KONICA MINOLTA

bizhub C250

Facsimile operations

The essentials of imaging

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1 Introduction

1 Introduction

Thank you for your purchase of our product.

This user manual describes operating procedures and precautions for use of the Fax functions. Please read this user manual before starting operation of the machine.

After reading this user manual, it is advisable to keep it close at hand to consult it any time when necessary in order to operate the Fax functions at their optimum condition.

For correct operation, also read the User manual [Copy Operations] before starting operation.

Acknowledgement

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Exemption
● A part or this User manual may be used or duplicated without permission.
● Information written in this User manual is subject to change without notice.

1.1 Special notice to user

For Canada

NOTICE:

This product meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

AVIS:

Le present materiel est conforme aux specifications techniques applicables d'Industrie Canada.

L'indice d'equivalence de la sonnerie (IES) sert a indiquer le nombre maximal de terminaux qui peuvent etre raccordes a une interface telephonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, a la seule condition que la somme d'indices d'equivalence de la sonnerie de tous les dispositifs n'excede pas 5.

For U.S.A.

FCC PART 68 REQUIREMENTS:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If required, this information must be provided to the telephone company.

This equipment uses certification jack USOC RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.

A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0).

To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment FK-502 causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment FK-502, for repair or warranty information, please contact the Konica Minolta dealer location where you purchased this equipment. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If you home has specially wired alarm equipment connected to the telephone line, ensure the installation of FK-502 does not disable you alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your fax machine, you should complete the following steps: See "Header information" on page 11-31.

WARNING/CAUTION Explained

⚠ WARNING

The exclamation point within an equilateral triangle followed by the word "Warning" is intended to alert the user to the possibility that a disregard for the warning may result in fatal hazards or critical injuries.

➔ Be sure to focus your attention on the Warning headings when reading the User manual [Copy Operations].

⚠ CAUTION

The exclamation point within an equilateral triangle followed by the word "Caution" is intended to alert the user to the possibility that a disregard for the caution may result in minor injuries or in physical damage.

➔ Be sure to focus your attention on the Caution headings when reading the User manual [Copy Operations].

For New Zealand

This device is equipped with pulse dialing while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to bell tinkle or noise and may also cause a false answer condition. Should such problems occur, the user should not contact the Telecom Fault Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment does not fully meet Telecom's impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances.

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

The automatic calling functions of this equipment must not be used to cause a nuisance to other customers.

Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary port is not specifically designed for 3-wire connected equipment. 3-wire might not respond to incoming ringing when connected to this port.

For Europe

The Facsimile has been approved in accordance with Council Decision 1999/5/ EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of problems, you should contact your equipment supplier in the first instance.

The CE marking must be affixed to the product or to its data plate. Additionally it must be affixed to the packaging, if any, and to the accompanying documents.

1.2 Getting started (fax)

Sending

Perform the following basic procedure to send a fax.

1 Press [Fax] on the control panel to start the fax mode.

2 Set the functions as necessary.

Fax screen

Scan Setting screen

Application screen

Comm. setting screen
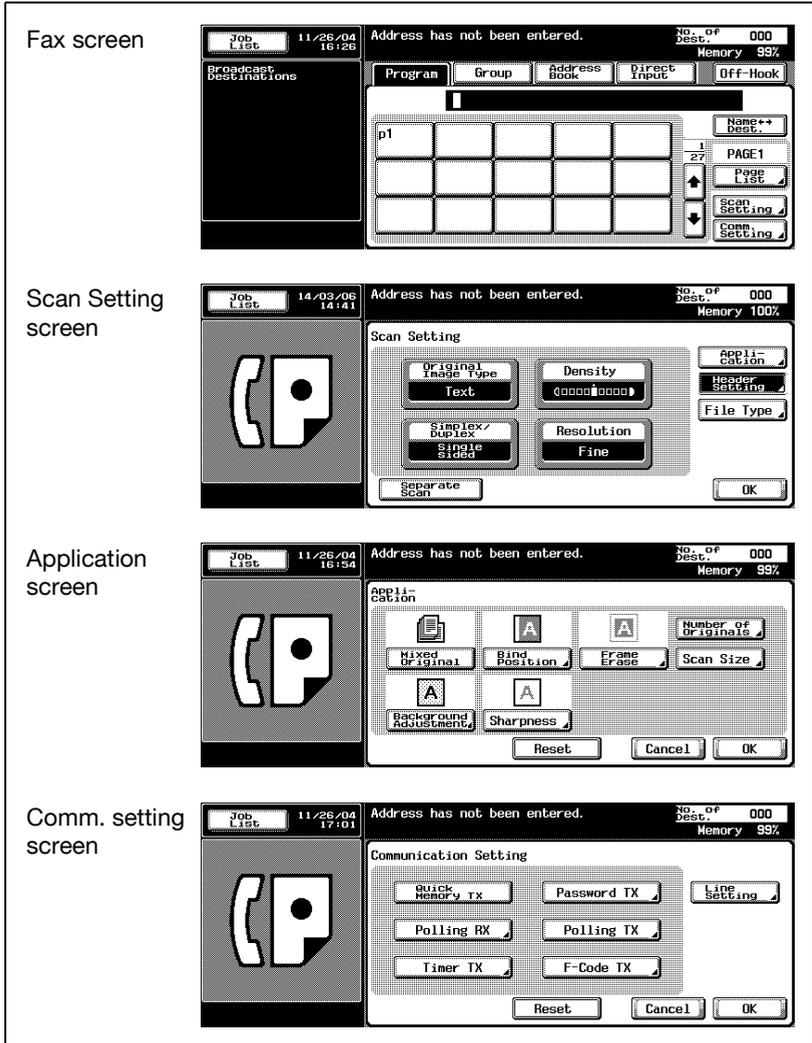
3 Use the keypad to enter the fax number
of the destination.

– If you make an incorrect entry,
press [Del.] to clear your entry.
– Press [C] (clear) to clear the whole
entry.
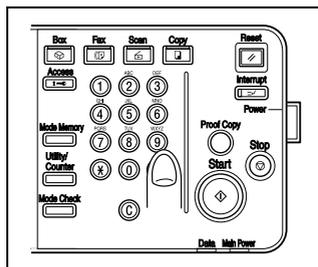
4 Place the original on the machine.

– For details, see "Placing the original
on the machine" on page 3-7.
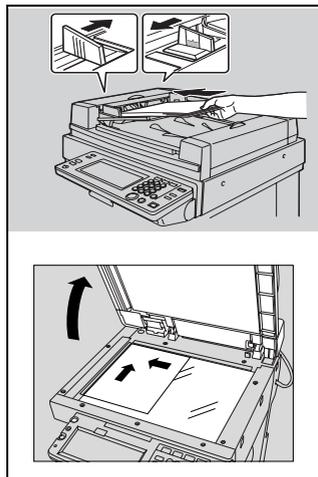
5 Press [Start] on the control panel.
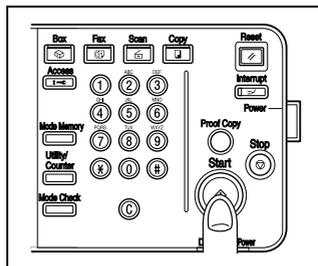
1.3 Features of the fax

Imprint the total number of pages on the fax

You can place the total number of pages on each page of the fax for quick memory transmission. It is useful for the recipient, so that they can make sure whether all pages of the fax have been received.

From: MFP01   To:123456789   2006/05/25 13:22   #138 P.001/001
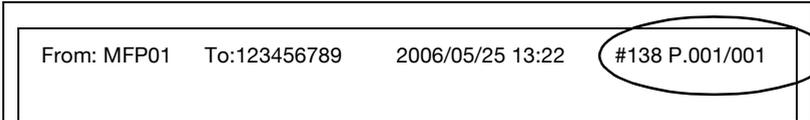
Detail

For details, see "Number of originals" on page 3-47.

Send a fax at a specified time

This function allows you to specify the time to start sending a fax. You can save money by specifying a transmission to start during the night or early in the morning when telephone charges are less.
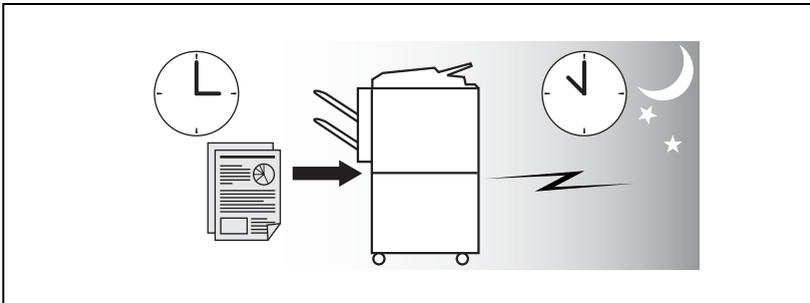
Detail

For details, see "Timer transmission" on page 3-50.

To be sent each time a page is read (Quick memory TX)

This is a method by which the fax transmission is started upon a sheet of original being read.

Detail

For details, see "Memory transmissions and quick memory TX" on page 3-45.

Sending faxes to a foreign country

You can employ a lower transmission rate if you send a fax to the location at which the communication condition is poor.

Detail

For details, see "International communication" on page 3-53.

Frame erasure mode

You can send a fax by erasing dark bands sometimes created when transmitting a document bound in the form of book. You can also set the width of marginal erasure according to your preference.

Ordinary transmission Frame erasure transmission
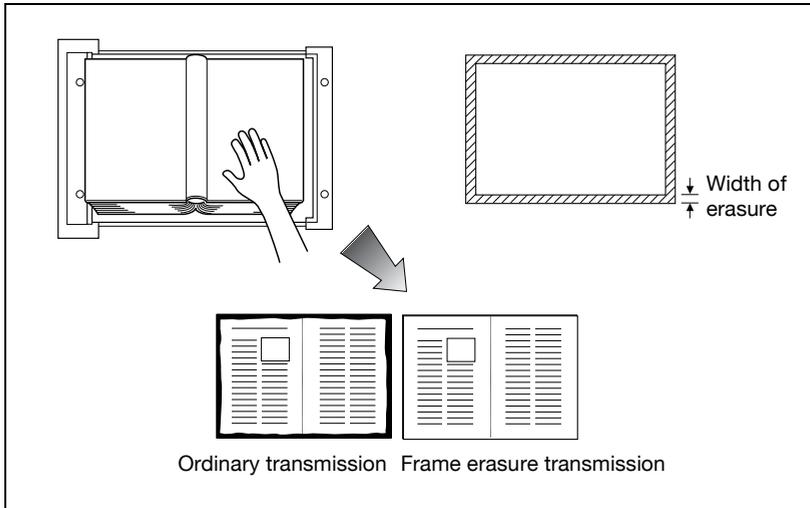
Detail
For details, see "Frame erase transmission" on page 7-13.

Send a fax in original size select mode

You can send a fax by designating the paper size for the document to be sent. It is useful if you want to send only a portion of the original.
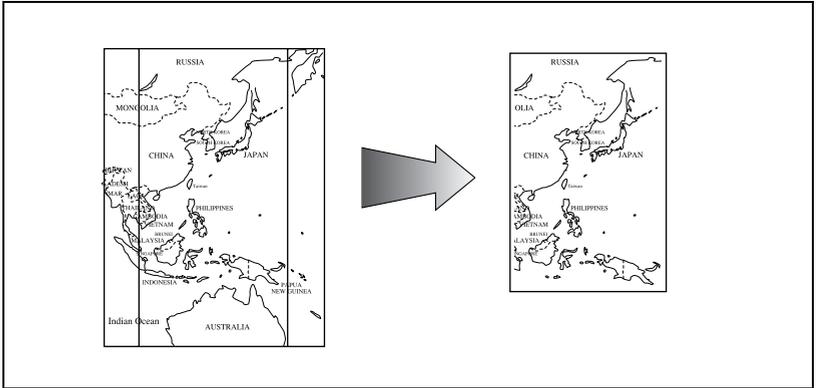
🔍
Detail
For details, see "Scan size" on page 7-22.

Setting and sending document pages of mixed sizes in a single operation

You can send pages of mixed sizes because the facsimile recognizes each size and sends pages properly when the mixed original feature is used.

Transmitted and reproduced in the same size as the original pages at the destination.

You set document pages of mixed sizes on the ADF.
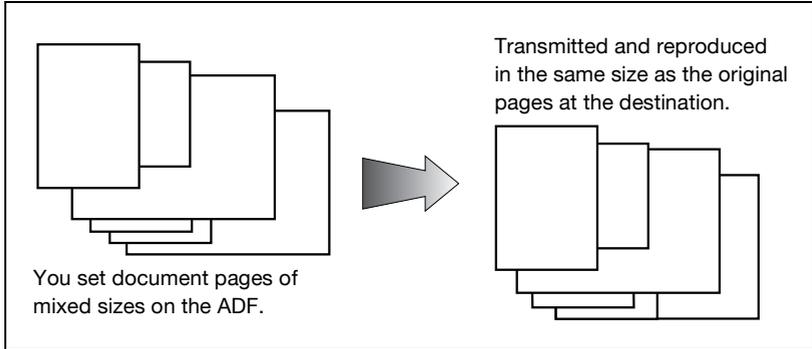
Detail
For details, see "Mixed original" on page 7-8.

Specify the binding style of a two-sided document

You can specify the appropriate binding style when transmitting two-sided documents. Binding style allows the pages of the document to be read appropriately by determining right to left or top to bottom.
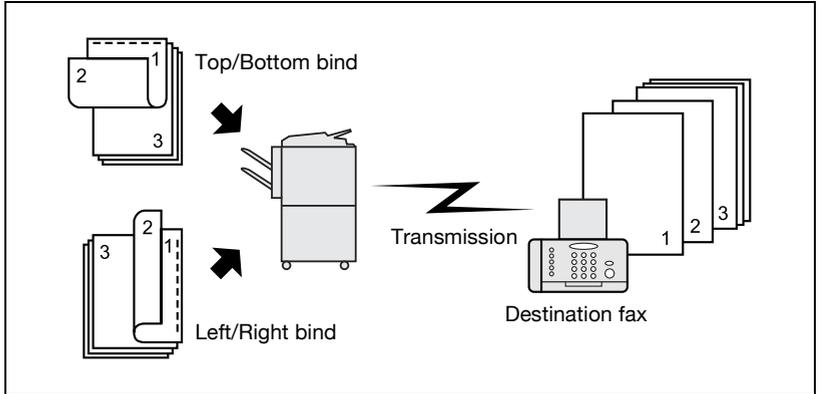
🔍
Detail
For details, see "Bind position" on page 7-10.

Sending a fax when it receives a polling command from the recipient

You can send a fax that has been read and stored in hard disk in the facsimile when a polling command is sent from the recipient.
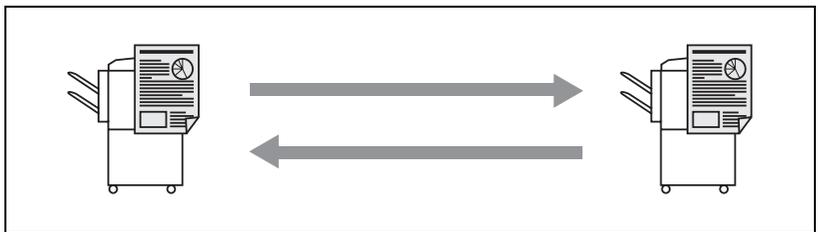
🔍
Detail
For details, see "Polling reception" on page 9-7.

Sending a fax with ECM disabled

You can send a fax with ECM disabled to shorten the transmission time.

$\mathbb{Q}$
Detail
For details, see "ECM OFF" on page 7-40.

Polling specified document

You can store documents that you want to poll in the bulletin board of the hard disk for polling transmission or polling reception.
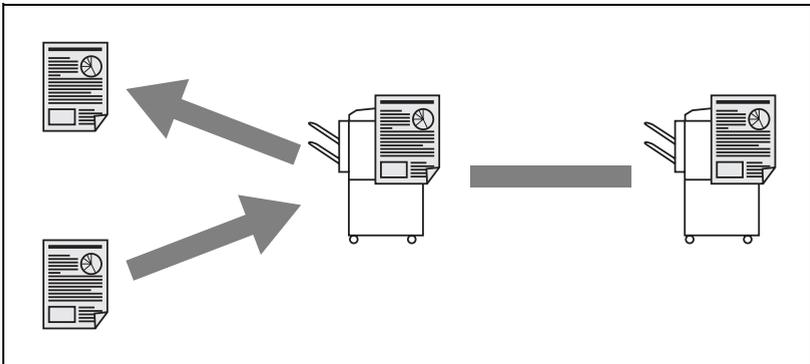
$\mathbb{Q}$
Detail
For details, see "Bulletin" on page 9-10.

Sending a fax with the Super G3 mode disabled

You can send a fax with the super G3 mode disabled if V.34 protocol is not available because of restrictions on the Private Branch Exchange (PBX).

Detail
For details, see "V.34 OFF" on page 7-43.

Relay fax

You can send a fax to a recipient via an intermediate relay station.
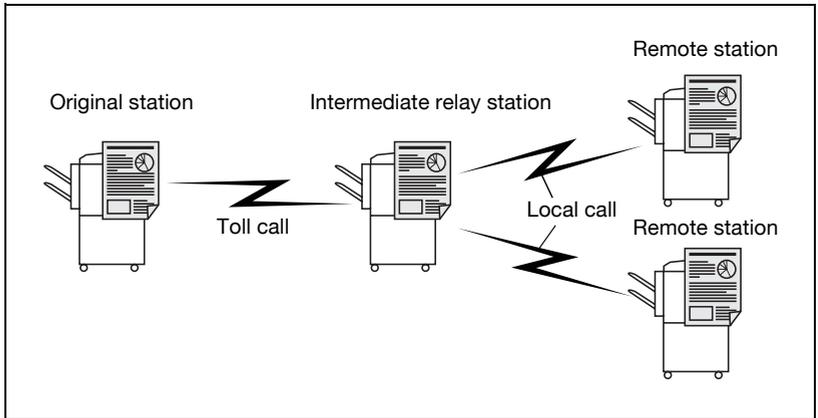
Detail
For details, see "Relay transmission request (F-code TX)" on page 7-37.

Use a confidential box

You can use a confidential box (similar to an inbox) to exchange confidential information with specific person.
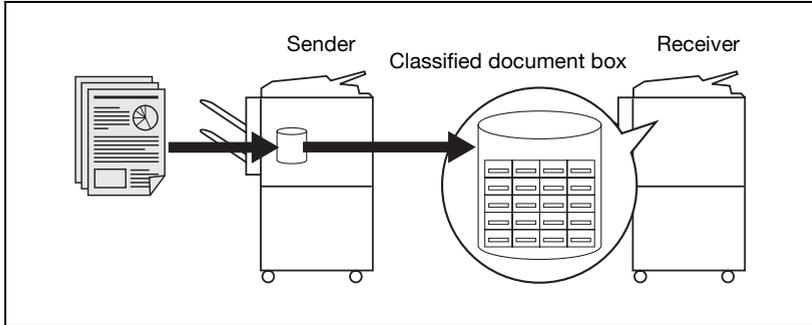
✎
Detail
For details, see "Confidential communication (F-code TX)" on page 7-34.

Sending a fax protected with a password

You can send a fax protected with a password if the closed communication is set at the recipient.

✎
Detail
For details, see "Password transmission" on page 7-31.

To be sent with the density in the background color adjusted

Transmission can be made after the density in the background color of the original is adjusted.

✎
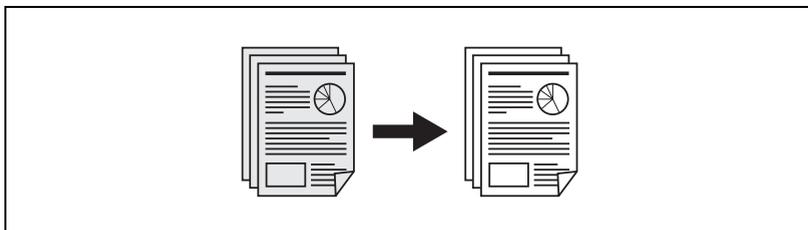
Detail
For details, see "Background adjustment" on page 7-16.

To be sent with the edge of the character made clear

Transmission can be made after adjustments are made so that blurred characters are made clear to give them a smooth impression.

✎
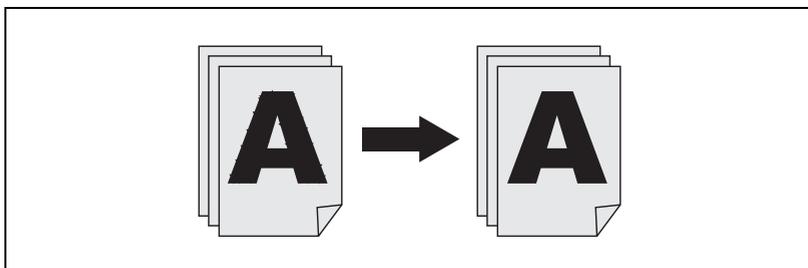
Detail
For details, see "Sharpness" on page 7-19.

An e-mail is sent from the fax screen

An original that has been read can be sent as an E-Mail from the fax screen to the computer.
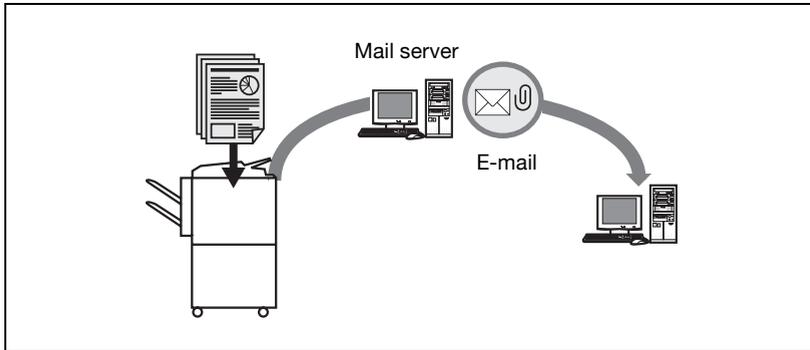
🔍
Detail
For details, see "Direct input" on page 3-27.

To be saved in the box

An original that has been read can be saved in the box created in the internal hard disk. Furthermore, files saved in the box can be transmitted by fax.
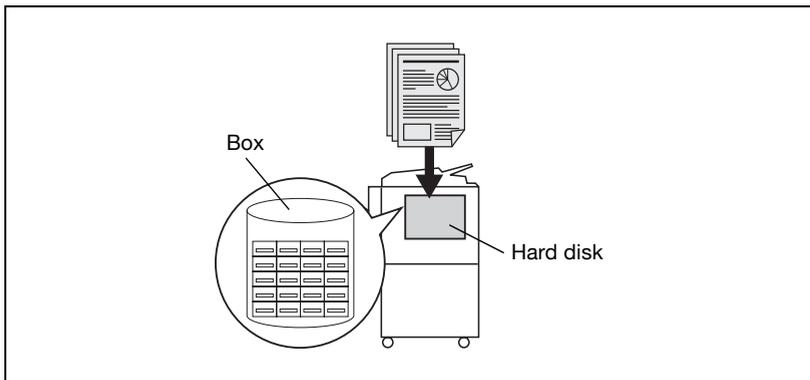
🔍
Detail
For details, see "Fax reception using the box" on page 2-18 or "Fax transmission from public user box/personal user box" on page 7-45.

1.4 Explanation of manual conventions

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

Safety advices

⚡ DANGER

Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power.

➜ Observe all dangers in order to prevent injuries.

⚠ WARNING

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

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

⚠ CAUTION

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

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

Sequence of action

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

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

> An illustration inserted here shows what operations must be performed.

? Text formatted in this style provides additional assistance.

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

Tips

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

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

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

Special text markings

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

MACHINE SETTING
Display texts are written as shown above.

1.5 Descriptions and symbols for documents and paper

The use of words and symbols in this manual are explained below.

"Width" and "Length"

Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as "Y" in the illustration) and the second to the length (shown as "X").
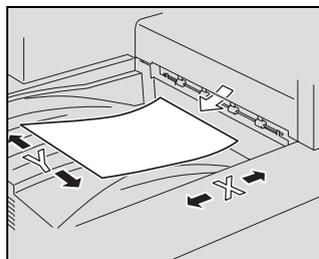
Paper orientation

Lengthwise (▭)

If the width (Y) of the paper is shorter than the length (X), the paper has a vertical or portrait orientation, indicated by ▭.
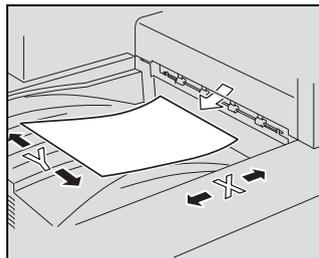
Crosswise (▯)

If the width (Y) of the paper is longer than the length (X), the paper has a horizontal or landscape orientation, indicated by ▯.
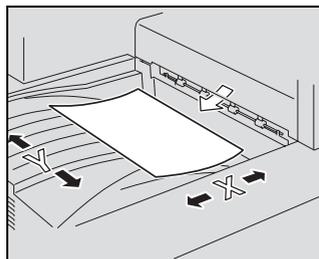
1.6 User manuals

The following user manual have been prepared for this machine.

User manual – Copy operations

This manual contains details on basic operations and the operating procedures for the various copy functions.
- Refer to this user manual for details on operating procedures for copy functions, including precautions on installation/use, turning the machine on/off, loading paper, and troubleshooting operations such as clearing paper misfeeds.

User manual – Network scanner operations

This manual contains details on specifying network settings for standard equipment and on operations for scanning functions.
- Refer to this user manual for details on operating procedures for network functions and for using Scan to E-Mail, Scan to FTP and Scan to SMB.

User manual – Box operations

This manual contains details on operating procedures for using the boxes.
- Refer to this user manual for details on operating procedures for using the boxes on the hard disk.

User manual – Enlarge display operations

This manual contains details on operating procedures for using copy, network scanner and fax functions in Enlarge Display mode.
- Refer to this user manual for details on operating procedures in Enlarge Display mode.

User manual – FK-502 Facsimile operations (this manual)

This manual contains details on operating procedures for faxing.
- Refer to this user manual for details on operating procedures for fax functions when the fax kit is installed.

User manual – Network fax operations

This manual contains details on operating procedures for Network fax.
- Refer to this user manual for details on operating procedures for Network fax functions (Internet Fax/IP Address Fax).

User manual – Print operations

This manual contains details on operating procedures using the standard built-in printer controller.

● For details on the printing functions, refer to user manual (PDF file) on User Software CD-ROM.

2 Before use

2 Before use

2.1 Restriction matter

✎ . . .
Note
No sending or reception of a fax in color is available for this fax kit.

This fax kit can be connected to phone lines as shown below.
● Local phone lines (including facsimile communication networks)
● PBX (Private branch exchange   Two wire system)

With respect to the telephone line to be used, be sure to check the following.
● A business phone cannot be connected as an outside line.
● When the digital private line is multiplexed in the corporate network that is used by the customer, the facsimile communication may be subject to the following constraints.
– The transmission speed is restricted.
– Communication by the Super G3 is not available.

There may occur once in a while communication errors in the setting made when the product was shipped from the factory. These constraints are due to the multiplexed device that restricts the band available for the line to the utmost limit on the assumption that voice is used.

However, these constraints vary depending on a device that makes up the network. For more information, refer to the administrator of the network that you use.

✎ . . .
Reminder
Turning the power OFF/ON repeatedly may cause an fault.

After turning OFF the equipment, wait for more than 5 seconds before turning it ON again.

2.2 Control panel
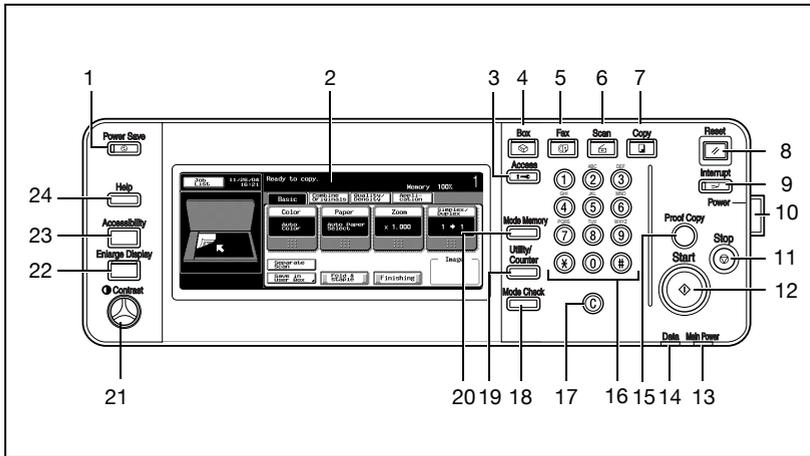
No.	Name	Description
1	[Power Save] key	Press to enter Low Power mode. While the machine is in Low Power mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Low Power mode, press the [Power Save] key again.
2	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the panel.
3	[Access] key	If user authentication or account track settings have been applied, press this key after entering the user name and password (for user authentication) or the account name and password (for account track) in order to use this machine.
4	[Box] key	Press to enter Box mode. While the machine is in Box mode, the indicator on the [Box] key lights up in green. For details, refer to the User manual [Box Operations].
5	[Fax] key	Press to enter Fax mode. While the machine is in Fax mode, the indicator on the [Fax] key lights up in green.
6	[Scan] key	Press to enter Scan mode. While the machine is in Scan mode, the indicator on the [Scan] key lights up in green. For details, refer to the User manual [Network Scanner Operations].
7	[Copy] key	Press to enter Copy mode. (As a default, the machine is in Copy mode.) While the machine is in Copy mode, the indicator on the [Copy] key lights up in green. For details, refer to the User manual [Copy Operations].

No.	Name	Description
8	[Reset] key	Press to clear all settings (except programmed settings) entered in the control panel and touch panel.
9	[Interrupt] key	Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again.
10	Auxiliary power button	Pressed to turn on/off machine operations, for example, for copying, printing or scanning. When turned off, the machine enters a state where it conserves energy.
11	[Stop] key	Stops reading the original.
12	[Start] key	Press to start the operation that is selected Box mode, Fax mode, Scan mode or Copy mode. While in Fax mode, fax transmission is started. When this machine is ready to begin operation, the indicator on the [Start] key lights up in green. If the indicator on the [Start] key lights up in orange, operation cannot begin.
13	Main Power indicator	Lights up in green when the machine is turned on with the main power switch.
14	Data indicator	Lights up at the time of transmission or reception of fax and when any document is saved in the Bulletin Board User Box, Polling TX User Box, Memory RX User Box or Re-TX User Box.
15	[Proof Copy] key	Not used for Fax mode.
16	Keypad	Use to type in the number. Use to type in the telephone numbers and various set values.
17	[C] (clear) key	Press to erase a value entered using the keypad.
18	[Mode Check] key	Press to display screens showing the specified settings.
19	[Utility/Counter] key	Press to display the Meter Count screen and the Utility screen.
20	[Mode Memory] key	Not used for Fax mode.
21	Contrast dial	Use to adjust the contrast of the touch panel.
22	[Enlarge Display] key	Press to enter Enlarge Display mode.
23	[Accessibility] key	Press to display the screen for specifying user accessibility functions.
24	[Help] key	Press to display the Help Main Menu screen, where descriptions of the various functions and details of operations can be displayed. For details, refer to User manual [Copy Operations].

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

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

When the screen instructing you to call your service representative appears and copying is no longer possible, a malfunction may have occurred. Note the malfunction code, immediately unplug the machine, and then contact the service representative to inform them of the malfunction code.

2.3 First-use settings

Must-set items

After installation, you must set the following items to use the facsimile functions. You will not be able to execute the fax communication if these items are not set properly.

- Header Information
- Registers the fax number and name of this facsimile.
- Telephone Line settings
- Sets the telephone line and the receiving method.

Header information

Set the following items.

Detail
For details, see "Header information" on page 11-31.

Item	Description
Sender Name	Set the name of this machine. The name is a string of up to 30 characters. The name can contain with any alphanumeric character and symbols.
Sender Fax No.	Set the fax number of this machine. The fax ID is a number of up to 20 digits. The ID can contain any number between 0 and 9, the + symbol, spaces, * symbol, and # symbol.

Telephone line settings

Set the following items.

Detail
For details, see "Telephone line settings" on page 11-37.

Item	Description
Dialing Method	Select between tone dialing line and pulse dial line (PB, Pulse).
Receive Mode	Select between automatic reception and manual reception. Select "Auto RX" for automatic reception. Select "Manual RX" if you often receive calls to an external handset connected to this machine.

2.4 Useful functions

When the Program and Address Book has been registered. Just pressing the [Program] or [Address Book], the information of registration can be called.

Address book

Registering into the [Address Book] the destination to which a message is frequently sent, you can call the information of registration only by pressing the [Address Book] key.

$\mathbb{Q}$
Detail
[Address Book], [Group] and [Program] can be also registered using the PageScope Web Connection. Using the PageScope Web Connection, setting can be changed or addresses can be registered from a computer connected to the network.

Refer to the "PageScope Web Connection" on page 13-3 or User manual [Network Scanner Operations] for the method to use the PageScope Web Connection.

If the Name and Search Character are registered when registering the Address Book for the Address Book, an address can be specified using a reference character.

This section describes the procedures for setting the fax number, destination name, and retrieval character of an Abbreviated Destination.

1 Press [Utility/Counter] on the control panel to open the Utility Mode screen if it is not already open.

– For the [Address Book], up to 2,000 addresses (0001 to 2000) can be registered including the [Address Book] of other functions of this machine.
– You can confirm the registered information in the Abbreviation List.

2 Press [One-Touch Registration].

– For Utility Mode, the number displayed in the key can also be selected by entering it through the numeric keypad.
In the case of [One-Touch Registration], enter 1 through the keypad.

3 Press [Fax].
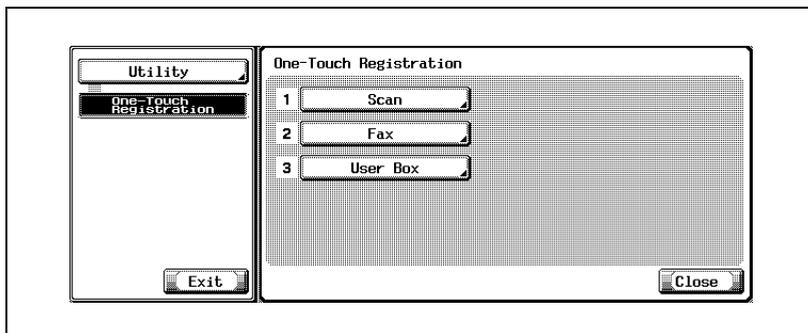
4 Press [Address Book].

5 Press the destination to register.
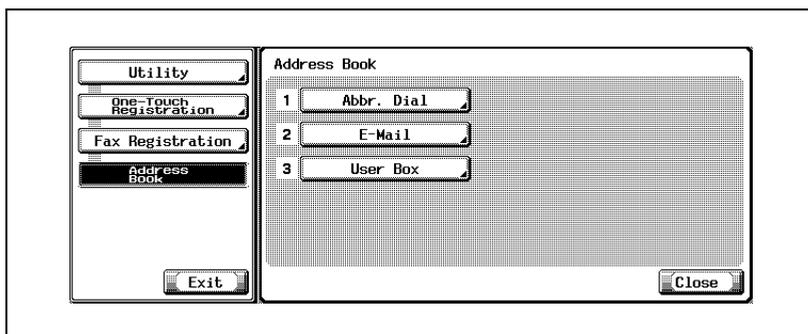
– The item which can be registered for the Address Book is the following three items.
– Abbr. Dial:
Registering the fax number.
– E-Mail:
Registering the E-Mail address. This machine can specify an E-Mail address as a fax destination.
– If it has been registered. This feature is convenient when transmitting a picture to an E-Mail address simultaneously with fax transmission.
– User Box:
Registering the Box Name. This machine can specify a box in an internal hard disk as a fax destination.

–   If it has been registered. This feature is convenient when storing a
    picture to a Box simultaneously with fax transmission.
–   If Abbreviated Destination are already registered, you can press
    [Edit] in that screen to edit the contents of the list. For details, see
    "Registering the e-mail for the address book" on page 10-9.

6   Press [New].

7   Press [Name], enter the name of the Abbreviated Destination and press
        [OK].

```
Address Book Setting

   No.        0004        Index    etc
  Name
  Dest    |                                           De-
                                                      lete
           Tone   Pause     -     ←     →

  Line                                    Cancel    OK
  Setting
```
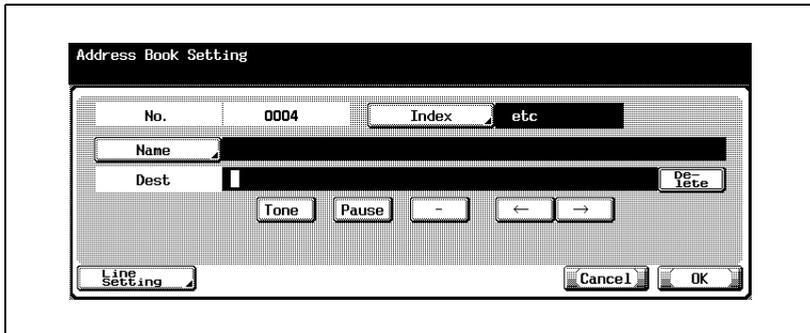
–   For the operation of the entering character, see page 14-4.
–   The name can be a string of up to 24 characters.

8   Enter the destination.

–   When [Abbr. Dial] is selected in the Step 5. Enter the fax number to
    the destination by the keypad.
–   When [E-Mail] is selected in the Step 5. Press [E-Mail Address] and
    then enter the E-Mail address.
–   When [User Box] is selected in the Step 5. Press [User Box Name]
    and then select the Box.
–   Numbers containing up to 38 digits can be entered.
–   Unregistered No. is displayed in the [Stored No.] field.
–   To correct a wrong entry, use [Delete] or [C] (clear).
–   In order to select the box, it is necessary to register the box in
    advance.
–   For the registration method of the Boxes, see User manual [Box
    Operations].

9 Press [Index] to entry the characters for search and then press [OK].

– Press the Search key of the Search Character you want to register from among [Main] - [etc].

10 Press [Line Setting] if necessary to select [Overseas TX], [ECM OFF] or [V.34 OFF] and then press [OK].

– When [E-Mail] or [User Box] is selected in the Step 5. There is no [Line Setting].

11 Press [OK].

Registration is performed and the registered destination is displayed on a list.
When proceeding with the registration of the Address Book, go to Step 6.

12 Press [Exit].
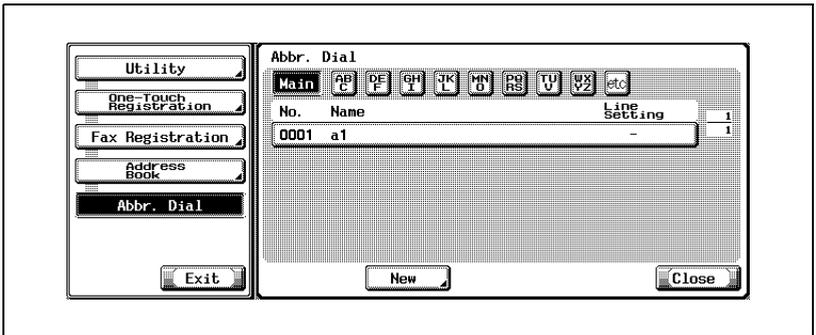
Program

Registering into the [Program] the destination and communication functions, you can call the information of registration only by pressing the [Program] key.

$\mathbb{Q}$
Detail
[Address Book], [Group] and [Program] can be also registered using the PageScope Web Connection. Using the PageScope Web Connection, setting can be changed or addresses can be registered from a computer connected to the network.

Refer to the "PageScope Web Connection" on page 13-3 or User manual [Network Scanner Operations] for the method to use the PageScope Web Connection.

You can register the Scan Setting and Comm. Setting functions. For details, see "Registering the program" on page 10-25.

This section describes procedures for registering into the [Program] the registration name and destination.

1 Press [Utility/Counter] on the control panel to open the Utility Mode screen if it is not already displayed.

– For the Program, up to 400 (001 to 400) can be registered.

2 Press [One-Touch Registration].

– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [One-Touch Registration], enter the "1" on the keypad.

3 Press [Fax].
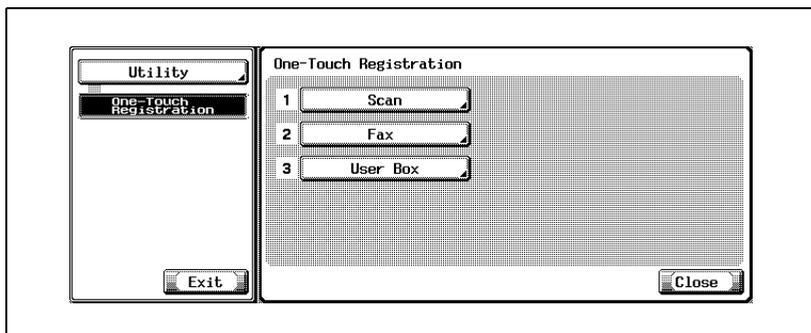
4 Press [Program].

5 Select the Program No. you want to register and then press [Edit].
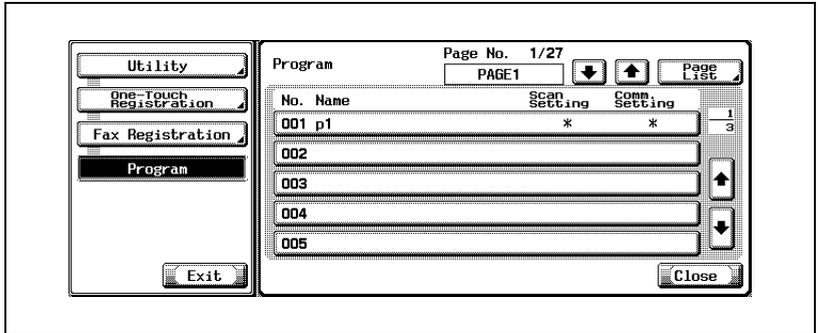
6 Press [Name], enter the name of the Program and press [OK].
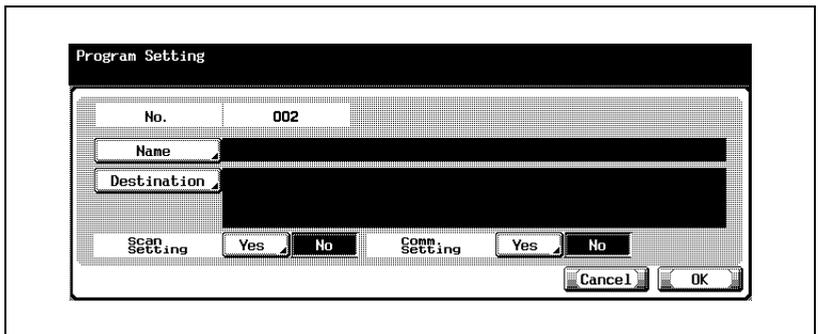
– The name can be a string of up to 24 characters.
– For the operation of the entering character, see page 14-4.

7 Press [Destination] to select the destination.

– When registering a destination that has been already registered, select [Select From Address Book] to enter it through either [Abbr. Dial], [User Box], [Group] or [E-Mail], and then press [OK].
– When entering a fax number, press [Direct Input], enter a destination by selecting [Abbr. Dial], [User Box] or [E-Mail] address, and then press [OK].
– To correct a wrong entry, use [Delete] or [C] (clear).
– In order to select a box, it is necessary to register a box in advance.

– For the registration method of the Boxes, see User manual – Box Operation.

```
Enter Program Destination
Select destination to register in Program key.
  Select from        Direct Input
  Address Book

      Abbr. Dial              User Box                Group

      E-Mail

                                                        Close
```
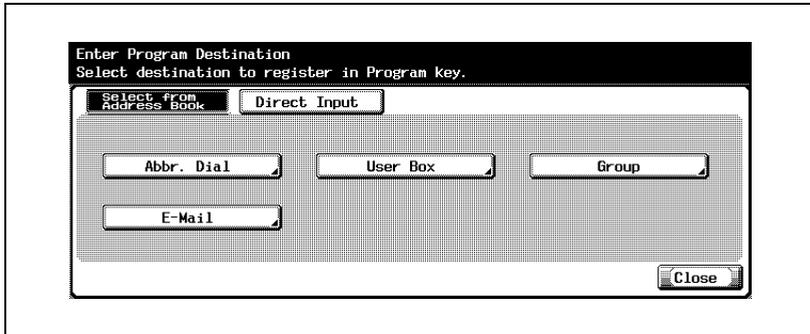
8 Press [Close] and then press [OK].

– To stop registering the Program, press [Cancel].

The list of Program is displayed.
When proceeding with the registration of the Program, go to Step 5.

9 Press [Exit].

```
                              Page No.  1/27
    Utility        Program    PAGE1    ↓  ↑   Page
                                                 List
 One-Touch         No. Name           Scan    Comm.      1
 Registration                         Setting Setting    ─
                   001 p1               *       *        3
 Fax Registration
                   002
    Program
                   003                                  ↑
                   004
                                                        ↓
                   005
       Exit                                           Close
```
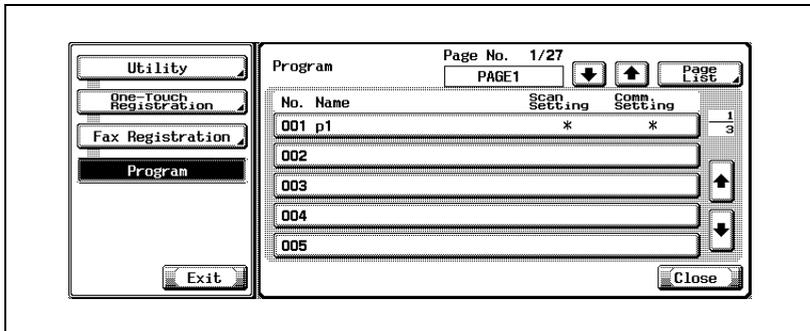
2.5 Fax screen

The fax screen is displayed when the fax key is pressed on the control panel.
The fax screen contains [Program], [Group], [Address Book] or [Direct Input].
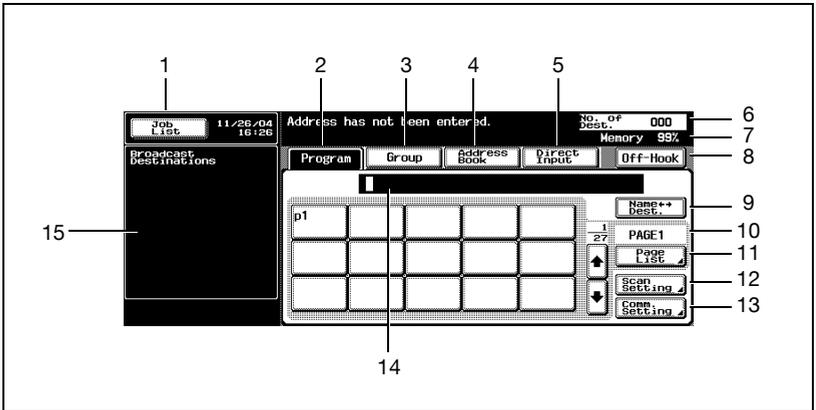
No.	Name	Description
1	Job List	The list of the jobs in the queue for execution, the job history, and the error jobs is displayed.
2	Program	Displays Program select screen.
3	Group	Displays Group select screen.
4	Address Book	Displays Address Book select screen.
5	Direct Input	A screen is displayed in which dialing is made by using a special symbol such as a tone and a pause. Pressing [Scan to E-Mail] allows you to display the keyboard screen in which the E-Mail address is entered.
6	No. of Dest.	The number of destinations to which transmission has been set is displayed.
7	Memory	The remaining amount of memory to be used while in operation is displayed.
8	Off-Hook	Press when you want to TX/RX a fax manually. When you press this key, a signal noise sounds.
9	Name ◀ ▶ Dest.	The display can be switched between the Name and the telephone number of the destination that is being displayed.
10	Page Indicator	The page of the list of Program Destination is displayed.
11	Page List	The page of the list of Program Destination can be specified.
12	Scan Setting	The menu is displayed in which a method to read an original, such as Original Image Type, Resolution or Application, is set.

No.	Name	Description
13	Comm. Setting	The menu is displayed in which a method for communication such as Timer TX or Polling RX is set.
14	Destination Indicator	The destination set is displayed.
15	Sub Area	The description according to the operations being set on the right side is displayed. For the operation of the fax, the explanation of each function and the Broadcast Destinations are displayed.

2.6 User authentication and account track

When using this machine, the machine may be set so that the User name, the Department name and the Password are to be entered. Entering the necessary information in the screen displayed shows the normal screen. For particulars of the department name and the user name, contact your administrator.

When the user authentication has been set

🔍
Detail
For details of the User Authentication and the Account Track, see User manual [Copy Operations].

When the account track has been set

2.7 Fax reception using the box

Using the PC-fax RX feature and the Memory RX functions of this machine allows you to save the documents received in the box in the hard disk without printing them immediately. And when a confidential document is received, it is saved automatically in the Confidential User Box in the hard disk.

Documents saved in the box can be printed with this machine or imported into the computer on the network. In this section, a general description is given of the fax reception by means of the box.

● For the creation of a box and the download of documents received in the box through the PC-fax RX feature, see User manual [Box Operations].
● When the box of this machine is specified as a Destination while in the fax sending, documents that have been read can be saved in the box.
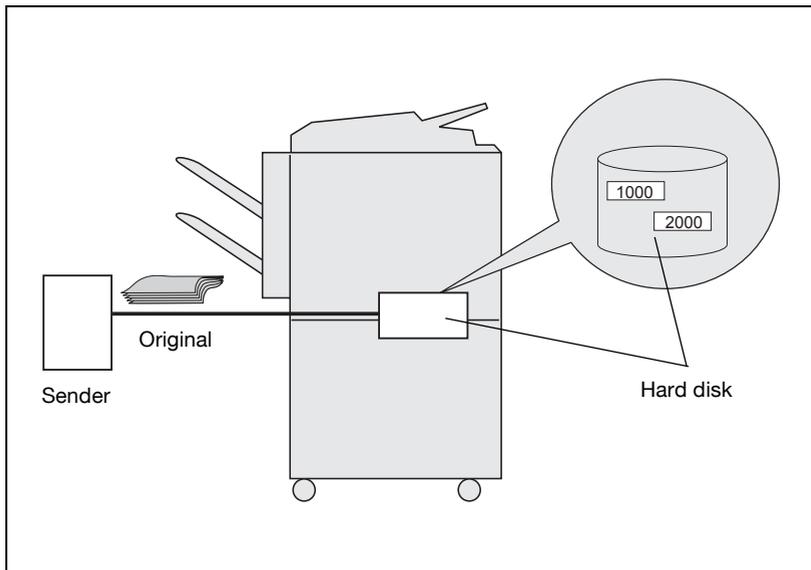
Type of boxes

For the hard disk of this machine, there are the Public/Personal User Box and the System User Box provided.

● For the Public/Personal User Box, there is a Specified Box (No. 1 to 999999999) provided.

● For the System User Box, there are 6 types of boxes available, such as Bulletin Board User Box / Polling TX User Box / Memory RX User Box / Secure Print User Box /Annotation User Box / Re-TX User Box.

For this machine, using these boxes allows the functions listed in the table below to be used.

Box Name		Function
Public User Box/Personal User Box	Specified Box (Box No. 1 - 999999999)	The Public/Personal User Box is usually made up of the Public/Personal User Box and the Confidential User Box, and a communication password can be set for the Confidential User Box. Up to 20 Confidential User Boxes can be set. When the specified box is specified as a place into which documents received are stored in the PC-fax RX feature, and when the TSI User Box Setting is specified, the documents received are saved in the box with a relevant number. In the case of the PC-fax RX feature: Saved in the box with a number specified in the subaddress by the sender. In the case of the TSI RX: Saved in the box a number corresponding to the TSI User Box Setting. The distribution of faxes received to the Confidential User Box is not available. 🔍 **Detail** *For details, refer to "Operations of the PC-FAX RX feature" on page 2-22*
System User Box	Bulletin Board User Box	This is a box into which documents for perusal are registered. Documents registered in the bulletin board user box can be polling transmitted according to the polling instruction from the other party. 🔍 **Detail** *For details, refer to "Bulletin" on page 9-10*
	Polling TX User Box	Originals read for the polling transmission are saved in this box. 🔍 **Detail** *For details, refer to "Polled transmission" on page 9-3*

Box Name		Function
System User Box	Memory RX User Box (Box: No.0)	When the Memory RX is set to ON, documents received are not printed but saved in this box.
		Detail *For details, refer to "Memory reception" on page 8-6*
		When the Memory RX User Box is specified as a place into which documents received are stored in the PC-fax RX feature, the documents received are saved in this box.
		Detail *For details, refer to "Operations of the PC-FAX RX feature" on page 2-22*
	Secure Print User Box	Secure Print Document is saved in this box.
		Detail *For details of the Secure Print User Box, see User manual [Print Operations].*
	Annotation User Box	Used when transmitting document data which was saved in the scan mode, with the attached [Date/Time] or [Page Number] through the network. Type of characters to be attached can be set up at the time of transmission.
		Detail *For details of the Annotation User Box, see User manual [Network Scanner Operations].*
	Re-TX User Box	A document which could not be transmitted by re-dialing because the remote station was busy or for some other reason is saved in this box for a certain time. The document saved can be transmitted again either to the same address or after changing to a different address.
		Detail *For details of the Re-TX User Box, see "Re-TX user box" on page 3-35.*

Box Name	Function
Relay User Box	This is a box provided with a communication password by which documents are stored for relay and delivery. Registrations can be made at the Intermediate Relay Station. Up to 5 registrations are available.

> **Detail**
> *For details of the Relay User Box, see "Registering the relay user box" on page 10-57.*

Operations of the PC-FAX RX feature

🔍
Detail
For details, refer to "PC-Fax RX setting" on page 11-58.

When setting the PC-FAX RX feature or TSI User Box Setting, documents received are saved in the Memory RX User Box (Box No.0) or Public/Personal User Box (Box No.1 to 999999999) in the hard disk.

The box into which documents received are saved is set in [PC-Fax RX Setting] of the Utility Mode. For the relationship between [PC-Fax RX Setting] and the reception method, see the table below.

[PC-Fax RX Setting] of the Utility Mode	Reception method
PC-Fax RX Setting: OFF	Documents received are not saved in the box, but printed immediately. In the following cases, however, documents received are saved in the box. 1. In the case of the Confidential RX or Relay Request RX (When the sub-address in the F-code is representing a number for the Confidential User Box or Relay User Box): The reception documents are saved in the Confidential User Box or Relay User Box regardless of the setting of the PC-FAX RX feature. When the sub address is different from a number for each box, or the password of the F code is different from a communication password for each box, a communication error results. 2. When TSI User Box Setting is set to ON: Documents received are stored in the box set by TSI User Box Setting. 3. When the Memory RX is set to ON: When not corresponding to 1. or 2. above, documents received are saved in the Memory RX User Box.
PC-Fax RX Setting: ON RX Output: Memory RX User Box	Documents received are saved in the Memory RX User Box. In the following cases, however, documents received are saved in a different box. 1. In the case of the Confidential RX or Relay Request RX (When the sub-address in the F-code is representing a number for the Confidential User Box or Relay User Box): Documents received are saved in the Confidential User Box regardless of the setting of the PC-FAX RX feature. When the sub address is different from a number for each box, or the password of the F code is different from a communication password for each box, a communication error results.

[PC-Fax RX Setting] of the Utility Mode	Reception method
PC-Fax RX Setting: ON RX Output: Specified Box	Documents received are saved in the Specified Box (1 to 999999999) with a number specified by the sub-address. In the following cases, however, documents received are saved in a different box. 1. When the sub-address is not specified: Documents received are saved in the Memory RX User Box. 2. When there is no appropriate Specified Box: Follow the setting in [Incorrect User Box No. Entry] of Utility Mode. 3. In the case of the Confidential RX or Relay Request RX (When the sub-address of the F-code is representing a number for the Confidential User Box or Relay User Box): Documents received are saved in the Confidential User Box or Relay User Box regardless of the setting of the PC-FAX RX feature. When the sub address is different from a number for each box, or the password of the F code is different from a communication password for each box, a communication error results.

2.8 Using an additional line for both sending and receiving

The Fax Multi Line allows you to send or receive documents to or from various locations at the same time with two lines.

When the Fax Multi Line is installed, you should keep the following facts in mind.
- No external telephone cannot be connected to the Line 2 (expansion line).
- Off-hook can be used only with the Line 1 (standard line).
- The Line 2 (expansion line) allows only automatic reception.

Using a line for both sending and receiving

You can speed up your faxing with Fax Multi Line. You can use the Fax Multi Line to send a document to various locations at the same time with two lines, to assign different telephone companies to each line, or to send or receive a fax while you are sending or receiving a fax.

Refer to "Set the multi lines setting" on page 11-74 for more information.

Line 1 (standard line)

Send/Receive

Line 2 (additional line)

Send/Receive

A telephone company

B telephone company

$\mathbb{Q}$
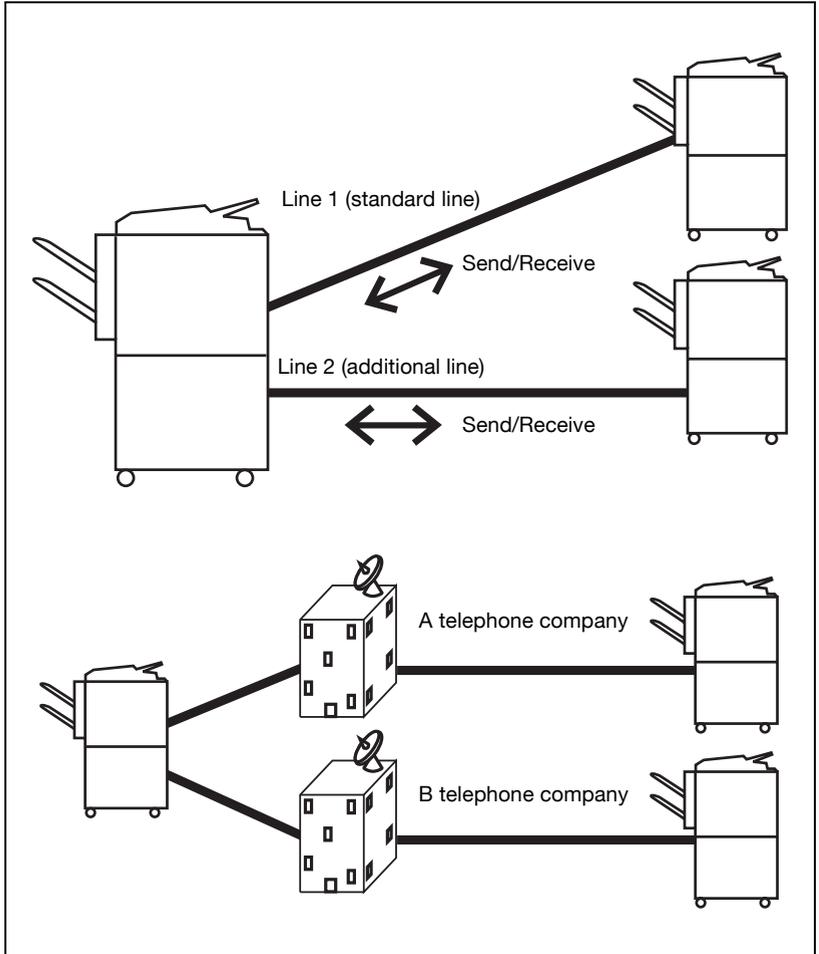
Detail

You may also use separate telephone companies for each line.

For example, if one telephone company provides better rates for long distance and another provides better rates for local calls, each line may be assigned a different company with the Fax Multi Line.

Using a line only for receiving

You can set Line 2 (additional line) only to receive. If such is the case, Line 1 is only used to send. This is useful if you want to specify one line only for sending and the other only for receiving.

$\mathbb{Q}$

Detail

Line 1 is always used for both sending and receiving. You cannot set the line only for receiving.

Line 1 (standard line)

For both sending and receiving

Line 2 (additional line)
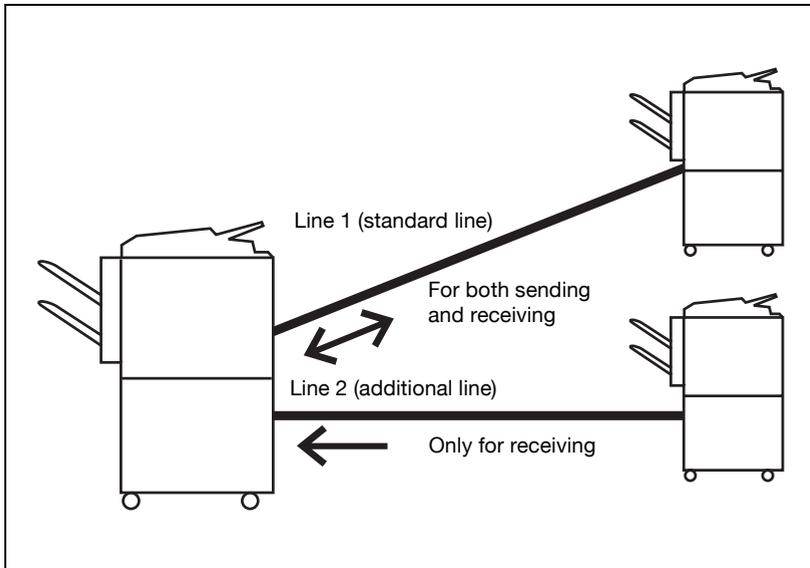
Only for receiving

Using a line only for sending

You can set the Line 2 (additional line) only for sending.

As a result, only the Line 1 is used for receiving. This is useful for sending or receiving separately.

Q

Detail

Refer to "Set the multi lines setting" on page 11-74 for more information.

Line 1 (standard line)

For both sending
and receiving

Line 2 (additional line)

Only for sending
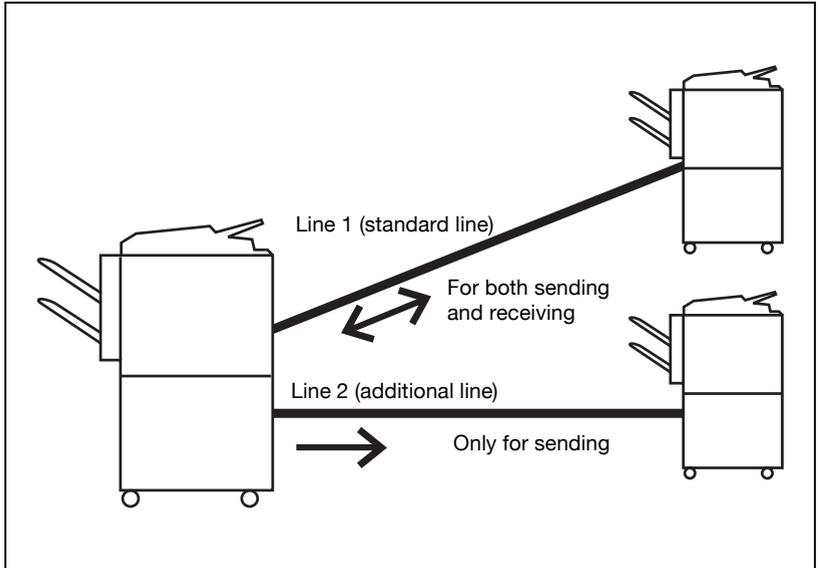
3 Transmission

3 Transmission

3.1 Simple fax transmission

The following is an explanation of procedures for simple fax transmission.

No sending or reception of a fax in color is available. If you want to send an E-Mail in color, use the Scan function. For more information of the Scan function, see User manual [Network Scanner Operations].

Although the explanation here covers the procedure for sending a one-sided document using the basic procedure, various functions are available for each step of the procedure to make sending facsimiles even more convenient. Refer "Transmission applications" on page 7-3 to for further details.

1 Press [Fax] on the control panel to open the fax screen.

2 Press [Scan Setting] to set the function and then press [OK].
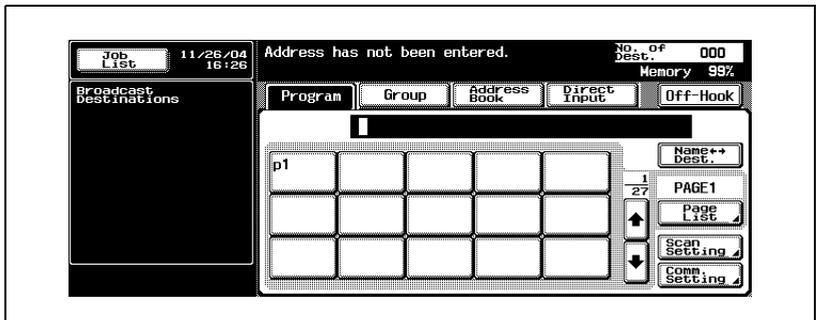
–   The Scan Setting in the fax screen is set as follows at the time of purchase.
–   Original Image Type   Text
–   Density   Standard
–   Simplex/Duplex   Single sided
–   Resolution   Fine
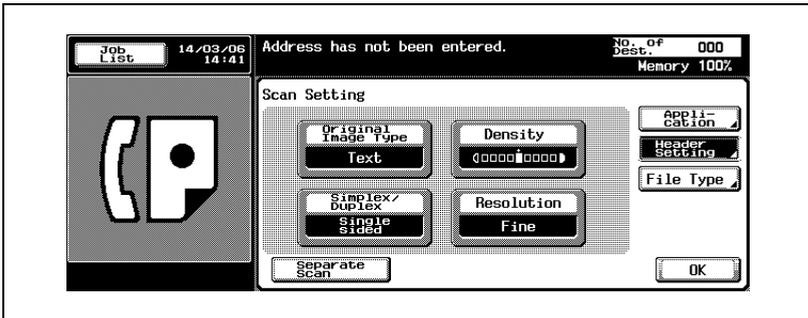
–   For details, see "Setting transmission conditions" on page 3-12.
–   For details, see "Opening the scan setting screen and comm. setting screen" on page 7-3.

3   Press [Comm. Setting] to set the function and then press [OK].
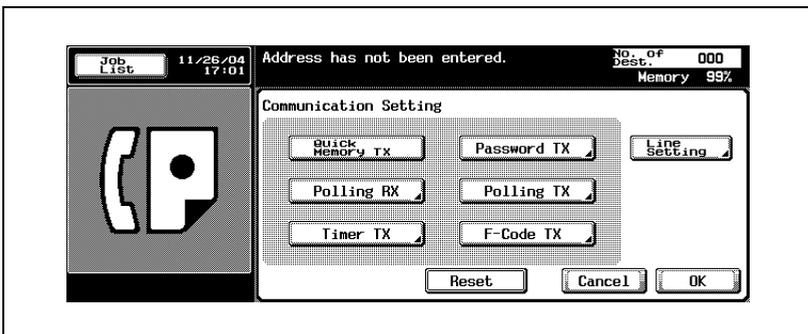
–   See "Transmission applications" on page 7-3 for detail.

4 Select the destination.

– Setting the destination is as follows.
– Keypad
– Program
– Group
– Address Book
– Direct Input
– Registering the Fax number of the destination in advance withAbbreviated Destination or Program makes it simple to select the destination.
– When canceling a destination that has been selected, select a destination you want to cancel once again.
– Press [RESET] to clear the whole entry.
– For details, see "Registering the address book" on page 10-5 and "Registering the program" on page 10-25.
– When [Manual Destination Input] in [Security Setting] of the Utility Mode is set to [Restrict], [Direct Input] is not displayed. For the setting of [Manual Destination Input], contact your Administrator.

The fax number entered is displayed in the Broadcast Destinations.

5 Place the original on the machine.

– For details, see "Placing the original on the machine" on page 3-7.
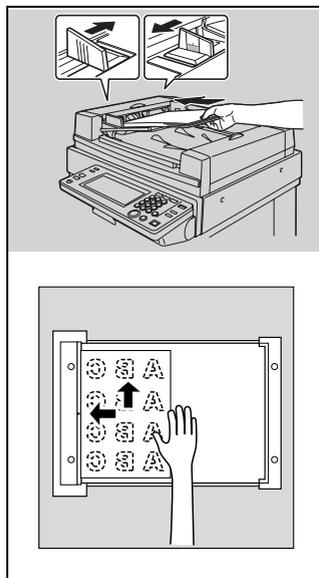
6 Press [Start].

– When the Destination Check Display function is set to ON, the Check Destination screen appears. Then, check the destination to see if it is correct and press [TX]. Refer to page 7-50 for details.
– The machine begins to scan the original and transmission starts.
– The following screen will appear if the TX Result Report Check screen is programmed to appear. If you want to print the TX Report, press [Yes].
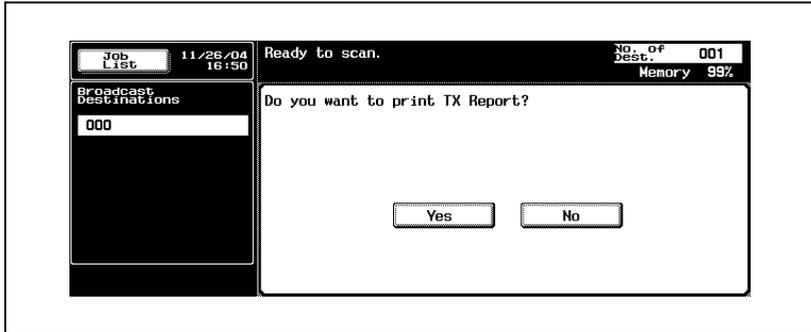
– To interrupt transmission, press [STOP].
– When it can not transmit, see page 5-3.
– If the transmission fails, TX Report is automatically output (if the TX Report is programmed to print). For details of Report Settings, see "Report settings" on page 11-70.
– For more information about the TX Report, see "TX report" on page 12-10.

3.2 Placing the original on the machine

The ADF and platen glass can be used to scan originals with this machine. When an original is placed in the ADF, the original is automatically fed through the ADF and scanned.

Using the ADF

When using the ADF, multiple originals can be scanned automatically. In addition, two-sided originals can be sent.

1 Close the ADF.

2 Align the originals starting with the first page.

3 Place the originals in the ADF with the side to be scanned facing up.
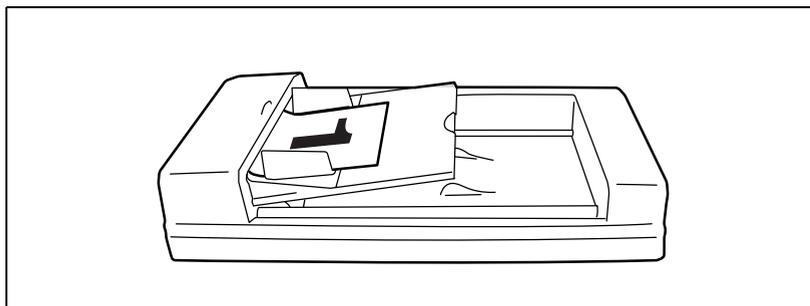
– To make a proper print of the Header Information (Sender Name/Sender Fax No.), insert the trailing edge of the original into the ADF.

4 Adjust paper guides.

– In Mixed Original mode, extend the paper guides to fit the largest paper size, and place the remaining originals aligned in the top left corner.
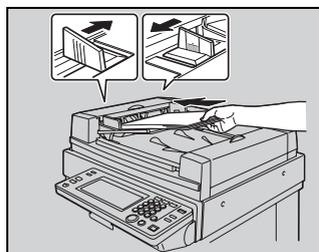
Placing originals on the platen glass

Use the platen glass for originals that cannot be placed in the ADF (such as a book or thick/thin originals).

1 Open the ADF.

2 Place the original FACE DOWN in the left rear corner, aligning the edge with the left measuring guide.
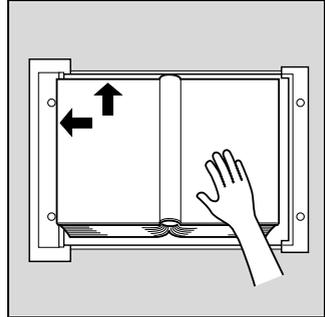
3 Gently close the ADF.

Sending multiple originals from the platen glass

Originals that cannot be sent with the ADF can be sent by using the platen glass.

1 If the fax screen is not displayed, press [Fax] on the control panel to open the fax screen.

2 Select a destination.

3 Set the desired functions as necessary.

4 Place the original on the platen glass. Press [Scan Setting] - [Separate Scan] - [OK] and then press [Start].
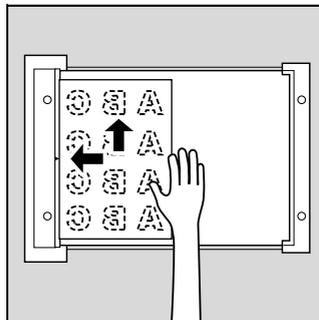
5 Place the next original on the platen glass and press [Start].

– Repeat this procedure until all originals to be sent have been scanned.

The scanned originals are stored in memory.

6 Press [Finish].

The Document reading mode is canceled.

7 Press [Start].

Transmission begins.
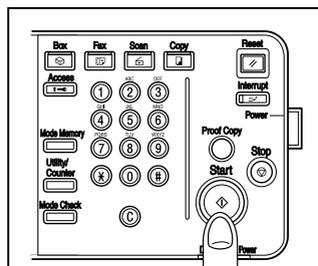
Transmitting originals by using both the ADF and the platen glass

You can scan originals by using both the ADF and the platen glass and you can also scan the large amounts of originals by placing them on the ADF in several times.

