Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO MP 2510. You'll find the answers to all your questions on the RICOH AFICIO MP 2510 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual RICOH AFICIO MP 2510
User guide RICOH AFICIO MP 2510
Operating instructions RICOH AFICIO MP 2510
Instructions for use RICOH AFICIO MP 2510
Instruction manual RICOH AFICIO MP 2510

FAX Option Type 3030

Operating Instructions

Facsimile Reference

1 Transmission
2 Other Transmission Features
3 Reception
4 Changing/Confirming Communication Information
5 Storing a Document
6 Fax via Computer
7 Appendix

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

You're reading an excerpt. Click here to read official RICOH AFICIO MP 2510 user guide
http://yourpdfguides.com/dref/3756468

Manual abstract:

@@In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine. Notes: Some illustrations in this manual might be slightly different from the machine. Certain options might not be available in some countries. For details, please contact your local dealer. Caution: Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure. Two kinds of size notation are employed in this manual. With this machine refer to the metric version. NOTICE NOTICE TO USERS (NEW ZEALAND) · The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

· This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances. · This equipment shall not be set up to make automatic calls to the Telecom "111" Emergency Service. · If a charge for local calls is unacceptable, the "Dial" button should NOT be used for local calls. Only the 7-digits of the local number should be dialled from your telephone.

DO NOT dial the area code digit or the "0" prefix. · This equipment may not provide for the effective hand-over of a call to another device connected to the same line. · This device may be subject to ringing or bell tinkle when calls are made from another device on the same line. If this occurs, the problem SHOULD NOT be referred to the Telecom Faults Service. · This equipment should not be used under any circumstances, which may constitute a nuisance to other Telecom customers.

For example, repeated attempts to make unsolicited sales offers to the same number or group of numbers, such as when a block of numbers terminate on the same PABX. · The call log incorporated in this equipment does not record all answered calls. The call log, therefore may not agree with the Telecom account which may include calls not shown on the log. · Not all telephones will respond to incoming ring when connected to the extension socket. i Manuals for This Machine Refer to the manuals that are relevant to what you want to do with the machine. Important Media differ according to manual. The printed and electronic versions of a manual have the same contents. Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files. Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.

About This Machine Be sure to read the Safety Information in this manual before using the machine. This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided. General Settings Guide Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine. Troubleshooting Provides a guide to solving common problems, and explains how to replace paper, toner, and other consumables. Security Reference This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered with, or prevent the machine from unauthorized use. Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication. Copy/Document Server Reference Explains Copier and Document Server functions and operations.

Also refer to this manual for explanations on how to place originals. Facsimile Reference Explains Facsimile functions and operations. Printer Reference Explains Printer functions and operations. Scanner Reference Explains Scanner functions and operations. ii Network Guide Explains how to configure and operate the machine in a network environment, and use the software provided.

This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine. Other manuals · Quick Reference Copy Guide · Quick Reference Fax Guide · Quick Reference Printer Guide · Quick Reference Scanner Guide · PostScript3 Supplement · UNIX Supplement · Manuals for DeskTopBinder Lite · DeskTopBinder Lite Setup Guide · DeskTopBinder Introduction Guide · Auto Document Link Guide Note Manuals provided are specific to machine types. For "UNIX Supplement", please visit our Web site or consult an authorized dealer. "PostScript3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine.

*The following software products are referred to using general names: Product name DeskTopBinder Lite and DeskTopBinder Professional *1 ScanRouter EX Professional *1 and ScanRouter EX Enterprise *1 *1 General name DeskTopBinder the ScanRouter delivery software Optional iii TABLE OF CONTENTS NOTICE .....*

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.... 285 ix x How to Read This Manual Symbols This manual uses the following symbols: Indicates important safety notes.

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Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine. Indicates important safety notes. Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property.
Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine. Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations. Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors. This symbol is located at the end of sections. It indicates where you can find further relevant information. [] Indicates the names of keys that appear on the machine's display panel. {} Indicates the names of keys on the machine's control panel. Names of Major Functions This machine's major functions are referred to in this manual as follows: · Internet Fax (by specifying an e-mail address) Internet Fax · Internet Fax (by specifying an IPv4 address) IP-Fax 1 Reading the Display This section explains how to use control panel and screen-displayed keys.

The display guides you through operations, shows messages, machine status, and destinations registered in the destination lists. If you press the {Facsimile} or {Clear Modes} key during operation, the standby display appears. Note This machine automatically returns to standby mode if you do not use the machine for a certain period of time. You can select the period using the Facsimile Auto Reset Timer in System Settings. You can have the machine return to default mode after each transmission using [Scan End Reset] under Gen. Settings/ Adjust in the Facsimile Features menu. To manually return to the standby display, do one of the following: · If you have placed the original in the optional Auto Document Feeder (ADF) and have not pressed the {Start} key, remove the original. · If you have not placed an original, press the {Clear Modes} key. · If you are in User Tools mode, press the {User Tools/Counter} key. Reference "System Settings", General Settings Guide "Facsimile Features", General Settings Guide "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide 2 Reading the Display Panel and Using Keys This section explains key functions and messages that appear on the control panel.
Important To use the Internet Fax or IP-Fax function, the optional HDD unit and printer/scanner functions are required. Initial Display AJC002S 1. Allows you to select scanning conditions and sizes. 4. Displays messages and the machine status.
5. Displays the entered number of a destination. When adding destinations using the number keys, press [Add]. 2. Displays the date and time.
Displays the name, facsimile number of the destination, and the size of the original when transmitting. When user authentication is set, a login user name appears. 6. Press to display various information about transmission. 3. Press this button to enter or add fax numbers, e-mail address, or IPFax destination. · Internet Fax setting "On": · IP-Fax, H.323, SIP setting "On": · Internet Fax setting "On" and IP-Fax, H.323, SIP setting "On": 7. Switches transmission mode between Memory Transmission and Immediate Transmission.

