olivetti

d-Color MF201

COPY/PRINT/FAX/SCAN OPERATION

GB

Code 547800en

The mark affixed to the product certifies that th product satisfies the basic quality requirements.	CE

The manufacturer reserves the right to carry out modifications to the product described in this manual at any time and without any notice.

ENERGY STAR is a U.S. registered mark.

The ENERGY STAR program is an energy reduction plan introduced by theUnited States Environmental Protection Agency in response to environmental issues and for the purpose of advancing the development and utilization of more energy efficient office equipment.

Your attention is drawn to the following actions which could compromise the conformity attested to above, as well as the characteristics of the product:

• incorrect electrical power supply;

• incorrect installation, incorrect or improper use or use not in compliance with the warnings provided in the User's Manual supplied with the product;

• replacement of original components or accessories with others of a type not approved by the manufacturer, or performed by unauthorised personnel.

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1 Introduction

1 Introduction

Thank you for purchasing this machine.

This user manual describes the operating instructions, precautions for proper operation, and simple troubleshooting of the network scan/fax/network fax operations of d-Color MF201. In order to allow functionality of this product fully and to use it effectively, please read this user manual as necessary.

In order to operate the machine safely and properly, be sure to read the Quick Guide – Copy/Print/Fax/Scan Operations.

For descriptions on trademarks and copyrights, refer to the accompanying Quick Guide – Copy/Print/Fax/Scan Operations.

Illustrations shown in the user manual may differ from actual machine.

1.1 About this manual

This document is a user manual on the network scan, fax and network fax operations of d-Color MF201.

The following describes the contents of this manual and representation of the product name.

This manual is intended for persons with basic knowledge of computers and this machine. For details on the Windows or Macintosh operating systems, or software applications, refer to the respective manuals.

1.1.1 Contents

This manual consists of the following chapters:

Chapter "1 Introduction"

Chapter "2 Before using Network Scan/Fax/Network Fax functions"

This chapter describes topics to be kept in mind before using the fax/scan functions of the machine.

Chapter "3 Control panel/touch panel"

This chapter describes the function of keys on the control panel and usage of the touch panel.

Chapter "4 Registration of basic information"

This chapter describes the registration procedure required before using the fax/scan functions of the machine.

Chapter "5 Transmitting data"

This chapter describes the flow of operations for sending network-scanned data, G3 faxes, and network faxes, as well as available setting items. Flow charts are used to explain key operations. Refer to the flow chart for flow of each operation. It also introduces the menu tree of items that can be specified to use the fax/scan function. Clicking the link of the menu tree displays the page that describes the setting screen.

Chapter "6 Receiving data (G3/IP/I-FAX)"

This chapter provides an overview of G3 fax and network fax reception.

Chapter "7 Useful functions (G3/IP/I-FAX)"

This chapter describes useful G3 fax and network fax functions.

Chapter "8 Explanation of reports/lists"

This chapter introduces reports automatically printed when the fax/scan functions are used as well as lists that can be printed in the Utility mode.

Chapter "9 User Settings / User Management / One-Touch/Box Reg."

This chapter describes the procedures for specifying settings for the User Settings, User Management and One-Touch/Box Registration parameters in Utility mode for the Fax/Scan mode functions. Clicking the link described at the beginning of the chapter displays the page that describes the Utility mode.

Chapter "10 Administrator Management settings"

This chapter describes the procedures for specifying settings for the Administrator Management parameters in Utility mode for the Fax/Scan mode functions. With the Administrator Management parameters, the machine's ID can also be specified. Clicking the link described at the beginning of the chapter displays the page that describes the Utility mode.

Chapter "11 Fax/Scan function troubleshooting"

This chapter covers action for handling error messages and transmission failure.

Chapter "12 Appendix"

This chapter provides a glossary as well as instructions for entering text.

Chapter "13 Index"

This chapter describes the specifications of the machine and the characters which can be entered on the control panel.

1.1.2 Functions covered in this manual

Network Scan functions

This function transmits image data scanned on the machine via a network. The following transmission methods are available for the Network scan functions.

● Scan to E-Mail

G3 fax function

This function transmits image data scanned on the machine via a telephone line.

Network Fax function

This function transmits image data scanned on the machine via a network. Like the G3 fax function, data transmission/reception is performed mostly between compatible devices. Similar functionality can be used with less communication cost by communicating via a network connection. The following transmission methods are available for the Network Fax functions.

● Internet Fax
● IP Address Fax
● IP Relay

1.1.3 Representation of product name

Product name	Representation
d-Color MF201	This machine, MF201
Microsoft Windows 2000	Windows 2000
Microsoft Windows XP	Windows XP
Combination of OS	Windows 2000/XP

In this manual, an abbreviation for the applicable transmission method appears after a function name used as a headline.

Transmission method	Abbreviation
G3 fax	G3
Internet Fax	I-FAX
IP Address Fax	IP
IP Relay	Relay
Scan to E-Mail	E-Mail
When the G3 fax, IP address fax, and Internet fax functions are cited in combination	G3/IP/I-FAX

1.1.4 Screen images

This manual generally shows screens that appear when the optional fax kit is installed.

1.1.5 Explanation of manual conventions

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

Safety advices

⚠ DANGER

Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power.
→ Observe all dangers in order to prevent injuries.

⚠ WARNING

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

➔   Observe all warnings in order to prevent injuries and to ensure safe use of the machine.

⚠ CAUTION

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

➔   Observe all cautions in order to prevent injuries and to ensure safe use of the machine.

Sequence of action

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

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

   ?   Text formatted in this style provides additional assistance.

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

An illustration inserted here shows which operations must be performed.

Tips

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

✎ . . .
   Reminder
   Text highlighted in this manner contains information that should be reminded.

🔍
   Detail
   Text highlighted in this manner contains references for more detailed information.

Special text markings

[Stop] key
The names of keys on the control panel are written as shown above.

MACHINE SETTING
Display texts are written as shown above.

✎ . . .
   Note
   The machine illustrations shown in this manual can vary and depend on the machine configuration.

1.2 User manuals

This machine is provided with printed manual and PDF manuals on the software DVD.

1.2.1 Printed manual

Quick Guide – Copy/Print/Fax/Scan Operations

This Quick Guide contains operating procedures and descriptions of the most frequently used functions, allowing the machine to immediately be used.

In addition, this Quick Guide contains notes and precautions that should be followed for safe use of the machine as well as descriptions on trademarks and copyrights..

Be sure to read this manual before using the machine.

1.2.2 Software DVD manuals

User manual – Copy Operations

This user manual contains descriptions of Copy mode operations and machine maintenance.

Refer to this user manual for details on paper and originals, copy procedures using convenient Application functions, replacing consumables and troubleshooting operations such as clearing paper misfeeds.

User manual – Print Operations

This user manual contains details on the printing functions that can be specified with the standard built-in printer controller.

Refer to this user manual for details on operating procedures for using the printer functions.

User manual – Network Scan/Fax/Network Fax Operations (this manual)

This user manual contains details on the network scan, G3 fax, and network fax operations.

Refer to this user manual for procedures on using network scanning by e-mail, G3 fax, Internet fax, IP address fax and IP relay operations.

In order to use the fax, IP address fax and IP relay functions, the optional fax kit must be purchased separately.

User manual – Fax Driver Operations

This user manual contains details of the fax driver functions that can be used to send a fax directly from a computer.

Refer to this user manual for operating procedures on using the PC-FAX functions.

In order to use the fax functions, the optional fax kit must be purchased separately.

User manual – Network Administrator

This user manual contains details on specifying settings for connecting and using this machine with a network, on changing software switch settings, and on using Assistant tool for d-Color MF201.

Refer to this user manual for descriptions of the network settings, software switch settings and Assistant tool for d-Color MF201.

2 Before using Network Scan/Fax/Network Fax functions

2 Before using Network Scan/Fax/Network Fax functions

2.1 Information

2.1.1 Transmission functions

Function type

This machine can send and receive scanned images over the network or telephone line. This user manual contains descriptions of the following functions.

Function	Description
Network Scan functions	• Scan to E-Mail
Fax function	• G3 fax transmission/reception • Polling
Network Fax function	• Internet fax (I-FAX) • IP Address Fax • IP Relay

✎ **. . .**

Reminder

When turning off the [main power switch] and turning it on again, wait for 10 seconds or longer after power-off, and then turn on the power again. The machine may not operate correctly if it is turned on immediately after being turned off.

Precautions for using fax function (G3)

This machine cannot send/receive faxes in color.

The telephone line types which can be connected to this machine are as follows:

● Subscribed telephone line (Including fax network)
● PBX (two-wire private branch exchange)

Check the telephone line for the following:

● 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.

With the factory default settings, a communication error occurs at rare conditions. This is caused by the multiplexed device being set to the lowest possible band for voice transmission. These limitations vary depending on network configurations. For details, contact your network administrator.

Precautions for using network fax

The following conditions are required to use the network fax function.

● The machine is connected to the network. (required)

The machine can be used in a TCP/IP network connection. First, connect the cable for connecting to the network.

For details, refer to "Network connection and settings" on page 4-3. To use this machine on a network, settings such as the IP address of the machine must be specified. For details, refer to the User manual – Network Administrator.

Precautions for using Internet fax

The following conditions are required to use the Internet Fax function.
- This machine is connected to a network, enabling to send/receive E-Mail messages.

When an E-Mail message is sent, the attachment file may be damaged depending on the network conditions. Always check the attached file for damage.

All received or sent Internet fax data remaining in the memory is erased if the optional fax kit has not been installed and a power outage occurs or the machine is turned off with the main power switch.
For example, if an Internet fax was received when there is no paper, the data is saved in the machine's memory without being printed. At this time, if the machine is turned off with the main power switch, the data in the memory is erased and cannot be printed.

Precautions for using IP Address Fax

The IP Address Fax function is available only between the compatible models of Olivetti. We cannot guarantee proper operation other than the compatible models.

Precautions for network scanning/network faxing

Internet faxes and e-mail messages are sent and received with the help of a mail server; they are not sent directly to the recipient or received directly from the sender. In addition, as soon as transmission with the server is finished correctly, the transmission is considered complete.

If transmission from the mail server to the recipient is not possible for some reason, an e-mail describing the error will be returned from the server. For some reason, the e-mail message describing the error may not be received. If confirmation of the transmission is required, call the recipient after transmission to confirm reception.

Since the privacy of transmissions through the Internet or an intranet is limited, it is recommended that important documents be sent directly to the recipient through a common telephone line.

Telephones on a LAN cannot be used.

It may take some time for a transmission to be sent due to Internet/intranet traffic.

Depending on the mail servers, it may not be possible to send originals with a large number of pages or a large amount of image data.

The following functions can be used with G3 fax transmissions using a common telephone line, but cannot be used with network scanning/fax operations.
- Polling RX
- Quick Scan TX
- Password TX
- Remote Copy
- User boxes
- Bulletin Registration
- On-hook dialing
- Bulletin Polling RX
- No Reduction
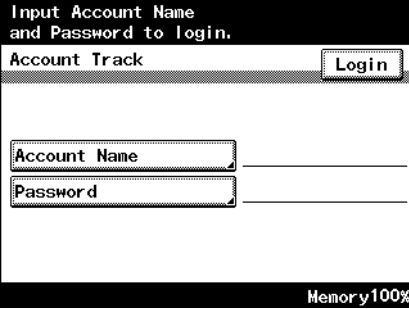
🔍
Detail
The "Password TX" and "Remote Copy" functions can be specified, but they will not function.

2.1.2   Account track

This machine can be set so that an account name and a password must be entered in order to use the machine. Contact the administrator for authorized account name.

Account track

Enter the account name and password, and then touch [Login] or press the [Access] key.

2.2 Overview

2.2.1 Available Network Scan functions

"Scanning" refers to the operation of reading images of an original fed through the ADF or placed on the original glass. The Scan functions can be used to temporarily store the scan data on the internal memory of the machine and transmit the data over the network.

Scan to E-Mail

Scanned data can be sent to a specified E-Mail address. Select the destinations from the touch panel of the machine for sending the scanned data as an E-Mail attachment.
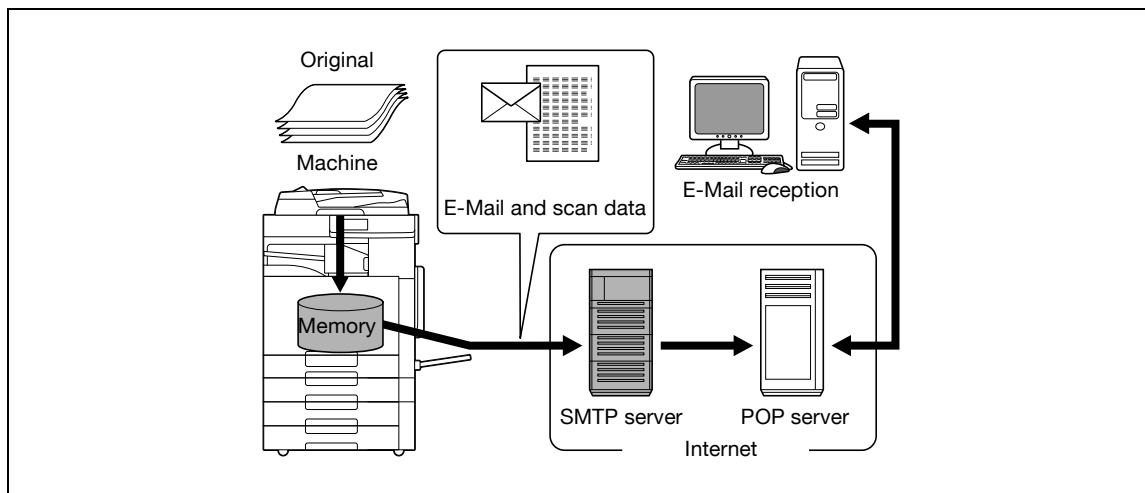
2.2.2 Available Fax functions

G3 Fax transmission/reception

This machine can send/receive G3 Fax. A broadcast transmission can be also be sent by specifying destinations from the control panel of this machine.
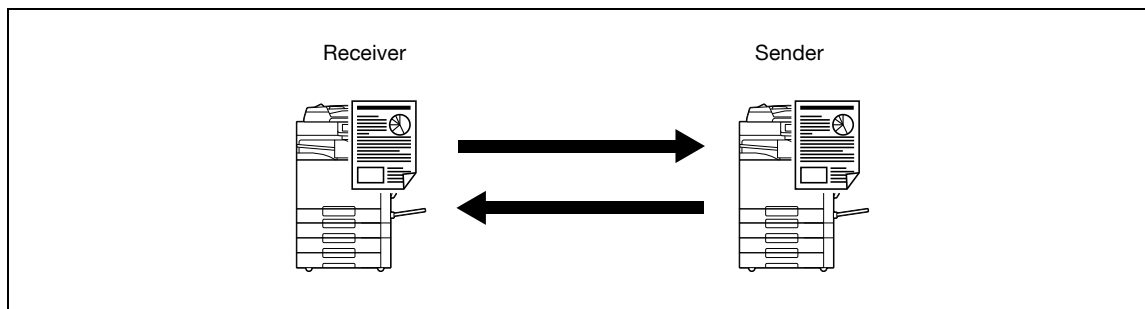
Polling

By sending a polling command, you can receive original data from other fax machines (polling RX). Also, you can save original data to be transmitted upon receiving polling command from other fax machines (polling TX). You can save data to either the Polling TX User Box or Bulletin Board User Box for polling TX.
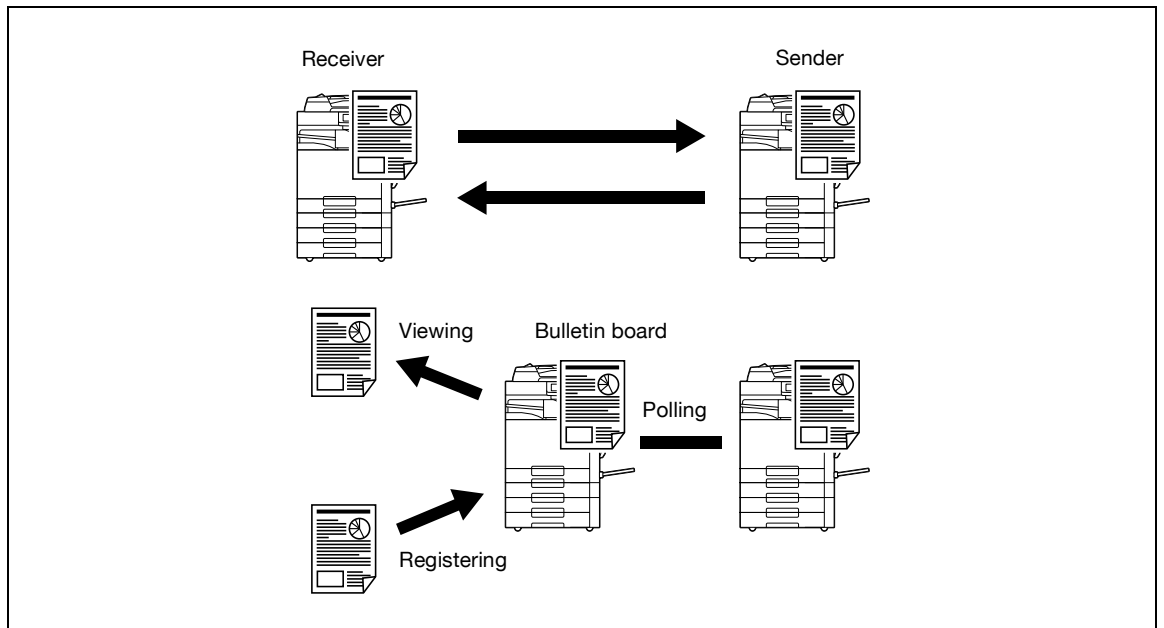
2.2.3 Available Network Fax functions

Internet Fax

The Internet Fax function sends and receives scanned originals as an attached file (TIFF format) via the intranet (enterprise networks) or Internet. This communication via intranet or internet largely reduces the communication cost as compared with general fax messages. Specify the destination E-Mail address to send the E-Mail message.
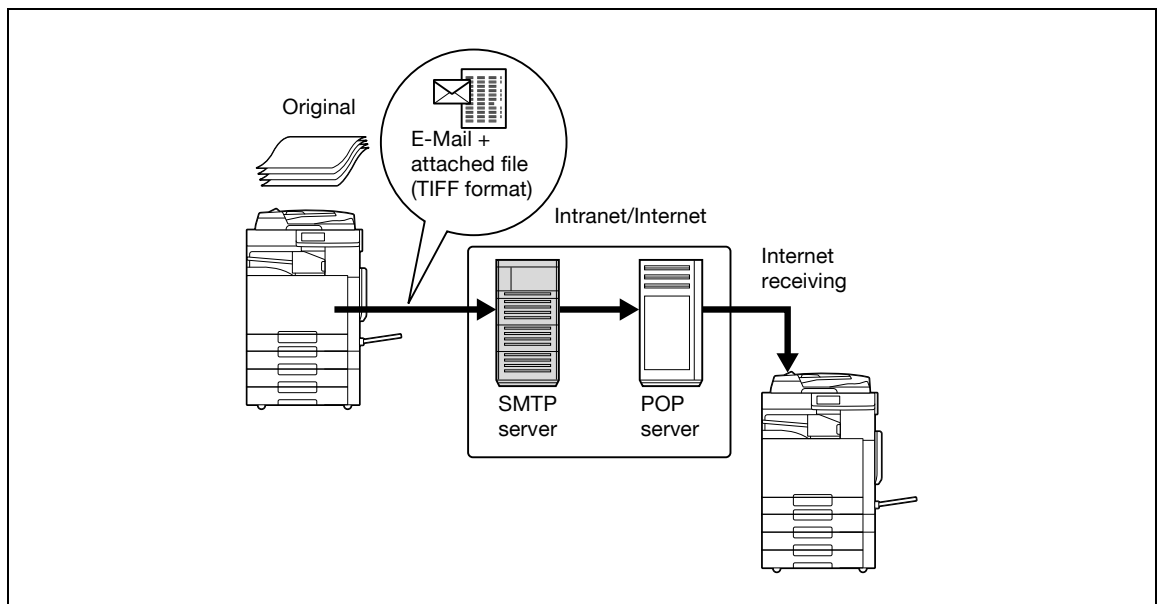
IP Address Fax

This function enables fax transmission over an IP network. Specify the destination host name or IP address to send a fax.

The differences between IP Address fax and G3 fax or Internet fax are as follows.

●   The SMTP protocol is used for sending and receiving of the image data.

●   Available only within an intranet (enterprise networks).

●   Unlike Internet fax, no mail server is required.

Transmitting a fax by specifying an IP address or host name of the destination.
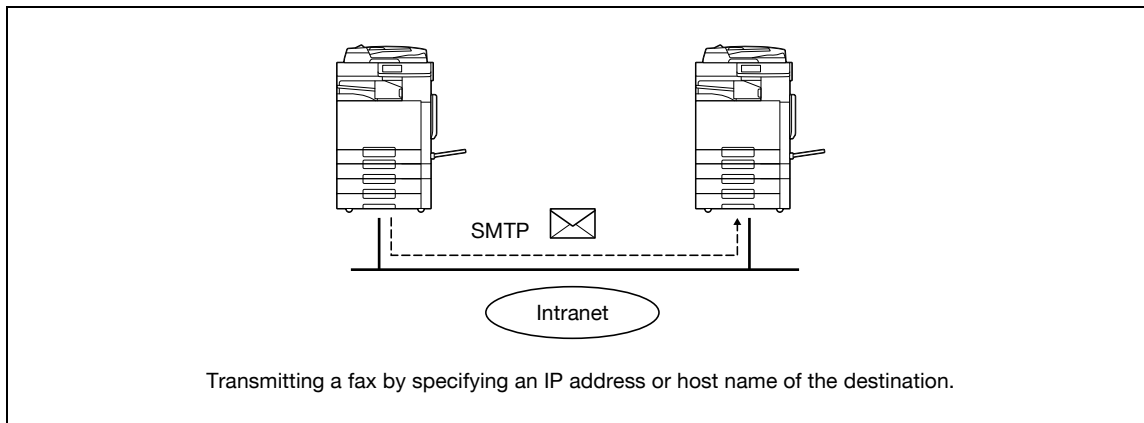
IP Relay distribution

The fax is sent through a relay station connected with a LAN.

If a relay station in the intranet is connected to a telephone line, a fax can be sent from any of the machines connected to the LAN.
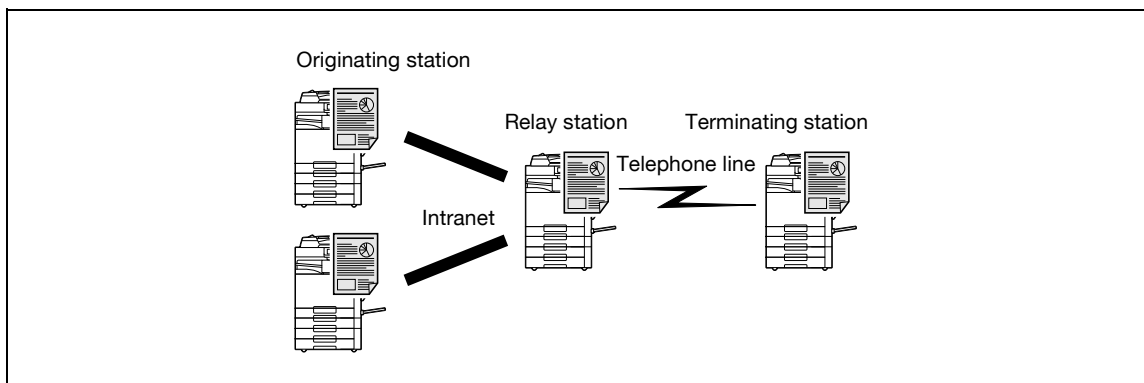
The fax machine that issues the relay request and sends the document is called the originating station.

The fax machine that receives the fax from the originating station and sends it on is called the relay station.

3 Control panel/touch panel

3 Control panel/touch panel

3.1 Control panel

No.	Part name	Description
1	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the panel.
2	[Mode Check] key	Press to check the various settings.
3	[Utility/Counter] key	Press to display the Utility screen and the Meter Count screen.
4	[Fax/Scan] key	Press to enter Fax/Scan mode. While the machine is in Fax/Scan mode, the indicator on the [Fax/Scan] key lights up in green.
5	[Copy] key	Press to enter Copy mode. (As a default, the machine is in Copy mode.) While the machine is in Copy mode, the indicator on the [Copy] key lights up in green. For details, refer to the User manual – Copy Operations.
6	[Reset] key	Press to clear all settings (except programmed settings) entered in the control panel and touch panel.
7	[Access] key	Press to log off from an account when user authentication or account track settings have been applied.
8	Sub power switch	Press to turn on/off machine operations. When turned off, the machine enters a state where it conserves energy.
9	[Interrupt] key	Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again. For details, refer to the User manual – Copy Operations.
10	[Stop] key	Press while copying to stop the operation. The copy job being performed is deleted. For details, refer to the User manual – Copy Operations. If the [Stop] key is pressed during scanning or dialing, a screen appears, requesting confirmation to delete a job. In the confirmation screen, select the job to be deleted.
11	[Start] key	Press to start the copy, scan or fax operation. When this machine is ready to begin the operation, the indicator on the [Start] key lights up in blue. If the indicator on the [Start] key lights up in orange, the operation cannot begin. Press to restart a stopped job.
12	Main power indicator	Lights up in green when the machine is turned on with the main power switch.
13	Keypad	Use to type in the number of copies to be produced. Use to type in the zoom ratio. Use to type in the various settings.

No.	Part name	Description
14	[C] (clear) key	Press to erase a value (such as the number of copies, a zoom ratio, a size or any other setting) entered using the keypad.
15	[Contrast] dial	Use to adjust the contrast of the touch panel.
16	[Enlarge Display] key	Press to enter Enlarge Display mode.
17	[Accessibility] key	Press to display the screen for specifying settings for accessibility functions.

✎ . . .

Reminder

Do not apply extreme pressure to the touch panel, otherwise it may be scratched or damaged.

Never push down on the touch panel with force, and never use a hard or pointed object to make a selection in the touch panel.

3.2 Touch panel

3.2.1 Screen layout
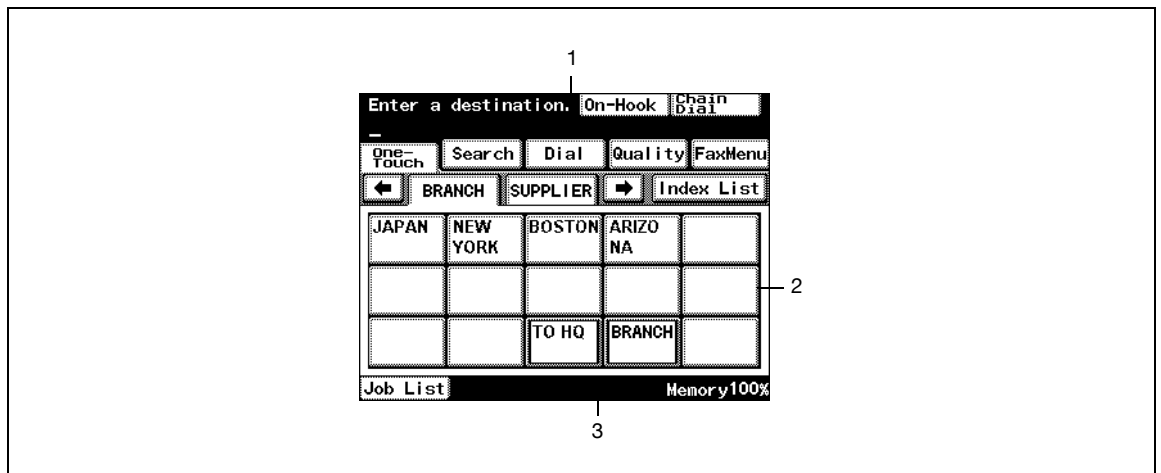
No.	Part name	Description
1	Message display area	Displays the status of the machine and details on operations.
2	Functions/settings display area	Displays softkeys to select functions. This area is for specifying the settings of various functions. Touch softkeys to display the corresponding screen for specifying the settings.
3	Icon display area	Displays icons indicating the status of the machine in addition to [Job List] and [Alarm].

Icons on the touch panel

The status of the machine may appear in the icon display area. The following are the icons that appear on the touch panel.

Icon	Description
	Indicates that a copy operation is being performed.
	Indicates that a received job is being printed.
	Indicates that there is a job queued to be printed.
	Indicates that the machine is set to prevent printing received jobs.
	Indicates that data is being received from the machine, regardless of the current mode.
	Indicates that data is being sent from the machine, regardless of the current mode.
	Indicates that a user is logged on to an account after user authentication or account track settings have been applied.
	Indicates that there is a received document.
	Indicates that the machine is set for manually receiving documents.
	Indicates that paper is not loaded in the paper tray.
	Indicates that it is time to replace the toner cartridge.
	Indicates that it is time to replace the imaging unit.
	Indicates that it is time to replace the waste toner box.
	Appears when an error occurs with the connection to the POP server.
	Indicates that an error occurred during an image stabilization operation, a print operation or a scan operation. Contact your service representative

3.2.2 Job List display and operations

Buttons that can be touched to check the status of jobs appear at the bottom of the screen. Touch [Job List] to check jobs being performed by the machine, the job history, and received documents.

Job List

Commands for operations such as printing, sending or receiving documents are called "jobs". Touch [Job List] to display the jobs currently being performed.

```
Job List         01/11 20:32   OK
  Job    Print    Print   Type   Doc.
         Order
        Status      Document Name  Rcvd




  1/1                            ↓  ↑
Job List                        Memory100%
```
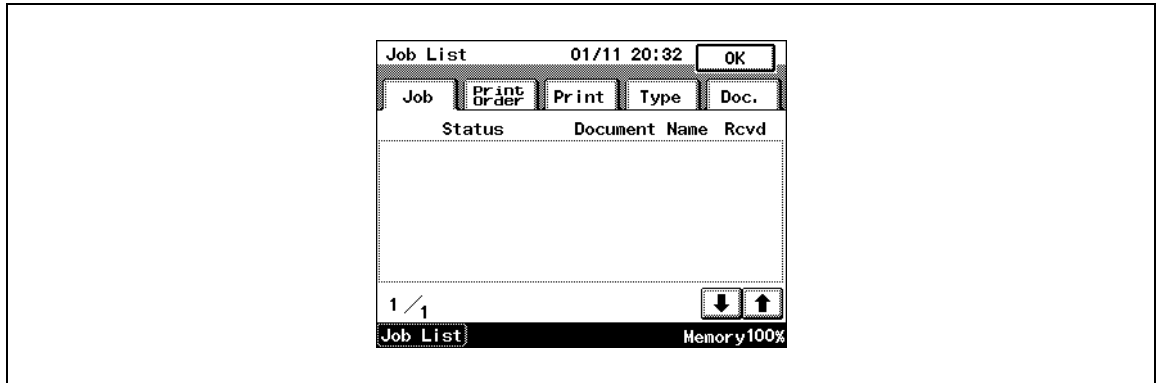
Type

To check the transmission/reception status, touch [Type].

- Touch ↑ or ↓ to view the status of the transmissions/receptions.
- Touch [RX Doc.] or [TX Doc.] to switch between the document types.
- If 🕐 appears, the time for a timer transmission is displayed.
- To delete a document queued for transmission, touch [Delete].
- If [Redial] or [Change Destination] appears, the original can be resent without being scanned again. (maximum of 5 documents)
- If [Interim Rep.] appears, a transmission progress report can be printed so that the transmission status can be checked.

```
Job List         08/27 15:14   OK
  Job    Print    Print   Type   Doc.
         Order
    Date/  :08/27 15:00
    Time
    Doc.#:7912345-543
    Dest.:12358789
    PAGES:005
  Com.Mode:Fax(G3)
    User/   :User Name        TX Doc.
    Account
    Result:RX(OK)

                                ↓  ↑
Job List ▌                      Memory 99%
```
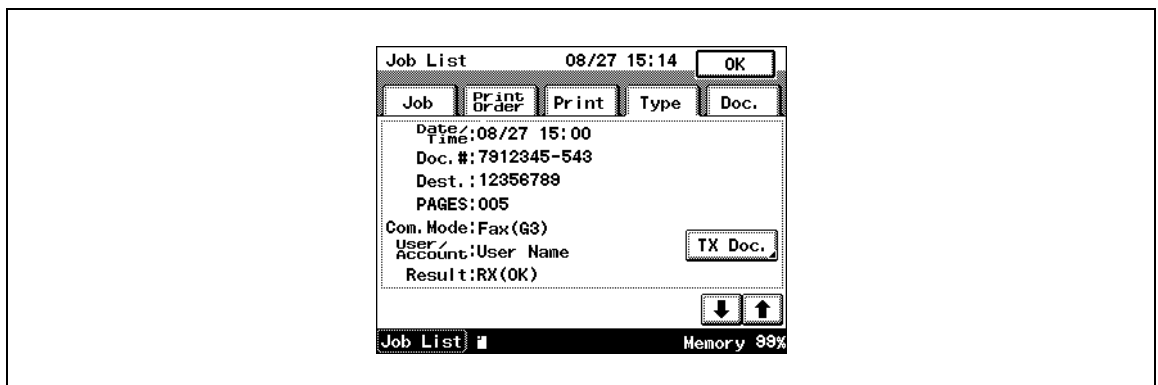
The following number of jobs can be displayed.

Document	Maximum number listed
Document being sent or queued to be sent	64
Sent documents	96
Documents being received or received and queued to be printed	48
Received documents	96

🔍
Detail
With software switch settings, the storage time for failed transmission documents can be specified. For details, refer to the User manual – Network Administrator.

Doc.

The storage status can be checked for documents in bulletin board user boxes and in Memory RX user boxes. These documents can also be deleted or printed.
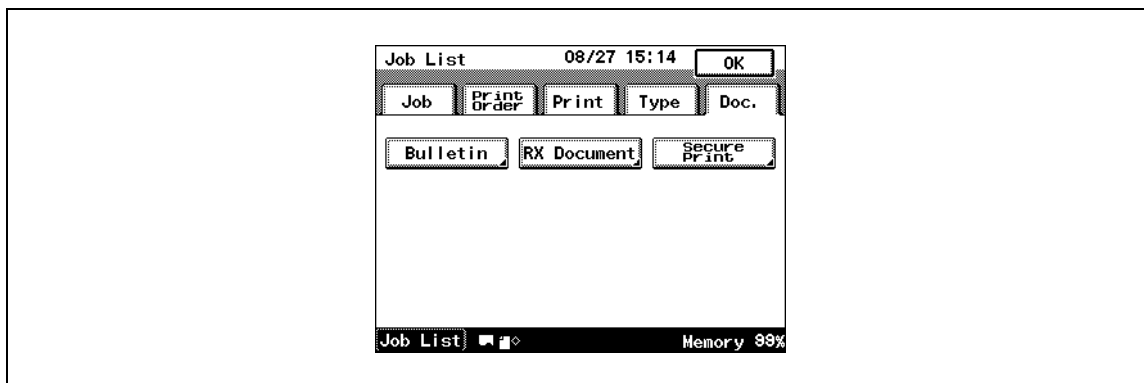
✎ **...**
Note
[Bulletin] appears if the optional fax kit has been installed.

Doc. - Bulletin

Documents registered in bulletin board user boxes can be checked.

1 Select the bulletin board user box to be checked.

```
Bulletin            08/27 15:14    OK

No.    Title      Time
                  Stored  Register
 1  Branch office    08/27  SALES
                     12:15
 2  Project-A        08/27  Domestic
                     15:00
 3  House organ      08/27  SALES
                     15:05
 4  Project-B        08/27  Domestic
                     15:10
 1/3                          ↓ ↑
Job List ■ ■◇            Memory 99%
```
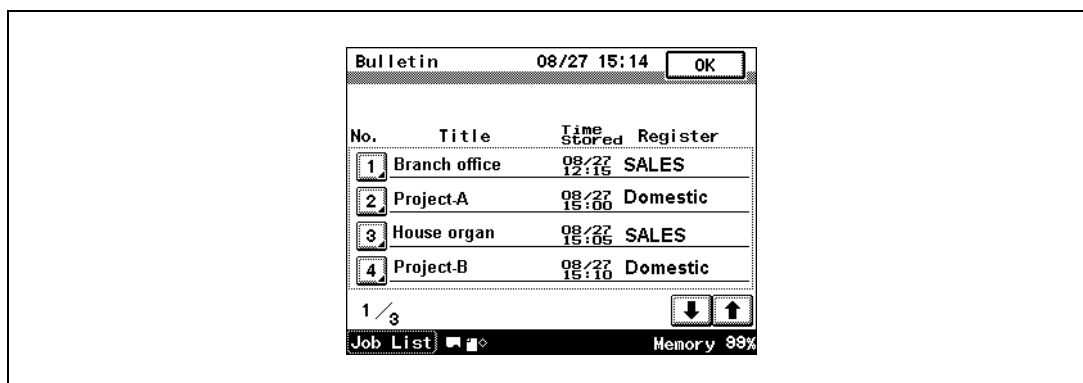
2 Type in the password for the bulletin board user box, and then touch [OK].

```
Enter F-CODE password.

Bulletin            08/27 15:14

Password            Cancel    OK


      _

        ← →   Delete

Job List ■ ■◇            Memory 99%
```
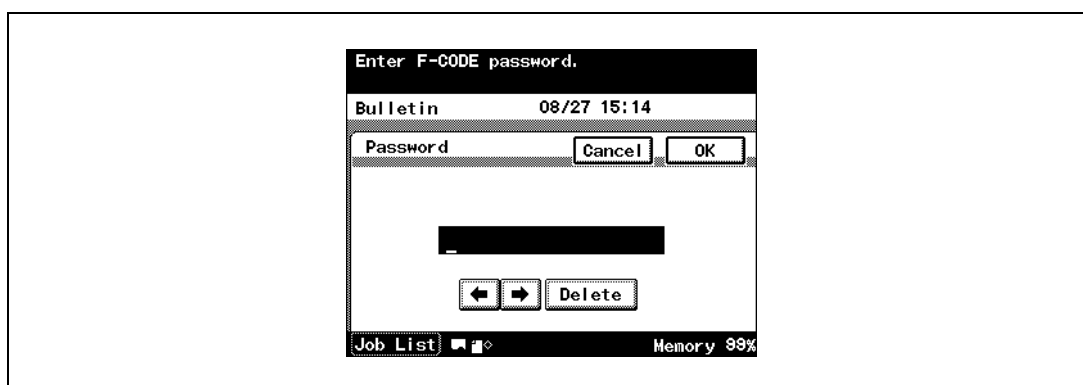
3 Check the details for the bulletin board user box, and then touch [OK].
   – To delete the document, touch [Delete].
   – To print the document, touch [Print].

```
Bulletin            08/27 15:14    OK

   No.:2
  Title:Project-A
  Doc.#:7912345-678
  Date/
  Time:08/27 15:20

  PAGES:005
  User/
  Account:Domestic

              Delete Print
Job List ■ ■◇            Memory 99%
```
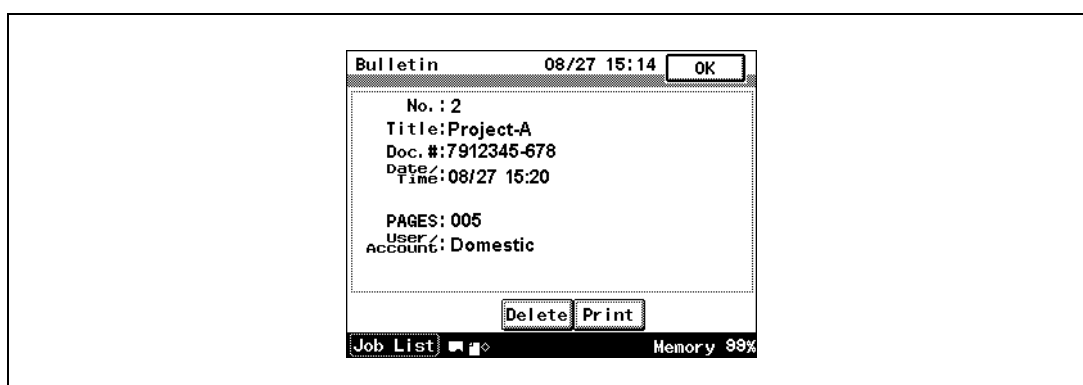
Doc. - RX Document

Received documents can be viewed arranged by type. Select a document type to check the documents.
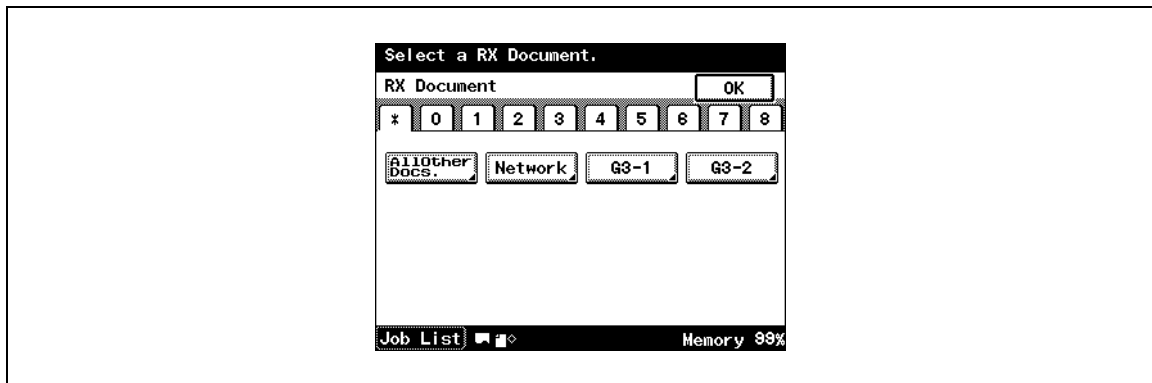
Type	Description
All Other Docs.	Normal received documents are saved.
Network	Documents received through the network, such as Internet faxes, are saved.
G3-1	Fax documents received at port G3-1 are saved.
G3-2	Fax documents received at port G3-2 are saved.

✎ ...
Note
[G3-1] and [G3-2] appear if the optional fax kit has been installed.

Doc. - RX Document - RX user box

Documents received with an F-code are saved in an RX user box for each condition.

🔍
Detail
RX user boxes must be registered in advance. For details, refer to "Document Management - RX Document - user box (G3)" on page 10-17.

This operation can be performed if the optional fax kit has been installed. If the optional fax kit has not been installed, the tab appears, but it cannot be used.

1 Select an RX user box.

```
Select a RX Document.
RX Document                    OK
*  0  1  2  3  4  5  6  7  8

BOX1    BOX2    BOX3    BOX4




Job List                  Memory 99%
```
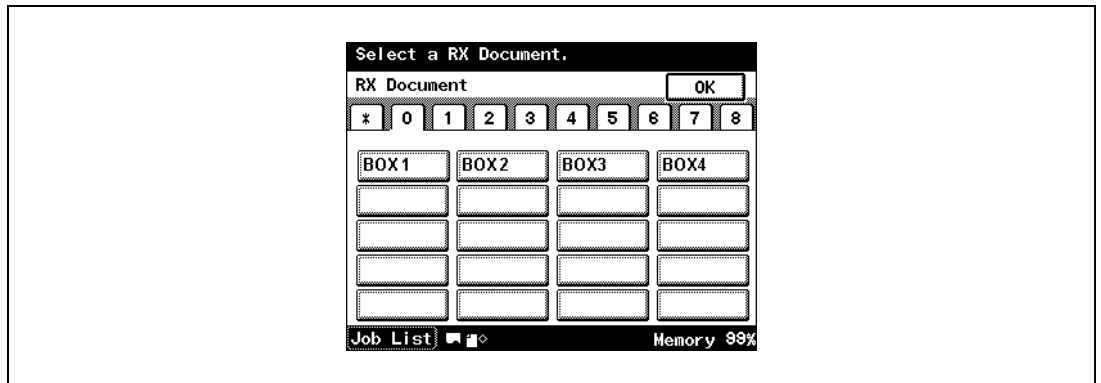
2 If a password has been specified with an F-code user box transmission, type in the password, and then touch [OK].

```
Enter Password.
RX Document       08/27 15:14
Password              Cancel   OK


_

←  →  Delete

Job List                  Memory 99%
```
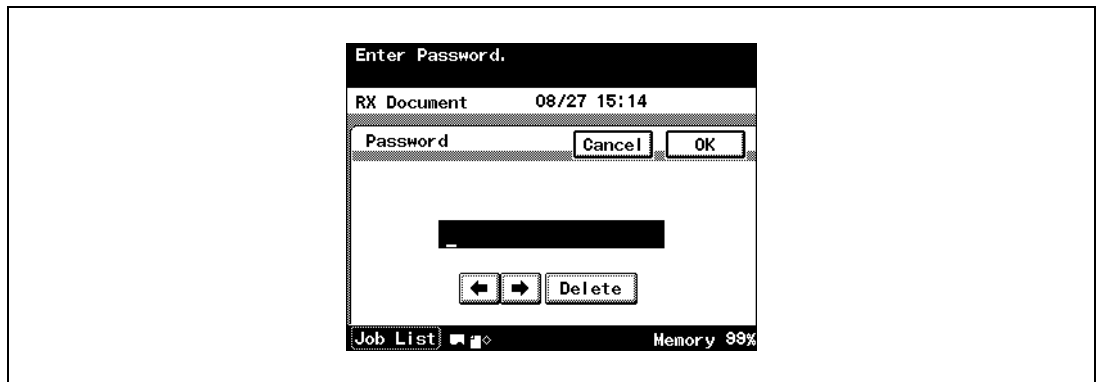
3 Check the details for the document, and then touch [OK].
   – To forward the document, touch [Forward], and then specify the forwarding destination.

```
RX Document       08/27 15:14   OK
All Other
Documents
Date/
Time:08/24  15:20
Doc.#:7912345-678
Dest.:123456789
PAGES:005
User/
Account:Domestic

For-  Delete Print   ↓  ↑
ward
Job List                  Memory 99%
```
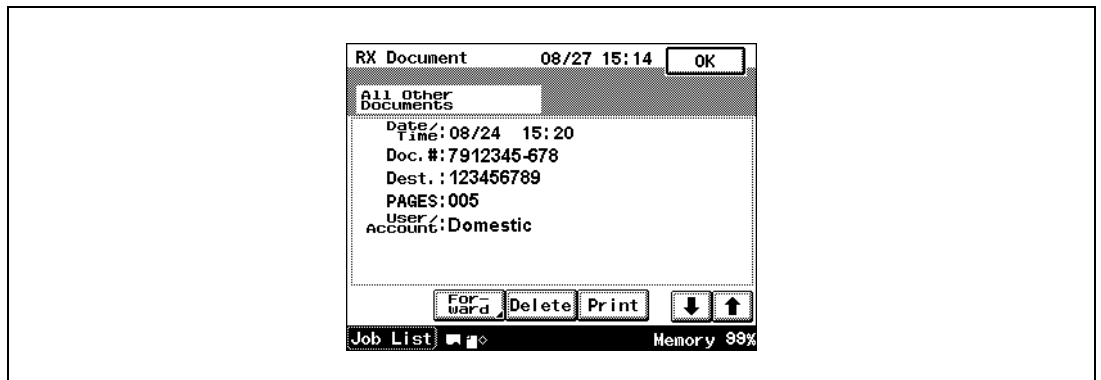
Doc. - Secure Print

Confidential documents can be checked and printed. When printing, type in the ID and password for the confidential document.

🔍
Detail
Specify confidential document settings (Secure Print) from the printer driver. For details, refer to the User manual – Print Operations.

The optional expanded memory unit is required in order to perform operations with confidential documents.

1 Touch [Secure Print ID], and then type in the ID for the confidential document.

```
Input the Secure Print ID and Password
to access.
Secure Print          [Cancel]  [ OK ]

Secure Print ID    ⌐⌐⌐⌐⌐⌐  _____

Secure Print       ⌐⌐⌐⌐⌐⌐  _____
Password

Job List ▪▪◇                    Memory 99%
```
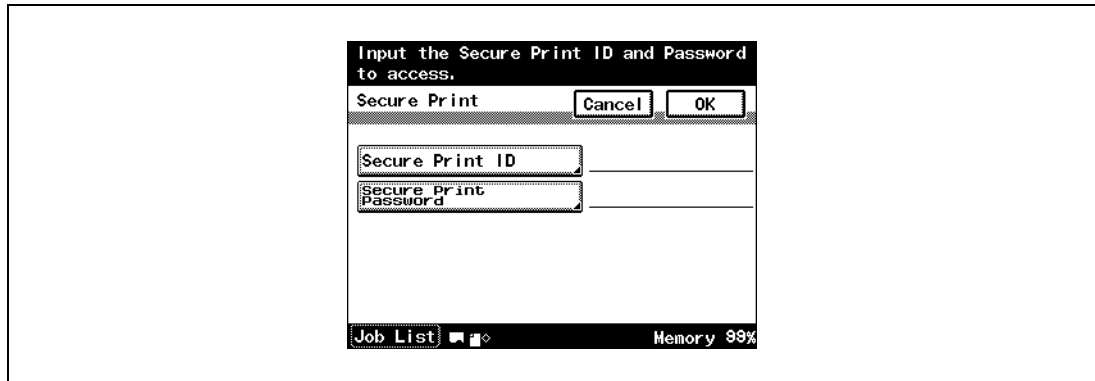
2 Touch [Secure Print Password], and then type in the password for the confidential document.

3 Check the file names, and then select the desired confidential document.

– To print all displayed documents, touch [Batch Print].
– To delete all displayed documents, touch [Delete All].

```
Secure Print      08/27 15:14    [ OK ]

File Name      Document Name      Time
                                  08/27
[Cofidential 1]  SALES            15:00
                                  08/27
[Cofidential 2]  SALES            15:05
                                  08/27
[Cofidential 3]  SALES            15:10

  1/1        [Batch] [Delete]    [↓][↑]
             [Print] [ All ]
Job List ▪▪◇                    Memory 99%
```
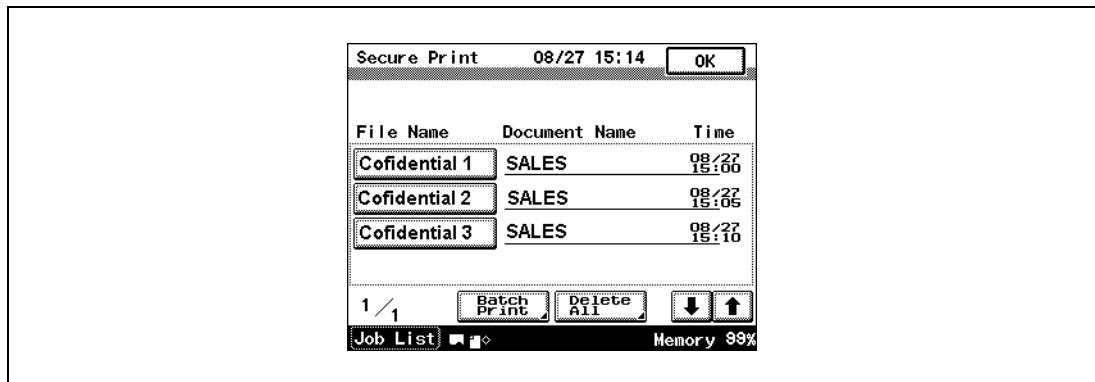
4 Check the details for the confidential document, and then touch [OK].

– To delete the document, touch [Delete].
– To print the document, touch [Print].

```
Secure Print      08/27 15:14    [ OK ]


     Date/
     Time:08/27   15:00
Document
     Name:SALES
         File:Cofidential 1




             [Delete][Print]
Job List ▪▪◇                    Memory 99%
```
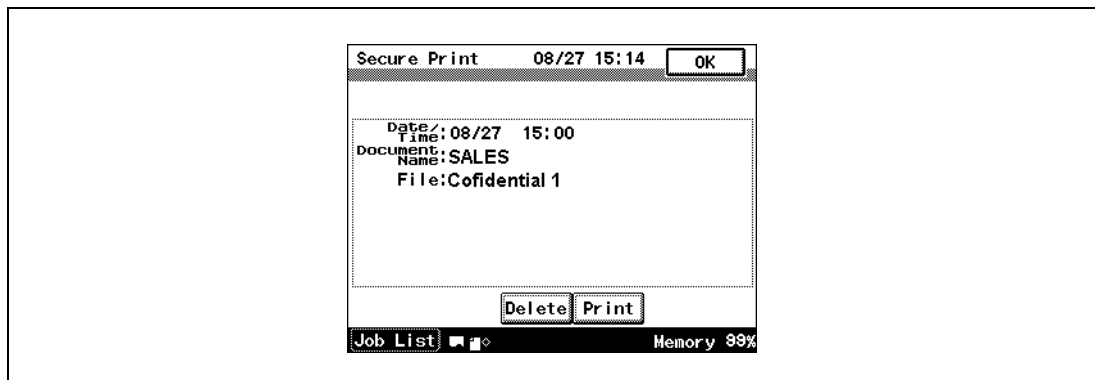
3.3 Checking/programming the settings

3.3.1 Checking the settings

To check settings, such as the specified destination and document type, press the [Mode Check] key. The following information can be checked.

