

TOSHIBA

MULTIFUNCTIONAL DIGITAL SYSTEMS

Operator's Manual for Facsimile Function

GD-1220



NOTICE TO USERS

For U.S.A. only

WARNING FCC Notice: Part 15

This terminal 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 this guide, may cause harmful interference to radio communications. Operation of this terminal in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

Warning: Changes or modification made to this equipment, not expressly approved by Toshiba TEC or parties authorized by Toshiba TEC could void the user's authority to operate the equipment.

WARNING FCC Notice: Part 68

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear cover of this equipment is a label that contains, among other information, a product identifier in the format US: AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

This device is equipped with a USOC RJ11C connector.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

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 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: AAAEQ##TXXXX. The digits represented by ## 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 this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, please contact Toshiba America Business Solutions Electronic Imaging Division at 1-800-468-6744. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including Fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of 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. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your Fax machine, you should complete the following steps: complete the setup procedures listed for station ID number and name. See  P.205 "Registering the Terminal ID".

CAUTION – To reduce the risk of fire, use only No.26 AWG or larger telecommunication line cord.

TOSHIBA AMERICA BUSINESS SOLUTIONS, INC.

Electronic Imaging Division
2 Musick, Irvine, CA 92618-1631

For Canada only

NOTICE: The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

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. 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 coordinated by a representative designated 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.

The Ringer Equivalence Number of your facsimile is 0.3

NOTICE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication 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 5.

CAUTION – To reduce the risk of fire, use only No.26 AWG or larger telecommunication line cord.

AVIS: L'étiquette d'Industrie Canada identifie le matériel homologué. Cette étiquette certifie que le matériel est conforme aux normes de protection, d'exploitation et de sécurité des réseaux de télécommunications, comme le prescrivent les documents concernant les exigences techniques relatives au matériel terminal.

Le Ministère n'assure toutefois pas que le matériel fonctionnera à la satisfaction de l'utilisateur. Avant d'installer ce matériel, l'utilisateur doit s'assurer qu'il est permis de le raccorder aux installations de l'entreprise locale de télécommunication. Le matériel doit également être installé en suivant une méthode acceptée de raccordement. L'abonné ne doit pas oublier qu'il est possible que la conformité aux conditions énoncées ci-dessus n'empêche pas la dégradation du service dans certaines situations.

Les réparations de matériel homologué doivent être coordonnées par un représentant désigné par le fournisseur. L'entreprise de télécommunications peut demander à l'utilisateur de débrancher un appareil à la suite de réparations ou de modifications effectuées par l'utilisateur ou à cause de mauvais fonctionnement.

Pour sa propre protection, l'utilisateur doit s'assurer que tous les fils de mise à la terre de la source d'énergie électrique, des lignes téléphoniques et des canalisations d'eau métalliques, s'il y en a, sont raccordés ensemble. Cette précaution est particulièrement importante dans les régions rurales.

Avertissement: L'utilisateur ne doit pas tenter de faire ces raccordements lui-même; il doit avoir recours à un service d'inspection des installations électriques, ou à un électricien, selon le cas.

L'indice d'équivalence de la sonnerie de ce matériel 0.3.

AVIS: L'indice d'équivalence de la sonnerie (IES) assigné à chaque dispositif terminal indique le nombre maximal de terminaux qui peuvent être raccordés à une interface. La terminaison d'une interface téléphonique peut consister en une combinaison de quelques dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

ATTENTION – Pour réduire les risques d'incendie, utiliser uniquement des conducteurs de télécommunications 26 AWG au de section supérieure.

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.

TOSHIBA OF CANADA LIMITED

Office Product Group
191 McNABB STREET
MARKHAM, ONTARIO L3R 8H2

For NEW ZEALAND only

"The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to the network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any is compatible with all of Telecom's network services."

“This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designated. Telecom will accept no responsibility should difficulties arise in such circumstances.”

“This equipment should not be used any circumstances which may constitute a nuisance to other Telecom customers.”

“Not all telephones will respond to incoming ringing when connected to the extension socket.”

“This device is equipped with pulse dialling while the Telecom standard is DTMF tone dialling. There is no guarantee that Telecom lines will always continue to support pulse dialling”

“Use of pulse dialling, when this equipment is connected to the same line as other equipment, may give rise to bell tinkle or noise and may also cause a false answer condition. Should such problems occur, the user should NOT contact the Telecom Faults Service”

“This device is intended for Stand-alone connection and not in parallel with other telephone devices”

“The call log incorporated in this equipment does not record all answered calls. The call log, therefore may not agree with the Telecom account which may include calls not shown on the log.”

“If a charge for local calls is unacceptable, the ‘Dial’ button should NOT be used for local calls. Only the 7-digits of the local number should be dialled from your telephone. DO NOT dial the area code digit or the ‘0’ prefix”

TOSHIBA (AUSTRALIA) PTY LIMITED

Level 1, Building 2, Central Park
666 Great South Road,
Penrose, Auckland
New Zealand
Phone: 64 9 526 7716

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.

Working environment

From EMC (Electromagnetic Compatibility) point of view, the operation of this product is being restricted in following environments:

- Medical Environments: This product is not certified as a medical product according to the Medical Product Directive 93/42/EEC.
- Domestic environments (e.g. a private living room with TV / Radio sets in the nearby surrounding area) because this is a so called EMC 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!

Any consequences resulting from the use of this product in restricted working environments are not the responsibility of TOSHIBA TEC.

The consequences of the use of this product in restricted working environments may be an electromagnetic interference with other devices or machines in the nearby surrounding area. This can result into malfunction including data loss / data error pertaining to, this product or the other devices / machines involved in the electromagnetic interference.

Furthermore, for general safety reasons, the use of this product in environments with explosive atmospheres is not permitted.

CE compliance

This product is labelled with the CE mark in accordance with the provisions of the applicable European Directives, notably the Low Voltage Directive 73/23/EEC, the Electromagnetic Compatibility Directive 2004/108/EEC and the Radio Equipment and Telecommunications Terminal Equipment Directive 99/5/EEC.

CE marking is the responsibility of TOSHIBA TEC GERMANY IMAGING SYSTEMS GmbH, Carl-Schurz-Str. 7, 41460 Neuss, Germany, phone +49-(0)-2131-1245-0.

For a copy of the related CE Declaration of Conformity please contact your dealer or TOSHIBA TEC.

Preface

Thank you for purchasing the Toshiba fax unit GD-1220. This Operator's Manual describes the following:

- How to use the Fax functions
- How to perform a Fax communication
- How to inspect this equipment and perform its maintenance
- How to remedy Fax communication problems

Before using this equipment, thoroughly read and understand this Operator's Manual. To ensure that the Fax functions are used in optimum working conditions, keep this Operator's Manual in a handy place for future reference.

* Accessories Provided for Fax Function: Modular cord: 1, Operator's Manual for Facsimile Functions: 1

To ensure correct and safe use of the GD-1220, this Operator's Manual describes safety precautions according to the level of warning.

Before reading this Operator's Manual, you should fully understand the meaning and importance of the signal words. These words are classified in the following four levels:

Warning:

Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, serious damage, or fire in the equipment or surrounding assets.

Caution:

Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.

Note:

Indicates a procedure you should follow to ensure the optimal performance of the equipment and problemfree copying.

Tip:

Describes useful information when users are operating the equipment.

The contents of this manual may change without notification.

Company or product name shown in this manual may be a brand name or a trademark of each company.

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Features of the GD-1220

- **Super G3 High-Speed Communication**
High-speed communication in the Super G3 mode is enabled.
* "Super G3 Fax" is an appellation of Fax machines with a modem compatible with ITU-T V.34, which is a new high-speed modem standard.
- **High-speed scanning**
LT-R (A4-R)-size originals are scanned in about 1.8 seconds.
- **JBIG Encoding System**
This device uses a JBIG encoding system compatible with standard recommendations of ITU-T T.85.
- **High-Resolution (ULTRA FINE) Mode**
Detailed technical drawings, fine text and photographs can be clearly reproduced in transmitted documents with a resolution of 16 dots/mm X 15.4 lines/mm.
- **A3-Size Data Transmission and Recording**
A3/LD originals such as technical drawings can be transmitted without changing their size. The received data is printed out at the receiver's Fax machine in A3/LD size (if available).
- **2-Sided Transmission**
The data of a 2-sided original can be transmitted in the exact page order of the original by scanning the data with the Reversing Automatic Document Feeder (optional).
- **22 Function Keys**
22 frequently used functions are assigned to the keys located on the left side of the control panel. These keys allow direct access to frequently used function settings and operations.
- **300 Abbreviated Autodial Locations**
Allows remote locations to be quickly dialed at the touch of a key saving time and eliminating mis-dialed phone numbers.
- **75 Programmable One Touch Autodialer Keys**
Allows remote locations to be quickly dialed at the touch of a key saving time and eliminating mis-dialed phone numbers.
- **Multi-Memory Access Operation**
Allows up to 4 operations such as transmission or reception, printing, scanning, and programming to be performed at the same time.
- **Multi-address (Broadcast Transmission)**
This feature allows the transmission of a document to multiple remote units with one operation sequence. Locations may be selected using the autodialer or infrequently dialed locations that have not been preregistered.
- **Mailbox Communication**
This equipment is compatible with mailbox communications (e.g. confidential communication, bulletin board communication, multi-address relay mail communication).

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Disclaimer Notice

The following notice sets out the exclusions and limitations of liability of TOSHIBA TEC CORPORATION (including its employees, agents and sub-contractors) to any purchaser or user ('User') of the e-STUDIO165/205, including its accessories, options and bundled software ('Product').

1. The exclusion and limitations of liability referred to in this notice shall be effective to the fullest extent permissible at law. For the avoidance of doubt, nothing in this notice shall be taken to exclude or limit TOSHIBA TEC CORPORATION's liability for death or personal injury caused by TOSHIBA TEC CORPORATION's negligence or TOSHIBA TEC CORPORATION's fraudulent misrepresentation.
2. All warranties, conditions and other terms implied by law are, to the fullest extent permitted by law, excluded and no such implied warranties are given or apply in relation to the Products.
3. TOSHIBA TEC CORPORATION shall not be liable for any loss, cost, expense, claim or damage whatsoever caused by any of the following:
 - (a) use or handling of the Product otherwise than in accordance with the manuals, including but not limited to Operator's Manual, User's Guide, and/or incorrect or careless handling or use of the Product;
 - (b) any cause which prevents the Product from operating or functioning correctly which arises from or is attributable to either acts, omissions, events or accidents beyond the reasonable control of TOSHIBA TEC CORPORATION including without limitation acts of God, war, riot, civil commotion, malicious or deliberate damage, fire, flood, or storm, natural calamity, earthquakes, abnormal voltage or other disasters;
 - (c) additions, modifications, disassembly, transportation, or repairs by any person other than service technicians authorized by TOSHIBA TEC CORPORATION; or
 - (d) use of paper, supplies or parts other than those recommended by TOSHIBA TEC CORPORATION.
4. Subject to paragraph 1, TOSHIBA TEC CORPORATION shall not be liable to Customer for:
 - (a) loss of profits; loss of sales or turnover; loss of or damage to reputation; loss of production; loss of anticipated savings; loss of goodwill or business opportunities; loss of customers; loss of, or loss of use of, any software or data; loss under or in relation to any contract; or
 - (b) any special, incidental, consequential or indirect loss or damage, costs, expenses, financial loss or claims for consequential compensation;

whatsoever and howsoever caused which arise out of or in connection with the Product or the use or handling of the Product even if TOSHIBA TEC CORPORATION is advised of the possibility of such damages.

TOSHIBA TEC CORPORATION shall not be liable for any loss, cost, expense, claim or damage caused by any inability to use (including, but not limited to failure, malfunction, hang-up, virus infection or other problems) which arises from use of the Product with hardware, goods or software which TOSHIBA TEC CORPORATION has not directly or indirectly supplied.

General Precautions

When power failure occurs

- In the event of a power failure, neither facsimile nor telephone functions of the unit are available.
- In the event a power failure occurs (or the power to the unit has been disconnected), functions and unit operation will not be possible. Any document data stored in memory will be retained for a period of approximately 2 hours (if the internal battery is fully charged). This period may be shortened if optional memory has been installed. On exceeding that time limit, the following items will be erased:
 - Document data stored in memory for Transmission, Substitute Memory Receptions, etc.
 - The address and designated time of each Timer Transmission, Timer Polling Reception, etc.
- Programmed data such as the clock, Auto Dial Numbers and user configurations will not be erased.
- In the event that document data has been erased due to a power failure, the message "Power failure" is displayed on the LCD and a Power Failure Report is issued once the power is restored. (📖 P.241 "Power failure list")

Power failure
2006-04-10 09:40 M: 100%
RESOLUTION: STANDARD
COMM. OPTION ▼

1

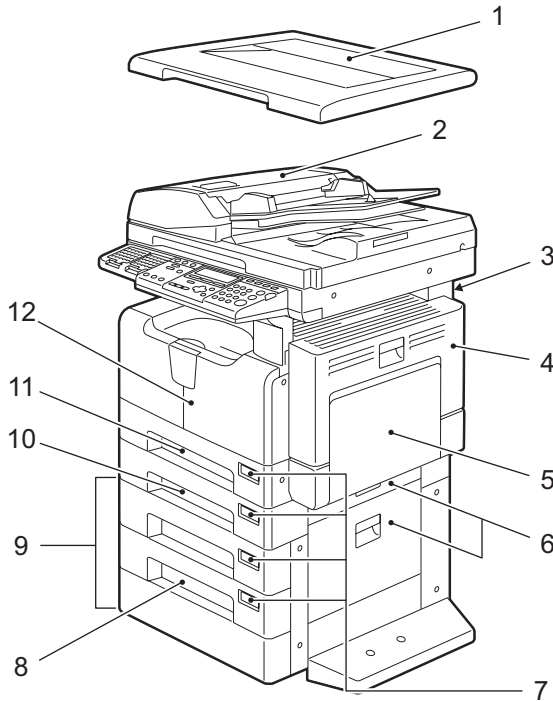
BEFORE USING FAX

This section describes each component of this equipment and each button on the control panel.

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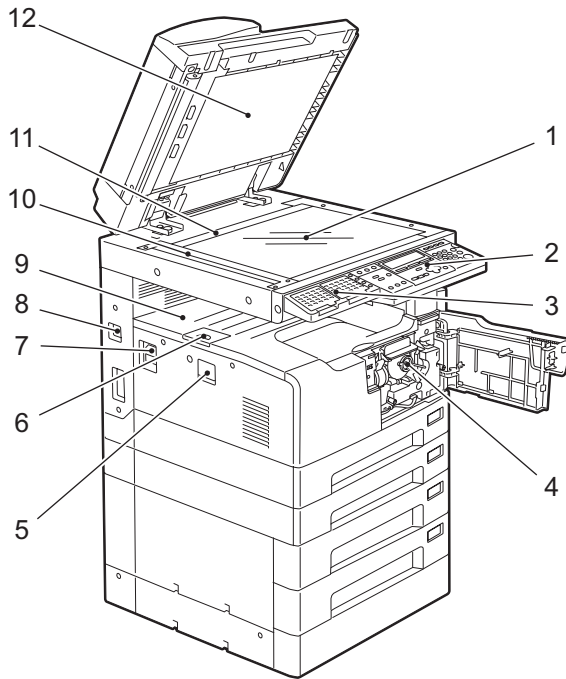
Description of Each Component

Front / Right side



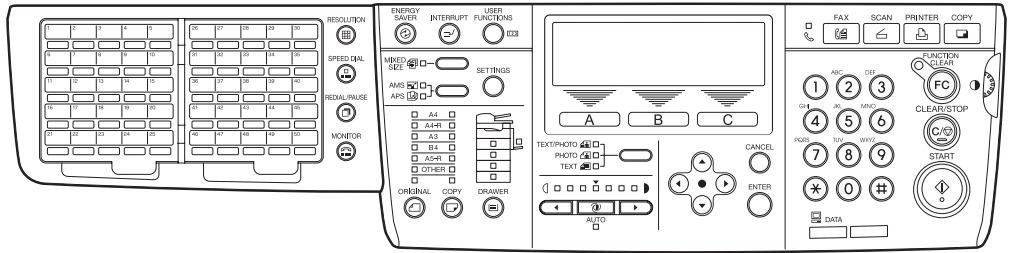
- | | |
|--|-----------------------------------|
| 1. Platen Cover (optional) | 7. Paper size indicator |
| 2. Reversing Automatic Document Feeder (optional) / Automatic Document Feeder (optional) | 8. Paper Feed Pedestal (optional) |
| 3. Operator's Manual pocket (Back side) | 9. Drawer Module (optional) |
| 4. Side cover | 10. Paper Feed Unit (optional) |
| 5. Bypass tray | 11. Drawer |
| 6. Paper feed cover (Upper: Paper Feed Unit / Lower: Paper Feed Pedestal) | 12. Front cover |

Left side / Inner side

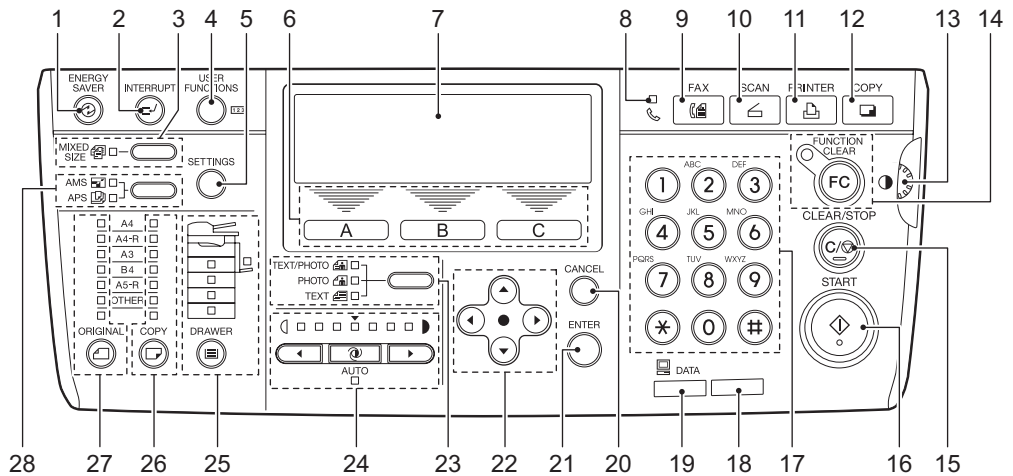


- | | |
|---------------------------------|-------------------------|
| 1. Original glass | 7. AC-IN terminal |
| 2. Control panel | 8. USB terminal (4-pin) |
| 3. External Keyboard (optional) | 9. Receiving tray |
| 4. Toner cartridge | 10. Scanning area |
| 5. Power switch | 11. Original scale |
| 6. Paper exit stopper | 12. Platen sheet |

Control Panel



Control Panel



1. [ENERGY SAVER] button

Use this to let the equipment enter into the energy saving mode when the equipment is not used. Receiving a Fax document or pressing this button again releases the energy saving mode.

2. [INTERRUPT] button

Use this to interrupt the copy job in process and perform another one (= interrupt copying).
* This button is not used in the Fax mode.

3. [MIXED SIZE] button

Use this to copy originals whose sizes are different.
* This button is not used in the Fax mode.

4. [USER FUNCTIONS] button

Use this to change the equipment's default settings.

5. [SETTINGS] button

Use this to confirm the copying functions currently set.
* This button is not used in the Fax mode.

6. Selecting button A/B/C

Use them to select items or operation in each copy menu. Items or operation corresponding to each button appears at the lower section of the LCD screen.

* This button is not used in the Fax mode.

7. LCD screen

Use this to check each menu and error messages displayed on it.

8. FAX communication lamp

This lamp blinks at the transmission and reception of Fax data.

9. [FAX] button

Press this button to utilize the Fax functions.

10. [SCAN] button

Press this button to utilize the scanning functions.

* To utilize the scanning functions, the Scanner Upgrade Kit (optional) is required. This button is not used in the Fax mode.

11. [PRINTER] button

Use this to stop the print job. For details, see the Setup Guide for Printing Functions.

* This button is not used in the Fax mode.

12. [COPY] button

Press this button to utilize the copy functions.

* This button is not used in the Fax mode.

13. Contrast adjustment volume

Use this to adjust the brightness level of the LCD screen.

14. [FUNCTION CLEAR] button

Use this to clear the set Fax functions.

Automatic function clear:

This function works when a specified period of time has passed since the last Fax operation or the last entry of any button. This function returns all the function settings to default without the need to press the [FUNCTION CLEAR] button. When the department management function is being used, the display returns to the department code input menu. When this function is not being used, the display returns to the basic menu of the Fax function. For details, see the Operator's Manual for Copying Functions.

15. [CLEAR/STOP] button

Use this to stop the direct TX Fax job which is being transmitted or clear error message in the LCD screen.

16. [START] button

Use this to start transmitting and receiving a document manually.

17. Digital keys

Use these keys to enter the telephone and Fax numbers, ID numbers and password.

18. Alarm lamp

This lamp blinks when an error such as paper jams or running out of toner has occurred.

19. [DATA] lamp

This lamp blinks when print data are being received through a network.

20. [CANCEL] button

Use this to cancel the current setting and return to the previous menu.

21. [ENTER] button

Use this to determine items or operation selected in each menu.


22. ▲ / ▼ / ◀ / ▶ (UP/DOWN/LEFT/RIGHT) buttons

Use them to select items you want to set in each menu. The selected item is highlighted.

23. Original mode button

Use this button to set the image quality of scanning according to that of an original. The lamp corresponding to the selected original mode lights in green.

24. Density adjustment buttons

Use this button to adjust the density of scan image. The  (automatic copy density mode) button lamp lights in green when the density is being automatically adjusted.

25. [DRAWER] button

Use this button to select a drawer or the bypass tray to be used as a paper source. The lamp of the paper source currently selected is lit. The lamp blinks when the selected drawer or tray is running out of paper.

26. [COPY] button

Use this button to select the size of paper to be used. The lamp of the paper size currently selected blinks when this size of paper is not placed in the drawer or on the bypass tray.

* This button is not used in the Fax mode.

27. [ORIGINAL] button

Use this button to specify the size of an original.

* This button is not used in the Fax mode.

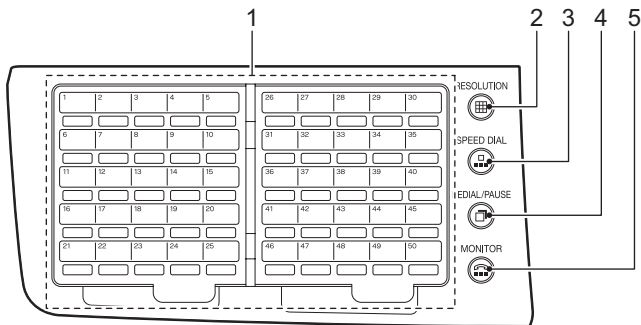
28. APS/AMS selecting button

Automatic paper selection (APS): The equipment detects the size of original and automatically selects the same size of copy paper.

Automatic magnification selection (AMS): Set the size of copy paper to be used in advance. The equipment then detects the size of original and automatically selects the most suitable reproduction ratio to the copy paper.

* This button is not used in the Fax mode.

External Keyboard (optional)

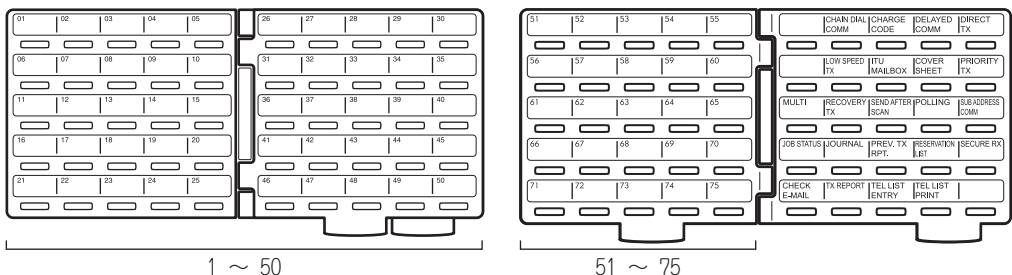


1. **Flip Panel** (📖 P.21 “Flip Panel”)
2. **[RESOLUTION] button**
Use this key to change the scanning resolution.
3. **[SPEED DIAL] button**
Use to accessing Abbreviated, Alphabet, or Group dialing telephone directories.
4. **[REDIAL/PAUSE] button**
Jobs (max. 100 telephone numbers), which are ready to be resent in the transmission memory appear on the message display panel. You can refax each by selecting a telephone number. Or, use this key to enter a pause between telephone digits when entering a remote Fax number.
5. **[MONITOR] button**
Used to enable the speaker monitor, for monitoring call progress during non-memory transmission.

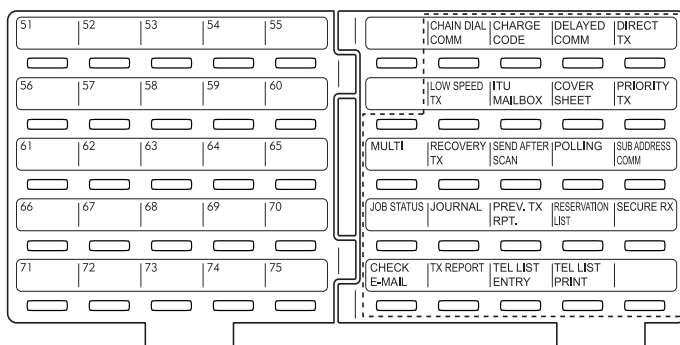
Flip Panel

One Touch keys 1 to 75

Used to transmit a Fax document by One Touch Dialing. (📖 P.43 “One Touch Key Dialing”)



Function keys



1. **CHAIN DIAL COMM** (☞ P.84 “Chain Dial Communication”)

Used to dial a remote party using Chain Dialing.
2. **CHARGE CODE** (☞ P.101 “PIN mask”)

Allows entry of a charge code at the time of dialing or during Abbreviated Dial and One Touch Dial programming.
3. **DELAYED COMM** (☞ P.85 “Delayed transmission (Time designation)”)

Schedules a delayed communication job to be performed at a designated date and time.
4. **DIRECT TX** (☞ P.87 “Direct transmission”)

Allows transmission direct from the document glass or the document feeder without the use of memory.
5. **LOW SPEED TX** (☞ P.88 “Low speed transmission”)

Used to select a lower transmission speed to transmit a document when poor line conditions are expected, such as when transmitting to an overseas location that can only accept low speed data.
6. **ITU MAILBOX** (☞ P.112 “Mailbox communication condition”)

Used for Mailbox Communications or Relay, Transmission with remote Faxes that support the ITU-T F-code functions.
7. **COVER SHEET** (☞ P.89 “Cover sheet registration”)

Used to attach a cover sheet to a document to be transmitted.
8. **PRIORITY TX** (☞ P.92 “Priority transmission”)

Sends pages set on the document glass or in the document feeder ahead of all previously scheduled transmissions.
9. **MULTI** (☞ P.106 “Multi-address Transmission (Broadcasting)”)

Used to create a manual grouping for multi-address transmission.
10. **RECOVERY TX** (☞ P.93 “Recovery transmission”)

Recovers from memory and sends incomplete transmissions.
11. **SEND AFTER SCAN** (☞ P.100 “Send after scan”)

Used to select whether the dialing starts while the equipment is scanning the documents or after the equipment has scanned all documents to memory.

12. POLLING (☐ P.140 “Polling reservation”)

Designates polling communication.

13. SUB ADDRESS COMM (☐ P.96 “Transmission with sub-address”)

Adds sub-address digits to the remote Fax number for routing or security.

14. JOB STATUS (☐ P.68 “Checking and Canceling the Communications”)

Used to confirm the status of the job or canceling a job.

15. JOURNAL (☐ P.216 “Transmission/Reception journal”)

Used to print a communication journal.

16. PREV. TX RPT (☐ P.69 “Checking the transmission results on the LCD screen”)

Displays or prints the result of latest 150 transmission jobs.

17. RESERVATION LIST (☐ P.229 “List to confirm the contents stored in memory”)

Prints a Job Reservation List.

18. SECURE RX (☐ P.98 “Secure reception”)

Enables or disables Secure RX.

19. CHECK E-MAIL

Used to confirm E-mail reception. For details, see the Setup Guide for Scan Functions.

* To use this button, both the Network Printer Kit (optional) and Scanner Upgrade Kit (optional) are required.

20. TX REPORT (☐ P.220 “Reception list/Communication report”)

Prints a transmission report for one job.

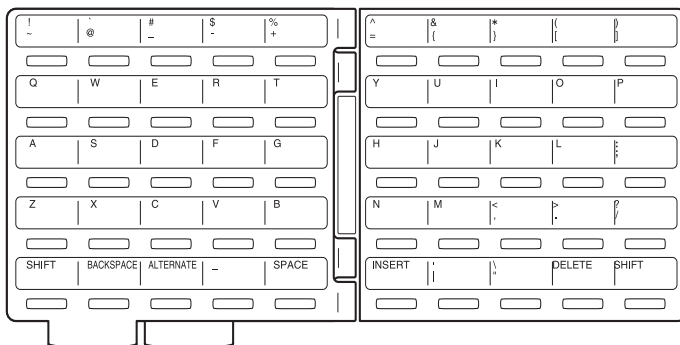
21. TEL LIST ENTRY (☐ P.161 “Abbreviated Dial Numbers”)

Used to register Abbreviated, One Touch, Group Dialing numbers.

22. TEL LIST PRINT (☐ P.220 “Reception list/Communication report”)

Prints desired telephone/Fax lists.

Keyboard

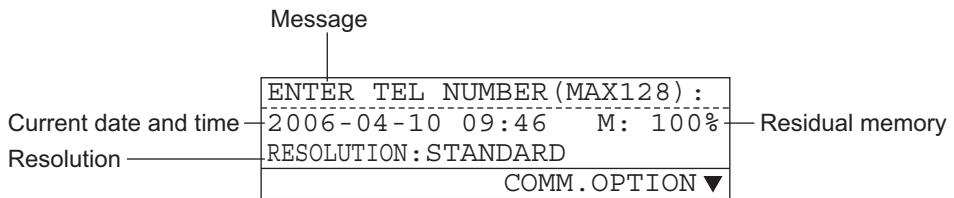


This keyboard is used to enter characters for terminal ID name. It is also used to enter E-mail address when you use the E-mail function. For details, see the Setup Guide for Scan Functions.

* To use the E-mail function, both the Network Printer Kit (optional) and Scanner Upgrade Kit (optional) are required.

Message LCD Screen

When you press the [FAX] button on the control panel, the screen shown below is displayed. In this screen, information such as the option currently selected and residual memory is displayed.



Tip

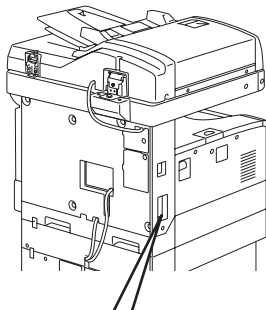
You can designate the desired mode screen (copy, fax or scan) as the default basic screen. For details, see the Operator's Manual for Copying Functions.

Connecting Cables

Be sure that the power of the equipment is turned OFF before connecting the cables.

Note

Do not connect this equipment and a telephone to a telephone connector in parallel.



- LINE..... Connect a telephone line.
- TEL..... Connect an external telephone.
- HANDSET... An optional external telephone handset is not available.

BASIC FUNCTIONS

This section describes the basic functions such as how to transmit or receive a Fax document.

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Sending a Fax

Transmission Mode

- **Memory Transmission**

The original is scanned into memory and automatically starts to be sent once a connection has been made. Using this mode, you can send the same original to 2 or more remote Faxes (multi-address transmission).
- **Direct Transmission**

The remote Fax is dialed immediately, and the original will be sent as it is being scanned. This mode is useful if you want to confirm connection to the remote Fax or when you want to send an urgent Fax document. Originals are not stored in memory, and you can only specify one remote Fax at a time.
- **Keypad Dialing**

You can dial the telephone number of the remote Fax directly using the dial keypad.
- **Abbreviated Dial Number Dialing**

You can dial the telephone number of the remote Fax by designating an Abbreviated Dial Number registered beforehand.
- **One Touch Dialing**

You can specify a remote FAX by pressing a One Touch Key registered beforehand.
- **Speed Dialing**

You can access Abbreviated, Alphabet, or Group dialing telephone directories registered beforehand.
- **On-hook dialing**

You can make a telephone call and then send the originals without picking up the handset of the external telephone. When the line is connected to the remote Fax and a dial tone (short high-pitched tone) is heard, press the [START] button to send the original. You can also use keypad dialing, speed dialing, and one touch dialing.
- **Off-hook dialing**

Pick up the external telephone, make a telephone call and then send the originals. When the line is connected to the remote Fax and a response tone (short high-pitched tone) is heard, press the [START] button to send the original. You can also use keypad dialing, speed dialing, and one touch dialing.
- **Redialing**

If the remote Fax is busy by using the Memory TX etc., this system will automatically redial the remote Fax number. The default of the redialing intervals and counter is different for each country/region. It can be changed by the service technician.
You can also use the [REDIAL/PAUSE] button to redial the remote Fax number manually (Manual Redialing).
- **Chain Dial Communication**

When using the Fax communication network, you can combine 2 or more dialing operations (by address book and direct entry), input and send information such as service codes one after another.

-
- **Batch Transmission**

The system will automatically send 2 or more reserved jobs to one remote Fax at a time. This function can reduce the communication cost by sending multiple originals to the same destination at one time.

This operation is automatically applied when more than one original is sent to one remote Fax with the same transmission functions specified for each reserved TX job.

* When the use of the equipment is managed under the department management, the batch transmission can be performed only in the same department.
 - **Delayed Communications**

You can send the original to a specified remote Fax at a specified time. This mode is useful when you are making use of night-time discounts or sending originals overseas.
 - **Priority Transmission**

You can send a priority transmission and interrupt the current communication. This function allows you to interrupt the current communication and send the Priority Transmission. Transmission is resumed after completing the current communication.
 - **Quality Transmission**

This function makes the communication less affected by line condition when transmitting document to overseas. When this function is designated, originals are sent at a slower speed than normal.
 - **Cover Sheet**

You can attach a cover sheet to a document to be transmitted, which is saved in memory.
 - **Sub-address Communications**

This function attaches a sub-address to the standard destination address in the event the remote party requires one. Three types of sub-addresses can be used (SUB, SEP, and PWD); or any combination of two or three types can be used. After selecting the desired types, the transmission to follow will be sent to the desired address using the designated sub-address.
 - **Recovery Transmission**

A document is held in the memory after the initially specified number of redial attempts have failed. You can retransmit the documents held in memory by pressing the [RECOVERY TX] key.
 - **Security Transmission**

You can prevent your FAX from sending to an incorrect remote FAX by using this mode. There are two types of security transmissions; Security transmission applied to only one transmission (📖 P.77 "How to set the communication options") and Security transmission applied to all transmissions (📖 P.185 "Security TX").
 - **Multi-address Transmission**

You can designate two or more FAXes by using this mode. There are two types of multi-address transmissions; Individual Multi-address transmission and Group Multi-address transmission.
 - **Mailbox Transmission**

You can have confidential, bulletin board and multi-address relay mail communication, transmission box with remote FAXes that support the ITU-T Mailbox functions.

- **Polling Transmission**

You can store originals in memory, and wait for a request from a remote Fax to send the originals. When the request arrives, the originals are automatically sent to the remote Fax that sent the request. The remote Fax can receive originals at any convenient time. You can also inhibit remote Faxes which does not have the corresponding password to receive the originals by appending the password to the document.

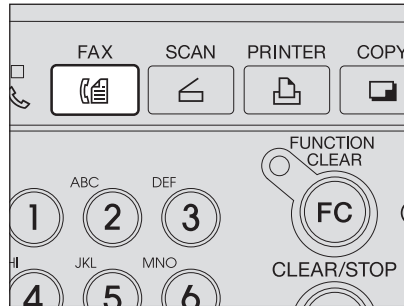
- **Transmission after Scan**

In this mode, the dialing starts after the equipment has scanned and stored all documents in the memory. This can prevent memory error while the communication is being performed.

Preparation for Transmission

Switching to the Fax Mode

- 1 Press the [FAX] button on the control panel to select the Fax function.



- Be sure to switch over to the Fax mode before carrying out Fax operations.
- If you leave the equipment for about 45 seconds, it automatically returns to the copy mode.

ENTER TEL NUMBER (MAX128) :

2006-04-10 09:46 M: 100%
RESOLUTION : STANDARD
COMM.OPTION ▼

When the use of the equipment is managed under the department management

When the use of the equipment is managed under the department management, each user needs to enter a department code.

* For details, see the Operator's Manual for Copying Functions.

- 1 When the screen on the right appears, enter the 5-digit department code with the digital keys.

ENTER TEL NUMBER (MAX128) :

RESOLUTION: STANDARD ▲
FINE
ULTRA FINE ▼



Enter DEPARTMENT CODE

2006-04-10 09:51 M: 100%
RESOLUTION : STANDARD
COMM.OPTION ▼

Tips

- When you complete the Fax operation and want to immediately return to the department code input menu, press the [FUNCTION CLEAR] button twice. The equipment retains the department management function.
- If you leave the equipment for about 45 seconds, it automatically returns to the department code input menu.

About Originals

Original size/Original scanning range

Original size

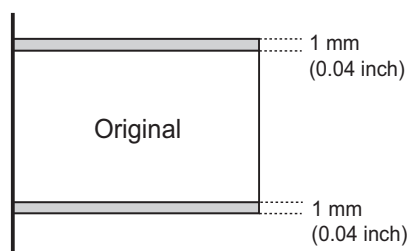
The following table shows the size and thickness of originals that can be transmitted via this system.

Setting Position	Original Type	Original Size	Maximum Number that Can be Set	Remarks
Original Glass	Sheets Three-dimensional objects Book	Letter format: LD, LG, LT, LT-R, ST-R A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R		Do not place any heavy object (8.8 lb. or 4 kg or over) on the glass.
Automatic Document Feeder (Optional)	Plain paper	Letter format: LD, LG, LT, LT-R, ST-R A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R (*ST/A5 is not available.)	100 originals(50 to127g/m ²) or stacked height of originals 16 mm or less	Some of the originals on the left may not be used depending on paper quality.
Reversing Automatic Document Feeder (Optional)	Plain paper	Letter format: LD, LG, LT, LT-R, ST-R A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R (*ST/A5 is not available.)	100 originals (50 to127g/m ²) or stacked height of originals 16 mm or less	Some of the originals on the left may not be used depending on paper quality.

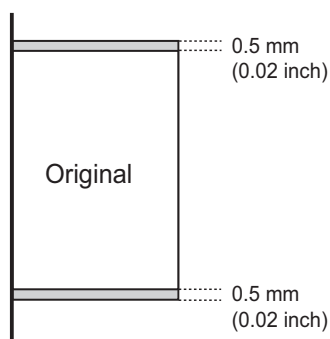
Original scanning area

The complete area of the originals described above (other than B5, B4, and COMP) is scanned. However, some remote FAXes cannot print the scanned area completely due to its ability. The area to be scanned on B5, B4, and COMP originals is shown in the figure below.

COMP



B5, B4



Tip

A4 (LT) originals are automatically rotated and sent as A4-R (LT-R) sized originals.

Setting Originals

When setting originals on the glass

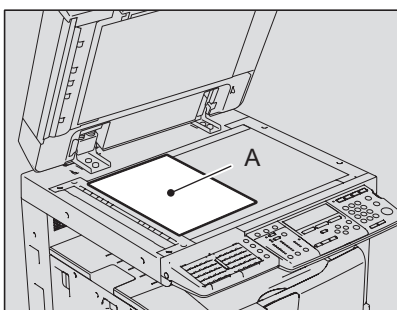
Originals are sent in the order they are placed on the original glass in both memory TX and direct TX modes. In direct TX mode, only one page can be sent at a time.

Caution


Do not place heavy objects (8.8 lb./4 kg or more) on the original glass and do not press on it with force.

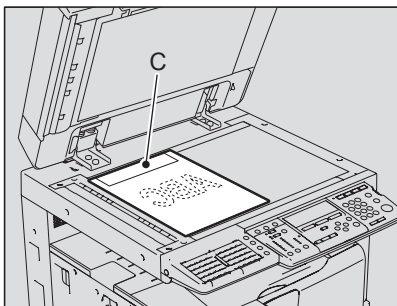
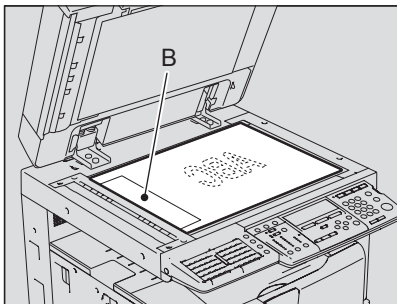
Breaking the glass could cause personal injury.

- 1** Raise the Platen Cover (optional), Automatic Document Feeder (optional), or Reversing Automatic Document Feeder (optional), and place the original **A** with its face down on the glass.



- 2** Align the original against the left inner corner of the glass.

- Different size originals can also be sent in one transmission.
- When LD, LG, LT-R, ST, COMP, A3, A4-R, A5, B4, B5 or FOLIO originals are placed as shown in the figure on the right, the pre-entered sender information is printed in the area shown B in the figure and sent to the remote Fax.
- To enter the sender information, see  P.205 "Registering the Terminal ID".
- When LT, ST-R, A4, A5-R or B5-R originals are placed as shown in the figure on the right, the pre-entered sender information is printed in the area shown C in the figure and sent to the remote Fax.








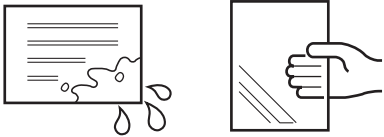
3 Lower the Platen Cover (optional), Automatic Document Feeder (optional), or Reversing Automatic Document Feeder (optional) slowly.

Tip




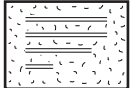
When setting highly transparent originals such as overhead transparencies or tracing paper, place a blank sheet of paper over the original, of which size is the same as the original or larger.

Precautions for using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)

Do not use the following types of originals as they tend to be misfed or become damaged:

(1) Badly wrinkled or folded originals. In particular, originals whose leading edge are curled may fail to be fed.	(4) Clipped or stapled originals
	
(2) Originals with carbon paper	(5) Originals with holes or torn originals
	
(3) Taped, pasted or clipped (cut out) originals	(6) Damp originals (7) OHP film originals
	


Also, the following originals should be handled carefully:

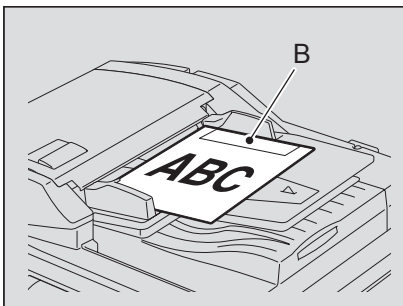
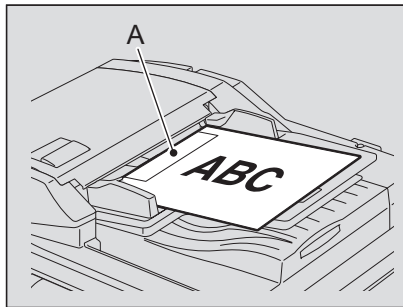
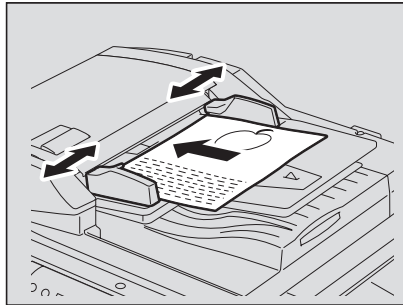
(1) Folded or curled originals should be smoothed out before being used.		(2) Originals with the same width can be set at a time. (Do not mix originals with different widths.)	
(3) Originals sticking to each other, or originals that are surface-treated may fail to separate properly.			

