



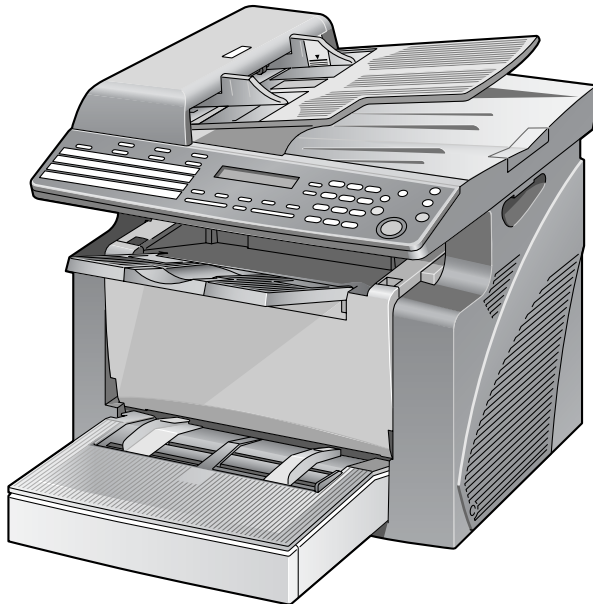
KONICA MINOLTA

The essentials of imaging

# KONICA MINOLTA FAX2900/FAX3900

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## User's Guide



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---

# *Introduction*

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# 1

## 1.1 We Want You to Be a Satisfied Customer

Thank you for choosing the FAX2900/3900.

This User Manual describes the functions, operating procedures, precautions, and basic troubleshooting for the FAX2900/3900.

Before using this machine, be sure to read the User Manual thoroughly in order to ensure that you use the machine efficiently. After you have gone through the manual, store it in the holder and keep it handy at all times.

Note that some of the illustrations of the machine used in the User Manual may be different from what you actually see on your machine.

### For U.S.A. Users

#### FCC Part 15-Radio Frequency Devices

**NOTE:** This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

**WARNING:** The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under FCC rules.

**For Canada Users****Interference-Causing Equipment Standard (ICES-003 Issue 4)**

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

**For users in countries subject to Class B regulations**

This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

**For users in countries not subject to Class B regulations****WARNING**

This is a Class A product. In a domestic environment, this product may cause radio interference in which case the user may be required to take adequate measures.

This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

## 1.2 Safety Information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.


Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.


- Please keep this manual in a handy place near the machine.
- Make sure you observe all of the precautions appear in each section of this manual.

**Note:** Some parts of the contents of this section may not correspond with the purchased product.

### Warning and Precaution Symbols

The following indicators are used on the warning labels or in this manual to categorize the level of safety warnings.

 **WARNING** Ignoring this warning could cause serious injury or even death.

 **CAUTION** Ignoring this caution could cause injury or damage to property.

### Meaning of Symbols



A triangle indicates a danger against which you should take precaution.



This symbol warns against cause burns.



A diagonal line indicates a prohibited course of action.



This symbol warns against dismantling the device.





A solid circle indicates an imperative course of action.



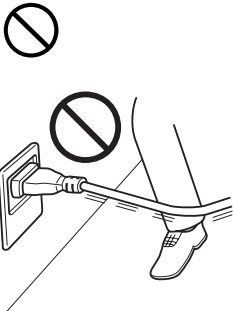


This symbol indicates you must unplug the device.

**Disassemble and modification****⚠ WARNING**





- Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness. 
- Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness. 

**Power cord****⚠ WARNING**


- Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock. 
- Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock. 
- Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. 



**Power source** **WARNING**

- Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock. 
- Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation. 
- Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required. 
- Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire. 

 **CAUTION**

- The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs. 

**Power plug** **WARNING**

- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.



- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.

 **CAUTION**

- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.



- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.

**Grounding** **WARNING**

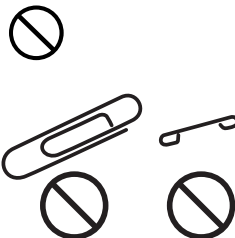
- Connect the power cord to an electrical outlet that is equipped with a grounding terminal.








## Installation

### WARNING

- Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.




### CAUTION

- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury. 
- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result. 
- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown. 
- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction. 
- Do not use flammable sprays, liquids, or gases near this product, as a fire could result. 

## Ventilation

### CAUTION

- Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals. 

**Actions in response to troubles****⚠ WARNING**

- Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.



- Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.

**⚠ CAUTION**

- The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label.

**Consumables****⚠ WARNING**

- Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.

**⚠ CAUTION**

- Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.
- Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.



**When moving the machine**** CAUTION**

- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.



- When moving this product, always hold it by the locations specified in the User manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.



## 47 CFR - Telecommunication Devices

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA (Administrative Council for Terminal Attachments).

On the rear side of this equipment is a label that contains, among other information, a product identifier in the format US:E8OFA03BFAX2900. If requested, this number must be provided to the telephone company.

This equipment uses THE FOLLOWING USOC JACKS: RJ11C.

The REN is used to determine the number of devices that may be connected to a telephone line.

Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call.

In most but not all areas, the sum of RENs should not exceed five (5.0). To be a certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:E8OFA03BFAX2900.

The digits represented by 0.3B are the REN without a decimal point (e.g., 03 is a REN of 0.3).

For earlier products, the REN is separately shown on the label.

If your telephone equipment causes harm to the telephone network, the Telephone Company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice isn't practical, you will be notified as soon as possible. You will be advised of your right to file a complaint with the FCC.

Your telephone company may make changes to its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so as to give you an opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact:  
Konica Minolta Business Solution U.S.A., Inc.  
100 Williams Drive Ramsey.  
New Jersey 07446  
U.S.A

The telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. (Contact your state public utility commission or corporation commission for information.)

Customer Information For Privately Owned Coin Phones

To comply with state tariffs, the telephone company must be given notification prior to connection.

In some states, prior approval of connection must be obtained from the state Public Utility Commission, Public Service Commission or state Corporation Commission.

### **Warning For Setting Of Header And Footer**

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your fax machine, you should complete the following steps. (Refer to Chapter 7, page 7-58 and page 7-67.)

### **IC CS-03-Telecommunication Devices**

The following note shall be conspicuously placed in the user manual: The team "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

#### **NOTICE:**

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications.

This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designed by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if

present, are connected together. This precaution may be particularly important in rural areas.

**CAUTION:**

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

**NOTICE:**

The Ringer Equivalence Number (REN) for this terminal equipment is as follows. The REN assigned to each terminal equipment provides an identification of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five.

REN=0.2

**Laser Safety**

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within a protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product: This means the machine does not produce hazardous laser radiation.

**Internal Laser Radiation**

Maximum Average Radiation Power: 36.903  $\mu$ W at the laser aperture of the print head unit.

Wavelength: 770-800 nm

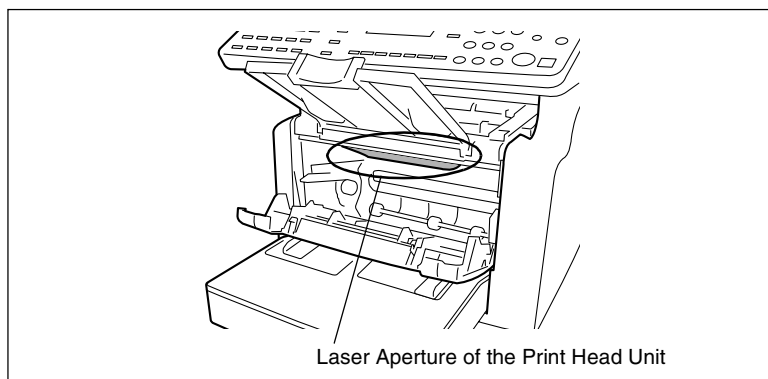
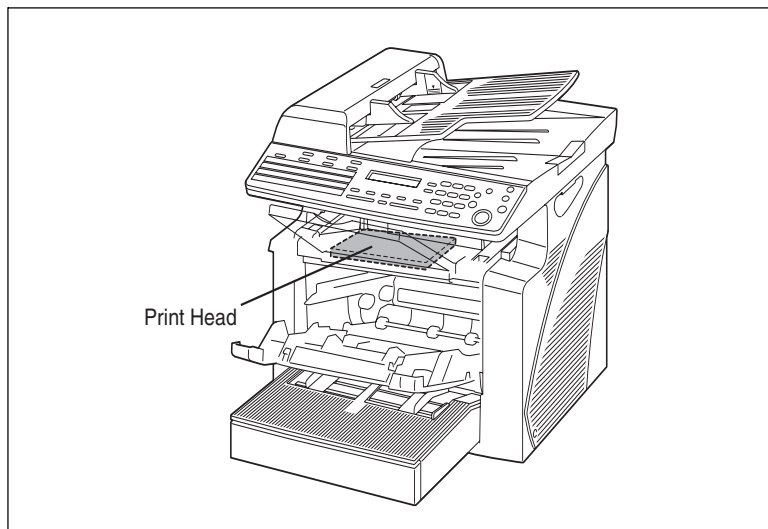
This product employs a Class 3b laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD-SERVICEABLE ITEM.

Therefore, the print head unit should not be opened under any circumstances.





There is a laser aperture at the location shown above, which must NEVER be viewed directly by the user.

### CDRH Regulation

This machine is certified as a Class 1 Laser product under Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 1-17 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

---

**CAUTION**

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 770-800 nm.

**For European Users**

---

**CAUTION**

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 770-800 nm.

**For Denmark Users**

---

**ADVARSEL**

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 15 mW og bølgelængden er 770-800 nm.

**For Finland, Sweden Users**

---

LOUKAN 1 LASERLAITE  
KLASS 1 LASER APPARAT

---

**VAROITUS!**

Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin suurin teho on 15 mW ja aallonpituus on 770-800 nm.

---

**WARNING!**

Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

---

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 15 mW och våglängden är 770-800 nm.

---

**VARO!**

Avattaessa ja suojalukitus ohitettaessa olet alltiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

---

**WARNING!**

Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen.

---

## For Norway Users

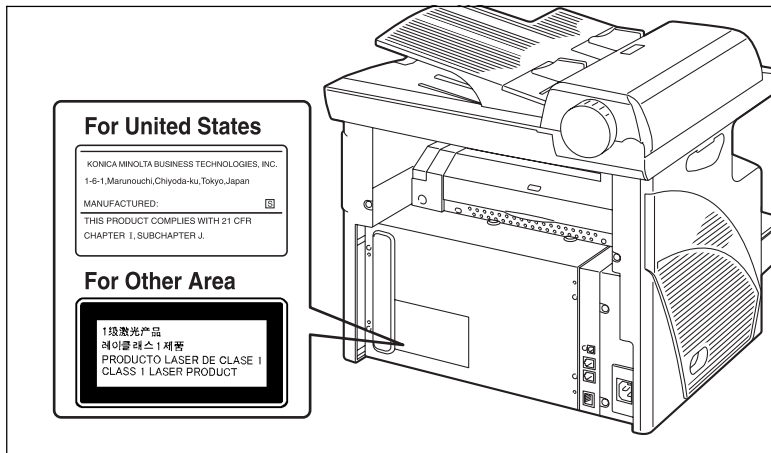
### ADVERSEL

Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for usynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 15 mW og bølgelengde er 770-800 nm.

### Laser Safety Label

A laser safety label is attached to the outside of the machine as shown below.



## Ozone Release



### CAUTION

#### Locate the Machine in a Well-Ventilated Room

- A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room be well ventilated.

### REMARQUE

= Placer l'appareil dans une pièce largement ventilée =

Une quantité d'ozone négligeable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve l'appareil.

### Acoustic Noise

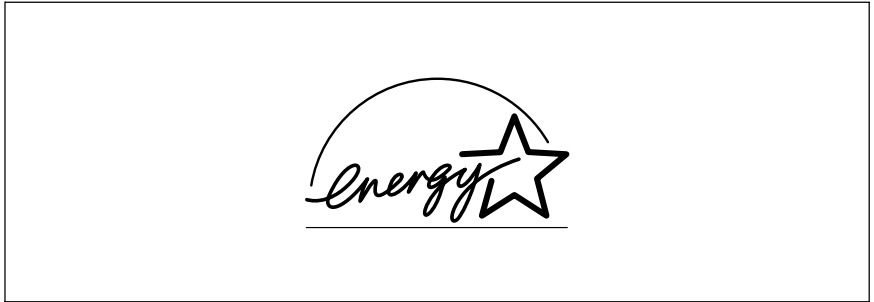
For European Users

Machine Noise Regulation 3 GSGV, 18.01.1991 : The sound pressure level at the operator position according to EN 27779 is equal to or less than 70dB(A).

### Notice for Ni-MH Batteries

Ni-MH (Nickel Metal Hydride) Batteries are installed inside machine as back up memory batteries. Please dispose according to local, state and federal regulations.

## 1.3 Energy Star®



As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

### **What is an ENERGY STAR® Product?**

An ENERGY STAR® product has a special feature that allows it to automatically switch to a “low-power mode” after a period of inactivity. An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

## 1.4 Explanation of Manual Conventions

The marks and text formats used in this manual are described below.



### WARNING

**Failure to observe instructions highlighted in this manner may result in fatal or critical injuries.**

→ Observe all warnings in order to ensure safe use of the machine.



### CAUTION

**Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.**

→ Observe all cautions in order to ensure safe use of the machine.



### Note\*

(\*May also appear as "Important" or "Tip")

*Text highlighted in this manner contains useful information and tips to ensure safe use of the machine.*

**1** The number 1 as formatted here indicates the first step of a sequence of actions.

**2** Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

**?** *Text formatted in this style provides additional assistance.*

→ Text formatted in this style describes the action that will ensure the desired results are achieved.

An illustration inserted here shows what operations must be performed.

[Copy] key

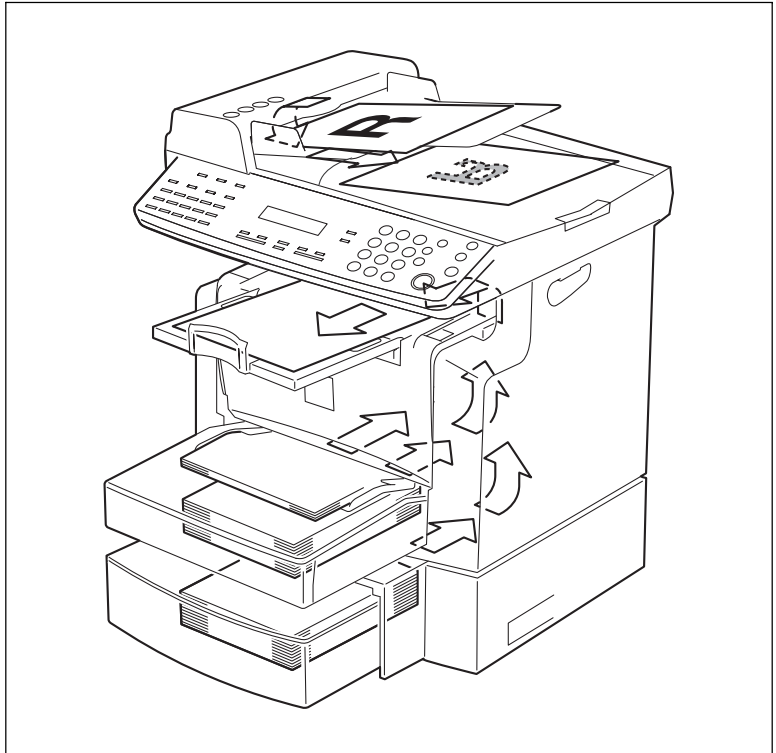
The names of keys on the control panel are written as shown above.

## 1.5 Explanation of Basic Concepts and Symbols

The use of words and symbols in this manual are explained below.

### Paper Feeding

During printing, paper is supplied from the front side of the machine and fed into the Copy Tray on top with the printed surface of the page facing down. The paper feed direction is shown by the arrows in the diagram below.



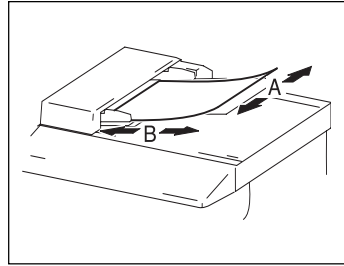


**“Width” and “Length”**


Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as “A” in the illustration) and the second to the length (shown as “B”).

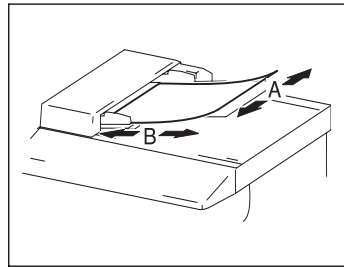
A: Width


B: Length


**Paper Orientation**

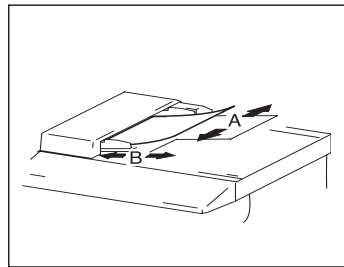
Lengthwise (  )

If the width (A) of the paper is shorter than the length (B), the paper has a vertical or portrait orientation, indicated by either “L” or .



Crosswise (  )

If the width (A) of the paper is longer than the length (B), the paper has a horizontal or landscape orientation, indicated by either “C” or .



---

# *Precautions*

---

# 2

Observe the following precautions to maintain the machine in its best possible condition.

## 2.1 Installation Precautions

### Installation Site

To ensure utmost safety and prevent possible malfunctions, install the machine in a location that meets the following requirements:

- A location away from curtains, etc. that may catch fire and burn easily
- A location that is not exposed to water or other liquids
- A location free from direct sunlight
- A location out of the direct airflow of an air conditioner or heater, and not exposed to extremely high or low temperatures
- A well-ventilated location
- A location that is not exposed to high humidity
- A location that is not extremely dusty
- A location not subjected to undue vibrations
- A stable and level location
- A location where ammonia or other organic gases are not generated
- A location that does not put the operator in the direct airflow of exhaust from the machine
- A location that is not near any kind of heating devices

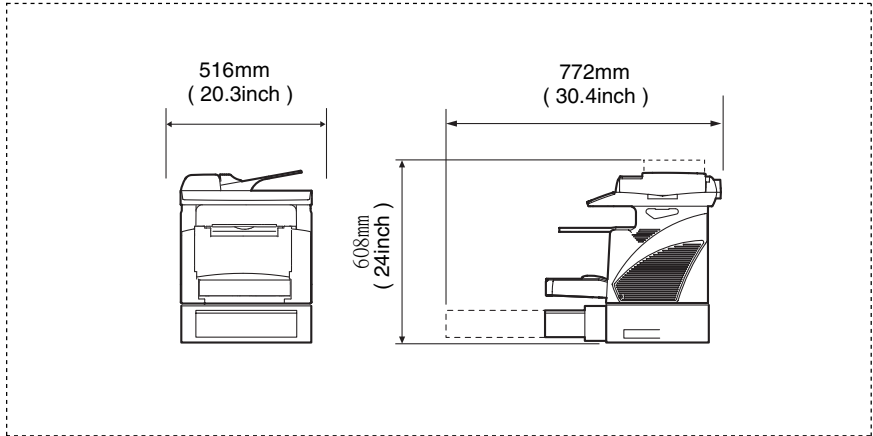
### Power Source

The power source requirements are as follows.

- Voltage Fluctuation: AC110V -10%, AC127V +6%, or AC220-240 V  $\pm$ 10%
- Frequency Fluctuation: Within  $\pm$ 3Hz
  - Use a power source with as few voltage or frequency fluctuations as possible.

### Space Requirements

To ensure easy machine operation, supply replacement, and maintenance, adhere to the recommended space requirements detailed below.



#### Note

*In order to enable easy machine maintenance and replacement of consumables, maintain an adequate amount of space around the machine.*

*When lifting the machine, be sure to grab the handles on the left and right sides from the rear of the machine. If the machine is lifted from its front, it may become unbalanced and fall.*

## 2.2 Operation Precautions

### Operating Environment

The environmental requirements for correct operation of the machine are as follows:

- Temperature: 50°F to 86°F with fluctuations of no more than 18°F within an hour
- Humidity: 15% to 85% with fluctuations of no more than 10% within an hour

### Proper Use

To ensure the optimum performance of the machine, follow the precautions listed below:

- Never place heavy objects on the Original Glass or subject it to shocks.
- Never open any machine doors or turn off the machine while it is making copies/printing, as a paper misfeed could result.
- Never bring any magnetized object, or use flammable sprays or liquids, near the machine.
- + Always make sure that the power plug is completely plugged into the electrical output.
- Always make sure that the machine's power plug is visible and not hidden by the machine.
- + Always unplug the machine from the electrical outlet if the machine is not to be used for a long period of time.
- + Always provide good ventilation when making a large number of continuous copies/printed pages.



### CAUTION

**A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be detected in poorly ventilated rooms during extensive machine operations.**

- For a comfortable operating environment, it is recommended that the room be well ventilated.

**CAUTION**

**The area around the Fusing Unit is extremely hot.**

- In order to reduce the risk of burns, do not touch any area other than those indicated in the manual. Be especially careful not to touch parts marked with warning labels, and their surrounding areas.

**Transporting the Machine**

If you need to transport the machine over a long distance, consult your service representative.

**Care of Machine Supplies**

Use the following precautions when handling the machine supplies (toner, paper, etc.).

- + Store the supplies in a location that meets the following requirements:
  - Free from direct sunlight
  - Away from any heating apparatus
  - Not subjected to high humidity
  - Not extremely dusty
- + Paper that has been removed from its wrapper but not loaded in the machine should be stored in a sealed plastic bag in a cool, dark place.
- Use only toner that has been manufactured specifically for this machine. Never use other types of toner.
- Keep all supplies out of the reach of children.

**CAUTION**

**Be careful not to spill toner inside the machine or get toner on your clothes or hands.**

- If your hands become soiled with toner, immediately wash them with soap and water.

## 2.3 Legal Restrictions on Copying

Certain types of documents must not be copied with the purpose or intent to pass copies of such documents off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

### <Financial Instruments>

- Personal checks
- Travelers checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

### <Legal Documents>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

### <General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art, without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.

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***Before Making  
Copies or  
Faxing***

---

**3**

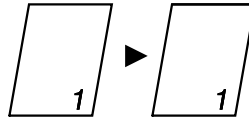


### 3.1 Available Features

The main copy settings available with this machine are listed below. For details on their operation, refer to the pages indicated.

#### Copies

- 1-sided copies (p. 4-2)

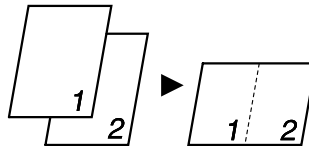


- 2in1 copies (p. 4-13)



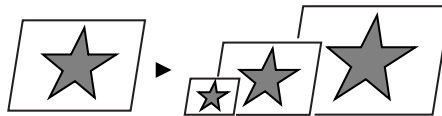
**Note**

*Available only with  
FAX3900*



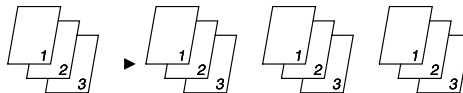
#### Zoom Ratio

- Reduced/Full Size/Enlarged (p. 4-9)



#### Finishing

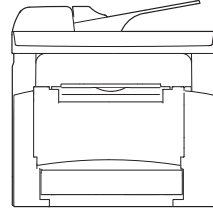
- Sort (p. 4-14)



## 3.2 Components and Their Functions

### Main Unit

- FAX2900/3900



### Paper Feed Cassette (option)

- Capable of holding up to 500 sheets of paper.

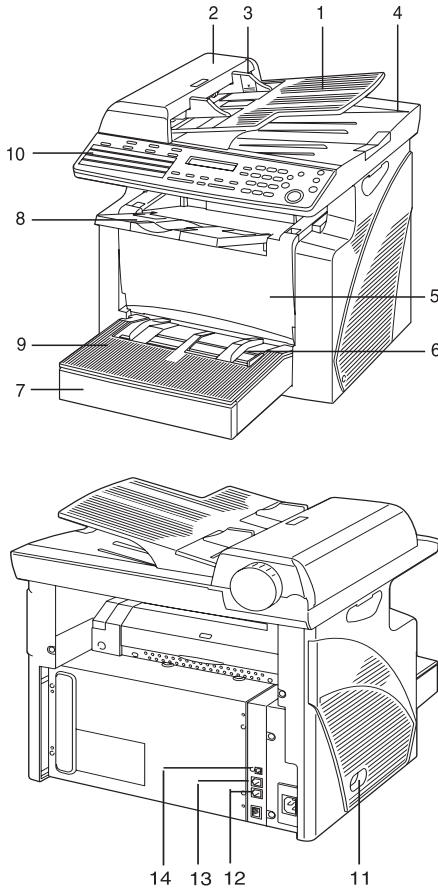


### 32 MB Memory (option only for FAX3900)

- Increases the machine's memory. By increasing the machine's memory, more pages can be scanned.

## 3.3 Parts Names and Their Functions

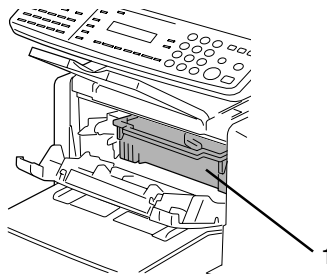
### Main Unit



No.	Part Name	Description
1	Document Feeder Tray	Load the originals to be scanned face up on this tray. Up to 50 document sheets can be loaded at one time.

No.	Part Name	Description
2	Document Feeder Cover (Doc. Feed Cover)	Opened when clearing an original that has been misfed.
3	Document Guide Plate	Slide the guide plate to the size of the originals.
4	Document Exit Tray	Receives originals which have been scanned by the machine.
5	Front Cover	Opened when replacing the Toner Cartridge or drum cartridge, or clearing a paper misfeed.
6	Bypass Tray	Used to manually feed paper. Holds up to 10 sheets of plain paper.
7	Tray1 door	If Legal-size paper is installed, open this door.
8	Copy Tray	Holds copies fed out face down from the machine. The Copy Tray can be adjusted to one of three angles. Adjust the Copy Tray to the angle appropriate for its application.
9	Tray1	Holds up to 250 sheets of paper and easily adjusts to different paper sizes. Special paper can be used.
10	Control Panel	Used to start a print cycle and make necessary settings.
11	Power Switch	Used to turn the machine on and off.
12	External telephone jack (TEL PORT)	Used for connecting a line to a telephone.
13	Telephone line jack for line 1 (LINE PORT 1)	Used for connecting to a standard telephone line.
14	USB Port	For details, refer to the User Manual for the printer controller.

### Inside the Machine

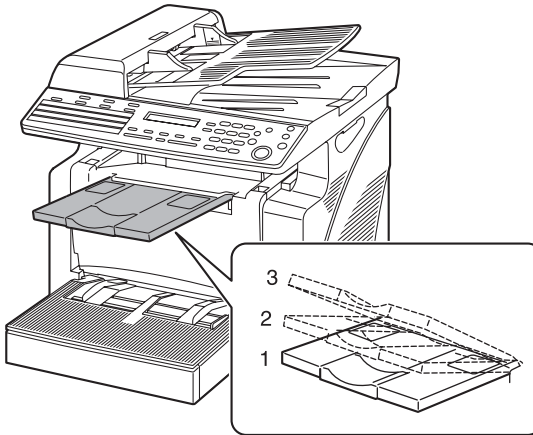


No.	Part Name	Description
1	Imaging Cartridge	Generates the print image. The Imaging Cartridge is constructed of both the Drum Cartridge and the Toner Cartridge set into place.

### Adjusting the Angle of the Copy Tray

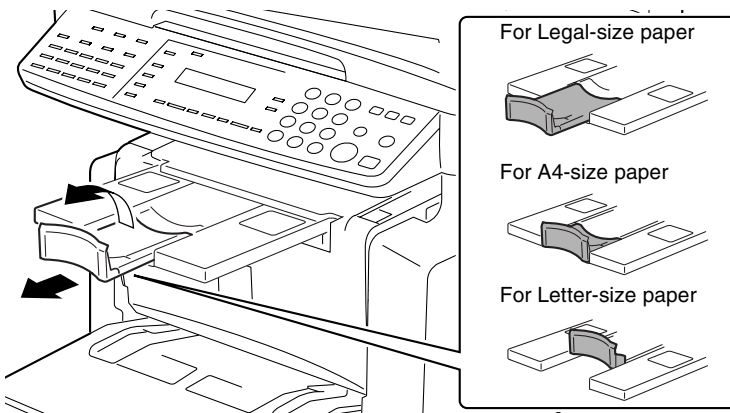
The Copy Tray can be adjusted to one of three angles. Adjust the tray to the angle appropriate for the desired application.

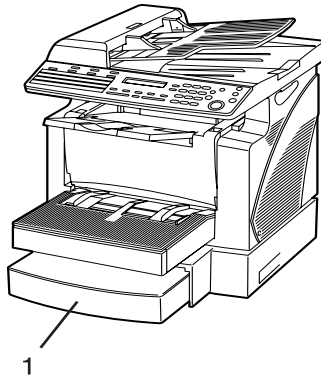
1. Normal operation (standard position)
2. When back curled paper is fed out
3. When clearing a paper misfeed or replacing the Drum Cartridge or Toner Cartridge



#### Note

*Adjust the Tray Extension and Paper Stopper to fit the size of the paper.*





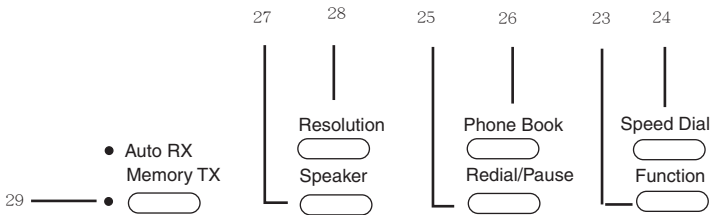
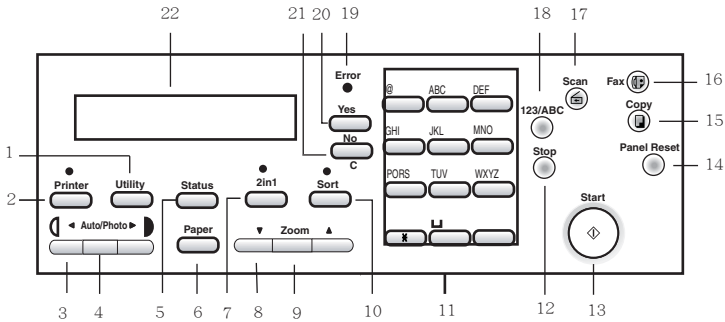
#### Paper Feed Cassette (option)

No.	Part Name	Description
1	Tray2	Holds up to 500 sheets of paper.

### 3.4 Control Panel

#### Names of Control Panel Parts and Their Functions

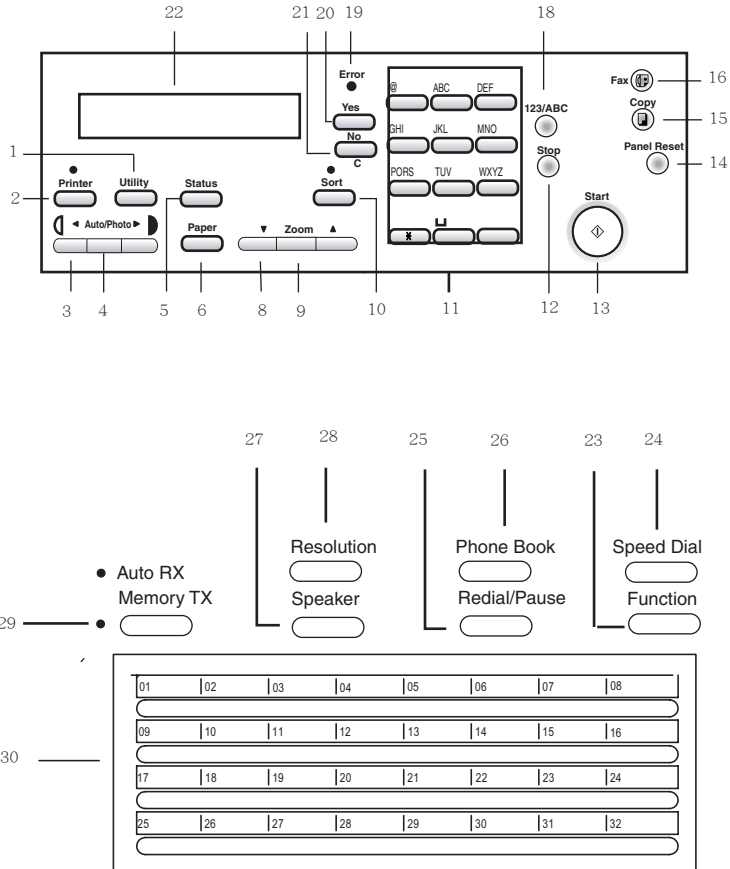
For FAX3900



30

01/33	02/34	03/35	04/36	05/37	06/38	07/39	08/40
09/41	10/42	11/43	12/44	13/45	14/46	15/47	16/48
17/49	18/50	19/51	20/52	21/53	22/54	23/55	24/56
25/57	26/58	27/59	28/60	29/61	30/62	31/63	32/64

For FAX2900



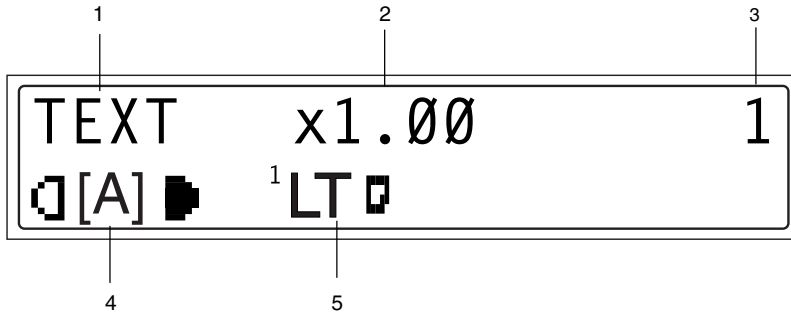


No.	Part Name	Description
1	[Utility] key	Press to enter Utility mode. For details, refer to "Utility Mode" on page 7-2.
2	[Printer] key	Press to enter Printer mode. For details, refer to the User Manual for the printer controller.
3	[◀] [▶] key	<ul style="list-style-type: none"> <li>• Press to adjust the image density.</li> <li>• Press to specify the various settings.</li> </ul>
4	[Auto/Photo] key	Press to change the image density mode.
5	[Status] key	Press to view the counters and transmission results. In addition, the list of settings specified for each function and the reports can be printed. (p. 3-31)
6	[Paper] key	Press to select the paper tray and paper source.
7	[2in1] key	Press to select the 2in1 function. Available only with FAX3900
8	[▲] [▼] key	<ul style="list-style-type: none"> <li>• Press to change the zoom ratio in the range between <math>\times 0.50</math> and <math>\times 2.00</math> in <math>\times 0.01</math> increments.</li> <li>• Press to scan through the various settings and information, in order.</li> <li>• Press to specify the various settings.</li> </ul>
9	[Zoom] key	Press to select a zoom ratio from among the standard fixed ones available.
10	[Sort] key	Press to select the sort function.
11	10-key pad	<ul style="list-style-type: none"> <li>• Used to enter the number of copies to be made and any other numeric data.</li> <li>• Used to enter text such as a name.</li> <li>• In the Fax mode, use the [✖] key for tone transmission (with pulse dialing) and use the [#] key for accessing an outside line.</li> </ul>
12	[Stop] key	<ul style="list-style-type: none"> <li>• Press to stop a print cycle.</li> <li>• Press to stop a scanning sequence.</li> <li>• Stops the fax transmission or reception.</li> <li>• The indicator flashes in orange when the machine is paused or while printing.</li> </ul>
13	[Start] key	<ul style="list-style-type: none"> <li>• Press to start a scanning or print cycle.</li> <li>• Starts a fax transmission.</li> <li>• Press to specify the various settings.</li> <li>• The indicator lights up in green when the machine can accept print jobs.</li> </ul>
14	[Panel Reset] key	Press to reset all print functions and settings to their defaults.
15	[Copy] key	Press to enter Copy mode. The indicator lights up in green to indicate that the machine is in Copy mode.
16	[Fax] key	Press to enter Fax mode. The indicator lights up in green to indicate that the machine is in Fax mode.
17	[Scan] key	Press to enter Scan mode. The indicator lights up in green to indicate that the machine is in Scan mode. Available only with FAX3900
18	[123/ABC] key	Press to switch the 10-Key Pad between typing in numbers and typing in letters.
19	Error lamp	The indicator lights up in orange if an error or malfunction occurs.

No.	Part Name	Description
20	[Yes] key	<ul style="list-style-type: none"> <li>Press to validate the setting just made.</li> <li>Press to specify the various settings.</li> </ul>
21	[No]/[C] key	<ul style="list-style-type: none"> <li>Press to reset the number of copies to "1".</li> <li>Press to clear the various settings.</li> <li>Press to return to the previous screen.</li> <li>Press to specify the various settings.</li> <li>Erases the entered numbers and letters.</li> </ul>
22	Display	Shows the number of copies to be made, the zoom ratio, and other setting data.
23	[Function] key	<p>Used to select a function.</p> <ul style="list-style-type: none"> <li>BROADCAST (broadcast transmission), TIMER TX (timer transmission), MAILBOX TX (mailbox transmission), PRINT MAILBOX RX (retrieve mailbox faxes), POLLING TX (polling transmission), POLLING RX (polling reception), RELAY INITIATE (relay initiation transmission), CANCEL RESERV. (cancel queued job), TX MODE (transmission mode), INTERNET FAX RX</li> </ul> <p>Available only with FAX3900</p>
24	[Speed Dial] key	Used to dial previously programmed fax numbers represented by 3-digit numbers.
25	[Redial/Pause] key	<ul style="list-style-type: none"> <li>Redials the last number called.</li> <li>While dialing, used to generate a pause when transferring from an internal to an external line or receiving information services.</li> </ul>
26	[Phone Book] key	Used to display the information programmed for one-touch dialing, group dialing and speed dialing.
27	[Speaker] key	Press to answer the call. Press again to hang up.
28	[Resolution] key	Used to select the image quality (transmission resolution).
29	Memory TX/Auto RX lamp	Used to select the Memory TX or Auto RX function
30	One-touch dial key	Used to dial previously programmed fax numbers.

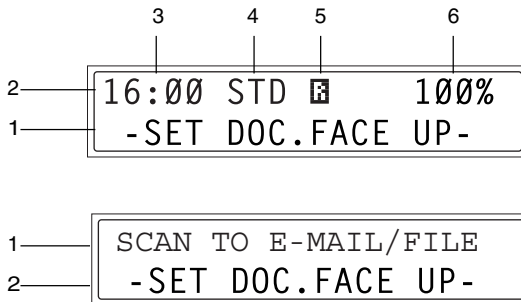
## Display Indications

In Copy mode:



No.	Display Indication	Description
1	Document type	Displays the document type currently specified for the image density.
2	Zoom ratio	Displays the currently specified zoom ratio.
3	Number of copies	Displays the currently specified number of copy pages and number of copy sets.
4	Image density	Displays the currently specified image density.
5	Paper	Displays the currently selected paper tray, paper size, and paper type.











In Fax mode:



No.	Display Indication	Description
1	Messages	Displays messages such as operating instructions.
2	Mode or function name	<ul style="list-style-type: none"> <li>• Displays the current menu, function or settings.</li> <li>• Error messages are displayed when errors occur.</li> </ul>

No.	Display Indication	Description
3	Time	The current time is displayed during standby.
4	Resolution	The setting resolution is displayed during standby.
5	Symbol	Indicates the currently selected mode or function settings.
6	Memory	The remaining memory is displayed during standby.

Symbol list:

Symbol		Description
	Manual bypass	Paper is loaded in the Manual Bypass Tray.
	Custom paper size	The paper setting for the Manual Bypass Tray is a custom paper size.
	Dialing	A fax number is being dialed.
	Ringing	The machine is being called.
	Sending	The document is being sent.
	Receiving	A document is being received.
	In standby for timer transmission	A document is queued for timer transmission.
	In standby for polling transmission	A document is queued for polling transmission.
	In standby for mailbox reception	A document is queued for mailbox reception.
	In standby for memory reception or polling reception	A document is queued for memory reception or polling reception.

## 3.5 Turning the Machine On/Off Initial Mode

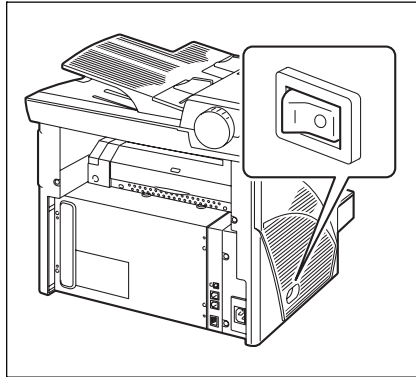
### Turning the Machine On/Off

#### To turn on the machine:

- Press the | (on) side of the Power Switch.

#### To turn off the machine:

- Press the 2 (off) side of the Power Switch.



#### Note

*Do not turn off the machine while a print cycle is being performed, as a paper misfeed will result. Before attempting to turn off the machine, always be sure that the current print cycle has been completed.*

*Turning off the machine will initialize all settings except those for previously programmed jobs and for the Utility mode.*

*Do not turn off the machine while it is scanning or sending or receiving data, otherwise all scanned data or transmission data will be deleted.*

*The machine automatically enters the Energy Save mode 15 min after the last operation is performed.*

*The time until the machine enters Energy Save mode can be specified from the Utility mode. For details, refer to “Specifying the Setting for “ENERGY SAVE MODE”” on page 7-6 in the chapter “Using the Utility Mode”.*

### When the Machine is Turned On

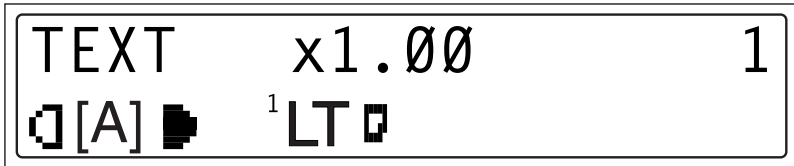
When the machine is turned on, the [Start] key indicator lights up in orange to indicate that the machine is ready to begin printing.

At this time, the machine can be set for the Auto Print Start function by loading a document into the Auto Document Feeder, and pressing the [Start] key.

Pressing the [Start] key at this time will not immediately start the print cycle. You will have to wait for less than 25 seconds (at an ambient temperature of 73.4°F).

### Default Settings

When the machine is turned on, the Initial mode screen appears in the Display of the Control Panel. The Initial mode screen appears at the beginning of all operations.



Factory default settings

- Number of copies: 1
- Image density: TEXT Auto
- Zoom ratio: 100% (full size)
- Paper: Tray1
- Finishing: Non-Sort



**Tip**

*The default settings can be customized from the Utility mode. For details, refer to "Utility Mode" on page 7-2.*

## 3.6 Useful Functions

### Panel Resetting

Press the [Panel Reset] key to return all modes and functions (zoom ratio, number of copies, etc.) to their defaults. (All selected settings are canceled.)

**Tip**

*The [Panel Reset] key comes in handy for canceling all selected settings at one time.*

*To avoid accidentally using settings from the previous print job, press the [Panel Reset] key to return all functions and settings to their defaults before specifying any settings for your current job.*

### Auto Panel Reset

Even if the [Panel Reset] key is not pressed, the machine automatically resets all functions and settings to their defaults 1 min after a print cycle has been completed or a key operation is performed.

**Tip**

*The length of time before the machine automatically resets itself can be set between 1 min and 5 min in addition to 30 seconds. The Auto Panel Reset function can even be disabled.*

*For details, refer to "Specifying the Setting for "AUTO PANEL RESET"" on page 7-5.*

### Energy Save Mode

Instead of turning off the machine, it can be set into a standby state (Energy Save mode).

If the machine is not used for a set length of time, it will automatically enter the Energy Save mode. The default length of time is 15 min.

To cancel the Energy Save mode, press any key on the control panel.

**Tip**

*The length of time before the machine enters the Energy Save mode can be set between 1 min and 240 min.*

*For details, refer to "Specifying the Setting for "ENERGY SAVE MODE"" on page 7-6.*

### Auto Print Start

If a document is loaded and the [Start] key is pressed during the period after the machine has been turned on but before it is ready to make print, the machine will automatically start the print cycle as soon as it completes the warm-up cycle.

### Auto Tray Switching

If the tray runs out of paper while printing, the machine will automatically switch to a different paper source and continue printing provided that the new tray contains paper of the same type and size in the same orientation.

If the optional Paper Feed Cassette is installed, a maximum of 750 pages can be continuously printed.

Tray1 →Tray2 (Paper Feed Cassette)

Tray2 (Paper Feed Cassette) →Tray1



#### Tip

*Auto tray switching can be disabled. For details, refer to “Setting Up the Paper Sources” on page 7-12.*



## 3.7 Entering Text

When specifying the user name or programming one-touch dial keys with the recipient name, letters, accented characters, numbers, and symbols can be entered.

Key operation:

- 10-Key Pad: Used to enter numbers and letters, symbols.

List of characters available with each key of the 10-Key Pad:

10-Key Pad	Available characters*
1	. (period) @ _ (underscore) - (hyphen) 1
2	ABC2abc
3	DEF3def
4	GHI4ghi
5	JKL5jkl
6	MNO6mno
7	PQRS7pqrs
8	TUV8tuv
9	WXYZ9wxyz
*	+&/ * =!?( )% [ ] ^ " { }   ` \$ , ; : < > " ' £
0	(space) 0
#	#

\* To switch the input mode of the 10-Key Pad between numbers and letters, press the [123/ABC] key.

### Changing Input Mode

Each press of the [123/ABC] key switches the input mode between numbers and letters.

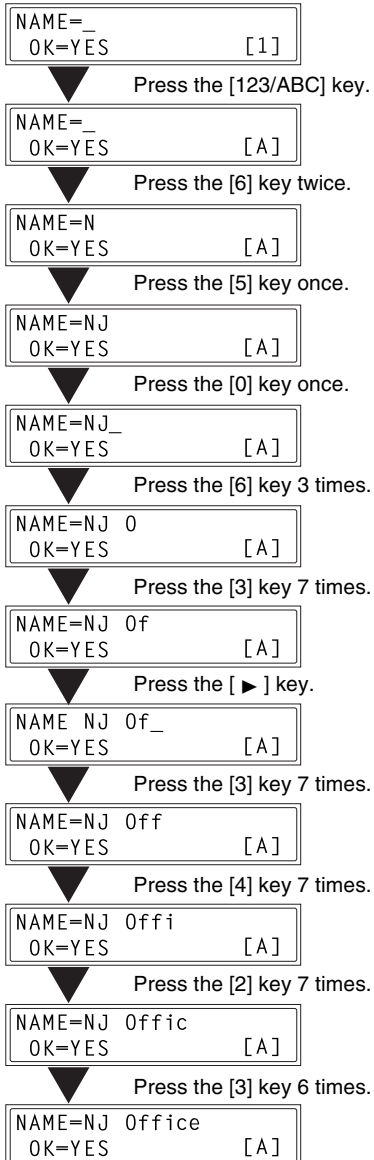
[1]: Numbers can be typed in.

[A]: Letters can be typed in.

### Inputting Example

To enter the name "NJ Office"

\* The cursor ( \_ ) flashes alternately with the character at its current location.



### Correcting text and input precautions

- To erase all entered text, press the [Panel Reset] key.
- To delete only part of the entered text, use the [◀] and [▶] keys to move the cursor (|) to the character that you wish to delete, and then press the [No] key.
- To change an entered character, use the [◀] and [▶] keys to move the cursor (|) below the character that you wish to change, and then press the [No] key. Next, enter the new character. (The character at the cursor's position is replaced with the new character.)
- If the same 10-Key Pad is needed to enter two characters in a row, press the [▶] key after selecting the first character. (Refer to the above example.)
- To enter a space, press 10-Key Pad [0].

## 3.8 Copy Paper

### Paper Specifications

The following table specifies the type and size of paper to be used with each tray together with its capacity.

Tray1	Specifications
Paper Type	<ul style="list-style-type: none"> <li>Plain paper, recycled paper (16 lb to 24 lb)</li> <li>Exclusive paper: card (24-1/4 lb to 43-1/4 lb) , OHP transparencies, envelopes</li> </ul>
Paper Size	<ul style="list-style-type: none"> <li>A4 L, B5 L, A5 L, 16K L, Legal L, Letter L, Invoice L, FLS (13 × 8-1/4)</li> <li>Custom Size: Width: 3-1/2 to 8-1/2; length: 5-1/2 to 14</li> </ul>
Capacity	<ul style="list-style-type: none"> <li>Plain paper, recycled paper: 250 sheets (20 lb)</li> <li>Exclusive paper: card; 5 sheets, OHP transparencies; 5 sheets, envelopes; 1 sheet</li> </ul>

Tray2	Specifications
Paper Type	Plain paper, recycled paper (16 lb to 24 lb)
Paper Size	Letter L, A4 L*
Capacity	500 sheets (20 lb)

Bypass Tray	Specifications
Paper Type	<ul style="list-style-type: none"> <li>Plain paper, recycled paper (16 lb to 24 lb)</li> <li>Exclusive paper: card (24-1/4 lb to 43-1/4 lb) , OHP transparencies, envelopes, label sheets</li> </ul>
Paper Size	<ul style="list-style-type: none"> <li>A4 L, B5 L, A5 L, 16K L, Legal L, Letter L, Invoice L, FLS (13 × 8-1/4)</li> <li>Custom Size: Width: 3-1/2 to 8-1/2; length: 5-1/2 to 14</li> </ul>
Capacity	<ul style="list-style-type: none"> <li>Plain paper, recycled paper: 10 sheets (20 lb)</li> <li>Exclusive paper: cards; 1 sheet, OHP transparencies; 1 sheet, envelopes; 1 sheet</li> </ul>

### Precautions for Loading Paper

- Be sure to observe the paper specifications (paper type, paper size, and capacity) for each tray, otherwise a paper misfeed could result.
- When paper is loaded into the Bypass Tray, a message appears, indicating that the paper size be specified. Specify the size and type of paper that is loaded. Paper loaded into the Bypass Tray is given priority during feeding.
- The size of FLS is preset to 13 × 8-1/4. To change the FLS size, contact a service representative.

