KONICA MINOLTA

Giving Shape to Ideas

# bizhub 4750/4050

## User's Guide: Fax Functions

# Table of contents


## 1 Fax Function

## 2 Preparation for Fax Function (For Administrators)

**2.1 Preparation flow ..... 2-2**

**2.2 Operations required to use this function ..... 2-3**

Checking the modular cable connection ..... 2-3

Specifying the type of telephone line ..... 2-4

Preparing to use the machine in a Private Branch Exchange (PBX) environment ..... 2-4

Selecting a receiving method ..... 2-4

Registering sender information ..... 2-4

Setting the date and time for the machine ..... 2-4

**2.3 Option settings ..... 2-5**

Registering frequently used fax numbers ..... 2-5

Using an LDAP server to specify addresses ..... 2-5

## 3 How to Send

**3.1 Sending (basic operation flow) ..... 3-2**

**3.2 Checking the recipient status before sending (manual transmission) ..... 3-4**

Manual transmission ..... 3-4

Faxing manually ..... 3-4

**3.3 Recalling a program for sending ..... 3-6**

Program ..... 3-6

Registering a program ..... 3-6

Recalling a program for sending ..... 3-8

**3.4 Specifying a destination ..... 3-9**

Selecting a destination from Favorites ..... 3-9

Selecting a destination from Address Book ..... 3-9

Directly entering data ..... 3-10

Selecting a destination from the history ..... 3-11

Searching for a fax number from the LDAP server ..... 3-11

**3.5 Option settings for fax TX ..... 3-12**

3.5.1 Basic option settings ..... 3-12

Specifying the size of the original to be scanned ([Scan Size]) ..... 3-12

Specifying the resolution to scan the original ([Resolution]) ..... 3-12

Scanning both sides of an original ([Simplex/Duplex]) ..... 3-12

3.5.2 Specifying the method to scan the original ..... 3-12

Scanning a long original ([Long Original]) ..... 3-12

Specifying a binding position ([Binding Position]) ..... 3-12

Scanning a number of originals in several batches ([Separate Scan]) ..... 3-13

3.5.3 Adjusting quality/density ..... 3-13

Selecting the appropriate image quality level for the contents of the original ([Original Type]) ..... 3-13

Adjusting the density of the original to be scanned ([Density]) ..... 3-13

Adjusting the background density of the original to be scanned ([Background Removal]) ..... 3-13

Erasing text or shadows in the margins of an original ([Frame Erase]) ..... 3-14

Sharpening the border between texts ([Sharpness]) ..... 3-14

3.5.4 Viewing the current settings ..... 3-14

## 4 Sending Options


**4.1 Resending a fax ... 4-2**
Auto resending (auto redial) ... 4-2

**4.2 Sending a fax without sender information ... 4-3**
Sender information ... 4-3
Operation flow ... 4-3

**4.3 Specifying the sending time ([Timer TX]) ... 4-4**
Timer TX ... 4-4
Operation flow ... 4-4

**4.4 Checking the destination fax number before sending a fax ([Check Dest. & Send]) ... 4-5**
Check Dest. & Send ... 4-5
Operation flow ... 4-5

**4.5 Sending a confidential fax ([F-Code TX]) ... 4-6**
Confidential communication ... 4-6
Operation flow ... 4-6

**4.6 Specifying a relay station for sending ([F-Code TX]) ... 4-7**
Relay distribution ... 4-7
Operation flow ... 4-7

**4.7 Releasing the ECM mode for sending ([ECM]) ... 4-8**
ECM ... 4-8
Operation flow ... 4-8

**4.8 Releasing the Super G3 mode for sending ([V.34]) ... 4-9**
V34 ... 4-9
Operation flow ... 4-9

**4.9 Sending the original page by page ([Quick Memory Tx]) ... 4-10**
Quick Memory TX ... 4-10
Operation flow ... 4-10

**4.10 Sending a fax with a password ([Password TX]) ... 4-11**
Password TX ... 4-11
Operation flow ... 4-11

**4.11 Registering a polling file ([Polling TX]) ... 4-12**
Polling TX ... 4-12
Registering a polling file ... 4-12
Printing or deleting a file in the User Box ... 4-13


## 5 How to Receive a Fax


**5.1 Receiving a fax automatically (using the machine in fax only mode) ... 5-2**
Auto RX ... 5-2
Operations required to use this function (for administrators) ... 5-2

**5.2 Receiving a fax manually ... 5-3**
Manual RX ... 5-3
Operations required to use this function (for administrators) ... 5-3
Operation flow ... 5-3

**5.3 Using the DRPD service ... 5-4**
DRPD ... 5-4
Operations required to use this function (for administrators) ... 5-4


## 6 Receiving Options


**6.1 Adding the received date and time for printing ([Footer Position]) ... 6-2**
Reception information ... 6-2
Operations required to use this function (for administrators) ... 6-2

**6.2 Saving or forwarding an unprintable fax (in-memory proxy reception) ... 6-3**
In-memory proxy reception ... 6-3
Forwarding fax received and stored in memory (in-memory proxy reception) ... 6-3

**6.3 Automatically distributing a received fax (TSI Routing) ... 6-4**
TSI Routing ... 6-4
Operations required to use this function (for administrators) ... 6-4

**6.4 Forwarding a received fax to another destination (Forward TX) ... 6-5**
Forward TX ... 6-5
Operations required to use this function (for administrators) ... 6-5
**6.5 Saving a received fax to memory without printing (Memory RX) ... 6-6**
Memory RX ... 6-6
Operations required to use this function (for administrators) ... 6-6
Printing or deleting a received fax ... 6-6
Downloading a received fax ... 6-7
**6.6 Receiving a confidential fax (Confidential RX) ... 6-8**
Confidential communication ... 6-8
Operations required to use this function ... 6-8
Printing a received fax ... 6-8
**6.7 Restricting communication peers with password (Closed Network RX) ... 6-10**
Closed Network RX ... 6-10
Operations required to use this function (for administrators) ... 6-10
**6.8 Receiving a polling file (Polling RX) ... 6-11**
Polling RX ... 6-11
Operation flow ... 6-11
**6.9 Receiving a file registered in the bulletin (Polling RX) ... 6-12**
Polling RX (Bulletin) ... 6-12
Operation flow ... 6-12
**6.10 Saving a received fax in memory (PC-Fax RX) ... 6-13**
PC-Fax RX ... 6-13
Operations required to use this function (for administrators) ... 6-13
Printing a received fax ... 6-13
Downloading a received fax ... 6-14
**6.11 Stopping fax printing at night (Night RX) ... 6-15**
Night RX ... 6-15
Operations required to use this function (for administrators) ... 6-15
**6.12 Printing a fax on both sides ([Duplex Print (RX)]) ... 6-16**
Duplex Print (RX) ... 6-16
Operations required to use this function (for administrators) ... 6-16
**6.13 Configuring the fax print settings (for administrators) ... 6-17**
Default print settings ... 6-17
Fixing the print paper size ([Print Paper Size]) ... 6-17
Fixing the print paper tray ([Tray Selection for RX Print]) ... 6-17
Splitting a custom size (portrait) fax for printing ([Print Separate Fax Pages]) ... 6-17

## 7 Printing a Fax Report

## 8 Registering Frequently Used Destinations (Address Book)

**8.1 Address Book ... 8-2**
**8.2 Registering a fax destination ... 8-3**
8.2.1 Registering a destination in Utility ... 8-3
8.2.2 Registering a destination from the main screen in Fax mode ... 8-4
**8.3 Registering directly entered destinations in Address Book ... 8-5**

## 9 Index

# 1 Fax Function

# 1 Fax Function

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

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

- To use the fax function, the optional **Fax Kit FK-512** and **Mount Kit MK-P03** are required.
- This machine can be connected to the following types of telephone lines.

- Public switch telephone network (including fax communication line)
- PBX (Private Branch Exchange, 2-wire)

- Fax data cannot be sent or received in color.
- You cannot connect a business phone as an external telephone.
- The call waiting function cannot be used simultaneously.
- If a dedicated digital line is multiplexed in an enterprise network, fax transmission speed may be limited, or the Super G3 fax may not be available.
- Communication errors may occur on rare occasions due to factory default settings. This is because the multiplex device limits the frequency band of the line to the utmost limit based on the assumption that the line is intended for voice communication. Also, these restrictions differ depending on the devices that are connected to the network. For details, contact your network administrator.

