## Sending a Fax Automatically

1. After loading a document, enter the number of the remote fax using the keypad.

   One-touch or speed dialling is also available if you have already stored the number into a one-touch or speed dial number. For information on storing and using numbers in the memory, see page 2.18.

   If you make a mistake while entering a number, press **Search/Delete** to delete the number.

2. Press **Start/Enter** when the number appears correctly on the display. The machine dials the number and begins to transmit.

### Cancelling a Transmission

Press **Stop** any time during transmission. The machine continues to send the fax and the display shows a message warning that the machine is in use. Press **Stop** again.

### Confirming a Transmission

When the last document has been sent successfully, the machine beeps and returns to the Standby mode.

If something went wrong during your fax transmission, an error message appears on the display. For a listing of error messages and their meanings, see page 5.5. When you receive an error message, press **Stop** to clear the message and resend the document.

You can print out a confirmation report automatically each time sending is completed. For more information, see `Setting User-Selectable System Options' on page 2.2.

### Automatic Redialling

If the number you have dialled is busy or there is no answer, the machine will automatically redial the number every three minutes up to a maximum of two times.

The display shows 'RETRY REDIAL?.' To redial the number without waiting, press **Start/Enter**. To cancel the automatic redialling, press **Stop**.

### Last Number Redialling

Press **Pause/Redial** with a document loaded in the feeder, the machine begins to send.

The redial memory in your machine retains the last 10 numbers called. To search through the redial memory, do as follows:

1. Press and hold **Pause/Redial** for about 2 seconds.

2. Press ◀ or ▶ to search through the memory until you find the desired number.

3. When the desired number appears on the display, press **Start/Enter** to dial.

## Sending a Fax After Talking

You can send a fax after talking with the remote location.

1. After loading a document, pick up the handset of the extension telephone and call the remote machine.

2. If the remote party answers, talk with her/him.

3. Press **Start/Enter** after you finish talking. The machine begins to transmit.

4. Replace the handset.

### Answering a Voice Request

When the phone rings after receiving a fax, pick up the external handset and press **Stop**.

If the person at remote end is waiting with the handset lift up, you can talk to the person.

If you do not answer the Voice Request, the machine prints out the number that made the Voice Request, as well as the time and date that the request was made.

# Receiving a Fax

## About Reception Modes

Your machine has four reception modes:

- In **FAX** mode, the machine answers an incoming call and immediately goes into receive mode.

- In **AUTO** mode, the machine answers an incoming call expecting to receive a fax. If the machine does not sense a fax signal, it will continue to sound the ringing tone to tell you it is a phone call. If you do not lift the handset of the extension telephone during the ringing, the machine will switch to automatic fax reception mode.

- In **ANS/FAX** mode, the answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches to the fax machine.

**Note**: To use the ANS/FAX mode, attach an answering machine to the EXT. jack on the back of your machine (see page A.1).

- In **TEL** mode, the automatic fax reception is turned off. If you pick up the extension telephone and hear fax tones, you can receive a fax by pressing **Start/Enter** on the front panel of your machine.

- In **DRPD** mode, you can receive a call using the Distinctive Ring Pattern Detection (DRPD) feature. "Distinctive Ring" is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. This mode is displayed when you have set up the distinctive ring pattern. For details on this feature, see page 2.6.

The current reception mode is displayed when the machine is in Standby mode.

If you seldom use the fax line for voice conversations, set your machine to receive a fax automatically by selecting FAX mode.

## Loading Paper for Receiving Faxes

The instructions for loading paper in the paper input tray are the same whether you are printing, faxing, or copying, except that faxes can only be printed on letter-, A4-, or legal-sized paper. See "Loading Paper" on page 1.13 for instructions.

After loading paper for receiving faxes, set the paper size to the size of paper you normally load in the paper input tray. This product uses this setting when printing reports and determining autoreduction for incoming faxes. See page 2.3 to set the paper size.

**Note**: As for MFP model, the printing function does not use this setting. If you are loading special-sized media only for your current print job, do not change this setting. After you have finished printing, reload the original paper.

## Receiving Automatically in FAX Mode

This machine is preset to FAX mode at the factory. If you have changed the fax mode, take the following steps to receive faxes automatically:

1. Press and hold down **Rcv. Mode/Contrast** on the front panel repeatedly until the display shows 'FAX'.

2. When you receive a call, the machine answers the call on a specified number of rings and receives a fax automatically. To change the number of rings. See 'Setting User-Selectable System Options' on page 2.2.

   To adjust the ringer volume, see 'Setting Volume' on page 2.1.

## Receiving in AUTO Mode

1. Press and hold down **Rcv.Mode/Contrast** on the front panel repeatedly until the display shows 'AUTO'.

2. When you get a call, the machine answers it.

   If a fax is being sent, the machine goes into reception mode.

   If the machine does not detect a fax signal, it will continue ringing to tell you it is a phone call. You should pick up the handset of the extension telephone and press **Stop** to answer the call, or it will switch to automatic reception mode.

## Receiving Automatically in ANS/FAX Mode

For this mode, you **MUST** attach an answering machine to the **EXT.** jack on the back of your machine (see page A.1).

1. Press and hold down **Rcv. Mode/Contrast** on the front panel repeatedly until the display shows 'ANS/FAX.'

2. When you receive a call, the answering machine will answer.

   If the caller leaves a message, the answering machine stores the message as it would normally. If your machine hears a fax tone on the line, it automatically starts to receive fax.

**Notes:**

- If you have set your machine to ANS/FAX mode and your answering machine is switched off, or no answering machine is connected to your machine, your machine will automatically go into FAX mode after 6 rings.
- If your answering machine has a 'user-selectable ring counter', set the machine to answer incoming calls within 1 ring.
- If you are in TEL mode (manual reception) when the answering machine is connected to your machine, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.

## Receiving Manually in TEL Mode

You can answer calls using the handset of the extension telephone, and start the machine to receive a fax.

1. Press and hold down **Rcv.Mode/Contrast** repeatedly until the display shows 'TEL.'

2. When the telephone rings, pick up the handset of the extension telephone and answer it.

3. If you hear a fax tone, or if the person on the other end asks you to receive a document, press **Start/Enter**.

4. Replace the handset of the extension telephone. The machine begins receiving and returns to Standby mode when the reception is complete.

## Receiving Manually Using Remote Receive Start Code

You can receive a fax from someone you are talking to on the extension telephone without having to go to the fax machine.

1. When you receive a call on the extension phone and hear fax tones, press the keys " * **9** * " (star nine star) on the extension telephone.

   The machine receives the document.

   Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, try pressing " * **9** * " once again.

   " * **9** * " is the remote receive start code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to whatever you choose. For more information, see page 2.5.

2. When you have finished speaking and receiving documents, replace the handset of the extension telephone.

# Making a Copy

## Copying Overview

The resolution is automatically set to S.FINE while the copy feature is in use. However, the contrast can be changed to produce optimal copy quality for a particular document containing faint markings, dark image, photographs, or other halftone images.

- **Copy quantity** : 1 to 99 copies of the document can be made.
- **Custom sizing**: You can reduce or expand the image size by 1% increments from 50% to 130%. For MFP model, you can reduce or expand the image size by 1% increments from 50% to 200%.
- **Print order and sorting :** When the Collate Copy menu is set to YES, the machine sorts the print jobs. All pages of the document are printed in reverse order before the next copy is printed. For example, if you copy a three-page job to print 2 copies, the machine prints page 3, page 2, page 1, page 3, page 2, page 1.