### Unsuitable Paper

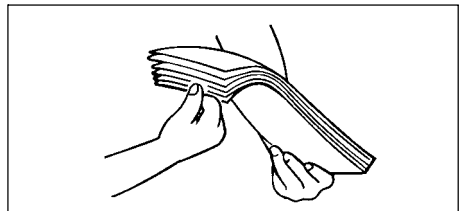
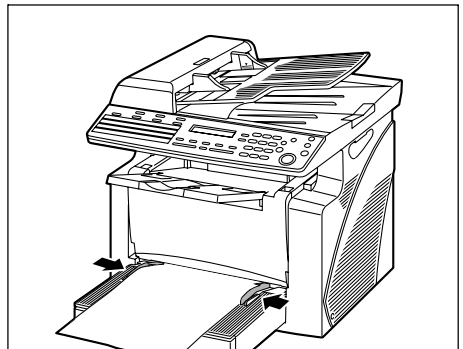
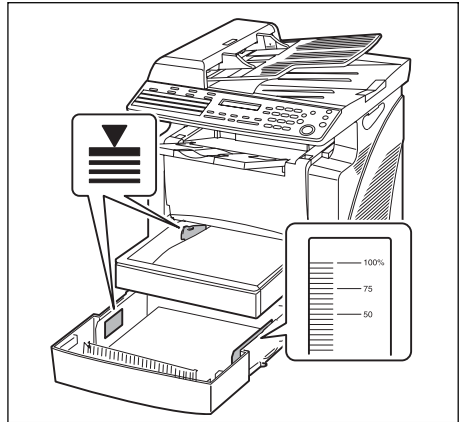
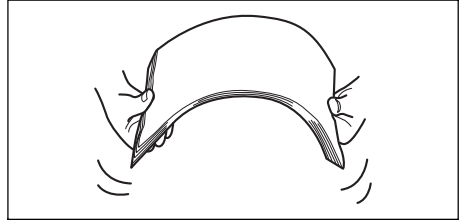
The following types of paper should not be used, otherwise decreased print quality, paper misfeeds, or damage to the machine may occur.

- Overhead projector transparencies that have already been fed through the machine  
Even if the transparency is still blank, do not reuse it.
- Paper that has been printed on by a heat-transfer printer or an inkjet printer
- Paper that is either extremely thick or extremely thin
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Damp paper
- Perforated paper or paper with punched holes
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc. attached
- Curled or wrinkled paper
- Art paper, coated paper, or inkjet printer paper

## Loading Paper

While loading paper, be sure to observe the following precautions.

- If the paper is curled, flatten it before loading it.
- Do not load so much paper that the top of the stack is higher than the ▼ mark or exceeds the specified number of sheets.
- Push the paper guides firmly up against the edges of the paper.
- When loading additional paper, remove any paper remaining in the drawer, place it on top of the new paper, and then align the paper in the stack well, before loading it into the drawer.



- When loading envelopes, load them with the flap facing down, as shown in the illustration at the right.

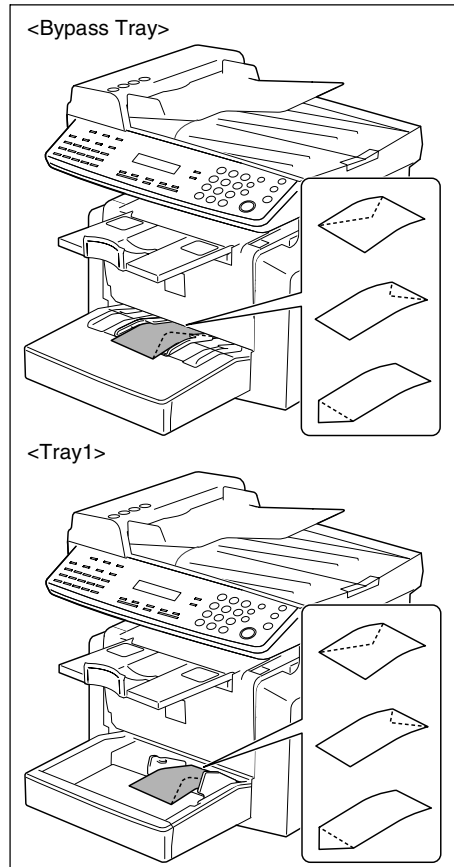
**Note**

*Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur.*

*Only 1 envelope at a time can be loaded in Tray1 and the Bypass Tray.*

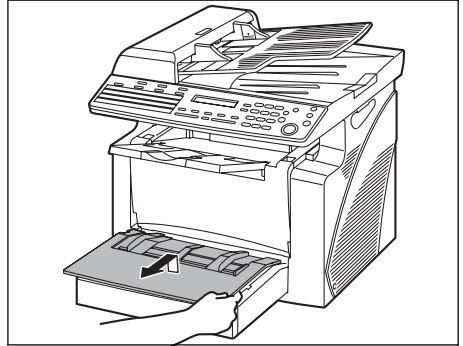
**Tip**

*We recommend replenishing the paper only after all of the paper in the drawer has been used.*

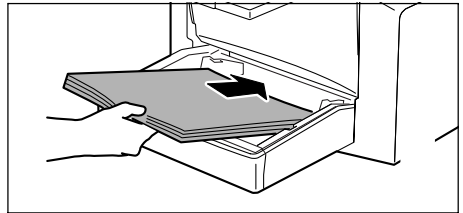


## Loading Paper into Tray1

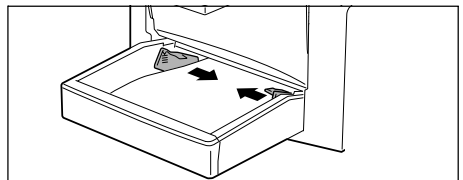
- 1 Remove the Bypass Tray.



- 2 Load the paper into the tray so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

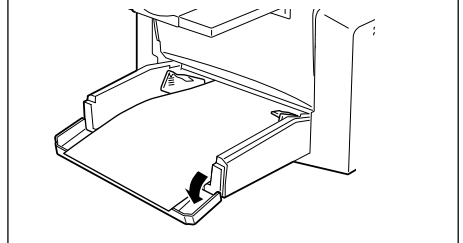


- 3 Slide the paper guides against the edges of the paper.



<When Legal-size paper is installed>

- If Legal-size paper is installed, open the door of Tray1.



- 4 Attach the Bypass Tray in its original position.

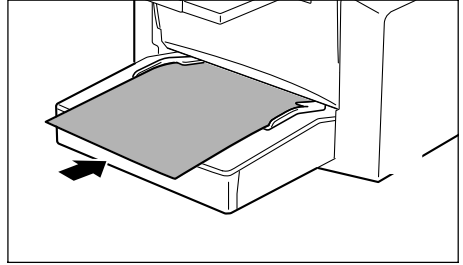


**Note**

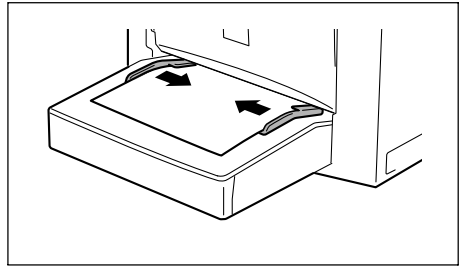
*If paper with a different size or type is loaded, various settings must be specified from the “PAPER SOURCE SETUP” menu in the Utility mode. If the settings are not correctly specified, paper size error may occur. For details, refer to “Specifying the Setting for “TRAY SETTING”” on page 7-14.*

### Loading Paper into the Bypass Tray

- 1 Load the paper so that the front side of the paper (the side facing up when the package was unwrapped) faces up.



- 2 Slide the paper guides against the edges of the paper.

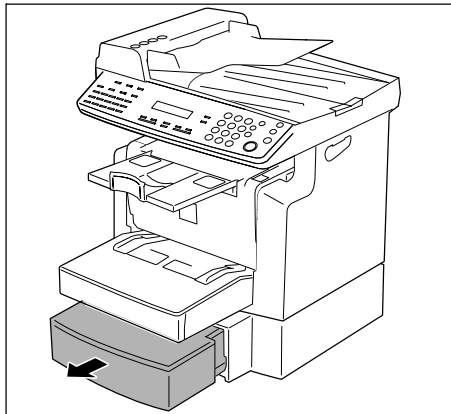


#### Note

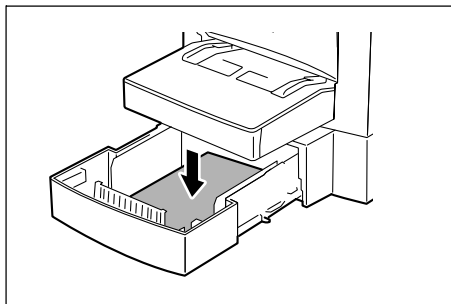
*When paper is loaded into the Bypass Tray, the paper size and type must be specified, otherwise paper size error may occur. For details, refer to "Specifying the Size and Type on the Manual Bypass Tray" on page 4-5.*

## Loading Paper into Tray2 (option)

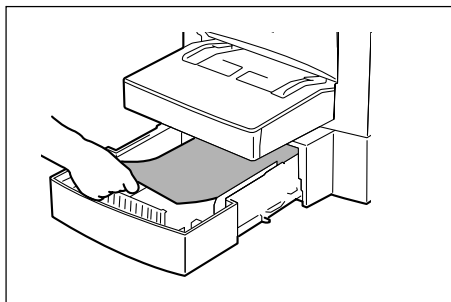
- 1 Pull out the drawer for Tray2.



- 2 Remove the drawer cover, and then press down on the paper-lifting plate until it locks into place.



- 3 Load the paper into the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.



- 4 Attach the drawer cover, and then return the drawer for Tray2 to its original position.

## 3.9 Loading Originals

### Loading Originals in the Auto Document Feeder

The Auto Document Feeder automatically feeds originals one page after another so that the machine can scan the data on each page. After the machine finishes scanning the data, the Auto Document Feeder ejects the page into the Exit Tray. To ensure the best possible performance of the Auto Document Feeder, use only originals of the specified type.

### Specific Types of Originals

Original Loading	Original Type	Original Size
Auto Document Feeder	Sheet originals Weight of originals: 9-1/4 lb to 34 lb	A4 L, B5 L, A5 L, Legal L to Invoice, 16K L, FLS <ul style="list-style-type: none"> <li>• Original width: 5-1/2 to 8-1/2</li> <li>• Original length: 5 to 14</li> </ul>

### Precautions for Loading Paper Into the Auto Document Feeder

The following types of originals are not suitable for use in the Auto Document Feeder, as a misfeed or damaged original could result.

- Typing paper, paraffin paper, and other thin paper
- Cards
- Originals larger than Legal L or smaller than Invoice
- OHP transparencies, translucent paper
- Wrinkled, dog-eared, curled, or torn originals
- Clipped or stapled originals
- Coated originals such as carbon-backed paper
- Up to 20 Letter-size document pages can be scanned and stored in the memory at one time. However, if the optional expansion memory is installed, up to 170 scanned pages can be stored

## Loading Originals into the Auto Document Feeder

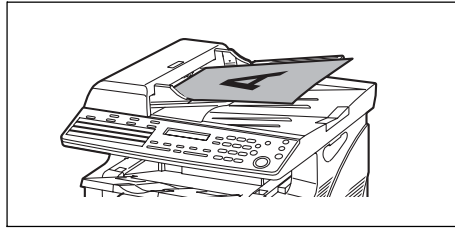
- 1 Place the stack of originals face up on the auto Document Feeder Tray.

**Note**

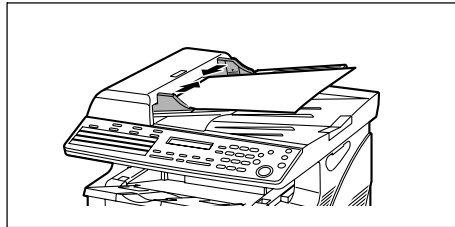
A maximum of 50 document pages can be loaded.

Do not load so many pages that the top of the stack is higher than the t mark.

Be sure to adjust the document guides so that they are against the edges of the document, otherwise the document may not be fed in straight.



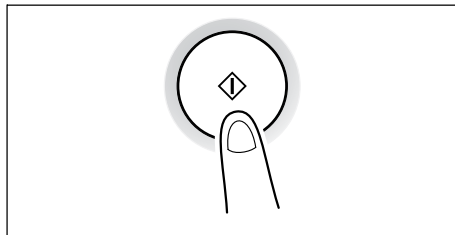
- 2 Slide the front adjustable Document Guide Plate to the size of the originals.



- 3 Specify the desired copy or fax settings.

- "Making Copies" on page 4-1
- "Basic Faxing" on page 5-13

- 4 Press the [Start] key to start feeding and copying the originals from the top page.



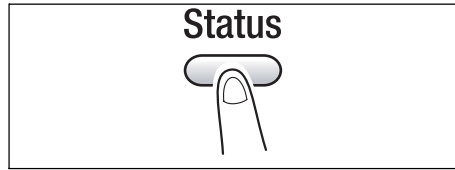
## 3.10 Checking the Machine Status

The total number of pages printed and scanned since this machine was installed can be checked.

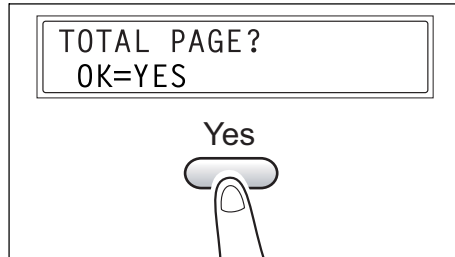
Menu	Item	Description
TOTAL PAGE	TOTAL COUNT	Displays the total number of pages printed since this machine was installed.
	TOTAL SCAN	Displays the total number of pages scanned since this machine was installed. However, the scanned number of pages in copy are not included.
	TX PAGES	Displays the total number of pages faxed since this machine was installed.
	RX PAGES	Displays the total number of pages received since this machine was installed.
TX/RX RESULT	TX RESULT REPORT	Displays the transmission result report.
	RX RESULT REPORT	Displays the reception result report.
PRINT REPORT	TX RESULT REPORT	Prints the transmission result report.
	RX RESULT REPORT	Prints the reception result report.
	ACTIVITY REPORT	Prints the transmission/reception result report.
	MEMORY DATA LIST	Prints the list of documents stored in the memory.
	MEMORY IMAGE PRINT	Prints the reduced image of the first page of the document stored in the memory.
	ONE-TOUCH LIST	Prints the recipients programmed in the one-touch dial keys.
	SPEED DIAL LIST	Prints the recipients programmed for the speed dial numbers.
	KEY SETTING LIST	Prints the settings specified for one-touch dial keys.
	MACHINE STATUS	Prints the current machine status.
	CONFIGURATION PAGE	Prints the current machine configuration.
RELAY BOX LIST Available only with FAX3900	Prints the Relay Box list	

### Checking the “TOTAL PAGE” Counts

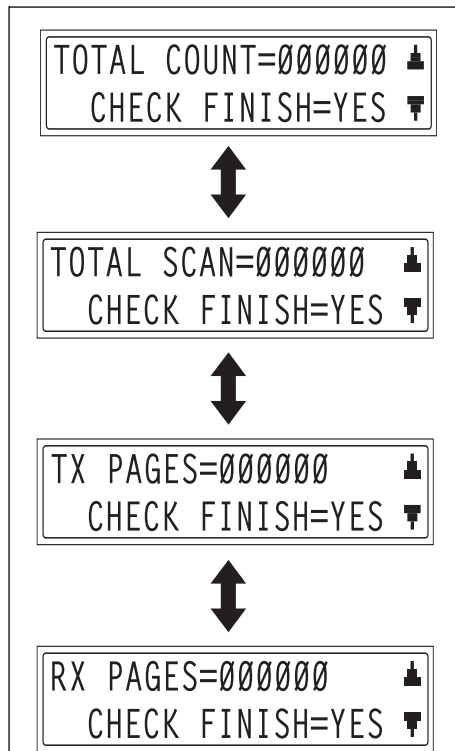
- 1 Press the [Status] key.



- 2 Press the [Yes] key.

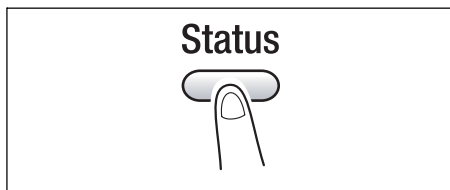


- 3 Press the [▼] and [▲] keys to check the “TOTAL COUNT”, “TOTAL SCAN”, “TX PAGES”, or “RX PAGES” values.

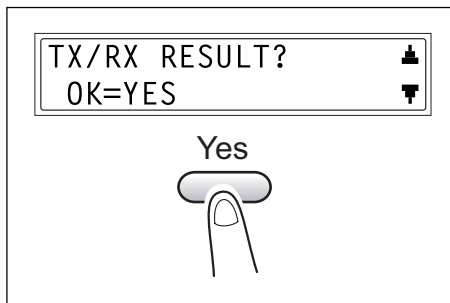


**Checking the “TX/RX RESULT”**

- 1 Press the [Status] key twice.

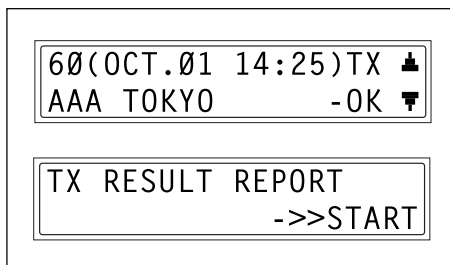


- 2 Press the [Yes] key.



- 3 Press the [▲] and [▼] keys to display the desired transmission results to check them.

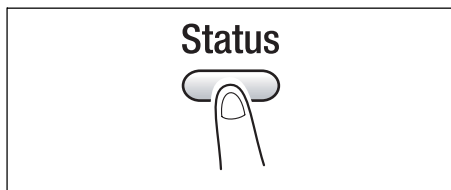
- In the transmission result screen, “TX” indicates sent faxes, and “RX” indicates received ones.
- If the [No] key is pressed twice while the transmission results are displayed, the main screen appears.
- To print the transmission result report, press the [Start] key. After the transmission result report is printed, the main screen appears.



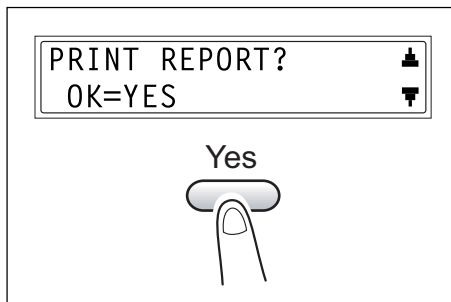


### To output a report/list

- 1 Press the [Status] key 3 times.



- 2 Press the [Yes] key.



- 3 Press the [▲] and [▼] keys to select the report/list that you wish to print, and then press the [Yes] key.



After the specified report/list is printed, the main screen appears again.



#### Tip

*The reception/transmission result reports can be checked on screen. For details on viewing the transmission result, refer to "Checking the "TX/RX RESULT"" on page 3-33.*

The following reports and lists can be printed.

### TX Result Report

The document number, recipient name, date sent, starting time of transmission, number of document pages, time required, mode, and transmission result are printed.

SESSION	FUNCTION	No.	DESTINATION STATION	DATE	TIME	PAGE	DURATION	MODE	RESULT
0001	TX	001	AAA NEWYORK 012345678	APR.19	18:00	010	00:02'21"	G3	NG
			NG PAGE:1.3.5.7						

### RX Result Report

The document number, caller name, date received, starting time of reception, number of pages received, time required, mode, and reception result are printed.

SESSION	FUNCTION	No.	DESTINATION STATION	DATE	TIME	PAGE	DURATION	MODE	RESULT
0001	RX	001	AAA TOKYO 098765432	APR.19	18:00	001	00:02'21"	ECM	NG
			0021:ERROR DURING RX						

### Activity Report

The operation number, document number, date of operation, starting time of transmission/reception, type of operation (transmission or reception), recipient/caller name, number of pages sent/received, mode, and transmission/reception result are printed.

The machine can also be set to print this report automatically after every 60 transmissions/receptions.

No.	SESSION	DATE	TIME	TX/RX	DESTINATION STATION	PAGE	DURATION	MODE	RESULT
01	0001	APR.19	16:32	TX--	AAA NEWYORK 012345678	006	00:01'16"	ECM	OK
02	0002	APR.19	18:00	---RX	AAA TOKYO 098765432	001	00:02'21"	ECM	NG
03	0002	APR.19	18:00	---RX	AAA TOKYO 098765432	012	00:02'48"	ECM	OK
04	0003	APR.19	19:12	TX--	HEAD OFFICE 024682468	001	00:00'56"	ECM	OK

### Memory Data List

This is a list of documents stored in the memory and waiting to be sent, and documents specified for timer transmission, batch transmission, or polling reception.

The document number, type of operation being performed, time, recipient/caller name, and number of document pages are printed.

### Memory Image Print

A reduced image of the first page of the document stored in the memory and waiting to be sent, in addition to the document number, type of operation being performed, recipient/caller name, date, time, and number of document pages are printed.

### One-Touch List

The recipients programmed in the one-touch dial keys are printed in numerical order of the keys.

OT-NO.	DESTINATION STATION	DESTINATION NUMBER	BATCH TIME	SPEED	SET DATE
OT-01	AAA NEWYORK	012345678		33.6	JAN.20.2001
OT-02	AAA TOKYO	098765432		14.4	JAN.20.2001
OT-03	HEAD OFFICE	024682468	16:00	33.6	FEB.12.2001
OT-04	NJ OFFICE	0P02345678 SUB:#1234		14.4	FEB.12.2001

### Speed Dial List

The recipients programmed for the speed dial numbers are printed in numerical order.

SP-NO.	DESTINATION STATION	DESTINATION NUMBER	SPEED	SET DATE
SP-001	AMSTERDAM OFFICE	0P09876543	33.6	JAN.20.2001
SP-002	KOREA OFFICE	0P01357913	14.4	JAN.20.2001
SP-003	ABCDEF	024682468	33.6	FEB.12.2001
SP-004	POST OFFICE	0224466880 SUB:#5678	14.4	FEB.12.2001

### Key Setting List

The group dialing and program dialing settings specified for one-touch dial keys are printed in numerical order of the keys.

### Machine Status

The current machine settings are printed.

### Configuration Page

The list of the printer settings is printed.

### Relay Box List (Available only with FAX3900)

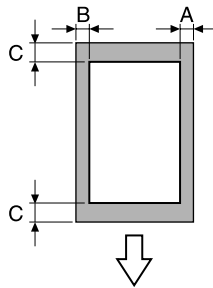
The list of the Relay Box is printed.

### 3.11 Print Area

Any part of the image within the area indicated below is not copied.

- A margin 1/4 (at full size) from the leading edge of the paper (A)
- A margin 1/4 (at full size) from the trailing edge of the paper (B)
- A margin 1/4 (at full size) on both sides of the paper (C)

For details on using the machine to print from a computer when the printer controller is installed, refer to the User Manual for the printer controller.



Paper output direction

A: 1/4 (at full size)  
B: 1/4 (at full size)  
C: 1/4 (at full size)



---

# ***Making Copies***

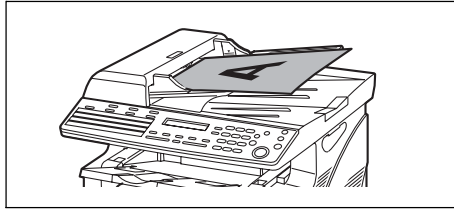
---

# 4

## 4.1 Making a Basic Copy

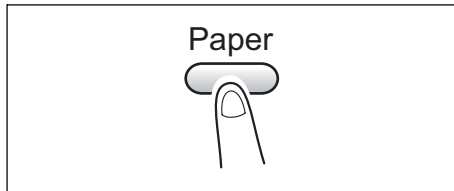
The following procedure describes how to place an original and make a basic copy of it.

- 1 Position the original.



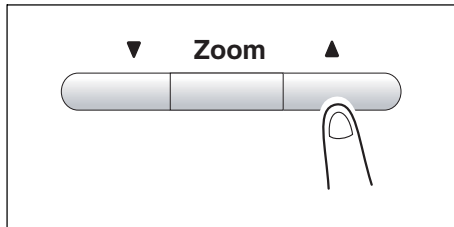
- 2 Select the paper tray.

- *“Selecting the Paper” on page 4-4*



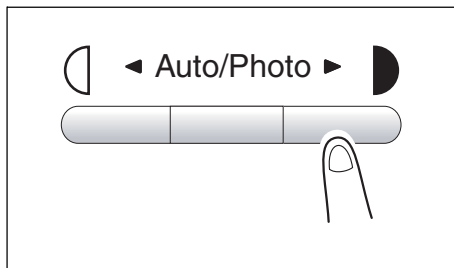
- 3 Specify the zoom ratio.

- *“Specifying the Zoom Ratio” on page 4-9*

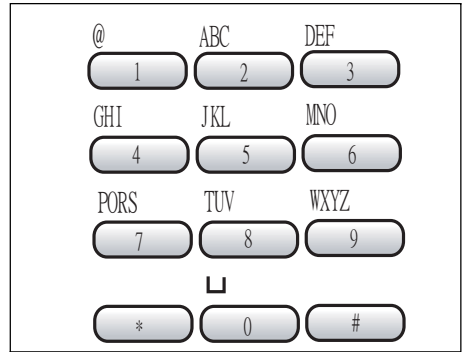


- 4 Specify the image density.

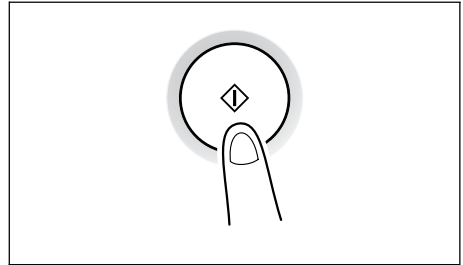
- *“Adjusting the Image Density” on page 4-11*



- 5** Using the 10-Key Pad, enter the number of copies to be made. Any number from 1 to 99 can be entered.



- 6** Press the [Start] key.  
This will start the print cycle.
- To stop the print cycle in mid-operation, press the [Stop] key.
  - To cancel the print job, press the [No] key or the [Panel Reset] key.
  - To restart the print cycle, press the [Start] key.





## 4.2 Selecting the Paper

Before making a copy, the tray containing the paper to be used must be selected. Either a paper tray can be selected or paper can be loaded into the Bypass Tray.

### Manual Paper Selection

The tray containing the paper you want to use can be manually selected.



#### Note

*The optional Paper Feed Cassette is required.*

### Selecting Manually Fed Paper

When the desired paper is loaded into the Bypass Tray and the paper size and type are specified, paper loaded into the Bypass Tray is given priority during feeding.

### Manually Selecting the Paper Size

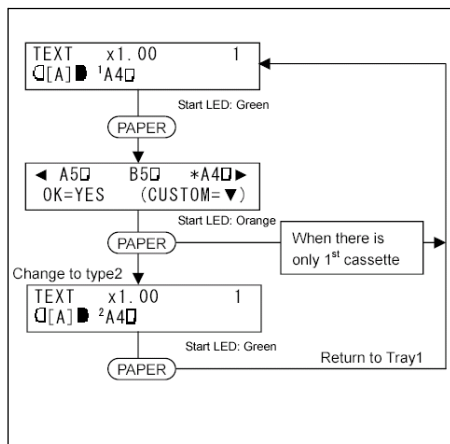
- 1 Position the original.
- 2 Press the [Paper] key until the tray loaded with the desired paper is selected.



#### Note

*If paper is loaded into the Bypass Tray, first remove it.*

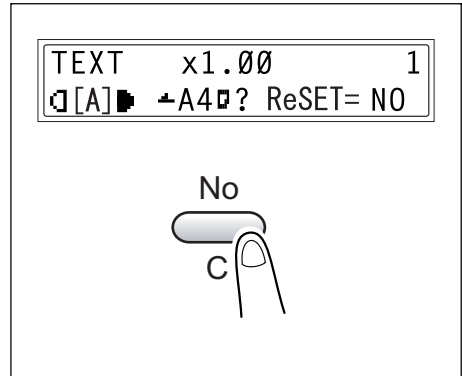
*If Tray1 is selected, the paper size must first be specified. For details, refer to "Selecting the "PAPER SOURCE SETUP" menu" on page 7-12.*



- 3 Make the other necessary settings.
  - "Specifying the Zoom Ratio" on page 4-9
  - "Adjusting the Image Density" on page 4-11
- 4 Using the 10-Key Pad, enter the number of copies to be made, and then press the [Start] key.  
This will start the print cycle.

### Specifying the Size and Type on the Manual Bypass Tray

- 1 Position the original.
- 2 Load paper into the Bypass Tray.
  - “Loading Paper into the Bypass Tray” on page 3-27
- 3 The message shown at the right appears. Press the [No] key.



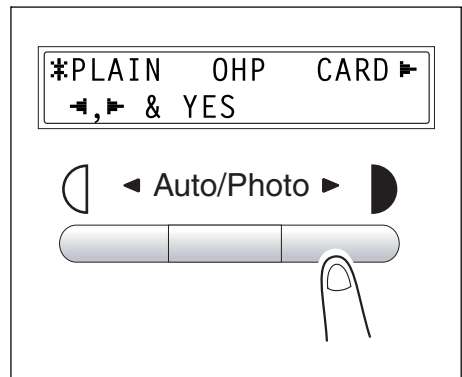
- 4 Press the [◀] and [▶] keys until the desired paper type is selected.



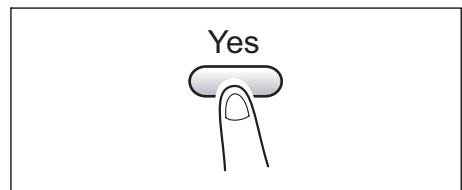
**Tip**

Pressing the [◀] and [▶] keys moves “\* ” to select the paper type.

To return to the previous message, press the [No] key.



- 5 Press the [Yes] key.



6 Press the [◀] and [▶] keys or press the [▼] key to select the size of paper that is loaded. If “CUSTOM” is not selected, continue with step 10.

- If “CUSTOM” is selected, perform steps 7 through 10.



**Note**

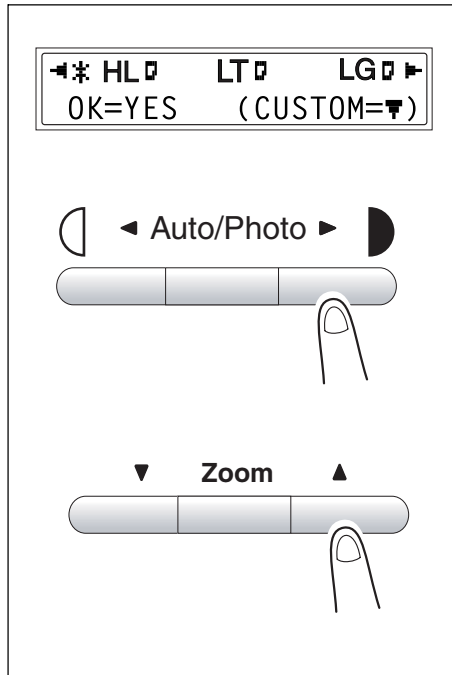
If “OHP” was selected in step 4, the only paper sizes that can be loaded are A4 and Letter.



**Tip**

Pressing the [◀] and [▶] keys moves “\* ” to select the paper size.

To return to the previous message, press the [No] key.



**7** Using the 10-Key Pad, enter the width (X) of the paper.

- To clear the entered value, press the [C] key.



**Note**

The width can range from 90 mm (3-1/2) to 216 mm (8-1/2).

When entering the paper size, refer to the diagram on the right side of the screen to check which sides of the paper are the width and the length.



**Tip**

Enter the value by mm using the 10-Key Pad. Refer to the conversion rate below.  
1 inch = 25.4 mm

x=200( 90-216 )    x  
OK=YES                    y [C] [F] [T]

@	ABC	DEF
[1]	[2]	[3]
GHI	JKL	MNO
[4]	[5]	[6]
PQRS	TUV	WXYZ
[7]	[8]	[9]
□		
[*]	[0]	[#]

**Tray 1**

**Bypass Tray**

**8** Press the [Yes] key.

- 9 Using the 10-Key Pad, enter the length (Y) of the paper.



**Note**

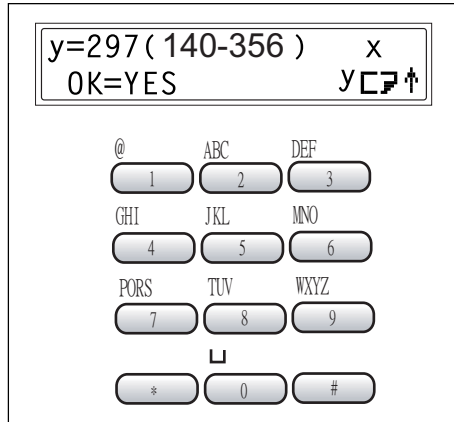
The length can range from 140 mm (5-1/2) to 356 mm (14).



**Tip**

Enter the value by mm using the 10-key Pad. Refer to the conversion rate below.

1 inch = 25.4 mm



- 10 Press the [Yes] key.

- 11 Make the other necessary settings.

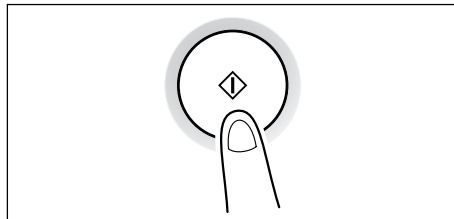
- "Specifying the Zoom Ratio" on page 4-9
- "Adjusting the Image Density" on page 4-11

- 12 Using the 10-Key Pad, enter the number of copies to be made, and then press the [Start] key.



**Tip**

To change the number of copies to be made, remove the paper from the Bypass Tray and then reload it. Repeat steps 11 and 12.



**Note**

The Bypass Tray can be loaded with a maximum of 1 envelope, 1 OHP transparency, 1 card, sheet, or 10 sheets of plain paper.

## 4.3 Specifying the Zoom Ratio

By specifying a zoom ratio, the copy can be enlarged or reduced.

### Zoom Ratio Settings

Zoom Ratio Settings	Description
Fixed ratios	<ul style="list-style-type: none"> <li>• The following optimum zoom ratios are available for making copies from commonly used original sizes to standard paper sizes.</li> <li>• × 0.50</li> <li>• × 0.64 (LT →HL)</li> <li>• × 0.78 (LG →LT)</li> <li>• × 1.29 (HL →LT)</li> <li>• × 1.54 (HL →LG)</li> <li>• × 2.00</li> </ul>
Ratios set using the Zoom [▼] and [▲] keys	Pressing the [▼] or [▲] key increases or decreases the zoom ratio in × 0.01 increments. The ratio can range from × 0.50 to × 2.00.
Full Size	This setting makes a copy the same size as the original (× 1.00).



#### Note

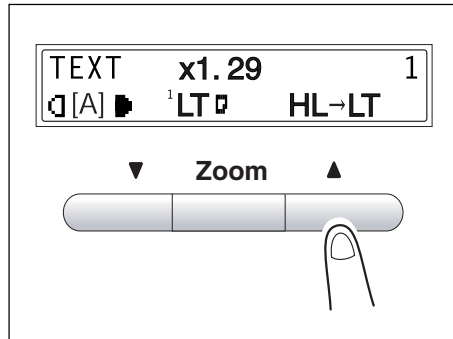
*LT: Letter*

*HL: Half Letter*

*LG: Legal*

## Setting the Zoom Ratio

- 1 Position the original.
- 2 Press the [Zoom] key until the desired fixed ratio is selected.
  - Each press of the [Zoom] key changes the setting.

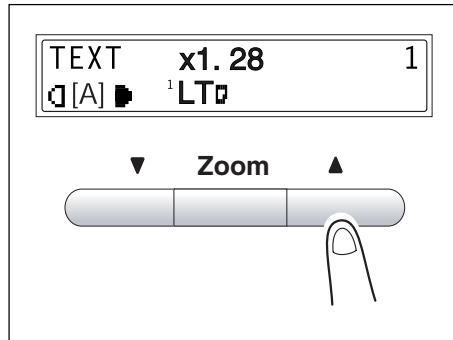


- To specify a zoom ratio other than a fixed ratio, press the [▲] and [▼] keys until the desired zoom ratio is specified. Pressing these keys change the ratio in x 0.01 increments.



### Tip

To quickly specify the desired zoom ratio, select the nearest fixed ratio, and then press the [▲] and [▼] keys until the desired zoom ratio is specified.



- 3 Make the other necessary settings.
  - "Selecting the Paper" on page 4-4
  - "Adjusting the Image Density" on page 4-11
- 4 Using the 10-Key Pad, enter the number of copies to be made, and then press the [Start] key.

## 4.4 Adjusting the Image Density

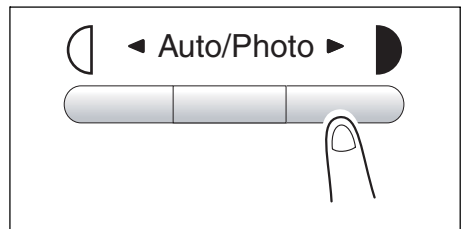
The image density setting can be adjusted in two broad modes, “Text” and “Photo”.

### Image Density Setting

- Text mode:
  - The image density can be adjusted either automatically (Auto) or manually in nine steps.
  - The image density is adjusted automatically according to the original from which a copy is to be made.
  - Manual image density adjustment:
    - The image density can be adjusted to one of nine levels.
    - To reduce bleed-throughs when copying newspapers and magazines, press the [◀] key to select a lighter setting. To reproduce faint colors in brighter parts of the image, press the [▶] key to select a darker setting.
    - Selecting a darker setting could result in a background image being reproduced on the copy, while selecting a lighter setting could make the copy image itself too light: Select the appropriate level according to your original.
- Photo mode:
  - Select “Photo” when making a copy from an original having large halftone images, such as photos.

### Setting the Image Density

- 1 Position the original.
- 2 Press the [Auto/Photo] key on the control panel to select the desired mode.



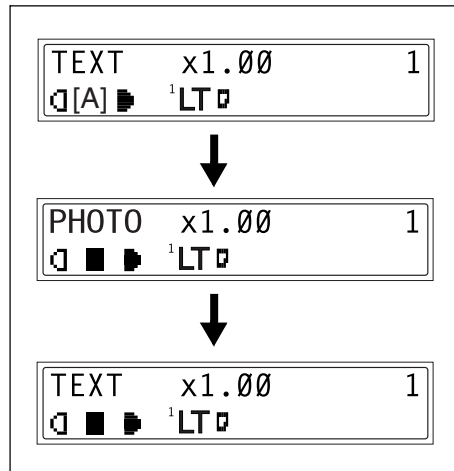


- Each press of the [Auto/Photo] key changes the setting as shown at the right.  
If Text mode is selected, "TEXT" is displayed.  
If the Auto setting is selected, "[A]" is displayed.  
If Photo mode is selected, "PHOTO" is displayed.



**Note**

*In the Photo mode, the Auto setting cannot be selected.*

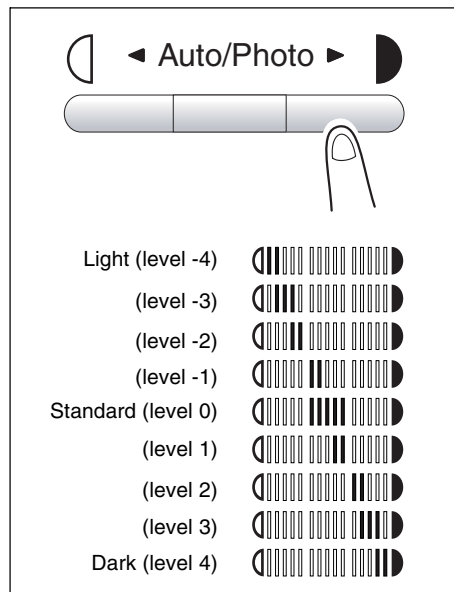


- 3** If you want to adjust the image density manually, press the [ ◀ ] and [ ▶ ] keys to select the desired setting.



**Tip**

*The displays for manually selected image densities are shown at the right.*



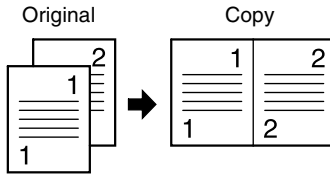
- 4** Make the other necessary settings.

- "Selecting the Paper" on page 4-4
- "Specifying the Zoom Ratio" on page 4-9

- 5** Using the 10-Key Pad, enter the number of copies to be made, and then press the [Start] key.

## 4.5 Making 2in1 Copies (Available only with FAX3900)

Two sheets of single-sided documents can be copied onto one double-sided sheet.



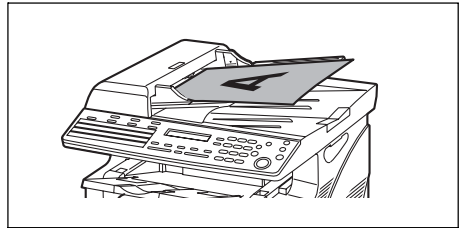
### Specifying Settings for 2in1 Copies

- 1 Position the original.

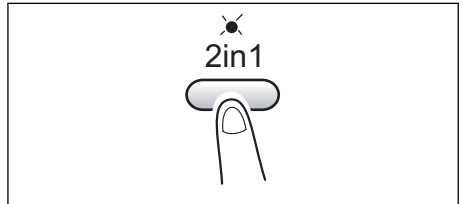


#### Note

*Be sure to position the documents as shown in the illustration at the right.*



- 2 Press the [2in1] key, and then check that the indicator lights up.



- 3 Make the other necessary settings.
  - “Selecting the Paper” on page 4-4
  - “Adjusting the Image Density” on page 4-11
- 4 Using the 10-Key Pad, enter the number of copies to be made, and then press the [Start] key.

## 4.6 Finishing Copies

When printing two or more sets, each set can be printed (sorted) in order.



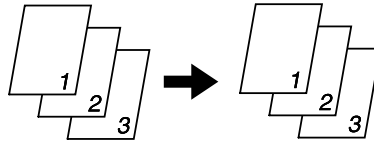
### Note

*In order to sort the printed pages, the Auto Document Feeder is required.*

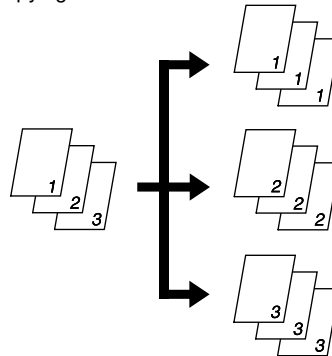
Finishing methods

- **Non-Sort:**  
The copies are stacked on top of each other as they are made.

<Copying 1 set>

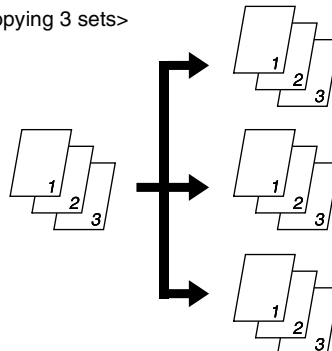


<Copying 3 sets>



- **Sort:**  
Documents containing multiple pages can be printed and automatically separated into the individual sets.

<Copying 3 sets>

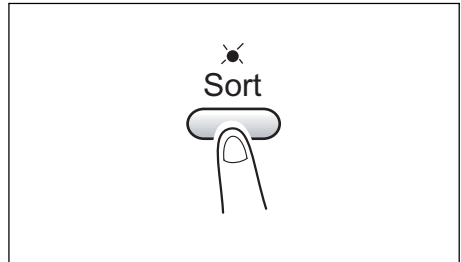


## Specifying Sorting

- 1 Load the originals in the Auto Document Feeder.
- 2 Press the [Sort] key, and then check that the indicator lights up.

**Note**

*If the Sort indicator is not lit, the Non-Sort setting is selected.*



- 3 Make the other necessary settings.
  - *“Selecting the Paper” on page 4-4*
  - *“Specifying the Zoom Ratio” on page 4-9*
  - *“Adjusting the Image Density” on page 4-11*
- 4 Using the 10-Key Pad, enter the number of print to be made, and then press the [Start] key.



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# *Faxing* 5

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This machine is a G3 fax. Faxes can only be sent or received with this machine if the recipient's or sender's machine complies with the G3 standard.

## 5.1 Dialing

The recipient's fax number can be dialed using any of the seven different dialing methods described below.



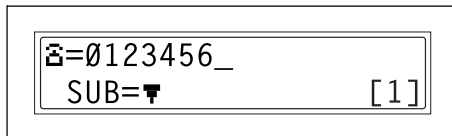
### Using Direct Dialing to communicate with Overseas Destinations:

*If the country code and destination number are entered after the international code, you may hear a busy tone during dialing and transmission may not be possible. In such cases, press the [Redial/Pause] key twice after entering the international code to insert an approx. -6-second pause, and then enter the rest of the number. If this still fails to connect the call, perform manual transmission. (p. 6-4).*

### To fax by entering the fax number directly using the 10-Key Pad

- 1 Press the [Fax] key to enter Fax mode.
- 2 Load the document into the Auto Document Feeder.
- 3 If necessary, change the "Resolution" setting (p. 5-12).
- 4 Using the 10-Key Pad, enter the fax number of the recipient.

- F codes (SUB and SID) can also be entered. Refer to "Using F codes" on page 6-26.



? Have you entered the number correctly?

- The fax number can contain a maximum of 30 digits.
- The keys that can be used to enter the fax number are: the number keys (0 through 9), \*, #, Space, and Pause
- If the [Redial/Pause] key is pressed while entering the fax number, a 3-second pause is added. A pause appears as "P" in the display.
- If you wish to change the fax number, press the [No] key, and then enter the correct number.

- If the machine is connected to a PBX line and the outside line access number has been specified in the communication settings (p. 7-69), enter “#” to dial the outside line access number automatically.

**5** Press the [Start] key to begin scanning and sending the fax.

### To fax using one-touch dialing

If one-touch dial keys have already been programmed with fax numbers, the fax number of a recipient can be specified by pressing just the corresponding one-touch dial key.

For details on programming the one-touch dial keys, refer to “*Setting Up One-Touch Dialing (“ONE-TOUCH DIAL” function)*” on page 7-27.

- 1** Press the [Fax] key to enter Fax mode.
- 2** Load the document into the Auto Document Feeder.
- 3** If necessary, change the “Resolution” setting (p. 5-12).
- 4** Press the one-touch dial key programmed with the fax number that you wish to send the fax to.

#### FAX3900

01/33	02/34	03/35	04/36	05/37	06/38	07/39	08/40
09/41	10/42	11/43	12/44	13/45	14/46	15/47	16/48
17/49	18/50	19/51	20/52	21/53	22/54	23/55	24/56
25/57	26/58	27/59	28/60	29/61	30/62	31/63	32/64

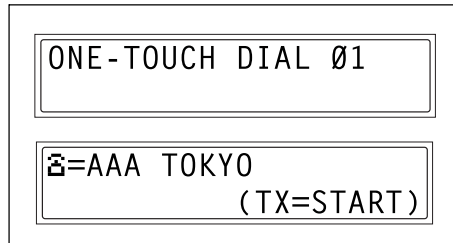
#### FAX2900

01	02	03	04	05	06	07	08
09	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32



**5** Press the [Start] key.

The machine automatically starts scanning the document and sending the fax.



### To fax using speed dialing

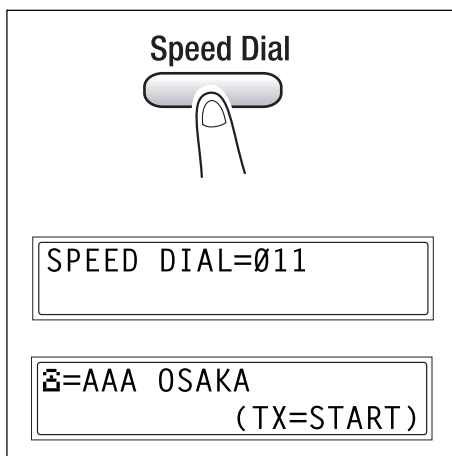
If speed dial numbers have already been programmed, the fax number of a recipient can be specified quickly by entering the corresponding speed dial number.

For details on programming speed dial numbers, refer to “*Specifying the Setting for “SPEED DIAL”*” on page 7-31.

- 1 Press the [Fax] key to enter Fax mode.
- 2 Load the document into the Auto Document Feeder.
- 3 If necessary, change the “Resolution” setting (p. 5-12).
- 4 Press the [Speed Dial] key, and then use the 10-Key Pad to enter the 3-digit speed dial number.

? *Has the wrong speed dial number been entered?*

- Press the [No] key, and then enter the correct number.



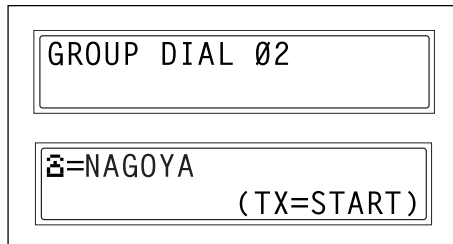
- 5 Press the [Start] key to begin scanning and sending the fax.

### To fax using group dialing

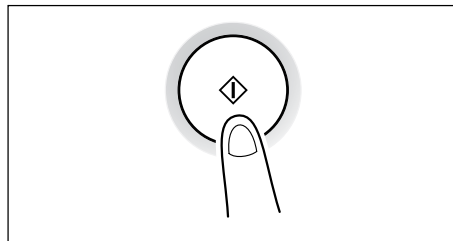
If one-touch dial keys have already been programmed with a group of fax numbers, the fax numbers of all recipients in the group can be specified by pressing just the corresponding one-touch dial key.

For details on programming one-touch dial keys with a group of fax numbers, refer to “*Specifying the Setting for “GROUP DIAL”*” on page 7-35.

- 1 Press the [Fax] key to enter Fax mode.
- 2 Load the document into the Auto Document Feeder.
- 3 If necessary, change the “Resolution” setting (p. 5-12).
- 4 Press the one-touch dial key programmed with the group of fax numbers that you wish to send the fax to.



- 5 Press the [Start] key.  
The machine automatically starts scanning the document and sending the fax.

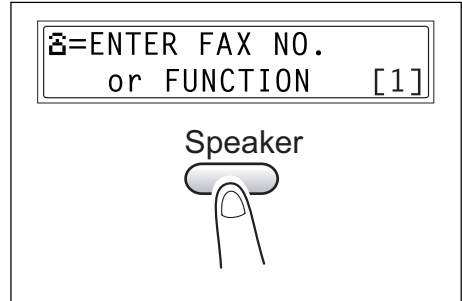


### To fax using chain dialing

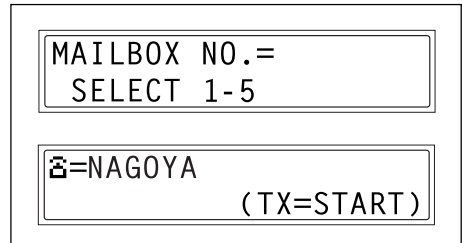
Faxes can be sent to recipients that are specified using any combination of one-touch dial keys, speed dial numbers, direct input using the 10-Key Pad, and the [Redial] key.

As an example, the following procedure describes how to specify recipients using one-touch keys, then using the 10-Key Pad.

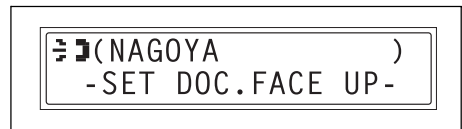
- 1 Press the [Speaker] key.



- 2 Press the desired one-touch key, and then press the [Start] key.



- 3 After the message "SET DOC. FACE UP" appears, use the 10-Key Pad to enter the recipient's fax number.