When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)

When the originals are placed on the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional), the uppermost page is the first to be scanned and sent.


1 After aligning the edges of originals, place them with their face up and slide the guides to the width of the originals.

- LT/A4 size originals are rotated 90 degrees so that they are sent as LT-R/A4-R originals.
- You cannot mix different sizes of originals such as LD (A3) and LT (A4).
- When LD, LG, LT-R, COMP, A3, A4-R, B4 or B5 originals are placed as shown in the figure on the right, the pre-entered sender information is printed in the area shown A in the figure and sent to the remote Fax.
- To enter the sender information, see  P.205 "Registering the Terminal ID".
- When LT or A4 originals are placed as shown in the figure on the right, the pre-entered sender information is printed in the area shown B in the figure and sent to the remote Fax.



Tip

When the Reversing Automatic Document Feeder (optional) is installed, you can scan and send two-sided originals.

 P.79 "Sending Two-sided Originals"

Setting the Transmission Conditions

Setting the Transmission Conditions

Resolution

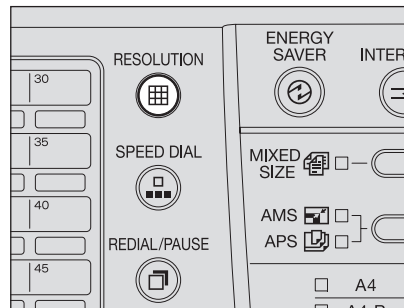
Set the resolution before you scan the original to be sent. The default setting is "STANDARD". To change the default setting from "STANDARD" to "FINE" or "ULTRA FINE", see the following page: [P.178 "Document mode"](#)

- Reference

Resolution	Original
STANDARD	Original with regular size text
FINE	Original with small size text and fine illustrations
ULTRA FINE	Original with ultra-fine illustrations

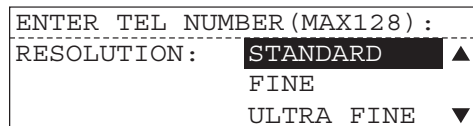
1 Press the [FAX] button on the control panel.

2 Press the [RESOLUTION] button.



3 Select the desired resolution using the ▲ or ▼ button and press the [ENTER] button.

- To cancel the setting, press the [CANCEL] button before you press the [ENTER] button.



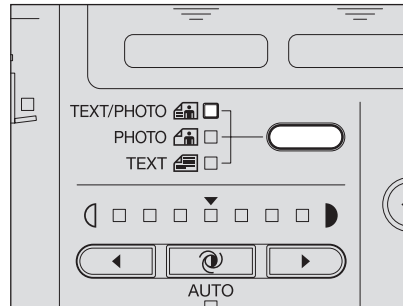
Tip

If the remote Fax cannot receive originals with the same resolution, the resolution of the sent original is automatically converted and sent. The finer the resolution is, the longer it takes to send an original.

Original mode

Set the original mode before you scan the original to be sent. The default setting is "TEXT". "TEXT" mode is suitable when sending text originals. "PHOTO" mode is suitable when sending photo originals. "TEXT/PHOTO" mode is suitable when sending originals containing both text and photos.

- 1 Press the [FAX] button on the control panel.**
- 2 Select the desired original mode using the original mode selector button.**
 - The lamp corresponding to the selected mode lights in green.



Tip

Mode selected by the mode selector button is effective for only one transmission.

Exposure


Set the image density according to the contrast of the original to be sent.

In the automatic exposure mode, the equipment automatically judges the contrast of the original, and selects the ideal contrast.

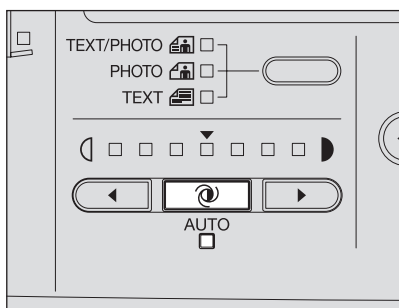
In the manual exposure mode, you can adjust the contrast manually with 7 variations.

Automatic exposure mode

1 Press the [FAX] button on the control panel.

2 Press the  (AUTO) button.



- The lamp corresponding to the [AUTO] button lights in green.

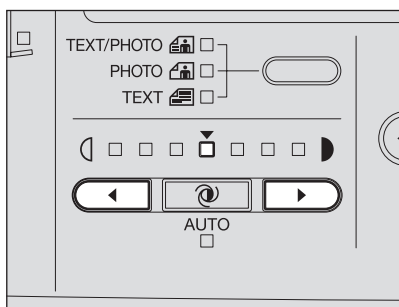


Manual exposure mode

1 Press the [FAX] button on the control panel.

2 Select the desired image density using the  or  button.

- To lighten the contrast, press the  button. Each time you press this button, the contrast becomes lighter.
- To darken the contrast, press the  button. Each time you press this button, the contrast becomes darker.



Setting the Scanning Conditions for Each Page

When you want to send multi-page originals by placing them on the original glass, you can change the following scanning conditions for each page:

- Resolution
- Original mode
- Exposure

This function is convenient for newspapers and books can be placed on the original glass and sent.

- 1 Press the [FAX] button on the control panel.**
- 2 Place the original on the glass. (☞ P.32 “When setting originals on the glass”)**
- 3 Set the transmission conditions. (☞ P.36 “Setting the Transmission Conditions”)**

4 Specify the remote Fax.

- Keypad Dialing (Direct Entry with Digital Keys): ☞ P.41
- One Touch Key Dialing: ☞ P.43
- Abbreviated Dialing: ☞ P.46
- Alphabet Dialing: ☞ P.48
- Group Dialing: ☞ P.50

SCANNING TO MEMORY	
JOB NUMBER	: 008
SCANNING PAGE	: 001
RESIDUAL MEMORY	: 099%

- The first original is scanned.
- The screen on the right may appear when the equipment has failed to detect the original size. In this case, re-place the original, or select the original size using the ▲ or ▼ button and press the [ENTER] button.
- When placing A5 size original, select "1. A4".
- When placing A5-R or B5-R size original, select "5. A4-R".

Select original size	
1.LT	▲
2.LD	
3.LT-R	▼



SCANNING TO MEMORY	
JOB NUMBER	: 008
SCANNING PAGE	: 001
RESIDUAL MEMORY	: 099%

- 5 Select “2. CHANGE CURRENT SETTINGS” using the ▲ or ▼ button and press the [ENTER] button.**

BUILD FAX JOB	
1.SCAN NEXT ORIGINAL	▲
2.CHANGE CURRENT SETTINGS	
3.COMPLETE	▼

- 6 Select “2. RESOLUTION” using the ▲ or ▼ button and press the [ENTER] button.**

SETTING	
1. COMPLETE	▲
2.RESOLUTION : STANDARD	
	▼

7 Select the desired resolution using the ▲ or ▼ button and press the [ENTER] button.

- To cancel the setting, press the [CANCEL] button before you press the [ENTER] button.

RESOLUTION
1 . STANDARD ▲
2 . FINE
3 . ULTRA FINE ▼

8 Select the desired original mode and exposure.

- Original mode: P.37
- Exposure: P.38

SETTING
1 . COMPLETE ▲
2 . RESOLUTION : STANDARD ▼

9 Select “COMPLETE” using the ▲ or ▼ button and press the [ENTER] button.

SETTING
1 . COMPLETE ▲
2 . RESOLUTION : STANDARD ▼

10 Select “1. SCAN NEXT ORIGINAL” using the ▲ or ▼ button and press the [ENTER] button.

- The second original is scanned.
- If there is another original to be scanned, repeat steps 6 through 9.
- If memory becomes full, the screen on the right appears. (P.52)

SCANNING TO MEMORY
JOB NUMBER : 008
SCANNING PAGE : 002
RESIDUAL MEMORY : 099%

Memory is full
2006-04-10 09:46 M: 003%
RESOLUTION: STANDARD
COMM. OPTION ▼

11 When finished scanning of the last page, select “3. COMPLETE” using the ▲ or ▼ button and press the [ENTER] button.

- The scanned originals are sent.

BUILD FAX JOB
1 . SCAN NEXT ORIGINAL ▲
2 . CHANGE CURRENT SETTINGS
3 . COMPLETE ▼

Specifying the Remote Fax

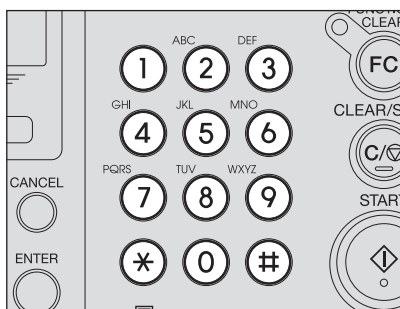
Keypad Dialing (Direct Entry with Digital Keys)

You can dial the telephone number of the remote Fax directly using the digital keys.

1 Press the [FAX] button on the control panel.

2 Place the original(s) and set the transmission conditions.

- P.32 "When setting originals on the glass"
- P.35 "When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)"
- P.36 "Setting the Transmission Conditions"



3 Enter the remote FAX number using the digital keys on the control panel.

- If you make a mistake, press one of the following keys to correct the mistake.

[CLEAR/STOP] key:

Pressing this key clears all of the values that you entered.

[BACKSPACE] key:

Each press of this key deletes the values that you are entering one by one.

[DELETE] key:

Pressing this key after highlighting the value with the key deletes the value.

[INSERT] key:

Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.


For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.

P.23 "Keyboard"

: 123456
2006-04-10 11:00 M: 100%
RESOLUTION: STANDARD

4 Press the [START] button on the control panel.

When setting originals on the glass

- When you want to send multi-page originals with the current scanning conditions unchanged, place the next original on the glass, and select "1. SCAN NEXT ORIGINAL" on "BUILD FAX JOB" screen, then press the [ENTER] button. After finished scanning of the last page, select "3. COMPLETE" on "BUILD FAX JOB" screen and press the [ENTER] button to send the originals.
- When you want to change the scanning conditions for each page, select "2. CHANGE CURRENT SETTINGS" on "BUILD FAX JOB" screen and press the [ENTER] button.
For details of this operation, see the following page.
 P.39 "Setting the Scanning Conditions for Each Page"
- When you want to send single-page original, select "3. COMPLETE" on "BUILD FAX JOB" screen and press the [ENTER] button to send the original.

When using the (Reversing) Automatic Document Feeder (optional)

The remote Fax is dialed immediately and communication is initiated.

- The screen on the right may appear when the equipment has failed to detect the original size. In this case, re-place the original, or select the original size using the ▲ or ▼ button and press the [ENTER] button.

SCANNING TO MEMORY	
JOB NUMBER	: 009
SCANNING PAGE	: 001
RESIDUAL MEMORY	: 099%



ENTER TEL NUMBER (MAX128) :	
2006-04-10 11:06	M: 100%
RESOLUTION : STANDARD	
COMM.OPTION ▼	

Select original size	
1.LT	▲
2.LD	▢
3.LT-R	▼

Tip

When you are dialing to an outside line via a PBX, there may be a pause before the connection is made, causing a transmission error. To avoid this error, press the [REDIAL/PAUSE] button after the number that designates an outside line to enter a pause. This automatically enters a three-second pause before the remote Fax number is dialed, which reduces transmission errors. (The mark "-" is displayed as a "pause" on the screen.)

One Touch Key Dialing

You can dial the remote Fax with the touch of a single key.

- It is required to register the One Touch keys beforehand. (📖 P.165 "One Touch Key Dial Numbers")
- You can confirm the One Touch keys already registered. (📖 P.236 "One touch number list")

1 Press the [FAX] button on the control panel.


2 Place the original(s) and set the transmission conditions.

- 📖 P.32 "When setting originals on the glass"
- 📖 P.35 "When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)"
- 📖 P.36 "Setting the Transmission Conditions"

3 Press the desired One Touch key ([01] to [75]).

When setting originals on the glass

The One Touch key number and the name of the remote party appear on the LCD display for about 2 seconds, and “BUILD FAX JOB” screen appears.

- When you want to send multi-page originals with the current scanning conditions unchanged, place the next original on the glass, and select “1. SCAN NEXT ORIGINAL” on “BUILD FAX JOB” screen, then press the [ENTER] button. After finished scanning of the last page, select “3. COMPLETE” on “BUILD FAX JOB” screen and press the [ENTER] button to send the originals.
- When you want to change the scanning conditions for each page, select “2. CHANGE CURRENT SETTINGS” on “BUILD FAX JOB” screen and press the [ENTER] button.
For details of this operation, see the following page.
 P.39 “Setting the Scanning Conditions for Each Page”
- When you want to send single-page original, select “3. COMPLETE” on “BUILD FAX JOB” screen and press the [ENTER] button to send the original.

When using the (Reversing) Automatic Document Feeder (optional)

The One Touch key number and the name of the remote party appear on the LCD display for about 2 seconds, and the equipment automatically starts scanning and sending the document.

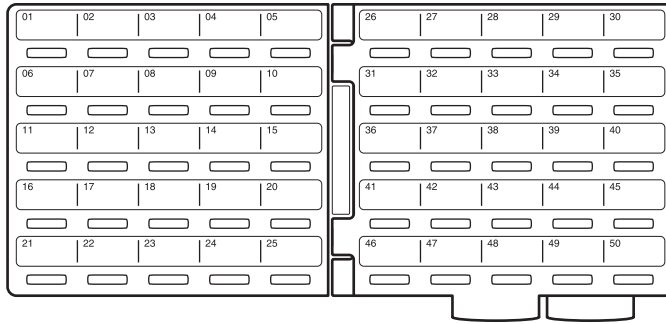
ONE TOUCH NUMBER	
ONE TOUCH:	01
L.A Office	

SCANNING TO MEMORY	
JOB NUMBER	: 008
SCANNING PAGE	: 001
RESIDUAL MEMORY	: 099%

ENTER TEL NUMBER (MAX128):	
2006-04-10 12:43	M: 100%
RESOLUTION: STANDARD	
COMM.OPTION ▼	

One Touch key (01 to 50)

One Touch key (51 to 75)



- If a One Touch key is not programmed, the message "Number not listed" is displayed for 2 seconds, and the display returns to the previous status screen.
- The screen on the right may appear when the equipment has failed to detect the original size. In this case, re-place the original, or select the original size using the ▲ or ▼ button and press the [ENTER] button.

```

ONE TOUCH NUMBER
-----
ONE TOUCH:                15
Number not listed
    
```

```

Select original size
1.LT  [ENTER] ▲
2.LD  [ENTER]
3.LT-R [ENTER] ▼
    
```

Abbreviated Dialing

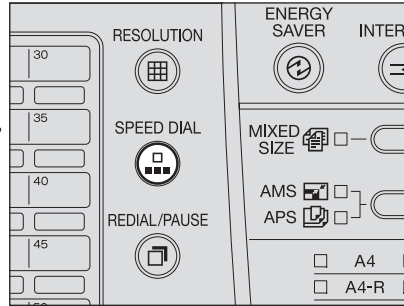
You can dial the remote Fax using an abbreviated dial number from 1 to 999.

- It is required to register the abbreviated dial numbers beforehand. (📖 P.161 “Abbreviated Dial Numbers”)
- You can confirm the abbreviated dial numbers already registered. (📖 P.234 “Abbreviated dial number list”)

1 Press the [FAX] button on the control panel.

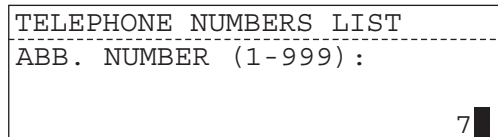
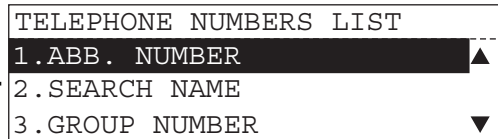
2 Place the original(s) and set the transmission conditions.

- 📖 P.32 “When setting originals on the glass”
- 📖 P.35 “When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)”
- 📖 P.36 “Setting the Transmission Conditions”



3 Press the [SPEED DIAL] button.

4 Select “1. ABB. NUMBER” using the ▲ or ▼ button and press the [ENTER] button.




5 Enter the abbreviated dial number (1 to 999) assigned to the desired remote Fax and press the [ENTER] or [START] button.

TELEPHONE NUMBERS LIST	
ABB. NUMBER:	007
Madrid Office	

When setting originals on the glass

The abbreviated dial number and the name of the remote party appear on the LCD display for about 2 seconds, and "BUILD FAX JOB" screen appears.

- When you want to send multi-page originals with the current scanning conditions unchanged, place the next original on the glass, and select "1. SCAN NEXT ORIGINAL" on "BUILD FAX JOB" screen, then press the [ENTER] button. After finished scanning of the last page, select "3. COMPLETE" on "BUILD FAX JOB" screen and press the [ENTER] button to send the originals.
- When you want to change the scanning conditions for each page, select "2. CHANGE CURRENT SETTINGS" on "BUILD FAX JOB" screen and press the [ENTER] button.
For details of this operation, see the following page.
 P.39 "Setting the Scanning Conditions for Each Page"
- When you want to send single-page original, select "3. COMPLETE" on "BUILD FAX JOB" screen and press the [ENTER] button to send the original.

When using the (Reversing) Automatic Document Feeder (optional)

The abbreviated dial number and the name of the remote party appear on the LCD display for about 2 seconds, and the equipment automatically starts scanning and sending the document.

- If an abbreviated dial number is not programmed, the message "Number not listed" is displayed for 2 seconds and the display returns to the previous status screen.

```

TELEPHONE NUMBERS LIST
-----
ABB. NUMBER:           085
Number not listed
  
```

- The screen on the right may appear when the equipment has failed to detect the original size. In this case, re-place the original, or select the original size using the ▲ or ▼ button and press the [ENTER] button.

```

Select original size
1.LT  [icon] ▲
2.LD  [icon]
3.LT-R [icon] ▼
  
```

Alphabet Dialing

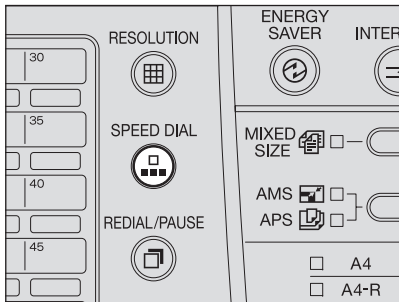
This method allows you to select the remote Fax using an alphabetic index search of the location IDs programmed into One Touch (up to 75 locations), Abbreviated Number Dialing (up to 300 locations) and Group Dialing (up to 50 groups) directories.

- It is required to register the One Touch keys, abbreviated dial numbers and Group Dialing numbers beforehand. (📖 P.161 "Abbreviated Dial Numbers", 📖 P.165 "One Touch Key Dial Numbers", 📖 P.170 "Group Number Dialing")
- You can confirm the One Touch keys, abbreviated dial numbers and Group Dialing numbers already registered. (📖 P.232 "Dialer list")

1 Press the [FAX] button on the control panel.

2 Place the original(s) and set the transmission conditions.

- 📖 P.32 "When setting originals on the glass"
- 📖 P.35 "When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)"
- 📖 P.36 "Setting the Transmission Conditions"



3 Press the [SPEED DIAL] button.

4 Select "2. SEARCH NAME" using the ▲ or ▼ button and press the [ENTER] button.

```

TELEPHONE NUMBERS LIST
-----
1.ABB. NUMBER
2.SEARCH NAME
3.GROUP NUMBER
  
```

- 5** Enter the search characters using the keyboard on the Flip Panel or the digital keys on the control panel and press the [ENTER] button.

SEARCH NAME


ID NAME (MAX20):
I

- 6** Select the desired remote Fax using the ▲ or ▼ button and press the [ENTER] or [START] button. When setting originals on the glass

SEARCH NAME

Lisbon Office ▲
London Office
L.A Office ▼

The dial number and the name of the remote party appear on the LCD display for about 2 seconds.

- When you want to send multi-page originals with the current scanning conditions unchanged, place the next original on the glass, and select "1. SCAN NEXT ORIGINAL" on "BUILD FAX JOB" screen, then press the [ENTER] button. After finished scanning of the last page, select "3. COMPLETE" on "BUILD FAX JOB" screen and press the [ENTER] button to send the originals.
- When you want to change the scanning conditions for each page, select "2. CHANGE CURRENT SETTINGS" on "BUILD FAX JOB" screen and press the [ENTER] button.
For details of this operation, see the following page.
 P.39 "Setting the Scanning Conditions for Each Page"
- When you want to send single-page original, select "3. COMPLETE" on "BUILD FAX JOB" screen and press the [ENTER] button to send the original.

↓

SEARCH NAME

ABB. NUMBER: 006
Lisbon Office

When using the (Reversing) Automatic Document Feeder (optional)

The dial number and the name of the remote party appear on the LCD display for about 2 seconds, and the equipment automatically starts scanning and sending the document.

- If there is no name corresponding to the search characters, the message "Number not listed" is displayed and an alarm buzzer sounds. In this case, press the [CLEAR/STOP] button to stop an alarm buzzer, and re-enter the search characters.
- The screen on the right may appear when the equipment has failed to detect the original size. In this case, re-place the original, or select the original size using the ▲ or ▼ button and press the [ENTER] button.

SEARCH NAME
P
Number not listed

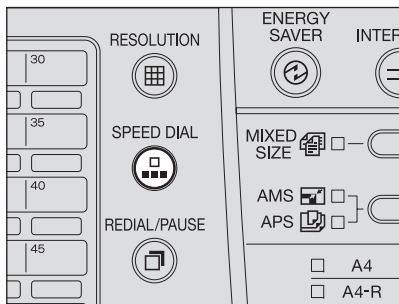
Select original size
1.LT
2.LD
3.LT-R

Group Dialing

You can send a document to multiple remote parties in a single operation. This is referred as Group Dialing.

- It is required to register the Group Dialing numbers beforehand. (📖 P.170 "Group Number Dialing")
- You can confirm the Group Dialing numbers already registered. (📖 P.235 "Group number list")

- 1 Press the [FAX] button on the control panel.**
- 2 Place the original(s) and set the transmission conditions.**
 - 📖 P.32 "When setting originals on the glass"
 - 📖 P.35 "When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)"
 - 📖 P.36 "Setting the Transmission Conditions"
- 3 Press the [SPEED DIAL] button.**
- 4 Select "3. GROUP NUMBER" using the ▲ or ▼ button and press the [ENTER] button.**




TELEPHONE NUMBERS LIST
1.ABB. NUMBER
2.SEARCH NAME
3.GROUP NUMBER

5 Enter the Group Dialing number (1 to 1999) assigned to the desired remote party and press the [ENTER] or [START] button.

When setting originals on the glass

The Group Dialing number and the name of the remote party appear on the LCD display for about 2 seconds, and "BUILD FAX JOB" screen appears.

- When you want to send multi-page originals with the current scanning conditions unchanged, place the next original on the glass, and select "1. SCAN NEXT ORIGINAL" on "BUILD FAX JOB" screen, then press the [ENTER] button. After finished scanning of the last page, select "3. COMPLETE" on "BUILD FAX JOB" screen and press the [ENTER] button to send the originals.
- When you want to change the scanning conditions for each page, select "2. CHANGE CURRENT SETTINGS" on "BUILD FAX JOB" screen and press the [ENTER] button.
For details of this operation, see the following page.
 P.39 "Setting the Scanning Conditions for Each Page"
- When you want to send single-page original, select "3. COMPLETE" on "BUILD FAX JOB" screen and press the [ENTER] button to send the original.

When using the (Reversing) Automatic Document Feeder (optional)

The Group Dialing number and the name of the remote party appear on the LCD display for about 2 seconds, and the equipment automatically starts scanning and sending the document.

TELEPHONE NUMBERS LIST
GROUP NUMBER (1-1999):
1

TELEPHONE NUMBERS LIST
GROUP NUMBER: 0001
U.S. Division

- If a Group Dialing number is not programmed, the message "Number not listed" is displayed for 2 seconds and the display returns to the previous status screen.

```
TELEPHONE NUMBERS LIST
-----
GROUP NUMBER:          0088
Number not listed
```

- The screen on the right may appear when the equipment has failed to detect the original size. In this case, re-place the original, or select the original size using the ▲ or ▼ button and press the [ENTER] button.

```
Select original size
1.LT  [ ] ▲
2.LD  [ ]
3.LT-R [ ] ▼
```

Memory Transmission

The original is scanned into memory and automatically starts to be sent once a connection has been made.

- The default setting is memory TX, however you can set direct TX as the default. To change the default setting from memory TX to direct TX, see [P.184](#) "Memory transmission".
- Even if the memory TX mode is selected as the default, you can use the [DIRECT TX] key to perform direct TX temporarily. For details of temporary direct TX, see [P.87](#) "Direct transmission".
- **You can send the original whenever the standby mode screen is displayed.**
 - You can send the original even while memory TX, receiving a Fax document or printing report/list is being performed.
 - When the remote Fax line is available, the equipment begins dialing after the first page is scanned to memory.
 - If the original cannot be sent (the remote Fax is busy or otherwise unavailable), the remote Fax is automatically redialed repeatedly.
- **Originals are scanned at high speed and stored to memory, therefore you can return originals to their files immediately.**
 - When the amount of memory remaining for memory TX usage reaches 0, the original is automatically transmitted in the direct transmission mode.
 - Up to 100 transmissions can be reserved.
- **Page on which error occurred is automatically transmitted again. (ECM function)**
 - ECM (Error Correction Mode) is an internationally standardized communication mode that automatically corrects errors that occur during Fax transmissions.
- **File Number and Residual Memory**
 - The equipment assigns a File Number to each transmission or polling-reception job for internal control of reserved communications. This File Number is very useful, should it become necessary to cancel a memory operation. It is also useful when tracking communication activities using the transmission and reception journals.
 - The amount of memory remaining for memory TX usage is called Residual Memory and is displayed as a percentage value.
 - If there is not enough residual memory, a Memory Full status may occur. When this status occurs, the scanned document data is cleared (default setting). Pressing the [FUNCTION CLEAR] button returns to the basic screen.

- Documents can no longer be added to memory if it becomes full midway during scanning. In this case, reduce the number of originals you are sending, or try sending in the direct transmission mode.

Tips

- "Send after Scan" function to transmit originals after scanning all of them is also available.
- For scan data handling when a Memory Full status occurs, you can set the desired method on "13. SEND AFTER SCAN" in the Fax Setup menu. (📖 P.191 "Send after scan")

1 Press the [FAX] button on the control panel.

2 Place the original(s) and set the transmission conditions.

- 📖 P.32 "When setting originals on the glass"
- 📖 P.35 "When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)"
- 📖 P.36 "Setting the Transmission Conditions"

3 Specify the remote Fax.

- Keypad Dialing (Direct Entry with Digital Keys): 📖 P.41
- One Touch Key Dialing: 📖 P.43
- Abbreviated Dialing: 📖 P.46
- Alphabet Dialing: 📖 P.48
- Group Dialing: 📖 P.50

4 Press the [START] button on the control panel.

- The equipment starts scanning and storing the document into memory.
- To cancel memory transmission, see 📖 P.71 "Canceling Transmissions".
- The screen on the right may appear when the equipment has failed to detect the original size. In this case, re-place the original, or select the original size using the ▲ or ▼ button and press the [ENTER] button.

SCANNING TO MEMORY	
JOB NUMBER	: 008
SCANNING PAGE	: 001
RESIDUAL MEMORY	: 099%



ENTER TEL NUMBER (MAX128):	
2006-04-10 12:43	M: 100%
RESOLUTION: STANDARD	
COMM. OPTION ▼	

Select original size	
1.LT	☞ ▲
2.LD	☞
3.LT-R	☞ ▼

Tips

- If the original cannot be sent because the remote FAX is busy, the remote FAX is automatically redialed. Default values for the redial intervals and the redial count are different depending on country/region. (📖 P.58 “Redialing”) For redial interval and counters, you can set the desired value on “06. REDIAL MODE” in the Fax Setup menu. (📖 P.181 “Redial mode”)
- Even when memory transmission result in error, the error tone does not sound. However, the TX report is output to inform you of the error occurrence.
- Checking and Canceling the Communications (📖 P.68 “Checking the Communications during Transmission”)

On-hook Transmission

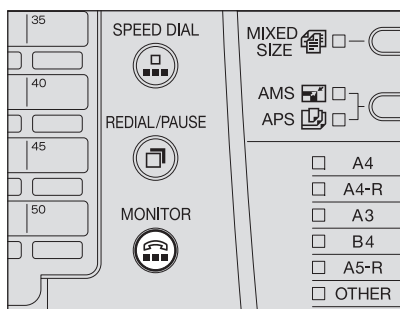
In this mode, you can confirm the answering tone from the remote Fax without picking up the handset of the external telephone.

- This operation is available when the fax communication lamp is OFF.

1 Press the [FAX] button on the control panel.

2 Place the original(s) and set the transmission conditions.

- 📖 P.32 “When setting originals on the glass”
- 📖 P.35 “When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)”
- 📖 P.36 “Setting the Transmission Conditions”



3 Press the [MONITOR] button.

- You will hear the dial tone from the built-in speaker.
- To cancel the setting, press the [MONITOR] button again.

4 Specify the remote Fax.

- Keypad Dialing (Direct Entry with Digital Keys): 📖 P.41
- One Touch Key Dialing: 📖 P.43
- Abbreviated Dialing: 📖 P.46
- Alphabet Dialing: 📖 P.48

Dial tel number:
2006-04-10 13:23 M: 100%
RESOLUTION: STANDARD

Tip

Each press of a digital key dials a number. If you make a mistake when dialing the remote Fax number, press the [MONITOR] button to cut the line, and then press the [MONITOR] button again to redial.

5 When you hear the answer tone (short high-pitched tone) through the built-in speaker indicating the connection has been made with the remote Fax, press the [START] button.

Tip

When you hear the other party's voice answering the call before pressing the [START] button, pick up the handset of the external telephone and press the [MONITOR] button. Then ask him/her to operate their equipment for receiving a Fax.

6 Select "1. TRANSMIT" using the ▲ or ▼ button and press the [ENTER] button.

- The equipment automatically starts scanning and sending the document.

COMMUNICATING SETTING	
1. TRANSMIT	▲
2. RECEIVE	▼



COMMUNICATING	
JOB NUMBER	:15
23	



ENTER TEL NUMBER (MAX128) :	
2006-04-10 12:43	M: 100%
RESOLUTION: STANDARD	
COMM. OPTION ▼	

- The screen on the right may appear when the equipment has failed to detect the original size. In this case, re-place the original, or select the original size using the ▲ or ▼ button and press the [ENTER] button.

Select original size	
1. LT	☑ ▲
2. LD	☑
3. LT-R	☑ ▼

Tip

Only one-page document can be sent when scanning original on the glass.




Off-hook Transmission (External Telephone Dialing)

This mode is available by picking up the handset of the external telephone to dial. When the other party receives the call as a telephone call, you can talk with him/her.

- This operation is available when the fax communication lamp is OFF.
- An external telephone is required (not available for the European version).

1 Press the [FAX] button on the control panel.





2 Place the original(s) and set the transmission conditions.

-  P.32 “When setting originals on the glass”
-  P.35 “When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)”
-  P.36 “Setting the Transmission Conditions”

3 Pick up the handset of the external telephone.

Dial tel number:
2006-04-10 13:23 M: 100%
RESOLUTION: STANDARD

4 Specify the remote Fax.

- Keypad Dialing (Direct Entry with Digital Keys):  P.41
- One Touch Key Dialing:  P.43
- Abbreviated Dialing:  P.46
- Alphabet Dialing:  P.48

Tip

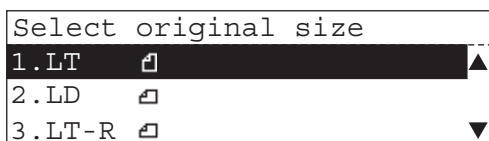
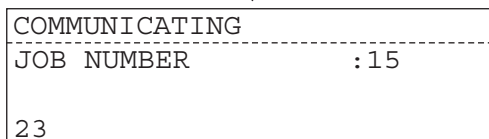
Each press of a digital key dials a number. If you make a mistake when dialing the remote Fax number, put the handset down to cut the line, and then pick up the handset again to redial.

5 When you hear the answer tone (short high-pitched tone) through the handset indicating the connection has been made with the remote Fax, press the [START] button.

6 Select “1. TRANSMIT” using the ▲ or ▼ button and press the [ENTER] button.

- The equipment automatically starts scanning and sending the document.

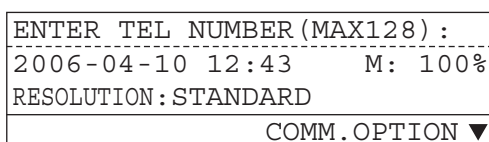
- The screen on the right may appear when the equipment has failed to detect the original size. In this case, re-place the original, or select the original size using the ▲ or ▼ button and press the [ENTER] button.



Tips

- Only one-page document can be sent when scanning original on the glass.
- When placing A5 size original, select "1. A4".
- When placing A5-R or B5-R size original, select "5. A4-R".

7 Replace the handset of the external telephone.

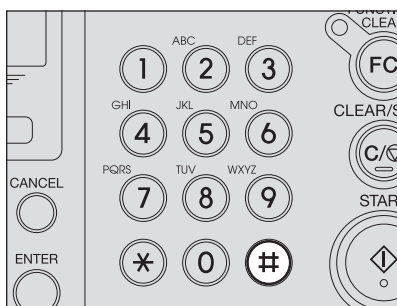


Sending a Tone

Tone services can be used even on pulse dial lines.




1 To receive a tone service, press the [#] button of the digital key to switch over to tone transmission.

- For details of services and how to receive Fax information services, contact your service provider.



Redialing

When the line of the remote party is busy, the equipment will automatically redial the remote party up to the set number of times with intervals of the set length.

- If the line of the remote party is still busy even after the automatic redialing operation is performed, the communication error will occur. In this case, you can send a document using the Recovery TX function. For details of Recovery TX, see  P.93 “Recovery transmission” and  P.188 “Recovery transmission”.
- Default value for the redial intervals and the redial count is different depending on country/region. To change the default value for the redial intervals and the redial count, see  P.181 “Redial mode”.
- You can use the [REDIAL/PAUSE] button to redial the remote party manually.

Tip

The manual redialing operation is effective for individual transmissions.

Receiving a Fax

Reception Mode

There are 2 reception modes:

- **Automatic Reception**

Faxes are automatically received during the incoming calls.

- To change the Ring Delay (number of rings before the equipment answers the incoming calls), see P.59 "Setting of the automatic reception mode".

Note

The line is designated for use exclusively by the Fax.

- **Manual Reception**

Set this mode when the Fax is connected to a line that is also used as a voice telephone line.

- When the bell rings, pick up the handset of the external telephone and talk with the other party, and then press the [START] button to receive a Fax.

Note

An external telephone is required (not available for the European version).

- * When the polling TX document is reserved, automatic reception is performed even in the manual reception mode.

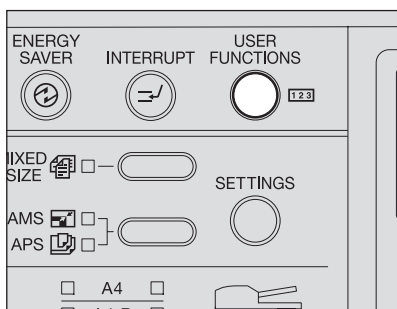
Automatic Reception

Set this mode when the phone line is used exclusively for Faxing. The Fax automatically receives incoming originals.

- Confirm the reception mode on the Function List. (P.237 "Function list")

Setting of the automatic reception mode

- 1 Press the [USER FUNCTIONS] button on the control panel and select "01. DEFAULT SETTINGS" using the ▲ or ▼ button, and then press the [ENTER] button.



- "DEFAULT SETTINGS" screen appears.



- 2** Select “03. FAX SETUP” using the ▲ or ▼ button and press the [ENTER] button.

DEFAULT SETTINGS	
01.GENERAL SETTING	▲
02.COPY SETUP	
03.FAX SETUP	▼

- 3** Select “07. RECEPTION MODE” using the ▲ or ▼ button and press the [ENTER] button.

FAX SETUP	
05.DIAL TYPE	▲
06.REDIAL MODE	
07.RECEPTION MODE	▼

- 4** Select “1. AUTO RECEIVE” using the ▲ or ▼ button and press the [ENTER] button.

RECEPTION MODE	
1.AUTO RECEIVE	▲
2.MANUAL RECEIVE	▼

- 5** Select the Ring Delay (number of rings before the Fax answers the incoming calls; 01 to 10) using the ▲ or ▼ button and press the [ENTER] button.

AUTO RECEIVE	
RING	10
DELAY :	01
	◆
	01

- The equipment enters the automatic fax reception mode after the selected ring delay.
- Default value is different depending on each country/region.


- 6** Press the [FAX] button to return to the basic screen for the Fax function.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

📖 P.24 “Message LCD Screen”

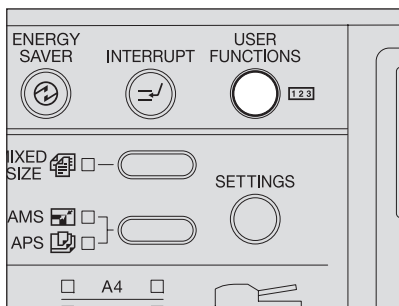
Manual Reception

Set this mode when the Fax is connected to a line also used for voice telephone calls.

- When a document for polling transmission is registered on a remote party, the equipment can automatically receive the document even if "Manual Reception" has been set.
- Confirm the reception mode on the Function List. (page  P.237 "Function list")

Setting of the manual reception mode

- 1** Press the [USER FUNCTIONS] button on the control panel and select "01. DEFAULT SETTINGS" using the ▲ or ▼ button, and then press the [ENTER] button.



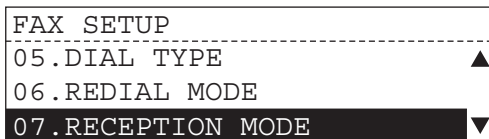
- "DEFAULT SETTINGS" screen appears.



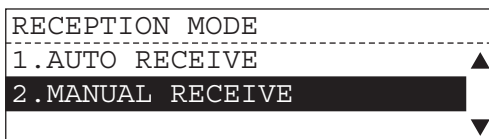
- 2** Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.




- 3** Select "07. RECEPTION MODE" using the ▲ or ▼ button and press the [ENTER] button.



- 4** Select "2. MANUAL RECEIVE" using the ▲ or ▼ button and press the [ENTER] button.



- 5** Press the [FAX] button to return to the initial screen for the Fax function.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.
 P.24 "Message LCD Screen"

Receiving a fax manually

- 1 **When the bell rings, pick up the handset of the external telephone.**
 - If the incoming call is a telephone call, start talking with the other party.
- 2 **If you hear a tone (Fax signal), press the [FAX] button and the [START] button.**
- 3 **Select “2. RECEIVE” using the ▲ or ▼ button and press the [ENTER] button.**
 - Receiving a Fax starts.
- 4 **Replace the handset of the external telephone.**



Tip

Even when you press the [FAX] button during copying, the function mode cannot be switched to the Fax mode. In this case, interrupt the copy operation and receive a Fax.

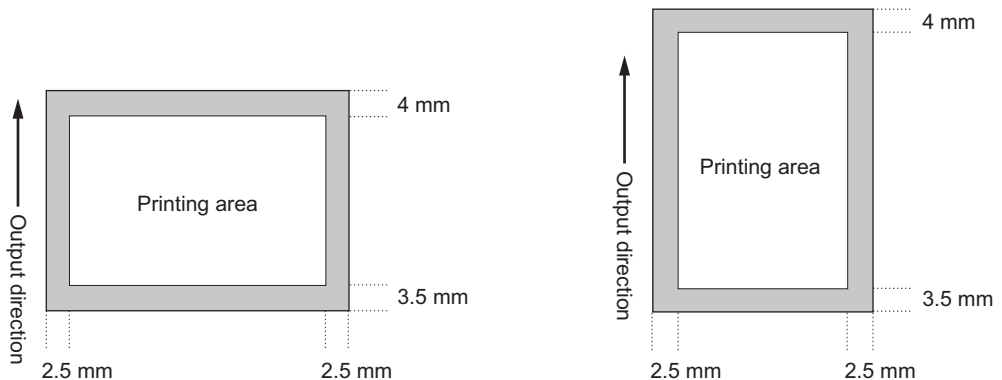
Relationship between Original and Paper

Acceptable size of paper

Originals received by Fax can be printed on LD, LG, LT, ST, COMP, A3, B4, A4, B5 and A5 size paper, and are printed in the printing range of each size of paper. No printing will occur in the margins borders of the received originals as indicated by the gray borders on the figures below.

Tips

- Set the paper in the drawers or the Paper Feed Pedestal.
- The paper set on the bypass tray is not available.




Setting RX printing during default setup

The received data are printed on paper which fits the incoming original size.

- When the incoming original is shorter or the same length as the paper printing area, it is printed in the original size.
- When the incoming original is larger than the paper printing area, it is printed according to the following priority.

Default setting: Discard printing: ON
 Reduction printing: ON

To change the configuration, see the following pages.

 P.199 "Reduction printing"

 P.200 "Discard printing"

1. Originals are printed on larger size paper.
2. When originals are up to 10 mm larger than the printing area, the part of the originals that exceeds the paper printing area is discarded.
3. When originals are at least 10 mm larger than the printing area; If the original can fit on a single sheet of paper by reducing it to 90%* of its original size, it is reduced and printed on a sheet of paper (Reduction printing). If the original cannot fit on a single sheet of paper, it is printed on 2 sheets of paper.










































* e.g.) LD size originals are reduced to 71% to fit onto LT or LT-R paper.

Paper priority when there is no same size paper

When RX reduction printing and discard printing are set to "ON", paper is selected according to the following priority:

- Paper of the same size and same orientation as the received original
- Paper of the same size but with a different orientation to the received original
- Paper of the same orientation but larger than the received original




























































American size

Size of Original being Received \ Priority						
1.	 Ledge	 Legal	 Letter	 Letter	 Statement	 COMP
2.	 COMP Reduced to 84%	 COMP	 Letter	 Letter	 Letter	 Ledge
3.	 Letter Reduced to 71%	 Ledge	 Ledge	 Legal	 Letter	 Letter Reduced to 84%
4.	 Letter Reduced to 71%	 Letter	 Legal	 COMP	 Legal	 Letter Reduced to 84%
5.	 Legal Reduced to 71%	 Letter	 COMP	 Ledge	 COMP	 Legal Reduced to 84%
6.	 Statement Reduced to 46%	 Statement Reduced to 64%	 Statement Reduced to 64%	 Statement Reduced to 64%	 Ledge	

Tip

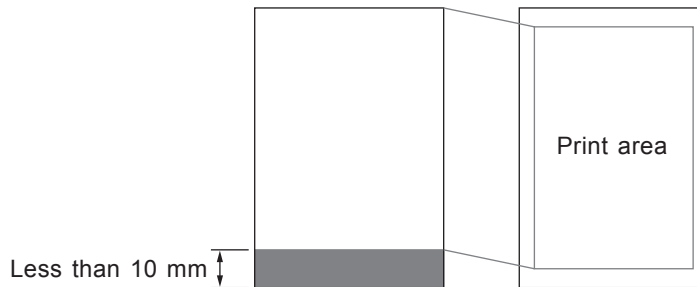
The paper priority varies according to the RX reduction printing and discard printing settings. For details, contact your service technician.