## Making a Single Copy

To make a single copy without setting options, take the following steps:

1. Load a document with the print side facing down.
2. Press **Copy** twice. Your machine starts copying.

## Using Advanced Copy Features

You can adjust the quantity, size, and print order for copying. Take the following steps:

1. Load your document **face down** with the top edge first going into the document feeder. If necessary, press **Rcv. Mode/Contrast** to change the contrast. For details on the Contrast, see page 2.8.

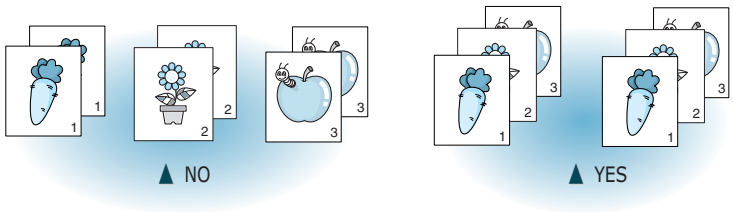
2. Press **Copy** . The display asks you to enter the copy quantity (1 to 99).

3. If you need two or more copies, enter the desired number and press **Start/Enter**.

4. If you want to reduce or expand the image size, enter the number of the desired zoom rate, then press **Start/Enter**.

5. The display asks you to set the Collate Copy menu. Press ◀ or ▶ to choose YES or NO. Setting YES will reverse the print order and sort the print job.

   **Example**: 2 copies of a 3-page document




6. When the desired setting is selected, press **Start/Enter** or **Copy** to begin the copying.

**Note**: Pressing **Copy** at any time begins the copy operation immediately without displaying the remaining options.

# Automatic Dialling

## How To Enter a Name Using the Number Keys

As you perform various tasks, you will need to enter names and numbers. For example, when you set up your machine, you have to enter your name (or your company's name) and telephone number. When you store a one-touch dial or speed dial, you also enter the telephone numbers and names.

When the display asks you to enter a name, the LCD display reads:

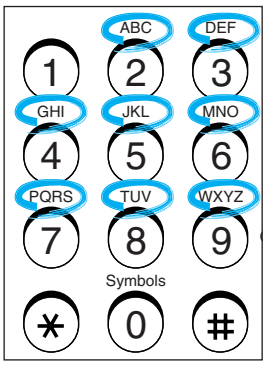
```
NAME:_
```

Use the procedures described below to enter alphanumeric characters, special symbols, or spaces.

### Entering Alphanumeric Characters

You can also include special symbols in the name by using the **0** key. See `Keypad Character Assignments' on the next page.

1. Locate the button labelled with the letter you want – then press the button repeatedly until the correct letter appears in the display.



For example, to enter an '**R**', press **7** (labelled PQRS). Each time you press **7**, the display shows a different letter–first '**P**', then '**Q**', '**R**', '**S**', and finally '**7**.'

The letter appears on the display as shown below.

```
NAME:R
```

2. When the letter you want appears on the display, press another number key labelled with the next letter you want.

   If the next letter is printed on the same number button, move the cursor right by pressing ▶, then press the button.

   The blinking cursor moves right and the next letter appears on the display.

```
NAME:RP
```

3. Select additional letters in the same way. When you have finished entering the letters, press **Start/Enter**.

KEYPAD CHARACTER ASSIGNMENTS

| Key | Assigned numbers, letters, or characters |
|---|---|
| 1 | Space → 1 |
| 2 | A → B → C → 2 |
| 3 | D → E → F → 3 |
| 4 | G → H → I → 4 |
| 5 | J → K → L → 5 |
| 6 | M → N → O → 6 |
| 7 | P → Q → R → S → 7 |
| 8 | T → U → V → 8 |
| 9 | W → X → Y → Z → 9 |
| 0 | + → - → , → . → ` → / → * → # → & → 0 |

### Editing Name

If you make a mistake while entering a number or name, move the cursor under the incorrect digit by ◀ or ▶. Then, press the correct number to change, or press **Search/Delete** to delete the number.

### Inserting a Pause While Entering a Number

Some telephone systems require an access code (9, for example) and listen for a second dial tone before dialling an outside number. In such cases, you must insert a pause in the number when setting up a one-touch or a speed dial number.

To insert a pause, press **Pause/Redial** while entering the number.

When you dial a number, the dialling process pauses for a specified time at the point where you pressed **Pause/Redial**.

For a longer pause, press **Pause/Redial** twice.

## One-Touch Dialling

One-Touch dialling lets you use any of the 20 one-touch buttons to automatically dial a number.

### Storing a Number for One-Touch Dialling

1. Press and hold one of 20 one-touch buttons for about 2 seconds. The display shows `Txx:', where `xx' represents the selected one-touch button number.

   Txx:_

   If a number has already been stored in the location you chose, the display shows the number. To edit the number, see the next page.

   If you press and hold the button used for group dial number, the display shows 'GROUP ASSIGNED', then asks you to press another one-touch button.

2. Enter the number you want to store by using the number keypad, then press **Start/Enter**.

   To insert a pause between numbers, press **Pause/Redial**; a 'P' appears on the display.

   If you make a mistake while entering a number, press **Search/Delete** and re-enter the correct number.

3. The display asks you to enter a name. For information on how to enter names, see page 2.19.

   Or, if you do not want to assign a name, skip this step.

4. Press **Start/Enter** when the name appears correctly or without entering a name. The display asks you to press another one-touch number.

5. To set another one-touch number, press the desired one-touch button and repeat steps 2 through 4.

   Or, to return to Standby mode, press **Stop**.

### Editing a Number for One-Touch Dialling

1. Press and hold the one-touch button where the phone number has been stored.

```
T01:025413000
```

2. Press ◀ or ▶ to move the cursor to the desired number and edit the number.

**Note**: When you press the One-Touch dial number stored for group dial, the display briefly shows 'G-REGISTERED' to indicate that the number is used for group dial, then you can edit the number.

3. When you have finished editing, press **Start/Enter**.

### Sending a Fax Using a One-Touch Number

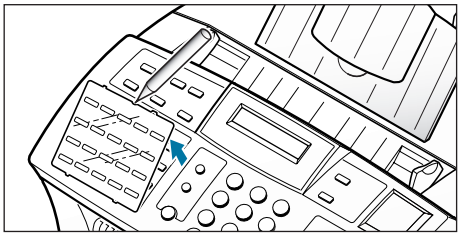
1. Load the document **face down** with the top edge first going into the document feeder.

2. Press the one-touch button where you stored a number. The number will be automatically dialled and the document transmitted when the remote fax machine answers.

### Using Address Label

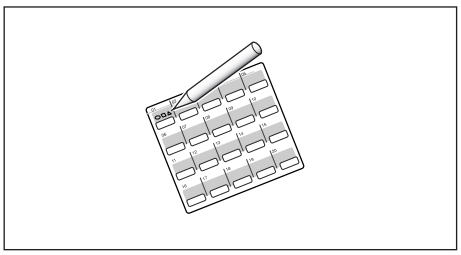
A One-touch label sheet is included with your machine. As you store numbers in one-touch dial buttons, make a note of the numbers on the label to remind you which number is stored in each position.

1. Remove the clear cover and label.



2. Write information on the label and replace the label and cover.

   You may want to use pencil in case you wish to change these numbers later.



## Speed Dialling

You can store up to 80 numbers in 2-digit Speed Dial locations (01-80).

### Storing a Number for Speed Dialling

1. Press and hold **Speed**(**#**) for about 2 seconds.

   LOC. [01-80] ▶##

2. Enter a 2-digit location number (01 through 80) where you want to store a number, then press **Start/Enter**.

   If a number has already been stored in a location, the display shows the number. To edit the number, see the next page.

3. Enter the number you want to store, then press **Start/Enter**.

   Sxx:0551263752 2_

   where xx represents the speed location you have selected at step 2.

4. To assign a name to the number, enter the desired name. For information on how to enter names, see page 2.19.

   If you do not want to assign a name, skip this step.

