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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA KM-C2525E. You'll find the answers to all your questions on the KYOCERA KM-C2525E in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KYOCERA KM-C2525E
User guide KYOCERA KM-C2525E
Operating instructions KYOCERA KM-C2525E
Instructions for use KYOCERA KM-C2525E
Instruction manual KYOCERA KM-C2525E

OPERATION GUIDE

FAX SYSTEM N

KM-C2520/C2525E/C3225E/C3232E/C4035E



 KYOCERA



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v *Declarations to European Directives* **DECLARATION OF CONFORMITY TO 89/336/EEC, 73/23/EEC, 93/68/EEC and 1999/5/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 low-voltage supply systems for equipment with rated current 16A Safety of information technology equipment, including electrical business equipment EN55024 EN55022 Class B EN61000-3-2 EN61000-3-3 EN60950 The common technical regulation for the attachment requirements for CTR 21 connection to the analogue public switched telephone networks (PSTNs) of terminal equipment (excluding terminal equipment supporting the voice telephony justified case service) in which network addressing, if provided, is by means of dual tone multi-frequency (DTMF) signaling vi Technical regulations for terminal equipment This terminal equipment complies with: TBR21 AN 01R00 AN 02R01 AN 04R00 AN 05R01 AN 06R00 AN 07R01 AN 09R00 AN 10R00 AN 11R00 AN 12R00 AN 16R00 DE 03R00 DE 04R00 . AN for P AN for CH and N General Advisory Note 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 DE 05R00 DE 08R00 DE 09R00 DE 12R00 DE 14R00 ES 01R01 National AN for D National AN for D National AN for D National AN for D National AN for D National AN for D 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 P 04R00 P 08R00 National AN for P National AN for P 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 Belgium Cyprus Czech Denmark Estonia Finland France Germany Greece Hungary Iceland Ireland Italy Latvia Liechtenstein Lithuania Luxembourg Malta Norway Poland Portugal Slovakia Slovenia Spain Sweden Switzerland The Netherlands United Kingdom Safety Instructions Regarding the Disconnection of Power CAUTION: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source. VORSICHT: Der Netzstecker ist die Hauptsoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen. vii This page intentionally left blank. viii Legal and Safety Information 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. Safety Conventions in This Guide Please read the Operation Guide before using the facsimile. Keep it close to the facsimile for easy reference. 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. The symbols and their meanings are indicated below.

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. ix Symbols The symbol indicates that the related section includes safety warnings. 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.



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(fee required) <Note> Due to performance updating, information in this Operation Guide is subject to change without notice. x Important! Please read it first. This Operation Guide contains information on using the facsimile functions of this machine. be sure to read the Operation Guide for your machine as well and maintain both guides in good condition in a location close to the machine. During use, refer to the Operation Guide for your machine for information regarding the sections listed below. . . . Caution Labels Installation Precautions Precautions for Use How to load paper Replacing the toner cartridge and waste toner tank When paper misfeeds Troubleshooting Cleaning the copier Installation Precautions Environment Avoid installing this product in locations where the top or upper rear portion of the unit will be exposed to direct sunlight. Such conditions might adversely effect the unit's ability to detect the correct size of originals and documents. When such a location cannot be avoided, change the direction the unit is facing in order to eliminate exposure to direct sunlight. Power supply/Grounding the product Do not connect this product to the same outlet as an air conditioner or copier, etc. Precautions for Use Caution Do not leave the Document Processor open as there is a danger of personal injury. Other precautions Do not open the front cover or left cover, turn off the power switch, or pull out the power plug while transmitting, receiving, or copying. This product may only be used within the country of purchase due to the different safety and communication standards in each country. (International communication standards, however, make the communication between countries possible.) This product may be inoperable in areas with poor telephone lines or communication conditions. "CALL WAITING" or other telephone company optional services that produce audible tones or clicks on the line can disrupt or cause termination of facsimile communications. No matter what the status of the unit, if the sound of the motor within the unit is audible, never open either the front cover or the left cover, nor turn off the power switch. Return used battery to point of sales. xi Introduction The explanations contained in this Operation Guide have been separated into different sections in order to allow those using a fax for the first time, as well as those well familiar with such operation, to use this machine efficiently, properly and with relative ease. A basic introduction to each section can be found below for reference.

Refer to the related section when using this fax. Important! Please read it first. This section contains notes and cautions on installation and operation that should be read prior to using this fax machine for the first time and then strictly obeyed in order to ensure its safe and proper operation. BE SURE to read the notes and cautions contained in the Operation Guide for your machine as well. 1 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) This section contains explanations on the names of the various parts of this fax and their functions, as well as certain settings and preparations required before you actually use the fax for the first time. Reading the explanations regarding the various features and functions of this fax as well will assist you in its overall use. 2 Fax Operation (Basic Use) This section contains explanations on such basic fax operations as "Sending Documents" and "Receiving Documents Automatically". Reading this section will make it possible for you to perform the basic procedures required to operate this fax machine. 3 Fax Operation (Various Functions) This section contains explanations on attempting procedures that will enable more effective use of this fax by those individuals who have already become somewhat familiar with its basic operation. It includes such instructions as setting the time for a transmission to begin, transmitting the same documents automatically to multiple destinations and for transmitting both sides of duplex (2-sided) documents.

