



Operazioni fax  
Fax Operations  
Fax  
Opérations Fax  
Operaciones de fax

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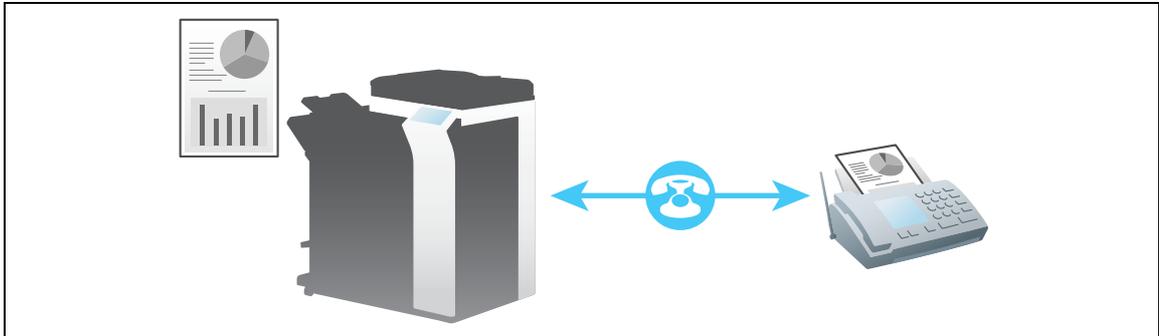


## **Fax Functions**



# 1 Fax Functions

The Fax is a communication function that uses a telephone line to send scanned originals (paper) or to receive data sent from remote machines. This machine has various features for fax operations, including those enabling the user to change scan settings according to the original and to save incoming faxes in a User Box.



The following describes the precautions for using the fax functions.

- To use the fax functions, the optional **Fax Kit** is required.
- This machine can connect to the following telephone lines.
  - Subscribed telephone lines (including facsimile communication networks)
  - PBX (Private Branch Exchange, 2-wire)
- Fax data cannot be sent or received in color.
- You cannot connect a business phone as an external telephone.
- If a digital dedicated line is multiplexed in an enterprise network, fax transmission speed may be limited, or the Super G3 fax may not be available.
- Communication error may occur on rare occasions due to the factory default setting. This is because the multiplex device limits the frequency band of the line to the utmost limit based on the assumption that the line is intended for voice communication. Also, these restrictions differ depending on the device that make up the network. For details, contact your network administrator.



---



## **Setting up for faxing (for the administrator)**



## 2 Setting up for faxing (for the administrator)

### 2.1 Preparation flow

- 1 Connecting this machine to a telephone line
  - Checking the modular cable connection
  - Specifying the type of telephone line

The dialing method must be correctly specified to ensure communications.

  - Making connection setting for Private Branch Exchange (PBX) environment

When you use this machine in a PBX environment, register an outside line number.
- 2 Setting up an environment to send and receive faxes
  - Selecting a receiving method

Select Auto RX or Manual RX according to your environment.

  - Registering Header Position

Register the machine name, your company name (sender name), and the fax number of the machine that are to be printed on all pages of a fax.

  - Setting the date and time for the machine

Set the date and time on this machine to be printed on sent and received faxes.
- 3 Configuring the machine to your environment
  - Registering frequently used fax numbers

This will save you the trouble of entering a destination each time you send a fax.

  - Setting up the usage of an additional line

Set how you want to use a second line if any.

  - Using an LDAP server to specify addresses

When the LDAP server or Active Directory is used, you can search for a destination on the server.
- 4 Preparation finished

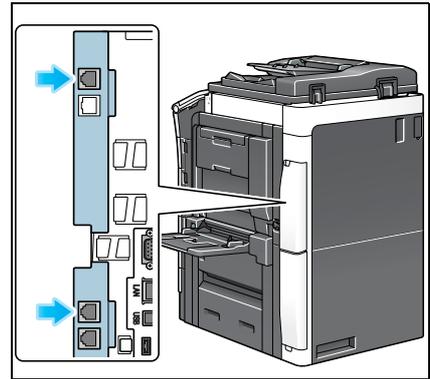
## 2.2 Operations required to use fax functions

### Checking the modular cable connection

Check that a modular cable is connected between the LINE port and the appropriate telephone line. Use the LINE port at the bottom if the only one line is operating.

#### Tips

- If there are two lines operating, you need two modular cables.
- Use the TEL port for connecting the cord of a telephone.



### Specifying the type of telephone line

Specify the type (dialing method) of telephone line to which this machine is to be connected. The dialing method must be correctly specified to ensure communications.

For details on how to configure the settings, refer to page 11-18.

### Making preparations for using the machine in a Private Branch Exchange (PBX) environment

When you use this machine in a PBX environment, register an outside line number.

For details on how to configure the settings, refer to page 11-26.

### Selecting a receiving method

Methods of receiving faxes include the following: This machine receives faxes automatically, and the user receives faxes manually. Set the receiving method to your environment.

- It is helpful to set this machine to automatically receive faxes if the line is dedicated for faxing. For details, refer to page 5-3.
- When you are connecting a telephone to this machine and share the line for the telephone and fax, we recommend that you use the following functions depending on how your telephone is used.
- If you are using this machine mostly as a phone and if you always prefer to receive faxes manually, it is convenient to have the Manual RX settings configured beforehand. For details, refer to page 5-4.

### Registering Header Position

Register the name of this machine and the company name (sender name) as well as the fax number of the machine.

The information you registered is added to faxes to be sent and output to faxes as a sender record when being printed on receiving machines.

For details on how to register, refer to page 11-16.

### Setting the date and time for the machine

Set the date and time in this machine to have them printed on sent and received faxes. The date and time you set will be the reference time for the Timer TX that enables communication at a preset time.

For details on how to configure the settings, refer to page 11-6.



#### Reference

If an NTP (Network Time Protocol) is used to set the time, the date and time on this machine can be automatically adjusted. How to configure the setting is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

## 2.3 Option settings

### Registering frequently used fax numbers

Registering a frequently used fax numbers on this machine will save you the trouble of entering them each time you send a fax.

For details on how to register, refer to page 8-3.

### Setting up the usage of an additional line

Set how you want to use a second line, if any.

You can configure functional settings specific to the second line that are different from the first to use the two lines differently.

For details on how to configure the settings, refer to page 11-28.

Related setting (for the administrator)

- If there are two lines operating, you can opt to enable or disable use of different sender names by line (Default: [OFF]). For details, refer to page 11-22.
- For details on how to register sender names, refer to page 11-16 ([Sender]).
- If there are two lines operating, you can opt to enable or disable fax reception by line (Default: [OFF]). For details, refer to page 11-22.
- The TSI Routing can be configured for each line. For details, refer to page 6-7.
- The Fax Forwarding can be configured for each line. For details, refer to page 6-8.
- The Memory RX can be configured for each line. For details, refer to page 6-9.
- PC-Fax RX can be configured for each line. For details, refer to page 6-15.

### Using an LDAP server to specify addresses

When an LDAP server or Active Directory is used for user management purposes, you can search for or specify fax numbers using the server. To use the LDAP server to specify a destination, you must register the server on this machine.

The registration procedure is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].



#### Reference

*For details on how to search using the LDAP server, refer to page 3-19.*



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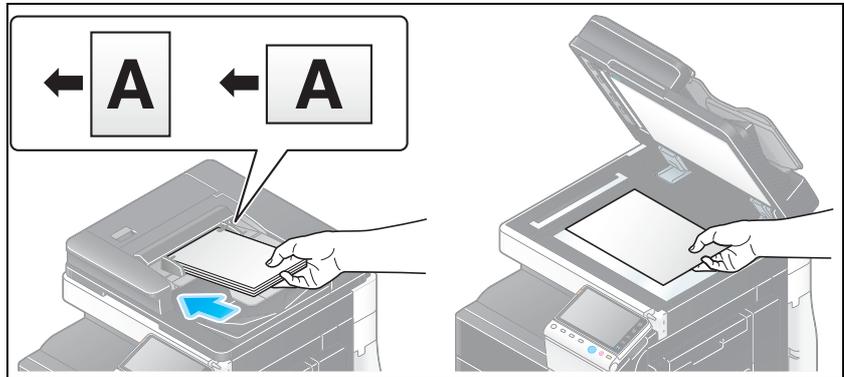
## How To Send a Fax



## 3 How To Send a Fax

### 3.1 Sending (Basic operation flow)

- 1 Load the original.

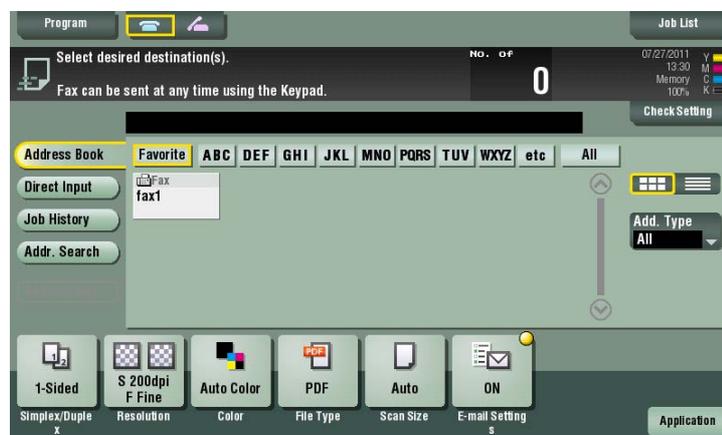


- 2 Tap [Scan/Fax].



- 3 Enter a fax number.

- For details on how to specify a destination, refer to page 3-15.
- Specify more than one destination to concurrently perform transmission to a computer and fax transmission, etc.



- You can change the display on the fax/scan main screen as needed (Default: [Address Book]). For details, refer to page 10-8 ([Default Tab]).

- 4 Configure the option settings for Fax TX as necessary.

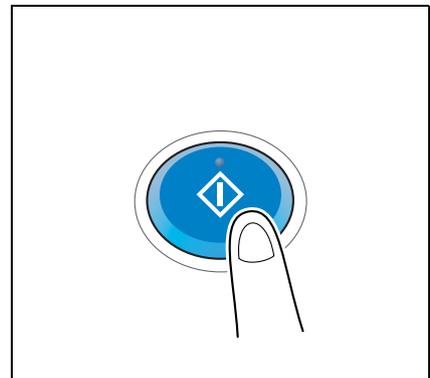


- For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Tips
To configure basic options such as original size and resolution	page 3-20
To configure options to scan various types of originals such as various sizes and books	page 3-21
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 3-25
To print date/time and page number	page 3-26
Other option settings	page 3-29

- 5 Press the **Start** key.

- Tap [Check Setting] before sending, and check the destination and settings as necessary.  
 → To redo operations for specifying destinations or option settings, press **Reset**.



Sending starts.

- Press **Stop** while the original is being scanned to stop scanning and view a list of inactive jobs. To redo scanning of the original, delete the job from the list of inactive jobs.

#### Tips

- Header Position is automatically added to a fax to be sent.

#### Related setting

- You can change the defaults for optional settings for fax transmission according to the operating environment. For details, refer to page 10-10.



#### Reference

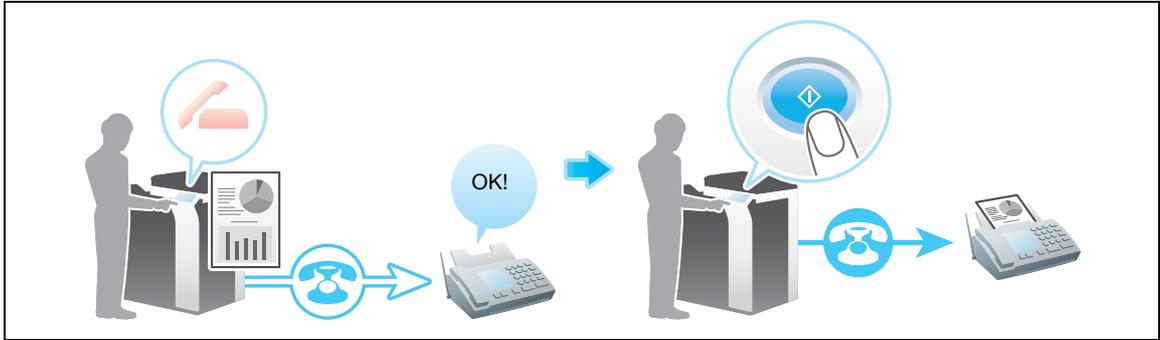
You can register multiple sender names and use different sender names depending on the destination. For details, refer to page 4-3.

## 3.2 Sending after checking the state on the recipient side (manual transmission)

### Manual transmission

Manual transmission lets the sender to check the state of the recipient by communicating with the recipient or checking signal sounds to ensure that the recipient is ready to receive a fax.

Use this function to ensure faxes are sent to the receiving machines when they are ready to receive them.

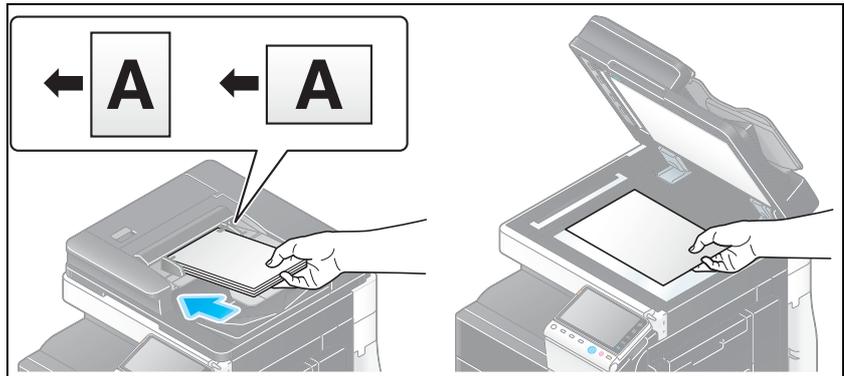


#### Tips

- Manual transmission is not available if the Confirm Address (TX) function is enabled.

### Faxing manually

- 1 Load the original.



- 2 Tap [Scan/Fax].



- 3 Configure the option settings for Fax TX as necessary.

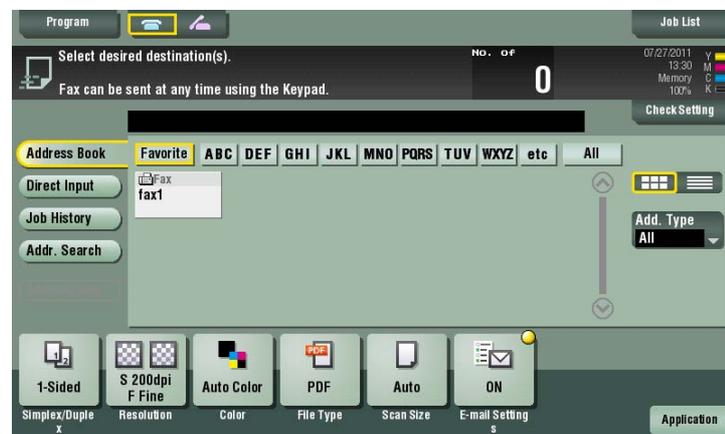


→ For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Tips
To configure basic options such as original size and resolution	page 3-20
To configure options to scan various types of originals such as various sizes and books	page 3-21
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	page 3-25
To print date/time and page number	page 3-26
Other option settings	page 3-29

- 4 Tap the Off-Hook key.

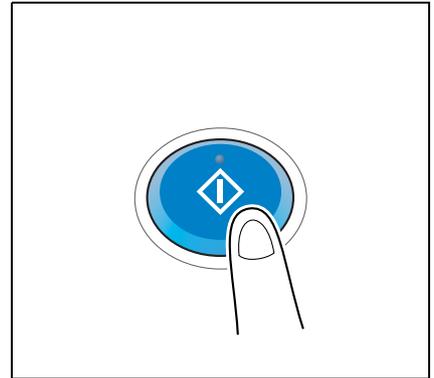
→ If you are using a phone, pick up the handset.



- 5 Check that [Send] is selected and specify a fax number.
- Fax numbers can be specified from [Address Book], [Direct Input], [Job History] or [Program]. For details on how to specify the destination, refer to page 3-13 (Recalling a fax/scan program) and page 3-15 (Selecting from address book).



- 6 As signal sounds are heard, press **Start**.
- To redo operations for specifying destinations or option settings, press **Reset**.

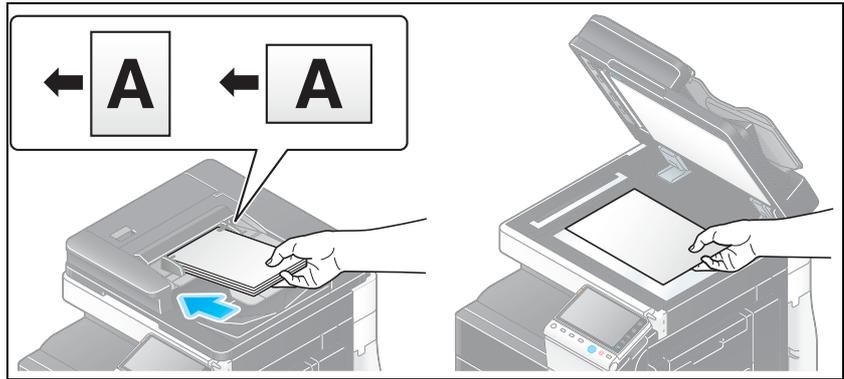


This displays a screen that asks whether you want to start sending faxes.

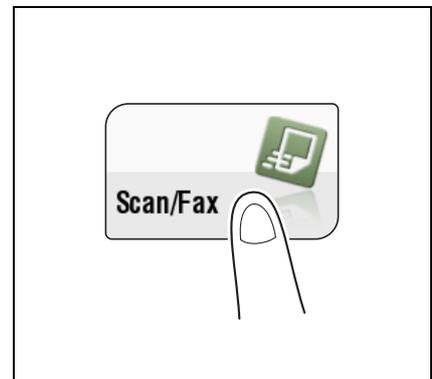
- 7 Tap [Yes].
- Sending starts. If you are using a phone, replace the handset.
- Press **Stop** while the original is being scanned to stop scanning and view a list of inactive jobs. To redo scanning of the original, delete the job from the list of inactive jobs.

### 3.3 Checking the finish before sending

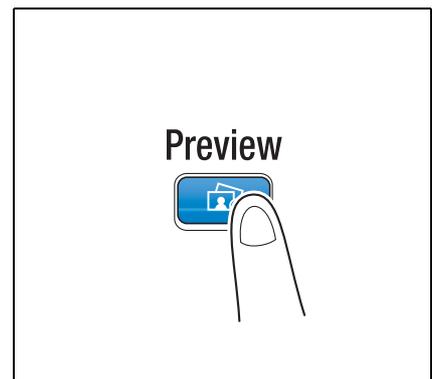
- 1 Load the original.



- 2 Tap [Scan/Fax].



- 3 Enter a fax number.
- 4 Configure the option settings for Fax TX as necessary.
- 5 Press **Preview**.



- 6 Select the original direction.



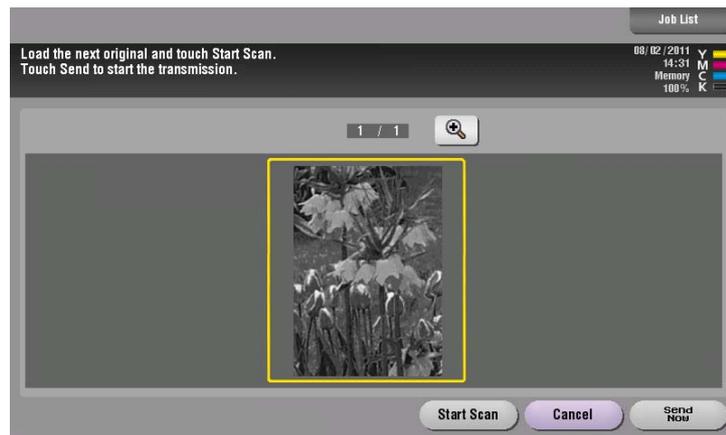
- 7 Tap [Start] or press the **Start** key.

The original is scanned, and the Preview screen appears.

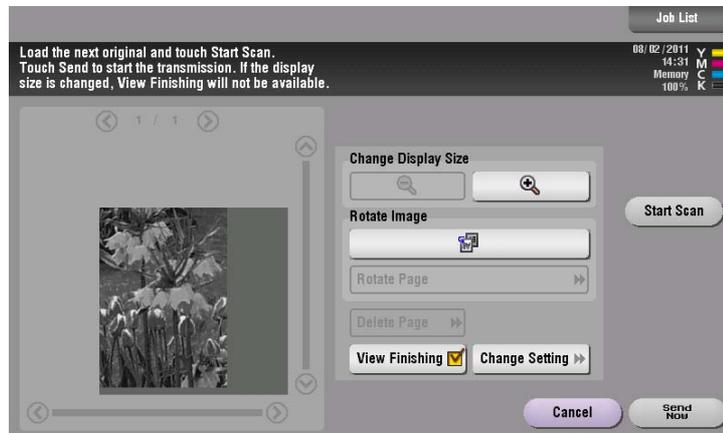
- 8 Tap .

The screen used to change the preview display appears.

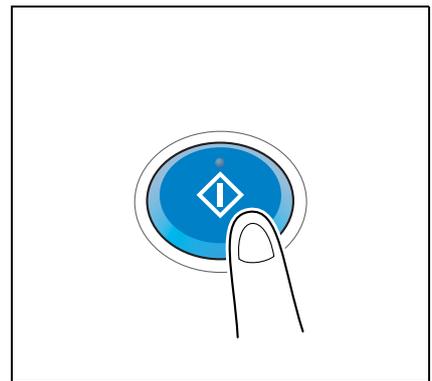
- To continue to scan originals, load the original, and tap [Start Scan].
- To start sending, tap [Send Now] or press the **Start** key.



- 9 Check the preview display, and rotate the image or change settings as needed.
- To continue to scan originals, load the original, and tap [Start Scan].
  - When destinations other than those for faxes are also specified for the destinations, the preview appears with the window for changing the settings for the scan function selected. To check the fax preview, press [Fax] to switch the display.



- 10 After all originals are scanned, tap [Send Now] or press the **Start** key.  
Sending starts.



#### Related setting (for the administrator)

- Normally, preview images are displayed after all the original data is scanned. However, you can also use the real-time preview, which displays preview images on a page basis while scanning the originals (Default:[OFF]). For details, refer to page 11-11 ([Realtime Preview]).
- After pressing the **Preview** key, you can select whether to display the screen to select the original direction (Default: [ON]). For details, refer to page 11-11 ([Original Direction Confirmation Screen]).
- You can select a display condition for the preview image (Default: [Preview Settings Screen]). For details, refer to page 11-11 ([Preview Display Conditions (Standard Application)]).

## 3.4 Sending a fax by recalling a program

### Fax/Scan Program

Program is a function to register a combination of frequently-used option settings as a recall key. The program to be registered in the fax/scan mode is referred to as a scan/fax program.

When you register a Fax/Scan program, you can recall the combination of option settings from the main screen with a single key action. You can also include a destination in program registration.

### Registering a Fax/Scan program

You can register up to 400 Fax/Scan programs.

If 400 Fax/Scan programs are already registered, delete unnecessary Fax/Scan programs before registering a new program.

- 1 Tap [Scan/Fax].



- 2 Configure the fax transmission option settings.  
→ The settings configured here are registered as a program.



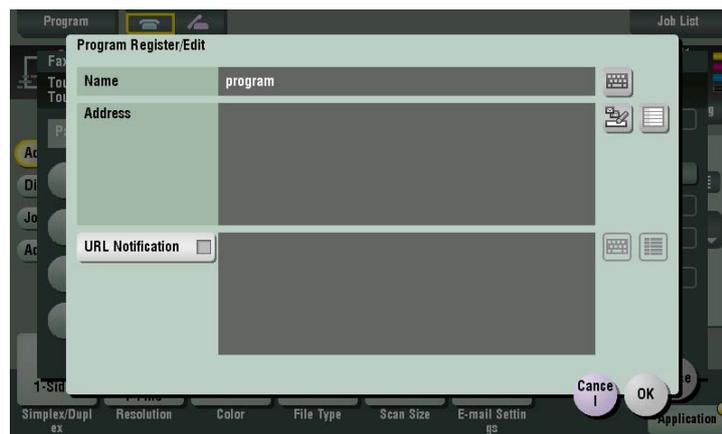
- 3 Tap the [Program] key.



- 4 Select one of the keys that has not been registered and tap [New].



- 5 Enter the program name, then tap [OK].  
→ Specify the destination in [Address] as necessary.



Settings	Description
[Name]	Enter the name of the program (using up to 24 characters).
[Address]	Specify if you want to include a destination for the program. Specify either by direct input or by selecting among the destinations registered on this machine. Only one destination can be specified.

Settings	Description
[URL Notification]	You can send the E-mail message that contains the save location of the original data to the specified E-mail address. You can use this function for SMB transmission, FTP transmission, WebDAV transmission, and data saved in a User Box. To notify the save location of the original data, select [URL Notification], tap the keyboard icon or list icon, and specify the E-mail address to which you want to send the E-mail message.

#### Tips

- For Fax/Scan program, in addition to normal program, temporary program for temporary use is also available. Temporary program is registered using **Web Connection**. By specifying a sending setting in advance, you can simplify the operation when sending data in this machine. Temporary programs are deleted once data is sent to the registered destination or when the machine is turned OFF.
- Up to 10 temporary programs can be registered. If 10 temporary programs are already registered, delete unnecessary temporary programs before registering a new program.

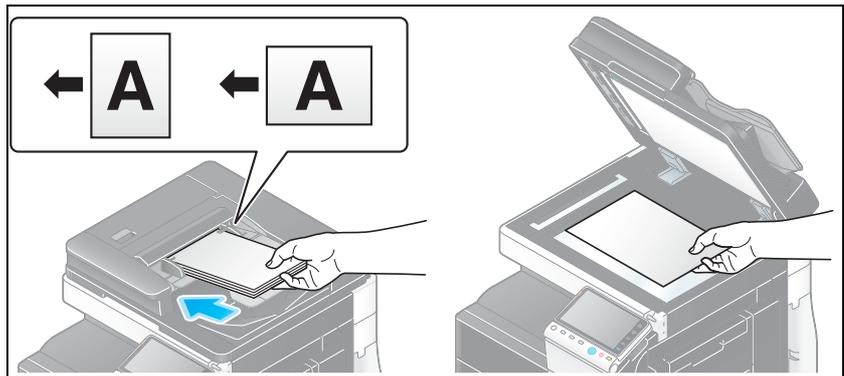


#### Reference

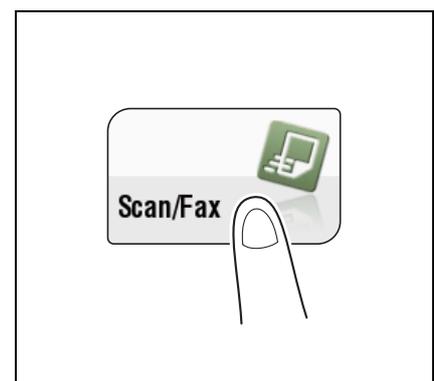
You can also register Fax/Scan programs using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

### Sending a fax by recalling a fax/scan program

- 1 Load the original.



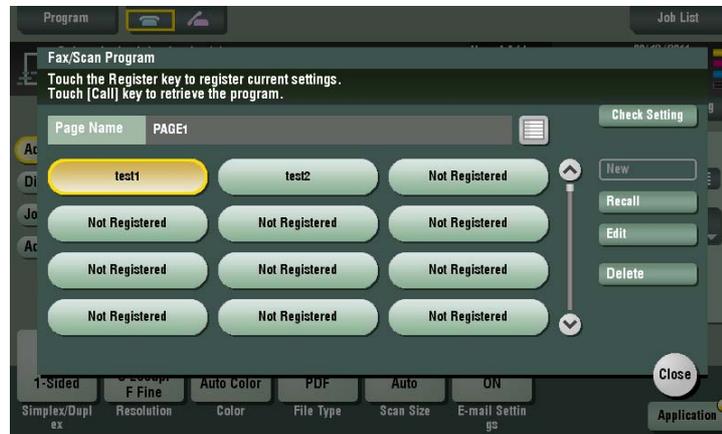
- 2 Tap [Scan/Fax].



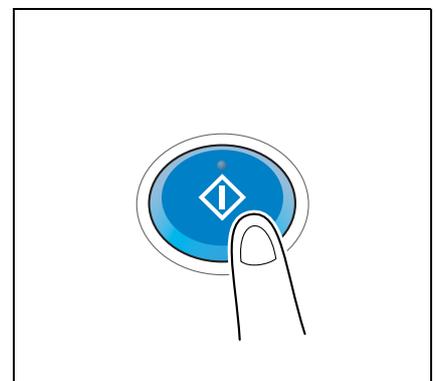
- 3 Tap the [Program] key.



- 4 Select the program you want to recall, and tap [Recall].  
The registered content of a program is applied.



- If necessary, you can change the page to be displayed in the main screen of the program (Default: [PAGE1]). For details, refer to page 10-8 ([Program Default]).
- 5 Specify the destination if no destination is registered for a program.
- 6 Press the **Start** key.  
→ To redo operations for specifying destinations or option settings, press **Reset**.



Sending starts.

- Press **Stop** while the original is being scanned to stop scanning and view a list of inactive jobs. To redo scanning of the original, delete the job from the list of inactive jobs.

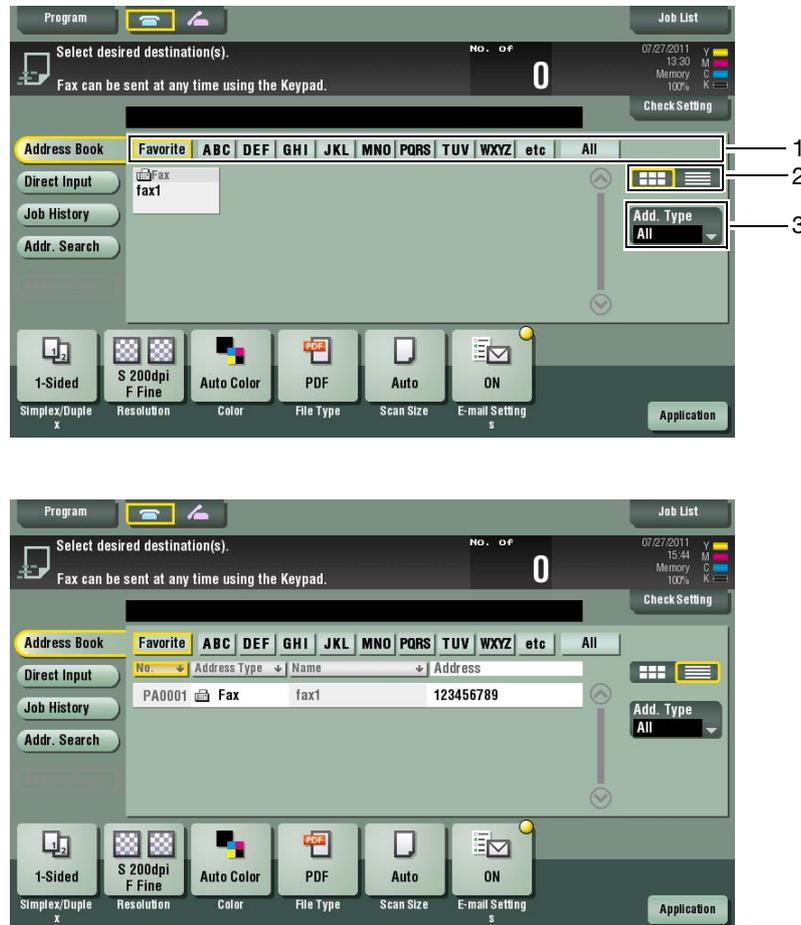
## 3.5 Specifying a destination

### Selecting from address book

In [Address Book], select the destination registered on this machine.

You can send data by broadcast transmission if you select multiple destinations. You can also use broadcast transmission by combining different sending modes such as Fax TX and SMB Send.

For details on how to register a destination, refer to page 8-3.



No.	Description
1	Narrow down destinations with the search text specified for the registered destination. Using [Add. Type] in combination further narrows down destinations. The following keys can be used to narrow down destinations: <ul style="list-style-type: none"> <li>• [All]: All address book entries registered on this machine are displayed.</li> <li>• [Favorite]: The destinations specified with [Favorites] as search text are displayed.</li> <li>• [etc]: Displays the destinations whose initial character is not an alphabet character and whose character is not set for search.</li> </ul>
2	Switch the registered destination display to button images or listing. Listing enables sorting of the registrations by registration number, destination type or registration name.
3	Narrow down destinations by the type of the registered destination. Using also search text further narrows down destinations.

#### Related setting

- You can select the index or destination type to be displayed at the top when [Address Book] is displayed (Default: [Favorites]/[All]). For details, refer to page 10-8 ([Address Book Index Default]).
- You can select the list order of destinations to be displayed in [Address Book] between an order by registration number and by registration name (Default: [Number Order]). For details, refer to page 10-8([Default Address Sort Method]).
- You can select the default display of the [Address Book] between button images and listing (Default: [One-Touch Button Layout]). For details, refer to page 10-8 ([Default Address Display Method]).

#### Related setting (for the administrator)

- You can select whether to prohibit users from specifying more than one destination (for broadcasting) or not (Default: [OFF]). For details, refer to page 11-8.

## Specifying a group destination

When you frequently send data by broadcast transmission, it is convenient to use a group destination that groups multiple destinations.

When a group destination is selected in [Address Book], select the destinations you want send data among the destinations registered in the group. If there is certain destination that you want to delete from sending data among the destinations registered in the group, tap [Select All], then tap the target destination to deselect.

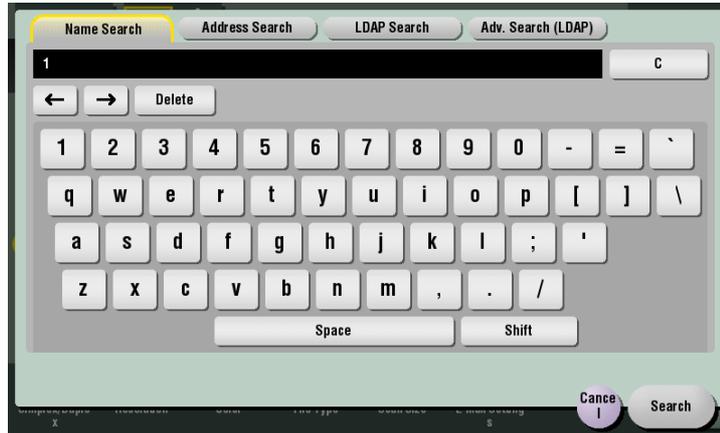
For details on how to register a group destination, refer to page 8-5.



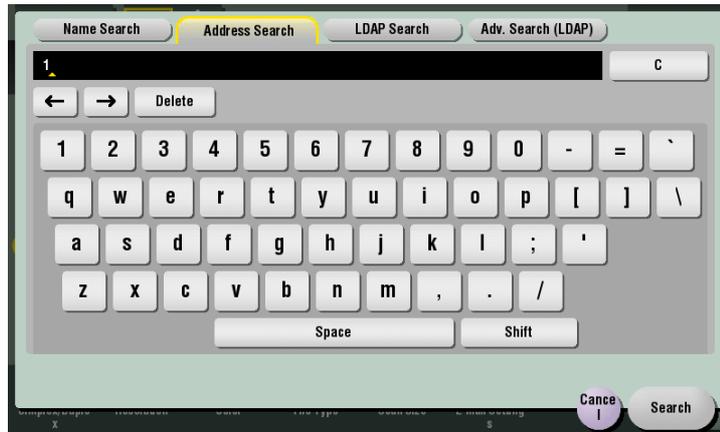
## Searching for a destination

If a large number of destinations are registered, search for a destination by registration name or fax number.

- 1 Tap [Addr. Search] - [Search] - [Name Search] or [Address Search].
  - When searching for a destination by registration name, tap [Name Search].
  - When searching for a destination by fax number, tap [Address Search].
- 2 Enter the text or number you want to search for, then tap [Search].
  - Using [Name Search]



- Using [Address Search]



- 3 Select the destination from the search result.

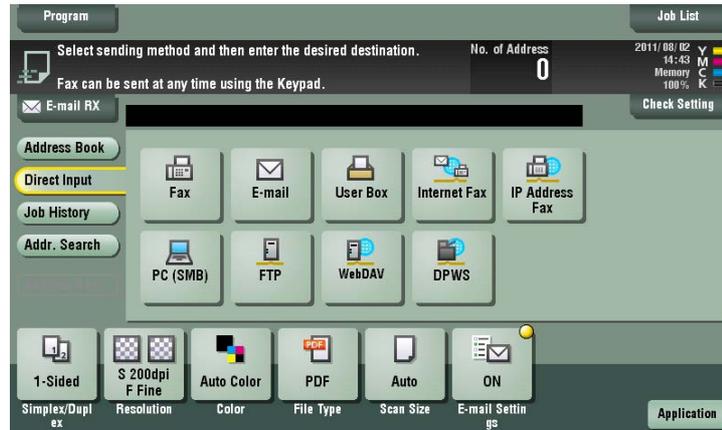
### Related setting

- Select whether to distinguish between upper and lower case alphabet characters when searching for a destination (Default: [Differentiate]). You can also select whether to display the check box for switching between case-sensitive and case-indifferent search modes on the search screen (Default: [OFF]). For details, refer to page 10-9.

## Direct input

Select [Direct Input], tap [Fax], then enter a fax number.

For details, refer to page 9-4.