# 2 Preparation for Fax Function (For Administrators)

# 2 Preparation for Fax Function (For Administrators)

## 2.1 Preparation flow

**Connecting this machine to a telephone line**

- **Checking the modular cable connection**
- **Specifying the type of telephone line**
  - ➔ The dialing method must be correctly specified to ensure communication can take place.
- **Configuring connection setting for a Private Branch Exchange (PBX) environment**
  - ➔ When you use this machine in a Private Branch Exchange (PBX) environment, register an outside line number.

**Setting up an environment to send and receive faxes**

- **Selecting a receiving method**
  - ➔ Select Auto RX or Manual RX according to your environment.
- **Registering sender information**
  - ➔ Register the machine name, your company name (sender name), and the fax number of this machine that are to be printed on all pages of a fax.
- **Setting the date and time for the machine**
  - ➔ Set the date and time on this machine to be printed on sent and received faxes.

**Configuring the machine to suit your environment**

- **Registering frequently used fax numbers**
  - ➔ This will save you from having to enter a destination each time you send data.
- **Using an LDAP server to specify addresses**
  - ➔ When the LDAP server or Active Directory is used, you can search for a destination on the server.

**Preparation finished**

# 2.2 Operations required to use this function

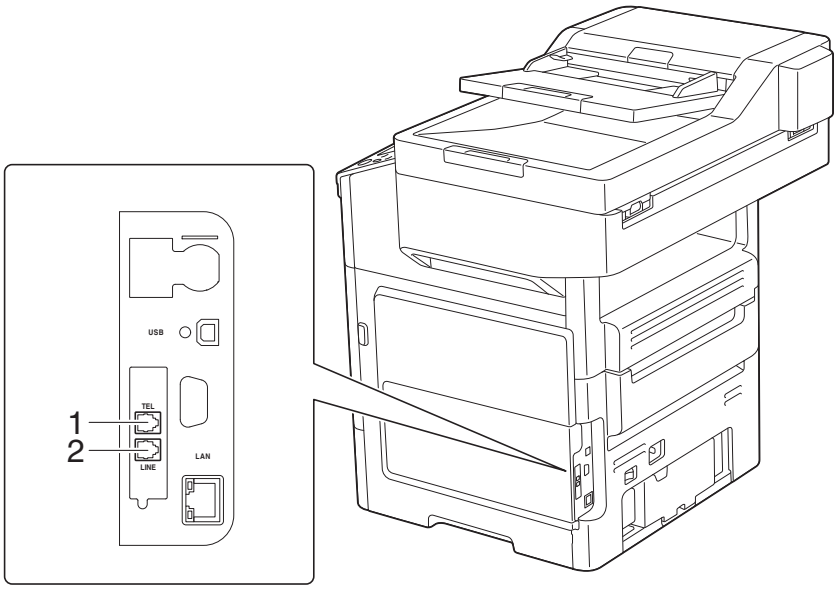
**Reference**

*For details on how to set up the fax environment, refer to Chapter 4 "Initial Settings of This Machine" in [Quick Start Guide].*

## Checking the modular cable connection

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

Use the TEL port to connect a telephone cord.

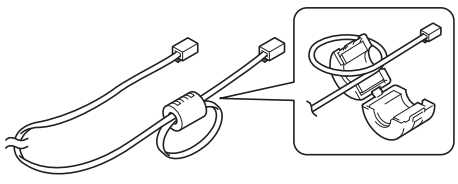



| No. | Name |
|---|---|
| 1 | **TEL (telephone) Jack** |
| 2 | **LINE (telephone line) Jack** |

Telephone cable

- Connect a telephone cable with a ferrite core to the **LINE (telephone line) Jack** of this machine. (Connect the modular jack on the ferrite-core-equipped end of the telephone cable to the telecommunication port.) In addition, connect a telephone cable with a ferrite core to the **TEL (telephone) Jack**. (Connect the modular jack on the ferrite-core-equipped end of the telephone cable to the port for connecting a telephone.)
- If there is no ferrite core attached to the cable, radio wave reception failures for radios and televisions may occur.
- Follow the instructions shown below to attach a ferrite core.

- Loop the cable through the ferrite core once.
- Ensure that the cable is not pinched by the ferrite core.
- Attach the ferrite core 20 mm (+/- 5 mm) away from the connector.



## Specifying the type of telephone line

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

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

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

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

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

## Selecting a receiving method

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

- It will be convenient to set this machine to automatically receive faxes if the line is dedicated for faxing. For details, refer to page 5-2.
- If you are using this machine primarily as a phone and if you always prefer to receive faxes manually, it will be convenient to have the Manual RX settings configured beforehand. If necessary, you can instruct the machine to receive faxes through a telephone. For details, refer to page 5-3.

## Registering sender information

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

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

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

## Setting the date and time for the machine

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

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

**Reference**

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

# 2.3 Option settings

## Registering frequently used fax numbers

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

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

## Using an LDAP server to specify addresses

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

For details on the registration procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

**Reference**

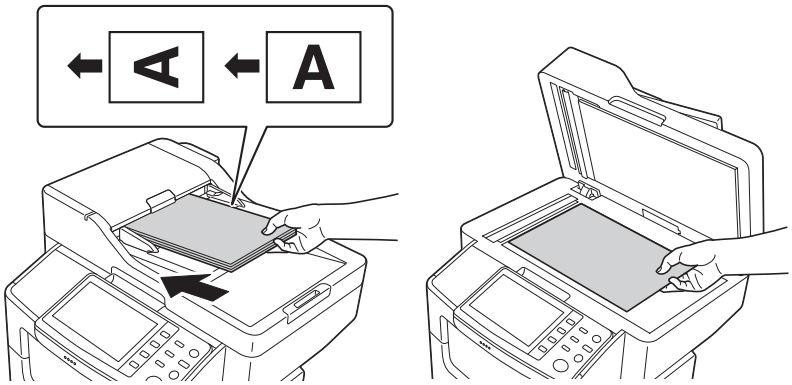
*For details on how to search using the LDAP server, refer to page 3-11.*

# 3 How to Send

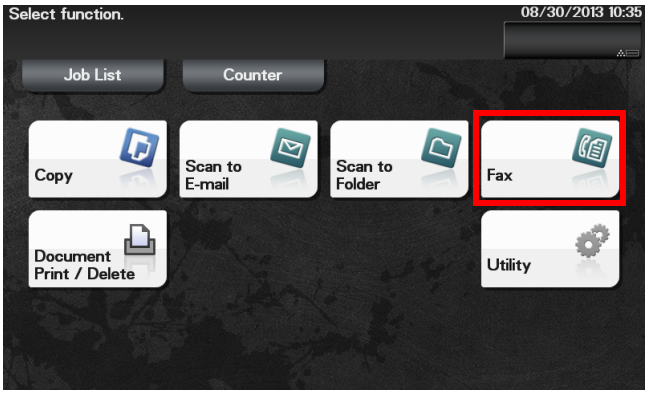
# 3 How to Send

## 3.1 Sending (basic operation flow)

1 Load the original.



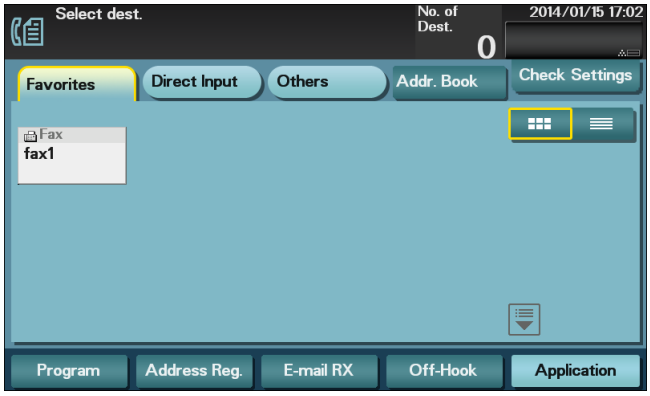
2 Tap [Fax].



