Sindoh
Unmistakable

D330E Series

USER MANUAL/Fax Operations

- Before using this Product, please read the USER MANUAL carefully and keep it for your reference.

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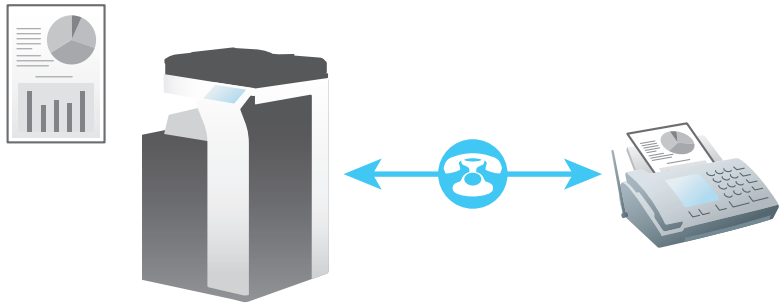
1 Overview of Fax Functions

1 Overview of Fax Functions

1.1 About Fax

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



The following describes the precautions for using the fax functions.

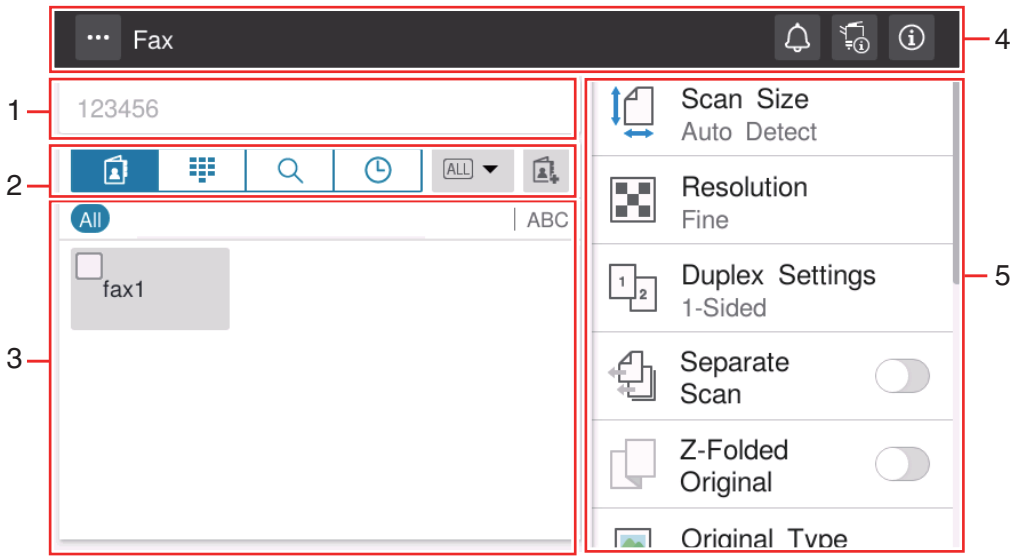
- This machine can connect to the following telephone lines.
- Subscribed telephone lines (including facsimile communication networks)
- PBX (Private Branch Exchange, 2-wire)
- Fax data cannot be sent or received in color.
- You cannot connect a business phone as an external telephone.
- If a digital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

Tips

- To use the Fax function, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

1.2 Main Screen of Fax

If you tap [Fax] on the home screen, the main screen of Fax is displayed.



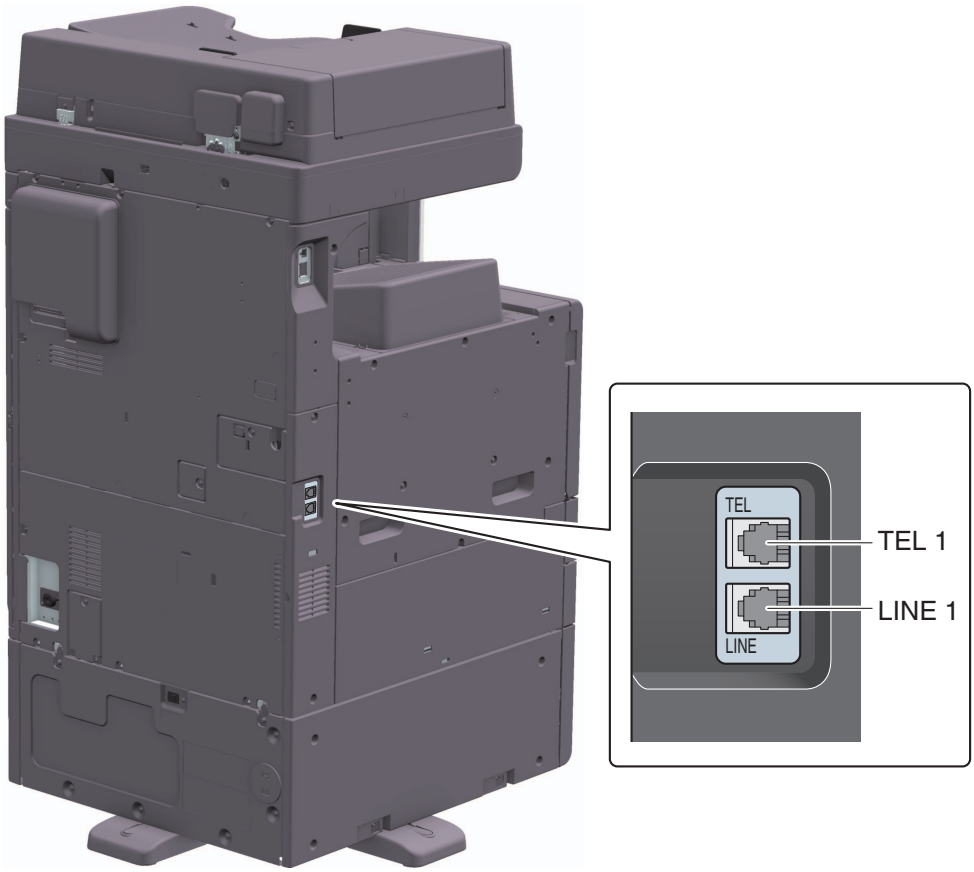
No.	Name	Description
1	Destination display area	Displays the specified destinations. If two or more destinations are specified, the number of destinations is indicated by [+N] (N: number). When you tap while the destination is specified, the destination list screen is displayed. You can check, edit, or delete the specified destinations.
2	Display switch tab	Switches the destination specification method. The display of the destination specification area is switched depending on the selected tab. • Destination tab ( ): Specify the desired one from the list of destinations registered on this machine. • Direct Input tab ( ): Directly enter the destination. • Search tab ( ): Search for the destination registered on this machine or the LDAP server. • History tab ( ): Specify the desired one from the job history list. • Address registration key ( ): Allow you to register a destination in the address book on this machine.
3	Destination specification area	Specify the destination to suit the selected tab.
4	Menu icon ( )	Allows you to change how to display the list of registered destinations in the destination specification area. When [Change Permission for Default Value Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set to ON, you can change the default option setting for sending to the desired one.
	Notification icon ( )	You can check warnings or messages related to the status of this machine. For details, refer to "User's Guide[Control Panel]/[About Major Screens]".
	Device information icon ( )	
	Information icon ( )	
5	Function setting key	Specify transmission options as needed.

2 Preparation Required to Use This Function (for the Administrator)

2 Preparation Required to Use This Function (for the Administrator)

2.1 Connection of Modular Cable

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



Tips

- Use the TEL port for connecting a telephone cord.

2.2 Settings Required to Use This Function

2.2.1 Configuring Basic Fax Settings

Registering the sender information

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

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

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".

Specifying the date and time

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

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring Basic Information Settings of this Machine]".

Specifying the receiving method

Set the receiving method suitable for your environment.

- It is helpful to set this machine to automatically receive faxes if the line is dedicated for faxing. For details, refer to page 5-2.

2.2.2 Configuring Line Settings to Suit Your Environment

Before fax transmission

Check whether to connect this machine directly to a public line or via PBX (private branch exchange).

To correctly send a fax, configure settings to suit the connection method. For details, contact your service representative.

When directly connecting to a public line

Specify the line type in [Dialing Method] to suit your environment.

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".

When connecting to PBX (private branch exchange)

Configure settings to connect this machine to PBX (private branch exchange). This displays the [Out-side] key on the destination specification screen. When you specify the destination using the [Out-side] key, it prevents cancellation of significant digits from occurring to a dialed number, which allows a fax to be sent to the correct destination.

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".

Tips

- If a cancellation of significant digits in a dialed number occurs, "31-234-XXXX" may be sent even when "03-1234-XXXX" was specified as the fax number. When you specify the destination using the [Out-side] key, you can prevent a sending error due to a cancellation of significant digits in a dialed number.

2.3 Optional Settings

2.3.1 Registering a Destination

Registering a frequently used destination

Pre-registering a frequently used destination, this machine will save you the trouble of having to enter it each time you send data.

For details on the registration procedure, refer to "User's Guide[Introduction]/[Registering and Managing Destinations]".

Registering the LDAP server used to search for a destination

If the LDAP server or the Active Directory of Windows Server is used for user management, you can search for destination information registered in the server and specify the desired destination.

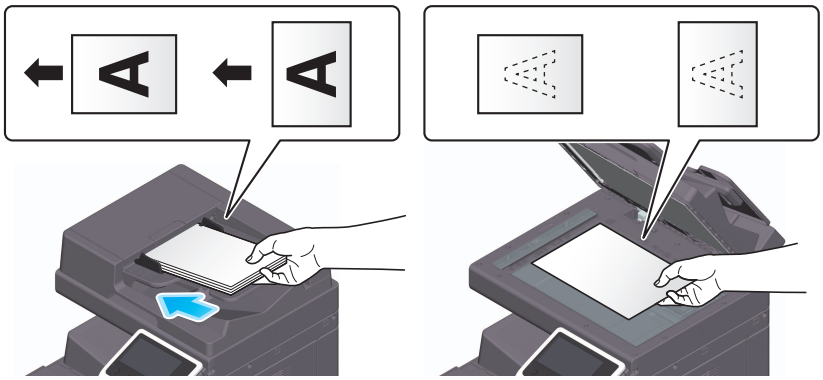
For details on the registration procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".

3 How to Send a Fax

3 How to Send a Fax

3.1 Sending (Basic Operation Flow)

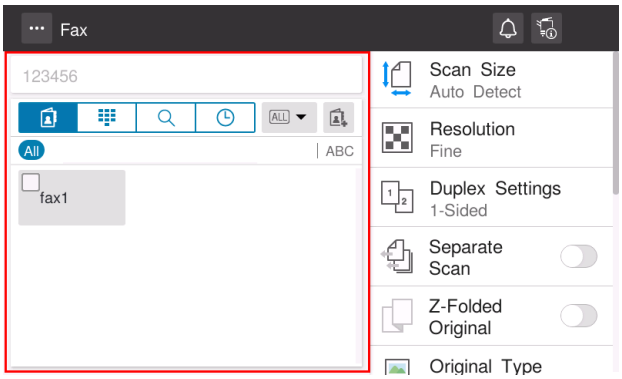
1 Load the original.



2 Tap [Fax] on the home screen.

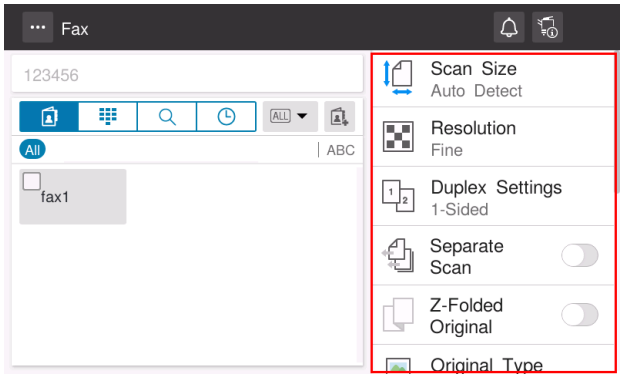
3 Specify the destination.

➔ For details on how to specify a destination, refer to page 3-4.



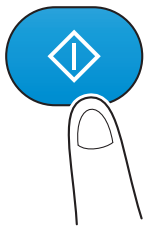
4 Specify transmission options as needed.

➔ For details on option settings, refer to page 3-6.



5 Use the Start key to start transmission.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



Reference

Changing the default option setting ("User's Guide[Scan Operations]/[Sending Original Data as an E-mail Attachment (Scan to E-mail)]")

Tips

- The sender information is automatically added to a fax to be sent when registered.

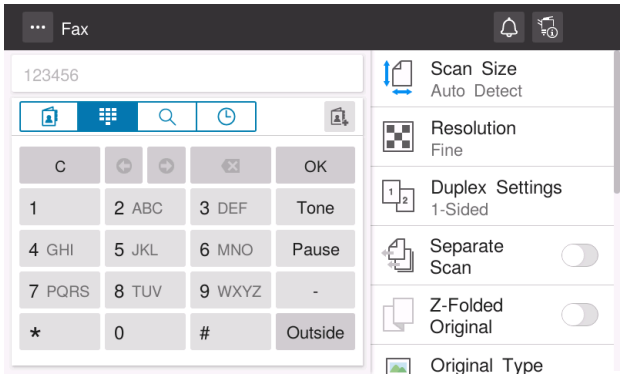
3.2 Specifying a Destination

Directly entering the destination

Tapping the Direct Input tab ( ) displays the fax number entry screen. Directly enter destination information.