4 Troubleshooting This section contains explanations on handling problems that may occur during operation of this fax. It includes information on responding to error messages that are displayed as well as check points regarding the various settings made. BE SURE to read this section carefully and follow all procedures and cautions precisely. 5 Other Features of this Fax This section contains explanations on using the more specialized functions of this fax for those individuals who have become knowledgeable about and quite comfortable with its operation. It includes such special instructions as how to limit who can transmit and receive documents with this machine as well as on the procedures for receiving confidential documents that should not be seen by third parties. In addition, this fax contains F-Code Based Communication capabilities that enable more functional compatibility with other companies' fax machines and a Restricted Access function that enables the convenient control of fax communication performed with this machine. 6 Managing Information About Your Fax Communications This section contains explanations on checking the message display for information on the conditions surrounding recent fax transmissions and reception. In addition, it includes explanations on how to print out the management reports and lists that contain information about the result of fax communications and other settings made in this fax. xii 7 Various Settings and Registration This section contains explanations on certain settings and registration such as adjusting the volume of the alarm that sounds in the event of some sort of error. Use this section to perform the settings and registration most appropriate to how you use this fax.

8 Optional Equipment This section contains an explanation on the addition of Optional Memory, something which enables the use of the Ultra fine resolution mode and thus allows even clearer fax transmission and reception of documents. 9 Network FAX Settings This section contains explanations on the setup procedure and settings to be performed on the machine in order to use the Network FAX functions. Be sure to read the On-Line Manual on the included CD-ROM as well. 10 Reference Information This section contains information on the specifications for this fax machine, a flowchart of the menus that are shown in the message display and tables with explanations related to various error codes. Use this section as reference when using this fax.

NOTE: This Operation Guide contains information that corresponds to using both the inch and metric versions of these machines. The inch versions of these machines are shown in the screens in this guide. If you are using the metric version, use the messages provided for the inch version as reference only.



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In the body text, only the inch messages are given if these versions differ only in capitalization. When there is even a slight difference in the message, we have listed the information for the inch version followed, in brackets, by the corresponding information for the metric version.

xiii xiv 1 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) This section contains the names of parts and explanations on the general features and functions of this fax. . . . Names of Parts...1-2 Preparations...1-6 Features and Functions of this Fax...

1-11 1-1 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) Names of Parts Main Body Parts The following contains information on the names when this machine is used as a facsimile. Refer to the Operation Guide for your machine for information on other parts of this machine. 7 6 5 8 3 2 2 10 9 1 4 1 2 3 4 Operation panel Telephone jack (T) Line jack (L) Power switch IMPORTANT: Be aware that fax transmission/reception will not be available if the power switch is turned OFF (). To continue to allow fax communication, turn the power off by pressing the Power key on the operation panel. Document Processor This unit is a duplex document feeder from which you can fax both 1-sided and 2-sided originals. 5 6 7 8 9 Document tray Document insert guides Document Processor cover Document eject table Document Processor open/close lever 10 Document set indicator 1-2 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) Operation Panel 9 8 10 11 6 7 5 3 4 1 2 3 4 5 6 7 8 9 Touch panel Numeric keys Start key Fax key/Fax indicator Fax lamp Reset key Stop/Clear key Print Management key System Menu/Counter key 1 2 10 Interrupt key/indicator lamp 11 Power key 1-3 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) Fax Screens The initial screen that appears in the touch panel when you press the [Fax] key in the Copy Operation mode, etc., in order to change to the Fax Operation mode is called the 'basic fax screen'. Press (A), (B), (C) or (D) to switch between the various fax screens as follows: (A) Basic fax screen 1 2 3 Ready for fax transmission. Place the original & assign destination. Dest Memory usage: .

0% OCT-11-2005 16:00 Dest. check Re-dial On-hook 4 Address book Basic Abbrev. Application TX setting Register Print Report Memory TX Auto RX 5 (A) 1 2 3 Message display Number of destinations display Speed-dial keys (B) (C) (D) Current status, the next step in a procedure and error messages are shown in the message display. The number of destinations that you have chosen to dial to is shown in this area. Keys that you have registered to function as either a one-touch key, a group dial key (G), a program key (P) or a chain dial key (C) are displayed here.

Indicates the amount of data stored in memory. As documents are being stored, the bar will move towards 100% indicating that the data stored in memory is increasing. Once it reaches 100%, no more documents can be stored in memory. 4 Memory bar 5 Reception mode select key Press this key when you want to select a different reception mode. The display will change to the reception mode selection screen where you can select the desired reception mode by pressing the [Auto RX], [Manual RX] or [Answering Machine] key, as appropriate.

