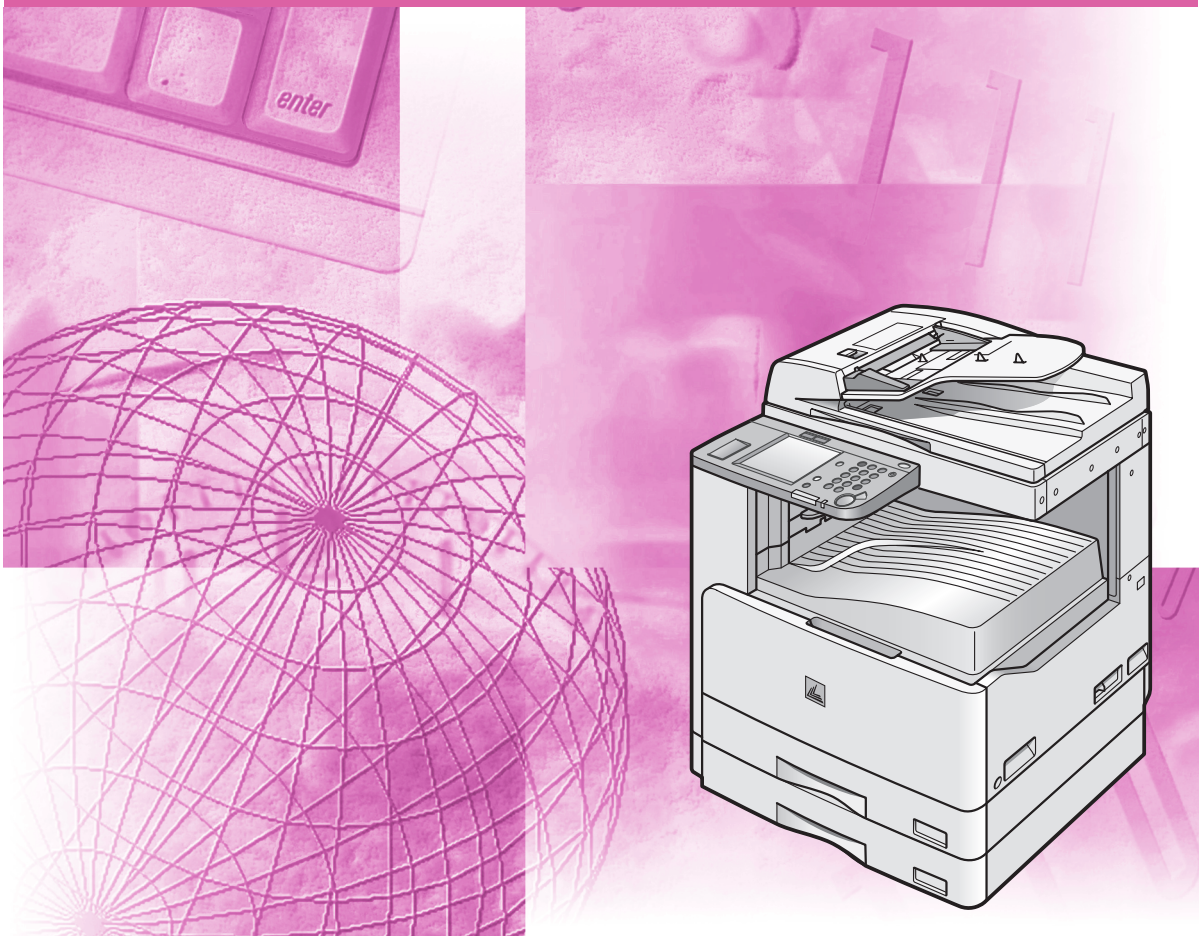
Canon

imageCLASS MF7280

Sending Guide



Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageCLASS MF7280
Sending Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM. (See footnote.)

• **Machine Set-Up** • **Driver Installation**	**Starter Guide**
• **Quick Reference for Basic Operations**	**Easy Operation Guide**
• **Basic Operations** • **Troubleshooting**	**Reference Guide**
• **Copying Instructions**	**Copying Guide**
• **Sending Instructions**	**Sending Guide (This Document)**
• **Fax Instructions**	**Facsimile Guide**
• **Setting Up the Network Connection and Installing the CD-ROM Software**	**Network Quick Start Guide**
• **Remote User Interface Instructions**	**Remote UI Guide**
• **Network Connectivity and Setup Instructions**	**Network Guide**
• **PCL/UFR II Printer Instructions**	**PCL/UFR II Printer Guide**
• **PCL Printer Driver Installation and Instructions**	**PCL Driver Guide**
• **UFR II Printer Driver Installation and Instructions**	**UFR II Driver Guide**
• **Fax Driver Installation and Instructions**	**Fax Driver Guide**

- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).
- The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1 Introduction to Sending Functions

Chapter 2 Basic Sending Methods

Chapter 3 Scanning Features

Chapter 4 Sending Documents

Chapter 5 Receiving Documents

Chapter 6 Checking/Changing the Send/Receive Status

Chapter 7 Customizing Communications Settings

Chapter 8 Storing/Editing Address Book Settings

Chapter 9 System Settings

Chapter 10 Printing Communication Reports

Chapter 11 Troubleshooting

Chapter 12 Appendix

Includes the report samples, specifications, glossary, and index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

Contents

Preface . . . . . **ix**
How to Use This Manual . . . . . **ix**
Symbols Used in This Manual ix
Keys Used in This Manual x
Displays Used in This Manual x
Abbreviations Used in This Manual xi
Legal Notices . . . . . **xii**
Trademarks xii
Copyright xii
Disclaimers. xii

Chapter 1 Introduction to Sending Functions

What This Machine Can Do. **1-2**
Overview of the imageCLASS MF7280 . . . . . **1-4**
Things You Must Do Before Using This Machine **1-9**
Setting the Display Language 1-10
Selecting the Type of Telephone Line. 1-10
Setting the Current Date and Time 1-11
Registering Your Machine's Fax Number 1-15
Registering the Unit Name 1-16
Flow of Sending Operations **1-19**
Placing Originals **1-31**
Document Sizes 1-31
Orientation 1-32
Platen Glass. 1-33
Feeder 1-37
Canceling a Job **1-40**
Using the Touch Panel Display. 1-40
Using the Stop Key. 1-41
Using the System Monitor Screen 1-42

Chapter 2 Basic Sending Methods

Specifying Destinations 2-2
Using the Address Book 2-2
Using the New Address Tab. 2-5
Specifying an E-Mail Address 2-5
Specifying an I-Fax Address 2-7
Specifying a File Server 2-9
Using the One-Touch Buttons 2-21
Using the Favorites Buttons 2-22
Checking/Changing a Destination 2-25
Erasing a Destination 2-28

Chapter 3 Scanning Features

Selecting a Scan Mode 3-2
Scan Settings. 3-5
Changing the Color Mode 3-5
Color. 3-5
B&W 3-7
Document Size. 3-9
Specifying the Document Size. 3-9
Resolution 3-12
Scan Density and Original Type Settings. 3-14
Manual Density Adjustment 3-14
Automatic Density Adjustment. 3-15
Original Type Selection 3-17
Two-Sided Originals. 3-19
Different Size Originals 3-21

Chapter 4 Sending Documents

Sending Methods. 4-2
Sending an E-Mail Message 4-2
Sending an I-Fax 4-11
Sending a Job to a File Server 4-18
Delaying a Send Job 4-23
Stamping Originals 4-25
Dividing a Document into Files 4-27
Job Recall. 4-31

Chapter 5 Receiving Documents

Receiving Print and I-Fax Documents 5-2
Receiving Documents 5-2
Receiving Documents into Memory (Memory Lock) 5-4
Forwarding Received Documents 5-7
Erasing Received I-Fax Documents 5-9
Available Paper Sizes 5-12

Chapter 6 Checking/Changing the Send/Receive Status

Checking/Changing the Status of Send Jobs 6-2
Checking Send Job Details 6-2
Printing the Send Job Log (Activity Report) 6-5
Checking/Changing the Status of Receive Jobs 6-7
Checking Receive Job Details 6-7
Printing the Receive Job Log 6-10
Checking the Arrival of a Receive Job 6-12

Chapter 7 Customizing Communications Settings

Communications Settings Table. 7-2
Data Compression Ratio for Color Send Jobs 7-4
Number of Retry Attempts 7-7
Standard Send Settings 7-9
Storing the Standard Send Settings 7-10
Initializing the Standard Send Settings 7-16
Printing the TX Terminal ID 7-18
Gamma Value for Color Send Jobs 7-21
Adjusting the Contrast (Sharpness) 7-23
Favorites Buttons. 7-25
Registering a Favorites Button 7-25
Naming a Favorites Button 7-28
Erasing a Favorites Button 7-31
Scan Settings for Color Send Jobs 7-33
Initial Send Screen Display 7-35
Initializing TX Settings. 7-37
Two-Sided Printing 7-39
Paper Drawer Selection 7-41
Reducing a Received Document 7-44
Continue Printing When Toner Is Out 7-48

Chapter 8 Storing/Editing Address Book Settings

Address Book Settings Table **8-2**
About the Address Book **8-3**
Storing New Addresses **8-5**
E-Mail Addresses 8-5
I-Fax Addresses 8-8
File Server Addresses 8-10
Group Addresses 8-14
Editing Address Details **8-20**
Erasing Addresses **8-24**
Storing/Editing One-Touch Buttons **8-27**
Erasing One-Touch Buttons **8-37**

Chapter 9 System Settings

System Settings Table **9-2**
Communications Settings **9-4**
E-Mail/I-Fax Settings 9-4
Memory Lock Settings 9-9
Forwarding Settings **9-15**
Storing Forwarding Settings 9-15
When Forwarding Destinations Do Not Match the Forwarding Conditions 9-26
Checking/Changing Forwarding Settings 9-30
Forwarding Received Documents 9-31
Erasing Forwarding Settings 9-33
Printing Forwarding Settings 9-34
Restricting Access to Destinations **9-36**
Restricting New Addresses 9-36
Allow Fax Driver TX 9-38

Chapter 10 Printing Communication Reports

Report Settings Table **10-2**
Specifying Report Settings **10-3**
TX Report 10-3
Activity Report 10-6
RX Report 10-8

Printing Lists **10-10**
Address Book List 10-10
User's Data List 10-13

Chapter 11 Troubleshooting

When Problems Occur **11-2**
Sending Documents 11-2
Receiving Documents 11-4
Other Situations 11-4
Error Messages **11-5**
Self-Diagnostic Display 11-5
List of Error Codes without Messages 11-7
Questions & Answers **11-14**

Chapter 12 Appendix

Report and List Samples **12-2**
TX Report/Error TX Report 12-2
Multiple Communication Result Report 12-4
RX Report 12-5
Activity Report 12-6
Forwarding Conditions List 12-8
Address Book List 12-9
User's Data List 12-11
Specifications **12-12**
Universal Send Kit 12-12
Glossary **12-14**
Index **12-20**

Preface

Thank you for purchasing the Canon imageCLASS MF7280. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- Touch Panel Display Keys: [Key Name]

  Examples: [Cancel]
  [Done]

- Control Panel Keys: Key Icon (Key Name)

  Examples: (Start)
  (Stop)

Hereafter, the following name substitutions take place:

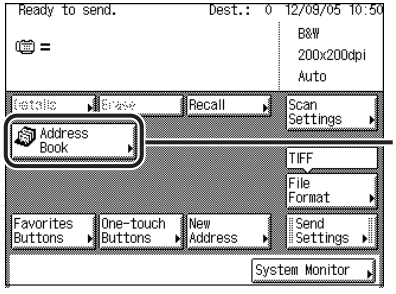
- Transmission/Sending: TX
- Reception/Receiving: RX

Displays Used in This Manual

The keys which you should press are marked with a , as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.

1 **Press [Address Book].**



Press this key for operation.

Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Microsoft® Windows® 98 operating system:	Windows 98
Microsoft® Windows® Millennium Edition operating system:	Windows Me
Microsoft® Windows NT® operating system:	Windows NT
Microsoft® Windows® 2000 operating system:	Windows 2000
Microsoft® Windows® XP operating system:	Windows XP
Microsoft® Windows Server™ 2003 operating system:	Windows Server 2003
Microsoft® Windows® operating system:	Windows

Legal Notices

Trademarks

Canon, the Canon logo, and imageCLASS are registered trademarks of Canon Inc. in the United States and may also be trademarks or registered trademarks in other countries.

Adobe and Adobe Acrobat are trademarks of Adobe Systems Incorporated.

Other products and company names herein may be the trademarks of their respective owners.

Copyright

Copyright© 2006 by Canon Inc. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system without the prior written permission of Canon Inc.

Disclaimers

The information in this document is subject to change without notice.

CANON INC. MAKES NO WARRANTY OF ANY KIND WITH REGARD TO THIS MATERIAL, EITHER EXPRESS OR IMPLIED, EXCEPT AS PROVIDED HEREIN, INCLUDING WITHOUT LIMITATION, THEREOF, WARRANTIES AS TO MARKETABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OF USE OR NON-INFRINGEMENT. CANON INC. SHALL NOT BE LIABLE FOR ANY DIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE, OR LOSSES OR EXPENSES RESULTING FROM THE USE OF THIS MATERIAL.

Introduction to Sending Functions

1
CHAPTER

This chapter is an introduction to the Send function.

What This Machine Can Do 1-2

Overview of the imageCLASS MF7280 1-4

Things You Must Do Before Using This Machine 1-9

- Setting the Display Language 1-10
- Selecting the Type of Telephone Line 1-10
- Setting the Current Date and Time 1-11
- Registering Your Machine's Fax Number 1-15
- Registering the Unit Name 1-16

Flow of Sending Operations 1-19

Placing Originals 1-31

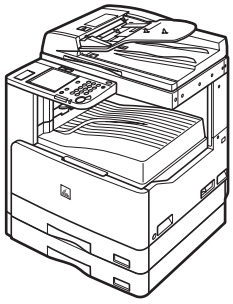
- Document Sizes 1-31
- Orientation 1-32
- Platen Glass 1-33
- Feeder 1-37

Canceling a Job 1-40

- Using the Touch Panel Display 1-40
- Using the Stop Key 1-41
- Using the System Monitor Screen 1-42

What This Machine Can Do

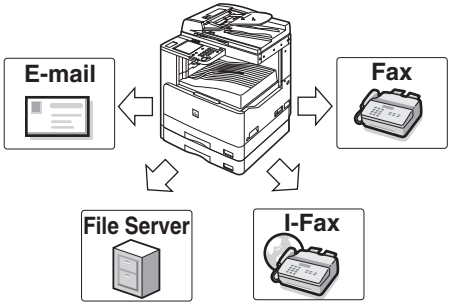
All the elements you will ever need in a digital multitasking machine.



The imageCLASS MF7280 is packed with various send functions.

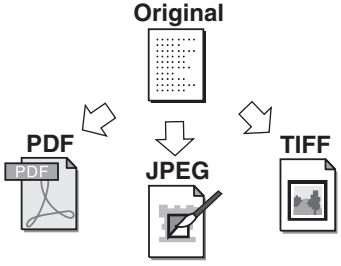
Diverse Sending Methods

You can easily scan paper documents and send them to one or multiple recipients via fax, e-mail, or I-fax, bringing to your work environment increased efficiency in the arena of document exchange. The ability to send documents to FTP and SMB file servers also serves to help digitize paper documents for convenient data access and management.



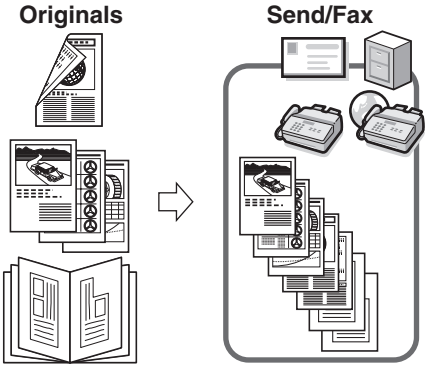
File Formats for Every Need

You can send documents in a variety of file formats, including TIFF and PDF for B&W mode, and JPEG and PDF (Compact) for Color mode. This gives you the freedom to send documents in a manner that is best suited to the purpose of the document, as well as the recipient's document handling environment.



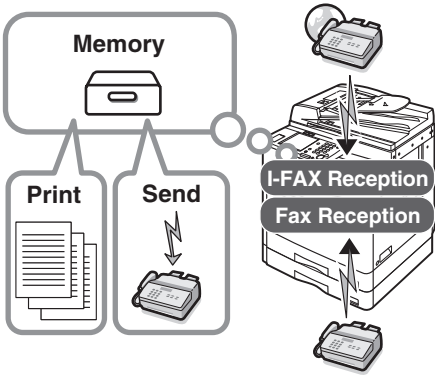
Flexible Scan Features

This machine offers a variety of convenient scanning features, such as the scanning of two-sided and different size originals. You can also set the scan density, color mode, type of the original, and document size. In addition, you can store preferred scan settings and retrieve them at any time.



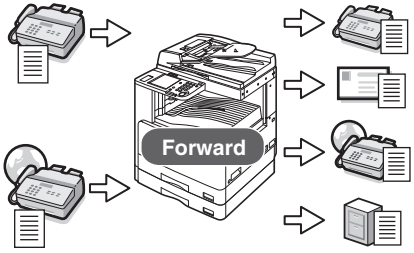
Receiving Faxes/I-Faxes in Memory

Received fax/I-fax documents can be stored in memory instead of being printed. You can check the sender information and the number of pages that each document contains before printing. You can also specify the time when received documents are stored in memory by specifying the timer setting.



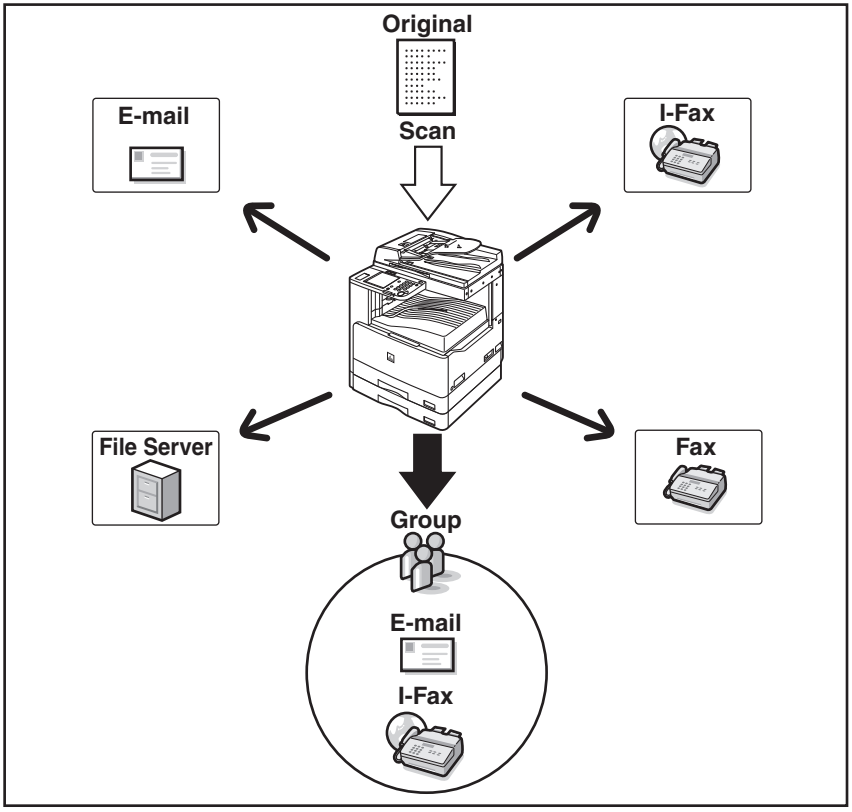
Automatic Forwarding

The machine can be set to automatically forward received fax/I-fax documents that match the specified forwarding conditions to any destination using the desired send settings. You can forward fax/I-fax documents to other machines. Since received documents that do not match the forwarding conditions can also be forwarded to any desired destination, this function can be used to sort and deliver received fax/I-fax documents to the appropriate destinations.



Overview of the imageCLASS MF7280

If you press SEND (SEND), the Send Basic Features screen appears. The Send function enables you to scan documents and send them to specified destinations via fax, e-mail, or I-fax, or save them to a file server. You can also send documents to multiple destinations simultaneously using various sending methods, such as e-mail and I-fax.

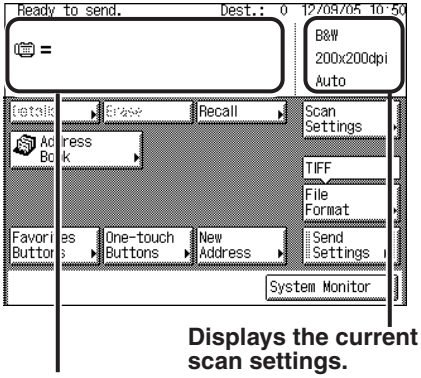


IMPORTANT

Network settings have to be specified to be able to send scanned documents to an e-mail address, an I-fax address, or a file server. (See the *Network Guide*.)

NOTE

For more information on sending and receiving documents via fax and the related settings, see the *Facsimile Guide*.



Send Basic Features Screen

The screen on the left, which appears when SEND (SEND) is pressed, is called the Send Basic Features screen.

Scan Settings

→ See p. 3-5

Press to configure scan settings for the document you are sending. You can set the document type (color or black and white, document size, two-sided document, and different size originals), resolution, density, and image quality.

File Format

Press to select the file format of the document you are going to send (TIFF [B&W)], PDF [B&W], JPEG [Color], or PDF (Compact) [Color]). You can also divide a document into separate files. (See "Dividing a Document into Files," on p. **4-27**.)

Send Settings

→ See p. 4-2

Press to set the send settings. You can specify various settings, such as setting the document to be sent at a specified time, entering a subject for an e-mail or an I-fax, or stamping scanned originals. (See "Sending Methods," on p. **4-2**.)

Details

→ See p. 2-25

Press to check or change the destination information selected from the destination list. (See "Checking/Changing a Destination," on p. **2-25**.)

Erase

→ See p. 2-28

Press to erase the destination displayed in the destination list. (See "Erasing a Destination," on p. **2-28**.)

Recall

→ See p. 4-31

Press to recall previously set send jobs, including the destinations, scan settings, and send settings. (See "Job Recall," on p. **4-31**.)

Address Book

→ See p. 2-2

Press to select a destination from the Address Book, or to search for a destination registered in the Address Book. (See "Using the Address Book," on p. **2-2**.)

Favorites Buttons

→ See p. 2-22

Press to recall the destinations and settings stored in a favorites button. (See "Using the Favorites Buttons," on p. **2-22**.)

One-touch Buttons

→ See p. 2-21

Press to recall the destinations stored in a one-touch button. (See "Using the One-Touch Buttons," on p. **2-21**.)

New Address

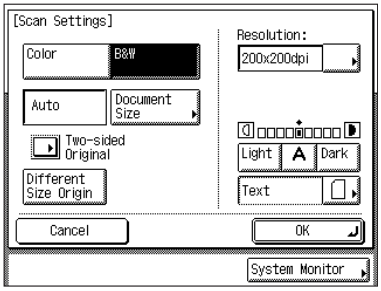
→ See p. 2-5

Press to specify a destination not stored in the Address Book. (See "Using the New Address Tab," on p. **2-5**.)

System Monitor

→ See Chapter 6

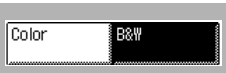
Press to check the status or details of a send or receive job, or to cancel a job.



Scan Settings Screen

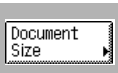
The screen on the left, which appears when you select [Option] from the Scan Settings drop-down list, is called the Scan Settings screen.

Display this screen to set the scan settings for sending documents.



→ **See p. 3-5**

Press to select the color mode (Color or B&W).(See "Changing the Color Mode," on p. **3-5**.)

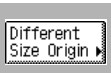


→ **See p. 3-9**

Press to select the size of the original. (See "Document Size," on p. **3-9**.)

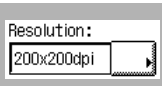
→ **See p. 3-19**

Press to scan and fax two-sided documents. (See "Two-Sided Originals," on p. **3-19**.)



→ **See p. 3-21**

Press to send different size originals. (See "Different Size Originals," on p. **3-21**.)

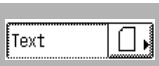


→ **See p. 3-12**

Press to select the resolution. (See "Resolution," on p. **3-12**.)

→ **See p. 3-14**

Press [Light] or [Dark] to manually adjust the scan density. Press [A] (Auto) to select or cancel the automatic scan density adjustment. (See "Scan Density and Original Type Settings," on p. **3-14**.)



→ **See p. 3-14**

Press to select the type of original ([Text], [Text/Photo], or [Photo]). (See "Scan Density and Original Type Settings," on p. **3-14**.)

Things You Must Do Before Using This Machine

This section describes the important setting registrations and procedures that must be done before the machine is used for sending operations.

According to recent amendments to the FCC (Federal Communications Commission) rules governing the use of facsimile equipment in the United States, the following sender information must be printed on every facsimile transmission:

- Your fax number
- Your personal name or company name
- Time and date of transmission

IMPORTANT

- If you attempt to use the machine without registering the necessary information correctly, the machine may not function properly.
- Network settings must be specified to send scanned documents to an e-mail address, an I-fax address, or a file server. (See the *Network Guide*.)

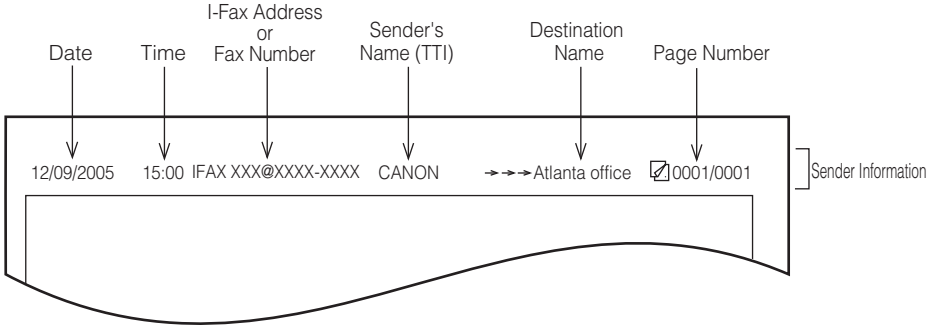
■ Setting the Telephone Line Type

To set the type of telephone line connected to the machine, check whether it is a rotary dial (rotary pulse) or a touch-tone type, and then make the correct setting. (See Chapter 1, "Introduction to Fax Functions," in the *Facsimile Guide*.)

■ Registering the Sending Record

The sending record is printed at the top of every document you send to the recipient.

The registered information is printed, as shown below. Depending upon the model of the machine at the receiving side, this information may appear on the display while communication is taking place.



- Date and Time
  - The date and time of the transmission are recorded.
- I-Fax Address or Fax Number
  - Your machine's I-fax address or fax number is recorded.
- Sender's Name (TTI (Transmit Terminal Identification))
  - For fax documents, the name registered as the unit name is recorded.
- Destination Name
  - If you send an original and select a destination from the Address Book, the stored destination's name appears on the sending record. (See "Storing New Addresses," on p. 8-5.)
- Page Number
  - The current page number out of the total number of pages of the original is recorded.

NOTE

If the machine is set so that the sending record is printed at the top of the recording paper, and not all of the items are registered, only the required registered items and the total number of original pages are printed.

Setting the Display Language

If you decide to switch the display language, set the Language Switch in Common Settings (from the Additional Functions screen) to 'On' before entering characters.

If Language Switch is set to 'Off', and then you set it to 'On' after entering characters, the characters may not be displayed correctly. In this case, re-enter the characters after setting Language Switch to 'On', or enter characters with Language Switch set to 'Off'.

Selecting the Type of Telephone Line

Set the type of telephone line that is connected to the machine.

If you are not sure what type of telephone line you have, check with your local telephone company. To operate the Fax function, you must know whether the machine is connected to a touch-tone or rotary pulse telephone line. The machine can be set to operate with either type of telephone line.

Be sure to check the type of telephone line you are using, and make the correct setting. If this setting is incorrect, you will not be able to communicate with other machines.

For instructions on setting the type of telephone line, see Chapter 1, "Introduction to Fax Functions," in the *Facsimile Guide*.

NOTE

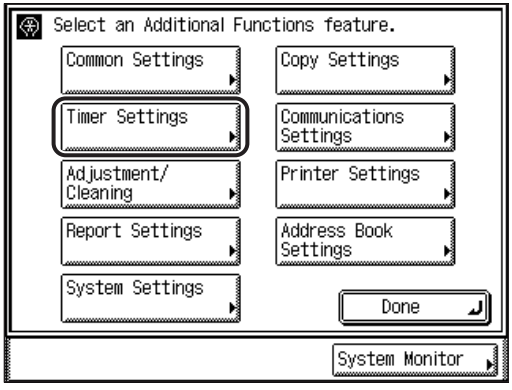
The default setting is 'Tone'.

Setting the Current Date and Time

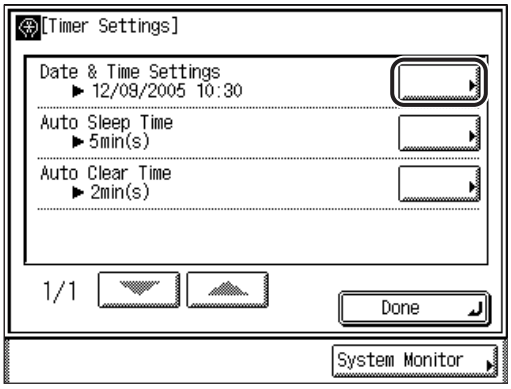
You can set the current date and time. The current date and time settings are used as standard timer settings for functions that require them.

- GMT: The time at the Greenwich Observatory in England is called GMT (Greenwich Mean Time).
- Time Zone: The standard time zones of the world are expressed globally in terms of the difference in hours (± up to 12 hours) from GMT (0 hours). A time zone is a region throughout which this time difference is the same.
- Daylight Saving Time: In some countries, time is advanced throughout the summer season. The period in which this is applied is called "Daylight Saving Time."

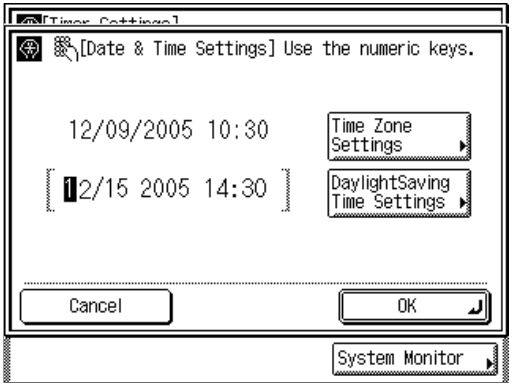
1 **Press (Additional Functions) → [Timer Settings].**



2 Press [Date & Time Settings].



3 Enter the current date (month, day, year) and time using ⓪ - ⑨ (numeric keys).



Enter the month and the day using four digits (including zeros).

Enter all four digits of the year, and the time in 24-hour notation, as four digits (including zeros) without a space.

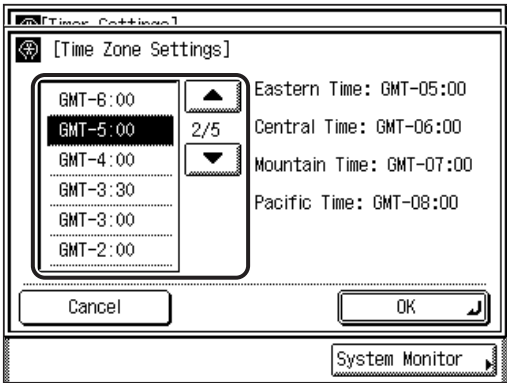
Examples:	May 6	→	0506
	9:05 a.m.	→	0905
	4:18 p.m.	→	1618

NOTE

If you make a mistake when entering values, press ⓒ (Clear) → enter the values again, starting with the month.

● If you are setting the Time Zone:

❑ Press [Time Zone Settings] → select the time zone where the machine is located → [OK].



NOTE

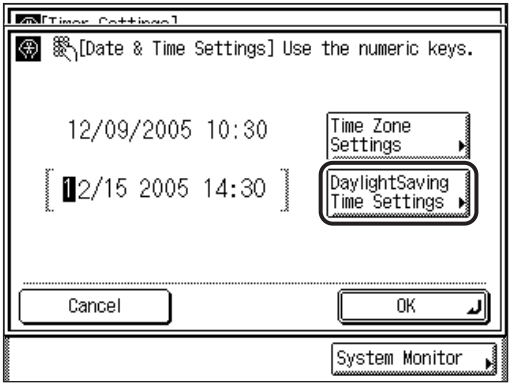
- The default setting is 'GMT-5:00'.

Eastern Time (US/Canada):	GMT-5:00
Central Time (US/Canada):	GMT-6:00
Mountain Time (US/Canada):	GMT-7:00
Pacific Time (US/Canada):	GMT-8:00

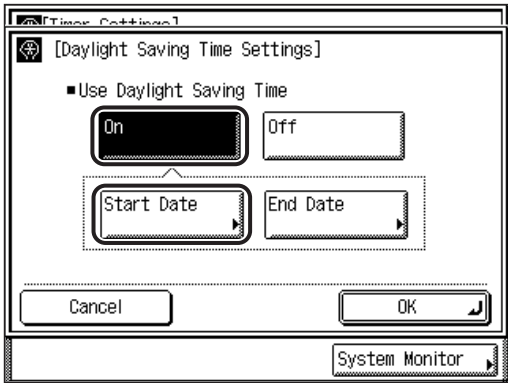
- If the desired time zone is not displayed, press [▼] or [▲] to scroll to the desired time zone.

● If you are setting Daylight Saving Time:

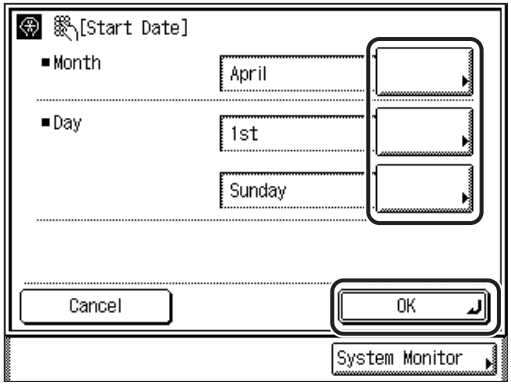
❑ Press [DaylightSaving Time Settings].



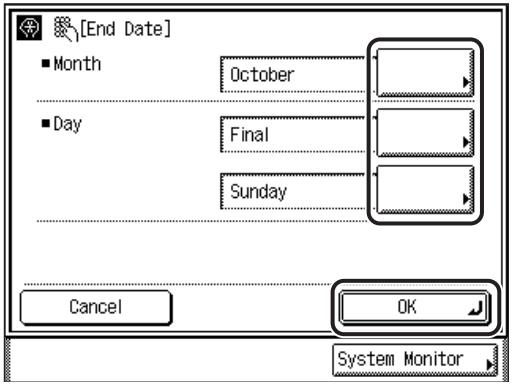
❑ Press [On] ➞ [Start Date].



❑ Select the month and day from the Month and Day drop-down lists, respectively ➞ press [OK].



❑ Press [End Date] ➞ select the month and day at which Daylight Saving Time ends ➞ press [OK].

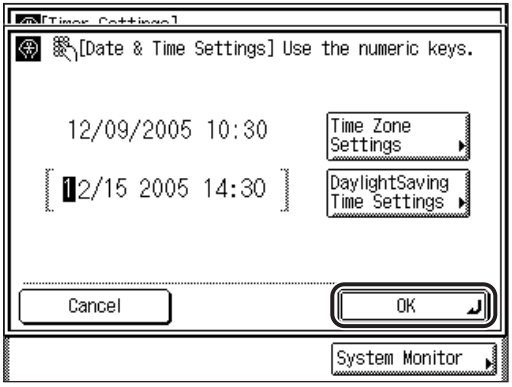


❑ Press [OK].

NOTE

- If you set Daylight Saving Time, the machine automatically sets the standard time of the machine one hour forward at 2:00 am on the specified date.
- The default setting is 'Off'.

4 Press [OK].



The selected mode is set.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Registering Your Machine's Fax Number

You must store your machine's fax number. This number is printed on the top of every document you send to the recipient.

Your machine's telephone number may also be displayed on the touch panel display of the recipient's machine, depending on their type of machine.

For instructions on registering the machine's fax number, see Chapter 1, "Introduction to Fax Functions," in the *Facsimile Guide*.

Registering the Unit Name

Your name or company name must be registered as the unit name (a department name is optional).

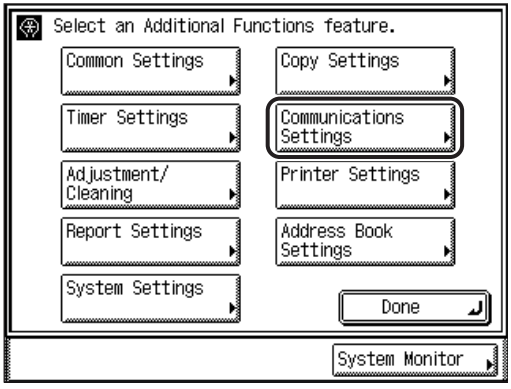
For example:

- Your name: John Smith
- Company name: Canon
- Company name and department: Canon-Accounting Dept.

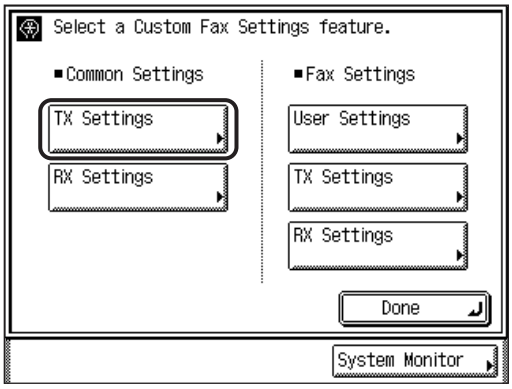
When you send a document, the recipient's machine displays or prints your name or company name (and department name, if applicable) as the sender information on the recording paper.

Some fax models also display sender information on the touch panel display during transmission.

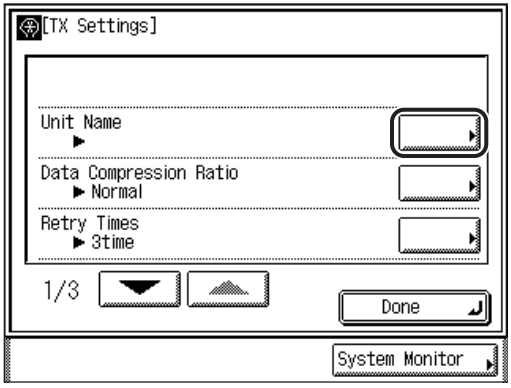
1 **Press (Additional Functions) → [Communications Settings].**



2 Press [TX Settings] under <Common Settings>.



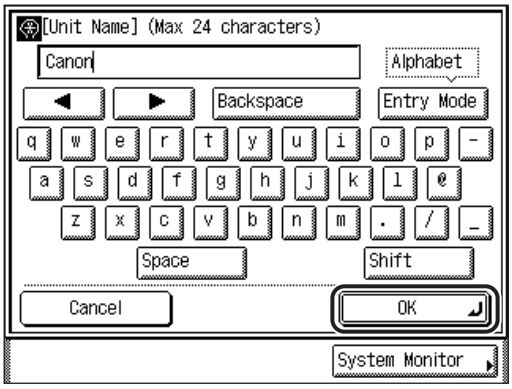
3 Press [Unit Name].



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll1 to the desired setting.

4 Enter a name → press [OK].



You can enter up to 24 characters for the unit name.

To cancel registering the unit's name, press [Cancel].

The selected mode is set.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- To delete all of the entered characters, press ⓒ (Clear).

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Flow of Sending Operations

This section describes the flow of basic sending operations.

NOTE

- Before using the Send function, it is useful to read the following topics:
  - Main power and control panel power (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.)
  - Routine maintenance (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)
- The maximum number of send jobs that the machine can handle is 95. However, the actual number of send jobs that the machine can handle may be fewer than 95, if multiple documents are being sent at the same time.
- You can print a report that contains the results of all send jobs. (See "TX Report," on p. 10-3.)

1 Press the appropriate keys in accordance with the messages displayed on the touch panel display.

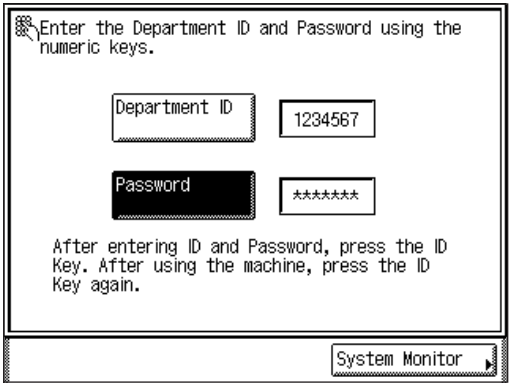
If there are no messages displayed, proceed to step 2.

● If the message <Enter the Department ID and Password using the numeric keys.> appears:

❑ Press [Department ID] → enter the Department ID using ⓪ - ⑨ (numeric keys).

❑ Press [Password] → enter the password using ⓪ - ⑨ (numeric keys).

❑ Press ⓘ (Log In/Out).



The Basic Features screen of the selected function appears on the touch panel display.

NOTE

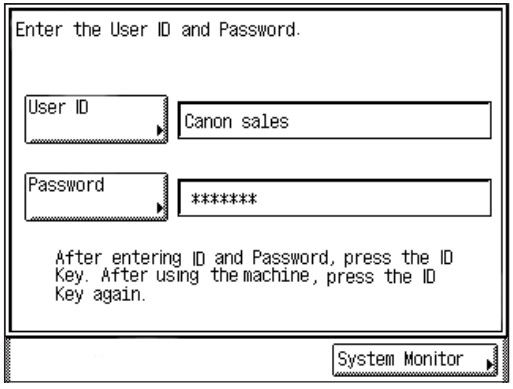
For instructions on using Department ID Management, see Chapter 5, "System Manager Settings," in the *Reference Guide*.

● **If the message <Enter the User ID and Password.> appears:**

❑ Press [User ID] → enter the Department ID using ⓪ - ⑨ (numeric keys) → press [OK].

Press [Password] → enter the password using ⓪ - ⑨ (numeric keys) → press [OK].

Press ⓘ (Log In/Out).



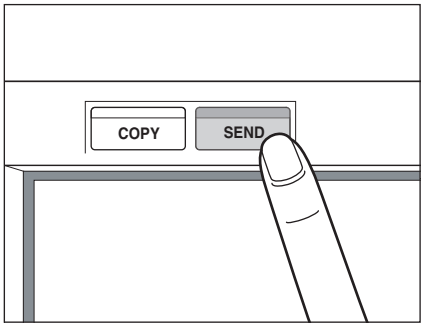
The User ID Management Screen

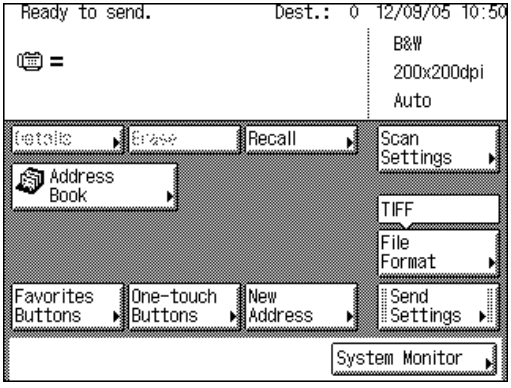
The Basic Features screen of the selected function appears on the touch panel display.

NOTE

For instructions on using User ID Management, see Chapter 5, "System Manager Settings," in the *Reference Guide*.

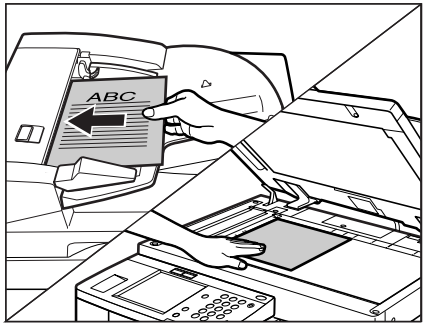
2 Press SEND (SEND).





The Send Basic Features Screen

3 Place your originals.



NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-31.

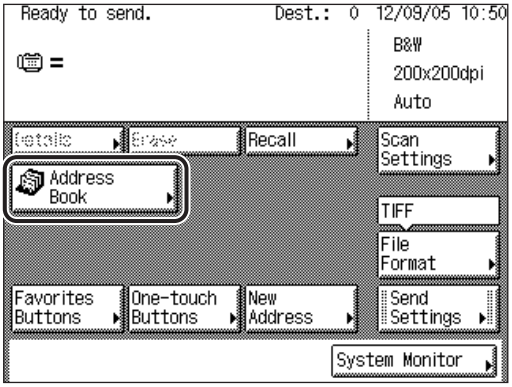
4 Specify the destinations.

NOTE

A maximum of 501 destinations can be specified at the same time. (Out of the 501 destinations, one new destination can be specified using the New Address tab or ⓪ - ⑨ (numeric keys).) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.

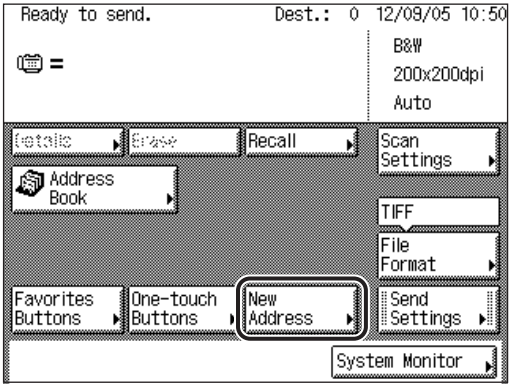
● If a destination is stored in the Address Book:

❑ Press [Address Book] → select the desired destination. (See "Using the Address Book," on p. 2-2.)



● **If a destination is not stored in the Address Book:**

❑ Press [New Address] ➞ select a sending method ➞ enter the desired destination. (See "Using the New Address Tab," on p. 2-5.)

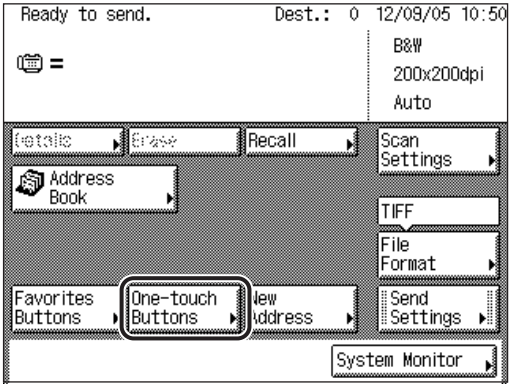


NOTE

You can specify only one destination at a time when using the new address tab.

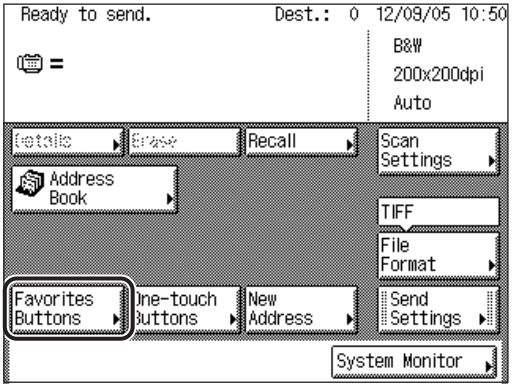
● **If a destination is stored in a One-Touch Button:**

❑ Press [One-touch Buttons] ➞ select the one-touch button that contains the desired destination. (See "Using the One-Touch Buttons," on p. 2-21.)

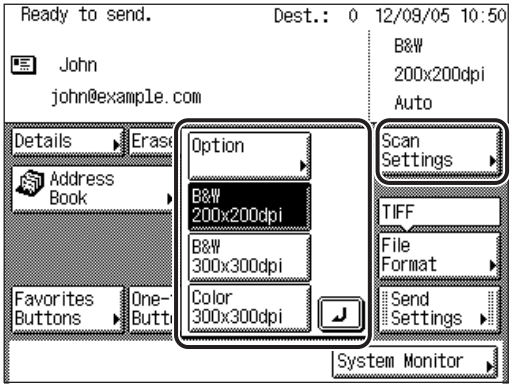


● **If a destination is stored in a Favorites Button:**

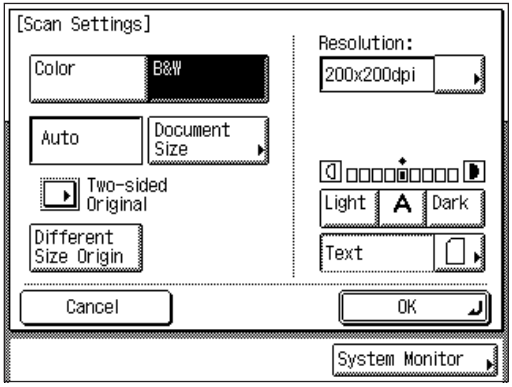
❑ Press [Favorites Buttons] → select the favorites button that contains the desired destination. (See "Using the Favorites Buttons," on p. 2-22.)



5 Press [Scan Settings] → select a scan setting from the pop-up menu.



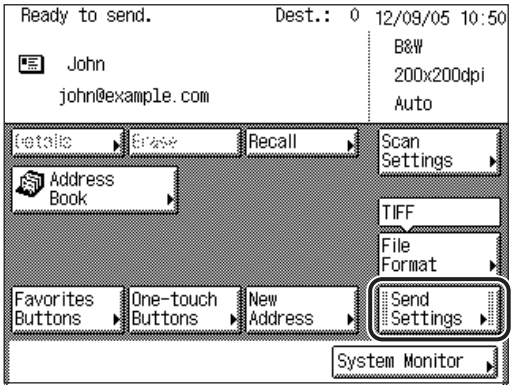
To change the Scan mode settings, select [Option] from the pop-up menu that appears when you press [Scan Setting], and adjust the settings. (See "Scan Settings," on p. 3-5.)

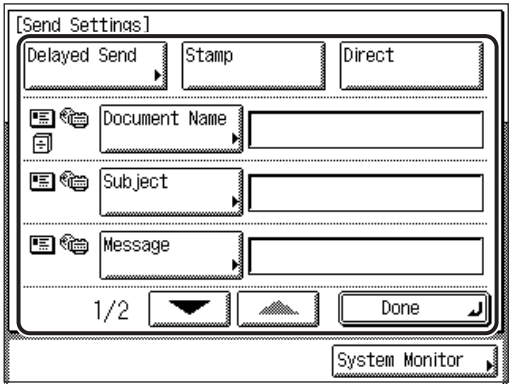


NOTE

For instructions on setting the Scan mode, see "Selecting a Scan Mode," on p. 3-2.

6 Press [Send Settings] → specify the send settings.



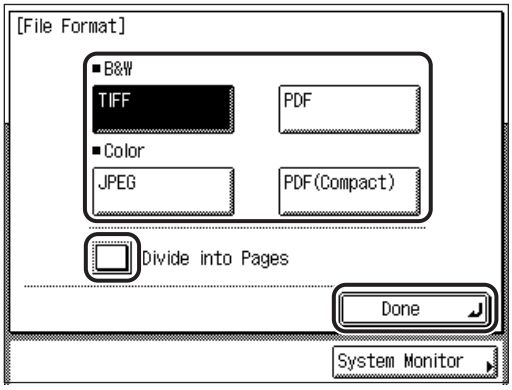


NOTE

- For instructions on specifying the Send Settings, see "Sending Methods," on p. 4-2.
- If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired send setting.

7 Press [Done].

8 Press [File Format] → select a file format for sending your document → press [Done].



This part of the procedure is not necessary if either of the following is true:

- A fax number is specified as the destination.
- An I-fax address is specified as the destination.

If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

File Formats:

[TIFF]:	Sends the file in the TIFF format. This file format is available only when you scan the document in the B&W mode.
[PDF]:	Sends the file in the PDF format. This file format is available only when you scan the document in the B&W mode.
[JPEG]:	Sends the file in the JPEG format. This file format is available only when you scan the document in the Color mode.
[PDF(Compact)]:	Enables you to send files containing text originals or text/photo originals using a high compression ratio. This file format is available only when you scan the document in the Color mode. If you select [PDF (Compact)] as the file format, it is recommended that you set the original type setting to either 'Text/Photo' or 'Text', depending on the image type.

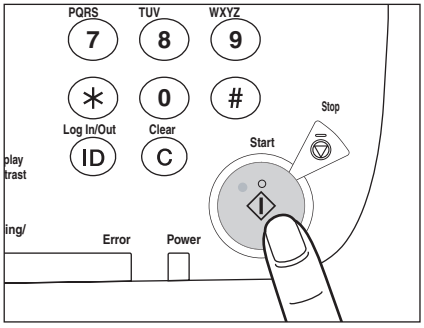
IMPORTANT

- If you select [JPEG] as the file format, Divide into Pages is automatically set to 'On'.
- If you select [PDF (Compact)] as the file format, the Color mode is set to [Color] and the resolution is set to [300x300 dpi] automatically, and the original type setting is disabled.

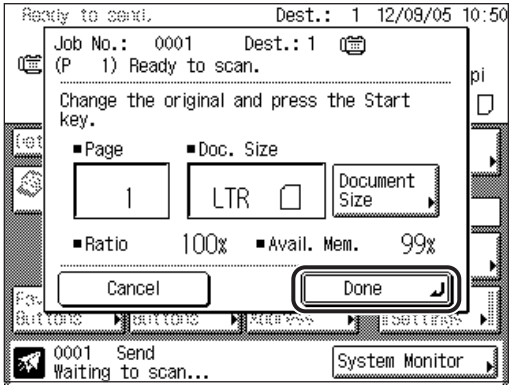
NOTE

- If you want to send a color document, select [JPEG] or [PDF (Compact)] as the file format.
- To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
- To view a PDF file, Adobe Reader/Adobe Acrobat Reader is required.
- To view a JPEG file, a software application that supports the JPEG format is required.
- For more information on the different file formats, see "File formats," in the Glossary, on p. 12-15.

