



Operazioni fax
Fax Operations
Fax-Vorgänge
Opérations Fax
Operaciones de fax

d-COLOR MF3300 / MF3800

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Fax Function

1 Fax Function

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 memory.

The following describes precautions that should be observed when using fax functions.

- To use fax functions, optional units must be installed except in certain regions.
 - For **d-Color MF 3800**: The optional **Fax Kit FK-512** and **Mount Kit MK-738** are required, excluding models used in North America.
 - For **d-Color MF 3300**: The optional **Fax Kit FK-512** and **Mount Kit MK-738** are required.
- This machine can be connected to the following types of telephone lines.
 - Public switch telephone network (including fax communication line)
 - 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.
- The call waiting function cannot be used simultaneously.
- If a dedicated digital line is multiplexed in an enterprise network, fax transmission speed may be limited, or the Super G3 fax may not be available.
- Communication errors may occur on rare occasions due to factory default settings. 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 devices that are connected to the network. For details, contact your network administrator.



Preparation for Fax Function (For Administrators)

2 Preparation for Fax Function (For Administrators)

2.1 Preparation flow

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 communication can take place.
 - **Configuring connection setting for a Private Branch Exchange (PBX) environment**
 - When you use this machine in a Private Branch Exchange (PBX) environment, register an outside line number.
-



Setting up an environment to send and receive faxes

- **Selecting a receiving method**
 - Select Auto RX or Manual RX according to your environment.
 - **Registering TTI**
 - Register the machine name, your company name (sender name), and the fax number of this 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.
-



Configuring the machine to suit your environment

- **Registering frequently used fax numbers**
 - This will save you from having to enter a destination each time you send data.
 - **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.
-



Preparation finished

2.2 Operations required to use this function

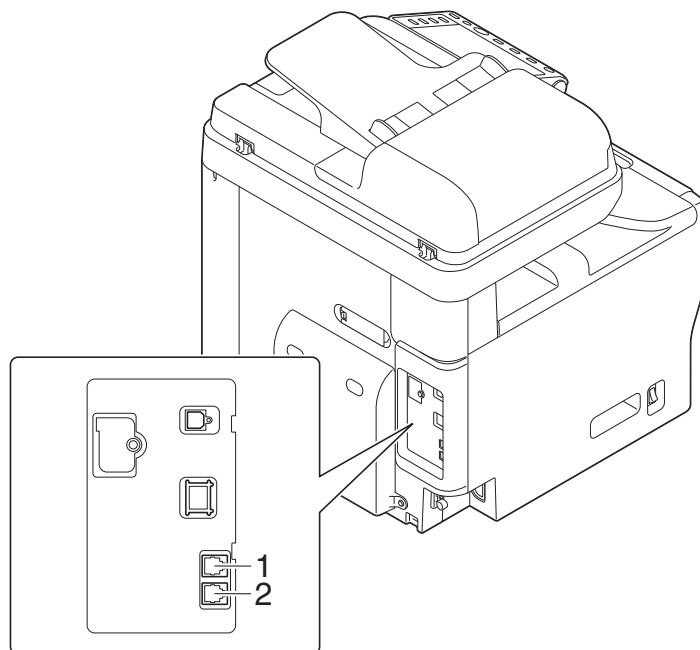
Reference

For details on how to set up the fax environment, refer to Chapter 4 in [Quick Guide].

Checking the modular cable connection

Check that a modular cable is connected between the LINE port and the relevant telephone line.

Use the TEL port to connect a telephone cord.



No.	Name
1	TEL (telephone) Jack
2	LINE (telephone line) Jack

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 communication can take place.

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

Preparing to use the machine in a Private Branch Exchange (PBX) environment

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

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [PBX Connection Settings]

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 suit your environment.

- It will be convenient to set this machine to automatically receive faxes if the line is dedicated for faxing. For details, refer to page 5-3.
- If you are using this machine primarily as a phone and if you always prefer to receive faxes manually, it will be convenient to have the Manual RX settings configured beforehand. For details, refer to page 5-4.

Registering TTI

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.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Header Information]

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 to take place at a preset time.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Date & Time Settings]



Reference

If an NTP (Network Time Protocol) server is used to set the time, the date and time on this machine can be adjusted automatically. For details, refer to Chapter 1 in [User's Guide Applied Functions].

2.3 Option settings

Registering frequently used fax numbers

Registering a frequently used fax numbers on this machine will save you from having to enter them each time you send a fax.

For details on how to register it, refer to page 8-4.

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.

For details on the registration procedure, refer to Chapter 2 in [User's Guide Applied Functions].



Reference

For details on how to search using the LDAP server, refer to page 3-13.

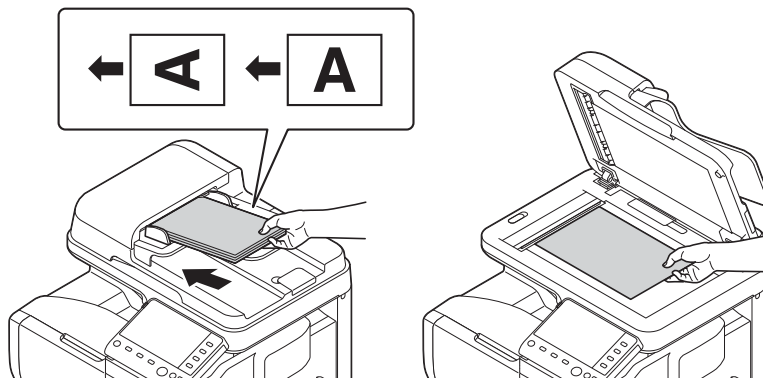
3

How to Send

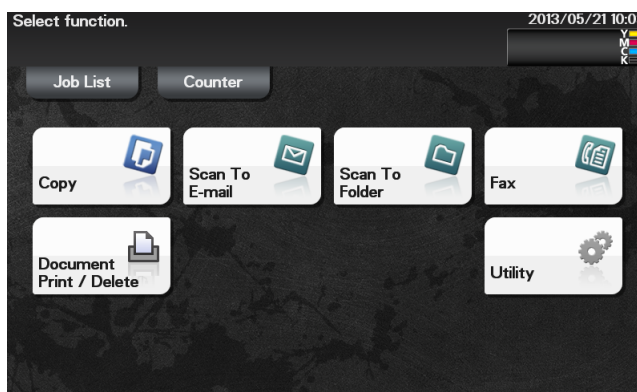
3 How to Send

3.1 Sending (basic operation flow)

- 1 Load the original.

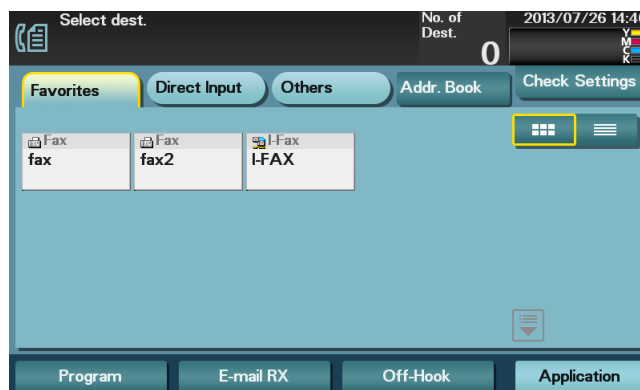


- 2 Tap [Fax].

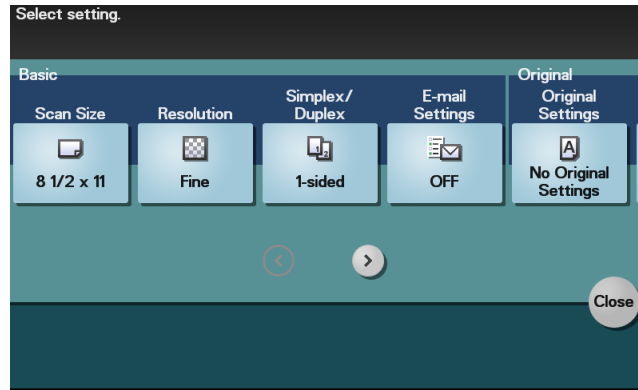


- 3 Enter a fax number.

- For details on how to specify a destination, refer to page 3-10.
- Fax broadcasting can be performed by specifying multiple destinations.