Option screen Select item. Memory usage: .0% (B) Application screen OCT-11-2005 16:00 Sub.conf. box input Sub.conf. box output Print encr data box Reserved TX status TX result on LCD RX result on LCD TX Polling RX Polling Basic Application Register Print Report (C) Register screen Registering item option screen. Select item for register. Dial Location Info. Date & Time Box TX/RX Restrict.

Fax Forwarding Remote SW dial Remote Test ID Encryption key Network FAX Basic Application Register Print Report 1-4 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) (D) Print Report screen Report printing option screen. Select item. Select size Activity report Confirm. report User set. list Subad conf box list Subad. rel box list Encryption box list One-touch key list Group dial List Program dial list Telephone direc.list Encryption key list NW-FAX set. list Basic Application Register Print Report 1-5 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) Preparations When using the fax functions of this machine for the first time after purchasing your Fax System, perform the procedures as explained in Designating the Type of Phone Line Being Used (Line Type setting) (Inch version only) through Setting the Current Date and Time (Date & Time setting). NOTE: If your service representative performs these settings during set-up of your Fax System, there is no further need for you to perform these procedures. Designating the Type of Phone Line Being Used (Line Type setting) (Inch version only) Set the type of phone line here to correspond to the type of telephone service that you are using.

BE SURE the type of phone line you select here is correct because, if the setting is incorrect, fax communication will be impossible. NOTE: Prior to operation, check the message display to make sure that the touch panel is in the initial mode for fax operation. (Refer to What is the Initial Mode? on page 1-11.) @@The touch panel will return to the initial mode screen. 1 Press the System Menu/Counter key.

The Default Setting screen will appear. 2 Press the [FAX Default] key. System Menu / Counter System Menu Copy Default Scanner Default Machine Default FAX Default Printer Default Document Management Language MP tray Setting Register Orig. Size Job Accounting BOX Management Print Report 3 4 Make sure that Line Type is highlighted and press the [Change #] key. Press either the [Tone Line (DTMF)] key or the [Pulse Line (10PPS)] key, as appropriate. Default setting screen Line Type Back Tone line (DTMF) Pulse line (10 PPS) 5 6 Press the [Close] key. The message display will return to the same screen as was displayed in step 3. If you are finished making settings, press the Reset key to return to the initial mode. 1-6 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) Turning TTI Transmission ON/OFF (TTI setting) The TTI (Transmit Terminal Identifier) refers to information such as the time of the transmission, the number of pages, your station name and fax number, etc. that is automatically sent to the receiving party's fax and printed out on the received documents. With this fax, you can select here whether or not that TTI information will be sent to the receiving party's fax, and if it is whether it will be printed inside or outside the border of the transmitted page.



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NOTE: Prior to operation, check the message display to make sure that the touch panel is in the initial mode for fax operation. (Refer to What is the Initial Mode? on page 1-11.) @@The touch panel will return to the initial mode screen. 1 Press the System Menu/Counter key.

The Default Setting screen will appear. 2 Press the [FAX Default] key. System Menu / Counter System Menu Copy Default Scanner Default Machine Default FAX Default Printer Default Document Management Language MP tray Setting Register Orig. Size Job Accounting BOX Management Print Report 3 4 Press the [] cursor key until TTI is highlighted and then press the [Change #] key. If you want your TTI information to be sent to the other party, press the desired location where you want it to be printed. If you do NOT want it to be sent, press the [Not Printed] key. Default setting screen TTI Back Outside page Inside page Not Printed 5 6 Press the [Close] key. The message display will return to the same screen as was displayed in step 3. If you are finished making settings, press the Reset key to return to the initial mode. 1-7 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) Registering the Information Identifying Your Facsimile (Location Info.

setting) If you register information identifying your station (fax number, station name and station ID) here, it can be sent to the receiving party's fax and printed on the received documents, thereby instantly notifying that party of the source of the fax transmission. NOTE: Use the following procedure as well when you want to change information that is already registered. Prior to operation, check the message display to make sure that the touch panel is in the initial mode for fax operation. (Refer to What is the Initial Mode? on page 1-11.) @@The touch panel will return to the initial mode screen.

1 Press the [Register] key. @@Application TX setting Register Print Report 2 Press the [Location Info.] key. The currently registered information will be displayed. Registering item option screen.

Select item for register. Dial Location Info. Date & Time Box TX/RX Restrict. Fax Forwarding Remote SW dial Remote Test ID Encryption key Network FAX Basic Application Register Print Report NOTE: To register your fax number: Press the [] key and go to step 3. To register your station name: Press the [Own Name] key and go directly to step 5. To register your station ID: Press the [Own ID] key and proceed directly to step 7. Program Fax Parameter. Regist'd contents cnf Own Name Own ID 0000. 3 Registering your fax number Use the numeric keys to enter your fax number. Program Fax Parameter.

Own location tel # Enter using # key. (MAX. 20 digits) Back Delete Space 1-8 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) NOTE: The fax number can be up to 20 digits in length. If you want to clear the currently displayed number from the message display, simply press the Stop/Clear key. If you want to revise the entered number, press the [] or [] cursor key to move the cursor to the number that you want to change. Then press the [Delete] key to delete that number and enter the correct number as desired. 4 5 Press the [OK] key. The message display will return to the same screen as was displayed in step 2. Registering your station name Enter the desired name for your station. (Refer to Entering Characters on page 2-15.