5. Press **Start/Enter** when the name appears correctly or simply without entering a name. The display asks you to select another location.

6. To store more speed dial numbers, repeat steps 2 through 5.

   Or,

   To return to Standby mode, press **Stop**.

### Editing a Number for Speed Dialling

1. Press and hold **Speed**(**#**) for 2 seconds.

2. Enter the 2-digit location number where the phone number you want to edit has been stored, then press **Start/Enter**. The display shows the number.

   Sxx:0512637522

3. Press ◀ or ▶ to move the cursor to the desired number and edit the number.

**Note**: When you press the speed dial number stored for group dial, the display briefly shows 'G-REGISTERED' to indicate that the number is used for group dial, then you can edit the number.

4. When you have finished editing, press **Start/Enter**.

### Sending a Fax Using a Speed Number

1. Load the document **face down** with the top edge first going into the document feeder.

2. Press **Speed**(**#**), then enter a 2-digit speed dial location number.

3. Press **Start/Enter** to dial the number. The number will be automatically dialled and the document transmitted when the remote fax machine answers.

## Searching for a Number in the Memory

There are two ways to search for a number in the memory. You can either scan from **A** to **Z** sequentially, or you can search using the first letter of the name associated with the number.

### Searching Sequentially through the Memory

1. Press **Search/Delete** on the front panel.

   PRESS ◄, ►, A-Z

2. Press ◄ or ► to scroll through the memory until you find the name and number you want.

   Pressing ◄ or ► allows you to search downward through the entire memory in alphabetical order (from **A** to **Z**).

   While searching through the machine's memory, you will see that each entry is preceded by one of three letters: '**T**' for one-touch dial, '**S**' for speed, or '**G**' for group dial number. These letters tell you how the number is stored.

3. When the name and number you want appears on the display, press **Start/Enter** to dial.

   If a document is loaded, the document begins to be transmitted when the remote fax machine answers the phone.

### Searching with a Particular First Letter

1. Press **Search/Delete**, then press the button labelled with the letter you want to search for. A name beginning with the letter appears on the display.

   For example, if you want to find the name 'MOBILE,' press the '**6**' button, which is labelled with 'MNO.'

2. Press ◄ or ► to display the next name in the list.

3. When the name and number you want appear, press **Start/Enter** to dial.

# Transmission Options

## Broadcasting

This feature will allow documents to be sent to multiple locations. After sending, the documents are erased from the memory.

1. Load your document **face down** with the top edge first going into the document feeder. And adjust the resolution and contrast, if necessary. For details, see page 2.8.

2. Press **Trans. Option** on the front panel. The display shows the first menu; BROADCASTING.

3. Press **Start/Enter** to access the Broadcasting menu.

4. Enter the number of the remote machine using the number keypad.

   You can also press a one-touch button including group dial buttons. If not, press **Speed**(**#**), enter a 2-digit speed dial number, then press **Start/Enter**. The stored number appears on the display.

5. Press **Start/Enter** to confirm the number. The display asks you to enter another fax number.

6. If you want to send to more than one location, repeat steps 4 and 5.

   **Note:** You cannot use Group dial numbers for another fax number.

   Or,

   To send to one location or when you complete the last fax number setting, press **Start/Enter**.

7. The document will be scanned into memory. The display shows the memory capacity and the number of pages being stored. The machine begins sending the documents in order of the numbers you entered.

**Notes:**

- If 'MEMORY FULL' occurs while scanning into the memory, the display will show:

  JOB▶CANCEL▶DONE

  Press ◀ or ▶ to select the option you want. If you select **Cancel,** broadcasting is cancelled. If you select **Done**, your machine performs broadcasting only with the pages already scanned.

- If an error occurs while sending to a specific number, the machine transmits the document to all the other numbers, then retries the number that previously recorded an error. After completing transmission, your machine prints the multi-communication report.

## Delayed Fax

This machine can be set to send a fax at a future time.

1. Load your document **face down** with the top edge first going into the document feeder. And adjust Resolution and Contrast, if necessary. For details, see page 2.8.

2. Press **Trans. Option** on the front panel. The display shows the first menu; BROADCASTING.

3. Press ◀ or ▶ until 'DELAYED FAX' appears, and press **Start/Enter** to access the Delayed FAX menu.

4. Enter the number of the remote machine using the ten number keypad.

   You can also press a one-touch button including group dial buttons. If not, press **Speed**(**#**), enter a 2-digit speed dial number, then press **Start/Enter**. The stored number appears on the display.

5. Press **Start/Enter** to confirm the number. The display asks if you want to enter another fax number.

   ENTER ANOTHER NO

6. If you want to send to more than one location, repeat steps 4 and 5.

**Note:** You cannot use Group dial numbers for another fax number.

Or,

To send to one location or when you complete the last fax number setting, press **Start/Enter**.

7. The display asks you to enter a name. If you want to assign a name to the transmission, enter the name. If not, skip this step.

   For details on how to enter the name using the number keypad, see page 2.19.

8. Press **Start/Enter**. The display shows the current time and asks you to enter the time when the fax is to be sent.

9. Enter the time by using the number keypad, then press **Start/Enter**.

   Enter the time in 24-hour format. For example, enter 2230 for 10:30 P.M. If you set a time earlier than the current time, the document will be sent at that time on the following day.

10. The document will be scanned into memory. The display shows the memory capacity and the number of pages being stored.

11. The machine returns to Standby mode and the display alternates between messages to remind that you are in Standby mode and that a Delayed Transmission is set.

**Note:** To cancel the operation reserved in memory, see 'Cancelling a Scheduled Operation' on page 2.31.

## Priority Fax

When the priority fax is enabled, a high priority document can be transmitted ahead of reserved operations. The document is scanned into the memory, then transmitted when the current operation is concluded. In addition, a priority transmission will interrupt a broadcast operation between stations (i.e., when transmission to station A ends, before transmission to station B begins) or between redial attempts.

1. Load the document face down. If necessary, adjust Resolution, or Contrast. For details, see page 2.8.

2. Press **Trans. Option** on the control panel. The display shows the first menu; BROADCASTING.

3. Press ◀ or ▶ until 'PRIORITY FAX' appears, then press **Start/Enter** to access the Priority Fax menu.

4. Enter the number of the remote machine using the ten number keypad.

   You can also press a one-touch button. If not, press **Speed**(**#**), enter a 2-digit speed dial number, then press **Start/Enter**. The stored number appears on the display.

5. Press **Start/Enter** to confirm the number. The display asks you to enter a name.

6. If you want to assign a name to the transmission, enter the name. If not, skip over this step.

   For details on how to enter a name using the number keypad, see page 2.19.

7. Press **Start/Enter**. The document will be scanned into memory. The display shows the memory capacity and the number of pages being stored.

8. The machine shows the number being dialled, then begins sending the document.

# Polling

## What is Polling?

Polling is used when one fax machine requests another to send a document. This is useful when the person with the original document is not in the office. The person to receive the document calls the machine holding the original and requests that the document be sent. In other words, it "polls" the machine holding the original.

## Polling Transmission

You can program the fax machine to send documents in your absence when polled by a remote fax machine. A polling code is used to prevent unauthorized polling of your machine. When you secure your machine in this manner, only those who know the poll code can poll your machine.

**Note**: Polling Transmission only works with machines of the same model that have the Polling Reception feature.

1. Load your document **face down** with the top edge first going into the document feeder, and adjust the resolution and contrast. For details, see page 3.8.

2. Press **Trans. Option** on the front panel. The display shows the first menu; BROADCASTING.

3. Press ◀ or ▶ until 'SEND POLLING' appears, and press **Start/Enter** to access the Send Polling menu.

4. The display asks you to enter a 4-digit poll code. The poll code is preset to 0000 at the factory which represents no poll code.