- Check/add destinations
- Quality settings
- Menu settings

Mode Check-Destination

The list of addresses specified as destinations is displayed.

➔ To add a new destination, touch [Next Dest.].
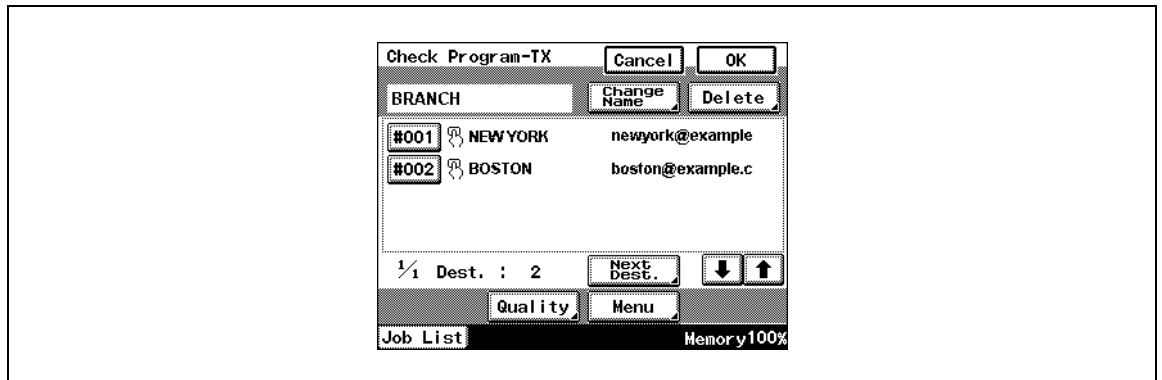
Mode Check-Quality

The selected settings appear on the Quality tab.

➔ To change the settings, touch the corresponding button.
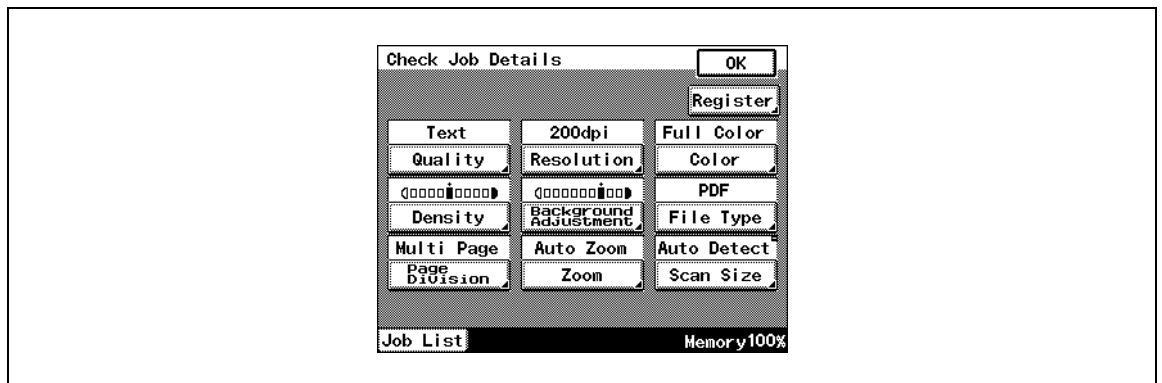
Mode Check-Menu

The selected settings appear on the Fax Menu tab.

➔ To change the settings, touch the corresponding button.
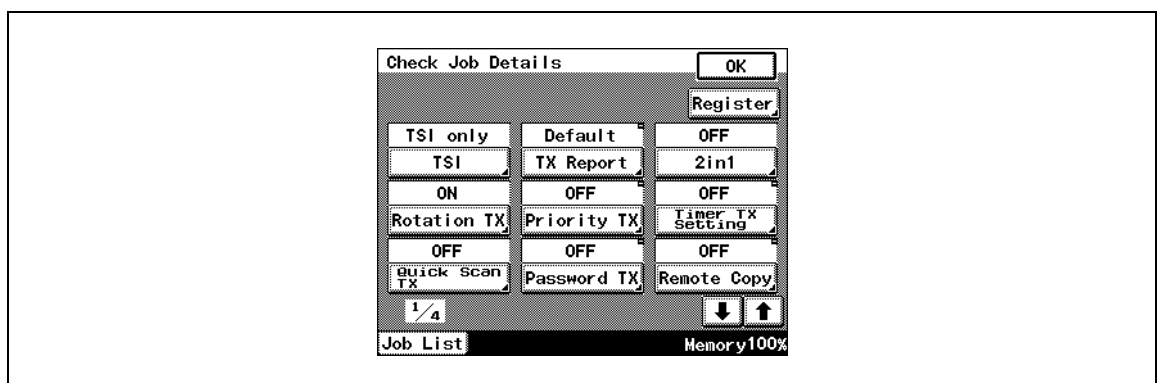
✎ ...
Note
If the optional fax kit has not been installed, "Quick Scan TX" and other fax functions may not appear.

3.3.2 Saving the current settings as the default settings

1 Specify the desired settings, for example, for the Quality and Menu parameters, and then press the [Mode Check] key.
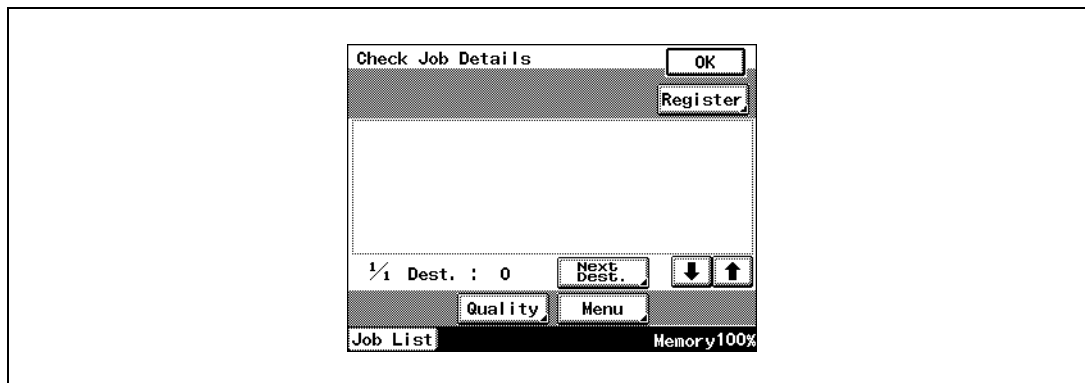
2 Touch [Register].

3 Touch [Default Settings].
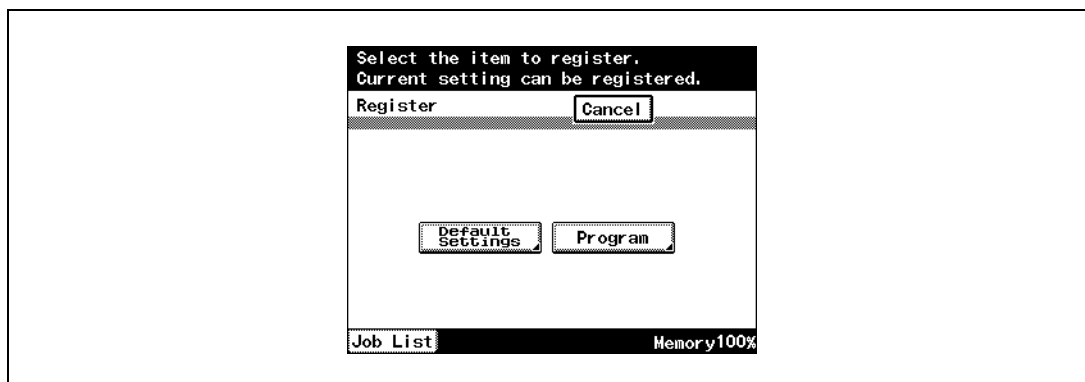
3.3.3 Storing the current settings

Storing a program

Destinations and scan settings can be saved as a program.

🔍

Detail

A maximum of 30 programs can be registered. However, the total number of one-touch destinations and programs must not exceed 300.

A maximum of 210 destinations can be registered with a single program.

1 Specify the desired settings, for example, for the Quality and Menu parameters, and then press the [Mode Check] key.

2 Touch [Register].
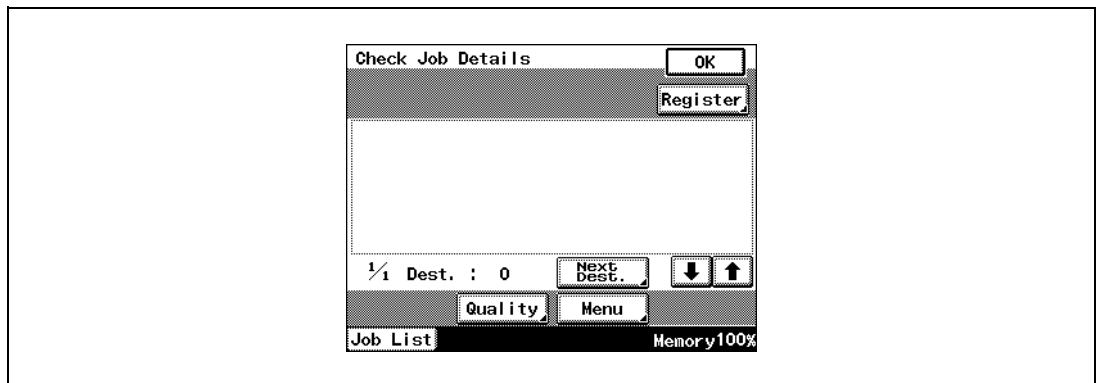
3 Touch [Program].
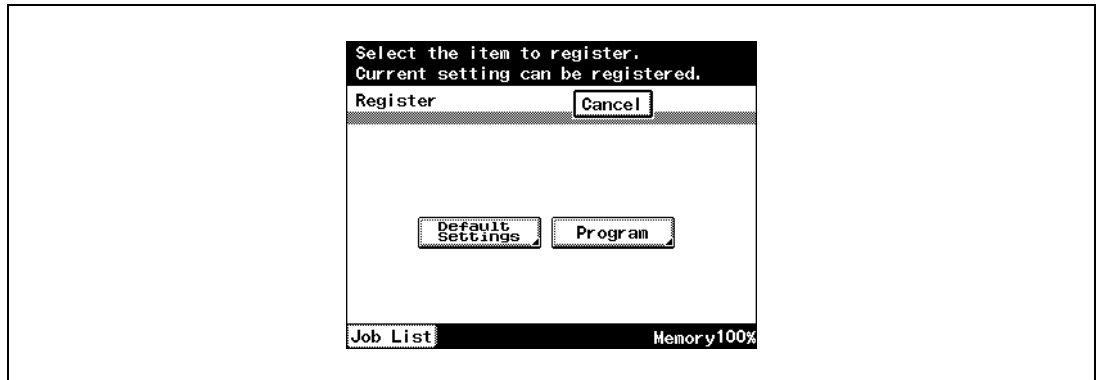
4 Touch the one-touch dial button to be programmed.
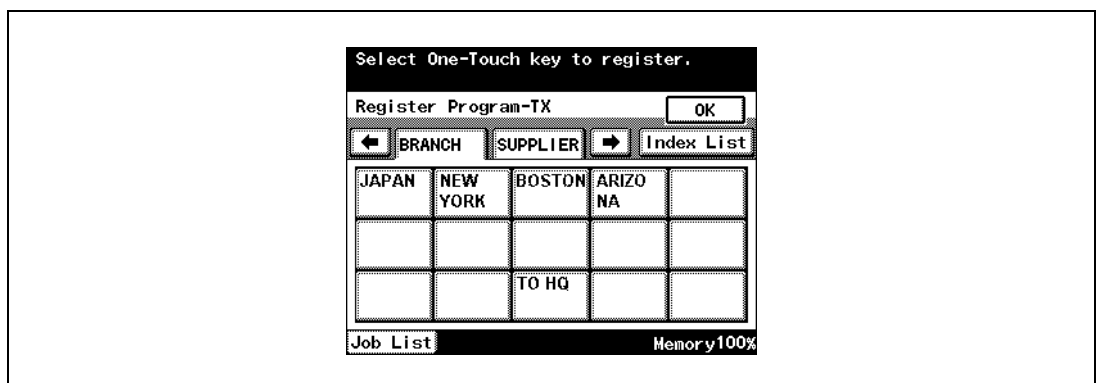
5 Type in the program name, and then touch [Next].

– The program name can contain a maximum of 24 characters.
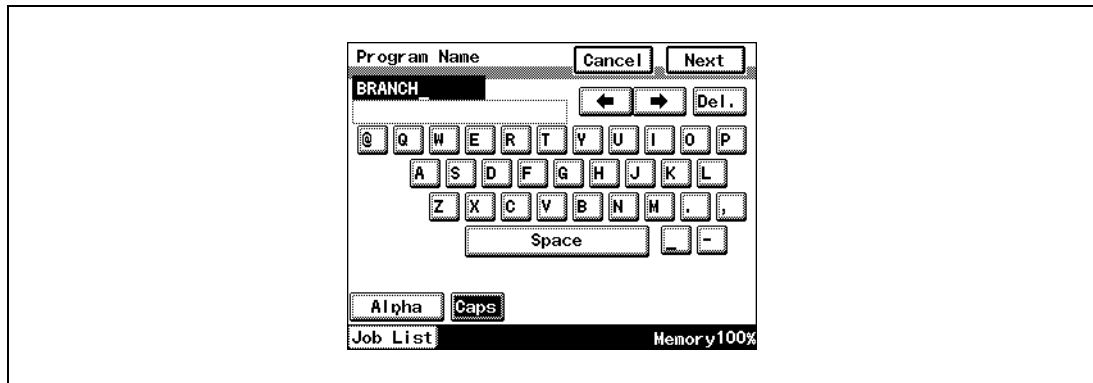
Changing a program

Program settings can be changed.

1 Change the settings.

– Quality: Document type settings can be changed.
– Menu: Transmission settings can be changed.

2 Press the [Mode Check] key.

3 Touch [Register].

4 Touch [Program].

5 Touch the one-touch dial button for the program that is to be changed.

6 Check the message that appears, and then touch [Yes] to overwrite the settings.

7 To change the program name, change the name.

8 Touch [OK], and then touch [OK] in the next two screens that appear.

Changing/deleting the program name

The name of a registered program can be edited or deleted.

1 Touch the one-touch dial button for the program.

2 To delete it, touch [Delete].

4 Registration of basic information

4 Registration of basic information

4.1 To begin operation

When starting operation of the product for the first time, register the following.

4.1.1 Required environment and equipment

The following table shows environment and equipment required to enable respective functions.

Description		Environment and equipment
Network scan function		• Network connection • Network settings
G3 fax function		• Installation of the fax kit (optional) • Connecting a modular cable
Network fax function	Internet fax	• Network connection • Network settings
	IP address fax	• Installation of the fax kit (optional) • Network connection • Network settings
	IP relay	• Installation of the fax kit (optional) • Modular cable connection • Network connection • Network settings • Relay transmission settings

4.1.2 Network connection and settings

To use the function to transmit image data via a network connection such as network scan and network fax functions, connecting this machine to the network and settings for network use are required.

Network connection

Connect a UTP cable (category 5 or later recommended) from the network to the Ethernet connector on the machine.

Connector for the LAN cable
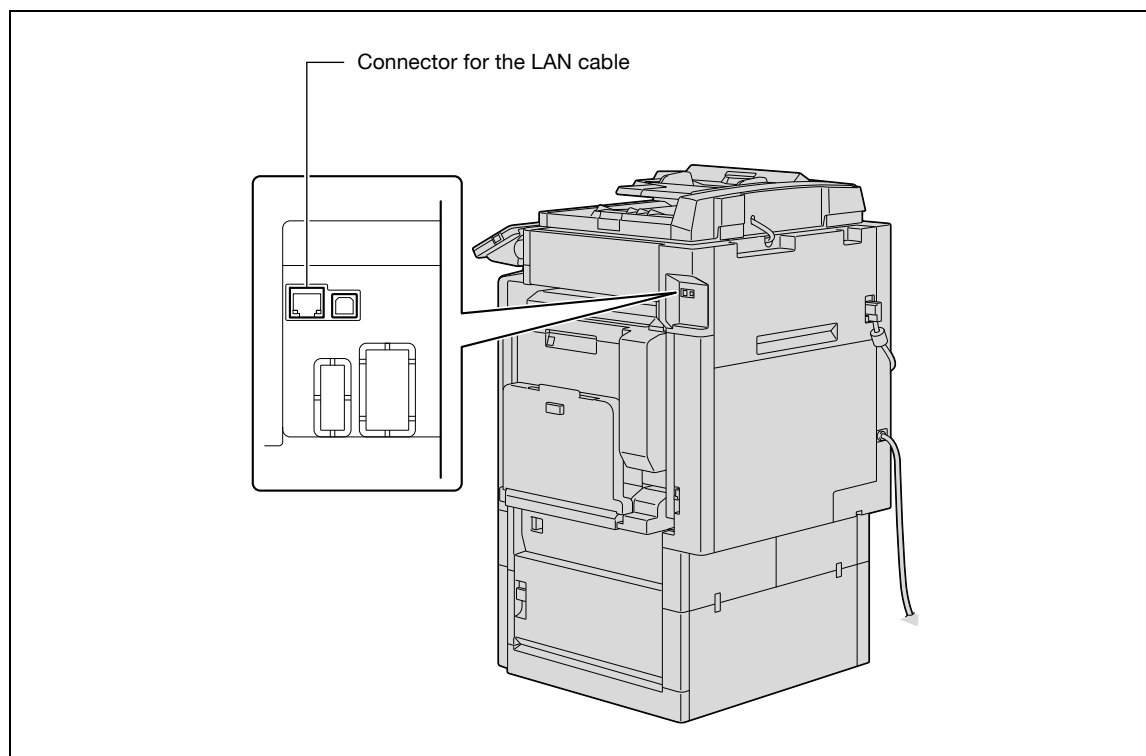
Network settings

Assign an IP address to the machine and complete settings for the SMTP server, etc. For details, refer to the User manual – Network Administrator.

Specifying the E-Mail address of the machine

To send scanned data as an E-Mail message or to use the Internet fax function, register the E-Mail address on the machine beforehand. This E-Mail address is used when sending and receiving data. Generally, it is recommended that the E-Mail address registered for the administrator be used.

Scan to E-Mail operations are not possible without address entry.

 $\mathbb{Q}$
Detail
When user authentication is enabled, the E-Mail address specified for each user is used as the sender's address.

For details on specifying the E-Mail address of this machine, refer to the User manual – Network Administrator.

4.1.3 Connecting a modular cable

When sending/receiving faxes via a phone line, modular cable connection is needed. To use the G3 fax function, an optional fax kit must be installed. Also, to use two lines, the optional fax multi line must be installed.

Connect a modular cable connected to the phone line to a specified connector. For the connector location for cable connection, refer to the User manual – Copy Operations.

4.2   Address Registration

Register the destination (address) of scanned/faxed data. Use one of the following registration methods.

- Using the touch panel of the machine
- Using Assistant tool for MF201 from a computer on the network

  🔍
  Detail
  For details on logging on to Assistant tool for MF201, refer to the User manual – Network Administrator.

4.2.1   One-Touch

The following types of one-touch destinations can be registered. For details on registering one-touch destinations, refer to "One-Touch/Box Reg. - One-Touch" on page 9-14.

- E-Mail
- Fax (G3)
- IP Address Fax
- Internet Fax
- IP Relay

4.2.2   Program destinations

Multiple destinations can be registered together with one-touch dial buttons or scan settings can be combined as a single program. This is convenient for frequently scanning originals and sending data under the same conditions.

  🔍
  Detail
  For details, refer to "Storing the current settings" on page 3-15.

4.3   Optional settings

Depending on the use, additional settings are also available.

Setting display contents

Set the contents to be displayed when the [Fax/Scan] key or the [Reset] key is pressed on the control panel.

✎ **...**

Note

For details, refer to "Display Settings - Default Screen" on page 9-6 or "Display Settings - Default Fax Screen" on page 9-7.

Relay transmission settings

With IP relay transmissions, this machine can be used as an originating station and as a relay station.

- To use this machine as a relay station, "Gateway TX" must first be set to "Allow".
- To use this machine as an originating station, a routing destination must first be registered with "Network Settings".

🔍 **Detail**

For details on specifying the network settings for IP relay transmissions, refer to the User manual – Network Administrator.

5 Transmitting data

5 Transmitting data

5.1 Operation flow

5.1.1 Scan/Network fax

This section describes the flow of steps for sending scanned data and using Internet fax operations.

1 Press the [Fax/Scan] key.
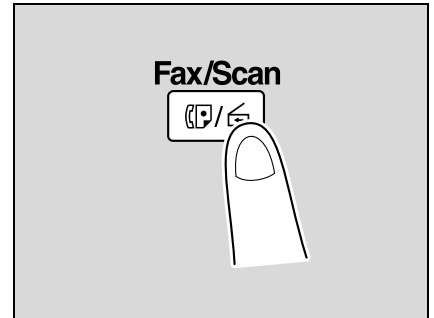
2 Specify a recipient.

– On the One-Touch tab (p. 5-16)
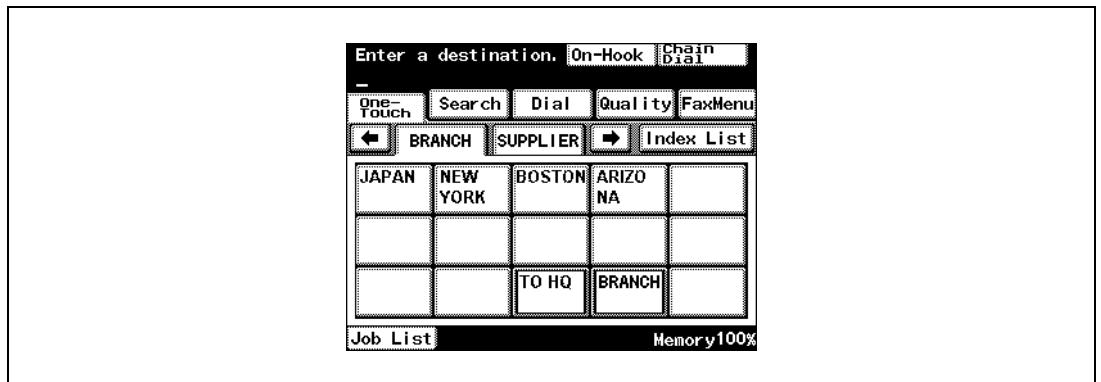
– On the Dial tab (p. 5-18)
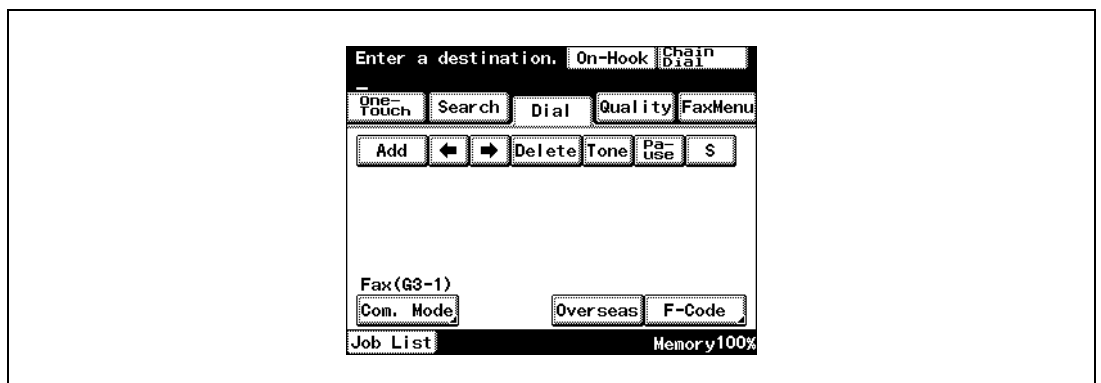
– On the Search tab (p. 5-18)
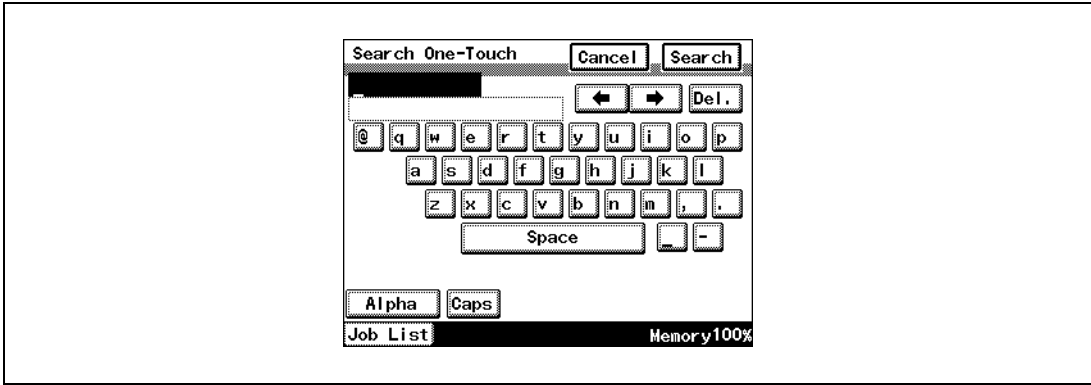
3 Specify the transmission settings.
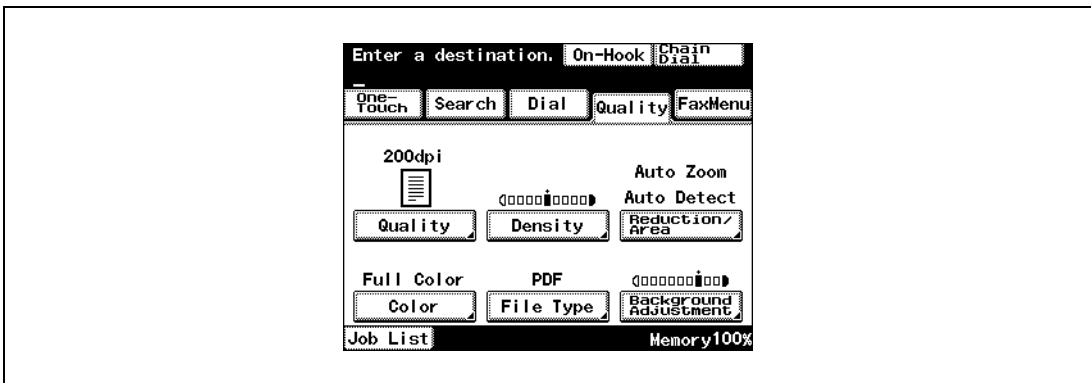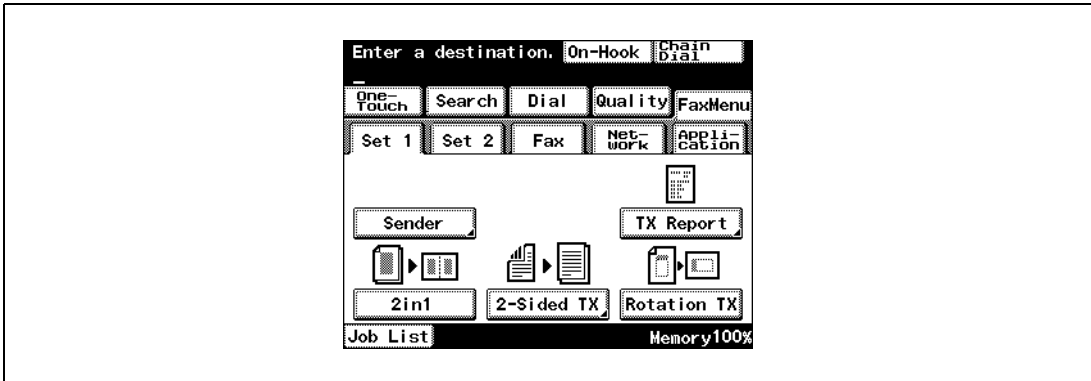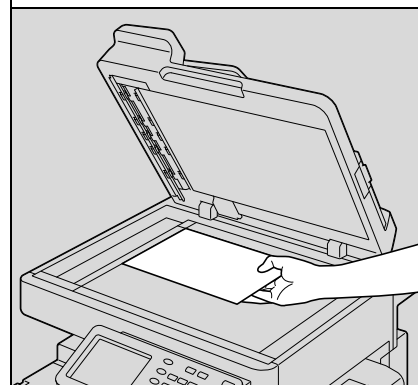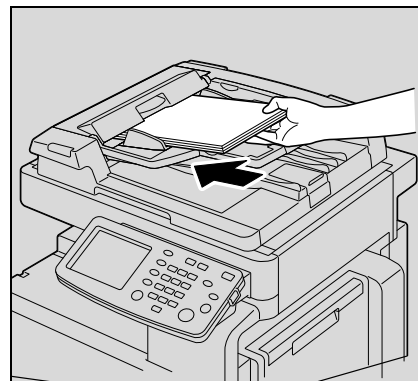
– Quality (p. 5-26)

– Fax Menu (p. 5-32)

4 Position the original.

5 Press the [Start] key.
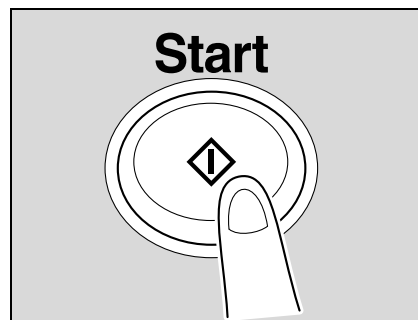
✎ ...
Note
If the optional fax kit has not been installed, [Address] appears instead of [Dial].

5.1.2 Fax (G3)/Broadcasting

This section describes the flow of steps for using G3 fax operations.

1 Press the [Fax/Scan] key.
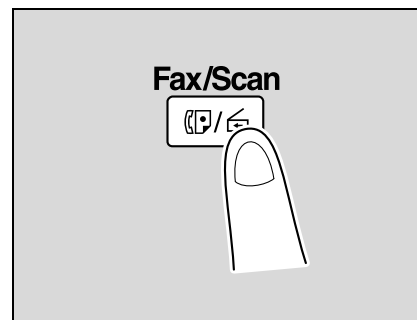
2 Specify a recipient.

– On the One-Touch tab (p. 5-16)
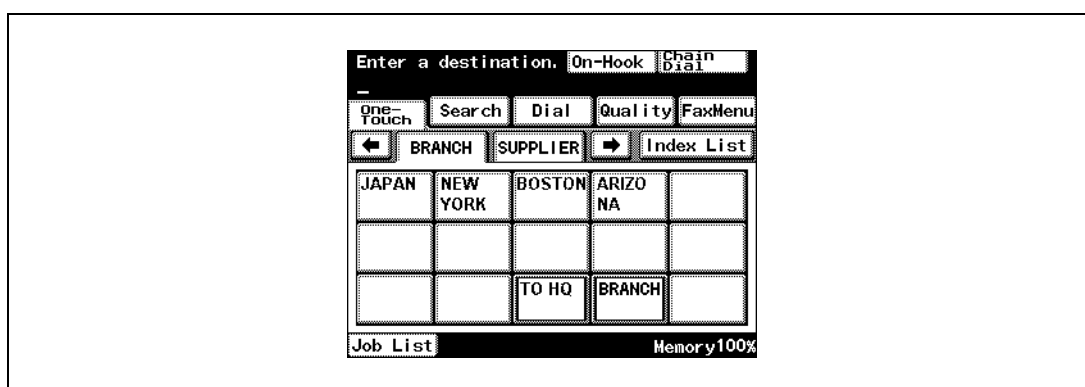
– On the Dial tab (p. 5-18)
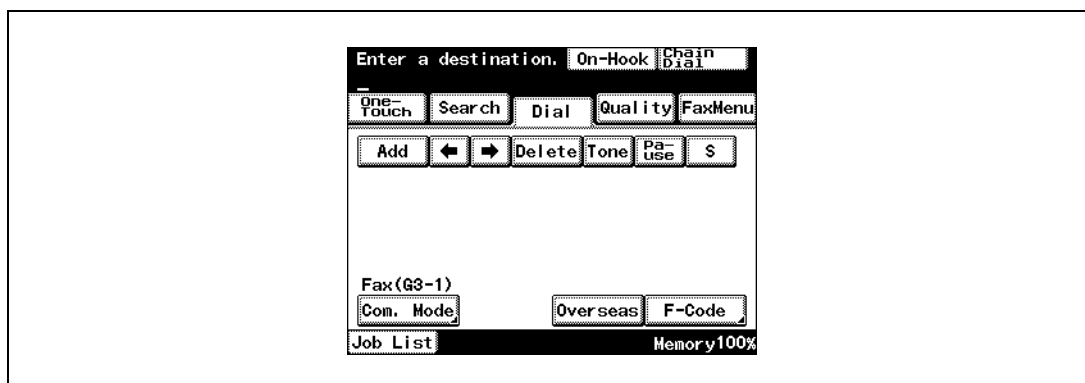
– On the Search tab (p. 5-18)
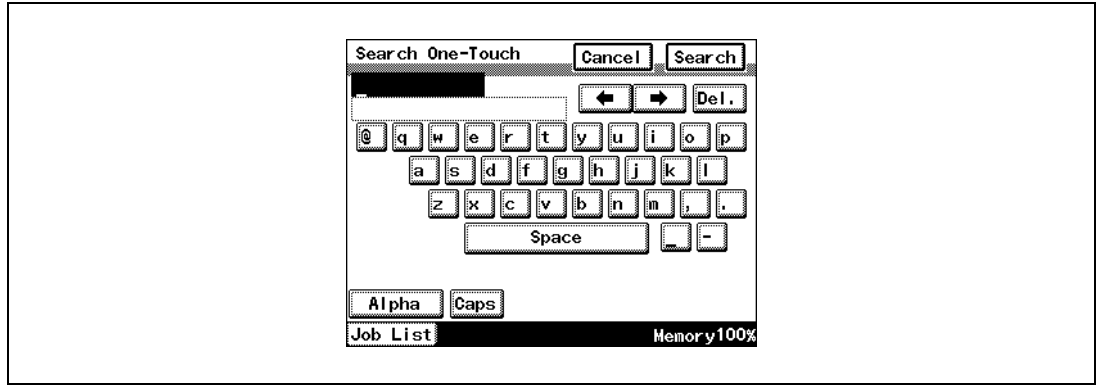
– To send a broadcast transmission, select multiple recipients.

3 Specify the transmission settings.
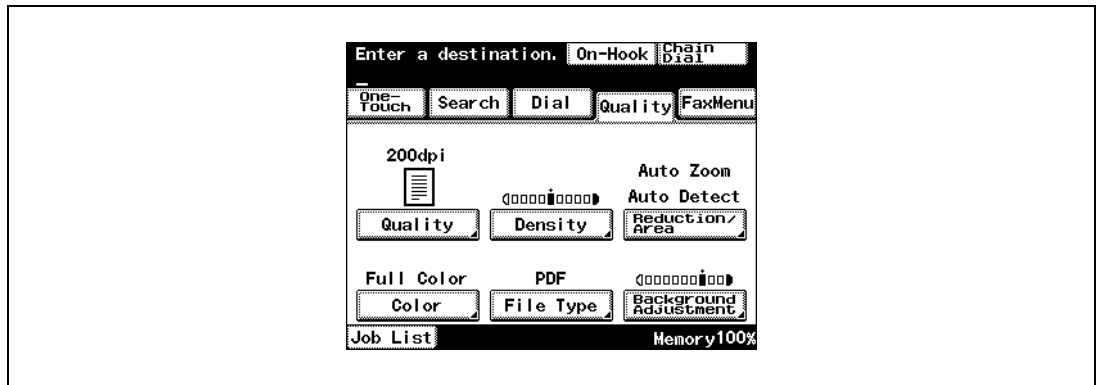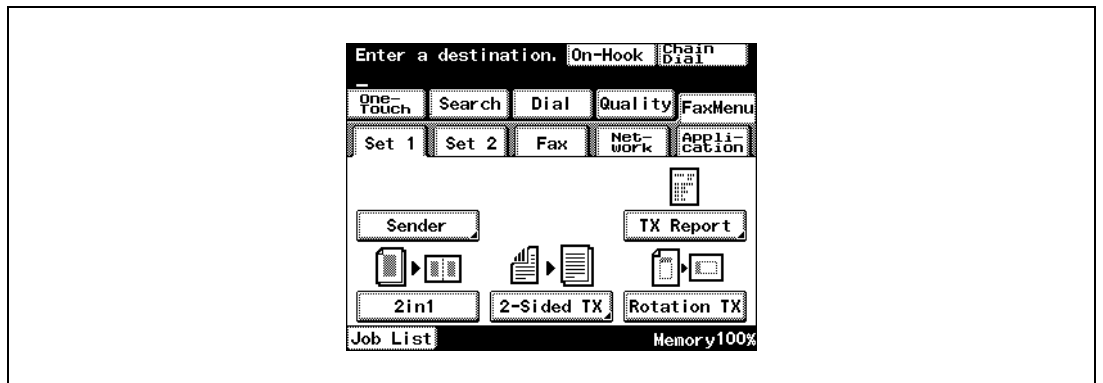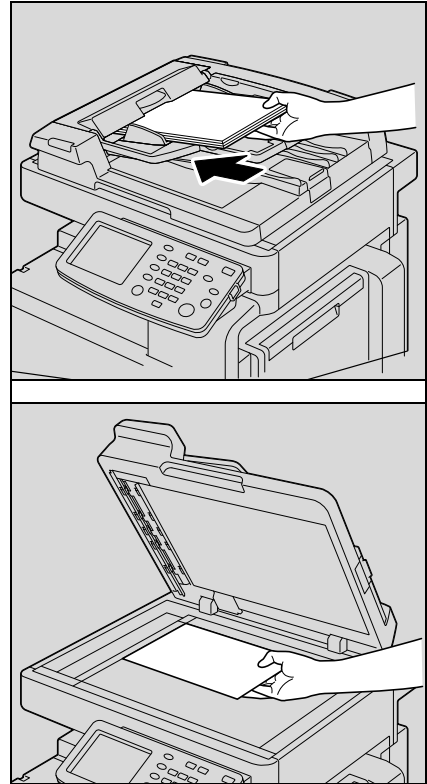
– Quality (p. 5-26)

– Fax Menu (p. 5-32)

4 Position the original.

5 Press the [Start] key.
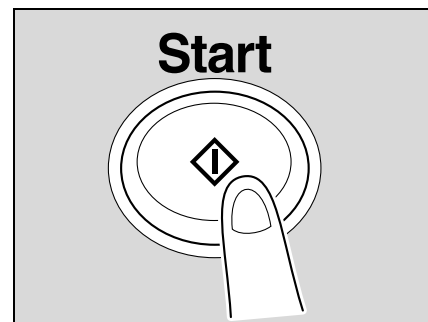
✎ ...
Note
If the optional fax kit has not been installed, [Address] appears instead of [Dial].

5.1.3 Recalling a program

This section describes the flow of steps for recalling a registered fax/scan program.

1 Press the [Fax/Scan] key.
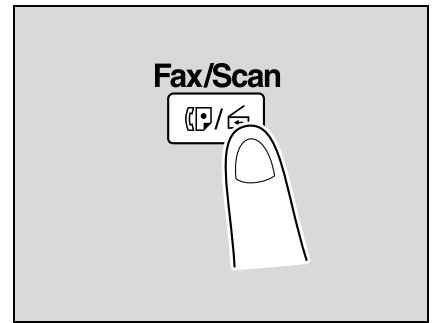
2 Touch [One-Touch].
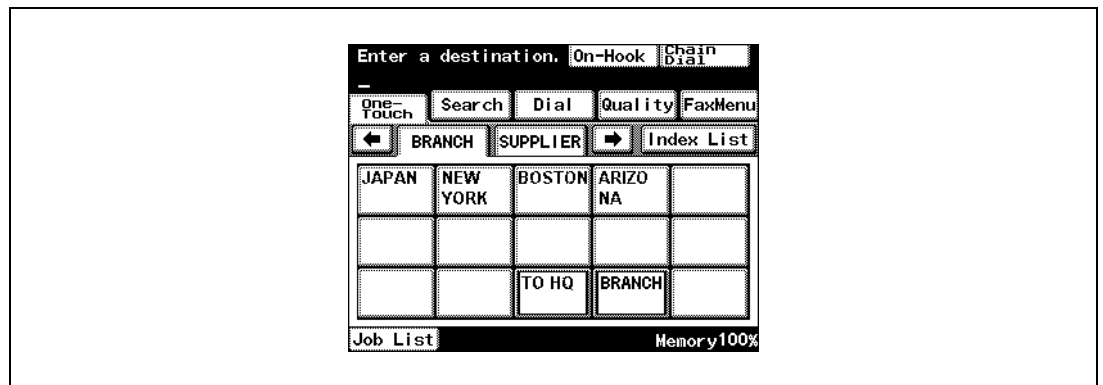
3 Select a program.
– Buttons registered with a program have a double frame around them.
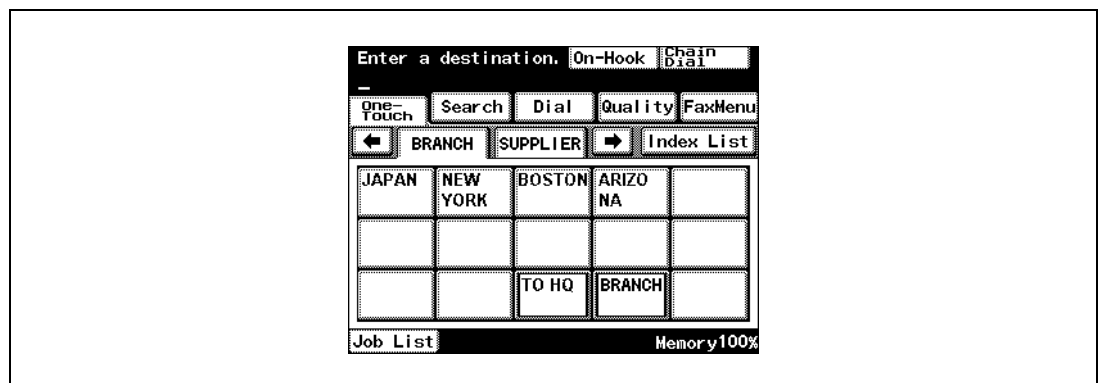
4 Check the transmission settings.
– Quality (p. 5-26)
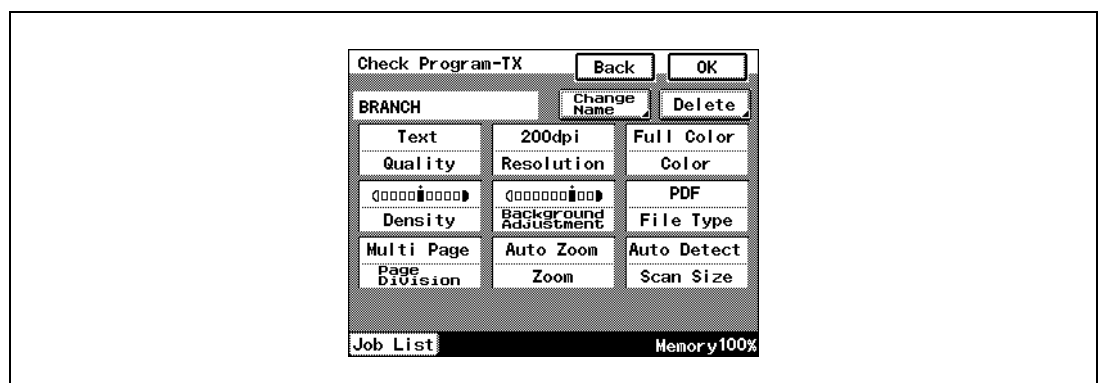
– Fax Menu (p. 5-32)
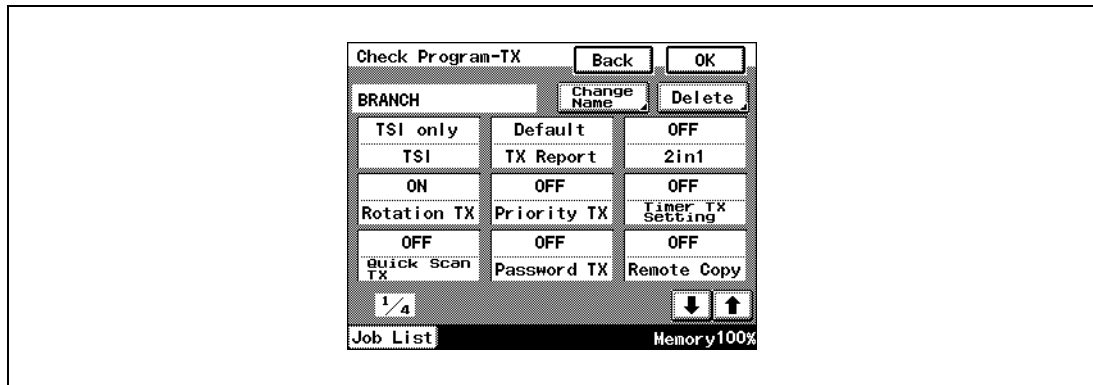
5 Position the original.
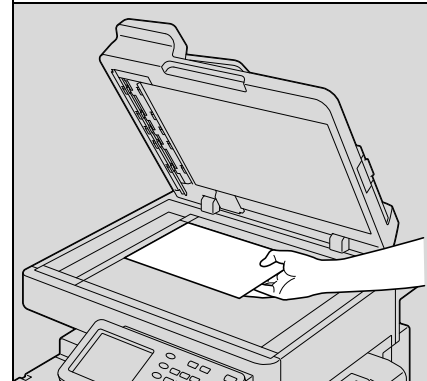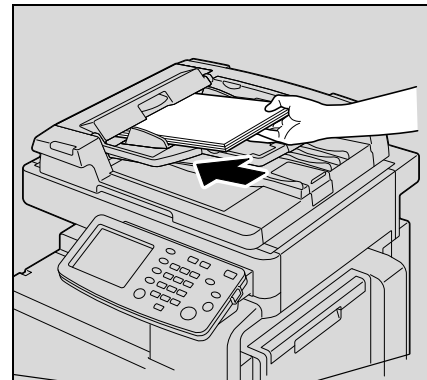
6 Press the [Start] key.
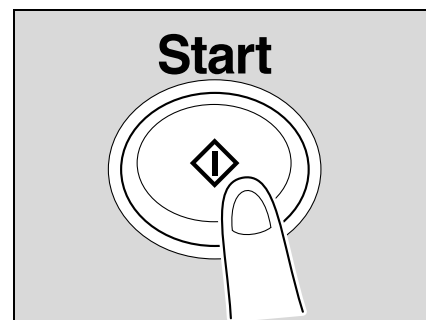
✎ **. . .**
Note
For details and the procedure of program registration, refer to "Storing the current settings" on page 3-15.

5.2 Menu tree in Fax/Scan mode

The functions and settings that can be operated in Fax/Scan mode are structured as shown below.

One-Touch tab

✎ **. . .**
Note
For details, refer to "One-Touch" on page 5-16.

Operations available on the One-Touch tab are as follows:
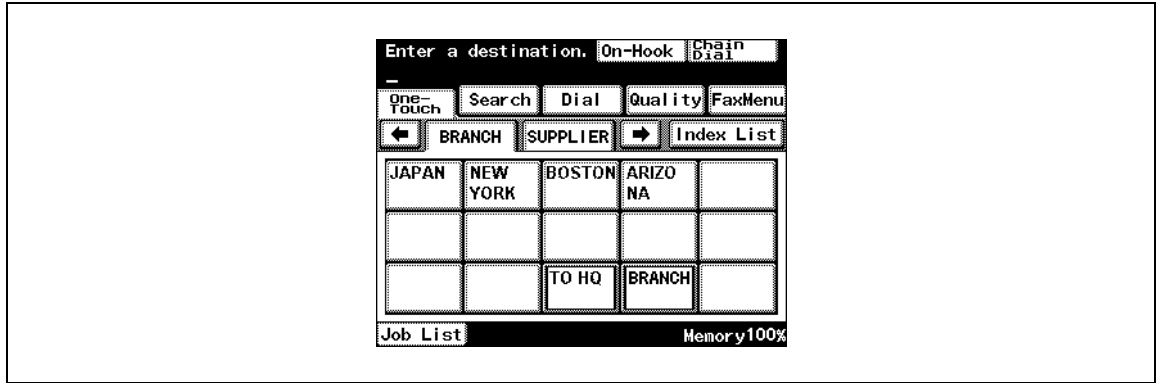
First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Index List (p. 5-16)			

Search tab

✎ **. . .**
Note
For details, refer to "Search" on page 5-18.

Dial tab

✎ **. . .**
Note
For details, refer to "Dial" on page 5-18.

[Address] appears if the optional fax kit has not been installed.

Operations available on the Dial tab are as follows:

```
Enter a destination. On-Hook Chain
                                 Dial
_
One-    Search   Dial   Quality FaxMenu
Touch
Add  ← → Delete Tone Pa-   $
                        use

Fax(G3-1)
Com. Mode        Overseas  F-Code
Job List                Memory100%
```
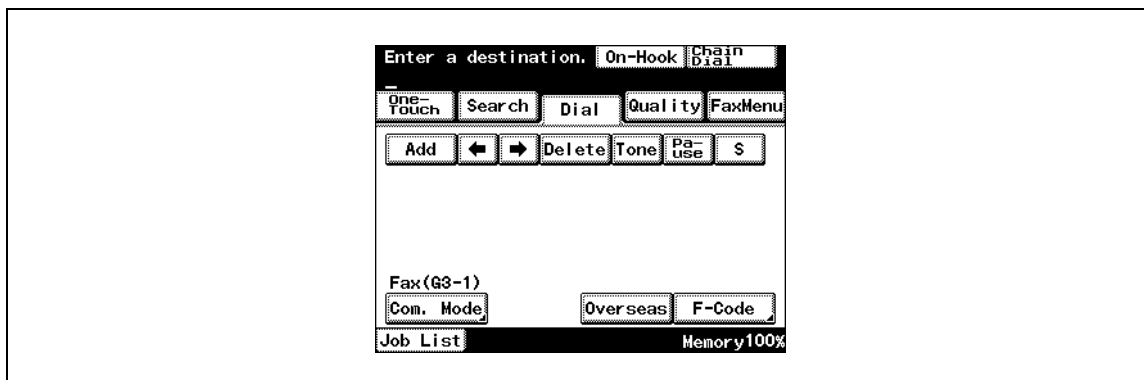
First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Change Comm. Mode	Fax* (p. 5-18)	G3-1	
		G3-2	
	Network Fax	Internet Fax (p. 5-21)	
		IP Addr. Fax (p. 5-23)	
		IP Relay (p. 5-23)	
	PC	E-Mail (p. 5-24)	

* Does not appear if the optional fax kit has not been installed.

On-Hook

✎ **. . .**
Note
For details, refer to "On-Hook (G3)" on page 5-25.

This function does not appear if the optional fax kit has not been installed.

Chain Dial

✎ **. . .**
Note
For details, refer to "Chain Dial (G3/I-FAX/IP/E-Mail/Relay)" on page 5-25.

[Chain] appears if the optional fax kit has not been installed.

Quality tab

✎ . . .
Note
For details, refer to"Quality (G3/I-FAX/IP/E-Mail/Relay)" on page 5-26.

On the Quality tab, settings can be specified for the following.

```
Enter a destination. [On-Hook][Chain Dial]
_
[One-Touch] [Search] [Dial] [Quality] FaxMenu

      200dpi                    Auto Zoom
        ⊟        ⟨□□□□□■□□□□⟩   Auto Detect
   [Quality]   [Density]    [Reduction/Area]

   Full Color      PDF      ⟨□□□□□□□■□□⟩
    [Color]    [File Type]  [Background Adjustment]
  [Job List]                  Memory100%
```
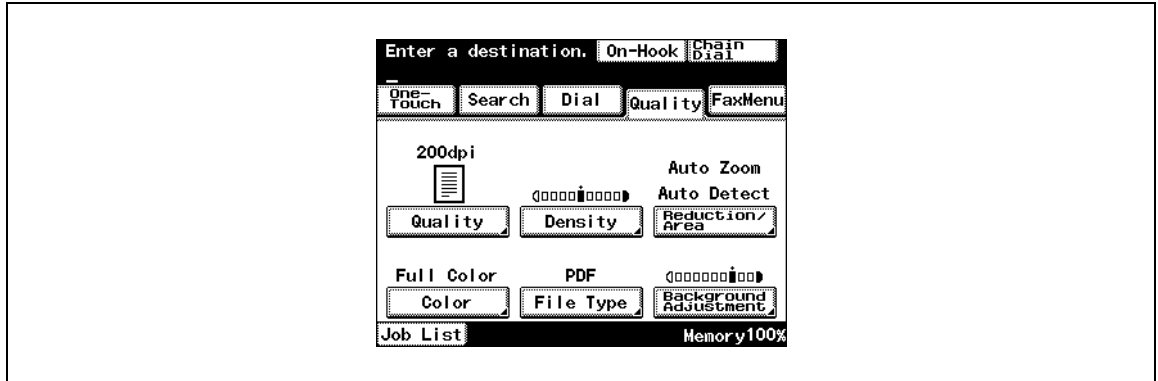
First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Quality	Quality (p. 5-26)		
	Resolution (p. 5-27)		
Density (p. 5-27)			
Reduction/Area	Zoom (p. 5-28)		
	Scan Range (p. 5-29)		
Color (p. 5-30)			
File Type	File Type (p. 5-31)		
	Scan Setting (p. 5-31)		
Background Adjustment (p. 5-31)			

Fax Menu tab

✎ . . .
   Note
   For details, refer to "Fax Menu" on page 5-32.

