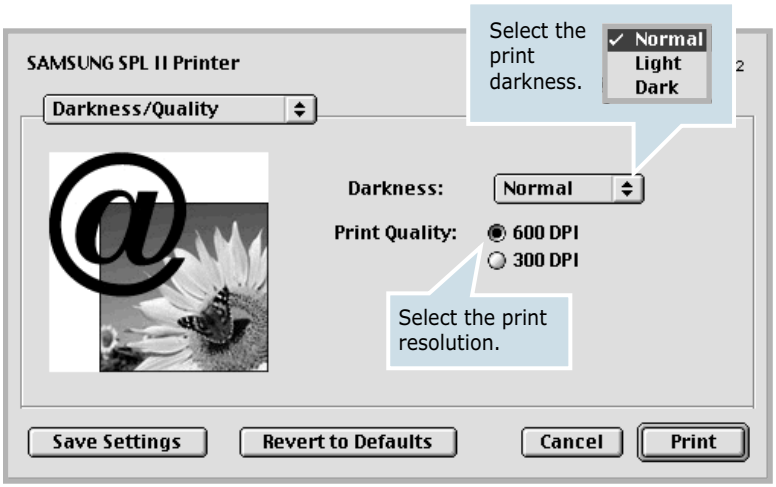
Using Advanced Printing Features

The SAMSUNG SPL II Printer window contains five categories of advanced properties. Listed below is the name of each property.

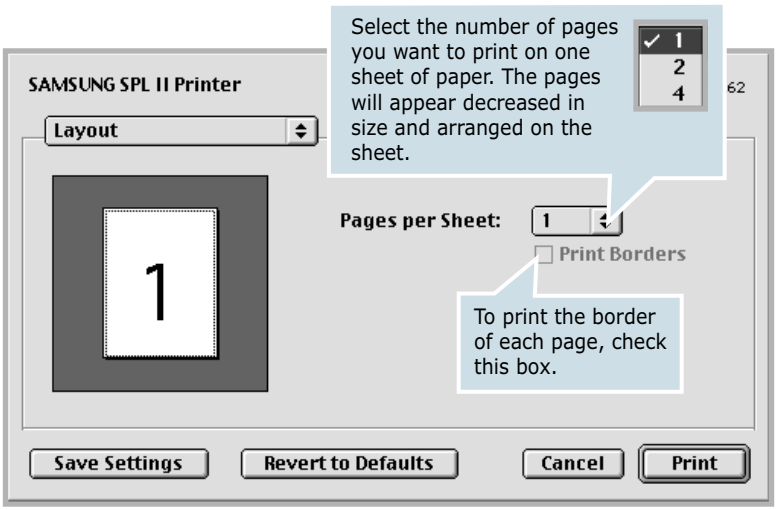
- Darkness/Quality
- Layout
- Color
- Background Printing
- Paper Source

The following figures display each property in the SAMSUNG SPL II Printer window.

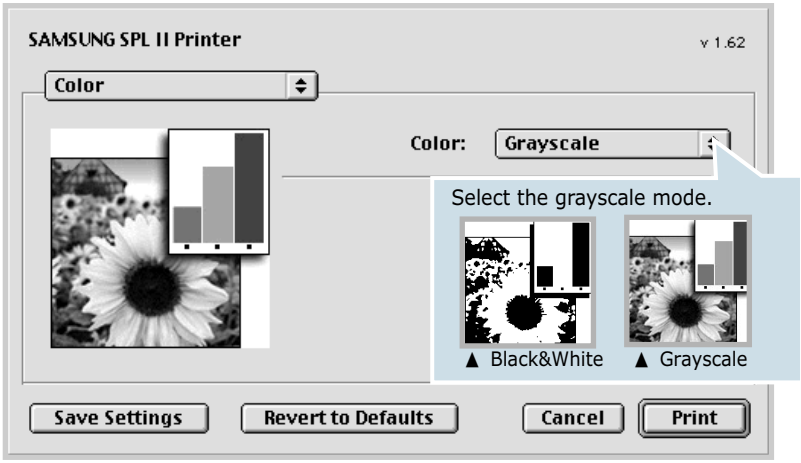
Darkness/Quality



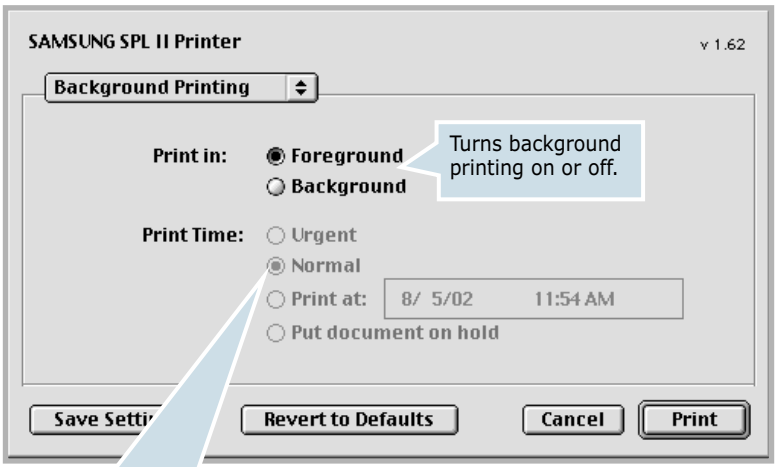
Layout



Color



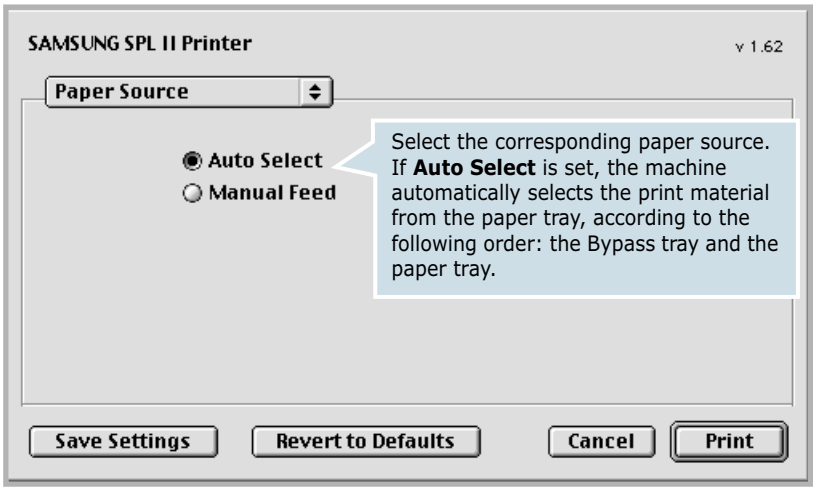
Background Printing



Select priority for your print job in the queue of jobs waiting to print, click one of the following:

- **Urgent**: to print before any Normal priority job.
- **Normal**: to print in the order the job is received.
- **Print at**: to print at the specific time you enter in the day and time in the fields to the right.
- **Put document on hold**: to hold the print job in the print queue until you are ready to release it.

Paper Source



B SPECIFICATIONS

This chapter includes:

- **General Specifications**
- **Scanner and Copy Specifications**
- **Printer Specifications**
- **Facsimile Specifications (For SCX-4216F)**
- **Paper Specifications**

General Specifications

Item	Description
Automatic document feeder (for SCX-4116/4216F)	Up to 30 sheets (20 lb, 75 g/m^2)
ADF Document size (for SCX-4116/4216F)	Width: 142 to 216 mm (5.6 to 8.5 inches) Length: 148 to 356 mm (5.8 to 14 inches)
Paper input capacity	Paper tray: 250 sheets (weight: 75 g/m^2, 20 lb) Bypass tray: 1 sheets (weight: 75 g/m^2, 20 lb)
Paper output capacity	Front output tray: 150 sheets (face down) Rear output slot: 1 sheet (face up)
Paper type	Paper tray: Plain paper (60 ~ 90 g/m^2, 16 ~ 24 lb) Bypass tray: Plain paper, Transparencies, Labels, Card, Post card, Envelopes (60 ~ 120 g/m^2, 16 ~ 32 lb)
Consumables	1-piece toner cartridge system
Power requirements	100 ~ 127 VAC, 50/60 Hz, 4.5A 220 ~ 240 VAC, 50/60 Hz, 2.5A
Power consumption	Sleep mode: 19 W Standby mode: 85 W(100 ~ 127 VAC) / 95 W(220 ~ 240 VAC) Average: 350 W
Noise	Warm-up: 50 dB Standby mode: 35 dB Printing: 55 dB
Warm-up Time	30 seconds
Operating conditions	Temperature: 50 ^{o}F to 89 ^{o}F (10 ^{o}C to 32 ^{o}C) Humidity: 20 % to 80 % RH
LCD	16 characters x 2 lines
Toner cartridge life	3,000 pages (for starter, 1,000 pages) @ IDC 5 % coverage
SET dimension (W x D x H)	SCX-4116/4216F: 474 x 436 x 417 mm SCX-4016: 474 x 436 x 353 mm