   POLLCODE [0000]

5. To use a poll code, enter the 4-digit code (except for 0000), then press **Start/Enter**. Or,

   If you do not want to secure the transmission with a poll code, press **Start/Enter** when the display shows 0000 for the poll code, or press **0000**.

6. The display asks you to store the document in the machine's bulletin memory.

   BULLETIN▶YES▶NO

7. Press ◄ or ► to highlight **YES** or **NO**, then press **Start/Enter**.

   If you want to store the document in the bulletin board memory, select YES. More than one remote station can poll that document from your machine.

   If not, the document will be automatically erased after being polled by a remote machine.

8. The machine stores the document in memory. The display counts the number of pages being stored in memory and the memory capacity remaining.

   The machine returns to Standby mode and the display shows a reminder that a Polling Transmission is set. The machine automatically switches to FAX mode (automatic receiving) when set to be polled.

### Polling Reception

You can set your machine to automatically receive documents from one or more unattended remote fax machines. This feature permits unattended polling in the evening hours when telephone rates are lower.

**Note:** The remote machine must be ready for polling.

1. Press **On Hook Dial** and when you hear a dial tone, call the remote fax machine.

2. When you hear the fax tone, press **Trans. Option**. Then, 'RECEIVE POLLING?' appears.

3. Press **Start/Enter**. The display asks you for a 4-digit code. Poll code '0000' represents no code.

4. If the remote machine is secured with a poll code, you must enter the correct code, and press **Start/Enter**. Or,

   If the remote machine is not secured with a poll code, press **Start/Enter** to accept [0000] which represents no code.

5. The machine begins to receive polling.

**Notes:**
- To cancel the operation, press **Stop** at any time.
- Not all fax machines have polling capability, and polling incompatibility can occur between different manufacturers.

## Adding Documents To a Scheduled Operation

You can add documents to the delayed transmission previously reserved in memory.

1. Load the document **face down**, and adjust Resolution, or Contrast, if necessary. For details, see page 2.8.

2. Press **Trans. Option** on the front panel. The display shows the first menu; BROADCASTING.

3. Press ◀ or ▶ until 'ADD SCHEDULE' appears, and press **Start/Enter**. The display shows the operation, time and name currently reserved in memory.

4. Press ◀ or ▶ repeatedly until you find the operation to which you want to add documents, then press **Start/Enter**.

   The machine automatically and stores the documents in memory, and the display shows the memory capacity and the number of pages.

5. After storing, the machine displays the total number of pages, then returns to Standby mode.

## Cancelling a Scheduled Operation

1. Press **Trans. Option** on the front panel. The display shows the first menu; BROADCASTING.

2. Press ◀ or ▶ until 'CANCEL SCHEDULE' appears, and press **Start/Enter**. The display shows the operation, time and number currently reserved in the memory.

3. Press ◀ or ▶ repeatedly until you find the operation you want to cancel, then press **Start/Enter**. The display asks you to confirm your selection.

4. Press **Start/Enter** to cancel the selected operation. The operation is deleted from memory.

# Additional Functions

## Monitoring a Dual Job Status

Your machine can perform more than one of many functions simultaneously. For example, you can;

- Receive a fax into the memory while making a copy.
- Store a fax document for later transmission while printing an incoming fax.

When the machine performs dual tasks, press **Status** to see the current status on the display of the other operation. Each time you press **Status**, the current status of the two operations displays alternatively.

## Forwarding Received Faxes

You can forward all faxes which you receive during the specified period to a specified remote station. This can be useful when you are out of your work station and want to receive your faxes through another station.

### Setting Time and Destination for Forwarding Faxes

To forward the received fax, you must define the remote fax machine where the fax is to be sent and the start time and end time of a period when the Fax Forward feature operates.

1. Press and hold down **Fax Forward** for about 2 seconds on front panel.

2. Enter the number of a designated fax machine to where the faxes are delivered using the ten number keypad.

   You can also use one of one-touch dial button or a speed dial number.

   **Note**: You cannot use the Group dial number for forwarding a fax.

3. When the correct number displays, press **Start/Enter**.
   The displays prompts you to enter the start time.

4. Enter the date and time when the Fax Forwarding feature starts to operate and press **Start/Enter**.
   The displays prompts you to enter the end time.

5. Enter the date and time when the Fax Forwarding feature ends and press **Start/Enter**.

### Turning the Fax Forwarding Feature On or Off

Press **Fax Forward** on front panel to turn this feature on or off.

- If the LED is on, Fax Forwarding activates. All faxes delivered to your machine during the specified period will be automatically forwarded to a registered station.
- If the LED is off, Fax Forwarding deactivates.

**Notes**:
- If an error occurs during forwarding a fax, your machine will automatically redial the number every three minutes up to a maximum of two times, just like normal fax operation.
- The Sending Confirmation report showing time when faxes are forwarded, the designated fax number, the transmission result, the contents of the fax and so on will automatically print right before the end time.

## Printing Reports

You can print help and reports containing useful information.

**Notes:** The list you have set to print out automatically will not print out when there is no paper loaded or a paper jam has occurred.

**Help**
Shows the machine's basic functions and commands and can be used as a quick reference guide.

**Sent Journal**
Shows information concerning fax transmission activities recently made.

**Received Journal**
Shows information concerning fax reception activities recently made.

**Phonebook**
Lists all numbers currently stored in memory as One-touch dial numbers, Speed dial numbers, and Group dial numbers.

**Sending Confirmation**
Shows the fax number, the number of pages, elapsed time of the operation, the communication mode, and the communication results. You can print the confirmation report in one of the following ways according to your setting in System Setup(see page 3.2):

- Automatically after each transmission (ON)
- Automatically only if an error occurs during transmission (ERROR)
- No report printed at all (OFF). You can print this report manually.

**Schedule Information**
Shows the document currently stored for Delayed transmission, Priority transmission, Broadcasting and Send polling. The list shows the starting time, type of operation, etc.

**System Data List**
Shows the status of the user-selectable options. After you change any setting, print this list to confirm your changes.

**Multi-Communication Report**
Is printed automatically after sending documents to or receiving documents from more than one location.

**Callback Message**
Is printed out automatically when you do not respond to a remote operator's Voice Request.

**Power Failure Report**
Is printed out automatically when power is restored after a power failure. This report shows data erased by the power failure.

**TO PRINT LISTS**

1. Press **Report/Help** on the front panel. The display shows the first menu.

   HELP

2. Press ◄ or ► until you find the list you want to print, then press **Start/Enter**. The selected list will be printed.

## Group Dialling (for Multi-Address Transmission)

Multiple one-touch and speed dial numbers can be registered as a group. By using the group number, you can send a document to multiple parties in a single operation. The machine will dial the remote numbers in stored sequence. If the number is busy, the machine will dial the next stored number. After dialing all of the stored numbers, the unit will automatically redial any number that was busy. Before you can use this feature, you must program the group numbers desired.

### Storing One-Touch or Speed Dial Numbers for Group Dialing

1. Press **User Tools** on the front panel.
   The display shows the first menu; FAX NUMBER/NAME.

2. Press ◄ or ► until 'GROUP DIAL SETUP' appears, and press **Start/Enter**.

3. Press one of the 20 one-touch buttons that you want to use for group dial.

4. The display asks you to confirm that you use this button for group dialing.

   GROUP NO.: T15

   Press **Start/Enter** to confirm.

   If you do not want to use the one-touch number, press **Stop**. Then,press another one-touch button.

**Note:** If the button you chose has already been used for one-touch dialing , the display warns the one-touch number is used.

T15 USED !