9 Press (Start).



If the original is placed on the platen glass, follow the instructions on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

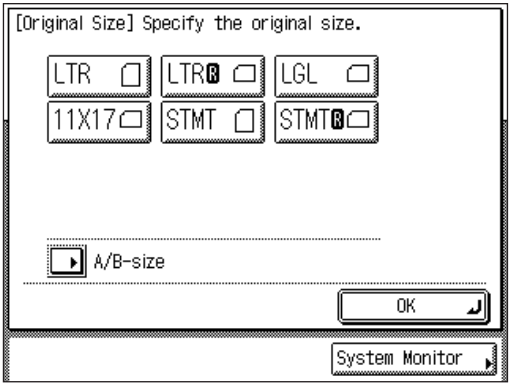


Scanning starts.

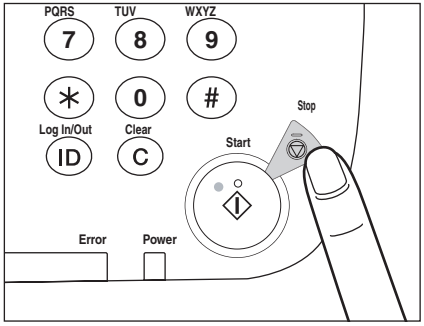
The scanned data is sent to the specified destination when scanning is complete.

IMPORTANT

- The size of the original is detected automatically. However, if the output paper in the machine at the receiving end is not equal to the scanned size, the original image may be reduced in size to match it.
- If the machine cannot detect the size of the original, the Original Size screen appears when you press ⊙ (Start). Specify the size of the original manually → press [OK].



10 If you want to cancel sending, press (Stop).



NOTE

- You can press (Stop) to cancel a send job that is being scanned.
- For instructions on canceling a send job, see "Canceling a Job," on p. 1-40.
- You can also cancel a send job from the System Monitor screen. (See "Using the System Monitor Screen," on p. 1-42.)

11 When scanning is complete, remove your originals.

12 If Department ID Management or User ID Management is set, press (Log In/Out).

NOTE

For instructions on using Department ID Management and User ID Management, see Chapter 5, "System Manager Settings," in the *Reference Guide*.

Placing Originals

Place your originals on the platen glass or into the feeder, depending on the size and type of the original, and the send settings that you have specify.

■ Platen Glass

Place the originals on the platen glass when scanning bound originals (such as books and magazines), heavy or lightweight originals, and transparencies.

■ Feeder

Place the originals into the feeder when you want to scan several originals at the same time, and press ⊙ (Start). The machine automatically feeds the originals to the platen glass and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

Document Sizes

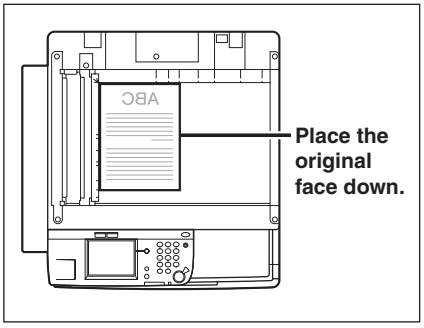
The size of the original is automatically detected, and the document is scanned. If the output paper in the machine at the receiving end is not equal to the scanned size, the original image may be reduced in size or divided into smaller parts before it is sent.

The machine cannot always detect the size of the original if it is a nonstandard paper size, such as a book. In this case, specify the size at which you want to scan the original. (See "Document Size," on p. 3-9.)

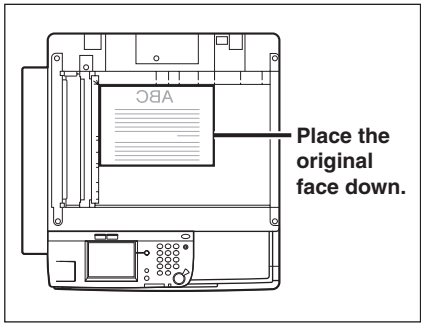
Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner) or the back edge of the feeder.

Platen Glass

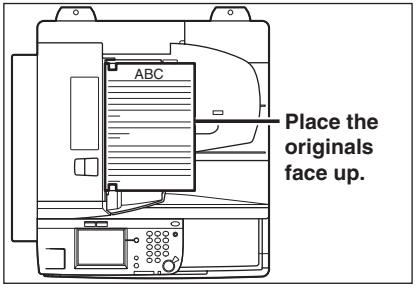


Vertical Placement

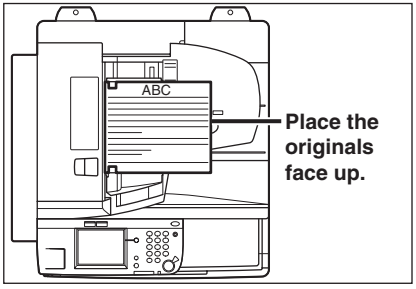


Horizontal Placement

Feeder



Vertical Placement



Horizontal Placement

NOTE

- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the scan and send modes that you have set.
- Originals of the following sizes can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than vertically placed originals.
  - Platen glass: LTR, STMT
  - Feeder: LTR
- Horizontally placed LTR and STMT originals are referred to as LTRR and STMTR.
- 11" x 17" and LGL originals must be placed horizontally.

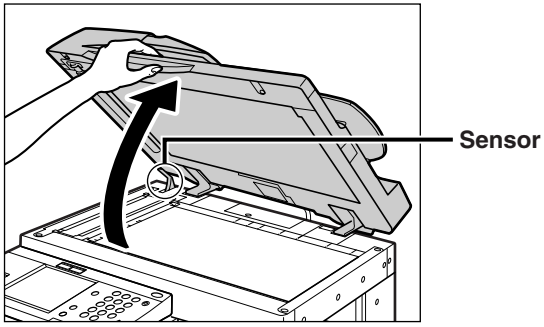
Platen Glass

You should use the platen glass when scanning bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. (See "Document Size," on p. 3-9.)

NOTE

The machine automatically detects the size of the following originals: 11" x 17", LGL, LTR, and LTRR.

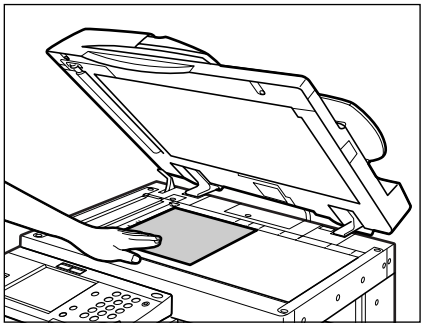
1 Lift the feeder.



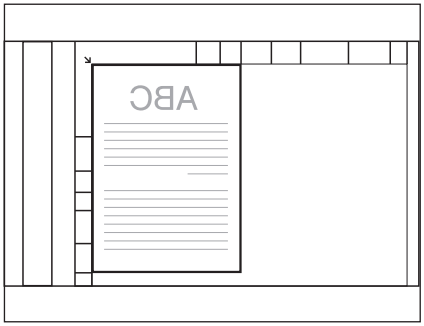
IMPORTANT

The machine is equipped with an open/close sensor on the feeder (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder high enough so that the sensor does not touch the feeder. If the sensor continues to touch the feeder, the size of the original may not be detected correctly.

2 Place your original face down.



The surface of the original that you want to scan must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).

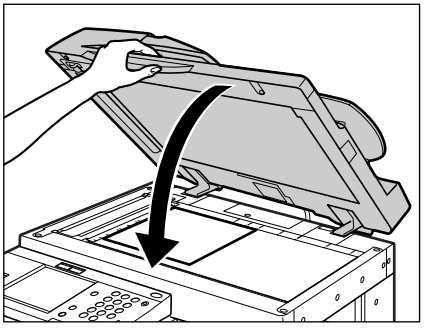


Place books and other bound originals on the platen glass in the same way.

NOTE

When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally on the platen glass, and align it with the LTRR or STMTR marks.

3 Gently close the feeder.



CAUTION

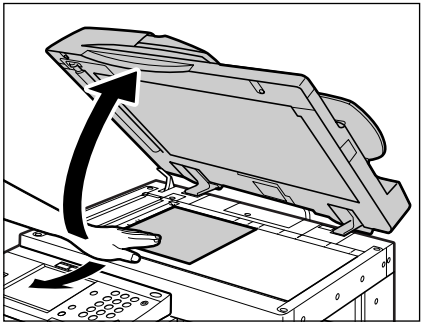
- **Close the feeder gently to avoid catching your hands, as this may result in personal injury.**
- **Do not press down hard on the feeder when using the platen glass to scan thick books. Doing so may damage the platen glass and result in personal injury.**

IMPORTANT

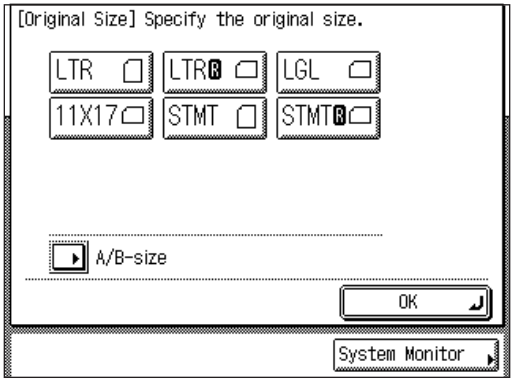
If you are placing the original on the platen glass, the size of the original is detected after the feeder is closed. Be sure to close the feeder before scanning.

NOTE

- Remove the original from the platen glass when scanning is complete.



- The size of STMT and STMTR originals cannot be detected. After pressing (Start), follow the instructions on the screen to specify the original size.



Feeder

You should use the feeder when you want to scan several originals at the same time. Place the originals into the feeder and press (Start). The machine automatically feeds the originals to the scanning area and scans them into memory. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

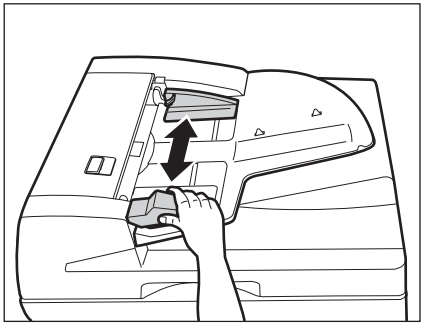
You can place the following originals into the feeder's original supply tray:

- Weight:
  - 16 lb bond to 28 lb bond (52 g/m^2 to 105 g/m^2)
- Size:
  - 11" x 17", LGL, LTR, LTRR, STMT
- Tray Capacity:
  - LTR/LTRR:50 sheets (22 lb bond (80 g/m^2))
  - LGL/11" x 17":25 sheets (22 lb bond (80 g/m^2))

IMPORTANT

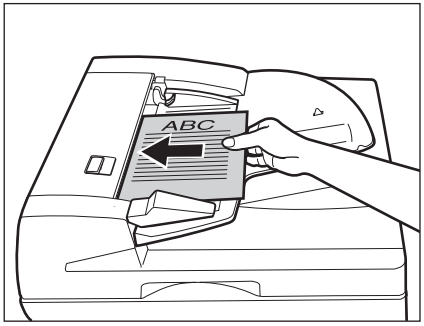
- Do not place the following types of originals into the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon backed paper or other originals which may not feed smoothly
  - Transparencies and other highly transparent originals
- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).
- If the feeder rollers are dirty from scanning originals written in pencil, clean the feeder. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)
- Always smooth out any folds in your originals before placing them into the feeder.
- Set the originals one-by-one if they are very thin (10 to 16-lb (37 to 52 g/m^2)) or very thick (28 to 32-lb (105 to 128 g/m^2)).

1 Adjust the slide guides to fit the size of your originals.



2 Neatly place your originals with the side to be scanned face up into the original supply tray.

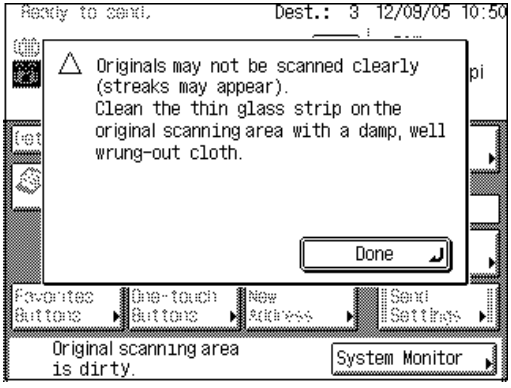
Place your originals into the feeder as far as they will go.



If any dirt on the original scanning area is detected when the originals are scanned using the feeder, the following screen appears. Even though streaks may appear on the scanned image, you can continue to scan your documents by pressing [Done].

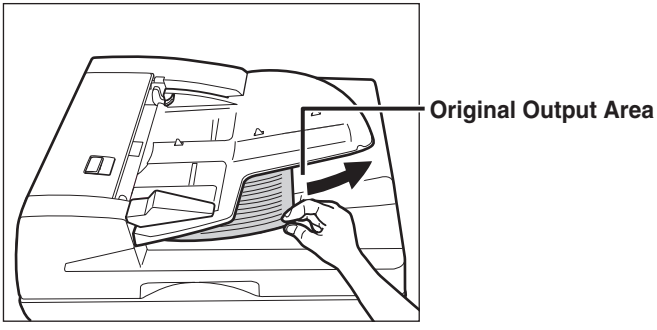
It is recommended, however, that you open the feeder, clean the scanning area, and then close the feeder. The following screen will not appear once the scanning area is clean.

For instructions on cleaning the original scanning area, see Chapter 6, "Routine Maintenance," in the *Reference Guide*.



IMPORTANT

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area to avoid paper jams.



NOTE

- The scanned originals are output to the original output area in the order that they are fed into the feeder.
- You can place different size originals together into the feeder if you set the Different Size Originals mode. (See "Different Size Originals," on p. 3-21.)

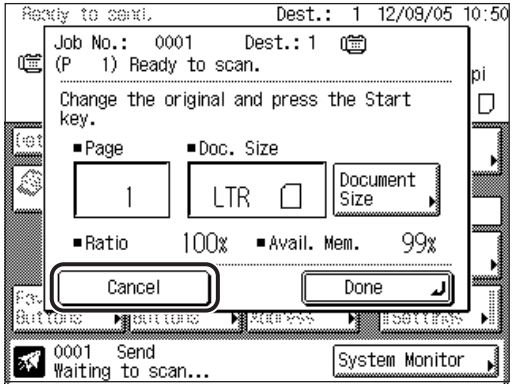
Canceling a Job

You can cancel a send job using the touch panel display or System Monitor screen, or by pressing (Stop) on the control panel.

Using the Touch Panel Display

You can cancel a send job by pressing [Cancel], when the job is being scanned.

1 **Press [Cancel] on the pop-up screen that appears while the machine is scanning.**



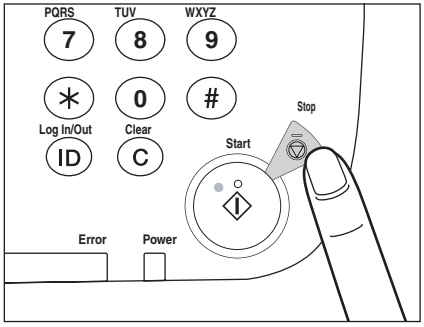
The send job is canceled.

2 **Remove your originals.**

Using the Stop Key

You can cancel a send job by pressing (Stop), while the job is being scanned.

1 **Press (Stop).**



The send job is canceled.

2 **Remove your originals.**

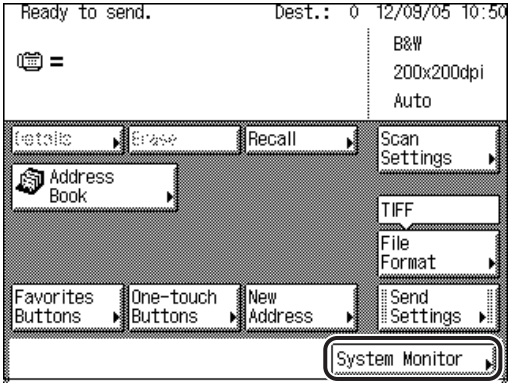
Using the System Monitor Screen

You can cancel a send job while it is being sent, or waiting to be sent.

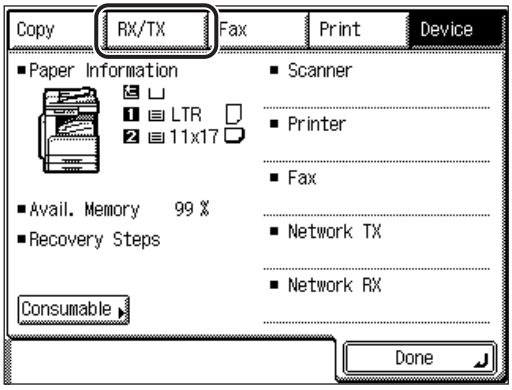
NOTE

For instructions on how to cancel fax jobs using the System Monitor screen, see Chapter 3, "Checking/Changing the Fax Status," in the *Facsimile Guide*.

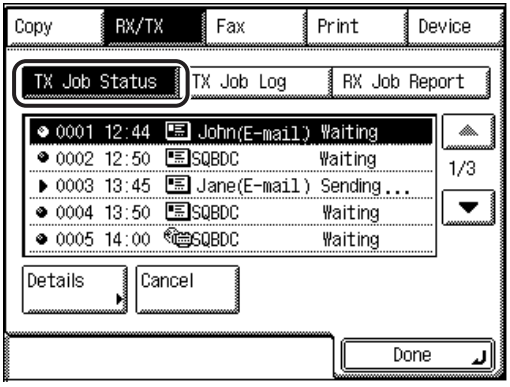
1 Press [System Monitor].



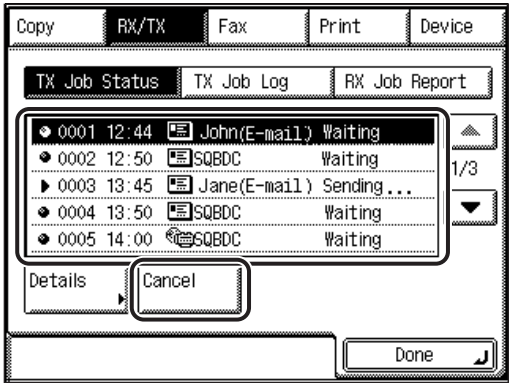
2 Press [RX/TX].



3 Press [TX Job Status].



4 Select the send job that you want to cancel → press [Cancel].



If the job that you want to cancel is not displayed, press [▼] or [▲] to scroll to the desired job.

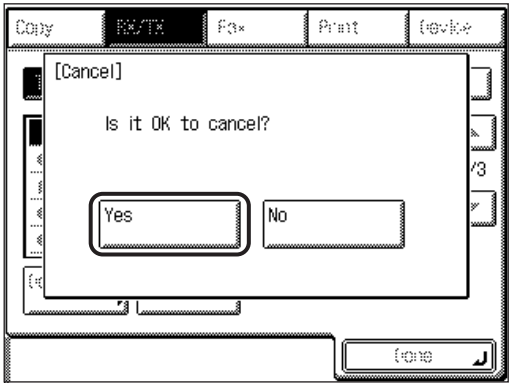
You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

If a job is in the process of being sent, it may not be canceled even if you press [Cancel].

If you cancel a job during sequential broadcasting, all of the destinations following the one to which the document is currently being sent will be canceled.

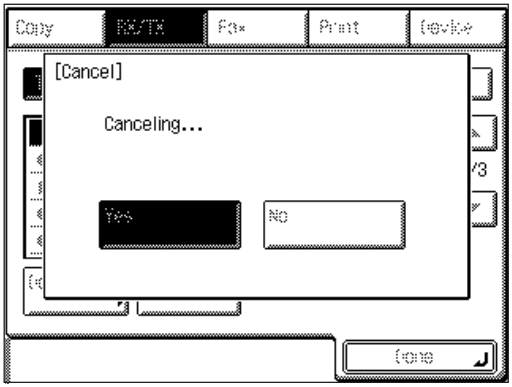
The message <Is it OK to cancel?> appears on the touch panel display.

5 Press [Yes].



If you do not want to cancel the job, press [No].

The message <Canceling...> appears for approximately two seconds on the touch panel display.



The send job is canceled.

NOTE
The canceled job is displayed as <NG> (No Good) on the TX Job Log screen.

6 Press [Done].

The display returns to the Send Basic Features screen.

Basic Sending Methods

2
CHAPTER

This chapter describes how to specify, check, change, and erase destinations.

Specifying Destinations 2-2
- Using the Address Book 2-2
- Using the New Address Tab 2-5
- Using the One-Touch Buttons. 2-21
- Using the Favorites Buttons 2-22

Checking/Changing a Destination 2-25

Erasing a Destination 2-28

Specifying Destinations

This section describes how to specify a destination for a send job. You can select a destination stored in the Address Book or a one-touch button, or specify a new address. You can also recall the destinations and settings stored in the favorites buttons to check their contents, edit them, or delete them.

Using the Address Book

The Address Book is a directory for storing destinations. A maximum of 500 destinations (including 200 one-touch destinations) can be stored. Storing a destination in the Address Book saves you the effort of entering frequently used destinations' addresses each time you send a job.

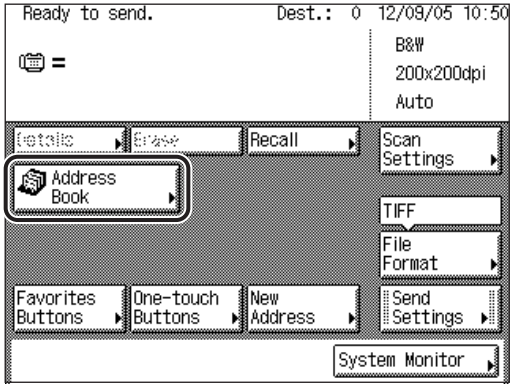
IMPORTANT

To use this feature, destinations must be stored in the address book beforehand. (See "Storing New Addresses," on p. 8-5.

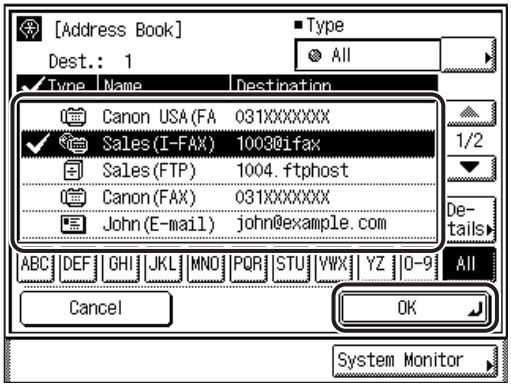
NOTE

- A maximum of 501 destinations can be specified at the same time. (Out of the 501 destinations, one new destination can be specified using the New Address tab or 0 - 9 (numeric keys).) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.
- Address Books can be saved, imported, and transferred using the Remote User Interface. (See Chapter 2, "Checking and Managing Functions," and Chapter 3, "Customizing Settings," in the *Remote UI Guide*.)

1 Press [Address Book].

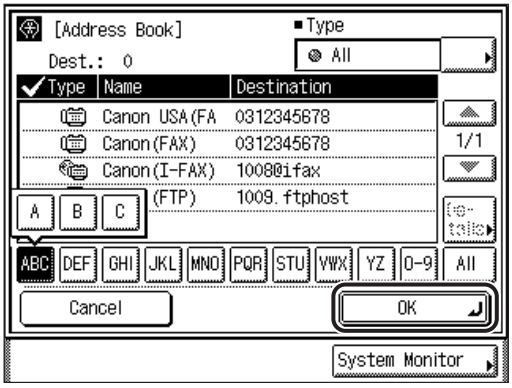


2 Select the desired destination from the Address Book → press [OK].



You can select multiple destinations.

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.



If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can restrict the type of destinations displayed in the result list by pressing the Type drop-down list.

You can specify fax numbers, e-mail addresses, I-fax addresses, and file server addresses.

The selected destination appears on the Send Basic Features screen.

NOTE

- To cancel a selected destination, select the destination again to clear the check mark.
- To view the detailed information of a selected destination, select the destination → press [Details].
- You can erase the destinations selected from the Address Book before you scan the document. (See "Erasing a Destination," on p. 2-28.)

Using the New Address Tab

This section describes the procedure for specifying a new destination that has not been stored in the Address Book.

IMPORTANT

If Restrict New Addresses in System Settings (from the Additional Functions screen) is set to 'On', you cannot specify a destination using the New Address tab. (See "Restricting Access to Destinations," on p. 9-36.)

NOTE

- If you frequently send documents to the same destinations, store these destinations in the Address Book beforehand. (See "Storing New Addresses," on p. 8-5.)
- You can specify only one destination at a time using the New Address tab.
- You can specify fax numbers, e-mail addresses, I-fax addresses, and file server addresses.
- For detailed procedure to specify a fax number using the New Address tab, see Chapter 2, "Send and Receive Methods," in the *Facsimile Guide*.

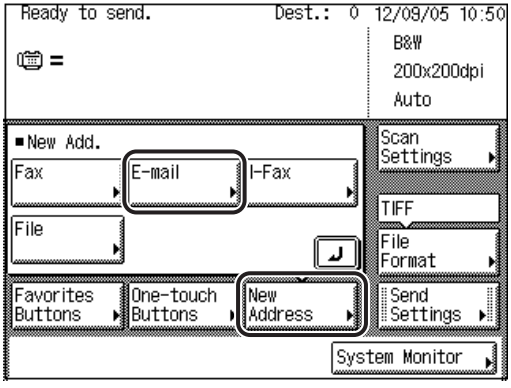
Specifying an E-Mail Address

This mode enables you to specify a new e-mail address. You can enter an e-mail address directly from the keyboard on the touch panel display.

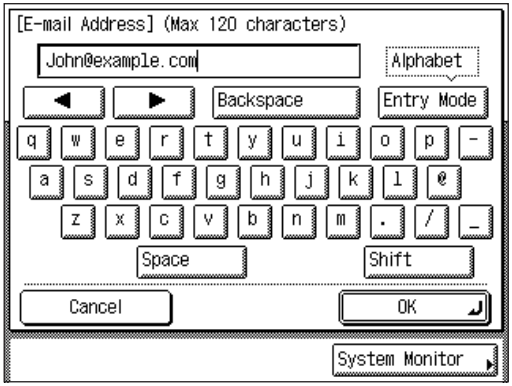
NOTE

If you send a document via e-mail, the document is sent as a file attached to the e-mail message in the Color or B&W mode.

1 **Press [New Address] → [E-mail].**



2 Enter the e-mail address.



You can enter up to 120 characters for the e-mail address.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide.*

3 Press [OK].

The specified e-mail address appears on the Send Basic Features screen.

IMPORTANT

The e-mail address you just entered is not stored in the Address Book. It is deleted once the document is sent.

NOTE

- To view the detailed information of the destination, press [Details].
- You can edit an e-mail address from the Details screen before you scan your documents. (See "Checking/Changing a Destination," on p. 2-25.)
- You can erase the specified destination from the destination list before you scan your documents. (See "Erasing a Destination," on p. 2-28.)

Specifying an I-Fax Address

This mode enables you to specify a new I-fax address. Regardless of the distance and area, I-fax helps you to reduce transmission costs by making transactions via the Internet. You can enter an I-fax address directly from the keyboard on the touch panel display. You can also specify the scan settings and the settings at the destination when using I-fax.

IMPORTANT

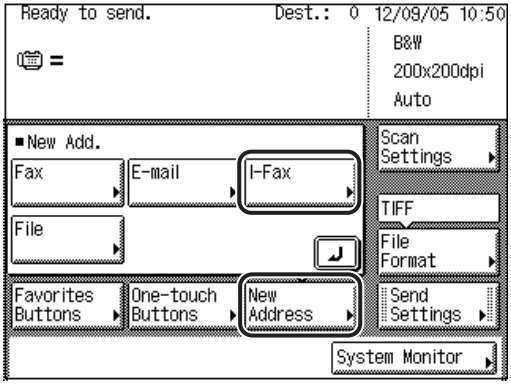
If you are sending a document to an I-fax address, the original is always scanned and sent in B&W mode.

NOTE

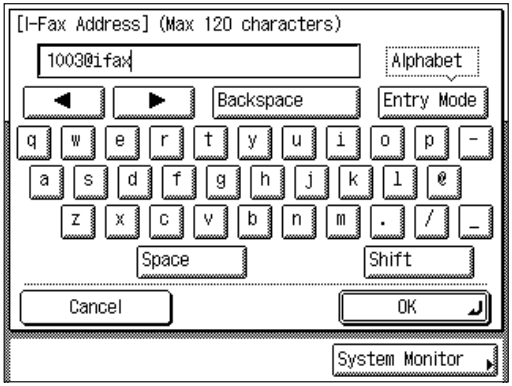
- The following conditions are always selected:
  - Paper Size: LTR

    This is because the sender does not know whether the recipient's machine can receive sizes other than LTR. Originals larger than LTR are reduced to LTR size.
  - File Format: TIFF
  - Resolution: B&W200 x 100 dpi or B&W200 x 200 dpi

1 Press [New Address] → [I-Fax].



2 Enter the I-fax address.



You can enter up to 120 characters for the I-fax address.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you do not send documents via a server, and the recipient's IP address is not registered on a DNS server, use the following format to enter the domain name: (user)@(the recipient's IP address).

3 Press [OK].

The selected modes are set, and the specified I-fax address appears on the Send Basic Features screen.

IMPORTANT

The I-fax address you just specified is not stored in the Address Book. It is deleted once the document is sent.

NOTE

- To view the detailed information of the destination, press [Details].
- You can edit a destination from the Details screen before you scan your documents. (See "Checking/Changing a Destination," on p. 2-25.)
- You can erase the specified destination from the destination list before you scan your documents. (See "Erasing a Destination," on p. 2-28.)

Specifying a File Server

This section describes the four procedures for specifying a file server on the network as the destination of a send job. You can use the keyboard or the Browse key if you select Windows (SMB) as the server protocol.

IMPORTANT

- Windows NT/2000/XP/Server 2003 restricts the number of users or clients that can be accessed. Once the limit of users or clients has been reached, it is not possible to send documents to a file server using Windows NT/2000/XP/Server 2003.
- If Language Switch in Common Settings (from the Additional Functions screen) is set to 'On', the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.

NOTE

- Set the following items when sending to a file server:
  - Protocol
  - Host Name
  - File Path
  - User
  - Password
- For examples of the settings that are needed to send documents to a file server, see the *Network Guide*.
- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- You can use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entries.
- If you are sending to an imageWARE Document Manager folder, set the FTP server address specified in imageWARE Gateway as the destination. Using imageWARE Document Manager and the Send function of the imageCLASS enables you to manage digitized paper documents and computer data on the network. For more information on imageWARE Document Manager, see the appropriate imageWARE Gateway documentation.

■ Using the Keyboard

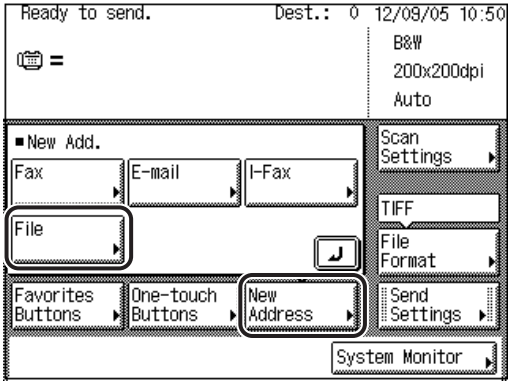
You can specify a file server as the destination directly from the keyboard displayed on the touch panel display. Press [Host Name], [File Path], [User], and [Password] to specify the file server settings.

■ Using the Browse Key (Windows (SMB))

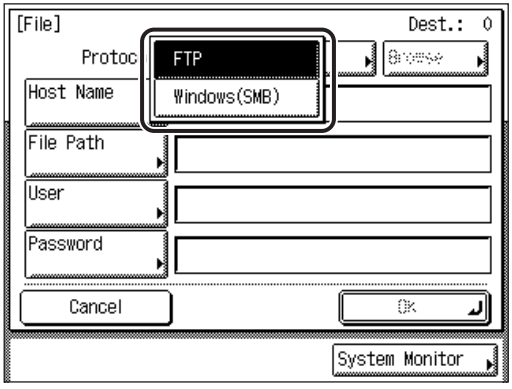
If you select [Windows (SMB)] as the protocol, you can specify a file server connected to a specific network by pressing [Browse] on the File screen. You can specify a file server from a workgroup.

■ *Using the Keyboard*

1 Press [New Address] → [File].



2 Press the Protocol drop-down list → select the desired server protocol.

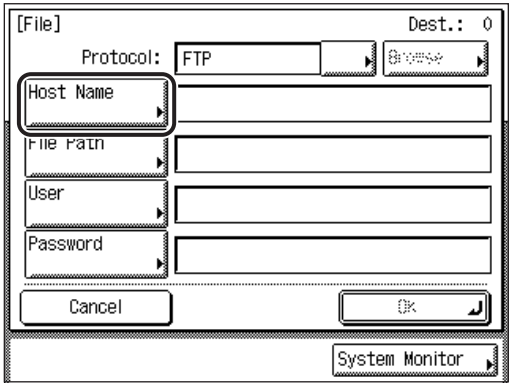


The following server protocols may be used:

[FTP]: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X or later, Internet Information Server 4.0 under Windows NT Server 4.0, Internet Information Services 5.0 under Windows 2000 Server, Internet Information Services 5.1 under Windows XP Professional, Internet Information Services 6.0 under Windows 2003 Server, or Red Hat Linux 7.2.

[Windows (SMB)]: Select this protocol if you are sending documents to a computer running Windows NT 4.0 or Windows 98/Me/2000/XP/Server 2003.

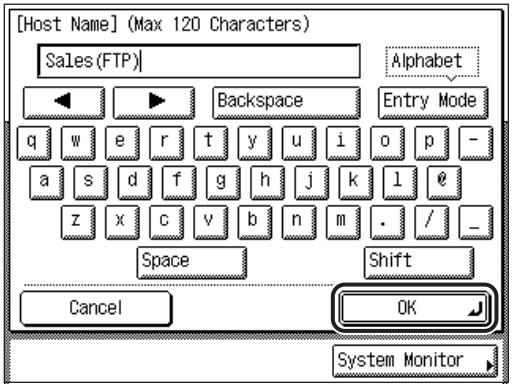
3 Press [Host Name].



A host name is a name assigned to a host computer that provides services on the Internet. A specific host name is assigned to each host computer to identify it on the Internet. In this entry box, enter the name of the file server on the network as the destination of the send job.

If you select [Windows (SMB)] as the server protocol, you can specify the file server by pressing [Browse]. For instructions on using the Browse key, see "Using the Browse Key (Windows (SMB))," on p. 2-16.

4 Enter the host name → press [OK].



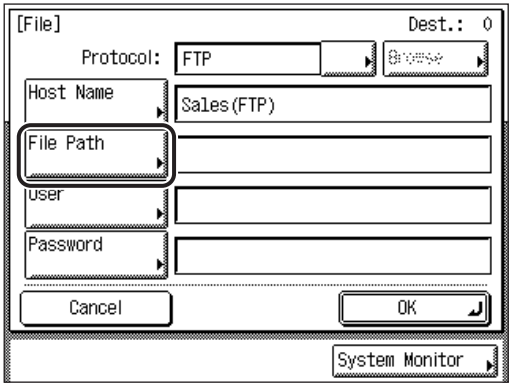
When [FTP] is selected as the server protocol, you can also specify a port number after the host name address by entering a colon (:) and the port number.

Example: 192.168.100.50:21000

When [FTP] is selected as the server protocol, make sure to enter the same port number for the Host Name as the one specified for the FTP server to which you are sending your documents.

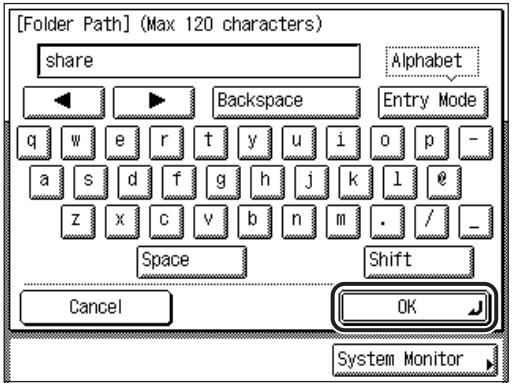
You can enter up to 120 characters for the host name.

5 Press [File Path].



A file path is a series of characters that signify the location of the folder. Specify a folder in the file server as the destination of the send job.

6 Enter the file path → press [OK].

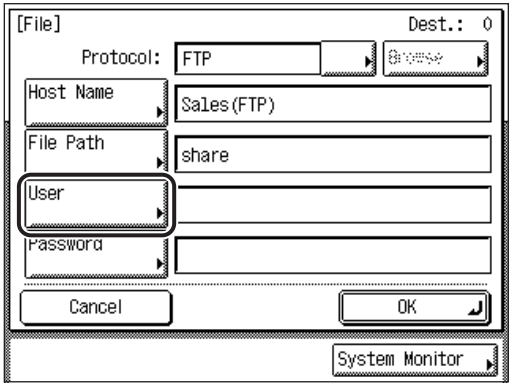


You can enter up to 120 characters for the file path.

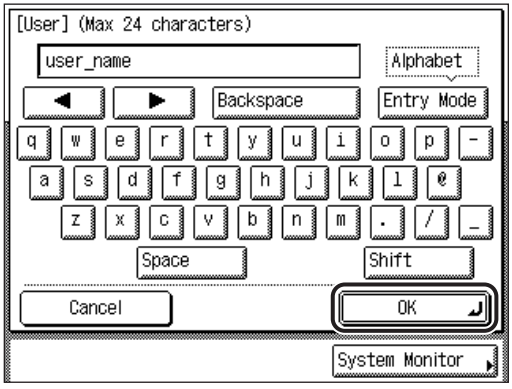
NOTE

If you are sending to an imageWARE Document Manager folder, enter the folder name set in imageWARE Gateway.

7 Press [User].



8 Enter the user name → press [OK].



You can enter up to 24 characters for the user name when [FTP] is selected as the server protocol.

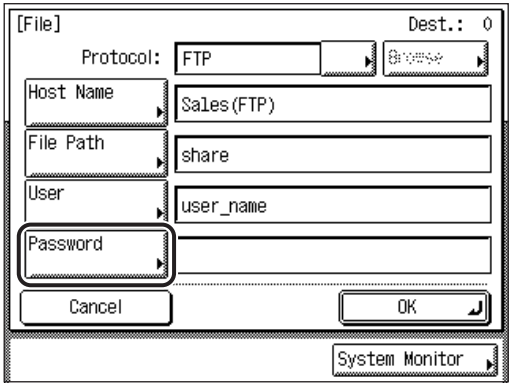
If [Windows (SMB)] is selected as the server protocol, enter the required user name information in the manner shown below:

- To enter the user name only
  Example: user_name
  Maximum 20 characters
- To enter the user name and the domain name
  Example: domain_name\user_name
  Domain name: Maximum 15 characters
  User name: Maximum 20 characters

NOTE

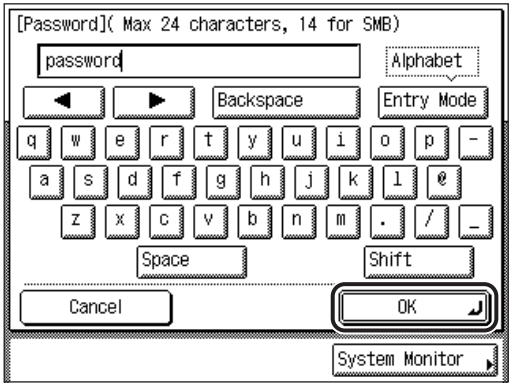
If you are sending to an imageWARE Document Manager folder, enter the user name set in imageWARE Gateway.

9 Press [Password].



Setting the password is optional.

10 Enter a password → press [OK].



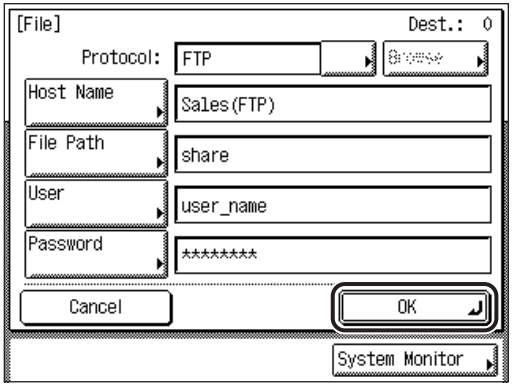
You can enter up to 24 characters (14 characters when [Windows (SMB)] is selected as the server protocol) for the password.

After pressing [OK], password appears as asterisks (********) on the [File] screen.

NOTE

If you are sending to an imageWARE Document Manager folder, enter the password set in imageWARE Gateway.

11 Confirm your settings → press [OK].



The specified file server address appears on the Send Basic Features screen.

IMPORTANT

The file server that you just specified is not stored in the Address Book. It is deleted once the document is sent.

NOTE

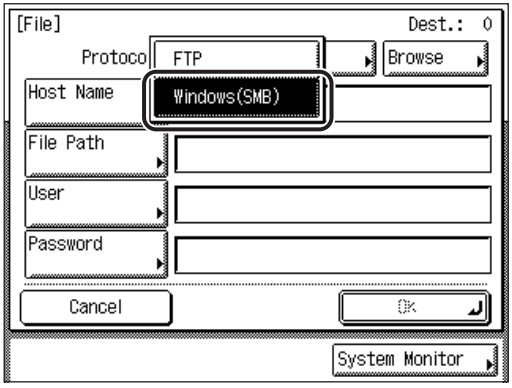
- To view the detailed information of the destination, press [Details].
- You can edit a destination from the Details screen before you scan your documents. (See "Checking/Changing a Destination," on p. 2-25.)
- You can erase the specified destination from the destination list before you scan your documents. (See "Erasing a Destination," on p. 2-28.)

■ *Using the Browse Key (Windows (SMB))*

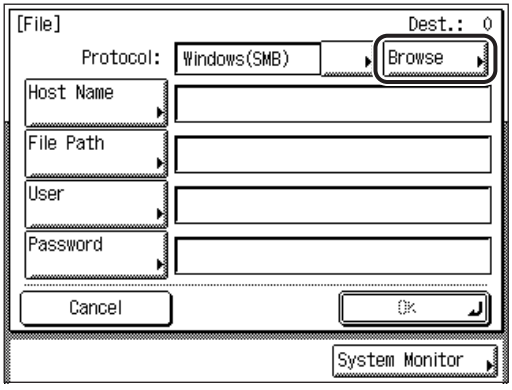
1 Press [New Address] → [File].

If necessary, see the screen shot in step 1 of "Using the Keyboard," on p. 2-10.

2 Press the Protocol drop-down list → select [Windows (SMB)].



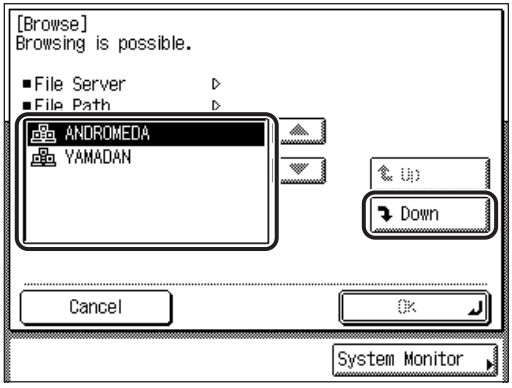
3 Press [Browse].



IMPORTANT

After turning the main power ON, you must wait for the time set in Startup Time Settings to elapse before pressing [Browse]. Network transmission is not possible until this startup time has elapsed. To access Startup Time Settings, press (Additional Functions) → [System Settings] → [Network Settings] → [▼] → [Startup Time Settings]. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

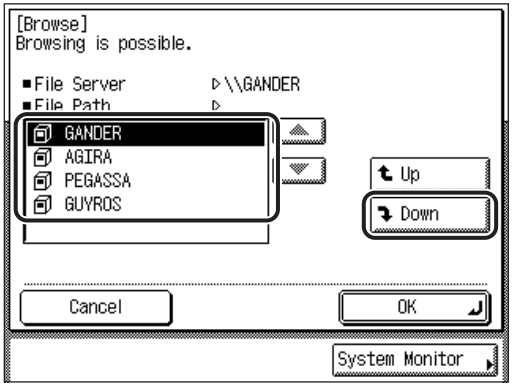
4 Select the desired workgroup → press [Down].



If the desired workgroup is not displayed, press [▼] or [▲] to scroll to the desired workgroup.

To move up one level, press [Up].

5 Select the desired file server → press [Down].

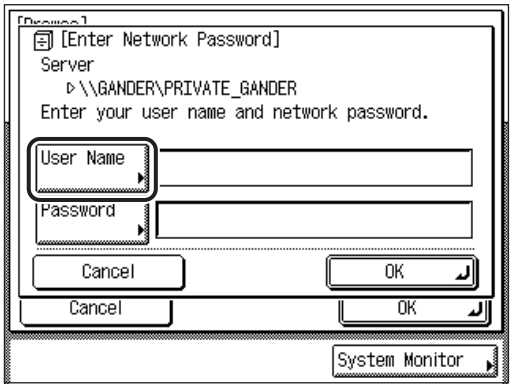


To move up one level, press [Up].

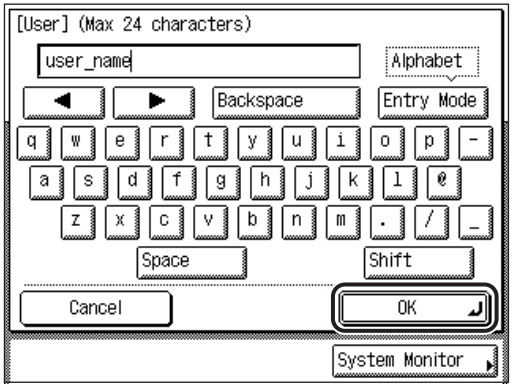
If the desired file server is not displayed, press [▼] or [▲] to scroll to the desired file server.

6 If the Enter Network Password screen is displayed, enter your user name and network password.

❑ Press [User Name].

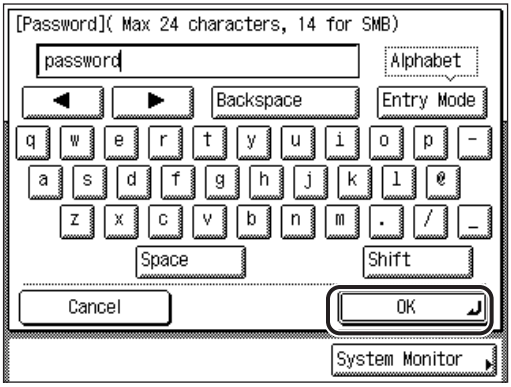


❑ Enter your user name → press [OK].



You can enter up to 24 characters for the user name.

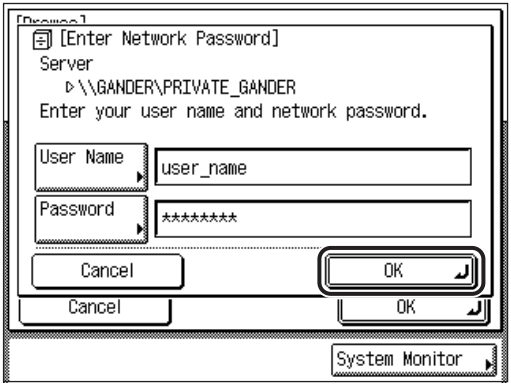
❑ Press [Password] ➞ enter your network password ➞ press [OK].



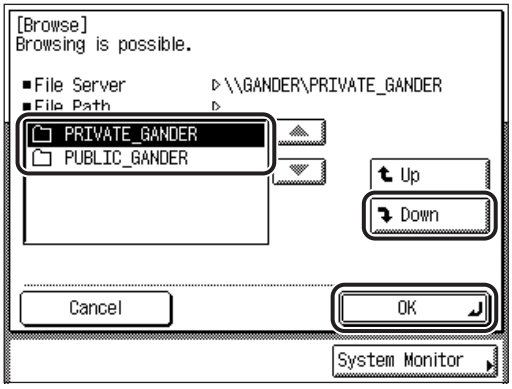
You can enter up to 14 characters for the password.

After pressing [OK], the password that you entered appears as asterisks (********) on the Enter Network Password screen.

❑ Confirm your settings ➞ press [OK].



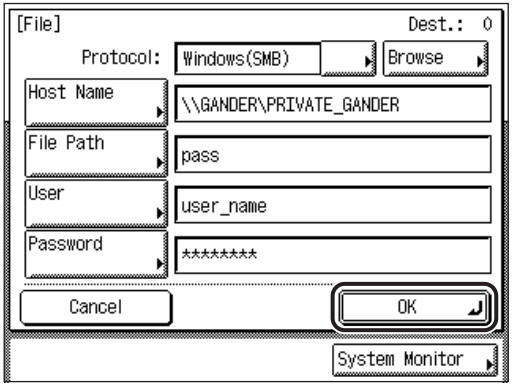
7 Press [Down] → select the folder on the specified server to which you want to send your documents → press [OK].



To move up one level, press [Up].

If the desired folder is not displayed, press [▼] or [▲] to scroll to the desired folder.

8 Confirm your settings → press [OK].



The file server destination appears on the Send Basic Features screen.

IMPORTANT

The file server that you just specified is not stored in the Address Book. It is deleted once the document is sent.

NOTE

- To view the detailed information of the destination, press [Details].
- You can edit a destination from the Details screen before you scan your documents. (See "Checking/Changing a Destination," on p. 2-25.)
- You can erase the specified destination from the destination list before you scan your documents. (See "Erasing a Destination," on p. 2-28.)

Using the One-Touch Buttons

You can specify up to 200 destinations in one-touch buttons.
Follow the procedure below to start a transmission and send a document with the press of a one-touch button.

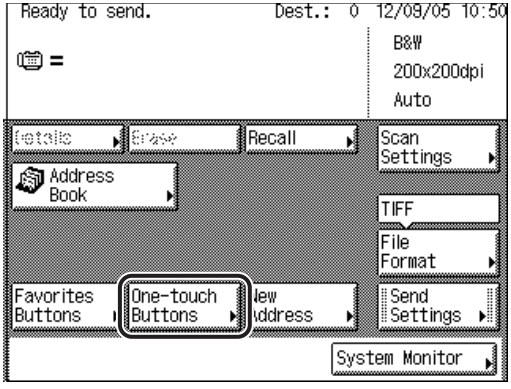
IMPORTANT

To use this feature, you must register destinations in one-touch buttons beforehand. (See "Storing/Editing One-Touch Buttons," on p. 8-27.)

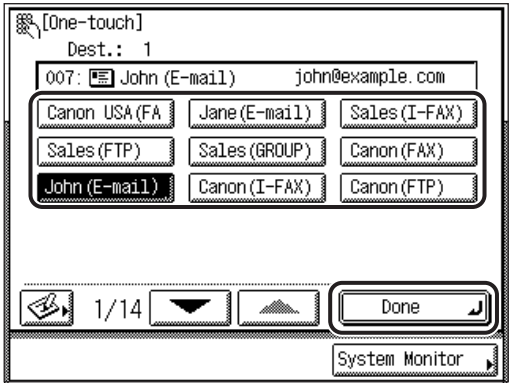
NOTE

A maximum of 501 destinations can be specified at the same time. (Out of the 501 destinations, one new destination can be specified using the New Address tab or 0 - 9 (numeric keys).) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.

1 Press [One-touch Buttons].



2 Select the desired one-touch button → press [Done].



Each one-touch button is assigned a three digit number. If you know the one-touch button's three digit number, enter the three digit number of the desired one-touch button using ⓪ - ⑨ (numeric keys).

If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.

The selected destination appears in the destination list on the Send Basic Features screen.

NOTE

- To view the detailed information of a selected destination, select the destination → press [Details].
- You can erase the specified destination from the destination list before you scan your documents. (See "Erasing a Destination," on p. 2-28.)
- You can select multiple one-touch buttons.
- To cancel the selected one-touch button, press [One-touch Buttons] → press the selected one-touch button again.

Using the Favorites Buttons

If you frequently send documents with the same document settings to the same destination, store these settings in a favorites button. Then, when you need to specify the destination, all you have to do is select the favorites button containing your stored document settings and the desired destination, and send your document.

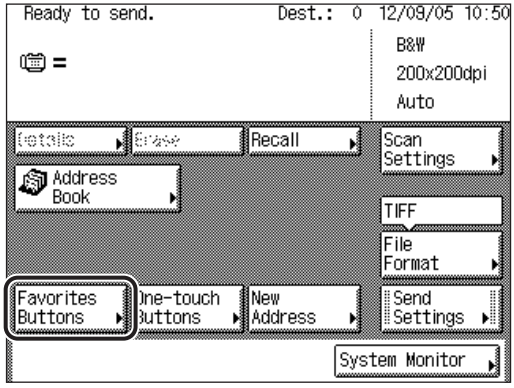
IMPORTANT

To use this feature, you must first register the desired document settings and destinations in the favorites buttons. (See "Favorites Buttons," on p. 7-25.)

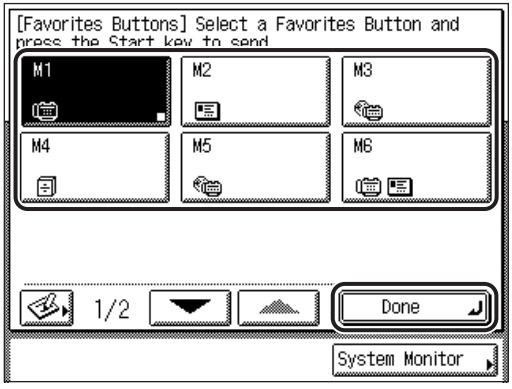
NOTE

A maximum of 501 destinations can be specified at the same time. (Out of the 501 destinations, one new destination can be specified using the New Address tab or ⓪ - ⑨ (numeric keys).) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.

1 Press [Favorites Buttons].



2 Select the desired Favorites Button → press [Done].



If the desired Favorites Button is not displayed, press [▼] or [▲] to scroll to the desired Favorites Button.

The specified destination(s) appear in the destination list on the Send Basic Features screen, and the stored document settings are recalled.