## Reference

You can register the destination that you have entered directly into the address book. For details, refer to page 8-7.

Related setting (for the administrator)

- You can select whether to have the user enter a fax number twice for direct entry of a fax number (Default: [OFF]). This is helpful to prevent a fax from being sent to the wrong destination. For details, refer to page 11-23.
- You can select whether to allow the user to directly enter destinations (Default: [Allow All]). For details, refer to page 11-31.

## Selecting from the history

In [Job History], select a destination from the fax transmission history.

The history shows the latest five fax destinations. When necessary, multiple destinations can be selected from the history.



## Tips

- If a registered destination or a User Box is edited or if the Main Power Switch is turned off or on, history information is deleted.

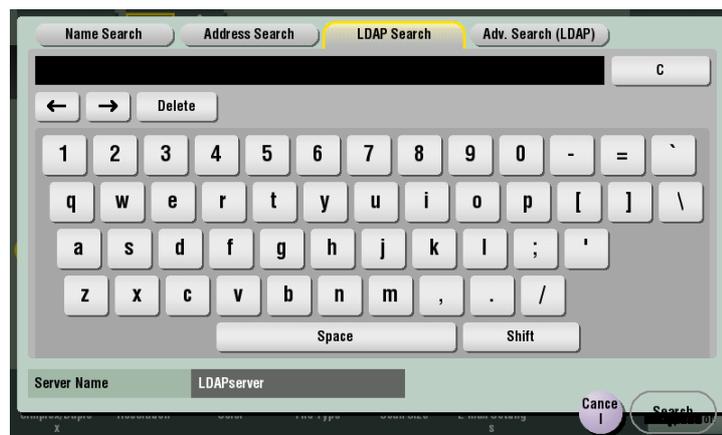
## Searching for a fax number from the LDAP server

When the LDAP server or Windows Server Active Directory is used, you can search for and select a fax number from the server.

There are two ways to search: Use [LDAP Search] in which a fax number is searched by a single keyword and use [Adv. Search(LDAP)] in which a fax number is searched by a combination of keywords of different categories.

- ✓ To use the LDAP server or Active Directory to specify the destination, you must register the server on this machine. The registration procedure is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

- 1 Tap [Addr. Search] - [Search] - [LDAP Search] or [Adv. Search(LDAP)].
- 2 Enter the keyword, then tap [Search].
  - Using [LDAP Search]



- Using [Adv. Search(LDAP)]



- 3 Select the destination from the search result.

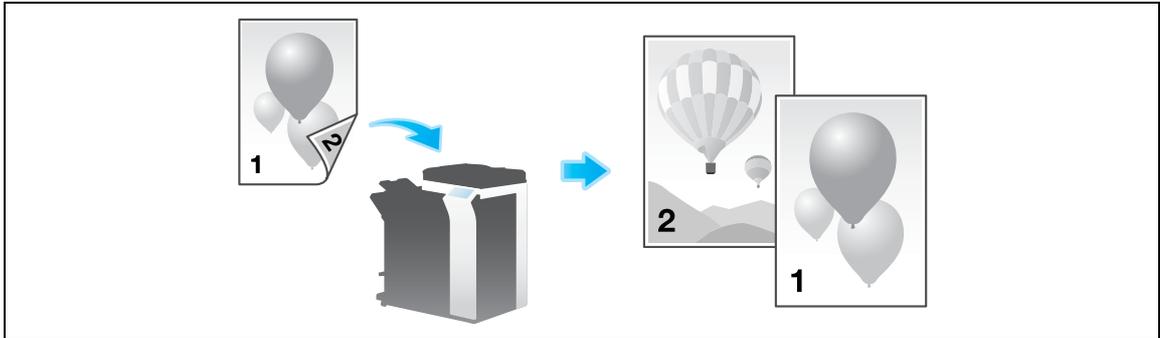
## 3.6 Option settings for Fax TX

### 3.6.1 Basic option settings

#### Scanning a double-sided original ([Simplex/Duplex])

Using **ADF**, you can automatically scan the front face and back face of an original. Also, you can scan only one side of the first page, then scan both sides for the remaining pages.

For details, refer to page 9-8.



#### Specifying the resolution to scan the original ([Resolution])

Select the resolution of the original for scanning.

For details, refer to page 9-9.

#### Specifying the original size ([Scan Size])

Select the size of the original to be scanned.

There are various scan sizes, including [Auto] for scanning in the same size as the original size, [Inches], [Metric Sizes], and [Photo Size].

For details, refer to page 9-10.

### 3.6.2 Settings to scan various types of originals (Application settings)

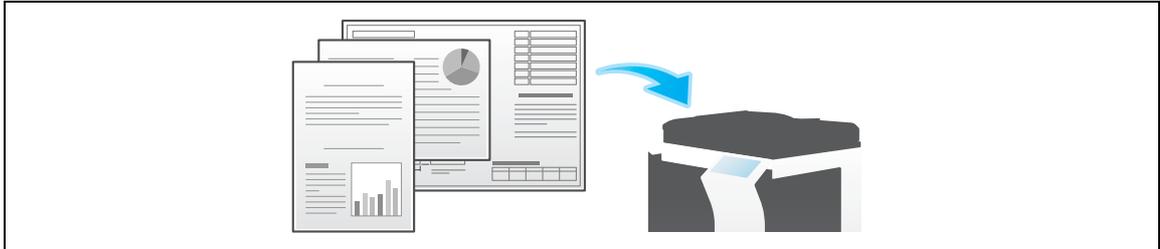
#### Scanning originals of different sizes at one time ([Mixed Original])

Even for an original with pages of different sizes, by using **ADF**, you can scan data while detecting the size of each page.

For details, refer to page 9-12.

**NOTICE**

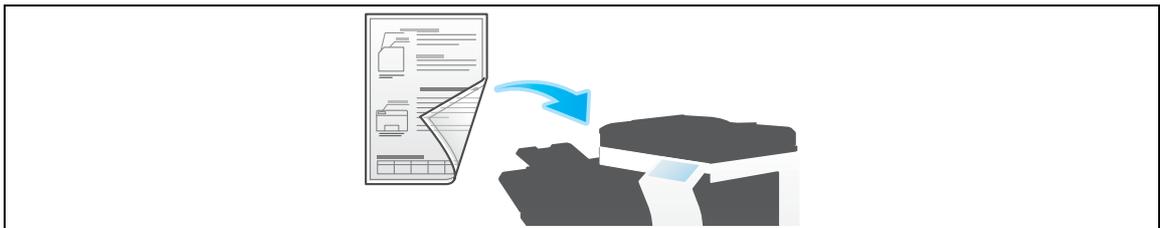
*Load all of the original pages into the **ADF** so that the tops of the pages are at the back or left side of the machine.*



#### Scanning an original thinner than normal paper ([Thin Paper Original])

Reduce the original feed speed of the **ADF** to prevent thin paper from getting caught.

For details, refer to page 9-12.



#### Scanning a folded original ([Z-Folded Original])

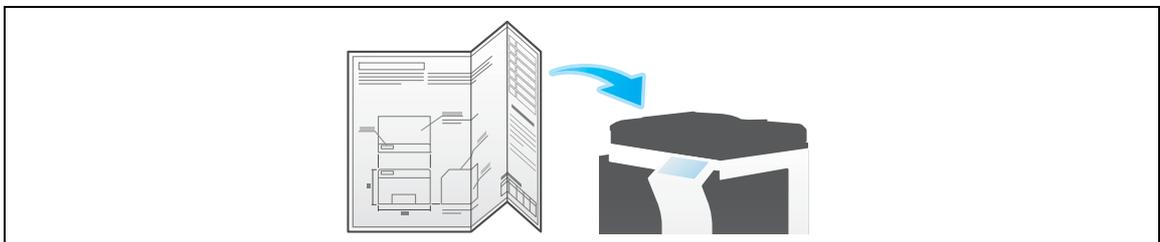
Even the original sizes of folded originals can be detected accurately.

If a folded original is loaded into **ADF**, the original size may not be able to be detected accurately. To scan a folded original through the **ADF**, use [Z-Folded Original].

For details, refer to page 9-12.

**NOTICE**

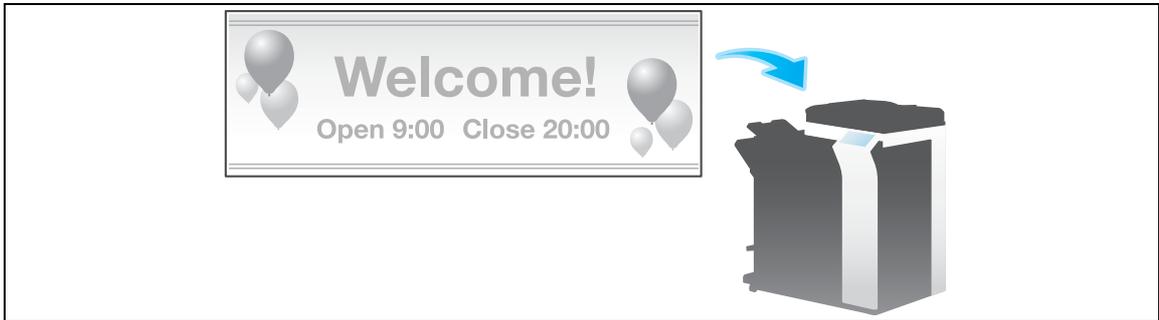
*Unfold folded originals before loading them into the **ADF**. If a folded original is not unfolded before scanning, a paper jam may occur or the size may not be correctly detected.*



### Scanning a long original ([Long Original])

Load the long original on the **ADF** if it cannot be placed on the **Original Glass** and is larger in the feeding direction than full standard size (A3 or 11 x 17). There is no need to enter the original size in advance: the **ADF** will detect the size automatically.

For details, refer to page 9-12.



### Specifying the original loading direction ([Original Direction])

When scanning a double-sided original etc., you can specify the direction in which the original is loaded so that the vertical direction is set correctly.

For details, refer to page 9-12.



### Specifying the binding position of the original ([Binding Position])

When scanning a double-sided original, specify the binding position of the original in [Binding Position] to prevent the binding position from being reversed.

For details, refer to page 9-12.



### Scanning while removing dust in the slit glass ([Despeckle])

When scanning an original through **ADF**, scanning of original and dust removal from the **Slit Scan Glass** are performed alternately, so that the original is always scanned using clean **Slit Scan Glass**.

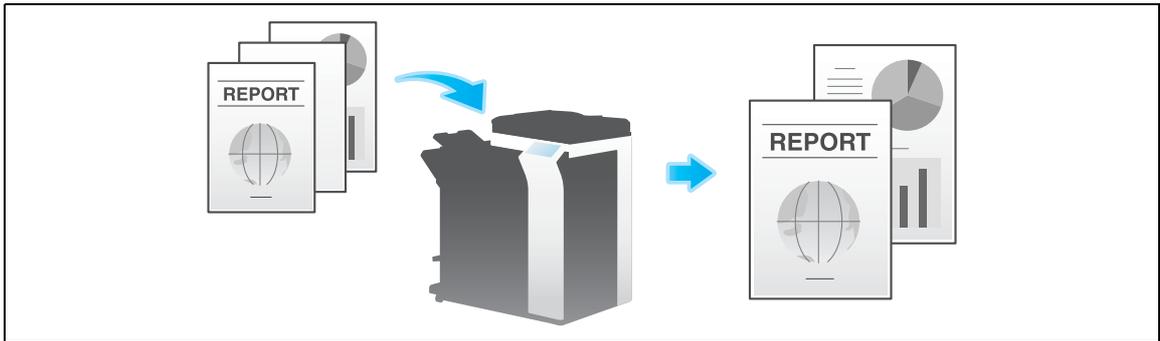
It takes longer to finish scanning, compared to normal operation.

For details, refer to page 9-12.

### Skipping blank pages ([Blank Page Removal])

Blank pages contained in the original loaded into the **ADF** are skipped when the original is scanned.

For details, refer to page 9-12.



### Split the left and right pages of a book and catalog ([Book Original])

You can scan two-page spreads such as books and catalogs separately into the left and right pages, or scan them as one page. If you place a book or catalog on the **Original Glass**, you do not need to close the **ADF** to scan it.

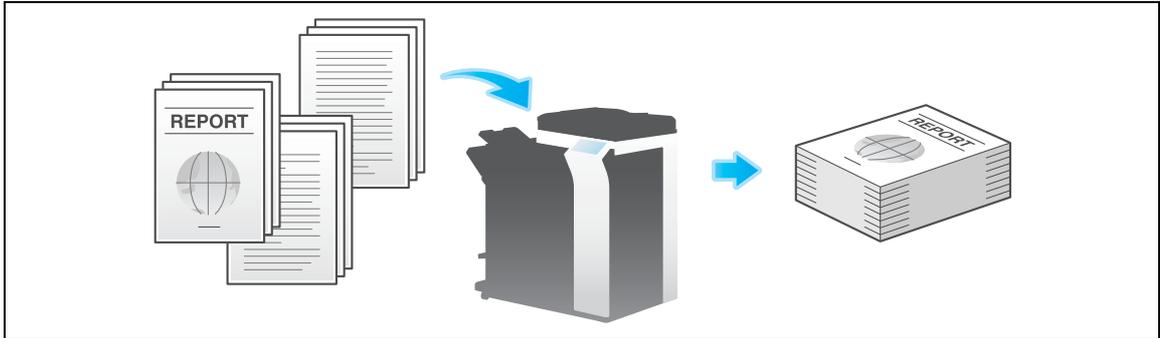
For details, refer to page 9-13.



## Scanning a number of originals in several batches ([Separate Scan])

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job.

In [Separate Scan], you can switch between **ADF** and **Original Glass** to scan the originals.



- 1 Load the original.

### NOTICE

*Do not load more than 150 sheets at a time into the original tray, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause an original paper jam, damage the originals, and/or cause an **ADF** failure.*

- 2 Tap [Application] - [No. of Originals] - [Separate Scan], and set to [ON].

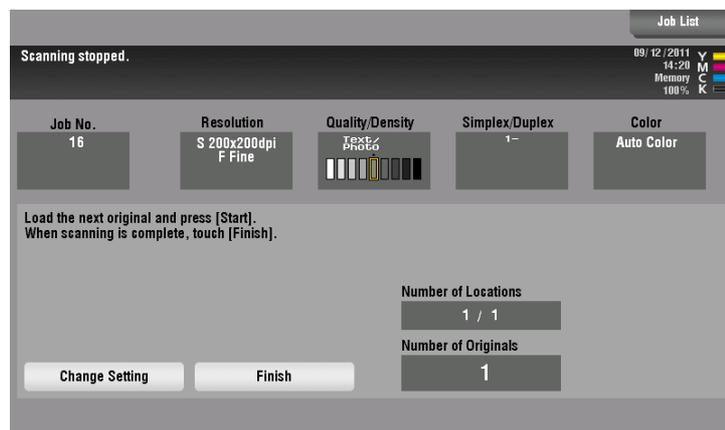


- 3 Press the **Start** key.

The original is scanned.

- 4 Load the next original, then press the **Start** key.

→ Press [Change Setting] to change the option settings according to the new original as necessary.



- 5 Repeat Step 4 until all pages of the original are scanned.
- 6 After all originals are scanned, tap [Finish] and press the **Start** key.  
Sending starts.

Related setting

- You can select whether to scan originals continuously at all times even though [Separate Scan] is not specified when scanning originals using the **Original Glass** (Default: [No]). For details, refer to page 10-7.

### 3.6.3 Adjusting the image quality or density (Application settings)

#### Selecting the appropriate image quality for the contents of the original ([Original Type])

Select the appropriate type according to the contents of the original in order to scan it with optimal level of image quality.

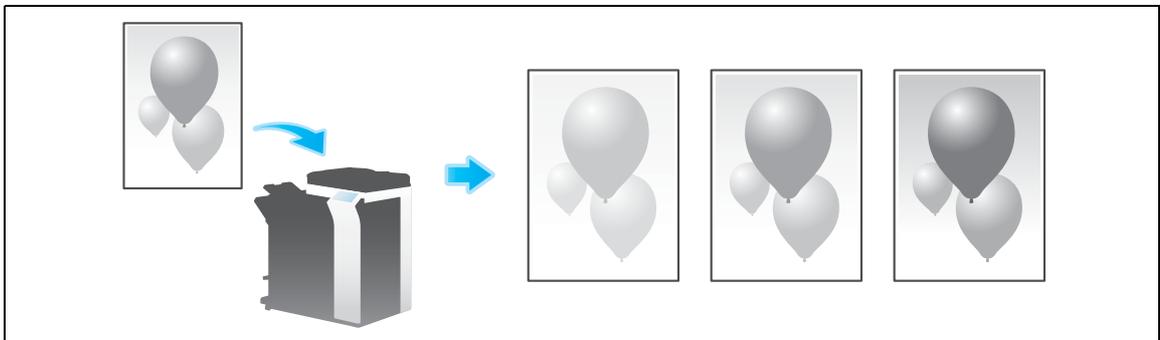
For details, refer to page 9-14.



#### Specifying the density to scan the original ([Density])

Adjust the density (Dark or Light) to scan the original.

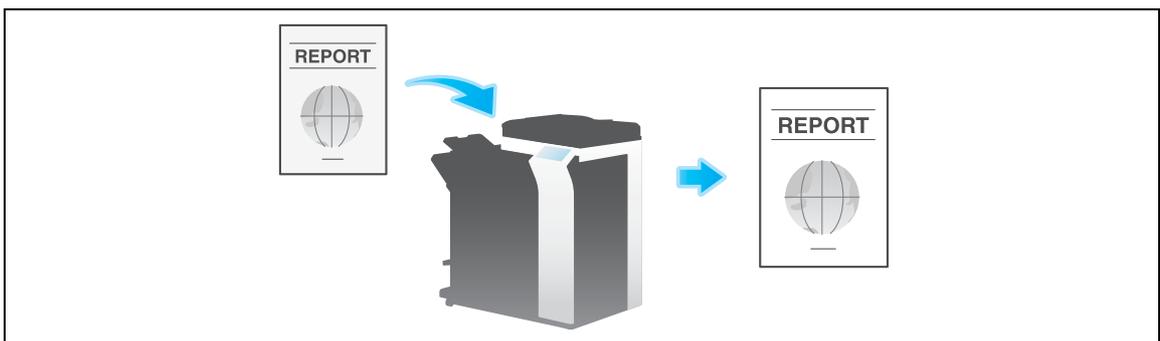
For details, refer to page 9-15.



#### Adjusting the background density of the original ([Bkgd. Removal])

You can adjust the density of the background area for originals with colored backgrounds (newspaper, recycled paper, etc.) or originals that are so thin that text or images on the back would be scanned.

For details, refer to page 9-16.



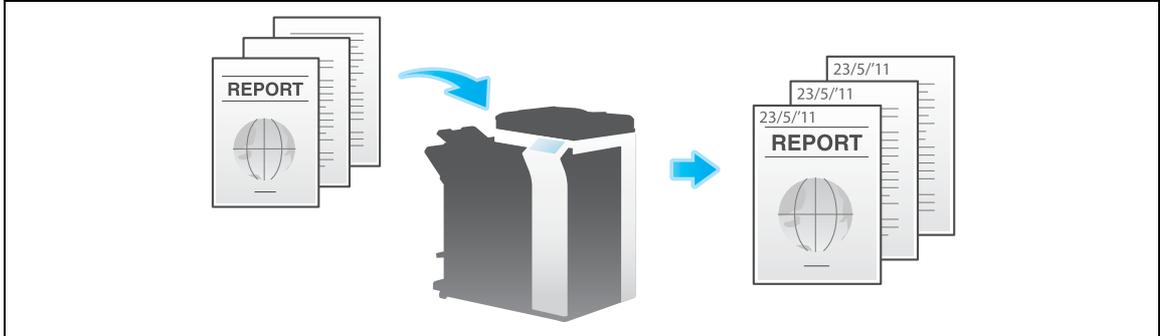
### 3.6.4 Adding a stamp or page number (Application settings)

#### Add the date and time ([Date/Time])

Select the stamping position and representation, and add the date and time the original is scanned.

The date and time can be printed either on all pages or only on the first page.

For details, refer to page 9-17.



Related setting (for the administrator)

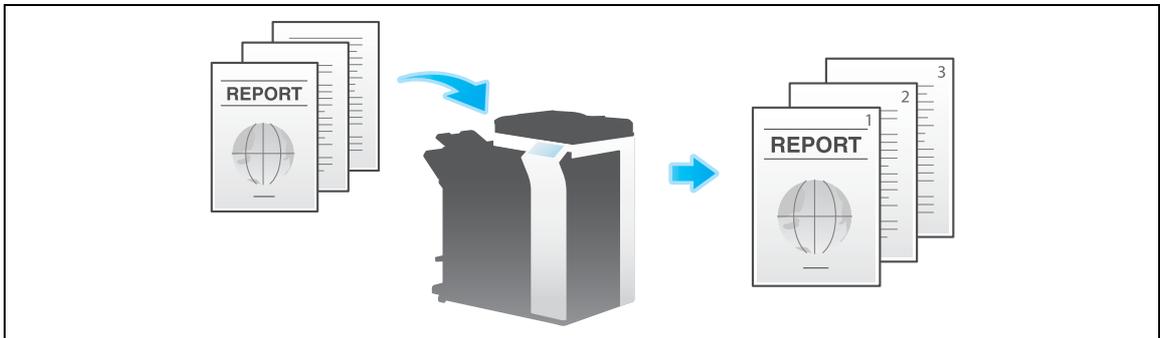
- You can select whether to cancel the settings for [Date/Time] (Default: [Cancel]) when sending a fax. For details, refer to page 11-10.

#### Adding a page number ([Page Number])

Select the stamping position and format, and add page and chapter numbers.

Page and chapter numbers are printed on all pages.

For details, refer to page 9-18.



Related setting (for the administrator)

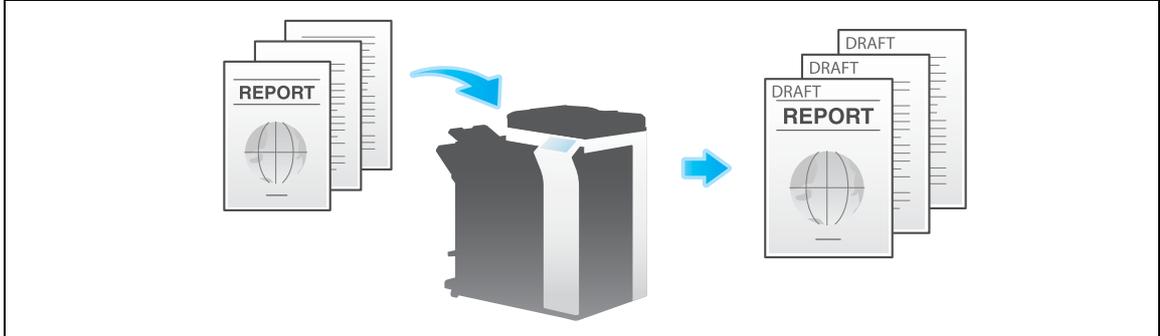
- You can select whether to cancel the settings for [Page Number] (Default: [Cancel]) when sending a fax. For details, refer to page 11-10.

### Adding a stamp ([Stamp])

Texts such as "PLEASE REPLY" and "DO NOT COPY" are printed on the first page or all pages. You can select the text to be added from the registered fix stamps and arbitrary registered stamps.

Since text is added without modifying the original, it is convenient to handle important documents on which addition or modification is not permitted.

For details, refer to page 9-19.



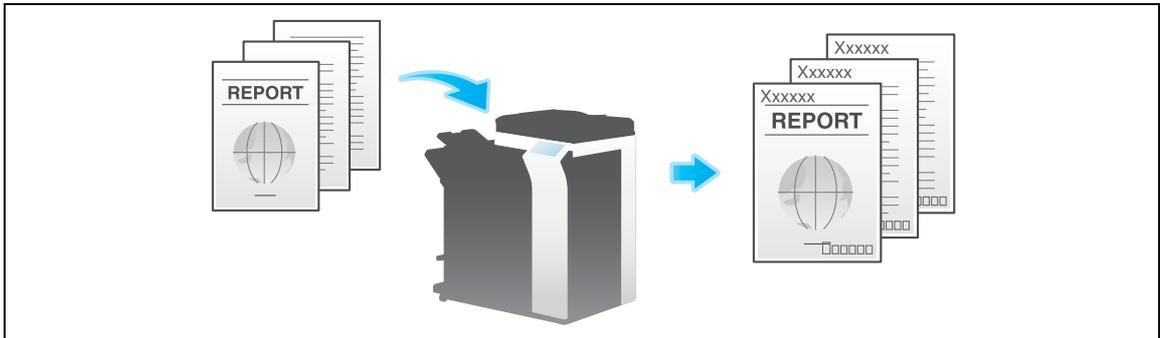
Related setting (for the administrator)

- You can select whether to cancel the settings for [Stamp] (Default: [Cancel]) when sending a fax. For details, refer to page 11-10.

### Adding the header/footer ([Header/Footer])

Add the date and time and any other required text in the top and bottom margins (header/footer) of the specified page. You must register the information to be added for header and footer in advance on this machine.

For details, refer to page 9-20.



Related setting (for the administrator)

- For details on how to register the information to be added for header and footer, refer to page 11-10.
- You can select whether to cancel the settings for [Header/Footer] (Default: [Cancel]) when sending a fax. For details, refer to page 11-10.

## Printing TX Stamp on scanned originals ([TX Stamp])

When scanning originals using **ADF**, a TX Stamp is printed on a scanned original to certify that the original has been scanned.

For details, refer to page 9-21.

### **NOTICE**

*Avoid using this function for originals that must be kept clean.*



### Tips

- To print TX Stamps, the optional **Stamp Unit** is required.
- If TX Stamp is enabled, the Quick Memory TX function is disabled.
- The ink used for stamping is consumables. If the ink becomes faint, contact your service representative.

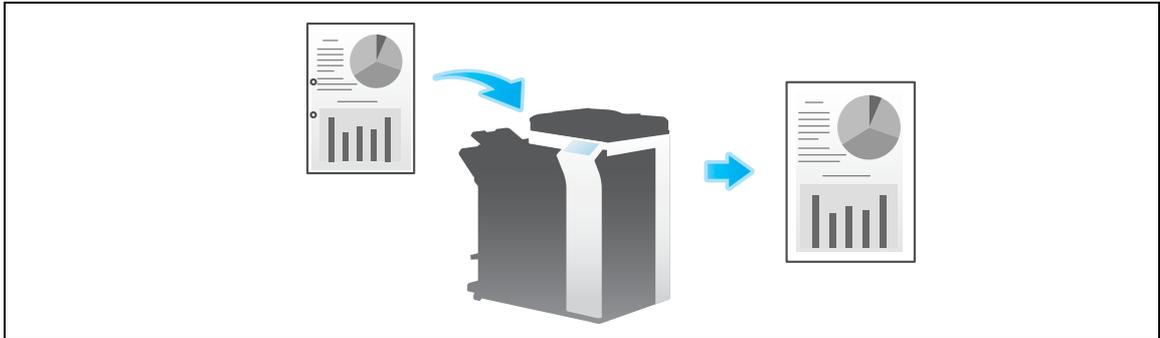
### 3.6.5 Other option settings (Application settings)

#### Scanning the original by erasing the frame of the original by the specified width ([Frame Erase])

Erases an area of an identical specified width along the four sides of an original. You can specify the width to be erased for each side.

This is convenient when you want to erase the reception record of the header and footer of a fax, or shadows of punch holes on the original.

For details, refer to page 9-21.

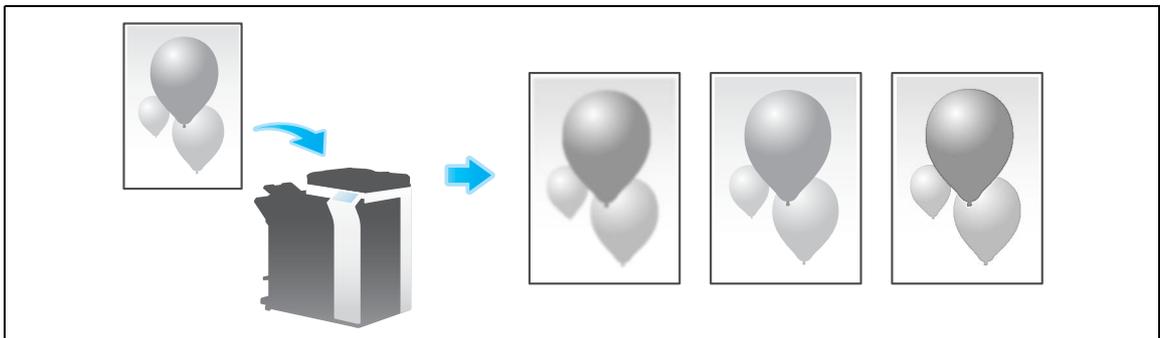


#### Sharpen the border between text etc. ([Sharpness])

Sharpen the edges of the image such as text in the table and graphic, to improve legibility.

Smoothen rough contours of an image or sharpen blurred images.

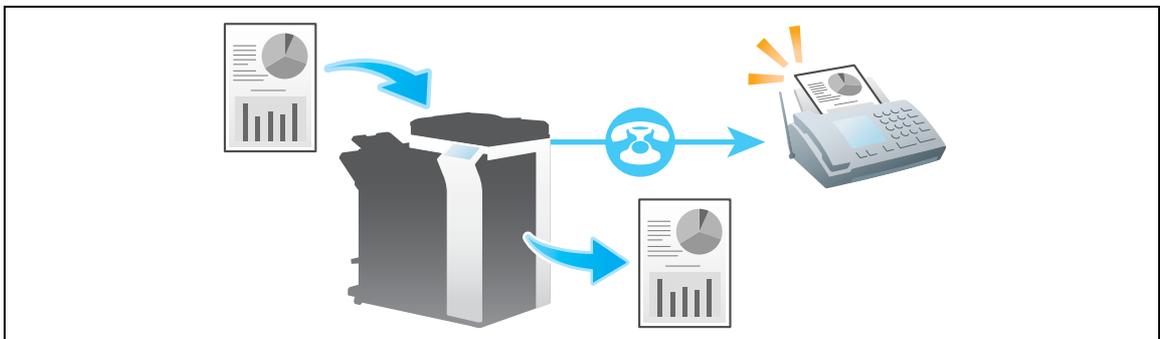
For details, refer to page 9-22.



#### Sending and printing at a time ([Save & Print])

A document is printed as it is transmitted.

For details, refer to page 9-22.





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# **4** Sending Options



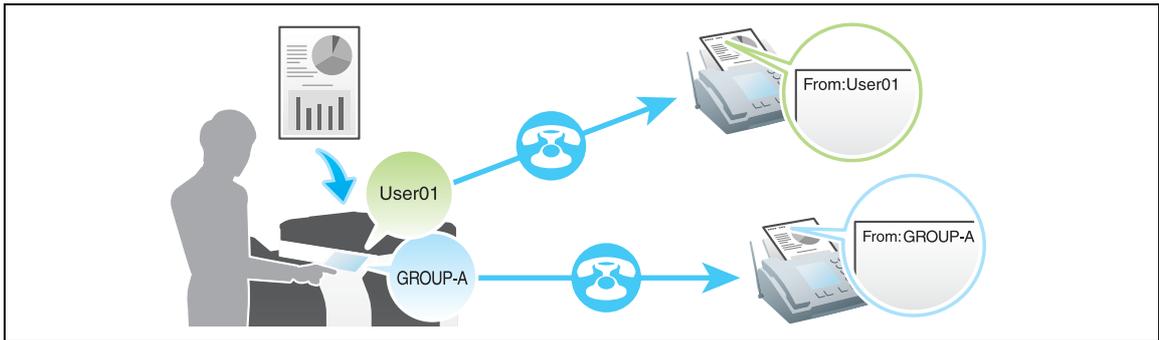
## 4 Sending Options

### 4.1 Sending by renaming the sender ([Fax Header Settings])

#### Sender information

The sender information includes the machine name, your company name (sender name), and the fax number of the machine. It is automatically added to each fax to be sent.

For the sender name, the default sender name is automatically added. If multiple sender names are registered, you can change the default sender name.



#### Related setting (for the administrator)

- You can specify the header position (Default: [Outside Body Text]). You can also disable printing of the sender information. For details, refer to page 11-17.
- You can select whether to include a destination fax number in the header (Default: [ON]). For details, refer to page 11-17.

#### Tips

- In the North American and Hong Kong models, [Print Receiver's Name] is hidden.

#### **NOTICE**

*When the header position is specified to appear inside the body text, it may overlap with part of the fax image, causing it to be lost from the transmitted fax.*

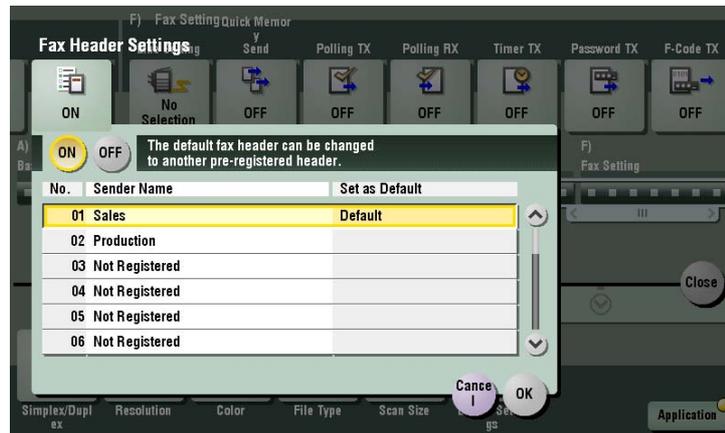
#### **Operations required to use this function (For administrators)**

By registering multiple sender names, you can use different sender names depending on the destination.

For details on the registration procedure, refer to page 11-16 ([Sender]).

## Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [App] - [Fax Header Settings].
- 5 Select the sender name you want to change from the list of sender names, and tap [OK].



- 6 Press the **Start** key.  
Transmission begins. The changed sender name is added to a fax.

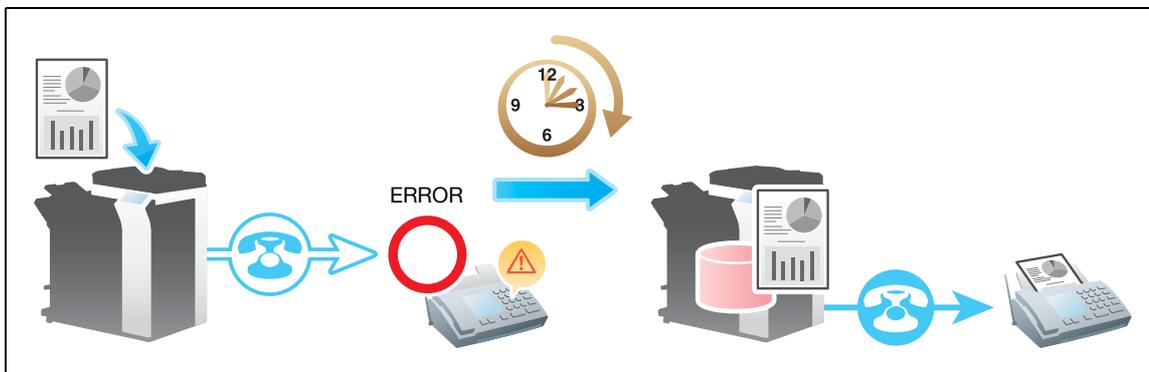
### Tips

- Changes on [Fax Header Settings] are only temporary. It is useful to specify frequently used sender names as defaults when registering sender names.

## 4.2 Resending a fax

### Auto resending (Auto redial)

If a fax transmission fails due to a line or recipient machine problem, the machine automatically resends (re-dials) the fax after certain time has elapsed. By default, redialing takes place at an interval of three minutes.



Related setting (for the administrator)

- You can change the number of redials to take place in auto redialing. For details, refer to page 11-19.
- You can change the auto redialing interval (Default: [3 min.]). For details, refer to page 11-19.



### Reference

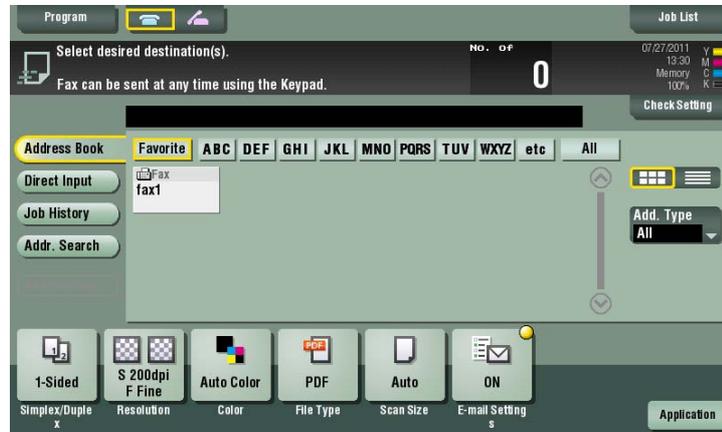
*If for some reason a fax is not successfully sent after redials were attempted up to the set number of times, the job can be temporarily stored in the box of the machine and resent later. For details, refer to page 4-7.*

## Manual resending

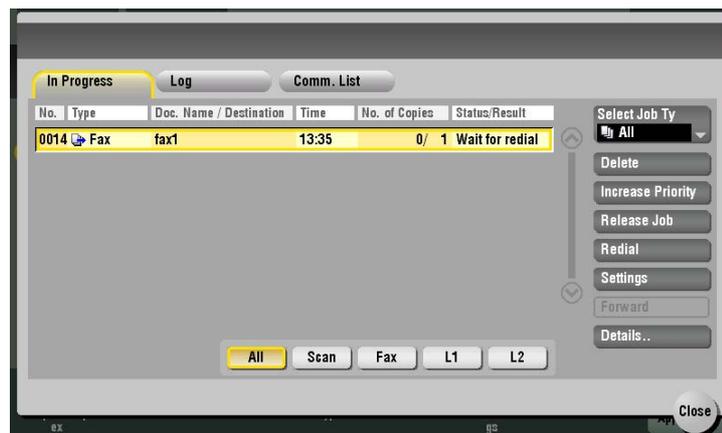
A failed fax transmission is handled as a reserved job pending for resending (redial).

