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User manual KYOCERA FS-3140MFP
User guide KYOCERA FS-3140MFP
Operating instructions KYOCERA FS-3140MFP
Instructions for use KYOCERA FS-3140MFP
Instruction manual KYOCERA FS-3140MFP

FAX OPERATION GUIDE

FS-3140MFP



Ecosys

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Manual abstract:

@@The symbols and their meanings are indicated below. @@@Specific points of attention are indicated inside the symbol.

.... [General warning] [Warning of danger of electrical shock] [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.

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Appendix-11 iii Safety Information 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. Keep it close to the machine for easy reference.

When using the machine, refer to the Safety Guide (booklet) and the Operation Guide for the machine (on the CD-ROM) for information on the topics below.

· · · Caution Labels Installation Precautions Precautions for Use Loading Paper · · · Toner Container and Waste Toner Box Replacement Clearing Paper Jams Solving Malfunctions Cleaning Power supply/Grounding the machine Do not connect this machine to the same outlet as an air conditioner or copier, etc.



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iv General Notice 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. Trademark Information · Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated. 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. FCC PART 68 REQUIREMENTS 1 This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear 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. This equipment connects to the network via USOC RJ11C. 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. 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. Foes d'incendie, de choc électrique et de blessures. En voici quelques unes: 1 2 3 4 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. 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. Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite. 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 Industry Canada technical specifications" "The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five." The REN (CANADA) of this product is 0.4. CONDITIONS DE L'IC CANADIENNE "Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada." "L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux 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 d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5." Le IES (CANADA) pour ce produit est 0.4. vii Declarations to European Directives DECLARATION OF CONFORMITY TO 2004/108/EC, 2006/95/EEC, 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. Limits and methods of measurement for immunity characteristics of information technology equipment Limits and methods of measurement for radio interference characteristics of information technology equipment Limits for harmonic currents emissions for equipment input current 16A per phase Limitation of voltage fluctuations and flicker in lowvoltage supply systems for equipment with rated current 16A Safety of information technology equipment, including electrical business equipment Terminal Equipment (TE); 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. EN55024 EN55022 Class B EN61000-3-2 EN61000-3-3 EN60950-1 TBR 21 viii Technical regulations for terminal equipment This terminal equipment complies with: TBR21 AN 01R00 AN 02R01 AN 05R01 AN 06R00 AN 07R01 AN 09R00 AN 10R00 AN 11R00 AN 12R00 AN 16R00 DE 03R00 DE 04R00 DE 05R00 AN for P AN for CH and N AN for D, E, GR, P and N AN for D, GR and P AN for D, E, P and N AN for D AN for D AN for P AN for E General Advisory Note National AN for D National AN for D National AN for D DE 08R00 DE 09R00 DE 12R00 DE 14R00 ES 01R01 GR 01R00 GR 03R00 GR 04R00 NO 01R00 NO 02R00 P 03R00 P 04R00 P 08R00 National AN for D National AN for D National AN for D National AN for D National AN for E National AN for GR National AN for GR National AN for GR National AN for N National AN for N National AN for P National AN for P National AN for P ix 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 Belgium Bulgaria Spain Sweden Switzerland The Netherlands United Kingdom Germany Greece Cyprus Czech Denmark Estonia Finland France Liechtenstein Lithuania Hungary Iceland Ireland Italy Latvia Romania Slovakia Slovenia Luxembourg Malta Norway Poland Portugal x Introduction About This Guide This guide consists of the following chapters. Chapter 1 - Part Names and Functions Explains the parts of the machine and keys on the operation panel. Chapter 2 - Preparation Before Use Explains the settings required before using fax. Chapter 3 - FAX Operation (Basic) Explains general usage of the fax function such as sending originals and receiving originals.



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Chapter 4 - FAX Operation (Advanced) Explains convenient fax functions such as setting the transmission time, continuous sending of the same originals to multiple recipients and scheduling the next transmission.

Also explains advanced fax communication such as limiting the destinations and systems from which you receive originals, as well as forwarding, saving, and printing the received originals for each requirement. Furthermore, explains sub address communication functions of the machine that are compatible with other makers' systems and job accounting functions convenient for checking the communication status of fax. Chapter 5 - Checking Transmission Results and Registration Status Explains how to check the status of recent transmissions on the message display. Also, explains how to print administrative reports to check communication results and settings and registration status of the machine. Chapter 6 - Setup and Registration Explains various settings and registration pertaining to functions, such as adjusting the volume of the alarm sound. Chapter 7 - About Network FAX Explains how to use Network FAX functions. Read the Network FAX Driver Operation Guide in the included CD-ROM (online manual) as well. Chapter 8 - Troubleshooting Explains how to respond to error indications and trouble. Appendix Explains character entry and the specifications of the machine. xi Conventions in This Guide The following conventions are used depending on the nature of the description.

*Convention **Bold** [Regular] *Italic* Description Indicates the operation panel keys or a computer screen. Indicates a selection item on the Message Display. Indicates a message displayed on the Message Display. Used to emphasize a key word, phrase or references to additional information. Note Indicates supplemental information or operations for reference.*

Indicates items that are required or prohibited so as to avoid problems. Indicates what must be observed to prevent injury or machine breakdown and how to deal with it. Example Press the Start key. Select [System]. Ready to copy is displayed.