European size

Priority \ Size of Original being Received	A3	B4	A4	A4	A5	B5	FOLIO
1.	 A3	 B4	 A4	 A4	 A5	 B5	 FOLIO
2.	 A3	 B4	 A4	 A4	 A5	 B5	 FOLIO
3.	 B4 Reduced to 84%	 A3	 A4	 A4	 A4	 B5	 B4
4.	 A4 Reduced to 70%	 A4 Reduced to 84%	 A3	 FOLIO	 A4	 B4	 A3
5.	 A4 Reduced to 70%	 A4 Reduced to 84%	 FOLIO	 B4	 FOLIO	 A4	 A4
6.	 FOLIO Reduced to 71%	 FOLIO Reduced to 84%	 B4	 A3	 B5	 A4	 A4
7.	 B5 Reduced to 60%	 B5 Reduced to 70%	 B5 Reduced to 84%	 B5 Reduced to 84%	 B5	 A3	
8.	 B5 Reduced to 60%	 B5 Reduced to 70%	 B5 Reduced to 84%	 B5 Reduced to 84%	 B4	 FOLIO	
	 A5 Reduced to 48%	 A5 Reduced to 57%	 A5 Reduced to 68%	 A5 Reduced to 68%	 A3		

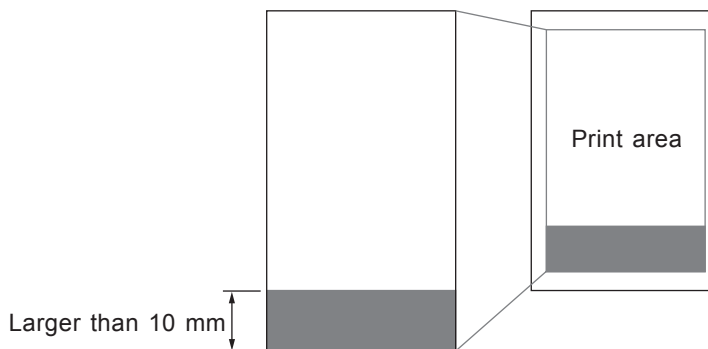
When Both the Reduction Print and Discard Print are set to ON

- When originals are up to 10 mm larger than the printing area; the part of the originals that exceeds the paper printing area (shaded area below) is discarded.

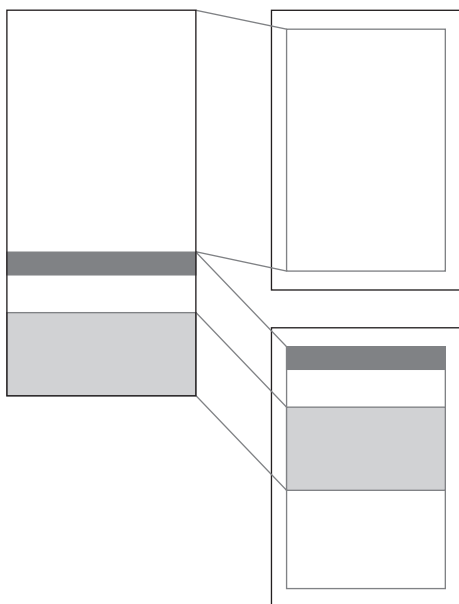


- When originals are at least 10 mm larger than the printing area; If the original can fit on a single sheet of paper by reducing it to 90%* of its original size, it is reduced and printed on a sheet of paper (Reduction printing).

* LD size originals are reduced to 71% to fit onto LT or LT-R paper.



-
- If the original cannot fit on a single sheet of paper, it is printed on 2 sheets of paper.

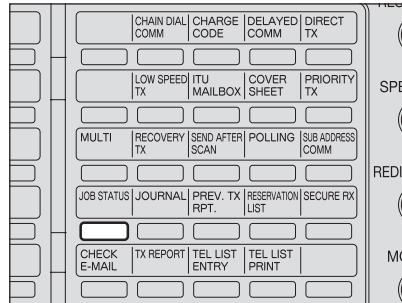


Checking and Canceling the Communications

Checking the Communications during Transmission

You can check the communication status on the LCD screen while the fax communication lamp is blinking.

- 1 Press the [FAX] button on the control panel.
- 2 Press the  key.

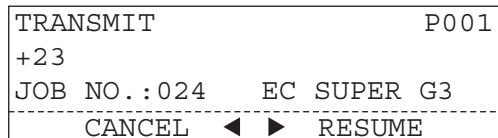


- Screen to check the communication status appears.



- 3 Select the desired communication which is being transmitted using the ▲ or ▼ button and press the ► button.

- Detailed information of the communication is displayed.
- You can also confirm the communication of which status is "DIALING".




- 4 After checking the information, press the ► button.

- Returns to the screen to check the communication status.
- Pressing the [CANCEL] button returns to the basic screen.



Tip

Pressing the  key while the fax communication lamp is extinguished displays the reserved communications information. When there is no reserved communication, the screen on the right appears. In this case, press the [CANCEL] button to return the basic screen.



Checking the Transmission Results

Completion tone and message displayed on the LCD for the direct transmission mode


- When the transmission is normally completed:
Returns to the basic screen. (Completion tone does not sound.)
- When the transmission error occurs:
Error tone sounds for approx. 4 seconds and "Communication error" is displayed and then the transmission report is printed out.
To clear the error display, press the [FUNCTION CLEAR] button. (P.244 "Error Message")

Checking the transmission results on the LCD screen

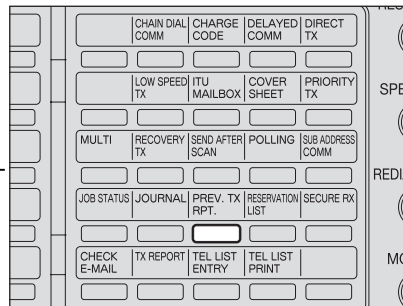
You can display the last 150 transmissions on the LCD screen.

Procedure

1 Press the [FAX] button on the control panel.

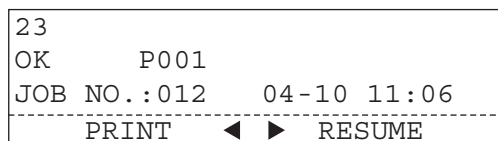
2 Press the  key.

- Screen to check the communication result appears.




3 Select the desired communication to be checked using the ▲ or ▼ button.

- Pressing the ◀ button prints out the result report.
- Pressing the ▶ button displays the detailed information of the selected communication.
- Pressing the [CANCEL] button returns to the basic screen.




Checking the transmission results by printing the transmission report

Each time the transmission is completed, the transmission report is printed out. You can select the report output timing from "ALWAYS", "ON ERROR" or "NOT PRINT OUT". (📖 P.209 "Communication report setting")

You can also use the  key to print out the transmission report for a single communication. (📖 P.220 "Reception list/Communication report")

Checking the transmission results by printing the journal report

Both the transmission journal and reception journal list the 150 most recent communications. (📖 P.216 "Transmission/Reception journal")


Press the  key without setting a original.

Canceling Transmissions

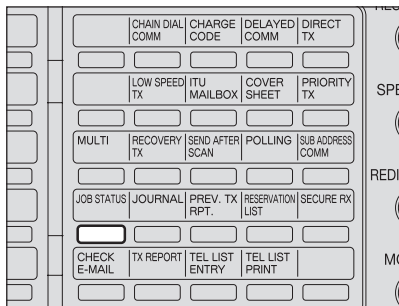
You can cancel a transmission job on the LCD screen. Also, you can cancel a transmission job reserved in memory on the LCD screen.

Canceling Memory Transmissions (during transmission)

1 Press the [FAX] button on the control panel.

2 Press the  key.

- The last three jobs are displayed on the screen.

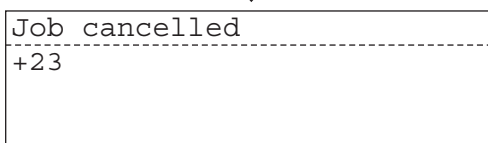
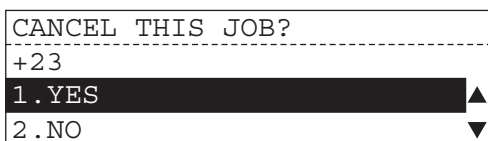


3 Select the desired job to be canceled using the ▲ or ▼ button and press the ◀ button.



4 Select "1. YES" using the ▲ or ▼ button and press the [ENTER] button.

- To cancel the job cancellation, select "2. NO".
- After the job is canceled, the memory TX report is printed out.
- Pressing the [CANCEL] button returns to the basic screen.



Canceling Direct Transmission

1 Press the [CLEAR/STOP] button.

2 Select "1. YES" using the ▲ or ▼ button and press the [ENTER] button.

- To cancel the job cancellation, select "2. NO".
- Returns to the basic screen.

CANCEL THIS JOB?

79664979796
1. YES
2. NO



Job cancelled

79664979796



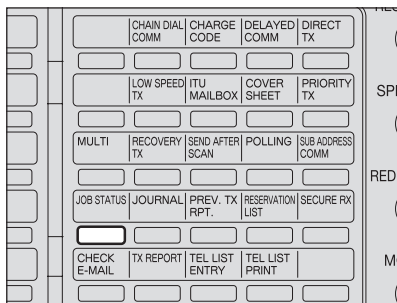
ENTER TEL NUMBER (MAX128):

2006-04-10 11:06 M: 100%
RESOLUTION: STANDARD
COMM.OPTION ▼

Canceling Reserved Memory Transmissions

1 Press the [FAX] button on the control panel.

2 Press the  key.



- The last three jobs are displayed on the screen.
- When there is no reserved job, the message shown on the right is displayed and returns to the basic screen.

No entry	

CANCEL	◀ ▶
DETAIL	

3 Select the desired job to be canceled using the ▲ or ▼ button and press the ◀ button.

79664979796	RESERVE	▲
12345678	RESERVE	▼

CANCEL	◀ ▶	DETAIL

4 Select "1. YES" using the ▲ or ▼ button and press the [ENTER] button.

- The selected job is canceled.
- To cancel the job cancellation, select "2. NO".

CANCEL THIS JOB?	

79664979796	
1. YES	▲
2. NO	▼



Job cancelled	

79664979796	



- After the job is canceled, the screen to check communication status is displayed again.
- Pressing the [CANCEL] button returns to the basic screen.

12345678	RESERVE	▲
		▼

CANCEL	◀ ▶	DETAIL

3

ADVANCED FUNCTIONS

This section describes the advanced functions which you can utilize when transmitting a document.

Communication Options	76
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Function	81
Function Keys	82
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Delayed transmission (Time designation)	85
Direct transmission.....	87
Low speed transmission.....	88
Cover sheet registration	89
Priority transmission.....	92
Recovery transmission.....	93
Transmission with sub-address.....	96
Secure reception	98
Send after scan	100
PIN mask.....	101

Communication Options

When transmitting a document, you can set the various communication options. These communication options set before you transmit a document is effective for only one transmission.

Communication Option Setting

Selectable communication options

Security TX	This function allows transmissions only when the number you dial matches the number programmed in the remote facsimile. If the numbers do not match, Security TX prevents the equipment from sending by indicating a transmission error.
ECM	This function allows good communication without image distortion by automatically resending the part that has been affected.

Tip

ECM (Error Correction Mode) is an internationally standardized communication mode that automatically corrects errors that occur during Fax transmissions. Even when the transmitted data has been affected by noise during communication, this mode allows good communication without image distortion by automatically resending the part that has been affected.

- Both the transmitter and the receiver must have the ECM function to make ECM communication available.
- When affected by noise during communication, communication time takes longer than usual.
- Even when the ECM function is used, error communication may occur due to bad line condition.
- The ECM function is applicable to telephone call.
- Default: [ON] (📖 P.177 "ECM")

Line Monitor	This function is used to set the speaker ON in order to monitor the dialing and connection portion of every transmission. This function is mainly used to confirm dialing and phone line status. (📖 P.161 "Abbreviated Dial Numbers", 📖 P.165 "One Touch Key Dial Numbers")
Page Number	This function is used to print the designated number of pages at the top of the recording paper of the remote Fax.
Duplex Sending	📖 P.30 "Preparation for Transmission"
Menu List	This function is used to print the Fax functions menu list.

How to set the communication options

1 Press the [FAX] button on the control panel.

2 Press the ▼ button.

- Screen to select the communication options appears.

ENTER TEL NUMBER (MAX128):
2006-04-10 12:43 M: 100%
RESOLUTION: STANDARD
COMM.OPTION ▼

3 Select the desired communication option using the ▲ or ▼ button and press the [ENTER] button.

1. SECURITY TX	: OFF	▲
2. ECM	: ON	
3. LINE MONITOR	: OFF	
4. PAGE NUMBER		▼

SECURITY TX, ECM, LINE MONITOR

1 Select "2. ON" using the ▲ or ▼ button and press the [ENTER] button.

- Select "1. OFF" to not apply the communication option.

SECURITY TX	
1. OFF	▲
2. ON	▼

2 Place the original(s) and perform the transmission operation.

PAGE NUMBER

1 Enter the page number using the digital keys on the control panel and press the [ENTER] button.

- To correct the entered value, press the [CLEAR/STOP] button and enter the correct value.

PAGE NUMBER
PAGE NUMBER (1-999):
10

2 Place the original(s) and perform the transmission operation.

- Scanning of the original(s) starts and the transmission is initiated.
- If the page number entered is different from the pages actually scanned, the screen on the right appears and the transmission is initiated.

Page number mismatch
2006-04-10 09:46 M: 080%
RESOLUTION: STANDARD
COMM.OPTION ▼

MENU LIST

1 Menu list is printed out, which shows the function keys used in the Fax operation and the communication options.

- While printing is being performed, or when print error occurs, the screen on the right appears for about 2 seconds and returns to the basic screen.

MENU LIST

Not allowed now



MENU LIST

Sorry not possible

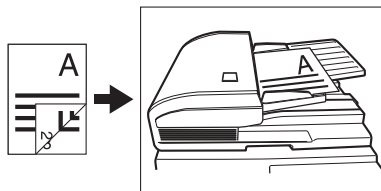
Sending Two-sided Originals

You can scan and send two-sided originals using the Reversing Automatic Document Feeder (optional).

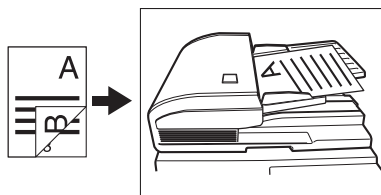
When LT/A4 size originals are placed on the Reversing Automatic Document Feeder

When LT/A4 size originals are placed on the Reversing Automatic Document Feeder, the original direction is changed as follows.

- For LT/A4 original



- For LT-R/A4-R original



- This function is valid for the current job (one transmission) only.

1 Press the [FAX] button on the control panel.

2 Place the original(s). (📖 P.35)

3 Set the transmission conditions. (📖 P.36)

ENTER TEL NUMBER (MAX128) :	
2006-04-10 12:43	M: 100%
RESOLUTION : STANDARD	
COMM. OPTION ▼	

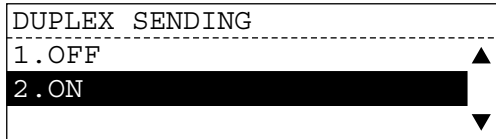
4 Press the ▼ button to display the communication option menu.

1. SECURITY TX	: OFF	▲
2. ECM	: ON	
3. LINE MONITOR	: OFF	
4. PAGE NUMBER		▼






5 Select “6. DUPLEX SENDING” using the ▲ or ▼ button and press the [ENTER] button.

2. ECM	: ON	▲
3. LINE MONITOR	: OFF	
4. PAGE NUMBER		
5. DUPLEX SENDING	: OFF	▼

- 6** Select “2. ON” using the ▲ or ▼ button and press the [ENTER] button.



- 7** Specify the remote Fax.

- Keypad Dialing (Direct Entry with Digital Keys):  P.41
- One Touch Key Dialing:  P.43
- Abbreviated Dialing:  P.46
- Alphabet Dialing:  P.48
- Group Dialing:  P.50

- 8** Press the [START] button.

Batch Transmission

Function

Batch Transmission

The system will automatically send 2 or more reserved jobs to one remote Fax at a time. This function can reduce the communication cost by sending multiple originals to the same destination at one time.

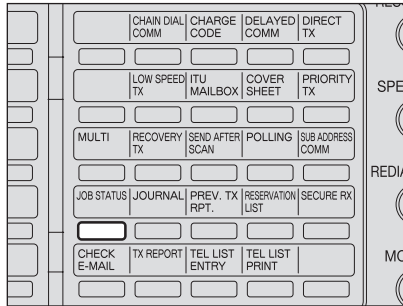
This operation is automatically applied when more than one original is sent to one remote Fax with the same transmission functions specified for each reserved TX job.

Tip

When the use of the equipment is managed under the department management, the batch transmission can be performed only in the same department.

Function Keys

Frequently used functions are assigned to the keys located on the left side of the control panel. These keys allow direct access to frequently used function settings and operations.



Function Keys: Open the flip panel and press the desired key.

Tip


These keys are only effective in the Fax mode. Press the [FAX] button on the control panel to activate the Fax mode.

Description of 22 function keys

CHAIN DIAL COMM	Used to dial a remote party using Chain Dialing. (📖 P.84 “Chain Dial Communication”)
CHARGE CODE	Used to input the charge code. (📖 P.101 “PIN mask”)
DELAYED COMM	Schedules a delayed communication job to be performed at the designated date & time. (📖 P.85 “Delayed transmission (Time designation)”)
DIRECT TX	Used to send the original as it is being scanned. (📖 P.87 “Direct transmission”)
LOW SPEED TX	Used to select a lower transmission speed to send a document when poor line conditions are expected, such as when sending the document to overseas location that can only accept low speed data. (📖 P.88 “Low speed transmission”)
ITU MAILBOX	Used for Mailbox Communications or Relay, Transmission with remote Faxes that support the ITU-T F-code functions. (📖 P.111 “Mailbox Communication”)
COVER SHEET	Used to attach a cover sheet to a document to be transmitted. (📖 P.89 “Cover sheet registration”)
PRIORITY TX	Used to send the original set on the document glass or in the document feeder prior to all previously scheduled transmissions. (📖 P.92 “Priority transmission”)
MULTI	Used to send the same document to 2 or more remote Faxes in a single operation. (📖 P.106 “Multi-address Transmission (Broadcasting)”)

RECOVERY TX	Used to transmit a Fax without placing an original again when the Fax was not transmitted after the specified number of redial. (📖 P.93 "Recovery transmission")
SEND AFTER SCAN	Used to select whether the dialing starts while the equipment is scanning the documents or after the equipment has scanned all documents to memory. (📖 P.100 "Send after scan")
POLLING	Used to perform polling communication. (📖 P.140 "Polling Communications")
SUB ADDRESS COMM	Used to add sub-address digits to the remote Fax number for routing or security. (📖 P.96 "Transmission with sub-address")
JOB STATUS	Used to confirm status of each job or cancel a job. (📖 P.68 "Checking the Communications during Transmission")
JOURNAL	Used to print out the communication journal report. (📖 P.216 "Transmission/Reception journal")
PREV. TX. RPT	Used to display and print the result of the latest 150 transmission jobs. (📖 P.69 "Checking the transmission results on the LCD screen")
RESERVATION LIST	Used to print out the job reservation list. (📖 P.229 "List to confirm the contents stored in memory")
SECURE RX	Used to prohibit printing out the received document without entering a certain password during a certain time period. (📖 P.98 "Secure reception")
CHECK E-MAIL	For details, see the Setup Guide for Scan Functions.
TX REPORT	Used to print out the transmission report for a single job. (📖 P.220 "Reception list/Communication report")
TEL LIST ENTRY	Used to register Abbreviated, One Touch and Group Dialing numbers. (📖 P.161 "Entering the Remote Fax Number")
TEL LIST PRINT	Used to print out the telephone list by designating the dialing category such as Abbreviated Dialing number or One Touch Dialing number. (📖 P.232 "Dialer list")

Chain Dial Communication

This function is used when you want to combine several numbers to select the several remote Fax machines. For example, long distance carriers and specialized access lines. You can combine sets of numbers (Abbreviated Dialing, Alphabet Dialing, One Touch Dialing, and Keypad Dialing) by first pressing the  key.

Example of chain dial communication

Shown below is the example to transmit a document to the remote Fax (123456) from the office in the United States.

("011: International Access Code of the United States" is assigned to One Touch Key [01] and "123456: Telephone Number of the remote Fax" is assigned to Abbreviated Dialing Number [001])

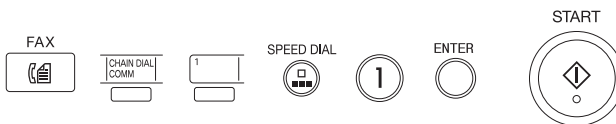
e.g. 1




e.g. 2



e.g. 3



Tip

The chain dialing function can be used during a direct transmission when you press the key before pressing the  key.

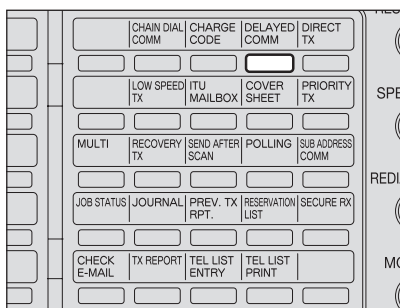
Delayed transmission (Time designation)

This function is used when you want to transmit a Fax at a specified date and time. It is useful when you want to make use of off-peak discounts (e.g. nighttime) or you want to transmit a Fax to a country/region which has a time difference.

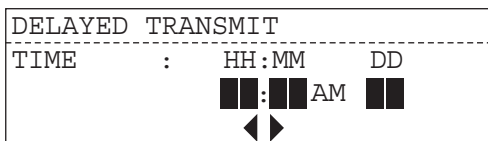
- You can use the following dialing methods:
Keypad Dialing (Direct Entry with Digital Keys): P.41 "Keypad Dialing (Direct Entry with Digital Keys)"
One Touch Key Dialing: P.43 "One Touch Key Dialing"
Abbreviated Dialing: P.46 "Abbreviated Dialing"
Alphabet Dialing: P.48 "Alphabet Dialing"
- The delayed transmission function can be applied to individual transmissions (transmission to one remote Fax), multi-address transmission, mailbox communication, relay box communication and polling communication.
- You can also set the delayed transmission function on each Abbreviated Dialing number or One Touch Dialing number. In this case, however, you can designate transmission time only. (P.161 "Entering the Remote Fax Number")

1 Press the [FAX] button on the control panel.

2 Press the  button.



- "DELAYED TRANSMIT" screen appears.







3 Enter the time (hours/minutes) and day (DD) using the digital keys and press the [ENTER] button.

- To correct the entered value, highlight the character using the ◀ button and enter the correct value.
- To switch "AM" to "PM" or vice versa, highlight the value using the ▶ button and press the ▲ or ▼ button. (Default time format is 12 hour time system. To change the time format to 24 hour time system, see Operator's Manual for Copying Functions.)
- "AM/PM" is not displayed on the equipment with 24 hour time system adopted.
- If you enter time or day value which does not actually exist, "DELAYED TRANSMIT" screen appears again on pressing the [ENTER] button.

DELAYED TRANSMIT			

TIME	:	HH:MM	DD
		08:10AM	13
		◀▶	

4 Place the original(s) and specify the remote Fax then start transmission.

- Keypad Dialing (Direct Entry with Digital Keys):  P.41
- One Touch Key Dialing:  P.43
- Abbreviated Dialing:  P.46
- Alphabet Dialing:  P.48
- To cancel this function, press the [FUNCTION CLEAR] button to return to the basic screen.
- If you leave the equipment for about 45 seconds, it automatically returns to the basic screen.

ENTER TEL NUMBER (MAX128) :			

2006-04-10	12:43	M:	100%
RESOLUTION: STANDARD			
COMM.OPTION ▼			

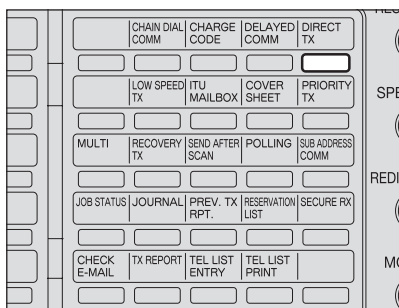
Direct transmission

The remote Fax is dialed immediately, and the original will be sent as it is being scanned. This mode is useful if you want to confirm connection to the remote Fax or when you want to send an urgent Fax document. Originals are not stored in memory, and you can only specify one remote Fax at a time.

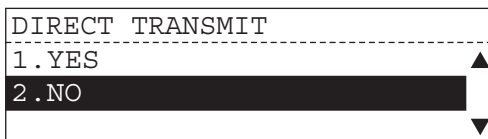
- You can use the following dialing methods:
 - Keypad Dialing (Direct Entry with Digital Keys): P.41 “Keypad Dialing (Direct Entry with Digital Keys)”
 - One Touch Key Dialing: P.43 “One Touch Key Dialing”
 - Abbreviated Dialing: P.46 “Abbreviated Dialing”
 - Alphabet Dialing: P.48 “Alphabet Dialing”
- This function is valid for the current job (one transmission) only.

1 Press the [FAX] button on the control panel.

2 Press the key.

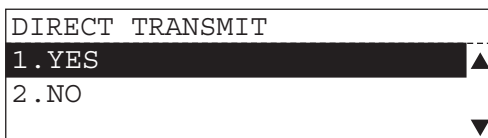


- "DIRECT TRANSMIT" screen appears.



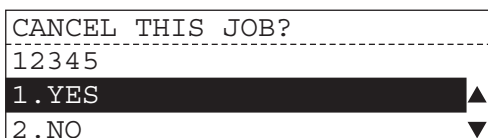
3 Select “1. YES” using the ▲ or ▼ button and press the [ENTER] button.

- To cancel this function, select "2. NO" and press the [ENTER] button to return to the basic screen.



4 Place the original(s) and perform the transmission operation.

- If you want to cancel the transmission after performing the transmission operation, press the [CLEAR/STOP] button to display the screen on the right.
- If you leave the equipment for about 45 seconds, it automatically returns to the basic screen.



Tip


Redialing operation is not effective for direct transmission.

Low speed transmission

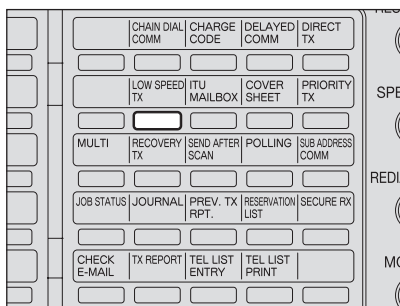
If communication errors frequently occur while transmitting documents due to bad phone lines, we recommend you to select a lower transmission speed to enable quality transmissions.

- You can use the following dialing methods:
 - Keypad Dialing (Direct Entry with Digital Keys): [P.41](#) "Keypad Dialing (Direct Entry with Digital Keys)"
 - One Touch Key Dialing: [P.43](#) "One Touch Key Dialing"
 - Abbreviated Dialing: [P.46](#) "Abbreviated Dialing"
 - Alphabet Dialing: [P.48](#) "Alphabet Dialing"
- You can also set the low speed transmission function on each Abbreviated Dialing number or One Touch Dialing number. ([P.161](#) "Entering the Remote Fax Number")

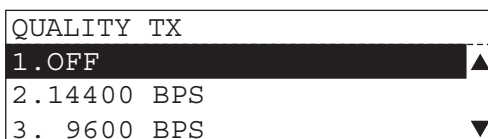
1 Press the [FAX] button on the control panel.

2 Press the  key.

- "QUALITY TX" screen appears.



3 Select the transmission speed using the ▲ or ▼ button and press the [ENTER] button.



- [1. OFF]: Cancels quality transmission.
- [2. 14400 BPS]: Transmission speed is restricted at 14,400BPS or slower.
- [3. 9600 BPS]: Transmission speed is restricted at 9,600BPS or slower.
- [4. 4800 BPS]: Transmission speed is restricted at 4,800BPS or slower.

4 Place the original(s) and perform the transmission operation.

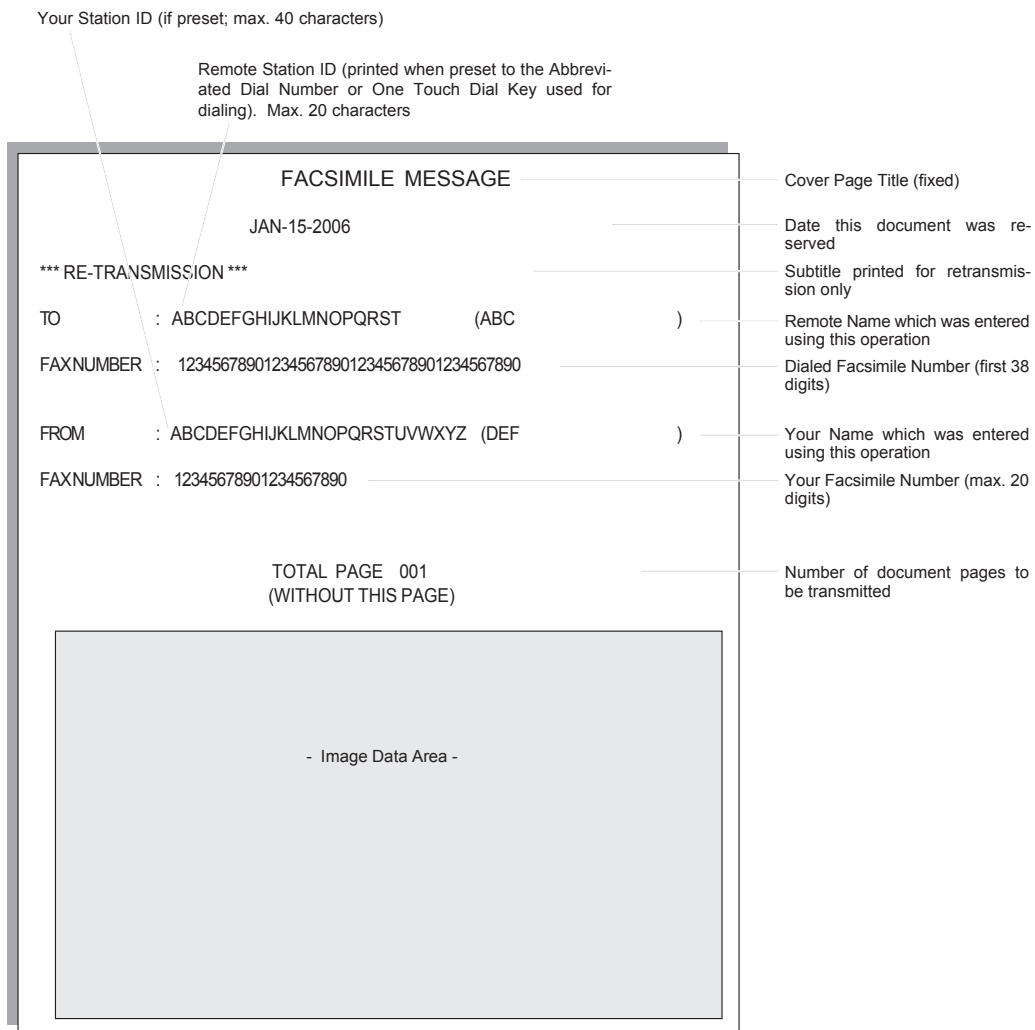
- To cancel this function, press the [FUNCTION CLEAR] button to return to the basic screen.
- If you leave the equipment for about 45 seconds, it automatically returns to the basic screen.

Cover sheet registration

This function enables the attachment of a cover sheet to the document being transmitted. The following information can be included in the cover sheet.

<Example>

Cover Sheet Format



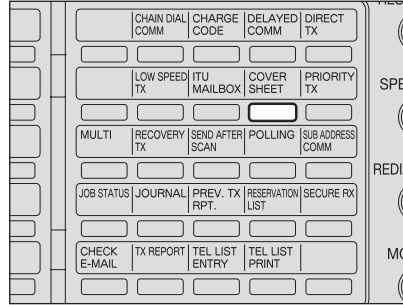
Attaching cover sheet

- Cover sheet registration (📖 P.186 “Cover sheet”)
- Confirm that this function is active on the Function List. (📖 P.237 “Function list”)
- You can use the following dialing methods:
 - Keypad Dialing (Direct Entry with Digital Keys): 📖 P.41 “Keypad Dialing (Direct Entry with Digital Keys)”
 - One Touch Key Dialing: 📖 P.43 “One Touch Key Dialing”
 - Abbreviated Dialing: 📖 P.46 “Abbreviated Dialing”
 - Alphabet Dialing: 📖 P.48 “Alphabet Dialing”
 - Group Dialing: 📖 P.50 “Group Dialing”

1 Press the [FAX] button on the control panel.

2 Press the  key.

- “COVER SHEET” screen appears.

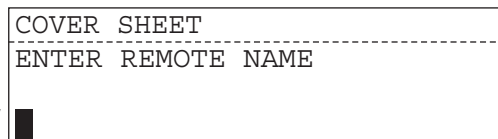


3 Select “1. TRANSMIT” using the ▲ or ▼ button and press the [ENTER] button.



4 Enter a remote name and press the [ENTER] button.

- You can omit a remote name if unnecessary. In this case, simply press the [ENTER] button without entering a remote name.
- For a remote name, up to 20 characters can be entered.
- Character entry (📖 P.157 “Buttons and Keys used for Character Entry”)
- When you perform multi-address transmission, the same cover sheet will be attached to the document for every address. In this case, therefore, it is recommended that you should omit a remote name.



5 Enter a sender name and press the [ENTER] button.

- You can omit a sender name if unnecessary. In this case, simply press the [ENTER] button without entering a sender name.
- For a sender name, up to 20 characters can be entered.
- Character entry (P.157 “Buttons and Keys used for Character Entry”)

COVER SHEET

ENTER YOUR NAME
█

6 Place the original(s) and perform the transmission operation.

- To cancel this function, press the [FUNCTION CLEAR] button to return to the basic screen.
- If you leave the equipment for about 45 seconds, it automatically returns to the basic screen.

Tip

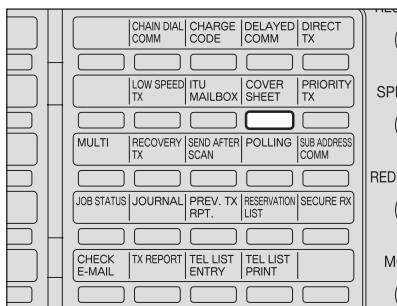
Transmission with a cover sheet attached can be used in memory transmission only.

Printing cover sheet

1 Press the [FAX] button on the control panel.

2 Press the  button.

- "COVER SHEET" screen appears.



3 Select “2. PRINT” using the ▲ or ▼ button and press the [ENTER] button.

COVER SHEET

1 . TRANSMIT
2 . PRINT

4 Cover sheet which has been registered is printed out.

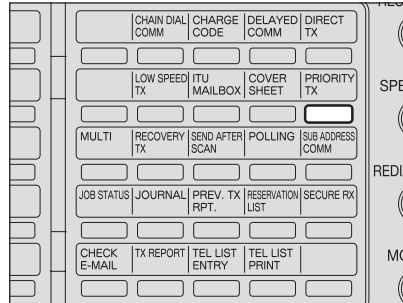
Priority transmission

Priority Transmission allows you to perform a transmission before any other reserved transmission job (including redial standby).

- You can use the following dialing methods:
 - Keypad Dialing (Direct Entry with Digital Keys): [P.41](#) "Keypad Dialing (Direct Entry with Digital Keys)"
 - One Touch Key Dialing: [P.43](#) "One Touch Key Dialing"
 - Abbreviated Dialing: [P.46](#) "Abbreviated Dialing"
 - Alphabet Dialing: [P.48](#) "Alphabet Dialing"

1 Press the [FAX] button on the control panel.

2 Press the button.



- "PRIORITY TRANSMIT" screen appears.
- If another job has already been designated as priority transmission, the LCD screen returns to the basic screen after displaying the screen on the right for about 2 seconds.

```
PRIORITY TRANSMIT
-----
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