NOTE

- To view the detailed information of a selected destination, select the destination → press [Details].
- To erase a specified destination from the destination list, select the destination you want to erase → press [Erase].
- You can manually change the recalled settings from the selected favorites button before you send your documents.
- If you press another favorites button, the settings stored in that button are recalled.
- To cancel all settings and return the machine to the Standard mode, press (Reset).
- If multiple destinations are stored under the selected favorites button, the destinations may not be listed in the order in which they were set.

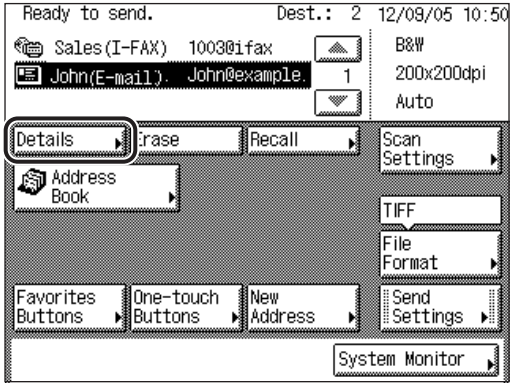
Checking/Changing a Destination

You can check and change a specified destination before you scan your documents.

NOTE

Only the destination specified using the New Address tab can be changed.

1 Select the destination → press [Details].



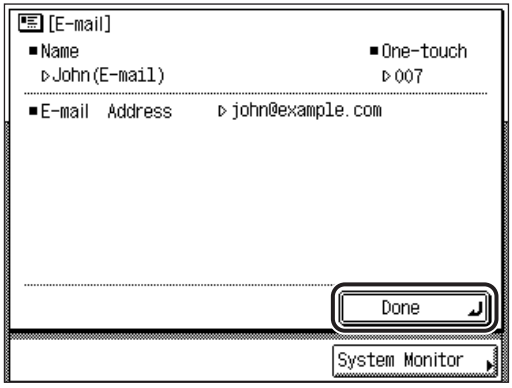
If the destination that you want to check or change is not displayed, press [▼] or [▲] to scroll to the desired destination.

If only one destination is specified, just press [Details].

2 If necessary, check or change the destination's information.

- **If the screen below is displayed:**

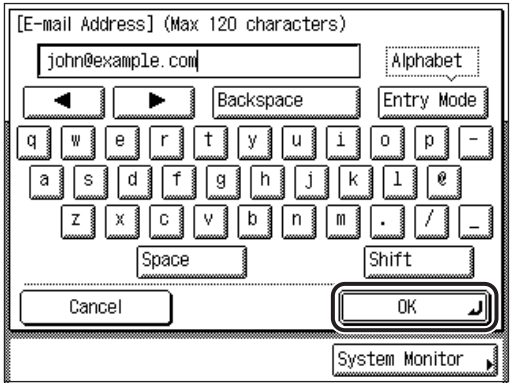
  ❑ Check the destination's information → press [Done].



The display returns to the Send Basic Features screen.

- **If the destination has been specified using one of the sending methods in the New Address tab:**

  ❑ Check or change the destination's information → press [OK].

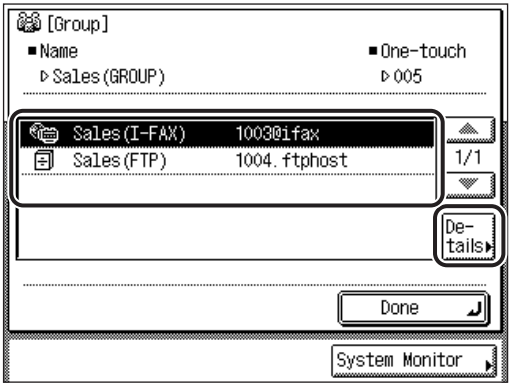


Change the destination's information in the same way that you specified it. (See "Using the New Address Tab," on p. 2-5.)

The display returns to the Send Basic Features screen.

● **If the destination is a group address:**

❑ To check the information of registered destinations in a group address, select one destination at a time → press [Details].



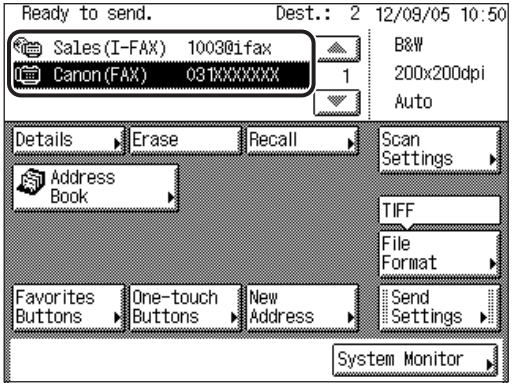
❑ Check the destination's information → press [Done] → [Done].

The display returns to the Send Basic Features screen.

Erasing a Destination

You can erase a specified destination from the destination list before you scan your documents.

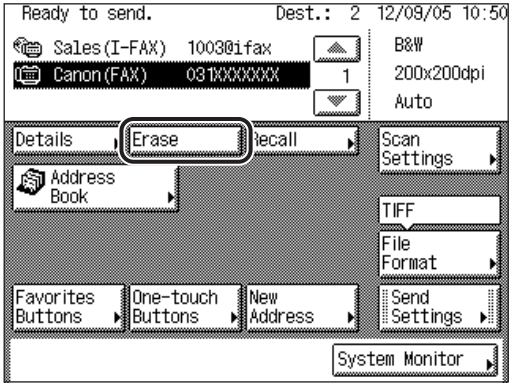
1 Select the destination to be erased.



If the destination that you want to erase is not displayed, press [▼] or [▲] to scroll to the desired destination.

If only one destination is specified, skip this step.

2 Press [Erase].



The selected destination is erased from the destination list.

Scanning Features

3
CHAPTER

This chapter describes the scanning features.

Selecting a Scan Mode 3-2

Scan Settings 3-5

Changing the Color Mode 3-5

Document Size 3-9

Resolution 3-12

Scan Density and Original Type Settings 3-14

Two-Sided Originals 3-19

Different Size Originals 3-21

Selecting a Scan Mode

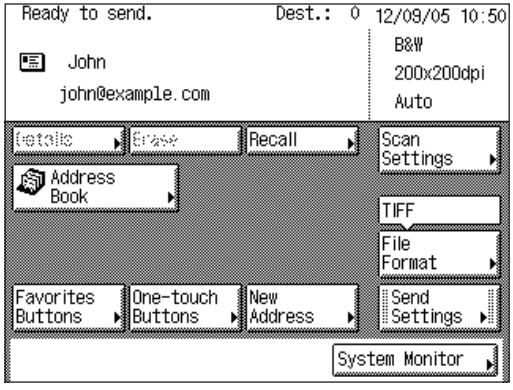
You can set the scan mode in which a document is scanned. The machine has three preset scan modes: B&W 200x200dpi, B&W 300x300dpi, and Color 300x300dpi.

Select the desired mode from the preset scan modes according to the type of original you are sending.

NOTE

- If you want to use less memory and make the sending time shorter, use a lower resolution mode.
- The default setting is 'B&W 200x200 dpi'. You can change this setting in Edit Standard Send Settings in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen). (See "Standard Send Settings," on p. 7-9.)
- In addition to the scan mode, you can store addresses and other send settings in the favorites buttons. (See "Favorites Buttons," on p. 7-25.)

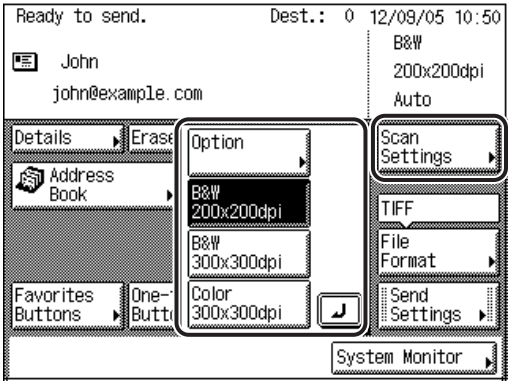
1 Place your originals → specify the destination.



NOTE

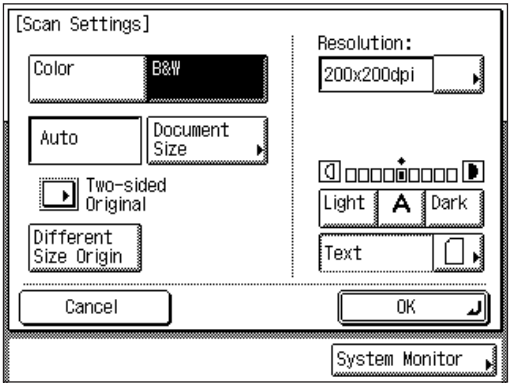
- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → select a scan mode.



NOTE

- The following combinations of file format and preset scan modes are not available. If you select them, a message asking for your confirmation to change the file format appears on the screen when you press (Start).
  - [PDF (Compact)] or [JPEG] as the file format and [B&W 2000x200dpi] or [B&W 300x300dpi] as the scan mode
  - [TIFF] or [PDF] as the file format and [Color 300x300dpi] as the scan mode
- [Color 300x300dpi] is not available when sending documents to an I-fax address.
- To change the Scan mode settings, select [Option] from the Scan Settings drop-down list, and adjust the settings. (See "Scan Settings" on p. 3-5.)



3 Press (Start).

If the originals are placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Scan Settings

To match the original you are sending, set the color mode (Color or B&W), document size, resolution, density, and original type.

Changing the Color Mode

This machine comes with two Color modes: Color and B&W (black and white).

IMPORTANT

If the destination is a fax number or I-fax address, the original is always scanned and sent in the B&W mode.

NOTE

The default setting is ' B&W'.

Color

The Color mode always scans in color regardless of whether the original is in color or black-and-white.

IMPORTANT

- If you select the Color mode and select JPEG as the file format, you can select 100x100dpi, 150x150dpi, 200x100dpi, or 300x300dpi as the resolution.
- If you select the Color mode and select PDF (Compact) as the file format, 300x300dpi is available as the resolution.
- Color is not available when sending documents to an I-fax address.

NOTE

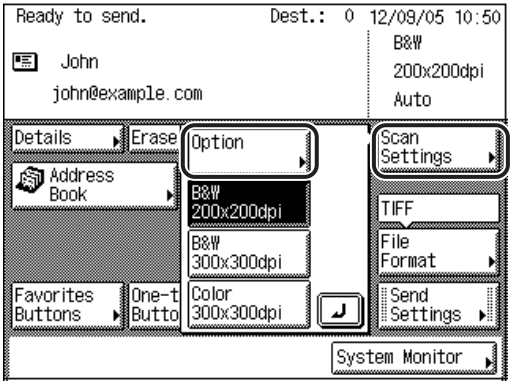
If a black-and-white original is scanned in the Color mode, it is counted as a color scan.

1 Place your originals → specify the destination.

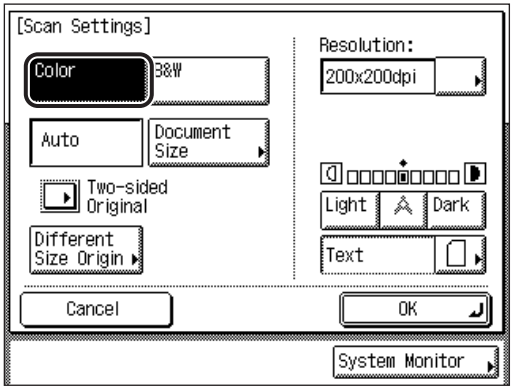
NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].



3 Press [Color] → [OK].



If [TIFF] or [PDF] is selected as the file format, and you select [Color] as the color mode, and then press [OK], a message asking for your confirmation to change the file format appears on the screen.

The selected mode is set, and the display returns to the Send Basic Features screen.

4 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

B&W

The B&W mode always scans in black-and-white regardless of whether the original is in color or black-and-white.

IMPORTANT

If you select the B&W mode, you can select TIFF or PDF as the file format, and 150x150dpi, 200x100dpi, 200x200dpi, 200x400dpi, 300x300dpi, 400x400dpi, or 600x600dpi as the resolution.

1 Place your originals → specify the destination.

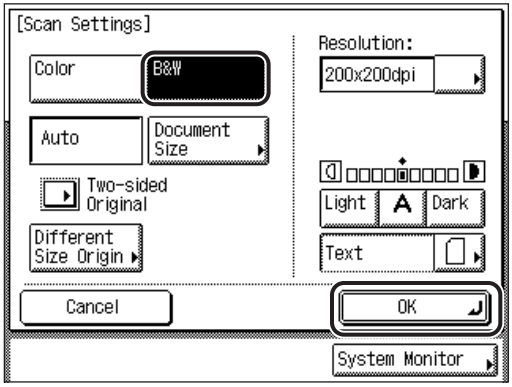
NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].

If necessary, see the screen shot in step 2 of "Color," on p.3-5.

3 Press [B&W] → [OK].



If [PDF (Compact)] or [JPEG] is selected as the file format, and you select [B&W] as the color mode, and then press [OK], a message asking for your confirmation to change the file format appears on the screen.

The selected mode is set, and the display returns to the Send Basic Features screen.

4 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Document Size

You can manually specify the document size when the machine cannot detect the paper size automatically, such as when scanning transparencies.

IMPORTANT

- You cannot select [Auto] when scanning the following types of originals. Specify the size of these documents manually.
  - Nonstandard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - STMT or STMTR originals that are placed on the platen glass
- If you specify the document size, you cannot use the Stamp and Different Size Originals mode.

NOTE

The default setting is 'Auto'.

Specifying the Document Size

1 Place your originals → specify the destination.

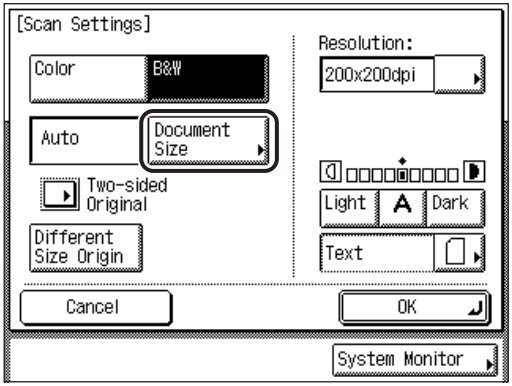
NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

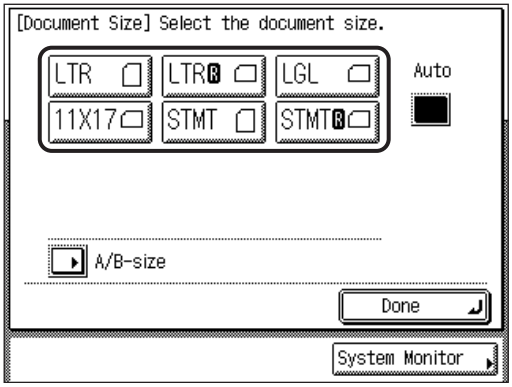
2 Press the Scan Settings drop-down list → press [Option].

If necessary, see the screen shot in step 2 of "Color," on p.3-5.

3 Press [Document Size].



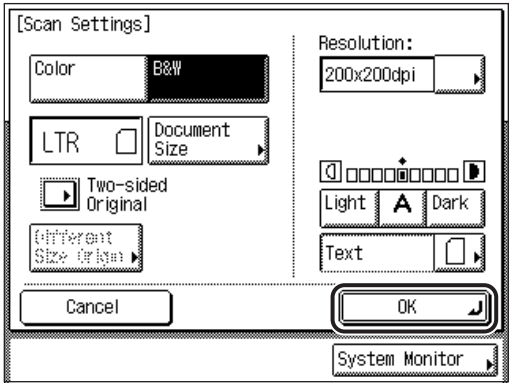
4 Select the document size.



NOTE

To select an A or B series paper size, press [A/B-size].

5 Press [Done] → [OK].



The selected size is set, and the display returns to the Send Basic Features screen.

6 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Resolution

You can specify the resolution before scanning the original.

The following combinations of color mode and resolution are available:

- B&W (TIFF and PDF)

  150x150dpi, 200x100dpi, 200x200dpi, 200x400dpi, 300x300dpi, 400x400dpi, 600x600dpi

- Color

  100x100dpi (JPEG), 150x150dpi (JPEG), 200x100dpi (JPEG), 300x300dpi (JPEG and PDF (Compact))

IMPORTANT

- The maximum size of an image that you can send at a resolution of 600x600 dpi is 11" x 17". If the image exceeds this size, it may be cut off.
- If you send a long original at a resolution of 600x600 dpi, the periphery of the original image may be cut off slightly.

NOTE

The default setting is 'B&W 200x200 dpi'.

1 Place your originals → specify the destination.

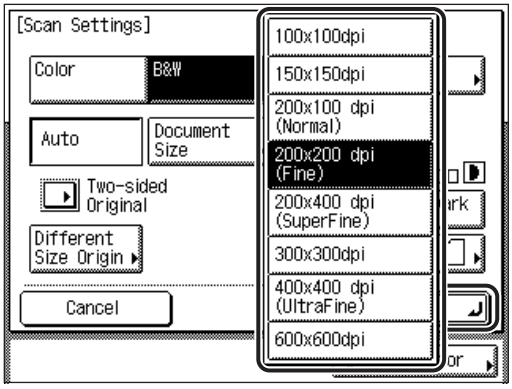
NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].

If necessary, see the screen shot in step 2 of "Color," on p.3-5.

3 Press the Resolution drop-down list → select the desired resolution → press [OK].



The selected mode is set, and the display returns to the Send Basic Features screen.

IMPORTANT

- If you select [PDF (Compact)] as the file format, the Color mode is set to [Color] and the resolution is set to [300x300 dpi] automatically, and the original type setting is disabled.
- The color mode and resolution you can set differ depending on the file format you have selected. Follow the instructions on the screen.

4 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Scan Density and Original Type Settings

You can set the scan density and select the original type before scanning the original.

Manual Density Adjustment

You can manually adjust the scan density to the most appropriate level for the original.

NOTE

If you select the Color mode, you should adjust the scan density manually.

1 Place your originals → specify the destination.

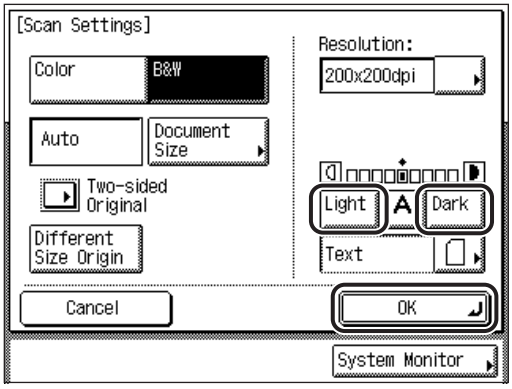
NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].

If necessary, see the screen shot in step 2 of "Color," on p.3-5.

3 Press [Light] or [Dark] to adjust the scan density → press [OK].



Press [Light] to move the indicator to the left to make the density lighter, or press [Dark] to move it to the right to make the density darker.

The selected mode is set, and the display returns to the Send Basic Features screen.

4 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE
- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Automatic Density Adjustment

This mode enables you to set the machine to automatically adjust the scan density to the level best suited to the quality of the original.

NOTE
- If you select the Color mode, automatic density adjustment cannot be used.
- If you set the automatic density adjustment, the original type setting is disabled.

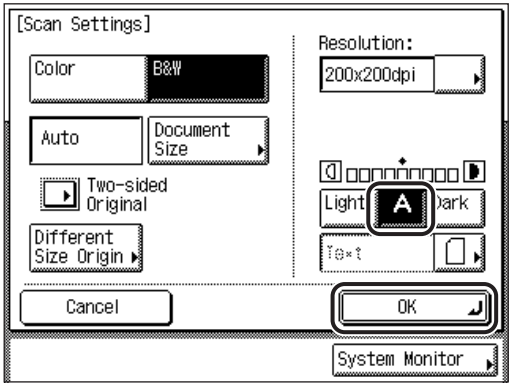
1 Place your originals → specify the destination.

NOTE
- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].

If necessary, see the screen shot in step 2 of "Color," on p.3-5.

3 Press [A] → [OK].



The machine automatically adjusts the scan density to the level best suited to the quality of the original.

The selected mode is set, and the display returns to the Send Basic Features screen.

NOTE
An automatic scan density adjustment may not work with transparencies. In this case, adjust the scan density manually by pressing [Light] or [Dark].

4 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Original Type Selection

You can manually select the original type according to the type of image that you are scanning. The following three original type modes are available for adjusting the image quality.

IMPORTANT

- Combinations of these three modes (Text/Photo, Photo, and Text) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If you scan an original containing halftones, such as a printed image, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen the moiré effect by adjusting the scanning contrast (sharpness). (See "Adjusting the Contrast (Sharpness)," on p. 7-23.)
- If you have selected [PDF (Compact)] as the file format, this setting is disabled.

NOTE

- If you select the automatic density adjustment mode, the original type setting is disabled.
- If the original is a transparency, select the original type → adjust the density to the most appropriate level for the original.
- The default setting is 'Text'.

■ Text Mode

This mode is best suited for scanning text originals. Blueprints or pencil drawn originals can also be scanned clearly.

■ Text/Photo Mode

This mode is best suited for scanning originals containing both text and images/photos, such as magazines or catalogues.

■ Photo Mode

This mode is best suited for scanning images from photos printed on photographic paper, or scanning images printed with halftone dots.

1 Place your originals → specify the destination.

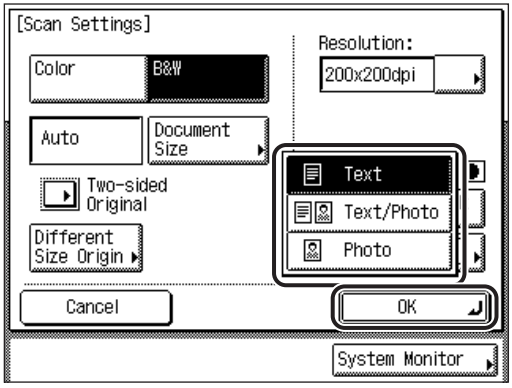
NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

2 Press the Scan Settings drop-down list → press [Option].

If necessary, see the screen shot in step 2 of "Color," on p.3-5.

3 Press the original type drop-down list → select the original type ([Text/Photo], [Photo], or [Text]) → press [OK].



The selected mode is set, and the display returns to the Send Basic Features screen.

4 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Two-Sided Originals

You can set the machine to automatically turn over two-sided originals that are placed in the feeder, and scan each side separately.

IMPORTANT

When you are scanning originals with a horizontal (landscape) orientation, such as LTRR, make sure to place them horizontally into the feeder. If these originals are placed vertically, the back sides of these originals are scanned upside down.

1 Place your originals → specify the destination.

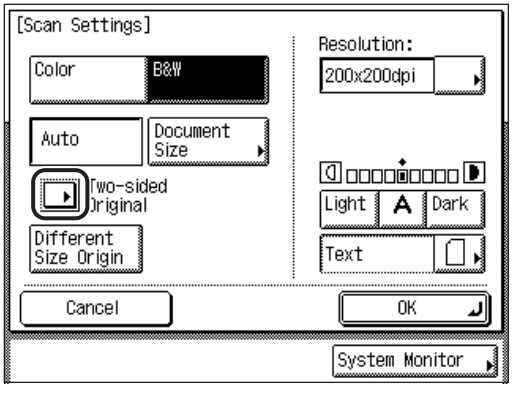
NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

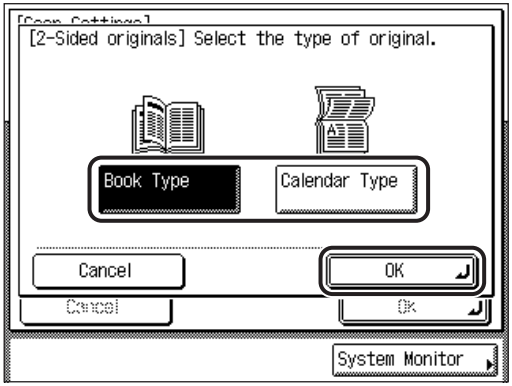
2 Press the Scan Settings drop-down list → press [Option].

If necessary, see the screen shot in step 2 of "Color," on p.3-5.

3 Press [Two-sided Original].



4 Select the type of original → press [OK].



Details of each item are shown below.

[Book Type]:	The front and back sides of the original have the same top-bottom orientation.
[Calendar Type]:	The front and back sides of the original have opposite top-bottom orientations.

5 Press [OK].

The selected mode is set, and the display returns to the Send Basic Features screen.

6 Press (Start).

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel this setting, press the Scan Settings drop-down list → [Option] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Different Size Originals

This mode enables you to scan different size originals together.

IMPORTANT

- The Different Size Originals mode cannot be used with the Document Size or Stamp mode.
- If the originals are placed in the feeder, make sure that the different size originals are of the same weight (paper type).
- Align the top edge of the originals with the back edge of the feeder or the platen glass if you are placing originals with different widths. ("Width" refers to the vertical measurement of the paper from the front of the machine to the back of the machine when the paper is placed in the feeder or on the platen glass.)
- Set different size originals in the following combinations. Other combinations may damage the originals.
  - 11" x 17" and LGL, LTR and LGL, LTR and LTRR
- If you place originals with different widths into the feeder, the originals may move slightly when fed to the scanning area. As a result, the images may be scanned as slanted.
- If the Different Size Originals mode is set, the scanning speed may be slower than normal.

1 Place your originals → specify the destination.

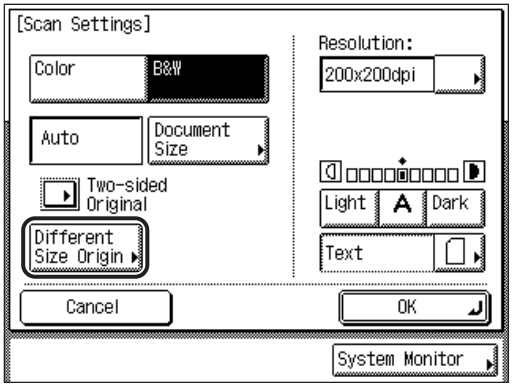
NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For more information on specifying the destination, see Chapter 2, "Basic Sending Methods."

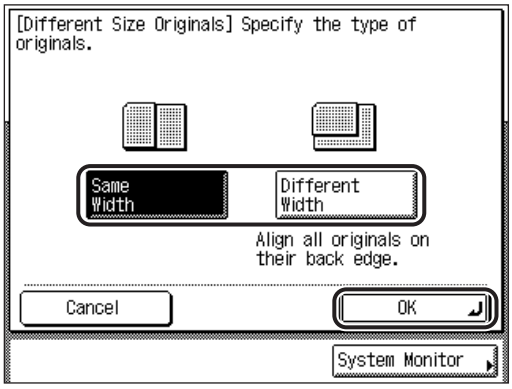
2 Press the Scan Settings drop-down list → press [Option].

If necessary, see the screen shot in step 2 of "Color," on p.3-5.

3 Press [Different Size Origin].



4 Select the type of originals → press [OK].



If you are placing originals with the same width, press [Same Width].

If you are placing originals with different widths, press [Different Width].

5 Press [OK].

The selected mode is set, and the display returns to the Send Basic Features screen.

6 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

NOTE

- To cancel the scan settings, press the Scan Settings drop-down list → press [Option] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Sending Documents

4
CHAPTER

This chapter describes the fundamental procedures for sending documents, how to configure send settings, and other useful features.

Sending Methods 4-2

Sending an E-Mail Message. 4-2

Sending an I-Fax 4-11

Sending a Job to a File Server 4-18

Delaying a Send Job 4-23

Stamping Originals 4-25

Dividing a Document into Files 4-27

Job Recall 4-31

Sending Methods

You can enter the document's name, a subject line, message body text, and a fax number, e-mail address, I-fax address, or file server address to which you want to send documents. Documents can be sent without changing any of the send settings, or you can configure them to suit your needs.

When you send a document, you can also send it at a preset time.

IMPORTANT

If you send an image as a TIFF (Tagged Image File Format) file to a Macintosh user running Mac OS 9.x or an earlier system, the recipient may not be able to view the image correctly. In this case, send the image as a PDF file, or view the TIFF file with an application, such as Apple QuickTime Player.

NOTE

For detailed procedure to send documents by fax, see Chapter 2, "Send and Receive Methods," in the *Facsimile Guide*.

Sending an E-Mail Message

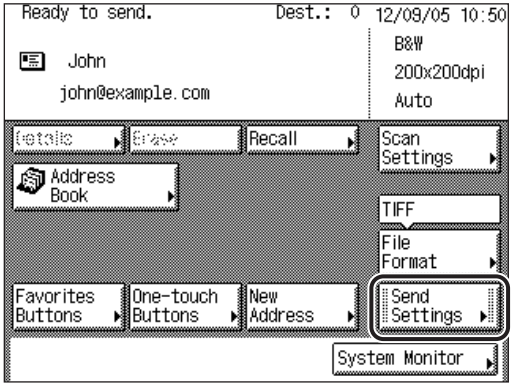
You can scan a document and send it as an attached file in an e-mail message. You can add the document's name, a subject line, message body text, and a reply-to address. The scanned document can be sent as a JPEG, TIFF, or PDF file.

NOTE

Unlike sending by I-fax, if you send an e-mail message, you can select sizes other than LTR, select the resolution, and send color images.

1 Press SEND (SEND).

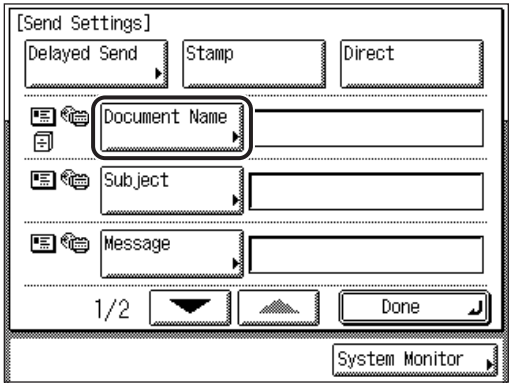
2 Place your originals → specify the e-mail address → press [Send Settings].



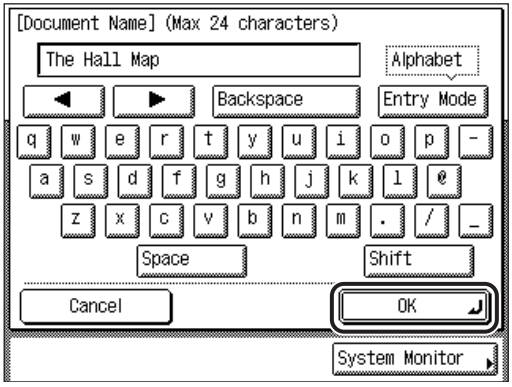
NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For instructions on specifying addresses stored in the Address Book, see "Using the Address Book," on p. 2-2.
- For instructions on specifying an e-mail address not registered in the Address Book, see "Specifying an E-Mail Address," on p. 2-5.
- For instructions on specifying addresses using the one-touch buttons, see "Using the One-Touch Buttons," on p. 2-21.
- For instructions on specifying addresses and settings using the favorites buttons, see "Using the Favorites Buttons," on p. 2-22.
- For instructions on setting the scan mode for your documents, see "Selecting a Scan Mode," on p. 3-2.

3 Press [Document Name].



4 Enter the name of the document that you want to send → press [OK].



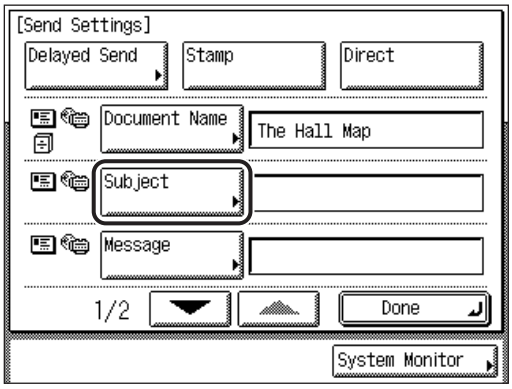
You can enter up to 24 characters for the document's name.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

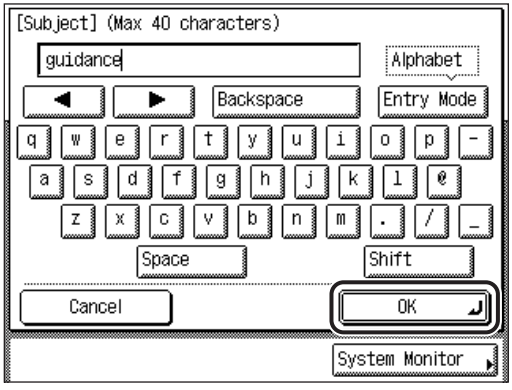
NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- When you are sending documents, each page is sent as a separate image attached to an e-mail message, and the extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the e-mail message is assigned as follows:
  - If you set the document's name:
    The file name prefix is generated by the document's name, transaction number, and four digits that signify the page number of the image.
    Example: document name_1004_0001.tif
  - If you do not set the document's name:
    The file name prefix is generated by the transaction number and four digits that signify the page number of the image.
    Example: 1004_0001.tif

5 Press [Subject].



6 Enter the subject of the e-mail message → press [OK].



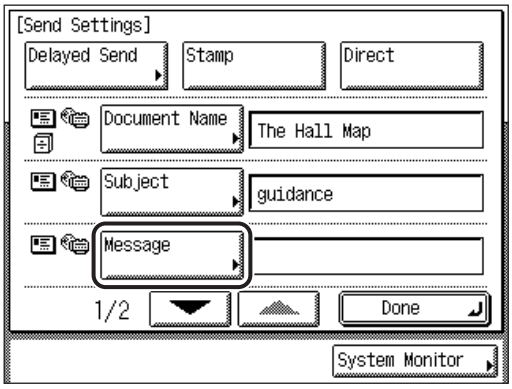
You can enter up to 40 characters for the subject.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

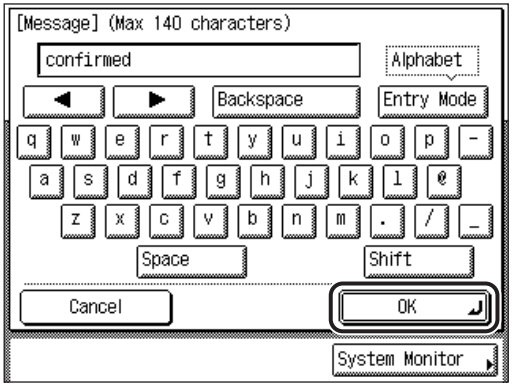
NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you do not enter a subject, the default subject set in E-mail/I-Fax is used. To access the E-mail/I-Fax screen, press ◎ (Additional Functions) → [System Settings] → [Communications Settings] → [E-mail/I-Fax]. (See "E-Mail/I-Fax Settings," on p. 9-4.)

7 Press [Message].



8 Enter the message body text → press [OK].



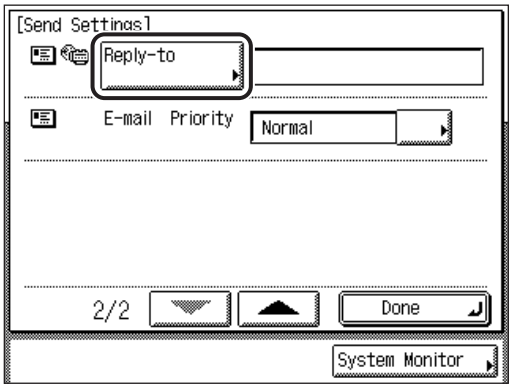
You can enter up to 140 characters for the e-mail message. A hard return is counted as one character.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

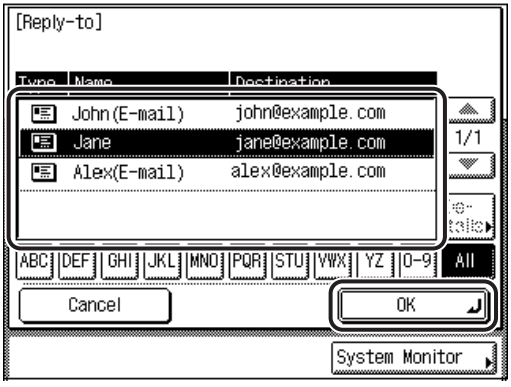
9 Press [Reply-to].



NOTE

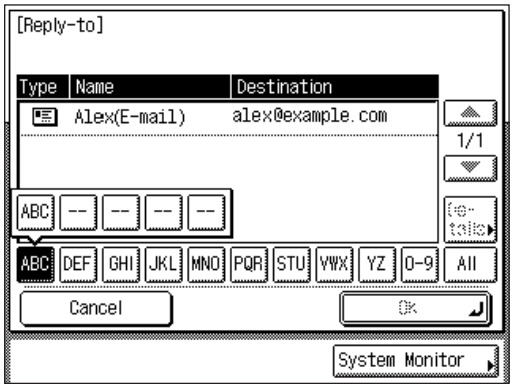
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

10 Select the reply-to address → press [OK].



If the desired reply-to address is not displayed, press [▼] or [▲] to scroll to the desired reply-to address.

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.



You can also specify a fax number as the reply-to address.

The selected destination is set as the reply-to address.

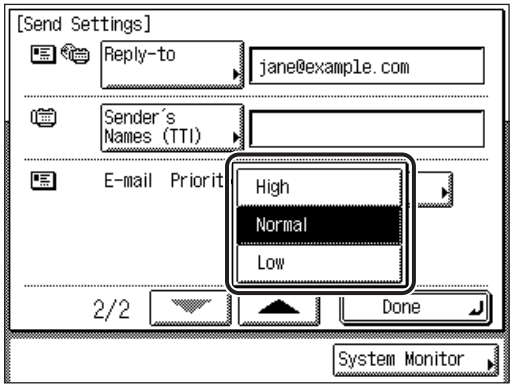
IMPORTANT

You need to store reply-to addresses in the Address Book beforehand. (See Chapter 8, "Storing/Editing Address Book Settings.")

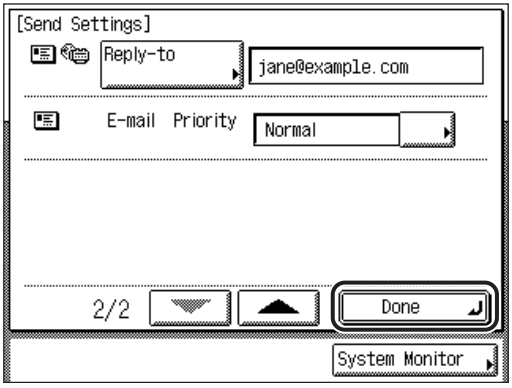
NOTE

- You cannot select multiple destinations at the same time.
- To cancel a selected reply-to address, press [Reply-to] → [Cancel].
- To view the detailed information of a selected reply-to address, select the address → press [Details].

11 Press the E-mail Priority drop-down list → select a priority for your e-mail message.

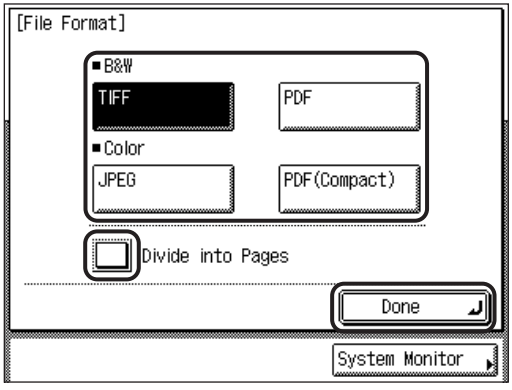


12 Press [Done].



The display returns to the Send Basic Features screen.

13 Press [File Format] → select a file format for sending your document → press [Done].



If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

File Formats:

[TIFF]:	Sends the file in the TIFF format. This file format is available only when you scan the document in the B&W mode.
[PDF]:	Sends the file in the PDF format. This file format is available only when you scan the document in the B&W mode.
[JPEG]:	Sends the file in the JPEG format. This file format is available only when you scan the document in the Color mode.
[PDF(Compact)]:	Enables you to send files containing text originals or text/photo originals using a high compression ratio. This file format is available only when you scan the document in the Color mode. If you select [PDF (Compact)] as the file format, it is recommended that you set the original type setting to either 'Text/Photo' or 'Text', depending on the image type.

IMPORTANT

- If you select [JPEG] as the file format, Divide into Pages is automatically set to 'On'.
- If you select [PDF (Compact)] as the file format, the Color mode is set to [Color] and the resolution is set to [300x300 dpi] automatically, and the original type setting is disabled.
- The color mode and resolution you can set differ depending on the file format you select. Follow the instructions on the screen.

NOTE

- To view a JPEG file, a software application that supports the JPEG format is required.
- To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
- To view a PDF file, Adobe Reader/Adobe Acrobat Reader/Adobe Acrobat is required.
- For more information on the different file formats, see "File formats," in the Glossary, on p. 12-15.
- If you select [JPEG] as the file format, Divide into Pages is automatically set to 'On.'

14 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

Sending an I-Fax

You can scan a document, and send it to a destination via the Internet as an I-fax. An I-fax can only be sent to machines that can receive faxes via the Internet. You can add the document's name, a subject line, message body text, and a reply-to address.

IMPORTANT

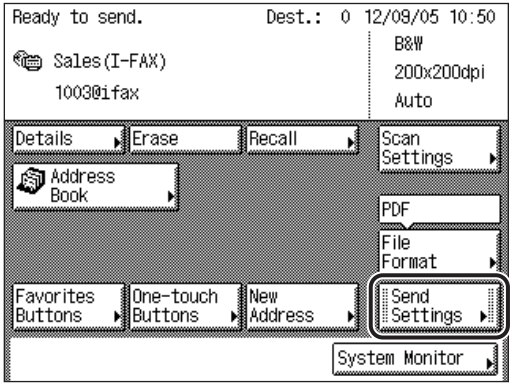
If the destination is an I-fax address, the original is always scanned and sent in B&W mode.

NOTE

- The following conditions are always selected:
  - Paper Size: LTR

    This is because the sender does not know whether the recipient's machine can receive sizes other than LTR. Originals larger than LTR are reduced to LTR size.
  - File Format: TIFF
  - Resolution: B&W200x100 dpi or B&W200x200 dpi

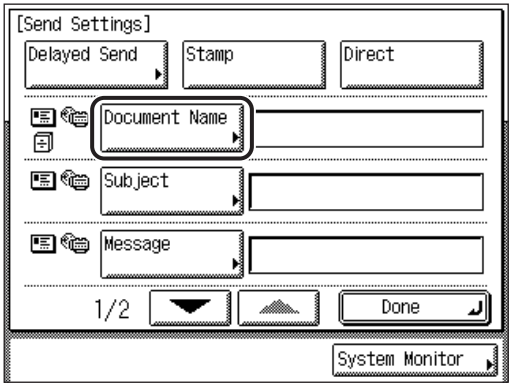
1 Press [SEND] (SEND) → place your originals → specify the I-fax destination → press [Send Settings].



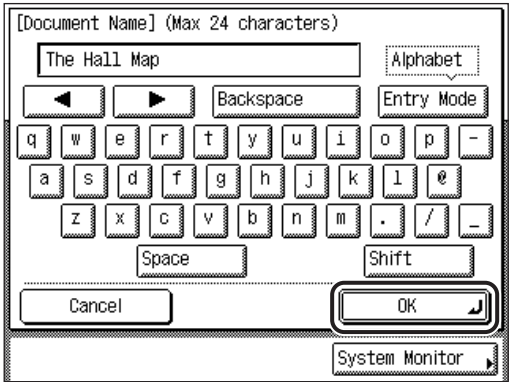
NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For instructions on specifying addresses stored in the Address Book, see "Using the Address Book," on p. 2-2.
- For instructions on specifying the I-fax address not registered in the Address Book, see "Specifying an I-Fax Address," on p. 2-7.
- For instructions on specifying addresses using the one-touch buttons, see "Using the One-Touch Buttons," on p. 2-21.
- For instructions on specifying addresses and settings using the favorites buttons, see "Using the Favorites Buttons," on p. 2-22.
- For instructions on setting the scan mode for your documents, see "Selecting a Scan Mode," on p. 3-2.

2 Press [Document Name].



3 Enter the name of the document that you want to send → press [OK].



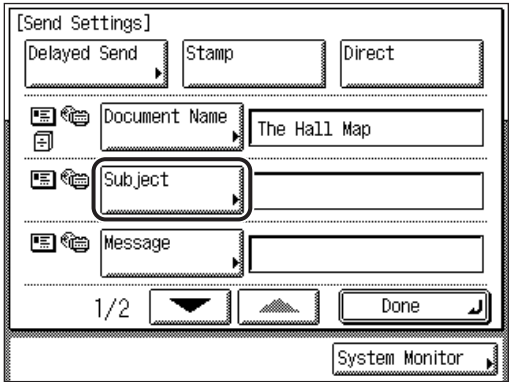
You can enter up to 24 characters for the document's name.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

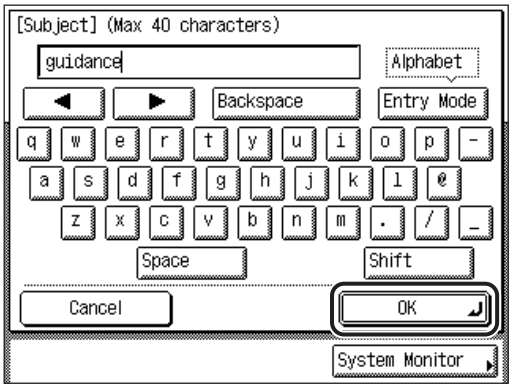
NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- When you are sending documents, each page is sent as a separate TIFF image attached to the I-fax. The file name prefix of the image attached to the I-fax is assigned as follows:
  - If you set the document's name:
    The file name prefix is generated by the document's name, transaction number, and four digits that signify the page number of the image.
    Example: document name_1004_0001.tif
  - If you do not set the document's name:
    The file name prefix is generated by the transaction number and four digits that signify the page number of the image.
    Example: 1004_0001.tif

4 Press [Subject].



5 Enter the subject of your I-fax → press [OK].



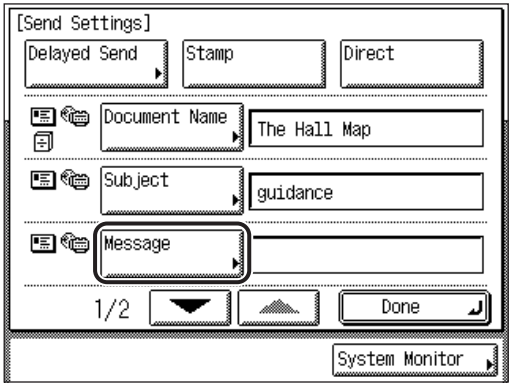
You can enter up to 40 characters for the subject.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

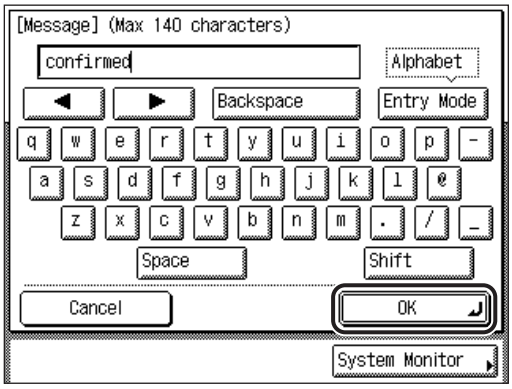
NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you do not enter a subject, the default subject set in E-mail/I-Fax is used. To access the E-mail/I-Fax screen, press ◎ (Additional Functions) → [System Settings] → [Communications Settings] → [E-mail/I-Fax]. (See "E-Mail/I-Fax Settings," on p. 9-4.)

6 Press [Message].



7 Enter the message body text → press [OK].



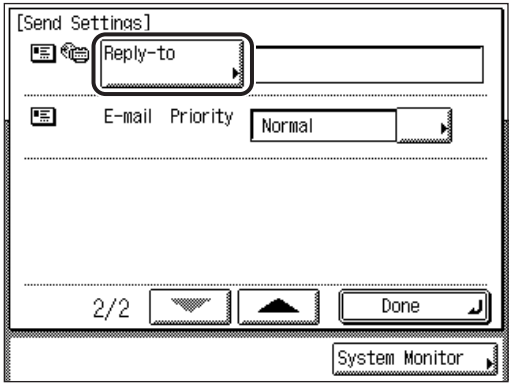
You can enter up to 140 characters for the message. A hard return is counted as one character.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

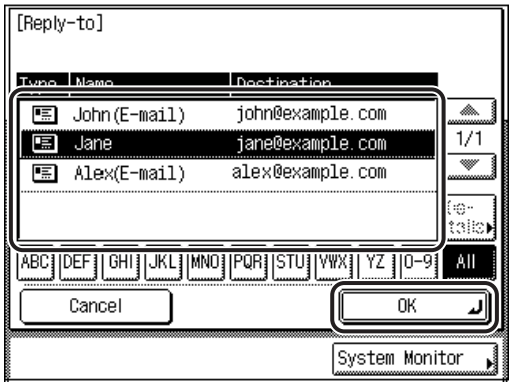
8 Press [Reply-to].



NOTE

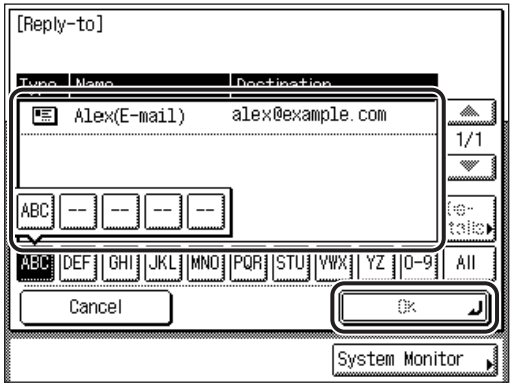
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

9 Select the reply-to address → press [OK].



If the desired reply-to address is not displayed, press [▼] or [▲] to scroll to the desired reply-to address.

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.



You can also specify a fax number as the reply-to address.

The selected destination is set as the reply-to address.

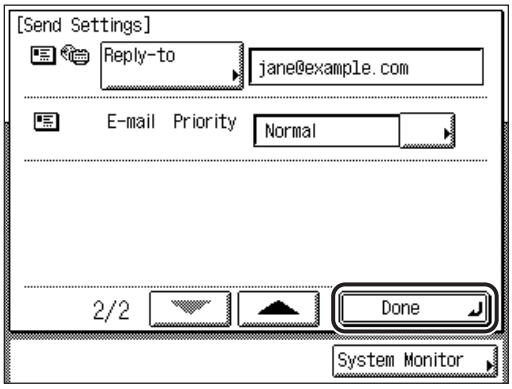
IMPORTANT

You must store reply-to addresses in the Address Book beforehand. (See Chapter 8, "Storing/Editing Address Book Settings.")

NOTE

- You cannot select multiple destinations.
- To cancel a selected reply-to address, press [Reply-to] → [Cancel].
- To view the detailed information of a selected reply-to address, select the address → press [Details].

10 Press [Done].



The display returns to the Send Basic Features screen.

11 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

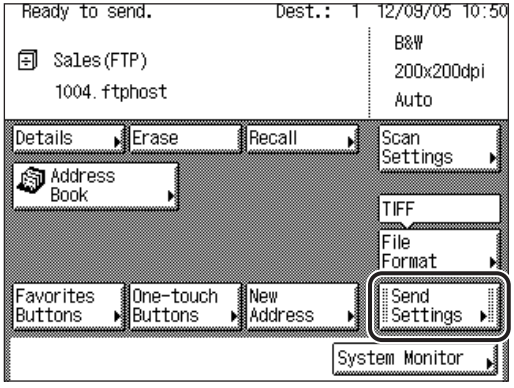
Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

Sending a Job to a File Server

You can send a job to any computer that acts as a file server on the network. The following procedure explains how to specify the document's name and the file format of the image you are sending.

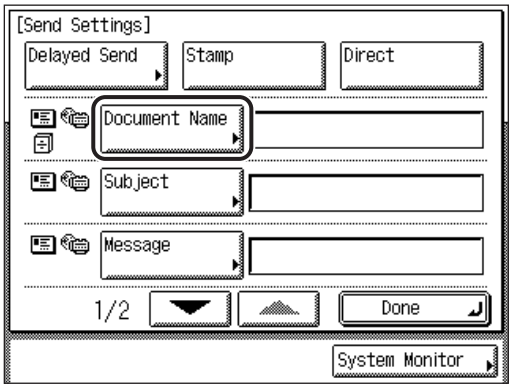
1 **Press [SEND] (SEND) → place your originals → specify the file server's destination → press [Send Settings].**



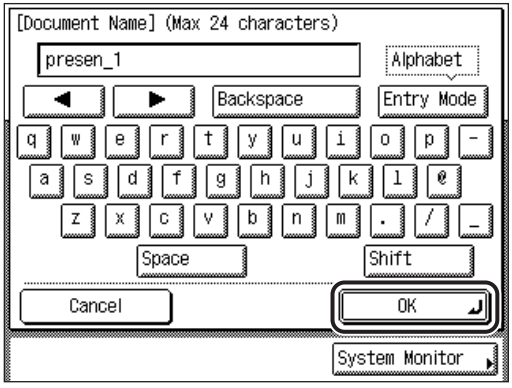
NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For instructions on specifying addresses using the Address Book, see "Using the Address Book," on p. 2-2.
- For instructions on specifying the file server's destination not registered in the Address Book, see "Specifying a File Server," on p. 2-9.
- For instructions on specifying addresses using the one-touch buttons, see "Using the One-Touch Buttons," on p. 2-21.
- For instructions on specifying addresses and settings using the favorites buttons, see "Using the Favorites Buttons," on p. 2-22.
- For instructions on setting the scan mode for your documents, see "Selecting a Scan Mode," on p. 3-2.

2 Press [Document Name].



3 Enter the name of the document that you want to send → press [OK].



You can enter up to 24 characters for the document's name.

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and ⓒ (Clear) to clear your entry.

IMPORTANT

If you use characters such as ",", "/", "[", or "]" in the document name, you may not be able to send the file to file servers that run on operating systems that do not recognize such characters.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- When you are sending documents, each page is sent as a separate image and stored in a file server. The extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the document you are sending is assigned as follows:

  - If you set the document's name

    The file name prefix is generated by the document's name, the transaction number, and the four digits that signify the page number of the image.