Item	Description
Weight	Net: 13 (SCX-4116/4216F)/11.7 (SCX-4016) Kg (including consumables) Gross: 17 (SCX-4116/4216F)/15.7 (SCX-4016) Kg (including consumables, accessories and package)
Package Weight	Paper: 2.7 Kg Plastic: 0.7 Kg

Scanner and Copier Specifications

Item	Description
Compatibility	TWAIN standard
Scanning method	Sheet-fed and Flat-bed CCD (Charge Coupled Device) module
Resolution	Optical: 600 dpi (Mono and Color) Enhanced: 4,800 dpi
Effective scanning length	Platen: 297 mm (11.7 in.) ADF (for SCX-4116/4216F): 356 (14 in.)
Effective scanning width	8.2 inches (208 mm)
Color bit depth	Internal: 32 bit External: 24 bit
Mono bit depth	1 bit for Text mode 8 bit for Gray mode
Scan speed (Text mode)	Platen: 23 seconds ADF (SCX- 4116/4216F): 25 seconds
Copy speed	17 copies per minute (Letter)
Paper size	Letter, A4, Legal
Copy resolution	Platen: 600 x 300 (Text, Mixed) / 600 x 600 (Photo) ADF (for SCX-4116/4216F): 600 x 300 (Text, Mixed, Photo)
Zoom rate	Platen: 25 ~ 400 % ADF (for SCX-4116/4216F): 25 ~ 100 %

Item	Description
Multiple copies	99 pages
Grayscale	256 levels

Printer Specifications

Item	Description
Printing method	Laser Beam Printing
Printing speed	17 pages per minute (Letter)
Paper size	Paper tray: Letter, A4, Legal, Folio, A5, A6 Bypass tray: Letter, Legal, A4, Folio, Executive, A5, A6, A6 card, Post Card 4x6, HagaKi, Envelope 7-3/4, Envelope 9, Envelope 10, Envelope DL, Envelope C5, Envelope C6, Envelope B5 * Min.: 76 x 127 mm (3 x 5 in.) Max.: 216 x 356 (8.5 x 14 in.)
Print resolution	600 x 600 dpi
Emulation	SPL (GDI)
PC Interface	IEEE 1284, USB 1.1
Compatibility	Windows 95/98/2000/NT 4.0/Me/XP Macintosh 8.6 or higher
First printing time	Standby mode: 12 seconds Power save mode: 42 seconds

Facsimile Specifications *(For SCX-4216F)*

Item	Description
Compatibility	ITU-T Group 3, ECM
Applicable line	Public Switched Telephone Network (PSTN) or behind PABX
Data coding	MH/MR/MMR (ECM Mode) and JPEG for color fax transmission
Modem speed	33600/28800/21600/19200/14400/12000/9600/7200/4800/2400 bps with fall back
Transmission speed	Approx. 3 seconds/page * Transmission time applies to memory transmission of text data with ECM compression using only ITU-T No.1 Chart.
Scanning speed	Platen: approx. 3 seconds/letter (at standard fax resolution mode) ADF: approx. 5 seconds/letter (at standard fax resolution mode)
Maximum document length	Platen: 297 mm ADF: 1.5 m
Paper size	Letter, A4, Legal
Resolution	Standard: 203 x 98 dpi Fine: 203 x 196 dpi Super Fine: 300 x 300 dpi / 203 x 392 dpi Photo: 203 x 196 dpi Color: 200 x 200 dpi
User Memory	4 MB (320 pages)
Halftone	256 levels
Auto dialer	Speed dialing (registration for 100 numbers)

Paper Specifications

Overview

Your machine accepts a variety of print materials, such as cut-sheet paper (including up to 100% recycled fiber content paper), envelopes, labels, transparencies and custom-size paper. Properties, such as weight, composition, grain and moisture content, are important factors affecting the machine's performance and the output quality. Paper that does not meet the guidelines outlined in this User's Guide can cause the following problems:

- Poor print quality
- Increased paper jams
- Premature wear on the machine.

NOTES:

- Some paper may meet all of the guidelines in this guide and still not produce satisfactory results. This may be the result of improper handling, unacceptable temperature and humidity levels, or other variables over which Samsung has no control.
- Before purchasing large quantities of paper, insure the paper meets the requirements specified in this User's Guide.

CAUTION: Using paper that does not meet these specifications may cause problems, requiring repairs. These repairs are not covered by the Samsung warranty or service agreements.

Supported Sizes of Paper

Paper	Dimensions[1]	Weight	Capacity[2]
Letter	8.5 X 11 in. (216 X 279 mm)	• 60 to 105 g/m^2 bond (16 to 28 lb) for the paper tray • 60 to 120 g/m^2 bond (16 to 32 lb) for the Bypass tray	• 250 sheets of 75 g/m^2 bond (20 lb) paper for the paper tray • 1 sheet of paper for the Bypass tray
A4	210 X 297 mm (8.3 X 11.7 in.)		
Executive	7.25 X 10.5 in. (191 X 267 mm)		
Legal	8.5 X 14 in. (216 X 356 mm)		
Folio	216 X 330 mm (8.5 X 13 in.)		

Paper	Dimensions[1]	Weight	Capacity[2]
Minimum size (custom)	76 x 127 mm (3 x 5 in)	60 to 120 g/m^2 bond (16 to 32 lb)	• 1 sheet of paper for the Bypass tray
Maximum size (Legal)	216 x 356mm (8.5 x 14 in)		
Transparency	Same minimum and maximum paper sizes as listed above.	138 to 146 g/m^2	
Labels		120 to 150 g/m^2	
Cards		90 to 163 g/m^2	
Envelopes		75 to 90 g/m^2	

1. The machine supports a wide range of media sizes. See "Size, Input Sources and Capacities" on page 3.2.
2. Capacity may vary depending on print materials' weight and thickness, and environmental conditions.

NOTE: You may experience jams when using print materials with a length of less than 127 mm (5 in.). For optimum performance, ensure that you are storing and handling the paper correctly. Please refer to "Printer and Paper Storage Environment" on page B.9.

Guidelines for Using Paper

For the best result, use conventional 75 g/m^2 (20 lb) paper. Ensure that the paper is of good quality, and free of cuts, nicks, tears, spots, loose particles, dust, wrinkles, voids, and curled or bent edges.

If you are unsure of what type of paper you are loading, such as bond or recycled paper, check the label on the package.

The following problems may cause print quality deviations, jamming or even damage to the printer.

Symptom	Problem with Paper	Solution
Poor print quality or toner adhesion, problems with feeding	Too moist, too rough, too smooth or embossed; faulty paper lot	Try another kind of paper, between 100 ~ 400 Sheffied, 4 ~ 5 % moisture content.
Dropout, jamming, curl	Stored improperly	Store paper flat in its moisture-proof wrapping.
Increased gray background shading/printer wear	Too heavy	Use lighter paper, use the rear output slot.
Excessive curl problems with feeding	Too moist, wrong grain direction or short-grain construction	• Use the rear output slot. • Use long-grain paper.

Symptom	Problem with Paper	Solution
Jamming, damage to printer	Cutouts or perforations	Do not use paper with cutouts or perforations.
Problems with feeding	Ragged edges	Use good quality paper.

NOTES:

- Do not use letterhead paper printed with low-temperature inks, such as those used in some types of thermography.
- Do not use raised or embossed letterhead.
- The printer uses heat and pressure to fuse toner to the paper. Insure that any colored paper or preprinted forms use inks that are compatible with this fusing temperature (200 °C or 392 °F for 0.1 second).

Paper Specifications

Category	Specifications
Acid Content	5.5 pH or lower
Caliper	0.094 ~ 0.18 mm (3.0 ~ 7.0 mils)
Curl in Ream	Flat within 5 mm (0.02 in.)
Cut Edge Conditions	Cut with sharp blades with no visible fray.
Fusing Compatibility	Must not scorch, melt, offset or release hazardous emissions when heated to 200 °C (392 °F) for 0.1 second.
Grain	Long Grain
Moisture Content	4 % ~ 6 % by weight
Smoothness	100 ~ 400 Sheffied

Paper Output Capacity

Output Location	Capacity
Face-down output tray	150 sheets of 75 g/m^2 bond (20 lb) paper
Face-up output slot	1 sheet of 75 g/m^2 bond (20 lb) paper

Printer and Paper Storage Environment

Paper storage environmental conditions directly affect the feed operation.

Ideally, the machine and paper storage environment should be at or near room temperature, and not too dry or humid. Remember that paper is hygroscopic; it absorbs and loses moisture rapidly.