   [Menu] appears if the optional fax kit has not been installed.

On the Fax Menu tab, settings can be specified for the following.
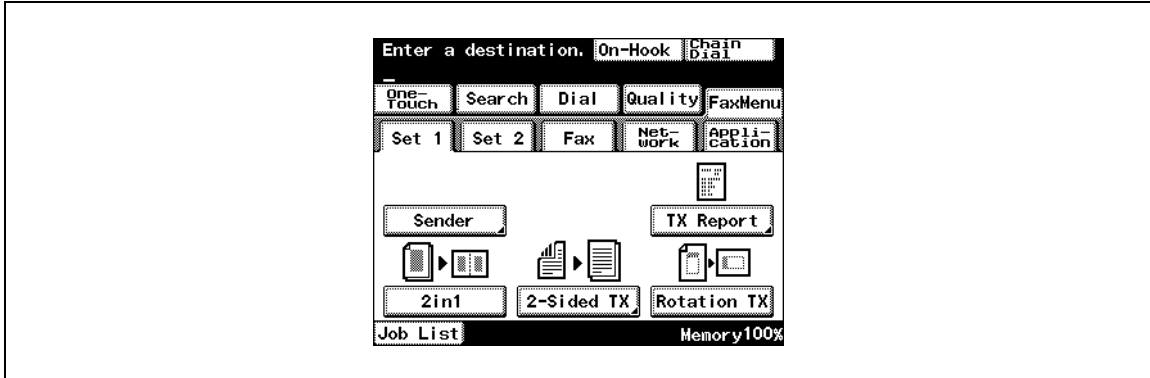
First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Set 1	Sender (p. 5-32)		
	TX Report (p. 5-33)		
	2in1 (p. 5-33)		
	2-Sided TX (p. 5-34)		
	Rotation TX (p. 5-34)		
Set 2	Priority TX (p. 5-34)		
	Timer TX (p. 5-35)		
	Stamp[2] (p. 5-35)		
Fax*	Quick Scan TX (p. 5-36)		
	Password TX (p. 5-36)		
	Remote Copy (p. 5-37)		
Network	Subject Selection (p. 5-37)		
	Reply (p. 5-38)		
	File Name (p. 5-38)		
Application*	Bulletin Setting (p. 5-38)		
	Polling TX (p. 5-40)		
	Retrieve (p. 5-41)		
	Polling RX (p. 5-43)		

* Does not appear if the optional fax kit has not been installed.

[2] The optional stamp unit must be installed.

5.3 Initial screen for fax/scan operations

5.3.1 Screen layout

→ Press the [Fax/Scan] key to display the following screen.
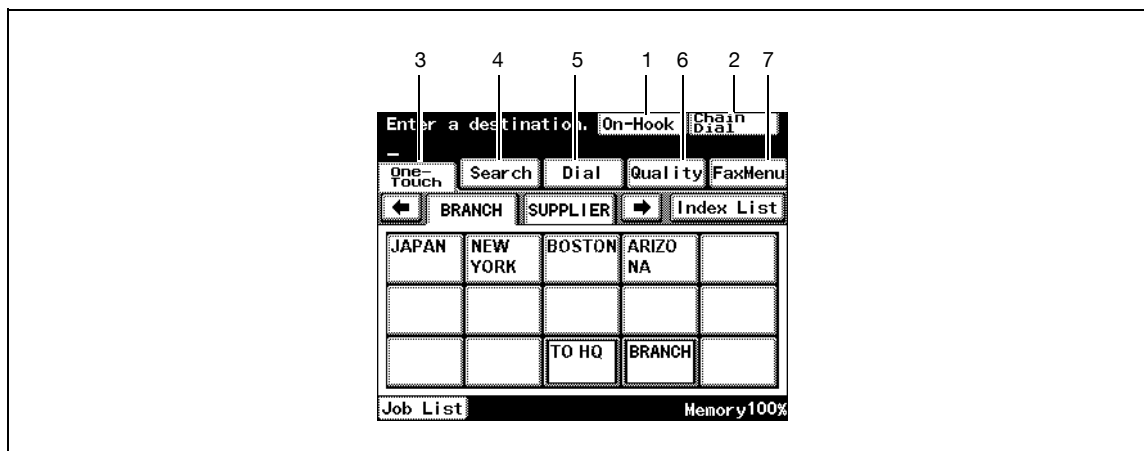
No.	Item	Description	Refer to
1	[On-Hook]	Touch this button to take the machine off the hook to dial the number.	p. 5-25
2	[Chain Dial]	Touch this button to dial recipients by combining destinations registered with one-touch dial buttons and by direct dialing.	p. 5-25
3	[One-Touch]	Touch this button to select a recipient from the destinations that have already been registered.	p. 5-16
4	[Search]	Touch this button to search for destinations that are registered.	p. 5-18
5	[Dial]	Touch this button to specify the address of a recipient not already registered by directly entering it.	p. 5-18
6	[Quality]	Touch this button to specify settings, for example, for the resolution, density, color and file type.	p. 5-26
7	[Fax Menu]	Touch this button to specify settings, for example, for the machine and for password transmissions.	p. 5-32

✎ . . .
Note
If the optional fax kit has not been installed, the buttons that appear differ as shown below.
[On-Hook] ➜ Does not appear.
[Chain Dial] ➜ [Chain]
[Dial] % [Address]
[Fax Menu] % [Menu]

5.3.2   One-Touch

Recipients can be specified from destinations previously registered with one-touch dial buttons or registered with programs.
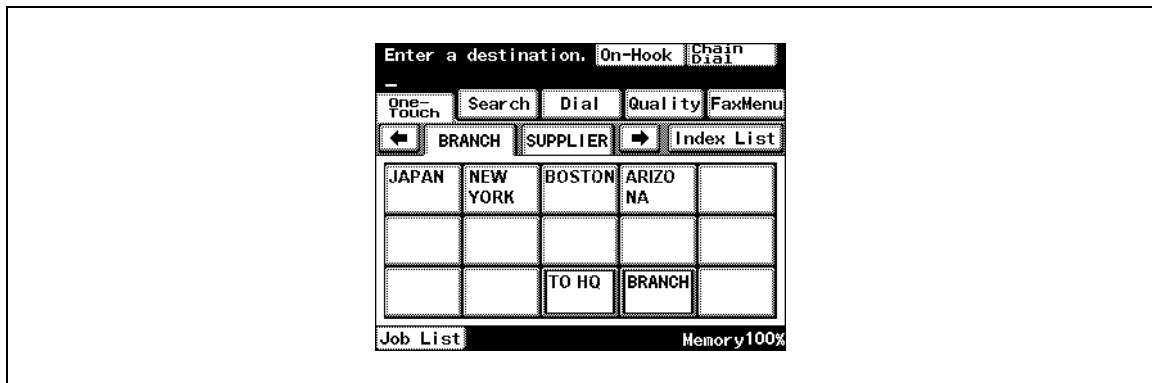
✎ **...**
Note
For details on registering one-touch destinations, refer to "One-Touch/Box Reg. - One-Touch" on page 9-14.

For details on storing programs, refer to "Storing a program" on page 3-15.

🔍 **Detail**
A maximum of 210 destinations can be specified for the same transmission. However, if recipients are specified by directly entering them, only a maximum of 12 can be specified.

One-Touch - Index List

There are 20 index buttons in this machine's one-touch dial screens, and 15 one-touch dial buttons can be registered with each index. By categorizing one-touch dial buttons in indexes named, for example, as "Offices" or "Customers", the desired one-touch dial button can easily be found.

Touch [Index List] to display the registered indexes. Touch an index button to display the one-touch dial buttons registered in the index.
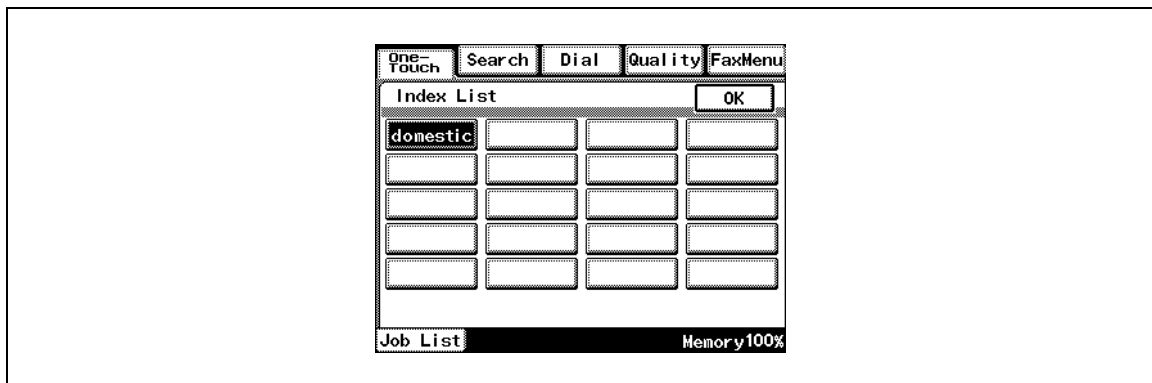
✎ **...**
Note
For details on registering indexes, refer to "One-Touch/Box Reg. - Index" on page 9-24.

One-touch number

A number is specified for each one-touch dial button. Instead of touching a one-touch dial button, you can select the recipient by specifying the number of the one-touch dial button.

The one-touch number settings can be specified as follows.
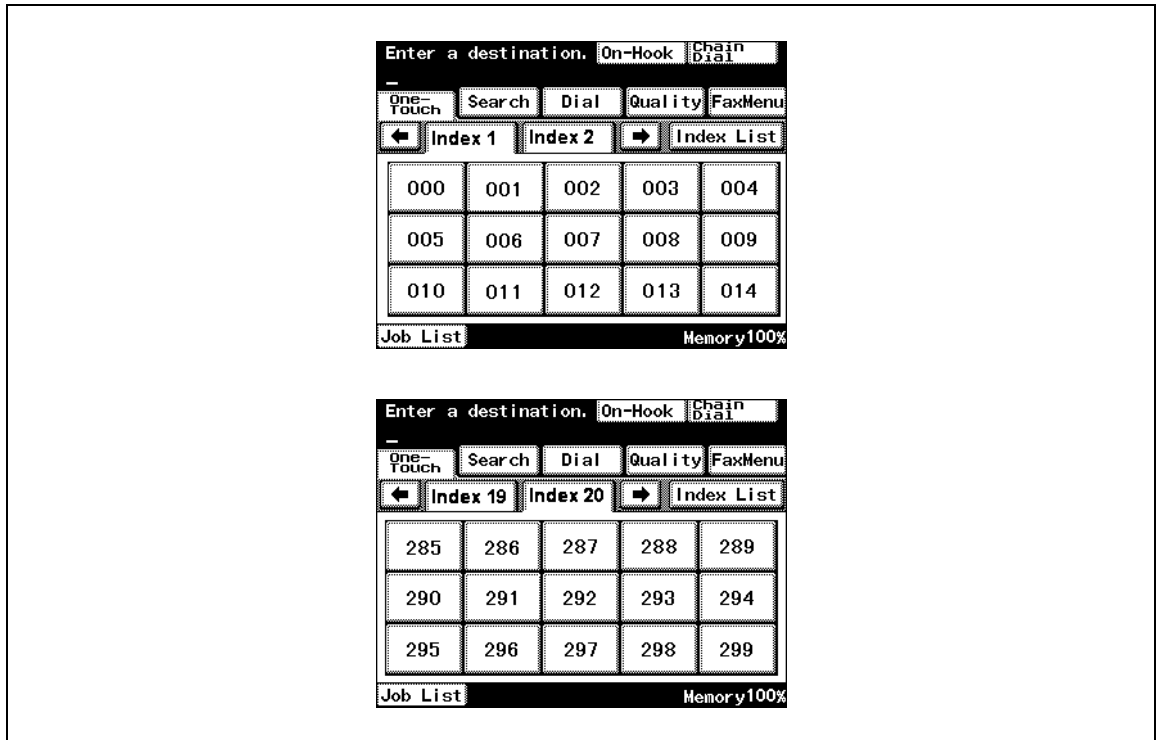
To specify the one-touch number, press the [#] key, and then use the keypad to type in the three-digit number.
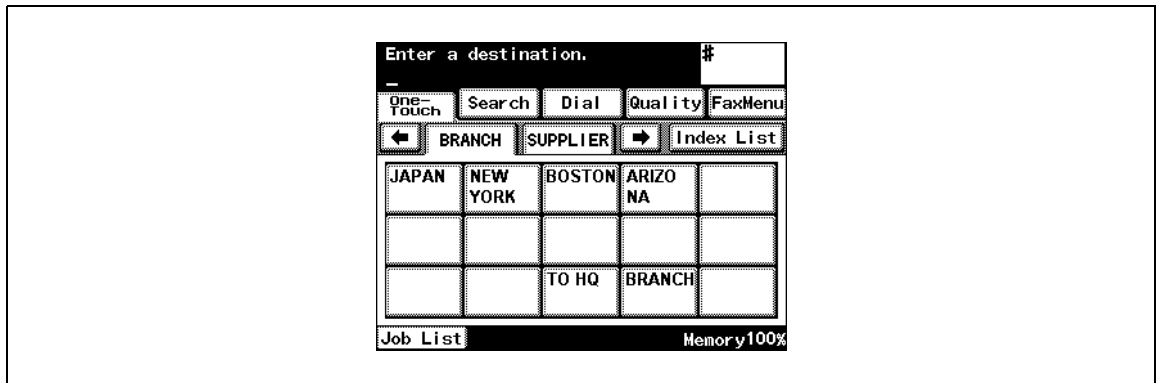
5.3.3 Search

Destinations can be searched for by the name registered with the one-touch dial button. Perform the search with keywords. Type in the keyword for the destination, and then touch [Search].
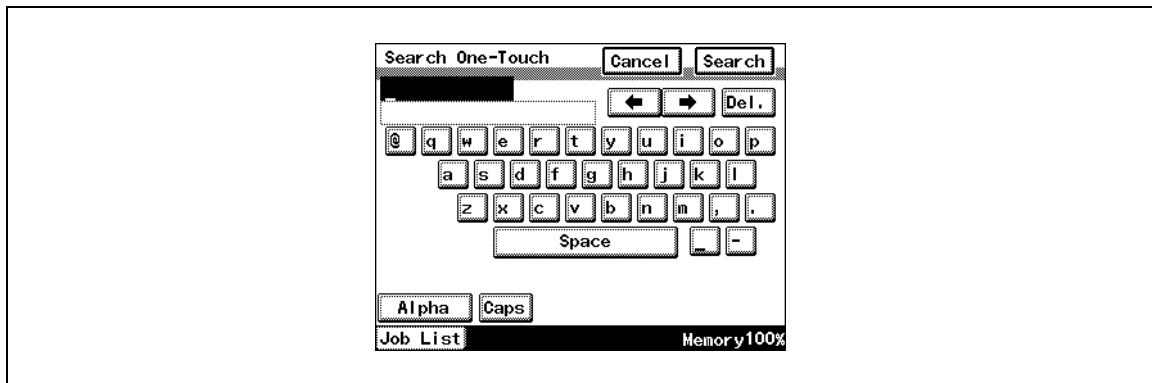
5.3.4 Dial

Destinations that are not registered can be specified by directly entering them. To switch the communication mode, touch [Change Comm. Mode] at the bottom of the screen, and then select the desired mode.

🔍
Detail
With software switch settings, the machine can be set so that the Dial screen does not appear. For details, refer to the User manual – Network Administrator.

If the optional fax kit has not been installed, [Address] appears instead of [Dial].

If the optional fax kit has not been installed, [FAX] is not available.

Fax
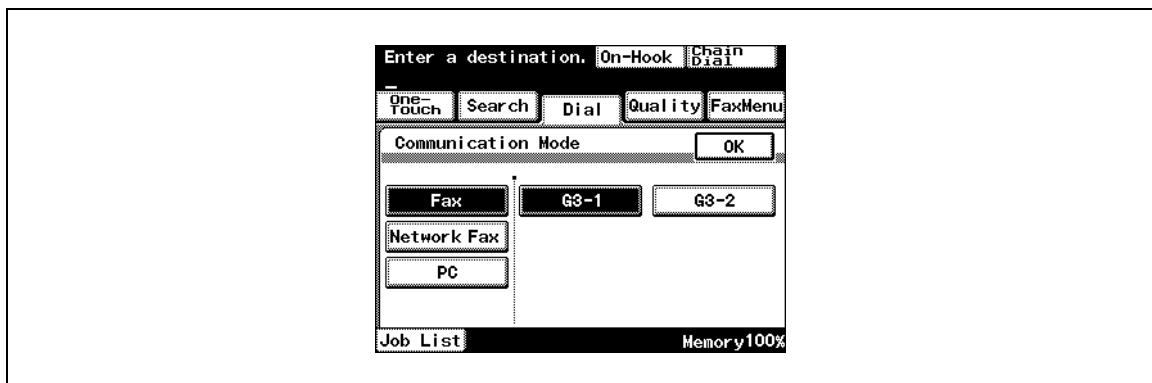
Network Fax
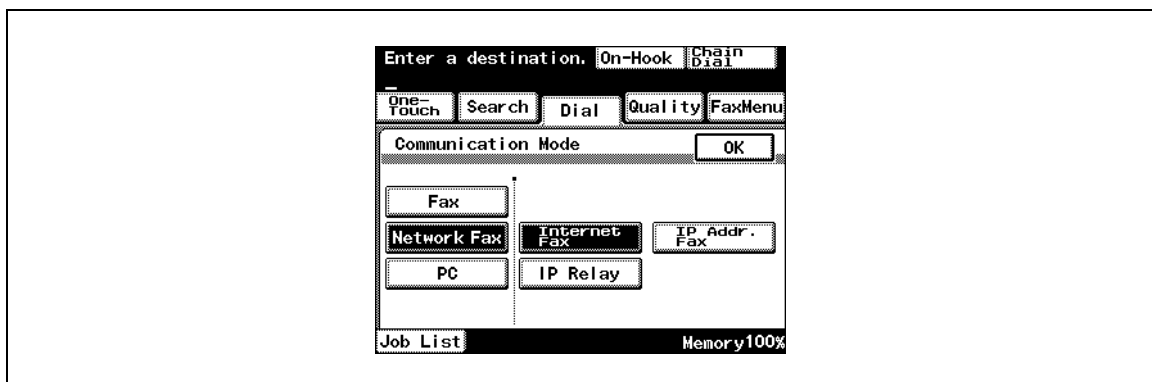
PC
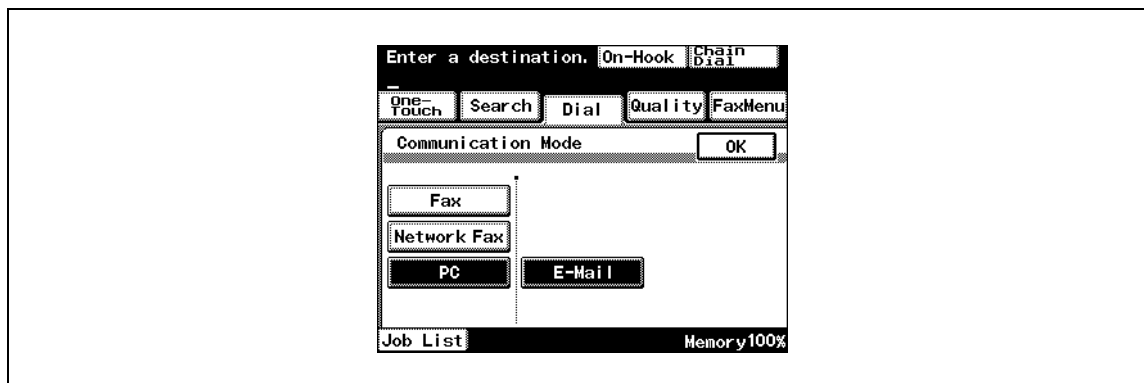
5.3.5 Dial - Fax

Using the keypad, type in the fax number.

- Tone: If pulse dialing is being used, touch this button to send a push-button tone. This is used when a fax information service is being used. "T" appears in the screen.
- Pause: Touch this button to insert a pause when dialing. Touch the button once to insert a 1-second pause. "P" appears in the screen.
- S: Touch this button to perform a checked receiver transmission. "S" appears in the screen.
- Add: Touch this button to specify an additional destination.

✒
Detail

A maximum of 210 destinations can be specified for the same transmission. However, if recipients are specified by directly entering them, only a maximum of 12 can be specified.

To temporarily cancel the checked receiver transmission operation when the software switch settings are specified to automatically perform the operation, touch [S] twice to enter "SS" after the fax number.

If the optional fax kit has not been installed, [Address] appears instead of [Dial].

Checking the recipient before sending

The machine can be set to send the fax transmission after checking the CSI (called subscriber ID) signal received from the recipient's machine in order to prevent misdirected fax transmissions.

- The recipient's machine ID must be registered in order for the CSI signal to be checked.
- The telephone number and special character can be programmed with one-touch dial buttons, and a checked receiver transmission can be performed by using a one-touch dial button.
- Before an original is sent, the CSI signal received from the recipient's machine is compared with the recipient's telephone number, and the original is sent only if the CSI signal matches the recipient's telephone number.
  CSI (called subscriber ID) signal: Machine telephone number information = International telephone number (including "+", telephone number country code, area code and subscriber number)
- A transmission error occurs if the CSI signal is different from the recipient's telephone number or the CSI signal cannot be received.
- By adding a comparison number after the special character, the original can be sent only if the comparison number matches the CSI signal.

Dialing Method	Method for checking the recipient's machine
Recipient's telephone number + special character "S"	The CSI signal and recipient's telephone number are compared.
Recipient's telephone number + special character "S" + comparison number	The CSI signal and comparison number are compared.

🔍
Detail
With software switch settings, the machine can be set to perform checked receiver transmissions with each transmission even if the special character "S" is not added. For details, refer to the User manual – Network Administrator.

With software switch settings, the number of digits that are compared in the CSI signal and the recipient's telephone number can be specified. As a factory default, the machine is set to "4 digits". For details, refer to the User manual – Network Administrator.

Overseas

When faxing to a location where transmission conditions are poor, a slower transmission speed can be set to ensure that the fax can be sent.

🔍
Detail
This function cannot be used together with the following functions.
Polling TX
Polling RX
Bulletin

F-Code

By entering, for example, a SUB address, the original can be sent to a specific user box on the recipient's machine. Transmissions sent with F-codes are called "user box transmissions".

- F-Code (SUB): Type in the SUB address. This is where the number of the user box used with the user box transmission is entered.
- F-Code P/W (SID/PWD): If a password is specified with the user box transmission, type in the password. For confirmation, type in the password twice.
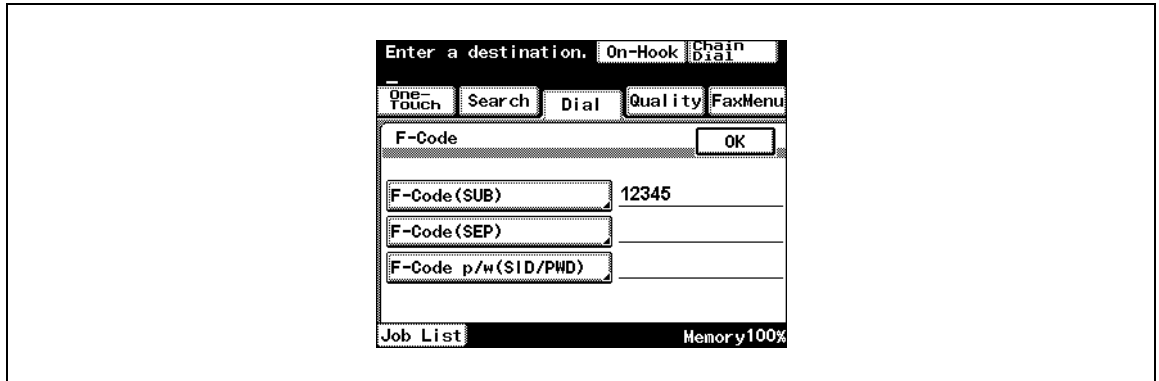
✎ **Detail**

An F-code transmission can be used only if the recipient's fax machine supports F-code functions.

If an F-code is specified by directly typing it in, only one transmission with the specified F-code can be completed per call.

5.3.6 Dial - Internet Fax

From the control panel, type in the e-mail address.

- Domain: If frequently entered domain names have been registered, the e-mail address can easily be entered.
- Scanning Mode: Select the image transmission size and the coding method. For details, refer to "Scanning Mode" on page 5-22.
- Add: Touch this button to specify an additional destination.
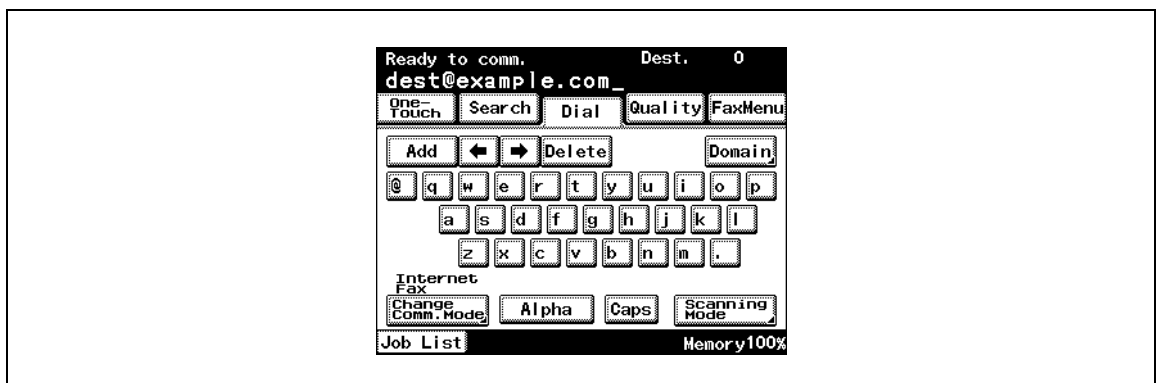
✎ ... **Note**

For details on registering domain names, refer to "One-Touch/Box Reg. - Domain Name" on page 9-25.

If the optional fax kit has not been installed, [Address] appears instead of [Dial].

Scanning Mode

With Internet faxing, when the fax is sent using a transmission size, transmission resolution or coding method that is not supported by the receiving device, it may not be possible for the recipient to view the received data. If the maximum values are specified, the data is sent with those previously specified settings, even if settings unsupported by the receiving device were specified.

Parameter	Description
TX Size (Max.)	Select the maximum original size compatible with the recipient's machine.
TX Resolution (Max.)	Select the maximum resolution compatible with the recipient's machine.
Coding Method	Select the coding method compatible with the recipient's machine.

🔍
Detail

If the image data is too large, there will be a large load on the network. In addition, communication may not be possible, depending on the network environment.

To specify the desired setting for each parameter, select the corresponding parameter, and then change the setting.

Some images cannot be viewed on the recipient's computer, depending on the encoding method. Selecting "MH" increases the possibility that the image can be viewed.

The size of the encoded data depends on the image data. However, data amount for the encoding methods generally increase as follows: MMR, MR, MH.

5.3.7 Dial - IP Addr. Fax

Type in the destination of the IP address fax.

- Host: A host name can be typed in. The DNS settings (specified from the Network Setting screen) must be specified first.
- Port: Using the keypad, type in the port number to be used. (Range: 1 to 65535)
- Add: Touch this button to specify an additional destination.

✎ ...
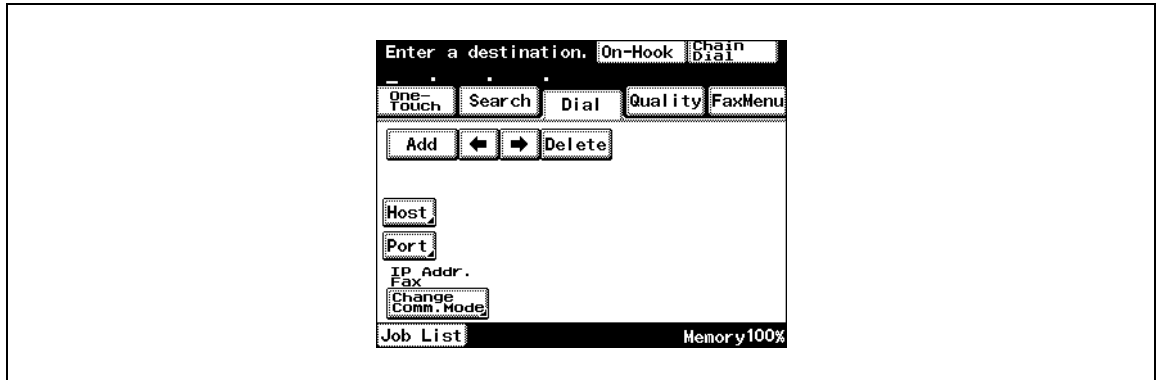
Note

For details on the network settings, refer to the User manual – Network Administrator.

If the optional fax kit has not been installed, [Address] appears instead of [Dial].

🔍

Detail

If settings have been specified for "SMTP Authentication User Name" and "SMTP Authentication Password" on the machine receiving the IP address fax, specify the SMTP authentication user name and SMTP authentication password on the machine sending the fax.

If SMTP authentication has been enabled with the software switch settings, [SMTP Authentication] appears. Touch this button to specify the SMTP authentication user name and SMTP authentication password.

For details on specifying the software switch settings, refer to the User manual – Network Administrator.

5.3.8 Dial - IP Relay

Using the keypad, type in the fax number of the last destination.

- Tone: If pulse dialing is being used, touch this button to send a push-button tone. This is used when a fax information service is being used. "T" appears in the screen.
- Pause: Touch this button to insert a pause when dialing. Touch the button once to insert a 1-second pause. "P" appears in the screen.
- Add: Touch this button to specify an additional destination.
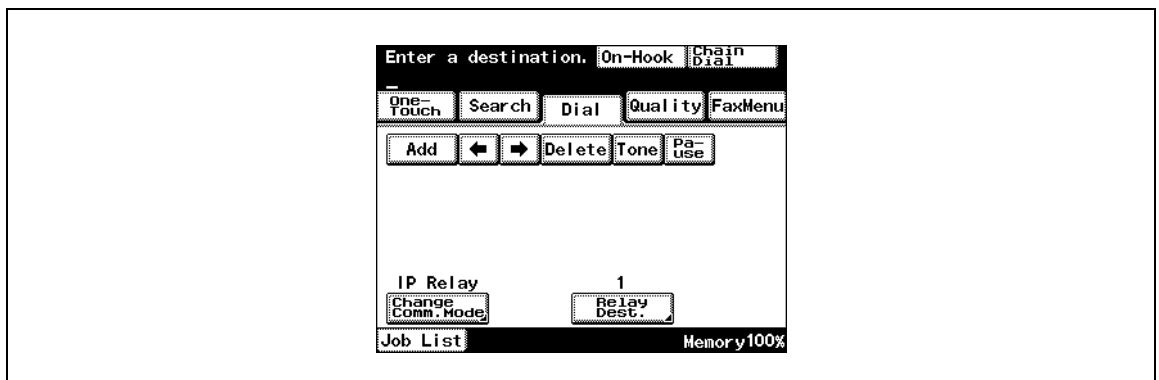
Relay Dest.

Select the device to perform the transmission relay, and then touch [OK].
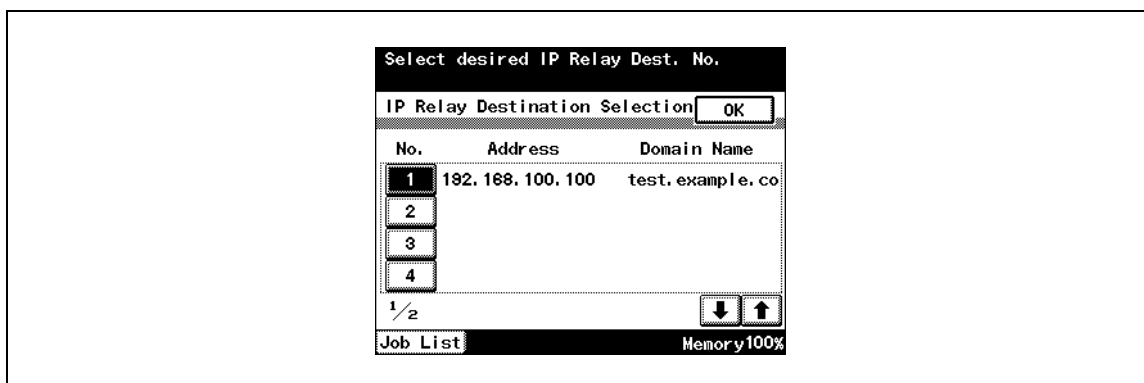
🔍
Detail
Relay stations must be registered in advance. For details, refer to the User manual – Network Administrator.

If settings have been specified for "SMTP Authentication User Name" and "SMTP Authentication Password" on the relay station, the SMTP authentication user name and SMTP authentication password must be specified on the machine sending the fax when the relay station is registered. For details, refer to the User manual – Network Administrator.

For details on specifying the relay station given priority, refer to "Default Settings - Fax/Scan - IP Relay Dest. Selection" on page 9-8.

5.3.9 Dial - E-Mail

From the control panel, type in the e-mail address.
- Domain: If frequently entered domain names have been registered, the e-mail address can easily be entered.
- Add: Touch this button to specify an additional destination.
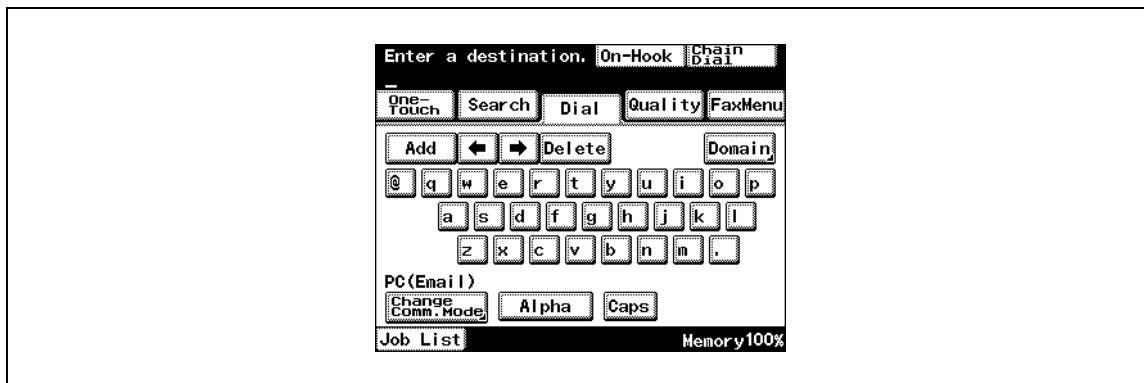
✎ . . .
Note
If the optional fax kit has not been installed, [Address] appears instead of [Dial].

5.3.10 On-Hook (G3)

This machine can be used to send a fax manually. Position the original, and then specify the settings, for example, for the image quality, if necessary. Touch [On-Hook] to take the machine off the hook, and then specify the destination.

✎
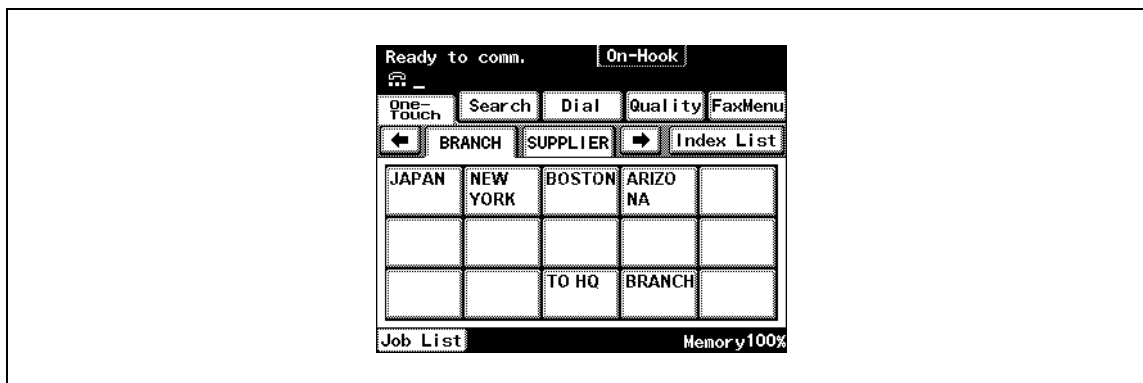
Note

This function does not appear if the optional fax kit has not been installed.

5.3.11 Chain Dial (G3/I-FAX/IP/E-Mail/Relay)

Destinations can be specified using a combination of one-touch dial buttons and direct dialing. A maximum of 192 digits can be dialed. If company extension numbers or access numbers for a fax communication network or for a contracted telephone company are registered with different one-touch dial buttons, the recipient can be specified by combining the one-touch dial buttons.

After selecting a one-touch dial button or after directly dialing, touch [Chain Dial] to continue specifying the destination.

✎
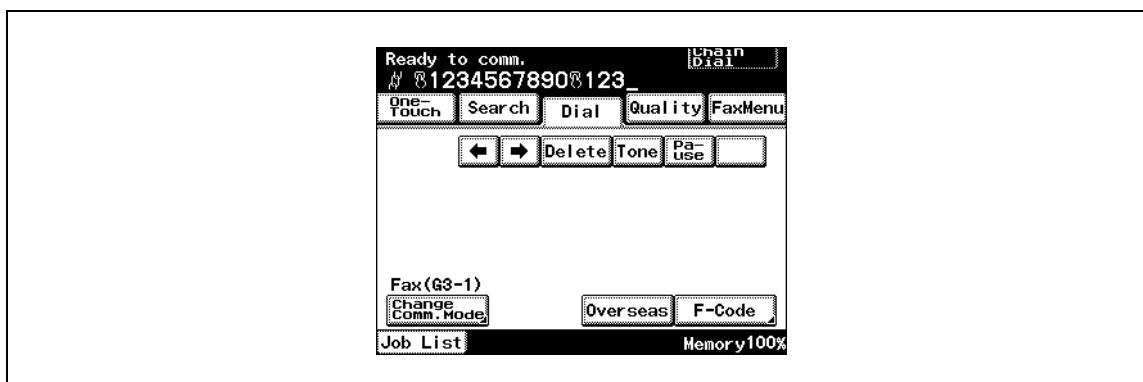
Note

If the optional fax kit has not been installed, [Chain] appears instead of [Chain Dial].

5.4 Quality settings

Touch [Quality] to specify detailed settings for scanning.

5.4.1 Quality (G3/I-FAX/IP/E-Mail/Relay)
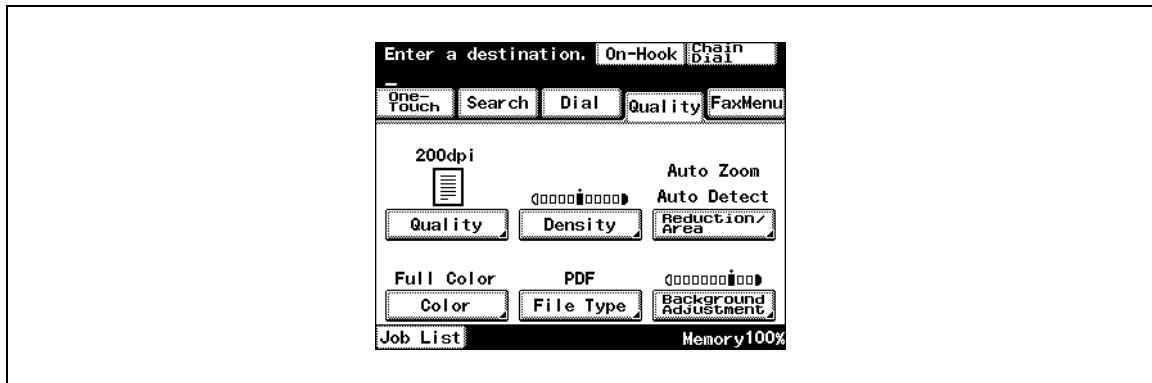
Quality

Select the type according to the contents of the original. The original type can be selected from the following:
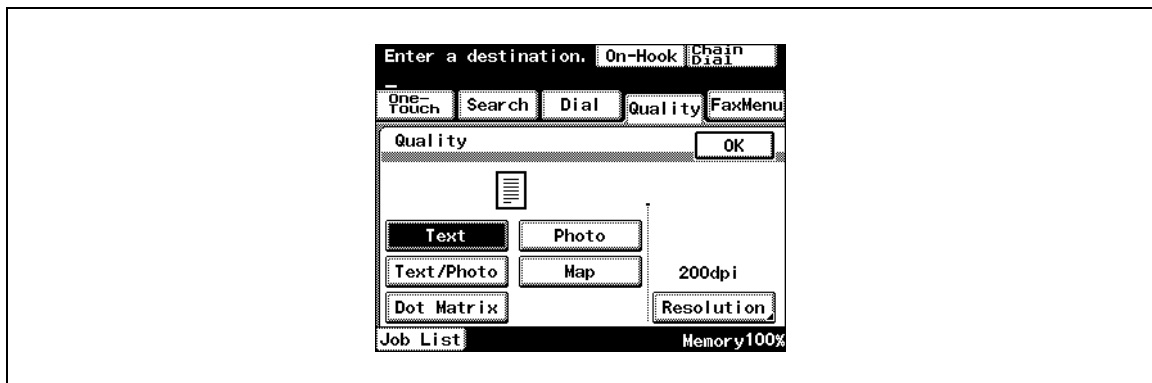
🔍
Detail
The Quality setting is returned to its default after each transmission.

Even if a high resolution is specified for "Quality", the setting selected for "TX Resolution (Max.)" in the Scanning Mode screen is given priority.

Text

Select this setting when sending originals containing only text. With this setting, the text is reproduced with sharp edges, making it easier to read.

Text/Photo

Select this setting for originals consisting of both text and photos (halftones).

🔍
Detail
Depending on the recipient's machine, it may not be possible to send faxes with the "Text/Photo" setting.

If Text/Photo is selected, there may be a decrease in image quality, depending on the recipient's machine.

If the "Text/Photo" setting is selected, moiré patterns may appear in some photos. To reduce the appearance of moiré patterns, select the "Photo" setting.

Photo

Select this setting when sending originals containing only photos (halftones). Halftone photos are reproduced as well as possible.

Map

Select this setting when sending originals containing pencil markings or fine colored lines or originals with a background color, such as maps.

Dot Matrix

Select this setting for originals containing text that generally appears faint. With this setting, text is reproduced darker, for example, with text originals written in pencil.

Resolution

Touch [Resolution] to select the resolution for scanning.
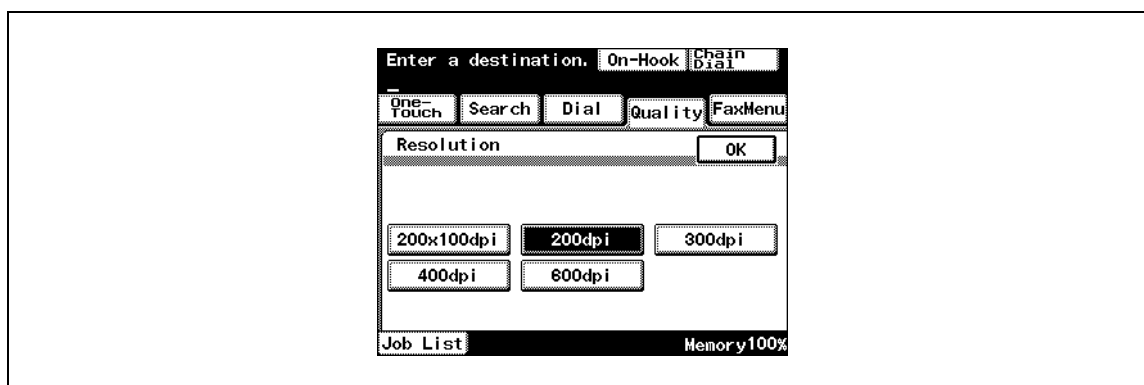
✎
Detail
If a high resolution is specified, but a low resolution is selected for "TX Resolution (Max.)" in the Scanning Mode screen, the setting selected in the Scanning Mode screen is given priority.
A G3 fax will not be transmitted if "600dpi" is selected.
If a high resolution is specified, the image data becomes too large and there will be a large load on the network. Depending on the network environment, communication may not be possible.

5.4.2 Density (G3/I-FAX/IP/E-Mail/Relay)

Adjust the density for scanning.
- To adjust the density, touch [Light] or [Dark].
- Touch [Standard] to reset the setting to its default.
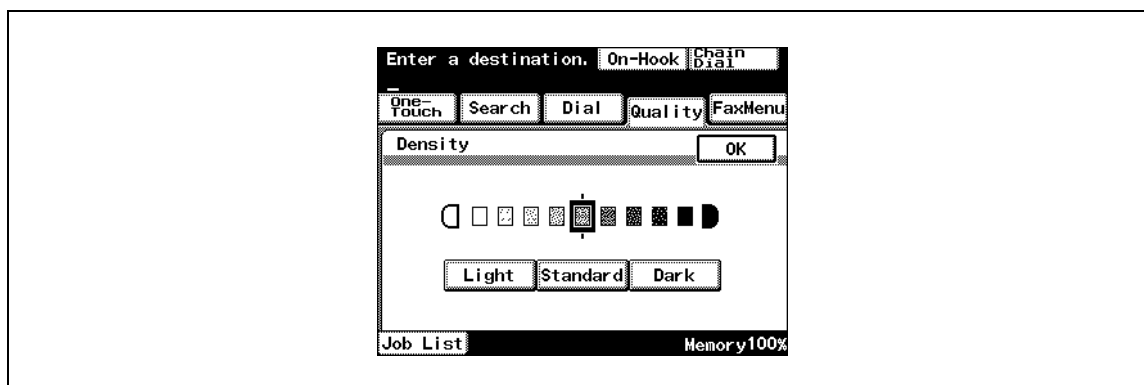
5.4.3 Reduction/Area (G3)

When sending an original smaller than B4 size, it is sent with its original dimensions. B4-size originals or larger are automatically reduced to fit the size of paper loaded in the recipient's machine, then sent. This machine can be set so that original are sent with their original dimensions, instead of being reduced.
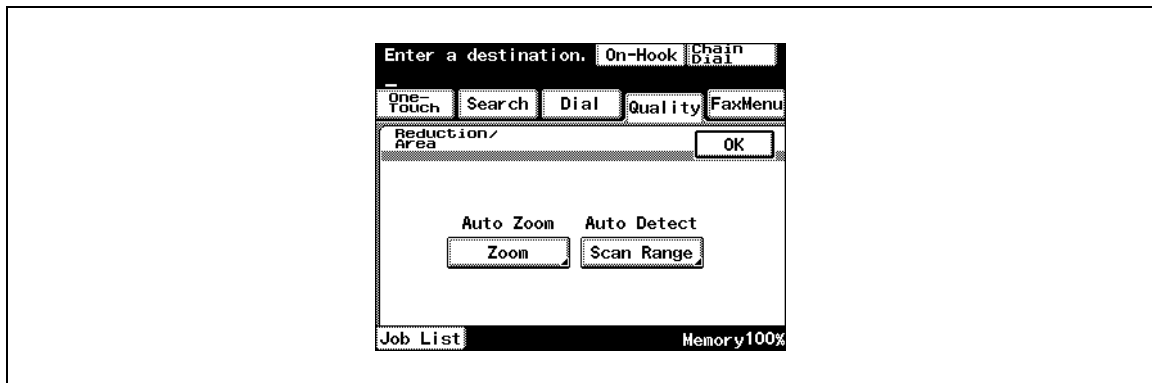
Reduction/Area - Zoom

Specify the zoom ratio when sending large-sized originals.
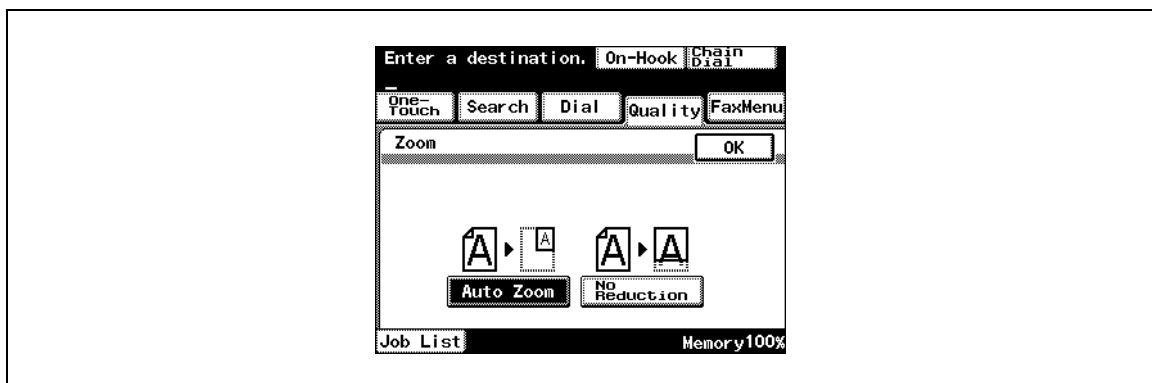
Setting	Description
Auto Zoom	Sends the original to automatically fit the size of the recipient's paper.
No Reduction	Sends the original at its original size, trimming it to the size of the paper loaded into the recipient's fax machine.

Reduction/Area - Scan Range

Specify the area of the original to be scanned. This allows non-standard-sized originals to be sent at a standard size. Select the sizing system, and then select the size of the area to be scanned.

```
Enter a destination. On-Hook Chain
                                 Dial
One-    Search   Dial  Quality FaxMenu
Touch
Scan Range                        OK

11×17    8½×14    8½×11   Auto Detect
8½×11    7¼×10½   7¼×10½     Metric
5½×8½    5½×8½               Others

Job List                  Memory100%
```
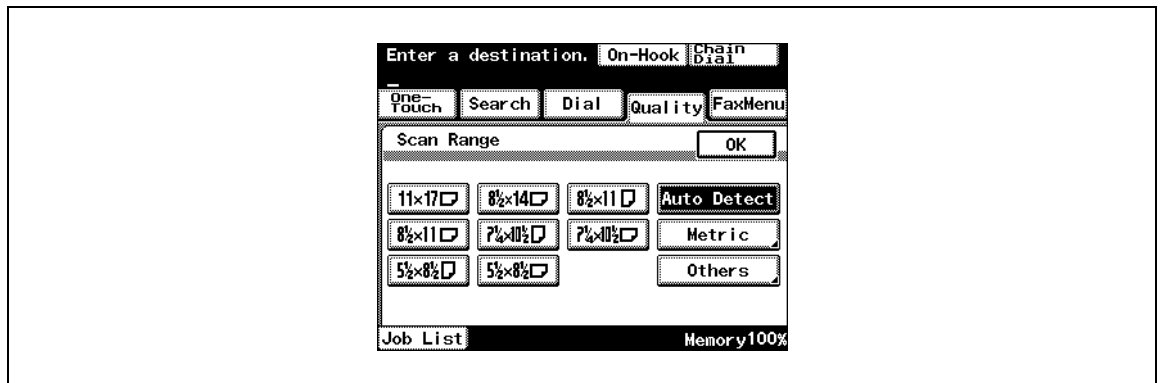
Setting	Description
Inch Sizes	Select this setting to select standard inch sizes.
Metric	Select this setting to select standard metric sizes.
Others	Select this setting to select other sizes.

5.4.4 Color (E-Mail)

Specify an option for scanning in color or for scanning in black and white.

Some color settings may not be available, depending on the setting for "File Type". The possible combinations of the "File Type" and "Color" settings are shown below.

	Full Color	Gray Scale	Black
PDF	○	○	○
TIFF	×	×	○
JPEG	○	○	×

Full Color

This option scans in full color.

Gray Scale

Select this setting for originals with many halftones, such as in black-and-white photos.