- 4 Tap [Application], then configure fax option settings.

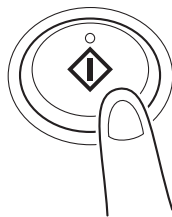


- Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 3-14.
- For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as original size and resolution	page 3-14
To specify the method to scan the original	page 3-14
To adjust the image quality or density depending on the contents of the original	page 3-15

- 5 Press the **Start** key.

- Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
- To redo operations for specifying destinations or option settings, press **Reset**.
- If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.



Sending starts.

Tips

Sender Information is automatically added to a fax to be sent.

Related setting

- You can change the defaults of fax sending options to suit your environment.
To configure settings: [Utility] - [User Settings] - [Scan/Fax Settings] - [Default Fax Settings]
- If necessary, you can change the default of the Fax screen.
To configure settings: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings] - [Fax Default Tab] (default: [Favorites]).

3.2 Checking the recipient status before sending (manual transmission)

Manual transmission

Manual transmission lets the sender to check the recipient status 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

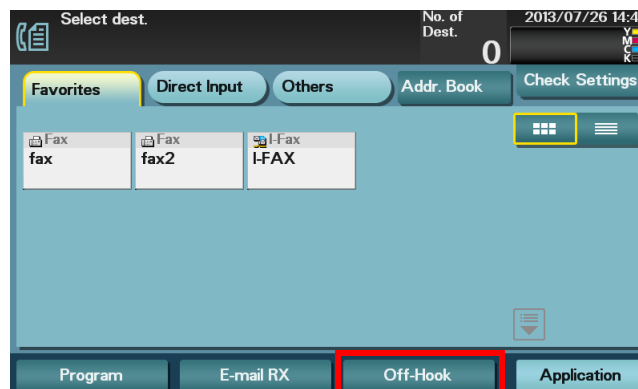
Manual transmission is not available if the Confirm Address function is enabled.

Faxing manually

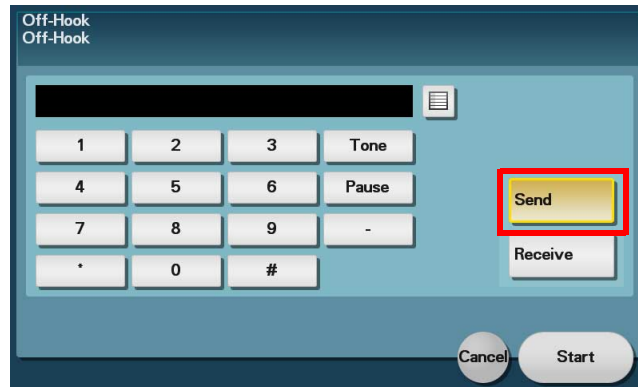
- 1 Load the original.
- 2 Tap [Fax].
- 3 Tap [Application], then configure fax option settings.
 - Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 3-14.
 - For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as original size and resolution	page 3-14
To specify the method to scan the original	page 3-14
To adjust the image quality or density depending on the contents of the original	page 3-15

- 4 Tap [Off-Hook].
 - If you are using a phone, pick up the handset.



- 5 Check that [Send] is selected and specify a fax number.
- To specify a fax number, directly enter a target number, or specify a desired number from the registered destinations. For details on how to specify a destination, refer to page 3-10.
 - To redo operations for specifying destinations or option settings, press **Reset**.



- 6 As signal sounds are heard, tap [Start] or press the **Start** key.
- Sending starts. If you are using a phone, replace the handset.
- If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

3.3 Recalling a program for sending

Program

Program is a function used to register a combination of frequently used option settings and destination information as a recall key.

When you register a program, you can recall a combination of option settings and destination information with a single key action on the main screen.

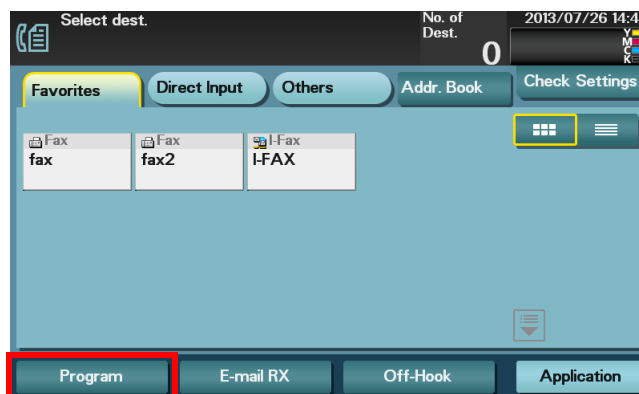
Registering a program

You can register up to 400 programs.

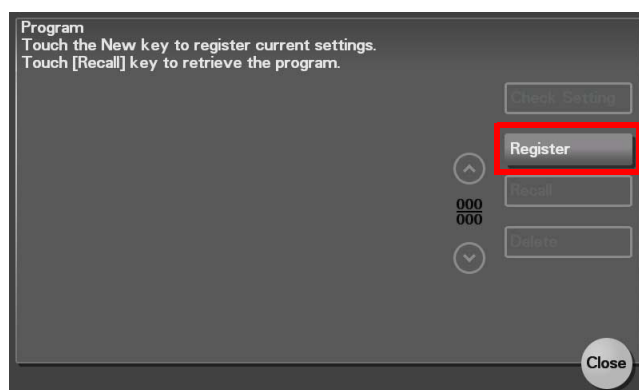
If 400 programs have already been registered, delete unnecessary programs before registering a new program.

- ✓ To register a program, you must register the address book in advance. For details on how to register a destination, refer to page 8-4.

- 1 Tap [Fax].
- 2 Tap [Application], then configure fax option settings.
→ The settings configured here are registered as a program.
- 3 Tap [Program].



- 4 Tap [Register].



- 5 Enter the program name and destination, then tap [OK].

Settings	Description
[Name]	Enter the program name (using up to 72 bytes).
[Dest.]	Select the desired destination from Address Book or Group registered in this machine. Only one destination can be specified.

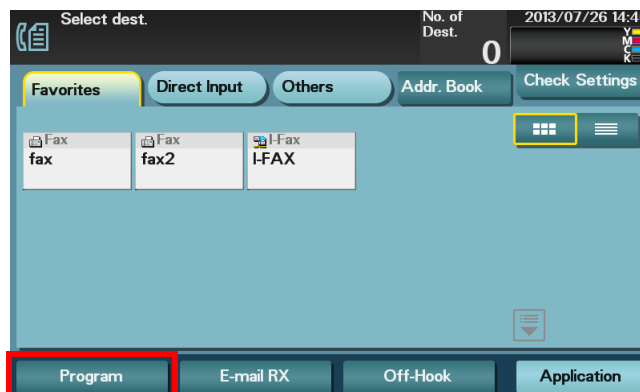


Reference

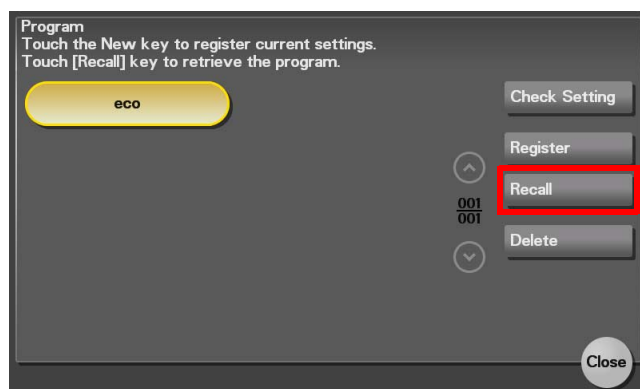
You can also use **Web Connection** to register a program. For details, refer to Chapter 2 in [User's Guide Applied Functions].

Recalling a program for sending

- 1 Load the original.
- 2 Tap [Fax].
- 3 Tap [Program].



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



- When you tap [Check Setting], you can view the registered content of the selected program.
- Tap [Delete] to delete the selected program.



- 5 Press the **Start** key.
 - Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
 - To redo operations for specifying destinations or option settings, press **Reset**.
Sending starts.

3.4 Specifying a destination

Selecting a destination from Favorites

Select a destination registered on this machine. Tapping [Favorites] displays the destinations registered in Favorites. You can send data by broadcast transmission if you select multiple destinations.



