setting

You can set whether the machine should print received originals when forwarding them.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Reception**] > [**OK**] key > [▲] [▼] key > [**Forward Settings**] > [**OK**] key > [▲] [▼] key > [**Print**] > [**OK**] key

2 **Configure the function.**

[**On**] (print) or [**Off**] (do not print) > [**OK**] key

Settings for Forwarding from Command Center RX (Forward Settings)

You can use Command Center RX on a computer connected to the network to specify the forwarding settings on this machine.

For information on the network settings, refer to the followings:

➡ Machine's *Operation Guide*

Accessing Command Center RX

1 **Display Command Center RX.**
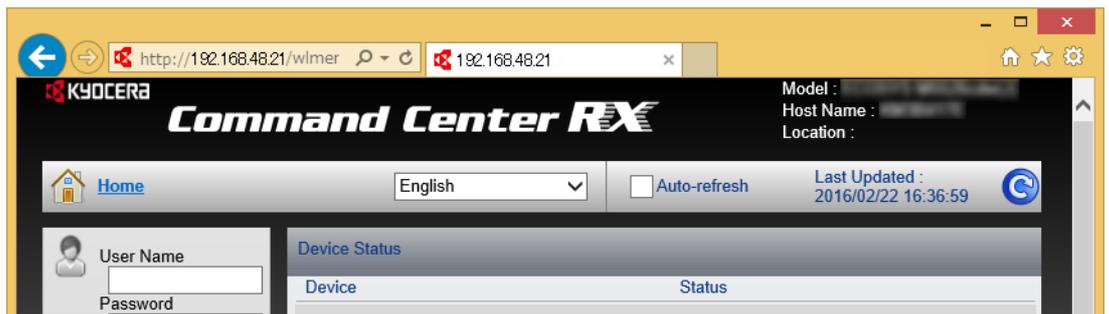
1 Open the web browser.

2 In the Address or Location bar, enter the machine's IP address as the URL,
e.g. 192.168.48.21/.
The web page displays basic information about the machine and Command Center RX as well as the current status of the machine.

2 **Select settings in Command Center RX.**

Select a category from the navigation bar on the left to view and set values for that particular category.

If administrator privileges have been enabled on Command Center RX, remember to enter the correct user name and password when trying to access the relevant screens.

➡ *Command Center RX User Guide*

Sub Address Box Function

Sub Address Box

A Sub Address Box is a box for storing received originals on the machine to which the FAX System is to be installed. Using sub address reception function, you can store received originals in a personal Sub Address Box.

For the method for using a Sub Address Box, see the next section.

- Registering a Sub Address Box ▶ page 5-9
- Changing Sub Address Box ▶ page 5-10
- Deleting Sub Address Box ▶ page 5-11

For the method for manipulating a received fax stored in a Sub Address Box, see the next section.

- Printing Originals from a Sub Address Box ▶ page 5-12
- Checking Details ▶ page 5-13
- Deleting Originals after Printing from a Sub Address Box ▶ page 5-13
- Deleting Originals from a Sub Address Box ▶ page 5-14
- Printing a Sub Address Box List ▶ page 5-15

For the method for transmitting to a Sub Address Box, see the next section.

- Sub Address Transmission ▶ page 5-16

Sub Address Communication

Sub address communication is communication in which data is sent and received with sub addresses and passwords attached in conformance with the ITU-T (International Telecommunication Union) recommendations. Sub addresses enable communication modes with third-party machines that were previously only possible between our brand machines. These include confidential delivery (sending originals to an original delivery box set up in the receiving system) and polling communication (reception of documents from a source machine that is controlled from the receiving machine). Using sub address communication on this machine also allows advanced communication functions such as storing received originals in Sub Address Boxes.

> **NOTE**
> In order to conduct sub address communication, the other party's system also needs to be equipped with sub address communication functions of the same type.

Sub address-based communication can be used together with various kind of functional communication.
When registering a sub address and sub address password in the Address Book and One Touch Key, you can omit their entry before transmission. For details, refer to the explanations in the procedure of each communication method and registration method.

Sub Address

With the machine, sub address and sub address passwords are called sub address.

Sub Address

Use the numbers from 0 to 9, ' (space)', and '#' and '*' characters to enter a sub address of up to 20 digits. When the machine receives faxes, a sub address is used to specify the Sub Address Box.

Sub Address Password

Use the numbers from 0 to 9, alphabets, ' (space)', and '#' and '*' characters to enter a sub address password of up to 20 digits. When the machine receives originals, a sub address password is not used.

For the procedure for setting a sub address, refer to the following:

➧ <u>Sub Address Transmission (page 5-16)</u>

Registering a Sub Address Box

Up to 20 Sub Address Boxes can be registered.

> **NOTE**
> If user login administration is enabled, you can only edit destinations in the Address Book by logging in with administrator privileges.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**Document Box**] > [**OK**] key > [▲] [▼] key > [**Sub Address Box**] > [**OK**] key > [▲] [▼] key > [**Detail/Edit**] > [**OK**] key

2 **Create a sub address box.**

1 [**Menu**] > [▲] [▼] key > [**Add Box**] > [**OK**] key

2 Enter the sub address using the numeric keys.

> **NOTE**
> You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address.

3 Select the [**OK**] key.

4 Enter the box name using the numeric keys.

> **NOTE**
> Up to 32 characters can be entered.
>
> For details on character entry, refer to the following:
>
> ➡ Character Entry Method (page 10-2)

5 Select the [**OK**] key.

6 Enter a box number.

> **NOTE**
> You can set any value between 01 and 20.
> Select the [▲] or [▼] key or the numeric keys to enter a number.

7 Select the [**OK**] key.

8 To finish the registration of a box, select [**Exit**] > [**OK**] key.
To register further box information, select [**Detail**] > [**OK**] key.
Proceed to next step.

3 **Enter the box information.**

The table below lists the items to be set. Enter the information for each item and select the [**OK**] key.

Item	Description
Sub Address	You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address.
Box Name	Enter a box name consisting of up to 32 characters. For details on character entry, refer to the following: ➡ Character Entry Method (page 10-2)
User Name* **	Set the user name of the box. Select the user from the user list that appears.
Permission*	Select whether to share the box.
Box Password	User access to the box can be restricted by specifying a password to protect the box. Entering a password is not mandatory. Enter a password of up to 16 characters and select the [**OK**] key. Reenter the same password for confirmation and select the [**OK**] key. This can be set if [**Shared**] is selected in Permission.
Box Number	Enter the box number by using the numeric keys or selecting the [▲] or [▼] key. The box number can be from 01 to 20.
Del. afterPrint	Automatically delete a document from the box once printing is complete. To delete the document, select [**On**] > [**OK**] key. To retain the document, select [**Off**] > [**OK**] key.

* Displayed when the user login administration is enabled.
** Displayed when logged in with administrator privileges.

Changing Sub Address Box

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**Document Box**] > [**OK**] key > [▲] [▼] key > [**Sub Address Box**] > [**OK**] key > [▲] [▼] key > [**Detail/Edit**] > [**OK**] key

2 **Changing.**

1 Select the box you want to edit.

2 Select the [**OK**] key.

> **NOTE**
> • When you have logged in as a user, you can only edit the box whose owner is set to that user.
>
> • When you have logged in as administrator, you can edit all boxes.
>
> • If a sub address box is protected by a password, enter the correct password.

3 Change the box information.

Item	Description
Sub Address	You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address.
Box Name	Enter a box name consisting of up to 32 characters. For details on character entry, refer to the following: ➡ Character Entry Method (page 10-2)
User Name* **	Set the user name of the box. Select the user from the user list that appears.
Permission*	Select whether to share the box.
Box Password	User access to the box can be restricted by specifying a password to protect the box. Entering a password is not mandatory. Enter a password of up to 16 characters and select the [**OK**] key. Reenter the same password for confirmation and select the [**OK**] key. This can be set if [**Shared**] is selected in Permission.
Box Number	Enter the box number by using the numeric keys or selecting the [▲] or [▼] key. The box number can be from 01 to 20.
Del. afterPrint	Automatically delete a document from the box once printing is complete. To delete the document, select [**On**] > [**OK**] key. To retain the document, select [**Off**] > [**OK**] key.

* Displayed when the user login administration is enabled.

** Displayed when logged in with administrator privileges.

Deleting Sub Address Box

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**Document Box**] > [**OK**] key > [▲] [▼] key > [**Sub Address Box**] > [**OK**] key > [▲] [▼] key > [**Detail/Edit**] > [**OK**] key

2 **Deleting.**

Select the box you want to delete > [**Menu**] > [▲] [▼] key > [**Delete**] > [**OK**] key > [**Yes**]

Printing Originals from a Sub Address Box

To print the originals that have been sent to a Sub Address Box, use the following operation.

1 Display the screen.

[**Document Box/USB**] key > [▲] [▼] key > [**Sub Address Box**] > [**OK**] key

2 Selecting the Originals.

1 Select the box containing the document you want to print.

2 Select the [**OK**] key.

> **NOTE**
> If a Sub Address Box is protected by a password, enter the correct password.

3 Select the document you want to print.

4 Select [**Select**].
A checkmark will be placed on the right of the selected file. Select the checkmarked file and select [**Select**] again to cancel the selection.

> **NOTE**
> The following operations are possible when [**Menu**] is selected.
>
> • [**Select All**]: Select all the files.
>
> • [**Clear All**]: Cancel all the file selections.
>
> • [**Detail / Edit**]: The file information can be checked.

5 Select the [**OK**] key.

3 Print

1 [**Print**] > [**OK**] key

2 Use the numeric keys to change the number of sheets to be printed. To change the print settings, select the [**Function Menu**] key then change the settings and select the [**OK**] key.

Item	Description
File Name Entry	Adds a file name.
Job Finish Notice	Sends E-mail notice when a job is complete.
Priority Override	Suspends the current job and gives a new job top priority.
Delete afterPrint	The original is deleted after printing. ➜ Deleting Originals after Printing from a Sub Address Box (page 5-13)

3 Press the [**Start**] key. Printing starts.

Checking Details

You can use the procedure below to check the details of documents forwarded to a Sub Address Box.

1 Display the screen.

[**Document Box/USB**] key > [▲] [▼] key > [**Sub Address Box**] > [**OK**] key

2 Selecting the Originals.

1   Select the box containing the document you want to check.

2   Select the [**OK**] key.

> **NOTE**
> If a Sub Address Box is protected by a password, enter the correct password.

3   Select the document you want to check.

4   [**Menu**] > [▲] [▼] key > [**Detail/Edit**] > [**OK**] key.

The details of the selected document are displayed.

Deleting Originals after Printing from a Sub Address Box

To automatically delete the originals printed form the Sub Address Box, use the following operation.

1 Display the screen.

[**Document Box/USB**] key > [▲] [▼] key > [**Sub Address Box**] > [**OK**] key

2 Selecting the Originals.

1   Select the box containing the document you want to print.

2   Select the [**OK**] key.

> **NOTE**
> If a Sub Address Box is protected by a password, enter the correct password.

3   Select the document you want to print.

4   Select [**Select**].

A checkmark will be placed on the right of the selected file. Select the checkmarked file and select [**Select**] again to cancel the selection.

5   Select the [**OK**] key.

3 Configure the function.

[**Print**] > [**OK**] key > [**Function Menu**] key > [▲] [▼] key > [**Del. after Print**] > [**OK**] key > [**On**] > [**OK**] key

4 Print.

Press the [**Start**] key.
The original is deleted after printing.

Deleting Originals from a Sub Address Box

1 **Display the screen.**

[**Document Box/USB**] key > [▲] [▼] key > [**Sub Address Box**] > [**OK**] key

2 **Selecting the Originals.**

1   Select the box containing the document you want to delete.

2   Select the [**OK**] key.

> **NOTE**
> If a Sub Address Box is protected by a password, enter the correct password.

3   Select the document you want to delete.

4   Select [**Select**].
    A checkmark will be placed on the right of the selected file.
    Select the checkmarked file and select [**Select**] again to cancel the selection.

5   Select the [**OK**] key.

3 **Deleting.**

[**Delete**] > [**OK**] key > [**Yes**]

Printing a Sub Address Box List

You can print the Sub Address Box list in which the list of Box No.'s and Box names of the registered Sub Address Boxes are described. When there are originals in the Sub Address Boxes, the number of pages is displayed.

NOTE
The list can be printed when user login administration has been enabled and the machine is logged in with administrator privileges.

1 Display the screen.

[**System Menu/Counter**] > [▲] [▼] key > [**Document Box**] > [**OK**] key > [▲] [▼] key > [**Sub Address Box**] > [**OK**] key

2 Print

[▲] [▼] key > [**SubAddr Box List**] > [**OK**] key > [**Yes**]
The list is printed.

5-15
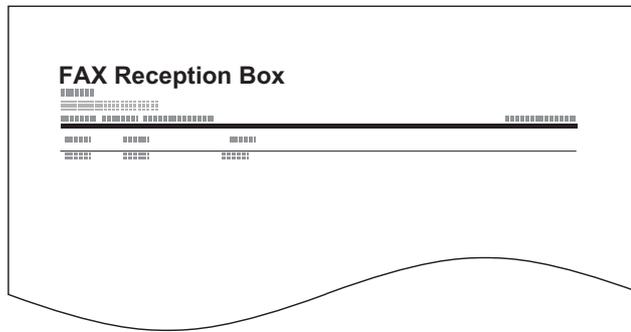
Sub Address Transmission

> **NOTE**
> To use sub address transmission, check that a sub address and password have been set in the receiving system in advance.
>
> Encrypted transmission cannot be used in sub address transmission.

For the setting method when the machine receives originals, refer to the following:

→ Sub Address Box Function (page 5-8)

1 Select the [FAX] key.

2 Place the originals.

3 Specify the destination.

Enter the fax number of the other party using the numeric keys.

> **NOTE**
> When a sub address has been registered to the destination of the Address Book, you can use the destination. When a sub address-registered destination in the Address Book is used for a One Touch Key, you can also use the One Touch Key.

4 Configure the function.

1 [**Detail**] > [**Sub Address**] > [**Edit**]

2 Enter the sub address using the numeric keys.

> **NOTE**
> You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address.

3 Select the [**OK**] key.

4 Enter the sub address password using the numeric keys.

> **NOTE**
> You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address password.

5 [**OK**] key > [**OK**] key

5 Send Start.

Check the destination and press the [**Start**] key.

> **NOTE**
> When [**On**] is selected in [**Check beforeSend**], a destination confirmation screen is displayed when you press the [**Start**] key.
> → Confirmation Screen of Destinations (page 7-11)

Polling Communication

Polling communication is a communication mode in which the transmission of originals on the sending machine is controlled by the receiving machine. This allows the receiving machine to tailor the reception of originals to its own circumstances. This machine supports both polling transmission and polling reception.

> **✓ IMPORTANT**
> **Because the receiving machine dials the sending machine in polling communication, call charges are normally borne by the recipient.**

Polling Transmission

Originals to be used in polling transmissions should be stored in a Polling box. When a polling request is received from the destination, the stored originals are sent automatically.

Once originals intended for polling transmission have been sent to the destination, they are automatically deleted. However, if you set Delete Transmitted File to [**Off**], the originals are stored in the Polling box until you delete them. You can use polling transmission with the same originals as many times as you wish.

➡ Deleting Originals After Polling Transmission (page 5-17)

> **📷 NOTE**
> You can store up to 10 originals for polling transmission.
>
> You can also add to or overwrite originals up until a polling request arrives from the destination.
>
> ➡ Overwrite Setting (page 5-17)

Deleting Originals After Polling Transmission

Originals intended for polling transmission are automatically deleted after they have been sent to the destination.
To allow polling transmission of the same original to multiple destinations, set this option to [**Off**].

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**Document Box**] > [**OK**] key > [▲] [▼] key > [**Polling Box**] > [**OK**] key

2 **Configure the function.**

[▲] [▼] key > [**Delete TX File**] > [**OK**] key > [**On**] or [**Off**] > [**OK**] key

Overwrite Setting

To allow overwriting, set this option to [**Allowed**].

Use the procedure below to overwrite the existing document if the same name is added to the new file.

If this option is set to [**Not Allowed**], the existing document will not be overwritten if the same file name is set.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**Document Box**] > [**OK**] key > [▲] [▼] key > [**Polling Box**] > [**OK**] key

2 **Configure the function.**

[▲] [▼] key > [**OverwriteSetting**] > [**OK**] key > [**Allowed**] or [**Not Allowed**] > [**OK**] key

Using Polling Transmission

1 **Select the [Document Box/USB] key.**

2 **Place the originals.**

3 **Display the screen.**

[▲] [▼] key > [**Polling Box**] > [**OK**] key > [**Store File**] > [**OK**] key

4 **Select the type of originals, scanning density, etc., as necessary.**

1 Select the [**Function Menu**] key.

2 It is possible to set the following functions. Select the [**OK**] key when the setting is complete.

Function	Description
Original Size	Select the size of originals to be scanned.
Original Image	Select original image type.
Scan Resolution	Set the resolution at which to scan originals.
Orig. Orientation	Select the orientation of the original document top edge to scan correct direction.
Continuous Scan	Scan a large number of originals separately and then produce as one job.
File Name Entry	Allows you to rename the files created from scanned originals.
Job Finish Notice	Sends a notice by an e-mail when a transmission is complete.
Density	Adjust density.
Duplex*	Select the type and binding of originals.
Skip Blank Page	When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.

* Only on models with a duplex scanning function.

For each of the functions, refer to the following:

➡ Sending Faxes (page 3-1)
  Machine's *Operation Guide*

5 **Start storing.**

Press the [**Start**] key. The originals are scanned and stored in the Polling box.

Cancelling Polling Transmissions

To cancel a polling transmission, delete the polling transmission original saved in the polling box. For information on how to delete the saved original, refer to the following:

➡ Deleting Originals in a Polling Box (page 5-22)

Polling Reception

This function automatically triggers transmission of originals stored on the sending machine when the receiving machine dials the sending machine's number.

> **NOTE**
> If you specified a destination for which encrypted communication is registered, encrypted communication is disabled for polling reception.
>
> To use polling reception, you must first ensure that the sending machine is set up for polling transmission.

Using sub addresses at the same time allows the communication modes described below.

Sub Address Bulletin Board Reception

If the recipient's machine has a sub address bulletin board function, you can use sub addresses to communicate with that machine even if it is a third-party machine. (With the machine, sub address and sub address passwords are called sub address.)

Sub Address example:

3333

External FAX
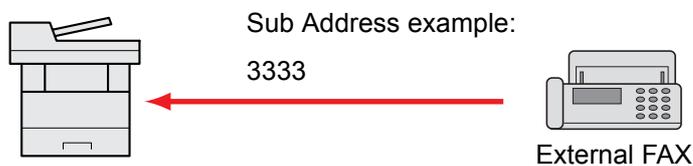
> **IMPORTANT**
> **The recipient's machine must also be equipped with a sub address bulletin board function. Some fax machines cannot store originals and some do not support polling transmission. Check both the sending and receiving machines beforehand to ensure that they each have the required functionality.**
>
> **Ask the recipient for the sub address and password that are registered in the recipient's machine.**

> **NOTE**
> For more information on sub addresses, refer to the following:
>
> ➡ Sub Address Communication (page 5-8)
>
> For information on how to receive files using sub address bulletin board communication, refer to the following:
>
> ➡ Using Polling Reception with Sub Addresses (page 5-20)

Using Polling Reception

> **NOTE**
> When the other party is using sub addresses, refer to Using Polling Reception with Sub Addresses below.

1 **Select the [FAX] key.**

2 **Turn on polling reception.**

[**Function Menu**] key > [▲] [▼] key > [**FAX RX Polling**] > [**OK**] key > [▲] [▼] key > [**On**] > [**OK**] key

3 **Specify the destination.**

→ Methods For Entering the Destination (page 3-7)

4 **Press the [Start] key.**

The operations for reception begin.

> **NOTE**
> When [**On**] is selected in [**Check beforeSend**], a destination confirmation screen is displayed when you press the [**Start**] key.
>
> → Confirmation Screen of Destinations (page 7-11)

Using Polling Reception with Sub Addresses

For polling reception, enter the sub address (on this machine, sub address and sub address password) set at the sending machine. This communication is still possible when the other party is using a third-party machine provided it is equipped with the same type of sub address communication function.