- 4 After the message "SET DOC. FACE UP" appears, load the document into the Auto Document Feeder.



- 5 Press the [Start] key.

### To fax using program dialing (Available only with FAX3900)

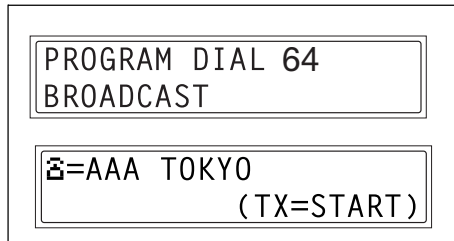
If one-touch dial keys have already been programmed with fax numbers and a transmission/reception function (such as timer transmission or polling reception), that function can be carried out by pressing just the corresponding one-touch dial key.

For details on setting program dialing, refer to “*Specifying the Setting for “PROGRAM DIAL” (Available only with FAX3900)” on page 7-38.*

- 1 Press the [Fax] key to enter Fax mode.
- 2 Load the document into the Auto Document Feeder. (This step is not necessary with polling reception.)
- 3 If necessary, change the “Resolution” setting (p. 5-12). (This step is not necessary with polling reception.)

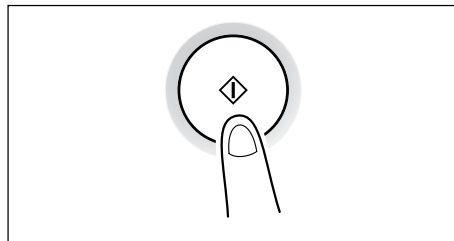
- 4 From the last four one-touch dial keys, press the one programmed with the desired function.

- FAX3900: [61] through [64]



- 5 Press the [Start] key.

The programmed function automatically begins.



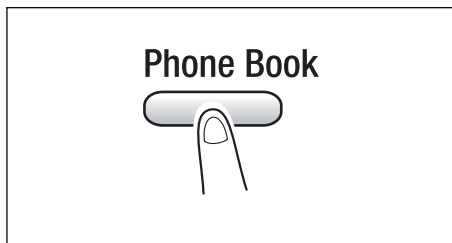
#### Tip

To cancel a timer transmission, select “CANCEL RESERV.” from the “FUNCTION” menu (p. 6-20).

### To fax using the phone book

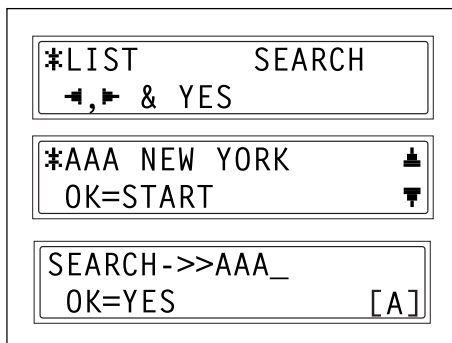
The phone book contains all programmed one-touch dialing and speed dialing numbers, allowing you to search for and select the recipient that you wish to send the fax to.

- 1 Press the [Fax] key to enter Fax mode.
- 2 Load the document into the Auto Document Feeder.
- 3 If necessary, change the “Resolution” setting (p. 5-12).
- 4 Press the [Phone Book] key.



- 5 Using the [◀] and [▶] keys, select either “LIST” or “SEARCH”, and then press the [Yes] key.

- If “LIST” was selected:  
The list of programmed one-touch dialing and speed dialing numbers is displayed. Using the [▲] and [▼] keys, select the desired recipient.
- If “SEARCH” was selected:  
A screen appears, allowing you to enter the text to be searched for. Search for the desired recipient by entering part (or all) of the name programmed. For details on performing the search, refer to “To search the phone book” on page 5-10.



- 6 Press the [Start] key to begin scanning and sending the fax.

## To search the phone book

- 1 Press the [Phone Book] key.
- 2 Using the [◀] and [▶] keys, select "SEARCH", and then press the [Yes] key.

A screen appears, allowing you to enter the text to be searched for.

```
*LIST          SEARCH
◀,▶ & YES
```

- 3 Using the 10-Key Pad, enter the first few characters of the name programmed for the desired recipient.

```
SEARCH->>AAA_
OK=YES          [A]
```

- Enter the name programmed in the one-touch dial key or the speed dial number. (For details on entering text, refer to "Entering Text" on page 3-18.)
- From 1 to 10 characters can be entered.

- 4 Press the [Yes] key.

The number of names beginning with the text entered in step 3 is displayed.

To select a recipient from the displayed search results, skip to step 7.

```
*SEARCHING*
```

```
AAA (10)
SEARCH=YES (SEE=▼▲)
```

**?** *Are there no one-touch dialing or speed dialing numbers with names beginning with the entered text?*

→ After "(0)" is displayed, the screen allowing you to enter the search text appears.

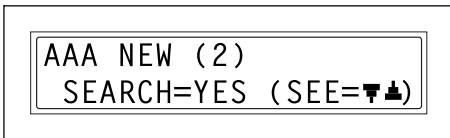
- 5 To narrow down the search results even further, press the [Yes] key, and then enter more search text.

```
SEARCH->>AAA NEW_
OK=YES          [A]
```

- 6 Press the [Yes] key.

**7** Using the [▲] and [▼] keys, select the desired recipient.

- If the desired recipient name does not appear in the search results, press the [No] key twice to return to the screen allowing you to enter the search text, and then try searching for different text.

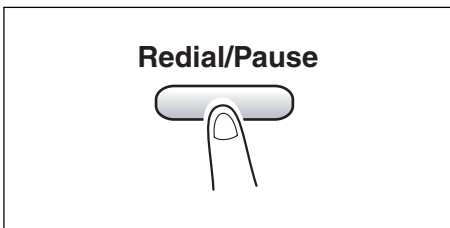


**8** Press the [Start] key to begin scanning and sending the fax.



### To redial the last recipient called

- 1** Press the [Fax] key to enter Fax mode.
- 2** Load the document into the Auto Document Feeder.
- 3** If necessary, change the “Resolution” setting (p. 5-12).
- 4** Press the [Redial/Pause] key.  
The fax number of the last recipient called is displayed.



**5** Press the [Start] key to begin scanning and sending the fax.



## 5.2 Transmission Settings

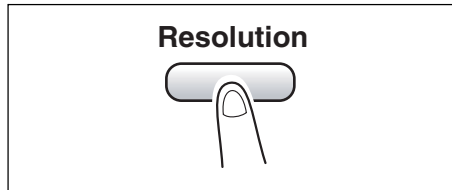
### Adjusting the Fax Resolution

Selecting one of the following resolutions to match the type of document to be faxed (documents containing a lot of small print, detailed illustrations, or photos) will produce a sharper result.

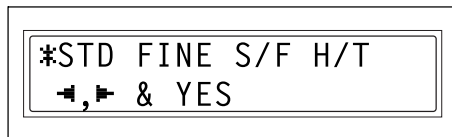
Document type	Resolution setting
Documents with normal print	Standard
Documents containing small print, such as newspapers Documents containing detailed illustrations	Fine, Super Fine
Documents containing text and objects with varying shades, such as photos	Standard + Half Tone, Fine + Half Tone
Documents containing objects with varying shades, such as photos	Fine + Half Tone, Super Fine + Half Tone

### To specify the resolution

- 1 Position the document to be faxed.
- 2 Press the [Resolution] key on the control panel to select the resolution mode.



- 3 Using the [◀] and [▶] keys, select the fax resolution, and then press the [Yes] key.



#### Note

*Depending on the recipient's fax machine, faxes sent with the Super Fine or Super Fine + Half Tone setting may not be sent as specified, and instead are sent with the Fine or Half Tone setting.*

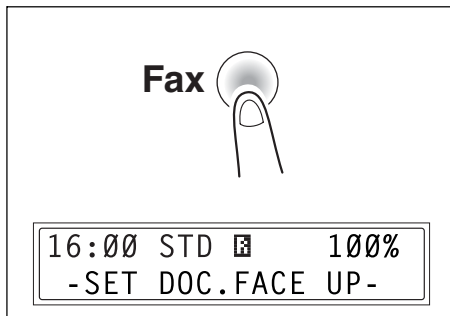
*If the Half Tone or Super Fine + Half Tone setting is specified, the fax may be sent with a decreased resolution depending on the quality of the recipient's fax machine or whether the document size is larger than the paper loaded in the recipient's fax machine.*

## 5.3 Basic Faxing

### To fax using the Auto Document Feeder

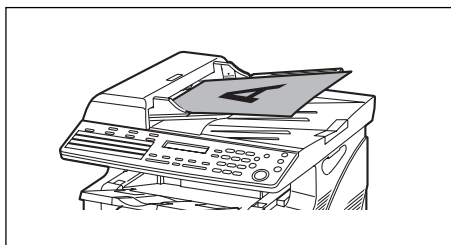
- 1** Press the [Fax] key.

The machine enters Fax mode, and the fax screen appears.



- 2** Load the document to be faxed into the Auto Document Feeder.

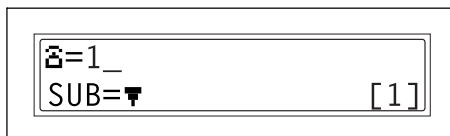
- Adjust the Document Guide Plates to fit the size of the document.
- Load the document face up.



- 3** If necessary, change the “Resolution” setting (p. 5-12).

- 4** Using the 10-Key Pad, enter the fax number of the recipient.

- The fax number of a previously programmed recipient can also be specified. Refer to “Dialing” on page 5-2.



- 5** Press the [Start] key to begin scanning and sending the fax.

- To stop the transmission, press the [Stop] key.

Once transmission is finished, a beep is sounded.

If the fax could not be sent, the transmission result report is printed (p. 7-74).

**To cancel the transmission:**

*If you wish to cancel a scanned document queued for transmission or a fax waiting to be redialed, select "CANCEL RESERV." from the "FUNCTION" menu (p. 6-20).*

**About redialing:**

*While faxing, if the recipient's fax machine is busy or does not answer or if, for any other reason, such as a transmission error, the fax is not sent correctly, the transmission result report is printed.*

**If the Memory Becomes Full While Scanning Fax Documents**

If the memory becomes full while scanning a document for memory transmission, transmission is cancelled as memory full error.

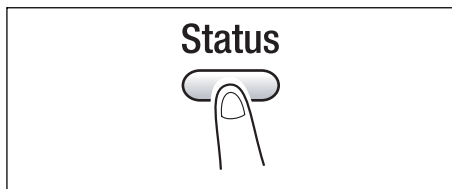
With a queued transmission (a fax transmission requested while another fax transmission job is being performed) or timer transmission, if the memory becomes full while scanning the document, a message appears, allowing you to select whether to send just the scanned pages or cancel the transmission. If the transmission is canceled, the data for the scanned pages is deleted. After the other fax transmission or reception is finished, check the amount of memory available, and then try sending the fax again.

## 5.4 Checking Transmission Results

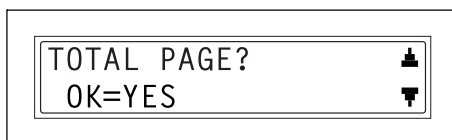
The transmission result information for a maximum of 60 sent and received documents is saved.

### To check the transmission result

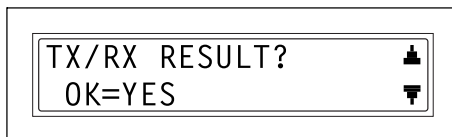
- 1 Press the [Status] key.



- 2 Press the [▼] key.

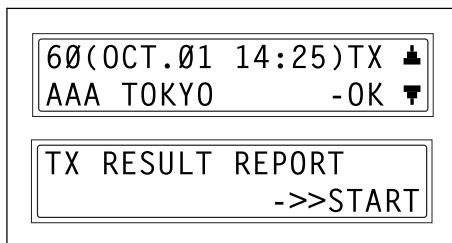


- 3 Press the [Yes] key.



- 4 Using the [▲] and [▼] keys, display the desired transmission results to check them.

- In the transmission result screen, “TX” indicates sent faxes, and “RX” indicates received ones.
- If the [No] key is pressed twice while the transmission results are displayed, the main screen appears.
- To print the transmission result report, press the [Start] key. After the transmission result report is printed, the main screen appears.





---

***Fax Transmis-  
sion/Reception  
Methods***

---

# 6

## 6.1 Transmission Methods

### Memory Transmission

With memory transmission, the document is scanned, then stored in the memory for transmission (queued transmission).

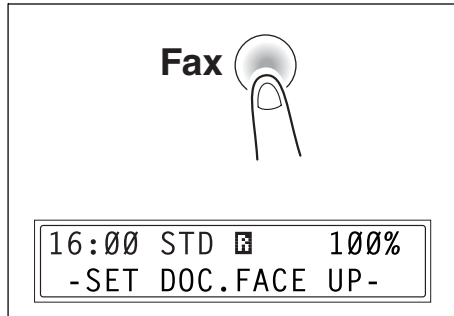
Memory transmission is selected as the default transmission mode.

For details on sending faxes through memory transmission, refer to “Basic Faxing” on page 5-13.

### To specify Memory TX

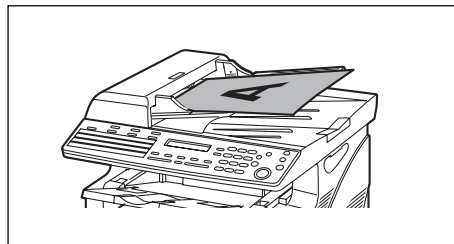
- 1 Press the [Fax] key.

The machine enters Fax mode, and the fax screen appears.



- 2 Load the document to be faxed into the Auto Document Feeder.

- Adjust the Document Guide Plates to fit the size of the document.
- Load the document face up.



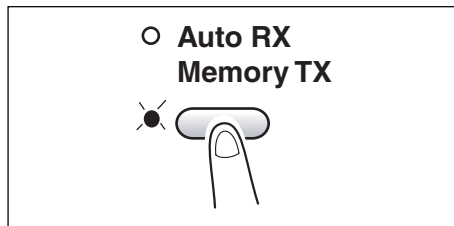
- 3 If necessary, change the “Resolution” setting (p. 5-12).

- 4 Press the [Memory TX/Auto RX] key, and then check that the Memory TX lamp lights up.

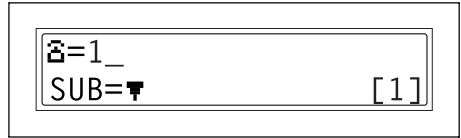


#### Note

*If the Memory TX lamp is not lit, the direct transmission is selected.*



- 5 Using the 10-Key Pad, enter the fax number of the recipient.
- The fax number of a previously programmed recipient can also be specified. Refer to “Dialing” on page 5-2.



- 6 Press the [Start] key to begin scanning and sending the fax.
- To stop the transmission, press the [Stop] key. Once transmission is finished, a beep is sounded. If the fax could not be sent, the transmission result report is printed (p. 7-74).

### Direct Transmission

If the Memory TX lamp is not lit, the direct transmission is selected. One page of the document at a time can be scanned, according to the transmission status. This ensures that even documents with many pages can be sent.



#### Note

*If direct transmission is specified while a fax is being sent or received, the transmission will be queued.*

*With direct transmission, multiple recipients cannot be specified.*

*Direct transmission and timer transmission cannot be performed at the same time.*



## Manual Transmission

If the machine is connected to a telephone and the same line is used for phoning and faxing, the document can simply be sent after talking with the recipient over the phone.

This is useful, for example, if you wish to tell the recipient that you are sending a fax.



### Note

*If the recipient's fax machine is set to receive faxes automatically (automatic reception), a beep is sounded without the recipient answering the phone; however, at that time, the telephone cannot be used for talking.*

*Manual transmission is possible if a telephone (either purchased or rented) is connected to the TEL port of this machine.*



### Tip

*Even when pulse dialing is being used, entering "x" produces signals for tone dialing.*

**To send a fax manually**

- 1 Load the document into the Auto Document Feeder.
- 2 If necessary, change the “Resolution” setting (p. 5-12).

- 3 Pick up the telephone receiver.
  - Check that the dial tone can be heard.



\*TALKING\*

- 4 Specify the fax number of the recipient.
  - Use the telephone to dial the fax number.
  - The fax number of the recipient can also be specified using the keys in the Control Panel of this machine (p. 5-2).
- 5 After finishing talking on the phone, the recipient should press the necessary key to start receiving the fax.

Once the recipient's fax machine is ready, a beep is sounded.

- 6 Press the [Start] key to begin scanning and sending the fax.



 (0123456 )  
-PRESS START KEY-

- 7 Replace the telephone receiver.
  - To stop the transmission, press the [Stop] key.

**Tip**

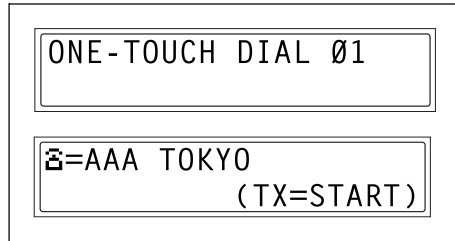
*If the [Speaker] key is pressed instead of picking up the telephone receiver, the speaker can be used for manual transmission in the same way as described above.*

## Batch Transmission

Multiple documents can be stored in the memory and faxed together at a specified time. In order to use this function, the corresponding Utility mode function must first be used to program a one-touch dial key with the batch transmission settings (transmission time).

### To fax using batch transmission

- 1 Load the document into the Auto Document Feeder.
- 2 If necessary, change the “Resolution” setting (p. 5-12).
- 3 Press the one-touch dial key programmed with the desired batch transmission settings.



- 4 Press the [Start] key to begin scanning the document.

The document is automatically sent at the specified time.



#### Tip

To cancel a batch transmission, select “CANCEL RESERV.” from the “FUNCTION” menu (p. 6-20).

## Broadcast Transmission

The same document can be sent to multiple recipients at one time.

A maximum of recipients can be specified for the same transmission as follows.

- FAX3900: 274 (64 for one-touch dial, 200 for speed dial, 10 for full dial)
- FAX2900: 142 (32 for one-touch dial, 100 for speed dial, 10 for full dial)

The recipients can be specified by using the one-touch dial keys, the speed dial numbers or group dialing, by selecting from the phone book, or by entering the fax number using the 10-Key Pad.

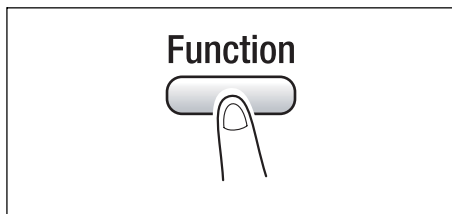


### Tip

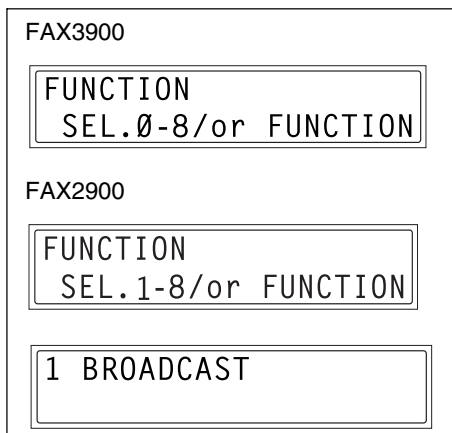
*With the result report printed after the transmission is finished, you can check whether the fax was sent to all recipients.*

### To fax using broadcast transmission

- 1 Position the document to be faxed.
- 2 If necessary, change the “Resolution” setting (p. 5-12).
- 3 Press the [Function] key.



- 4 Press the [1] key from the 10-Key Pad.  
*or*  
Press the [Function] key once to select “BROADCAST”, and then press the [Yes] key.



## 5 Specify the fax number of the recipient.

Repeat the appropriate operations described below until all recipients have been specified.

- When using the one-touch dial keys:

Press the one-touch dial key programmed with the desired fax number.

Press the [Yes] key, and then specify the next recipient.

NO.001=ONE-TOUCH 01

NO.001=AAA TOKYO  
OK=YES (Fin.=START)

- When using the speed dial numbers:

Press the [Speed Dial] key, and then use the 10-Key Pad to enter the 3-digit speed dial number programmed with the desired fax number.

Press the [Yes] key, and then specify the next recipient.

NO.002=SPEED 011

NO.002=AAA OSAKA  
OK=YES (Fin.=START)

- When using group dialing:

Press the one-touch dial key programmed with the desired group of fax numbers.

Press the [Yes] key, and then specify the next recipient.

- When selecting from the phone book:

Press the [Phone Book] key, and then select either "LIST" or "SEARCH" to select the desired fax number. (Refer to "To fax using the phone book" on page 5-9.)

Press the [Yes] key, and then specify the next recipient.

- When entering the number using the 10-Key Pad:

Enter the fax number of the recipient.

Press the [Yes] key, and then specify the next recipient.

NO.003=0123456\_  
OK=YES (SUB=▼)

? *Has the wrong fax number been specified?*

- Press the [No] key to delete the current selection. (This is valid only before the recipient is set by pressing the [Yes] key.)

## 6 Press the [Start] key.

A message appears, allowing you to select whether or not to check the recipients.

**7** To check the recipients, press the [Yes] key.

- If you do not wish to check the recipients, skip to step 9.

```
CHECK DESTINATIONS?
OK=YES   (TX=START)
```

**8** The recipients specified in step 5 are displayed in the order that they were selected.

Check the recipient, and then press the [Yes] key.

- To delete the displayed recipient, press the [No] key.

After all recipients have been checked, "Fin.=START" appears in the display.

```
NO.001=AAA TOKYO
OK=YES   (DEL=NO)
```

```
*NO.001 DELETED*
```

```
NO.005=_
Fin.=START [1]
```

**9** Press the [Start] key to begin scanning and sending the fax.

## Timer Transmission

A document can be scanned and stored in the memory to be sent at a specified time. This function is convenient for sending documents with a large number of pages at discounted calling times.



### Note

*The time is set for a 24-hour period.*

*If the machine is not programmed with the current time (p. 7-76), the fax cannot be sent at the specified time.*

*A timer transmission cannot be performed at the same time as a direct transmission.*

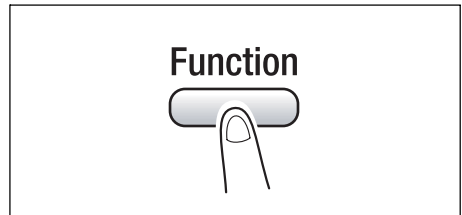


### Tip

*Timer transmission can be combined with broadcast transmission, mailbox transmission, polling reception, or relay initiation transmission.*

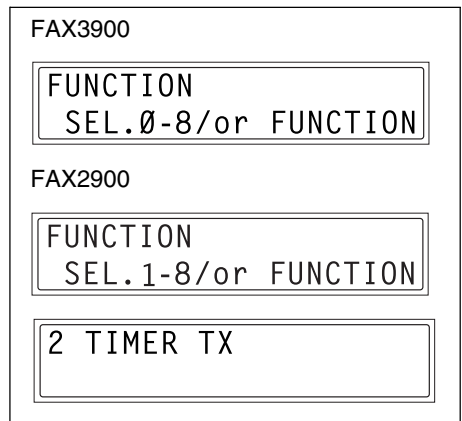
**To fax using timer transmission**

- 1 Position the document to be faxed.
- 2 If necessary, change the “Resolution” setting (p. 5-12).
- 3 Press the [Function] key.

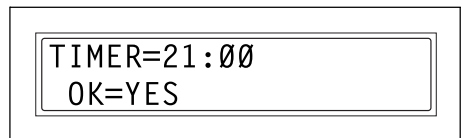


- 4 Press the [2] key from the 10-Key Pad.  
**or**  
Press the [Function] key twice to select “TIMER TX”, and then press the [Yes] key.

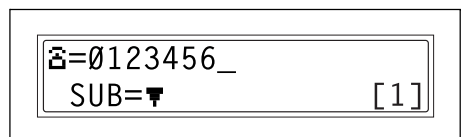
A screen appears, allowing you to specify the transmission time.



- 5 Using the 10-Key Pad, enter the desired transmission time, and then press the [Yes] key.
  - If you wish to correct the time, press the [No] key, and then enter the correct time.



- 6 Specify the fax number of the recipient.
  - Refer to “Dialing” on page 5-2.



- 7 Press the [Start] key.  
The machine scans the document, then enters transmission standby mode.



## Mailbox Transmission

The fax can be sent to a recipient's mailbox.

This is perfect for sending an important document to a specific person.

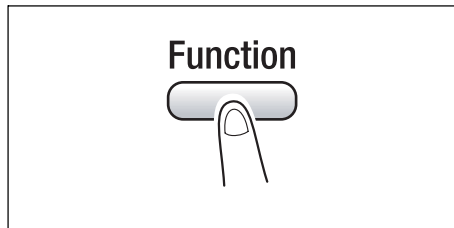


### Note

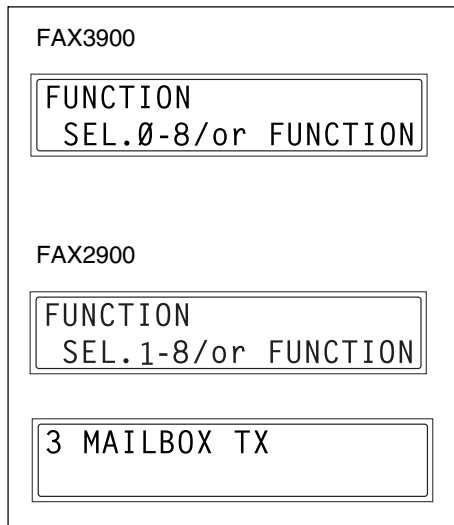
*Mailbox transmission is compatible with F code transmission. Machines compatible with F codes can be specified as recipients for mailbox transmission.*

### To fax using mailbox transmission

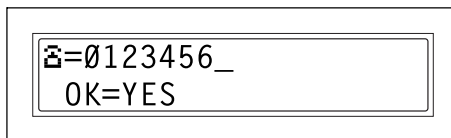
- 1 Position the document to be faxed.
- 2 If necessary, change the "Resolution" setting (p. 5-12).
- 3 Press the [Function] key.



- 4 Press the [3] key from the 10-Key Pad.  
*or*  
Press the [Function] key 3 times to select "MAILBOX TX", and then press the [Yes] key.

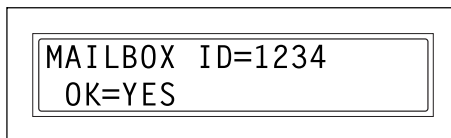


- 5** Specify the recipient, and then press the [Yes] key.
- Refer to *“Dialing” on page 5-2*. A screen appears, allowing you to specify the mailbox ID.



A rectangular screen with a double border. The top line shows a small icon followed by the text "0123456\_". The bottom line shows "OK=YES".

- 6** Using the 10-Key Pad, enter the mailbox ID of the recipient.
- Enter the mailbox ID (SUB) (20 digits or less) registered for the recipient.
  - If the recipient is specified using a one-touch dial key or a speed dial number also programmed with a SUB, the SUB is displayed as the mailbox ID. If necessary, change the mailbox ID.
  - If you wish to correct the mailbox ID, press the [No] key, and then enter the new number.

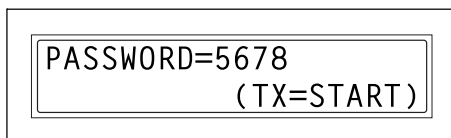


A rectangular screen with a double border. The top line shows "MAILBOX ID=1234". The bottom line shows "OK=YES".

- 7** Press the [Yes] key.

- 8** Using the 10-Key Pad, enter the password.

- Enter the password (20 digits or less) if a password has been set for the recipient's mailbox.
- If you wish to correct the password, press the [No] key, and then enter the new number.



A rectangular screen with a double border. The top line shows "PASSWORD=5678". The bottom line shows "(TX=START)".

- 9** Press the [Start] key to begin scanning and sending the fax.

## Relay Initiation Transmission

Documents can be sent from this machine (transmitting station) to another fax machine (acting as a relay station), which then sends the documents to multiple recipients (receiving stations). By relaying the documents through a fax machine closer to the remote recipients, the transmission time and cost for the transmitting station are reduced.

In order to fax using relay initiation transmission, a Relay Box must first be programmed at the relay station.



### Note

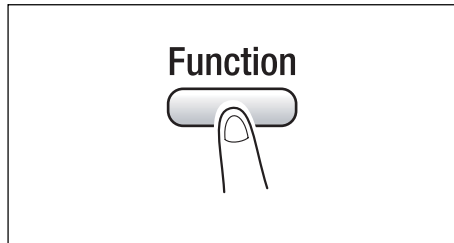
*Relay initiation transmission is compatible with F code transmission.*

*Only machines that are compatible with relay broadcast transmission should be specified as relay stations. This machine can be specified as a relay station. Relay initiation transmission and mailbox transmission cannot be performed at the same time.*

*In order to fax using relay initiation transmission, a Relay Box ID must first be programmed at the relay station (p. 7-53).*

## To fax using relay initiation transmission

- 1 Position the document to be faxed.
- 2 If necessary, change the "Resolution" setting (p. 5-12).
- 3 Press the [Function] key.



- 4** Press the [7] key from the 10-Key Pad.  
**or**  
 Press the [Function] key 7 times to select “RELAY INITIATE”, and then press the [Yes] key.

FAX3900

FUNCTION  
SEL.0-8/or FUNCTION

FAX2900

FUNCTION  
SEL.1-8/or FUNCTION

7 RELAY INITIATE

- 5** Specify the relay station, and then press the [Yes] key.
- Refer to “Dialing” on page 5-2.
- A screen appears, allowing you to specify the Relay Box ID.

☎=0123456\_  
OK=YES

- 6** Using the 10-Key Pad, enter the Relay Box ID.

- Enter the Relay Box ID (20 digits or less) programmed at the relay station.
- If you wish to correct the ID, press the [No] key, and then enter the new number.

RELAY BOX ID=1234\_  
OK=YES

- 7** Press the [Yes] key.

A screen appears, allowing you to specify the password.

- 8** Using the 10-Key Pad, enter the password.

- Enter the password (20 digits or less) if a password has been set at the relay station.
- If you wish to correct the password, press the [No] key, and then enter the new number.

PASSWORD=5678  
(TX=START)

- 9** Press the [Start] key to begin scanning and sending the fax.

## Relay Broadcast Transmission (Available only with FAX3900)

If this machine is specified as a relay station, it can receive documents sent from another fax machine (transmitting station), then send the documents to multiple recipients (receiving stations)

In order to fax using relay broadcast transmission, a Relay Box must first be programmed. A maximum of 10 Relay Boxes can be programmed. For details on programming a Relay Box, refer to ““*Specifying the Setting for “RELAY BOX”*” (Available only with FAX3900)” on page 7-53”



### Note

*Relay broadcast transmission is compatible with F code transmission.*

*In order for the machine to function as a relay station, a 4-digit Relay Box ID must first be programmed.*

*In order to fax using relay broadcast transmission, the receiving stations (final recipients) must be programmed in a Relay Box.*

*The document is printed at the receiving stations.*

## Polling Transmission

Documents scanned and saved in the memory can be retrieved by the recipient.



### Note

*Polling transmission is compatible with F code transmission.*

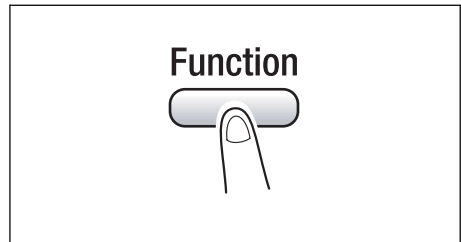
*A maximum of 30 polling transmissions can be programmed.*

*If the memory is full, polling transmission cannot be set.*

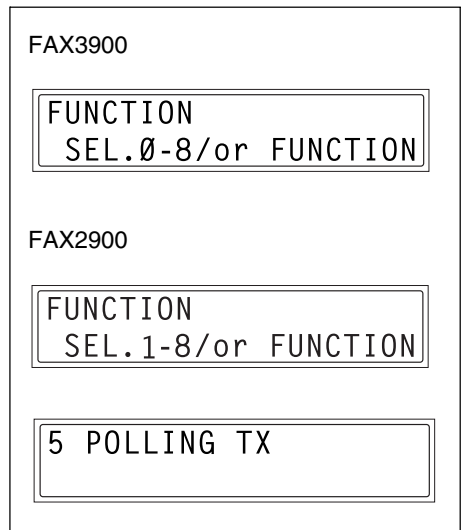
*With polling transmission, the recipient incurs the cost of the call.*

### To set up polling transmission

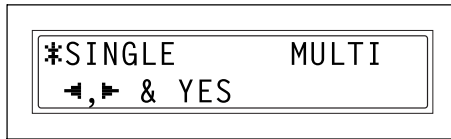
- 1 Position the document to be faxed.
- 2 If necessary, change the "Resolution" setting (p. 5-12).
- 3 Press the [Function] key.



- 4 Press the [5] key from the 10-Key Pad.  
**or**  
Press the [Function] key 5 times to select "POLLING TX", and then press the [Yes] key.

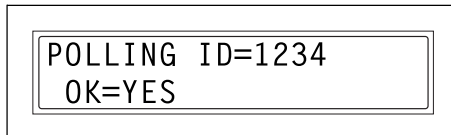


- 5 Using the [◀] and [▶] keys, select either "SINGLE" or "MULTI", and then press the [Yes] key.



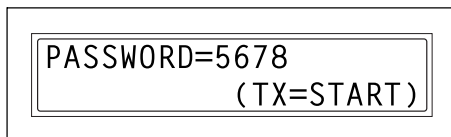
- To allow only one polling transmission request, then delete the document from the memory, select "SINGLE".
- To allow multiple polling transmission requests, select "MULTI". The document is stored in the memory until it has been deleted.

- 6 Using the 10-Key Pad, enter the 4-digit polling ID, and then press the [Yes] key.



- If you do not wish to set a polling ID, skip to step 8.
- The polling ID can be set to any number between 0000 and 9999.
- If there is only one polling transmission document, it is not necessary to specify a polling ID and password.

- 7 Using the 10-Key Pad, enter the 4-digit password.



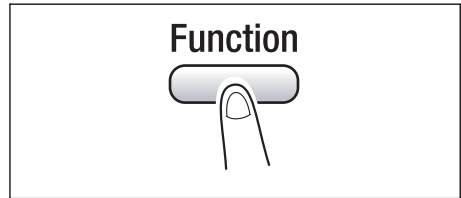
- If you do not wish to set a password, continue with step 8.
- The password can be set to any number between 0000 and 9999.

- 8 Press the [Start] key.

The machine scans the document, then enters standby mode.

**To delete a document from the polling transmission setup**

- 1 Press the [Function] key.

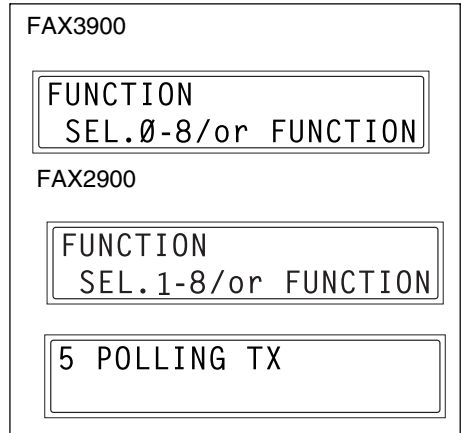


- 2 Press the [5] key from the 10-Key Pad.

**or**

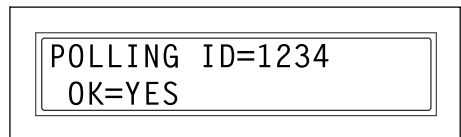
Press the [Function] key 5 times to select "POLLING TX", and then press the [Yes] key.

If polling transmission has been set, a screen appears, allowing you to specify the polling ID.



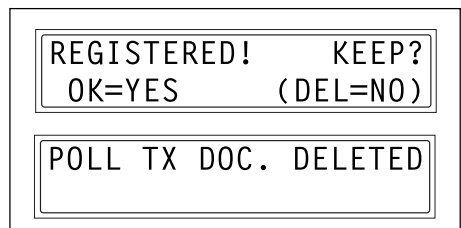
- 3 Using the [◀] and [▶] keys, select either "SINGLE" or "MULTI", and then press the [Yes] key.

- 4 Using the 10-Key Pad, enter the polling ID, and then press the [Yes] key.



- 5 Press the [No] key to delete from the memory the document set for polling transmission.

- To keep the polling transmission setting, press the [Yes] key.



- 6 Press the [No] key twice to return to the main screen.

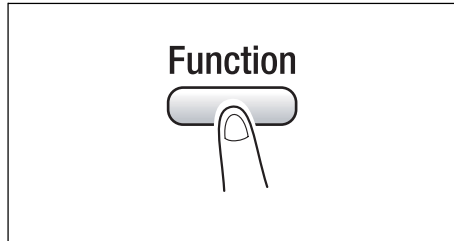


## Canceling (Deleting) a Document Queued in the Memory for Transmission

Of the documents stored in the memory and waiting to be sent, a specific document can be selected and deleted.

### To cancel a queued document

- 1 Press the [Function] key.



- 2 Press the [8] key from the 10-Key Pad.

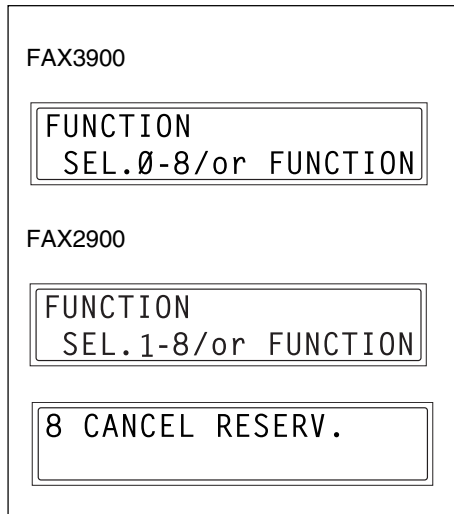
**or**

Press the [Function] key 8 times to select "CANCEL RESERV.", and then press the [Yes] key.

The details (specified transmission time/type of transmission) of the jobs queued in the memory are displayed.

? *Have no jobs been queued in the memory?*

→ The message "NONE" appears.



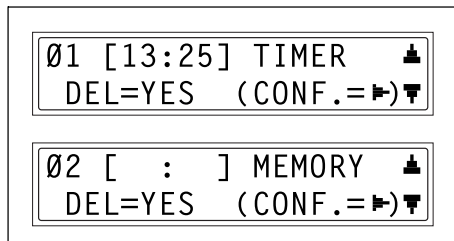
- 3 Using the [▲] and [▼] keys, select the job to be deleted.

- The following types of job are displayed.

MEMORY: Memory transmission

B-CAST: Broadcast transmission

TIMER: Timer transmission



M.B. TX: Mailbox transmission  
POLL-TX: Polling transmission  
POLL-RX: Polling reception  
RELAY: Relay initiation transmission  
FORWARD: Fax forwarding

- To check the recipient of the currently displayed transmission job, press the [▶] key. After checking, press the [Yes] key to return to the previous screen.

- 4** Press the [Yes] key to delete the displayed job.

“FUNCTION” menu appears in the display.



- 5** To delete another queued job, repeat steps 2 and 4.

- If you are finished deleting jobs, press the [No] key to return to the main screen.

## 6.2 Reception Methods

### Manual Reception

This machine normally receives faxes automatically. However, if a telephone is connected and the same line is used for phoning and faxing, the document can simply be received after talking with the caller over the phone.



#### Note

*Manual reception is possible if a telephone is connected to the TEL port of this machine.*

*To receive faxes manually, use the corresponding Utility mode function to select the manual reception mode (p. 7-61).*

### To receive a fax manually

- 1 After the telephone rings, pick up the receiver to talk with the caller.
- 2 After talking and the caller's fax machine sounds long beeps, press the [Start] key.

The machine starts receiving the fax.

? *Were the long beeps not sounded by the caller's fax machine?*

→ If the caller's fax machine is set to send automatically, the long beeps may not be sounded.

- 3 If the telephone receiver is replaced, the fax reception is finished and the machine sounds a beep.

### Memory Reception

This machine automatically prints faxes that it has received. However, when receiving confidential faxes, the received document can be stored in the memory and printed at a specified time or when memory reception is turned off.

Memory reception is set using the corresponding Utility mode function. For details on changing the setting, refer to "Specifying the Setting for "MEMORY RX MODE"" on page 7-61.

## Mailbox Reception

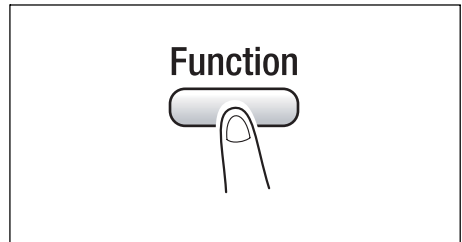
If mailbox numbers and F codes (mailbox IDs and passwords) have already been programmed on this machine, this function can be used to receive only those faxes with an identical mailbox ID and password specified by the caller.

Since the received fax can only be retrieved after entering the corresponding mailbox ID, confidential faxes can safely be sent and received.

For details on programming the mailboxes, refer to “*Specifying the Setting for “MAILBOX”*” on page 7-50.

### To retrieve a document from a mailbox

- 1 Press the [Function] key.

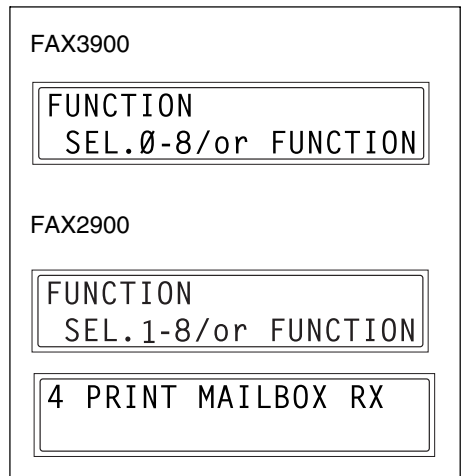


- 2 Press the [4] key from the 10-Key Pad.

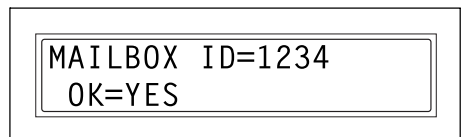
**or**

Press the [Function] key 4 times to select “PRINT MAILBOX RX”, and then press the [Yes] key.

A screen appears, allowing you to enter the mailbox ID.



- 3 Using the 10-Key Pad, enter the 4-digit mailbox ID, and then press the [Yes] key.



## Polling Reception

Using polling reception, documents set up in other fax machines can be received.

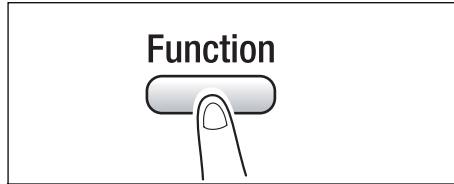


### Note

*Polling reception is compatible with F code transmission.*

### To receive a fax using polling reception

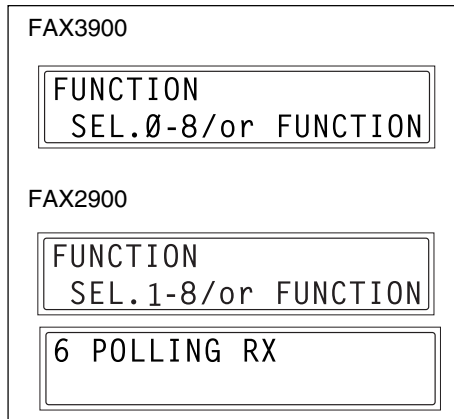
- 1 Press the [Function] key.



- 2 Press the [6] key from the 10-Key Pad.

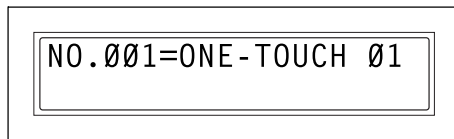
**or**

Press the [Function] key 6 times to select "POLLING RX", and then press the [Yes] key.



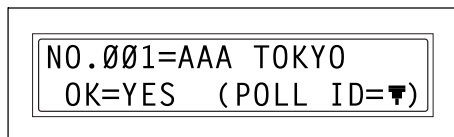
- 3 Specify the fax number to be called.

- Refer to step 5 of "To fax using broadcast transmission" on page 6-7.



- 4 To enter the polling ID and password, press the [▼] key.

- If there is no need to enter a polling ID and password, skip to step 7.



- 5** Using the 10-Key Pad, enter the polling ID (20 digits or less), and then press the [Yes] key.

```
POLLING ID=1111_
OK=YES
```

- 6** Using the 10-Key Pad, enter the password (20 digits or less), and then press the [Yes] key.

```
PASSWORD=2222
OK=YES
```

- 7** To specify multiple fax numbers, repeat steps 3 through 6.

- If you do not wish to specify other fax numbers, continue with step 8.

```
NO.002=
(Fin.=START)
```

- 8** Press the [Start] key.

A message appears, allowing you to select whether or not to check the fax numbers to be called.

- 9** To check the numbers to be called, press the [Yes] key.

- If you do not wish to check the numbers to be called, skip to step 11.

```
CHECK DESTINATIONS?
OK=YES (RX=START)
```

- 10** The fax numbers specified in step 3 are displayed in the order that they were selected.

Check the fax numbers, and then press the [Yes] key.

- To delete the displayed fax number, press the [No] key.
- After all fax numbers have been checked, "Fin.=START" appears in the display.

```
NO.001=AAA TOKYO
OK=YES (DEL=NO)
```

```
*NO.001 DELETED*
```

```
NO.002=
(Fin.=START)
```

- 11** Press the [Start] key.

## 6.3 Using F codes

This machine is compatible F code transmissions.

F codes are mailbox functions, such as “SUB” (sub-addresses), “SEP” (selective polling), “SID” and “PWD” (passwords), regulated by the G3 standards of the ITU-T (International Telecommunication Union). Mailbox transmission and reception is possible only with similar machines compatible with F code transmission. Using the 10-Key Pad, the following F codes can be set, depending on the use.

F codes

- SUB:  
Specify when transmitting while using F codes.
- SID:  
Specify when limiting the recipient/caller with a password.
- SEP:  
Specify when calling another fax machine to receive a document set up in it (polling reception).



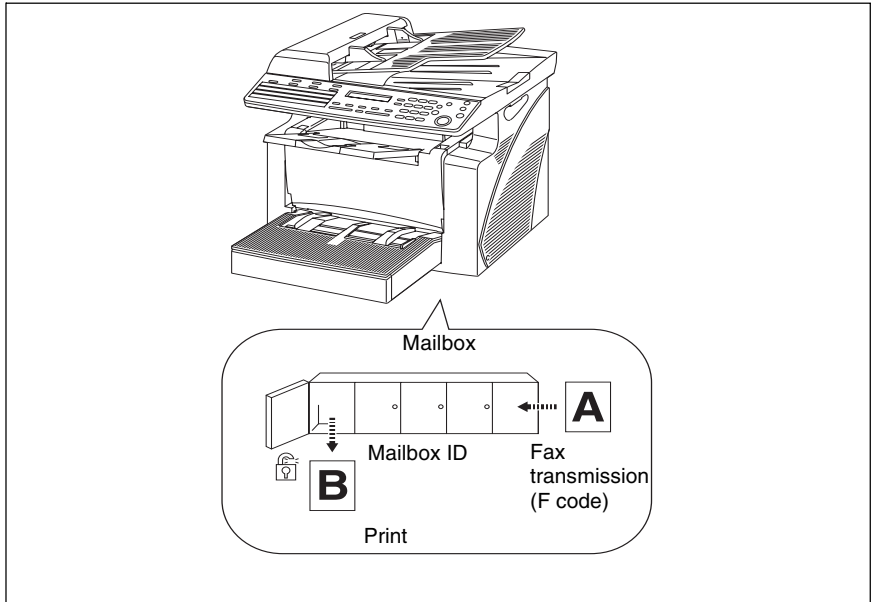
### Note

*The F code function is only available with fax machines that have this function as well. Ask your partner, if their machine can process F code transmissions. If one-touch dial keys or speed dial numbers are programmed with F codes (SUB and SID), the appropriate F code can quickly be transmitted to the recipient/caller.*

## Using Mailboxes

Specifying mailboxes:

Mailboxes can be used if they are set up using the corresponding Utility mode function. Refer to *“Mailbox Reception”* on page 6-23.



F code mailbox transmission/reception:

A maximum of 5 mailboxes can be set up. Since a mailbox ID is required in order to retrieve documents received in the different mailboxes, confidential faxes can safely be sent and received. Refer to *“Specifying the Setting for “MAILBOX””* on page 7-50.

If one-touch dial keys or speed dial numbers are programmed with F codes, the appropriate F code can quickly be transmitted. Refer to *“Mailbox Transmission”* on page 6-12.



## Specifying F codes

### When sending faxes

F codes can be specified when the 10-Key Pad is being used to enter the fax number of a recipient while sending a fax.

- 1** Using the 10-Key Pad, enter the fax number of the recipient.

0123456\_  
SUB= [1]

- 2** Press the [▼] key, and then use the 10-Key Pad to enter the SUB.

- A number up to 20 digits long can be entered for the SUB.
- To enter an SID, continue with step 3.
- If an SID will not be entered, continue with step 4.

SUB=9876\_  
SID= (TX=START)

- 3** Press the [▼] key, and then use the 10-Key Pad to enter the SID.

- A number up to 20 digits long can be entered for the SID.

SID=5555\_  
(TX=START)

- 4** Press the [Start] key to begin scanning and sending the fax.

### Programming F codes

F codes can be specified when programming one-touch dial keys or speed dial numbers.

For details on programming F codes, refer to “*Setting Up the Fax Registration*” on page 7-25 in “7 Utility Mode”.

---

# *Using the Utility Mode* **7**

---

## 7.1 Utility Mode

There are fifteen menus in the Utility mode.

No.	Name	Description
1	MACHINE SETTING	Used to specify settings for the machine's operating environment.
2	PAPER SOURCE SETUP	Used to specify the size and type of paper loaded in Tray1. In addition, auto tray switching can be enabled for each tray.
3	ADMIN.MANAGEMENT	Used to specify setting for the administrator.
4	COPY SETTING	Used to specify the default settings for each copy function.
5	FAX REGISTRATION	Used to specify the default setting for each fax function.
6	TX OPERATION	Used to specify the default setting for TX operation.
7	RX OPERATION	Used to specify the default setting for RX operation.
8	COMM. SETTING	Used to specify the default setting for communicating environment.
9	REPORTING	Used to specify the default setting for each report function.
10	INITIAL USER DATA	Used to specify setting for the initializing user data. Available only with FAX3900
11	NETWORK SETTING	Available only with FAX3900
12	E-MAIL SETTING 1	Used to specify e-mail and scan setting. Available only with FAX3900
13	E-MAIL SETTING 2	
14	SCAN SETTING	

## 7.2 Specifying the Machine Settings

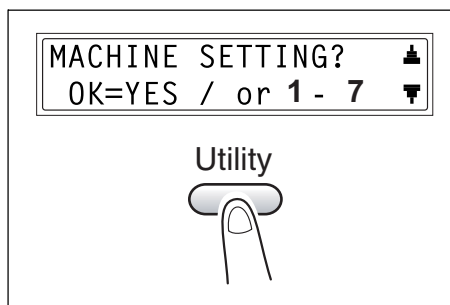
From the “MACHINE SETTING” menu, various settings for the machine’s operating environment can be specified. Refer to the following table for details on each function.