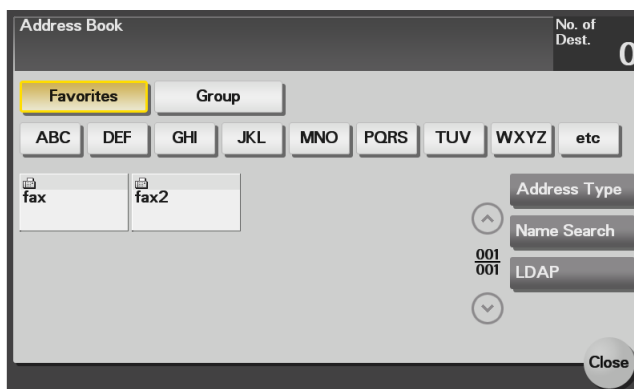
Item	Description
	Switches the destination list to the button or list view.
	Enlarges or reduces the destination display area. Displayed when the number of destination keys is so large that they cannot be displayed on one screen.
Scroll keys	Scrolls the destination display area. Displayed when the number of destination keys is so large that they cannot be displayed on one screen.

Reference

For details on how to register a fax destination, refer to page 8-4.

Selecting a destination from Address Book

Tapping [Addr. Book] displays the address book. From the address book, select a destination registered on this machine. You can send data by broadcast transmission if you select multiple destinations.



Specify the index or address type assigned to the registered destination to narrow down the destinations to be displayed in the address book.

Item	Description
[Favorites]	Displays the destinations registered in Favorites when registering a destination.
[Group]	Displays group destinations.
[Address Type]	Narrow down destinations by the type of the registered destination.
[Name Search]	Searches for the specified destination using its registration name.
[LDAP]	When you are using the LDAP server or Active Directory of Windows Server, search for an E-mail address through the server. For details, refer to page 3-13.



Reference

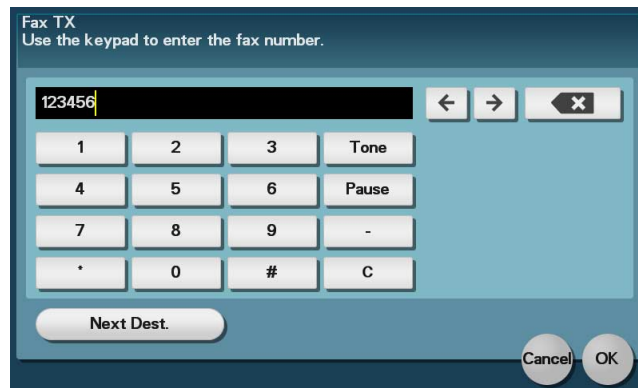
For details on how to register a destination, refer to page 8-4.

A group destination can only be registered using **Web Connection**. For details on the registration procedure, refer to Chapter 2 in [User's Guide Applied Functions].

Directly entering data

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

When specifying multiple destinations, tap [Next Dest.] to add up to 100 destinations.



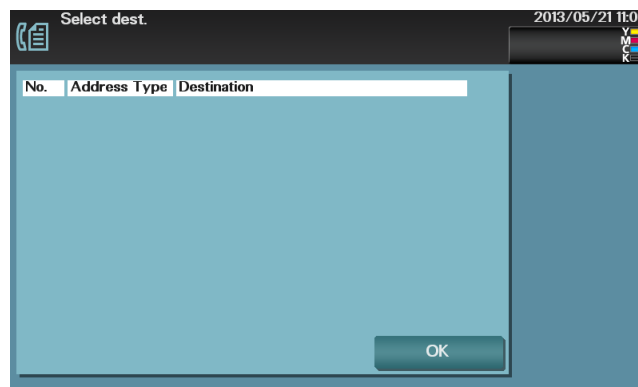
Related setting (for the administrator)

- You can select whether or not to have the user enter a fax number twice when a fax number is directly entered. This is convenient to prevent a fax from being sent to an incorrect destination.
To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [Confirm Addr (TX)] (default: [OFF])
- You can specify whether or not to allow the user to directly enter destinations.
To configure settings: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Manual Destination Input] (default: [Allow]).

Selecting a destination from the history

Tap [Others] - [Job History] to select a destination from the transmission history.

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



Tips

If a registered destination is edited or the Main Power Switch is turned off and 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.

- ✓ The server must be registered in advance. The registration procedure is explained using **Web Connection**. For details, refer to Chapter 2 in [User's Guide Applied Functions].
- 1** Select [Addr. Book] - [LDAP], then tap [Address Search (LDAP)] or [Adv. Search (LDAP)].
- 2** Enter the keyword, then tap [Search].
 - [Address Search (LDAP)] is performed using a single keyword.
 - [Adv. Search (LDAP)] is performed using a combination of keywords for each category.
- 3** Select the destination from the search result.
 - If you tap [Register], you can add the searched destination to the address book.
 - If you tap [Details], you can view detailed information of the searched destination.

3.5 Option settings for fax TX

3.5.1 Basic option settings

Specifying the size of the original to be scanned ([Scan Size])

To display: [Application] - [Basic] - [Scan Size]

Select the size of the original to be scanned.

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

To display: [Application] - [Basic] - [Resolution]

Select a resolution at which to scan the original.

Scanning both sides of an original ([Simplex/Duplex])

To display: [Application] - [Basic] - [Simplex/Duplex]

Select the surface of the original to be scanned.

Settings	Description
[1-sided]	Tap this button to scan a single side of original.
[2-sided]	Tap this button to scan both sides of the original.

3.5.2 Specifying the method to scan the original

Scanning a long original ([Long Original])

To display: [Application] - [Original] - [Original Settings] - [Long Original]

Select this option to load an original of which the feeding direction is longer than the standard size (legal). You can send an original that has up to 39-3/8 inches (1000 mm) in length.

Specifying a binding position ([Binding Position])

To display: [Application] - [Original] - [Original Settings] - [Binding Position]

When scanning a 2-sided original, select the original binding position to prevent the binding positions from being reversed between the front and rear faces.

Settings	Description
[Auto]	Automatically configures the binding position of the original. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long edge of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short edge of the paper.
[Left Bind]	Select this option when the binding position is set to the left of the original.
[Top Bind]	Select this option when the binding position is set to the top of the original.

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 the **ADF** and **Original Glass** to scan the originals.

- 1 Load the original.

NOTICE

*Do not load more than 50 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 a paper jam involving the originals, damage the originals, and/or cause an **ADF** failure.*

- 2 Tap [Application] - [Original] - [Separate Scan], then set to [ON].

- 3 Press the **Start** key.

The original is scanned.

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

→ Press [Change Settings] to change the option settings according to the new original if necessary.

- 5 Repeat Step 4 until all originals have been scanned.

- 6 After all original pages have been scanned, tap [Finish].

Sending starts.

3.5.3 Adjusting quality/density

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

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

Select the appropriate setting for the original to scan it at the optimal image quality level.

Settings	Description
[Text]	Tap this button to scan an original, which consists mostly of text, at the optimum image quality level. This function sharpens the edges of each character, creating easy-to read images.
[Text/Photo]	Tap this button to scan an original, which consists of text and photos, at the optimum image quality level. This function sharpens the edges of the text, and reproduces smoother photos.
[Photo]	Tap this button to scan an original that consists of only photos at the optimum image quality level.

Adjusting the density of the original to be scanned ([Density])

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

Scan originals by adjusting the density according to the original.

Adjusting the background density of the original to be scanned ([Background Removal])

To display: [Application] - [Quality/Density] - [Background Removal]

Adjust the background density of an original with the colored background such as newspaper or an original made with recycled paper.

Sharpening the border between texts ([Sharpness])

To display: [Application] - [App] - [Sharpness]

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

3.5.4 Viewing the current settings

Tapping [Check Settings] displays a list of specified destinations. You can reconfirm the specified destinations and settings before sending data.

Settings	Description
[Destination]	Displays a list of specified destinations. <ul style="list-style-type: none"> • When you tap [Address Details], you can view detailed information of the selecting destination. • When you tap [C], you can delete the selected destination.
[Setting Details]	Displays details of transmission settings.