> **✓ IMPORTANT**
> **Check the sub address set by the sender beforehand.**

1 **Select the [FAX] key.**

2 **Turn on polling reception.**

To turn on polling reception, refer to the following:

→ Polling Reception (page 5-19)

3 **Select the destination, and entering the sub address.**

For the procedure for setting a sub address, refer to the following:

→ Sub Address Transmission (page 5-16)

For the procedure for selecting a destination, refer to the following:

→ Methods For Entering the Destination (page 3-7)

> **NOTE**
> You can select destinations using a combination of numeric keys input, One Touch Key selection and selection from the Address Book containing registered sub addresses.

4 **Press the [Start] key.**

The operations for reception begin.

> **NOTE**
> When [**On**] is selected in [**Check beforeSend**], a destination confirmation screen is displayed when you press the [**Start**] key.
>
> ➡ Confirmation Screen of Destinations (page 7-11)

Printing from a Polling Box

1 **Display the screen.**

[**Document Box/USB**] key > [▲] [▼] key > [**Polling Box**] > [**OK**] key

2 **Select the original.**

1 Select the document you want to print.

2 Select [**Select**].
A checkmark will be placed on the right of the selected file. Select the checkmarked file and select [**Select**] again to cancel the selection.

3 Select the [**OK**] key.

3 **Print.**

1 [**Print**] > [**OK**] key

2 Use the numeric keys to change the number of sheets to be printed. To change the print settings, select the [**Function Menu**] key then change the settings and select the [**OK**] key.

Item	Description
File Name Entry	Adds a file name.
Job Finish Notice	Sends E-mail notice when a job is complete.
Priority Override	Suspends the current job and gives a new job top priority.

For each of the functions, refer to the following:
➡ Machine's *Operation Guide*

3 Press the [**Start**] key.

Printing starts.

Checking Details

1 **Display the screen.**

[**Document Box/USB**] key > [▲] [▼] key > [**Polling Box**] > [**OK**] key

2 **Select the original.**

1 Select the document you want to check.

2 [**Menu**] > [▲] [▼] key > [**Detail/Edit**] > [**OK**] key

The details of the selected document are displayed.

Deleting Originals in a Polling Box

> **NOTE**
> If [**Delete Transmitted File**] is set to [**On**], originals are automatically deleted following polling transmitted.
> ➡ Deleting Originals After Polling Transmission (page 5-17)

1 **Display the screen.**

[**Document Box/USB**] key > [▲] [▼] key > [**Polling Box**] > [**OK**] key

2 **Selecting the Originals.**

1 Select the document you want to delete.

2 Select [**Select**].
A checkmark will be placed on the right of the selected file. Select the checkmarked file and select [**Select**] again to cancel the selection.

3 Select the [**OK**] key.

3 **To delete**

[**Delete**] > [**OK**] key > [**Yes**]

Encryption

This method allows you to communicate with originals encrypted by the sending system. Therefore, even when a third party tries to view the originals in the middle of communication by some means, the third party is prevented from knowing the actual contents of the originals. The originals received are reverted to the originals as they were before transmission (decrypted) by the receiving system, and printed. This is an extremely effective communication method for sending confidential documents that are not to be opened by a third party.

> **⊘ IMPORTANT**
> **In order to use encryption communication, the fax of the other party needs to be an our-brand system with the same type of encryption functions.**

In encryption communication, in order to encrypt and decrypt originals, the sending and receiving systems must use the same 16-digit encryption key. When the encryption key differs between the sending system and the receiving system, the encryption cannot be conducted. Therefore, the sending system and the receiving system need to have the same encryption key and 2-digit key No. registered in advance.
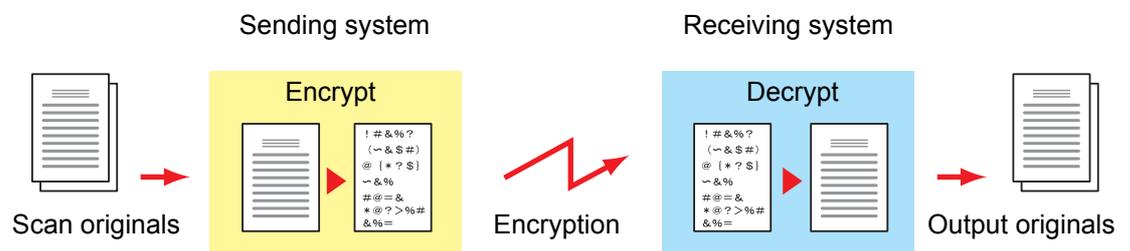
Description of settings at sending and receiving systems

Settings	Sending system	Receiving system	Reference page
Encryption Key No.	(A) 2 digits	(B) 2 digits	5-24
Encryption Key	(C) 16 digits	(C) 16 digits	5-24
Key No. of Address Book (or when the number is directly dialed)	(A) 2 digits	—	5-25
Receiving system encryption box number*	(D) 4 digits	—	5-25
Encryption Box No.*	—	(D) 4 digits	—
Key No. in reception setting	—	(B) 2 digits	5-26

* When the machine receives originals, the Encryption Box is not used.

> **📝 NOTE**
> Set the same characters for the numbers indicated by the same letter in parentheses. For example, the same characters should be used as the encryption key (C) in both the sending and receiving systems.

Registering an Encryption Key

An encryption key is required when registering the Address Book used for encryption communication (the other party is directly entered using the numeric keys) in the sending system and when setting encryption in the receiving system.

For the creation of the encryption key, numbers from 0 to 9 and letters from A to F are arranged to form 16 numbers and/or letters arbitrarily. The created encryption key is registered with a 2-digit key No. (01 to 20).

> **NOTE**
> Up to 20 encryption keys can be registered.

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Common**] > [**OK**] key > [**Encryption Key**] > [**OK**] key

2 Configure the function.

1 Select an encryption key not yet registered.

2 Select the [**OK**] key.

3 Enter the 16-digit encryption key using the numeric keys.

> **NOTE**
> Use numbers (0 to 9) and alphabetical letters (A to F) to register the encryption key.

4 Select the [**OK**] key.

5 To register other encryption keys, repeat Steps 2-1 to 2-4.

Changing Registration Contents of Encryption Key

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Common**] > [**OK**] key > [**Encryption Key**] > [**OK**] key

2 Changing.

1 Select the encryption key you want to change.

2 Select the [**OK**] key.

3 Enter the new encryption key using the numeric keys.

4 [**OK**] key > [**Yes**]

Deleting Registration Contents of Encryption Key

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Common**] > [**OK**] key > [**Encryption Key**] > [**OK**] key

2 **Deleting.**

1 Select the encryption key you want to delete.

2 [**Menu**] > [▲] [▼] key > [**Delete**] > [**OK**] key > [**Yes**]

Using the Encrypted Transmission

When sending originals by encrypted transmission, use the Address Book registered for encryption or set encrypted transmission when dialing directly using the numeric keys.

> **NOTE**
> Encrypted transmission can be also used in broadcast transmission. With encryption communication, you cannot conduct sub address transmission.

1 **Register the encryption key ahead of time.**

Register the encryption key that you decided upon with the recipient.

For the procedure for registering an encryption key, refer to the following:

2 **Select the [FAX] key.**

3 **Place the originals.**

4 **Specify the destination.**

Enter the fax number of the receiving system using the numeric keys.

> **NOTE**
> When encrypted transmission has been set to a destination in the Address Book or One Touch Key, you can use the destination.

5 **Turn on encrypted transmission.**

1 [**Detail**] > [**Encrypted TX**] > [**Change**] > [▲] [▼] key > [**On**] > [**OK**] key

2 Select the encryption key number that you used to register the encryption key that you decided upon with the recipient.

For the procedure for registering an encryption key, refer to the following:

3 Select the [**OK**] key.

4 Select whether or not to use an encryption box.

To use an encryption box

Select [**On**] > [**OK**] key. Select an encryption box using the procedure below.

To not use an encryption box

Select [**Off**] > [**OK**] key. Proceed to step 7.

6 **Select the encryption box.**

If you need to select an encryption box, set the box.

1 Enter the box number (0000 to 9999) with the numeric keys.

2 Select the [**OK**] key.

7 **Finish the encrypted transmission settings.**

Select the [**OK**] key.

8 **Send Start.**

Press the [**Start**] key.

The transmission will start.

> **NOTE**
> When [**On**] is selected in [**Check beforeSend**], a destination confirmation screen is displayed when you press the [**Start**] key.
> ➡ Confirmation Screen of Destinations (page 7-11)

Setting the Encrypted Reception

To conduct encryption communication operating the receiving system, follow the steps below.

1 **Register the encryption key ahead of time.**

Register the encryption key that you decided upon with the sender.

For the procedure for registering an encryption key, refer to the following:

➡ Registering an Encryption Key (page 5-24)

2 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**Reception**] > [**OK**] key > [▲] [▼] key > [**Encryption RX**] > [**OK**] key

3 **Turn on encrypted reception.**

1 [**On**] > [**OK**] key

2 Select the encryption key number that you used to register the encryption key that you decided upon with the sender.

3 Select the [**OK**] key.

The machine receives the encrypted originals from the sender of the specified encryption key.

Using a Connected Telephone

It is possible to connect a telephone (a commercially available item) to this machine and use various functions.

FAX/TEL Auto Switch Reception

This reception method is convenient when using both telephone and fax on a single telephone line. When fax originals have been sent, the machine automatically receives them, and when the other party is calling from a telephone, the machine makes a ringing tone urging the user to respond.

> **✓ IMPORTANT**
> **In order to use FAX/TEL Auto Switch Reception, it is necessary to connect a telephone set (commercially available product) to the machine.**
>
> **After the telephone has made a ringing tone for the preset number of times, the other party is required to pay phone line charges even if the receiving system does not respond.**

Flow of reception

FAX	FAX	Telephone
When the other party has sent originals with automatic send	When the other party has sent originals with manual send	When the other party is calling from a telephone

▼ ▼ ▽

Receives incoming call without making ringing tone. (The other party is required to pay the phone line charge from this point.)

▼ ▼ ▽

Makes ringing tone twice. (Only the other party can hear the ringing tone.)

▼ ▼ ▽

Receive originals from the other party automatically (FAX Automatic Reception)	Makes ringing tone. (Both the other party and the receiving machine can hear the ringing tone.) (If you do not lift the handset within 30 seconds, the machine switches to fax reception.)

▼ ▽

When you lift the handset of the connected telephone set, you can talk to the other party.

▼

After the end of the conversation, you can receive faxes by using the Remote Switch Function.

> **🔍 NOTE**
> At the end of the conversation, you can also receive faxes by using the Remote Switch Function.
>
> → Remote Switch Function (page 5-35)

5-27

Preparation:

Select [**Auto (FAX/TEL)**].

➡

1 **The telephone rings.**

The connected telephone set makes a ringing tone.

> **NOTE**
> You can change the number of times the ringing tone rings.
>
> ➡

2 **Answer the call.**

When the call is from a telephone
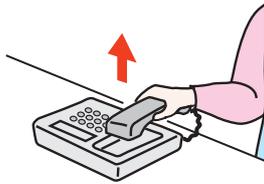
1 The machine makes a ringing tone urging the user to respond. Lift the handset of the telephone within 30 seconds.

> **NOTE**
> If you do not lift the handset within 30 seconds, the machine switches to fax reception.

2 Talk to the other party.

> **NOTE**
> At the end of the conversation, you can also receive faxes by using the Remote Switch Function.
>
> ➡

When the call is from a fax

The machine starts receiving fax originals.

FAX/Answering Machine Auto Switch Reception

This method is convenient when using both the answering machine and fax. When fax originals have been sent, the machine receives them automatically, and when the call is from a telephone, the machine follows the functions of the connected answering machine. Therefore, when the user is absent, the other party can leave a message on the answering machine.

> **✓ IMPORTANT**
> **When using FAX/Answering Machine Auto Switch Reception function, if a silence continues for at least 30 seconds before one minute passes after the machine has received a call from the other party, the machine's silence detection function comes into operation and the machine switches to fax reception.**

> **📝 NOTE**
> In order to use FAX/Answering Machine Auto Switch Reception, it is necessary to connect an answering machine-equipped telephone set (commercially available product) to the machine.
>
> For details, such as responding to messages, refer to the Operation Guide of each answering machine.
>
> Set the number of rings to be made by the machine more than the number of rings to be made by the answering machine.
>
> ➡ Rings(TAD) (page 8-8)

Flow of reception

FAX	FAX	Telephone
When the other party has sent originals with automatic send	When the other party has sent originals with manual send	When the other party is calling from a telephone

| Receive fax originals from the other party automatically (FAX Automatic Reception). | The answering machine plays the message informing the other party that the user is absent. | |

| | The answering machine records a message from the other party. |

| | When the other party starts sending originals, the machine receives the originals being sent. |

Preparation:

Select [**Auto (TAD)**].

➡ RX Settings (page 8-8)

5-29

1 The telephone rings.

The connected telephone set makes ringing tone the set number of times.

> **NOTE**
> If you lift the handset while the telephone set is still making the ringing tone, the machine enters a status the same as manual reception.
>
> ➡ Manual Reception (page 5-34)

2 The answering machine responds.

When the call is from a telephone, but the user is absent

The answering machine plays a response message, and starts recording the other party's message.

> **NOTE**
> When silence continues for at least 30 seconds during recording, the machine switches to fax reception.

When the call is from a fax

The machine starts receiving fax originals.

DRD Reception (Available for some countries.)

This reception mode utilizes the Distinctive Ring Pattern service available through some telephone companies. With this service, you can use two or more fax numbers on a single telephone line. Thus, you can use this fax and a telephone on the same line, and you can still designate a different fax number for each of them. As each number is given a different ring pattern, the machine is able to differentiate between incoming calls. If one of these numbers is designated for the machine, and a desired ring pattern is designated for that number in advance, fax reception will be initiated automatically whenever the machine detects the ring pattern distinctive to the fax.

> **NOTE**
>
> Using DRD Reception to receive a telephone call is only possible if a separately purchased telephone is connected to the machine. DRD reception is only possible if you subscribe to the Distinctive Ring Pattern service provided by your telephone company. Contact your telephone company for further information on the Distinctive Ring Pattern service available.

Flow of reception

FAX	Telephone
If the other party has dialed your fax number...	If the other party has dialed your telephone number...

▼   ▽

Telephone company	

▼   ▽

The fax machine will ring using the predetermined ring pattern for a fax and fax reception will start automatically. (The fax will handle the call using the Automatic FAX Reception mode.)	The fax machine will ring using the predetermined ring pattern for a telephone call. Conversation is possible with the other party if you answer the telephone that is connected to this fax machine.

Preparation:

Select [**Auto (DRD)**].

➡

1 The telephone rings.

When a call comes in, the telephone will ring.

> **NOTE**
>
> If you lift the handset while the telephone is still ringing, the machine will deal with the call in the same manner as standard Manual FAX Reception.
>
> ➧ Manual Reception (page 5-34)

2 Answer the call.

The machine will then ring using the predetermined ring pattern.

When the call is from a telephone

Lift the handset and speak with the other party. When the conversation is over, fax reception can be initiated manually.

When the call is from a fax

Once the ringing tone stops, fax reception will start automatically.

Manual Send

When you want to talk to the person at the receiving system or the receiving system needs to switch to fax, use this method to send originals.

1 **Place the originals.**

2 **Dial the destination.**
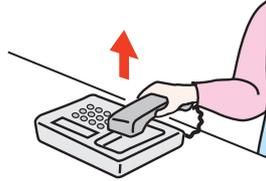
Lift the handset, and dial the number of the receiving system.

3 **Check if the telephone line has connected to the fax of the receiving system.**

If the destination is a fax machine, you will hear a long high beep sound. If a person answers, you can talk to that person.

4 **[FAX] key > [On Hook] key**

5 **Press the [Start] key.**

Transmission begins.

6 **Replace the handset.**

When sending starts, return the handset to its original position.

Manual Reception

Reception is possible after confirming that the telephone line has connected to the sending party.

> **NOTE**
> FAX Automatic Reception has been preset for the receiving mode of this machine. To use Manual Reception, you need to change the receiving mode to Manual Reception. To change to manual mode, refer to the following:
>
> ➡ RX Settings (page 8-8)

1 The telephone rings.

When there is an incoming call, the telephone connected to the machine makes a ringing tone.

2 Lift the handset.

Lift the handset of the telephone.

3 Check if the telephone line has connected to the fax of the sending system.

If the destination is a fax machine, you will hear soft beep sounds. If a person answers, you can talk to that person.

4 [FAX] key > [On Hook] key > [Manual RX]

Reception will start.

> **NOTE**
> When using a telephone set that can send tone signals, use the telephone to start the reception of originals with the remote switch function.
>
> ➡ Remote SW Dial (page 8-8)

5 Replace the handset.

When reception starts, return the handset to its original position.

Remote Switch Function

You can start fax reception by operation from the connected telephone set. This function is convenient for using this machine and a telephone set (commercially available product) in combination installed at places distant from each other.

> **NOTE**
>
> In order to use remote switch, it is necessary to connect the tone signal-sending telephone set (commercially available product) to the machine. However, even if it is a tone signal-sending telephone set, this function may not be used satisfactorily depending on the type of telephone set. For details, contact our agent or the store where you purchased this machine.
>
> The remote switch dial is set to 55 at the factory.
>
> The remote switch dial number can be changed.
>
> ➡ Remote SW Dial (page 8-8)

Using the Remote Switch Dial

To start fax reception by operation from the connected telephone set, use the following operation.

1 The connected telephone set makes a ringing tone.
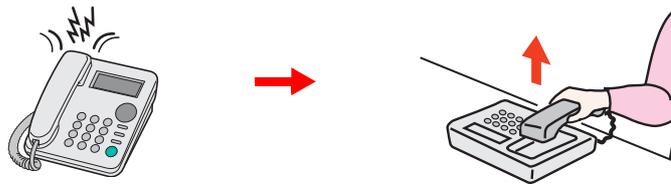
Lift the handset of the telephone.

> **NOTE**
>
> You can change the number of times the ringing tone rings.
>
> ➡ Rings(Normal) (page 8-8)

2 Press the remote switch dial number (2 digits).

When you hear the fax tone from the handset, enter the two-digit remote switch dial number using the dial button on the telephone set. The telephone line switches to the machine, and reception starts.

6 Sending Faxes from PC

This chapter explains the following topics:

The Network FAX function enables any PC, which is networked to the machine, to perform sending and receiving of faxes. Its primary features include the following.

- PC-prepared document can be sent and received by fax without being printed out.

- An Address Book (in the machine/PC) can be used to specify a desired destination.

- Addition of a cover page.

- Transmission and printing can be done simultaneously.

- E-mail reporting of the transmission result.

- Sub address transmission is available.

- Operation is as simple as printing.

Flow of Network FAX Sending

Network FAX sending is performed in the following sequence.

Prepare a document using a PC networked to this machine.

▼

Forward the document data from the PC to this machine using the same operation as for printing.

▼

The machine sends the document data to another fax machine.

▼

The other fax machine receives the data.
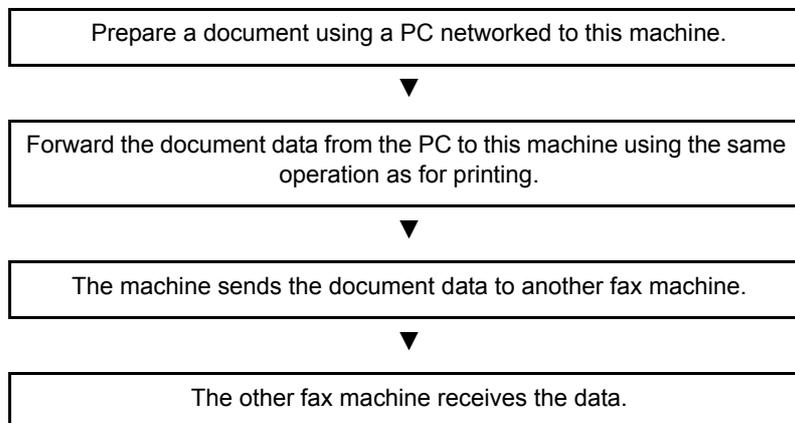
Flow of Network FAX Receiving

Network FAX receiving is performed in the following sequence.