) NOTE: Your station name can be up to 32 characters in length. 6 7 In the Character input screen, press the [End] key. The message display will return to the same screen as was displayed in step 2. Registering your station ID Use the numeric keys to enter the desired station ID (4 digits). Program Fax Parameter.

Own ID Enter using # key. 0000. (4 digits) Back NOTE: If you want to reset the displayed number to 0000, simply press the Stop/Clear key. If you want to revise the entered number, press the [] or [] cursor key to move the cursor to the number that you want to change. Then enter the correct number as desired. 8 9 Press the [Confirm] key. The message display will return to the same screen as was displayed in step 2. If you are finished making settings, press the Reset key to return to the initial mode. Setting the Current Date and Time (Date & Time setting) Set the date and the time that will appear in the message display here. BE SURE that the date and time that you set here are correct since they will serve as a basis for all communications that use the timer. IMPORTANT: Be sure to periodically check the time that is shown in the touch panel on the operation panel, and adjust it to match the current time when necessary. NOTE: Prior to operation, check the message display to make sure that the operation panel is in the initial mode for fax operation. (Refer to What is the Initial Mode? on page 1-11.) @@The touch panel will return to the initial mode screen. 1-9 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) 1 Press the [Register] key.

@@Application TX setting Register Print Report 2 Press the [Date & Time] key. The currently registered information will be displayed. Registering item option screen. Select item for register. Dial Location Info. Date & Time Box TX/RX Restrict. Fax Forwarding Remote SW dial Remote Test ID Encryption key Network FAX Basic Application Register Print Report 3 Use the numeric keys to enter the present date, in order of the month, day and year (day, month and year). Use the [] or [] cursor keys to move the cursor as required. Register date & time. Date/Time Enter using # key.

Date Time 2005-10-09. 15:37. Back 4 Press the [Time] key and then use the numeric keys to enter the present time. NOTE: The time should be entered on a 24-hour basis (00:00 - 23:29). 5 6 Press the [Confirm] key.

The message display will return to the same screen as was displayed in step 2. If you are finished making settings, press the Reset key to return to the initial mode. 1-10 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) Features and Functions of this Fax The following contains explanations about features and functions that should be understood when this machine is used as a facsimile. Switching from the Copy Operation Mode to the Fax Operation Mode This machine was fundamentally designed for use as a copy machine and the default setting is the Copy Operation mode. Therefore, if you want to send a fax to another party it is first necessary to switch to the Fax Operation mode.

However, in terms of receiving a fax, since the Automatic Fax Reception mode is the default setting, fax reception is possible and the documents will be printed out automatically even when the machine is in the Copy Operation mode. When the machine is in the Copy Operation mode, the COPY indicator will be lit.



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To switch to the Fax Operation mode, simply press the Fax key. Once the machine is in the Fax Operation mode, the Fax indicator will light and the touch panel will change to the basic fax screen. What is the Initial Mode? The initial screen that appears in the touch panel when you press the Fax key and change to the Fax Operation mode, or that normally appears in the Fax Operation mode after a successful fax transmission or reception, is called the basic fax screen. The accompanying default settings and related operational status is known as the "initial mode". Ready for fax transmission. Place the original & assign destination. Dest Memory OCT-11 Address book Basic Abbrev.

Application TX setting Register Print Report When the fax machine is in the initial mode for fax operation, Ready for fax transmission will be shown in the message display. Always check the touch panel to make sure that it is in the initial mode and displaying this basic fax screen PRIOR to performing any facsimile operation. The fax machine will also return to the initial mode when the Auto Clear function engages. Message display when Restricted Access is turned ON... Even if the fax machine is in the initial mode for fax operation, the message display will differ if Restricted Access is turned ON. In this case, it is necessary to enter your ID-code or the registered administrator number in order to use the fax. ID-code is set. Memory OCT-11 Enter ID-code.

Dept.Total Clear Enter Print Report If a viable ID-code or the registered Basic Application Register administrator number is entered, the touch panel will change to the standard initial mode for fax operation. NOTE: When Restricted Access is turned ON, it is necessary to enter the registered administrator number in the Restricted Access Login Screen in order to access the various setting and registration procedures of this fax. Even if a viable ID-code that enables fax operation is entered, the menus that correspond to the various management-related setting and registration procedures of this fax will not be available. (Refer to Managing Fax Use by Each Department (Restricted Access) on page 5-68, and the Advanced Operation Guide for your machine.

) 1-11 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) What is the Administrator Number Used For? In order to manage each individual's or each department's use of this fax in the Fax Operation mode and enhance security during Encrypted Communication as well it is necessary to enter the registered administrator number in those cases noted in 1 and 2 below. As you can only register one administrator number, it is recommended that the person-in-charge of managing use of this fax be the one to register that number. NOTE: The factory default administrator number is either 2500 (25/20 ppm model) or 3200 (32/25 ppm and 32/32 ppm models). For more detailed information on the administrator number, refer to the Advanced Operation Guide for your machine. 1 You must enter the administrator number when.