4

Sending Options

4 Sending Options

4.1 Resending a fax

Auto resending (auto redial)

If a fax transmission fails due to a line or recipient machine problem, the machine automatically resends (redials) the fax after a certain length of time has elapsed.

Related setting (for the administrator)

- You can change the number of redials to take place in auto redialing.
To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Number of Redials]
- You can change the number of redials to take place in auto redialing.
To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Redial Interval]

4.2 Sending a fax without sender information

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.

In general use, a fax is sent with sender information, but it can be temporarily sent without it.

NOTICE

When the sender information is printed inside the body text, it may overlap with part of the fax image, which may mean it is not visible on the transmitted fax.



Related setting (for the administrator)

You can specify the position to print sender information.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Header/Footer Position] - [Header Position] (default: [Outside Body Text])

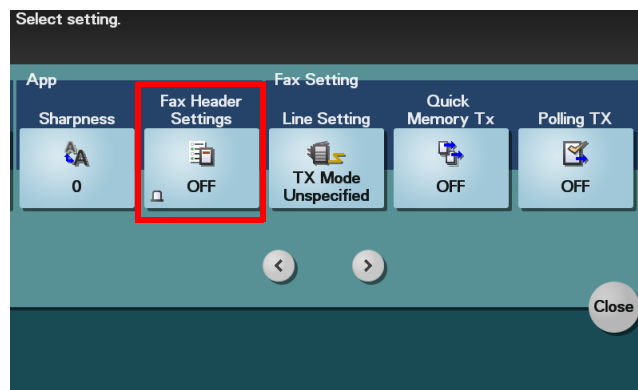


Tips

This function is not available because sender information is always added depending on the region the machine is used in.

Operation flow

- 1 Load the original.
- 2 Tap [Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [App] - [Fax Header Settings], then set to [OFF].



- 5 Press the **Start** key.
Sending starts.

4.3 Specifying the sending 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 16 Fax TX jobs using the Timer TX function.

Tips

This function cannot be used together with the Polling TX function.

Reference

If Timer TX is used in combination with Polling RX, files for polling can be received at a specified time. For details on how to receive a polling file, refer to page 6-11.

Operation flow

- 1 Load the original.
- 2 Tap [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].
 - To display the **Keypad**, tap the input area for the numeral.



- 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.

4.4 Checking the destination fax number before sending a fax ([Check Dest.& Send])

Check Dest. & Send

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

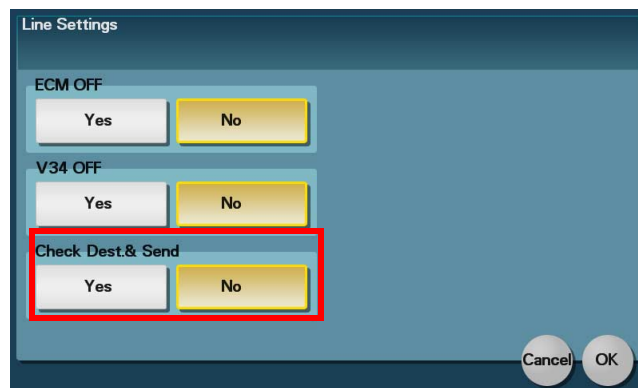
If the specified and destination's fax number information (CSI) does not match, transmission fails. This prevents misdirected transmissions.

Tips

- The fax number of the originating machine must have been in the destination 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 [Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Line Setting].
- 5 Select [Yes] in [Check Dest.& Send], then tap [OK].



- 6 Press the **Start** key.
Sending starts.

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

Confidential communication

The confidential communication function is designed to communicate with specific people using a Confidential RX User Box that requires a registered number and a password.

This ensures that fax communications are sent with enhanced security.

Tips

- The destination fax must have the F-code function.
- You need to check the registration number of the recipient's Confidential RX User Box and the password for confidential fax reception in advance.
- This function cannot be used together with the following functions:
Password TX, Polling TX, Polling RX

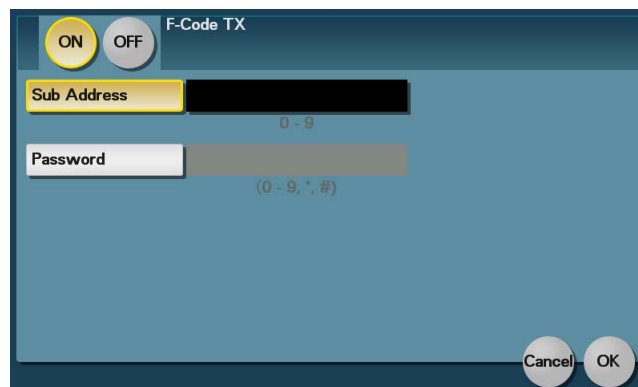
Related setting (for the administrator)

You can specify whether or not to use the F-Code TX function.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [F-Code TX] (default: [ON])

Operation flow

- 1 Load the original.
- 2 Tap [Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [F-Code TX], then tap [ON].
- 5 Enter the [Sub Address] and [Password], then tap [OK].
 - [Sub Address]: Enter the registration number of the Confidential RX User Box.
 - [Password]: Enter the communication password for confidential RX.



- 6 Press the **Start** key.
Sending starts.

4.6 Specifying a relay station for sending ([F-Code TX])

Relay distribution

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

If you have created groups of a relay station and the other destinations by area, you can reduce the total communication cost compared to the cost of broadcasting to all destinations. This function is useful when broadcasting faxes to distant locations.

Tips

- The destination machine (relay station) must have the F-code function.
- This machine supports the function (relay distribution request) to send a fax to a relay station. This machine does not support the function (relay distribution) to use this machine as a relay station.
- You need to check the registration number of the relay folder assigned to the relay station and the password for relay distribution in advance.
- This function cannot be used together with the following functions:
Password TX, Polling TX, Polling RX

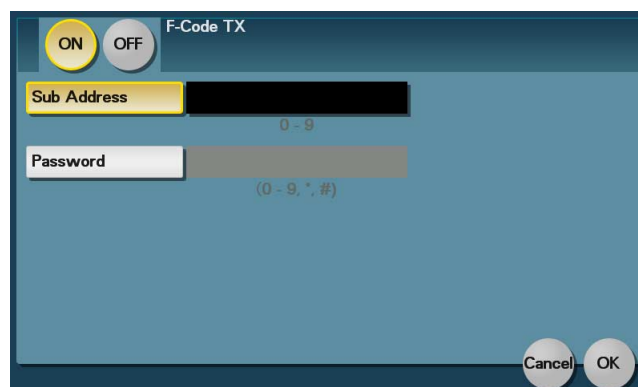
Related setting (for the administrator)

You can specify whether or not to use the F-Code TX function.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [F-Code TX] (default: [ON])

Operation flow

- 1 Load the original.
- 2 Tap [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 [Password], then tap [OK].
 - [Sub Address]: Enter the registration number of the relay folder.
 - [Password]: Enter the password for the relay distribution.



- 6 Press the **Start** key.

This starts the fax transmission to the relay station. Faxes received by a relay station are delivered to destinations registered with the relay station.

4.7 Releasing the ECM mode for sending ([ECM OFF])

ECM

ECM (Error Correction Mode) 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.

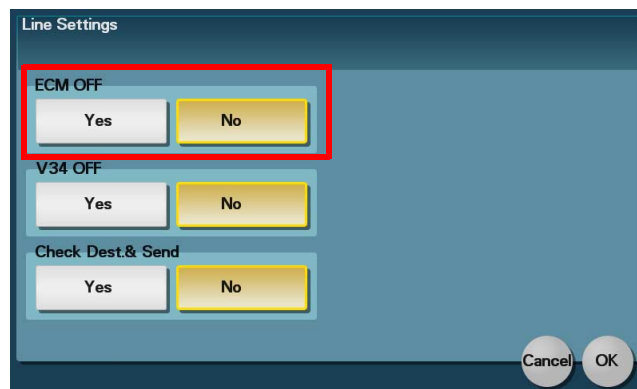
By default, this machine uses ECM for transmission. If the noise level is high, the communication may take a little longer than communication that does not involve ECM checking. To reduce the transmission time, you can transmit faxes with ECM turned off. However, an image error or communication errors may occur depending on the specified communication time value, so change the value to suit conditions.