Black

Select this setting for originals with distinct black and white areas, such as in line drawings.
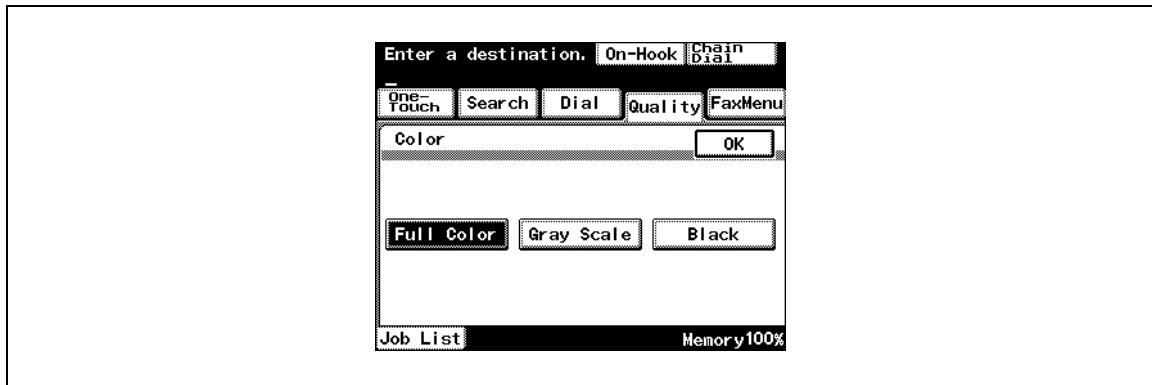
🔍 **Detail**
If "Full Color" or "Gray Scale" is selected, "200 × 100 dpi" cannot be selected for the resolution.

If an error occurs while "Full Color" or "Gray Scale" is selected, send the fax with "Black" selected.

5.4.5 File Type

Select the file type for saving the data.
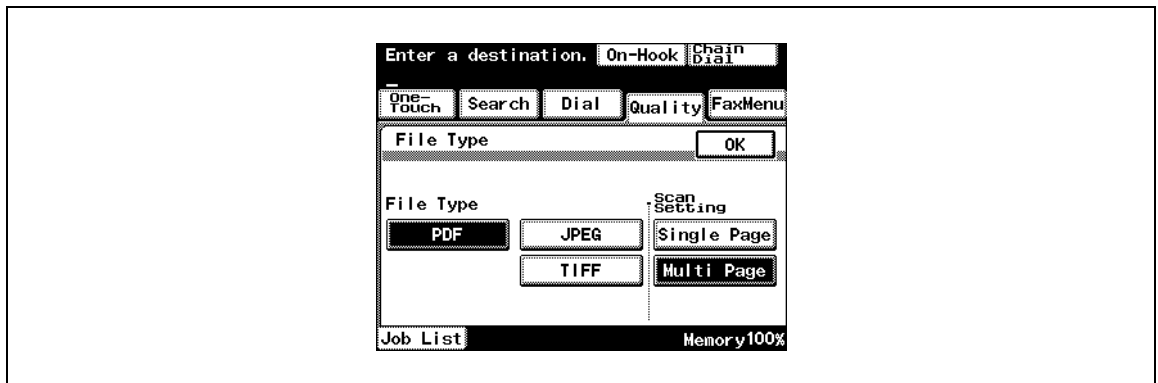
File Type (E-Mail)

The following file types are available.

Item	Description
PDF	Saves the data in the PDF format.
TIFF	Saves the data in the TIFF format.
JPEG	Saves the data in the JPEG format.

Some file type settings may not be available, depending on the setting for "Color". The possible combinations of the "File Type" and "Color" settings are shown below.

	Full Color	Gray Scale	Black
PDF	○	○	○
TIFF	×	×	○
JPEG	○	○	×

Scan Setting

In addition, the grouping of the saved data can be specified.

Item	Description
Single Page	Creates a file in a format that allows data to be saved for each page when downloading data.
Multi Page	Creates a single file from the entire scanned original.

5.4.6 Background Adjustment (G3/I-FAX/IP/E-Mail/Relay)

Use this option to adjust the density of the original background during scanning. When colored paper is used for the original to be scanned, the background color may be scanned, and a result may be that the entire image is output in a dark color. In that case, the density of the background can be adjusted.

- To specify automatic adjustment, touch [Auto].
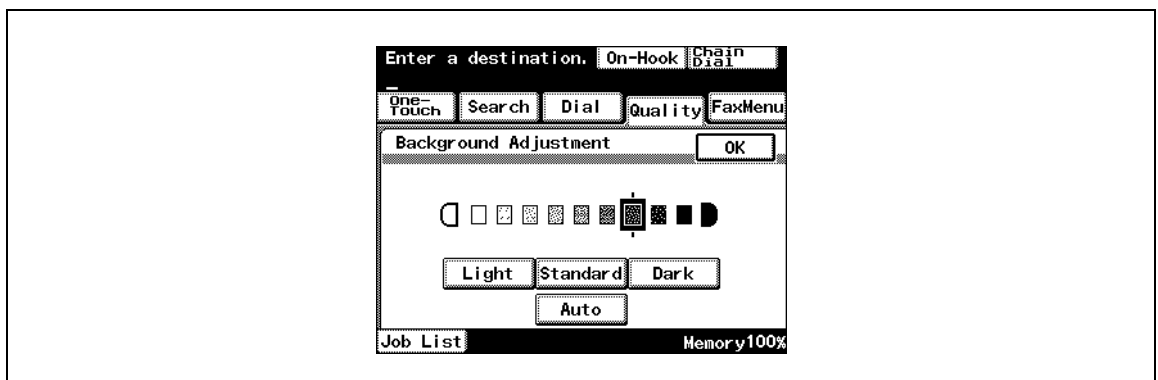
5.5 Fax Menu

Touch [Fax Menu] to specify detailed transmission settings.

✎
Detail
The Fax Menu settings are returned to their defaults after each transmission.

5.5.1 Set 1 - Sender (G3/IP/I-FAX/Relay)

Select whether or not sender information is included on transmitted documents.
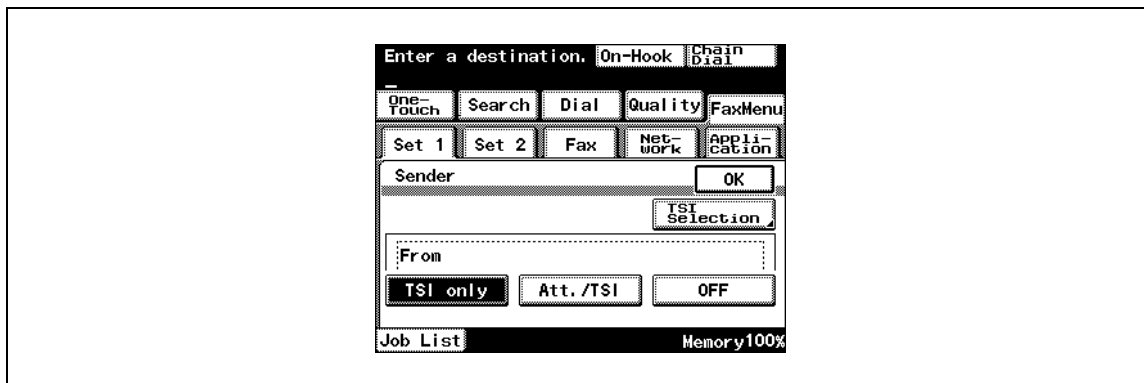
Setting	Description
TSI Only	The document is sent with the registered name, the transmission date and the document number added.
Att/TSI	The document is sent with the registered name and the name of the recipient (recipient name registered with the one-touch dial button) added.
OFF	The document is sent with nothing added.

✎
Detail
With software switch settings, the location for printing the sender information can be specified. For details, refer to the User manual – Network Administrator.

TSI Selection

Select the sender information that is printed.
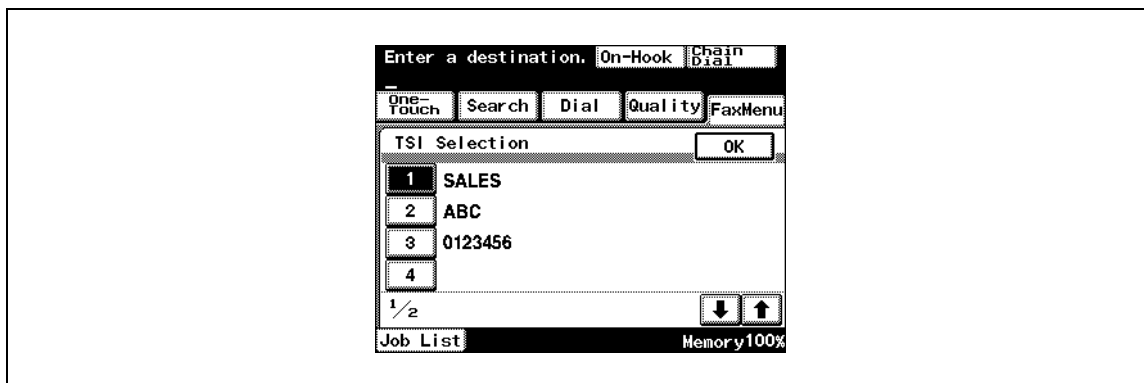
✎
Detail
The sender information must be registered in advance in Administrator mode. For details, refer to "TX Settings - TSI Registration (G3/Relay)" on page 10-24.

5.5.2 Set 1 - TX Report (G3/IP/I-FAX/E-Mail/Relay)

Specify the timing for printing the transmission results report.
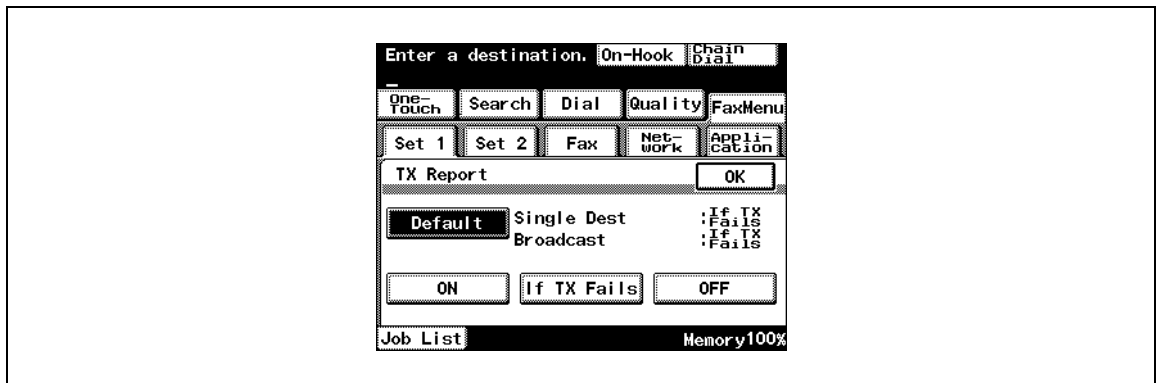
Setting	Description
Default	The settings previously specified in Administrator mode are displayed.
ON	Select this setting to print the result report, regardless of the transmission result.
If TX Fails	Select this setting to print the result report only if a fax could not be sent.
OFF	Select this setting to not print the result report, regardless of the transmission result.

✎ ...

Reminder

For details on the settings for printing the result report, refer to "Report Settings" on page 10-27.

5.5.3 Set 1 - 2in1 (G3/IP/I-FAX/Relay/E-Mail)

Select whether or not a two-page original is scanned and sent as a one-page original.
- Load the original into the ADF. Do not place the original on the original glass.
- Only A5/B5/A4-size originals are compatible with this function.
- The "2-Sided TX", "Rotation TX" and "Quick Scan TX" functions, the "No Reduction" setting in addition to "On-Hook" cannot also be specified.
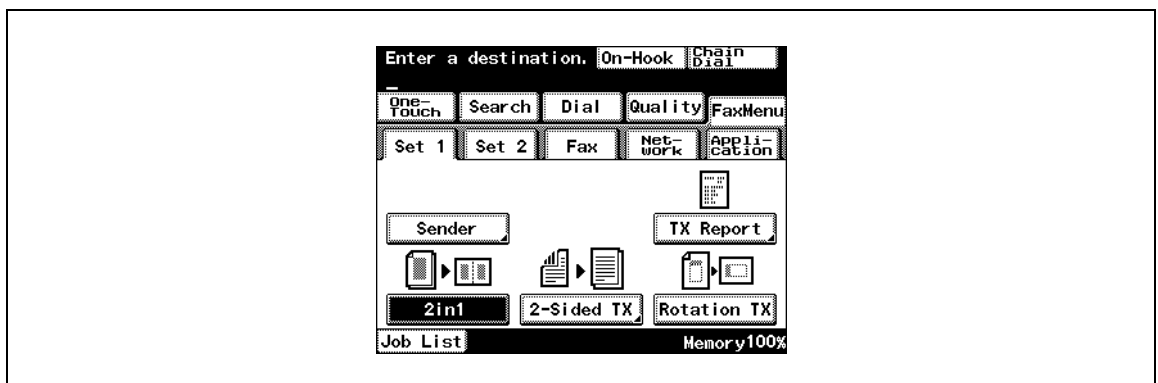
5.5.4 Set 1 - 2-Sided TX (G3/IP/I-FAX/Relay/E-Mail)

Select whether or not a double-sided original is scanned and sent as a double-sided original. Also, select the binding position of the loaded original.

● The "2-Sided TX", "Stamp" and "Quick Scan TX" functions in addition to "On-Hook" cannot also be specified.
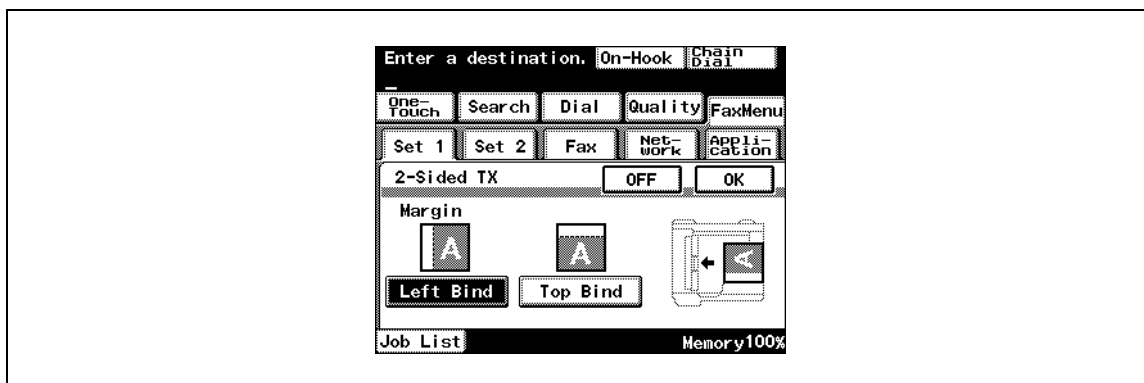
5.5.5 Set 1 - Rotation TX (G3/I-FAX/Relay)

Select whether to prevent automatic reduction of the original according to the orientation in which the original is loaded. If this function is selected, an A4-size original is sent as an A4-size original, regardless of whether it is loaded in the portrait or landscape orientation.

● For "Quality" in the Quality tab, select a resolution of 200 dpi or less.
● Only A4-size originals are compatible with this function.
● The "2-Sided TX" and "Quick Scan TX" functions in addition to "On-Hook" cannot also be specified.
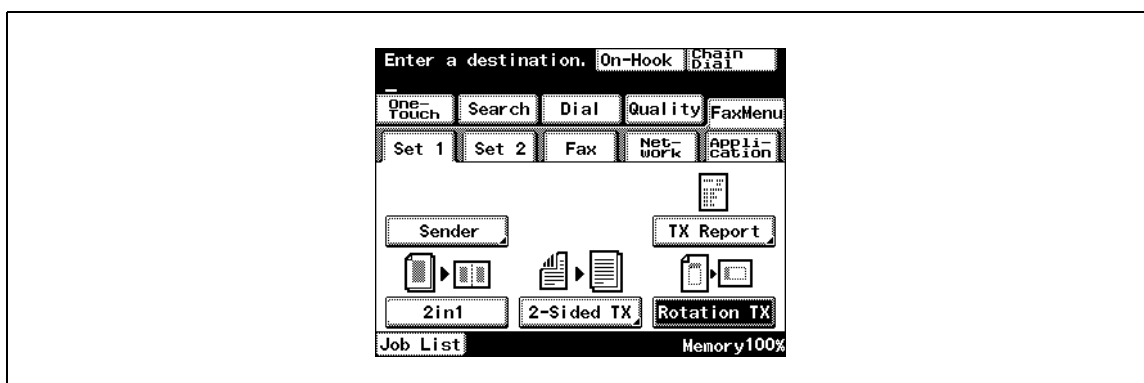
5.5.6 Set 2 - Priority TX (G3/IP/I-FAX/Relay/E-Mail)

If original is queued for transmission, an original can be given priority and sent.

● This function cannot be specified if multiple recipients are selected.
● The "Timer TX" and "Quick Scan TX" functions in addition to "On-Hook" cannot also be specified.
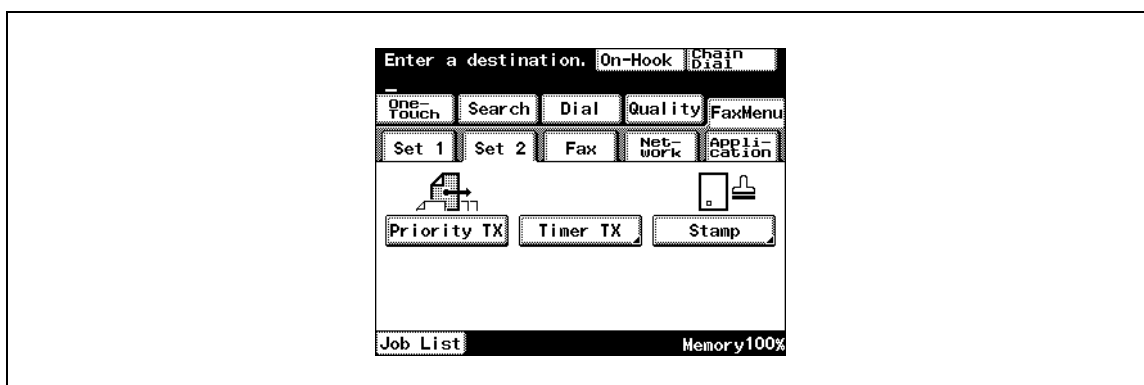
5.5.7 Set 2 - Timer TX (G3/Relay/E-Mail)

A transmission time can be specified. Sending faxes at discounted calling times, such as late at night or early in the morning, can help reduce costs. Use the keypad to type in the starting time for the communication.

- A maximum of 64 documents can be specified.
- The "Priority TX" function cannot also be specified
- The "Quick Scan TX" and "Priority TX" functions in addition to "On-Hook" cannot also be specified.
- The time is set in the 24-hour format.

5.5.8 Set 2 - Stamp (G3/IP/I-FAX/Relay/E-Mail)

When sending a fax using the ADF, each scanned original page can be stamped to indicate the scanned pages.

- Select the position of the stamp.

🔍
Detail
If the "Quick Scan TX" function is specified, it will be canceled when the "Stamp" function is specified.

In order to use the "Stamp" function, the optional stamp unit must be installed.

The stamp ink is a consumable product. If the stamp density becomes faint, contact your service representative.

To check whether or not the original was sent correctly, check the result report or job list.
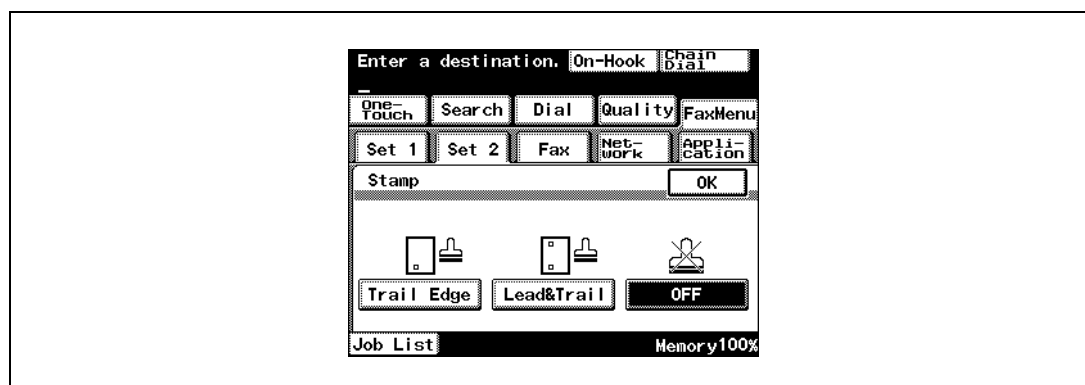
5.5.9 Fax - Quick Scan TX (G3)

This function begins sending the fax at the same time that the first page is scanned. Use this function for faxing originals containing a large number of pages without filling the memory. If the line is busy, transmission begins as soon as the line is available.

- Load the original into the ADF.
- This function cannot be specified if multiple recipients are selected.
- The "2in1", "2-Sided TX", "Timer TX" and "Priority TX" functions cannot also be specified.
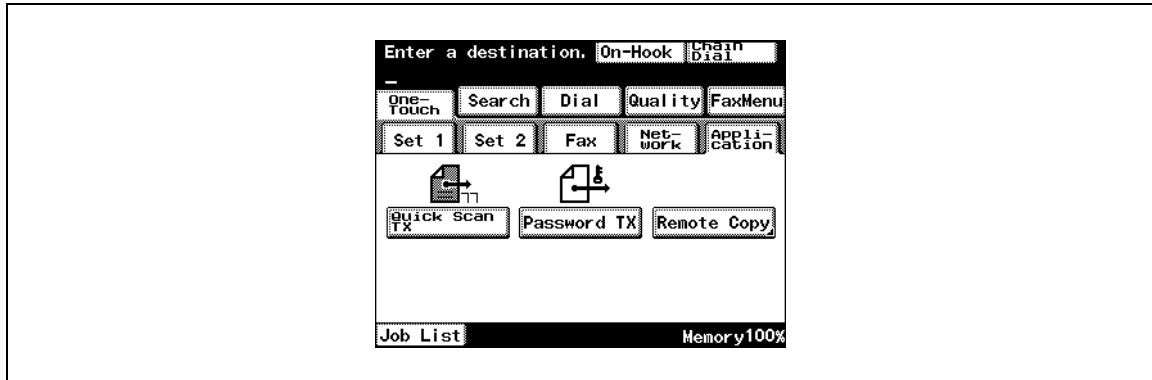
✎ ...
Note
This function does not appear if the optional fax kit has not been installed.

5.5.10 Fax - Password TX (G3)

This function sends a transmission with a password applied. If the recipient's fax machine is set for closed network receptions, the sender's fax machine must transmit with the same password as the closed network reception password.

- This function can be used only if the recipient's machine is compatible with closed network (password) receptions.
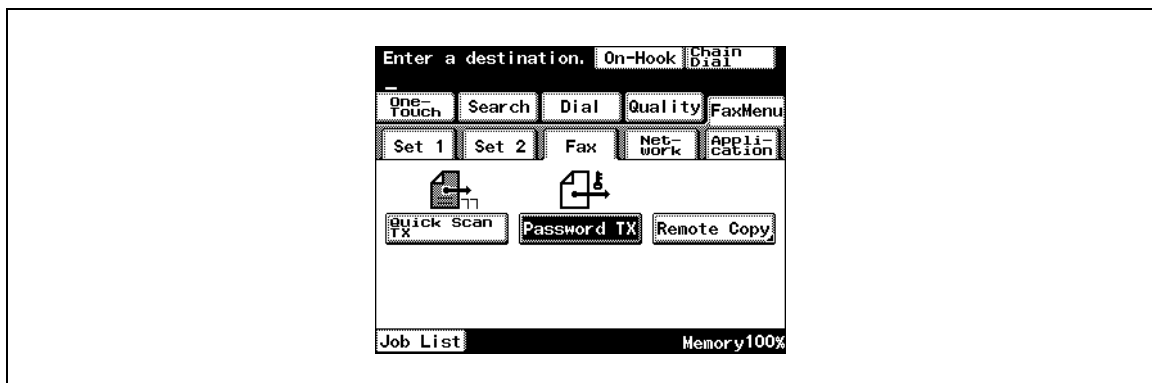
🔍
Detail
In order to specify the "Password TX" function, the password must first be specified in Administrator mode. For details, refer to "Fax Settings - Password Communication (G3)" on page 10-21.

This function does not appear if the optional fax kit has not been installed.

5.5.11 Fax - Remote Copy (G3)

Use this function to send two or more copies of the same original to the recipient. The number of copies printed by the recipient can be specified in advance.

Use the keypad to type in the number of copies, and then touch [OK].

- The number of copies can be set to any number between 2 and 99.
- This function cannot be used if the recipient's fax machine does not allow remote copying because of the F-code.
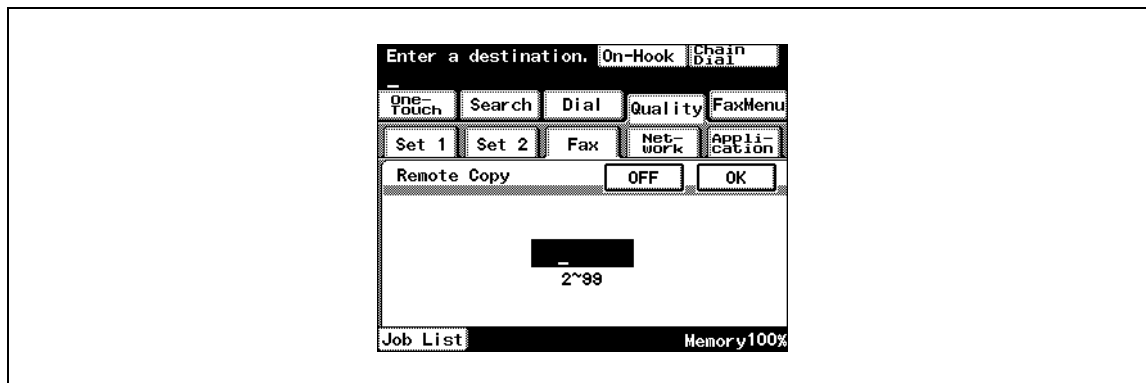
🔍 **Detail**

With software switch settings, the number of remote copies can be limited. For details, refer to the User manual – Network Administrator.

This function does not appear if the optional fax kit has not been installed.

5.5.12 Network - Subject Selection (E-Mail/I-FAX)

Previously registered information can be inserted as the subject of e-mail messages.

Select a subject, and then touch [OK].
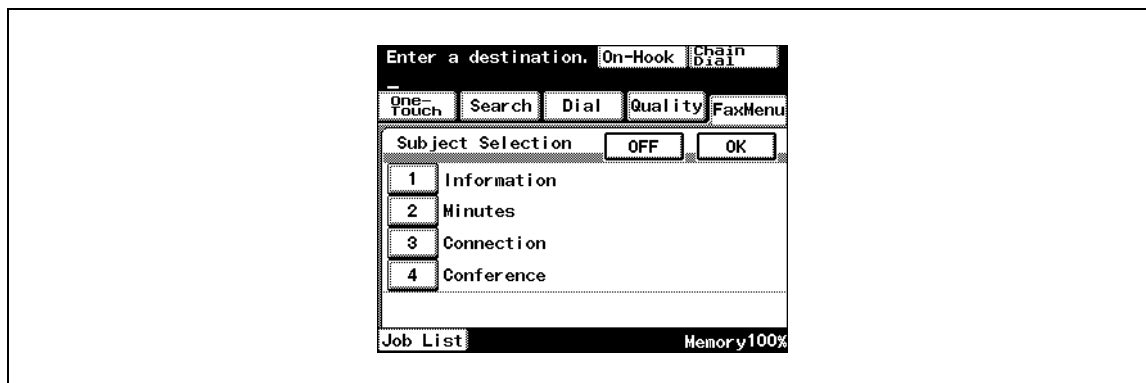
🔍 **Detail**

The subject text must be registered in advance from the Network Settings screen. For details, refer to the User manual – Network Administrator.

5.5.13   Network - Reply (E-Mail/I-FAX)

When sending e-mail messages, an e-mail address registered with a one-touch dial button can be specified as the recipient (Reply-to address) when the receiver of the e-mail message sends a reply.

Select a one-touch dial button, and then touch [OK].
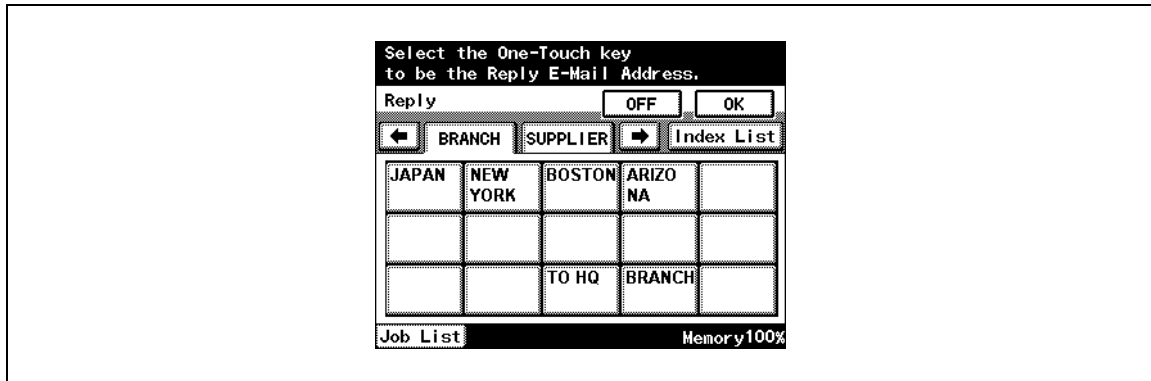
5.5.14   Network - File Name (E-Mail/I-FAX)

The name of the data file attached to an e-mail message can be specified. A maximum of 16 characters can be entered.

5.5.15   Application - Bulletin Setting (G3)

Documents can be registered on a bulletin board to be sent when the instructed by the recipient.

$\mathcal{Q}$

Detail

In order to register a document on a bulletin board, the bulletin board must be set up in advance. For details on registering a bulletin board, refer to "Bulletin (G3)" on page 7-6.

This parameter does not appear if the optional fax kit has not been installed.

Registering a document on a bulletin board

Select the bulletin board where the document is to be registered, and then specify settings, for example, for the resolution and density.

- The "Quick Scan TX", "Quick Memory TX", "Polling TX", "Timer TX", "Password TX" and "F-Code TX" functions cannot also be specified.
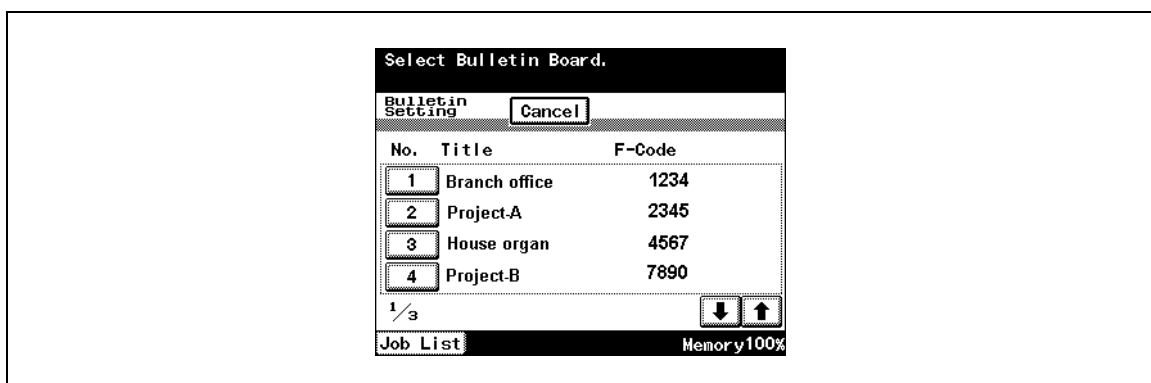
Bulletin Setting - Quality

For the setting procedure, refer to "Quality (G3/I-FAX/IP/E-Mail/Relay)" on page 5-26.

Bulletin Setting - Density

For the setting procedure, refer to "Density (G3/I-FAX/IP/E-Mail/Relay)" on page 5-27.

Bulletin Setting - Reduction/Area

For the setting procedure, refer to "Reduction/Area (G3)" on page 5-28.

Bulletin Setting - Settings of transmission

The following functions are available. For details, refer to the corresponding pages.

Bulletin Setting - Background Adjustment

For the setting procedure,refer to "Background Adjustment (G3/I-FAX/IP/E-Mail/Relay)" on page 5-31.
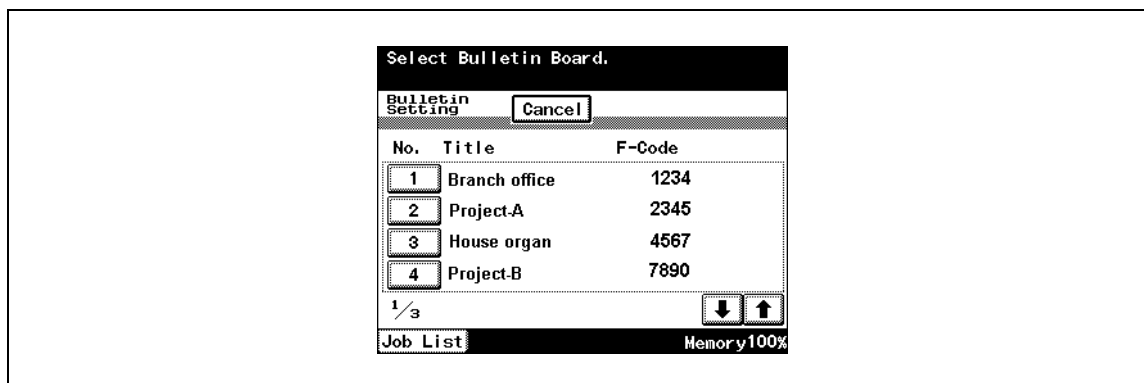
Function	Refer to
Sender	p. 5-32
Stamp	p. 5-35
2in1	p. 5-33
2-Sided TX	p. 5-34
Rotation TX	p. 5-34

Registering a document on a bulletin board from another fax machine

Using F-code functions, documents can be registered on a bulletin board from a different fax machine. Enter "SUB" for the F-code of the bulletin board where the document is to be registered, enter "SID/PWD" for the bulletin board password, and then send the transmission to this machine.

✒
Detail
If a document is already registered on the specified bulletin board, it is replaced with the sent document.

5.5.16　Application - Polling TX (G3)

Originals previously saved in the machine's memory can be retrieved by the recipient.

- Saved documents are deleted after they are transmitted.
- Only 1 document can be registered for polling transmission.

✎ ...
Note
This function does not appear if the optional fax kit has not been installed.

Registering a document for polling transmission

Touch [Polling TX], and then specify settings, for example, for the resolution and density.
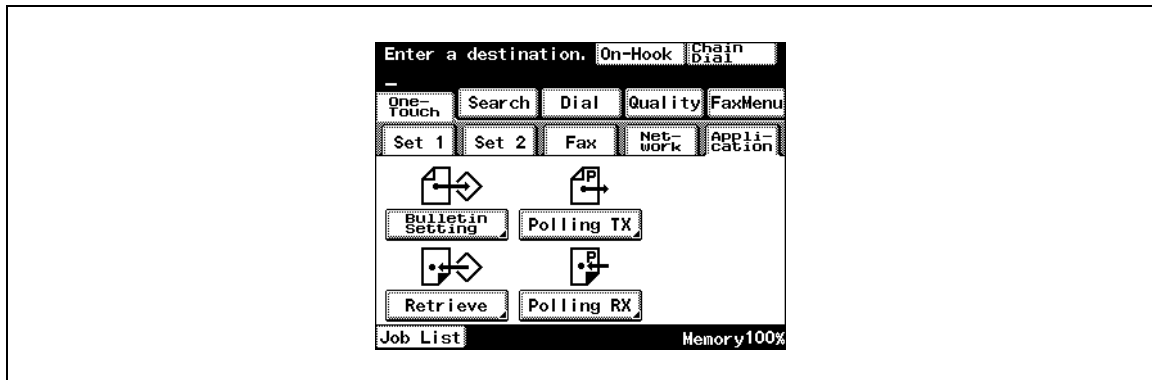
Polling TX - Quality

For the setting procedure, refer to "Quality (G3/I-FAX/IP/E-Mail/Relay)" on page 5-26.

Polling TX - Density

For the setting procedure, refer to "Density (G3/I-FAX/IP/E-Mail/Relay)" on page 5-27.

Polling TX - Reduction/Area

For the setting procedure, refer to "Reduction/Area (G3)" on page 5-28.

Polling TX - Settings of transmission

The following functions are available. For details, refer to the corresponding pages.

Polling TX - Background Adjustment

For the setting procedure,refer to "Background Adjustment (G3/I-FAX/IP/E-Mail/Relay)" on page 5-31.

```
TX settings can be changed.
Press Start for Polling TX.
Polling TX  [Cancel]  [ Back ]

              [ ]▢            ▣

    [ Sender ]  [ Stamp ]  [ TX Report ]

    ▢▸▢      ▤▸▤      ▢▸▢
    [ 2in1 ]  [ 2-Sided TX ]  [ Rotation TX ]
[Job List]              Memory 100%
```
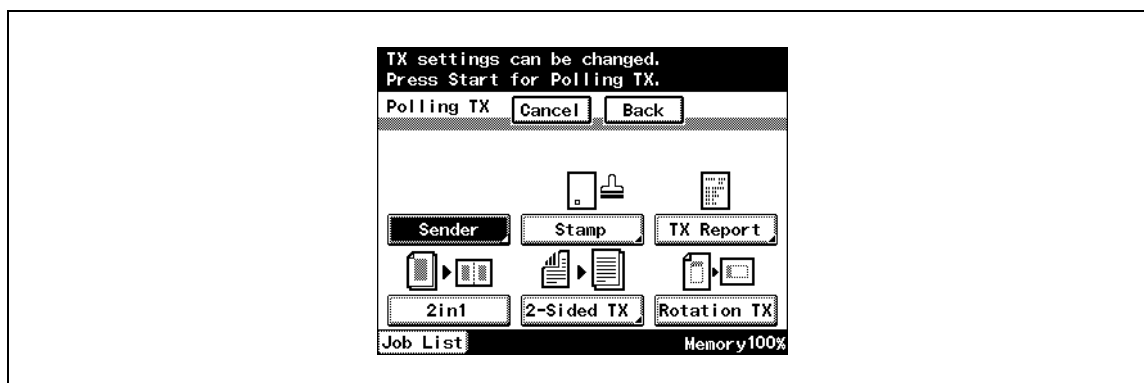
Function	Refer to
Sender	p. 5-32
TX-Report	p. 5-33
Stamp	p. 5-35
2in1	p. 5-33
2-Sided TX	p. 5-34
Rotation TX	p. 5-34

5.5.17   Application - Retrieve (G3)

A document on a bulletin board set up on the sender's machine can be sent with a command from the recipient.

Select the method for specifying the sender, and then specify the sender.

```
Select the method you wish to use to
register the destination.
Retrieve  [Cancel]



    [One-Touch]  [ Search ]  [ Direct
                                Input ]


[Job List]              Memory 100%
```
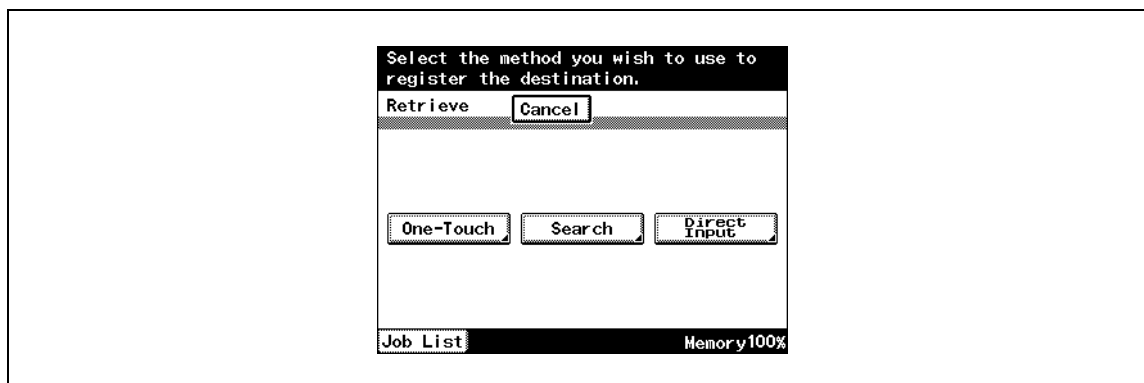
✎ ...
Note
This function does not appear if the optional fax kit has not been installed.

When specifying with one-touch dial buttons

When specifying the sender with one-touch dial buttons, the F-code must be registered in advance. Specify the time that the fax is to be received, and then press the [Start] key.

```
Set the time.
Press [Start] to retreive.
Retrieve   [Cancel] [Back]

                        [Timer OFF]

        Cur.Time 11:01

         20        35
        [Hour]   [Minute]

Job List              Memory100%
```
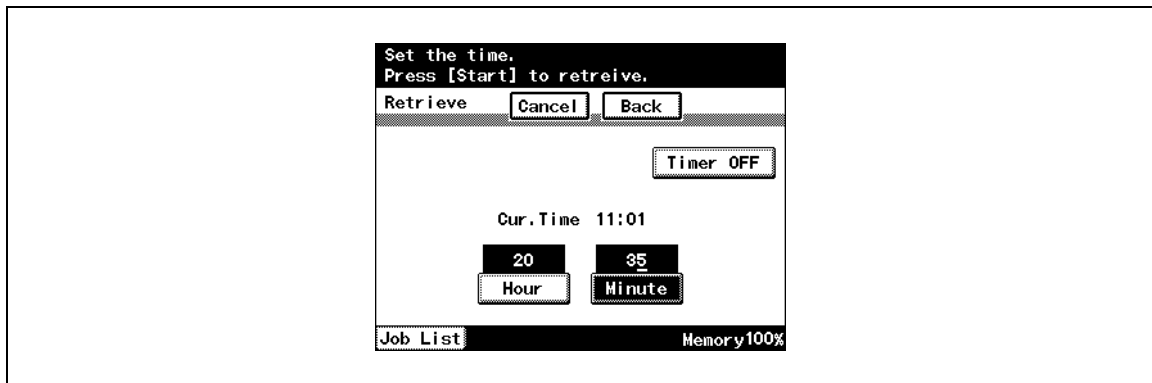
When directly typed in

Specify settings for the following, and then press the [Start] key.
- Fax number
- F-Code (SEP)
- F-Code P/W (SID/PWD) (if required)
- Reception time

```
Enter Remote Destination.
_
Retrieve  [Cancel] [Back] [Next]
    [←][→][Delete][Tone][Pause][$]




Fax(G3-1)
[Change
Comm.Mode]        [Overseas] [F-Code]
Job List              Memory100%
```
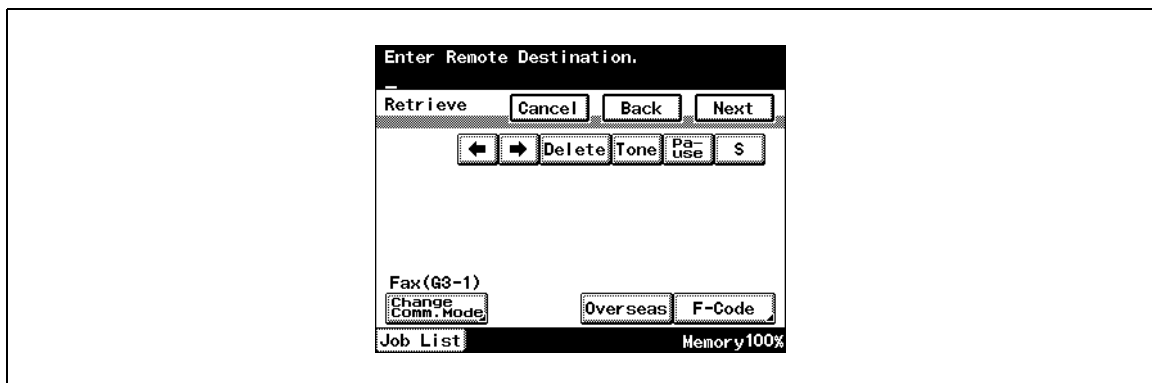
5.5.18 Application - Polling RX (G3)

A document loaded in the sender's machine or the document reserved for polling transmission can be sent with a command from the recipient. This is convenient when the recipient is to incur the cost of the call.

✎ ...

Note

This function does not appear if the optional fax kit has not been installed.

1 Select the method for specifying the sender, and then specify the sender.

```
Select the method you wish to use to
register the destination.
Polling RX  [Cancel]

      [One-Touch]   [Search]   [Direct
                                 Input]

Job List                        Memory100%
```
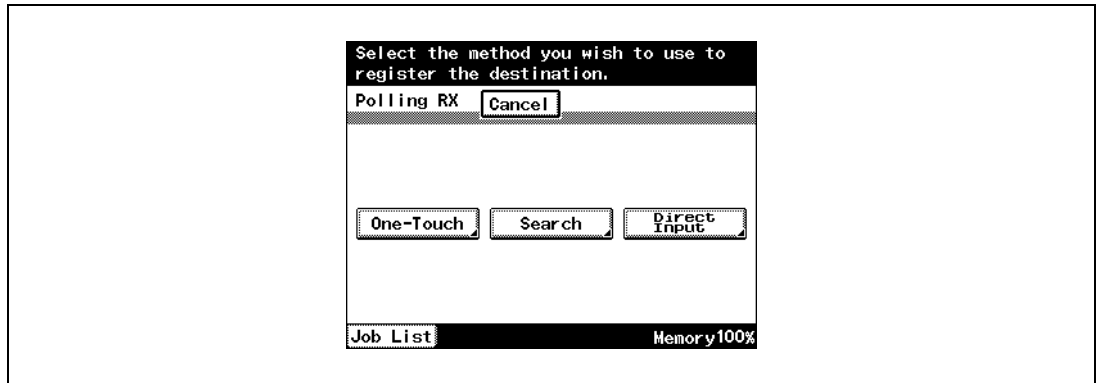
2 Specify the time that the fax is to be received, and then press the [Start] key.

– When specifying with one-touch dial buttons, the F-code must be registered in advance.

```
Set the time.
Press the Start key for Polling RX.
Polling RX  [Cancel]  [Back]

                              [Timer OFF]

           Cur.Time 11:01

            20        35
          [Hour]   [Minute]

Job List                        Memory100%
```
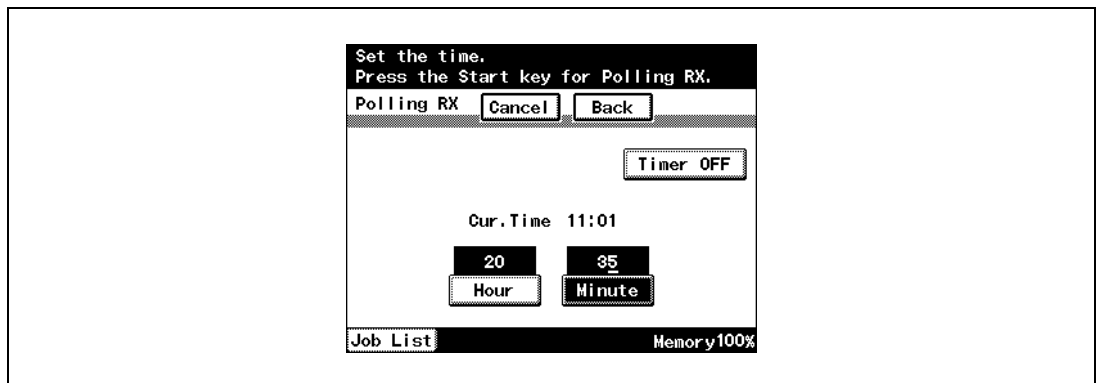
5.6 Redialing

Redialing refers to the action to send the same recipient again.

Redialing takes place after a certain length of time when the line is busy and transmission has failed.

5.6.1 Redial

If transmission has failed because the line is busy, the recipient's number is automatically redialed.

Until successfully redialed, the transmission job is handled as a scheduled job in a redialing queue.

5.6.2 Manual redialing

A job in the redialing queue can be redialed from the Job Details screen.

Touch [Job List], then [Send], and then select a job under "Redial" or "Change Destination".

6 Receiving data (G3/IP/I-FAX)

6 Receiving data (G3/IP/I-FAX)

6.1 Receiving (G3)

6.1.1 Auto RX (fax priority)

Specify this function when using the telephone line as a dedicated line for fax transmission. When the specified number of rings is detected, fax reception begins automatically. During reception, ⊞ appears at the bottom of the screen to indicate that a fax is being received.

Even if the call is received from a telephone, you can talk with the caller if you pick up the hand set (or telephone receiver) while the machine is ringing.

```
        ┌─────────────────────────────────────────┐
        │   Auto reception ("Fax Priority" setting) │
        └─────────────────────────────────────────┘
                          │
        ┌─────────────────────────────────────────┐
        │          Rings are produced.              │
        └─────────────────────────────────────────┘
                          │
        ┌─────────────────────────────────────────┐
        │     The fax machine answers the call.     │
        └─────────────────────────────────────────┘
                 │                    │
   ┌───────────────────────┐  ┌───────────────────────┐
   │ If the call is from a  │  │ If the call is from a  │
   │ fax machine            │  │ telephone              │
   ├───────────────────────┤  ├───────────────────────┤
   │ The fax is automatically│ │ The caller hears a beep│
   │ received.              │  │ and only faxes can be  │
   │                        │  │ received. Be sure to   │
   │                        │  │ inform the caller that │
   │                        │  │ this fax number is only│
   │                        │  │ for faxes.             │
   └───────────────────────┘  └───────────────────────┘
```
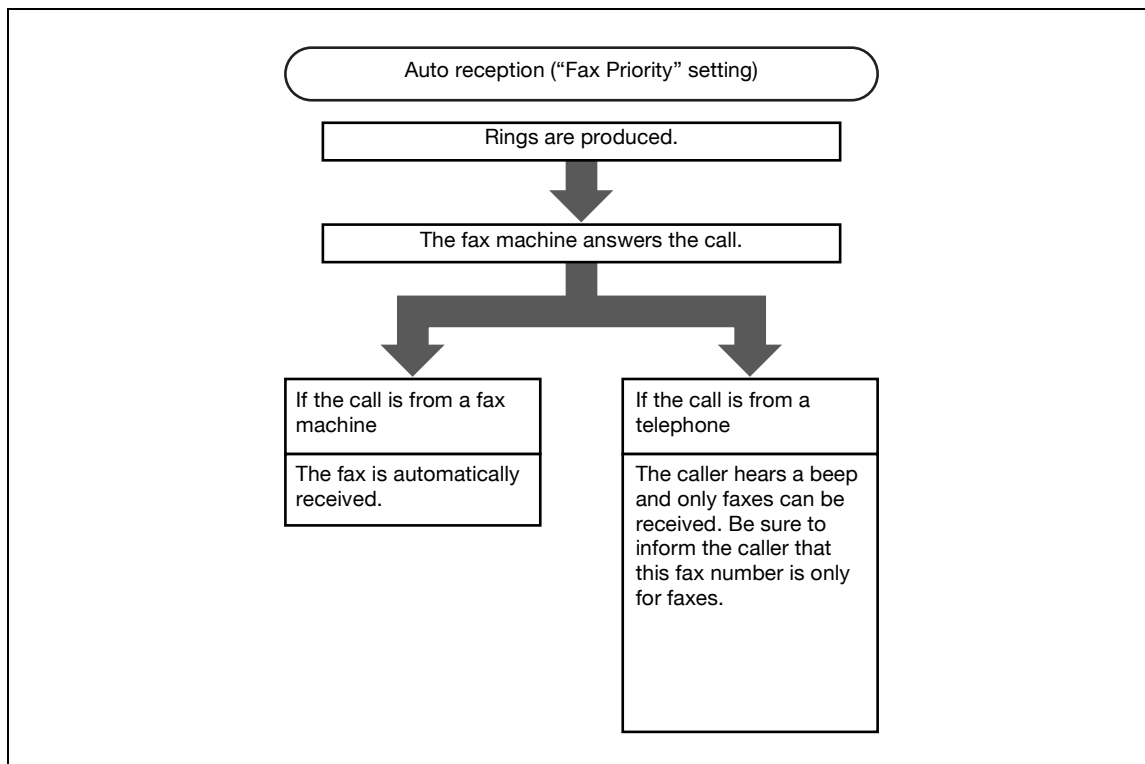
If the line is used only for faxing, the following settings are assumed.

- External telephone: Not connected
- Line Parameter Setting - Receive Mode: "Auto RX" is selected.

🔍
Detail
As a factory default, the number of rings is set to "1". The number of rings can be specified from the Fax Settings screen in Administrator mode. For details, refer to "Fax Settings - RX Functions (G3)" on page 10-20.

When the number of rings is set between 1 and 20, the specified number of rings will be produced before the fax is received. However, if the number of rings is set to 10 or more, the recipient's fax machine may stop the fax before it can be received.