For more information refer to Sleep and Auto Sleep on page 3-5. NOTE: Important IMPORTANT: Caution CAUTION: xii 1 Part Names and Functions This chapter explains the names of parts of the fax device. For other parts, refer to the machine's Operation Guide. · · Operation Panel

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.....1-2 Machine.....

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1-4 1-1 Part Names and Functions Operation Panel For the names of keys and indicators required when functions other than FAX are used, refer to the machine's Operation Guide. Displays the Address Book screen, where you can add destinations. Displays the System Menu/Counter menu screen. Calls the previous destination. Also used to enter a pause when entering a FAX number. Displays the Confirm Destination screen, where you can edit and delete destinations. Displays the Status/Job Cancel screen. Displays the Add Destination screen, where you can add destinations. Switches between on-hook and off-hook when manually sending a FAX. Message Display.

Check what is shown here while operating the machine. Selects the menu displayed at the lower right in the Message Display. Displays the Copy screen. Displays the FAX screen. Blinks while data is sending/ receiving.

Blinks during printing operation. Selects the menu displayed at the lower left in the Message Display. Used to call destinations registered to the one-touch key numbers (1 to 22). Also used to register and delete call destinations. Shifts to switch the one-touch key numbers (1 to 11 and 12 to 22).

Lamp is lit while shifted (12 to 22). Displays the Send screen. Displays the Document Box screen. 1-2 Part Names and Functions 1 Used to select a menu item, move the cursor when entering characters, change a value, etc. Selects the chosen item or finalizes the entered value. Displays the function menu for FAX. Clears entered numbers and characters. Resets settings and displays the basic screen. Puts the machine to sleep or wakes it up. Lit when the machine's

main power is on.

Numeric keys. Enter numbers and symbols. Returns the Message Display to the previous screen. Lights or blinks when an error occurs. Blinks while the machine is accessing the memory. Ends operation (logs out) on the Administration screen. Used to register or recall programs. Cancels the printing job in progress. Starts sending operations and processing for setting operations. 1-3 Part Names and Functions Machine This chapter explains the names of parts of the fax device.

For the parts required when functions other than FAX are used, refer to the machine's Operation Guide. 1 3 4 5 2 1 2 Operation panel Main power switch MP (Multi Purpose) tray LINE connector TEL connector Perform the fax operation with this panel. Set this switch to the ON (I) side when performing the fax or copier operation. The message display lights to enable operation. Set the paper in this tray when using a type of paper other than the cassette (e.g., when using special paper). Connect the modular cord for the telephone line to this connector. When using a commercially available telephone set, connect the modular cord to this connector. 3 4 5 IMPORTANT: You cannot automatically receive a fax when the main power switch is turned off.

To put the machine to sleep, press the Power key on the operation panel. 1-4 Part Names and Functions Document Processor 6 7 1 8 9 10 6 7 8 9 10 Top cover Original width guides Original table Original eject table Opening handle Open this cover when the original jammed in the Document Processor. Adjust these guides according to the original width. Stack the sheet originals on this table. Read originals are ejected onto this table. Hold this handle when opening or closing the Document Processor. 1-5 Part Names and Functions 1-6 2 Preparation Before Use This chapter explains the preparation necessary before the machine is used. There is no need for the customer to undertake this preparation if it has already been carried out by a service representative. Selection of Telephone Line (Inch version only).

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.. 2-2 Selection of Transmit Terminal Identification (TTI)

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..2-3 Setting the TTI information ...

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..... 2-4 Date and Time Entry ..

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...2-6 Connection to PBX (Europe only) ..

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..... 2-8 2-1 Preparation Before Use Selection of Telephone Line (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.

1 2 3 4 5 6 7 FAX Dialing Mode: a b 1 *Tone(DTMF) ***** 2 Pulse(10pps) 3 Pulse(20pps) Press the System Menu/Counter key. Press the or key to select [FAX]. Press the OK key. Press the or key to select [Transmission]. Press the OK key. Press the or key to select [FAX Dialing Mode]. Press the OK key. Press the or key to select [Tone(DTMF)] , [Pulse(10pps)] or [Pulse(20pps)] according to the type of telephone line you are contracted with.



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8 9 Press the OK key. 2-2 Preparation Before Use Selection of Transmit Terminal Identification (TTI) The transmit terminal identification (TTI) is the information about the machine (transmit terminal) to be printed out on the fax on the receiving system. The information includes transmission date and time, the number of transmission pages, and the Local FAX number/ID. 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. 2 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.

1 2 3 4 5 6 7 TTI: ab 1 *Off ***** 2 Outside 3 Inside Press the System Menu/Counter key. Press the or key to select [FAX]. Press the OK key. Press the or key to select [Transmission]. Press the OK key.