Tips

- When registering destinations with an address book, you can specify whether or not 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 RX

Operation flow

- 1 Load the original.
- 2 Tap [Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Line Setting].
- 5 Select [Yes] in [ECM OFF], then tap [OK].



- 6 Press the **Start** key.
Sending starts.

4.8 Releasing the Super G3 mode for sending ([V34 OFF])

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 size-A4 document can be sent within approximately three seconds.

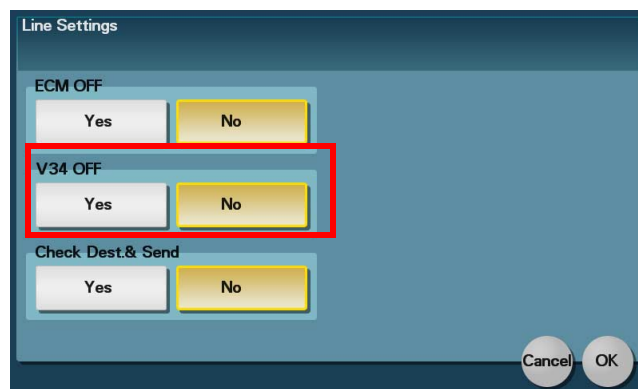
This machine uses the V.34 protocol communication by default. You can send faxes with V34 canceled if it is not possible to establish a communication in Super G3 mode depending on telephone line conditions (for example, when the remote or this machine is connected to a PBX line).

Tips

- When registering destinations with an address book, you can specify whether or not to send faxes in 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 RX

Operation flow

- 1 Load the original.
- 2 Tap [Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Line Setting].
- 5 Select [Yes] in [V34 OFF], then tap [OK].



- 6 Press the **Start** key.
Sending starts.

4.9 Sending the original page by page ([Quick Memory Tx])

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.

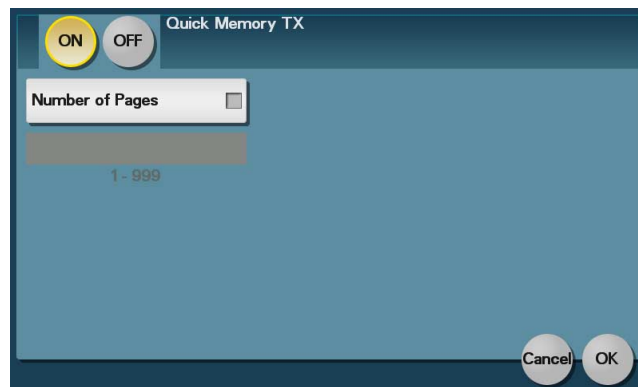
Normally, this machine begins transmission after all pages have been scanned and saved in memory (Memory TX). With Quick Memory TX, the overall processing time can be reduced. With this method, many pages can be faxed without causing memory overflow.

Tips

This function cannot be used together with the Timer TX function.

Operation flow

- 1 Load the original.
- 2 Tap [Fax].
- 3 Specify the destination.
- 4 Tap [Application] - [Fax Setting] - [Quick Memory Tx], 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.

4.10 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

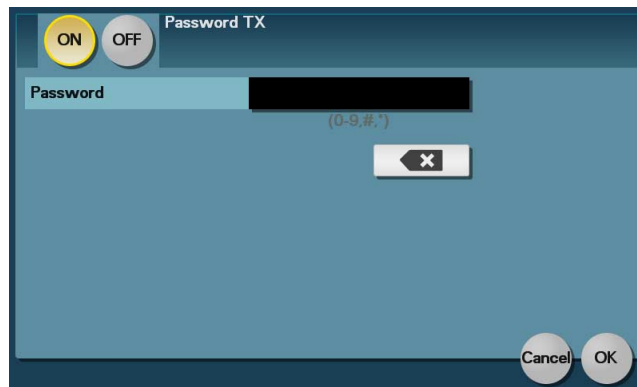
- You can only use this function to communicate with our models supporting the closed network reception (password) function.
- You need to check the recipient's closed network reception password beforehand.
- This function cannot be used together with the following functions:
F-Code TX, Polling TX, Polling RX

Reference

This machine can restrict fax destinations using the Closed Network RX function. For details on the Closed Network RX function, refer to page 6-10.

Operation flow

- 1 Load the original.
- 2 Tap [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].
→ To display the **Keypad**, tap the input area for the numeral.



- 6 Press the **Start** key.
Sending starts.

4.11 Registering a polling file ([Polling TX])

Polling TX

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

The files for polling are stored in the polling transmission folder, and transmitted upon receipt of a polling request.

Only one file can be stored in the polling transmission folder.

Tips

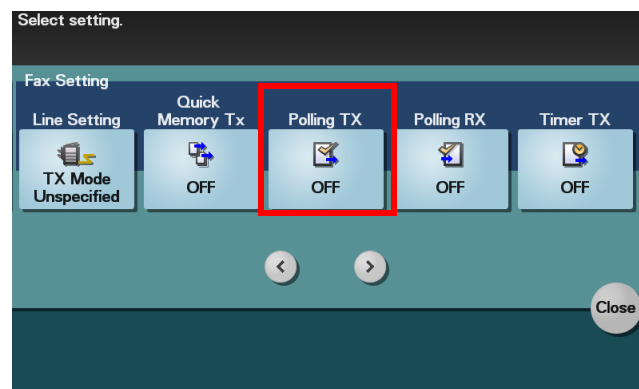
This function cannot be used together with the following functions.

Timer TX, Relay Distribution, Confidential Communication, Select Line, ECM OFF, V34 OFF, Password TX, Polling RX

Registering a polling file

Carry out Polling TX, then register a file in the polling transmission folder.

- 1 Load the original.
- 2 Tap [Fax].
- 3 Tap [Application] - [Fax Setting] - [Polling TX], then set to [ON].

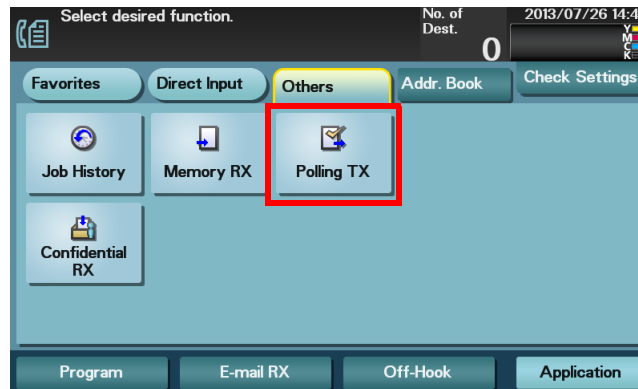


- 4 Press the **Start** key.
The file is registered in the polling transmission folder.

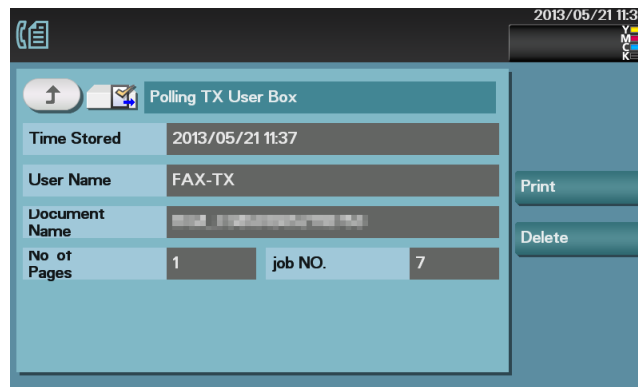
Printing or deleting a file in the folder

You can access the polling transmission folder to print or delete files registered in the folder.

- 1 Tap [Fax].
- 2 Tap [Others] - [Polling TX].



- 3 Check the information of the registered file, then tap [Print] or [Delete].



5

How to Receive a Fax

5 How to Receive a Fax

5.1 Receiving a fax automatically (using the machine in fax only mode)

Auto RX

Auto RX is a mode in which faxes are automatically received after a specific number of rings sound. It is helpful to set this machine to Auto RX if the line is dedicated for faxing.

Operations required to use this function (for administrators)

To use Auto RX, the following settings are required.

- Set [Utility]-[Administrator Settings]-[Fax Settings]-[Line Parameter Setting]-[RX Mode] to [Auto RX] (default: [Auto RX]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Number of RX Call Rings], then specify the number of rings that sound until the machine starts Auto RX.