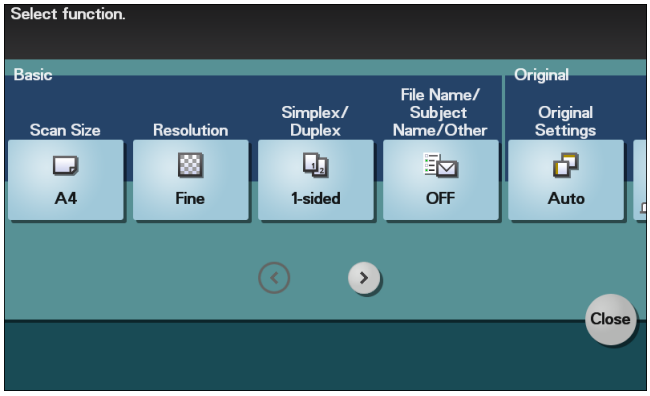

3 Enter a fax number.

➔ For details on how to specify a destination, refer to page 3-9.

➔ Fax broadcasting can be performed by specifying multiple destinations.



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




➔ Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 3-12.

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

| Purpose | Reference |
|---|---|
| To configure basic options such as original size and resolution | page 3-12 |
| To specify the method to scan the original | page 3-12 |
| To adjust the image quality or density depending on the contents of the original | page 3-13 |

5 Press the **Start** key.

➔ Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.

➔ To redo operations for specifying destinations or option settings, press the **Reset** key.

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

Sending starts.

### Tips

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

### Related setting

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

# 3.2 Checking the recipient status before sending (manual transmission)

## Manual transmission

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

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

**Tips**

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

## Faxing manually

1 Load the original.

2 Tap [Fax].

3 Tap [Application], then configure fax option settings.

➔ Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 3-12.

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

| Purpose | Reference |
|---|---|
| To configure basic options such as original size and resolution | page 3-12 |
| To specify the method to scan the original | page 3-12 |
| To adjust the image quality or density depending on the contents of the original | page 3-13 |

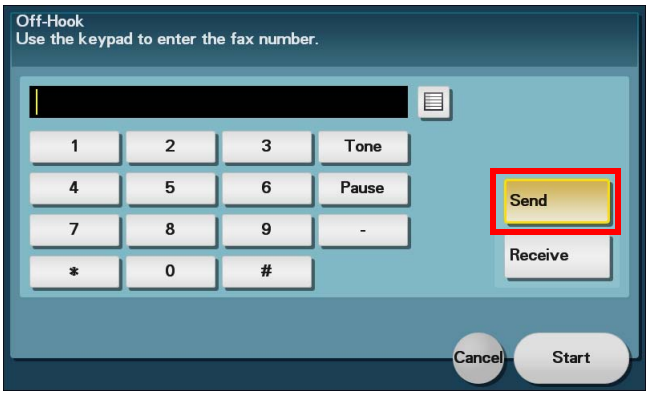
4 Tap [Off-Hook].

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

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

➔ To specify a fax number, directly enter a target number, or specify a desired number from the registered destinations. For details on how to specify a destination, refer to page 3-9.

➔ To redo operations for specifying destinations or option settings, press the **Reset** key.




6 As signal sounds are heard, tap [Start] or press the **Start** key.

Sending starts. If you are using a phone, replace the handset.

➔ If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.

# 3.3 Recalling a program for sending

## Program

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

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

## Registering a program

You can register up to 400 programs.

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

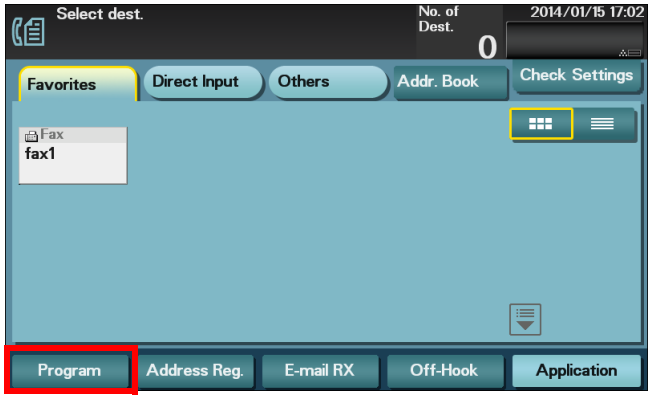
✔ To register a program, you must register the address book in advance. For details on how to register a destination, refer to page 8-3.

1 Tap [Fax].

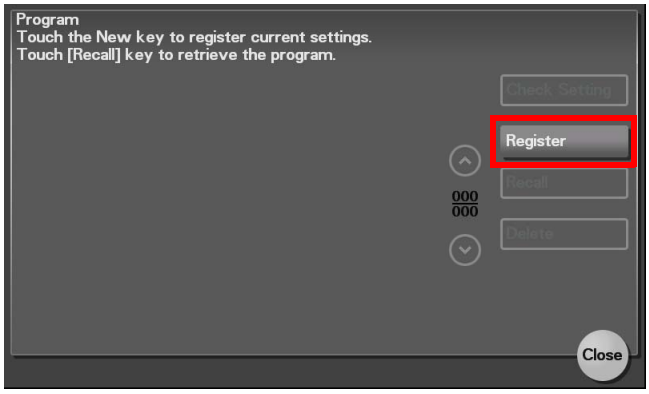
2 Tap [Application], then configure fax option settings.

➔ The settings configured here are registered as a program.

3 Tap [Program].




4 Tap [Register].



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

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

**Reference**

*You can also use **Web Connection** to register a program. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].*

**Related setting (for the administrator)**

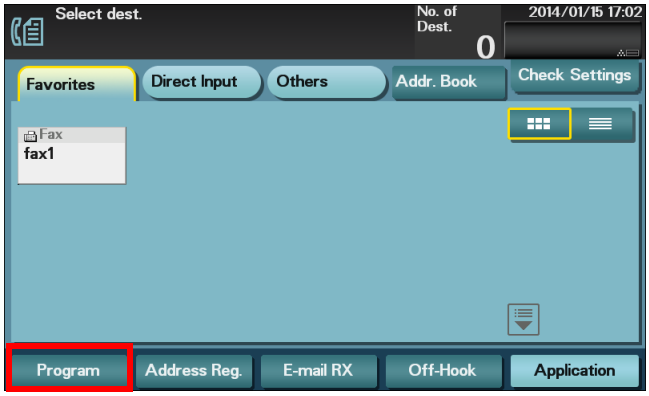
The shortcut key for a registered program can be arranged on the main menu.
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Main Menu Default Settings]

## Recalling a program for sending

1 Load the original.

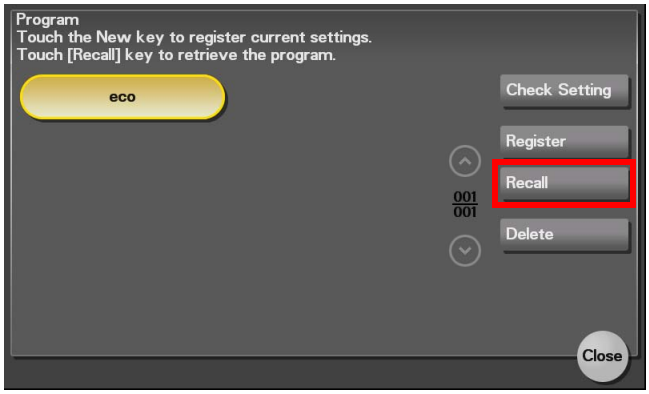
2 Tap [Fax].

3 Tap [Program].




4 Select the program you want to recall, and tap [Recall].

The registered content of the program is applied.




➔ When you tap [Check Setting], you can view the registered content of the selected program.

➔ Tap [Delete] to delete the selected program.

5 Press the **Start** key.

➔ Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.

➔ To redo operations for specifying destinations or option settings, press the **Reset** key.

Sending starts.