No.	Name	Description
1	AUTO PANEL RESET	Whether the Auto Panel Reset function is disable or the time (0.5 min, 1 min, 2 min, 3 min, 4 min, or 5 min) until the machine is reset after finishing copying/printing or after performing the last operation can be selected. If the Auto Panel Reset function is enabled, all functions are automatically reset to their default settings. <ul style="list-style-type: none"> <li>• The factory default setting is 1 min.</li> </ul>
2	ENERGY SAVE MODE	If the machine performs no operations for a set length of time, it will automatically enter the Energy Save mode. The length of time until the machine enters Energy Save mode can be set between 1 min and 240 min (in 1 min increments). <ul style="list-style-type: none"> <li>• The factory default setting is 15 min.</li> </ul>
3	DENSITY	The scanning density when using the Auto Document Feeder can be adjusted. Mode 1: For printing lighter copies of dark documents to avoid darkening of copies. Mode 2: For printing copies with same density as documents. <ul style="list-style-type: none"> <li>• The factory default setting is “Mode 1”.</li> </ul>
4	PRINT DENSITY	The copy/print density can be adjusted to one of six levels between -3 and +3. With the normal print density at 0, choose a smaller number for a lighter print or choose a higher number for a darker print. <ul style="list-style-type: none"> <li>• The factory default setting is “0” (Normal).</li> </ul>
5	LCD CONTRAST	The brightness of the display can be set to one of four levels between -1 and +2. <ul style="list-style-type: none"> <li>• The factory default setting is “0” (Normal).</li> </ul>
6	BUZZER VOLUME	This function can be used to set the volume of alarms and the beep sounded when a key is pressed. <ul style="list-style-type: none"> <li>• The manufacturer’s default setting is “LOW”.</li> </ul>
7	INITIAL MODE	This function can be used to set the mode (Copy mode or Fax mode) that the machine starts up in or returns to after the Control Panel is reset. <ul style="list-style-type: none"> <li>• The manufacturer’s default setting is “COPY”.</li> </ul>

## Selecting the “MACHINE SETTING” menu

- 1 Press the [Utility] key.

“MACHINE SETTING” appears.



- 2 From the 10-Key Pad, press the key ([1] to [7]) for the MACHINE SETTING function that you wish to set.

- The MACHINE SETTING functions are as follows:
  - 1 AUTO PANEL RESET
  - 2 ENERGY SAVE MODE
  - 3 DENSITY
  - 4 PRINT DENSITY
  - 5 LCD CONTRAST
  - 6 BUZZER VOLUME
  - 7 INITIAL MODE



### Tip

To quit changing the machine settings, press the [No] key. “STOP SETTING?” appears. Press the [Yes] key to quit changing the settings.

**Specifying the Setting for “AUTO PANEL RESET”**

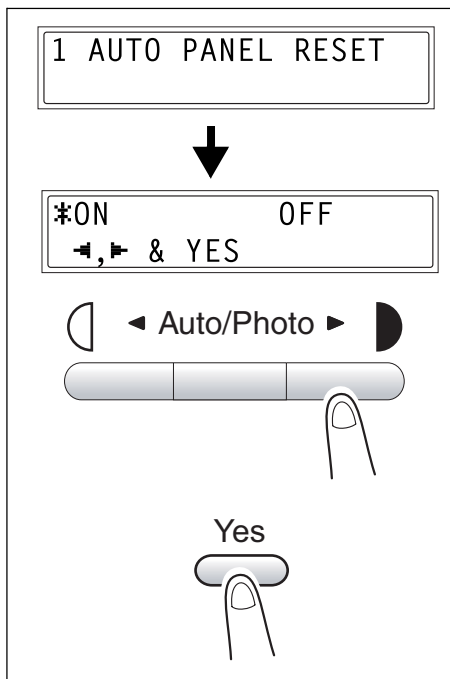
- 1 Select the “AUTO PANEL RESET”.
  - Refer to “*Specifying the Machine Settings*”.

- 2 Press the [◀] and [▶] keys to select either “ON” or “OFF”, and then press the [Yes] key.

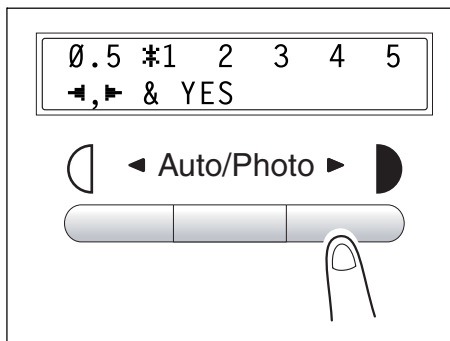
If “OFF” was selected, “MACHINE SETTING” appears again.

**Note**

*If “OFF” was selected, the Auto Panel Reset function is disabled.*



- 3 Press the [◀] and [▶] keys to select the desired time period (min).



- 4 Press the [Yes] key.

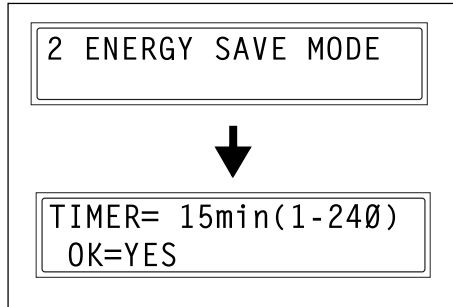
## Specifying the Setting for “ENERGY SAVE MODE”

- 1 Select the “ENERGY SAVE MODE”.
  - Refer to “*Specifying the Machine Settings*”.
- 2 Use the 10-Key Pad to specify the desired length of time until the machine enters Energy Save mode.

**Tip**

*The timer can be set between 1 min and 240 min.*

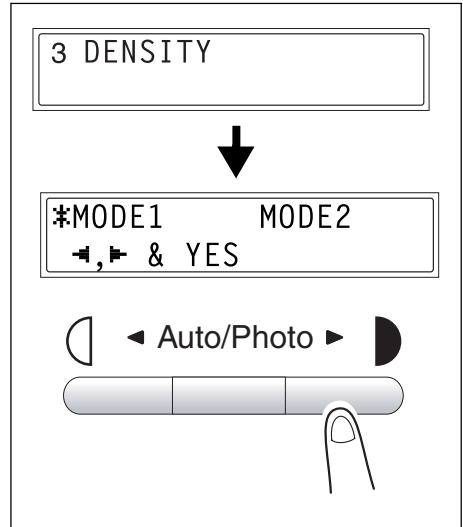
*If an incorrect value is entered, press the [No] key, and then enter the correct value.*



- 3 Press the [Yes] key.

**Specifying the Setting for “DENSITY ”**

- 1 Select the “DENSITY”.
  - Refer to “*Specifying the Machine Settings*”.
- 2 Press the [◀] and [▶] keys to select either “Mode 1” or “Mode 2”.

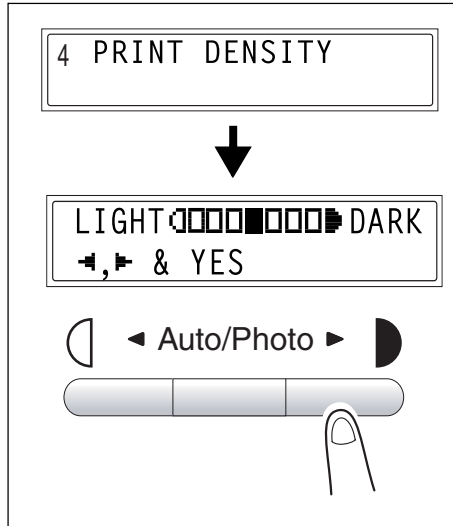


- 3 Press the [Yes] key.



## Specifying the Setting for “PRINT DENSITY”

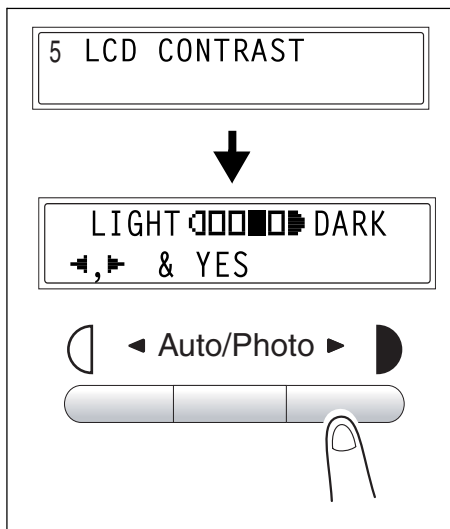
- 1 Select the “PRINT DENSITY”.
  - Refer to “*Specifying the Machine Settings*”.
- 2 Press the [ ◀ ] and [ ▶ ] keys to select one of the seven print density levels between “LIGHT” and “DARK”.



- 3 Press the [Yes] key.

### Specifying the Setting for “LCD CONTRAST”

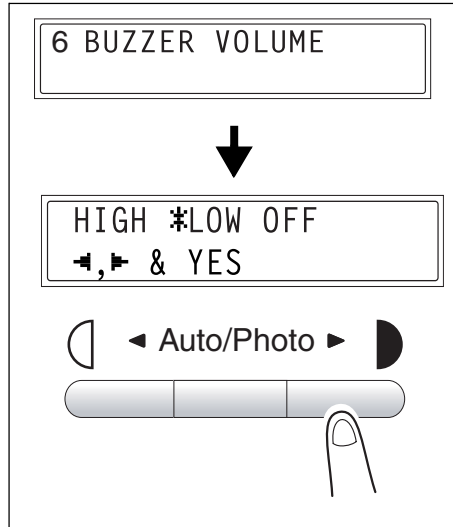
- 1 Select the “LCD CONTRAST”.
  - Refer to “*Specifying the Machine Settings*”.
- 2 Press the [ ◀ ] and [ ▶ ] keys to select one of the four display contrast levels between “LIGHT” and “DARK”.



- 3 Press the [Yes] key.

### Specifying the Setting for “BUZZER VOLUME”

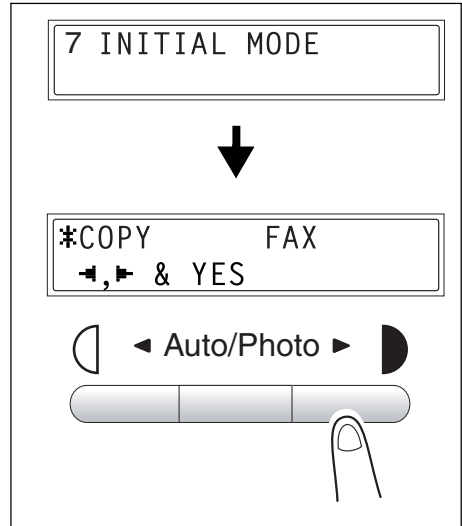
- 1 Select the “BUZZER VOLUME”.
  - Refer to “*Specifying the Machine Settings*”.
- 2 Press the [ ◀ ] and [ ▶ ] keys to set the buzzer volume to “HIGH”, “LOW” or “OFF”.



- 3 Press the [Yes] key.

**Specifying the Setting for “INITIAL MODE”**

- 1 Select the “INITIAL MODE”.
  - Refer to “*Specifying the Machine Settings*”.
- 2 Press the [◀] and [▶] keys to select either “COPY” or “FAX”.



- 3 Press the [Yes] key.

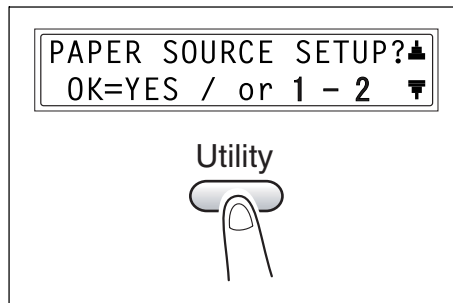
## 7.3 Setting Up the Paper Sources

From the “PAPER SOURCE SETUP” menu, the various settings for each paper tray can be specified.

No.	Name	Description
1	TRAY1 PAPER	The type and size of paper loaded in Tray1 can be specified. <ul style="list-style-type: none"> <li>• The manufacturer’s default settings are “PLAIN” and “Letter L”.</li> </ul>
2	TRAY SETTING	Whether or not auto tray switching is enabled for each paper tray can be specified. <ul style="list-style-type: none"> <li>• The factory default setting is “CONTINUOUS”.</li> </ul>

### Selecting the “PAPER SOURCE SETUP” menu

- 1 Press the [Utility] key twice.  
“PAPER SOURCE SETUP” appears.



- 2 From the 10-Key Pad, press the key ([1] or [2]) for the PAPER SOURCE SETUP function that you wish to set.
  - The PAPER SOURCE SETUP functions are as follows:
    - 1 TRAY1 PAPER
    - 2 TRAY SETTING

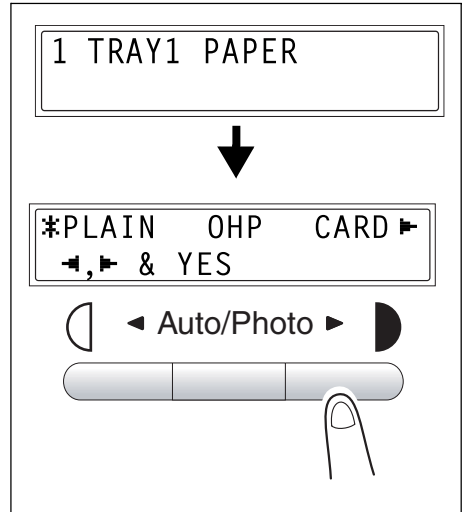


#### Tip

To quit setting up the paper sources, press the [No] key. “STOP SETTING?” appears. Press the [Yes] key to quit changing the settings.

**Specifying the Setting for “TRAY1 PAPER”**

- 1 Select the “TRAY1 PAPER”.
  - Refer to “*Setting Up the Paper Sources*”.
- 2 Press the [◀] and [▶] keys until the type of paper loaded is selected.
- 3 Press the [Yes] key.



## Specifying the Setting for “TRAY SETTING”

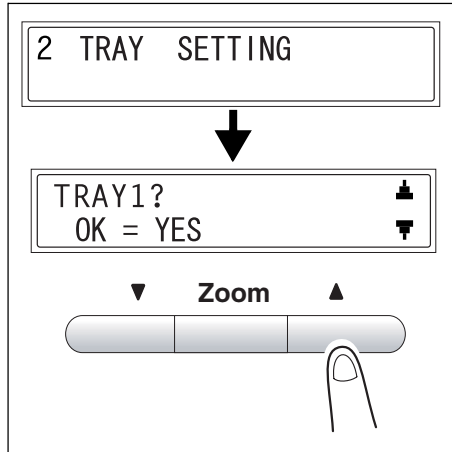
- 1 Select the “TRAY SETTING”.
  - Refer to “*Setting Up the Paper Sources*”.

- 2 Press the [▲] and [▼] keys to select a tray.

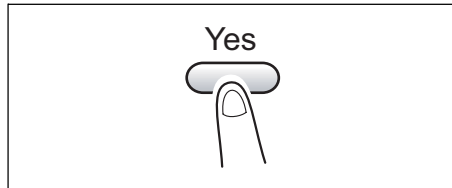


### Note

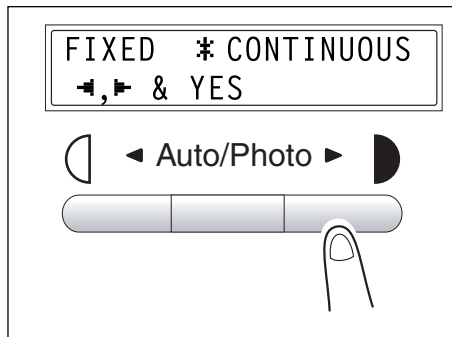
*A tray can be selected only if the optional Paper Feed Cassette is installed.*



- 3 Press the [Yes] key.



- 4 Press the [◀] and [▶] keys to select either “FIXED” (auto tray switching disabled) or “CONTINUOUS” (auto tray switching enabled).



- 5 Press the [Yes] key.

## 7.4 Specifying Administrative Settings (“ADMIN. MANAGEMENT” menu)

From the “ADMIN. MANAGEMENT” menu, various functions for controlling the use of the machine can be set. In order to set an “ADMIN. MANAGEMENT” function, the administrator access number must be entered.

“ADMIN. MANAGEMENT” menu:

No.	ADMIN. MANAGEMENT	Description
1	REMOTE MONITOR	This function can be used to set whether or not the machine can be accessed and the status of the machine can be checked from the service center. * For details, consult with the service representative.



### Note

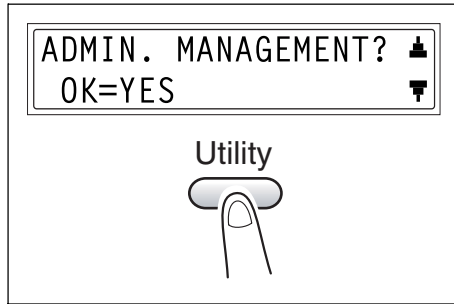
*The registering and setup of the administrator access number should be performed by the service representative. For details, contact the service representative.*

*The administrator of this machine should be sure not to lose the administrator access number.*

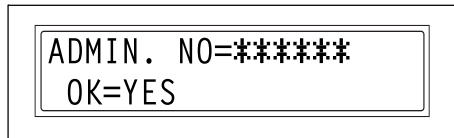


**To select the “ADMIN. MANAGEMENT” menu**

- 1 Press the [Utility] key three times.  
“ADMIN. MANAGEMENT” appears.



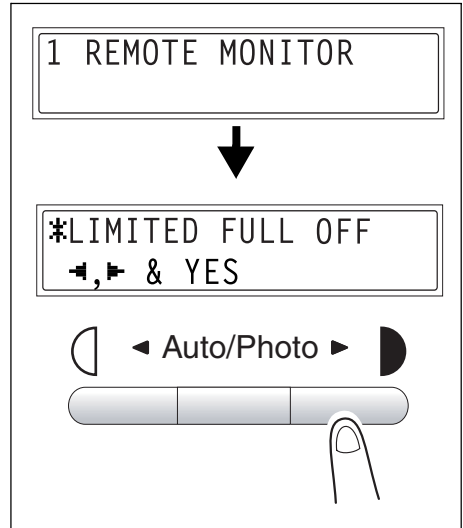
- 2 Press the [Yes] key.
- 3 Using the 10-Key Pad, enter the 6-digit administrator access number, and then press the [Yes] key.

**Tip**

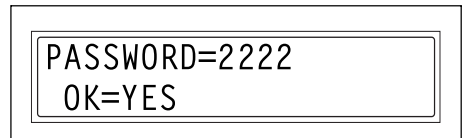
*If, at any time, you wish to quit setting an “ADMIN. MANAGEMENT” function, press the [No] key. When the message “STOP SETTING?” appears, press the [Yes] key to quit.*

**Specifying the Setting for “REMOTE MONITOR”**

- 1 Select the “ADMIN.MANAGEMENT”.
- 2 Press the [ ◀ ] and [ ▶ ] keys to select either “LIMITED” or “FULL” or “OFF”.



- 3 Press the [Yes] key.
  - If “LIMITED” or “OFF” was selected, the “ADMIN.MANAGEMENT” menu appears again.
  - If “FULL” was selected, a screen appears allowing you to enter the password. Using the 10-Key Pad, enter the 4-digit password, and then press the [Yes] key.



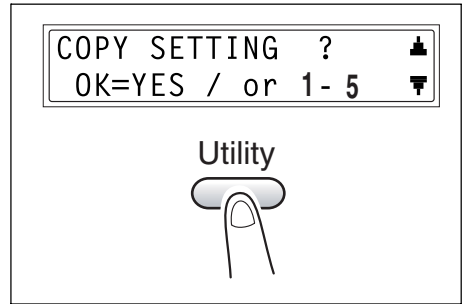
## 7.5 Specifying Copy Settings

When the machine is turned on or the [Panel Reset] key is pressed, the machine is automatically reset to its initial mode. By changing the default settings, you can change the initial mode. Refer to the following table for the default settings for each function.

No.	Name	Description
1	PAPER PRIORITY	The tray that is given priority can be set to either "TRAY1" or "TRAY2". • The factory default setting is "TRAY1".
2	DENSITY PRIORITY	The density that is selected when the machine is turned on or the [Panel Reset] key is pressed can be set to "AUTO", "MANUAL" or "PHOTO". • The factory default setting is "AUTO".
3	DENSITY LEVEL (A) *(A) : Auto	The default Auto density level setting can be set to "LIGHT (-1)", "NORMAL (0)" or "DARK (+1)". • The factory default setting is "NORMAL (0)".
4	DENSITY LEVEL (M) *(M) : Manual	The default manual density level setting can be set to one of nine levels between -4 and +4, with the normal print density at 0. If a smaller number (toward -) is selected, the print becomes lighter. If a larger number (toward +) is selected, the print becomes darker. • The factory default setting is "NORMAL (0)".
5	OUTPUT PRIORITY	The finishing setting that is selected when the machine is turned on or the [Panel Reset] key is pressed can be set to "NON" or "SORT". • The factory default setting is "NON".

**Selecting the “COPY SETTING” menu**

- 1 Press the [Utility] key four times.  
“COPY SETTING” appears.



- 2 From the 10-Key Pad, press the key ([1] to [5]) for the COPY SETTING function that you wish to set.
  - The COPY SETTING functions are as follows:
    - 1 PAPER PRIORITY
    - 2 DENSITY PRIORITY
    - 3 DENSITY LEVEL (A)
    - 4 DENSITY LEVEL (M)
    - 5 OUTPUT PRIORITY

**Tip**

*To quit changing the copy settings, press the [No] key. “STOP SETTING?” appears. Press the [Yes] key to quit changing the settings.*

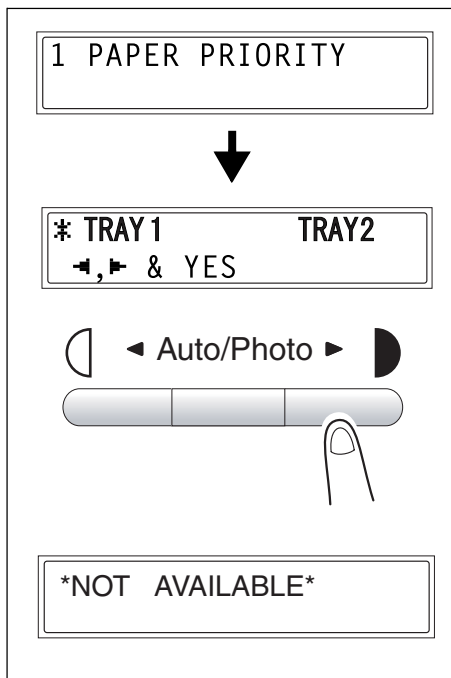
## Specifying the Setting for “PAPER PRIORITY”

- 1 Select the “COPY SETTING”.
  - Refer to “*Specifying Copy Settings*”.
- 2 Press the [◀] and [▶] keys to select either “TRAY1” or “TRAY2”



### Note

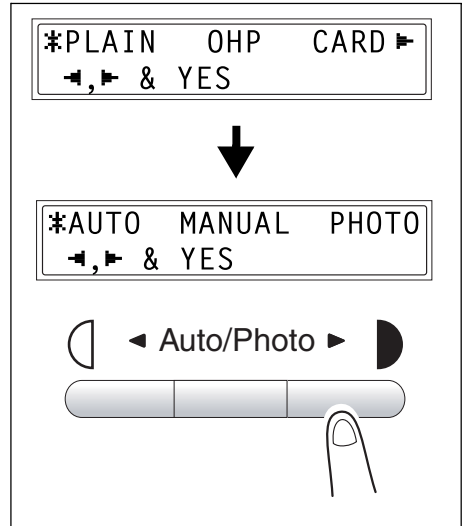
*If optional Tray2 is not installed, the bottom screen shown at the right appears.*



- 3 Press the [Yes] key.

**Specifying the Setting for “DENSITY PRIORITY”**

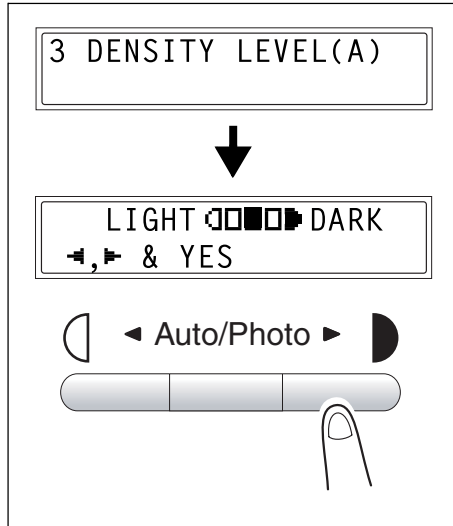
- 1 Select the “DENSITY PRIORITY”.
  - Refer to “*Specifying Copy Settings*”.
- 2 Press the [◀] and [▶] keys to select either “AUTO”, “MANUAL” or “PHOTO”.



- 3 Press the [Yes] key.

### Specifying the Setting for “DENSITY LEVEL (A)”

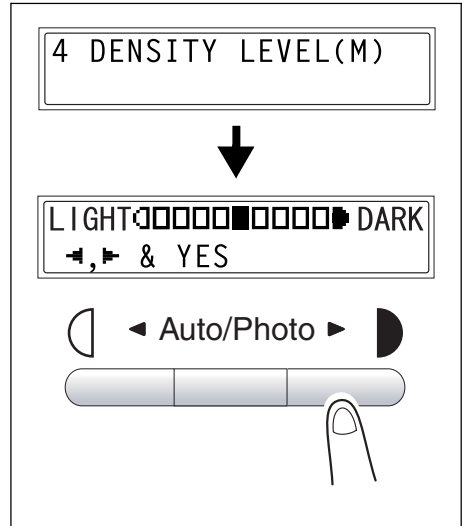
- 1 Select the “DENSITY LEVEL (A)”.
  - Refer to “*Specifying Copy Settings*”.
- 2 Press the [ ◀ ] and [ ▶ ] keys to select one of the three print density levels between “LIGHT” and “DARK”.



- 3 Press the [Yes] key.

**Specifying the Setting for “DENSITY LEVEL (M)”**

- 1 Select the “DENSITY LEVEL (M)”.
  - Refer to “*Specifying Copy Settings*”.
- 2 Press the [ ◀ ] and [ ▶ ] keys to select one of the nine print density levels between “LIGHT” and “DARK”.

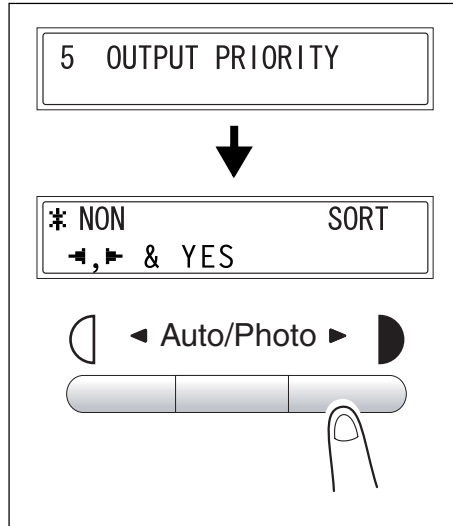


- 3 Press the [Yes] key.



## Specifying the Setting for “OUTPUT PRIORITY”

- 1 Select the “OUTPUT PRIORITY”.
  - Refer to “*Specifying Copy Settings*”.
- 2 Press the [◀] and [▶] keys to select either “NON” or “SORT”.



- 3 Press the [Yes] key.

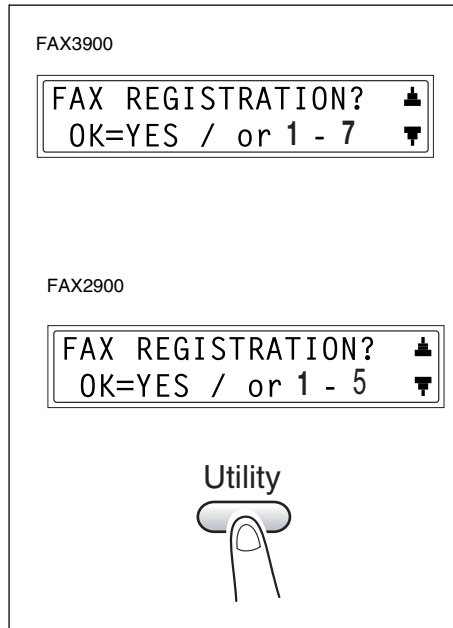
## 7.6 Setting Up the Fax Registration

From the "FAX REGISTRATION" menu, various settings can be specified in order to take advantage of this machine's many fax functions.

No.	FAX REGISTRATION	Characteristic/Description
1	ONE-TOUCH DIAL	This function can be used to program one-touch dial keys with fax numbers, allowing the recipient to be specified easily and accurately without the need to manually enter the number using the 10-Key Pad. This dialing method is convenient for programming numbers where faxes are frequently sent to.
2	SPEED DIAL	This function can be used to program speed dial numbers with fax numbers, allowing the recipient to be specified easily and accurately without the need to manually enter the number using the 10-Key Pad.
3	GROUP DIAL	This function can be used to program a single one-touch dial key with a maximum of 50 different fax numbers as one group. Programming a one-touch dial key with a group of fax numbers is convenient when documents are frequently sent to a set group of multiple recipients.
4	PROGRAM DIAL	This function can be used to program one-touch dial keys with fax numbers and a transmission/reception function (such as timer transmission or polling reception), allowing that function to be carried out by pressing just the corresponding one-touch dial key. (Available only with FAX3900)
5	BATCH TX	This function can be used to specify the batch transmission setting (transmission time) for a one-touch dial key programmed with recipient fax numbers, so multiple documents can be stored in the memory and sent out together at the specified time.
6	MAILBOX	This function can be used to specify mailbox IDs in order to receive faxes with mailbox reception only if the mailbox ID sent by the caller matches the mailbox ID set on this machine.
7	RELAY BOX	This function can be used to specify relay box IDs. (Available only with FAX3900)

## Selecting the “FAX REGISTRATION” menu

- 1 Press the [Utility] key six times.  
“FAX REGISTRATION” appears.



- 2 From the 10-Key Pad, press the key ([1] through [7]) for the “FAX REGISTRATION” function that you wish to set.
  - The “FAX REGISTRATION” functions are as follows:
    - 1 ONE-TOUCH DIAL
    - 2 SPEED DIAL
    - 3 GROUP DIAL
    - 4 PROGRAM DIAL(Available only with FAX3900)
    - 5 BATCH TX
    - 6 MAILBOX
    - 7 RELAY BOX (Available only with FAX3900)



### Tip

*If, at any time, you wish to quit programming, changing, or deleting a “FAX REGISTRATION” function, press the [No] key. When the message “STOP REGISTRATION?” appears, press the [Yes] key to quit.*

### Setting Up One-Touch Dialing (“ONE-TOUCH DIAL” function)

If the one-touch dial keys are programmed with fax numbers, the recipient can be specified easily and accurately without the need to manually enter the number using the 10-Key Pad.

The following is the maximum of numbers that can be programmed.

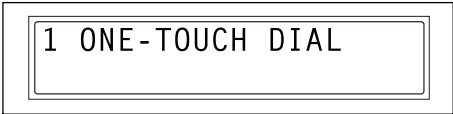
FAX3900: 64

FAX2900: 32

#### To program a one-touch dial key

- 1 Select the “FAX REGISTRATION”.
  - Refer to “Setting Up the Fax Registration”.

- 2 Press the [1] key from the 10-Key Pad to select “ONE-TOUCH DIAL”.



1 ONE-TOUCH DIAL

- 3 Press the one-touch dial key that you wish to program.

- For FAX3900, use the [ ◀ ] and [ ▶ ] keys to select a one-touch dial key between [1-32] and [33-64], and then press the [Yes] key.



-SELECT REGIST.KEY-

- 4 Enter the name of the programmed number.

- Text up to 20 characters long can be entered for the name.

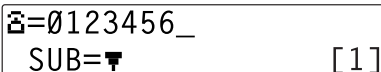


NAME=AAA TOKYO\_  
OK=YES [A]

- 5 Press the [Yes] key.

- 6 Using the 10-Key Pad, enter the fax number of the recipient.

- The fax number can contain a maximum of 30 digits. For details on the characters that can be entered. Refer to " To fax by entering the fax number directly using the 10-Key Pad on page 5-2"
- To enter a SUB, continue with step 7.
- If a SUB will not be entered, press the [Yes] key after entering the fax



☎=0123456\_  
SUB= [1]

number, and then skip to step 10.

- If you wish to change the fax number, press the [No] key, and then enter the correct number.
- For details on F codes (SUB and SID), refer to *“Using F codes”*.

**7** Press the [▼] key, and then use the 10-Key Pad to enter the SUB.

- A number up to 20 digits long can be entered for the SUB.
- To enter an SID, continue with step 8.
- If an SID will not be entered, skip to step 9.

SUB=1234_ OK=YES (SID=▶)
-----------------------------

**8** Press the [▼] key, and then use the 10-Key Pad to enter the SID.

- A number up to 20 digits long can be entered for the SID.

SID=5678_ OK=YES
---------------------

**9** Press the [Yes] key.

**10** Using the [◀] and [▶] keys, select the desired modem speed.

**11** Press the [Yes] key.

The settings are registered. To program another one-touch dial key, repeat steps 3 through 11.

SET MODEM SPEED
*33.6      14.4      9.6 ◀, ▶ & YES


**12** Press the [No] key to finish programming.

The “FAX REGISTRATION” menu appears again.

- SELECT REGIST.KEY - (COMPLETE=NO)
--

**To change/delete a programmed one-touch dial key****1** Select the “FAX REGISTRATION”.

- Refer to “*Setting Up the Fax Registration*”.

**2** Press the [1] key from the 10-Key Pad to select “ONE-TOUCH DIAL”.


1 ONE-TOUCH DIAL

**3** Press the one-touch dial key that you wish to change or delete, and then press the [Yes] key.

- For FAX3900, use the [◀] and [▶] keys to select a one-touch dial key between [1-32] and [33-64], and then press the [Yes] key.



- SELECT REGIST.KEY -

**4** Press the [No] key.

- If a one-touch dial key programmed with a group of fax numbers or a transmission/reception function is pressed, the message shown at the right appears. To delete the programmed settings, press the [No] key. The “FAX REGISTRATION” menu appears again.
- To change the group dialing or program dialing settings, refer to page 7-36 and page 7-38.



REGISTERED! KEEP?  
OK=YES(EDIT/DEL=NO)

REGISTERED! GROUP  
KEEP=YES (DEL=NO)

REGISTERED! PROGRAM  
KEEP=YES (DEL=NO)

**5** Using the [◀] and [▶] keys, select either “EDIT” or “DELETE”, and then press the [Yes] key.

- If “EDIT” was selected, the name is displayed. (Continue with step 6.)
- If “DELETE” was selected, the settings programmed for the one-touch dial key are deleted and the “SELECT REGIST.KEY” screen appears again.
- If you try to change the settings for a one-touch dial number used in group



\*EDIT DELETE  
◀, ▶ & YES

dialing or program dialing, a confirmation message appears, asking whether or not to change the corresponding settings programmed in group dialing or program dialing.

If the [Yes] key is pressed, the corresponding settings programmed in group dialing or program dialing are changed.

If the [No] key is pressed, the corresponding settings programmed in group dialing or program dialing are deleted.

- If a one-touch dial number used in group dialing or program dialing is deleted, it is also deleted from the corresponding group dialing or program dialing.

**6** Change the name, fax number, F codes (SUB and SID), and modem speed as desired.

NAME=AAA TOKYO\_  
 OK=YES [1]

- For details on changing the fax number, refer to *“Entering Text”*.
- For details on changing the F codes (SUB and SID) or modem speed, refer to p. 7-27.

**7** When you are finished making changes, press the [Yes] key.

To change the settings of another one-touch dial key, repeat steps 3 through 7.

**8** Press the [No] key to return to the “FAX REGISTRATION” menu.

- SELECT REGIST.KEY -  
 (COMPLETE=NO)

### Specifying the Setting for “SPEED DIAL”

If speed dial numbers are programmed with fax numbers, the recipient can be specified easily and accurately without the need to manually enter the number using the 10-Key Pad.

The following is the maximum of numbers that can be programmed.

FAX3900: 200

FAX2900: 100

#### To program a speed dial number

- 1 Select the “FAX REGISTRATION”.
  - Refer to “*Setting Up the Fax Registration*”.

- 2 Press the [2] key from the 10-Key Pad to select “SPEED DIAL”.



2 SPEED DIAL


- 3 Using the 10-Key Pad, enter the 3-digit speed dial number (ex. 011) that you wish to program.



SPEED DIAL=011

- 4 Enter the name of the programmed number.

- For details on entering text, refer to “*Entering Text*”.
- Text up to 20 characters long can be entered for the name.

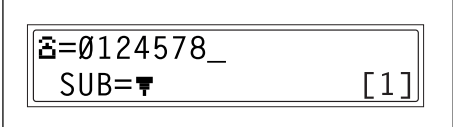


NAME=AAA OSAKA\_  
OK=YES [A]

- 5 Press the [Yes] key.

- 6 Using the 10-Key Pad, enter the fax number of the recipient.

- The fax number can contain a maximum of 30 digits. For details on the characters that can be entered. Refer to “*To fax by entering the fax number directly using the 10-Key Pad*”.
- To enter a SUB, continue with step 7.
- If SUB will not be entered, press the [Yes] key after entering the fax number,



0124578\_  
SUB= [1]



and then skip to step 10.

- If you wish to change the fax number, press the [No] key, and then enter the correct number.
- For details on F codes (SUB and SID), refer to *“Using F codes .*

**7** Press the [▼] key, and then use the 10-Key Pad to enter the SUB.

- A number up to 20 digits long can be entered for the SUB.
- To enter an SID, continue with step 8.
- If SID will not be entered, skip to step 9.

SUB=1234\_

OK=YES (SID=▼)

**8** Press the [▼] key, and then use the 10-Key Pad to enter the SID.

- A number up to 20 digits long can be entered for the SID.

SID=5678\_

OK=YES

**9** Press the [Yes] key.

**10** Using the [◀] and [▶] keys, select the desired modem speed.

SET MODEM SPEED

\*33.6      14.4      9.6  
◀, ▶ & YES

**11** Press the [Yes] key.

The settings are registered.

To program another speed dial number, repeat steps 3 through 11.

**12** Press the [No] key to finish programming.

The “FAX REGISTRATION” menu appears again.

SPEED DIAL=\_

(COMPLETE=NO)

**To change/delete a programmed speed dial number**

- 1 Select the “FAX REGISTRATION”.

- Refer to “*Setting Up the Fax Registration*”.

- 2 Press the [2] key from the 10-Key Pad to select “SPEED DIAL”.



2 SPEED DIAL

- 3 Using the 10-Key Pad, enter the speed dial number that you wish to change or delete.



SPEED DIAL=011

- 4 Press the [No] key.



REGISTERED! KEEP?  
OK=YES(EDIT/DEL=NO)

- 5 Using the [◀] and [▶] keys, select either “EDIT” or “DELETE”, and then press the [Yes] key.



\*EDIT DELETE  
←, → & YES

- If “EDIT” was selected, the name is displayed. (Continue with step 6.)
- If “DELETE” was selected, the settings programmed for the speed dial number are deleted and the speed dial input screen appears again.
- If you try to change the settings for a speed dial number used in group dialing or program dialing, a confirmation message appears, asking whether or not to change the corresponding settings programmed in group dialing or program dialing.  
If the [Yes] key is pressed, the corresponding settings programmed in group dialing or program dialing are changed.  
If the [No] key is pressed, the corresponding settings programmed in group dialing or program dialing are deleted.
- If a speed dial number used in group dialing or program dialing is deleted, it is also deleted from the corresponding group dialing or program dialing.

**6** Change the fax number, F codes (SUB and SID), and modem speed as desired.

- For details on making changes, refer to *“Entering Text”*.
- For details on changing the F codes (SUB and SID) or modem speed, refer to p. 7-27.

NAME=AAA OSAKA\_  
OK=YES [1]

**7** When you are finished making changes, press the [Yes] key.

- To change the settings of another speed dial number, repeat steps 3 through 7.

**8** Press the [No] key to return to the “FAX REGISTRATION” menu.

SPEED DIAL=\_  
(COMPLETE=NO)

### Specifying the Setting for “GROUP DIAL”

A single one-touch dial key can be programmed with a maximum of 50 different fax numbers as one group. Programming a one-touch dial key with a group of fax numbers is convenient when documents are frequently sent to a set group of multiple recipients.

#### To program a group of fax numbers

**1** Select the “FAX REGISTRATION”.

- Refer to “*Setting Up the Fax Registration*”.

**2** Press the [3] key from the 10-Key Pad to select “GROUP DIAL”.



3 GROUP DIAL

**3** Press the one-touch dial key that you wish to program.

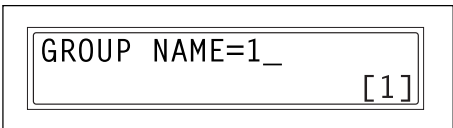
- For FAX3900, use the [ ◀ ] and [ ▶ ] keys to select a one-touch dial key between [1-32] and [33-64], and then press the [Yes] key.



-SELECT REGIST.KEY-

**4** Enter the name of the group, and then press the [Yes] key.

- For details on entering text, refer to “*Entering Text*”.
- Text up to 20 characters long can be entered for the name.



GROUP NAME=1\_ [1]

**5** By using the one-touch dial keys or the speed dial numbers, specify the recipients.

- ? Do you wish to cancel the current selection?

→ Press the [No] key, and then specify the correct recipient.



NO.001=ONE-TOUCH 01

**6** Press the [Yes] key, and then specify another recipient.

- Repeat steps 5 and 6 until all recipients have been specified.
- A maximum of 50 different fax



NO.001=GROUP 1  
OK=YES (Fin.=START)

numbers can be specified as one group.

- With group dialing, a one-touch dial key programmed with a group can be specified. In that case, the number of fax numbers programmed in the specified one-touch dial key (group dial key) is added.

- 7** When you are finished specifying recipients, press the [Start] key.

The settings are registered.  
To program another group, repeat steps 3 through 7.

NO.005=\_  
(Fin.=START)

- 8** Press the [No] key to finish programming.

The "FAX REGISTRATION" menu appears again.

-SELECT REGIST.KEY-  
(COMPLETE=NO)

### To change/delete a programmed group of fax numbers

- 1** Select the "FAX REGISTRATION".

- Refer to "Setting Up the Fax Registration".

- 2** Press the [3] key from the 10-Key Pad to select "GROUP DIAL".

3 GROUP DIAL

- 3** Press the one-touch dial key that you wish to change or delete.

- For FAX3900, use the [◀] and [▶] keys to select a one-touch dial key between [1-32] and [33-64], and then press the [Yes] key.

-SELECT REGIST.KEY-

- 4** Press the [No] key.

REGISTERED! KEEP?  
OK=YES(EDIT/DEL=NO)

- 5** Using the [◀] and [▶] keys, select either "EDIT" or "DELETE", and then press the [Yes] key.

- If "EDIT" was selected, the

\*EDIT DELETE  
◀,▶ & YES

group name is displayed. (Continue with step 6.)

- If “DELETE” was selected, the group dialing settings are deleted and the “SELECT REGIST.KEY” screen appears again.

- 6** If you wish to change the name of the group, enter the new name, and then press the [Yes] key.

```
GROUP NAME=AAA TOKYO
OK=YES [1]
```

- For details on making changes, refer to “*Entering Text*”.

The one-touch dial names are displayed in the order that they were specified.

- 7** To delete the displayed recipient, press the [No] key. To keep the displayed recipient, press the [Yes] key.

```
NO.001=AAA TOKYO
OK=YES (DEL=NO)
```

The next one-touch dial name is displayed.

- 8** When you are finished making changes, press the [Start] key.

To change the settings of another group of fax numbers, repeat steps 3 through 8.

```
NO.005=_
(Fin.=START)
```

- 9** Press the [No] key to return to the “FAX REGISTRATION” menu.

```
-SELECT REGIST.KEY-
(COMPLETE=NO)
```

## Specifying the Setting for “PROGRAM DIAL” (Available only with FAX3900)

If one-touch dial keys have been programmed with fax numbers and a transmission/reception function, that function can be carried out by pressing just the corresponding one-touch dial key.

\* This function is only available with FAX3900

Transmission/reception functions that can be programmed:

- Broadcast transmission
- Timer transmission
- Mailbox transmission
- Polling reception
- Relay initiation transmission

### To set program dialing

- 1 Select the “FAX REGISTRATION”.
  - Refer to “*Setting Up the Fax Registration*”.

- 2 Press the [4] key from the 10-Key Pad to select “PROGRAM DIAL”.



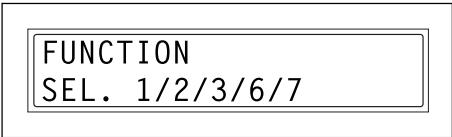
4 PROGRAM DIAL

- 3 Press the one-touch dial key ([61] through [64]) programmed with the desired function.



-SELECT REGIST.KEY-

- 4 From the 10-Key Pad, press the key ([1] through [3], [6] or [7]) for the desired function.



FUNCTION  
SEL. 1/2/3/6/7

- Functions that can be selected:
  - 1 BROADCAST
  - 2 TIMER TX
  - 3 MAILBOX TX
  - 6 POLLING RX
  - 7 RELAY INITIATE

**5** Follow the instructions for the selected function.

- "To fax using broadcast transmission
- "To fax using timer transmission
- "To fax using mailbox transmission
- "To fax using relay initiation transmission
- "To receive a fax using polling reception

The settings are registered.

**6** To specify other program dialing settings, repeat steps 3 through 5.**7** Press the [No] key to finish programming.

The "FAX REGISTRATION" menu appears again.

- SELECT REGIST.KEY -  
(COMPLETE=NO)

**To change/delete a programmed broadcast transmission****1** Select the "FAX REGISTRATION".

- Refer to "Setting Up the Fax Registration .

**2** Press the [4] key from the 10-Key Pad to select "PROGRAM DIAL".

4 PROGRAM DIAL

**3** Press the one-touch dial key ([61] through [64]) programmed with the broadcast transmission that you wish to change or delete.

- SELECT REGIST.KEY -

**4** Press the [No] key.

REGISTERED!      KEEP?  
OK=YES(EDIT/DEL=NO)

**5** Using the [◀] and [▶] keys, select either "EDIT" or "DELETE", and then press the [Yes] key.

- If "EDIT" was selected, the specified recipients are

\*EDIT                  DELETE  
◀, ▶ & YES



displayed in order. (Continue with step 6.)

- If “DELETE” was selected, the program dialing settings are deleted and the “SELECT REGIST.KEY” appears again.

- 6** To delete the displayed recipient, press the [No] key.  
To keep the displayed recipient, press the [Yes] key.

The next recipient is displayed.

```
NO.001=AAA TOKYO
OK=YES      (DEL=NO)
```

- 7** When you are finished making changes, press the [Start] key.

- Other program dialing settings can be programmed or changed.

```
NO.005=_
Fin.=START [1]
```

- 8** Press the [No] key to return to the “FAX REGISTRATION” menu.

```
-SELECT REGIST.KEY-
 (COMPLETE=NO)
```

### To change/delete a programmed timer transmission

- 1** Select the “FAX REGISTRATION”.

- Refer to “*Setting Up the Fax Registration*”.

- 2** Press the [4] key from the 10-Key Pad to select “PROGRAM DIAL”.

```
4 PROGRAM DIAL
```

- 3** Press the one-touch dial key ([61] through [64]) programmed with the timer transmission that you wish to change or delete.

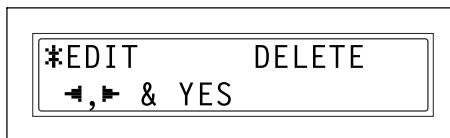
```
-SELECT REGIST.KEY-
```

- 4** Press the [No] key.

```
REGISTERED! KEEP?
OK=YES(EDIT/DEL=NO)
```

- 5 Using the [◀] and [▶] keys, select either “EDIT” or “DELETE”, and then press the [Yes] key.

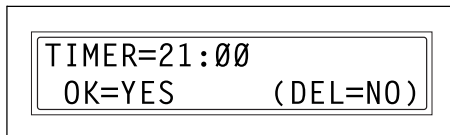
- If “EDIT” was selected, the programmed transmission time is displayed. (Continue with step 6.)
- If “DELETE” was selected, the program dialing settings are deleted and the “SELECT REGIST.KEY” screen appears again.



- 6 To change the transmission time, press the [No] key, and then use the 10-Key Pad to enter the correct time.

If you do not wish to change the transmission time, press the [Yes] key.

The recipient is displayed.



- 7 To change the recipient, press the [No] key, and then by using the one-touch dial keys or the speed dial numbers, or by entering the fax number using the 10-Key Pad, specify a different recipient.

- Change the F codes (SUB and SID) as desired.

- 8 Press the [Yes] key.

- Other program dialing settings can be changed.

- 9 Press the [No] key to return to the “FAX REGISTRATION” menu.



### To change/delete a programmed mailbox transmission

- 1 Select the “FAX REGISTRATION” menu.

- Refer to “*Setting Up the Fax Registration*”.

- 2 Press the [4] key from the 10-Key Pad to select "PROGRAM DIAL".



4 PROGRAM DIAL

- 3 Press the one-touch dial key ([61] through [64]) programmed with the mailbox transmission that you wish to change or delete.



- SELECT REGIST. KEY -

- 4 Press the [No] key.



REGISTERED! KEEP?  
OK=YES(EDIT/DEL=NO)

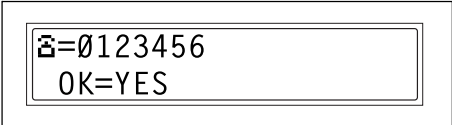
- 5 Using the [◀] and [▶] keys, select either "EDIT" or "DELETE", and then press the [Yes] key.



\*EDIT DELETED  
◀, ▶ & YES

- If "EDIT" was selected, the specified recipient is displayed. (Continue with step 6.)
- If "DELETE" was selected, the program dialing settings are deleted and the "SELECT REGIST.KEY" screen appears again.

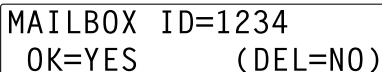
- 6 To change the recipient, press the [No] key, and then by using the one-touch dial keys or the speed dial numbers, or by entering the fax number using the 10-Key Pad, specify a different recipient.



☎=0123456  
OK=YES

- 7 Press the [Yes] key.  
The mailbox ID is displayed.

- 8 To change the mailbox ID, press the [No] key, and then use the 10-Key Pad to enter the new ID.