Press the or key to select [TTI]. Press the OK key. Press the or key to select the desired location for printing the information or [Off] if you don't want to print it. 8 9 Press the OK key. 2-3 Preparation Before Use Setting the TTI information Register the name (local FAX name), fax number, and local FAX ID printed in the transmit terminal identification (TTI) area. By registering the TTI data, the receiver can easily find out where the FAX came from. Local FAX Name Registration Register the local FAX name printed on in the transmit terminal identification. NOTE: To change the entry, follow the same operation. 1 2 3 4 5 6 7 Local FAX Name: Bb * S ABC [Text] Press the System Menu/Counter key. Press the or key to select [FAX].

Press the OK key. Press the or key to select [Transmission]. Press the OK key. Press the or key to select [Local FAX Name]. Press the OK key. Enter the Local FAX Name to be registered. Up to 32 characters can be entered. 8 NOTE: For details on character entry, refer to Specifications (Fax function) on Appendix-6. 9 Local FAX Information Entry Press the OK key. Register the local FAX information (local FAX number/ID) printed on in the transmit terminal identification (TTI) area.

The Local FAX ID is used for transmission limit purposes. (Refer to Transmission Restriction on page 6-15.) 1 2 3 4 5 Press the System Menu/Counter key. Press the or key to select [FAX]. Press the OK key.

Press the or key to select [Transmission]. Press the OK key. When you register the Local FAX Number, go to next step. When you register the Local FAX ID, go to step 10. Local FAX Number Entry 6 Press the or key to select [Local FAX Number].

2-4 Preparation Before Use 7 Local FAX Number: T b * S Press the OK key. Use the numeric keys to enter the local FAX number to be registered. Up to 20 digits can be entered. or key to move the cursor. 8 2 NOTE: Press the To correct the number, press the Clear key to delete the digits one by one before reentering the number. To delete all entered digits and return to the default screen, press the Reset key. 9 Local FAX ID Entry Press the OK key. 10 Press the or key to select [Local FAX ID]. 11 Press the OK key. Local Fax ID: Db (0000 - 9999) ****1409* 12 Use the numeric keys to enter the local FAX ID number in 4 digits.

13 Press the OK key. 2-5 Preparation Before Use Date and Time Entry Register the date and time of the machine's built-in clock. Because the FAX delayed transmission is conducted based on the time registered here, be sure to register the correct date and time. IMPORTANT: Correct the time displayed on the operation panel regularly. The time displayed may deviate from the current time due to errors. Sys. Menu/Count.: a b 3 System 4 User/Job Account 5 Common Settings ***** [Exit] 1 In the Sys. Menu/Count. menu, press the select [Common Settings].

or key to Common Settings: a b 1 Language ***** 2 Default Screen 3 Sound [Exit] 2 Press the OK key. The Common Settings menu appears. 3 Press the or the OK key. key to select [Date Setting], and press Login User Name: L b ***** Login Password: [Login] A login screen will appear. Then, enter the user ID and password with administrator privileges to log in, and press [Login] (the Right Select key).

Date Setting: ab 1 Date/Time ***** 2 Date Format 3 Time Zone [Exit] 4 The Date Settings menu appears. 5 Time Zone: ab GMT Casablanca *GMT Greenwich ***** +01:00 Amsterdam Press the or key to select [Time Zone]. 6 Press the OK key. Time Zone appears. 7 Press the or the OK key.

key to select your region, and press 2-6 Preparation Before Use Summer Time: ab 1 *Off ***** 2 On 8 Press the or Time appears. key to select [Summer Time]. Summer NOTE: If you select a region that does not utilize summer time, the summer time setting screen will not appear. 2 9 Press the or the OK key. key to select [On] or [Off], and press Date/Time: ab Year Month Day *2010* 01 01 (Time Zone:Greenwich) 10 Press the or key to select [Date/Time], and press the OK key. The screen to enter the date of Date/Time appears. 11 Press the or key to move to the item (Year / Month / Day) you want to enter. Press the or key to set each item. Date/Time: ab Hour Min. Second ***11 : 45: 50 (Time Zone:Greenwich) 12 Press the OK key.

The screen to enter the time of Date/ Time appears. 13 Set the time. Press the or key to move to the item (Hour / Min. / Second) you want to enter. Press the or key to set each item. 14 Press the OK key. Completed. is displayed and the screen returns to the Date Settings menu. 2-7 Preparation Before Use Connection to PBX (Europe only) When using this machine in environment in which PBX (Private Branch Exchange) 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. PBX-Setting Item PSTN/PBX-setting Setting value PSTN PBX Outside call number setting 0-9 00 - 99 Description Use when connecting this machine to a public switched telephone network (default). Use when connecting this machine to PBX. Set a number to access an outside line. For the number, contact the PBX administrator.

1 2 3 4 5 6 7 8 Press System Menu/Counter. Press Press key. Press Press key. Press Press key. or or or or or to select Adjust/Maint. . Press the OK key. to select Service Setting. Press the OK to select FAX Call Set.



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. Press the OK key. to select Exchange Select.. Press the OK to select PBX. Press the OK key.

to select Dial No. to PSTN. Press the OK Use the numeric keys to enter the number to access the outside line. Press the OK key. Press [Exit] (the Right Select key) to return to the basic screen. 2-8 3 FAX Operation (Basic) This chapter explains the following basic operations. Automatic Send

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.... 3-2 FAX Automatic Reception .