# 3.4 Specifying a destination

## Selecting a destination from Favorites

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

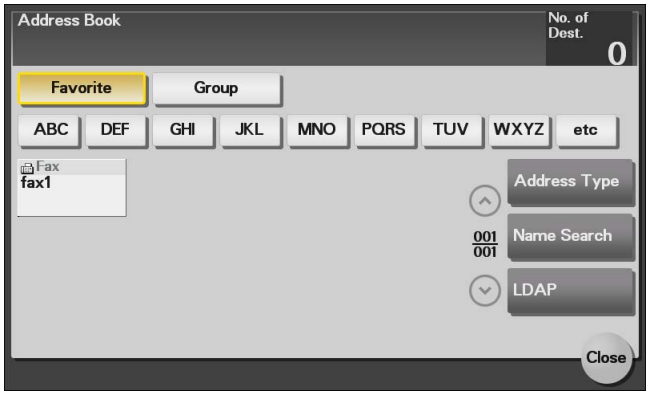
| Item | Description |
|---|---|
| | Switches the destination list to the button or list view. |
| | Enlarges or reduces the destination display area.<br>Displayed when the number of destination keys is so large that they cannot be displayed on one screen. |
| Scroll keys | Scrolls the destination display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

**Reference**

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

## Selecting a destination from Address Book

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




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

| Item | Description |
|---|---|
| [Favorites] | Displays the destinations registered in Favorites when registering a destination. |
| [Group] | Displays group destinations. |

| Item | Description |
|---|---|
| [Address Type] | Narrow down destinations by the type of the registered destination. |
| [Name Search] | Searches for the specified destination using its registration name. |
| [LDAP] | When the LDAP server or Windows Server Active Directory is used, you can search for and select a fax number from the server. For details, refer to page 3-11. |

**Reference**

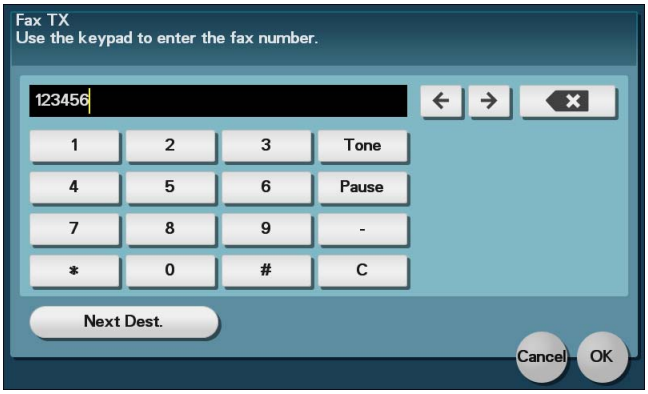
*For details on how to register a destination, refer to page 8-3.*

*A group destination can be registered in [Utility] of **Control Panel** or **Web Connection**. For details on the registration procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].*

## Directly entering data

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

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




**Reference**

*You can register the destination that you have entered directly into the address book. For details, refer to page 8-5.*

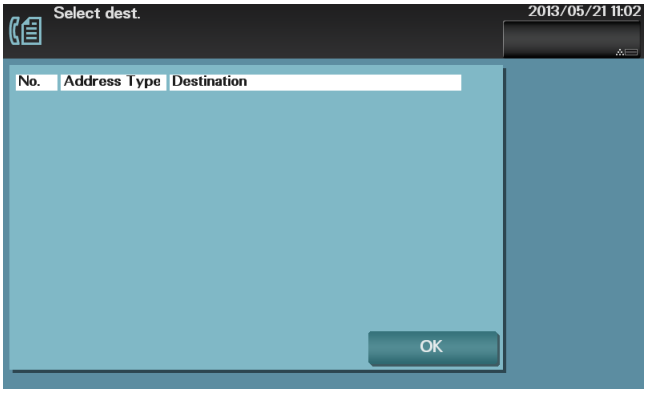
**Related setting (for the administrator)**

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

## Selecting a destination from the history

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

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




**Tips**

If a registered destination is edited or the Main Power Switch is turned off and on, history information is deleted.

## Searching for a fax number from the LDAP server

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

✔ The server must be registered in advance. The registration procedure is explained using **Web Connection**. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

1 Select [Addr. Book] - [LDAP], then tap [Address Search (LDAP)] or [Adv. Search (LDAP)].

2 Enter the keyword, then tap [Search].

➔ [Address Search (LDAP)] is performed using a single keyword.

➔ [Adv. Search (LDAP)] is performed using a combination of keywords for each category.

3 Select the destination from the search result.

➔ If you tap [Fax], the search results of which no fax numbers are registered will be grayed out.

➔ If you tap [Register], you can add the searched destination to the address book.

➔ If you tap [Details], you can view detailed information of the searched destination.

# 3.5 Option settings for fax TX

## 3.5.1 Basic option settings

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

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

Select the size of the original to be scanned.

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

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

Select a resolution at which to scan the original.

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

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

Select the surface of the original to be scanned.

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

## 3.5.2 Specifying the method to scan the original

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

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

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

### Specifying a binding position ([Binding Position])

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

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

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

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

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

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

1 Load the original.

***NOTICE***
*Do not load more than 50 sheets at a time into the original tray, and do not load the sheets up to the point where the top of the stack is higher than the ▼mark. Doing so may cause a paper jam involving the originals, damage the originals, and/or cause an **ADF** failure.*

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

3 Press the **Start** key.

The original is scanned.

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

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

5 Repeat Step 4 until all originals have been scanned.

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

Sending starts.

## 3.5.3 Adjusting quality/density

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

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

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

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

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

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

Scan originals by adjusting the density according to the original.

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

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

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

## Erasing text or shadows in the margins of an original ([Frame Erase])

To display: [Application] - [App] - [Frame Erase]

Erases the four sides of the original to the same width. You can specify the width to be erased for each side.

| Settings | Description |
|---|---|
| [ON]/[OFF] | Select [ON] to specify Frame Erase. |
| [Frame] | Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+]/[-] or **Keypad** to specify the width to be erased. To display the **Keypad**, tap the input area for the numeral. |
| [Top]/[Bottom]/[Left]/[Right] | Select this option to erase the four sides of the original to different widths. [Frame] setting, select a side ([Top], [Bottom], [Left], or [Right]), then tap the [+] or [-] key or the **Keypad** in [Erase Amount] to specify the width you want to erase for each side. To display the **Keypad**, tap the input area for the numeral. If you do not want to erase the side, cancel the setting for [Erase]. |

## Sharpening the border between texts ([Sharpness])

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

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

## 3.5.4 Viewing the current settings

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

| Settings | Description |
|---|---|
| [Broadcast Destinations] | Displays a list of specified destinations.<br>• When you tap [Address Details], you can view detailed information of the selecting destination. If a destination is entered directly, its information can be edited.<br>• When you tap [C], you can delete the selected destination. |
| [Setting Details] | Displays details of transmission settings. |

# 4 Sending Options

# 4 Sending Options

## 4.1 Resending a fax

### Auto resending (auto redial)

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

**Related setting (for the administrator)**

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

# 4.2 Sending a fax without sender information

## Sender information

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

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

***NOTICE***

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

### Related setting (for the administrator)

You can specify the position to print sender information.
To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Header/Footer Position] - [Header Position] (default: [Outside Body Text])

### Tips

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

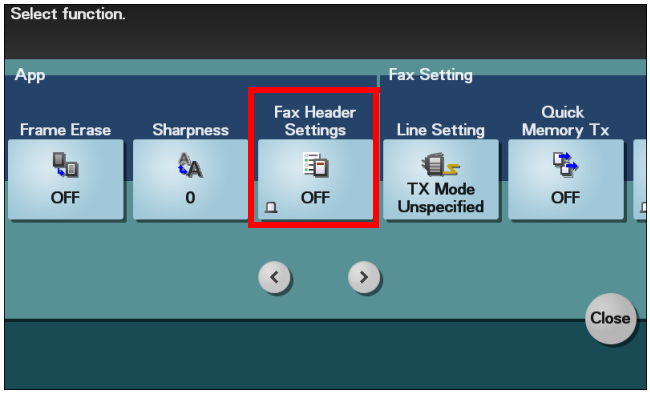
## Operation flow

1 Load the original.

2 Tap [Fax].

3 Specify the destination.

4 Tap [Application] - [App] - [Fax Header Settings], then set to [OFF].




5 Press the **Start** key.

Sending starts.

# 4.3 Specifying the sending time ([Timer TX])

## Timer TX

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

Using the Timer TX function to reserve fax transmission during off-peak rate hours early in the morning and late at night can help to reduce transmission costs. You can reserve up to 16 Fax TX jobs using the Timer TX function.

**Tips**

This function cannot be used together with the Polling TX and Polling RX functions.

## Operation flow

1 Load the original.

2 Tap [Fax].

3 Specify the destination.

➔ You can specify multiple destinations at the same time.

4 Tap [Application] - [Fax Setting] - [Timer TX], then tap [ON].

5 Using the **Keypad**, enter the transmission start time, then tap [OK].

➔ To display the **Keypad**, tap the input area for the numeral.

6 Press the **Start** key.

Scanning of the original starts. The fax is automatically sent at the specified time.