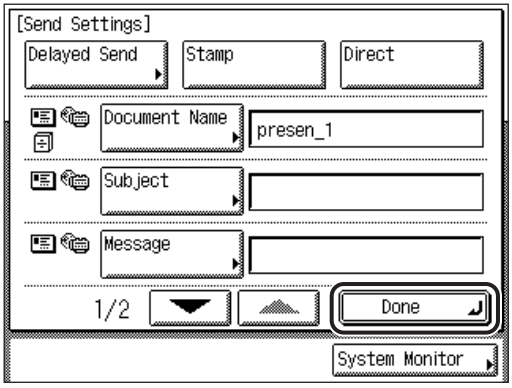
    Example: document name_1004_0001.tif
    document name_1004_0001.pdf
    document name_1004_0001.jpg

  - If you do not set the document's name

    The file name prefix is generated by the transaction number and the four digits that signify the page number of the image.

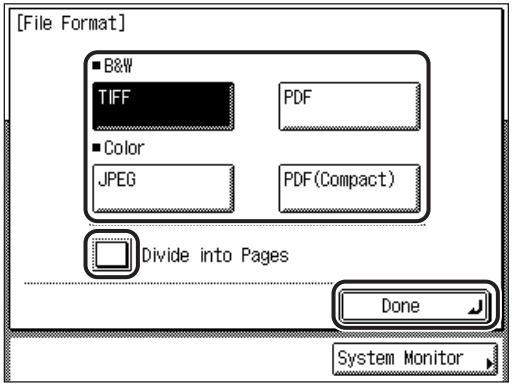
    Example: 1004_0001.tif
    1004_0001.pdf
    1004_0001.jpg

4 Press [Done].



The display returns to the Send Basic Features screen.

5 Press [File Format] → select a file format for sending your document → press [Done].



If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

File Formats:

[TIFF]:	Sends the file in the TIFF format. This file format is available only when you scan the document in the B&W mode.
[PDF]:	Sends the file in the PDF format. This file format is available only when you scan the document in the B&W mode.
[JPEG]:	Sends the file in the JPEG format. This file format is available only when you scan the document in the Color mode.
[PDF(Compact)]:	Enables you to send files containing text originals or text/photo originals using a high compression ratio. This file format is available only when you scan the document in the Color mode. If you select [PDF (Compact)] as the file format, it is recommended that you set the original type setting to either 'Text/Photo' or 'Text', depending on the image type.

NOTE

- To view a JPEG file, a software application that supports the JPEG format is required.
- To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
- To view a PDF file, Adobe Reader/Adobe Acrobat Reader/Adobe Acrobat is required.
- For more information on the different file formats, see "File formats," in the Glossary, on p. 12-15.
- If you select [JPEG] as the file format, Divide into Pages is automatically set to 'On.'

6 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

Delaying a Send Job

The Delayed Send mode enables you to store a send job in memory, and have it sent at a later time.

NOTE

- You can reserve up to 70 jobs for the Delayed Send. However, the actual number of jobs that can be reserved may be less than 70, depending on the following conditions:
  - If multiple documents are being sent at the same time
  - If large documents are being sent
- The number of delayed send jobs which you can reserve may also be reduced if there are jobs other than Delayed Send, or if there are other factors affecting the specified destinations.
- Once the delayed documents are sent, the documents are automatically deleted from memory.
- You can check the status or cancel the transmission of jobs for which a preset send time has been specified. (See "Using the System Monitor Screen," on p. 1-42, and Chapter 6, "Checking/Changing the Send/Receive Status.")

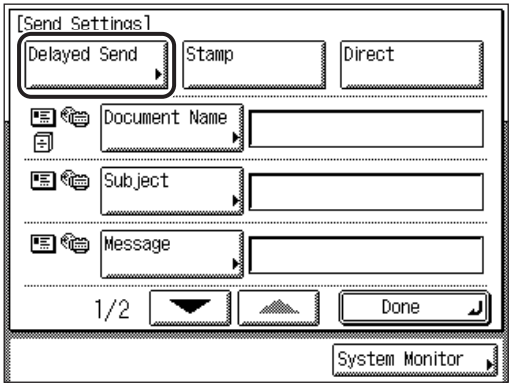
1 **Press [SEND] (SEND) → place your originals → specify the destination → press [Send Settings].**

If necessary, see the screen shot in step 2 of "Sending an E-Mail Message," on p. 4-2.

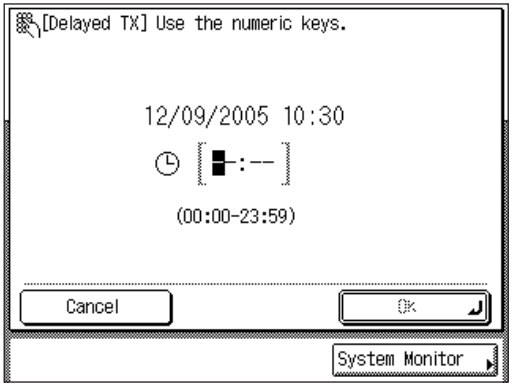
NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For instructions on specifying addresses stored in the Address Book, see "Using the Address Book," on p. 2-2.
- For instructions on specifying addresses not registered in the Address Book, see "Using the New Address Tab," on p. 2-5.
- For instructions on specifying addresses using the one-touch buttons, see "Using the One-Touch Buttons," on p. 2-21.
- For instructions on specifying addresses and settings using the favorites buttons, see "Using the Favorites Buttons," on p. 2-22.
- For instructions on setting the scan mode for your documents, see "Selecting a Scan Mode," on p. 3-2.

2 Press [Delayed Send].



3 Enter the send time using ⓪ - ⑨ (numeric keys).



Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 9:05 a.m. → 0905

4:18 p.m. → 1618

If you set a time earlier than the current time, the document will be sent at that time on the next day.

NOTE

If you make a mistake when entering the send time, press ⓒ (Clear) to clear your entry → enter another four digit number.

4 Press [OK] → [Done].

The display returns to the Send Basic Features screen.

5 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

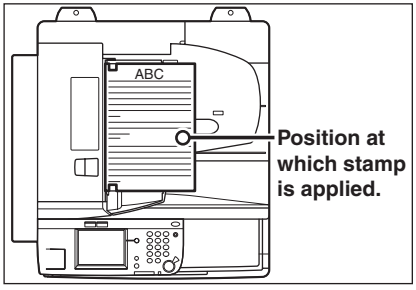
The document is stored in memory, and then sent to the specified destination at the specified time.

NOTE

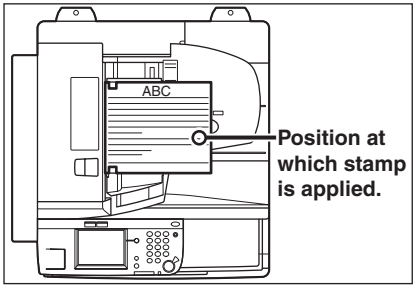
- To cancel a delayed send job, press [Send Settings] → [Delayed Send] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).
- You can also cancel a delayed send job from the System Monitor screen. (See "Using the System Monitor Screen," on p. 1-42.)

Stamping Originals

The machine can print a stamp (approximately 1/8" (3 mm) in diameter) on the front side of scanned and sent originals.



Vertical Placement

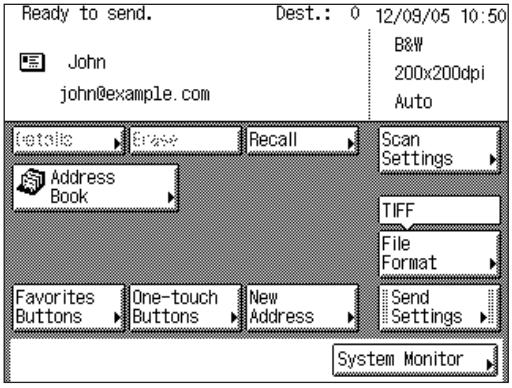


Horizontal Placement

IMPORTANT

The Stamp mode cannot be used with the Document Size or Different Size Originals mode.

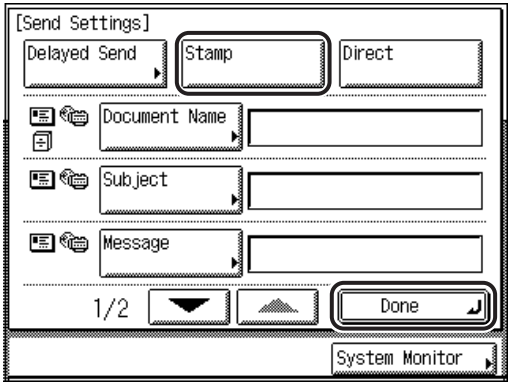
1 Press SEND (SEND) → place your originals into the feeder → specify the destination.



NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For instructions on specifying addresses stored in the Address Book, see "Using the Address Book," on p. 2-2.
- For instructions on specifying addresses not registered in the Address Book, see "Using the New Address Tab," on p. 2-5.
- For instructions on specifying addresses using the one-touch buttons, see "Using the One-Touch Buttons," on p. 2-21.
- For instructions on specifying addresses and settings using the favorites buttons, see "Using the Favorites Buttons," on p. 2-22.
- For instructions on setting the scan mode for your documents, see "Selecting a Scan Mode," on p. 3-2.
- You can also set the Stamp mode by pressing (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings> → [Edit Standard Send Settings]. (See "Standard Send Settings," on p. 7-9.)

2 Press [Send Settings] → [Stamp] → [Done].



The display returns to the Send Basic Features screen.

NOTE

To cancel the Stamp mode, press [Stamp] again.

3 Press (Start).

Scanning starts.

A stamp mark (⊕) appears on the original output.

NOTE

If the stamp is not marked clearly, see Chapter 6, "Routine Maintenance," in the *Reference Guide*.

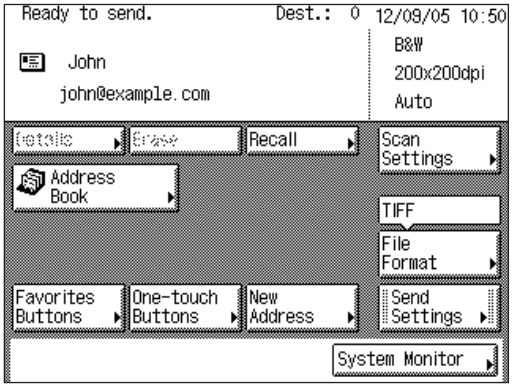
Dividing a Document into Files

When sending multiple originals to an e-mail address or file server, each page can be sent as a separate file.

NOTE

- If you select [JPEG] as the file format, Divide into Pages is automatically set to 'On'.
- The default setting is 'Off'.

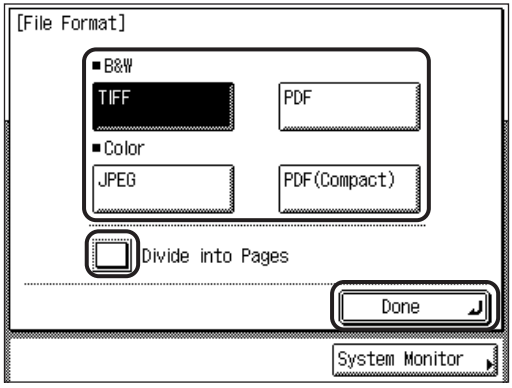
1 Press SEND (SEND) → place your originals → specify the destination.



NOTE

- For instructions on placing your originals, see "Placing Originals," on p. 1-31.
- For instructions on specifying addresses stored in the Address Book, see "Using the Address Book," on p. 2-2.
- For instructions on specifying addresses not registered in the Address Book, see "Using the New Address Tab," on p. 2-5.
- For instructions on specifying addresses using the one-touch buttons, see "Using the One-Touch Buttons," on p. 2-21.
- For instructions on specifying addresses and settings using the favorites buttons, see "Using the Favorites Buttons," on p. 2-22.
- For instructions on setting the scan mode for your documents, see "Selecting a Scan Mode," on p. 3-2.

2 Press [File Format] → select a file format for sending your document → press [Done].



If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

File Formats:

[TIFF]:	Sends the file in the TIFF format. This file format is available only when you scan the document in the B&W mode.
[PDF]:	Sends the file in the PDF format. This file format is available only when you scan the document in the B&W mode.
[JPEG]:	Sends the file in the JPEG format. This file format is available only when you scan the document in the Color mode.
[PDF(Compact)]:	Enables you to send files containing text originals or text/photo originals using a high compression ratio. This file format is available only when you scan the document in the Color mode. If you select [PDF (Compact)] as the file format, it is recommended that you set the original type setting to either 'Text/Photo' or 'Text', depending on the image type.

IMPORTANT

- If you select [JPEG] as the file format, Divide into Pages is automatically set to 'On'.
- If you select [PDF (Compact)] as the file format, the Color mode is set to [Color] and the resolution is set to [300x300 dpi] automatically, and the original type setting is disabled.
- The color mode and resolution you can set differ depending on the file format you select. Follow the instructions on the screen.

NOTE

- To view a JPEG file, a software application that supports the JPEG format is required.
- To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
- To view a PDF file, Adobe Reader/Adobe Acrobat Reader is required.
- For more information on the different file formats, see "File formats," in the Glossary, on p. 12-15.
- If you select [JPEG] as the file format, Divide into Pages is automatically set to 'On.'

3 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

Job Recall

You can recall the last three destinations, scan settings, and send settings which have been set, and then send your documents.

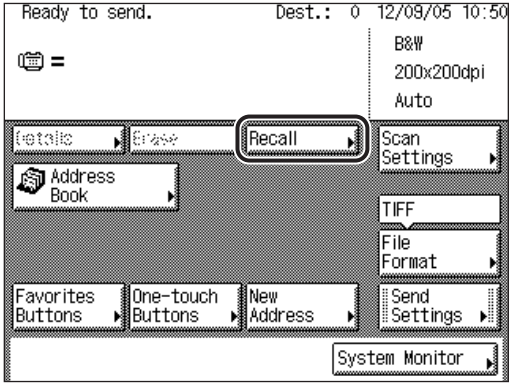
IMPORTANT

- The machine considers any one of the following operations a send job:
  - When settings, such as the destination, scan settings, and send settings, are specified, and then the control panel power switch, (Start), or (Reset) is pressed
  - When the Auto Clear mode activates after send settings are specified
- The Standard mode is not stored in Recall memory.

NOTE

The three most recent settings that were stored in memory are not erased even when the power is turned OFF.

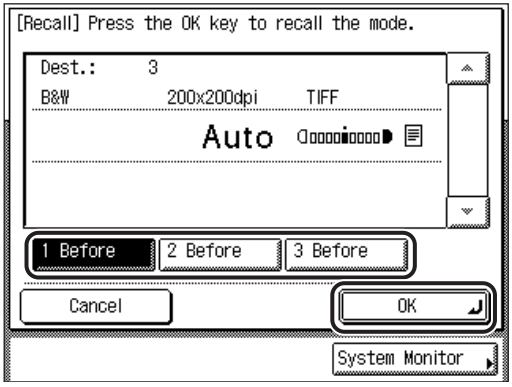
1 Press SEND (SEND) → place your originals → press [Recall].



NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-31.

2 Select [1 Before], [2 Before], or [3 Before] → confirm the settings → press [OK].



The display returns to the Send Basic Features screen.

NOTE

- If there are more stored Send settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].
- You can change the settings for a recalled send job.
- If there are multiple destinations stored in Recall memory, the order of the destinations shown in the list may not correspond to the order in which they were specified.

3 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

Receiving Documents

5
CHAPTER

This chapter describes the basic reception features. You can receive document transmissions automatically, forward received documents to a specified destination, or print a received document from memory.

Receiving Print and I-Fax Documents 5-2

Receiving Documents. 5-2

Receiving Documents into Memory (Memory Lock). 5-4

Forwarding Received Documents. 5-7

Erasing Received I-Fax Documents 5-9

Available Paper Sizes 5-12

Receiving Print and I-Fax Documents

■ Receiving Print Jobs

The machine receives and prints print jobs sent from a computer.

■ Receiving I-Fax Documents

The I-fax function is similar to e-mail. However, instead of sending and receiving messages over the Internet, I-fax enables you to send and receive scanned document images via the Internet.

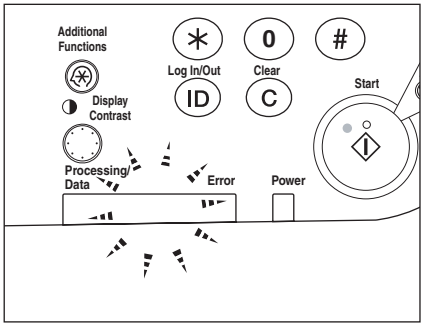
You can set the machine to automatically forward received I-fax documents to specified destinations. For more information on specifying forwarding settings, see "Forwarding Settings," on p. 9-15.

NOTE

- If files (images) that are attached to received I-fax documents are not compatible with this machine, and if the RX Report is set to 'On' or 'For Error Only', the machine prints an Error RX Report.
- You can also receive fax documents. For details about receiving fax documents, see Chapter 2, "Send and Receive Methods," in the *Facsimile Guide*.

Receiving Documents

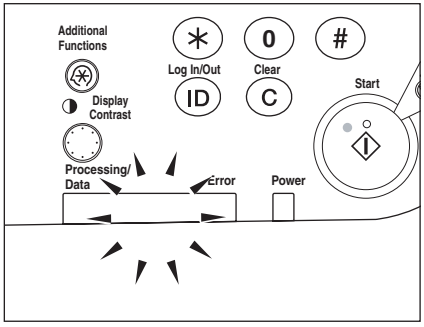
1 When documents are being received, the Processing/Data indicator on the control panel flashes a green light.



NOTE

During reception, the transaction number is displayed on the touch panel display.

2 When document reception is complete, the Processing/Data indicator on the control panel maintains a steady green light. This indicates that documents are stored in memory.



NOTE

- The Processing/Data indicator flashes or maintains a steady green light even when the machine enters the Sleep mode.
- The Error indicator flashes when either the amount of available memory is low or paper needs to be loaded into a paper drawer.

3 The document is printed.

The Processing/Data indicator goes out when documents stored in memory are printed.

NOTE

- If there is no paper on which the received documents can be printed, the received documents are stored in memory.
- The memory can hold a total of approximately 1,300 pages of sent and received documents.
- Documents which have been stored in memory because the paper has run out, are automatically printed when paper is loaded into a paper drawer.
- If a printing error occurs, the Error indicator flashes a red light.

Receiving Documents into Memory (Memory Lock)

If Memory Lock Settings in Communications Settings in System Settings (from the Additional Functions screen) is set to 'On', received documents are stored in memory instead of being printed.

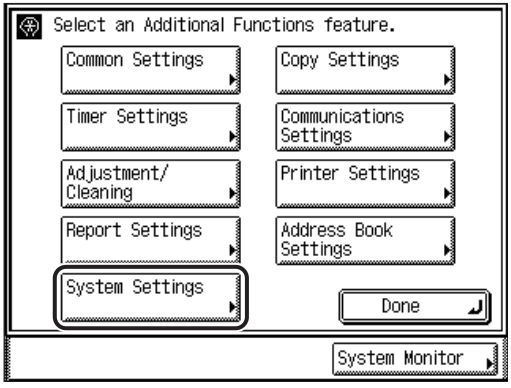
Follow the procedure below to manually switch the machine into the Memory Lock mode if the Memory Lock timer has not been set, or if you want to switch the machine into the Memory Lock mode before the timer automatically activates the Memory Lock mode.

IMPORTANT

Additional documents cannot be received in memory if any of the following is true: (The numbers below may vary depending on the remaining capacity of memory.)

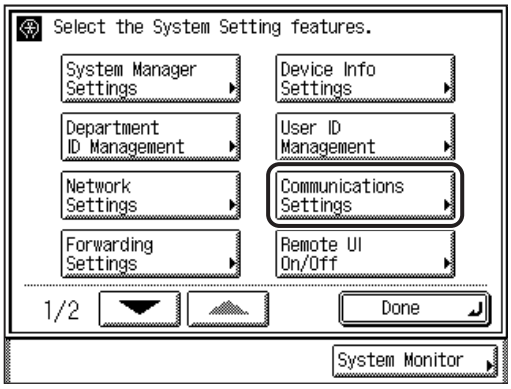
- When a total of 97 documents have been stored in memory
- When a total of approximately 1,300 pages have been stored in memory
- When a total of 90 received documents or 99 report jobs are waiting to be printed while the machine is out of paper.

1 **Press (Additional Functions) → [System Settings].**



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

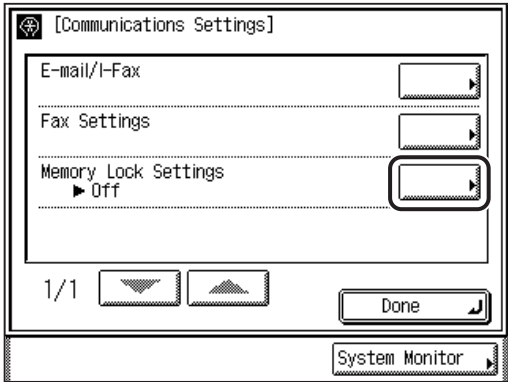
2 Press [Communications Settings].



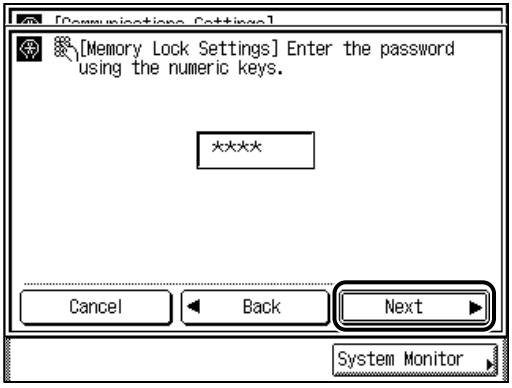
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

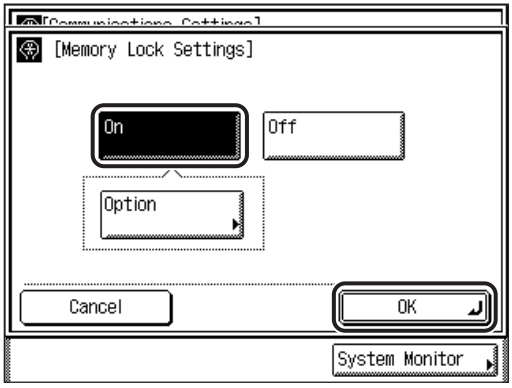
3 Press [Memory Lock Settings].



If a password has been set for the Memory Lock Settings screen, enter the password using ⓪ - ⑨ (numeric keys) → press [Next].



4 Press [On] → [OK].



If you do not want to set the Memory Lock mode, select [Off] → press [OK].

NOTE

You can configure the Memory Lock settings by pressing [Option]. For more information, see "Memory Lock Settings," on p. 9-9.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

During reception, the transaction number is displayed on the touch panel display.

NOTE

Use the System Monitor screen to check if there are any received documents stored in memory. (See "Checking/Changing the Status of Receive Jobs," on p. 6-7.)

Forwarding Received Documents

If Forwarding Settings in System Settings (from the Additional Functions screen) is set to 'On', received documents are forwarded to a destination that has been registered in the machine beforehand.

Follow the procedure below to place the machine in the Forward mode.

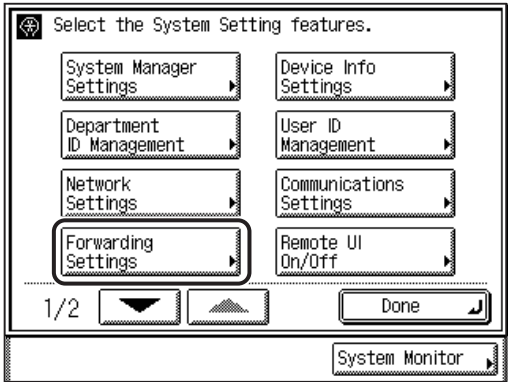
IMPORTANT

- To use this function, you should specify the forwarding conditions beforehand. For details, see "Forwarding Settings," on p. 9-15.
- If an error occurs when forwarding a document, the received fax/I-fax document is erased from memory even if the Memory Lock mode is set to 'On'.

NOTE

If you set the Forward mode, <Forward conditions applied> appears in the Job Monitor Area.

1 **Press (Additional Functions) → [System Settings] → [Forwarding Settings].**

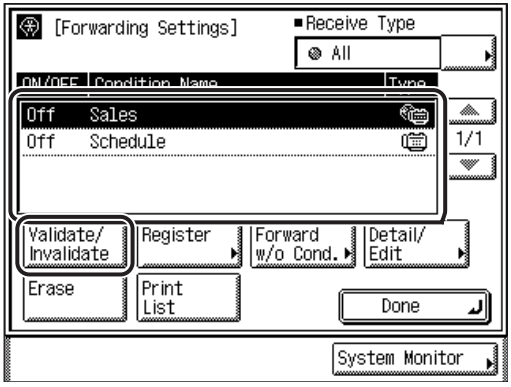


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select the desired forwarding setting → press [Validate/Invalidate].



When you select the desired forwarding setting and press [Validate/Invalidate], the "On" or "Off" status displayed on the left side of the Condition Name is switched. ("On" becomes "Off", and "Off" becomes "On".)

Details of each item are shown below.

<On>: The received document is forwarded to the specified destination if it matches the forwarding conditions.

<Off>: The received document is not forwarded to the specified destination even if it matches the forwarding conditions.

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

To cancel forwarding, press [Validate/Invalidate] again.

The selected forwarding setting is enabled.

3 Press [Done] repeatedly until the Send Basic Features screen appears.

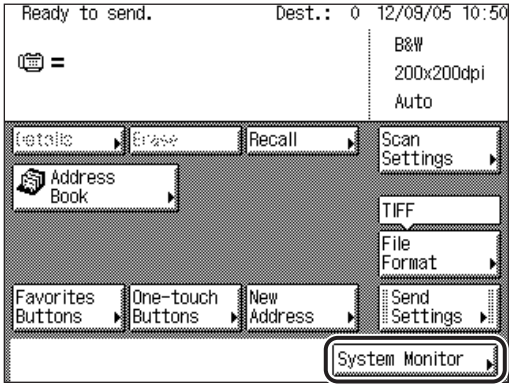
Erasing Received I-Fax Documents

You can erase any received I-fax document stored in memory. If the memory is full, the machine cannot receive any documents. It is recommended that you erase unnecessary documents as often as possible.

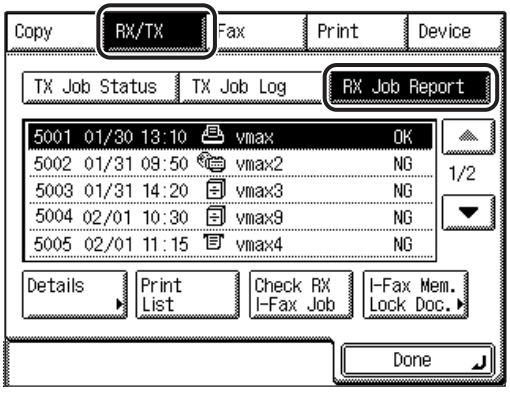
NOTE

- Additional documents cannot be received in memory if either of the following is true:
  - When a total of 64 documents have been stored
  - When a total of 1,300 pages have been stored
- For instructions on erasing received fax documents, see Chapter 3, "Checking/Changing the Fax Status," in the *Facsimile Guide*.

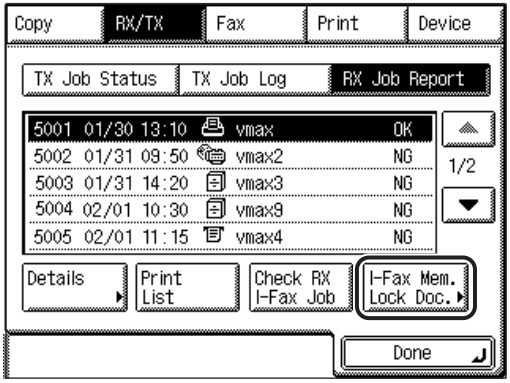
1 **Press [System Monitor].**



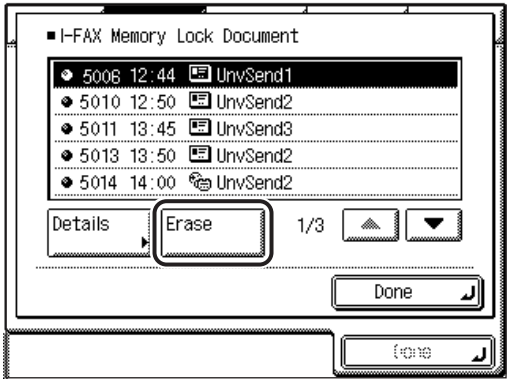
2 **Press [RX/TX] → [RX Job Report].**



3 Press [I-Fax Mem. Lock Doc.].



4 Select the document that you want to erase → press [Erase].

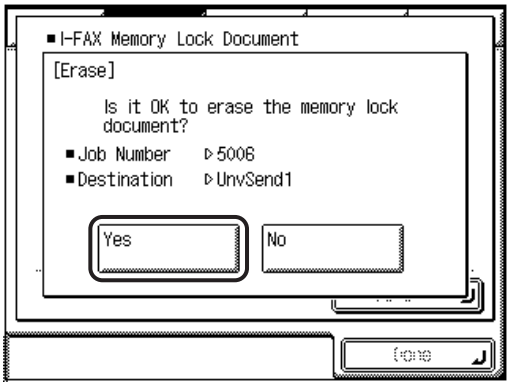


If the document you want to erase is not displayed, press [▼] or [▲] to display the desired document.

To check the details of the job, press [Details].

To erase multiple documents from memory, select and erase one document at a time.

5 Press [Yes].



To cancel erasing the selected document, press [No].

The message < Erasing...> appears for approximately two seconds on the touch panel display.

The selected document is erased.

6 Press [Done] → [Done].

The display returns to the Send Basic Features screen.

Available Paper Sizes

When received documents are printed, they are printed from the paper drawer that has the same size paper as the received document. If all of the settings in Select Cassette in RX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen) are set to 'On', and paper of the correct size is not available, the machine automatically selects a different paper size in the following order. The paper size is automatically selected in the same order, even if paper runs out during printing.

■ Available Paper Sizes for Received Documents

11" x 17" originals	11" x 17" → LGL* → STMTR x 2
LGL originals	LGL → LTR x 2 → STMTR x 2 → 11" x 17"
LTR originals	LTR → LGL → STMTR x 2 → 11" x 17"
STMT originals	STMTR → LTR → LGL → 11" x 17"

* Received documents are automatically reduced before being printed on the paper size indicated.

IMPORTANT

Received documents can be printed on the following paper sizes and paper types:

- Paper Sizes: 11" x 17", LGL, LTR, LTRR, or STMTR
- Paper Types: plain or recycled

NOTE

- You can specify any paper drawer to receive fax/I-fax documents. The default setting is 'On', except for the stack bypass. (See Chapter 3, "Customizing Settings," in the *Reference Guide*.)
- You can set the machine to reduce received documents by 75%, 90%, 95%, or 97% if the document is larger than any of the available paper sizes. (See "Reducing a Received Document," on p. 7-44.)
- You can change the order of paper selection. (See "Paper Drawer Selection," on p. 7-41.)
- You can set the machine to print received documents on both sides of the paper. (See "Two-Sided Printing," on p. 7-39.)
- Received documents are output face down, in the order in which the pages are received.

Checking/Changing the Send/ Receive Status

6
CHAPTER

This chapter describes how you can check/change the status of send and receive jobs.

Checking/Changing the Status of Send Jobs 6-2
Checking Send Job Details 6-2
Printing the Send Job Log (Activity Report) 6-5
Checking/Changing the Status of Receive Jobs 6-7
Checking Receive Job Details 6-7
Printing the Receive Job Log 6-10
Checking the Arrival of a Receive Job 6-12

Checking/Changing the Status of Send Jobs

This section describes how to check/change the status of send jobs. For more information, see Chapter 4, "Checking Job and Device Status," in the *Reference Guide*.

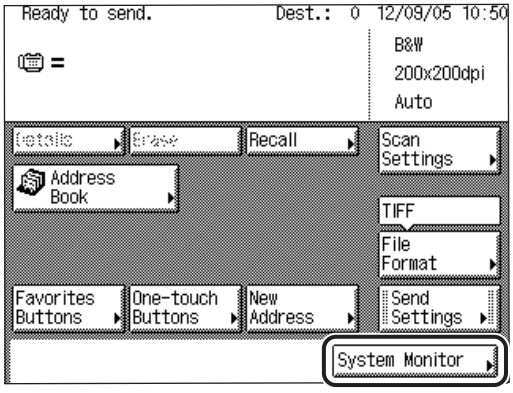
NOTE

- If Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', [TX Job Log] is not displayed on the System Monitor screen.
- Send jobs to e-mail, I-fax, and file servers can be checked/changed.
- For instructions on checking and canceling the fax jobs, see Chapter 3, "Checking/Changing the Fax Status," in the *Facsimile Guide*.
- The maximum number of jobs that are displayed is:
  - TX Job status screen: 70 jobs
  - TX Job log screen: 128 jobs
- When the maximum number of jobs that can be displayed is reached, the oldest job is deleted each time a new job is added.

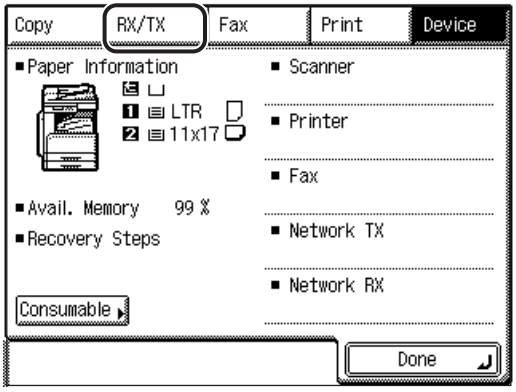
Checking Send Job Details

You can check the detailed information of any send job, such as the destination and the date and time the job was specified.

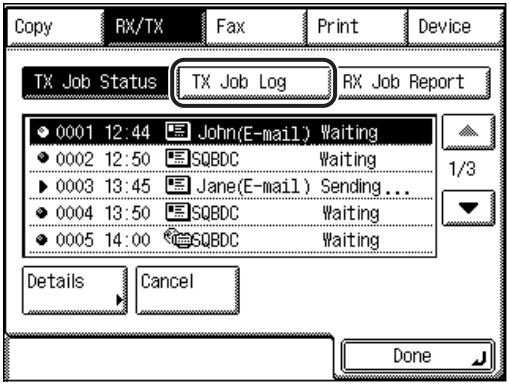
1 Press [System Monitor].



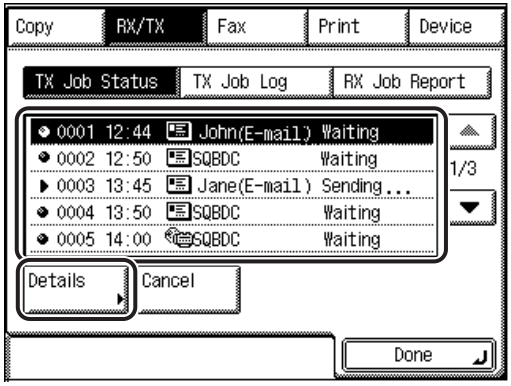
2 Press [RX/TX].



3 Select [TX Job Status] or [TX Job Log].



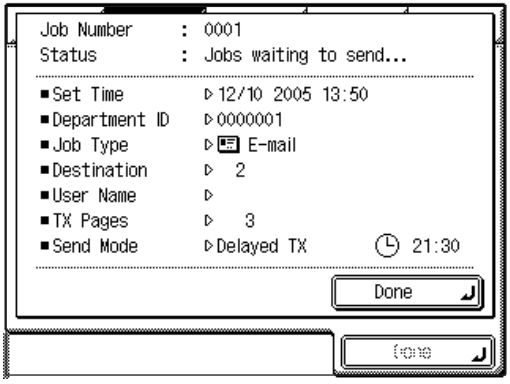
4 Select the job whose detailed information you want to check → press [Details].



If the job you want to select is not displayed, press [▼] or [▲] to scroll to the desired job.

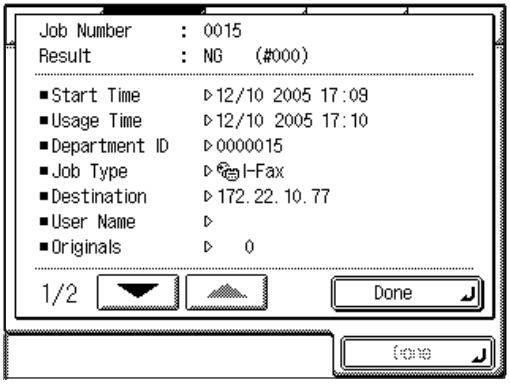
● If you select a job in [TX Job Status]:

❑ Check the details.



● **If you select a job in [TX Job Log]:**

❑ Check the details.



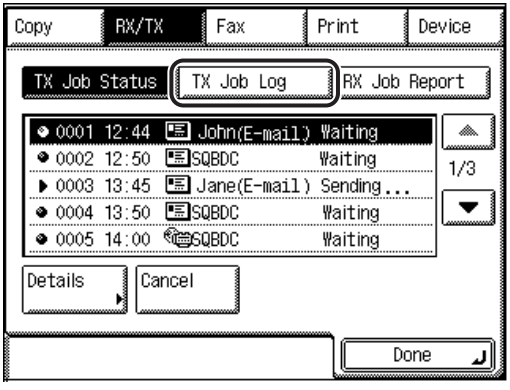
5 **Press [Done] repeatedly until the Send Basic Features screen appears.**

Printing the Send Job Log (Activity Report)

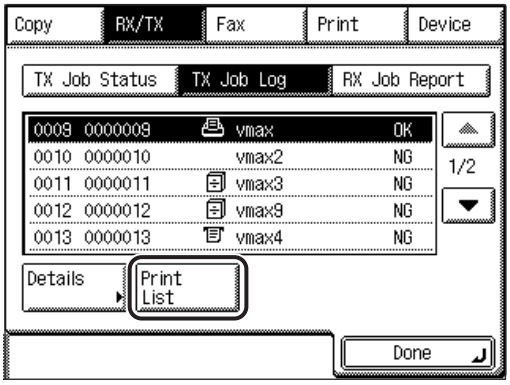
1 **Press [System Monitor] → [RX/TX].**

If necessary, see the screen shots in steps 1 and 2 of "Checking Send Job Details," on p. 6-2.

2 **Select [TX Job Log].**



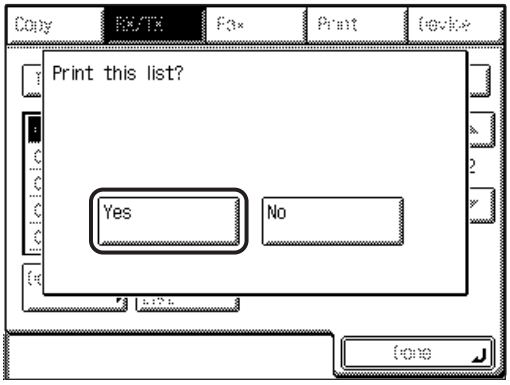
3 Press [Print List].



NOTE

The send job log can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain or recycled paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 3, "Customizing Settings," in the *Reference Guide*.)

4 Press [Yes].



To cancel printing, press [No].

The Activity Report is printed.

5 Press [Done].

The display returns to the Send Basic Features screen.

Checking/Changing the Status of Receive Jobs

You can check the details of received documents that are stored in memory, as well as the status of received jobs.

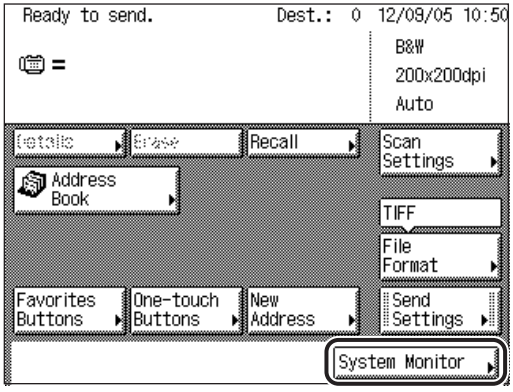
NOTE

The receive job report screen displays up to 128 jobs.

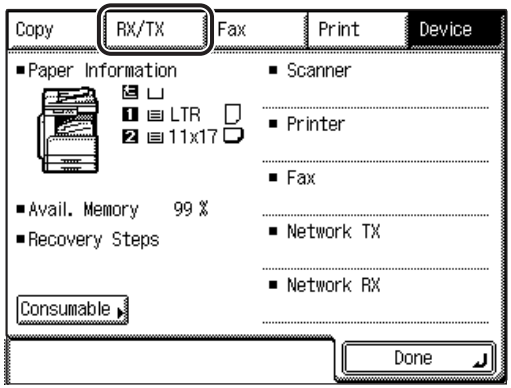
Checking Receive Job Details

You can check the detailed information of any received job, such as the destination and the date and time the job was received.

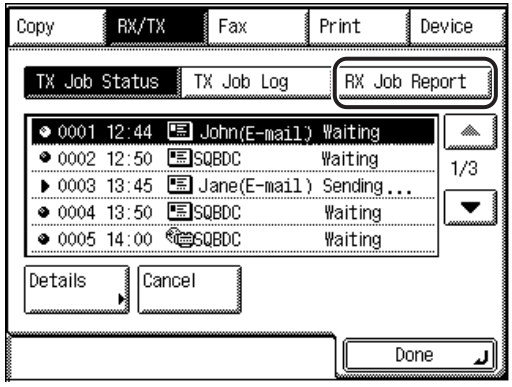
1 **Press [System Monitor].**



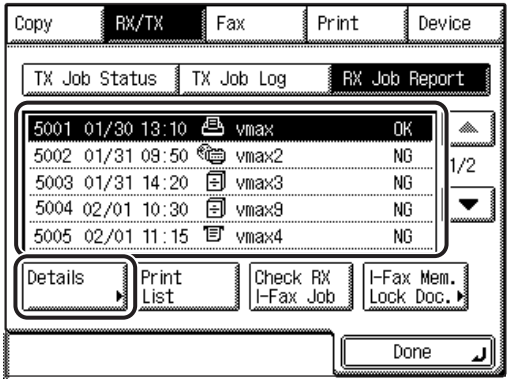
2 Press [RX/TX].



3 Press [RX Job Report].

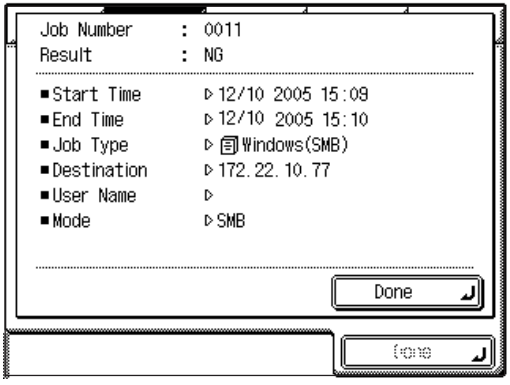


4 Select the job whose detailed information you want to check → press [Details].



If the job you want to select is not displayed, press [▼] or [▲] to scroll to the desired job.

5 Check the details of the selected job.



6 Press [Done] repeatedly until the Send Basic Features screen appears.

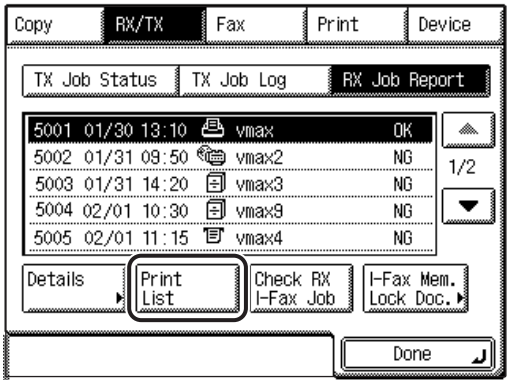
Printing the Receive Job Log

You can print the receive job log (Activity Report (RX)).

1 Press [System Monitor] → [RX/TX] → [RX Job Report].

If necessary, see the screen shots in steps 1 to 3 of "Checking Receive Job Details," on p. 6-7.

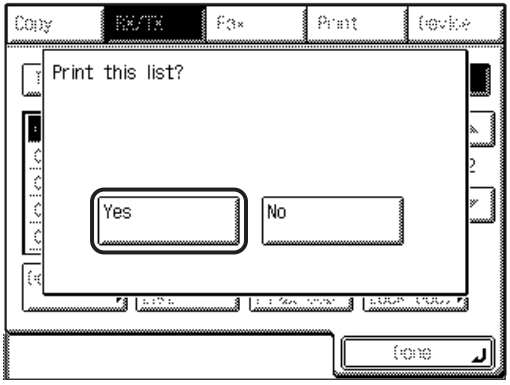
2 Press [Print List].



NOTE

The receive job log can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain or recycled paper only) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 3, "Customizing Settings," in the *Reference Guide*.)

3 Press [Yes].



To cancel printing, press [No].

The Activity Report (RX) is printed.

4 Press [Done].

The display returns to the Send Basic Features screen.

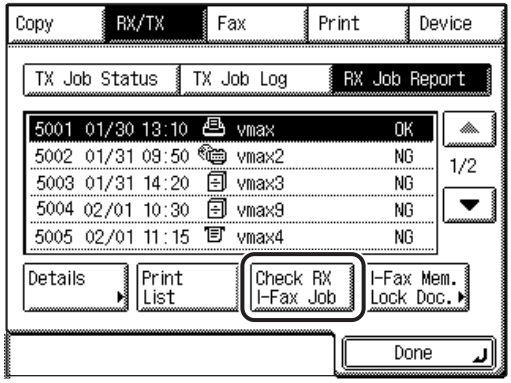
Checking the Arrival of a Receive Job

The machine regularly checks for the arrival of an I-fax. However, you can check for the arrival of an I-fax at any time by performing the procedure below.

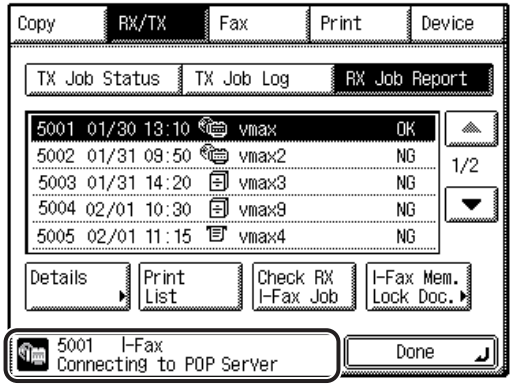
1 Press [System Monitor] → [RX/TX] → [RX Job Report].

If necessary, see the screen shots in steps 1 to 3 of "Checking Receive Job Details," on p. 6-7.

2 Press [Check RX I-Fax Job].



The screen below is displayed while the machine is checking for the arrival of an I-fax.



NOTE

To be able to use [Check RX I-Fax Job], you must first set the POP (Post Office Protocol) setting in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen) to 'On', so that you can receive documents using POP. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

3 Press [Done].

The display returns to the Send Basic Features screen.

Customizing Communications Settings

7
CHAPTER

This chapter describes how to store and change the default settings of the Send/Receive function to suit your needs.

Communications Settings Table 7-2

Data Compression Ratio for Color Send Jobs 7-4

Number of Retry Attempts 7-7

Standard Send Settings 7-9

- Storing the Standard Send Settings 7-10
- Initializing the Standard Send Settings 7-16

Printing the TX Terminal ID 7-18

Gamma Value for Color Send Jobs 7-21

Adjusting the Contrast (Sharpness) 7-23

Favorites Buttons 7-25

- Registering a Favorites Button 7-25
- Naming a Favorites Button 7-28
- Erasing a Favorites Button 7-31

Scan Settings for Color Send Jobs 7-33

Initial Send Screen Display 7-35

Initializing TX Settings 7-37

Two-Sided Printing 7-39

Paper Drawer Selection 7-41

Reducing a Received Document 7-44

Continue Printing When Toner Is Out 7-48

Communications Settings Table

The following items can be stored or set in Communications Settings from the Additional Functions screen.

■ Common Settings

Item	Settings	Applicable Page
TX Settings		
Unit Name	24 characters maximum	p. 1-16
Data Compression Ratio	High Ratio, Normal*, Low Ratio	p. 7-4
Retry Times	0-5 times; 3 times*	p. 7-7
Edit Standard Send Settings	Store, Initialize; Color mode, Document Size, File Format, Stamp, Resolution, Density, Original Type	p. 7-9
TX Terminal ID	Printing Position: Outside*, Inside; Telephone # Mark: FAX*, TEL	p. 7-18
Gamma Value for Color Send Jobs	Gamma 1.0, Gamma 1.4, Gamma 1.8*, Gamma 2.2	p. 7-21
Sharpness	7 levels; 4*	p. 7-23
Register Favorites Button	Register/Edit, Erase; M1 to M18	p. 7-25
Color TX Scan Settings	Speed Priority*, Image Priority	p. 7-33
Default Screen for Send	Favorites Buttons, One-touch Buttons, Initial Function*	p. 7-35
Initialize TX Settings	Yes, No	p. 7-37

An asterisk (*) indicates the default settings.

■ Common Settings Table Continued

Item	Settings	Applicable Page
RX Settings		
Two-sided Print	On, Off*	p. 7-39
Select Cassette	Switch A: On*, Off Switch B: On*, Off Switch C: On*, Off Switch D: On*, Off	p. 7-41
Receive Reduction	On*, Off	p. 7-44
Continue Printing When Toner Is Out	Yes*, No	p. 7-48

An asterisk (*) indicates the default settings.

NOTE

For instructions on setting the modes not described in this manual, refer to the other manuals listed in "Manuals for the Machine," inside front cover.

Data Compression Ratio for Color Send Jobs

You can set the compression ratio for color scanned data. A high compression ratio reduces the amount of memory used for the document, but results in low quality images. On the contrary, a low compression ratio increases the amount of memory used for the document, but results in high quality images.

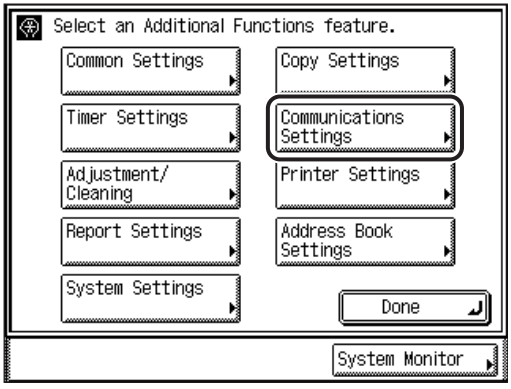
IMPORTANT

If you have selected [PDF (Compact)] as the file format, this setting is disabled.

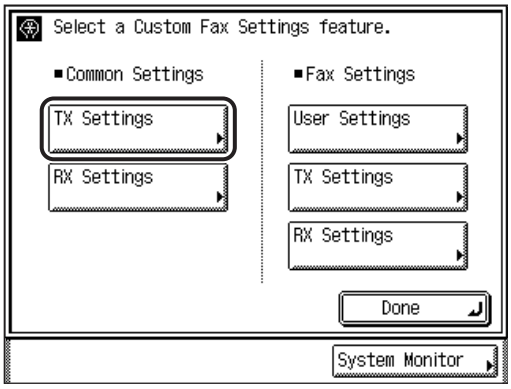
NOTE

- If [PDF (Compact)] or [JPEG] is selected as the file format, set [Data Compression Ratio] to 'Normal' or 'Low Ratio'. If [Data Compression Ratio] is set to 'High Ratio', the images that are output may be of a low quality even if 'Image Priority' is selected in Color TX Scan Settings in TX Settings under <Common Settings> in Communications Settings (from the Additional Functions screen).
- If you are sending documents by fax, this setting is disabled.
- The default setting is 'Normal'.

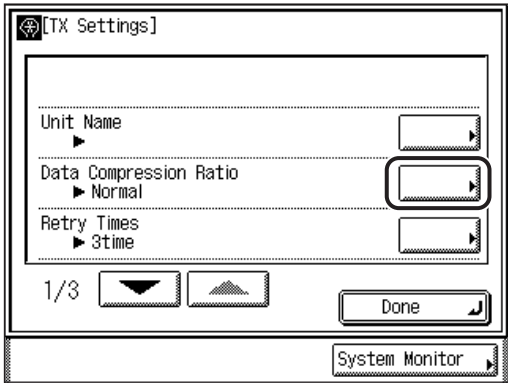
1 **Press (Additional Functions) → [Communications Settings].**



2 Press [TX Settings] under <Common Settings>.



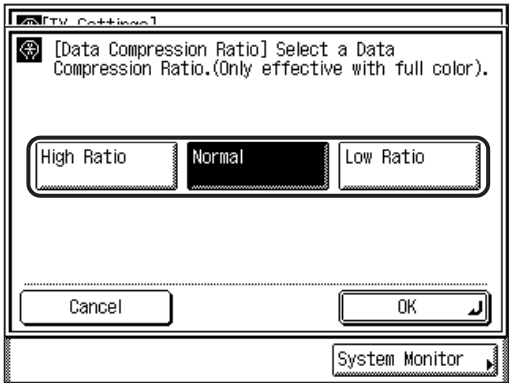
3 Press [Data Compression Ratio].



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

4 Select [High Ratio], [Normal], or [Low Ratio] → press [OK].



Details of each item are shown below.

[High Ratio]:	A small amount of memory is used for the document, but the images are of a low quality.
[Normal]:	The amount of memory used for the document and the quality of the images are moderate, between the High and Low Ratio settings.
[Low Ratio]:	A large amount of memory is used for the document, but the images are of a high quality.

The selected mode is set.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Number of Retry Attempts

Retry Times is the mode which automatically resends data when the data cannot be sent. This occurs because the receiver is busy sending or receiving, or when an error occurs. This setting determines the number of retry attempts. You can set from one to five retry attempts, or select '0' to turn the Retry Times mode 'Off'.