Another fax machine sends a fax to this machine.

▼

The machine receives the fax.

▼

The machine sends the fax data to a networked PC using the memory forwarding function.

▼

The PC networked to this machine receives the data.
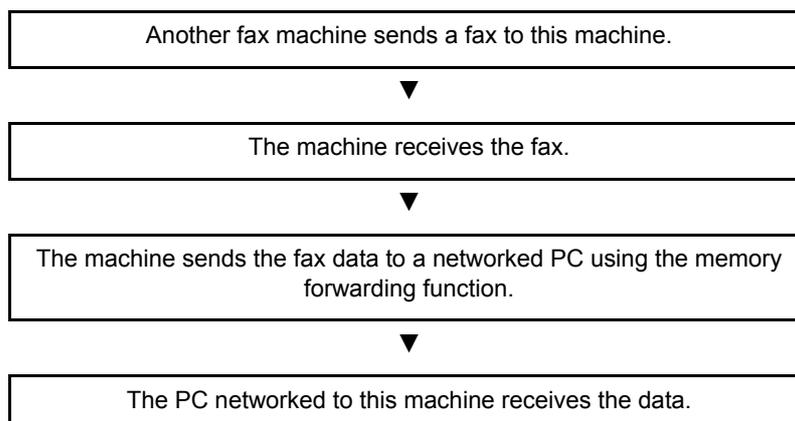
NOTE
The memory forwarding function allows not only reception by the networked PC, but also forwarding of the received fax by e-mail or forwarding to another fax machine.

Setup

The following preparation is needed before using Network FAX.

Connection to a PC

Connect the machine and PC to the network using a network cable.

➡ Machine's *Operation Guide*

Registering Destinations in the Address Book

Save frequently used destinations to the Address Book. You can also select destinations from the Address Book using FAX Driver.

> **NOTE**
> You can forward the received fax to the PC or forward it as an e-mail attachment.
>
> ➡ Forward Settings (page 5-2)

6-3

Installing the FAX Driver

The following procedure is an example for installing the software in Windows 8.1 using [**Custom Install**].

1 **Insert the** ***Product Library*** **disc.**
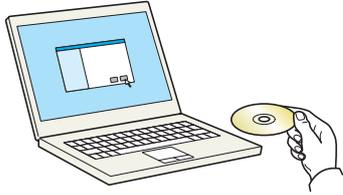
> **NOTE**
> Installation on Windows must be done by a user logged on with administrator privileges.
>
> If the "Welcome to the Found New Hardware Wizard" dialog box displays, select [**Cancel**].
>
> If the autorun screen is displayed, click [**Run Setup.exe**].
>
> If the user account management window appears, click [**Yes**] ([**Allow**]).

2 **Display the screen.**
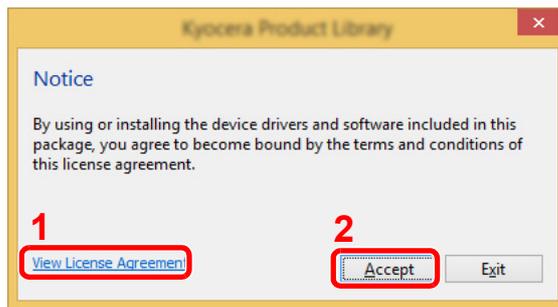
1 Click [**View License Agreement**] and read the License Agreement.

2 Click [**Accept**].

3 **Select [Custom Install].**

_4_ **Install the software.**

1 Select the device to be installed.
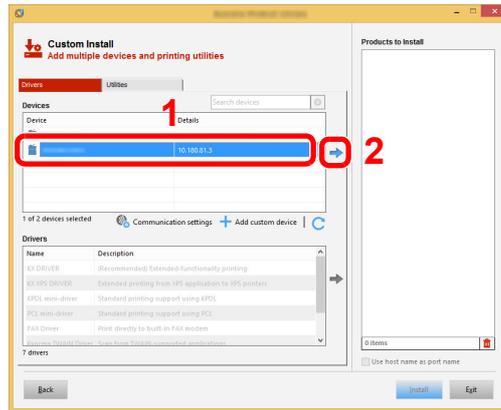
> **NOTE**
>
> - The machine cannot be detected unless it is on. If the computer fails to detect the machine, verify that it is connected to the computer via a network and that it is turned on and click (Reload).
> - If the desired device does not appear, select [**Add custom device**] to directly select the device.

2 Select [**FAX Driver**].
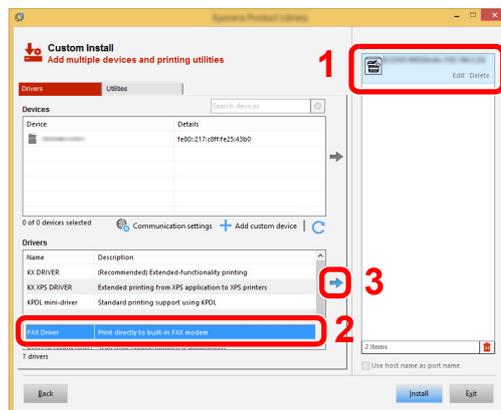
3 Click [**Install**].
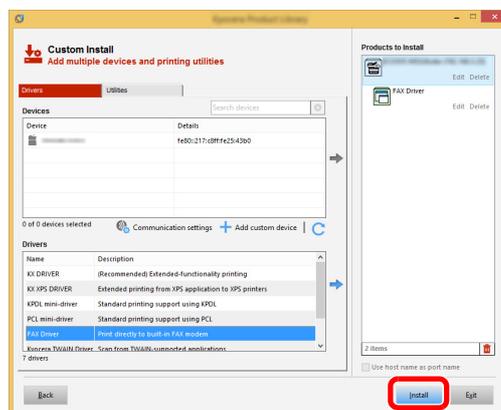
5 Finish the installation.
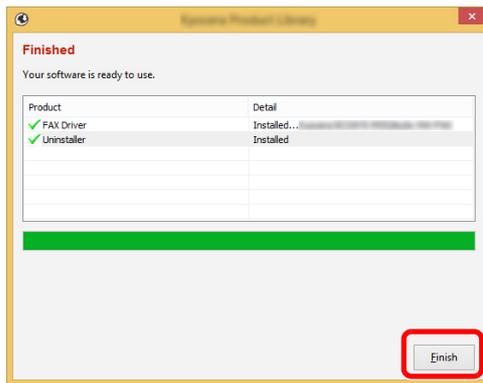
If a system restart message appears, restart the computer by following the screen prompts. This completes the FAX driver installation procedure.

Uninstalling the FAX Driver

> **NOTE**
> Uninstallation on Windows must be done by a user logged on with administrator privileges.

1 **Display the screen.**

Click [**Search**] in charms, and enter "Uninstall Kyocera Product Library" in the search box. Select [**Uninstall Kyocera Product Library**] in the search list.

> **NOTE**
> In Windows 7, click [**Start**] button on the Windows and then select [**All Programs**], [**Kyocera**], and [**Uninstall Kyocera Product Library**] to display the Uninstall Wizard.

2 **Uninstall the software.**

Place a check in the check box of the driver to be deleted and click [**Uninstall**].
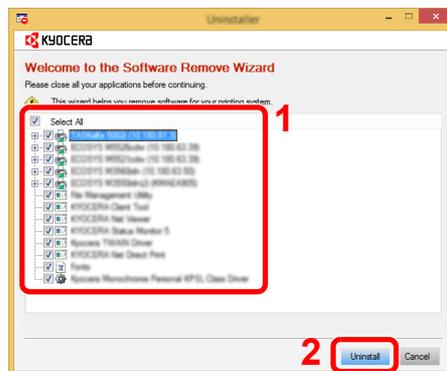
3 **Finish uninstalling.**

If a system restart message appears, restart the computer by following the screen prompts. This completes the software uninstallation procedure.

> **NOTE**
> The software can also be uninstalled using the Product Library.
>
> In the Product Library screen, select to uninstall, and follow the on-screen instructions to uninstall the software.

Basic Transmission

This section explains the basic procedure for sending a fax by Network FAX. An Adobe Acrobat document is sent as an example.

1 Create the document to be sent.

1 Use an application on your computer to create the document to be sent.

2 Set the original size and orientation.

3 Select [**Print**] from the File menu. The Print dialog box for the application that you are using will appear.

2 Select settings in the Print dialog box.
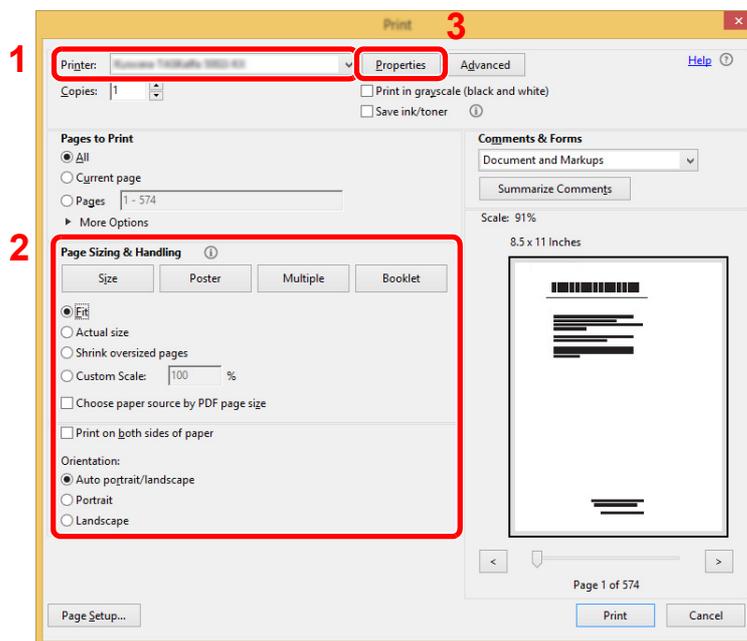
1 Select the product name of the machine (XXX XXX NW-FAX) to be used in the printer name list.

2 Set the print range and other settings.

> **NOTE**
> Make sure that the number of copies is set to 1. The following screen is an example.
> The actual dialog box will vary depending on the application that you are using.

3 Click [**Properties**] to open the Properties window.

3 Select settings on the FAX Setting tab.

1 Specify fax settings such as the original size on the FAX Setting tab, and click [**OK**].
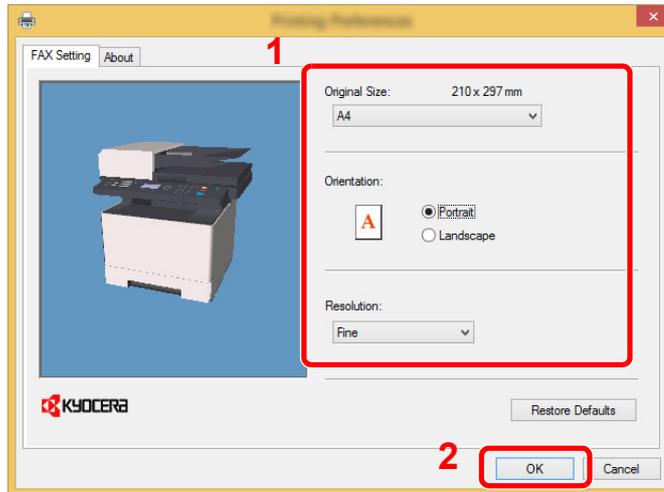
For detailed information on the settings on the tab, refer to the following:

→ Configuring the Driver Default Settings (page 6-11)

2 You will return to the Print dialog box for the application. Click [**OK**]. The Transmit Settings dialog box will appear.

4 Select settings in the Transmit Settings dialog box.

You can specify settings such as a transmission time or a sub-address in the Transmit Settings dialog box.

For details on the settings, refer to the following:

→ Changing Transmit Settings (page 6-15)

5 Specify a cover page.

To include a cover page, select settings on the [**Cover Page**] tab.

For details on the settings, refer to the following:

→ Using Cover Pages (page 6-20)

6 **Set the destination.**

1 Use the keyboard to enter the destination fax number in the [**Address Setting**] tab.

Maximum number of characters that can be entered: 64 characters

Characters that can be entered: 0 to 9, #, *, -, space (a space or "-" CANNOT be entered as the first character)

2 Click [**Add to Destination List**]. The destination information will appear in the address list. To send to multiple destinations, repeat this operation.

3 To use the Address Book, click [**Select from Address Book**] and select the destination.
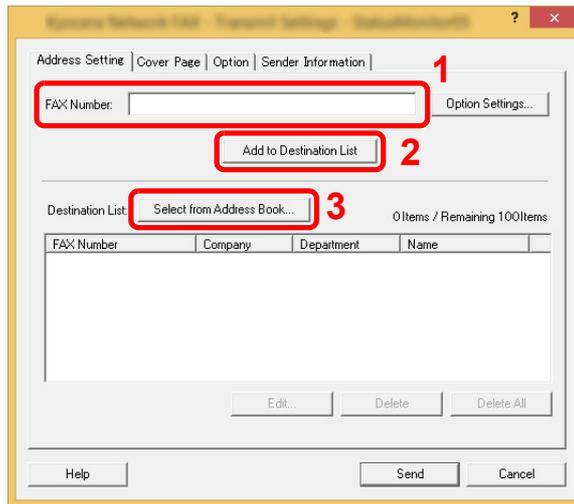
7 **Click [Send]. Transmission will begin.**

Configuring the Driver Default Settings

Use the FAX Setting tab of the print settings screen to set the original size and other transmission conditions.

1 Display the screen.

1 In charms on Desktop, click [**Settings**], [**Control Panel**], and then [**Devices and Printers**].

> **NOTE**
> In Windows 7, click [**Start**] button on the Windows, and then click [**Devices and Printers**].
>
> In Windows 10, click [**Start**] button on the Windows, [**Control Panel**], [**hardware and sound**], and then [**Devices and Printers**].

2 Right-click the product name of the machine you are using and select [**Printing preferences**] from the drop-down menu. The Printing Preferences screen will open.
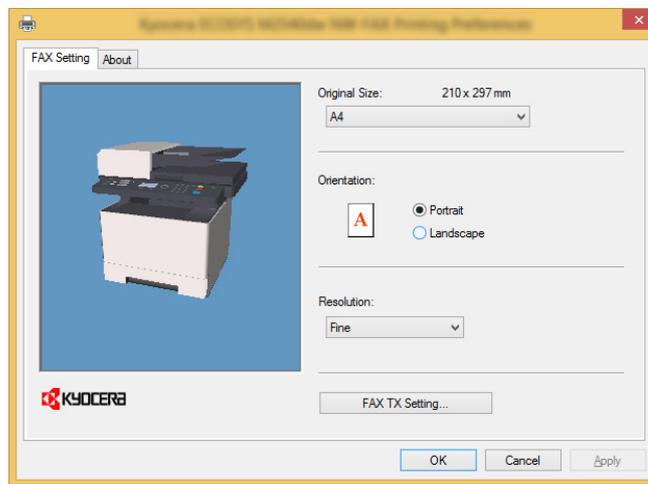
2 Select settings.

The following settings can be specified.

Item	Description
Original Size	Select the size of the document being transmitted from the drop-down list. Available settings: Letter, Legal, Statement, A4, A5, Folio, B5(JIS)
Orientation	Specify whether the orientation of the document is portrait or landscape. Available settings: Portrait, Landscape
Resolution	Select the resolution of the document to be transmitted from the drop-down list. Available settings: Normal, Fine, Ultra fine
FAX TX Setting	Click [**FAX TX Setting**] to change the default settings for fax transmission. The Default Settings dialog box will appear.

Default Settings Dialog Box

By setting the transmission conditions that you use most in this dialog box, you can minimize the need to change the settings each time.

The Default Settings dialog box can be accessed by the following procedure:

1 Display the screen.

1 In charms on Desktop, click [**Settings**], [**Control Panel**], and then [**Devices and Printers**].

> **NOTE**
> In Windows 7, click [**Start**] button on the Windows, and then click [**Devices and Printers**].
>
> In Windows 10, click [**Start**] button on the Windows, [**Control Panel**], [**hardware and sound**], and then [**Devices and Printers**].

2 Right click the name of the machine to be used as the network fax and select [**Printing preferences**] from the resulting drop-down menu. Click the [**FAX TX Setting**] button in the [**Printing Preferences**] window.

2 Configure the settings.

(1) Sending Options Tab

Item	Description
FAX Delayed Transmit checkbox	Check the checkbox in order to activate the time fields to the right of the checkbox whenever you want to set the time that your documents will be transmitted. The desired time setting can be entered directly with the keyboard or by clicking on the ▲ and ▼ arrows. ⊘ **IMPORTANT** **If the time that is shown in the message display of this fax machine does not match the current time, communications that use the timer may not be accomplished as expected. If the displayed time is not current, be sure to adjust it to match the correct time.** ✎ **NOTE** If you designate a time that is earlier in the day than the time that is actually displayed in the fax machine itself, the transmission operation will be carried out the following day at that time. Be sure to confirm the time setting in the fax machine itself before making this setting. Value: 00:00-23:59
Transmit and Print checkbox	Check the checkbox when you want to print out the documents at the fax machine same time as you send them by fax.
Display confirm dialog checkbox	You can check the checkbox to display the destination confirmation screen and check the destinations before transmission.

(2) Cover Page Tab

Item	Description
Attach Cover Page checkbox	Check the checkbox when you want to add a cover page to your transmission.

> **NOTE**
>
> For more information how to register the cover page, refer to the following:
>
> ➡ Cover Page Registration (Default Settings) (page 6-25)

(3) Authentication Tab

Item	Description
User Login checkbox	If the fax machine is set to User Login, select either **Use Specific Login User Name** or **Prompt for Login User Name** as desired. **Use Specific Login User Name:** Enter the Login User Name and Password. Transmission will be performed using the entered Login User Name and Password. **Prompt for Login User Name:** A screen for entering the Login User Name and Password will be displayed when attempting a transmission. The Login User Name and Password must be entered each time a transmission is attempted.
Job Accounting checkbox	If the fax machine is set to Job Accounting, select either **Use Specific Account ID** or **Prompt for Account ID** as desired. **Use Specific Account ID:** Enter the Account ID. Transmission will be performed using the entered Account ID. **Prompt for Account ID:** A screen for entering the Account ID will be displayed when attempting a transmission. The Account ID must be entered each time a transmission is attempted.

(4) Sender Information Tab
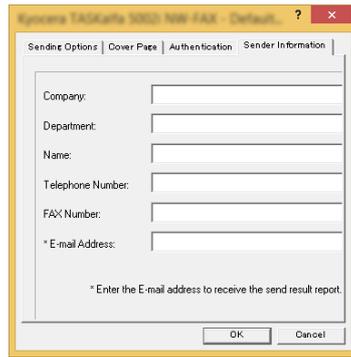
Enter your own information into fields explained below to send a cover page with your faxes.

Item	Description
Company	A maximum of 64 characters can be entered.
Department	A maximum of 64 characters can be entered.
Name	A maximum of 32 characters can be entered.
Telephone Number	A maximum of 20 characters can be entered. (Entry is allowed for the characters 0 to 9, #, *, -, (,), +, and spaces.)
FAX Number	A maximum of 20 characters can be entered. (Entry is allowed for the characters 0 to 9, #, *, -, (,), +, and spaces.)
E-Mail Address	A maximum of 128 characters can be entered. Available characters: Symbols (!, #, $, %, &, ', *, +, -, ., /, =, @, [,], ^, _, `, { and }) Alphanumerics (0 – 9, A – Z and a – z)

> **NOTE**
>
> Entering the e-mail address makes it possible to receive the transmission results report by e-mail. The fax machine must be set to transmit e-mail.
>
> ➡ **Machine's** *Operation Guide*

Changing Transmit Settings

(1) Selecting a Destination from the Address Book

There are two types of Address Books from which you can select the party to transmit to. They are the fax machine's Address Book and Windows Address Book.