Heat works with humidity to damage paper. Heat causes the moisture in paper to evaporate, while cold causes it to condense on the sheets. Heating systems and air conditioners remove most of the humidity from a room. As paper is opened and used, it loses moisture, causing streaks and smudging. Humid weather or water coolers can cause the humidity to increase in a room. As paper is opened and used it absorbs any excess moisture, causing light print and dropouts. Also, as paper loses and gains moisture it can become distorted. This can cause paper jams.

Care should be taken not to purchase more paper than can be used in a short time (about 3 months). Paper stored for long periods may experience heat and moisture extremes, which can cause damage. Planning is important to prevent damage to large supplies of paper.

Unopened paper in sealed reams can remain stable for several months before use. Opened packages of paper have more potential for environment damage, especially if they are not wrapped with a moisture-proof barrier.

The paper storage environment should be properly maintained to ensure optimum performance. The required condition is 20 to 24 °C (68 to 75 °F), with a relative humidity of 45 % to 55 %. The following guidelines should be considered when evaluating the paper's storage environment:

- Paper should be stored at or near room temperature.
- The air should not be too dry or too humid.
- The best way to store an opened ream of paper is to rewrap it tightly in its moisture-proof wrapping. If the machine environment is subject to extremes, unwrap only the amount of paper to be used during the day's operation to prevent unwanted moisture changes.

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SAMSUNG

User's Guide

SAMSUNG LASER FACSIMILE

SCX-4216F

For UK customers:

To reorder your consumables
Call 0800 3164060

For Technical Assistance
Call 0870 2420303

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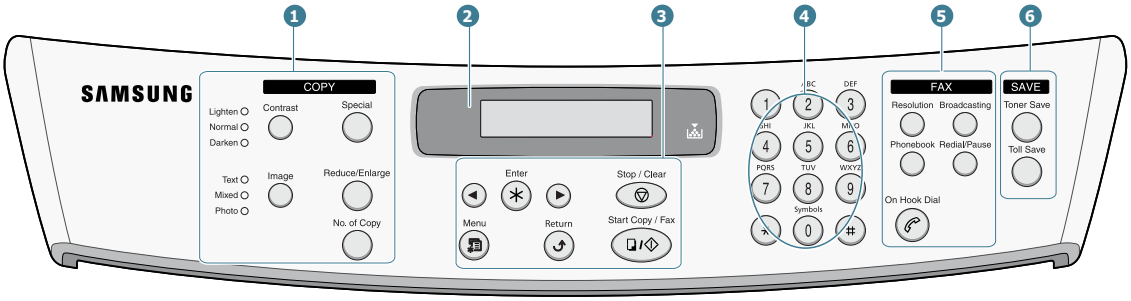
MEMO

1 GETTING STARTED

The following topics are included:

- **Control Panel Functions**
- **Setting the Machine ID**
- **Setting the Date and Time**
- **Setting Sounds**
- **Setting the Dial Mode**
- **Using the Toll Save Mode**
- **Setting up the Fax System**

Control Panel Functions



1 COPY*	Contrast	Adjusts the brightness of the documents for the current copy job.
	Image	Selects the document type for the current copy job.
	Special	Allows you to use special copy features, such as Clone, Collation, Auto fit, 2-side, N-up (multiple pages on a sheet) and Poster copying.
	Reduce/Enlarge	Makes a copy smaller or larger than the original.
	No.of Copy	Selects the number of copies.
2		Displays the current status and prompts during an operation.
		Turns on when the toner cartridge is empty.
3		Scrolls through the options available for the selected menu item.
	Enter	Confirms the selection on the display.
	Menu	Enters the menu mode and scrolls through the menus available.

3	Return	Sends you back to the upper menu level.
	Stop / Clear	Stops an operation at any time. In the standby mode, clears/cancels the copy options, such as the contrast, the image setting, the copy size and the number of copies.
	Start Copy / Fax	Starts a job.
4		Dials a number or enters alphanumeric characters.
5 FAX	Resolution	Adjusts the resolution of the documents for the current fax job.
	Broadcasting	Allows you to send a fax to multiple destinations.
	Phonebook	• Allows you to store frequently-dialed fax numbers using a one or two-digit speed dial or group number for automatic dialing and edit the stored numbers. • Allows you to print a Phonebook list.
	Redial/Pause	Redials the last number in the standby mode or insert a pause into a fax number in the edit mode.
	On Hook Dial	Engages the telephone line.
6 SAVE	Toner Save	Allows you to save on toner by using less toner to print a document.
	Toll Save	Allows you to save on call costs by sending a fax at a preset toll-saving time. Using this feature, you can take advantage of lower long distance rates at night, for example.

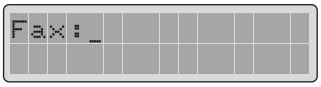
*. For details about copy features, refer to the MFP User's Guide.

Setting the Machine ID

In some countries, you are required by law to indicate your fax number on any fax you send. The Machine ID, containing your telephone number and name (or company name), will be printed at the top of each page sent from your machine.

1. Press **Menu** until "Machine Setup" appears on the top line of the display. The first available menu item, "Machine Id" displays on the bottom line.

2. Press **Enter**. The display asks you to enter the fax number.

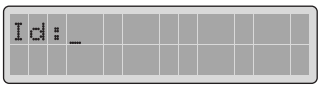


   If there is a number already set, the number appears.

3. Enter your fax number using the number keypad.

NOTE: If you make a mistake while entering numbers, press the ◄ button to delete the last digit.

4. Press **Enter** when the number on the display is correct. The display asks you to enter the ID.



5. Enter your name or company name using the number keypad.

   You can enter alphanumeric characters using the number keypad, and include special symbols by pressing the **0** button.

   For details on how to use the number keypad to enter alphanumeric characters, see "Entering Characters Using the Number Keypad" on page 1.5.

   If you want to enter the same letter or number in succession (e.g. SS, AA, 777), enter one digit, move the cursor by pressing the ► button and enter the next digit.

   If you want to insert a space in the name, you can also use the ► button to move the cursor to skip the position.

6 Press **Enter** when the name on the display is correct.

7 Press **Stop/Clear** to return to the standby mode.

Entering Characters Using the Number Keypad

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

To enter alphanumeric characters:

1 When you are prompted to enter a letter, locate the button labeled with the character you want. Press the button until the correct letter appears on the display.

For example, to enter the letter **O**, press **6**, labeled with "MNO."

Each time you press **6**, the display shows a different letter, **M**, **N**, **O** and finally **6**.

You can enter special characters (space, plus sign, etc.). For details, see "Keypad Letters and Numbers" on page 1.6.

2 To enter additional letters, repeat Step 1.

If the next letter is printed on the same button, move the cursor by pressing the ► button and then press the button labeled with the letter you want. The cursor will move to the right and the next letter will appear on the display.

You can enter a space by pressing the # button.

3 When you finish entering letters, press **Enter**.

Keypad Letters and Numbers

Key	Assigned numbers, letters or characters
1	1 Space
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

Changing Numbers or Names

If you make a mistake while entering a number or name, press the ◄ button to delete the last digit or character. Then enter the correct numbers or characters.

Inserting a Pause

With some telephone systems, you must dial an access code (9, for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number. You can insert a pause while you are setting up speed dial numbers.

To insert a pause, press **Redial/Pause** at the appropriate place while entering the telephone number. A “–” appears on the display at the corresponding location.

Setting the Date and Time

All of your faxes will have the date and time printed on them.

NOTE: If power to the machine is cut off, you need to reset the correct time and date once the power is restored.

1 Press **Menu** until "Machine Setup" appears on the top line of the display.

2 Press the scroll button (◄ or ►) to display "Date & Time" on the bottom line and press **Enter**.

3 Enter the correct time and date using the number keypad.

```
01-01-2002
12:01(Am)
```

Month	= 01 ~ 12
Day	= 01 ~ 31
Year	= requires the four digits
Hour	= 01 ~ 12 (12-hour mode) 00 ~ 23 (24-hour mode)
Minute	= 00 ~ 59

NOTE: The date format may differ from each country.

You can also use the scroll button (◄ or ►) to move the cursor under the digit you want to correct and enter a new number.

4 To select "Am" or "Pm" for 12-hour format, press the * or # button.

When the cursor is not under the AM or PM indicator, pressing the * or # button immediately moves the cursor to the indicator.

You can change the clock mode to 24-hour format (e.g. 01:00 PM as 13:00). For details, see "Changing the Clock Mode" on page 1.8.

5 Press **Enter** when the time and date on the display is correct.

When you enter a wrong number, the machine beeps and does not proceed to the next step. If this happens, just reenter the correct number.

Changing the Clock Mode

You can set your machine to display the current time using either a 12-hour or 24-hour format.

1 Press **Menu** until "Machine Setup" appears on the top line of the display.

2 Press the scroll button (◄ or ►) until you see "Clock Mode" on the bottom line and press **Enter**.

The clock mode currently set for the machine displays.