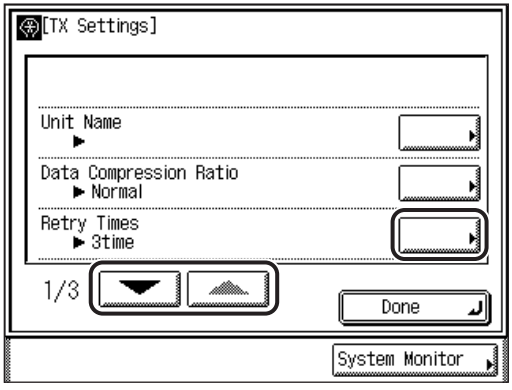
NOTE

The default setting is '3' times.

1 **Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.**

If necessary, see the screen shots in steps 1 and 2 of "Data Compression Ratio for Color Send Jobs," on p. 7-4.

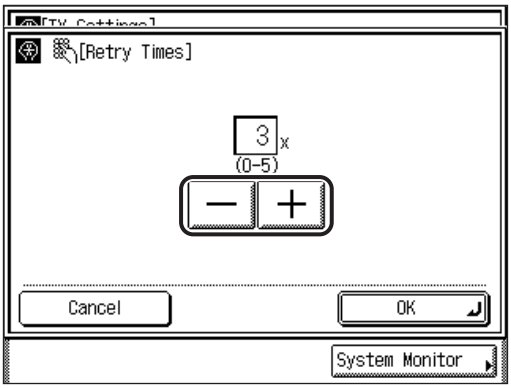
2 **Press [Retry Times].**



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press [-] or [+] to set the number of Retry Times → press [OK].



If the number of retry times is set to '0', the machine will not resend the data.

The selected mode is set.

NOTE

- You can also use ⓪ - ⑨ (numeric keys), and ⓒ (Clear) to clear your entries.
- You can change the value by pressing [-] or [+], even if you have entered the value using ⓪ - ⑨ (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Standard Send Settings

This mode enables you to change the standard settings for the Send function, including the scan mode and file format. (See "Selecting a Scan Mode," on p. 3-2, and "Sending Methods," on p. 4-2.)

NOTE

- If you are sending documents by fax, the color mode and file format set here are disabled.
- The default settings are:

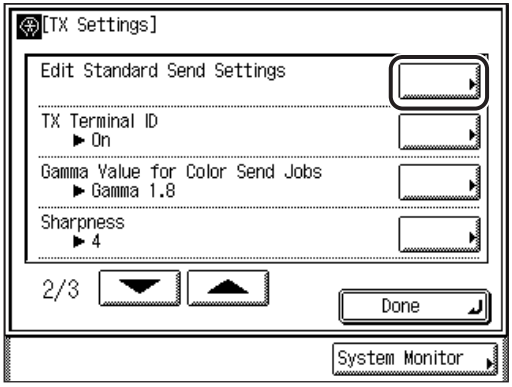
Color Mode:	B&W
Document Size:	Auto
File Format:	TIFF
Stamp:	Off
Resolution:	200 x 200 dpi
Density:	5 (center)
Original Type:	Text

Storing the Standard Send Settings

1 **Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.**

If necessary, see the screen shots in steps 1 and 2 of "Data Compression Ratio for Color Send Jobs," on p. 7-4.

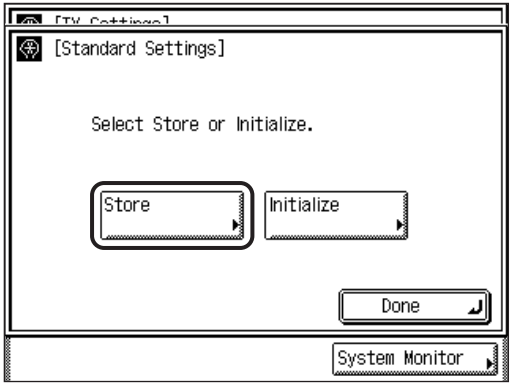
2 **Press [Edit Standard Send Settings].**



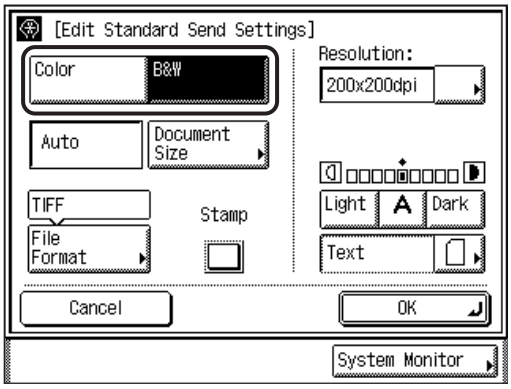
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

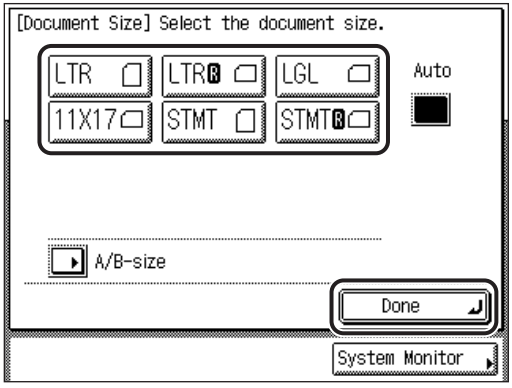
3 **Press [Store].**



4 Select [Color] or [B&W].

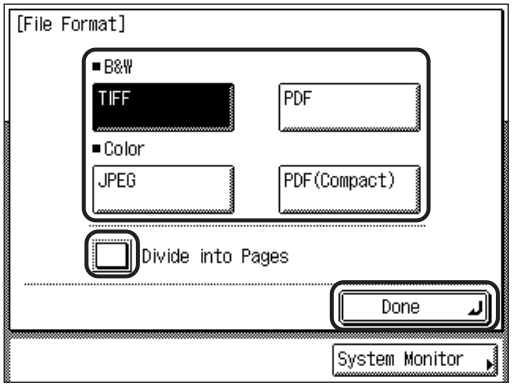


5 Press [Document Size] → select a document size → press [Done].



For more information on about the Document Size setting, see "Document Size," on p. 3-9.

6 Press [File Format] → select a file format for sending your document → press [Done].



If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

File Formats:

[TIFF]:	Sends the file in the TIFF format. This file format is available only when you scan the document in the B&W mode.
[PDF]:	Sends the file in the PDF format. This file format is available only when you scan the document in the B&W mode.
[JPEG]:	Sends the file in the JPEG format. This file format is available only when you scan the document in the Color mode.
[PDF(Compact)]:	Enables you to send files containing text originals or text/photo originals using a high compression ratio. This file format is available only when you scan the document in the Color mode. If you select [PDF (Compact)] as the file format, it is recommended that you set the original type setting to either 'Text/Photo' or 'Text', depending on the image type.

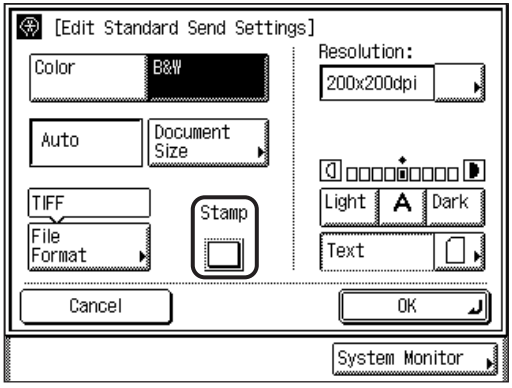
IMPORTANT

- If you select [JPEG] as the file format, Divide into Pages is automatically set to 'On'.
- If you select [PDF (Compact)] as the file format, the Color mode is set to [Color] and the resolution is set to [300x300 dpi] automatically, and the original type setting is disabled.
- The color mode and resolution you can set differ depending on the file format you select. Follow the instructions on the screen.

NOTE

- If you are sending documents by fax, the file format set here is disabled.
- To view a JPEG file, a software application that supports the JPEG format is required.
- To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
- To view a PDF file, Adobe Reader/Adobe Acrobat Reader is required.
- For more information on the different file formats, see "File formats," in the Glossary, on p. 12-15.

7 Set the Stamp mode.

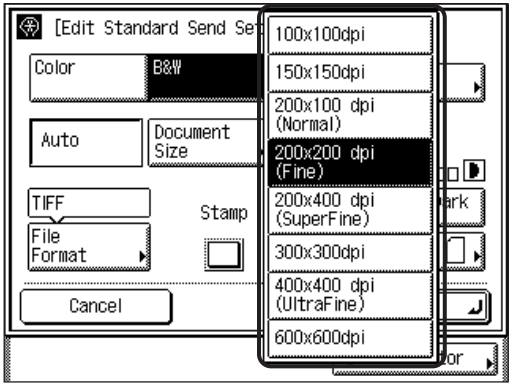


If you want to stamp every document you scan for sending, press [Stamp]. Otherwise, do not press [Stamp].

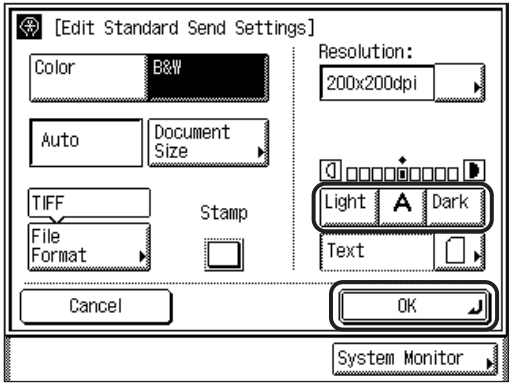
NOTE

- To cancel this setting, press [Stamp] again.
- If you set Document Size to anything but 'Auto,' [Stamp] is grayed out and you cannot set Stamp to 'On'.

8 Press the Resolution drop-down list → select the desired resolution.



9 Press [A], [Light] or [Dark] to adjust the scan density → press [OK].

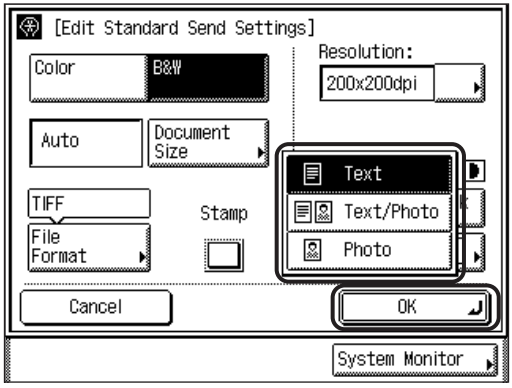


Press [A] to set the machine to automatically adjust the scan density to the level best suited to the quality of the original.

Press [Light] to move the indicator to the left to make the density lighter.

Press [Dark] to move it to the right to make the density darker.

10 Press the original type drop-down list → select the original type ([Text/Photo], [Photo], or [Text]) → press [OK].



The selected mode is set.

NOTE

For details about each original type, see "Original Type Selection," on p. 3-17.

11 Press [Done] repeatedly until the Send Basic Features screen appears.

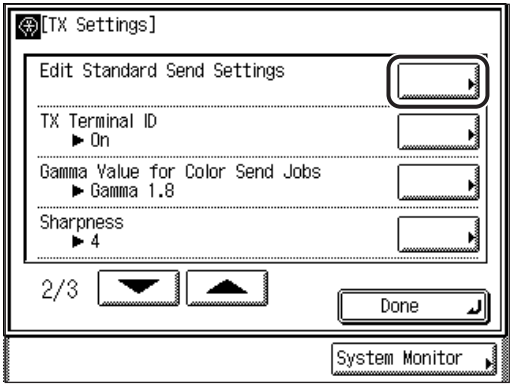
Initializing the Standard Send Settings

You can restore the Standard Settings to their default settings.

1 **Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.**

If necessary, see the screen shots in steps 1 and 2 of "Data Compression Ratio for Color Send Jobs," on p. 7-4.

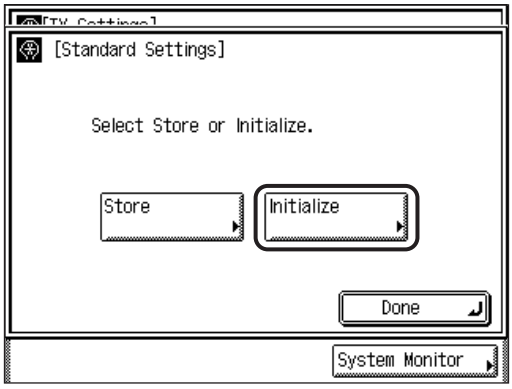
2 **Press [Edit Standard Send Settings].**



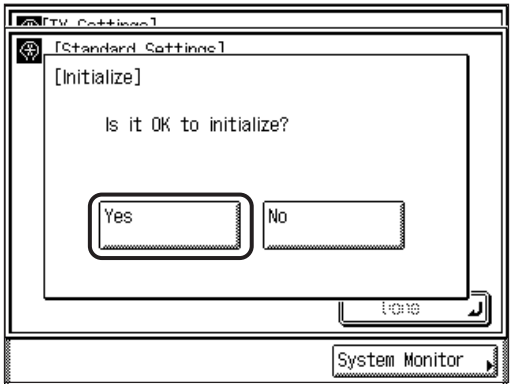
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press [Initialize].



4 Press [Yes].



To cancel initializing the Standard Send Settings, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Printing the TX Terminal ID

The TX Terminal ID information is printed at the top of documents that you send via fax or I-fax. Information such as your fax number, name, and I-fax address is printed, enabling the recipient to know who sent the document.

The TX Terminal ID setting enables you to specify how the TX Terminal ID appears on the document the other party receives: where the TX Terminal ID information is printed (outside or inside image), and which telephone # mark (TEL or FAX) is applied.

NOTE

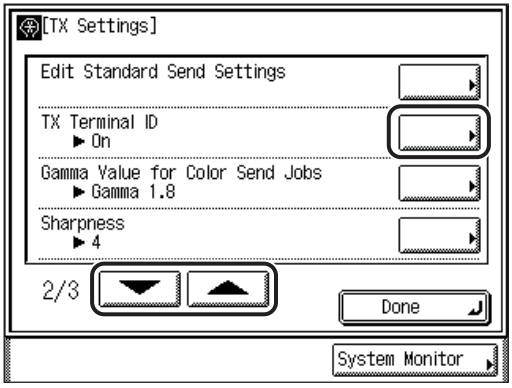
The default settings are:

- Printing Position: Outside
- Telephone # Mark: FAX

1 **Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.**

If necessary, see the screen shots in steps 1 and 2 of "Data Compression Ratio for Color Send Jobs," on p. 7-4.

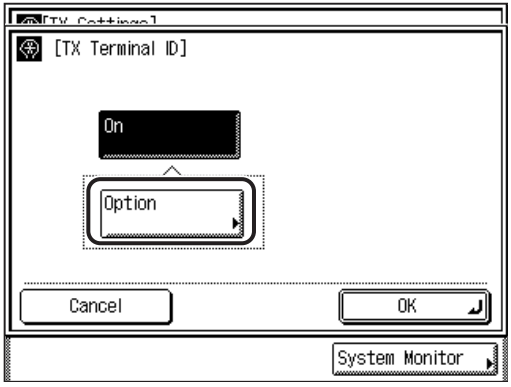
2 **Press [TX Terminal ID].**



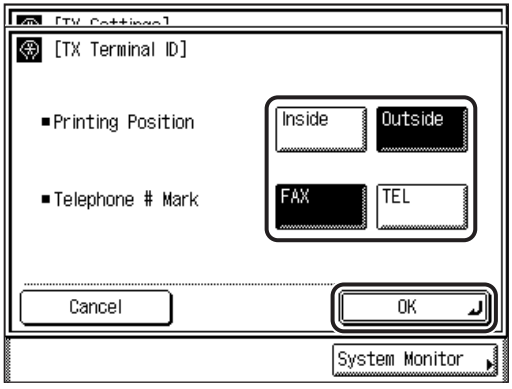
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press [Option].



4 Select the printing position → select [FAX] or [TEL] for <Telephone # Mark> → press [OK].



Printing Position

[Inside]: The Terminal ID information is printed inside the image area on the recipient's paper.

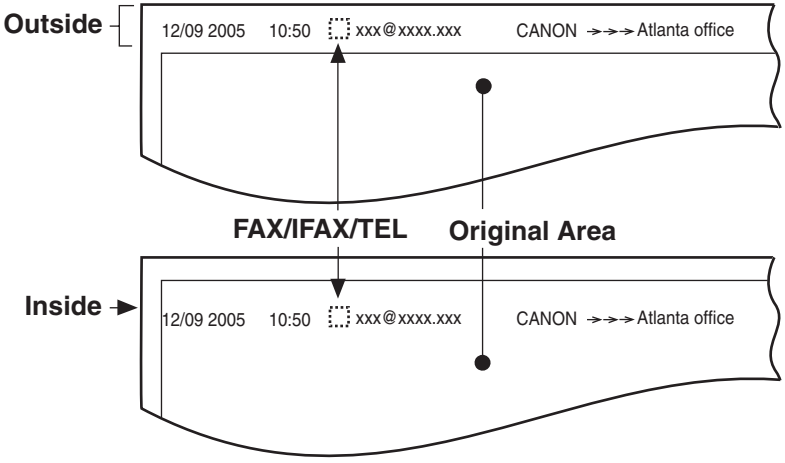
[Outside]: The Terminal ID information is printed outside the image area on the recipient's paper.

Telephone # Mark

[FAX]: "FAX" or "IFAX" is printed before the fax number or I-fax address.

[TEL]: "TEL" is printed before the telephone number.

Example: If you set TX Terminal ID and Display Destination Name to 'On', the Terminal ID information is printed on the recipient's paper as follows:



The selected mode is set.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Gamma Value for Color Send Jobs

You can set the gamma value for color scanned data. If the set value corresponds to the gamma value at the recipient's machine, the scan exposure of the output data at the recipient's machine is automatically adjusted to the level best suited to the quality of the original. Gamma values are expressed as input-output characteristics. Output is darkened when the gamma value is increased, and it is lightened when the gamma value is decreased. If the density of images received at the destination is excessively light or dark, the gamma value can be changed before resending the images.

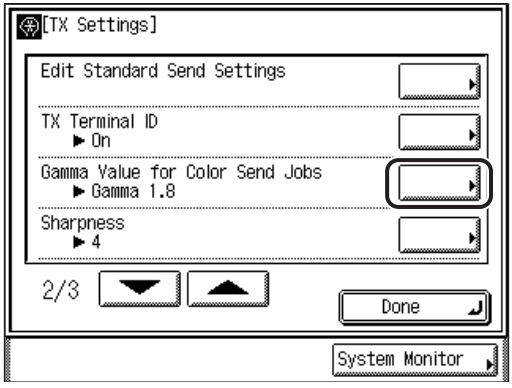
NOTE

- If you are sending documents by fax, this setting is disabled.
- The default setting is 'Gamma 1.8'.

1 **Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.**

If necessary, see the screen shots in steps 1 and 2 of "Data Compression Ratio for Color Send Jobs," on p. 7-4.

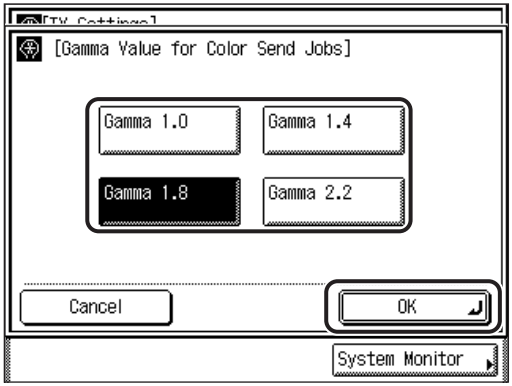
2 **Press [Gamma Value for Color Send Jobs].**



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select the gamma value ([Gamma 1.0], [Gamma 1.4], [Gamma 1.8], or [Gamma 2.2]) → press [OK].



Details of each item are shown below.

[Gamma 1.0]: Although light output results can be obtained, the overall color impression is pale.

[Gamma 1.4]: Output results that are slightly lighter than the default gamma value can be obtained.

[Gamma 1.8]: The default setting. Dark output results can be obtained, while the detail of the darkest portion is not solid.*

[Gamma 2.2]: Dark output results can be obtained overall, although the detail of the darkest portion may be solid.*

* The word "solid" indicates that if you adjust the exposure to a darker setting when making copies of an image, the fine details of the image may appear as blended in with the background. As a result, the fine details may not show in a distinct fashion.

The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Adjusting the Contrast (Sharpness)

This mode enables you to scan original images with a sharper or softer contrast. To scan originals with text or lines with a sharper contrast, use [High] as the setting. To scan originals containing printed images or other halftones with a softer contrast, use [Low] as the setting.

IMPORTANT

If you have selected [PDF (Compact)] as the file format, this setting is disabled.

■ Low

If you scan an original containing halftones, such as a printed image, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. However, you can lessen this moiré effect by using [Low] as the setting to produce a clearer image.

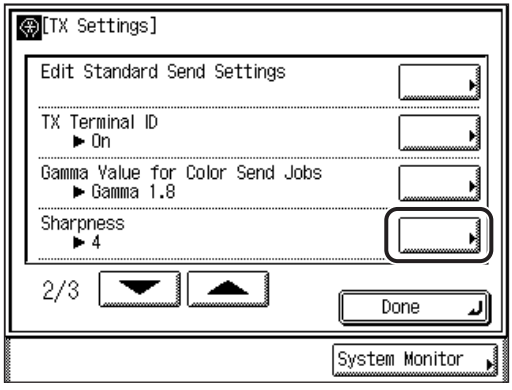
■ High

This setting enhances the edges of original images so that faint or fine text is scanned with a sharper contrast. This setting is particularly suited for scanning blueprints and faint pencil drawn images.

1 **Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.**

If necessary, see the screen shots in steps 1 and 2 of "Data Compression Ratio for Color Send Jobs," on p. 7-4.

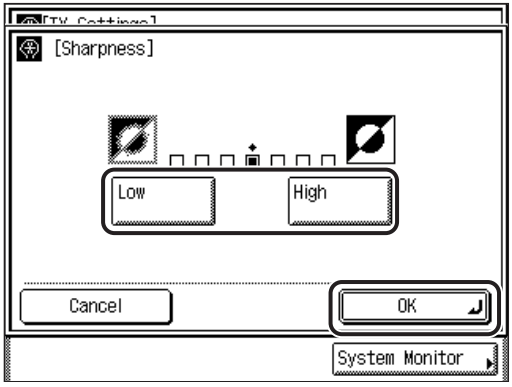
2 **Press [Sharpness].**



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press [Low] or [High] to adjust the sharpness → press [OK].



To scan text or lines clearly, the setting should be towards [High]. To scan originals containing printed images or other halftones, the setting should be towards [Low].

The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Favorites Buttons

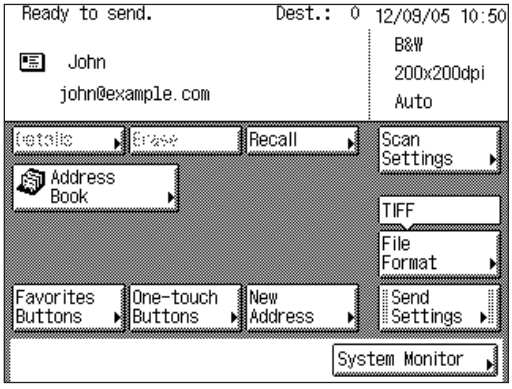
You can set any possible combination of send settings and register them in a favorites button in memory. There are 18 favorites buttons and they can be assigned names for increased convenience. This feature is useful for registering frequently used send settings.

NOTE

- The send settings registered as favorites buttons in memory are not erased, even if the power is turned OFF.
- If an address included in a favorites button is deleted from the Address Book, it is also deleted from the settings registered in the favorites button.

Registering a Favorites Button

1 Specify the send settings that you want to register.



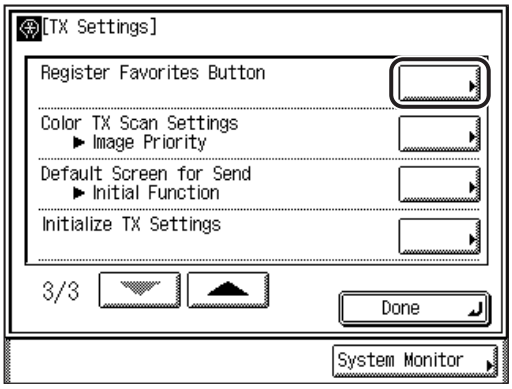
NOTE

In the example above, an e-mail address is specified as the destination, and PDF is selected as the file format.

2 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Data Compression Ratio for Color Send Jobs," on p. 7-4.

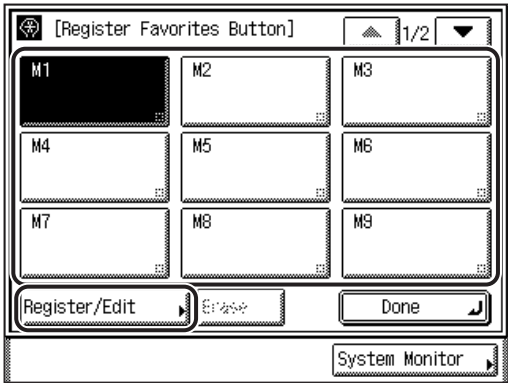
3 Press [Register Favorites Button].



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

4 Select a Favorites Button ([M1] to [M18]) for registering the send settings → press [Register/Edit].

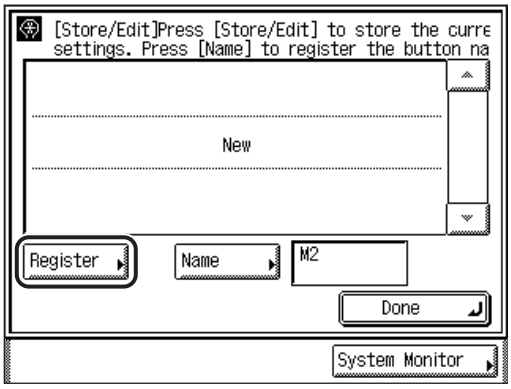


If the desired Favorites Button is not displayed, press [▼] or [▲] to scroll to the desired Favorites Button.

NOTE

Keys that already have settings stored in them are displayed with a black square (■) in the lower right corner of the key.

5 Press [Register].



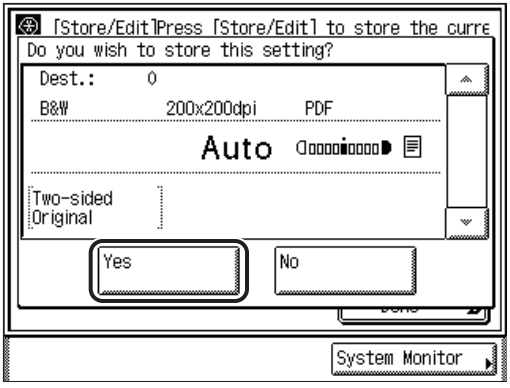
NOTE

- If you select a key that already has settings stored in it, the settings are displayed.
- If there are more stored send settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

● If you select a key without settings:

❑ A screen appears, asking for your confirmation to store the settings.

❑ Press [Yes].



To cancel storing the settings, press [No].

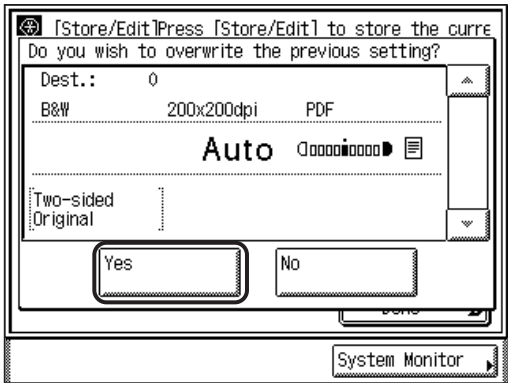
The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The stored settings are displayed.

● **If you select a key that already has settings stored in it:**

❑ A screen appears, asking for your confirmation to overwrite the previous settings.

❑ Press [Yes].



To cancel overwriting the settings, press [No].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The stored settings are displayed.

NOTE

You can also assign a name to a favorites button by pressing [Name]. For instructions on naming favorites buttons, see "Naming a Favorites Button," on p. 7-28.

6 Press [Done] repeatedly until the Send Basic Features screen appears.

Naming a Favorites Button

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

If necessary, see the screen shots in steps 1 and 2 of "Data Compression Ratio for Color Send Jobs," on p. 7-4.

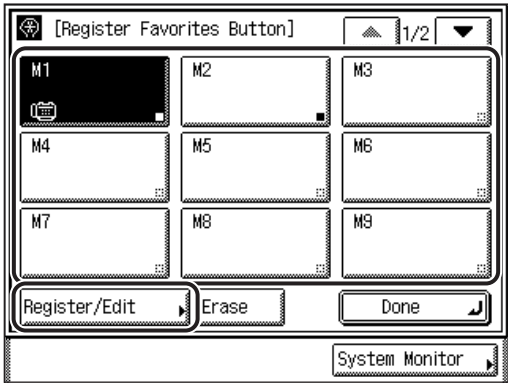
2 Press [Register Favorites Button].

If necessary, see the screen shot in step 3 of "Registering a Favorites Button," on p. 7-25.

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select a Favorites Button ([M1] to [M18]) to name → press [Register/Edit].

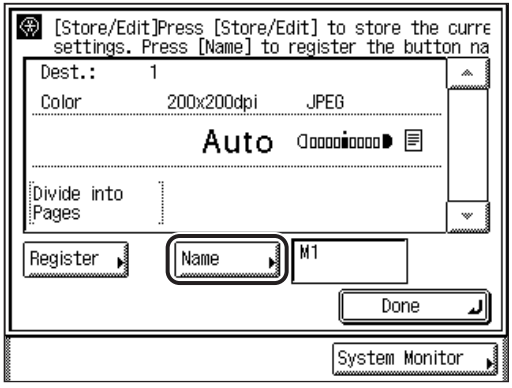


If the desired Favorites Button is not displayed, press [▼] or [▲] to scroll to the desired Favorites Button.

NOTE

Keys that already have settings stored in them are displayed with a black square (■) in the lower right corner of the key.

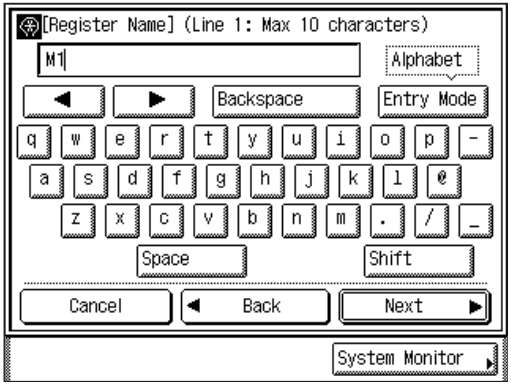
4 Press [Name].



NOTE

- If you select a key that already has settings stored in it, the settings are displayed.
- You can also name keys with no settings stored in them.
- If there are more stored send settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

5 Enter a name for line 1 → press [Next] → enter a name for line 2 (if necessary) → press [OK].



Two lines can be used for a favorites button name.

You can enter up to 10 characters per line.

The assigned name appears on the key.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you press [OK] without entering any characters, the key name reverts to its current name (default: M1 to M18).

6 Press [Done] repeatedly until the Send Basic Features screen appears.

Erasing a Favorites Button

1 **Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.**

If necessary, see the screen shots in steps 1 and 2 of "Data Compression Ratio for Color Send Jobs," on p. 7-4.

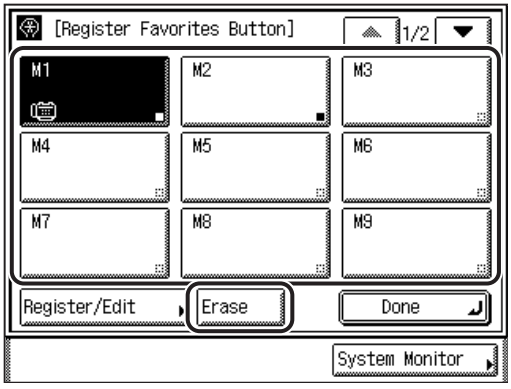
2 **Press [Register Favorites Button].**

If necessary, see the screen shot in step 3 of "Registering a Favorites Button," on p. 7-25.

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 **Select the Favorites Button with the send settings that you want to erase → press [Erase].**



If the desired Favorites Button is not displayed, press [▼] or [▲] to scroll to the desired Favorites Button.

A screen appears, asking for your confirmation to erase the settings.

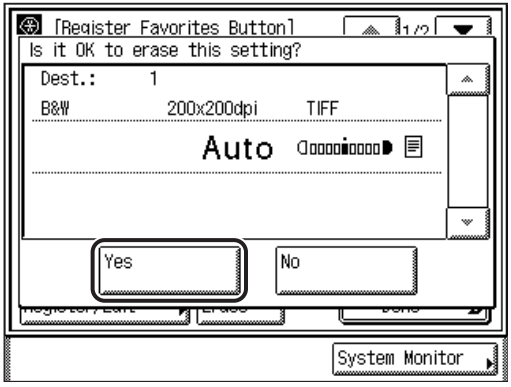
IMPORTANT

Make sure to check the settings first before erasing them.

NOTE

- Keys that already have settings stored in them are displayed with a black square (■) in the lower right corner of the key.
- If there are more stored send settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

4 Press [Yes].



To cancel erasing the settings, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.

The stored send settings are erased.

NOTE

Key names are not erased. For instructions on changing a key name, see "Naming a Favorites Button," on p. 7-28.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Scan Settings for Color Send Jobs

You can set the priority for color scanned data. Selecting Speed Priority reduces the time spent in sending the document, but results in low quality images. Conversely, selecting Image Priority increases the time spent in sending the document, but results in high quality images.

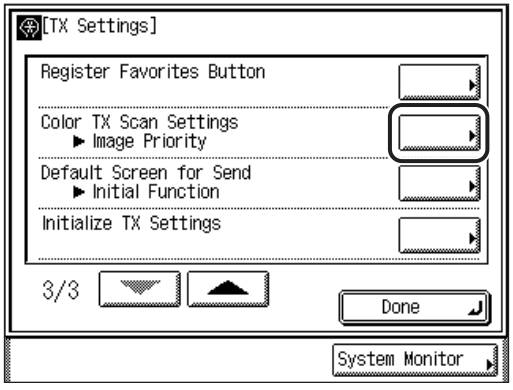
NOTE

The default setting is 'Speed Priority'.

1 **Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.**

If necessary, see the screen shots in steps 1 and 2 of "Data Compression Ratio for Color Send Jobs," on p. 7-4.

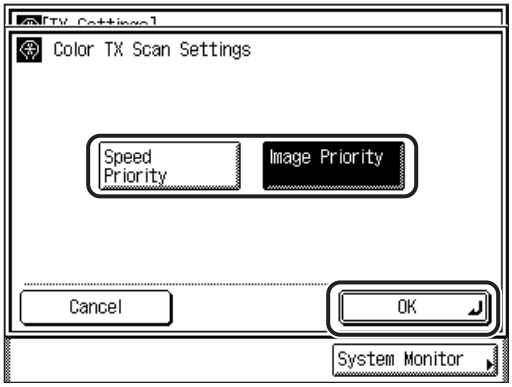
2 **Press [Color TX Scan Settings].**



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select [Speed Priority] or [Image Priority] → press [OK].



Details of each item are shown below.

[Speed Priority]: Less time is spent in sending the document, but the images are of a low quality.

[Image Priority]: More time is spent in sending the document, but the images are of a high quality.

The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Initial Send Screen Display

This mode enables you to set whether the [Favorites] or [One-touch] tab, or the Send Basic Features screen is displayed when the power is turned ON, (Reset) is pressed, or the Auto Clear mode is activated.

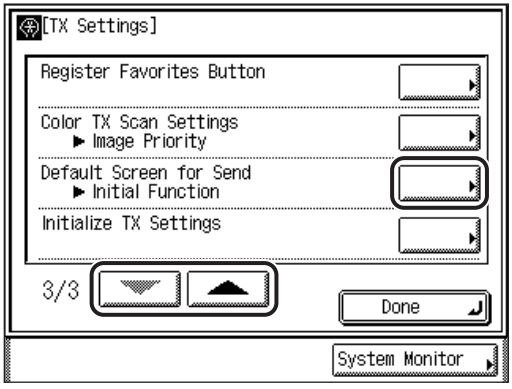
NOTE

The default setting is 'Initial Function'.

1 **Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.**

If necessary, see the screen shots in steps 1 and 2 of "Data Compression Ratio for Color Send Jobs," on p. 7-4.

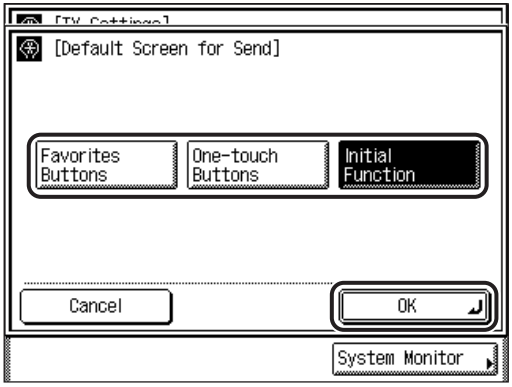
2 **Press [Default Screen for Send].**



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select [Favorites Buttons], [One-touch Buttons], or [Initial Function] → press [OK].



The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Initializing TX Settings

You can restore almost all of the TX settings to their default settings.

IMPORTANT

You cannot initialize the Retry Times, Unit Name, and TX Terminal ID settings.

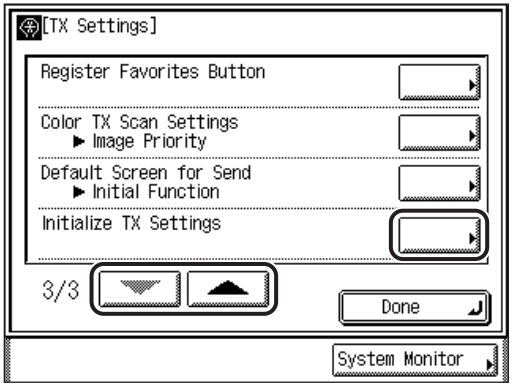
NOTE

If you initialize the TX Settings, the settings stored in the favorites buttons are also initialized.

1 **Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.**

If necessary, see the screen shots in steps 1 and 2 of "Data Compression Ratio for Color Send Jobs," on p. 7-4.

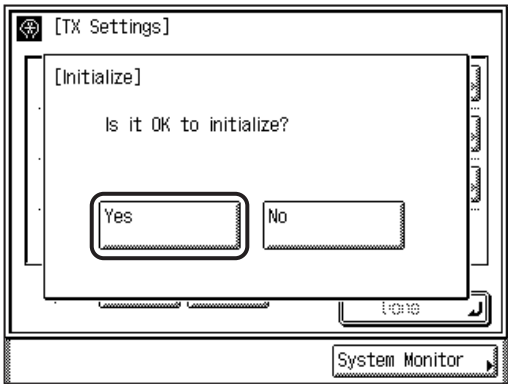
2 **Press [Initialize TX Settings].**



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press [Yes].



To cancel initializing the TX Settings, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.

The TX settings are initialized.

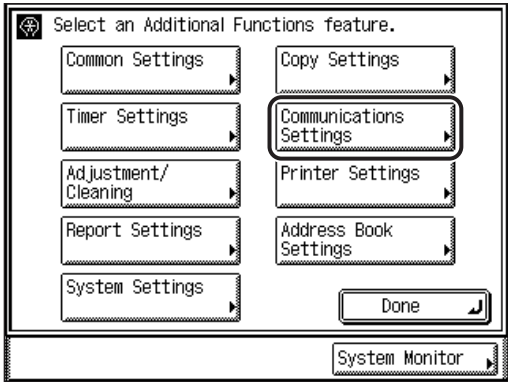
4 Press [Done] repeatedly until the Send Basic Features screen appears.

Two-Sided Printing

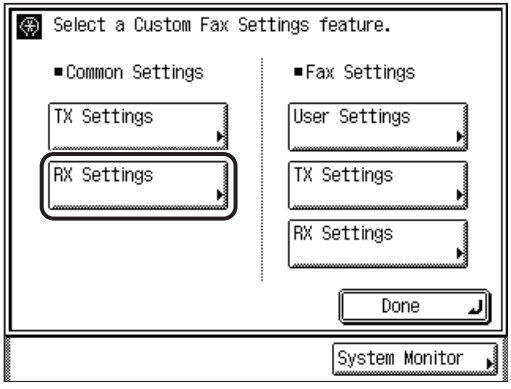
You can print received documents on both sides of the paper, enabling you to save paper.

NOTE
The default setting is 'Off'.

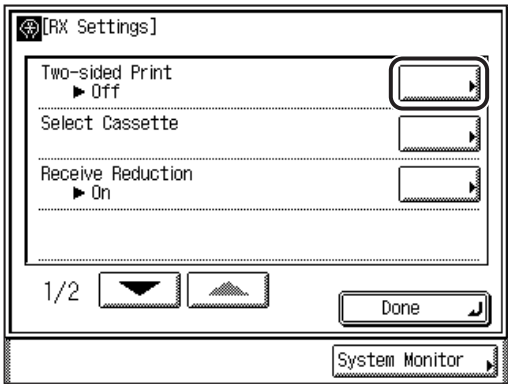
1 **Press (Additional Functions) → [Communications Settings].**



2 **Press [RX Settings] under <Common Settings>.**



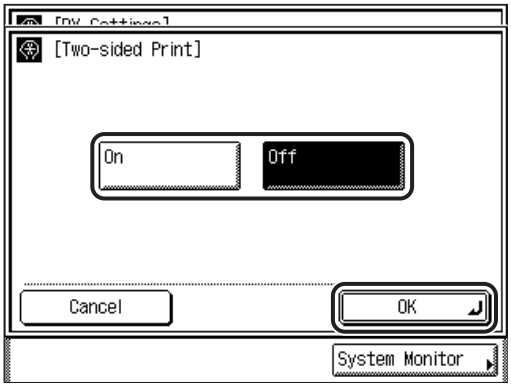
3 Press [Two-sided Print].



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

4 Select [On] or [Off] → press [OK].



The selected mode is set.

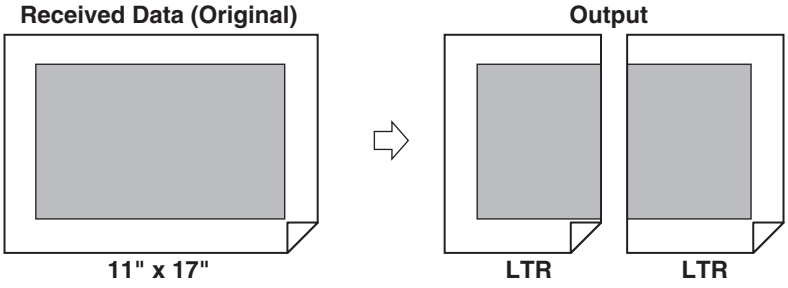
5 Press [Done] repeatedly until the Send Basic Features screen appears.

Paper Drawer Selection

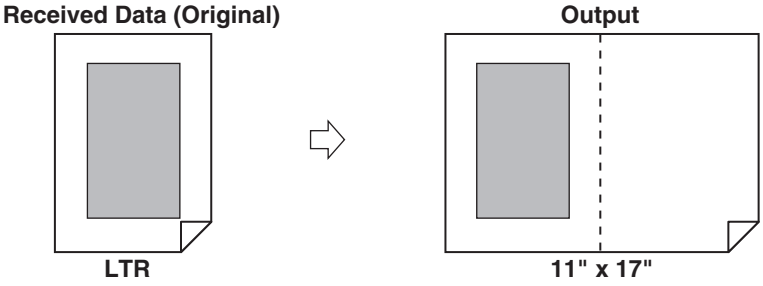
You can set how the machine prints documents when there is no paper matching the size of the received document.

There are four printing methods (Switches A, B, C, and D):

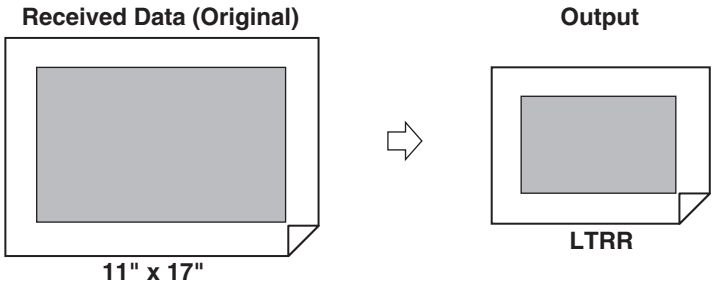
- Switch A: The image is printed over two sheets of paper that have the same combined size as the received document.



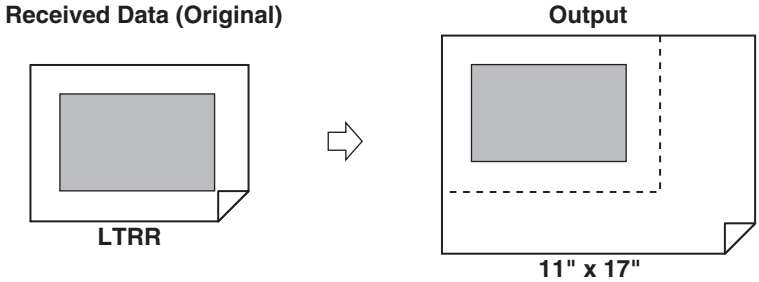
- Switch B: The image is printed with blank space on paper that has the same width as the received document.



- Switch C: The image is reduced and printed on paper that differs in width from the received document.



- Switch D: The image is printed on paper that is larger in size than the received document.



NOTE

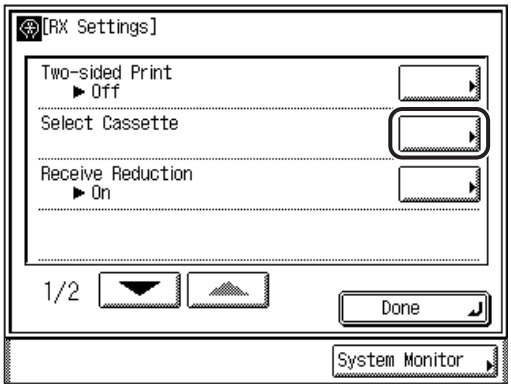
- For more information on selecting a paper source for printing received documents, see Chapter 3, "Customizing Settings," in the *Reference Guide*.
- The default setting for all switches is 'On'.

---

1 **Press (Additional Functions) → [Communications Settings] → [RX Settings] under <Common Settings>.**

If necessary, see the screen shots in steps 1 and 2 of "Two-Sided Printing," on p. 7-39.

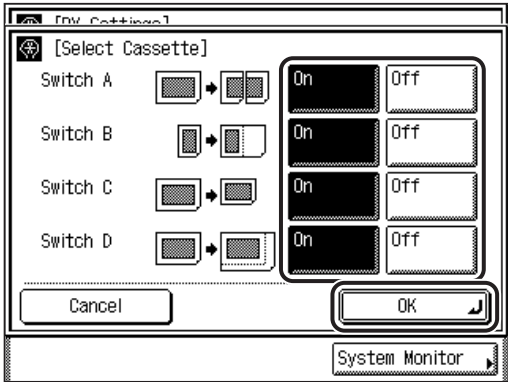
2 Press [Select Cassette].



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select [On] or [Off] for the respective switches → press [OK].



The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Reducing a Received Document

You can set the machine to automatically reduce received documents so that the whole document is printed within the printable area of the paper.

NOTE

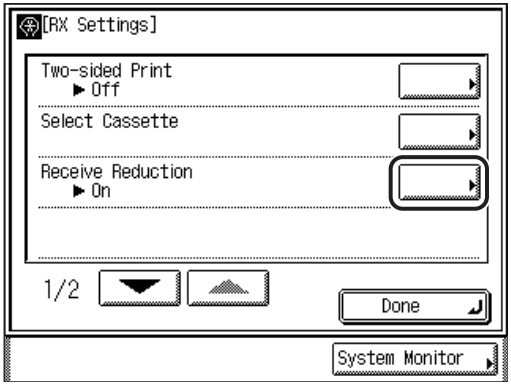
The default settings are:

- Receive Reduction: On
- RX Reduction: Auto
- Reduce %: 90%
- Reduce Direction: Vertical Only

1 **Press (Additional Functions) → [Communications Settings] → [RX Settings] under <Common Settings>.**

If necessary, see the screen shots in steps 1 and 2 of "Two-Sided Printing," on p. 7-39.

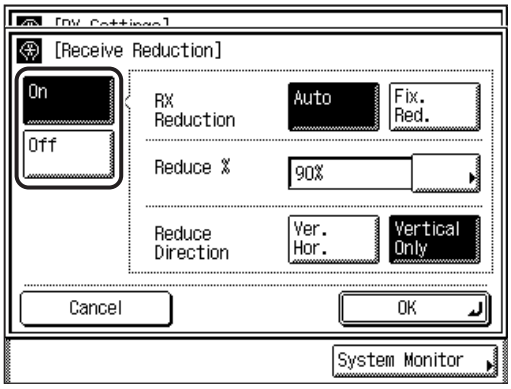
2 **Press [Receive Reduction].**



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select [On] or [Off].

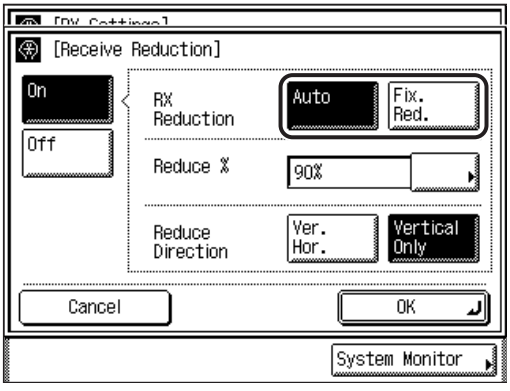


IMPORTANT

- If you select [Off], the received document is not automatically reduced to fit the size of the paper. If the size of the received document exceeds the printable area, the image is divided into equal sections and printed onto separate sheets of paper. However, if the size of the received document exceeds the recording paper slightly (1/2" (12 mm) or less), the part of the image that does not fit on the paper is not printed.
- Regardless of the settings you set for Receive Reduction, if the area of the image which exceeds the printable area is less than 1/2" (12 mm), it will not be printed.

● If you select [On]:

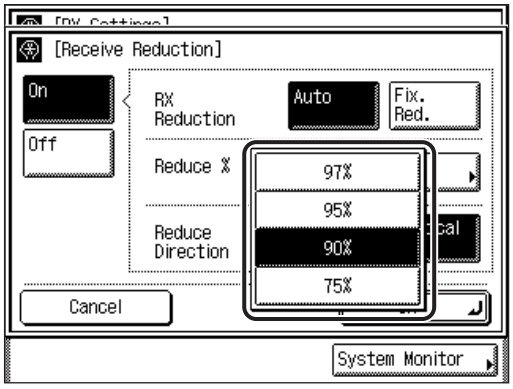
❑ Select [Auto] or [Fix. Red.] for <RX Reduction>.



RX Reduction

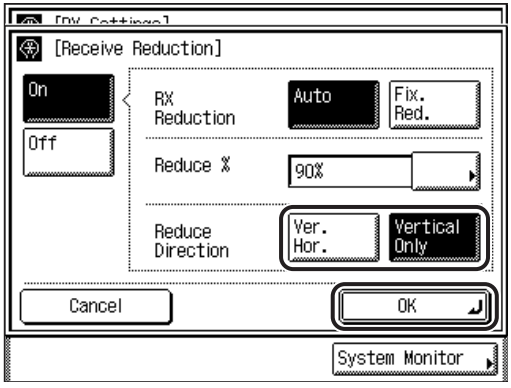
[Auto]:	The image is automatically reduced by a suitable reduction ratio that can range from 90% to 100% of the received document size.
[Fix. Red.]:	The image is reduced by the reduction ratio set for <Reduce %>.

❑ If you selected [Fix. Red.], select the reduction ratio.



You can select 75%, 90%, 95%, and 97% for the reduction ratio.

❑ Select [Ver. Hor.] or [Vertical Only] for <Reduce Direction> → press [OK].



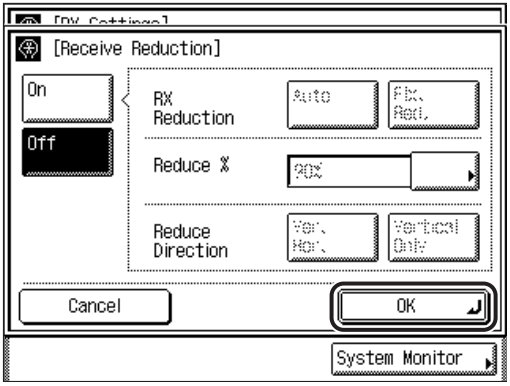
Reduce Direction

[Ver. Hor.]:	The image is reduced in both the vertical and horizontal directions.
[Vertical Only]:	The image is reduced in the vertical direction only.

The selected mode is set.

● **If you select [Off]:**

❑ Press [OK].



The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Continue Printing When Toner Is Out

You can set whether the machine continues printing received documents and reports when it is running out of toner. If you set the machine not to continue printing, the machine stops printing when the toner starts to run low, and automatically stores the received documents in memory.

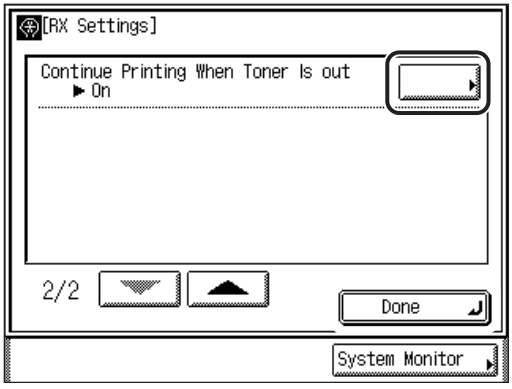
NOTE

- When the machine starts to run out of toner, the message <Prepare the toner.> appears on the display.
- The default setting is 'Yes'.

1 **Press (Additional Functions) → [Communications Settings] → [RX Settings] under <Common Settings>.**

If necessary, see the screen shots in steps 1 and 2 of "Two-Sided Printing," on p. 7-39.