1 If the fax screen is not displayed, press [Fax] on the control panel to open the fax screen.

2 Select a destination.

3 Set the desired functions as necessary.

4 Place the original on the platen glass. Press [Scan Setting] - [Separate Scan] - [OK] and then press [Start].

– Document placed on the ADF will take precedence over those on the platen glass.
– For details, see "Placing the original on the machine" on page 3-7.
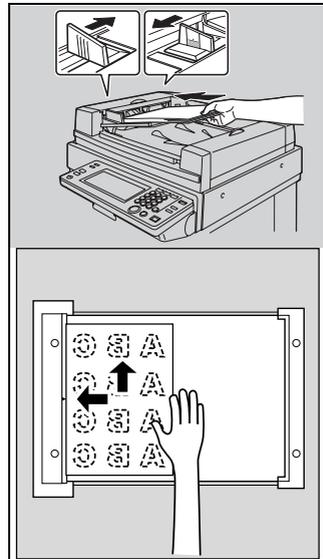
5 Place the next original on the ADF or the platen glass and press [Start].

– Repeat this procedure until all originals to be sent have been scanned.

The scanned originals are stored in memory.

6 Press [Finish].

The Document reading mode is canceled.

7 Press [Start].

Transmission begins.

3.3   Setting transmission conditions

Original Image Type, Density, Simplex/Duplex and Resolution are displayed when [Scan Setting] is pressed on the fax screen. These can be used to set transmission conditions according to the type of original to be sent.

✎
Detail
The condition for transmission cannot be set in units of page.

1   Press [Scan Setting] on the fax screen.

2   Press the key desired to be set.
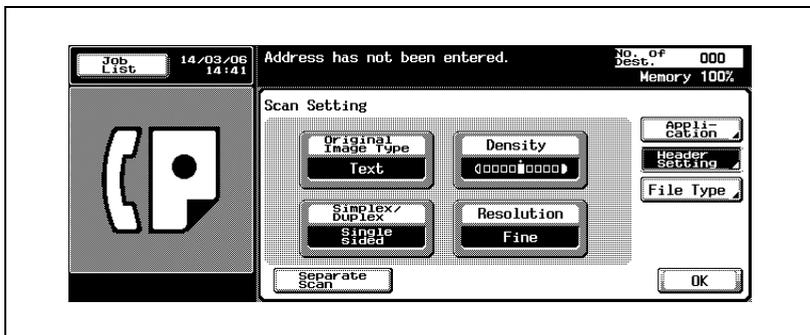
– Display on the screen varies depending on the country.

Original image type

Set Quality according to the contents of the original. There are 4 types of Quality settings. Text is default at the time of purchase.
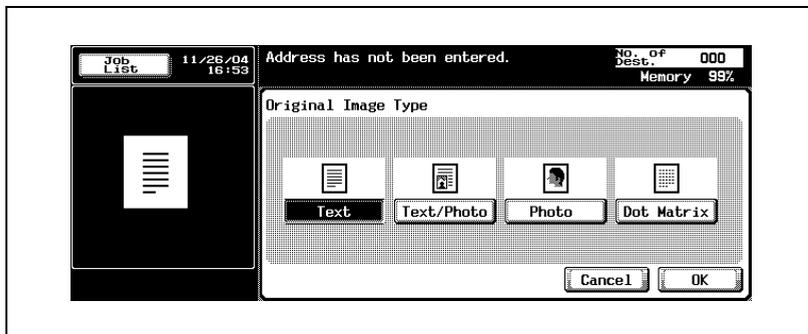
Quality setting	Description
Text	Press this when scanning originals containing text only. If this mode is selected and an original of pictures is scanned, neutral tints of the pictures turn black without being reproduced.
Text/Photo	Press this when scanning originals containing both text and photographs (half-tone). Select this mode in either case when both characters and pictures are contained in one page, and when both pages of characters and those of pictures are contained in one document.
Photo	Press this when scanning originals containing photographs (Half-tone) only.
Dot Matrix	Press this when scanning originals containing text which are thinly written in pencil as a whole.

Density

Set Density according to the lightness or darkness of the original. Density can be set in 9 steps. [Std.] is set at the time of purchase.
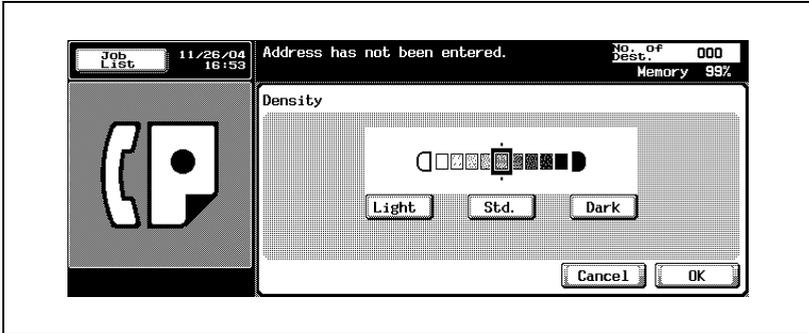
Density seting	Description
Light	Press to scan originals so that they are lighter than the density detected with Standard.
Std.	Press to scan originals at a density that is between Darker and Lighter. Used when returning to the default setting.
Dark	Press to scan originals so that they are darker than the density detected with Standard.

Simplex/Duplex

This is used to set the manner in which originals are scanned according to the type of original. There are 3 types. Single sided is set at the time of purchase.
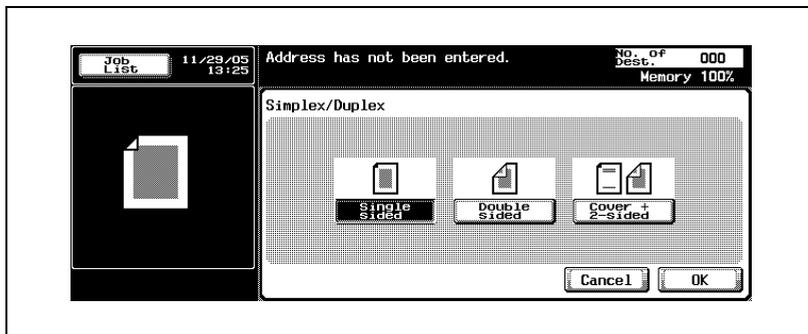
Simplex/Duplex setting	Description
Single sided	Press this when scanning one-sided originals.
Double sided	Press this when scanning two-sided originals.
Cover + 2-Sided	Press this button when scanning cover and two-sided originals.

Resolution

This is used to set the fineness at which originals are to be scanned. The following 4 settings are available for Resolution. Fine is set at the time of purchase.
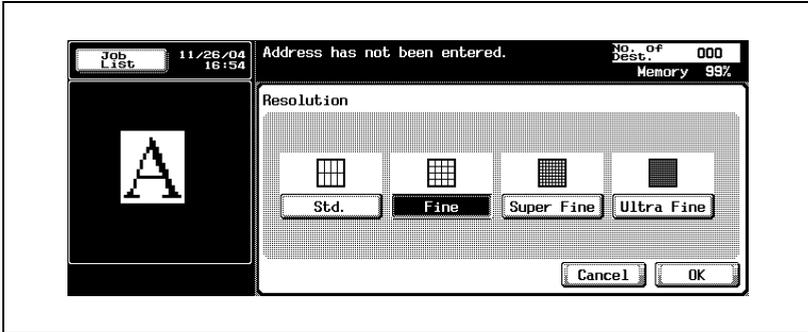
Resolution setting	Description
Std.	Press this when the sending time is cut short.
Fine	Press this when scanning normal originals.
Super Fine	Press this when scanning originals containing small graphics or text.
Ultra Fine	Press this when scanning originals containing especially fine graphics or text.

✎

Detail

As originals are scanned with increasing fineness, the amount of data that is sent also increases, and more time is required for transmission.

When Ultra Fine or Super Fine has been selected and the receiving machine is not equipped with the resolution, originals are sent at a resolution corresponding to the reception capability of the receiving machine.

Confirming settings and communication results

The settings and communication results of the fax screen and fax Application screen can be confirmed by using [Mode Check] on the control panel.

1 Press [Fax] on the control panel.

2 Press [Mode Check] on the control panel.

3 Press a key of setting you want to confirm.
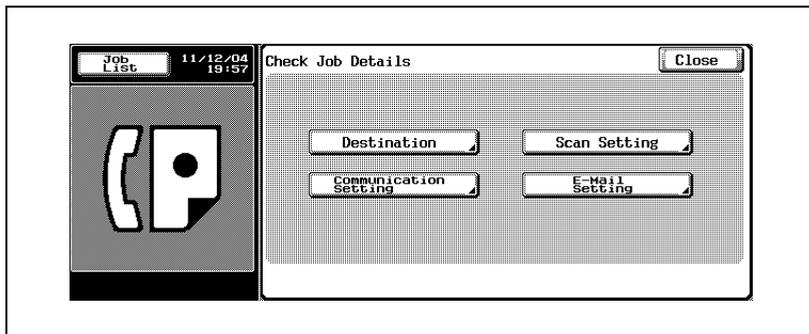
4 Confirm the settings.

– The four kinds of the setting as follows can be confirmed.
– Destination
   Confirming the destination.
– Pressing [Dest.] in the screen shown by pressing [Details] allows you to change the destination.
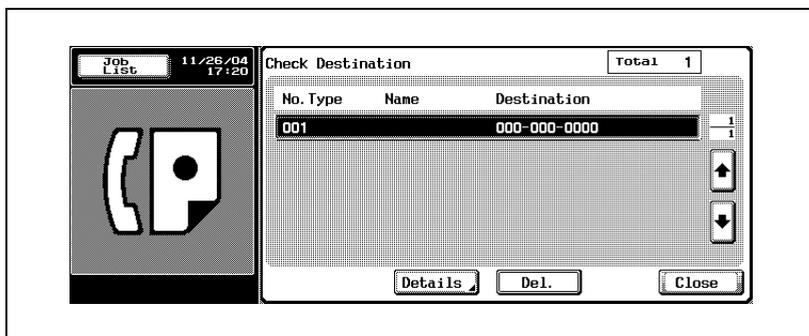
– Scan Setting
Confirming the Scan Setting. Press each setting key in the screen, and the Scan Setting screen corresponding to each appears, and the setting can be change.
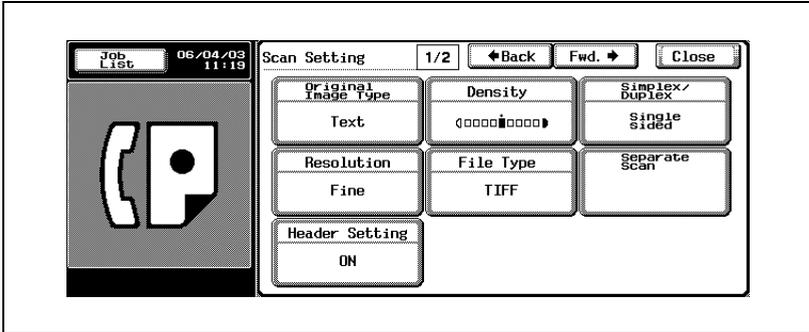
– For details of the Scan Setting screen, see "Opening the scan setting screen and comm. setting screen" on page 7-3.
– Pressing [Fwd. ▶] to display the next screen, pressing [◀Back] to display the previous screen.
– Communication Setting
Confirming the Communication Setting. Press each setting key in the screen, and The Communication Setting or Line Setting screen corresponding to each appears., and the setting can be change.
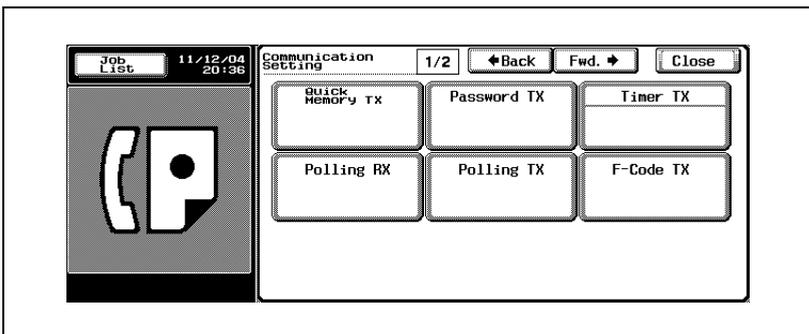
- For details of the Communication Setting screen, see "Opening the scan setting screen and comm. setting screen" on page 7-3.
- Pressing [Fwd.▶] to display the next screen, pressing [◀Back] to display the previous screen.
- E-Mail Setting
  When transmitting by the E-Mail, you can confirm or input the File Name, Subject, From (the Sender's E-Mail address), and Text.

```
┌──────────────────────────────────────────────────────────┐
│ ┌────┐ 11/26/04                                           │
│ │Job │   17:41   Check Setting > E-Mail                   │
│ │List│                                                    │
│ └────┘          ┌──────┐                                  │
│                 │ File │  program1                        │
│     ┌──┐        │ Name │                                  │
│     │+ │        └──────┘                                  │
│     └──┘        ┌───────┐ subject1                        │
│      ＼／        │Subject│                                 │
│      ／＼        └───────┘                                 │
│                 ┌──────┐  admin@j                         │
│                 │ From │                                  │
│                 └──────┘                                  │
│                 ┌──────┐  text1                           │
│                 │ Text │                                  │
│                 └──────┘                                  │
│                                            ┌───────┐      │
│                                            │ Close │      │
│                                            └───────┘      │
└──────────────────────────────────────────────────────────┘
```
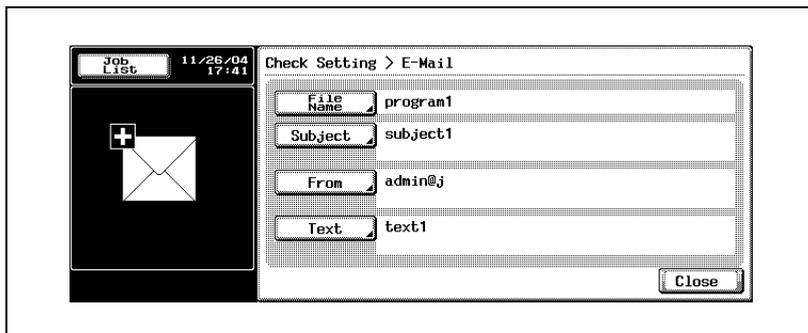
- When no setting is made in [From], an E-Mail address that has been set in [Administrator Registration] in the Utility Mode is put in it.
- For details of [Administrator Registration], see "User manual – Copy operations."
- For details of the Default of the Subject and Text, see page 10-39, page 10-47.

5 Press [Close] twice after completion of confirmation.

The fax screen will be restored.

🔍

Detail
When the Scan Setting or Communication Setting is changed, It moves to the Scan Setting screen or Communication Setting screen. It does not return to the Mode Check screen.

Registering the address book from the mode check screen

A destination that is shown on the Mode Check screen can be registered in [Address Book].

1 Press [Fax] on the control panel.

2 Press [Mode Check] on the control panel.

3 Press [Destination].
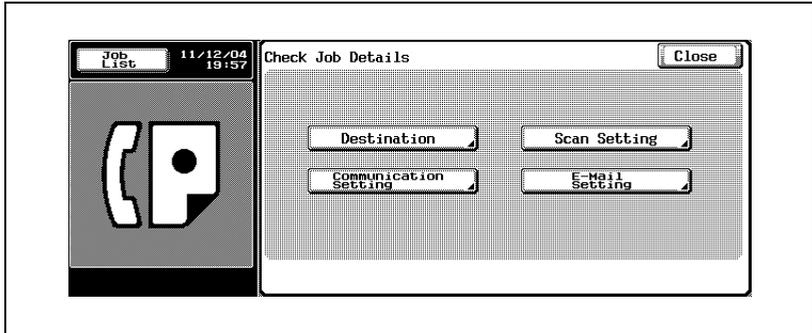
4 Select destination that you want to register in [Address Book], and then press [Details].

5 Press [Save in Address Book].
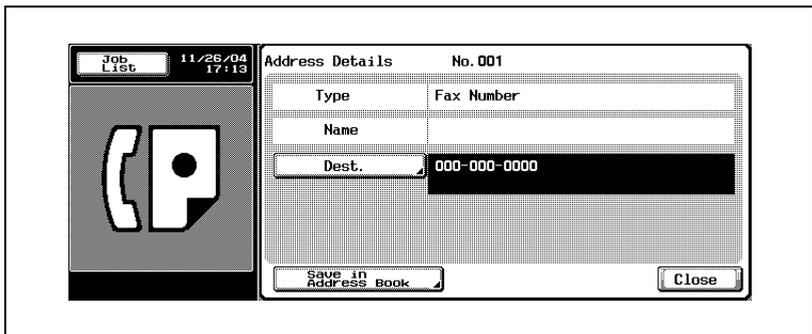
– When the destination has been already registered, [Save in Address Book] is not displayed.
– When the box is specified as the destination, [Set. Dest.] is displayed. With an E-Mail address entered in [Set. Dest.], it is possible to send an E-Mail indicating the end of a job after completion of the job.

6 Press [Search Name] to set the Character to Search, and then press [OK].
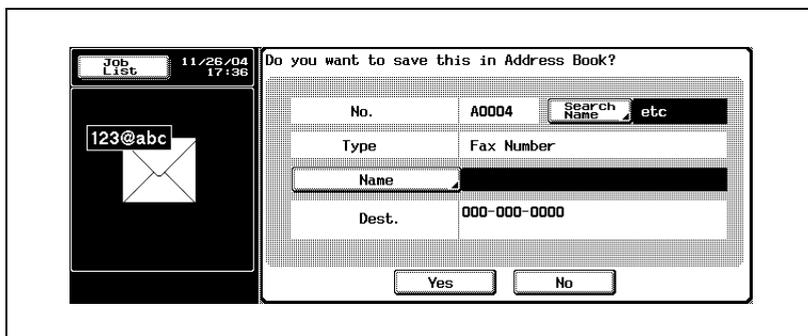
7 Press [Name] to enter the registration name, and then press [OK].

8 When there is no trouble found with the entries, press [Yes].

– When canceling the registration, press [No].

9 Press [Close] three times to return to the fax screen.

A selected destination is registered in [Address Book].

3.4   Selecting one destination

Selecting one destination

The following methods can be used when selecting 1 destination.
● Keypad
● Program
● Address Book
● Direct Input

Keypad

1   Enter the fax number of the destination
       where the fax is to be sent.

       – Numbers containing up to 38 digits
         can be entered.
       – Press [Del.] on the fax screen, if a
         mistake has been made in entering
         a single number.
       – Press [C] (clear) to clear the whole
         entry.
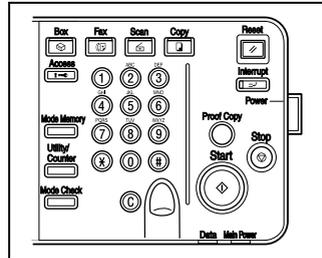
       The fax number that has been entered is displayed in the Broadcast
       Destinations.

2   Press [Start].

       Transmission begins.
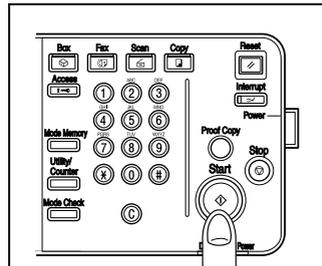
Program

When a destination has been registered for program, it can be dialed by pressing Program.

1 Press [Program] in the fax screen.

2 Select the programmed destination you want to use.

```
┌──────────────────────────────────────────────────────────────┐
│ ┌─────────┐ 11/26/04  Address has not been entered.    No. of  000 │
│ │  Job    │ 16:26                                      Dest.        │
│ │  List   │                                          Memory  99%   │
│ └─────────┘                                                        │
│ Broadcast    ┌─────────┐┌───────┐┌─────────┐┌────────┐┌──────────┐│
│ Destinations │ Program ││ Group ││ Address ││ Direct ││ Off-Hook ││
│              └─────────┘└───────┘│  Book   ││ Input  │└──────────┘│
│                                  └─────────┘└────────┘            │
│              ┌──────────────────────────┐      ┌──────────┐       │
│              │                          │      │ Name↔    │       │
│              │                          │      │ Dest.    │       │
│ ┌───┐┌───┐┌───┐┌───┐┌───┐               1      └──────────┘       │
│ │p1 ││   ││   ││   ││   │              ──  PAGE1                  │
│ └───┘└───┘└───┘└───┘└───┘              27  ┌──────────┐          │
│ ┌───┐┌───┐┌───┐┌───┐┌───┐                  │ Page     │          │
│ │   ││   ││   ││   ││   │             ↑    │ List     │          │
│ └───┘└───┘└───┘└───┘└───┘                  └──────────┘          │
│ ┌───┐┌───┐┌───┐┌───┐┌───┐                  ┌──────────┐          │
│ │   ││   ││   ││   ││   │             ↓    │ Scan     │          │
│ └───┘└───┘└───┘└───┘└───┘                  │ Setting  │          │
│                                            └──────────┘          │
│                                            ┌──────────┐          │
│                                            │ Comm.    │          │
│                                            │ Setting  │          │
│                                            └──────────┘          │
└──────────────────────────────────────────────────────────────┘
```
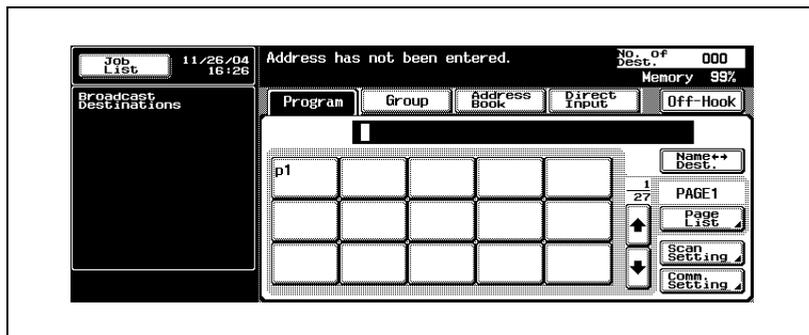
– The setting for the registered function is activated.
– Press ↓ or ↑ when desiring to display the next or previous screen.

The destination that has been specified is displayed in the Broadcast Destinations.

3 Press [Start].

Transmission begins.

✎ . . .
Note
When the Comm. Setting function is set in the Program, the function is automatically set.

Two or more Programs cannot be specified.

When the destination is an E-Mail address, the Subject, the Text, the File Name, and the From of the sender can be set manually. For details, refer to "Confirming settings and communication results" on page 3-17.

Address book

A destination can be dialed by searching among the names in the destination list registered for Address Book.

When the Box, E-Mail, has been registered to the Address Book, the box, E-Mail, can be used as an address. Jobs saved in the box can be transmitted later or can be used with the Route function (Network distribution function).

✔ Refer to "Fax transmission from public user box/personal user box" on page 7-45 for the transmission of jobs saved in the box and refer to the User manual [Box Operations] for the Route function (Network distribution function).

1 Press [Address Book] on the fax screen.
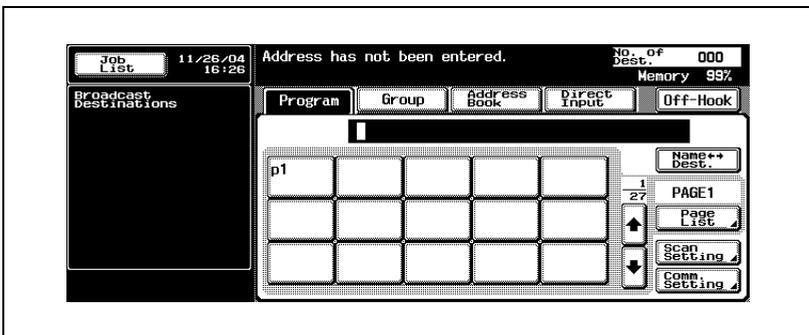
2 Press the search character to search.
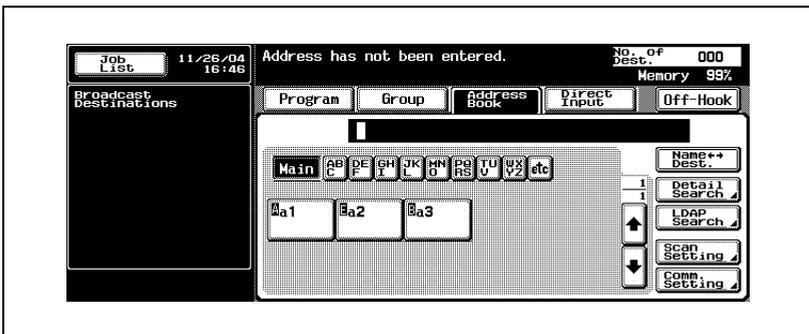
– Each time the [Name ⬅ ➡ Dest.] is pressed, the display switches between the fax number and the registration name.
– Tow or more Destination can be specified.
– A search is made when the characters at the beginning coincide each other.
– Searching in [Detail Search]
– Press [Detail Search].
– Press [Name], [fax Number] or [E-Mail] and enter an item you want to make a search for.
– Press [OK].
The results of the search will be displayed.
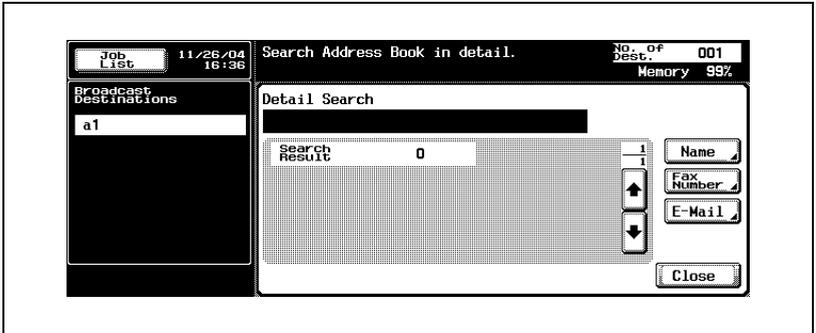
– Searching in [LDAP Search]:
– Press [LDAP Search].
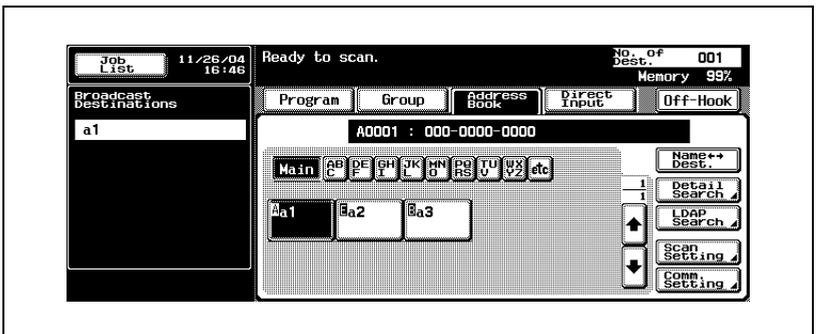
– Authenticate it when the LDAP authentication is required.
– Press either [Basic Search] or [Advanced Search] and then enter a search condition. Press [OK].
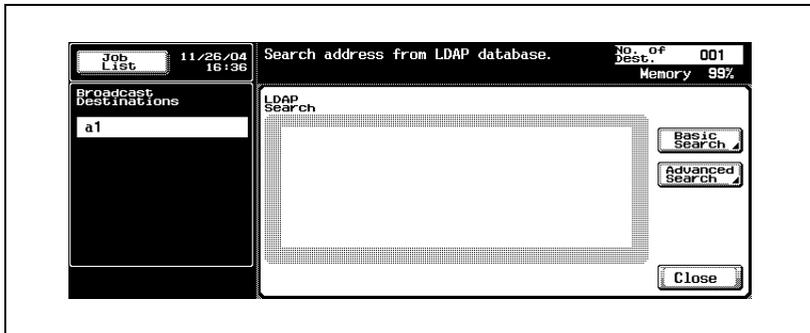
The result of the search will be displayed.
– For more information of the LDAP search, see User manual [Network Scanner Operations].

3 Press the key of the destination name to which you want to send the fax.
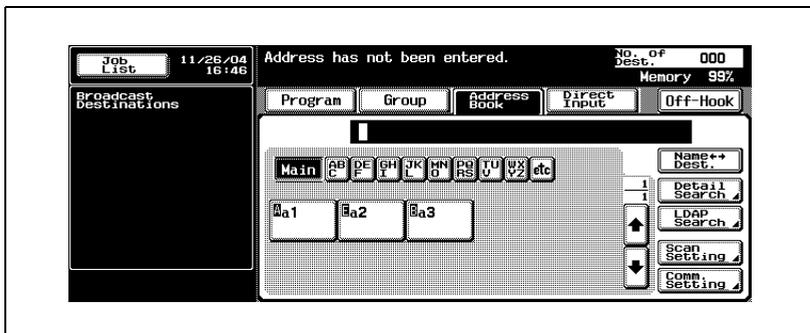
– An alphabet shown before the key represents the following description.
– A Dial
B Box
E E-Mail

The destination that has been specified is displayed in the Broadcast Destinations.

4 Press [Start].

Transmission begins.

Direct input

Special dialing symbols such as [Tone], [Pause] and [-] can also be entered. Scan to E-Mail or Save in User Box can be made.

When [Save in User Box] is to be conducted, the box is necessary to be registered in advance.

For more information of the registration of the box, See User manual [Box Operations].

✔ When [Manual Destination Input] in [Security Setting] of the Utility Mode is set to [Restrict], [Direct Input] is not displayed. For the setting of [Manual Destination Input], contact your Administrator.

1 Press [Direct Input] in the fax screen.
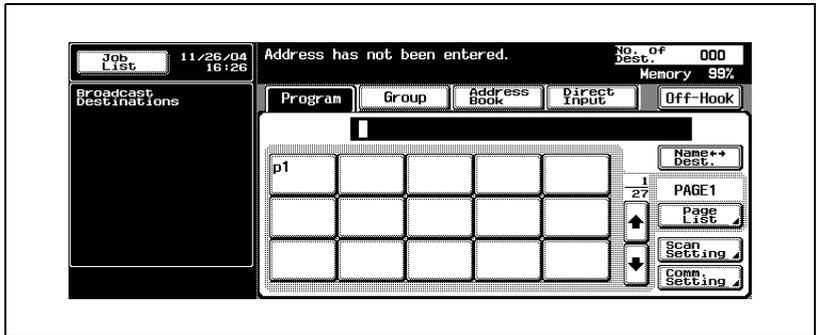
2 Enter a dialing symbol such as Tone, Pause or "-" as required, and then enter the fax number of the destination through the keypad.
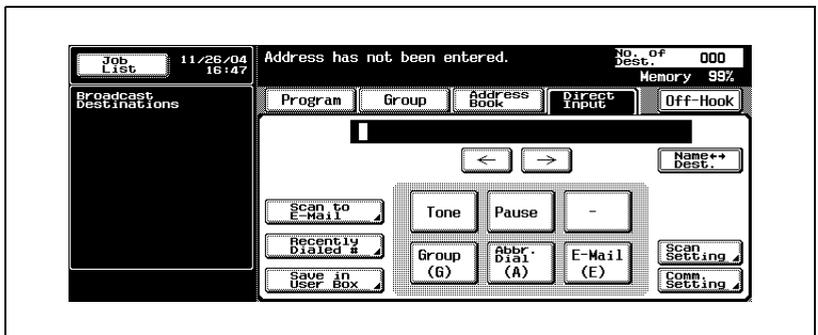
– **Tone**
 When using a rotary dialing (pulse) telephone line, press Tone to
 select push-button tone mode. This is used when using a fax
 information service and so forth when Tone is selected. A "T" is
 displayed on the screen.
– In case of the dial (pulse) line, you can switch it to the push-button
 tone using the asterisk ⊛ key.
– **Pause**
 Press [Pause] to insert a space in a dialed number. Pressing [Pause]
 once creates an interval of one second between numbers. Multiple
 spaces can also be entered. A "P" is displayed on the screen.
– When the PBX connection is [ON] and a call is made from the
 internal line to the outside line, press [Pause] after the outside line
 number such as "0" so that dialing is made more surely. "P" is
 displayed on the screen.
– **-**
 This is entered as a separation symbol when dialing. It has no effect
 on dialing. A "-" is displayed on the screen.
– **Abbr. Dial**
 Enter the Abbreviated dialing number (up to 2,000 from 0001 to
 2000) through the keypad and specify the destination registered in
 the Address Book.
 On the screen, A abbr. number: Destination name is displayed as
 seen in the example "A0001: fax1".
– **Scan to E-Mail**
 An E-Mail attached with an image is sent.
– When the destination is an E-Mail address, the Subject of the E-
 Mail, the Text, the File Name of image, and the From of the sender
 can be set manually. For details, see "Setting transmission
 conditions" on page 3-12.
– No sending or reception of a fax in color is available. If you want to
 send an image in color, use the Scan function. For more information
 of the Scan function, see User manual [Network Scanner
 Operations].
– **Recently Dialed #**
 A fax transmission is made to the destination to which transmission
 was made previously.
– For details of Recently Dial #, see "Recently dialed" on page 3-31
– **Save in User Box**
 An image is saved in the internal hard disk.

3 Press [Start].

Transmission begins.

Selecting multiple destinations

Faxes can be sent to multiple destinations in a single operation. This function is referred to as sequential multiple station transmission or multiple station transmission.

The following methods can be used to select multiple destinations.
- Keypad
- Group
- Address Book
- Direct Input

They can also be used in combination.

✑
Detail
Up to 605 addresses (500 by abbreviation, 100 by keypad and 5 E-Mail destinations by Direct Input) can be specified as destinations.

1 Specify as many destinations as necessary to which you want to send a message. (See "Selecting one destination" on page 3-22.)

– In case of keypad or Direct Input
– When entering through the keypad or Direct Input, the next destination can be specified by pressing [Next Dest.] that is displayed when a destination is specified.
– In case of Group
– Press [Group] in the fax screen.
– Press the group number key.
– Press the key for the destination in the group.
  To select all numbers within the Group, press the [Select All].

2 Press [Start].

✑
Detail
Specification can also be made by pressing the Group in the Direct Input to enter the group No. (01 to 99, 00).

When specification is made by using the method above, transmission is made to all destinations registered in the group.

To confirm/delete a destination

You can confirm or delete selected destinations.

1   Press [Fax] on the control panel and press [Mode Check].

2   Press [Destination].

```
┌─────────────────────────────────────────────────────────────┐
│ ┌──────┐ 11/12/04  Check Job Details              ┌───────┐  │
│ │ Job  │   19:57                                   │ Close │  │
│ │ List │                                           └───────┘  │
│ ├──────┘                                                      │
│ │                                                             │
│ │   ┌─┐ ┌─┐      ┌──────────────┐   ┌──────────────┐         │
│ │   │ │ │ │      │ Destination  │   │ Scan Setting │         │
│ │   │(│ │ │      └──────────────┘   └──────────────┘         │
│ │   │ ●       ┌──────────────┐   ┌──────────────┐           │
│ │            │ Communication │   │ E-Mail       │           │
│ │            │ Setting       │   │ Setting      │           │
│ │            └──────────────┘   └──────────────┘           │
│ │                                                             │
└─────────────────────────────────────────────────────────────┘
```
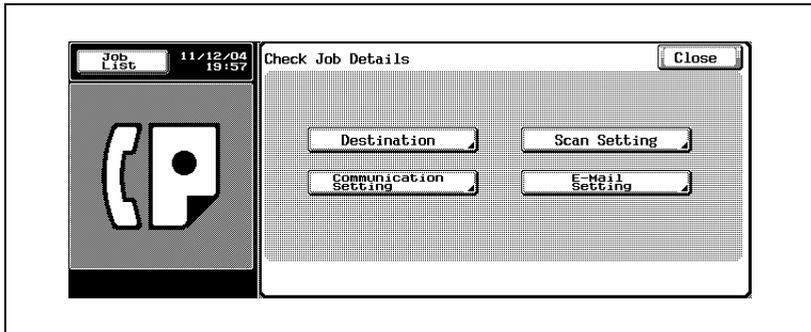
3   Confirm destinations.

4   To delete a destination, select the destinations to be deleted in the list
         and then press [Del.].

–   Pressing [Details] displays the detail information screen.

–   Pressing ▼ or ▲ displays the previous or next screen.

The message screen appears.

5   Press [Yes].

6   Press [Close] twice.

The fax screen will be restored.

Recently dialed

Address can be called from the latest 5 of the fax jobs which have been transmitted.

1 Press [Direct Input], and then press [Recently Dialed #].

```
┌──────────────────────────────────────────────────────────────┐
│  ┌─────────┐ 11/26/04   Address has not been entered.  No. of      000 │
│  │  Job    │  16:47                                    Dest.           │
│  │  List   │                                                 Memory  99% │
│  └─────────┘                                                            │
│  Broadcast      ┌─────────┐┌───────┐┌─────────┐┌────────┐┌─────────┐│
│  Destinations   │ Program ││ Group ││ Address ││ Direct ││Off-Hook ││
│                 └─────────┘└───────┘│  Book   ││ Input  │└─────────┘│
│                                     └─────────┘└────────┘            │
│                 ▐                                       ┌─────────┐  │
│                             ┌────┐  ┌────┐              │ Name↔   │  │
│                             │ ←  │  │ →  │              │ Dest.   │  │
│                             └────┘  └────┘              └─────────┘  │
│              ┌─────────┐  ┌──────┐┌───────┐┌─────┐                  │
│              │ Scan to │  │ Tone ││ Pause ││  –  │                  │
│              │ E-Mail  │  └──────┘└───────┘└─────┘                  │
│              └─────────┘  ┌──────┐┌──────┐┌──────┐  ┌─────────┐    │
│              │Recently │  │Group ││Abbr. ││E-Mail│  │ Scan    │    │
│              │Dialed # │  │ (G)  ││Dial  ││ (E)  │  │ Setting │    │
│              └─────────┘  └──────┘│ (A)  │└──────┘  └─────────┘    │
│              ┌─────────┐          └──────┘          ┌─────────┐    │
│              │ Save in │                            │ Comm.   │    │
│              │User Box │                            │ Setting │    │
│              └─────────┘                            └─────────┘    │
└──────────────────────────────────────────────────────────────┘
```
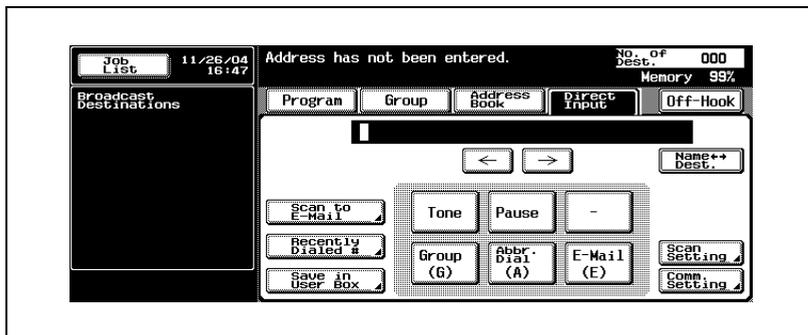
– Up to the five newest facsimile numbers which were dialed are displayed.

2 Select the destination you want to redial from the displayed destinations.

3.5   Scanning

When original size cannot be detected

If the size of the original cannot be detected, the following screen is displayed. Set the original size when this screen is displayed.

1   Press the original size key.

```
┌─────────────────────────────────────────────────────────────┐
│  ┌──────────┐ 11/26/04  Original size cannot be detected.     │
│  │ Job List │   16:58   Select scan size.                     │
│  └──────────┘                                                 │
│                       Scan Size                               │
│  ┌────────────┐      ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐│
│  │            │      │ A3  ▭  │ │ B4  ▭  │ │ A4  ▯  │ │ A4  ▭  ││
│  │            │      └────────┘ └────────┘ └────────┘ └────────┘│
│  │            │      ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐│
│  │            │      │ B5  ▯  │ │ B5  ▭  │ │ A5  ▯  │ │ B6  ▭  ││
│  │            │      └────────┘ └────────┘ └────────┘ └────────┘│
│  │            │      ┌────────┐ ┌────────┐ ┌────────┐ ┌────────┐│
│  │            │      │8½×11 ▯ │ │8½×11 ▭ │ │8½×14 ▭ │ │11×17 ▭ ││
│  │            │      └────────┘ └────────┘ └────────┘ └────────┘│
│  │            │      ┌──────────┐                              │
│  │            │      │   Auto   │                              │
│  │            │      └──────────┘                              │
│  │            │                      ┌────────┐  ┌────────┐    │
│  │            │                      │ Cancel │  │   OK   │    │
│  └────────────┘                      └────────┘  └────────┘    │
└─────────────────────────────────────────────────────────────┘
```
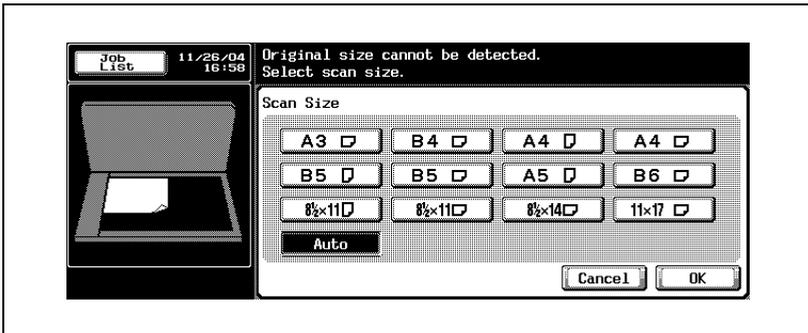
2   Press [OK].

When memory capacity is exceeded

Using memory transmission, if a large number of pages are sent of if the images on the originals are especially detailed. When this happens, transmit the document by selecting Quick Memory TX (you can select the Quick Memory TX by clearing Memory TX in the Comm. Setting screen).

✎
Detail
For details, see "Error message displayed" on page 5-6.

Automatic rotation of original document

Original document of A4(▯) or 8 1/2 x 11(▯) is automatically rotated at the time of transmission and sent as A4(▭) or 8 1/2 x 11(▭).

✎
Detail
If this automatic rotation is not desired, contact your service representative.

3.6   When unable to send

If transmission cannot be done due to the receiver being busy or for some other reason, the redial function can be used for the transmission.

The redial function of this machine includes the auto redial function, manual redial function and Fax Retransmit function.

Detail
Address cannot be changed by the auto redial function nor the manual redial function.

Refer to p. 5-3 if transmission cannot be still effected by redialing due to a line trouble or for any other reason.

Redialing

Redialing refers to dialing the number of the same destination again.

If a facsimile cannot be sent due to a busy signal from the receiving machine or for some other reason, the machine redials the number after a predetermined amount of time has elapsed. During that interval before the number is redialed, the transmission document is treated as a reserved document waiting to be sent.

Auto redial function

If the transmission is not effected due to the receiver being busy, etc., the address is automatically redialed according to the [Number of Redials] which has been set to the Telephone Line Settings.

Detail
The redialing function is set at factory to redial one time after a three-minute interval. The number of redials and the redialing interval can be changed in the Utility Mode. For details, see "Telephone line settings" on page 11-37.

Redial check screen

When you are unable to send a fax due to a line trouble or the like, a screen to check the redial is displayed.

1 Press [OK].

– Redialing starts after the set time has elapsed.
– In case that no transmission can still be made even when redialed, a screen is displayed in which you can check that the job was not successfully completed.

2 Press [OK].

To delete a job of failed transmission, press the [Job List] and delete that job.

Manual redial function

Redial a document waiting for redialing manually.

1 Press [Job List].

2 Press [Fax TX].

3 Select a document in the status of Redial Waiting and press [Redial].
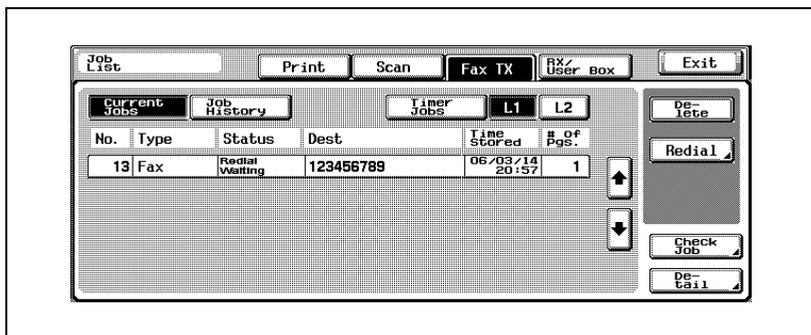
4 Redial screen appears. Press [OK] and transmit the selected document in the Redial mode.

Re-TX user box

If the transmission is not yet effected even after the redialing frequency set as the [Number of Redials] in the Telephone Line Settings is finished, the job is saved in the Re-TX User Box. Jobs in the Re-TX User Box can be redialed manually.

✔ To use the Fax Retransmit function, [Incomplete TX Hold] should have been set to ON in the Function Setting in the Utility Mode. Refer to "Incomplete TX hold" on page 11-55 for the Incomplete TX Hold.

1 Press [Box] on the control panel.

2 Press [System User Box] tab.

3 Press [Re-TX User Box].

```
┌─────────────────────────────────────────────────────────────┐
│ ┌──────┐ 05/26/06   Select desired User Box.                 │
│ │ Job  │    11:45   Enter User Box Number using keypad.       │
│ │ List │                                                       │
│ └──────┘           ┌────────┐            ┌────────┐           │
│ No. User  Status   │ Public │            │ System │           │
│     Name           │User Box│            │User Box│           │
│                                                                │
│                    ┌──────────┐ ┌──────────┐ ┌────────────┐   │
│                    │Bulletin  │ │Polling TX│ │Secure Print│   │
│                    │Board     │ │User Box  │ │User Box    │   │
│                    │User Box  │ │          │ │            │   │
│                    └──────────┘ └──────────┘ └────────────┘   │
│                    ┌──────────┐ ┌──────────┐ ┌────────────┐   │
│                    │Memory RX │ │Annotation│ │Re-TX       │   │
│                    │User Box  │ │User Box  │ │User Box    │   │
│                    └──────────┘ └──────────┘ └────────────┘   │
│ ┌────┐                                                         │
│ │De- │  ┌─┐┌─┐   ┌──────────┐ ┌──────┐   ┌────────┐           │
│ │lete│  │↑││↓│   │User Box  │ │      │   │ Select │           │
│ └────┘  └─┘└─┘   │Number    │ │      │   │        │           │
│                  └──────────┘ └──────┘   └────────┘           │
└─────────────────────────────────────────────────────────────┘
```
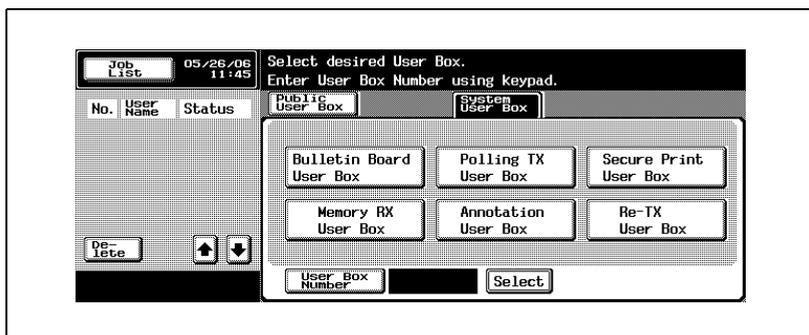
4 Select a job to be retransmitted and press [Fax TX].

```
┌─────────────────────────────────────────────────────────────┐
│ ┌──────┐ 06/03/14   Re-TX User Box               ┌───────┐   │
│ │ Job  │    21:43   Select document and choose    │ Close │   │
│ │ List │            the operation.                └───────┘   │
│ └──────┘                                                       │
│ No. User  Status   ┌────────┐ User   Document      ┌────────┐ │
│     Name           │Time   ◆│ Name   Name          │De-     │ │
│                    │Stored  │                       │lete    │ │
│                    └────────┘                       └────────┘ │
│                    ┌────────┐                       ┌────────┐ │
│                    │06/03/14│ FAX-TX  F35C-20603142 │Proof   │ │
│                    │  21:44 │               ─┐│1    │Print   │ │
│                    └────────┘                ─┘│1    └────────┘ │
│                                                ↑│   ┌────────┐ │
│                                                └┘   │Fax TX ◢│ │
│                                                     └────────┘ │
│ ┌────┐                                         ┌─┐             │
│ │De- │  ┌─┐┌─┐                                 │↓│  ┌────────┐ │
│ │lete│  │↑││↓│                                 └─┘  │Document│ │
│ └────┘  └─┘└─┘                                      │Info.   │ │
│                                                     └────────┘ │
└─────────────────────────────────────────────────────────────┘
```
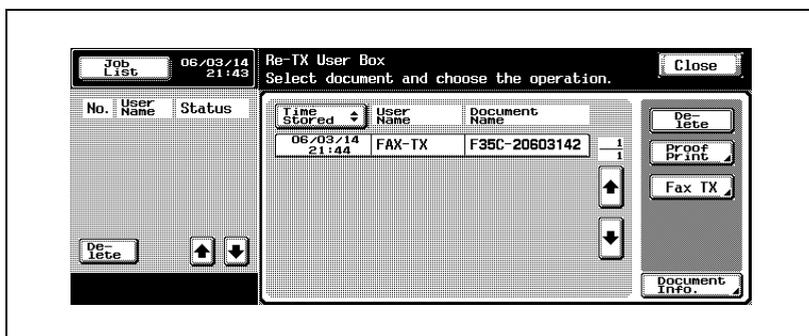
5 Check the address and press [Start].

– Address can be changed.

The job is retransmitted.

Q

Detail

When the Fax Retransmit function is used, the Check Destination screen is not displayed even if the Destination Check Display Function is kept ON.

After the retransmission, the job is automatically deleted from the Re-TX User Box.

3.7 Reserving transmission

The next transmission can be reserved during communication or printing. This function is referred to as transmission reservation.

✔ [Off-Hook] cannot be used for transmission reservation.

✔ When [Transmission Display] is set to OFF, [Next Job Reservation] is not displayed.

✔ For more information of [Transmission Display], See page 11-19.

1 Press [Fax] on the control panel to display the fax screen.

2 Press [Next Job Reservation].

3 Place the original.

– For details, see "Placing originals on the platen glass" on page 3-8.
– To delete a reserved transmission, press [Job List] - [Fax TX], select the job you want to delete from [Current Jobs] and press [Delete].
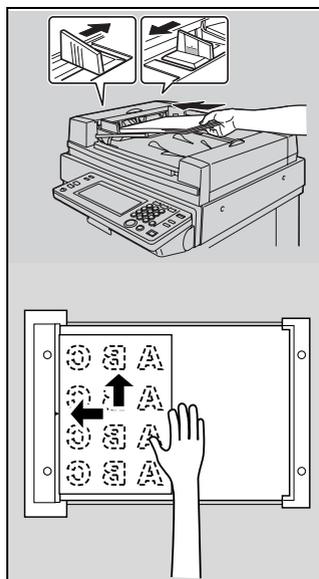
4 Set the desired functions as necessary.

– See "Setting transmission conditions" on page 3-12 for setting functions on the fax screen.
– See "Opening the scan setting screen and comm. setting screen" on page 7-3 for setting functions on the fax Application screen.

5 Select a destination.

6 Press [Start].

3.8   Manual transmission

This operation is performed when sending documents and confirming the status of the receiving machine.

Manual Transmission allows you to combine the keypad, [Program] and [Address Book] to transmit the data to multiple destinations.

Memory transmission cannot be used with manual transmission.

1   Press [Fax] on the control panel to display the fax screen.

2   Place the original.
   –   For details, see "Placing the original on the machine" on page 3-7.

3   Press [Off-Hook].
   –   If [RX] has been selected, press [TX] to switch to the transmission mode.

4   Set the functions of Scan Setting as necessary.
   –   See "Setting transmission conditions" on page 3-12 for setting functions on the fax screen.
   –   See "Application functions overview" on page 7-5 for setting functions on the fax Application screen.

5   Select the destination with the keypad, [Program] or [Address Book].
   –   You can input up to 60 digits.
   –   Pressing [On-Hook] returns the display to the fax screen.
   –   When an external telephone is connected, documents can be sent by lifting up the receiver of the external telephone.

6   When the signal sounds, press [Start] of the Off-Hook screen.
   –   Pressing [Start] on the control panel allows the Off Hook Start Fax communication screen confirmation to appear. Transmission starts when you press [Yes].
   –   When the external telephone is connected, hang up the receiver of the external telephone after pressing [Start].
   Transmission begins.

3.9   Canceling transmission

The specific procedure for canceling transmission depends on whether communication is in progress or a document to be sent has been reserved. With the FK-502, transmission instructions and images stored in memory are referred to as reserved jobs. Jobs reserved for communication and jobs currently being processed are simultaneously displayed on the Job List screen.

Canceling communication in progress

When communication is in progress, transmission can be canceled with the procedure described below.

1   Press [Job List] on the fax screen.

2   Press [Fax TX].

3   Check to see if the Active Jobs in the [Current Jobs] have been selected.

4   Select the job you want to delete, and press [Delete].

5   Press [Yes].

     Transmission is canceled.

6   Press [Exit].

     The fax screen will be restored.

Canceling reserved jobs

By deleting the reserved job, the transmission is canceled.

1   Press [Job List] on the fax screen.

2   Press [Fax TX].

3   Press [Current Jobs].

4   Press [Timer Jobs].

5 Select the reservation document desired to be canceled, and press [Delete].

When no Fax Multi Line has been installed

Job List		Print	Scan	Fax TX	RX/ User Box	Exit

Current Jobs	Job History		Timer Jobs	Active Jobs		De- lete

No.	Type	Status	Dest	Time Stored	# of Pgs.
1	Fax	Waiting	123456789	06/03/22 17:31	1

Check Job
De- tail

When Fax Multi Line has been installed

Job List		Print	Scan	Fax TX	RX/ User Box	Exit

Current Jobs	Job History		Timer Jobs	L1	L2	De- lete

No.	Type	Status	Dest	Time Stored	# of Pgs.
1	Fax	Waiting	123456789	06/03/22 17:31	1

Check Job
De- tail

– Press ![down] or ![up] to display the next or previous screen.
– When the optional Fax Multi Line has been installed, a list of current jobs can be displayed for each line on the Current Jobs screen of Fax TX.
   To display the list of Current Jobs of the Line 1, Press [L1] or to display the list of Current Jobs of the Line 2, Press [L2].

The message appears.

6 Press [Yes].

The reserved document is deleted.

7 Press [Exit].

The fax screen will be restored.

3.10 Confirm the job list

Confirming reserved documents

The condition of reservations for transmission accumulated in the memory can also be checked by the job list displayed on the screen.

1 Press [Job List] on the fax screen.

2 Press [Fax TX].

3 Press [Current Jobs].

4 Press [Timer Jobs] or [Active Jobs].

– Pressing ![down arrow] or ![up arrow] displays the previous or next screen.
– When the optional Fax Multi Line has been installed, a list of current jobs can be displayed for each line on the Current Jobs screen of Fax TX.
To display the list of Current Jobs of the Line 1, Press [L1] or to display the list of Current Jobs of the Line 2, Press [L2].

5 Confirm the job, press [Exit].

– If you select the job and press [Check Job] or [Detail], details information can be confirmed.

fax screen will be restored.

3.11   Confirming communication results

Pressing [Job List] in the fax screen allows you to check the results of transmission.

1   Press [Job List] on the control panel.

2   Press [Print], [Fax TX] or [RX/User Box].
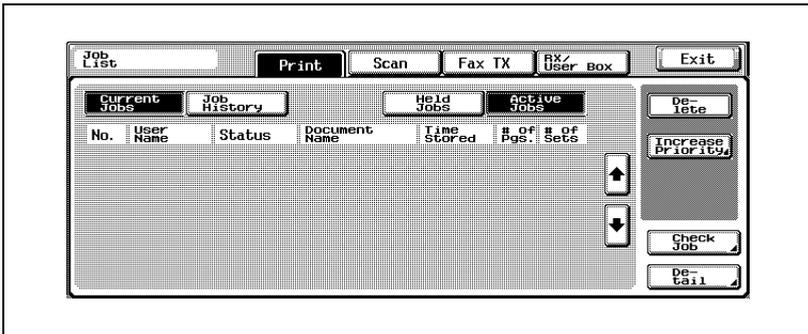
3   Press [Job History].
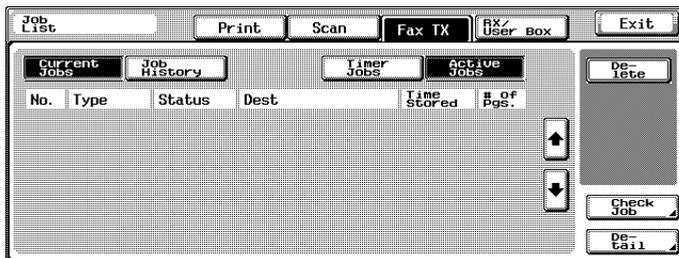
When no Fax Multi Line has been installed

When Fax Multi Line has been installed
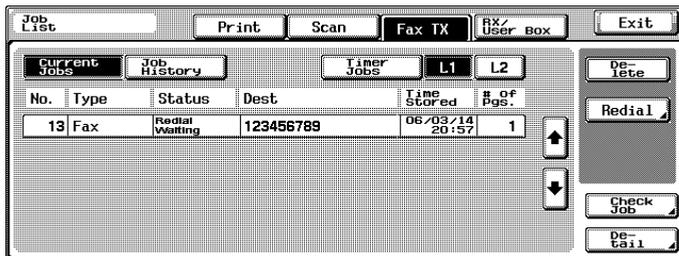
– When the optional Fax Multi Line has been installed, a list of current jobs can be displayed for each line on the Current Jobs screen of Fax TX.
To display the list of Current Jobs of the Line 1, Press [L1] or to display the list of Current Jobs of the Line 2, Press [L2].

4 Confirm the communication results.
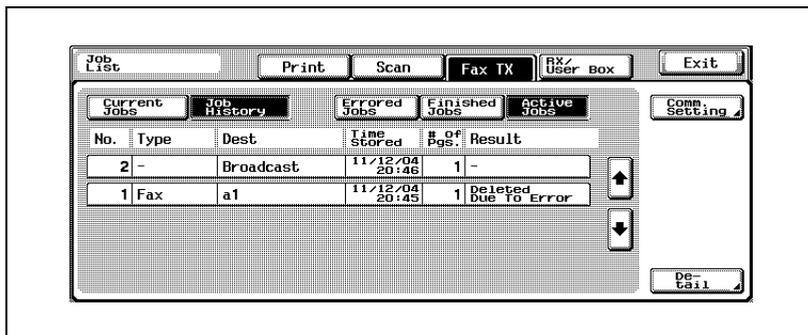
– When the optional Fax Multi Line has been installed, a list of current jobs can be displayed for each line on the Current Jobs screen of Fax TX.
To display the list of Current Jobs of the Line 1, Press [L1] or to display the list of Current Jobs of the Line 2, Press [L2].
– In case of broadcast, [Broadcast] is displayed at the place of address. Select it and press [Detail]. Then detailed information on the job can be confirmed.
– Fax TX
– Type:
The type of the Fax, E-Mail and Box is displayed.
– Dest:
The fax number, the E-Mail address and the box name of the destination are displayed.
– Time Stored:
The date and hour when the transmission is specified are displayed.
– # of Pgs.:
The number of documents that have been transmitted is displayed.

– Result:
"Job Complete," "Deleted by User," "Deleted Due To Error,"
"Released" (Staple or Punch) or "Job canceled" is displayed.
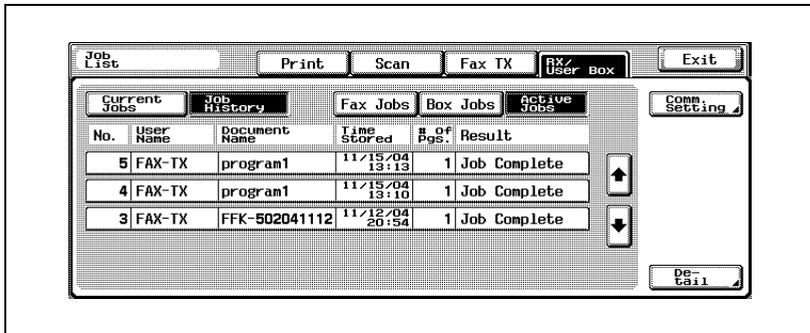
– RX/User Box
– User Name:[User Name] is displayed while in the user authorization
and [Account Name] is displayed while in the account track. In the
cases of other than the above, the Type of the COPY, PRINT and
fax-RX etc. is displayed.
– Document Name:
The name of the document that has been received or saved is
displayed.
– Time Stored:
The date and hour when the document has been received are
displayed.
– # of Pgs.:
The number of documents that have been received is displayed.
– Result:
"Job Complete," "Deleted by User," "Deleted Due To Error,"
"Released" (Staple or Punch,) "Page Separation Print,"
"Registration completed," "Registration failed" or "Job canceled" is
displayed.
– Pressing the [Comm. Setting] allows you to check the results of
communication in the form of the Fax TX report or the Fax RX
report. At this time, the Activity Report, TX Report, and RX Report
can be printed out.
– Pressing [Details] displays the detail information screen.

5 Press [Exit] twice after completion of confirmation.

Screen before Job List will be restored.

3.12   Memory transmissions and quick memory TX

There are two ways to send documents with this machine.

Memory transmission

With Memory Transmission, all pages being sent are first scanned and stored in memory before transmission. The document is automatically numbered by total page number, and the images on the first page are shown on communication results report.

However, when a large number of pages are sent or when the images on the originals are sent at high resolution, memory overflow may occur.

The machine is automatically set to Memory TX when any of the following procedures is performed.
● [Quick Memory TX] is set on the Comm. Setting screen.

Quick memory transmission

In this transmission method, a facsimile is sent as soon as each page is scanned. This allows documents to be sent without exceeding memory capacity in the case of sending a large number of pages.

To perform a quick memory transmission

1   Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2   Press [Comm. Setting] on the fax screen.

3   Press [Quick Memory TX].
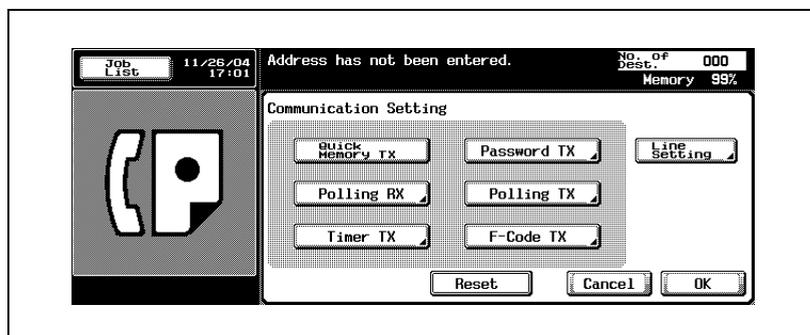
4 Press [OK].

– To cancel the setting, press [Cancel].

The Quick Memory TX is set to return to the fax screen.

5 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for setting functions on the fax screen. See "Opening the scan setting screen and comm. setting screen" on page 7-3 for setting functions on the fax Application screen.

6 Designate the destination.

– For details, see "Selecting one destination" on page 3-22.

7 Set the original document.

– For details, see "Placing the original on the machine" on page 3-7.

8 Press [Start].

The FK-502 reads the document and stores it in memory as a reserved document before transmission starts.

$\mathbb{Q}$
Detail
Data is stored once in the memory when the line is busy. And the transmission is started when the line becomes ready for use.

To cancel transmission, see "Canceling transmission" on page 3-39.

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

If transmission fails, see "Cannot send messages" on page 5-3.

3.13 Number of originals

Total page setting is a function that, in quick memory transmission mode, the information of the total number of pages transmitted is placed following each page number on the line indicating the source of transmission.

From:MFP01   To:123456789   2006/05/25 13:22   #138 P.001/001
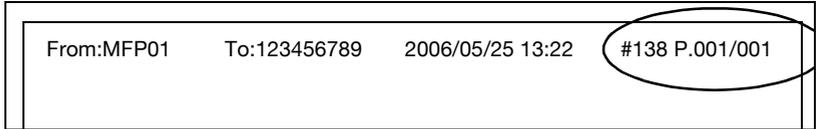
In memory transmission, the total number of pages will be printed automatically. So, you need not use this function.

✔ **Specifications**
    The total number of pages transmitted will be printed in the form of "P.page number/Total page number".
    If the total page number you designate is not equal to the number of pages actually read, the total page number you have designated will be printed.

✔ **Functions incompatible**
    [*]Memory TX, Frame Erase, Original size set, Mixed Original, Polling TX (Normal), Polling TX (Bulletin), Timer TX
    [*]: Number of Originals set function is automatically canceled.

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Comm. Setting] on the fax screen.

3 Press [Quick Memory TX].
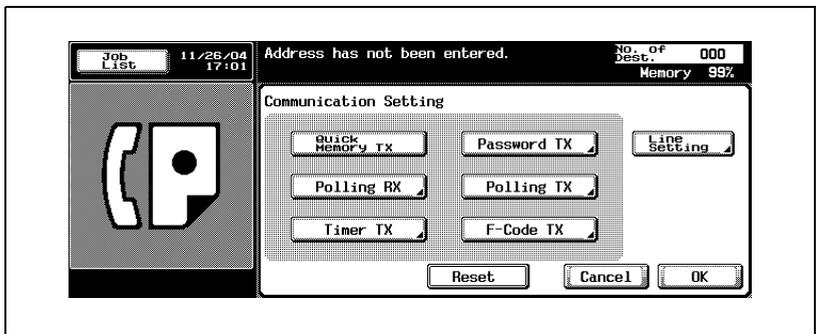
4 Press [OK].

The fax screen will be restored.

5 Press [Scan Setting] - [Application] - [Number of Originals].

6 Enter the number of pages of the document from the keypad.
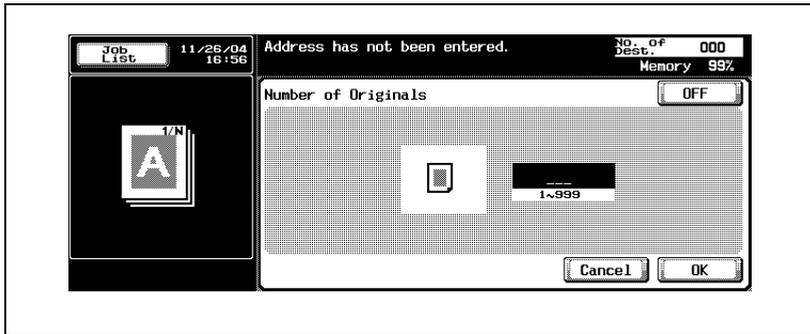
– The number of originals can be set up to 999.
– To release the setting, press [OFF].

7 Press [OK] twice.

The total number of pages is registered and you return to the fax screen.

8 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for setting functions on the fax screen. See "Opening the scan setting screen and comm. setting screen" on page 7-3 for setting functions on the Scan Setting or Comm. Setting screen.

9 Designate the destination.

– For details, see "Selecting one destination" on page 3-22.

10 Set the original document.

11 Press [Start].

The FK-502 reads the document and starts transmitting as each page is scanned.

✎

Detail
To cancel transmission, see "Canceling transmission" on page 3-39.

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

If transmission fails, see "Cannot send messages" on page 5-3.

3.14 Timer transmission

The function of Timer transmission allows you to specify the time to start communication. You can save money by sending timed faxes during the night or early in the morning when telephone charges are at discount rates.

✔ *Specifications*
   When using Timer TX, Memory TX is selected automatically.
   You can specify the timer-on time in the range of up to 24 hours. The date cannot be specified.
   You specify the time in minutes and hours.

✔ Up to 21 Timer TX that are made up of 20 normal TX and 1 Polling RX can be specified.

✔ *Functions incompatible*
   Number of Originals, Polling TX (Normal), Polling TX (Bulletin), Polling RX (Bulletin), Quick Memory TX

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Comm. Setting] on the fax screen.

3 Press [Timer TX].
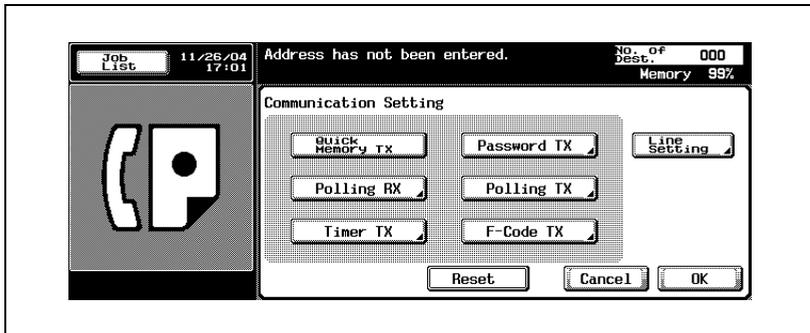
4 Designate the time to start communication from the keypad.

```
┌─────────────────────────────────────────────────────────────┐
│ ┌──────┐  11/26/04  Enter time using the keypad.  No. of  000│
│ │ Job  │  17:03                                   Dest.      │
│ │ List │                                        Memory  99%  │
│ └──────┘                                                     │
│            Timer TX                              ┌─────────┐ │
│                                                  │   OFF   │ │
│                                                  └─────────┘ │
│                                                              │
│              Current Time        ┌──────────┐               │
│                                  │  17:03   │               │
│                                  └──────────┘               │
│              Start Time          ┌──────────┐               │
│                                  │  --:--   │               │
│                                  └──────────┘               │
│                                   00:00~23:59                │
│                           ┌────────┐    ┌────────┐           │
│                           │ Cancel │    │   OK   │           │
│                           └────────┘    └────────┘           │
└─────────────────────────────────────────────────────────────┘
```
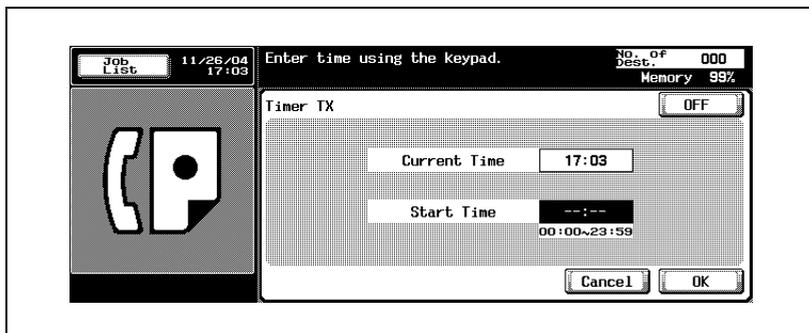
– "Hour" and "minute" of the time to start communication are
  displayed in the 24-hour style, and entered in two digits.
– For example: To set the time to start communication at 9:07 p.m.,
  input "21" and "07."
– To release the setting, press [OFF].

5 Press [OK].

You return to the Comm. Setting screen.

6 Press [OK].

You return to the fax screen.

7 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information
  about setting functions in the fax screen. See "Opening the scan
  setting screen and comm. setting screen" on page 7-3 for
  information about setting functions in the fax Application screen.

8 Designate the destination(s).

– For details, see "Selecting one destination" on page 3-22.

9 Set the original document.

– For details, see "Placing originals on the platen glass" on page 3-8.

10 Press [Start].

The FK-502 reads the document and holds it in memory until the
specified time when transmission starts.

Q

Detail
To cancel transmission, see "Canceling transmission" on page 3-39.

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

If transmission fails, see "Cannot send messages" on page 5-3.

3.15 International communication

Overseas TX

In Overseas TX, a lower baud rate will be employed. In the operation procedure shown on the next page it is assumed that you are calling overseas.

Overseas telephone numbers, including the country code, can be registered using the functions of Program and Address Book. For details, see "Registering the address book" on page 10-5.

✔ *Functions incompatible*
Polling TX (Normal), Polling RX (Normal), Polling TX (Bulletin), Polling RX (Bulletin)

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Comm. Setting] on the fax screen.

3 Press [Line Setting].

4 Press [Overseas TX].

| Job List | 12/22/05 14:50 | Address has not been entered. | No. of Dest. 000 Memory 100% |

Line Setting

Overseas TX	Check Destination	Line Selection
ECM OFF	Yes	No Selection
V.34 OFF	No	Line 1
		Line 2
	Cancel	OK
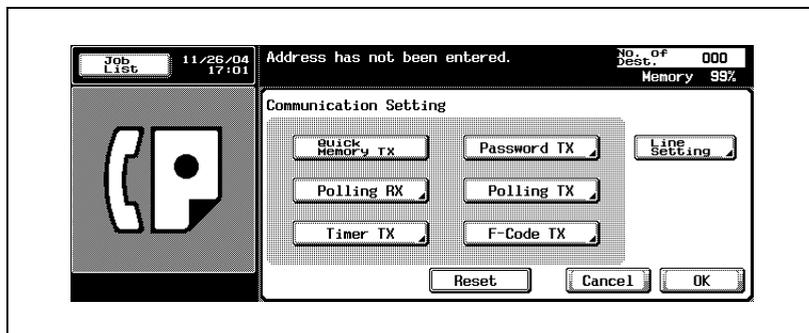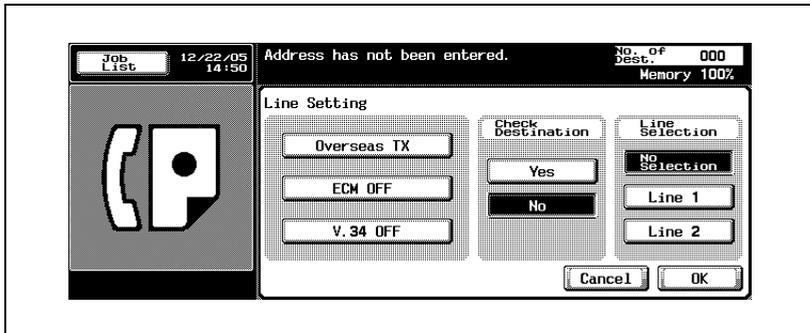
– To release the setting, press [Overseas TX] again.
– This is the screen when the optional Fax Multi Line is installed.

5 Press [Yes] when doing [Check Destination].

– By setting [Check Destination] to [Yes], erroneous transmission can be prevented.

6 Press [OK].

You return to the Comm. Setting screen.

7 Press [OK].

Overseas TX is selected and you return to the fax screen.

8 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Opening the scan setting screen and comm. setting screen" on page 7-3 for information about setting functions in the Fax Application screen.

9 Set the original document.

– For details, see "Placing originals on the platen glass" on page 3-8.