Pending jobs for resending are resent automatically after a certain period of time has elapsed using the auto redial function. However, you can manually resend the fax.

- 1 Tap [Job List].



- 2 Select a job you wish to resend and tap [Redial].



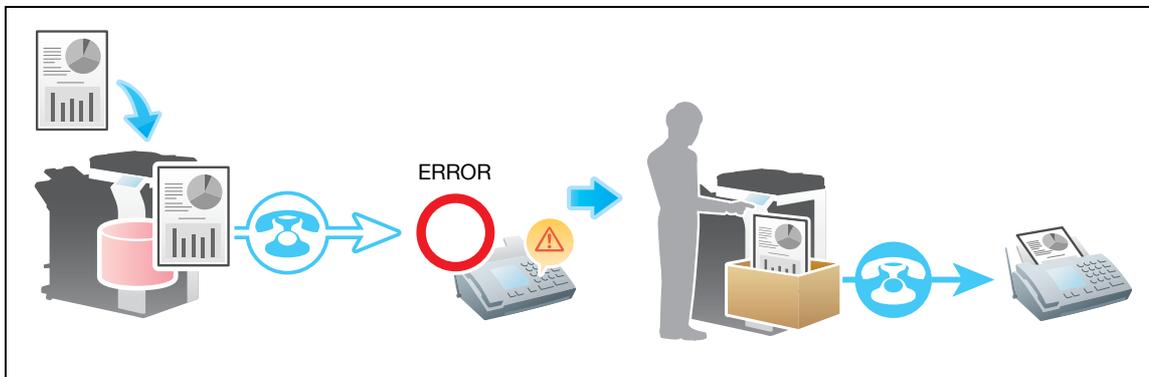
- 3 Tap [Start].  
Sending starts.

## 4.3 Resending a fax for which the fax number could not be redialed

### Fax Retransmit

Fax Retransmit is a function that stores a fax that could not be sent by Redial in the machine's user box for a given period of time.

A stored fax job can be resent later by recalling it from the box.



### Operations required to use this function (For administrators)

Enable Fax Retransmit. Set how long a fax should be stored in the User Box.

For details on how to set the period, refer to page 11-25.

### Operation flow

Open the Fax Retransmit User Box in the User Box mode and specify the fax you want to resend.

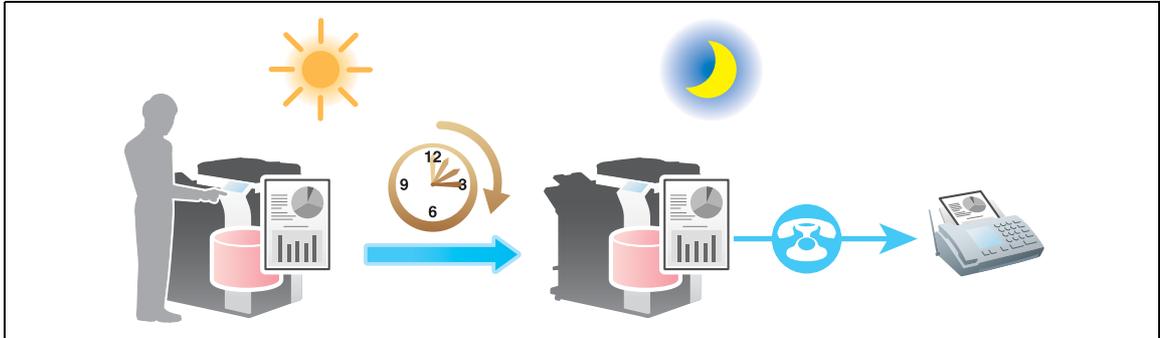
For details on the procedure, refer to [User's Guide: Box Operations].

## 4.4 Sending a fax at preset time ([Timer TX])

### Timer TX

Timer TX is a feature that automatically starts sending at a specified time.

Using the Timer TX function to reserve fax transmission during off-peak rate hours early in the morning and late at night can help to reduce transmission costs. You can reserve up to 20 Fax TX jobs using the Timer TX function.



#### Tips

- This function cannot be used together with the following functions.
- Quick Memory TX, Polling TX, Polling TX (Bulletin Board).



#### Reference

If Timer TX is used in combination with Polling RX, files for polling can be received at a specified time. For details on the Polling RX function, refer to page 6-13 (Polling RX) or page 6-14 (Polling RX (Bulletin Board)).

### Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
  - You can specify multiple destinations at the same time.
- 4 Tap [Application] - [Fax Setting] - [Timer TX], then tap [ON].
- 5 Using the **Keypad**, enter the transmission start time, then tap [OK].



- 6 Press the **Start** key.
  - Scanning of the original starts. The fax is automatically sent at the specified time.

Tips

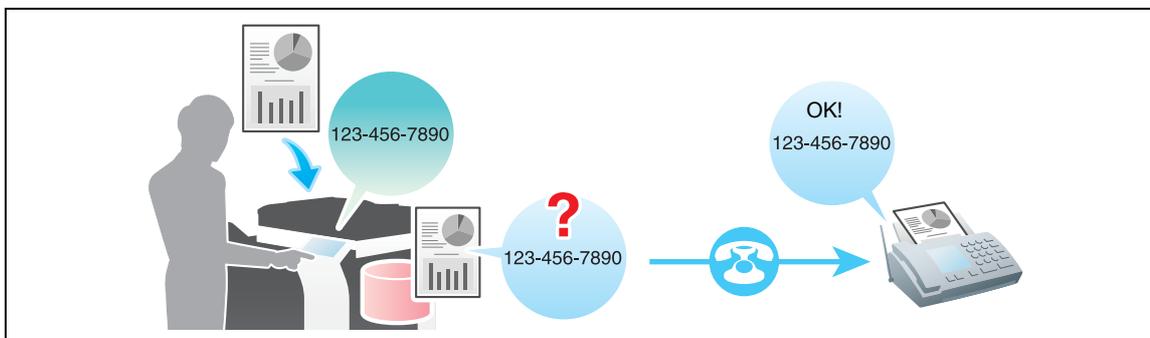
- If the machine power is not activated at the start time, fax transmission will not start. The fax transmission starts just after the machine power is turned on.

## 4.5 Checking the destination fax number before sending a fax ([Check Dest. and Send])

### Check Dest. & Send

The Check Dest. & Send function checks the fax number specified for the fax transmission against the remote fax number (CSI) and sends the fax only when they match.

This prevents misdirected transmissions since transmission fails if the specified and destination's fax number information (CSI) does not match.

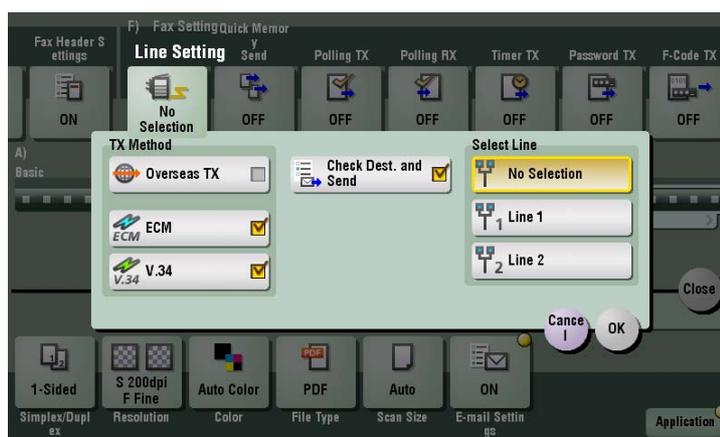


#### Tips

- The fax number of the originating machine must have been in the remote machine.
- When registering destinations with an address book, you can enable Check Dest. & Send in addition to registering fax numbers.

### Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Line Setting].
- 5 Select [Check Dest. and Send], then tap [OK].



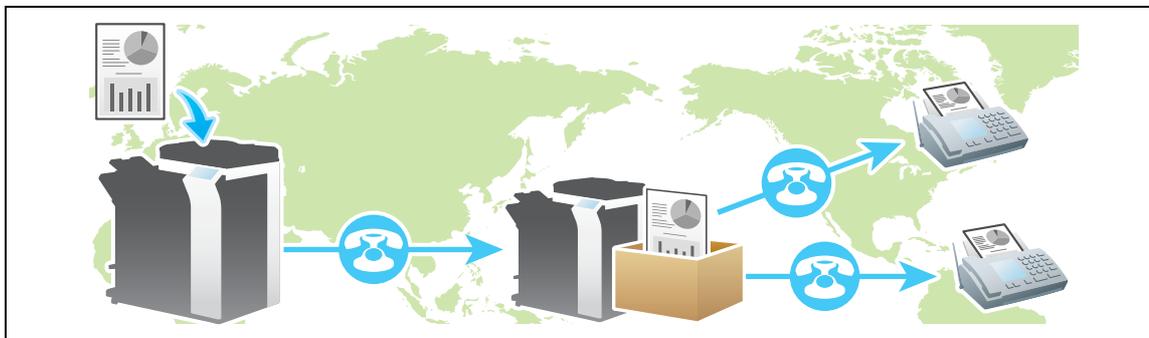
- 6 Press the **Start** key.  
Transmission begins.

## 4.6 Sending a fax after specifying a relay station ([F-Code TX])

### Relay distribution

The Relay Distribution function sends a fax to a relay machine, which distributes the received fax to a pre-registered group of destinations.

Overall communications costs can be reduced by grouping relay stations and destinations by area, compared to the case in which faxes are broadcast to all destinations. This function is useful when broadcasting faxes to distant locations.



#### Tips

- The destination machine (the relay machine) needs to have the F-code function.
- You need to check both the Relay User Box number specified on the relay machine and the password for relay distribution.
- This function cannot be used together with the following functions:
  - Password TX, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

#### Related setting (for the administrator)

- You can enable or disable F-Code TX (Default: [ON]). For details, refer to page 11-23.

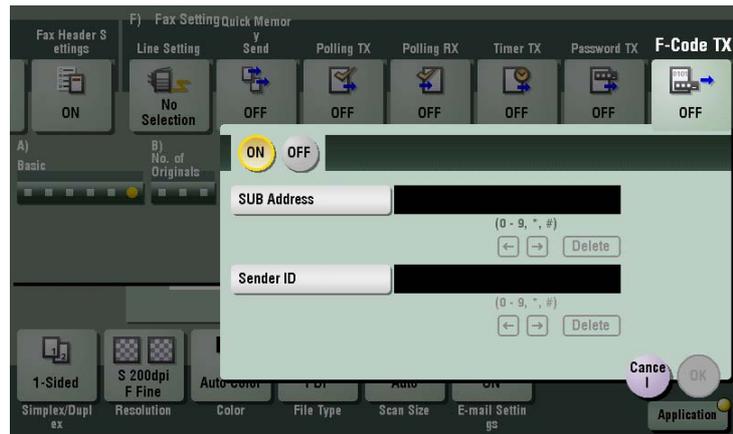


#### Reference

*This machine can also be used as a relay station. For details, refer to [User's Guide: Box Operations].*

## Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the fax number of the relay station.
- 4 Tap [Application] - [Fax Setting] - [F-Code TX], then tap [ON].
- 5 Enter the [SUB Address] and [Sender ID], then tap [OK].
  - [SUB Address]: Enter the relay user box number.
  - [Sender ID]: Enter the relay TX password for the relay distribution.



- 6 Press the **Start** key.

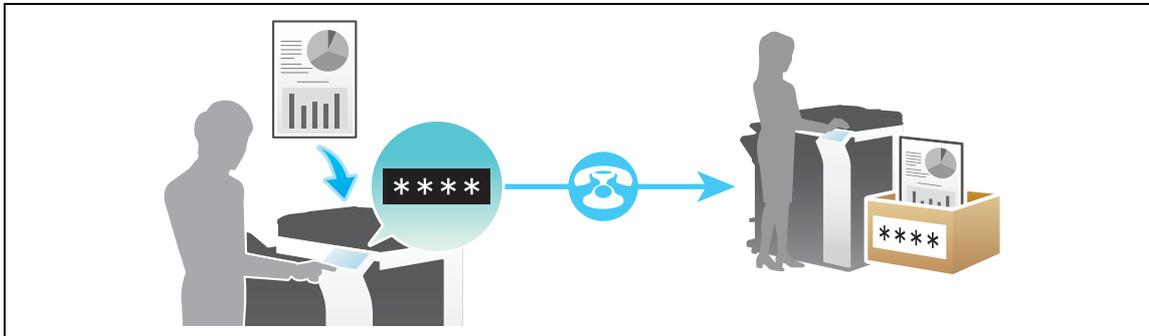
Fax transmission to the relay station begins. Faxes received by a relay station are delivered to destinations registered with the relay station.

## 4.7 Sending a confidential fax ([F-Code TX])

### Confidential communication

The confidential communication function is designed for communications with specific persons using a Confidential User Box that requires a registered number and a password.

This ensures fax communications with improved security.



#### Tips

- This function is available only when the recipient's machine is equipped with the F-code function.
- You need to check the recipient's Confidential User Box number and the password for confidential fax reception.
- This function cannot be used together with the following functions:
  - Password TX, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

#### Related setting (for the administrator)

- You can enable or disable F-Code TX (Default: [ON]). For details, refer to page 11-23.



### Reference

*You can register a confidential user box on this machine to receive confidential faxes. For details on how to register a Confidential User Box, refer to [User's Guide: Box Operations].*

## Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [F-Code TX], then tap [ON].
- 5 Enter the [SUB Address] and [Sender ID], then tap [ON].
  - [SUB Address]: Enter the confidential user box number.
  - [Sender ID]: Enter the communication password for confidential RX.



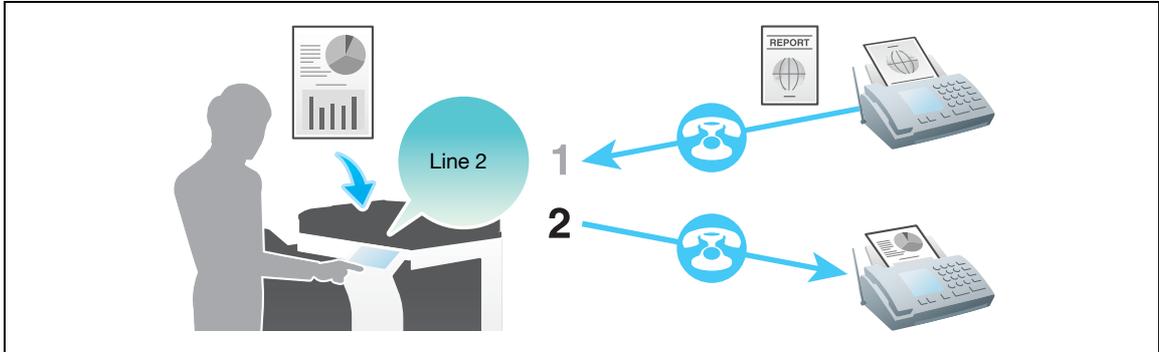
- 6 Press the **Start** key.  
Transmission begins.

## 4.8 Sending a fax using an additional line ([Select Line])

### Using an additional line

When two lines are operating, you can select a line for sending a fax.

Faxes are usually transmitted using an idle line. Lines can be used to transmit faxes according to usages 's situation.



#### Tips

- When registering destinations with an address book, you can configure the lines used to transmit faxes in addition to registering fax numbers.
- This function cannot be used together with the following functions.
  - Polling TX, Polling TX (Bulletin Board).

### Operations required to use this function (for administrators)

Configure a specific function for additional line. If you configure a function that differs from the one assigned to the first line, you can use the two lines differently.

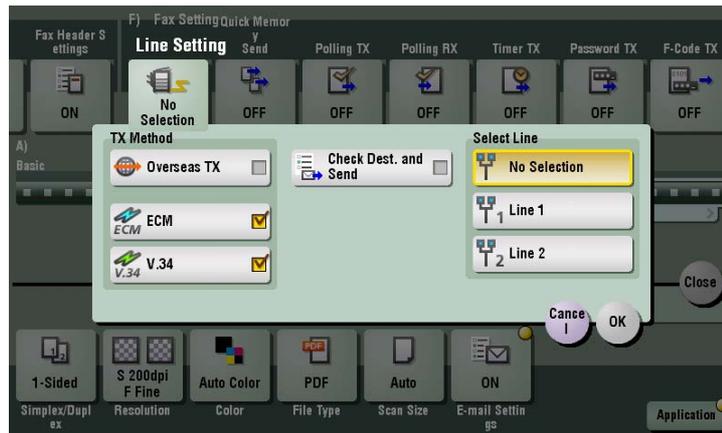
For details on how to configure the settings, refer to page 11-28.

#### Tips

- You cannot specify a line if [Multi Line Usage Settings] is set to [RX Only].

## Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Line Setting].
- 5 Select a line used for transmission in [Select Line], then tap [OK].
  - If [No Selection] is selected, an idle line is used. If both lines are idle, Line 1 takes precedence.



- 6 Press the **Start** key.  
Transmission begins.

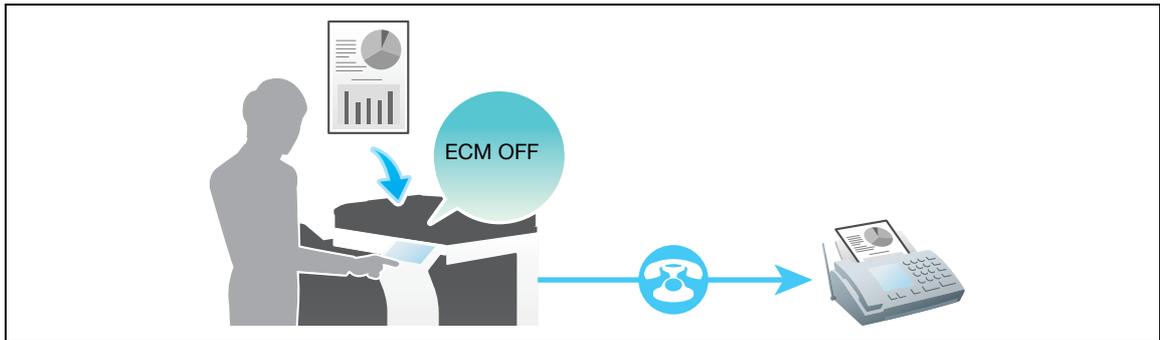
## 4.9 Sending a fax after canceling ECM mode ([ECM])

### ECM

ECM is an error correction mode defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector).

Fax machines that support the ECM communicate while confirming that there is no error in the sent data. This prevents image blurring caused by noise on the phone line.

By default, this machine uses ECM for transmission. If the noise level is high, the communication may take a little longer than the communication without using ECM checking. To reduce the transmission time, you can transmit faxes with ECM turned off.

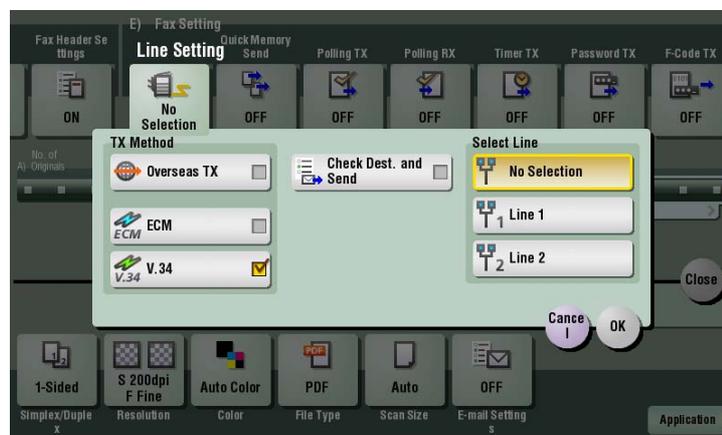


#### Tips

- When registering destinations with an address book, you can specify whether to send faxes in the ECM mode in addition to registering fax numbers.
- If the ECM function is canceled, the following functions cannot be used together.
  - V34 OFF, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

### Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Line Setting].
- 5 Cancel the setting of [ECM], then tap [OK].



- 6 Press the **Start** key.  
Transmission begins.

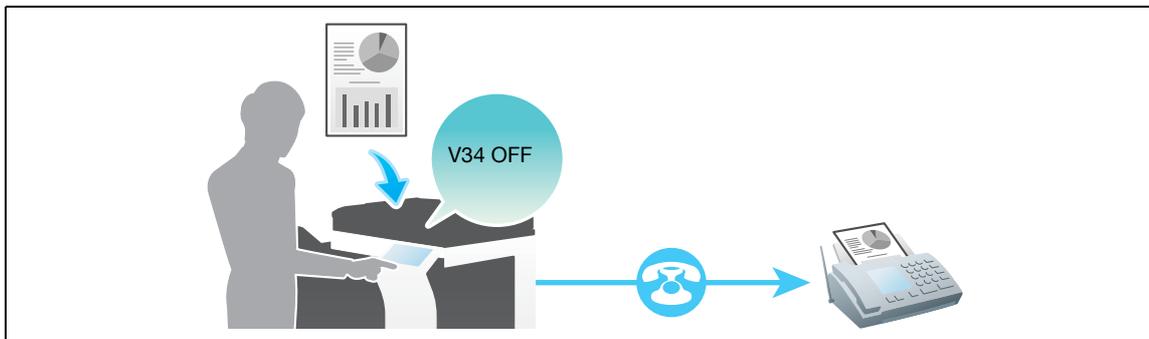
## 4.10 Sending a fax after canceling the Super G3 mode ([V.34])

### V34

V34 is a communication mode used for the Super G3 fax communication.

This can shorten the communication time and reduce communication costs because a single page of letter/A4 size paper can be sent in as little as approximately three seconds.

By default, this machine transmits faxes with V34. You can send faxes with V34 canceled if it is not possible to establish a communication in the Super G3 mode depending on telephone line conditions (for example, when the remote or this machine is connected to a PBX line).

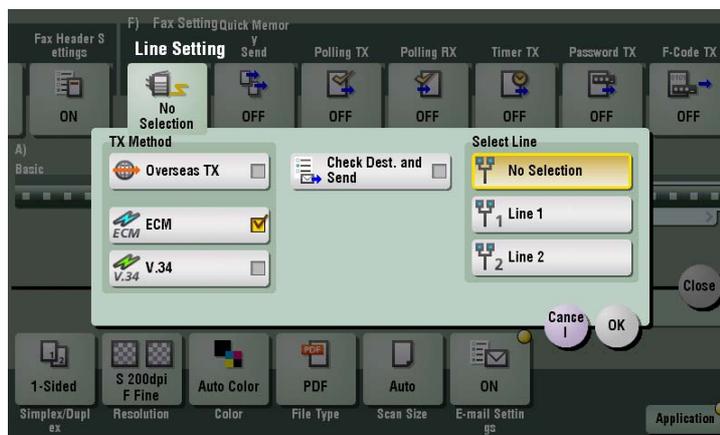


#### Tips

- When registering destinations with an address book, you can specify whether to send faxes in the V34 mode in addition to registering fax numbers.
- If the V34 function is canceled, the following functions cannot be used together.
  - ECM OFF, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

### Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Line Setting].
- 5 Cancel the setting of [V.34], then tap [OK].



- 6 Press the **Start** key.  
Transmission begins.

## 4.11 Sending one scanned page at a time ([Quick Memory Send])

### Quick Memory TX

Quick Memory TX is a method to start sending a fax as soon as one page of the original has been scanned. The total number of pages transmitted can be entered in the sender record.

Normally, this machine begins transmission after all pages have been scanned and saved in memory (Memory TX). With Quick Memory TX, the overall processing time can be reduced. With this method, many pages can be faxed without causing memory overflow.

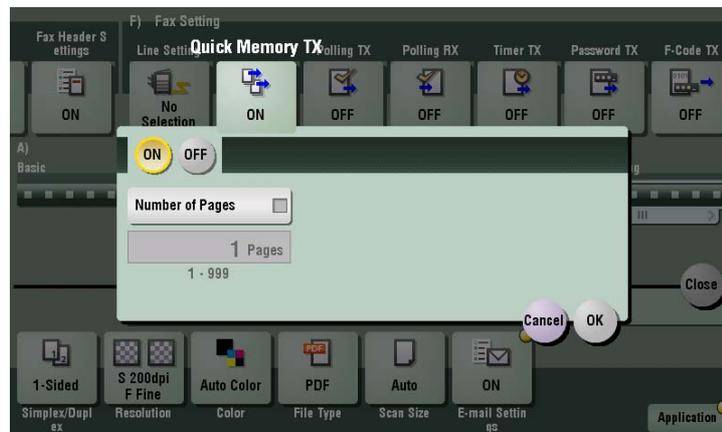


#### Tips

- This function cannot be used together with the following functions:
  - Timer TX, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board)
- Enabling the TX Stamp function when the Quick Memory TX function is enabled causes Quick Memory TX to be canceled.

### Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Quick Memory Send], then tap [ON].
- 5 To add the total number of pages to the sender record, select [Number of Pages], enter the number of original pages using the **Keypad**, then tap [OK].



- 6 Press the **Start** key.  
As one page is scanned, transmission starts.

## 4.12 Faxing overseas ([Overseas TX])

### Overseas TX

The Overseas TX Mode function reduces the transmission speed (the information transfer speed) for sending a fax.

It is useful when sending a fax to areas where communication conditions are poor.

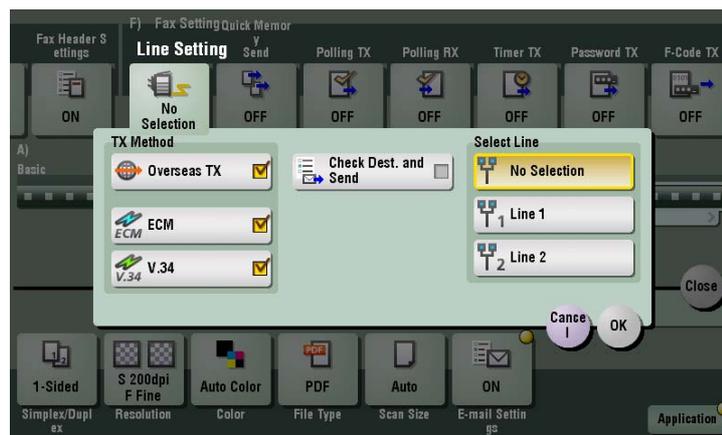


#### Tips

- When registering destinations with an address book, you can specify whether to send faxes in the Overseas TX mode in addition to registering fax numbers.
- This function cannot be used together with the following functions:
  - Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

### Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Line Setting].
- 5 Select [Overseas TX], then tap [OK].

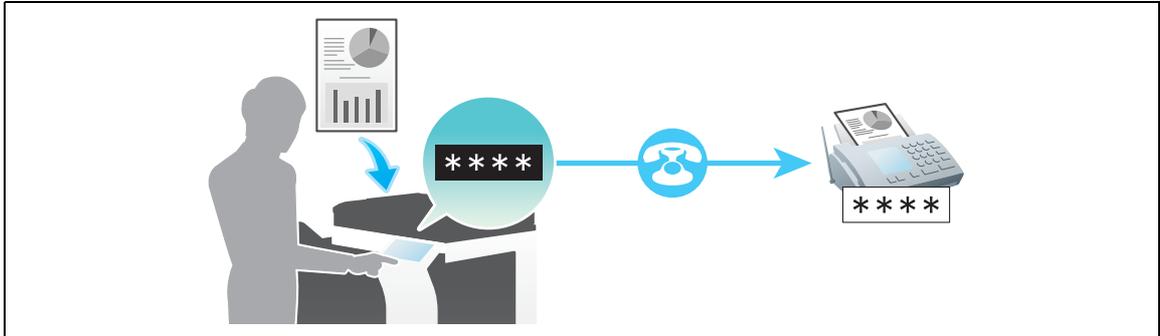


- 6 Press the **Start** key.  
Transmission begins.

## 4.13 Sending a fax with a password ([Password TX])

### Password TX

The Password TX is a function that sends a fax with a password. It is used to send faxes to a device on which fax peers are restricted by passwords (a device with Closed Network RX enabled).



#### Tips

- You can only use this function to communicate with OLIVETTI models supporting the closed network reception (password) function.
- You need to check the recipient's closed network reception password beforehand.
- This function cannot be used together with the following functions:
  - Relay Distribution, Confidential Communication, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

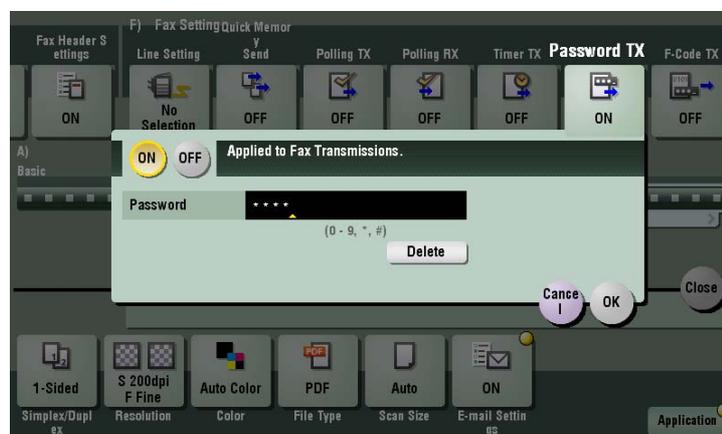


#### Reference

*This machine can restrict fax destinations using the Closed Network RX function. For details on the Closed Network RX function, refer to page 6-12.*

### Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Password TX], then tap [ON].
- 5 Using the **Keypad**, enter the Closed Network RX password of the destination, then tap [OK].



- 6 Press the **Start** key.  
Transmission begins.

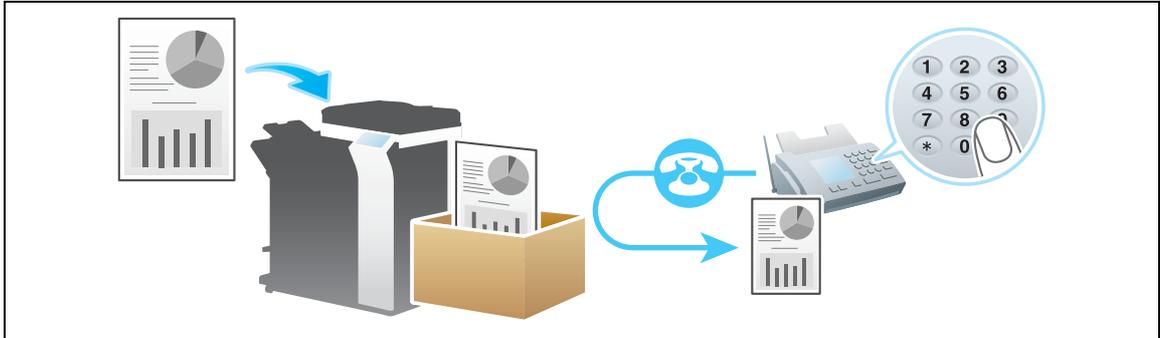
## 4.14 Registering a file for polling ([Polling TX])

### Polling TX

The Polling TX function stores a file beforehand on the internal hard disk and sends it out upon a request for reception (polling request) from the recipient.

The files for polling are stored in the Polling Transmission User Box in the System User Box, and then transmitted upon reception of a polling request.

Only one file can be stored in the Polling TX User Box.



#### Tips

- This function cannot be used together with the following functions.
  - Timer TX, Relay Distribution, Confidential Communication, Line Selection, ECM OFF, V34 OFF, Quick Memory TX, Overseas TX, Password TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board).

#### Related setting (for the administrator)

- You can select whether to keep the file in the User Box after it is sent out upon a polling request from the recipient (Default: [Delete]). For details, refer to page 11-21.

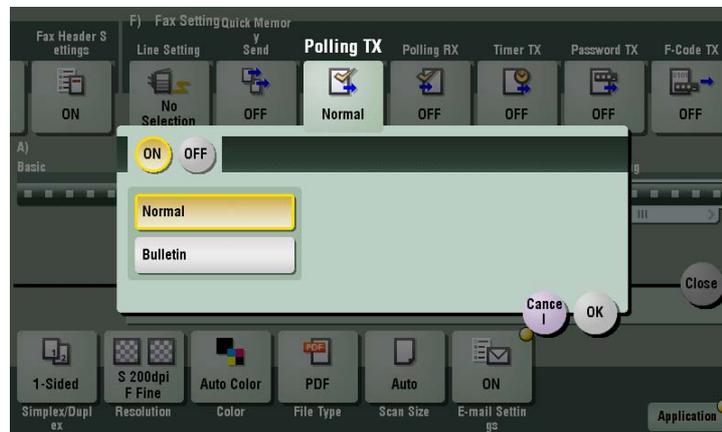


#### Reference

*Polling RX can be used to receive a file saved for polling in a receiving machine by sending a request from this machine. For details on the Polling RX function, refer to page 6-13.*

### Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Tap [Application] - [Fax Setting] - [Polling TX], then tap [ON].
- 4 Check that [Normal] is highlighted, then tap [OK] .



- 5 Press the **Start** key.  
The file is registered with the Polling TX User Box.

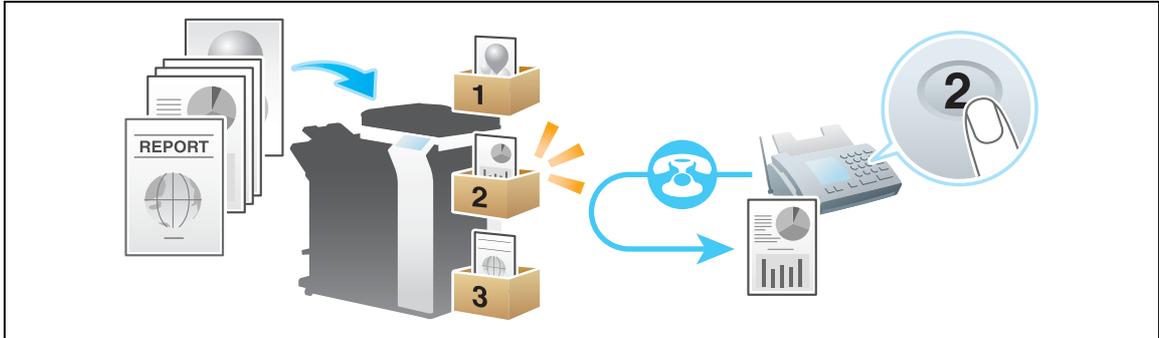
## 4.15 Registering a file for polling on the bulletin board ([Polling TX])

### Polling TX (Bulletin Board)

The Polling TX function stores a file beforehand on the Bulletin Board User Box on this machine and sends it out upon a request for reception (polling request) from the recipient.

The file registered on the Bulletin Board User Box is sent out upon reception of a polling request.

Only one file can be stored in each Bulletin Board User Box. You can create up to 10 Bulletin Board User Boxes, allowing you to use them for different purposes.



#### Tips

- The files for polling that are registered with the bulletin board will not be deleted from the box after they have been transmitted upon reception of a polling request from a receiving machine. They are stored according to the file storage period specified for the appropriate Bulletin User Box.
- This function cannot be used together with the following functions:
  - Timer TX, Relay Distribution, Confidential Communication, Line Selection, ECM OFF, V34 OFF, Quick Memory TX, Overseas TX, Password TX, Polling TX, Polling RX, Polling RX (Bulletin Board).



#### Reference

*Polling RX can be used to receive a file saved in a Bulletin User Box in a receiving machine by sending a request from this machine. For details, refer to page 6-14.*

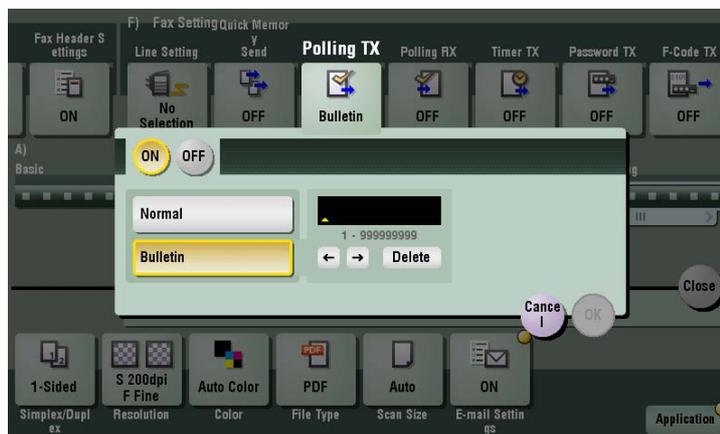
### Operations required to use Polling TX (Bulletin)

Register the Bulletin Board User Box for registering files for polling.

For details on the registration procedure, refer to [User's Guide: Box Operations].

## Operation flow

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Tap [Application] - [Fax Setting] - [Polling TX], then tap [ON].
- 4 Tap [Bulletin], enter the number of the Bulletin User Box in which to register files using the **Keypad**, then tap [OK].



- 5 Press the **Start** key.  
The file is registered with the Polling TX User Box.