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. 3-8 Cancelling Communication....

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3-10 Using the Address Book....

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.....3-13 Using One-touch Keys ..

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.....3-22 Dialing the Same Receiving System (Redial)..

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.... 3-24 3-1 FAX Operation (Basic) Automatic Send General transmission using the numeric keys is explained. Switching to the Send Screen Ready to send. 2009/05/25 1 12:30 Press the FAX key. Check that the basic send screen is displayed. Text+Photo 200x100dpi [Orig.Img] [FAX Res.

] Selection of Transmission Method NOTE: Depending on the settings, the Address Book screen may appear. In this event, press Reset to display the basic screen for sending. 2 There are two transmission methods - memory transmission and direct transmission. The default is memory transmission. To select direct transmission, use the following procedure.

1 2 3 4 5 Press the Function Menu key. Press the or key to select [FAX Direct TX]. Press the OK key. Press the or key to select [On]. Press the OK key. Setting for Direct transmission Off On Description Starts memory transmission. After originals are scanned into memory, the communication starts. Starts direct transmission. Dials the receiving system, and after the communication has started, originals are scanned. NOTE: In direct transmission, you can designate only one destination for one transmission. Memory Transmission (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. This method is very convenient because you can have originals returned to you without waiting for sending of the originals to be completed. It is suitable for sending multiple-page sheet originals. Memory Transmission (When originals are placed on the glass surface) This method is suitable for sending book originals that cannot be placed in the document processor. After originals placed on the glass surface are scanned and stored in the memory, the receiving system is dialed.

3-2 FAX Operation (Basic) 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. Direct Transmission (When originals are placed in the document processor) After the telephone line has connected with the receiving system, scanning of the originals placed in the document processor starts. When multiple-page originals are placed, each page is scanned after the previous one is sent. Direct Transmission (When originals are placed on the glass surface) This method is suitable for sending book originals that cannot be placed in the document processor. After the telephone line has connected with the receiving system, the originals placed on the glass surface are scanned and sent. 3 NOTE: When continuous scan is set, you can continue with scanning of a next original after an original on the glass surface has been sent. Every time one page is scanned, you perform an operation to allow continued scanning. Placing Originals 3 Place the originals on the glass surface or in the document processor. Refer to the machine's Operation Guide for placing originals.

Dial the Receiving System FAX No. Entry: * Bb 4 Enter the fax number of the receiving system using the numeric keys. [Chain] [Detail] NOTE: When you press the numeric keys to enter numbers, the screen changes to the entry screen for the fax number. NOTE: Up to 64 digits can be entered as the fax number of the receiving system. Spaces will be automatically inserted if you use at the end of the row to advance the cursor before entering more characters.

Use or to move the cursor. To correct the number, press the Clear key to delete the digits one by one before reentering the number. To delete all entered digits and return to the default screen, press the Reset key. 3-3 FAX Operation (Basic) Address Recall/Pause Pressing this 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.

FAX No. Entry: 0123456789* Ab Make detailed settings for sending as necessary. Press [Detail] (the Right Select key) to display the FAX Detail menu. Press the or key to select [Sub Address], [Encrypted TX], [TX Start Speed] or [ECM] and change settings, and then press the OK key. [Chain] [Detail] Key Sub Address Description To communicate using the sub address, change this setting. For details, refer to Sub Address Communication on page 4-25. To send faxes using encryption, change this setting. For details, refer to Encryption on page 6-24. To change the transmission start speed, change this setting. Select the speed from 33,600 bps, 14,400 bps, and 9,600 bps.

ECM (error correction mode) is a function to automatically resend an image that has not been correctly sent or received due to the effects of noise on the telephone line during transmission. To change the ECM communication setting, change this setting. On Hook Press this key to connect to the telephone line. When the FAX number has been entered, the machine starts dialing to the receiving system. After pressing this key, you can dial the number of the receiving system using the numeric keys. For details, refer to Manual Send on page 4-8. Dialing methods without using the numeric keys · · · Using the Address Book (Refer to page 3-13.) Using One-touch keys (Refer to page 3-22.) Manual Redial (recall) (Refer to page 3-24.) Encrypted TX TX Start Speed ECM NOTE: In addition to fax, you can include e-mail transmission and/or folder (SMB/FTP) transmission in a single transmission job (Multi Sending).

For details, refer to Sending in the Operation Guide for the machine. 3-4 FAX Operation (Basic) Selecting the Resolution 5 Select the resolution suitable for sending originals. ·200 × 100 dpi (Normal): when sending originals with standard size characters Typical character size: 10.5 point (example: Resolution Resolution) ·200 × 200 dpi (Fine): when sending originals with relatively small characters and thin lines Typical character size: 8 point (example: Resolution Resolution) 3 ·200 × 400 dpi (Super Fine): when sending originals with minute characters and lines Typical character size: 6 point (example: Resolution

Resolution) 400 × 400 dpi (Ultra Fine): when sending originals with minute characters and lines more finely Typical character size: 6 point (example:
Resolution Resolution) NOTE: The default setting is 200 × 100 dpi (Normal).