10 Dial "international phone call service number", the country code and local area code of destination, and fax number of the destination.

– The number specified by the overseas telephone call service company varies according to each of telephone companies. For the number specified by the overseas telephone call service company, contact the telephone company.

– Overseas telephone numbers can be registered using Address Book. For details, see "Registering the address book" on page 10-5.
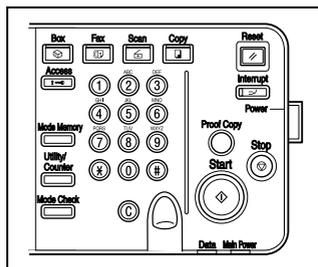
11 Press [Start].

The FK-502 starts transmission.
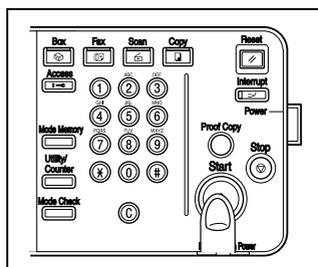
✎

Detail

To cancel transmission, see "Canceling transmission" on page 3-39.

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

If transmission fails, see "Cannot send messages" on page 5-3.

3.16   Sender information

Originals that have been sent are recorded in the following manner by the receiving machine.

Set to inside body text

From: MFP01	To:123456789	05/25/2006 13:23	#138 P.001/001
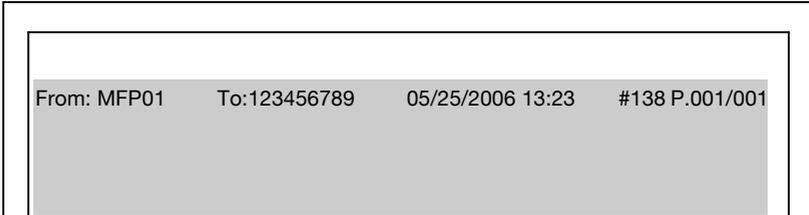
🔍
Detail

The Header Position is set in [Administrator Setting] > [Fax Setting] > [Header Information] of the Utility mode. Two or more sender names can be registered. For details, see "Header information" on page 11-31.

Set to outside body text

From: MFP01	To:123456789	05/25/2006 13:23	#138 P.001/001

🔍
Detail
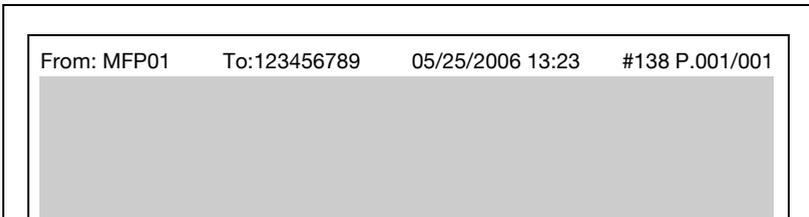
See "Header/Footer position" on page 11-34 for information about setting.

Set to OFF

$\mathbb{Q}$
Detail
OFF cannot be selected depending on the country.

See "Header/Footer position" on page 11-34 for information about setting.

To name

It is possible to make a setting to decide if the address is printed on [Header Position].

- When [To Name] is turned on, the Sender Name and the address are printed.
- When [To Name] is turned off, the Sender Name and [Sender Fax No.] are printed.

$\mathbb{Q}$
Detail
[To Name] cannot be selected depending on the country.

To name is set to ON

From: MFP01   To:123456789   05/25/2006 13:23   #138 P.001/001

To name is set to OFF

From: MFP01   987654321   05/25/2006 13:23   #138 P.001/001

🔍
Detail
For details of "To Name", see "Header/Footer position" on page 11-34.

4 Reception

4 Reception

Operation of fax reception is explained.

4.1 Reception mode

The following receiving mode is prepared for this machine.

Please set up a telephone line according to usage's situation.

There are two types of reception methods.

Auto reception (fax only mode)

This mode is set when using a telephone line designated for Fax use only.

Arrival of a call

Starts receiving message automatically

Received document
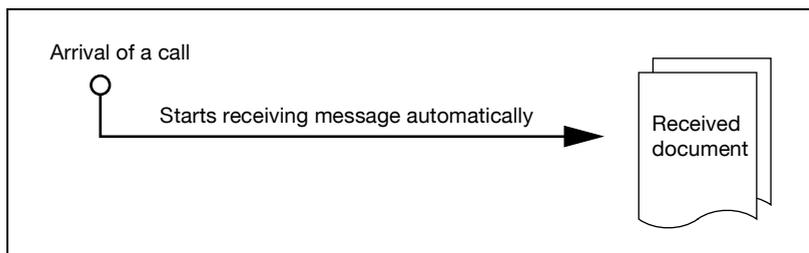
Detail
For details, see "Auto reception (fax only mode)" on page 4-3.

Manual reception (telephone only mode)

Set the FK-502 to this mode when an external telephone (or an answering machine) is connected and the majority of incoming calls are telephone calls.

Arrival of a call

External telephone rings

Lift the handset and start talking
For faxes, press [Start] to receive
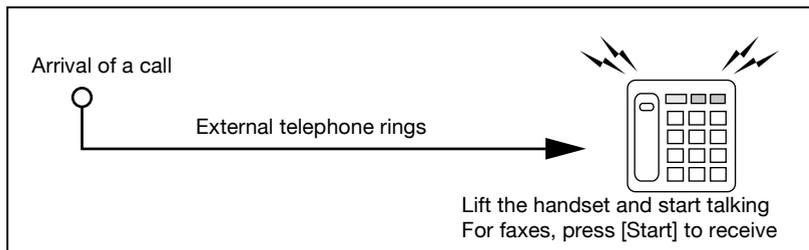
4.2 Auto reception (fax only mode)

When using the telephone line for fax use only, select this mode. When the set number of rings are detected, fax messages are received automatically. During reception, the word [Receiving] is displayed in the screen message area.

✎

Detail
When the [RX Display] is set to [OFF], the message is not displayed.

This mode is activated when Receive mode is set to Auto RX in Telephone line settings of Utility Mode.

✎

Detail
Refer to "Telephone line settings" on page 11-37 for information about setting this mode.

Refer to "Telephone line settings" on page 11-37 for information about setting the number of rings before reception.

Arrival of a call

Starts receiving message automatically ➔ Received document
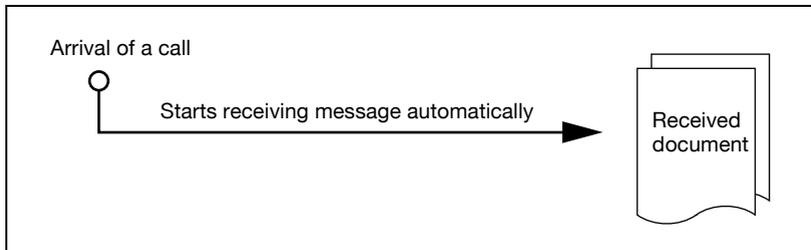
4.3 Manual reception (telephone only mode)

fax messages can be received manually when Receive mode is set to Manual RX in Telephone line settings of Utility Mode. An external telephone must be connected to receive fax messages manually.

Refer to "Telephone line settings" on page 11-37 for setting manual reception.

Refer to the following for procedure of manual reception.
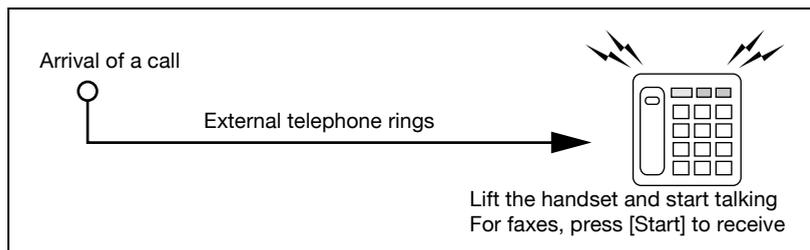
1 Press [Off-Hook] when the external telephone rings.

2 Make sure that [RX] is highlighted.

– If a document is present in the ADF or the platen glass, RX will not be highlighted even if there is an incoming call. In this case, press RX to highlight the display.

3 Press [Start] on the Off-Hook menu.

– Pressing [Start] on the control panel open the Off Hook screen. Transmission starts when you press [Yes].

Reception begins.

4.4   Unable to receive

When you cannot receive faxes, the error message is displayed. Take corrective actions by referring to "Error message displayed" on page 5-6. Press [Stop] to clear the error message display.

Detail

If the external telephone continues to ring, Receive mode (Auto/Man) may be set to Manual RX in Telephone Line Settings of Utility Mode.

This must be set to Auto RX to receive documents automatically. For details, see "Telephone line settings" on page 11-37.

Documents may not be able to be received memory is full. In addition, check that there is paper in the paper tray.

For details, see "Cannot receive messages" on page 5-4.

4.5 Memory substitute reception

If the facsimile cannot print a received document, the received document is stored in the memory until it becomes printable. This function is referred to as the Memory substitute reception.
- The stored document is printed when you solve the problem (such as a paper jam).
- Memory substitute reception will not work if the memory is full.

Transferring the jobs after memory substitute reception

Jobs received by the Memory Substitute Reception can be transferred to another address.

1 Press [Job List].

2 Press [RX/User Box] tab.

3 Press [Forward].
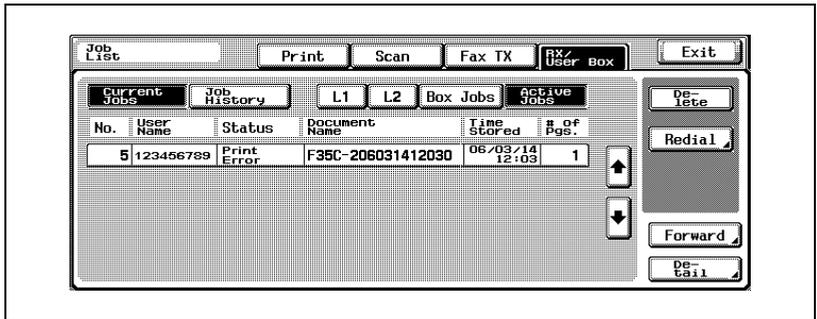
– This is the screen when the optional Fax Multi Line is installed.

4 Select a job to be transferred from the list and press [Dest].
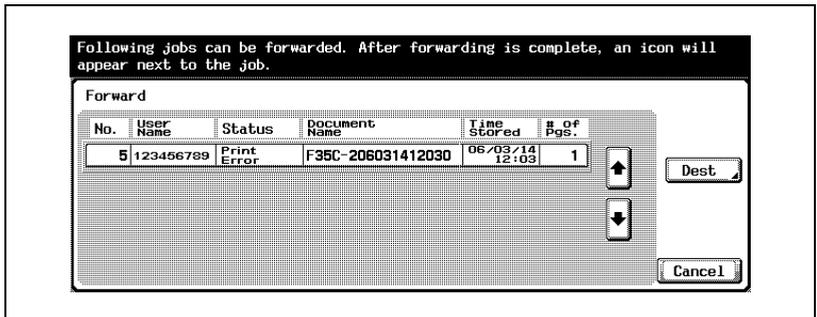
5 Specify the address.

– To enter the address directly, press [Direct Input].
– To specify an address from the Address Book, press [Select from Address Book].
– Refer to p. 3-24 and p. 3-27 for more information on [Select from Address Book] and [Direct Input].

6 Press [OK].

The job is transmitted by fax.

4.6 Reception recording

When a received document is recorded, the paper size of the document received and the paper size set to the paper tray are compared and recorded either after being reduced at the set reduction rate, or reduced so as to be contained in the paper. If you set to record it at an equimultiple rate, the document is recorded in at an equimultiple rate regardless of the paper size of the received document.

Recording after reducing at the minimum reduction rate

When receiving a formatted size document, it is recorded after being reduced at a reduction rate set to that size of paper (the default is 96 %).

Detail
Refer to "TX/RX setting" on page 11-40 for more detailed information on the reduction rate.

Original   Received document

Reduced at
the minimum
reduction rate

Recording after reducing to fit in paper

If the document is longer than the regular size paper, an appropriate paper size is determined taking into account the width and length of the received document, and the fax is recorded on paper of that size. If papers of appropriate size are not set on the paper tray, the data are recorded on papers of the nearest size after the document size being reduced.

The rules by which the best paper size is determined are as follows:
● *Step1*
Selecting the appropriate paper
– The machine decides the appropriate paper size in view of the width and length according to the following rule.

Width of the received document	Reception information recording position	Length of the received document			
A4	[OFF] or [Inside Body Text]	0 - 150	151 - 305	306 - 390	391 or more
	[Outside Body Text]	0 - 141	142 - 296	297 - 381	382 or more
Selected paper size		5.5 × 8.5 ▯ [*1]	8.5 × 11 ▭	8.5 × 14 ▭	11 × 17 ▭
B4	[OFF] or [Inside Body Text]	0 - 232	233 or more		
	[Outside Body Text]	0 - 223	224 or more		
Selected paper size		8.5 × 11 ▯	11 × 17 ▭		
A3	[OFF] or [Inside Body Text]	0 - 232	233 or more		
	[Outside Body Text]	0 - 223	224 or more		
Selected paper size		8.5 × 11 ▯	11 × 17 ▭		

If "5.5 × 8.5 ▭" is appropriate, "5.5 × 8.5 ▯" is selected because it is the only possible length to set to the machine body.

Width of the re-ceived document	Reception information recording position	Length of the received document			
A4	[OFF] or [Inside Body Text]	0 - 154	155 - 314	315 - 386	387 or more
	[Outside Body Text]	0 - 146	147 - 306	307 - 378	379 or more
Selected paper size		A5 ▯	A4 ▭	B4 ▭	A3 ▭
B4	[OFF] or [Inside Body Text]	0 - 195	196 - 395	396 or more	
	[Outside Body Text]	0 - 186	187 - 386	387 or more	
Selected paper size		B5 ▯	B4 ▭	A3 ▭	
A3	[OFF] or [Inside Body Text]	0 - 226	227 or more		
	[Outside Body Text]	0 - 217	218 or more		
Selected paper size		A4 ▯	A3 ▭		

- ● *Step2*
  Selecting the paper on which the facsimile actually prints the document
- – The machine checks whether the appropriate paper selected at step 1 is set in the machine.
  The paper is set:
  The machine starts recording.
  The paper is not set or the automatic tray selection function on the tray is disabled:
  The machine looks for the second appropriate paper in order as shown in the table. If [Print Separate Fax Pages] is set to [ON] in the Utility Mode, the facsimile looks for paper to record the document on more than one paper.

When [Print Separate Fax Pages] is set to [OFF]:
The paper is selected in decreasing order.

Detail
Even if [Print Separate Fax Pages] is turned OFF, printing is made with pages separated when a document is being received in a large quantity or in high resolution.

Appropriate paper	5.5 × 8.5 ▯	8.5 × 11 ▭	8.5 × 11 ▯	8.5 × 14 ▭	11 × 17 ▭
Paper order (from top to bottom)	5.5 × 8.5 ▯	8.5 × 11 ▭	8.5 × 11 ▯	8.5 × 14 ▭	11 × 17 ▭
	5.5 × 8.5 ▭	8.5 × 11 ▯	8.5 × 11 ▭	11 × 17 ▭	A3 ▭
	A5 ▯	A4 ▭	A4 ▯	B4 ▭	B4 ▭
	A5 ▭	A4 ▯	A4 ▭	A3 ▭	8.5 × 14 ▭
	8.5 × 11 ▭	8.5 × 14 ▭	8.5 × 14 ▭	8.5 × 11 ▭	8.5 × 11 ▭
	8.5 × 11 ▯	11 × 17 ▭	11 × 17 ▭	8.5 × 11 ▯	A4 ▭
	A4 ▭	B4 ▭	B4 ▭	A4 ▭	
	A4 ▯	A3 ▭	A3 ▭	A4 ▯	
	B5 ▯				
	B5 ▭				
	8.5 × 14 ▭				
	11 × 17 ▭				
	B4 ▭				
	A3 ▭				

Appropriate paper	A5 ▯	A4 ▭	B5 ▯	B4 ▭	A4 ▯	A3 ▭
Paper order (from top to bottom)	A5 ▯	A4 ▭	B5 ▯	B4 ▭	A4 ▯	A3 ▭
	A5 ▭	A4 ▯	B5 ▭	A3 ▭	A4 ▭	B4 ▭
	A4 ▭	F4 ▭	B4 ▭	A4 ▭	F4 ▭	A4 ▭
	A4 ▯	B4 ▭	A4 ▭	A4 ▯	B4 ▭	F4 ▭
	B5 ▯	A3 ▭	A4 ▯	F4 ▭	A3 ▭	
	B5 ▯		F4 ▭			
	F4 ▭		A3 ▭			
	B4 ▭					
	A3 ▭					

When [Print Separate Fax Pages] is set to [ON]:
The paper is selected in decreasing order.

Detail

Even if [Print Separate Fax Pages] is turned ON, printing is reduced to the paper width when the width of the recording paper selected is smaller than the image width of the document received.

Appropriate paper	5.5 × 8.5 ▯	8.5 × 11 ▭	8.5 × 11 ▯	8.5 × 14 w	11 × 17 ▭
Paper order (from top to bottom)	5.5 × 8.5 ▯	8.5 × 11 ▭	8.5 × 11 ▯	8.5 × 14 ▭	11 × 17 ▭
	5.5 × 8.5 ▭	A4 ▭	8.5 × 11 ▭	11 × 17 ▭	A3 ▭
	A5 ▯	8.5 × 14 ▭	A4 ▯	B4 ▭	8.5 × 11 ▯
	A5 ▭	11 × 17 ▯	A4 ▭	A3 ▭	8.5 × 11 ▭
	8.5 × 11 ▭	B4 ▭	8.5 × 14 ▭	8.5 × 11 ▯	A4 ▯
	8.5 × 11 ▯	A3 ▭	11 × 17 ▭	8.5 × 11 ▭	A4 ▭
	A4 ▯		B4 ▭	A4 ▯	
	A4 ▯		A3 ▭	A4 ▭	
	B5 ▯				
	B5 ▭				
	8.5 × 14 ▭				
	11 × 17 ▭				
	B4 ▭				
	A3 ▭				

Appropriate paper	A5 ▯	A4 ▭	B5 ▯	B4 ▭	A4 ▯	A3 ▭
Paper order (from top to bottom)	A5 ▯	A4 ▭	B5 ▯	B4 ▭	A4 ▯	A3 ▭
	A5 ▭	F4 ▭	B5 ▭	B5 ▯	A4 ▭	A4 ▯
	A4 ▭	B4 ▭	B4 ▭	B5 ▭	F4 ▭	A4 ▭
	A4 ▯	A3 ▭	A4 ▭	A3 ▭	B4 ▭	
	B5 ▭		A4 ▯	A4 ▯	A3 ▭	
	F4w ▯		F4 ▭	A4 ▭		
	B5 ▯		A3 ▭	F4 ▭		
	B4 ▭					
	A3 ▭					

If recording paper of B5 ▭, B5 ▯, A4 ▭ or A4 ▯ size is selected, the image on that page may be extended over to multiple pages when recorded.

$\mathbb{Q}$
Detail
If the size of the paper on which the facsimile actually prints is smaller than that of the paper selected at step 1, the document is printed in reduced size.

When [Print Separate Fax Pages] is set to OFF, if the direction of the paper on which the facsimile actually prints is different with that of the paper selected at step 1, the document is automatically printed so that it can be output appropriately rotated by a 90-degree angle.

If you print mixed size documents, this process is executed on each page.

If the paper sizes selected in step 1 and step 2 are set in several paper trays, the paper tray used is selected according to the setting of the automatic paper size selection function. Refer to the User manual [Copy Operations] for more detailed information.

If the required paper size is only set in the manual insertion tray, the document is printed on the paper fed from the tray; however, if the automatic paper size selection function or the automatic tray selection function is disabled on the tray, the tray is not selected.

Even if the page division is set to ON, the page will not be divided if the [TX/RX Setting] is set as follows.

[Tray Selection for RX Print] is set
[Min. Reduction for RX Print] is set to × [1.0]
[Print Paper Selection] is set to [Fixed Size] or [Priority Size]
[Duplex Print (RX)] is set to [ON]

If no printable paper is set, a message asking you to set the printable paper appears.

If [Print Paper Selection] is set to [Priority Size]:
The appropriate paper is selected among 8.5 × 11, 8.5 × 14 and 11 × 17 (A4, B4 and A3). If it is not available, paper is selected as usual and recorded.

If [Print Paper Selection] is set to [Fixed Size]:
The appropriate paper is selected among 8.5 × 11, 8.5 × 14 and 11 × 17 (A4, B4 and A3). If it is not available, the message stays appearing until the paper is loaded.

If [Tray Selection for RX Print] is set to other than [Auto]:
It is recorded to fit in the size of the paper in the paper tray (except manual insertion tray) that is set in [Tray Selection for RX Print].

If [Print Paper Selection] is set to other than [Auto Select] and [Tray Selection for RX Print] is set to other than [Auto]:
The setting in the [Tray Selection for RX Print] takes precedence.

Recording at full scale

A received document is recorded on the same size of paper at full scale when [Min. Reduction for RX Print] is set to [× 1.0] in the Utility Mode. If the same paper size is not available, it is recorded on the larger paper size.

Detail
The Print Separate Fax Page is not available.

You cannot record an image larger than 11 x 17 size.

If appropriate paper is not available, a message appears until the paper is loaded.

Original   Received document

Reduced at full scale
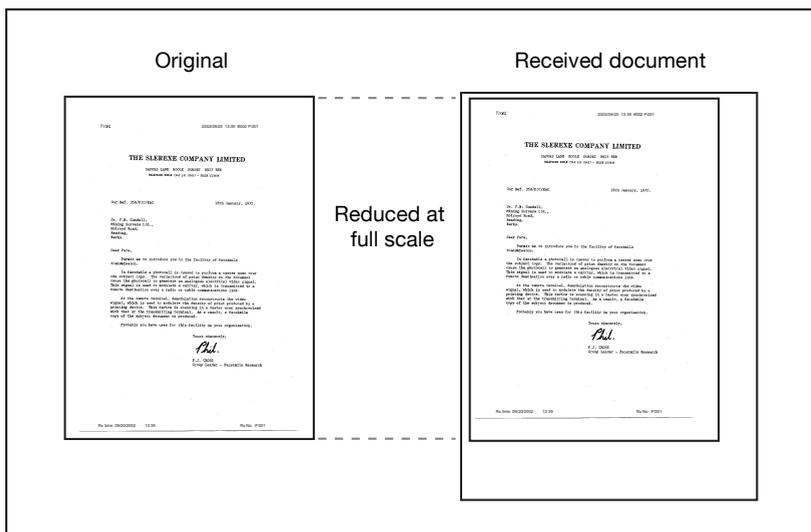
Recording method at the reception

The following table shows relationship between the paper size of the received document and the document actually recorded.

Paper size of the received document		Setting of [Min. Reduction for RX Print]		Selecting a tray from [Tray Selection for RX Print]
		× 1.0	96 - 87%	
Standard size (A3 - A5)		Recorded at full scale to fit in the larger paper	Recorded after being reduced to fit in the same size of paper	Recorded after being reduced to fit in the specified size of paper
A B C		A B C	A B C	A B C
Long original (longer than the Standard size)	The page division recording OFF	Recorded at full scale to fit in the larger paper	Recorded after being reduced to fit in the appropriate size of paper	Recorded after being reduced to fit in the specified size of paper
A B C D		A B C D	A B C D	A B C D
	The page division recording ON	Recorded at full scale to fit in the larger paper	Recorded after page division depending on the paper used	Recorded after being reduced to fit in the specified size of paper
		A B C D	A B / C D	A B C D
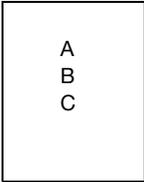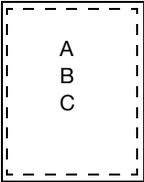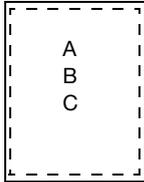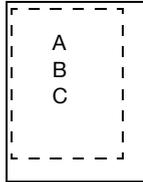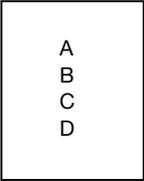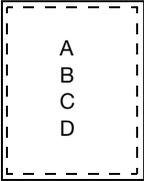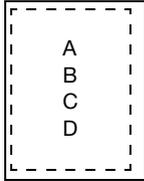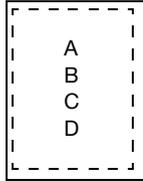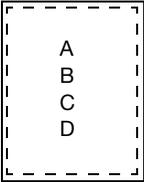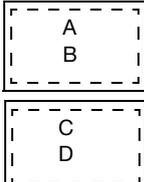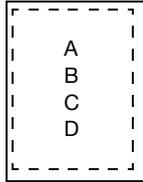
Detail

When [Duplex Print (RX)] is set, a record can be made on the screen for paper.

See "Telephone line settings" on page 11-37 for more information.

4.7 Reception information

When reception information is set to Inside or Outside by [Header/Footer Position], the reception information (date, time, receiving number, page number) will be recorded in the received document.

Set to inside body text
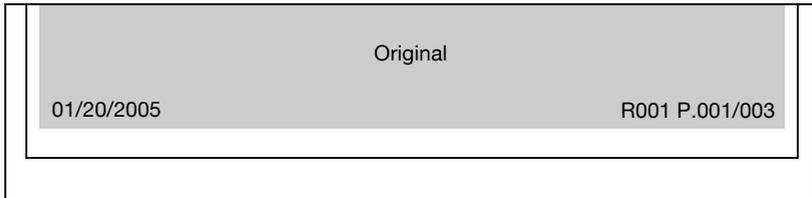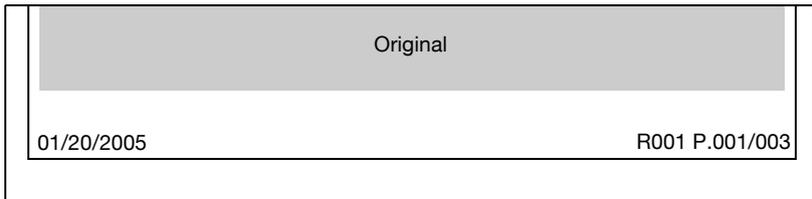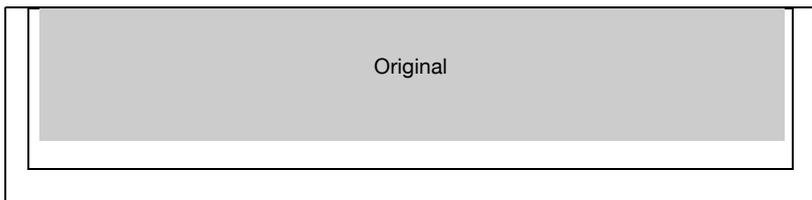
Original
01/20/2005   R001 P.001/003

Set to outside body text

Original
01/20/2005   R001 P.001/003

Set to OFF

Original

$\mathbb{Q}$

Detail

See "Header/Footer position" on page 11-34 for information about setting.

5 Troubleshooting

5 Troubleshooting

5.1 Cannot send messages

When a document cannot be sent, try to correct the problem by referring to the table below. If the document still cannot be sent properly even after attempting to correct the problem, please contact your service representative.

Detail

Refer to "Error message displayed" on page 5-6 for information regarding error messages.

Refer to the User manual [Copy Operations] provided with the FK-502 for problems such as jamming of originals, paper jams, poor image quality or running out of toner.

Check points	Corrective actions
Is the transmission procedure correct?	Check the transmission procedure and then try sending again.
Is the fax number of the destination being called correct? Are program dialing or abbreviated dialing numbers registered correctly?	Using program dialing or abbreviated dialing, there may be an error in registration of the fax number. Try printing out the Abbreviated Dialing List and check if the number is registered correctly. Correct if there is an error in registration.
Is the telephone line setting correct?	Does [Dialing Method] of [Telephone Line Settings] in the Utility Mode match the telephone line being used? Check the setting and correct if there is an error.
Is the telephone line connected properly?	Is the telephone line disconnected? Check the telephone line connection and connect it if it is disconnected.
Is there a problem with the receiving machine?	Is the power of the receiving facsimile turned off, is it out of paper or is there another problem? Telephone the destination and check if there is a problem.

5.2 Cannot receive messages

When a document cannot be received, try to correct the problem by referring to the table below. If the document still cannot be received properly even after attempting to correct the problem, please contact your service representative.

$\mathbb{Q}$

Detail

Refer to "Error message displayed" on page 5-6 for information regarding error messages.

Refer to the User manual [Copy Operations] provided with the FK-502 for problems such as jamming of originals, paper jams, poor image quality or running out of toner.

Description of Problem	Check Points	Corrective Actions
Cannot receive	Is paper in the machine?	If the add paper icon is lit, the machine is out of paper and received documents are stored in memory. Add paper. Refer to the User manual [Copy Operations] for the procedure for adding paper.
	Is paper jammed in the machine?	In case of paper jam, received documents are stored in memory. Removed the jammed paper. Refer to the User manual [Copy Operations] for the procedure for correcting paper jams.
	Is the machine out of toner?	No mail can be received if the toner has exhausted. Replace the toner bottle immediately. Refer to the User manual [Copy Operations] for the procedure for replacing the toner bottle.
	Is the FK-502 set to manual reception?	If [Receive Mode] of [Telephone Line Setting] in the Utility Mode is set to [Manual RX], it is necessary to perform the reception procedure manually. Perform the manual reception procedure by referring to "Manual reception (telephone only mode)" on page 4-5.
	Is the telephone line connected properly?	Is the telephone line disconnected? Check the telephone line connection and connect it if it is disconnected.
	Is the FK-502 set to closed area communication?	If the closed area communication function (to prevent reception of unwanted documents) is set, documents will only be received from specific destination facsimiles.
	Has a wrong SUB been sent in F code from the sender side?	When a wrong sub-address is received with the Confidential User Box or Relay User Box set, there may occurs a communication error, thus resulting in the reception unavailable. Check the sender side to see if the sub-address is set.

Description of Problem	Check Points	Corrective Actions
No outputs	Is the fax RX Setting?	Identify the box used by PC-FAX RX features to save the file.
	Isn't the TSI User Box Setting ON?	Check the box stored by the TSI User Box Setting.
	Hasn't the Memory RX been set?	When the Memory RX is set, print the document received by following the procedure given below. 1. Press [Box] on the control panel. 2. Press [System User Box]. 3. Press [Memory RX User Box]. 4. Enter the password and press [OK]. 5. Select a document you want to print and press [Print]. 6. When the printer completes printing, press [Close].

5.3   Error message displayed

When a problem occurs with the FK-502, the following error messages are displayed in the screen. Take corrective actions by referring to the explanation. If the document still cannot be sent properly even after attempting to correct the problem, please contact your service representative.

Error Message	Corrective Action
Busy	Although the set number of redials were attempted, the receiving machine was busy. Resend after confirming the status of the receiving machine.
No Answer	This indicates a state in which the machine is unable to receive. Telephone the receiving destination, confirm the status and then try resending the document.
Memory full	• When the memory becomes full reading the document: To transmit the document which was read, press the [Start] or press the [Stop] to discontinue the transmission.

5.4 Call for service

The call for service screen displays when it is necessary for you to contact your service representative. The call for service screen contains the telephone number and fax number of your service representative. This page shows the procedure for reporting an FK-502 problem to your service representative by phone.

⚠ **CAUTION**

Risk of serious accident

➜ To prevent the risk of serious accident, perform the following when the call for service screen is displayed and the facsimile is no longer able to operate.

Procedure when call for service screen appears

1 Write down the trouble code number of the message.

2 Turn off the auxiliary power switch and main power switch.

3 Disconnect the power cord from the outlet.

4 Contact your service representative and inform the representative of the trouble code number.

---
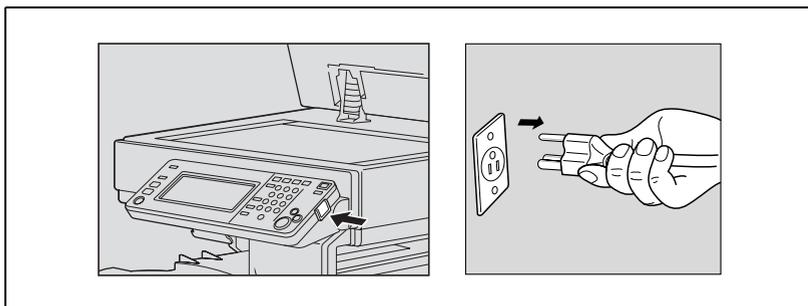
6 Specifications

6 Specifications

Main product specifications relating to facsimile functions are indicated below. Specifications are subject to change without notice.

Item	Specifications
Image memory capacity	27 GB* (27 GB of 40 GB of the hard disk is used as a memory.)
Max. no. of stored pages	Approx. 9000 pages* (numbers of pages in the case of storing KONICA MINOLTA standard A4-size pages containing approximately 700 characters at "fine" resolution)
Applicable lines	Subscriber telephone lines (including facsimile communication networks) PBX lines
Scanning line density	G3
	Ultra Fine: 600 dpi × 600 dpi
	Super Fine: 16 dot/mm × 15.4 line/mm, 8 dot/mm × 15.4 line/mm, 400 dpi × 400 dpi
	Fine: 8 dot/mm × 7.7 line/mm, 200 dpi × 200 dpi
	Normal: 8 dot/mm × 3.85 line/mm
	Communications are performed at any of the above scanning line densities according to the capabilities of the destination machine.
Baud rate	2400, 4800, 7200, 9600, 12000, 14400, 16800, 19200, 21600, 24000, 26400, 28800, 31200, 33600 bps
Transmission time	2 seconds Time if sending KONICA MINOLTA standard A4-size pages containing approximately 700 characters at "normal" resolution. This is the transmission time for the image only, and does not include the time required for communication control. Actual communication time varies according to the contents of the originals, the type of telephone line of the destination and factors.
Coding methods	MH, MR, MMR, JBIG
Max. scanning size	11 inch × 17 inch (280 mm × 431 mm) or A3 (420 mm × 297 mm) Width: 297 mm Length: MAX. 432 mm
Max. recording size	11 inch × 17 inch (280 mm × 431 mm) or A3 (420 mm × 297 mm) Originals in excess of 1000 mm cannot be received. When receiving originals longer than the paper size in the paper trays, printing is made according to the setting of [Print Separate Fax Pages].

* The Internal hard disk is common used of each function of the Copy, the Scan, the Print and the Box.

7 Transmission applications

7 Transmission applications

7.1 Opening the scan setting screen and comm. setting screen

🔍
Detail
Press the key for the function you want to set to open the screen in which you can set the function (no screen opens by pressing the key for [Quick Memory TX], [V.34 OFF], [ECM OFF] and [Overseas TX], because these function are turned on or off when their keys are pressed).

You can combine more than one function; however, you cannot select functions that are not compatible with a function previously selected. Those functions appear dimmed on the control panel.

If you send a fax with an application function, open the Scan Setting or Comm. Setting screen and set the functions you want to use.

1 Press [Fax] on the control panel to open the fax screen.

2 Press [Scan Setting] or [Comm. Setting] on the fax screen.
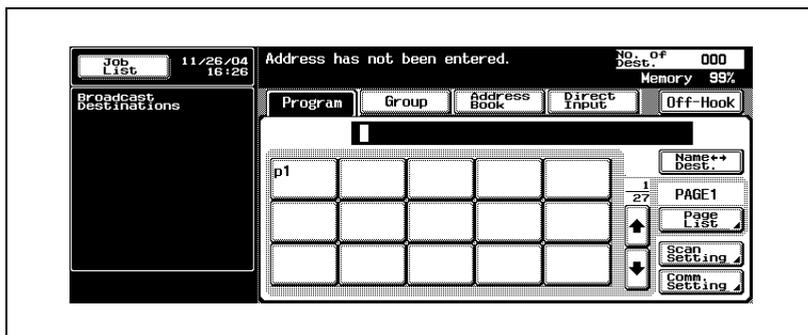
3 Press the key for the function you want to use. Pressing [Application] in the Scan Setting screen allows you to display the screen for the application setting.
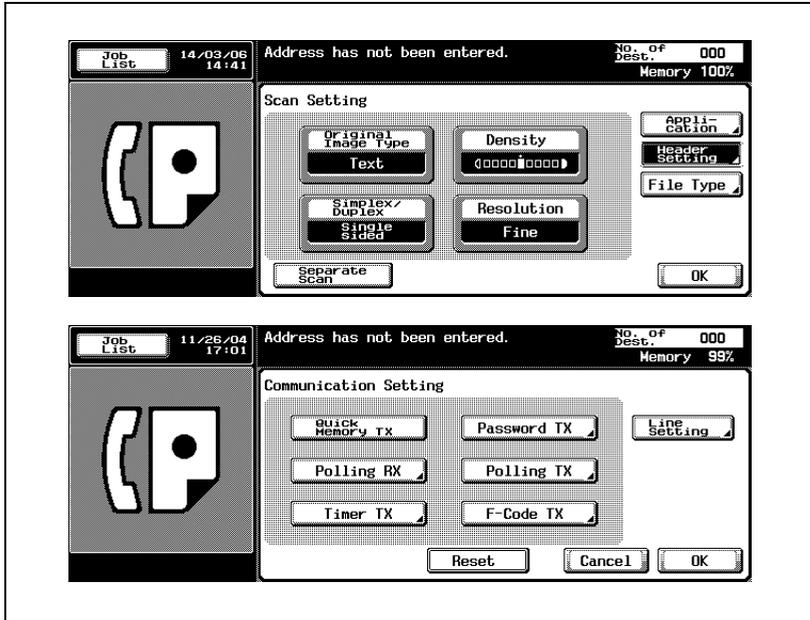
4 Conduct either of the following operations.

– When the dedicated screen is displayed:
  Set a function in the screen displayed and then press [OK].
– When a function is selected:
  Press [OK].
– Press [Cancel] to return to the original communication setting.

The fax screen will be restored.

7.2 Application functions overview

The following function is displayed in the Scan Setting screen or the Comm. Setting screen.

Scan setting screen

Application screen

Comm. setting screen
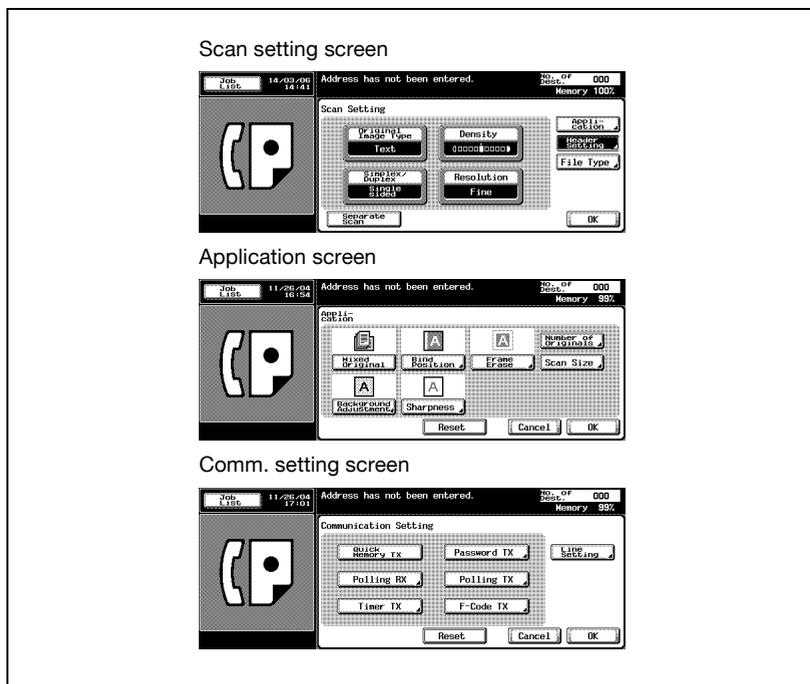
[Cancel]
Returns to the former screen.
[OK]
This is pressed when returning to the fax screen.
[OFF]
Release the setting that has been set and return to the preceding screen.
[Reset]
Turn off all the functions provided on the screen.

Function	Description
Mixed Original:	You can send document pages of mixed sizes in a single sequence of operations. (page 7-8)
Bind Position:	Function to specify the stapling position of the original when reading a double side original in the ADF and correct vertically the rear face of the original. (page 7-10)
Frame Erase:	When transmitting pages in a book, this function allows you to erase dark bands that would otherwise be reproduced in the marginal areas of the transmitted pages. (page 7-13)
Background Adjustment:	Function to send a message after adjusting the density in the background color of the original. ("Background adjustment" on page 7-16)
Sharpness:	Function to send a message after making the edge of character sharpened. (page 7-19)
Number of Originals:	In Quick Memory Transmission, the total number of pages transmitted can be included in the page number information. (page 3-47)
Scan Size:	This function allows you to designate the size of the document to be transmitted. It is convenient when you intend to transmit part of a page or pages. (page 7-22)
Header Setting[*1]:	When transmitting jobs by fax, specify a method to attach the Header Information for each job. (page 7-25) [Header Setting] cannot selected depending on the country.
File Type:	Specify the format of an attached file when sending a message by E-Mail. (page 7-28)
Quick Memory TX:	Function to send a message each time a page of document is read. (page 3-45)
Password TX[*2]:	Transmission can be sent with a password attached, as required when the receiving station is using a closed area communication mode. (page 7-31)
Polling TX:	This function allows you to read a document and store it in memory until the destination initiates transmission by sending a command to receive (polling). (page 9-3)
Polling RX:	This function allows you to initiate reception by sending a command to a destination to receive a document that is set for transmission at the destination. (page 9-7)
Timer TX:	The time to start communication can be specified. (page 3-50)
F-Code TX[*3]:	This is a function in which the SUB Address and the password are specified to use the Confidential Communication and the Relay Request. (page 7-34, page 7-37)

Function		Description
Line Setting	Overseas TX	A lower baud rate will be employed. (page 3-53)
	ECM OFF	Error Correction Mode (ECM) can be disabled. (page 7-40)
	V.34 OFF	When the V.34 protocol can not be used due to restrictions of exchange equipment, the V.34 mode is disabled for transmission. (page 7-43)
	Check Destination	This is a function to prevent incorrect transmission. At the time of transmission, the specified fax number is compared with the fax number information (CSI) of the machine at the remote station and the data is transmitted only when both data coincide with each other. (page 7-48)
	Line Selection	Set the line to be used for sending. (page 7-51)

[*1]   The displays are different depending on the country.

[*2]   This can be used to transmit to receiving stations with closed area communication mode selected.

[*3]:   F-code is used.
It is impossible to communicate with a fax without F-code function.

$\mathbb{Q}$
Detail
The key representing the function you select will be appear reversed.

Press [Cancel] to return to the fax screen.

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

7.3   Mixed original

Mixed Original is a function that allows you to send document pages of mixed sizes in a single sequence of operations.

You set document pages of mixed sizes on the ADF.

Transmitted and reproduced in the same size as the original pages at the destination.
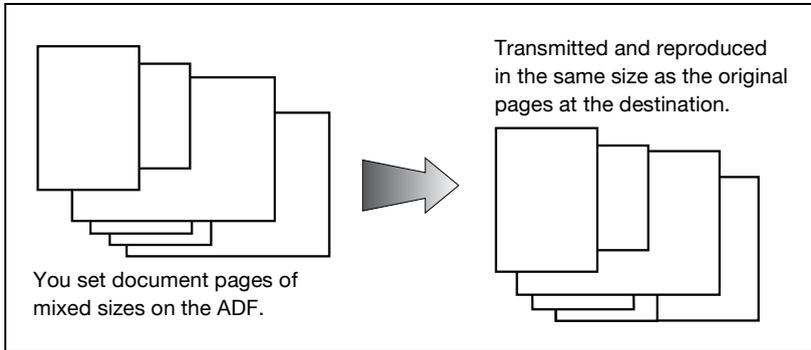
✔ *Specifications*
Memory TX is selected automatically.
When Original size and Mixed size original are specified simultaneously, Original size takes priority.

✔ *Functions incompatible*
Quick Memory TX, Number of Originals, Bind Position, Polling RX (Normal), Polling RX (Bulletin)

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Scan Setting] and then press [Application].

3 Press [Mixed Original].
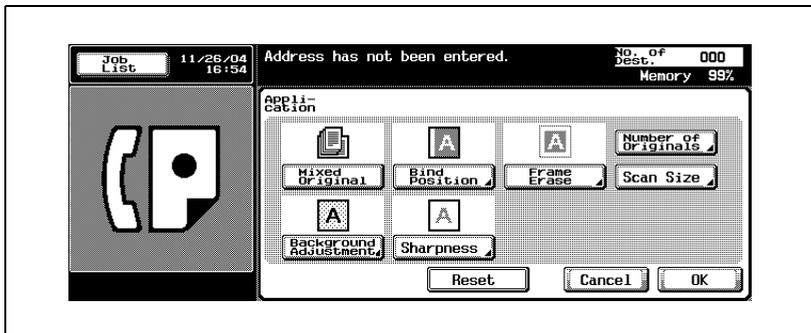
– To release the setting, press [Mixed Original] again.

4 Press [OK].

The Scan Setting screen will be restored.

5 Press [OK].

The fax screen will be restored.

6 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the Scan Setting or Comm. Setting screen.

7 Designate the destination.

– See "Selecting one destination" on page 3-22 for designating the destination.

8 Set the original document.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

9 Press [Start].

The FK-502 stores the document in memory before starting transmission.

Detail

To cancel transmission, see "Canceling transmission" on page 3-39.

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

If transmission fails, refer to "Cannot send messages" on page 5-3.

7.4 Bind position

The Top/bottom correction function allows you to specify the appropriate binding style when transmitting a two-sided document (i.e., when pages are printed on both sides). The binding style you select will allow the pages of a two-sided document to be read appropriately by binding right to left or top to bottom.
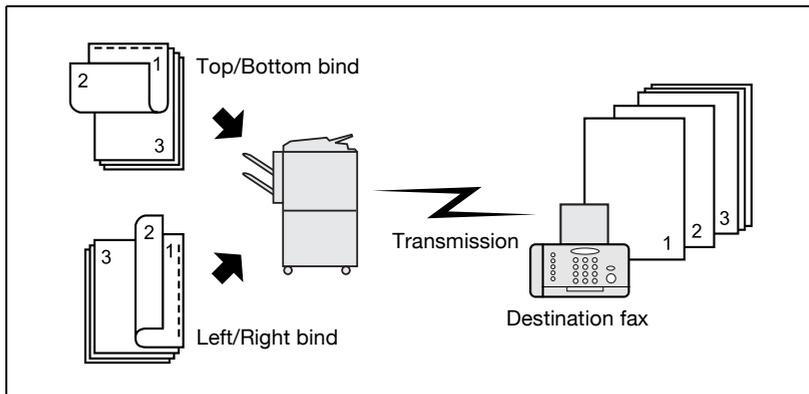
✔ **Specifications**
   The ADF must be used. The platen glass cannot be used for transmission in Top/bottom correction mode.

✔ **Functions incompatible**
   Mixed Original, Polling RX (Normal), Polling RX (Bulletin), Separate Scan

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Scan Setting] and then press [Application].

3 Press [Bind Position].
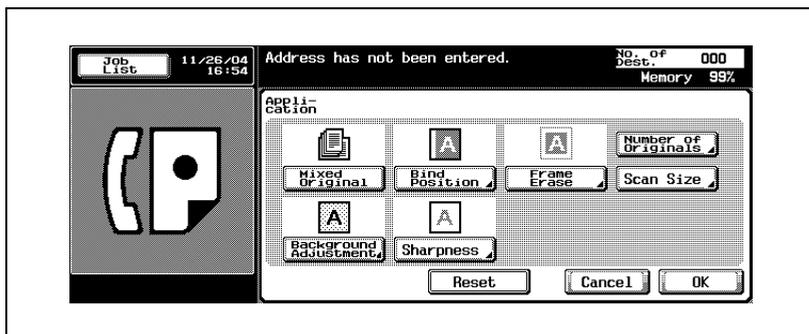
4 Press [Left/Right Bind] or [Top/Bottom Bind] to specify the manner of binding of the original document having both faces printed.
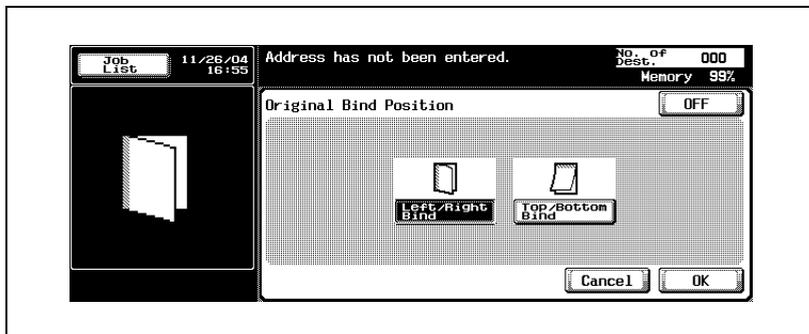
– To release the setting, press [OFF].

5 Press [OK].

The Application screen will be restored.

6 Press [OK].

The Scan Setting screen will be restored.

7 Press [OK].

The fax screen will be restored.

8 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the fax Application screen.

9 Designate the destination.

– See "Selecting one destination" on page 3-22 for designating the destination.

10 Place the document with the imaged side up.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

11 Press [Start].

The FK-502 stores the document in memory before starting transmission.

✎

Detail
To cancel transmission, see "Canceling transmission" on page 3-39.

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

If transmission fails, refer to "Cannot send messages" on page 5-3.

7.5 Frame erase transmission

✐ **. . .**
Note
The displays are different depending on the country.

Frame Erase is a function that, when transmitting a document bound in the form of a book, does not allow transmission of dark bands that would otherwise be reproduced in the marginal areas of the transmitted pages. Dark bands can be reproduced when the original is a book or read with the ADF left open. Frame erasure transmission prevents reproduction of dark bands.

Ordinary transmission   Frame erasure transmission
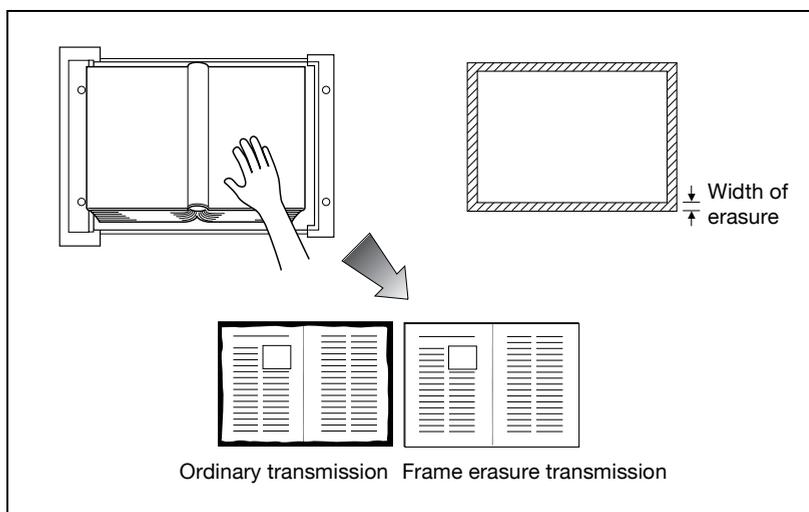
✔ **Specifications**
Memory TX is selected automatically.
You can use both Platen glass and ADF.
The width of erasure can be set in steps of 1/16 inches (0.1 mm) in the range of 1/16 to 2 inches (0.1 - 50 mm).
Initial setting of erasure width: 3/16 inches (5.0 mm.)
If Frame Erase are combined, the effect of frame erasure applies to the original page format that is yet to be divided.

✔ **Functions incompatible**
Quick Memory TX, Number of Originals, Polling RX (Normal), Polling RX (Bulletin)

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Scan Setting] and then press [Application].

3 Press [Frame Erase].
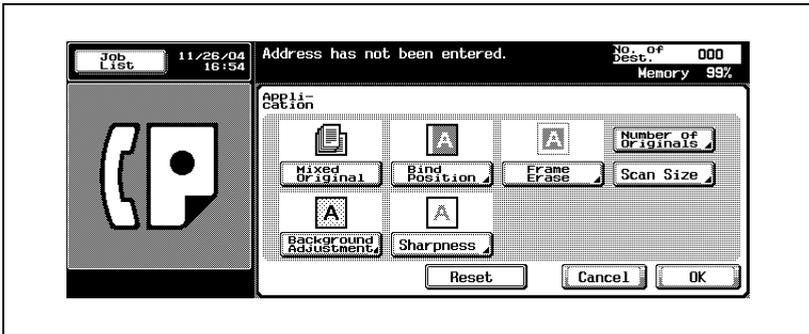
4 Select [Top], [Left], [Right] or [Bottom] and determine the width of erasure with the keypad, [+] or [-].

– To release the setting, press [OFF].

5 Press [OK].

The Application screen will be restored.

6 Press [OK].

The Scan Setting screen will be restored.

7 Press [OK].

The fax screen will be restored.

8 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the fax Application screen.

9 Designate the destination.

– See "Selecting one destination" on page 3-22 for designating the destination.

10 Set the original document.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

11 Press [Start].

The FK-502 reads the document and stores it in memory as a reserved document before transmission starts.

$\mathbb{Q}$

Detail

To cancel transmission, see "Canceling transmission" on page 3-39.

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

If transmission fails, refer to "Cannot send messages" on page 5-3.

7.6 Background adjustment

Background Adjustment is a function to adjust the density in the background color of the original. When the background of the original is colored, the base sheet of the original may turn black with the colors read. On such an occasion like this, a message can be sent after adjusting the density in the background color of the original.
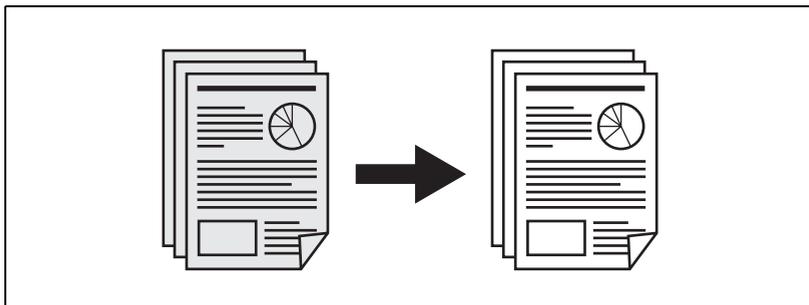
✔ *Specifications*
Both of the platen glass and the ADF can be used.

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Scan Setting] and then press [Application].

3 Press [Background Adjustment].
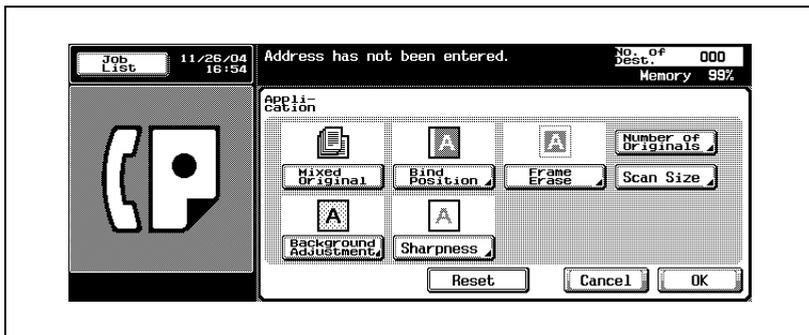
4 Press [Dark] when you want to make darker the density of the background color of the original, and press [Light] when you want to make it lighter. Press [Auto] for automatic setting.
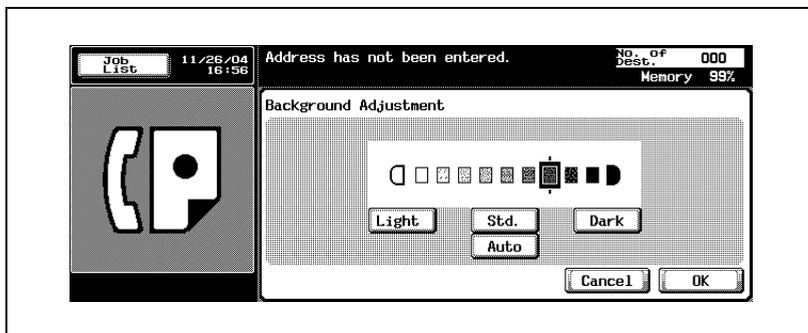
– When [Auto] is selected, preliminary operations are made for each original to determine the Background Adjustment. And as the result, the speed in Scanning gets slowed down.
– To release the setting, press [Cancel].

5 Press [OK].

The Application screen will be restored.

6 Press [OK].

The Scan Setting screen will be restored.

7 Press [OK].

The fax screen will be restored.

8 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the fax Application screen.

9 Designate the destination.

– See "Selecting one destination" on page 3-22 for designating the destination.

10 Set the original document.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

11 Press [Start].

The FK-502 reads the document and stores it in memory as a reserved document before transmission starts.

$\mathbb{Q}$
Detail

To cancel transmission, see "Canceling transmission" on page 3-39.

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

If transmission fails, refer to "Cannot send messages" on page 5-3.

7.7 Sharpness

Sharpness is a function to adjust the intensity at the edge section. In the case of document with characters blurred, setting the Sharpness to [+] allows the characters to be adjusted clearly. And setting it to [-] allows them to be adjusted so that they have a smooth impression.
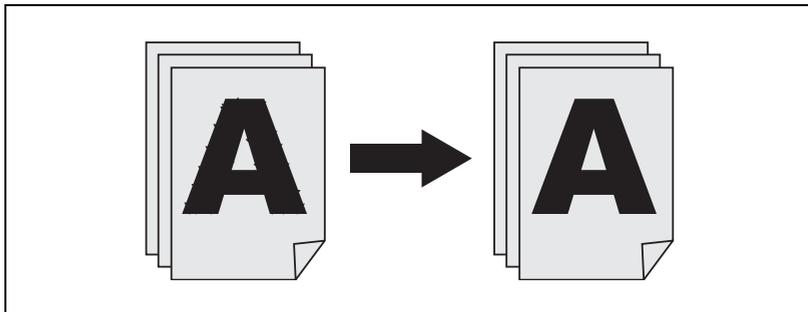
✔ *Specifications*
Both of the platen glass and the ADF can be used.

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Scan Setting] and then press [Application].

3 Press [Sharpness].
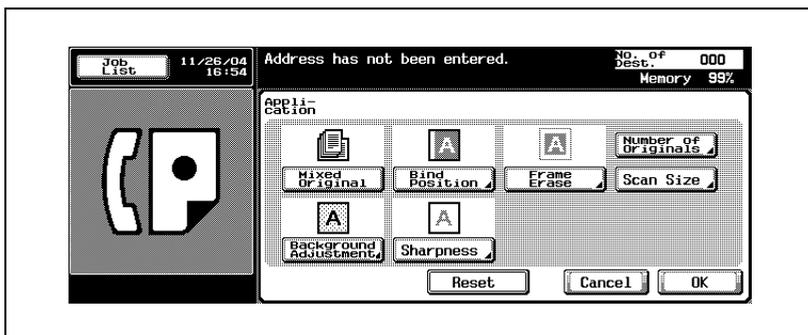
4 When you want to make the edge section clear and sharp, or when you want to make it smooth, press ◀ or ▶ to the [+] or [-] side.

```
┌─────────────────────────────────────────────────────────────┐
│  Job    11/26/04   Address has not been entered.   No.Of  000 │
│  List      16:56                                   Dest.       │
│                                                    Memory  99% │
│                    Sharpness                                   │
│                                                                │
│         ┌──┐         A       A        A                        │
│         │ A│        ▽                                           │
│         └──┘      ┌─────────────────────┐                      │
│                    -3  -2  -1  0 +1 +2 +3                       │
│                   ┌──◀──┐          ┌──▶──┐                      │
│                                                                │
│                                        ┌Cancel┐  ┌  OK  ┐       │
└─────────────────────────────────────────────────────────────┘
```

– To release the setting, press [Cancel].

5 Press [OK].

The Application screen will be restored.

6 Press [OK].

The Scan Setting screen will be restored.

7 Press [OK].

The fax screen will be restored.

8 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the fax Application screen.

9 Designate the destination.

– See "Selecting one destination" on page 3-22 for designating the destination.

10 Set the original document.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

11 Press [Start].

The FK-502 reads the document and stores it in memory as a reserved document before transmission starts.

Q

Detail

To cancel transmission, see "Canceling transmission" on page 3-39.

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

If transmission fails, refer to "Cannot send messages" on page 5-3.

7.8   Scan size

The Scan size select function enables you to designate the paper size for the document as transmitted to be equal to the paper size loaded at the receiving end. This means that most of your original image will be printed without any reduction. Normally, when the paper size loaded at the destination is too small to accommodate the image being transmitted, the original image will be reduced to fit the paper size. This feature gives you the option to print a portion of the image with no reduction.
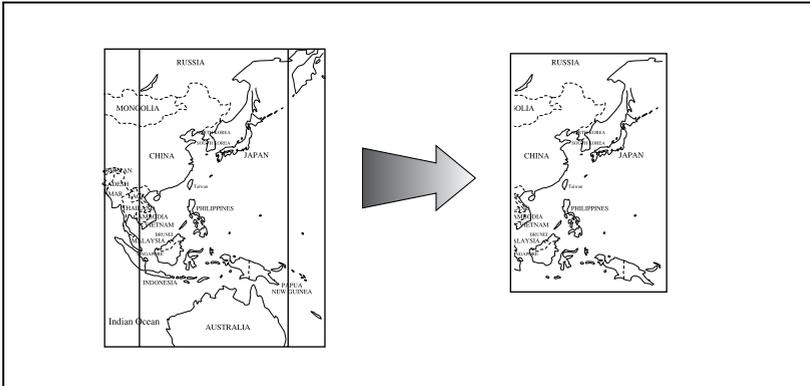
✔ *Specifications*
Memory TX is selected automatically.
The location where originals are read differs when the original is placed on the ADF or platen glass.
When Original size set and Mixed size original are specified simultaneously, the size specified by Original size set take priority.

✔ *Functions incompatible*
Quick Memory TX, Polling RX (Normal), Number of Originals, Polling RX (Bulletin)

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Scan Setting] and then press [Application].

3 Press [Scan Size].
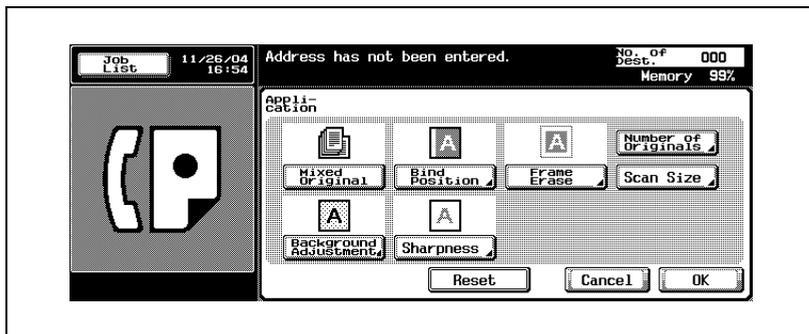
4 Press the key representing the size of the document to transmit.

– To release the setting, press [Cancel].

5 Press [OK].

The Application screen will be restored.

6 Press [OK].

The Scan Setting screen will be restored.

7 Press [OK].

The fax screen will be restored.

8   Set other functions if necessary.

–   See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the fax Application screen.

9   Designate the destination.

–   See "Selecting one destination" on page 3-22 for designating the destination.

10   Set the original document.

–   See "Placing the original on the machine" on page 3-7 for information about setting the document.

11   Press [Start].

The FK-502 reads the document and stores it in memory as a reserved document before transmission starts.

Detail

To cancel transmission, see "Canceling transmission" on page 3-39.

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

If transmission fails, refer to "Cannot send messages" on page 5-3.

7.9 Header setting

Whether to attach the Header Information to each job can be specified at the time of fax transmission.

Register the contents to add to the original as [Header Information] as the Header in the Utility Mode.

Set the method to attach the Header Information in the [Header/Footer Position] in the Utility Mode.

$\mathbb{Q}$

Detail
[Header Setting] cannot be selected depending on the country.

Refer to p. 11-31 and p. 11-34 for more information about Header Information and Header/Footer Position.

1 Press [Fax]on the control panel to view the Fax screen.

2 Press [Scan Setting].

3 Press [Header Setting].

4 Select the parameter you wish to set.

```
Job     05/26/06  Set the header position.        No. of    000
List       11:58                                  Dest.
                                                  Memory 100%

                   Header Setting

                              Change Sender Name

                        ON              OFF


                                        Cancel      OK
```
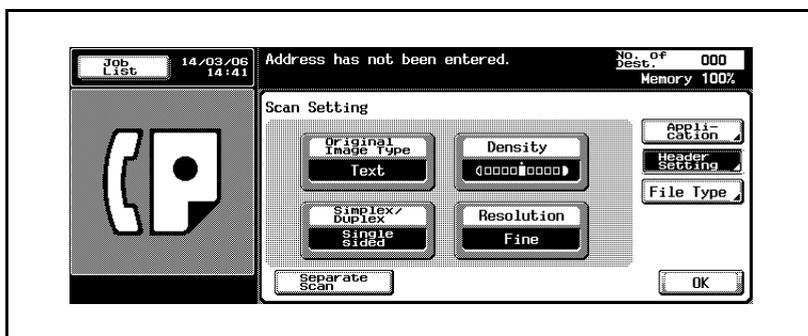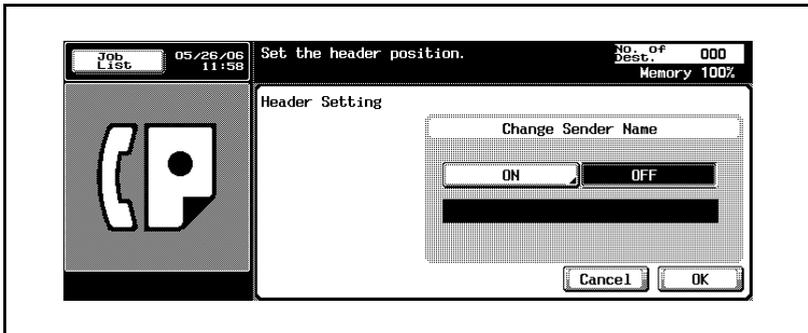
–   To release the setting, press [Cancel].
–   Refer to p. 3-56 for more information about Sender Information.
–   If the Header Information is set to [OFF], by changing the [Header Setting] to ON from the Fax screen, Header Information is added to the [Outside Body Text].

5 When you want to change the name of a sender, it can be changed from a list that is displayed by selecting [ON] in [Change Sender Name].

```
Job     06/06/06  Select sender name.             No. of    000
List       14:00                                  Dest.
                                                  Memory 100%

                   Sender Name List

                   01 fax1                            1
                                                      1




                                        Cancel      OK
```

6 Press [OK].

The Scan Setting screen will be restored.

7 Press [OK].

The fax screen will be restored.

8 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the fax Application screen.

9 Designate the destination.

– See "Selecting one destination" on page 3-22 for designating the destination.

10 Set the original document.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

11 Press [Start].

The FK-502 reads the document and stores it in memory as a reserved document before transmission starts.

$\mathbb{Q}$

Detail

To cancel transmission, see "Canceling transmission" on page 3-39.

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

If transmission fails, refer to "Cannot send messages" on page 5-3.

7.10 Specify the file type

This is a function to specify the File Type of images that have been read when the E-Mail or Box is specified for the destination.

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Scan Setting].

3 Press [File Type].
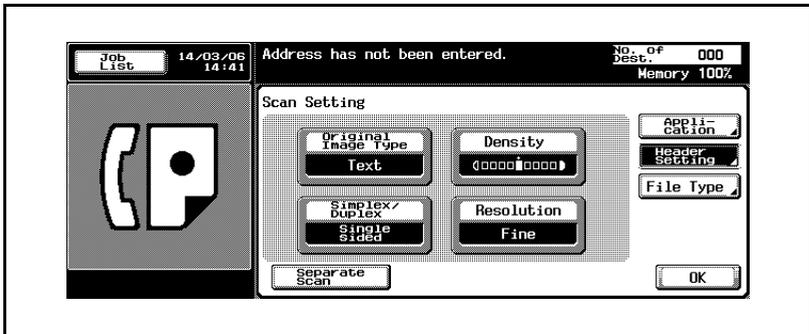
4 Select the File Type.
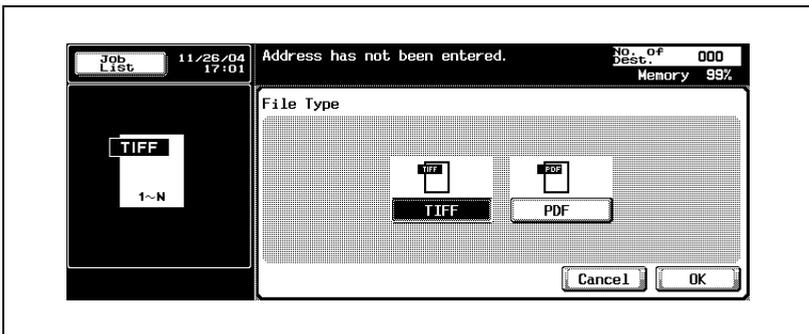
– To release the setting, press [Cancel].

5 When [PDF] is selected, encryption can be set by pressing [Encrypt].
Set the encryption as required.

```
┌──────────────────────────────────────────────────────────────┐
│  ┌────────────┐ ┌───────────┐  Enter encryption settings.  No.of  000   │
│  │ Job  03/14/06│                              Dest.            │
│  │ List    15:07│                              Memory 100%      │
│  └────────────┘  Encrypt                        ┌──────┐        │
│  ┌──────────┐                                   │ OFF  │        │
│  │          │   Encryption  ┌─────────┐ ┌──────────┐           │
│  │  ┌─────┐ │   Level       │  Low    │ │  High    │           │
│  │  │ PDF │ │               └─────────┘ └──────────┘           │
│  │  └─────┘ │   ┌──────────┐                                    │
│  │   1~N    │   │ Password │                                    │
│  │          │   └──────────┘                                    │
│  │          │   ┌────────────┐                                  │
│  │          │   │ Permissions│                                  │
│  │          │   └────────────┘                                  │
│  └──────────┘                  ┌────────┐ ┌──────┐             │
│                                │ Cancel │ │  OK  │             │
│                                └────────┘ └──────┘             │
└──────────────────────────────────────────────────────────────┘
```

– To encrypt PDF, [Printing Allowed], [Enable Copying of
  Text/Images], or [Changes Allowed] can be set by pressing [Detail
  Settings] in addition to [Encryption Level], [Password], and
  [Permission].

6 Press [OK].

The Scan Setting screen will be restored.

7 Press [OK].

The fax screen will be restored.

8 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information
  about setting functions in the fax screen. See "Application
  functions overview" on page 7-5 for information about setting
  functions in the fax Application screen.

9 Designate the destination.

– See "Selecting one destination" on page 3-22 for designating the
  destination.

10 Set the original document.

– See "Placing the original on the machine" on page 3-7 for
  information about setting the document.

11 Press [Start].

The FK-502 reads the document and stores it in memory as a reserved
document before transmission starts.

✎

Detail
To cancel transmission, see "Canceling transmission" on page 3-39.

If transmission fails, refer to "Cannot send messages" on page 5-3.

7.11 Password transmission

ID transmission requires that transmission be performed with a password attached. In case the receiving facsimile with FK-502 is set to Closed Network RX, it is necessary for the sender to send the same password as the Closed Network RX password.

✔ *Specification*
The use of this function is available only when the machine on the other end is provided with the Closed Network RX (Password Transmission) function.

✔ *Functions incompatible*
Polling TX (Normal), Polling RX (Normal), Bulletin Board Registration, Polling RX (Bulletin), F-Code TX

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Comm. Setting].

3 Press [Password TX].
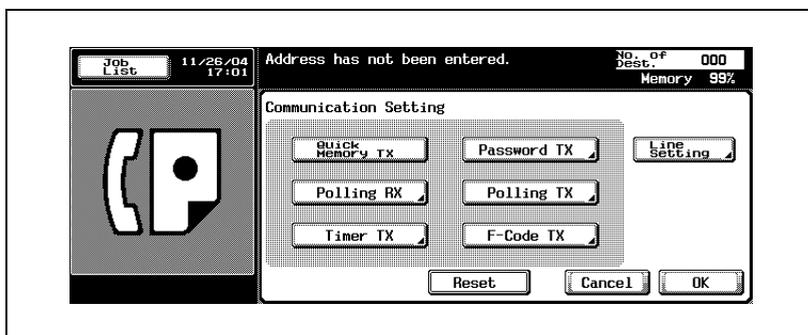
4 Enter the password (Max. 20 digits) with keypad.

```
┌─────────────────────────────────────────────────────────┐
│  ┌────────┐ 11/26/04  Enter password using the keypad.  No. of   000 │
│  │Job List│ 17:02                                        Dest.         │
│  └────────┘                                              Memory  99%   │
│                  Password TX                        ┌─────┐            │
│   ( │●                                              │ OFF │            │
│                                                     └─────┘            │
│                      ┌─┐                    ┌──────┐                   │
│                      │█│          0~9,*,#   │ Del. │                   │
│                      └─┘                    └──────┘                   │
│                                      ┌────────┐ ┌──────┐               │
│                                      │ Cancel │ │  OK  │               │
│                                      └────────┘ └──────┘               │
└─────────────────────────────────────────────────────────┘
```
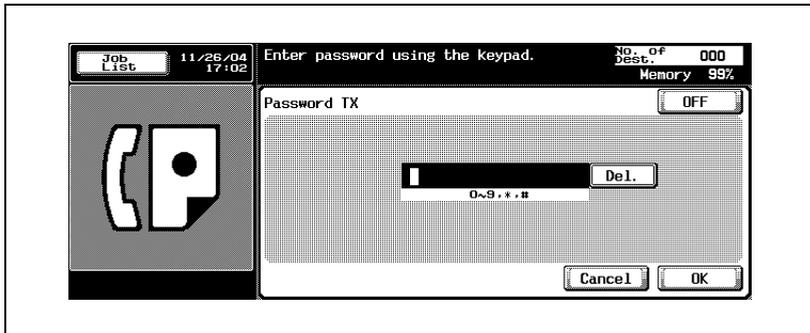
– Numerals of 0-9, and symbols # and * can be used for the password.
– To correct a wrong entry, use [Del.].
– Press [C] (clear) to clear the whole entry.
– To release the setting, press [OFF].