> **NOTE**
>
> There are three types of Address Books from which you can select the party to transmit to. They are the fax machine's Address Book, Windows Address Book, and the Address Book for the Network FAX data file (.fdt).

When using the fax machine's Address Book, the party must be registered in the fax machine's Address Book.

For details on settings, refer to the following:

➡ Registering Destinations in the Address Book (page 2-12)

1 Click the [Select from Address Book] button.

The Address Selection dialog box opens.
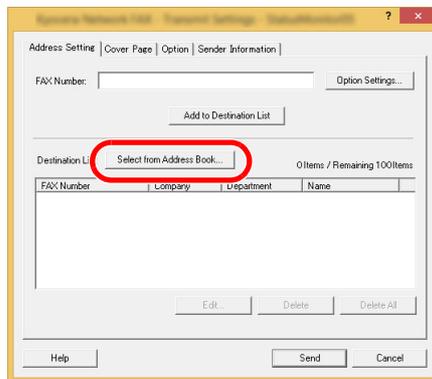
2 Select the desired Address Book.

To select the Address Book registered in the fax machine, select [**Address Book/XXXX (model name)**] from the drop-down menu.

> **NOTE**
>
> To use the Windows Address Book, select [**Windows Address Book**].
>
>
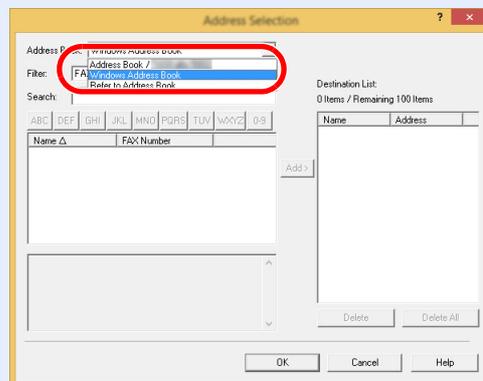
For adding an Address Book for Network FAX data file (.fdt), select the [**Refer to Address Book**], click on the [**Add**] button, and then select the [**Address Book data file**].

3 Select the Destination.

The destinations registered in the Address Book are shown in the list on the left side of the dialog box. To select a group of destinations, select [**Group**] from the filter's drop-down menu.

Select the desired destination and click on the [**Add>**] button. The selected destination will be added to the [**Destination List**] (right side).
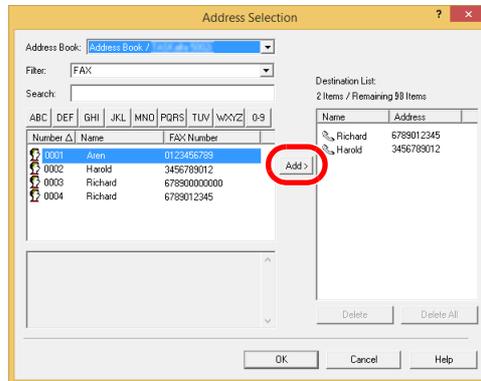
NOTE

- The list can be sorted. Click on the list item by which you want to sort the list (Number, Name, Fax Number). △ or ▽ are displayed next to the sorted items.
  In addition, the corresponding destinations can be selected using the sorted items by entering a search character string in the Search field.

- When a destination is selected, the destination details are displayed in the field at the bottom of the list. When a group is selected, the members of the group are displayed in the field at the bottom of the list.

To delete any of the destinations from the Destination List, select that destination and then click on the [**Delete**] button. To delete all of the destinations from the Destination List, click on the [**Delete all**] button.

4 Click on the [OK] button.

The [**Transmit Settings**] dialog box will be displayed once again.

(2) Sub address-Based Communication

> 📝 **NOTE**
>
> In order to conduct sub address communication, the other party's system also needs to be equipped with sub address communication functions of the same type.

1 **Open the Option Settings dialog box.**

Click on the [**Option Settings**] button in the [**Address Setting**] tab of the [**Transmit Settings**] dialog box.
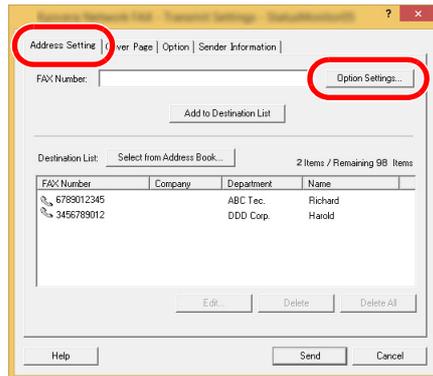
2 **Enter the sub-address and password as it is registered in the destination fax.**
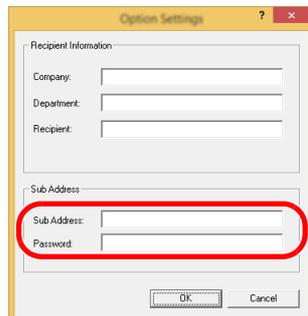
- Maximum number of characters that can be entered: 20 characters

- Characters that can be entered: 0 to 9, #, *, space (a space CANNOT be entered as the first character)

3 **Click on the [OK] button.**

The [**Transmit Settings**] dialog box will be displayed once again.

(3) Cover Page Settings

A Cover Page can be set as the first page of a fax transmission. In addition to the standard templates for Cover Pages, original templates can be created and used.

To attach and transmit a Cover Page, place a check in the check box for [**Attach Cover Page**] in the [**Cover Page**] tab.
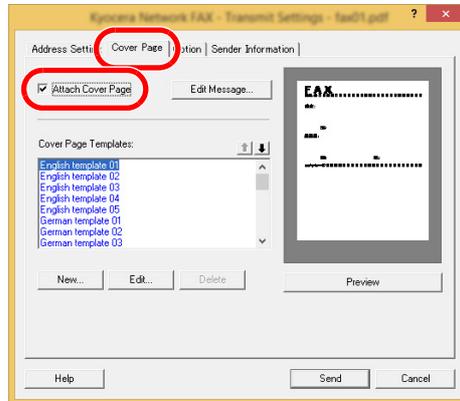
For more information how to use the cover page, refer to the following:

→ Using Cover Pages (page 6-20)

(4) Optional Settings

The settings that were selected in "(1) Sending Options Tab" can be changed by clicking the [**Options**] tab.
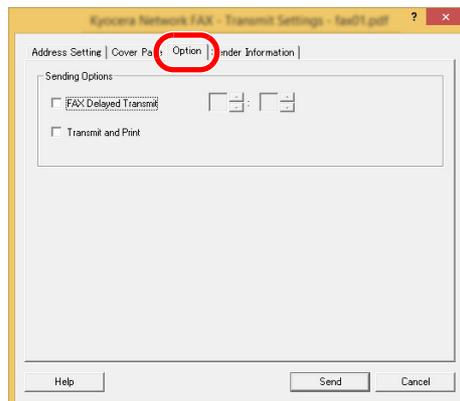
For the setting procedures, refer to the following:

→ (1) Sending Options Tab (page 6-12)

(5) Transmitting Terminal Information Data

The settings that were selected in "(4) Sender Information Tab" can be changed by clicking the [**Sender Information tab**].
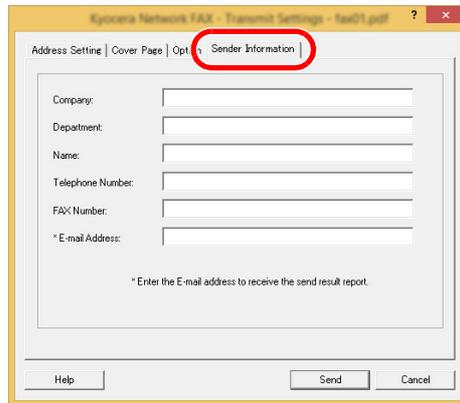
For the setting procedures, refer to the following:

Using Cover Pages

Cover Page Selection (Transmission Settings)

The Cover Page is attached to the fax and sent as the first page.

About Cover Pages

The Cover Page can be selected from a template. The Cover Page contains such destination information and sender information as that shown below.

Sample of English template 01
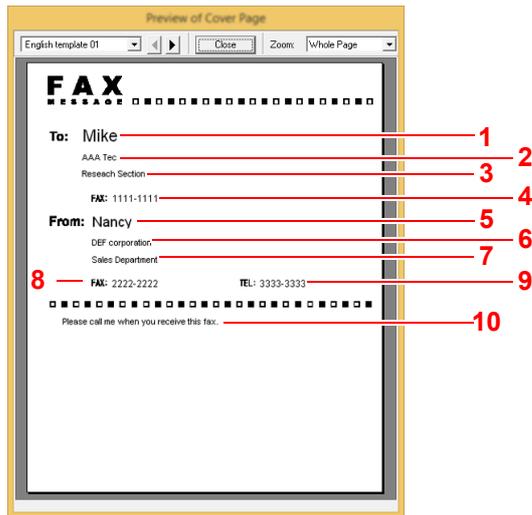
No.	Item
1	**Recipient Name**
2	**Destination Company Name**
3	**Destination Department Name**
4	**Destination Fax number**
5	**Sender Name**
6	**Sender Company Name**
7	**Sender Department Name**
8	**Sender Fax Number**
9	**Sender Telephone Number**
10	**Message**

Attaching and Transmitting a Cover Page

1 Open the Transmit Settings dialog box.

Perform Steps 1 to 6 of the Basic Transmission method to display the Transmit Settings dialog box.

→ Basic Transmission (page 6-8)

When selecting the destination from an Address Book, refer to "(1) Selecting a Destination from the Address Book", select the destination, and go to Step 4.

→ (1) Selecting a Destination from the Address Book (page 6-15)

2 Enter the fax number.

In the [**Address Setting**] tab, enter the destination fax number and click on the [**Option Settings**] button.
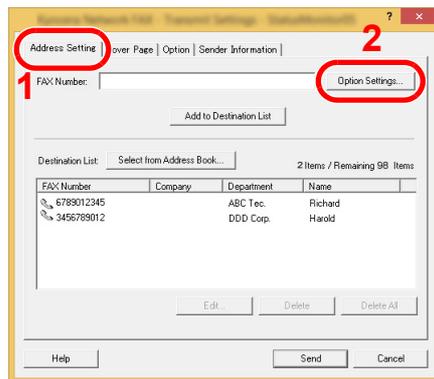
Item	Description
FAX Number	A maximum of 64 characters can be entered.

3 Enter the recipient information.

When finished, click the [**OK**] button.
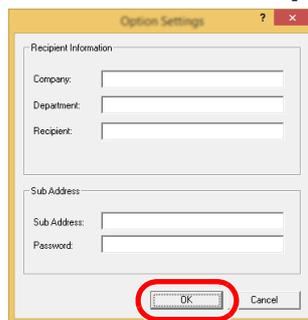
Item	Description
Company	A maximum of 32 characters can be entered.
Department	A maximum of 32 characters can be entered.
Recipient	A maximum of 32 characters can be entered.

> **NOTE**
> When [**Attach Cover Page**] of the [**Cover Page**] Tab is not set, the Cover Page Confirmation screen will be displayed.
> To include a cover page, click on [**Attach Cover Page**] button.

4 **Add the destination to the destination list.**

1 Add this information to the [**Destination List**] by clicking on the [**Add to Destination List**] button.

2 To change the recipient information of a destination that has been added to the [**Destination List**], select the destination to be changed and click on the [**Edit**] button. Change the recipient information and click on the [**OK**] button.

Item	Description
FAX Number	The fax number cannot be changed.
Company	A maximum of 32 characters can be entered.
Department	A maximum of 32 characters can be entered.
Recipient	A maximum of 32 characters can be entered.

3 When the sender information is not set in the [**Default Settings**] dialog box, click on the [**Sender Information**] tab and set the sender information.

Item	Description
Company	A maximum of 64 characters can be entered.
Department	A maximum of 64 characters can be entered.
Name	A maximum of 32 characters can be entered.
Telephone Number	A maximum of 20 characters can be entered. (Entry is allowed for the characters 0 to 9, #, *, -, +, and spaces.)
FAX Number	A maximum of 20 characters can be entered. (Entry is allowed for the characters 0 to 9, #, *, -, +, and spaces.)
E-mail Address	A maximum of 128 characters can be entered. Available characters: Symbols (!, #, $, %, &, ', *, +, -, ., /, =, @, [,], ^, _, `, { and }) Alphanumerics (0 – 9, A – Z and a – z)

5 **Attach a Cover Page.**

Click on the [**Cover Page**] tab and place a check in the [**Attach Cover Page**] checkbox.
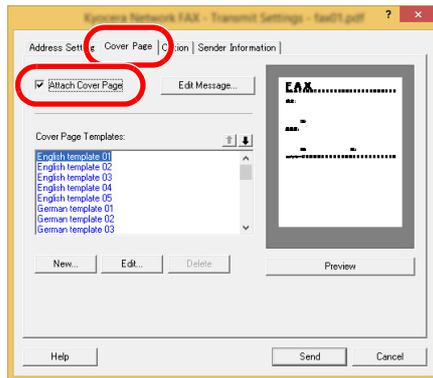
6 **Select the Cover Page to be attached.**

Select a Cover Page template from the [**Cover Page Templates**] list.

> **NOTE**
>
> If the Cover Page is registered in the Default Settings, then the action of selecting the Cover Page for each transmission can be omitted.
>
> ➡ Cover Page Registration (Default Settings) (page 6-25)
>
> Original Cover Page templates can be created.
>
> ➡ Creating New Cover Page Templates (page 6-27)

7 **Check the contents of the Cover Page.**

1 Click on the [**Preview**] button. A preview of the currently selected template will be displayed.
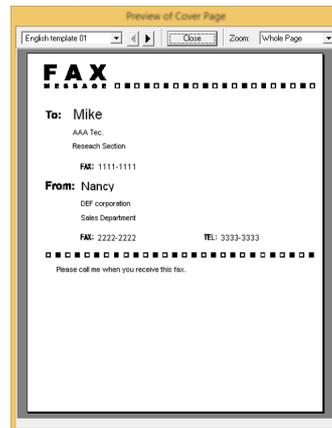
To display a different template, use the drop-down menu at the top of the dialog box or click on the [◀] or [▶] button. The template display magnification can also be changed within the range of 25 to 250% from the drop-down menu.

> **IMPORTANT**
>
> **Before transmitting the fax, be sure to use the Preview screen to check all of the displayed information including the recipient name and company name. If there is a large number of characters for information that is automatically entered, they might not completely fit in the field and the characters might not print correctly. If the characters are not displayed correctly, reduce the number of characters in the recipient information or sender information or edit the template being used.**

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2 Click on the [**Close**] button.

8 **Edit the Message.**

1 Click on the [**Edit Message**] button.
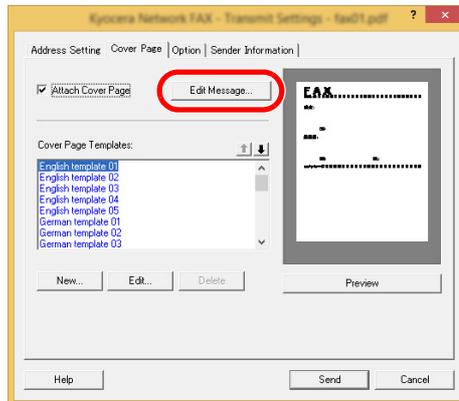
2 Enter the message to be added to the Cover Page and click on the [**OK**] button.
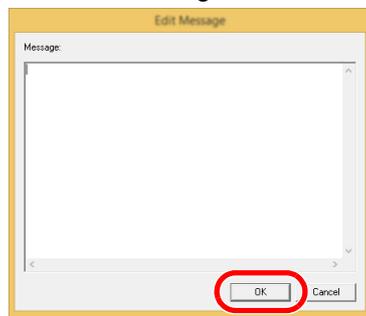
Item	Description
Message	A maximum of 1,000 characters can be entered.

9 **Transmit.**

Click on the [**Send**] button to begin the transmission.

Cover Page Registration (Default Settings)

If the Cover Page is registered in the Default Settings, the action of selecting the Cover Page for each transmission can be omitted.

Template Selection

Select the Cover Page template to be registered in the Default Settings. The registration method is as follows.

1 Open the Default Settings dialog box.

Perform the Default Settings Dialog Box procedure, open the [**Default Settings**] dialog box.

→ Default Settings Dialog Box (page 6-12)

2 Attach a Cover Page.

Click on the [**Cover Page**] tab and place a check in the [**Attach Cover Page**] checkbox.
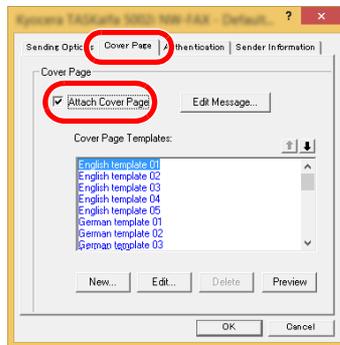
3 Select the Cover Page to be attached.

Select a Cover Page template from the [**Cover Page Templates**] list.

> **NOTE**
> Original Cover Page templates can be created.
>
> → Creating New Cover Page Templates (page 6-27)

4 **Check the contents of the Cover Page.**

**1** Click on the [**Preview**] button. A preview of the currently selected template will be displayed.
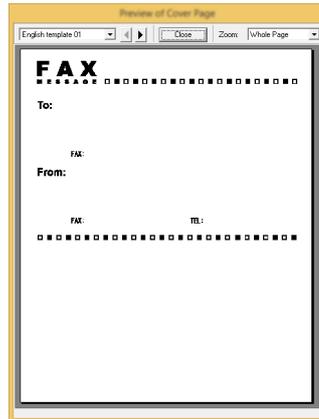
To display a different template, use the drop-down menu at the top of the dialog box or click on the [◄] or [►] button. The template display magnification can also be changed within the range of 25 to 250% from the drop-down menu.

2 Click on the [**Close**] button.

5 **Edit the Message.**

1 Click on the [**Edit Message**] button.
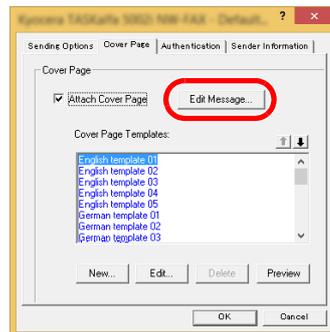
2 Enter the message to be added to the Cover Page and click on the [**OK**] button. A maximum of 1,000 characters can be entered.

6 **Click on the [OK] button.**

Sender Information Registration

Please register the sender information to be included on the Cover Page.

> **NOTE**
> For information regarding the registration method, refer to the following:
> ➡ (4) Sender Information Tab (page 6-14)
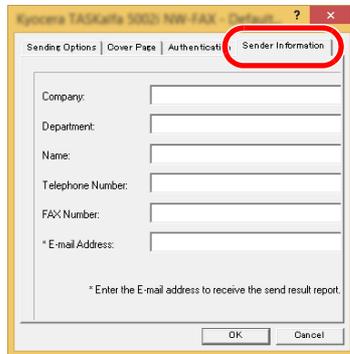
Creating New Cover Page Templates

Perform the following procedure to create an original Cover Page template.

1 **Open the Default Settings dialog box.**

Perform the Default Settings Dialog Box procedure, open the [**Default Settings**] dialog box.

➡ Default Settings Dialog Box (page 6-12)

2 **Edit the Cover Page templates.**

1 Click on the [**Cover Page**] tab and place a check in the [**Attach Cover Page**] checkbox and click on the [**New...**] button.

The [**Edit Cover Page**] screen will be displayed.

6-27
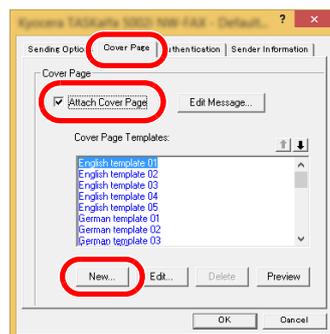
2 Enter the characters.