```
PRIORITY TRANSMIT
-----
Used in other job
```

3 Place the original(s) and perform the transmission operation.

- To cancel this function, press the [FUNCTION CLEAR] button to return to the basic screen.
- If you leave the equipment for about 45 seconds, it automatically returns to the basic screen.

Tip

You can reserve only one job as priority transmission.

Recovery transmission

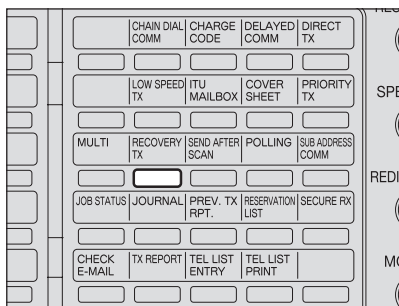
Recovery Transmission allows you to retransmit a document after failing the initially specified number of redial attempts.

- Confirm that the recovery transmission function is active on the Function List. (📖 P.237 “Function list”)
- Recovery transmission setting (📖 P.188 “Recovery transmission”)

Performing recovery transmission

1 Press the [FAX] button on the control panel.

2 Press the  key.



- Screen to select a job appears.

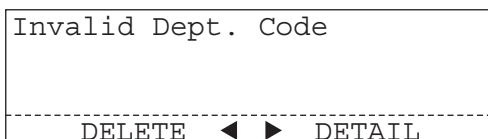


- If any job has not been retained in memory, the LCD screen returns to the basic screen after displaying the screen on the right for about 2 seconds.



3 Select the desired job using the ▲ or ▼ button.

- To transmit the selected job Press the [START] button. → go to step 6.
- To display the detailed information of the job and to correct the telephone number, press the ► button. → go to step 4.
- When the use of the equipment is managed under the department management: You cannot designate a job of other department. In this case, the screen on the right appears for about 2 seconds and returns to the screen to select a job.



4 Confirm the detailed information of the job and press the [ENTER] button.

- Pressing the [CANCEL] button returns to the preceding screen.

SINGLE TRANSMIT

1234556
2006-04-10 07:10
JOB NUMBER : 042

5 If you want to change the Fax number, change it to the desired number with the digital keys and press the [START] button.

- Pressing the [CANCEL] button returns to the preceding screen.

CHANGE TEL NUMBER

☎: 1234556



CHANGE TEL NUMBER

☎: 1234558

Tip

Fax number specified by Abbreviated Dialing, One Touch Dialing, Alphabet Dialing and Group Dialing cannot be changed to another.

- When the use of the equipment is managed under the department management: You cannot designate a job of other department. In this case, the screen on the right appears for about 2 seconds and returns to the screen to select a job.

Invalid Dept. Code

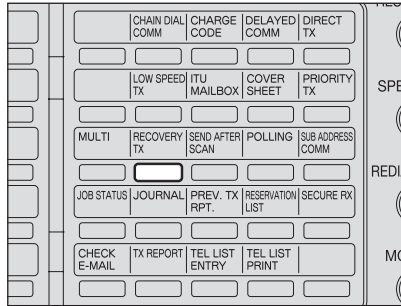
DELETE ◀ ▶ DETAIL

6 The job is sent.

Canceling recovery transmission

1 Press the [FAX] button on the control panel.

2 Press the  key.



- Screen to select a job appears.

456789	▲
123	▼

DELETE	◀ ▶
DETAIL	

- If any job has not been retained in memory, the LCD screen returns to the basic screen after displaying the screen on the right for about 2 seconds.

No entry	

DELETE	◀ ▶
DETAIL	

3 Select a job to cancel using the ▲ or ▼ button and press the ◀ button.

- When the use of the equipment is managed under the department management: You cannot designate a job of other department. In this case, the screen on the right appears for about 2 seconds and returns to the screen to select a job.

456789	▲
123	▼

DELETE	◀ ▶
DETAIL	

Invalid department code	

DELETE	◀ ▶
DETAIL	

4 Select "1. YES" using the ▲ or ▼ button and press the [ENTER] button.

- To cancel the job cancellation, select "2. NO" and press the [ENTER] button to return to the screen to select a job.

DELETE?	

123	
1. YES	▲
2. NO	▼

5 The selected job is erased from memory.

- When the job is erased, press the [FUNCTION CLEAR] button to return to the basic screen.

Deleted	
123	

Tip

You can select the retaining time for a job which failed to transmit in the range of 1 hour to 24 hours. (📖 P.188 "Recovery transmission")

Transmission with sub-address

This function attaches the sub-address when the remote Fax you are communicating with needs a sub-address. When you send documents, you can specify a sub-address or password compatible with ITU-T (International Telecommunications Union Telecommunications) standards.

- * To use this function, the remote Fax must be capable of setting an ITU-T compatible sub-address or password. For details, contact your nearest Toshiba Service Center.

Designating sub-address

Sub-address is divided into the following three categories. The sub-address information you designated is appended to the telephone number you dial.

SUB (sub-address): Entering information

SEP (selective polling address): Retrieving information

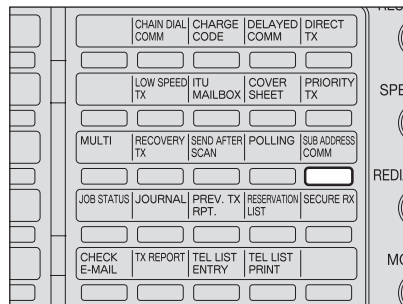
PWD (password): Password for SEP

Up to 20 digits of information can be stored for each of these sub-addresses.

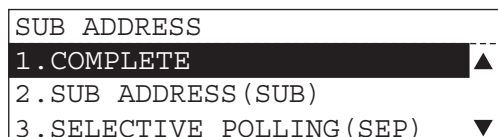
- You can use the following dialing methods:
 - Keypad Dialing (Direct Entry with Digital Keys): 📖 P.41 "Keypad Dialing (Direct Entry with Digital Keys)"
 - One Touch Key Dialing: 📖 P.43 "One Touch Key Dialing"
 - Abbreviated Dialing: 📖 P.46 "Abbreviated Dialing"
 - Alphabet Dialing: 📖 P.48 "Alphabet Dialing"
- You can also set the sub-address designation on each Abbreviated Dialing number or One Touch Dialing number. (📖 P.161 "Entering the Remote Fax Number")

1 Press the [FAX] button on the control panel.

2 Press the  key.



- "SUB ADDRESS" screen appears.



3 Select the desired information using the ▲ or ▼ button and press the [ENTER] button.

- [1. COMPLETE]:
Finalizes sub-address entry.
→ go to the basic screen.
- [2.SUB]:
Enters sub-address information.
→ go to step 4.
- [3.SEP]:
Enters SEP information.
→ go to step 4.
- [4.PWD]:
Enters PWD information.
→ go to step 4.

SUB ADDRESS

1 . COMPLETE ▲
2 . SUB ADDRESS (SUB)
3 . SELECTIVE POLLING (SEP) ▼

4 Enters sub-address information (up to 20 digits) using the digital keys and press the [ENTER] button.

SUB ADDRESS (SUB)

SUB (MAX20) :
█



SELECTIVE POLLING (SEP)

SEP (MAX20) :
█



PASSWORD (PWD)

PWD (MAX20) :
█

5 Select “1. COMPLETE” using the ▲ or ▼ button and press the [ENTER] button.


SUB ADDRESS

1 . COMPLETE ▲
2 . SUB ADDRESS (SUB)
3 . SELECTIVE POLLING (SEP) ▼

6 Place the original(s) and perform the transmission operation.

Secure reception

There are occasions when you may wish to secure access to incoming documents. Secure RX allows you to receive documents to memory until a security code is entered. This ensures that only users with the correct security code may retrieve documents. In addition, the Secure RX can be setup to automatically be activated during a specified time period.

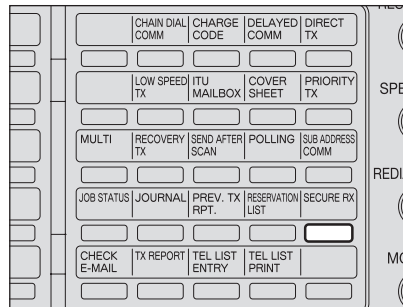
The  key permits you manually de-activate Secure RX to printout documents retained within memory. It also permits you manually active Secure RX outside the specified activation time period.

- Confirm that the secure reception function is active on the Function List. (📖 P.237 “Function list”)
- Secure reception setting (📖 P.195 “Secure reception”)

Activating secure reception (manual activation)

1 Press the [FAX] button on the control panel.

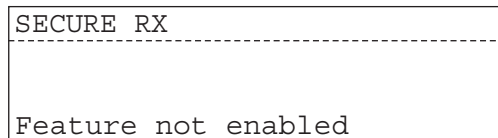
2 Press the  key.



- "SECURE RX" screen appears.



- If the secure RX setting is set to OFF, the screen returns to the basic screen after displaying the screen on the right for about 2 seconds with the alarm sound.



3 Select “1. START” using the ▲ or ▼ button and press the [ENTER] button.

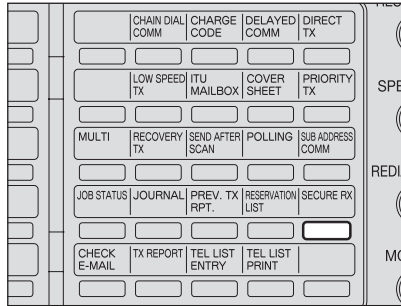
- The screen returns to the basic screen and the secure RX function becomes effective until the secure RX end time comes.



Canceling secure reception (manual cancellation)

1 Press the [FAX] button on the control panel.

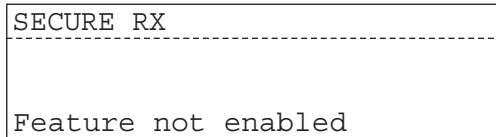
2 Press the  key.



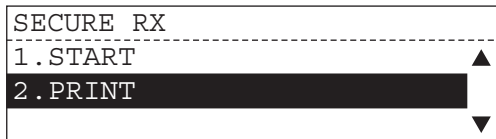
- "SECURE RX" screen appears.




- If the secure RX setting is set to OFF, the screen returns to the basic screen after displaying the screen on the right for about 2 seconds with the alarm sound.

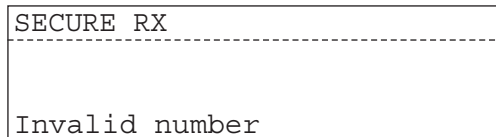


3 Select "2. PRINT" using the  or  button and press the [ENTER] button.



4 Enter the security code and press the [ENTER] button.

- Documents stored in memory are printed out.
- To correct the entered security code, highlight the code using the  button and enter the correct value.
- If you enter wrong security code and press the [ENTER] button, the screen to enter the security code appears again after displaying the screen on the right with the alarm sound.



5 Documents stored in memory are printed out and the screen returns to the basic screen.

Send after scan

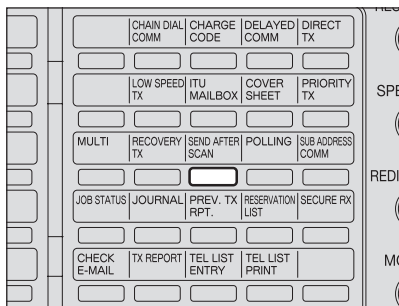
When the default setting for the send after scan function is set to “OFF”, this operation allows you to use the send after scan mode for a single transmission. Once that transmission is complete, the default status is regained.

This function is selected, every page of the document is scanned into memory before dialing begins.

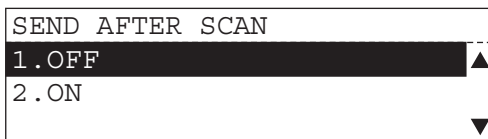
- Send after scan setting (📖 P.195 “Secure reception”)
- You can use the following dialing methods:
 - Keypad Dialing (Direct Entry with Digital Keys): 📖 P.41 “Keypad Dialing (Direct Entry with Digital Keys)”
 - One Touch Key Dialing: 📖 P.43 “One Touch Key Dialing”
 - Abbreviated Dialing: 📖 P.46 “Abbreviated Dialing”
 - Alphabet Dialing: 📖 P.48 “Alphabet Dialing”
 - Group Dialing: 📖 P.50 “Group Dialing”

1 Press the [FAX] button on the control panel.

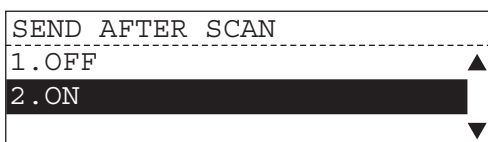
2 Press the  key.



- "SEND AFTER SCAN" screen appears.



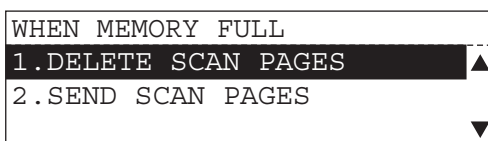
3 Select “2. ON” using the ▲ or ▼ button and press the [ENTER] button.



4 Select the memory-full option using the ▲ or ▼ button and press the [ENTER] button.

[1.DELETE SCAN PAGES]: Deletes the pages which have been scanned.

[2.SEND SCAN PAGES]: Sends the pages already scanned.



5 Place the original(s) and perform the transmission operation.

- To cancel this function, press the [FUNCTION CLEAR] button to return to the basic screen.
- If you leave the equipment for about 45 seconds, it automatically returns to the basic screen.

PIN mask

Some telephone PBX (Private Branch Exchange) systems can track and monitor all outgoing calls made by an equipment. This is done by entering a PIN code after dialing the destination facsimile number.

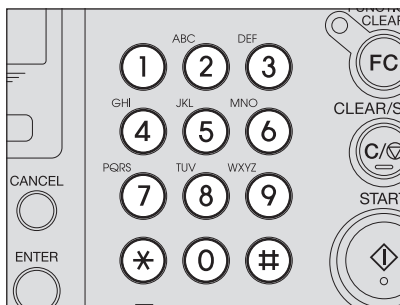
This equipment facilitates the telephone PBX system by masking the PIN entered with a "\$" on both the LCD and TX Reports/Journals.

- This feature is limited to Keypad Dialing (Direct Entry with Digital Keys). (📖 P.41 "Keypad Dialing (Direct Entry with Digital Keys)")


1 Press the [FAX] button on the control panel.

2 Place the original(s) and set the transmission conditions.

- 📖 P.32 "When setting originals on the glass"
- 📖 P.35 "When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)"
- 📖 P.36 "Setting the Transmission Conditions"



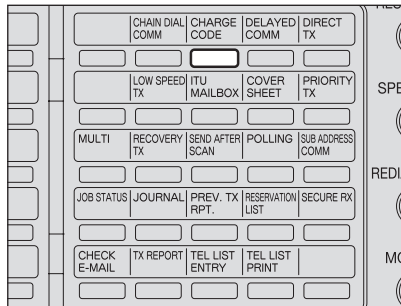
3 Enter the remote FAX number using the digital keys on the control panel.

- If you make a mistake, press one of the following keys to correct the mistake.
 - [CLEAR/STOP] key:
Pressing this key clears all of the values that you entered.
 - [BACKSPACE] key:
Each press of this key deletes the values that you are entering one by one.
 - [DELETE] key:
Pressing this key after highlighting the value with the key deletes the value.
 - [INSERT] key:
Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.
- For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.
 -  P.23 "Keyboard"


 : 123456

2006-04-10 11:00 M: 100%
RESOLUTION: STANDARD

4 Press the key.




- Press the [CHARGE CODE] key to initiate the PIN number sequence. A "+" will be displayed on the LCD display.

 : 123456+

2006-04-10 11:00 M: 100%
RESOLUTION: STANDARD

5 Enter the PIN number using the digital keys.

- The PIN number entered is masked with "\$" displayed on the LCD display.

 : 123456+\$\$\$\$\$

2006-04-10 11:00 M: 100%
RESOLUTION: STANDARD

6 Press the [START] button on the control panel.

- The remote Fax is dialed immediately and communication is initiated.

```
SCANNING TO MEMORY
-----
JOB NUMBER           :009
SCANNING PAGE       :001
RESIDUAL MEMORY     :099%
```



```
ENTER TEL NUMBER (MAX128):
2006-04-10 11:06      M: 100%
RESOLUTION:STANDARD
COMM.OPTION ▼
```

- The screen on the right may appear when the equipment has failed to detect the original size. In this case, re-place the original, or select the original size using the ▲ or ▼ button and press the [ENTER] button.

```
Select original size
1.LT  [icon] ▲
2.LD  [icon]
3.LT-R [icon] ▼
```


4

SYSTEM FUNCTIONS

This section describes the system functions which you can utilize such as multi-address transmission and mailbox communication.

Multi-address Transmission (Broadcasting)	106
Types of Multi-address Transmission	106
Mailbox Communication	111
Types of Mailbox	111
Polling Communications	140
Types of Polling Communications	140
Department Management/Account Code	154
Description of Function	154

Multi-address Transmission (Broadcasting)

Types of Multi-address Transmission

The multi-address transmission function allows you to send the same document to 2 or more remote Faxes in a single operation. This eliminates the need of placing the original and then dialing the number for each destination.


- **Multi-key Quick Broadcast transmission:**
This is a method of specifying multiple remote FAXes using the Speed Dial, One Touch key, and digital keys whenever you want to send an original.
- **Group Broadcast transmission:**
This is a method of pre-entering remote FAXes that you often send the same original to as a group, and specifying this group when you want to send an original.

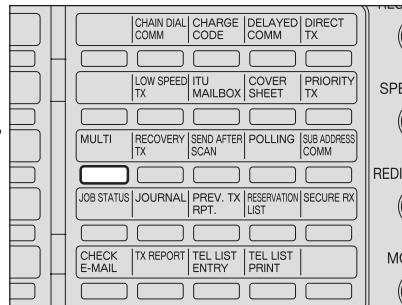
Multi-key Quick Broadcast transmission

This is a method of specifying multiple remote FAXes using the Speed Dial, One Touch key, and digital keys whenever you want to send an original.

Up to 475 destinations can be assigned to an Individual multi-address transmission. Up to 100 destinations can be assigned when the destinations are assigned using only the Digital keys.

- Print out the Abbreviated Dial Number List and One Touch Number List and confirm that the remote Fax locations which you want to specify have been already registered. (P.232 "Dialer list")

- 1 Press the [FAX] button on the control panel.**
- 2 Place the original(s) and set the transmission conditions.**
 - P.32 "When setting originals on the glass"
 - P.35 "When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)"
 - P.36 "Setting the Transmission Conditions"
- 3 Press the  key.**
 - "MULTI GROUP" screen appears.



```
MULTI GROUP 000
-----
ENTER TEL NUMBER OR.
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

4 Specify the remote Faxes.

- Keypad Dialing (Direct Entry with Digital Keys): P.41
- One Touch Key Dialing: P.43
- Abbreviated Dialing: P.46
- Alphabet Dialing: P.48
- Group Dialing: P.50

5 To add a remote Fax, select "NEXT DESTINATION" using the ▲ or ▼ button and press the [ENTER] button.

- Screen to register a remote Fax appears. → go to step 4.

MULTI GROUP	001
NEXT DESTINATION	▲
REVIEW LIST	
COMPLETE	▼

To confirm the locations registered

1. Select "REVIEW LIST" using the ▲ or ▼ button and press the [ENTER] button.

MULTI GROUP	003
NEXT DESTINATION	▲
REVIEW LIST	
COMPLETE	▼

2. Confirm the locations registered.

001. L.A Office	▲
002. New York Office	
003. Miami Office	▼
DELETE ◀▶ MODIFY	

3. Press the [CANCEL] button.
→ go to step 6.

To remove a location registered

1. Select "REVIEW LIST" using the ▲ or ▼ button and press the [ENTER] button.

MULTI GROUP	003
NEXT DESTINATION	▲
REVIEW LIST	
COMPLETE	▼

2. Select a location that you want to remove using the ▲ or ▼ button and press the ◀ button.

001. L.A Office	▲
002. New York Office	
003. Miami Office	▼
DELETE ◀▶ MODIFY	

3. Select "1. YES" using the ▲ or ▼ button and press the [ENTER] button.
- To cancel the removal, select "2. NO".

```
DELETE?
-----
ONE TOUCH                                02
1. YES
2. NO
```



```
MULTI GROUP                                002
-----
ONE TOUCH:                                02
New York Office
Deleted
```



```
001. L.A Office
002. Miami Office
-----
DELETE ◀ ▶ MODIFY
```

To modify a location registered

1. Select "REVIEW LIST" using the ▲ or ▼ button and press the [ENTER] button.
2. Select a location that you want to modify using the ▲ or ▼ button and press the ▶ button.

```
MULTI GROUP                                003
-----
NEXT DESTINATION
REVIEW LIST
COMPLETE
```

```
MULTI GROUP                                003
-----
ONE TOUCH:                                04
Chicago Office
```



```
001. L.A Office
002. New York Office
003. Chicago Office
-----
DELETE ◀ ▶ MODIFY
```

3. Modify the selected location.
- Keypad Dialing (Direct Entry with Digital Keys): P.41
 - One Touch Key Dialing: P.43
 - Abbreviated Dialing: P.46
 - Alphabet Dialing: P.48
 - Group Dialing: P.50

```
MULTI GROUP                                003
-----
ABB. NUMBER (1-999):
001
```



```
MULTI GROUP                                003
-----
ABB. NUMBER:                                003
L.A. Office
```



```
001. L.A Office
002. New York Office
003. Miami Office
-----
DELETE ◀ ▶ MODIFY
```

6 When you register all the locations, select “COMPLETE” using the ▲ or ▼ button and press the [ENTER] button.

- You can use the [START] button instead of ENTER.

MULTI GROUP	003
NEXT DESTINATION	▲
REVIEW LIST	
COMPLETE	▼



SCANNING TO MEMORY	
JOB NUMBER	: 046
SCANNING PAGE	: 001
RESIDUAL MEMORY	: 099%

7 Transmission starts.

Tips

- To cancel the reserved transmission (📖 P.73 “Canceling Reserved Memory Transmissions”)
- To confirm the result of transmission, print out the transmission journal (📖 P.216 “Transmission/Reception journal”) or multi-address transmission report (📖 P.223 “Multi-address transmission report”).

Group Broadcast transmission

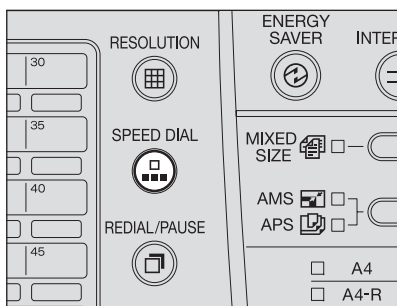
This is a method of pre-entering remote FAXes that you often send the same original to as a group, and specifying this group when you want to send an original.

- To create Group Numbers, see the following page.
 - 📖 P.170 “Entering group dialing numbers”
- Print out the Group Number List and confirm that the remote Fax locations which you want to specify have been already registered. (📖 P.235 “Group number list”)

1 Press the [FAX] button on the control panel.

2 Place the original(s) and set the transmission conditions.

- 📖 P.32 “When setting originals on the glass”
- 📖 P.35 “When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)”
- 📖 P.36 “Setting the Transmission Conditions”



3 Press the [SPEED DIAL] key.

- “TELEPHONE NUMBER LIST” screen appears.

TELEPHONE NUMBER LIST	
1 . ABB . NUMBER	▲
2 . SEARCH NAME	
3 . GROUP NUMBER	▼

- 4** Select “3. GROUP NUMBER” using the ▲ or ▼ button and press the [ENTER] button.

```

TELEPHONE NUMBER LIST
-----
1.ABB. NUMBER          ▲
2.SEARCH NAME
3.GROUP NUMBER        ▼
  
```

- 5** Enter a group number (1 to 1999) with the digital keys and press the [ENTER] button.

- After the group number and the group location name are displayed for about 2 seconds, the original is automatically scanned and sent.
- You can use the [START] button instead of ENTER.

```

TELEPHONE NUMBERS LIST
-----
GROUP NUMBER(1-1999) :
                                     2
  
```



```

TELEPHONE NUMBERS LIST
-----
GROUP NUMBER:                      0002
Europe Division
  
```



```

SCANNING TO MEMORY
-----
JOB NUMBER           :047
SCANNING PAGE       :001
RESIDUAL MEMORY     :099%
  
```

- If the entered group number has not been registered, the screen to enter the group number appears again after displaying the screen on the right for about 2 seconds.

```

TELEPHONE NUMBERS LIST
-----
GROUP NUMBER:                      0088
Number not listed
  
```

Tips

- To cancel the reserved transmission (📖 P.73 “Canceling Reserved Memory Transmissions”)
- To confirm the result of transmission, print out the transmission journal (📖 P.216 “Transmission/Reception journal”) or multi-address transmission report (📖 P.223 “Multi-address transmission report”).

Mailbox Communication

Types of Mailbox

This function is used to communicate between Fax machines compatible with a mailbox function (ITU-T compatible). The owners of these Fax machines can input or retrieve the data of originals in the mailbox.

There are 3 types of mailbox; confidential mailbox, bulletin board mailbox and multi-address relay mailbox.

- Confidential mailbox:
Once the data of an original is retrieved from this box, this data will be deleted. If a new data is input in this box under the same box number where another data exists, the new data will be added to the existing data.
- Bulletin board mailbox:
Even if the data of an original is retrieved from this box, this data will not be deleted. If a new data is input in this box under the same box number where another data exists, the new data will overwrite the existing data.
- Multi-address relay mailbox:
A Fax machine with mailbox function transmits a Fax specifying a certain mailbox as a relay mailbox, and then the relay station forwards the Fax to the destination previously registered in the relay mailbox. In this case, the Fax machine of the original sender is called a relay originator, the Fax machine which forwards the Fax is called a relay station and the Fax machine which receives the Fax at the last stage is called a relay destination. A relay station can send a report (relay destination transmission report) to a specified Fax machine involved in the multi-address relay transmission after completing the transmission. A relay station can also print out the Fax from a relay originator always or only when the relay transmission has failed.

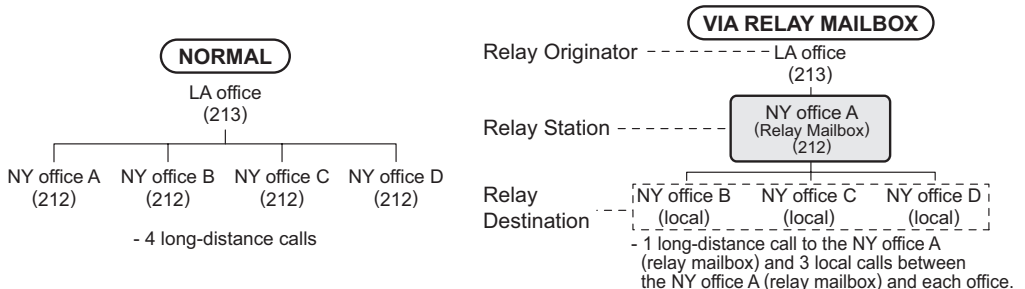
Note

<Example of multi-address relay mailbox>

If you want to transmit the same original to several offices in New York from Los Angeles office, you can reduce the communication cost utilizing a multi-address relay mailbox function, by setting the New York office "A" as a relay station (see the figures below).

<Procedure>

- 1) Set a relay mailbox in the New York office "A". (P.115 "Setting up relay mailbox")
- 2) Transmit the original from the Los Angeles office to the relay mailbox in the New York office "A". (P.122 "Sending data in confidential / bulletin board mailbox (remote hub)")



Mailbox communication condition

- Sending and storage of documents to a mailbox hub and retrieval of documents from a mailbox hub is possible only with an ITU-T compliant facsimile.
Only ITU-T compliant facsimiles can be used as Open Mailbox hubs. This equipment with mailbox hub functions.
- Numerics 0 to 9 can be used for a mailbox number and password.

Tip

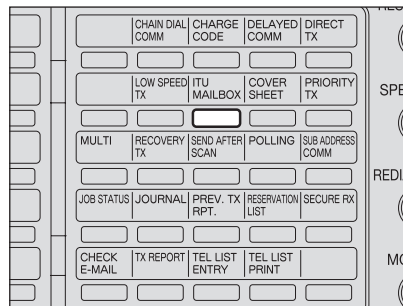
Total 100 mailboxes can be set for the 3 types listed below, and an individual password for each box can be set for security protection.

Setting up mailbox for confidential and bulletin board communication

- Confirm the registered contents on the Mailbox/Relay Box List. (P.230 "Mailbox/Relay box list")

1 Press the [FAX] button on the control panel.

2 Press the  key.



- "MAILBOX" screen appears.



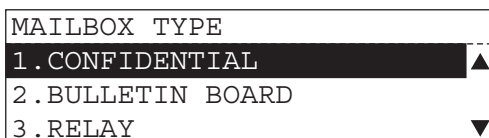
3 Select "4. MAILBOX SETUP" using the ▲ or ▼ button and press the [ENTER] button.



4 Select "2. MAILBOX SETUP" using the ▲ or ▼ button and press the [ENTER] button.



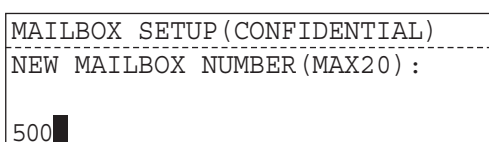
5 Select the mailbox type using the ▲ or ▼ button and press the [ENTER] button.



MAILBOX TYPE
1. CONFIDENTIAL ▲
2. BULLETIN BOARD
3. RELAY ▼

- [1. CONFIDENTIAL]:
Allows a one time document retrieval from the mailbox.
- [2. BULLETIN BOARD]:
Allows multiple document retrievals from the mailbox.
- [3. RELAY]:
Not used in this operation. (📖 P.115 "Setting up relay mailbox")

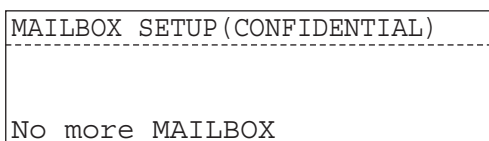
6 Enter a mailbox number (up to 20 digits) with the digital keys and press the [ENTER] button.



MAILBOX SETUP (CONFIDENTIAL)

NEW MAILBOX NUMBER (MAX20) :
500

- If you make a mistake, press one of the following keys to correct the mistake.
 - [CLEAR/STOP] key:
Pressing this key clears all of the values that you entered.
 - [BACKSPACE] key:
Each press of this key deletes the values that you are entering one by one.
 - [DELETE] key:
Pressing this key after highlighting the value with the key deletes the value.
 - [INSERT] key:
Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.
[📖 P.23 "Keyboard"](#)
- When 100 mailboxes have been already registered, the screen on the right appears for about 2 seconds and returns to the basic screen.



MAILBOX SETUP (CONFIDENTIAL)

No more MAILBOX

- When the same mailbox number has been already registered, the screen on the right appears for about 2 seconds and returns to the screen to enter a mailbox number.

MAILBOX SETUP (CONFIDENTIAL)

Already assigned

7 To set a password, select "1. YES" using the ▲ or ▼ button and press the [ENTER] button.

- When a password is not required, select "2. NO".
→ go to step 9.

MAILBOX SETUP (CONFIDENTIAL)

PROGRAM PASSWORD?
1. YES ▲
2. NO ▼

Notes

- If you selected the Confidential Box in Step 5, a password must be used if the document is to be retrieved. The remote Fax will require its operator to enter this password before being able to retrieve the document.
- If you selected the Bulletin Board Box in Step 5, assigning a password will require a password to be entered before any documents can be reserved into the Bulletin Board Box.

8 Enter the password (up to 20 digits) with the digital keys and press the [ENTER] button.

- If you make a mistake, press one of the following keys to correct the mistake.
[CLEAR/STOP] key:
Pressing this key clears all of the values that you entered.
[BACKSPACE] key:
Each press of this key deletes the values that you are entering one by one.
[DELETE] key:
Pressing this key after highlighting the value with the key deletes the value.
[INSERT] key:
Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.
For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.

MAILBOX SETUP (CONFIDENTIAL)

PASSWORD (MAX20) :
12345678 █

📖 P.23 "Keyboard"

- 9** Select “1. COMPLETE” using the ▲ or ▼ button to complete the setting and press the [ENTER] button.



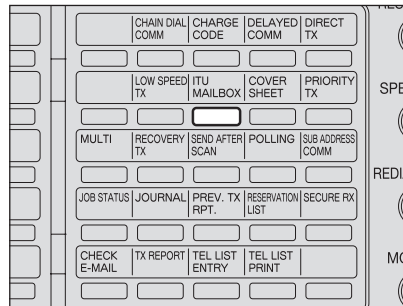
Setting up relay mailbox

Using relay mailbox, all ITU-T compliant Faxes can be received or transmit documents to and from this equipment.

- Confirm the registered contents on the Mailbox/Relay Box List. (📖 P.230 “Mailbox/Relay box list”)

- 1** Press the [FAX] button on the control panel.

- 2** Press the  key.



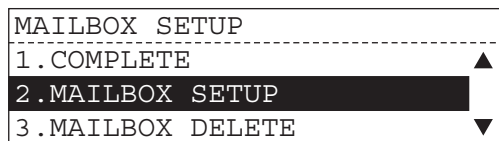
- "MAILBOX" screen appears.



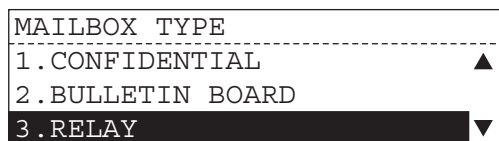
- 3** Select “4. MAILBOX SETUP” using the ▲ or ▼ button and press the [ENTER] button.



- 4** Select “2. MAILBOX SETUP” using the ▲ or ▼ button and press the [ENTER] button.



- 5** Select “3. RELAY” using the ▲ or ▼ button and press the [ENTER] button.



6 Enter a mailbox number (up to 20 digits) with the digital keys and press the [ENTER] button.

- If you make a mistake, press one of the following keys to correct the mistake.

[CLEAR/STOP] key:

Pressing this key clears all of the values that you entered.

[BACKSPACE] key:

Each press of this key deletes the values that you are entering one by one.

[DELETE] key:

Pressing this key after highlighting the value with the key deletes the value.

[INSERT] key:

Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.

For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.

 P.23 "Keyboard"

- When 100 mailboxes have been already registered, the screen on the right appears for about 2 seconds and returns to the basic screen.

```
MAILBOX SETUP (RELAY)
-----
NEW MAILBOX NUMBER (MAX20) :
500
```

```
MAILBOX SETUP (RELAY)
-----
No more MAILBOX
```

Tips

When the mailbox specified has been already registered:

Since the screen on the right appears, select the desired item using the ▲ or ▼ button and press the [ENTER] button.

[1. MODIFY]:

To modify the contents such as relay end terminals currently registered.

→ go to step 7.

[2. RETAIN]:

To not modify the contents such as relay end terminals currently registered.

→ go to step 6.

```
MAILBOX SETUP (RELAY)
-----
Already assigned
```



```
MAILBOX SETUP (RELAY)
-----
1 . MODIFY
2 . RETAIN
```


7 To set a password, select “1. YES” using the ▲ or ▼ button and press the [ENTER] button.

- When a password is not required, select "2. NO".
→ go to step 9.

MAILBOX SETUP (RELAY)

PROGRAM PASSWORD?
1 . YES
2 . NO





8 Enter the password (up to 20 digits) with the digital keys and press the [ENTER] button.

- If you make a mistake, press one of the following keys to correct the mistake.
[CLEAR/STOP] key:
Pressing this key clears all of the values that you entered.
[BACKSPACE] key:
Each press of this key deletes the values that you are entering one by one.
[DELETE] key:
Pressing this key after highlighting the value with the key deletes the value.
[INSERT] key:
Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.
For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.
 P.23 “Keyboard”

MAILBOX SETUP (RELAY)

PASSWORD (MAX20) :
12345678

9 Specify the relay end terminal.

- One Touch Key Dialing:  P.43
- Abbreviated Dialing:  P.46
- Alphabet Dialing:  P.48
- Group Dialing:  P.50

RELAY END NUMBER

PRESS SPEED DIAL KEY
OR ONE TOUCH KEY

Tips

When the relay end terminal specified has been already registered: Since the screen on the right appears, select the desired item using the ▲ or ▼ button and press the [ENTER] button.

[1. DELETE]:

To delete the relay end terminal specified.

→ go to step 7.

[2. RETAIN]:

To register the relay end terminal specified.

→ go to step 3.

```
RELAY END NUMBER
-----
ONE TOUCH:                05
London Office
Already assigned
```



```
RELAY END NUMBER
-----
1.DELETE                   ▲
2.RETAIN                   ▼
```

```
RELAY END NUMBER
-----
ONE TOUCH:                05
London Office
Deleted
```

10 When registering all the relay end terminals, select “2. COMPLETE” using the ▲ or ▼ button and press the [ENTER] button.

```
RELAY END NUMBER
-----
1.ADD NEXT NUMBER        ▲
2.COMPLETE                ▼
```

11 Enter the FAX Number of the remote location to which the transmission report should be sent.

```
TRANSMISSION REPORT
-----
ENTER TEL NUMBER OR.
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

- You can confirm whether or not transmission has succeeded by outputting the relay transmission relay end terminal report to the originator.
For setting up the Relay TX End Terminal Report, see the following page.
📖 P.213 “To set the default setting for relay TX end terminal report”
- Keypad Dialing (Direct Entry with Digital Keys): 📖 P.41
- One Touch Key Dialing: 📖 P.43
- Abbreviated Dialing: 📖 P.46
- Alphabet Dialing: 📖 P.48

12 Select “1. COMPLETE” using the ▲ or ▼ button to complete the setting and press the [ENTER] button.

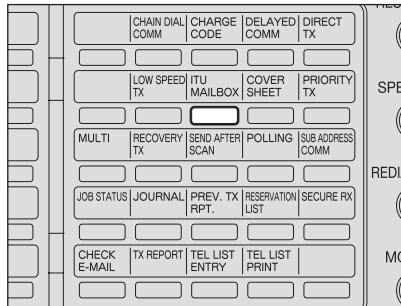
```
MAILBOX SETUP
-----
1.COMplete                ▲
2.MAILBOX SETUP          ▼
3.MAILBOX DELETE
```


Deleting mailbox

How to delete a mailbox no longer needed is explained here.

1 Press the [FAX] button on the control panel.

2 Press the  key.



- "MAILBOX" screen appears.



3 Select "4. MAILBOX SETUP" using the ▲ or ▼ button and press the [ENTER] button.



4 Select "3. MAILBOX DELETE" using the ▲ or ▼ button and press the [ENTER] button.



5 Enter the desired mailbox number (up to 20 digits) with the digital keys and press the [ENTER] button.

- If you make a mistake, press one of the following keys to correct the mistake.

[CLEAR/STOP] key:

Pressing this key clears all of the values that you entered.

[BACKSPACE] key:

Each press of this key deletes the values that you are entering one by one.

[DELETE] key:

Pressing this key after highlighting the value with the key deletes the value.

[INSERT] key:

Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.

For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.

 P.23 "Keyboard"

- If the selected mailbox has not been set, the screen on the right appears for about 2 seconds and returns to the screen to enter a mailbox number.
- If some data are still in the mailbox, the screen on the right appears for about 2 seconds and returns to the screen to enter a mailbox number.

DELETE MAILBOX NUMBER

MAILBOX NUMBER (MAX20) :
500


DELETE MAILBOX NUMBER

No entry

DELETE MAILBOX NUMBER

MAILBOX not empty

6 Enter the password with the digital keys, if the password has been set on the mailbox, and press the [ENTER] button.

- If you make a mistake, press one of the following keys to correct the mistake.
[CLEAR/STOP] key:
Pressing this key clears all of the values that you entered.
[BACKSPACE] key:
Each press of this key deletes the values that you are entering one by one.
[DELETE] key:
Pressing this key after highlighting the value with the key deletes the value.
[INSERT] key:
Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.
For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.
 P.23 “Keyboard”

```
DELETE MAILBOX NUMBER
-----
MAILBOX NUMBER (MAX20) :
****█
```



```
DELETE MAILBOX NUMBER
-----
Deleted
```

- If the password entered is not correct, the screen on the right appears for about 2 seconds and returns to the screen to enter a password.

```
DELETE MAILBOX NUMBER
-----
Invalid number
```

7 Select “1. COMPLETE” using the ▲ or ▼ button to complete the setting and press the [ENTER] button.

```
MAILBOX SETUP
-----
1.COMplete ▲
2.MAILBOX SETUP
3.MAILBOX DELETE ▼
```

Sending data in confidential / bulletin board mailbox (remote hub)

How to send a document data into a confidential mailbox or a bulletin board mailbox on the remote hub unit is explained here.

Tip

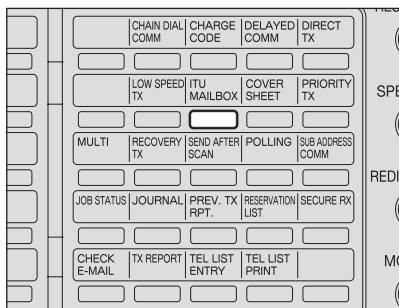
A maximum of single-page 999 documents can be stored in one confidential/bulletin board mailbox.

(However, it may be restricted depending on the amount of free space on the memory in this equipment.)

1 Press the [FAX] button on the control panel.

2 Place the original(s) and set the transmission conditions.

- P.32 "When setting originals on the glass"
- P.35 "When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)"
- P.36 "Setting the Transmission Conditions"



3 Press the key.

- "MAILBOX" screen appears.



4 Select the desired mailbox type using the ▲ or ▼ button and press the [ENTER] button.

[1. CONFIDENTIAL]:

If a new data is input in this box under the same box number where another data exists, the new data will be added to the existing data.

[2. BULLETIN BOARD]:

If a new data is input in this box under the same box number where another data exists, the new data will overwrite the existing data.

[3. RELAY]/[4. MAILBOX SETUP]:

Not used in this operation.



5 Select “2. TX TO MAILBOX” using the ▲ or ▼ button and press the [ENTER] button.

CONFIDENTIAL

1.PRINT MAILBOX ▲
2.TX TO MAILBOX
3.POLL FROM MAILBOX ▼

6 Enter the desired mailbox number (up to 20 digits) with the digital keys and press the [ENTER] button.

TX (CONFIDENTIAL)

MAILBOX NUMBER (MAX20) :
█

- If you make a mistake, press one of the following keys to correct the mistake.

[CLEAR/STOP] key:

Pressing this key clears all of the values that you entered.

[BACKSPACE] key:

Each press of this key deletes the values that you are entering one by one.

[DELETE] key:

Pressing this key after highlighting the value with the key deletes the value.

[INSERT] key:

Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.

For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.

📖 P.23 “Keyboard”

7 Enter the password with the digital keys, if the password has been set to the bulletin board, and press the [ENTER] button.

- To input the data into the confidential mailbox, it is not required to enter a password.
- If you make a mistake, press one of the following keys to correct the mistake.

[CLEAR/STOP] key:

Pressing this key clears all of the values that you entered.

[BACKSPACE] key:

Each press of this key deletes the values that you are entering one by one.

[DELETE] key:

Pressing this key after highlighting the value with the key deletes the value.

[INSERT] key:

Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.

For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.

📖 P.23 “Keyboard”

```
TX (BULLETIN BOARD)
-----
MAILBOX NUMBER (MAX20) :
```

8 Specify the remote Fax and start transmission.

- Keypad Dialing (Direct Entry with Digital Keys): 📖 P.41
- One Touch Key Dialing: 📖 P.43
- Abbreviated Dialing: 📖 P.46
- Alphabet Dialing: 📖 P.48
- Group Dialing: 📖 P.50

```
TX (CONFIDENTIAL)
-----
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

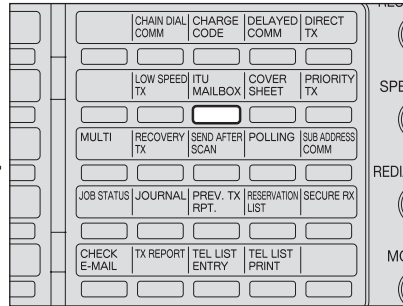
Reserving data in confidential / bulletin board mailbox (local hub)

How to reserve a document data into a confidential mailbox or a bulletin board mailbox on the local hub unit is explained here.

1 Press the [FAX] button on the control panel.

2 Place the original(s) and set the transmission conditions.

- P.32 “When setting originals on the glass”
- P.35 “When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)”
- P.36 “Setting the Transmission Conditions”



3 Press the key.

- "MAILBOX" screen appears.



4 Select the desired mailbox type using the ▲ or ▼ button and press the [ENTER] button.

- [1. CONFIDENTIAL]:
If a new data is input in this box under the same box number where another data exists, the new data will be added to the existing data.
- [2. BULLETIN BOARD]:
If a new data is input in this box under the same box number where another data exists, the new data will overwrite the existing data.
- [3. RELAY]/[4. MAILBOX SETUP]:
Not used in this operation.



5 Select “4. INPUT TO MAILBOX” using the ▲ or ▼ button and press the [ENTER] button.



6 Enter the desired mailbox number (up to 20 digits) with the digital keys and press the [ENTER] button.

```
INPUT (CONFIDENTIAL)
-----
MAILBOX NUMBER (MAX20) :
```

- If you make a mistake, press one of the following keys to correct the mistake.

[CLEAR/STOP] key:

Pressing this key clears all of the values that you entered.

[BACKSPACE] key:

Each press of this key deletes the values that you are entering one by one.

[DELETE] key:

Pressing this key after highlighting the value with the key deletes the value.

[INSERT] key:

Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.

For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.


 P.23 "Keyboard"

- If the selected mailbox has not been set, the screen on the right appears for about 2 seconds and returns to the screen to enter a mailbox number.

```
INPUT (CONFIDENTIAL)
-----
```


```
No entry
```

- For creating a mailbox, see the following page.

 P.112 "Setting up mailbox for confidential and bulletin board communication"

7 Enter the password with the digital keys, if the password has been set on the bulletin board, and press the [ENTER] button.

```
INPUT (BULLETIN BOARD)
-----
MAILBOX NUMBER (MAX20) :
█
```

- To input the data into the confidential mailbox, it is not required to enter a password.
- If you make a mistake, press one of the following keys to correct the mistake.
 - [CLEAR/STOP] key:
Pressing this key clears all of the values that you entered.
 - [BACKSPACE] key:
Each press of this key deletes the values that you are entering one by one.
 - [DELETE] key:
Pressing this key after highlighting the value with the key deletes the value.
 - [INSERT] key:
Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.
For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.
 P.23 "Keyboard"
- If the password entered is not correct, the screen on the right appears for about 2 seconds and returns to the screen to enter a password.

```
INPUT (BULLETIN BOARD)
-----
Invalid number
```

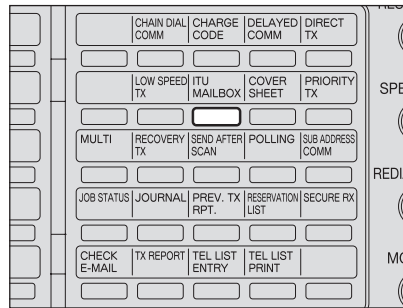
8 Reserving the document starts.

Retrieving (Polling) a document from a confidential / bulletin board mailbox (remote hub)

How to retrieve a document from a confidential box or bulletin board box in a remote hub unit is explained here.

1 Press the [FAX] button on the control panel.

2 Press the  key.



- "MAILBOX" screen appears.



3 Select the desired mailbox type using the ▲ or ▼ button and press the [ENTER] button.

[1. CONFIDENTIAL]:

If a data is retrieved from this box, the data will be cleared.

[2. BULLETIN BOARD]:

Even if a data is retrieved from this box, the data remains in the box.

[3. RELAY]/[4. MAILBOX SETUP]:

Not used in this operation.



4 Select "3. POLL FROM MAILBOX" using the ▲ or ▼ button and press the [ENTER] button.



5 Select the desired mailbox type using the ▲ or ▼ button and press the [ENTER] button.

POLL (CONFIDENTIAL)

MAILBOX NUMBER (MAX20) :

- If you make a mistake, press one of the following keys to correct the mistake.

[CLEAR/STOP] key:

Pressing this key clears all of the values that you entered.

[BACKSPACE] key:

Each press of this key deletes the values that you are entering one by one.

[DELETE] key:

Pressing this key after highlighting the value with the key deletes the value.


[INSERT] key:

Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.

For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.






 P.23 "Keyboard"

6 Enter the password with the digital keys, if the password has been set on the confidential box, and press the [ENTER] button.

- To retrieve the data from the bulletin board box, it is not required to enter a password.
 - If you make a mistake, press one of the following keys to correct the mistake.
 - [CLEAR/STOP] key:
Pressing this key clears all of the values that you entered.
 - [BACKSPACE] key:
Each press of this key deletes the values that you are entering one by one.
 - [DELETE] key:
Pressing this key after highlighting the value with the key deletes the value.
 - [INSERT] key:
Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.
- For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.
-  P.23 "Keyboard"

```
POLL (CONFIDENTIAL)
-----
MAILBOX NUMBER (MAX20) :
```

7 Specify the remote Fax and start reception.

- Keypad Dialing (Direct Entry with Digital Keys):  P.41
- One Touch Key Dialing:  P.43
- Abbreviated Dialing:  P.46
- Alphabet Dialing:  P.48
- Group Dialing:  P.50

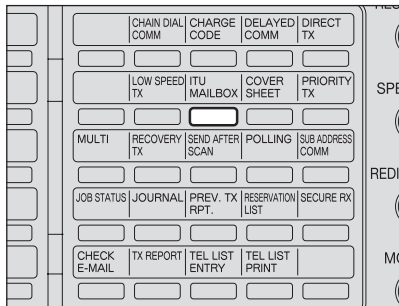
```
POLL (CONFIDENTIAL)
-----
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

Printing a document from a confidential / bulletin board mailbox (local hub)

How to retrieve a document from a confidential box or bulletin board box in a local hub unit is explained here.

1 Press the [FAX] button on the control panel.

2 Press the  key.



- "MAILBOX" screen appears.



3 Select the desired mailbox type using the ▲ or ▼ button and press the [ENTER] button.

[1. CONFIDENTIAL]:

If a data is retrieved from this box, the data will be cleared.

[2. BULLETIN BOARD]:

Even if a data is retrieved from this box, the data remains in the box.

[3. RELAY]/[4. MAILBOX SETUP]:
Not used in this operation.



4 Select "1. PRINT MAILBOX" using the ▲ or ▼ button and press the [ENTER] button.



5 Enter the desired mailbox number (up to 20 digits) with the digital keys and press the [ENTER] button.

- If you make a mistake, press one of the following keys to correct the mistake.

[CLEAR/STOP] key:

Pressing this key clears all of the values that you entered.

[BACKSPACE] key:

Each press of this key deletes the values that you are entering one by one.


[DELETE] key:

Pressing this key after highlighting the value with the key deletes the value.

[INSERT] key:

Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.

For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.

 P.23 "Keyboard"

- If the selected mailbox has not been set, the screen on the right appears for about 2 seconds and returns to the screen to enter a mailbox number.