5 Press [OK].

The Comm. Setting screen will be restored.

6 Press [OK].

The fax screen will be restored.

7 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the Fax application menu.

8 Designate the destination.

– See "Selecting one destination" on page 3-22 for information about designating the destination.

9 Set the original document.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

10 Press [Start].

The FK-502 stores the document in memory before starting transmission.

✎

Detail

To cancel transmission, see "Canceling transmission" on page 3-39.

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

*If transmission fails, refer to "Cannot send messages" on page 5-3.*

7.12 Confidential communication (F-code TX)

Confidential communication is a function that allows you to use Restricted access boxes (similar to email accounts) to exchange private information with specific people. Not only can you send a document to a restricted access box of a destination (Confidential transmission) but you can receive a document in a Confidential User Box of your station (Confidential reception). The following sections describe the procedures for Confidential transmission.
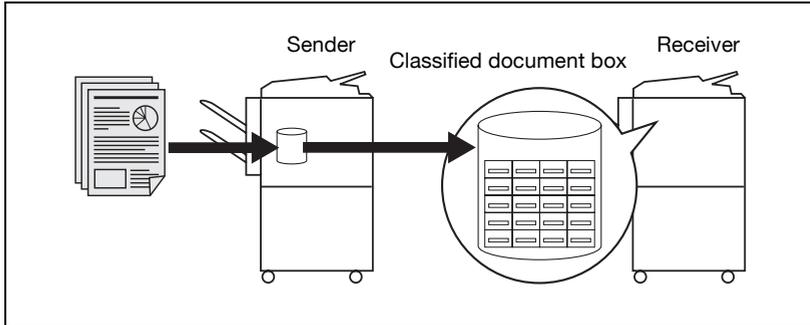
✔ *Specifications*
Confidential transmission requires that the destination receiving the transmission has a Restricted access box and communication password defined for that station's fax machine. The communication password may not be needed, depending on the fax machine. Confidential-TX can be used only when the destination (fax) with which you communicate incorporates the F-code feature.

✔ *Functions incompatible with Confidential communication*
Polling TX (Normal), Polling RX (Normal), Bulletin Board Registration, Polling RX (Bulletin), Password TX

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Comm. Setting].

3 Press [F-Code TX].

```
┌─────────────────────────────────────────────────────────────┐
│ ┌──────────┐ 11/26/04  Address has not been entered.  No. of   000 │
│ │   Job    │  17:01                                  Dest.        │
│ │   List   │                                    Memory   99%      │
│ ├──────────┤                                                     │
│ │          │  Communication Setting                              │
│ │    (P    │   ┌──────────┐  ┌─────────────┐     ┌──────────┐   │
│ │    ●     │   │  Quick   │  │ Password TX │     │  Line    │   │
│ │          │   │Memory TX │  └─────────────┘     │ Setting  │   │
│ │          │   └──────────┘                      └──────────┘   │
│ │          │   ┌──────────┐  ┌─────────────┐                    │
│ │          │   │Polling RX│  │ Polling TX  │                    │
│ │          │   └──────────┘  └─────────────┘                    │
│ │          │   ┌──────────┐  ┌─────────────┐                    │
│ │          │   │ Timer TX │  │  F-Code TX  │                    │
│ │          │   └──────────┘  └─────────────┘                    │
│ │          │          ┌──────┐   ┌────────┐  ┌──────┐           │
│ │          │          │ Reset│   │ Cancel │  │  OK  │           │
│ └──────────┘          └──────┘   └────────┘  └──────┘           │
└─────────────────────────────────────────────────────────────┘
```
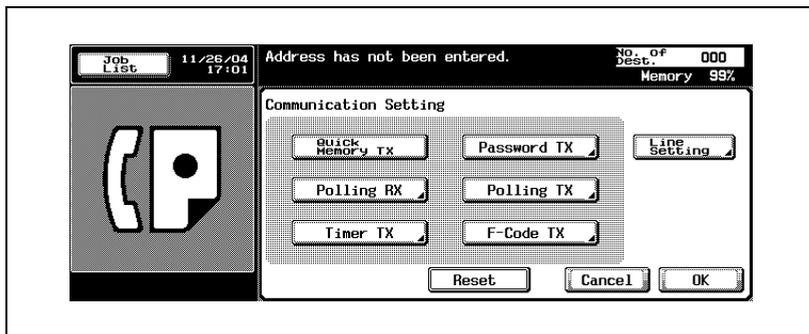
4 Enter Box No. of the receiving station in the box of SUB Address. Press [Password] and then enter the password with keypad if necessary.

```
┌─────────────────────────────────────────────────────────────┐
│ ┌──────────┐ 11/26/04  Please enter SUB address using the keypad No. of   000 │
│ │   Job    │  17:03                                      Dest.    │
│ │   List   │                                      Memory   99%    │
│ ├──────────┤                                                     │
│ │          │  F-Code TX                          ┌──────────┐    │
│ │    (P    │                                     │   OFF    │    │
│ │    ●     │       ┌──────────┐ ┌───┐            ┌──────────┐    │
│ │          │       │   SUB    │ │   │            │   Del.   │    │
│ │          │       │ Address  │ └───┘            └──────────┘    │
│ │          │       └──────────┘        ┌───┐┌───┐               │
│ │          │                           │ ← ││ → │               │
│ │          │       ┌──────────┐        └───┘└───┘ ┌──────────┐  │
│ │          │       │ Password │                   │   Del.   │  │
│ │          │       └──────────┘  0~9,*,#  ┌───┐┌───┐└──────────┘  │
│ │          │                              │ ← ││ → │             │
│ │          │                     ┌────────┐  ┌──────┐            │
│ │          │                     │ Cancel │  │  OK  │            │
│ └──────────┘                     └────────┘  └──────┘            │
└─────────────────────────────────────────────────────────────┘
```
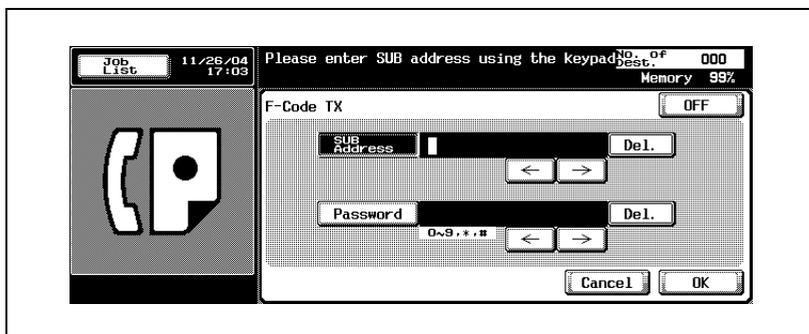
– SUB Address and Password can be numbers of up to 20 digits.
– When communicating with the FK-502, input 9 digits or less for the Box No. and 8 digits or less for the Password. The required digits are different depending on the device.
– Numerals between 0-9, and symbols # and * can be used for Password.
– To correct a wrong entry, use [Del.].
– Press [C] (clear) to clear the whole entry.
– To release the setting, press [OFF].

If a password is needed, press YES and enter the password.

5 Press [OK].

The Comm. Setting screen will be restored.

6 Press [OK].

The fax screen will be restored.

7 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the fax Application screen.

8 Designate the destination.

– See "Selecting one destination" on page 3-22 for information about designating the destination.

9 Set the original document.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

10 Press [Start].

The FK-502 stores the document in memory before starting transmission.

🔍
Detail
To interrupt the operating sequence, press [Stop].

7.13 Relay transmission request (F-code TX)

Relay transmission request is the bridging of transmissions to several destinations via an intermediate (relay) station. If the destinations to which you intend to transmit are far, this function allows you to cut down the communication costs. You can organize groups of stations, each of which consists of one relay station and several destinations.
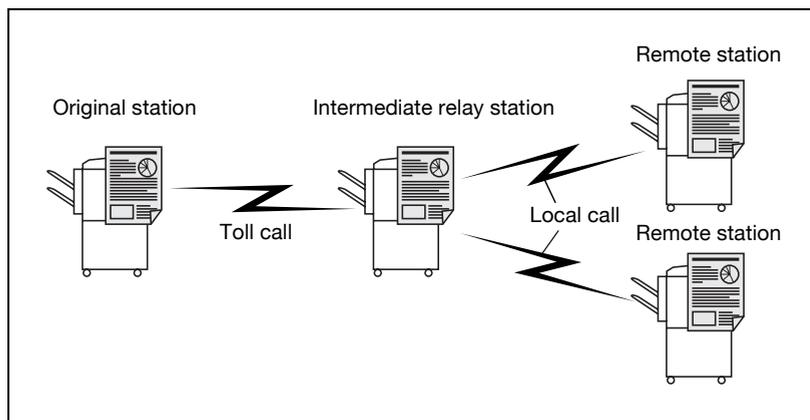
🔍
Detail
To use this machine as an intermediate relay station, the Relay User Box should be registered by setting the [Relay RX] to ON in the Function ON/OFF Setting in the Utility Mode. For more information, refer to p. 10-57 and p. 11-43.

By setting the [Relay Print] of the Function ON/OFF Setting to [ON] at the intermediate relay station, a document relayed after the relay distribution is printed. Refer to p. 11-43 for more information.

✔ **Specifications**
Relay TX Req can be used only when the Relay TX Req feature is enabled in the Utility Mode. For details, see "Function setting" on page 11-43. We define the originating station as that which issues a relay request, the relay station as that which relays transmissions, and the terminating stations as that which receive and terminate communications.
To use Relay TX Req, a Relay Box No., relay password and destination group No. must be defined at the relay station.
Relay TX Req can be used only when the relay station incorporates the F-code feature.

✔ **Functions incompatible**
   Polling TX (Normal), Polling RX (Normal), Bulletin Board Registration,
   Polling RX (Bulletin), Password TX

1 Press [Fax] on the control panel to view the fax screen, if it is not
   already displayed.

2 Press [Comm. Setting].

3 Press [F-Code TX].
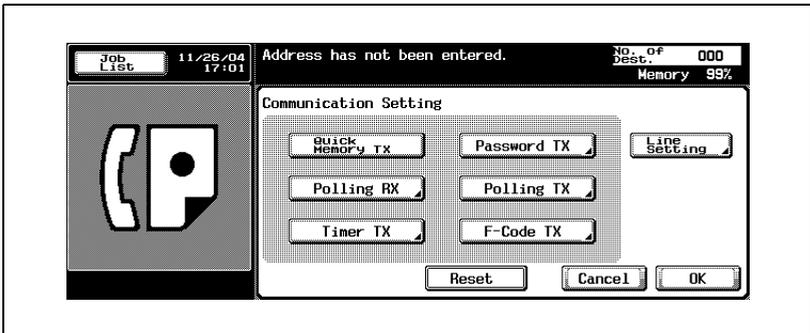
4 Enter the Relay Box No. of the relay station (sub-address) in the Sub
   Address and the relay password of the relay station in the Password
   box from the keypad.
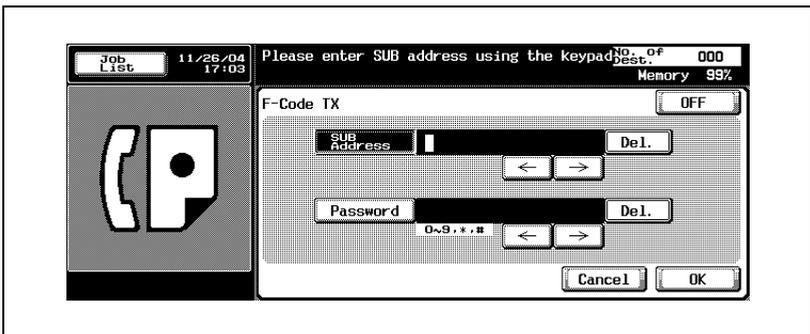
– [SUB Address] and [Password] are a number of up to 20 digits.
– The password is indispensable. Numerals of 0-9, and symbols #
   and * can be used for [Password].
– To correct the wrong entry, use [Del.].
– Press [C] (clear) to clear the whole entry.
– To release the setting, press [OFF].

5 Press [OK].

The Comm. Setting screen will be restored.

6 Press [OK].

The fax screen will be restored.

7 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the fax Application screen.

8 Designate the relay station.

– See "Selecting one destination" on page 3-22 for information about designating the destination.

9 Set the original document.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

10 Press [Start].

The FK-502 stores the document in memory before starting transmission.

$\mathbb{Q}$

Detail
To interrupt the operating sequence, press [Stop].

7.14 ECM OFF

Transmission can be made with ECM disabled. Error Correction Mode (ECM) is a mode of transmission with error correction established by ITU-T (International Telecommunications Union). Fax machines equipped with the ECM feature can communicate with each other and can confirm that the data sent is free of errors. Thus, communication can be made free from disturbances due to line noises, etc. The FK-502 employs ECM for transmission unless you disable it.

✔ *Specifications*
If there are many line disturbances, the communication time may be a little bit longer with ECM enabled than with ECM disabled.

✔ *Functions incompatible*
Polling RX (Normal), Polling TX (Normal), V.34 OFF, Bulletin Board Registration, Polling RX (Bulletin)

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Comm. Setting].

3 Press [Line Setting].

4 Press [ECM OFF].

```
┌─────────────────────────────────────────────────────────────┐
│  ┌──────┐ 12/22/05   Address has not been entered.   No. of  000 │
│  │ Job  │ 14:50                                      Dest.        │
│  │ List │                                        Memory 100%  │
│  └──────┘                                                     │
│            Line Setting                                       │
│                                          Check      Line      │
│            ┌───────────────┐           Destination Selection  │
│            │  Overseas TX  │           ┌───────┐  ┌────────┐  │
│            └───────────────┘           │  Yes  │  │  No    │  │
│            ┌───────────────┐           └───────┘  │Selection│ │
│            │    ECM OFF    │           ┌───────┐  └────────┘  │
│            └───────────────┘           │  No   │  ┌────────┐  │
│            ┌───────────────┐           └───────┘  │ Line 1 │  │
│            │    V.34 OFF   │                      └────────┘  │
│            └───────────────┘                      ┌────────┐  │
│                                                   │ Line 2 │  │
│                                                   └────────┘  │
│                                       ┌────────┐ ┌────────┐   │
│                                       │ Cancel │ │   OK   │   │
│                                       └────────┘ └────────┘   │
└─────────────────────────────────────────────────────────────┘
```
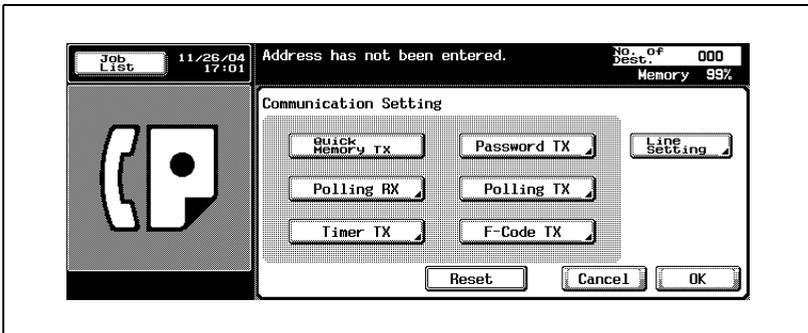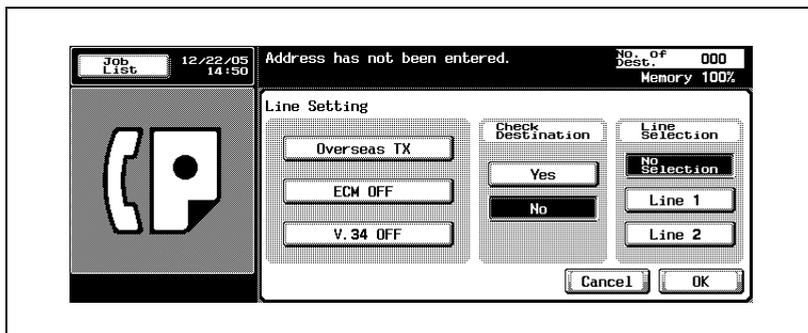
– To release the setting, press [ECM OFF] again.

– This is the screen when the optional Fax Multi Line is installed.

5 Press [Yes] when doing [Check Destination].

– By setting [Check Destination] to [Yes], erroneous transmission can be prevented.

6 Press [OK].

The Comm. Setting screen will be restored.

7 Press [OK].

The fax screen will be restored.

8 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the Fax Application Menu.

9 Designate the destination.

– See "Selecting one destination" on page 3-22 for designating the destination.

10 Set the original document.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

11 Press [Start].

The FK-502 starts transmission.

Q

Detail
*To cancel transmission, see "Canceling transmission" on page 3-39.*

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

*If transmission fails, refer to "Cannot send messages" on page 5-3.*

7.15 V.34 OFF

V.34 is a communication mode used by the Super G3 fax. When a destination or the FK-502 is connected to a line by way of extension exchange equipment, you may not be able to communicate with the super G3 depending on line conditions.

In such a case, we recommend that you transmit by selecting V.34 OFF to set the super G3 mode off. The V.34 mode will be resumed automatically on completion of transmission.

✔ **Functions incompatible**
   Polling TX (Normal), Polling RX (Normal), Bulletin Board Registration, Polling RX (Bulletin), ECM OFF

1   Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2   Press [Comm. Setting].

3   Press [Line Setting].
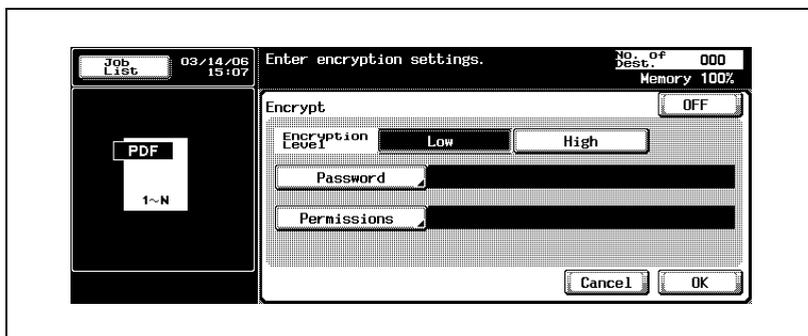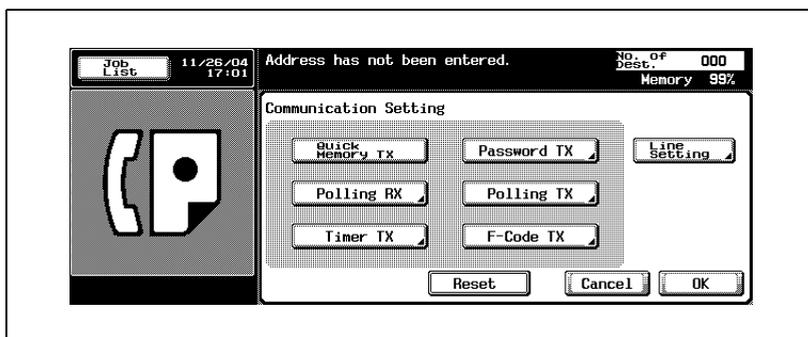

4   Press [V.34 OFF].
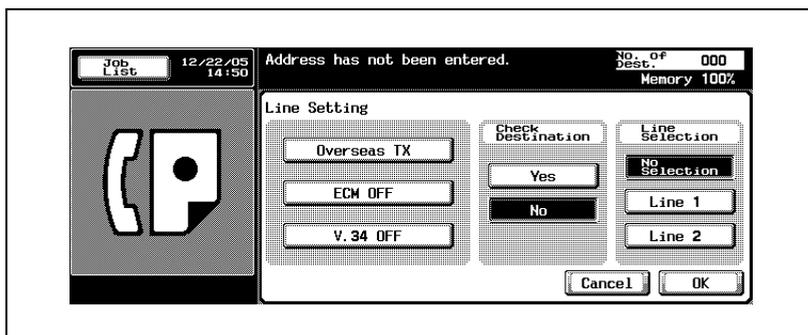
– To release the setting, press [V.34 OFF] again.

– This is the screen when the optional Fax Multi Line is installed.

5   Press [Yes] when doing [Check Destination].

– By setting [Check Destination] to [Yes], erroneous transmission can be prevented.

6   Press [OK].

The Comm. Setting screen will be restored.

7   Press [OK].

The fax screen will be restored.

8   Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the fax Application screen.

9   Designate the destination.

– See "Selecting one destination" on page 3-22 for information about designating the destination.

10 Set the original document.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

11 Press [Start].

The FK-502 stores the document in memory before starting transmission.

$\mathbb{Q}$
Detail
To cancel transmission, see "Canceling transmission" on page 3-39.

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

If transmission fails, refer to "Cannot send messages" on page 5-3.

7.16 Fax transmission from public user box/personal user box

Files saved in the Public User Box/Personal User Box can be transmitted by fax or printed, or the Route function can be used for them.

Names of the files in the box can be changed, the files can be moved or copied to another box, or only the first page can be printed to check.

Detail

Refer to the User manual [Box Operations] for the Route function from the box.

1 Press [Box] on the control panel.

2 Select [Public User Box] tab or [Personal User Box] tab and select a box containing a job for which the Fax transmission, Print and the Route functions are to be used.
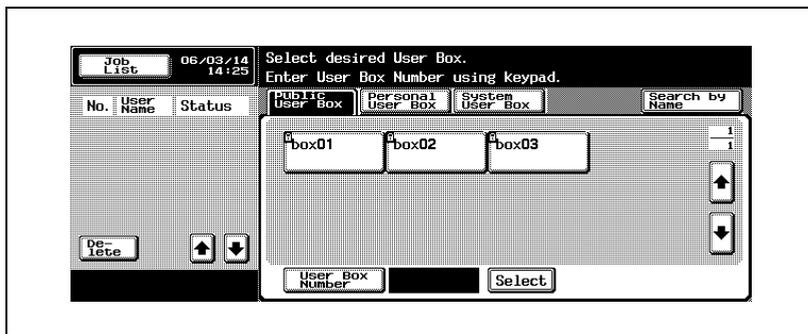
– A Box can be selected by pressing User Box Number and specifying the Box No. from the keypad.
– When the Authentication/Account Track is ON, the Personal User Box tab is displayed.

3 If a password for access to the box has been set, enter the password and press [OK].

4 To print a job in the box, select the job on the [Print] tab screen and press [Print].
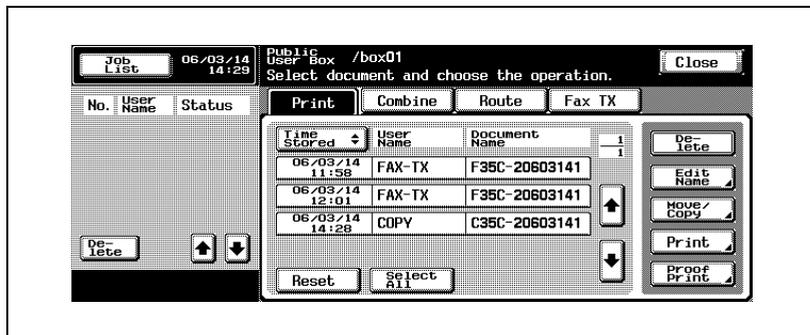
– To delete a job, press [Delete].
– To change the name of a job, press [Edit Name] and change the name.
– To move or copy a job to another Box, press [Move/Copy] and specify a Box to move or copy to.
– To print only the first page of a job, press [Proof Print].

5 To transmit a job in the box by fax, press the [Fax TX] tab, select the job and press [Fax TX].
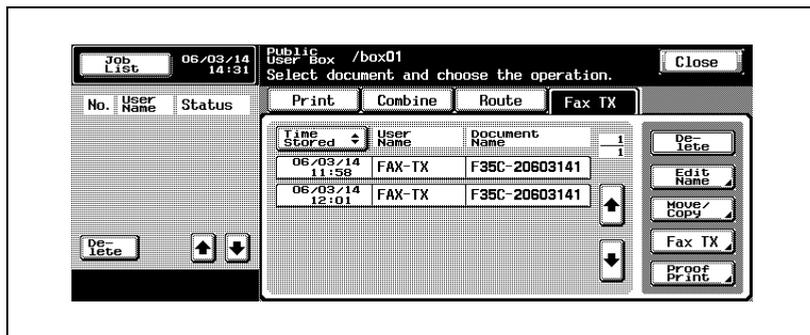
– To delete a job, press [Delete].
– To change the name of a job, press [Edit Name] and change the name.
– To move or copy a job to another Box, press [Move/Copy] and specify a Box to move or copy to.
– To print only the first page of a job, press [Proof Print].

6 To distribute a job in the box through the network, press [Route] tab, select the job and press [Route].
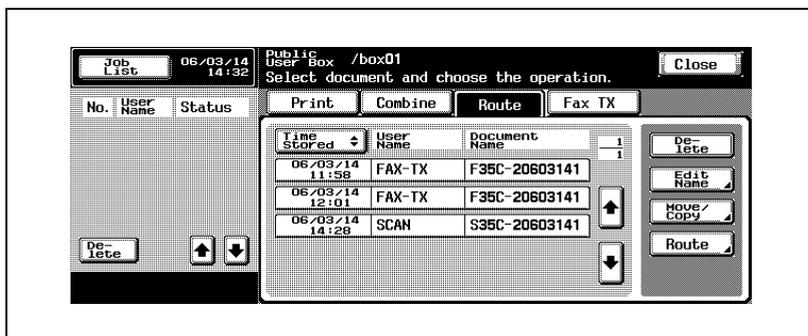
– Refer to the User manual [Box Operations] for the Route function.

7 Press [Close] to close the screen.

7.17 Check the destination before sending

At the time of transmission, the specified fax number is compared with the fax number information (CSI) of the machine at the remote station and the data is transmitted only when both data coincide with each other. This is a function to prevent incorrect transmission.

$\mathbb{Q}$

Detail
You can set sending after the check of destination when registering the Address Book. For Check Destination, the contents set in the Comm. Setting on the fax screen takes precedence over the contents registered in the Address Book.

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Comm. Setting].

3 Press [Line Setting].
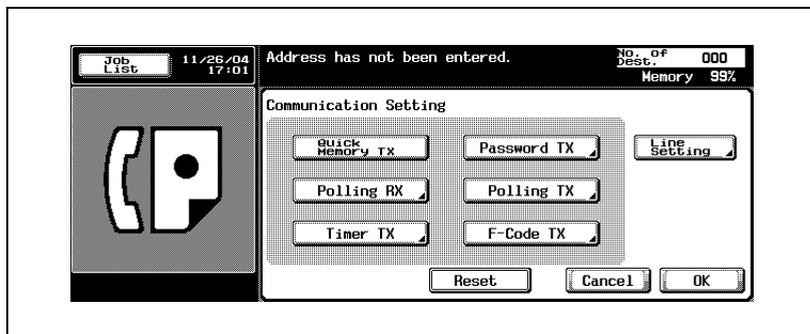
4 Press [Yes] to set up the Check Destination.

5 Press [OK].

The Comm. Setting screen will be restored.

6 Press [OK].

The fax screen will be restored.

7 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the fax Application screen.

8 Designate the destination.

– See "Selecting one destination" on page 3-22 for information about designating the destination.

9 Set the original document.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

10 Press [Start].

The FK-502 stores the document in memory before starting transmission.

✎

Detail
To cancel transmission, see "Canceling transmission" on page 3-39.

If the destination is not ready to receive, your call will be redialed. For information about redialing, see "Recently dialed" on page 3-31.

If transmission fails, refer to "Cannot send messages" on page 5-3.

7.18   Sending after the check of destination

When you specify the destination and press the [Start] button, the Check Destination screen and the number of cases appear. Sending after the destination check prevents erroneous transmission due to incorrect destination.

Q

Detail

To use the Destination Check Display function, you should set the Destination Check Display function to ON at the time of the Function ON/OFF Setting. Refer to page 11-43 for more information on the setting of the Destination Check Display function.

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Set [Scan Setting], [Comm. Setting] if necessary.

3 Designate the destination.

– See "Selecting one destination" on page 3-22 for information about designating the destination.

4 Set the original document.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

5 Press [Start].

Check Destination screen appears.
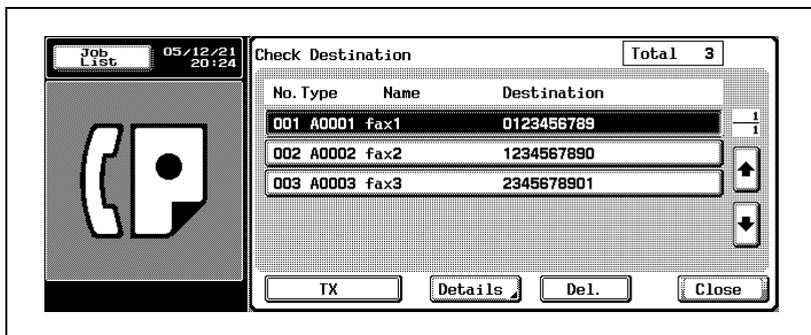
6 Check that a correct destination is specified and press the [TX] or [Start] button.

7.19 Specifying the line for sending (Line selection)

The Fax Multi Line should be installed.

If the Line 2 Setting of the Multi Lines Setting is set to [RX only], no line can be specified. Refer to page 11-74 for more information on the Multi Lines Setting.

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Comm. Setting].

3 Press [Line Setting].
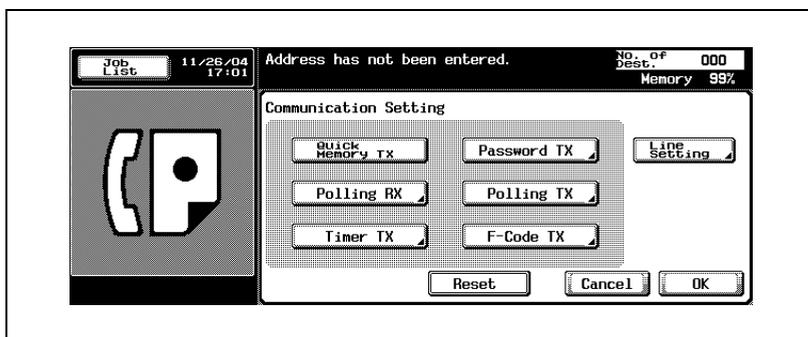
4 Select a line to be used in the [Line Selection].
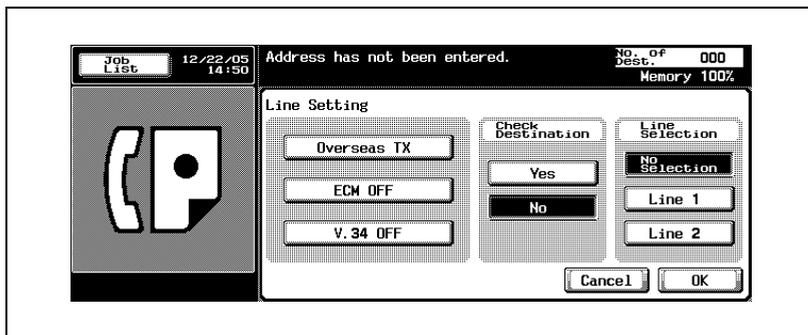
– If you select [No Selection], a blank line is used.

5 Press [OK].

The Comm. Setting screen will be restored.

6 Press [OK].

The fax screen will be restored.

7 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the fax Application screen.

8 Designate the destination.

– See "Selecting one destination" on page 3-22 for information about designating the destination.

9 Set the original document.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

10 Press [Start].

The FK-502 stores the document in memory before starting transmission.

8 Useful functions for reception

8 Useful functions for reception

8.1 Utilize a document received as confidential reception

Confidential communication is a function that allows you to use Restricted access boxes (similar to email accounts) to exchange private information with specific people. Not only can you send a document to a restricted access box of a destination (Confidential transmission) but you can receive a document in a Confidential User Box of your station (Confidential reception). The following sections describe the procedures for printing the document received in a Confidential User Box, and deleting the document held in a Confidential User Box.
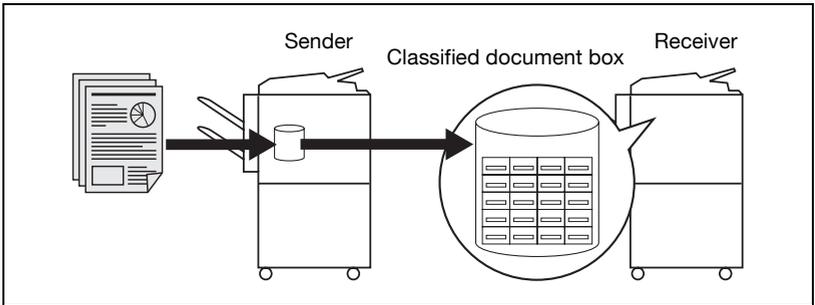
Specifications

If you intend to perform Confidential reception, define a Confidential User Box and communication password (The communication password is omissible.) (see "Setting up confidential reception (F-code RX) user boxes" on page 10-49) for your FK-502 and give this information (Confidential User Box No. and communication password) to the transmitter. Confidential-TX can be used only when the destination (fax) with which you communicate incorporates the F-code feature.

Printing the document received in a confidential user box

When your FK-502 receives a document classified as Restricted access, the FK-502 prints out a Restricted access reception report automatically. Perform the following procedure to print the document received in a Confidential User Box.

1 Press [Box] on the control panel.

2 Select the [Public User Box] tab, and then select a box specified as [Confidential User Box].

3 When the password for access to the box is set, enter the password in the screen displayed and press [OK].

– Up to 8 digits can be entered for the password.

4 Select the Confidential box No. using ▼ or ▲ and then press [Print].

5 Press [Start].

The document in the designated Confidential User Box will be printed out.

✎
Detail
To interrupt operation, press [Close].

After you print a document received in a confidential box, the document is erased.

Deleting documents from a confidential user box

Perform following procedure to delete documents from a Confidential User Box.

You can collectively delete documents from Confidential User Box in the Utility Mode.

1   Press [Box] on the control panel.

2   Select the [Public User Box] tab, and then select a box specified as [Confidential User Box].

3   When the password for access to the box is set, enter the password in the screen displayed and press [OK].

    –   Up to 8 digits can be entered for the password.

4   Select the Confidential box No. using ⬇ or ⬆ and then press [Delete].

5   Press [Yes] on the displayed confirmation screen.

    The document held in the designated Confidential box will be deleted.

✎
Detail
To interrupt operation, press [Close].

8.2   Memory reception

In the Utility Mode, you can set your FK-502 to receive documents, store them in memory, and print them out as needed. This mode is called Memory Reception. The following sections describe the procedures of printing and deleting the document received and held in memory, assuming that Memory Reception is already set up.

🔍
Detail
To set up for Memory Reception, see "Memory RX" on page 11-46.

Printing a document held in memory

Perform the following procedure to print the document received and held in memory.

1   Press [Box] on the control panel to view the Box screen, if it is not already displayed.

2   Select [System User Box] tab and [Memory RX User Box].

```
┌──────────────────────────────────────────────────────────┐
│ ┌──────┐ 05/26/06  Select desired User Box.               │
│ │ Job  │    11:45  Enter User Box Number using keypad.     │
│ │ List │          ┌─────────┐          ┌─────────┐        │
│     User          │ Public  │          │ System  │        │
│ No. Name  Status  │User Box │          │User Box │        │
│                                                            │
│                   ┌──────────┐ ┌──────────┐ ┌──────────┐  │
│                   │Bulletin Board│Polling TX │Secure Print│ │
│                   │User Box  │ │User Box  │ │User Box  │  │
│                                                            │
│                   ┌──────────┐ ┌──────────┐ ┌──────────┐  │
│                   │Memory RX │ │Annotation│ │Re-TX     │  │
│ ┌──────┐ ┌─┐┌─┐   │User Box  │ │User Box  │ │User Box  │  │
│ │ De-  │ │↑││↓│                                            │
│ │ lete │ └─┘└─┘   ┌──────────┐            ┌────────┐      │
│ └──────┘          │User Box  │            │ Select │      │
│                   │Number    │            └────────┘      │
└──────────────────────────────────────────────────────────┘
```
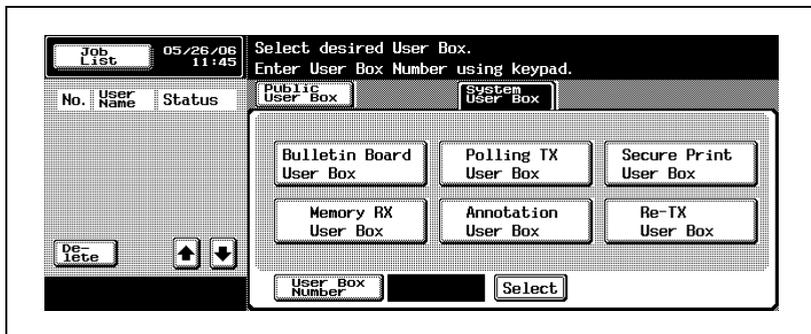
   –   When the User Authentication function is set to [ON], [Personal User Box] tab is displayed.

3   Enter the password and press [OK].

   –   To interrupt operation, press [Cancel].
   –   If you press [C] (clear), the information you have entered will be deleted.

4   Select the received document using ⬇ or ⬆ and press [Print].

5   Press [Start].

   The designated document will print.

Detail
When you want to display the next or previous screen, press ▼ or ▲ .

To interrupt operation, press [Close] before pressing [Print].

Pressing [Proof Print] lets the first page in the selected file be printed out, allowing you to confirm the contents.

Deleting a document held in memory

Perform the following procedure to delete the document received and held in memory.

1 Press [Box] on the control panel to view the Box screen, if it is not already displayed.

2 Select [System User Box] tab and press [Memory RX User Box].
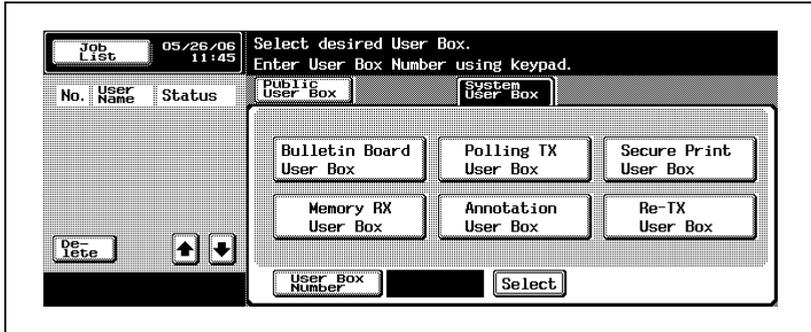
3 Enter the password and press [OK].
   - To interrupt operation, press [Cancel].
   - If you press [C] (clear), the information you have entered will be deleted.

4 Select the received document using ⬇ or ⬆ and press [Delete].

5 Press [Yes] on the displayed confirmation screen.

The designated document will print.

Detail
To interrupt operation, press [Close] before pressing [Print].

Pressing [Proof Print] lets the first page in the selected file be printed out, allowing you to confirm the contents.

8.3 Reception information

When [Duplex Print (RX)] is set to [ON]

When [Duplex Print (RX)] is set to [ON] in transmission/reception mode setting of the Utility Mode, documents are printed on both sides of the paper. For details, see "TX/RX setting" on page 11-40.
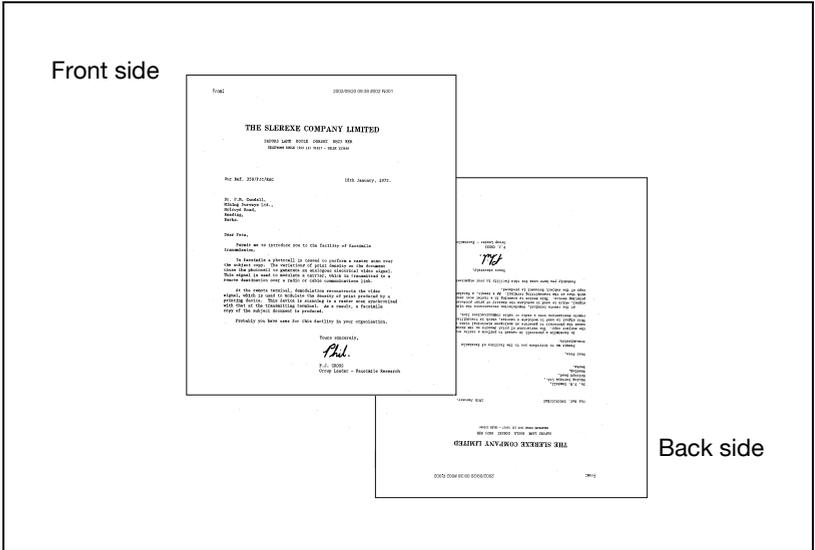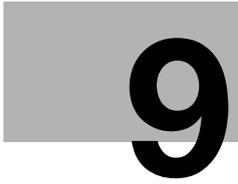
9 Polling

9 Polling

9.1 Polled transmission

Polled transmission enables the FK-502 to scan a document and store it in hard disk until a destination sends a polling command, which causes transmission of the stored document.

The document which directed Polling transmission is stored in Polling TX User Box of System User Box, and transmission is started by polling command from a reception side. Polling transmission has Polling TX which accumulates document to Polling TX User Box, and Bulletin Polling TX which accumulates document to Bulletin Board User Box.

The description below assumes use of the polled transmission, which uses the Polling TX User Box.

$\mathbb{Q}$

Detail
To use the Bulletin board option, see "Bulletin" on page 9-10.

For the printing or deleting method of the polled transmission documents, see User manual [Box Operations].

Perform the following procedure to use Polling TX (Normal).

✔ **Specifications**
Only one document can be transmitted by Polled transmission.
The Memory TX is automatically selected.

✔ **Functions incompatible**
Quick Memory TX, Number of Originals, Polling RX (Normal), Timer TX, Overseas TX, ECM OFF, Password TX, F-Code TX, V.34 OFF, Bulletin Board Registration, Polling RX (Bulletin)

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Comm. Setting].

3 Press [Polling TX].
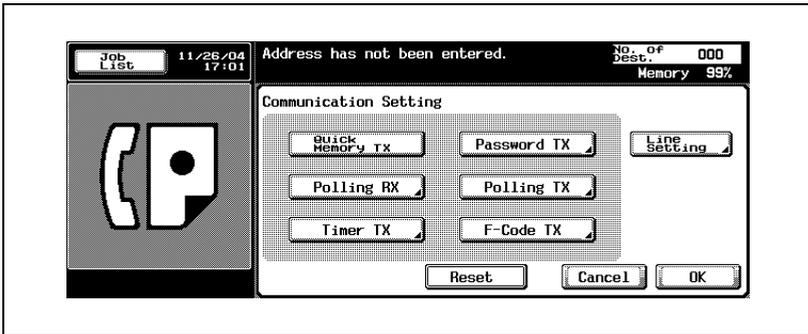
4 Press [Normal].
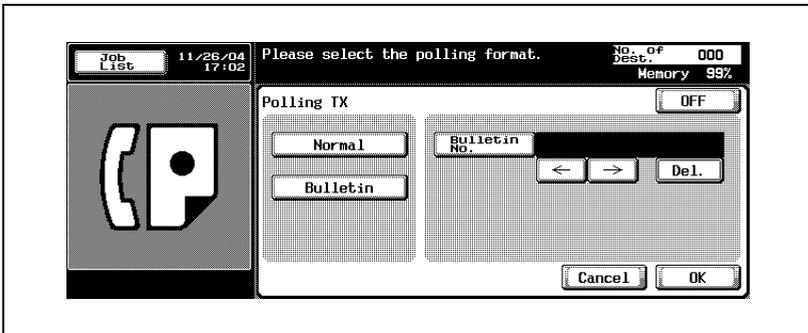
– To release the setting, press [OFF].

5 Press [OK].

The Comm. Setting screen will be restored.

6 Press [OK].

The fax screen will be restored.

7 Set other functions if necessary.

– See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the Fax Application Menu.

8 Set the original document.

– See "Placing the original on the machine" on page 3-7 for information about setting the document.

9 Press [Start].

The FK-502 scans the document and holds it in memory until the destination sends a polling command, which causes transmission of the stored document.

Detail

If transmission fails, refer to "Cannot send messages" on page 5-3.

Printing a document in the polling TX user box

Documents in the Polling TX User Box can be printed.

1 Press [Box] on the control panel and press [System User Box] tab.

2 Press [Polling TX User Box].
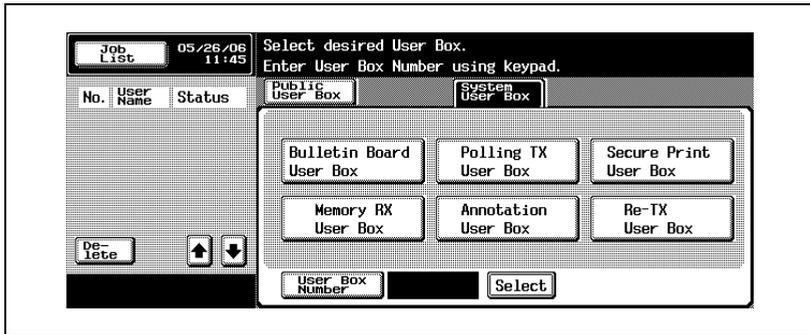
3 Press [Print] and then press [Start].
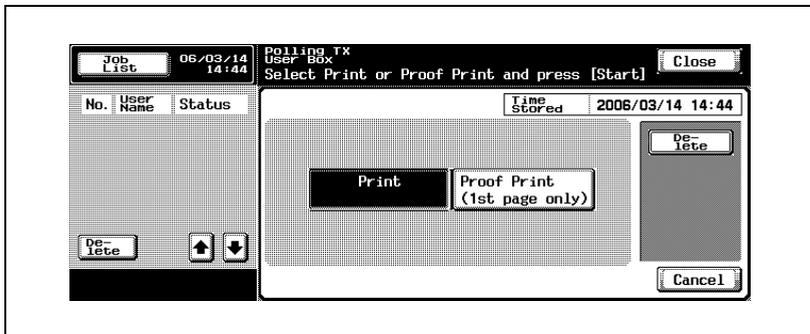
– To delete a document, press [Delete].
– To print the first page only, press [Proof Print].

4 Press [Close] to close the screen.

9.2 Polling reception

Polling reception enables the FK-502 to send a command to a destination to receive the document that is either set for transmission on the remote machine or reserved for polling transmission. This function is convenient when you prefer to bear the telephone charge instead of the destination.

You can designate two or more destinations for polling reception by using sequential polling reception.

A sequential polling reception result report prints out upon completion of sequential polling reception. A sequential Polling RX reservation report prints out when Timer TX is also used.

$\mathbb{Q}$
Detail
It may be unable to be used with the other party machine.

Refer to "Sequence polling RX reservation report" on page 12-28 and "Sequence polling reception report" on page 12-18 for information on the Sequential Polling Reception Reservation Report and Sequential Polling Reception Result Report.

Polling reception has two options: one is ordinary polling reception, and the other receives the document reserved in the bulletin board of the destination. The description below assumes the ordinary polling reception. For the latter, see "Receive by polling a document written to the bulletin board of a destination (fax)" on page 9-13.

✔ *Functions incompatible*
Quick Memory TX, Frame Erase, Scan SIze, Number of Originals, Mixed Original, Bind Position, Confidential TX, Relay TX Req, ECM OFF, Overseas TX, Polling TX (Normal), Password TX, V.34 OFF, Separate Scan, Bulletin Board Registration, Polling RX (Bulletin)

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Comm. Setting].

3 Press [Polling RX].
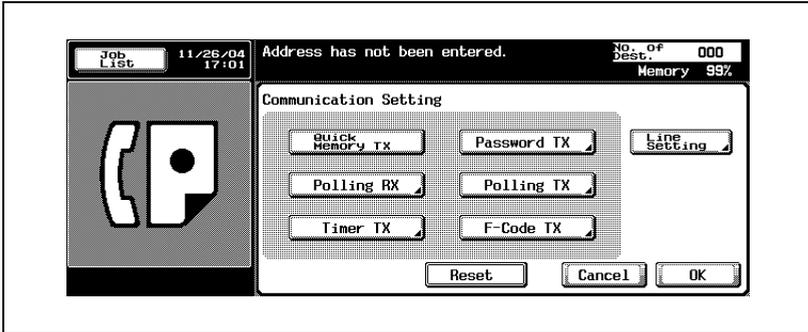
4 Press [Normal].
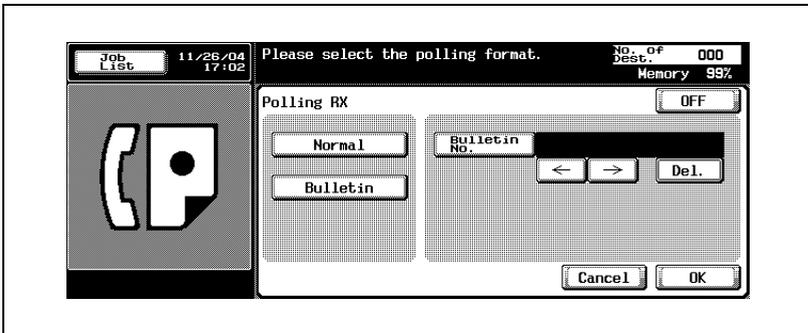
5 Press [OK].

– To release the setting, press [OFF].

The Comm. Setting screen will be restored.

6 Press [OK].

The fax screen will be restored.

7 Designate the destination(s).

– See "Selecting one destination" on page 3-22 for information about designating the destination.

Two or more destinations can be designated.

8 Press [Start].

Your FK-502 starts to receive the document(s) set for transmission on the destination(s) or kept reserved for polled transmission.

✎

Detail

To suspend polled reception before pressing [Start], press [Stop] on the control panel.

If reception fails, see "Unable to receive" on page 4-6.

9.3 Bulletin

The FK-502 enables you to browse the bulletin board of a destination for documents designated for polled transmission or polling reception. This section includes procedures for working with documents on the bulletin board of a destination. Procedures include writing a document to the bulletin board, or receiving, by polling the document written on the bulletin board.

✎
Detail
For more information of the printing and removal methods of document on the Bulletin board, see the User manual [Box Operations].
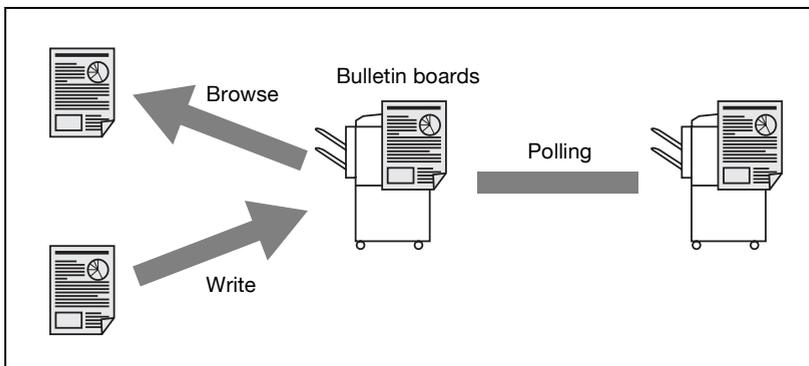
Perform the following procedure to write a document on a Bulletin board.

Write a document to the bulletin board

✔ *Specifications*
The Bulletin boards must be defined in advance. See "Setting the bulletin board" on page 10-53.
Bulletin boards can be used only when the destination incorporates the F-code feature.
You can save only one document to a Bulletin board.

✔ *Functions incompatible*
Quick Memory TX, Number of Originals, Polling TX (Normal), Timer TX, Overseas TX, ECM OFF, Password TX, F-Code TX, V.34 OFF, Separate Scan

✔ If a document is already saved to the Bulletin board, the new one will overwrite the existing document.

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.

2 Press [Comm. Setting].

3 Press [Polling TX].

Job List	11/26/04 17:01	Address has not been entered.	No. of Dest.	000
			Memory	99%

Communication Setting

Quick Memory TX   Password TX   Line Setting

Polling RX   Polling TX

Timer TX   F-Code TX

Reset   Cancel   OK

4 Press [Bulletin].

Job List	11/26/04 17:02	Please select the polling format.	No. of Dest.	000
			Memory	99%

Polling TX   OFF

Normal   Bulletin No.

Bulletin   ←   →   Del.

Cancel   OK

5 Enter the Bulletin No. in the box following [Bulletin No.].

```
Job      11/26/04   Please select the polling format.    No. Of    000
List        17:02                                         Dest.
                                                          Memory  99%
                     Polling TX                            OFF

            (●P       Normal         Bulletin
                                      No.
                                             ←    →    Del.
                      Bulletin

                                              Cancel      OK
```
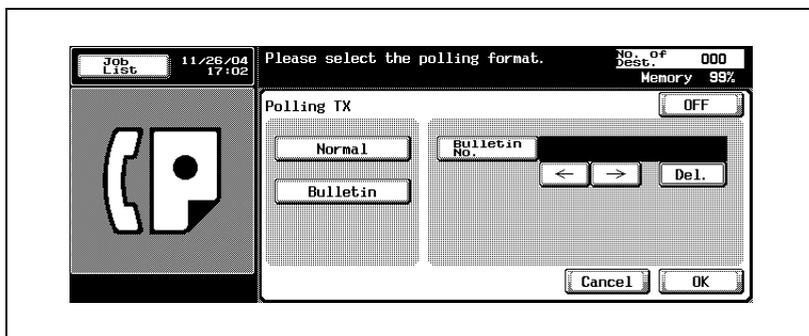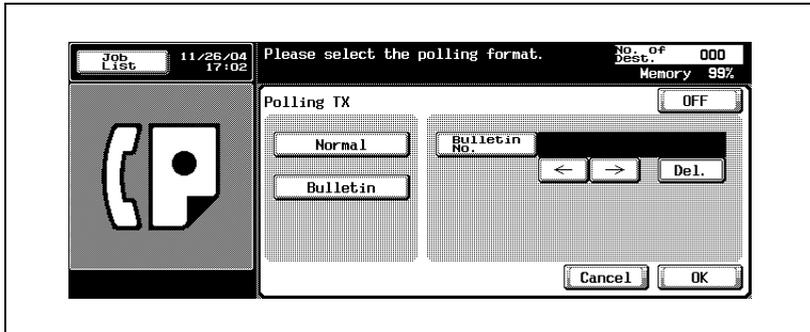
- You can specify 1 - 999999999(9 digits) as the Bulletin No.
- To correct the wrong entry, use [Del.].
- If you press [C] (clear), all Bulletin board Nos. will be deleted.

6 Press [OK].

- To release the setting, press [OFF].

The Comm. Setting screen will be restored.

7 Press [OK].

The fax screen will be restored.

8 Set other functions if necessary.

- See "Setting transmission conditions" on page 3-12 for information about setting functions in the fax screen. See "Application functions overview" on page 7-5 for information about setting functions in the fax Application screen.

9 Set the original document.

- See "Placing the original on the machine" on page 3-7 for information about setting the document.

10 Press [Start].

- If you want to stop the FK-502 from reading the document after pressing [Start], press [Stop] and then press [Yes] on the Confirmation screen.

The FK-502 reads the document and places it in the Bulletin board.

Receive by polling a document written to the bulletin board of a destination (fax)

You can receive by polling the document placed in a bulletin board of a destination. Perform the following procedure for this purpose.

1 Press [Fax] on the control panel to view the fax screen, if it is not already displayed.
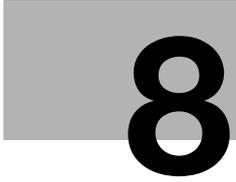
2 Press [Comm. Setting].

3 Press [Polling RX].
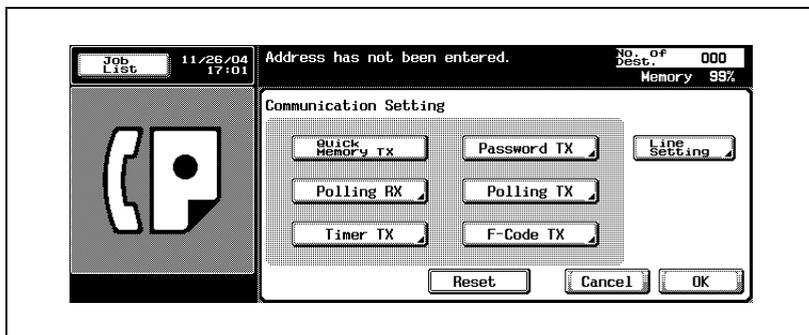
4 Press [Bulletin].

5 Enter the Bulletin No. in the box following [Bulletin No.].

```
┌──────────────────────────────────────────────────────────────┐
│ ┌──────────┐                                                   │
│ │ Job      │ 11/26/04   Please select the polling format.  No. Of  000 │
│ │ List     │ 17:02                                      Dest.         │
│ └──────────┘                                               Memory  99% │
│                         Polling RX                        ┌─────┐  │
│                                                           │ OFF │  │
│                         ┌──────────┐   ┌──────────┐       └─────┘  │
│      ⌒                  │  Normal  │   │ Bulletin │                │
│    (  ●                 └──────────┘   │ No.      │  ┌───┐ ┌───┐ ┌─────┐│
│      ⌣                  ┌──────────┐   └──────────┘  │ ← │ │ → │ │ Del.││
│                         │ Bulletin │                 └───┘ └───┘ └─────┘│
│                         └──────────┘                               │
│                                              ┌────────┐ ┌────┐     │
│                                              │ Cancel │ │ OK │     │
│                                              └────────┘ └────┘     │
└──────────────────────────────────────────────────────────────┘
```
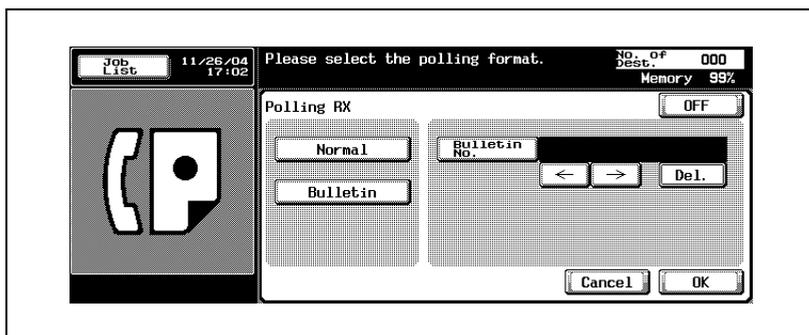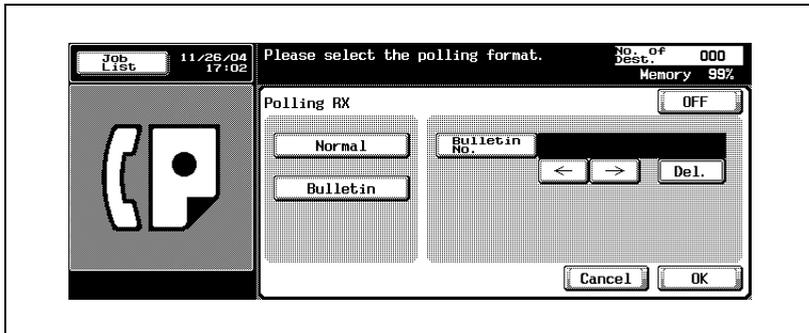
– Up to 20 digits can be specified as Bulletin No..
– To correct the wrong entry, use [Del.].
– If you press [C] (clear), all Bulletin board Nos. will be deleted.

6 Press [OK].

– To release the setting, press [OFF].

The Comm. Setting screen will be restored.

7 Press [OK].

The fax screen will be restored.

8 Select a destination.

– See "Selecting one destination" on page 3-22 for more information.

9 Press [Start].

The polling reception of the Bulletin board of the other party machine starts.

Printing a document in the bulletin board user box

Documents in the Bulletin Board User Box can be printed.

1 Press [Box] on the control panel and press [System User Box] tab.

2 Press [Bulletin Board User Box].
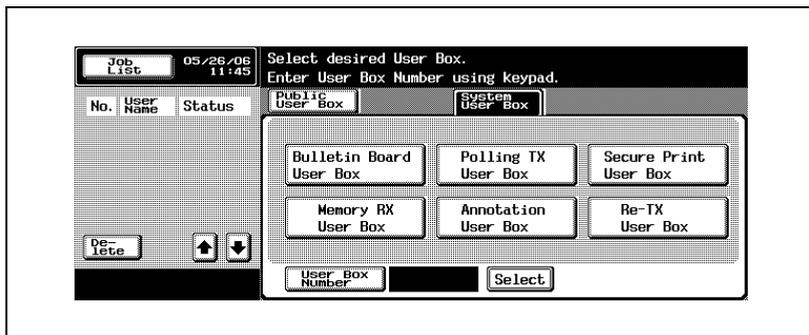
3 Select Bulletin Board User Box.
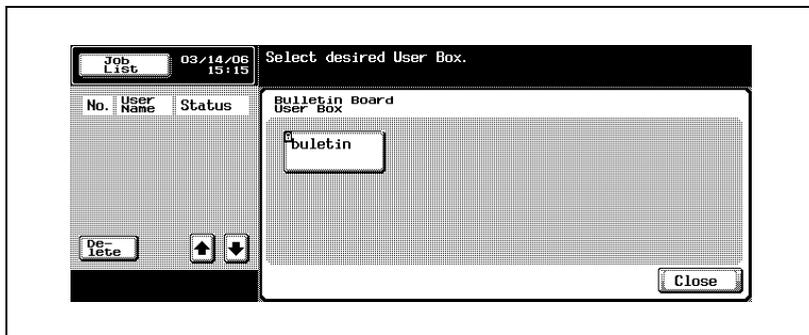
4 Press [Print] and then press [Start].
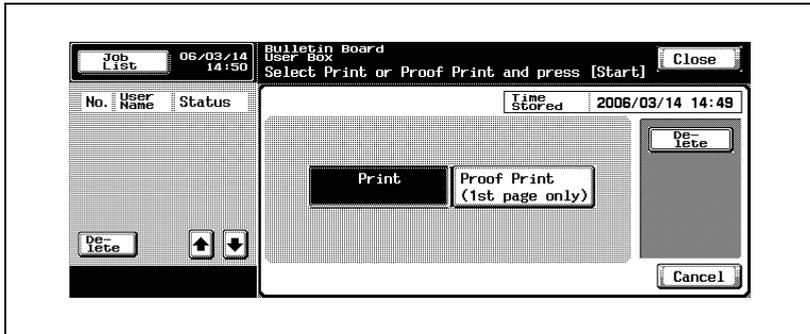
– To delete a document, press [Delete].
– To print the first page only, press [Proof Print].

5 Press [Close] to close the screen.

10 Registering/Settings

10 Registering/Settings

10.1 Displaying the fax registration screen

The procedure for displaying the Fax Registration screen is as follows.

1 Press [Fax] and [Utility/Counter] on the control panel to display the Utility Mode screen.

2 Press [One-Touch Registration].
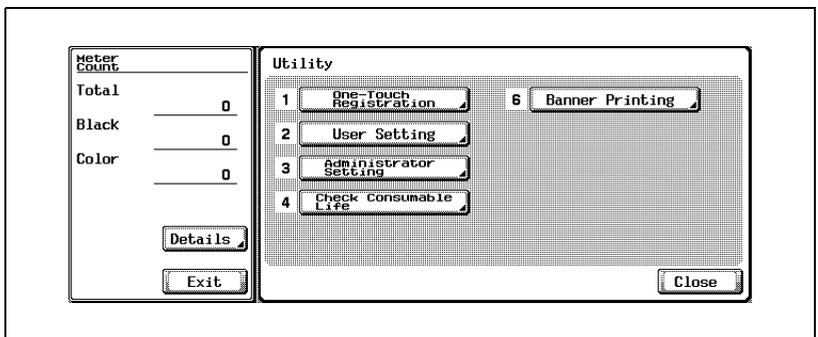
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [One-Touch Registration], enter the "1" on the keypad.
– When the [Registering and Changing Address] of [Restrict Access to Job Settings] in Utility Mode is set as [Restrict], registering or changing of the [One-Touch Registration] cannot be performed. For details of registering or changing the [One-Touch Registration], contact your administrator.

3 Press [Fax].
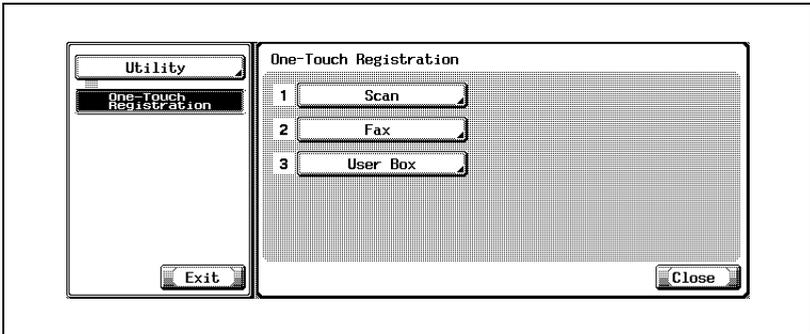
Fax Registration screen appears.

10.2   Registering the address book

It is possible to register in the [Address Book] the fax number and the E-Mail address of the destination to which a message is frequently sent. The [Address Book] registered can be used from the [Address Book], [Direct Input] on the fax screen.

- Up to 2,000 addresses (0001 to 2000) can be registered including the [Address Book] of other functions of this machine such as Scan.
- Registering the destination name and the Search Character together with the [Address Book] allows you to specify the destination by using the Search Character.
- The fax number ([Abbr. Dial]), the E-Mail or the Box can be registered.

This section describes the procedures of registering the Address Book, changing the Address Book, and deleting the Address Book that registered.

- No registration is available when the name and the Destination, E-Mail address or box are not set.

$\mathbb{Q}$

Detail
[Address Book], [Group] and [Program] can be also registered using the PageScope Web Connection. Using the PageScope Web Connection, setting can be changed or addresses can be registered from a computer connected to the network.

Refer to the "PageScope Web Connection" on page 13-3 or User manual [Network Scanner Operations] for the method to use the PageScope Web Connection.

You can confirm the registered information in the Abbreviation List.

For details of Abbreviation List, refer to "Address book list" on page 12-39

Registering the fax number for the address book

The procedure for registering the fax number for the address book is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.

2 Press [Address Book].
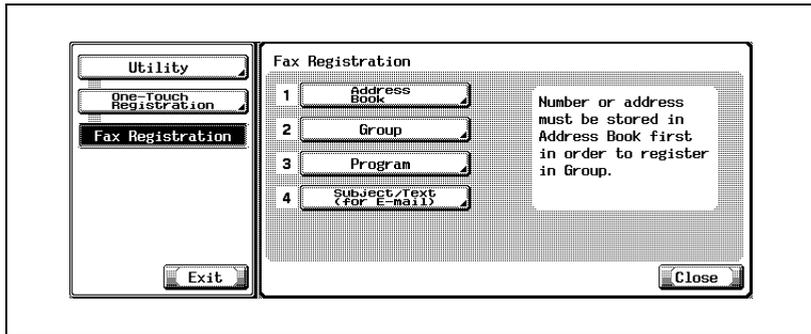
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Address Book], enter the "1" on the keypad.

3 Press [Abbr. Dial].
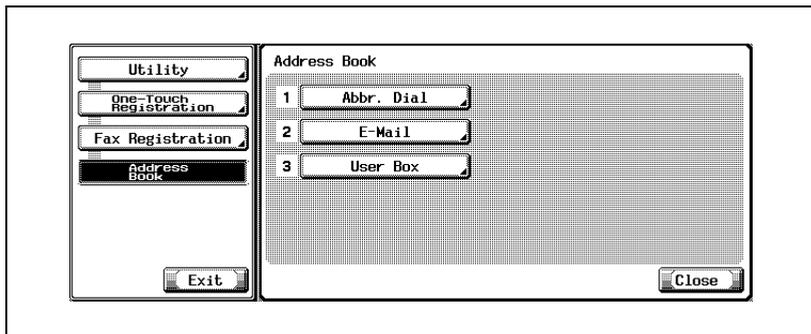
4 Press [New].
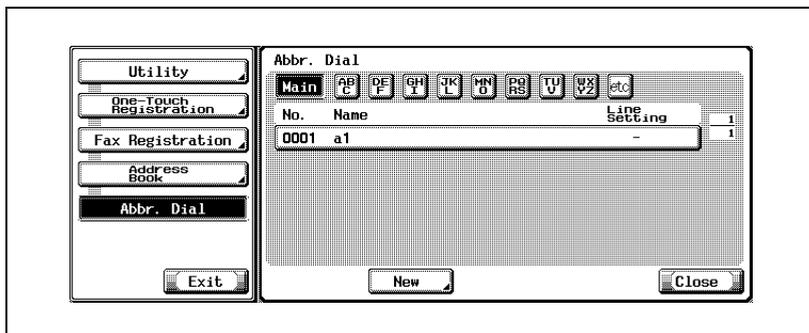
5 Press [Name] and then enter the name of Address Book.
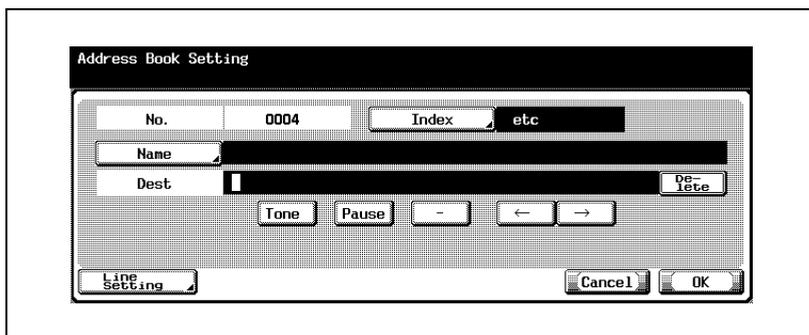
– For the operation of the entering character, see page 14-4.
– The name can be up to 24 characters.
– In [No.], an unused number is displayed.

6 Enter the fax number of the destination on the keypad.

– The following key can be used.
– [Tone] : When using a rotary dialing (pulse) telephone line, press [Tone] to select push-button tone mode. This is used when using a fax information service and so forth when Tone is selected. A "T" is displayed on the screen.
– [Pause]: Press [Pause] to insert a space in a dialed number. Pressing [Pause] once creates an interval of one second between numbers. Multiple spaces can also be entered. A "P" is displayed on the screen.
– [-] : This is entered as a separation symbol when dialing. It has no effect on dialing. A "-" is displayed on the screen.
– ← : Moves the cursor to the left.
– → : Moves the cursor to the right.

– [Delete] : Characters on the position of the cursor are deleted one by one.
When the cursor is at the right end, the character are deleted from the rear end.
– [Out side] :When the [PBX ON Set] is ON, [Out side] can be specified. By selecting it, [E-] is displayed.
Refer to p. 11-68 for more information about PBX CN Set.
– Up to 38 digits can be entered.
– When an erroneous input is made, correct it by pressing [Delete] to delete characters one at a time, or pressing [C] (clear) to delete all.
– When the PBX connection is [ON] and a call is made from the internal line to the outside line, press [Pause] after the outside line number such as "0" so that dialing is made more surely. "P" is displayed on the screen.

7 To change the Search Character, press [Index] and then re-register the Search Character.

– Press the Search key of the Search Character you want to register from among [Main] - [etc].
– For a destination to which a message is sent frequently, specify the Search Character and select [Main] at the same time. This allows you to display it at the first place in the selection of the Address Book.
– A character at the head of the Name is automatically set as the Search Character.

8 To set a line, press [Line Setting], set the function and press the [OK] button.

– Refer to "Specifying the line for sending (Line selection)" on page 7-51 for more information on the Line Selection.

9 Press [OK].

– To stop registering, press [Cancel].

Registration is performed and the registered destination is displayed on a list.

10 Press [Close].

When proceeding with the registration of the Address Book, go to Step 4.

11 Press [Exit] on the sub-area.

Registering the e-mail for the address book

Registering the e-mail address for the address book allows you to send the original scanned as the attached file of the e-mail. The file format is the TIFF or PDF format.

The procedure for registering the E-Mail for the Address Book is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.

2 Press [Address Book].
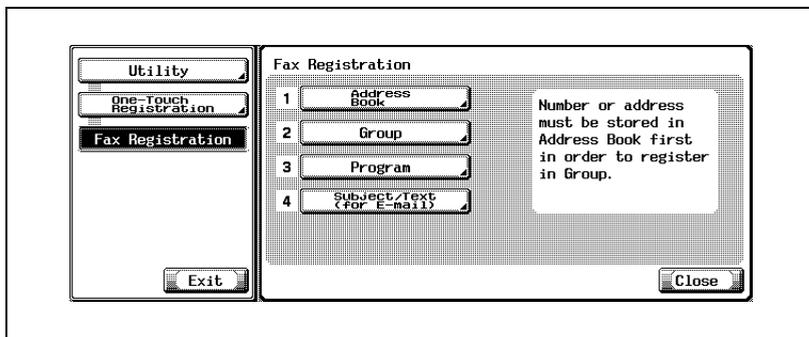
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Address Book], enter the "1" on the keypad.