1 Enter the fax number of the destination.

- ➔ [Tone] or [*]: Enter the fax number when issuing a push signal in dial-up line mode (while [Dialing Method] is set to [10pps] or [20pps]) ([T] is displayed).
- ➔ [Pause]: Enter this when you want to insert a wait time between dials ([P] is displayed).
- ➔ [-]: Enter this to separate a dial number. It does not affect the dialing of the number.
- ➔ [Outside]: Insert an outside line number ([E-] is displayed) when connecting this machine to PBX (private branch exchange). This option is displayed when [PBX Connection Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set.



2 Tap [OK] or [Next Dest.].

Related setting (for the administrator)

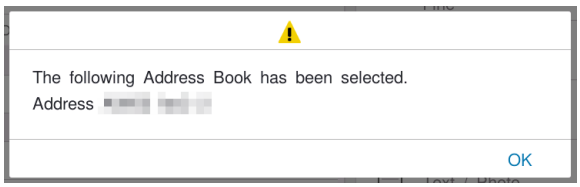
- [Function ON/OFF Setting] - [Confirm Address (TX)] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [Line Parameter Setting] - [Pause Time] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

Using Address Book

Selecting the Destination tab ( ) displays a list of destinations registered on this machine. Switch the display using an index, and specify the target destination. For details, refer to "User's Guide[Scan Operations]/[Sending Original Data as an E-mail Attachment (Scan to E-mail)]".

Tips

- Setting [Address Selection Confirmation Display] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") to ON enables you to display the screen to confirm the registered contents of the selected destination. When permitting the specification of multiple destinations, it is recommended you to display and confirm the registered contents to prevent a transmission failure.



Searching for the registered destination

Tapping the Search tab ( ) displays the destination search screen. If a large number of destinations are registered, the system searches for the registered name of the destination or characters of the address to find

the target destination. For details, refer to "User's Guide[Scan Operations]/[Sending Original Data as an E-mail Attachment (Scan to E-mail)]".

Specifying the target from the destinations registered in the LDAP server (LDAP Search)

Tapping the Search tab (🔍) displays the destination search screen. If the LDAP server or the Active Directory of Windows Server is used for user management, you can search for destination information registered in the server and specify the desired destination. For details, refer to "User's Guide[Scan Operations]/[Sending Original Data as an E-mail Attachment (Scan to E-mail)]".

Using Job History

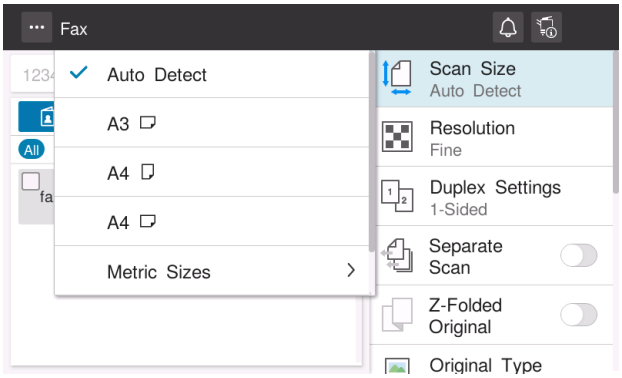
Tapping the History tab (🕒) displays a list of transmission logs. Specify the target destination from the previous five job histories. For details, refer to "User's Guide[Scan Operations]/[Sending Original Data as an E-mail Attachment (Scan to E-mail)]".

3.3 Transmission Option Settings

3.3.1 Original Scan Settings

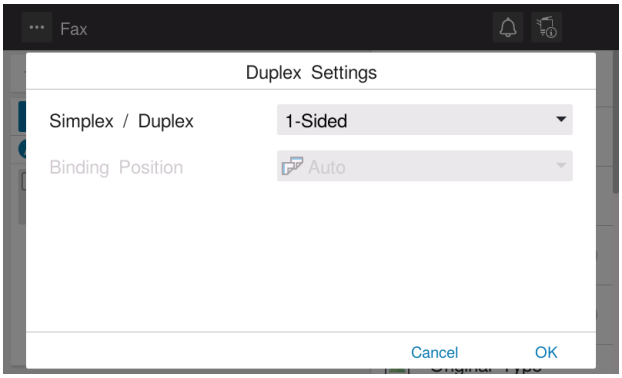
Specifying the original size ([Scan Size])

When the size of the original is not detected correctly, specify the size of the original you want to scan.



Scanning a 2-sided original ([Duplex Settings])

Select whether to scan one side or both sides of the original.



Setting	Description
[Simplex/Duplex]	Select the side to scan the original (Simplex/Duplex).
[Binding Position]	Select the binding position of the original when scanning both sides of the original. • [Auto]: The binding position of the original is specified automatically. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper. • [Left Bind]: Select this option when the binding position is set to the left of the original. • [Top Bind]: Select this option when the binding position is set to the top of the original.

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

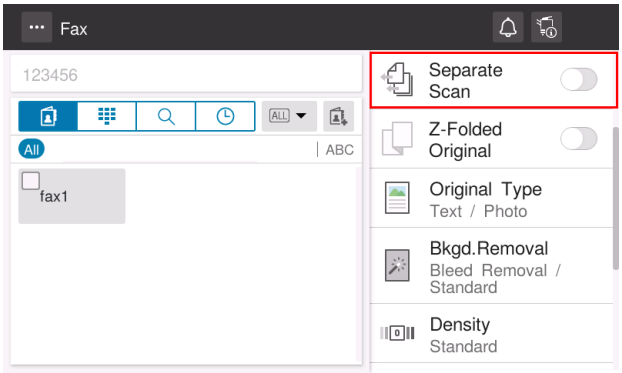
If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job. You can also scan the original using both **ADF** and **Original Glass** alternately.

1 Load the original.

NOTICE

*Do not load more than 130 sheets (21-1/4 lb (80 g/m^2)) at a time into the **Original Tray** of the **ADF**, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause an original paper jam, original damage, or **ADF** failure.*

2 Set [Separate Scan] to ON.



3 Use the Start key to start scanning.

4 Load the next original.

➔ If necessary, tap [Change Setting] to change the scan settings.

5 Use the Start key to start scanning.

6 Repeat steps 4 and 5 to scan all the originals.

7 After all originals have been scanned, select [Finish].

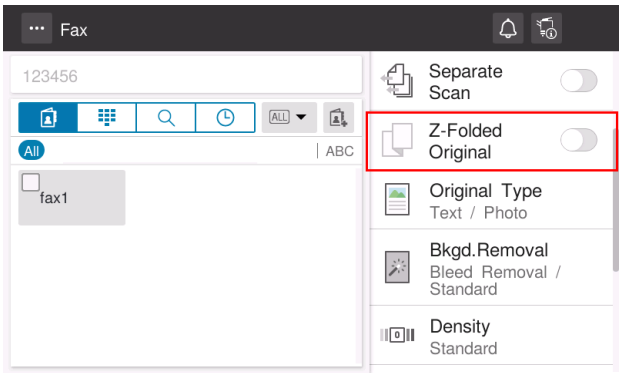
8 Use the Start key to start transmission.

Related setting

- [Separate Scan from Platen] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

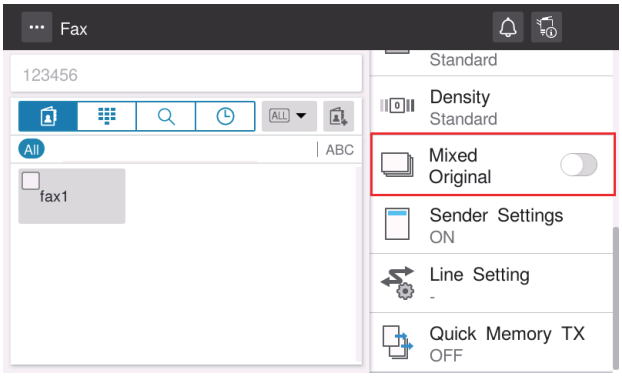
Scanning originals with folds ([Z-Folded Original])

If a folded original is loaded into the **ADF**, the original size may not be able be detected accurately. To scan the folded original on the **ADF**, set this option to ON.



Scanning originals of different sizes ([Mixed Original])

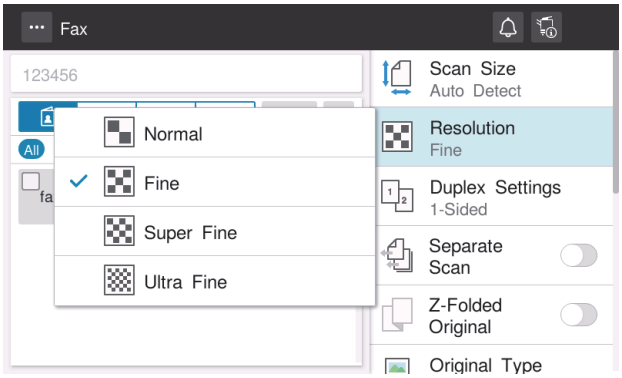
Even for an original with pages of different sizes, when the width of the original to be scanned is the same, by using the **ADF**, you can scan data while detecting the size of each page.



3.3.2 Image and Density Settings

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

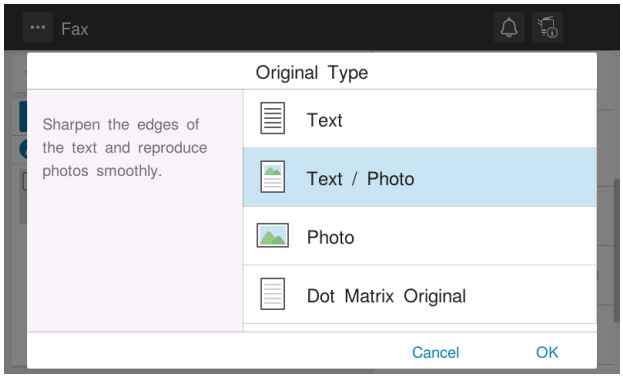
Select a resolution to use to scan the original.



Setting	Description
[Normal]	Select this option to scan originals that do not require a fine level of image quality, or when you want to send a large number of originals quickly.
[Fine]	Select this option to scan a standard original.
[Super Fine]	Select this option to scan originals containing small characters or drawings.
[Ultra Fine]	Select this option to scan originals that require a fine level of image quality.

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

Select the optimum settings for the original to scan it in the optimum image quality.



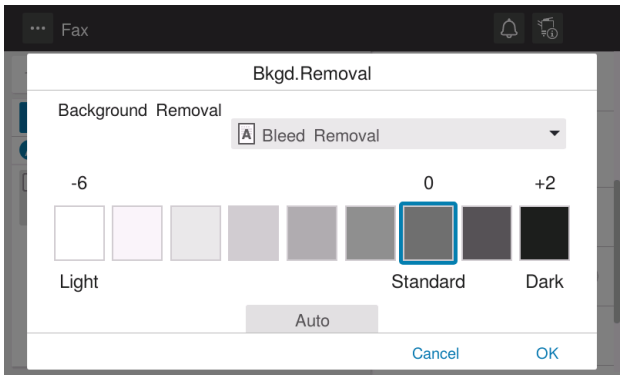
Setting	Description
[Text]	Scans an original that consists primarily of text at the optimum level of image quality. This function sharpens the edges of each character, creating easy-to-read images.
[Text/Photo]	Scans an original consisting primarily of text and photos at the optimum image quality level. This function sharpens the edges of each character and reproduces smoother photos.
[Photo]	Scans an original consisting of only photos at the optimum image quality level.
[Dot Matrix]	Scans an original, which consists primarily of text such as thin or faint characters, at the optimum image quality level. This function reproduces text using high pixel density, creating easy-to-read text.

Adjusting the density to scan the original ([Density])

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

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

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



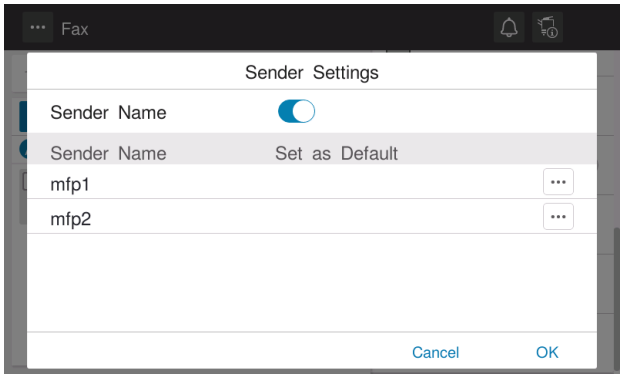
Setting	Description
[Bleed Removal]	Adjust the density of the background color to prevent bleeding of the back of the paper when printing a 2-sided original that is so thin that the contents of the back side would be scanned. Selecting [Auto] automatically determines the density of the background color, and scans an original at the optimum background density level.
[Discolor Adj.]	Adjust the density of the background color to scan an original with a colored background such as a map. Selecting [Auto] automatically determines the density of the background color, and scans an original at the optimum background density level.