---

# 5

## How To Receive a Fax

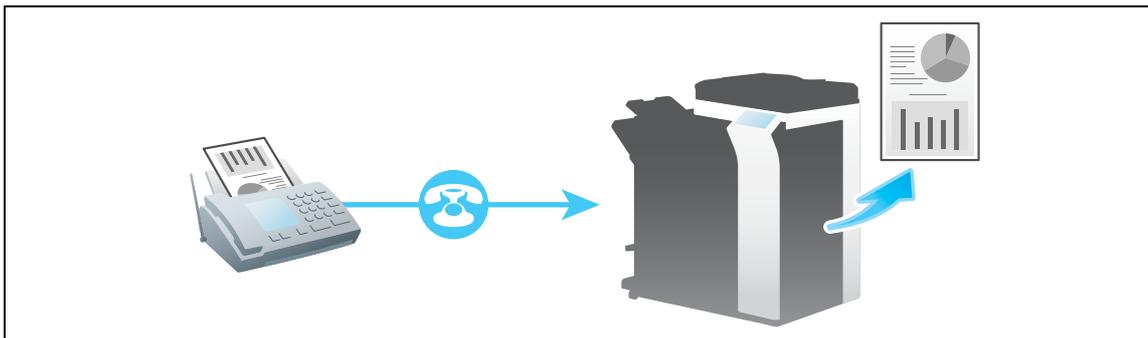


## 5 How To Receive a Fax

### 5.1 Receiving faxes automatically (using the machine solely for fax operations)

#### Auto Reception

Auto Reception is a mode in which to automatically receive faxes when the number of rings occur. It is helpful to set this machine to automatically receive faxes if the line is dedicated for faxing.



#### Operations required to use this function (For administrators)

To use Auto Reception, the following settings are required.

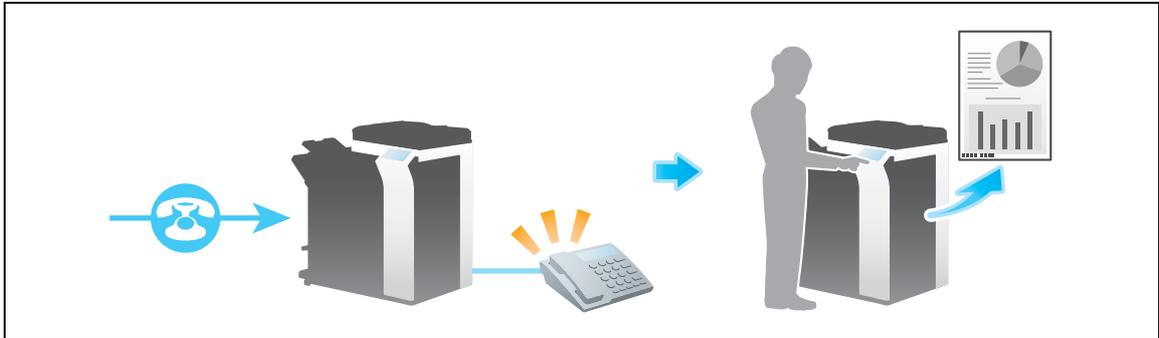
Settings	Description	Reference
[Receive Mode]	Set to [Auto RX].	page 11-18
[Number of RX Call Rings]	Set the number of rings that will occur before the machine starts auto reception.	page 11-19

## 5.2 Manual reception

### Manual reception

Manual Reception is a mode in which to manually receive incoming faxes using [Off-Hook]. This function is useful when a telephone is connected to this machine with the line used both for phone and fax operations, telephone is frequently used, and you always prefer to receive faxes manually.

If a phone is connected, the phone rings when there is a coming call (a voice or fax call). When the phone rings, pick up the handset and confirm that there is a coming call to ensure the reception of a fax.



### Operations required to use this function (For administrators)

To use Manual RX, the following settings are required.

Settings	Description	Reference
[Receive Mode]	Set to [Manual RX].	page 11-18

## Operation flow

- 1 Tap [Scan/Fax].
- 2 Tap the Off-Hook key.  
→ If you are using a phone, pick up the handset.



- 3 Check that [Receive] is selected.



- 4 Press the **Start** key.
- 5 Tap [Yes].  
Reception begins. If you are using a phone, replace the handset.



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A large, bold, black number '6' is centered within a gray square. The square is positioned to the left of the text 'Receiving Options'.

## Receiving Options



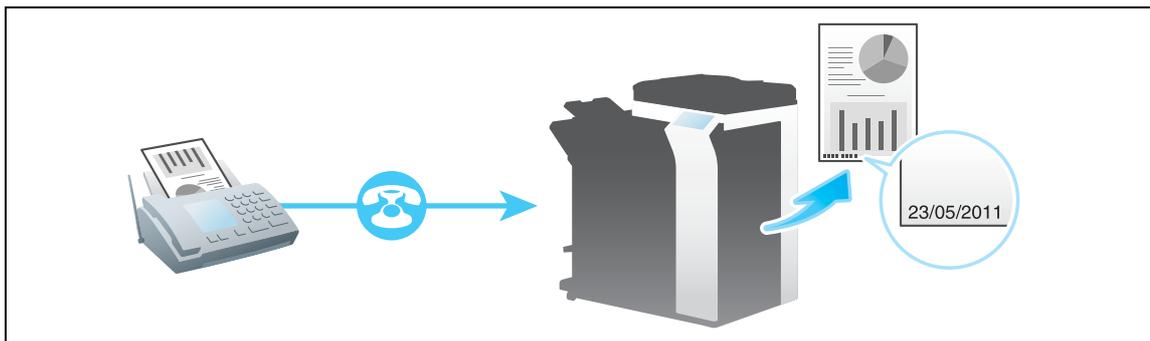
## 6 Receiving Options

### 6.1 Printing by adding the date and time received ([Footer Position])

#### Reception information

Reception information in the footer contains the date and time of fax reception, the number assigned according to the order of reception (reception number), and page number.

Reception information is added as necessary when a document is printed.



#### Operations required to use this function (For administrators)

To enable printing of the reception information, select the footer position.

For details on how to configure the settings, refer to page 11-18.

## 6.2 Saving/Forwarding a fax which cannot be printed (In-memory proxy reception)

### In-memory proxy reception

When the machine cannot print a received fax due to paper jam or exhaustion of consumables, the received fax is stored in the memory until this machine is ready to print.

If it is not possible to promptly deal with the problem, the saved fax can be forwarded to another destination.

In-memory proxy reception functions automatically.



#### Tips

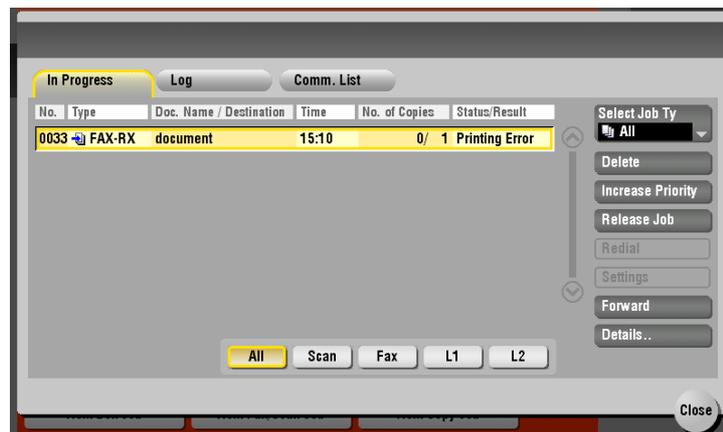
- Memory proxy reception is disabled when there is no remaining memory space.
- When the troubleshooting is complete for paper jam etc., the machine starts printing a saved fax.

## Forwarding fax received and stored in the memory (in-memory proxy reception)

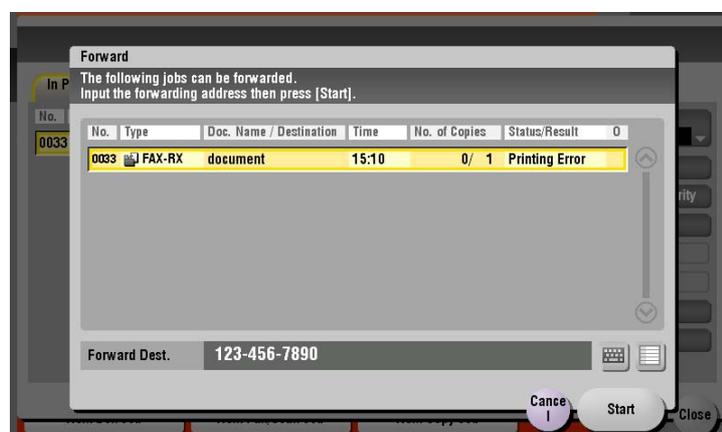
- 1 Tap [Job List].



- 2 Select a job received using in-memory proxy reception, then tap [Forward].  
→ Use [Select Job Ty] to narrow down jobs to be displayed in the list.



- 3 Select a job to be forwarded, specify the forwarding destination and then tap [OK].  
→ You can either directly enter a forwarding destination by tapping the keyboard icon or select one from destinations registered in the machine by tapping the list icon.



- 4 Tap [Start] or press the **Start** key.  
Forwarding starts.

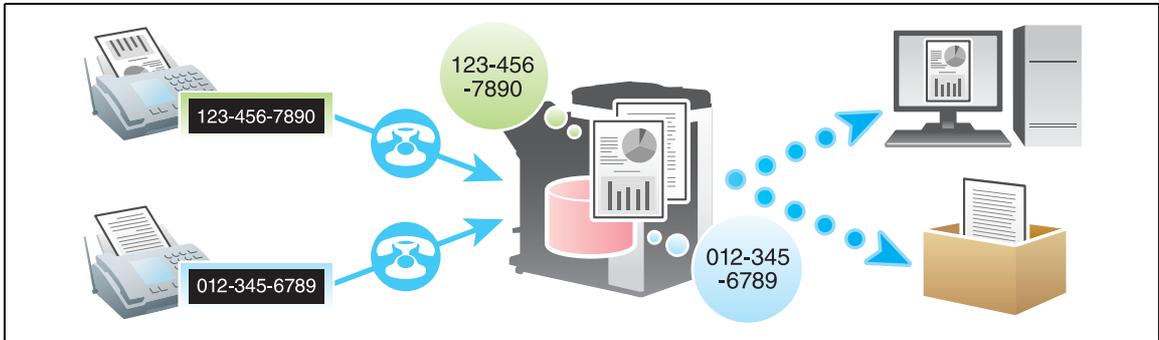
## Tips

- When a fax saved is forwarded to a non-fax address, the fax is converted into the file format that is specified as the default in the fax/scan mode.

## 6.3 Automatically sorting incoming faxes (TSI Routing)

### TSI Routing

TSI (Transmitting Subscriber Identification) Routing is a function that automatically sorts incoming faxes or redirects them to shared folders in computers or E-mail addresses based on the fax numbers of the senders. There is no need to sort printed faxes for each recipient and no risk of missing a fax. To use the TSI Routing function, it is required to preset boxes to which faxes are to be sorted and forwarding destinations. Routing destinations can be registered for up to 128 fax numbers (TSIs).



#### Tips

- If the routing destination is not a fax destination, the fax is converted into the file format specified as the default in the fax/scan mode.
- By default, a received fax is printed without being forwarded if it was not successfully distributed.
- The TSI Distribution function cannot be used together with the following functions.
- Memory RX, Forward TX, PC-Fax RX

### Operations required to use this function (For administrators)

Enabling the TSI Routing function In conjunction, register fax numbers (TSIs) of the senders subject to routing as well as the routing destinations. In addition to the User Boxes of this machine, the following destinations can be specified for forwarding destinations.

- User Box
- E-Mail Address
- FTP
- SMB
- WebDAV

For details on how to configure the settings, refer to page 11-26.

## 6.4 Forwarding received faxes to another destination (Forward TX)

### Forward TX

Forward TX transfers a received fax to a pre-specified destination.

Faxes can be forwarded to personal E-mail addresses or saved in a shared folder in a computer. Received faxes can be converted to files that can be handled by a computer, which saves printing costs.



#### Tips

- If the forwarding destination is a non-fax address, the received fax is converted in the specified file format. Note, however, that there is a limitation depending on the combination with the black and white mode.
- This function cannot be used together with the following functions.
  - Memory RX, PC-Fax RX, TSI Routing

### Operations required to use this function (For administrators)

Enable the Forward TX function. In conjunction, register forwarding destinations for received faxes.

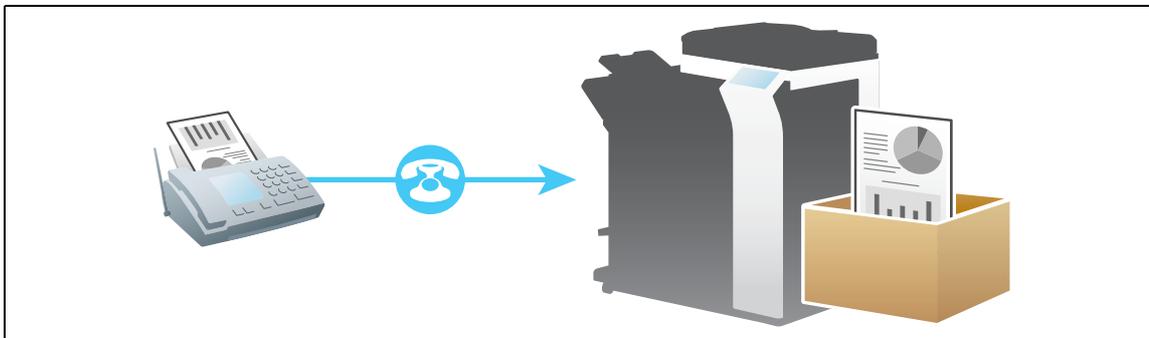
For details on how to configure the settings, refer to page 11-24.

## 6.5 Enforcing saving of a received fax to a User Box (Memory RX)

### Memory RX

Memory RX is a function to save a received fax to Memory RX User Box of this machine.

You can check the contents of incoming faxes and print only those you need to print, by which you can reduce the printing cost. This prevents fax data from being stolen or lost after being printed. Because the security is enhanced, you can handle important fax data securely.



### Operations required to use this function (For administrators)

Enable the Memory RX function. In addition, specify the password for restricting access to Memory RX User Box.

For details on how to configure the settings, refer to page 11-24.

#### Tips

- The Memory RX function cannot be used together with the following functions.
  - Forward TX, PC-Fax RX, TSI Routing

### Printing a received fax

To print a fax saved in the Memory RX User Box, browse data in the Memory RX User Box.

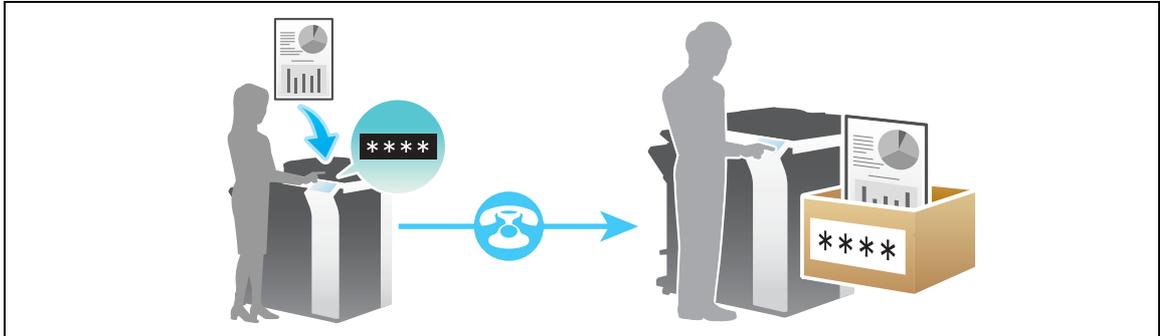
For details on the printing procedure, refer to [User's Guide: Box Operations].

## 6.6 Receiving a confidential fax (Confidential RX)

### Confidential communication

The confidential communication function is designed for communications with specific persons using a Confidential User Box that requires a registered number and a password.

This ensures fax communications with improved security.



### Reference

*In this machine, you can use the F-Code TX function to specify a confidential user box of a receiving machine and transmit a confidential fax. For details on how to transmit confidential faxes, refer to page 4-13.*

### Operations required to use Confidential RX

Register confidential user boxes on this machine. Add the Confidential RX function to a Public, Personal, or Group User Box. Specify a communication password for Confidential RX.

For details on how to register a Confidential User Box, refer to [User's Guide: Box Operations].

### Printing a received fax

To print a fax received by Confidential RX, browse data in the Confidential User Box.

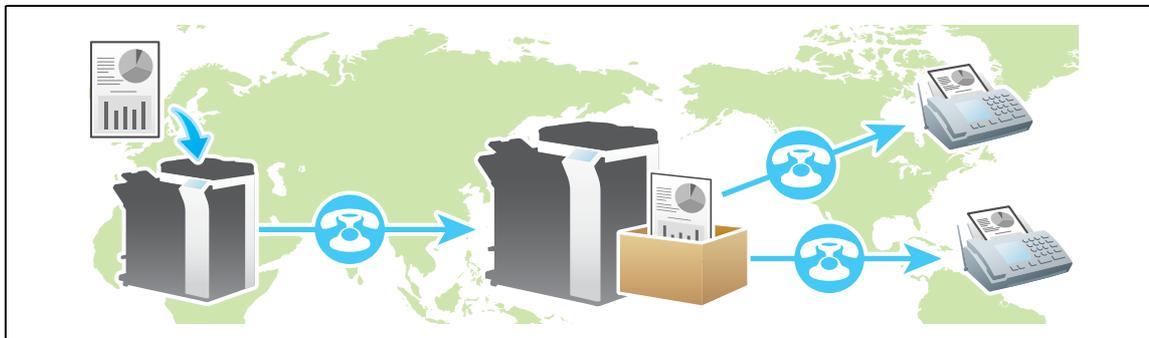
For details on the printing procedure, refer to [User's Guide: Box Operations].

## 6.7 Using this machine as a relay station (Relay RX)

### Relay distribution

The Relay Distribution function sends a fax to a relay machine, which distributes the received fax to a pre-registered group of destinations.

This machine supports the Relay RX function. It receives a fax as a relay station and automatically distributes it to multiple programmed destinations.



### Reference

*In this machine, you can use the F-Code TX function to transmit a fax to a relay station. For details on how to transmit a fax to a relay station, refer to page 4-11.*

### Operations required to use Relay RX

Register fax destinations and a Relay User Box for saving documents to be relayed. Also specify a relay password.

For details on how to register a Relay User Box, refer to [User's Guide: Box Operations].

Related setting (for the administrator)

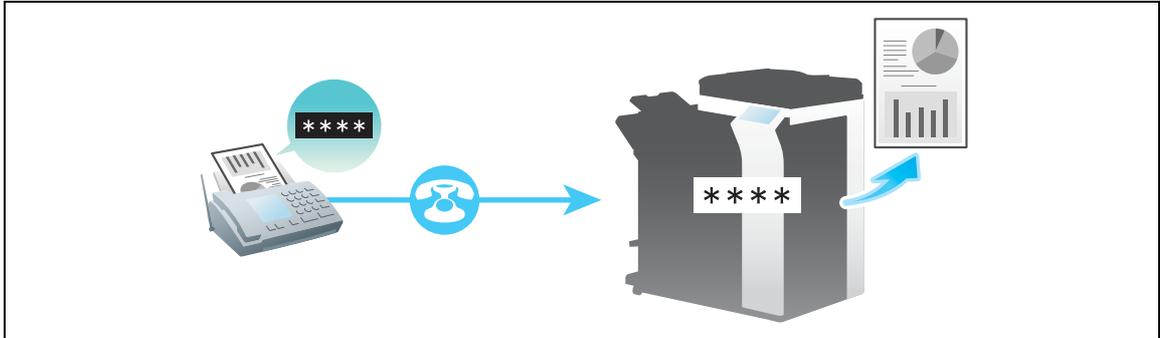
- You can enable or disable the Relay RX function (Default: [ON]). For details, refer to page 11-23.
- You can select whether to print incoming faxes that this machine receives as a relay station while distributing the fax to other destinations (Default: [OFF]). For details, refer to page 11-23.

## 6.8 Restricting communication peers by password (Closed Network RX)

### Closed Network RX

Closed Network RX is a function that restricts fax senders by passwords.

When receiving a fax, the machine checks the password sent from the sender against the password preset for this machine and, if they match, accepts transmission. Restricting fax senders helps to reduce unnecessary printing and wasteful paper use.



#### Tips

- You can use this function only when the remote machine is one of our models that has Password TX function.



#### Reference

Optionally, you can use the Password TX function to send a fax with password to a destination for which Closed Network RX is specified. For details on the Password TX function, refer to page 4-21.

### Operations required to use Closed Network RX

Enable the Closed Network RX function. Specify the password to restrict the communication.

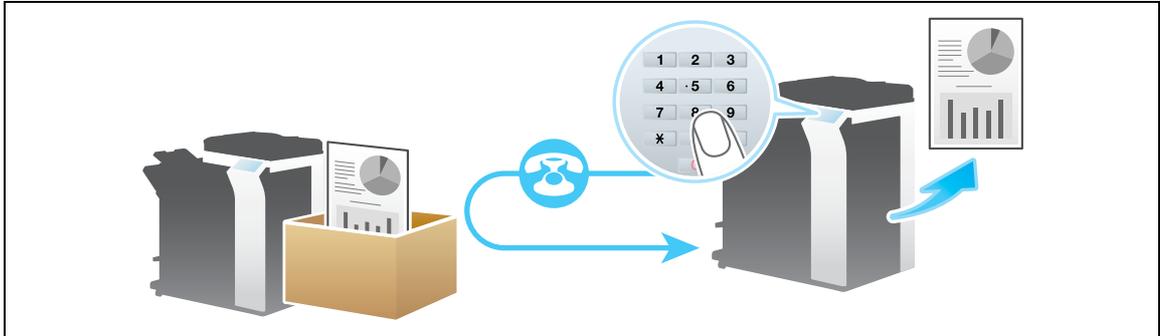
For details on how to configure the settings, refer to page 11-24.

## 6.9 Receiving a fax for polling (Polling RX)

### Polling RX

Polling RX is a function that receives a file for polling saved in a sending machine by sending a request from this machine.

The communication fee is charged to the recipient.



#### Tips

- This function cannot be used together with the following functions.
  - Relay Distribution, Confidential Communication, Line Selection, ECM OFF, V34 OFF, Quick Memory TX, Overseas TX, Password TX, Polling TX, Polling TX (Bulletin Board), Polling RX (Bulletin Board).



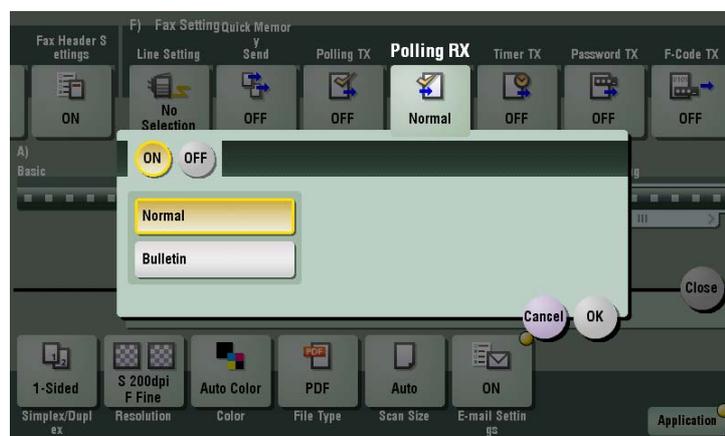
#### Reference

Optionally, you can use the Polling TX function to register files for polling with a User Box of this machine. For details on the Polling TX function, refer to page 4-22.

If Timer TX is used in combination with Polling RX, files for polling can be received at a specified time. For details on the Timer TX function, refer to page 4-8.

### Operation flow

- 1 Tap [Scan/Fax].
- 2 Specify the destination.
- 3 Tap [Application] - [Fax Setting] - [Polling RX], then tap [ON].
- 4 Check that [Normal] is highlighted, then tap [OK].



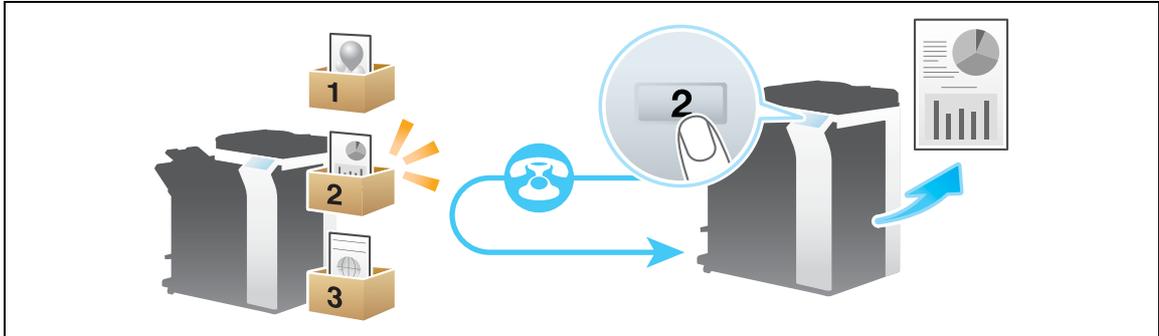
- 5 Press the **Start** key.  
Reception begins.

## 6.10 Receiving a file saved on a bulletin board (Polling RX)

### Polling RX (Bulletin)

Polling RX (Bulletin) is a function that receives a file for polling saved in a bulletin user box in a sending machine by sending a request from this machine.

The communication fee is charged to the recipient.



#### Tips

- This function cannot be used together with the following functions:
  - Relay Distribution, Confidential Communication, Line Selection, ECM OFF, V34 OFF, Quick Memory TX, Overseas TX, Password TX, Polling TX, Polling TX (Bulletin), Polling RX.



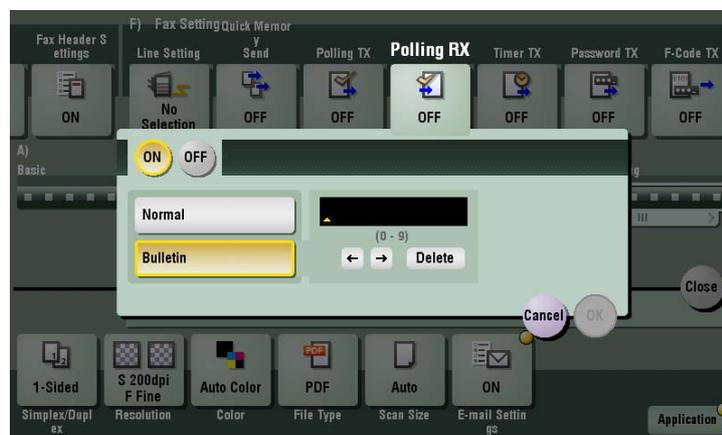
#### Reference

Optionally, you can use the Polling TX function to register files for polling with a Bulletin User Box of this machine. For details on the Polling TX function, refer to page 4-24.

If Timer TX is used in combination with Polling RX, files for polling can be received at a specified time. For details on the Timer TX function, refer to page 4-8.

### Operation flow

- 1 Tap [Scan/Fax].
- 2 Specify the destination.
- 3 Tap [Application] - [Fax Setting] - [Polling RX], then tap [ON].
- 4 Tap [Bulletin], enter the number of the Bulletin User Box in the receiving machine using the **Keypad**, then tap [OK].



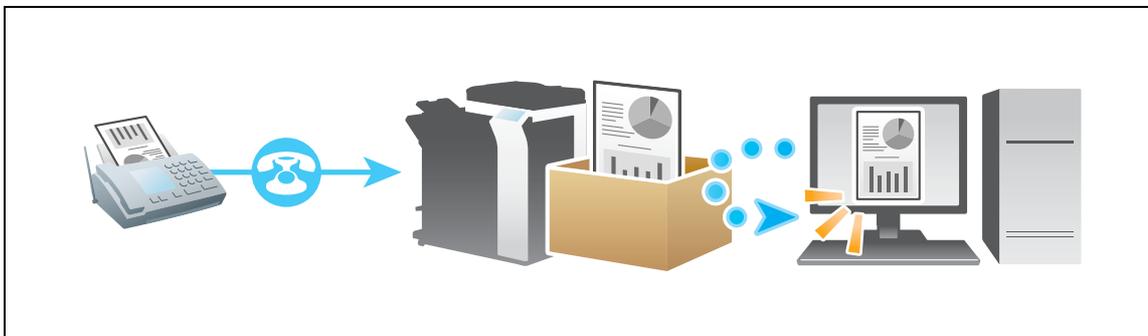
- 5 Press the **Start** key.  
Reception begins.

## 6.11 Saving a received fax to a specified User Box (PC-Fax RX)

### PC-Fax RX

PC-Fax RX is a function that automatically saves a received fax to the Memory RX User Box or a User Box specified in F-Code (SUB Address).

A saved fax job can be read from the User Box and into a computer.



#### Tips

- This function cannot be used together with the following functions.
  - Memory RX, Forward TX, TSI Routing
- Confidential faxes and those faxes for which relaying is requested are saved in the Confidential or Relay User Box.
- When Specified User Box is designated as the receiving User Box destination, faxes with no User Box specified in F-Code are saved in the Memory RX User Box.
- When the Memory RX User Box is specified as the receiving User Box destination, faxes with a User Box specified in F-Code result in a communicating failure.

### Operations required to use this function (For administrators)

Enable PC-Fax RX. In conjunction, specify a User Box for saving incoming faxes.

For details on how to configure the settings, refer to page 11-25.

#### Tips

- To perform password check on the Specified User Box designated as the receiving User Box destination, specify a communication password instead of a password for the User Box. The communication password can be used commonly for a number of User Boxes used for PC-FAX RX.

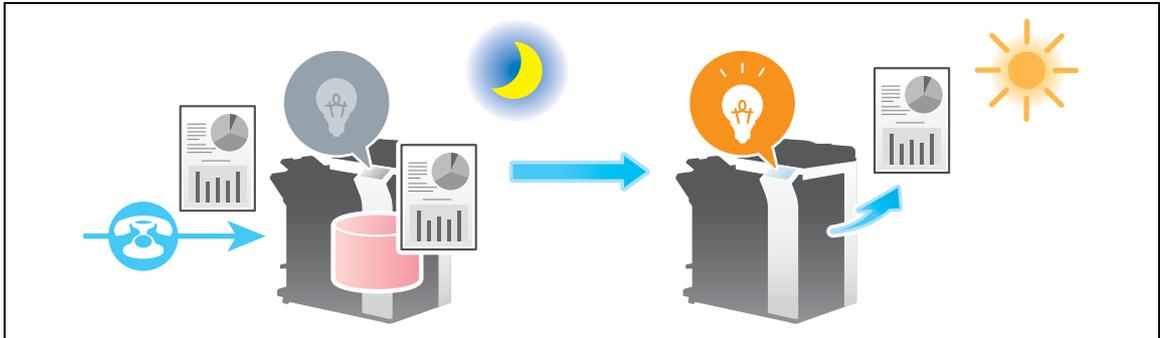
### Printing a received fax

To print a fax saved in a User Box in PC-Fax RX, browse data in that User Box.

- For details on how to print a fax saved in the Public, Personal, or Group User Box, refer to [User's Guide: Box Operations].
- For details on how to print a fax saved in the Memory RX User Box, refer to [User's Guide: Box Operations].

## 6.12 Stopping the fax print during lunch breaks and at night

During hours when this machine is not operating, such as breaks and night hours on working days, press the **Power** key to have the machine enter the Sub Power Switch OFF status in order to reduce power consumption. As faxes received in the Sub Power OFF status cannot be printed, press the **Power** to release the Sub Power OFF status before printing them.



### Reference

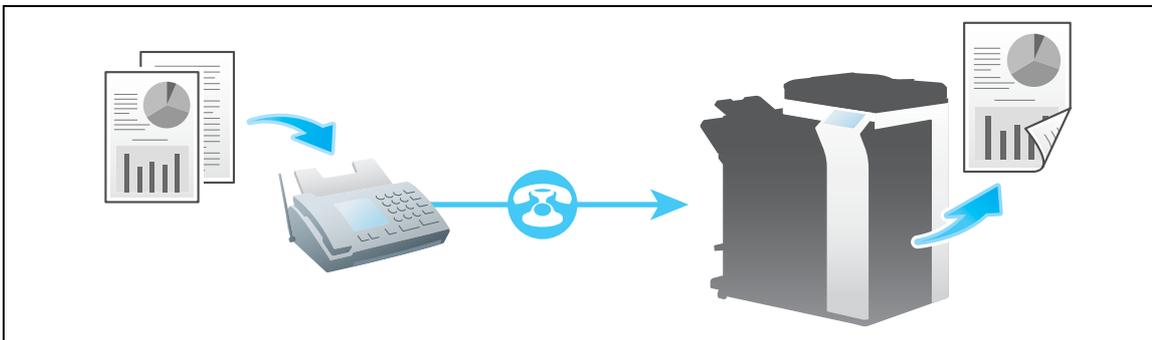
Pressing the **Power** key to switch to the Sub Power OFF status (when [Utility] - [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings] - [Power Key Setting] is set to the default [Sub Power OFF]). For details on the procedure to switch to the Sub Power OFF mode, refer to [User's Guide: Introduction (Trademark Licenses)].

You can use the weekly timer for automatic switching between normal and power save modes. For details on how to configure the settings, refer to page 11-6.

## 6.13 Printing a fax on both sides of paper ([Duplex Print (RX)])

### Duplex Print (RX)

A fax that contains multiple pages is printed on both sides of sheets of paper to save the number of sheets.



### Operations required to use this function (For administrators)

Enable the 2-Sided Print function.

For details on how to configure the settings, refer to page 11-20.

## 6.14 Configuring the fax print settings (for the administrator)

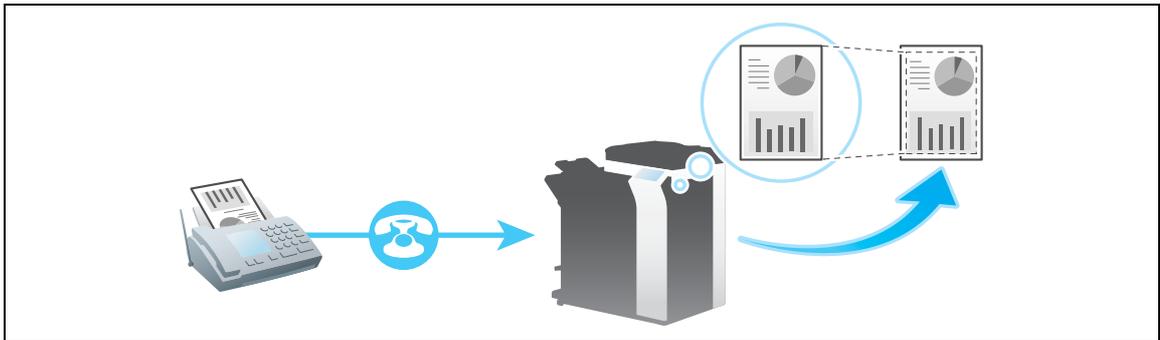
### Default print settings ([Print Paper Selection]/[Min. Reduction for RX Print])

A received fax is printed according to the following conditions depending on the page size of the fax.

A standard-size fax, such as those received in the Letter/A4 size, is printed on the same standard size paper with slight reduction (Default: [96]%).

For example, a Ledger/A3-sized fax is printed on Ledger/A3 paper, and a Legal/B4 fax on Legal/B4 paper, while reducing the print size to 96% respectively.

For details on the fax print settings, refer to page 11-20.



#### Tips

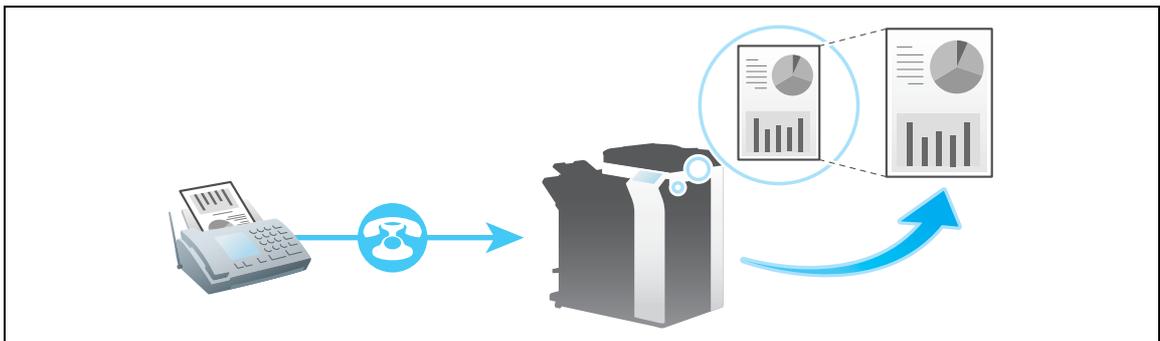
- For faxes that are longer in the longitudinal direction than the standard size, the optimal paper size is determined based on the width and length of the fax, and printed on paper of the same size. If the optimal size paper is not available, the fax is printed on paper of a similar size.

### Fixing the print paper size ([Print Paper Size])

You can always print on the specified size of paper irrespective of the paper size of the received fax.

If the size of the received fax is different from the specified print paper size, the fax is printed while increasing or reducing the size according to the print paper size.

For details on how to configure the settings, refer to page 11-21.