.. . . . 2 . . turning Restricted Access ON and OFF. registering ID-codes. registering Encryption Keys. printing out the Encryption Key List. registering the SMTP authorization password (Registering the Network FAX information) printing out any report or list other than the Activity Report. performing any setting or registration procedure. If Restricted Access is turned ON, you must enter the administrator number when..

. NOTE: It is suggested that you make some sort of note of the new administrator number after changing it. If, for any reason, you lose reference to the number, you will not be able to access to the various setting, registration, modification and deletion procedures of this fax. When You Press the Reset Key... When you want to cancel a procedure part way through, simply press the Reset key. The touch panel will automatically return to the initial mode for fax operation. NOTE: If, however, documents have already been set when you press the Reset key, the displayed size of those documents will remain in the message display. Depending on the status of the operation, there are occasions when pressing the Reset key may have no effect.

Automatically Clearing the Current Settings (Auto Clear function) The Auto Clear function will clear all entered settings and the touch panel will return to the initial mode settings after any type of transmission or print out, or if you do not press any keys within 90 seconds during any procedure. NOTE: If, however, documents are set when the Auto Clear function engages, the displayed size of those documents will remain in the message display. 1-12 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) Using a 3-digit Document Number to Manage Fax Communications (Document Number) The fax uses a 3-digit document number in order to manage each fax communication. This document number is assigned during each procedure and in the order that each communication that uses the timer, as well as each transmission or reception, is accomplished. Check Status of Fax Memory OCT-11 Status of Fax Port Doc #: Dialing.

020. Print 03. Stop The actual timing of the determination of each document number will differ depending upon the operation being carried out. In addition to appearing in the message display, this document number can be verified by checking the Transaction Result display, the Delayed Communication Report that is printed out for each communication that uses the timer or by printing out a Confirmation Report. (Refer to Checking the Result of Transmissions on page 6-2, Printing Out a Confirmation Report on page 6-4, and Turning Print Out of Each Report ON/OFF (Print Report setting) on page 7-2.

) Automatically Engaging the Energy Saving Mode (Auto sleep function) Anytime there is no operation of or activity with this fax (no keys are pressed, no documents are set, nothing is printed out, etc.) for a designated period of time, the Auto sleep function will engage for energy saving purposes and the fixing section heater and fan inside the machine will shut down. The amount of time most copy or fax machines spend waiting for some operation to begin is generally greater than the time actually spent on copying or fax communication. Thus, the energy consumed during that time is a great percentage of the overall energy used by the machine. Shutting down the fixing section heater and fan enables energy and cost reductions by minimizing unnecessary energy consumption while the machine is in this waiting state. NOTE: It is possible to change the amount of time that will elapse before the Auto sleep function is to engage (factory default: 45 minutes). It is recommended that this be set to a longer period of time if the machine is used frequently during the day, and to a shorter time if there are normally long periods between use.



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(Refer the Advanced Operation Guide for your machine.) Once the Auto sleep function engages, the power will be automatically turned OFF and all indications on the operation panel will go out except for the Main Power Indicator. To send a fax or perform other fax operations, simply press the Power key.

If you receive a fax while the Auto sleep function is engaged... Incoming faxes will be received and printed out even when the Auto sleep function is engaged. Energy saving mode Fax reception Warm-up Fax print out 1-13 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) Sending a Fax Directly from a Network Computer (Network FAX functions) Use the Network FAX functions to send a document made on a network computer to the other fax machine, or to receive a document from the other fax machine onto your network computer. The main functions are as follows. Transmission When this fax machine and a computer are connected over the same network, the image data of a document created on the computer can be sent with the Scanner function and then transmitted to the other fax, etc. Reception Documents sent by the other fax machine, etc., will be received by this fax and saved via the Scanner function into a designated folder on the network's server computer (the computer on which the included Scanner File Utility is installed). In this case, the received document will be saved as a PDF or a TIFF file.

Address Book Destination fax numbers can be registered in advance for transmission. Groups of up to 80 fax numbers can be registered in this machine and can be used conveniently for Broadcast Transmission, etc. In addition, it is possible to import CSV format address books created with other applications. 1-14 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) Handling 2 Jobs Simultaneously (Dual Access function) The Dual Access function allows the machine to simultaneously process 2 operations. For example, you can perform the procedure to transmit documents even during an ongoing fax communication.

It is also possible to receive a fax during copying with the received document(s) printed out automatically once the copy operation is completed. Because the Dual Access function is constantly enabled, no matter what operation is currently in progress, you can perform fax transmission procedures anytime that Ready for fax transmission appears in the message display. No special settings are required to use the Dual Access function. Checking the status of a fax communication in progress Press the [Status] ([Act status]) key in the bottom right of the touch panel. The document number and information related to the other party will be displayed.