3 Press [E-Mail].
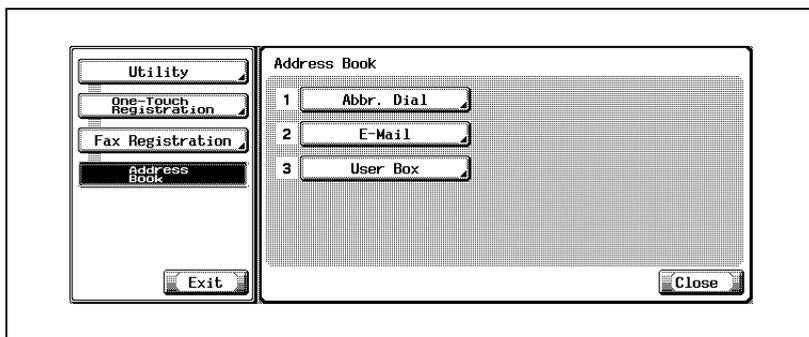
4 Press [New].
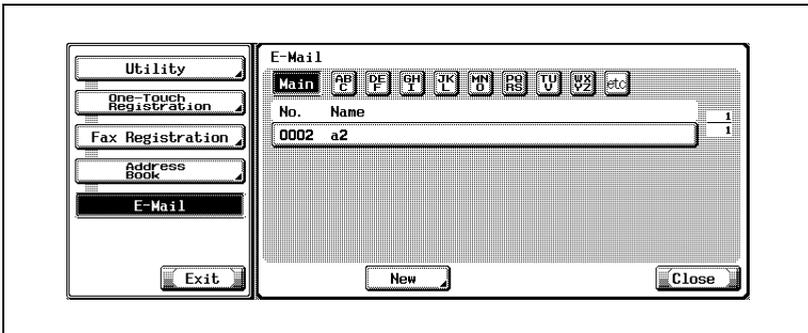
5 Press [Name] and then enter the name of Address Book.
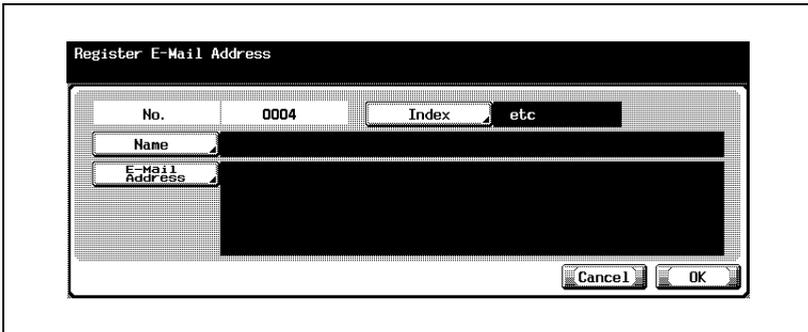
– For the operation of the entering character, see page 14-4.
– The name can be up to 24 characters.
– In [No.], an unused number is displayed.

6 Press [E-Mail Address].

7 Enter the E-Mail address in the screen displayed and then press [OK].

– ← : Moves the cursor to the left.
– → : Moves the cursor to the right.
– [Delete] : Characters on the position of the cursor are deleted one by one.
  When the cursor is at the right end, the character are deleted from the rear end.
– The E-Mail address can be up to 320 characters.
– Press [C] (clear) to delete all of the entries that have been made.

8 To change the Search Character, press [Index] and then re-register the Search Character.

– Press the Search key of the Search Character you want to register from among [Main] - [etc].
– For a destination to which a message is sent frequently, specify the Search Character and select [Main] at the same time. This allows you to display it at the first place in the selection of the Address Book.
– A character at the head of the Name is automatically set as the Search Character.

9 Press [OK].

– To stop registering, press [Cancel].

Registration is performed and the registered destination is displayed on a list.

10 Press [Close].

When proceeding with the registration of the Address Book, go to Step 4.

11 Press [Exit] on the sub-area.

Registering the box for the address book

Registering the Box for the Address Book allows you to store the scanned original in the Box. The file format for storage is the TIFF format.

The procedure for registering the Box for the Address Book is as follows.

1   See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.

2   Press [Address Book].
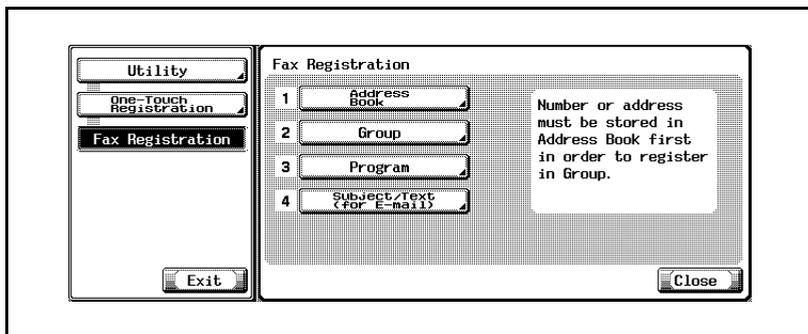
–   In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Address Book], enter the "1" on the keypad.

3   Press [User Box].
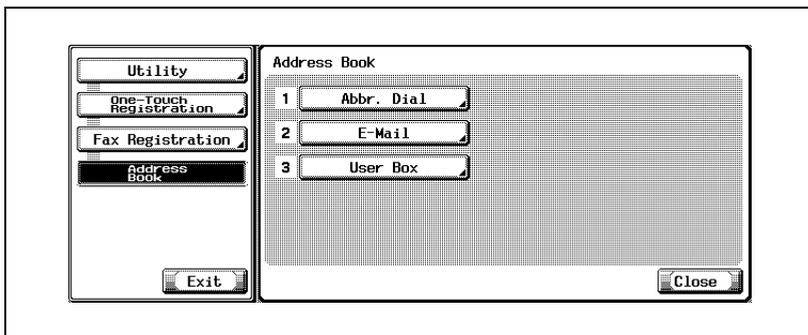
4 Press [New].
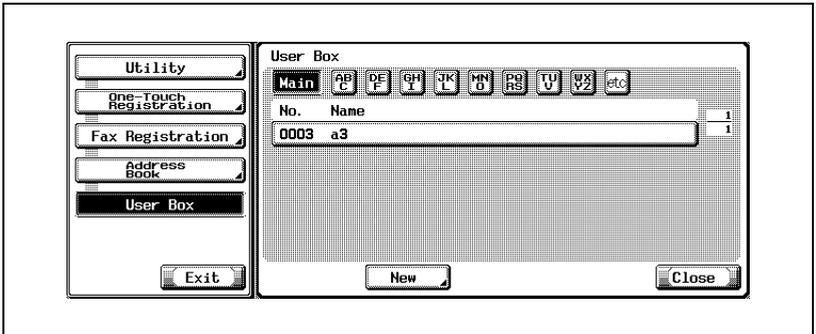
5 Press [Name] and then enter the name of Address Book.
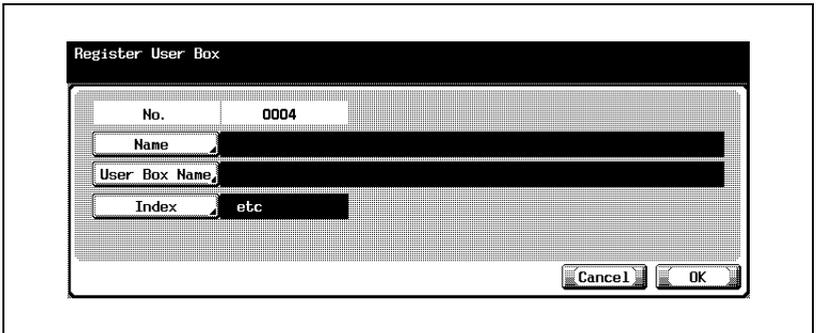
– For the operation of the entering character, see page 14-4.
– The name can be up to 24 characters.
– In [No.], an unused number is displayed.

6 Press [User Box Name].

7 Select the Box to be registered in the screen displayed and press [OK].

```
Select User Box
Select User Box to register Speed Dial.
      Public
      User Box

   b1          b2


                              Cancel      OK
```
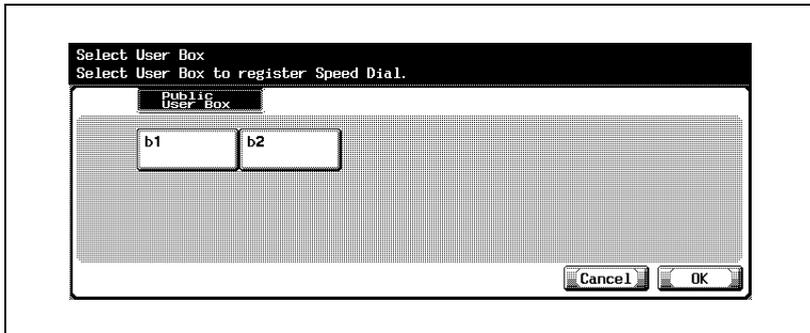
- Before conducting this operation, the Box is required to be registered in advance.
- For the registration method of the Box, see User manual [Box Operations].

8 To change the Search Character, press [Index] and then re-register the Search Character.

- Press the Search key of the Search Character you want to register from among [Main] - [etc].
- For a destination to which a message is sent frequently, specify the Search Character and select [Main] at the same time. This allows you to display it at the first place in the selection of the Address Book.
- A character at the head of the Name is automatically set as the Search Character.

9 Press [OK].

- To stop registering, press [Cancel].

Registration is performed and the registered destination is displayed on a list.

10 Press [Close].

When proceeding with the registration of the Address Book, go to Step 4.

11 Press [Exit] on the sub-area.

Changing the contents of the address book

The procedure for changing the contents of the Address Book is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.

2 Press [Address Book].
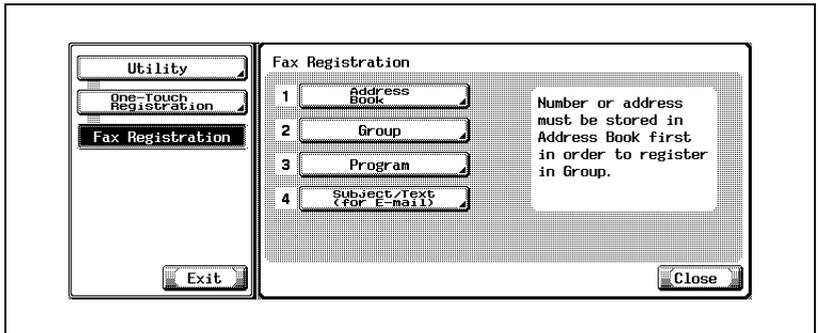
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Address Book], enter the "1" on the keypad.

3 Press [Abbr. Dial], [E-Mail] or [User Box].
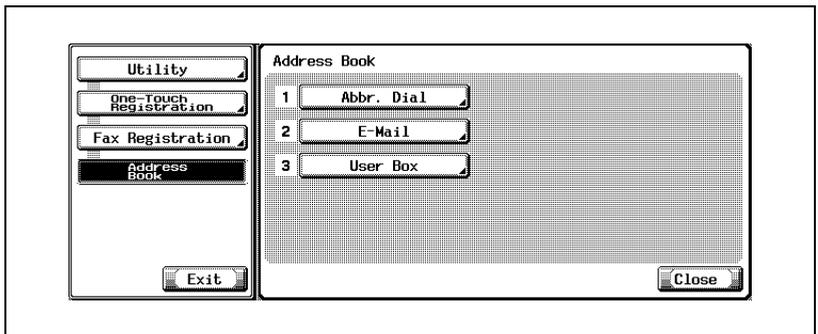
4 Press the Address Book you want to change and press [Edit].

5 Press the item you want to change and change its contents in the screen displayed, and then Press [OK].

6 Confirm the information you have changed and press [OK].

   –   To stop changing, Press [Cancel].
   When proceeding with the change, go to Step 5.

7 Press [Close].

8 Press [Exit] on the sub-area.

Deleting the address book

The procedure for deleting the Address Book is as follows.

✔ When deleting the destination from the Address Book, the destination is also deleted from the Group and the Program.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.

2 Press [Address Book].

```
┌─────────────────────────────────────────────────────────────┐
│  ┌─────────────────┐   Fax Registration                      │
│  │    Utility      │                                          │
│  └─────────────────┘   1 ┌─────────────┐    ┌──────────────┐ │
│  ┌─────────────────┐     │   Address   │    │Number or     │ │
│  │   One-Touch     │     │    Book     │    │address       │ │
│  │  Registration   │   2 ├─────────────┤    │must be stored│ │
│  └─────────────────┘     │    Group    │    │in            │ │
│  ┌─────────────────┐   3 ├─────────────┤    │Address Book  │ │
│  │ Fax Registration│     │   Program   │    │first         │ │
│  └─────────────────┘   4 ├─────────────┤    │in order to   │ │
│                          │Subject/Text │    │register      │ │
│                          │(for E-mail) │    │in Group.     │ │
│                          └─────────────┘    └──────────────┘ │
│            ┌──────┐                                ┌───────┐  │
│            │ Exit │                                │ Close │  │
│            └──────┘                                └───────┘  │
└─────────────────────────────────────────────────────────────┘
```

– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Address Book], enter the "1" on the keypad.

3 Press [Abbr. Dial], [E-Mail] or [User Box].

```
┌─────────────────────────────────────────────────────────────┐
│  ┌─────────────────┐   Address Book                          │
│  │    Utility      │                                          │
│  └─────────────────┘   1 ┌─────────────┐                      │
│  ┌─────────────────┐     │  Abbr. Dial │                      │
│  │   One-Touch     │   2 ├─────────────┤                      │
│  │  Registration   │     │   E-Mail    │                      │
│  └─────────────────┘   3 ├─────────────┤                      │
│  ┌─────────────────┐     │  User Box   │                      │
│  │ Fax Registration│     └─────────────┘                      │
│  └─────────────────┘                                          │
│  ┌─────────────────┐                                          │
│  │    Address      │                                          │
│  │     Book        │                                          │
│  └─────────────────┘                                          │
│            ┌──────┐                                ┌───────┐  │
│            │ Exit │                                │ Close │  │
│            └──────┘                                └───────┘  │
└─────────────────────────────────────────────────────────────┘
```
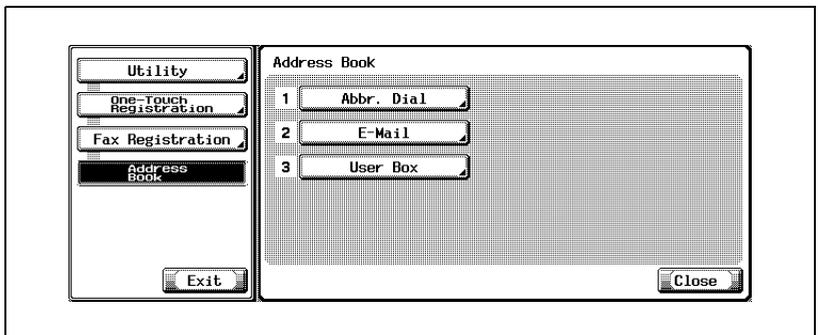
4 Press the Address Book you want to delete and press [Delete].

5   Press [Yes] in the delete confirmation screen displayed.

–   To stop deleting, Press [No].
When proceeding with the deleting, go to Step 4.

6   Press [Close].

7   Press [Exit] on the sub-area.

10.3   Registering the group

Several Address Books can be assigned to one and the same Group. This feature is convenient when you often transmit the same information to many destinations simultaneously and receive from them by sequential polling.

- Up to 100 groups (01 - 99, 00) can be registered, including the Groups used by the Scan function.
- Up to 500 Address Books can be registered for each Group.
- Address Book can be registered for the Group. Be sure to operate the Group registration after registering the destination in the Address Book.
- For details of registering the Address Book, refer to "Registering the address book" on page 10-5
- Each Group can have a Group name.

The explanation here is given of the operation to register the Address Book and the Group name in the Group, the operation to change the Group that has been once registered, and the operation to delete the Group registered.

- No registration is available when the name and the Destination, E-Mail address or box name are not set.

Detail

[Address Book], [Group] and [Program] can be also registered using the PageScope Web Connection. Using the PageScope Web Connection, setting can be changed or addresses can be registered from a computer connected to the network.

Refer to "PageScope Web Connection" on page 13-3 or the User manual [Network Scanner Operations] for the method to use the PageScope Web Connection.

You can confirm the registered information in the Group Destination List.

For details of Group Destination List, refer to "Group address list" on page 12-42

The procedure for registering the Group is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.

2 Press [Group].

```
┌─────────────────────────────────────────────────┐
│  ┌──────────┐  Fax Registration                  │
│  │ Utility  │  1 ┌─────────┐   Number or address  │
│  ┌──────────┐    │ Address │   must be stored in  │
│  │One-Touch │    │  Book   │   Address Book first │
│  │Registrat.│  2 ┌─────────┐   in order to register│
│  ┌──────────┐    │  Group  │   in Group.          │
│  │Fax Regist│  3 ┌─────────┐                       │
│  └──────────┘    │ Program │                       │
│                4 │Subject/ │                       │
│                  │Text     │                       │
│  ┌──────┐        (for E-mail)          ┌───────┐  │
│  │ Exit │                              │ Close │  │
│  └──────┘                              └───────┘  │
└─────────────────────────────────────────────────┘
```
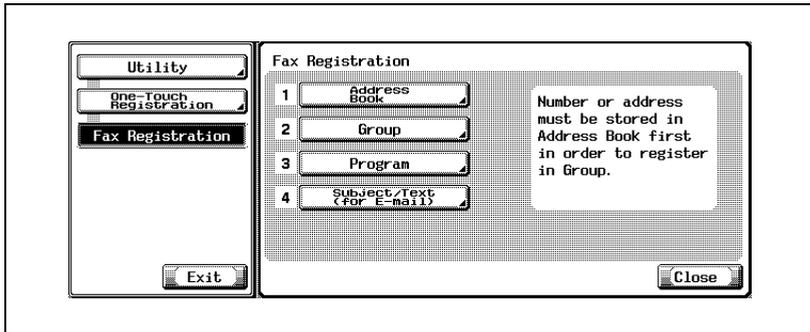
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Group], enter the "2" on the keypad.

3 Press [New].

```
┌─────────────────────────────────────────────────┐
│  ┌──────────┐  Group                             │
│  │ Utility  │  No.   Name              No. of    │
│  ┌──────────┐                          Dest.     │
│  │One-Touch │  01   g1                 003    1  │
│  │Registrat.│                                 1  │
│  ┌──────────┐                                     │
│  │Fax Regist│                                     │
│  ┌──────────┐                                     │
│  │  Group   │                                     │
│  └──────────┘                                     │
│  ┌──────┐       ┌──────┐          ┌───────┐      │
│  │ Exit │       │ New  │          │ Close │      │
│  └──────┘       └──────┘          └───────┘      │
└─────────────────────────────────────────────────┘
```

– When the Group has been already registered, you can change the entries at this point by pressing [Edit]. For details, see page 10-23.
– Only the Groups registered in [Fax] are displayed.

4 Press [Name] and then enter the name of Group.

```
┌─────────────────────────────────────────────────────────┐
│  Register Group                              No. Of  000  │
│                                              Dest.        │
│                                                           │
│      ┌──────────┬──────────┐                              │
│      │   No.    │    02    │                              │
│      ├──────────┘                                         │
│      │   Name   │                                         │
│      ├──────────┐                                         │
│      │Destination│                                        │
│      └──────────┘                                         │
│                                                           │
│    ┌──────────┐                      ┌────────┐ ┌──────┐  │
│    │  Check   │                      │ Cancel │ │  OK  │  │
│    │ Setting  │                      └────────┘ └──────┘  │
│    └──────────┘                                           │
└─────────────────────────────────────────────────────────┘
```

– For the operation of the entering character, see page 14-4.
– The name can be up to 24 characters.
– Unregistered No. is displayed in the [No.] field.

5 Press [Destination].

– Up to 500 Address Book can be registered for each Group.

6 Select a category in which the Address Book is registered that is to be registered in the Group from among [Abbr. Dial], [User Box] and [E-Mail].
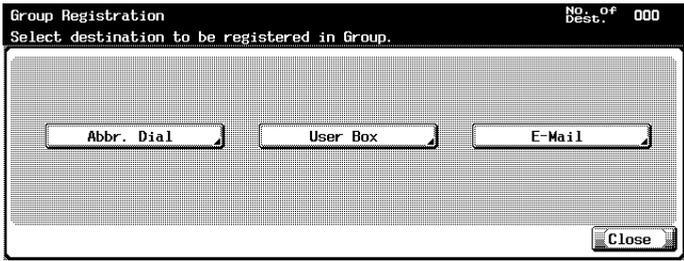
```
┌─────────────────────────────────────────────────────────┐
│  Group Registration                          No. Of  000  │
│  Select destination to be registered in Group. Dest.      │
│                                                           │
│                                                           │
│   ┌────────────┐   ┌────────────┐   ┌────────────┐        │
│   │ Abbr. Dial │   │  User Box  │   │   E-Mail   │        │
│   └────────────┘   └────────────┘   └────────────┘        │
│                                                           │
│                                           ┌──────┐        │
│                                           │ Close│        │
│                                           └──────┘        │
└─────────────────────────────────────────────────────────┘
```

7 Select the Address Book registered to the Group.
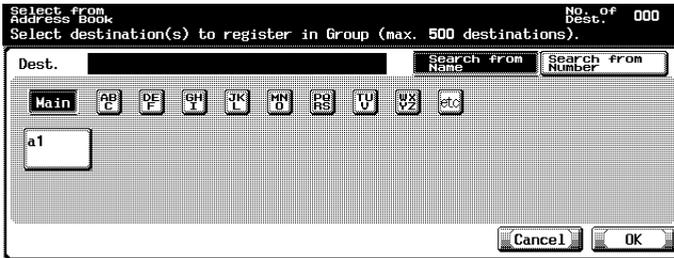
```
Select from                                             No. of   000
Address Book                                            Dest.
Select destination(s) to register in Group (max. 500 destinations).

Dest. ┌──────────────────────────┐  ┌──────────┐ ┌──────────┐
      │                          │  │Search from│ │Search from│
      └──────────────────────────┘  │Name      │ │Number    │
                                     └──────────┘ └──────────┘
┌────┐ ┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌──┐┌───┐
│Main│ │AB││DE││GH││JK││MN││PQ││TU││WX││etc│
└────┘ │C ││F ││I ││L ││O ││RS││V ││YZ│└───┘
       └──┘└──┘└──┘└──┘└──┘└──┘└──┘└──┘
┌────┐
│a1  │
└────┘

                                        ┌──────────┐ ┌──────────┐
                                        │ Cancel   │ │   OK     │
                                        └──────────┘ └──────────┘
```

– Search from name :
  Press the search key of the search character and select it when the
  Address Book is displayed.
– Search from Number :
  Destinations that have been numbered in the order of the
  registration are displayed every 100. Press the number key that is
  conformity with the number of the Address Book registered to
  display the Address Book.
  Pressing ◀ or ▶ allows you to scrawl the key of the number to be
  displayed.

8 Press [OK].

9 Press [Close].

10 Press [OK].

When proceeding with the registration of Group, go to Step 5.

11 Press [Exit] on the sub-area.

Changing the group

The procedure for changing the Group is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.

2 Press [Group].

```
┌──────────────────────────────────────────────────────────┐
│                                                            │
│   ┌──────────────┐   Fax Registration                     │
│   │   Utility    │                                         │
│   ├──────────────┤   1 ┌──────────────┐                    │
│   │ One-Touch    │     │   Address    │  ┌─────────────┐   │
│   │ Registration │     │   Book       │  │Number or    │   │
│   ├──────────────┤   2 ┌──────────────┐  │address      │   │
│   │Fax Registration│    │    Group     │  │must be stored│  │
│   └──────────────┘   3 ┌──────────────┐  │in Address   │   │
│                        │   Program    │  │Book first   │   │
│                      4 ┌──────────────┐  │in order to  │   │
│                        │ Subject/Text │  │register     │   │
│                        │ (for E-mail) │  │in Group.    │   │
│                                           └─────────────┘   │
│       ┌─────────┐                              ┌───────┐    │
│       │  Exit   │                              │ Close │    │
│       └─────────┘                              └───────┘    │
└──────────────────────────────────────────────────────────┘
```
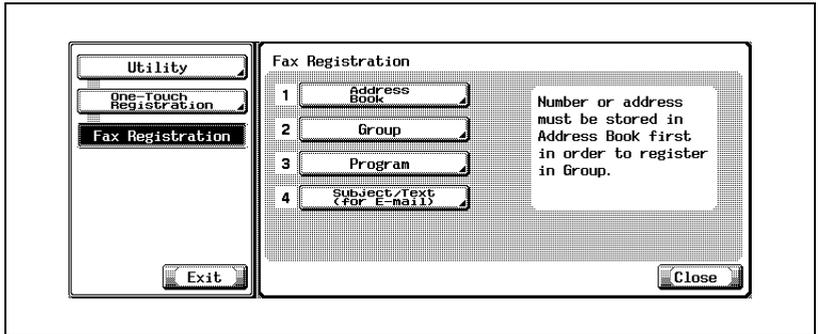
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Group], enter the "2" on the keypad.

3 Select the Group you want to change and then press [Edit].

– Pressing ▼ or ▲ allows you to change the page to be displayed.

4 Select an item to change and then change a setting on the displayed screen, and press [OK] or [Close].

5 Confirm the information you have changed and press [OK].

– To stop the changing, press [Cancel].

6 Press [Exit] on the sub-area.

Deleting the group

The procedure for deleting the Group is as follows.

✔ When deleting the Group, the Group is also deleted from the Program.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.

2 Press [Group].

– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Group], enter the "2" on the keypad.

3 Select the Group you want to delete and then press [Delete].

– Pressing ▼ or ▲ allows you to change the page to be displayed.
– You can confirm the settings by selecting the Group and pressing [Check].

4 Press [Yes] in the delete confirmation screen displayed.

– To stop deleting, Press [No].

When proceeding with the deleting, go to Step 3.

5 Press [Close].

6 Press [Exit] on the sub-area.

10.4 Registering the program

A destination (fax number, User Box and E-Mail) to which a call is made
frequently can be combined with the [Scan Setting] or the [Comm. Setting]
that is used as the standard setting before they are registered in the
Program. With these information registered in the Program, just press the
Program key of [Program], and you can set the functions of the registered
destination and the [Scan Setting] or the [Comm. Setting] and send a
message.

● For the Program, up to 400 (001 to 400) can be registered including the
  Program of other functions of this machine.
● Each Program can have a Program name.

The explanation here is given of the operation to register the Program, and
the operation to change the Program, and the operation to delete the
Program.

● No registration is available when [Name] and any one of [Scan Setting],
  [Comm. Setting] or the Destination are not set.
● [Address Book], [Group] and [Program] can be also registered using the
  PageScope Web Connection. Using the PageScope Web Connection,
  setting can be changed or addresses can be registered from a computer
  connected to the network.
  Refer to "PageScope Web Connection" on page 13-3 or the User manual
  [Netwok Scanner Operations] for the method to use the PageScope Web
 Connection.

Registering the program

The procedure for registering the Program is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.
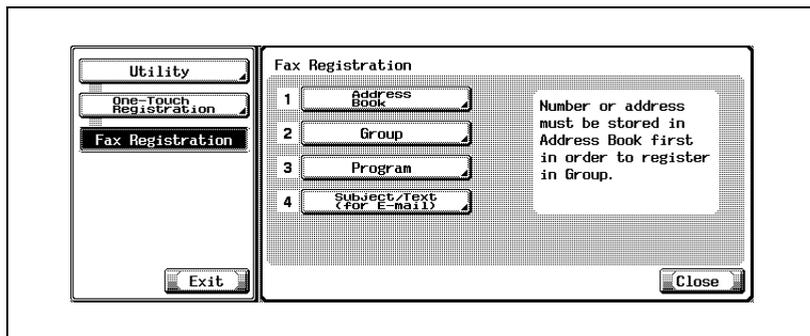
2 Press [Program].

– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Program], enter the "3" on the keypad.

3 Select the Program you want to register and then press [Edit].
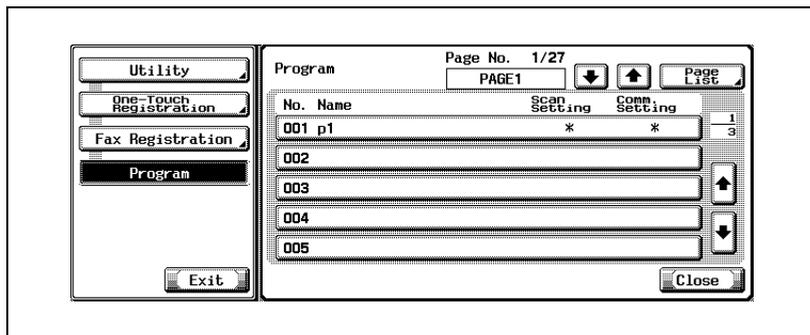
– Display of [Scan Setting] and [Comm. Setting]
– Setting Value:ONOFF   Not registered
– Display:* -   (Space)
– If you press ⬇ or ⬆ in the left-hand side of [Page List], you can change the page to display. 15 every destination per page of destination are displayed.
– If you press [Page List], you can specify the display of a Program list per page.

– If you press [Change Page Name] in the Page List screen, you can change the page name it is displayed.
– If you press or in the right hand side of list, the next Program in the page can be displayed.
– In the case of the destination for scanner, it is displayed as "It is a destination for scanner."

4 Press [Name], enter the name of Program.

```
Program Setting

        No.          002
       Name
    Destination

   Scan            Yes    No      Comm           Yes    No
   Setting                        Setting
                                              Cancel    OK
```

– For the operation of the entering character, see page 14-4.
– The name can be up to 24 characters.

5 Press [Destination].

6 Press [Select from Address Book] or [Direct Input], enter a destination.

– In the case of [Select From Address Book] being pressed :
Select and set a destination from among the Address Book and the Group that have been already registered.
– Select a destination to be registered from [Abbr. Dial], [User Box], [Group] or [E-Mail].

```
Enter Program Destination
Select destination to register in Program key.
   Select from     Direct Input
   Address Book

      Abbr. Dial          User Box            Group

       E-Mail

                                                  Close
```
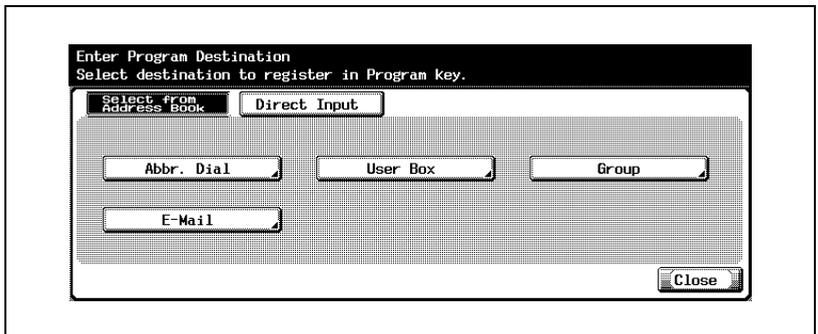
- – Press [Search from Name] or [Search from Number] and then select a destination.
- – [Search from Name]:
  Press the search key of the search character and select it when the Address Book is displayed.
- – [Search from Number]:
  Destinations that have been numbered in the order of the registration are displayed every 100. Press the number key that is conformity with the number of the Address Book registered to display the Address Book.
  Pressing ◀ or ▶ allows you to scrawl the key of the number to be displayed.
- – Press [OK].
- – In the case of [Direct Input] being pressed :
  Enter a destination for setting in the following procedure.
- – Press [Abbr. Dial], [User Box] or [E-Mail].

```
Enter Program Destination
Select destination to register in Program key.

  ┌─────────────┐  ┌──────────────┐
  │ Select from │  │ Direct Input │
  │ Address Book│  └──────────────┘
  └─────────────┘

   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐
   │  Abbr. Dial  │   │   User Box   │   │    E-Mail    │
   └──────────────┘   └──────────────┘   └──────────────┘

                                               ┌───────┐
                                               │ Close │
                                               └───────┘
```
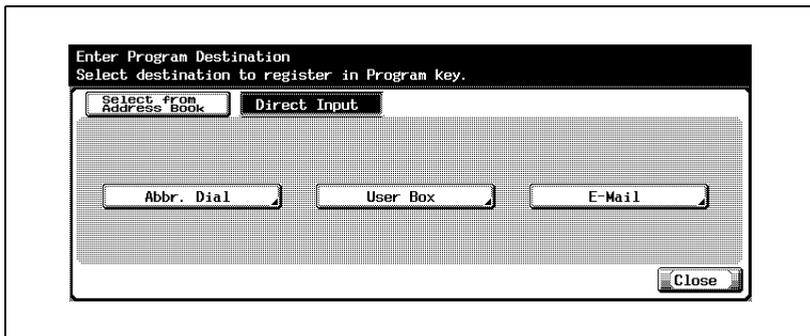
- – Enter or select the destination and then press [OK].
- – When the [PBX ON Set] is ON, [Out side] can be specified in [Abbr. Dial]. By selecting it, [E-] is displayed.
  Refer to p. 11-68 for more information about PBX CN Set.
- – See "Registering the fax number for the address book" on page 10-6 for entering the dial numbers.
- – See "Registering the e-mail for the address book" on page 10-9 for entering the Boxes.
- – See "Registering the box for the address book" on page 10-12 for entering the E-Mail addresses.

7 When setting [Scan Setting] or [Comm. Setting], press [Yes] to set the scanning or communication function and then press [OK].

   – In the screen displayed by pressing [Comm. Setting] - [E-Mail Setting], [E-Mail Notification] can be set.
   – When [E-Mail Notification] is set to [ON], after completion of the job, the end of the job can be confirmed by sending an E-Mail to the destination of [E-Mail Notification].
   – For details of [Scan Setting], [Comm. Setting], see "Transmission applications" on page 7-3.

8 Press [Close].

   – To stop registering, Press [Cancel].
   When proceeding with the registration of the Program, go to Step 3.

9 Press [Exit] on the sub-area.

Deleting the program

The procedure for deleting the Program is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.

2 Press [Program].

```
┌─────────────────────────────────────────────────────────┐
│  ┌──────────────┐   Fax Registration                     │
│  │   Utility    │   ┌─┬───────────┐                       │
│  └──────────────┘   │1│  Address  │   Number or address   │
│  ┌──────────────┐   │ │   Book    │   must be stored in    │
│  │ One-Touch    │   ┌─┬───────────┐   Address Book first   │
│  │ Registration │   │2│   Group   │   in order to register │
│  └──────────────┘   └─┴───────────┘   in Group.            │
│  ┌──────────────┐   ┌─┬───────────┐                       │
│  │Fax Registration│ │3│  Program  │                       │
│  └──────────────┘   └─┴───────────┘                       │
│                     ┌─┬───────────┐                       │
│                     │4│Subject/Text│                      │
│                     │ │(for E-mail)│                      │
│                     └─┴───────────┘                       │
│  ┌──────────────┐                        ┌──────┐         │
│  │    Exit      │                        │Close │         │
│  └──────────────┘                        └──────┘         │
└─────────────────────────────────────────────────────────┘
```
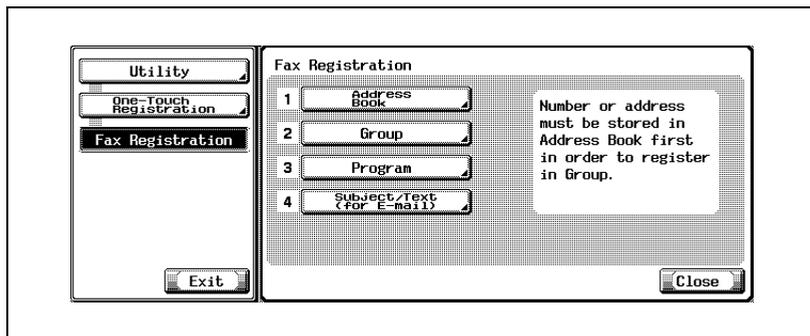
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Program], enter the "3" on the keypad.

3 Select the Program you want to delete and then press [Delete].

```
┌─────────────────────────────────────────────────────────┐
│  ┌──────────────┐   Program      Page No.  1/27           │
│  │   Utility    │              ┌───────┐ ┌─┐┌─┐ ┌──────┐  │
│  └──────────────┘              │ PAGE1 │ │▼││▲│ │ Page │  │
│  ┌──────────────┐              └───────┘ └─┘└─┘ │ List │  │
│  │ One-Touch    │   No. Name      Scan    Comm.  └──────┘  │
│  │ Registration │                Setting Setting          │
│  └──────────────┘   ┌─────────────────────────┐  1        │
│  ┌──────────────┐   │001 p1          *     *  │  3        │
│  │Fax Registration│ └─────────────────────────┘           │
│  └──────────────┘   │002                      │           │
│  ┌──────────────┐   │003                      │  ┌─┐      │
│  │   Program    │   │004                      │  │▲│      │
│  └──────────────┘   │005                      │  └─┘      │
│                                                 ┌─┐      │
│                                                 │▼│      │
│  ┌──────────────┐                               └─┘      │
│  │    Exit      │                        ┌──────┐         │
│  └──────────────┘                        │Close │         │
└─────────────────────────────────────────────────────────┘
```
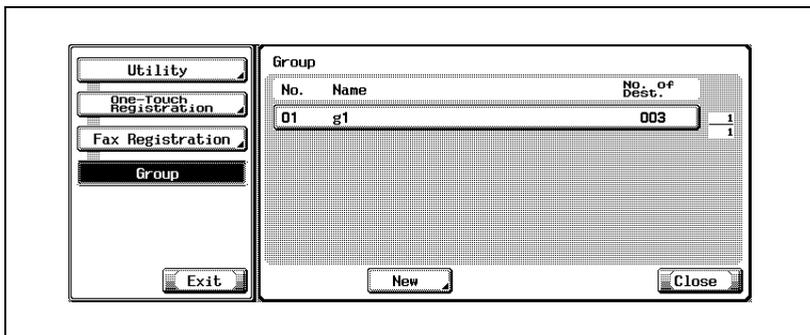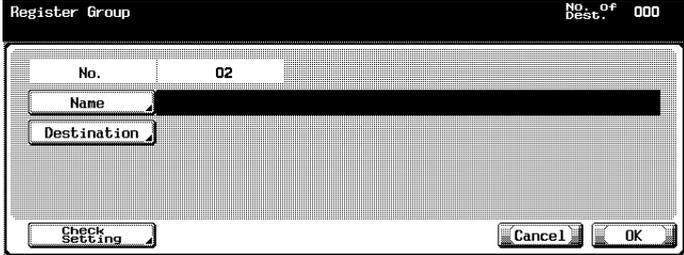
– If you press ▼ or ▲ in the left-hand side of [Page List], you can change the page to display. 15 every destination per page of destination are displayed.
– If you press [Page List], you can specify the display of a Program list per page.
– If you press arbitrary key in the Page List screen, you can change the page name it is displayed.

– If you press ⬇ or ⬆ in the right hand side of list, the next Program in the page can be displayed.
– In the case of the destination for scanner, it is displayed as "It is a destination for scanner."
– You can confirm the settings by selecting the Program and pressing [Check Setting].

4 Press [Yes] in the delete confirmation screen displayed.

– To stop deleting, Press [No].

When proceeding with the deleting, go to Step 3.

5 Press [Exit] on the sub-area.

10.5 Registering the subject and text of the e-mail

As for each of the Subject and the Text of the E-Mail, the explanation is given of the registration operation, the operation to make a change, the delete operation and the operation to set a default.

✎
Detail
The Subject of E-Mail can be registered to 10 and the Text of E-Mail can be registered to 10.

Registering the subject of the e-mail

The procedure for registering the Subject of the E-Mail is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.

2 Press [Subject/Text (for E-mail)].
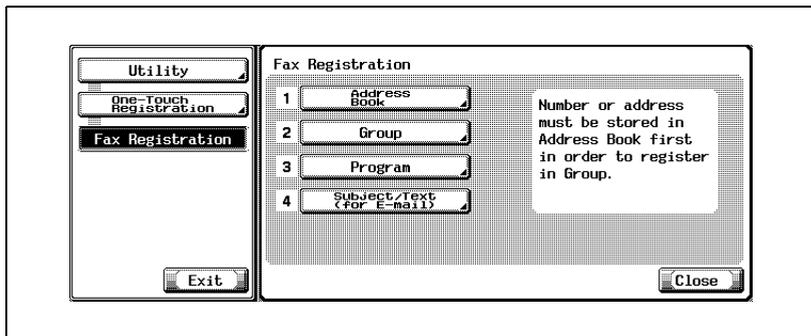
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Subject/Text (for E-mail)], enter the "4" on the keypad.
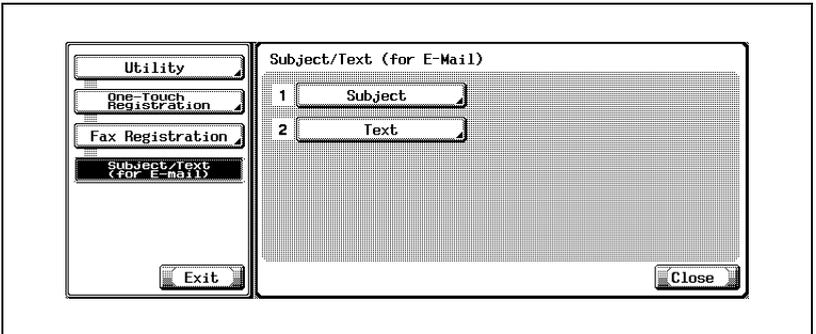
3 Press [Subject].

4 Press [New].

5 Press [Subject].
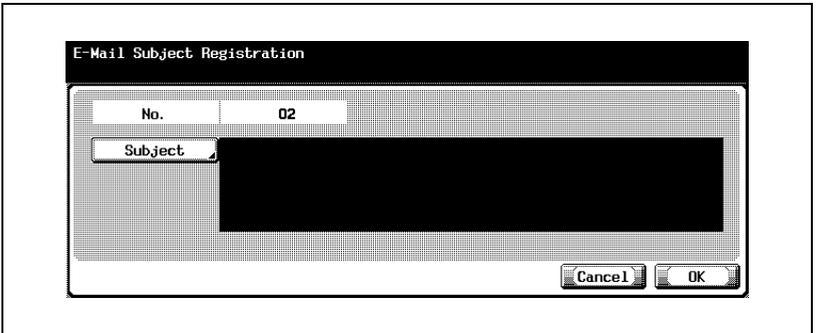
– The entry of up to 64 characters is available for [Subject] of [Subject/Text (for E-mail)].
– In [No.], an unused number is displayed.

6 Enter the Subject in the screen displayed and then press [OK].

– For the operation of the entering character, see page 14-4.

7 Press [OK].

– To stop registering, press [Cancel].

Registration is performed and the registered destination is displayed on a list.

8 Press [Close].

When proceeding with the registration of the Subject, go to Step 4.

9 Press [Exit] on the sub-area.

Changing the subject of the e-mail

The procedure for changing the Subject of the E-Mail is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.
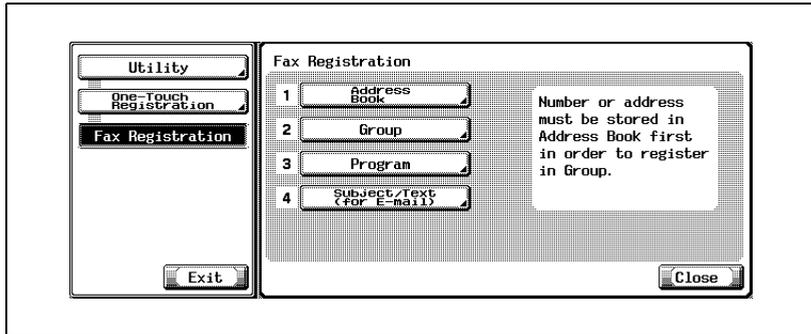
2 Press [Subject/Text (for E-mail)].

– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Subject/Text (for E-mail)], enter the "4" on the keypad.

3 Press [Subject].

4 Select the Subject you want to change and then press [Edit].

```
┌─────────────────────────────────────────────────────────────┐
│  ┌─────────────────────┐  E-Mail Title                       │
│  │      Utility        │  No.   Subject                      │
│  └─────────────────────┘  ┌──────────────────────────────┐   │
│  ┌─────────────────────┐  │ 01   subject1            *   │ 1 │
│  │  One-Touch          │  └──────────────────────────────┘ 1 │
│  │  Registration       │                                     │
│  └─────────────────────┘                                     │
│  ┌─────────────────────┐                                     │
│  │  Fax Registration   │                                     │
│  └─────────────────────┘                                     │
│  ┌─────────────────────┐                                     │
│  │  Subject/Text       │                                     │
│  │  (for E-mail)       │                                     │
│  └─────────────────────┘                                     │
│  ┌─────────────────────┐                                     │
│  │     Subject         │                                     │
│  └─────────────────────┘                                     │
│                                                               │
│  ┌─────────────────────┐  ┌──────────┐        ┌──────────┐   │
│  │       Exit          │  │   New    │        │  Close   │   │
│  └─────────────────────┘  └──────────┘        └──────────┘   │
└─────────────────────────────────────────────────────────────┘
```

– Pressing ▼ or ▲ allows you to change the page to be displayed.
– You can confirm the settings by selecting the Subject and pressing [Details].

5 Press [Subject].

```
┌─────────────────────────────────────────────────────────────┐
│  Edit E-Mail Subject                                          │
│                                                               │
│  ┌──────────────┐  ┌──────────────┐                          │
│  │     No.      │  │      01      │                          │
│  └──────────────┘  └──────────────┘                          │
│  ┌──────────────┐  subject1                                   │
│  │   Subject    │                                             │
│  └──────────────┘                                             │
│                                                               │
│                                                               │
│                              ┌──────────┐     ┌──────────┐    │
│                              │  Cancel  │     │    OK    │    │
│                              └──────────┘     └──────────┘    │
└─────────────────────────────────────────────────────────────┘
```

6 Change the Subject in the screen displayed and then press [OK].

– For the operation of the entering character, see page 14-4.

7 Press [OK].

– To stop registering, press [Cancel].
The Subject is changed.

8 Press [Close].

When proceeding with the change of the Subject, go to Step 4.

9 Press [Exit] on the sub-area.

Deleting the subject of the e-mail

The procedure for deleting the Subject of the E-Mail is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.

2 Press [Subject/Text (for E-mail)].

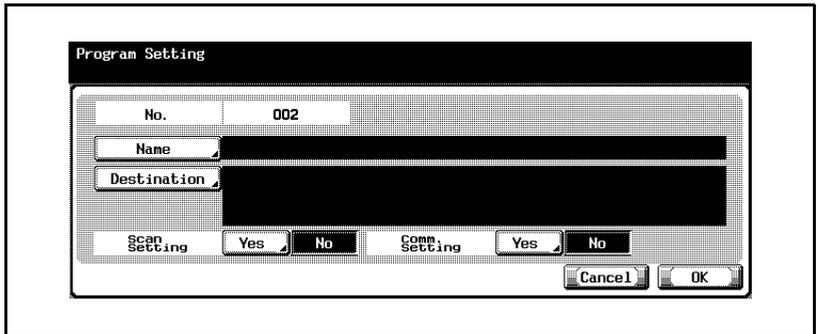– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Subject/Text (for E-mail)], enter the "4" on the keypad.

3 Press [Subject].

4 Select the Subject you want to delete and then press [Delete].

```
  ┌──────────────────┐  ┌─────────────────────────────────┐
  │    Utility       │  │ E-Mail Title                    │
  │──────────────────│  │ No.   Subject                   │
  │   One-Touch      │  │ 01    subject1              *   │ 1
  │   Registration   │  │                                 │ 1
  │ Fax Registration │  │                                 │
  │  Subject/Text    │  │                                 │
  │  (for E-mail)    │  │                                 │
  │    Subject       │  │                                 │
  │                  │  │                                 │
  │      Exit        │  │       New             Close     │
  └──────────────────┘  └─────────────────────────────────┘
```

– Pressing ▼ or ▲ allows you to change the page to be displayed.

– You can confirm the settings by selecting the Subject and pressing [Details].

5 Press [Yes] in the delete confirmation screen displayed.

– To stop deleting, Press [No].

The Subject is deleted.

6 Press [Close].

When proceeding with the delete of the Subject, go to Step 4.

7 Press [Exit] on the sub-area.

Setting the default of the subject of the e-mail

When sending the E-Mail from the fax screen, the Subject that has been set here as an default is sent to the computer. The procedure for setting the default of the Subject of the E-Mail is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.

2 Press [Subject/Text (for E-mail)].

– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Subject/Text (for E-mail)], enter the "4" on the keypad.

3 Press [Subject].

4 Select the Subject you want to default and then press [Set as Default].

```
┌─────────────────────────────────────────────────────────┐
│  ┌──────────────────┐  ┌──────────────────────────────┐  │
│  │    Utility       │  │  E-Mail Title                │  │
│  └──────────────────┘  │  No.  Subject      ┌─────────┐│  │
│  ┌──────────────────┐  │                    │ Set as  ││  │
│  │  One-Touch       │  │                    │ Default ││  │
│  │  Registration    │  │  01   subject1        *    ┌─┐│  │
│  └──────────────────┘  │                           │1││  │
│  ┌──────────────────┐  │                           └─┘│  │
│  │ Fax Registration │  │                            │1│ │  │
│  └──────────────────┘  │                            └─┘ │  │
│  ┌──────────────────┐  │                                │  │
│  │  Subject/Text    │  │                                │  │
│  │  (for E-mail)    │  │                                │  │
│  └──────────────────┘  │                                │  │
│  ┌──────────────────┐  │                                │  │
│  │    Subject       │  │                                │  │
│  └──────────────────┘  │                                │  │
│                        │                                │  │
│  ┌──────────────────┐  │ ┌──────┐┌───┐┌────┐┌──┐┌─────┐│  │
│  │     Exit         │  │ │Details││New││Edit││De││Close││  │
│  └──────────────────┘  │ └──────┘└───┘└────┘│lete└─────┘│  │
│                        └──────────────────────────────┘  │
└─────────────────────────────────────────────────────────┘
```
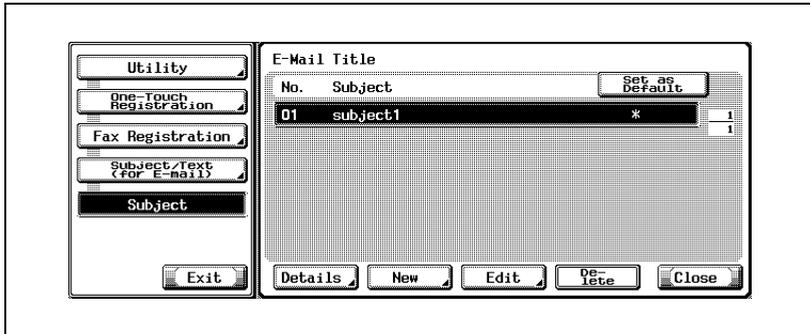
5 Press [Close].

6 Press [Exit] on the sub-area.

Registering the text of the e-mail

The procedure for registering the Text of the E-Mail is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.

2 Press [Subject/Text (for E-mail)].

– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Subject/Text (for E-mail)], enter the "4" on the keypad.

3 Press [Text].

4   Press [New].
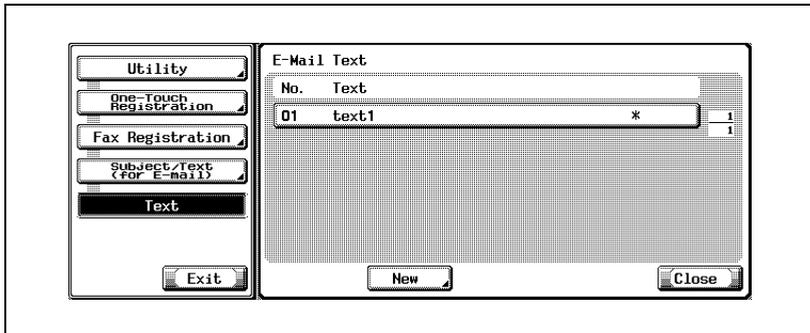
5   Press [Text].
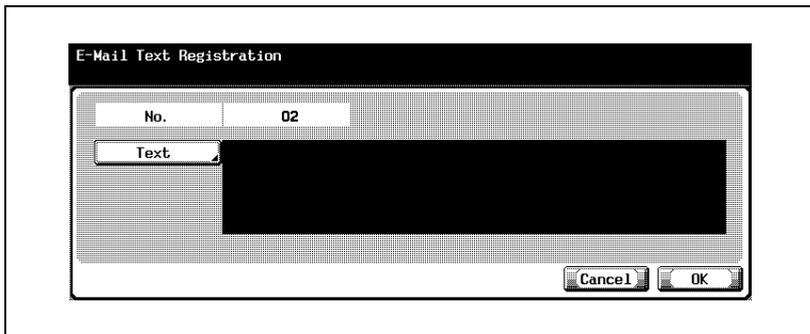
– The entry of up to 256 characters is available for [Text] of [Subject/Text for E-mail].

– In [No.], an unused number is displayed.

6   Enter the Text in the screen displayed and then press [OK].

– For the operation of the entering character, see page 14-4.

7   Press [OK].

– To stop registering, press [Cancel].

Registration is performed and the registered destination is displayed on a list.

8   Press [Close].

When proceeding with the registration of the Text, go to Step 4.

9   Press [Exit] on the sub-area.
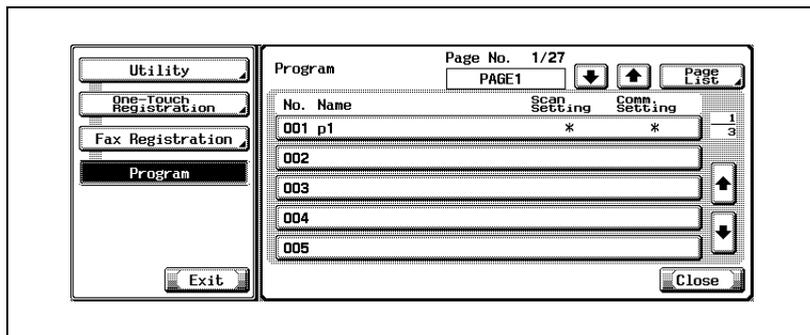
Changing the text of the e-mail

The procedure for changing the Text of the E-Mail is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.

2 Press [Subject/Text (for E-mail)].
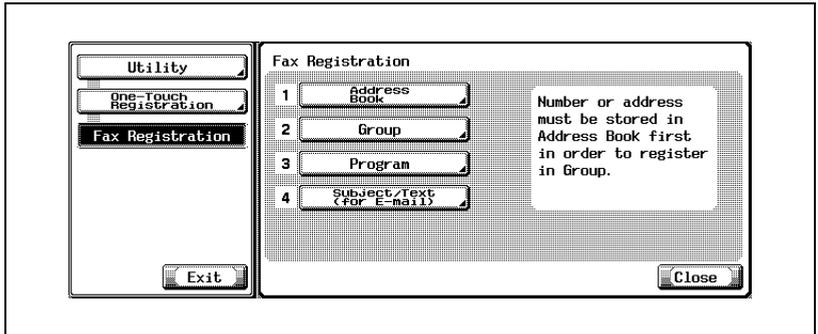
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Subject/Text (for E-mail)], enter the "4" on the keypad.
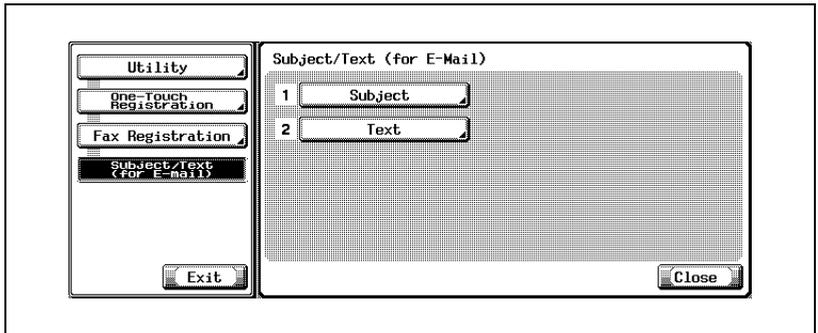
3 Press [Text].

4 Select the Text you want to change and then press [Edit].
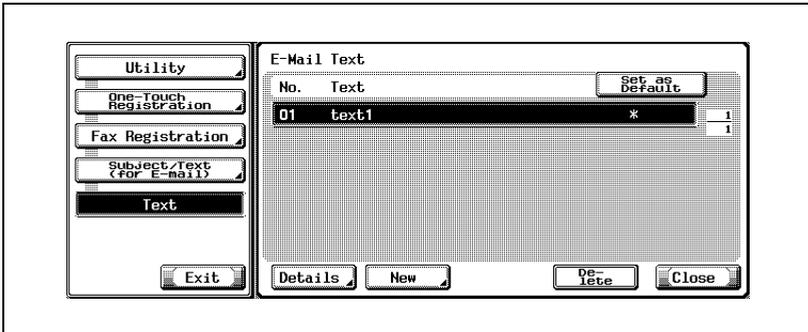
- Pressing ▼ or ▲ allows you to change the page to be displayed.
- You can confirm the settings by selecting the Text and pressing [Details].

5 Press [Text].
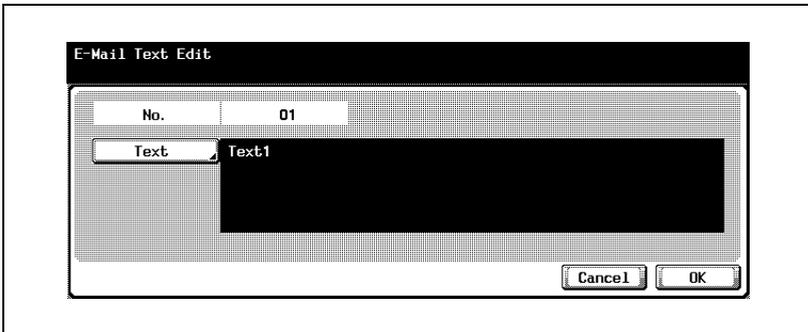
6 Change the Text in the screen displayed and then press [OK].

- For the operation of the entering character, see page 14-4.

7 Press [OK].

- To stop registering, press [Cancel].

The Text is changed.

8 Press [Close].

When proceeding with the change of the Text, go to Step 4.

9 Press [Exit] on the sub-area.

Deleting the text of the e-mail

The procedure for deleting the Text of the E-Mail is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.
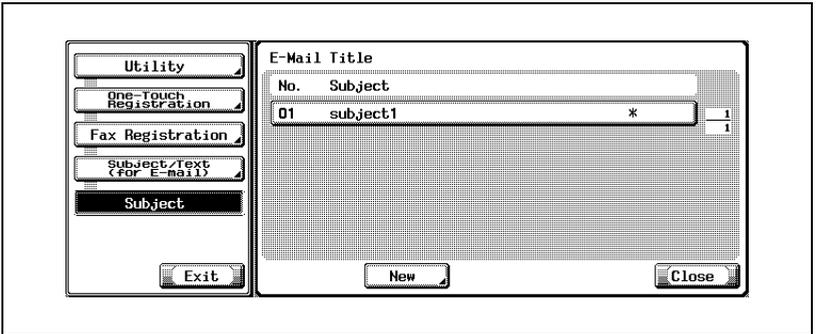
2 Press [Subject/Text (for E-mail)].

– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Subject/Text (for E-mail)], enter the "4" on the keypad.

3 Press [Text].

4 Select the Text you want to delete and then press [Delete].
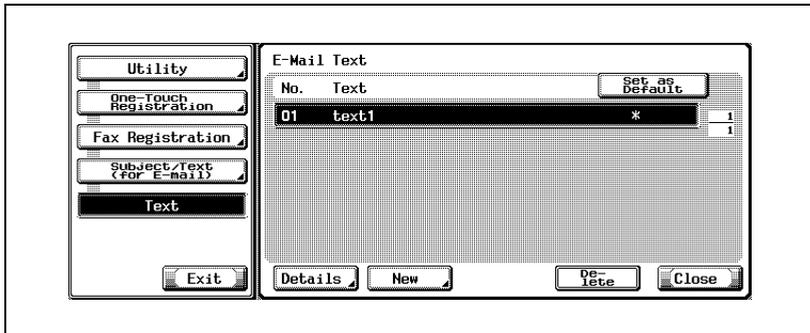
```
┌─────────────────────────────────────────────────────────────┐
│  ┌──────────────────┐   E-Mail Text                          │
│  │     Utility      │   No.   Text              Set as       │
│  └──────────────────┘                           Default      │
│  ┌──────────────────┐   ┌───────────────────────────────┐ 1  │
│  │   One-Touch      │   │ 01    text1              *    │    │
│  │   Registration   │   └───────────────────────────────┘ 1  │
│  └──────────────────┘                                         │
│  ┌──────────────────┐                                         │
│  │ Fax Registration │                                         │
│  └──────────────────┘                                         │
│  ┌──────────────────┐                                         │
│  │  Subject/Text    │                                         │
│  │  (for E-mail)    │                                         │
│  └──────────────────┘                                         │
│  ┌──────────────────┐                                         │
│  │      Text        │                                         │
│  └──────────────────┘                                         │
│                                                               │
│  ┌──────────────────┐  ┌─────────┐ ┌──────┐  ┌──────┐ ┌─────┐│
│  │      Exit        │  │ Details │ │ New  │  │ De-  │ │Close││
│  └──────────────────┘  └─────────┘ └──────┘  │ lete │ └─────┘│
│                                              └──────┘         │
└─────────────────────────────────────────────────────────────┘
```

– Pressing ▼ or ▲ allows you to change the page to be displayed.

– You can confirm the settings by selecting the Subject and pressing [Details].

5 Press [Yes] in the delete confirmation screen displayed.

– To stop deleting, Press [No].

The Text is deleted.

6 Press [Close].

When proceeding with the delete of the Text, go to Step 4.

7 Press [Exit] on the sub-area.

Setting the default of the text of the e-mail

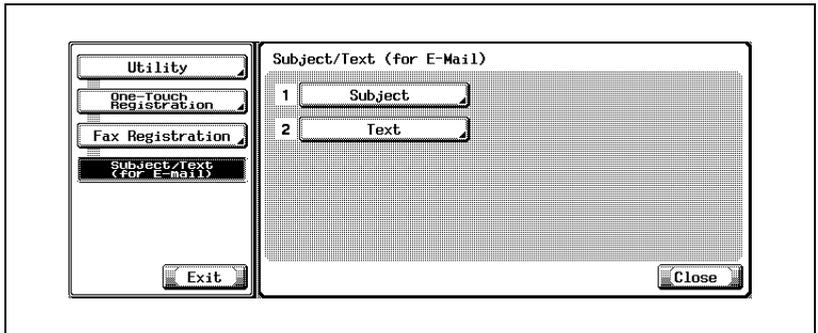When sending the E-Mail from the fax screen, the Text that has been set here as a default is sent to the computer. The procedure for setting the default of the Text of the E-Mail is as follows.

1 See "Displaying the fax registration screen" on page 10-3, to display the Fax Registration screen.
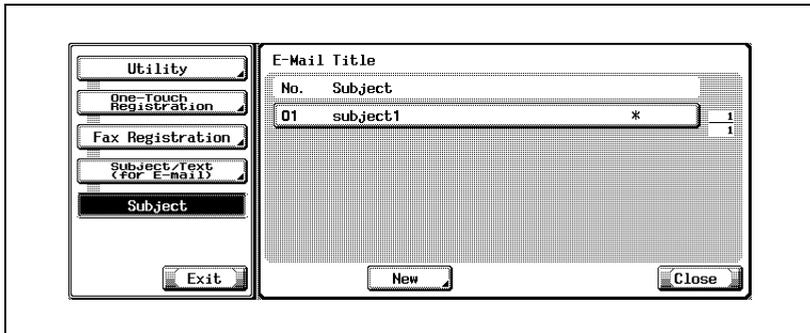
2 Press [Subject/Text (for E-mail)].

– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Subject/Text (for E-mail)], enter the "4" on the keypad.
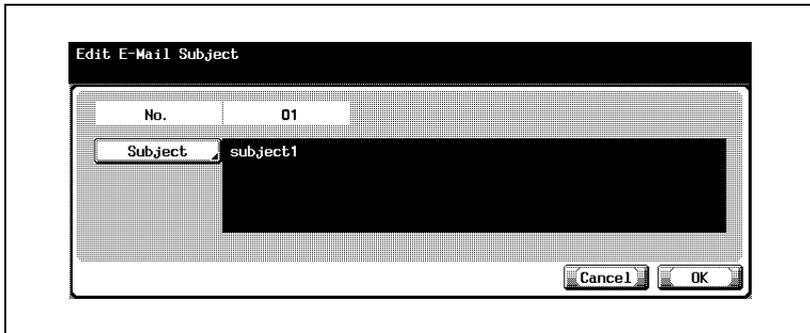
3 Press [Text].

4   Select the Text you want to default and then press [Set as Default].

```
┌─────────────────────────────────────────────────────────────┐
│  ┌──────────────────┐  ┌─────────────────────────────────┐  │
│  │    Utility       │  │ E-Mail Text                     │  │
│  └──────────────────┘  │                        ┌──────┐ │  │
│  ┌──────────────────┐  │ No.  Text              │Set as│ │  │
│  │One-Touch         │  │                        │Default│ │  │
│  │Registration      │  │ ┌───────────────────────────┐ 1│  │
│  └──────────────────┘  │ │01   text1            *    │ 1│  │
│  ┌──────────────────┐  │ └───────────────────────────┘   │  │
│  │Fax Registration  │  │                                 │  │
│  └──────────────────┘  │                                 │  │
│  ┌──────────────────┐  │                                 │  │
│  │Subject/Text      │  │                                 │  │
│  │(for E-mail)      │  │                                 │  │
│  └──────────────────┘  │                                 │  │
│  ┌──────────────────┐  │                                 │  │
│  │    Text          │  │                                 │  │
│  └──────────────────┘  │                                 │  │
│                        │ ┌───────┐ ┌─────┐  ┌────┐ ┌─────┐│  │
│  ┌──────────────────┐  │ │Details│ │ New │  │De- │ │Close││  │
│  │    Exit          │  │ └───────┘ └─────┘  │lete│ └─────┘│  │
│  └──────────────────┘  │                    └────┘       │  │
│                        └─────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────┘
```
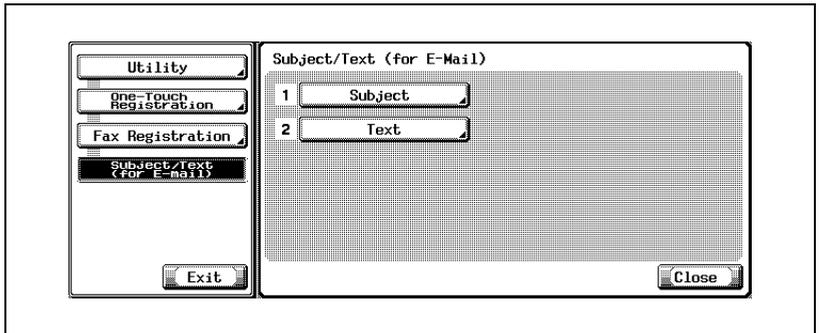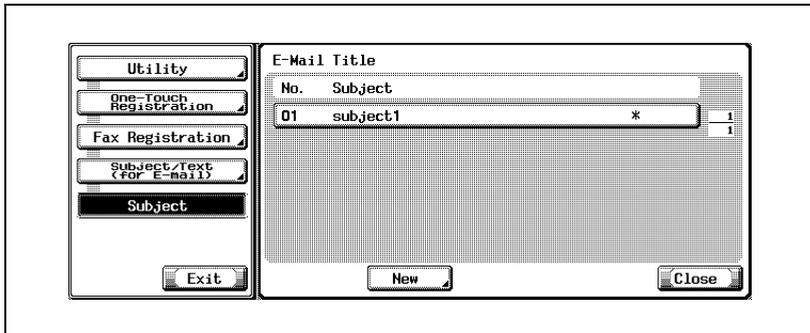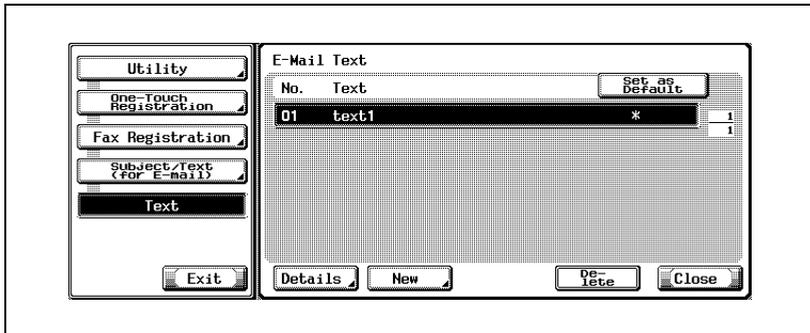
5   Press [Close].

6   Press [Exit] on the sub-area.

10.6 Setting up confidential reception (F-code RX) user boxes

In order to perform confidential reception, it is necessary to create a Confidential RX (F-Code RX) User Box. Up to 20 Confidential RX User Boxes can be registerd. The following will explain how to setup a Confidential RX (F-Code RX) User Box.

$\mathbb{Q}$
Detail
Notify the transmitter of the User Box No. and communication password which you have set.

Refer to p. 7-34 for the operation of the confidential communication.

Confidential RX User Box can be also registered using the PageScope Web Connection. Refer to the "PageScope Web Connection" on page 13-3 for the method to use the PageScope Web Connection.

Registering the confidential RX user box

1 Press the [Utility/Counter] key.

2 Press [One-Touch Registration].
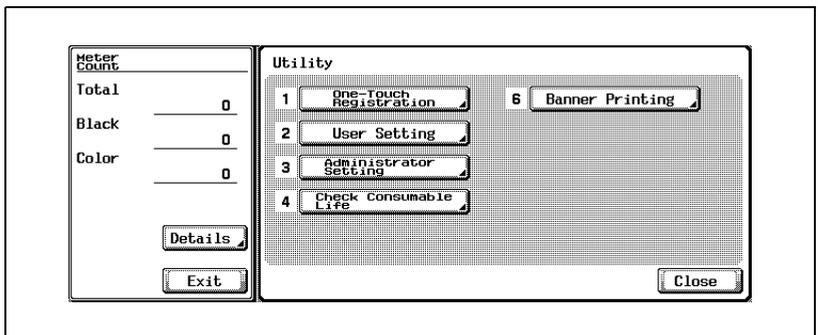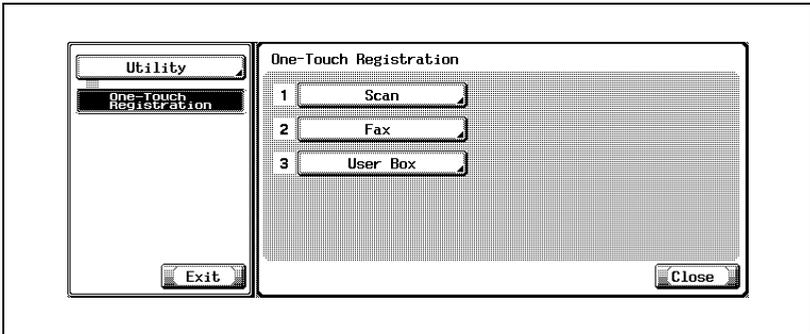
3 Press [User Box].

4 Press [Public/Personal User Box].

5 Press [New].

6 Enter User Box No., Name and Password.

```
┌─────────────────────────────────────────────────────────┐
│ Public/Personal                                          │
│ User Box                                                 │
│                                                          │
│                          1/2   ◆Back    Fwd. ◆           │
│   ┌────────┐                          ┌──────┐ ┌────────┐│
│   │User Box│ 4      1~999999999       │Time  │ │01/10/06││
│   │No.     │                          │Stored│ │  11:48 ││
│   ┌────────┐                          Owner Name         │
│   │ Name   │                                             │
│   ┌────────┐           ┌───────┐                         │
│   │ Pass-  │           │ Index │ etc                     │
│   │ word   │           └───────┘                         │
│     Type    ▐Public▌                                     │
│                                    ┌────────┐ ┌────────┐ │
│                                    │ Cancel │ │   OK   │ │
│                                    └────────┘ └────────┘ │
└─────────────────────────────────────────────────────────┘
```
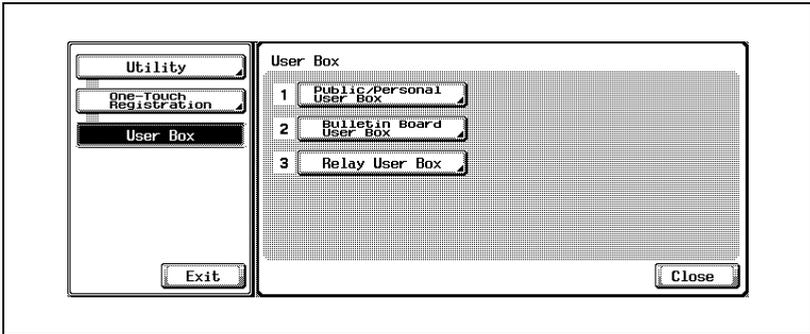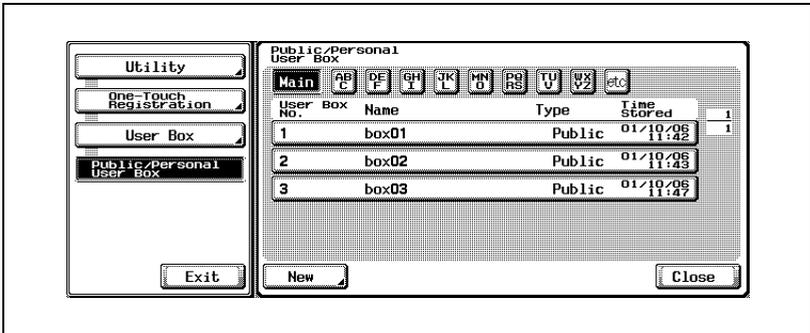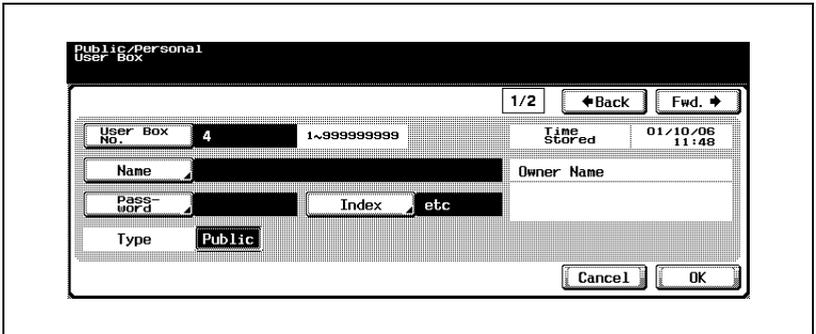
– For more information about the [Index], [Type] and [Auto Delete Document], see User manual [Box Operations].