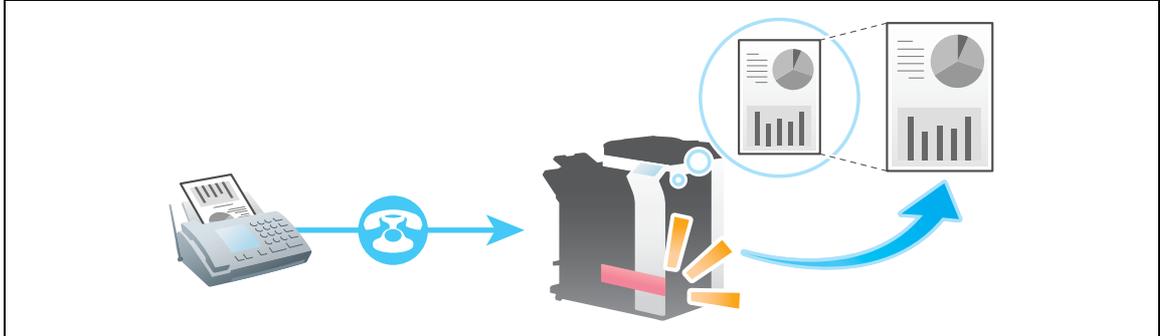


### Fixing the print paper tray ([Tray Selection for RX Print])

You can always print on the paper loaded into the specified tray irrespective of the paper size of the received fax.

If the size of the received fax is different from the size of the paper in the specified tray, the fax is printed while increasing or reducing according to the paper size of the tray.

For details on how to configure the settings, refer to page 11-21.



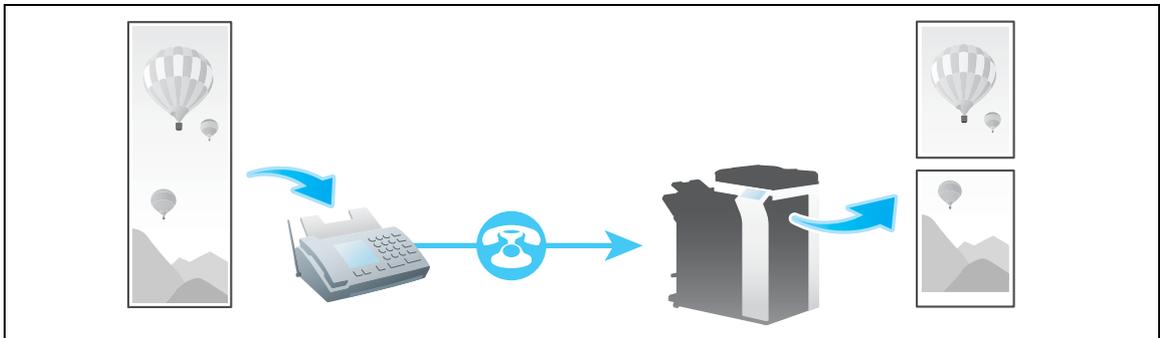
#### Tips

- If the tray is specified in [Tray Selection for RX Print], the setting for [Print Paper Size] is ignored ([Print Paper Selection] is automatically switched to [Auto Select]).
- If [Min. Reduction for RX Print] is set to [Full Size], [Tray Selection for RX Print] is compulsory switched to [Auto].

### Splitting a custom size (portrait) fax for printing ([Print Separate Fax Pages])

For faxes that are longer in the longitudinal direction than the standard size, the print size is not reduced, however any area that cannot be fitted to a standard size is printed on the subsequent page.

For details on how to configure the settings, refer to page 11-21.



#### Tips

- If [Min. Reduction for RX Print] is set to [Full Size], [Print Separate Fax Pages] is compulsory switched to [OFF], and the area that cannot be fitted on a standard size sheet is not printed at all.
- If [Duplex Print (RX)] is [ON], you cannot use [Print Separate Fax Pages].



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## Printing Fax Reports



## 7 Printing Fax Reports

The following types of fax reports are available. Automatically print if certain conditions are satisfied, and printed manually.

Report name	Description
[Activity Report]	<p>This report contains results of sent and received faxes. A total of 700 jobs are recorded on separate pages for transmission and reception.</p> <p>The activity report is automatically printed. Records containing only transmission or reception jobs can be printed as required.</p> <p>By default, the report is automatically printed for every 100 communications.</p> <ul style="list-style-type: none"> <li>You can change the print conditions as necessary. For details, refer to page 11-26 ([Activity Report]).</li> </ul>
[TX Result Report]	<p>This report contains the results of fax transmission. By default, the report is automatically printed when a transmission failure occurs.</p> <ul style="list-style-type: none"> <li>You can change the timings for printing if necessary. For details, refer to page 11-26 ([TX Result Report]).</li> </ul>
[Polling TX Report]	<p>This report contains polling transmission results. By default, the report is automatically printed when a polling transmission has failed.</p> <ul style="list-style-type: none"> <li>You can change the timings for printing if necessary. For details, refer to page 11-26 ([TX Result Report]).</li> </ul>
[Polling RX Report]	<p>This report contains results of polling reception. By default, the report is automatically printed when a polling reception has failed.</p> <ul style="list-style-type: none"> <li>You can change the timings for printing if necessary. For details, refer to page 11-26 ([TX Result Report]).</li> </ul>
[Sequential Polling RX Report]	<p>This report contains results of faxes received by polling from multiple destinations. By default, the report is automatically printed when faxes from multiple destinations are received by polling.</p> <ul style="list-style-type: none"> <li>You can select whether to print the Sequential Polling RX Report. For details, refer to page 11-26 ([Sequential TX Report]).</li> </ul>
[Broadcast Report]	<p>This report contains results of faxes sent by broadcast. By default, the report is automatically printed upon completion of the broadcast transmission.</p> <ul style="list-style-type: none"> <li>You can select whether to print the Broadcast Report. For details, refer to page 11-26([Sequential TX Report]).</li> <li>You can change how destinations should be printed on the report. For details, refer to page 11-26 ([Broadcast Result Report]).</li> </ul>
[Reservation Communication Report]	<p>This report contains records of reserved fax transmissions. By default, the report is automatically printed when a fax transmission is reserved.</p> <ul style="list-style-type: none"> <li>You can select whether to print the Reservation Communication Report. For details, refer to page 11-26 ([Timer Reservation TX Report]).</li> </ul>
[Reservation Polling TX Report]	<p>This report contains records of reserved polling transmissions. By default, the report is automatically printed when a polling transmission is reserved.</p> <ul style="list-style-type: none"> <li>You can select whether to print the Reservation Polling TX Report. For details, refer to page 11-26 ([Timer Reservation TX Report]).</li> </ul>
[Broadcast Reserved Report]	<p>This report contains records of reserved broadcast transmissions. By default, the report is automatically printed when a broadcast transmission is reserved.</p> <ul style="list-style-type: none"> <li>You can select whether to print the Broadcast Reserved Report. For details, refer to page 11-26 ([Timer Reservation TX Report]).</li> </ul>
[An address Polling Rx Reserved Report]	<p>This report contains records of reservations on polling RX jobs for one address. By default, the report is automatically printed when a polling RX job is reserved from one address.</p> <ul style="list-style-type: none"> <li>You can select whether to print the An address Polling RX Reserved Report. For details, refer to page 11-26 ([Timer Reservation TX Report]).</li> </ul>
[Sequence Polling Rx Reserved Report]	<p>This report contains records of reservation on polling RX jobs for multiple addresses. By default, the report is automatically printed when a polling RX job is reserved from multiple addresses.</p> <ul style="list-style-type: none"> <li>You can select whether to print the Sequence Polling RX Reserved Report. For details, refer to page 11-26 ([Timer Reservation TX Report]).</li> </ul>

Report name	Description
[Confidential RX Report]	<p>This report contains results of confidential faxes received. By default, the report is automatically printed when a confidential fax is received.</p> <ul style="list-style-type: none"> <li>You can select whether to print the Confidential RX Report. For details, refer to page 11-26 ([Confidential RX Report]).</li> </ul>
[Bulletin TX Report]	<p>This report contains results of the transmission in polling RX of a file registered in a bulletin user box. By default, the report is automatically printed when a file registered in a bulletin user box is transmitted in conjunction with polling RX.</p> <ul style="list-style-type: none"> <li>You can select whether to print the Bulletin TX Report. For details, refer to page 11-26 ([Bulletin TX Report]).</li> </ul>
[Relay TX Result Report]	<p>This report contains results of the transmission of a fax received by a relay station of the relay distribution to a distribution station. By default, the report is automatically printed when a fax is delivered to a distribution station.</p> <ul style="list-style-type: none"> <li>You can select whether to print the Relay TX Result Report. For details, refer to page 11-26 ([Relay TX Result Report]).</li> </ul>
[Relay Request Report]	<p>This report contains results of the reception of a fax as a relay station of the relay distribution. By default, the report is automatically printed when a fax is received in the relay distribution.</p> <ul style="list-style-type: none"> <li>You can select whether to print the Relay Request Report. For details, refer to page 11-26 ([Relay Request Report]).</li> </ul>
[Job Settings List]	<p>This list contains the details of [Fax Settings].</p> <ul style="list-style-type: none"> <li>For details on how to print, refer to page 11-28.</li> </ul>



### Reference

You can also print activity reports in the [Job List] screen. For details on the [Job List] screen, refer to [User's Guide: Control Panel].



## **Managing Destinations**



## 8 Managing Destinations

### 8.1 Registering frequently used destinations (Address Book)

#### Address Book

Registering a frequently used destination on this machine will save you the trouble of having to enter it each time you send a fax. A destination registered on this machine is called an "Address Book".

You can register up to 2000 address books.

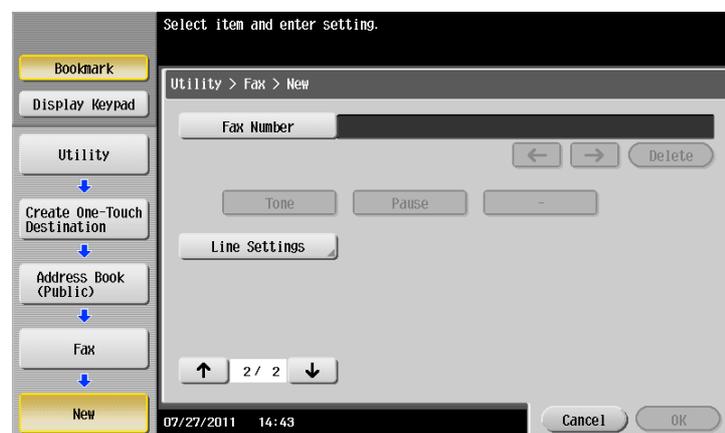
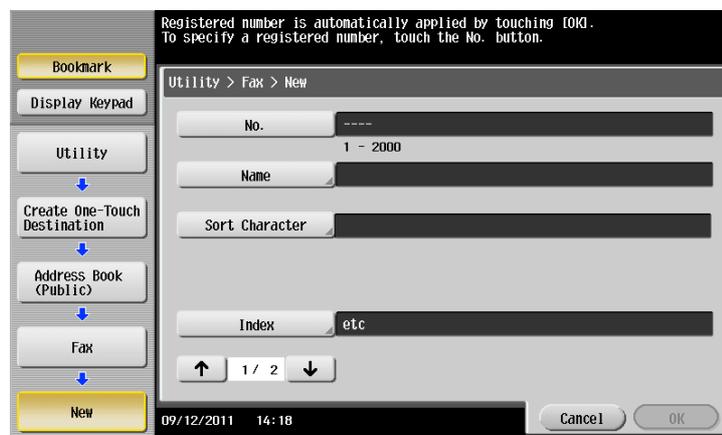
Related setting (for the administrator)

- You can select whether to allow the user to register or change destinations (Default: [Allow]). For details, refer to page 11-7([Registering and Changing Addresses]).

#### Registering a fax destination

Register the fax number of the destination.

- Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [Fax] - [New].
  - The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].
- Enter destination information, then tap [OK].
  - For details on registration information, refer to page 10-4.



#### Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

#### Related setting (for the administrator)

- You can select whether to have the user enter a fax number twice when registering the fax number (Default: [OFF]). This is helpful to prevent the fax number from being incorrectly registered. For details, refer to page 11-23.



#### Reference

*You can also register fax destinations using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].*

## 8.2 Registering multiple destinations as a group (Create Group)

### Group

Register multiple destinations as a group. Group is a convenient way to broadcast a fax.

Up to 100 groups can be registered for Group.

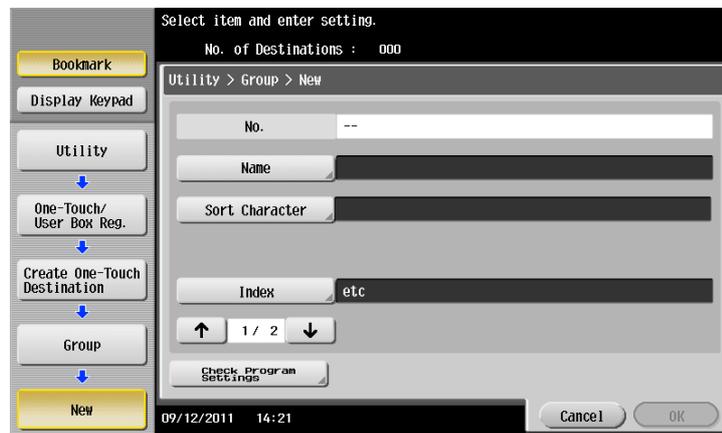
Related setting (for the administrator)

- You can select whether to allow the user to register or change destinations (Default: [Allow]). For details, refer to page 11-7 ([Registering and Changing Addresses]).

### Registering a group

- ✓ To register a group, you must register the destinations to be added to the group in advance.

- 1 Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Group] - [New].  
→ The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].
- 2 Enter destination information, then tap [OK].  
→ For details on registration information, refer to page 10-5.



### Tips

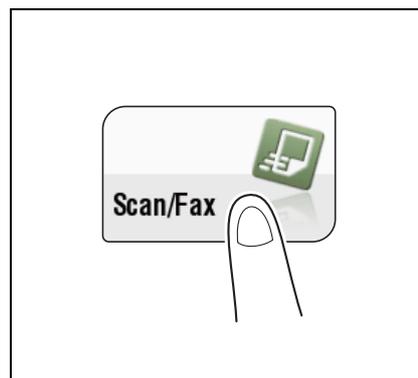
- To check the settings for a registered group, select its registered name, then tap [Check Job Set.].
- To change the settings for a registered group, select its registered name, then tap [Edit].
- To delete a registered group, select its registered name, then tap [Delete].

**Reference**

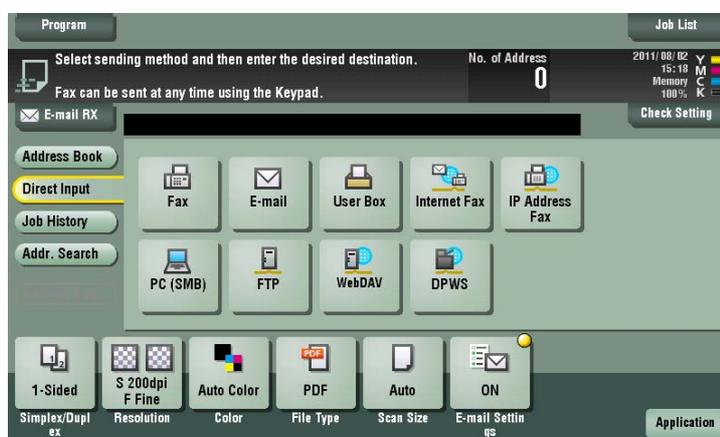
You can also register groups using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

## 8.3 Registering directly entered destinations in Address Book

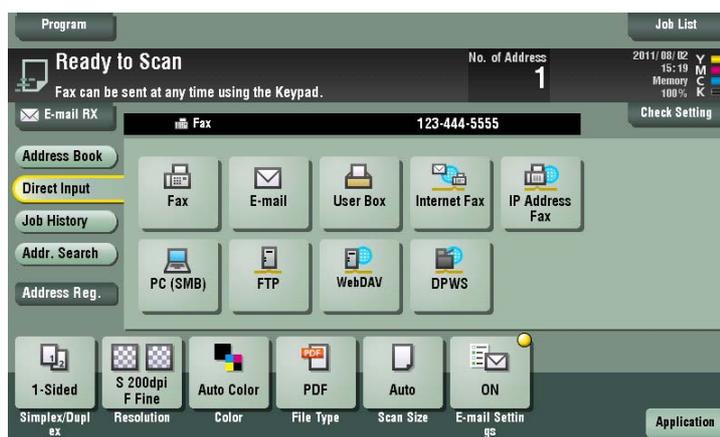
- 1 Tap [Scan/Fax].



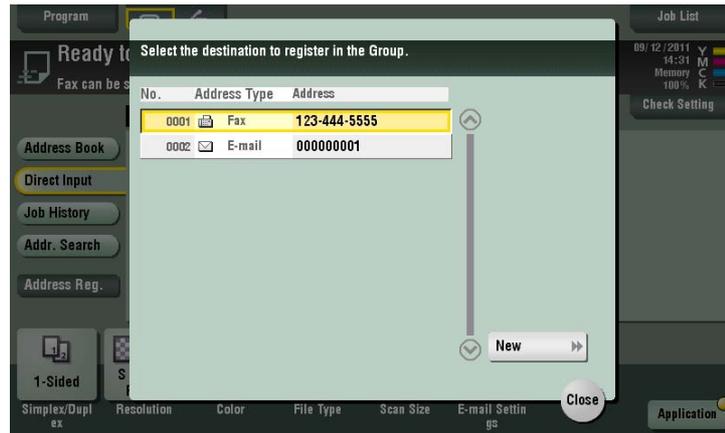
- 2 Tap [Direct Input], select [Fax], then enter a fax number.



- 3 When finishing to enter a fax number, tap [Address Reg.].



- 4 Select a fax number you want to register with the address book, then tap [New].



- 5 Tap the keyboard icon for [Name], and enter the registration name for the destination.  
→ Add an index key or enter a sort character as necessary.



Settings	Description
[Address Type]	The destination type selected in the [Direct Input] are displayed.
[Index]	Select the appropriate character so that you can do an index search for fax numbers by registered name. <ul style="list-style-type: none"> <li>For a frequently used destination, select also [Favorite]. If [Favorite] is selected, the destination will appear in the top screen of the fax/scan mode, enabling the user to easily select a fax number.</li> </ul>
[Name]	Enter the destination name that appears on the <b>Touch Panel</b> (using up to 24 characters). Assign a name that helps you easily identify the fax number.
[Sort Character]	Enter the same name as the registered (using up to 24 characters). You can sort fax numbers by name order.
[Address]	Displays directly entered fax numbers.

- 6 Tap [Register], then [Close].

When a fax has been sent to the directly entered fax number, tap [Address Book] and check that the fax number is registered.

## 8.4 Exporting/importing destination information (for the administrator)

### Exporting destination information

Destinations registered in this machine can be exported from this machine to a computer, enabling a backup of destination information. You can add new destinations or edit exported destinations as necessary.

To export information, use **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

### Importing destination information

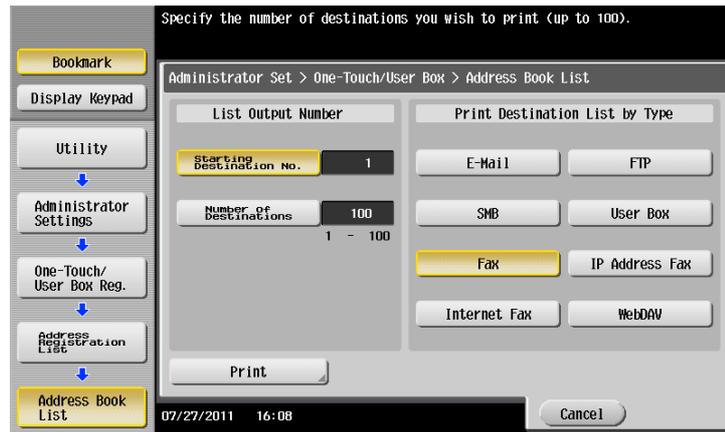
Destination information exported from this machine can be imported from a computer to this machine. Also you can use it on another MFP unit of the same model by importing it.

To import information, use **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

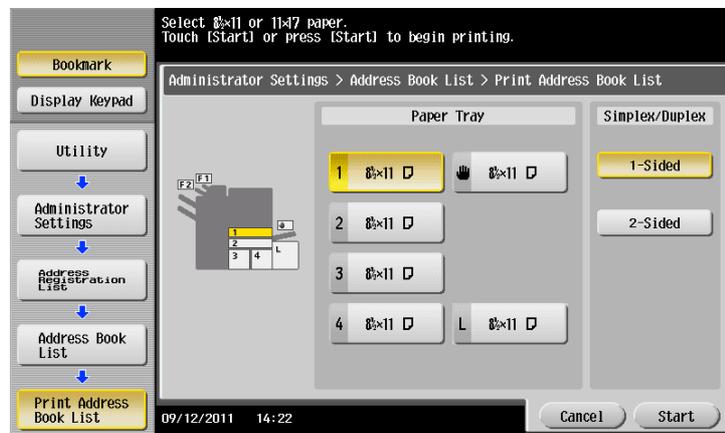
## 8.5 Printing a destination information list (for the administrator)

### Printing a destination list

- 1 Tap [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Address Book List].
- 2 Specify the printing range in [Starting Destination No.] (destination registration number) and [Number of Destinations].
  - You can further narrow down destinations to be printed from the specified print range by using [Print Destination List by Type].



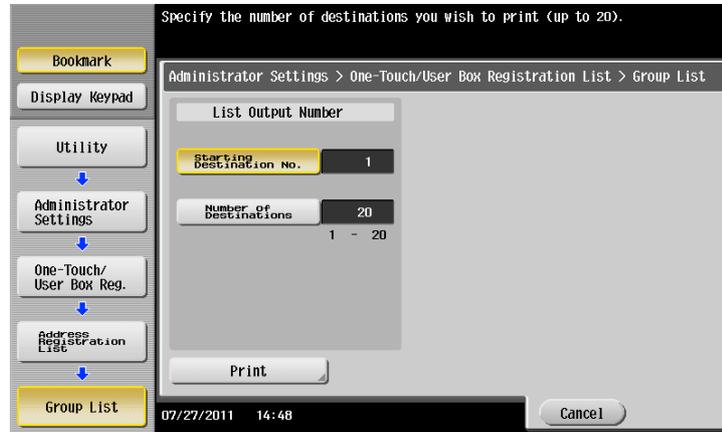
- 3 Specify the print range, and tap [Print].
- 4 Select the print paper tray and print surface, and tap [Start].



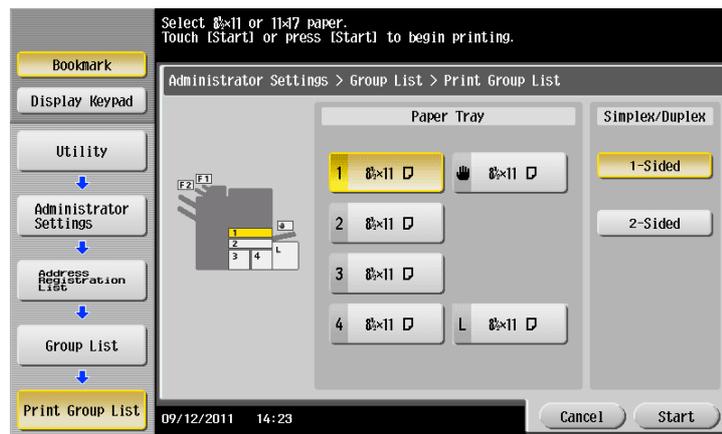
List printing starts.

## Printing a group list

- 1 Tap [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Group List].
- 2 Specify the printing range in [Starting Destination No.] (destination registration number) and [Number of Destinations].



- 3 Specify the print range, and tap [Print].
- 4 Select the print paper tray and print surface, and tap [Start].

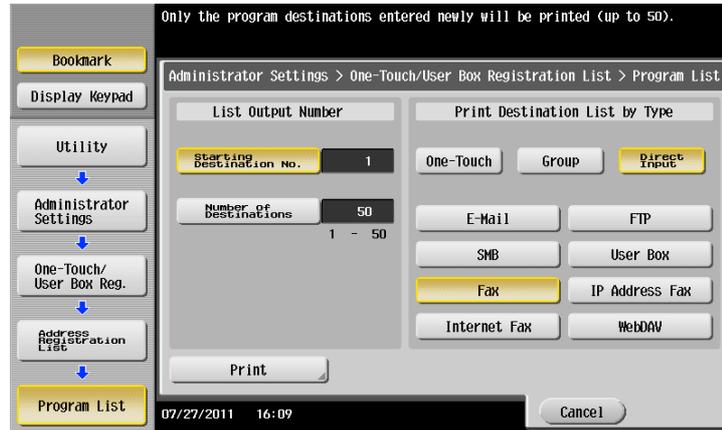


List printing starts.

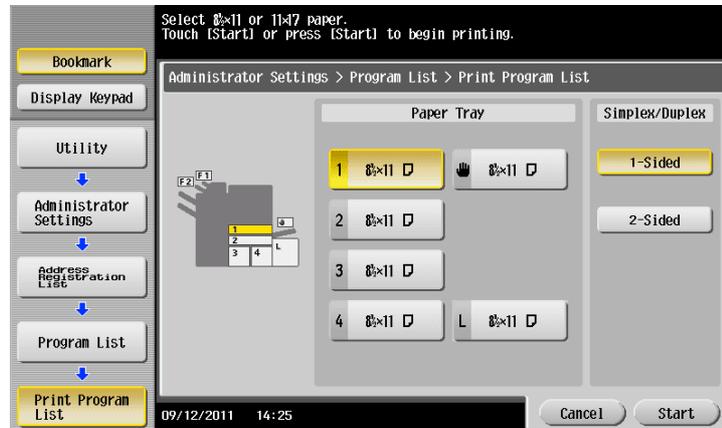
## Printing a program list

Program list contains a list of programs and destinations included in the respective programs.

- 1 Tap [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Program List].
- 2 Specify the printing range in [Starting Destination No.] (program registration number) and [Number of Destinations].
  - Using [Print Destination List by Type] further allows you to narrow down destinations by group or destination type from the specified printing range.



- 3 Specify the print range, and tap [Print].
- 4 Select the print paper tray and print surface, and tap [Start].



List printing starts.

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A large, bold, black number '9' is centered within a gray square. The square is positioned to the left of the main title.

## **Description of Setup Buttons**



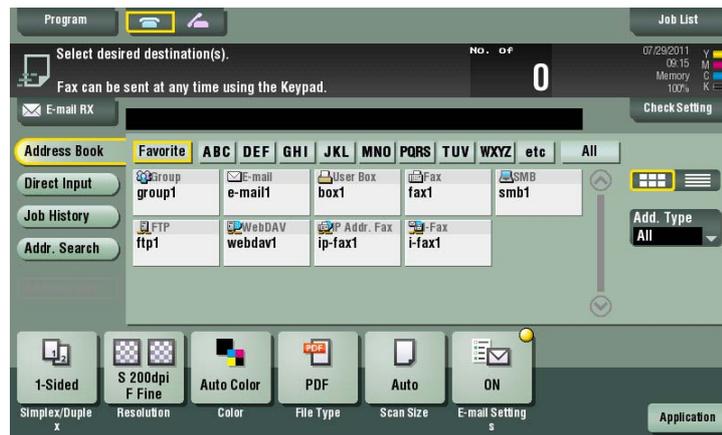
## 9 Description of Setup Buttons

### [Address Book]

To display: [Scan/Fax] - [Address Book]

Select a destination registered on this machine. You can send data by broadcast transmission if you select multiple destinations.

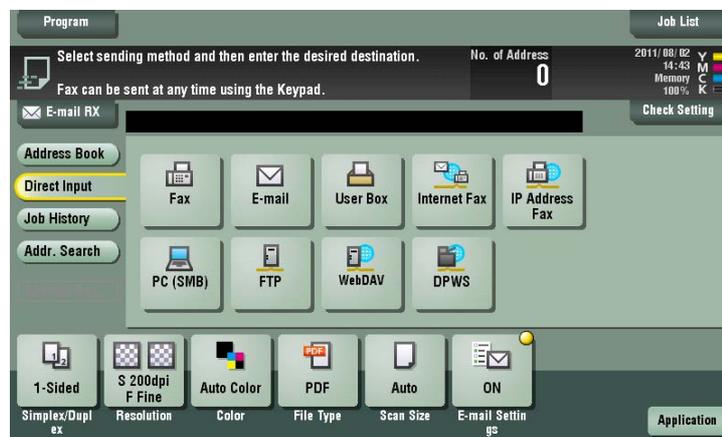
You can also search for a destination by destination type and index key.



### [Direct Input]

To display: [Scan/Fax] - [Direct Input]

Enter destination information according to the saving and transmission mode.



Settings	Description
[Fax]	Enter a destination fax number when scanned original data is sent by fax.
[E-mail]	Enter a destination E-mail address when scanned original data is sent by E-mail attachment.
[User Box]	Select a user box to save scanned original data in the user box of this machine.
[Internet Fax]	Enter a destination E-mail address when scanned original data is sent by Internet fax.
[IP Address Fax]	Enter a destination IP address or E-mail address when scanned original data is sent by IP address fax.

Settings	Description
[PC (SMB)]	Enter a destination computer name (host name) or IP address when scanned original data is sent to a share folder of a computer on the network.
[FTP]	Enter a destination FTP server host name or IP address when scanned original data is sent to a FTP server.
[WebDAV]	Enter a destination WebDAV server host name or IP address when scanned original data is sent to a WebDAV server.
[DPWS]	Select a destination computer when scanned original data is sent to a computer detected by the Web service.
[Scan Server]	Forward scanned original data to another location (secondary distribution) via a scan server. When selecting a destination, select a desired PSP (Post-Scan-Process). In PSP, information such as destinations for secondary distribution is registered.

Related setting (for the administrator)

- You can select whether to allow the user to directly enter destinations (Default: [Allow All]). For details, refer to page 11-31.

## Reference

You can register the destination that you have entered directly into the address book. For details on how to register, refer to page 8-7.

## [Fax]

To display: [Scan/Fax] - [Direct Input] - [Fax]

Enter a destination fax number when scanned original data is sent by fax. When specifying multiple destinations, tap [Next Dest.] to add destinations.

Tapping [Reg. No.] allows you to specify a fax destination by a registered number.



Related setting (for the administrator)

- You can select whether to have the user enter a fax number twice for direct entry of a fax number (Default: [OFF]). This is helpful to prevent a fax from being sent to the wrong destination. For details, refer to page 11-23.

## [Job History]

To display: [Scan/Fax] - [Job History]

In [Job History], select a destination from the history of fax transmission jobs. The history shows the latest five fax destinations. When necessary, multiple destinations can be selected from the history.



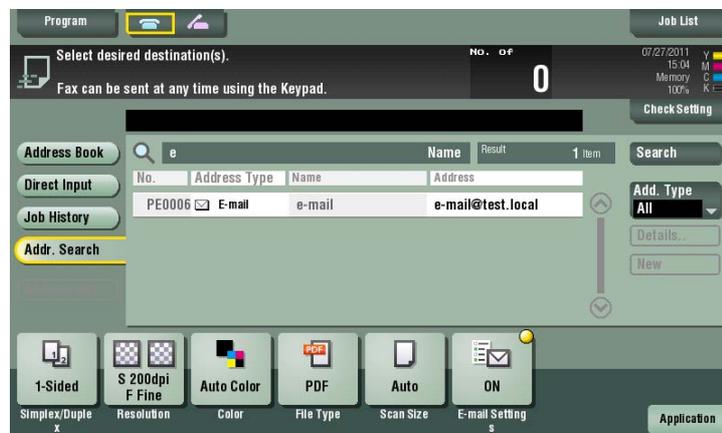
### Tips

- If a registered destination or a User Box is edited or if the Main Power Switch is turned off or on, history information is deleted.

## [Addr. Search]

To display: [Scan/Fax] - [Addr. Search]

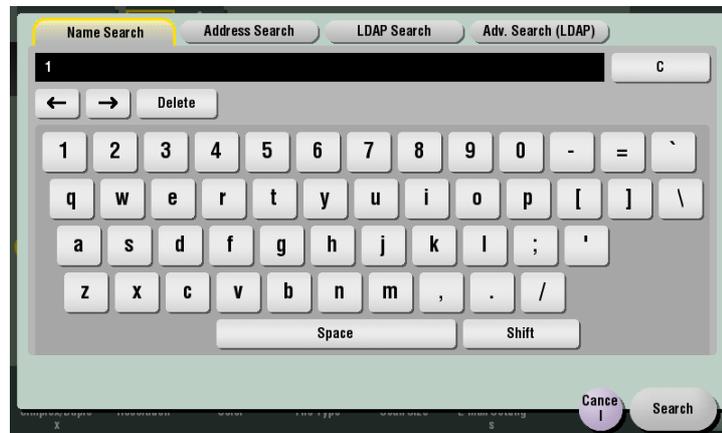
Press [Search] to display the search results. Select a destination from the list.



## [Name Search]

To display: [Scan/Fax] - [Addr. Search] - [Search] - [Name Search]

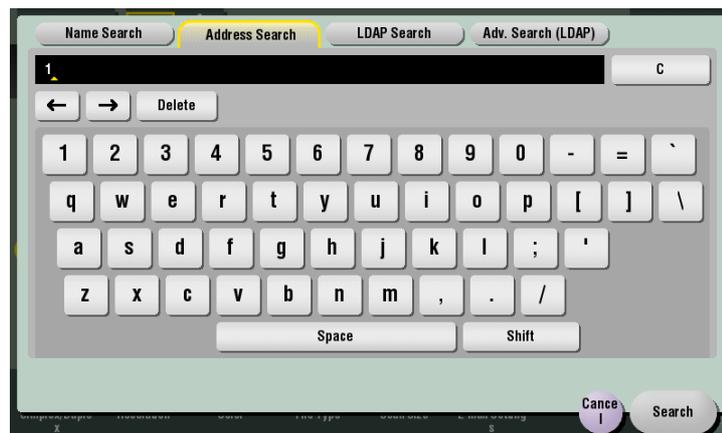
Performs a prefix search for registered destination name (words that begin with the search word are displayed).



## [Address Search]

To display: [Scan/Fax] - [Addr. Search] - [Search] - [Address Search]

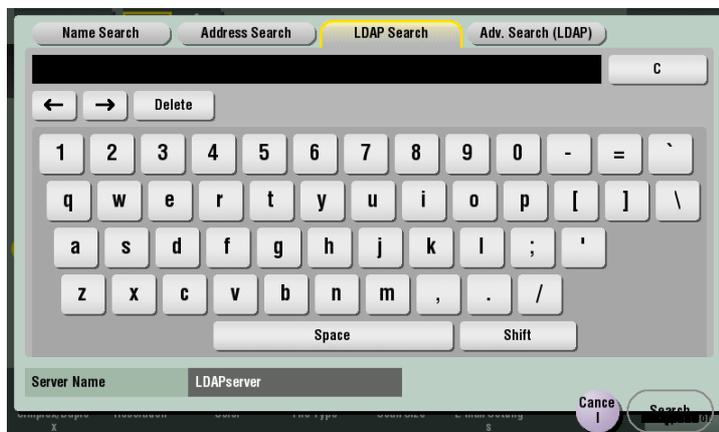
Performs a prefix search by text or numeral in a destination (words that begin with the search word are displayed).



## [LDAP Search]

To display: [Scan/Fax] - [Addr. Search] - [Search] - [LDAP Search]

In Active Directory on the LDAP server or Windows Server, specify a single keyword to search for an E-mail address or fax number.



## [Adv. Search (LDAP)]

To display: [Scan/Fax] - [Addr. Search] - [Search] - [Adv. Search (LDAP)]

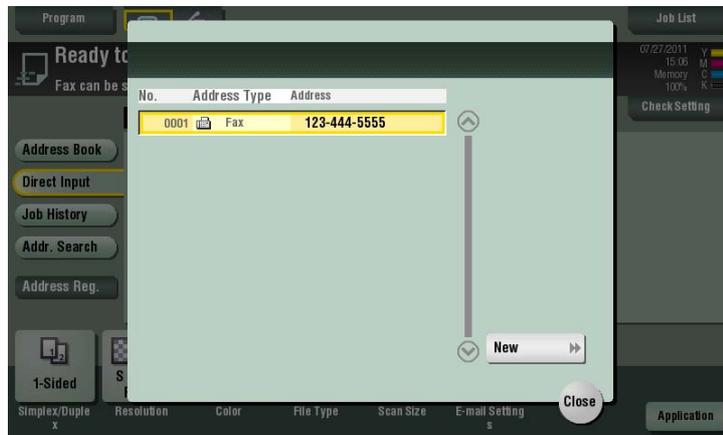
Using the LDAP server or Active Directory of Windows Server, combine keywords by category to search for an E-mail address or fax number.



## [Address Reg.]

To display: [Scan/Fax] - [Direct Input] - **Enter Destination** - [Address Reg.]

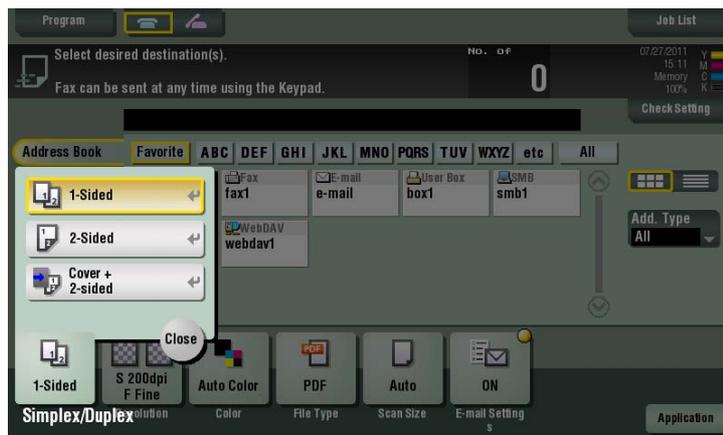
In Active Directory on the LDAP server or Windows Server, specify a combination of keywords from different categories to search for an E-mail address or fax number.