Then you are allowed to select 'OTHER' or 'RENEW' by pressing ◄ or ►. To replace that number and continue, select **RENEW** and to start over with a different location, select **OTHER**. When the desired option is displayed, press **Start/Enter**.

5. The display asks you to press a one-touch button or to enter a 2-digit speed dial number that you wish to include in the group.

6. Press a one-touch button where the fax number you wish to include in the group is stored.

   Or,

   Enter a 2-digit speed dial location where the fax number you wish to include in the group is stored.

7. Press **Start/Enter**. The display shows the fax number which was stored in the selected location.

8. Repeat step 6 to 7 to enter additional numbers into the selected group.

9. Press **Start/Enter** when you have entered all the desired destinations. The display asks you to enter a name.

10. To assign a name to the group, enter the desired name. See page 2.19 for entering letters.

    Or,

    If you do not want to assign a name, skip this procedure.

11. Press **Start/Enter**. The display asks you to select a one-touch number for another group dial.

12. To continue storing, press the wanted one-touch button and repeat steps 4 through 11.

13. To stop storing, press **Stop**. The display returns to Standby mode.

**Note:** You cannot include one group dial number in another group dial number.

## Editing Group Dial Numbers

You can edit one-touch or speed dial numbers stored for group dialling.

1. Press **User Tools** on the control panel.
   The display shows the first menu; FAX NAME/NUMBER.

2. Press ◄ or ► until you find 'GROUP DIAL SETUP', then press **Start/Enter**.

3. Press the one-touch group dial button used for the group dial number you want to edit.

4. Press ◄ or ► to select the option you want, then press **Start/Enter**.

   Select **MEMBER ADD** to add a number, and enter as many numbers as needed. To stop entering numbers, press **Start/Enter**. Note that you cannot include one group number in another group dial number.

   Select **MEMBER DELETE** to delete a number. When the number that you want to delete is displayed, press **Start/Enter**.

5. When you are finished editing, press **Stop**.

## Sending a Fax Using Group Dialing (Multi-Address Transmission)

You can use Group Dialling for the Delayed Transmission or Memory Transmission.

Follow the procedure of the desired operation (Broadcasting transmission - p.2.25, Delayed transmission - p.2.26). When the display requests you to enter the remote fax number, press the one-touch button where you stored the group number. You can use only one group number for each operation. Continue the procedure to complete the desired operation.

The machine automatically scans the document into memory and dials each of the numbers included in the group.

chapter 3

# Printing and Scanning

## (MFP model only)

You MUST install the Printer Driver Type 1100 and the Twain Scanner Driver Type 1100 to use your machine as a printer and scanner.

Read this chapter to learn how to select and load print media and how to use the print settings.

The topics included in this chapter are:


**Installing Software**

- System Requirements
- Installing the Software
- Uninstalling the Software

**Print Media**

- Selecting Print Media
- Using the Automatic Paper Input Tray
- Using the Manual Paper Input Tray
- Specialty Paper Guidelines

**Printing**

- Printing a Document
- Cancelling a Print Job
- Printing Help
- Printing Several Pages Per Sheet
- Scaling Your Document
- Fitting Your Document to a Selected Paper Size
- Printing Posters
- Printing Watermarks
- Using Page Overlays
- Printing in a Network Environment

**Scanning**

- Scanning from a Windows Application
- Type1100 TWAIN for scan Window

# Installing Software

## System Requirements

Before you begin, ensure you have the following computer setup:

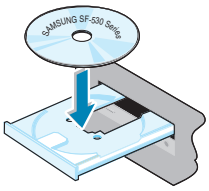
**Minimal requirements:**

- **Operating systems**: Windows 95 OSR2/Windows 98/Windows 98 SE/Windows Me/Windows NT 4 Workstation or Server with Service Pack 3/Windows 2000
- **Disk space:** 120 MB for installation
- **Memory:** 32 MB
- **CPU:** Pentium 133

## Installing the Software

**Note:** For Windows 95/98 users, close "New Hardware Found" screen when the computer boots up.

1. Insert the supplied CD-ROM into your CD-ROM drive.

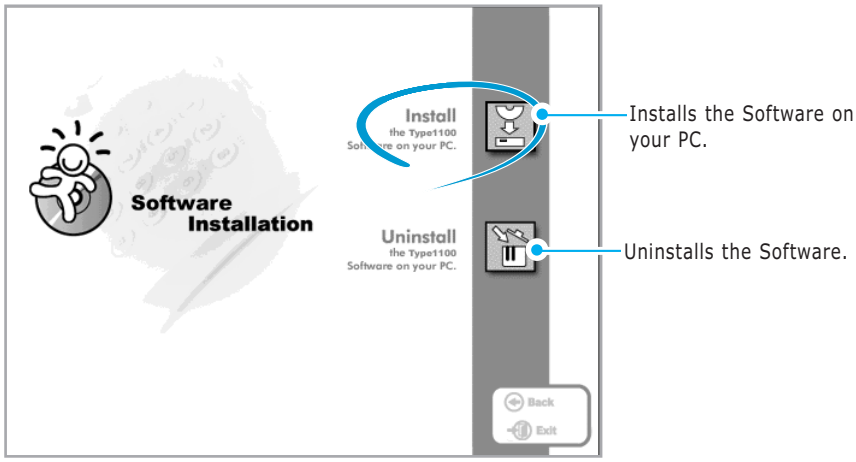



The CD-ROM is automatically running and the opening window appears.

If the opening window does not appear, click **Start**, and then **Run**. Type **X:Setup.exe**, replacing "**X**" with the letter of your drive, and click **OK**.

2. When the opening screen appears, click the language you want to use.

3. Click **Install the Software on your PC**.




4. When the installation is completed, The message box recommends you restart your computer. Click **Finish**, then Windows restarts.

   If your computer does not shut down and restart automatically, you must shut it down manually and restart for the changes to saved.

# Uninstalling the Software

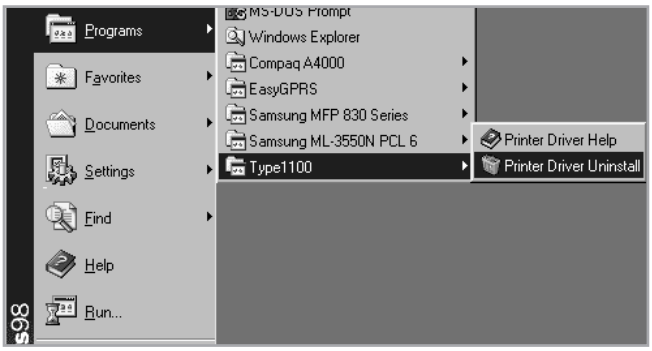
Un-installing is required if you are upgrading the software or if your installation fails.

**Note:** Before beginning un-installation, ensure all applications are closed on your PC. A system reboot is required after the software is un-installed.

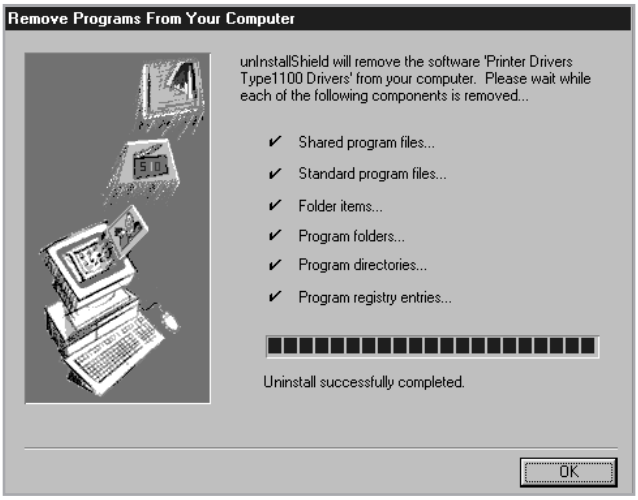
## Un-installing the MFP Driver

1. Start Windows if not already started.

2. From the **Start** menu, select **Programs**, then select the software you want to uninstall, then select **Printer Driver Uninstall**.