8. Displays Quick Operation keys set for frequently used functions. [TX File Status] and [RX File Status] are preset. 9. Displays various sending functions. 3 10. Title word keys appear. Allows you to switch from one page (display) to another on the destination list. 12. Appears on Destination keys programmed as a transfer station.
11. Allows you to search for a destination by destination name, fax number, e-mail address or registration number. 13. Appears on Destination keys programmed with a group of destinations. Note The display will differ depending on installed optional units.
You can change Internet Fax setting under E-mail Settings in the Facsimile Features menu. You can change IP-Fax settings under IP-Fax Settings in the Facsimile Features menu. Reference p.9 "Transmission Modes" p.10 "Switching between Memory Transmission and Immediate Transmission" p.
65 "Switching the titles in the Address Book" p.73 "Searching for a Destination in the Address Book" p.105 "Other Transmission Features" p.181 "Changing/Confirming Communication Information" p.229 "Storing a Document" "Facsimile Features", General Settings Guide "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide 4 Function List This section explains various items that can be specified in the Facsimile Features menu. Press the {User Tools/Counter} key to display the Facsimile Features menu. For details about the settings, see "Facsimile Features", General Settings Guide. Gen. Settings/ Adjust Function name Memory / Immed. Transmission Switch Text Size Priority Original Type Priority Auto Image Density Adjust Scan Density Select Title Change Initial Mode Description Specify the Transmission Mode for document transmission.

Specify the character size of your originals for scanning. Specify the type of originals for scanning. Use this function to prioritize automatic Image Density for scanning your originals. Specify the scan density of your originals. Use this function for selecting the title to be shown on the destination list. Select whether contents registered in program No.1 are to be used as the initial settings after the power is turned on or the {Clear Modes} key is pressed. Adjust the sound volume during On Hook Mode and Immediate Transmission. Program information to be shown on the display of the other machine and printed as a report. Use this function to return to the initial settings each time an original is scanned.
Use this function to press a TX stamp. Specify the line to be used. Specifying a time for transmission when call charges are low. Specify a time to cancel On Hook mode after you transmit using On Hook dialing. Frequently used functions programmed as Quick Operation keys are shown on the menu immediately after the power is turned on.
Adjust Sound Volume Program Fax Information Scan End Reset TX Stamp Priority Line Priority Setting Program Economy Time On Hook Mode Release Time Quick Operation Key 5 Reception Settings Function name Switch Reception Mode Authorized RX Forwarding Description Specify the method for receiving fax documents. Specify whether or not unwanted fax documents are to be screened out. Specify whether or not received fax documents are to be forwarded to a programmed receiver. Specify the number of copies to be printed for each fax document received.

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Specify whether or not received fax documents are to be printed on both sides of the paper.
Specify whether or not received fax documents are to be printed from the last page received. Use this function to print fax documents received from programmed senders and fax documents from other senders, using different paper trays. Specify a paper tray for each line (telephone, Internet Fax, IP-Fax). Specify whether or not a checkered mark is to be printed on the first page of received fax documents. Specify whether or not a centre mark is to be printed halfway down the left side and at the top centre of each page received. Specify whether or not the received date, time, and file number are printed at the bottom of received fax documents. RX File Print Qty 2 Sided Print RX Reverse Printing Paper Tray Specify Tray for Lines Checkered Mark Centre Mark Print Reception Time E-mail Settings Function name Internet Fax Settings Max. E-mail Size Description You can select to display or not. When the other party has a limit on the size of e-mail messages that can be received, or sending data heavy e-mail causes problems, you can make settings to limit the size of sent e-mail. This function is available on systems that allow routing of e-mail received via SMTP.