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The higher the resolution, the clearer the image.

However, higher resolution also means longer send times. Normally, 400 × 400 dpi (Ultra Fine) is recommended. The machine does not support resolution of 300 × 300 dpi when sending faxes. If you have selected 300 × 300 dpi, the machine sends faxes after lowering the resolution to 200 × 200 dpi (Fine). The scan resolution should be equal to or higher than the fax resolution.

If the selected resolutions are not in this condition, the machine automatically adjusts the resolution and changes the selection. 1 2 3 Press the Function Menu key. Press the or key to select [FAX Resolution]. Press the OK key. Press the resolution. or key to select the desired FAX Resolution: ab 1 *200x100dpi Norm. ***** 2 200x200dpi Fine 3 200x400dpi S.Fin 4 5 Press the OK key. 3-5 FAX Operation (Basic) IMPORTANT: · If you select a high resolution, the image becomes clearer. However, the higher the resolution is, the longer the send time is.

When you send originals at a resolution of 200 × 400 dpi (Super Fine) or higher, the fax machine on the receiving system needs to be capable of receiving the originals at such image quality. When the receiving system does not have such capability, originals are sent at an image quality of 200 × 200 dpi (Fine). · Selecting the Density 6 Adjusting the density when scanning originals · 1 2 3 Manual (-3 to +3): You can adjust the density using seven levels. Auto: The optimal density is chosen according to the density of the originals. Press the Function Menu key. Press the or key to select [Density]. Press the OK key. Press the or key to select [Auto] or [Manual]. Density: ab 1 *Auto ***** 2 Manual 4 5 Press the OK key. Proceed to the next step if you selected [Manual] in step 4.

Press the or key to select the desired density. Manual: ab 1 u Lighter -3 ***** 2 v Lighter -2 3 w Lighter -1 6 7 Press the OK key. 3-6 FAX Operation (Basic) Send Start 7 Press the Start key. Transmission begins. 3 Checking the Send Status 1 Press the Status/Job Cancel key. 2 Press the or key to select [Send Job Status]. Send Job Status: a b 0010 b 0123456789 r ***** 0011 p Broadcast 0017 b 9876543210 [Cancel] [Menu] 3 Press the OK key. A list of send job statuses appears. Cancelling the Transmission 1 In the above screen for checking send jobs, press the or key to select the job you want to cancel. Press [Cancel] (the Left Select key).

Send Job Status: a b 0010 b 0123456789 r 0011 p Broadcast 0017 b 9876543210 ***** [Cancel] [Menu] 2 3 Press [Yes] (the Left Select key). This cancels the transmission. NOTE: Pressing the Stop key on the operation panel while originals are being scanned cancels the transmission. 3-7 FAX Operation (Basic) FAX Automatic Reception When using this machine as a FAX-dedicated machine that does not receive telephone calls, set the machine to FAXdedicated reception. No special operation is required when receiving faxes. NOTE: When you are receiving DRD service from a telephone company, change the reception method to [Auto (DRD)]. For details, refer to DRD Reception on page 6-13. Reception Method This machine allows the following five reception methods. Auto (Normal) Auto (FAX/TEL) (Refer to page 6-2.) Auto (TAD) (Refer to page 6-4.

) Auto (DRD) (Refer to page 6-13.) Manual (Refer to page 4-9.) Checking and Changing the Reception Method 1 Press the System Menu/Counter key. 2 3 4 5 6 7 8 9 Press the or key to select [FAX]. Press the OK key. Press the or key to select [Reception]. Press the OK key. Press the or key to select [RX Settings]. Press the OK key. Press the or key to select [Auto(Normal)].

Press the OK key. 3-8 FAX Operation (Basic) Reception Starts 1 When a fax has been sent to you, the machine rings the registered number of times, and then starts receiving the fax. After reception has started, the Receive indicator blinks. 3 NOTE: You can change the number of times the ringing tone rings. (Refer to Rings on page 6-6.

) To cancel the reception, refer to Cancelling Transmission (Disconnection of Communication) on page 3-11. Reception Print 2 Received originals are output on the top tray with the print side facing downward. Up to 500 sheets of plain paper (80 g/m²) can be held on the top tray. However, the number of sheets varies with the condition of the paper to be used. IMPORTANT: · When the number of sheets to be printed exceeds the number of sheets that can be held, remove all the paper on the top tray.

Even if the machine is not capable of printing due to paper running out or a paper jam, it can still receive faxes (memory reception). · 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. 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. NOTE: For the Status screen, refer to the machine's Operation Guide. 3-9 FAX Operation (Basic) Cancelling Communication The method for cancelling communication with this machine differs depending on the transmission method (memory transmission or direct transmission) and communication form. Methods of cancelling in various cases are explained here. Cancelling Memory Transmission (while originals are being scanned) During memory transmission, to cancel scanning of originals, press 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) During memory transmission, to cancel communication after it has started following the completed scanning of originals, use the following procedure. NOTE: If user management is set to On, the administrator or the user who performs the memory transmission can be canceled the job. You can cancel transmission by disconnecting the telephone line. For details, refer to Cancelling Transmission (Disconnection of Communication) on page 3-11. 1 Press the Status/Job Cancel key. 2 3 4 5 Press the or key to select [Send Job Status]. Press the OK key. Press the cancel. or key to select the job you want to Send Job Status: a b 0010 b 0123456789 r 0011 p Broadcast 0017 b 9876543210 ***** [Cancel] [Menu] Press [Cancel] (the Left Select key). 6 Press [Yes] (the Left Select key). Communication is canceled. NOTE: Canceling is also possible by pressing [Menu] (the Right Select key), then selecting [Cancel Job] and pressing the OK key.