5.2 Receiving a fax manually

Manual RX

Manual RX is a mode that enables manual reception of incoming faxes using the Off-Hook key. This function is useful when a telephone is connected to this machine where the line is used both for phone and fax operations, the telephone is used frequently, and where you always prefer to receive faxes manually.

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

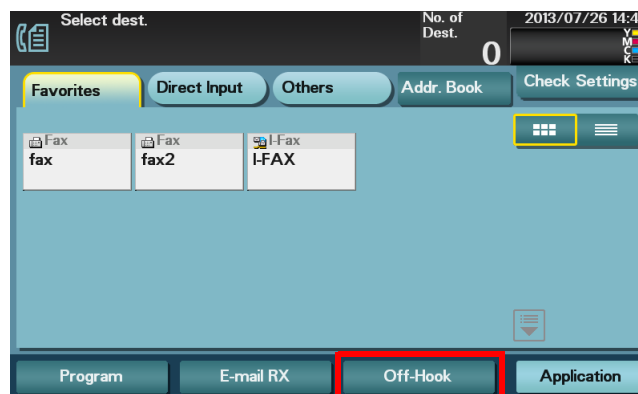
Operations required to use this function (for administrators)

To use Manual RX, the following settings are required.

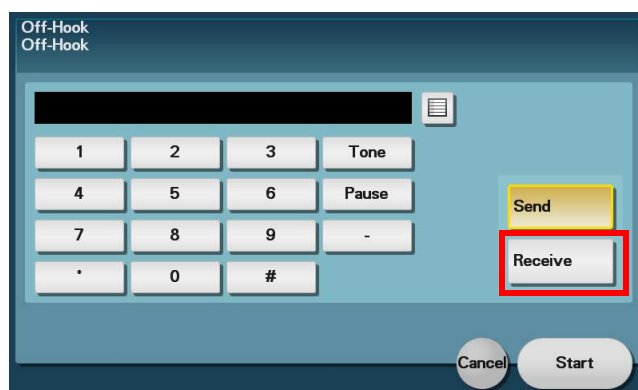
- Set [Utility]-[Administrator Settings]-[Fax Settings]-[Line Parameter Setting]-[RX Mode]to [Manual RX] (default: [Auto RX]).

Operation flow

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



- 3 Check that [Receive] is selected.



- 4 Tap [Start].
 - Reception begins. If you are using a phone, replace the handset.

5.3 Using the DRPD service

DRPD

If the DRPD (Distinctive Ring Pattern Detection) service is used, fax reception starts automatically when the call signal of the selected pattern is received.

NOTICE

If DRPD is set by mistake in a region where the DRPD service is not available, it will result in a fax receiving failure.

Operations required to use this function (for administrators)

To use DRPD, the following settings are required.

- Set [Utility]-[Administrator Settings]-[Fax Settings]-[Line Parameter Setting]-[RX Mode] to [Auto RX] (default: [Auto RX]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Ring Pattern], then specify the ring pattern to receive a fax (default: [Normal Ring]).

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 Adding the received date and time for printing ([Footer Position])

Reception information

Reception information 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 if necessary when a document is printed.

Operations required to use this function (for administrators)

To print reception information, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Header/Footer Position] - [Footer Position], then specify the position to print reception information (default: [OFF]).

6.2 Saving or forwarding an unprintable fax (in-memory proxy reception)

In-memory proxy reception

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

If it is not possible to promptly deal with the problem, the saved fax can be forwarded to another destination (fax or E-mail destination).

In-memory proxy reception functions automatically.

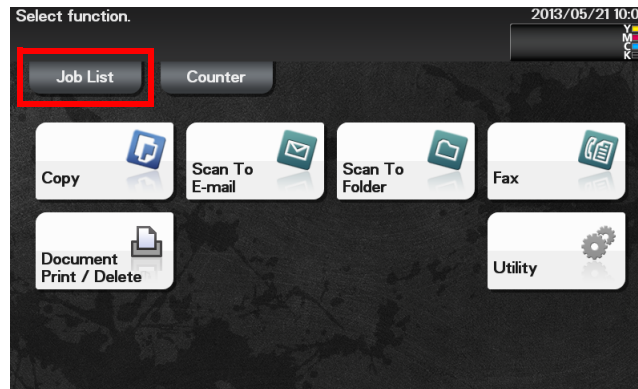
Tips

- In-memory proxy reception is disabled when the memory is full.
- When the troubleshooting is complete for paper jam etc., the machine starts printing a saved fax.

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

Faxes stored in the memory can be forwarded to other destinations (fax or E-mail destinations).

- 1 Tap [Job List].



- 2 Tap [Receive] to display the currently executed received job.
- 3 Select a job received using in-memory proxy reception, then tap [Forward].
- 4 Specify the forwarding destination, and tap [OK].
 - Directly enter the fax number or tap [Addr. Book] to specify a fax or E-mail destination.
- 5 Press the **Start** key.
Forwarding starts.

6.3 Automatically distributing a received fax (TSI Routing)

TSI Routing

TSI (Transmitting Subscriber Identification) Distribution automatically forwards a received fax to the pre-specified destination (SMB, FTP, or E-mail (Internet fax) destination) based on the sender's fax number (TSI). There is no need to sort printed faxes for each recipient and no risk of missing a fax. To use the TSI Routing function, specify forward destinations in advance. Routing destinations can be registered for up to 128 fax numbers (TSIs).

Tips

- The file type for forwarding is TIFF.
- If a fax with an unregistered fax number (TSI) and without a forwarding destination is received, the Memory RX function is activated to store the fax in the memory on this machine. For details on how to print received faxes, refer to page 6-7.
- TSI Routing function cannot be used together with the following functions.
Memory RX, Forward TX, PC-Fax RX, Night RX

Operations required to use this function (for administrators)

To use TSI Routing, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings]-[Function Settings] - [TSI User Box Setting] - [Enable Settings], then enable the TSI Routing function (default: [OFF]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [TSI User Box Setting] - [TSI User Box Registration], then register the fax numbers of (TSI) of the senders to be sorted and the sorting destination.
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [TSI User Box Setting] - [Print After Receive], then specify whether or not to print the received fax on this machine (default: [No]).

6.4 Forwarding a received fax to another destination (Forward TX)

Forward TX

Forward TX is a function that transfers a received fax to a pre-specified destination (fax, E-mail, or internet fax destination).

Received faxes can be converted to files that can be handled by a computer, which saves printing costs.

Tips

- The file type when a fax is forwarded to an E-mail or Internet fax destination is TIFF.
- Forward TX cannot be used together with the following functions.
Memory RX, PC-Fax RX, TSI Routing, Night RX

Operations required to use this function (for administrators)

To use Forward TX, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings]-[Function Settings] - [Forward TX Setting] - [Enable Settings], then enable the Forward TX function (default: [OFF]).
- Select [Utility] - [Administrator Settings] - [Fax Settings]-[Function Settings] - [Forward TX Setting] - [Forward Dest.], then register the forward destination.
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Forward TX Setting] - [Output Method], then specify whether or not to print the forwarded fax on this machine (default: [Forward & Print (If TX Fails)]).

6.5 Saving a received fax to memory without printing (Memory RX)

Memory RX

Memory RX is a function that saves a received fax in memory of this machine without printing it.

You can check the contents of incoming faxes and print only the required ones, thereby reducing printing costs. This prevents fax data from being stolen or lost after being printed. Because the security is enhanced, you can handle important fax data securely.

Tips

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

Operations required to use this function (for administrators)

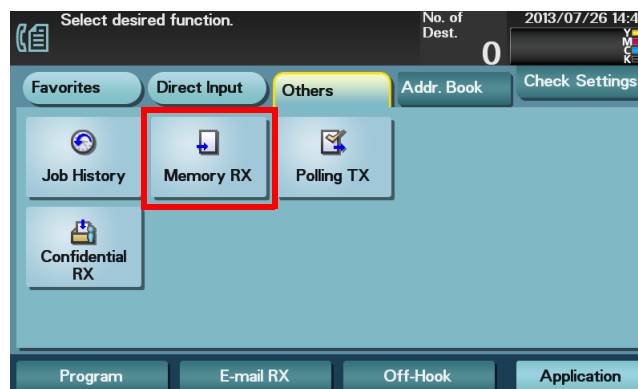
To use Memory RX, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Memory RX Setting] to enable the Memory RX function, then specify the password to access the received fax (default: [OFF]).