3 Press the scroll button (◄ or ►) to select the other mode and then press **Enter** to save the selection.

4 To return to the standby mode, press **Stop/Clear**.

Setting Sounds

You can control the following sounds:

- Ringer: You can adjust the ringer volume.
- Alarm Sound: You can turn the alarm sound on or off. With this option set to "On," an alarm tone sounds when an error occurs or fax communication ends.
- Key Sound: With this option set to "On," a key tone sounds each time any key is pressed.
- Speaker Control: You can turn the speaker on or off. With this option set to "Com," the speaker is on until the remote machine answers.
- Speaker volume: You can adjust the speaker volume.

Speaker Control, Ringer, Key Sound and Alarm Sound

1. Press **Menu** until "Sound/Volume" appears on the top line of the display.

2. Press the scroll button (◄ or ►) to scroll through the options. Press **Enter** when you see the desired sound option.

3. Press the scroll button (◄ or ►) to display the desired status or loudness for the option you have selected.

   You will see the selection on the bottom line of the display.

   For the ringer volume, you can select from Off, Low, Med and High. You will also hear the selected loudness. Setting "Off" turns the ringer off. The machine will work normally even if the ringer is turned off.

4. Press **Enter** to save the selection. The next sound option appears.

5. If necessary, repeat steps 2 through 4.

6. To return to the standby mode, press **Stop/Clear**.

Speaker Volume

1. Press **On Hook Dial**. You will hear a dial tone.

2. Press the scroll button (◄ or ►) until you hear the desired loudness. The display shows the current volume level.

3. Press **On Hook Dial** to save the change and return to the standby mode.

Setting the Dial Mode

You can select the type of the telephone dial system where your machine is connected.

NOTE: The Dial Mode setting may be unavailable depending on your country.

1. Press **Menu** until "Machine Setup" appears on the top line of the display.

2. Press the scroll button (◄ or ►) until you see "Dial Mode" on the bottom line and press **Enter**.

3. Press the scroll button (◄ or ►) to select the desired dial mode.

   Select "Tone" if your machine is connected to a tone dial line.

   Select "Pulse" if the machine is connected to a pulse dial line.

4. Press **Enter** to save the selection.

5. To return to the standby mode, press **Stop/Clear**.

Using the Toll Save Mode

Using the **Toll Save** button on the control panel, you can quickly set your machine to send the document(s) stored in the memory during the preset time slot, when the call charge is lowered. This Toll Save mode helps you to take advantage of lower long distance rates at night, for example.

NOTE: The toll-saving time slot may vary depending on your contract with a long distance phone company.

To turn the toll save mode on:

1. Press **Toll Save**. The button backlight turns on.
2. Press **Enter** when "Start Time" displays on the bottom line.
3. Enter the time when your machine starts sending toll save faxes, using the number keypad.

   To select "Am" or "Pm" for 12-hour format, press the * or # button.
4. Press **Enter** when the start time on the display is correct.
5. Press the scroll button (◄ or ►) to display "End Time" and press **Enter**.
6. Enter the time when the toll save transmission ends, using the number keypad.
7. Press **Enter** to save the setting.
8. To return to the standby mode, press **Stop/Clear**.

Once the toll save mode is activated, your machine stores all of the documents to be faxed into the memory and sends them at the programed time.

NOTE: You can change the toll-saving time in the **Advaced Fax** menu. See page 5.5.

To turn the toll save mode off, press **Toll Save** again. The button backlight turns off and the mode is deactivated.

Setting up the Fax System

From the **Fax Setup** menu, you can configure many settings for the fax system.

Changing the Fax Setup options

1. Press **Menu** until "Fax System" appears on the top line of the display.

   The first available menu item, "Receive Mode," displays on the bottom line.

2. Press the scroll button (◄ or ►) until you see the desired menu item on the bottom line and press **Enter**.

3. Use the scroll button (◄ or ►) to find the desired status or use the number keypad to enter the desired value for the option you have selected.

4. Press **Enter** to save the selection. The next Fax Setup option appears.

5. If necessary, repeat steps 2 through 4.

6. To return to the standby mode, press **Stop/Clear**.

Available Fax Setup Options

Option	Description
Receive Mode	You can select the default fax receiving mode. • In the **Fax** mode, the machine answers an incoming call and immediately goes into the fax reception mode. • In the **Tel** mode, you can receive a fax by pressing **Start Copy/Fax** on the control panel when you can hear a fax tone on the line.

Option	Description
Ring To Answer	You can specify the number of times the machine rings, 1 to 7, before answering an incoming call.
Contrast	You can select the default contrast mode to fax your documents lighter or darker. • **Lighten** works well with dark print. • **Normal** works well with standard typed or printed documents. • **Darken** works well with light print or faint pencil markings.
Redial Term	Your machine can automatically redial a remote fax machine if it was busy. Intervals from 1 to 15 minutes can be entered.
Redials	You can specify the number of redial attempts, 0 to 13. If you enter **0**, the machine will not redial.
MSG Confirm	You can set your machine to print a report showing whether the transmission was successful, how many pages were sent, and more. The available options are **On**, **Off** and **On-Error**, which prints only when a transmission is not successful.
Auto Report	A report with detailed information about the previous 50 communications operations, including time and dates. The available options are **On** or **Off**.
Auto Reduction	When receiving a document as long as or longer than the paper loaded in the paper tray, the machine can reduce the size of the document to fit the size of paper loaded in the machine. Select **On** if you want to automatically reduce an incoming page. With this feature set to **Off**, the machine cannot reduce the document to fit onto one page, the document is divided and printed in actual size on two or more pages.

Option	Description
Discard Size	When receiving a document as long as longer than the paper installed in your machine, you can set the machine to discard any excess at the bottom of the page. If the received page is outside the margin you set, it will print on two sheets of paper at the actual size. If the document is within the margin and the Auto Reduction feature is turned on, it will be reduced to fit into the appropriate sized paper and discard does not occur. If the Auto Reduction feature is turned off or fails, the data within the margin will be discarded. Settings range from 0 to 30 mm.

2 General Fax Functions

The following topics are included:

- **Sending a Fax**
- **Receiving a Fax**

Sending a Fax

Preparing Documents for Faxing

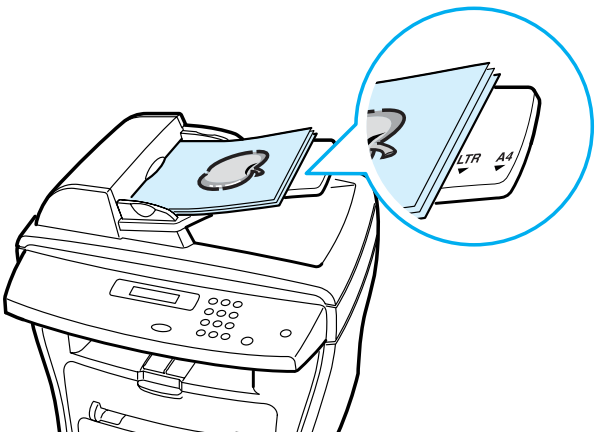
Use the following guidelines to prepare your documents for faxing:

- Do not load documents smaller than 142 x 148 mm or larger than 216 x 356 mm in the Automatic Document Feeder (ADF).
- Do not attempt to load the following types of documents into the ADF:
  - carbon-paper or carbon-backed paper
  - coated paper
  - onion skin or thin paper
  - wrinkled or creased paper
  - curled or rolled paper
  - torn paper
- Remove all staples and paper clips before loading documents in the ADF.
- Make sure any glue, ink or correction fluid on the paper is completely dry before loading documents in the ADF.
- Do not load documents containing different sizes or weights of paper in the ADF.
- If you want to make copies from booklets, pamphlets, transparencies or documents having other unusual characteristics, use the document glass to load the document.