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3-10 FAX Operation (Basic) Cancelling and Sending Delayed Transmissions (Queued) To cancel delayed transmissions that are queued, or to send delayed transmissions immediately rather than waiting for the specified time, use the procedure below. 1 Press the Status/Job Cancel key. 2 3 4 5 Press the or key to select [Scheduled Job]. Press the OK key. Press the or key to select the job you want to cancel. Or, select the job you want to send immediately. Press [Menu] (the Right Select key).

Scheduled Job: ab 0011 b Broadcast 0017 b 0324256345 0018 b 0756545865 ***** [Cancel] [Menu] 6 7 8 Press the or key to select [Cancel Job]. Or, select [Start Now] to send the job immediately. Press the OK key. Press [Yes] (the Left Select key). Communication is canceled. Or, communication starts if sending the job immediately. Cancelling Direct Transmission During direct transmission, to cancel communication during transmission, press the Stop key on the operation panel. The originals that have been scanned are ejected, and the screen returns to the default screen for sending. When originals remain in the document processor, take them out. Cancelling Transmission (Disconnection of Communication) When you cancel sending or receiving by disconnecting the telephone line during communication, use the following procedure.

1 Press the Status/Job Cancel key. 2 3 Press the or key to select [FAX]. Press the OK key. 3-11 FAX Operation (Basic) FAX: Communicating... [Line Off] [Log b 4 Press [Line Off] (the Left Select key).] 5 Press [Yes] (the Left Select key). This disconnects the line in communication. Cancelling Polling or Bulletin Board Transmissions To cancel a polling or bulletin board transmission, delete the polling transmission original saved in the polling box. For information on how to delete the saved original, refer to Deleting Originals in a Polling Box on page 4-40. 3-12 FAX Operation (Basic) Using the Address Book You can select the FAX destination from the Address Book. Registering a New Destination You can register new destinations to the Address Book. There are two registration methods - contact registration; and, group registration for registering several contact registrations as a unit. Contact Registration (fax) Up to 100 destinations can be registered.

Destination name, fax number, sub address communication, encryption, transmission start speed, and ECM communication can be registered for each destination. 3 1 2 3 4 5 Addressbook: ab k Design ***** l Fiala l Maury [Menu] Press the System Menu/Counter key. Press the or key to select [Edit Destination]. Press the OK key. Press the or key to select [Addressbook]. Press the OK key. Press [Menu] (the Right Select key). 6 7 8 9 Press the or key to select [Add Address]. Press the OK key. Press the or key to select [Contact]. 10 Press the OK key. Detail: Address Number: 053 [Cb 7/ 7 11 Press the or key to select [Address Number]. Edit] 12 Press [Edit] (the Right Select key). Address Number: (001 - 120) *****053* Db 13 Use the numeric keys to enter any address number between 001 and 120. NOTE: An address number is an identification number for each destination.

You can select any available number out of 120 numbers - 100 for individuals and 20 for groups. 14 Press the OK key. 3-13 FAX Operation (Basic) Detail: Contact Name Sally [Cb 1/ 7 15 Press the or key to select [Contact Name]. Edit] 16 Press [Edit] (the Right Select key). Contact Name: Sally* S [Ab 17 Use the numeric keys to enter the destination name to be displayed in the Address Book. Up to 32 characters can be entered. ABC Text] NOTE: For details on character entry, refer to Specifications (Fax function) on Appendix-6. 18 Press the OK key. Detail: b FAX Number: 0667640000 [Cb 3/ 7 19 Press the or key to select [FAX Number]. Edit] 20 Press [Edit] (the Right Select key).

FAX No. Entry: 0667640000* S Ab 21 Use the numeric keys to enter the destination FAX number. Up to 32 digits can be entered. NOTE: For details on character entry, refer to Specifications (Fax function) on Appendix-6. Address Recall/Pause Pressing this 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. [Detail] FAX Detail: Cb Sub Address: 1/ 4 1234567890123 OOOOOOOOOO [Edit] 22 Press [Detail] (the Right Select key) and then use the or key to select [Sub Address]. If you do not use Sub Address, proceed to step 28. 23 Press [Edit] (the Right Select key). 3-14 FAX Operation (Basic) Sub Address: 1234567890123V Cb S 24 Use the numeric keys to enter the sub address. Up to 20 digits can be entered. NOTE: A sub address can be entered using numerals from 0 to 9, spaces, and characters "#" and "*". 3 25 Press the OK key. 26 Use the numeric keys to enter the sub address password. Up to 20 digits can be entered. NOTE: A sub address password can be entered using numerals from 0 to 9, spaces, and characters "#" and "*". 27 Press the OK key. FAX Detail: Cb Encrypted TX: 2/ 4 Key 02 0000 [Change] 28 Use the or key to select [Encrypted TX]. If you do not use Encrypted TX, proceed to step 38. 29 Press [Change] (the Right Select key).