## [Simplex/Duplex]

To display: [Scan/Fax] - [Simplex/Duplex]

Select the surface of the original to be scanned.



Settings	Description
[1-Sided]	Press this button to scan one side of an original.
[2-Sided]	Press this button to scan both sides of an original.
[Cover + 2-sided]	Press this button to scan only one side for the first page in the original, and scan both sides for the remaining pages.

## [Resolution]

To display: [Scan/Fax] - [Resolution]

Select the resolution of the original for scanning.



Settings	Description
[Scan Resolution]	<p>Select the resolution of the original for scan transmission. To use E-mail TX, SMB TX, FTP TX, WebDAV TX, or Save in User Box, the following resolution is selected to scan the original.</p> <ul style="list-style-type: none"> <li>• [200 × 200 dpi]: Select this option to scan a standard original.</li> <li>• [300 × 300 dpi]: Select this option to scan a standard original with the higher resolution.</li> <li>• [400 × 400 dpi]: Select this option to scan an original containing small characters and drawings.</li> <li>• [600 × 600 dpi]: Select this option to convert an original to a file of the maximum size. This option is available when scanning an original such as a full-color photo, which requires a fine level of image quality.</li> </ul>
[Fax Resolution]	<p>Select the resolution of the original for sending a fax. To use Fax TX, Internet Fax, or IP Address Fax, the following resolution is selected to scan the original.</p> <ul style="list-style-type: none"> <li>• [Normal]: Select this option to scan originals that do not require a fine level of image quality, or when you want to send a large number of originals quickly.</li> <li>• [Fine]: Select this option to scan a standard original.</li> <li>• [Super Fine]: Select this option to scan originals containing small characters or drawings.</li> <li>• [Ultra Fine]: Select this option to scan originals that require a fine level of image quality.</li> </ul>

### Tips

- The finer the scan resolution is, the larger the data volume becomes, resulting in longer transmission time. When E-mailing or using E-mail for sending data as in Internet fax operations, check to see if there is any limit to the data volume you can send.

## [Scan Size]

To display: [Scan/Fax] - [Scan Size]

Select the size of the original to be scanned.

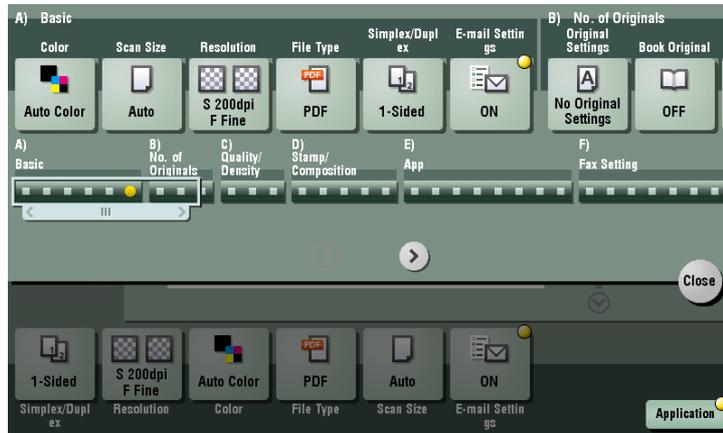


Settings	Description
[Auto]	Scan by automatically selecting the size according to the original size.
[Inches]	Select this option to scan an inch-size original. Tap [Inches], and select a standard inch size.
[Metric Sizes]	Select this option to scan a metric-size original. Tap [Metric Sizes], and select the standard metric size respectively.
[Other]	Select this option to scan a postcard or an original other than an inch- or metric-size original. Tapping [Other] allows you to select each standard size.
[Photo Size]	Select this option to scan photos or originals in photo size. Tap [Photo Size], and select a standard size.
[Custom Size]	Select this option to scan originals in custom size. Enter vertical and horizontal values.

## [Application]

To display: [Scan/Fax] - [Application]

Configure the application option settings for the fax/scan mode.

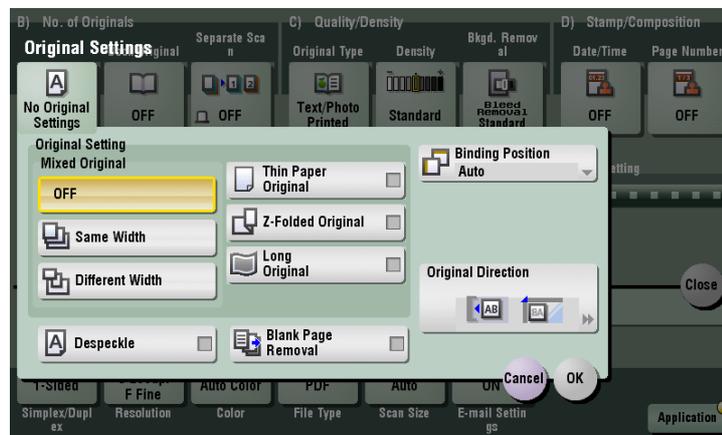


Settings	Description
[No. of Originals]	Specify the scanning method for various originals.
[Quality/Density]	Adjust the image quality level and density according to the original.
[Stamp/Composition]	Add the date/time or page number to the original.
[App]	Configure the application option settings, such as notifying the save location of the original data by E-mail, and changing Header Position of the fax.
[Fax Setting]	Configure the fax transmission settings, such as specifying the transmission time, and sending by confidential communication.

## [Original Settings]

To display: [Scan/Fax] - [Application] - [No. of Originals] - [Original Settings]

Configure the setting so as to scan originals accurately according to the properties of the originals to be loaded.



Settings	Description
[Original Setting]	<p>Configure the setting so as to scan originals accurately according to the properties of the originals to be loaded.</p> <ul style="list-style-type: none"> <li>[Mixed Original]: Even for an original with pages of different sizes, by using <b>ADF</b>, you can scan data while detecting the size for each page. If the widths of the originals are the same, select [Same Width]. If the widths of the originals are different, select [Different Width].</li> <li>[Thin Paper Original]: Reduce the original feed speed of the <b>ADF</b> to prevent the original from getting caught.</li> <li>[Z-Folded Original]: Even the original sizes of folded originals can be detected accurately.</li> <li>[Long Original]: Select this option when loading a long original which is larger in the feeding direction than full standard size (11 × 17 or A3).</li> </ul>
[Despeckle]	<p>Scan an original using the <b>ADF</b> while removing dust from the <b>Slit Scan Glass</b>. It takes longer to finish scanning compared to normal operation.</p>
[Blank Page Removal]	<p>Blank pages contained in the original loaded into the <b>ADF</b> are skipped when the original is scanned. Select this check box when scanning an original which contains blank pages. Any blank pages that are detected are not counted as original pages.</p>
[Binding Position]	<p>When scanning a double-sided original, select the original binding position to prevent the binding positions being reversed between the front and rear faces.</p> <ul style="list-style-type: none"> <li>[Auto]: The binding position is automatically set. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of paper.</li> <li>[Left Bind]: Select this option when the binding position is set to the left of the original.</li> <li>[Top Bind]: Select this option when the binding position is set to the top of the original.</li> </ul>
[Original Direction]	<p>Specify the orientation of the loaded original.</p>

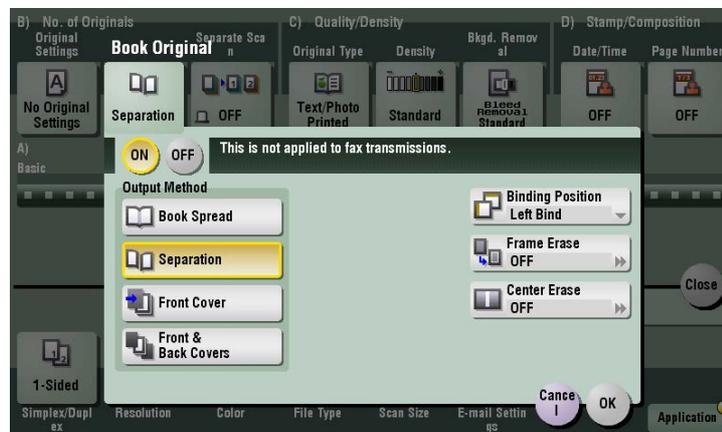
### Related setting

- In case blank pages are not detected correctly even though scanning has taken place with [Blank Page Removal] enabled, adjust the detection level for blank pages. For details, refer to page 10-7.

## [Book Original]

To display: [Scan/Fax] - [Application] - [No. of Originals] - [Book Original]

You can scan two-page spreads such as books and catalogs separately into left and right pages, or scan them as one page. If you place a book or catalog on the **Original Glass**, you do not need to close the **ADF** to scan it.



Settings	Description
[ON]/[OFF]	Select [ON] to specify Book Original.
[Output Method]	Specify the scanning method for book spread originals. <ul style="list-style-type: none"> <li>[Book Spread]: Scans a book spread original as it is.</li> <li>[Separation]: Scan the right and left pages of two-page spreads separately in the order of the page numbers.</li> <li>[Front Cover]: Scans the front cover and two-page spreads according to the page order of the original (scans the front cover first and then two-page spreads).</li> <li>[Front &amp; Back Covers]: Scans the front and back covers and two-page spreads according to the page order of the original (scans the front cover first, then the back cover, followed by two-page spreads).</li> </ul>
[Binding Position]	If [Separation], [Front Cover] or [Front & Back Covers] is selected for [Output Method], select the spreading direction of the original to be scanned. Select [Left Bind] for two-page spreads of left binding, and [Right Bind] for two-page spreads of right binding. Note that if the binding position is incorrectly specified, the page order of the two-page spread is reversed between the left- and right-hand pages.
[Frame Erase]	Erases the shadow of the surrounding that is created when the original cover cannot be closed properly due to the thickness of the original. You can erase the four sides of the original to the same width. Additionally, you can erase the four sides of the original to different widths. <ul style="list-style-type: none"> <li>[Frame]: Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+]/[-] for the inch area, or tap [+]/[-] or press the <b>keypad</b> for the centimeter area to specify the width of the area to be erased.</li> <li>[Individual]: Select this option to erase the four sides of the original by specifying different widths for different sides. Select a side ([Top], [Bottom], [Left] or [Right]) specify the width of the area to be deleted for each side in [Erase Amount] by tapping [+]/[-] for an inch area and by tapping [+]/[-] or pressing the <b>keypad</b> for a centimeter area. If you do not want to erase the side, cancel the setting for [Erase].</li> </ul>
[Center Erase]	Erases the shadow created in the center when the original cover cannot be closed properly due to the thickness of the original. Specify the width of the area to erase by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the <b>keypad</b> for the centimeter area.

## [Separate Scan]

To display: [Scan/Fax] - [Application] - [No. of Originals] - [Separate Scan]

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job.

You can also perform scanning of the original by switching between the ADF and the Original Glass as needed.



### Reference

For details on serial scanning, refer to page 3-24.

## [Original Type]

To display: [Scan/Fax] - [Application] - [Quality/Density] - [Original Type]

Select the appropriate image quality level for the original and scan with optimal level of image quality.



Settings	Description
[Text]	Press this button to scan an original, which consists mostly of texts, with the optimum image quality. Sharpen the edges of text to improve legibility.
[Text/Photo Printed]	Press this button to scan an original containing of text and photos at the optimum level of image quality. Sharpen the edges of text, and smoothen photos. Select this option to scan printed originals such as brochures and catalogs.
[Text/Photo Photo Paper]	Press this button to scan an original containing of text and photos at the optimum level of image quality. Sharpen the edges of text, and smoothen photos. Select this option for scanning originals in which photos are printed on photographic paper.

Settings	Description
[Photo Printed Photo]	Press this button to scan an original consisting of only photos at the optimum image quality level. Select this option to scan printed originals such as brochures and catalogs.
[Photo Photo Paper]	Press this button to scan an original consisting of only photos at the optimum image quality level. Select this option for scanning originals printed on photographic paper.
[Dot Matrix Original]	Press this button to scan an original, which consists mostly of texts such as thin or faint characters, with the optimum image quality. Darken the text to improve legibility.
[Copied Paper]	Press this button to scan originals containing uniform density and that are printed on copier or printer, at the optimum level of image quality.

## [Density]

To display: [Scan/Fax] - [Application] - [Quality/Density] - [Density]

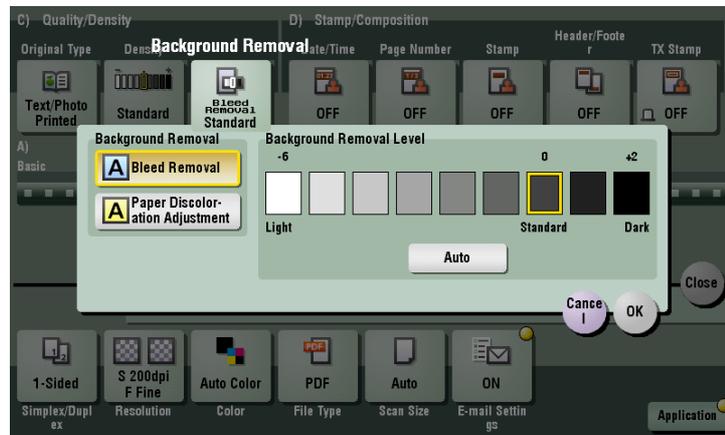
Scan originals by adjusting the density according to the original.



## [Bkgd. Removal]

To display: [Scan/Fax] - [Application] - [Quality/Density] - [Bkgd. Removal]

Adjust the density of the original with the colored background (newspaper, recycle paper, etc.) or the background of an original that is so thin that text or images on the back would be scanned.

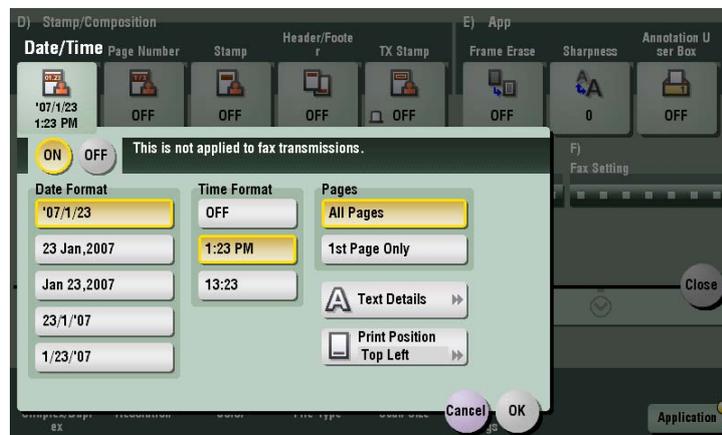


Settings	Description
[Background Removal]	<p>Press this button to scan a thin double-sided original or an original with a colored background at an optimal level of image quality.</p> <ul style="list-style-type: none"> <li>• [Bleed Removal]: Select this option to prevent bleeding of the back of the paper when printing a double-sided original that is so thin that the contents of the back side would be scanned.</li> <li>• [Paper Discoloration Adjustment]: Select this option to scan an original with a colored background such as a map.</li> </ul>
[Background Removal Level]	<p>Press this button to adjust the density of the background color for an original with a colored background. Selecting [Auto] automatically determines the density of the background color, and scans an original with the optimum background density.</p>

## [Date/Time]

To display: [Scan/Fax] - [Application] - [Stamp/Composition] - [Date/Time]

Select the stamping position and representation, and add the date and time the original is scanned. The date and time can be printed either on all pages or only on the first page.

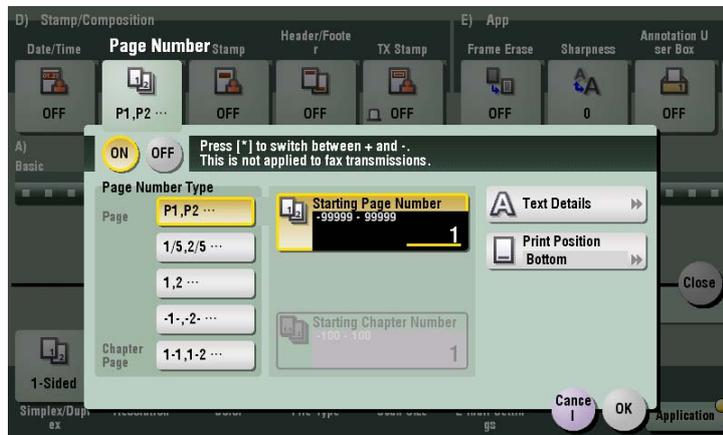


Settings	Description
[ON]/[OFF]	Select [ON] to print the date/time.
[Date Format]	Select the date/time format.
[Time Format]	Select the time format. When you do not want to print time, select [OFF].
[Pages]	Select the range of pages to print.
[Text Details]	If necessary, select the print size, font, and text color.
[Print Position]	If necessary, select the print position of the text. You can adjust the print position in [Adjust Position] more closely.

## [Page Number]

To display: [Scan/Fax] - [Application] - [Stamp/Composition] - [Page Number]

Select the stamping position and format, and add page and chapter numbers. Page and chapter numbers are printed on all pages.

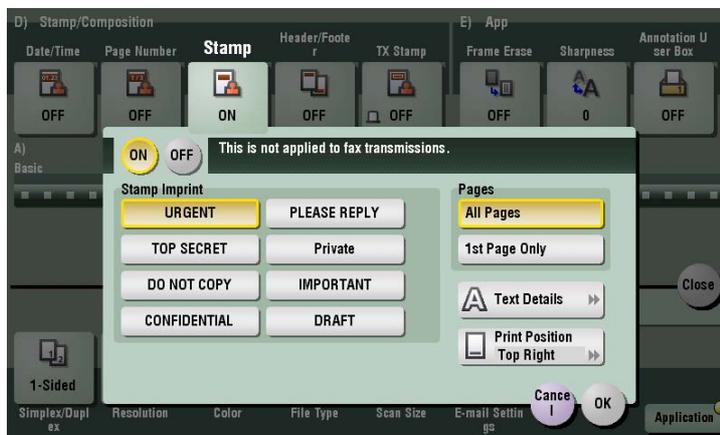


Settings	Description
[ON]/[OFF]	Select [ON] to print page numbers.
[Page Number Type]	Select the format of the page number.
[Starting Page Number]	Enter the starting page number to be printed on the first page. For example, to print page numbers from the third page of the original, enter "-1". The first page of the original is counted as "-1", and the second page as "0", and the third page is counted as "1". In [Starting Page Number], a page number is printed on pages 1 and later. If "2" is entered, page numbers are printed from the first page of the original as "2, 3", etc. in order. The "-" (minus sign) changes to + each time you press *.
[Starting Chapter Number]	Enter the starting chapter number if an original is divided into chapters, and you want to print chapter numbers from the second chapter. You can specify chapter numbers only when you have selected [Chapter Page] in [Page Number Type].
[Text Details]	If necessary, select the print size, font, and text color.
[Print Position]	If necessary, select the print position of the text. You can adjust the print position in [Adjust Position] more closely.

## [Stamp]

To display: [Scan/Fax] - [Application] - [Stamp/Composition] - [Stamp]

Texts such as "CIRCULAR" and "DO NOT COPY" are printed on the first page or all pages. You can select the text to be added from the registered fix stamps and arbitrary registered stamps.



Settings	Description
[ON]/[OFF]	Select [ON] to print a stamp.
[Stamp Imprint]	Select the stamp you want to print.
[Pages]	Select the range of pages to print.
[Text Details]	If necessary, select the print size and text color.
[Print Position]	If necessary, select the print position of the text. You can adjust the print position in [Adjust Position] more closely.

## [Header/Footer]

To display: [Scan/Fax] - [Application] - [Stamp/Composition] - [Header/Footer]

Add the date and time and any other required text in the top and bottom margins (header/footer) of the specified page. You must register the information to be added for header and footer in advance on this machine.



Settings	Description
[ON]/[OFF]	Select [ON] to print the header/footer.
[Recall Header/Footer]	Select the header/footer to be printed. Select the header/footer from those registered in advance.
[Check/Change Temporarily]	If necessary, check or temporarily change the details of the program which is selected in [Recall Header/Footer]. <ul style="list-style-type: none"> <li>• [Header Settings]: Change the content of header.</li> <li>• [Footer Settings]: Change the content of footer.</li> <li>• [Pages]: Change the range of pages to print.</li> <li>• [Text Details]: Change the print size, font, and text color.</li> </ul>

Related setting (for the administrator)

- For details on how to register the information to be added for header and footer, refer to page 11-10.

## [TX Stamp]

To display: [Scan/Fax] - [Application] - [Stamp/Composition] - [TX Stamp]

When scanning originals using **ADF**, a TX Stamp is printed on a scanned original to certify that the original has been scanned. It is used when sending a fax.



### Tips

- To print TX Stamps, the optional **Stamp Unit** is required.
- The ink used for stamping is consumables. If the ink becomes faint, contact your service representative.
- If [Mixed Original] is specified to scan originals, TX Stamp may not be printed on the specified position.

## [Frame Erase]

To display: [Scan/Fax] - [Application] - [App] - [Frame Erase]

Erases the four sides of the original in the same width. You can also erase the four sides of the original to different widths.

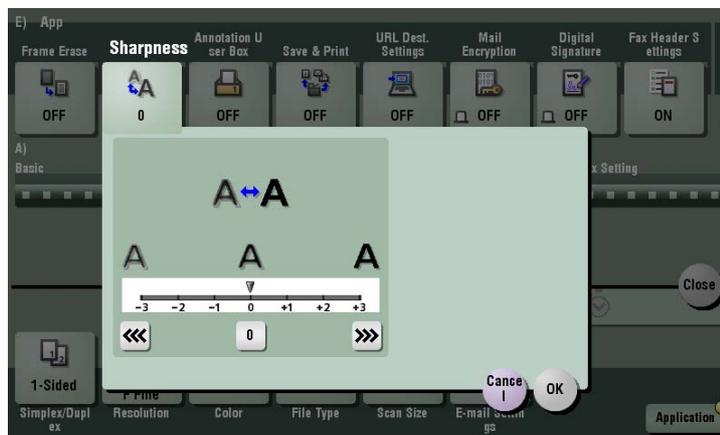


Settings	Description
[ON]/[OFF]	Select [ON] to specify Frame Erase.
[Frame]	Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+] / [-] for the inch area, or tap [+] / [-] or press the <b>keypad</b> for the centimeter area to specify the width of the area to be erased.
[Individual]	Select this option to erase the four sides of the original to different widths. Select a side ([Top], [Bottom], [Left] or [Right]) specify the width of the area to be deleted for each side in [Erase Amount] by tapping [+] / [-] for an inch area and by tapping [+] / [-] or pressing the <b>keypad</b> for a centimeter area. If you do not want to erase the side, cancel the setting for [Erase].

## [Sharpness]

To display: [Scan/Fax] - [Application] - [App] - [Sharpness]

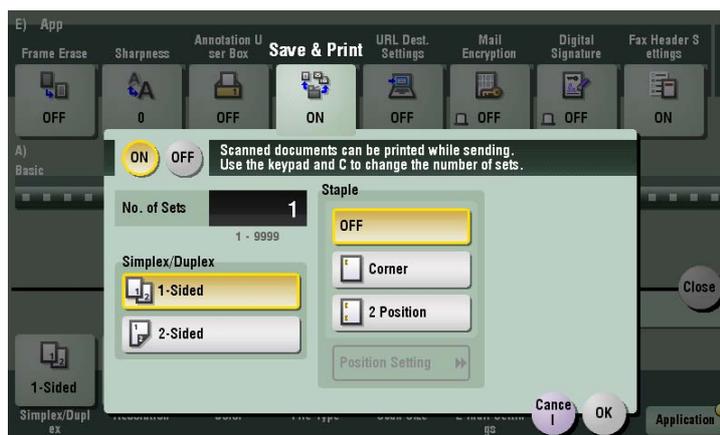
Sharpen the edges of the image to improve legibility. Smoothen rough contours of an image or sharpen blurred image.



## [Save & Print]

To display: [Scan/Fax] - [Application] - [App] - [Save & Print]

You can print data at the same time as you are using Scan or Fax TX.



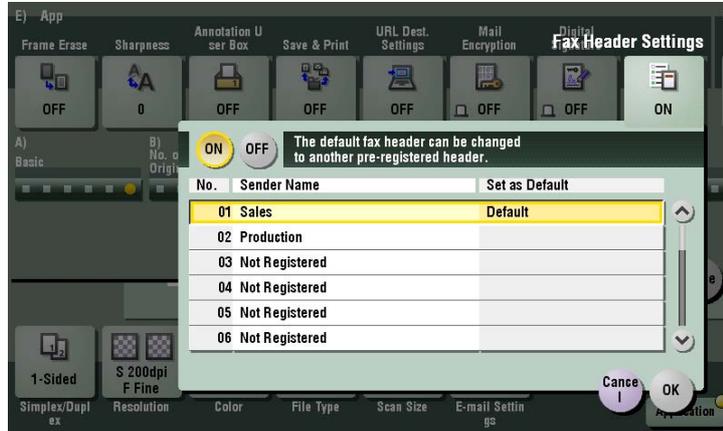
Settings	Description
[ON]/[OFF]	Select [ON] to send and print at the same time.
[No. of Sets]	If necessary, enter the number of copies to print.
[Simplex/Duplex]	Select [2-Sided] to print on both sides of sheets of paper.
[Staple]	Select the binding positions for stapling the sheets. <ul style="list-style-type: none"> <li>[Corner]: Each set of printed sheets is stapled in a corner (top left or top right) before it is output.</li> <li>[2 Position]: Each set of printed sheets is stapled at two positions (in the top, left, or right) before it is output.</li> <li>[Position Setting]: Select the binding position. If [Auto] is specified for the binding position, the binding position is determined automatically.</li> </ul>

## [Fax Header Settings]

To display: [Scan/Fax] - [Application] - [App] - [Fax Header Settings]

Normally, the default sender name is added. However, you can use different sender names depending as necessary.

If you want to use a sender name that is different from the default name, select a new sender name you want to use, then tap [OK].



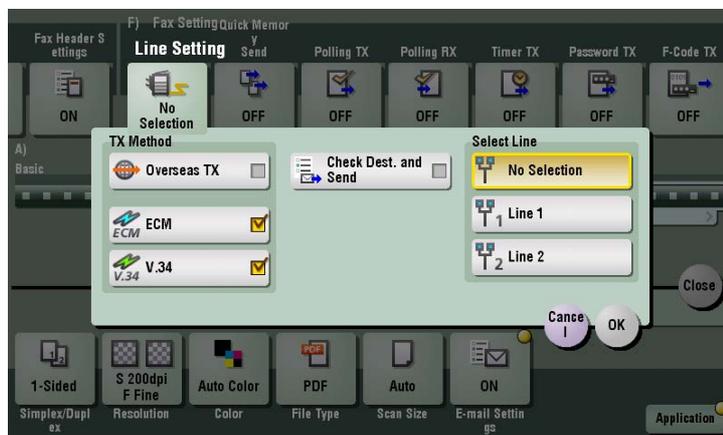
Related setting (for the administrator)

- By registering multiple sender names, you can use different sender names depending on the destination. For details on the registration procedure, refer to page 11-16 ([Sender]).

## [Line Setting]

To display: [Scan/Fax] - [Application] - [Fax Setting] - [Line Setting]

Specify how to send a fax based on the line conditions.



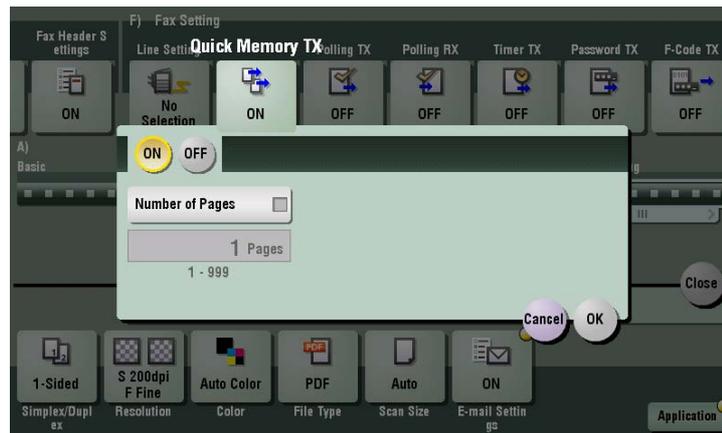
Settings	Description
[TX Method]	<p>Change the communication mode based on the line conditions.</p> <ul style="list-style-type: none"> <li>• [Overseas TX]: Select this option to send a fax to areas where communication conditions are poor. Faxes are sent at a lower speed.</li> <li>• [ECM]: Generally, faxes are sent while checking that the fax data is free of errors by using ECM (Error Correction Mode). To reduce the time required to send a fax, cancel the setting.</li> <li>• [V.34]: Generally, faxes are sent in the Super G3 mode. If it is not possible to send faxes in the Super G3 mode, cancel the setting.</li> </ul>
[Check Dest. and Send]	<p>Select this option to use the Check Dest. And Send function. The fax number specified for fax is checked against the remote fax number (CS) and the fax is only sent when they match.</p>

Settings	Description
[Select Line]	If two lines are used, select the line used to send a fax. If [No Selection] is selected, either line, whichever is not busy, is used for transmission.

## [Quick Memory TX]

To display: [Scan/Fax] - [Application] - [Fax Setting] - [Quick Memory TX]

As one page is scanned, fax transmission starts. Generally, transmission begins after all pages have been scanned and saved in memory (Memory TX). With Quick Memory TX, many pages can be faxed without causing memory overflow.



Settings	Description
[ON]/[OFF]	Select [ON] to specify Quick Memory TX.
[Number of Pages]	If you want to show the total number of pages in the relevant column in the sender information, select this option and enter the number of pages. With this information, the destination can see the remaining number of pages to be received.

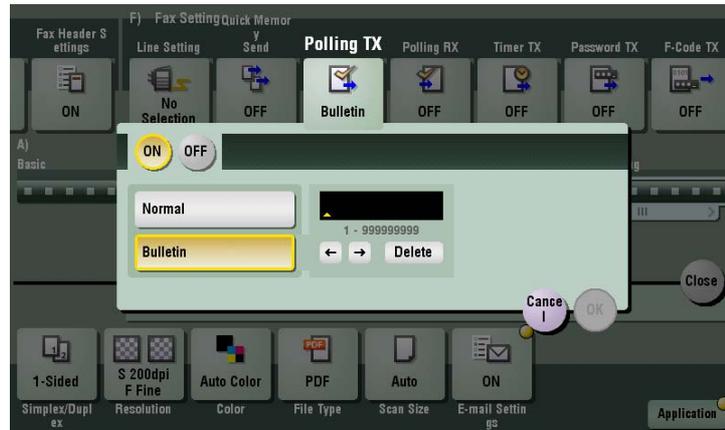
### Tips

- Generally, a fax is sent after all pages are scanned and saved in memory (Memory TX).
- You cannot specify both Quick Memory TX and [Fax Header Settings] at the same time.

## [Polling TX]

To display: [Scan/Fax] - [Application] - [Fax Setting] - [Polling TX]

Use the Polling TX function to register files for polling with a Polling TX User Box of this machine.



Settings	Description
[ON]/[OFF]	Select [ON] to specify Polling TX.
[Normal]	Select this option to register a file for polling in the Polling TX User Box. The Polling TX User Box can have only one file.
[Bulletin]	Select this option to register a file for polling in the Bulletin Board User Box. Enter the registration number of the Bulletin Board User Box you want to create using the <b>Keypad</b> . The Bulletin Board User Box can have only one file. You can create up to 10 Bulletin Board User Boxes. They can be used depending on the intended use.



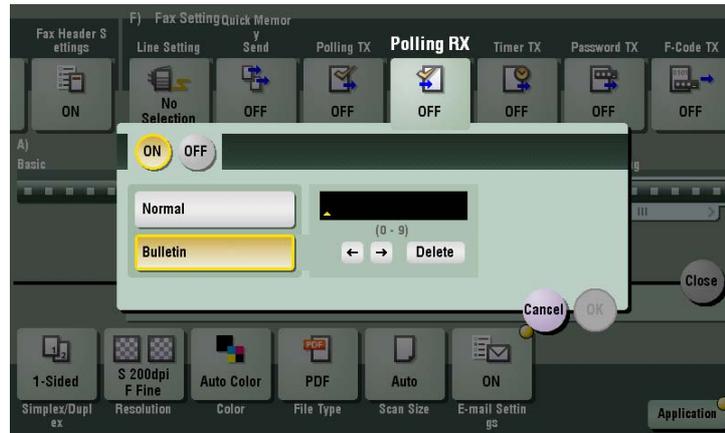
### Reference

To use a Bulletin User Box, it must be created in advance. For details on the registration procedure, refer to [User's Guide: Box Operations].

## [Polling RX]

To display: [Scan/Fax] - [Application] - [Fax Setting] - [Polling RX]

Retrieve a file stored in the destination machine upon a request sent from this machine (polling request).

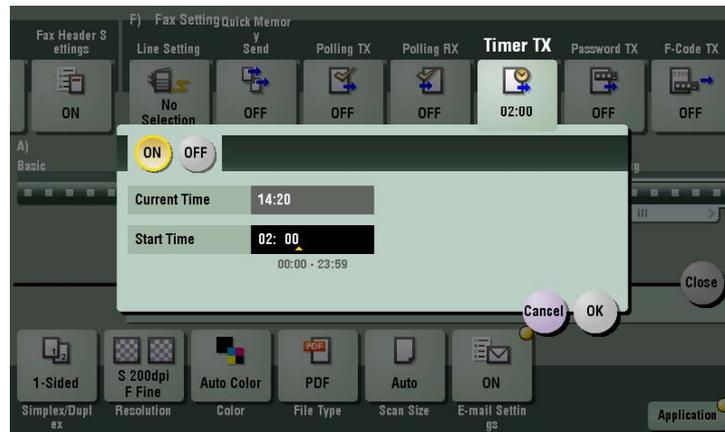


Settings	Description
[ON]/[OFF]	Select [ON] to specify Polling RX.
[Normal]	Select this option to receive a file stored for polling.
[Bulletin]	Select this option to receive a file stored in a Bulletin User Box. Enter the user box number of the Bulletin Board User Box in the destination machine in which your desired file is stored using the <b>Keypad</b> .

## [Timer TX]

To display: [Scan/Fax] - [Application] - [Fax Setting] - [Timer TX]

Specify when to start fax transmission. The fax is automatically sent at the specified time.



Settings	Description
[ON]/[OFF]	Select [ON] to specify Timer RX.
[Current Time]	Shows the current time.
[Start Time]	Specify when to start fax transmission using the <b>Keypad</b> .

## [Password TX]

To display: [Scan/Fax] - [Application] - [Fax Setting] - [Password TX]

A fax is sent with a password to a device for which fax destinations are restricted by passwords (Closed Network RX enabled).



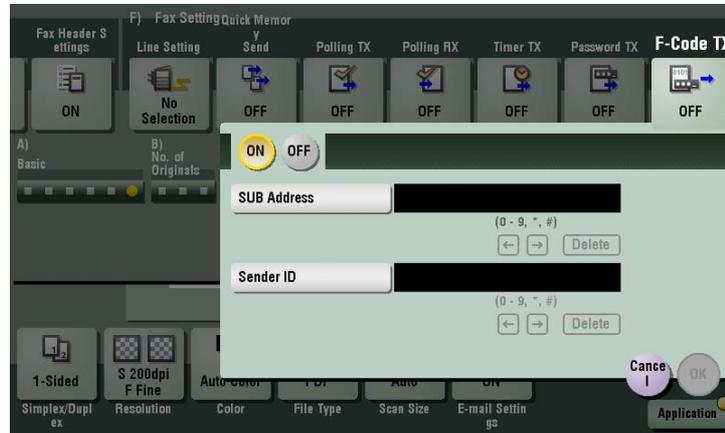
Settings	Description
[ON]/[OFF]	Select [ON] to specify Password TX.
[Password]	Enter the password for Closed Network RX programmed for the destination using the <b>Keypad</b> .

## [F-Code TX]

To display: [Scan/Fax] - [Application] - [Fax Setting] - [F-Code TX]

To use Confidential TX or Relay Distribution, enter an F code (SUB address and sender ID) and send it.

F code is a communication procedure that is standardized by CIAJ (Communications and Information Network Association of Japan). Confidential TX and Relay Distribution are available if a remote machine supports F-code communications.



Settings	Description
[ON]/[OFF]	Select [ON] to specify F-Code TX.
[SUB Address]	Enter a SUB address. <ul style="list-style-type: none"> <li>To use Confidential TX, enter the Confidential User Box number programmed for the destination.</li> <li>To use relay distribution, enter the Relay User Box number programmed for the destination.</li> </ul>
[Sender ID]	Enter a sender ID. <ul style="list-style-type: none"> <li>To use Confidential TX, enter the communication password for Confidential RX that is programmed for the destination.</li> <li>To use relay distribution, enter the Relay User Box password programmed for the destination.</li> </ul>

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# 10

## Description of Setup Buttons (User Settings)



## 10 Description of Setup Buttons (User Settings)

### [Utility]

To display: [Utility]

Used to check the various settings and usage of this machine.