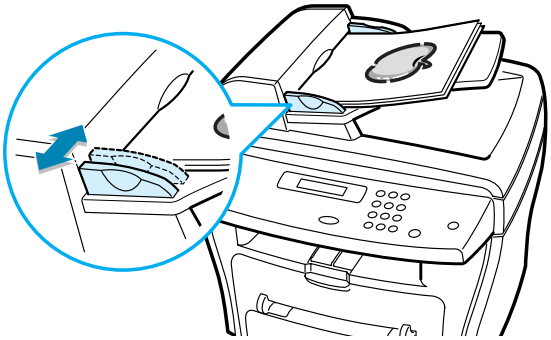
Loading an Original Document

To fax a document using the Automatic Document Feeder (ADF):

1. Slide the document **face up** into the ADF. You can insert up to 30 sheets at a time.

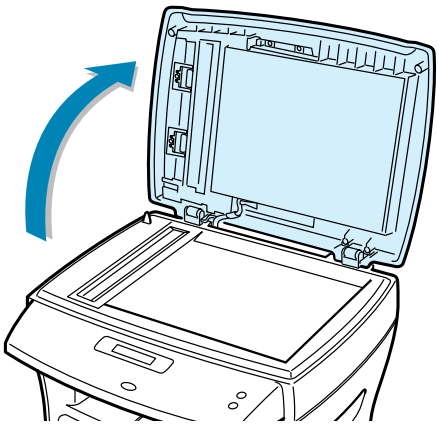


2 Adjust the document guide on the ADF to match the width of the document.

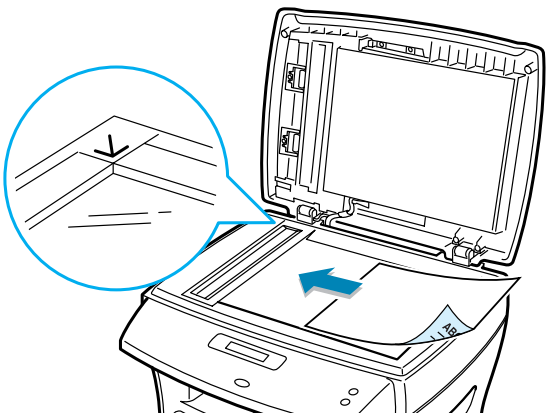


To fax a document from the document glass:

1 Open the document cover.



2 Place the document **face down** on the document glass and align it with the registration guide on the top left corner of the glass.



3 Close the document cover.

NOTES:

- If you are copying a page from a book or magazine, lift the cover until its hinges are caught by the stopper and then close the cover. If the book or magazine is thicker than 30 mm, start copying with the cover open.
- Make sure that no document is in the ADF. If any document is detected in the ADF, it has priority over the document on the document glass.

Adjusting the Document Resolution

The default document settings produce good results when setting typical text based documents.

However, if you send documents that are of a poor quality, or contain photographs, you can adjust the resolution to produce a higher quality fax.

1 Press **Resolution**.

2 By pressing **Resolution** or the scroll button (◄ or ►), you can choose from Standard, Fine, Super Fine, Photo and Color.

3 When the desired mode is displayed, press **Enter** to save the selection.

The document types recommended for the resolution settings are described in the table below.

Mode	Recommended for:
Standard	Documents with normal sized characters.
Fine	Documents containing small characters or thin lines or documents printed using a dot-matrix printer.
Super Fine	Documents containing extremely fine detail. The super fine mode is enabled only if the remote machine also supports the Super Fine resolution. See the notes below.
Photo	Documents containing shades of gray or photographs.

Mode	Recommended for:
Color	Documents with colors. Sending a color fax is enabled only if the remote machine supports color fax reception and you send the fax manually. In this mode, the memory transmission is not available.

NOTES:

- For the memory transmission, the super fine mode is not available. The resolution setting will be automatically changed to Fine.
- If your machine is set to Super Fine resolution and the remote fax machine does not support the Super Fine resolution, the machine will transmit using the highest resolution mode supported by the remote fax machine.

Sending a Fax Automatically

1 Load the document(s) face up into the ADF.

OR

Place a single document face down on the document glass.

For details about loading a document, see page 2.2.

2 Adjust the document resolution to suit your fax needs (see page 2.4).

If you need to change the contrast, see page 1.13.

3 Enter the remote fax phone number using the number keypad.

You can use one or two-digit speed or group dial numbers. For details, see Chapter 3, "Automatic Dialing."

4 Press **Start Copy/Fax**.

5 If the document is loaded on the document glass, the display shows “Another Page?” on the top line after the document is scanned into the memory. If you have the next page, remove the scanned page and load the next page on the glass and select “1.Yes.” Repeat as necessary.

When all of the pages are scanned, select “2.No” when the display shows “Another Page?.”

6 The number is dialed and then the machine begins sending the fax when the remote fax machine is ready.

NOTE: If you want to cancel the fax job, press **Stop/Clear** at any time while sending the fax.

Sending a Fax Manually

1 Load the document(s) face up into the ADF.

OR

Place a single document face down on the document glass.

For details about loading a document, see page 2.2.

2 Adjust the document resolution to suit your fax needs (see page 2.4).

If you need to change the contrast, see page 1.13.

3 Press **On Hook Dial**. You hear a dial tone.

4 Enter the remote fax machine's fax number using the number keypad.

5 When you hear a high-pitched fax signal from the remote fax machine, press **Start Copy/Fax**.

NOTE: If you want to cancel the fax job, press **Stop/Clear** at any time while sending the fax.

Confirming Transmission

When the last page of your document has been sent successfully, the machine beeps and returns to the standby mode.

If something goes wrong while sending your fax, an error message appears on the display. For a listing of error messages and their meanings, see the MFP User's Guide.

If you receive an error message, press **Stop/Clear** to clear the message and try to send the document again.

You can set your machine to print a confirmation report automatically each time sending a fax is completed. For further details, see the MSG Confirm item in "Available Fax Setup Options" on page 1.12.

Automatic Redialing

If the number you have dialed is busy or there is no answer when you send a fax, the machine will automatically redial the number every three minutes up to five times by the factory default settings.

When the display shows "Retry Redial ?," press **Enter** to redial the number without waiting. To cancel the automatic redialing, press **Stop/Clear**.

To change the time interval between redials and the number of redial attempts. See page 1.12.

Receiving a Fax

About Receiving Modes

Your machine provides two receiving modes:

- In the fax mode, the machine answers an incoming fax call and immediately goes into fax reception mode.
- In the tel mode, you can receive a fax pressing **Start Copy/ Fax** on the control panel of your machine when you can hear a fax tone from the remote machine.

If the memory is full, the receiving mode automatically switches to Tel.

For details about changing the receiving mode, see page 1.12.

NOTE: If you do not want other people to view your received documents, you can use the secure receiving mode. In this mode, all received faxes are stored in the memory. For further details, see page 5.2.

Loading Paper for Receiving Faxes

The instructions for loading paper in the paper 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. For details about loading paper and setting the paper size in the tray, refer to the MFP User's Guide.

Receiving Automatically in the Fax Mode

Your machine is preset to the fax mode at the factory.

When you receive a fax, the machine answers the call on a specified number of rings and automatically receives the fax.

To change the number of rings, see "Advanced Fax Setting Options" on page 5.6.

If you want to adjust the ringer volume, see "Setting Sounds" on page 1.8.

Receiving Manually in the Tel Mode

When a fax comes in, your machine sounds the ringer and then you can hear a fax tone. Press **Start Copy/Fax**.

The machine begins receiving a fax and returns to the standby mode when the reception is completed.

Receiving Faxes in the Memory

Since your machine is a multi-tasking device, it can receive faxes while you are making copies or printing. If you receive a fax while you are copying or printing, your machine stores incoming faxes in the memory. Then, as soon as you finish copying or printing, the machine automatically prints the faxes.

3 AUTOMATIC DIALING

The following topics are included:

- **Speed Dialing**
- **Group Dialing**
- **Searching for a Number in the Memory**
- **Printing a Phonebook List**

Speed Dialing

You can store up to 100 frequently dialed numbers in one or two-digit speed dial locations (0-99).

Storing a Number for Speed Dialing

1. Press **Phonebook** on the control panel.

2. Press **Phonebook** or the scroll button (◄ or ►) to display "Store/Edit" on the bottom line of the display. Press **Enter**.

3. Press **Enter** when "Speed Dials" appears on the display.

4. Enter a one or two-digit speed dial number between 0 and 99, using the number keypad and press **Enter**.

   If a number is already stored in the location you chose, the display shows the number to allow you to change it. To start over with another speed-dial number, press **Stop/Clear**.

5. Enter the number you want to store using the number keypad and press **Enter**.

   To insert a pause between numbers, press **Redial/Pause** and a "-" appears on the display.

6. To assign a name to the number, enter the desired name. For details on how to enter names, see "Entering Characters Using the Number Keypad" on page 1.5.

   OR

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

7. Press **Enter** when the name appears correctly or without entering a name.

8. To store more fax numbers, repeat steps 4 through 7.

   OR

   To return to the standby mode, press **Return** or **Stop/Clear**.

Sending a Fax using a Speed Number

1 Feed the document(s) face up into the ADF.

Or

Place a single document face down on the document glass.

For details about loading a document, see page 2.2.

2 Adjust the document resolution to suit your fax needs (see page 2.4).

If you need to change the contrast, see page 1.13.

3 Enter the speed dial number.

- For a one-digit speed dial number, press and hold down the appropriate digit button.
- For a two-digit speed dial number, press the first digit button and hold down the last digit button.

The corresponding entry's name briefly displays.

4 The document scans into the memory.

If the document is loaded on the document glass, the LCD display asks if you want to send another page. Select "1.Yes" to add more documents or "2.No" to begin sending the fax immediately.