SMTP RX File Delivery Settings 6 IP-Fax Settings Function name Enable H.323 Enable SIP H.323 Settings SIP Settings Program / Change / Delete Gateway Description Specify whether or not H.323 is used for IPFax transmission. Specify whether or not SIP is used for IP-Fax transmission. Set the IPv4 address or host name of the gatekeeper, and alias telephone number. Set the SIP server's IPv4 address or host name, and SIP user name. Register, change, or delete the gateway used for transmission to IP-Fax. Administrator Tools Function name Description Program / Change / Delete Standard Message Use this function to program standard messages to be printed at the top of the first page of the original. Store / Change / Delete Auto Document Program / Change / Delete Scan Size Print Journal You can program, change, or delete pages stored as auto documents.
You can program, change, or cancel frequently used sizes. The Journal allows you to check a maximum of the last 50 communications (receptions and transmissions) performed by the machine. This function allows you to check the total number of pages transmitted and received. This function allows you to have documents printed on the machine, and sent to a specified End Receiver. When you switch Memory Lock on, received documents are stored in memory and not printed automatically.
If part of a transmission fails because of a line problem, the lost data is automatically resent. User Parameters allow you to customize various settings to suit your needs. By programming particular receivers as Special Sender in advance, you can have Special Senders treated differently. The following functions are for delivery and transfer of documents: Personal Box, Information Box, Transfer Box. Transmission Page Count Forwarding Memory Lock RX ECM Parameter Setting Program Special Sender Box Setting 7 Function name Transfer Report Description For the Requesting Party to be able to receive Transfer Result Reports from the Transfer Station, the Requesting Party must program the number of the telephone line that is connected to their own machine. Program a Confidential ID to print a Confidential Reception. Program a Polling ID to use the Transfer Request, Transfer Station, Default ID Polling Transmission, and Default ID Polling Reception functions. Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated. Use this function to select a line type when the machine is connected to a G3 analog line. Selects whether received documents are saved on the hard disk to be printed later or printed immediately without being saved. The administrator can be specified for managing documents stored on the machine after fax documents are received. To specify the administrator, enter the administrator user code for managing documents using Web Image Monitor or DeskTopBinder. Using Menu Protect, you can prevent unauthenticated users from changing the user tools. You can set whether the Folder Transfer Result Report is transmitted to the specified email address, when folders are programmed as the forwarding destinations to which documents are sent from all senders or Special Senders. Program Confidential ID Program Polling ID Program Memory Lock ID Select Dial / Push Phone Reception File Setting Stored RX File User Setting Menu Protect Folder Transfer Result Report Reference "Facsimile Features", General Settings Guide 8 1.

Transmission This section explains basic transmission operations such as specifying a transmission mode or destination. Transmission Modes There are two types of transmission: · Memory Transmission · Immediate Transmission Important It is recommended that you call the receiver and confirm with them when sending important documents. Memory Transmission Transmission starts automatically after the original is stored in memory. This is convenient when you are in a hurry and want to take the document away with you. You can also send the same original to several destinations. Immediate Transmission Immediately dials the destination number, and while scanning the original, sends it. It is very convenient when you want to send an original quickly or when you want to check the destination you are sending to. When using this type of transmission, the original is not stored in memory. You can only specify one address. 9 Transmission Reference p.
15 "Parallel Memory Transmission" p.17 "Simultaneous Broadcast" 1 Switching between Memory Transmission and Immediate Transmission Check the display to see which mode is currently active. You can change transmission mode by pressing [Immed. TX] or [Memory TX]. Note You can set the machine to enter Memory Transmission mode or Immediate Transmission mode right after the power is turned on or the {Clear Modes} key is pressed, with [Memory / Immed.
Transmission Switch] under Gen. Settings/ Adjust. in the Facsimile Features menu. Reference "Facsimile Features", General Settings Guide 10 Transmission Modes Memory Transmission Memory transmission mode has standard fax, Internet Fax and IP-Fax. Important If there is a power failure (the main power switch is turned off) or the machine is unplugged for about one hour, all the documents stored in memory are deleted.
As soon as the main power switch is turned on, the Power Failure Report is printed to help you identify deleted files. Simply turning off the power by pressing the operation switch does not delete stored documents. See "Troubleshooting When Using the Facsimile Function", Troubleshooting. 1 If memory is full (0% appears under [Information] on the display), Memory Transmission is disabled.

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Use Immediate Transmission instead. A Make sure that [Memory TX] is selected. B Place the original. The original can be placed anytime before the {Start} key is pressed. C Make the scan settings you require. 11 Transmission D Using the number keys or a Destination key, specify a destination.

A fax number, e-mail address and IP-Fax destination can be specified simultaneously. 1 E When sending the same original to several destinations (broadcasting), press [Add] to specify the destinations. If you make a mistake, press the {Clear/Stop} key, and then enter the correct number. To select a destination from the Address Book, see "Using the Address Book to Specify Destinations". If you do not want to do a broadcast transmission, proceed to step G. You do not have to press [Add] when adding a destination using the destination list. F Specify the next destination. G Press the {Start} key. 12 Pressing switches the destination list between fax number, e-mail address, and IP-Fax destination. To specify another destination, repeat steps E and F.
The machine dials the destination. After scanning, the standby display appears. Transmission Modes Note If the combined total number of programmed destinations exceeds the maximum value, only Immediate Transmission is possible. For the maximum number of destinations you can specify per file, see "Maximum Values". For the maximum number of destinations you can specify for all files (including files in memory), see "Maximum Values".
For the maximum number of documents you can store in memory for Memory Transmission, see "Maximum Values". For the maximum number of pages you can store in memory (using A4 Standard <ITU-T q1 Chart>), see "Maximum Values". Reference p.32 "Placing Originals" 1 p.43 "Resolution" p. 45 "Original Type" p.46 "Image Density (Contrast)" p.52 "Sending Over a Fax Line" p.55 "Sending by IP-Fax" p.59 "Sending to an E-mail Address" p.64 "Using the Address Book to Specify Destinations" p.66 "Specifying Group Destinations" p.67 "Chain Dial" p.68 "Redial" p.283 "Maximum Values" "Facsimile Features", General Settings Guide "Troubleshooting When Using the Facsimile Function", Troubleshooting 13 Transmission Sending multiple originals using the exposure glass (Memory Transmission) Follow these steps to send multiple originals using the exposure glass.