3.3.3 Fax-Specific Settings

Sending after renaming the sender ([Sender Settings])

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

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

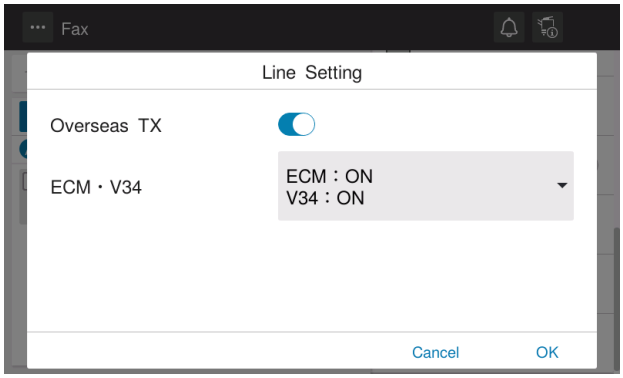


Related setting (for the administrator)

- [Header/Footer Position] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

Setting a fax line type ([Line Setting])

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

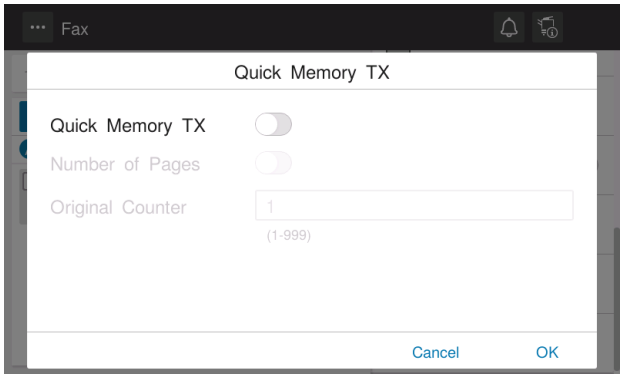


Setting	Description
[Overseas TX]	This mode is used to send a fax to areas where communication conditions are poor. Faxes are sent at a lower speed.
[ECM V34]	ECM is an error correction mode defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). Fax machines equipped with the ECM feature communicate with each other, confirming that the sent data is free of errors. This prevents image blurring caused by telephone line noise. Communication time can be reduced by setting ECM to OFF for transmission. However, an image error or communication error may occur depending on the specified communication time value, so change the value to suit conditions. V.34 is a communication mode used for the Super G3 fax communication. When the remote machine or this machine is connected to a telephone line via PBX, however, you may not establish a communication in the super G3 mode depending on telephone line conditions. In this case, it is recommended that you turn the V.34 mode off to send data.

Sending one scanned page at a time ([Quick Memory TX])

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

If you want to show the total number of pages in the Number of Pages column of sender information, set [Specify the Number of Originals] to ON, and enter the total number of pages of the original in [Number of Originals]. With this information, the destination can see the remaining number of pages to be received.



4 Sending Options

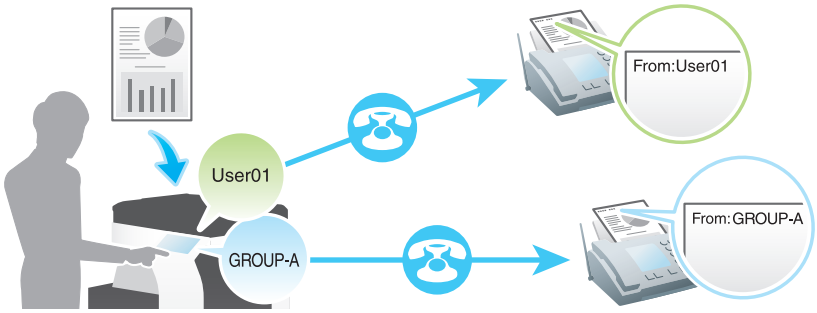
4 Sending Options

4.1 Sending after Renaming the Sender ([Sender Settings])

About sender information

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

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



Related setting (for the administrator)

- [Header/Footer Position] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

NOTICE

When the sender information is specified to appear inside the body text, it may overlap with part of the fax image, causing it to be lost from the sent fax.

Preparation required to use this function (for the administrator)

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

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".

Operation flow

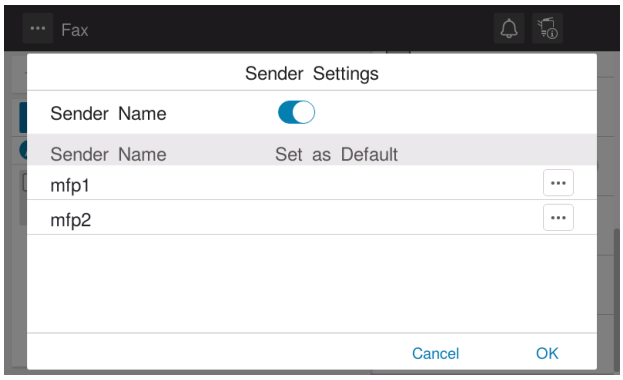
1 Load the original.

2 Tap [Fax] on the home screen.

3 Specify the destination.

4 Tap [Sender Settings].

5 Set [Sender Name] to ON.



6 Select the sender name you want to change from the list of sender names, and tap [OK].

7 Use the Start key to start transmission.

The changed sender name is added to a fax.

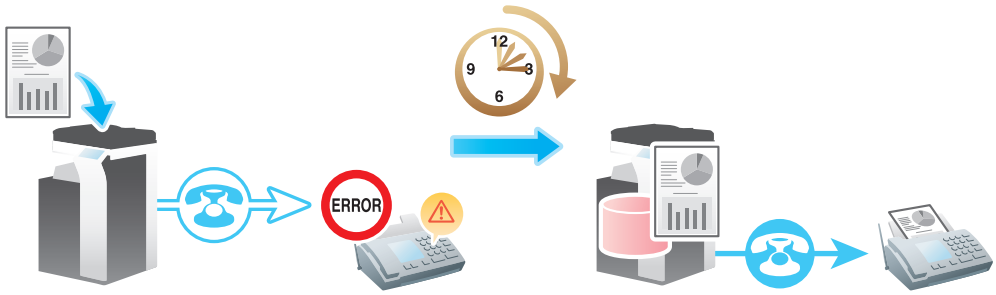
Tips

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

4.2 Resending a Fax

Auto resending (Auto redial)

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



Related setting (for the administrator)

- [Line Parameter Setting] - [Number of Redials] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [Line Parameter Setting] - [Redial Interval] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

Reference

Resending a Fax that Failed in Redialing (page 4-5)

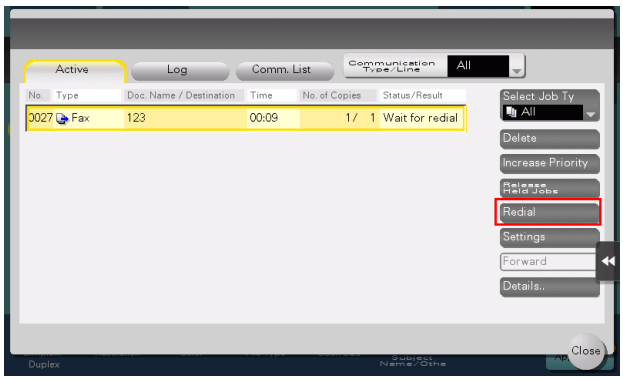
Manual resending

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

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

1 Tap [Job List] on the home screen.

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



3 Tap [Start].

Transmission begins.

4.3 Resending a Fax for Which the Fax Number Could Not Be Redialed

Fax Retransmit

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

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

Preparation required to use this function (for the administrator)

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

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".

Operation flow

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

For details on the operation procedure, refer to "User's Guide[Box Operations]/[Resending a Fax that Caused a Redialing Failure (File Re-TX)]".

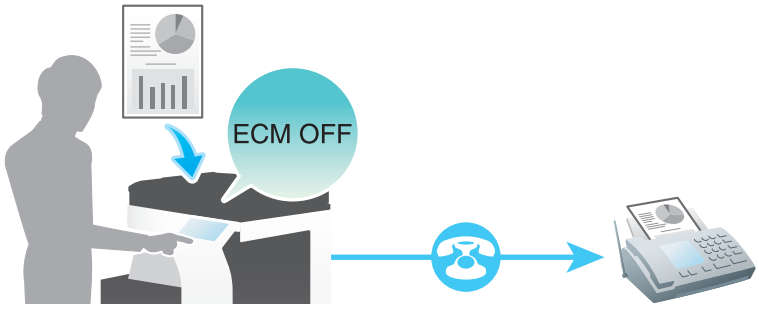
4.4 Sending a Fax after Canceling ECM Mode ([ECM])

About ECM

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

If fax machines support the ECM, they check for fax data errors while communicating with each other. Image disturbances due to telephone line noise can be suppressed.

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



Tips

- When registering destinations with an address book, you can specify whether to send faxes in the ECM mode in addition to registering fax numbers.
- If the ECM function is canceled, the following functions cannot be used together.
  V.34, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board)

Operation flow

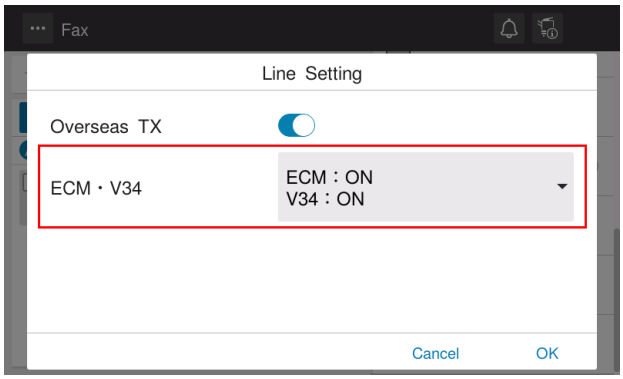
1 Load the original.

2 Tap [Fax] on the home screen.

3 Specify the destination.

4 Tap [Line Settings].

5 Set ECM to OFF in [ECM V34], and tap [OK].



6 Use the Start key to start transmission.

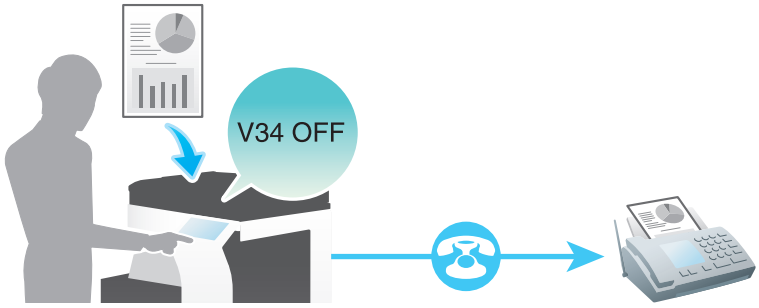
4.5 Sending a Fax after Canceling the Super G3 Mode ([V34])

V.34

V.34 is a communication mode used for the Super G3 fax communication.

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

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

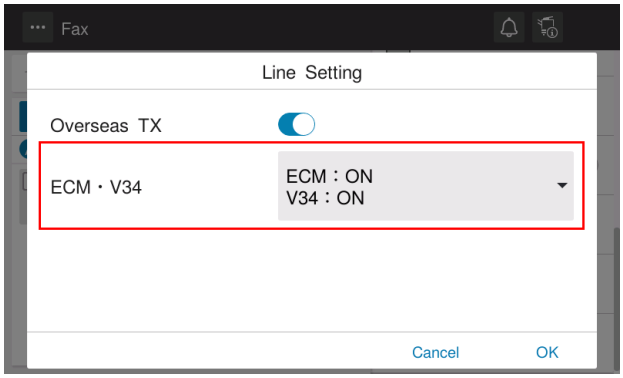


Tips

- When registering destinations with an address book, you can specify whether to send faxes in the V.34 mode in addition to registering fax numbers.
- If the V.34 function is canceled, the following functions cannot be used together.
  Polling TX, Polling TX (Bulletin Board)

Operation flow

1. Load the original.
2. Tap [Fax] on the home screen.
3. Specify the destination.
4. Tap [Line Settings].
5. Set V34 to OFF in [ECM V34], and tap [OK].