30 Press the or key to select [On]. 31 Press the OK key. 32 Press the key number. or key to select the desired encryption 33 Press the OK key. NOTE: Register the encryption key in advance. For details, refer to Registering an Encryption Key on page 6-25. 34 Press the or key to select [On] or [Off]. 35 Press the OK key. Proceed to the next step or step 38 when [On] or [Off] is selected in step 34, respectively. 36 Use the numeric keys to enter the encryption box number (4 digits).

37 Press the OK key. 3-15 FAX Operation (Basic) FAX Detail: TX Start Speed: 33600bps Cb 3/ 4 38 Use the or key to select [TX Start Speed] or [ECM] and change settings as necessary, and then press the OK key. [Change] Item TX Start Speed Description To change the transmission start speed, change this setting. Select the speed from 33,600 bps, 14,400 bps, and 9,600 bps. ECM (error correction mode) is a function to automatically resend an image that has not been correctly sent or received due to the effects of noise on the telephone line during transmission. To change the ECM communication setting, change this setting. ECM 39 Use the correctly. or key to check if each item was entered 40 Press the OK key. 41 Press the OK key again. 42 Use the correctly.

or key to check if the destination was set 43 Press the OK key. The destination is added to the Address Book. Group Registration You can register several destinations that have been registered to be contacted as a unit.



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This method is convenient because several destinations can be designated at one time. Up to 20 groups can be registered. NOTE: Group registration requires destinations that have been registered as contact registration. Perform the necessary contact registration in advance. 1 2 3 4 5 Press the System Menu/Counter key. Press the or key to select [Edit Destination]. Press the OK key.

Press the or key to select [Addressbook]. Press the OK key. 3-16 FAX Operation (Basic) Addressbook: ab k Design ***** I Fiala l Maury [Menu] 6 Press [Menu] (the Right Select key). 3 7 8 9 Press the or key to select [Add Address]. Press the OK key. Press the or key to select [Group]. 10 Press the OK key. Detail: Address Number: 019 [Cb 4/ 4 11 Press the or key to select [Address Number]. Edit] 12 Press [Edit] (the Right Select key). Address Number: (001 - 120) *****053* Cb 13 Use the numeric keys to enter any address number between 001 and 120.

NOTE: An address number is an identification number for each destination. You can select any available number out of 120 numbers - 100 for individuals and 20 for groups. 14 Press the OK key. Detail: Group Name: Cb 1/ 4 15 Press the or key to select [Group Name]. [Edit] 16 Press [Edit] (the Right Select key).

Group Name: GUI Section* S [Ab 17 Use the numeric keys to enter the group name to be displayed in the Address Book. Up to 32 characters can be entered. ABC Text] NOTE: For details on character entry, refer to Specifications (Fax function) on Appendix-6. 18 Press the OK key. 3-17 FAX Operation (Basic) Detail: Group Member: 30 [Cb 3/ 4 19 Press the or key to select [Group Member].

Edit] 20 Press [Edit] (the Right Select key). Group Member: p Sally b Morgan G Morgan [Menu] ab 21 Press [Menu] (the Right Select key). 22 Press the or key to select [Add Member]. 23 Press the OK key. 24 Press the or key to select the destination (individual) you want to register to the group. NOTE: You can search for a destination by destination name. 25 Press [Menu] (the Right Select key). 26 Press the or key to select [Select]. 27 Press the OK key. 28 To add more destinations, repeat steps 21 to 27.

29 Press the OK key. 30 Use the correctly. or key to check if the group was set 31 Press the OK key. The group is added to the Address Book. 3-18 FAX Operation (Basic) Selecting a Destination from the Address Book Select a destination registered in the Address Book. Ready to send. 2009/05/25 1 12:30 In the basic screen for FAX, press the Address Book key. 3 Text+Photo 200x100dpi [Orig.Img] [FAX Res.] Select Addr Book: a b t Address Book ***** t Ext Address Book [Exit] 2 Press the or key to select [Address Book].

3 Addressbook: ab k Design ***** I Fiala l Maury [Menu] Press the OK key. Press the or key to select the desired destination. 4 5 Searching for a Destination Press the OK key. The selected destination is registered in the destination list. You can search for a destination registered in the Address Book.

1 2 3 4 Menu: ab 1 Select 2 Detail 3 Search(Name) ***** In the basic screen for sending, press the Address Book key. Press the or key to select [Address Book]. Press the OK key. Press [Menu] (the Right Select key). Press the or key to select [Search(Name)].

5 6 Press the OK key. 3-19 FAX Operation (Basic) Search(Name): ma* S [Ab 7 Use the numeric keys to enter the destination name for which you want to search. ABC Text NOTE: For details on character entry, refer to Specifications] (Fax function) on Appendix-6. 8 Changing/Deleting Registration Contents Press the OK key. The search result appears. You can change or delete the contents of destinations (contact) or groups. 1 2 3 4 5 Address Book: ab k Design ***** I Fiala l Maury [Menu] Press the System Menu/Counter key. Press the or key to select [Edit Destination]. Press the OK key. Press the or key to select [Address Book].