1 A Make sure that [Memory TX] is selected. B Place the first page of the original face down on the exposure glass. C Specify a destination. D Make the scan settings you require. E Press the {Start} key. The machine starts scanning. F Place the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original. G Repeat steps D to F for all originals. H Place the last original, and then press [#]. The machine dials the destination and starts transmission.
14 Transmission Modes Parallel Memory Transmission This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. However, Parallel Memory Transmission allows you to confirm the connection status quickly. In addition, this function scans the original faster than Immediate Transmission. This is useful when you are in a hurry and need to use the original for another purpose. Important Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases: 1 · When the line is busy and could not be connected to · With Send Later · When you store an original for Memory Transmission while another communication is in progress · When two or more destinations are specified · When you send only an Auto Document · When an original is placed on the exposure glass, and then sent · When you send documents stored in the Document Server Note You can turn this function on or off with the User Parameters (switch 07, bit 2) in the Facsimile Features menu. Standard Memory Transmission may be used instead of Parallel Memory Transmission depending on the optional equipment installed if there is not enough free memory left. If you use this function, the Memory Storage Report will not be printed. If the {Clear/Stop} key is pressed, the original jams or memory runs out, Parallel Memory Transmission will stop. The Communication Result Report is printed and files are deleted.
When using Parallel Memory Transmission, only the page number is printed on the header of the fax, the total number of originals is not automatically printed. Reference "Facsimile Features", General Settings Guide 15 Transmission Automatic Redial If a fax document could not be sent because the line was busy or an error occurred during transmission, the line is switched to another at five-minute intervals and redial is attempted up to five times. If redialing fails after four redials, the machine cancels the transmission and prints a Communication Result Report or Communication Failure Report. Note If there are a large number of files stored in memory, documents might not be sent in the order they were scanned. Reference p.197 "Communication Result Report (Memory Transmission)" 1 p.199 "Communication Failure Report" Batch Transmission If you send a fax document by Memory Transmission and there is another fax document waiting in memory to be sent to the same destination, that document is sent along with your original. Several fax documents can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce transmission time. Fax documents whose transmission time was set in advance are sent by batch transmission when that time is reached.

Important This function is not available with Internet Fax and IP-Fax. Note You can turn this function on or off with the User Parameters (switch 14, bit 2) in the Facsimile Features menu. The originals to be transmitted at a specific time is sent at that time. If fax memory is overloaded, documents may not be sent in the order they were scanned. Reference "Facsimile Features", General Settings Guide 16 Transmission Modes Dual Access The machine can scan other documents into memory even while sending a fax document from memory, receiving a document into memory, or automatically printing a report. Since the machine starts sending the second document immediately after the current transmission ends, the line is used efficiently. Note During Immediate Transmission or when in User Tools mode, the machine cannot scan an original. 1 Simultaneous Broadcast Use this function to send the same original to multiple destinations simultaneously. To specify multiple destinations, specify the first destination, and then specify the next destination by pressing [Add].

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If you dial several destinations for the same document (broadcasting), the documents are sent in the order in which they were dialed.
If the fax document could not be transmitted, the machine redials that destination after the last destination specified for broadcasting. For example, if you specify four destinations, A through D, for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C. To check the transmission progress, print the TX file list. If the optional extra G3 interface unit is installed, you can use the Simultaneous Broadcast function to send faxes simultaneously on different phone lines. If you specify a second transmission while broadcasting to several destinations, faxes are transmitted alternately to each remaining destination in the current and second broadcast.
For example, if you specify a broadcast to destinations A and B, and then specify a broadcast to destinations C and D while transmission to destination A is in progress, the machine sends the faxes in the following order: A, C, B, and then D. If the previous file and next file are both on standby, these are also sent in the same order. Note To avoid accidentally pressing the wrong Destination key, you can set the machine so that each time a destination is added using a Destination key, [Add] must be pressed. Make the setting in User Parameters (switch 17, bit 2) in the Facsimile Features menu. Reference p.
51 "Simultaneous Broadcast Using Multiple Line Ports" p.191 "Printing a List of Files in Memory (Print TX File List)" "Facsimile Features", General Settings Guide 17 Transmission If memory runs out while storing an original If you run out of memory while storing an original (free space reaches 0%), the message "Memory is full. Cannot scan more. Transmitting only scanned pages." is displayed. Press [Exit] to transmit stored pages only. Note When this happens, only the scanned pages are sent. If you want to delete the scanned pages and cancel transmission in this case, contact your service representative. 1 Immediate Transmission Immediate Transmission is possible with standard fax transmission and IP-Fax transmission. Important Internet Fax is executed in only Memory Transmission that starts transmission automatically after storing documents in memory.