Settings	Description
[One-Touch/User Box Registration]	Register destinations or User Boxes.
[User Settings]	Users are allowed to edit the settings for these items. You can change the defaults or screen displays of the copy, scan/fax, or print function in a user-friendly manner to suit your environment.
[Administrator Settings]	Press this button to display settings that can only be configured by the administrator. To configure settings, you need to enter the administrator password of this machine. You can specify the initial operations of the copy, print, fax, or User Box function, power saving function, and network function to suit your environment. Also, you can manage the use status of this machine or inhibit an information leakage by specifying the authentication or security function.
[Check Consumable Life]	Press this button to check the status of consumables (consumption level) in this machine. When necessary, print the status of consumables in list form.
[Banner Printing]	Press this button to select whether to permit banner printing of the print function.
[Device Information]	Press this button to display the function version or IP address (IPv4/IPv6) of this machine.
[Remote Panel Operation]	Press this button to start remote operation of the <b>Control Panel</b> of this machine.

### [One-Touch/User Box Registration]

To display: [Utility] - [One-Touch/User Box Registration]

Register destinations or User Boxes.

Settings	Description
[Create One-Touch Destination]	Register frequently used destinations and fixed subject and message text of the E-mail. You can select registered information before sending.
[Create User Box]	Register various user boxes such as shared user box and exclusive user box.
[Limiting Access to Destinations]	Limit the access to destinations for each user.

### [Create One-Touch Destination]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination]

Register frequently used destinations and fixed subject and message text of the E-mail. You can select registered information before sending.

Settings	Description
[Address Book (Public)]	Register destinations for each transmission mode, such as E-Mail TX and Fax TX.
[Group]	Register multiple destinations as a group. You can register different types of destinations for a group, such as E-Mail TX, SMB Send and Fax TX.
[E-Mail Settings]	Register fixed subject and message text of the E-mail. You can select a registered subject and message text before sending.

## [Address Book (Public)]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)]

Register destinations for each transmission mode, such as E-Mail TX and Fax TX.

Settings	Description
[E-Mail]	Register destination E-mail addresses.
[User Box]	Register user boxes to save.
[Fax]	Register destination fax numbers.
[PC (SMB)]	Register the host name or IP address of a destination computer.
[FTP]	Register destination FTP server host names or IP addresses.
[WebDAV]	Register destination WebDAV server host names or IP addresses.
[IP Address Fax]	Enter any of the IP address, host name or E-mail address of the destination.
[Internet Fax]	Register destination E-mail addresses.

## [Fax]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [Fax] - [New]

Register destination fax numbers.

Settings	Description
[No.]	Destination registration number. [No.] is automatically registered using an unused smaller number. If you want to specify a number, tap [No.] and enter the number within the range of 1 to 2000.
[Name]	Enter the destination name that appears on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be indexed by registration name. <ul style="list-style-type: none"> <li>If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default.</li> <li>For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen of the fax/scan mode, enabling the user to easily select a destination.</li> </ul>
[Fax Number]	Enter a destination fax number. <ul style="list-style-type: none"> <li>When you use this machine in a PBX environment, tap [Outside] ([E-] appears). A registered outside line number is automatically inserted.</li> <li>When you use this machine in a PBX environment, press [Pause] following the outside line number ([P] appears) to ensure the dialing.</li> <li>If you want to send out a push signal over the dial line, tap [Tone] ([T] appears).</li> <li>Press [-] to separate a dial number. This does not affect the dialing of the number.</li> </ul>

Settings	Description
[Line Settings]	<p>As necessary, specify how to send a fax to a destination you want to register. You can change the settings you made here before sending a fax.</p> <ul style="list-style-type: none"> <li>• [Overseas TX]: Used to send a fax to areas where communication conditions are poor. Faxes are sent at a lower speed.</li> <li>• [ECM OFF]: Generally, faxes are sent while checking that the fax data is free of errors by using ECM (Error Correction Mode). To reduce the time required to send a fax, tap [ECM OFF].</li> <li>• [V34 OFF]: Generally, faxes are sent in the Super G3 mode. If it is not possible to send faxes in the Super G3 mode, tap [V34 OFF].</li> <li>• [Check Dest. &amp; Send]: When using the Check Dest. &amp; Send function, select [Yes]. The fax number specified for fax is checked against the remote fax number (CSI) and the fax is only sent when they match.</li> <li>• [Select Line]: If two lines are used, select the line used to send a fax. If [Unset] is selected, either line, whichever is not busy, is used for transmission.</li> </ul>

#### Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set.].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

#### Related setting (for the administrator)

- You can select whether to have the user enter a fax number twice when registering the fax number (Default: [OFF]). This is helpful to prevent the fax number from being incorrectly registered. For details, refer to page 11-23.

## [Group]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Group] - [New]

Register multiple destinations as a group. You can register different types of destinations for a group, such as E-mail, SMB and fax.

Settings	Description
[Name]	<p>Enter the group name that appears on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.</p>
[Sort Character]	<p>Enter the same name as the registered (using up to 24 characters). You can sort destinations by registration name.</p>
[Index]	<p>Select a corresponding character so that the destination can be indexed by registration name.</p> <ul style="list-style-type: none"> <li>• If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default.</li> <li>• For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen of the fax/scan mode, enabling the user to easily select a destination.</li> </ul>
[Select Group]	<p>Select destinations to be included in a group. You can narrow down destinations by tapping [Index] or [Registration Number] and entering a search text or registration number. You can register up to 500 destinations for a group. You can also register different types of destinations, such as E-mail address and fax number, in a group.</p>
[Check Program Settings]	<p>If necessary, check the destinations registered for the group.</p>

#### Tips

- To check the settings for a registered group, select its registered name, then tap [Check Job Set.].
- To change the settings for a registered group, select its registered name, then tap [Edit].
- To delete a registered group, select its registered name, then tap [Delete].

## [Limiting Access to Destinations]

To display: [Utility] - [One-Touch/User Box Registration] - [Limiting Access to Destinations]

Limit the access to destinations for each user.

Settings	Description
[Apply Levels/Groups to Destinations]	To limit access to a destination by users, assign a permissible access level or reference allowed group to the destination. After selecting a destination from [Address Book], [Group] or [Program], tap [Apply Level] or [Apply Group], then assign an access allowed level or reference allowed group to the destination.

### Tips

- You can specify [Apply Levels/Groups to Destinations] within the access allowed level for the respective users. For details, contact your administrator.
- To specify a reference allowed group, the administrator must register the group in advance. For details, contact your administrator.



### Reference

*How to configure the setting for limiting the access to destinations for each user is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].*

## [User Settings]

To display: [Utility] - [User Settings]

Users are allowed to edit the settings for these items. You can change the defaults or screen displays of the copy, scan/fax, or print function in a user-friendly manner to suit your environment.

Settings	Description
[System Settings]	Configure the operating environment of this machine.
[Custom Display Settings]	Change the <b>Touch Panel</b> display to the convenience of the user.
[Copier Settings]	Configure settings for copy operations.
[Scan/Fax Settings]	Configure setting for fax and scan operations.
[Printer Settings]	Configure settings for printer operations.
[Change Password]	Change the password of the user who is logged in through user authentication.
[Change E-Mail Address]	Change the E-mail address of the user who is logged in through user authentication.
[Register Authentication Information]	Register the biometric authentication information or Card authentication information of the user who is logged in through user authentication.
[Synchronize User Auth. and Account Track]	When user authentication and account track are both employed, specify whether to synchronize user authentication and account track setting for the login user.
[Cellular Phone/PDA Setting]	Configure the settings for printing from a Bluetooth-compatible mobile phone, smartphone, tablet PC or others.

## [System Settings]

To display: [Utility] - [User Settings] - [System Settings]

Configure the operating environment of this machine.

Settings	Description
[Language Selection]	Specify a language displayed in the <b>Touch Panel</b> and a language used for keyboard input.
[Select Keyboard]	Select a keyboard type displayed in the <b>Touch Panel</b> .
[Measurement Unit Settings]	Select a system of units for numeric values displayed in the <b>Touch Panel</b> .
[Paper Tray Settings]	Specify the settings related to selection and switching of paper trays.
[Auto Color Level Adjust.]	Adjust the criteria to determine whether an original is in color or black and white when scanning originals by specifying the color mode to [Auto Color].
[Power Supply/Power Save Settings]	You can specify this option when you are allowed by the administrator to change the setting.
[Output Settings]	You can specify this option when you are allowed by the administrator to change the setting.
[AE Level Adjustment]	You can specify this option when you are allowed by the administrator to change the setting.
[Auto Paper Select for Small Original]	Specify whether to copy an original when an original that is so small that the machine cannot detect the size automatically is placed on the <b>Original Glass</b> .
[Blank Page Print Settings]	You can specify this option when you are allowed by the administrator to change the setting.
[Page Number Print Position]	You can specify this option when you are allowed by the administrator to change the setting.
[Blank Sheet Detection Level]	Adjust the detection level of blank page when [Blank Page Removal] is specified for [Original Settings] in the copy or fax/scan mode.
[Separate Scan from Platen]	Select whether to scan originals continuously at all times even though [Separate Scan] is not specified when scanning originals using the <b>Original Glass</b> .

## [Blank Sheet Detection Level]

To display: [Utility] - [User Settings] - [System Settings] - [Blank Sheet Detection Level]

Adjust the detection level of blank page when [Blank Page Removal] is specified for [Original Settings].

Tap [Do not detect] or [Detect] to adjust to one of the five levels.

[0] is specified by default.

## [Separate Scan from Platen]

To display: [Utility] - [User Settings] - [System Settings] - [Separate Scan from Platen]

Select whether to scan originals continuously at all times even though [Separate Scan] is not specified when scanning originals using the **Original Glass**.

[No] is specified by default.

## [Custom Display Settings]

To display: [Utility] - [User Settings] - [Custom Display Settings]

Change the **Touch Panel** display to the convenience of the user.

Settings	Description
[Copier Settings]	Change the default main screen in the copy mode.
[Scan/Fax Settings]	Change the default main screen in the fax/scan mode.
[User Box Settings]	Change the default main screen in the user box mode.
[Function Display Key(Copy/Print)]	Change the function key to be displayed in the main screen in the copy mode and the print settings screen in the User Box mode.
[Function Display Key(Send/Save)]	Change the function key to be displayed in the main screen in the fax/scan mode and the send and save setting screens in the User Box mode.
[Copy Screen]	Configure settings for the screen displayed in copy operations.
[FAX Active Screen]	Select whether to display the screen indicating the machine status during fax transmission.
[Search Option Settings]	Configure the contents of the search screen when performing a detail search for registered destinations.

## [Scan/Fax Settings] ([Custom Display Settings])

To display: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings]

Change the default main screen in fax/scan mode.

Settings	Description
[Default Tab]	Select the main screen of the fax/scan mode from [Address Search/LDAP Search], [Job History], [Address Book], and [Direct Input]. [Address Book] is specified by default.
[Program Default]	Select a page to be displayed on the main screen of [Program]. [PAGE1] is specified by default.
[Address Book Index Default]	Select the index and destination type that are initially shown when [Address Book] is displayed. <ul style="list-style-type: none"> <li>[Index]: Select the index search text that has been selected when the destination was registered. Favorites [Favorites]</li> <li>[Address Type]: Select a destination type to be displayed such as E-mail, fax and user box. [All] is specified by default..</li> </ul>
[Default Address Sort Method]	Select the list order of destinations to be displayed in [Address Book] between registration number and registration name. If you select the registration name, destinations are sorted according to [Sort Character] specified for the destinations. [Number Order] is specified by default.
[Default Address Display Method]	Select the display in [Address Book] between button and list. [One-Touch Button Layout] is specified by default.

## [Function Display Key(Send/Save)]

To display: [Utility] - [User Settings] - [Custom Display Settings] - [Function Display Key(Send/Save)]

Change the function key to be displayed in the main screen in the fax/scan mode and the send and save setting screens in the User Box mode.

Select a function key number, and specify the function to assign.

The following shows the default functions.

- [Function Key 1]: [Simplex/Duplex]
- [Function Key 2]: [Resolution]
- [Function Key 3]: [Color]
- [Function Key 4]: [File Type]
- [Function Key 5]: [Scan Size]
- [Function Key 6]: [E-mail Settings]
- [Function Key 7]: [OFF]

Tips

- The above functions can be configured when you are allowed to change a function key by the administrator.

## [FAX Active Screen]

To display: [Utility] - [User Settings] - [Custom Display Settings] - [FAX Active Screen]

Select whether to display the screen indicating the machine status during fax transmission.

Settings	Description
[TX Display]	Select whether to display a screen indicating a fax being sent. You can check information on a destination and document in this screen. [No] is specified by default.
[RX Display]	Select whether to display a screen indicating a fax being received. You can check information on sender and fax being received in this screen. [No] is specified by default.

## [Search Option Settings]

To display: [Utility] - [User Settings] - [Custom Display Settings] - [Search Option Settings]

Configure the contents of the search screen when performing an detail search for registered destinations.

Settings	Description
[Uppercase and Lowercase Letters]	Select whether to distinguish between upper and lower case alphabet characters when searching for a registered destination. [Differentiate] is specified by default.
[Search Option Screen]	If you want to change the setting of [Uppercase and Lowercase Letters] when searching for a destination, select [ON]. If you select [ON], the check box for switching the setting is displayed in the [Name Search] and [Address Search] screen respectively. [OFF] is specified by default.

## [Scan/Fax Settings]

To display: [Utility] - [User Settings] - [Scan/Fax Settings]

Configure setting for fax and scan operations.

Settings	Description
[JPEG Compression Level]	Select the default compression method for color fax from [High Quality], [standard] and [High Compression].
[Black Compression Level]	Select the default compression method for black-and-white fax from [MH] and [MMR].
[TWAIN Lock Time]	If you scan data from a computer using TWAIN-compatible application software, the <b>Control Panel</b> of this machine is locked. If necessary, change the time until the operation panel is unlocked automatically.
[Default Scan/Fax Settings]	Change the default settings (settings when the power is turned on, and the <b>Reset</b> is pressed) in the fax/scan mode.
[Default Enlarge Display Settings]	Change the default settings (settings when the power is turned on, and the <b>Reset</b> is pressed) in the fax/scan mode, in the enlarge display mode.
[Compact PDF/XPS Compression Level]	Select the default compression method for saving data in the compact PDF or compact XPS format from [High Quality], [Standard] and [High Compression].
[Color TIFF Type]	Select the default compression method for saving original data in the TIFF format from [TIFF(TTN2)] and [TIFF(modified TAG)].
[Graphic Outlining]	Select the outline processing accuracy of images (figures) when saving data in the Outline PDF format.
[Auto Rename Function]	To avoid duplicate file name be created in the destination when the file name is specified by the user, select whether to automatically add text to the file name.

## [Default Scan/Fax Settings]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Default Scan/Fax Settings]

Change the default settings (settings when the power is turned on, and the **Reset** is pressed) in the fax/scan mode.

You can change the setting by selecting [Current Setting] after the option settings in the fax/scan mode are changed.

[Factory Default] is specified by default.

## [Default Enlarge Display Settings]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Default Enlarge Display Settings]

Change the default settings (settings when the power is turned on, and the **Reset** is pressed) in the fax/scan mode, in the enlarge display mode.

You can change the setting by selecting [Current Setting] after the option settings in the fax/scan mode are changed.

[Factory Default] is specified by default.



## **Description of Setup Buttons (Administrator Settings)**



# 11 Description of Setup Buttons (Administrator Settings)

## [Administrator Settings]

To display: [Utility] - [Administrator Settings]

Press this button to display settings that can only be configured by the administrator. To configure settings, you need to enter the administrator password of this machine.

You can specify the initial operations of the copy, print, fax, or User Box function, power saving function, and network function to suit your environment. Also, you can manage the use status of this machine or inhibit an information leakage by specifying the authentication or security function.

For the administrator password, refer to the booklet manual [Quick Assist Guide].

Settings	Description
[System Settings]	Configure the operating environment of this machine such as the date and time of this machine, power saving function, functional operations, and screen displays.
[Administrator/Machine Settings]	Register information on the administrator and this machine.
[One-Touch/User Box Registration]	Register destinations or User Boxes. Also, print an address list, or specify the maximum number of User Boxes that can be created.
[User Authentication/Account Track]	Configure user authentication and account track. You can restrict users who can use this machine or manage the use status of this machine. Specify the authentication method, or register user information or account track information.
[Network Settings]	Configure the network function such as TCP/IP settings or the Scan-to-Send function operating environment.
[Copier Settings]	Configure each function used in the copy mode.
[Printer Settings]	Specify the time-out time to limit a communication between this machine and a computer, or configure settings of a communication with the printer driver.
[Fax Settings]	Configure the settings to use the fax or network fax function.
[System Connection]	Configure settings to establish the association of this machine and other system.
[Security Settings]	Configure the security functions of this machine, such as password and data management method.
[License Settings]	Issue a request code required to use an advanced function, or enable an advanced function.
[OpenAPI Certification Management Setting]	Specify a restriction code to prevent an OpenAPI connection application from being registered in this machine.
[Remote Access Setting]	Select whether to remotely import or export user data such as address information using the remote diagnosis system.

## [System Settings]

To display: [Utility] - [Administrator Settings] - [System Settings]

Configure the operating environment of this machine such as the date and time of this machine, power saving function, functional operations, and screen displays.

Settings	Description
[Power Supply/Power Save Settings]	Configure the settings on how to use the <b>Power</b> key and the machine action in the power save mode.
[Output Settings]	Configure the output settings of this machine, such as the print setting of print and received fax data, and changing of primary output tray.
[Date/Time Settings]	Specify the current date and time and time zone of this machine.
[Daylight Saving Time]	Select whether to apply daylight saving time settings. To apply daylight saving time, specify the daylight saving time, and the start and end dates.
[Weekly Timer Settings]	Select whether to automatically switch between power save and normal mode using the weekly timer. To use the weekly timer, specify the schedule for switching between power save and normal modes. Optionally, you can use a learning function that automatically sets a schedule to fit your office usage.
[Restrict User Access]	You can restrict change and delete operations for each user. Also, you can delete registered copy programs.
[Expert Adjustment]	Specify this setting if the color tone of print image, staple, hole-punch, and folding positions are changed. You can adjust various settings such as correction of printed image, staple, hole-punch, and folding positions.
[List/Counter]	Print the list that includes the machine settings and manage the counter.
[Reset Settings]	Select whether to reset the functions and settings that are currently displayed when this machine has not been operated for a certain period of time.
[User Box Settings]	Specify the user box settings, such as deletion of unnecessary user boxes and files, and the time until the file saved in each user box is automatically deleted.
[Standard Size Setting]	Specify the detection capability setting of original size in the <b>Original Glass</b> and the Foolscap paper size setting.
[Stamp Settings]	Register header/footer programs and specify the stamp setting when sending a fax.
[Blank Page Print Settings]	Select whether to print date/time and stamp on blank pages inserted by the cover seat and inter sheet functions.
[Registered Key Settings]	Change the function to be assigned to <b>Register Key 1</b> to <b>Register Key 3</b> in the <b>Control Panel</b> .
[Job Priority Operation Settings]	Specify the printing priority order and whether to skip a job when you cannot perform a printing job immediately.
[Default Bypass Paper Type Setting]	Specify the default paper type used in the <b>Bypass Tray</b> .
[Page Number Print Position]	Select the printing position on the back side of the paper relative to the printing position of the page number in the front side for printing on both sides and when specifying both the booklet format and page number printing at the same time.
[Preview Settings]	Specify the preview function settings, such as the display mode of preview images that appear when <b>Preview</b> is pressed on the <b>Control Panel</b> .
[Enlarge Display Settings]	Select whether to use <b>Enlarge Display</b> mode as the initial display of the <b>Touch Panel</b> . Also, select whether to inherit the settings configured in the normal screen display when switching the screen from Normal to Enlarge Display
[Scan File Name Settings]	Press this button to change the default file name of scanned original data when saving it.
[Set Paper Name by User]	Select whether to use custom paper with which a given paper name and type have been registered. To use custom paper, register paper name and type to be assigned to it.

Settings	Description
[Custom Display Settings]	Change the view of the main screen for main menu and each mode in a user-friendly manner.

## [Output Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Output Settings]

Configure the output settings of this machine, such as the print setting of print and received fax data, and changing of primary output tray.

Settings	Description
[Print/Fax Output Settings]	Select when to start printing received print/fax data.
[Output Tray Settings]	Select the tray to which paper is ejected first in Copy, Print, Fax, or Print Report. This item is available when the optional <b>Finisher</b> is installed.
[Shift Output Each Job]	Select whether to shift paper for each job before ejection. This item is available when the optional <b>Finisher</b> is installed.

## [Print/Fax Output Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Output Settings] - [Print/Fax Output Settings]

Select when to start printing received print/fax data.

Settings	Description
[Print]	Select when to start printing received print data. <ul style="list-style-type: none"> <li>[Batch Print]: Printing is started after all pages are received.</li> <li>[Page Print]: Printing is started as the first page is received. [Page Print] is specified by default.</li> </ul>
[Fax]	Select when to start printing received fax data. <ul style="list-style-type: none"> <li>[Batch Print]: Printing is started after all pages are received.</li> <li>[Page Print]: Printing is started as the first page is received. For Internet Fax, Batch Print is always selected. [Batch Print] is specified by default.</li> </ul>

## [Output Tray Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Output Settings] - [Output Tray Settings]

Select the tray to which paper is ejected first in Copy, Print, Fax, or Print Report.

Different default values are available for different options installed on this machine.

Tips

- This item is available when the optional **Finisher** is installed.

## [Shift Output Each Job]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Output Settings] - [Shift Output Each Job]

Select whether to shift paper for each job before ejection.

[Yes] is specified by default.

Tips

- This item is available when the optional **Finisher** is installed.

## [Date/Time Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Date/Time Settings]

Specify the current date and time and time zone of this machine.

Settings	Description
[Current Time]	Enter the current date and time. <ul style="list-style-type: none"> <li>[Set Date]: Automatically adjust the date and time of this machine using an NTP server. To perform time adjustment, set the time difference between UTC and your local time in [Time Zone] and tap [Set Date]. This button is available if an NTP server has been registered by selecting [Administrator Settings] - [Network Settings] - [Detail Settings] - [Time Adjustment Setting].</li> </ul>
[Time Zone]	To automatically adjust the time of this machine using an NTP server, set the time difference between UTC and your local area in multiples of 30 minutes.

## [Weekly Timer Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Weekly Timer Settings]

Select whether to automatically switch between power save and normal mode using the weekly timer.

To use the weekly timer, specify the schedule for switching between power save and normal modes. Optionally, you can use a learning function that automatically sets a schedule to fit your office usage.

Settings	Description
[Weekly Timer ON/OFF Settings]	Specify whether to use the weekly timer. Then, select a power save mode for the machine to enter according to the weekly timer.
[ON]/[OFF]	Specify whether to use the weekly timer. [ON] is specified by default.
[Power Save Mode Setting]	Select a power save mode for the machine to enter according to the weekly timer. <ul style="list-style-type: none"> <li>[ErP Auto Power OFF]: A mode that provides a higher power saving effect. In this mode, no job can be received.</li> <li>[Sleep]: This mode has a lower power saving effect than the [ErP Auto Power OFF] mode; however, it allows you to receive print jobs from a fax machine or computer. The received jobs are printed when the machine returns to the normal mode.</li> </ul> [Sleep] is specified by default.
[Time Settings]	Specify the time for switching to the power save mode ([OFF Time]) and the time for returning to the normal mode ([ON Time]) for each day of the week. <ul style="list-style-type: none"> <li>[Set All]: Select days of the week and specify times for [ON Time] and [OFF Time] for all the selected days.</li> <li>[Delete]: Deletes the time you have selected by using[←][→]</li> </ul>
[Date Settings]	Configure the day to which the weekly timer is applied. Select the day to which the weekly timer is applied by switching the calendar by [Year] and [Monthly]. Optionally, you can collectively configure the appropriate days for each day of the week with [Daily Setting].
[Select Time for Power Save]	Specify whether to set a time zone for switching the machine in the normal mode with the weekly timer enabled temporarily to the sleep mode during lunch time, for example. If you select [Yes], specify the time zone for switching to the sleep mode. <ul style="list-style-type: none"> <li>[Power Save Start Time]: Specify the time for the machine to enter the sleep mode.</li> <li>[Power Save End Time]: Specify the time for the machine to return to the normal mode.</li> </ul> [NO] is specified by default.
[Password for Non-Business Hours]	Specify whether to restrict the use of this machine in the Power Save mode by requesting a password. To request a password in order to restrict operation, enter the password for a user to enter (using up to eight characters). [NO] is specified by default.

Settings	Description
[Tracking Function Settings]	Specify whether to use the tracking (learning) function that automatically sets the weekly timer schedule to fit the operating status of your office. To use the tracking function, select [Auto Standby Adjustment Level] to specify the level at which it is judged that this machine is inactive. The higher the level is, the more easily this machine is judged as inactive, resulting in setting of a longer OFF time. [ON] is specified by default.
[Display ON/OFF Time]	Displays the switching times to enter the power save mode ([OFF Time]) and to the normal mode ([ON Time]) set by the tracking function. Tap the [Clear Usage Data] to delete data related to the usage status of this machine and reset the values for [OFF Time] and [ON Time] that have been automatically set.

## [Restrict User Access]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access]

You can restrict change and delete operations for each user. Also, you can delete registered copy programs.

Settings	Description
[Copy Program Lock Settings]	Restrict the administrator to change or delete the names of the registered copy and image adjustment programs. You can configure this option for each program.
[Delete Saved Copy Program]	Deletes a registered copy or image adjustment program.
[Restrict Access to Job Settings]	Select whether to allow the user to change information, such as destinations and senders' E-mail addresses.
[Restrict Operation]	Specify items for which access is restricted.

## [Restrict Access to Job Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Restrict Access to Job Settings]

Select whether to allow the user to change information, such as destinations and senders' E-mail addresses.

Settings	Description
[Changing Job Priority]	Select whether to allow the user to change the priority of print jobs. If [Restrict] is selected, [Increase Priority] does not appear in the [Job List] screen. [Allow] is specified by default.
[Delete Other User Jobs]	Select whether to allow the user to delete other user jobs if user authentication is used on this machine. If [Allow] is selected, you can delete other user jobs in the [Job List] screen. [Restrict] is specified by default.
[Registering and Changing Addresses]	Select whether to allow the user to register or change destinations. [Allow] is specified by default.
[Changing Zoom Ratio]	Select whether to allow the user to change the zoom ratio. [Allow] is specified by default.
[Change the "From" Address]	Select whether to allow the user to change the From address of the E-mail sender. <ul style="list-style-type: none"> <li>[Allow]: Allow the user to change From address.</li> <li>[Administrator E-Mail Address]: Prohibit the change of From address and use administrator's E-mail address.</li> <li>[Login User Address]: Prohibit the change of From address and use user's E-mail address. Administrator's E-mail address is used if user's E-mail address has not been registered.</li> </ul> The default is [Allow] (user authentication disabled)/[Login User Address] (user authentication enabled).
[Change Registered Overlay]	Select whether to allow the user to overwrite or delete a registered overlay image. [Allow] is specified by default.

Settings	Description
[Biometric/IC Card Info. Registration]	Select whether to allow the user to register or change user's biometric or IC card authentication information. [Restrict] is specified by default.
[Synchronize User Authentication & Account Track]	Select whether to allow users to change the settings for synchronizing user authentication and account track when user authentication and account track are enabled. You can set this option when having selected [Synchronize by User] from [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [Synchronize User Authentication&Account Track]. [Allow] is specified by default.

### [Restrict Operation]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Restrict Operation]

Specify items for which access is restricted.

Settings	Description
[Restrict Broadcasting]	Select whether to prohibit the user from sending faxes to multiple destinations. To prohibit broadcast, select [ON]. [OFF] is specified by default.

### [Reset Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Reset Settings]

Select whether to reset the functions and settings that are currently displayed when this machine has not been operated for a certain period of time.

Settings	Description
[System Auto Reset]	Select whether to reset all settings (except registered settings) when this machine has not been operated for a certain period of time.
[Auto Reset]	Select whether to reset all settings (except registered settings) for each of Copy, Fax/Scan, User Box functions when this machine has not been operated for a certain period of time.
[Job Reset]	Select whether to reset settings for the conditions that are applied when changing users or loading document to the <b>ADF</b> .

## [Job Reset]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Reset Settings] - [Job Reset]

Select whether to reset settings for the conditions that are applied when changing users or loading document to **ADF**.

Settings	Description
[When Account is changed]	Select whether to initialize all settings (except registered settings) when the key counter or management card is removed. [Reset] is specified by default.
[When original is set on ADF]	Select whether to reset all settings (except registered settings) when document is loaded on the <b>ADF</b> . [Do Not Reset] is specified by default.
[Next Job]	Select whether to reset Staple Setting, Original Set/Bind Direction settings, and TX Settings for each job. <ul style="list-style-type: none"> <li>• [Staple Setting]: Select whether to inherit the settings to the next job or cancel the settings after a job with Staple specified has been ended. [OFF] is specified by default.</li> <li>• [Original Set/Bind Direction]: Select whether to inherit the settings to the next job or cancel the settings after a job with Original Set and Bind Direction specified has been ended. [OFF] is specified by default.</li> <li>• [Reset Data After Job]: Select whether to clear all settings or only destinations when resetting for each job in Scan/Fax TX Settings. If you select [Confirm with User], a confirmation screen appears to check with you if settings or destinations are to be cleared. [Reset All] is specified by default.</li> </ul>
[Default Basic/Enlarge Display Common Setting]	Select whether to configure the initial values for Normal and Enlarge Display mode at the same time. If [Apply to all] is selected, [Default Enlarge Display Settings] does not appear. Initial values for each mode that are changed in [Default Copy Settings] or [Default Scan/Fax Settings] are applied to both Normal and Enlarge Display modes. [Do not Apply] is specified by default.

## [Stamp Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Stamp Settings]

Register header/footer programs and specify the stamp setting when sending a fax.

Settings	Description
[Header/Footer Settings]	You can register header/footer programs, and change or delete registered programs.
[Fax TX Settings]	Select whether to cancel stamp setting when sending a fax.

## [Header/Footer Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Stamp Settings] - [Header/Footer Settings] - [New]

You can register header/footer programs, and change or delete registered programs.

Settings	Description
[Name]	Enter the name of header/footer program (using up to 16 characters). When selecting a header or footer, give it a name that helps you easily identify it.
[Header Settings]	Select whether to print a header. To print it, specify what to print. <ul style="list-style-type: none"> <li>[Text]: Characters you entered are printed.</li> <li>[Date/Time]: Select whether to print date and time. To print it, select the appropriate display format.</li> <li>[Other]: Select whether to print information, such as job number, machine's serial number, and distribution control number.</li> </ul> [Do Not Print] is specified by default.
[Footer Settings]	Select whether to print a footer. To print it, specify what to print. <ul style="list-style-type: none"> <li>[Text]: Characters you entered are printed.</li> <li>[Date/Time]: Select whether to print date and time. To print it, select the appropriate display format.</li> <li>[Other]: Select whether to print information, such as job number, machine's serial number, and distribution control number.</li> </ul> [Do Not Print] is specified by default.
[Pages]	Select to print the header/footer on all pages or only on the first page. [All Pages] is selected by default.
[Text Details]	Select the size, font, and color of the text to be printed.

### Tips

- To check or edit a header/footer program you registered, select it, then tap [Check/Edit].
- To delete a header/footer program you registered, select it, then tap [Delete].

## [Fax TX Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Stamp Settings] - [Fax TX Settings]

Select whether to cancel stamp setting when sending a fax. Normally, cancel the stamp setting to prevent image becoming unreadable when a stamp is printed.

[Cancel] is specified by default.

## [Job Priority Operation Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Job Priority Operation Settings]

Specify the printing priority order and whether to skip a job when you cannot perform a printing job immediately.

Settings	Description
[Fax RX Job Priority]	Select whether to give priority to the printing of a fax if it is received during copying or printing. [No] is specified by default.
[Skip Job (Fax)]	Select whether or not to handle the subsequent job as long as it is a printing job for the received fax when printing has stopped because, for example, there is no paper. [Yes] is specified by default.
[Skip Job (Copy, Print)]	Select whether or not to handle the subsequent job as long as it is not a printing job for the received fax when printing has stopped because, for example, there is no paper. [Yes] is specified by default.

## [Preview Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Preview Settings]

Specify the preview function settings, such as the display mode of preview images that appear when **Preview** is pressed on the **Control Panel**.

Settings	Description
[Original Direction Confirmation Screen]	Specify whether or not to display the screen to select the direction in which the original is loaded after pressing <b>Preview</b> when scanning the original in the fax/scan mode. [ON] is specified by default.
[Realtime Preview]	Select whether or not to display a preview image for each page when scanning an original in Scan/Fax mode. Each preview image shows the scanned original as is. [OFF] is specified by default.
[Preview Display Conditions (Standard Application)]	Select the conditions for displaying preview images. <ul style="list-style-type: none"> <li>• [Jobs Executed]: Shows a preview image when <b>Start</b> is pressed to execute a job as well as when <b>Preview</b> is pressed.</li> <li>• [Preview Settings Screen]: Shows a preview image only when <b>Preview</b> is pressed.</li> </ul> [Preview Settings Screen] is specified by default.
[Preview Display Conditions (Registered Application)]	Select the display conditions for preview images when using an OpenAPI application. <ul style="list-style-type: none"> <li>• [Job Executed]: Shows a preview image when <b>Start</b> is pressed to execute a job as well as when <b>Preview</b> is pressed.</li> <li>• [Preview Settings Screen]: Shows a preview image only when <b>Preview</b> is pressed.</li> <li>• [Use Standard App. Settings]: Follows the setting for [Preview Display Conditions (Standard Application)].</li> </ul> [Preview Settings Screen] is specified by default.

## [One-Touch/User Box Registration]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration]

Register destinations or User Boxes. Also, print an address list, or specify the maximum number of User Boxes that can be created.

Settings	Description
[Create One-Touch Destination]	Register frequently used destinations and fixed subject and message text phrase of the E-mail. You can select registered information before sending.
[Create User Box]	Register various user boxes such as shared user box and exclusive user box.
[One-Touch/User Box Registration List]	Print the list of destination registration information.
[Maximum Number of User Boxes]	Specify the maximum number of user boxes that can be created for each user.

## [Create One-Touch Destination]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination]

Register frequently used destinations and fixed subject and message text of the E-mail. You can select registered information before sending.

Settings	Description
[Address Book (Public)]	Register destinations for each transmission mode, such as E-Mail and Fax TX.
[Group]	Register multiple destinations as a group. You can register different types of destinations for a group, such as E-Mail TX, SMB Send and Fax TX.
[E-Mail Settings]	Register fixed subject and message text of the E-mail. You can select a registered subject and message text before sending.

## [Address Book (Public)]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)]

Register destinations for each transmission mode, such as E-Mail TX and Fax TX.

Settings	Description
[E-Mail]	Register destination E-mail addresses.
[User Box]	Register user boxes to save.
[Fax]	Register destination fax numbers.
[PC (SMB)]	Register the host name or IP address of a destination computer.
[FTP]	Register destination FTP server host names or IP addresses.
[WebDAV]	Register destination WebDAV server host names or IP addresses.
[IP Address Fax]	Enter any of the IP address, host name or E-mail address of the destination.
[Internet Fax]	Register destination E-mail addresses.

## [Fax]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (Public)] - [Fax] - [New]

Register destination fax numbers.

Settings	Description
[No.]	Destination registration number.[No.] is automatically registered using an unused smaller number. If you want to specify a number, tap [No.] and enter the number within the range of 1 to 2000.
[Name]	Enter the destination name that appears on the <b>Touch Panel</b> (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name. <ul style="list-style-type: none"> <li>If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default.</li> <li>For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen of the fax/scan mode, enabling the user to easily select a destination.</li> </ul>
[Fax Number]	Enter a destination fax number. <ul style="list-style-type: none"> <li>When you use this machine in a PBX environment, tap [Outside] ([E-] appears). A registered outside line number is automatically inserted.</li> <li>When you use this machine in a PBX environment, press [Pause] following the outside line number ([P] appears) to ensure the dialing.</li> <li>If you want to send out a push signal over the dial line, tap [Tone] ([T] appears).</li> <li>Press [-] to separate a dial number. This does not affect the dialing of the number.</li> </ul>
[Line Setting]	As necessary, specify how to send a fax to a destination you want to register. You can change the settings you made here before sending a fax. <ul style="list-style-type: none"> <li>[Overseas TX]: Used to send a fax to areas where communication conditions are poor. Faxes are sent at a lower speed.</li> <li>[ECM OFF]: Generally, faxes are sent while checking that the fax data is free of errors by using ECM (Error Correction Mode). To reduce the time required to send a fax, tap [ECM OFF].</li> <li>[V34 OFF]: Generally, faxes are sent in the Super G3 mode. If it is not possible to send faxes in the Super G3 mode, tap [V34 OFF].</li> <li>[Check Dest. &amp; Send]: When using the Check Dest. And Send function, select [Yes]. The fax number specified for fax is checked against the remote fax number (CSI) and the fax is only sent when they match.</li> <li>[Select Line]: If two lines are used, select the line used to send a fax. If [Unset] is selected, either line, whichever is not busy, is used for transmission.</li> </ul>

### Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- To change the settings for a registered destination, select its registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

### Related setting (for the administrator)

- You can select whether to have the user enter a fax number twice when registering the fax number (Default: [OFF]). This is helpful to prevent the fax number from being incorrectly registered. For details, refer to page 11-23.

## [Group]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Group] - [New]

Register multiple destinations as a group. You can register different types of destinations for a group, such as E-Mail TX, SMB Send and Fax TX.