It is possible to cancel that ongoing communication by pressing the [Stop] key. Press the [Close] key to return to the previous screen. riginal & assign destination. for fax transmission. Memory usage: .0% OCT-11-2005 16:00 Dest. check Re-dial On-hook Abbrev. Application TX setting Register Print Report Status Memory TX Auto RX Checking the status of a print out in progress Press the [Status] ([Act status]) key in the bottom right of the touch panel. Press the [Close] key to return to the previous screen. riginal & assign destination.

for fax transmission. Memory usage: .0% OCT-11-2005 16:00 Dest. check Re-dial On-hook Abbrev. Application TX setting Register Print Report Status Memory TX Auto RX When the Dual Access function is not available There are cases in which the Dual Access function is not available. For example, during a fax communication to one party, you will not be able to receive a fax from another party, nor can you perform setting or registration procedures during any fax transmission or reception. In such cases, perform the desired operation after the current communication is completed. Refer to Table of Operations Available/ Unavailable under Dual Access on page 1-16, for more detailed information regarding which operations can and cannot be performed

simultaneously. NOTE: Communications that use the timer will not be accomplished, even upon reaching the designated time for the communication to begin, until the current operation has been completed. 1-15 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) Table of Operations Available/ Unavailable under Dual Access FAX Memory Transmission (during transmission) Direct Feed Transmission (during scanning or transmission) Memory Transmission (during scanning) Additional operation NW-FAX Copier Reception (during data transmission from the Transmission (during data transmission from Network Scanner Transmission (during fax transmission) Standard Copying (during scanning or Memory Reception (during reception) Memory Reception (during printing) Memory Copying (during scanning) Memory Copying (during printing) Reception (during fax reception) Printer Now Printing Now scanning N Now sending N N Y Y N N Y Y N Y N N Network Scanner Direct Feed Transmission (during scanning or transmission) Memory Transmission (during scanning) Memory Transmission (during transmission) Memory Reception (during reception) Memory Reception (during printing) Standard Copying (during scanning or printing) Memory Copying (during scanning) Memory Copying (during printing) Printer Now Printing Transmission (during data transmission from the PC to the fax) Transmission (during fax transmission) Reception (during fax reception) Reception (during data transmission from the fax to the PC) Now scanning Now sending T WAIN N N N N Y N N Y 2 Y I N N N N N Y 5 N Y N Y N Y Y Y Y N N N Y I N N Y I Y Y Y

NN NN N Y 4 N N Y Y Y Y Y Y N Y Y N Y Y Y Y N N N Y Y Y Y Y N Y N N Y Y Y Y Y N Y Initial operation NW-FAX Copier Y Y Y N N Y 2 Y I N Y Y N N Y 5 N Y Y Y Y Y N N Y Y Y Y Y N Y 4 Y N Y N N N Y Y Y Y N Y 5 N N Y Y Y N Y 3 N N N N Y 5 Y N Y Y Y N Y N Y Y Y Y I N N Y Y Y

Y N FAX Y Y Y N Y 5 Y Y N N Y Y Y Y Y Y N N N N Y I N Y 5 Y Y Y N N N N N N N N N N N Table codes The numbers and symbols shown in the table above refer to the following: N: The additional operation will NOT work with the initial operation. Y: The additional operation will work unconditionally with the initial operation. Y and numeral: The additional operation will work with the initial operation under certain conditions. The adjoining numerals refer to the following conditions: 1 2 3 4 Switching to the Printer Screen will not be available even during printing while scanning documents. Cannot switch to the Copier Screen. Printing will start once it becomes possible after the initial printing operation is completed.

Neither the initial operation nor the additional operation will be printed automatically, and they will enter a waiting state. To print either job, press the Print Management key and select the desired job.

Neither the initial operation nor the additional operation will be printed automatically, and they will enter a waiting state. To print either job, press the Print Management key and select the desired job.

Neither the initial operation nor the additional operation will be printed automatically, and they will enter a waiting state. To print either job, press the Print Management key and select the desired job.



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If the Network Scanner is set to 'Continuous TX ON', 'Transmitting or compressing' will, once transmission is completed, once again revert to scanning in the Scanning Setting screen, so the additional operation will not start. 5 1-16 TWAIN N N Y Y N N N Y N N Y N N Y N N N Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) Sending Multiple Sets of Documents in One Batch (Batch Transmission function) Any time the destination as well as the scheduled time of transmission is the same for separate sets of documents in memory, up to 10 of these multiple sets of documents will be automatically pooled together and transmitted during the same communication. This Batch Transmission function eliminates the need for you to dial the same destination multiple times, thereby lowering communication costs.