From the Menu bar, click on [**Insert**] and then [**Textbox**] and then position the textbox and enter the characters.
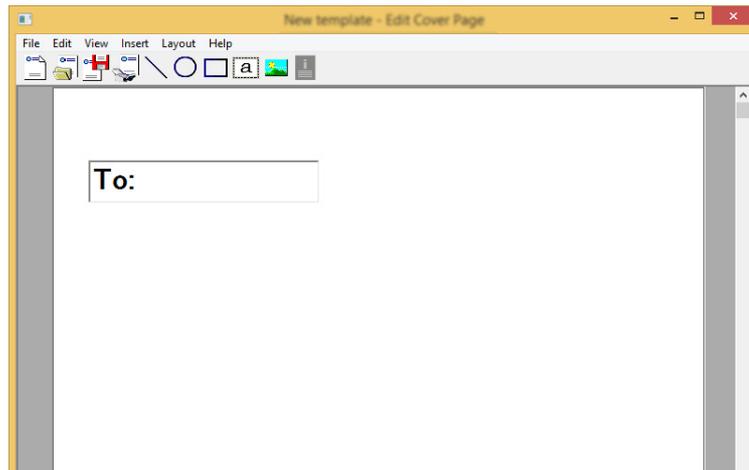
3 Position the field box.

From the Menu bar's [**Insert**] menu, select the field box to be positioned.
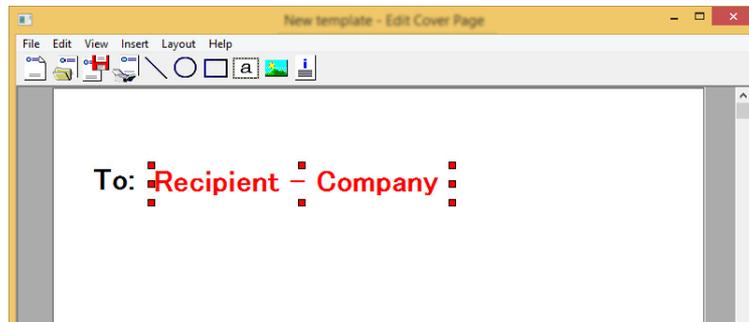
> **IMPORTANT**
> **If there are too many characters in the entered information, such as recipient name or company name, the information will not fit in the field box and some of the characters could be cut off. When positioning the field box, make it large enough and adjust the font point size so that the inserted information will fit in the field box.**

> **NOTE**
> When a fax is transmitted, the information entered in the Default Settings and Destination Settings will automatically be entered in the fields.

The following field boxes can be used. Use them as required.

| Menu Item		Template Display	Inserted Information
Destination	Company	Recipient - Company	Recipient information company name
	Department	Recipient - Department	Recipient information department name
	Name	Recipient - Name	Recipient information recipient name
	Address	Recipient - Address	Recipient FAX number

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Menu Item		Template Display	Inserted Information
Sender	Company	Sender - Company	Sender information company name
	Department	Sender - Department	Sender information department name
	Name	Sender - Name	Sender information sender name
	FAX Number	Sender - FAX Number	Sender information FAX number
	Telephone Number	Sender - Telephone Number	Sender information telephone number
Comment		Comment	Message entered in the Cover Page tab

4 Position the figures, textboxes, etc., to create a Cover Page.

> **NOTE**
> For information regarding the operation method, refer to Help.

5 From the Menu bar click on [**File**] and then [**Save As**], enter the file name, and click on the [**Save**] button.
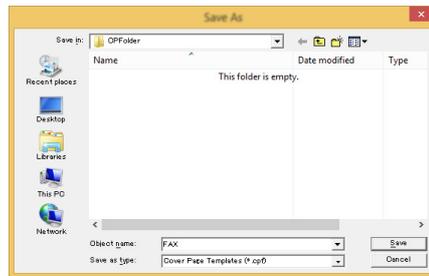
6 Close the [**Edit Cover Page**] screen.

7 The new template will be registered at the top of the list and can now be selected.
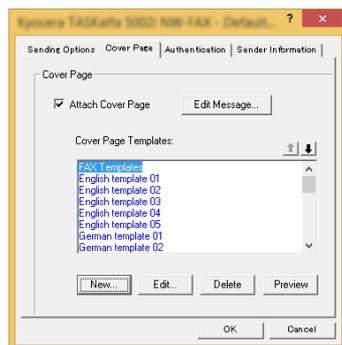
Transmission Control

Perform the following procedure when you want to use your computer to verify the status of a fax transmission currently being processed, or to actually terminate that transmission.

Once a fax transmission starts being processed, a Transmission Control icon will be displayed in the Windows Task Bar.

1 **Double-click on that icon to access the Transmission Control window which indicates the status of all transmissions being processed.**
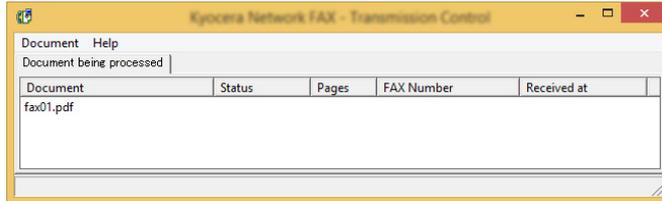
To terminate any transmission, select that transmission and then select [**Cancel**] from the **Document** menu.

Ending Transmission Control

Right click on the Transmission Control icon and select [**Exit**].
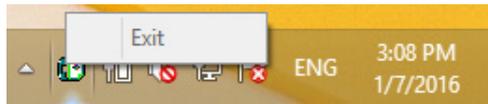
7 Managing Jobs

This chapter explains the following topics:

Various Tools for Checking Transmission Results and Registration Status

Reports	Display Location	Menu	Contents to Check	Timing of Check	Reference Page
FAX job history check	Message display	Send Job Log Print Job Log Store Job Log	History of latest 16 send and receipt results stored (including jobs other than FAX jobs)	Any time	7-3
		Outgoing FAX Log Incoming FAX Log	History of latest 50 send and receipt results stored (FAX jobs only)	Any time	
Send result report / Receipt result report	Report printing	Send Result FAX RX Result	Latest send or receipt result	Automatic printout after every sending or receiving operation (No Print Output or Error Only is also optionally available.)	7-4
Activity report	Report printing	Outgoing FAX Rpt Incoming FAX Rpt	Latest 50 send or receipt results	Any time, and automatic printout after every 50 sending/receiving	7-7
Status page	Report printing	Status Page	Registration status of Local FAX Number, Local FAX Name, fax line setting, etc.	Any time	7-8
Reporting of FAX receipt result by Email	PC	FAX RX Result	Fax receipt	Fax reception is reported by email.	7-9

Checking FAX Job History

> **NOTE**
> Even when job accounting is enabled, 50 each of send and receipt results are displayed regardless of the account ID.
>
> For details of the job history check, refer to the following:
> ➡ Machine's *Operation Guide*

Displaying Job Log Screen

1 **Display the screen.**

[**Status/Job Cancel**] key > [▲] [▼] key > [**FAX Job Log**] > [**OK**] key > [▲] [▼] key > [**Outgoing FAX Log**] or [**Incoming FAX Log**] > [**OK**] key

> **NOTE**
> To check the fax save log, select [**Status/Job Cancel**] key > [▲] [▼] key > [**Store Job Log**] > [**OK**] key.

2 **Check**

Select the [◄] or [►] key to check the details of the job.

Printing Administrative Reports (Result Report Setting)

You can print various administrative reports to check the results of fax transmission or the status of the functional setup.

Send Result Reports

Each time you send a fax, you can print a report to confirm whether the fax was sent successfully. You can also print the transmitted image in the send result report.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**Report**] > [**OK**] key > [▲] [▼] key > [**Result Rpt Set.**] > [**OK**] key > [▲] [▼] key > [**Send Result**] > [**OK**] key > [▲] [▼] key > [**FAX**] > [**OK**] key

2 **Configure the function.**

1 [**Off**] (not to print), [**On**] (to print), [**Error Only**], or [**Specify Each Job**] > [**OK**] key
If you selected [**On**], [**Error Only**] or [**Specify Each Job**], printing of the transmitted image can be set.

> **NOTE**
> When [**Specify Each Job**] is selected, it is possible to set a send result report when transmitting.
> → FAX TX Report (page 3-21)

2 [**Off**] (not printing the transmitted image), [**Partial Image**] (print part of the transmitted image at full size), or [**Full Image**] (print the entire transmitted image at reduced size) > [**OK**] key

With transmitted image   **Without transmitted**
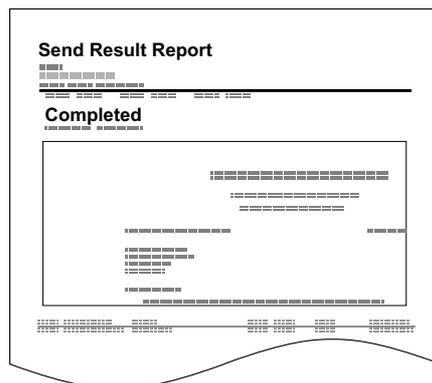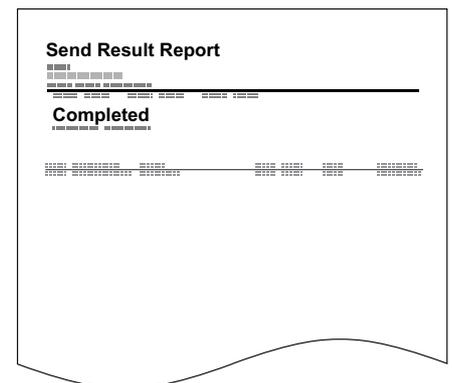
Report for Job Canceled before Sending

Print a send result report when the job is canceled before being sent.

> **NOTE**
> This is not displayed if E-mail/Folder and Fax are both set to [**Off**] in [**Send Result**].

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**Report**] > [**OK**] key > [▲] [▼] key > [**Result Rpt Set.**] > [**OK**] key > [▲] [▼] key > [**Send Result**] > [**OK**] key > [▲] [▼] key > [**CancelBeforeSend**] > [**OK**] key

2 Configure the function.

[**On**] or [**Off**] > [**OK**] key

Recipient Format

Select the Recipient Format for the send result report.

The name and destination that appear on the Send Result Report are taken from the information stored in the address book.

If [**Dest. or Name**] is selected, either the name (destination name) or the destination (FAX No.) stored in the address book is shown. When both a name and an address are saved in the address book, the name is displayed.

If [**Dest. and Name**] is selected, both the name (destination name) and destination (FAX No.) are shown.

When the destination was directly entered, only the destination (FAX No.) is shown.

> **NOTE**
> This is not displayed if E-mail/Folder and Fax are both set to [**Off**] in Send Result Reports.

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**Report**] > [**OK**] key > [▲] [▼] key > [**Result Rpt Set.**] > [**OK**] key > [▲] [▼] key > [**Send Result**] > [**OK**] key > [▲] [▼] key > [**Dest. Info.**] > [**OK**] key

2 Configure the function.

[**Dest. or Name**] or [**Dest. and Name**] > [**OK**] key

FAX RX Result Reports

Each time you receive a fax, you can print a report to confirm whether the fax was received successfully.

> **NOTE**
> Fax receipt can also be notified by e-mail instead of checking the receipt result report.
>
> → Reporting FAX Receipt Result by E-mail (page 7-9)

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**Report**] > [**OK**] key > [▲] [▼] key > [**Result Rpt Set.**] > [**OK**] key > [▲] [▼] key > [**FAX RX Result**] > [**OK**] key

2 Configure the function.

[**Off**] (not to print), [**On**] (to print) or [**Error/SubAddress**] > [**OK**] key > [**Report Print**] > [**OK**] key

FAX RX Result Report

Completed
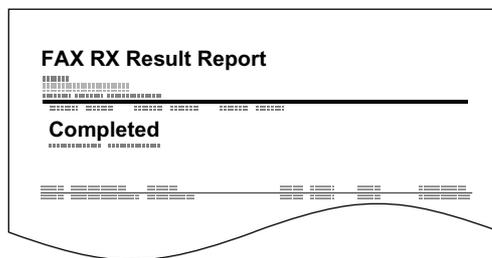
Activity Report (Outgoing FAX Report and Incoming FAX Report)

Activity reports are reports of both the sent faxes and the received faxes. Each report lists the history of the latest 50 sent or received fax data. When automatic printout is selected, a report is printed out automatically after every 50 faxes sent or received.

Printing Activity Reports

The latest 50 sent or received fax data are printed as a report.

1 Display the screen.

[**Status/Job Cancel**] key > [▲] [▼] key > [**FAX Job Log**] > [**OK**] key

2 Print

1 Select [**Outgoing FAX Rpt**] to print the sent fax report, and select [**Incoming FAX Rpt**] to print the received fax report.

2 [**OK**] key > [**Yes**]
The report is printed.
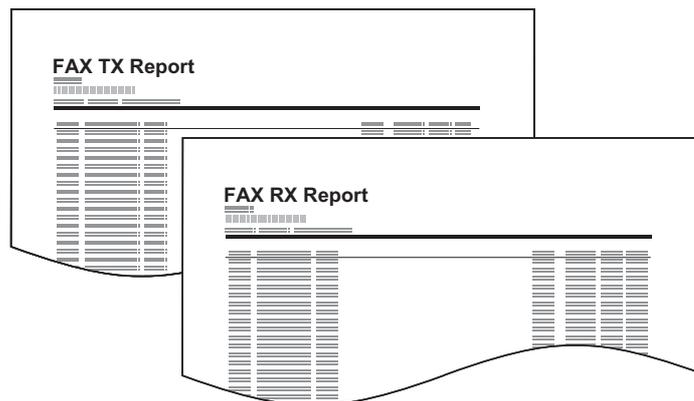
Automatic Printout

An activity report is printed out automatically after every 50 faxes sent or received.

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**Report**] > [**OK**] key > [▲] [▼] key > [**Admin Rpt Set.**] > [**OK**] key > [▲] [▼] key > [**Outgoing FAX Rpt**] or [**Incoming FAX Rpt**] > [**OK**] key

2 Configure the function.

[**Off**] (not to print) or [**On**] (to print) > [**OK**] key

Status Page

A status page provides the current status of machine. FAX-related information includes the Local FAX Number, Local FAX Name, fax line setting, etc. You can print it out as necessary.

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**Report**] > [**OK**] key > [▲] [▼] key > [**Report Print**] > [**OK**] key

2 Print

[▲] [▼] key > [**Status Page**] > [**OK**] key > [**Yes**]
A status page is printed.

Status Page
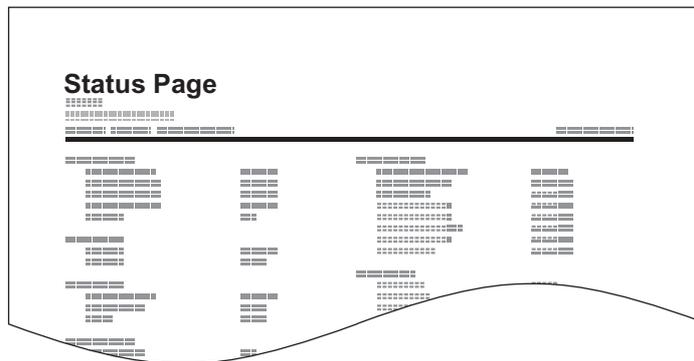
Reporting FAX Receipt Result by E-mail

Fax receipt can also be notified by e-mail instead of checking the receipt result report.

```
Job No.:  000019
Result:   OK
End Time: Sun 24Oct2010 14:53:38
File Name: doc23042006145300

Result Job Type  Address
----------------------------------------------------------------
 OK   FAX     123456


------------------
XX-XXXX
[00:c0:ee:1a:01:24]
------------------
```

> **NOTE**
> This setting is displayed when the FAX RX Result Report setting is [**On**] or [**Error/SubAddress**].
>
> → FAX RX Result Reports (page 7-6)
>
> If the setting is [**Error/SubAddress**], E-mail notification is provided when an error occurs or a sub-address fax is received.

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**Report**] > [**OK**] key > [▲] [▼] key > [**Result Rpt Set.**] > [**OK**] key > [▲] [▼] key > [**FAX RX Result**] > [**OK**] key

2 Configure the function.

1 Select [**On**] or [**Error/SubAddress**].

> **NOTE**
> If [**Off**] is selected, there is no notification of the results of transmissions received.

2 [**OK**] key > [**E-mail**] > [**OK**] key.

> **NOTE**
> If [**Report Print**] is selected, the results of the transmissions received are printed.
>
> → FAX RX Result Reports (page 7-6)

3 Select the destination.

Select from the address book

1 [▲] [▼] key > [**Address Book**] > [**OK**] key

2 Select the destination.

3 Select the [**OK**] key.

Enter the E-mail address

1 [▲] [▼] key > [**Address Entry**] > [**OK**] key

2 Enter the desired e-mail address using the numeric keys.

   For details on character entry, refer to the following:

   ➡ Character Entry Method (page 10-2)

3 Select the [**OK**] key.

Confirmation Screen of Destinations

When selecting [**On**] for [**Check beforeSend**], the confirmation screen of destinations appears after pressing the [**Start**] key.

➡ Machine's *Operation Guide*

Follow the steps below to confirm the destinations.

1 **Check all destinations.**

Select [▲] [▼] key, and confirm every destination.

> **NOTE**
> Always display all of the destinations and check them. The transmission is not possible unless all the destinations are displayed.

2 **Check the details of the destinations.**

Use the following operations to check the details of the destinations.

1 Select the destination to check the details of.

2 [**OK**] key > [**Detail**] > [**OK**] key

3 The details of the destination are displayed. When the check has been completed, select the [**OK**] key.

3 **Change a destination.**

Delete a destination

1 Select the destination you want to delete.

2 [**OK**] key > [**Delete**] > [**OK**] key > [**Yes**]
The destination is deleted.

Add a destination

To add the destination, select [**Cancel**] and then return to the destination screen.

4 **Select [Next].**

When you have finished checking all destinations, select [**Next**].

5 **Press the [Start] key.**

Start sending.

# 8 Fax Settings

This chapter explains the following topics:

Default fax settings

This section explains the fax settings in the system menu.

Operation method

Select the [**System Menu/Counter**] key to show the settings on the message display. Then, select from the settings displayed.

➜ Operation Method (page 2-6)
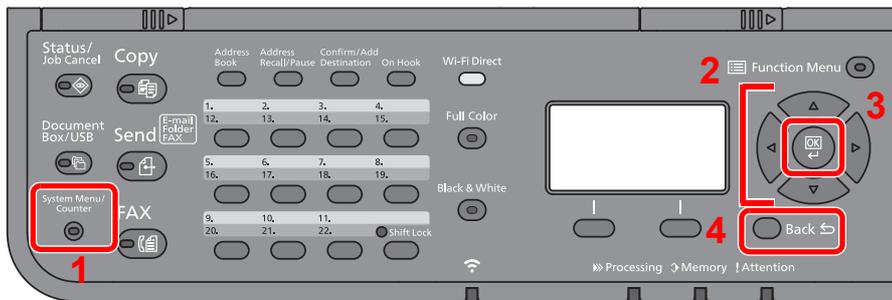
1 Displays the System Menu items.

2 Selects the item displayed or changes the numeric value.

3 Confirms the selected setting.

4 Cancels the current menu setting to return to the menu one level higher.

NOTE

If the login user name entry screen appears during operations, log in by referring to the machine's *Operation Guide* for Administrator User Name and Password.

The factory default login user name and login password are set as shown below.

Model Name	Login User Name	Login Password
ECOSYS M2635dn/ECOSYS M2635dw	3500	3500
ECOSYS M2540dn/ECOSYS M2540dw	4000	4000

If function default settings have been changed, the [**Reset**] key can be selected in each function screen to immediately change the settings.

Refer to System Menu Settings on the following page and configure as needed.

System Menu Settings

Settings for the fax function in the system menu are shown below.

> **NOTE**
> For settings other than fax settings, refer to the following:
>
> ➡ Machine's *Operation Guide*

Item	Description	Reference Page
Report	Print reports to check the machine settings and status, or set various reports for checking the results of sending and receiving.	8-4
Common Settings	Configures overall machine operation.	8-5
Document Box	Configures settings related to the Sub Address Box and Polling Box. For details on Sub Address Box, refer to the following: ➡ Sub Address Box Function (page 5-8) For details on Polling Box, refer to the following: ➡ Polling Communication (page 5-17)	—
FAX	Configures settings for fax functions.	8-6
Edit Destination	Configures Address Book and One Touch Key settings. For details on Address Book, refer to the following: ➡ Adding a Destination (Address Book) (page 2-12) For details on One Touch Key, refer to the following: ➡ Adding a Destination on One Touch Key (page 2-17)	—

Report

Print reports to check the machine settings and status, or set various reports for checking the results of sending and receiving.