**Tips**

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

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

## Check Dest. & Send

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

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

### Tips

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

## Operation flow

1 Load the original.

2 Tap [Fax].

3 Specify the destination.

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

5 Tap [Check Dest. & Send] to select the check box, then tap [OK].

6 Press the **Start** key.

Sending starts.

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

## Confidential communication

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

This ensures that fax communications are sent with enhanced security.

### Tips

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

### Related setting (for the administrator)

You can specify whether or not to use the F-Code TX function.
To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [F-Code TX] (default: [ON])

## Operation flow

1 Load the original.

2 Tap [Fax].

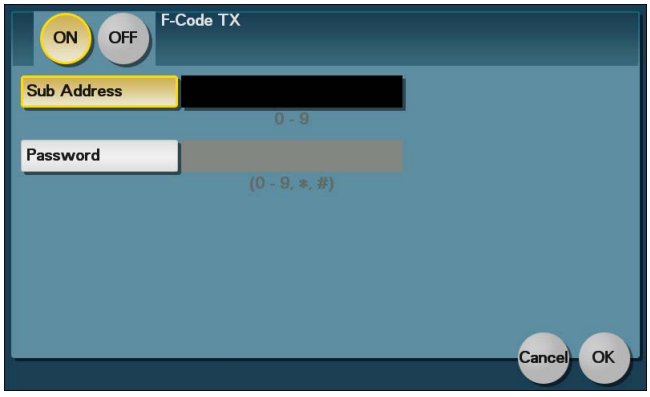
3 Specify the destination.

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

5 Enter the [Sub Address] and [Password], then tap [OK].

➔ [Sub Address]: Enter the registration number of the Confidential RX User Box.

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




6 Press the **Start** key.

Sending starts.

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

## Relay distribution

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

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

### Tips

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

### Related setting (for the administrator)

You can specify whether or not to use the F-Code TX function.
To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [F-Code TX] (default: [ON])

## Operation flow

1 Load the original.

2 Tap [Fax].

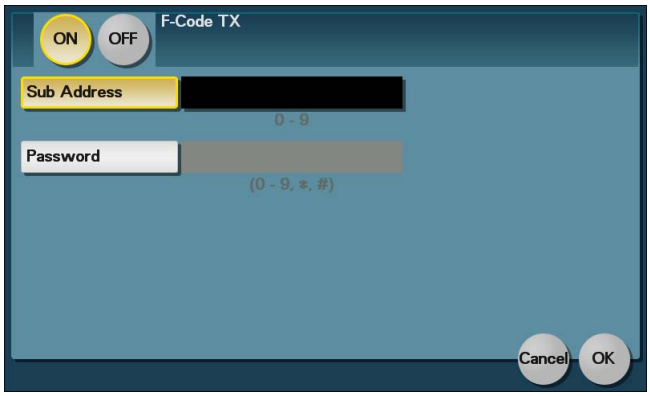
3 Specify the fax number of the relay station.

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

5 Enter the [Sub Address] and [Password], then tap [OK].

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

➔ [Password]: Enter the password for the relay distribution.




6 Press the **Start** key.

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

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

## ECM

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

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

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

**Tips**

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

## Operation flow

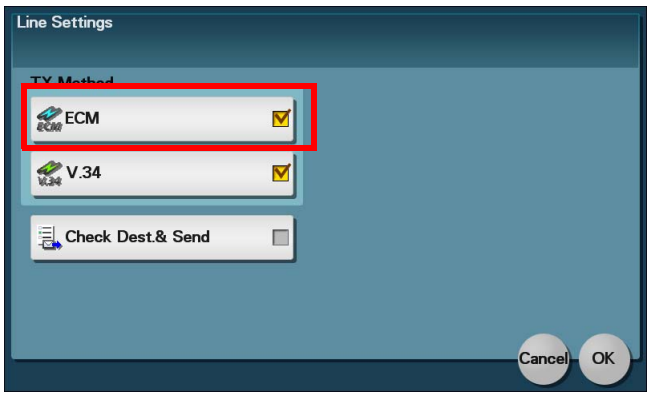
1 Load the original.

2 Tap [Fax].

3 Specify the destination.

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

5 Tap [ECM] to clear the check box, then tap [OK].




6 Press the **Start** key.

Sending starts.

# 4.8 Releasing the Super G3 mode for sending ([V.34])

## V34

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

This can shorten the communication time and reduce communication costs because a single page of size-A4 document can be sent within approximately three seconds.

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

### Tips

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

## Operation flow

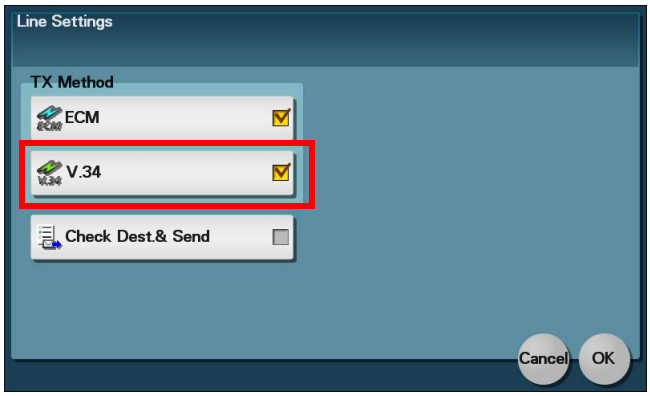
1 Load the original.

2 Tap [Fax].

3 Specify the destination.

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

5 Tap [V.34] to clear the check box, then tap [OK].




6 Press the **Start** key.

Sending starts.

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

## Quick Memory TX

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

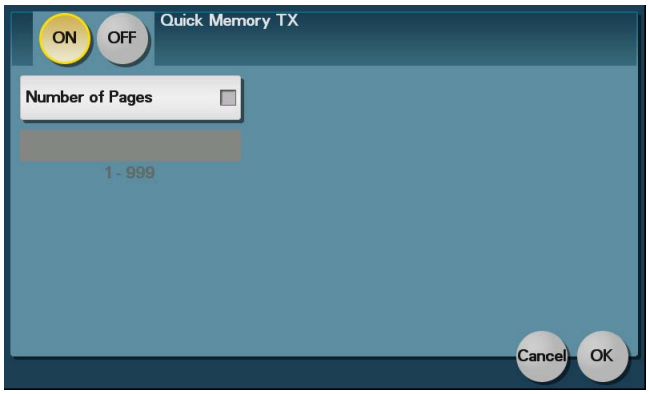
Normally, this machine begins transmission after all pages have been scanned and saved in memory (Memory TX). With Quick Memory TX , the overall processing time can be reduced. With this method, many pages can be faxed without causing memory overflow.

**Tips**

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

## Operation flow

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




6. Press the **Start** key.

   As one page is scanned, transmission starts.

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

## Password TX

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

### Tips

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

### Reference

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

## Operation flow

1 Load the original.

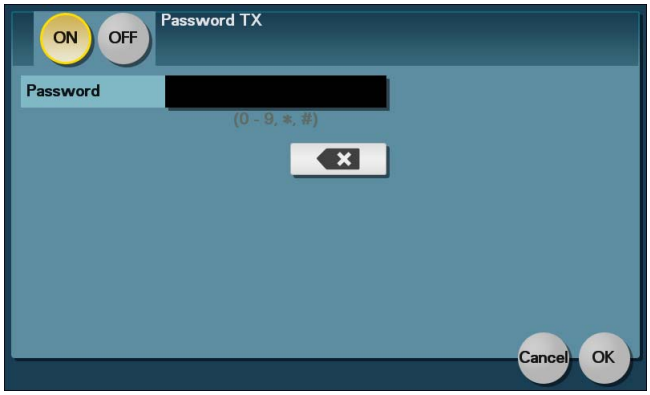
2 Tap [Fax].

3 Specify the destination.

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

5 Using the **Keypad**, enter the Closed Network RX password of the destination, then tap [OK].

➔ To display the **Keypad**, tap the input area for the numeral.




6 Press the **Start** key.

Sending starts.

# 4.11 Registering a polling file ([Polling TX])

## Polling TX

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

The file for polling is stored in the Polling TX User Box, and transmitted upon receipt of a polling request.