If you specify Immediate Transmission in Internet Fax, the mode is switched to Memory Transmission while an e-mail address is being entered. Group cannot be used for Immediate Transmission. You cannot send the same document to multiple destinations (broadcasting). If you specify broadcast or transmission for a group, the machine changes automatically to Memory Transmission. A Make sure that [Immed. TX] is selected. B Place the original. The original can be placed anytime before the {Start} key is pressed. 18 Transmission Modes C Select the scan settings you require. 1 D Using the number keys or a Destination key, specify a destination.
If you make a mistake, press the {Clear/Stop} key, and then enter the correct number. To select a destination from the Address Book, see "Using the Address Book to Specify Destinations". E Press the {Start} key. The machine dials a destination. After transmission, the standby display appears.
Note Documents are not stored in memory. Reference p.32 "Placing Originals" p.43 "Resolution" p.45 "Original Type" p.
46 "Image Density (Contrast)" p.52 "Sending Over a Fax Line" p.55 "Sending by IP-Fax" p.64 "Using the Address Book to Specify Destinations" p.66 "Specifying Group Destinations" p.67 "Chain Dial" p.68 "Redial" 19 Transmission Sending multiple originals using the exposure glass (Immediate Transmission) Follow these steps to send multiple originals using the exposure glass. 1 A Make sure that [Immed. TX] is selected. B Place the first page face down on the exposure glass.

C Specify a destination. D Make the scan settings you require. E Press the {Start} key. F Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original. G Repeat steps D to F for all originals. H Place the last original, and then press [#]. 20 Transmission Modes Checking the Transmission Settings On this screen you can check the destination, transmission mode, and other transmission settings before transmitting. A Press the {Check Modes} key, and then check the transmission settings. ZLBS040N 1 The following display appears. B After checking the settings on the display, press the {Check Modes} key.
The display before the {Check Modes} key was pressed appears. 21 Transmission IP-Fax Functions 1 The IP-Fax function sends or receives documents between two facsimiles directly via a TCP/IP network. This function has the following advantages and is suitable for communication within the same LAN: · Reducing communication costs · Communicating between IP-Faxes at higher speed than by standard fax IP-Fax uses SIP and H.323 as the network protocol. Specify an IPv4 address or host name instead of a fax number for sending.
When using a gatekeeper, specify its alias telephone number. Specify addresses of the gatekeeper or SIP server (proxy server, register server, redirect server) as appropriate in IP-Fax Settings in the Facsimile Features menu. When using a SIP server, you can send by specifying SIP user name. You can also transmit to a G3 facsimile connected to the public switched telephone network (PSTN) via a gateway (T.38-compliant).
You can receive IP-Faxes in the same manner as standard faxes. 22 IP-Fax Functions 1 ALT001S Important The optional HDD unit and printer/scanner functions are required. To use IP-Fax functions, this machine must be connected to a LAN and set up correctly under IP-Fax Settings in the Facsimile Features menu. The facsimile function of this machine cannot be used with IPv6. Before using this function, configure the network in the System Settings menu. Note IP-Fax supported by this machine is ITU-T Recommendation T.38 compliant. 23 Transmission Reference p.149 "Types of Reception" 1 "Connecting the Machine", General Settings Guide "System Settings", General Settings Guide "Facsimile Features", General Settings Guide Terminology The following are words you should know when using IP-Fax: H.323 A multimedia communication protocol that sends or receives files via one-toone communication over a LAN or the Internet.

SIP A communication control protocol for Internet telephone that utilizes VoIP (which converts voice information to IP packets) and is equipped with functions such as creating, modifying, and terminating sessions with one or more participants. Gatekeeper (VoIP gatekeeper) A gatekeeper manages devices connected to an IP network and converts alias telephone numbers to IPv4 addresses and performs authentication functions.

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In addition, a gatekeeper governs band (transmission rate assignment) and access control. SIP server A SIP server mediates connection requests between devices connected to an IP network and is composed mainly of servers that have the following three functions: · Proxy server: Receives SIP requests and forwards them on behalf of the requestor. · Register server: Receives information about a device's address within an IP network and registers them in the database. · Redirect server: Used to inquire the destination address. Gateway (VoIP gateway) A gateway connecting a telephone network and IP network, it has functions such as protocol conversion for connecting these different networks, and also connects communication devices (telephones, facsimiles, etc.) to a LAN or other network. 24 IP-Fax Functions Notes on Using IP-Fax The following are notes about using IP-Fax: · You may not be able to send to a firewall-protected network. · You cannot use telephones on a LAN.

· If a power outage lasts about an hour, or the machine is disconnected from the power outlet for about an hour, documents stored in the fax machine's memory are deleted. If any document is deleted, the Power Failure Report is automatically printed out when the main power switch is turned on. Use this report to check which documents were deleted. Simply turning off the power by pressing the operation switch does not delete stored documents. See "Troubleshooting When Using the Facsimile Function", Troubleshooting.