Report Print

Item	Description
Status Page	A status page provides the current status of machine. FAX-related information includes the Local FAX Number, Local FAX Name, fax line setting, etc. You can print it out as necessary. ➡ **Status Page (page 7-8)**

Admin Rpt Set.

Item	Description
Outgoing FAX Rpt	An activity report is printed out automatically after every 50 faxes sent. Value: Off, On ➡ **Activity Report (Outgoing FAX Report and Incoming FAX Report) (page 7-7)**
Incoming FAX Rpt	An activity report is printed out automatically after every 50 faxes received. Value: Off, On ➡ **Activity Report (Outgoing FAX Report and Incoming FAX Report) (page 7-7)**

Result Rpt Set.

Item	Description
Send Result	Each time you send a fax, you can print a report to confirm whether the fax was sent successfully. ➡ **Send Result Reports (page 7-4)**
FAX RX Result	When a fax is received, you can be notified by receipt result report or e-mail. ➡ **FAX RX Result Reports (page 7-6)**
Job Finish Notice	Attaches sent images to job finish notices. Value: Do Not Attach, Attach SendImage

Common Settings

Configures overall machine operation.

Sound

Item		Description
Buzzer		Set options for buzzer sound during the machine operations.
	Job Finish	Emit a sound when a job is normally completed. Value: Off, On, FAX Reception Only
FAX Speaker		Adjust the volume of the speaker. Speaker Volume: Volume of the built-in speaker when the line is connected by selecting [**On Hook**] key. Value: 0 Mute, 1 Minimum, 2, 3 Medium, 4, 5 Maximum
FAX Monitor		Adjust the volume of the monitor. Monitor Volume: Volume of the built-in speaker when the line is connected without selecting [**On Hook**] key such as in memory transmission. Value: 0 Mute, 1 Minimum, 2, 3 Medium, 4, 5 Maximum

Orig./Paper Set. (Original/Paper Settings)

Cassette 1 (to 3) Set. (Cassette 1 (to 3) Settings)

Select paper size and media type for Cassettes 1 (to 3).

Item	Description
Cassette 1 (to 3) Size	Set the paper size to load in Cassette 1 and optional paper feeder (Cassette 2 to 3). ⊘ **IMPORTANT** **The following paper sizes can be used for fax reception.** **Inch models: Letter, Legal, Statement** **Metric models: A4, B5, A5-R, A5, Folio**
Cassette 1 (to 3) Type	Set the media type to load in Cassette 1 and optional paper feeder (Cassette 2 to 3). Value: Plain (60 to 105 g/m^2), Rough, Vellum (60 to 220 g/m^2), Recycled, Preprinted*, Bond, Color, Prepunched*, Letterhead*, Thick (106 to 163 g/m^2), High Quality, Custom 1 to 8

* Cannot be used to print received faxes.

MP Tray Set. (Multi Purpose Tray Settings)

Select paper size and media type for the multi purpose tray.

Item	Description
MP Tray Size	Set the paper size for multi purpose tray. ⊘ **IMPORTANT** **The following paper sizes can be used for fax reception.** **Inch models: Letter, Legal, Statement** **Metric models: A4, B5, A5-R, A5, Folio**
MP Tray Type	Set the media type for multi purpose tray. Value: Plain (60 to 105 g/m^2), Transparency*, Rough, Vellum (60 to 220 g/m^2), Labels, Recycled, Preprinted*, Bond, Cardstock, Color, Prepunched*, Letterhead*, Envelope, Thick (106 to 220 g/m^2), High Quality, Custom 1 to 8

* Cannot be used to print received faxes.

Date Setting

Set the date and time for the location where you use the machine.

→ Setting Date and Time (page 2-7)

Timer Setting

Item	Description
Unusable Time	This feature sets a time period during which the machine will not print received faxes. → Unusable Time (page 8-17)

Function Defaults

Item	Description
FAX Resolution	Select the default scanning resolution. Value: 200x100dpi Norm., 200x200dpi Fine, 200x400dpi S.Fin, 400x400dpi U.Fin
Con.scan-FAX	Set the continuous scan defaults. Value: Off, On

Disp. Status/Log

Item	Description
FAX Log	Set the display method of the Status/Log. Value: Show All, Hide All

Show PowerOffMsg

Item	Description
Show PowerOffMsg	Set the mode whether display a confirmation message in power supply off. Value: Off, On

FAX

Settings related to the fax function can be configured.

TX/RX Common

Item	Description
Encryption Key	This is used to register an encryption key for encrypted communication. → Encryption (page 5-23)

Transmission

Item	Description
TTI	The transmit terminal identification (TTI) is the information about the sending machine (transmit terminal) that is printed by the receiving machine on the received fax. The information includes the date and time of transmission, number of pages sent, name and fax number. This machine enables the user to select if the TTI is printed out on the fax on the receiving system. Regarding the location of the information to be printed, you can select inside or outside of the page image being sent. Value: Off, Outside, Inside **NOTE** Normally, the Local FAX Name is printed in the transmit terminal identification (TTI). However, when job accounting has been enabled, and you send originals after entering an Account ID, the Account Name is printed. ➡ TTI (Transmit Terminal Identification) (page 2-8)
Local FAX Name	Register the local FAX name printed in the transmit terminal identification (TTI) area. ➡ Local FAX Name (page 2-8)
Account Name Use	Select whether or not to use account name as local FAX name. Value: Off, On
Local FAX ID	Register the local FAX ID. ➡ Local FAX ID (page 2-9) **NOTE** The Local FAX ID is used for transmission limit purposes. ➡ Transmission Restriction (page 8-10)
Local FAX Number	Register the local FAX number printed in the transmit terminal identification (TTI) area. ➡ Local FAX Number (page 2-9)
FAX Dialing Mode (Inch version only)	Select the telephone line according to the type you are contracted with. Please note that selecting a wrong telephone line will prevent you from sending fax. Value: Tone(DTMF), Pulse(10PPS) ➡ FAX Dialing Mode (page 2-10)
Retry Times	The number of retry times can be changed.
ECM TX	Set whether ECM TX is performed. ECM is a communication mode specified by the ITU-T (International Telecommunication Union) that retransmits data when an error occurs. Fax machines that have ECM mode check for errors as they communicate, preventing distortion of the image due to noise on the line and other conditions. Value: On, Off **NOTE** When there is a large amount of noise on the line, communication may take slightly longer than when [**Off**] is selected.
TX Start Speed	Set the TX Start Speed. When communication conditions are bad, the fax may not be transmitted correctly. In that case, set a lower TX Start Speed. Value: 9600bps, 14400bps, 33600bps **NOTE** Normally this should be used with the default setting.

Reception

Item	Description
FAX Media Type	Specify the paper type to be used for print output of the received fax. Value: All Media Types, Plain, Rough, Vellum, Labels, Recycled, Bond, Cardstock, Color, Envelope, Thick, High Quality, Custom 1 to 8 ➡ Media Type for Print Output (page 4-6)
Rings(Normal)	If the reception method is fax automatic reception, the number of rings until the machine answers a call can be changed as needed. ◎ **NOTE** This setting does not appear in some regions.
Rings(TAD)	If the reception method is FAX/Answering Machine Auto Switch Reception, the number of rings until the machine answers a call can be changed as needed. ◎ **NOTE** This setting does not appear in some regions.
Rings(FAX/TEL)	If the reception method is FAX/TEL Auto Switch Reception, the number of rings until the machine answers a call can be changed as needed. ◎ **NOTE** This setting does not appear in some regions.
Forward Settings	Configure Forward Settings. ➡ Forward Settings (page 5-2)
RX Settings	Select the reception mode. Value: Auto (Normal), Auto (FAX/TEL), Auto (Answering Machine), Manual, Auto (DRD) If Auto (DRD) is selected, select the DRD Pattern. Value: Pattern 1 (Normal Ring), Pattern 2 (Double Ring), Pattern 3 (Short-Short-Long), Pattern 4 (Short-Long-Short) DRD reception mode is available for some countries. ➡ FAX Reception (page 4-2) Manual Reception (page 4-4) FAX/TEL Auto Switch Reception (page 5-27) FAX/Answering Machine Auto Switch Reception (page 5-29) DRD Reception (Available for some countries.) (page 5-31)
Reception Date/Time	Reception Date/Time function adds the reception date/time, sender information and number of pages on the top of each page when the received fax is printed out. It is useful for confirming the time of reception if the fax is from a different time zone. Value: Off, On ➡ Reception Date/Time (page 4-7)
2 in 1 Printing	When you receive a multi-page Statement or A5 size original, this function prints 2 pages of the original at a time on one Letter or A4 size sheet of paper. Value: Off, On ➡ 2 in 1 Print (page 4-7)
Batch Print	When a multi-page fax is received, the pages are printed in a batch after all pages are received. If [Off] is set, each page is printed as it is received. Value: Off, On ➡ Batch Print (page 4-7)
Remote SW Dial	To start fax reception by operation from the connected telephone set, use the following operation. Value: 00 - 99 ➡ Remote Switch Function (page 5-35)
Encryption RX	Turns on reception by encrypted communication. Value: Off, On If turned on, select the encryption key. ➡ Encryption (page 5-23)

Item	Description
Duplex Printing	When received multiple pages of data are the same width, they can be printed out on both sides of paper having the same width as the data. Value: Off, On → Duplex Printing (page 4-7)
ECM RX	Set whether ECM RX is performed. ECM is a communication mode specified by the ITU-T (International Telecommunication Union) that retransmits data when an error occurs. Fax machines that have ECM mode check for errors as they communicate, preventing distortion of the image due to noise on the line and other conditions. Value: On, Off **NOTE** When there is a large amount of noise on the line, communication may take slightly longer than when [**Off**] is selected.
RX Start Speed	Change the RX Start Speed. When communication conditions are bad, the fax may not be received correctly. In that case, set a lower RX Start Speed. Value: 9600bps, 14400bps, 33600bps **NOTE** Normally this should be used with the default setting.

TX/RX Restriction

This function allows you to send or receive originals only when communication requirements are met.

→ Transmission Restriction (page 8-10)

Select Key Set. (Select Key Settings)

If you register a function to the Left Select key or Right Select key, you can quickly set the function when using fax functions.

Item	Description
Left **Right**	You can register one of the following functions to each key. Value: None, Original Size, Original Image, FAX Resolution, Orig.Orientation, Continuous Scan, File Name Entry, JobFinish Notice, FAX Delayed TX, FAX Direct TX, FAX RX Polling, FAX TX Report, Density, Duplex **NOTE** [**FAX TX Report**] is displayed when [**FAX TX Result**] is set to [**Specify Each Job**]. → Send Result Reports (page 7-4)

Dest. Entry(FAX)

Item	Description
Dest. Entry(FAX)	Select whether to permit direct entry of destination. When this option is set to [**Prohibit**], you cannot enter the destination directly. Value: Permit, Prohibit **NOTE** If [**Prohibit**] is set for new destination entry in [**Send**] in system menu, this option cannot be set.

8-9

Transmission Restriction

This function allows you to send or receive originals only when communication requirements are met. Using this function can limit other parties with which you can communicate.

Specifically, you must register communication requirements (Permit FAX No./Permit ID No.) and set the transmission limit in advance. When the machine sends or receives originals, you do not need to perform a special operation for this particular function, and you can operate the machine normally. When sending or receiving has actually started, the machine correctly conducts transmission that meets communication requirements, but when the transmission does not meet the requirements, the machine indicates an error. This mode also allows you to set a [**Reject List**] for Reception Restriction so that reception from senders on the list of Rejected FAX numbers or from senders whose Local FAX Number is not registered are rejected. (You can select whether reception from a party whose local fax number is not registered is allowed or rejected in "Unknown Number Reception".)

> **NOTE**
> Before using transmission restriction, be sure to read the following prerequisites, communication establishing requirements, and reception rejection requirements thoroughly, and consult with the other parties with which you communicate.

	Prerequisites	**Communication Establishing Requirements**
Send Restrictions	• Register Permitted FAX numbers or Permitted ID numbers.* → Registering Permit FAX No. (page 8-11) Registering Permit ID No. (page 8-14) • Send restriction settings are specified in [**Permit+Addr Book**] in Send Restrictions. → Setting Send Restriction (page 8-16) • Register the Local FAX Numbers or Local FAX IDs of other parties.	• The recipient's Local FAX Number matches a Permitted FAX No. registered on the machine. • The recipient's Local FAX ID matches a Permitted ID registered on the machine. • When the number was dialed using the Address Book or One Touch Key, the last 4 digits of the dialed number match the last 4 digits of the recipient's Local FAX Number. (Excludes manual transmissions.)
Reception Restrictions	• Register Permitted FAX numbers or Permitted ID numbers.** → Registering Permit FAX No. (page 8-11) Registering Permit ID No. (page 8-14) • Reception restriction settings are specified in [**Permit+Addr Book**] in Reception Restrictions. → Setting Reception Restriction (page 8-16) • Register the Local FAX Numbers or Local FAX IDs of other parties.	• The sender's Local FAX Number matches a Permitted FAX No. registered on the machine. • The sender's Local FAX ID matches a Permitted ID registered on the machine. • A fax number that matches the last 4 digits of the sender's Local FAX Number is registered in the Address Book on this machine.

*   If there is neither a Permitted FAX No. nor a Permitted ID No. registered for the recipient, sending is not rejected.

**   If there is neither a Permitted FAX No. nor a Permitted ID No. registered for the sender, reception is not rejected.

	Prerequisites	Reception Rejection Requirements
Reception Rejection	• Register Reject FAX numbers.* ➡ Registering Reject FAX No. (page 8-13) • Reception restriction settings are specified in [**Reject List**] in Reception Restrictions. ➡ Setting Reception Restriction (page 8-16)	• The sender's Local FAX Number is not registered. • The sender's Local Fax Number matches a Reject FAX No. registered on the machine.

* If there are no Reject FAX numbers registered, calls are only rejected from senders whose Local FAX Numbers (Indicates local FAX information entries, not the actual line numbers.) are not registered.

Registering Permit FAX No.

> **NOTE**
> Up to 25 Permit FAX numbers can be registered.

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Restrict.**] > [**OK**] key > [▲] [▼] key > [**Permit No. List**] > [**OK**] key

2 Add a permit fax number.

1 [**Menu**] > [▲] [▼] key > [**Add FAX Number**] > [**OK**] key

2 Use the numeric keys to enter a Permit FAX number.

> **NOTE**
> Up to 20 digits can be entered.

3 Select the [**OK**] key.

3 To register another permit fax number, repeat Steps 2-1 to 2-3.

Changing Permit FAX No.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Restrict.**] > [**OK**] key > [▲] [▼] key > [**Permit No. List**] > [**OK**] key

2 **Changing.**

1   Select the Permit FAX No. to be changed.

2   Select the [**OK**] key.

3   Use the numeric keys to reenter the Permit FAX number.

> **NOTE**
> For the procedure for entering a number, refer to the following:
>
> ➡ Registering Permit FAX No. (page 8-11)

4   Select the [**OK**] key.

Deleting Permit FAX No.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Restrict.**] > [**OK**] key > [▲] [▼] key > [**Permit No. List**] > [**OK**] key

2 **Deleting.**

1   Select the Permit FAX No. to be deleted.

2   [**Menu**] > [▲] [▼] key > [**Delete**] > [**OK**] key > [**Yes**]

Registering Reject FAX No.

> **NOTE**
> Up to 25 Reject FAX numbers can be registered.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Restrict.**] > [**OK**] key > [▲] [▼] key > [**Reject No. List**] > [**OK**] key

2 **Add a Reject FAX No.**

1 [**Menu**] > [▲] [▼] key > [**Add FAX Number**] > [**OK**] key

2 Use the numeric keys to enter a Reject FAX number.

> **NOTE**
> Up to 20 digits can be entered.

3 Select the [**OK**] key.

3 **To register another Reject FAX No., repeat Steps 2-1 to 2-3.**

Changing Reject FAX No.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Restrict.**] > [**OK**] key > [▲] [▼] key > [**Reject No. List**] > [**OK**] key

2 **Changing.**

1 Select the Reject FAX No. to be changed.

2 Select the [**OK**] key.

3 Use the numeric keys to reenter the Reject FAX number.

> **NOTE**
> For the procedure for entering a number, refer to the following:

→ Registering Reject FAX No. (page 8-13)

4 Select the [**OK**] key.

Deleting Reject FAX No.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Restrict.**] > [**OK**] key > [▲] [▼] key > [**Reject No. List**] > [**OK**] key

2 **Deleting.**

1 Select the Reject FAX No. to be deleted.

2 [**Menu**] > [▲] [▼] key > [**Delete**] > [**OK**] key > [**Yes**]

Registering Permit ID No.

> **NOTE**
> Up to 10 Permit ID numbers can be registered.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Restrict.**] > [**OK**] key > [▲] [▼] key > [**Permit ID List**] > [**OK**] key

2 **Add a Permit ID No.**

1 [**Menu**] > [▲] [▼] key > [**Add FAX ID**] > [**OK**] key

2 Use the numeric keys to enter Permit ID No. (0000 to 9999).

3 Select the [**OK**] key.

3 **To register another Permit ID No., repeat Steps 2-1 to 2-3.**

Changing Permit ID No.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Restrict.**] > [**OK**] key > [▲] [▼] key > [**Permit ID List**] > [**OK**] key

2 **Changing.**

1 Select the Permit ID No. to be changed.

2 Select the [**OK**] key.

3 Use the numeric keys to reenter the Permit ID number.

> **NOTE**
> For the procedure for entering a number, refer to the following:
>
> ➡ Registering Permit ID No. (page 8-14)

4 Select the [**OK**] key.

Deleting Permit ID No.

1 **Display the screen.**

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Restrict.**] > [**OK**] key > [▲] [▼] key > [**Permit ID List**] > [**OK**] key

2 **Deleting.**

1 Select the Permit ID No. to be deleted.

2 [**Menu**] > [▲] [▼] key > [**Delete**] > [**OK**] key > [**Yes**]

Setting Send Restriction

Restrict the other parties to which you send originals only to the ones registered in Permit FAX No. and Permit ID No. as well as the ones registered in the Address Book.

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Restrict.**] > [**OK**] key > [▲] [▼] key > [**TX Restriction**] > [**OK**] key

2 Configure the function.

To not use the sending restriction, select [**Off**] > [**OK**] key.
To restrict the other parties to which you send originals only to the ones registered in Permit FAX No. and Permit ID No. as well as the ones registered in the Address Book, select [**Permit+Addr Book**].

Setting Reception Restriction

Restrict incoming faxes so that you only receive originals from senders registered in Permit FAX No. and Permit ID No. and senders registered in your Address Book. This mode also allows you to set a [**Reject List**] for Reception Restriction so that reception from senders on the list of Rejected FAX numbers or from senders whose Local FAX Number is not registered are rejected. (You can select whether reception from a party whose local fax number is not registered is allowed or rejected in "Unknown Number Reception".)

➡ Unknown Number Reception (page 8-16)

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Restrict.**] > [**OK**] key > [▲] [▼] key > [**RX Restriction**] > [**OK**] key

2 Configure the function.

To not use the sending restriction
Select [**Off**] > [**OK**] key.

To restrict the other parties from which you receive originals only to the ones registered in Permit FAX No. and Permit ID No. as well as the ones registered in the Address Book
Select [**Permit+Addr Book**].

To block incoming faxes from senders registered in Reject FAX No.
Select [**Reject List**].

Unknown Number Reception

Select whether to receive the fax of that the number is unknown when [**Reject List**] is set for Reception Restriction.

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**FAX**] > [**OK**] key > [▲] [▼] key > [**TX/RX Restrict.**] > [**OK**] key > [▲] [▼] key > [**UnknownNumber RX**] > [**OK**] key

2 Configure the function.

[**Prohibit**] or [**Permit**] > [**OK**] key

To receive faxes from the unknown number
Select [**Permit**].
To reject faxes from the unknown number
Select [**Prohibit**].