5 The fax number stored in the speed dial location will be automatically dialed. The document is sent when the remote fax machine answers.

Group Dialing

If you frequently send the same document to several destinations, you can create a group of these destinations and set them under a one or two-digit group dial location. This enables you to use a group dial number setting to send the same document to all the destinations in the group.

Setting Group Dial

1. Press **Phonebook** on the control panel.

2. Press **Phonebook** or the scroll button (◄ or ►) to display "Store/Edit" on the bottom line of the display. Press **Enter**.

3. Press the scroll button (◄ or ►) to display "Group Dials" on the bottom line and press **Enter**.

4. Press **Enter** when "New" displays on the bottom line.

5. Enter the desired group number between 0 and 99 and press **Enter**.

6. Enter a one or two-digit speed number you want to include in the group and press **Enter**.
   - For a one-digit speed dial number, press and hold down the appropriate digit button.
   - For a two-digit speed dial number, press the first digit button and hold down the last digit button.

7. Repeat Step 6 to enter other speed dial numbers into the group.

8. Press **Return** or the right scroll button (►) when you entered all of the desired numbers. The display asks you to enter a group ID.

9. To assign a name to the group, enter the desired name.

   OR

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

10 Press **Enter** when the name appears correctly or without entering a name.

11 If you want to assign another group, repeat from Step 4.

OR

To return to the standby mode, press **Stop/Clear**.

NOTE: You cannot include one group dial number in another group dial number.

Editing Group Dial Numbers

You can delete a specific speed dial number from a selected group or add a new number to the selected group.

1 Press **Phonebook** on the control panel.

2 Press **Phonebook** or the scroll button (◄ or ►) to display "Store/Edit" on the bottom line of the display. Press **Enter**.

3 Press the scroll button (◄ or ►) to display "Group Dials" on the bottom line and press **Enter**.

4 Press the scroll button (◄ or ►) to display "Edit" on the bottom line and press **Enter**.

5 Enter the group number you want to edit and press **Enter**.

The display prompts you to enter a speed dial number.

6 Enter a speed dial number to be added or deleted.

- For a one-digit speed dial number, press and hold down the appropriate digit button.
- For a two-digit speed dial group number, press the first digit button and hold down the last digit button.

If you entered the specific number from the group, the display shows "Delete?."

If you entered a new number, the display shows "Add?."

7 Press **Enter**.

8 If you want to edit another group, repeat from Step 4.

Or

To return to the standby mode, press **Stop/Clear**.

Sending a Fax Using Group Dialing (Multi-address Transmission)

You can use group dialing for Broadcasting or Delayed transmissions.

Follow the procedure of the desired operation (Broadcasting transmission; see page 4.2, Delayed transmission; see page 4.3). When you come to a step in which the display asks you to enter the remote fax number:

- For a one-digit group number, press and hold down the appropriate digit button.
- For a two-digit group number, press the first digit button and hold down the last digit button.

You can use only one group number for one operation. Then continue the procedure to complete the desired operation.

Your machine automatically scans the document loaded in the Automatic Document Feeder or on the document glass into the memory. The machine dials each of the numbers included in the group.

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 **Phonebook**.
2. Press **Enter** when "Search/Dial" appears on the display.
3. Press the scroll button (◄ or ►) to scroll through the memory until the name and number you want to dial display. You can search upwards or downwards through the entire memory in alphabetical order, from A to Z.

   While searching through the machine's memory, you can see that each entry is preceded by one of two letters; "S" for speed dial or "G" for group dial number. These letters tell you how the number is stored.
4. When the name and/or the number you want displays, press **Start Copy/Fax** or **Enter** to dial.

Searching with a Particular First Letter

1. Press **Phonebook**.
2. Press **Enter** when "Search/Dial" appears on the display.
3. Press the button labeled with the letter you want to search for. A name beginning with the letter displays.

   For example, if you want to find the name "MOBILE," press the **6** button, which is labeled with "MNO."
4. Press the scroll button (◄ or ►) to display the next name.
5. When the name and/or the number you want displays, press **Start Copy/Fax** or **Enter** to dial.

Printing a Phonebook List

You can check your automatic dial setting by printing a Phonebook list.

1. Press **Phonebook**.

2. Press **Phonebook** or the scroll button (◄ or ►) until "Print" appears on the bottom line and press **Enter**.

   A list showing your speed dial and group dial entries prints out.

4 Other Ways to Fax

The following topics are included:

- **Redialing**
- **Sending Broadcasting Faxes**
- **Sending a Delayed Fax**
- **Sending a Priority Fax**
- **Adding Documents To a Scheduled Fax**
- **Canceling a Scheduled Fax**

Redialing

To redial the number you last called:

Press **Redial/Pause**.

If a document is loaded in the ADF (Automatic Document Feeder; see page 2.2), the machine automatically begins to send.

For the document loaded on the document glass, the display asks if you want to load another page. Select “1.Yes” to add. Otherwise, select “2.No.”

Sending Broadcasting Faxes

Using the **Broadcasting** button on the control panel, you can use the broadcasting fax feature, which allows you to send a document to multiple locations. Documents are automatically stored in the memory and sent to a remote station. After transmission, the documents are automatically erased from the memory.

1. Load the document(s) face up into the ADF.

   OR

   Place a single document face down on the document glass.

   For details about loading a document, see page 2.2.

2. Adjust the document resolution to suit your fax needs (see page 2.4).

   If you need to change the contrast, see page 1.13.

3. Press **Broadcasting** on the control panel.

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

   You can use one or two-digit speed dial or group dial numbers. For details, see Chapter 3, "Automatic Dialing."

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

NOTE: Your machine can send one broadcasting fax to multiple destinations. The "Enter Number" prompt does not appear if a broadcast is set up and not completed. You must wait until the current broadcast is completed.

6 If you want to enter more fax numbers, repeat steps 4 and 5. You can add up to 10 destinations.

Note that you cannot use group dial numbers for another fax number.

7 When you finish entering fax numbers, press **Start Copy/ Fax**.

The document is scanned into the memory before transmission. The display shows the memory capacity and the number of pages being stored in the memory.

For the document loaded on the document glass, the display asks if you want to load another page. Select "1.Yes" to add. Otherwise, select "2.No."

8 The machine begins sending the document in order of the numbers you entered.

4

Sending a Delayed Fax

You can set your machine to send a fax at a later time when you will not be present.

1 Load the document(s) face up into the ADF.

OR

Place a single document face down on the document glass.

For details about loading a document, see page 2.2.

2 Adjust the document resolution to suit your fax needs (see page 2.4).

If you need to change the contrast, see page 1.13.

3 Press **Menu** until “Fax Feature” appears on the top line of the display. The first available menu item, “Delay Fax” displays on the bottom line.

4 Press **Enter**.

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

To enter the number, you can use one or two-digit speed dial or group dial numbers. For details, see Chapter 3, "Automatic Dialing."

6 Press **Enter** to confirm the number on the display. The display asks you to enter a name.

7 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 “Entering Characters Using the Number Keypad” on page 1.5.

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

```
Current   05:00Am
Start     05:00Am
```

9 Enter the time using the number keypad.

To select “Am” or “Pm” for 12-hour format, press the * or # button.

If you set a time earlier than the current time, the document will be sent at that time on the following day.

10 Press **Enter** when the start time displays correctly.

11 The document is scanned into the memory before transmission. The display shows the memory capacity and the number of pages being stored in the memory.

For the document loaded on the document glass, the display asks if you want to load another page. Select “1.Yes” to add. Otherwise, select “2.No.”

12 The machine returns to the standby mode. The display reminds you that you are in the standby mode and that a delayed fax is set.

NOTE: If you want to cancel the delayed transmission, see "Canceling a Scheduled Fax" on page 4.8.

Sending a Priority Fax

Using the Priority Fax feature, a high priority document can be sent ahead of reserved operations. The document is scanned into the memory and transmitted when the current operation is finished. In addition, the 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(s) face up into the ADF.

OR

Place a single document face down on the document glass.

For details about loading a document, see page 2.2.

2 Adjust the document resolution to suit your fax needs (see page 2.4).

If you need to change the contrast, see page 1.13.

3 Press **Menu** until "Fax Feature" appears on the top line of the display.

4 Press the scroll button (◄ or ►) to display "Priority Fax" on the bottom line and press **Enter**.

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

To enter the number, you can use one or two-digit speed dial or group dial numbers. For details, see Chapter 3, "Automatic Dialing."

6 Press **Enter** to confirm the number. The display asks you to enter a name.

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

For details on how to enter a name using the number keypad, see "Entering Characters Using the Number Keypad" on page 1.5.

8 Press **Enter**.

The document is scanned into the memory before transmission. The display shows the memory capacity and the number of pages being stored in the memory.

For the document loaded on the document glass, the display asks if you want to load another page. Select "1.Yes" to add. Otherwise, select "2.No."