```
PRINT (CONFIDENTIAL)
-----
MAILBOX NUMBER (MAX20) :
```

```
PRINT (CONFIDENTIAL)
-----
```

```
No entry
```

6 Enter the password with the digital keys, if the password has been set on the confidential box, and press the [ENTER] button.

```
PRINT (CONFIDENTIAL)
-----
PASSWORD (MAX20) :
█
```

- To retrieve the data from the bulletin board box, it is not required to enter a password.
- If you make a mistake, press one of the following keys to correct the mistake.
 - [CLEAR/STOP] key:
Pressing this key clears all of the values that you entered.
 - [BACKSPACE] key:
Each press of this key deletes the values that you are entering one by one.
 - [DELETE] key:
Pressing this key after highlighting the value with the key deletes the value.
 - [INSERT] key:
Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.
For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.
 P.23 "Keyboard"

- If the password entered is not correct, the screen on the right appears for about 2 seconds and returns to the screen to enter a password.

```
PRINT (CONFIDENTIAL)
-----
Invalid number
```

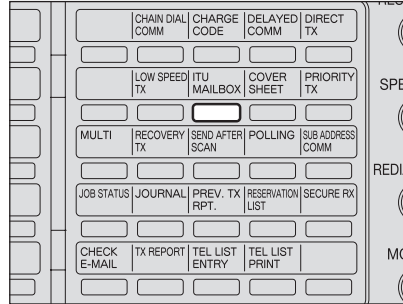
7 Printing the document starts.

Canceling documents in a confidential / bulletin board mailbox (local hub)

How to cancel documents stored in confidential box or bulletin board box in a local hub unit is explained here.

1 Press the [FAX] button on the control panel.

2 Press the  key.



- "MAILBOX" screen appears.



3 Select the desired mailbox type using the ▲ or ▼ button and press the [ENTER] button.

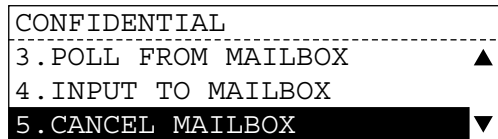
[1. CONFIDENTIAL]:

[2. BULLETIN BOARD]:

[3. RELAY]/[4. MAILBOX SETUP]:
Not used in this operation.



4 Select "5. CANCEL MAILBOX" using the ▲ or ▼ button and press the [ENTER] button.



5 Enter the desired mailbox number (up to 20 digits) with the digital keys and press the [ENTER] button.

PRINT (CONFIDENTIAL)

MAILBOX NUMBER (MAX20) :
█

- If you make a mistake, press one of the following keys to correct the mistake.

[CLEAR/STOP] key:

Pressing this key clears all of the values that you entered.

[BACKSPACE] key:

Each press of this key deletes the values that you are entering one by one.

[DELETE] key:

Pressing this key after highlighting the value with the key deletes the value.

[INSERT] key:

Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.

For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.

📖 P.23 "Keyboard"

- If the selected mailbox has not been set, the screen on the right appears for about 2 seconds and returns to the screen to enter a mailbox number.

CANCEL (CONFIDENTIAL)

No entry

- If the specified data in the mailbox are in the communication process, the screen on the right appears for about 2 seconds and returns to the screen to enter a mailbox number.

CANCEL (CONFIDENTIAL)

Used in other job

6 Enter the password with the digital keys, if the password has been set on the mailbox, and press the [ENTER] button.

- If you make a mistake, press one of the following keys to correct the mistake.

[CLEAR/STOP] key:

Pressing this key clears all of the values that you entered.

[BACKSPACE] key:

Each press of this key deletes the values that you are entering one by one.

[DELETE] key:

Pressing this key after highlighting the value with the key deletes the value.

[INSERT] key:

Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.

For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.

 P.23 "Keyboard"

- If the password entered is not correct, the screen on the right appears for about 2 seconds and returns to the screen to enter a password.

CANCEL (CONFIDENTIAL)

PASSWORD (MAX20) :
█



CANCEL (CONFIDENTIAL)

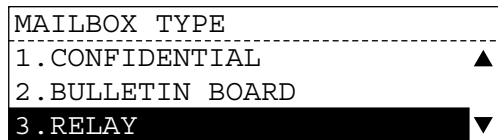
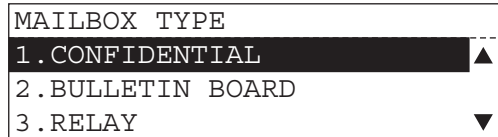
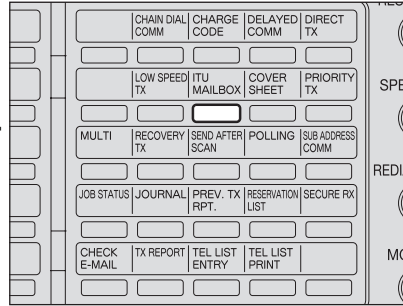
Cancelled

CANCEL (CONFIDENTIAL)

Invalid number

Relay Mailbox

- 1** Press the [FAX] button on the control panel.
- 2** Place the original(s) and set the transmission conditions.
 - P.32 “When setting originals on the glass”
 - P.35 “When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)”
 - P.36 “Setting the Transmission Conditions”
- 3** Press the key.
 - “MAILBOX” screen appears.
- 4** Select “3. RELAY” using the ▲ or ▼ button and press the [ENTER] button.



5 Enter the desired mailbox number (up to 20 digits) with the digital keys and press the [ENTER] button.

- If you make a mistake, press one of the following keys to correct the mistake.

[CLEAR/STOP] key:

Pressing this key clears all of the values that you entered.

[BACKSPACE] key:

Each press of this key deletes the values that you are entering one by one.

[DELETE] key:

Pressing this key after highlighting the value with the key deletes the value.

[INSERT] key:

Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.

For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.

 P.23 "Keyboard"

```
MAILBOX SETUP (RELAY)
-----
NEW MAILBOX NUMBER (MAX20) :
█
```

6 To set a password, select "1. YES" using the ▲ or ▼ button and press the [ENTER] button.

- When a password is not required, select "2. NO".
→ go to step 8.

```
MAILBOX SETUP (RELAY)
-----
PROGRAM PASSWORD?
1 . YES
2 . NO
```

7 Enter the password (up to 20 digits) with the digital keys and press the [ENTER] button.

```
MAILBOX SETUP (RELAY)
-----
PASSWORD (MAX20) :
```

- If you make a mistake, press one of the following keys to correct the mistake.

[CLEAR/STOP] key:

Pressing this key clears all of the values that you entered.

[BACKSPACE] key:

Each press of this key deletes the values that you are entering one by one.

[DELETE] key:

Pressing this key after highlighting the value with the key deletes the value.

[INSERT] key:

Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.

For key locations of [BACKSPACE], [DELETE] and [INSERT], see the following page.

📖 P.23 “Keyboard”

8 Specify the remote Fax and start transmission.

```
MAILBOX SETUP (RELAY)
-----
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

- Keypad Dialing (Direct Entry with Digital Keys): 📖 P.41
- One Touch Key Dialing: 📖 P.43
- Abbreviated Dialing: 📖 P.46
- Alphabet Dialing: 📖 P.48

Polling Communications

Types of Polling Communications

"Polling communications" is a function for receiving originals from a remote facsimile that has been called by the receiving facsimile. Polling communications allows the receiver FAX to retrieve documents whenever they are needed at the expense of the receiving station.

- Operations on the transmitter FAX are referred to as "polling TX". There are two types of polling transmission; one is "security polling reservation" function which requires a password (📖 P.140 "Polling reservation") and the other is "public fax mailbox" function which requires no password. (📖 P.144 "Public fax mailbox")
- Operations on the receiver FAX are referred to as "polling RX". There are two types of polling RX, "individual polling RX" and "multi-polling RX".
 "Individual polling RX": This function is for receiving originals from a single remote FAX. (📖 P.145 "Individual polling reception")
 "Multi-polling RX": This function is for receiving originals from two or more remote FAXes in a single operation. (📖 P.147 "Multi-polling reception")
- "Continuous polling" function can poll the same remote FAX(es) on a regular schedule. (📖 P.150 "Continuous polling")

* Polling communication with a password can be used only with Toshiba Fax machines.

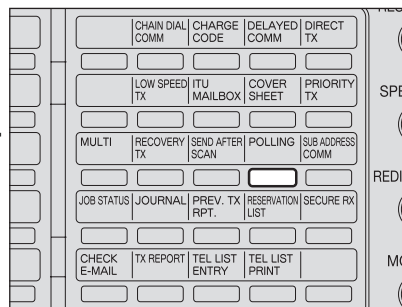
Polling reservation


Once the originals are polled from a FAX, the originals are deleted from the memory. A 4-digit code can be assigned to this box as a security password, or the box can specify which remote FAX can poll from this box by the fax number of the remote Fax.

Tip

Multiple documents can be reserved using security code and security TEL number for polling reservation.

- 1 Press the [FAX] button on the control panel.**
- 2 Place the original(s) and set the transmission conditions.**
 - 📖 P.32 "When setting originals on the glass"
 - 📖 P.35 "When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)"
 - 📖 P.36 "Setting the Transmission Conditions"



- 3 Press the  key.**
 - "POLLING" screen appears.



- 4** Select “2. POLLING RESERVE” using the ▲ or ▼ button and press the [ENTER] button.

```

POLLING
-----
1 . POLLING
2 . POLLING RESERVE
3 . PROG. CONT. POLL.
  
```

- 5** Select “1. POLLING” using the ▲ or ▼ button and press the [ENTER] button.

```

POLLING RESERVE
-----
1 . POLLING
2 . PUBLIC FAX MAILBOX
  
```

To register a security code

1. Select "2. SECURITY" using the ▲ or ▼ button and press the [ENTER] button.
2. Enter a security code (up to 4 digits) and press the [ENTER] button.
 - To correct the entered security code, highlight the code using the ◀ button and enter the correct code.
 - Do not forget the security code you entered.

```

POLLING
-----
1 . COMPLETE
2 . SECURITY : OFF
3 . SECURE TEL NUMBER : OFF
  
```

```

POLLING
-----
SECURITY CODE :
                                     * * *
  
```



```

POLLING
-----
1 . COMPLETE
2 . SECURITY : ON
3 . SECURE TEL NUMBER : OFF
  
```

To register a security TEL number

1. Select "3. SECURE TEL NUMBER" using the ▲ or ▼ button and press the [ENTER] button.

```

POLLING
-----
1 . COMPLETE
2 . SECURITY
3 . SECURE TEL NUMBER : ON
  
```

2. Enter a telephone number on the remote Fax (20 digits) and press the [ENTER] button.

- If you make a mistake, press one of the following keys to correct the mistake.

[CLEAR/STOP] key:

Pressing this key clears all of the values that you entered.

[BACKSPACE] key:

Each press of this key deletes the values that you are entering one by one.

[DELETE] key:

Pressing this key after highlighting the value with the key deletes the value.

[INSERT] key:

Pressing this key permits the insertion of a desired character before (in front of) an existing character highlighted by the cursor. Press this key again to exit the Insert mode.

For key locations of [BACKSPACE], [DELETE] and

[INSERT], see the following page.

📖 P.23 "Keyboard"

POLLING

SECURE TEL NUMBER (MAX20) :
123456



POLLING

1 . COMPLETE ▲
2 . SECURITY : OFF
3 . SECURE TEL NUMBER : ON ▼

6 Select "1. COMPLETE" using the ▲ or ▼ button and press the [ENTER] button.

Tips

When the polling document has been already registered:

Since the screen on the right appears, select the desired operation using the

▲ or ▼ button and press the [ENTER] button.

[1.DELETE]:

To replace an existing document with new one. → go to step 7.

[2.ADD]:

To add a new document to an existing one. → go to step 7.

[3.RETAIN]:

To retain an existing document.

→ go to step 5.

POLLING

1 . COMPLETE ▲
2 . SECURITY : OFF
3 . SECURE TEL NUMBER : ON ▼

POLLING

1 . DELETE ▲
2 . ADD
3 . RETAIN ▼


7 Scanning the polling document starts.

SCANNING TO MEMORY	
JOB NUMBER	:XXX
SCANNING PAGE	:YYY
RESIDUAL MEMORY	:ZZZ%

- The screen on the right may appear when the equipment has failed to detect the original size. In this case, re-place the original, or select the original size using the ▲ or ▼ button and press the [ENTER] button.

Select original size	
1.LT	▲
2.LD	□
3.LT-R	□
4.LG	□
5.ST-R	□

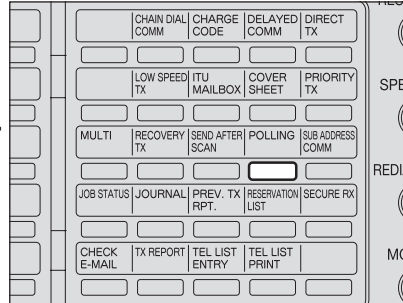
Tips

- Polling document data is stored in memory. Therefore, after the data is stored in memory, the residual memory does not become 100% even when no job exists in memory.
- To delete the polling document data, press the  key. (P.73 "Canceling Reserved Memory Transmissions")

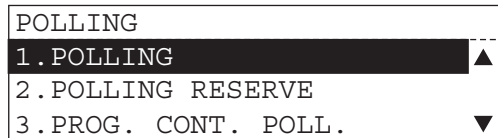
Public fax mailbox

Document data stored in this box can be retrieved by several FAXes. The data are not deleted even if they are retrieved.

- 1 Press the [FAX] button on the control panel.
- 2 Place the original(s) and set the transmission conditions.
 - P.32 "When setting originals on the glass"
 - P.35 "When using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)"
 - P.36 "Setting the Transmission Conditions"



- 3 Press the button.
 - "POLLING" screen appears.



- 4 Select "2. POLLING RESERVE" using the ▲ or ▼ button and press the [ENTER] button.



- 5 Select "2. PUBLIC FAX MAILBOX" using the ▲ or ▼ button and press the [ENTER] button.



Tips

When the polling document has been already registered:
Since the screen on the right appears, select the desired operation using the

▲ or ▼ button and press the [ENTER] button.

[1.DELETE]:

To replace an existing document with new one. → go to step 7.

[2.ADD]:

To add a new document to an existing one. → go to step 7.

[3.RETAIN]:

To retain an existing document.
→ go to step 5.

PUBLIC FAX MAILBOX	
1 .DELETE	▲
2 .ADD	
3 .RETAIN	▼

6 Scanning the polling document starts.

SCANNING TO MEMORY	
JOB NUMBER	:024 ▲
SCANNING PAGE	:002
RESIDUAL MEMORY	:099% ▼




ENTER TEL NUMBER (MAX128):	
JAN11-2005 10:26PM M: 099%	
RESOLUTION : STANDARD	
COMM.OPTION ▼	

- The screen on the right may appear when the equipment has failed to detect the original size. In this case, re-place the original, or select the original size using the ▲ or ▼ button and press the [ENTER] button.

Select original size	
1 .LT	☐ ▲
2 .LD	☐
3 .LT-R	☐ ▼
4 .LG	☐
5 .ST-R	☐

Tips

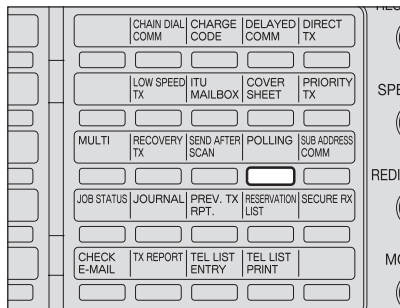
- Document data is stored in memory. Therefore, after the data is stored in memory, the residual memory does not become 100% even when no job exists in memory.
- To delete the document data, press the  key. (P.73 “Canceling Reserved Memory Transmissions”)

Individual polling reception

This function retrieves a document from a remote Fax. If the remote Fax is a TOSHIBA facsimile and a 4-digit security code is programmed to the document to be polled, you must enter the correct 4-digit security code in order to retrieve the document.

1 Press the [FAX] button on the control panel.

2 Press the  key.



- "POLLING" screen appears.

```
POLLING
-----
1 . POLLING
2 . POLLING RESERVE
3 . PROG. CONT. POLL.
```

3 Select "1. POLLING" using the ▲ or ▼ button and press the [ENTER] button.

```
POLLING
-----
1 . POLLING
2 . POLLING RESERVE
3 . PROG. CONT. POLL.
```

4 When the security code is used, select "1. YES" using the ▲ or ▼ button and press the [ENTER] button.

- When not used, select "2. NO" using the ▲ or ▼ button.
→ go to step 6.





```
POLLING
-----
SECURITY CODE?
1 . YES
2 . NO
```

5 Enter the security code (4 digits) with the digital keys and press the [ENTER] button.

- To correct the entered security code, highlight the code using the ◀ button and enter the correct code.

```
POLLING
-----
SECURITY CODE?
                                     ***
```

6 Specify the remote Fax.

- Keypad Dialing (Direct Entry with Digital Keys):  P.41
- One Touch Key Dialing:  P.43
- Abbreviated Dialing:  P.46
- Alphabet Dialing:  P.48

```
POLLING
-----
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

7 Transmission starts.

```
POLLING
-----
JOB NUMBER                :026

Operation completed
```

Multi-polling reception

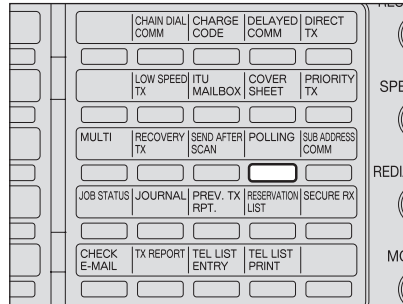
In a Multi Polling operation, the documents are retrieved from multiple remote FAXes using pre-programmed groups, One Touch Keys, Abbreviated Dial, or from the Dial Keypad.

Up to 475 destinations can be assigned to a multi-polling reception. Up to 100 destinations can be assigned when the destinations are assigned using only the Digital keys.

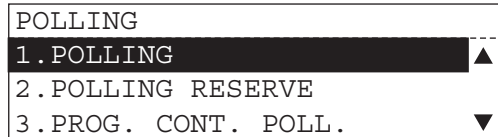
- Print out the Abbreviated Dial Number List and One Touch Number List and confirm that the remote Fax locations which you want to specify have been already registered. (P.232 "Dialer list")

1 Press the [FAX] button on the control panel.

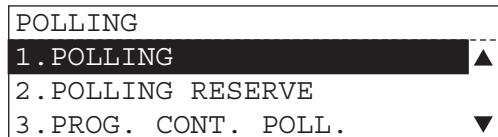
2 Press the  key.



- "POLLING" screen appears.



3 Select "1. POLLING" using the ▲ or ▼ button and press the [ENTER] button.



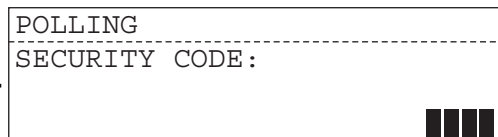
4 When the security code is used, select "1. YES" using the ▲ or ▼ button and press the [ENTER] button.

- When not used, select "2. NO" using the ▲ or ▼ button. → go to step 6.



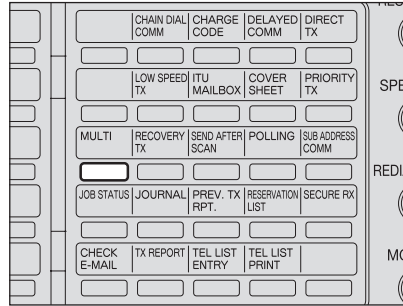
5 Enter the security code (4 digits) with the digital keys and press the [ENTER] button.

- To correct the entered security code, highlight the code using the ◀ button and enter the correct code.








6 Press the key.

- "MULTI GROUP" screen appears.



```
MULTI GROUP 000
-----
ENTER TEL NUMBER OR.
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

7 Specify the remote Fax.

- Keypad Dialing (Direct Entry with Digital Keys):  P.41
- One Touch Key Dialing:  P.43
- Abbreviated Dialing:  P.46
- Alphabet Dialing:  P.48
- Group Dialing:  P.50

8 To add a remote Fax, select "NEXT DESTINATION" using the ▲ or ▼ button and press the [ENTER] button.

- Screen to register a remote Fax appears. → go to step 7.

To confirm the locations registered

1. Select "REVIEW LIST" using the ▲ or ▼ button and press the [ENTER] button.
2. Confirm the locations registered.
3. Press the [CANCEL] button.
→ go to step 9.

```
MULTI GROUP 001
NEXT DESTINATION ▲
REVIEW LIST
COMPLETE ▼
```

```
MULTI GROUP 001
-----
NEXT DESTINATION ▲
REVIEW LIST
COMPLETE ▼
```

```
001. L.A Office ▲
002. New York Office
003. Miami Office ▼
-----
DELETE ◀ ▶ MODIFY
```

To remove a location registered

1. Select "REVIEW LIST" using the ▲ or ▼ button and press the [ENTER] button.
2. Select a location that you want to remove using the ▲ or ▼ button and press the ◀ button.
3. Select "1. YES" using the ▲ or ▼ button and press the [ENTER] button.
 - To cancel the removal, select "2. NO".

```
MULTI GROUP 001
-----
NEXT DESTINATION ▲
REVIEW LIST
COMPLETE ▼
```

e.g.) To cancel the abbreviated number registration

```
001. L.A Office ▲
002. New York Office
003. Miami Office ▼
-----
DELETE ◀ ▶ MODIFY
```

```
DELETE?
New York Office 002
1.YES
2.NO
```



```
MULTI GROUP 001
-----
New York Office
Deleted
```



```
001. L.A Office ▲
002. Miami Office
003. London Office ▼
-----
DELETE ◀ ▶ MODIFY
```

To modify a location registered

1. Select "REVIEW LIST" using the ▲ or ▼ button and press the [ENTER] button.
2. Select a location that you want to modify using the ▲ or ▼ button and press the ▶ button.

```
MULTI GROUP 001
-----
NEXT DESTINATION ▲
REVIEW LIST
COMPLETE ▼
```

e.g.) To cancel the abbreviated number registration

```
001. L.A Office ▲
002. New York Office
003. Miami Office ▼
-----
DELETE ◀ ▶ MODIFY
```



```
MULTI GROUP 001
-----
ABB. NUMBER: 002
New York Office
```



```
MULTI GROUP 001
-----
ABB. NUMBER(1-999):
```

3. Modify the selected location.

- Keypad Dialing (Direct Entry with Digital Keys): P.41
- One Touch Key Dialing: P.43
- Abbreviated Dialing: P.46
- Alphabet Dialing: P.48
- Group Dialing: P.50

```
MULTI GROUP 004
-----
ABB. NUMBER(1-999) :
30
```



```
MULTI GROUP 004
-----
ABB. NUMBER: 002
New York Office
```



```
001. L.A Office ▲
002. New York Office
003. Miami Office ▼
DELETE ◀ ▶ MODIFY
```

9 When you register all the locations, select “COMPLETE” using the ▲ or ▼ button and press the [ENTER] button.

- You can use the [START] button instead of ENTER.

```
MULTI GROUP 004
-----
NEXT DESTINATION ▲
REVIEW LIST
COMPLETE ▼
```

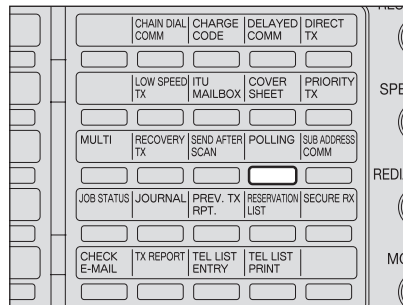
10 Communication starts.

Continuous polling

This section describes the procedure to poll the same remote FAX(es) on a regular schedule. Continuous Polling operations can be programmed for specific time intervals on the days selected.

1 Press the [FAX] button on the control panel.

2 Press the key.



- "POLLING" screen appears.

```
POLLING
1. POLLING ▲
2. POLLING RESERVE
3. PROG. CONT. POLL. ▼
```


3 Select "3. PROG. CONT. POLL." using the ▲ or ▼ button and press the [ENTER] button.

```

POLLING
-----
1.POLLING
2.POLLING RESERVE
3.PROG. CONT. POLL.
  
```

Tips

When this function has been already set, the screen on the right appears. To clear the setting, select "1. CLEAR CURRENT SETTINGS" using the ▲ or ▼ button and press the [ENTER] button and select "1. YES" using the ▲ or ▼ button and press the [ENTER] button.

- When you clear the setting, all the values for this function returns to the default values.
- To retain the setting, select "2. NO" to return to the basic screen.

```

PROG. CONT. POLL.
-----
CLEAR CURRENT SETTINGS?
1.YES
2.NO
  
```



```

PROG. CONT. POLL.
-----
Settings cleared.
  
```

4 Select "2. START" using the ▲ or ▼ button and press the [ENTER] button.

```

PROG. CONT. POLL.
-----
1.CLEAR CURRENT SETTINGS ▲
2.START :MON 08:00AM
3.END :FRI 05:00PM ▼
4.DURATION :7HR 20MIN
5.INTERVAL :10MIN
6.SECURITY :OFF
7.ENTER TEL NUMBER(S)
  
```

5 Select the polling RX start time using the ▲ or ▼ button and press the [ENTER] button.

- To switch "AM" to "PM" or vice versa, highlight the value using the ► button and press the ▲ or ▼ button
- "AM/PM" is not displayed on the equipment with 24 hour time system adopted.
- For minutes value, you can set it at the unit of 5 minutes.

```

PROG. CONT. POLL.
-----
START DATE & TIME
MON ◀ 08:00AM ▶
  
```



```

PROG. CONT. POLL.
-----
START DATE & TIME
MON ◀ 08:00AM ▶
  
```



```

PROG. CONT. POLL.
-----
1.CLEAR CURRENT SETTINGS ▲
2.START :MON 08:00AM
3.END :FRI 05:00PM ▼
  
```

6 Select "3. END" using the ▲ or ▼ button and press the [ENTER] button.

```

PROG. CONT. POLL.
-----
2.START :MON 08:00AM ▲
3.END :FRI 05:00PM
4.DURATION :7HR 20MIN ▼
  
```

7 Select a day-of-week to end polling RX using the ▲ or ▼ button and press the [ENTER] button.

- Since the end time is automatically specified by entering the start time and the duration, you specify only the day-of-week in this step.

```

PROG. CONT. POLL.
-----
END DATE
      WED
  
```



```

PROG. CONT. POLL.
-----
2.START      :MON 08:00AM ▲
3.END        :WED 05:00PM
4.DURATION   :7HR 20MIN ▼
  
```

8 Select “4. DURATION” using the ▲ or ▼ button and press the [ENTER] button.

```

PROG. CONT. POLL.
-----
2.START      :MON 08:00AM ▲
3.END        :FRI 05:00PM
4.DURATION   :7HR 20MIN ▼
  
```

9 Select the duration to specify polling RX using the ▲ or ▼ button and press the [ENTER] button.

- Highlight time and minutes values using the ▲ or ▼ button.
- For minutes value, you can set it at the unit of 5 minutes
- End time is automatically specified by entering the start time and the duration.

```

PROG. CONT. POLL.
-----
DURATION
      07:30
  
```



```

PROG. CONT. POLL.
-----
2.START      :MON 08:00AM ▲
3.END        :FRI 05:00PM
4.DURATION   :7HR 30MIN ▼
  
```

10 Select “5. INTERVAL” using the ▲ or ▼ button and press the [ENTER] button.

```

PROG. CONT. POLL.
-----
3.END        :FRI 05:00PM ▲
4.DURATION   :7HR 20MIN
5.INTERVAL   :10MIN ▼
  
```

11 Select the call interval for polling RX using the ▲ or ▼ button and press the [ENTER] button.

- You can set the call interval between 10 to 70 minutes at the unit of 5 minutes.
- If the time period between the start time and the end time is shorter than the call interval, polling is performed only once at the start time.

```

PROG. CONT. POLL.
-----
INTERVAL
BETWEEN CALL  30 70MIN
               ▲  ▼
               10MIN
  
```



```

PROG. CONT. POLL.
-----
3.END        :FRI 05:00PM ▲
4.DURATION   :7HR 20MIN
5.INTERVAL   :30MIN ▼
  
```

Tips

To set a security code,

1. Select "6. SECURITY" using the ▲ or ▼ button and press the [ENTER] button.
2. Enter a 4-digit security code using the digital keys and press the [ENTER] key.
 - To correct the entered security code, highlight the code using the ◀ button and enter the correct code.

```
PROG. CONT. POLL.
-----
4.DURATION   :7HR 20MIN   ▲
5.INTERVAL   :10MIN
6.SECURITY   :OFF        ▼
```

```
PROG. CONT. POLL.
-----
SECURITY CODE:
                                     ***
```



```
PROG. CONT. POLL.
-----
4.DURATION   :7HR 20MIN   ▲
5.INTERVAL   :10MIN
6.SECURITY   :ON         ▼
```

- 12** Select "7. ENTER TEL NUMBER(S)" using the ▲ or ▼ button and press the [ENTER] button.

```
PROG. CONT. POLL.
-----
5.INTERVAL   :10MIN       ▲
6.SECURITY   :OFF
7.ENTER TEL NUMBER(S)    ▼
```

- 13** Specify the remote Fax.

- Keypad Dialing (Direct Entry with Digital Keys): P.41
- One Touch Key Dialing: P.43
- Abbreviated Dialing: P.46
- Alphabet Dialing: P.48

```
PROG. CONT. POLL.
-----
ENTER TEL NUMBER OR,
PRESS SPEED DIAL KEY
OR ONE TOUCH KEY
```

- 14** To add a remote Fax, select "1. ADD NEXT NUMBER" using the ▲ or ▼ button and press the [ENTER] button.

- Screen to register a remote Fax appears. → go to step 13.

```
PROG. CONT. POLL.
-----
1.ADD NEXT NUMBER      ▲
2.COMplete             ▼
```

- 15** When you register all the locations, select "2. COMPLETE" using the ▲ or ▼ button and press the [ENTER] button.

```
PROG. CONT. POLL.
-----
1.ADD NEXT NUMBER      ▲
2.COMplete             ▼
```

- 16** Communication starts.

```
PROG. CONT. POLL.
-----
JOB NUMBER   :XXX

Operation completed
```

Department Management/Account Code

Description of Function

Department management

Department code operation is used to monitor the equipment activity when shared between multiple users or workgroups. This feature is especially useful when billing departments based on machine usage. For details, see the Operator's Manual for Copying Functions.

When the equipment is managed under the department management, the screen on the right is displayed.

Enter department code
2006-04-10 11:06 M: 100%
RESOLUTION:STANDARD
COMM.OPTION ▼

When entering a department code, the basic screen appears and you can operate the equipment.

- If you leave the equipment for about 45 seconds, it automatically returns to the department code input menu.

↓

2006-04-10 11:06 M: 100%
RESOLUTION:STANDARD
COMM.OPTION ▼

Account code

This feature provides valuable account code tracking information for each Fax transmission sent from the equipment. When a Fax is transmitted, the account code number will be recorded on the Transmission Journal.

- Confirm that the account code function is active on the Function List. (📖 P.237 "Function list")
- Account code setting (📖 P.192 "Account code")

When the account code function is active, the screen on the right appears after you specify a remote Fax.

ACCOUNT CODE
ENTER ACCOUNT CODE
OR PRESS [START]

When you enter a 4-digit account code and press the [ENTER] button, transmission starts.

↓

ACCOUNT CODE

5

ENTERING & SETTING ITEMS

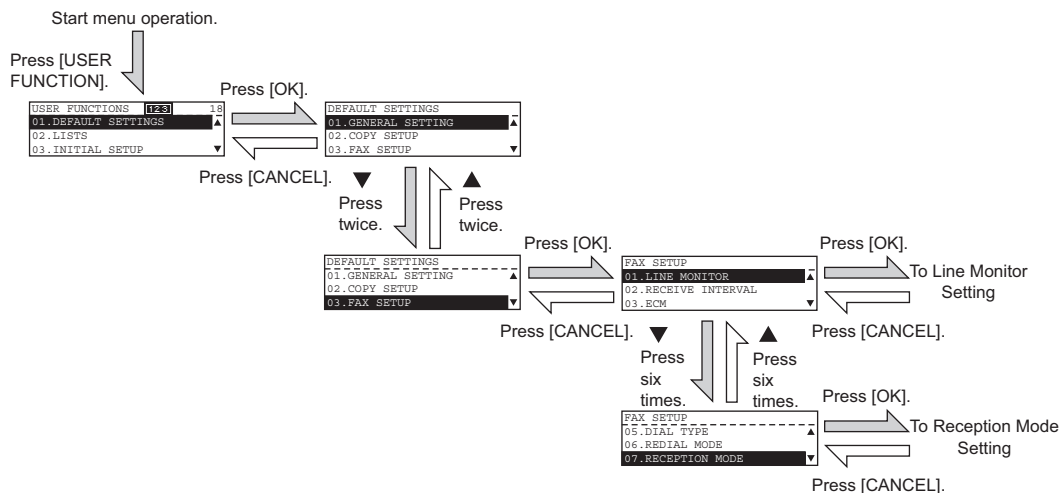
This section describes how to register dial numbers and change the default settings for the Fax functions.

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Overview of Menu Operation

Navigating Menu Operation

To navigate each menu, select the desired item using the ▲ or ▼ button. When you select the desired item, press the [ENTER] button to move to sub-menu.



How to select each menu

As described above, to select the desired menu, highlight it using the ▲ or ▼ button. To display menu items which do not appear on the LCD screen, press the ▼ button to scroll the menu page. When you select the last item on the menu and press the ▼ button, the screen returns to the first item on the menu.

When you select the desired item, press the [ENTER] button to determine the item. To return to the preceding item, press the [CANCEL] button.

How to cancel menu operation

Press the [FUNCTION CLEAR] button to cancel the menu operation in the middle of function settings.

After pressing the [FUNCTION CLEAR] button, press the desired mode button ([COPY], [FAX], [PRINTER], [SCAN]).

Character Entry

The Character Entry screen is for entering characters when you are setting and entering items. You can enter the following:
Alphabet characters, numbers and symbols.

Buttons and Keys used for Character Entry

[ENTER] button: Press this button to fix all entered characters.

[CLEAR/STOP] button: Press this button to clear all characters that have been entered so far.

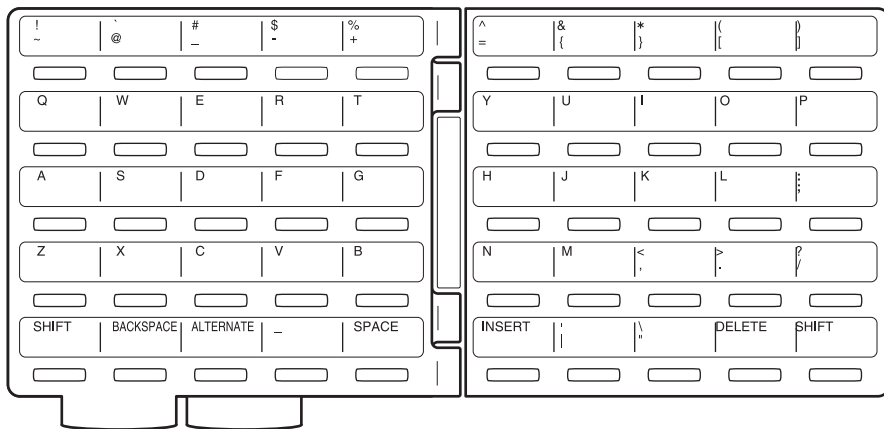
▶ button: Moves the cursor to the right. If pressed without entering a character, it inserts a space.

◀ button: Moves the cursor to the left.

Numeric buttons: Enters numeric characters.

Function key: Enters alpha and special characters.

- [INSERT] key: Inserts characters before the selected (highlighted) character.
- [DELETE] key: Deletes the selected character.
- [BACKSPACE] key: Press this key to delete the character before the cursor.
- [SHIFT] key: key Press this key and the alphabet keys to enter the capital letter, or press this key and the symbol keys to enter the upper side symbols indicated above the each key.



Special character table

The Character Table lists special characters that can be entered when programming this equipment. The table lists the alpha keys in the left column and the characters that correspond to each key in the right column.

To enter the special characters entry mode, press the [ALTERNATE] key on the keyboard. Pressing the alpha key displays the special characters you can enter.

Select your desired character by using the ◀ or ▶ button and press the [ENTER] button.

Uppercase special characters can be selected by pressing the alpha key while holding down the [SHIFT] key after the [ALTERNATE] key is pressed.

Key	[ALTERNATE] key	[SHIFT] key
A	à á â ã ä å æ ç ä ^a	À Á Â Ã Ä Å Æ Ç Æ
C	ç ç ć ć	Ć Ç Ć
D	d đ	Đ Đ
E	è é ê ë ì í î ï	È É Ê Ë Ì Í Î Ï
I	ì í î ï	Ì Í Î Ï
L	ł ł í	Ł Ł Í
N	ñ ñ ñ	Ñ Ñ Ñ
O	œ ° ð ò ó ô õ ö ø	Ò Ó Ô Õ Ö Ø Æ Ö
P	p	
R	ř ř	Ř Ř
S	š š ș	Š Š Ș
T	ť ı	Ť ı
U	ù ú û ü ú ú	Ù Ú Û Ü Ú Ú
Y	ý ý	Ý Ý
Z	ž ž ž	Ž Ž Ž

Entering & Correcting Characters

Entering characters

Example: To enter "Chicago"

- 1 Press the [c] key while pressing the [SHIFT] key.

c

- 2 Press the [H], [I], [C], [A], [G] and [O] keys and press the [ENTER] key.

Chicago

Correcting characters entered

Example: To correct "CHICADO" to "CHICAGO"

- 1 Press the [BACKSPACE] key to delete "hicago".

c

- 2 Press the [H], [I], [C], [A], [D] and [O] keys while pressing the [SHIFT] key.

CHICADO

- 3 Press the  button to move the cursor over "O".

CHICADO

- 4 Press the [BACKSPACE] key to delete "D".

CHICAO [INSERT]

- 5 Press the [INSERT] key.

CHICAGO [INSERT]

- 6** Press the [G] key while pressing the [SHIFT] key.

CHICAGO

- 7** Press the [INSERT] key to exit the insert mode and press the [ENTER] button.

Entering the Remote Fax Number

Abbreviated Dial Numbers

This facsimile can store up to 300 facsimile numbers (up to 128-digit long) and associated 20-character location ID names. This information is stored into Abbreviated Dial Numbers labeled from 001 to 999.

Registering 2nd TEL number allows you to automatically transfer a Fax to the number when 1st TEL number resulted in redialing-over.

- Confirm the registered contents on the Abbreviated Dial Number List. (📖 P.234 “Abbreviated dial number list”)

Tip

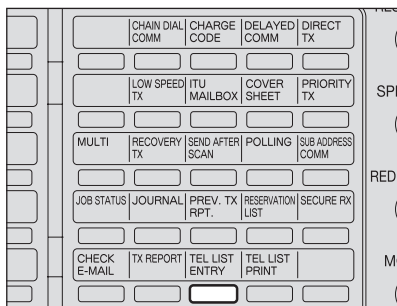
2nd TEL number is not available for relay TX, polling RX and mailbox communication.

You can also register Abbreviated Dial Numbers by using the Web-based utility TopAcces. For details, see the Setup Guide for Printing Functions.

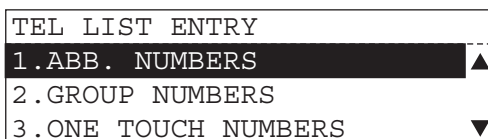
Entering abbreviated dial numbers

1 Press the [FAX] button on the control panel.

2 Press the  key.

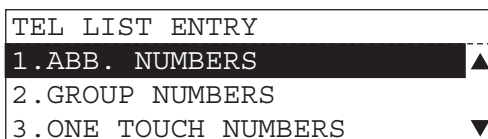


- "TEL LIST ENTRY" screen appears.

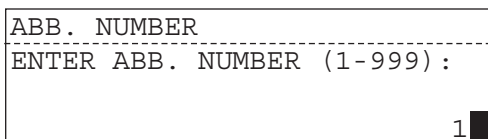


3 Select “1. ABB. NUMBERS” using the ▲ or ▼ button and press the [ENTER] button.

- The screen to enter an abbreviated number appears.



4 Enter an abbreviated number (1 to 999) with the digital keys and press the [ENTER] button.



Tips

When the entered number has been already registered,

1. The screen on the right appears for about 2 seconds.
2. Select the desired item using the ▲ or ▼ button and press the [ENTER] button.

[1.DELETE]:

To delete the abbreviated number specified. → go to step 4.

[2.MODIFY]:

To modify the abbreviated number specified. → go to step 5.

[3.RETAIN]:

To retain the abbreviated number specified. → go to step 4.

ABB. NUMBER	001

L.A Office	
Already assigned	

ABB. NUMBER	001

1.DELETE	▲
2.MODIFY	
3.RETAIN	▼

5 Select “2. NAME” using the ▲ or ▼ button and press the [ENTER] button.

- The screen to enter name of a remote Fax appears.

ABB. NUMBER	001

1.COMPLETE	▲
2.NAME	
3.TEL NUMBER	▼

4.2nd TEL NUMBER	
5.COMM. OPTIONS	

6 Enter name of a remote Fax (up to 20 characters) and press the [ENTER] button.

- Character Entry (📖 P.157 “Buttons and Keys used for Character Entry”)

ABB. NUMBER	001

ENTER ID NAME (MAX20) :	
Milan Office	

7 Select “3. TEL NUMBER” using the ▲ or ▼ button and press the [ENTER] button.

- The screen to enter TEL number appears.

ABB. NUMBER	001

1.COMPLETE	▲
2.NAME	
3.TEL NUMBER	▼

4.2nd TEL NUMBER	
5.COMM. OPTIONS	

8 Enter TEL number (up to 128 digits) with the digital keys and press the [ENTER] button.

- When you dial to an outside line via a PBX, there may be a pause before the connection is made, causing a transmission error. To avoid this error, press the [MONITOR/PAUSE] button after the number that designates an outside line to enter a pause. This automatically enters a three-second pause before the remote Fax number is dialed, which reduces transmission errors.

ABB. NUMBER	001

ENTER TEL NUMBER (MAX128):	
█	

To set 2nd TEL number

1. Select "4. 2nd TEL NUMBER" using the ▲ or ▼ button and press the [ENTER] button.

- The screen to enter 2nd TEL number appears.

ABB. NUMBER	001

1. COMPLETE	▲
2. NAME	
3. TEL NUMBER	▼
4. 2nd TEL NUMBER	
5. COMM. OPTIONS	

2. Enter 2nd TEL number (up to 128 digits) with the digital keys and press the [ENTER] button.

- Registering 2nd TEL number allows you to automatically transfer a Fax to the number when 1st TEL number resulted in redialing-over.

ABB. NUMBER	001

ENTER 2nd TEL NUMBER:	
█	

To set communication options

1. Select "5. COMM OPTIONS" using the ▲ or ▼ button and press the [ENTER] button.

ABB. NUMBER	001
1.COMPLETE	▲
2.NAME	
3.TEL NUMBER	▼
4.2nd TEL NUMBER	
5.COMM. OPTIONS	

2. Select "2. ON" using the ▲ or ▼ button and press the [ENTER] button.

- When you do not specify any option, select "1. OFF".
- The screen to select the communication options appears.
 1. COMPLETE
 2. DELAYED TRANSMIT (P.85)
 3. TX REPORT (P.221)
 4. LINE MONITOR (P.77)
 5. QUALITY TX (P.88)
 6. SUB ADDRESS (P.96)

COMM. OPTIONS	
1.OFF	▲
2.ON	
	▼

3. Select "1. COMPLETE" using the ▲ or ▼ button and press the [ENTER] button.

- Returns to the screen to enter an abbreviated number.