Unusable Time

This feature sets a time period during which the machine will not print received faxes.

> ⊘ **IMPORTANT**
> **When Unusable Time is set, in addition to fax printing, all other printing operations are prohibited during the unusable time period, including printing of copy jobs and printer jobs, and printing from USB memory.**
>
> **Faxes and print jobs received during the unusable time period are printed after the unusable time period ends, or when the unusable time period is temporarily canceled.**

> 🔍 **NOTE**
> If the login user name entry screen appears during operations, log in by referring to the machine's *Operation Guide* for Administrator User Name and Password.
>
> The factory default login user name and login password are set as shown below.
>
> | Model Name | Login User Name | Login Password |
> |---|---|---|
> | **ECOSYS M2635dn/ECOSYS M2635dw** | 3500 | 3500 |
> | **ECOSYS M2540dn/ECOSYS M2540dw** | 4000 | 4000 |

1 Display the screen.

[**System Menu/Counter**] key > [▲] [▼] key > [**Common Settings**] > [**OK**] key > [▲] [▼] key > [**Timer Setting**] > [**OK**] key > [▲] [▼] key > [**Unusable Time**] > [**OK**] key

2 Configure the function.

Set the unusable time

[▲] [▼] key > [**On**] > [**OK**] key

1 Set the hours and minutes of the start time.

> 🔍 **NOTE**
> Select the [▲] or [▼] key to enter a number.
>
> Select the [◄] or [►] key to move the position being entered, which is shown highlighted.

2 Select the [**OK**] key.

3 Set the hours and minutes of the end time.

> 🔍 **NOTE**
> Select the [▲] or [▼] key to enter a number.
>
> Select the [◄] or [►] key to move the position being entered, which is shown highlighted.
>
> If the same time is set as the start time and end time, you cannot use all day.

4 Select the [**OK**] key.

Set the cancel code

Specify the code to temporarily cancel the unusable setting during unusable time.

1 Enter Unlock Code (0000 to 9999).

2 Select the [**OK**] key.

> **NOTE**
> To use the machine temporarily during unusable time, enter the Unlock Code and select [**Login**].

Account Management

Account management is user management that specifies the users who can use the machine and job accounting that controls the usage per account. In user accounting, up to 100 users can be managed using User ID and Password. In job accounting, the status of fax use per account can be known for up to 100 accounts for sending of originals and making communication reservation after entering Account ID.

➡ Machine's *Operation Guide*

It will be necessary to log in if user management or department management are enabled.
For the method for logging in, refer to the following:

➡ Login/Logout (page 3-13)

Description of User Accounting

Item	Description
Registration of User	Register user access privileges, User ID and Password.
Enable/Disable User accounting	Enable User accounting.

NOTE
➡ Machine's *Operation Guide*

Description of Job Accounting

Item	Description
Registration of Account	Register Account Name and Account ID. Up to 8 digits can be entered.
Enable/Disable job accounting	Enable job accounting.
FAX send restriction	Restricts the number of fax sheets that can be sent. You can prohibit the use of this sending function or cancel the sending restriction.
Counting of the number of used sheets	You can reset the counting, referring to the number of fax sheets to be sent and the time required for sending fax by all the accounts or by account.
Print of Accounting Report	You can print the printed and sent page numbers that have been counted by all the accounts.

NOTE
➡ Machine's *Operation Guide*

Communication modes subject to job accounting

- Normal transmission
- Delayed transmission
- Broadcast transmission
- Sub address transmission
- Encrypted transmission
- Manual send when dialed from this machine to the receiving system
- Polling reception
- Sending Faxes from PC

Restriction of use function

When you have enabled job accounting, you need to enter an Account ID when performing the following operations.

- Normal transmission
- Delayed transmission
- Broadcast transmission
- Sub address transmission
- Output from Sub address Box
- Encrypted transmission
- Manual send when dialed from this machine to the receiving system
- Polling reception
- Sending Faxes from PC

When job accounting has been enabled, batch transmission function works only for communication to be performed for the same Account ID. The communication to be performed with a different Account ID is not conducted as a batch transmission.

Normally, the Local FAX Name is printed in the transmit terminal identification (TTI). However, when Account Name Used is ON, the Account Name is printed.

9 Troubleshooting

This chapter explains the following topics:

Indicators During Sending/Receiving Operation

The [**Processing**] and [**Memory**] indicators show the fax transmission status.

- The [**Processing**] indicator blinks during fax transmission and reception.

- The [**Memory**] indicator blinks when source data is being stored in memory for memory transmission.

- The [**Memory**] indicator is lit when there is source data stored in the memory for delayed transmission.

Responding to an Attention Indicator Flashes

If the [**Attention**] indicator flashes, check the message display. If the message is not indicated on the message display, check the following.

Symptom	Checkpoints	Corrective Actions	Reference Page
Cannot send fax.	Is the modular cord connected correctly?	Connect the modular cord correctly.	—
	Is Permitted FAX No. or Permitted ID No. registered correctly?	Check Permitted FAX No. and Permitted ID No.	*8-10*
	Has a communication error occurred?	Check error codes in the TX/RX Result Report and Activity Report. If the error code starts with "U" or "E", perform the corresponding procedure.	*9-6*
	Is the destination FAX line busy?	Send again.	—
	Does the destination FAX machine respond?	Send again.	—
	Is there an error other than above?	Contact your Service Representative.	—

Precautions When Turning Power OFF

To power off the machine, press the Power switch. You cannot automatically receive a fax when the power switch is turned off.
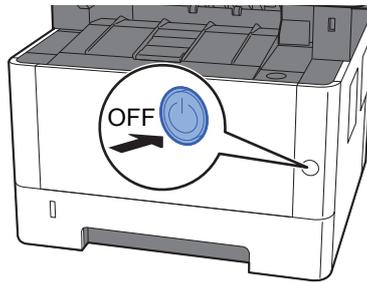
The confirmation message for power supply off is displayed.

It takes about 3 minutes for power off.

➡ Show PowerOffMsg (page 8-6)

Messages

When an error occurs, the display may show one of the messages listed below. These will help you identify and correct the problem.

> **NOTE**
>
> When a transmission error occurs, a sent/receipt result report is produced.
>
> Check the error code shown in the report and refer to the following:
>
> ➡ Error Code List (page 9-6)
>
> To print the sent/receipt result report, refer to the following:
>
> ➡ Send Result Reports (page 7-4)
>
>   FAX RX Result Reports (page 7-6)
>
> You may also check error codes using the activity report.
>
> ➡ Activity Report (Outgoing FAX Report and Incoming FAX Report) (page 7-7)

Message	Checkpoint	Corrective Action	Reference Page
Cannot use this function. **>> FAX Transmission**	—	This job is canceled because it is restricted by User Authorization or Job Accounting. Select the [**OK**] key.	—
Error occurred. Turn the power switch off and on.	—	System error has occurred. Turn the main power switch OFF and then ON.	—
FAX memory is full.	—	FAX cannot be performed any more due to insufficient memory. The job is canceled. Select the [**OK**] key.	—
Incorrect account ID. Job is canceled.	—	The account ID was incorrect when processing the job externally. The job is canceled. Select the [**OK**] key.	—
Incorrect Login User Name or Password. Job is canceled.	—	The login user name or password was incorrect when processing the job externally. The job is canceled. Select the [**OK**] key.	—
Insufficient memory. Cannot start the job.	—	Job cannot be started. Try again later.	—
Job Accounting restriction exceeded. Job is canceled.	Is the acceptable printing count restricted by Job Accounting exceeded?	The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more. This job is canceled. Select the [**OK**] key.	—
Load paper in cassette #.	Is the indicated cassette out of paper?	Load paper. Select [**Paper**] to select the other paper source.	—
Load paper in cassette #. **↑↓ (Displayed alternately)** **Set selected size** **paper and press [OK].**	Is the indicated cassette out of paper?	Load paper. Select [**Paper**] to select the other paper source. Select the [**OK**] key to print on the paper in the currently selected paper source.	—
Machine failure. Call service.	—	An error has occurred in the machine. Make a note of the error code displayed on the message display, and contact your service representative.	—

Message	Checkpoint	Corrective Action	Reference Page
Maximum number of scanned pages. Job is canceled.	Is the acceptable scanning count exceeded?	Cannot scan pages any more. Job is canceled. Select the [**OK**] key.	—
Polling box limit exceeded. Job is canceled.	Is [**OK**] displayed on the screen?	The specified box is full, and no further storage is available; Job is canceled. Select the [**OK**] key. Try to perform the job again after printing or deleting data from the box.	—
Scanner memory is full. Job is canceled.	—	Scanning cannot be performed any more due to insufficient memory. The job is canceled. Select the [**OK**] key.	—
The phone receiver is off the hook. Hang Up.	—	Put down the receiver.	—

Error Code List

When a transmission error occurs, one of the following error codes is recorded in the TX/RX Result Report and Activity Report.

> **NOTE**
> "U" or "E" will appear in the error code depending on the communication speed setting.

Error Code	Possible Cause/Action
Busy	Failed to establish connection with the recipient despite auto redialing the preset number of times. Send again.
CANCELED	Transmission was canceled due to an action to cancel transmission. Reception was canceled due to an action to cancel reception.
E00300 U00300	Paper depletion occurred at the recipient machine. Check with the recipient.
E00430 - E00462 U00430 - U00462	Reception was canceled because of mismatching of communication features with the sender machine although the line connection was established.
E00601 - E00690 U00601 - U00690	Communication was stopped due to the machine failure. Send or receive again.
E00700 U00700	Communication was stopped due to failure on the part of the sender or recipient machine.
E00800 - E00811 U00800 - U00811	Page(s) not sent correctly. Send again. If you still have trouble, reduce TX Start Speed and send again. **NOTE** If the communication error occurs frequently, change the default setting of TX Start Speed in System Menu.
E00900 - E00910 U00900 - U00910	Page(s) not received correctly. Ask the sender to resend. **NOTE** If the communication error occurs frequently, change the default setting of RX Start Speed in System Menu.
E01000 - E01097 U01000 - U01097	Communication error occurred during transmission. Send again. If you still have trouble, reduce TX Start Speed and send again. **NOTE** If the communication error occurs frequently, change the default setting of TX Start Speed in System Menu.
E01100 - E01196 U01100 - U01196	Communication error occurred during reception. Ask the sender to resend. **NOTE** If the communication error occurs frequently, change the default setting of RX Start Speed in System Menu.
U01400	Failed to establish communication with the sender or recipient machine because dialing registered for a tone line system was used in a pulse line system.
E01500	Communication error occurred during high-speed transmission. Send again. If you still have trouble, reduce TX Start Speed and send again. **NOTE** If the communication error occurs frequently, change the default setting of TX Start Speed in System Menu.

Error Code	Possible Cause/Action
E01600	Communication error occurred during reception of high-speed transmission. Ask the sender to reduce the transmission speed and send again. **NOTE** If the communication error occurs frequently, change the default setting of RX Start Speed in System Menu.
E01700 - E01720	Communication error occurred during high-speed transmission. Send again. If you still have trouble, reduce TX Start Speed and send again. **NOTE** If the communication error occurs frequently, change the default setting of TX Start Speed in System Menu.
E01721	Communication error occurred during high-speed transmission. Designated transmission speed may not be available for the recipient machine. Reduce the transmission start speed and send again.
E01800 -E01820	Communication error occurred during reception of high-speed transmission. Ask the sender to reduce the transmission speed and send again or reduce the RX Start Speed in System Menu.
E01821	Communication error occurred during reception of high-speed transmission. Designated transmission speed may not be available for this machine. Ask the sender to reduce the transmission speed and send again or reduce the RX Start Speed in System Menu.
E03000 U03000	During polling reception, a fax could not be received because no originals were set in the other party's fax machine. Check with the other party.
E03200 U03200	Sub address bulletin board reception was attempted and the other party's machine is an our brand model, but the specified sub address box contained no data. Check with the other party.
E03300 U03300	An error occurred due to either 1 or 2 below. Check with the other party. 1 The other party's machine is an our-brand model and transmission restrictions were found set by the other party during polling reception. Communication was interrupted because the password was incorrect. 2 The other party's machine is an our-brand model and transmission restrictions were found set by the other party during sub address bulletin board reception. Communication was interrupted because the password was incorrect.
E03400 U03400	Polling reception was interrupted because the Polling ID entered by the other party did not match the Local FAX ID on the receiving machine. Check with the other party.
E03500 U03500	Sub address bulletin board reception was attempted and the other party's machine is an our brand model, but the specified sub address box was not registered on the other party's machine. Check with the recipient.
E03600 U03600	The other party's machine is an our-brand model and sub address bulletin board reception was interrupted because the specified sub address password was incorrect. Check with the other party.
E03700 U03700	Sub address bulletin board reception was attempted but the other party's machine either does not have a sub address bulletin board communication function or there were no originals in any of the originals transfer boxes (sub address boxes).
E04000 U04000	Specified sub address box is not registered in our brand recipient machine, or the sub address does not match.
E04100 U04100	Recipient machine is not equipped with a sub address box function, or the sub address does not match.
E04200 U04200	Encrypted transmission was canceled because the specified box is not registered.
E04300 U04300	Encrypted transmission was canceled because the recipient fax is not equipped with an encrypted communication function.
E04400 U04400	Encrypted transmission was canceled because the encryption key does not match.

Error Code	Possible Cause/Action
E04500 U04500	Encrypted reception was canceled because the encryption key does not match.
E05100 U05100	Transmission was canceled because communication requirements are not met due to the transmission restriction set on this machine. Check with the recipient.
E05200 U05200	Reception was canceled because communication requirements are not met due to the reception restriction set on this machine.
E05300 U05300	Reception was rejected by the recipient because communication requirements are not met due to the reception restriction set on the recipient machine. Check with the recipient.
E14000 U14000	Reception to the Sub Address Box was stopped because there is no more free space in the memory of this machine. Create free space by outputting the data stored in the memory, or cancel the reception to the Sub Address Box.
E14100 U14100	Transmission to the Sub Address Box or sub address box on our-brand recipient machine was stopped because there is no more free space in the memory of the recipient machine. Check with the recipient.
E19000 U19000	Memory reception was stopped because there is no more free space in the memory of this machine. Create free space by outputting the data stored in the memory, and ask the sender to resend.
E19100 U19100	Transmission was stopped because there is no more free space in the memory of the recipient machine. Check with the recipient.
E19300 U19300	Transmission was stopped due to a data error occurring during transmission. Send again.

Troubleshooting

When a problem occurs, first check the following. If the problem persists, contact your dealer or service representative.

Symptom	Checkpoint	Corrective Action	Reference Page
Cannot send document.	Is the modular cord connected correctly?	Connect the modular cord correctly.	—
	Is *Send error* displayed?	Remedy the cause of error and send again.	9-6
	Is TX (transmission) restriction activated?	Cancel the TX restriction.	8-10
	Are you using an IP telephone line?	You may be able to temporarily clear the communication error by changing the setting of [**TX Start Speed**] in Transmission.	8-7
Cannot perform encrypted communication.	Are the registrations correct both at sender and recipient?	Double-check the registrations both at sender and recipient.	5-23
Cannot use the remote switching function.	Is a pulse line used?	Some phones may transmit tone signals using buttons. Refer to the operation manual of your phone set.	—
	Is the remote switching number correct?	Check the registration. (Default: 55)	8-8
No print output after reception.	Is memory forwarding activated?	Check the forwarding destination.	5-2
Cannot receive document.	Is the modular cord connected correctly?	Connect the modular cord correctly.	—
	Is *Communication error* displayed?	Remedy the cause of error and ask the sender to retry.	9-6
	Is RX (reception) restriction activated?	Cancel the RX restriction.	8-10
	Are you using an IP telephone line?	You may be able to temporarily clear the communication error by changing the setting of [**RX Start Speed**] in Reception.	8-9
Cannot perform memory reception.	Is free space available in the memory?	Receive after the memory has free space, or create free space in the memory.	—
Cannot perform sub address transmission.	Is the recipient fax machine equipped with a sub address transmission feature?	Sub address transmission cannot be performed unless the recipient fax machine has a similar sub address transmission feature.	—
	Is the entered sub address or sub address password identical to the sub address or sub address password registered in the recipient fax machine?	If your entry is correct, check with the recipient. This machine does not use a sub address password for reception.	5-16
	Is free space available in the memory of the recipient fax machine?	Check with the recipient.	—
Cannot perform memory forwarding.	Is memory forwarding set to [**On**]?	Check the memory forwarding setting.	5-2

Symptom	Checkpoint	Corrective Action	Reference Page
Cannot perform memory forwarding using a sub address.	Is the recipient fax machine equipped with a sub address transmission feature?	Sub address transmission cannot be performed unless the recipient fax machine has a similar sub address transmission feature.	—
	Is the entered sub address identical to the sub address registered in the recipient fax machine?	If your entry is correct, check with the recipient. This machine does not use a sub address password for reception.	5-2
Cannot output from a Sub Address Box.	Is the box password been set?	Enter the correct box password.	5-8
Cannot use polling reception.	Is polling transmission being used correctly on the sending machine?	Check with the sending machine.	—
Cannot use sub address bulletin board communication.	Does the other party's fax machine have the same sort of sub address bulletin board communication function?	If the other party's fax machine does not have the same sort of sub address bulletin board communication function, it cannot receive faxes via a sub address bulletin board. Check with the recipient.	—
	Is the entered sub address or sub address password correct?	If your entry is correct, check with the recipient.	—

Common inquiries

The following are the inquiries that are frequently received after this product has been purchased.

	Question	Answer
1	I want to add a completion stamp when sending faxes.	This product does not have a function for completion stamps.
2	I want to send and receive faxes in color.	Fax images are transmitted and received in black and white.

10 Appendix

This chapter explains the following topics:

Character Entry Method

This section explains how to enter characters.

Using the Keys

Use the following keys to enter characters.
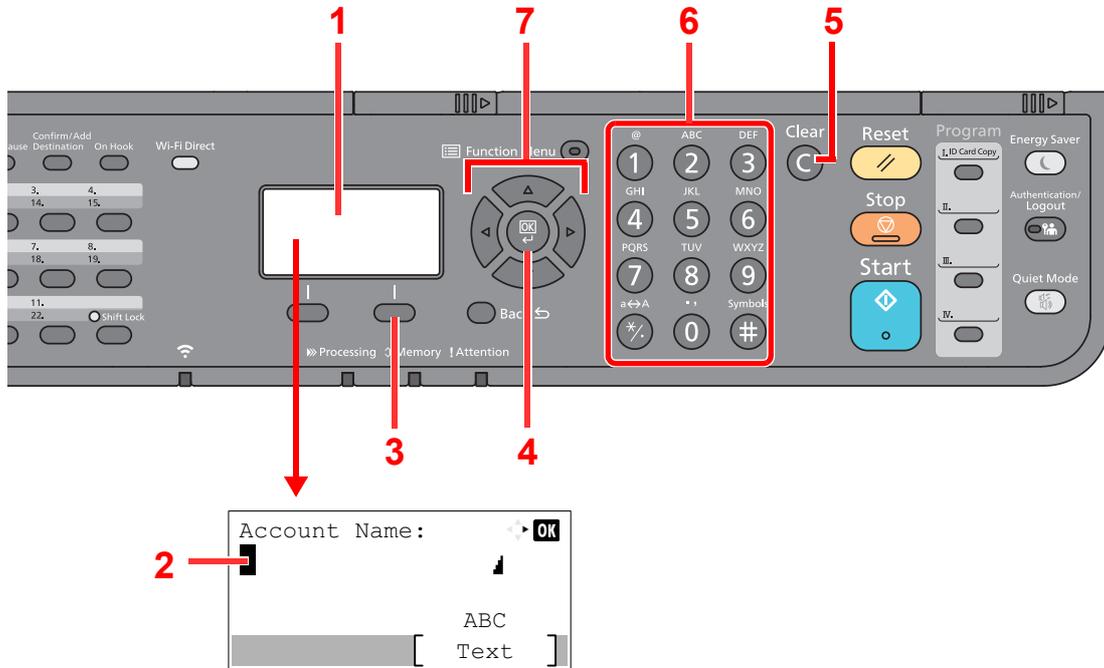
No.	Display/Key	Description
1	Message Display	Displays entered characters.
2	Cursor	Characters are entered at the position of the cursor.
3	Right Select key	Select to select the type of characters you want to enter. (When [**Text**] is displayed)
4	[**OK**] key	Select to finalize entry and return to the screen before the entry. To enter a symbol, select to confirm the selected symbol.
5	[**Clear**] key	Select to delete characters.
6	Numeric keys	Select to enter characters and symbols.
7	Arrow keys	Select to select the entry position, or select a character from the character list.