Reference "Troubleshooting When Using the Facsimile Function", Troubleshooting 1 Functions Not Available for IP-Fax Transmission You can use the following functions with standard fax transmission, but not IPFax transmission: · Batch Transmission · On hook dial · Manual dial 25 Transmission Internet Fax Functions 1 This machine converts scanned document images to e-mail format and transmits the data over the Internet. The e-mail sent by this machine can be received by another Internet Fax machine. Instead of dialing the telephone number of the destination you want to send to, you enter the relevant e-mail address. You can also print or forward received e-mail messages. ALT002S Important The optional HDD unit and printer/scanner functions are required. To use Internet Fax functions, this machine must be connected to a LAN and set up correctly in "System Settings". The facsimile function of this machine cannot be used with IPv6. Before using this function, configure the network in the System Settings menu. To send Internet Fax documents, in the Facsimile Features menu, under Email Settings, set [Internet Fax Settings] to [On]. However, documents can still be forwarded or delivered to Internet Fax destinations even if [Off] is selected. To receive Internet Fax documents, in the System Settings menu, in File Transfer, under [Fax E-mail Account], set [Account] to [Receive]. 26 Internet Fax Functions Note The Internet Fax function supported by this machine is compliant with ITU-T Recommendation T.37. You can receive e-mail messages with an attached TIFF-F image from computers. Though Internet Fax documents are normally sent via an SMTP server, you can also send Internet Fax documents directly to their destinations without going through an SMTP server.

To do this, set whether or not to bypass the SMTP server on the standby display. When sending Internet Fax documents, you can set e-mail options using [Sub TX Mode]. You can limit the size of transmitted e-mail messages in "E-mail Settings" of "Facsimile Features". See "Received Images" for how e-mail is actually received by the computer. You cannot send e-mail to a destination as cc. If you send Internet Fax documents specifying a user code, and the e-mail address is set as the routing destination of the specified user code, a Communication Result Report is sent after the transmission is completed. This makes it possible to verify the result of a transmission. For details about how to confirm the transmission result, see "Checking the Transmission Result (TX File Status)". Reference p.62 "Bypassing the SMTP server" 1 p.

128 "E-mail Options" p.157 "Received Images" p.194 "Checking the Transmission Result (TX File Status)" p.282 "Specifications Required for the Internet Fax Destination Machines" "Connecting the Machine", General Settings Guide "System Settings", General Settings Guide "Facsimile Features", General Settings Guide 27 Transmission Notes on Using Internet Fax 1 The following are notes about using Internet Fax: · When using the Internet Fax function, originals are sent at A4 size. Originals larger than A4 are reduced to A4 size.

If the receiver is in compliance with the T.37 full mode, originals are sent at the size specified in the Address Book. · When using Internet Fax transmission, documents are sent at "Detail" resolution, even if you specify "Super Fine". To send a document at "Super Fine", configure the Full Mode when registering the destinations in the Address Book. · If a transmission is not successful, this machine usually receives an e-mail error notification.

However, e-mail error notifications may not be transmitted for various reasons. It is recommended that you confirm receipt of important document by calling the other party. · The level of security for Internet communications is low. It is recommended that you use the telephone network for confidential communications. · Voice communication is not supported over a LAN. · Internet Fax delivery might be delayed due to network congestion. Use Internet Fax transmission that bypasses the SMTP server, a public telephone line fax, or IP-Fax whenever communication time is a concern. · If a power outage lasts about an hour, or the machine is disconnected from the power outlet for about an hour, documents stored in the fax machine's memory are deleted. If any document is deleted, the Power Failure Report is automatically printed out when the main power switch is turned on. Use this report to check which documents were deleted.

Simply turning off the power by pressing the operation switch does not delete stored documents. See "Troubleshooting When Using the Facsimile Function", Troubleshooting. · You may not be able to send large files as e-mail, depending on e-mail environment conditions. · When available memory is low, you may not be able to send Internet Fax documents. · Because the machine sends documents as e-mail messages with an attached TIFF-F image, viewer applications are required in order to view documents when they are received on a computer. · With a large volume of document, it may take some time before transmission starts.

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This is due to the time the machine requires to convert the data in memory. Reference p.31 "T.37 Full Mode" p.
38 "Paper Size and Scanned Area" p.62 "Bypassing the SMTP server" "Troubleshooting When Using the Facsimile Function", Troubleshooting 28 Internet Fax Functions Functions Not Available by E-mail Transmission The following functions are supported with standard fax transmission, but not with Internet Faxing. · Immediate Transmission · Confidential Transmission · ID Transmission · Polling Transmission · Chain Dial · Transmission by SUB Code · On Hook Dial · Manual Dial · JBIG Transmission · Batch Transmission · ECM (Error Correction Mode) 1 Functions Not Available by E-mail Reception The following functions are supported with standard fax reception, but not with Internet Faxing. · Confidential Reception · Memory Lock Reception · Polling Reception · SEP Code Reception · Authorized Reception · Reception File Print Quantity 29 Transmission E-mail Subject 1 If you send e-mail without specifying a subject, a subject is automatically inserted. Subjects differ depending on Stamp Sender Name settings.
When Stamp Sender Name is set to [On]: From Sender Name(Fax Message NO.xxxx) When Stamp Sender Name is set to [Off]: · If Own Fax Number and Own Name are programmed: From "Own Fax Number"("Own Name")(Fax Message NO.xxxx) · If only Own Fax Number is programmed: From "Own Fax Number"(Fax Message NO.xxxx) · If only Own Name is programmed: From "Own Name"(Fax Message NO.xxxx) · If neither Own Fax Number nor Own Name are programmed: Fax Message NO.
xxxx Note "xxxx" is the document number that appears in the Journal. Reference p.107 "Sender Settings" 30 Internet Fax Functions T.37 Full Mode This machine is T.37 full mode compatible. T.37 full mode is an international standard for Internet Fax transmission. (ITU-T Recommendation, RFC2532) When an Internet Fax communication is made between T.37 full mode compatible machines, the receiver side sends the return receipt (dispatched) in response to the reception notice request attached to the sent e-mail. This return receipt includes the receiver's reception capability information (compression type, paper size, and resolution).