COMM. OPTIONS	
1.COMPLETE	▲
2.DELAYED TRANSMIT	
3.TX REPORT	▼
4.LINE MONITOR	
5.QUALITY TX	
6.SUB ADDRESS	

COMM. OPTIONS	
1.COMPLETE	▲
2.DELAYED TRANSMIT	
3.TX REPORT	▼



ABB. NUMBER	001
3.TEL NUMBER	▲
4.2nd TEL NUMBER	
5.COMM. OPTIONS	▼

9 Select "1. COMPLETE" using the ▲ or ▼ button and press the [ENTER] button.

- If "NAME" or "TEL NUMBER" has not been registered, the screen on the right appears for about 2 seconds with the alarm buzzer and returns to the screen to enter an abbreviated number.

ABB. NUMBER	001
1.COMPLETE	▲
2.NAME	
3.TEL NUMBER	▼

ABB. NUMBER	001
No destination	

10 Press the desired One Touch key.

- If One Touch key is not required, press the [ENTER] button.

ABB. NUMBER	001
PRESS ONE TOUCH KEY TO ENTER OR [SET]:TO SKIP	

Tips

If the One Touch key has been already assigned,

1. Alarm buzzer sounds and the screen on the right appears.
2. Select the desired item using the ▲ or ▼ button and press the [ENTER] button.

[1.DELETE]:

To delete the One Touch key dialer registered. → go to step 10.

[2.RETAIN]:

To retain the One Touch key dialer registered. → go to step 10.

```
ABB. NUMBER 001
-----
ONE TOUCH: 02
NEW York Office
Already assigned
```



```
ONE TOUCH KEY 001
-----
1.DELETE ▲
2.RETAIN ▼
```

11 Returns to the screen to enter an abbreviated number.

- Repeat steps 4 to 10 when you register multiple abbreviated dial numbers.

```
ABB. NUMBER 001
-----
Operation completed
```



```
ABB. NUMBER
-----
ENTER ABB. NUMBER (1-999):
```

12 Press the [FUNCTION CLEAR] button to return to the basic screen.

One Touch Key Dial Numbers

Up to 75 One Touch key dial numbers can be registered. Registering 2nd TEL number allows you to automatically transfer a Fax to the number when 1st TEL number resulted in redialing-over.

- Confirm the registered contents on the One Touch Number List. (P.236 “One touch number list”)

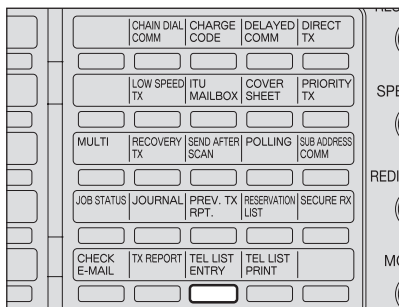
Tip

2nd TEL number is not available for relay TX, polling RX and mailbox communication. You can also register One Touch Key Dial Numbers by using the Web-based utility TopAcces. For details, see the Setup Guide for Printing Functions.

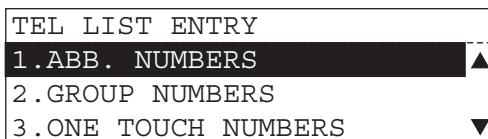
Entering one touch key dial numbers

1 Press the [FAX] button on the control panel.

2 Press the  key.

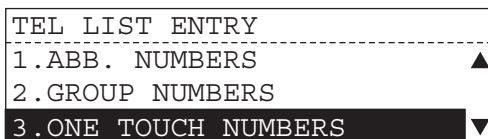


- "TEL LIST ENTRY" screen appears.

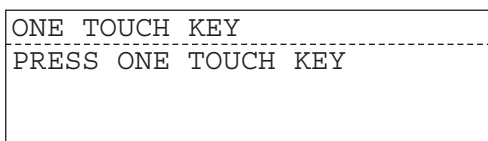


3 Select "3. ONE TOUCH NUMBERS" using the ▲ or ▼ button and press the [ENTER] button.

- The screen to register One Touch key appears.



4 Press the desired One Touch key (1 to 75). (P.21)



Tips

When the One Touch key has been already used,

1. The screen on the right appears for about 2 seconds.
2. Select the desired item using the ▲ or ▼ button and press the [ENTER] button.

[1.DELETE]:

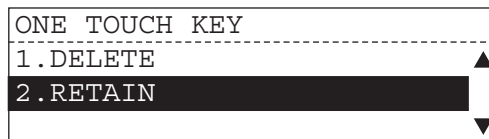
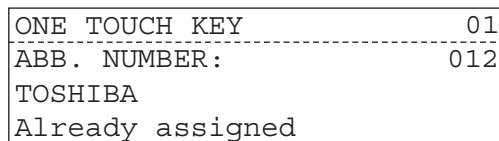
To delete the One Touch key number specified. → go to step 4.

[2.MODIFY]:

To modify the One Touch key number specified. → go to step 5.

[3.RETAIN]:

To retain the One Touch key number specified. → go to step 4.



5 Select “2. NAME” using the ▲ or ▼ button and press the [ENTER] button.

- The screen to enter name of a remote Fax appears.

ONE TOUCH KEY	001

1. COMPLETE	▲
2. NAME	
3. TEL NUMBER	▼

4. 2nd TEL NUMBER	
5. COMM. OPTIONS	

6 Enter name of a remote Fax (up to 20 characters) and press the [ENTER] button.

- Character Entry
(P.157 “Character Entry”)

ONE TOUCH KEY	05

ENTER ID NAME (MAX20) :	
LONDON OFFICE █	

7 Select “3. TEL NUMBER” using the ▲ or ▼ button and press the [ENTER] button.

- The screen to enter TEL number appears.

ONE TOUCH KEY	001

1. COMPLETE	▲
2. NAME	
3. TEL NUMBER	▼

4. 2nd TEL NUMBER	
5. COMM. OPTIONS	

8 Enter TEL number (up to 128 digits) with the digital keys and press the [ENTER] button.

- When you dial to an outside line via a PBX, there may be a pause before the connection is made, causing a transmission error. To avoid this error, press the [MONITOR/PAUSE] button after the number that designates an outside line to enter a pause. This automatically enters a three-second pause before the remote Fax number is dialed, which reduces transmission errors.

ONE TOUCH KEY	05

ENTER TEL NUMBER (MAX128) :	
767717 █	

To set 2nd TEL number

1. Select "4. 2nd TEL NUMBER" using the ▲ or ▼ button and press the [ENTER] button.

- The screen to enter 2nd TEL number appears.

ONE TOUCH KEY	001
1. COMPLETE	▲
2. NAME	
3. TEL NUMBER	▼
4. 2nd TEL NUMBER	
5. COMM. OPTIONS	

2. Enter 2nd TEL number (up to 128 digits) with the digital keys and press the [ENTER] button.

- Registering 2nd TEL number allows you to automatically transfer a Fax to the number when 1st TEL number resulted in redialing-over.

ONE TOUCH KEY	05
ENTER 2nd TEL NUMBER:	
767669	

To set communication options

1. Select "5. COMM OPTIONS" using the ▲ or ▼ button and press the [ENTER] button.

ONE TOUCH KEY	001
1. COMPLETE	▲
2. NAME	
3. TEL NUMBER	▼
4. 2nd TEL NUMBER	
5. COMM. OPTIONS	

2. Select "2. ON" using the ▲ or ▼ button and press the [ENTER] button.

- When you do not specify any option, select "1. OFF".

COMM. OPTIONS	
1. OFF	▲
2. ON	
	▼

- The screen to select the communication options appears.

1. COMPLETE
2. DELAYED TRANSMIT (📖 P.85)
3. TX REPORT (📖 P.221)
4. LINE MONITOR (📖 P.77)
5. QUALITY TX (📖 P.88)
6. SUB ADDRESS (📖 P.96)

COMM. OPTIONS	
1. COMPLETE	▲
2. DELAYED TRANSMIT	
3. TX REPORT	▼
4. LINE MONITOR	
5. QUALITY TX	
6. SUB ADDRESS	

3. Select "1. COMPLETE" using the ▲ or ▼ button and press the [ENTER] button.

- Returns to the screen to register One Touch key.

COMM. OPTIONS	
1. COMPLETE	▲
2. DELAYED COMM.	
3. TX REPORT	▼



ONE TOUCH KEY	05
3. TEL NUMBER	▲
4. 2nd TEL NUMBER	
5. COMM. OPTIONS	▼

9 Select "1. COMPLETE" using the ▲ or ▼ button and press the [ENTER] button.

- If "NAME" or "TEL NUMBER" has not been registered, the screen on the right appears for about 2 seconds with the alarm buzzer and returns to the screen to register One Touch key.

ONE TOUCH KEY	05
1. COMPLETE	▲
2. NAME	
3. TEL NUMBER	▼

ONE TOUCH KEY	05

No destination	

10 Returns to the screen to register One Touch key.

- Repeat steps 4 to 9 when you register multiple One Touch key dial numbers.

ONE TOUCH KEY	05

Operation completed	



ONE TOUCH KEY	

PRESS ONE TOUCH KEY	

11 Press the [FUNCTION CLEAR] button to return to the basic screen.

Group Number Dialing

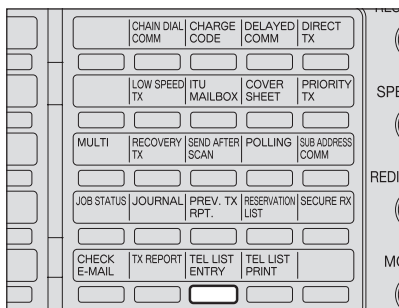
You can send a document to multiple remote parties in a single operation. This is referred to as Group Dialing or Multi-address Transmission.

- Each group can contain any combination of the 300 Abbreviated and/or 75 One Touch dial locations and can be assigned to a One Touch key.
- You can register up to 50 Broadcast Groups using any combination of Group Numbers from 1 to 1999 (no duplications allowed).
- Confirm the registered contents on the Group Number List. (P.235 “Group number list”)

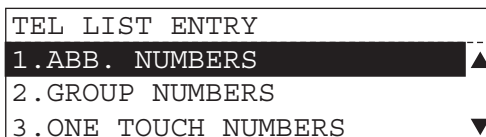
Entering group dialing numbers

1 Press the [FAX] button on the control panel.

2 Press the  key.

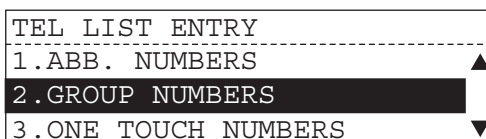


- "TEL LIST ENTRY" screen appears.

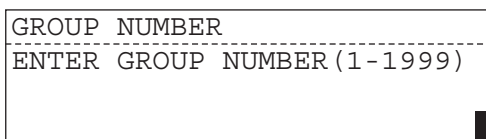


3 Select “2. GROUP NUMBERS” using the ▲ or ▼ button and press the [ENTER] button.

- The screen to enter group number appears.



4 Enter a group number (1 to 1999) with the digital keys and press the [ENTER] button.



Tips

When the entered number has been already registered,

1. The screen on the right appears for about 2 seconds.
2. Select the desired item using the ▲ or ▼ button and press the [ENTER] button.

[1.DELETE]:

To delete the existing group number
→ go to step 4.

[2.MODIFY]:

To modify the existing group number
→ go to step 5.

[3.RETAIN]:

To retain the existing group number
→ go to step 4.

GROUP NUMBER	01

TOSHIBA	
Already assigned	

GROUP NUMBER	05

1 .DELETE	▲
2 .MODIFY	
3 .RETAIN	▼

5 Select "2. NAME" using the ▲ or ▼ button and press the [ENTER] button.

- The screen to enter a group name appears.

GROUP NUMBER	

1 . COMPLETE	▲
2 . NAME	
3 . DESTINATIONS	▼

6 Enter name of a remote Fax (up to 20 characters) and press the [ENTER] button.

- Character Entry (📖 P.157 "Character Entry")

GROUP NUMBER	0001

ENTER ID NAME (MAX20) :	
ABC GROUP	

7 Select "3. DESTINATIONS" using the ▲ or ▼ button and press the [ENTER] button.

- The screen to enter a remote location appears.
- To add a remote location to the existing group → go to step 9.

GROUP NUMBER	05

1 . COMPLETE	▲
2 . NAME	
3 . DESTINATION	▼

8 Specify the remote location (Abbreviated Number or One Touch Key) which is added to a group.

- Using an abbreviated number: Enter the desired number and press the [ENTER] button.
- Using One Touch key: Press the desired key.
- If the abbreviated number or One Touch key specified has not been registered, the screen on the right appears with the alarm buzzer.
- If you register the same remote location, the screen on the right appears with the alarm buzzer.

```
GROUP NUMBER
-----
ENTER ABB. NUMBER
OR ONE TOUCH KEY
```

```
GROUP NUMBER                                01
ABB. NUMBER:                                005

Number not listed
```

```
GROUP NUMBER                                01
ABB. NUMBER:                                001
TOSHIBA
Already assigned
```

9 To add the next remote location, select "1. ADD NEXT NUMBER" using the ▲ or ▼ button and press the [ENTER] button.

- The screen to register a remote location appears. → go to step 8.

```
GROUP NUMBER                                0001
1.ADD NEXT NUMBER                          ▲
2.REVIEW LIST
3.COMPLETE                                  ▼
```

To confirm the remote locations registered to a group

1. Select "2. REVIEW LIST" using the ▲ or ▼ button and press the [ENTER] button.
2. Confirm the remote locations registered using the ▲ or ▼ button.
3. Press the [CANCEL] button. → go to step 9.

```
GROUP NUMBER                                0001
1.ADD NEXT NUMBER                          ▲
2.REVIEW LIST
3.COMPLETE                                  ▼
```

```
002. L.A Office                            ▲
003. New York Office
004. Miami Office                          ▼
-----
DELETE ◀▶ MODIFY
```

To delete remote location from a group

1. Select "2. REVIEW LIST" using the ▲ or ▼ button and press the [ENTER] button.

```
GROUP NUMBER          0001
-----
1.ADD NEXT NUMBER    ▲
2.REVIEW LIST        ▼
3.COMPLETE
```

2. Select the remote location you want to delete using the ▲ or ▼ button and press the ◀ button.

```
001.COLORADO OFFICE  ▲
002.CHICAGO OFFICE  ▼
003.L.A.OFFICE      ▼
-----
DELETE ◀ ▶ MODIFY
```

```
GROUP NUMBER          0001
-----
ABB. NUMBER          03
CHICAGO OFFICE
```

↓ After 2 sec

3. Select "1. YES" using the ▲ or ▼ button and press the [ENTER] button.
 - To cancel the removal, select "2. NO".

```
DELETE?
-----
CHICAGO OFFICE
1.YES
2.NO
```

To modify the remote location registered to a group

1. Select "2. REVIEW LIST" using the ▲ or ▼ button and press the [ENTER] button.

```
GROUP NUMBER          0001
-----
1.ADD NEXT NUMBER    ▲
2.REVIEW LIST        ▼
3.COMPLETE
```

2. Select the remote location you want to modify using the ▲ or ▼ button and press the ▶ button.

```
002. L.A Office      ▲
003. New York Office
004. Miami Office    ▼
-----
DELETE ◀ ▶ MODIFY
```

↓

```
GROUP NUMBER          001
-----
ABB. NUMBER:         001
Miami Office
```

3. After you modify the remote location, press the [ENTER] button.

```
GROUP NUMBER          001
-----
ENTER ABB. NUMBER (1-999):
50
```

↓

```
002. L.A Office
003. New York Office
004. Detroit Office  ▼
-----
DELETE ◀ ▶ MODIFY
```

- 10** When all the remote locations are entered, select “3. COMPLETE” using the ▲ or ▼ button and press the [ENTER] button.

```
GROUP NUMBER 0001
-----
1.ADD NEXT NUMBER ▲
2.REVIEW LIST
3.COMplete ▼
```

- 11** Select “1. COMPLETE” using the ▲ or ▼ button and press the [ENTER] button.

```
GROUP NUMBER 0001
-----
1.COMplete
2.NAME
3.DESTINATIONS
```

- 12** Press the desired One Touch key to assign a group.

- If not required, press the [ENTER] button.

```
GROUP NUMBER 0001
-----
PRESS ONE TOUCH KEY
TO ENTER OR
[SET] :TO SKIP
```

Tips

When the One Touch key has been already registered,

1. The screen on the right appears for about 2 seconds with the alarm buzzer.
2. Select the desired item using the ▲ or ▼ button and press the [ENTER] button.

[1.DELETE]:

To delete the One Touch key number specified. → go to step 12.

[2.RETAIN]:

To retain the One Touch key number specified. → go to step 12.

```
GROUP NUMBER 01
-----
ONE TOUCH: 001
TOSHIBA
Already assigned
```



```
ONE TOUCH KEY
-----
1.DELETE ▲
2.RETAIN ▼
```

- 13** Returns to the screen to enter a group number.

- Repeat steps 4 to 13 when you register multiple group dialing numbers.

```
GROUP NUMBER 001
-----
Operation completed
```



```
GROUP NUMBER
-----
ENTER GROUP NUMBER(1-999):
```

- 14** Press the [FUNCTION CLEAR] button to return to the basic screen.

Default Settings for Fax Functions

Description of Fax Functions

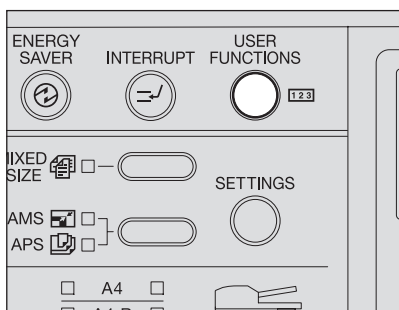
When you send an original without changing the original conditions and transmission mode settings, the original is sent with the default setting values.

Confirm the default setting values on the Function List. (📖 P.237 “Function list”)

Line monitor

This function is used to set the speaker ON in order to monitor the dialing and connection portion of every transmission. This function is mainly used to confirm dialing and phone line status.

- 1 Press the [USER FUNCTIONS] button and select “01. DEFAULT SETTINGS” then press the [ENTER] button.**



- "DEFAULT SETTINGS" screen appears.



- 2 Select “03. FAX SETUP” using the ▲ or ▼ button and press the [ENTER] button.**



- 3 Select “01. LINE MONITOR” using the ▲ or ▼ button and press the [ENTER] button.**



- 4 Select the desired function using the ▲ or ▼ button and press the [ENTER] button.**



- [1.OFF]: Turns the monitor speaker OFF.
- [2.ALWAYS] Turns the monitor speaker ON.
- * Default: [1.OFF]

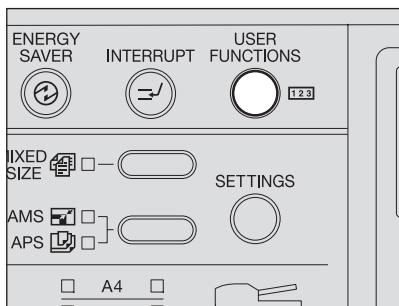
- 5 Press the [FAX] button to return to the Fax basic screen.**

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.
📖 P.24 “Message LCD Screen”

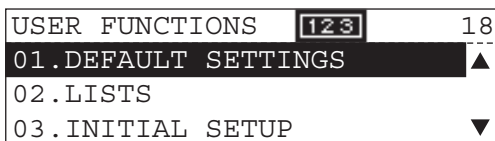
Reception interval

This function insures, there will be a period of time set aside for receiving incoming Faxes during periods of heavy outgoing transmission activity. After every fourth consecutive transmission, this equipment will wait 0 to 15 minutes to allowing in-coming Faxes to be received (Default is different for each country/region).

- 1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



- "DEFAULT SETTINGS" screen appears.



- 2 Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.



- 3 Select "02. RECEIVE INTERVAL" using the ▲ or ▼ button and press the [ENTER] button.



- 4 Select the desired interval (0 to 15 minutes) using the ▲ or ▼ button and press the [ENTER] button.



- * Default: Depending on each country/region

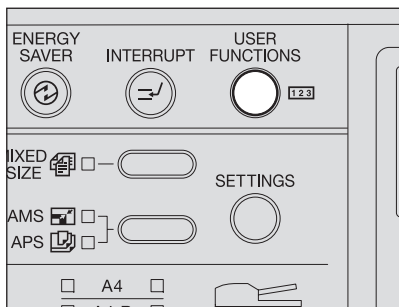
- 5 Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.
 P.24 "Message LCD Screen"

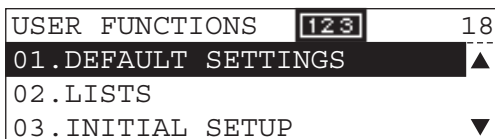
ECM

ECM (Error Correction Mode) is an internationally-recognized error correction system. It enables error free communications by automatically resending any portion of the document affected by phone line noise or distortion.

- 1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



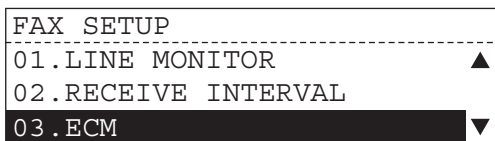
- "DEFAULT SETTINGS" screen appears.



- 2 Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.



- 3 Select "03. ECM" using the ▲ or ▼ button and press the [ENTER] button.




- 4 Select the desired function using the ▲ or ▼ button and press the [ENTER] button.



- [1. OFF]:
Disables the ECM function.
- [2. ON]:
Enables the ECM function.
- * Default:[2.ON]

- 5 Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.
 P.24 "Message LCD Screen"

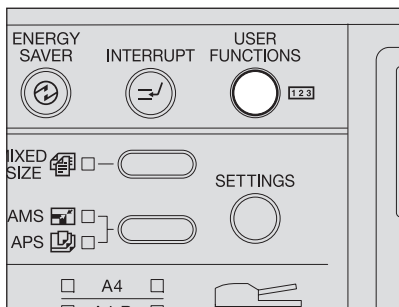
Note

To send the document in the ECM mode, it is required that the remote Fax complies with the ECM communication mode.

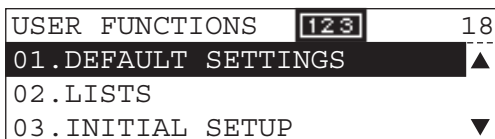
Document mode

This setting determines the default setting whenever a document is set in the equipment for transmission. Manual settings (if selected for a particular document) will take precedence over default settings.

- 1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



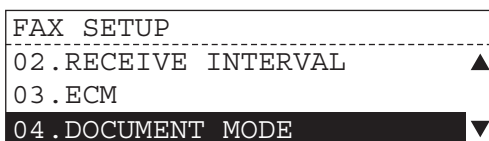
- "DEFAULT SETTINGS" screen appears.



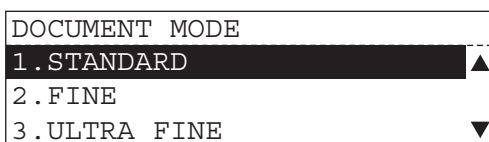
- 2 Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.



- 3 Select "04. DOCUMENT MODE" using the ▲ or ▼ button and press the [ENTER] button.



- 4 Select the default setting for resolution using the ▲ or ▼ button and press the [ENTER] button.



[1. STANDARD]:

To send normal text and graphics

[2. FINE]:

To send text and graphics with clarity

[3. ULTRA FINE]:

To send text and graphics with extra clarity

* Default:[1. STANDARD]

5 Select the default setting for exposure using the ▲ or ▼ button and press the [ENTER] button.



[1.AUTO]:

The equipment automatically determines the optimal exposure.

→ go to step 7.

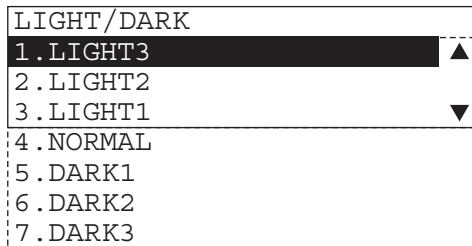
[2.MANUAL]:

You can set the desired exposure.

→ go to step 6.

* Default: [1.AUTO]

6 Select the desired exposure using the ▲ or ▼ button and press the [ENTER] button.



- To select the lightest exposure, select "1. LIGHT3". To select the darkest exposure, select "7. DARK3".

7 Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

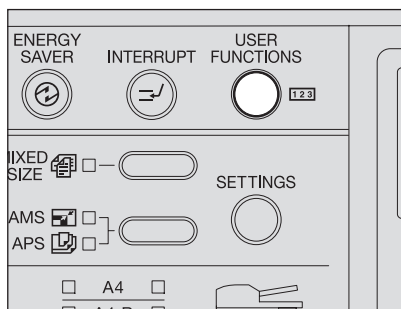
P.24 "Message LCD Screen"

Dial type

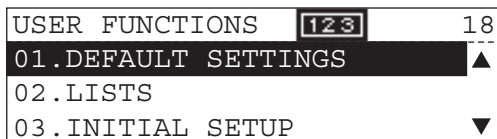
There are two types of dialing modes: MF (Multi-frequency) and DP (Dial Pulse). If your telephone emits tones when you are dialing, this usually indicates that you have a MF type (default setting) line. Otherwise, you will have to select the DP setting.

- You can confirm the dial type on the Function List. (P.237 "Function list")

1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



- "DEFAULT SETTINGS" screen appears.



- 2** Select “03. FAX SETUP” using the ▲ or ▼ button and press the [ENTER] button.

```

DEFAULT SETTINGS
-----
01.GENERAL SETTING ▲
02.COPY SETUP
03.FAX SETUP ▼
  
```

- 3** Select “05. DIAL TYPE” using the ▲ or ▼ button and press the [ENTER] button.

```

FAX SETUP
-----
03.ECM ▲
04.DOCUMENT MODE
05.DIAL TYPE ▼
  
```

- 4** Select your dial line type using the ▲ or ▼ button and press the [ENTER] button.

```

DIAL TYPE
-----
1.MF ▲
2.DP ▼
  
```

[1.MF]: Multi-frequency Type

[2.PB]: Dial Pulse Type

* Default: [1.MF]

- 5** Enter any “DELETE ACCESS DIGIT” number and press the [ENTER] button.

```

DIAL TYPE
-----
DELETE ACCESS DIGIT
ACCESS DIGIT (MAX10):
█
  
```

- Access digits are numbers which are required by PBX systems to access the phone system "outside" the PBX. A common access digit is "9".
- PBX Access Digits such as 9, pause and 1 need to be omitted when using the chain dialing feature.
- If you do not use the chain dialing feature, press the [ENTER] button to skip this step.

- 6** Press the [FAX] button to return to the Fax basic screen.

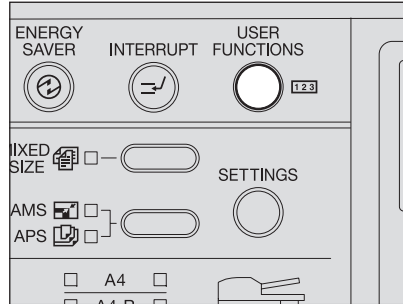
- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

 P.24 “Message LCD Screen”

Redial mode

If the remote Fax that you called is busy, the equipment will automatically redial the number up to the number of attempts set by this procedure. (Default is different for each country/region.) If desired, you may change these redial settings.

- 1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.**



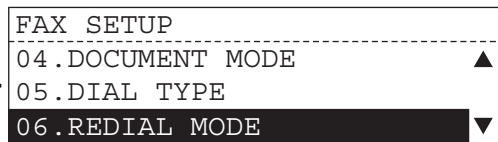
- "DEFAULT SETTINGS" screen appears.



- 2 Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.**



- 3 Select "06. REDIAL MODE" using the ▲ or ▼ button and press the [ENTER] button.**



- 4 Select the desired item using the ▲ or ▼ button and press the [ENTER] button.**



To set the default value for the redial interval

1. Select "1. INTERVAL" using the ▲ or ▼ button and press the [ENTER] button.

REDIAL MODE
1 . INTERVAL ▲
2 . COUNTER ▼

2. Select the desired interval(1 to 15 minutes) using the ▲ or ▼ button and press the [ENTER] button.
* Default: [01]

REDIAL MODE
INTERVAL: 15MIN
01 ▼
01MIN ▲

To set the default value for the redial counter

1. Select "2. COUNTER" using the ▲ or ▼ button and press the [ENTER] button.

REDIAL MODE
1 . INTERVAL ▲
2 . COUNTER ▼

2. Select the desired value (0 to 14 times) using the ▲ or ▼ button and press the [ENTER] key.
* Default: [01]

REDIAL MODE
COUNTER: 14
03 ▼
00 ▲

5 Press the [FAX] button to return to the Fax basic screen.

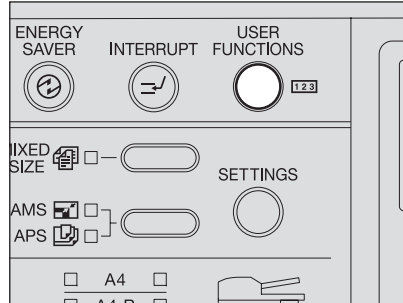
- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.
📖 P.24 "Message LCD Screen"

Reception mode

There are two types of reception modes: Automatic Reception and Manual Reception

- You can confirm the reception mode on the Function List. (P.237 "Function list")

- Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



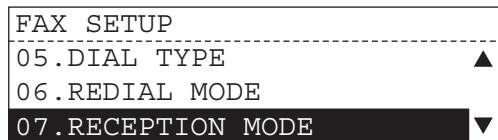
- "DEFAULT SETTINGS" screen appears.



- Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.

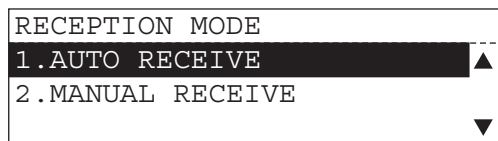


- Select "07. RECEPTION MODE" using the ▲ or ▼ button and press the [ENTER] button.



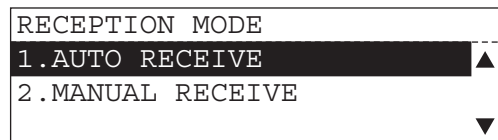
- select the desired mode using the ▲ or ▼ button.

* Default: [1.AUTO RECEIVE]



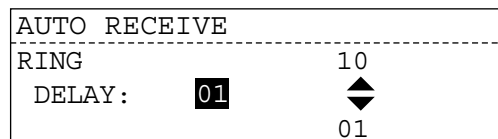
To set the automatic reception mode as the default setting

- Select "1. AUTO RECEIVE" using the ▲ or ▼ button and press the [ENTER] button.



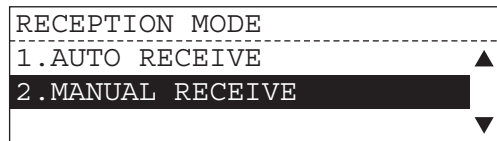
- Select the ring delay (1 to 10 times) using the ▲ or ▼ button and press the [ENTER] button.

* Default value is different depending on each country/region.



To set the manual reception mode as the default setting

1. Select "2. MANUAL RECEIVE" using the ▲ or ▼ button and press the [ENTER] button.



5 Press the [FAX] button to return to the Fax basic screen.

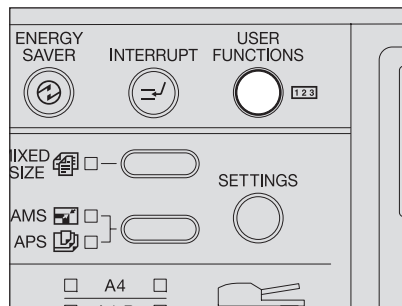
- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

P.24 "Message LCD Screen"

Memory transmission

Memory transmission is the method to scan documents to memory and automatically send them to the remote Fax. You do not have to wait for the transmission to be completed.

- 1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



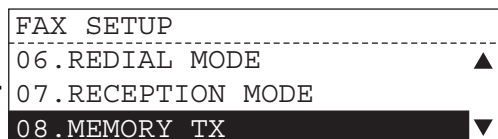
- "DEFAULT SETTINGS" screen appears.



- 2 Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.



- 3 Select "08. MEMORY TX" using the ▲ or ▼ button and press the [ENTER] button.



4 Select the desired function using the ▲ or ▼ button and press the [ENTER] button.



- [1.OFF]:
Document is always sent in direct TX mode.
- [2.ON]
Document is always sent in memory TX mode.
- * Default: [2.ON]

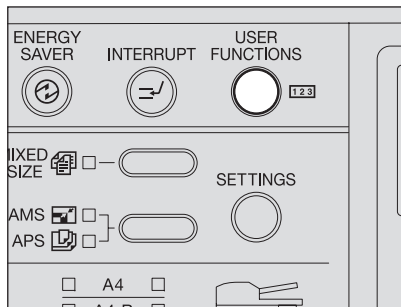
5 Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.
 P.24 “Message LCD Screen”

Security TX

This function allows transmissions only when the number you dial matches the number programmed in the remote Fax. If the numbers do not match, Security TX prevents the equipment from sending by indicating a transmission error.

1 Press the [USER FUNCTIONS] button and select “01. DEFAULT SETTINGS” then press the [ENTER] button.



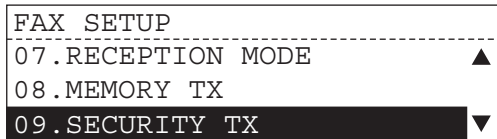
- "DEFAULT SETTINGS" screen appears.



2 Select “03. FAX SETUP” using the ▲ or ▼ button and press the [ENTER] button.



3 Select “09. SECURITY TX” using the ▲ or ▼ button and press the [ENTER] button.



- 4** Select the desired function using the ▲ or ▼ button and press the [ENTER] button.

[1.OFF]:

Disables the security TX function.

[2.ON]:

Enables the security TX function.

* Default: [1.OFF]



- 5** Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

P.24 "Message LCD Screen"

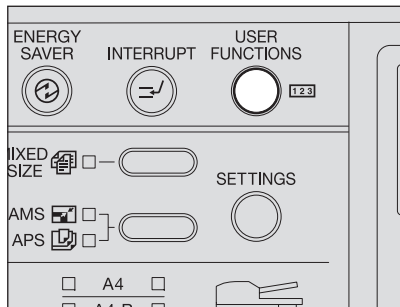
Cover sheet

This function enables the attachment of a cover sheet to the document being transmitted. For registering a cover sheet, see the following page.

P.89 "Cover sheet registration"

- 1** Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.

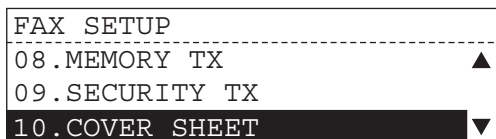
- "DEFAULT SETTINGS" screen appears.



- 2** Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.



- 3** Select "10. COVER SHEET" using the ▲ or ▼ button and press the [ENTER] button.



4 Select the desired function using the ▲ or ▼ button and press the [ENTER] button.

[1.OFF]:

Disables the cover sheet function.

→ go to step 6.

[2.ON]:

Attaches the cover sheet without image. → go to step 6.

[3.ON (COVER IMAGE)]:

Attaches the cover sheet with image. → go to step 5.

* Default: [1.OFF]

COVER SHEET
1.OFF ▲
2.ON
3.ON (COVER IMAGE) ▼

5 Place the cover sheet original and press the [START] button.

- The cover sheet original should be LT (A4) size, and be placed in LT-R (A4-R) orientation.
- The cover sheet original is scanned.
- If memory becomes full, the screen returns to "Fax Setup" screen after displaying the screen on the right for about 2 seconds. → go to step 2.
- When the cover sheet has been already registered, the screen on the right appears.

COVER SHEET
PRESS [START] TO STORE



Scanning to memory
JOB NUMBER : 048
SCANNING PAGE : 001
RESIDUAL MEMORY : 099%

COVER SHEET
Memory is full

COVER SHEET
Already assigned
1.DELETE ▲
2.RETAIN ▼

To delete the cover sheet already registered

1. Select "1. DELETE" using the ▲ or ▼ button and press the [ENTER] button.
 - The cover sheet original is scanned. → go to step 5.


COVER SHEET
Already assigned
1.DELETE ▲
2.RETAIN ▼

To retain the cover sheet already registered

1. Select "2. RETAIN" using the ▲ or ▼ button and press the [ENTER] button.

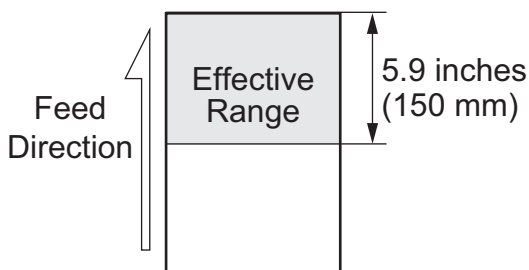
COVER SHEET
Already assigned
1.DELETE ▲
2.RETAIN ▼

6 Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.
 P.24 "Message LCD Screen"

Tips

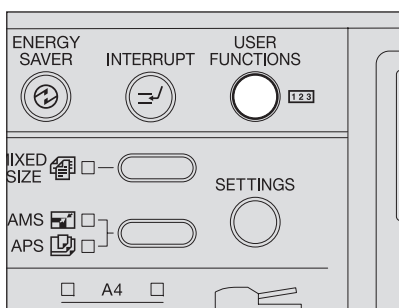
- The cover sheet original should be LT (A4) size. If you use an original other than LT (A4) size, the original cannot be registered correctly.
- In preparing a document for your cover sheet image, only a limited area will be included as shown below. Any data outside the specified range will be disregarded.
- The cover sheet data is stored in memory. Therefore, after the data is stored in memory, the residual memory does not become 100% even when no job exists in memory.



Recovery transmission

Recovery Transmission allows you to retransmit a document after failing the initially specified number of redial attempts. If Recovery Transmission is set to ON, the document is stored in memory for a specified length of time. You may retransmit the document during this time period without rescanning the original document.

- Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



- "DEFAULT SETTINGS" screen appears.



- 2** Select “03. FAX SETUP” using the ▲ or ▼ button and press the [ENTER] button.

DEFAULT SETTINGS

01.GENERAL SETTING ▲
02.COPY SETUP
03.FAX SETUP ▼

- 3** Select “11. RECOVERY TRANSMIT” using the ▲ or ▼ button and press the [ENTER] button.

FAX SETUP

09.SECURITY TX ▲
10.COVER SHEET
11.RECOVERY TRANSMIT ▼

- 4** Select the desired function using the ▲ or ▼ button and press the [ENTER] button.

RECOVERY TRANSMIT

1.OFF ▲
2.ON ▼

[1.OFF]:

Disables the recovery TX function.

→ go to step 6.

[2.ON]:

Enables the recovery TX function.

→ go to step 5

* Default: [1.OFF]

- 5** Select the stored time length (1 to 24 hours) using the ▲ or ▼ button and press the [ENTER] button.


RECOVERY TRANSMIT

STORE
TIME: 06 24HOUR ▲
01HOUR ▼

* Default: [06]


- 6** Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

 P.24 “Message LCD Screen”

TTI (Transmit Terminal ID) print

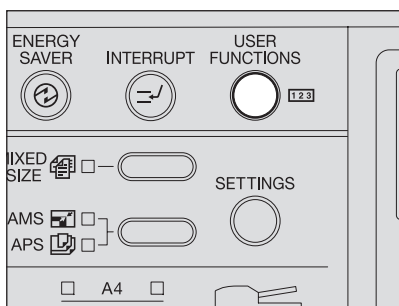
To properly identify the sender of your documents, this equipment prints a transmission header (TTI) on the recording paper of the remote Fax. The information included in the TTI are:

- Date and Start Time
The date and start time when this document is sent to the remote Fax.
- Transmitting Station ID Name:  P.205 "Terminal ID entry"
- Transmission Serial Number
With each transmission, this equipment automatically assigns a unique transmission number. This number is also printed on the Activity Journals.
- Page Number/Total Number of Pages
Each page of the document is printed with a page number followed by the total number of pages in the document (e.g. 001/003 means the first page of three total pages).
- File Number
Each document sent from memory is assigned a file number. This file number is used by the equipment to assist you in managing multiple document jobs.

Important

The U.S. Federal Communication Commission (FCC) requires that anyone sending a facsimile message must identify themselves (or company), give their facsimile telephone number, and provide the date and time of the transmission. This information must be on the lead-edge of, at least, the first page of the facsimile transmission.

- 1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



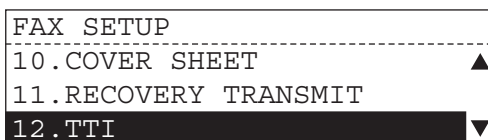
- "DEFAULT SETTINGS" screen appears.



- 2 Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.



- 3 Select "12. TTI" using the ▲ or ▼ button and press the [ENTER] button.



4 Select the desired function using the ▲ or ▼ button and press the [ENTER] button.



- [1.OFF]:
To not print the TTI.
- [2.ON]:
Prints the TTI.
- * Default: [2.ON]

5 Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.
 P.24 "Message LCD Screen"

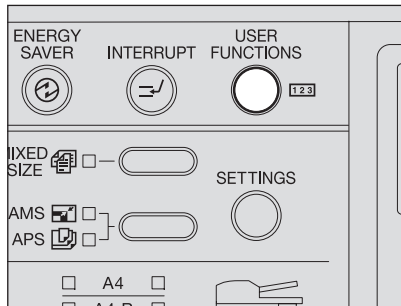
Note

Since the transmitting station information is printed on the TTI, it is required to register its information beforehand. (P.205 "Registering the Terminal ID")

Send after scan

This feature allows you to determine whether dialing starts while the equipment is scanning the documents or after the equipment has scanned all documents in the Memory TX mode.

1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



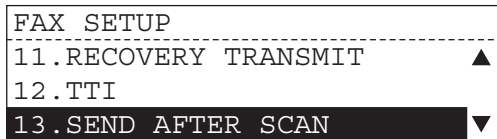
- "DEFAULT SETTINGS" screen appears.



2 Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.



3 Select "13. SEND AFTER SCAN" using the ▲ or ▼ button and press the [ENTER] button.



4 Select the desired function using the ▲ or ▼ button and press the [ENTER] button.

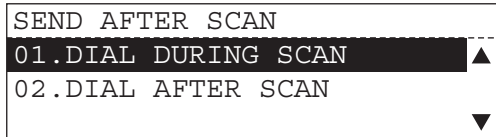
[01.DIAL DURING SCAN]: Disables the send after scan function.

→ go to step 6.

[02.DIAL AFTER SCAN]: Enables the send after scan function.

→ go to step 5.

* Default: [01.DIAL DURING SCAN]

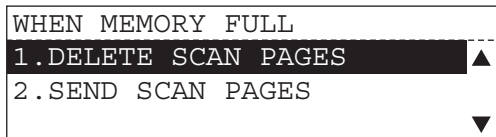


5 Select the memory-full option using the ▲ or ▼ button and press the [ENTER] button.

[1.DELETE SCAN PAGES]: Deletes the pages which have been scanned.

[2.SEND SCAN PAGES]: Sends the pages already scanned.

* Default: [1.DELETE SCAN PAGES]



6 Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

P.24 "Message LCD Screen"

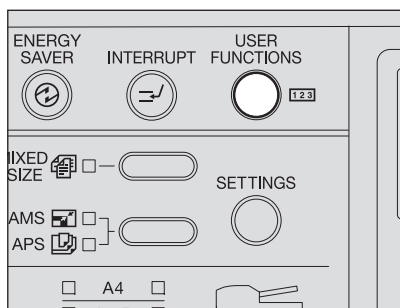
Account code

This feature provides valuable Account Code tracking information for each Fax transmission sent from the equipment.