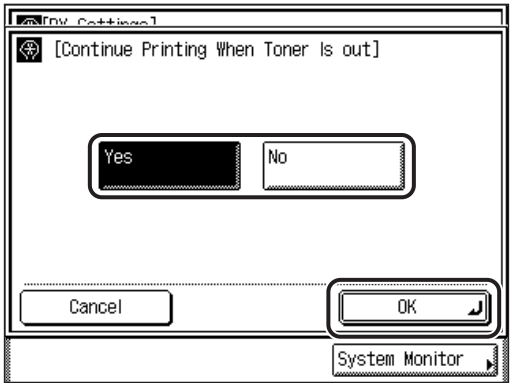
2 **Press [Continue Printing When Toner Is out].**



NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Select [Yes] or [No] → press [OK].



Press [No] to set the machine stop printing received documents and reports when it is running out of toner, and receive the remainder of the documents in memory. Press [Yes] to set the machine ignore the warning and keep printing until the document is completely printed. This setting is convenient when a new toner cartridge is not at hand. However, please note that even if the toner cartridge is completely out of toner, the machine will not receive the document in memory and the document will be printed as a blank page. After installing a new cartridge, make sure to select [No] for this setting.

The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Storing/Editing Address Book Settings

8
CHAPTER

This chapter describes how to register various addresses in the Address Book and how to edit and erase registered information.

Address Book Settings Table 8-2

About the Address Book 8-3

Storing New Addresses 8-5

E-Mail Addresses 8-5

I-Fax Addresses 8-8

File Server Addresses 8-10

Group Addresses 8-14

Editing Address Details 8-20

Erasing Addresses 8-24

Storing/Editing One-Touch Buttons 8-27

Erasing One-Touch Buttons 8-37

Address Book Settings Table

The following items can be stored or set in Address Book Settings from the Additional Functions screen.

Item	Settings	Applicable Page
Register Address	Register New Add Edit Erase	p. 8-5
One-touch Buttons	Register/Edit, Erase	p. 8-27

NOTE

For instructions on setting the modes not described in this manual, refer to the other manuals listed in "Manuals for the Machine," inside front cover.

About the Address Book

The Address Book is a feature used for storing fax, e-mail, I-fax, and file server destinations. The Address Book is divided into an Address Book and one-touch buttons. You can store up to 300 destinations in the Address Book and 200 destinations in one-touch buttons, for a total of 500 destinations in the whole Address Book. Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send a job. By storing your own e-mail address, you can specify a reply-to e-mail address.

The following types of destinations can be stored in the Address Book.

NOTE

- Since each address entry is treated as a single entry, if an e-mail address is registered in a group address, that e-mail address and the group address are counted as two entries.
- Fax numbers can also be stored in the Address Book. For details, see Chapter 5, "Storing/Editing Address Book Settings," in the *Facsimile Guide*.
- Destinations stored in the Address Book can be exported to your computer as a file, which can be imported into the machine. For information on exporting the Address Book, see Chapter 3, "Customizing Settings," in the *Remote UI Guide*.

■ Fax

You can store fax numbers. For more information, see Chapter 5, "Storing/Editing Address Book Settings," in the *Facsimile Guide*.

■ E-mail

You can store e-mail addresses.

■ I-fax

You can store the I-fax address, the mode, and the destination conditions.

■ File

You can register a protocol, host name, file path, etc. for storing scanned documents in a file server.

NOTE

For examples of settings needed for sending to a file server, see the *Network Guide*.

■ Group

You can register multiple destinations of various types in a group address. You can group and use these registered destinations according to your needs.

NOTE

You cannot register new destinations in a group address. New destinations need to be registered in the Address Book before you can register them as part of a group address.

Storing New Addresses

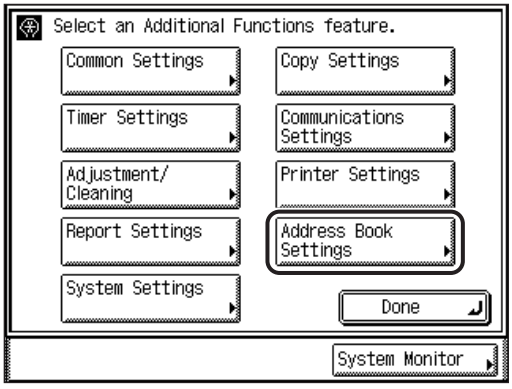
If you register a destination in the Address Book, you can save yourself the effort of entering the destination every time it is used. That destination can also be selected from the Address Book for use in any other customized setting.

NOTE

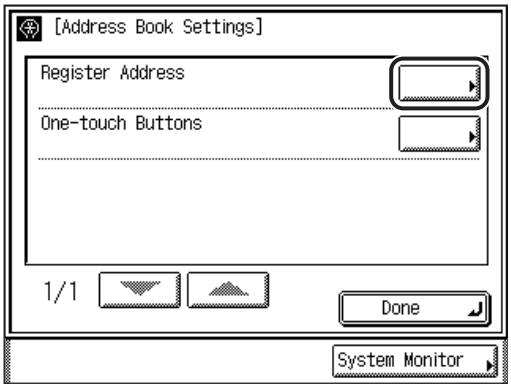
For instructions on storing fax numbers, see Chapter 5, "Storing/Editing Address Book Settings," in the *Facsimile Guide*.

E-Mail Addresses

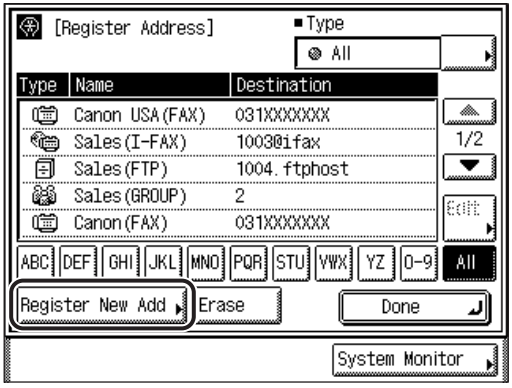
1 **Press (Additional Functions) → [Address Book Settings].**



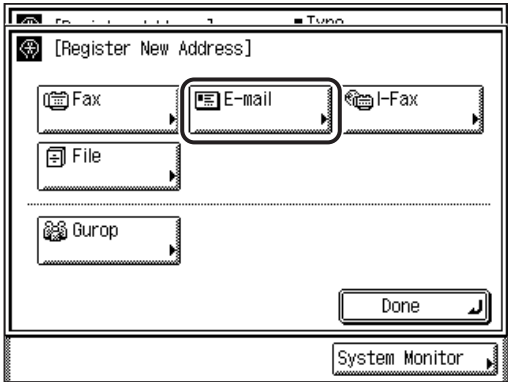
2 Press [Register Address].



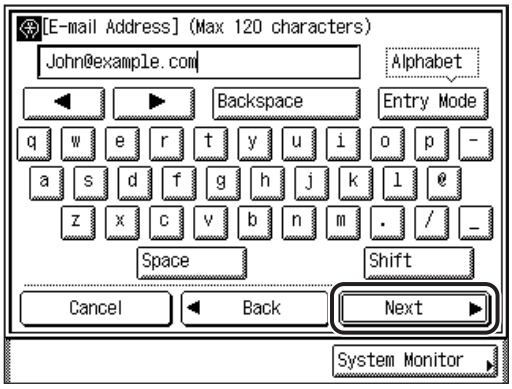
3 Press [Register New Address].



4 Press [E-mail].

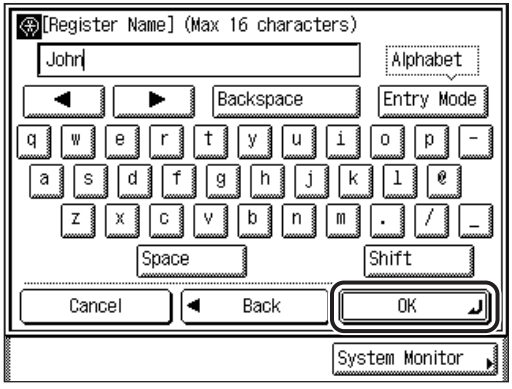


5 Enter the e-mail address → press [Next].



You can enter up to 120 characters for the e-mail address.

6 Enter a name for the e-mail address → press [OK].



You can enter up to 16 characters for the name.

The display returns to the Send Basic Features screen.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

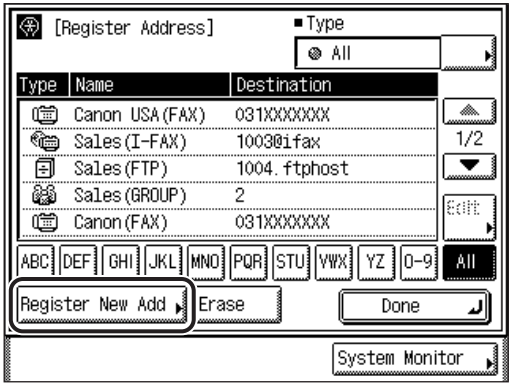
7 Press [Done] repeatedly until the Send Basic Features screen appears.

I-Fax Addresses

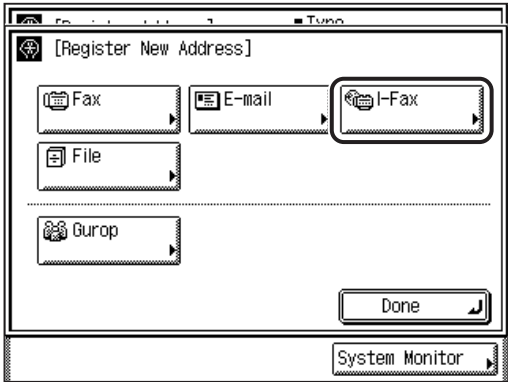
1 **Press (Additional Functions) → [Address Book Settings] → [Register Address].**

If necessary, see the screen shots in steps 1 and 2 of "E-Mail Addresses," on p. 8-5.

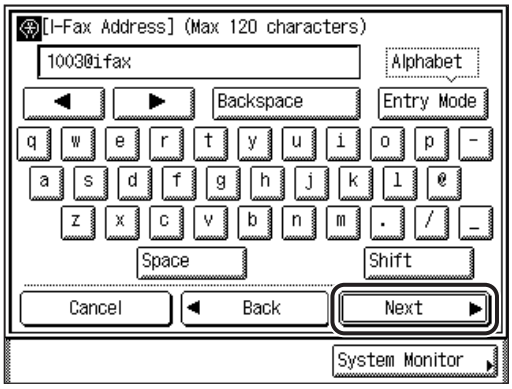
2 **Press [Register New Add].**



3 **Press [I-Fax].**

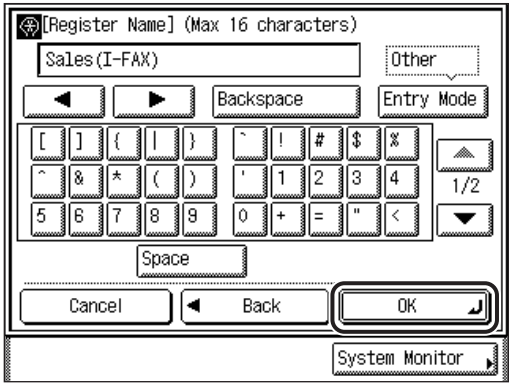


4 Enter the I-fax address → press [Next].



You can enter up to 120 characters for the I-fax address.

5 Enter a name for the I-fax address → press [OK].



You can enter up to 16 characters for the name.

The display returns to the Register New Address screen.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

6 Press [Done] repeatedly until the Send Basic Features screen appears.

File Server Addresses

IMPORTANT

If Language Switch in Common Settings (from the Additional Functions screen) is set to 'On', the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.

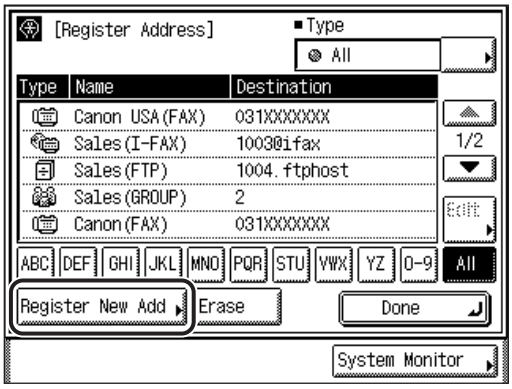
NOTE

- For examples of the settings needed to send to a file server, see the *Network Guide*.
- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- You can enter up to 16 characters for the file server name.
- You can enter up to 120 characters for the host name.
- You can enter up to 120 characters for the file path.
- You can input the user name as follows:
  - If [FTP] is selected:
    Up to 24 characters
  - If [Windows (SMB)] is selected:
    When inputting the user name: Up to 20 characters
    When inputting the domain name\user name: Domain name: Up to 15 characters, User name: Up to 20 characters
- Up to 24 characters (14 characters when [Windows (SMB)] is selected) can be entered for the password.

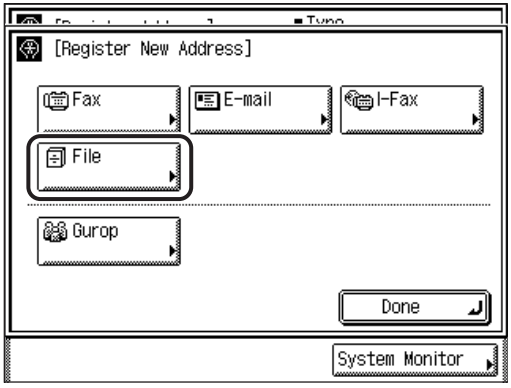
1 Press (Additional Functions) → [Address Book Settings] → [Register Address].

If necessary, see the screen shots in steps 1 and 2 of "E-Mail Addresses," on p. 8-5.

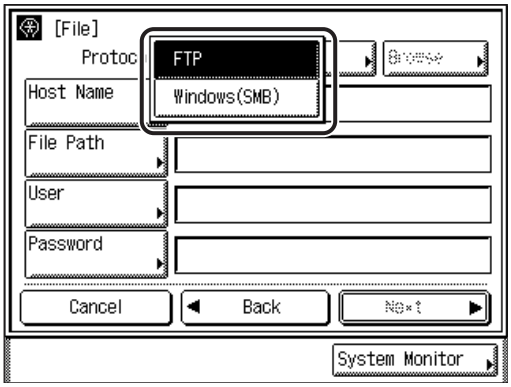
2 Press [Register New Add].



3 Press [File].



4 Press the Protocol drop-down list → select the desired protocol.

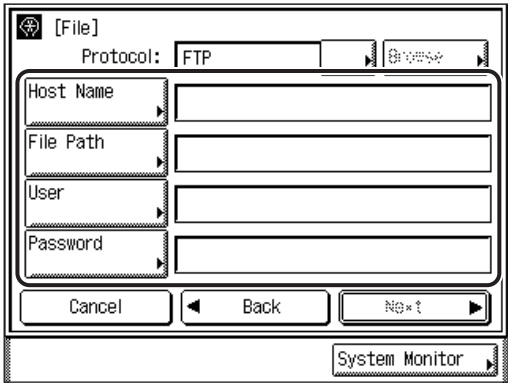


The following protocols may be used:

[FTP]: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X or later, Internet Information Server 4.0 under Windows NT Server 4.0, Internet Information Services 5.0 under Windows 2000 Server, Internet Information Services 5.1 under Windows XP Professional, Internet Information Services 6.0 under Windows 2003 Server, or Red Hat Linux 7.2.

[Windows (SMB)]: Select this protocol if you are sending documents to a computer running Windows NT 4.0 or Windows 98/Me/2000/XP/Server 2003.

5 Set [Host Name], [File Path], [User], and [Password].

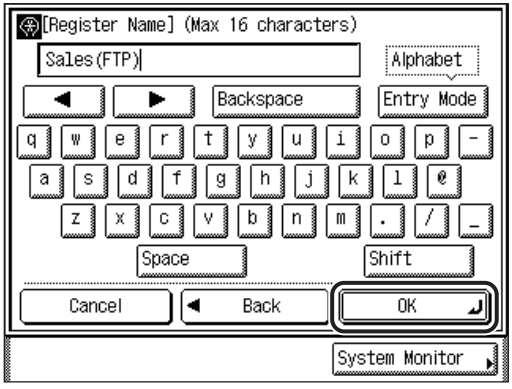


NOTE

For instructions on specifying each of the settings for FTP and Windows (SMB), see "Specifying a File Server," on p. 2-9.

6 Press [Next].

7 Enter a name for the file server address → press [OK].



You can enter up to 16 characters for the file server name.

The display returns to the Send Basic Features screen.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

8 Press [Done] repeatedly until the Send Basic Features screen appears.

Group Addresses

The Group Address feature enables you to create a group of up to 499 stored destinations as a single destination.

IMPORTANT

If you want to store a group address, the destinations must be stored beforehand, such as fax numbers, e-mail addresses, and file server addresses.

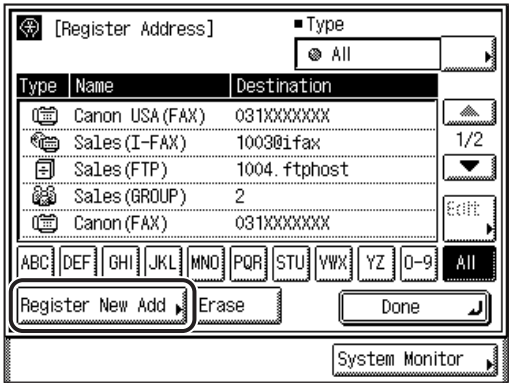
NOTE

Fax numbers can also be stored in a group address. For details, see Chapter 5, "Storing/Editing Address Book Settings," in the *Facsimile Guide*.

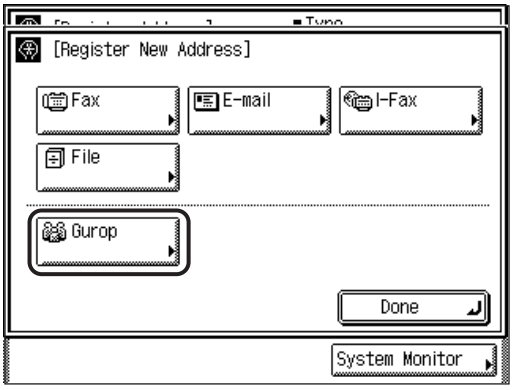
1 **Press (Additional Functions) → [Address Book Settings] → [Register Address].**

If necessary, see the screen shots in steps 1 and 2 of "E-Mail Addresses," on p. 8-5.

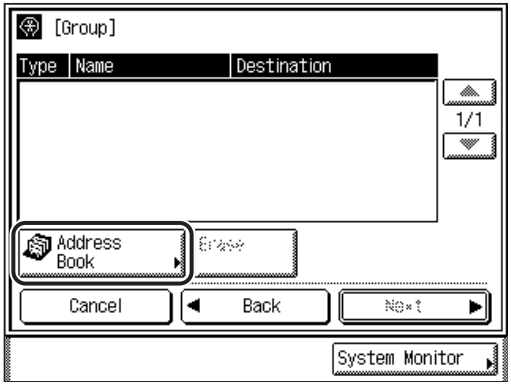
2 **Press [Register New Add].**



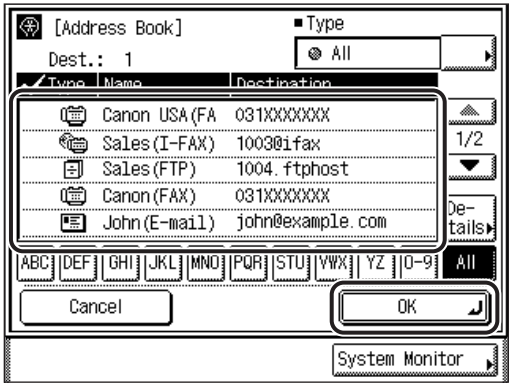
3 Press [Group].



4 Press [Address Book].

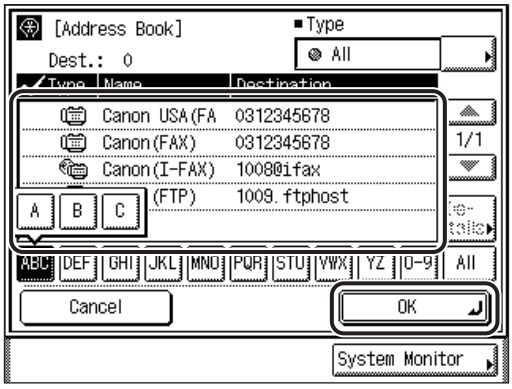


5 Select the destinations → press [OK].



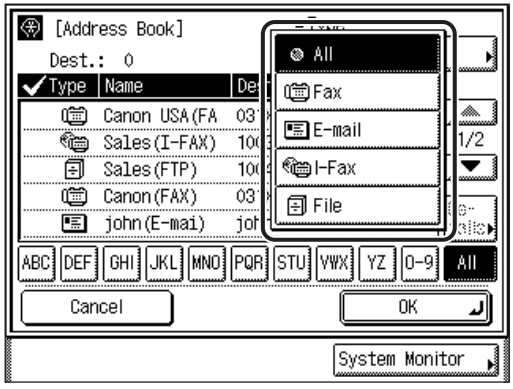
To cancel a selected destination, select the destination again to clear the check mark.

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.

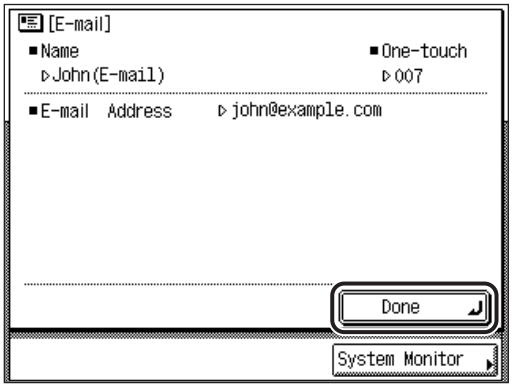


If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

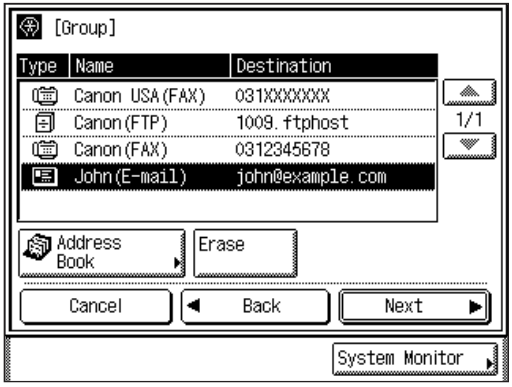
You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.



You can select a destination and press [Details] to display the screen shown below. This enables you to confirm the detailed information related to the selected destinations. Press [Done] to return to the previous screen.



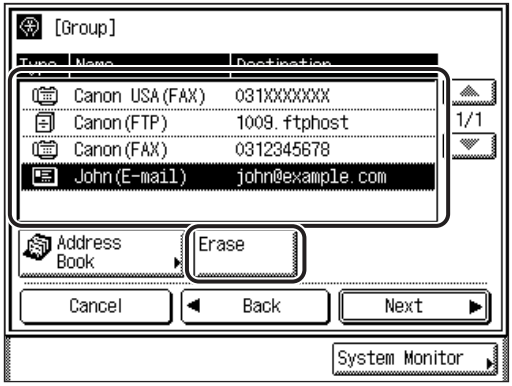
6 Repeat steps 4 and 5 to add other destinations.



The destination you have selected is listed.

● **To erase a destination:**

❑ Select a destination from the group address list → press [Erase].

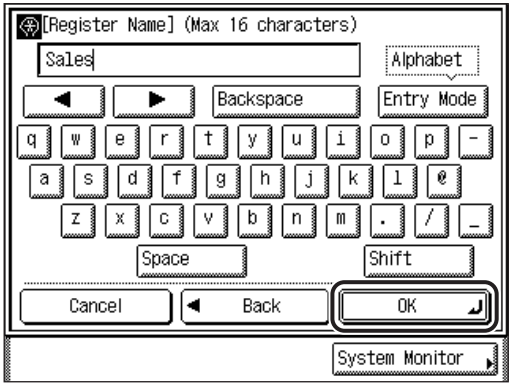


If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

The selected destination is erased.

7 When you have finished storing destinations, press [Next].

8 Enter a name for the group address → press [OK].



You can enter up to 16 characters for the name.

The display returns to the Register New Address screen.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

9 **Press [Done] repeatedly until the Send Basic Features screen appears.**

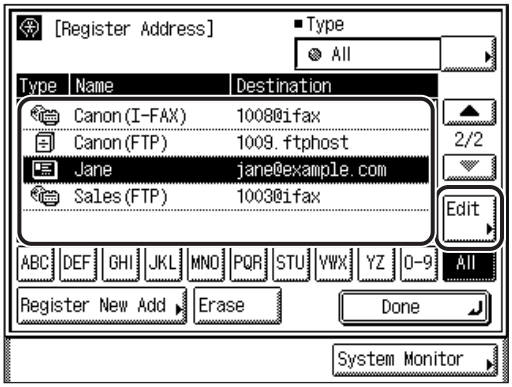
Editing Address Details

You can change destination details as necessary.

1 **Press (Additional Functions) → [Address Book Settings] → [Register Address].**

If necessary, see the screen shots in steps 1 and 2 of "E-Mail Addresses," on p. 8-5.

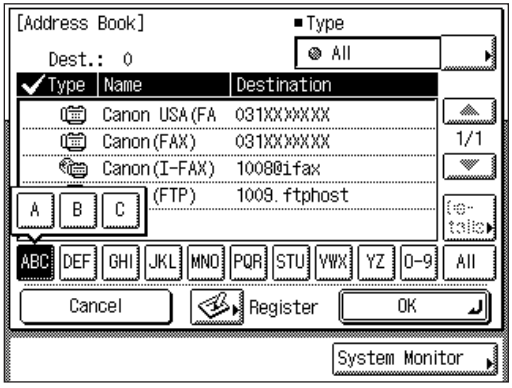
2 **Select the destination to be changed → press [Edit].**



You cannot edit multiple destinations at the same time.

In this example, an e-mail address is selected.

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.



If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.

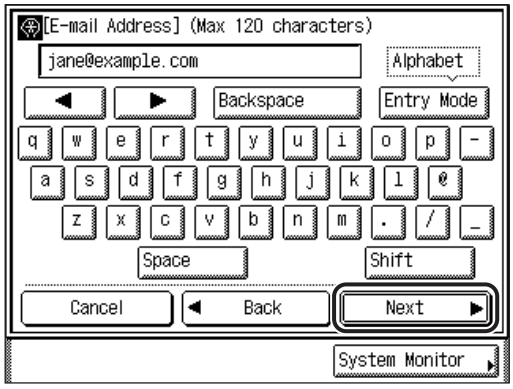
If you select [All] in the Address Book drop-down list, the destinations stored in the one-touch buttons are displayed. However, you cannot edit these destinations. For instructions on storing and editing one-touch buttons, see "Storing/Editing One-Touch Buttons," on p. 8-27.

The current settings for the selected destination appear.

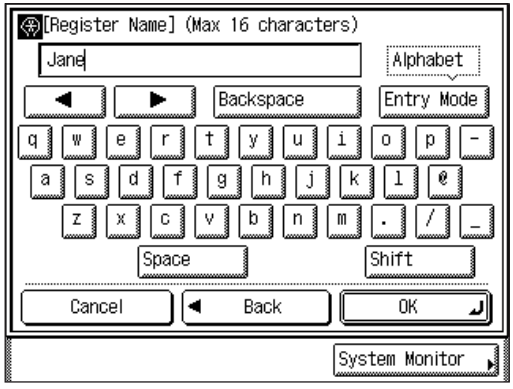
3 Edit the address details → press [Next].

The screen differs depending on the address type you select in step 2.

You can only change the name of a destination registered as a group address.



4 If necessary, edit the address name → press [OK].



The display returns to the Register New Address screen.

NOTE

- For instructions on setting fax numbers, see Chapter 5, "Storing/Editing Address Book Settings," in the *Facsimile Guide*.
- For instructions on setting e-mail addresses, see "E-Mail Addresses," on p. 8-5.
- For instructions on setting I-fax addresses, see "I-Fax Addresses," on p. 8-8.
- For instructions on setting file server addresses, see "File Server Addresses," on p. 8-10.
- For instructions on setting group addresses, see "Group Addresses," on p. 8-14.

5 **Press [Done] repeatedly until the Send Basic Features screen appears.**

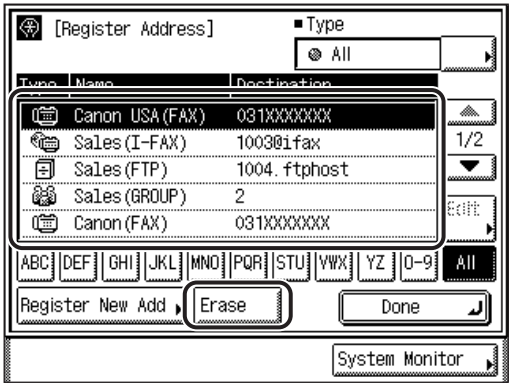
Erasing Addresses

You can erase destinations stored in the address book.

1 **Press (Additional Functions) → [Address Book Settings] → [Register Address].**

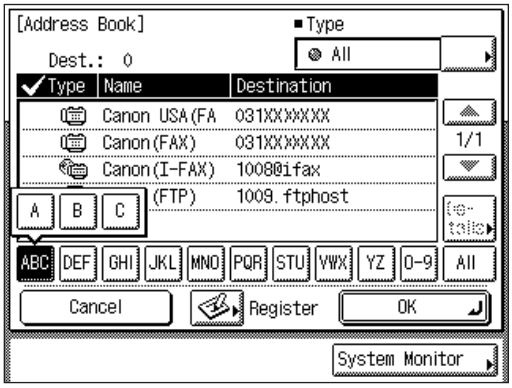
If necessary, see the screen shots in steps 1 and 2 of "E-Mail Addresses," on p. 8-5.

2 **Select the destination to be erased → press [Erase].**



You cannot erase multiple destinations at the same time.

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.

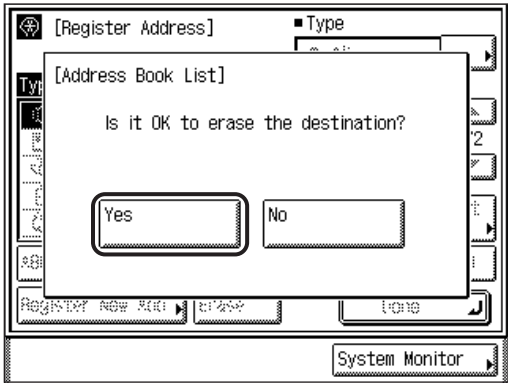


If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.

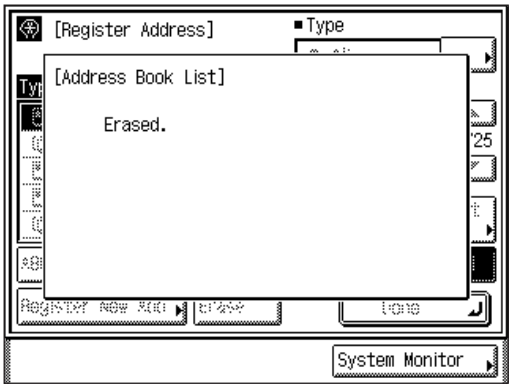
If you select [All] in the Address Book drop-down list, the destinations stored in the one-touch buttons are displayed. However, you cannot erase these destinations. For instructions on erasing one-touch buttons, see "Erasing One-Touch Buttons," on p. 8-37.

3 Press [Yes].



To cancel erasing, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.



The selected destination is erased.

4 **Press [Done] repeatedly until the Send Basic Features screen appears.**

Storing/Editing One-Touch Buttons

You can store up to 200 destinations in the one-touch buttons. This section describes how to store/edit the destinations with the one-touch buttons feature.

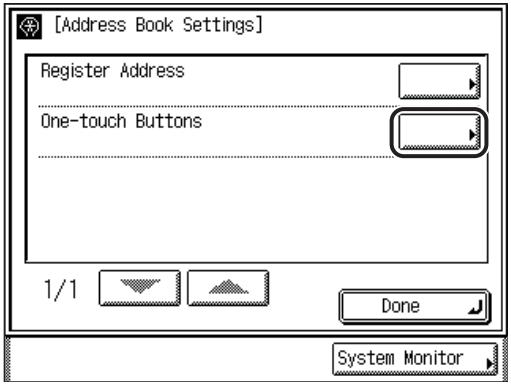
IMPORTANT

If Language Switch in Common Settings (from the Additional Functions screen) is set to 'On', the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.

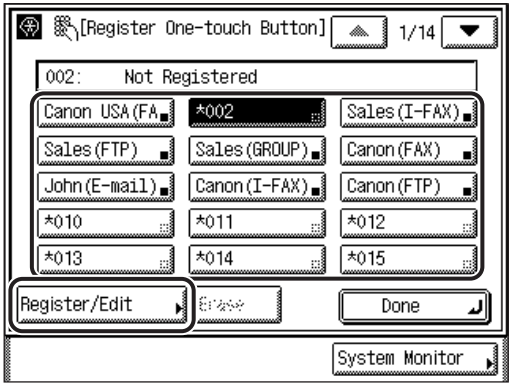
NOTE

- Destinations stored in one-touch buttons are also displayed in the Address Book.
- A new destination cannot be registered in a group destination that is stored in a one-touch button the destination must be registered in a one-touch button in advance.
- Fax numbers can also be stored in one-touch buttons. For details, see Chapter 5, "Storing/Editing Address Book Settings," in the *Facsimile Guide*.
- You can use 0 - 9 (numeric keys) to enter numbers, and C (Clear) to clear your entries.
- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

1 **Press (Additional Functions) → [Address Book Settings] → [One-touch Buttons].**



2 Select a one-touch button to store or change → press [Register/Edit].



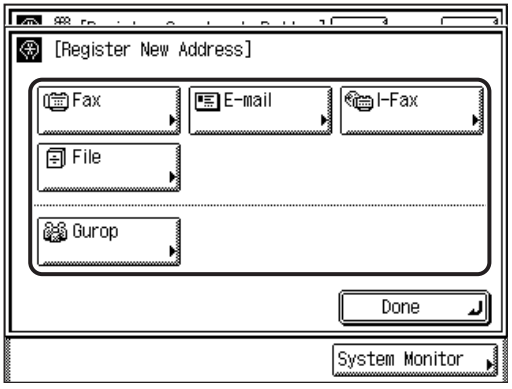
If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.

You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using ⓪ - ⑨ (numeric keys).

NOTE

- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a one-touch button, the number of destinations registered in the group address is displayed.

3 Select [Fax], [E-mail], [I-Fax], [File], or [Group].



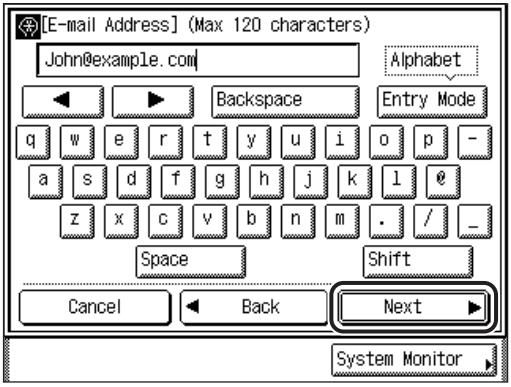
If you select a one-touch button already storing a destination, skip this step.

If you select [Fax], see Chapter 5, "Storing/Editing Address Book Settings," in the Facsimile Guide, for the rest of the procedure.

4 Store or edit address details.

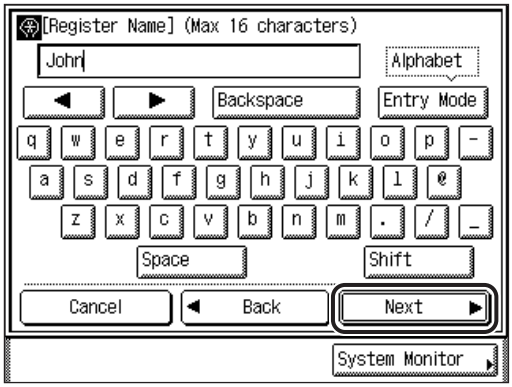
● **If you select [E-mail]:**

❑ Enter the e-mail address → press [Next].



You can enter up to 120 characters for the e-mail address.

❑ Enter a name for the e-mail address ➞ press [Next].

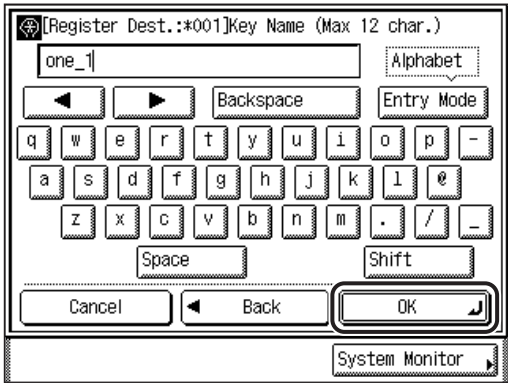


You can enter up to 16 characters for the name.

NOTE

The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

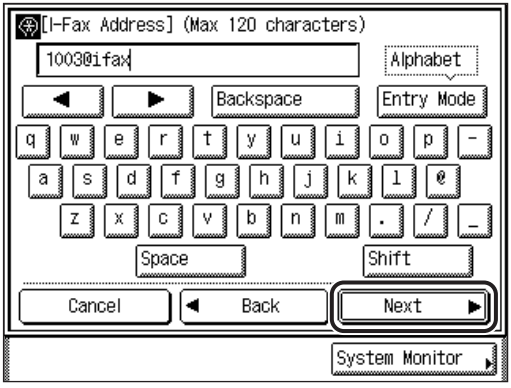
❑ Enter a name for the one-touch button ➞ press [OK].



You can enter up to 12 characters for the one-touch button name.

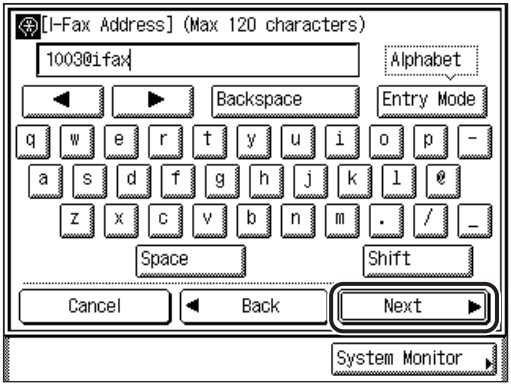
● **If you select [I-Fax]:**

❑ Enter → enter the I-fax address → press [Next].



You can enter up to 120 characters for the I-fax address.

❑ Enter a name for the I-fax address → press [Next].

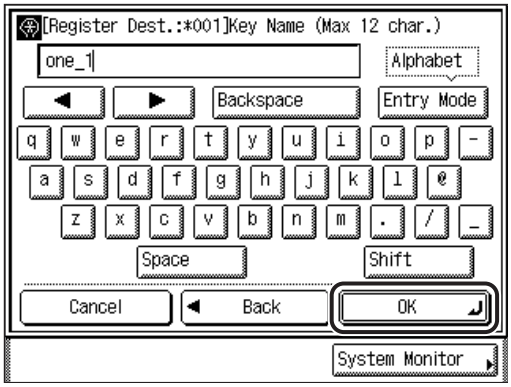


You can enter up to 16 characters for the name.

NOTE

The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

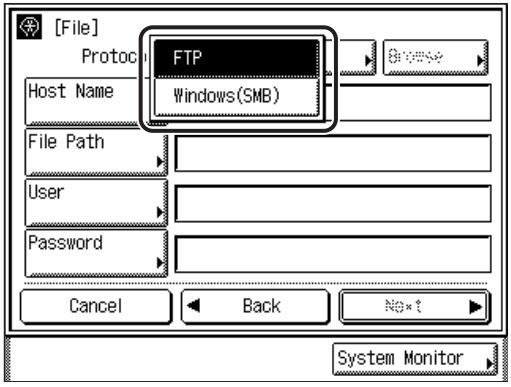
❑ Enter a name for the one-touch button ➞ press [OK].



You can enter up to 12 characters for the one-touch button name.

● If you select [File]:

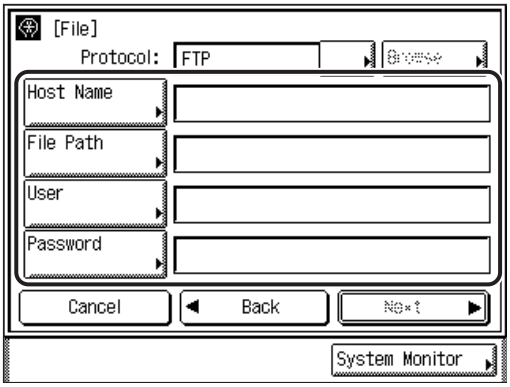
❑ Press the Protocol drop-down list ➞ select the protocol.



The following protocols may be used:

[FTP]:	Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X or later, Internet Information Server 4.0 under Windows NT Server 4.0, Internet Information Services 5.0 under Windows 2000 Server, Internet Information Services 5.1 under Windows XP Professional, Internet Information Services 6.0 under Windows 2003 Server, or Red Hat Linux 7.2.
[Windows (SMB)]:	Select this protocol if you are sending documents to a computer running Windows NT 4.0 or Windows 98/Me/2000/XP/Server 2003.

❑ Set [Host Name], [File Path], [User], and [Password].

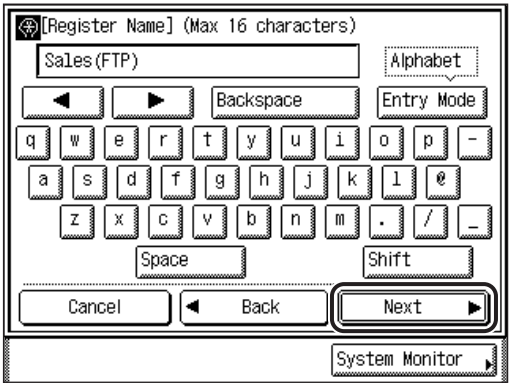


NOTE

For instructions on specifying each of the settings for FTP and Windows (SMB), see "Specifying a File Server," on p. 2-9.

❑ Press [Next].

❑ Enter a name for the file server address → press [Next].

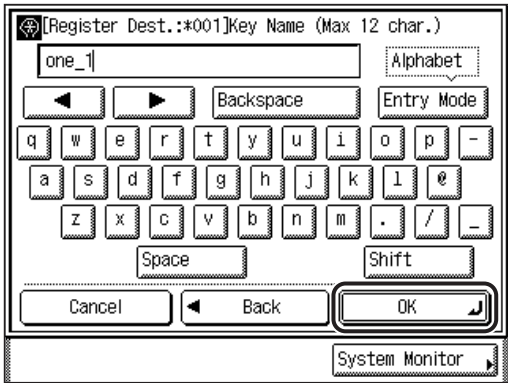


You can enter up to 16 characters for the name.

NOTE

The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

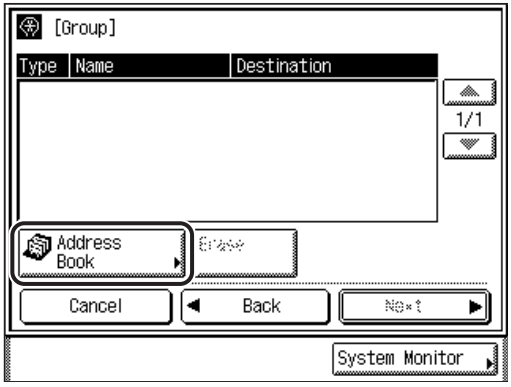
❑ Enter a name for the one-touch button ➞ press [OK].



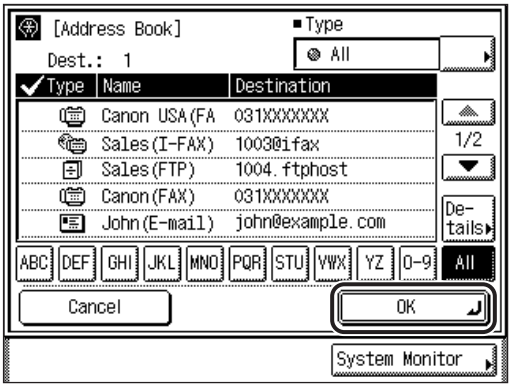
You can enter up to 12 characters for the one-touch button name.

● **If you select [Group]:**

❑ Press [Address Book].



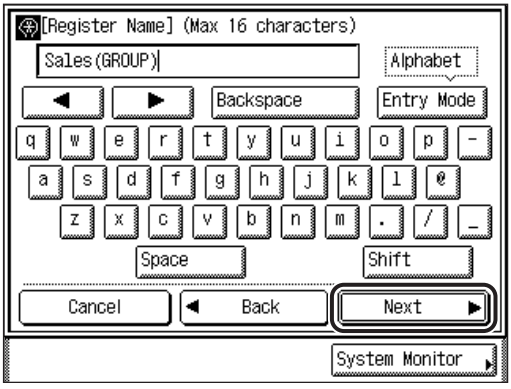
❑ Select the destinations to store in the group address → press [OK].



Only destinations that are already stored in one-touch buttons can be selected as part of a one-touch button group address.

❑ Press [Next].

❑ Enter a name for the group → press [Next].

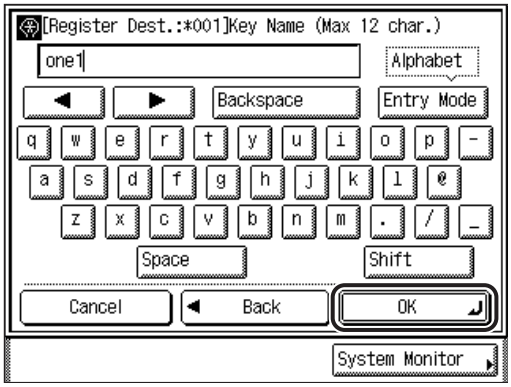


You can enter up to 16 characters for the name.

NOTE

The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

❑ Enter a name for the one-touch button ➞ press [OK].



You can enter up to 12 characters for the one-touch button name.

The display returns to Register One-touch Button screen.

5 To register or edit another destination, repeat steps 2 to 4.

6 Press [Done] repeatedly until the Send Basic Features screen appears.

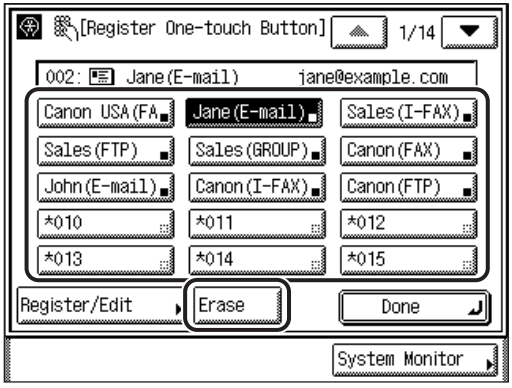
Erasing One-Touch Buttons

You can erase the destinations that you have stored in one-touch buttons.

1 **Press (Additional Functions) → [Address Book Settings] → [One-touch Buttons].**

If necessary, see the screen shot in step 1 of "Storing/Editing One-Touch Buttons," on p. 8-27.

2 **Select the one-touch button containing the destination(s) you want to erase → press [Erase].**



If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.

If you know the one-touch button's three digit number, enter the three digit number of the desired one-touch button using ⓪ - ⑨ (numeric keys).

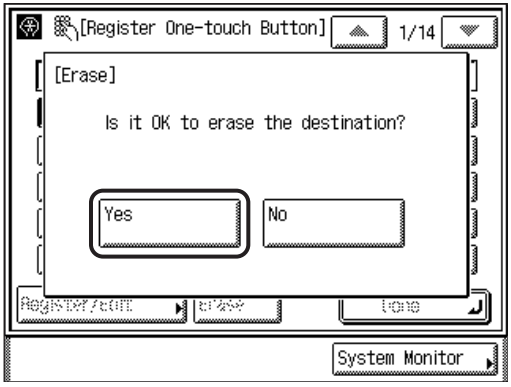
IMPORTANT

Make sure that you verify the settings first before you erase them.

NOTE

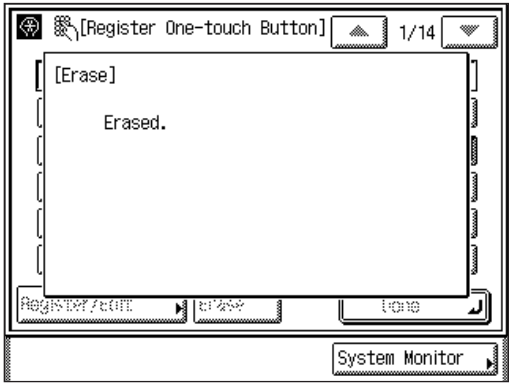
- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a one-touch button, the number of destinations registered in the group address is displayed.

3 Press [Yes].



To cancel erasing, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.



The destinations stored in the selected one-touch button are erased.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

System Settings

9
CHAPTER

This chapter describes the System Settings items that are related to the Send function.

System Settings Table 9-2

Communications Settings 9-4

E-Mail/I-Fax Settings 9-4

Memory Lock Settings 9-9

Forwarding Settings 9-15

Storing Forwarding Settings 9-15

When Forwarding Destinations Do Not Match the Forwarding Conditions 9-26

Checking/Changing Forwarding Settings 9-30

Forwarding Received Documents 9-31

Erasing Forwarding Settings 9-33

Printing Forwarding Settings 9-34

Restricting Access to Destinations 9-36

Restricting New Addresses 9-36

Allow Fax Driver TX 9-38

System Settings Table

The following items can be stored or set in System Settings from the Additional Functions screen.

■ System Settings

Item	Settings	Applicable Page
Communications Settings		
E-mail/I-Fax		p. 9-4
Maximum TX Data Size	0 to 99 MB; 3 MB*	
Divided TX over Max.Data Size	On, Off*	
Default Subject	40 characters maximum; Attached Image*	
Fax Settings		See the *Facsimile Guide.*
Send Start Speed	33600 bps*, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	
Receive Start Speed	33600 bps*, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	
Memory Lock Settings	On, Off*	p. 9-9
Memory Lock Password	Seven digits maximum	
Report Print	On, Off*	
Memory Lock Time Settings	On, Off*; Memory Lock Start Time, Memory Lock End Time	

An asterisk (*) indicates the default settings.

■ System Settings Table Continued

Item	Settings	Applicable Page
Forwarding Settings	Receive Type, Validate/Invalidate, Register, Forward w/o Cond., Detail/Edit, Erase, Print List	p. 9-15
Restrict Access to Destinations		
Restrict New Addresses	On, Off*	p. 9-36
Allow Fax Driver TX	On, Off*	p. 9-38

An asterisk (*) indicates the default settings.

NOTE

For instructions on setting the modes not described in this manual, refer to the other manuals listed in "Manuals for the Machine," inside front cover

Communications Settings

This section describes the e-mail, I-fax, and Memory Lock settings.

E-Mail/I-Fax Settings

You can change the e-mail and I-fax transmission settings. The following settings are available.

■ Maximum Data Size For Sending

Sets the maximum data size for outgoing e-mail messages and I-fax documents. If the e-mail message exceeds this data size limit, it is split up into several e-mail messages before being sent. However, if an I-fax transmission exceeds the data size limit, it is handled as an error, and it is not sent.

■ Divided TX over Max.Data Size

Sets whether to divide a document into separate files when it is sent if its size exceeds the data size you specify.

■ Default Subject

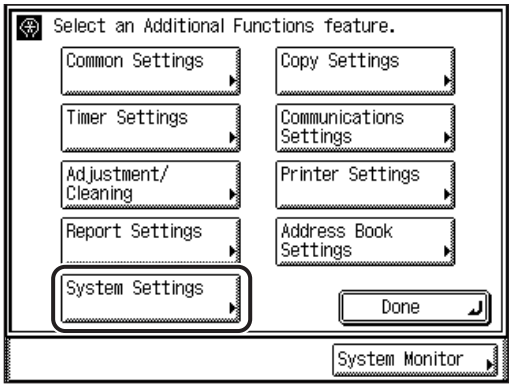
The subject that you enter here is used as the default subject whenever you do not enter a subject when sending a job.

NOTE

The default settings are:

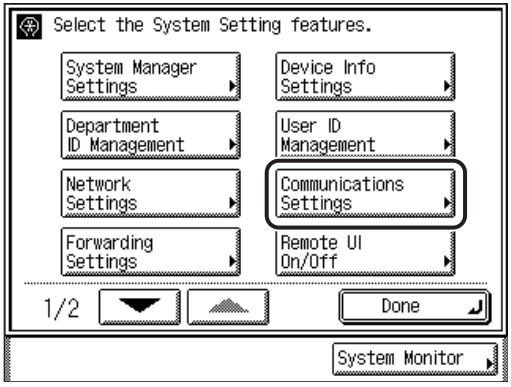
- Maximum TX Data Size	3 MB
- Divided TX over Max.Data Size:	Off
- Default Subject:	Attached Image

1 Press (Additional Functions) → [System Settings].



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

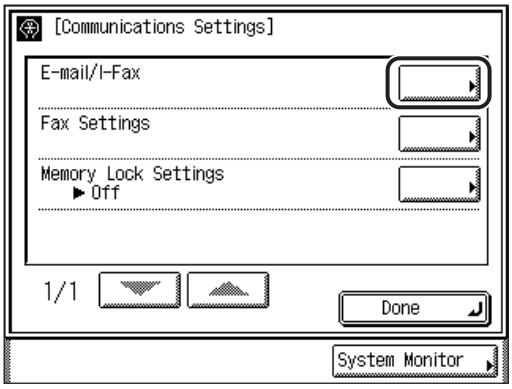
2 Press [Communications Settings].



NOTE

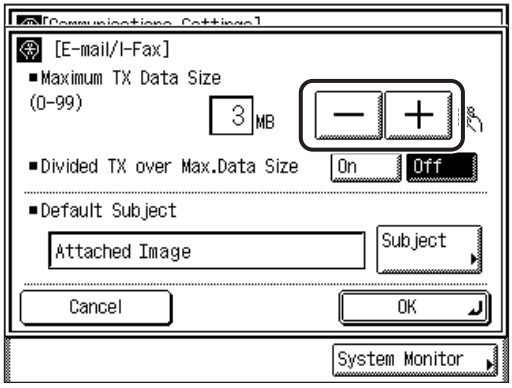
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 Press [E-mail/I-Fax].