Printing or deleting a received fax

A received fax can be printed or deleted by accessing the Memory RX folder.

- 1 Tap [Fax].
- 2 Tap [Others] - [Memory RX].



- 3 Enter the password to access the received fax, then tap [OK].
→ If no password is specified, proceed to Step 4.
- 4 Select a fax to print, then tap [Print].
→ Tap [Delete] to delete the selected fax.
Printing starts.

Tips

The printed fax is erased from the memory.

Downloading a received fax

Using **Web Connection**, you can download a received fax to your computer. In addition, you can print or delete a fax and view detailed information.

- 1 Access to the **Web Connection** using the Web browser.
 - Enter the IP address of this machine in the URL field of the Web browser, then press the Enter key on the keyboard.
http://<IP address of this machine>/
- 2 Log in with the account of a public user or registered user.
 - You can also log in with the administrator account to perform the same operation.
- 3 In the [Storage] tab, click [PC-Fax].
- 4 Enter the password to access the received fax, then tap [OK].
 - If no password is specified, proceed to Step 5.
This displays a list of faxes saved in memory.
- 5 Click [Copy] in the column of the fax to be downloaded.
 - Clicking a thumbnail or file name displays detailed information of the selected file.
 - If you click [Print], you can print out the selected file.
 - Click [Delete] to delete the selected file.
Downloading starts.



Reference

For details on how to use **Web Connection**, refer to Chapter 1 in [User's Guide Applied Functions].

6.6 Receiving a confidential fax (Confidential RX)

Confidential communication

The confidential communication function is designed to communicate with specific people using a Confidential RX User Box that requires a registered number and a password.

This ensures that fax communications are sent with enhanced security.



Reference

In this machine, you can use the F-Code TX function to specify a Confidential RX User Box of the recipient and transmit a confidential fax. For details on how to transmit confidential faxes, refer to page 4-7.

Operations required to use this function

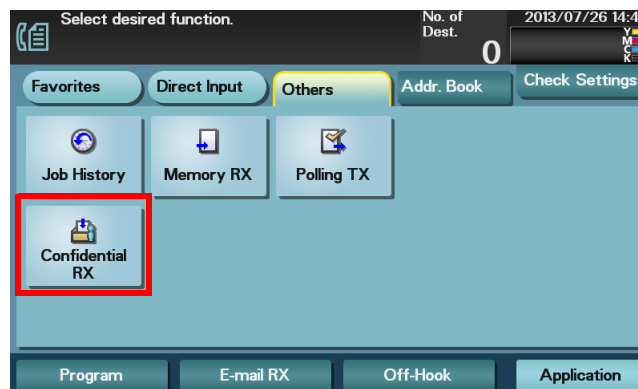
To use Confidential RX, the following settings are required.

- Select [Utility] - [One-Touch/User Box Registration] - [Confidential RX User Box], then register a Confidential RX User Box in this machine.

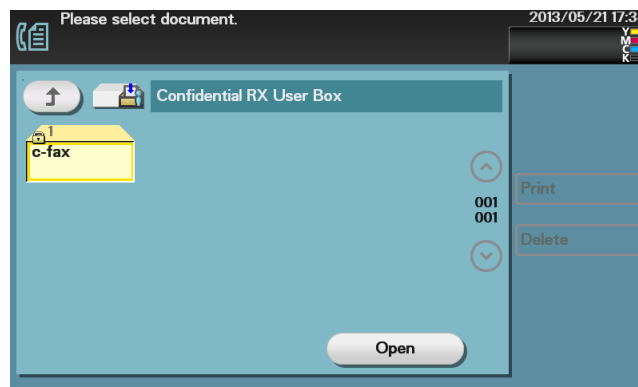
Printing a received fax

A received fax can be printed or deleted by accessing the Confidential RX User Box.

- 1 Tap [Fax].
- 2 Tap [Others] - [Confidential RX].



- 3 Select the desired Confidential RX User Box, then tap [Open].
 - If the password is set to the Confidential RX User Box, enter the password.



- 4 Select a fax to print, then tap [Print].
 - Tap [Delete] to delete the selected fax.
 Printing starts.

6.7 Restricting communication peers with password (Closed Network RX)

Closed Network RX

Closed Network RX is a function that restricts the peers 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 4-12.

Operations required to use this function (for administrators)

To use Closed Network RX, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Closed Network RX] to enable the Closed Network RX function, then specify the password to restrict communications (default: [OFF]).

6.8 Receiving a polling file (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.

F-Code TX, ECM OFF, V34 OFF, Quick Memory TX, Password TX, Polling TX

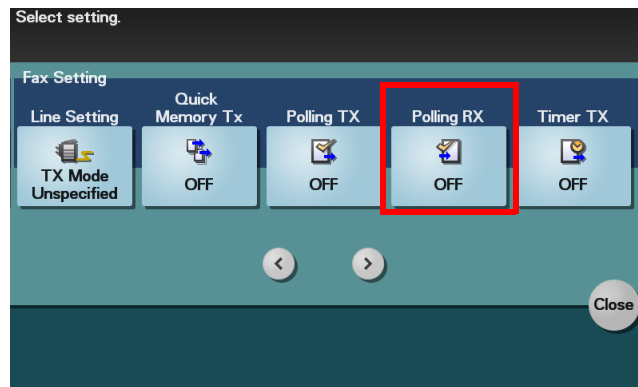
Reference

Optionally, you can use the Polling TX function to register files in the polling TX folder of this machine. For details on the Polling TX function, refer to page 4-13.

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 4-5.

Operation flow

- 1 Tap [Fax].
- 2 Specify the destination.
- 3 Tap [Application] - [Fax Setting] - [Polling RX], then set to [ON].



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

6.9 Saving a received fax in memory (PC-Fax RX)

PC-Fax RX

PC-Fax RX is a function that saves a received fax in memory. The saved fax can be printed or downloaded if necessary.

Tips

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

Operations required to use this function (for administrators)

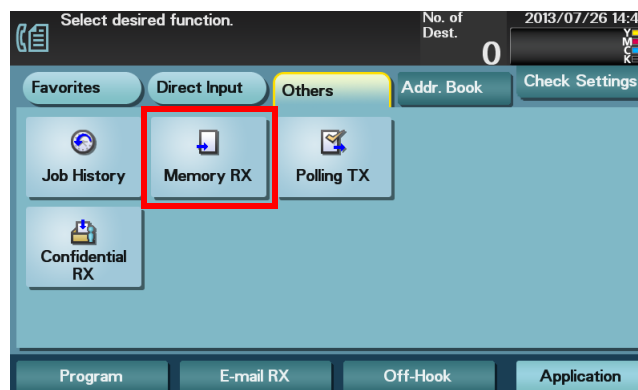
To use PC-Fax RX, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings]-[Function Settings] - [PC-Fax RX Settings] - [Enable], then enable the PC-Fax RX function (default: [Restrict]).
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [PC-Fax RX Settings] - [Print], then specify whether or not to print the received fax on this machine.

Printing a received fax

A received fax can be printed or deleted by accessing the Memory RX folder.

- 1 Tap [Fax].
- 2 Tap [Others] - [Memory RX].



- 3 Enter the password to access the received fax, then tap [OK].
→ If no password is specified, proceed to Step 4.
- 4 Select a fax to print, then tap [Print].
→ Tap [Delete] to delete the selected fax.
Printing starts.

Tips

The printed fax is erased from the memory.

Downloading a received fax

Using **Web Connection**, you can download a received fax to your computer. In addition, you can print or delete a fax and view detailed information.

- 1 Access to the **Web Connection** using the Web browser.
 - Enter the IP address of this machine in the URL field of the Web browser, then press the Enter key on the keyboard.
http://<IP address of this machine>/
- 2 Log in with the account of a public user or registered user.
 - You can also log in with the administrator account to perform the same operation.
- 3 In the [Storage] tab, click [PC-Fax].
- 4 Enter the password to access the received fax, then tap [OK].
 - If no password is specified, proceed to Step 5.
This displays a list of faxes saved in memory.
- 5 Click [Copy] in the column of the fax to be downloaded.
 - Clicking a thumbnail or file name displays detailed information of the selected file.
 - If you click [Print], you can print out the selected file.
 - Click [Delete] to delete the selected file.
Downloading starts.