If the number of rings is set to "0", the fax will be received with no rings produced.

✎ ...
Note
In order to enable automatic reception, "Receive Mode" in the Line Parameter Setting screen of Administrator mode must be set to "Auto RX". For details, refer to "Fax Settings - RX Functions (G3)" on page 10-20.

6.2 Receiving (I-FAX)

There are two ways to receive Internet faxes: automatic retrieval and manual retrieval. When this machine receives a fax, it performs the appropriate operation (prints it, forwards it or receives it), depending on the RX Document settings specified in Administrator mode.

Detail
Use the Document Management settings in Administrator mode to specify the details for printing/forwarding/receiving received Internet fax documents. For details, refer to "Document Management" on page 10-11.

E-mail messages in the following formats can be received. E-mail messages in any other format cannot be received.
- Text
- TIFF-F images
- Combination of text/TIFF image
- DSN and MDN

If the received e-mail is in a format that cannot be received, a result notification (MDN) is sent back to the receiver.

Files in the TIFF, PDF or JPG format sent with a Scan to E-mail operation cannot be received with this machine.

E-mail forwarding cannot be sent by Internet fax.

Detail
If a file with a format specific to a certain application is attached, the e-mail message cannot be received.

6.2.1 Automatic retrieval

At periodic intervals, the POP server is checked if Internet faxes have arrived. As a factory default, this machine is not set for automatic retrieval. To automatically receive Internet faxes, change the setting for "Auto-RX Check" in the Network Setting screen of Administrator Management. For details, refer to the User manual – Network Administrator.

6.2.2 Manual retrieval

Press a machine key to check the POP server for Internet faxes that have arrived. Press the [Utility/Counter] key, and then touch [POP3 RX] in the User Management screen.
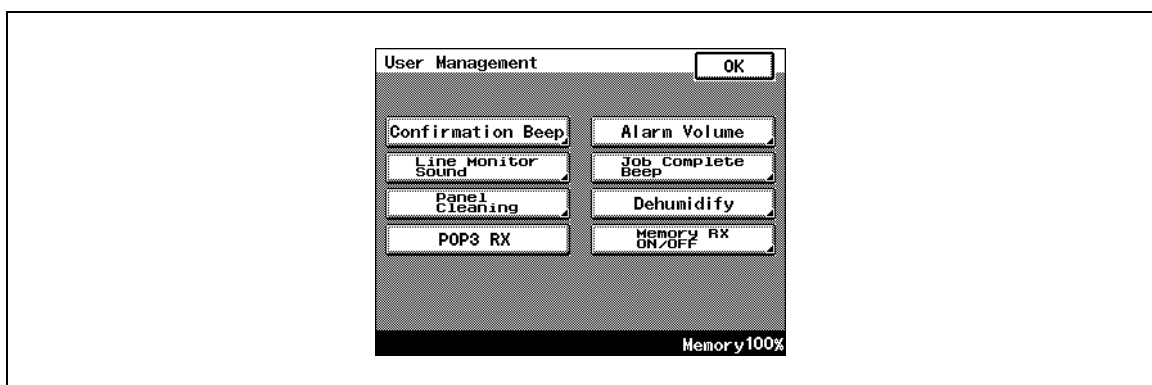
Note
For details on the screen for manually receiving Internet faxes, refer to "POP3 RX" on page 9-12.

For details on printing from user boxes and the Memory RX User Box, refer to "Doc. - RX Document" on page 3-10.

6.2.3 Activity Report

This machine can be set to request from the recipient a reception result for Internet faxes. In addition, if there was a request from the sender or if the fax was not received correctly, an e-mail message (MDN or DSN) can be returned to inform the recipient of the reception result for the e-mail message.

Detail

To send result notifications, set "Activity Report" in the Network Setting screen of Administrator mode to "ON". For details, refer to the User manual – Network Administrator.

To request result notifications, the recipient's machine must be compatible with Full mode.

If the sender's e-mail address in the sent e-mail message is incorrect, a notification will not be returned.

If there is a request from the sender for a result notification, the result notification is sent back.

The result notification is sent back if reception result error code "E6xxxx" appeared.

The receiver's reception result can be checked when Internet faxes are sent. In addition, the reception capabilities of the receiving device are detected when Internet faxes are sent, and communication can be performed according to those reception capabilities.

```
This is Return Receipt for the mail that you sent.
                                        Wed, 23 Apr 2008 17:20:54

USER NAME   : sales@example.com
FROM NAME : newyork@example.com
DOCUMENT# : <0000000003. 001. 20080423172054@example.com>
TOTAL DST.   : 1station              TIME SENT : Wed, 23 Apr 2008 17:20:54 –0500
FIN.            : 0station
T.B.S           : 1station


This is Return Receipt for the mail that you sent.
    Message-id : <0000000003.001.20080423172054@example.com>
    To :            newyork@example.com
    Subject :      [Image File] IFAX41, #118
An error occurred while attempting to decode the attached files.

DESTINATION                                                      RESULT
newyork@example.com                                             NG
```

Detail

In order to use Full mode function, software switch settings must first be specified. For details, refer to the User manual – Network Administrator.

The Full mode functions cannot be used if the E-mail transmission is performed.

6.2.4   RX Doc. Header Print

The e-mail message header information can be added to the first page of the received document. This is useful for viewing the sender information.

```
Received: from xyz.com (192.168.2.100 [192.168.2.100]) by  beverly.xyz.com.with SMTP
(Microsoft Exchange Internet Mail Service Version 5.5.2232.9)
           id xxxxxxxx; Wed, 23 Apl 2008 11:32:30 +0900
message-id: 7200001042.001.20000308190403
to: eigyou@xyz.com
subject: [Image File] eigyou,, #042
from: tokyo@xyz.com
reply-to: tokyo@xyz.com
date: Wed, 23 Apl 2008 11:20:30 +0900
MIME-Version: 1.0
Content-Type: multina/mixed; boundary="Boundary_ Internet_Facsimile"
```

🔍
Detail
To print the header in the received document, set "RX Doc. Header Print" in the Network Setting screen of Administrator mode to "ON". For details, refer to the User manual – Network Administrator.

6.3 Receiving (IP)

When this machine receives an IP address fax, it performs the appropriate operation (prints it, forwards it or receives it), depending on the RX Document settings specified in Administrator mode.

Detail

Use the Document Management settings in Administrator mode to specify the details for printing/forwarding/receiving received IP address fax documents. For details, refer to "Document Management" on page 10-11.

6.4 Memory reception

6.4.1 About memory reception

If the received document cannot be printed, for example, because of a paper misfeed or empty consumables, the document is saved in the memory until it can be printed.

This is called "memory reception".

After the problem, such as the paper misfeed, is corrected, the received document that was saved is automatically printed.

If the memory is full, memory reception cannot be performed.

6.4.2 Forwarding memory reception jobs (G3)

Memory reception jobs can be forwarded to a different recipient, for example, when the problem cannot be corrected. Touch [Job List], then [Type], and then touch [RX Doc.]. Select the job to be forwarded, and then touch [Forward]. Specify the destination, and then touch [Excute] to forward the job.

6.5   Printing received faxes

When printing the received fax, the page size of the received document is compared with the size of the loaded paper, and the fax is printed reduced by the specified zoom ratio or it is printed reduced to fit in the paper. In addition, if the machine is set to print at a specific zoom ratio, it is printed at that zoom ratio, regardless of the paper size of the received document.

6.5.1   Printing with no reduction specified

If the machine is set not to reduce the fax, it can be sent in any of the ways shown below.

Original loading orientation
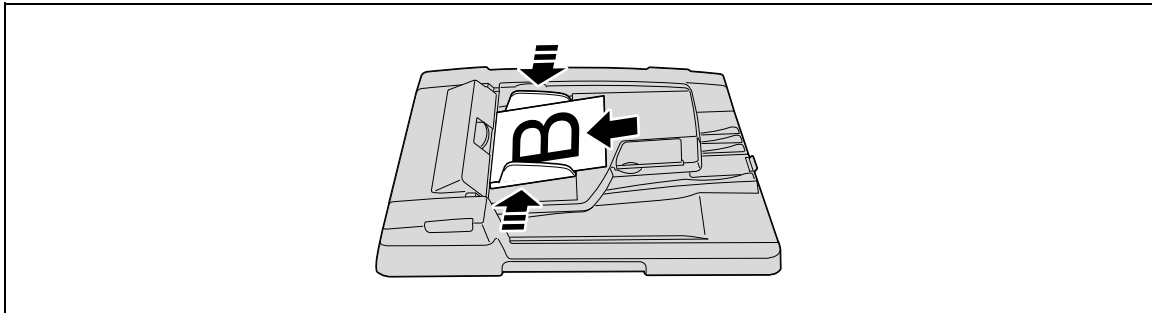
Transmission methods

As an example, the following shows the case where this machine sends a B4-size original with no reduction specified and the recipient's devices receives it at an A4 size.
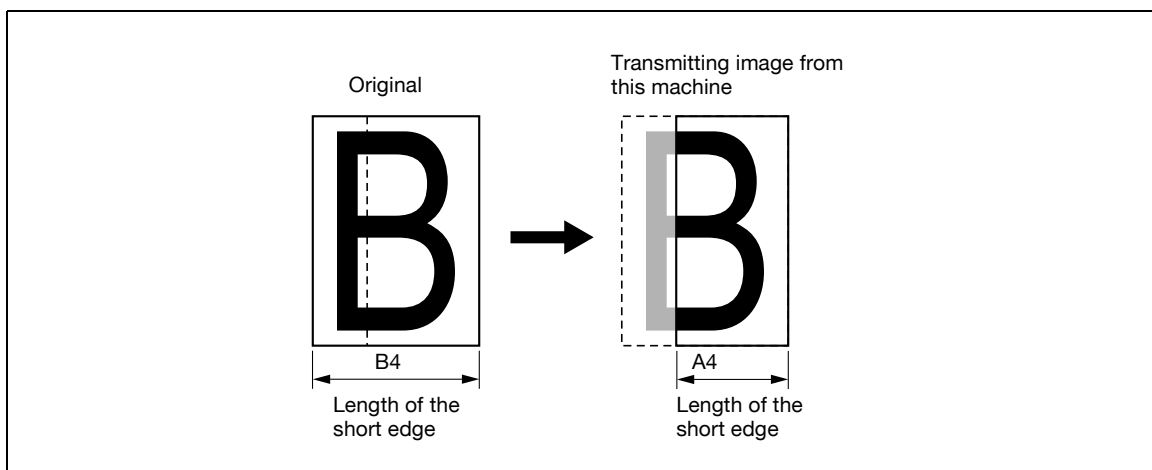
The document may be printed at a reduced size after it is received, depending on the recipient's fax machine.

If this machine is communicating with a machine of the same model, the factory default settings are specified to reduce the received document.

6.5.2 Printing reduced to fit the paper

The paper sizes that can be received are A5 ⬚, B5 ⬚, B5 ⬚, A4 ⬚, A4 ⬚, B4 ⬚ and A3 ⬚.

If paper the same size as the received document is not loaded, either paper of one size larger is selected or the document is automatically reduced. For example, if A4-size paper is loaded and a B4-size document is received, the document is reduced to A4 size and printed.

If a document with the A4, B5 ⬚ or A5 ⬚ size is received, the document can be automatically rotated 90 degrees and printed, regardless of the difference in orientation of the document and paper (rotation printing). In addition, with software switch settings, the machine can be set whether or not to use rotation printing to crisscross sort when remote copies are received.

As a factory default, the received document is not printed on paper in the bypass tray. To print on paper loaded in the bypass tray, specify the necessary software switch settings. For details, refer to the User manual – Network Administrator

🔍
Detail
With software switch settings, settings for the following can be changed. For details, refer to the User manual – Network Administrator.

Selecting paper when printing received documents

Specifying settings for fax reception functions

Selecting the paper cassette when faxes are received

6.5.3 Receiving long documents

If a long document (as compared to standard-size documents (A4 or B4)) is received, it is reduced and printed as described below. In this case, the most suitable zoom ratio is automatically selected so that the document fits within the paper.

If the document does not fit within the paper, even after being reduced to 65%, the document is divided and printed on two sheets of paper. In this case, a joining line is printed on both sheets. (If larger paper is loaded, the document is printed on the larger paper without being divided.)
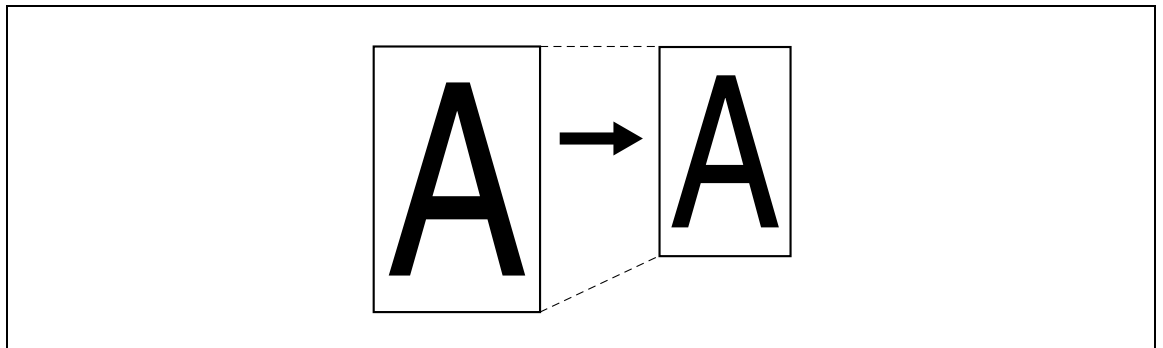
🔍
Detail
To change the reduction limit or to cancel reduction, change the software switch settings. For details, refer to the User manual – Network Administrator.

6.6 RTI

If document information is attached to the received document, the reception information (such as the date, time, and number of pages) is printed on the received document.

The information that is printed differs depending on the sender's settings.
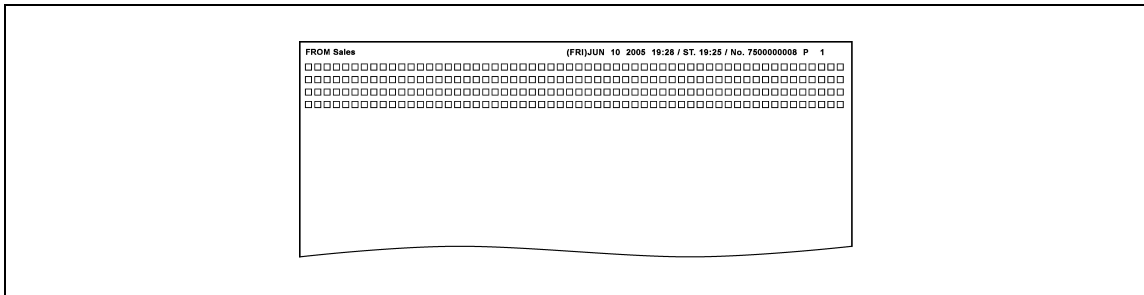
🔍 **Detail**

Other information such as the document number, starting date and time of the reception, time required to receive it, sender's name, mode, number of printed pages, and transmission results can be viewed on the reception report. For details, refer to "Activity Report" on page 8-11.

7 Useful functions (G3/IP/I-FAX)

7 Useful functions (G3/IP/I-FAX)

7.1 Memory RX (GS3/IP/I-FAX)

Received documents can be stored in the memory and printed out as needed. This function is referred to as memory RX.

Received documents are stored in Memory RX user boxes. Browse documents in user boxes to perform printing operations. Documents out of use can be deleted.

✎
...
Note
For details on printing and deleting documents from user boxes, refer to "Document Management" on page 10-11.

7.2 Confidential communication (G3)

Use this function to exchange an original to be sent/received to/from a particular person using a confidential user box. Sending an original to a confidential user box on the recipient machine is referred to as confidential transmission, and receiving an original in a confidential user box on this machine, as confidential reception. This function is available only when the recipient's machine is a model having the F-code functions.
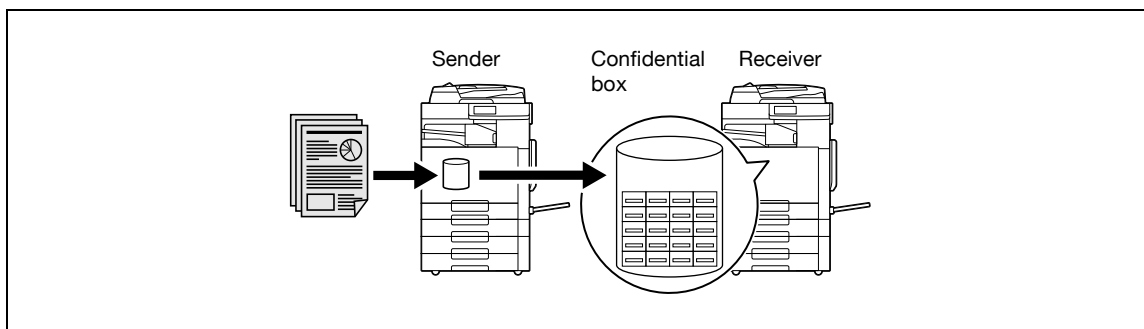
Settings necessary for confidential reception

To enable confidential reception, create a confidential reception user box on the machine. Specify the user box settings for receiving confidential documents in the memory.

✎
Note
For details on specifying settings for reception user boxes, refer to "Document Management" on page 10-11.

Performing confidential reception

Upon confidential reception, the received document is saved in a confidential user box. Browse documents in user boxes to perform printing operations. Documents out of use can be deleted.

✎
Note
For details on printing and deleting documents from user boxes, refer to "Document Management" on page 10-11.

Performing confidential transmission

Enter the number and password of the confidential user box of the recipient, and then transmit a document.

7.3 Polling TX/RX (G3)

7.3.1 Polling TX

In order to send an original with a polling command from the recipient, the original must first be stored in the machine's memory. For the procedure for saving a document in a Polling TX user box, refer to "Application - Polling TX (G3)" on page 5-40.

🔍
Detail
For polling transmission, only one document can be registered.

Memory TX is specified automatically.

This cannot be used with the following functions:
Quick Scan TX
Polling R
Timer TX
Overseas TX
F-Code TX
Password TX
Bulletin Registration
Bulletin Polling RX

7.3.2 Polling RX

This function enables a document saved or scheduled for polling transmission on the sender's machine to be transmitted upon a command from the recipient. This is convenient when the recipient desires to bear the telephone charges. For the procedure for Polling RX, refer to "Application - Polling RX (G3)" on page 5-43.

🔍
Detail
This cannot be used with the following functions:
Quick Scan TX
Confidential transmission
Relay request
Polling TX
Overseas TX
Password TX
Bulletin Registration
Bulletin Polling RX

7.4   Bulletin (G3)

It is possible to register a bulletin board on the machine in order to post documents to be browsed. To register a bulletin board, register a bulletin board and save a document in the user box mode.

When retrieving a document from a bulletin board, printing or deleting operations can be performed.
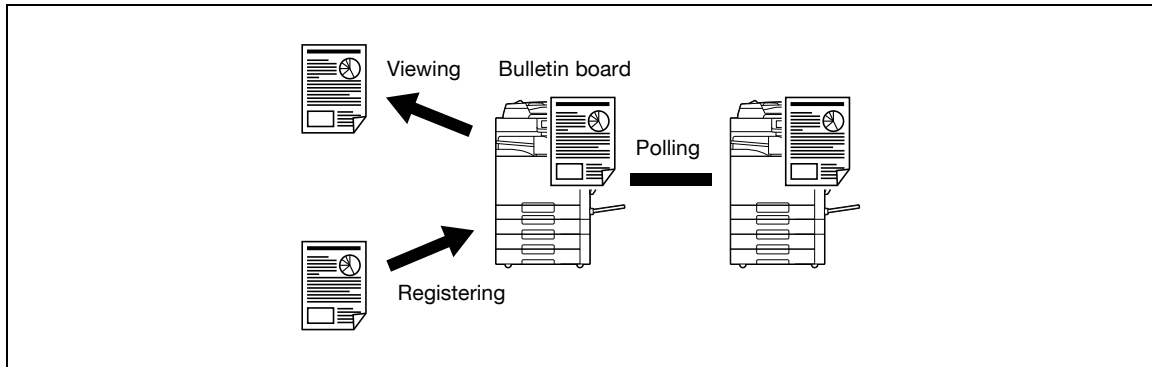
✎ **. . .**
Note
For details on registering and using bulletin boards, refer to "One-Touch/Box Reg. - Bulletin" on page 9-26.

For details on registering documents on bulletin boards, refer to "Application - Bulletin Setting (G3)" on page 5-38.

7.5 Sending/receiving data using extension lines (G3)

If the optional fax multi line is installed, separate settings can be specified on extension lines. The following functions can be specified:

- Self-Telephone # Information: The dialing scheme can be specified.

Settings can be specified for these parameters from the Fax Settings screen in Administrator mode. For details, refer to "Fax Settings" on page 10-20.

7.6   Forwarding Fax (G3)

A received document can be forwarded to a preset destination. The following functions can be specified:

- The machine can be set up so that the forwarding function is enabled and, at the same time, the fax document is printed on the machine.
- If the fax multi line is installed, the forwarding line can be specified.

Settings can be specified for these parameters from the Document Management screen in Administrator mode. For details, refer to "Document Management" on page 10-11.
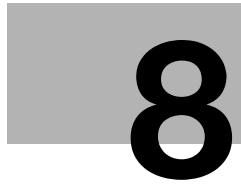
8 Explanation of reports/lists

8 Explanation of reports/lists

8.1 Types of reports/lists

The following types of reports and lists can be printed on this machine.

Reports that are printed automatically, printed by a specified printing method, and that are printed when ordered as needed. In addition, the lists that can be printed are described below.

Report Name	Description
Activity Report	This report provides a record of transmission and reception jobs. The report is printed after every 50 transmission/reception jobs. Settings for specifying when the activity report is printed can be specified with "Activity Report" in the Report Settings screen of Administrator mode.
TX Report	This report provides a record of transmission jobs, including the document number, starting date and time of the transmission, required time, recipient's name, mode, number of sent pages and transmission volume. The machine is set to print this report after every 50 transmission jobs. This report can be printed manually by touching [Print Lists].
RX Report	This report provides a record of reception jobs, including the document number, starting date and time of the reception, required time, sender's name, mode, number of sent pages and transmission result. The machine is set to print this report after every 50 reception jobs. This report can be printed manually by touching [Print Lists].
Interim Report	A report of the transmission status when a fax is being sent to multiple recipients, such as with broadcast transmissions, can be printed. This report can be printed if [Interim Rep.] appears when checking a job on the Send tab of the Job List screen.
Memory Clear Report	This list is automatically printed if transmission/reception information is erased due to a power outage and the machine is turned on again.
Broadcast Report	When a broadcast transmission is performed, whether the fax was sent to all recipients can be checked with this report.
TX Report	A report of the transmission results can be printed. The timing for printing this report can be set to one of the following: "ON", "If TX Fails" and "OFF".
One-Touch List	A list of destinations registered as one-touch dial buttons can be printed.
Program List	A list of the details of the registered programs can be printed.
Bulletin List	A list of the names of documents registered on bulletin boards can be printed.
Setting List	A list of the machine settings can be printed.

$\mathbb{Q}$
Detail
With software switch settings, the machine can be set so that lists can be printed only by the administrator and so that registered destinations are not displayed in the reports. For details, refer to the User manual – Network Administrator.

8.2 Print List menu tree

Parameters that can be specified in Utility mode for printing lists and reports are shown below.
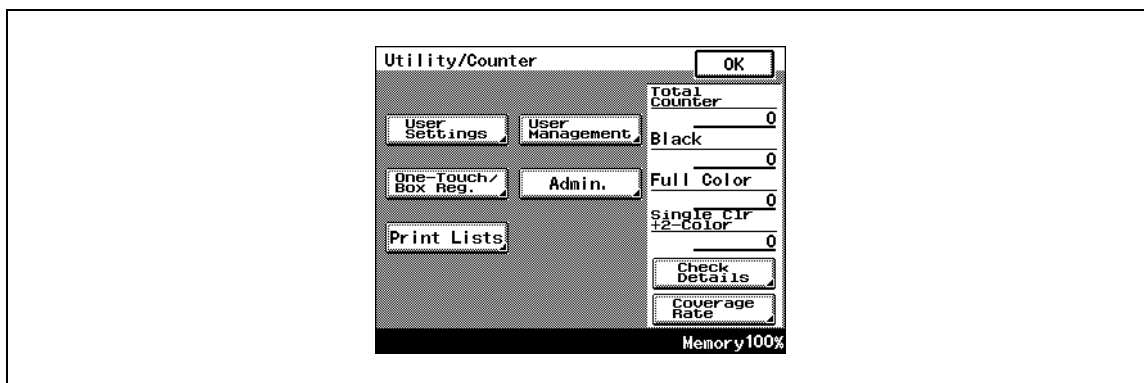
First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Admin.	Print Lists	Setting List (p. 8-13)	
Print Lists	TX Report (p. 8-4)		
	RX Report (p. 8-6)		
	Bulletin LIst* (p. 8-8)		
	One-Touch List (p. 8-9)		
	Program List (p. 8-10)		

* Does not appear if the optional fax kit has not been installed.

8.3 Common lists

8.3.1 TX Report

This report provides a record of transmission jobs, including the document number, starting date and time of the transmission, required time, recipient's name, mode, number of sent pages and transmission volume. The machine is set to print this report after every 50 transmission jobs. This report can be printed manually by touching [Print Lists].

➜ Press the [Utility/Counter] key, and then touch [Print Lists], then [TX Report].

Detail
With software switch settings, the machine can be set so that lists can be printed only by the administrator and so that registered destinations are not displayed in the reports. For details, refer to the User manual – Network Administrator.

Sample

No.	Item	Description
1	TSI	Sender information
2	Date and Time Report	Date and time when report was printed
3	Communications Mode	• ECM: ECM mode • G3: G3 mode • BR: Broadcast transmission
4	Transmission Functions	• B: Batch transmission • P: Polling communications • I: Individual login • F: Forwarding • Blank: General transmission (other than the above)
5	Line Port used	• 1: When Port1 is used (Optional) • 2: When Port2 is used (Optional) • Blank: Single port
6	Number of Pages transmitted	Indicating the number of successfully transmitted pages
7	Result	OK: • Transmitted BUSY: • Destination is engaged. • The line ist busy. NO ANS: • The destination is unable to receive. • The destination does not answer the telephone. INTERR: • Communications are suspended. F.MEM: • The memory is full. NG: • Communication was unsuccessful. PT.DEL: • Some communications were unsuccessful. IMG NG: • Communication quality of image is coarse. • Transmission finished in progress.
8	USER ACCOUNT	Account's name used

8.3.2 RX Report

This report provides a record of reception jobs, including the document number, starting date and time of the reception, required time, sender's name, mode, number of sent pages and transmission result. The machine is set to print this report after every 50 reception jobs. This report can be printed manually by touching [Print Lists].
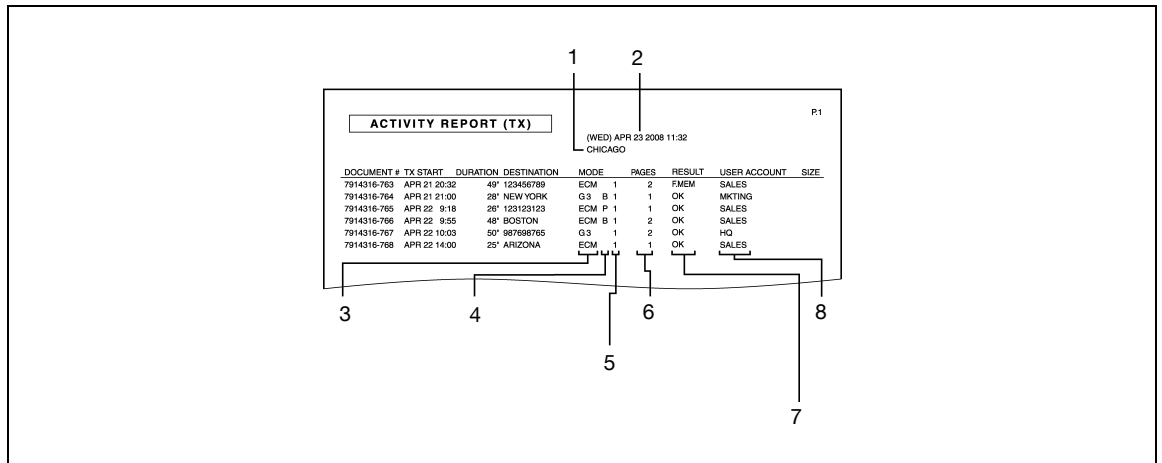
➔　Press the [Utility/Counter] key, and then touch [Print Lists], then [RX Report].

🔍 **Detail**
With software switch settings, the machine can be set so that lists can be printed only by the administrator and so that registered destinations are not displayed in the reports. For details, refer to the User manual – Network Administrator.
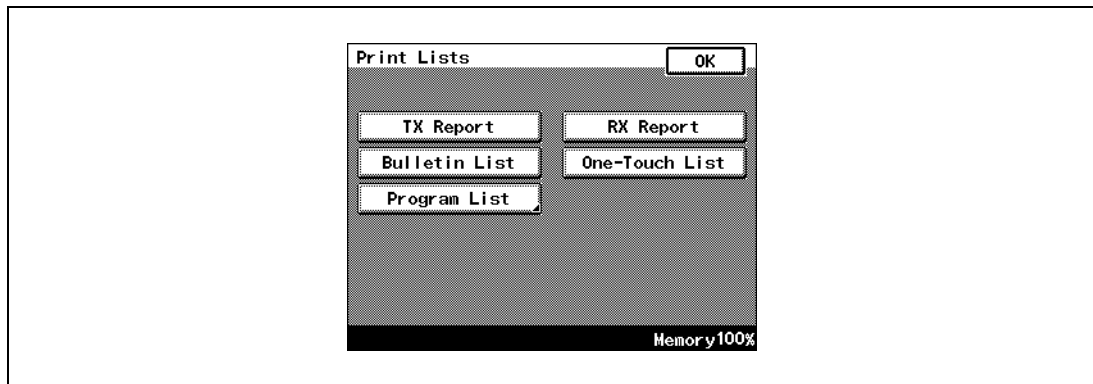
Sample

No.	Item	Description
1	TSI	Sender information
2	Date and Time Report	Date and time when report was printed
3	Communications Mode	• ECM: ECM mode • G3: G3 mode
4	Reception Functions	• P: Polling communications • F: Forwarding • Blank: General reception (other than the above)
5	Line Port used	• 1: When Port1 is used (Optional) • 2: When Port2 is used (Optional) • Blank: Single port
6	Number of Pages printed	Indicating the number of pages printed
7	Result	OK: • Transmitted BUSY: • Destination is engaged. • The line ist busy. NO ANS: • The destination is unable to receive. • The destination does not answer the telephone. INTERR: • Communications are suspended. F.MEM: • The memory is full. NG: • Communication was unsuccessful. B.PRT: • Under printing. IMG NG: • Communication quality of image is coarse. • Transmission finished on the way.
8	USER ACCOUNT	Account's name used

8.3.3 Bulletin List

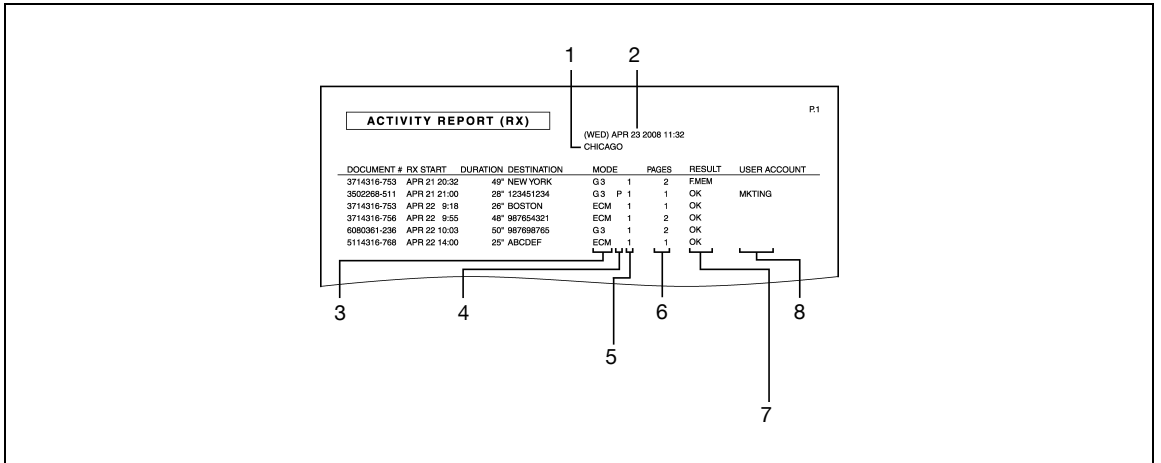A list of the names of documents registered on bulletin boards can be printed.

➔ Press the [Utility/Counter] key, and then touch [Print Lists], then [Bulletin List].

🔍 **Detail**
With software switch settings, the machine can be set so that lists can be printed only by the administrator and so that registered destinations are not displayed in the reports. For details, refer to the User manual – Network Administrator.
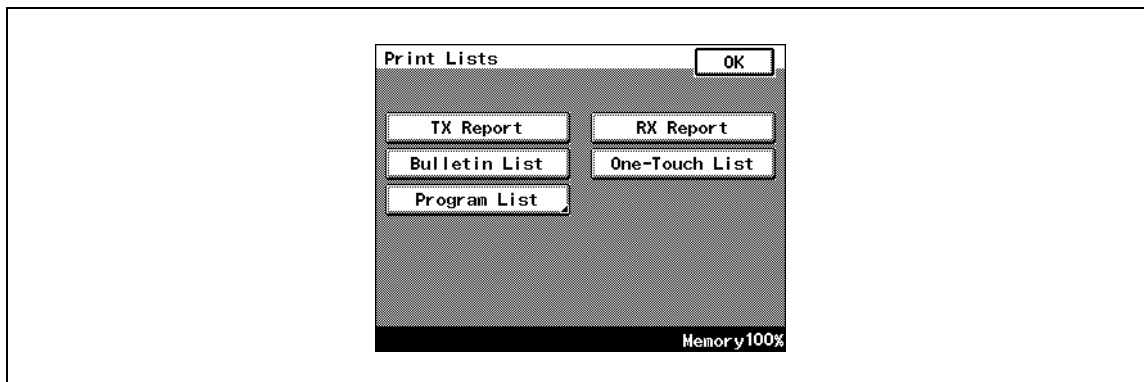
This function does not appear if the optional fax kit has not been installed.

Sample

No.	Item	Description
1	TSI	Sender information
2	Date and Time Report	Date and time when report was printed
3	TITLE	Title of the registered Document
4	TIME STORED	Date and Time of Document Registration

8.3.4 One-Touch List

A list of destinations registered as one-touch dial buttons can be printed.

To print it out

➔ Press the [Utility/Counter] key, and then touch [Print Lists], then [One-Touch List].

Output example

No.	Item	Description
1	TSI	Sender information
2	Date and Time Report	Date and time when report was printed
3	Registered details of the One-Touch Keys	
4	Communications Mode	Used line type is displayed: • FAX (G3): Used for transmissions to G3 facsimiles • FAX (G3-1): Used for transmissions to G3 facsimiles from port 1 (optional) • FAX (G3-2): Used for transmissions to G3 facsimiles from port 2 (optional)

8.3.5 Program List

The information for the selected program can be printed.

A registered program list can be printed out.

➜ Press the [Utility/Counter] key, and then touch [Print Lists], then [Program List].
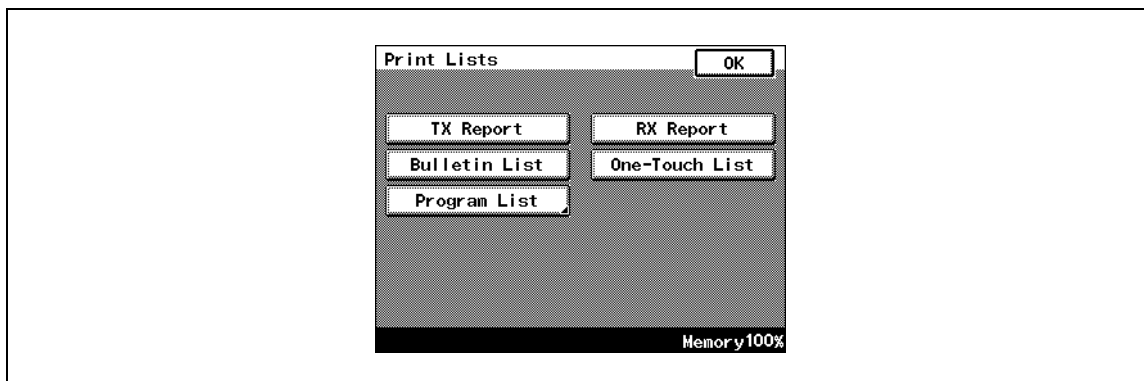
Output example
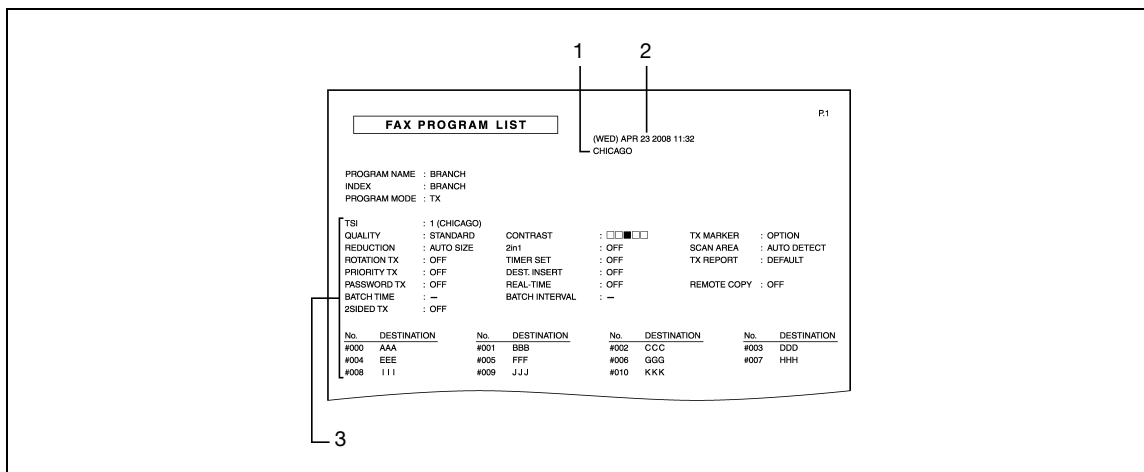
No.	Item	Description
1	TSI	Sender information
2	Date and Time Report	Date and time when report was printed
3	Details of communications settings registered in the program keys	

8.4 Reports/lists common to G3/IP/I-FAX

8.4.1 Activity Report

This report provides a record of transmission and reception jobs. The report is printed after every 50 transmission/reception jobs. If desired, a report of only transmission jobs (TX Report) or a report of only reception jobs (RX Report) can be printed.

✎ . . .

Note

For details on specifying settings for printing activity reports, refer to "Report Settings" on page 10-27.

8.4.2 TX Report

A report of the transmission results is printed automatically. In Administrator mode, the timing for printing this report can be set to one of the following: "ON", "If TX Fails" and "OFF".

No.	Item	Description
1	TSI	Sender information
2	Date and Time Report	Date and time when report was printed
3	Transmission details	
4	Result	BUSY: • Destination is engaged. • The line ist busy. NO ANS: • The destination is unable to receive. • The destination does not answer the telephone. INTERR: • Communications are suspended. F.MEM: • The memory is full. NG: • Communication was unsuccessful. Error Code: • Refer to Troubleshooting.

8.4.3 Broadcast Report

Automatically printed out when sequential broadcasting has finished.

If "TX Report" is set to "ON", you can check whether or not the data was sent to all of the recipients.

No.	Item	Description
1	TSI	Sender information
2	Date and Time Report	Date and time when report was printed
3	FIN.	Destinations to which transmission completed normally
4	T.B.S.	Destinations to which transmission could not be completed
5	Result	OK: • Transmitted BUSY: • Destination is engaged. • The line ist busy. NO ANS: • The destination is unable to receive. • The destination does not answer the telephone. INTERR: • Communications are suspended. F.MEM: • The memory is full. NG: • Communication was unsuccessful.

✎
Note
With software switch settings, whether the results of broadcast transmissions are printed together or individually in transmission result reports can be specified. For details, refer to the User manual – Network Administrator.

With software switch settings, the machine can be set not to display the telephone numbers of destinations in screens and reports. For details, refer to the User manual – Network Administrator.

8.4.4 Setting List

The fax job settings list set up on this machine can be printed out.

To print it out

➔ Touch [Print Lists] in Administrator mode, and then touch [Setting List].
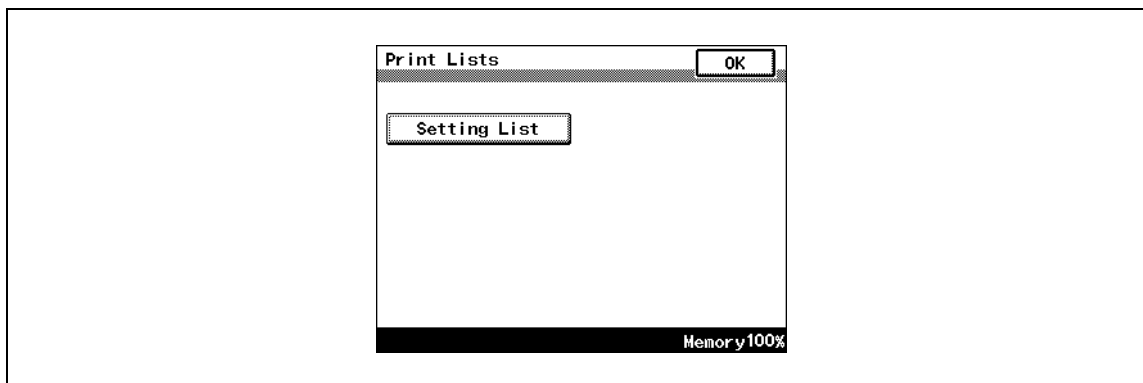
Output example
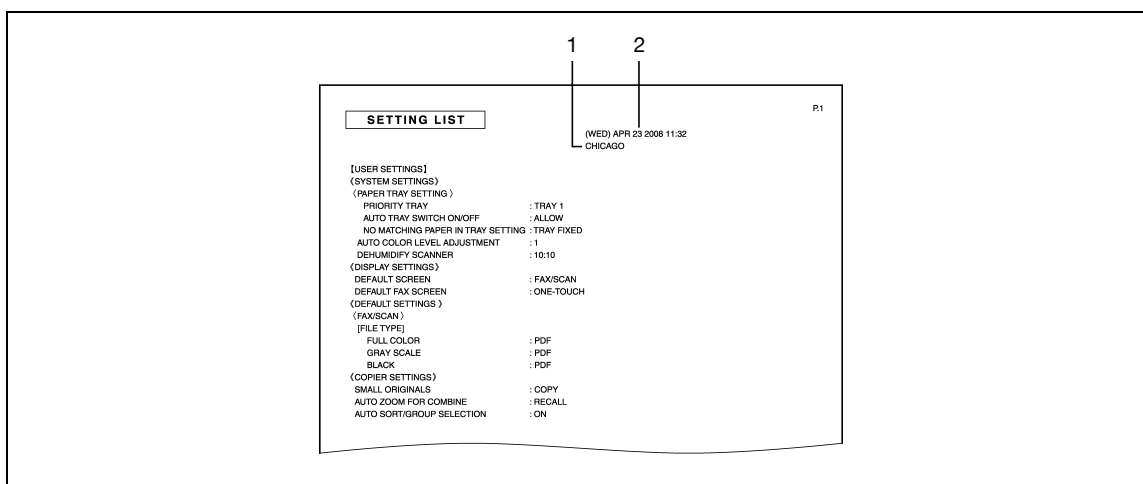
No.	Item	Description
1	TSI	Sender information
2	Date and Time Report	Date and time when report was printed

8.5 Reports output in G3 Fax operations

8.5.1 Memory Clear Report

If a power outage occurred, the erased information stored in the memory is printed.

The transmission and reception information in this machine's memory is stored for two hours, even if a power outage occurs. If the stored information is erased after two hours have passed or if the machine is turned on again after a power outage, a memory clear report is automatically printed.

No.	Item	Description
1	TSI	Sender information
2	Date and Time Report	Date and time when report was printed
3	TIME STORED	Start time for memory storing
4	MODE STORED	Communications functions that has been set when the document is stored in the memory
5	USER ACCOUNT	Account's name used
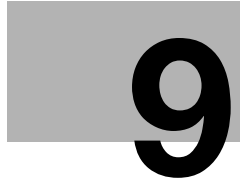
9 User Settings / User Management / One-Touch/Box Reg.

9 User Settings / User Management / One-Touch/Box Reg.

9.1 Menu tree in User Settings / User Management / One-Touch/Box Reg.

Parameters that can be specified in Utility mode are shown below. This menu tree shows parameters related to network scanning, G3 faxing and network faxing.

9.1.1 User Settings
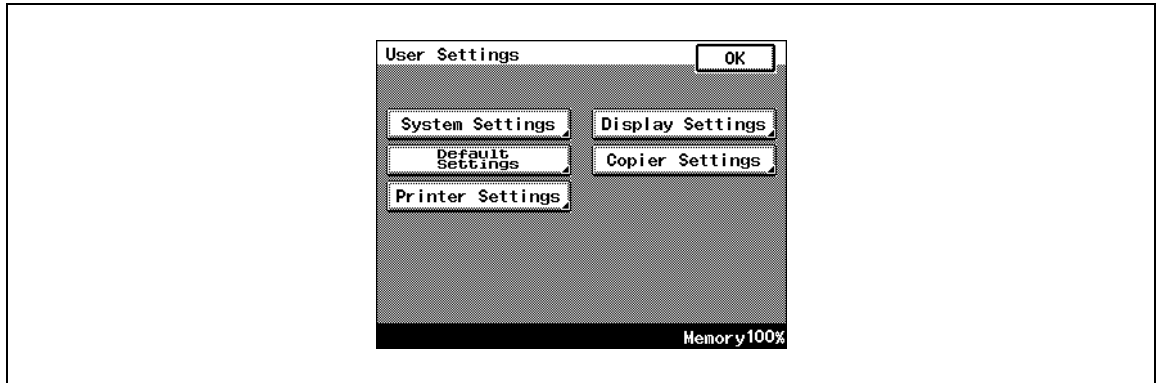
First-level menu	Second-level menu	Third-level menu	Fourth-level menu
System Settings	Language Selection (p. 9-6)		
Display Settings	Default Screen (p. 9-6)		
	Default Fax Screen* (p. 9-7)		
Default Settings	Fax/Scan	Default Scan/Fax Settings (p. 9-8)	
		IP Relay Dest. Selection (p. 9-8)	
		File Type (p. 9-9)	Full Color (p. 9-9)
			Gray Scale (p. 9-9)
			Black (p. 9-10)

*   If the optional fax kit has not been installed, [Default E-Mail Screen] appears instead of [Default Fax Screen].

9.1.2 User Management
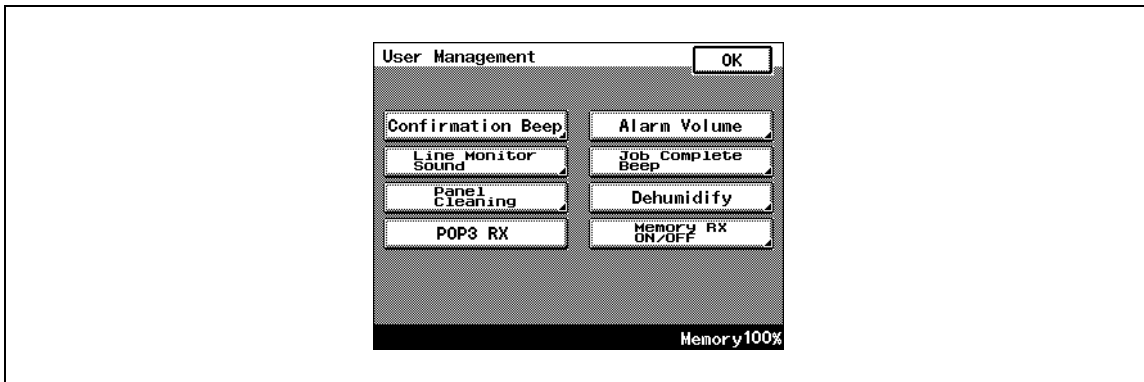
First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Line Monitor Sound (p. 9-11)			
POP3 RX (p. 9-12)			
Memory RX ON/OFF (p. 9-12)			

9.1.3 One-Touch/Box Reg.
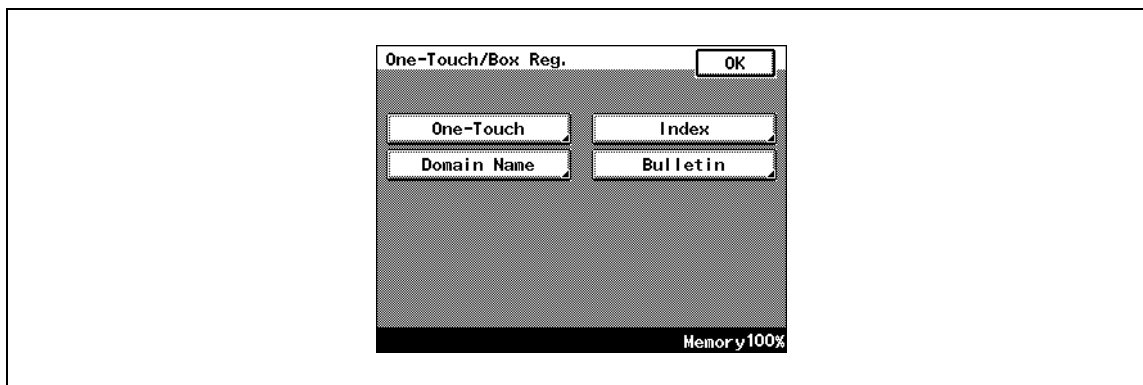
First-level menu	Second-level menu	Third-level menu	Fourth-level menu
One-Touch	One-Touch Name (p. 9-14)		
	Com. Mode (*Continue to "Com. Mode")		
	Delete (p. 9-17)		
	Sub Address (p. 9-16)		
	One-Touch Copy (p. 9-17)		
Index (p. 9-24)			
Domain Name (p. 9-25)			
Bulletin[*2]	Title (p. 9-27)		
	F-Code (p. 9-27)		
	F-Code Password (p. 9-27)		
	Remote Input Check (p. 9-27)		
	Remote Output Check (p. 9-28)		
*Com. Mode	Fax[*2]	G3-1/G3-2	Fax number (p. 9-18)
			Speed (p. 9-18)
			Overseas (p. 9-18)
			F-Code (p. 9-19)
	Network Fax	Internet Fax	E-Mail Address (p. 9-20)
			Scanning Mode (p. 9-20)
		IP Addr. Fax	IP Address (p. 9-21)
			Port (p. 9-21)
		IP Relay	Fax number (p. 9-22)
			Relay Dest. (p. 9-22)
	PC	E-Mail	E-Mail Address (p. 9-23)

[*2] Does not appear if the optional fax kit has not been installed.