When a Fax is transmitted, the account code number will be recorded on the Transmission Journal.

1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.

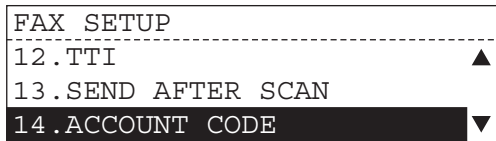
- "DEFAULT SETTINGS" screen appears.



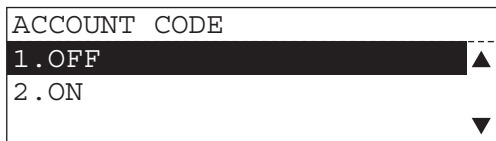
- 2** Select “03. FAX SETUP” using the ▲ or ▼ button and press the [ENTER] button.



- 3** Select “14. ACCOUNT CODE” using the ▲ or ▼ button and press the [ENTER] button.



- 4** Select the desired function using the ▲ or ▼ button and press the [ENTER] button.



[1.OFF]: Disables account code prompting and printing on the transmission journal.

[2.ON]: Enables account code prompting and printing on the transmission journal.

* Default: [1.OFF]

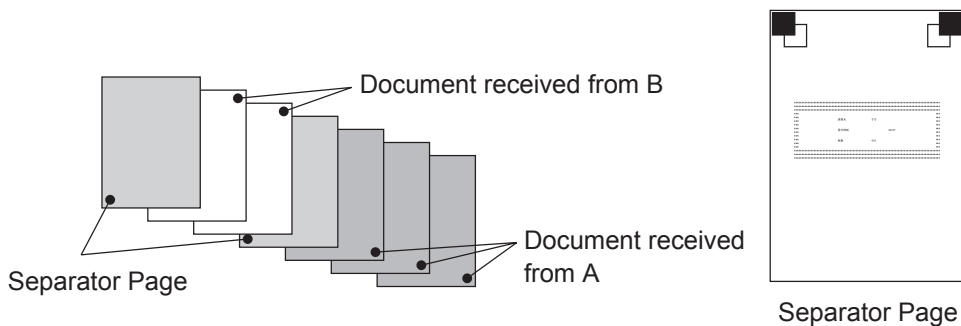
- 5** Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

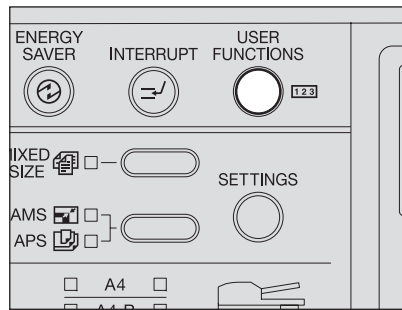
P.24 “Message LCD Screen”

Separator page

A Separator Page is a sheet automatically inserted between each Fax reception. This feature makes it easier to distinguish between individual receptions.



- 1** Press the [USER FUNCTIONS] button and select “01. DEFAULT SETTINGS” then press the [ENTER] button.



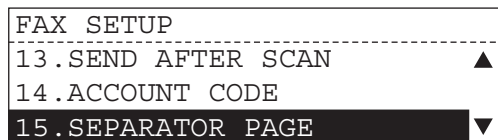
- "DEFAULT SETTINGS" screen appears.



- 2** Select “03. FAX SETUP” using the ▲ or ▼ button and press the [ENTER] button.



- 3** Select “15. SEPARATOR PAGE” using the ▲ or ▼ button and press the [ENTER] button.



- 4** Select the desired function using the ▲ or ▼ button and press the [ENTER] button.



[1.OFF]: Disables the separator page function.

[2.ON]: Enables the separator page function.

* Default: [1.OFF]

- 5** Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

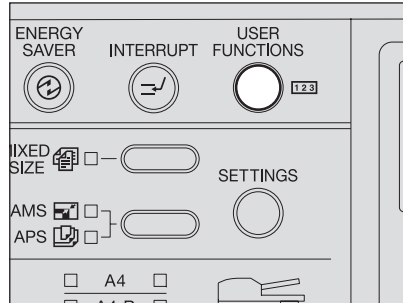
P.24 “Message LCD Screen”

Secure reception

There are occasions when you may wish to secure access to incoming documents. Secure RX allows you to receive documents to memory until a security code is entered. This ensures that only users with the correct security code may retrieve documents. In addition, the Secure RX can be setup to automatically be activated during a specified time period.

To setup Secure RX, a 4-digit security code must be programmed first. After programming the security code, you can specify the time period during which the Secure RX will be active. 24-hour coverage for specific days of the week is selectable. This section describes the procedure for programming a security code or changing an existing security code.

- 1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.**



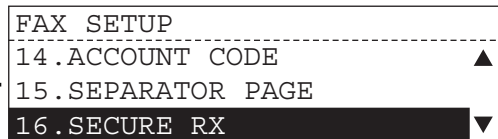
- "DEFAULT SETTINGS" screen appears.



- 2 Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.**



- 3 Select "16. SECURE RX" using the ▲ or ▼ button and press the [ENTER] button.**



- 4 Select the desired function using the ▲ or ▼ button and press the [ENTER] button.**



To register a security code

1. Select "1. SECURITY CODE" using the ▲ or ▼ button and press the [ENTER] button.



2. Enter a security code (4 digits) with the digital keys and press the [ENTER] button.
 - Do not forget the security code you entered.
 - If the security code has been already registered, the screen on the right appears.
 - To change the current security code, register new security code after entering the current security code.

SECURITY CODE

ENTER CURRENT CODE: ■■■■



SECURITY CODE

ENTER CURRENT CODE: ***■



SECURITY CODE

ENTER CURRENT CODE: ***■



SECURITY CODE

ENTER CURRENT CODE: ■■■■

To set the secure RX activation period

1. Select "2. ACTIVATE" using the ▲ or ▼ button and press the [ENTER] button.
2. Enter the security code (4 digits) with the digital keys and press the [ENTER] button.
 - If the security code entered is not correct, the screen on the right appears for about 2 seconds and returns to the screen to enter a security code.
3. Select "2. ON" using the ▲ or ▼ button and press the [ENTER] button.
 - To cancel this function, select "1. OFF".
 - * Default: [1.OFF]
4. Select "01. START TIME" using the ▲ or ▼ button and press the [ENTER] button.

SECURE RX

1. SECURITY CODE ▲
2. ACTIVATE ▼

SECURE RX

SECURITY CODE: ■■■■

SECURITY CODE

Invalid number

SECURE RX

1. OFF ▲
2. ON ▼

SECURE RX

01. START TIME :16:00 ▲
02. END TIME :09:00
03. MONDAY :PERIOD ▼

- Highlight the input areas using the ◀ or ▶ button and enter the start time then press the [ENTER] button.

- To switch "AM" to "PM" or vice versa, highlight the value using the ▶ button and press the ▲ or ▼ button. (Default time format is 12 hour time system. To change the time format to 24 hour time system, see Operator's Manual for Copying Functions.)
- "AM/PM" is not displayed on the equipment with 24 hour time system adopted.

```
START TIME
-----
TIME      :   HH:MM
           16:00
           ▲▼
```

- Select "02.END TIME" using the ▲ or ▼ button and press the [ENTER] button.

```
SECURE RX
-----
01.START TIME :16:00 ▲
02.END TIME   :09:00 ▼
03.MONDAY     :PERIOD ▼
```

- Highlight the input areas using the ◀ or ▶ button and enter the end time then press the [ENTER] button.

- To switch "AM" to "PM" or vice versa, highlight the value using the ▶ button and press the ▲ or ▼ button. (Default time format is 12 hour time system. To change the time format to 24 hour time system, see Operator's Manual for Copying Functions.)
- "AM/PM" is not displayed on the equipment with 24 hour time system adopted.

```
END TIME
-----
TIME      :   HH:MM
           09:00
           ▲▼
```

- Select day-of-week (03.MONDAY to 09.SUNDAY) on which this function is applied using the ▲ or ▼ button and press the [ENTER] button.

```
SECURE RX
-----
04.TUESDAY   :PERIOD ▲
05.WEDNESDAY:PERIOD ▼
06.THURSDAY  :PERIOD ▼
```

- Select the time period for this function using the ▲ or ▼ button and press the [ENTER] button.
 - Repeat steps 8 to 9 when you want to register other days.

```
SECURE RX
-----
1.ALL DAY    :PERIOD ▲
2.DESIGNATED TIME PERIOD ▼
```

```
SECURE RX
-----
08.SATURDAY  :PERIOD ▲
09.SUNDAY    :PERIOD ▼
10.COMPLETE  :PERIOD ▼
```

10. Select "10. COMPLETE" using the ▲ or ▼ button and press the [ENTER] button.

SECURE RX
 1. ALL DAY
 2. DESIGNATED TIME PERIOD

5 Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

P.24 "Message LCD Screen"

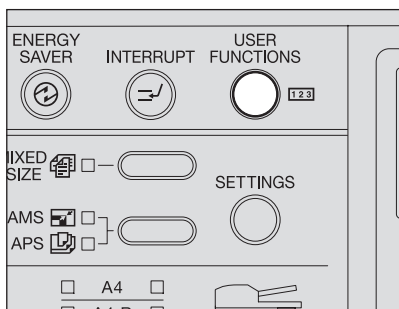
Memory reception

When the equipment becomes unavailable during a document reception, due to a paper jam, toner empty or other error condition, this equipment backs up the received data by storing it in memory.

Tip

This function is also applied when a Fax document is received during copying or printing.

- 1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



- "DEFAULT SETTINGS" screen appears.

DEFAULT SETTINGS
 01. GENERAL SETTING
 02. COPY SETUP
 03. FAX SETUP

- 2 Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.

DEFAULT SETTINGS
 01. GENERAL SETTING
 02. COPY SETUP
 03. FAX SETUP

- 3 Select "17. MEMORY RX" using the ▲ or ▼ button and press the [ENTER] button.

FAX SETUP
 15. SEPARATOR PAGE
 16. SECURE RX
 17. MEMORY RX

4 Select the desired function using the ▲ or ▼ button and press the [ENTER] button.



[1.OFF]: Disables the memory RX function.

[2.ON]: Enables the memory RX function.

* Default: [2.ON]

5 Press the [FAX] button to return to the Fax basic screen.

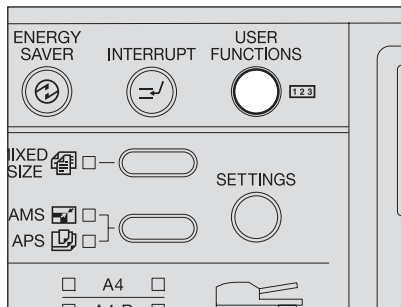
- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

P.24 "Message LCD Screen"

Reduction printing

This function allows the reduction of the received image, if the received document is larger than the effective printing area of the recording paper.

1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



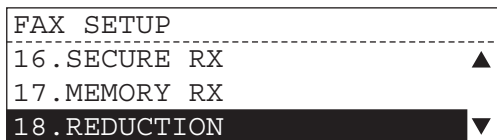
- "DEFAULT SETTINGS" screen appears.



2 Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.



3 Select "18. REDUCTION" using the ▲ or ▼ button and press the [ENTER] button.



4 Select the desired function using the ▲ or ▼ button and press the [ENTER] button.

[1.OFF]: Disables the reduction printing function.

[2.ON]: Enables the reduction printing function.

* Default: [2.ON]



5 Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

📖 P.24 "Message LCD Screen"

Tip

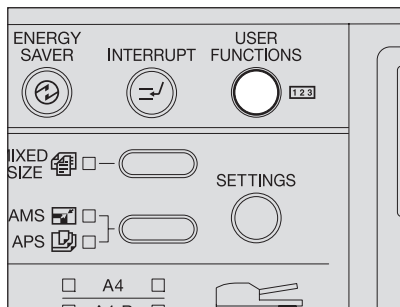
For the relationship between the received original and the output paper when both the reduction printing and discard printing are set to ON: 📖 P.66 "When Both the Reduction Print and Discard Print are set to ON"

Discard printing

This function allows the lower portion of the document to be discarded, if the document is larger than the recording paper.

1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.

- "DEFAULT SETTINGS" screen appears.



2 Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.



3 Select "19.DISCARD" using the ▲ or ▼ button and press the [ENTER] button.



4 Select the desired function using the ▲ or ▼ button and press the [ENTER] button.



[1.OFF]: Disables the discard printing function.

[2.ON]: Enables the discard printing function.


* Default: [2.ON]

5 Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

 P.24 "Message LCD Screen"

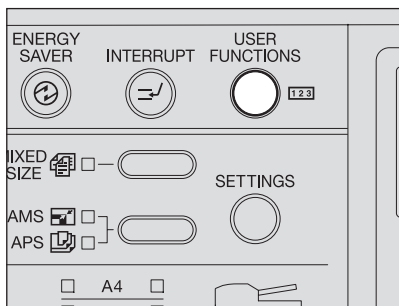
Tip

For the relationship between the received original and the output paper when both the reduction printing and discard printing are set to ON:  P.66 "When Both the Reduction Print and Discard Print are set to ON"

Privileged reception

This function prevents the equipment from receiving documents from unknown parties. Transmissions to this equipment are only possible when the sending Fax's terminal identification or telephone number match those assigned to the Abbreviated Dial Numbers or One Touch Dial Keys on your facsimile.

- 1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



- "DEFAULT SETTINGS" screen appears.



- 2 Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.



- 3 Select "20. PRIVILEGED RX" using the ▲ or ▼ button and press the [ENTER] button.



- 4 Select the desired function using the ▲ or ▼ button and press the [ENTER] button.



[1.OFF]: Disables the privileged RX function.

[2.ON]: Enables the privileged RX function.

* Default: [1.OFF]

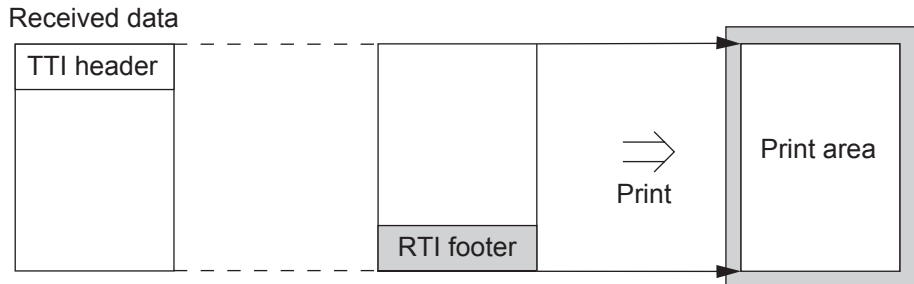
- 5 Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

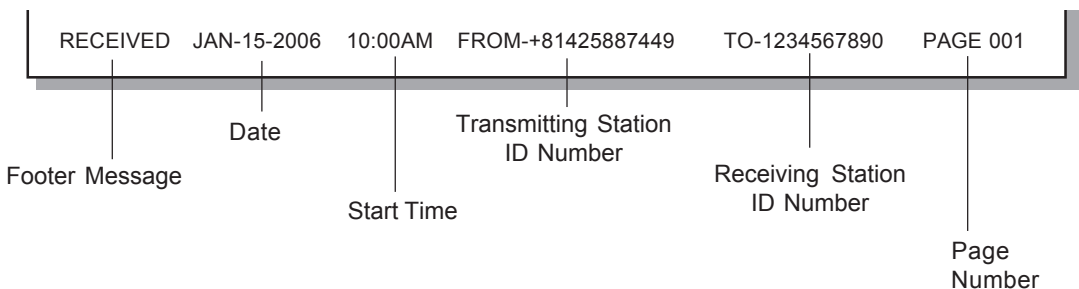
P.24 "Message LCD Screen"

RTI (Remote Terminal ID) Print

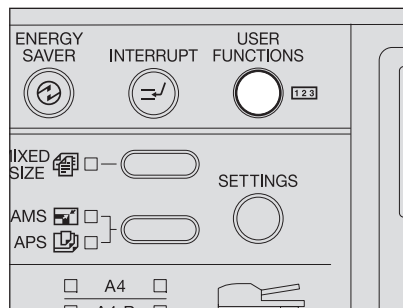
To clearly identify the time, date, and page count of your Fax receptions, this equipment is able to print a Reception Footer (RTI) on received documents.



e.g.)
RTI information is printed on the footer area.



- 1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



- "DEFAULT SETTINGS" screen appears.



- 2 Select "03. FAX SETUP" using the ▲ or ▼ button and press the [ENTER] button.



- 3** Select “21. RTI” using the ▲ or ▼ button and press the [ENTER] button.

```
FAX SETUP
-----
19.DISCARD
20.PRIVILEGED RX
21.RTI
```

- 4** Select the desired function using the ▲ or ▼ button and press the [ENTER] button.

```
RTI
-----
1.OFF
2.ON
```

[1.OFF]: To not print the RTI.

[2.ON]: Prints the RTI.

* Default: [1.OFF]

- 5** Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.


📖 P.24 “Message LCD Screen”

Registering the Terminal ID

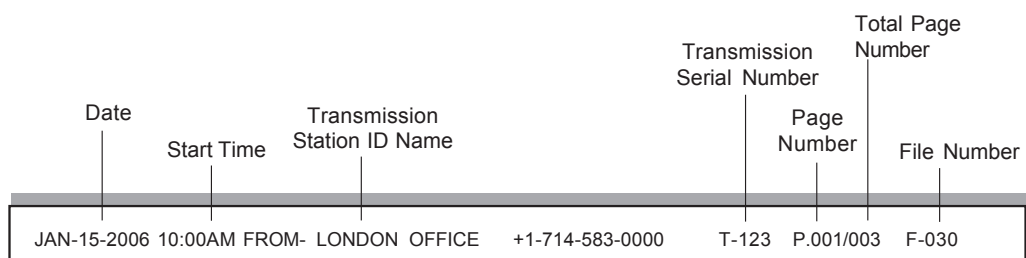
Description of the Terminal ID

If you register the ID name in advance, you can print sender information on the leading edge of originals that are transmitted and receiver information on the trailing edge of originals that are received.

- ID name: (max. 40 characters)
- Printing of International code (ON/OFF)
- ID number (max. 20-digit number)

In compliance with FCC regulations (see  P.1 "NOTICE TO USERS"), this facsimile places your company's name, facsimile telephone number and date & time on the top of all transmitted documents. This feature enables remote parties to easily identify your documents and the time of transmission.

<Example of how Receiver Information is printed on originals you receive>

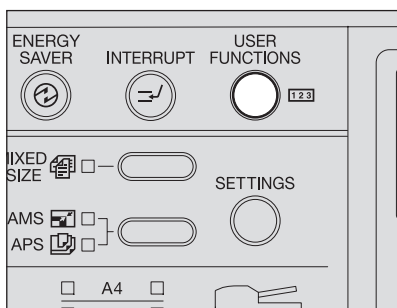


Note

Receiver information is printed about 5 mm from the bottom edge of the received original.

Terminal ID entry

- 1 Press the [USER FUNCTIONS] button.



- "USER FUNCTIONS" screen appears.



- 2** Select “03. INITIAL SETUP” using the ▲ or ▼ button and press the [ENTER] button.

```

USER FUNCTIONS  123  18
-----
01.DEFAULT SETTINGS  ▲
02.LISTS
03.INITIAL SETUP    ▼
  
```

- 3** Select “03. TERMINAL ID” using the ▲ or ▼ button and press the [ENTER] button.

```

INITIAL SETUP
-----
01.DATE & TIME  ▲
02.LANGUAGE
03.TERMINAL ID  ▼
  
```

- 4** Enter the ID name (up to 40 characters) and press the [ENTER] button.

Character Entry: P.157 “Buttons and Keys used for Character Entry”

```

TERMINAL ID
-----
NEME (MAX40) :

TOSHIBA █
  
```

- 5** Select whether or not the international code is added using the ▲ or ▼ button.

[1.YES]: Adds the international code.

[2.NO]: To not add the international code.

```

TERMINAL ID
-----
INT. CODE ?
1.YES
2.NO
  
```

- 6** Enter the ID number (max. 20-digit number) with the digital keys and press the [ENTER] button.

```

TERMINAL ID
-----
TEL NUMBER (MAX20) :

+
  
```

- 7** Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

P.24 “Message LCD Screen”

- 8** Confirm the terminal ID information you registered on the Function List. (P.237 “Function list”)

Tip

Confirm that TTI (Transmit Terminal ID) print in the Fax Setup Menu is set to “ON” on the Function List. (P.237 “Function list”)

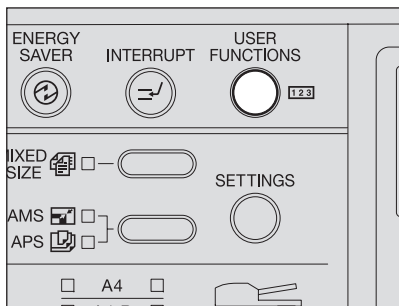
Default Settings for List & Report Output

Types of Lists & Reports

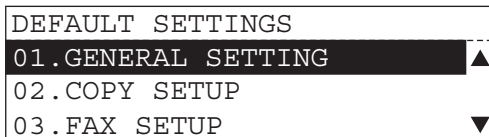
Transmission/Reception journal setting

There are two types of Journals available. Both the Transmission Journal (TX Journal) and Reception Journal (RX Journal) list the 150 most recent transactions. Journals can be printed either Automatically or Manually.

- 1 Press the [USER FUNCTIONS] button and select “01. DEFAULT SETTINGS” then press the [ENTER] button.**



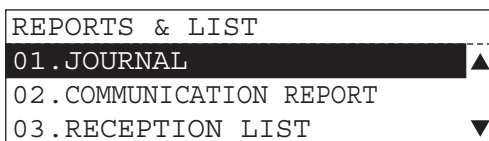
- "DEFAULT SETTINGS" screen appears.



- 2 Select “04. REPORTS & LIST” using the ▲ or ▼ button and press the [ENTER] button.**



- 3 Select “01. JOURNAL” using the ▲ or ▼ button and press the [ENTER] button.**



- 4 Select the output method using the ▲ or ▼ button and press the [ENTER] button.**



[1. MANUAL OUTPUT]: Journal report is output by pressing the [JOURNAL] button.

[2. AUTOMATIC JOURNAL]: Journal report is automatically output.

When [01.MANUAL OUTPUT] is selected

1. Select the desired report using the ▲ or ▼ button and press the [ENTER] button.

MANUAL OUTPUT
1 . TX & RX JOURNAL ▲
2 . TX JOURNAL
3 . RX JOURNAL ▼

- [1.TX & RX JOURNAL]:
To print both TX and RX Journal.
- [2.TX JOURNAL]:
To print TX Journal only.
- [3.RX JOURNAL]:
To print RX Journal only.
- * Default: [1.TX & RX JOURNAL]


When [02.AUTOMATIC JOURNAL] is selected

1. Select the desired function using the ▲ or ▼ button and press the [ENTER] button.

AUTOMATIC JOURNAL
1 . OFF ▲
2 . ON ▼

- [1.OFF]:
To not print Journal report.
- [2.ON]:
To print Journal report automatically.
- * Default: [2.ON]

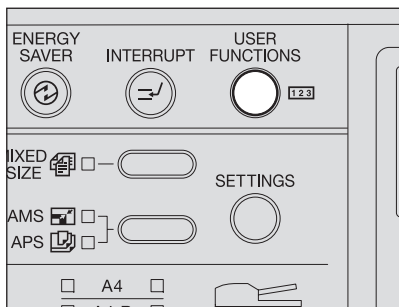
5 Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.
 P.24 "Message LCD Screen"

Communication report setting

Communication Report allows you to print a report after every transmission. Reports can be printed automatically or manually. When printing automatically, you can designate to print a report for every transmission or only when an error has occurred during the transmission.

- 1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



- "DEFAULT SETTINGS" screen appears.

- 2 Select "04. REPORTS & LIST" using the ▲ or ▼ button and press the [ENTER] button.



- 3 Select "02. COMMUNICATION REPORT" using the ▲ or ▼ button and press the [ENTER] button.



To set the default setting for direct TX report

1. Select "01. TX REPORT" using the ▲ or ▼ button and press the [ENTER] button.

COMMUNICATION REPORT
01.TX REPORT ▲
02.MEMORY-TX REPORT
03.MULTI-ADD REPORT ▼

2. Select the output setting using the ▲ or ▼ button and press the [ENTER] button.

TX REPORT
1.ALWAYS ▲
2.ON ERROR
3.OFF ▼

[1.ALWAYS]:

To always print a transmission report whenever a document is transmitted.

[2.ON ERROR]:

To only print a transmission report when an error has occurred.

[3.OFF]:

To not print a transmission report automatically.

* Default for North America: [2.ON ERROR]

Default for Europe: [1.ALWAYS]

To set the default setting for memory TX report

1. Select "02. MEMORY-TX REPORT" using the ▲ or ▼ button and press the [ENTER] button.

COMMUNICATION REPORT
01.TX REPORT
02.MEMORY-TX REPORT ▲
03.MULTI-ADD REPORT ▼

2. Select the output setting using the ▲ or ▼ button and press the [ENTER] button.

MEMORY-TX REPORT
1.ALWAYS ▲
2.ON ERROR
3.OFF ▼

[1.ALWAYS]:

To always print a transmission report whenever a document is transmitted.

[2.ON ERROR]:

To only print a transmission report when an error has occurred.

[3.OFF]:

To not print a transmission report automatically.

* Default for North America: [2.ON ERROR]

Default for Europe: [1.ALWAYS]

3. To print the first page image of the Fax document on TX report, select "2. ON" and press the [ENTER] button.

PRINT 1st PG IMAGE?
1.OFF ▲
2.ON

- Select "1. OFF" if this option is not required.

* Default: [2.ON]

To set the default setting for multi-address TX report

1. Select "03. MULTI-ADD REPORT" using the ▲ or ▼ button and press the [ENTER] button.

COMMUNICATION REPORT	
01.TX REPORT	▲
02.MEMORY-TX REPORT	
03.MULTI-ADD REPORT	▼

2. Select the output setting using the ▲ or ▼ button and press the [ENTER] button.

MULTI-ADD REPORT	
1.ALWAYS	▲
2.ON ERROR	▼
3.OFF	▼

[1.ALWAYS]:

To always print a transmission report whenever a document is transmitted.

[2.ON ERROR]:

To only print a transmission report when an error has occurred.

[3.OFF]:

To not print a transmission report automatically.

* Default for North America: [2.ON ERROR]

Default for Europe: [1.ALWAYS]

3. To print the first page image of the Fax document on TX report, select "2. ON" and press the [ENTER] button.
 - Select "1. OFF" if this option is not required.

* Default: [2.ON]

PRINT 1st PG IMAGE?	
1.OFF	▲
2.ON	▼

To set the default setting for multi-polling report

1. Select "04. MULTIPOLL REPORT" using the ▲ or ▼ button and press the [ENTER] button.

COMMUNICATION REPORT	
02.MEMORY-TX REPORT	▲
03.MULTI-ADD REPORT	
04.MULTIPOLL REPORT	▼

2. Select the output setting using the ▲ or ▼ button and press the [ENTER] button.

MULTIPOLL REPORT	
1.ALWAYS	▲
2.ON ERROR	▼
3.OFF	▼

[1.ALWAYS]:

To always print a report whenever a document is transmitted.

[2.ON ERROR]:

To only print a report when an error has occurred.

[3.OFF]:

To not print a report automatically.

* Default for North America: [2.ON ERROR]

Default for Europe: [3.OFF]

To set the default setting for relay originator report

When this equipment is setup as a relay originator, the report of the transmission to the relay stations is output.

1. Select "05. RELAY ORIGINATOR REPORT" using the ▲ or ▼ button and press the [ENTER] button.

COMMUNICATION REPORT	

03 .MULTI-ADD REPORT	▲
04 .MULTIPOLL REPORT	
05 .RELAY ORIGINATOR REPORT	▼

2. Select the output setting using the ▲ or ▼ button and press the [ENTER] button.

RELAY ORIGINATOR REPORT	

1 .ALWAYS	▲
2 .ON ERROR	▼
3 .OFF	▼

[1.ALWAYS]:

To always print a report whenever a document is transmitted.

[2.ON ERROR]:

To only print a report when an error has occurred.

[3.OFF]:

To not print a report automatically.

* Default for North America: [2.ON ERROR]

Default for Europe: [1.ALWAYS]

3. To print the first page image of the Fax document on report, select "2. ON" and press the [ENTER] button.
 - Select "1. OFF" if this option is not required.

* Default: [2.ON]

PRINT 1st PG IMAGE?	

1 .OFF	▲
2 .ON	▼

To set the default setting for relay station TX report

When this equipment is setup as a relay station, the report of the transmission to the relay destinations is output.

1. Select "06. RELAY STATION REPORT" using the ▲ or ▼ button and press the [ENTER] button.

COMMUNICATION REPORT	

04 .MULTIPOLL REPORT	▲
05 .RELAY ORIGINATOR REPORT	
06 .RELAY STATION REPORT	▼

2. Select the output setting using the ▲ or ▼ button and press the [ENTER] button.

RELAY STATION REPORT	

1 .ALWAYS	▲
2 .ON ERROR	▼
3 .OFF	▼

[1.ALWAYS]:

To always print a report.

[2.ON ERROR]:

To only print a report when an error has occurred.

[3.OFF]:

To not print a report automatically.

* Default for North America: [2.ON ERROR]

Default for Europe: [1.ALWAYS]

3. To print the first page image of the Fax document on report, select "2. ON" and press the [ENTER] button.
 - Select "1. OFF" if this option is not required.
- * Default: [2.ON]

PRINT 1st PG IMAGE?
1 . OFF
2 . ON

To set the default setting for relay TX end terminal report

When this equipment is setup as a relay station, the report of the transmission to the relay destinations is transferred to the destination registered.

1. Select "07. RELAY END REPORT" using the ▲ or ▼ button and press the [ENTER] button.

COMMUNICATION REPORT
05 . RELAY ORIGINATOR REPORT
06 . RELAY STATION REPORT
07 . RELAY END REPORT

2. Select the output setting using the ▲ or ▼ button and press the [ENTER] button.

RELAY END REPORT
1 . ALWAYS
2 . ON ERROR
3 . OFF

- [1.ALWAYS]:
To always send a report to the originator.
- [2.ON ERROR]:
To send a report when an error has occurred.
- [3.OFF]:
To not send a report automatically.
- * Default for North America: [2.ON ERROR]
Default for Europe: [1.ALWAYS]

3. To print the first page image of the Fax document on report, select "2. ON" and press the [ENTER] button.
 - Select "1. OFF" if this option is not required.
- * Default: [2.ON]

PRINT 1st PG IMAGE?
1 . OFF
2 . ON

4 Press the [FAX] button to return to the Fax basic screen.

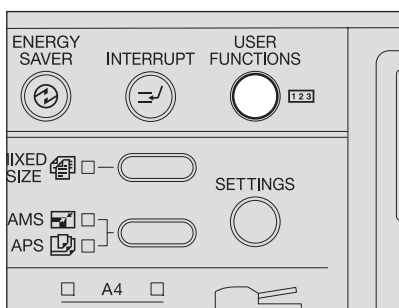
- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.
- 📖 P.24 "Message LCD Screen"

Reception list setting

This equipment prints a reception list under the following conditions:

- Reservation to Local Mailbox
When reserving a document to a Mailbox within this equipment locally, a reception list is printed.
- Remote Mailbox
When reserving a document to a Mailbox within this equipment remotely from another remote Fax, a reception list is printed on this equipment.
- Relay Station Reception
When this equipment is setup as a relay hub and receives a relay transmission from an originator, a reception list is printed.

- 1 Press the [USER FUNCTIONS] button and select "01. DEFAULT SETTINGS" then press the [ENTER] button.



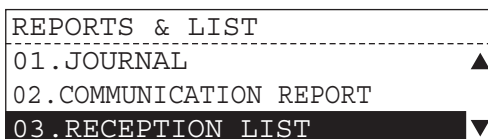
- "DEFAULT SETTINGS" screen appears.



- 2 Select "04. REPORTS & LIST" using the ▲ or ▼ button and press the [ENTER] button.



- 3 Select "03. RECEPTION LIST" using the ▲ or ▼ button and press the [ENTER] button.



- 4 Select the desired reception list and press the [ENTER] button.



[01.LOCAL MAILBOX LIST]:

To select the local mailbox.

* Default: [1.OFF]

[02.REMOTE MAILBOX LIST]:

To select the remote mailbox.

* Default: [1.OFF]

[03.RELAY RECEPTION LIST]:

To select the relay station.

* Default: [2.ON]


5 To select the automatic output option, select “2. ON” and press the [ENTER] button.

- Select "1. OFF" if this option is not required.



6 Press the [FAX] button to return to the Fax basic screen.

- You can press the [USER FUNCTIONS] button instead of [FAX] to exit the user functions menu and return to the default mode basic screen.

 P.24 “Message LCD Screen”

Printing List

Types of Lists

Transmission/Reception journal

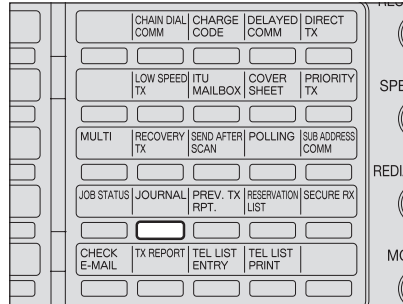
Transmission/Reception Journal shows the result of each communication for up to the past 150 transmissions/receptions.

Printing procedure

<Manual print>

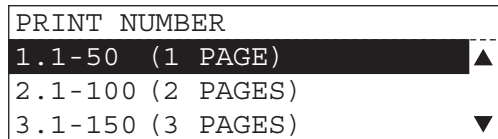
1 Press the [FAX] button on the control panel.

2 Press the  key.



3 Select the desired print number using the ▲ or ▼ button and press the [ENTER] button.

- Both TX and RX journal, or either of them will be printed out. (P.207 “Transmission/Reception journal setting”)



<Automatic print>

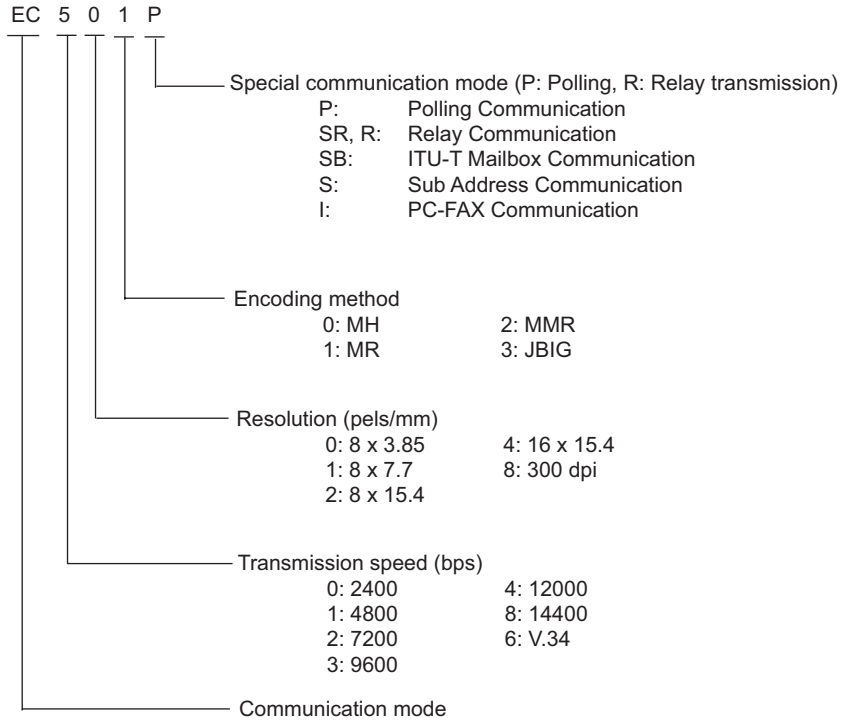
Printing will automatically start whenever 150 transmissions (or 150 receptions) are completed. (P.207 “Transmission/Reception journal setting”)

<Print Format>

NBR	FILE NBR	DATE	TIME	DURATION	PGS	TO	DEPT NBR	ACCOUNT	MODE	STATUS
001	001	JAN-14	12:00AM	00/41	001	12345678901234567890	D 01	9999	◆G3 330	OK 30
002	010	JAN-14	11:10AM	03/47	006	AABBCC			EC 503 P	OK
003	011	JAN-14	01:14PM	00/24	000	DDEBFFG	D 08		EX 512 R	NG DO
004	014	JAN-14	11:37PM	10/57	012	◆HHIJ office	D 20	2000	EC 513	OK
005	028	JAN-15	00:00AM	03/27	003	0559891192			EC 602 SB	NG EO
006	033	JAN-15	11:10AM	01/47	006	CONTENTS dept.			EC 503 I	OK
007	041	JAN-15	11:44AM	00/03	002	KLLMM			EC 503	OK
008	042	JAN-15	11:44AM	00/06	003	TTUVV			EX 512	OK
009	043	JAN-15	11:44AM	00/04	001	aaabcc			EC 513	OK
010	047	JAN-15	01:21PM	00/14	023	hhijj			EC 512	OK

TRANSMISSION JOURNAL
 PAGE : 001
 TIME : JAN-15-2003 11:48AM
 TEL NUMBER : 12345678901234567890
 E-MAIL : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
 NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZABCFGHIJKLMN
 SCAN COUNT : 67 (00000043)
 PRINT COUNT : 97 (00000061)
 DRUM COUNT : 970 (000003CA)

1.	List/report name
2.	No. of pages
3.	Time of output of the list or report
4.	Fax/telephone number of this equipment (Max. 40 characters)
5.	E-mail address of this equipment (Max. 40 characters) * Both the Network Printer Kit (optional) and Scanner Upgrade Kit (optional) are required.
6.	Your station's ID name (Max. 40 characters)
7.	Scan count (indicates the number of scanned pages.)
8.	Print count (indicates the number of printed pages.)
9.	Drum count (indicates the number of pages that the drum was used for printing)
10.	Machine counter information
11.	Serial No. (lists the transmissions in the order they took place. Indicated in 3 digits (001 to 999).)
12.	File No. (assigned to the communication jobs and indicated in 3 digits)
13.	Date and time when communication started
14.	Length of each transmission: Minutes/Seconds (If it takes more than 1 hour, "59/59" is indicated.)
15.	Number of pages (indicated in 3 digits (001 to 999). More than 1000 pages is indicated as "999".
16.	Remote station's name and Fax/telephone number (When an abbreviated dial number or one touch number is used, the remote station's name is indicated.) The mark "◆" indicates an alternate number or sub-address was used.
17.	Department No. (indicates the department responsible for this transmission job; printed only when the department control option is ON)
18.	Account code (indicated in 4 digits when the account number option is ON and used.)
19.	Mode (The communication mode and added function are indicated.)

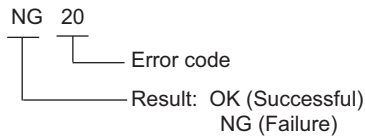


The communication mode is classified as follows:

Communication Mode	Indication
G3	G3
ECM (*)	EX
ECM	EC
ML	E-mail
HW, HR	RDC communication

(*): Toshiba shortened protocol version of the original mode is used.

20.	Result: The result of the transmission is indicated. If the transmission failed, an error code is indicated. When a transmission was completed normally, nothing is indicated.
-----	--



Error code table

If an error occurs during communications, an error code is indicated in the transmission journal, reception journal or memory transmission journal.

See the following table for the remedy.

Error Code	Description	Remedy
10	Paper Empty	Replenish paper.
11	Paper Jam	Remove the jammed paper.
12	Document Jam	Remove the jammed document.
13	Cover Open	Firmly close all covers, then retry.
20	Power Failure	Confirm the Power Failure List.
E0	Error relating to memory	Please contact your service technician.
30	The [CLEAR/STOP] button was pressed during the communication.	Retry the transmission or ask the remote party to transmit the document again.
32	Page # Mismatch	Check the actual document count.
33	Password Mismatch	Confirm the remote party's password, and retry communications.
42	Memory Full	Make sure that there is sufficient memory before making the call again.
50	Line Busy	Send the document again.
53, B1	Security Mismatch in Relay or Mail Box transmission	Confirm the remote party's security code, password, and your setup.
B0, B2 to B5, D0 to D2, F0, F1, 84	Signal Error or Line Condition Error	Retry the communication. Frequent failures may indicate a phone line problem. If possible, move the unit to another line and try your communications again.
87	No residual memory was remaining on the remote party's machine for Relay or Mailbox transmission.	Retry the transmission.

Reception list/Communication report

This equipment prints out a reception list for the following transmissions; Reservation for Local Mailbox, Remote Mailbox and Relay Station Reception.

This equipment can also print out a communication report which shows the result of the above transmissions.

Printing reception list

Reception list is automatically printed out.

You can select the desired reception list to be automatically printed out. (P.214 “Reception list setting”)

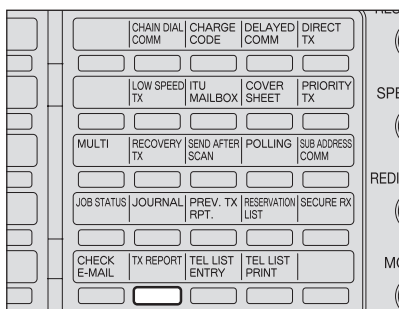
When each transmission is completed, the reception list is automatically printed out.

Printing communication report

<Manual Output>

1 Press the [FAX] button on the control panel.

2 Press the  key.



3 Select the desired output condition using the ▲ or ▼ button and press the [ENTER] button.



[1.ALWAYS]:

To always print a report whenever a document is transmitted.

[2.ON ERROR]:

To only print a report when an error has occurred.

[3.OFF]:

To not print a report automatically.

* Default for North America: [2.ON ERROR]

Default for Europe: [1.ALWAYS]

4 Perform transmission operation.

- When transmission is completed, each communication report is printed out according to the output condition specified.

<Automatic Output>

You can designate to print a report for every transmission or only when an error has occurred during the transmission. (P.209 “Communication report setting”)

List and report print format

Transmission report

This is the result report printed after a Direct Transmission (a job transmitted directly from the original glass or document feeder instead of from memory).

<Print Format>

TRANSMISSION REPORT												
PAGE : 001												
TIME : JAN-15-2003 11:48AM												
TEL NUMBER : 12345678901234567890												
E-MAIL : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234												
NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN												
NBR	FILE NBR	DATE	TIME	DURATION	PGS	TO	DEPT NBR	ACCOUNT	MODE	STATUS		
004	012	JAN-15	12:00AM	00/32	012	◆ABCDEFGHIJKLMNQRST	D 05	9999	◆EC 503	NG	D0	
ERROR ON PAGES		001 002 003 005										

①

- | | |
|-----|--|
| 20. | Error on pages: The page number on which an error occurred is indicated in 3 digits.
* The print format other than "Error on pages" is the same as "Transmission/Reception Journal" on the previous page. |
|-----|--|

Memory transmission report

This is the result report printed after a Memory Transmission. (A job transmitted after the document is first scanned into memory.)