10-2

Selecting Type of Characters

To enter characters, the following three types are available:

Types	Description
ABC	To enter alphabets.
123	To enter numerals.
Symbols	To enter symbols.

In a character entry screen, select [**Text**] to select the type of characters you want to enter.

```
Account Name:        OK        Account Name:        OK        Symbols:             OK
                                                               !"#$%&'()*+,-./:;<=>
                                                               ?@[\]^_`{|}~€,ƒ„…†‡^‰
                         ABC                      123          <'''""•-—˜™>¡¢£¤¥¦§¨©ª
                    [  Text  ]                [  Text  ]                      [  Text  ]
```
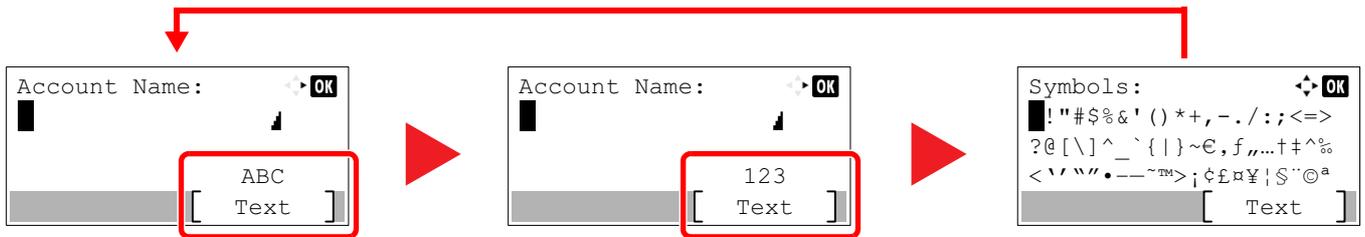
Each time you select [**Text**], the character type switches as follows: [**ABC**], [**123**], [**Symbols**], [**ABC**] ...

Characters That Can be Entered Using the Numeric Keys

The following table lists the characters that can be entered using the numeric keys.

Keys	Characters (Each press of a key changes the character in the order from left to right.)							
.@ **1**	.	@	-	_	/	:	~	1	(Repeats from the first character on the left)
	1 (During number entry)							
ABC **2**	a	b	c	A	B	C	2	(Repeats from the first character on the left)
	2 (During number entry)							
DEF **3**	d	e	f	D	E	F	3	(Repeats from the first character on the left)
	3 (During number entry)							
GHI **4**	g	h	i	G	H	I	4	(Repeats from the first character on the left)
	4 (During number entry)							
JKL **5**	j	k	l	J	K	L	5	(Repeats from the first character on the left)
	5 (During number entry)							
MNO **6**	m	n	o	M	N	O	6	(Repeats from the first character on the left)
	6 (During number entry)							
PQRS **7**	p	q	r	s	P	Q	R	S	7	(Repeats from the first character on the left)
	7 (During number entry)							
TUV **8**	t	u	v	T	U	V	8	(Repeats from the first character on the left)
	8 (During number entry)							

Keys	Characters (Each press of a key changes the character in the order from left to right.)
WXYZ **9**	w x y z W X Y Z 9 (Repeats from the first character on the left)
	9 (During number entry)
. , **0**	. , - _ ' ! ? (space) 0 (Repeats from the first character on the left)
	0 (During number entry)
a↔A **✳/.**	Select to change the character in the cursor position between upper case and lower case.
	"*" or "." (During number entry)
Symbols **#**	! " # $ % & ' ( ) * + , - . / : ;
	< = > ? @ [\ ] ^ _ ` { | } ~
	# (During number entry)
	* Depending on the functions, there are symbols that cannot be entered.

Displays the symbol list. For details, refer to the following:

➡ Entering Symbols (page 10-4)

Entering Symbols

Symbols can be entered.

1 Select the [#] key. Displays the symbol list.

```
Symbols:           ✛ OK
█!"#$%&'()*+,-./:;<=>
?@[\]^_`{|}~€ƒ„…†‡^‰
<‹'"".•––˜™>¡¢£¤¥¦§¨©ª
        [  Text  ]
```
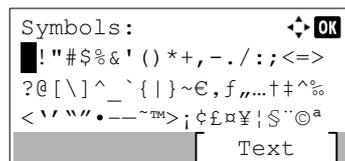
2 Select the [▲], [▼], [►] or [◄] key to move the cursor and select the symbol to be entered.

```
Symbols:           ✛ OK
 !"#$%&'()*+,-./:;<=>
?@[\]^_`{|}~€ƒ„…†‡^‰
<‹'"".•––˜™>¡¢£¤¥¦§¨©ª
        [  Text  ]
```
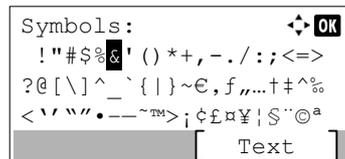
3 Select the [OK] key. The selected symbol is entered.

```
Account Name:      ◄► OK
R&█                    ◢

              ABC
        [  Text  ]
```
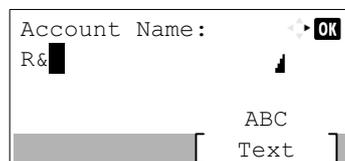
Entering Characters

Follow the steps shown below to enter "R&D" for example.

1 Select the [7] key three times. [r] is entered.

```
Account Name:      ◄► OK
█r                     ◢

              ABC
        [  Text  ]
```
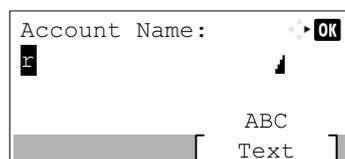
2 Select the [*/.] key. [**r**] changes to [**R**].

```
Account Name:      ← → OK
R                       ◢


                     ABC
                 [  Text    ]
```
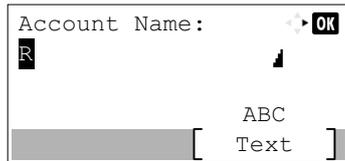
3 Select the [►] key. The cursor moves to the right.

```
Account Name:      ← → OK
R                       ◢


                     ABC
                 [  Text    ]
```
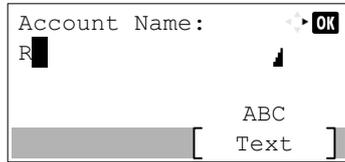
4 Select the [**#**] key. Displays the symbol list.

```
Symbols:           ✛ OK
 !"#$%&'()*+,-./:;<=>
?@[\]^_`{|}~€,ƒ„…†‡^‰
<‹'"""•-—˜™>¡¢£¤¥¦§¨©ª
                 [  Text    ]
```
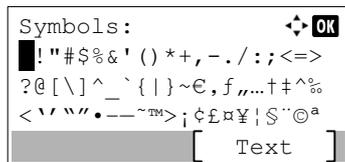
5 Select the [▲] or [▼] key to move the cursor and select [**&**].

```
Symbols:           ✛ OK
 !"#$%&'()*+,-./:;<=>
?@[\]^_`{|}~€,ƒ„…†‡^‰
<‹'"""•-—˜™>¡¢£¤¥¦§¨©ª
                 [  Text    ]
```
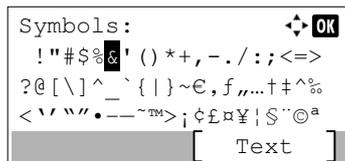
6 Select the [**OK**] key. [**&**] is entered.

```
Account Name:      ← → OK
R&                      ◢


                     ABC
                 [  Text    ]
```
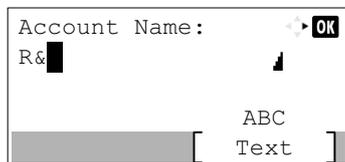
7 Select the [**3**] key four times. [**D**] is entered.

```
Account Name:      ← → OK
R&D                     ◢


                     ABC
                 [  Text    ]
```

8 Select the [►] key.

```
Account Name:      ← → OK
R&D                     ◢


                     ABC
                 [  Text    ]
```
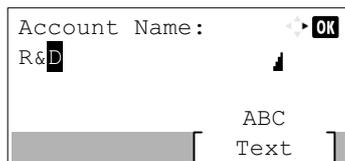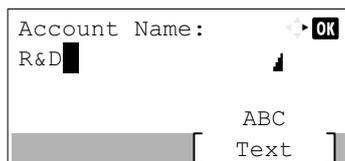
Specifications

> **✓ IMPORTANT**
> **Specifications are subject to change without notice.**

FAX function

Item	Description
Compatibility	G3
Communication Line	Subscriber telephone line
Transmission Time	Less than 3 seconds (33600 bps, JBIG, ITU-T A4-R #1 chart)
Transmission Speed	33600/31200/28800/26400/24000/21600/19200/16800/14400/12000/9600/7200/4800/2400 bps
Coding Scheme	JBIG/MMR/MR/MH
Error Correction	ECM
Original Size	Max. width: 8 1/2"/216 mm, Max. length: 14 1/32"/356 mm
Automatic Document Feed	Max. 50 sheets (with document processor)
Resolution	Scan: 200 × 100 dpi Normal (8 dot/mm × 3.85 line/mm) 200 × 200 dpi Fine (8 dot/mm × 7.7 line/mm) 200 × 400 dpi Super (Super Fine) (8 dot/mm × 15.4 line/mm) 400 × 400 dpi Ultra (Ultra Fine) (16 dot/mm × 15.4 line/mm) Print: 600 dpi
Gradations	256 shades (Error diffusion)
One Touch Key	22 keys
Multi-Station Transmission	Max. 100 destinations
Substitute Memory Reception	256 sheets or more (when using ITU-T A4 #1)
Image Memory Capacity	3.5 MB (standard)(For fax transmission and reception)
Report Output	Send result report, FAX RX result report, Activity report, Status page

Network FAX functions

Item	Description
Hardware	IBM PC-AT compatible computer
Interface	10BASE-T, 100BASE-TX, 1000BASE-T, Wireless LAN support*
Operating system	Windows XP, Windows Server 2003, Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10, Windows Server 2008/R2, Windows Server 2012/R2
Transmission Resolution	200 × 100 dpi Normal (8 dot/mm × 3.85 line/mm) 200 × 200 dpi Fine (8 dot/mm × 7.7 line/mm) 400 × 400 dpi Ultra (Ultra Fine) (16 dot/mm × 15.4 line/mm)
Document Size	Letter, Legal, Statement, A4, A5, Folio, B5(JIS)
FAX Delayed Transmit	Based on settings in the Network FAX Driver (setting is possible to any 1 minute increment within the subsequent 24 hour period)
Transmit and Print	Fax transmission and print out at the machine is available
Broadcast Transmission	Max. 100 destinations
Job Accounting	Requires the input of a Login User Name and Password in the Network FAX Driver when User Login, is turn ON in the fax machine. Requires the input of an Account ID in the Network FAX Driver when Job Accounting, is turned ON in the fax machine.
Cover Page	A format can be selected using the Network FAX Driver or a template can be created.

* Only ECOSYS M2635dw/ECOSYS M2540dw

Menu Map

FAX	Address Book	▶	Address Book (page 3-9)
FAX	Address Recall/Pause	▶	Redial (page 3-3)
FAX	Confirm/Add Destination	▶	Checking and Editing Destinations (page 3-4)
FAX	On Hook	▶	Manual Send (page 3-22)
			Manual Reception (page 4-4)
FAX	[One Touch Keys]	▶	One Touch Key (page 3-10)
FAX	Program	▶	Program (page 3-27)
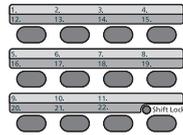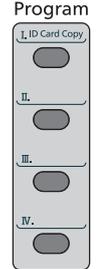
FAX	Function Menu	▶	Original Size (page 3-16)
			Original Image (page 3-16)
			FAX Resolution (page 3-16)
			Orig.Orientation (page 3-17)
			Continuous Scan (page 3-17)
			File Name Entry (page 3-17)
			JobFinish Notice (page 3-18)
			FAX Delayed TX (page 3-19)
			FAX Direct TX (page 3-20)
			FAX RX Polling (page 5-17)
			FAX TX Report (page 3-21)
			Density (page 3-21)
			Duplex (page 3-21)

Status/
Job Cancel
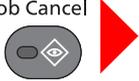
Print Job Status (refer to the machine's *Operation Guide*)	
Send Job Status (refer to the machine's *Operation Guide*)	
Store Job Status (refer to the machine's *Operation Guide*)	
Scheduled Job (page 3-19)	
Print Job Log (page 7-3)	
Send Job Log (page 7-3)	
Store Job Log (refer to the machine's *Operation Guide*)	
FAX Job Log	Outgoing FAX Log (page 7-3)
	Incoming FAX Log (page 7-3)
	Outgoing FAX Rpt (page 7-7)
	Incoming FAX Rpt (page 7-7)
Scanner (refer to the machine's *Operation Guide*)	
Printer (refer to the machine's *Operation Guide*)	
FAX	Line Off (page 3-6, page 4-3)
Toner Status (refer to the machine's *Operation Guide*)	
Paper Status (refer to the machine's *Operation Guide*)	
USB Memory (refer to the machine's *Operation Guide*)	
USB Keyboard (refer to the machine's *Operation Guide*)	
Network (refer to the machine's *Operation Guide*)	
Wi-Fi (refer to the machine's *Operation Guide*)	

System Menu/
Counter

Report (page 8-4)	Report Print (page 8-4)	Menu Map (refer to the machine's *Operation Guide*)
		Status Page (page 7-8)
		Font List (refer to the machine's *Operation Guide*)
	Admin Rpt Set. (page 7-7)	Outgoing FAX Rpt (page 7-7)
		Incoming FAX Rpt (page 7-7)
	Result Rpt Set.	Send Result (page 7-4)
		FAX RX Result (page 7-6)
		JobFinish Notice (page 8-4)
	Job Log History (refer to the machine's *Operation Guide*)	
Counter (refer to the machine's *Operation Guide*)		
System/Network (refer to the machine's *Operation Guide*)		
User /Job Account (refer to the machine's *Operation Guide*)		
User Property (refer to the machine's *Operation Guide*)		

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Common Settings	Language (refer to the machine's *Operation Guide*)	
	Default Screen (refer to the machine's *Operation Guide*)	
	Sound (page 8-5)	Buzzer (page 8-5)
		FAX Speaker (page 8-5)
		FAX Monitor (page 8-5)
	Display Bright. (refer to the machine's *Operation Guide*)	
	Orig./Paper Set. (refer to the machine's *Operation Guide*)	
	Preset Limit (refer to the machine's *Operation Guide*)	
	Measurement (refer to the machine's *Operation Guide*)	
	Error Handling (refer to the machine's *Operation Guide*)	
	Date Setting (page 2-7)	
	Timer Setting	Unusable Time (page 8-17)
	Function Default	FAX Resolution (page 8-6)
		Con.scan-FAX (page 8-6)
	Login Operation (refer to the machine's *Operation Guide*)	
	RAM Disk Mode (refer to the machine's *Operation Guide*)	
	Format SD Card (refer to the machine's *Operation Guide*)	
	Optional Memory (refer to the machine's *Operation Guide*)	
	Disp. Status Log (refer to the machine's *Operation Guide*)	
	USB KeyboardType (refer to the machine's *Operation Guide*)	
	Low Toner Alert (refer to the machine's *Operation Guide*)	
	Show PowerOffMsg (refer to the machine's *Operation Guide*)	
	EnergySaver Set. (refer to the machine's *Operation Guide*)	
Copy (refer to the machine's *Operation Guide*)		
Printer (refer to the machine's *Operation Guide*)		
Send (refer to the machine's *Operation Guide*)		

FAX (page 8-6)	TX/RX Common	Encryption Key (page 5-23)
	Transmission (page 8-7)	TTI (page 2-8)
		Local FAX Name (page 2-8)
		Account Name Use (page 8-7)
		Local FAX ID (page 2-9)
		Local FAX Number (page 2-9)
		FAX Dialing Mode (page 2-10)
		Retry Times (page 8-7)
		ECM TX (page 2-10)
		TX Start Speed (page 2-10)
	Reception (page 8-8)	FAX Media Type (page 8-8)
		Rings(Normal) (page 8-8)
		Rings(TAD) (page 8-8)
		Rings(FAX/TEL) (page 8-8)
		Forword Settings (page 5-2)
		RX Setting (page 8-8)
		RX Date/Time (page 8-8)
		2 in 1 Printing (page 8-8)
		Batch Print (page 8-8)
		Remote SW Dial (page 8-8)
		Encryption RX (page 5-23)
		Duplex Printing (page 8-9)
		ECM RX (page 8-9)
		RX Start Speed (page 8-9)
	TX/RX Restrict. (page 8-10)	
	Select Key Set. (page 8-9)	
	Dest. Entry(FAX) (page 8-9)	
Document Box	Sub Address Box (page 5-8)	
	Job Box (refer to the machine's *Operation Guide*)	
	Polling Box (page 5-17)	
	Select Key Set. (refer to the machine's *Operation Guide*)	
Application (refer to the machine's *Operation Guide*)		
Edit Destination	Address Book (page 2-12)	
	Print List (page 2-16)	
	Address Book Defaults (refer to the machine's *Operation Guide*)	
Adjust/Maint. (refer to the machine's *Operation Guide*)		

Received FAX Sizes and Paper Priority (Metric Model)

When no paper loaded in the cassettes matches the received fax size and orientation, the machine automatically chooses the printing paper according to the following priority.

Priority	Received FAX Size				
	A5	A4	Folio	A4 Long Originals*	Folio Long Originals**
Paper Size 1	A5	A4	Folio	A4	Folio
2	A5-R***	Folio	A4		A4****
3	A4	B5***,*****	A4		A4
4	Folio				
5	B5***				

* A4 Long Originals: Originals longer than A4 in the direction of the paper feed.

** Folio Long Originals: Originals longer than Folio in the direction of the paper feed.

*** Paper orientation is different from the received document. The image is printed after being rotated 90°automatically.

**** The document is printed on this paper when the length of the document received is 351 to 380.4 mm and the cassette set as the Folio size is empty.

***** Images shorter than the A4 vertical length (297 mm) are received and then reduced and printed on B5 paper (horizontal width 182 mm).

: indicates print output on 2 sheets.

NOTE

When a paper type is selected in [**FAX Media Type**], a received fax is printed using the matching paper source.

→ Media Type for Print Output (page 4-6)

Even if [**All Media Type**] is selected, a received fax cannot be printed when the paper type loaded in the paper source is not suitable for fax printouts.

Received FAX Sizes and Paper Priority (Inch Model)

When no paper loaded in the cassettes matches the received fax size and orientation, the machine automatically chooses the printing paper according to the following priority.

		Received FAX Size				
Priority		Statement	Letter	Legal	Letter Long Originals*	Legal Long Originals**
Paper Size	1	Statement	Letter	Legal	Letter	Legal
	2	Statement-R***	Legal	Letter		Letter****
	3	Letter		Letter		Letter
	4	Legal				

* Letter Long Originals: Originals longer than Letter in the direction of the paper feed.

** Legal Long Originals: Originals longer than Legal in the direction of the paper feed.

*** Paper orientation is different from the received document. The image is printed after being rotated 90°automatically.

**** The document is printed on this paper when the length of the document received is 376.6 to 379.3 mm and the cassette set as the Legal size is empty.

: indicates print output on 2 sheets.

> **NOTE**
> When a paper type is selected in [**FAX Media Type**], a received fax is printed using the matching paper source.
>
> → Media Type for Print Output (page 4-6)
>
> Even if [**All Media Type**] is selected, a received fax cannot be printed when the paper type loaded in the paper source is not suitable for fax printouts.

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