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

**Tips**

This function cannot be used together with the following functions:
Timer TX, F-Code TX, ECM OFF, V34 OFF, Quick Memory TX, Password TX, Polling RX

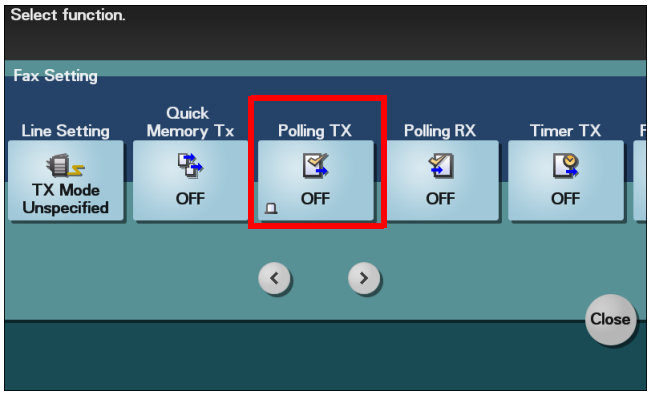
## Registering a polling file

Carry out Polling TX, then register a file in the Polling TX User Box.

1 Load the original.

2 Tap [Fax].

3 Tap [Application] - [Fax Setting] - [Polling TX], then set to [ON].




4 Press the **Start** key.

The file is registered with the Polling TX User Box.

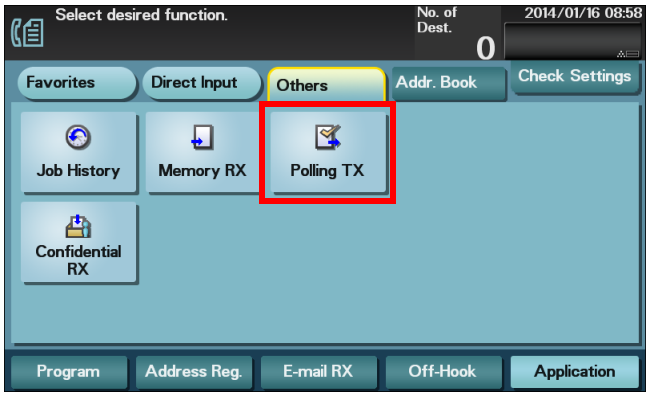
## Printing or deleting a file in the User Box

You can access the Poling TX User Box to print or delete a file registered in the User Box.

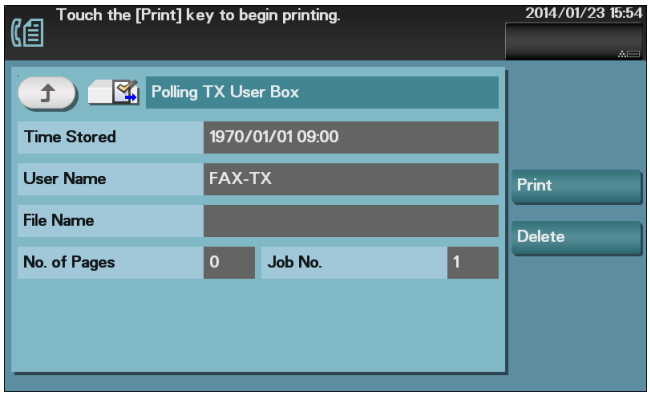
✔ The following describes the operation procedure in Fax mode. The same procedure can also be performed by selecting [Document Print/Delete] - [Polling TX] on the main menu.

1 Tap [Fax].

2 Tap [Others] - [Polling TX].




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



# 5 How to Receive a Fax

# 5 How to Receive a Fax

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

### Auto RX

Auto RX is a mode in which faxes are automatically received after a specific number of rings sound.

It is helpful to set this machine to Auto RX if the line is dedicated for faxing.

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

To use Auto RX, the following settings are required.

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

# 5.2 Receiving a fax manually

## Manual RX

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

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

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

To use Manual RX, the following settings are required.

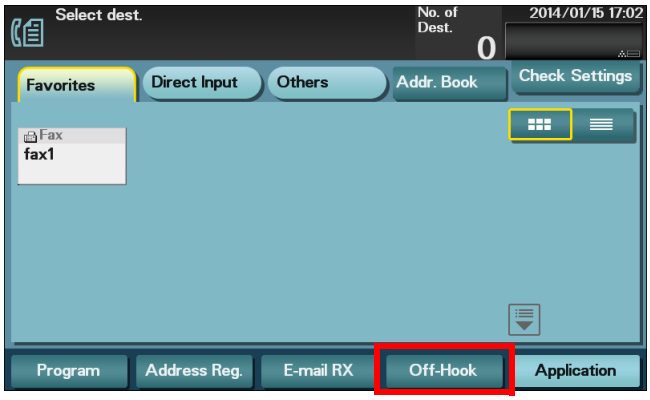
- Set [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [RX Mode] to [Manual RX] (default: [Auto RX]).

## Operation flow

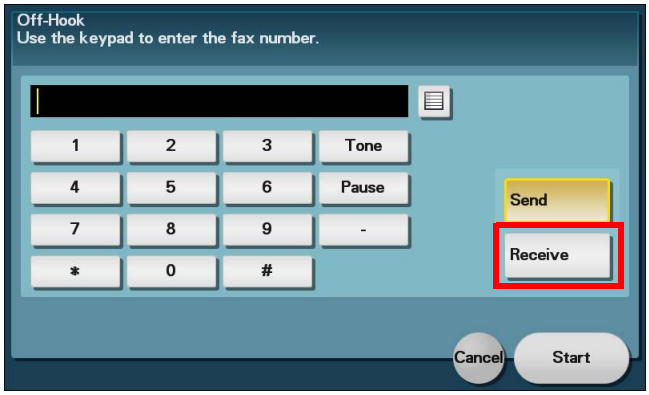
1 Tap [Fax].

2 Tap [Off-Hook].

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




3 Check that [Receive] is selected.




4 Tap [Start].

Reception begins. If you are using a phone, replace the handset.

# 5.3 Using the DRPD service

## DRPD

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

***NOTICE***

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

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

To use DRPD, the following settings are required.

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

**Tips**

Ring patterns other than [Normal Ring] are only available in New Zealand.

# 6 Receiving Options

# 6 Receiving Options

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

### Reception information

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

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

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

To print reception information, the following settings are required.

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

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

## In-memory proxy reception

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

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

In-memory proxy reception functions automatically.

**Tips**

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

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

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

1 Tap [Job List].

2 Tap [Receive] to display the currently executed received job.

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

4 Specify the forwarding destination, and tap [OK].

➔ Directly enter the fax number or tap [Addr. Book] to specify a fax or E-mail destination.

5 Press the **Start** key.

Forwarding starts.

# 6.3 Automatically distributing a received fax (TSI Routing)

## TSI Routing

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

**Tips**

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

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

To use TSI Routing, the following settings are required.

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

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

## Forward TX

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

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

**Tips**

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

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

To use Forward TX, the following settings are required.

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

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

## Memory RX

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

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

**Tips**

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

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

To use Memory RX, the following settings are required.

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

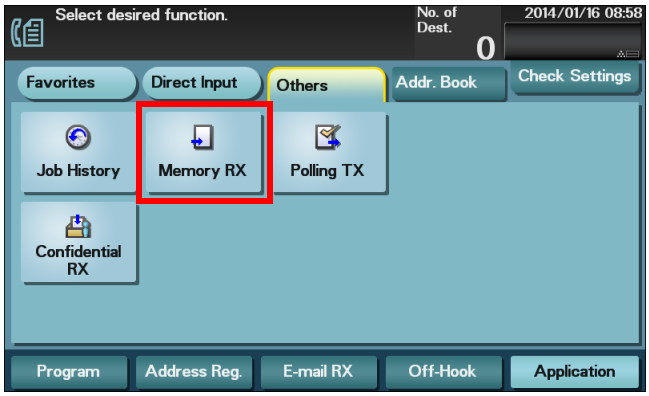
## Printing or deleting a received fax

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

✔ The following describes the operation procedure in Fax mode. The same procedure can also be performed by selecting [Document Print/Delete] - [Memory RX] on the main menu.

1 Tap [Fax].

2 Tap [Others] - [Memory RX].




3 Enter the password to access the received fax, then tap [OK].

➔ If no password is specified, proceed to Step 4.

4 Select a fax to print, then tap [Print].

➔ Tap [Delete] to delete the selected fax.

Printing starts.

**Tips**

The printed fax is erased from the memory.