NOTE: Direct Feed Transmissions will not be included in a Batch Transmission. If you register the same destination fax number for two separately scheduled Broadcast Transmissions, those transmissions will not be included in a Batch Transmission even if they are scheduled for the same time. When the start time for a scheduled communication arrives and another communication to the same party is currently waiting for automatic redialing, both communications will be grouped together and sent using Batch Transmission. When Restricted Access is turned ON, only communications that were scheduled using the same ID-code will be sent using Batch Transmission. Therefore, if different ID-codes were used when scheduling two separate communications, those documents will be transmitted separately even if the destination and the scheduled time of transmission are the same. Rotating the Document Image for Transmission (Rotate & Transmit function) If 11 × 8 1/2" [A4] (width-wise) size documents are set in the Document Processor or on the platen, this function will automatically rotate the scanned data 90° counter-clockwise and transmitted them as 8 1/2 × 11" [A4] (length-wise) documents. NOTE: To enable the Rotate & Transmit function for documents set in the Document Processor, you must select Standard size when setting the document size for scanning from the Document Processor. (Refer to Setting the Document Size for Scanning from the Document Processor (Scan from DP setting) on page 7-10.) The Rotate & Transmit function will only engage for 11 × 8 1/2" [A4] size documents. Verifying IDs With the Other Party Using F-Codes (F-Code Based Communication) F-Code Based Communication involves fax communication that includes certain codes (in the form of numbers and symbols), the base of a protocol that has been adopted for use by other facsimile manufacturers as well.

By using these codes, methods of confidential communication previously available only between facsimiles that were both from the same manufacturer are now becoming possible between models from different manufacturers. This fax has such F-Code capabilities. By using an F-Code Box that has been registered in this machine and designated for F-Code Based Communication to transmit and receive documents, you can perform Confidential and Bulletin Board Communications, as well as Relay Broadcast Communications, between this machine and models from other manufacturers. 1-17 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) In order to perform an F-Code Based Communication, the other party's fax must have F-Code Based capabilities specific to the communication you are attempting. Therefore, you should thoroughly discuss in advance with the party you plan to communicate with the capabilities of your respective models before attempting to transmit or receive using F-Code Based Communications. Refer to Communicating Using F-Codes (F-Code Based Communication) on page 5-14, for a more detailed information regarding the F-Code Based Communication capabilities of this fax. Receiving Documents Even When Paper Has Run Out (Memory Reception function) When you cannot print out because paper has run out or a paper jam occurs, the data for all received documents will be temporarily stored in memory and will then be printed out automatically once printing is enabled. IMPORTANT: If, for any reason, power to the fax is disconnected or lost, data received into memory may be lost. Ask the other party to retransmit any documents for which data was lost. (Refer to page 4-2.

) Rotating Received Data to Fit the Available Paper (Rotate Received Data function) Even if the orientation of the received documents and of the paper set in the drawers differs, if their size is the same (11 × 8 1/2" [A4]), this function will automatically rotate the received data 90° counter-clockwise before printing it out. No special settings are required to use this function. NOTE: If paper of the same size is set in different orientations, depending on the type of communication that is involved, there are times when rotation of the received data is not possible. For further information on paper orientation, refer to Paper Size and Priority Feed Chart (Inch version) on page 10-5, and Paper Size and Priority Feed Chart (Metric version) on page 10-7. If the transmitting party's TTI information is set to be printed outside the border of the transmitted page, received data cannot be rotated and the received image will be reduced slightly to enable the appropriate information to be printed out.

1-18 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) Backing Up Memory Even During a Power Failure (Imaging Memory Backup function) If, for any reason, power to the fax is disconnected or lost, the back-up battery in this machine will protect all data related to documents that were already received into Imaging Memory, or that are waiting for transmission, for up to 60 minutes (32 MB of optional memory must be installed). Thus, if power is restored to the fax within that time period, those communications that were scheduled and waiting in memory prior to the failure will be carried out as scheduled. If power cannot be restored in time and data is lost, a Power Failure Report that indicates what information was lost will be automatically printed out once power is restored to the fax. NOTE: The actual length of time the back-up battery will protect the data in memory may differ depending on the conditions and environment of use of this machine. Printing Out Received Documents Even During Copying (Fax Priority Printout function) It is possible to have incoming faxes, which are received during a copy operation, printed out without having to wait for that copy operation to be completed. 1 When an incoming fax is received, the Fax lamp will light. 2 Press the Print Management key. The Print Status screen will appear. 3 Press the [] cursor key and select the fax job to be printed out.



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Print Management Job 123. Input Source Copy Printer Fax Copy Printing Move Ahead Prt Status Move Behind Interrupt Print Cancel/Delete Original 100. Set 100. Registration Date State Printing Waiting Waiting Waiting Document Properties 4 Press the [Interrupt Print] key. The received fax will be printed out. Once print out of the received fax is complete, the interrupted copy operation will be resumed automatically.

1-19 Fax Operation (Names of Parts / Preparations / Features and Functions of this Fax) Make Copies Even During Printing of an Incoming Fax (Copy Priority Printout function) It is possible to stop print out of an incoming fax and make copies without having to wait for that print job to end. 1 Press the Interrupt key. Copying is now possible. 2 Once copying is completed, press the Interrupt key to return to print out of the incoming fax. Using a 4-Digit Number to Select the Destination (Abbreviated Numbers) Memory 1000 speed-dial keys are available and Ready for fax transmission. Each of these keys can be designated to OCT-11 function as either a one-touch key, a Abbreviation Back group dial key, a program key or a chain Enter using # key. dial key. Each of these keys is given a (4 digits) _ 4-digit "abbreviated number" between 0001 and 1000. It is then possible to dial a destination number by simply entering the corresponding abbreviated number.