7 Press [Fwd.].

The registration screen 2/2 appears.

8 Select the time period you wish to keep the document in the Confidential RX User Box.

9 Press [ON] to activate Confidential RX.

```
┌─────────────────────────────────────────────────────────┐
│ Public/Personal                                          │
│ User Box                                                 │
│                                                          │
│                          2/2   ◆Back    Fwd. ◆           │
│      Auto Delete Document            Advanced Functions  │
│  ┌──────┐┌──────┐┌──────┐┌────────┐  ┌──────┐            │
│  │1 day ││2 days││3 days││12 Hours│  Confiden-  ┌──┐┌───┐│
│  └──────┘└──────┘└──────┘└────────┘  tial RX    │ON││OFF││
│  ┌──────┐┌──────┐        ┌────────┐             └──┘└───┘│
│  │7 days││30 days│       │  Save  │                      │
│  └──────┘└──────┘        └────────┘                      │
│                                    ┌────────┐ ┌────────┐ │
│                                    │ Cancel │ │   OK   │ │
│                                    └────────┘ └────────┘ │
└─────────────────────────────────────────────────────────┘
```
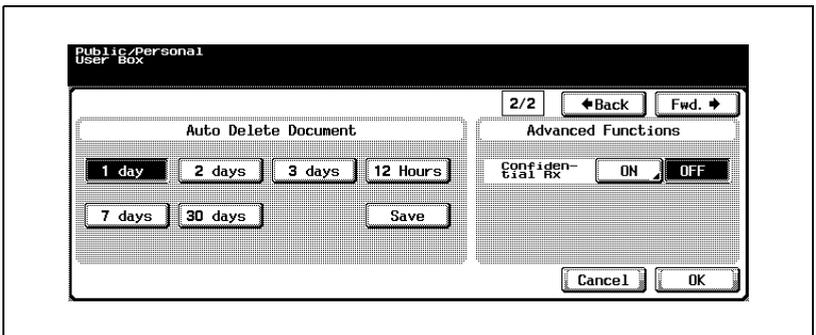
– Confidential reception is possible without setting the communication password. In such a case, only notify the transmitter of the User Box No..

10 Enter Password for Confidential Reception (F-Code RX) if desired.
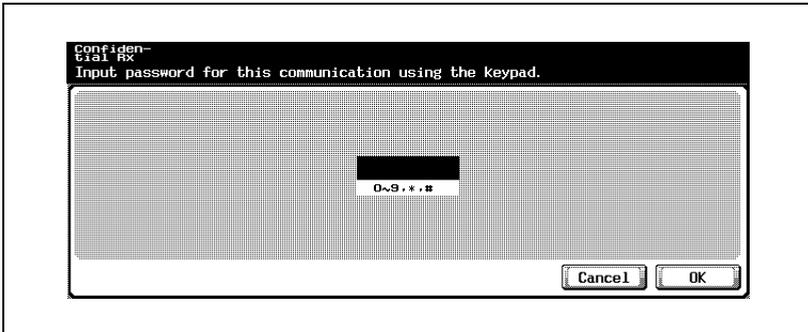
– If you wish to set a password for Confidential Reception (F-Code RX), enter numbers 0-9, * or # up to 8 digits. If you would like to communicate without setting a password, press [Cancel] or leave it blank and press [OK] twice.
– Notify the transmitter of the User Box No. and communication password which you have set.

11 Press [OK].

12 Press [Close].

The registration is complete.

13 Press [Exit] on the sub-area.

Scheme of the confidential communication

In the confidential communication, each fax operates by the following roles.

Originating station **Specifies a Confidential User Box and transmits.**		Receiving station **Opens Confidential User Box to receive the document.**
A box number and communication password initiate transmission of a fax document.	⇨	The document received stored the specified Confidential User Box.
		⬇
		Printing or deleting the document in the Confidential User Box.
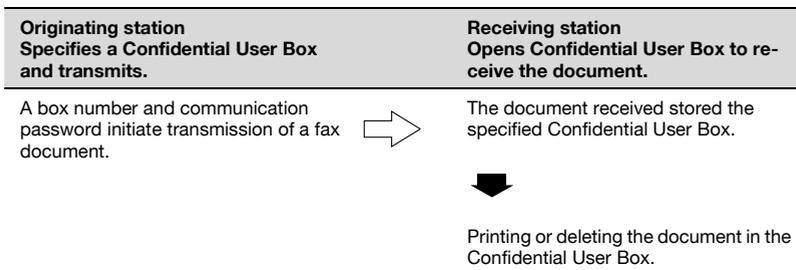
10.7 Setting the bulletin board

The bulletin board polling transmission / reception which used the F code can be used in this machine. In order to perform the bulletin board, it is necessary to set up the Bulletin Board User Box. Up to 10 Bulletin Board User Boxes can be registerd.

Detail

Notify the fax side receiving the Bulletin board polling of the setting.

Refer to p. 9-10 for the operation of the bulletin.

Bulletin Board User Box can be also registered using the PageScope Web Connection. Refer to the "PageScope Web Connection" on page 13-3 for the method to use the PageScope Web Connection.

Registering the bulletin board user box

1 Press the [Utility/Counter] key.

2 Press [One-Touch Registration].
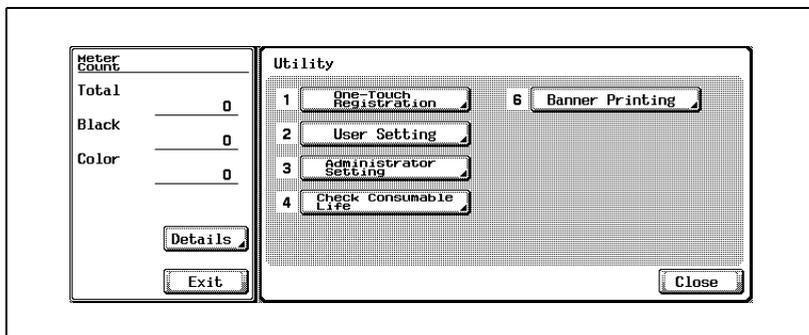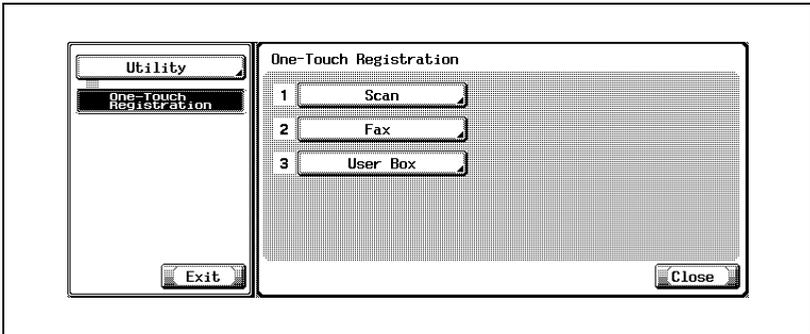
3 Press [User Box].

4 Press [Bulletin Board User Box].
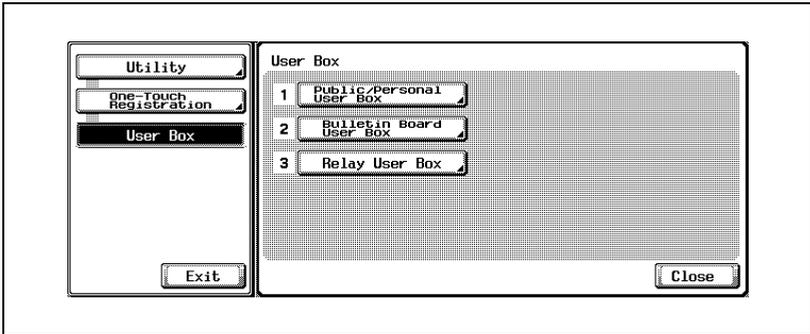
5 Press [New].
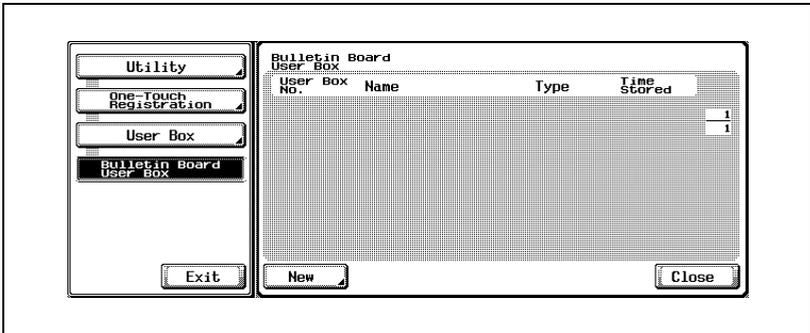
6 Enter [User Box No.], [Name] and [Password].
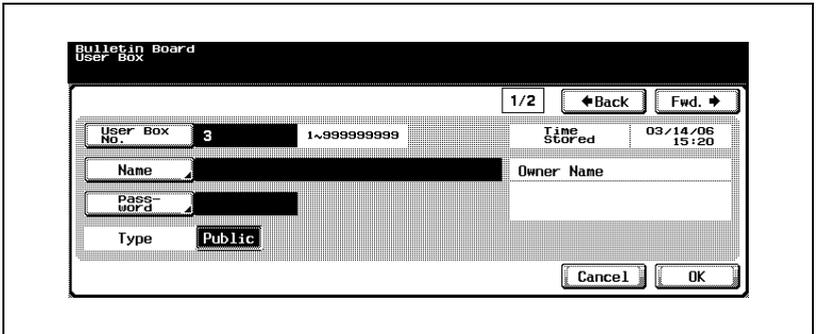
- The Box Name can be up to 20 characters.
- Enter the alphanumeric up to 8 digits.
- For more information about the [Type], see User manual [Box Operations].

7 Press [Fwd.].

The registration screen 2/2 appears.

8 Select the time period you wish to keep the document in the Bulletin Board User Box.
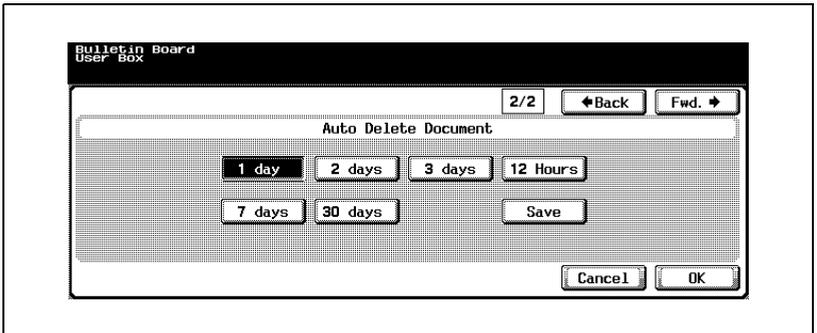
- For more information about the [Auto Delete Document], see User manual [Box Operations].

9 Press [OK].

10 Press [Close].

The registration is complete.

11 Press [Exit] on the sub-area.

Password (access password)

Enter the alphanumeric up to 8 digits.

$\mathbb{Q}$
Detail
*Documents registered in the box can be printed using the password
which was set at the time of registration of the Bulletin Board User Boxes.*

Scheme of transmission/reception by polling with bulletin board

Originating station Sends information by polling from a bulletin board.		Receiving station Receives the document by polling by specifying the bulletin board.
The document that is to be transmitted by polling should be held in the bulletin board.	⟹	The Box No. should be specified to receiving by polling. Registering a bulletin board.

10.8 Setting the relay user box

With this machine, the Relay RX function using the F code can be used.

To use this machine as an intermediate relay station, the [Relay RX] should be set to ON in the Function ON/OFF Setting in the Utility Mode and then the Relay User Box should be registered. Up to 5 Relay User Boxes can be registerd.

✎

Detail

Notify the originating station side transmitting the document of this setting.

To use the [Relay RX], the terminating station should be registered as Group in advance.

Refer to p. 11-43 for the setting of the Relay RX.

Refer to p. 7-37 for the operation to specify a relay at the time of transmission (operation of the originating station).

Refer to p. 10-19 for the registration of Group.

Relay User Box can be also registered using the PageScope Web Connection. Refer to the "PageScope Web Connection" on page 13-3 for the method to use the PageScope Web Connection.

Registering the relay user box

1 Press the [Utility/Counter] key.

2 Press [One-Touch Registration].
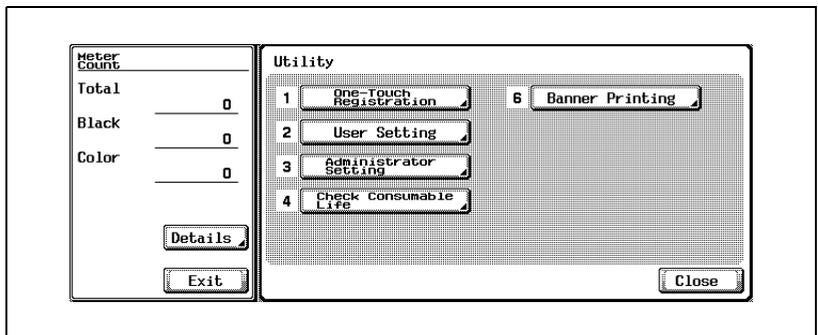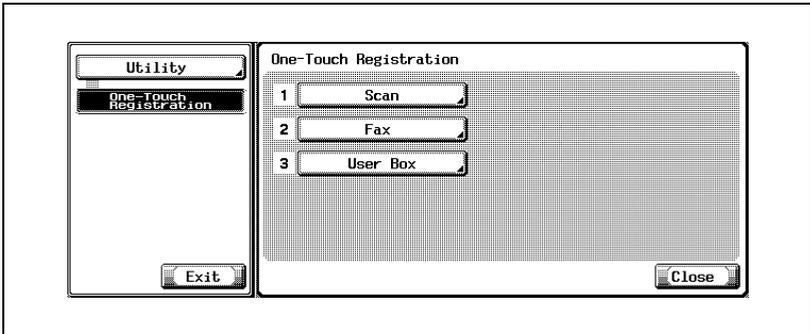
3 Press [User Box].

4 Press [Relay User Box].
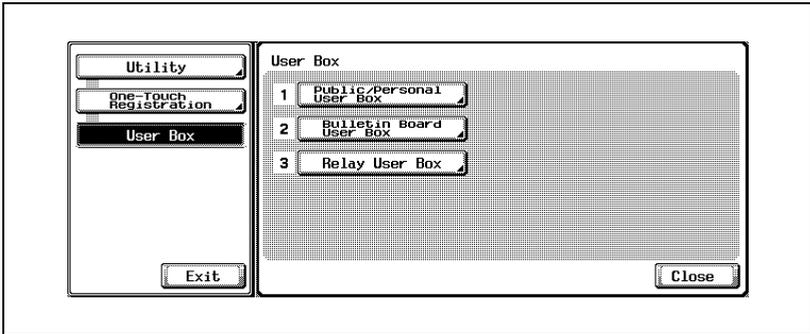
5 Press [New].
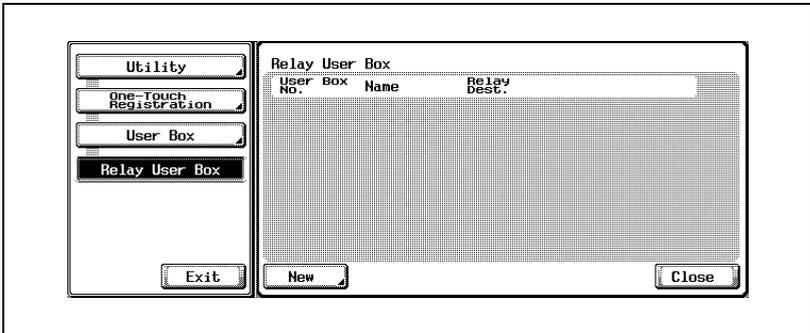
6 Enter [User Box No.], [Name], [Relay Dest.] and [Relay TX Password].

```
Relay User Box
Input password for this communication using the keypad.

  User Box          4          1~999999999              Time        03/14/06
  No.                                                   Stored         15:24
    Name
    Relay
    Dest.
  Relay TX                                0~9,*,#
  Password

                                                    Cancel        OK
```

– The [Name] can be up to 20 characters.
– By pressing the [Relay Dest.], Groups which have been set in advance can be specified.
– [Relay TX Password] can contain any number between 0 and 9, "*" and "#".

7 Press [OK].

8 Press [Close].

The registration is complete.

9 Press [Exit] on the sub-area.

Scheme of relayed transmission to multiple stations

In the relay transmission, each fax operates by the following roles.

Originating station Issues a relay request.	Intermediate Relay station Transmits the same information to multiple stations.	Terminating stations Receives the information.
This originates a transmission of fax document sent to the relaying station, with a relay box number and relay password designated.	The document sent from the originating station enters specified relay box in the memory temporarily. The document held in the relay box is transmitted to the destination group designated.	Receives the document sent from the relaying station.

Q

Detail

If [Relay Print] of the Function ON/OFF Setting is set to ON in the Intermediate Relay Station, documents are relayed and delivered. And then the documents thus relayed are printed. For details, see p. 11-43.

10.9 Setting the memory RX user box

When [Memory RX] is set as [ON] by the Utility Mode, a receiving document is saved in the Memory RX User Box.

Q

Detail
For the printing method of Memory RX User Box, refer to "Memory reception" on page 8-6.

11 Utility mode

11 Utility mode

11.1 Utility mode screen

A Utility Mode should be designated to manage this machine. It is recommended that a specific person be authorized as Utility Mode to prevent confusion.

The procedures for entering in and exiting the Utility Mode and setting fax functions are described below.

Entering user setting

1 Press [Fax] and press [Utility/Counter] on the control panel.

2 Press [User Setting].
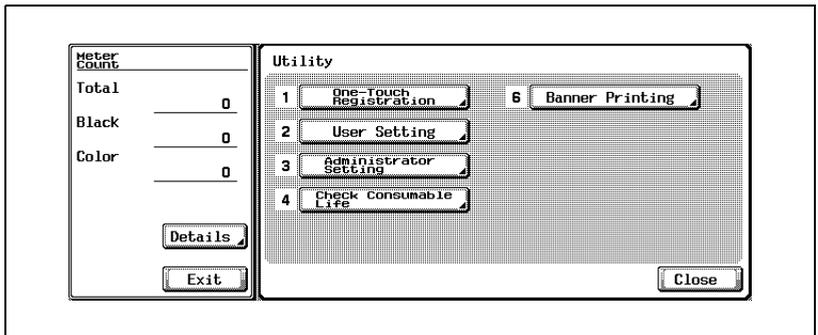
Exiting from user setting

1 Press [Exit] on the sub-area.
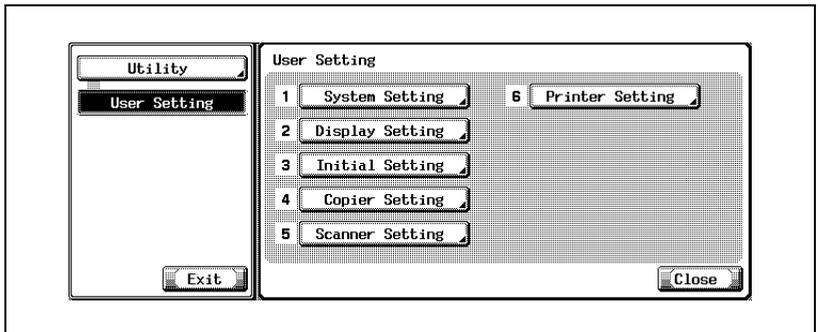
Entering administrator setting

1 Press [Fax] and press [Utility/Counter] on the control panel.

2 Press [Administrator Setting].
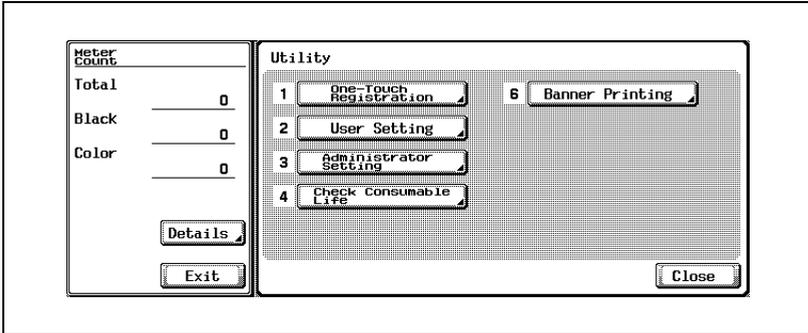
3 Enter the password and press [OK].
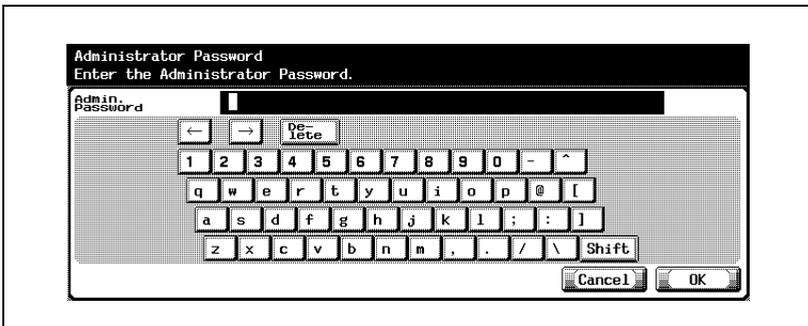
🔍
Detail
The password for the administrator can be changed in [Security Setting].
The administrator should have a responsibility for the management of the password.

Exiting from administrator setting

1 Press [Exit] on the sub-area.
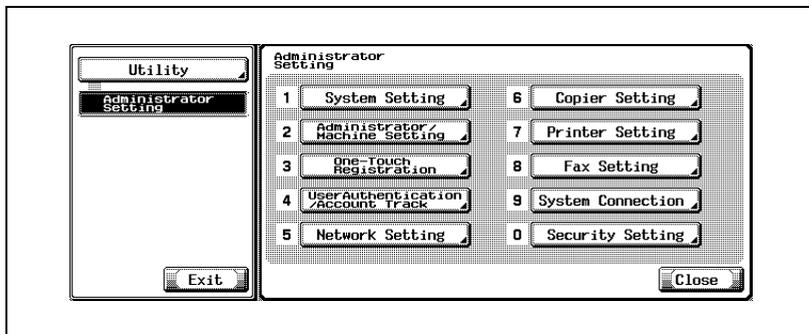
11.2   Fax utility mode list

The fax Utility Mode includes the following items.

*   indicates factory default setting.

Fax Basic Screen Default Setting

User Setting >> Display Setting >> Fax Basic Screen Default Setting
Set the initial condition of the fax screen. (page 11-16)

Item	Description	Available value
Default Tab	Set the default of the destination column in the fax screen.	Program* / Group / Address Book / Direct Input
Default Program	Set the default of the Program.	Temporary One-Touch / PAGE1* - PAGE27
Address Book Default Index	Set the default of the Address Book.	Main* / ABC - etc
Address Type Symbol Display	Set the symbol of the Address type if it is displayed or not.	ON* / OFF
No. of Characters for Dest. Display	Set the number of characters to be displayed for the Address Name.	14 char.* / 24 char.

Fax Active Screen

User Setting >> Display Setting >> Fax Active Screen
Set the message in transmission if it is displayed on the screen or not.
(page 11-19)

Item	Description	Available value
TX Display	Set the message in [Transmission] if it is displayed on the screen or not.	ON / OFF*
RX Display	Set the message in [Receive] if it is displayed on the screen or not.	ON / OFF*

Initial Setting

User Setting >> Initial Setting
Set the default of the Fax function. (page 11-22)

Item	Description	Available value
Fax	[Current Setting]: Before entering the Utility Mode, each of the items that have been set on the touch panel is registered as the default of fax function. [Factory Default]: Values set when shipped from the factory are registered as the default of fax function.	Current Setting / Factory Default*

Entering Power Save Mode (Fax)

Administrator Setting >> System Setting >> Power Save Setting>> Entering Power Save Mode (Fax)
Set the Entering Power Save Mode (Fax). (page 11-24)

Item	Description	Available value
Entering Power Save Mode (Fax)	If the [Immediately] have been selected and it is power save mode when input signals come, then power save mode will be resumed after completion of reception.	Normal* / Immediately

Print/Fax Output Settings

Administrator Setting >> System Setting >> Output Setting >> Print/Fax Output Settings
Set the printing method of the document received. (page 11-27)

Item	Description	Available value
Fax	Set the printing method of the document received.	Batch Print* / Page Print

Restrict Fax Broadcasting

Administrator Setting >> System Setting >> Restrict User Access>> Restrict Operation Setting >> Restrict Fax Broadcasting
Transmitting the fax to multiple destinations is prohibited. (page 11-29)

Item	Description	Available value
Restrict Fax Broadcasting	Transmitting the fax to multiple destinations is prohibited.	ON / OFF*

Header Information

Administrator Setting >> Fax Setting >> Header Information
Register the Sender Name and the Fax ID. (page 11-31)

Item	Description	Available value
Sender Name	The name registered is printed on the document received by the other party as a sender information.	Up to 30 in characters and symbols.
Sender Fax No.	The Fax ID registered is printed on the document received by the other party as a sender information. The fax number of the machine is normally entered.	Up to 20 characters with 0 to 9, +, space, * and # used.
Sender Name Registration	Sender Name which can be specified at the time of transmission is registered.	Up to 30 in characters and symbols.

Header/Footer Position

Administrator Setting >> Fax Setting >> Header/Footer Position
Set the method of specifying the sender information and the reception information. (page 11-34)

Item	Description	Available value
Header Position [1]	Set a position in which the sender information is printed.	Inside Body Text / Outside Body Text* / OFF
To Name [2]	In the case of ON, the name and the address are printed as a Header Information. In the case of OFF, the Sender Name and the Sender Fax No. are printed as a Header Information.	ON* / OFF
Footer Position	Set the reception time and the reception number if they are printed or not on the document received.	Inside Body Text / Outside Body Text / OFF*

[1]   The setting value is different depending on the country.

[2]   The displays are different depending on the country.

Telephone Line Settings

Administrator Setting >> Fax Setting >> Telephone Line Settings
Set items relevant to transmission and reception. (page 11-37)

Item	Description	Available value
Dialing Method *1	Set the method of dialing.	PB* / 10pps
Receive Mode	Set to [Auto RX] for automatic reception. And set to [Manual RX] when a lot of telephone calls are made with an external telephone connected or when the remote reception function is employed.	Auto RX* / Manual RX
Number of RX Call Rings	Set the number of receptions. Set the number of the pseud-ringback tones from the arrival of a message to the start of reception.	0-15 (2 times*)
Number of Redials *2	Set the number of redials when no response is available due to the other party being busy.	0-7 (3 times*)
Redial Interval	Set the intervals between the redials.	1-15 (3 min.*)
Line Monitor Sound	Set to ON when you want to hear the sound on the line through the speaker while in transmission.	ON / OFF*
Line Monitor Sound Volume	Set the sound volume of the speaker.	0-31 (16*)

*1   The displays are different depending on the country.
*2   The setting value is different depending on the country.

TX/RX Setting

Administrator Setting >> Fax Setting >> TX/RX Setting
Sets the print method at the transmission/reception mode. (page 11-40)

Item	Description	Available value
Duplex Print (RX)	When set to ON, the original received is printed on both sides of the paper.	OFF* / ON
Inch Paper Priority Over A4*1	By setting this function ON, inch series form of paper is preferentially selected for the received original.	OFF* / ON
Print Paper Selection	When the priority of each size is set: A record is made in the priority size. When no priority size is set, a record is made in the nearest size. When the fixing of each size is set: A record is made only in the size set.	Auto Select* / Fixed Size / Priority Size
Print Paper Size *1 *2	Set the paper size on which the document received is printed. The default varies according to the setting of [Inch Paper Priority Over A4].	A3 / B4 / A4* / 81/2 × 11 / 81/2 × 14 / 11 × 17
Incorrect User Box No. Entry	Set the operation when an unregistered box number is specified for the fax reception using boxes. Selecting [Auto Create User Box] generates the box of a number entered.	Print* / Show Error Message / Auto Create User Box
Tray Selection for RX Print *3	Determines the paper tray if you want to fix the paper tray for received document.	Auto* / Tray 1 / Tray 2 / Tray 3 / Tray 4
Min. Reduction for RX Print*4	Set the output magnification of the original received.	87-96* / × 1.0
Print Separate Fax Pages	Determines the default of transmission mode.	OFF* / ON
File After Polling TX	Determines whether to delete document after the polling transmission.	Delete* / Save
No. of Sets (RX)	Set the number of prints for the received document.	1*-10

*1: The displays are different depending on the country.

*2: To make the setting of [Print Paper Size] enable, set [Tray Selection for RX Print] to [Auto].

*3: Tray type may be different depending on the installed option.

*4: When [Min. Reduction for RX Print] is set to [x1.0], [Print Paper Selection] and [Tray Selection for RX Print] are set to [Auto]. [Print Separate Fax Pages] is turned to [OFF].

Function Setting

Administrator Setting >> Fax Setting >> Function Setting
Turns ON/OFF transmission/reception functions. (page 11-43)

	Item	Description	Available value
Function ON/OFF Setting	F-Code TX	For details, refer to "Turning ON/OFF transmission/reception functions" on page 11-44.	ON* / OFF
	Relay RX	Broadcast the document received from the originating station as an intermediate relay station to the terminating station. To use the Relay RX function, the Relay User Box should be registered.	ON* / OFF
	Relay Print	Print the document received from the originating station.	ON / OFF*
	Destination Check Display Function	Set whether or not to display the list of destinations specified at the time of facsimile transmission.	ON / OFF*
Memory RX		The memory reception is the function used to receive documents and store in memory so that you can print them out later as necessary.	ON / OFF*
Closed Network RX		The closed area reception is the function used to receive the incoming data only when the sender's password is valid.	ON / OFF* Set a password in 4 digits.
Forward TX Setting		The Fax transfer is the function used to transfer the received data to a certain station determined in advance.	OFF* / Forward & Print / Forward & Print (If TX Fails) Forward Dest.
Incomplete TX Hold		Documents which could not be transmitted by the auto redial function because of a communication error or busy remote station is saved temporarily in the Re-TX User Box.	ON / OFF* When the Incomplete TX Hold is set to ON, specify the Incomplete TX Hold Time.
PC-Fax RX Setting		The PC-Fax RX Setting feature offers a procedure for saving files containing received faxes in Boxes on the hard disk. By setting to ON the PC-Fax RX Setting function, you can set up whether or not to print the data received and set up the Communication Password.	OFF* / ON Memory RX User Box / Specified User Box Save & Print (ON / OFF*) Communication Password (ON / OFF*)
TSI User Box Setting		This is a function to allocate received originals according to the TSI information of faxes received. Or set up the action when receiving unregistered TSI information.	ON / OFF* Automatically Print*/ Memory RX User Box Receive & Print (ON / OFF*)

PBX CN Set

Administrator Setting >> Fax Setting >> PBX CN Set
Sets the connection method of the PBX line. (page 11-68)

Item	Description	Available value
PBX CN Mode Set	Select ON when your FK-502 is connected to PBX line. When PBX connection mode is set at ON, this parameter determines the outside line access code. The external line access code is the prefix attached to the telephone number when dialing to an external line. This prefix will be dialed when external line option is selected with abbreviated dial number or Program.	ON / OFF * When set to ON, the number is of the outside line.

Report Settings

Administrator Setting >> Fax Setting >> Report Settings
Sets the method to print a report. (page 11-70)

Item	Description	Available value
Activity Report	Determines whether to print the report and the timing at which the report will be printed out.	OFF / Daily / Every 100 Comm.* / 100/Daily When you set the output of Activity Report to [Daily] or [100/Daily], you can also set the time to output the report.
TX Report		ON / If TX Fails* / OFF
Sequential TX Report		ON* / OFF
Timer Reservation TX Report		ON* / OFF
Confidential RX Report		ON* / OFF
Bulletin TX Report		ON* / OFF
Relay TX Result Report		ON* / OFF
Relay Request RX Report		ON* / OFF
PC-Fax TX Error Report		ON / OFF*
Broadcast Result Report	Set up the Broadcast Result Report printing method.	All Dest.* /1 Dest. at a time
TX Result Report Check	Determines whether to display the transmission result report select screen. If you select "ON", it will be displayed after each transmission.	OFF* / ON

*   indicates factory default setting.

Job Settings List

Administrator Setting >> Fax Setting >> Job Settings List

🔍
Detail
For details, page 12-51.

Multi Lines Setting

Administrator Setting >> Fax Setting >>Multi Lines Setting
Set the items required for the additional line. (page 11-74)

These items can be set only when the Fax Multi Line is installed.

Item		Description	Available value
Telephone Line Setting	Dialing Method	Set the dialing method for the Line 2 (additional line).	PB[*] / 10pps
	Number of RX Call Rings	Set the arrival frequency for the Line 2 (additional line). Set the pseudo ring back tone frequency after the arrival until receiving is started.	0-15 (2 times[*])
	Line Monitor Sound	To hear the sound on the line from the speaker at the time of transmission with the Line 2 (additional line), set it to ON.	ON / OFF[*]
Function Setting	PC-FAX TX Setting	Set the line for the PC-FAX transmission.	No Selection[*] / Line 1 / Line 2
Multi Lines Setting	Line 2 Setting	Set the communication method for the Line (additional line).	TX and RX[*] / RX Only / TX Only
Sender Fax No.		The Fax ID for the Line 2 (additional line) is printed on the document received by the other party as a sender information.	Up to 20 characters with 0 to 9, +, space, * and # used.

Restrict Fax TX

Administrator Setting >> Security Setting >>Security Details>>Restrict Fax TX
Disable the functions for fax transmission. (page 11-83)

Item	Description	Available value
Restrict Fax TX	All the functions for the fax trans-mission are disabled so that any operation from the [Fax] button on the control panel is not accepted.	ON / OFF *

11.3 Fax basic screen default setting

Set the initial condition of the fax screen.

Item	Description	Available value
Default Tab	Set the default of the destination column in the fax screen.	Program[*] / Group / Address Book / Direct Input
Default Program	Set the default of the Program.	Temporary One-Touch / PAGE1[*] - PAGE27
Address Book Default Index	Set the default of the Address Book.	Main[*] / ABC - etc
Address Type Symbol Display	Set the symbol of the Address type if it is displayed or not.	ON[*] / OFF
No. of Characters for Dest. Display	Set the number of characters to be displayed for the Address Name.	14 char.[*] / 24 char.

[*] indicates factory default setting.

1 Open the User Setting screen (See "Entering user setting" on page 11-3).

2 Press [Display Setting].
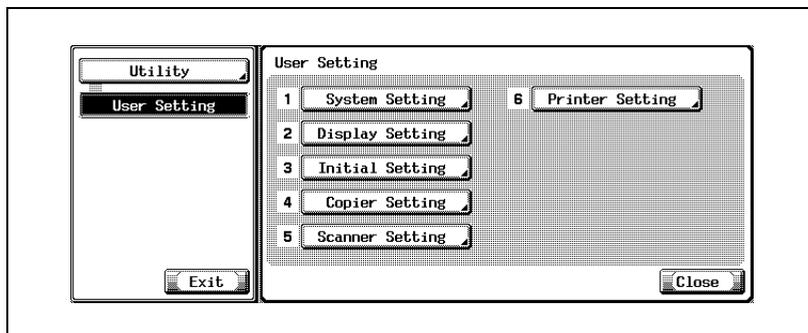
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Display Setting], enter 2 through the numeric keypad.

3 Press [Fax Basic Screen Default Setting].
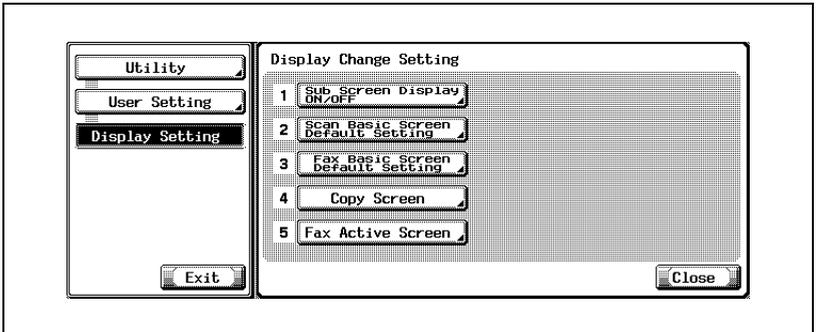
4 Select the item you wish to set.
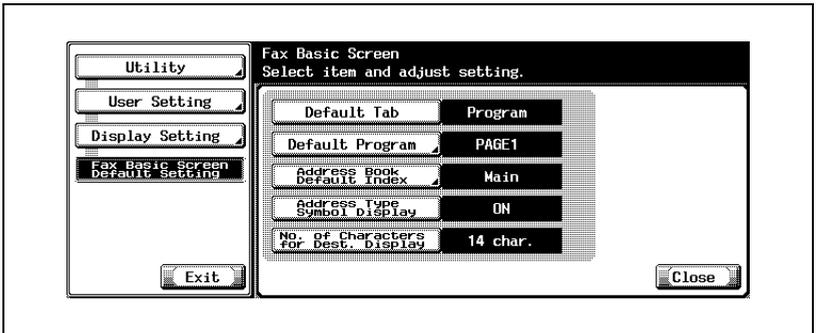
– To close the Utility Mode screen, press [Exit] in the sub-area.

5 Select the parameter you wish to set.
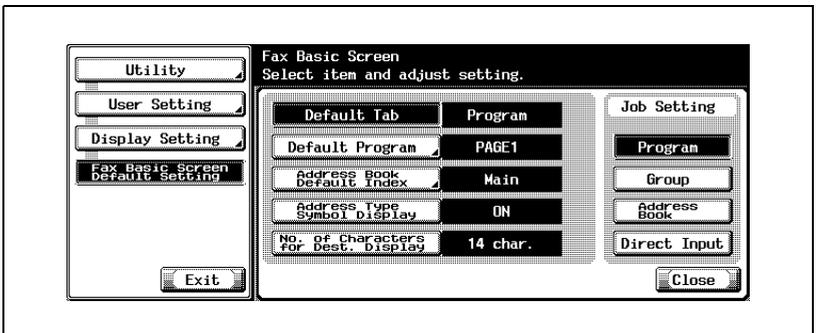
6 Press [Close].

– The value of the parameter is changed.

7 Press [Exit] on the sub-area.

11.4 Fax active screen

Set the message in transmission if it is displayed on the screen or not.

Item	Description	Available value
TX Display	Set the message in [Transmission] if it is displayed on the screen or not.	ON / OFF*
RX Display	Set the message in [Receive] if it is displayed on the screen or not.	ON / OFF*

* indicates factory default setting.

1 Open the User Setting screen (See "Entering user setting" on page 11-3).

2 Press [Display Setting].

```
┌─────────────────────────────────────────────────────────┐
│  ┌──────────────┐   User Setting                          │
│  │   Utility    │                                          │
│  │ User Setting │  1 [ System Setting ]  6 [ Printer Setting ] │
│  │              │  2 [ Display Setting ]                    │
│  │              │  3 [ Initial Setting ]                    │
│  │              │  4 [ Copier Setting ]                     │
│  │              │  5 [ Scanner Setting ]                    │
│  │   [ Exit ]   │                          [ Close ]        │
│  └──────────────┘                                          │
└─────────────────────────────────────────────────────────┘
```
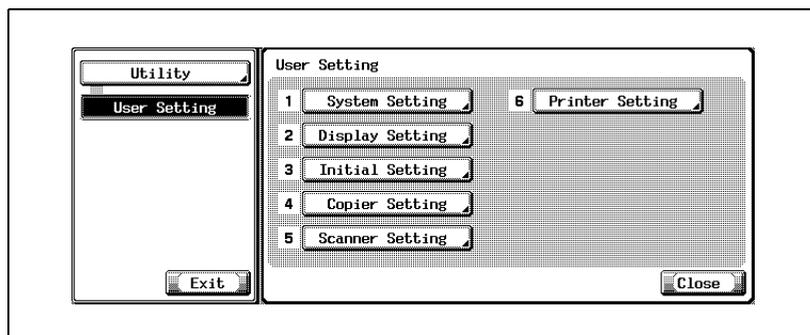
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Display Setting], enter 2 through the numeric keypad.

3 Press [Fax Active Screen].
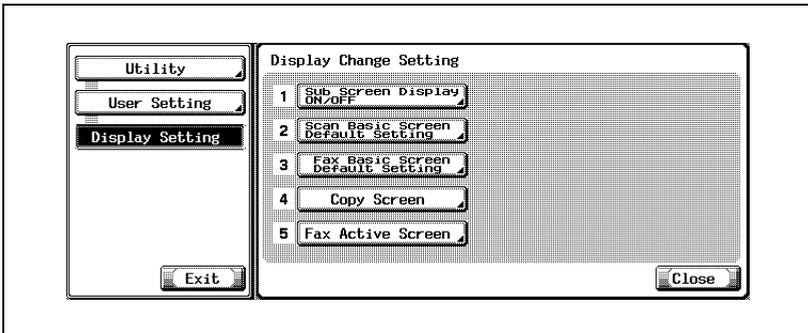
4 Select [Transmission Display] or [Receipt Display].
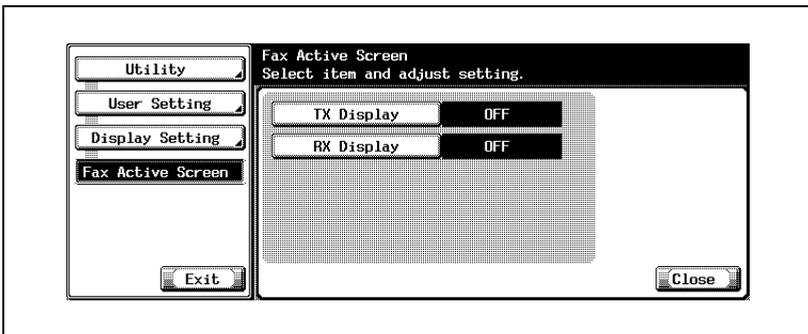
– To close the Utility Mode screen, press [Exit] in the sub-area.

5 Select the parameter you wish to set.
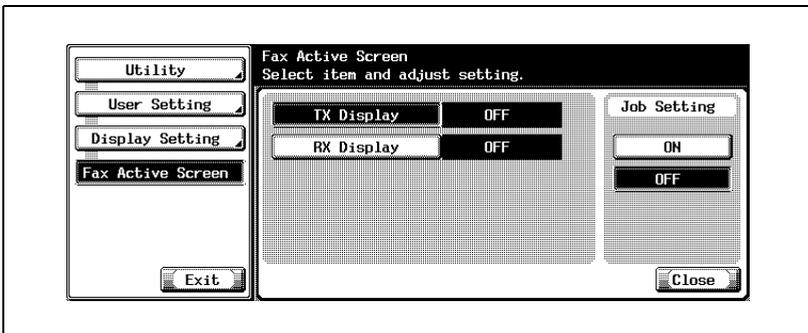
6 Press [Close].

– The value of the parameter is changed.

7 Press [Exit] on the sub-area.

11.5 Initial setting

Set the default of the Fax function.

It is possible to set a Fax function that is selected when the Main Power is turned on or when [Reset] is pressed.

For this setting, display the Fax screen and press the [Utility/Counter] on this screen.

Item	Description	Available value
Fax	[Current Setting]: Before entering the Utility Mode, each of the items that have been set on the touch panel is registered as the default of fax function. [Factory Default]: Values set when shipped from the factory are registered as the default of fax function.	Current Setting / Factory Default*

* indicates factory default setting.

1 Open the User Setting screen (See "Entering user setting" on page 11-3).

2 Press [Initial Setting].
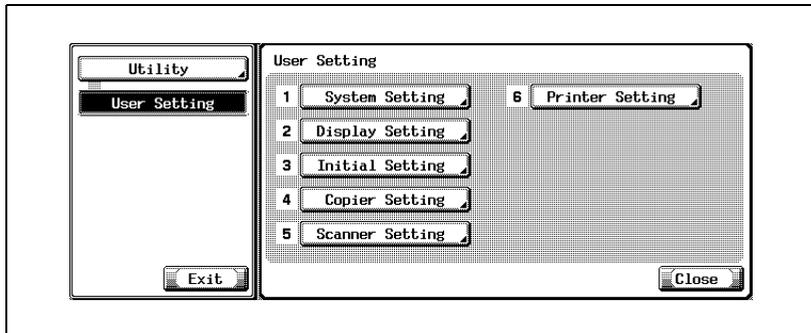
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Initial Setting], enter 3 through the numeric keypad.

3 Press [Factory Default]. and then press [OK].

```
Initial Setting
Select setting default of each modes.

                                          Fax

                                    Current Setting

                                    Factory Default

                                   Cancel        OK
```
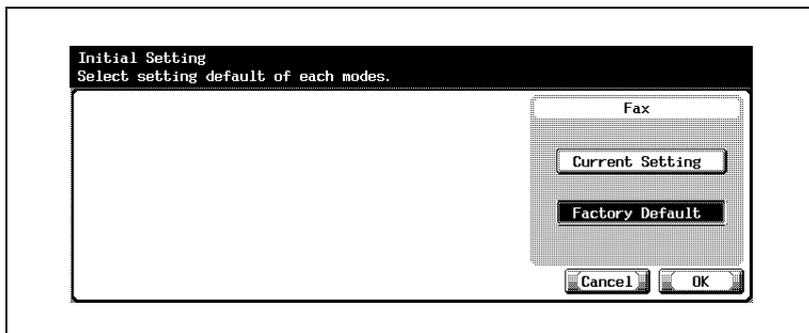
– When you want to stop the setting, press [Cancel].

4 Press [Close].

– The value of the parameter is changed.

5 Press [Exit] on the sub-area.

11.6 Entering power save mode (fax)

Set the entering power save mode (sax).

Item	Description	Available value
Entering Power Save Mode (Fax)	If the [Immediately] have been selected and it is power save mode when input signals come, then power save mode will be resumed after completion of reception.	Normal[*] / Immediately

[*] indicates factory default setting.

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [System Setting].
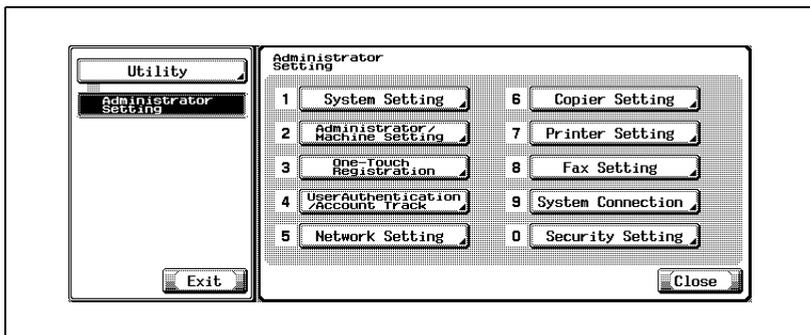
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [System Setting], enter 1 through the numeric keypad.

3 Press [Power Save Setting].

4 Press [Entering Power Save Mode (Fax)].

5 Select the parameter you wish to set.
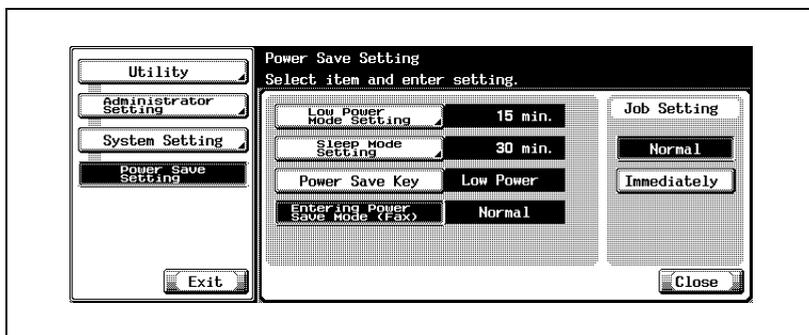
6 Press [Close].

– The value of the parameter is changed.

7 Press [Exit] on the sub-area.

11.7 Print/Fax output settings

Set the printing method of the document received.

Item	Description	Available value
Fax	Set the printing method of the document received.	Batch Print[*] / Page Print

[*] indicates factory default setting.

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [System Setting].
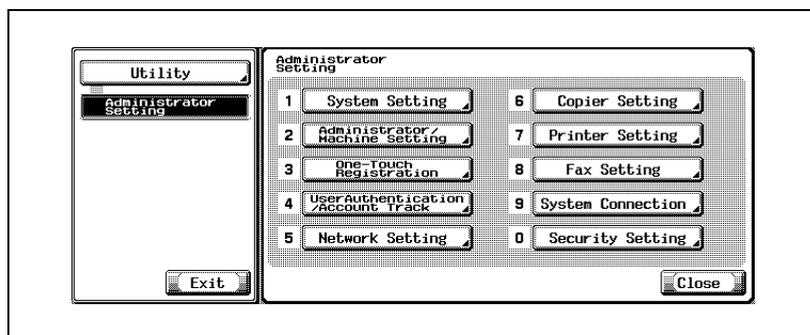
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [System Setting], enter 1 through the numeric keypad.

3 Press [Output Setting].
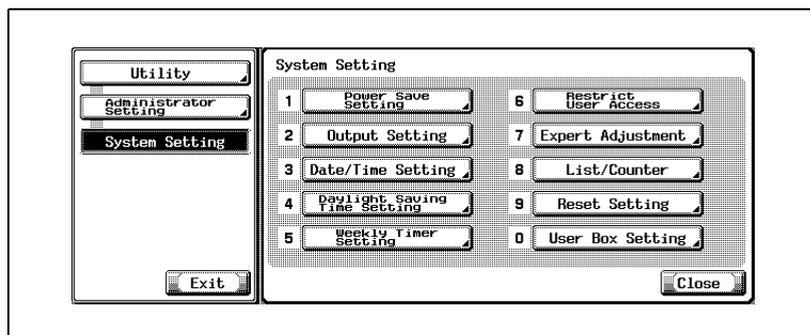
4 Press [Print/Fax Output Settings].
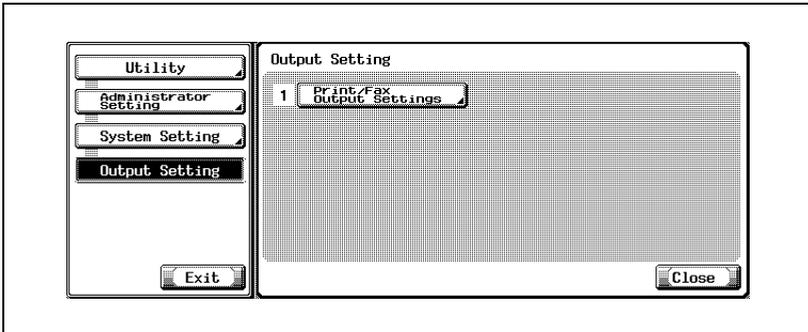
5 Select the printing method.
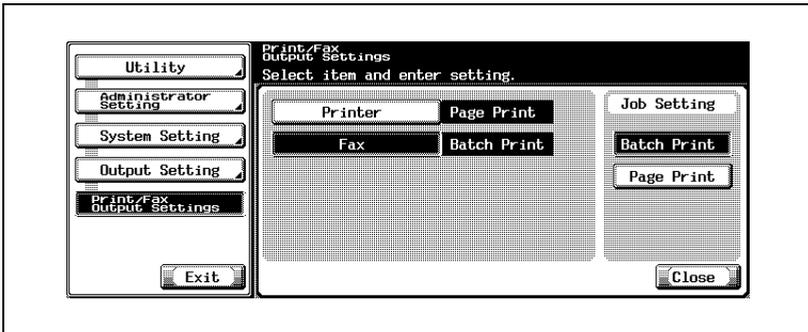
– Batch Print: Printing is started after all documents are received.
– Page Print: Printing is made each time a page of document is received.
– When the [Duplex Print (RX)] is set to the [ON], the print is made after receiving the data for both sides (for 2 pages).

6 Press [Close].

– The value of the parameter is changed.

7 Press [Exit] on the sub-area.

11.8 Restrict fax broadcasting

Transmitting the fax to multiple destinations is prohibited.

Item	Description	Available value
Restrict Fax Broadcasting	Transmitting the fax to multiple destinations is prohibited.	ON / OFF*

* indicates factory default setting.

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [System Setting].
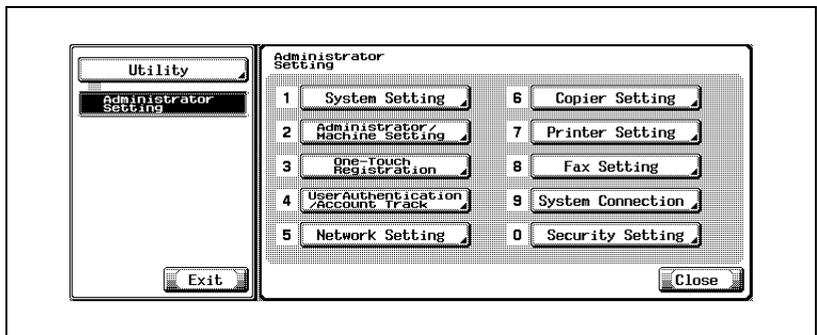
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [System Setting], enter 1 through the numeric keypad.

3 Press [Restrict User Access].
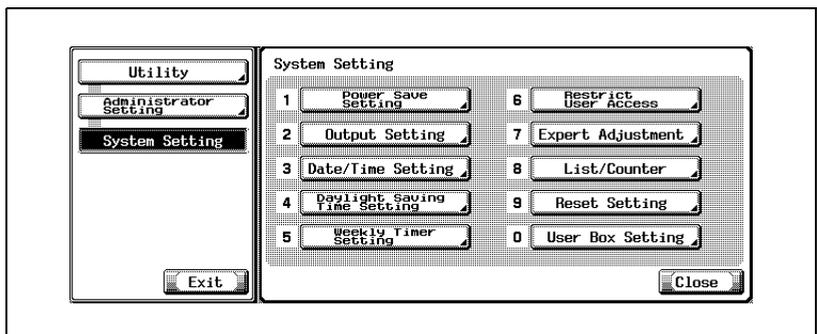
4 Press [Restrict Operation Setting].
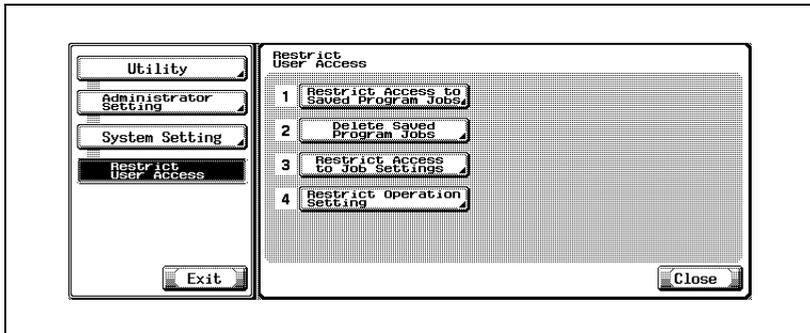
5 Press [Restrict Fax Broadcasting] and select [ON].
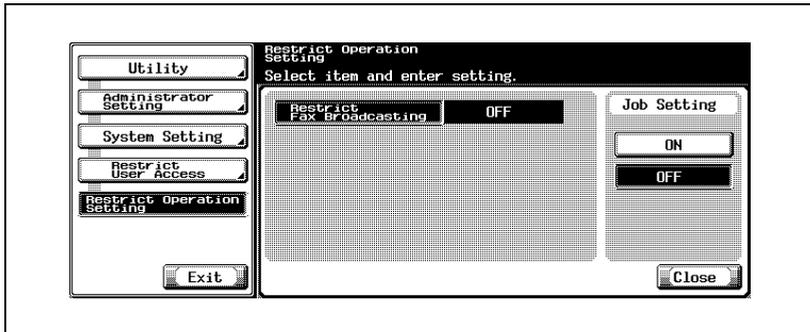
6 Press [Close].

– The value of the parameter is changed.

7 Press [Exit] on the sub-area.

11.9 Header information

Register the Sender Name and the Fax ID.

Item	Description	Available value
Sender Name	The name registered is printed on the document received by the other party as a sender information.	Up to 30 in characters and symbols.
Sender Fax No.	The Fax ID registered is printed on the document received by the other party as a sender information. The fax number of the machine is normally entered.	Up to 20 characters with 0 to 9, +, space, * and # used.
Sender Name Registration	Sender Name which can be specified at the time of transmission is registered.	Up to 30 in characters and symbols.

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Fax Setting].
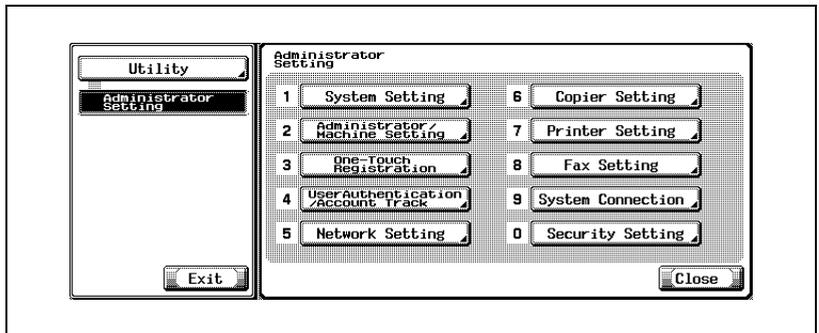
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3 Press [Header Information].
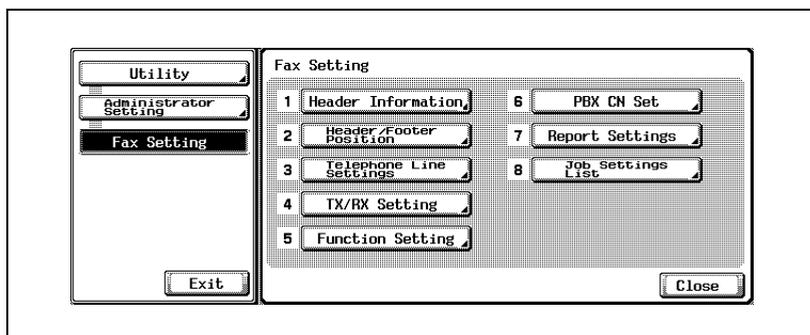
4 Press [Sender Name].

Name Input screen appears.

5 Enter the Sender Name and press [OK].

– See "Entering text" on page 14-4 for more information.

6 Enter the Sender fax number by using keypad, +, Space, $\boxed{\rightarrow}$ or $\boxed{\leftarrow}$.
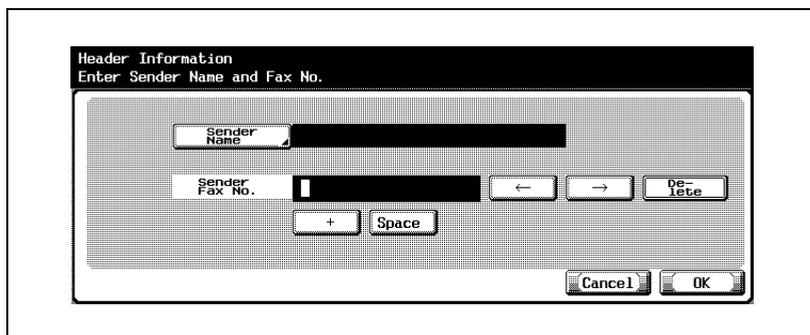
– +: Represents "+".
– Space: Represents a space.
– $\boxed{\leftarrow}$ Moves the cursor to the left.
– $\boxed{\rightarrow}$ Moves the cursor to the right.
– Delete: Characters on the position of the cursor are deleted one by one.
  When the cursor is at the right end, the character are deleted from the rear end.
– When you want to stop the setting, press [Cancel].
– To correct the entry, press [C] (clear) on the control panel.

7 When registering the multiple sender names, press [Sender Name Registration].

8 With a list selected that you want to register, press [Edit]. In the character input screen, enter the name of a sender that you want to register and press [OK].

```
Sender Name Registration

        No.  Sender Name
        01   fax1                          1
                                           4
        02
        03                          ↑
        04
        05                          ↓

                          Edit    De-    Close
                                  lete
```
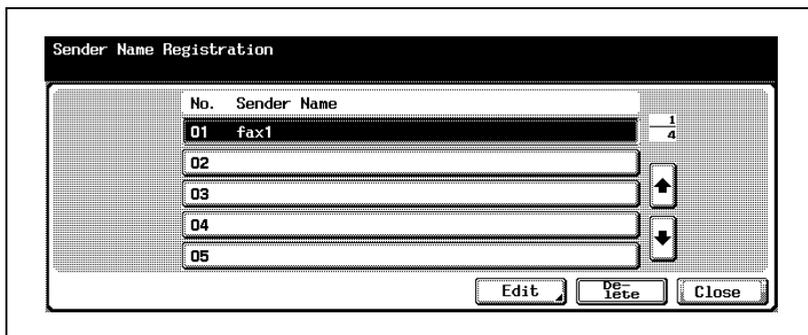
– The registration of up to 20 names of senders is available.
– The name of a sender that has been registered can be selected from the Scan Setting screen when sending it. For details, see "Header setting" on page 7-25.

9 Press [OK] and then press [Close].

The Sender Fax No. and Sender Name you have entered is registered.

10 Press [Exit] on the sub-area.

11.10 Header/Footer position

You may select this printing feature to be ON or OFF. This feature identifies the originating station and the time of reception. If you select ON, you may also choose to print this information.

Item	Description	Available value
Header Position *1	Set a position in which the sender information is printed.	Inside Body Text: The sender information will be printed inside the area corresponding to the document. Outside Body Text*: The sender information will be printed outside the area corresponding to the document. OFF: The sender information will not be printed.
To Name*2	In the case of ON, the name and the address are printed as a Header Information. In the case of OFF, the Sender Name and the Sender Fax No. are printed as a Header Information.	ON* / OFF
Footer Position	Set the reception time and the reception number if they are printed or not on the document received.	Inside Body Text: The time/number information will be printed inside the area corresponding to the document. Outside Body Text: The time/number information will be printed at the bottom of the reproduced pages. OFF*: The time/number information will not be printed.

* indicates factory default setting.

*1 The setting value is different depending on the country.

*2 The displays are different depending on the country.

Detail
The Header Information is printed on the text received by the other party. For details, see "Sender information" on page 3-56.

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Fax Setting].
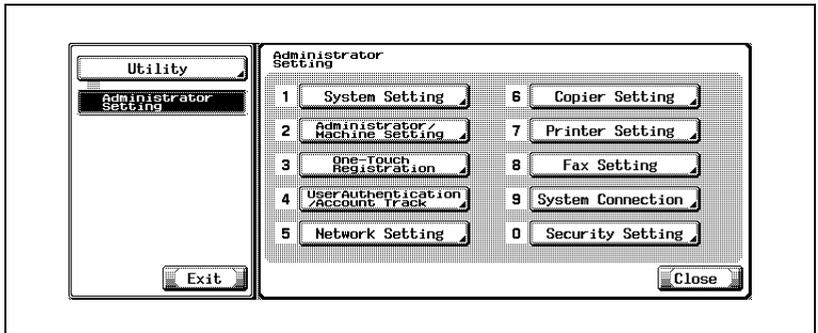
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3 Press [Header/Footer Position].
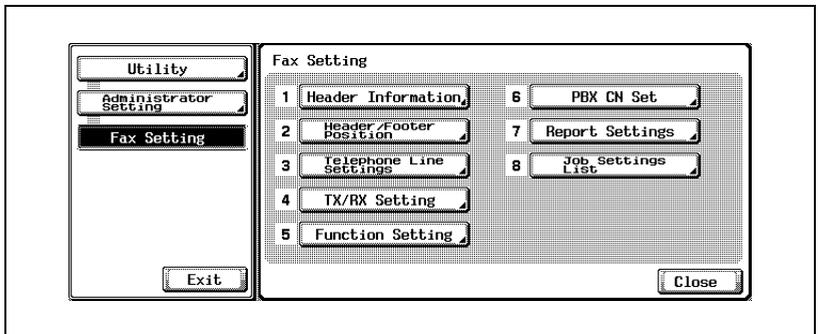
4 Select the item you wish to set.
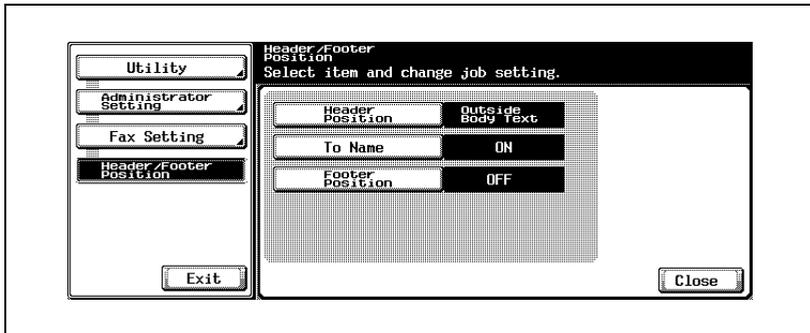
– To close the Utility Mode screen, press [Exit] in the sub-area.
– The displays are different depending on the country.

5 Select the parameter you wish to set.
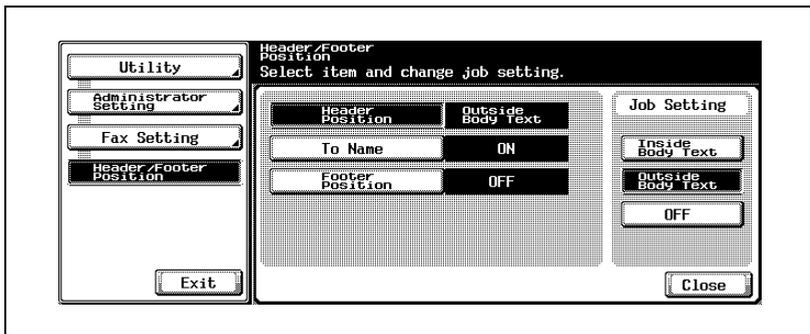
6 Press [Close].

The value of the parameter is changed.

7 Press [Exit] on the sub-area.

11.11 Telephone line settings

These are the options on line parameters that you can make a choice.

Item	Description	Available value
Dialing Method *1	Set the method of dialing.	PB* / 10pps
Receive Mode	Set to [Auto RX] for automatic reception. And set to [Manual RX] when a lot of telephone calls are made with an external telephone connected or when the remote reception function is employed.	Auto RX* / Manual RX
Number of RX Call Rings	Set the number of receptions. Set the number of the pseud-ringback tones from the arrival of a message to the start of reception.	0-15 (2 times*)
Number of Redials *2	Set the number of redials when no response is available due to the other party being busy.	0-7 (3 times*)
Redial Interval	Set the intervals between the redials.	1-15 (3 min.*)
Line Monitor Sound	Set to ON when you want to hear the sound on the line through the speaker while in transmission.	ON / OFF*
Line Monitor Sound Volume	Set the sound volume of the speaker.	0-31 (16*)

*1   The displays are different depending on the country.
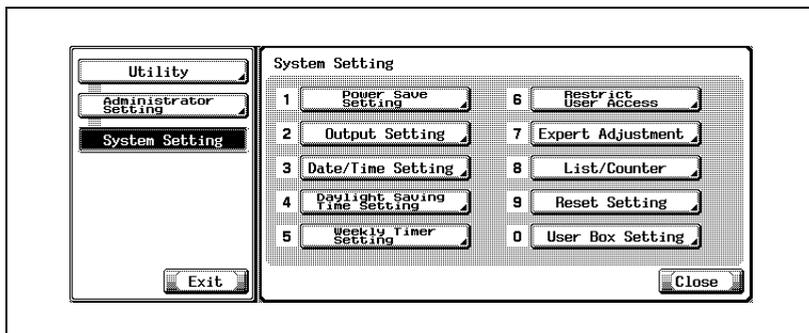*2   The setting value is different depending on the country.

* indicates factory default setting.

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).
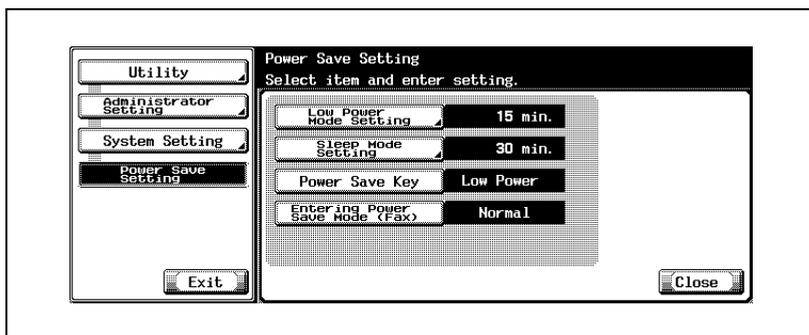
2 Press [Fax Setting].
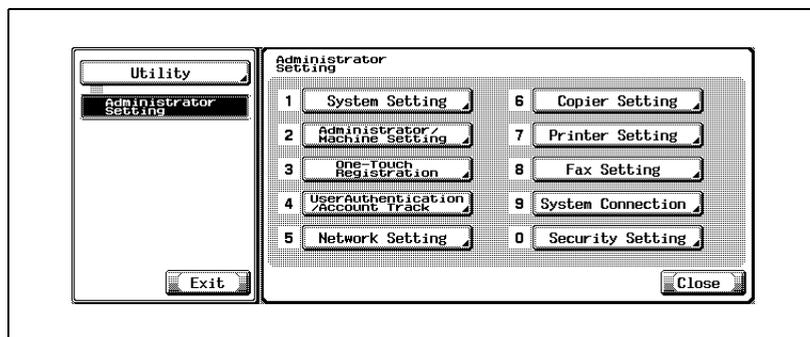
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3 Press [Telephone Line Setting].
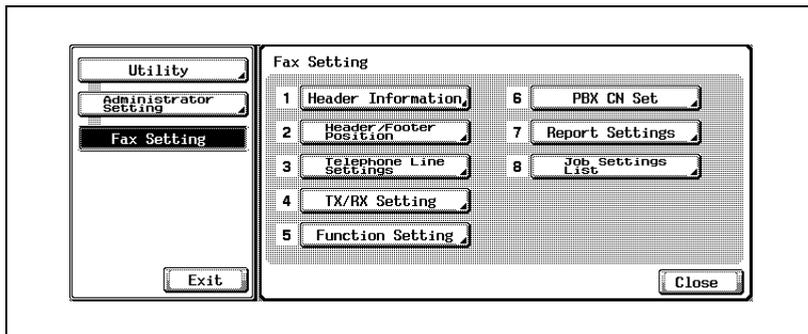
4 Select the item you wish to set.
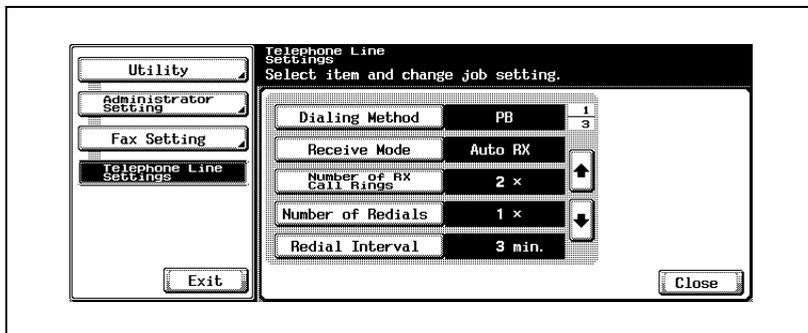
– Use ⬇ or ⬆ to go to the next or previous screen.
– When you want to stop the setting, press [Exit] in the sub-area.

5 Select the parameter you wish to set.
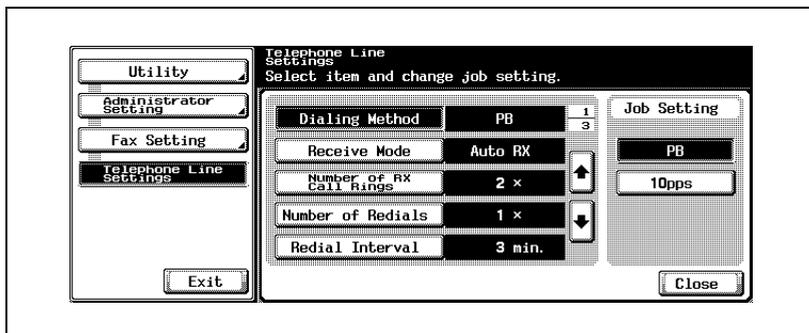
– To change [Line Monitor Sound Volume], press [Line Monitor Sound Volume] and then [Lower] or [Higher] to set the level, and finally press [OK].

6 Press [Close].

The value of the parameter is changed.

7 Press [Exit] on the sub-area.

11.12 TX/RX setting

These are the options on the defaults of transmission and reception modes.

Item	Description	Available value
Duplex Print (RX)	When set to ON, the original received is printed on both sides of the paper. Not indicated when [Print Separate Fax Pages] is ON.	OFF* / ON
Inch Paper Priority Over A4*1	By setting this function ON, inch series form of paper is preferentially selected for the received original.	OFF* / ON
Print Paper Selection	When the priority of each size is set: A record is made in the priority size. When no priority size is set, a record is made in the nearest size. When the fixing of each size is set: A record is made only in the size set.	Auto Select* / Fixed Size / Priority Size
Print Paper Size *1 *2	Set the paper size on which the document received is printed. The default varies according to the setting of [Inch Paper Priority Over A4].	A3 / B4 / A4* / 81/2 × 11 / 81/2 × 14 / 11 × 17
Incorrect User Box No. Entry	Set the operation when an unregistered box number is specified for the fax reception using boxes. Selecting [Auto Create User Box] generates the box of a number entered. If the Password Rules are set to ON, the [Auto Create User Box] cannot be selected. Refer to User manual [Copy Operations] for more information on the Password Rules.	Print* / Show Error Message / Auto Create User Box
Tray Selection for RX Print *3	Determines the paper tray if you want to fix the paper tray for received document.	Auto* / Tray 1 / Tray 2 / Tray 3 / Tray 4
Min. Reduction for RX Print*4	Set the output magnification of the original received.	87-96* / × 1.0
Print Separate Fax Pages	Determines the default of transmission mode. Not indicated if Duplex Print (RX) is ON.	OFF* / ON
File After Polling TX	Determines whether to delete document after the polling transmission.	Delete* / Save
No. of Sets (RX)	Set the number of prints for the received document.	1*-10

* indicates factory default setting.