MAILBOX ID=1234  
OK=YES (DEL=NO)

- 9 Press the [Yes] key.  
The password is displayed.

- 10** To change the password, press the [No] key, and then use the 10-Key Pad to enter the new password.

```
PASSWORD=5678
OK=YES      (DEL=NO)
```

- 11** Press the [Yes] key.

Other program dialing settings can be changed.

- 12** Press the [No] key to return to the "FAX REGISTRATION" menu.

```
-SELECT REGIST.KEY-
  (COMPLETE=NO)
```

### To change/delete a programmed polling reception

- 1** Select the "FAX REGISTRATION".
- Refer to "Setting Up the Fax Registration".

- 2** Press the [4] key from the 10-Key Pad to select "PROGRAM DIAL".

```
4 PROGRAM DIAL
```

- 3** Press the one-touch dial key ([61] through [64]) programmed with the polling reception that you wish to change or delete.

```
-SELECT REGIST.KEY-
```

- 4** Press the [No] key.

```
REGISTERED!   KEEP?
OK=YES(EDIT/DEL=NO)
```

- 5** Using the [◀] and [▶] keys, select either "EDIT" or "DELETE", and then press the [Yes] key.

```
*EDIT        DELETE
◀, ▶ & YES
```

- If "EDIT" was selected, the specified recipients are displayed in order. (Continue with step 6.)
- If "DELETE" was selected, the program dialing settings are deleted and the "SELECT REGIST.KEY" screen appears again.

- 6** To delete the displayed recipient, press the [No] key.  
To keep the displayed recipient, press the [Yes] key.

NO.001=AAA TOKYO  
OK=YES (DEL=NO)

- To add a recipient, in the screen containing "Fin.=START", specify a recipient using the one-touch dial keys or the speed dial numbers, or by entering a fax number using the 10-Key Pad.

The next recipient is displayed.

- 7** When you are finished making changes, press the [Start] key.  
Other program dialing settings can be changed.

NO.005=\_  
(Fin.=START)

- 8** Press the [No] key to return to the "FAX REGISTRATION" menu.

-SELECT REGIST.KEY-  
(COMPLETE=NO)

### To change/delete a programmed relay initiation transmission

- 1** Select the "FAX REGISTRATION".
- Refer to "Setting Up the Fax Registration".

- 2** Press the [4] key from the 10-Key Pad to select "PROGRAM DIAL".

4 PROGRAM DIAL

- 3** Press the one-touch dial key ([61] through [64]) programmed with the relay initiation transmission that you wish to change or delete.

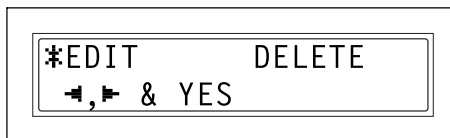
-SELECT REGIST.KEY-

- 4** Press the [No] key.

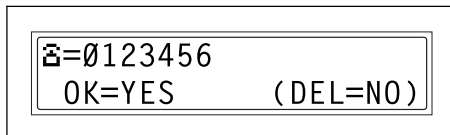
REGISTERED! KEEP?  
OK=YES(EDIT/DEL=NO)

- 5** Using the [◀] and [▶] keys, select either “EDIT” or “DELETE”, and then press the [Yes] key.

- If “EDIT” was selected, the specified recipient is displayed. (Continue with step 6.)
- If “DELETE” was selected, the program dialing settings are deleted and the “SELECT REGIST.KEY” screen appears again.



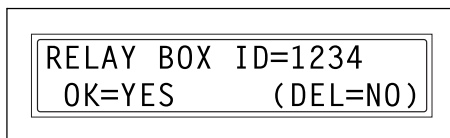
- 6** To change the recipient, press the [No] key, and then by using the one-touch dial keys or the speed dial numbers, or by entering the fax number using the 10-Key Pad, specify a different recipient.



- 7** Press the [Yes] key.

The Relay Box ID is displayed.

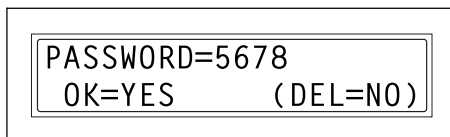
- 8** To change the Relay Box ID, press the [No] key, and then use the 10-Key Pad to enter the new ID.



- 9** Press the [Yes] key.

The password is displayed.

- 10** To change the password, press the [No] key, and then use the 10-Key Pad to enter the new password.



- 11** Press the [Yes] key.

Other program dialing settings can be changed.

- 12** Press the [No] key to return to the “FAX REGISTRATION” menu.



## Specifying the Setting for “BATCH TX”

If the batch transmission setting (transmission time) is specified for a one-touch dial key programmed with recipient fax numbers, multiple documents can be stored in the memory and sent out together at the specified time.



### Note

*A one-touch dial key must first be programmed with the fax number of the recipient for the batch transmission.*

### To set batch transmitting

- 1 Select the “FAX REGISTRATION”.
  - Refer to “Setting Up the Fax Registration”.
- 2 For FAX3900: Press the [5] key from the 10-Key Pad to select “BATCH TX”.
  - For FAX2900: Press the [4] key from the 10-Key Pad to select “BATCH TX”.

FAX3900

5 BATCH TX

FAX2900

4 BATCH TX

- 3 Press the one-touch dial key programmed with the recipient that you wish to send the batch transmission fax to.

- SELECT REGIST. KEY -

- For FAX3900, use the [◀] and [▶] keys to select a one-touch dial key between [1-32] and [33-64], and then press the [Yes] key.

ONE-TOUCH DIAL\_33\_

◀, ▶ & YES

A screen appears, allowing you to specify the transmission time.



*Was the one-touch dial key that was pressed one programmed for group*

*dialing, program dialing, or not registered fax number, or not programmed at all?*

→ An error message appears.

REGISTERED! GROUP

REGISTERED! PROGRAM

\*NOT FAX NO.\*

\*NOT REGISTERED!\*

- 4 Using the 10-Key Pad, enter the desired transmission time, and then press the [Yes] key.

TX TIME=15:30  
OK=YES

- 5 Press the [No] key to return to the "FAX REGISTRATION" menu.

-SELECT REGIST.KEY-  
(COMPLETE=NO)

### To change the batch transmission setting

- 1 Select the "FAX REGISTRATION".
  - Refer to "Setting Up the Fax Registration".



- 2** For FAX3900: Press the [5] key from the 10-Key Pad, to select "BATCH TX".
- For FAX2900: Press the [4] key from the 10-Key Pad, to select "BATCH TX"

FAX3900

5 BATCH TX

FAX2900

4 BATCH TX

- 3** Press the one-touch dial key programmed with the batch transmission setting that you wish to change.

-SELECT REGIST.KEY-

- For FAX3900, use the [◀] and [▶] keys to select a one-touch dial key between [1-32] and [33-64], and then press the [Yes] key.

ONE-TOUCH DIAL\_33\_  
◀, ▶ & YES

- 4** Press the [No] key, and then use the 10-Key Pad, to enter the new transmission time.

TX TIME=15:30  
OK=YES (DEL=NO)

- 5** When you are finished making changes, press the [Yes] key.

TX TIME=06:30  
OK=YES (DEL=NO)

- 6** Press the [No] key to return to the "FAX REGISTRATION" menu.

-SELECT REGIST.KEY-  
(COMPLETE=NO)

**To delete the batch transmission setting**

- 1 Select the "FAX REGISTRATION".
  - Refer to "Setting Up the Fax Registration".

- 2 For FAX3900: Press the [5] key from the 10-Key Pad, to select "BATCH TX".

- For FAX2900: Press the [4] key from the 10-Key Pad, to select "BATCH TX"

FAX3900

5 BATCH TX

FAX2900

4 BATCH TX

- 3 Press the one-touch dial key programmed with the batch transmission setting that you wish to delete.

-SELECT REGIST.KEY-

- For FAX3900, use the [◀] and [▶] keys to select a one-touch dial key between [1-32] and [33-64], and then press the [Yes] key.

ONE-TOUCH DIAL\_33\_\_  
◀, ▶ & YES

- 4 Press the [No] key.

A confirmation message appears, asking whether or not to delete the batch transmission setting.

TX TIME=15:30  
OK=YES (DEL=NO)

- 5 Press the [Yes] key.

The "SELECT REGIST.KEY" screen appears again.

TX TIME= :  
DELETE BATCH=YES

## Specifying the Setting for “MAILBOX”

Mailbox IDs must first be specified in order to receive faxes with mailbox reception only if the mailbox ID sent by the caller matches the mailbox ID set on this machine.



### Note

*A mailbox ID cannot be the same as a Relay Box ID.*

### To register a mailbox

#### 1 Select the “FAX REGISTRATION”.

- Refer to “*Setting Up the Fax Registration*”.

#### 2 For FAX3900: Press the [6] key from the 10-Key Pad to select “MAILBOX”.

- For FAX2900: Press the [5] key from the 10-Key Pad to select “MAILBOX”.

FAX3900

6 MAILBOX

FAX2900

5 MAILBOX

#### 3 Using the 10-Key Pad, enter the mailbox number.

- The mailbox number can be set to any number between 1 and 5.

MAILBOX NO.=  
SELECT 1-5

#### 4 Using the 10-Key Pad, enter the 4-digit mailbox ID, and then press the [Yes] key.

- The mailbox ID can be set to any number between 0000 and 9999.
- If you wish to change the mailbox ID, press the [No] key, and then enter the new number.

MAILBOX 5 ID=1234  
OK=YES

- 5 Using the 10-Key Pad, enter the 4-digit password, and then press the [Yes] key.



PASSWORD=5678  
OK=YES

- The password can be set to any number between 0000 and 9999.
- If you wish to change the password, press the [No] key, and then enter the new password.
- If no password is to be specified, press the [Yes] key without entering anything.

The “FAX REGISTRATION” menu appears again.

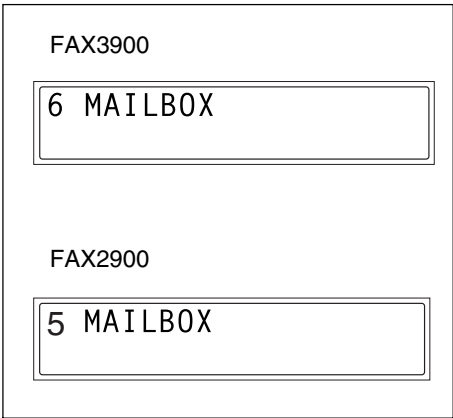
### To delete a mailbox

- 1 Select the “FAX REGISTRATION”.

- Refer to “*Selecting the “FAX REGISTRATION” menu*”.

- 2 For FAX3900: Press the [6] key from the 10-Key Pad to select “MAILBOX”.

- For FAX2900: Press the [5] key from the 10-Key Pad to select “MAILBOX”.



FAX3900

6 MAILBOX

FAX2900

5 MAILBOX

- 3 Using the 10-Key Pad, enter the number of the mailbox that you wish to delete.



MAILBOX NO.=  
SELECT 1-5

- 4 Press the [No] key.

A screen appears, allowing you to enter the mailbox ID.



REGISTERED!      KEEP?  
KEEP=YES      (DEL=NO)

- 5** Using the 10-Key Pad, enter the 4-digit mailbox ID, and then press the [Yes] key.

- If you wish to change the ID, press the [No] key, and then enter the new number.

The specified mailbox is deleted.



OLD M-BOX5 ID=1234  
OK=YES

- 6** Press the [Panel Reset] key.

The main screen appears again.



MAILBOX NO.=  
SELECT 1-5

### Specifying the Setting for “RELAY BOX” (Available only with FAX3900)

Relay Box IDs must first be specified in order to receive faxes with mailbox reception only if the mailbox ID sent by the caller matches the mailbox ID set on this machine.



#### Note

*A Relay Box ID cannot be the same as a Relay Box ID.*

#### To register a Relay Box

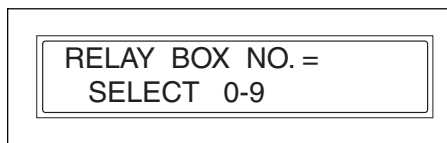
- 1 Select the “FAX REGISTRATION”.
  - Refer to “*Setting Up the Fax Registration*”.

- 2 For FAX3900: Press the [7] key from the 10-Key Pad to select “RELAY BOX”.



- 3 Using the 10-Key Pad, enter the Relay Box number.

- The Relay Box number can be set to any number between 0 and 9.



- 4 Using the 10-Key Pad, enter the 4-digit Relay Box ID, and then press the [Yes] key.
  - The Relay Box ID can be set to any number between 0000 and 9999.
  - If you wish to change the Relay Box ID, press the [No] key, and then enter the new number.
- 5 Using the 10-Key Pad, enter the 4-digit password, and then press the [Yes] key.
  - The password can be set to any number between 0000 and 9999.
  - If you wish to change the password, press the [No] key, and then enter the new password.
  - If no password is to be specified, press the [Yes] key without entering anything.

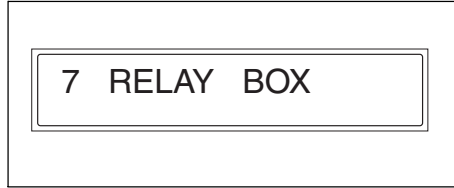
The “FAX REGISTRATION” menu appears again.

## To delete a Relay Box

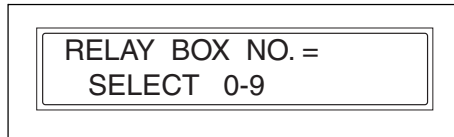
1 Select the "FAX REGISTRATION".

- Refer to "*Setting Up the Fax Registration*".

2 For FAX3900: Press the [7] key from the 10-Key Pad to select "RELAY BOX".

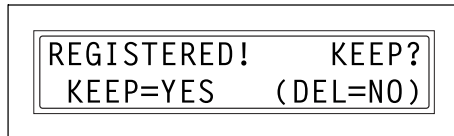


3 Using the 10-Key Pad, enter the number of the Relay Box that you wish to delete.



4 Press the [No] key.

A screen appears, allowing you to enter the Relay Box ID.



5 Using the 10-Key Pad, enter the 4-digit Relay Box ID, and then press the [Yes] key.

- If you wish to change the ID, press the [No] key, and then enter the new number.

The specified Relay Box is deleted.

6 Press the [Panel Reset] key.

The main screen appears again.

## 7.7 Setting Up the Transmission

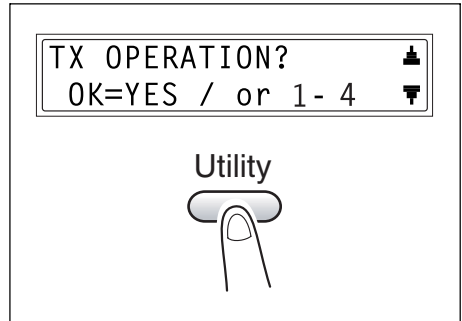
From the "TX OPERATION" menu, various functions for sending faxes can be set.

No.	TX OPERATION	Characteristic/Description
1	SCAN CONTRAST	This function can be used to set the default scanning contrast level to one of five settings between "LIGHT" and "DARK". For dark-colored paper (media), select a setting towards "LIGHT". For faint or colored text, select a setting toward "DARK".
2	RESOLUTION	This function can be used to set the default scanning resolution (image quality) to one of the following: "Standard", "Fine", "Super Fine", "Half Tone + Standard", "Half Tone + Fine" or "Half Tone + Super Fine". • The manufacturer's default setting is "Standard".
3	DEFAULT TX	This function can be used to set the default transmission mode to "MEM.TX" or "ADF TX". MEM.TX: memory transmission ADF TX: direct transmission • The manufacturer's default setting is "MEM.TX".
4	HEADER	This function can be used to set the default setting ("ON" or "OFF") for adding the header (date sent, sender's name and fax number, etc.) when sending faxes. • The manufacturer's default setting is "ON".

### Selecting the "TX OPERATION" menu

- 1 Press the [Utility] key six times.

"TX OPERATION" appears.

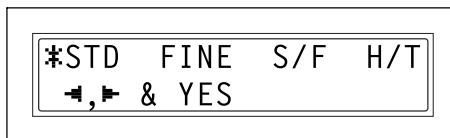


- 2 From the 10-Key Pad, press the key ([1] through [4]) for the "TX OPERATION" function that you wish to set.
  - The "TX OPERATION" functions are as follows:
    - 1 SCAN CONTRAST
    - 2 RESOLUTION
    - 3 DEFAULT TX
    - 4 HEADER





- 3** Using the [◀] and [▶] keys, select the desired resolution setting, and then press the [Yes] key.

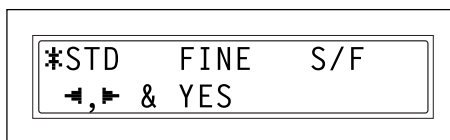


- The resolution settings appear as follows.  
 STD: Standard  
 FINE: Fine  
 S/F: Super Fine  
 H/T: Half Tone

If “H/T” was selected, a screen appears, allowing you to make a detailed setting. (Continue with step 4.)

If any setting other than “H/T” was selected, the “TX OPERATION” menu appears again.

- 4** Using the [◀] and [▶] keys, select the desired halftone setting, and then press the [Yes] key.



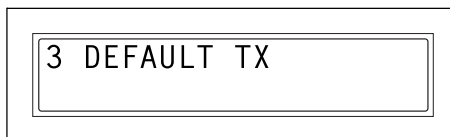
- The halftone settings appear as follows.  
 STD: Standard  
 FINE: Fine  
 S/F: Super Fine

The “TX OPERATION” menu appears again.

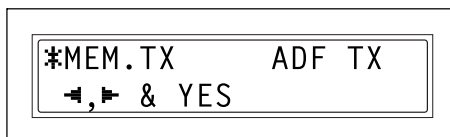
### Specifying Setting for “DEFAULT TX”

- 1** Select the “TX OPERATION”.
- Refer to *“Selecting the “TX OPERATION” menu .*

- 2** Press the [3] key from the 10-Key Pad to select “DEFAULT TX”.



- 3** Using the [◀] and [▶] keys, select either “MEM.TX” or “ADF TX”, and then press the [Yes] key.



The “TX OPERATION” menu appears again.

## Specifying the Setting for “HEADER”

- 1 Select the “TX OPERATION”.
  - Refer to “*Selecting the “TX OPERATION” menu*”.

- 2 Press the [4] key from the 10-Key Pad to select “HEADER”.



4 HEADER

- 3 Using the [◀] and [▶] keys, select either “ON” or “OFF”, and then press the [Yes] key.

The “TX OPERATION” menu appears again.



ON \*OFF  
◀, ▶ & YES

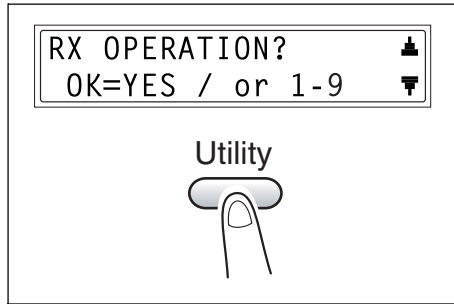
## 7.8 Setting Up the Reception

From the "RX OPERATION" menu, various functions for receiving faxes can be set.

No.	RX OPERATION	Characteristic/Description
1	MEMORY RX MODE	<p>This function can be used to set whether to allow ("ON") memory reception or not ("OFF"). In case when confidential faxes are being received, the received document can be stored in the memory and printed at a specified date and time or when memory reception is set to "OFF".</p> <p>A password can be set to specify the starting date and time or ending date and time of memory reception, or to cancel the function. This setting is valid until memory reception is turned off.</p> <ul style="list-style-type: none"> <li>The manufacturer's default setting is "OFF".</li> </ul>
2	NO. of RINGS	<p>This function can be used to set the number of rings between 1 and 16 until the call is answered.</p>
3	REDUCTION RX	<p>This function can be used to set whether documents longer than the paper are printed reduced ("ON"), split ("OFF"), or discarded ("CUT"). However, when sending a document more than 24 mm (1 inch) longer than the paper, "CUT" is not available. (In this case, the document is split.)</p> <ul style="list-style-type: none"> <li>The manufacturer's default setting is "ON".</li> </ul>
4	RX PRINT	<p>This function can be used to set whether the fax is only printed after all document pages have been received ("MEMORY RX") or printing begins as soon as the first page of the document is received ("PRINT RX").</p> <ul style="list-style-type: none"> <li>The manufacturer's default setting is "MEMORY RX".</li> </ul>
5	RX MODE	<p>This function can be used to set the reception mode to automatic reception ("AUTO RX") or manual reception ("MANUAL RX").</p> <p>Automatic reception: Automatically begins receiving after the set number of rings.</p> <p>Manual reception: Does not automatically receive the fax. Reception begins after making a connection by picking up the telephone receiver or pressing the [Speaker] key, then pressing the [Start] key.</p> <ul style="list-style-type: none"> <li>The manufacturer's default setting is "AUTO RX".</li> </ul>
6	FORWARD	<p>This function can be used to set whether or not the received document is forwarded.</p> <p>Forward ("ON"): The received document is forwarded to the specified fax number or e-mail address.</p> <p>Forward and print ("ON(PRINT)"): The received document is printed by this machine at the same time that it is forwarded to the specified fax number or e-mail address.</p> <p>Do not forward ("OFF"): The document is not forwarded</p> <ul style="list-style-type: none"> <li>The manufacturer's default setting is "OFF".</li> <li>* Forward the document to an e-mail address is only available with FAX3900.</li> </ul>
7	FOOTER	<p>This function can be used to set whether or not the reception information (date received, number of pages, etc.) is printed at the bottom of each received document.</p> <ul style="list-style-type: none"> <li>The manufacturer's default setting is "OFF".</li> </ul>
8	SELECT TRAY	<p>This function can be used to select which paper tray can be used to supply paper when printing received documents or transmission reports. (A paper tray that cannot be used for supplying paper can also be specified.)</p>
9	CLOSED NETWORK	<p>This function can be used to set whether or not the fax is received if the sender's fax number does not match the fax number programmed in this machine's one-touch dial keys and speed dials.</p> <ul style="list-style-type: none"> <li>The manufacturer's default setting is "OFF".</li> </ul>

## Selecting the “RX OPERATION” menu

- 1 Press the [Utility] key seven times.  
“RX OPERATION” appears.



- 2 From the 10-Key Pad, press the key ([1] through [9]) for the “RX OPERATION” function that you wish to set.
  - The “RX OPERATION” functions are as follows:
    - 1 MEMORY RX MODE
    - 2 NO. of RINGS
    - 3 REDUCTION RX
    - 4 RX PRINT
    - 5 RX MODE
    - 6 FORWARD
    - 7 FOOTER
    - 8 SELECT TRAY
    - 9 CLOSED NETWORK



### Tip

*If, at any time, you wish to quit setting/changing an “RX OPERATION” function, press the [No] key. When the message “STOP SETTING?” appears, press the [Yes] key to quit.*

*To exit the “RX OPERATION” menu, press the [Panel Reset] key. The main screen appears again.*

### Specifying the Setting for “MEMORY RX MODE”

**1** Select the “RX OPERATION”.

- Refer to “*Selecting the “RX OPERATION” menu*”.

**2** Press the [1] key from the 10-Key Pad to select “MEMORY RX MODE”.



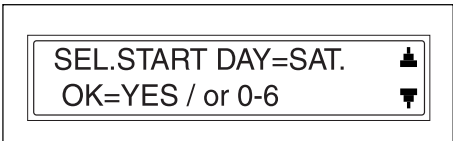
1 MEMORY RX MODE

**3** Using the [◀] and [▶] keys, select “ON”, and then press the [Yes] key.



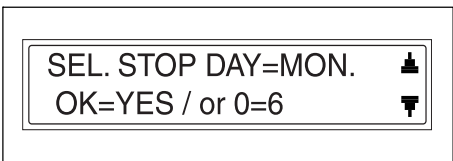
#ON OFF  
◀, ▶ & YES

**4** Using the [▲] and [▼] keys, to select the date for memory reception to begin, and then press the [Yes] key.



SEL.START DAY=SAT. ▲  
OK=YES / or 0-6 ▼

**5** Using the [▲] and [▼] keys, to select the date for memory reception to end, and then press the [Yes] key.



SEL. STOP DAY=MON. ▲  
OK=YES / or 0-6 ▼

**6** Using the 10-Key Pad, enter the time for memory reception to begin, and then press the [Yes] key.



ON TIME=20:00  
OK=YES

- To specify that memory reception stays on from the time that it is set to “ON” until it is manually canceled, press the [Yes] without entering a start time. (Skip to step 8.)

- 7** Using the 10-Key Pad, enter the time for memory reception to end, and then press the [Yes] key.



OFF TIME=09:00  
OK=YES

- 8** Using the 10-Key Pad, enter the 4-digit password used to cancel memory reception, and then press the [Yes] key.



PASSWORD=5678  
OK=YES

- If no password is to be specified, press the [Yes] key without entering anything.

The "RX OPERATION" menu appears again.

### To cancel memory reception

Memory reception is automatically canceled at the specified ending time, and the received documents are printed. If no ending time has been set or if you wish to cancel memory reception before the ending time, follow the procedure described below.

**1** Select the “RX OPERATION”.

- Refer to “Selecting the “RX OPERATION” menu .

**2** Press the [1] key from the 10-Key Pad to select “MEMORY RX MODE”.



1 MEMORY RX MODE

**3** Using the [◀] and [▶] keys, select “OFF”, and then press the [Yes] key.

- If a password was specified, continue with step 4.
- If a password was not specified, all received documents stored in the memory are printed, and the “RX OPERATION” menu appears again.



ON                    \*OFF  
◀, ▶ & YES

**4** Using the 10-Key Pad, enter the 4-digit password, and then press the [Yes] key.

All received documents stored in the memory are printed, and the “RX OPERATION” menu appears again.



PASSWORD=5678  
OK=YES




### Specifying the Setting for “NO.of RINGS”

- 1 Select the “RX OPERATION”.


- Refer to “*Selecting the “RX OPERATION” menu*”.

- 2 Press the [2] key from the 10-Key Pad to select “NO.of RINGS”.



2 NO. of RINGS

- 3 Using the 10-Key Pad, enter the desired number of rings, and then press the [Yes] key.



NO.of RINGS= 1(1-16)  
OK=YES

- The number of rings can be set between 1 and 16.

The “RX OPERATION” menu appears again.

### Specifying the Setting for “REDUCTION RX”

- 1 Select the “RX OPERATION”.

- Refer to “*Selecting the “RX OPERATION” menu*”.

- 2 Press the [3] key from the 10-Key Pad to select “REDUCTION RX”.



3 REDUCTION RX

- 3 Using the [◀] and [▶] keys, select “ON” (print the document reduced), “OFF” (split the printout) or “CUT” (discard any excess), and then press the [Yes] key.



\*ON      OFF      CUT  
◀, ▶ & YES

The “RX OPERATION” menu appears again.

**Specifying the Setting for “RX PRINT”**

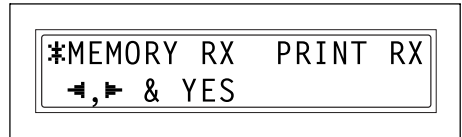
- 1 Select the “RX OPERATION”.
  - Refer to “*Selecting the “RX OPERATION” menu*”.

- 2 Press the [4] key from the 10-Key Pad to select “RX PRINT”.



- 3 Using the [◀] and [▶] keys, select either “MEMORY RX” or “PRINT RX”, and then press the [Yes] key.

The “RX OPERATION” menu appears again.

**Specifying the Setting for “RX MODE”**

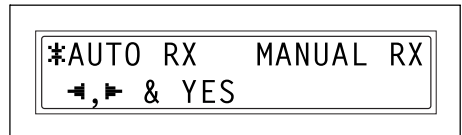
- 1 Select the “RX OPERATION”.
  - Refer to “*Selecting the “RX OPERATION” menu*”.

- 2 Press the [5] key from the 10-Key Pad to select “RX MODE”.



- 3 Using the [◀] and [▶] keys, select either “AUTO RX” or “MANUAL RX”, and then press the [Yes] key.

The “RX OPERATION” menu appears again.



## Specifying the Setting for “FORWARD”

1 Select the “RX OPERATION”.

- Refer to “*Selecting the “RX OPERATION” menu*”.

2 Press the [6] key from the 10-Key Pad to select “FORWARD”.



6 FORWARD

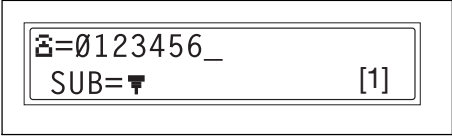
3 Using the [◀] and [▶] keys, select “ON”, “ON(PRINT)” or “OFF”, and then press the [Yes] key.



ON ON(PRINT) \*OFF  
◀, ▶ & YES

- If “ON” or “ON(PRINT)” was selected, a screen appears, allowing you to specify the forwarding location. (Continue with step 4.)
- If “OFF” was selected, the “RX OPERATION” menu appears again.

4 Using the one-touch dial keys or the speed dial numbers, or by entering the fax number using the 10-Key Pad, specify a fax number, and then press the [Yes] key.



☎=0123456\_  
SUB=▶ [1]

The “RX OPERATION” menu appears again.



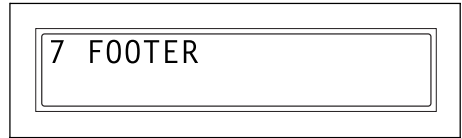
### Tip

*An e-mail address can be specified as a forwarding location only with FAX3900. For details, refer to this Chapter 9 “Internet Fax & Network Scan”*

### Specifying the Setting for “FOOTER”

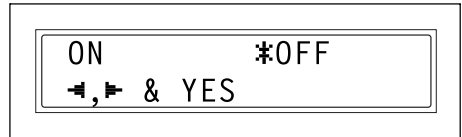
- 1 Select the “RX OPERATION”.
  - Refer to “*Selecting the “RX OPERATION” menu*”.

- 2 Press the [7] key from the 10-Key Pad to select “FOOTER”.



- 3 Using the [◀] and [▶] keys, select either “ON” or “OFF”, and then press the [Yes] key.

The “RX OPERATION” menu appears again.



### Specifying the Setting for “SELECT TRAY”

- 1 Select “RX OPERATION”.
  - Refer to “*Selecting the “RX OPERATION” menu*”.

- 2 Press the [8] key from the 10-Key Pad to select “SELECT TRAY”.

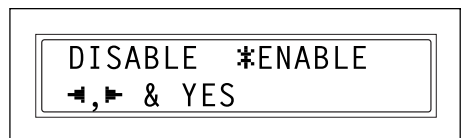


- 3 Using the [▲] and [▼] keys, select a paper tray, and then press the [Yes] key.



- 4 Using the [◀] and [▶] keys, select either “DISABLE” or “ENABLE”, and then press the [Yes] key.

The “RX OPERATION” menu appears again.



## Specifying the Setting for “CLOSED NETWORK”

- 1 Select the “CLOSED NETWORK”.
  - Refer to “*Selecting the “RX OPERATION” menu*”.

- 2 Press the [9] key from the 10-Key Pad to select “CLOSED NETWORK”.



- 3 Using the [◀] and [▶] keys, select either “ON” or “OFF”, and then press the [Yes] key.

The “RX OPERATION” menu appears again.

## 7.9 Setting Up the Communication

From the "COMM.SETTING" menu, various functions are available for specifying communication settings.

No.	COMM.SETTING	Characteristic/Description
1	TONE/PULSE	This function can be used to specify the dialing system. If this function is not correctly set to the type of dialing system used, faxes cannot be sent. Select the correct setting after checking which type of dialing system is used by your telephone line.
2	LINE MONITOR	This function can be used to set the volume when monitoring communication to "HIGH", "LOW" or "OFF". <ul style="list-style-type: none"> <li>The manufacturer's default setting is "LOW".</li> </ul>
3	PSTN/PBX	This function can be used to set whether the connected telephone wiring is a public switched telephone network (PSTN) or a private branch exchange (PBX). For a PBX system, the outside line access number (or extension number) must be specified.

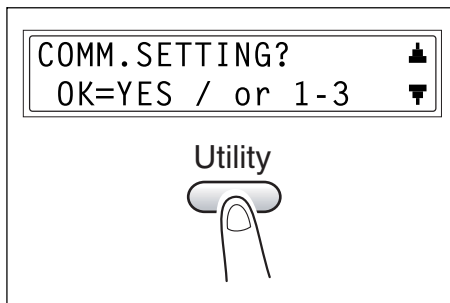
### Specifying the Setting for "TONE/PULSE"

There are two types of telephone dialing systems: tone dialing (PB) and pulse dialing (DP10pps or DP20pps). Faxes cannot be sent if this machine is not set to the system used by your telephone line. Select the correct setting after checking which type of dialing system is used.

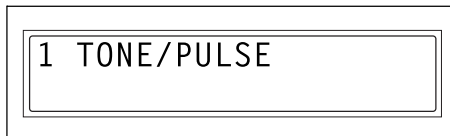
#### To specify the telephone dialing system

- 1 Press the [Utility] key eight times.

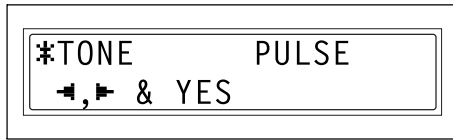
The first screen of the Utility mode appears.



- 2 From the 10-Key Pad, press the [1] key.

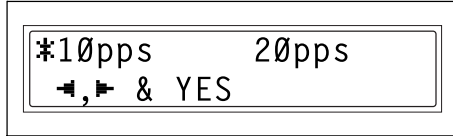


- 3 Using the [◀] and [▶] keys, select either “TONE” (for tone dialing) or “PULSE” (for pulse dialing), and then press the [Yes] key.



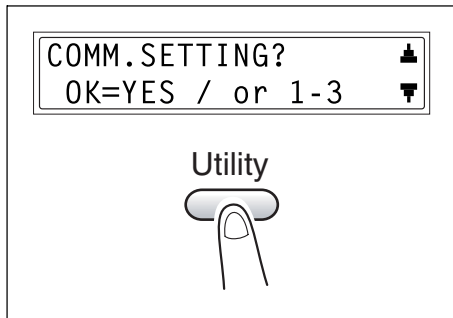
- 4 If “PULSE” was selected, select either “10pps” or “20pps”, and then press the [Yes] key.

The “COMM.SETTING” menu appears again.



### Specifying the Setting for “LINE MONITOR”

- 1 Press the [Utility] key eight times. “COMM. SETTING” appears.



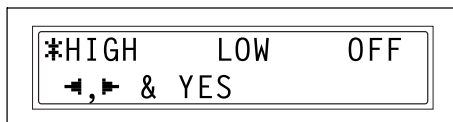
- 2 From the 10-Key Pad, press the [2] key.

A screen appears, allowing you to select the monitoring volume.



- 3 Using the [◀] and [▶] keys, select “HIGH”, “LOW” or “OFF”, and then press the [Yes] key.

The “COMM.SETTING” menu appears again.



### Specifying the Setting for “PSTN/PBX”

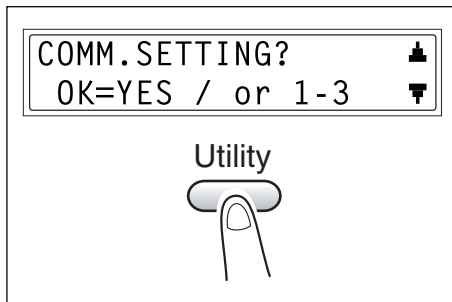
The connected wiring system can be set to either PSTN (Public Switched Telephone Network) or PBX (Private Branch Exchange).

For a PBX system, the outside line access number (or extension number) must be specified. The outside line access number (or extension number) is programmed in the [#] key.

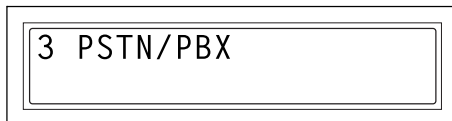
#### To specify the telephone wiring system

- 1 Press the [Utility] key eight times.

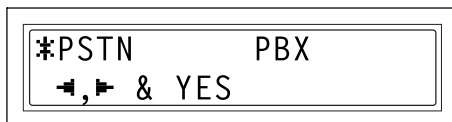
The first screen of the Utility mode appears.



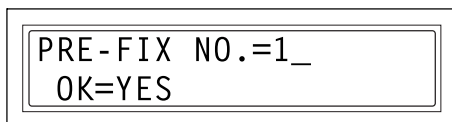
- 2 From the 10-Key Pad, press the [3] key.



- 3 Using the [◀] and [▶] keys, select either “PSTN” (Public Switched Telephone Network) or “PBX” (Private Branch Exchange), and then press the [Yes] key.



- 4 If “PBX” was selected, use the 10-Key Pad to enter the number that should be dialed to access the outside line, and then press the [Yes] key.



The “COMM.SETTING” menu appears again.



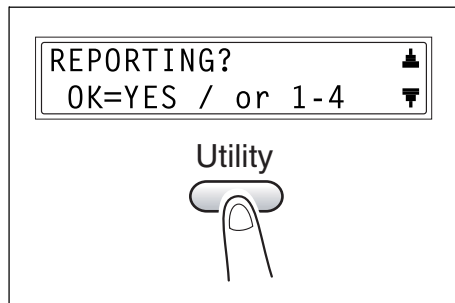
## 7.10 Setting Up the Report Output

From the “REPORTING” menu, various functions are available for specifying which reports are automatically printed.

No.	REPORTING	Characteristic/Description
1	ACTIVITY REPORT	Every 60 transmissions/receptions, a report can be printed to show the results of the transmissions/receptions. This function can be used to set whether the report is printed automatically when the 60th transmission/reception is reached. <ul style="list-style-type: none"> <li>• The manufacturer's default setting is “ON”.</li> </ul>
2	RESERV.REPORT	If multiple recipients are specified for transmission, such as with broadcast transmission and polling reception, a report can be printed to show specified settings. This function can be used to set whether this report is printed automatically. <ul style="list-style-type: none"> <li>• The manufacturer's default setting is “OFF”.</li> </ul>
3	TX RESULT REPORT	This function can be used to set whether the report showing the result of a transmission is printed automatically after the transmission is finished. <ul style="list-style-type: none"> <li>• The manufacturer's default setting is “OFF”.</li> </ul>
4	RX RESULT REPORT	This function can be used to set whether the report showing the result of a reception is printed automatically after mailbox reception is finished. (If regular reception is not finished normally, a report will always be printed, regardless of the selected setting.) <ul style="list-style-type: none"> <li>• The manufacturer's default setting is “OFF”.</li> </ul>

### Selecting the “REPORTING” menu

- 1 Press the [Utility] key nine times.  
“REPORTING” appears.



- 2 From the 10-Key Pad, press the key ([1] through [4]) for the “REPORTING” function that you wish to set.
  - The “REPORTING” functions are as follows:
    - 1 ACTIVITY REPORT
    - 2 RESERV.REPORT
    - 3 TX RESULT REPORT
    - 4 RX RESULT REPORT

**Tip**

If, at any time, you wish to quit setting/changing a “REPORTING” function, press the [No] key. When the message “STOP SETTING?” appears, press the [Yes] key to quit.

To exit the “REPORTING” menu, press the [Panel Reset] key. The main screen appears again.

**Specifying the Setting for “ACTIVITY REPORT”**

- 1 Select the “REPORTING”.
  - Refer to “Selecting the “REPORTING” menu .

- 2 Press the [1] key from the 10-Key Pad to select “ACTIVITY REPORT”.

- 3 Using the [◀] and [▶] keys, select either “ON” or “OFF”, and then press the [Yes] key.

The “REPORTING” menu appears again.

**Specifying the Setting for “RESERV.REPORT”**

- 1 Select the “REPORTING”.
  - Refer to “Selecting the “REPORTING” menu .

- 2 Press the [2] key from the 10-Key Pad to select “RESERV.REPORT”.

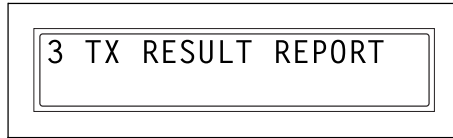
- 3 Using the [◀] and [▶] keys, select either “ON” or “OFF”, and then press the [Yes] key.

The “REPORTING” menu appears again.

### Specifying the Setting for “TX RESULT REPORT”

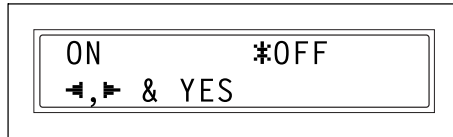
- 1 Select the “REPORTING”.
  - Refer to “*Selecting the “REPORTING” menu*”.

- 2 Press the [3] key from the 10-Key Pad to select “TX RESULT REPORT”.



- 3 Using the [◀] and [▶] keys, select either “ON” or “OFF”, and then press the [Yes] key.

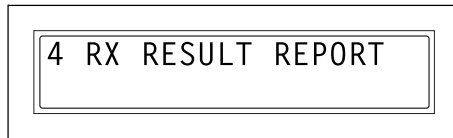
The “REPORTING” menu appears again.



### Specifying the Setting for “RX RESULT REPORT”

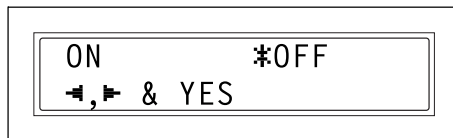
- 1 Select “REPORTING”.
  - Refer to “*Selecting the “REPORTING” menu*”.

- 2 Press the [4] key from the 10-Key Pad to select “RX RESULT REPORT”.



- 3 Using the [◀] and [▶] keys, select either “ON” or “OFF”, and then press the [Yes] key.

The “REPORTING” menu appears again.



## 7.11 Specifying Initial User Data

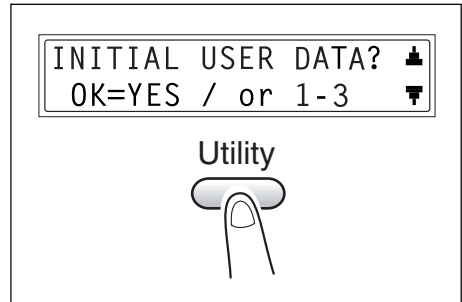
Various settings for the machine's user data can be specified.

Refer to the following table for details on each function.

No.	Name	Description
1	DATE&TIME	The date and time for the machine can be specified.
2	USER FAX NO.	The fax number for the machine can be specified.
3	USER NAME	The fax name for the machine can be specified.

### Selecting the "INITIAL USER DATA" menu

- 1 Press the [Utility] key ten times.  
"INITIAL USER DATA" appears.



- 2 From the 10-Key Pad, press the key ([1] through [3]) for the INITIAL USER DATA function that you wish to set.
  - The INITIAL USER DATA functions are as follows:
    - 1 DATE&TIME
    - 2 USER FAX NO.
    - 3 USER NAME



#### Tip

To quit changing initial user data settings, press the [No] key. "STOP REGISTRATION?" appears. Press the [Yes] key to quit changing the settings.

## Specifying the Setting for “DATE&TIME”

- 1 Select “DATE&TIME”.
  - Refer to “*Selecting the “INITIAL USER DATA” menu*”.

- 2 Using the 10-Key Pad, enter the current time and date.

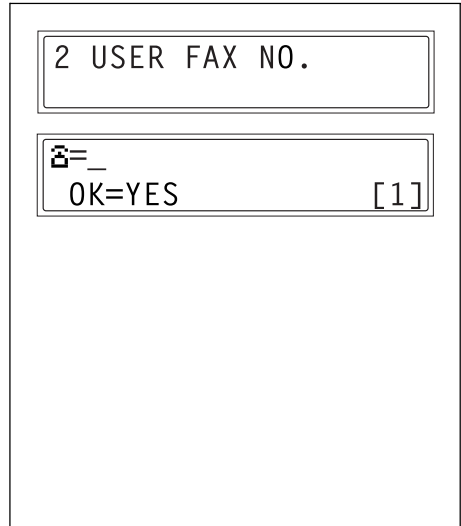
Enter the settings in the following order: hours, minutes, year, month, and day.



- 3 Press the [Yes] key to display the time zone setting. Press the [▲] and [▼] keys to select the appropriate time zone.
- 4 Press the [Yes] key.

**Specifying the Setting for “USER FAX NO.”**

- 1** Select the “USER FAX NO.”
  - Refer to “*Selecting the “INITIAL USER DATA” menu*”.
- 2** Using the 10-Key Pad, enter the fax number.



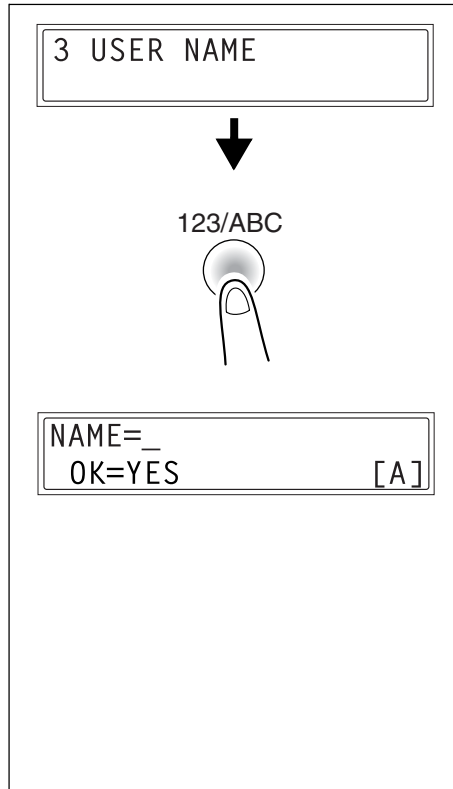
2 USER FAX NO.

⊠=\_  
OK=YES [1]

- 3** Press the [Yes] key.

## Specifying the Setting for “USER NAME”

- 1 Select the “USER NAME”.
  - Refer to “*Selecting the “INITIAL USER DATA” menu*”.
- 2 Using the 10-Key Pad, enter the user name for the machine.
  - Each press of the [123/ABC] key switches the input mode between numbers and letters.  
[1]: Numbers can be typed in.  
[A]: Letters can be typed in.



- 3 Press the [Yes] key.

---

# *When a Message Appears*

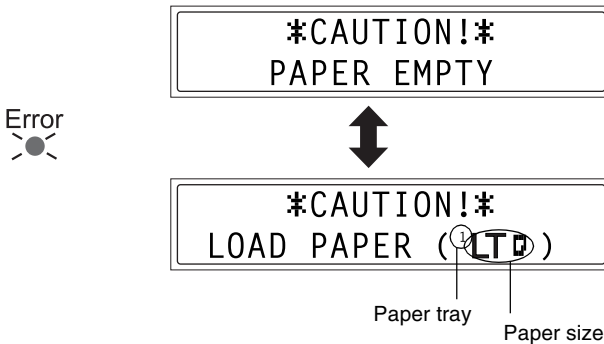
---

# 8



## 8.1 When the Message "PAPER EMPTY" Appears

When the currently selected paper tray runs out of paper, the message shown below appears, and printing cannot continue.

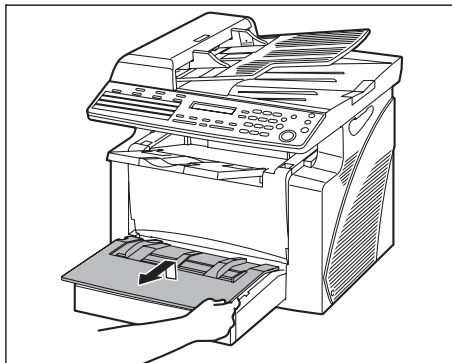


Check the paper tray that has run out of paper, and then supply paper according to the following procedures.

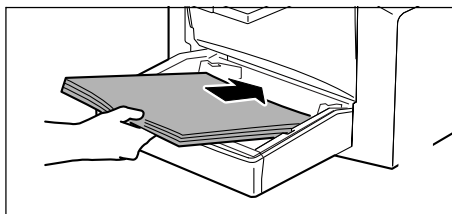
Indicator	Paper Tray
1	Tray1
2	Tray2
	Bypass Tray

### Loading Paper into Tray1

- 1 Remove the Bypass Tray.



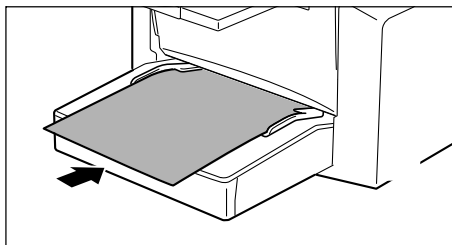
- 2 Load the paper in the tray so that the front side of the paper (the side facing up when the package was unwrapped) faces up.



- 3 Attach the Bypass Tray in its original position.

### Loading Paper into the Bypass Tray

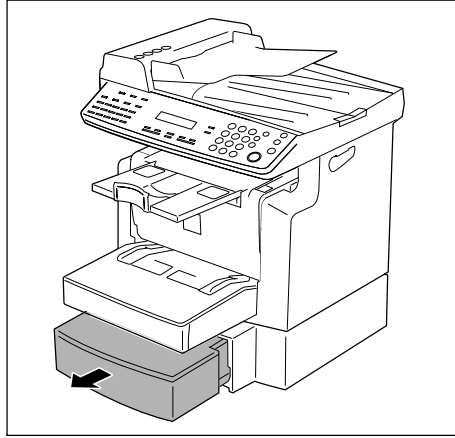
- 1 Load the paper so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

**Note**

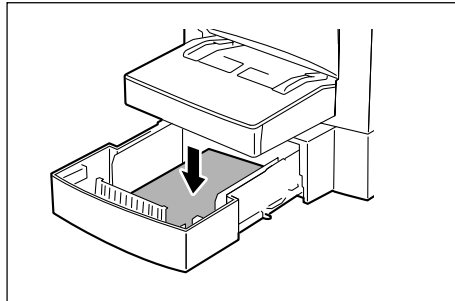
*The Bypass Tray can be loaded with a maximum of 1 envelope, 1 OHP transparency, 1 card, or 10 sheets of plain paper.*

## Loading Paper into Tray2 (option)

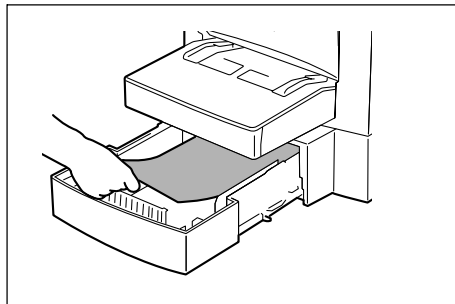
- 1 Pull out the drawer for Tray2.



- 2 Remove the drawer cover, and then press down on the paper-lifting plate until it locks into place.



- 3 Load the paper into the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.



- 4 Attach the drawer cover, and then return the drawer for Tray2 to its original position.

## 8.2 When the Message “TONER EMPTY” Appears

When toner is about to run out, the message shown below appears, indicating that the toner is almost empty. When this message appears, replace the Toner Cartridge with a new one as soon as possible. If you continue making copies/printing, the toner will be emptied, and copies/printing can no longer be made.