6. Use the Start key to start transmission.

4.6 Sending one Scanned Page at a Time ([Quick Memory TX])

About Quick Memory TX

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

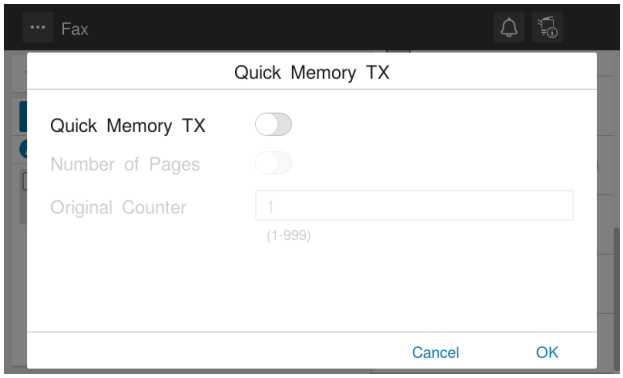
Normally, this machine begins transmission after all pages have been scanned and saved in memory (Memory TX). With Quick Memory TX , the overall processing time can be reduced. With this method, many pages can be faxed without causing memory overflow.

Tips

- This function cannot be used together with the following functions.
  Timer TX, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board), broadcast transmission including destinations other than those for faxes

Operation flow

1. Load the original.
2. Tap [Fax] on the home screen.
3. Specify the destination.
4. Tap [Quick Memory TX].
5. Set [Quick Memory TX] to ON.



6. Set [Specify the Number of Originals] to ON, and enter the total number of pages of the original in [Number of Originals].
7. Use the Start key to start transmission.

   As one page is scanned, transmission starts.

4.7 Faxing Overseas ([Overseas TX])

About Overseas TX

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

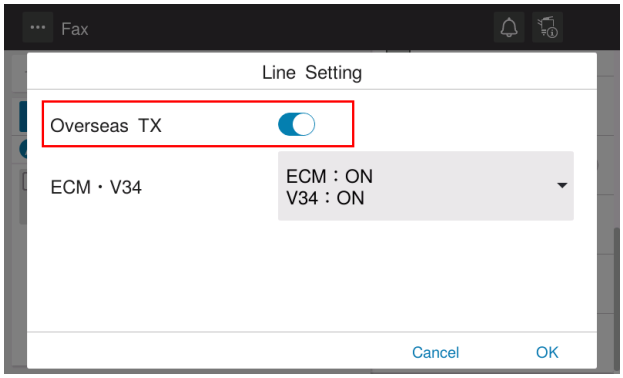
This is useful when sending a fax to areas where communication conditions are poor.

Tips

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

Operation flow

1. Load the original.
2. Tap [Fax] on the home screen.
3. Specify the destination.
4. Tap [Line Settings].
5. Set [Overseas TX] to ON, and tap [OK].



6. Use the Start key to start transmission.

4.8 Sending a Fax from PBX to Outside Line

When connecting to PBX (private branch exchange), specify the outside line number to send a fax.

✔ The settings for connecting to PBX are required in advance. For details on the setting procedure, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]".

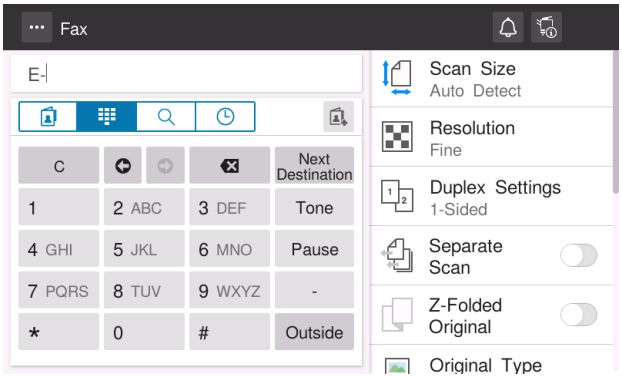
1 Load the original.

2 Tap [Fax] on the home screen.

3 Tap the Direct Input tab ( ).

4 Tap [Out-side].

➔ Tapping [Out-side] displays [E-] in the destination display area.



5 Enter the fax number of the destination.

6 Use the Start key to start transmission.

5 How to Receive a Fax

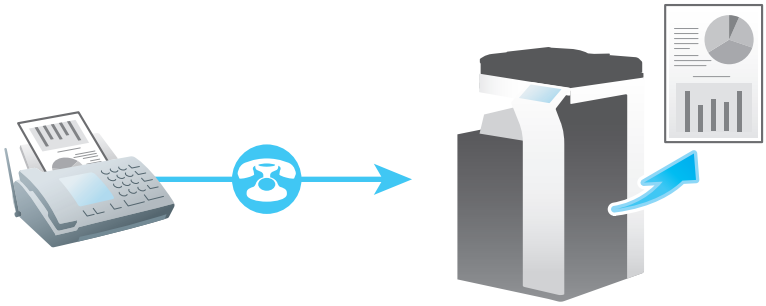
5 How to Receive a Fax

5.1 Receiving Faxes Automatically (Using the Machine Solely for Fax Operations)

Auto Reception

Auto Reception is a mode in which to automatically receive faxes when the number of rings occur.

It is helpful to set this machine to automatically receive faxes if the line is dedicated for faxing.



Preparation required to use this function (for the administrator)

To use Auto Reception, configure the following settings in [Line Parameter Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]").

Setting	Description
[Receive Mode]	Set to [Auto RX].
[Number of RX Call Rings]	Set the number of rings that will occur before the machine starts auto reception.

6 Receiving Options

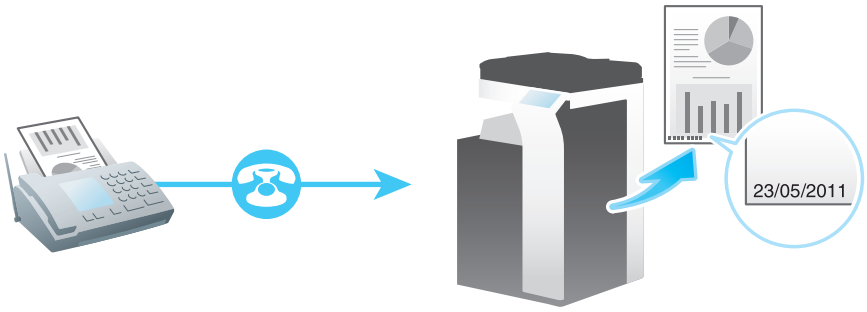
6 Receiving Options

6.1 Printing by Adding the Date and Time Received ([Footer Position])

Reception information

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

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



Preparation required to use this function (for the administrator)

To enable printing of the reception information, select the location where to print the reception information.

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".

6.2 Saving/Forwarding a Fax Which Cannot Be Printed (In-memory Proxy Reception)

In-memory proxy reception

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

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

In-memory proxy reception functions automatically.

Tips

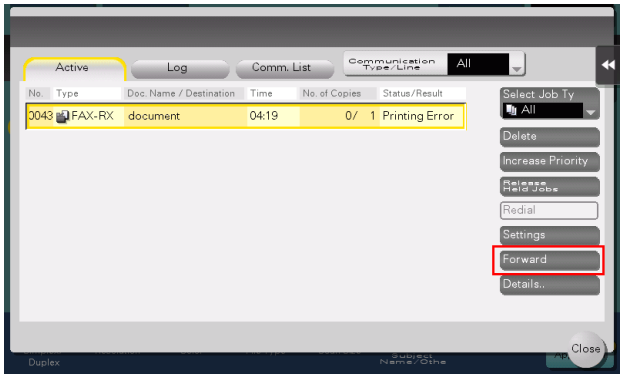
- Memory proxy reception is disabled when there is no remaining memory space.
- When the troubleshooting is complete for paper jam etc., the machine starts printing a saved fax.

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

1 Tap [Job List] on the home screen.

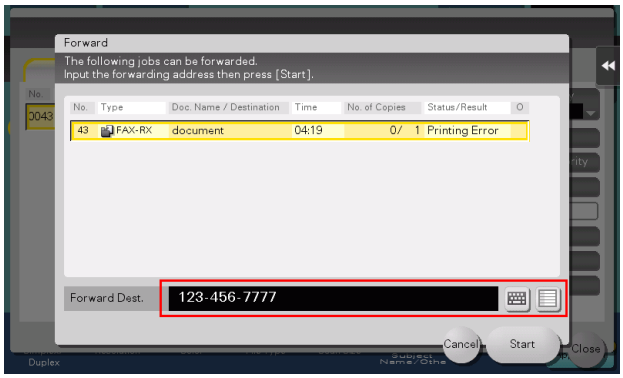
2 Select a job received using in-memory proxy reception, and tap [Forward].

➔ Use [Select Job Ty] to narrow down jobs to be displayed in the list.



3 Select a job to be forwarded, specify the forwarding destination and also tap [OK].

➔ You can either directly enter a forwarding destination by tapping the input area or the keyboard icon, or select one from destinations registered in the machine by selecting the list icon.



4 Tap [Start].

Forwarding starts.

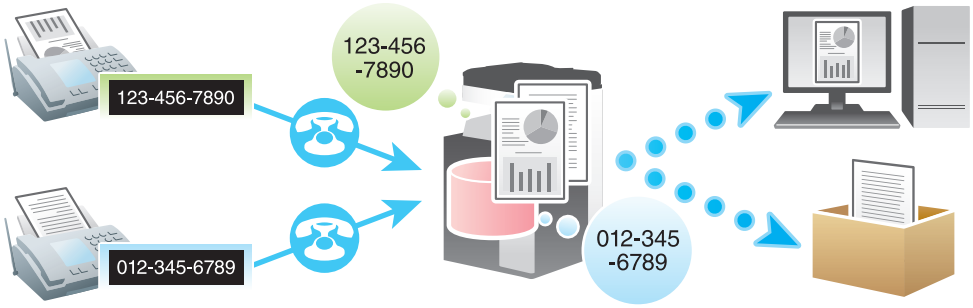
Tips

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

6.3 Automatically Sorting Incoming Faxes (TSI Routing)

TSI Routing

TSI (Transmitting Subscriber Identification) Routing is a function that automatically sorts incoming faxes into preset User Boxes or redirects them to shared folders in computers or E-mail addresses based on the fax numbers of the senders. There is no need to sort printed faxes for each recipient and no risk of missing a fax. To use the TSI Routing function, it is necessary to preset User Boxes to which faxes are to be sorted, as well as forwarding destinations. Routing destinations can be registered for up to 256 fax numbers (TSIs).



Tips

- A file is sent to routing destinations in the default file type specified by the transmission method. If an option is installed, you can specify the file type for each routing destination. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".
- By default, a received fax is printed without being forwarded if it was not successfully distributed.
- This function cannot be used together with the following functions.
  Memory RX, Forward TX, PC-Fax RX

Preparation required to use this function (for the administrator)

Enabling the TSI Routing function. Also, register fax numbers (TSIs) of senders targeted for forwarding, forwarding destinations, and file type. You can specify the following forwarding destinations.

- Fax
- E-Mail Address
- SMB
- FTP
- WebDAV
- User Box
- Internet Fax
- IP Address Fax
- IP Fax (SIP)
- Group

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".

6.4 Forwarding Received Faxes to Another Destination (Forward TX)

Forward TX

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

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

Tips

- If the forwarding destination is not a fax address, the received fax can be converted in the specified file format to be forwarded to a destination. The file types able to be specified are PDF, XPS, and TIFF. To specify other file types, ask your service representative to configure settings. For details, contact your service representative.
- This function cannot be used together with the following functions.
  Memory RX, PC-Fax RX, TSI Routing

Preparation required to use this function (for the administrator)

Enable the Forward TX function. In conjunction with this, register forwarding destinations for received faxes. To specify a destination, directly enter the fax number, or select the desired number of destinations registered on this machine. When selecting the desired number of destinations registered on this machine, you can specify the following forward destinations.

- Fax
- E-Mail Address
- SMB
- FTP
- WebDAV
- User Box
- Internet Fax
- IP Address Fax
- IP Fax (SIP)
- Group

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".

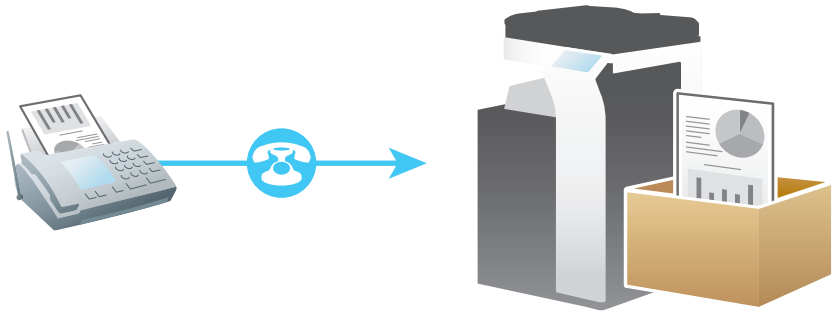
6.5 Forcibly Saving a Received Fax in a User Box (Memory RX)

Memory RX

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

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

If necessary, you can manually forward a required fax. This is convenient for forwarding a fax to a different destination every time depending on the contents of a received fax.



Tips

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

Preparation required to use this function (for the administrator)

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

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".

Printing a received fax

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

For details on the printing procedure, refer to "User's Guide[Box Operations]/[Printing the Fax Received in Memory (Memory RX)]".