## Downloading a received fax

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

1 Access to the **Web Connection** using the Web browser.

➔ Enter the IP address of this machine in the URL field of the Web browser, then press the Enter key on the keyboard.
http://<IP address of this machine>/

2 Log in with the account of a public user or registered user.

➔ You can also log in with the administrator account to perform the same operation.

3 In the [Storage] tab, click [PC-Fax].

4 Enter the password to access the received fax, then click [OK].

➔ If no password is specified, proceed to Step 5.

This displays a list of faxes saved in memory.

5 Click [Copy] in the column of the fax to be downloaded.

➔ Clicking a thumbnail or file name displays detailed information of the selected file.

➔ If you click [Print], you can print out the selected file.

➔ Click [Delete] to delete the selected file.

Downloading starts.

**Reference**

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

# 6.6 Receiving a confidential fax (Confidential RX)

## Confidential communication

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

This ensures that fax communications are sent with enhanced security.

**Reference**

*In this machine, you can use the F-Code TX function to specify a Confidential RX User Box of the recipient and transmit a confidential fax. For details on how to transmit confidential faxes, refer to page 4-6.*

## Operations required to use this function

To use Confidential RX, the following settings are required.

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

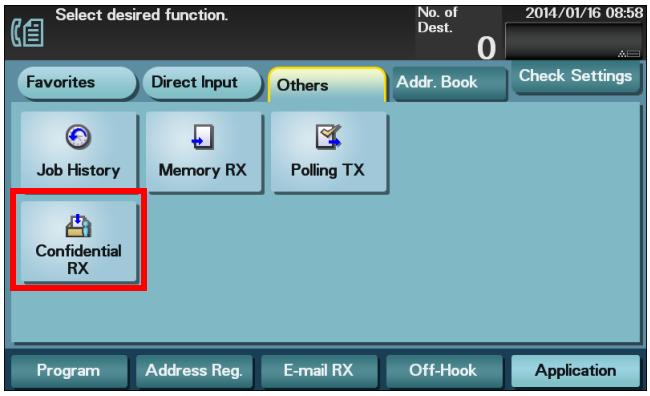
## Printing a received fax

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

✔ The following describes the operation procedure in Fax mode. The same procedure can also be performed by selecting [Document Print/Delete] - [Confidential RX] on the main menu.

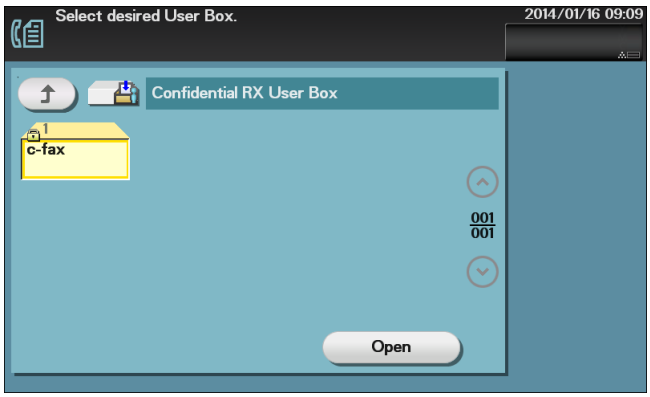
1 Tap [Fax].

2 Tap [Others] - [Confidential RX].




3 Select the desired Confidential RX User Box, then tap [Open].

➔ If the print password is set to the Confidential RX User Box, enter the print password.



4 Select a fax to print, then tap [Print].

➔ Tap [Delete] to delete the selected fax.

Printing starts.

# 6.7 Restricting communication peers with password (Closed Network RX)

## Closed Network RX

Closed Network RX is a function that restricts the peers by passwords.

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

**Tips**

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

**Reference**

*Optionally, you can use the Password TX function to send a fax with password to a destination for which Closed Network RX is specified. For details on the Password TX function, refer to page 4-11.*

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

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

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

# 6.8 Receiving a polling file (Polling RX)

## Polling RX

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

The communication fee is charged to the recipient.

**Tips**

This function cannot be used together with the following functions:
Timer TX, F-Code TX, ECM OFF, V34 OFF, Quick Memory TX, Password TX, Polling TX

**Reference**

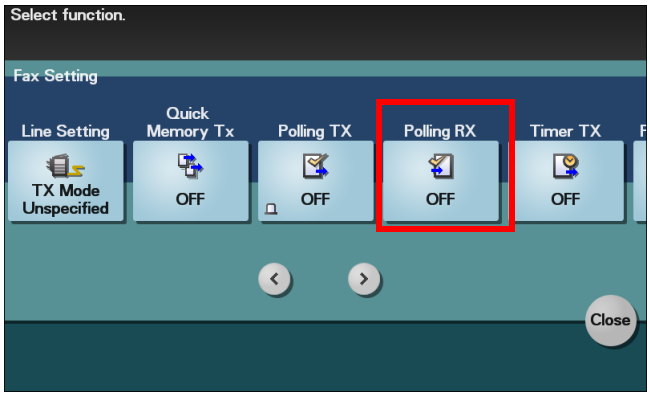
*Optionally, you can use the Polling TX function to register a file in the Polling TX User Box of this machine. For details on the Polling TX function, refer to page 4-12.*

## Operation flow

1 Tap [Fax].

2 Specify the destination.

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




4 Check that [Normal] is selected, then tap [OK].

5 Press the **Start** key.

Reception begins.

# 6.9 Receiving a file registered in the bulletin (Polling RX)

## Polling RX (Bulletin)

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

The communication fee is charged to the recipient.

**Tips**

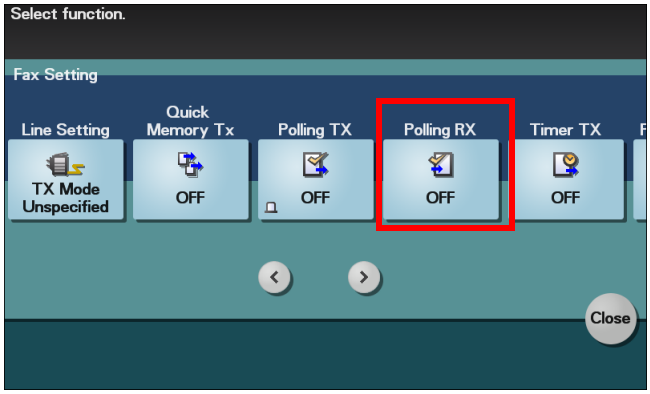
This function cannot be used together with the following functions:
Timer TX, F-Code TX, ECM OFF, V34 OFF, Quick Memory TX, Password TX, Polling TX

## Operation flow

1 Tap [Fax].

2 Specify the destination.

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




4 Select [Bulletin], enter the User Box number of the Bulletin Board User Box on the recipient, then tap [OK].

5 Press the **Start** key.

Reception begins.

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

## PC-Fax RX

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

**Tips**

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

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

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

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

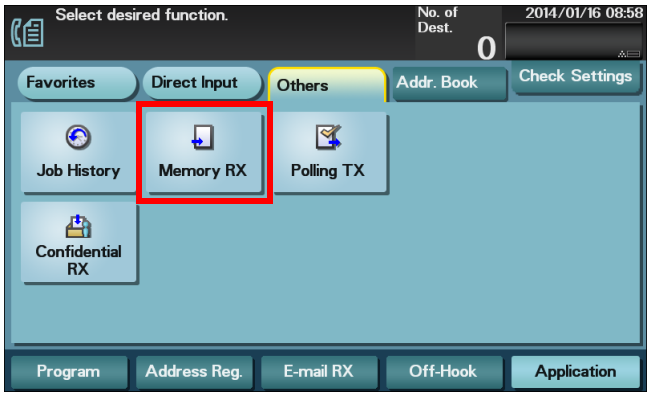
## Printing a received fax

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

✔ The following describes the operation procedure in Fax mode. The same procedure can also be performed by selecting [Document Print/Delete] - [Memory RX] on the main menu.

1 Tap [Fax].

2 Tap [Others] - [Memory RX].




3 Select a fax to print, then tap [Print].

➔ Tap [Delete] to delete the selected fax.

Printing starts.

**Tips**

The printed fax is erased from the memory.

## Downloading a received fax

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

1 Access to the **Web Connection** using the Web browser.

➔ Enter the IP address of this machine in the URL field of the Web browser, then press the Enter key on the keyboard.
http://<IP address of this machine>/

2 Log in with the account of a public user or registered user.

➔ You can also log in with the administrator account to perform the same operation.