<Toner nearly empty: Copy mode>

TEXT	x1.00	1
[A]	<sup>1</sup> LT	TONER



TEXT	x1.00	1
[A]	<sup>1</sup> LT	EMPTY

<Toner nearly empty: Fax mode>

05:30	STD	100%
TONER	NEAR	EMPTY

When the toner is empty, the message shown below appears and making copies or printing can no longer be performed. Replace the Toner Cartridge.

<Toner empty>

*CAUTION!* TONER EMPTY
---------------------------



*CAUTION!* CHANGE TONER
----------------------------



### CAUTION

#### Used Toner Cartridges

- In order to prevent the used Toner Cartridge from dirtying anything, keep it in the box.
- Dispose of the used Toner Cartridge according to your local regulations.



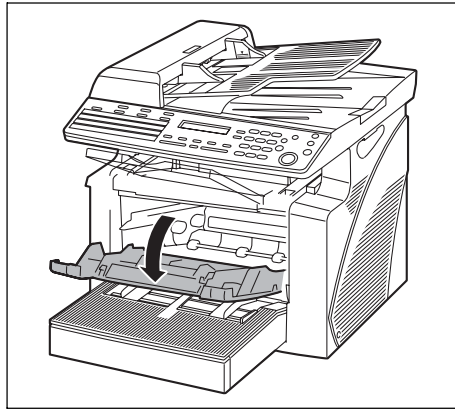
### Note

Use only the toner that has been manufactured specifically for this machine. Never use any other types of toner, as a malfunction could result. For details, contact your service representative.

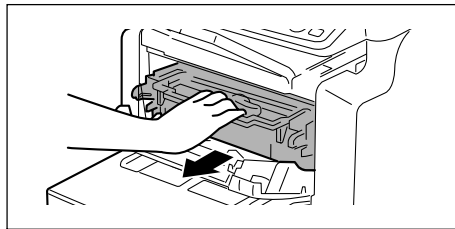
Before replacing the Toner Cartridge, check that it is of the following type. Toner Cartridge TN-110 and 4519-322 on its box. Do not use a Toner Cartridge of a different type.

## Replacing the Toner Cartridge

- 1 Open the Front Cover.



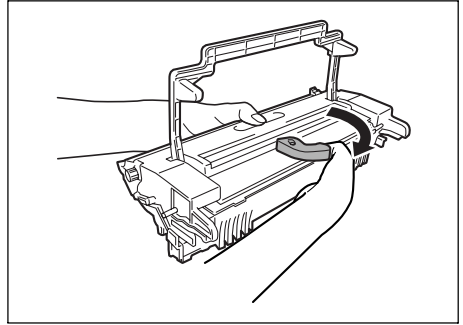
- 2 Grab the handle of the Imaging Cartridge, and then pull it toward you to remove the cartridge.



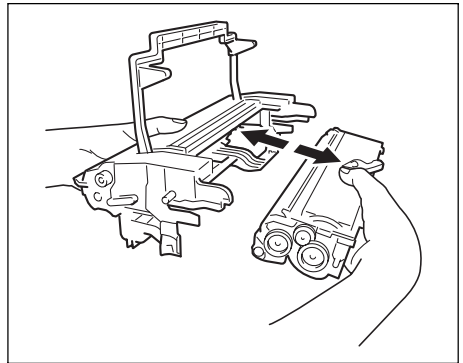
### Note

Since the Imaging Cartridge can easily be damaged by light, exposing the cartridge to light for a long period of time will result in decreased image quality.

- 3 Move the lever in the direction of the arrow to release the lock.



- 4 Remove the Toner Cartridge from the Drum Cartridge.

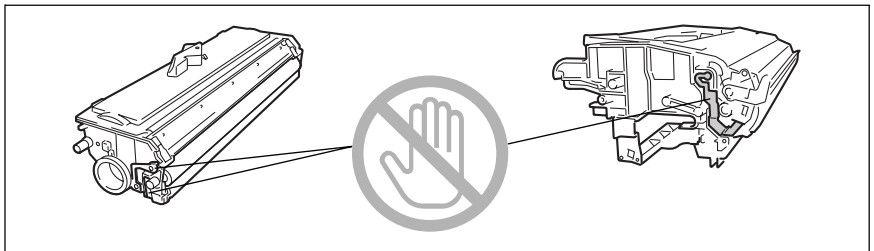


**Note**

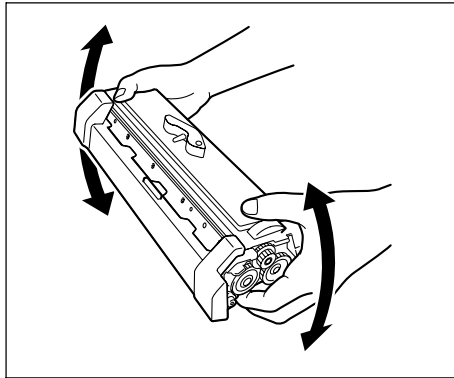
*When separating the Toner Cartridge from the Drum Cartridge, do not tilt the cartridge, otherwise toner may spill.*

*Do not touch the PC drum under the flap of the Drum Cartridge, otherwise decreased image quality may result.*

*Do not touch any metal parts of the Drum Cartridge or Toner Cartridge, otherwise the units may be damaged by static electricity.*



- 5 Shake the new Toner Cartridge well.

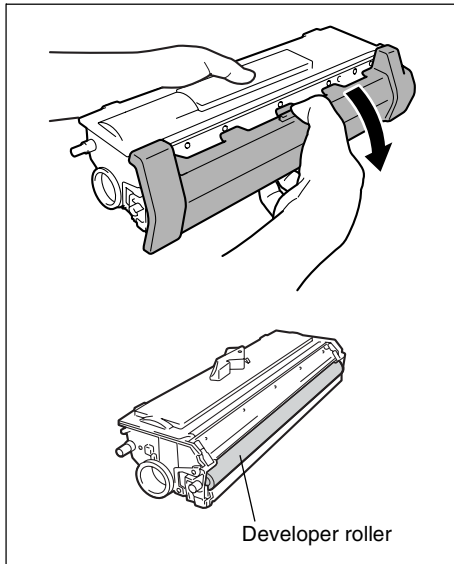


- 6 Remove the protective cover from the Toner Cartridge.

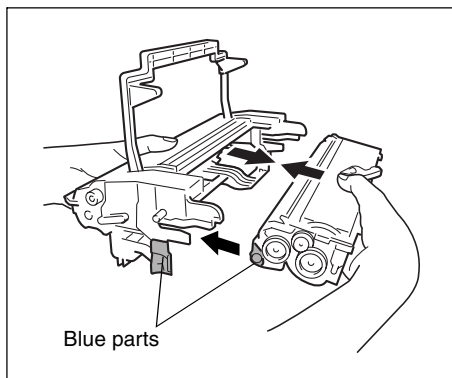


**Note**

*Do not touch the developer roller, otherwise decreased image quality may result.*



- 7 Align the blue parts of the Drum Cartridge and Toner Cartridge, and then attach them together.

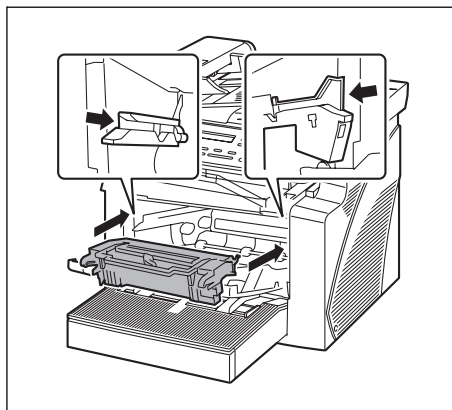


- 8 Align the tab on the Imaging Cartridge with the rail in the machine, and then install the cartridge.



**Note**

*Do not push in the Imaging Cartridge with excessive force if the cartridge is not correctly aligned on the rail, otherwise the units may be damaged.*



- 9 Close the Front Cover.



### 8.3 When the Message “PAPER MISFEED” Appears

If the message shown below appears during printing and the machine stops operating, a paper misfeed has occurred in a paper tray.

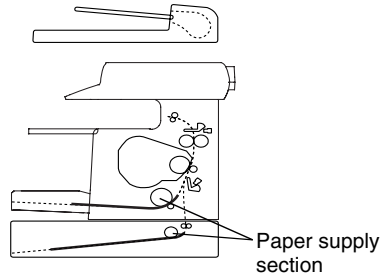
Follow the procedure described below to clear the misfed paper.



**\*CAUTION!\*  
PAPER MISFEED**

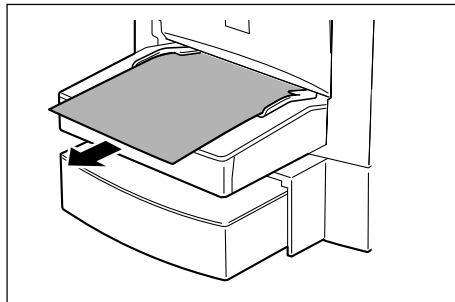


**\*CAUTION!\*  
OPEN FRONT COVER**

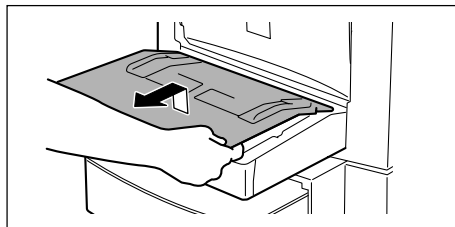


#### Clearing a Paper Misfeed in the Paper Trays

- 1 Remove all paper from the Bypass Tray.



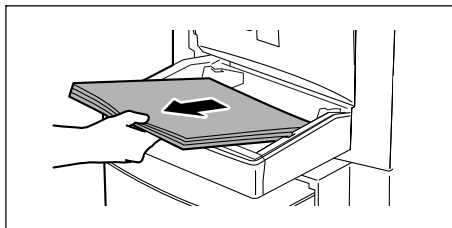
- 2 Remove the Bypass Tray.



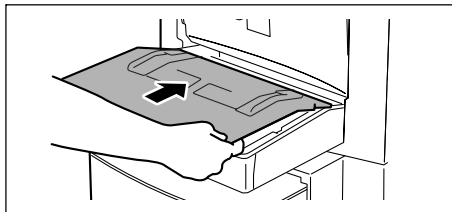
- 3 Remove all paper from Tray1.

**Note**

*Do not reuse paper that has been misfed.*



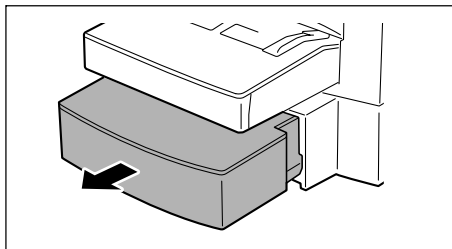
- 4 Reload the paper stack in the tray.



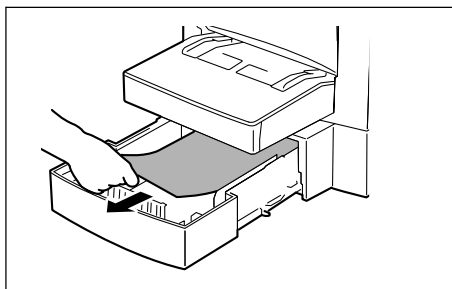
- 5 Attach the tray removed in step 2.

- 6 Reload the paper removed in step 1.

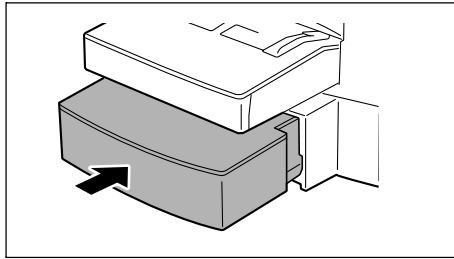
- 7 Remove the cover of optional Tray2, and then pull out the drawer.



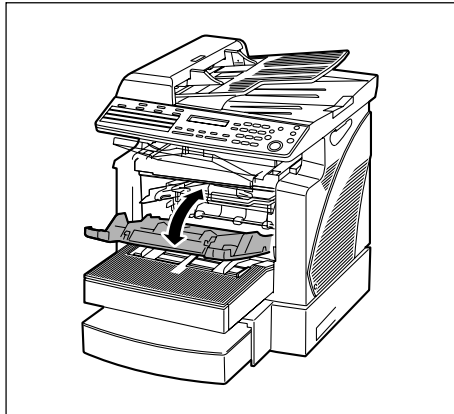
- 8 Remove all paper from the drawer.



- 9 Reload the paper stack into the drawer, and then slide the drawer back into the Paper Feed Cassette.



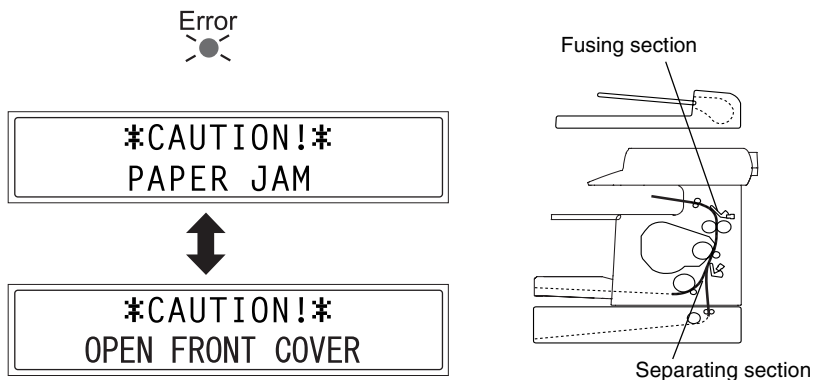
- 10 Open, then close the Front Cover.



## 8.4 When the Message “PAPER JAM” Appears

If the message shown below appears during printing and the machine stops operating, a paper misfeed has occurred in the machine.

Follow the procedure described below to clear the misfed paper.



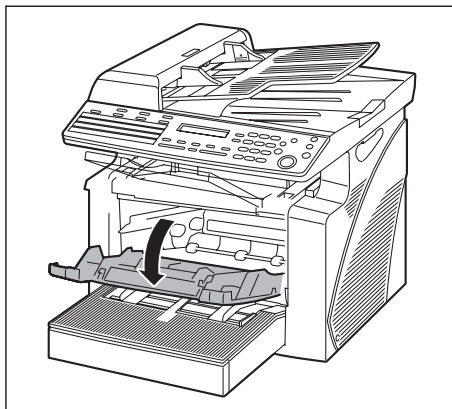
### CAUTION

The area around the Fusing Unit is extremely hot.

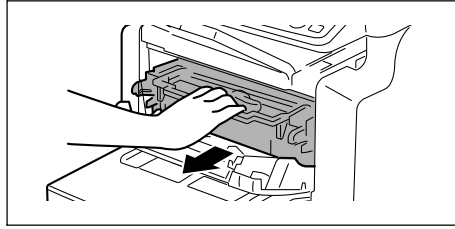
→ Touching any part other than the paper may result in burns.

### Clearing a Paper Misfeed in the Machine

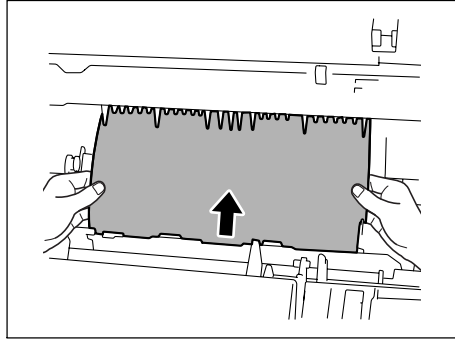
- 1 Open the Front Cover.



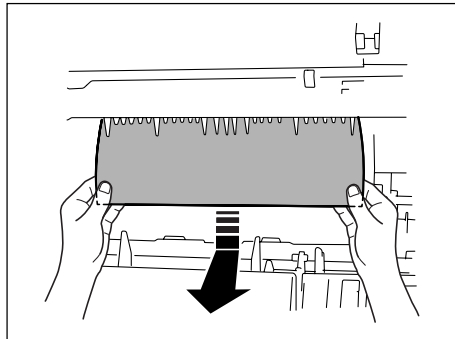
- 2 Remove the Imaging Cartridge.



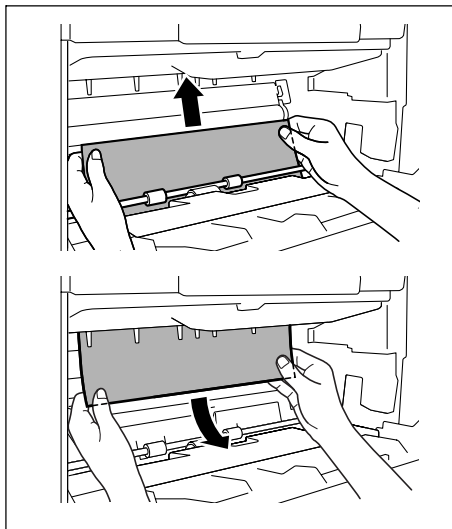
- 3 Grab both sides of the paper, and then pull it out upward.



- 4 Grab both sides of the paper, and then carefully pull out the sheet of paper.



- Grab both sides of the paper, and then carefully pull the sheet of paper straight upward.

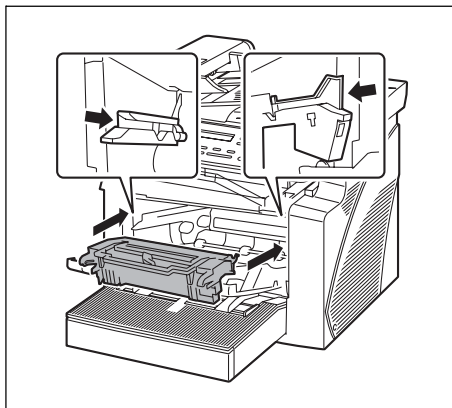


- Grab both sides of the paper, and then carefully pull the sheet of paper straight downward.

- 5 Align the tab on the Imaging Cartridge with the rail in the machine, and then install the cartridge.

**Note**

*Do not push in the Imaging Cartridge with excessive force if the cartridge is not correctly aligned on the rail, otherwise the units may be damaged.*



- 6 Close the Front Cover.

**Tip**

*If “PAPER JAM” remains displayed, even after the misfeed-clearing procedure is performed, refer to “What Does Each Message Mean?” on page 8-22.*

## 8.5 When the Message "ORIGINAL DOC. JAM" Appears

If the message shown below appears while scanning an original with the Auto Document Feeder and the machine stops operating, a paper misfeed has occurred in the Auto Document Feeder.

Follow the procedure described below to clear the misfed paper.

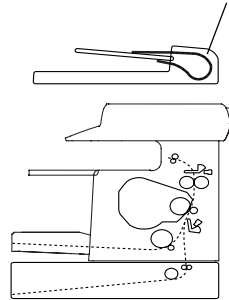


**\*CAUTION!\***  
ORIGINAL DOC. JAM



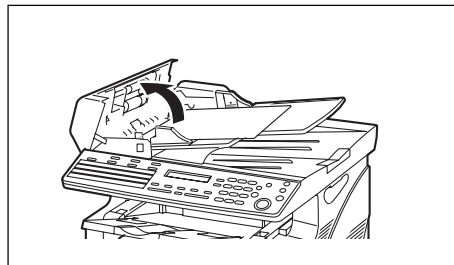
**\*CAUTION!\***  
OPEN DOC. FEED COVER

Automatic paper supply section

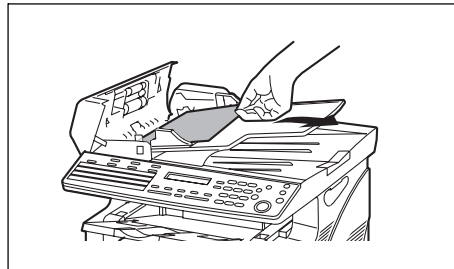


### Clearing a paper misfeed in Auto Document Feeder

- 1 Open the Document Feeder Cover.



- 2 Unload the document from the Document Feeder Tray.



- 3 Close the Document Feeder Cover.
- 4 Load the documents removed in step 2 back into the tray.

**Note**

*Replace the document page that was misfed, according to the page number indicated in the Display.*

*If “ORIGINAL DOC.JAM” remains displayed, even after clearing misfed document, perform the misfeed-clearing procedure again.*



## 8.6 When the Message “PAPER SIZE ERROR” Appears

If the paper size specified for a paper tray differs from the size of the paper loaded in the tray, the message shown below appears when paper is fed from that tray.



\*CAUTION!\*  
 PAPER SIZE ERROR

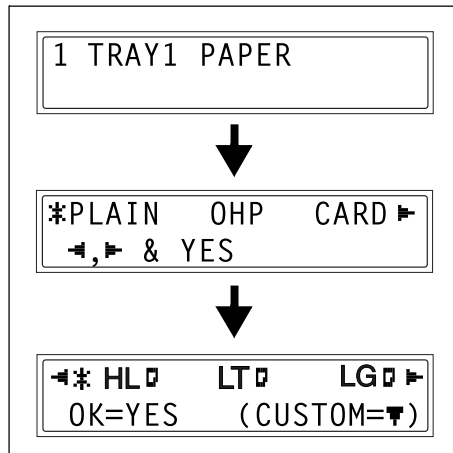


\*CAUTION!\*  
 RESET PAPER ( <sup>1</sup>LT□ )

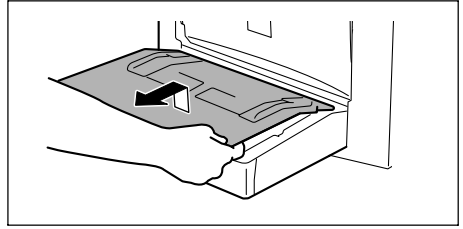
Check the message for the paper tray and the paper size to be fed, and then load paper according to the corresponding procedure described below.

### For Tray1

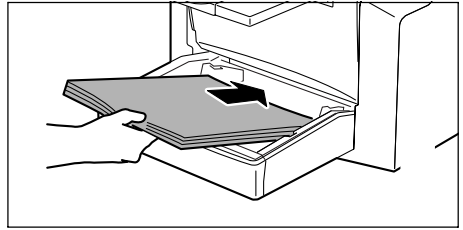
- 1 Select “TRAY1 PAPER”.
  - “Selecting the “PAPER SOURCE SETUP” menu” on page 7-12
- 2 Press the [1] key of the 10-Key Pad, and then specify the correct paper type and size.
  - “Specifying the Setting for “TRAY1 PAPER”” on page 7-13



- 3** Remove the Bypass Tray, and then remove all paper from Tray1.



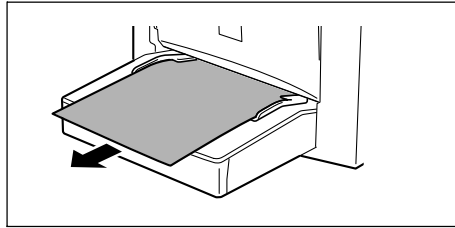
- 4** Load the desired paper into the tray.



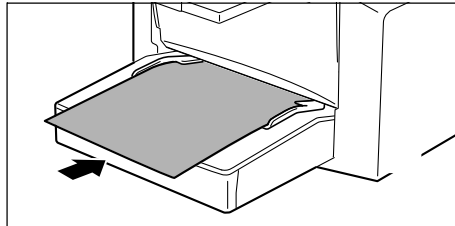
- 5** Try performing the print cycle again.

### For the Bypass Tray

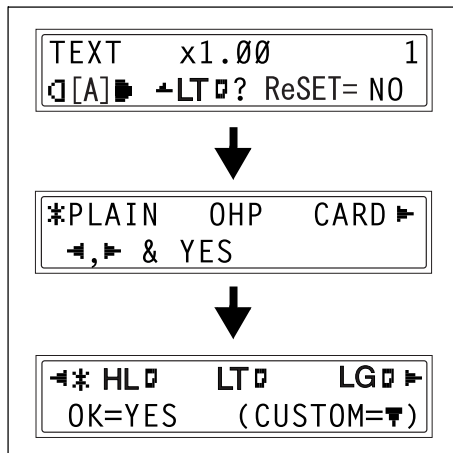
- 1 Remove all paper from the Bypass Tray.



- 2 Load the desired paper into the tray.



- 3 Select the setting for the type and size of paper that is loaded.
  - "Specifying the Size and Type on the Manual Bypass Tray" on page 4-5



- 4 Try performing the print cycle again.

## 8.7 When the Message “MACHINE TROUBLE” Appears

If the message shown below appears, some machine malfunction has occurred. Contact your service representative.



\*CAUTION!\*  
MACHINE TROUBLE



SERVICE CALL  
(C####)

**Note**

*When contacting the service representative, be sure to inform them of the machine code (error code: C####) that was indicated.*


## 8.8 What Does Each Message Mean?

Message	Cause	Action
*REMOVE PAPER IN BYPASS TRAY*	Paper is loaded in the Bypass Tray.	Remove the paper from the Bypass Tray.
FRONT COVER OPEN ↕ CLOSE FRONT COVER	The Front Cover of the main unit is open or not securely closed.	Securely close the Front Cover.
DOC.FEED COVER OPEN ↕ CLOSE DOC.FEED COVER	The Document Feeder Cover is open.	Securely close the Document Feeder Cover.
MEMORY FULL ↕ PRESS ANY KEY	The size of the data for the scanned document has exceeded the capacity of the memory.	Press the [Panel Reset] key, or turn the machine off, then on again. (The scanned data should be cleared from the memory.)
MACHINE TROUBLE ↕ SERVICE CALL (C####)	Some problem occurred in the machine.	Turn the machine off, then on again. If the error is still displayed, contact your service representative.
FUSER COVER OPEN ↕ CLOSE FUSER COVER	The Fuser Cover of the main unit is open or not securely closed.	Securely close the Fuser Cover.
PAPER JAM ↕ OPEN FRONT COVER	A paper misfeed occurred. All misfed paper was not removed from the main unit. The Fuser Cover of the main unit is open or not securely closed.	Perform the misfeed-clearing procedure. (p. 8-16) Close the Fuser Cover, then open and close the Front Cover.
NO SUITABLE PAPER ↕ LOAD PAPER (LT)	In Fax mode, plain paper of a size other than Letter, Legal or A4 is loaded into the paper tray.	Load plain paper of the appropriate size into Tray1 or the optional Tray2.
INCORRECT T/C TYPE ↕ CHANGE T/C	Incorrect type of Toner Cartridge is installed. Toner Cartridge is not installed.	Install the correct type of Toner Cartridge. (p. 8-5) Install the Toner Cartridge. (p. 8-6)
LINE PROBLEM ↕ (Flashing alternately) CHECK LINE	<ul style="list-style-type: none"> <li>The telephone dialing system or telephone wiring system are not set correctly.</li> <li>The telephone cable is not attached correctly.</li> </ul>	<ul style="list-style-type: none"> <li>Check the telephone dialing system or telephone wiring system and use the appropriate Utility mode function to make the correct settings.</li> <li>Correctly connect the telephone cable.</li> </ul>

Message	Cause	Action
*COMM.ERROR* (####)	<ul style="list-style-type: none"> <li>Communication is not possible because of some problem in the machine.</li> <li>Communication is not possible because of a problem with the recipient/caller's fax machine.</li> </ul>	Check the transmission results.
*REDIAL ALL FAILED*	All redial attempts failed because either the recipient's line is busy or there was no answer.	Check the condition of the recipient's line, and then try sending the fax again.
*MEM.FULL/TX CANCEL*	While sending a fax, the size of the data for the scanned image has exceeded the capacity of the memory.	<ul style="list-style-type: none"> <li>Retrieve all received faxes stored in the memory.</li> <li>Send the fax by direct transmission.</li> </ul>
*MEM.FULL/RX CANCEL*	While receiving a fax, the size of the data for the received image has exceeded the capacity of the memory.	Retrieve all received faxes stored in the memory.
FILE FULL/TX CANCEL	While sending a fax, the maximum of number of managed memory file is used.	Retrieve all received faxes stored in the memory.
FILE FULL/RX CANCEL	While receiving a fax, the maximum of number of managed memory file is used.	Retrieve all received faxes stored in the memory.
HANG UP THE PHONE	The receiver of the connected telephone is lifted.	Replace the receiver of the connected telephone on the hook.
TEXT × 1.00 1 ([A]) #XXX: EMPTY	(While specifying copy settings) The selected paper tray has run out of paper. "#" indicates the paper tray, and "XXX" indicates the paper size.	Either load paper of the specified size into the specified paper tray, or press the [Paper] key and select a different paper size.
TEXT × 1.00 1 ([A]) #XXX Fax Err	A fax error occurred while an operation was being performed in Copy mode.	Press the [Fax] key to check the error condition, and take appropriate measures.
TEXT × 1.00 1 ([A]) #XXComm.Err	A fax transmission error occurred while an operation was being performed in Copy mode.	Press the [Fax] key to check the error condition, and take appropriate measures.

## Internet Fax/Network Scan

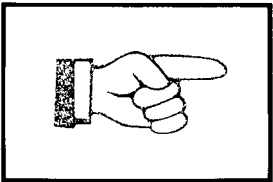
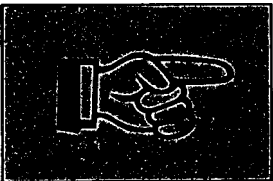
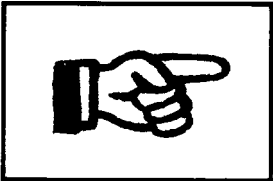
Message	Cause	Remedy
*COMM.ERROR* XXXX Server	Communication is not possible because of some problem in the copier or due to the condition of the network or server.	Check the transmission results. Consult with the network administrator.
*CANNOT CONNECT* XXXX Server	A connection to the server cannot be established.	Check that the Ethernet cable is correctly connected. (p. 9-14) Check the settings for the functions on the "E-MAIL SETTING 1", "E-MAIL SETTING 2", and "NETWORK SETTING" menus. (p. 9-16) Consult with the network administrator.
*CANNOT GET IP* XXXX Server	The IP address could not be assigned by the DNS or DHCP server.	Consult with the network administrator.
*DISCONNECT* XXXX Server	The connection to the server was cut.	Consult with the network administrator.
*WRONG PASSWORD* XXXX Server	The password is incorrect, so the copier could not log onto the server.	For a POP3 server, check the setting for the functions on the "E-MAIL SETTING 2" menu. (p. 9-28) Consult with the network administrator.
*RECEIVE WRONG DATA* XXXX Server	An e-mail message that cannot be printed by this copier was received. (For a file attachment in a format other than TIFF-F)	Ask the sender to send a TIFF-F file or text in the correct format.
*MEM.FULL/TX CANCEL*	While sending an e-mail message, the size of the data for the scanned image has exceeded the capacity of the memory.	Retrieve all received e-mail messages stored in the memory.
*MEM.FULL/RX CANCEL* XXXX Server	While receiving an e-mail message, the size of the data for the scanned image has exceeded the capacity of the memory.	Retrieve all received e-mail messages stored in the memory.
*FILE FULL/TX CANCEL*	While sending an e-mail message, the maximum number of managed memory files is used.	Retrieve all received e-mail messages stored in the memory.
*FILE FULL/RX CANCEL* XXXX Server	While receiving an e-mail message, the maximum number of managed memory files is used.	Retrieve all received e-mail messages stored in the memory.
*SERVER MEMORY FULL* SMTP Server	The memory of the SMTP server has become full while sending an e-mail message.	Consult with the network administrator.

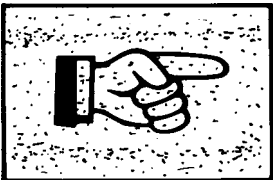
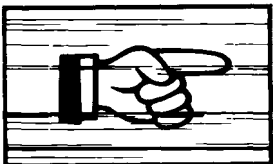
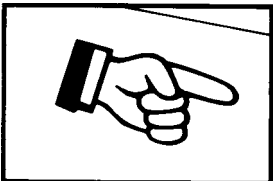
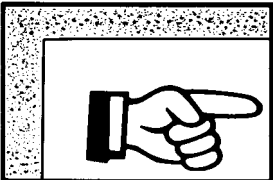
Message	Cause	Remedy
*FTP SERVER ERROR*	While uploading scan data, the data could not be correctly uploaded to the FTP server.	Consult your network administrator for details.
MACHINE TROUBLE  SERVICE CALL (C####)	Some problem occurred in the copier.	Turn the copier off, then on again. If the error is still displayed, contact your service representative.



## 8.9 When Incorrect Copies Are Produced

\* If the problem is not corrected even after the operations described above are performed, contact your service representative.

Symptom	Possible Cause	Action
The printed output is too light. 	The density level for the Auto setting is set to "LIGHT".	Adjust the setting for DENSITY LEVEL (A) in the Utility mode. (p. 7-22) Otherwise, cancel the "Auto" density setting, and then manually select the desired density setting. (p. 4-11)
	The density level is set to "LIGHT".	Press the [▶] key, and then select a darker print density. (p. 4-11)
	Does the message "TONER EMPTY" or "TONER NEAR EMPTY" appear in the Display?	Replace the Toner Cartridge with a new one. (p. 8-6)
	The paper is damp.	Change the paper.
The printed output is too dark. 	The density level for the Auto setting is set to "DARK".	Adjust the setting for DENSITY LEVEL (A) in the Utility mode. (p. 7-22) Otherwise, cancel the "Auto" density setting, and then manually select the desired density setting. (p. 4-11)
	The density level is set to "DARK".	Press the [◀] key, and then select a lighter print density. (p. 4-11)
The printed output is blurry. 	The paper is damp.	Change the paper.

Symptom	Possible Cause	Action
<p>The printed output has dark specks or spots.</p> 	<p>The original is 2-sided.</p>	<p>If a thin double-sided document is being printed, the information on the back side may be reproduced in the print. Press the [◀] key and select a lighter print density.</p>
<p>The printed output has lines.</p> 	<p>The Drum Cartridge has reached the end of its service life.</p>	<p>Contact your service representative.</p>
<p>The printed output on the copy is not aligned properly.</p> 	<p>The paper guides are not pressed up against the paper stack in the tray.</p> <p>The paper has an excessive curl.</p>	<p>Slide the paper guides against the edges of the paper stack.</p> <p>Smooth out curls in the paper and reload the paper stack in the tray.</p>
<p>The printed page is curled.</p>	<p>The paper that was used curls easily (as with recycled paper).</p>	<p>Remove the paper from the paper tray, turn it over, and then load it again.</p> <p>Change the paper.</p>
<p>The edge of the printed output is dirty.</p> 	<p>You have selected paper of a size larger than the original (when the zoom ratio is full size).</p> <p>The original is not placed in the correct position (when the zoom ratio is full size).</p> <p>The reduction ratio selected does not match the paper size (when the copy is made at a manually adjusted reduction ratio).</p>	<p>Select paper that is the same size as the original. Or, enlarge the print to the selected paper size.</p> <p>Select the same paper size as the original. Or, reload the paper in the same direction as the original.</p> <p>Select a zoom ratio that adjusts the copy size to the size of the selected paper. Otherwise, make a reduced copy with a zoom ratio that matches the paper size.</p>

## 8.10 The machine is not functioning as designed

Symptom	Possible Cause	Action
Nothing appears in the Display.	Is only the [Start] key lit green?	The Energy Save mode is enabled. Press any key on the Control Panel to cancel Energy Save mode.
	Has the machine been turned on?	Check that the power cord is firmly connected and that the   (on) side of the Power Switch has been pressed.
	Is the contrast of the Display too light?	From the "MACHINE SETTING" menu of the Utility mode, adjust the Display to the correct contrast. Refer to "Specifying the Setting for "LCD CONTRAST"" on page 7-9.
The [Start] key indicator does not light up green.	The machine has just been turned on and is warming up.	It takes the machine less than 25 seconds to be ready to make copies after it has been turned on. Please wait.
The machine does not operate when it is turned on.	The power cord is left unplugged.	Plug the power cord into the power outlet.
	The room's circuit breaker is open.	Close the room's circuit breaker.

\* If the problem is not corrected even after the operations described are performed, turn off the machine, unplug its power cord, and then contact the service representative.

## 8.11 When Faxing Is Not Performed Correctly

### Faxes Cannot Be Sent

Symptom	Possible Cause	Remedy
The document was scanned at an angle.	The document is not positioned correctly.	Adjust the Document Guide Plates for the size of the document.
The fax received by the recipient is not clear.	The document is not positioned correctly.	Position the document correctly.
	The text in the document is too faint.	Adjust the scanning contrast. (p. 7-56)
	There is a problem with the telephone connection or with the recipient's fax machine.	Check that this machine can make clean copies. If it can, try sending the fax again.
The fax received by the recipient is blank.	The document was sent with the front side facing down (while using the Auto Document Feeder).	Load the document with the front side facing up, and then try sending the fax again.
Faxes cannot be sent automatically.	The fax number is wrong.	Check the fax number.
	A number specifically for telephone calls is being dialed.	Check the number.
	There is a problem with the recipient's fax machine (it is out of paper, it is not set to receive faxes automatically, it is turned off, etc.).	Contact the recipient.

**Faxes Cannot Be Received**

Symptom	Possible Cause	Remedy
The received fax is not clear.	Paper that does not meet specifications has been used.	Use paper that meets specifications. (p. 3-21)
	The paper is damp.	Replace the paper. (p. 8-3 )
	The toner is empty.	Replace the Toner Cartridge with a new one. (p. 8-6)
	There is a problem with the telephone connection or with the caller's fax machine.	Check that the machine can make clean copies. If it can, have the caller send the fax again.
The received fax is blank.	The toner is empty.	Replace the Toner Cartridge with a new one. (p. 8-6)
	The caller sent the back of the fax pages.	Contact the caller.
Faxes cannot be received automatically.	The machine is set to receive faxes manually.	Set the machine to automatic reception. (p. 7-61)
	The memory is full.	Load paper if it is empty, and then print the faxes stored in the memory.
	Some error occurred.	Follow the instructions in any messages that appear on the Display. (p. 8-22)
Black streaks appear through the print.	There is a problem with the telephone connection or with the caller's fax machine.	Check that the machine can make clean print. If it can, have the caller send the fax again.

**Calls Cannot Be Sent**

Symptom	Possible Cause	Remedy
Nothing can be heard from the connected telephone.	The cord from the telephone is not connected correctly to the main unit.	Correctly connect the telephone cord to the main unit.
	The telephone cord from the wall jack is not connected correctly to the main unit.	Correctly connect the telephone cord from the wall jack to the main unit.
	Transmitting.	Check again after the transmission is finished.
After dialing, the ringing cannot be heard.	The telephone dialing system is not set correctly.	Correctly set the telephone dialing system. (p. 7-69)
After the [Speaker] key is pressed, it is difficult to hear the recipient/caller's voice.	The monitoring volume is too low.	Increase the monitoring volume. (p. 7-70)
The ringing of the telephone is too low (loud).	The ringer volume of the connected telephone is set too low (loud).	Adjust the ringer volume of the connected telephone.



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# *Internet Fax & Network Scan*

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# 9



## 9.1 Overview

The scan function makes it possible to easily convert paper documents into electronic documents and file them in an electronic filing system that makes it much easier to access the information. The scanned images (scan data) are stored in TIFF or PDF format and can be sent to computers over a network.

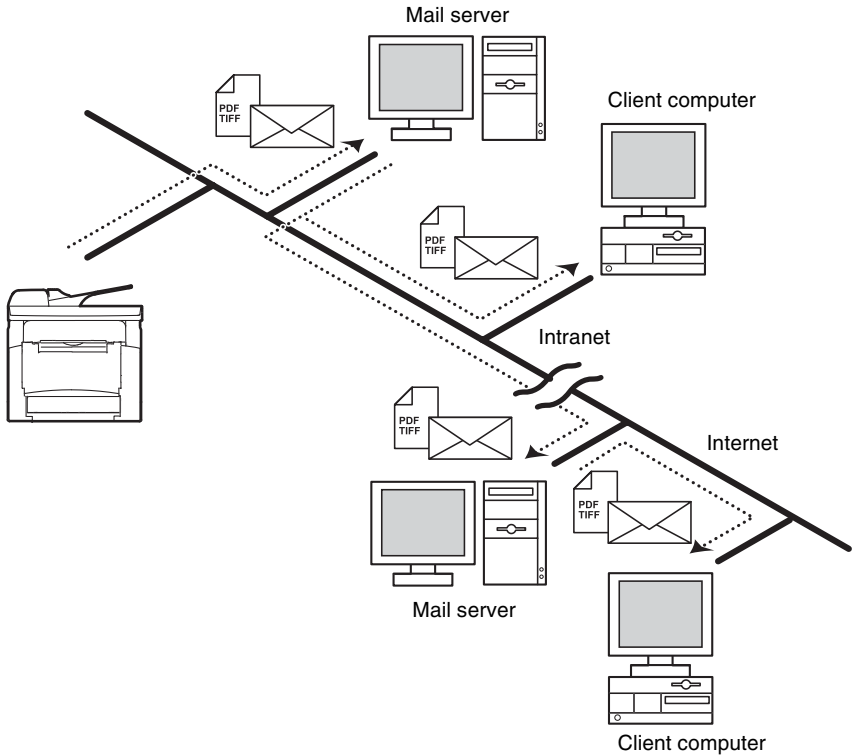
Scan data can be sent in the following ways. Select the method best suited to your network environment or purpose.

**Tip**

*Internet fax and network scanning functions are available only with FAX3900.*

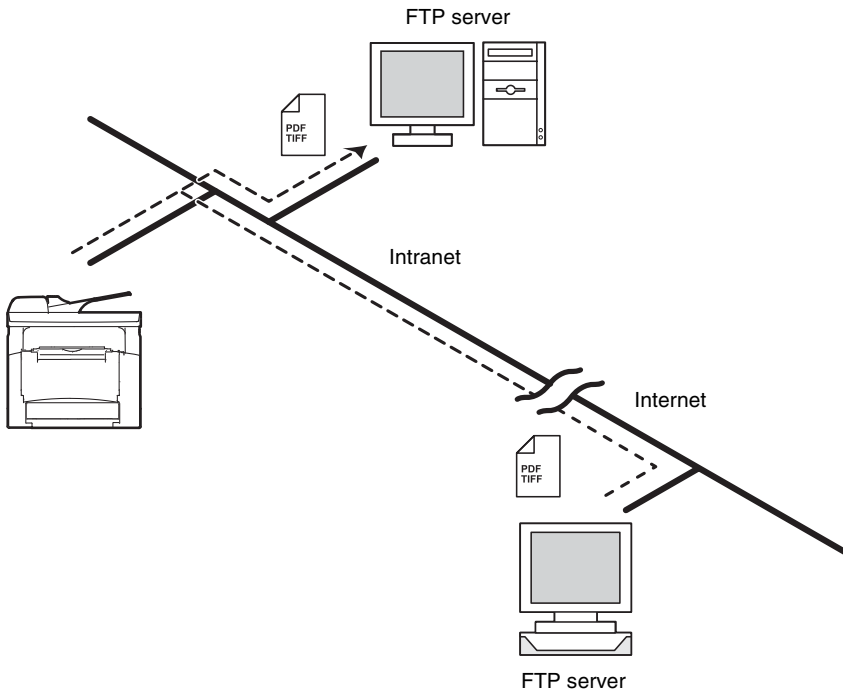
### 9.1.1 Scan to E-mail

- The scan data is sent as TIFF or PDF e-mail attachments to other computers on the network or over the Internet.
- This method requires that a mail server is available over the network.

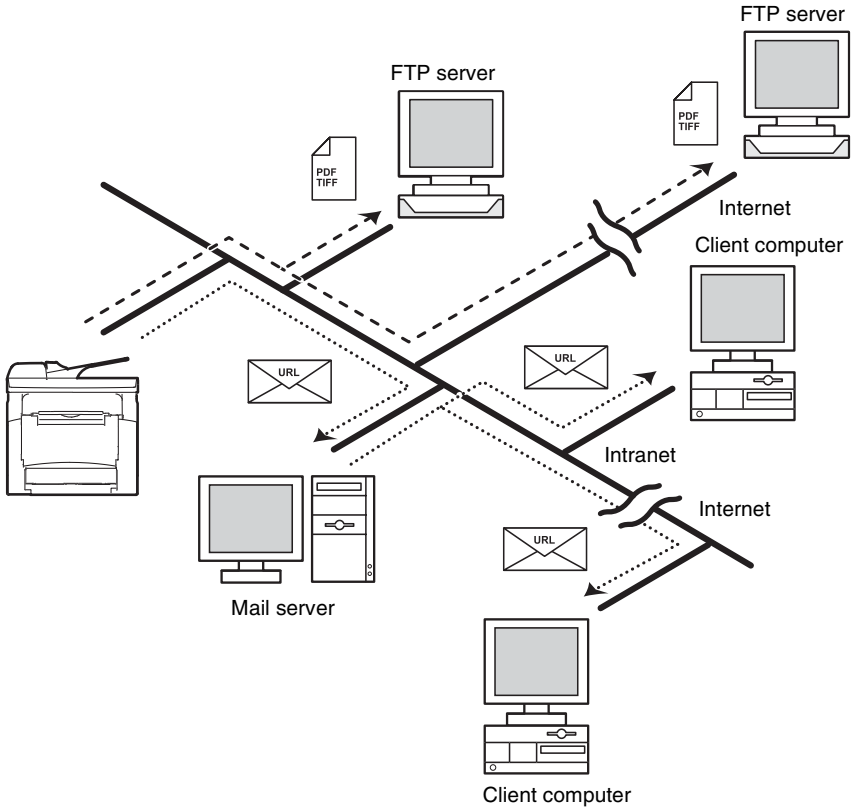


### 9.1.2 Scan to Server (FTP)

- The scan data is uploaded, as TIFF or PDF files, to the specified folder on an FTP server.
- This method requires that an FTP server is available over the network.
- The scan data can also be sent to an FTP server that is accessed via a proxy server.

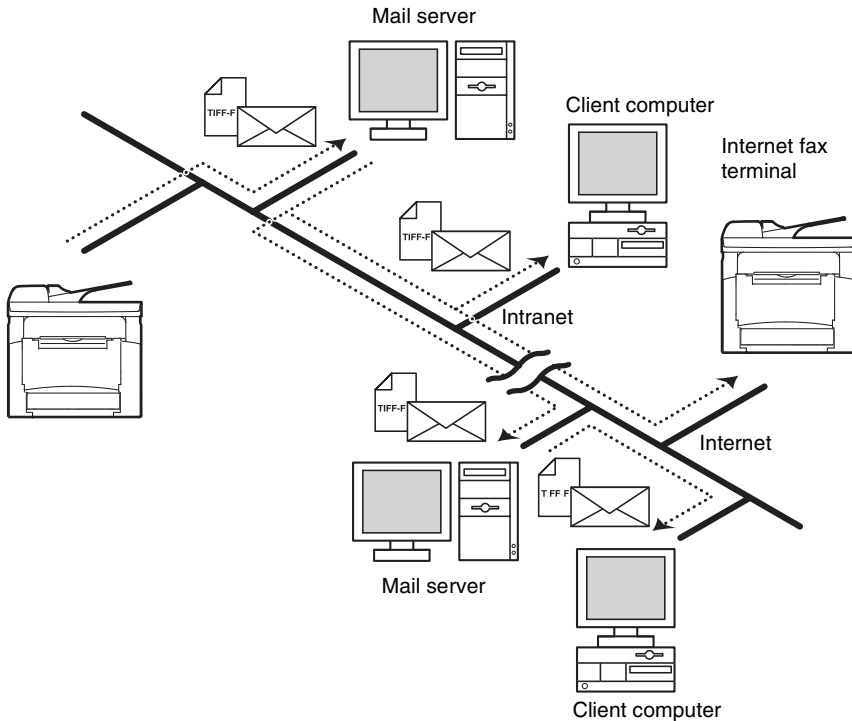


- In addition, the system can be set to send, to as many as 10 specified recipients, notification of the FTP server address where the data was uploaded.



### 9.1.3 Internet Faxing

- Unlike fax machines that use telephone lines, Internet faxing can send and receive fax images over the Internet. The Internet fax service uses Internet e-mail services to send and receive fax images. An Internet fax service transmits scanned images as TIFF-F files attached to e-mail messages and sends them to the desired Internet fax destination. The Internet fax service that receives the e-mail messages then prints the files when they are received.
- Since Internet fax uses e-mail to send the fax images, Internet faxes can also be sent to e-mail addresses as well as other Internet fax services. The person that receives the Internet fax will receive the fax images as e-mail attachments using their e-mail software.



### 9.1.4 System Requirements

The following system environment is required in order to use the Internet fax or network scanning functions.



**Tip**

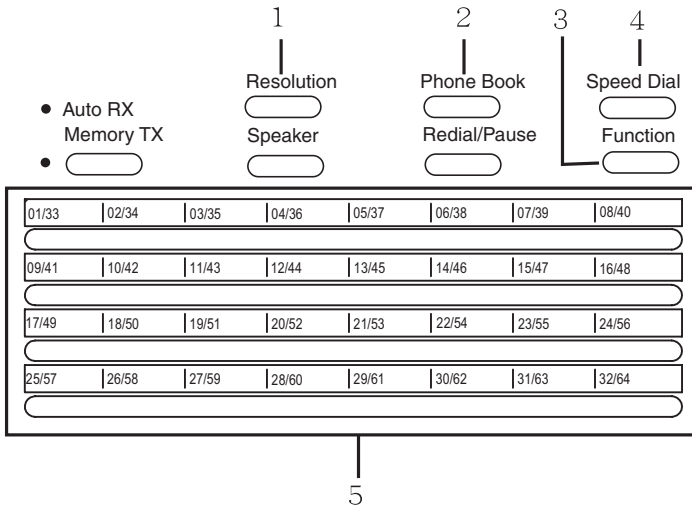
*TCP/IP connections must be enabled in order to use the Internet fax or network scanning functions.*

*The copier must be connected to a phone line in order to use functions that require a phone line connection.*

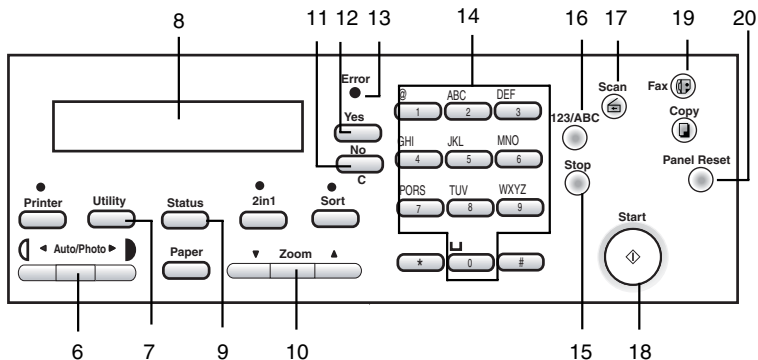
	Scan to E-mail	Scan to Server (FTP)	Internet Faxing
Required environment for image data transmission	Mail server (SMTP server)	<ul style="list-style-type: none"> <li>FTP server (The enclosed PageScope Light Cabinet can be used as a simple FTP server.)</li> <li>In order to use e-mail notifications, a mail server (SMTP server) is required.</li> </ul>	Mail server (POP3 server, SMTP server)
Required environment for image data importing	E-mail client	FTP client	Internet fax terminal

## 9.1.5 Control Panel Parts and Their Functions

### 9.1.5.1 Names of Control Panel Parts and Their Functions



No.	Part Name	Function
1	[Resolution] key	Used to select the image quality (transmission resolution) for the Internet fax function.
2	[Phone Book] key	Used to search for and display addresses programmed using the one-touch dial, group dial, and speed dial functions.
3	[Function] key	Used to switch between different function setting screens. <i>"Sending a Document to Multiple Destinations (Broadcast Transmission)" on page 9-75, "Sending a Document at a Specified Time (Timer Transmission)" on page 9-76, "Canceling (Deleting) a Document Queued in the Memory for Transmission" on page 6-20, "Receiving Internet Faxes" on page 9-78</i>
4	[Speed Dial] key	Used to specify destinations previously programmed with a 3-digit number.
5	One-touch dial keys	Used to specify previously programmed destinations.