Forwarding a received fax

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

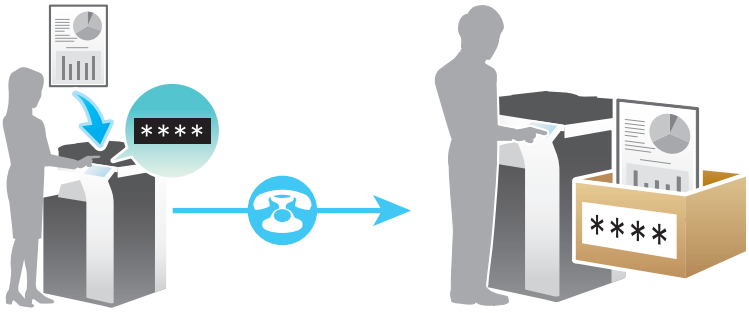
For details on the transmission procedure, refer to "User's Guide[Box Operations]/[Printing the Fax Received in Memory (Memory RX)]".

6.6 Receiving a Confidential Fax (Confidential RX)

About confidential communication

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

This ensures fax communications are sent with enhanced security.



Reference

Sending a Confidential Fax (F-Code TX) (page 9-11)

Operations required to use Confidential RX

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

For details on how to register a Confidential User Box, refer to "User's Guide[Box Operations]/[Storing Documents as Files in MFP for Use (User Box)]".

Printing a received fax

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

For details on the printing procedure, refer to "User's Guide[Box Operations]/[Storing Documents as Files in MFP for Use (User Box)]".

Forwarding a received fax

To forward a fax saved in the Confidential User Box, browse data in the Confidential User Box.

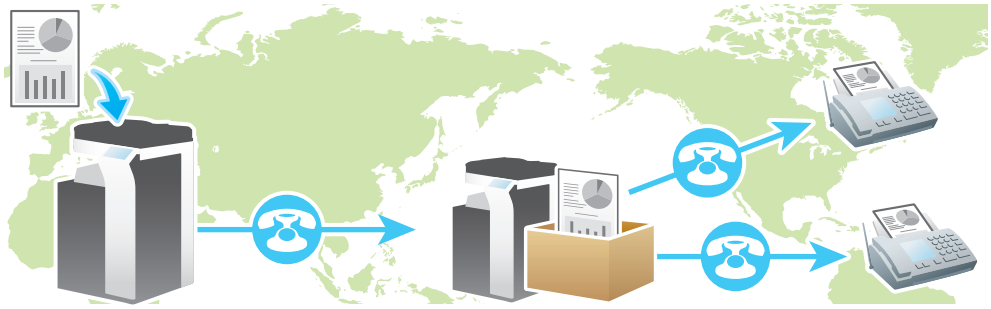
For details on the transmission procedure, refer to "User's Guide[Box Operations]/[Storing Documents as Files in MFP for Use (User Box)]".

6.7 Using This Machine as a Relay Station (Relay RX)

About relay distribution

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

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



Reference

Sending after Specifying a Relay Machine (F-Code TX) (page 9-10)

Preparation required to use this function

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

For details on how to register a relay User Box, refer to "User's Guide[Box Operations]/[Using as Fax Relay Machine (Relay User Box)]".

Related setting (for the administrator)

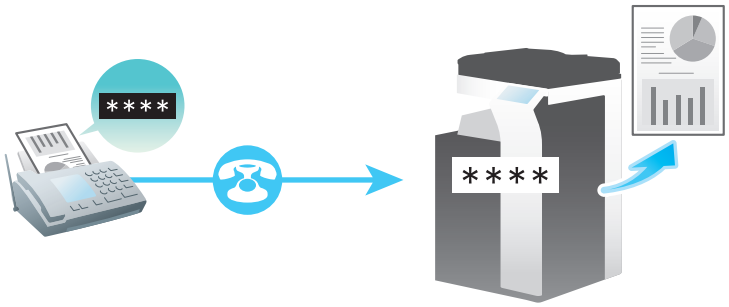
- [Function ON/OFF Setting] - [Relay RX] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [Function ON/OFF Setting] - [Relay Printing] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

6.8 Restricting Communication Peers by Password (Closed Network RX)

Closed Network RX

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

When receiving a fax, the machine checks the password sent from the sender against the password preset for this machine and, if they match, accepts transmission.



Tips

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

Reference

Sending a Fax with a Password (Password TX) (page 9-12)

Preparation required to use this function

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

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".

6.9 Saving a Received Fax to a Specified User Box (PC-Fax RX)

PC-Fax RX

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

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

Tips

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

Preparation required to use this function (for the administrator)

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

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".

Tips

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

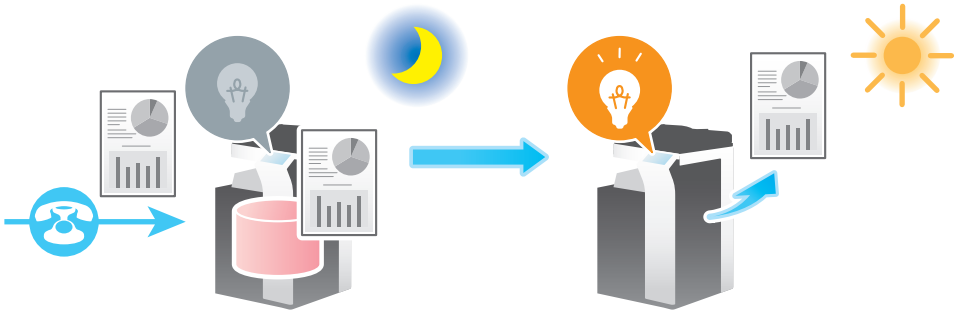
Printing a received fax or importing it to a computer

To print a fax saved in a User Box by PC-Fax RX or import it as data to a computer, browse data in that User Box.

- For details on how to print faxes from the Public, Personal, or Group User Box, refer to "User's Guide[Box Operations]/[Storing Documents as Files in MFP for Use (User Box)]".
- Using **Web Connection** allows you to download faxes saved in the Public, Personal, or Group User Box to a computer. For details on the download procedure, refer to "User's Guide[Box Operations]/[Storing Documents as Files in MFP for Use (User Box)]".
- For details on how to print files from the Memory RX User Box, refer to "User's Guide[Box Operations]/[Printing the Fax Received in Memory (Memory RX)]".

6.10 Stopping the Fax Print during Lunch Breaks and at Night

While this machine is inactive, for example, during breaks or night hours on working days, press the **Power** key to set the Sub Power Switch OFF mode, reducing the power consumption. It is impossible to print faxes received in Sub Power OFF mode. To print them, press the **Power** key to release the Sub Power OFF mode.



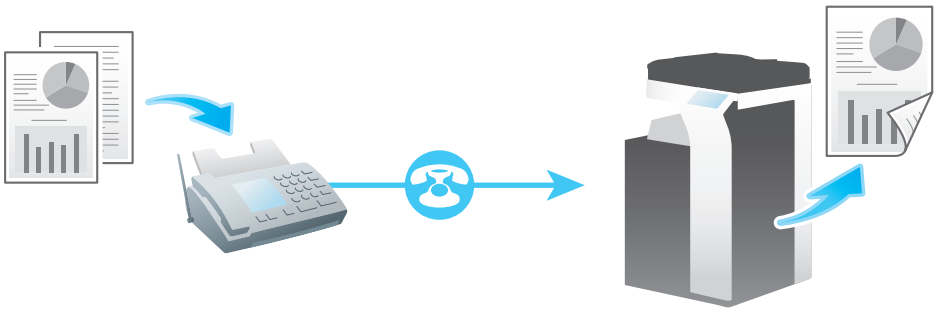
Reference

*Switching to Power Save Mode Using the **Power** Key ("User's Guide[Introduction]/[Turning the Power On or Off]")*

6.11 Printing a Fax on Both Sides of Paper ([Duplex Print (RX)])

Duplex Print (RX)

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



Preparation required to use this function (for the administrator)

Enable the 2-Sided Print function in [Duplex Print (RX)].

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".

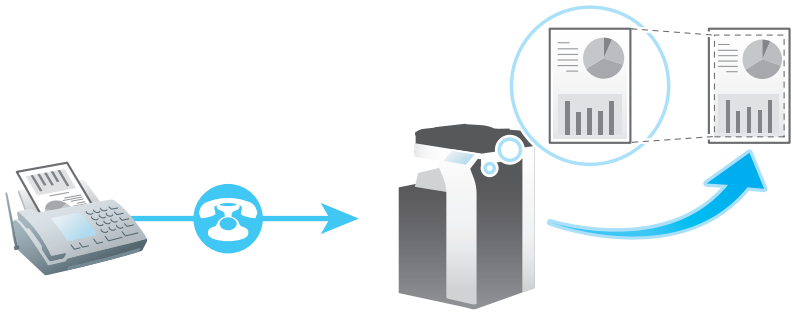
6.12 Changing the Fax Print Setting (for the Administrator)

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

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

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

For details on the fax print settings, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".



Tips

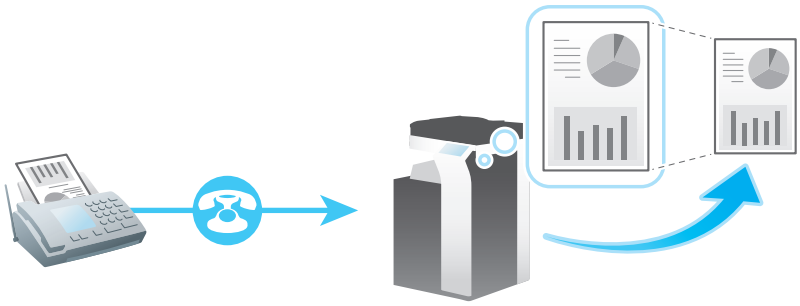
- For faxes that are longer in the longitudinal direction than the standard size, the optimal paper size is determined based on the length and width of the fax, and printed on paper of the same size. If the optimal size paper is not available, the fax is printed on paper of a similar size.

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

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

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

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".

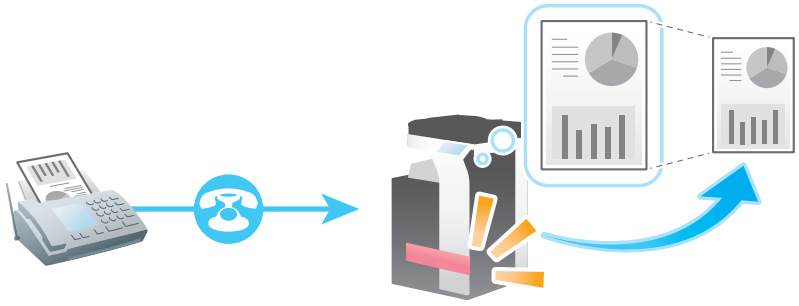


Specifying the paper tray for printing ([Paper Tray Settings])

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

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

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".



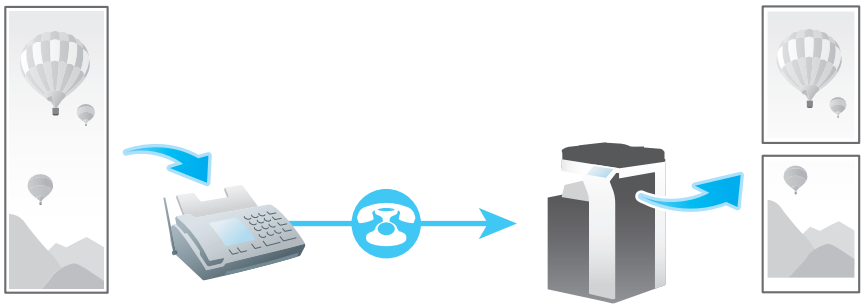
Tips

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

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

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

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Fax Environment]".



Tips

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

7 About Fax Report

7 About Fax Report

7.1 Report Types

The following types of fax reports are available.