9 The machine shows the number being dialed and begins sending the document.

Adding Documents To a Scheduled Fax

You can add documents to the delayed transmission previously reserved in your machine's memory.

1. Load the document(s) face up into the ADF.

   OR

   Place a single document face down on the document glass.

   For details about loading a document, see page 2.2.

2. Adjust the document resolution to suit your fax needs (see page 2.4).

   If you need to change the contrast, see page 1.13.

3. Press **Menu** until "Fax Feature" appears on the top line of the display.

4. Press the scroll button (◄ or ►) to display "Add/Cancel" on the bottom line and press **Enter**.

5. Press **Enter** when "Add Page" displays on the bottom line. The display shows the last job reserved in the memory.

6. Press the scroll button (◄ or ►) until you see the fax job to which you want to add documents and press **Enter**.

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

   For the document loaded on the document glass, the display asks if you want to load another page. Select "1.Yes" to add. Otherwise, select "2.No."

7. After storing, the machine displays the numbers of total pages and added pages and then returns to the standby mode.

Canceling a Scheduled Fax

1. Press **Menu** until "Fax Feature" appears on the top line of the display.

2. Press the scroll button (◄ or ►) to display "Add/Cancel" on the bottom line and press **Enter**.

3. Press the scroll button (◄ or ►) to display "Cancel Job" and press **Enter**. The display shows the last job reserved in the memory.

4. Press the scroll button (◄ or ►) until you see the fax job you want to cancel, and press **Enter**.

   The selected job is canceled and the machine returns to the standby mode.

5 Additional Features

The following topics are included:

- **Using the Secure Receiving Mode**
- **Printing Reports**
- **Using Advanced Fax Settings**
- **Using the Remote Control Panel**

Using the Secure Receiving Mode

You may need to prevent your received faxes from being accessed by unauthorized people. You can turn on the secure fax mode using the Secure Receive option to restrict printing out all of the received faxes when the machine is unattended. In the secure fax mode, all incoming faxes will go in the memory. When the mode turns off, any faxes stored will be printed.

To turn the secure receiving mode on:

1. Press **Menu** until "Advanced Fax" appears on the top line of the display.
2. Press the scroll button (◄ or ►) until "Secure Receive" appears on the bottom line and press **Enter**.
3. Press the scroll button (◄ or ►) to display "On" on the bottom line and press **Enter**.
4. Enter a four-digit passcode you want to use, using the number keypad and press **Enter**.

NOTE: You can use the secure receiving mode without setting a passcode, but cannot protect your faxes.

5. To return to the standby mode, press **Stop/Clear**.

When a fax is received in the secure receiving mode, your machine stores it into the memory and displays "Secure Fax RCV" to let you know that there is a fax stored.

To print received documents:

1. Access the **Secure Receive** menu by following Step 1 and 2 above.
2. Press the scroll button (◄ or ►) to display "Print" on the bottom line and press **Enter**.
3. Enter the four-digit passcode and press**Enter**.

   The faxes stored in the memory are printed all together.

To turn the secure receiving mode off:

1. Access the **Secure Receive** menu by following Step 1 and 2 in "To turn the secure fax mode on."

2. Press the scroll button (◄ or ►) to display "Off" on the bottom line and press **Enter**.

3. Enter the four-digit passcode and press **Enter.**

   The mode is deactivated and the faxes stored in the memory are printed all together.

4. To return to the standby mode, press **Stop/Clear**.

Printing Reports

Your machine can print reports containing useful information. The following reports are available:

Phonebook List

This list shows all of the numbers currently stored in the machine's memory as speed dial and group dial numbers.

You can print this Phonebook list using the **Phonebook** button; see page 3.8.

Sent Fax Report

This report shows information of the faxes you recently sent.

Received Fax Report

This report shows information of the faxes you recently received.

System Data List

This list shows the status of the user-selectable options. You may print this list to confirm your changes after changing any settings.

Scheduled Job Information

This list shows the document currently stored for Delayed faxes or Toll Save faxes. The list shows the starting time and type of operation.

Message Confirmation

This report shows the fax number, the number of pages, the elapsed time of the job, the communication mode, and the communication results.

You can set up your machine to automatically print the message confirmation report after each fax job. See page 1.13.

Junk Fax Number List

This list shows up to 10 fax numbers specified as the junk fax numbers by using the **Junk Fax Setup** menu; see page 5.6. When the Junk Fax Barrier feature is turned on, incoming faxes from those numbers will be blocked.

Multi-Communication Report

This report is printed automatically after sending documents from more than one location.

Power Failure Report

This report is printed out automatically when power is restored after a power failure, if there occurs any data loss due to the power failure.

NOTE: 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.

Printing a Report

1. Press **Menu** until "Reports" appears on the top line of the display. The first available menu item, "Phone Book" displays on the bottom line.

2. Press the scroll button (◄ or ►) to display the report or list you want to print on the bottom line.
   - Phone Book: Phonebook list
   - Sent Report: Sent fax report

- RCV Report: Received fax report
- System Data: System data list
- Scheduled Jobs: Scheduled job information
- MSG Confirm: Message confirmation
- Junk Fax List: Junk fax number list

3 Press **Enter**.

The selected information prints out.

Using Advanced Fax Settings

Your machine has various user-selectable setting options for sending or receiving faxes. These options are preset at the factory, but you may need to change them. To find out how the options are currently set, print the System Data list. For details about printing the list, see "Printing Reports" on page 5.3.

Changing Setting Options

1 Press **Menu** until "Advanced Fax" appears on the top line of the display. The first available menu item, "Send Forward," displays on the bottom line.

2 Press the scroll button (◄ or ►) until you see the desired menu item on the bottom line and press **Enter**.

3 When the option you want appears on the display, choose the desired status by pressing the scroll button (◄ or ►) or enter the desired value using the number keypad.

4 Press **Enter** to save the selection.

5 You can exit from the setup mode at any time by pressing **Stop/Clear**.

Advanced Fax Setting Options

Option	Description
Send Forward	You can set the machine to always forward all of the outgoing faxes to the specified destination besides the fax numbers you entered. Select **Off** to turn this feature off. Select **On** to turn this feature on. You can set the number of the remote fax machine to which faxes are forwarded.
RCV Forward	You can set your machine to forward incoming faxes to another fax number during a specified time period. When a fax arrives at your machine, it is stored in the memory. Then, the machine dials the fax number that you have specified and sends the fax. Select **Off** to turn this feature off. Select **On** to turn this feature on. You can set the fax number to which faxes are forwarded. Then, you can enter the start time and/or the end time. The Print Local Copy option allows you to set the machine to print the fax, if fax forwarding is completed with no error.
Toll Save	You can set the start time and/or the end time for toll save mode. For details about sending toll save faxes, see page 1.11.
Junk Fax Setup	Using the Junk Fax Barrier feature, the system will not accept faxes sent from remote stations of which their numbers are stored in the memory as junk fax numbers. This feature is useful for blocking any unwanted fax. Select **Off** to turn the feature off. Anybody can send you a fax. Select **On** to turn the feature on. You can set up to 10 fax numbers as junk fax numbers. After storing numbers, you do not receive any faxes from the registered stations.
Secure Receive	You can keep your received faxes from being accessed by unauthorized people. For further details about setting this mode, see page 5.2.
Prefix Dial	You can set a prefix dial number of up to five digits. This number dials before any auto dial number is started. It is useful for accessing the PABX exchange.

Option	Description
Stamp RCV Name	This option allows the machine to automatically print the page number, and the date and time of the reception at the bottom of each page of a received document. Select **Off** to turn this feature off. Select **On** to turn this feature on.
ECM Mode	The Error Correction Mode helps with poor line quality and makes sure any fax you send are sent smoothly to any other ECM-equipped fax machine. If the line quality is poor, it takes more time to send a fax when you are using the ECM mode. Select **Off** to turn this feature off. Select **On** to turn this feature on.

Using the Remote Control Panel

Using the Remote Control Panel, you can set up fax system data options, create and edit Phonebook entries or view information of your machine on the desktop window of your computer.

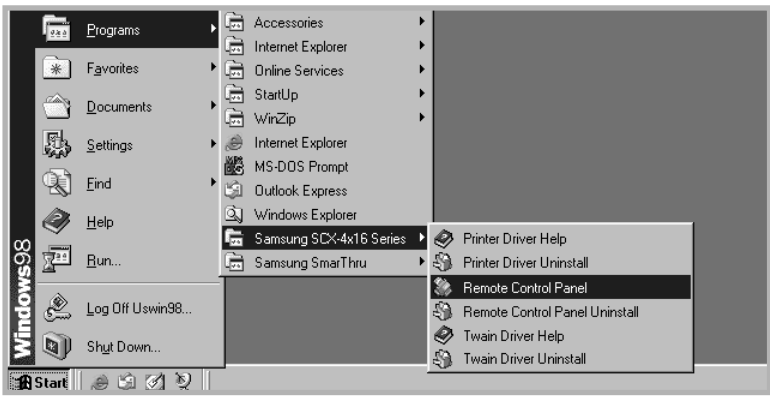
When you install the Samsung software, the Remote Control Panel program is automatically installed.