*1: The displays are different depending on the country.

*2: To make the setting of [Print Paper Size] enable, set [Tray Selection for RX Print] to [Auto].

*3: Tray type may be different depending on the installed option.

*4: When [Min. Reduction for RX Print] is set to [x1.0], [Print Paper Selection] and [Tray Selection for RX Print] are set to [Auto]. [Print Separate Fax Pages] is turned to [OFF].

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Fax Setting].
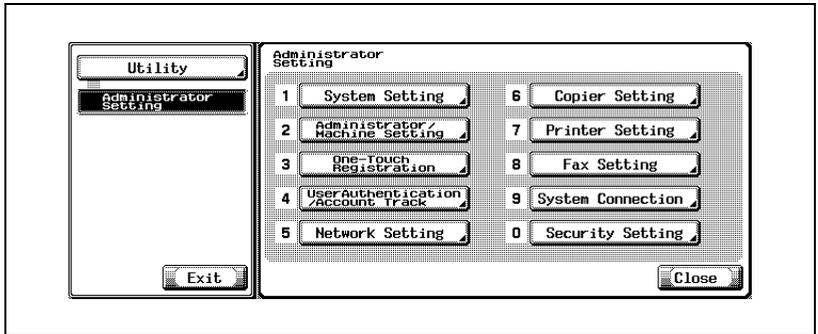
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

**3** Press [TX/RX Setting].
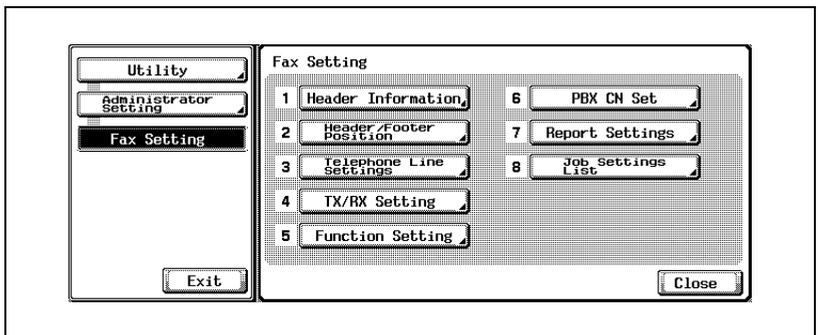
4 Select the item you wish to set.
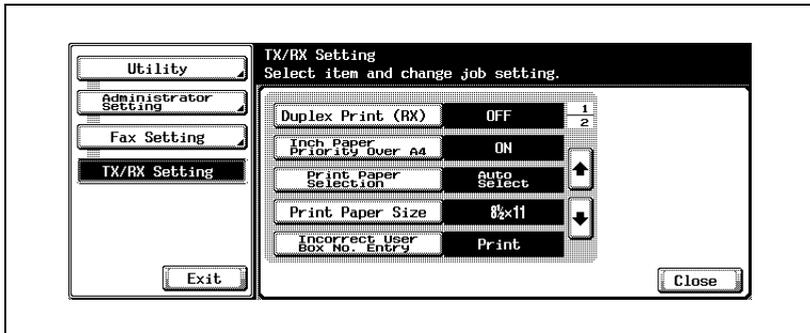
– Use ⬇ or ⬆ to go to the next or previous screen.
– To close the Utility Mode screen, press [Exit] in the sub-area.

5 Select the parameter you wish to set.

6 Press [Close].

The value of the parameter is changed.

7 Close [Exit] on the sub-area.

11.13 Function setting

You can turn on or off the transmission/reception functions individually.

Function ON/OFF setting

Select ON or OFF for each function.

Item		Description	Available value
Function ON/OFF Setting	F-Code TX	Selecting "OFF" both relay transmission request and relayed transmission to multiple stations are disabled. For details of relayed communication, see "Relay transmission request (F-code TX)" on page 7-37.	ON* / OFF
	Relay RX	Broadcast the document received from the originating station as an intermediate relay station to the terminating station. To use the Relay RX function, the Relay User Box should be registered.	ON* / OFF
	Relay Print	Print the document received from the originating station.	ON / OFF*
	Destination Check Display Function	Set whether or not to display the list of destinations specified at the time of facsimile transmission.	ON /OFF*

* indicates factory default setting.

Turning ON/OFF transmission/reception functions

1   Open the Administrator Setting screen (See "Exiting from administrator setting" on page 11-5).

2   Press [Fax Setting].
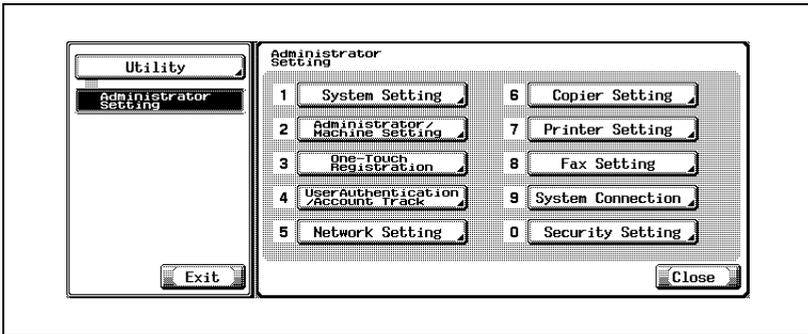
–   Some items may not be displayed depending on the optional settings.
–   In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3   Press [Function Setting].
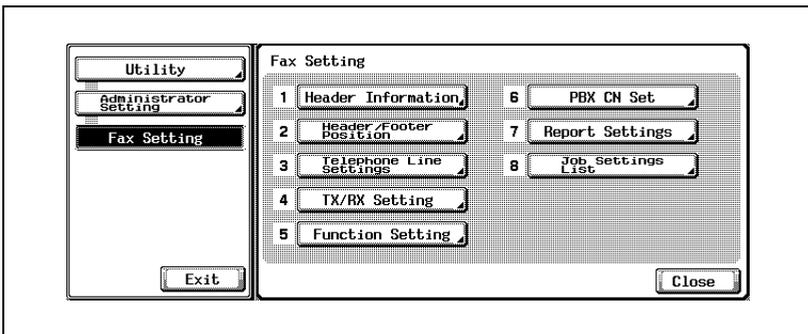
4 Press [Function ON/OFF Setting].
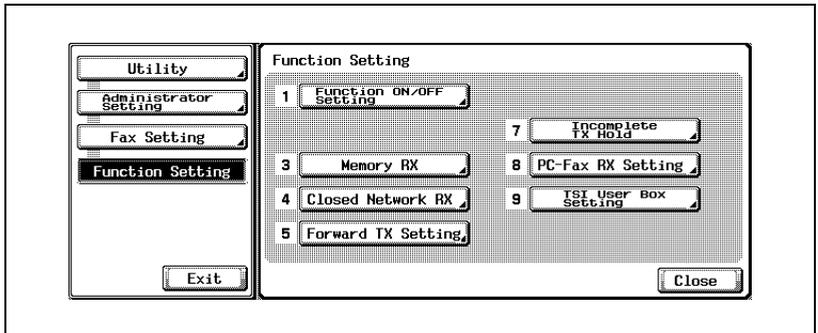
– If any function of [Memory RX], [Forward TX Setting], [Fax RX Setting], or [TSI User Box Setting] is ON, other items are not displayed.

5 Select the item you wish to set.
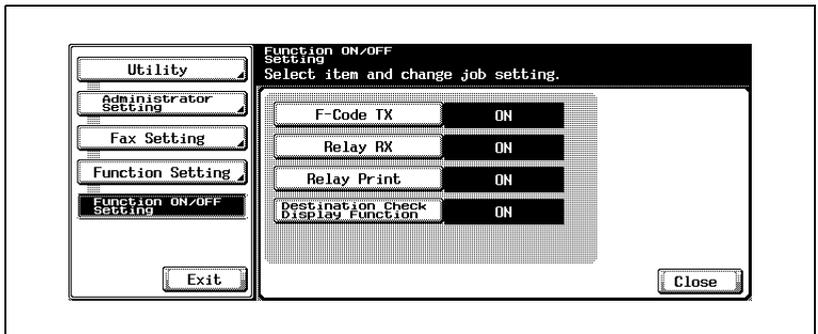
– To close the Utility Mode screen, press [Exit] in the sub-area.

6   Select the parameter you wish to set.
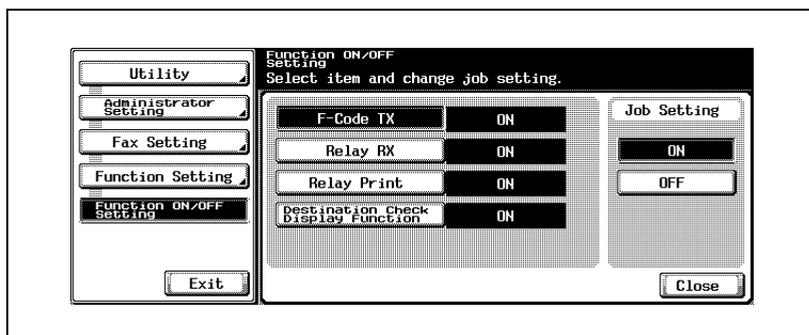
7   Press [Close].

–   The value of the parameter is changed.

8   Press [Exit] on the sub-area.

Memory RX

You can enable or disable unconditional memory reception, which means to receive documents and store in memory so that you can print them later.

When set to ON, set the password within 8 digits that is used while in the print.

Item	Description	Available value
Memory RX	The memory reception is the function used to receive documents and store in memory so that you can print them out later as necessary.	ON / OFF[*] Set a password within an 8-digit.

[*] indicates factory default setting.

🔍
Detail
Setting the Memory RX to ON makes it impossible to select the Fax RX Setting, the TSI User Box Setting and the Forward TX Setting option.

To print the document received in memory reception mode, see "Memory reception" on page 8-6.

Setting up Memory RX

1 Open the Administrator Setting screen (See "Exiting from administrator setting" on page 11-5).

2 Press [Fax Setting].

```
┌─────────────────────────────────────────────────────────────┐
│  ┌──────────────┐   Administrator                            │
│  │   Utility     │   Setting                                 │
│  └──────────────┘    1 │ System Setting │  6 │ Copier Setting │ │
│  ┌──────────────┐                                            │
│  │ Administrator │    2 │ Administrator/ │  7 │ Printer Setting│ │
│  │ Setting       │      │ Machine Setting│                   │
│  └──────────────┘    3 │ One-Touch      │  8 │ Fax Setting    │ │
│                        │ Registration   │                   │
│                      4 │ UserAuthentication│ 9 │ System Connection │ │
│                        │ /Account Track │                   │
│                      5 │ Network Setting │ 0 │ Security Setting │ │
│     ┌──────┐                                                 │
│     │ Exit │                                  ┌────────┐     │
│     └──────┘                                  │ Close  │     │
└─────────────────────────────────────────────────────────────┘
```

– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3 Press [Function Setting].

```
┌─────────────────────────────────────────────────────────────┐
│  ┌──────────────┐   Fax Setting                              │
│  │   Utility     │                                           │
│  └──────────────┘    1 │ Header Information │ 6 │ PBX CN Set │ │
│  ┌──────────────┐                                            │
│  │ Administrator │    2 │ Header/Footer    │  7 │ Report Settings │ │
│  │ Setting       │      │ Position         │                 │
│  └──────────────┘    3 │ Telephone Line   │  8 │ Job Settings │ │
│  ┌──────────────┐      │ Settings         │    │ List         │ │
│  │ Fax Setting   │    4 │ TX/RX Setting    │                 │
│  └──────────────┘    5 │ Function Setting │                 │
│     ┌──────┐                                                 │
│     │ Exit │                                  ┌────────┐     │
│     └──────┘                                  │ Close  │     │
└─────────────────────────────────────────────────────────────┘
```
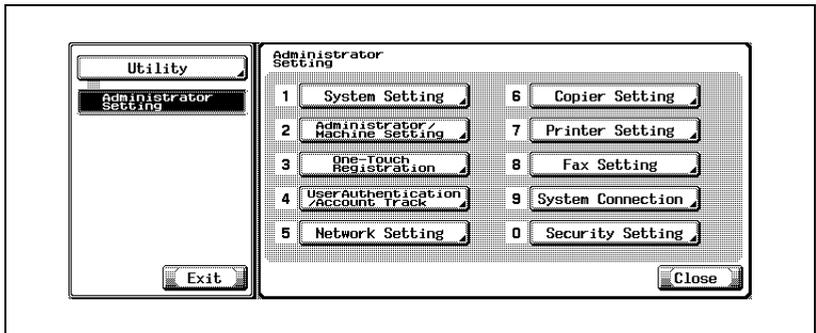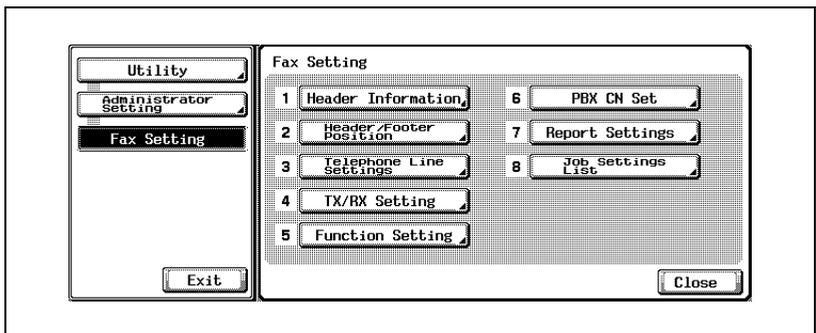
4   Press [Memory RX].
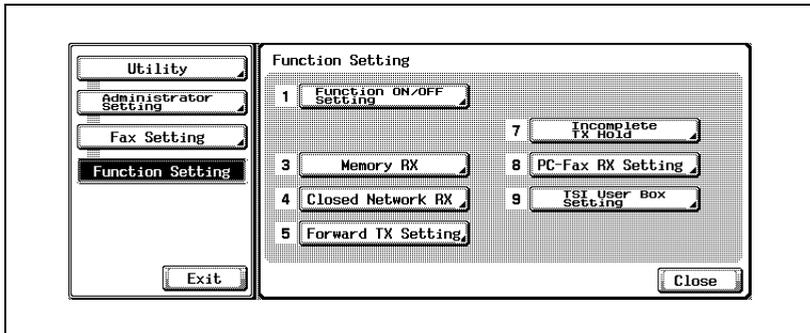
5   Press [ON] and fill the [Password] box with the password (8 digits) needed to print out the document received.
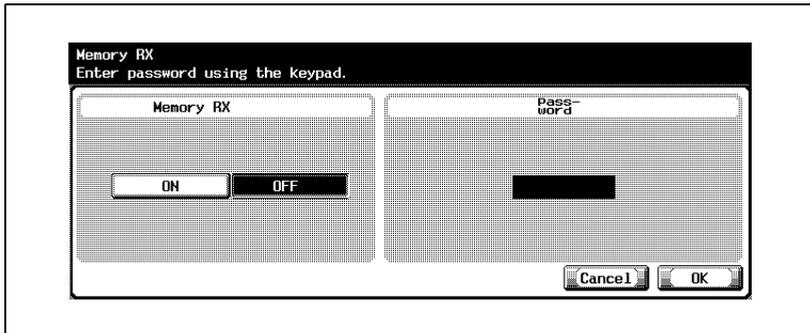
–   The password is a number of up to 8 digits.
–   If you press [C] (clear) the information you have entered will be deleted.
–   When you want to stop the setting, press [Cancel].

6   Press [OK] and then [Close].

The value of the parameter is changed.

7   Press [Exit] on the sub-area.

Closed Network RX

The closed area reception function can be enabled or disabled.

When set to ON, set the password used for the Closed Network RX by 4 digits.

Closed area reception means that your FK-502 will receive the incoming data only when the sender's password is valid. The FK-502 checks if the sender's password is equal to that defined for your FK-502. If the two passwords are different or the sender does not provide a password, a communication error results.

Item	Description	Available value
Closed Network RX	The closed area reception is the function used to receive the incoming data only when the sender's password is valid.	ON / OFF[*] The password is a number of up to 4 digits.

[*] indicates factory default setting.

Setting up closed network area reception

✔ *Functions incompatible with closed area reception*
The use of this function is available only when the machine on the other end is provided with the Password Transmission function.

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Fax Setting].
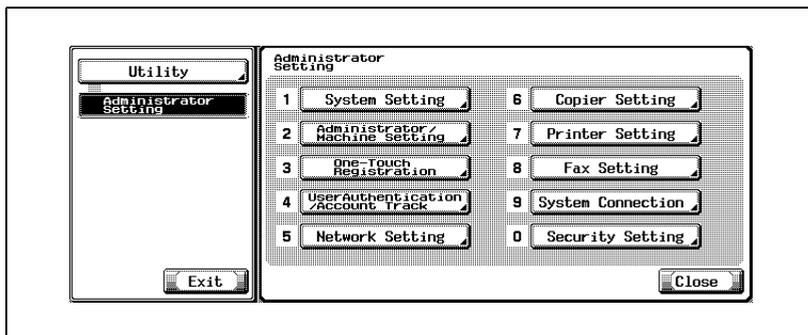
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3 Press [Function Setting].
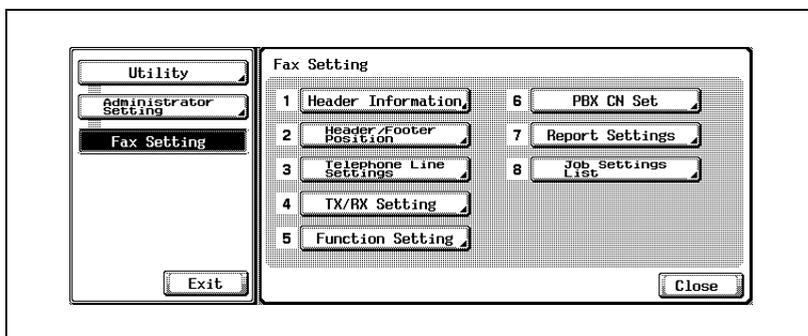
4 Press [Closed Network RX].

```
┌─────────────────────────────────────────────────────────┐
│  ┌─────────────────┐   Function Setting                   │
│  │    Utility      │   ┌──┐ ┌─────────────────┐           │
│  └─────────────────┘   │ 1│ │Function ON/OFF  │           │
│  ┌─────────────────┐   └──┘ │Setting          │           │
│  │Administrator    │        └─────────────────┘ ┌──┐      │
│  │Setting          │                            │ 7│      │
│  └─────────────────┘                            └──┘      │
│  ┌─────────────────┐   ┌──┐ ┌─────────────────┐ ┌──┐      │
│  │   Fax Setting   │   │ 3│ │   Memory RX     │ │ 8│      │
│  └─────────────────┘   └──┘ └─────────────────┘ └──┘      │
│  ┌─────────────────┐   ┌──┐ ┌─────────────────┐ ┌──┐      │
│  │ Function Setting│   │ 4│ │Closed Network RX│ │ 9│      │
│  └─────────────────┘   └──┘ └─────────────────┘ └──┘      │
│                        ┌──┐ ┌─────────────────┐           │
│                        │ 5│ │Forward TX Setting│          │
│  ┌─────────────────┐   └──┘ └─────────────────┘ ┌───────┐ │
│  │      Exit       │                            │ Close │ │
│  └─────────────────┘                            └───────┘ │
└─────────────────────────────────────────────────────────┘
```
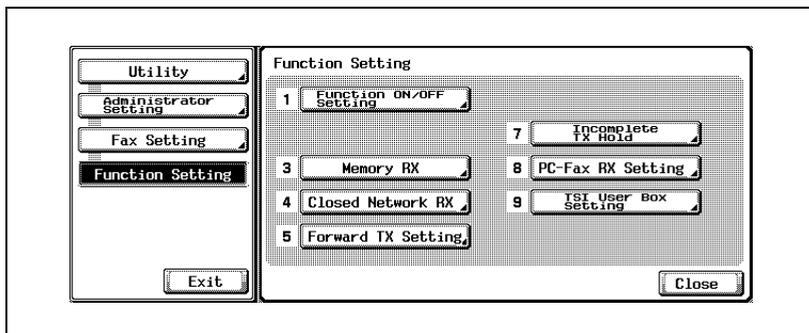
5 Press [ON] and fill the [Password] box with the password needed to print out the document received.

```
┌─────────────────────────────────────────────────────────┐
│ Closed Network RX                                         │
│ Enter password using the keypad.                          │
│ ┌───────────────────────────┐ ┌───────────────────────┐  │
│ │    Closed Network RX      │ │  Pass-                │  │
│ │                           │ │  word                 │  │
│ │                           │ │                       │  │
│ │   ┌──────┐ ┌──────┐       │ │   ██████████          │  │
│ │   │  ON  │ │ OFF  │       │ │                       │  │
│ │   └──────┘ └──────┘       │ │                       │  │
│ │                           │ │   ┌────────┐ ┌──────┐ │  │
│ │                           │ │   │ Cancel │ │  OK  │ │  │
│ └───────────────────────────┘ └───────────────────────┘  │
└─────────────────────────────────────────────────────────┘
```
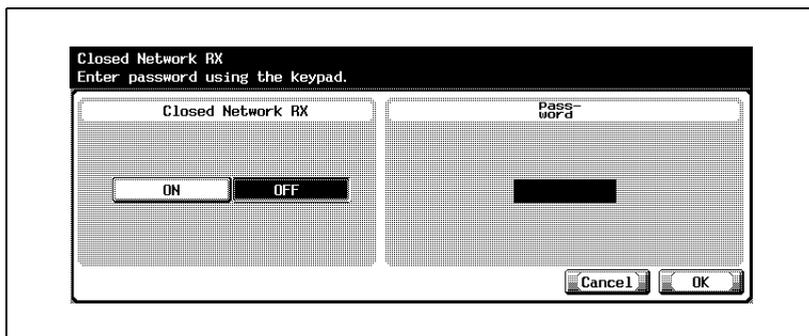
– The password is a number of up to 4 digits.
– If you press [C] (clear) the information you have entered will be deleted.
– To exit, press [Cancel].

6 Press [OK] and then [Close].

The value of the parameter is changed.

7 Press [Exit] on the sub-area.

Forward TX setting

The fax transfer function can be enabled or disabled. If this function is enabled, the data received will be transferred to a certain station determined in advance.

Item	Description	Available value
Forward TX Setting	The Fax transfer is the function used to transfer the received data to a certain station determined in advance.	OFF* / Forward & Print / Forward & Print (If TX Fails)

* indicates factory default setting.

$\mathbb{Q}$

Detail

Setting the Forward TX Setting to [Forward & Print] or [Forward & Print (If TX Fails)] makes it impossible to select the Memory RX, the fax RX Setting and the TSI User Box Setting.

Setting up fax transfer (Forward TX setting)

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Fax Setting].
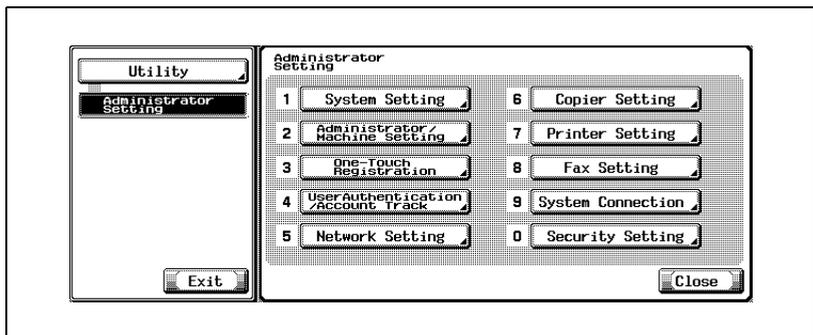
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3 Press [Function Setting].
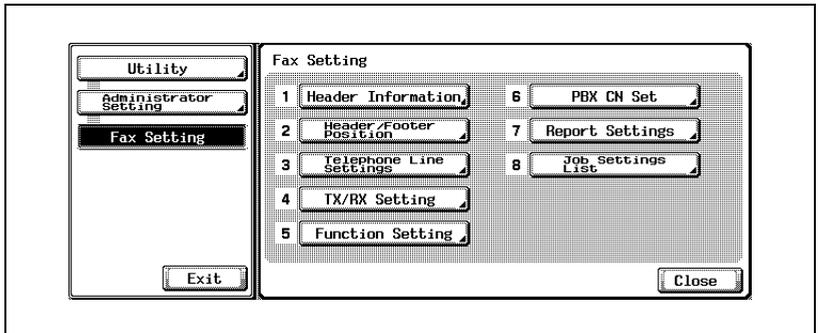
4 Press [Forward TX Setting].
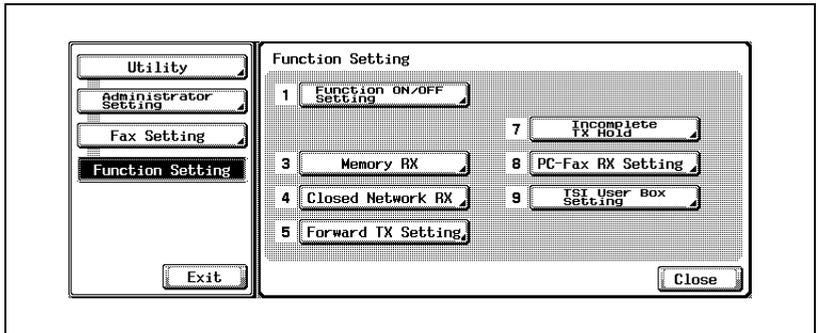
5 Select [Forward & Print] or [Forward & Print (If TX Fails)].
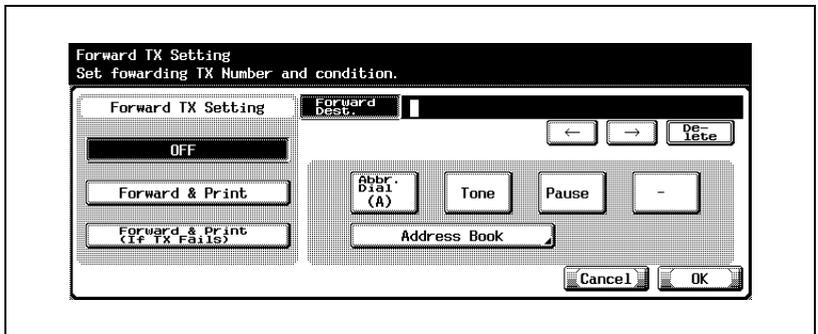
– OFF:The received document is not transferred.
– Forward & Print:The received document is transferred and printed by this machine as well.

– Forward & Print(If TX Fails):The received document is transferred. If the transfer failed, the document is printed by this machine.

6 Enter in [Forward Dest.] the fax number of the other party to which a document received is forwarded.

```
Forward TX Setting
Set fowarding TX Number and condition.

Forward TX Setting        Forward
                          Dest.      [                    ]
      OFF                 Select     No          ←    →   De-
                          Line       Selection             lete

 Forward & Print           Tone    Pause     -    Select from
                                                  Address Book
 Forward & Print          Abbr.    E-Mail   FTP    SMB   Group
 (If TX Fails)            Dial                                 
                          (A)      (E)      (F)    (S)   (G)
                                              Cancel      OK
```
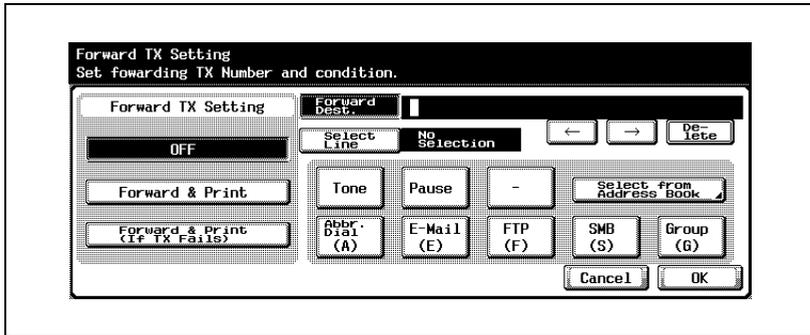
– With the Fax Multi Line installed, [Select Line] can be also used.
– You can enter up to 38 digits in the [Forward Dest.] box.
– You can use [Tone], [Pause] and [-]. See "Selecting one destination" on page 3-22.
– By pressing [Select from Address Book], you can specify the transfer destination from the registered Address Book.
– By pressing [Abbr. Dial], [E-Mail], [FTP], [SMB], or [Group], and entering the registration No. from the keypad, you can specify the transfer destination.
– If you press [C] (clear) the information you have entered will be deleted.
– When you want to stop the setting, press [Cancel].

7 Press [OK] and then [Close].

The setting is changed and you return to the Utility Mode screen.

8 Press [Exit] on the sub-area.

Incomplete TX hold

Documents which could not be transmitted by the auto redial function because of a communication error or busy remote station is saved temporarily in the Re-TX User Box.

Item	Description	Available value
Incomplete TX Hold	Turn the Incomplete TX Hold to ON and specify the Incomplete TX Hold Time.	ON / OFF* When the Incomplete TX Hold is set to ON, specify the Incomplete TX Hold Time.

* indicates factory default setting.

Setting up incomplete TX hold

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Fax Setting].
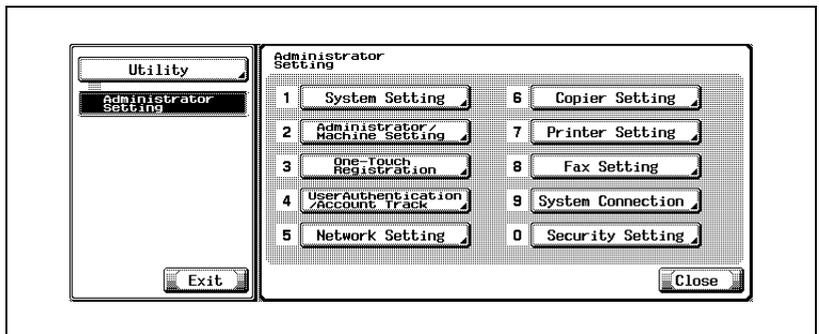
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3 Press [Function Setting].
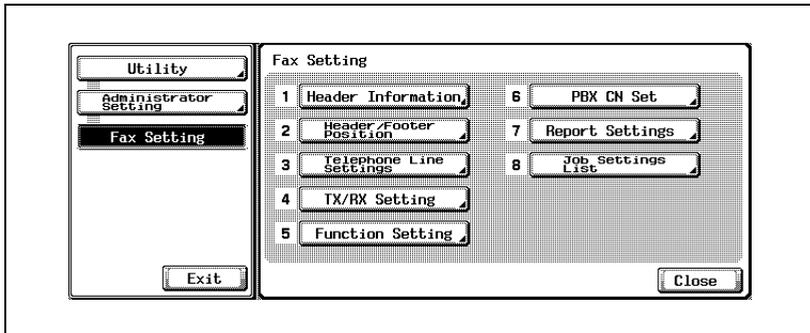
4 Press [Incomplete TX Hold].
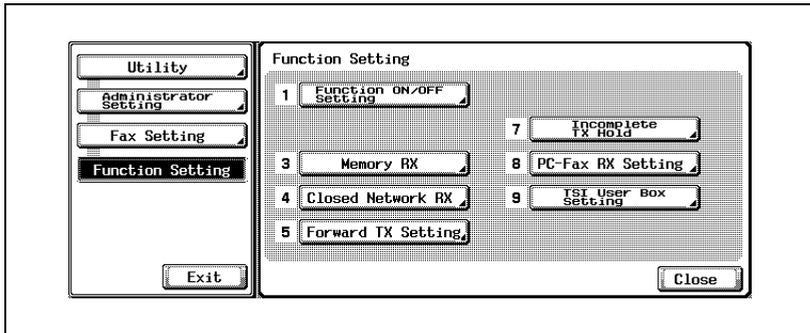
5 Turn the Incomplete TX Hold to [ON] and specify the Incomplete TX Hold Time.
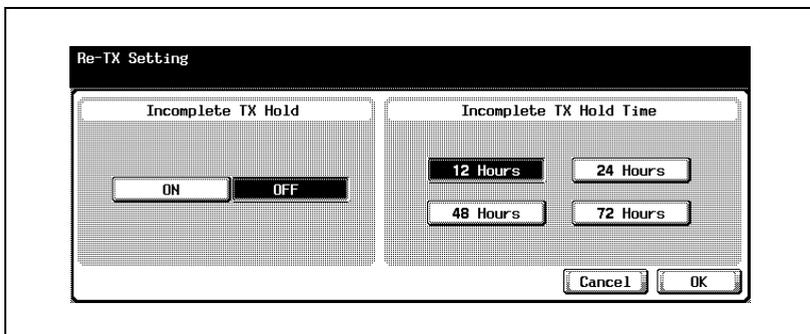
– When you want to stop the setting, press [Cancel].

6 Press [OK] and then [Close].

The setting is changed and you return to the Utility Mode screen.

7 Press [Exit] on the sub-area.

PC-Fax RX setting

The following discusses how to switch the PC-FAX RX feature ON/OFF.

When set to ON, set the Box as a location to which the output is made.

The PC-FAX RX feature offers a procedure for saving files containing received FAXes in Boxes on the hard disk. The files saved in Boxes can be read into computers on the network.
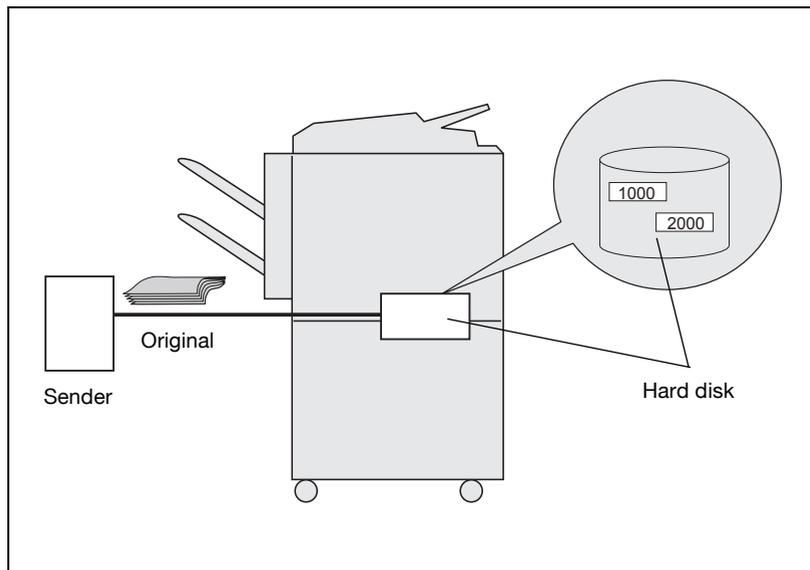
Item	Description	Available value
Receive into User Box	The PC-FAX RX feature offers a procedure for saving files containing received faxes in Boxes on the hard disk.	ON / OFF[*]
Receiving Box Destination	When set to the Specified User Box, it is stored in the box that has been specified by the F code (SUB).	Memory RX User Box[*] / Specified User Box
Save & Print	Set up whether or not to print the received data by [Save & Print].	ON / OFF[*]
Communication Password	Set up whether or not to set the [Password] by [Communication Password Check].	ON / OFF[*]

[*] indicates factory default setting.

🔍
Detail

Setting the PC-Fax RX Setting to ON makes it impossible to select the Memory RX, the TSI User Box Setting and the Forward TX Setting.

The Fax-receiving documents are stored in the TIFF format at Fixed Box or Specified Box.

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Fax Setting].
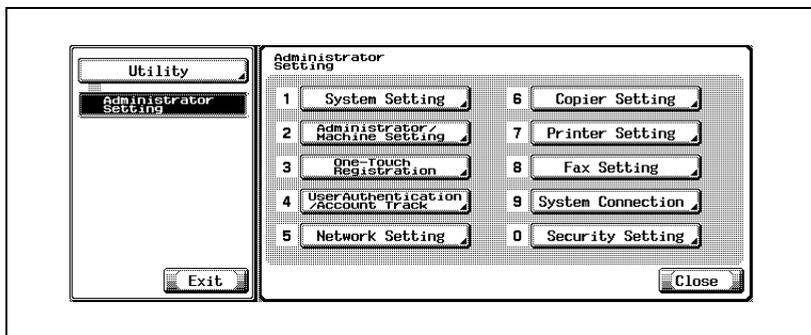
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3 Press [Function Setting].
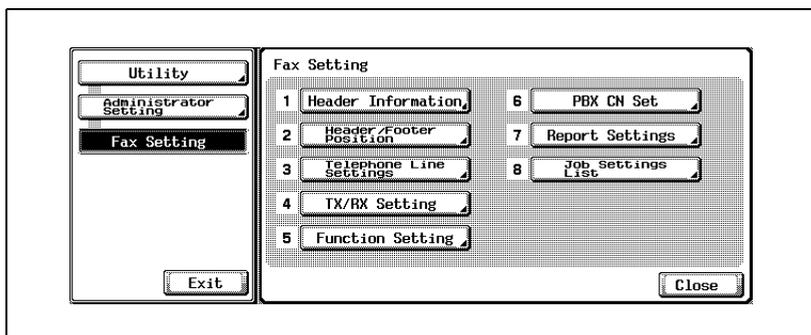
4 Press [PC-Fax RX Setting].
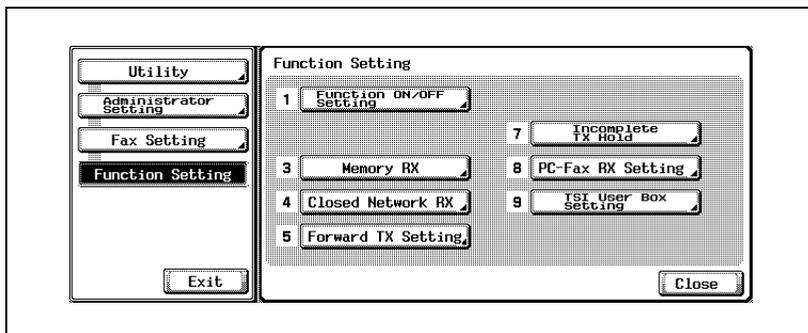
5 Select [ON] for [Receive into User Box].
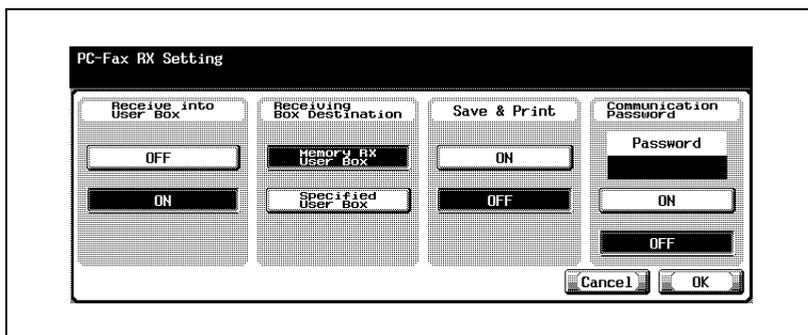
– The displays are different depending on the country.
– OFF: The PC-FAX RX feature is not available.
– ON: The PC-FAX RX feature is made when either of the fax number and the PC-Fax number is received, and a document received is stored in the specified box.

6 For [Receiving Box Destination], select a box into which a document received by the PC-FAX RX feature is stored.

– Memory RX User Box:a received file is sent to Memory RX User Box.
– Specified User Box:a received file is sent to a box specified by F Code (SUB).
– When you want to stop the setting, press [Cancel].
– For the operations while in the reception of the PC-FAX RX feature, refer to "Operations of the PC-FAX RX feature" on page 2-22.

7 Set up whether or not to print the received data by [Save & Print].

8 Set up whether or not to set the [Password] by [Communication Password].

– When setting to [ON], enter the Communication Password (8 digits or less).

9 Press [OK] and then press [Close].

The setting is changed and you return to the Utility Mode screen.

TSI user box setting

Set up whether to use or not the TSI User Box Setting function. When using this function, register where the TSI reception is to be allocated.

Transmit the document received with the FAX ID (TSI) of the transmitter to the destination prepared for each transmitter (Box/E-Mail/FTP/SMB).

Hard disk

1000

2000

E-Mail server

FTP server

SMB server

Sender   Original
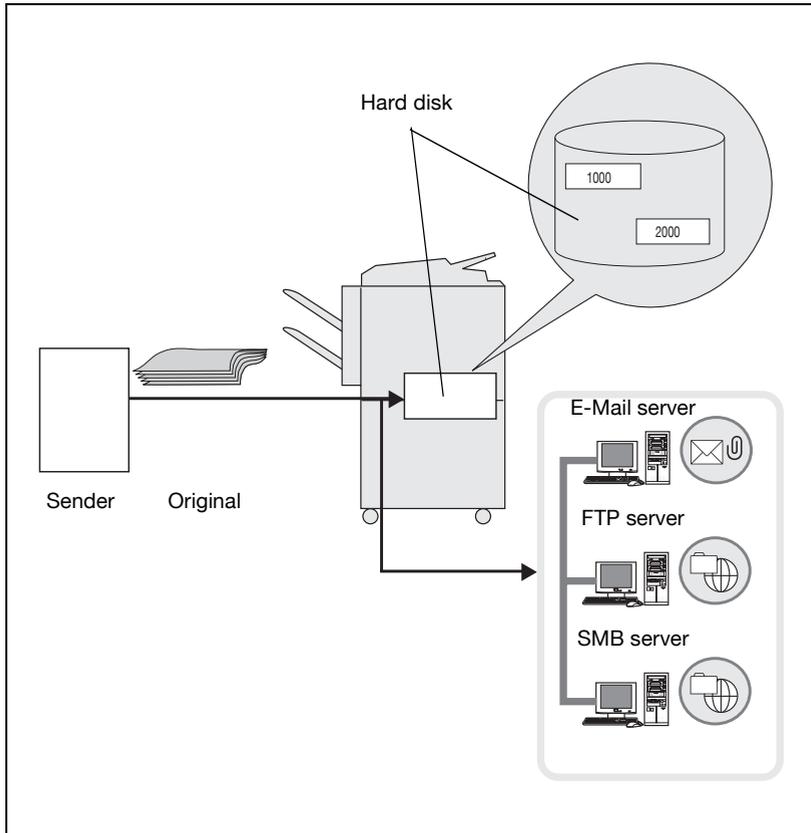
🔍
Detail
When the delivery of a document text is not terminated normally, the text received is printed.

Item	Description	Available value
TSI User Box Setting	This is a function to allocate received originals according to the TSI information of faxes received.	ON / OFF[*]
Action when TSI User Box is not set.	Set up the action when receiving unregistered TSI information.	Automatically Print[*]/Memory RX User Box
Receive & Print	A setting is made to decide whether or not it is printed after reception.	ON / OFF[*]

[*] indicates factory default setting.

$\mathbb{Q}$
Detail
Setting the TSI User Box Setting to ON makes it impossible to select the Memory RX, Forward TX Setting and PC-Fax RX Setting option.

The Receive & Print is effective only when the distribution is made to the E-mail/FTP/SMB.

Allocate received originals for each fax sender

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Fax Setting].
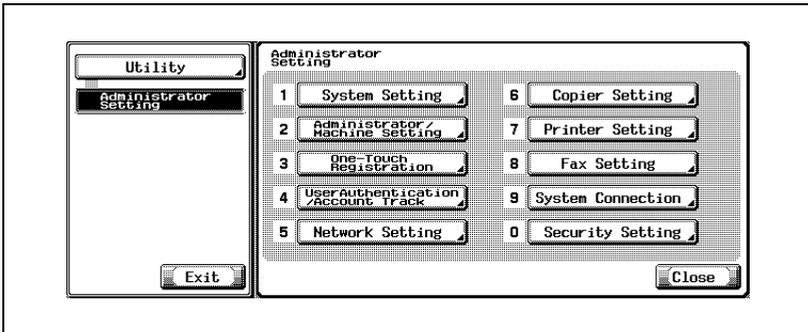
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3 Press [Function Setting].
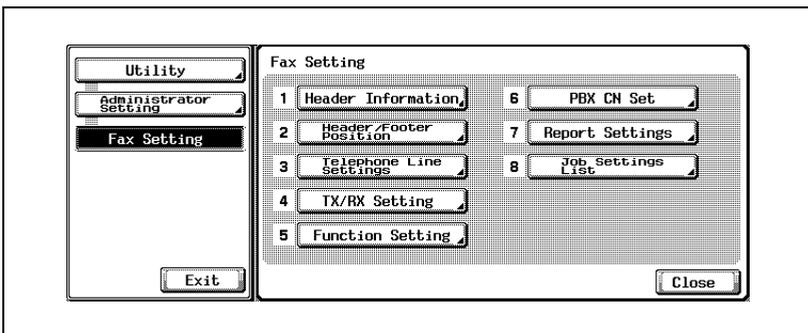
4 Press [TSI User Box Setting].
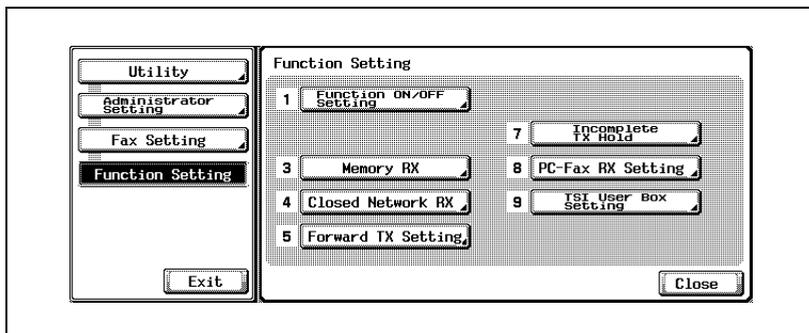
5 Press [ON] to set up the TSI User Box Setting Function.
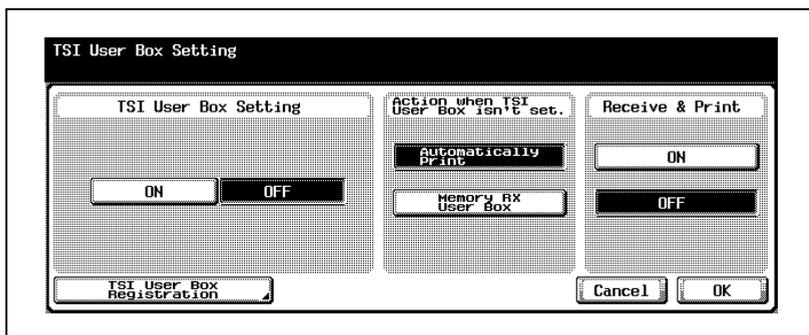
6 Select the action when unregistered TSI information is received by [Action when TSI User Box is not set].

– [Automatically Print]
   Prints the received document.
– [Memory RX User Box]
   Saves the received document in the Memory RX User Box.

7 In [Receive & Print], a setting is made to decide whether or not it is printed after reception.

8 Press the [TSI User Box Registration].

Registration No. select screen appears.

9   Select a number you want to register, and press [Edit].

```
Select [Edit] to edit TSI information and to specify forwarding destination.

        No.   Sender (TSI)                    Forwarding
                                              Dest.              1
        001                                                     26
        002
        003                                                     ↑
        004
        005                                                     ↓

                                        Edit      De-      Close
                                                  lete
```

– If you want to delete a distribution, select a distribution, you want to delete, and press [Delete].
– You can register up to 128 boxes.
– Use ![down] or ![up] to go to the next or previous screen.

10   Use numeric keypad, [+], [SPACE], ![→] or ![←] to input FAX ID in [Sender (TSI)] box.

```
Edit TSI User Box
Select item and input data using keypad.

   Sender (TSI)                                    ←      →

                   +      Space        De-
                                       lete

   Forwarding     E                               De-    Select from
   destination                                    lete   Address Book

   User Box No.   Registered       E-Mail  FTP    SMB    Group
                  Destination No.  (E)     (F)    (S)    (G)

                                            Cancel        OK
```
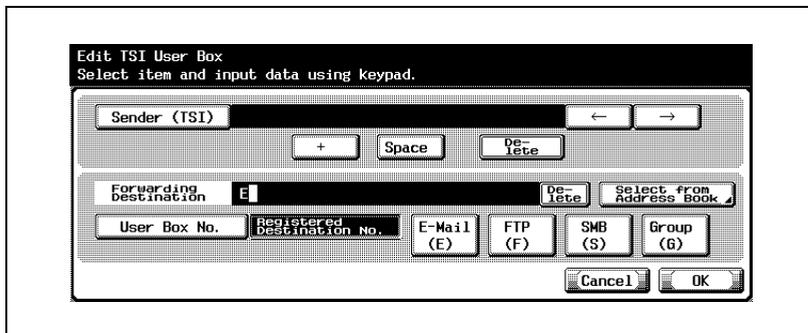
– +   Inputs +.
– Space   Inputs a space.
– ![←]   Moves the cursor to left.
– ![→]   Moves the cursor to right.
– Delete   Characters on the position of the cursor are deleted one by one.
  When the cursor is at the right end, the character are deleted from the rear end.
– During transmission, [+] and [SPACE] are ignored.

11 Press [Select from Address Book], [User Box No.], or [Registered Destination No.] and specify the distribution box.

– You can enter the box No. in the range of 1 to 999999999.
– The distribution of faxes received to the Confidential User Box is not available.

12 Press [OK] and then press [Close].

13 Press [OK].

The TSI RX User Box is set.

14 Press [Exit].

The Fax RX distribution screen will be restored.

11.14 PBX (Private Branch Exchange) CN set

These are the options on PBX that you can choose.

Item	Description	Available value
PBX CN Mode Set	Select ON when your FK-502 is connected to PBX line.	ON / OFF *
Outside Line	When PBX connection mode is set at ON, this parameter determines the outside line access code. The external line access code is the prefix attached to the telephone number when dialing to an external line. This prefix will be dialed when external line option is selected with abbreviated dial number or Program.	0-9999

* indicates factory default setting.

PBX (Private Branch Exchange) connection mode options

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Fax Setting].
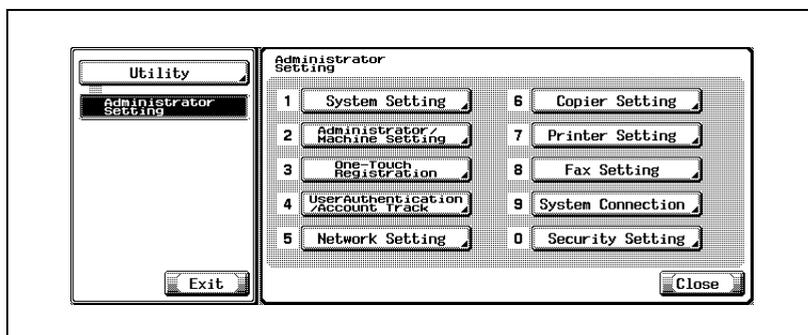
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3 Press [PBX CN Set].
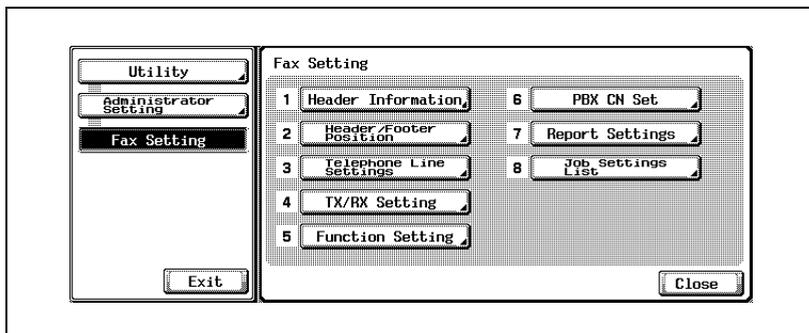
4 Select [ON] for PBX CN Mode Set.
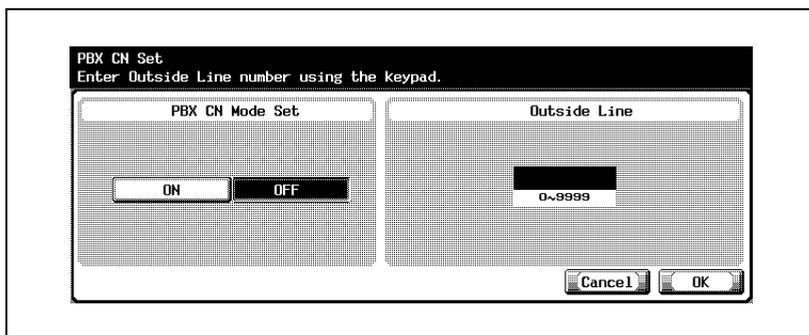
5 Use the keypad to enter the Outside Line code.

– If you press [C] (clear) the information you have entered will be deleted.
– When you want to stop the setting, press [Cancel].

6 Press [OK] and then press [Close].

The value of the parameter is changed.

7 Press [Exit] on the sub-area.

11.15 Report settings

You may select the Report Settings to be On or Off. This settings prints the reports of communication management, communication result and reservation. If ON is selected, the manner of printing may also be selected.

Item	Description	Available value
Activity Report	Determines whether to print the report and the timing at which the report will be printed out.	OFF / Daily / Every 100 Comm.[*] / 100/Daily When you set the output of Activity Report to [Daily] or [100/Daily], you can also set the time to output the report.
TX Report		ON / If TX Fails[*] / OFF
Sequential TX Report		ON[*] / OFF
Timer Reservation TX Report		ON[*] / OFF
Confidential RX Report		ON[*] / OFF
Bulletin TX Report		ON[*] / OFF
Relay TX Result Report		ON[*] / OFF
Relay Request RX Report		ON[*] / OFF
PC-Fax TX Error Report		ON / OFF*
Broadcast Result Report	Set up the Broadcast Result Report printing method.	All Dest.[*] / 1 Dest. at a time
TX Result Report Check	Determines whether to display the transmission result report select screen. If you select [ON], it will be displayed after each transmission.	OFF[*] / ON

[*] indicates factory default setting.

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Detail

While in the selection of [1 Dest. at time], the output of the Broadcast Result Report is restricted only when a redial is tried with no successful transmission available. When a transmission is terminated normally, no report is issued.

When selecting [ON] in "TX Result Report Check", the TX Report will be printed if YES is selected. The report will not be printed if NO is selected.

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Fax Setting].
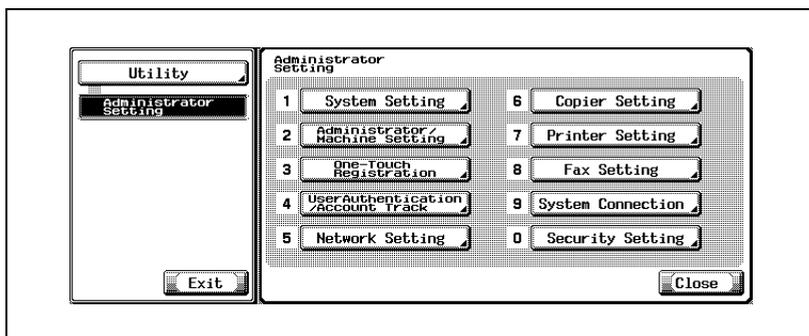
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3 Press [Report Settings].
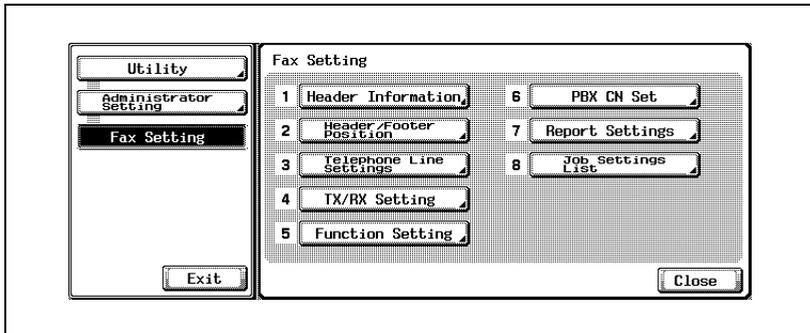
4 Select the report you wish to set.
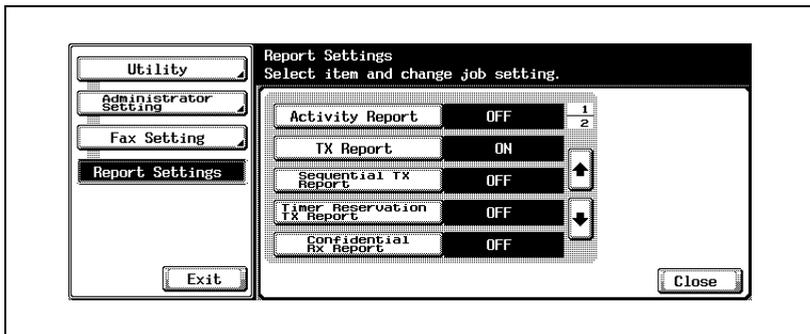
– Use ⬇ or ⬆ to go to the next or previous screen.
– To close the Utility Mode screen, press [Exit] in the sub-area.

5 Select the item you wish to set.
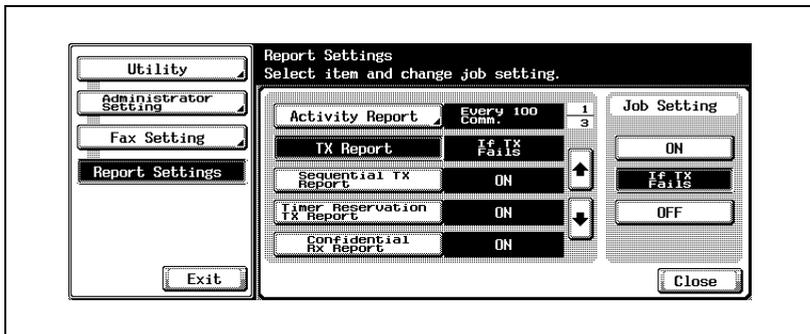
6 Press [Close].

The value of the parameter is changed.

7 Press [Exit] on the sub-area.

11.16 Set the multi lines setting

Set the items for the additional line.

✎ **...**

Note

Multi Lines Setting can be set only when the Fax Multi Line is installed.

Telephone line setting

Set the parameter for the additional line.

Item		Description	Available value
Telephone Line Setting	Dialing Method	Set the dialing method for the Line 2 (additional line).	PB[*] / 10pps
	Number of RX Call Rings	Set the arrival frequency for the Line 2 (additional line). Set the pseudo ring back tone frequency after the arrival until receiving is started.	0-15 (2 times[*])
	Line Monitor Sound	To hear the sound on the line from the speaker at the time of transmission with the Line 2 (additional line), set it to ON.	ON / OFF[*]

[*] indicates factory default setting.

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Fax Setting].

– Some items may not be displayed depending on the optional settings.

–   In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3   Press [Multi Lines Setting].

4   Press [Telephone Line Setting].
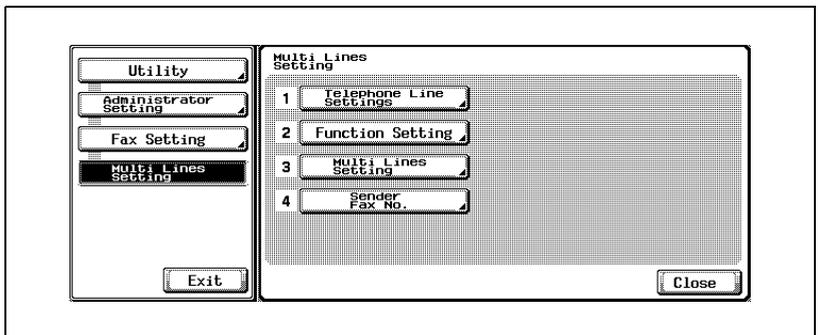
–   To close the Utility Mode screen, press [Exit] in the sub-area.

5 Select the item you wish to set.
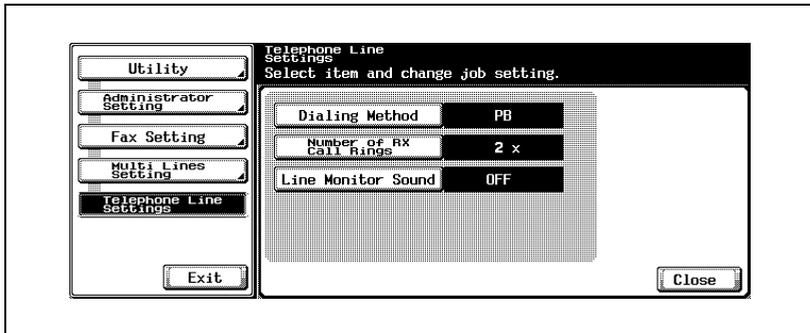
6 Select the parameter you wish to set.

7 Press [Close].

The value of the parameter is changed.

8 Press [Exit] on the sub-area.

Function setting

Set the functions of the additional line.

Item		Description	Available value
Function Setting	PC-FAX TX Setting	Set the line for the PC-FAX transmission.	No Selection[*] / Line 1 / Line 2

[*] indicates factory default setting.

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Fax Setting].
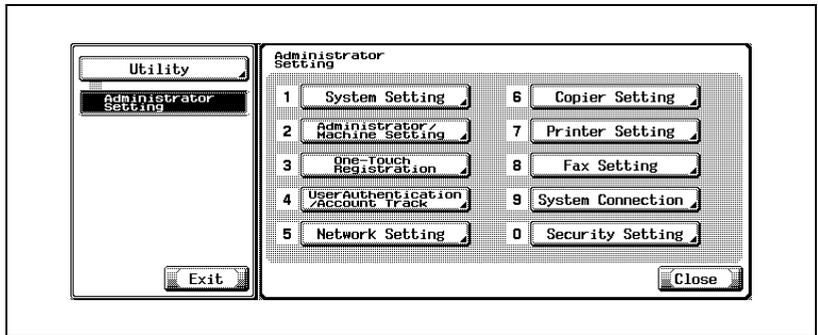
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3 Press [Multi Lines Setting].
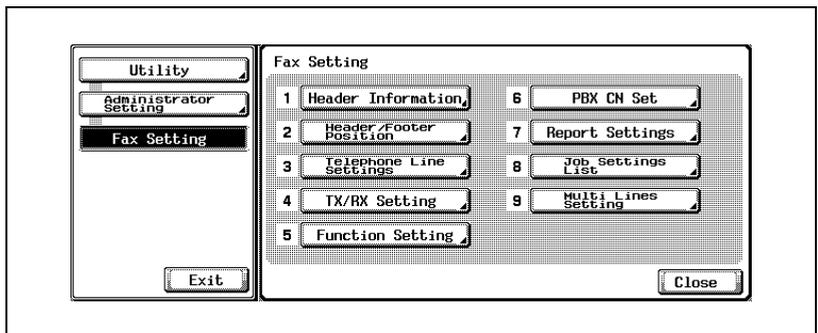
4   Press [Function Setting].
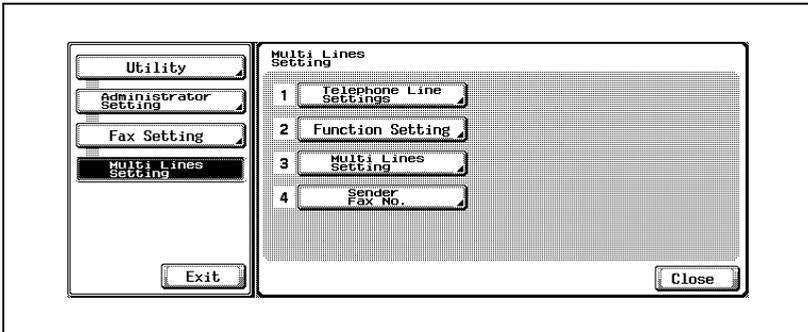
–   To close the Utility Mode screen, press [Exit] in the sub-area.

5   Select the item you wish to set.
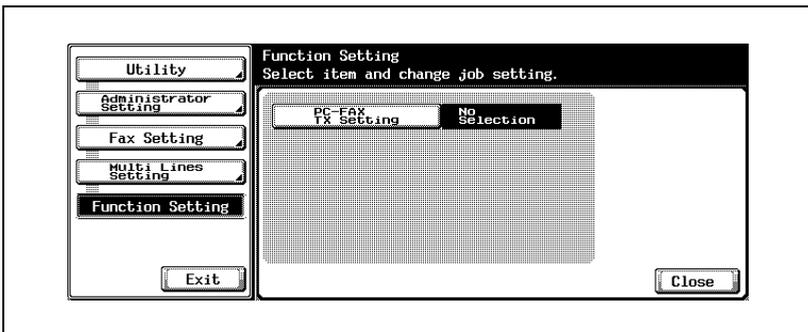
6   Select the parameter you wish to set.

7   Press [Close].

The value of the parameter is changed.

8   Press [Exit] on the sub-area.

Multi lines setting

Set the transmission method for the Line 2 Setting.

Item		Description	Available value
Multi Lines Setting	Line 2 Setting	Set the communication method for the Line (additional line).	TX and RX* / RX Only / TX Only

* indicates factory default setting.

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Fax Setting].
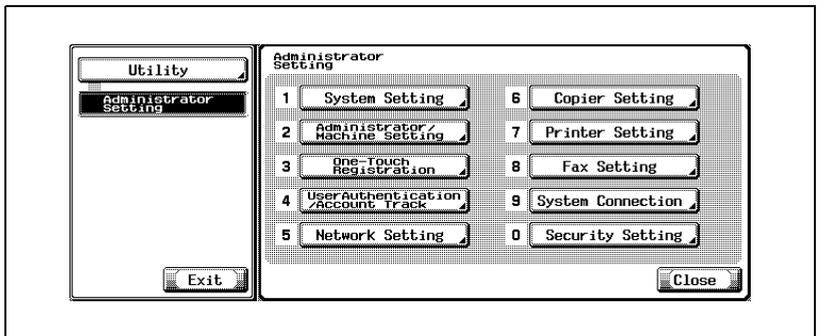
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3 Press [Multi Lines Setting].
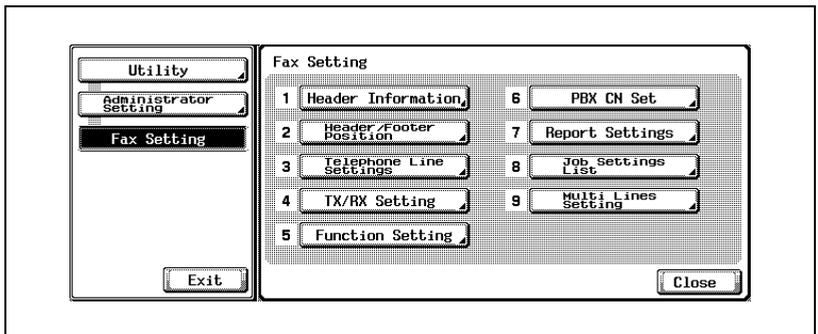
4 Press [Multi Lines Setting].
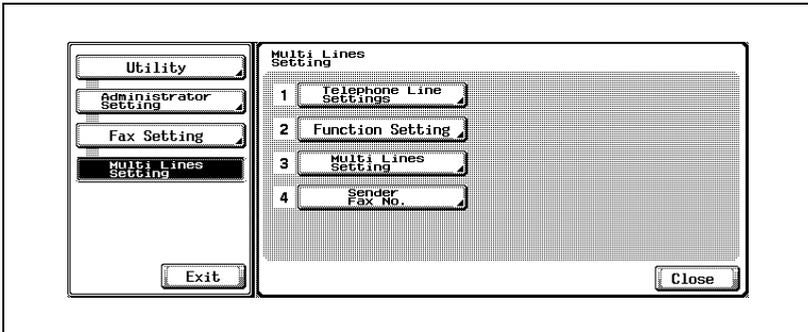
– To close the Utility Mode screen, press [Exit] in the sub-area.

5 Select the parameter you wish to set.
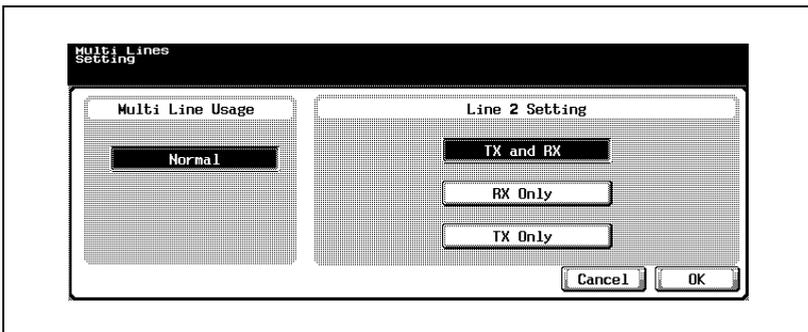
6 Press [OK].

The value of the parameter is changed.

7 Press [Exit] on the sub-area.

Sender fax no.

Set the Fax ID for the Line 2 (additional line).

Item	Description	Available value
Sender Fax No.	The Fax ID for the Line 2 (additional line) is printed on the document received by the other party as a sender information.	Up to 20 characters with 0 to 9, +, space, * and # used.

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Fax Setting].
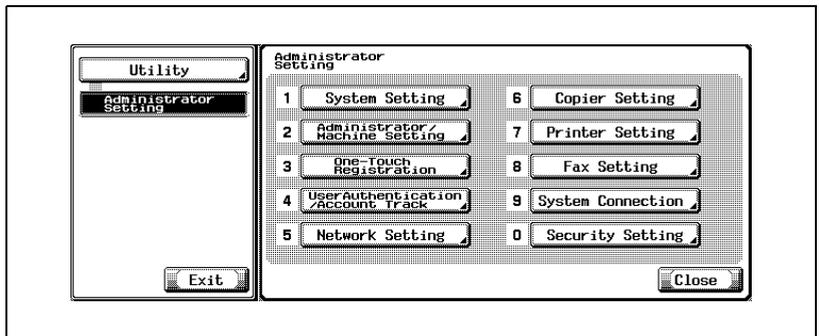
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

3 Press [Multi Lines Setting].

4 Press [Sender Fax No.].

```
┌─────────────────────────────────────────────────┐
│  ┌──────────────┐   Multi Lines                  │
│  │   Utility    │   Setting                       │
│  └──────────────┘   ┌──┐ ┌─────────────────┐      │
│  ┌──────────────┐   │ 1│ │ Telephone Line  │      │
│  │Administrator │   └──┘ │ Settings        │      │
│  │Setting       │        └─────────────────┘      │
│  └──────────────┘   ┌──┐ ┌─────────────────┐      │
│  ┌──────────────┐   │ 2│ │ Function Setting│      │
│  │ Fax Setting  │   └──┘ └─────────────────┘      │
│  └──────────────┘   ┌──┐ ┌─────────────────┐      │
│  ┌──────────────┐   │ 3│ │  Multi Lines    │      │
│  │ Multi Lines  │   └──┘ │  Setting        │      │
│  │ Setting      │        └─────────────────┘      │
│  └──────────────┘   ┌──┐ ┌─────────────────┐      │
│                     │ 4│ │    Sender       │      │
│                     └──┘ │    Fax No.      │      │
│                          └─────────────────┘      │
│  ┌──────────────┐                   ┌────────┐    │
│  │    Exit      │                   │ Close  │    │
│  └──────────────┘                   └────────┘    │
└─────────────────────────────────────────────────┘
```
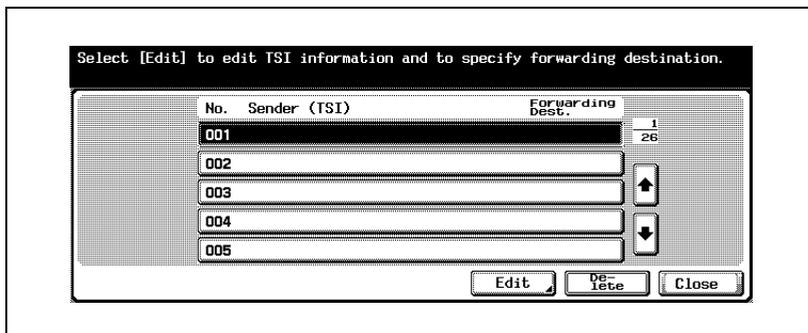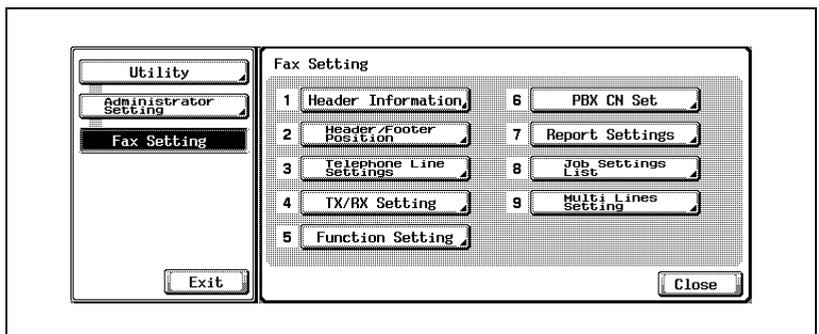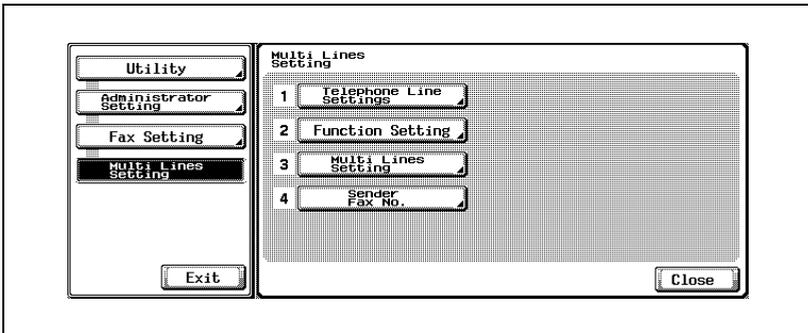
– To close the Utility Mode screen, press [Exit] in the sub-area.