9.2   User Settings

9.2.1   Displaying the User Settings screen

To display the User Settings screen, press the [Utility/Counter] key in the control panel, and then touch [User Settings] in the screen that appeared.
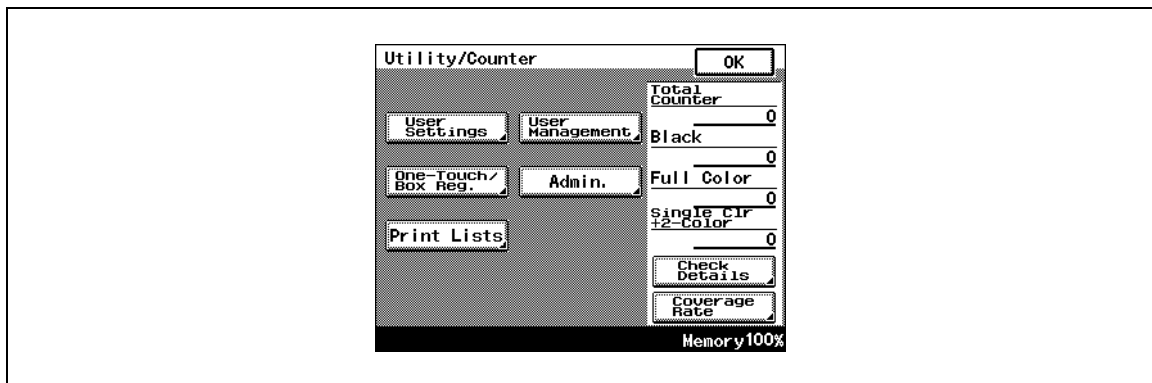
9.2.2   System Settings - Language Selection

The language used in screens and reports can be specified.
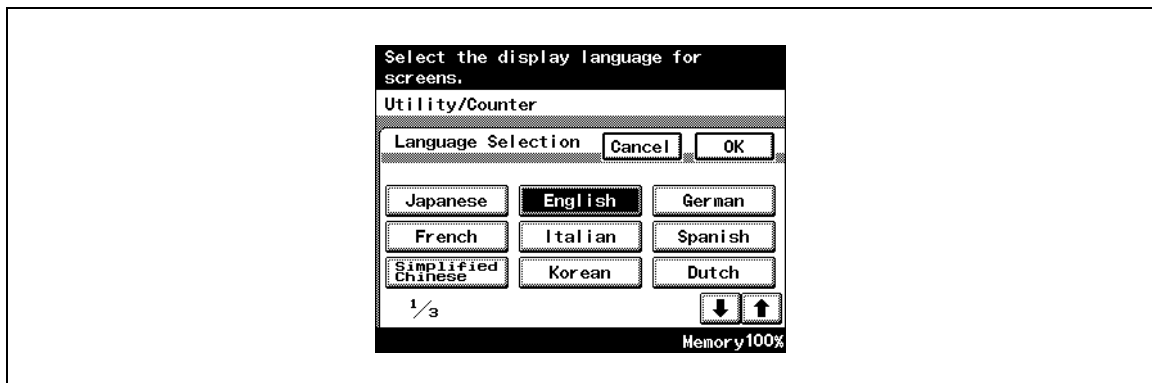
9.2.3   Display Settings - Default Screen

The first screen that is displayed before the machine is operated is called the standby screen. The screen displayed for the standby screen can be selected. (Default: Copy)
- Copy: The Copy mode screen is displayed.
- Fax/Scan: The Fax/Scan mode screen is displayed.

✎ . . .
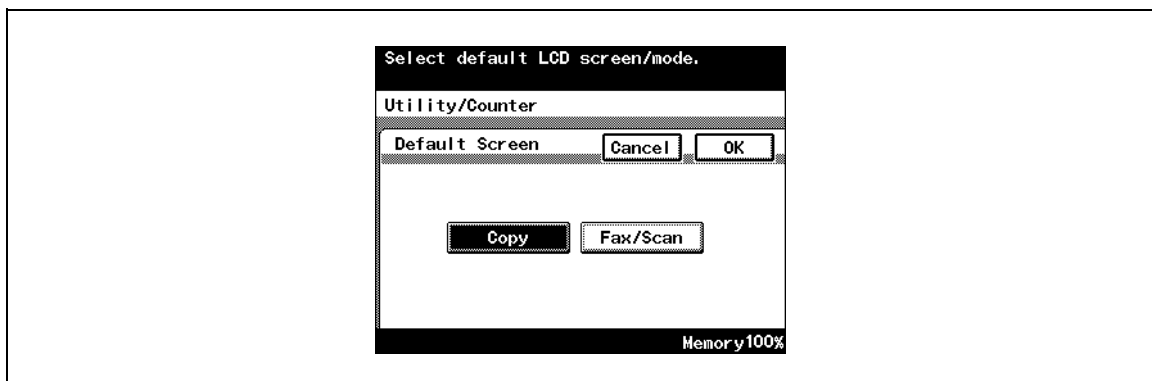
Note
If the optional fax kit has not been installed, [E-Mail] appears instead of [Fax/Scan].

9.2.4 Display Settings - Default Fax Screen

The screen displayed when the [Fax/Scan] key is pressed can be selected. (Default: One-Touch)
- One-Touch: The One-Touch screen is displayed.
- Search: The Search screen is displayed.
- Direct Input: The Dial screen is displayed.
- Index: The Index screen is displayed.
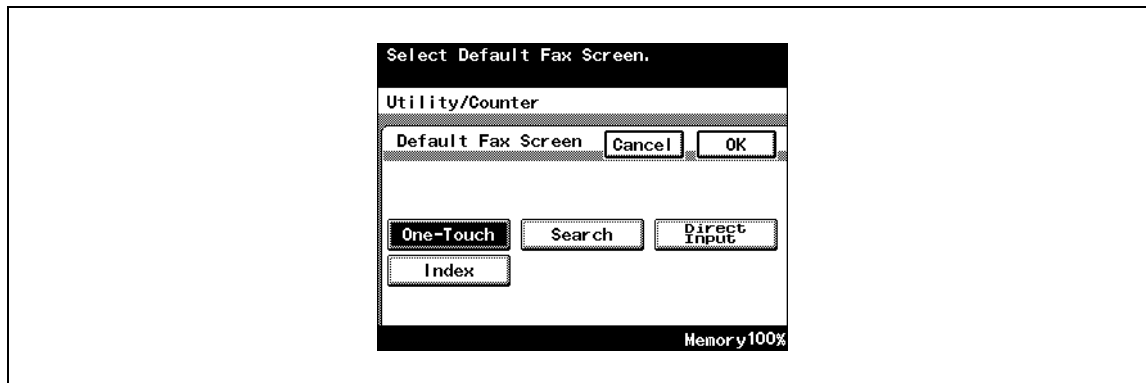
🔍
Detail

If the parameter is set to "Index", the Index screen is given priority when displaying screens for registering one-touch destinations and programs.

If the optional fax kit has not been installed, the buttons that appear differ as shown below.
[Default Fax Screen] ➜ *[Default E-Mail Screen]*
[Direct Input] ➜ *[Address Input]*

9.2.5   Default Settings - Fax/Scan - Default Scan/Fax Settings

The default settings (settings selected when the machine is turned on or the [Reset] key is pressed) can be specified.

- Current Setting: The settings specified before Utility mode was entered are set as the default settings.
- Factory Default: The settings return to the factory defaults.

Settings can be specified for the following parameters.

- Quality
- Resolution
- Color
- Density
- Background Adjustment
- File Type
- Zoom
- Sender
- TSI Selection
- 2in1
- Rotation TX
- Quick Scan TX
- Stamp
- 2-Sided TX
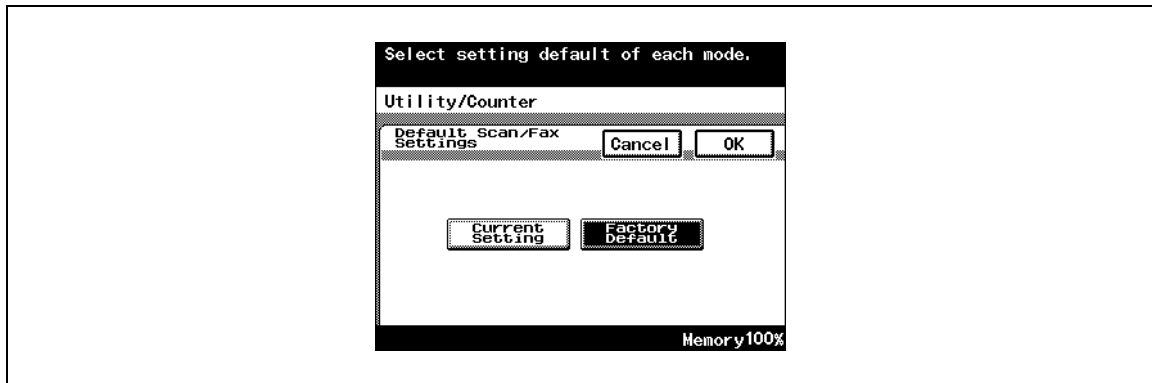
9.2.6   Default Settings - Fax/Scan - IP Relay Dest. Selection

When multiple IP relay stations are registered, the default IP relay station can be specified.

Detail
Register IP relay stations from the Network Setting screen of Administrator mode. For details, refer to the User manual – Network Administrator.
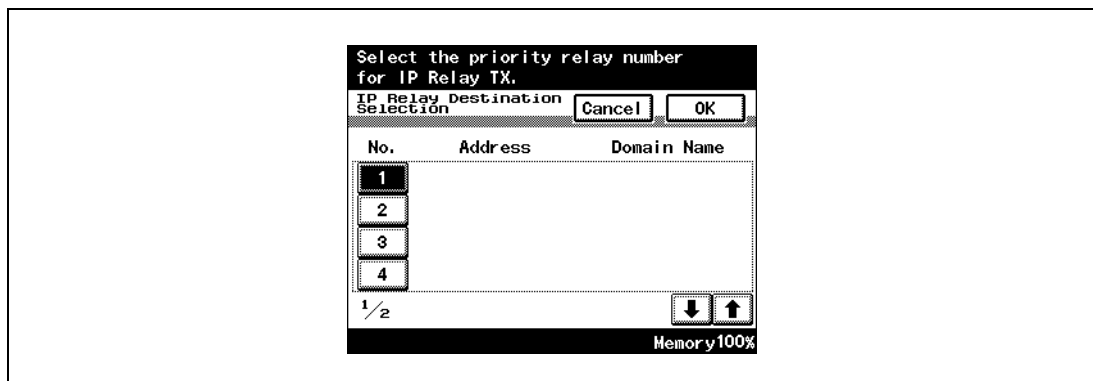
✎...
Note
This parameter does not appear if the optional fax kit has not been installed.

9.2.7 Default Settings - Fax/Scan - File Type

The default file type for sending documents can be specified. (Default: PDF) A default file type can be specified for each Color setting.

```
File Type                        OK

Full Color           PDF
Gray Scale           PDF
Black                PDF

                            Memory 100%
```
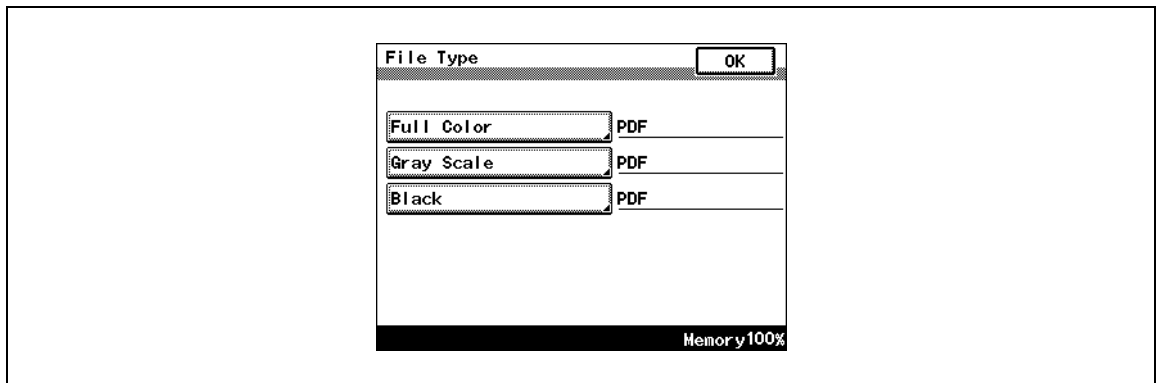
Full Color

Select the default setting when "Full Color" is selected.

```
Default File Type for Full Color TX.

Utility/Counter

Full Color          Cancel    OK

    PDF                    JPEG

                            Memory 100%
```
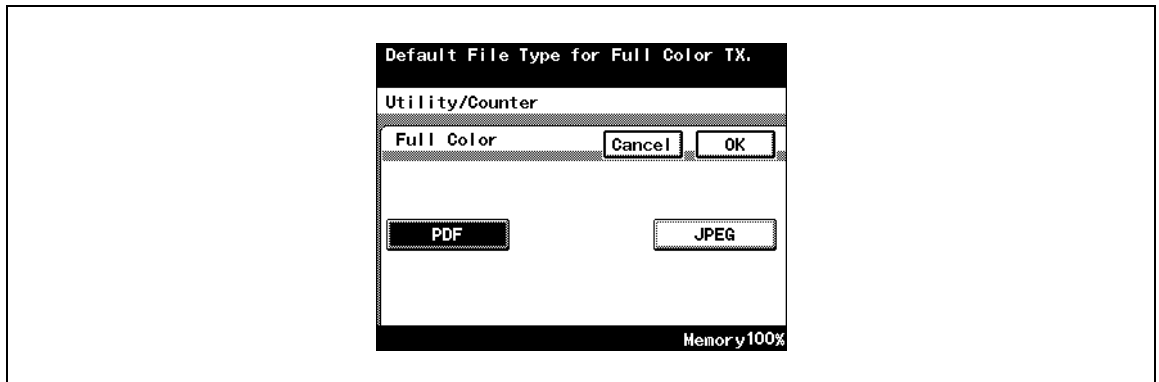
Gray Scale

Select the default setting when "Gray Scale" is selected.

```
Default File Type for Gray Scale TX.

Utility/Counter

Gray Scale          Cancel    OK

         PDF      JPEG

                            Memory 100%
```
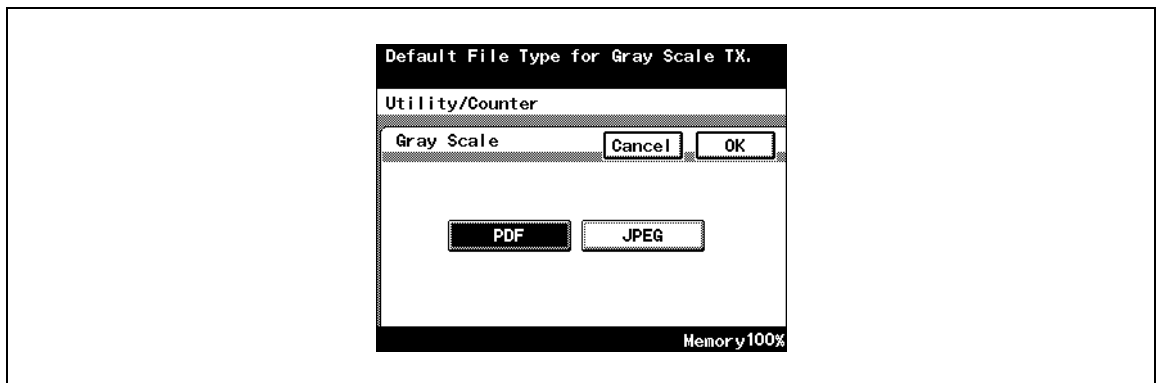
Black

Select the default setting when "Black" is selected.
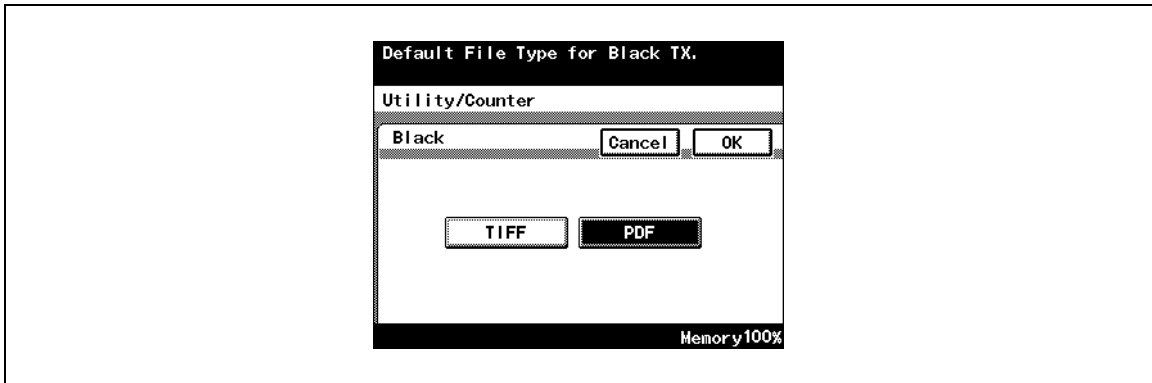
9.3 User Management

9.3.1 Displaying the User Management screen

To display the User Settings screen, press the [Utility/Counter] key in the control panel, and then touch [User Management] in the screen that appeared.
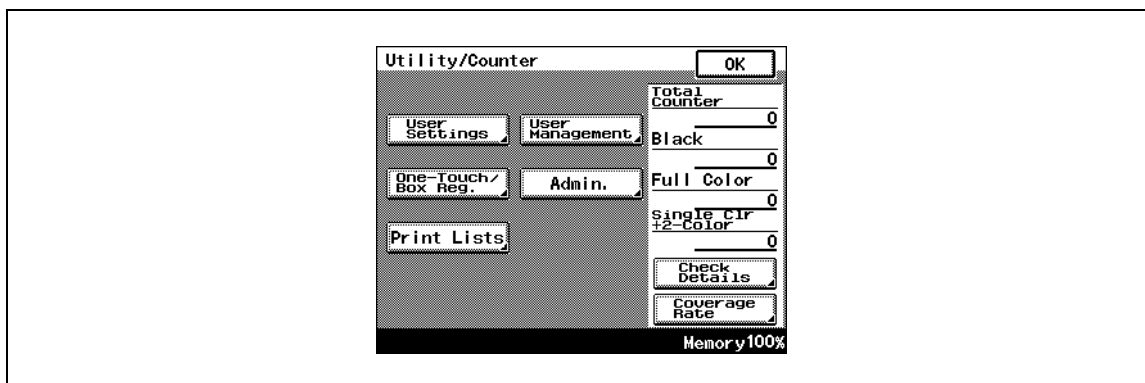
9.3.2 Line Monitor Sound

The level of the sounds produced from the monitor speaker during a fax transmission can be specified. (Default: 3) Specify a setting between 0 and 5.

✎
...
Note
No sound is produced when "0" is specified.
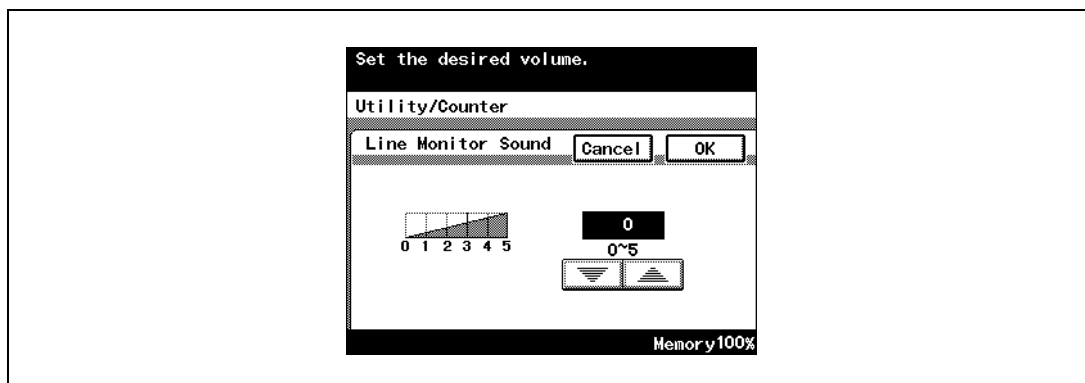
9.3.3 POP3 RX

Internet faxes can be received manually. Touch [POP3 RX] to access the server and retrieve e-mail messages.

✎ ...
Note
For details on specifying automatic retrieval of Internet faxes and specifying other settings, refer to "Receiving (I-FAX)" on page 6-4.
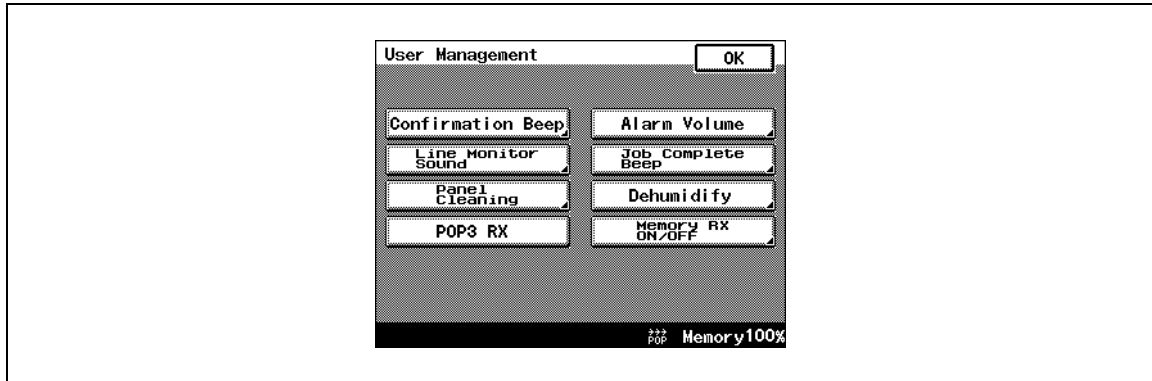
9.3.4 Memory RX ON/OFF

This machine can be set to not print received fax documents, but instead collect them to be printed at a specific time on a specified day. Faxes received other than when specified can be printed.

✎ ...
Note
For details on specifying the Memory Lock Password setting and settings to not print, refer to "Memory RX Timer Setting (G3)" on page 10-25.

1 Touch [Memory RX ON/OFF].

2 If a password has been specified, enter the password for "Memory Lock Password".
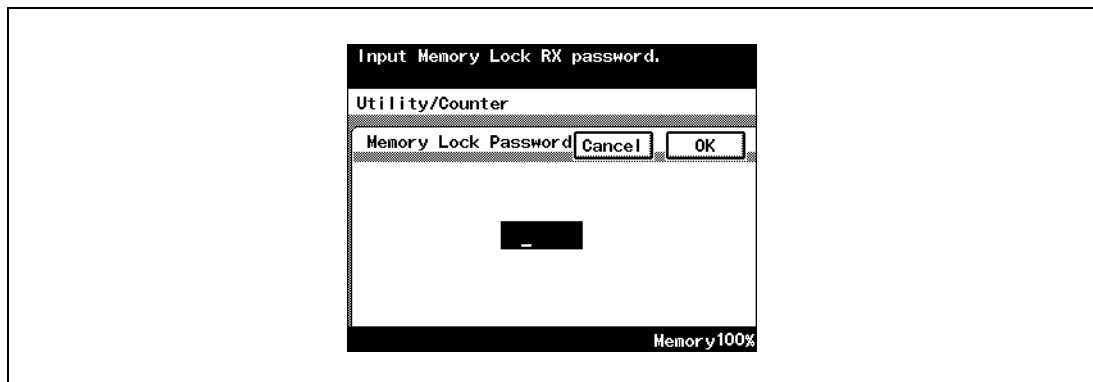
3 To print, touch [Lock OFF].

– To cancel printing, touch [Lock ON].
– If [Temporarily Print] is touched, the document whose printing was stopped is continued, then printing is stopped again.
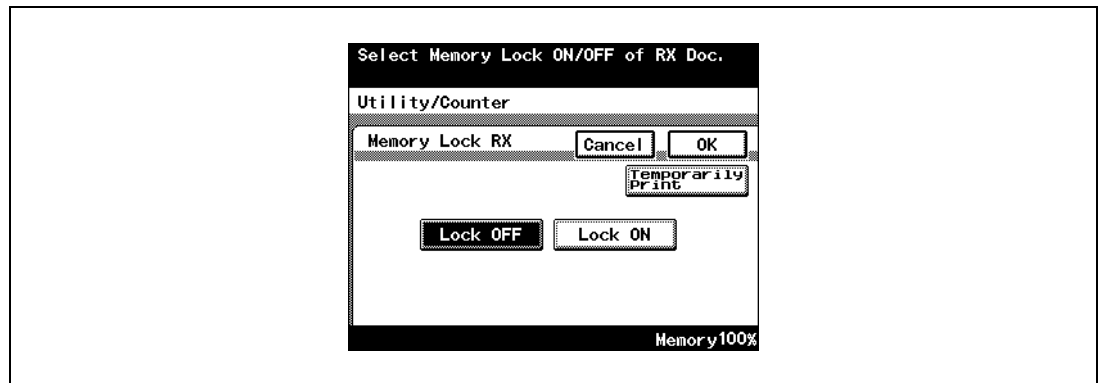
9.4 One-Touch/Box Reg. - One-Touch

The procedures for registering one-touch destinations and specifying their settings are described below.

🔍
Detail
With software switch settings, the machine can be set so that only the administrator can register destinations and so that registered information is not displayed in screens and reports. For details, refer to the User manual – Network Administrator.

9.4.1 Flow for registering one-touch destinations

A maximum of 300 one-touch dial buttons can be programmed. The general procedure for registering one-touch destinations is shown below. For details on specifying settings, for example, for the communication modes, refer to the descriptions starting with page 9-17.

1 Press the [Utility/Counter] key in the control panel.

2 Touch [One-Touch/Box Reg.].
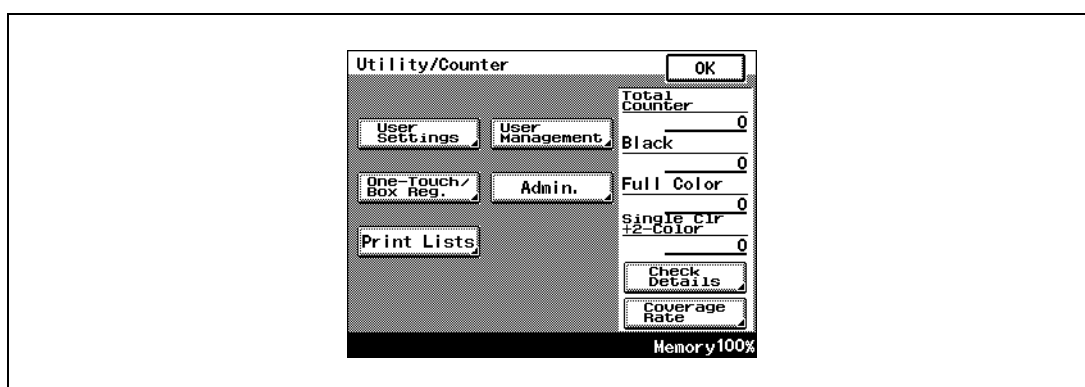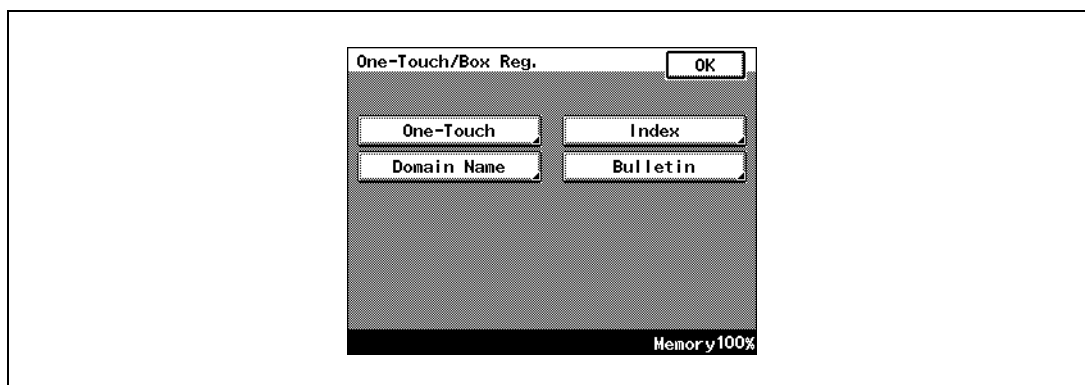
3 Touch [One-Touch].

4 Touch the one-touch dial button to be programmed.
– To select a different index, touch [◄] or [►], or select a different index in the Index List screen.
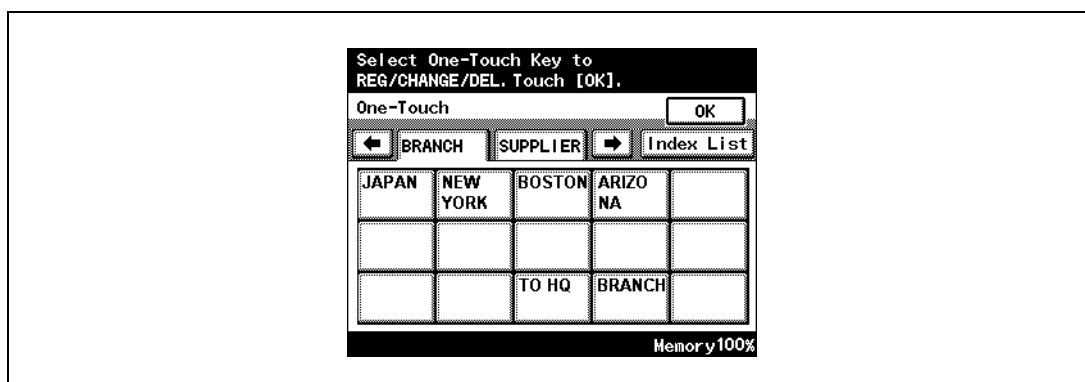
5　Type in the name of the recipient to be registered with the one-touch dial button, and then touch [Next].

　　– The recipient name can contain a maximum of 24 characters.
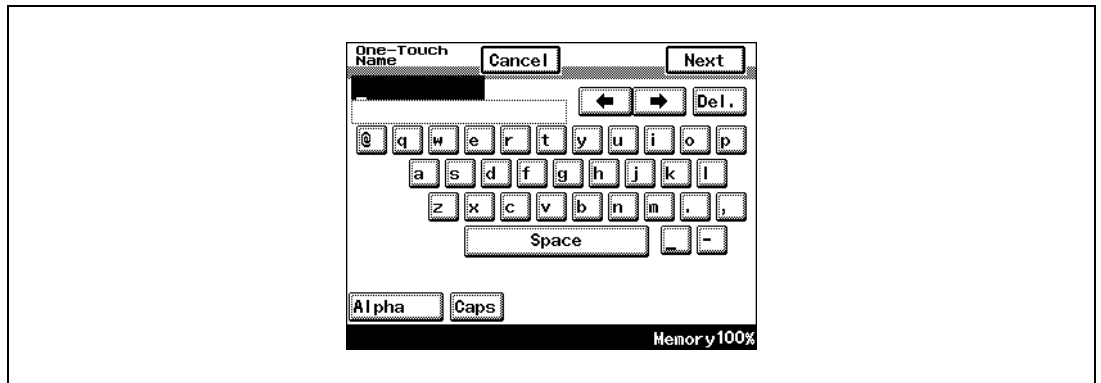
6　Select the communication mode, and then touch [Next].
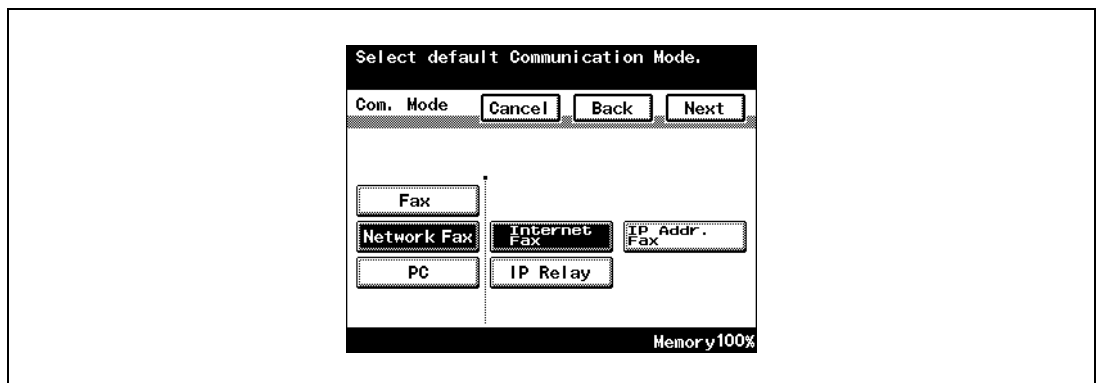
7　Specify the appropriate settings for the selected communication mode.

8　Check the information to be registered, and then touch [OK].

　　– To change a setting, touch ⬆ or ⬇ until the appropriate screen is displayed.
　　– A secondary recipient can also be registered, depending on the selected communication mode.

✎ ...
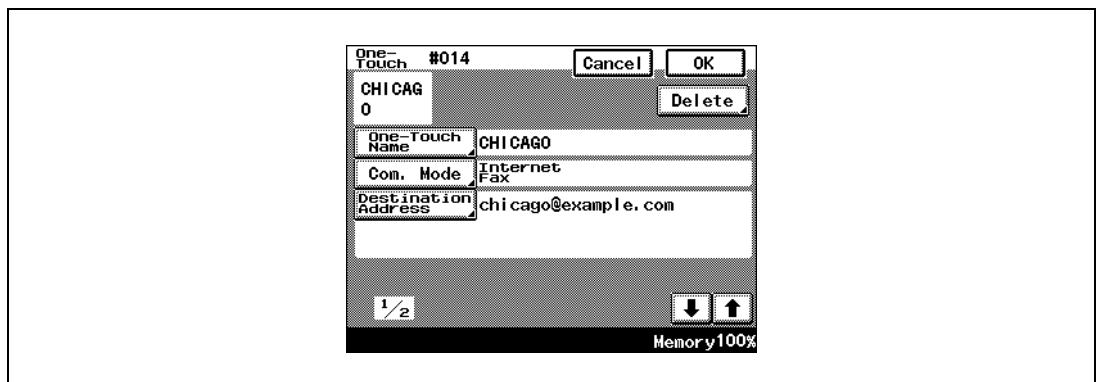
Note

For details on registering a secondary recipient, refer to "Sub Address (I-FAX/G3/IP/Relay/E-Mail)" on page 9-16.

9.4.2 Sub Address (I-FAX/G3/IP/Relay/E-Mail)

By registering two recipients with a one-touch dial button, the fax can be sent to the destination registered as the secondary recipient if the fax cannot be sent to the main destination.

In the confirmation screen when registering a one-touch destination, touch [Sub Address] to display a list of available one-touch destinations. The secondary recipient can be specified after the one-touch destination is registered.

1 From the list of one-touch destinations, select the destination to be specified as the secondary recipient.
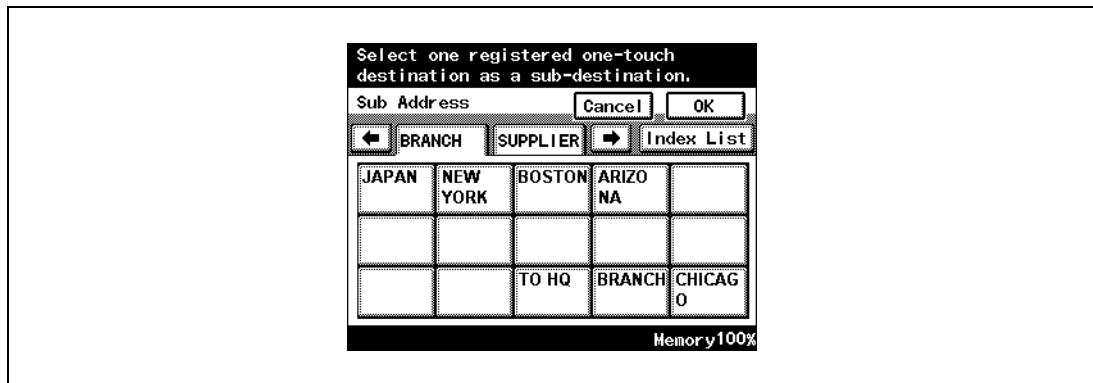
2 Check the information for the secondary recipient, and then touch [OK].
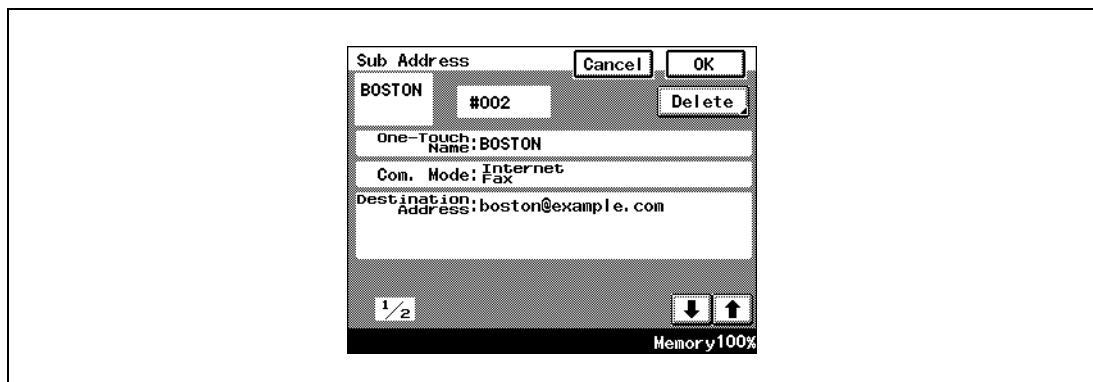
9.4.3 One-Touch Copy

The settings for a previously registered one-touch dial button can be copied and saved with a different one-touch dial button. The settings of a one-touch dial button can be specified after the one-touch destination is registered.

1 From the One-Touch/Box Reg. screen, display the one-touch dial button that is to be copied.

2 Go to page 3/3, and then touch [One-Touch Copy].
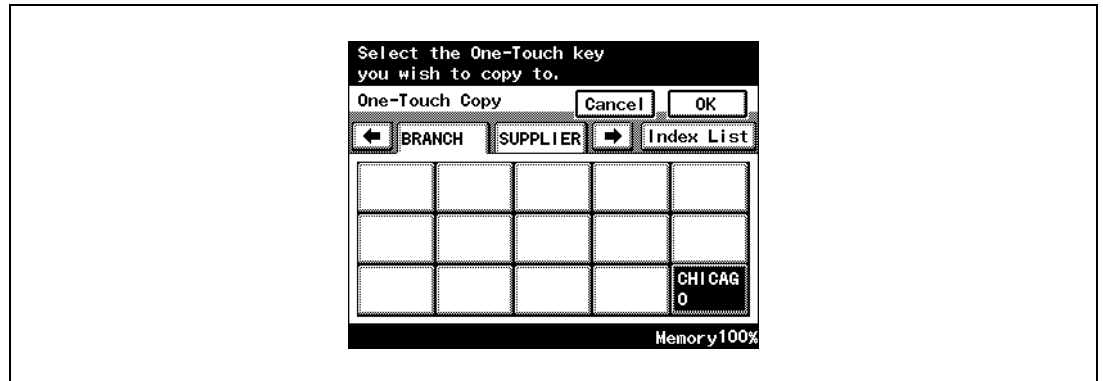
3 From the list of one-touch dial buttons, touch the button where the one-touch dial settings are to be copied to. Check the settings, and then touch [OK].

✎
Note
The settings cannot be registered with a one-touch dial button that has already been registered.

9.4.4 Changing/deleting one-touch destinations

Follow the procedure described below to change or delete registered one-touch destinations.

1 Press the [Utility/Counter] key in the control panel.

2 Touch [One-Touch/Box Reg.].

3 Touch [One-Touch].

4 Touch the button for the one-touch destination to be changed or deleted.

– To select a different index, touch ← or → ,or select a different index in the Index List screen.

5 Check the information to be registered, and then change the settings as desired.

– To delete the one-touch destination, touch [Delete].
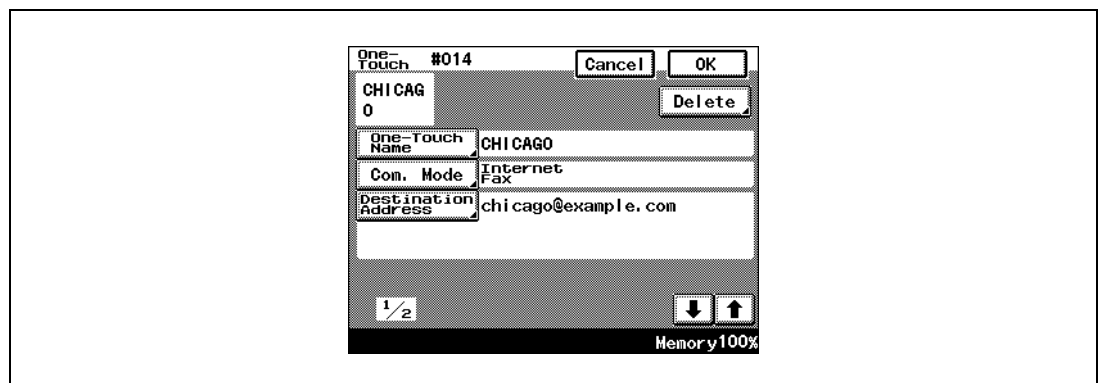
9.4.5 Specifying fax settings

The procedure for specifying G3 fax settings is described below.
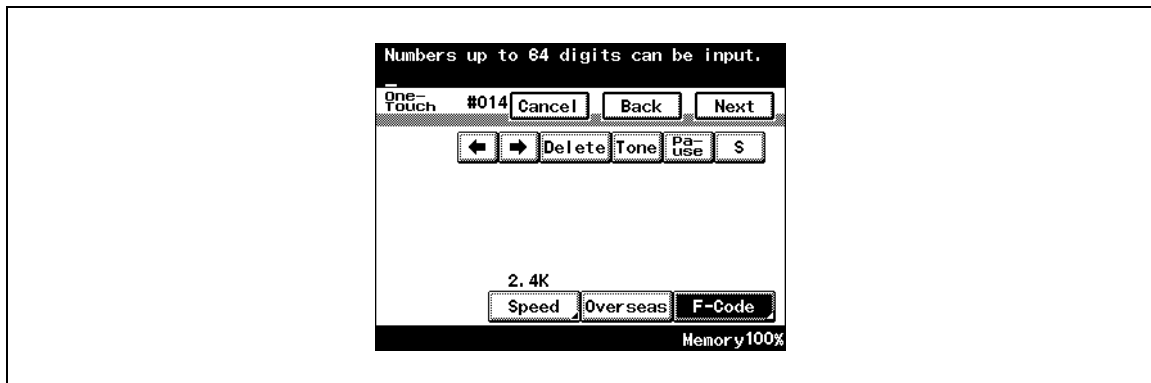
```
Numbers up to 64 digits can be input.

One-
Touch  #014 | Cancel |  | Back |  | Next |

         ← → |Delete|Tone|Pa-|  S
                          use

              2.4K
             Speed |Overseas| F-Code
                            Memory100%
```

Fax number

Type in the fax number (up to 64 digits) for the recipient. Use the keypad to enter the number.

- Tone: If pulse dialing is being used, touch this button to send a push-button tone. This is used when a fax information service is being used. "T" appears in the screen.
- Pause: Touch this button to insert a pause when dialing. Touch the button once to insert a 1-second pause. "P" appears in the screen.
- S: Touch this button to perform a checked receiver transmission. "S" appears in the screen.

Speed

Select the transmission speed. Specify a setting between 2.4 and 33.6.

```
Select Transmission speed.

Utility/Counter

Speed             | Cancel |  |  OK  |

                2.4K
               2.4~33.6
                ⏬  ⏫
                        Memory100%
```
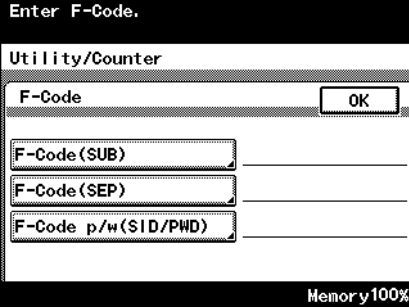
Overseas

When faxing to a location where transmission conditions are poor, specify a slower transmission speed to ensure that the fax can be sent.

F-Code

If F-codes are used during transmissions, type in the F-code.

- F Code (SUB): Specify, for example, when performing a user box transmission.
- F-Code (SEP): Specify when receiving a document prepared on the sender's machine (polling reception), for example, with remote retrieval.
- F-Code P/W (SID/PWD): Specify if a password is specified for the F-code.

9.4.6 Specifying Internet fax settings

The procedure for specifying Internet fax settings is described below.
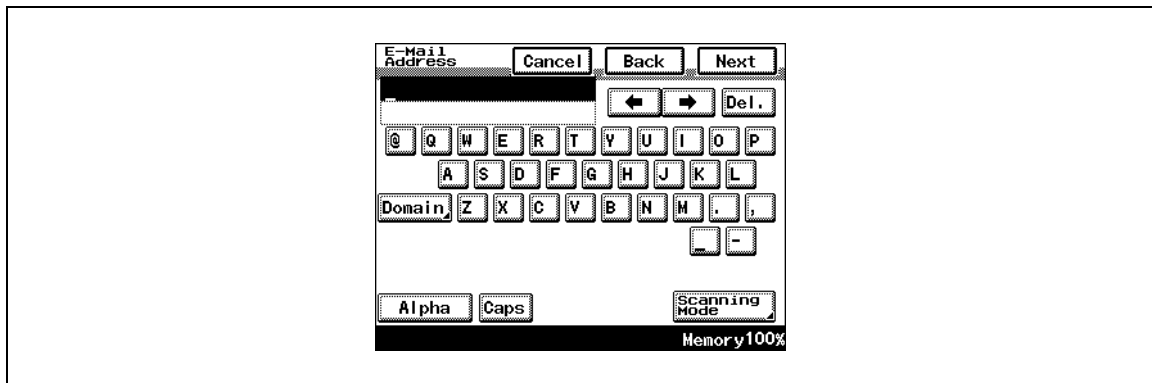
E-Mail Address

Type in the e-mail address of the recipient (up to 64 characters).

Scanning Mode

With Internet faxing, when the fax is sent using a transmission size, transmission resolution or coding method that is not supported by the receiving device, or it may not be possible for the recipient to view the received data. If the maximum values are specified, the data is sent with those previously specified settings, even if settings unsupported by the receiving device were specified.

Parameter	Description
TX Size (Max.)	Select the maximum original size compatible with the recipient's machine.
TX Resolution (Max.)	Select the maximum resolution compatible with the recipient's machine.
Coding Method	Select the coding method compatible with the recipient's machine.

Detail

If the image data is too large, there will be a large load on the network. In addition, communication may not be possible, depending on the network environment.

To specify the desired setting for each parameter, select the corresponding parameter, and then change the setting.

Some images cannot be viewed on the recipient's computer, depending on the encoding method. Selecting "MH" increases the possibility that the image can be viewed.

The size of the encoded data depends on the image data. However, data amount for the encoding methods generally increase as follows: MMR, MR, MH.

9.4.7 Specifying IP address fax settings

The procedure for specifying IP address fax settings is described below.
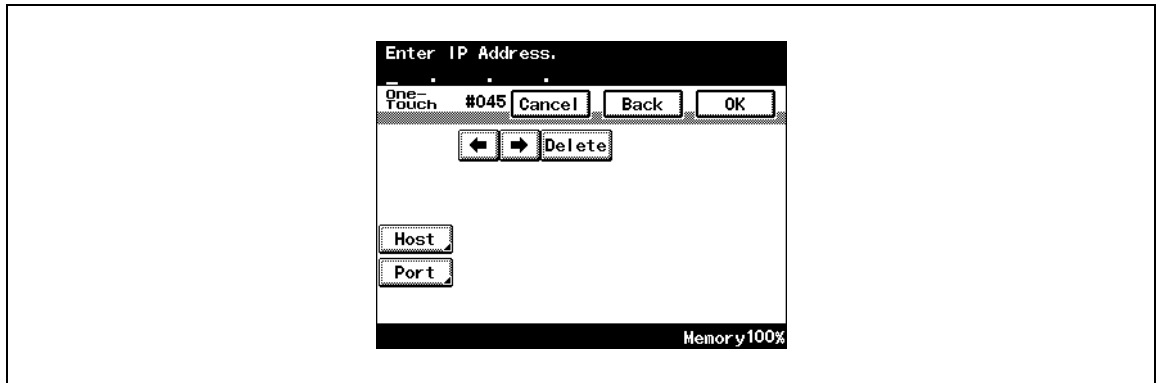
```
Enter IP Address.
_ . _ . _ . _
One-
Touch  #045 [Cancel] [ Back ] [  OK  ]

        [←] [→] [Delete]



[ Host ]
[ Port ]

                          Memory 100%
```

🔍
Detail
If settings have been specified for "SMTP Authentication User Name" and "SMTP Authentication Password" on the machine receiving the IP address fax, specify the SMTP authentication user name and SMTP authentication password on the machine sending the fax.

If SMTP authentication has been enabled with the software switch settings, [SMTP Authentication] appears. Touch this button to specify the SMTP authentication user name and SMTP authentication password.

For details on specifying the software switch settings, refer to the User manual – Network Administrator.

IP Address

Use the keypad to type in the IP address of the recipient's machine.

Host Name

Type in the host address of the recipient's machine as the host name. To type in the host name, the DNS settings (specified from the Network Settings screen in Administrator Management mode) must be specified first.

🔍
Detail
For details on specifying the DNS settings, refer to the User manual – Network Administrator.

With software switch settings, the machine can be set to display the screen for entering either the IP address or the host name. For details, refer to the User manual – Network Administrator.

Port

Type in the port number. (Range: 1 to 65535)

9.4.8   Specifying IP relay settings

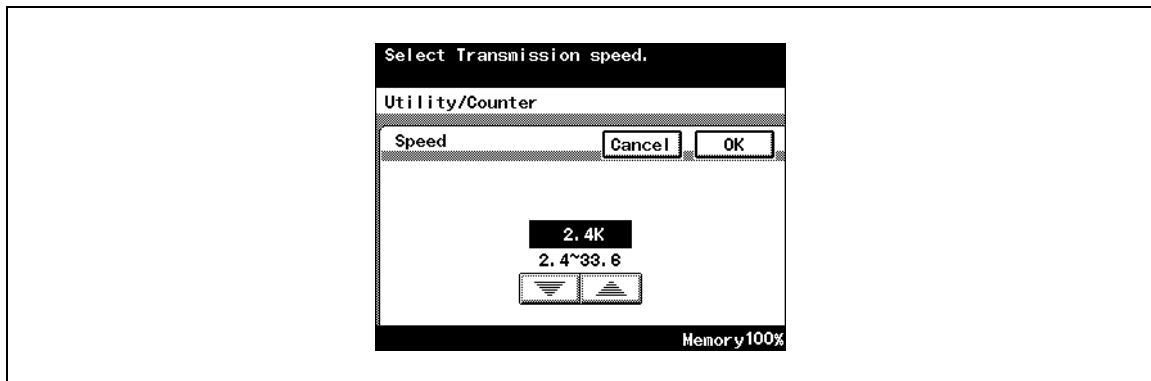The procedure for specifying IP relay settings is described below.
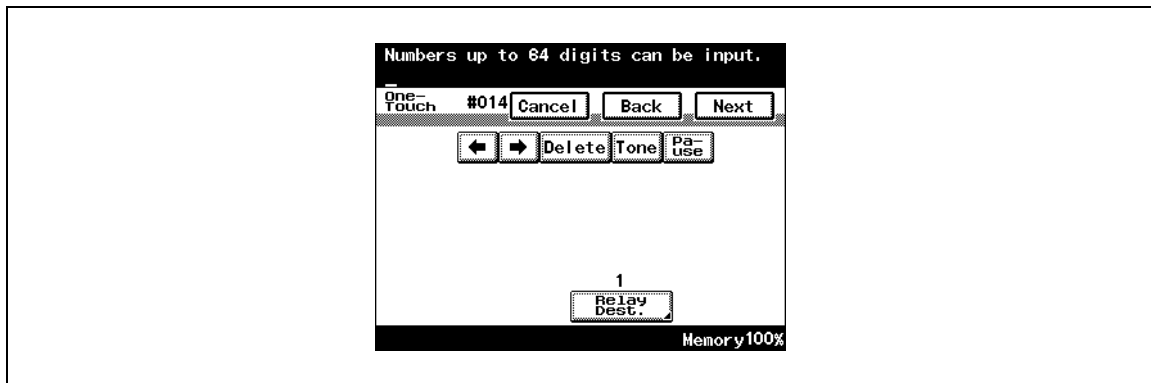
Fax number

Type in the fax number (up to 64 digits) for the recipient. Use the keypad to enter the number.

- Tone: If pulse dialing is being used, touch this button to send a push-button tone. This is used when a fax information service is being used. "T" appears in the screen.
- Pause: Touch this button to insert a pause when dialing. Touch the button once to insert a 1-second pause. "P" appears in the screen.

Relay Dest.

Select the device to perform the transmission relay, and then touch [OK].

✎
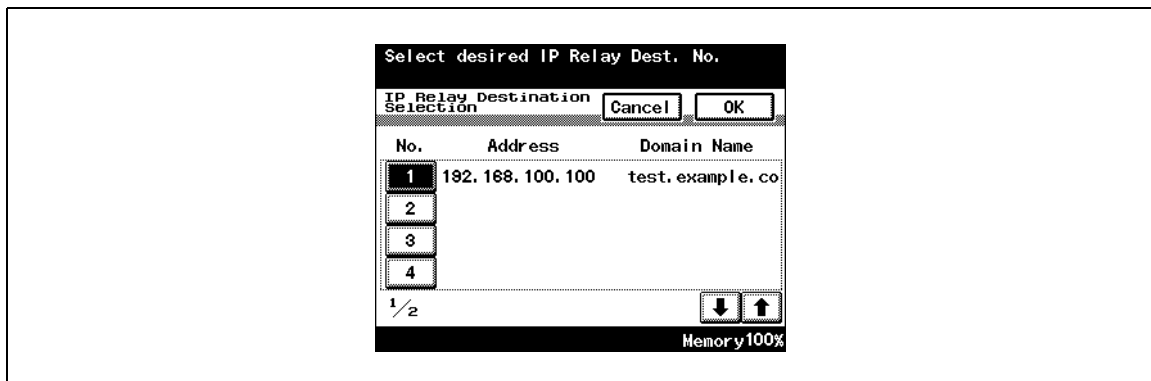
Note

Relay stations must be registered in advance. For details, refer to "Default Settings - Fax/Scan - IP Relay Dest. Selection" on page 9-8.