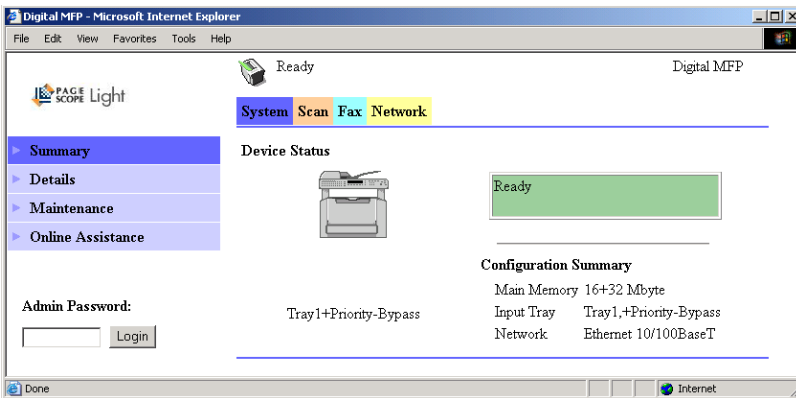
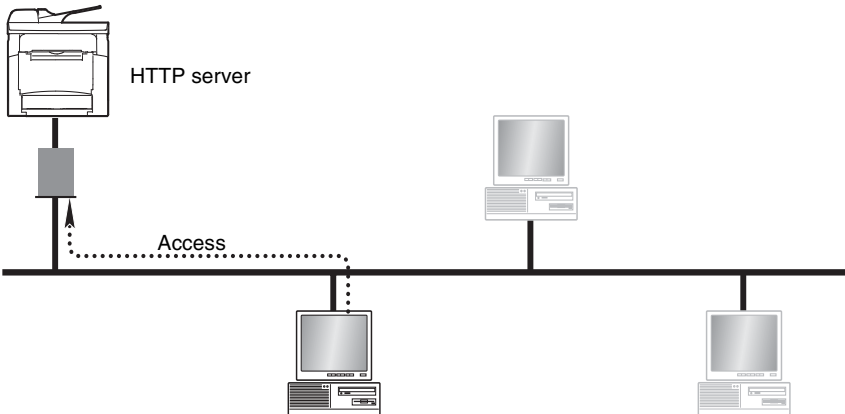
No.	Part Name	Function
6	◀ and ▶ keys [Auto/Photo] key	Used to specify the scanning mode when using the network scanning functions. Used to select the item to the left or right of the current position in setting screens.
7	[Utility] key	Used to display the different Utility mode screens. MACHINE SETTING, FAX REGISTRATION, E-MAIL SETTING 1, E-MAIL SETTING 2, NETWORK SETTING, SCAN SETTING
8	Display	Displays setting details, such as e-mail addresses, setting menus, and error messages.
9	[Status] key	Used to check the status of a transmission.
10	▲ and ▼ keys [Zoom] key	Used to select the item above or below the current position in setting screens or lists.
11	[No/C] (clear) key	Used to delete characters or numbers that have been entered in a setting field. Used to return to the previous screen.
12	[Yes] key	Used to confirm settings.
13	"Error" indicator	Lights up if an error has occurred.
14	10-key pad	Used to enter setting values. Used to enter numbers/characters. E-mail addresses and other text can be entered with these keys. Used to enter speed dial numbers.
15	[Stop] key	Used to stop the scanning of documents, stop sending or receiving, or to stop printing.
16	[123/ABC] key	Used to switch between number and character entry.
17	[Scan] key	Used to switch between different scan modes. This key lights up in green to indicate that the copier is in Scan mode.
18	[Start] key	Used to start scanning, or send e-mail messages/files.
19	[Fax] key	Used to send scan data or receive e-mail messages when using the Internet fax function.
20	[Panel Reset] key	Used to cancel all current operations.



## 9.1.6 Using PageScope Light

### 9.1.6.1 What is PageScope Light?

PageScope Light is a device control utility program provided by the HTTP server built into the network interface card. This utility can be used with a Web browser as an interface for remotely controlling the copier and network interface card.



Here are some examples of the types of tasks that can be performed with PageScope Light.

- Setting/changing network settings
- TCP/IP settings

- SMTP settings
- POP3 settings
- FTP settings
- Adding/changing e-mail addresses
- One-touch dial settings
- Speed dial settings
- Group dial settings
- Speed dial settings (adding an FTP server address)

### 9.1.6.2 System Requirements

PageScope Light can be used in the following system environments.

Operating system	Windows 98, Windows Me, Windows 2000, Windows XP
Browser	Microsoft Internet Explorer 4.0 or later Netscape Navigator 4 or later

### 9.1.6.3 Accessing PageScope Light



#### Note

*In order to use PageScope Light, an IP address, subnet mask, and gateway setting must already be specified from the control panel of the copier. For information on specifying these settings, refer to “Network Settings” on page 9-21.*

PageScope Light is accessed directly using a Web browser.

- 1** Start up your Web browser.
- 2** Enter the IP address of the copier into the “Address” box, and then press the [Enter] key.  
`http://<copier_IP_address>/`
  - (Example) If the copier IP address is 192.168.0.100, enter:  
`http://192.168.0.100/`
- 3** The PageScope Light screen appears.

### 9.1.6.4 Using PageScope Light

PageScope Light is used in the same way as other Internet Web pages. Click links in the page to jump to that page, and use the [Back] and [Next] buttons to navigate through pages that have already been loaded.

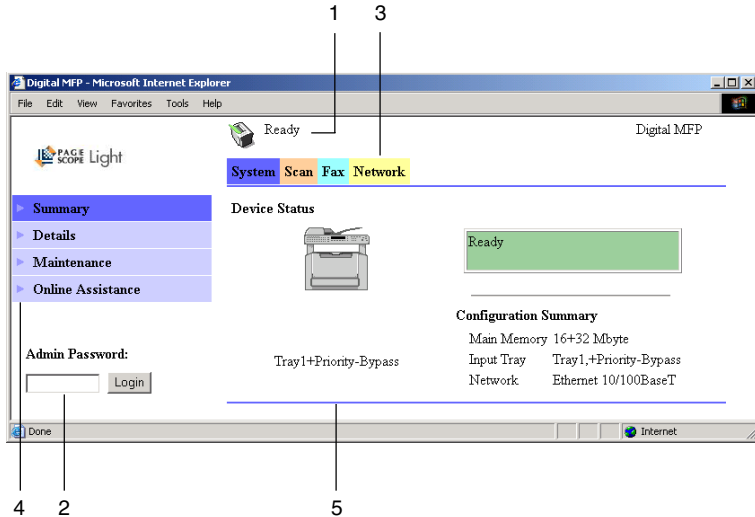
### 9.1.6.5 About the Screen Layout

The following screen appears when you access PageScope Light.



#### Note

Screen images used in this chapter may differ from the actual screen display. They are also subject to change without notice.



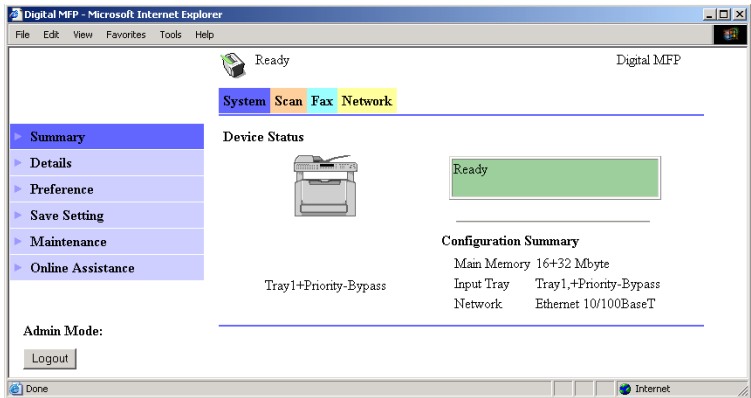
1	Status display	Displays the current status of the copier.
2	Administrator password	Enter the administrator password to log in to the Administrator mode.
3	Tabs	Used to select the various categories of settings.
4	Menu	Used to select various setting items or display information.
5	Information/setting display	Displays the details for the item selected from the menu.

### 9.1.6.6 Logging In as an Administrator

Some of the settings available in PageScope Light can only be changed by an administrator. These settings are only displayed when you log in to the Administrator mode.

#### Logging in to Administrator Mode

- 1 Enter the administrator password in the “Admin Password” box at the left of the screen.
- 2 Click the [Login] button to log in to the Administrator mode.



- 3 To log out, click the [Logout] button.



#### Note

*The default password for Administrator mode is “sysadm”.*

*Be sure to change the administrator password before using Administrator mode.*

*If no operations are performed for 10 minutes, PageScope Light automatically logs out.*

*The copier cannot be used when using PageScope Light while logged in to the with Administrator mode.*

## 9.2 Getting Ready

### 9.2.1 Connecting to a LAN Network

This copier supports the TCP/IP protocol used by LAN networks. In order to use this protocol, the copier must be connected to the LAN with a network cable.

#### Connecting the LAN Cable

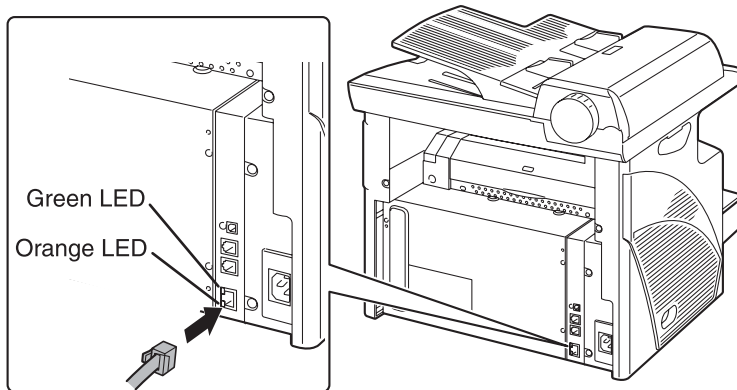
Insert the connector on one end of the LAN cable into the network port (marked LAN) on the back of the copier, and the connector on the other end to an open port on a network hub.

**Tip**

*The network port is on the back of the copier.*

*Use a Category 5 or 5E LAN cable.*

*The LAN cable is not included.*





### About the LEDs

- Green LED : This LED lights up when the network cable is connected correctly. If this LED is not lit, check the connection again, even if the copier appears to be connected correctly. If this LED is not lit when both ends are connected correctly, the network cable may be damaged.
- Orange LED : This LED blinks when data is being transferred.

## 9.2.2 Specifying the Network Settings

Depending on the network environment in which the copier is located, there may be some restrictions on the network functions that the copier can use. Specify the network settings to suit the functions and environment required for your configuration.

The network settings can be specified from the control panel of the copier or using the Administrator mode of PageScope Light.

### 9.2.2.1 Quick Overview of the Network Settings

Function	Description	Internet Faxing	Scan to E-mail	Scan to Server	Setting	
					Control Panel	PageScope Light
○: Required; -: Unnecessary; ●: As necessary					○: Possible -: Not possible	
NETWORK SETTINGS						
IP ADDRESS	This function is used to specify the IP address for the copier. Consult your network administrator for information about the IP address to use.	○*2	○*2	○*2	○	○
SUBNET MASK	This function is used to specify the subnet mask value for the network. Consult your network administrator for details.	○*2	○*2	○*2	○	○
GATEWAY	This function is used to specify the default gateway (IP address) of a router on the network. Consult your network administrator for details.	○*2	○*2	○*2	○	○

Function	Description	Internet Faxing	Scan to E-mail	Scan to Server	Setting	
					Control Panel	PageScope Light
DNS CONFIG.	This function is used to enable or disable the DNS (Domain Name System) setting. If there is a DNS server on your network, enter the IP address of the DNS server. *If the DNS server is located within your local network, select "ENABLE". If you are using the DNS server of an Internet service provider (ISP) or some other DNS server located outside your local network, select "DISABLE". Consult your network administrator for details.	●	●	●	○	○
<b>E-MAIL SETTING 1</b>						
SENDER NAME	This function is used to specify the sender's name.	○	○	●*1	○	○
E-MAIL ADDRESS	This function is used to specify the e-mail address of the sender. Consult your network administrator for details.	○	○	●*1	○	○
SMTP SERVER	This function is used to specify the IP address or host name of an SMTP server. Consult your network administrator for details.	○	○	○*3	○	○



Function	Description	Internet Faxing	Scan to E-mail	Scan to Server	Setting	
					Control Panel	PageScope Light
SMTP PORT NO.	This function is used to specify the port number (1 to 65535) for the SMTP server. Consult your network administrator for details.	<input type="radio"/>	<input type="radio"/>	●*1	<input type="radio"/>	<input type="radio"/>
SMTP TIMEOUT	This function is used to specify the length of time (in seconds) until the connection to the SMTP server times out. (30 to 300 seconds)	<input type="radio"/>	<input type="radio"/>	●*1	<input type="radio"/>	<input type="radio"/>
TEXT INSERT	This function is used to specify whether or not text explaining that an image has been attached to the e-mail message is inserted when scan data is sent as an e-mail attachment.	<input type="radio"/>	<input type="radio"/>	●*1	<input type="radio"/>	<input type="radio"/>
DEFAULT SUBJECT	This function is used to specify the default subject line when sending scan data as an e-mail attachment.	<input type="radio"/>	<input type="radio"/>	●*1	<input type="radio"/>	<input type="radio"/>

## E-MAIL SETTING 2

POP3 SERVER	This function is used to specify the IP address or host name of the POP3 server. Consult your network administrator for details.	<input type="radio"/>	-	-	<input type="radio"/>	<input type="radio"/>
POP3 PORT NO.	This function is used to specify the port number (1 to 65535) for the POP3 server. Consult your network administrator for details.	<input type="radio"/>	-	-	<input type="radio"/>	<input type="radio"/>

Function	Description	Internet Faxing	Scan to E-mail	Scan to Server	Setting	
					Control Panel	PageScope Light
POP3 TIMEOUT	This function is used to specify the length of time (in seconds) until the connection to the POP3 server times out. (30 to 300 seconds)	<input type="radio"/>	-	-	<input type="radio"/>	<input type="radio"/>
POP3 ACCOUNT	This function is used to specify the account name used to log in to the POP3 server. Consult your network administrator for details.	<input type="radio"/>	-	-	<input type="radio"/>	<input type="radio"/>
POP3 PASSWORD	This function is used to specify the password associated with the account name used to log in to the POP3 server. Consult your network administrator for details.	<input type="radio"/>	-	-	<input type="radio"/>	<input type="radio"/>
AUTO RECEPTION	This function is used to specify the time interval (in minutes) for checking e-mail when the Auto Reception function is enabled. ( OFF, 1 to 60 minutes)	<input type="radio"/>	-	-	<input type="radio"/>	<input type="radio"/>
REPLY ADDRESS	This function is used to specify the e-mail address where notifications are sent if an error occurs while an Internet fax is being received.	<input type="radio"/>	-	-	<input type="radio"/>	<input type="radio"/>

Function	Description	Internet Faxing	Scan to E-mail	Scan to Server	Setting	
					Control Panel	PageScope Light
HEADER PRINT	This function is used to specify whether or not to print header information when printing e-mail messages that have been received.	<input type="radio"/>	-	-	<input type="radio"/>	<input type="radio"/>
PageScope Light Administrator mode: "Scan" tab						
File Destination	This function is used to specify the FTP destination used for Scan to Server (FTP) operations. It is used to specify the IP address of the FTP server, the directory, and other settings.	-	-	<input type="radio"/>	-	<input type="radio"/>

Function	Description	Internet Faxing	Scan to E-mail	Scan to Server	Setting	
					Control Panel	PageScope Light
PageScope Light Administrator mode: "Network" tab						
FTP Configuration	This function is used to specify the IP address for the proxy server of an FTP server.	-	-	●	-	○

\*1: Required if notification of the URL is sent by e-mail.

\*2: Can also be assigned automatically by the DHCP server.

\*3: If there is no SMTP server available over the network, enter "0.0.0.0" as the IP address.

### 9.2.2.2 Using the Control Panel To Specify Settings

#### Network Settings

These settings can be specified from the "NETWORK SETTINGS" menu in Utility mode.

This section describes how to specify settings for the following functions.

- IP ADDRESS
- SUBNET MASK
- GATEWAY
- DNS CONFIG.



#### Note

*Be sure to consult your network administrator before specifying any of the network settings.*



#### Tip

*If you wish to cancel a change to a network setting before applying it, press the [No] key. Press the [Yes] key after the message "STOP SETTING?" appears.*

## Setting the IP Address

- 1 Press the [Utility] key.

The Utility mode menu appears.

### Utility



- 2 Press the ▲ or ▼ key until "NETWORK SETTING" appears.

```
NETWORK SETTING?
OK=YES / or 1-4
```

- 3 Press the [1] key on the 10-key pad to select "IP ADDRESS".

```
1 IP ADDRESS
```

- 4 Press the ◀ and ▶ keys to select "AUTO" or "SPECIFY", and then press the [Yes] key.

```
AUTO      *SPECIFY
◀, ▶ & YES
```

- If "AUTO" is selected, the IP address is automatically acquired from the DHCP server. The NETWORK SETTING screen appears.
- If "SPECIFY" is selected, the screen for entering the IP address appears. (Go to step 5.)



### Note

"AUTO" is only available if there is a DHCP server on the network. When "AUTO" is selected, there is no need to set the subnet mask or gateway setting.

If a fixed IP address is being used, "IP Address in NVRAM" must be selected in PageScope Light. Select this option from the screen displayed after clicking "TCP/IP Configuration" in the menu on the "Network" tab.

- 5 Using the 10-key pad, enter the IP address for the copier.

```
ADDR=192.168.0 .100
OK=YES
```

- The illustration at the right is an example of an IP address. Consult your network administrator for details about these settings.

- 6 Press the [Yes] key.

The NETWORK SETTING screen appears. To register settings in the copier, the copier must be turned off, then on again.

- 7 While the NETWORK SETTING screen is displayed, press the [No] key or [Panel Reset] key so that the message “PLEASE RE-START POWER SUPPLY OFF/ON” appears.
- 8 Set the power switch of the copier to “O”, then “I” to restart the copier.

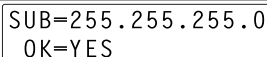
### Specifying the Subnet Mask

- 1 From the “NETWORK SETTING” menu in the Utility mode, press the [2] key on the 10-key pad to select “SUBNET MASK”.



2 SUBNET MASK

- 2 Using the 10-key pad, enter the subnet mask value.



SUB=255.255.255.0  
OK=YES

- The illustration at the right is an example of a subnet mask address. Consult your network administrator for details about these settings.

- 3 Press the [Yes] key.

The NETWORK SETTING screen appears. To register settings in the copier, the copier must be turned off, then on again.

- 4 While the NETWORK SETTING screen is displayed, press the [No] key or [Panel Reset] key so that the message “PLEASE RE-START POWER SUPPLY OFF/ON” appears.
- 5 Set the power switch of the copier to “O”, then “I” to restart the copier.

### Specifying the (Default) Gateway

- 1 From the “NETWORK SETTING” menu in the Utility mode, press the [3] key on the 10-key pad to select “GATEWAY”.



3 GATEWAY

- 2** Using the 10-key pad, enter the IP address for the gateway.

```
ADDR=192.168.0 .1
OK=YES
```

- The illustration at the right is an example of a gateway address. Consult your network administrator for details about these settings.

- 3** Press the [Yes] key.

The NETWORK SETTING screen appears. To register settings in the copier, the copier must be turned off, then on again.

- 4** While the NETWORK SETTING screen is displayed, press the [No] key or [Panel Reset] key so that the message “PLEASE RE-START POWER SUPPLY OFF/ON” appears.

- 5** Set the power switch of the copier to “O”, then “I” to restart the copier.

### Specifying the DNS Configuration

- 1** From the “NETWORK SETTING” menu in the Utility mode, press the [4] key on the 10-key pad to select “DNS CONFIG”.

```
4 DNS CONFIG.
```

- 2** Press the ◀ and ▶ keys to select “DISABLE” or “ENABLE”, and then press the [Yes] key.

```
DISABLE *ENABLE
◀, ▶ & YES
```

- If “DISABLE” is selected, the NETWORK SETTING screen appears.
- If “ENABLE” is selected, the screen for entering the IP address of the DNS server appears. (Go to step 3.)

- 3** Using the 10-key pad, enter the IP address for the DNS server.

```
ADDR=192.168.0 .10
OK=YES
```

- 4** Press the [Yes] key.

The NETWORK SETTING screen appears. To register settings in the copier, the copier must be turned off, then on again.

- 5** While the NETWORK SETTING screen is displayed, press the [No] key or [Panel Reset] key so that the message “PLEASE RE-START POWER SUPPLY OFF/ON” appears.

- 6 Set the power switch for the copier to “O”, then “I” to restart the copier.

### Specifying the E-mail Settings (“E-MAIL SETTING 1” Menu)

The settings for the E-MAIL SETTING 1 functions are specified from the “E-MAIL SETTING 1” menu in Utility mode.

This section describes how to specify settings for the following functions.

- SENDER NAME
- E-MAIL ADDRESS
- SMTP SERVER
- SMTP PORT NO.
- SMTP TIMEOUT
- TEXT INSERT
- DEFAULT SUBJECT



#### Tip

*If you wish to cancel a change to a setting before applying it, press the [No] key. Press the [Yes] key after the message “STOP SETTING?” appears.*

### Registering the Sender’s Name

- 1 Press the [Utility] key. The Utility mode menu screen appears.

Utility



- 2 Press the ▲ or ▼ key until “E-MAIL SETTING 1” appears.

E-MAIL SETTING 1?	▲
OK=YES / or 1-7	▼

- 3 Press the [1] key on the 10-key pad to select “SENDER NAME”.

1 SENDER NAME
---------------

- 4 Enter the sender name.

- For information on entering text, refer to “Entering Text” on page 3-18.
- Up to 20 characters can be entered for the sender name.

NAME=_	
OK=YES	[ 1 ]



- 5** Press the [Yes] key.

The E-MAIL SETTING 1 screen appears again.

### Registering the E-mail Address of the Sender

- 1** From the “E-MAIL SETTING 1” menu in the Utility mode, press the [2] key on the 10-key pad to select “E-MAIL ADDRESS”.

2 E-MAIL ADDRESS

- 2** Enter the e-mail address of the copier.

ADDR=machine@test.lo  
OK=YES [A]

- For information on entering text, refer to “*Entering Text*” on page 3-18.
- Up to 64 characters can be entered for the sender address.
- Consult your network administrator for information about the e-mail address to use.
- If you do not receive e-mail on the copier, enter the e-mail address of the administrator.

- 3** Press the [Yes] key.

The E-MAIL SETTING 1 screen appears again.

### Specifying the SMTP Server Address

- 1** From the “E-MAIL SETTING 1” menu in the Utility mode, press the [3] key on the 10-key pad to select “SMTP SERVER”.

3 SMTP SERVER

- 2** Enter the IP address or host name of the SMTP server.

ADDR=192.168.0 .50  
OK=YES [1]

- For information on entering text, refer to “*Entering Text*” on page 3-18.
- Up to 64 characters can be entered for the host name.
- The DNS settings must have been specified before the host name for the SMTP server can be specified.
- The illustration at the right is an example of a host name. Consult your network administrator for details about this setting.

- 3** Press the [Yes] key.

The E-MAIL SETTING 1 screen appears again.

**Specifying the SMTP Port Number (“SMTP PORT NO.” Function)**

- 1** From the “E-MAIL SETTING 1” menu in the Utility mode, press the [4] key on the 10-key pad to select “SMTP PORT NO.”

4 SMTP PORT NO.

- 2** Enter the port number for the SMTP server.

PORT NO.=25  
OK=YES

- For information on entering text, refer to *“Entering Text” on page 3-18.*
- The port number can be set between 1 and 65535.
- Normally, port number 25 is used.

- 3** Press the [Yes] key.

The E-MAIL SETTING 1 screen appears again.

**Specifying the Timeout Period for the SMTP Server (“SMTP TIMEOUT” Function)**

- 1** From the “E-MAIL SETTING 1” menu in the Utility mode, press the [5] key on the 10-key pad to select “SMTP TIMEOUT”.

5 SMTP TIMEOUT

- 2** Enter the timeout period (in seconds).

TIMER= 30 sec (30-300)  
OK=YES

- For information on entering text, refer to *“Entering Text” on page 3-18.*
- The timeout period can be set between 30 and 300 seconds.

- 3** Press the [Yes] key.

The E-MAIL SETTING 1 screen appears again.

**Specifying Whether or Not To Insert a Text Description (“TEXT INSERT” Function)**

- 1** From the “E-MAIL SETTING 1” menu in the Utility mode, press the [6] key on the 10-key pad to select “TEXT INSERT”.

6 TEXT INSERT

- 2 Press the ◀ and ▶ keys to select “ON” or “OFF”, and then press the [Yes] key.  
The E-MAIL SETTING 1 screen appears again.

```
*ON          OFF
◀,▶ & YES
```

### Specifying the Default Subject Line

- 1 From the “E-MAIL SETTING 1” menu in the Utility mode, press the [7] key on the 10-key pad to select “DEFAULT SUBJECT”.

```
7 DEFAULT SUBJECT
```

- 2 Enter text for the default subject line.

```
SUBJ. = _
OK=YES          [ 1 ]
```

- For information on entering text, refer to “*Entering Text*” on page 3-18.
- Up to 20 characters can be entered for the default subject.

- 3 Press the [Yes] key.

The E-MAIL SETTING 1 screen appears again.

### Specifying Other E-mail Settings (“E-MAIL SETTING 2” Menu)

The settings for the E-MAIL SETTING 2 functions are specified from the “E-MAIL SETTING 2” menu in Utility mode.

This section describes how to specify settings for the following functions.

- POP3 SERVER
- POP3 PORT NO.
- POP3 TIMEOUT
- POP3 ACCOUNT
- POP3 PASSWORD
- AUTO RECEPTION
- REPLY ADDRESS
- HEADER PRINT



#### Tip

*If you wish to cancel a change to a setting before applying it, press the [No] key. Press the [Yes] key after the message “STOP SETTING?” appears.*

### Specifying the POP3 Server Address

- 1 Press the [Utility] key. The Utility mode menu appears.

Utility



- 2 Press the ▲ or ▼ key until “E-MAIL SETTING 2” appears.

```
E-MAIL SETTING 2?  ↑
OK=YES / or 1-8   ↓
```

- 3 Press the [1] key on the 10-key pad to select “POP3 SERVER”.

```
1 POP3 SERVER
```

- 4 Enter the IP address or host name of the POP3 server.

```
ADDR=192.168.0 .50
OK=YES [1]
```

- For information on entering text, refer to “*Entering Text*” on page 3-18.
- Up to 64 characters can be entered for the host name.
- The DNS settings must have been specified before the host name for the POP3 server can be specified.
- The illustration at the right is an example of a host name. Consult your network administrator for details about this setting.

- 5 Press the [Yes] key.

The E-MAIL SETTING 2 screen appears.

### Specifying the POP3 Port Number (“POP3 PORT NO.” Function)

- 1 From the “E-MAIL SETTING 2” menu in the Utility mode, press the [2] key on the 10-key pad to select “POP3 PORT NO.”.

```
2 POP3 PORT NO.
```

- 2 Enter the port number for the POP3 server.

```
PORT NO.=110
OK=YES
```

- For information on entering text, refer to “*Entering Text*” on page 3-18.
- The port number can be set between 1 and 65535.
- Normally, port number 110 is used.

- 3** Press the [Yes] key.

The E-MAIL SETTING 2 screen appears again.

### Specifying the Timeout Period for the POP3 Server (“POP3 TIMEOUT” Function)

- 1** From the “E-MAIL SETTING 2” menu in the Utility mode, press the [3] key on the 10-key pad to select “POP3 TIMEOUT”.

3 POP3 TIMEOUT

- 2** Enter the timeout period (in seconds).

TIMER = 30 sec (30-300)  
OK=YES

- For information on entering text, refer to “Entering Text” on page 3-18.
- The timeout period can be set between 30 and 300 seconds.

- 3** Press the [Yes] key.

The E-MAIL SETTING 2 screen appears again.

### Specifying the POP3 Account Name

- 1** From the “E-MAIL SETTING 2” menu in the Utility mode, press the [4] key on the 10-key pad to select “POP3 ACCOUNT”.

4 POP3 ACCOUNT

- 2** Enter the account name.

- For information on entering text, refer to “Entering Text” on page 3-18.
- Up to 64 characters can be entered for the account name.

NAME=admin  
OK=YES [A]

- 3** Press the [Yes] key.

The E-MAIL SETTING 2 screen appears again.

### Specifying the POP3 Password

- 1** From the “E-MAIL SETTING 2” menu in the Utility mode, press the [5] key on the 10-key pad to select “POP3 PASSWORD”.

5 POP3 PASSWORD

**2** Enter the password.

- For information on entering text, refer to *“Entering Text” on page 3-18*.
- Up to 32 characters can be entered for the password.
- The illustration at the right is an example of the password display. Consult your network administrator for details about this setting.

```
PWD=password_
OK=YES      (DEL=NO)
```

**3** Press the [Yes] key.

The E-MAIL SETTING 2 screen appears again.

**Setting Up Auto Reception**

- 1** From the “E-MAIL SETTING 2” menu in the Utility mode, press the [6] key on the 10-key pad to select “AUTO RECEPTION”.

```
6 AUTO RECEPTION
```

- 2** Press the ◀ and ▶ keys to select “ON” or “OFF”, and then press the [Yes] key.

```
ON          *OFF
←, → & YES
```

- If “ON” is selected, the screen used to specify the time interval for checking e-mail appears. (Go to step 3.)
- If “OFF” is selected, the E-MAIL SETTING 2 screen appears again.

- 3** Specify the time interval (in minutes) for checking e-mail.

```
INTERVAL=30min(1-60)
OK=YES
```

- The time interval for automatically checking for new e-mail messages can be set between 1 minute and 60 minutes.

- 4** Press the [Yes] key.

The E-MAIL SETTING 2 screen appears again.

### Specifying the Address for Result Notifications

- 1 From the “E-MAIL SETTING 2” menu in the Utility mode, press the [7] key on the 10-key pad to select “REPLY ADDRESS”.

7 REPLY ADDRESS

- 2 Enter the e-mail address to which error notifications should be sent.

ADDR=admin@test.local  
OK=YES [A]

- For information on entering text, refer to “*Entering Text*” on page 3-18.
- Up to 64 characters can be entered for the reply address.
- Normally, the reply address is set to the e-mail address of the administrator.

- 3 Press the [Yes] key.

The E-MAIL SETTING 2 screen appears again.

### Specifying Whether or Not To Print Header Information (“HEADER PRINT” Function)

- 1 From the “E-MAIL SETTING 2” menu in the Utility mode, press the [8] key on the 10-key pad to select “HEADER PRINT”.

8 HEADER PRINT

- 2 Press the ◀ and ▶ keys to select “ON” or “OFF”, and then press the [Yes] key. The E-MAIL SETTING 2 screen appears again.

ON \*OFF  
◀, ▶ & YES

#### 9.2.2.3 Specifying Settings Using PageScope Light

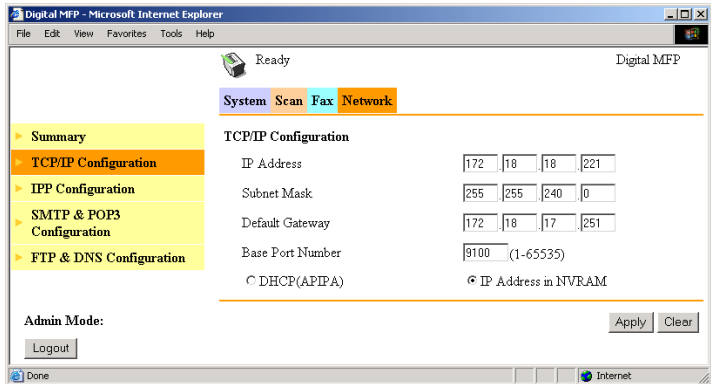
The network settings can be specified using PageScope Light.

- 1 Start up PageScope Light.
  - Refer to “*Using PageScope Light*” on page 9-10.
- 2 Log in to the Administrator mode.
- 3 To specify the settings using PageScope Light, click the appropriate tab and specify the desired settings, and then click the [Apply] button.
  - If the settings on the Network tab are modified, they are only enabled after the [Apply] button is clicked, then the [Reset] button next to “NIC and Printer Controller Reset” on the “System” tab is

clicked after the message “Update Successful” has appeared.

## “Network” tab

### TCP/IP Configuration



### TCP/IP Configuration

Function	Description
IP Address	This function is used to specify the IP address for the copier.
Subnet Mask	This function is used to specify the subnet mask used to access the network.
Default Gateway	This function is used to specify the default gateway used to access the network.
Base Port Number	This function is used to specify the port number for RAW printing.
DHCP (APIPA)	Select this function if the IP address is automatically assigned by a DHCP server or APIPA.
IP Address in NVRAM	Select this function if a fixed IP address is used.



## SMTP & POP3 Configuration

**Digital MFP - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Ready Digital MFP

**System Scan Fax Network**

▶ Summary  
 ▶ TCP/IP Configuration  
 ▶ IPP Configuration  
**▶ SMTP & POP3 Configuration**  
 ▶ FTP & DNS Configuration

**Admin Mode:**

Logout

**SMTP Configuration**

SMTP Server Address

Default Subject for E-mail Attachment

Sender Name

E-mail Address

Port Number  (1-65535)

SMTP Server Timeout  sec (30-300)

**POP3 Configuration**

POP3 Server Address

Account Name

Password

Auto Reception  min (0 Off, 1-60)

Reply Address

Port Number  (1-65535)

POP3 Server Timeout  sec (30-300)

Apply Clear

Done Internet

### SMTP Configuration

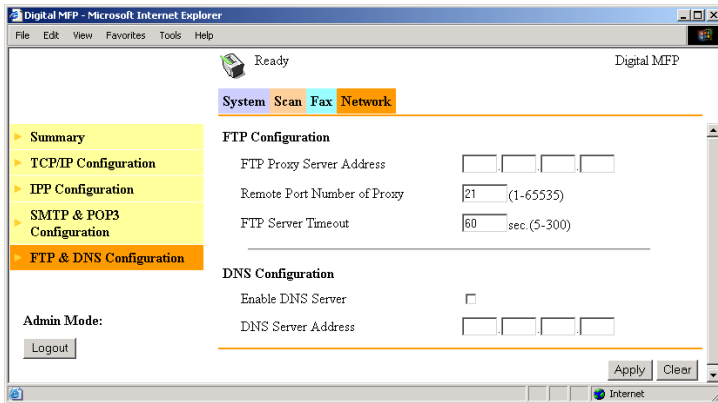
Function	Description
SMTP Server Address	This function is used to specify the IP address or host name of an SMTP server. (Up to 64 characters)
Default Subject for E-mail Attachment	This function is used to specify the default subject line when sending scan data as an e-mail attachment. (Up to 20 characters)
Sender name	This function is used to specify the sender's name when sending scan data as an e-mail attachment. (Up to 20 characters)
E-Mail Address	This function is used to specify the sender's e-mail address when sending scan data as an e-mail attachment. (Up to 64 characters) Always enter the e-mail address of the sender, not that of the copier itself.
Port Number	This function is used to specify the port number for the SMTP server. Normally, port number 25 is used. (1 to 65535)

Function	Description
SMTP Server Timeout	This function is used to specify the length of time (30 to 300 seconds) until the connection to the SMTP server times out.

### POP3 Configuration

Function	Description
POP3 Server Address	This function is used to specify the IP address or host name of the POP3 server. (Up to 64 characters)
Account Name	This function is used to specify the account name used to log in to the POP3 server. (Up to 64 characters)
Password	This function is used to specify the password associated with the account name used to log in to the POP3 server. (Up to 32 characters)
Auto Reception	This function is used to specify the time interval (between 1 and 60 minutes) for checking e-mail when the Auto Reception function is enabled.
Reply Address	This function is used to specify the return e-mail address for error messages. If an error occurs, an error message will be sent to the e-mail address specified here. Normally, the reply address is set to the e-mail address of the administrator. (Up to 64 characters)
Port Number	This function is used to specify the port number for the POP3 server. Normally, port number 110 is used. (1 to 65535)
POP3 Server Timeout	This function is used to specify the length of time (30 to 300 seconds) until the connection to the POP3 server times out.

## FTP & DNS Configuration



### FTP Configuration

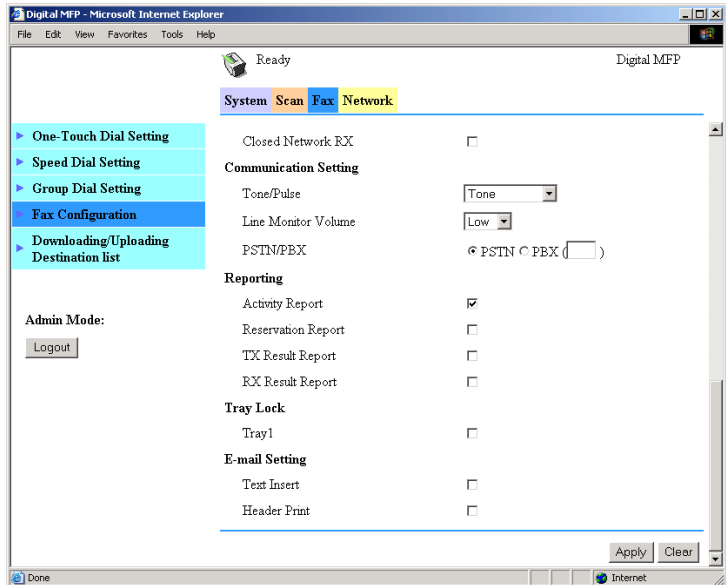
Function	Description
FTP Proxy Server Address	This function is used to specify the IP address for the proxy server used to access an FTP server.
Remote Port Number of Proxy	This function is used to specify the port number for the proxy server. (1 to 65535)
FTP Server Timeout	This function is used to specify the length of time (5 to 300 seconds) until the connection to the FTP server times out.

### DNS Configuration

Function	Description
Enable DNS Server	This function is used to enable the use of a DNS server to resolve addresses.
DNS Server Address	This function is used to specify the IP address of the DNS server when "Enable DNS Server" is selected.

## “Fax” Tab

### Fax Configuration



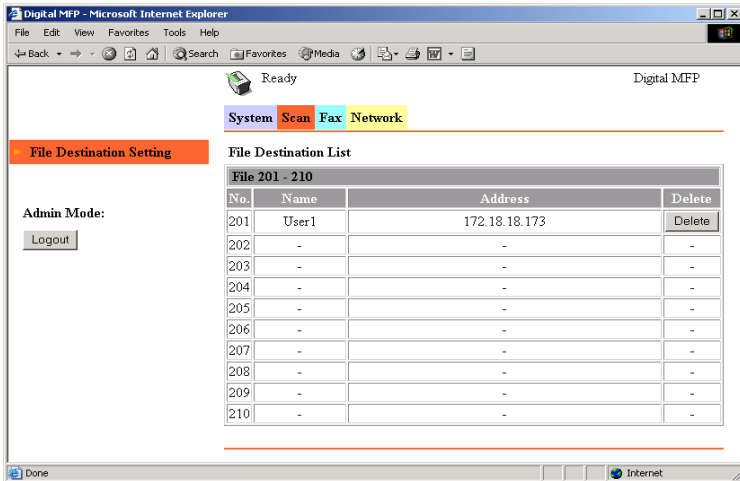
### E-mail Setting

Function	Description
Text Insert	This function is used to specify whether or not text explaining that an image has been attached to the e-mail message is inserted when scan data is sent as an e-mail attachment.
Header Print	This function is used to specify whether or not to print header information when printing e-mail messages that have been received.

## “Scan” Tab

### File Destination Setting

- 1 Click a number in the File Destination List that does not contain a file destination.



2 Enter the necessary information in the screen that appears.

Speed Dial List

001-020	021-040	041-060	061-080	081-100
101-120	121-140	141-160	161-180	181-200

Speed 001-020

No.	Name	Address	Delete
001	-	-	-
002	-	-	-
003	-	-	-
004	-	-	-
005	-	-	-
006	-	-	-
007	-	-	-
008	-	-	-
009	-	-	-
010	-	-	-
011	-	-	-
012	-	-	-
013	-	-	-
014	-	-	-
015	-	-	-

### File Destination

Function	Description
Destination Name	This function is used to specify the name for the file destination. (Up to 20 characters)
FTP Server Address	This function is used to specify the host name or IP address of the FTP site where the scan data will be sent. (Up to 64 characters)
Directory	This function is used to specify the file path of the directory on the FTP site where the scan data will be stored. (Up to 128 characters)
Use Proxy	This function is used to specify whether or not to access the FTP site via a proxy server. (For information on proxy server settings, refer to "FTP & DNS Configuration" on page 9-36.)

Function	Description
Remote Port Number	This function is used to specify the remote port number (1 to 65535) if a proxy server is not being used. Normally, port number 21 is used.

### E-Mail Notification

Function	Description
Enable Notification	This function is used to specify whether or not to send an e-mail notification when scan data is uploaded to an FTP server.
Notification Address	This function is used to specify the e-mail addresses (up to 10) where e-mail notifications should be sent. (Up to 64 characters)

### Account Information

Function	Description
Anonymous	This function should be selected if the FTP site is an anonymous FTP server.
Private Site	If the FTP site requires user authentication, specify settings for the following. User Name: The user name (up to 20 characters) used to log in to the FTP site. Password: The password (up to 20 characters) associated with the user name used to log in to the FTP site. Confirm: Used to specify the password for confirmation.

### 9.2.3 Adding Destinations

Destinations can be added using the control panel of the copier or using PageScope Light.

E-mail Address Location	Control Panel	PageScope Light
○: Can be added; -: Cannot be added		
One-touch dial key	○	○
Speed dial number	○	○
Group dial key	○	○
Speed dial number (with FTP server addresses added)	-	○



### 9.2.3.1 Using the Control Panel To Add Addresses

#### Specifying the Settings for a One-Touch Dial Key

1 Press the [Utility] key.

2 Press the ▼ key until “FAX REGISTRATION” appears.

```
FAX REGISTRATION?
OK=YES / or 1-7
```

3 Press the [1] key on the 10-key pad to select “ONE-TOUCH DIAL”.

```
1 ONE-TOUCH DIAL
```

4 Press the one-touch dial key where you wish to add an address, and then press the [Yes] key.

```
-SELECT REGIST.KEY-
```

```
ONE-TOUCH DIAL 01
```

5 Enter the recipient name.

- For information on entering text, refer to “*Entering Text*” on page 3-18.
- Up to 20 characters can be entered for the recipient name.

```
NAME=AAA NEW YORK_
OK=YES [A]
```

6 Press the [Yes] key.

7 Enter the e-mail address of the recipient.

```
=user01@test.local
OK=YES [A]
```

- For information on entering text, refer to “*Entering Text*” on page 3-18.
- Up to 64 characters can be entered for the e-mail address.
- If only numbers are entered for the address, it will be regarded as a fax number.

8 Press the [Yes] key.

- The [Yes] key cannot be pressed if the e-mail address does not contain “@”.
- The settings are registered. To add information for other one-touch dial keys, repeat steps 4 through 8.

- 9 Press the [No] key when you have finished adding addresses.

```
-SELECT REGIST.KEY-
  (COMPLETE=NO)
```

The FAX REGISTRATION screen appears again.

### Specifying the Settings for a Speed Dial Number

- 1 Press the [Utility] key.

- 2 Press the ▼ key until “FAX REGISTRATION” appears.

```
FAX REGISTRATION?
OK=YES / or 1-7
```

- 3 Press the [2] key on the 10-key pad to select “SPEED DIAL”.

```
2 SPEED DIAL
```

- 4 Use the 10-key pad to enter the 3-digit speed dial number where you wish to add an address. (Example: 011)

```
SPEED DIAL=011
```

- 5 Enter the recipient name.

- For information on entering text, refer to “Entering Text” on page 3-18.
- Up to 20 characters can be entered for the recipient name.

```
NAME=AAA NEW YORK_
OK=YES [A]
```

- 6 Press the [Yes] key.

- 7 Enter the e-mail address of the recipient.

```
E=user01@test.local
OK=YES [A]
```

- For information on entering text, refer to “Entering Text” on page 3-18.
- Up to 64 characters can be entered for the e-mail address.
- If only numbers are entered for the address, it will be regarded as a fax number.

- 8 Press the [Yes] key.

- The [Yes] key cannot be pressed if the e-mail address does not contain “@”.
- The settings are registered. To add information for other speed dial numbers, repeat steps 4 through 8.

- 9 Press the [No] key when you have finished adding addresses.

The FAX REGISTRATION screen appears again.

```
SPEED DIAL=_
(COMPLETE=NO)
```

### Specifying the Settings for a Group Dial Key

- 1 Press the [Utility] key.

- 2 Press the ▼ key until "FAX REGISTRATION" appears.

```
FAX REGISTRATION? ▲
OK=YES / or 1-7 ▼
```

- 3 Press the [3] key on the 10-key pad to select "GROUP DIAL".

```
3 GROUP DIAL
```

- 4 Press the one-touch dial key where you wish to add a group dial setting.

```
-SELECT REGIST.KEY-
```

- 5 Press the ◀ and ▶ keys to select a GROUP DIAL number, and then press the [Yes] key.

```
GROUP DIAL 01
◀, ▶ & YES
```

- 6 Enter a group name, and then press the [Yes] key.

```
GROUP NAME=1_
OK=YES [1]
```

- For information on entering text, refer to "Entering Text" on page 3-18.
- Up to 20 characters can be entered for the group name.

- 7 Use the one-touch dial keys and speed dial numbers to enter the address for the recipient.

```
NO.001=ONE-TOUCH 01
```



#### Tip

To delete the currently displayed destination, press the [No] key, and then select a new recipient.

- 8 Select the next destination, and then press the [Yes] key.

```
NO.001=AAA NEW YORK_
OK=YES (Fin.=START)
```

- Repeat steps 6 and 7 until all of

the destinations have been specified.

- Up to 50 destinations can be specified for one group dial key.
- In this case, the numbers of destinations specified for the one-touch (group dial) key are added to the current group dial setting.

- 9** Press the [Start] key when you have finished adding addresses.

```
NO.005=_  
          (Fin.=START)
```

- The settings are registered. To add information for other group dial keys, repeat steps 4 through 8.

- 10** Press the [No] key when you have finished adding addresses.

```
-SELECT REGIST.KEY-  
  (COMPLETE=NO)
```

The FAX REGISTRATION screen appears again.

### 9.2.3.2 Using PageScope Light To Add Addresses

#### Specifying Settings for One-Touch Dialing

From the page displayed by clicking “One-Touch Dial Setting” in the menu on the “Fax” tab, one-touch dial settings for the copier can be specified.

The screenshot shows the 'One-Touch Dial List' table with the following data:

No.	Name	Address	Batch	Delete
01	ADAABC	123456	-	Delete
02	-	-	-	-
03	TEST	test@123.com.tw	-	Delete
04	-	-	-	-
05	-	-	-	-
06	-	-	-	-
07	-	-	-	-
08	W	(Group Dial)	-	Delete
09	-	-	-	-
10	-	-	-	-
11	-	-	-	-
12	-	-	-	-
13	-	-	-	-
14	-	-	-	-
15	-	-	-	-

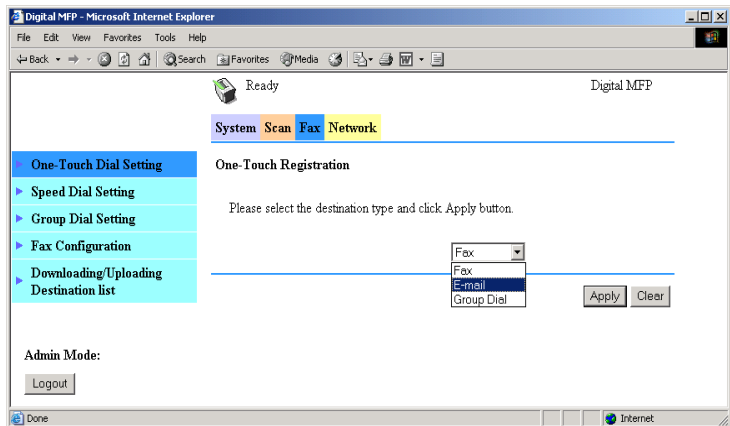
Numbered callouts in the image point to the following elements:

- No.
- Name
- Address
- Batch
- Delete

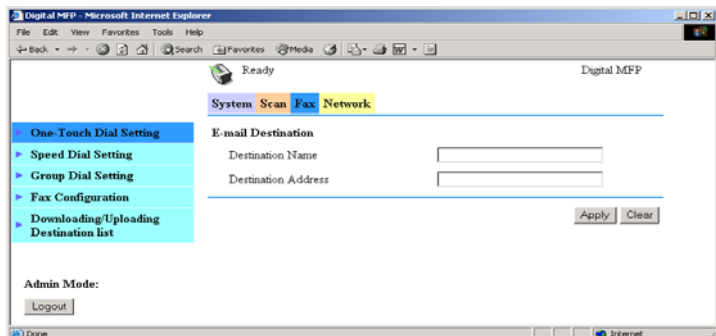
1	No.	One-touch dial number (01 to 64)
2	Name	The name of the destination for the one-touch dial setting.
3	Destination address	The address programmed for the one-touch dial setting. Depending on the type of destination, this address can be a fax number or an e-mail address.
4	Timer Transmission	The send time is displayed for one-touch dial settings specified for time transmission.
5	[Delete] button	Click this button to delete the selected one-touch dial setting.

## Adding a New One-Touch Dial Setting

- 1 Start up PageScope Light.
  - Refer to *“Using PageScope Light” on page 9-10.*
- 2 Log in to the Administrator mode.
- 3 Click “One-Touch Dial Setting” in the menu on the “Fax” tab.
- 4 Click the one-touch dial number where you wish to add a new address. The One-Touch Registration screen appears.