3. When your computer confirms your selection, click **Yes**. The printer driver and all its components are removed from your computer.




4. When un-installation is done, click **OK**.

5. The message box recommends you restart your computer. Click **OK**, then restart Windows.

## Using the CD-ROM

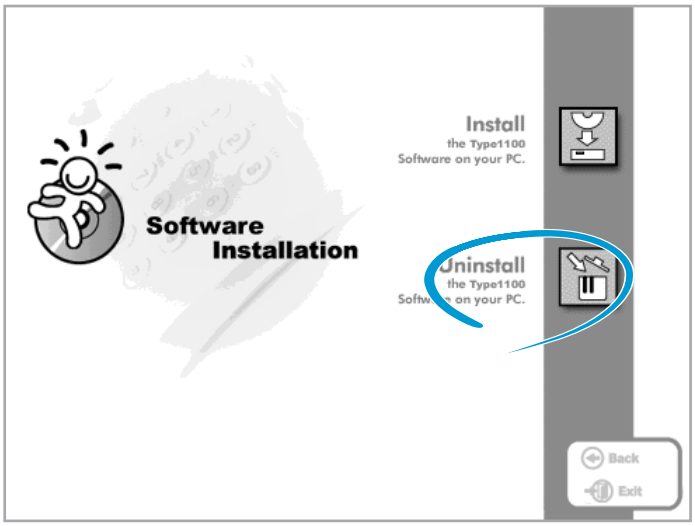
You can un-install both the MFP driver and the software with the CD-ROM you have used to install the software.

1. Insert the CD-ROM into your CD-ROM drive.

   The CD-ROM is automatically running and the opening window appears. (If the opening window does not appear, select **Run** from the **Start** menu, then type **X:SETUP**, replacing "**X**" with the letter of your drive and click **OK**.

2. When the opening window appears, click the language you want to use.

3. Click **Uninstall the software on your PC**.




4. Follow the on-screen instructions to complete un-installation.

   You must shut down and restart your computer before changes you have made will be in effect.

# Print Media

## Selecting Print Media

The type of media you select affects the performance and print quality.

### Selecting Media Types

Most photocopy paper, postcards, index cards, transparencies, envelopes, and labels will work your printer, particularly paper that is marked for use in laser printers. For the best results, use one of the papers developed especially for an laser printer.

#### What to Consider

- **Desired outcome.** The paper you choose should be appropriate for the project. For example, use greeting card paper when making party invitations.
- **Size.** Choose any size paper that fits easily within the paper adjusters of the printer.
- **Weight.** Use 20~24-pound or 75~90 g/m$^2$ plain paper for multipurpose, everyday use.
- **Brightness.** Some papers are whiter than others and produce sharper, more vibrant colors. Use premium photo paper for documents with photographs. Use white paper for documents with any other pictures.
- **Surface smoothness.** The smoothness of the paper affects how crisp the printing looks on the paper. Glossy, coated paper works well for pictures and charts where you want crisp lines.

#### Get the Right Paper

Your machine is designed to work well on most common office paper types and with quality 25% cotton bond paper. Because your printer uses toner to produce an image, paper that accepts toner produces the best results. Be sure to test a variety of paper types before buying large quantities.

**Paper that Might Not Work**

- Highly textured stock, such as linen, may not print evenly because the toner can bleed.
- Extremely smooth, shiny, or coated papers not specifically designed for laser printers can jam the printer and repel toner.
- Multi-part forms, such as duplicate or triplicate forms can wrinkle and jam; the toner is also more likely to smear.
- Paper in poor condition — with tears, dust, wrinkles, curled or bent edges, or that doesn't lie flat can jam the printer.
- Envelopes with thick or crooked edges; envelopes that are damaged, curled, wrinkled, or irregularly shaped; envelopes that are shiny or embossed; or envelopes with clasps or windows.

## Selecting Media Sizes

The paper input tray can hold **up to 150 sheets** of 20 Ib (75 g/m$^2$) paper. The single-sheet manual input tray is designed to hold one sheet. Both can be adjusted to hold media measuring **from 3.87 by 6.38 inches** (98.5 by 162 mm) **to 8.5 by 14 inches** (216 by 356 mm). This includes, but is not limited to, the following paper and envelope sizes:

| | |
|---|---|
| •**A4:** | 8.25 by 11.75 in; 210 by 297 mm |
| •**A5:** | 5.82 by 8.25 in; 148 by 210 mm |
| •**B5:** | 7.16 by 10.12 in.; 182 by 257 mm |
| •**Letter:** | 8.5 by 11 in; 216 by 279 mm |
| •**Folio:** | 8.5 by 13 in; 216 by 330 mm |
| •**Legal:** | 8.5 by 14 in; 216 by 356 mm |
| •**Executive:** | 7.25 by 10.5 in; 184 by 267 mm |
| •**No.10 Envelopes:** | 4.12 by 9.5 in; 105 by 241 mm |
| •**DL. Envelopes:** | 4.33 by 8.66 in.; 110 by 220 mm |
| •**C5 Envelopes:** | 6.38 by 9.01 in.; 162 by 229 mm |
| •**C6 Envelopes:** | 4.49 by 6.38 in.; 114 by 162 mm |
| •**B5 Envelopes:** | 6.93 by 9.84 in.; 176 by 250 mm |
| •**Monarch Envelopes:** | 3.87 by 7.5 in; 98.5 by 190.5 mm |

**Note**: Insert all media vertically (portrait orientation) into the paper input tray or single-sheet manual input tray. To print horizontally (landscape orientation), make this selection through software. Do not print on paper smaller than 3.87 by 6.38 inches (98.5 by 162 mm).

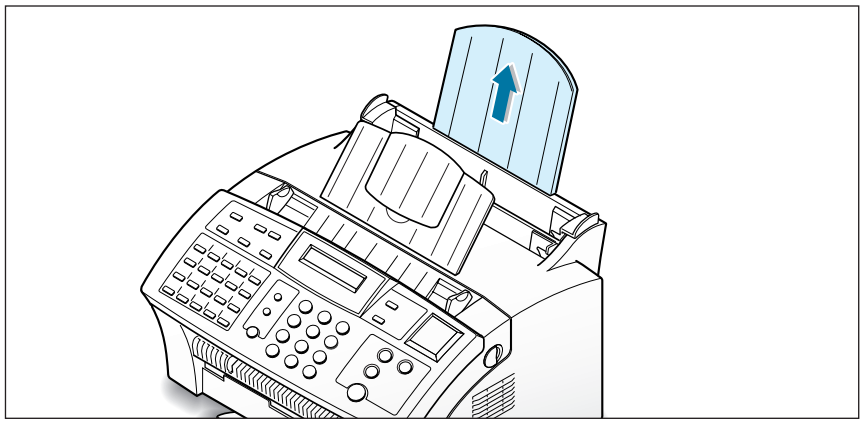
## Using the Automatic Paper Input Tray

You can stack paper or transparencies in the automatic paper tray to feed automatically. The automatic tray can hold a maximum of 150 sheets of plain paper. The maximum capacity may be reduced depending on the thickness.

For best results, adjust the paper settings each time you change paper (see page 3.13).