When the receiver is programmed in the Address Book as the full mode destination, the sender side automatically registers the received information in the Address Book. This allows you to send a subsequent Internet Fax document to that receiver based on this information. 1 Returning a Return Receipt When e-mail is received, if the sender requests reception notice, the receiver sends a return receipt that includes the receiving machine's capability (compression type, paper size, and resolution). Registering the Received Reception Confirmation Contents When the sender receives the return receipt that includes the receiver's reception capability, the sender checks that the final recipient address sent is programmed in the Address Book. If it is programmed as a full mode destination, the sender automatically registers the receiver's reception capability. The registered reception capability is updated each time the sender receives new reception capability information. The sender can send documents to the receiver based on this information. If the receiver is programmed as the simple mode machine or not programmed in the Address Book, the receiver's reception capability cannot be registered. If you know the receiver's reception capability, you can set it manually. Requesting a Reception Notice When the receiver's machine supports T.
37 full mode and is programmed as a full mode machine in the Address Book, the machine requests the reception notice from the receiver. Then, the machine will receive the return receipt (sent) that includes the receiver's reception capability. Note Use Web Image Monitor to manually program a receiver's reception capability information. If you use Internet Fax transmission, you can send documents to multiple destinations at once. However, if you specify full mode destinations, since each destination may have a different reception capability, transmission is done one by one in the specified transmission order. Reference p.133 "Requesting a reception notice" p.269 "Programming Destination Information from Web Browser" 31 Transmission Placing Originals 1 Place the original on the exposure glass or the ADF. For details about how to place originals, see the following: · Placing originals on the exposure glass "Placing Originals on the Exposure Glass", Copy/Document Server Reference · Placing originals into the ADF "Placing Originals in the Auto Document Feeder", Copy/Document Server Reference "Originals not recommended for the Auto Document Feeder (ADF)", Copy/Document Server Reference Note that [Special Original] of the copy function cannot be used with the facsimile function. Place the originals according to their paper size.
How to place A4, B4 JIS (Japanese Industrial Standard), A3, 8 1/2"×11", 8 1/2"×14", and 11"×17" size originals ARY006S Generally, place A4, 8 1/2"×11" originals in the landscape orientation (L). If you place an A4, 8 1/2"×11" original in the portrait orientation (K), the image is sent rotated by 90°. How to place A5 and B5 JIS size originals ARY007S 32 Placing Originals Important If you place A5 size originals on the exposure glass, they are not detected. Place A5 size originals into the ADF. Do not lift the ADF while using it to scan originals. Note To scan multiple originals using the Auto Document Feeder (ADF), set originals in a stack. 1 When sending a fax, the image output at the other end depends on the size and orientation of paper used in the receiver's machine. If the receiver does not use paper of the same size and orientation as that of the original, the fax image may be reduced in size, trimmed at both edges, or divided across two or more sheets. When sending an important original, ask the receiver about the size and orientation of the paper in their machine. When sending an original of irregular (i.

e. custom) size or part of a large original, you can specify the scan area precisely. Custom size originals are scanned as regular size originals, so the receiver may find extra blank margins or edges of images missing. If you specify a scan area, only that area is scanned regardless of the actual size of the original. To send an original longer than 420 mm (17"), make either of the following settings, and then scan the original using the ADF (if a jam occurs, the original might become damaged because scanning does not stop in this mode): · Specify the area under "Scan Area".

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· Select Long Document mode with the User Parameters (switch 14, bit 1) in the Facsimile Features menu. Documents longer than 800 mm (32") must be sent by Memory Transmission (Immediate Transmission may not be possible). If an original jams, press the {Clear/Stop} key, and then carefully remove the original. Make sure that all ink, correcting fluid etc., has completely dried before placing your original.

If it is still wet, the exposure glass will become marked and those marks will appear on the received image. You can send the first page from the exposure glass then the remaining pages from the ADF. You cannot change from the ADF to the exposure glass. When using the Internet Fax function, originals are sent at A4 size. Originals larger than A4 are reduced to A4 size.

If the receiver's machine is compliant with the T.37 full mode, originals are sent at the size specified in the Address Book. Information about this machine is printed at the destination. This information is printed on the side of the paper that is to your left when placing the documents on the exposure glass or the ADF. However, the information is also printed rotated by 90 degrees if an A4, 8 1/2"×11" original is placed in the portrait orientation (K).