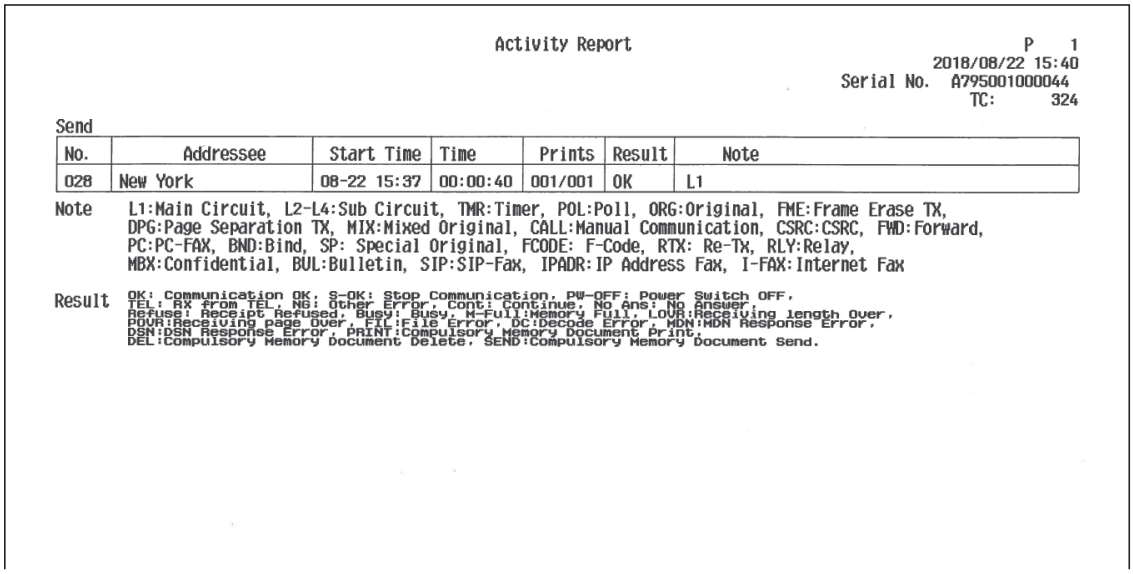
Report name	Description
Activity Report	This report contains results of sent and received faxes. A total of 700 jobs are recorded on separate pages for transmission and reception. By default, the report is automatically printed for every 100 communications. The activity report is automatically printed. When necessary, records containing only transmission or reception jobs can be printed manually on the [Job List] screen.
TX Result Report	This report contains the results of fax transmission. By default, the report is automatically printed when a transmission failure occurs.
Polling TX Report	This report contains polling transmission results. By default, the report is automatically printed when a polling transmission has failed.
Polling RX Report	This report contains results of polling reception. By default, the report is automatically printed when a polling reception has failed.
Sequential Polling RX Report	This report contains results of faxes received by polling from multiple destinations. By default, the report is automatically printed when faxes from multiple destinations are received by polling.
Broadcast Report	This report contains results of faxes sent by broadcast. By default, the report is automatically printed upon completion of the broadcast transmission.
Reservation Communication Report	This report contains records of reserved fax transmissions. By default, the report is automatically printed when a fax transmission is reserved.
Reservation Polling TX Report	This report contains records of reserved polling transmissions. By default, the report is automatically printed when a polling transmission is reserved.
Broadcast Reserved Report	This report contains records of reserved broadcast transmissions. By default, the report is automatically printed when a broadcast transmission is reserved.
An address Polling Rx Reserved Report	This report contains records of reservations on polling RX jobs for one address. By default, the report is automatically printed when a polling RX job is reserved from one address.
Sequence Polling Rx Reserved Report	This report contains records of reservation on polling RX jobs for multiple addresses. By default, the report is automatically printed when a polling RX job is reserved from multiple addresses.
Confidential RX Report	This report contains results of confidential faxes received. By default, the report is automatically printed when a confidential fax is received.
Bulletin TX Report	This report contains results of the transmission in polling RX of a file registered in a Bulletin Board User Box. By default, the report is automatically printed when a file registered in a Bulletin Board User Box is sent in conjunction with polling RX.
Relay TX Result Report	This report contains results of the transmission of a fax received by a relay station of the relay distribution to a distribution station. By default, the report is automatically printed when a fax is delivered to a distribution station.
Relay Request Report	This report contains results of the reception of a fax as a relay station of the relay distribution. By default, the report is automatically printed when a fax is received in the relay distribution.
Job Settings List	This list contains the details of [Fax Settings]. For details on the printing procedure, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]".

Related setting (for the administrator)

- [Report Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

7.2 Contents of Report

This section describes the item examples shown in the activity report.



Activity Report

P 1
2018/08/22 15:40
Serial No. A795001000044
TC: 324

Send

No.	Addressee	Start Time	Time	Prints	Result	Note
028	New York	08-22 15:37	00:00:40	001/001	OK	L1

Note L1:Main Circuit, L2-L4:Sub Circuit, TMR:Timer, POL:Poll, ORG:Original, FME:Frame Erase TX, DPG:Page Separation TX, MIX:Mixed Original, CALL:Manual Communication, CSRC:CSRC, FWD:Forward, PC:PC-FAX, BND:Bind, SP: Special Original, FCODE: F-Code, RTX: Re-Tx, RLY:Relay, MBX:Confidential, BUL:Bulletin, SIP:SIP-Fax, IPADR:IP Address Fax, I-FAX:Internet Fax

Result OK: Communication OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF, TEL: RX From TEL, NG: Other Error, Cont: Continue, No Ans: No Answer, Refuse: Receipt Refused, Busy: Busy, M-Full:Memory Full, LOVR:Receiving length Over, POVR:Receiving page Over, FIL:File Error, DC:Decode Error, MDN:MDN Response Error, DSN:DSN Response Error, PRINT:Compulsory Memory Document Print, DEL:Compulsory Memory Document Delete, SEND:Compulsory Memory Document Send.

Item	Description
[No.]	A serial number is assigned to sent and received faxes.
[Addressee]	One of the following items is described. If there is no information, this column is blank. TX Report: Registered name or destination dial number of the Address Book or program destination RX Report: Registered name in Address Book or peer's telephone number
[Start Time]	The communication starting time is described.
[Time]	The required time for communication is described.
[Prints]	The number of communicated pages is described. For Memory TX, the number of sent pages and the total number of pages are described in fraction form.
[Note]	One of the following items is described. [TMR]: Timer communication [POL]: Polling [ORG]: Specification of original size [FME]: Transmission in Frame Erase [DPG]: Page separation sending [MIX]: Transmission in mixed mode [CALL]: Manual communication [CSRC]: Remote diagnosis [FWD]: Forward [PC]: PC-FAX [BND]: 2-sided bind direction [SP]: Special original [FCODE]: Specification of F code [RTX]: Retransmission [RLY]: Relay [MBX]: Confidential [BUL]: Bulletin board [IPADR]: IP Address Fax [I-FAX]: Internet Fax

Item	Description
[Result]	[OK]: Described when communication is ended normally. [S-OK]: Described when communication is stopped. [PW-OFF]: Described when the main power is turned off during communication. [TEL]: Described when you get a phone call. [NG]: Described when a communication error occurs. [Cont]: Described when a communication error occurs and the machine shifts to the retransmission wait state (Error Page Redial). [No Ans]: Described when no response is returned from the peer. [Refuse]: Described when you get a phone call from a number registered in the call rejection service. [Busy]: Described when communication failed because the peer was busy. [M-Full]: Described when receiving failed because the fax file memory become full during receiving. [LOVR]: Described when the length of the received page exceeds the maximum value. (IP address fax or Internet fax) [POVR]: Receiving page over. Described when the number of received pages exceeds 3,000. (IP address fax or Internet fax) [FIL]: File error. Described when the received file is not supported. (IP address fax or Internet fax) [DC]: Decoding error. Described when the system failed to decode the received file. (IP address fax or Internet fax) [MDN]: Described when an MDN response failed. (Internet Fax) [DSN]: Described when a DSN response failed. (Internet Fax) [PRINT]: Described when a document saved by the Memory RX function is printed. [DEL]: Described when a document saved by the Memory RX function is deleted. [SEND]: Described when a document saved by the Memory RX function is sent.

8 Registering and Managing Destinations

8 Registering and Managing Destinations

8.1 Registering and Managing Fax Addresses

Registering a frequently used destination on this machine will save you the trouble of having to enter it each time you send data.

Also, you can export destination information registered on this machine to make a backup copy or import the exported destination information to another machine to use it.

For details, refer to "User's Guide[Introduction]/[Registering and Managing Destinations]".

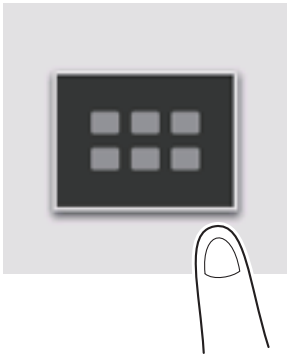
9 Using Fax Functions in Classic Style

9 Using Fax Functions in Classic Style

9.1 Displaying the Fax Screen

Displaying from the main menu of classic style

1 Tap [Classic Style] on the home screen.



2 Tap [Scan/Fax] or [Fax] on the main menu of classic style.

The Fax screen is displayed.

Displaying from the home screen of basic style

✔ You need to place [Classic Fax] on the home screen of basic style. For details on the setting procedure, refer to "User's Guide[Control Panel]/[About Major Screens]".

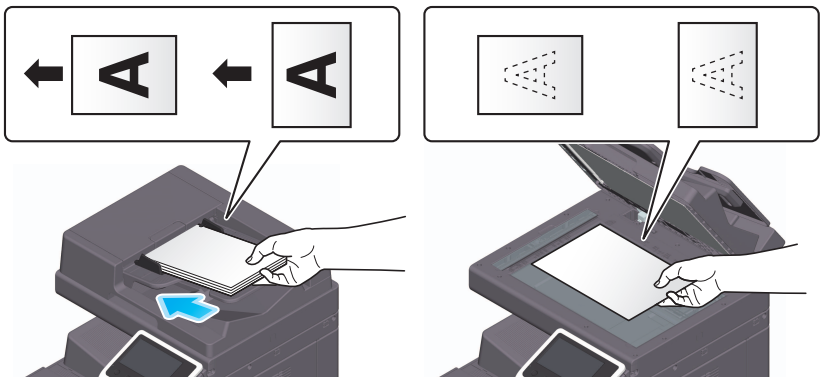
1 Tap [Classic Fax] on the home screen.

The Fax screen is displayed.

9.2 Basic Operations for Fax Transmission

9.2.1 Sending (Basic operation flow)

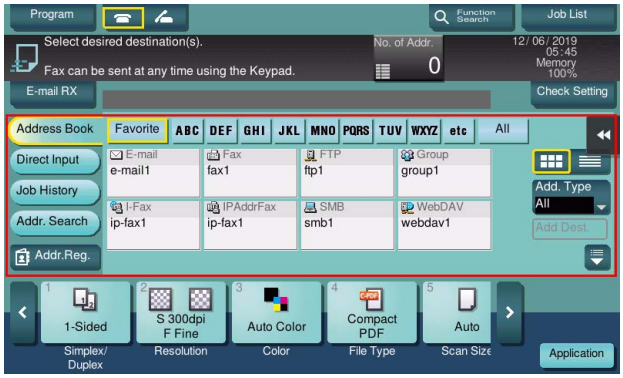
1 Load the original.



2 Display the Fax screen of classic style.

➔ For details on how to display the screen, refer to page 9-2.

3 Specify the destination.



4 Configure the option settings for fax transmission as necessary.

➔ For details on option settings, refer to page 9-16.

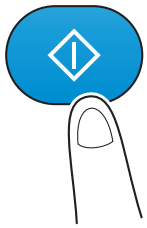
5 Use the Start key to start transmission.

➔ If necessary, tap [Check Setting] before transmission, and check the specified destination and settings.

➔ If the screen to confirm the specified destination or settings appears, check the contents, then tap [Send].

➔ If the keyboard screen appears, enter the specified password, then tap [Send]. For the password, contact the administrator of this machine.

➔ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.



Tips

- The sender information is automatically added to a fax to be sent when registered.

Related setting

- [Basic Setting] - [Default Scan/Fax Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

Related setting (for the administrator)

- [Function ON/OFF Setting] - [Destination Check Display Function] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

9.2.2 Sending after checking the state on the recipient side (Manual transmission)

Manual transmission

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

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

Tips

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

Faxing manually

✔ When the telephone connected to the TEL port is busy, a message is displayed to prompt you to hang up the telephone once. In this case, hang up the telephone to end its use, and perform the sending operation.

✔ When sending from a telephone, contact your service representative.

1 Load the original.

2 Display the Fax screen of classic style.

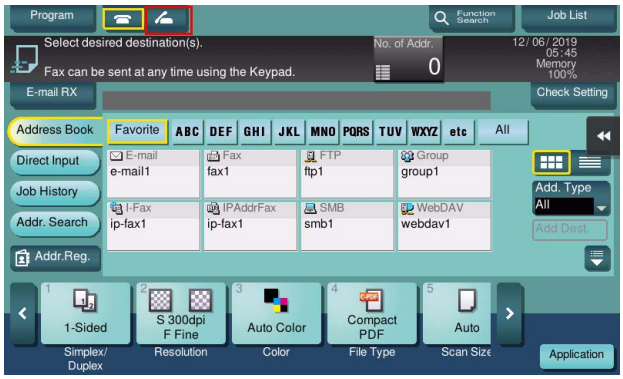
➔ For details on how to display the screen, refer to page 9-2.

3 Configure the option settings for fax transmission as necessary.

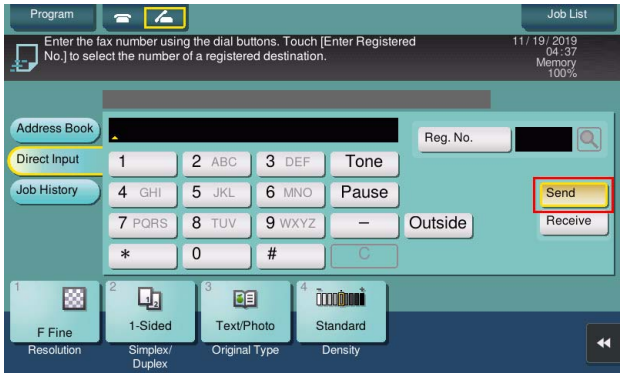
➔ For details on option settings, refer to page 9-16.