For information about installing the Samsung software, please refer to the MFP User's Guide.

To open the Remote Control Panel:

1. Start your Windows.
2. Click the **Start** button on your desktop computer.

3 From **Programs**, select **Samsung SCX-4x16 Series** and then **Remote Control Panel**.



Then the Remote Control Panel program opens.

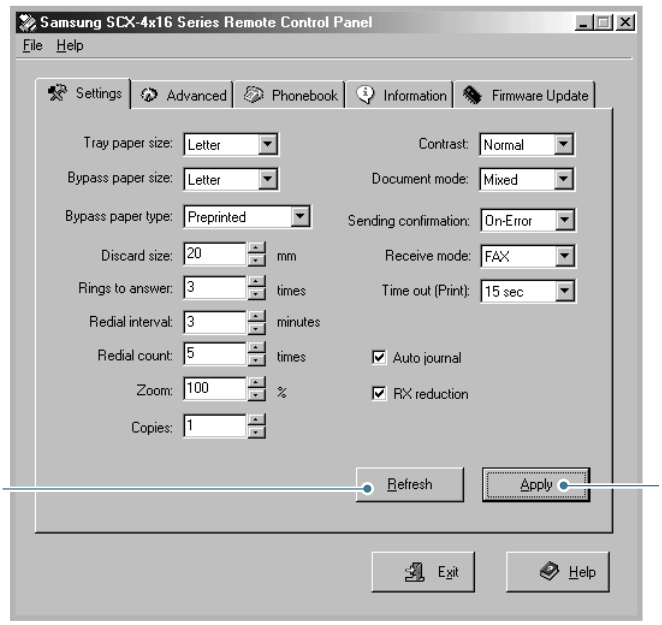
4 The SCX-4x16 Series Remote Control Panel window provides five tabs; **Settings**, **Advanced**, **Phonebook**, **Information**, and **Firmware Update**.

To exit, click the **Exit** button at the bottom of each tab.

For further details, click the **Help** button at the bottom of each tab.

The Settings Tab

Click the **Settings** tab to configure fax system settings.

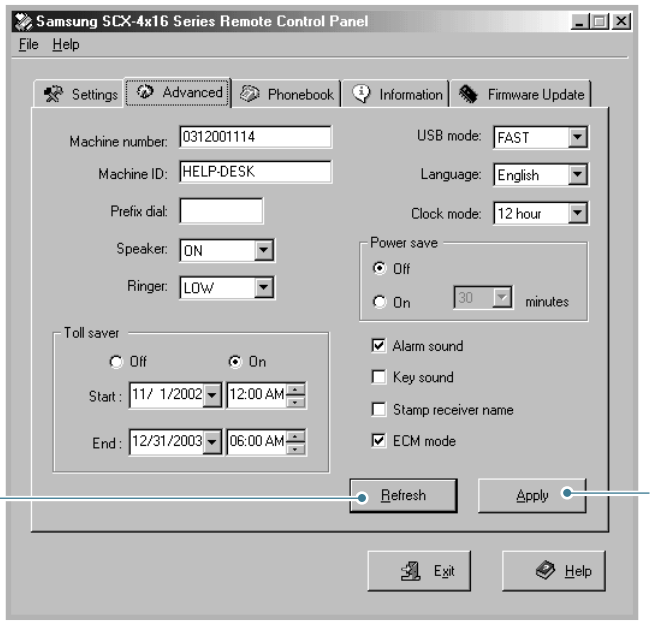


Reads the current settings in your machine and refreshes the Remote Control Panel with them.

Downloads the settings made in Remote Control Panel to your machine.

The Advanced Tab

Click the **Advanced** tab to configure advanced fax system settings.

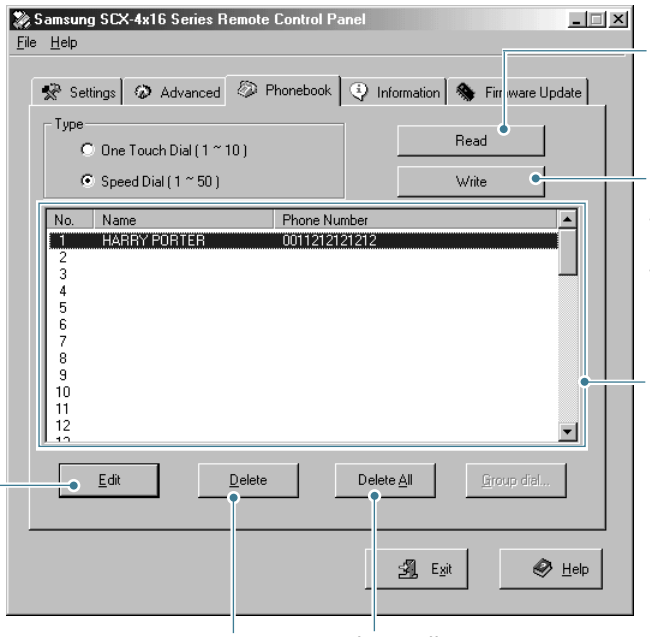


Reads the current settings in your machine and refreshes the Remote Control Panel with them.

Downloads the settings made in Remote Control Panel to your machine.

The Phonebook Tab

Click the **Phonebook** tab to create and edit Phonebook entries.



Reads the Phonebook entries from the machine to the Remote Control Panel.

Downloads the Phonebook entries from the Remote Control Panel to the machine.

Phonebook entries

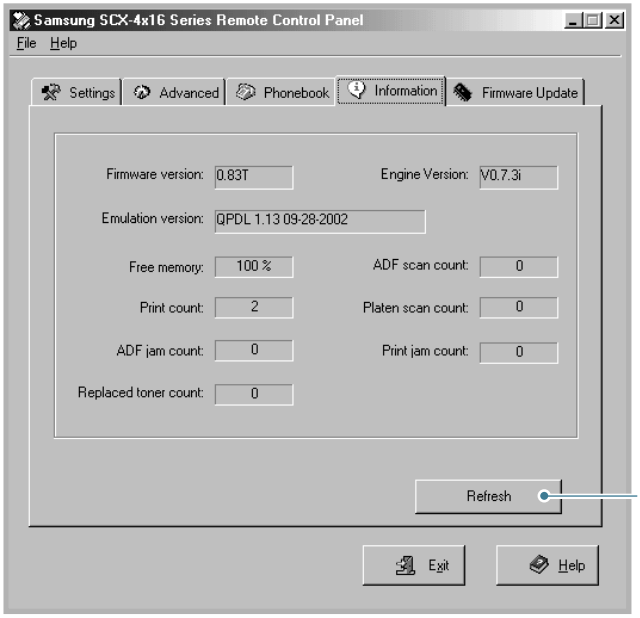
Allows you to edit a selected Phonebook entry in a separate Edit window.

Deletes a selected Phonebook entry.

Deletes all Phonebook entries.

The Information Tab

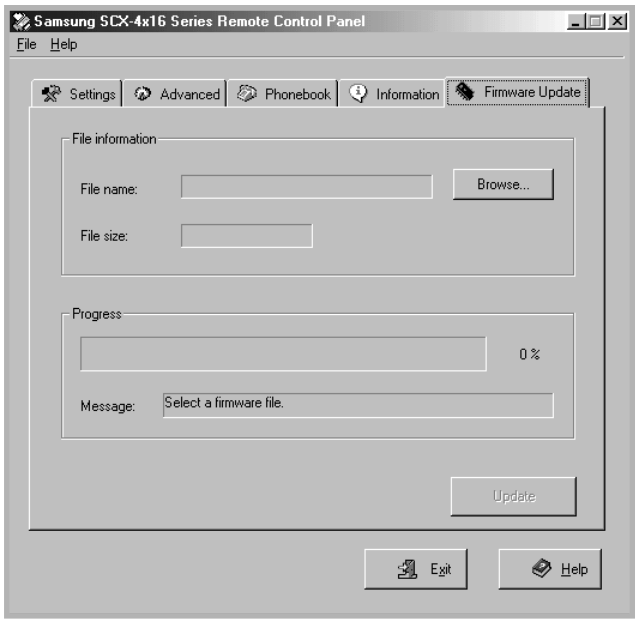
Click the **Information** tab to view the software version information and many counters which allow you to check how many scanning, printing, and jamming are made in your machine.



Reads the current information in your machine and refreshes the Remote Control Panel.

The Firmware Update Tab

Click the **Firmware Update** tab to update the firmware of your machine. This feature should be used by an authorized technician. Please consult with the purchase point.



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