Reference

For details on how to use **Web Connection**, refer to Chapter 1 in [User's Guide Applied Functions].

6.10 Stopping fax printing at night (Night RX)

Night RX

Night RX is a function that prohibits printing of faxes that are received in the pre-specified nighttime zone.

Faxes received in the night time zone are collectively printed after the specified night time zone has been elapsed.

Tips

Night RX cannot be used together with the following functions:
Memory RX, Forward TX, TSI Routing, PC-Fax RX

Operations required to use this function (for administrators)

To use Night RX, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings]-[Function Settings] - [Nighttime RX Settings] - [Night Fax RX Print], then enable the Night RX function (default: [OFF]).
- Select [Utility] - [Administrator Settings] - [Fax Settings]-[Function Settings] - [Nighttime RX Settings] - [Night RX Start Time], then specify the time to start the night time zone.
- Select [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Nighttime RX Settings] - [Night RX End Time], then specify the time to end the night time zone.

6.11 Printing a fax on both sides ([Duplex Print (RX)])

Duplex Print (RX)

An original is printed on both sides of paper when multi-page fax is received. This can reduce the paper consumption.

Operations required to use this function (for administrators)

To use Duplex Print (RX), the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Duplex Print (RX)], then enable the Duplex Print (RX) function (default: [OFF]).

6.12 Configuring the fax print settings (for administrators)

Default print settings

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

A standard-size fax, such as A4, is printed on the same standard size paper as the received fax while being slightly reduced in size (default: 96%).

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.

Tips

If necessary, you can change the reduction ratio to print out a received fax.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Reduction Ratio] (default: 96%).

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 specified print paper size is smaller than the size of the received fax, the fax is reduced to the size of the print paper.

To fix the print paper size, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Print Paper Size], then specify the print paper size (the default varies depending on your region).

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 paper in the specified tray is smaller than the size of the received fax, the size of the fax is reduced to the size of the paper in the tray.

To fix the print paper tray, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Tray Selection for RX Print], then specify the paper tray (default: [Auto]).

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 [Reduction Ratio] is set to 100% (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 the area that cannot be fitted to a standard size is printed on the subsequent page.

To use Print Separate Fax Pages, the following settings are required.

- Select [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Print Separate Fax Pages], then enable the Print Separate Fax Pages function (default: [OFF]).

Tips

- If [Reduction Ratio] is set to 100% (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].



Printing a Fax Report

7 Printing a Fax Report

The following types of fax reports are available. Reports are printed automatically if certain conditions are satisfied, or printed manually.

Report name	Description
Activity Report	This report contains results of sent and received faxes. A total of 100 faxes are recorded on separate pages for send and received. The activity report is automatically printed. In addition, records containing only transmission or reception faxes can be printed as required. By default, the report is automatically printed for every 100 communications.
TX Result Report	This report contains the results of fax transmission. By default, the report is automatically printed when a transmission has failed.
Polling TX Report	This report contains polling transmission results. By default, the report is automatically printed when a polling transmission has failed.
Polling RX Report	This report contains results of polling reception. By default, the report is automatically printed when a polling reception has failed.
Broadcast Report	This report contains results of faxes sent by broadcast. By default, the report is automatically printed upon completion of the broadcast transmission.
Reservation Communication Report	This report contains records of reserved fax transmissions. By default, the report is automatically printed when a fax transmission is reserved.
Reservation Polling TX Report	This report contains records of reserved polling transmissions. By default, the report is automatically printed when a polling transmission is reserved.
Broadcast Reserved Report	This report contains records of reserved broadcast transmissions. By default, the report is automatically printed when a broadcast transmission is reserved.
Confidential RX Report	This report contains results of confidential faxes received. By default, the report is automatically printed when a confidential fax is received.
Job Settings List	This list contains the details of [Fax Settings].

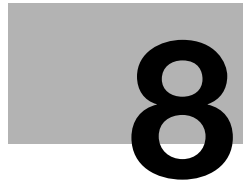
Tips

The Activity Report contains the sending and receiving results of both fax and Internet fax.

Related setting (for the administrator)

You can change printing conditions of various fax reports if necessary.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Report Settings]



Registering Frequently Used Destinations (Address Book)

8 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 data. A destination registered on this machine is called an Address Book.

Up to 2000 address books can be registered.

Related setting (for the administrator)

You can select whether or not to allow the user to register or change destinations.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Restrict Access to Job Settings] - [Registering and Changing Addr.] (default: [Allow]).

Reference

*Address books can also be registered using **Web Connection**. For details, refer to Chapter 2 in [User's Guide Applied Functions].*

Registering a fax destination

Register the destination fax numbers.

- 1 Tap [Utility] - [One-Touch/User Box Registration] - [Fax] - [New].
- 2 Enter destination information, then tap [OK].

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorites]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorites], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Fax number]	Enter a destination fax number. <ul style="list-style-type: none"> • When you use this machine in a PBX environment, tap [Outside] ([E] appears). A registered outside line number is automatically inserted. • When you use this machine in a PBX environment, tap [Pause] following the outside line number ([P] appears) to ensure dialing is successful. • If you want to send out a push signal over the dial line, tap [Tone] ([T] appears). • Tap [-] to separate a dial number. It does not affect the dialing of the number.
[Line Settings]	If necessary, specify how to send a fax to a destination you want to register. You may change the settings you made here before sending a fax. <ul style="list-style-type: none"> • [ECM OFF]: ECM is an error correction mode defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). Fax machines equipped with the ECM feature communicate with each other, confirming that the sent data is free of errors. This prevents image blurring caused by telephone line noise. If you send a fax using a telephone line in an environment containing static, it may take a longer time to communicate. In this case, the communication time can be reduced by setting ECM to OFF for transmission. However, an image error or communication errors may occur depending on the specified communication time value, so change the value to suit conditions. • [V34 OFF]: V34 is a communication mode used for super G3 fax communication. However, when the remote machine or this machine is connected to a telephone line via PBX, you may not establish a communication in super G3 mode depending on telephone line conditions. In this case, it is recommended that you set the V34 mode to off to send data. • [Check Dest. and Send]: When using the Check Dest. And Send function, select [Yes]. The fax number specified for fax is checked against the re-mote fax number (CSI) and the fax is only sent when they match.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- 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 or not to have the user enter a fax number twice when registering the fax number. This is convenient to prevent the fax number from being incorrectly registered.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [Confirm Addr (Register)] (default: [ON])



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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:	Apparecchiature per la Tecnologia dell' Informazione
Equipment category:	Information Technology Equipment
Tipo di apparecchiatura:	Copiatrice Laser digitale Multifunzionale
Product type:	Multifunctional Digital Laser Copier
Modello/Product name:	d-Color MF3800, d-Color MF3300
Opzioni/Options:	PF-P13, DK-P03, MK-738, FS-P03, WT-P02, FK-512, AU-201, MK-P02, EK-P01, KP-101

sono CONFORMI alla Direttiva 1999/5/CE del 9 marzo 1999
are in compliance with directive 99/5/EC dated 9th 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 15th December 2004
2009/125/CE del 21 Ottobre 2009 (ErP) - 2009/125/EC dated 21st October 2009
2006/95/CE del 12 Dicembre 2006 (LVD) - 2006/95/EC dated 12th December 2006
2011/65/UE del 8 Giugno 2011 (RoHS) - 2011/65/EU dated 8th June 2011

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)
EN 50581:2012 (Technical documentation for the assessment of electrical and electro electronic products with respect to the restriction of hazardous substances)
ES 203 021-1:V2.1.1, ES 203 021-2:V2.1.2, ES 203 021-3:V2.1.2 (Referred Voluntary Requirements)
EG 201 120:V1.1.1, EG 201 121:V1.1.3 (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, 4 Dicembre 2013
Ivrea, 4th December 2013


Walter Fontani
Quality Director
Olivetti S.p.A.

Note: 1) La Marcatura CE è stata apposta nel 2013

Notes: 1) *CE Marking has been affixed in 2013*

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*