3 In the [Storage] tab, click [PC-Fax].

This displays a list of faxes saved in memory.

4 Click [Copy] in the column of the fax to be downloaded.

➔ Clicking a thumbnail or file name displays detailed information of the selected file.

➔ If you click [Print], you can print out the selected file.

➔ Click [Delete] to delete the selected file.

Downloading starts.

**Reference**

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

# 6.11 Stopping fax printing at night (Night RX)

## Night RX

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

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

**Tips**

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

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

To use Night RX, the following settings are required.

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

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

## Duplex Print (RX)

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

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

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

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

# 6.13 Configuring the fax print settings (for administrators)

## Default print settings

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

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

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

**Tips**

If necessary, you can change the reduction ratio that is used when printing a fax.
To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Reduction Ratio] (default: 96%)

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

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

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

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

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

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

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

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

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

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

**Tips**

- If the tray is specified in [Tray Selection for RX Print], the setting for [Print Paper Size] is ignored ([Print Paper Selection] is automatically switched to [Auto Select]).
- If [Reduction Ratio] is set to 100% (Full Size), [Tray Selection for RX Print] is compulsory switched to [Auto].

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

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

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

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

**Tips**

- If [Reduction Ratio] is set to 100% (Full Size), [Print Separate Fax Pages] is compulsory switched to [OFF], and the area that cannot be fitted on a standard size sheet is not printed at all.
- If [Duplex Print (RX)] is [ON], you cannot use [Print Separate Fax Pages].

# 7 Printing a Fax Report

# 7 Printing a Fax Report

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

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

**Tips**

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

**Related setting (for the administrator)**

You can change printing conditions of various fax reports if necessary.
To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Report Settings]

# 8 Registering Frequently Used Destinations (Address Book)

# 8 Registering Frequently Used Destinations (Address Book)

## 8.1 Address Book

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

Up to 2,000 address books can be registered.

**Related setting (for the administrator)**

You can select whether or not to allow the user to register or change destinations.
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Restrict Access to Job Settings] - [Registering and Changing Addr.] (default: [Allow]).

**Reference**

*Address books can also be registered using **Web Connection**. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].*

# 8.2 Registering a fax destination

## 8.2.1 Registering a destination in Utility

Register the destination fax numbers.

1 Tap [Utility] - [One-Touch/User Box Registration] - [Fax] - [New].

2 Enter destination information, then tap [OK].

| Settings | Description |
|---|---|
| [No.] | Destination registration number. The smallest available number that is not used is automatically assigned. |
| [Name] | Enter the destination name (using up to 72 characters). |
| [Favorite] | Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination. |
| [Index] | Select a corresponding character so that the destination can be index searched by name. |
| [Fax number] | Enter a destination fax number.<br>• When you use this machine in a PBX environment, tap [Outside] ([E] appears). A registered outside line number is automatically inserted.<br>• When you use this machine in a PBX environment, tap [Pause] following the outside line number ([P] appears) to ensure dialing is successful.<br>• If you want to send out a push signal over the dial line, tap [Tone] ([T] appears).<br>• Enter [-] to separate a dial number. It does not affect the dialing of the number. |
| [Line Setting] | If necessary, specify how to send a fax to a destination you want to register. You may change the settings you made here before sending a fax.<br>• [ECM]: ECM is an error correction mode defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). Fax machines equipped with the ECM feature communicate with each other, confirming that the sent data is free of errors. This prevents image blurring caused by telephone line noise.<br>If you send a fax using a telephone line in an environment containing static, it may take a longer time to communicate. In this case, the communication time can be reduced by setting ECM to OFF for transmission. However, an image error or communication errors may occur depending on the specified communication time value, so change the value to suit conditions.<br>• [V.34]: V34 is a communication mode used for super G3 fax communication. However, when the remote machine or this machine is connected to a telephone line via PBX, you may not establish a communication in super G3 mode depending on telephone line conditions. In this case, it is recommended that you set the V34 mode to off to send data.<br>• [Check Dest. & Send]: Set this option to ON when the Check Dest. & Send function is used. The fax number specified for fax is checked against the destination fax number (CSI), and the fax is sent only when they match. |

**Tips**

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

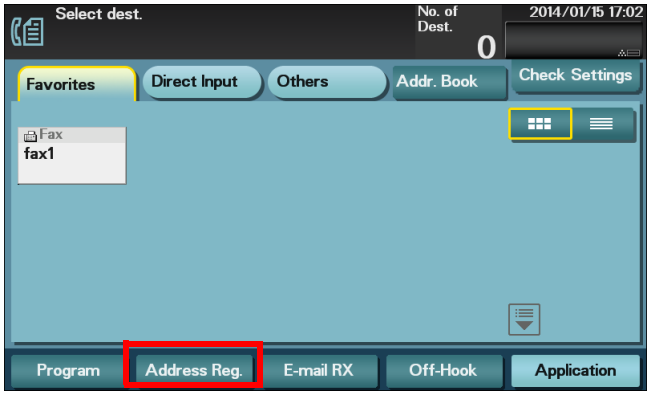
**Related setting (for the administrator)**

You can select whether or not to have the user enter a fax number twice when registering the fax number. This is convenient to prevent the fax number from being incorrectly registered.
To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings] - [Function ON/OFF Setting] - [Confirm Addr (Register)] (default: [ON])

## 8.2.2 Registering a destination from the main screen in Fax mode

1 Tap [Fax].

2 Tap [Address Reg.]




3 Tap [Input New Address], then tap [Fax].

4 Enter destination information, then tap [Register].

➔ The registered information is the same as that to be registered from the Utility. For details, refer to page 8-3.

# 8.3 Registering directly entered destinations in Address Book

1 Tap [Fax].

2 Tap [Direct Input], select the destination type, then enter the destination.

3 After entering the destination, tap [Address Reg.]

4 Tap the destination you want to register in the address book.

➔ Tap [Input New Address] to register the new address, which is not yet entered. For details on how to register, refer to page 8-4.

5 Enter the registration name for the destination.

| Settings | Description |
|---|---|
| [Address Type] | Displays the type of the destination you selected in Step 4. |
| [Name] | Enter the destination name (using up to 72 characters). |
| [Favorite] | Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination. |
| [Index] | Select a corresponding character so that the destination can be index searched by name. |
| [Address] | The destination that is specified by direct input is displayed. |

6 Tap [Register], then [Close].

When a fax transmission to the destination which is specified by direct input is complete, tap [Addr.Book] and check that the destination is registered.

# 9 Index

# 9 Index


## A

Address Book ....8-2
Address Registration ....8-2
  Fax Destination ....8-3
Auto redial ....4-2
Auto RX ....5-2

## B

Background Removal ....3-13
Binding Position ....3-12

## C

Check Dest. & Send ....4-5
Closed Network RX ....6-10
Confidential communication ....4-6
Confidential RX ....6-8

## D

Density ....3-13
DRPD ....5-4
Duplex Print (RX) ....6-16

## E

ECM ....4-8

## F

Fax Function
  How to Send ....3-2
  Overview ....1-2
  Preparation ....2-2
F-Code TX ....4-6, 4-7
Forward TX ....6-5
Frame Erase ....3-14

## I

In-memory proxy reception ....6-3

## L

Long Original ....3-12

## M

Manual RX ....5-3
Manual transmission ....3-4
Memory RX ....6-6

## N

Night RX ....6-15

## O

Original Size ....3-12
Original Type ....3-13

## P

Password TX ....4-11
PC-Fax RX ....6-13
Polling RX ....6-11
Polling RX (Bulletin) ....6-12
Polling TX ....4-12
Program ....3-6
  Recalling ....3-8
  Register ....3-6

## Q

Quick Memory TX ....4-10

## R

Reception information ....6-2
Relay distribution ....4-7
Report ....7-2
Resolution ....3-12

## S

Scan Size ....3-12
Sender information ....4-3
Separate Scan ....3-13
Settings ....3-12
Sharpness ....3-14
Simplex/Duplex ....3-12
Specifying a destination ....3-9
  Address Book ....3-9
  Direct Input ....3-10
  Favorites ....3-9
  History ....3-11
  LDAP ....3-11

## T

Timer TX ....4-4
TSI Routing ....6-4

## V

V.34 ....4-9

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