Press the OK key. Press the to edit. or key to select the destination or group 6 7 8 Press [Menu] (the Right Select key). When editing the destination of a contact registration 1 2 3 Press the or key to select [Detail/Edit]. Press the OK key. Change the contents of the destination. For details, refer to steps 11 to 39 in Contact Registration (fax). When editing a group 1 2 3 Press the or key to select [Detail/Edit]. Press the OK key. Change the contents of the group.

For details, refer to steps 11 to 18 in Group Registration. When adding more destinations to the group, refer to steps 19 to 27 in Group Registration. When deleting the destination of a contact registration or group 1 2 Press the or key to select [Delete]. Press the OK key. 3-20 FAX Operation (Basic) 3 Press [Yes] (the Left Select key).

This deletes the selected destination or group. 9 Press the OK key. of the registration contents is reflected on the Address Book. 10 Press [Yes] (the Left Select key). The change or deletion 3 Printing Address List You can print the list of destinations registered in the Address Book.

You can sort the list in the order of names or address numbers of the destinations. 1 2 3 4 5 6 7 8 Press the System Menu/Counter key. Press the or key to select [Edit Destination]. Press the OK key. Press the or key to select [Print List]. Press the OK key. Press the List(No.). or key to select [FAX List(Index)] or [FAX Press the OK key. Press [Yes] (the Left Select key).

The list is printed. 3-21 FAX Operation (Basic) Using One-touch Keys With One-touch keys on the operation panel, you can invoke the Address Book.

Registering a New One-touch Key You can register the destination (contact or group) in the Address Book to a One-touch key. Up to 22 destinations can be registered. 1 In the basic screen for FAX, press the One-touch key that you want to register and hold it (2 seconds). Select Key No.: ab 1 No. 1

***** 2 No. 12 [Exit] 2 Press the or key to select the number to which you want to register the destination. Numbers 12 to 22 are the One-touch key numbers when the Shift Lock key is pressed.

3 4 Press the OK key. Press the or key to select the destination (individual or group) you want to register to the One-touch key from the Address Book. Press the OK key. The destination is added to the Onetouch key. 5 Selecting a Destination by One-touch Key In the destination entry screen, press the One-touch key where the destination is registered.

When recalling from One-touch keys 12 to 22, press the Shift Lock key to turn on the lamp next to the keys, and then press the One-touch key where the destination is registered. 3-22 FAX Operation (Basic) Changing/Deleting Registration Contents You can change the destination registered to a One-touch key to another destination, or delete the registration contents of the One-touch key.



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.....4-9 Remote Switch Function ...

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.... 4-11 Printing/Forwarding Received Documents (Memory Forwarding).....

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.....4-13 Sub Address Communication.

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.... 4-25 Sub Address Box Function.

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..... 4-42 Other Convenient Functions.

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4-46 4-1 FAX Operation (Advanced) Delayed Transmission When you have set a transmission start time, this function automatically sends originals at the preset time. You can use delayed transmission together with the broadcast transmission function, etc. The method for sending originals to one destination after setting the start time is explained here. **IMPORTANT:** If the current time is incorrect, the communication cannot be performed correctly at the specified time. If the indicated current time is incorrect, adjust the time correctly. In this case, adjust the time. For details, refer to Date and Time Entry on page 2-6.
NOTE: You cannot select direct transmission. Set the time from between 00:00 and 23:59 in one-minute increments.

Together with standby transmission and interrupt send, you can set up to 30 destinations for delayed transmission. When two 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. (Refer to Cancelling and Sending Delayed Transmissions (Queued) on page 3-11.) You can change destinations of a delayed transmission any time before the specified transmission time. (Refer to Checking Scheduled Job on page 4-3.) 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. You cannot select destinations using a combination of direct entry and One-touch keys. In the case of broadcast transmission, when you have set two 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.

1 2 3 4 5 6 7 Press the FAX key. Place the originals. Press the Function Menu key. Press the or key to select [FAX Delayed TX]. Press the OK key. Press the or key to select [On]. Press the OK key. 4-2 FAX Operation (Advanced) Start Time: ab Hour Min. ***11*: 45 (Current Time 11:45) 8 Press the or key to move the cursor position, and enter hours and minutes. 9 Press the OK key. 10 Set the destination, and press the Start key. Originals are scanned, and transmission begins at the preset time. 4 Checking Scheduled Job You can check the details of a scheduled job. **NOTE:** For cancelling memory transmission

or sending a scheduled job immediately, refer to *Cancelling Memory Transmission (during communication)* on page 3-10. 1 2 3 4 5 Press the Status/Job Cancel key.

Press the or key to select [Scheduled Job]. Press the OK key. Press the check. or key to select the job you want to Scheduled Job: ab 0011 b Broadcast
***** 0017 b 0324256345 0018 b 0756545865 [Cancel] [Menu] Press [Menu] (the Right Select key).



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