4 Tap the Off-Hook button.

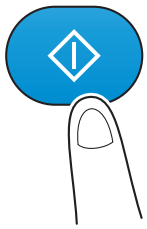
➔ If you are using a phone, pick up the handset.



5 Check that [Send] is selected and specify a fax number.



6 When a signal sound is heard, use the Start key to start transmission.



Tap [Yes] on the confirmation screen; transmission starts.

➔ If you are using a phone, replace the handset.

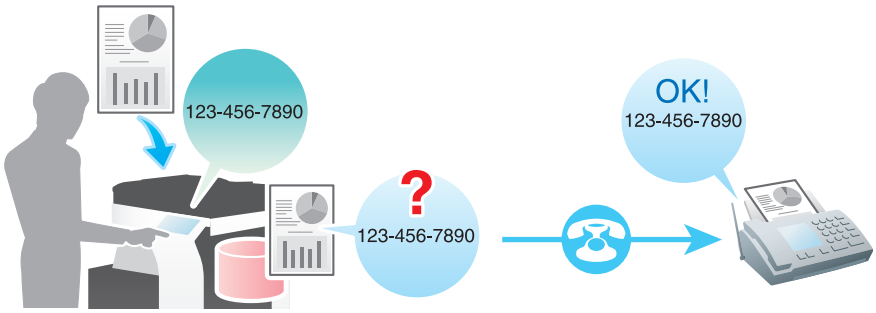
9.3 Sending Options

9.3.1 Checking the Destination Fax Number before Sending a Fax ([Check Dest. and Send])

About Check Dest. and Send

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

This prevents misdirected transmissions since a transmission error occurs if the specified fax number and the remote fax number (CSI) do not match.



Tips

- The fax number of the originating machine must have been in the destination machine.
- When you set [Check Destination] to ON when registering a fax destination, the Check Dest. and Send function is performed before a fax is sent to a registered destination. For details on how to register a fax destination, refer to "User's Guide[Introduction]/[Registering and Managing Destinations]".

Operation flow

1 Load the original.

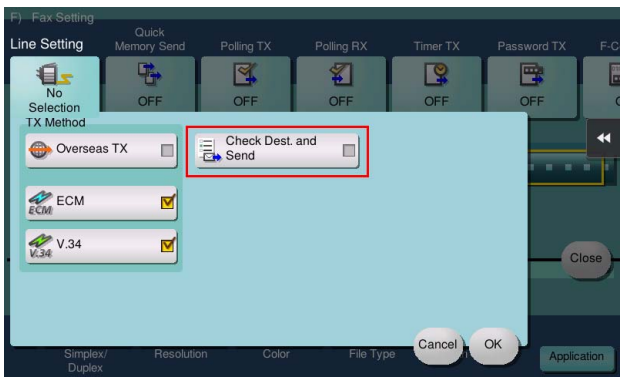
2 Display the Fax screen of classic style.

➔ For details on how to display the screen, refer to page 9-2.

3 Specify the destination.

4 Tap [Application] - [Fax Setting] - [Line Setting].

5 Set [Check Dest. and Send] to ON, and tap [OK].



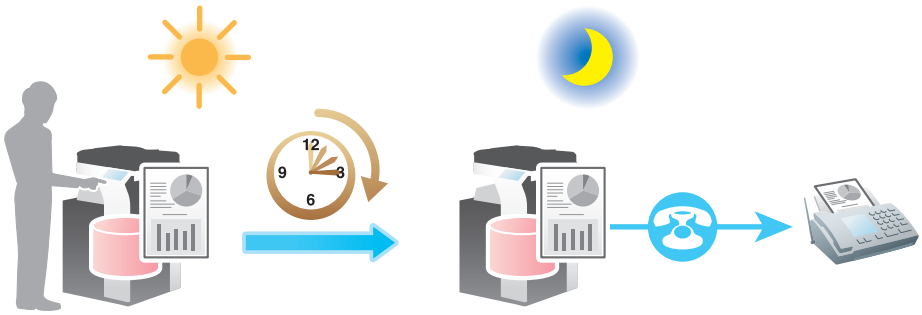
6 Use the Start key to start transmission.

9.3.2 Specifying the time for communication ([Timer TX])

About Timer TX

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

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

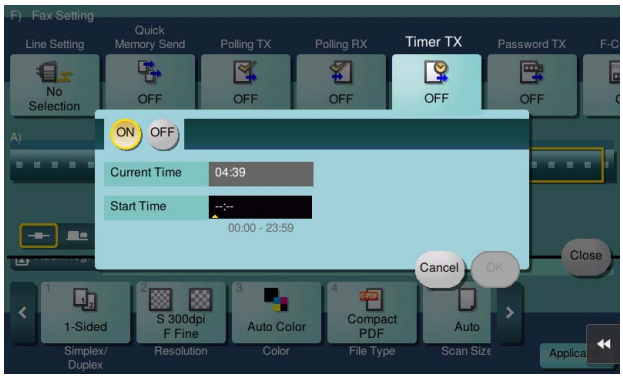


Tips

- This function cannot be used together with the following functions.
  Quick Memory TX, Polling TX, Polling TX (Bulletin Board), broadcast transmission including destinations other than those for faxes

Operation flow

1. Load the original.
2. Display the Fax screen of classic style.
   ➔ For details on how to display the screen, refer to page 9-2.
3. Specify the destination.
4. Tap [Application] - [Fax Setting] - [Timer TX], and tap [ON].
5. Enter the transmission start time, and tap [OK].



6. Use the Start key to start transmission.
   Scanning of the original starts. The fax is automatically sent at the specified time.

Tips

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

- When this machine is in power save mode at the start of communication, it returns from power save mode to start fax transmission.

9.3.3 Sending after Specifying a Relay Machine ([F-Code TX])

About relay distribution

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

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

Tips

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

Related setting (for the administrator)

- [Function ON/OFF Setting] - [F-Code TX] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

Reference

Using as Fax Relay Machine ([Relay User Box]) ("User's Guide[Box Operations]/[Using as Fax Relay Machine (Relay User Box)]")

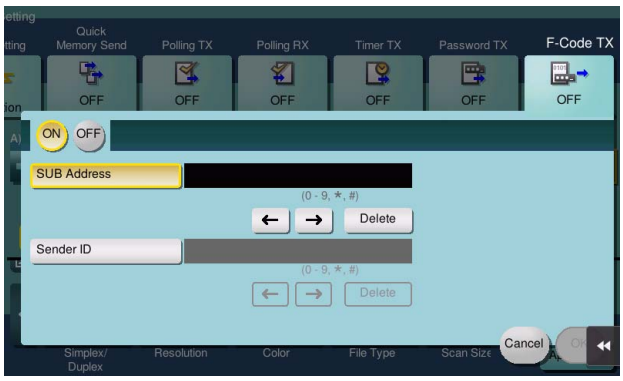
Operation flow

1. Load the original.
2. Display the Fax screen of classic style.
   ➔ For details on how to display the screen, refer to page 9-2.
3. Specify the fax number of the relay station.
4. Tap [Application] - [Fax Setting] - [F-Code TX], and tap [ON].

5 Enter the [SUB Address] and [Sender ID], and tap [OK].

➔ [SUB Address]: Enter the Relay User Box number.

➔ [Sender ID]: Enter the relay TX password for the relay distribution.



6 Use the Start key to start transmission.

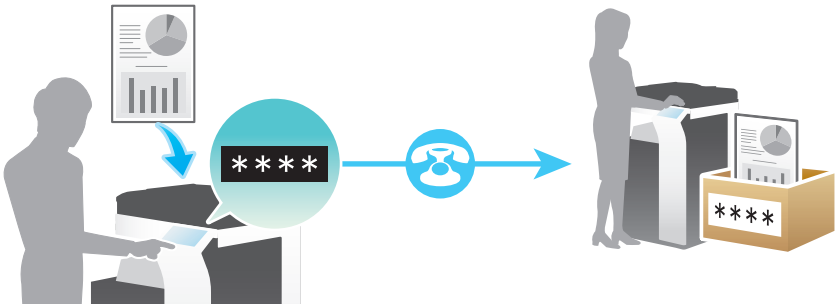
Faxes received by a relay station are delivered to destinations registered with the relay station.

9.3.4 Sending a Confidential Fax ([F-Code TX])

About confidential communication

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

This ensures fax communications are sent with enhanced security.



Tips

- The destination fax needs to have the F-code function.
- You need to check the recipient's Confidential User Box number and the password for confidential fax reception.
- This function cannot be used together with the following functions.
  Password TX, Polling TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board)

Related setting (for the administrator)

- [Function ON/OFF Setting] - [F-Code TX] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

Operation flow

1 Load the original.

2 Display the Fax screen of classic style.

➔ For details on how to display the screen, refer to page 9-2.

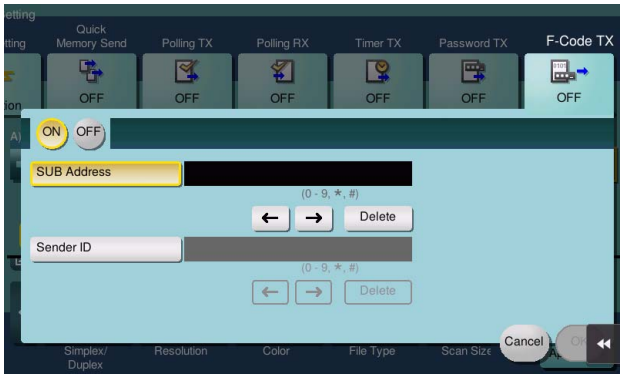
3 Specify the destination.

4 Tap [Application] - [Fax Setting] - [F-Code TX], and tap [ON].

5 Enter the [SUB Address] and [Sender ID], and tap [OK].

➔ [SUB Address]: Enter the Confidential User Box number.

➔ [Sender ID]: Enter the communication password for confidential RX.

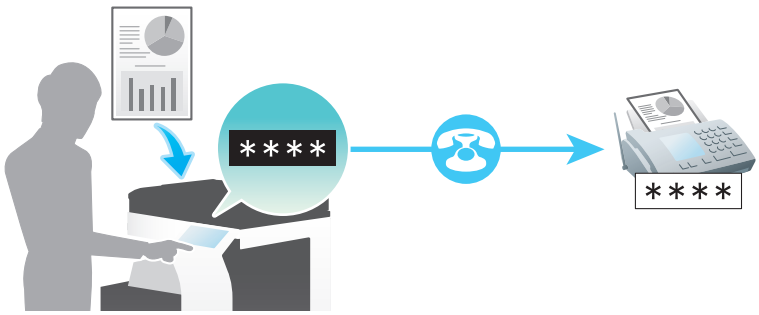


6 Use the Start key to start transmission.

9.3.5 Sending a fax with a password ([Password TX])

About Password TX

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



Tips

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

Reference

Restricting Communication Peers by Password (Closed Network RX) (page 6-10)

Operation flow

1 Load the original.

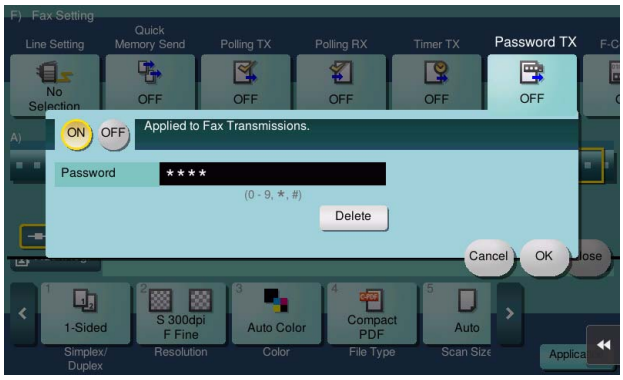
2 Display the Fax screen of classic style.

➔ For details on how to display the screen, refer to page 9-2.

3 Specify the destination.

4 Tap [Application] - [Fax Setting] - [Password TX], and tap [ON].

5 Enter the Closed Network RX password of the destination, and tap [OK].



6 Use the Start key to start transmission.

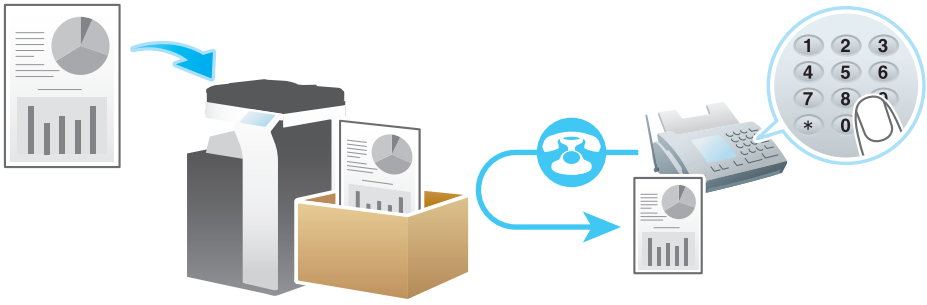
9.3.6 Registering a File for Polling ([Polling TX])

About Polling TX

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

The file for polling is stored in the Polling TX User Box in the System User Box, and then sent upon reception of a polling request.