4 Set the Maximum TX Data Size.

❑ Press [-] or [+] to specify the maximum data size for sending.



You can set the Maximum TX Data Size from 0 to 99 MB in 1 MB increments.

You can also use ⓪ - ⑨ (numeric keys) to enter values, and ⓒ (Clear) to clear your entries.

You can change the value by pressing [-] or [+], even if you enter the value using ⓪ - ⑨ (numeric keys).

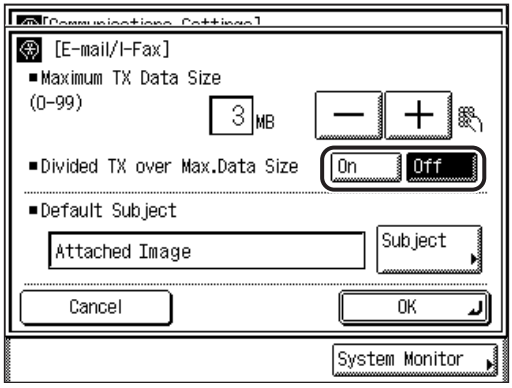
IMPORTANT

The maximum data size for sending must not be greater than the maximum data size of the mail server.

NOTE

- If you enter 0 MB as the data size, there is no size limit on the data that is sent.
- The maximum data size for sending can be set in 1 MB increments. If the size of an e-mail message exceeds the set limit, the message is split up by page and sent out as smaller e-mail messages, each of which is within the set limit. I-fax data that exceeds the set limit is handled as an error, and is not sent. For more information, contact your local authorized Canon dealer.

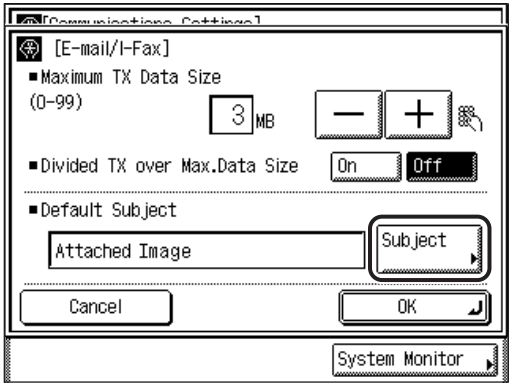
5 Press [On] or [Off] for <Divided TX over Max.Data Size>.



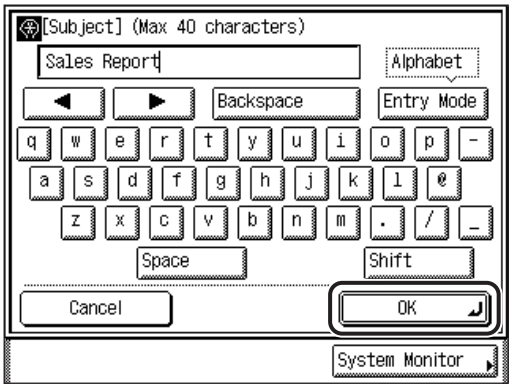
Select [On] if you want the document to be divided into files when the data size of the document exceeds the maximum TX data size you specify.

Otherwise, select [Off].

6 Press [Subject].



7 Enter the default subject → press [OK].



You can enter up to 40 characters for the default subject.

NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

8 Press [Done] repeatedly until the Send Basic Features screen appears.

Memory Lock Settings

There may be occasions when you want to store all incoming documents into memory until you are ready to print or send them. Locking the machine to receive and store all documents in memory is called Memory Lock. After Memory Lock is turned 'On', the machine will enter the Memory Lock mode. Documents received when the machine is in the Memory Lock mode are stored in memory until you unlock the memory with a password, and print them. You can also set the machine to automatically enter and leave the Memory Lock mode at a specified time.

This section explains how to define a memory lock password, receive I-fax/fax documents in memory, and set the time for the machine to enter and leave the Memory Lock mode.

IMPORTANT

Additional documents cannot be received in memory if either of the following is true:

- When a total of 97 documents have been stored
- When a total of approximately 1,300 pages have been stored

NOTE

- Received documents that are stored in memory are displayed on the RX Job Status screen. You can erase or check the details of the received documents from the RX Job Status screen.
- The default setting is 'Off'.

1 Press (Additional Functions) → [System Settings] → [Communications Settings].

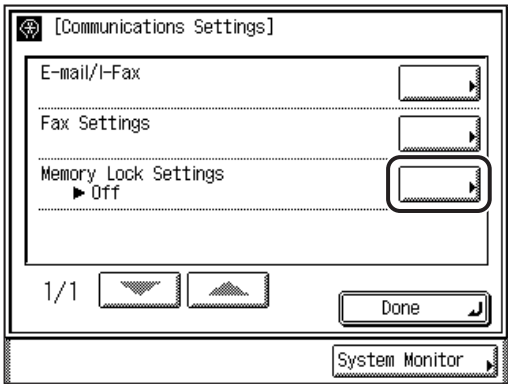
If necessary, see the screen shots in steps 1 and 2 of "E-Mail/I-Fax Settings," on p. 9-4.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

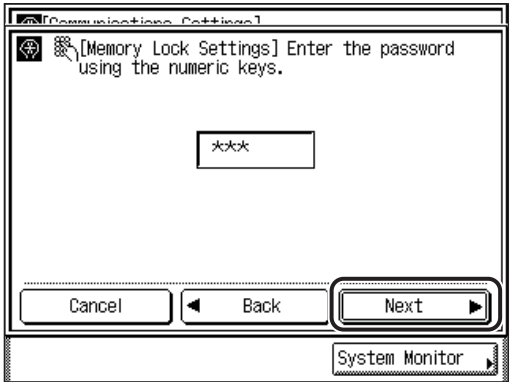
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

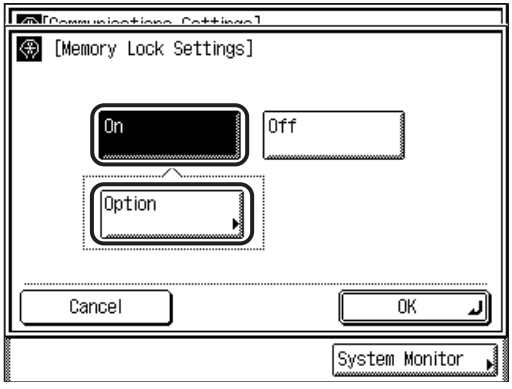
2 Press [Memory Lock Settings].



If a password has been set for the Memory Lock Settings screen, enter the password using ⓪ - ⑨ (numeric keys) → press [Next].

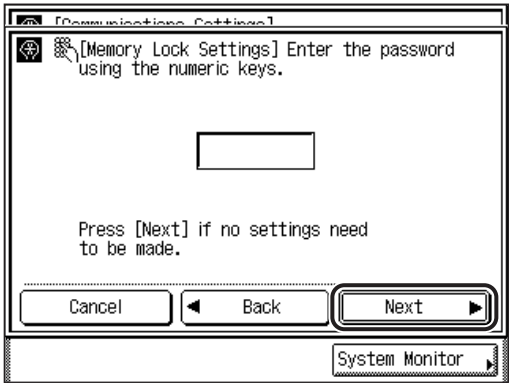


3 Select [On] → press [Option].



If you do not want to set the Memory Lock mode, select [Off] → press [OK] → proceed to step 7.

4 If you want to set a password for the Memory Lock mode, enter a password using ⓪ - ⑨ (numeric keys) → press [Next].



If you set a password, it will be necessary to enter the password whenever you want to change the Memory Lock mode settings, or cancel the Memory Lock mode.

If you do not want to set the Memory Lock with a password, press [Next] without entering any numbers.

You cannot store a password with only zeros as the number, such as <0000000>.

If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <0321> or <0000321> is entered, <321> is stored.

IMPORTANT

Since there is no way to check a stored password, make sure that you write it down, and keep it in a safe place.

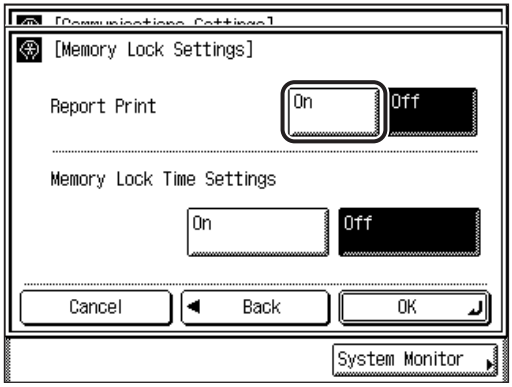
NOTE

If you make a mistake when entering the password, press ⓒ (Clear) to clear your entry → enter the correct password.

5 Specify the memory lock settings.

● **If you want to print the reports which are set to be printed automatically in Report Settings:**

❑ Press [On] for <Report Print>.

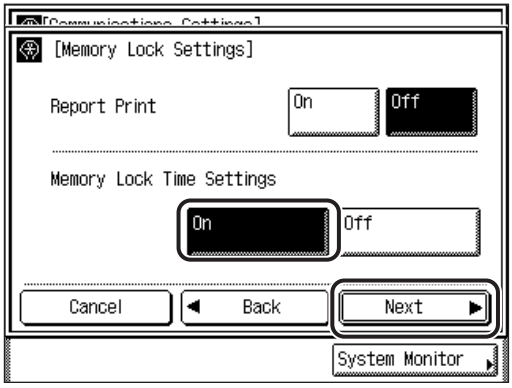


If you do not want to print these reports, press [Off].

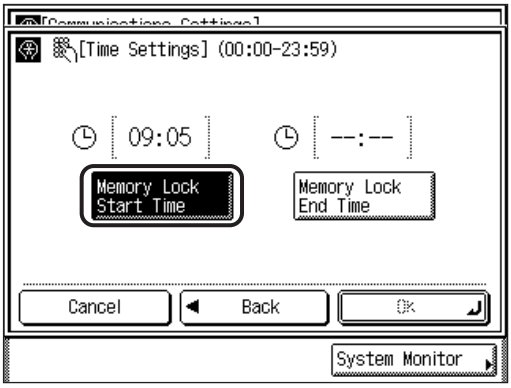
NOTE
- For report samples, see Chapter 12, "Appendix."
- The default setting is 'Off'.

● **If you want to specify the Memory Lock Time Settings:**

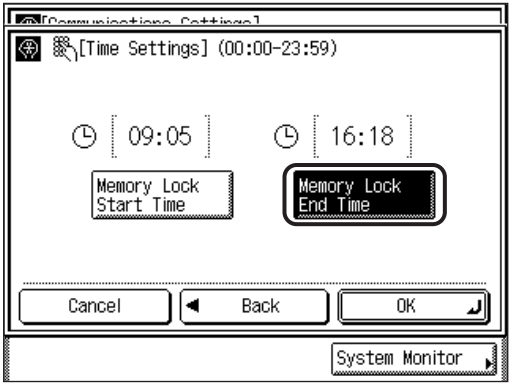
❑ Press [On] for <Memory Lock Time Settings> → press [Next].



❑ Press [Memory Lock Start Time] → specify the time to enter the Memory Lock mode using ⓪ - ⑨ (numeric keys).



❑ Press [Memory Lock End Time] → specify the time to exit the Memory Lock mode using ⓪ - ⑨ (numeric keys) → press [OK].



Enter all four digits of the time (including zeros), using 24-hour notation.

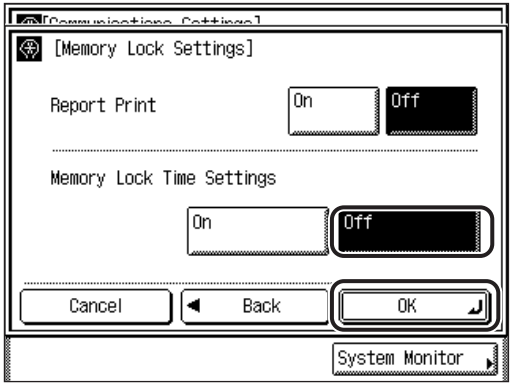
Examples:	9:05 a.m.	→	0905
	4:18 p.m.	→	1618

NOTE

- If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry → enter another four digit number.
- If you do not want to specify the start time, press [Cancel].
- If you set the same time for Memory Lock Start Time and Memory Lock End Time, the machine will be in the Memory Lock mode through the entire day.

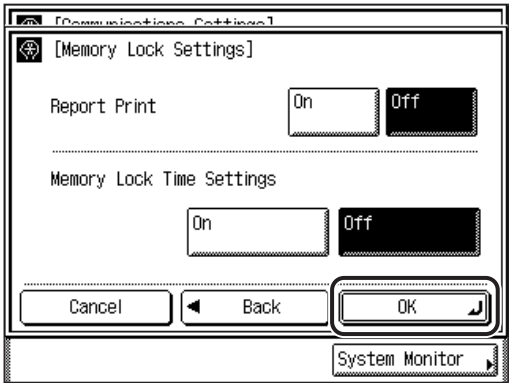
● **If you do not want to specify the Memory Lock Time Settings:**

❑ Press [Off] for <Memory Lock Time Settings> ➞ press [OK].



If [Off] is selected, the Memory Lock mode will not start automatically at a specified time. The machine enters the Memory Lock mode only when you manually set Memory Lock to 'On' from the Memory Lock Settings screen.

6 When all settings are complete, press [OK].



The selected modes are set.

7 Press [Done] repeatedly until the Send Basic Features screen appears.

Forwarding Settings

You can set the machine to forward received fax/I-fax documents to other machines or file servers. If a received document matches the forwarding conditions, it is forwarded to the specified destination. This section explains the conditions for forwarding, and how to register, change, and erase forwarding destinations.

IMPORTANT

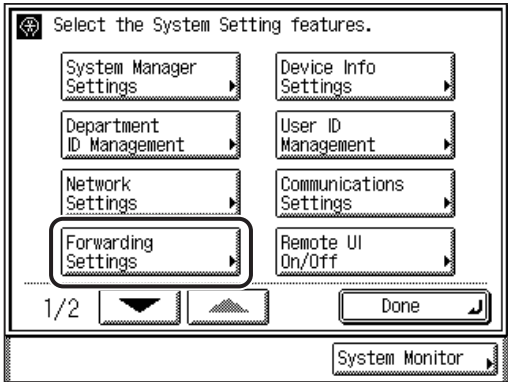
If an error occurs when forwarding a document, the received fax/I-fax document is erased from memory even if the Memory Lock mode is set to 'On'.

NOTE

The maximum number of forwarding settings that you can store is 10.

Storing Forwarding Settings

1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].

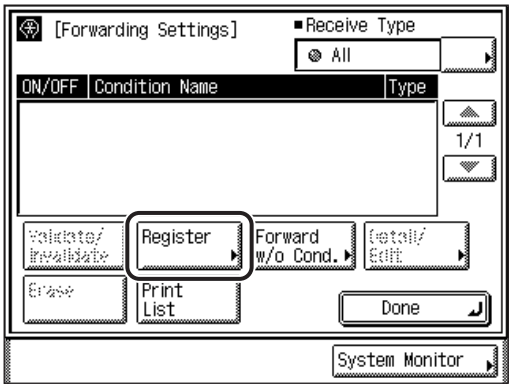


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

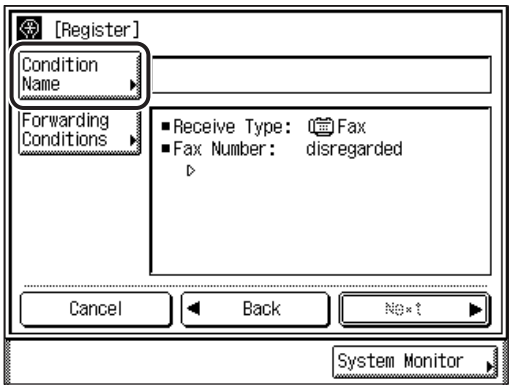
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

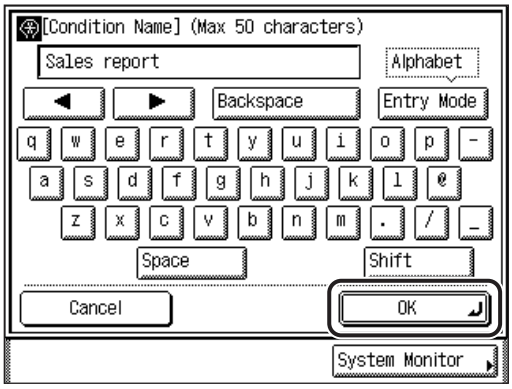
2 Press [Register].



3 Press [Condition Name].



4 Enter a name for the forwarding condition → press [OK].

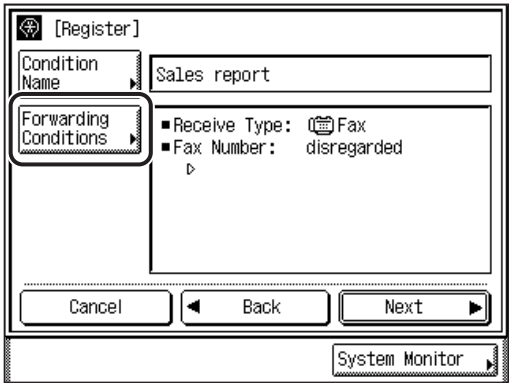


You can enter up to 50 characters for the condition name.

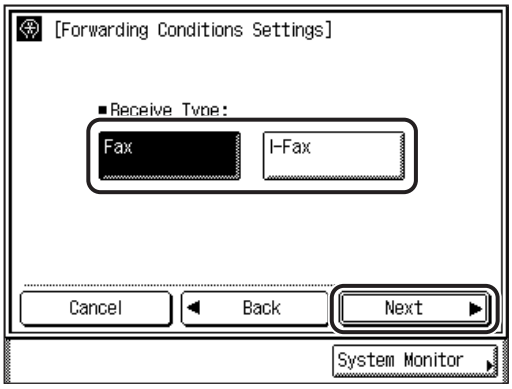
NOTE

For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

5 Press [Forwarding Conditions].



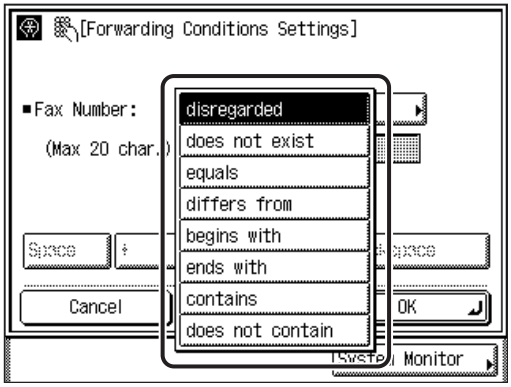
6 Select [Fax] or [I-Fax] → press [Next].



7 Set the forwarding conditions.

● **If [Fax] is selected as the receive type:**

❑ Press the Fax Number drop-down list → select the forwarding condition.

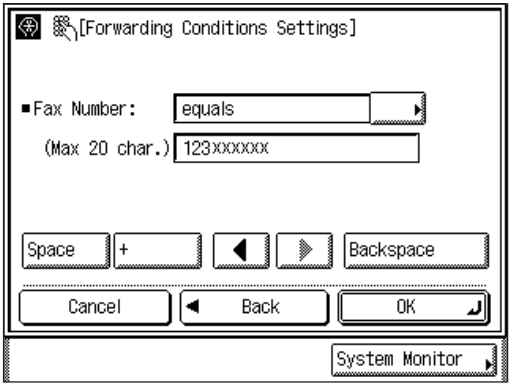


The available forwarding conditions are:

[disregarded]:	Disregards the Fax Number information as a forwarding condition.
[does not exist]:	Forwards the document if the Fax Number information does not exist.
[equals]:	Forwards the document if the Fax Number information matches all of the characters entered.
[differs from]:	Forwards the document if the Fax Number information differs from the characters entered.
[begins with]:	Forwards the document if the Fax Number information begins with the characters entered.

[ends with]:	Forwards the document if the Fax Number information ends with the characters entered.
[contains]:	Forwards the document if the Fax Number information contains the characters entered.
[does not contain]:	Forwards the document if the Fax Number information does not contain the characters entered.

❑ Enter the forwarding criterion using ⓪ - ⑨ (numeric keys) → press [OK].



Details of each item are shown below.

[Space]:	Press to insert a space between numbers.
[+]:	Use to insert a country code. Press [+] after the country code, and before the fax number.
[◀] [▶]:	Press to move the position of the cursor.
[Backspace]:	Press to delete the last number entered.

If you want to change the criterion for the forwarding conditions without changing the forwarding condition for the Fax Number drop-down list, press ⓒ (Clear) → enter the new criterion → press [OK].

You can enter up to 20 characters for the Fax Number forwarding criterion. The characters that can be entered are:

0 to 9, [Space], [+]

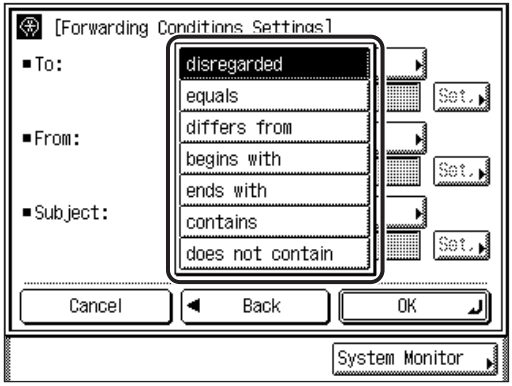
The forwarding conditions are set, and the display returns to the Register screen.

NOTE

If [disregarded] or [does not exist] is selected as the forwarding condition, you cannot enter any criteria.

● **If [I-Fax] is selected as the receive type:**

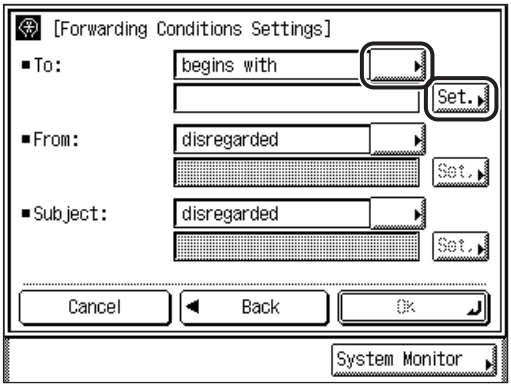
❑ Press the Destination, From, or Subject drop-down list.



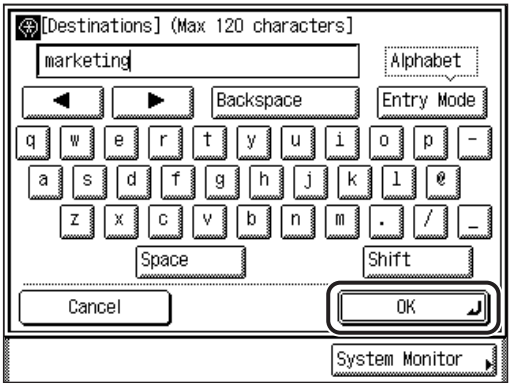
The available forwarding conditions are:

[disregarded]:	Disregards the Destination, From, or Subject information as forwarding conditions.
[equals]:	Forwards the document if the From or Subject information matches all of the characters entered.
[differs from]:	Forwards the document if the Destination, From, or Subject information differs from the characters entered.
[begins with]:	Forwards the document if the Destination, From, or Subject information begins with the characters entered.
[ends with]:	Forwards the document if the Destination, From, or Subject information ends with the characters entered.
[contains]:	Forwards the document if the Destination, From, or Subject information contains the characters entered.
[does not contain]:	Forwards the document if the Destination, From, or Subject information does not contain the characters entered.

❑ Select the forwarding condition → press [Set.].



❑ Enter the forwarding criteria → press [OK].



❑ If necessary, repeat this step for the other drop-down list(s).

If you want to change the criteria for the forwarding conditions without changing the forwarding condition for the Destination, From, and Subject drop-down lists, press [Set.] next to the criteria you want to change → enter the new criteria → press [OK].

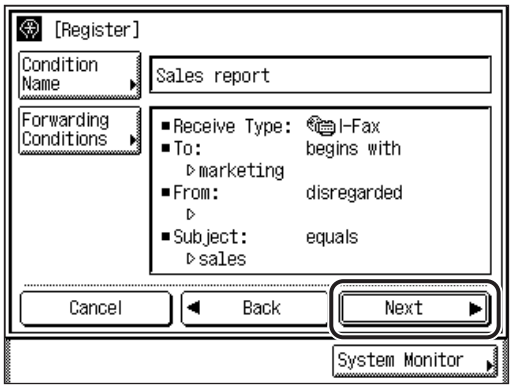
❑ Press [OK].

The forwarding conditions are set, and the display returns to the Register screen.

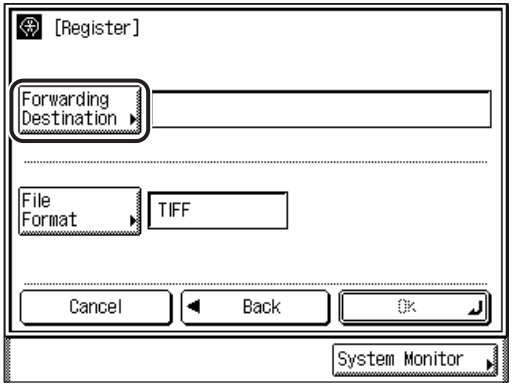
NOTE

- If [disregarded] is selected as the forwarding condition, you cannot enter any criteria.
- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- You can enter up to 120 characters for the Destination, and 128 characters for the From or Subject forwarding criteria.

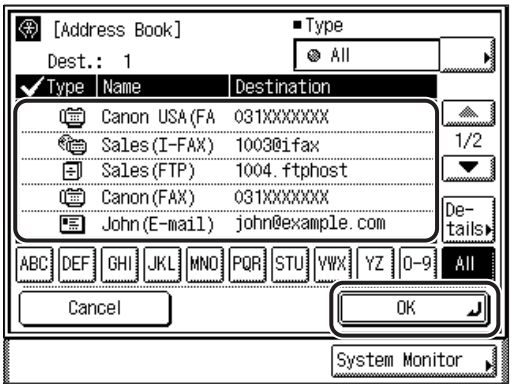
8 Press [Next].



9 Press [Forwarding Destination].

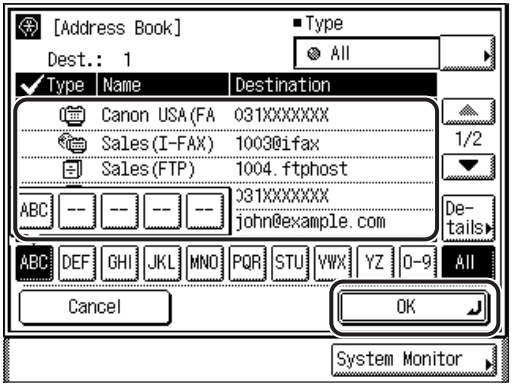


10 Select a destination → press [OK].



You cannot select multiple destinations at the same time. To forward to multiple destinations, select a group address.

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.



If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.

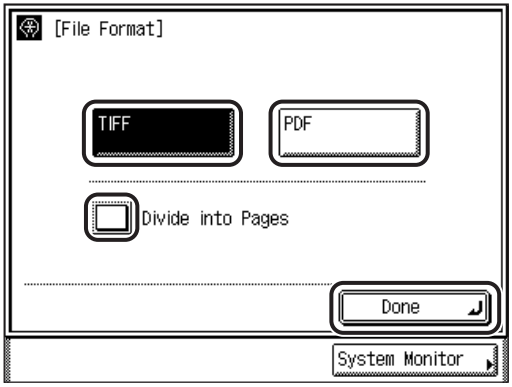
You can specify fax numbers, e-mail addresses, I-fax addresses, file server addresses, and group addresses as forwarding destinations.

If you selected a fax number as the forwarding destination, proceed to step 12.

NOTE

- To view the detailed information of a selected destination, select the destination → press [Details].
- To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See "Storing New Addresses," on p. 8-5.)

11 Press [File Format] → select the file format of the document you want to forward → press [Done].



You can select the file format only if you are sending the document to an e-mail address or a file server.

This part of the procedure is not necessary if either of the following is true:

- A fax number is specified as the destination.
- An I-fax address is specified as the destination.

If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

File Formats:

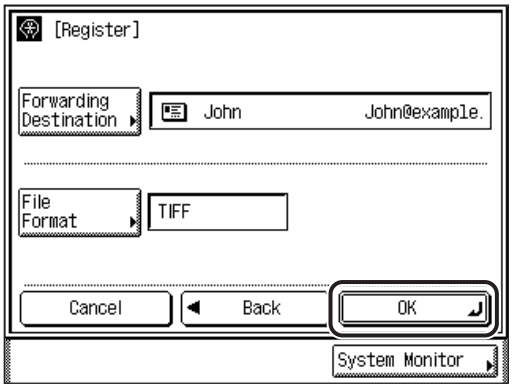
[TIFF]: Forwards the file in the TIFF (B&W) format.

[PDF]: Forwards the file in the PDF format regardless of the color mode.

NOTE

- To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
- To view a PDF file, Adobe Reader/Adobe Acrobat Reader is required.
- For more information on the different file formats, see "File formats," in the Glossary, on p. 12-15.

12 Press [OK].



The selected mode is set.

13 Press [Done] repeatedly until the Send Basic Features screen appears.

When Forwarding Destinations Do Not Match the Forwarding Conditions

You can store the forwarding destinations of a received document if the forwarding settings of the received document are not registered, or if the received document does not match all of the forwarding conditions that you have specified.

NOTE

Forwarding destinations can be stored one at a time, according to the receive type of the received document.

1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].

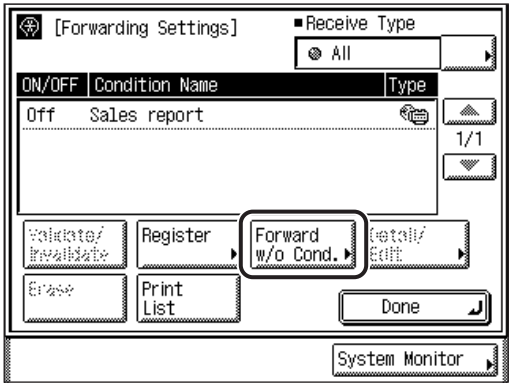
If necessary, see the screen shot in step 1 of "Storing Forwarding Settings," on p. 9-15.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

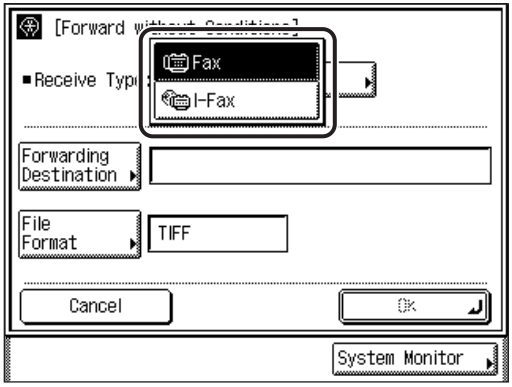
NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

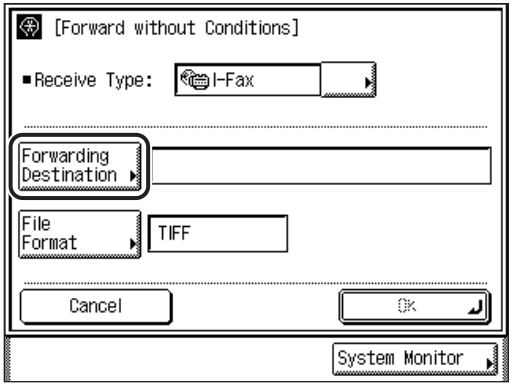
2 Press [Forward w/o Cond.].



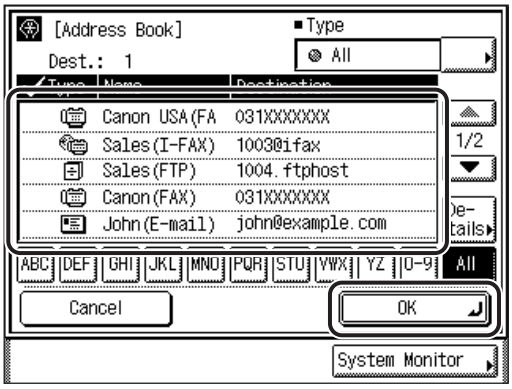
3 Press the Receive Type drop-down list → select [Fax] or [I-Fax].



4 Press [Forwarding Destination].

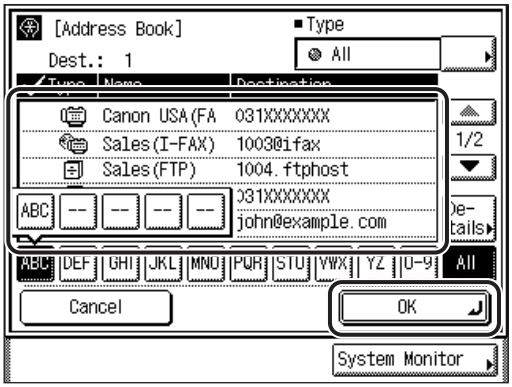


5 Select the forwarding destination → press [OK].



You cannot select multiple destinations at the same time.

Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.



If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.

You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.

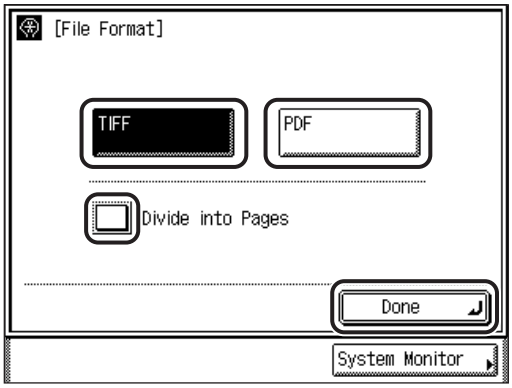
You can specify fax numbers, e-mail addresses, I-fax addresses, file server addresses, and group addresses as forwarding destinations.

If you select a fax number as the forwarding destination, proceed to step 8.

NOTE

- To view the detailed information of a selected destination, select the destination → press [Details].
- To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See "Storing New Addresses," on p. 8-5.)

6 Press [File Format] → select the file format of the document you want to forward → press [Done].



This part of the procedure is not necessary if either of the following is true:

- A fax number is specified as the destination.
- An I-fax address is specified as the destination.

If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

File Formats:

[TIFF]:	Forwards the file in the TIFF (B&W) format.
[PDF]:	Forwards the file in the PDF format regardless of the color mode.

NOTE

- To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
- To view a PDF file, Adobe Reader/Adobe Acrobat Reader is required.
- For more information on the different file formats, see "File formats," in the Glossary, on p. 12-15.

7 Press [OK].

The selected mode is set.

8 Press [Done] repeatedly until the Send Basic Features screen appears.

Checking/Changing Forwarding Settings

You can check or change forwarding settings that have been stored.

1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].

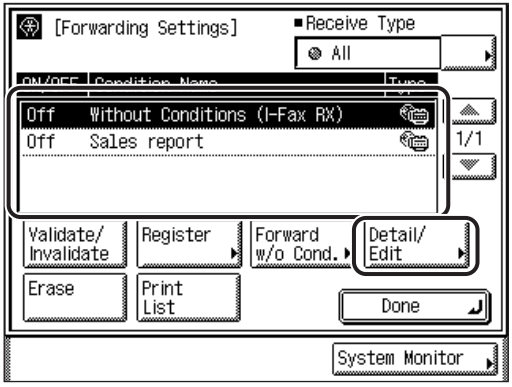
If necessary, see the screen shot in step 1 of "Storing Forwarding Settings," on p. 9-15.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

NOTE

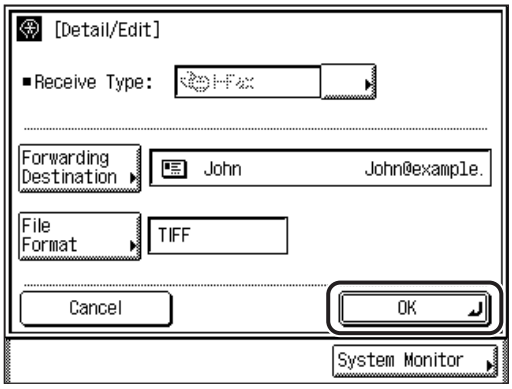
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select the forwarding setting whose details you want to check → press [Detail/Edit].



If the desired forwarding setting is not displayed, press [▼] or [▲] to scroll to the desired forwarding setting.

3 Check or change the forwarding settings → press [OK].



NOTE

For instructions on changing forwarding settings, see "Storing Forwarding Settings," on p. 9-15.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Forwarding Received Documents

You can set whether received documents are forwarded.

1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].

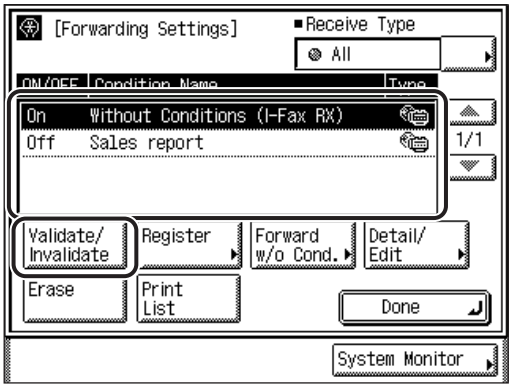
If necessary, see the screen shot in step 1 of "Storing Forwarding Settings," on p. 9-15.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select the desired forwarding setting → press [Validate/Invalidate].



If the desired forwarding setting is not displayed, press [▼] or [▲] to scroll to the desired forwarding setting.

When you select the desired forwarding setting and press [Validate/Invalidate], the "On" or "Off" status displayed on the left side of the Condition Name is switched. ("On" becomes "Off", and "Off" becomes "On".)

<On>: The received document is forwarded to the specified destination if it matches the forwarding conditions.

<Off>: The received document is not forwarded to the specified destination even if it matches the forwarding conditions.

To cancel forwarding, press [Validate/Invalidate] again.

The selected forwarding setting is enabled.

3 Press [Done] repeatedly until the Send Basic Features screen appears.

Erasing Forwarding Settings

You can erase forwarding settings that have been stored.

1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].

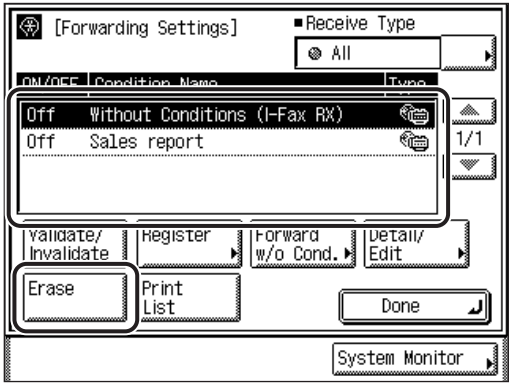
If necessary, see the screen shot in step 1 of "Storing Forwarding Settings," on p. 9-15.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

NOTE

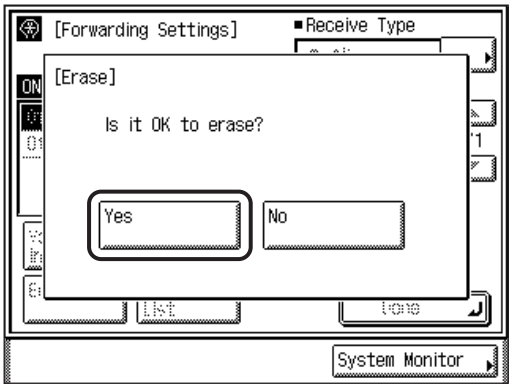
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Select the forwarding setting that you want to erase → press [Erase].



If the desired forwarding setting is not displayed, press [▼] or [▲] to scroll to the desired forwarding setting.

3 Press [Yes].



To cancel erasing the forwarding setting, press [No].

The selected forwarding setting is erased.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Printing Forwarding Settings

You can print a list of the stored forwarding settings.

1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].

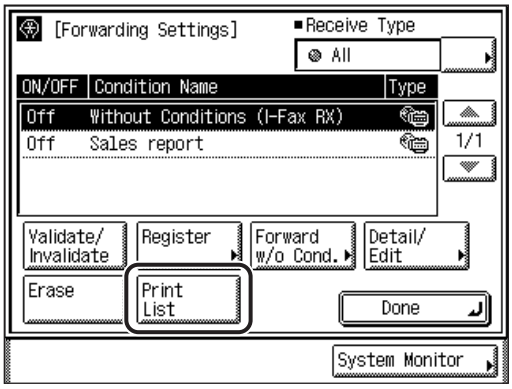
If necessary, see the screen shot in step 1 of "Storing Forwarding Settings," on p. 9-15.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

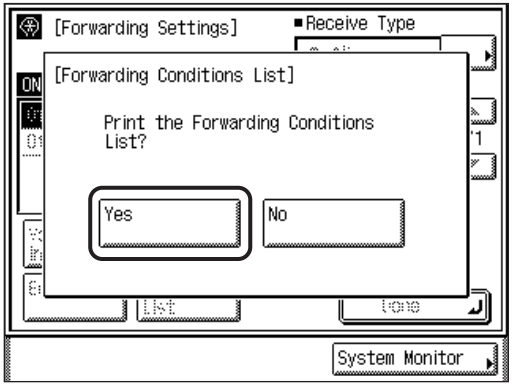
2 Press [Print List].



NOTE

The forwarding settings can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain or recycled paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 3, "Customizing Settings," in the *Reference Guide*.)

3 Press [Yes].



To cancel printing, press [No].

The Forwarding Conditions List is printed.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Restricting Access to Destinations

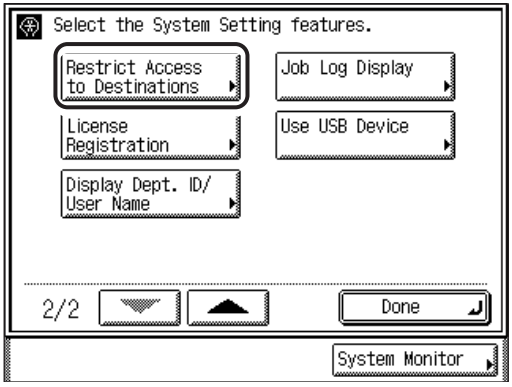
You can restrict the entering of new addresses, and set whether to disable transmission from the fax driver.

Restricting New Addresses

This mode enables you to restrict the entering of new destinations. When you set Restrict New Addresses to 'On' you cannot specify a destination using ⓪ - ⑨ (numeric keys) or New Address tab.

NOTE
The default setting is 'Off'.

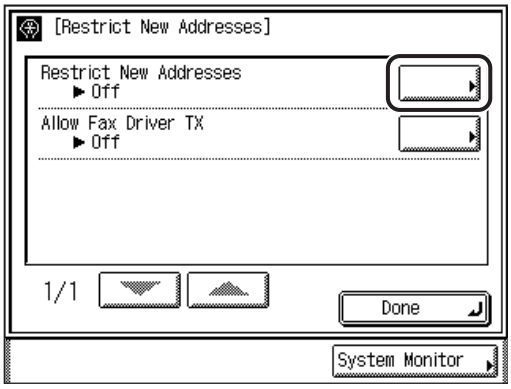
1 **Press (Additional Functions) → [System Settings] → [Restrict Access to Destinations]**



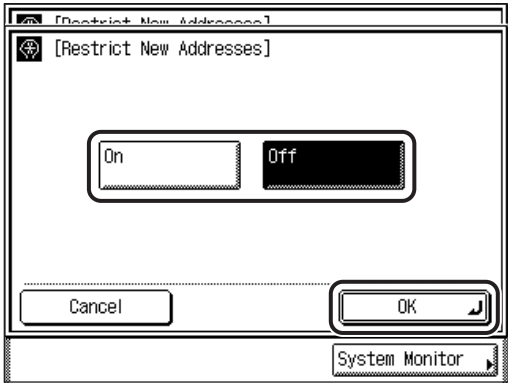
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys) → press (Log In/Out).

NOTE
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Restrict New Addresses].



3 Select [On] or [Off] → press [OK].



The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Allow Fax Driver TX

This mode enables you to restrict sending via the fax driver.

NOTE
The default setting is 'Off'.

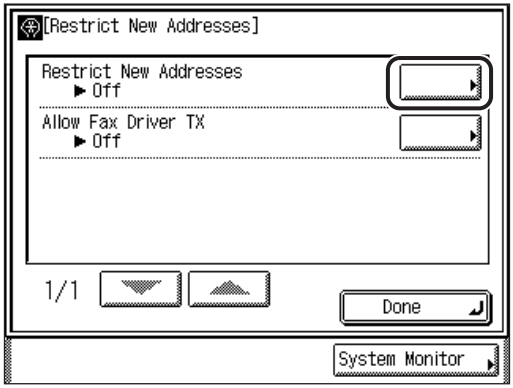
1 Press (Additional Functions) → [System Settings] → [Restrict Access to Destinations].

If necessary, see the screen shot in step 1 of "Restricting New Addresses," on p. 9-36.

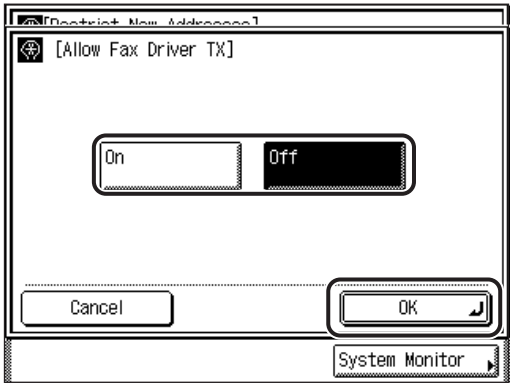
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys) → press ID (Log In/Out).

NOTE
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

2 Press [Allow Fax Driver TX].



3 Select [On] or [Off] → press [OK].



Details of each item are shown below.

[On]: The machine can send documents via the fax driver.

[Off]: The machine cannot send documents via the fax driver.

The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Printing Communication Reports

10
CHAPTER

This chapter explains the method of setting the contents of a communications report and printing lists.

Report Settings Table 10-2

Specifying Report Settings 10-3

TX Report 10-3

Activity Report 10-6

RX Report 10-8

Printing Lists 10-10

Address Book List 10-10

User's Data List 10-13

Report Settings Table

The following items can be stored or set in Report Settings from the Additional Functions screen.

■ Settings

Item	Settings	Applicable Page
TX Report	For Error Only*, On, Off Report With TX Image: On*, Off	p. 10-3
Activity Report		p. 10-6
Auto Print	On*, Off	
Send/Receive Separate	On, Off*	
RX Report	For Error Only, On, Off*	p. 10-8

An asterisk (*) indicates the default settings.

■ Print List

Item	Settings	Applicable Page
Address Book List	One-touch Buttons, Address Book: Yes, No	p. 10-10
User's Data List	Yes, No	p. 10-13

NOTE

For instructions on setting the modes not described in this manual, refer to the other manuals listed in "Manuals for the Machine," inside front cover

Specifying Report Settings

You can specify how various reports are printed.

NOTE

Reports can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain or recycled paper only) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 3, "Customizing Settings," in the *Reference Guide*.)

TX Report

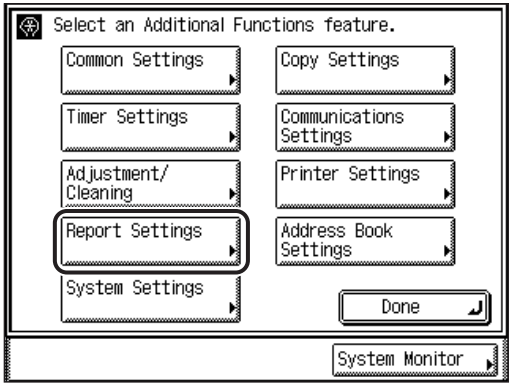
The TX Report enables you to check whether the documents were sent correctly to their intended destinations. A TX Report can be printed automatically after the documents are sent. You can also set the machine to print a TX Report only when a transmission error occurs, and set to print the first part of the document as part of the report to remind you of the document's contents.

NOTE

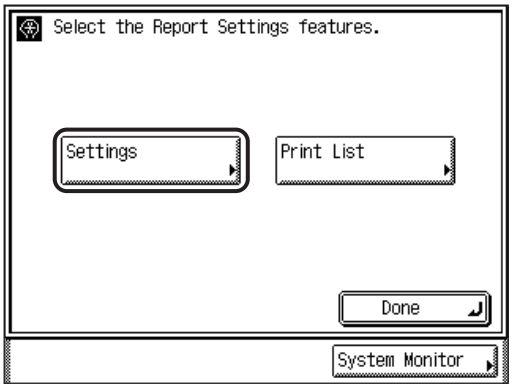
- The results of fax, e-mail, I-fax and file server transmissions can be printed.
- For more information on the TX Report, see "TX Report/Error TX Report," on p. 12-2.
- The default settings are:

- TX Report:	For Error Only
- Report With TX Image:	On

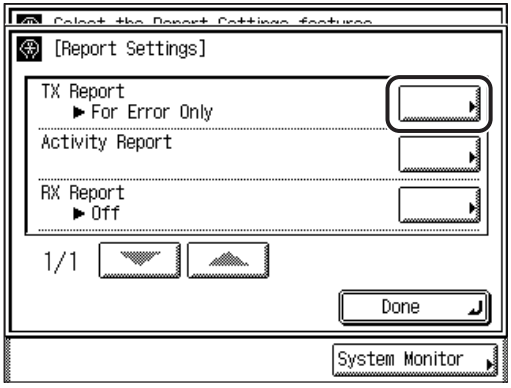
1 **Press (Additional Functions) → [Report Settings].**



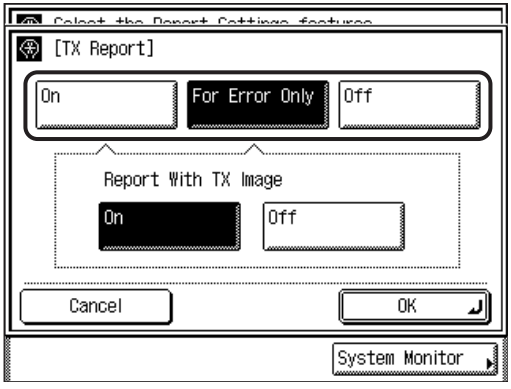
2 Press [Settings].



3 Press [TX Report].

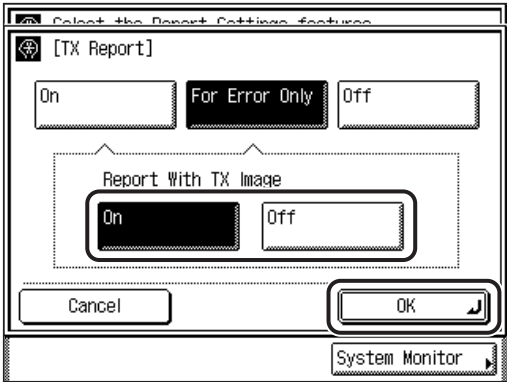


4 Select [On], [For Error Only], or [Off].



● **If you select [On] or [For Error Only]:**

❑ Select [On] or [Off] for <Report With TX Image> ➞ press [OK].



Report With TX Image

[On]: Part of the sent document is printed on the report.

[Off]: The contents of the sent document are not printed on the report.

The selected mode is set.

● **If you select [Off]:**

❑ Press [OK].

The TX Report is not printed.

The selected mode is set.

5 Press [Done] repeatedly until the Send Basic Features screen appears.

Activity Report

The Activity Report is a printed log that shows the results of send and receive jobs. The Activity Report can be printed automatically when the number of send and receive transmissions reaches 40. The send and receive logs can also be printed separately.

An Activity Report can be printed manually from the System Monitor screen. (See "Printing the Send Job Log (Activity Report)," on p. 6-5, and "Printing the Receive Job Log," on p. 6-10.)

NOTE

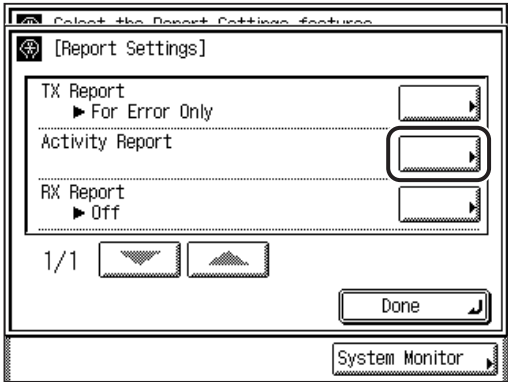
- If Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', [Activity Report] is not displayed.
- If Job Log Display in System Settings (from the Additional Functions screen) is set to 'On', the Auto Print setting is switched to 'Off' automatically.
- The fax, e-mail, I-fax, and file server transmission logs can be combined and printed.
- For an example of an Activity Report, see "Activity Report," on p. 12-6.
- The default settings are:

- Auto Print:	On
- Send/Receive Separate:	Off

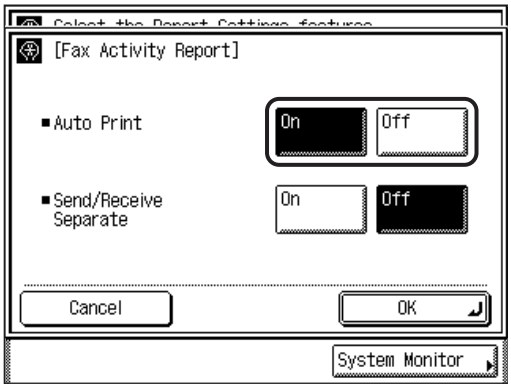
1 **Press (Additional Functions) → [Report Settings] → [Settings].**

If necessary, see the screen shots in steps 1 and 2 of "TX Report," on p. 10-3.

2 **Press [Activity Report].**



3 Select [On] or [Off] for <Auto Print>.

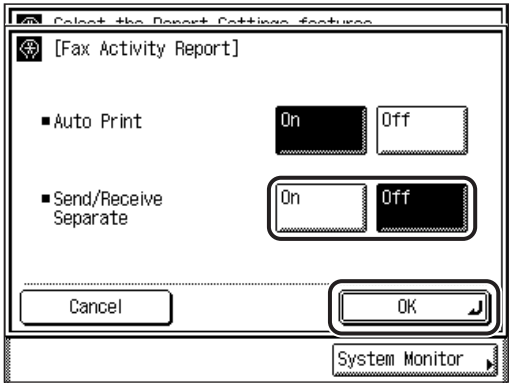


Auto Print

[On]: The Activity Report is automatically printed when the number of send and receive transactions reaches 40.