If settings have been specified for "SMTP Authentication User Name" and "SMTP Authentication Password" on the relay station, the SMTP authentication user name and SMTP authentication password must be specified on the machine sending the fax when the relay station is registered. For details, refer to the User manual – Network Administrator.

9.4.9 Specifying E-Mail settings

The procedure for specifying E-Mail transmission settings is described below.
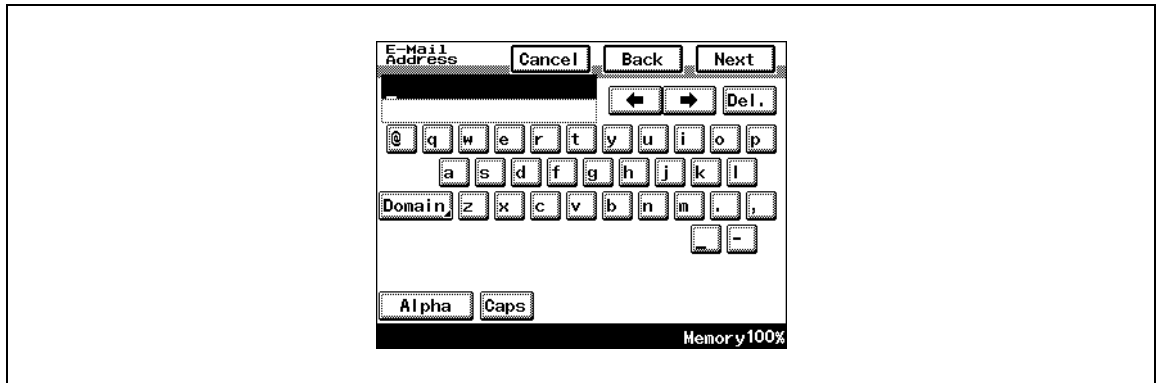
E-Mail Address

From the control panel, type in the e-mail address.

● Domain: If frequently entered domain names have been registered, the e-mail address can easily be entered.

✎ ...
Note
For details on registering domain names, refer to "One-Touch/Box Reg. - Domain Name" on page 9-25.

9.5 One-Touch/Box Reg. - Index

The procedures for programming indexes and specifying their settings are described below.

This machine can be registered with 20 indexes with a maximum of 15 one-touch dial buttons per index. Select the index button to be programmed, and then type in the index name from the control panel.

A maximum of 8 characters can be entered.
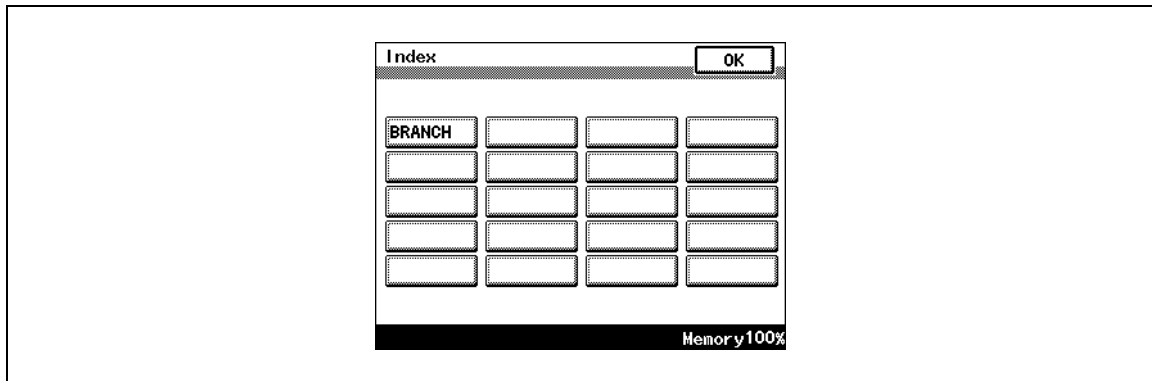
9.6 One-Touch/Box Reg. - Domain Name

The following procedure describes how to specify the addresses that appear as domain names when e-mail addresses are entered.

Touch the button to be programmed, and then specify the index characters.

A maximum of 64 characters can be entered.
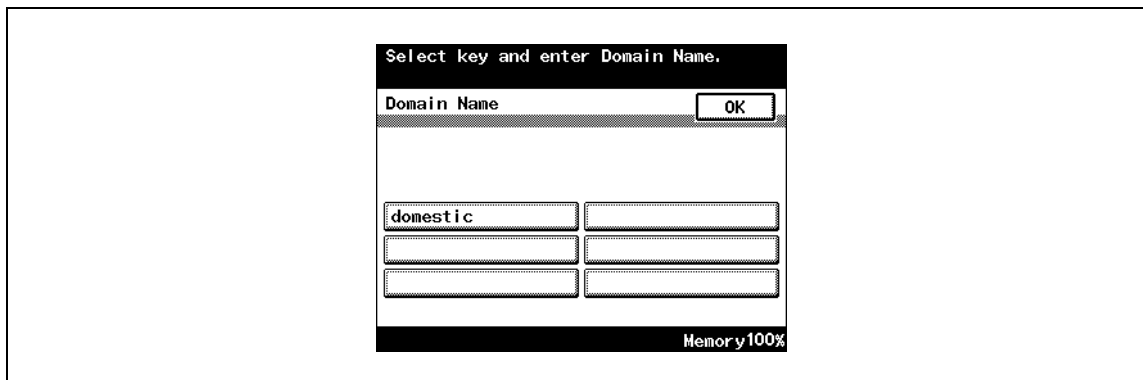
9.7 One-Touch/Box Reg. - Bulletin

The procedures for registering bulletin boards and specifying their settings are described below. In order to register a document on a bulletin board, the bulletin board must be set up in advance. The following procedure describes how to set up a bulletin board.

✎
...
Note
This parameter does not appear if the optional fax kit has not been installed.

Flow for registering bulletin boards

1 Press the [Utility/Counter] key in the control panel.

2 Touch [One-Touch/Box Reg.].
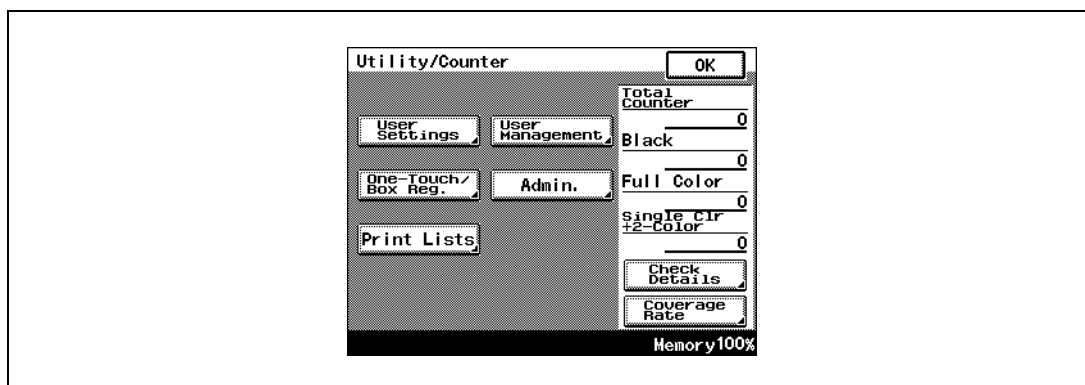
3 Touch [Bulletin].
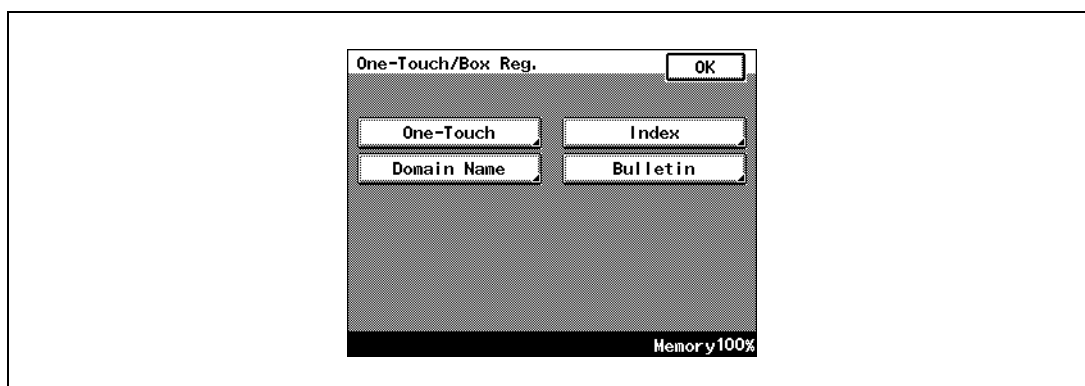
4 Touch the button for the number of the bulletin board to be set up.
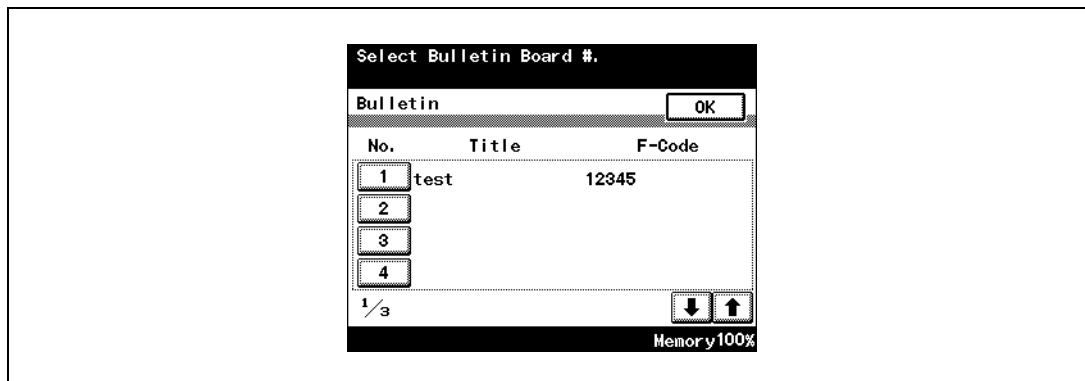
5 Specify the bulletin board settings.

– To delete the bulletin board being registered, touch [Delete].
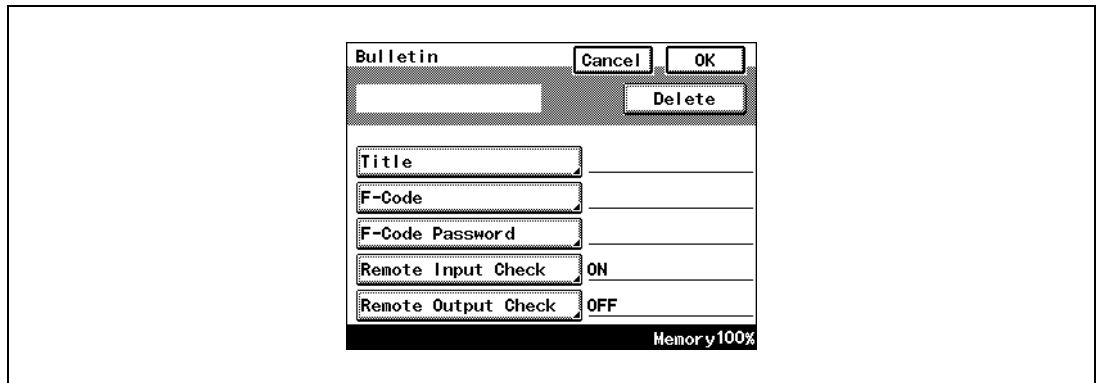
Title

Register a bulletin board title for each bulletin board number. A maximum of 16 characters can be entered.

F-Code

Register the F-code for using the bulletin board operation for each bulletin board number.

A maximum of 20 characters (0 through 9, # and *) can be entered.

F-Code Password

A password can be specified for remotely retrieving a document from a bulletin board. If necessary, register a password for each bulleting board number.

A maximum of 20 characters (0 through 9, # and *) can be entered.

Remote Input Check

Select whether or not access is limited with a password when documents are registered on bulletin boards. As a factory default, "Remote Input Check" was set to "ON".
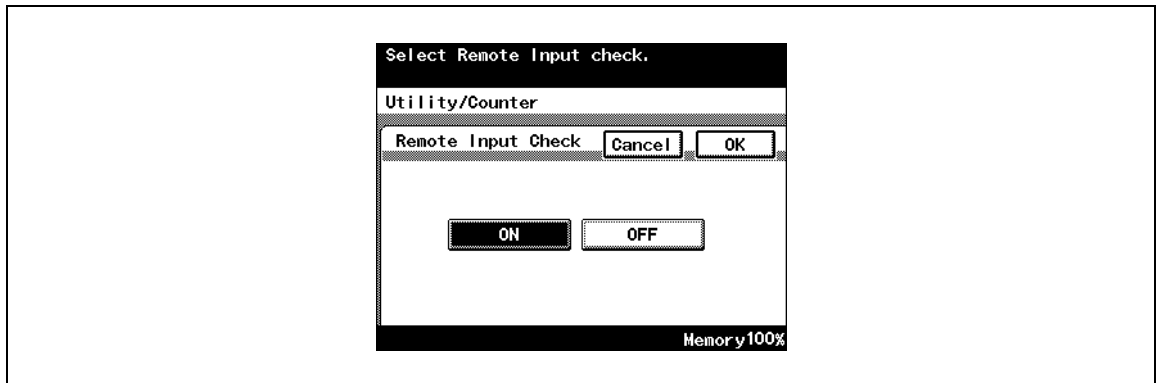
Remote Output Check

Select whether or not access is limited with a password when documents are retrieved from bulletin boards. As a factory default, "Remote Output Check" was set to "OFF".

```
┌─────────────────────────────────────────┐
│  Select Remote Output check.             │
│  ─────────────────────────               │
│  Utility/Counter                         │
│  ─────────────────────────               │
│  Remote Output Check  │Cancel│  │  OK  │ │
│                                          │
│         ┌────────┐   ┌────────┐          │
│         │   ON   │   │  OFF   │          │
│         └────────┘   └────────┘          │
│                                          │
│                            Memory100%    │
└─────────────────────────────────────────┘
```
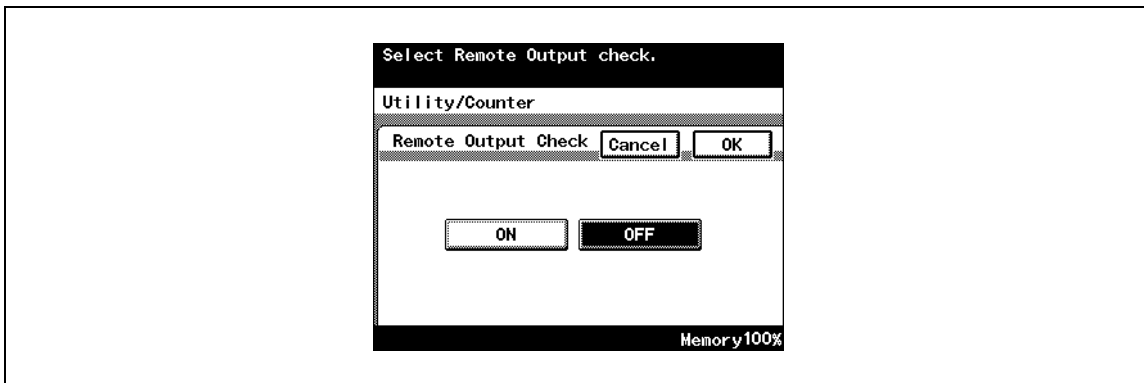
10 Administrator Management settings

10   Administrator Management settings

10.1   Initial settings

10.1.1   G3 Fax

Before performing G3 fax operations, specify settings for the following parameters.

Self-ID

Refer to "Fax Settings - Self-ID (G3/Relay)" on page 10-20.

RX Functions

Refer to "Fax Settings - RX Functions (G3)" on page 10-20.

10.1.2   Internet Fax

Before performing Internet fax operations, specify settings for the following parameters.

Self-ID

Refer to "Fax Settings - Self-ID (G3/Relay)" on page 10-20.

Network Settings

✎
...
Note
For details, refer to the User manual – Network Administrator.

10.1.3   IP Address Fax

Before performing IP address fax operations, specify settings for the following parameters.

Self-ID

Refer to "Fax Settings - Self-ID (G3/Relay)" on page 10-20.

Network Settings

✎
...
Note
For details, refer to the User manual – Network Administrator.

10.1.4   IP Relay

Before performing IP relay operations, specify settings for the following parameters.

Self-ID

Refer to "Fax Settings - Self-ID (G3/Relay)" on page 10-20.

IP Relay Dest. Selection

Refer to "Default Settings - Fax/Scan - IP Relay Dest. Selection" on page 9-8.

Network Settings

✎
...
Note
For details, refer to the User manual – Network Administrator.

10.1.5   E-Mail

Before performing e-mail or Internet fax operations, specify settings for the following parameters. The procedures for specifying basic settings are described below. However, for details, refer to the User manual – Network Administrator.

Network Settings

✎ **...**
Note
For details, refer to the User manual – Network Administrator.

10.2 Administrator Management menu tree

Parameters that can be specified in the Administrator Management screen are shown below. This menu tree shows parameters related to network scanning, G3 faxing and network faxing.

```
Administrator Management          OK

        System Settings
        Administrator
        Settings
        Account Track         Document
                              Management
        Printer Settings      Fax Settings
        TX Settings           RX Settings
         1/2                              ↓  ↑
                                   Memory100%
```
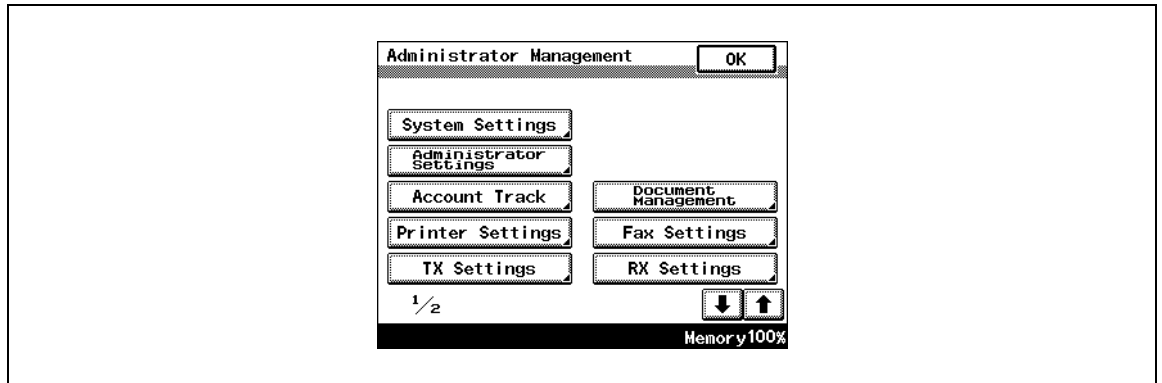
10.2.1 System Settings

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Language (I/O) (p. 10-8)			
Output Settings	Print/Fax Output Setting (p. 10-8)	Print*	
		Fax/E-Mail	
	Output Tray Setting (p. 10-9)	Network	
		Fax (Port 1)	
		Fax (Port 2)	

*   Appears if the optional expanded memory unit has been installed.

10.2.2 Administrator Settings

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Activity Report E-Mail TX (p. 10-10)			

10.2.3   Document Management

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
TX Forwarding	Com. Mode (p. 10-11)		
RX Document	All Other Docs. (p. 10-13)	Password (p. 10-13)	
		RX Doc. Settings (p. 10-13)	
		Forwarding Dest. (p. 10-14)	
	Network (p. 10-14)	Password (p. 10-14)	
		RX Doc. Settings (p. 10-15)	
		Forwarding Dest. (p. 10-15)	
	G3-1/G3-2*	Password (p. 10-16)	
		RX Doc. Settings (p. 10-16)	
		Forwarding Dest. (p. 10-16)	
	User Box*	User Box Name (p. 10-17)	
		Type (p. 10-17)	F-Code (p. 10-17)
		Number (p. 10-18)	
		Password (p. 10-18)	
		RX Doc. Settings (p. 10-18)	
		Forwarding Dest. (p. 10-19)	
		Remote Input Check (p. 10-19)	

*   Cannot be used if the optional fax kit has not been installed.

10.2.4   Fax Settings

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Self-ID (p. 10-20)			
RX Functions	Reception Mode (p. 10-20)		
	Number of RX Call Rings (p. 10-21)		
Password Communication (p. 10-21)			
Self-Telephone # information 1/2	Self-Telephone # (p. 10-22)		
	PBX Connect. Mode (p. 10-23)		
	Dialing Method (p. 10-23)		

10.2.5   TX Settings

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
TSI Registration (p. 10-24)			

10.2.6   RX Settings

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Memory RX Timer Setting	Memory RX Time (p. 10-25)		
	Memory Lock Password (p. 10-26)		
Delete User Box (p. 10-26)			

10.2.7   Report Settings

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
TX Report (p. 10-27)			
Activity Report (p. 10-27)			

10.3 System Settings (G3/I-FAX/IP/Relay/E-Mail)

10.3.1 Displaying the Administrator Management screen

To display the Administrator Management screen, press the [Utility/Counter] key in the control panel, and then touch [Admin.] in the screen that appeared. Type in the administrator password, and then touch [OK].
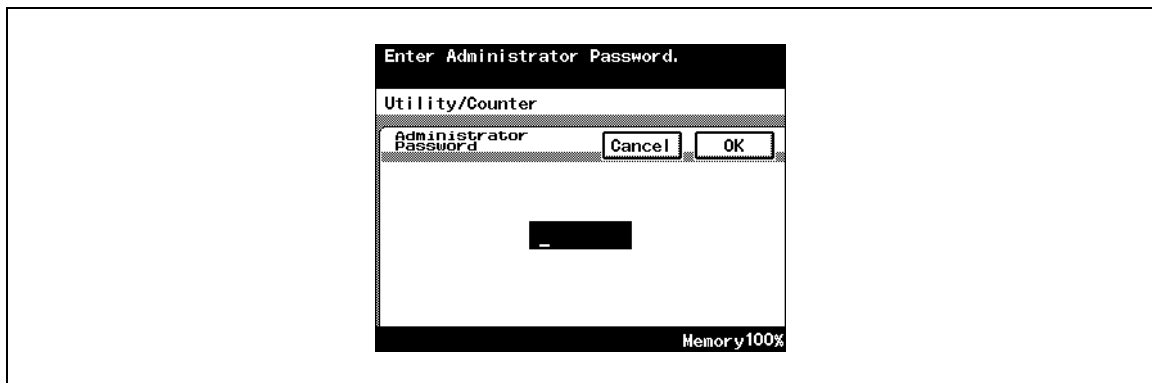
10.3.2 System Settings - Language(I/O)

The input and output languages can be specified.
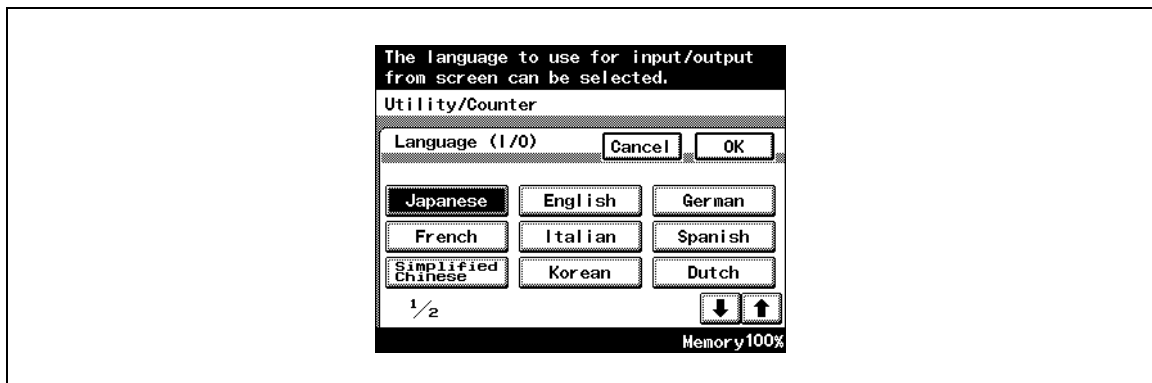
10.3.3 System Settings - Output Settings - Print/Fax Output Setting - Fax/E-Mail

The print timing after printer or fax/e-mail data is received can be specified.

● Batch Print: Select this setting to print the documents after all are received.
● Page Print: Select this setting to print each page of the document after it is received.

✎ ...
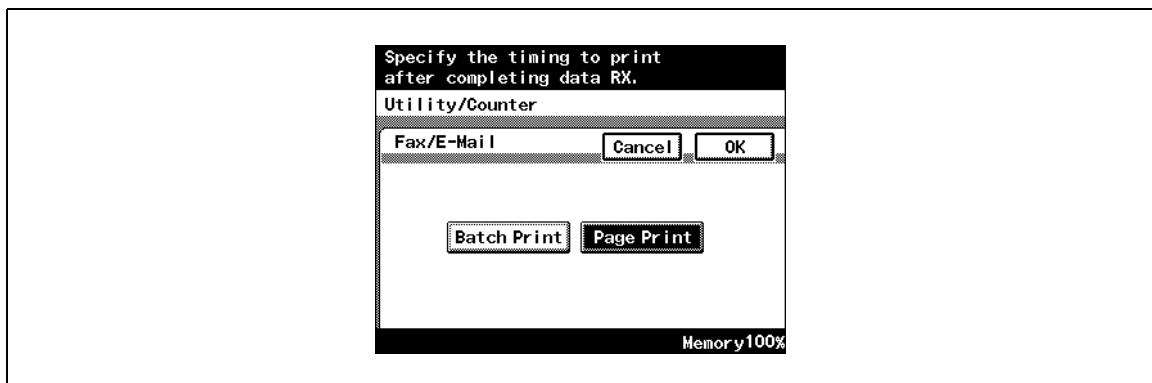
Note

[Print] appears if the optional expanded memory unit (512 MB) has been installed.

If the optional fax kit has not been installed, [E-Mail] appears instead of [Fax/E-Mail].

10.3.4 System Settings - Output Settings - Output Tray Setting

The output tray given priority for each function can be specified. Select the function, for example, "Network" or "Fax (Port 1/2)", and then select the desired output tray.

🔍

Detail

In order to specify output tray settings, the optional job separator must be installed.

[Fax] appears only if the optional fax kit has been installed.
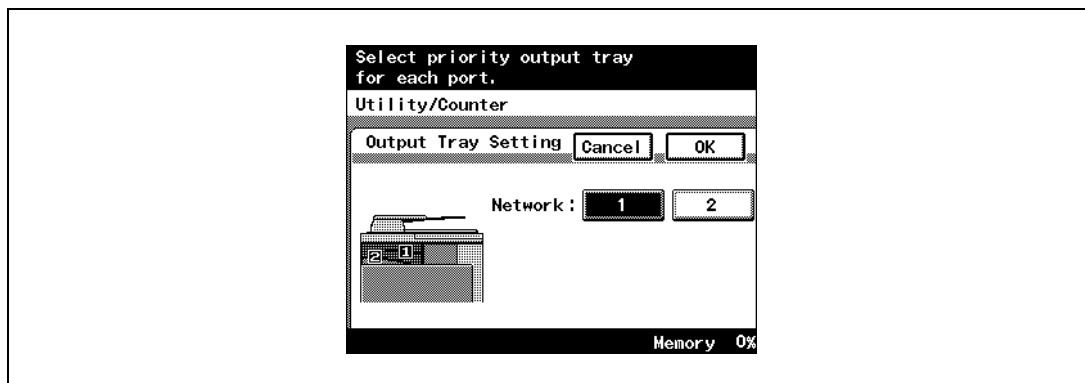
10.4 Administrator Settings

10.4.1 Administrator Settings - Activity Report E-Mail TX

The activity report (TX Report/RX Report) contents can be outputted as a CSV file, attached to an e-mail message and sent to the administrator. Register the e-mail address of this machine's administrator, where the report will be sent.

Detail

The activity report is sent as a CSV file after every 50 communications.

The e-mail address can contain a maximum of 64 characters.
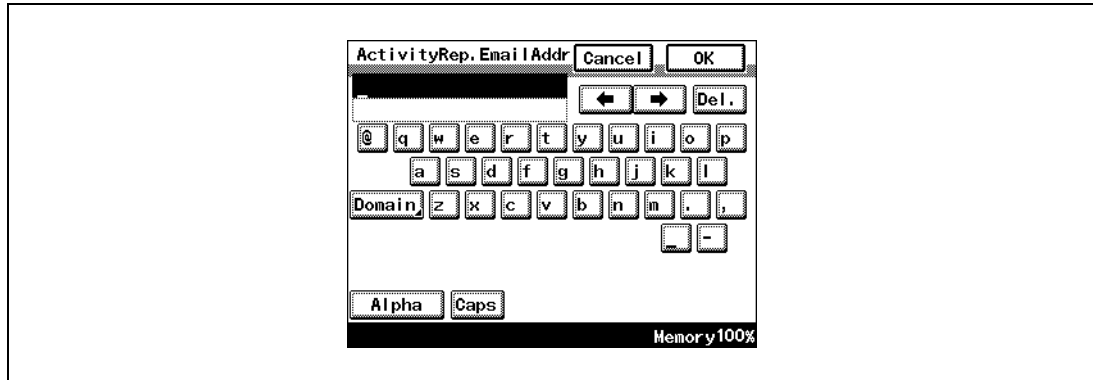
10.5 Document Management

10.5.1 Document Management - TX Forwarding - Com. Mode (G3/IP/I-FAX/Relay/E-Mail)

In order to manage documents sent from this machine, sent documents can be forwarded to the recipient specified as the administrator.

🔍
Detail
Administrator forwarding cannot be performed with the "Polling TX" or "Quick Scan TX" functions, Bulletin Registration parameters, manual transmission or document management forwarding.

✎ **. . .**
Note
With software switch settings, administrator forwarding can be enabled or disabled. For details, refer to the User manual – Network Administrator.

With software switch settings, settings can be specified for printing the activity report when an administrator forwarding operation is performed. For details, refer to the User manual – Network Administrator.

As an example, the procedure for forwarding by fax to the administrator (after [TX Forwarding] is touched) is described below.

1 Select the forwarding communication mode, and then touch [Next].
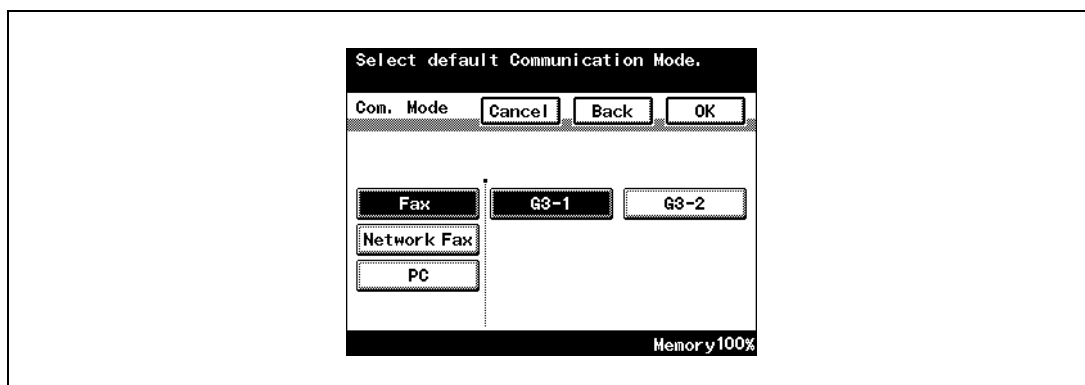
2 Specify the forwarding destination, and then touch [Next].
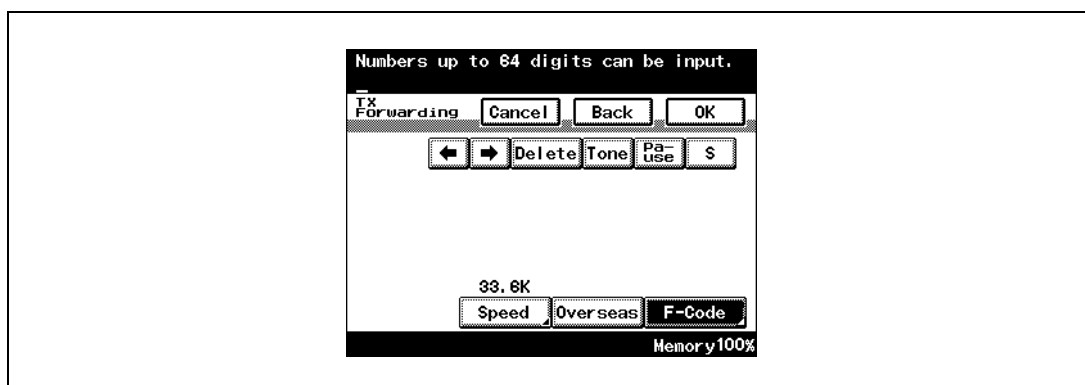
3 Check the forwarding destination, and then touch [OK] to apply the specified settings.

```
TX Forwarding          [Cancel]  [  OK  ]
                                 [Delete]


       [Com. Mode] Fax(G3-1)
       [Destination] 123456789



     [1/2]                          [↓] [↑]
                                Memory100%
```
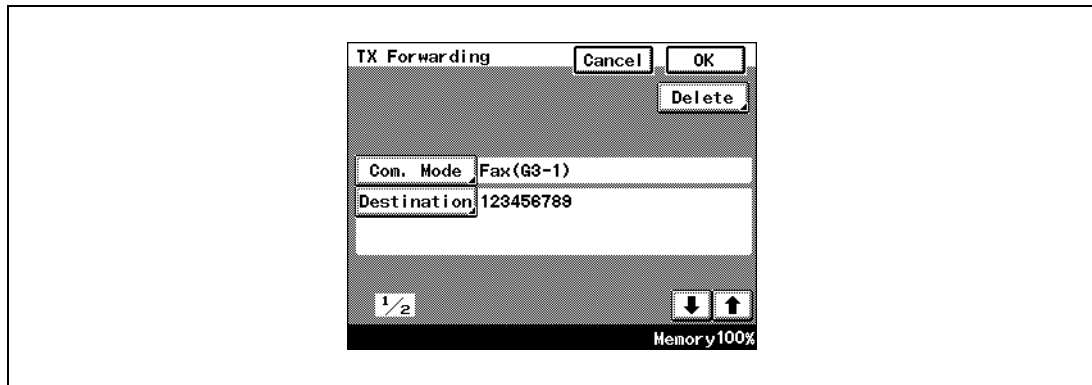
10.5.2 About Document Management

Settings can be specified for the operation (print, forward or receive in memory) that is performed when a fax is received.

- As a factory default, the "Print" setting was selected.
- If a remote copy operation is received, it is printed, regardless of the setting.
- The Document Management settings are prioritized in the following order: "F-Code", "reception port" and "All Other Docs.".

Document type

Documents are divided into the following three categories.

- All Other Docs.: Specify the reception method for documents that were received normally.
- Network/G3-1/G3-2: A different reception method can be specified for each line.
- RX Doc.: A reception user box specifically for documents containing special information, such as F-codes, can be created, and the reception method can be specified.

✎ **...**
Note
With software switch settings, sender information can be added when received documents are forwarded. For details, refer to the User manual – Network Administrator.

[G3-1] and [G3-2] appear only if the optional fax kit has been installed.

```
Select a RX Document.
RX Document                    [  OK  ]
[*][0][1][2][3][4][5][6][7][8]

[AllOther][Network][ G3-1 ][ G3-2 ]
[ Docs. ]




                                Memory100%
```
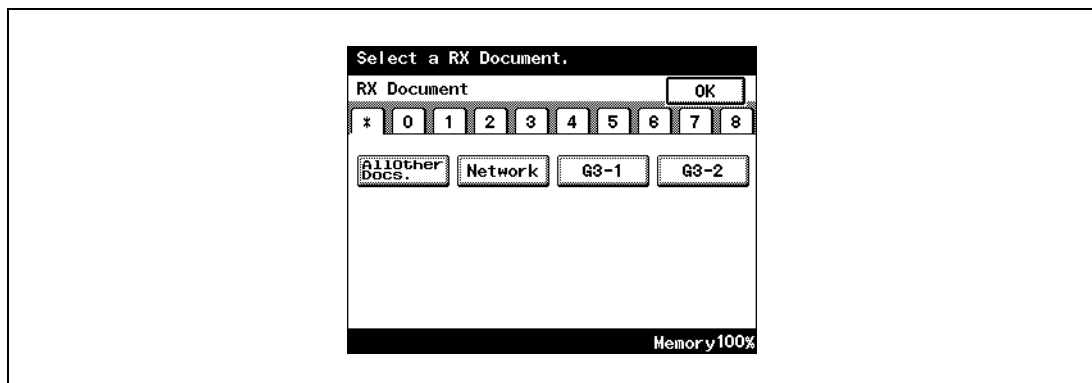
10.5.3 Document Management - RX Document - All Other Docs. (G3/IP/I-FAX/Relay/E-Mail)

Specify the reception method for documents that were received normally.
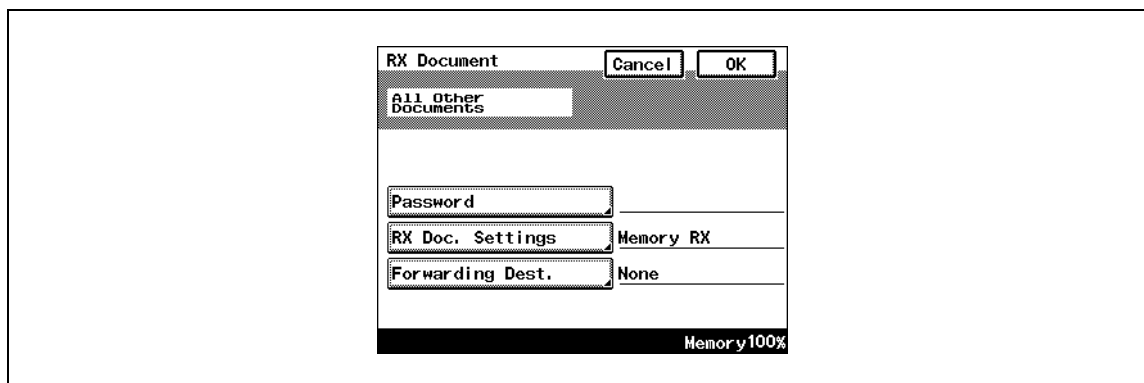
Password

Register the password necessary for retrieving documents. For confirmation, type in the password again.

✎ **. . .**

Note
Any password can be specified. If no password is specified, continue with the next parameter.

RX Doc. Settings

Specify how received documents are managed.
- Print: Select this setting to immediately print the document once it is received.
- Forward: Select this setting to forward the received document to the specified recipient. A maximum of 210 forwarding destinations can be specified.
- Print & Forward: Select this setting to immediately print the document once it is received and forward it to the specified recipient. A maximum of 210 forwarding destinations can be specified.
- Memory RX: Select this setting to save the received document in a All Other Docs. user box without printing it.

✎ **. . .**
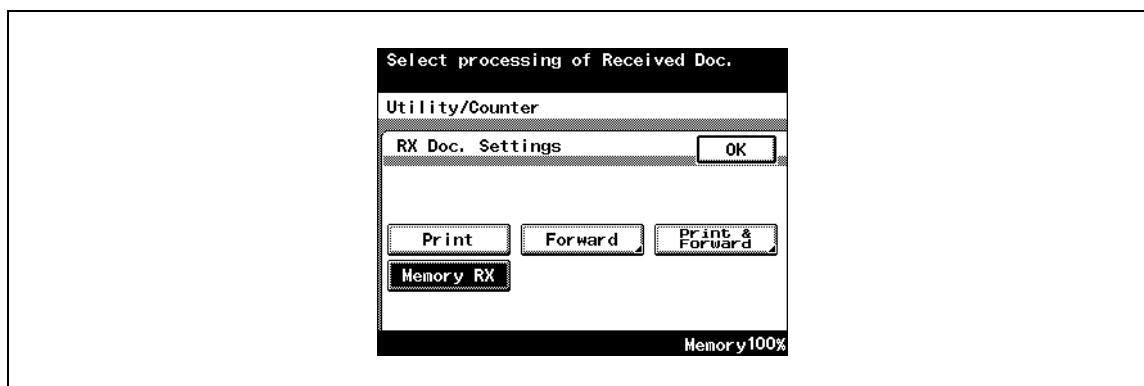
Note
Print documents saved in a user boxes from the Doc. tab of the Job List. For details, refer to "Job List display and operations" on page 3-7.

Forwarding Dest.

Specify a destination when "RX Doc". Settings is set to "Forward" or "Print & Forward".
- To select a new destination, touch [Next Dest.], and then select the destination.
- To delete a registered destination, select it, and then touch [Delete].
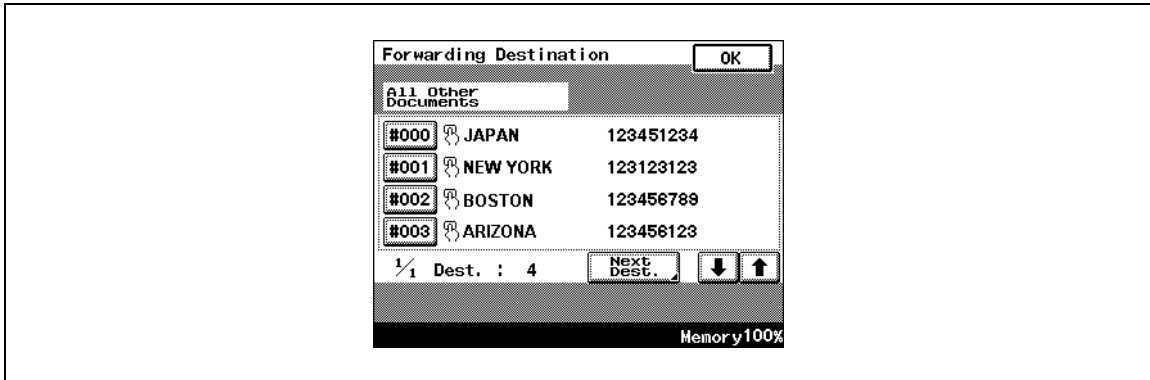
10.5.4 Document Management - RX Document - Network (IP/I-FAX)

Specify the operation performed on documents received by Internet faxing or IP address faxing.

Password

Register the password necessary for retrieving documents. For confirmation, type in the password again.

✎ . . .
Note
Any password can be specified. If no password is specified, continue with the next parameter.

RX Doc. Settings

Specify how documents are managed after [Yes] is touched.

- Print: Select this setting to immediately print the document once it is received.
- Forward: Select this setting to forward the received document to the specified recipient. A maximum of 210 forwarding destinations can be specified.
- Print & Forward: Select this setting to immediately print the document once it is received and forward it to the specified recipient. A maximum of 210 forwarding destinations can be specified.
- Memory RX: Select this setting to save the received document in a Network user box without being printed.

```
Select processing of Received Doc.

Utility/Counter

RX Doc. Settings                    OK


    Print      Forward    Print &
                          Forward
 Memory RX

                              Memory 100%
```

✎ . . .

Note

Print documents saved in user boxes from the Doc. tab of the Job List. For details, refer to "Job List display and operations" on page 3-7.
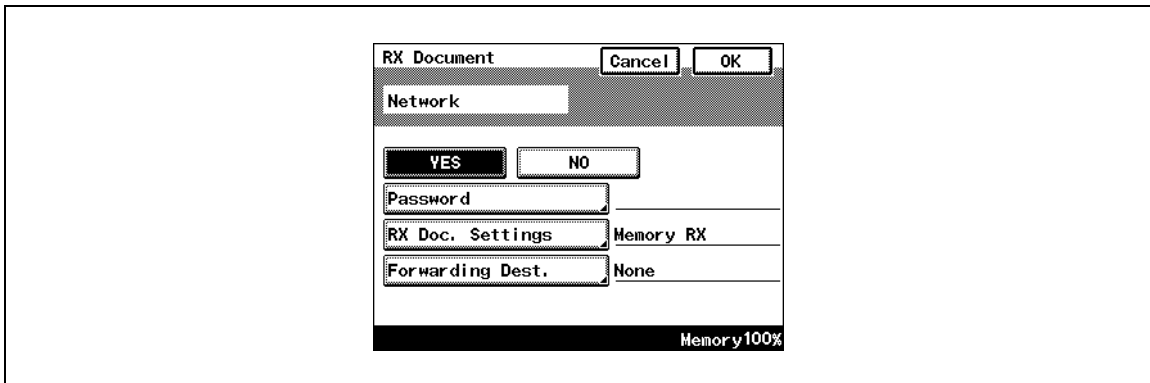
Forwording Dest.

Specify a destination when "RX Doc. Settings" is set to "Forward" or "Print & Forward".

- To select a new destination, touch [Next Dest.], and then select the destination.
- To delete a registered destination, select it, and then touch [Delete].

10.5.5 Document Management - RX Document - G3-1/G3-2 (G3)

Specify how documents received at the G3-1 and G3-2 ports are managed.

Password

Register the password necessary for retrieving documents. For confirmation, type in the password again.
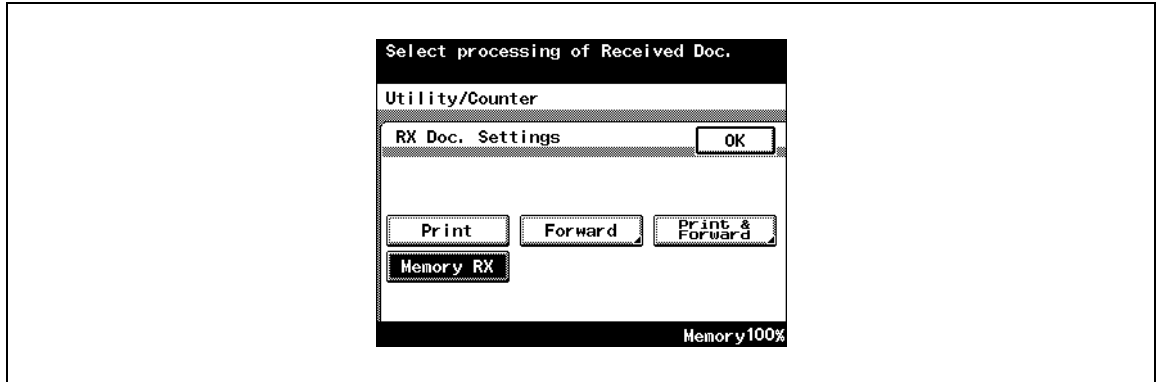
✎ **. . .**
Note
Any password can be specified. If no password is specified, continue with the next parameter.

RX Doc. Settings

Specify how documents are managed after [Yes] is touched.
● Print: Select this setting to immediately print the document once it is received.
● Forward: Select this setting to forward the received document to the specified recipient. A maximum of 210 forwarding destinations can be specified.
● Print & Forward: Select this setting to immediately print the document once it is received and forward it to the specified recipient. A maximum of 210 forwarding destinations can be specified.
● Memory RX: Select this setting to save the received document in a G3-1 or G3-2 user box without being printed.
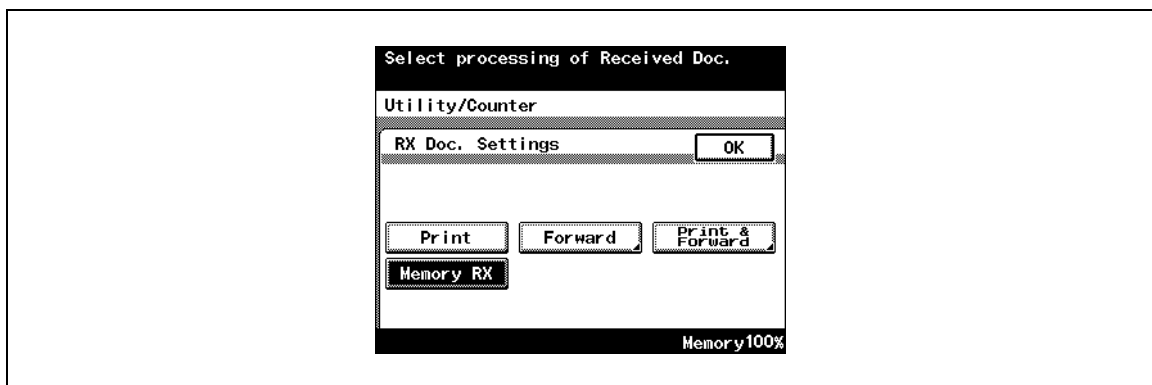
✎ **. . .**
Note
Print documents saved in user boxes from the Doc. tab of the Job List. For details, refer to "Job List display and operations" on page 3-7.

Forwarding Dest.

Specify a destination when "RX Doc. Settings" is set to "Forward" or "Print & Forward".
● To select a new destination, touch [Next Dest.], and then select the destination.
● To delete a registered destination, select it, and then touch [Delete].

10.5.6 Document Management - RX Document - user box (G3)

A reception user box specifically for documents containing special information, such as F-codes, can be created, and the reception method can be specified.

First, create the user box. A maximum of 180 user boxes can be created on tabs 0 through 8. Touch the button of the user box to be specified, and then specify how documents received in the user box are managed.
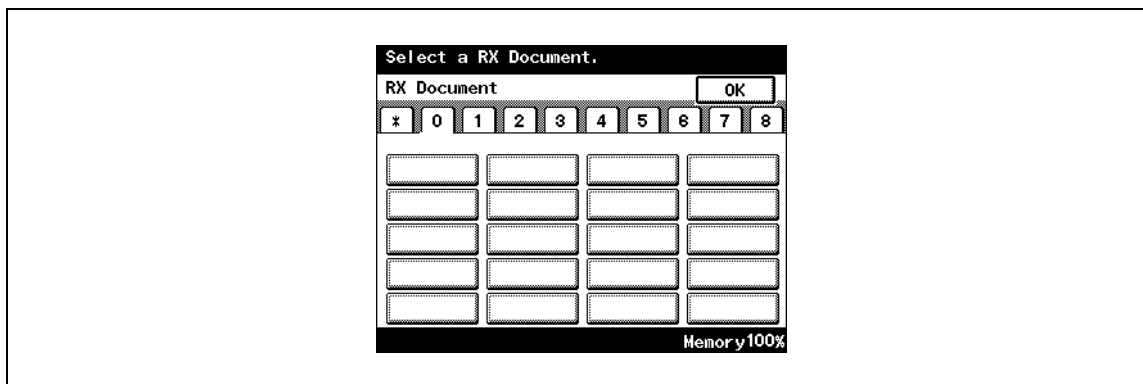
✎
Note
For details on deleting reception user boxes, refer to "Delete User Box (G3/IP/I-FAX/Relay/E-Mail)" on page 10-26.

User boxes can be used only if the optional fax kit has been installed.