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



Tips

- This function cannot be used together with the following functions.
  Timer TX, Relay Distribution, Confidential Communication, ECM OFF, V.34 OFF, Quick Memory TX, Overseas TX, Password TX, Polling TX (Bulletin Board), Polling RX, Polling RX (Bulletin Board), F-Code TX

Related setting (for the administrator)

- [TX/RX Settings] - [File After Polling TX] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

Reference

Receiving a fax for polling (Polling RX) (page 9-20)

Operation flow

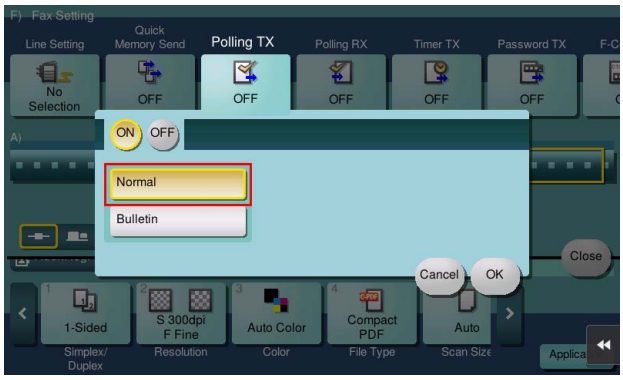
1 Load the original.

2 Display the Fax screen of classic style.

➔ For details on how to display the screen, refer to page 9-2.

3 Tap [Application] - [Fax Setting] - [Polling TX], and tap [ON].

4 Check that [Normal] is highlighted, and tap [OK].



5 Use the Start key to start transmission.

The file is registered with the Polling TX User Box.

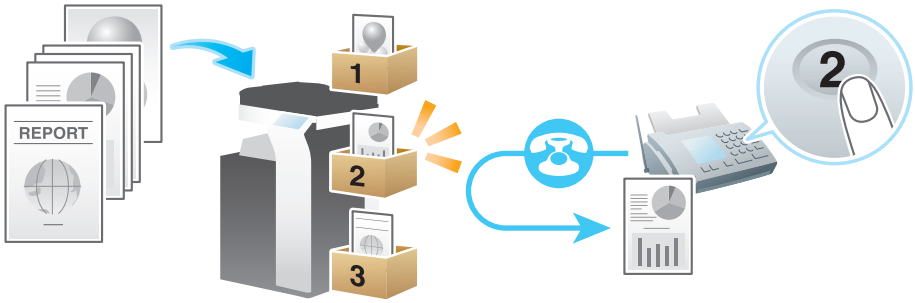
9.3.7 Registering a File for Polling on the Bulletin Board ([Polling TX])

About Polling TX (Bulletin Board)

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

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

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



Tips

- The file for polling that is registered with the bulletin board will not be deleted from the User Box after they have been sent upon reception of a polling request from a receiving machine. They are stored according to the file storage period specified for the appropriate Bulletin Board User Box.
- When the Polling TX (Bulletin Board) function is enabled, the following functions cannot be used together.
  Timer TX, Relay Distribution, Confidential Communication, ECM OFF, V.34 OFF, Quick Memory TX, Overseas TX, Password TX, Polling TX, Polling RX, Polling RX (Bulletin Board), F-Code TX

Reference

Receiving a File Registered on a Bulletin Board (Polling RX) (page 9-21)

Preparation required to use this function

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

For details on the registration procedure, refer to "User's Guide[Box Operations]/[Storing a File for Polling (Bulletin)]".

Operation flow

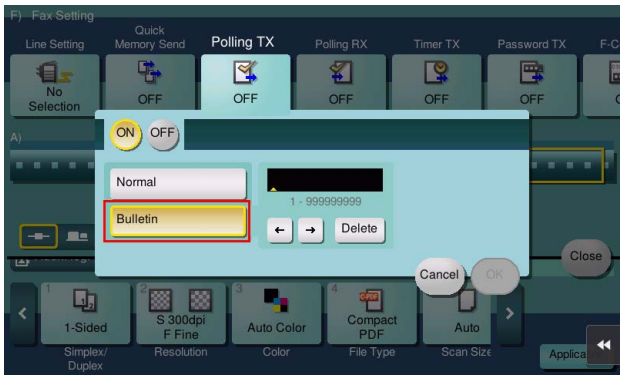
1 Load the original.

2 Display the Fax screen of classic style.

➔ For details on how to display the screen, refer to page 9-2.

3 Tap [Application] - [Fax Setting] - [Polling TX], and tap [ON].

4 Tap [Bulletin], enter the number of the Bulletin Board User Box to register a file in, and tap [OK].



5 Use the Start key to start transmission.

The file is registered with the Polling TX User Box.

9.4 Transmission Option Settings

Original scan settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Simplex/Duplex]	Using the **ADF**, you can automatically scan the front and back sides of an original. Also, you can scan only one side of the first page, then scan both sides of the remaining pages.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Scan Size]	When the size of the original is not detected correctly, specify the size of the original you want to scan.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Separate Scan]	If the number of original sheets is so large that they cannot be loaded on the **ADF** at the same time, you can load them in several batches and handle them as one job.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Same Width]	Even for an original with pages of different sizes, when the width of the original to be scanned is the same, by using the **ADF**, you can scan data while detecting the size of each page.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Z-Folded Original]	Even the original sizes of folded originals can be detected accurately. Select this option to scan the original using the **ADF**.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Long Original]*	Automatically detects the size of the original of which the length in the feeding direction is longer than the standard size. Select this option to scan the original using the **ADF**.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Function name	Description	Reference
[Binding Position]	Specify the binding position to suit the orientation of the target original.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Book Original]*	You can copy two-page spreads such as books and catalogs separately into the left and right pages, or copy as one page.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Image and density settings

Function name	Description	Reference
[Resolution]	Select a resolution to use to scan the original.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Original Type]	Select the optimum settings for the original to copy it at the optimum image quality.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Density]	Adjust the density (Dark or Light) to scan the original.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Bkgd. Removal]	Adjust the density of the background area when copying originals with colored background (newsprints, recycle paper, etc.) or originals that are so thin that text or images on the back would be scanned.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Stamp and page print settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Date/Time]*	Adds the transmission date and time.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Function name	Description	Reference
[Page Number]*	Adds page and chapter numbers on printed sheets.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Stamp]*	Adds a text such as "PLEASE REPLY" or "DO NOT COPY".	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Header/Footer]*	Adds the date, time, and any desired text in the top and bottom margins (header/footer) of the specified page.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Other settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Frame Erase]*	Erases the four sides of the original by the same width amount. You can also specify the width to be erased for each side.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Sharpness]*	Sharpens the edges of the image to improve legibility.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Save & Print]*	Prints data on this machine simultaneously with transmission.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Fax-specific settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Line Settings]	Specify how to send a fax based on the line conditions.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

Function name	Description	Reference
[Quick Memory TX]	As one page is scanned, fax transmission starts.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Polling TX]*	Registers a file for polling in the Polling TX User Box.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Polling RX]*	Retrieves a file stored in the destination machine upon a request sent from this machine (polling request).	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Timer TX]*	Specify when to start fax transmission. The fax is automatically sent at the specified time.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[Password TX]*	A fax is sent with a password to a device for which fax destinations are restricted by passwords (Closed Network RX enabled).	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
[F-Code TX]*	To use Confidential TX or Relay Distribution, enter an F-code (SUB address and sender ID), and send it.	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

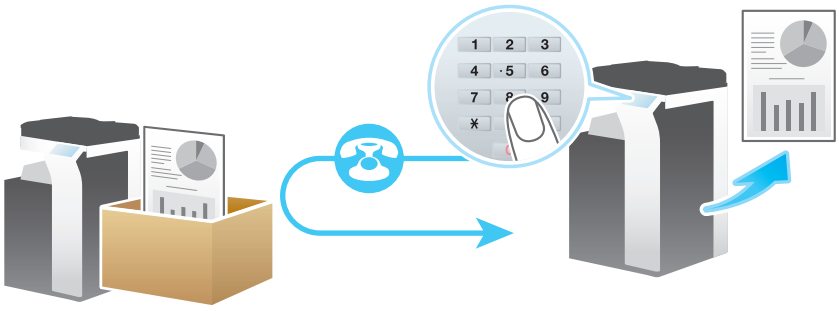
9.5 Receiving Options

9.5.1 Receiving a Fax for Polling (Polling RX)

About Polling RX

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

The communication fee is charged to the recipient.



Tips

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

Reference

Registering a file for polling (page 9-13)

Operation flow

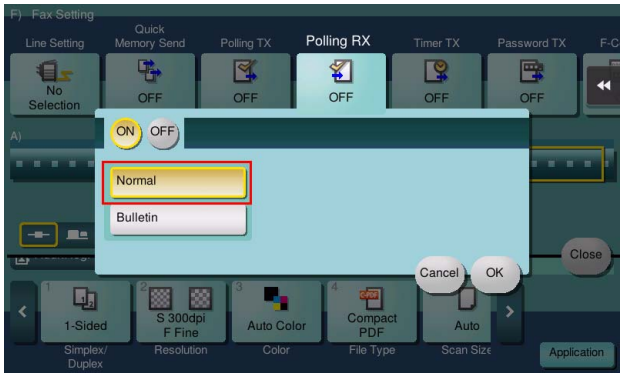
1 Display the Fax screen of classic style.

➔ For details on how to display the screen, refer to page 9-2.

2 Specify the destination.

3 Tap [Application] - [Fax Setting] - [Polling RX], and tap [ON].

4 Check that [Normal] is highlighted, and tap [OK].



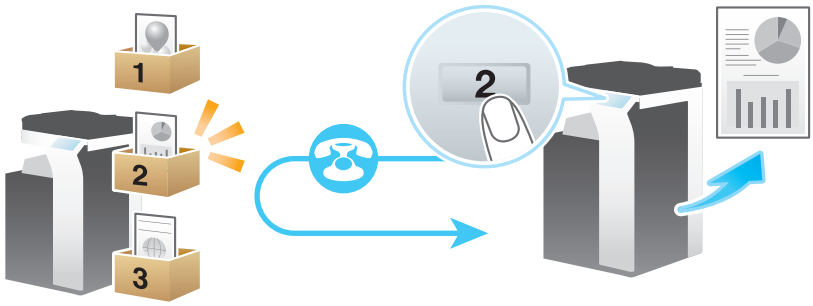
5 Use the Start key to start transmission.

9.5.2 Receiving a File Registered on the Bulletin Board (Polling RX)

About Polling RX (Bulletin)

Polling RX (Bulletin) is a function that receives a file for polling saved in the Bulletin Board User Box in a transmitting machine by sending a request from this machine.

The communication fee is charged to the recipient.



Tips

- When the Polling TX (Bulletin Board) function is enabled, the following functions cannot be used together.
  Relay Distribution, Confidential Communication, ECM OFF, Quick Memory TX, Overseas TX, Password TX, Polling TX, Polling TX (Bulletin Board), Polling RX, F-Code TX

Reference

Registering a file for polling on the bulletin board (Polling TX) (page 9-14)

Operation flow

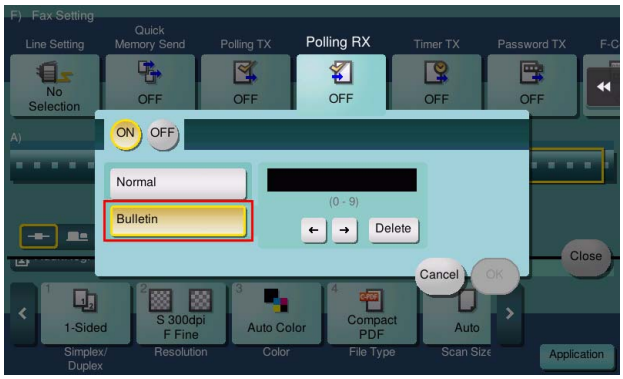
1 Display the Fax screen of classic style.

➔ For details on how to display the screen, refer to page 9-2.

2 Specify the destination.

3 Tap [Application] - [Fax Setting] - [Polling RX], and tap [ON].

4 Tap [Bulletin], enter the number of the Bulletin Board User Box in the receiving machine, and tap [OK].



5 Use the Start key to start transmission.

Notice to users

Type	Notice
• Class A items (Broadcast communications unit for business use)	This class A product is registered in Electromagnetic Compatibility, and User may be required to take adequate measures for other purposes than household use.
• Class B items (Broadcast communications unit for household use)	This class B product is registered in Electromagnetic compatibility and is for domestic environment and also for general use.

※ This device is in the Class A items in the North America.
※ This device is in the Class B items.

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