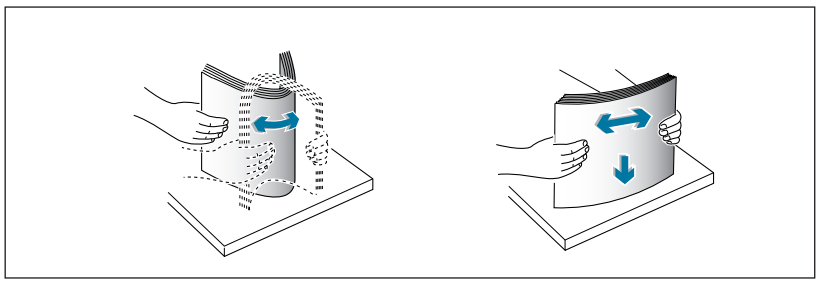
**Note:** If you experience feeding problems, try printing one at a time from the manual input tray. See page 3.9.

1. Pull the paper input support completely out of the unit.

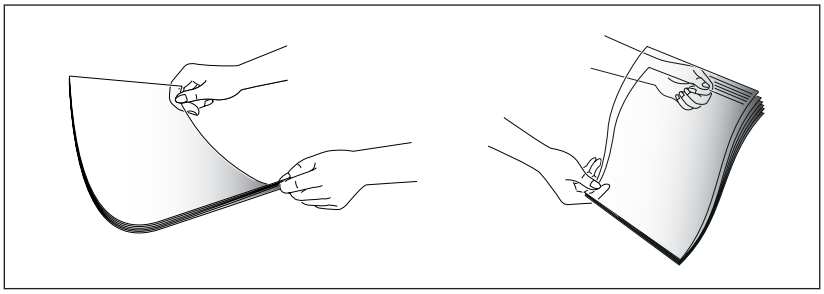


2. Prepare the print material for loading.

- **For paper:**
  - Flex or fan the paper back and forth. Do not fold or crease the paper. Straighten the edges on a level surface.

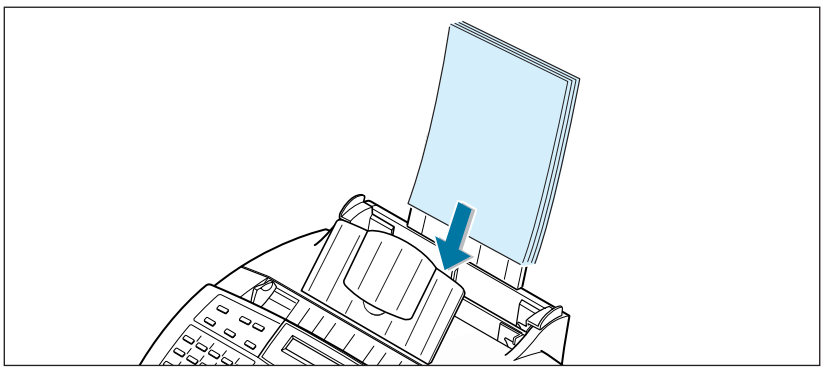


- **For transparencies:**
  - Hold the transparencies by the edges and avoid touching the print side.
  - Fan the stack of transparencies to prevent feeding failures. Be careful not to scratch or leave fingerprints on the print sides.

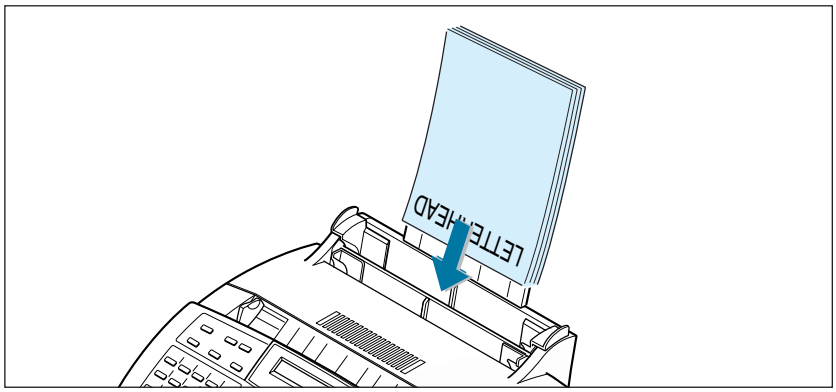


3. Load the print material into the paper tray. Load only as much paper as will fit beneath the lip protruding from the paper-length adjuster. Neatly stacking the paper before loading will help prevent print problems. Do not mix types. See the following directions to load each type of print material.

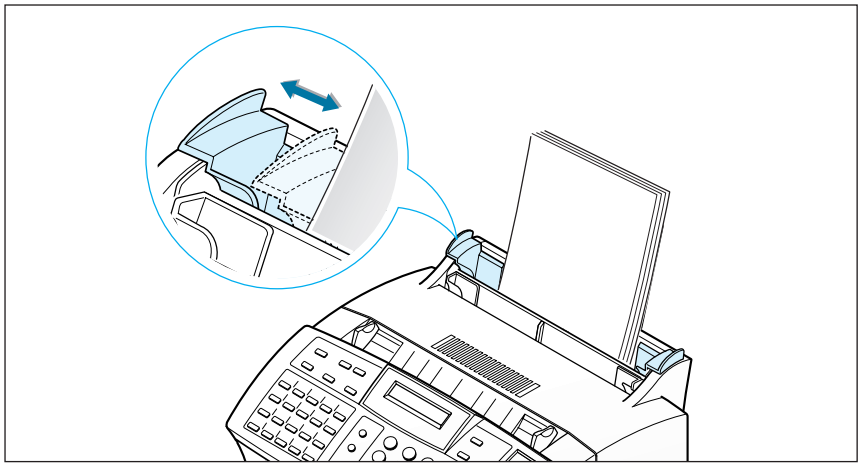
   - Load paper with the print side facing up.



   - Load letterhead paper **face up with the top of the page going into the tray first**.



4. Slide both paper adjusters to fit against the paper's edges. **Ensure the paper line flat in the tray.**

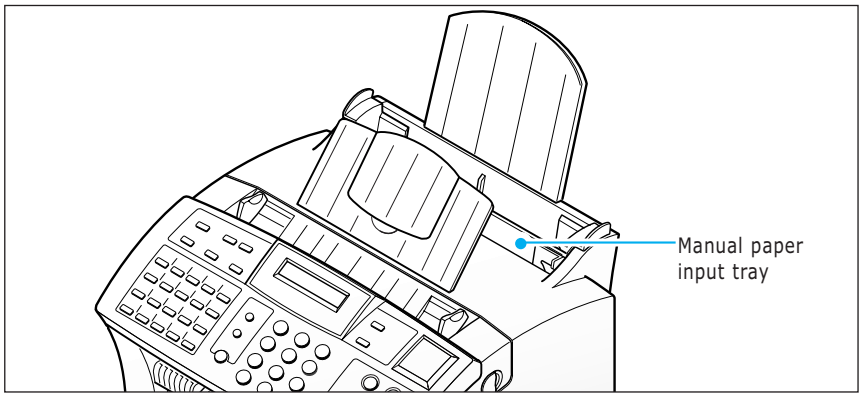


### Print Side Up

Most papers prints better on one side than on the other. This is especially true for coated or specially treated paper. The print side is usually indicated on the paper package. Be sure to insert the paper into the paper tray of the printer with the **print side up**.

## Using the Manual Paper Input Tray

To load a single envelope, card stock, or specialty paper, use the manual paper input tray. When you use the manual input tray, you must feed one piece of media at a time. Manual feeding is helpful when printing on heavy paper or when experiencing paper jam with the automatic paper input tray.