User Box Name

Using the keypad, type in a user box name. A maximum of 8 characters can be entered.
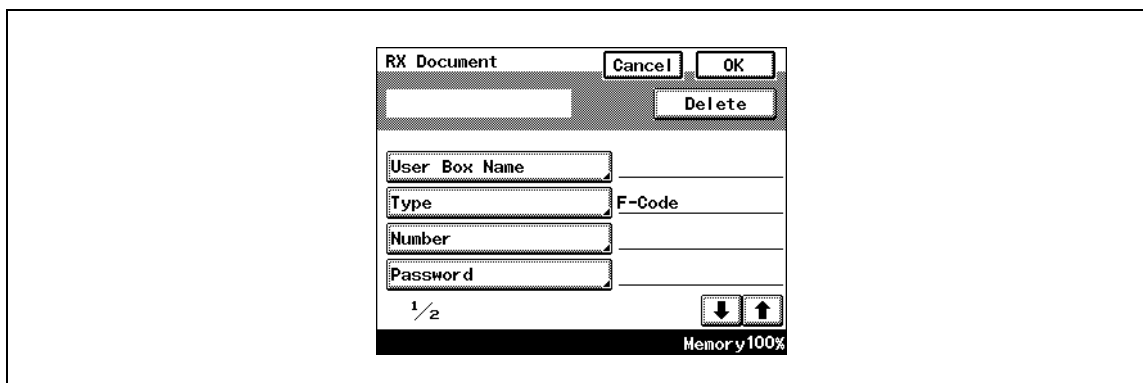
Type

Select the reception management type.
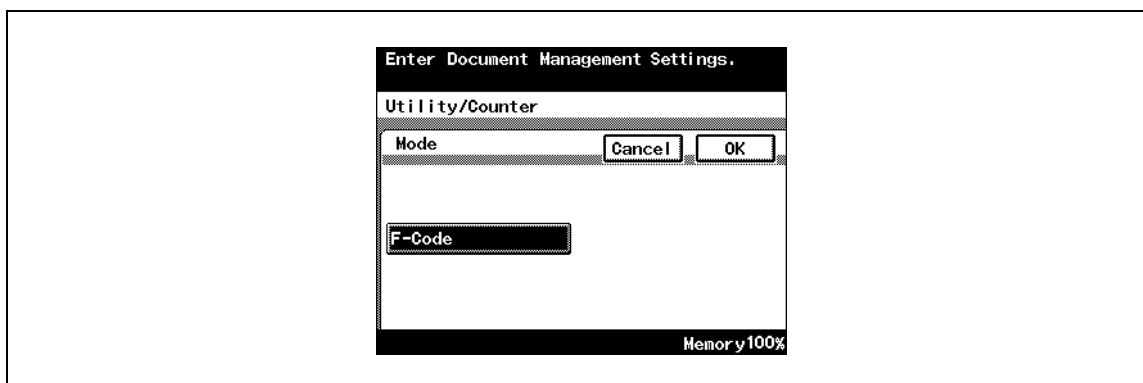
Number

Type in the number appropriate for the reception type.
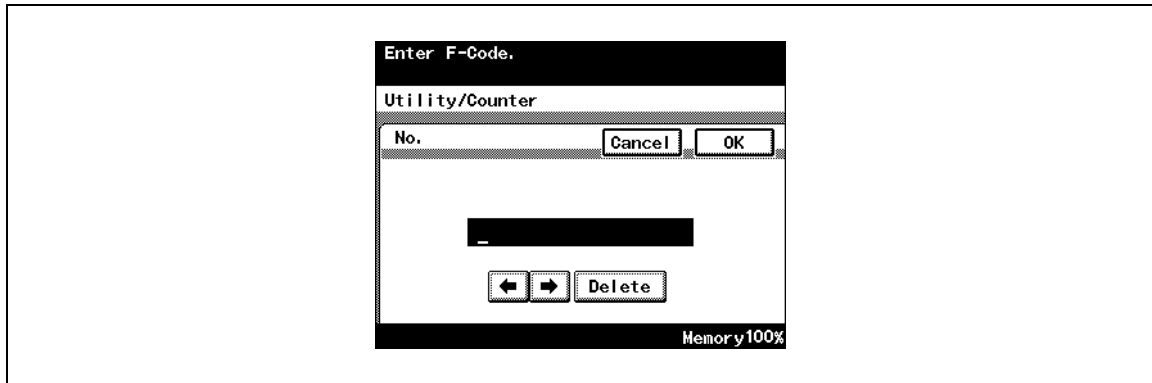
● Type in the F-code.

Password

Register the password necessary for retrieving documents. Type in the following information, depending on the reception type.

● Type in the F-code password. If no password is required, do not type in anything.

✎ ...

Note

Any password can be specified. If no password is specified, continue with the next parameter.

RX Doc. Settings

Specify how documents are managed.

● Print: Select this setting to immediately print the document once it is received.
● Forward: Select this setting to forward the received document to the specified recipient. A maximum of 210 forwarding destinations can be specified.
● Print & Forward: Select this setting to immediately print the document once it is received and forward it to the specified recipient. A maximum of 210 forwarding destinations can be specified.
● Memory RX: Select this setting to save the received document in the created user box without being printed.
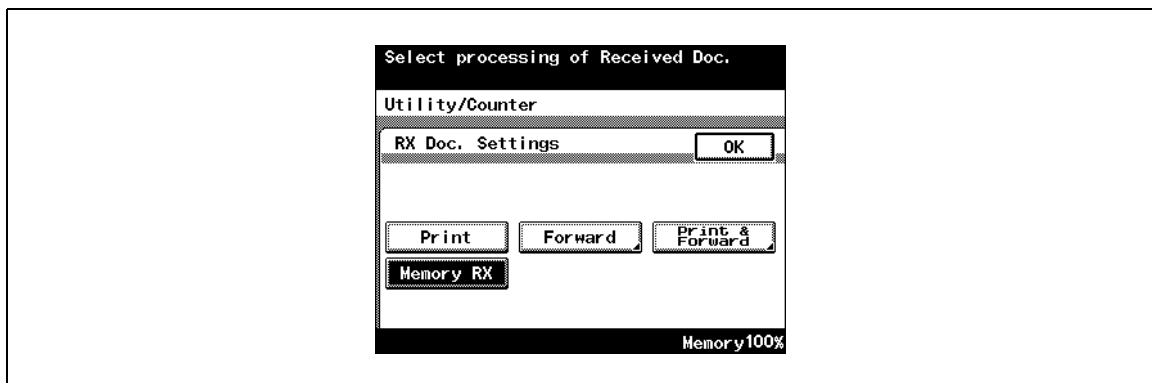
✎ ...

Note

Print documents saved in user boxes from the Doc. tab of the Job List. For details, refer to "Job List display and operations" on page 3-7.

Forwarding Dest.

Specify a destination when "RX Doc. Settings" is set to "Forward" or "Print & Forward".

● To select a new destination, touch [Next Dest.], and then select the destination.
● To delete a registered destination, select it, and then touch [Delete].

Remote Input Check

If F-codes are used, select whether remote input checking is enabled or disabled.

10.6 Fax Settings

10.6.1 Fax Settings - Self-ID (G3/Relay)
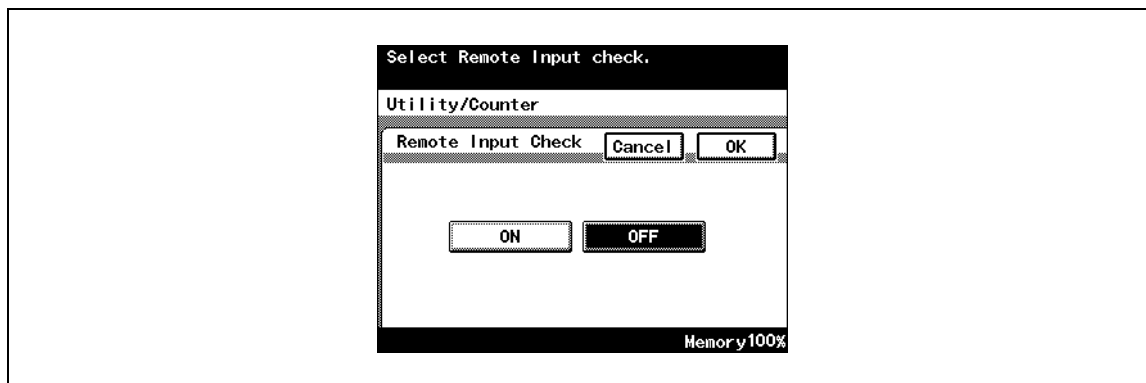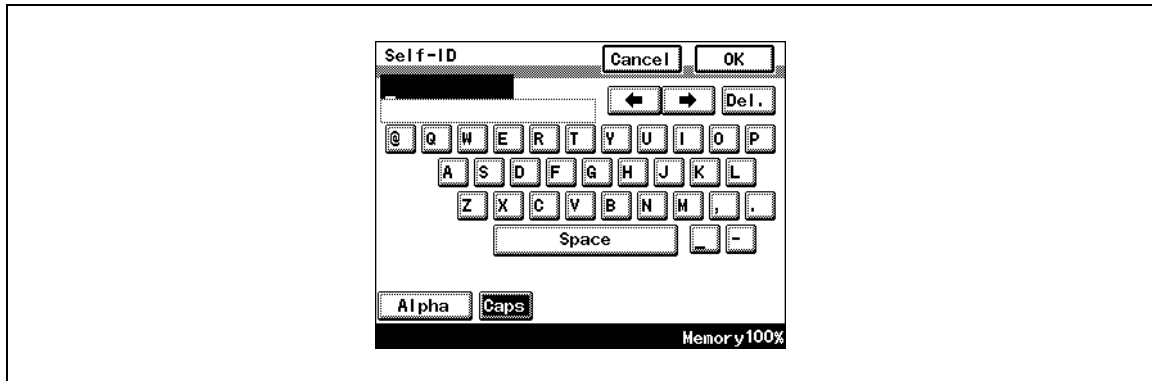
If the machine's name or telephone number is registered as an ID, the registered information will appear in the recipient's fax reports and machine control panel, allowing the receiver to easily check where the fax was sent from.

- A maximum of 12 letters, numbers or symbols can be registered for the machine's ID.
- Depending on the recipient's fax machine, the machine's ID may not appear. In this case, the registered telephone number will appear to identify the machine.

✎ **. . .**

Note

For details on registering the machine's telephone number, refer to "Fax Settings - Self-Telephone # Information (G3/Relay)" on page 10-22.

Settings can be specified only if the optional fax kit has been installed.

10.6.2 Fax Settings - RX Functions (G3)

Specify how a fax is received and the number of rings until the call is automatically answered.

✎ **. . .**

Note

This parameter does not appear if the optional fax kit has not been installed.
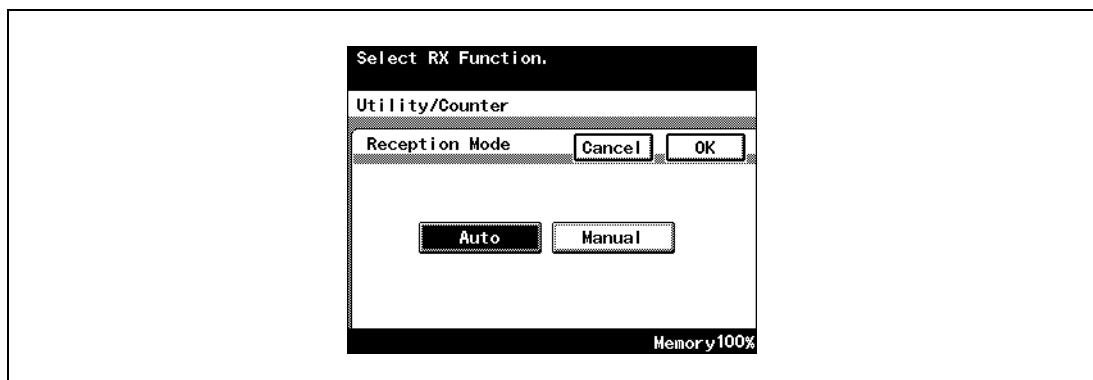
Reception Mode

Select the fax reception method. (Default: Auto)

- Auto: Select this setting to automatically receive faxes.
- Manual: Select this setting to manually receive faxes.

✎ **. . .**

Note

For details on selecting the answering method according to the reception method, refer to chapter 5, "Receiving data (G3/IP/I-FAX)" on page 6-3.

Number of RX Call Rings

Specify the number of rings until the call is automatically answered. (Default: 1)

● The number of rings can be set between 1 and 20.
● If the optional FAX/TEL switch & hand set has been installed, a number between 0 and 20 can be specified.

✎ **...**

Note

With software switch settings, the number of rings can be specified for when the hand set is installed. For details, refer to the User manual – Network Administrator.
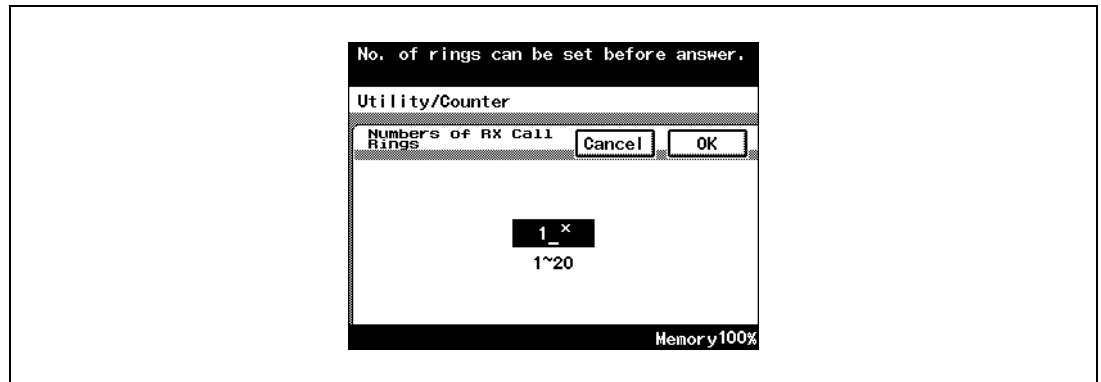
10.6.3   Fax Settings - Password Communication (G3)

The function for sending and receiving faxes only if the previously specified password on the sender's machine matches that on the recipient's machine is called "password communication". Specify the password necessary for password communication.

🔍 **Detail**

Specify the password as a two-digit number.
As a factory default, the password is set to "00".
This parameter does not appear if the optional fax kit has not been installed.
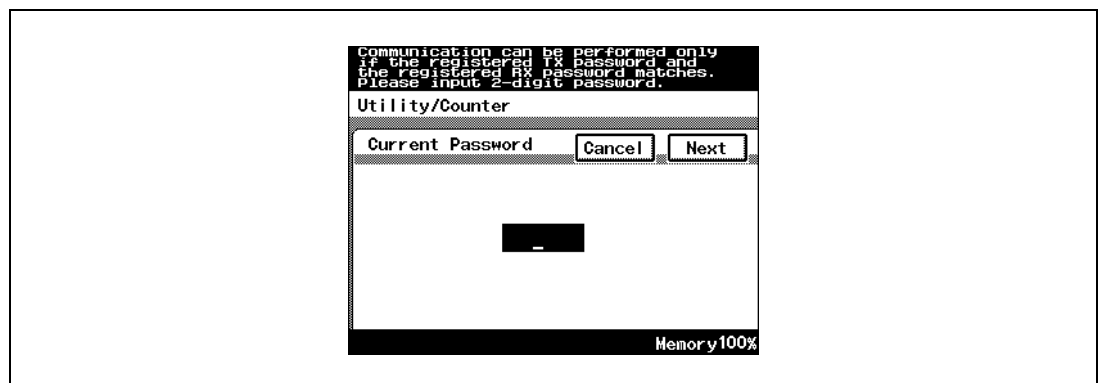
10.6.4   Fax Settings - Self-Telephone # Information (G3/Relay)

Specify the telephone number, private branch exchange and line type for each port.

🔍

Detail

If two lines are connected, specify the telephone number information for each.

This parameter does not appear if the optional fax kit has not been installed.

Self-Telephone #

Register the machine's telephone number. The telephone number is used when notifying the recipient of the machine's telephone number.

Using the keypad, type in the telephone number.

● A number up to 20 digits long can be entered for the telephone number.

🔍

Detail

The machine's telephone number may appear in the recipient's reports. It is recommended that the area code also be registered so that the number can easily be recognized by the recipient.

PBX Connect. Mode

The fax may not transmitted or received correctly if a PBX (private branch exchange) is used. Specify the correct setting when a general subscriber line is used with a PBX. (Default: Outside)
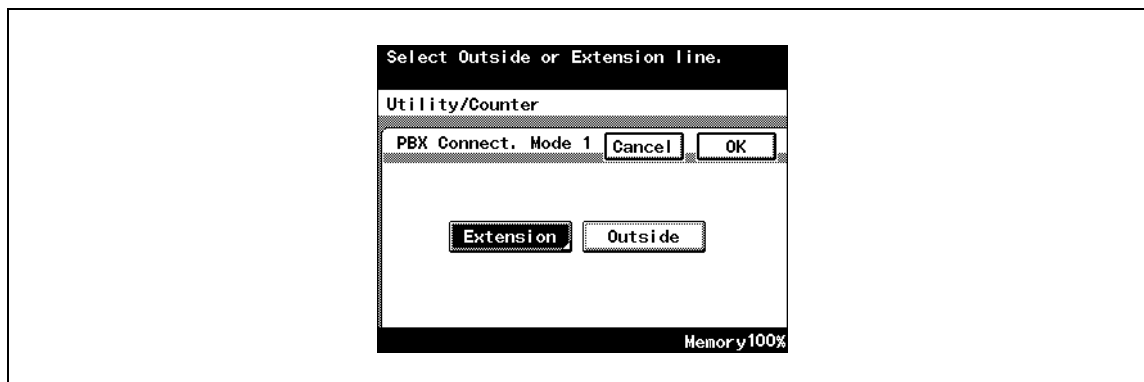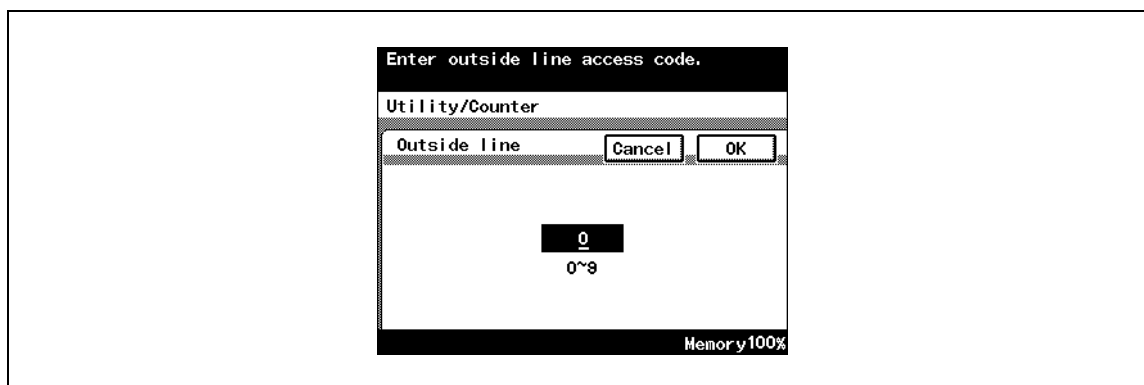
- Extension: Select this setting if a general subscriber line is connected with a PBX (private branch exchange).
- Outside: Select this setting if a general subscriber line is directly connected.

```
Select Outside or Extension line.

Utility/Counter

PBX Connect. Mode 1   [ Cancel ]   [ OK ]



         [ Extension ]   [ Outside ]



                              Memory100%
```

If "Extension" is selected, type in the outside line access number.

```
Enter outside line access code.

Utility/Counter

Outside line         [ Cancel ]   [ OK ]



              0
             0~9


                              Memory100%
```

Dialing Method

Specify the dialing method for the telephone line being used. (Default: DP20) Select the dialing method.

- DP20: Select this setting when using a phone line with a dialing speed of 20 pps.
- DP10: Select this setting when using a phone line with a dialing speed of 10 pps.
- PB: Select this setting when using push-button (tone) line.

```
Select dialing method based on your
telephone line type.
Utility/Counter

Dialing Method 1     [ Cancel ]   [ OK ]
                              [ Auto Detect ]

  [ DP20 ]    [ DP10 ]    [ PB ]


                              Memory100%
```
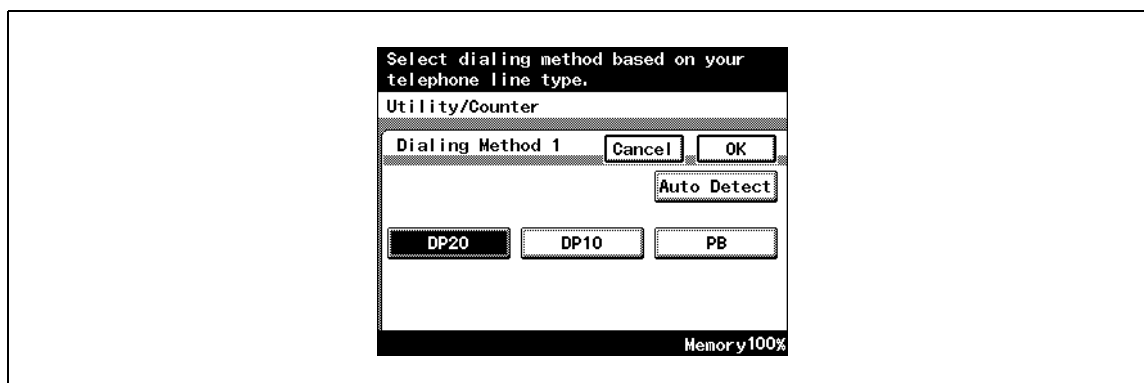
10.7   TX Settings

10.7.1   TX Settings - TSI Registration (G3/Relay)

The recipient can be notified of this machine's name. A maximum of 8 sender information can be registered so that the desired one can be selected during transmission. If a fax is sent printed with the sender information, it is printed at the edge of the sent document.

Type in the registered number of the sender, and then type in the name of the sender information.

● The sender information name can contain a maximum of 40 characters.
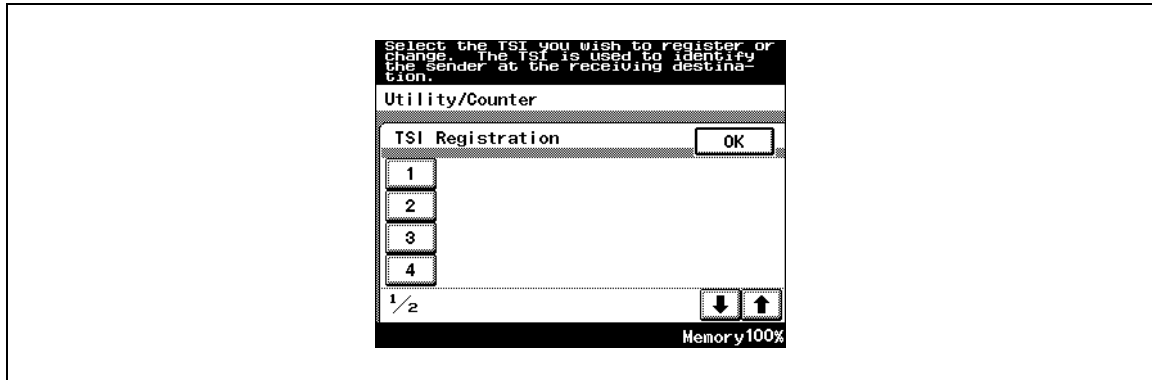
10.8 RX Settings

10.8.1 Memory RX Timer Setting (G3)

The machine is set to not print received fax documents, and print them all together at a specific time on a specified day. By specifying a time period when faxes are not printed or by restricting printing with a password, faxes, for example, those received at night, can be received at a safer time.

- Printing can be prevented only for received fax documents.
- Printing cannot be prevented for copies or computer prints.
- Preventing printing can be set for each day.
- If a time period is specified, all documents saved while printing was prevented are automatically printed once printing restarts.
- To manually print documents at a time other than specified, start printing by touching [Memory Rx ON/OFF] on the User Management screen.
- If the machine is set to prevent printing, the message "TX (NG)" may appear on the sender's machine.
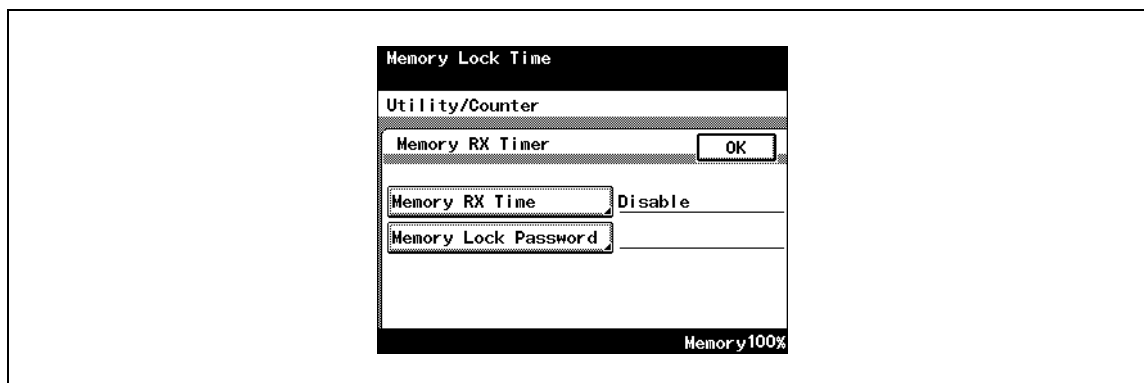
Memory RX Time

Specify the day and time when printing is stopped and when it is started.

- Enter the time in the 24-hour format.
- If a time is set, also specify the day.
- A different time cannot be specified for each day.
- The starting time cannot be the same as the stopping time.
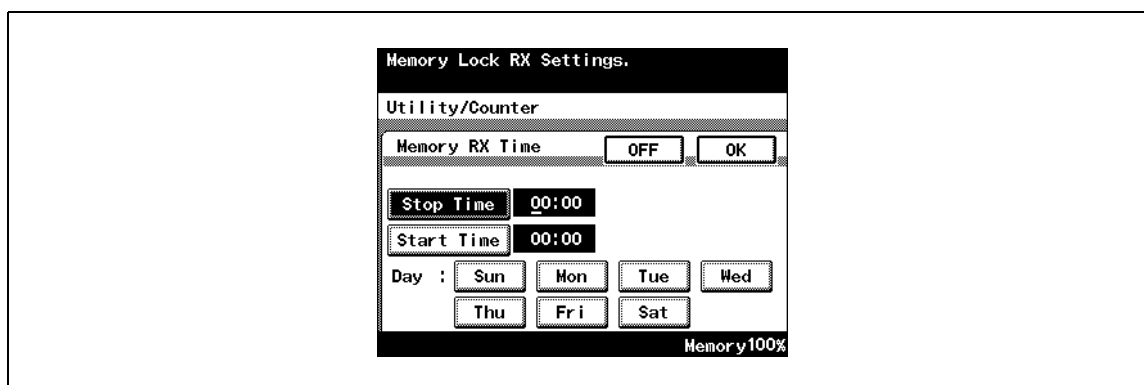
Memory Lock Password

If printing is limited with a password, specify settings for "Memory Lock Password". Using the keypad, specify a four-digit password.

● If a print management password is not yet specified, printing can begin without the password being entered.

● If the machine is set to prevent printing, an icon appears in the screen.
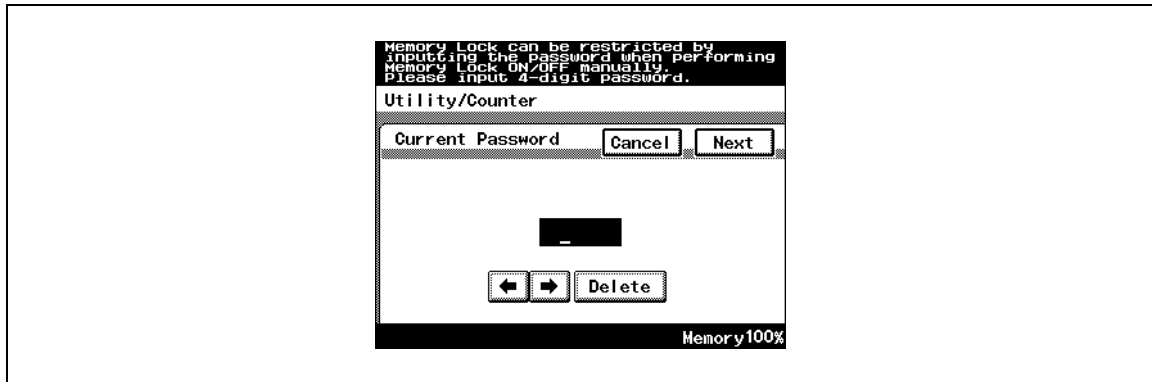
10.8.2 Delete User Box (G3/IP/I-FAX/Relay/E-Mail)

Registered reception user boxes can be deleted by touching user box on the RX Document screen.

Select the reception user box to be deleted, and then touch [OK]. Check the message, and then touch [Yes].
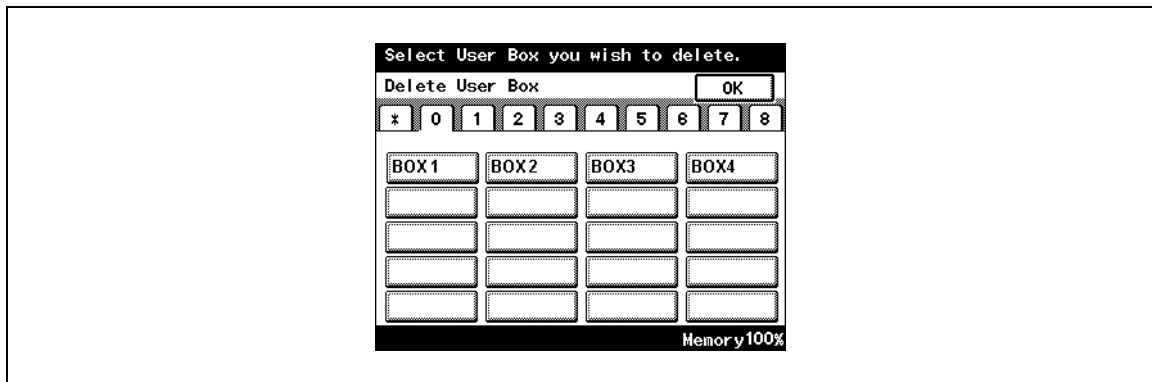
✎ **. . .**
Note
For details on registering reception user boxes, refer to "Document Management" on page 10-11.

🔍 **Detail**
When reception user boxes are deleted, all documents that they contained are also deleted.

With software switch settings, all documents with a user box can be deleted without deleting the user box. For details, refer to the User manual – Network Administrator.

The "All Other Docs.", "Network", "G3-1" and "G3-2" user boxes will not be deleted; however, all documents within the user boxes will be deleted.

10.9 Report Settings

10.9.1 TX Report (G3/IP/I-FAX/Relay/E-mail)

The printing conditions for the results report can be specified. These settings can be changed during transmission. (Default: "If TX Fails" for "Single Dest"; "If TX Fails" for "Broadcasting")

Select how the result report is printed according to the number of recipients.

● ON: Select this setting to print the result report with each transmission.

● If TX Fails: Select this setting to automatically print the result report only if the fax could not be sent.

● OFF: Select this setting to not print the result report.
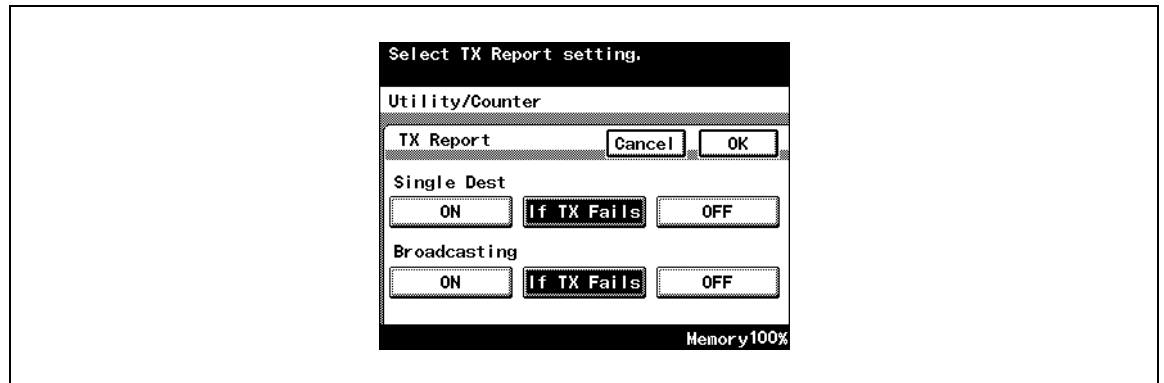
10.9.2 Activity Report (G3/IP/I-FAX/Relay/E-mail)

Select whether or not to automatically output the activity report with every 50 transmissions. (Default: ON)
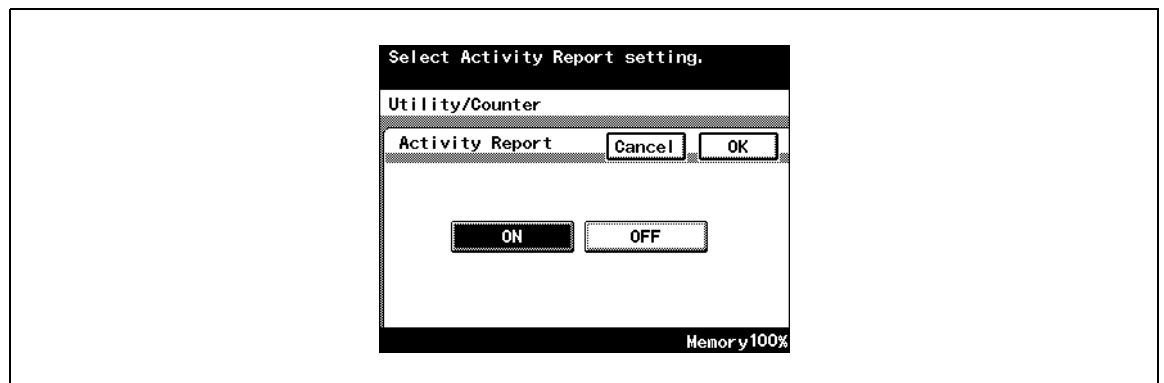
11 Fax/Scan function
troubleshooting

11 Fax/Scan function troubleshooting

11.1 Cannot send data

When data transmission fails, refer to the following table for corrective action. If the action also fails to enable successful transmission, contact your service representative.

✎ . . .
Note
When transmission fails, a TX report is output. For details, refer to "TX Report" on page 8-11. (If the TX report setting is arranged so that a TX result report is printed out)

For details on error messages, refer to "Displaying an error message" on page 11-6.

For troubleshooting involving misfeeding of the original, poor display quality, and toner run-down, refer to the User manual – Copy Operations.

11.1.1 G3 Fax

Checkpoint	Action
Is the sending procedure correct?	Check the sending procedure again and retry.
Is the recipient's fax number correct? Are the one-touch address and the program address registered correctly?	Sometimes a wrong one-touch address or program address is registered, causing a problem when it is used. Check that they are registered correctly. For example, print out an address book list to see registered numbers are correct. Correct errors if any.
Is the phone line setting correct?	Is the setting for [Dialing Method] in the Utility screen appropriate for the phone line being used? Check the setting and correct it if anything is wrong.
Is the modular cable correctly connected?	Isn't the modular cable disconnected? Check the modular cable connection and connect it if it is disconnected.
Is the recipient side free from trouble?	Check for trouble on the recipient machine, such as fax power disconnection and an empty paper tray. Call the recipient and check.
Is the password entered at password transmission correct?	Check the destination password, and retransmit with the correct password.

11.1.2 Internet fax/IP address fax/network fax/scan transmission (E-Mail)

Checkpoint	Action
Is the volume of E-Mail message to be sent exceeded the SMTP server capacity?	When the SMTP server capacity is specified, an error occurs and transmission fails if that value is exceeded. For details on the SMTP server capacity setting, refer to the User manual – Network Administrator.
Is the sending procedure correct?	Check the sending procedure and retry. For details on the sending procedure, refer to "Operation flow" on page 5-3.
Are network settings and connection correct?	Check that the network settings and connection are correct. For details on network settings, refer to the User manual – Network Administrator.
Is the E-Mail address of the machine specified?	Check the E-Mail address of the machine, and specify the address if necessary. For details on specifying the E-Mail address of this machine, refer to the User manual – Network Administrator.
Are all cables connected correctly?	Check that the network cable, and modular cable are correctly connected.
Are the recipient's fax number and address correct? Are the one-touch address and the program address registered correctly?	Sometimes a wrong one-touch address or program address is registered, causing a problem when it is used. Check that they are registered correctly. For example, print out an address book list to see registered numbers are correct.
Is the recipient side free from trouble?	Check for trouble on the recipient machine, such as fax power turned off and an empty paper tray. Call the recipient, for example, and check.

11.2   Cannot receive data

When data reception fails, refer to the following table for corrective action. If the action also fails to enable successful reception, contact your service representative.

✎ **...**
Note
When reception fails, an TX report is output. For details, refer to "TX Report" on page 8-11. (If the TX report setting is arranged so that a TX result report is printed out)

For details on error messages, refer to "Displaying an error message" on page 11-6.

For troubleshooting involving misfeeding of the original, poor display quality, and toner run-down, refer to the User manual – Copy Operations.

11.2.1   G3 Fax

Symptom	Checkpoint	Action
Cannot receive data	Is paper supplied in place?	When the paper supply icon is lit, it indicates that the paper tray is empty and received documents are stored in the memory. Replenish paper. For details on the paper supply procedure, refer to the User manual – Copy Operations.
	Is paper misfeed?	When paper misfeeding is occuring, received documents are stored in the memory. Remove paper that has been stuck. For details on removing stuck paper, refer to the User manual – Copy Operations.
	Is the toner run down?	If all toner has been used up, document reception is not possible. Promptly replace the toner cartridge. For details on replacing the toner cartridge, refer to the User manual – Copy Operations.
	Is the modular cable correctly connected?	Isn't the modular cable disconnected? Check the modular cable connection and connect it if it is disconnected.
	Is the F-coded SUB address sent from the sender correct?	If an incorrect SUB address is received during a confidential transmission or IP relay transmission, a transmission error occurs, and data reception may fail. Contact the sender to check the setting of the SUB address.
Does not print out received data	Is the Memory RX function specified?	If the Memory RX function has been specified, perform the following steps to print out the received document. 1. Touch [Job List]. 2. Touch [Doc.]. 3. Touch [RX Document]. 4. Select the received documents type. 5. Print or forward the document.

11.2.2 Internet fax/IP address fax

Symptom	Checkpoint	Action
Cannot receive data	Is paper supplied in place?	When the paper supply icon is lit, it indicates that the paper tray is empty and received documents are stored in the memory. Replenish paper. For details on the paper supply procedure, refer to the User manual – Copy Operations.
	Is paper misfeed?	When paper misfeeding is occurring, received documents are stored in the memory. Remove the paper that has been stuck. For the action for removing stuck paper, refer to the User manual – Copy Operations.
	Is toner used up?	If the toner has been used up, document reception is not possible. Promptly replace the toner cartridge. For the procedure for replacing the toner cartridge, refer to the User manual – Copy Operations.
	Is the network cable connected correctly?	Check the network cable connection, and reconnect if it is disconnected.
	Is the available space in the memory sufficient?	Check the remaining available space in the memory. If it is running out, reception may fail. Or, if received, the massage may not be printed.
Does not print out received data	Is the Memory RX function specified?	If the Memory RX function has been specified, perform the following steps to print out the received document. 1. Touch [Job List]. 2. Touch [Doc.]. 3. Touch [RX Document]. 4. Select the received documents type. 5. Print or forward the document.

11.3 Displaying an error message

When any trouble occurs, this machine displays an error screen with one of error messages shown in the following table. Refer to the following table for corrective action.

If the action also fails to enable successful communication, contact your service representative.

11.3.1 G3 Fax

Error message	Action
The original size cannot be detected.	The original size could not be detected. Select the original size.
Cannot be set with XXXX.	Settings or functions that cannot be specified at the same time have been specified. Select only one of the settings or functions.
The job has been deleted due to insufficient memory.	The memory if full. If documents stored in the memory are waiting to be printed, print them.
Malfunction detected. Inform the service representative of the error code.	Some malfunction occurred in the machine. Inform your service representative of the code displayed in the screen.

11.4 Error code lists

11.4.1 E-mail transmission/Internet fax transmission

Error code	Cause	Action
E4DXXX	Since the SMTP server address is not specified, a connection to the mail server cannot be established.	Specify the SMTP server address.
E5AXXX	Since the DNS setting is incorrect, transmission is not possible.	Check the DNS settings.
E5DXXX	Since the e-mail address or recipient's e-mail address is not specified or is incorrectly specified, transmission is not possible.	Check the settings and the recipient's e-mail address.
E6FXXX	An attempt was made to send data that is too large to be sent.	Even though scanning may have finished, it may not be possible to send some documents. Change the resolution to a 200 dpi or 200 × 100 dpi setting.
E7XXXX	SMTP authentication failed.	Check the SMTP authentication account and password.
EAXXXX	The LAN cable is not connected, or communication with the SMTP server failed. Otherwise, an attempt was made to send data to the wrong recipient address. (incorrect SMTP protocol)	Check that the LAN cable is correctly connected, that communication is possible with the SMTP server, that the network settings, such as the subnet mask, are correct, and that the recipient's e-mail address is correct.
EAX212	SMTP authentication request	Validate the SMTP authentication settings.
EABF4F	Incorrect POP3 before SMTP settings	Check the POP server settings in the Administrator Management screen.
EABF50	POP3 before SMTP authentication failed.	Check the POP account and password.

11.4.2 Internet fax reception

Error code	Cause	Action
E40XXX	Since the POP3 server address is not specified correctly, a connection to the mail server cannot be established. Otherwise, if the server is malfunctioning, a connection to the server cannot be established.	Check the POP3 server address. Check if the POP3 server is operating correctly.
E50XXX E51XXX E52XXX	Since the POP3 user name or password is either not specified or is incorrect, reception is not possible.	Check the settings.
E60XXX E61XXX	Data that cannot be printed was received during a POP3 reception. An e-mail message was received with a file attachment in a format other than TIFF-F or with text where one line exceeds 1000 characters, or an e-mail message with a large amount of data or with no data was received.	Check with the sender.
E7XXXX	APOP authentication failed.	Check the POP3 account and password.
ECXXXX	The LAN cable is not connected, or communication with the POP3 server failed. Otherwise, no user name or password was registered with the server, or the settings are different from those specified on the authentication device. (incorrect POP protocol)	Check that the LAN cable is correctly connected, and check that the POP3 server settings are correctly specified.

11.4.3 IP address fax transmission

Error code	Cause	Action
E5AXXX	Since the DNS setting is incorrect, transmission is not possible.	Check the DNS settings.
E6FXXX	An attempt was made to send data that is too large to be sent.	Even though scanning may have finished, it may not be possible to send some documents. Change the resolution to a 200 dpi or 200 × 100 dpi setting.
E7XXXX	SMTP authentication failed.	Check the SMTP authentication account and password.
EAXXXX	The LAN cable is not connected, or communication with the recipient's machine failed. Otherwise, an attempt was made to send data to the wrong recipient address.	Check that the LAN cable is correctly connected, that communication is possible with the recipient's machine, that the network settings, such as the subnet mask, are correct, and that the recipient's e-mail address is correct.
EAX212	SMTP authentication request	The SMTP authentication settings are valid.

11.4.4 IP relay transmission

Error code	Cause	Action
E4FFFE	A specific length of time has passed without confirmation of whether or not the relay station has sent the fax. (The result notification could not be received from the IP relay station within a specific length of time.)	Check if the receiver could receive the fax.
E53XXX	Since the recipient specified for gateway transmission is incorrect, transmission is not possible.	Check with the sender.
E65XXX	An attempt was made to send data that cannot be sent with a gateway transmission. An attempt was made to send a fax with a file attachment in a format other than TIFF-F or with text where one line exceeds 1000 characters.	Check with the sender.
E7XXXX	SMTP authentication failed.	Check the IP relay settings.
EBXXXX	Data sent with a gateway transmission cannot be received.	Check that communication with the mail server is possible, that the network settings are correct, and that the domain name is correct.
FFF003	Wait status on the result notification for the IP relay	Wait until transmission from the IP relay station is finished.

11.4.5 Internet fax Full mode communication

Error code	Cause	Action
E4FFFC	A specific length of time has passed without confirmation of whether or not the recipient's machine received the fax. (The MDN response could not be received within a specific length of time.)	Check if the receiver could receive the fax.
E4FFFD	The number of results that can be managed has been exceeded.	Check if the receiver could receive the fax.
E4FFFF	A notification was given of an abnormality in the MDN/DSN response.	Send the document again.
FFF001	The recipient's machine correctly received the fax. (The MDN response was received.)	Not required

11.5 When the message "Inform the service representative of the error code." appears (Service Call)

If the malfunction that occurred cannot be corrected by the user, a message "Inform the service representative of the error code." appears. (The Service Call screen)

This section describes the procedure for informing by phone the service representative of the trouble.
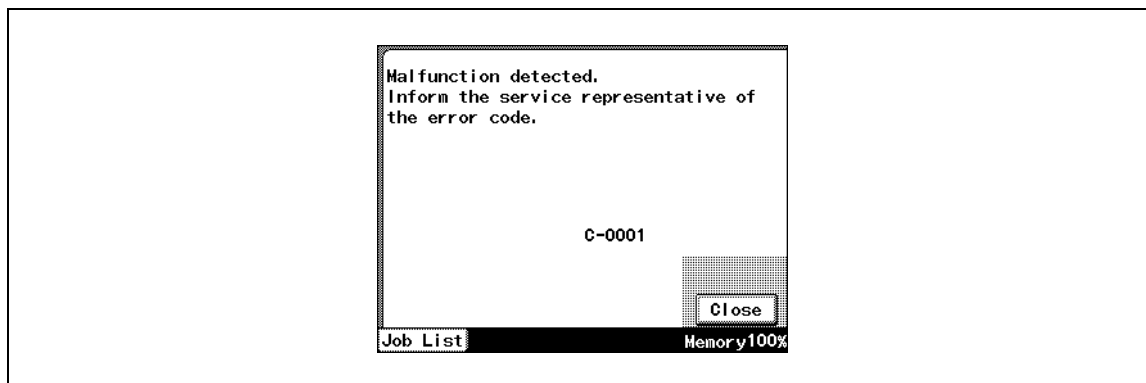
⚠ CAUTION

When the Service Call screen has appeared and transmission is disabled, take the following action in order to avoid an unexpected accident.
➜ 1. Put down the error code.
➜ 2. Turn off the main power switch and sub power switch.
➜ 3. Unplug the power cable from the outlet.
➜ 4. Contact the service representative, and inform them of the error code.
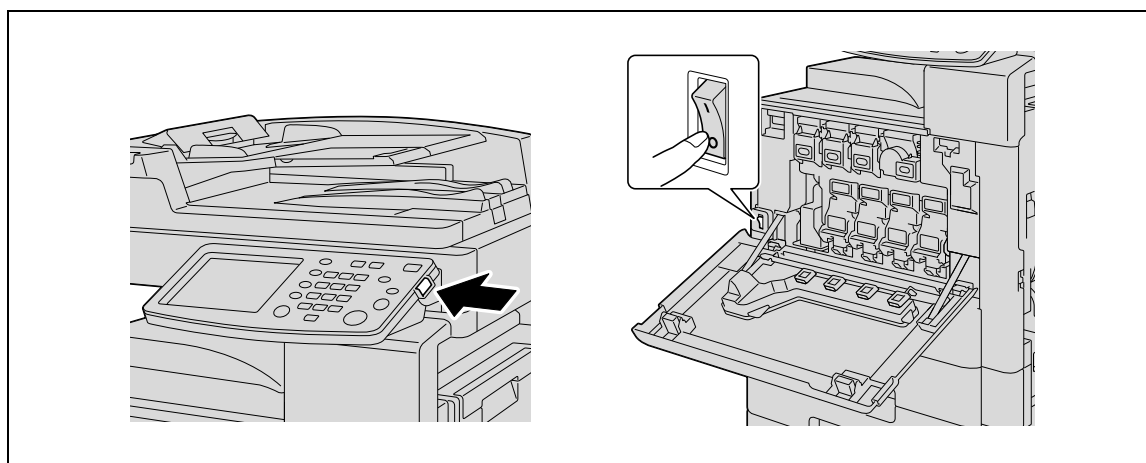
12 Appendix

12 Appendix

12.1 Specifications

12.1.1 Internet faxing specifications

Item	Specifications
Communication protocol	E-mail transmission: SMTP (IETF RFC2821 and RFC2822) and TCP/IP E-mail reception: POP3 (IETF RFC1725 and RFC1939) and TCP/IP
Transmitted original sizes	A4, B4 or A3
Resolution	200 × 100 dpi, 200 × 200 dpi, 400 × 400 dpi or 600 × 600 dpi
Data format	E-mail message format: MIME File attachment format: TIFF-F
Coding method	MH, MR or MMR
Compatible lines	Ethernet LAN (100BASE-TX and 10BASE-T connections)
Destination registration	Registered e-mail addresses: Maximum of 300

12.1.2 IP address faxing specifications

Item	Specifications
Communication protocol	E-mail transmission: SMTP (IETF RFC2821 and RFC2822) and TCP/IP
Transmitted original sizes	A4, B4 or A3
Resolution	200 × 100 dpi, 200 × 200 dpi, 400 × 400 dpi or 600 × 600 dpi
Data format	TIFF-F
Coding method	MH, MR or MMR
Compatible lines	Ethernet LAN (100BASE-TX and 10BASE-T connections)
Destination registration	Registration of recipient IP address or host name: Maximum of 300

12.1.3 E-mail transmission specifications

Item	Specifications
Communication protocol	E-mail transmission: SMTP (IETF RFC2821 and RFC2822) and TCP/IP
Transmitted original sizes	A6, B6, A5, B5, A4, B4, A3, Letter, Legal, Executive, 11×17, 5-1/2×8-1/2
Resolution	200 × 100 dpi, 200 × 200 dpi, 400 × 400 dpi or 600 × 600 dpi
Data format	E-mail message format: MIME File attachment format: TIFF or PDF
Black/white coding method	MH or MR
Compatible lines	Ethernet LAN (100BASE-TX and 10BASE-T connections)
Destination registration	Registered computer e-mail addresses: Maximum of 300

12.1.4 Received document forwarding specifications

Item	Specifications
Forwarding destination registration	Specify the F-code and forwarding e-mail address.

12.1.5 IP relay specifications

Item	Specifications
Relay stations	Maximum of 8 relay stations
Recipient	Fax

12.1.6 Faxing specifications

Element	Specifications
Image memory capacity	64 MB
Number of stored pages	Approx. 3,500 sheets (A4 ⊾, 5% or less B/W), "200×100 dpi" Quality setting Approx. 3,500 sheets (A4 ⊾, 5% or less B/W), "200 dpi" Quality setting Approx. 1,800 sheets (A4 ⊾, 5% or less B/W), "400 dpi" Quality setting
Compatible lines	Local telephone line (including fax communication networks), PBX line
Transmission standard	G3
Baud rate	2400, 4800, 7200, 9600, 12000, 14400, 16800, 19200, 21600, 24000, 26400, 28800, 31200, or 33600 bps
Transmission time	Approx. 3 seconds (when sending a standard A4-size original containing approximately 700 characters on our standard paper with the "200×100 dpi" Quality setting; This is the transmission time for only the image, and does not include the time required for transmission management. The actual communication time varies depending on the original contents, the type of fax machine used by the recipient, and the condition of the telephone line.)
Coding method	MH, MR, MMR, or JBIG
Maximum scanning size	Original glass: 297 × 420 mm (A3 size) or 11 × 17 (Ledger size) ADF: 297 (Width) × 1000 (Length) mm (200 × 100 dpi, 200 dpi, 400 dpi) 297 (Width) × 432 (Length) mm (600 dpi)
Maximum recording size	297 × 420mm (A3 size) or 11 × 17 (Ledger size) When receiving a document longer than the size of paper that is loaded, it is printed as specified by the divide setting.

12.2 Entering text

This section contains details on using the keyboard that appears in the touch panel for typing in the names of registered destinations and accounts. The keypad can also be used to type in numbers.

12.2.1 Typing text

➔ In the keyboard that appears, touch the button for the desired character.
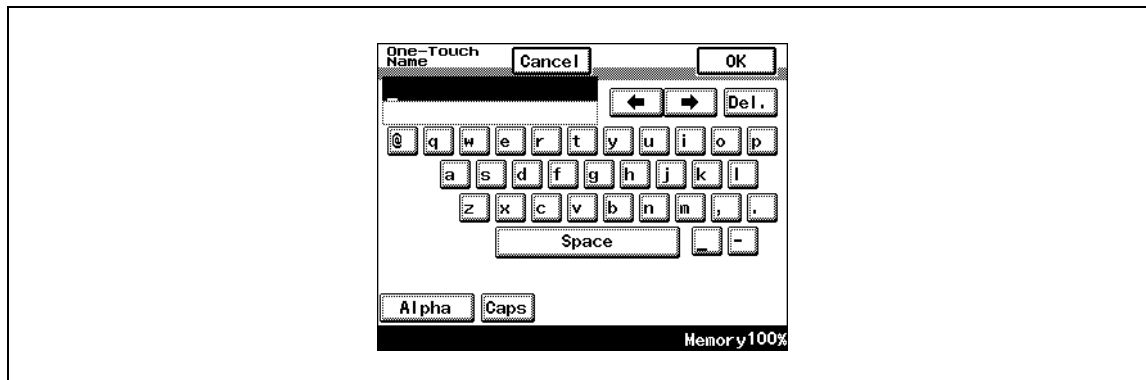
- To switch from lowercase to uppercase letters, touch [Caps]. To cancel it, touch [Caps] again to deselect it.
- To switch between entering letters or symbols, touch the button for switching the input mode.

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Detail
To change a character in the entered text, touch ⬅ *and* ➡ *to move the cursor to the character to be changed, touch [Delete], and then type in the desired letter or number.*

To clear all entered text, press the [C] (clear) key.

If the number of characters exceeds the limit allowed, the last character is replaced with the last character entered.

With software switch settings (mode 478), how text is deleted can be specified. For details on the software switch settings, refer to the User manual – Network Administrator.

13 Index

13 Index

DIRECTIVE 2002/96/CE 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/CE (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.