(Refer to page 2-25.) Since only 12 of these speed-dial keys can be display on the touch panel at one time, using the corresponding abbreviated number may be faster than the time required to change screens and find a desired key. 1-20 2 Fax Operation (Basic Use) This section contains explanations on the basic use of this fax. Sending Documents..

..2-2 Receiving Documents Automatically (Automatic Fax Reception)..2-10 Canceling a Communication.

..2-13 Entering Characters...2-15 Dialing the Destination Using Only One Key (One-Touch Keys)...2-18 Dialing the Destination Using Only a 4-Digit Number (Abbreviated Dialing)..

..2-25 Dialing the Destination Using the Address Book (Address Book)...2-27 Dialing the Same Number Again (Redialing functions)...2-30 2-1 Fax Operation (Basic Use) Sending Documents The following contains explanations on the standard method for transmitting documents. Carefully read all the notes regarding acceptable documents, etc., to ensure correct operation.

1 Switching to the Fax Operation mode Check the message display to make sure that the touch panel is in the initial mode for fax operation (the basic fax screen is displayed). If the touch panel is not in the initial mode, press the Reset key.) Ready for fax transmission. Place the original & assign destination. Dest Memory OCT-11 Address book Basic Abbrev.

Application TX setting Register Print Report 2 Check the transmission mode Make sure that the fax machine is in the desired transmission mode. NOTE: There are two transmission modes available in this fax: Memory Transmission and Direct Feed Transmission. (Refer to Transmission Modes.) Memory Transmission is the default setting in this fax and, in this case, Memory TX will be displayed. To switch from the Memory Transmission mode to the Direct Feed Transmission mode, press the [Memory TX] key until Dir.

Feed Tx is displayed. riginal & assign destination. for fax transmission. Memory usage: .0% OCT-11-2005 16:00 Dest. check Re-dial On-hook Abbrev. Application TX setting Register Print Report Memory TX Auto RX Transmission Modes · Memory Transmission mode (Transmitting from the Document Processor) The destination fax number is dialed automatically AFTER the documents are set in the Document Processor, scanned and then entered into memory. This is an extremely convenient mode because your documents are returned to you, ready to use, without making you wait until the actual transmission is complete. This is the most appropriate method to use when transmitting multiple page documents. · Memory Transmission mode (Transmitting from the platen) This mode is ideal for transmitting books and the like that cannot be placed in the Document Processor.

Documents are set one at a time directly on the platen and, after all the documents are scanned and entered into memory, the destination fax number is then dialed. In this case, it is necessary after each page is scanned to select whether or not you want to transmit more pages. (Refer to If the Documents Were Set on the Platen... on page 2-8.) · Direct Feed Transmission mode (Transmitting from the Document Processor) The destination fax number is dialed first, and once the connection with the other fax machine is established the documents that are set in the Document Processor are scanned and then transmitted. If the transmission involves a multi-page document, the second page is scanned after the data for the first page is transmitted. If you want to stop the transmission in progress, press the Stop/Clear key and remove the remaining documents from the Document Processor. 2-2 Fax Operation (Basic Use) · Direct Feed Transmission mode (Transmitting from the platen) This mode is ideal for transmitting books and the like that cannot be placed in the Document Processor. Documents are set one at a time directly on the platen, the destination fax number is then dialed first, and once the connection with the other fax machine is established scanning of the document begins and the document is transmitted. This process is carried out for each page that you want to transmit and it is necessary, after each page is scanned, to select whether or not you want to transmit more pages. (Refer to If the Documents Were Set on the Platen... on page 2-8.) 3 Setting the documents Acceptable documents · When set in the Document Processor... Items Type Size Paper weight Number (plain paper) Specifications Standard sheet documents 5 1/2 × 8 1/2" 11 × 17" [A5R A3] 1-sided documents: 45 g/m2 160 g/m2 Duplex (2-sided) documents: 50 g/m2 120 g/m2 Under 8 1/2 × 11" [A4]: Max 100 sheets (80 g/m2) 8 1/2 × 14" or 11 × 17" [B4, A3 or Folio]: Max 70 sheets (80 g/m2) NOTE: If you attempt to transmit a document over 63" [1600 mm] in length, a message indicating that a document jam has occurred in the Document Processor will appear in the message display.

· When set on the platen... Items Maximum size Specifications 11 × 17" [A3] Notes on acceptable documents If documents with very low contrast images or light colored text are transmitted, they may not be received clearly by the other party. MAKE SURE that documents written in ink or containing glue, etc., have dried COMPLETELY before setting them for transmission. When setting documents in the Document Processor, ALWAYS set documents AFTER removing any clips and staples as they can cause damage to the machine.



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