Settings	Description
[Name]	Enter the group name that appears on the Touch Panel (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be indexed by registration name. <ul style="list-style-type: none"> <li>If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If anything other than alphabet character is specified for the initial of a registration name, [etc] is specified by default.</li> <li>For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen of the fax/scan mode, enabling the user to easily select a destination.</li> </ul>
[Select Group]	Select destinations to be included in a group. You can narrow down destinations by tapping [Index] or [Registration Number] and entering a search text or registration number. You can register up to 500 destinations for a group. You can also register different types of destinations, such as E-mail address and fax number, in a group.
[Check Program Settings]	If necessary, check the destinations registered for the group.

### Tips

- To check the settings for a registered group, select its registered name, then tap [Check Job Set].
- To change the settings for a registered group, select its registered name, then tap [Edit].
- To delete a registered group, select its registered name, then tap [Delete].

## [One-Touch/User Box Registration List]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List]

Print the list of destination registration information.

Settings	Description
[Address Book List]	Print the list of address books registered on this machine.
[Group List]	Print the list of groups registered on this machine.
[Program List]	Print the list of programs registered on this machine.
[E-Mail Subject/Text List]	Print the list of E-mail subjects and message text registered on this machine.

## [Address Book List]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Address Book List]

Print the list of address books registered on this machine.

Settings	Description
[List Output Number]	Specify the range of destinations you want to print. <ul style="list-style-type: none"> <li>• [Starting Destination No.]: Specify the registration number of the destination from which to start printing.</li> <li>• [Number of Destinations]: Specify the number of destinations you want to print.</li> </ul>
[Print Destination List by Type]	Select the type of destinations you want to print. You can further narrow down destinations to be printed from the print range you specified in [List Output Number].
[Print]	Moves to a screen for configuring print settings. Change print settings as required, then tap [Start] to start printing.

## [Group List]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Group List]

Print the list of groups registered on this machine.

Settings	Description
[List Output Number]	Specify the range of destinations you want to print. <ul style="list-style-type: none"> <li>• [Starting Destination No.]: Specify the registration number of the destination from which to start printing.</li> <li>• [Number of Destinations]: Specify the number of destinations you want to print.</li> </ul>
[Print]	Moves to a screen for configuring print settings. Change print settings as required, then tap [Start] to start printing.

## [Program List]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Program List]

Print the list of programs registered on this machine.

Settings	Description
[List Output Number]	Specify the range of destinations you want to print. <ul style="list-style-type: none"> <li>• [Starting Destination No.]: Specify the registration number of the program from which to start printing.</li> <li>• [Number of Destinations]: Specify the number of programs you want to print.</li> </ul>
[Print Destination List by Type]	Select the type of destinations you want to print. You can further narrow down destinations to be printed from the print range you specified in [List Output Number].
[Print]	Moves to a screen for configuring print settings. Change print settings as required, then tap [Start] to start printing.

## [Fax Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings]

Configure the settings to use the fax or network fax function.

Settings	Description
[Header Information]	Register the machine name, your company name (sender name), and the fax number that are to be printed as sender information when faxes are transmitted.
[Header/Footer Position]	Specify the format of Header Position to be printed on a fax. Select whether to print reception information (date, time, and reception number) on faxes received on this machine.
[Line Parameter Setting]	Configure the environment to use fax functions with this machine, such as the types of telephone lines (dialing method) and fax receive mode.
[TX/RX Settings]	Specify how to print faxes received and how to handle files in a polling transmission.
[Function Settings]	Configure the settings for using various fax transmission and reception functions.
[PBX Connection Setting]	Configure the settings for using this machine in a Private Branch Exchange (PBX) environment.
[Report Settings]	Specify the conditions for printing fax-related reports.
[Job Settings List]	Print the list of settings associated with faxes.
[Multi Line Settings]	Set how you want to use a second line if any.
[Network Fax Settings]	Change default settings on Internet Fax or IP Address Fax environment and compression type of send data.
[Fax Print Quality Settings]	When printing a received fax, specify to give priority to the image quality or to the printing speed, according to the resolution of the received fax.

## [Header Information]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Header Information]

Register the machine name, your company name (sender name), and the fax number that are to be printed as sender information when faxes are transmitted.

Settings	Description
[Sender]	Register machine name, company name (sender name), and others that is to be printed as Header Position. Up to 20 sender names can be registered. You can use different names for different purposes. Tapping [Sender] displays a list of sender names registered on this machine. <ul style="list-style-type: none"> <li>To register a new sender name, select a blank column, tap [New], then enter the sender name (using up to 30 characters).</li> <li>The name appears as [Default] is automatically inserted when a fax is sent. To change the name to be automatically inserted, select a desired name, then tap [Set as Default].</li> </ul>
[Sender Fax No.]	Enter the fax number of this machine (a number containing up to 20 digits, with available symbols being #, *, + and space). The fax number you entered is printed as Header Position.

## [Header/Footer Position]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Header/Footer Position]

Specify the format of Header Position to be printed on a fax. Select whether to print reception information (date, time, and reception number) on faxes received on this machine.

Settings	Description
[Header Position]	Specify the position at which a Header Position is printed on a fax.
[TTI Print Position and Character Size]	Select the size of characters used for printing sender information.
[Print Receiver's Name]	Select whether to print a destination fax number as Header Position.
[Footer Position]	Select whether to print reception information (date, time, and reception number) on faxes received on this machine.

Tips

- In the North American and Hong Kong models, [Print Receiver's Name] is hidden.

## [Header Position]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Header/Footer Position] - [Header Position]

Specify the position at which a Header Position is printed on a fax.

Settings	Description
[Inside Body Text]	Prints the sender information inside the original image. Part of the original image may be cut off.
[Outside Body Text]	Prints the sender information outside the original image. [Outside Body Text] is selected by default.
[OFF]	Prints nothing for sender information.

## [TTI Print Position and Character Size]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Header/Footer Position] - [TTI Print Position and Character Size]

Select the size of characters used for printing sender information.

Settings	Description
[Normal]	Prints the sender information in the normal text size.
[Minimal]	Reduces the text height to a half of the size set with [Normal]. It is recommended that you select [Minimal] to prevent a fax image from being cut off or to prevent a page from being divided when pages are printed at a receiving machine. [Minimal] is selected by default.

Tips

- If [Normal] is selected for the scanning resolution for sending a fax, it is converted into [Normal] to prevent characters from becoming corrupted and unreadable.

## [Print Receiver's Name]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Header/Footer Position] - [Print Receiver's Name]

Select whether to print a destination fax number as Header Position.

If [OFF] is selected, the fax number of this machine is printed instead of the fax number of the destination.

[ON] is selected by default.

Tips

- In the North American and Hong Kong models, [Print Receiver's Name] is hidden.

## [Footer Position]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Header/Footer Position] - [Footer Position]

Select whether to print reception information (date, time, and reception number) on faxes received on this machine. To print the information, select the footer position where receiver information is printed.

Settings	Description
[Inside Body Text]	Prints the receiver information inside the original image. Part of the original image may be cut off.
[Outside Body Text]	Prints the receiver information outside the original image.
[OFF]	Prints nothing for receiver information. [OFF] is specified by default.

## [Line Parameter Setting]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting]

Configure the environment to use fax functions with this machine, such as the types of telephone lines (dialing method) and fax receive mode.

Settings	Description
[Dialing Method]	Select the line type according to your environment.
[Receive Mode]	Select a receive mode.
[Number of RX Call Rings]	If necessary, change the number of times the phone rings before automatically receiving a fax.
[Number of Redials]	If the machine fails to send a fax successfully, it automatically redials the same destination after the elapse of a certain period of time. If necessary, change the number of redials.
[Redial Interval]	If necessary, change the redial intervals when you specified a value in [Number of Redials].
[Line Monitor Sound]	Select whether to play sounds on the telephone line from speakers during fax communication.
[Line Monitor Sound Volume (Send)]	If necessary, adjust the volume of speakers when sending a fax if [Line Monitor Sound] is set to [ON].
[Line Monitor Sound Volume (Receive)]	If necessary, adjust the volume of speakers when receiving a fax if [Line Monitor Sound] is set to [ON].

## [Dialing Method]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Dialing Method]

Select the line type according to your environment.

[PB] is specified by default.

## [Receive Mode]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Receive Mode]

Select a receive mode.

Settings	Description
[Auto RX]	Automatically starts receiving a fax if the sender is a fax device. [Auto RX] is specified by default.
[Manual RX]	Manually request the reception of a fax. Select this option when this machine is used with a telephone connected to it, which is frequently used, and if you always prefer to receive faxes manually.

### **[Number of RX Call Rings]**

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Number of RX Call Rings]

If necessary, change the number of times the phone rings before automatically receiving a fax.

[2 x] is specified by default.

### **[Number of Redials]**

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Number of Redials]

If the machine fails to send a fax successfully, it automatically redials the same destination after the elapse of a certain period of time. If necessary, change the number of redials.

(The setting range varies according to the local standards. )

### **[Redial Interval]**

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Redial Interval]

If necessary, change the redial intervals when you specified a value in [Number of Redials].

[3 min.] minutes is selected by default.

### **[Line Monitor Sound]**

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Line Monitor Sound]

Select whether to play sounds on the telephone line from speakers during fax communication.

[OFF] is specified by default.

### **[Line Monitor Sound Volume (Send)]**

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Line Monitor Sound Volume (Send)]

If necessary, adjust the volume of speakers when sending a fax if [Line Monitor Sound] is set to [ON].

[10] is specified by default.

### **[Line Monitor Sound Volume (Receive)]**

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Line Monitor Sound Volume (Receive)]

If necessary, adjust the volume of speakers when receiving a fax if [Line Monitor Sound] is set to [ON].

[20] is specified by default.

## [TX/RX Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings]

Specify how to print faxes received and how to handle files in a polling transmission.

Settings	Description
[Duplex Print (RX)]	Select whether to print an original on both sides of sheets of paper when a fax having multiple pages is received.
[Letter/Ledger over A4/A3]	Select whether to preferentially print an original on inch-sized paper when a fax is received.
[Print Paper Selection]	Select the criterion of selecting paper for printing a fax.
[Print Paper Size]	Select the paper size to print received faxes on.
[Incorrect User Box No. Entry]	Select the action taken by the machine if an unregistered user box is specified for receiving a fax using the machine's box.
[Tray Selection for RX Print]	Specify a paper tray if you want to fix the paper tray used to print a fax.
[Min. Reduction for RX Print]	If necessary, change the reduction ratio that is used when printing a fax.
[Print Separate Fax Pages]	Select whether to print a fax longer than the standard size on separate pages.
[File After Polling TX]	Select whether to delete a file after it is sent in response to a polling request if the Polling TX function is used to register files for polling.
[No. of Sets (RX)]	If necessary, change the number of copies to print a fax.
[Individual Receiving Line Setup]	Select whether to receive faxes via respective lines separately if two lines are operating. If individual fax reception by line is selected, you can use reception functions, such as TSI Routing and Forward TX via respective lines individually.
[Individual Sender Line Setup]	Select whether to use different sender names for the respective lines if two lines are operating.
[RX Document Print Settings]	Select whether to print a received network fax in color or black-and-white.

## [Duplex Print (RX)]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Duplex Print (RX)]

Select whether to print an original on both sides of sheets of paper when a fax having multiple pages is received.

This option is not available if [Print Separate Fax Pages] is set to [ON].

[OFF] is specified by default.

## [Letter/Ledger over A4/A3]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Letter/Ledger over A4/A3]

Select whether to preferentially print an original on inch-sized paper when a fax is received.

The default value depends on the country the machine is used in.

## [Print Paper Selection]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Print Paper Selection]

Select the criterion of selecting paper for printing a fax.

Settings	Description
[Auto Select]	Prints a fax on paper that is automatically selected to suit the fax received. [Auto Select] is specified by default.
[Fixed Size]	Prints a fax on paper specified in [Print Paper Size].
[Priority Size]	Prints a fax on paper specified in [Print Paper Size]. If the machine runs out of specified paper, paper of the next closest size is used for printing.

## [Print Paper Size]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Print Paper Size]

Select the paper size to print received faxes on.

The initial value varies depending on the setting for [Letter/Ledger over A4/A3].

Tips

- To enable the setting for [Print Paper Size], set [Tray Selection for RX Print] to [Auto].

## [Incorrect User Box No. Entry]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Incorrect User Box No. Entry]

Select the action taken by the machine if an unregistered user box is specified for receiving a fax using the machine's box.

Settings	Description
[Print]	Prints a received fax without saving it in a User Box. [Print] is specified by default.
[Show Error Message]	Handles the fax as a communication error. It is neither saved nor printed.
[Auto Create User Box]	Automatically creates a User Box with a specified number and stores faxes in it.

## [Tray Selection for RX Print]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Tray Selection for RX Print]

Specify a paper tray if you want to fix the paper tray used to print a fax.

[Auto] is specified by default.

## [Min. Reduction for RX Print]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Min. Reduction for RX Print]

If necessary, change the reduction ratio that is used when printing a fax.

[96%] is selected by default.

Tips

- If [Min. Reduction for RX Print] is set to [Full Size], [Print Paper Selection] is set to [Auto Select], [Tray Selection for RX Print] to [Auto] and [Print Separate Fax Pages] to [OFF].

## [Print Separate Fax Pages]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Print Separate Fax Pages]

Select whether to print a fax longer than the standard size on separate pages.

This option is not available if [Duplex Print (RX)] is set to [ON].

[OFF] is specified by default.

## [File After Polling TX]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [File After Polling TX]

Select whether to delete a file after it is sent in response to a polling request if the Polling TX function is used to register files for polling.

[Delete] is specified by default.

## [No. of Sets (RX)]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [No. of Sets (RX)]

If necessary, change the number of copies to print a fax.

[1] is selected by default.

## [Individual Receiving Line Setup]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Individual Receiving Line Setup]

Select whether to receive faxes via respective lines separately if two lines are operating.

In receiving faxes per line, you can use reception functions, such as TSI Routing and Forward TX.

[OFF] is specified by default.

## [Individual Sender Line Setup]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Individual Sender Line Setup]

Select whether to use different sender names for the respective lines if two lines are operating.

[OFF] is specified by default.

## [Function Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings]

Configure the settings for using various fax transmission and reception functions.

Settings	Description
[Function ON/OFF Setting]	Enable or disable fax transmission and reception functions, such as Confirm Address that prevents wrong fax transmission, F-Code TX, and Relay RX.
[Memory RX Setting]	Configure the settings for using the Memory RX function.
[Closed Network RX]	Configure the settings for using the Closed Network RX function.
[Forward TX Setting]	Configure the settings for using the Forward TX function.
[Incomplete TX Hold]	Configure the settings for using the Fax Retransmit function.
[PC-Fax Permission Setting]	Select whether to allow PC-Fax TX using the fax driver.
[PC-Fax RX Setting]	Configure the settings for using the PC-Fax RX function.
[TSI User Box Setting]	Configure the settings for using the TSI Routing function.

## [Function ON/OFF Setting]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting]

Enable or disable fax transmission and reception functions, such as Confirm Address that prevents wrong fax transmission, F-Code TX, and Relay RX.

Settings	Description
[F-Code TX]	Select whether to use the F-Code TX function. F-Code TX is a function that sends documents to a destination by entering a SUB address and a sender ID (communication password) of a specific user box. The remote machine must support the F-Code TX/RX.
[Relay RX]	Select whether to use this machine as a fax relaying station. If this machine is used as a relaying station, it is possible to receive a fax from a remote machine and automatically relay it to multiple programmed destinations.
[Relay Printing]	Select whether to distribute and print a received fax when this machine is used as a fax relaying station.
[Destination Check Display Function]	Select whether to show a list of specified destinations before sending a fax.
[Confirm Address (TX)]	Select whether to require the user to enter a fax number twice to send a fax by directly entering the fax number.
[Confirm Address (Register)]	Select whether to require the user enter a fax number twice to register it when, for example, registering a destination or forwarding destination.

## [F-Code TX]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [F-Code TX]

Select whether to use the F-Code TX function.

F-Code TX is a function that sends documents to a destination by entering a SUB address and a sender ID (communication password) of a specific user box. The remote machine must support the F-Code TX/RX. Faxing is possible without specifying a sender ID (communication password). This setting is used for Confidential Communication, Relay Distribution, or PC-Fax RX.

[ON] is selected by default.

## [Relay RX]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [Relay RX]

Select whether to use this machine as a fax relaying station.

If this machine is used as a relaying station, it is possible to receive a fax from a remote machine and automatically relay it to multiple programmed destinations.

[ON] is selected by default.

## [Relay Printing]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [Relay Printing]

Select whether to distribute and print a received fax when this machine is used as a fax relaying station.

[OFF] is specified by default.

## [Destination Check Display Function]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [Destination Check Display Function]

Select whether to show a list of specified destinations before sending a fax.

Select [ON] if you want to check destinations before sending a fax. Using this function helps to prevent incorrect transmission and failure to send faxes.

[OFF] is specified by default.

## [Confirm Address (TX)]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [Confirm Address (TX)]

Select whether to require the user to enter a fax number twice to send a fax by directly entering the fax number.

This is helpful to prevent a fax from being sent to the wrong destination.

[OFF] is specified by default.

## [Confirm Address (Register)]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [Confirm Address (Register)]

Select whether to require the user enter a fax number twice to register it when, for example, registering a destination or forwarding destination.

This is helpful to prevent the fax number from being incorrectly registered.

[OFF] is specified by default.

## [Memory RX Setting]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Memory RX Setting]

Configure the settings for using the Memory RX function.

Memory RX is a function to save a received fax to Memory RX User Box of this machine.

Settings	Description
[Memory RX User Box Password]	To use the Memory RX function, tap [No] to deselect it. In addition, specify the password to restrict an access to the Memory RX User Box with up to eight digits. [OFF] is specified by default.

## [Closed Network RX]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Closed Network RX]

Configure the settings for using the Closed Network RX function.

Closed Network RX is a function that restricts fax senders by passwords. You can use this function only when the remote machine is one of our models that has the Password TX function.

Settings	Description
[Closed Network RX Password]	To use the Closed Network RX function, tap [No] to deselect it. Also, enter the password for limiting communications peers (a number containing up to four digits). Inform the receiver of the password you entered here. [OFF] is specified by default.

## [Forward TX Setting]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Forward TX Setting]

Configure the settings for using the Forward TX function.

Forward TX transfers a received fax to a pre-specified destination.

Settings	Description
[Yes]/[No]	Select whether to use the Forward TX function. [No] is specified by default.
[Output Method]	Select whether to print a received fax on this machine when forwarding it. <ul style="list-style-type: none"> <li>[Forward &amp; Print]: A received fax is forwarded and printed on this machine.</li> <li>[Forward &amp; Print (If TX Fails)]: A received fax is printed on this machine if forwarding fails.</li> </ul>
[Forward Dest.]	Specify a forwarding destination for a received fax. Directly enter the appropriate fax number using the <b>Keypad</b> or tap [Select from Address Book] and select one of the destinations registered on this machine. You can specify [File Type] and convert a fax into a file except when the destination is a fax.
[Select Line]	If two lines are used, select the line used to send a fax. If [No Selection] is selected, either line, whichever is not busy, is used for transmission. [No Selection] is selected by default.

## [Incomplete TX Hold]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Incomplete TX Hold]

Configure the settings for using the Fax Retransmit function.

Fax Retransmit is a function that stores a fax that could not be sent by Redial in the machine's user box for a given period of time. A stored fax job can be resent later by recalling it from the box.

Settings	Description
[Yes]/[No]	Select whether to use the Fax Retransmit function. [No] is specified by default.
[File Storage Duration]	Specify the time period during which a fax failed to be sent is stored in the machine's user box. [12 Hours] is specified by default.

## [PC-Fax Permission Setting]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [PC-Fax Permission Setting]

Select whether to allow PC-Fax TX using the fax driver.

[Allow] is specified by default.

## [PC-Fax RX Setting]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [PC-Fax RX Setting]

Configure the settings for using the PC-Fax RX function.

PC-Fax RX is a function that automatically saves a received fax to the Compulsory Memory RX User Box or a user box specified in F-Code (SUB Address). A stored fax job can be read from a user box into a computer.

Settings	Description
[Allow]/[Restrict]	Select whether to use the PC-Fax RX function. [Restrict] is specified by default.
[Receiving User Box Destination]	Select either [Memory RX User Box] or [Specified User Box] (a User Box specified in F-Code (SUB Address)) as the location to save received faxes.
[Print]	Select whether to print a received fax after it has been received. [OFF] is specified by default.
[Password Check]	If you select [Specified User Box] for [Receiving User Box Destination], select whether to check the communication password (sender ID) for PC-Fax reception. If [ON] is selected, enter the requested password (a number containing up to eight digits).

## [TSI User Box Setting]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [TSI User Box Setting]

Configure the settings for using the TSI Routing function.

TSI (Transmitting Subscriber Identification) is a sender's fax number. TSI (Transmitting Subscriber Identification) Routing is a function that automatically sorts incoming faxes into preset boxes or redirects them to user computers or E-mail addresses based on the fax numbers of the senders.

Settings	Description
[Yes]/[No]	Select whether to use the TSI Routing function. [No] is specified by default.
[Action when TSI User Box is not set.]	Select the action to be taken by the machine if a fax numbers (TSIS) is not registered and no forwarding destination is received. <ul style="list-style-type: none"> <li>• [Automatically Print]: Prints a received fax without saving it in a box.</li> <li>• [Memory RX User Box]: Saves received documents in Memory RX User Box.</li> <li>• [Specified User Box]: Saves a received fax in a box specified by User Box Number.</li> </ul>
[Print]	Select whether to print a received fax after it has been received. [No] is specified by default.
[TSI User Box Registration]	Register forwarding destinations for each sender's fax number (TSI). Select a desired registration number, then tap [Edit]. <ul style="list-style-type: none"> <li>• [Sender (TSI)]: Specify a sender's fax number.</li> <li>• [Forwarding Destination]: Tap [Forwarding Destination] to select a destination or tap [Search by User Box Number], then enter the number of the User Box you want to save received faxes in.</li> </ul>

Tips

- To change the settings for the forwarding destination in [TSI User Box Registration], select the appropriate sender (TSI), then tap [Edit].
- To delete a forwarding destination in [TSI User Box Registration], select the appropriate sender (TSI), then tap [Delete].

## [PBX Connection Setting]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [PBX Connection Setting]

Configure the settings for using this machine in a Private Branch Exchange (PBX) environment.

Settings	Description
[Outside Line]	To connect this machine to a PBX environment, tap [No] to deselect it. Enter the outside line number. [No] is specified by default.

## [Report Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Report Settings]

Specify the conditions for printing fax-related reports.

Settings	Description
[Activity Report]	Set the printing conditions for a report containing results of faxes sent and received.
[ON]/[OFF]	Select whether to print the Activity Report. [ON] is selected by default.

Settings	Description
[Output Setting]	To print it, select when to print it. <ul style="list-style-type: none"> <li>• [Daily]: Prints an activity report at a specified time you entered at [Output Time Settings] every day.</li> <li>• [Every 100 Comm.]: Prints an activity report every 100 communications.</li> <li>• [100/ Daily]: Prints an activity report at a specified time you entered at [Output Time Settings] every day. In addition, a report is printed for every 100 communications.</li> </ul> [Every 100 Comm.] is specified by default.
[Remark Column Print Setup]	Select whether to print user or account name in the remarks column of the activity report if user authentication or account track is enabled on this machine. <ul style="list-style-type: none"> <li>• [Normal Printing]: The line status or sending setting will be printed.</li> <li>• [User Name Printing]: The user name for user authentication will be printed.</li> <li>• [Account Name Printing]: The account name for account track will be printed.</li> </ul> [Normal Printing] is specified by default.
[TX Result Report]	Select when to print a report containing the results of fax transmission. <ul style="list-style-type: none"> <li>• [ON]: The report is printed every time a fax has been transmitted.</li> <li>• [If TX fails]: The report is printed if a fax transmission has failed.</li> <li>• [OFF]: The report is not printed.</li> </ul> [If TX fails] is specified by default.
[Sequential TX Report]	Select whether to print a report containing results of faxes sent by polling and broadcast.           [ON] is selected by default.
[Timer Reservation TX Report]	Select whether to print a report when transmission is reserved using the Timer TX function.           [ON] is selected by default.
[Confidential RX Report]	Select whether to print a report containing the results of confidential faxes received.           [ON] is selected by default.
[Bulletin TX Report]	Select whether to print a report containing records of faxes registered with the bulletin for being received by polling.           [ON] is selected by default.
[Relay TX Result Report]	Select whether to print a report containing results of faxes sent by relay distribution.           [ON] is selected by default.
[Relay Request Report]	Select whether to print the report when the machine has received a fax (Relay RX) as a relaying station.           [ON] is selected by default.
[PC-Fax TX Error Report]	Select whether to print a report if PC-Fax TX using the fax driver has failed.           [OFF] is specified by default.
[Broadcast Result Report]	Select whether to combine results of broadcast on all destinations involved or list them for each destination. [All Destinations] is specified by default.
[TX Result Report Check]	Select whether to display a screen that asks whether you want to print a TX Result Report each time a fax is sent.           [OFF] is specified by default.
[Network Fax RX Error Report]	Select whether to print a report if the machine has failed to receive an Internet fax or IP address fax.           [ON] is selected by default.
[MDN Message]	Select whether to print a report notifying that an Internet fax has been sent to the recipient machine.           [ON] is selected by default.
[DSN Message]	Select whether to print a report notifying that an Internet fax has been sent to the mail server of the recipient machine.           [OFF] is specified by default.
[Print E-mail Message Body]	Select whether to print a report notifying that an Internet fax has been successfully received after it was received. The report has the subject and message text of an Internet fax.           [ON] is selected by default.

## [Job Settings List]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Job Settings List]

Print the list of settings associated with faxes.

Change print settings as required, then tap [Start] to start printing.

## [Multi Line Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Multi Line Settings]

Set how you want to use a second line if any.

Settings	Description
[Line Parameter Setting]	Configure your environment for using fax functions in multiple lines. <ul style="list-style-type: none"> <li>• [Dialing Method]: Select the line type according to your environment.</li> <li>• [Number of RX Call Rings]: If necessary, change the number of times the phone rings before automatically receiving a fax. [2 x] is specified by default.</li> <li>• [Line Monitor Sound]: Select whether to play sounds on the telephone line from speakers during fax communication. [OFF] is specified by default.</li> </ul>
[Function Settings]	Enable or disable functions that are used for multiple lines. <ul style="list-style-type: none"> <li>• [PC-Fax TX Line Setting]: Select the line used for PC-Fax TX. If [No Selection] is selected, either line, whichever is not busy, is used for transmission. [No Selection] is specified by default.</li> </ul>
[Multi Line Settings]	Select one of [TX Only], [RX Only], and [TX and RX] as the multi line usage. [TX and RX] is specified by default.
[Sender Fax No.]	Enter the fax number for the multiple lines (a number containing up to 20 digits, with available symbols being #, *, + and space). The fax number you entered is printed as Header Position.

## [Fax Print Quality Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Fax Print Quality Settings]

When printing a received fax, specify to give priority to the image quality or to the printing speed, according to the resolution of the received fax.

Settings	Description
[Low Resolution]	Select whether to give priority to image or speed when printing a low resolution received fax. If [Prioritize Quality] is selected, an image is corrected. [Prioritize Quality] is selected by default.
[High Resolution]	Select whether to give priority to image or speed when printing a high resolution received fax. If [Prioritize Quality] is selected, an image is corrected. Note that, for a high resolution fax, image correction is less effective relative to a low resolution fax. [Prioritize Speed] is selected by default.

## [Security Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings]

Configure the security functions of this machine, such as password and data management method.

Settings	Description
[Administrator Password]	If necessary, change the administrator password of this machine.
[User Box Administrator Setting]	If necessary, assign a user box administrator if the user authentication has been adopted into this machine. The user box administrator can create or delete a user box for all users as well as use files in the boxes. If the administrator of this machine wishes to delegate only the management of files in the boxes to someone, assign a user box administrator.
[Administrator Security Levels]	From those items that are set up by the administrator, select levels at which users are authorized to change settings.
[Security Details]	Restricts functions that are related to authentication operations and data management to enhance security.
[Enhanced Security Mode]	Select whether to enable the Enhanced Security Mode. If you enable the Enhanced Security Mode, the various security functions are forcibly configured. This allows you to ensure higher-level security of data management. For details, contact your service representative.
[HDD Settings]	Manages the hard disk of this machine. Prevents the leakage of personal and corporate information by protecting data in the hard disk against erasure and protecting the hard disk with password and encryption.
[Function Management Settings]	Select whether to use network functions that are difficult to count.
[Stamp Settings]	Select whether to force application of stamps to original data when printing and sending a fax. It is also used to delete registered stamps.
[Driver Password Encryption Setting]	Used to change the encryption passphrase to encrypt authentication passwords (such as user and account passwords) when printing data using a printer driver. The same encryption passphrase must be set for the machine and the printer driver.
[FIPS Settings]	Select whether to enable the FIPS (Federal Information Processing Standardization) Mode. FIPS defines security requirements for cryptographic modules. These standards are adopted by many organizations, including U.S. federal government agencies. Enabling the FIPS Mode makes the functions of the machine conform to the FIPS.

## [Security Details]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details]

Restricts functions that are related to authentication operations and data management to enhance security.

Settings	Description
[Password Rules]	Configure whether to enable the password rules. Once you enable it, the number of characters and text types that are available for passwords are restricted. If necessary, change the minimum number of password characters.
[Prohibit Functions When Authentication Error]	Define the severity of penalties applied if a wrong password is entered in the authentication process.
[Confidential Document Access Method]	Specify how to enter an ID and a password when accessing to a file in the Secure Print User Box. This function is forced in conjunction with [Prohibit Functions When Authentication Error].
[Manual Destination Input]	Select whether to allow the user to directly enter destinations.
[Print Data Capture]	Select whether to allow capturing of printer data being received by the MFP when you start the analysis of printer-related failure.
[Job Log Settings]	Select whether to obtain a job log. After you have changed these settings, the job log is obtained when you have restarted the MFP. You can check usage, paper usage, operations and job history for each user or account in the job log. For details on how to view the output job logs, contact your service representative.
[Restrict Fax TX]	Select whether to restrict fax transmissions.
[Personal Data Security Settings]	Specify whether to hide personal information, such as destination and file name, in [In Progress] and [Log] on the [Job List] screen.
[Hide Personal Information (MIB)]	Select whether to display the file name, destination, and User Box name and number of the MIB information.
[Display Activity Log]	Select whether to show the activity log on Scan, Fax TX and RX.
[Initialize]	Initializes the settings in [Job History], [Copy Program], [Network Settings], and [Address Registration]. Select items you want to initialize, then tap [OK].
[Job History Thumbnail Display]	Select whether to show thumbnail images of jobs in [Log] on [Job List] screen.
[Secure Print Only]	Specify whether the printing from the computer should be limited only to the security document.
[Copy Guard]	Select whether to use the Copy Guard function. To use the Copy Guard function, optional <b>Security Kit</b> is required.
[Password Copy]	Select whether to use the Password Copy function. To use Password Copy, optional <b>Security Kit</b> is required.
[Web browser contents access]	Select whether to allow an access to the Web page contents being saved on the hard disk of the MFP.
[TX Operation Log]	Select whether to obtain an operation log on the <b>Control Panel</b> when scanning or sending a fax as a send operation log. This helps to analyze a security issues if it occurs.

## [Manual Destination Input]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Manual Destination Input]

Select whether to allow the user to directly enter destinations.

Settings	Description
[Allow All]	Allows the direct input of destinations. [Allow All] is specified by default.
[Individual Allowance]	Select whether to allow direct input for each function.
[Restrict]	Prohibits the direct input of destinations. Hides [Direct Input] on the main screen in the scan/fax mode.

## [Restrict Fax TX]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Restrict Fax TX]

Select whether to restrict fax transmissions.

If [ON] (Restrict) is selected, the fax functions no longer appear in the fax/scan mode.

[OFF] (Allow) is specified by default.



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**12** Index



## 12 Index

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# **DIRECTIVE 2002/96/EC ON THE TREATMENT, COLLECTION, RECYCLING AND DISPOSAL OF ELECTRIC AND ELECTRONIC DEVICES AND THEIR COMPONENTS**

## **INFORMATION**

### **1. FOR COUNTRIES IN THE EUROPEAN UNION (EU)**

The disposal of electric and electronic devices as solid urban waste is strictly prohibited: it must be collected separately.

The dumping of these devices at unequipped and unauthorized places may have hazardous effects on health and the environment.

Offenders will be subjected to the penalties and measures laid down by the law.

#### ***To dispose of our devices correctly:***

- a) Contact the Local Authorities, who will give you the practical information you need and the instructions for handling the waste correctly, for example: location and times of the waste collection centres, etc.
- b) When you purchase a new device of ours, give a used device similar to the one purchased to our dealer for disposal.



The crossed dustbin symbol on the device means that:

- when it to be disposed of, the device is to be taken to the equipped waste collection centres and is to be handled separately from urban waste;
- The producer guarantees the activation of the treatment, collection, recycling and disposal procedures in accordance with Directive 2002/96/EC (and subsequent amendments).

### **2. FOR OTHER COUNTRIES (NOT IN THE EU)**

The treatment, collection, recycling and disposal of electric and electronic devices will be carried out in accordance with the laws in force in the country in question.



**DICHIARAZIONE CE DI CONFORMITA' del COSTRUTTORE secondo ISO/IEC 17050**  
*MANUFACTURER'S CE DECLARATION of CONFORMITY according to ISO/IEC 17050*

**OLIVETTI S.p.A** Via Jervis, 77 - IVREA (TO) - ITALY

Dichiara sotto la sua responsabilita' che i prodotti:

*Declares under its sole responsibility that the products:*

Categoria generale:	<b>Apparecchiature per la Tecnologia dell' Informazione</b>
Equipment category:	<b>Information Technology Equipment</b>
Tipo di apparecchiatura:	<b>Copiatrice Laser digitale Multifunzionale</b>
Product type:	<b>Multifunctional Digital Laser Copier</b>
Modello/Product name:	<b>d-Color MF752, d-Color MF652</b>
Opzioni/Options:	<b>WT-506, OT-503, LU-301, FS-534, PK-521, LU-204, MK-715, AU-201 FK-511(2set max), SP-501, SC-508(2set max), EK-604, SD-512, AU- 102, VI-506, IC-414, EK-605, UK-204, Key Counter Mount Kit 1, Key Counter, Key Counter Mount Kit CF, KH-102, ZU-606, PI-505, JS- 602, FS-535, SD-511, PK-520, WT-509, MK-735, HT-508</b>

**sono CONFORMI alla Direttiva 1999/5/CE del 9 marzo 1999**  
*are in compliance with directive 99/5/EC dated 9<sup>th</sup> march 1999*

e soddisfano i requisiti essenziali di **Compatibilità Elettromagnetica, Consumo Energetico e Sicurezza** previsti dalle Direttive:

*and fulfill the essential requirements of Electromagnetic Compatibility, Electrical Power Consumption and Electrical Safety as prescribed by the Directives:*

**2004/108/CE del 15 Dicembre 2004; (EMC)**

*2004/108/EC dated 15<sup>th</sup> December 2004;*

**2009/125/CE del 21 Ottobre 2009; (ErP)**

*2009/125/EC dated 21<sup>st</sup> October 2009;*

**2006/95/CE del 12 Dicembre 2006; (LVD)**

*2006/95/EC dated 12<sup>th</sup> December 2006;*

in quanto progettati e costruiti in conformita' alle seguenti Norme Armonizzate:

*since designed and manufactured in compliance with the following European Harmonized Standards:*

**EN 55022:2010** (Limits and methods of measurements of radio interference characteristics of Information Technology Equipment) / Class B

**EN 61000-3-2:2006 + A1:2009 + A2:2009** (Electromagnetic Compatibility (EMC) - Part 3: Limits - Section 2: Limits for harmonic current emissions (equipment input current ≤ 16 A per phase)

**EN 61000-3-3:2008** (Electromagnetic Compatibility (EMC) - Part 3: Limits - Section 3: Limitation of voltage fluctuations and flicker in low voltage supply systems for equipment with rated current up to and including 16A)

**EN 55024:2010** (Electromagnetic Compatibility – Information technology equipment – Immunity characteristics – Limits and methods of measurement)

**EN 62311:2008** (Assessment of electronic and electrical equipment related to human exposure restrictions for electromagnetic fields (0 Hz - 300 GHz))

**EN 60950-1:2006 + A11:2009 + A1:2010 + A12:2011** (Safety of Information Technology Equipment, including electrical business equipment)

**EN 60825-1:2007** (Radiation Safety of laser products, equipment classification, requirements and user's guide)

**ES 203 021-1: V 2.1.1, ES 203 021-2: V 2.1.2, ES 203 021-3: V 2.1.2** (Referred Voluntary Requirements)

**EG 201 120: V 1.1.1, EG 201 121: V 1.1.3** (Referred Voluntary Requirements)

**1275/2008/EC**

La conformita' ai suddetti requisiti essenziali viene attestata mediante l'apposizione della **Marcatura CE** sul prodotto.

*Compliance with the above mentioned essential requirements is shown by affixing the **CE marking** on the product.*

Ivrea, 1 Marzo 2012  
*Ivrea, 1<sup>st</sup> March 2012*

Walter Fontani  
Quality V.P.  
Olivetti S.p.A.

Note: 1) La Marcatura CE è stata apposta nel 2012

Notes: 1) *CE Marking has been affixed in 2012*

2) Il Sistema della Qualità è conforme alle norme serie UNI EN ISO 9000.

2) *The Quality System is in compliance with the UNI EN ISO 9000 series of Standards*