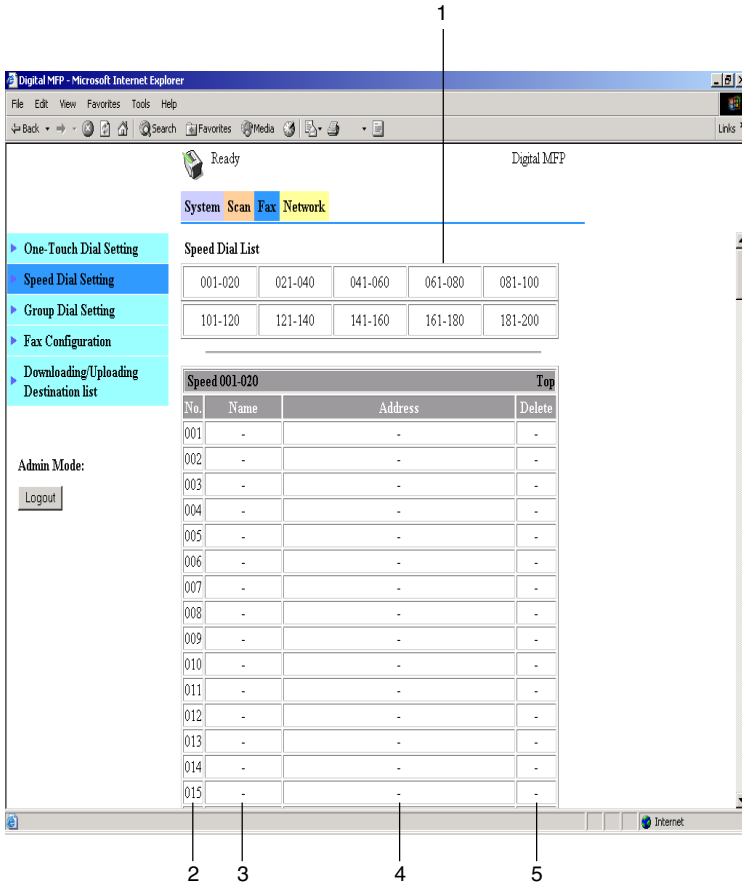


- 5 Select “E-mail” from the drop-down list, and then click the [Apply] button .
- 6 Enter the destination name and e-mail address below “E-mail Destination”, and then click the [Apply] button.



## Specifying the Settings for Speed Dialing

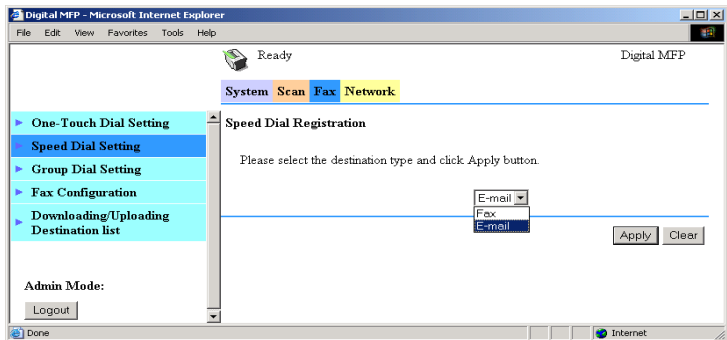
From the page displayed by clicking “Speed Dial Setting” in the menu on the “Fax” tab, speed dial settings for the copier can be specified.



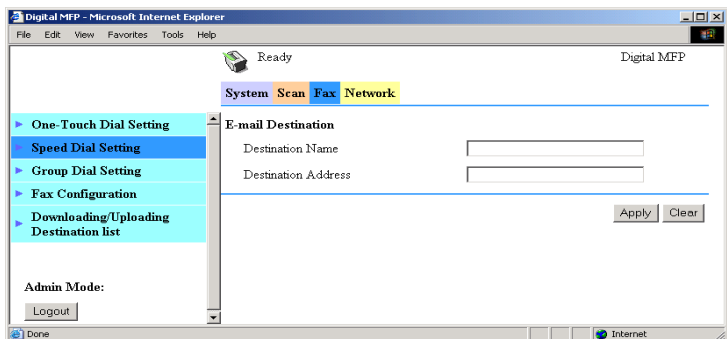
1	Index	Click an index number to jump to the corresponding speed dial list.
2	No.	Speed dial number (001 to 200)
3	Destination Name	The destination programmed with the selected speed dial number
4	Destination address	The destination address programmed with the selected speed dial number Depending on the type of destination, this address can be a fax number or an e-mail address.
5	[Delete] button	Click this button to delete the selected speed dial setting.

## Adding a New Speed Dial Setting

- 1 Start up PageScope Light.
  - Refer to *“Using PageScope Light” on page 9-10.*
- 2 Log in to the Administrator mode.
- 3 Click “Speed Dial Setting” in the menu on the “Fax” tab.
- 4 Click the speed dial number where you wish to add a new address. The Speed Dial Registration screen appears.



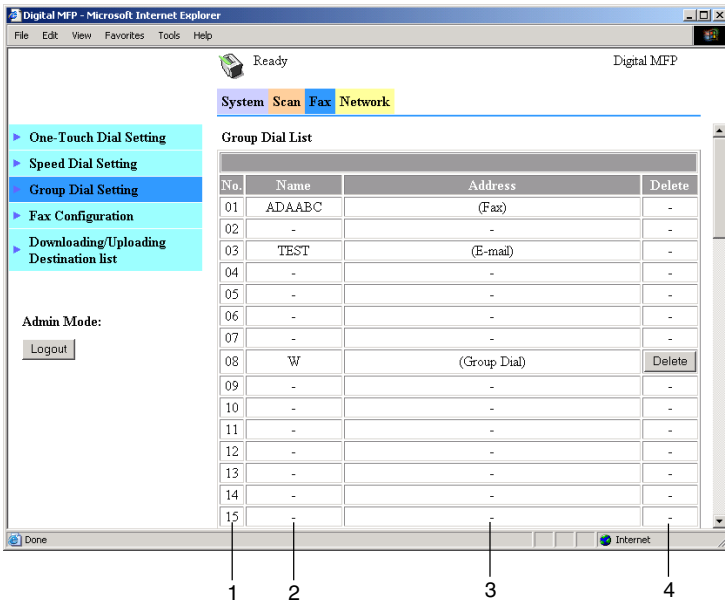
- 5 Select “E-mail” from the drop-down list, and then click the [Apply] button.
- 6 Enter the destination name and e-mail address below “E-mail Destination”, and then click the [Apply] button.





## Specifying the Settings for Group Dialing

From the page displayed by clicking “Group Dial Setting” in the menu on the “Fax” tab, group dial settings for the copier can be specified.

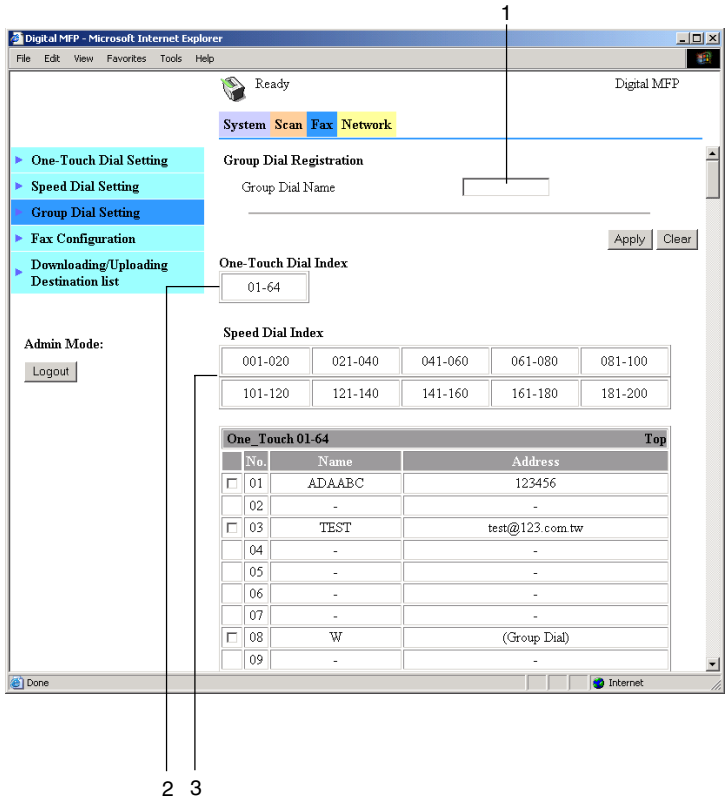


1	No.	One-touch dial number (01 to 64)
2	Destination Name	The group name is displayed for the one-touch dial keys that contain groups.
3	Address	“(Group Dial)” is displayed for the one-touch dial keys that contain groups.
4	[Delete] button	Click this button to delete the one-touch dial settings that contain group dial information.

## Adding a New Group Dial Setting

- 1 Start up PageScope Light.
  - Refer to “Using PageScope Light” on page 9-10.
- 2 Log in to the Administrator mode.
- 3 Click “Group Dial Setting” in the menu on the “Fax” tab.
- 4 Click the group dial number where you wish to add a new address.

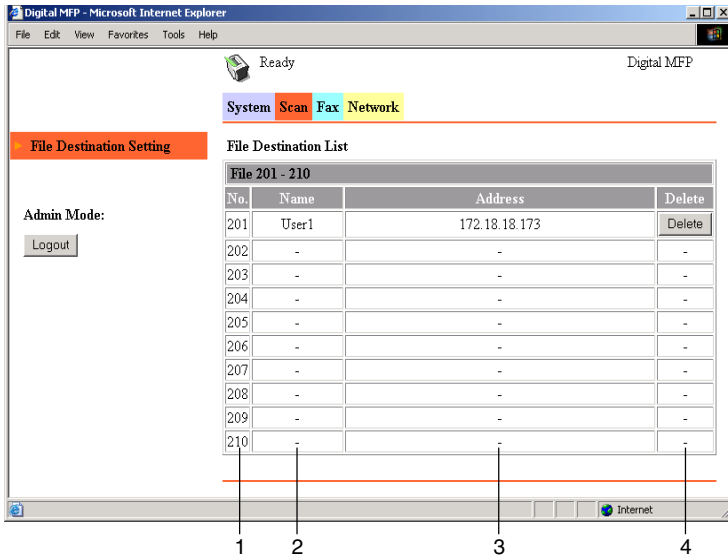
- 5 The Group Dial Registration screen appears. Destinations that have already been specified for one-touch dialing or speed dialing can be added to the 50 destinations specified for a group dial key. To select a destination, select the check box to the left of the destination in the list.
- 6 Click the [Apply] button.



1	Group Dial Name	This function is used to specify the name for the group dial setting. (Up to 20 characters)
2	One-Touch Dial Index	Click an index number to jump to the corresponding one-touch dial list.
3	Speed Dial Index	Click an index number to jump to the corresponding speed dial list.

## Specifying the Settings for Speed Dialing (FTP Server)

From the page displayed by clicking “File Destination Setting” in the menu on the “Scan” tab, FTP servers can be specified for speed dial numbers on the copier.



1	No.	Speed dial number (201 to 210)
2	Destination Name	FTP server name
3	Address	FTP server address
4	[Delete] button	Click this button to delete the selected speed dial setting.

## Adding a New Speed Dial (FTP Server) Setting

- 1 Start up PageScope Light.
  - Refer to *“Using PageScope Light” on page 9-10.*
- 2 Log in to the Administrator mode.
- 3 Click “File Destination Setting” in the menu on the “Scan” tab.
- 4 Click the speed dial number where you wish to add a new address.
- 5 The File Destination screen appears. Enter the necessary information, and then click the [Apply] button.

The screenshot shows the Digital MFP web interface in Microsoft Internet Explorer. The browser title is "Digital MFP - Microsoft Internet Explorer". The page has a navigation menu with "System", "Scan", "Fax", and "Network" tabs. The "Scan" tab is active, and the "File Destination Setting" menu item is highlighted. Below the menu, there is a "Speed Dial List" table with 10 entries (001-020 to 181-200). A vertical line labeled "1" points to this table. Below the "Speed Dial List" is a configuration table for "Speed 001-020" with columns for "No.", "Name", "Address", and "Delete". A horizontal line labeled "3" points to the "File Destination Setting" menu item. A vertical line labeled "4" points to the "001-020" entry in the "Speed Dial List" table. A vertical line labeled "5" points to the "No." column header in the "Speed 001-020" configuration table. The "Admin Mode:" section has a "Logout" button.

No.	Name	Address	Delete
001	-	-	-
002	-	-	-
003	-	-	-
004	-	-	-
005	-	-	-
006	-	-	-
007	-	-	-
008	-	-	-
009	-	-	-
010	-	-	-
011	-	-	-
012	-	-	-
013	-	-	-
014	-	-	-
015	-	-	-

## File Destination

Function	Description
Destination Name	This function is used to specify the name for the file destination. (Up to 20 characters)
FTP Server Address	This function is used to specify the host name or IP address of the FTP site where the scan data will be sent. (Up to 64 characters)
Directory	This function is used to specify the file path of the directory on the FTP site where the scan data will be stored. (Up to 128 characters)
Use Proxy	This function is used to specify whether or not to access the FTP site via a proxy server. (For information on proxy server settings, refer to "FTP & DNS Configuration" on page 9-36.)
Remote Port Number	This function is used to specify the remote port number (1 to 65535) if a proxy server is not being used. Normally, port number 21 is used.

## E-Mail Notification

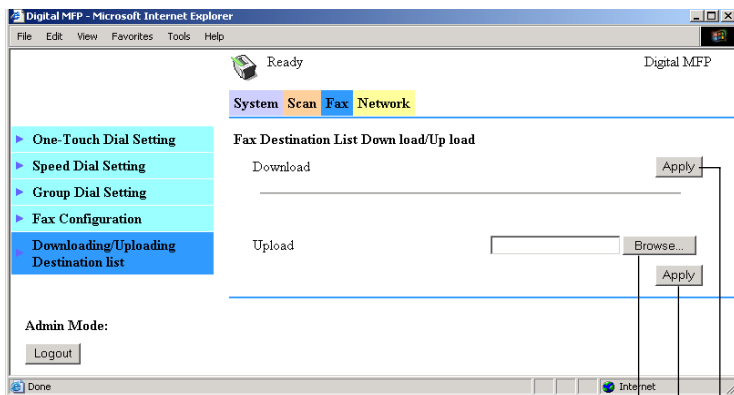
Function	Description
Enable Notification	This function is used to specify whether or not to send an e-mail notification when scan data is uploaded to an FTP server.
Notification Address	This function is used to specify the e-mail addresses (up to 10) where e-mail notifications should be sent. (Up to 64 characters)

## Account Information

Function	Description
Anonymous	This function should be selected if the FTP site is an anonymous FTP server.
Private Site	If the FTP site requires user authentication, specify settings for the following. User Name: The user name (up to 20 characters) used to log in to the FTP site Password: The password (up to 20 characters) associated with the user name used to log in to the FTP site Confirm: Used to specify the password for confirmation

## Downloading and Uploading the Destination List

From the page displayed by clicking “Downloading/Uploading Destination list” in the menu on the “Fax” tab, you can export to a txt file the one-touch dial and speed dial settings for destinations (except FTP server destinations) registered on the copier (download). You can also upload a txt file to the copier.



1	[Apply] button	Click this button to export to a txt file the list of destinations programmed with one-touch dial keys and speed dial numbers. (A file download window opens.)
2	[Browse] button	Click this button to select a txt file containing destinations programmed with one-touch dial keys and speed dial numbers.
3	[Apply] button	Click this button to upload the selected txt file containing one-touch dial key and speed dial number settings to the copier.

## 9.3 Using Scan to E-mail Operations



### Tip

*With a Scan to E-mail operation, documents are sent via a mail server. They are not sent directly to the recipient. In addition, images are regarded as having been sent successfully on completion of their transmission to the server.*

*In order to perform this operation, an IP address, SMTP server, and e-mail address must have already been specified.*

*To cancel a job while the document is being scanned, press the [Stop] key.*

*If the job could not be sent, the transmission result report is printed.*

*To delete a job after it has been scanned, but is still in the queue, waiting to be sent, press the [Function] key, and then select "CANCEL RESERV.". (Refer to "Canceling (Deleting) a Document Queued in the Memory for Transmission" on page 6-20.)*

## 9.3.1 Transmission Procedures

### 9.3.1.1 Starting to Scan

- 1 Press the [Scan] key.

The copier switches to Scan mode, and the Scan screen appears.

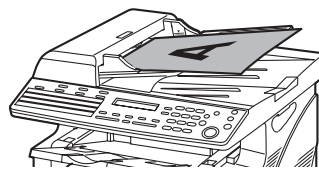
Scan



SCAN TO E-MAIL/FILE  
-SET DOC.FACE UP-

- 2 Place the document to be scanned in the auto document feeder.

- Adjust the guides to the size of the document.
- Load the document with the surface to be scanned face up.



ENTER E-MAIL ADDRESS  
or HOST ADDRESS [1]

- 3 Press the [123/ABC] key.

1 2 3/ABC



ENTER E-MAIL ADDRESS  
or HOST ADDRESS [A]

- 4 Press the keys on the 10-key pad to enter the e-mail address, and then press the [Yes] key. The e-mail address can also be specified using one of the following methods.

- *"Specifying the Destination Using One-Touch Dial Keys" on page 9-63.*
- *"Specifying the Destination Using Speed Dial Numbers" on page 9-64.*
- *"Specifying the Destination Using the Phone Book" on page 9-66.*
- To skip specifying the subject line, resolution, etc., press the [Start] key, instead of the [Yes] key.

T0=user01@test.local  
OK=YES [A]



- If settings such as the subject, cc recipient, and resolution are not to be specified, press the [Start] key instead of the [Yes] key, and skip to step 10.

- 5** Enter a title (subject), and then press the [Yes] key.

```
SUBJ.=Scan data from
OK=YES [A]
```

- 6** Enter the e-mail address for any additional recipient, and then press the [Yes] key.

```
CC 001=user02@test.1
OK=YES [A]
```

- To specify more than one CC address, press the [Yes] key to enter the additional addresses. Repeat step 6 until all of the recipients have been specified.

- 7** After you have finished specifying the addresses for additional recipients, press the [Yes] key.

```
CC 005=
OK=YES [1]
```

- 8** Press the ◀ and ▶ keys to select the color mode (“COLOR” or “B/W”), and then press the [Yes] key.

```
COLOR *B/W
-▶, ▶- & YES
```

- 9** Press the ◀ and ▶ keys to select the resolution (150×150 dpi, 300×300 dpi, or 600×600 dpi), and then press the [Yes] key.

```
150x150 *300x300▶
OK=YES (SETTING=▼)
```

- The 600×600 dpi resolution cannot be selected if “COLOR” was selected as the scan mode in step 8.
- To specify detailed settings for the scan mode, press the ▼ key.
- For information on specifying detailed settings, refer to “*Changing the Scan Mode Settings*” on page 9-59.

- 10** Press the [Start] key.

Scanning starts, and then the scan data is sent to the recipients.

```
SCAN SIZE (LT ◻)
SEND=START (SIZE=▼)
```

- To change the size of the scanned image, press the ▼ key.
- For information on changing the size, refer to “*Changing the Scanned Image Size*” on page 9-60.

### 9.3.1.2 Changing the Scan Mode Settings

The scan mode settings can be changed from the screen for selecting the resolution. If the settings are not changed, scan data will be sent using the default scan mode settings, or the initial settings.

For more details, refer to “*Specifying the Default Settings for the Scan Settings*” on page 9-60.

- 1 Press the ◀ and ▶ keys to select the color mode, and then press the [Yes] key.



- 2 Press the ◀ and ▶ keys to select the resolution (150×150 dpi, 300×300 dpi, or 600×600 dpi), and then press the [Yes] key.



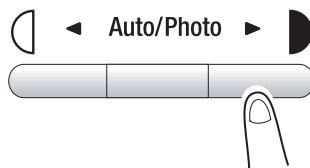
- The 600×600 dpi resolution cannot be selected if “COLOR” was selected as the scan mode in step 1.
- To specify detailed settings for the scan mode, press the ▼ key.

- 3 Press the ◀ and ▶ keys to select the data format (“TIFF” or “PDF”) for e-mail attachments.



- 4 To change other settings, press the ▼ key. (Go to Step 5.)
  - To quit making changes to the scan mode settings, press the [Start] key. The screen for selecting the document mode appears.
  - If “COLOR” was selected for the color mode in step 1, press the [Start] key.

- 5 Press the [Auto/Photo] key, to select “[A]”(auto), “PHOTO”, or “TEXT”.



- The current setting appears on the left side of the display.



- 6 If “PHOTO” or “TEXT” was selected, press the ◀ and ▶ keys to adjust the density level.



- 7 To change other settings, press the ▼ key. (Go to Step 8.)
  - To quit making changes to the scan mode settings, press the [Start] key. The screen for selecting the document mode appears.

- 8 Press the ◀ and ▶ keys to select the compression encoding method ("MH", "MR", or "MMR").



- 9 Press the [Start] key to return to the Scan screen.  
The document mode selection screen appears.

### 9.3.1.3 Changing the Scanned Image Size

The setting for the size of the scan image can be changed from the screen for selecting the document mode.

- 1 Press the ▼ key in the screen for selecting the SCAN SIZE.



- 2 Press the ◀ and ▶ keys to select the scan size, and then press the [Yes] key.



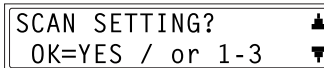
The document mode selection screen appears again.

### 9.3.1.4 Specifying the Default Settings for the Scan Settings

The default settings for resolution, data format, and encoding method used by the Scan to E-mail and Scan to Server (FTP) functions can be specified.

#### Specifying the Resolution

- 1 Press the [Utility] key.
- 2 Press the ▲ or ▼ key until "SCAN SETTING" appears.
- 3 Press the [1] key on the 10-key pad to select "RESOLUTION".



- 4 Press the ◀ and ▶ keys to select the resolution (150×150 dpi, 300×300 dpi, or 600×600 dpi), and



then press the [Yes] key.

The SCAN SETTING screen appears.

### Specifying the Data Format

- 1 Press the [Utility] key.
- 2 Press the ▲ or ▼ key until "SCAN SETTING" appears.



- 3 Press the [2] key on the 10-key pad to select "IMAGE FORMAT".



- 4 Press the ◀ and ▶ keys to select the data format ("TIFF" or "PDF"), and then press the [Yes] key.



The SCAN SETTING screen appears.

### Specifying the Encoding Method

- 1 Press the [Utility] key.
- 2 Press the ▲ or ▼ key until "SCAN SETTING" appears.



- 3 Press the [3] key on the 10-key pad to select "CODING METHOD".



- 4 Press the ◀ and ▶ keys to select the compression encoding method ("MH", "MR", or "MMR"), and then press the [Yes] key.



The SCAN SETTING screen appears.

### 9.3.1.5 If Memory Becomes Full While Scanning

A warning message will appear if the amount of free memory in the copier becomes low while scanning a document.

```
*MEMORY NEAR FULL*  
AAA NEW YORK
```

Approximately two seconds later



```
MEM. FULL/JOB CANCEL?  
OK=YES (SEND=START)
```

If the [Start] key is pressed within one minute of the message appearing, the scan data for the pages that have already been scanned is sent. If the auto document feeder is being used, the remaining pages in the document will be scanned after the scan data has been sent.

If the [Yes] key is pressed within one minute of this message appearing, or if no key is pressed, the job will be canceled.

### 9.3.2 Specifying the Destination Using One-Touch Dial Keys



#### Note

*The one-touch dial setting must have already been specified.*

*For information on setting up one-touch dial keys, refer to “Adding Destinations” on page 9-41.*

- 1 Press the one-touch dial key ([01] to [64]) programmed with the e-mail address where you want to send the scan data.

01033	02234	03335	04436	05537	06638	07739	08840
09841	10942	11043	12144	13245	14346	15447	16548
17649	18750	19851	20952	21053	22154	23255	24356
25457	26558	27659	28760	29861	30962	31063	32164

ONE-TOUCH DIAL 01

TO=AAA NEW YORK  
OK=YES (SEND=START)

### 9.3.3 Specifying the Destination Using Speed Dial Numbers

**Note**

*The speed dial setting must have already been specified.*

*For information on setting up speed dial numbers, refer to "Adding Destinations" on page 9-41.*

- 1 Press the [Speed Dial] key, and then use the 10-key pad to enter the 3-digit speed dial number programmed with the e-mail address where you want to send the scan data.

- If you make a mistake, press the [No] key, and then enter the correct number.

**Speed Dial**

SPEED DIAL=011

TO=AAA BOSTON  
OK=YES (SEND=START)

### 9.3.4 Specifying the Destination Using Group Dial Keys



#### Note

*The group dial setting must have already been specified.*

*For information on setting up group dial keys, refer to “Adding Destinations” on page 9-41.*

*If at least one fax number is registered as a recipient with a group dial key, that group dial key cannot be used with the Scan to E-mail transmission. In this case, the message “NOT E-MAIL ADDRESS” appears in the display.*

- 1 Press the one-touch dial key ([01] to [64]) programmed with the group where you want to send the scan data.

01/33	02/34	03/35	04/36	05/37	06/38	07/39	08/40
09/41	10/42	11/43	12/44	13/45	14/46	15/47	16/48
17/49	18/50	19/51	20/52	21/53	22/54	23/55	24/56
25/57	26/58	27/59	28/60	29/61	30/62	31/63	32/64

GROUP DIAL 11

T0=USA  
OK=YES (SEND=START)

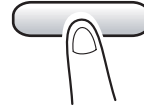


### 9.3.5 Specifying the Destination Using the Phone Book

The phone book contains all programmed one-touch dialing and speed dialing numbers, allowing you to search for and select the recipient that you wish to send a document to.

- 1 Press the [Phone Book] key.

#### Phone Book



- 2 Press the ◀ and ▶ keys to select "LIST" or "SEARCH", and then press the [Yes] key.

*LIST	SEARCH
◀, ▶	& YES

- If "LIST" is selected, the detailed settings for the one-touch dial keys and speed dial numbers are displayed. Press the ▲ and ▼ keys to select a recipient.

*AAA NEW YORK	▲
OK=YES	▼

- If "SEARCH" is selected, a screen for entering the characters to search for appears. This is used to enter part (or all) of a recipient's name. For information on performing the search, refer to "To search the phone book" on page 5-10.

SEARCH->>AAA NEW_	
OK=YES	[A]

- 3 Press the [Start] key.

## 9.4 Using Scan to Server (FTP) Operations



### Tip

*In order to perform this operation, an FTP server address must have already been specified. Use PageScope Light to specify the settings. (Refer to “File Destination Setting” on page 9-38.)*

*A specified recipient can be notified by e-mail of the FTP server address where a file was uploaded. This setting can be specified using PageScope Light. (Refer to “File Destination Setting” on page 9-38.)*

*To cancel a job while the document is being scanned, press the [Stop] key.*

*If the job could not be sent, a transmission result report is printed.*

*To delete a job after it has been scanned, but is still in the queue, waiting to be sent, press the [Function] key, and then select “CANCEL RESERV.”. (Refer to “Canceling (Deleting) a Document Queued in the Memory for Transmission” on page 6-20.)*

## 9.4.1 Procedure for Scanning to a Server

### 9.4.1.1 Using the Auto Document Feeder

- 1 Press the [Scan] key.

The copier switches to Scan mode, and the scan screen appears.

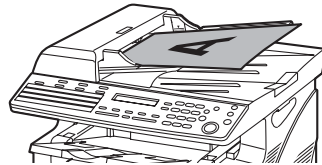
Scan



SCAN TO E-MAIL/FILE  
-SET DOC.FACE UP-

- 2 Place the document to be scanned in the auto document feeder.

- Adjust the guides to the size of the document.
- Load the document with the surface to be scanned face up.



- 3 Press the [Speed Dial] key, and then use the 10-key pad to enter the 3-digit speed dial number programmed with the FTP server address where you want to upload the scan data.

Speed Dial



SPEED DIAL=201

- Specify a speed dial number between "201" and "210".
  - An FTP server address can only be specified with a speed dial number. In addition, the FTP server addresses are registered for a speed dial number using PageScope Light. For details, refer to "*Specifying the Settings for Speed Dialing*" on page 9-48.
  - If you make a mistake, press the [No] key, and then enter the correct number.
  - If there is no address registered for the specified speed dial number, an error message appears. Enter a correct speed dial number.
- 4 Press the [Yes] key.
    - To skip specifying the image resolution, press the [Start] key instead of the [Yes] key.

TO=AAA CHICAGO  
OK=YES (SEND=START)

- 5 Press the ◀ and ▶ keys to select the color mode (“COLOR” or “B/W”), and then press the [Yes] key.

```
COLOR      *B/W
◀,▶ & YES
```

- 6 Press the ◀ and ▶ keys to select the resolution (150×150 dpi, 300×300 dpi, or 600×600 dpi), and then press the [Yes] key.

```
150×150    *300×300▶
OK=YES    (SETTING=▼)
```

- The 600×600 dpi resolution cannot be selected if “COLOR” was selected as the scan mode in step 5.
- To specify detailed settings for the scan mode, press the ▼ key.
- For information on specifying detailed settings, refer to “*Changing the Scan Mode Settings*” on page 9-59.

- 7 Press the [Start] key.

Scanning starts, then the scan data is sent to the recipients.

```
SCAN SIZE (LT □)
SEND=START (SIZE=▼)
```

- To change the size of the scanned image, press the ▼ key.
- For information on changing the size, refer to “*Changing the Scanned Image Size*” on page 9-60.



#### Tip

Up to 10 specified recipients can be notified by e-mail of the FTP server address where a file was uploaded. When using PageScope Light to register the speed dial information, select “Enable Notification”. (Refer to “Adding a New Speed Dial (FTP Server) Setting” on page 9-53.)

### 9.4.1.2 If Memory Becomes Full While Scanning

A warning message will appear if the amount of free memory in the copier becomes low while scanning a document.

```
*MEMORY NEAR FULL*  
AAA NEW YORK
```

Approximately two seconds later



```
MEM.FULL/JOB CANCEL?  
OK=YES (SEND=START)
```

If the [Start] key is pressed within one minute of the message appearing, the scan data for the pages that have already been scanned is sent. If the auto document feeder is being used, the remaining pages in the document will be scanned after the scan data has been sent.

If the [Yes] key is pressed within one minute of this message appearing, or if no key is pressed, the job will be canceled.

## 9.5 Using Internet Faxing Operations



### Tip

*Internet faxes are sent and received via a mail server. They are not sent directly to the recipient. In addition, images are regarded as having been sent successfully on completion of their transmission to the server.*

*The size of original that can be sent and the image quality varies depending on the type of Internet fax at the receiving end. Be sure to check the capabilities of the Internet fax device at the receiving end before sending an Internet fax. If the capabilities of the Internet fax device at the receiving end are unknown, send the fax as Letter size (inch models) or A4 size (metric models) and at standard resolution.*

*In order to use Internet faxing, an IP address, SMTP server, and e-mail address must have already been specified.*

*To cancel a job while the document is being scanned, press the [Stop] key.*

*If the job could not be sent, a transmission result report is printed.*

*To delete a job after it has been scanned, but is still in the queue, waiting to be sent, press the [Function] key, and then select "CANCEL RESERV.". (Refer to "Canceling (Deleting) a Document Queued in the Memory for Transmission" on page 6-20.)*

## 9.5.1 Procedure for Sending Internet Faxes

### 9.5.1.1 Starting to Scan

- 1 Press the [Fax] key.

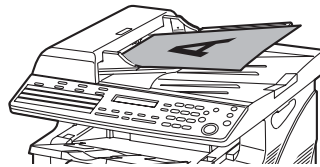
The copier switches to Fax mode, and the fax screen appears.



```
16:00   STD   100%
-SET DOC.FACE UP-
```

- 2 Place the document to be scanned in the auto document feeder.

- Adjust the guides to the size of the document.
- Load the document with the surface to be scanned face up.



- 3 If necessary, adjust the fax resolution setting (p. 5-12).

- 4 Press the [123/ABC] key.

1 2 3 / A B C



```
ⓧ=ENTER FAX NO.
or FUNCTION [A]
```

- 5 Using the 10-key pad, enter the e-mail address of the recipient. The e-mail address can also be specified using one of the following methods.

- “Specifying the Destination Using One-Touch Dial Keys” on page 9-63.
- “Specifying the Destination Using Speed Dial Numbers” on page 9-64.
- “Specifying the Destination Using the Phone Book” on page 9-66.

```
ⓧ=user01@test.local
TX=START [A]
```

- For information on entering text, refer to “Entering Text” on page 3-18.

- 6 Press the [Start] key. Scanning starts, and the scan data is sent to the recipient.

### 9.5.1.2 If Memory Becomes Full While Scanning

A warning message will appear if the amount of free memory in the copier becomes low while scanning a document.

```
*MEMORY NEAR FULL*  
AAA NEW YORK
```

Approximately two seconds later



```
MEM. FULL/TX CANCEL?  
OK=YES (TX=START)
```

If the [Start] key is pressed within one minute of the message appearing, the scan data for the pages that have already been scanned is sent. If the auto document feeder is being used, the remaining pages in the document will be scanned after the scan data has been sent.

If the [Yes] key is pressed within one minute of this message appearing, or if no key is pressed, the job will be canceled.



## 9.5.2 Specifying the Destination Using Programmed Dialing

The only transmission functions that can be used when an e-mail address is selected are broadcast transmission and timer transmission.

### 9.5.3 Sending a Document to Multiple Destinations (Broadcast Transmission)

The same scan data can be sent to multiple destinations.

The maximum number of destinations that can be specified at one time is 274.

**Note**

*For information on using broadcast transmission, refer to “To fax using broadcast transmission” on page 6-7.*

### 9.5.4 Sending a Document at a Specified Time (Timer Transmission)

A document can be scanned and stored in the copier's memory, then sent at a specified time.



**Note**

*For information on using timer transmission, refer to “To fax using timer transmission” on page 6-11.*

### 9.5.5 Canceling (Deleting) a Document Queued for Timer Transmission

Of the e-mail messages stored in the copier's memory and reserved for timer transmission, a specific e-mail message can be selected and deleted.

**Note**

*For information on canceling a queued document, refer to "Canceling (Deleting) a Document Queued in the Memory for Transmission" on page 6-20.*

## 9.5.6 Receiving Internet Faxes

### 9.5.6.1 Types of E-mail Messages That Can Be Received

The copier can receive the following types of e-mail messages.

- Body text of an e-mail message (single-byte characters only)
- TIFF-F images
- Body text of an e-mail message (single-byte characters only) and TIFF-F images
- Text files sent as attachments (single-byte characters only)



#### Note

*E-mail messages cannot be received if the IP address or POP3 server address have not been specified. In addition, a transmission error will occur if the POP3 account or POP3 password have not been specified correctly. Refer to "Specifying Other E-mail Settings ("E-MAIL SETTING 2" Menu)" on page 9-28.*

*If the body of an e-mail message contains HTML codes, it cannot be printed.*

*E-mail messages cannot be received if they contain an attachment of a format specific to a certain application.*

*If the e-mail message that arrives contains an attachment in a format that cannot be received, a result notification is sent to the administrator. Refer to "Specifying the Address for Result Notifications" on page 9-32.*

### 9.5.6.2 Auto Reception

If the copier is set to periodically check the POP3 server, Internet faxes can be automatically received. Refer to "Setting Up Auto Reception" on page 9-31.

If the copier is not set to automatically retrieve messages, e-mail must be checked manually. Refer to "Manual Reception" on page 9-79.

<Screen during auto reception>

```

[ ] (POP3 SERVER ) 80%
-SET DOC.FACE UP-
  
```



```

*RX COMPLETE*
user01@test.local
  
```

### 9.5.6.3 Manual Reception

If the copier is not set to automatically retrieve messages, or you want to check for messages immediately, e-mail can be checked manually.

#### Checking E-mail Manually

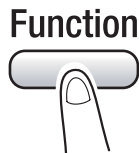
- 1 Press the [Fax] key. The copier switches to Fax mode, and the fax screen appears.



```

16:00   STD   100%
-SET DOC.FACE UP-
  
```

- 2 Press the [Function] key.



- 3 Press the [0] key on the 10-key pad. Alternatively, press the [Function] key 9 times to select "INTERNET FAX RX", and then press the [Yes] key.

```

FUNCTION
SEL.0-8/or FUNCTION
  
```

```

0 INTERNET FAX RX
  
```

- 4 Press the [Yes] key. The copier checks the POP3 server for received e-mail messages, then begins to print any messages that have been received. After checking for received e-mail messages and printing them, the fax screen appears again.

RECEIVE E-MAIL? OK=YES
---------------------------

## 9.5.7 Forwarding Fax Documents

Fax messages received by the copier can be forwarded to another fax machine (fax number) or to an Internet fax service (e-mail address).



### Note

*When forwarding a document that has been received by Internet fax, some limitations may apply, depending on the data format of the image or the type of destination.*

Received Document	Destination	Forwarding Possible
○: Possible; △: Conditionally possible; -: Cannot be sent		
Fax	Fax no.	○
	E-mail address	△*
Internet fax	Fax no.	-
	E-mail address	△*

\* Documents can be forwarded if they meet the following criteria.  
 Document size: Letter size (inch models), A4 size (metric models) or smaller  
 Resolution: Standard or Fine  
 Encoding method: MH

### 9.5.7.1 Using the Forwarding Function

- 1 Press the [Utility] key.
- 2 Press the ▼ key until “RX OPERATION” appears.
- 3 Press the [6] key on the 10-key pad to select “FORWARD”.
- 4 Press the ◀ and ▶ keys to select “ON”, “ON (PRINT)”, or “OFF”, and then press the [Yes] key.

- If “ON” or “ON (PRINT)” are selected, the screen for specifying the forwarding destination appears. (Go to Step 5.)
- If “OFF” is selected, the RX OPERATION screen appears again.



**Tip**

*If the option to forward and print the document (“ON (PRINT)”) is selected, the received fax is forwarded to a destination after printed the received data.*

- 5** The destination e-mail address or fax number can be entered using the 10-Key pad, the one-touch dial keys, or speed dial numbers.
- 6** Press the [Yes] key.  
The RX OPERATION screen appears.

## 9.6 Checking the Transmission/Reception Results

The transmission results for up to 60 messages, including sent and received faxes, are recorded.

The copier is set to automatically print the activity report each time there have been 60 transmissions. In addition, the transmission result report can be printed by pressing the [Status] key.

## 9.6.1 Checking the Transmission Results

- 1 Press the [Status] key.



- 2 Press the ▼ key once to select "TX/RX RESULT", and then press the [Yes] key.

TX/RX RESULT?	▲
OK=YES	▼

- 3 Press the ▲ and ▼ keys to display and check the desired transmission results.

60(OCT.01 14:25)TX	▲
AAA TOKYO	-OK ▼

- In the transmission results screen, "TX" indicates result for sent messages, "RX" indicates results for received messages.
- If the [No] key is pressed twice while the transmission result are being displayed, the main screen appears.
- Press the [Start] key to print the transmission results report. After the transmission result report has been printed, the main screen appears.

TX RESULT REPORT
->>START

---

***Miscella-  
neous***

---

**10**

**Chapter 10**

Miscellaneous

## 10.1 Specifications

Specification	FAX2900	FAX3900
Type	Desktop	
Photoconductor	OPC	
Printing System	Electrostatic Dry Powdered Image Transfer to Plain Paper	
Fusing System	Heated Roller	
Copy Resolution	Horizontal: 600 dpi Vertical: 600 dpt	
Types of Original	Types: Sheets Size: Maximum Legal L	
Kinds of Paper	Plain paper, recycled paper (16 lb to 24 lb) Exclusive paper: card (24-1/4 lb to 43-1/4 lb) OHP transparencies, envelopes	
Print Paper Size	<Tray1/Bypass Tray> A4 L, B5 L, A5 L, 16K L, Legal L, Letter L, Invoice L, FLS (13 × 8-1/4) Custom size: Width: 4-1/4 to 8-1/2, Length: 5-3/4 to 14	
Capacity	<Tray1> Plain paper, recycled paper: 250 sheets (20 lb) Exclusive paper: cards; 5 sheets, OHP transparencies; 5 sheets, envelopes; 1 sheet <Bypass Tray> Plain paper, recycled paper: 10 sheets (20 lb) Exclusive paper: cards; 1 sheet, OHP transparencies; 1 sheet, envelopes; 1 sheet	
Warm-up Time	Less than 25 seconds at room temperature (73.4°F)	
Zoom Ratios	Full size: × 1.000 Enlargement ratios: × 1.29, × 1.54 and × 2.00 Reduction ratios: × 0.50, × 0.64 and × 0.78 Zoom ratios: × 0.50 to × 2.00 (in × 0.01 increments)	
Multiple Copies	1 to 99 sheets	
Density Control	Auto Text mode, Text mode, and Photo mode	
Lost Image	Leading edge: 1/4; Trailing edge: 1/4; Rear edge: 1/4; Front edge: 1/4	

Specification	FAX2900	FAX3900
Power Requirements	110-127 V: less than 7A, 50-60 Hz 220-240 V: less than 3.7 A, 50/60 Hz	
Power Consumption	120-127 V: 770-890W 220-240 V: 814-888W	
Dimensions	416mm (width) × 419mm (depth) × 408mm (height) ( 16.4inch (width) × 16.5inch (depth) × 16.1inch (height) )	
Standard Memory	Copier function: 16 MB Fax function: 6 MB	
Weight	Approx. 29 lb	

### Scan to E-mail / Scan to Server

Specification	FAX3900
Communications Protocols	E-mail Transmission: SMTP, TCP/IP FTP Transmission: FTP, TCP/IP
Resolution	150 × 150 dpi, 300 × 300 dpi, 600 × 600 dpi
Data Formats	E-Mail Format: MIME Attached File Format: TIFF, PDF
Cording Method	MH, MR, MMR, JPEG (For Color mode, fixed at JPEG)
Network	Ethernet LAN (10BASE-T or 100BASE-TX connection)

### Internet Fax

Specification	FAX3900
Communications Protocols	E-mail Transmission: SMTP, TCP/IP E-mail Reception: POP3, TCP/IP
Resolution	Transmission: 204 × 98 dpi, 204 × 196 dpi Reception: 204 × 98 dpi, 204 × 196 dpi, 204 × 392 dpi, 200 × 100 dpi, 200 × 200 dpi
Data Formats	E-Mail Format: MIME Attached File Format: TIFF-F
Coding Method	Transmission: MH Reception: MH, MR, MMR, JBIG
Network	Ethernet LAN (10BASE-T or 100BASE-TX connection)

**Auto Document Feeder**

Specification	FAX2900	FAX3900
Document Feeding System	Standard Mode: 1-sided original	
Kinds of Original	Plain paper: 13-1/4 lb to 32 lb	
Original Size	A4 L, B5 L, A5 L, Legal L, Letter L, Invoice L Custom size: Width: 5-3/4 to 8-1/2, Length: 5 to 14	
Capacity of Document Feed Tray	50~104g/m2 (13 ~ 28lb ) : 30 pages (plain paper) 60~80g/m2 ( 16 ~ 20lb ) : 50 pages (plain paper) 10 pages for special paper	
Power Consumption	30 W	

**Paper Feed Cassette (option)**

Specification	
Kinds or Paper	Plain paper, recycled paper (16 lb to 24 lb)
Paper Sizes	A4 L, Letter L
capacity	500 sheets (20 lb)
Power Consumption	Less than 7 W
Dimensions	401mm (width) × 615mm (depth) × 138mm (height) ( 15.8inch (width) × 24.2inch (depth) × 5.4inch (height) )
Weight	8.8 lb

## 10.2 Function Menu Commands

### Function Menu Commands

Menu	Settings
1 BROADCAST	Recipients
2 TIMER TX	Transmission time
3 MAILBOX TX	Recipient, mailbox ID and password
4 PRINT MAILBOX RX	Mailbox ID
5 POLLING TX	SINGLE/MULTI, polling ID and password
6 POLLING RX	Caller, polling ID and password
7 RELAY INITIATE	Recipient, Relay Box ID and password
8 CANCEL RESERV.	Select job



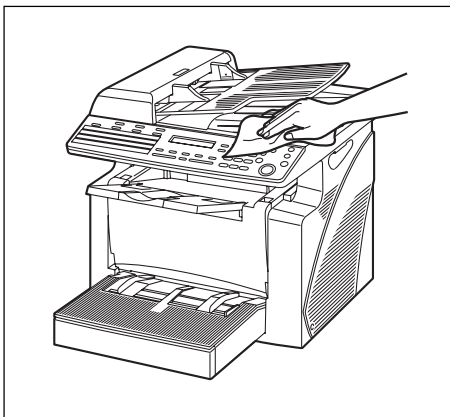
## 10.3 Care of the Machine

### Cleaning

Turn off the machine before cleaning it.

### Housing Cover

- Wipe the surface of the housing cover with a soft cloth dampened with a mild household detergent.



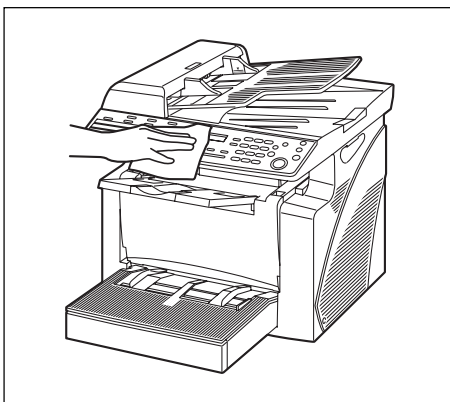
### Control Panel

- Wipe the surface of the Control Panel clean with a soft, dry cloth.



#### Note

*Incorrectly cleaning the Control Panel keys may damage them. Never use mild household detergent or glass cleaner to clean the Control Panel.*



## 10.4 Glossary

### Terms and Definitions

Term	Definition
Automatic redialing	If a call cannot be completed, for example if the recipient's machine is busy, the recipient is automatically called again. If a document queued in the memory to be sent contains multiple pages, until the time for redialing has been reached, it is advanced in the queue and sent.
F codes	F codes are mailbox functions, such as "SUB" (sub-addresses), "SEP" (selective polling), "SID" and "PWD" (passwords), regulated by the G3 standards of the ITU-T (International Telecommunication Union). Mailbox transmission/reception and relay initiation transmission are possible only with similar machines compatible with F code transmission.
Internet fax	Faxes can be transmitted via the Internet or an Intranet instead of through telephone lines. Instead of a fax number, the recipient's e-mail address is specified and the scanned image (TIFF format) can be sent as an e-mail message to a computer or Internet fax. In addition, e-mail messages from computers can be received as images.
General subscriber line	Analog telephone lines (public network)
JBIG coding method	New method of data compression/decompression, standardized by the Joint Bi-level Image Expert Working Group, a subcommittee of the International Telecommunications Union (ITU-T). Effective for transferring large amounts of data or high-resolution image data such as halftones.
Manual reception	Receiving a fax document after talking on the telephone.
Manual transmission	Sending a fax document after talking on the telephone.
Memory	Stores fax and copy image data. By installing expansion memory, much more image data can be stored in the memory.
Memory reception	When paper runs out or a paper misfeed occurs while receiving a fax, the data is automatically stored in the memory and printed out later. Even if the paper runs out during the night or when the user is away, the fax document can still be received.
Network scanner	This is a function that allows scanned images to be sent to a computer via a network. They can also be sent as e-mail messages or uploaded to FTP servers.
PBX	Abbreviation for private branch exchange Exchange equipment installed in a company or a plant to connect a number of telephone sets with multiple station lines in order to enable unrestricted communications between the telephone sets.
Protocols	The necessary rules for communication
Touch-tone signals	A signal used on the telephone line; used when calling on a push-button line or using push-button services. By pressing the [ * ] key in the 10-Key Pad, touch-tone signals are used, even if a dial phone line is connected.

## 10.5 Paper Size and Zoom Ratio Tables

### Paper Sizes

Paper Format	Metric Size	Inch Size
A4	210 mm × 297 mm	8-1/4 × 11-3/4
A5	148 mm × 210 mm	5-3/4 × 8-1/4
A6	105 mm × 148 mm	4-1/4 × 5-3/4
B4	257 mm × 364 mm	10 × 14-1/4
B5	182 mm × 257 mm	7-1/4 × 10
B6	128 mm × 182 mm	5 × 7-1/4

Paper Format		Inch Size	Metric Size
Legal		8-1/2 × 14	216 mm × 356 mm
Foolscap	Government Legal	8-1/2 × 13	216 mm × 330 mm
Foolscap		8 × 13	203 mm × 330 mm
Foolscap		8-2/3 × 13	220 mm × 330 mm
Foolscap	Folio	8-1/4 × 13	210 mm × 330 mm
8-1/4 × 11-3/4		8-1/4 × 11-3/4	210 mm × 301 mm
Letter		8-1/2 × 11	216 mm × 279 mm
Government Letter		8 × 10-1/2	203 mm × 267 mm
Quarto		8 × 10	203 mm × 254 mm
Statement	Invoice	5-1/2 × 8-1/2	140 mm × 216 mm
4 × 6		4 × 6	102 mm × 152 mm

**Zoom Ratios**

Metric Sizes		
Document Paper Size	Desired Paper Size	Zoom Ratio
A4 210 mm × 297 mm 8-1/4 × 11-3/4	A5	× 0.70
	A6	× 0.50
	B5	× 0.86
	B6	× 0.61
A5 148 mm × 210 mm 5-3/4 × 8-1/4	A6	× 0.70
	B6	× 0.86
	A4	× 1.41
A6 105 mm × 148 mm 4-1/4 × 5-3/4	B5	× 1.22
	A4	× 2.00
	A5	× 1.41
	B5	× 1.73
B5 182 mm × 257 mm 7-1/4 × 10	B6	× 1.22
	A4	× 1.15
	A3	× 1.64
	B6	× 0.70
	A6	× 0.57
	A5	× 0.81
B6 128 mm × 182 mm 5 × 7-1/4	B4	× 1.41
	A4	× 1.64
	A5	× 1.15
	B4	× 2.00
	B5	× 1.41

Inch Sizes		
Document Paper Size	Desired Paper Size	Zoom Ratio
Legal 8-1/2 × 14 215.9 mm × 355.6 mm	Foolscap	× 0.92
	Letter	× 0.78
	Invoice	× 0.60
Foolscap 8-1/2 × 13 215.9 mm × 330.2 mm	Letter	× 0.84
	Invoice	× 0.64

Letter 8-1/2 × 11 215.9 mm × 279.4 mm	Invoice	× 0.64
Invoice 5-1/2 × 8-1/2 139.7 mm × 215.9 mm	Legal	× 1.54
	Foolscap	× 1.52
	Letter	× 1.29

Zoom ratio = Paper size/Document size

1 inch = 25.4 mm

1 mm = 0.0394 inch



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Email search by domain

<http://emailbydomain.com>

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TV manuals search

<http://tv.somanuals.com>