<Print Format>

```

MEMORY TRANSMISSION REPORT

PAGE          : 001
TIME          : JAN-15-2003  11:48AM
TEL NUMBER    : 12345678901234567890
F-MAIL        : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
NAME          : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

① FILE NUMBER      : 999
② DATE            : JAN-15 10:21AM
③ TO              : ABCDEFGHIJKLMNOPQRST
④ DOCUMENT PAGES : 999
⑤ START TIME      : JAN-15 10:00AM
⑥ END TIME        : JAN-15 10:20AM
⑦ SEND PAGES     : 995
⑧ STATUS          : OK

FILE NUMBER    : 004          *** SUCCESSFUL TX NOTICE ***

//image data
//

```

1.	File number of the memory transmission job (indicated in 3 digits (001 to 999))
2.	Date and time when the memory transmission job was accepted.
3.	Remote party's name or facsimile/telephone number
4.	Number of pages input in memory
5.	Time when the transmission started
6.	Time when the transmission was completed (When the recovery transmission option is ON, "(RECOVERY TIME: FEB-25 12:48PM)" is added. The data can be resent until the time indicated after "Resend until: " When the transmission is completed normally or the recovery transmission option is OFF, this information is not added.)
7.	Number of pages which were transmitted normally (indicated in 3 digits (001to 999); more than 1000 pages is printed as "999".)
8.	Result: (Result of communication: OK/NG)
9.	The image data on page 1 is reduced and printed.

Multi-address transmission report

This is the result report printed after a Multi-address Transmission.

<Print Format>

MULTI TRANSMISSION REPORT		PAGE	: 001
		TIME	: JAN-15-2003 11:48AM
		TEL NUMBER	: 12345678901234567890
		E-MAIL	: ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
		NAME	: ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN
FILE NUMBER	:	999	
DATE	:	JAN-15 11:31PM	
③ DOCUMENT PAGES	:	999	
START TIME	:	JAN-15 11:10PM	
END TIME	:	JAN-15 11:32PM (RECOVERY TIME : JAN-16 11:31PM)	
SUCCESSFUL			
GROUP			
0100	SAPPORO_office	ABB. ◆001 002 ◆003 004 ◆005 006 ◆007 008	
		009 010 ◆010 011 012	
		OT 02 ◆05 ◆07 09 ◆09 11	
ONE TOUCH NUMBER			
11	◆ABCDEFGHIJKLMNQRST		
12	◆SHIZUOKA_office		
13 GROUP 0014	NAHA_office	ABB. ◆101 102 ◆103	
14 ABB. 220	OOSAKA_office		
SPEED DIAL			
014	Amsterdam		
015	◆Naples		
016	◆New Delhi		
TEL NUMBER			
		*12345678901234567890	
		12345678901234567890	
		12345678901234567890	
		12345678901234567890	
		1234567	
		*0120-444444	
E-MAIL			
		*Fushimi_corporation_limited@fu	
		shimi.co.jp	
UNSUCCESSFUL			PAGE SENT ④
GROUP			
0101	Micronesia_office	ABB. ◆001 123456789012345678901234567890 001	
		002 Marshall 002	
		OT 02 Seychelles 001	
ONE TOUCH NUMBER			
13 GROUP 0014	NAHA_office	ABB. 104 FUTENMA 001	
		105 ◆TINSUKOU 003	
		106 YONAGUNI 001	
51	◆EASTER EGG		
55	SENDAI_office		
////// document imade //////			

1.	Document pages: The number of pages input in memory is indicated.
2.	Receivers where the transmission was completed normally. Receiver's name or facsimile/telephone number is indicated.
3.	Receiver where an error occurred (indicated when an error occurs) Receivers' name or facsimile/telephone number is indicated.
4.	Pages sent: Number of pages sent normally before an error occurred.
5.	The image data on page 1 is reduced and printed. * "File Number", "Date", "Start Time", and "End Time" in the format are the same as "Memory Transmission Report".

Relay transmission originator report

This is the result report the Originating Terminal prints after initiating a Relay Transmission.
<Print Format>

```

RELAY TX ORIG. TERMINAL REPORT

PAGE      : 001
TIME      : JAN-15-2003  11:48AM
TEL NUMBER : 12345678901234567890
E-MAIL    : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
NAME      : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFHIJKLMN

① FILE NUMBER      : 999
② DATE            : JAN-15 09:50AM
③ TO              : ABCDEFGHIJKLMNOPQRST
④ RELAY BOX       : 12345678901234567890
⑤ DOCUMENT PAGES : 999
⑥ START TIME     : JAN-15 10:00AM
⑦ END TIME       : JAN-15 10:20AM
⑧ SEND PAGES     : 995
⑨ STATUS         : OK

FILE NUMBER      : 004          *** SEND SUCCESSFUL ***

//////////
⑩  imaged data
//////////

```

1.	Job number of the relay transmission (indicated in 3 digits (001 to 999))
2.	Date and time when the relay transmission was performed
3.	Relay group's name
4.	Relay box number
5.	Number of transmitted pages (indicated in 3 digits (001 to 999); more than 1000 is indicated as "999".)
6.	Time when the transmission started
7.	Time when the transmission was completed
8.	Number of pages sent normally before an error occurred.
9.	Result: OK/NG
10.	The image data on page 1 is reduced and printed.

Relay station report

The list is output on the Relay Station upon receiving a relay request.

<Print Format>

RELAY STATION REPORT	
	PAGE : 001
	TIME : JAN-15-2003 10:22AM
	TEL NUMBER : 12345678901234567890
	E-MAIL : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
	NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN
①	FILE NUMBER : 999
②	DATE : JAN-15 10:21AM
③	RELAY BOX : ABCDEFGHIJKLMNOPQRST
④	DOCUMENT PAGES : 999
⑤	FROM : +1234567890123456789

1.	File number that the relay station assigns when it accepts the relay request (indicated in 3 digits (001 to 999))
2.	Time and date when the relay request is received
3.	Relay box number
4.	Number of transmitted pages (indicated in 3 digits (001 to 999); more than 1000 is indicated as "999".)
5.	Originator terminal's ID

Relay transmission relay station report

This is the Relay Station result report, output by the Relay Station and printed after a Relay Transmission.

<Print Format>

RELAY SEND RELAY STATION REPORT		PAGE : 001	
		TIME : JAN-15-2003 10:23PM	
		TEL NUMBER : 12345678901234567890	
		E-MAIL : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234	
		NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFHIJKLMN	
①	FILE NUMBER : 123		
②	DATE : JAN-15 09:50PM		
③	DOCUMENT PAGES : 456		
④	START TIME : JAN-15 10:00PM		
⑤	END TIME : JAN-15 10:20PM		
⑥	RELAY BOX NUMBER : 12345678901234567890		
SUCCESSFUL			
GROUP			
0100	KYUUSHUU	ABB. ◆001 ■002 003 004 ◆005 006 ■007 008	
		■009 010 ■010 011 012 ■012	2
		OT ■02 ◆05 07 ■07	
0101	TOUHOKU	ABB. 030 031	
ONE TOUCH NUMBER			
11	◆ABCDEFGHIJKLMNQRST		
12	FUKUSHIMA		
13	GROUP 0014 SHOKOKU	ABB. 101 ■102 ◆103	
14	ABB. 220 YAMANASHI		
SPEED DIAL			
014	IBARAKI		
015	◆GUNMA		
016	MIYAGI		
UNSUCCESSFUL			
PAGES SENT			
GROUP			
0101	TOHOKU	ABB. ◆011 IWATE 001	
		012 AKITA 002	
		OT 22 AOMORI 001	
ONE TOUCH NUMBER			
51	◆HYOUGO		
55	OKINAWA		
61	GROUP 1999 CHUUGOKU	ABB. 113 HIROSHIMA 001	
		117 TOTTORI 003	
		123 SHIMANE 001	

1.	File number of the relay transmission (indicated in 3 digits (001 to 999))
2.	Date and time when the relay transmission was performed
3.	Number of transmitted pages (indicated in 3 digits (001 to 999); more than 1000 is indicated as "999".)
4.	Time when the relay transmission to the end station started
5.	Time when the relay transmission to the end station was completed
6.	Relay box number
7.	Relay group to which the relay transmission was performed normally. The abbreviated dial number, one touch number, and multi-address transmission group number, are indicated. (Max. of 100 addresses can be included in the relay box.) When one touch number is used and sub-address dial is used, the mark "◆" is placed. When one touch number or abbreviated dial number in which an E-mail address is registered, is used, the mark "■" is added.
8.	Relay group to which the relay transmission was not completed normally. The abbreviated dial number, one touch number, multi-address transmission group number and name, and number of transmitted pages before an error occurred, are indicated.

Relay transmission relay end terminal report

This is the End Terminal result report sent from the Relay Station to the Originating Terminal and printed by the Originating Terminal.

<Print Format>

```

RELAY TX END STATION REPORT

PAGE          : 001
TIME          : JAN-15-2003  10:23PM
TEL NUMBER    : 12345678901234567890
E-MAIL       : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
NAME         : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFHIJKLMN

FILE NUMBER   : 123
DATE         : JAN-15 09:50PM
DOCUMENT PAGES : 005
START TIME   : JAN-15 10:00PM
END TIME     : JAN-15 10:22PM
RELAY BOX NUMBER : 12345678901234567890

SUCCESSFUL

GROUP

0100          KYUUSHUU          ABB.  ◆001  ■002  003  004  ◆005  006  ■007  008
          ■009  010  ■010  011
          OT  ■02  ◆05  07  ■07  012  012
          ABB.  030  031

0101          TOUHOHU

ONE TOUCH NUMBER

11          ◆ABCDEFGHIJKLMNPQRST
12          FUKUSHIMA
13 GROUP 0014 SHOKOKU          ABB.  101  ■102  ◆103
14 ABB. 220  YAMANASHI

SPEED DIAL

014          IBARAKI
015          ◆GUNMA
016          MIYAGI

UNSUCCESSFUL

GROUP

0101          TOHOKU          ABB.  ◆011  IWATE          001
          012  AKITA          002
          OT  22  AOMORI          001

ONE TOUCH NUMBER

51          ◆HYUGO
55          OKINAWA
61 GROUP 1999 CHUGUGOKU      ABB.  113  HIROSHIMA      001
          117  TOTTORI          003
          123  SHIMANE          001
    
```

The format is the same as "Relay Transmission Relay Station Report".

Multi-polling report

This is the result report printed after a Multi-polling Reception.

<Print Format>

MULTI POLLING REPORT		PAGE : 001	
		TIME : JAN-15-2003 11:48AM	
		TEL NUMBER : 12345678901234567890	
		E-MAIL : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234	
		NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN	
①	FILE NUMBER : 999		
②	DATE : JAN-15 10:21AM		
③	START TIME : JAN-15 10:00AM		
④	END TIME : JAN-15 10:20AM		
SUCCESSFUL			
GROUP			
	0100 PARIS_office	ABB. ◆001 002 003 004 ◆005 006 007 008	
		009 011	
		OT 02 ◆05 07	
ONE TOUCH NUMBER			
	11 ◆LONDON_office		
	12 GROUP 0014 12345678901234567890	ABB. 101 102 ◆103	
	13 ABB. 220 FINLAND_office		
⑤	SPEED DIAL		
	014 MOSCOW_office		
	015 ◆Beijing_office		
TEL NUMBER			
	12345678901234567890		
	12345678901234567890		
	12345678901234567890		
	12345678901234567890		
	1234567		
	0120-444-444		
UNSUCCESSFUL			
GROUP			
	0101 FAREAST	ABB. ◆001 123456789012345678901234567890	
		002 JAPAN airlines	
		OT 02 SKYMARK airlines	
ONE TOUCH NUMBER			
	60 ◆SYSTEM DEPT 4F	ABB. 113 SUZUKI	
	61 GROUP 1999 TOSHIBATEC		
⑥	NOT AVAILABLE		
GROUP			
	0100 PARIS_office	ABB. 010 •triumphal arch	
ONE TOUCH NUMBER			
	62 •Caspian Sea		
SPEED DIAL			
	016 •BOSNIA_office		

1.	File number of the multi-polling job (indicated in 3 digits (001 to 999))
2.	Date and time when the multi-polling job was received
3.	Time when the multi-polling reception started
4.	Time when the multi-polling reception was completed
5.	Polling stations where the transmission was completed normally. Station's name or facsimile/telephone number is indicated.
6.	Polling station where an error occurred (indicated when an error occurs) Station's name or facsimile/telephone number is indicated.

List to confirm the contents stored in memory

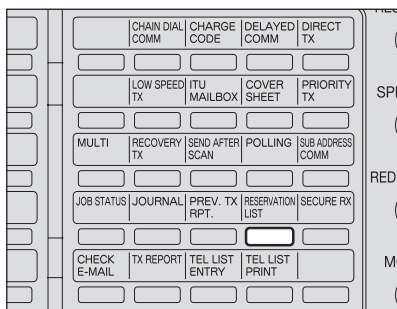
Reservation list

This is a listing of the communication jobs now reserved in memory.

- Printing reservation list (Manual Output)

1 Press the [FAX] button on the control panel.

2 Press the  key.



<Print Format>

RESERVATION LIST						
TX/RX	FILE NBR	FUNCTION	PGS	DATE	TIME	TO
	001	SINGLE TX	001	JAN-14	10:55AM	123456789012345678901234567890
	002	MULTI TX	011	JAN-14	10:57AM	TEL NBR: 1234567890123456789012345678 567-8901 @bcdefghij.ne.kr ABB.NBR: 001 002 003 004 005 006 007 008 008 GROUP : 0001 0002 0003 0004 0005 0006 059891024 GROUP : 1001 1002 1999 ABB.NBR: 001 002 003 004 O.T NBR: 01 05 07 07 09 09 11 13 15 17 19 GROUP : 1501 1502
TO BE POLLED	FILE NBR	FUNCTION	PGS	DATE	TIME	TO
RECOVERY TX	POLL/FAX MAILBOX	FUNCTION	PGS	DATE	TIME	TO
	208	SINGLE TX	004	JAN-14	10:50AM	\$\$12-9012-0
PC JOB	FILE NBR	FUNCTION	PGS	DATE	TIME	TO
	501	PC PRINT	001	JAN-14	11:45AM	
	502	PC SEND	001	JAN-14	11:46AM	
	503	PC RECEIVE	001	JAN-14	11:47AM	
PROG. CONT. POLL	SECURITY CODE	: ****				
	INTERVAL	: 10MIN				
	TIME PERIOD	: 08:15am-05:10PM				
	SCHEDULE	: MON-FRI				
	FAX/OT/ABB/GROUP	FAX NBR: 1234567890123456789012345678901-01-01-01-0				
		O.T NBR: 01 02 03 04 05 06 07 08 09 10				
		008 009 010 011 012 013				
		ABB NBR:001 002 003 004 005 006 007				
		014 015 016				

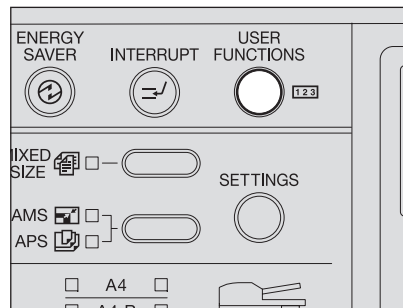
1.	Accepted transmission/reception
2.	Polling/Public Fax Mailbox
3.	Items which can be resent.
4.	Reserved PC print and PC transmission/reception
5.	System polling
6.	Number assigned in the order that the job is accepted (indicated in 3 digit (001 to 999))
7.	Job type
8.	Number of pages in the reserved document
9.	Reserved time of calling or Time when the file is to be received
10.	Destination where the reserved job is to be sent Station's name, facsimile/telephone number, or E-mail address is indicated. Telephone mark (☎) is placed before any keypad entered facsimile/telephone number.

Mailbox/Relay box list

Issues a list of the documents reserved through the local (i.e., your own) station and remote stations, using the Open Mail-box System (ITU-T Compatible Mailbox Communication).

- Printing mailbox/relay box list (Manual Output)

1 Press the [USER FUNCTIONS] button on the control panel.



- "USER FUNCTIONS" screen appears.

```

USER FUNCTIONS 123 18
-----
01.DEFAULT SETTINGS ▲
02.LISTS
03.INITIAL SETUP ▼

```

2 Select "02. LISTS" using the ▲ or ▼ button and press the [ENTER] button.

```

USER FUNCTIONS 123 18
-----
01.DEFAULT SETTINGS ▲
02.LISTS
03.INITIAL SETUP ▼

```

3 Select "4. ITU MAILBOX" using the ▲ or ▼ button and press the [ENTER] button.

```

LISTS
-----
2.FUNCTION ▲
3.SUPPLY ORDER
4.ITU MAILBOX ▼

```


<Print Format>

MAILBOX/RELAY BOX REPORT							
PAGE : 001 TIME : JAN-15-2003 11:48AM TEL NUMBER : 12345678901234567890 E-MAIL : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234 NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN							
MAILBOX							
③	②	①					⑤
BOX NBR	TYPE	PGS	FILE NBR	DATE	TIME	FROM	⑥
12345678901234567890	CONFIDENTIAL BOX	999	005	JAN-13	12:00AM	12345678901234567890	
0	CONFIDENTIAL BOX	001	099	JAN-13	11:00PM	REMOTE	
		012	101	JAN-14	10:00AM	+8199775533	
10	BULLETIN BOARD	002	105	JAN-14	09:00PM	LOCAL	
		004	201	JAN-15	08:00AM	LOCAL	
RELAY							
⑦	RELAY BOX	END STATION				REPLY TO NUMBER	⑧
12345678901234567890	ABB.	■051 053 055 055					
11111111	OT	01 ■02 ■03 04 ■04 05 06 ■06				123456789012345678901234567890	
	ABB.	001 003 005 007 009 009 011 013				12345678901234567890	
	GROUP	■013 ■015 017 ■019					
	GROUP	1001 1002 1003 1004 1005 1006 1007 1008					
	GROUP	1009 1010					
5963	OT	■11 12 13 ■14 15 16 17 ■18				OT 22	
123456	GROUP	1111 1112				ABB. 123	
14785236903698741250	ABB.	075 ■076 079				AABBCCDDEEFFGGHHIIJJKLL@MMNNO	
	OT	33				OPPQRRR.SS.TT	
	GROUP.	1501 1506 1608 1998					

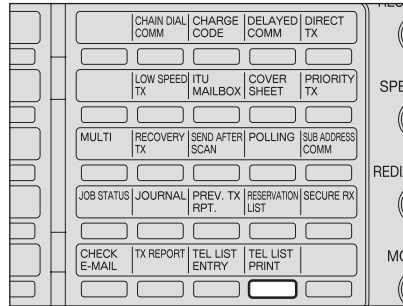
1.	Mail box number (Max. 20 digits)
2.	Mail box type (Confidential/Bulletin board/Relay box)
3.	Number of pages of the file entered in the mail box (001 to 999)Items which can be resent.
4.	Job number (When the job is transferred from the remote station, the communication receipt number is indicated. When the job is transferred from the your own station, the communication reservation receipt number is indicated.)
5.	Date and time when the file is entered
6.	File originator ID: LOCAL: Your own station Other indications: Remote station's name or facsimile/telephone number
7.	Relay box number (Max. 20 digits)
8.	End station's abbreviated dial number, one touch number, and group number, are indicated. The E-mail mark "■" is placed before the one touch number or abbreviated dial number in which E-mail is registered.
9.	Destination where the relay transmission originator/relay station/end terminal report are sent. The facsimile/telephone number, one touch number, abbreviated dial number, and E-mail address, are indicated. The E-mail mark "■" is placed before the one touch number or abbreviated dial number in which E-mail is registered.Reserved time of calling or Time when the file is to be received

Dialer list

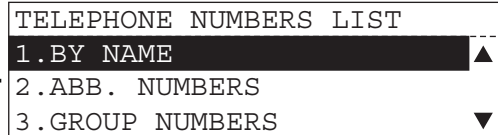
Printing dialer list

1 Press the **[FAX]** button on the control panel.


2 Press the  key.



3 Select the desired dialer list using the ▲ or ▼ button and press the **[ENTER]** button.




[1. BY NAME]

( P.234 “Abbreviated dial number list”)


[2. ABB. NUMBERS]

( P.235 “Group number list”)

[3. GROUP NUMBERS]

( P.236 “One touch number list”)

[4. ONE TOUCH NUMBERS]

( P.236 “One touch number list”)

[5. ALL REPORTS]

Abbreviated dial number list

Issues a list of remote station dialing numbers assigned as Abbreviated Dial Numbers.
 <Print Format>

ABBREVIATED TEL NUMBER LIST									
					PAGE	:	001		
					TIME	:	JAN-15-2003	11:48AM	
					TEL NUMBER	:	12345678901234567890		
					E-MAIL	:	ABCDEFGHIJKLMNQPQRSTUVWXYZ12345678901234		
					NAME	:	ABCDEFGHIJKLMNQPQRSTUVWXYZABCDEFGHIJKLMN		
OT NBR	NAME/FUNCTION	ABB. / FAX NUMBER & E-MAIL	TIME	MONI	BPS	REPORT	MAILMODE	ATT	
001	ABCDEFGHIJKLMNQRST	123456789012345678901234567890 1234567 ◆ 3456789012345678901234567890 123456789012345678901234567890 123456789012345678901234567890 123456789012345678901234567890 1234567 SUB: 12345678901234567890 SEP: 12345678901234567890 PWD: ***** ABCDEFGHIJKLMNQPQRSTUVWXYZABCD ABCDEFGHIJKLMNQPQRSTUVWXYZABCD ABCDEFGHIJKLMNQPQRSTUVWXYZABCD ABCDEFGHIJKLMNQPQRSTUVWXYZABCD ABCDEFGHIJKLMNQPQRSTUVWXYZ 0559123456	11:45AM	ON	48	ON	200x200 MH	15	
002	GREENVILLE OFFICE		12:34PM			ON	200x400 JB		

- Abbreviated dial number (indicated in ascending order (001 to 999))
- Station's name (left-aligned and indicated in a max. of 20 digits)
- Facsimile/telephone number (indicated in a max of 128 digits)
 A sub-address dial is indicated on the next line. (The mark "◆" is added before the facsimile/telephone number.) If SUB/SEP/PWD is registered for the facsimile/telephone number, "SUB:", "SEP:", or "PWD:" is added in the front of each line. (Each item has a max. of 20 digits.) The characters of the registered password are indicated by "*"s.
- Designated time of transmission by the timer
 When there is not a specified time, it is not indicated. (The specified times for the line and E-mail are indicated.)
- Line monitoring for each communication (indicated as a communication added function): ON/OFF
 When line monitoring is OFF, nothing is indicated.

Transmission Speed	Indication
144000 bps	144
9600 bps	96
4800 bps	48
Not specified	Blank

- Transmission speed
- Report (indicated as a communication added function): ON/OFF
 The settings for the line and E-mail are indicated.
- Mail mode
 The resolution and encoding method set for the Email address, are indicated.
- ATT level (indicated only when the test mode is selected.)
 In a mode other than test mode, the ATT level, including its title, is not indicated.

Group number list

Issues a list of One Touch Key or Abbreviated Dial Numbers registered in Multi-address Groups or Multipolling Groups.

<Print Format>

GROUP NUMBER INFORMATION			
			PAGE : 001
			TIME : JAN-15-2003 11:48AM
			TEL NUMBER : 12345678901234567890
			E-MAIL : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
			NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFHIJKLMN
②	GROUP NUMBER	NAME	OT/ABB. NUMBER
①	0001	ABCDEFGHIJKLMNQRST	OT *001 ABCDEFGHIJKLMNQRST 002 AABCCDD 003 EEFGG
	1234	COMPANY_GROUP	*004 HHII 111 ABCDEFGHIJKLMNQRST 112 JJKLLMM *113 NNOOPP 114 QRRR OT 011 SSTTUUVV *011 SSTTUUVV 012 WWXXYY *012 WWXXYY 013 ZZ ABB. *121 aabbccdd 122 eeffgg *122 eeffgg
			③ ④ ⑤

1.	Group number (indicated in 4 digits in the ascending order)
2.	Group name (indicated in max. 20 characters)
3.	Type: One touch number/Abbreviated dial number
4.	One touch number/Abbreviated dial number (indicated in ascending order)
5.	Station's name

One touch number list

Issues a list of dial numbers of the remote stations assigned to One Touch Dial Keys.
<Print Format>

ONE TOUCH NUMBER INFORMATION										
		PAGE : 001								
		TIME : JAN-15-2003 11:48AM								
		TEL NUMBER : 12345678901234567890								
		E-MAIL : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234								
		NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN								
①	②	OT NBR	NAME/FUNCTION	ABB./FAX NUMBER & E-MAIL	TIME	MONI	BPS	REPORT	MAILMODE	ATT
		01	ABCDEFGHIJKLMNQRST	123456789012345678901234567890	11:45AM	ON	48	ON	200x200 MR	15
				1234567						
				◆ 123456789012345678901234567890						
				123456789012345678901234567890						
				1234567						
				SUB: 12345678901234567890						
				SEP: 12345678901234567890						
				PWD: *****						
				ABCDEFGHIJKLMNQRSTUWXYZABCD						
				ABCDEFGHIJKLMNQRSTUWXYZABCD						
				ABCDEFGHIJKLMNQRSTUWXYZABCD						
				ABCDEFGHIJKLMNQRSTUWXYZ						
		02	Tokyo Office	0759723288	12:34PM			ON	200x400 JB	

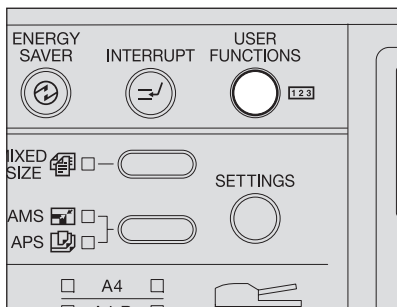
1.	One touch number
2.	Station's name/Type of registration
3.	Abbreviated dial number/Group number/Facsimile telephone number The mark "◆" is added before the facsimile/telephone number when it is a sub-address dial. If SUB/SEP/PWD is registered for the facsimile/telephone number, "SUB:", "SEP:", or "PWD:" is added in the front of each line. (Each item has a max. of 20 digits.) The characters of the registered password are indicated by "*"s.
4.	Designated time of transmission (indicated when there is a specified time) When there is no specified time, it is not indicated. (The specified times for the line and E-mail are indicated.)
5.	* "E-mail", "Report", "MON.", "BPS", "Mailmode", and "ATT" are the same as "Abbreviated Dial Number List".

Function list

Issues a list to confirm the functions currently set in this equipment.

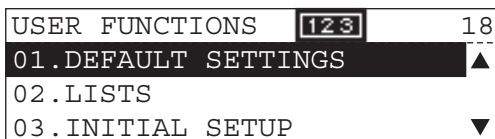
Printing function list

- 1 Press the [USER FUNCTION] button on the control panel.



- "USER FUNCTIONS" screen appears.

- 2 Select "02. LISTS" using the ▲ or ▼ button and press the [ENTER] button.



- 3 Select "2. FUNCTION" using the ▲ or ▼ button and press the [ENTER] button.



<Print Format>

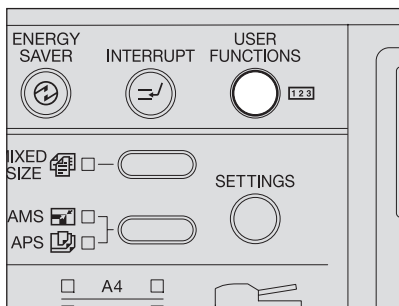
FUNCTION LIST		ROMVersion001	ROMVersion002
		ROMVersion003	ROMVersion004
		PAGE	: 001
		TIME	: JAN-15-2003 11:48AM
		TEL NUMBER	: 12345678901234567890
		E-MAIL	: ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
		NAME	: ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN
AVAILABLE MEMORY	: 96MB	RECOVERY TX	: OFF
GENERAL SETTING		STORED TIME	: 24HOUR
DRAWER SIZE		TTI	: OFF
DRAWER 1	: A4	SEND AFTER SCAN	: ON
DRAWER 2	: A3	ACCOUNT CODE	: OFF
DRAWER 3	: A5	SEPARATOR PAGE	: OFF
DRAWER 4	: A4	SECURE RX	: ON
BYPASS	: A4	START TIME	: 06:00PM
WALKUP SCREEN	: COPY	END TIME	: 09:00AM
TIMERS		SCHEDULE	: SUN SAT
AUTO CLEAR	: 45SEC	MEMORY RX	: ON
AUTO LOW POWER	: 60SEC	RX REDUCTION	: ON
AUTO SLEEP	: 4MIN	DISCARD	: ON
WEEKLY TIMER	: OFF	PRIVILEGED RX	: OFF
SPEAKER VOLUME		RTI	: ON
ALARM VOLUME	: 7	REPORTS & LIST	
KEY TOUCH VOLUME	: 7	JOURNAL	
RINGER VOLUME	: 7	MANUAL OUTPUT	: TX & RX
MONITOR VOLUME	: 7	AUTO	: ON
COPY SETUP		COMMUNICATION REPORT	
APS/AMS	: APS	DOCUMENT TX	: ALWAYS
IMAGE MODE	: TEXT/PHOTO	MEMORY TX	: ALWAYS (IMAGE)
LIGHT/DARK	: AUTO	MULTI TX	: ALWAYS (IMAGE)
FINISHING	: NON SORT	MULTI POLL	: ON ERROR
FAX SETUP		RELAY ORIGINATOR	: ALWAYS (IMAGE)
LINE MONITOR	: ALWAYS	RELAY STATION	: ALWAYS (IMAGE)
RECEIVE INTERVAL	: 3MIN	RELAY DESTINATION	: ALWAYS (IMAGE)
ECM	: OFF	RECEPTION LIST	
DOCUMENT MODE	: STANDARD	LOCAL MAILBOX	: ON
LIGHT/DARK	: MANUAL	REMOTE MAILBOX	: OFF
DIAL TYPE	: PSTN	RELAY STATION	: ON
REDIAL MODE		REMOTE SERVICE	
INTERVAL	: 1MIN	REMOTE ACCESS	: OFF
COUNTER	: 02	DOWNLOAD FIRMWARE	: NO JOB
RECEPTION MODE	: AUTO	TOTAL PAGE	
RING DELAY	: 1	SCAN	: 1394
MEMORY TX	: ON	PRINT	: 67277
SECURITY TX	: OFF		
COVER SHEET	: ON		

Menu list

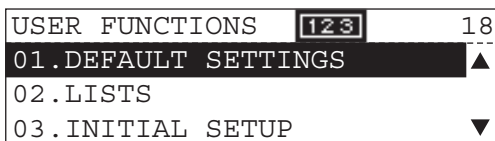
Issues a list of menu items through which functions or options can be set. This list can be a useful guide during machine programming.

Printing menu list

- 1 Press the [USER FUNCTIONS] button on the control panel.



- "USER FUNCTIONS" screen appears.



- 2 Select the "04. MENU LIST" using the ▲ or ▼ button and press the [ENTER] button.



<Print Format>

MENU LIST (PROGRAM)

```

PAGE          : 001
TIME         : JAN-15-2003  11:48AM
TEL NUMBER  : 12345678901234567890
E-MAIL      : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
NAME        : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

01.DEFAULT SETTINGS
01.GENERAL SETTING
    01.DRAWER SIZE
    02.WALKUP SCREEN
    03.TIMERS
    04.WEEKLY TIMER
    05.SPEAKER VOLUME
    06.DEPARTMENT CODE
02.COPY SETUP
    01.APS/AMS
    02.IMAGE MODE
    03.LIGHT/DARK
    04.FINISHING
03.FAX SETUP
    01.LINE MONITOR
    02.RECEIVE INTERVAL
    03.BCM
    04.DOCUMENT MODE
    05.DIAL TYPE
    06.REDIAL MODE
    07.AUTO RECEIVE MODE
    08.MEMORY TX
    09.SECURITY TX
    10.COVER SHEET
    11.RECOVERY TRANSMIT
    12.TTI
    13.SEND AFTER SCAN
    14.ACCOUNT CODE
    15.SEPARATOR PAGE
    16.SECURE RX
    17.MEMORY RX
    18.REDUCTION
    19.DISCARD
    20.PRIVILEGED RX
    21.RTI
04.E-MAIL SETUP
05.SCAN SETUP
06.REPORT & LIST
    01.JOURNAL
        01.MANUAL OUTPUT
        02.AUTOMATIC JOURNAL
    02.COMMUNICATION REPORT
        01.TX REPORT
        02.MEMORY-TX REPORT
        03.MULTI-ADD REPORT
        04.MULTIPOLL REPORT
        05.RELAY ORIGINATOR REPORT
        06.RELAY STATION REPORT
        07.RELAY END REPORT
    03.RECEPTION LIST
        01.LOCAL MAILBOX LIST
        02.REMOTE MAILBOX LIST
        03.RELAY RECEPTION LIST
    07.REMOTE SERVICE
        01.REMOTE ACCESS
        02.DOWNLOAD FIRMWARE
        03.RDC PASSWORD
        04.SUPPLY ORDER
02.LISTS
    1.DEPARTMENT CODE
    2.FUNCTION
    3.SUPPLY ORDER
    4.ITU MAILBOX

```

MENU LIST (PROGRAM)

```

PAGE          : 002
TIME         : JAN-15-2003  11:48AM
TEL NUMBER  : 12345678901234567890
E-MAIL      : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234
NAME        : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

03.INITIAL SETUP
01.DATE & TIME
    01.SETTING
    02.TIME FORMAT
    03.DATE MODE
    04.MONTH MODE
02.LANGUAGE
03.TERMINAL ID
04.NETWORK
04.MENU LIST
05.TEST MODE
    01.AUTO TEST
    02.INDIVIDUAL TEST
        01.ADF TEST
        02.KEY TEST
        03.LED TEST
        04.LCD TEST
        05.SPEAKER TEST
        06.SWITCH TEST
        07.TEST PRINT
    03.TEST RESULT LIST
    06.TOTAL PRINT COUNTER
    07.MACHINE REVISIONS

```

Power failure list

This equipment has a battery to back up the document memory contents. However, when the power is turned off for a lengthy period (due to a power failure, etc.) and the communication data stored in memory is cleared, a list of the File Numbers of those cleared communications will be printed.

This list is automatically printed after recovery from a power failure.

<Print Format>

POWER FAILURE LIST				
			PAGE : 001	
			TIME : JAN-15-2003 11:48AM	
			TEL NUMBER : 12345678901234567890	
			E-MAIL : ABCDEFGHIJKLMNOPQRSTUVWXYZ12345678901234	
			NAME : ABCDEFGHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN	
①	TX/RX	FILE NBR FUNCTION		

		001 MULTI TX		
		003 POLLING RX		
		008 MULTI POLLING		
		009 E-MAIL TO FAX GTWY		
		010 OFFRAMP GATEWAY		
		011 RELAY ORIGINATOR		
		012 RELAY STATION		
②	POLL/FAX M-BOX/MAILBOX	FILE NBR FUNCTION	MAIL	FROM
		-----		DATE TIME
		106 CONFIDENTIAL BOX	12345678901234567890	0559891014
		107 BULLETIN BOARD	12345678901234567890	LOCAL
		108 COVERSHEET	LOCAL	JAN-14 08:00AM
				JAN-14 11:23AM
				JAN-15 08:27AM
③	MEMORY RECEPTION	FILE NBR FUNCTION	FROM	DATE TIME

		201	12345678901234567890	JAN-13 04:11PM
④	RECOVERY TX	FILE NBR FUNCTION		

		301 SINGLE TX		
⑤	PC JOB	FILE NBR FUNCTION		

		401 PC PRINT		
		402 PC SEND		
		403 PC RECEIVE		

1.	Send/Receive The reserved transmission and the reception from the relay station are indicated.
2.	Poll box/Public Fax Mailbox/Mail box (indicates that data exists)
3.	Receive to memory (indicates that data received normally exists)
4.	Resend stored fax (indicates that data to be resent exists)
5.	PC Job (indicates that data to be printed/sent/received exists)
6.	Job number (assigned when communication was made)
7.	Type of communication job
8.	Mail box number
9.	Station from which the data was input: Local or Facsimile/Telephone number (if provide by the remote device)
10.	Time when the data was input into data memory.

6

TROUBLESHOOTING

This section describes the appropriate remedy for the error when error message is displayed.

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For details of error messages not listed in this section, see the Operator's Manual for Copying Functions.

Troubleshooting

Error Message

When the following messages appear on the LCD screen, press the [FUNCTION CLEAR] button to clear the error message and perform the appropriate remedy for the error.

If you encounter an error code not listed here, see the Operator's Manual for Copying Functions.

Note

When the message "Misfeed in xxx", "DRAWER x empty" or "Toner empty" is displayed, memory reception may be performed. Clear the message without turning off the power.

Error Message	Cause	Remedy
Broken registration	Auto dialer numbers and initial setting have been lost (due to a lengthy power failure, depleted battery, etc.)	Press [FUNCTION CLEAR] to restore the idle state. If this Error Message is repeatedly displayed, machine programming has become corrupted. The machine must be reinitialized by a trained technician. Call for service.
Line busy	A direct transmission was made a remote fax that was busy.	Retry the transmission.
Communication error	A communication error occurred during a transmission.	Retry the transmission.
Feature unavailable	<ul style="list-style-type: none"> Communication error resulting from a security code disagreement during a MAILBOX transmission. Communication error resulting from a telephone number conflict during a security transmission. Communication error resulting from a function disagreement between the equipment and the remote Fax. 	Press to [FUNCTION CLEAR] restore the idle state. Confirm the security code or telephone number, and then retry the transmission.
Power failure	<ul style="list-style-type: none"> Power failure occurred during communication. Reserved jobs or received image data were erased due to a lengthy power failure. 	Confirm the Power failure list which is automatically printed out. (☞ P.241 "Power failure list")
Memory is full	The memory became full during data entry into memory during a transmission or reception.	Press [FUNCTION CLEAR] to restore the idle state. Memory full during TX: Wait for the memory to become available and then retry memory transmission, or perform direct transmission. Memory full during RX: Contact the other party to re-transmit the document.
Page number mismatch	The designated number of pages did not agree with the number of pages actually scanned, in transmission.	Press to [FUNCTION CLEAR] restore the idle state. Confirm the number of pages of the original.

Error Message	Cause	Remedy
DRAWER 1 empty DRAWER 2 empty DRAWER 3 empty DRAWER 4 empty	Paper has run out in the designated cassette, or the cassette is removed.	Load recording paper, or insert the cassette firmly. Memory reception may be performed. Do turn off the power.
Misfeed in xxxx	A recording paper jam has occurred.	Remove the jammed paper. (Refer to the Operator's Manual for Copying Function.) Memory reception may be performed. Do not turn off the power.
Toner empty	The toner is exhausted.	Replace the toner. (Refer to the Operator's Manual for Copying Function.) Memory reception may be performed. Do not turn off the power.

Transmission Trouble

Check the following points if you are having trouble sending originals. If you cannot rectify the trouble by checking these points, or trouble not listed below occurs, contact your service technician.

Trouble	Check Point
"DIALING" or "COMMUNICATING" is not displayed even if the key is pressed in Direct Transmission Mode.	When you are making a call using a handset to send a FAX, do replace the handset until after you press the key and you hear the phone line switch to the machine. <ul style="list-style-type: none"> • Did you press the [FAX] button before beginning the Direct TX operation? • Is the modular cord disconnected? • Is the dial type set correctly? • Can you receive telephone calls? • Is there any problem at the remote fax? Check this with the party trying receive the original.
Originals are fed diagonally.	<ul style="list-style-type: none"> • Are the document feeder slides adjusted to the width of the original that you are sending? • Does the original that you are sending match the conditions of the original that is available for sending?
2 originals are fed together.	<ul style="list-style-type: none"> • Have you placed more than the maximum number of originals can be placed at one time? (☞ P.31 "Original size/Original scanning range") • Does the original that you are sending match the conditions of original that is available for sending? • Have you pushed the originals into the feeder too hard?
The original is not being printed on the paper of the remote Fax even though it has been sent.	<ul style="list-style-type: none"> • Was the original placed correctly facing up?
Black lines are shown in the image that was sent.	<ul style="list-style-type: none"> • Is the scanning area of the Reversing Automatic Document Feeder clean? Clean it with a soft cloth.
Originals are not sent even if operations are carried out normally.	<ul style="list-style-type: none"> • Is the remote Fax compatible with your system? This system supports G3 communications but not G2 or G4 communications.
Originals cannot be sent overseas.	<ul style="list-style-type: none"> • Specify Quality TX and resend.

Reception Trouble

Check the following points if you are having trouble receiving originals. If you cannot rectify the trouble by checking these points, or trouble not listed below occurs, contact your service technician.

Trouble	Check Point
Originals cannot be received even if the [START] button is pressed.	<ul style="list-style-type: none">• Did you replace the handset before you pressed the [START] button? When you answer a call on the handset to receive a Fax, not replace the handset until you press the [START] button.• Is the modular cord disconnected?• Is there a problem at the remote Fax? Check this with the party trying to send the original.
Paper is not output.	<ul style="list-style-type: none">• Is the digital multi function system out of paper?
The received original is printed dark and is illegible or black stripes are printed on the original.	<ul style="list-style-type: none">• Is the original being sent a dirty copy? Check this with the party trying to send the original.• Is the trouble due to a problem or operator error at the remote FAX? (ex. dirty scan glass or dirty scan lamp) Check this with the party trying to send the original.• Does the same problem occur even if you make a copy on your digital multi function system? If so, clean the recording unit of your digital multi function system.
Paper is output but not printed.	<ul style="list-style-type: none">• Is there enough toner?• Is the original placed correctly on the remote FAX? Check this with the party trying to send the original.
Paper often jams.	<ul style="list-style-type: none">• Is the paper cassette size setting correct?• Is the paper cassette properly inserted?• Is the specified paper type being use?

APPENDIX

This section describes the following articles.

Remote Service Automatic Supplies Order	250
Automatic Supplies Order Setting	250
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Remote Service Automatic Supplies Order

Automatic Supplies Order Setting

This equipment can automatically send an order sheet to a designated fax machine informing your supplier that a replacement Toner Cartridge is required.

Contact your local authorized dealer for information on this setting.

Specifications

Model No.	GD-1220 (e-STUDIO165/205)
Original Size	LD, LG, LT, ST-R, A3, A4, A5-R, B4, B5
Recording Paper Size	11"x17" (LD), 8.5"x14" (LG), 8.5"x11" (LT), 5.5"x8.5" (ST) 297 mm × 420 mm A3, 210 mm × 297 mm A4, 148 mm × 210 mm A5, 257 mm × 364 mm B4, 182 mm × 257 mm B5
Compatibility Communication Mode	ECM, G3, Exclusive Modes: (EX)
Scanning Density	Horizontal: 8 dots/mm, 16 dots/mm Vertical: 3.85 lines/mm, 7.7 lines/mm, 15.4 lines/mm
Transmission Rate	33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/ 7,200/4,800/2,400 bps
Encoding System	JBIG/MMR/MR/MH
Recording and Printing Method	Electrophotography and Laser Printing
Memory Capacity	5.7 MB
Machine Type	Desktop type with both transmission and reception functions
Applicable Network	PSTN (Public Switched Telephone Network)

- * Outer appearance, Specifications, etc. may be changed without prior notice.
- * If any trouble is encountered, contact your authorized TOSHIBA dealer
- * The clock function and programming data of this device are preserved with a built-in battery. If the power supply is cut off over a long time, the battery may become discharged, causing the recorded data to be lost.
- * Document image data received by this device is preserved with a built-in battery (for about 2 hours). If the power supply is cut off for a long time, the received data may be lost.

Option

- External keyboard (GJ-1040)

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MULTIFUNCTIONAL DIGITAL SYSTEMS
Operator's Manual for Facsimile Function

GD-1220

TOSHIBA TEC CORPORATION

2-17-2, HIGASHIGOTANDA, SHINAGAWA-KU, TOKYO, 141-8664, JAPAN



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