33 Transmission 1 When setting bound originals (books, magazines, etc.), you can select to have either the left or right page sent first with the User Parameters (switch 06, bit 6) in the Facsimile Features menu. See "Book Fax". For acceptable types of originals, see "Acceptable Original Sizes", "Paper Size and Scanned Area" and "Original Sizes Difficult to Detect". For how to place two-sided originals, see "Two-Sided Transmission (DoubleSided Transmission)". Reference p.14 "Sending multiple originals using the exposure glass (Memory Transmission)" p.20 "Sending multiple originals using the exposure glass (Immediate Transmission)" p.31 "T.37 Full Mode" p.

34 "Setting a Scan Area" p.38 "Acceptable Original Sizes" p.38 "Paper Size and Scanned Area" p.41 "Original Sizes Difficult to Detect" p.42 "Transmission with Image Rotation" p.124 "Book Fax" p.126 "Two-Sided Transmission (Double-Sided Transmission)" "Facsimile Features", General Settings Guide "Placing Originals", Copy/Document Server Reference Setting a Scan Area Normally, a placed original is scanned according to the automatically detected size. If a scan area is specified, the original is scanned accordingly. Thus, originals can be sent without extra space or blank margins. Note When placing different size originals into the ADF, adjust the document guide to the largest original.

Small-size originals may be sent at a slight slant since they do not match the document guide. Reference p.41 "Original Sizes Difficult to Detect" 34 Placing Originals Auto Detect The area of a placed original is scanned automatically. If the machine cannot detect the original size, a confirmation message appears. Place the original again.

1 A Place the original, and then select the scan settings you require. B Press [Scan Area]. C Make sure that [Auto Detect] is selected. If it is not, press [Auto Detect]. D Press [OK].

"Auto Detect" is shown above [Scan Area]. E Specify a destination, and then press the {Start} key. 35 Transmission Regular The placed original is scanned according to specified size regardless of actual size. The sizes that can be specified are A4KL, B4 JISL, A3L, 81/2"×11"KL, 81/2"×14"L, and 11"×17"L. 1 A Place the original, and then select the scan settings you require. B Press [Scan Area]. C Press [Regular]. D Press the size of the originals to be sent, and then press [OK]. 81/2"×11" indicates LT. 81/2"×14" indicates LG.

11"×17" indicates DLT. 36 Placing Originals E Press [OK]. 1 The selected size is shown above the highlighted [Scan Area]. To cancel the selected scan size, select [Auto Detect]. F Specify a destination, and then press the {Start} key. Area Program the sizes of the originals to be scanned in advance in the Facsimile Features menu. Only the area in the specified size is scanned regardless of the actual size of a placed original. A Place the original, and then select the scan settings you require. B Press [Scan Area]. C Press [Area 1] or [Area 2].

37 Transmission D Press [OK]. 1 "Area 1" or "Area 2" is shown above the highlighted [Scan Area]. To cancel the selected scan size, select [Auto Detect]. E Specify a destination, and then press the {Start} key. Reference "Facsimile Features", General Settings Guide Acceptable Original Sizes Where original is set Acceptable original size Maximum number of sheets 1 Paper thickness Exposure glass ADF, one-sided document Up to A3 (297 × 420 mm), 11" × 17" (279 × 432 mm) A5 L to A3 L (up to 1200 mm long) 51/2" × 81/2" K to 11" × 17"L ---- 50 sheets 40-128 g/m2 (80 g/m2, 20 lb) (11-34 lb) 50 sheets 52-105 g/m2 2, 20 lb) (14-28 lb) (80 g/m ADF, two-sided document A5 L to A3 L (up to 432 mm long) 51/2" × 81/2" K to 11" × 17"L Paper Size and Scanned Area This section explains the size of the area the machine can scan and detect.

Note There may be a difference in the size of the image when it is printed at the destination. Even if an original is correctly placed on the exposure glass or in the ADF, a margin of 3 mm (0.1") around each edge of the original may not be sent. If the receiver uses paper of a smaller width than the original, the image is reduced to fit that paper. Reference p.

*146 "Auto Reduce" 38 Placing Originals When placing an original on the exposure glass Important If you place an original larger than A3, 11" × 17" on the exposure glass, only an A3, 11" × 17" area is scanned. 1 · Maximum scan area The following shows the maximum scan area: 297 × 432 mm/11" × 17" (W × L) The machine detects paper sizes in the following ways: Metric Version ARY001S Inch Version ARY002S × - Unable to auto detect *1 Normally a length of about 420 mm (16.5") can be scanned; however, it is only possible to specify a scanning size up to 432 mm (17"). 39 Transmission Reference p.34 "Setting a Scan Area" 1 When placing an original into the ADF · Maximum scan area The following shows the maximum scan area: Memory Transmission: 297 × 1200 mm/11" × 47" (W × L) Immediate Transmission: 297 × 1200 mm/11" × 47" (W × L) The machine detects paper sizes in the following ways: Metric Version ARY008S Inch Version ARY009S 40 Placing Originals Note During Immediate Transmission, the length of the scanning range can become narrower than 1200 mm (47"), depending on the resolution as well as the settings on the destination machine.*

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