[Off]: The Activity Report is not automatically printed when the number of send and receive transactions reaches 40.

4 Select [On] or [Off] for <Send/Receive Separate>→ press [OK].



Send/Receive Separate

[On]: The send and receive logs are printed separately.

[Off]: The send and receive logs are not printed separately.

The selected mode is set.

5 **Press [Done] repeatedly until the Send Basic Features screen appears.**

RX Report

The RX Report enables you to check whether documents were sent correctly from the sender's machine and received successfully by this machine. An RX Report can be printed automatically after documents are received, and you can also set the machine to print an RX Report only when a reception error occurs.

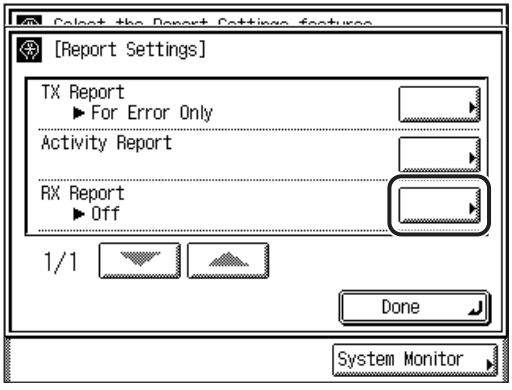
NOTE

- For an example of an RX Report, see "RX Report," on p. 12-5.
- The default setting is 'Off'.

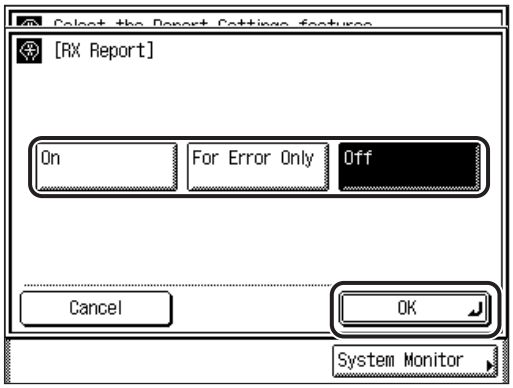
1 **Press (Additional Functions) → [Report Settings] → [Settings].**

If necessary, see the screen shot in steps 1 and 2 of "TX Report," on p. 10-3.

2 **Press [RX Report].**



3 Select [On], [For Error Only], or [Off] → press [OK].



Details of each item are shown below.

[On]:	Prints a report each time a document is received.
[For Error Only]:	Prints a report only when a reception error occurs.
[Off]:	Does not print a report.

The selected mode is set.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Printing Lists

You can print the contents of the Address Book or the settings specified from the Additional Functions screen.

NOTE

Lists can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain or recycled paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to 'On'. (See Chapter 3, "Customizing Settings," in the *Reference Guide*.)

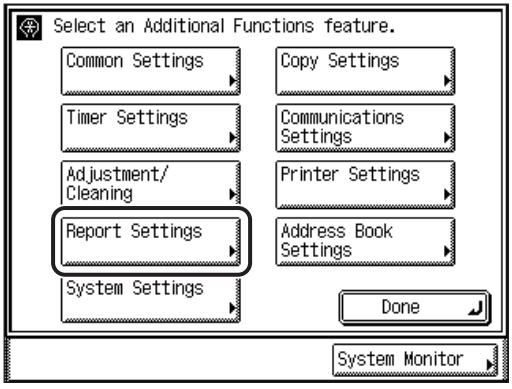
Address Book List

You can print the contents of the Address Book (Address Book or One-touch Buttons). This is useful for checking the details of destinations that have been stored in the Address Book.

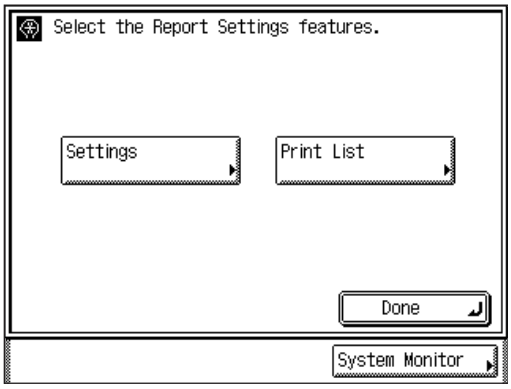
NOTE

For an example of an Address Book List, see "Address Book List," on p. 12-9.

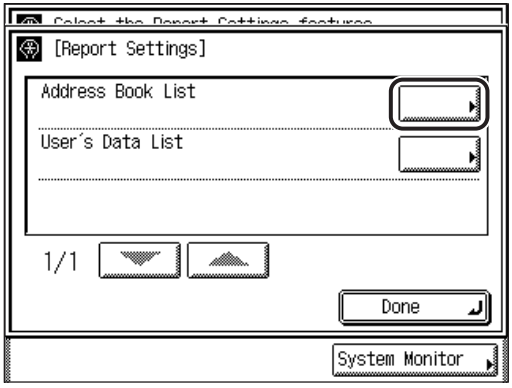
1 **Press (Additional Functions) → [Report Settings].**



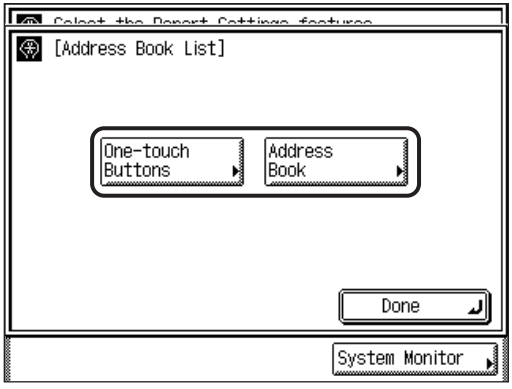
2 Press [Print List].



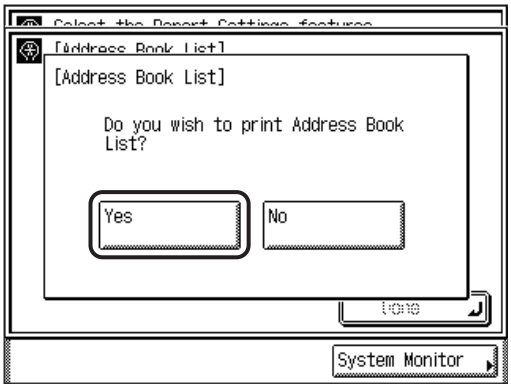
3 Press [Address Book List].



4 Press [One-touch Buttons] or [Address Book].



5 Press [Yes].



To cancel printing, press [No].

The Address Book List is printed.

6 Press [Done] repeatedly until the Send Basic Features screen appears.

User's Data List

You can print the contents of the settings specified from the Additional Functions screen. This is useful for checking the details of the settings.

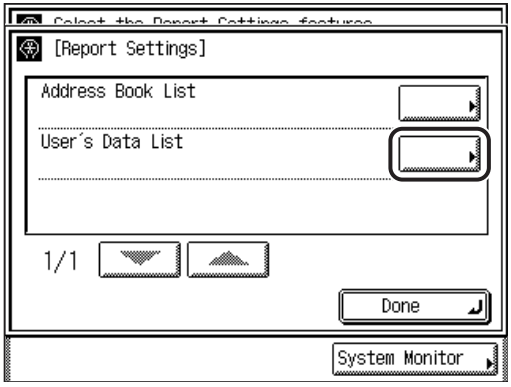
NOTE

For an example of a User's Data List, see "User's Data List," on p. 12-11.

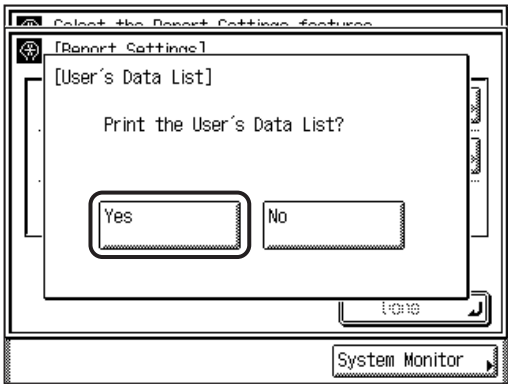
1 **Press (Additional Functions) → [Report Settings] → [Print List].**

If necessary, see the screen shots in steps 1 and 2 of "Address Book List," on p. 10-10.

2 **Press [User's Data List].**



3 Press [Yes].



To cancel printing, press [No].

The User's Data List is printed.

4 Press [Done] repeatedly until the Send Basic Features screen appears.

Troubleshooting

11
CHAPTER

This chapter describes the procedures for taking corrective action in the event that trouble occurs. The end of the chapter shows you how to respond to error messages, and contains a list of frequently asked questions and answers.

When Problems Occur 11-2

Sending Documents 11-2

Receiving Documents. 11-4

Other Situations 11-4

Error Messages 11-5

Self-Diagnostic Display. 11-5

List of Error Codes without Messages 11-7

Questions & Answers 11-14

When Problems Occur

Sending Documents

Canceling transmissions.

Q Do you want to cancel a transmission while a document is being scanned?

A Press (Stop) on the control panel, or press [Cancel] on the touch panel display.

Q Do you want to cancel a transmission after a document has been scanned?

A If you are sending the document by any other sending method besides fax, press [System Monitor] → [RX/TX] → [TX Job Status] → select the document that you want to cancel → press [Cancel] → [Yes]. However, documents that are being sent may not be canceled even if you press [Cancel]. (See "Using the System Monitor Screen," on p. 1-42.)
If you want to cancel a fax transmission, see Chapter 1, "Introduction to Fax Functions," in the *Facsimile Guide*.

Document cannot be sent.

Q Is the destination setting correct?

A Check the destination setting of the recipient.

Q Is the destination stored in the Address Book correct?

A Check the destination in the Address Book. (See "Editing Address Details," on p. 8-20.)

Q Has any trouble occurred in the recipient's machine?

A Check to ensure that the recipient's machine can receive documents. If it cannot, check to see whether the machine is turned OFF, is out of recording paper, or has insufficient available memory.

Document cannot be sent to an e-mail address, I-fax address, or file server.

Q	If you are sending an e-mail message or I-fax, are the SMTP Server and DNS Server settings correct?
A	Check the SMTP Server and DNS Server settings.
Q	If you are sending to a file server, are the user and password settings correct?
A	Check the user and password settings, and send the document again.
Q	If you are sending to a file server, are the shared folder settings correct?
A	Check the shared folder settings. (See Chapter 4, "Using a NetBIOS Network," in the *Network Guide*.)

Memory is full.

Q	Are unnecessary documents stored in memory?
A	Check the TX Document and RX Document stored in memory, and erase any unnecessary documents or documents with errors from memory. (See "Erasing Received I-Fax Documents," on p. 5-9.)

The document does not print clearly on the recipient's machine.

Q	Is the platen glass clean?
A	Use your machine to make a copy of the document, and check it for streaks. If streaks appear, clean the platen glass. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)

The density of the documents sent to a recipient's machine is too light.

Q	Is the density setting set towards 'Light' and the Original Type setting set to 'Photo'?
A	Change the density setting to 'Dark', and the Original Type setting to 'Text'. Try sending the document again. (See "Scan Density and Original Type Settings," on p. 3-14.)

Receiving Documents

The machine does not receive documents.

Q Does the machine have sufficient memory?

A Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See "Erasing Received I-Fax Documents," on p. 5-9.)

The machine does not receive documents (e-mail, I-fax, or file server).

Q Are network settings specified?

A Documents cannot be received if the appropriate network settings are not specified. Confirm this with your System Manager.

Documents cannot be received in memory.

Q Is there sufficient available memory?

A Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See "Erasing Received I-Fax Documents," on p. 5-9.)

A Erase unnecessary documents from the memory. (See "Erasing Received I-Fax Documents," on p. 5-9.)

The quality of printed originals is uneven.

Q Is the platen glass of the sender's machine clean?

A Make a few copies using your machine. If the copies are not streaked, the problem is in the sender's machine. Contact the sender and ask them to send the document again.

Other Situations

Transmissions are slow.

Q Are documents being sent at a high resolution?

A It is recommended that you send documents containing text only with a lower resolution.

Error Messages

This section explains the various messages that appear on the touch panel display, along with possible causes and remedies.

For explanations of messages that are not listed here, see the *Reference Guide* and *Network Guide*.

Self-Diagnostic Display

Perform the necessary procedures according to the displayed self-diagnostic error message.

Self-diagnostic error messages appear on the touch panel display at the following times:

- When scanning or printing cannot be performed because of an operational error
- When you need to make a decision or take some action during scanning or printing
- When you need to make a decision or take some action while browsing the network

The following is a list of self-diagnostic error messages, along with their possible causes and remedies.

Out of resources. Wait for a moment, then perform operation again.

Cause	You cannot browse the network. There is a lack of TCP/IP resources because documents have just been continuously sent or are being continuously sent via FTP or Windows (SMB).
Remedy	Wait for a while, and then try browsing again.

Set the IP Address.

Cause	This machine is not set with an IP address.
Remedy	Specify the IP Address Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen), turn the machine's main power OFF, and then back ON. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

No response from the server. Check the settings.

Cause	The specified server settings are incorrect, or the server is not turned ON. Alternatively, the machine's TCP/IP resources may be low.
Remedy	Wait for a while, and then try browsing again. If there is still no response from the server, try selecting another server.

There are too many subdirectories.

Cause	You have exceeded the maximum number of subdirectory levels allowed.
Remedy	Specify a different destination because the directory level that you are trying to access cannot be specified.

No response.

Cause 1	The server was not running when you tried to send.
Remedy	Make sure that the server is ON, and check the destination.
Cause 2	The network connection was lost when you tried to send. (Either you could not connect to the destination, or the connection was lost before the job could be completed.)
Remedy	Check the status of the network.
Cause 3	A TCP/IP error occurred when you tried to send an e-mail message or an I-fax.
Remedy	Check that the network cables and connectors are properly connected.

Check the TCP/IP.

Cause	The machine's TCP/IP connection is not operating.
Remedy	Check the IP Address Settings (IP Address, DHCP, RARP, BOOTP) in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

Cannot find the selected server. Check the settings.

Cause	The IP address that the machine should connect to cannot be determined.
Remedy 1	Check the DNS Server Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)
Remedy 2	Check whether the DNS server's DNS settings are correct.

Cannot connect to the selected server. Check the settings.

Cause	The machine cannot connect to the specified IP address/port.
Remedy	Check the Gateway Address setting in IP Address Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

List of Error Codes without Messages

If an error occurs while a document is being sent or received, an error code is displayed in the job log on the System Monitor screen, and is included in various reports. Check the error code, and then take the required steps to resolve the problem. (See Chapter 8, "Checking/Changing the Send/Receive Status," and "Report and List Samples," on p. 12-2.)

0001

Cause	Paper or originals are jammed.
Remedy	Place the document properly into the feeder or on the platen glass, and remove any jammed paper or originals. (See Chapter 7, "Troubleshooting," in the *Reference Guide*.)

0003

Cause	Communications that take longer than the preset time (64 minutes) caused the error.
Remedy 1	Reduce the resolution or divide the document into two or more parts, and then try sending the document again. (See "Resolution," on p. 3-12.)
Remedy 2	When receiving a document, ask the sender to either reduce the resolution at which the document is scanned, or divide the document into two or more parts before sending it.

0009

Cause 1	There is no paper.
Remedy	Load paper. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)
Cause 2	The paper drawer is not correctly inserted into the machine.
Remedy	Insert the paper drawer properly. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)

0012

Cause	The document could not be sent because the recipient's machine was out of paper.
Remedy	Ask the recipient's to load paper into their fax machine.

0018

Cause 1	The recipient's machine did not respond when your machine redialed.
Remedy	Confirm that the recipient's machine is able to communicate, and then try again.
Cause 2	The documents could not be sent because the recipient's machine was busy.
Remedy	Confirm that the recipient's machine is able to communicate, and then try again.
Cause 3	The settings on your machine do not match the settings on the recipient's machine.
Remedy	Check that the settings on your machine match those on the recipient's machine, and that the recipient's machine is able to communicate. Try sending again.

0037

Cause	Documents could not be received because there is insufficient memory available.
Remedy	Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See "Erasing Received I-Fax Documents," on p. 5-9.)

0703

Cause The memory for image data is full when sending color documents.

Remedy 1 Wait a few moments, and then try sending again after other send jobs are complete.

Remedy 2 Erase documents stored in memory. If the machine still does not operate normally, turn the main power OFF, and then back ON.

0705

Cause The send operation was interrupted because the size of the image data is larger than the Maximum TX Data Size set in E-mail/I-Fax in Communications Settings in System Settings (from the Additional Functions screen).

Remedy 1 Change the setting for the Maximum TX Data Size in E-mail/I-Fax in Communications Settings in System Settings (from the Additional Functions screen).

Remedy 2 Select a lower resolution.

Remedy 3 If you are using I-fax, decrease the number of pages containing images that you are sending each time, so that you do not exceed the Maximum TX Data Size.

Remedy 4 Set Divide into Pages to 'On' in the File Format screen.

0751

Cause The server is not functioning. The network is down (the server is unable to connect to the network or was disconnected).

Remedy Check the recipient's address.
Check that the network is up.

0752

Cause The SMTP server name for e-mail or I-fax is not correct, or the server is not functioning.
The domain name or e-mail address may not be set.
The network is down.

Remedy Check the SMTP Server name, domain name, and E-mail Address in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen).
Check that the SMTP server is operating properly.
Check the network status.

0753

Cause	A TCP/IP error occurred while sending an e-mail message. (Socket, Select error, etc.)
Remedy	Check the network cables and connectors. If the machine still does not operate normally, turn the main power OFF, and then back ON.

0801

Cause 1	A timeout error occurred while the machine was communicating with the SMTP server to send an e-mail message or send/receive an I-fax.
Remedy 1	Check that the SMTP server is functioning normally.
Remedy 2	Check the network status.
Cause 2	The SMTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission to a file server.
Remedy 1	Check that the SMTP server is functioning normally.
Remedy 2	Check the network status.
Remedy 3	Check the destination setting.
Remedy 4	Check the status and setting of the file server.

0802

Cause	The name of the SMTP Server in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen) is incorrect. The DNS server name in DNS Server Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen) is incorrect. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.) Connection to the DNS server failed.
Remedy	Check the name of the SMTP Server in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen). Check the DNS server name in DNS Server Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). Check that the DNS server is functioning normally.

0804

Cause	You have no permission to access the folder.
Remedy	Change the setting on the server to enable access to the folder.

0806

Cause 1	An incorrect user name or password was specified for the sending of a file to a file server.
Remedy	Change the user name or password. (See "Specifying Destinations," on p. 2-2.)
Cause 2	An incorrect destination was specified for the sending of an e-mail message or I-fax.
Remedy	Check the e-mail or I-fax address.

0808

Cause 1	A timeout error occurred while the machine was communicating with the FTP server.
Remedy 1	Check that the FTP server is functioning normally.
Remedy 2	Check the network status.
Cause 2	The FTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission.
Remedy 1	Check that the FTP server is functioning normally.
Remedy 2	Check the network status.
Remedy 3	Check the destination setting.
Remedy 4	Check the status and setting of the file server.

0810

Cause 1 A POP (Post Office Protocol) server connection error occurred while receiving an I-fax.

Remedy Check the POP Server name in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen).
Confirm that the POP server is functioning normally.
Check the network status.

Cause 2 The POP server returned an error during the connection.

Remedy Check the POP Server name in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen).
Confirm that the POP server is functioning normally.
Check the network status.

Cause 3 A timeout error occurred on the server while connecting to the POP server.

Remedy Check the POP Server name in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen).
Confirm that the POP server is functioning normally.
Check the network status.

0812

Cause The POP password setting is incorrect.

Remedy Check the POP Server password in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen).

0813

Cause The POP Server name setting is incorrect.

Remedy Check the POP Server name in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen).

0819

Cause You have received data that cannot be processed (MIME information is incorrect).

Remedy Check the settings, and then ask the sender to resend the data.

0820

Cause	You have received data that cannot be processed (BASE 64 or uuencode is incorrect).
Remedy	Check the settings, and then ask the sender to resend the data.

0821

Cause	You have received data that cannot be processed (TIFF analysis error).
Remedy	Check the settings, and then ask the sender to resend the data.

0827

Cause	You have received data that cannot be processed (contains MIME information that is not supported).
Remedy	Check the settings, and then ask the sender to resend the data.

0829

Cause	Data that contains more than approximately 1,300 pages is received.
Remedy	This machine can print or store up to approximately 1,300 pages of data in memory, but will delete any data that exceeds this limit. Ask the sender to resend the remaining pages.

Questions & Answers

Q Can the machine automatically resend documents when there are errors in transmission?

A Specify the Retry Times setting. To access the Retry Times setting, press (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings> → [Retry Times]. (See "Number of Retry Attempts," on p. 7-7.)

Q What happens to documents that are sent to my machine while the power switch on the control panel is turned OFF?

A These documents are automatically stored and printed when all of the pages of the documents have been received.

Q What happens if I-fax documents arrive when the machine is being used for copying?

A While you are making copies, the documents are automatically received and stored in the machine's memory, and are printed automatically when copying is complete.

Q I frequently send documents using the same settings. Can the machine be set to automatically restore those settings when the power is turned ON or after an operation completes?

A You can store the desired settings in a favorites button and recall them as needed. Alternatively, you can set the desired settings as the Standard Send Settings so that they are always specified when the machine is turned ON or after an operation completes.

Q What happens to received documents if a paper jam occurs while they are printing?

A If documents are not printed correctly, they are held in memory. When the paper jam is cleared, printing resumes from the page at which the paper jam occurred.

Q What happens to a document that has not been completely received when a blackout occurs?

A The document, up to the last page that was successfully received, is printed.

Q What happens to documents in memory and the memory settings if power is interrupted?

A Documents that are stored in the system's memory remain in memory even when power to the machine is interrupted. Similarly, the contents of the Address Book are also stored permanently in memory. However, if power is interrupted while a document is being received, it is not stored in memory. After the power is restored, the sender or mail server may resend the interrupted job. If the interrupted job was sent from a POP server as I-fax, the job is stored in the POP server, and the machine will receive it again.

Q How can I save paper?

A You can set for received documents to be printed on both sides of the paper. (See "Two-Sided Printing," on p. 7-39.)

You can set for received documents to be forwarded to e-mail destinations, or receive documents in memory, and then send them to the desired destinations. (See "Forwarding Settings," on p. 9-15.)

You can set the machine not to print reports. (See "Specifying Report Settings," on p. 10-3.)

Q Can I turn the machine's power OFF if the Delayed Send mode is set?

A When you are not using the machine, you may turn OFF the control panel power switch, but leave the main power switch turned ON. Documents that are set with the Delayed Send mode are automatically sent from memory at their specified time.

Q Can I change the data size of an e-mail message or I-fax before sending it?

A You can specify the Maximum TX Data Size setting according to your needs. To access this setting, press (Additional Functions) → [System Settings] → [Communications Settings] → [E-mail/I-Fax]. For e-mail messages, the send job is split up into several e-mail messages before being sent, so that the data size of each e-mail message does not exceed the set limit.

Q The result in the Activity Report shows "--." How can I tell if the document was successfully sent?

A "--" is displayed when sending is successful, but it is not confirmed whether the e-mail message or I-fax you sent, or the file that you sent to an imageWARE Document Manager folder, was actually delivered. Contact the recipient to check whether your document was received.

Appendix

12
CHAPTER

This chapter provides the reports and lists of activity management, specifications, glossary, and index.

Report and List Samples 12-2
- TX Report/Error TX Report 12-2
- Multiple Communication Result Report 12-4
- RX Report. 12-5
- Activity Report 12-6
- Forwarding Conditions List 12-8
- Address Book List. 12-9
- User's Data List 12-11

Specifications 12-12
- Universal Send Kit 12-12

Glossary 12-14

Index 12-20

Report and List Samples

NOTE

The fax numbers and addresses used in these sample reports are fictitious.

TX Report/Error TX Report

The TX Report is a printed report that informs you of whether a send job has been successfully delivered to its destination. A TX Report can be set to print automatically after each job is sent, or only when there are transmission errors. (See "TX Report," on p. 10-3.)

```
12/09 2005 10:50  FAX 123XXXXXX          CANON                    0001

                          ********************
                          ***    TX REPORT     ***
                          ********************

                TRANSMISSION OK

                TX/RX NO                0003
                DEPT. ID                0000001
                RECIPIENT ADDRESS       sales@example.com
                DESTINATION ID
                ST. TIME                09/12 10:50
                TIME USE                00'11
                PAGES SENT                1
                RESULT                  OK
```

NOTE

- The default settings are:

  - TX Report: For Error Only

  - Report with TX Image: On

- The results of fax, e-mail, I-fax, and file server transmissions can be printed.
- Even if Report with TX Image is set to 'On', the contents of the sent document are not printed on the report if you are sending to e-mail addresses or file servers, the first page is not in black-and-white, and an I-fax address is not included in the destination.
- If a field exceeds its display capacity, only those characters that fit in the display are printed.

■ REPORT NAME

When the document transmission is completed successfully, a "TX Report" is printed. When a send error occurs, an "Error TX Report" is printed.

■ MESSAGE

A message describing the transmission result is printed.

■ TX/RX NO

The four digit number, that is automatically assigned when the document is accepted for sending, is printed.

■ DEPT. ID

If Department ID Management is set, the Department ID is printed.

■ RECIPIENT ADDRESS

The address of the recipient is printed.

■ DESTINATION ID

The name of the recipient is printed.

■ ST. TIME

The date and time (in 24-hour notation) at which the document started to be transmitted are printed.

■ TIME USE

The time taken (in minutes and seconds) to send the document is printed.

■ PAGES SENT

The number of pages that were sent successfully to the recipient is printed.

■ RESULT

If the documents were transmitted successfully, "OK" is printed.
If a sending error occurred, "NG" (No Good) is printed.
If a sending error occurred, the page number in which the error occurred and the error code number are printed.

Multiple Communication Result Report

This report is used to check whether documents were sent successfully to the intended destinations when a sequential broadcast transmission was performed.

You can set whether to automatically print a Multiple Communication Result Report after sending documents. (See "TX Report," on p. 10-3.)

```
12/09 2005 10:50  FAX 123XXXXXX          CANON                    0001

                    ******************************
                    ***      MULTI TX/RX REPORT      ***
                    ******************************

TX/RX NO            0010
PGS.                   1
DEPT. ID            0000001
TX/RX INCOMPLETE
                    ------
TRANSACTION OK
                    [ 001]034XXXXXX
ERROR INFORMATION
                    [ 002]T08XXXXXX
```

NOTE

You cannot print a Multi TX/RX Report with an image of the sent original attached to it even if Report With TX Image is set to On in the TX Report setting. (See "TX Report," on p. 10-3.)

■ TX/RX NO

The four digit number, that is automatically assigned when the document is accepted for sending, is printed.

■ DEPT. ID

If Department ID Management is set, the Department ID is printed.

■ PGS.

The number of pages that were sent successfully to the destinations is printed.

■ TX/RX INCOMPLETE

If a transmission is incomplete, the address and name of the destination are printed. If there is no applicable destination, "_ _ _ _ _ " is printed.

■ TRANSACTION OK

The address and name of the destination of a completed transmission are printed. If there is no applicable destination, "_ _ _ _ _ " is printed.

■ ERROR INFORMATION

If an error in transmission occurs, the address and name of the destination are printed. If there is no error, "_ _ _ _ _ " is printed.

RX Report

This report is used to check if documents were received successfully in this machine.

You can set whether to automatically print an RX Report. (See "RX Report," on p. 10-8.)

```
12/09 2005 10:50  FAX 123XXXXXX          CANON                    0001

                         ********************
                         ***    RX REPORT     ***
                         ********************

              RECEPTION OK

              TX/RX NO                5003
              RECIPIENT ADDRESS       sales_hongkong@example.com
              DESTINATION ID          HONG KONG SALES
              ST. TIME                09/12 10:50
              TIME USE                00'17
              PGS.                     1
              RESULT                  OK
```

NOTE

The default setting is 'Off'.

■ REPORT NAME

An RX report is printed when the reception of the document is completed successfully, and also when a receiving error occurs.

■ MESSAGE

A message describing the reception result is printed.

■ TX/RX NO

The four digit number, that is automatically assigned when the document is received, is printed.

■ RECIPIENT ADDRESS

The address of the sender is printed.

■ DESTINATION ID

The name of the sender is printed.

■ ST. TIME (Start Time)

The date and time (in 24-hour notation) at which the document started to be received are printed.

■ TIME USE

The time taken (in minutes and seconds) to receive the document from start to finish is printed.

■ PGS.

The number of pages that were received successfully is printed.

■ RESULT

If the documents were received successfully, "OK" is printed.

If a reception error occurred, "NG" (No Good) is printed.

If a reception error occurred, the page number in which the error occurred, and the error code number are printed.

Activity Report

This report is a list which enables you to check the results of all sending and receiving transactions. An Activity Report can be printed either automatically or manually.

An Activity Report is automatically printed when either the number of communication results reaches 40, or a specified time is reached. The send and receive logs can also be printed separately.

An Activity Report can be printed manually at any time from the System Monitor screen. (See "Printing the Send Job Log (Activity Report)," on p. 6-5.)

12/09 2005 10:50 FAX 123XXXXXX CANON 0001

****
*** ACTIVITY REPORT ***
****

ST. TIME	DESTINATION TEL/ID		NO.	MODE		PGS.	RESULT	
*09/12 09:16	LONDON	sales@example.com	5001	AUTO RX	ECM	4	OK	00'14
*09/12 09:27			0001	MANUAL TX	ECM	1	OK	02'00
09/12 09:30	LONDON	sales@example.com	0002	TRANSMIT	ECM	1	OK	00'17
09/12 09:53	john	john@example.com	5002	AUTO RX	ECM	1	OK	00'14
09/12 10:20	bob	bob@example.com	0003	TRANSMIT	ECM	0	NG	00'00
							0	STOP
09/12 10:20	NY	111XXXXXX	0004	TRANSMIT	ECM	0	NG	00'00
							0	#0018

NOTE

- The default settings are:
  - Auto Print: On
  - Send/Receive Separate: Off
- A list of fax, e-mail, I-fax, and file server transmissions is printed.
- If a field exceeds its display capacity, only those characters that fit in the display are printed.

■ DEPT. ID

If Department ID Management is set, the Department ID is printed. Transmission logs are listed according to Department ID.

■ ST. TIME (Start Time)

The date and time (in 24-hour notation) at which the document started to be transmitted or received are printed. An asterisk (*) indicates a job that has already been printed. If User ID Management is set to 'On', the user name used for login is displayed below the start time. When the machine cannot specify the user (for example, when automatically forwarding), the user name is not displayed.

■ DESTINATION TEL/ID

The name and address of the recipient are printed.
If the send job is sent to a file server (FTP or SMB), the path name is printed on the second line.

■ NO.

The four digit number, that is automatically assigned when the document is accepted for sending or receiving, is printed. Numbers between 0001 and 4999 are for sending, while numbers between 5001 and 9999 are for receiving.

■ MODE

The type and mode of transmission are printed.

■ PGS.

The number of pages that were sent or received successfully is printed.

■ **RESULT**

"OK," "NG," or "- -," and the transmission time are printed.

If the documents have been received successfully by the recipient, "OK" is printed.

If a sending error occurs, "NG" (No Good) is printed, and the error code is printed on the second line.

When sending is successful, but it is not confirmed whether the e-mail message or I-fax, or the file that you sent to an imageWARE Document Manager folder, was actually delivered, "--" is printed.

Forwarding Conditions List

You can print the contents of the forwarding settings that have been specified. Manually print the Forwarding Conditions List whenever necessary. (See "Printing Forwarding Settings," on p. 9-34.)

```
12/09 2005 10:50  FAX 123XXXXXX          CANON                    0001

                    ************************************
                    ***     FORWARDING CONDITIONS LIST     ***
                    ************************************

CONDITION NAME                    WITHOUT W/O CONDITIONS ( I-FAX RX )
ON/OFF                            OFF
FORWARDING DESTINATION
          FWDING DESTIN. TYPE     I-FAX
          FWDING DESTIN. NAME     MEXICO
FILE TYPE                         TIFF
DEVIDE INTO PAGES                 OFF


CONDITION                         Sales report
ON/OFF                            OFF
```

NOTE

For more information on specifying Forwarding Settings, see "Forwarding Settings," on p. 9-15.

Address Book List

You can print the contents of the Address Book (Address Book or One-touch Buttons). Manually print the list of the selected Address Book whenever necessary. (See "Address Book List," on p. 10-10.)

09/12 2005 10:50 FAX 123XXXXXX CANON 0001

```
*****************************
***     ADDRESS BOOK LIST     ***
*****************************
```

DESTINATION NAME	TX TYPE	DESTINATION ADDRESS
BEIGING	E-MAIL	BEIGING@example.com
PARIS	FAX	088XXXXXX
HEADQUARTERS	GROUP	
LONDEN	FAX	034XXXXXX
NY	FAX	T08XXXXXX
MEXICO	IFAX	ifax@example.com
BEIGING	E-MAIL	BEIGING@example.com
PARIS	FAX	088XXXXXX

12/09 2005 10:50 FAX 123XXXXXX CANON 0001

```
*****************************************************
***     ADDRESS BOOK LIST ( ONE-TOUCH BUTTONS )     ***
*****************************************************
```

DESTINATION NAME	TX TYPE	DESTINATION ADDRESS
[001] LONDON	FAX	034XXXXXX
[002] NY	FAX	T08XXXXXX
[003] LONDON	E-MAIL	sales@example.com
[004] MEXICO	IFAX	ifax@example.com

NOTE

The fax numbers, e-mail, I-fax, file server, and group addresses are displayed in the Destination Address column.

■ LIST NAME

"ADDRESS BOOK LIST" or "ADDRESS BOOK LIST (ONE-TOUCH BUTTONS)" is printed depending on the Address Book List you print.

■ DESTINATION NAME

The name of the specified destination is printed.

When printing the contents of a one-touch button, the number of the one-touch button is printed on the first line.

■ TX TYPE

The specified destination's transmission mode is printed.

■ DESTINATION ADDRESS

- If the TX TYPE is "FTP" or "SMB" (file server):
  The host name is printed on the first line, and the folder path on the second line.
- If the TX TYPE is "I-FAX" or "MAIL":
  The I-fax address or e-mail address is printed.
- If the TX TYPE is "FAX":
  The fax number is printed.
- If the TX TYPE is "GROUP":
  The destinations stored in the group address are printed on the second line and continue down in a list. If a file server is stored in the group address, no additional information is printed on the second line.

User's Data List

The User's Data List prints out the settings made from the Additional Functions screen, and the device configuration. Manually print the User's Data List whenever necessary. (See "User's Data List," on p. 10-13.)

```
12/09 2005 10:50  FAX 123XXXXXX                                  0001

                    ****************************
                    ***    USER'S DATA LIST    ***
                    ****************************


1. COMMON SETTINGS
    INITIAL  FUNCTION
        SELECT INITIAL FUNCTION                          COPY
        SYSTEM MONITOR SCREEN AS INITIAL FUNC.           OFF
        DEVICE AS THE DEFAULT FOR SYSTEM MONITER         ON
    AUTO CLEAR SETTING                                   INITIAL FUNCTION
    AUDIBLE TONES
        ENTRY TONE                                       ON
            VOLUME                                           1
        ERROR TONE                                       ON
            VOLUME                                           1
                                                         OFF

                                                         Additional Finisher Tray-C1
                                                         CARPS2 PRINTER KIT-A1
                                                         Super G3 FAX Board-T1
                                                         NETWORK I/F BD F1
                                                         Simple send kit-A1 JP
                                                         iR 256MB ExpansionRAM-D1
    OPTION ROM                                           32MB
    TOTAL MEMORY                                         256MB
```

Specifications

Specifications are subject to change without notice for product improvement or future release.

Universal Send Kit

■ Scan Features

Item	Specifications
Communication Protocol	FTP (TCP/IP), SMB (TCP/IP)
Data Format	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color)
Resolution	100 x 100 dpi, 200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
System Environment	Windows 98/Me/NT (SP6a)/XP, Windows 2000 Server/ Professional (SP1 or later), Windows Server 2003, Solaris Version 2.6 or later, Mac OS X, Red Hat Linux 7.2
Interface	USB 2.0, 100BASE-TX, 10BASE-T
Color Mode	Color, B&W (black and white)
Original Type	Text, Text/Photo, Photo
Others	Browse Windows (SMB) File Server

■ E-mail and I-Fax Features*

Item	Specifications	
Communication Protocol	SMTP, POP3, I-Fax (Simple mode)	
Resolution	For Sending E-mail	100 x 100 dpi, 200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
	For Sending I-Fax	200 x 100 dpi, 200 x 200 dpi,
Format	E-mail	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color)
	I-Fax	TIFF (MH)
Original Size	E-mail	11" x 17", LGL, LTR, LTRR, STMT, STMTR
	I-Fax	LGL**, LTR, LTRR, STMT**, STMTR**
Server Software	Microsoft Exchange Server 5.5 (SP2), Sendmail 8.11.2, Lotus Domino R4.5/R5	

* Only the B&W mode is available for sending and receiving I-fax documents.

** Sent as LTR.

Glossary

A

Activity Report

A record listing all documents that have been sent and received.

ADF

Automatic Document Feeder. Originals placed in the feeder are automatically fed sheet by sheet to the platen glass for scanning. The feeder also automatically turns over two-sided originals to make one- or two-sided copies.

ASCII code

ASCII (American Standard Code for Information Interchange) is a set of standardized codes used to represent letters, numbers, punctuation marks, a few symbols, and control characters. A seven digit (or seven bit) binary number can represent one of 128 distinct codes.

C

CCITT/ITU-T

A committee that sets international standards for telecommunications. CCITT/ITU-T was formerly known as CCITT (Consultative Committee for International Telegraph and Telephone), but is now succeeded by ITU-T (International Telecommunications Union-Telecommunications Sector).

D

Delayed Send

Also called "Delayed TX." You can set a time for a document to be sent, and you do not have to be present when the document is sent at the specified time. You can reserve up to 70 delayed send jobs.

DNS server

Domain Name System server. A server which maintains a database that translates the domain names of Internet servers, such as www.w3.org, into Internet Protocol (IP) addresses, such as "18.176.0.26". This enables clients to connect to a server with a host name rather than a numeric IP address.

Domain

A management concept that divides large scale networks into groups for identifying individual computers and users. The Internet is managed by classifying domains according to geographical location or type (business, organization, educational institution, etc.).

dpi

Dots Per Inch. A measure of screen and printer resolution that is expressed as the number of dots that a device can print or display per linear inch.

E

ECM

Error Correction Mode. Reduces system and line errors when sending or receiving from another fax machine with ECM capability. ECM divides a page into blocks and inspects each block for data lost through poor transmission. If part of the data is missing in a certain block, ECM retransmits that data from the beginning of the block until it confirms that all the data within the block has been transmitted successfully. In this way, ECM guarantees that a good image can be received at the receiving end. ECM is very effective where the telephone lines are in poor condition. However, ECM slows the transmission speed, and you may turn this mode off, if it is not needed.

Error indicator

The error indicator flashes red when a paper jam occurs or the machine has run out of toner or paper.

F

File formats

File formats are used to save image data. This machine supports three different file formats: TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color).

File server

A personal computer or workstation to which two or more users on client personal computers can gain access via a LAN (Local Area Network), to share and use its hard disk drive.

Forwarding

The process of sending a received fax/I-fax document to another destination. For example, if your machine at work receives a document, you can have the machine forward the document to a machine at your home.

FTP

File Transfer Protocol. A client-server protocol enabling a user to transfer files on one computer to and from another computer over a TCP/IP network. The File Transfer Protocol also governs the client program with which the user transfers files.

I

I-fax

I-fax (Internet fax) enables you to send and receive a scanned original converted to TIFF (Tagged Image File Format) or PDF (Portable Document Format) image data as an e-mail attachment to/from any I-fax compatible facsimile or personal computer with Internet e-mail functionality.

imageWARE

Canon imageWARE is a software suite for business environments that provides functions to efficiently capture, create, manage, and distribute documents. The imageWARE suite also supports on-demand printing and publishing.

For more information, please see the imageWARE Web site at http://www.imageware.com.

imageWARE Document Manager Gateway

Software for sending scanned documents from imageCLASS machines equipped with the Send function, to imageWARE Document Manager folders via the network. imageWARE Document Manager Gateway is a standard feature of both the Workgroup Edition and the Enterprise Edition of imageWARE Document Manager. It consists of two programs: imageWARE Document Manager Gateway Server, that stores the documents, and imageWARE Document Manager Gateway Administrator, that makes settings for the document storage destinations.

Internet Protocol (IP)

The underlying set of networking rules that describes how data is transmitted across the Internet. Internet Protocol enables data from one computer to be split into packets, and sent to another computer with a specific IP address.

IP address

Internet Protocol address. A 32-bit numeric address used by IP (Internet Protocol) to specify a computer or device on the Internet. The IP address is usually written as four numbers delimited by periods. For example, 128.121.4.5.

J

JBIG

Joint Bi-level Image Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) image files without any loss in image information. Files containing photographic images in Web pages are generally compressed so they can be transferred across the Internet more quickly. JPEG, the format currently used, causes some loss in image data after compression, and so reduces image quality. JBIG compression overcomes this shortcoming.

JPEG

Joint Photographic Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) photographic and photorealistic image files. The image compression method used involves some loss of information, and so reduces image quality. Files containing photographic images in Web pages are generally compressed by using the JPEG format so they can be transferred across the Internet more quickly.

M

Memory Lock

Usually a document is printed as soon as it is received; but with Memory Lock, all documents received are stored in memory until you enter a password to print them. This enables you to attend to the documents at your own leisure, and prevents printed documents from piling up in the output tray.

N

NetBEUI

NetBIOS Enhanced User Interface. NetBEUI is a network protocol originally designed by IBM, and later extended by Microsoft and Novell. In a small network, NetBEUI is more efficient than other protocols, such as TCP/IP. It is supported natively by IBM operating systems and Microsoft Windows to provide services, such as file sharing and printing.

NetBIOS

Network Basic Input Output System. A program that enables applications on different computers to communicate within a LAN (Local Area Network). NetBIOS is used in Ethernet, Token Ring, and Windows 2000/NT/XP networks.

O

One-Touch Buttons

One-Touch buttons enable you to specify a destination, dial its number, and send a document, all at the push of one key. You can store up to 500 destinations.

OS/2

A family of multitasking operating systems developed by IBM for Intel x86-based computers. OS/2 provides a graphic user interface similar to Windows, as well as a command line interface similar to DOS. Add-ons to OS/2 enable it to run DOS and Windows applications.

P

PDF

Portable Document Format. The page description language used in Adobe Systems' Acrobat document exchange system, which is restricted neither by device nor resolution. PDF displays documents in a way that is independent of the original application software, hardware, and operating system used to create those documents. A PDF document can contain any combination of text, graphics, and images.

Protocol

A set of rules that govern the transmission of data across a network. Examples of protocols are FTP, DHCP, BOOTP, RARP and TCP/IP.

R

Resolution

The density of dots attained by an output device, such as a fax, scanner, or printer, in producing an image. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles, as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data (e.g., 600 x 600 dpi).

RX

Abbreviation for "Reception/Receiving."

S

Scanning Area

The area that is actually scanned is slightly smaller than the size of the original document, so words or images near the edges of the document may not be scanned. Therefore, you should allow some margin on all sides of the document that you are sending.

Sequential Broadcast

Sequential Broadcasting enables you to send a scanned document to up to 501 destinations simultaneously. If you frequently send documents to the same destinations, it is highly recommended that you register the numbers as a group in a one-touch button for group dialing.

SMB

Server Message Block. A protocol that provides file and printer sharing over a network for Windows computers.

SMTP

Simple Mail Transfer Protocol. A TCP/IP protocol for sending messages from one computer to another on a network.

Stamp

Applies a stamp (about 1/8" (3 mm) in diameter) on the front side of originals after they have been scanned, so that you can distinguish already scanned originals from others.

T

TIFF

Tagged Image File Format. A file format that saves images as high-density bitmaps, and is suitable for large amounts of image data. The information field (tag) at the start of each image data record indicates the type of data represented.

TTI

Transmit Terminal Identification. Also called the TX Terminal ID. The TTI is the name of a person or an organization and the facsimile number of the machine that sends a document.

TX

Abbreviation for "Transmission/Sending."

Index

A

Abbreviations used in this manual, xi
Activity Report, 6-5, 10-2, 10-6, 12-6, 12-14
Address Book
  About the Address Book, 8-2
  Address List sample, 12-9
  Editing addresses, 8-20
  Erasing addresses, 8-24
  Printing the Address Book, 10-10
  Storing new addresses, 8-5
Address Book key, 1-6
Address Book List, 10-2
Address Book Settings table, 8-2
ADF (Automatic Document Feeder), 1-31, 1-37, 12-14
ASCII code, 12-14

B

Before using this machine
  Registering the machine's fax number, 1-15
  Registering the Sending Record, 1-9
  Registering the unit's name, 1-16
  Selecting the type of telephone line, 1-10
  Setting the current date and time, 1-11
  Setting the display language, 1-10
  Setting the line type, 1-9
  Things to do, 1-9
Browse key, using, 2-16

C

Canceling jobs
  Using the Stop key, 1-41
  Using the System Monitor screen, 1-42
  Using the touch panel display, 1-40
CCITT/ITU-T, 12-14
Color/B&W keys, 1-7
Color Mode
  B&W, 3-7
  Changing, 3-5
  Color, 3-5
Color TX Scan Settings, 7-33
Communications Settings table, 7-2
Continue Printing When Toner Is out, setting, 7-48
Copyright, xii

D

Date and time, setting, 1-11
Data Compression Ratio, setting, 7-4
Daylight saving time, 1-11
Default Screen for Send, 7-35
Delayed send, 12-14
Density Adjustment keys, 1-7
Destinations, checking/changing, 2-25
Destinations, erasing
  From the Address Book, 8-24
  From the destination list, 2-28
  From the one-touch buttons, 8-37
Destinations, specifying
  About specifying destinations, 2-2
  Using the Address Book, 2-2

Using the Favorites Buttons, 2-22
Using the New Address tab, 2-5
Using the One-touch Buttons, 2-21
Details key, 1-5
Different Size Origin key, 1-7
Different Size Originals, 3-21
Disclaimers, xii
Display language, setting, 10
Displays used in this manual, x
Dividing a Document into Files, 4-27
DNS server, 12-14
Document size
About document sizes, 1-31, 3-9
Specifying, 3-9
Document Size key, 1-7
Domain, 12-15
dpi, 12-15

E

ECM, 12-15
E-Mail/ I-Fax, 9-4
Default Subject, 9-4
Divided TX over Max.Data Size, 9-4
Maximum Data Size For Sending, 9-4
Erase key, 1-5
Error indicator, 12-15
Error messages, 11-5
Error code list, 11-7

F

Favorites Buttons
About the Favorites Buttons, 2-22, 7-25
Erasing, 7-31
Naming, 7-28
Registering, 7-25
Favorites Buttons key, 1-6
Feeder, 1-31, 1-37
File Format key, 1-5
File formats, 12-15
File server, 12-15
Flow of sending operations, 1-19
Forwarding, 12-15
Forwarding Conditions List sample, 12-8
Forwarding settings
About forwarding settings, 9-15
Checking/Changing, 9-30
Erasing, 9-33
Forwarding without conditions, 9-26
Printing, 9-34
Storing, 9-15
Turning the forwarding function On/Off, 5-7, 9-31
FTP, 12-16

G

Gamma Value for Color Send Jobs, setting, 7-21
Glossary, 12-14

I

I-fax, 12-16
I-fax jobs
Available paper size, 5-12
Checking the arrival of an I-fax, 6-12
I-fax settings, 9-4
imageWARE, 12-16
imageWARE Document Manager Gateway, 12-16
Internet Protocol (IP), 12-16
IP address, 12-16

J

JBIG, 12-17
Job Recall, 4-31
JPEG, 12-17

K

Keys used in this manual, x

L

Legal notices
  Copyright, xii
  Disclaimers, xii
  Trademarks, xii
Line type, setting, 1-9

M

Memory lock, 12-17
  Setting, 9-9
  Using, 5-4

N

NetBEUI, 12-17
NetBIOS, 12-17
New Address key, 1-6
New addresses, specifying
  E-mail address, 2-5
  File server address, 2-9
  I-fax address, 2-7
New addresses, storing
  E-mail addresses, 8-5
  File server addresses, 8-10
  Group Addresses, 8-14
  I-fax addresses, 8-8

O

One-touch Buttons
  About the One-touch Buttons, 2-21, 12-18
  Erasing, 8-37
  Storing/Editing, 8-27
One-touch Buttons key, 1-6
Orientation
  Horizontal placement, 1-32
  Vertical placement, 1-32
Original type
  Photo mode, 3-18
  Selecting, 3-17
  Text mode, 3-17
  Text/Photo mode, 3-17
Original Type key, 1-8
Overview, 1-4

P

Paper drawer selection, 7-41
Paper sizes, 5-12
PDF, 12-18
Photo mode, 3-18
Placing originals
  About placing originals, 1-31
  Document size, 1-31
  Feeder, 1-31, 1-37
  Orientation, 1-32
  Platen glass, 1-31, 1-33
Platen glass, 1-31, 1-33
Protocol, 12-18

Q

Q&A, 11-14

R

Recall key, 1-6
Receive jobs
  Checking receive job details, 6-7
  Checking the arrival of an I-fax, 6-12
  Checking/Changing the status of receive jobs 6-2
  Checking/Changing the status of receive jobs, 6-2
  Printing the receive job log, 6-10
Receiving documents
  About receiving documents, 5-2
  Erasing received documents, 5-9
  Forwarding received documents, 5-7
  Reducing received documents, 7-44
Report settings
  Activity Report, 10-6
  RX Report, 10-8
  Specifying, 10-3
  TX Report, 10-3
Report Settings table, 10-2
Resolution, 3-12, 12-18
Resolution key, 1-7
Restricting access to destinations, 9-36
Retry Times, 7-7
RX, 12-18
RX Report, 10-2, 10-8

S

Samples
  Activity Report, 12-6
  Address List, 12-9
  Forwarding Conditions List, 12-8
  Multiple Communication Result Report, 12-4
  RX Report, 12-5
  TX Report/Error TX Report, 12-2
  User's Data List, 12-11
Scan density
  Automatic density adjustment, 3-15
  Manual density adjustment, 3-14
Scan mode, selecting, 3-2
Scan settings
  Color mode, 3-5
  Different size originals, 3-21
  Document size, 3-9
  Original type, 3-14
  Resolution, 3-12
  Scan density, 3-14
  Two-sided originals, 3-19
Scan Settings key, 1-5
Scan Settings Screen, 1-7
Scanning area, 12-19
Select Cassette, 7-41
Self-diagnostic display, 11-5
Send Basic Features screen, 1-5
Send jobs
  Checking send job details, 6-2
  Checking/Changing the status of send jobs, 6-2
  Printing the send job log, 6-5
Send Settings key, 1-5
Sending methods
  Delaying send jobs, 4-23
  Sending e-mail messages, 4-2
  Sending an I-fax, 4-11
  Sending jobs to a file server, 4-18
  Stamping originals, 4-25
Sending record, registering, 1-9
Sequential broadcast, 12-19
Sharpness, adjusting, 7-23
SMB, 12-19
SMTP, 12-19
Specifications, 12-12
Standard send settings, 7-9
Stamp, 4-25, 12-19
Symbols used in this manual, ix

System Monitor key, 1-6
System Settings table, 9-2

T

Telephone line, selecting the type, 1-10
Text mode, 3-17
Text/Photo mode, 3-17
TIFF, 12-19
Trademarks, xii
Troubleshooting
  Error messages, 11-5
  Other situations, 11-4
  Q&A, 11-14
  Receiving documents, 11-4
  Sending documents, 11-2
Two-sided Original key, 1-7
Two-sided printing, 7-39
TX, 12-19
TX settings, initializing, 7-37
TX Terminal ID, printing, 7-18
TX Report, 10-2, 10-3, 12-2

U

Unit name, registering, 1-16
User's data
  Printing, 10-13
  User's Data List sample, 12-11
User's Data List, 10-2

Canon

CANON INC.
30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan
CANON U.S.A., INC.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
CANON CANADA INC.
6390 Dixie Road Mississauga, Ontario L5T 1P7, Canada
CANON EUROPA N.V.
Bovenkerkerweg 59-61 1185 XB Amstelveen, The Netherlands
CANON FRANCE S.A.S.
17, quai du Président Paul Doumer 92414 Courbevoie Cedex, France
CANON COMMUNICATION & IMAGE FRANCE S.A.S.
12, rue de l'Industrie 92414 Courbevoie Cedex, France
CANON (U.K.) LTD.
Woodhatch, Reigate, Surrey, RH2 8BF, United Kingdom
CANON DEUTSCHLAND GmbH
Europark Fichtenhain A10, 47807 Krefeld, Germany
CANON ITALIA S.p.A.
Via Milano, 8 20097 San Donato Milanese (MI) Italy
CANON LATIN AMERICA, INC.
703 Waterford Way Suite 400 Miami, Florida 33126, U.S.A.
CANON AUSTRALIA PTY. LTD.
1 Thomas Holt Drive, North Ryde, Sydney, N.S.W. 2113, Australia
CANON CHINA CO., LTD.
15F, North Tower, Beijing Kerry Centre, 1 Guang Hua Road, Chao Yang District, 100020, Beijing, China
CANON SINGAPORE PTE. LTD.
1 HarbourFront Avenue #04-01 Keppel Bay Tower, Singapore 098632
CANON HONGKONG CO., LTD.
19/F., The Metropolis Tower, 10 Metropolis Drive, Hunghom, Kowloon, Hong Kong

120V

FA7-8637 (000)

© CANON INC. 2006

PRINTED IN JAPAN OR CHINA