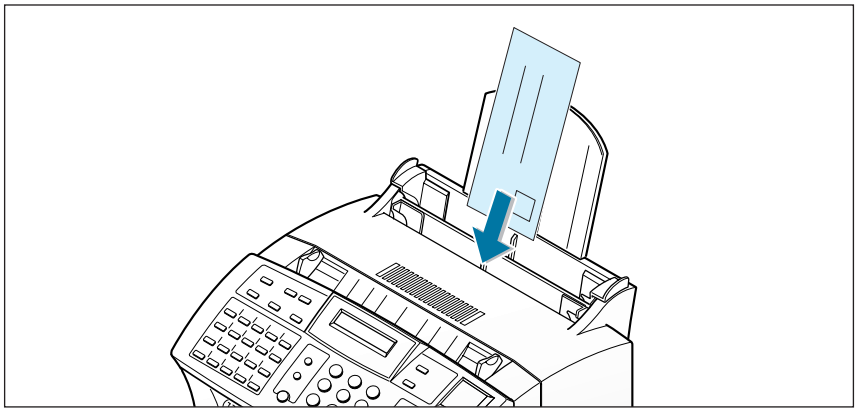


**Notes:**

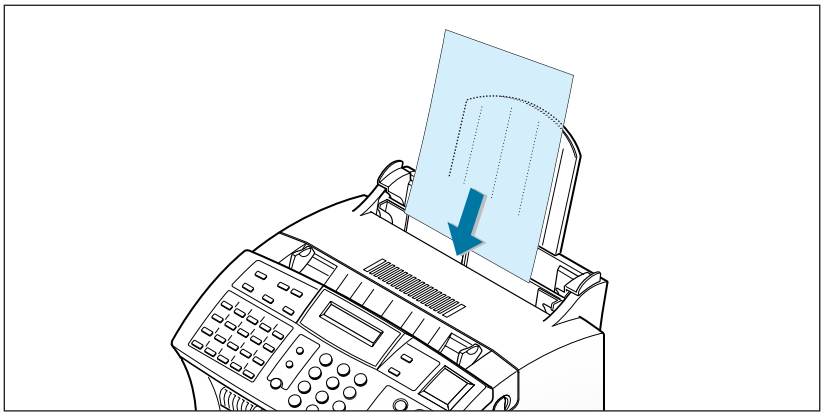
- Make sure that you select the **Manual** for **Paper Source** and the correct paper size and type from your software application before starting your print job. See page 3.14.
- When you use the manual paper tray, the paper must loaded in the automatic paper tray. By doing so, you can prevent the paper jam which might occur in the manual tray.

1. Place the print media in the manual input tray with print side facing up and adjust the paper guides to the width of the print media.

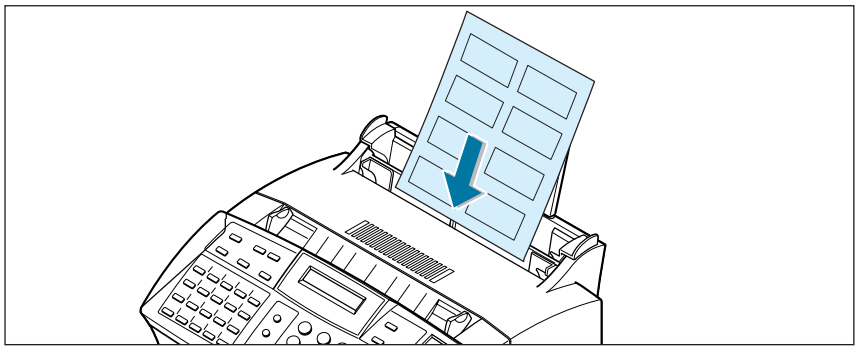
   - Load a sheet of the envelope **with the flap side facing away from you.** Make sure that the stamp area is at the top left and the end of the envelope with stamp area enters the tray.



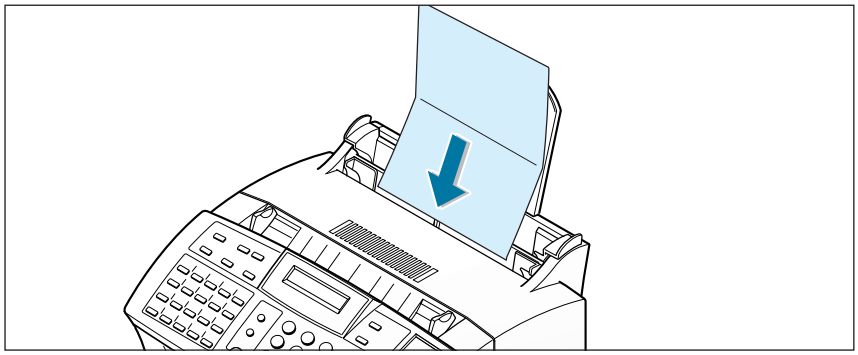
   - Load transparencies **face up with the adhesive strip on top going into the tray first**.



- Load a sheet of the label **with the adhesive backing facing away from you**.

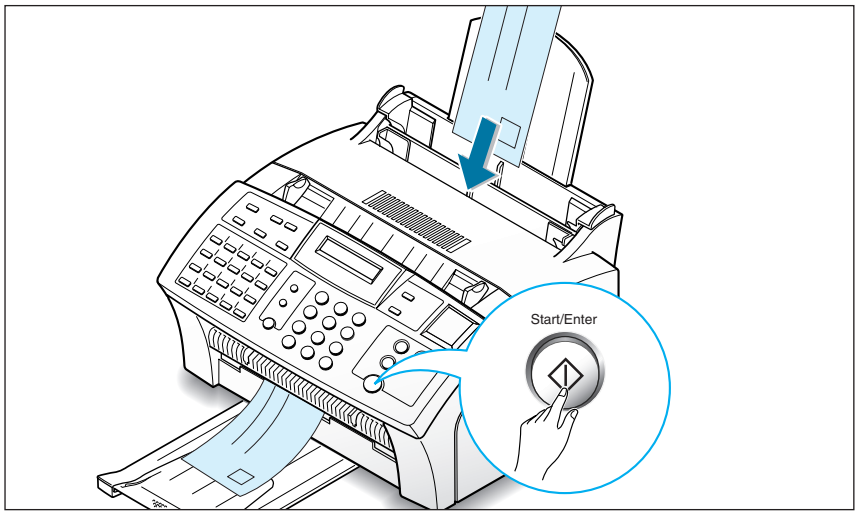


- Load a sheet of the card stock **with print side up**, **short edge first**.



2. In your computer, start printing of the document. the display on the front panel displays 'PC PRINTING...' and 'PRESS START.'

3. Press **Start/Enter** to start manual feeding. If you have more than one page to print, press **Start/Enter** for each page.



## Specialty Paper Guidelines

- Read all instructions that come with special paper for important information regarding how to achieve the highest print quality.

- It is recommended to feed one sheet at a time for special paper types.

- For transparency film, follow these guidelines:
  - Let printed sheets of film dry completely before storing.
  - When a sheet of film has dried completely, cover its printed side with a sheet of plain (not coated) paper before storing; This is recommended even if placed in a clear file or plastic holder.
  - Do not leave the film in the paper tray for long periods of time as dust and dirt may accumulate, resulting in poor copy quality.
  - To avoid fading, do not expose the printed film to prolonged direct sunlight.
  - Store unused papers and films flat. Do not remove papers from their protective packaging until ready for use.
  - Store unused film at temperatures between 59°F to 86°F (15°C to 30 °C). The relative humidity should be between 10% and 70%.

- For labels, follow these guidelines:
  - Verify that the labels' adhesive material can tolerate fusing temperature of 200°C (392°F) for 0.1 second.
  - Make sure that there is no exposed adhesive material between the labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to printer components.
  - Do not feed a sheet of labels through the printer more than once. The adhesive backing is designed for one pass through the printer.
  - Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

- If the print density of your page is very high, light paper stock may curl slightly due to the large amount of toner. To print dense graphics, try printing on heavier stock.

- Do not use paper that is thicker than the specifications as it may damage the toner cartridge.