5 Enter the Sender Fax No. by using keypad, +, Space, $\boxed{\rightarrow}$ or $\boxed{\leftarrow}$.
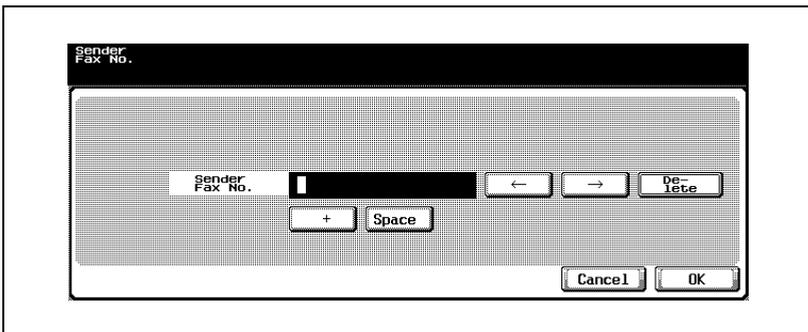
```
┌─────────────────────────────────────────────────┐
│ Sender                                            │
│ Fax No.                                           │
│                                                   │
│                                                   │
│                                                   │
│   Sender   ┌──────────────┐  ┌───┐ ┌───┐ ┌─────┐  │
│   Fax No.  │▌             │  │ ← │ │ → │ │De-  │  │
│            └──────────────┘  └───┘ └───┘ │lete │  │
│              ┌─────┐ ┌───────┐           └─────┘  │
│              │  +  │ │ Space │                     │
│              └─────┘ └───────┘                     │
│                              ┌────────┐ ┌──────┐   │
│                              │ Cancel │ │  OK  │   │
│                              └────────┘ └──────┘   │
└─────────────────────────────────────────────────┘
```

– +: Represents "+".
– Space: Represents a space.
– $\boxed{\leftarrow}$ Moves the cursor to the left.
– $\boxed{\rightarrow}$ Moves the cursor to the right.
– Delete: Characters on the position of the cursor are deleted one by one.
  When the cursor is at the right end, the character are deleted from the rear end.

6 Press [OK].

The Sender Fax No. is registered.

7 Press [Exit] on the sub-area.

11.17 Restrict fax TX

All the functions for the FAX transmission are disabled so that any operation from the Fax button on the control panel is not accepted.

Item	Description	Available value
Restrict Fax TX	Disable the functions for FAX transmission.	ON / OFF [*]

[*] indicates factory default setting.

Setting up restrict fax TX

1 Open the Administrator Setting screen (See "Entering administrator setting" on page 11-4).

2 Press [Security Setting].
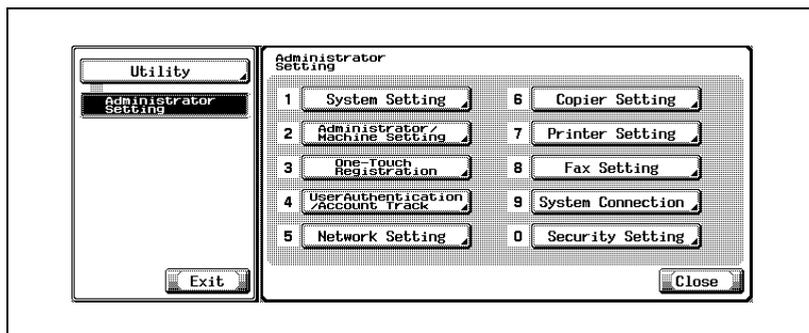
– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Security Setting], enter 0 through the numeric keypad.

3 Press [Security Details].
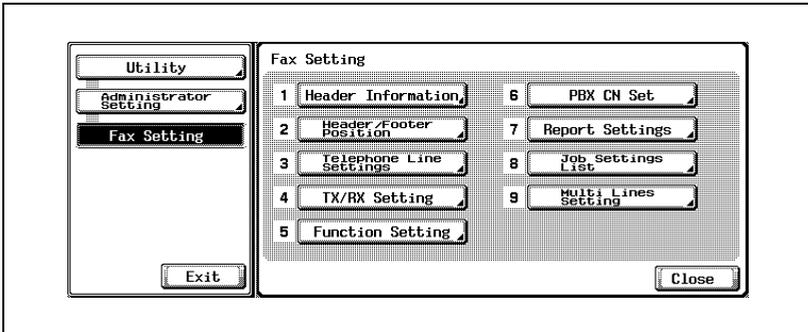
4 Press ⬇.
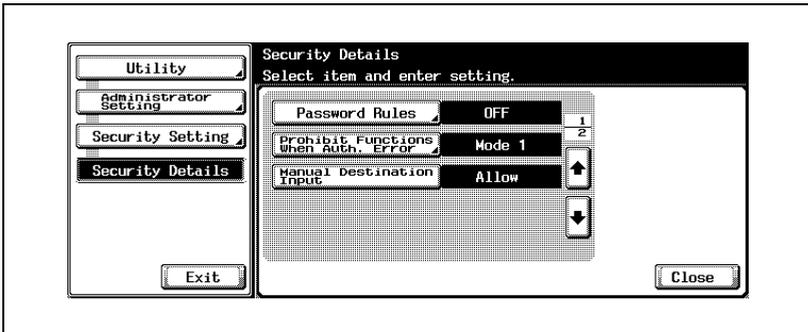
– To close the Utility Mode screen, press [Exit] in the sub-area.

5 Press [Restrict Fax TX].
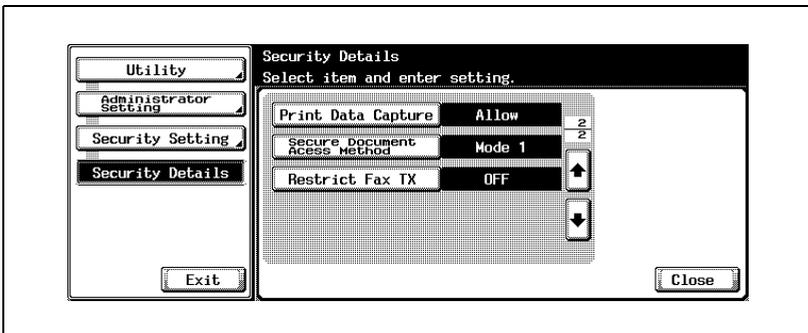
6 Select the parameter you wish to set.
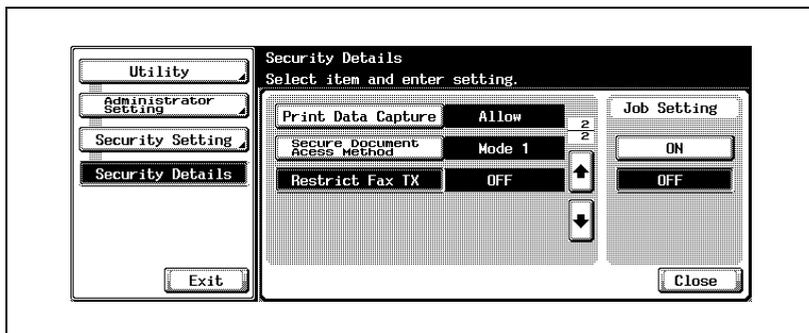
7 Press [Close].

The value of the parameter is changed.

8 Press [Exit] on the sub-area.

12 Explanation of reports and lists

12 Explanation of reports and lists

12.1 Types of reports and lists

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

Reports

Reports consist of those that are printed out automatically, those for which the printing method can be set, and those that are printed out as necessary.

Name of report	Explanation
Activity report	This report contains a record of transmissions and receptions. Communications for a total of 100 transmissions and receptions are recorded on separate pages for transmission and reception. In addition, the transmission record, the reception record or a record of both can be printed as necessary. • The Utility Mode sets communications report printing to OFF*, Daily, Every 100 Comm. or 100/Daily*. • The following reports can be selected and printed on the Communication List screen. [Job List] - [Fax TX] tab - [Job History] - [Comm. Setting]) • Activity Report, TX Report, RX Report
TX report	The transmission result is printed automatically. The Utility Mode sets transmission reports printing to always, during an ON / If TX Fails / OFF.
Polling TX report	If the TX Report is set to ON or If TX Fails in the Administrator Setting of the Utility Mode, the result of the polling transmission is printed out automatically.
Polling RX report	If the TX Report is set to ON or If TX Fails in the Administrator Setting of the Utility Mode, the result of the polling reception is printed out automatically.
Broadcast report	When the Sequential TX Report is set to ON in the Administrator Setting of the Utility Mode, printing is made automatically after completion of the sequential broadcast transmission.
Sequence polling reception report	If the Sequential TX Report is set to ON in the Administrator Setting of the Utility Mode, the result of polling to multiple destinations is printed out automatically.
Reservation communication report	If the Timer Reservation TX Report is set to ON in the Administrator Setting of the Utility Mode, this report is printed out automatically when a transmission is reserved.
Reservation polling TX report	If the Timer Reservation TX Report is set to ON in the Administrator Setting of the Utility Mode, this report is printed out automatically when a polling transmission has been reserved.
Broadcast reserved report	If the Timer Reservation TX Report is set to ON in the Administrator Setting of the Utility Mode, this report is printed out automatically when a sequential multi-station transmission has been reserved.

Name of report	Explanation
An address polling Rx re-served report	If the Timer Reservation TX Report is set to ON in the Administrator Setting of the Utility Mode, this report is printed out automatically when timer polling to one destination has been reserved.
Sequence polling RX reservation report	If the Timer Reservation TX Report is set to ON in the Administrator Setting of the Utility Mode, this report is printed out automatically when timer polling to multiple destinations has been reserved.
Confidential RX report	If the Confidential RX Report is set to ON in the Administrator Setting of the Utility Mode, this report is printed out automatically when a confidential document has been received.
Bulletin TX report	If the Bulletin TX Report is set to ON in the Administrator Setting of the Utility Mode, the result of bulletin board transmission is printed out automatically.
Relay TX result report	If the Relay TX Result Report is set to ON in the Administrator Setting of the Utility Mode, the result of relayed multi-station transmission is printed out automatically.
Relay request RX report	If the Relay Request RX Report is set to ON in the Administrator Setting of the Utility Mode, this report is printed out automatically when relay has been requested.
PC-Fax TX error report	If the PC-Fax TX Error Report is set to ON in the Administrator Setting of the Utility Mode, this report is printed out automatically when PC Fax transmission is error.

Lists

Lists can be instructed to be printed out as necessary.

Name of List	Explanation
Address book list	Numbers registered for Address Book can be printed out.
Program list	Numbers registered for Program can be printed out.
Group address list	Numbers registered for Group can be printed out.
E-mail subject/text list	The list of the Subject/Text (for E-mail) can be printed out.
Fax setting list	Settings made with Utility Mode can be printed out.

12.2 Activity report

The Activity Report is a report that contains a record of transmissions and receptions. Communications for a total of 100 transmissions and receptions are recorded on separate pages for transmission and reception. In addition to the Activity Report being printed out automatically, either the transmission record (transmission report) only, reception record (reception report) only or a record of both transmissions and receptions (Activity Report) can be printed out respectively as necessary.

Automatic printout

The interval at which the Activity Report is printed out can be set with Report Settings.

Manual printout

The Activity Report can be printed out manually with the following procedure.

1 Press [Job List] on the FAX screen.

2 Press [Fax TX] tab.

3 Press [Job History].

When no Fax Multi Line has been installed

When Fax Multi Line has been installed

– When the optional Fax Multi Line has been installed, a list of current jobs can be displayed for each line on the Current Jobs screen of Fax TX.
To display the list of Current Jobs of the Line 1, Press [L1] or to display the list of Current Jobs of the line 2, Press [L2].

4 Press [Comm. Setting].

5 Press [Activity Report], [TX Report] or [RX Report].

```
Job List > Communication List                    Exit

All Jobs    Fax TX      Fax RX                    Print Report
                                                  Activity
No.  Destination Job    Type   # of  Result       Report
                 Start         Pgs.                TX Report
                                                  RX Report

                                                    Print

                                                   Close
```
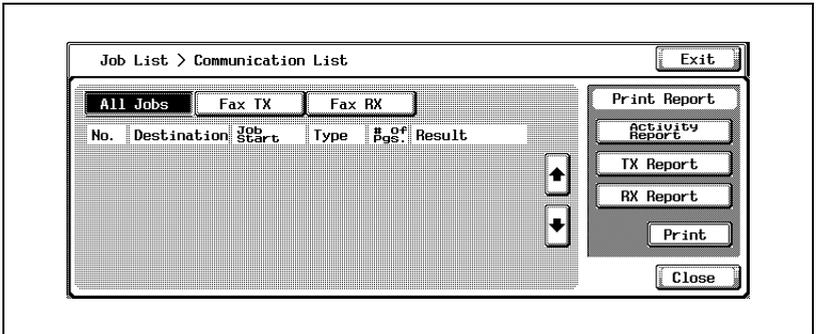
6 Press [Print].

The report is printed out.

🔍

Detail
A message is displayed when the required paper is not placed in the paper tray for reports and lists. Add paper according to the message.

```
                              Activity                              P  1
                              Report                     12/08/2005 13:41
                                                         Serial No.
                                                              TC:    621
TX
No.    Destination     Start Time  Time     Prints    Result   Note
009    0123456789      12-08 13:35 00:00 16 001/001   OK       L1
010    0123456789      12-08 13:36 00:00 15 001/001   OK       L1
011    0123456789      12-08 13:37 00:00 17 001/001   OK       L1
Note   L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original, FME: Frame Erase TX,
       WIX: Mixed Original, CALL: Manual Communication, CSRC: CSRC, FWD: Forward, PC: PC-FAX,
       BND: Bind, SP: Special Original, FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Confidential,
       BUL:Bulletin, SIP:SIP-Fax, IPADR:IP Address Fax, I-FAX:Internet Fax

Result OK: Communication OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF,
       TEL: RX from TEL, NG: Other Error, Cont: Continue, No Ans: No Answer,
       Refuse: Receipt Refused, Busy: Busy, M-Full:Memory Full,
       LOVR:Receiving length Over, POVER:Receiving page Over, FIL:File Error,
       DC:Decode Error, MDN:MDN Response Error, DSN:DSN Response Error.
```

* The actual reports may be different from the reports in this manual.

Item	Description
No.:	Serial numbers are assigned to each transmission and reception.
Destination:	The following is shown. • Destination name when destination name is registered in abbreviated dialing. • Telephone number of destination.
Start Time:	The time at which communication started is shown.
Time:	Time required for a communication is shown.

Item	Description	
Prints:	The number of pages transmitted or received is shown. In the case of memory transmission, the number of pages able to be transmitted and the total number of pages are shown in the form of a fraction.	
Result:	OK	Shown when communication ended normally.
	S-OK	Shown when communication was stopped.
	PW-OFF	Shown when the power switch is turned off.
	TEL	Shown when there has been an incoming telephone call.
	NG	Shown when a communication error has occurred.
	Cont	Shown when an error has occurred and the FK-502 has switched to error page redialing.
	No Ans	Shown when the destination being called did not answer.
	Busy	Shown when unable to complete communication due to the line being busy.
	M-Full	Memory-full is shown when the FAX file memory became full during reception and reception failed.
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

Detail
Some items may not be indicated depending on the optional settings.

12.3 TX report

Manual printout

The TX Result Report Check screen appears at the transmission if [ON] is selected at [Report Settings]-[TX Report] by the Utility Mode.

Press [YES] to print the TX result report. Press [NO] to not print the report. For details, see "Report settings" on page 11-70.

Automatic printout

Automatic printout can be set to [ON], [If TX Fails] or [OFF] with [TX Report] at [Report Settings] of Utility Mode. For details, see "Report settings" on page 11-70.

*   The actual reports may be different from the reports in this manual.

Item	Description
Destination:	The following is shown. • Name when name is registered in abbreviated dialing or entry list • Destination telephone number
Start Time:	The time at which communication started is shown.
Time:	Time required for a communication is shown.
Prints:	The number of pages transmitted is shown. In the case of memory transmission, the number of pages able to be transmitted and the total number of pages are shown in the form of a fraction.

Item	Description	
Result:	OK	Shown when communication ended normally.
	S-OK	Shown when communication was stopped.
	PW-OFF	Shown when the power switch is turned off.
	TEL	Shown when there has been an incoming telephone call.
	NG	Shown when a communication error has occurred.
	Cont	Shown when an error has occurred and the FK-502 has switched to error page redialing.
	No Ans	Shown when the destination being called did not answer.
	Busy	Shown when unable to complete communication due to the line being busy.
	M-Full	Memory-full is shown when the FAX file memory became full during reception and reception failed.
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

12.4 Polling TX report

This report is printed out automatically following polling transmission of a document registered for the Polling TX User Box.

Automatic printout can be set to [ON] or [OFF] with [TX Report] at [Report Settings] of Utility Mode. For details, see "Report settings" on page 11-70.

```
                           Polling TX Report                              P  1
                                                             12/08/2005 13:45
                                                       Serial No.
                                                             TC:         625

     ┌──────────────┬────────────┬─────────┬────────┬────────┬──────────────┐
     │  Destination │ Start Time │  Time   │ Prints │ Result │     Note     │
     ├──────────────┼────────────┼─────────┼────────┼────────┼──────────────┤
     │ 0123455789   │ 12-08 13:45│ 00:00 09│ 001/001│   OK   │ L1 POL       │
     └──────────────┴────────────┴─────────┴────────┴────────┴──────────────┘
   Note    L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original, FME: Frame Erase TX,
           MIX: Mixed Original, CALL: Manual Communication, CSRC: CSRC, FWD: Forward, PC: PC-FAX,
           BND: Bind, SP: Special Original, FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Confidential,
           BUL:Bulletin, SIP:SIP-Fax, IPADR:IP Address Fax, I-FAX:Internet Fax

   Result  OK: Communication OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF,
           TEL: RX from TEL, NG: Other Error, Cont: Continue, No Ans: No Answer,
           Refuse: Receipt Refused, Busy: Busy, M-Full:Memory Full,
           LOVR:Receiving length Over, POVER:Receiving page Over, FIL:File Error,
           DC:Decode Error, MDN:MDN Response Error, DSN:DSN Response Error.
```

*   The actual reports may be different from the reports in this manual.

Item	Description
Destination:	The following is shown. • Destination name when destination name is registered in abbreviated dialing. • Telephone number of destination.
Start Time:	The communication start time is shown.
Time:	Time required for a communication is shown
Prints:	No. of pages which has been sent is shown.

Item	Description	
Result:	OK	Shown when communication ended normally.
	S-OK	Shown when communication was stopped.
	PW-OFF	Shown when the power switch is turned off.
	TEL	Shown when there has been an incoming telephone call.
	NG	Shown when a communication error has occurred.
	Cont	Shown when an error has occurred and the FK-502 has switched to error page redialing.
	No Ans	Shown when the destination being called did not answer.
	Busy	Shown when unable to complete communication due to the line being busy.
	M-Full	Memory-full is shown when the FAX file memory became full during reception and reception failed.
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

12.5 Polling RX report

This report is printed out automatically when polling is received.

Automatic printout can be set to [ON] or [OFF] with [TX Report] at [Report Settings] of Utility Mode. For details, see "Report settings" on page 11-70.

```
                        Polling RX Report                          P  1
                                                          12/08/2005 13:47
                                                   Serial No.
                                                          TC:        626

     ┌──────────────┬────────────┬────────┬────────┬────────┬─────────────┐
     │  Destination │ Start Time │  Time  │ Prints │ Result │    Note     │
     ├──────────────┼────────────┼────────┼────────┼────────┼─────────────┤
     │  0123456789  │ 12-08 13:46│ 00:00 17│ 001/001│   OK   │  L1 POL     │
     └──────────────┴────────────┴────────┴────────┴────────┴─────────────┘
  Note   L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original, FME: Frame Erase TX,
         MIX: Mixed Original, CALL: Manual Communication, CSRC: CSRC, FWD: Forward, PC: PC-FAX,
         BND: Bind, SP: Special Original, FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Confidential,
         BUL:Bulletin, SIP:SIP-Fax, IPADR:IP Address Fax, I-FAX:Internet Fax

  Result OK: Communication OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF,
         TEL: RX from TEL, NG: Other Error, Cont: Continue, No Ans: No Answer,
         Refuse: Receipt Refused, Busy: Busy, M-Full:Memory Full,
         LOVR:Receiving length Over, POVER:Receiving page Over, FIL:File Error,
         DC:Decode Error, MDN:MDN Response Error, DSN:DSN Response Error.
```

*   The actual reports may be different from the reports in this manual.

Item	Description	
Destination:	The following is shown. • Destination name when destination name is registered in abbreviated dialing. • Telephone number of destination.	
Start Time:	The communication start time is shown.	
Time:	Time required for a communication is shown	
Prints:	No. of pages which has been sent is shown.	
Result:	OK	Shown when communication ended normally.
	S-OK	Shown when communication was stopped.
	PW-OFF	Shown when the power switch is turned off.
	TEL	Shown when there has been an incoming telephone call.
	NG	Shown when a communication error has occurred.
	Cont	Shown when an error has occurred and the FK-502 has switched to error page redialing.
	No Ans	Shown when the destination being called did not answer.
	Busy	Shown when unable to complete communication due to the line being busy.
	M-Full	Memory-full is shown when the FAX file memory became full during reception and reception failed.

Item	Description	
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

12.6 Broadcast report

This report is printed out automatically at completion of a sequential multi-station transmission.

Automatic printout can be set to [ON] or [OFF] with [Sequential TX Report] at [Report Settings] of Utility Mode. And report output timing (All Dest./1 Dest. at a time) can be specified in the [Broadcast Result Report]. For details, see "Report settings" on page 11-70.

```
                              Broadcast Report                           P  1
                                                              12/08/2005 13:50
                                                              Serial No.
                                                                    TC:      629

         Destination   Start Time  Time     Prints   Result      Note
 FAX1                  12-08 13:49 00:00 15  001/001   OK       L1
 FAX2                  12-08 13:50 00:00 16  001/001   OK       L1
 Note    L1: Main Circuit, L2: Sub Circuit, TWR: Timer, POL: Poll, ORG: Original, FME: Frame Erase TX,
         MIX: Mixed Original, CALL: Manual Communication, CSRC: CSRC, FWD: Forward, PC: PC-FAX,
         BND: Bind, SP: Special Original, FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Confidential,
         BUL:Bulletin, SIP:SIP-Fax, IPADR:IP Address Fax, I-FAX:Internet Fax

 Result  OK: Communication OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF,
         TEL: RX from TEL, NG: Other Error, Cont: Continue, No Ans: No Answer,
         Refuse: Receipt Refused, Busy: Busy, M-Full:Memory Full,
         LOVR:Receiving length Over, POVER:Receiving page Over, FIL:File Error,
         DC:Decode Error, MDN:MDN Response Error, DSN:DSN Response Error.
```

*   The actual reports may be different from the reports in this manual.

Item	Description
Destination:	The following is shown. • A destination name is shown when it is registered in the Address Book list. • Destination telephone number
Start time:	The time at which communication started is shown.
Time:	The required time for the communication is shown.
Prints:	The number of pages transmitted is shown. The number of pages able to be transmitted and the total number of pages are shown in the form of a fraction.

Item	Description	
Result:	OK	Shown when communication ended normally.
	S-OK	Shown when communication was stopped.
	PW-OFF	Shown when the power switch is turned off.
	TEL	Shown when there has been an incoming tele-phone call.
	NG	Shown when a communication error has oc-curred.
	Cont	Shown when an error has occurred and the FK-502 has switched to error page redialing.
	No Ans	Shown when the destination being called did not answer.
	Busy	Shown when unable to complete communica-tion due to the line being busy.
	M-Full	Memory-full is shown when the FAX file memory became full during reception and reception failed.
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

12.7 Sequence polling reception report

The result of polling to multiple destinations is printed out automatically.

Automatic printout can be set to [ON] or [OFF] with [Sequential TX Report] at [Report Settings] of Utility Mode. For details, see "Report settings" on page 11-70.

```
                              Sequential Polling RX Report                          P   1
                                                                          12/08/2005 13:52
                                                                    Serial No.
                                                                          TC:       632


           Destination    | Start Time | Time     | Prints  | Result | Note
    FAX1                   | 12-08 13:51| 00:00 17 | 001/001 | OK     | L1 POL
    FAX2                   | 12-08 13:52| 00:00 17 | 001/001 | OK     | L1 POL
    Note    L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original, FME: Frame Erase TX,
            MIX: Mixed Original, CALL: Manual Communication, CSRC: CSRC, FWD: Forward, PC: PC-FAX,
            BND: Bind, SP: Special Original, FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Confidential,
            BUL:Bulletin, SIP:SIP-Fax, IPADR:IP Address Fax, I-FAX:Internet Fax

    Result  OK: Communication OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF,
            TEL: RX from TEL, NG: Other Error, Cont: Continue, No Ans: No Answer,
            Refuse: Receipt Refused, Busy: Busy, M-Full:Memory Full,
            LOVR:Receiving length Over, POVER:Receiving page Over, FIL:File Error,
            DC:Decode Error, MDN:MDN Response Error, DSN:DSN Response Error.
```

*   The actual reports may be different from the reports in this manual.

Item	Description
Destination:	The following is shown. • Destination name when destination name is registered in abbreviated dialing. • Telephone number of destination.
Start Time:	The time at which communication started.
Time:	The required time for the communication is shown.
Prints:	The number of pages transmitted.

Item	Description	
Result:	OK	Shown when communication ended normally.
	S-OK	Shown when communication was stopped.
	PW-OFF	Shown when the power switch is turned off.
	TEL	Shown when there has been an incoming tele-phone call.
	NG	Shown when a communication error has oc-curred.
	Cont	Shown when an error has occurred and the FK-502 has switched to error page redialing.
	No Ans	Shown when the destination being called did not answer.
	Busy	Shown when unable to complete communica-tion due to the line being busy.
	M-Full	Memory-full is shown when the FAX file memory became full during reception and reception failed.
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

12.8 Reservation communication report

This report is printed out automatically when timer transmission is designated.

Automatic printout can be set to [ON] or [OFF] with [Timer Reservation TX Report] at [Report Settings] of Utility Mode. For details, see "Report settings" on page 11-70.

```
                    Reservation Communication Report                    P  1
                                                          12/08/2005 13:54
                                                     Serial No.
                                                          TC:        636

┌─────────────┬─────────┬────────────┬────────┬───────────────────────┐
│ Destination │ Create  │ Start Time │ Prints │        Note           │
│             │ time    │            │        │                       │
├─────────────┼─────────┼────────────┼────────┼───────────────────────┤
│ 0123456789  │12-08 13:54│12-08 15:00│  001   │ TMR                   │
└─────────────┴─────────┴────────────┴────────┴───────────────────────┘
  Note   L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original, FME: Frame Erase TX,
         MIX: Mixed Original, CALL: Manual Communication, CSRC: CSRC, FWD: Forward, PC: PC-FAX,
         BND: Bind, SP: Special Original, FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Confidential,
         BUL:Bulletin, SIP:SIP-Fax, IPADR:IP Address Fax, I-FAX:Internet Fax
```

*   The actual reports may be different from the reports in this manual.

Item	Description
Destination:	The following is shown. • Destination name when destination name is registered in abbreviated dialing. • Telephone number of destination.
Create time:	The time that is reserved for transmission.
Start Time:	The designated time is shown in the case of timer transmission.
Prints:	The number of original pages scanned is shown.

Item	Description	
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

12.9 Reservation polling TX report

The report is printed out automatically when a polling transmission is reserved.

Automatic printout can be set to [ON] or [OFF] with [Timer Reservation TX Report] at [Report Settings] of Utility Mode. For details, see "Report settings" on page 11-70.

```
                        Reservation Polling TX Report                P  1
                                                        12/08/2005 13:44
                                                     Serial No.
                                                          TC:      624

  ┌──────────────┬────────┬────────────┬────────┬─────────────────────┐
  │ Destination  │ Create │ Start Time │ Prints │        Note         │
  │              │  time  │            │        │                     │
  ├──────────────┼────────┼────────────┼────────┼─────────────────────┤
  │              │12-08 13:44│ ----- --:-- │  001   │                   │
  └──────────────┴────────┴────────────┴────────┴─────────────────────┘
  Note   L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original, FME: Frame Erase TX,
         MIX: Mixed Original, CALL: Manual Communication, CSRC: CSRC, FWD: Forward, PC: PC-FAX,
         BND: Bind, SP: Special Original, FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Confidential,
         BUL:Bulletin, SIP:SIP-Fax,  IPADR:IP Address Fax, I-FAX:Internet Fax
```

*   The actual reports may be different from the reports in this manual.

Item	Description
Destination:	Not shown.
Create time:	The time that is reserved for transmission.
Start Time:	Not shown.
Prints:	The number of original pages scanned is shown.

Item	Description	
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

12.10 Broadcast reserved report

This report is printed out automatically when a sequential multi-station transmission has been reserved.

Automatic printout can be set to [ON] or [OFF] with [Timer Reservation TX Report] at [Report Settings] of Utility Mode. For details, see "Report settings" on page 11-70.

*   The actual reports may be different from the reports in this manual.

Item	Description
Destination:	The following is shown. • Destination name when destination name is registered in abbreviated dialing. • Telephone number of destination.
Create time:	The time at which the transmission was reserved is shown.
Start Time:	The designated time is shown in the case of timer transmission.
Prints:	The number of original pages scanned is shown.

Item	Description	
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

12.11 An address polling Rx reserved report

This report is printed out automatically when polling is reserved to one destination.

Automatic printout can be set to [ON] or [OFF] with [Timer Reservation TX Report] at [Report Settings] of Utility Mode. For details, see "Report settings" on page 11-70.

```
                An address Polling Rx Reserved Report                    P  1
                                                           12/08/2005 13:56
                                                          Serial No.
                                                                   TC:      638

 ┌─────────────────┬────────┬────────────┬────────┬─────────────────────────────┐
 │ Destination     │ Create │ Start Time │ Prints │ Note                        │
 │                 │ time   │            │        │                             │
 ├─────────────────┼────────┼────────────┼────────┼─────────────────────────────┤
 │ 0123456789      │12-08 13:56│12-08 15:00│ 000   │ TMR POL                     │
 └─────────────────┴────────┴────────────┴────────┴─────────────────────────────┘
 Note    L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original, FME: Frame Erase TX,
         MIX: Mixed Original, CALL: Manual Communication, CSRC: CSRC, FWD: Forward, PC: PC-FAX,
         BND: Bind, SP: Special Original, FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Confidential,
         BUL:Bulletin, SIP:SIP-Fax, IPADR:IP Address Fax, I-FAX:Internet Fax
```

*   The actual reports may be different from the reports in this manual.

Item	Description
Destination:	Telephone number of destination.
Create time:	The time at which polling is received.
Start Time:	The designated time is shown in the case of timer transmission.
Prints:	The number of pages transmitted is shown.

Item	Description	
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

12.12 Sequence polling RX reservation report

This report is printed out automatically when polling is reserved to multiple destinations.

Automatic printout can be set to [ON] or [OFF] with [Timer Reservation TX Report] at [Report Settings] of Utility Mode. For details, see "Report settings" on page 11-70.

```
                    Sequence Polling Rx Reserved Report              P  1
                                                          12/08/2005 13:59
                                                        Serial No.
                                                            TC:        643

    Destination      Create    Start Time    Prints        Note
                     time
    FAX1             12-08 13:59  12-08 15:00   000     TWR POL
    FAX2             12-08 13:59  12-08 15:00   000     TWR POL
    Note    L1: Main Circuit, L2: Sub Circuit, TWR: Timer, POL: Poll, ORG: Original, FWE: Frame Erase TX,
            MIX: Mixed Original, CALL: Manual Communication, CSRC: CSRC, FWD: Forward, PC: PC-FAX,
            BND: Bind, SP: Special Original, FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Confidential,
            BUL:Bulletin, SIP:SIP-Fax, IPADR:IP Address Fax, I-FAX:Internet Fax
```

*   The actual reports may be different from the reports in this manual.

Item	Description
Destination:	Telephone number of destination.
Create time:	The time at which polling is received.
Start Time:	The designated time is shown in the case of timer transmission.
Prints:	The number of pages transmitted is shown.

Item	Description	
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

12.13 Confidential RX report

This report is printed out automatically following restricted access reception.

Automatic printout can be set to [ON] or [OFF] with [Confidential RX Report] at [Report Settings] of Utility Mode. For details, see "Report settings" on page 11-70.

*   The actual reports may be different from the reports in this manual.

Item	Description	
Destination:	The following is shown. • Destination name when destination name is registered in abbreviated dialing. • Telephone number of destination.	
Start Time:	The time at which communication started.	
Time:	The required time for the communication is shown.	
Prints:	The number of pages transmitted.	
Result:	OK	Shown when communication ended normally.
	S-OK	Shown when communication was stopped.
	PW-OFF	Shown when the power switch is turned off.
	TEL	Shown when there has been an incoming telephone call.
	NG	Shown when a communication error has occurred.
	Cont	Shown when an error has occurred and the FK-502 has switched to error page redialing.
	No Ans	Shown when the destination being called did not answer.
	Busy	Shown when unable to complete communication due to the line being busy.
	M-Full	Memory-full is shown when the FAX file memory became full during reception and reception failed.

Item	Description	
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

12.14 Bulletin TX report

This report is printed out automatically following polling transmission of a document registered for the Bulletin Board User Box.

Automatic printout can be set to [ON] or [OFF] with [Bulletin TX Report] at [Report Settings] of Utility Mode. For details, see "Report settings" on page 11-70.

```
                                                                             P   1
                                                                   2004/11/24 20:50
                                      Bulletin TX Report           Serial No.
                                                                        TC:      1068


     ┌──────────────────┬────────────┬─────────┬─────────┬────────┬──────────────────────┐
     │    Destination   │ Start Time │  Time   │  Prints │ Result │        Note          │
     ├──────────────────┼────────────┼─────────┼─────────┼────────┼──────────────────────┤
     │    0123456789    │ 11-24 20:50│ 00:00 17│ 001/001 │   OK   │ POL BUL500200000     │
     └──────────────────┴────────────┴─────────┴─────────┴────────┴──────────────────────┘
     Note    TMR: Timer, POL: Poll, TRN: Turn Around, ORG: Original,
             FME: Frame Erase TX, MIX: Mixed Original, CALL: Manual Communication,
             CSRC: CSRC, FWD: Forward, PC: PC-FAX,  BND: Bind Position, SP: Special Original,
             FCODE: F-Code,  MBX: Secure, BLTN: Bulletin

     Result  OK: TX OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF, TEL: RX from TEL,
             NG: Other Error, Cont: Continue, No Ans: No Answer, Busy: Busy, M-Full:Memory
             Full.
```

*   The actual reports may be different from the reports in this manual.

Item	Description
Destination:	The following is shown. • Destination name when destination name is registered in abbreviated dialing. • Telephone number of destination.
Start Time:	The time at which communication started.
Time:	The required time for the communication is shown.
Prints:	The number of pages transmitted.

Item	Description	
Result:	OK	Shown when communication ended normally.
	S-OK	Shown when communication was stopped.
	PW-OFF	Shown when the power switch is turned off.
	TEL	Shown when there has been an incoming tele-phone call.
	NG	Shown when a communication error has oc-curred.
	Cont	Shown when an error has occurred and the FK-502 has switched to error page redialing.
	No Ans	Shown when the destination being called did not answer.
	Busy	Shown when unable to complete communica-tion due to the line being busy.
	M-Full	Memory-full is shown when the FAX file memory became full during reception and reception failed.
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

12.15 Relay TX result report

This report is printed out automatically when a document for which relay has been requested is distributed to members of a group as a relay station.

Automatic printout can be set to [ON] or [OFF] with [Relay TX Result Report] at [Report Settings] of Utility Mode. For details, see "Report settings" on page 11-70.

```
                                    Relay TX Result                               P  1
                                    Report                               03/22/2006 16:58
                                                                         Serial No.
                                                                              TC:     2266

          Destination    Start Time  Time      Prints   Result     Note
    fax01                03-22 16:57 00:00 16  001/001    OK       L1 RLY BoxNo.3
    fax02                03-22 16:58 00:00 03  000/001    NG       L2 RLY BoxNo.3
Note    L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original, FWE: Frame Erase TX,
        MIX: Mixed Original, CALL: Manual Communication, CSRC: CSRC, FWD: Forward, PC: PC-FAX,
        BND: Bind, SP: Special Original, FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Confidential,
        BUL:Bulletin, SIP:SIP-Fax, IPADR:IP Address Fax, I-FAX:Internet Fax

Result  OK: Communication OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF,
        TEL: RX from TEL, NG: Other Error, Cont: Continue, No Ans: No Answer,
        Refuse: Receipt Refused, Busy: Busy, M-Full:Memory Full,
        LOVR:Receiving length Over, POVER:Receiving page Over, FIL:File Error,
```

*   The actual reports may be different from the reports in this manual.

Item	Description
Destination:	The following is shown. • Destination name when destination name is registered in abbreviated dialing. • Telephone number of destination.
Start Time:	The time at which communication started.
Time:	The required time for the communication is shown.
Prints:	The number of pages transmitted.

Item	Description	
Result:	OK	Shown when communication ended normally.
	S-OK	Shown when communication was stopped.
	PW-OFF	Shown when the power switch is turned off.
	TEL	Shown when there has been an incoming telephone call.
	NG	Shown when a communication error has occurred.
	Cont	Shown when an error has occurred and the FK-502 has switched to error page redialing.
	No Ans	Shown when the destination being called did not answer.
	Busy	Shown when unable to complete communication due to the line being busy.
	M-Full	Memory-full is shown when the FAX file memory became full during reception and reception failed.
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

12.16 Relay request RX report

This report is printed out automatically when relay is requested.

Automatic printout can be set to [ON] or [OFF] with [Relay Request RX Report] at [Report Settings] of Utility Mode. For details, see "Report settings" on page 11-70.

```
                            Relay Request                                    P   1
                            RX Report                              03/22/2006 16:57
                                                           Serial No.
                                                                .    TC:      2265

          |   Destination   | Start Time | Time |  Prints | Result|    Note      |
          | 9876543210      | 03-22 16:57| 00:00 16 | 001/001 |  OK  | L1 RLY BoxNo.3 |
     Note    L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original, FME: Frame Erase TX,
             WIX: Wixed Original, CALL: Manual Communication, CSRC: CSRC, FWD: Forward, PC: PC-FAX,
             BND: Bind, SP: Special Original, FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Confidential,
             BUL:Bulletin, SIP:SIP-Fax, IPADR: IP Address Fax, I-FAX:Internet Fax

     Result  OK: Communication OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF,
             TEL: RX from TEL, NG: Other Error, Cont: Continue, No Ans: No Answer,
             Refuse: Receipt Refused, Busy: Busy, M-Full:Memory Full,
             LOVR:Receiving length Over, POVER:Receiving page Over, FIL:File Error,
             DC:Decode Error, MDN:MDN Response Error, DSN:DSN Response Error.
```

*   The actual reports may be different from the reports in this manual.

Item	Description
Destination:	The following is shown. • Destination name when destination name is registered in abbreviated dialing. • Telephone number of destination.
Start Time:	The time at which communication started.
Time:	The required time for the communication is shown.
Prints:	The number of pages transmitted.

Item	Description	
Result:	OK	Shown when communication ended normally.
	S-OK	Shown when communication was stopped.
	PW-OFF	Shown when the power switch is turned off.
	TEL	Shown when there has been an incoming tele-phone call.
	NG	Shown when a communication error has oc-curred.
	Cont	Shown when an error has occurred and the FK-502 has switched to error page redialing.
	No Ans	Shown when the destination being called did not answer.
	Busy	Shown when unable to complete communica-tion due to the line being busy.
	M-Full	Memory-full is shown when the FAX file memory became full during reception and reception failed.
Note:	Any of the following remarks may be shown.	
	L1:	Main Circuit
	L2:	Sub Circuit
	TMR:	Timer communication
	POL:	Polling
	ORG:	Original size set
	FME:	Frame Erase
	MIX:	Mixed size original
	CALL:	Telephone
	CSRC:	CS Remote Care
	FWD:	FORWARD
	PC:	PC-Fax
	BND:	Bind Position
	SP:	Special Original
	FCODE:	F code setting
	RTX:	Re-TX
	RLY:	Relay
	MBX:	Confidential
	BLTN:	Bulletin board

12.17 PC-Fax TX error report

This report is printed out automatically when PC-Fax TX records an error.

Automatic printout can be set to [ON] or [OFF] with [PC-Fax TX Error Report] at [Report Settings] of Utility Mode. For details, see "Report settings" on page 11-70.

```
                                    PC-Fax TX                                    P  1
                                    Error Report                      2006/03/30 13:10
                                                              Serial No.
                                                                   TC:    2390

  ┌──────────────┬──────────┬────────────┬─────────────┬──────────────────┐
  │ Destination  │ Create   │ Start Time │ Cause       │ Name             │
  │              │ time     │            │             │                  │
  ├──────────────┼──────────┼────────────┼─────────────┼──────────────────┤
  │ 123456789    │03/30 13:10│ --:--     │ Login Error │ test.txt         │
  └──────────────┴──────────┴────────────┴─────────────┴──────────────────┘
  Failed to transmit.
  Please check the status and try again.
```

*   The actual reports may be different from the reports in this manual.

Item	Description
Destination:	The following is shown. • Destination name when destination name is registered in abbreviated dialing. • Telephone number of destination.
Create time:	The time at which [OK] of PC-Fax screen on the PC is clicked.
Start Time:	When Timer TX is specified, the designation time is described. "--:--" is displayed if it is not the timer transmission.
Cause:	The cause of an error is shown.
Name:	Job name or user name is shown.

12.18 Address book list

1 Press [Fax] and press [Utility/Counter] on the control panel.

2 Press [Administrator Setting].

3 Enter the password and press [OK].

– The password for the administrator can be changed in [Security Setting]. The administrator should have a responsibility for the management of the password.

4 Press [One-Touch Registration].

– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [One-Touch Registration], enter 3 through the numeric keypad.

5 Press [One-Touch Registration List].
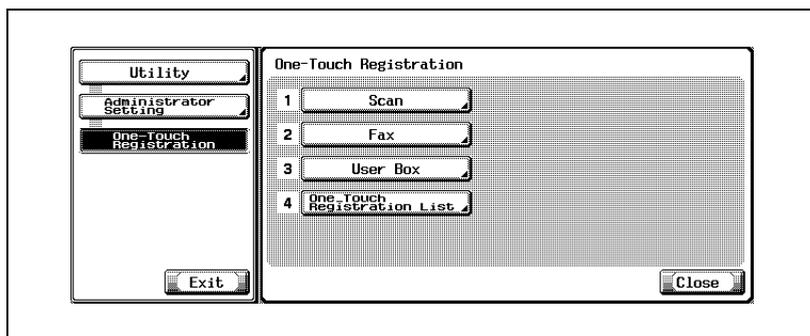
6 Press [Address Book List].
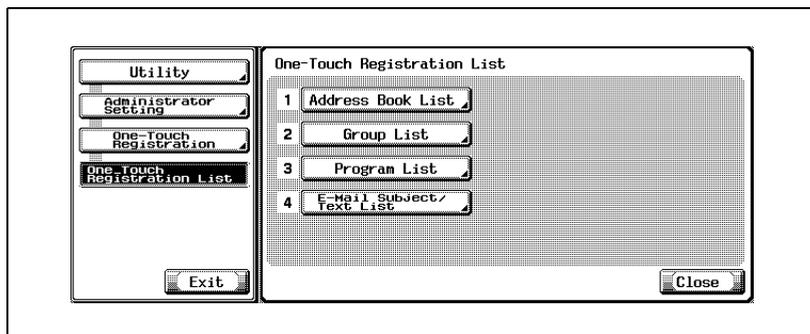
7   Enter through the keypad the range of the registration number you want to print out in [Registration No.] and select [E-Mail], [User Box] or [Fax] for [Destination Type].

```
Address Book List
Select destination type and enter registration no. using keypad (max. 100).

    Registration        1  ~  100      ◀    ▶
    No.

    Destination          E-Mail            FTP              SMB
    Type
                         User Box          Fax

    Print                                                   Close
```

–   The specification can be made up to 100.

–   Pressing ▶ moves the cursor to the left and pressing ◀ moves it to the right.

–   When deleting characters entered, press [C] (clear) on the control panel.

8   Press [Print].

9   Select tray to print.

10   Press [Start].

The Address Book List is printed out.

🔍

Detail

When no necessary paper is set in the paper tray, [Start] lashes in red. On an occasion like this, [Start] cannot be pressed.

```
                              Speed Dial List                         P  1
                                                            12/08/2005 14:20
                                                          Serial No.
                                                             TC:      654

G3 FAX
No.   Index    Name      Dial Number                              Line
                                                                  Setting
0001  TUV      user01    0123456789                                 -
0002  TUV      user02    1234567890                                 *
0003  TUV      user03    2345678901                                 -
0004  TUV      user04    3456789012                                 *
0005  TUV      user05    4567890123                                 -
```

*   The actual reports may be different from the reports in this manual.

Item	Description
No.:	Abbreviated dialing number.
Name:	Registration name.
Dial Number:	Registration Fax number for Address Book.
Line Setting:	* is shown when line setting is appointed.

12.19 Group address list

1 Press [Fax] and press [Utility/Counter] on the control panel.

2 Press [Administrator Setting].

3 Enter the password and press [OK].

– The password for the administrator can be changed in [Security Setting]. The administrator should have a responsibility for the management of the password.

4 Press [One-Touch Registration].

– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [One-Touch Registration], enter 3 through the numeric keypad.

5 Press [One-Touch Registration List].

```
┌──────────────────────────────────────────────────┐
│  ┌─────────────┐   One-Touch Registration         │
│  │  Utility    │                                   │
│  │ Administrator│  1 ┌──────────────────┐          │
│  │ Setting     │    │      Scan         │          │
│  │ One-Touch   │  2 ┌──────────────────┐          │
│  │ Registration│    │      Fax          │          │
│  │             │  3 ┌──────────────────┐          │
│  │             │    │    User Box       │          │
│  │             │  4 ┌──────────────────┐          │
│  │             │    │   One-Touch       │          │
│  │             │    │ Registration List │          │
│  │ ┌────────┐  │                                   │
│  │ │  Exit  │  │                        ┌───────┐  │
│  └─┴────────┴──┘                        │ Close │  │
└──────────────────────────────────────────────────┘
```

6 Press [Group List].

```
┌──────────────────────────────────────────────────┐
│  ┌─────────────┐   One-Touch Registration List    │
│  │  Utility    │                                   │
│  │ Administrator│  1 ┌──────────────────┐          │
│  │ Setting     │    │ Address Book List │          │
│  │ One-Touch   │  2 ┌──────────────────┐          │
│  │ Registration│    │    Group List     │          │
│  │ One-Touch   │  3 ┌──────────────────┐          │
│  │Registration │    │   Program List    │          │
│  │ List        │  4 ┌──────────────────┐          │
│  │             │    │  E-Mail Subject/  │          │
│  │             │    │    Text List      │          │
│  │ ┌────────┐  │                        ┌───────┐  │
│  │ │  Exit  │  │                        │ Close │  │
│  └─┴────────┴──┘                        └───────┘  │
└──────────────────────────────────────────────────┘
```

7 Enter through the keypad the range of the registration number you want to print out in [Registration No.].

```
Group List
Enter registration no. using the keypad (max. 20).

     Registration      1  ~   20    ◄   ►
     No.



     Print                                        Close
```

– The specification can be made up to 20.
– Pressing ► moves the cursor to the left and pressing ◄ moves it to the right.
– When deleting characters entered, press [C] (clear) on the control panel.

8 Press [Print].

9 Select tray to print.

10 Press [Start].

The Group Address List is printed out.

🔍
Detail
When no necessary paper is set in the paper tray, [Start] flashes in red. On an occasion like this, [Start] cannot be pressed.

How to see the group address list

```
                                    Group Address List                    P  1
                                                               12/08/2005 14:17
                                                              Serial No.
                                                                  TC:      652
```

No.	Name	Addr. No.	Regist Count
001	group1	0001 0002 0003	3
002	group2	0004 0005	2

*   The actual reports may be different from the reports in this manual.

Item	Description
No.:	Registration group number.
Name:	Registration group name.
Addr. No.:	Abbreviated dialing numbers registered for the group.
Regist Count:	Number of abbreviated dialing numbers registered for the group.

12.20 Program list

1 Press [Fax] and press [Utility/Counter] on the control panel.

2 Press [Administrator Setting].

3 Enter the password and press [OK].

– The password for the administrator can be changed in [Security Setting]. The administrator should have a responsibility for the management of the password.

4 Press [One-Touch Registration].

– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [One-Touch Registration], enter 3 through the numeric keypad.

5 Press [One-Touch Registration List].
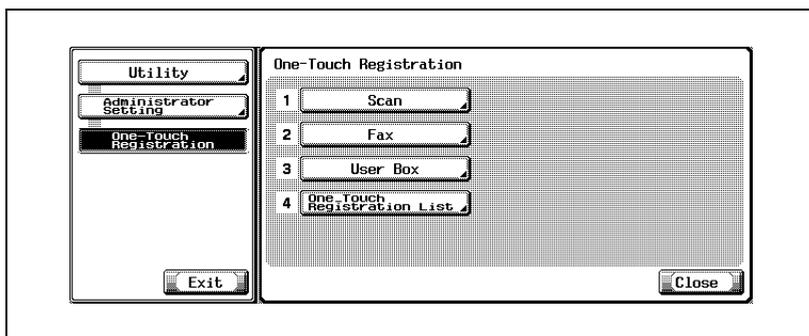
6 Press [Program List].
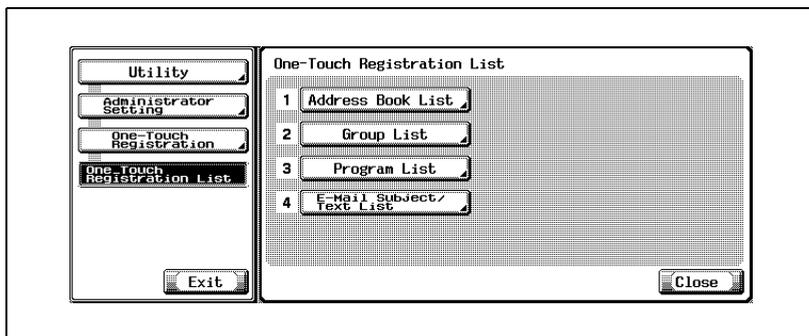
7 Enter the range of the Registration No. to be printed in [Registration No.] from the keypad and select either [Abbr. Dial], [Group No.] or [Direct Input].

```
Program List
You can print program addresses entered by direct input (max. 50).

    Registration
    No.              1  ~   50      ←   →

    Destination
    Type          Abbr. Dial      Group No.      Direct Input

      E-Mail          FTP            SMB          User Box

      Fax

    Print                                           Close
```

– By selecting [Direct Input], you can specify [E-Mail], [FTP], [SMB], [User Box], or [Fax].
– The specification can be made up to 50.
– Pressing ▶ moves the cursor to the left and pressing ◀ moves it to the right.
– When deleting characters entered, press [C] (clear) on the control panel.

8 Press [Print].

9 Select tray to print.

10 Press [Start].

The Program List is printed out.

✎
Detail
When no necessary paper is set in the paper tray, [Start] flashes in red. On an occasion like this, [Start] cannot be pressed.

How to see the program list

```
                        Program List                        P  1
                                                 12/08/2005 14:18
                                          Serial No.
                                                    TC:      653
Address
Book
┌──────┬──────────────────┬──────────────┐
│ No.  │      Name        │ Address      │
│      │                  │ Book         │
├──────┼──────────────────┼──────────────┤
│ 001  │ program1         │ A0001        │
├──────┴──────────────────┴──────────────┼──────────────────────┤
│             Item                        │       Setting        │
├─────────────────────────────────────────┼──────────────────────┤
│ Simplex/                                 │ 1-                   │
│ Duplex                                   │ Sided                │
│ Original                                 │ Text                 │
│ Type                                     │                      │
│ Density                                  │ 0                    │
│ Resolu-                                  │                      │
│ tion                                     │ Fine                 │
│ Background                               │ 0                    │
│ Adjustment                               │                      │
│ Bind                                     │ Top Binding          │
│ Scan Size                                │ Auto                 │
│ Mixed                                    │                      │
│ Original                                 │ Unspecified          │
│ Separate                                 │                      │
│ Scan                                     │ Unspecified          │
│ The amount of Top Frame Erase            │ None                 │
│ The amount of                            │                      │
│ Bottom Frame Erase                       │ None                 │
│ The amount of                            │                      │
│ Right Frame Erase                        │ None                 │
│ The amount of                            │                      │
│ Left Frame Erase                         │ None                 │
│ Specify Title                            │ F                    │
│ Specify Text                             │                      │
│ Communication Time                       │ Unspecified          │
│ Password TX                              │ Unspecified          │
│ F-Code                                   │ Unspecified          │
└─────────────────────────────────────────┴──────────────────────┘
```
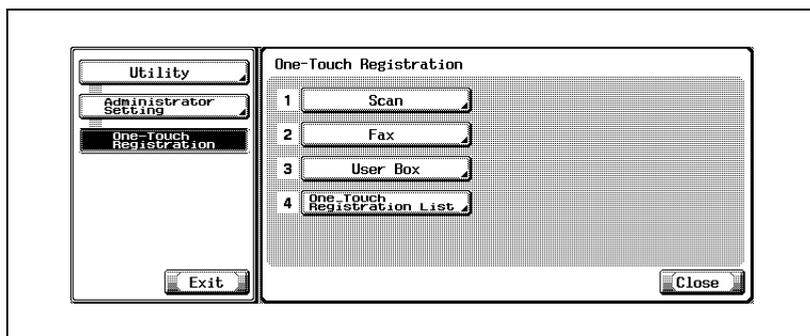
*   The actual reports may be different from the reports in this manual.

Item	Description
No.:	Registration program number.
Name:	Registration name.
Address Book:	Address Book number.
Item:	Functions of the FK-502.
Setting:	Setting status.

12.21 E-mail subject/text list

The list of the Subject/Text of E-Mail registered can be printed.
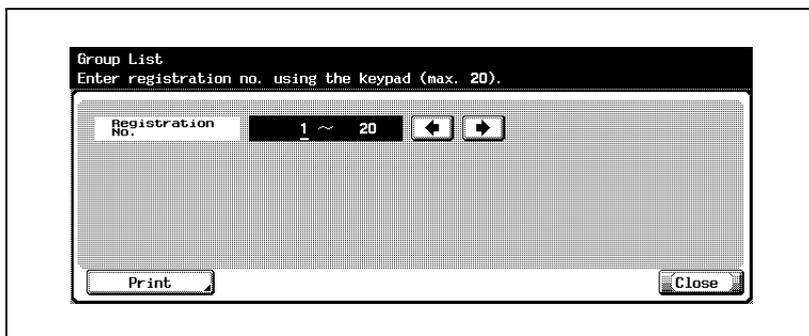
1   Press [Fax] and press [Utility/Counter] on the control panel.

2   Press [Administrator Setting].

3   Enter the password and press [OK].

– The password for the administrator can be changed in [Security Setting]. The administrator should have a responsibility for the management of the password.

4   Press [One-Touch Registration].

– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [One-Touch Registration], enter 3 through the numeric keypad.

5   Press [One-Touch Registration List].
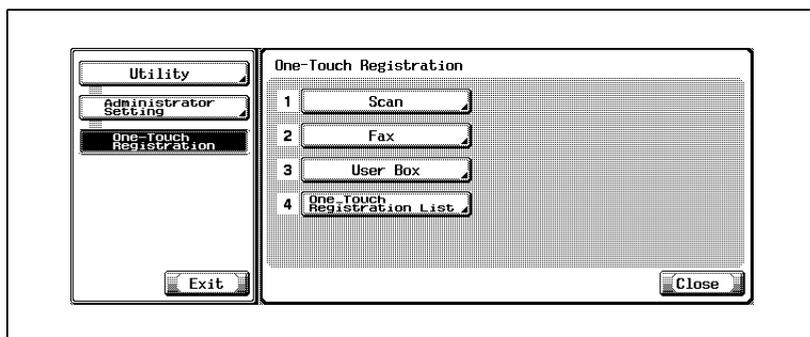
6   Press [E-Mail Subject/Text List].

7 Select tray to print.
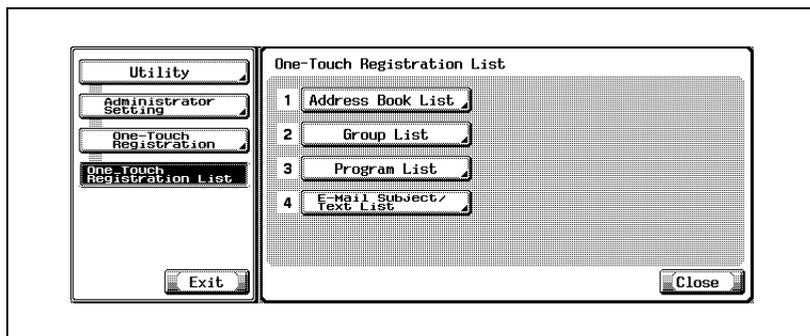

```
E-Mail Subject/Text List
Select paper size from 8½×11 to 11×17. Press START to print.
```
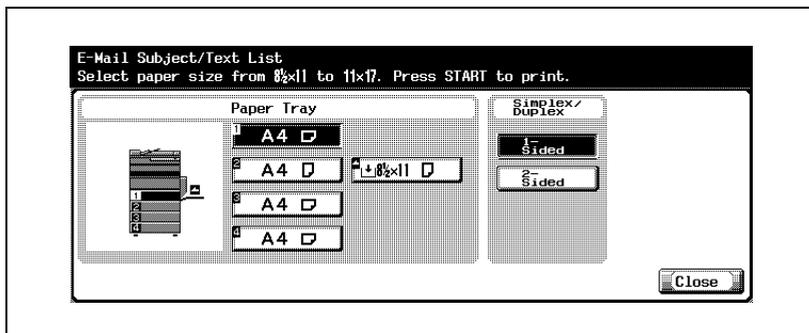
8 Press [Start].

The E-Mail Subject/Title List is printed out.

Q

Detail
When no necessary paper is set in the paper tray, [Start] flashes in red.
On an occasion like this, [Start] cannot be pressed.

How to see the subject/text list

```
                          Title/Text List                              P  1
                                                              12/08/2005 18:22
                                                              Serial No.
                                                                   TC:      655
     Title List
     ┌─────────┬──────────────────────────────────────────────────┐
     │   No.   │                    Subject                        │
     ├─────────┼──────────────────────────────────────────────────┤
     │   01    │  Message from MFP                                  │
     │         │                                                    │
     │         │                                                    │
     │         │                                                    │
     │         │                                                    │
     │         │                                                    │
     └─────────┴──────────────────────────────────────────────────┘

     Text List
     ┌─────────┬──────────────────────────────────────────────────┐
     │   No.   │                     Text                          │
     ├─────────┼──────────────────────────────────────────────────┤
     │   01    │  Image data has been attached to this e-mail.     │
     │         │                                                    │
     │         │                                                    │
     │         │                                                    │
     │         │                                                    │
     │         │                                                    │
     └─────────┴──────────────────────────────────────────────────┘
```

List name	Item	Description
Title List	No.:	Registration number.
	Subject:	Subject registered for the Subject/Text (for E-Mail).
Text List	No.:	Registration number.
	Text:	Text registered for the Subject/Text (for E-Mail).

12.22 Fax setting list

The set value list of the fax set up into this machine can be printed.

1 Press [Fax] and press [Utility/Counter] on the control panel.

2 Press [Administrator Setting].

3 Enter the password and press [OK].

– The password for the administrator can be changed in [Security Setting]. The administrator should have a responsibility for the management of the password.

4 Press [Fax Setting].

– Some items may not be displayed depending on the optional settings.
– In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [Fax Setting], enter 8 through the numeric keypad.

5 Press [Job Settings List].
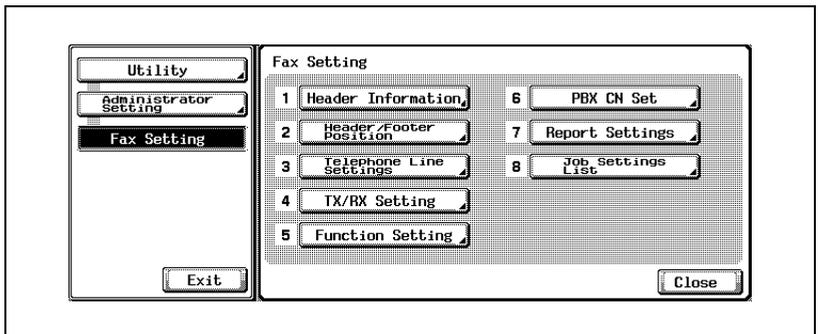
6 Select tray to print.
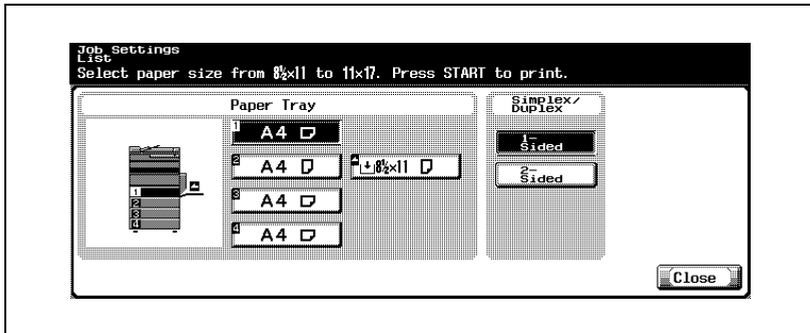
7 Press [Start].

The Fax Settings List is printed out.

✑
Detail
When no necessary paper is set in the paper tray, [Start] flashes in red.
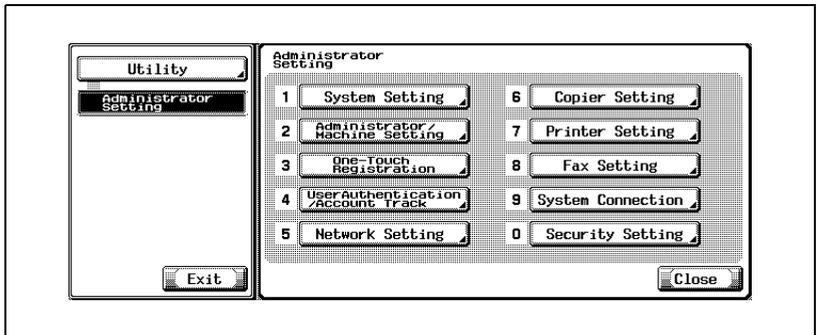*On an occasion like this, [Start] cannot be pressed.*

How to see the fax setting list

```
                                    Fax Setting List                          P  1
                                                                  2006/03/14 20:40
                                                                  Serial No.
                                                                        TC:    2145

   Panel Initial Setting
   ┌──────────────────────┬────────────────┬──────────────────────┬────────────────┐
   │       Item           │   Setting      │       Item           │   Setting      │
   ├──────────────────────┼────────────────┼──────────────────────┼────────────────┤
   │ Default Tab          │ Program        │ Address Book         │ Main           │
   │ Time until Auto reset │ 1   min.      │ Default Index        │                │
   │ Panel Initial Setting │ OFF           │ RX Display           │ OFF            │
   │                      │                │ TX Display           │ OFF            │
   └──────────────────────┴────────────────┴──────────────────────┴────────────────┘

   Header Information
   ┌──────────────────────┬────────────────┐
   │       Item           │   Setting      │
   ├──────────────────────┼────────────────┤
   │ Sender               │                │
   │ Name                 │ WFPO1          │
   │ Sender               │                │
   │ Fax No.              │ 1111           │
   └──────────────────────┴────────────────┘

   Header/Footer
   Position
   ┌──────────────────────┬────────────────┐
   │       Item           │   Setting      │
   ├──────────────────────┼────────────────┤
   │ Header               │ Outside        │
   │ Position             │ Body Text      │
   │ Footer               │                │
   │ Position             │ OFF            │
   └──────────────────────┴────────────────┘

   Telephone Line
   Settings
   ┌──────────────────────┬────────────────┬──────────────────────┬────────────────┐
   │       Item           │   Setting      │       Item           │   Setting      │
   ├──────────────────────┼────────────────┼──────────────────────┼────────────────┤
   │ Dialing Method       │ PB             │ Receive Mode         │ Auto RX        │
   │ Number of RX         │ 2   x          │ Number of Redials    │ 1   x          │
   │ Call Rings           │                │ TEL/FAX Auto         │                │
   │ Redial Interval      │ 3   min.       │ Switch               │ OFF            │
   │ External Phone       │                │                      │                │
   │ Voice Mail Setting   │ OFF            │ Line Monitor Sound   │ OFF            │
   │ Line Monitor         │                │                      │                │
   │ Sound Volume         │ 16             │                      │                │
   └──────────────────────┴────────────────┴──────────────────────┴────────────────┘

   TX/RX Setting
   ┌──────────────────────┬────────────────┬──────────────────────┬────────────────┐
   │       Item           │   Setting      │       Item           │   Setting      │
   ├──────────────────────┼────────────────┼──────────────────────┼────────────────┤
   │ Incorrect User       │ Print          │ Print Fax            │ Batch Print    │
   │ Box No. Entry        │                │ Output Setting       │                │
   │ Entering Power       │                │ Inch Paper           │                │
   │ Save Mode (Fax)      │ Normal         │ Priority Over A4     │ ON             │
   │ Print Paper Size     │ 8.5x11         │ Min. Reduction       │ 96             │
   │ Print Separate       │ OFF            │ Tray Selection       │                │
   │ Fax Pages            │                │ for RX Print         │ Auto           │
   │ File After           │ Delete         │ Duplex Print (RX)    │ OFF            │
   │ Polling TX           │                │ No. of Sets (RX)     │ 1              │
   │ RX from Rejected     │ Disconnect     │                      │                │
   │ Fax No.              │                │                      │                │
   └──────────────────────┴────────────────┴──────────────────────┴────────────────┘

   Report Settings
   ┌──────────────────────┬────────────────┬──────────────────────┬────────────────┐
   │       Item           │   Setting      │       Item           │   Setting      │
   ├──────────────────────┼────────────────┼──────────────────────┼────────────────┤
   │ Activity Report      │ Every 100      │ TX Report            │ If TX          │
   │ Sequential TX        │ Comm.          │ Timer Reservation    │ Fails          │
   │ Report               │ ON             │ TX Report            │ ON             │
   │ Confidential         │ ON             │ Bulletin TX Report   │ ON             │
   │ RX Report            │ OFF            │ Broadcast Result     │ All Dest.      │
   │ TX Result            │                │ Report               │                │
   │ Report Check         │ ON             │ Relay Request        │ ON             │
   │ Relay TX Result      │                │ RX Report            │                │
   │ Report               │ OFF            │                      │                │
   │ PC-Fax TX            │                │                      │                │
   │ Error Report         │                │                      │                │
   └──────────────────────┴────────────────┴──────────────────────┴────────────────┘

   PBX CN Mode Set
   ┌──────────────────────┬────────────────┐
   │       Item           │   Setting      │
   ├──────────────────────┼────────────────┤
   │ PBX CN Mode Set      │ OFF            │
   └──────────────────────┴────────────────┘

   Multi Lines
   Setting
   ┌──────────────────────┬────────────────┐
   │       Item           │   Setting      │
   ├──────────────────────┼────────────────┤
   │ Sender               │                │
   │ Fax No.              │ 2222           │
   └──────────────────────┴────────────────┘
```

* The actual reports may be different from the reports in this manual.

Item	Description
Item:	Item of Utility Mode.
Setting:	Setting status.

```
                          Fax Setting List                           P  2
                                                             2006/03/14 20:40
                                                             Serial No.
                                                                    TC:    2145
   Function ON/OFF
   Setting
   ┌─────────────────┬──────────────┬──────────────────┬──────────────┐
   │      Item       │   Setting    │      Item         │   Setting    │
   ├─────────────────┼──────────────┼──────────────────┼──────────────┤
   │ Number Display  │ OFF          │ F-Code TX         │ ON           │
   │ Function         │             │                   │              │
   │ Destination Check│ OFF         │ Relay RX          │ ON           │
   │ Display Function │             │                   │              │
   └─────────────────┴──────────────┴──────────────────┴──────────────┘

   Forward TX Setting
   ┌─────────────────┬─────────────────────────┐
   │      Item       │        Setting          │
   ├─────────────────┼─────────────────────────┤
   │ Forward condition│ OFF                    │
   │ Forward         │ unregistration          │
   │ Dest.            │                         │
   └─────────────────┴─────────────────────────┘

   Dial-In Settings
   ┌─────────────────┬──────────────┬──────────────────┬──────────────┐
   │      Item       │   Setting    │      Item         │   Setting    │
   ├─────────────────┼──────────────┼──────────────────┼──────────────┤
   │ Dial-In Settings│ OFF          │ Fax              │ unregistration│
   │ Dial Number     │ unregistration│ Number          │ unregistration│
   │                 │              │ PC-Fax Number    │              │
   └─────────────────┴──────────────┴──────────────────┴──────────────┘

   Remote RX
   ┌─────────────────┬──────────────┐
   │      Item       │   Setting    │
   ├─────────────────┼──────────────┤
   │ Remote RX       │ OFF          │
   └─────────────────┴──────────────┘

   Memory RX
   ┌─────────────────┬──────────────┐
   │      Item       │   Setting    │
   ├─────────────────┼──────────────┤
   │ Memory RX       │ OFF          │
   └─────────────────┴──────────────┘

   Closed Network RX
   ┌─────────────────┬──────────────┐
   │      Item       │   Setting    │
   ├─────────────────┼──────────────┤
   │ Closed Network RX│ OFF         │
   └─────────────────┴──────────────┘

   PC-Fax RX Setting
   ┌─────────────────┬──────────────┬──────────────────┬──────────────┐
   │      Item       │   Setting    │      Item         │   Setting    │
   ├─────────────────┼──────────────┼──────────────────┼──────────────┤
   │ PC-Fax RX Setting│ OFF         │ RX Output        │ ***          │
   │ Save & Print    │ ***          │ Communication    │ ***          │
   │                 │              │ Password         │              │
   └─────────────────┴──────────────┴──────────────────┴──────────────┘

   Incomplete
   TX Hold
   ┌─────────────────┬──────────────┬──────────────────────┬──────────────┐
   │      Item       │   Setting    │        Item          │   Setting    │
   ├─────────────────┼──────────────┼──────────────────────┼──────────────┤
   │ Incomplete      │ OFF          │ Incomplete TX Hold Time│ 12 Hours    │
   │ TX Hold         │              │                      │              │
   └─────────────────┴──────────────┴──────────────────────┴──────────────┘
```

*   The actual reports may be different from the reports in this manual.

Relay list

```
                              Fax Setting List                        P  3
                                                            2006/03/14 20:40
                                                            Serial No.
                                                                  TC:    2145
        Relay List
        ┌──────────┬──────────────────────────────┬──────────┐
        │   No.    │          Group No.           │ Password │
        ├──────────┼──────────────────────────────┼──────────┤
        │000000003 │             001              │    3     │
        │          │                              │          │
        │          │                              │          │
        └──────────┴──────────────────────────────┴──────────┘
```

* The actual reports may be different from the reports in this manual.

Item	Description
No.:	The Box number of the Relay User Box.
Group No.:	Group No. as relay distribution destination.
Password:	Relay password.

Confidential/Bulletin list

```
                              Fax Setting List                          P  5
                                                              2006/03/14 20:41
                                                       Serial No.
                                                              TC:      2145

    Confidential/Bulletin
    List
    No.    |            Name            | Password |   Type
   000000002 | bulletin02              |          | Bulletin
   000000005 | box05                   |          | User Box
                                                    No.
```

*   The actual reports may be different from the reports in this manual.

Item	Description
No.:	Box number registered with confidential / bulletin board.
Name:	Registered name.
Password:	Confidential password.
Type:	Confidential or bulletin board is displayed.

Sender (TSI) RX box

```
                              Fax Setting List                          P  4
                                                              2006/03/14 20:41
                                                              Serial No.
                                                                   TC:    2145
Sender(TSI) RX Box
   No.                    Sender (TSI)                     Forwarding
                                                           Destination
  001      12345                                          B00000001
  002      54321                                          E0004
```

```
Note: E:E-Mail,F:FTP,S:SMB,G:Group,B:Box
```

*   The actual reports may be different from the reports in this manual.

Item	Description
No.:	The registration number of the Sender (TSI) RX.
Sender (TSI):	The registered sender information.
Forwarding Destina-tion:	Specified transmission destination.

13 PageScope Web Connection

13 PageScope Web Connection

13.1 Items that can be specified using PageScope Web Connection

PageScope Web Connection is a device management utility supported by the HTTP server built into the device.

Using a Web browser on a computer connected to the network, machine settings can be specified from PageScope Web Connection.

When changing settings, operations can be performed more easily from your computer.

In this manual, The following the setting method to use the PageScope Web Connection for the FAX functions is explained.
- Address Book
- Group
- Program
- Confidential RX User Box (Public User Box)
- Bulletin Board User Box
- Polling TX User Box
- Memory RX User Box
- Relay User Box

Operating environment

Operating environment	
Network Computer application program	Ethernet (TCP/IP)
	Compatible Web browsers: Microsoft Internet Explorer Ver.6 or later recommended (*) (JavaScript enabled and Cookie enabled), Netscape Navigator Ver.7.02 or later (JavaScript enabled and Cookie enabled) Macromedia Flash player (version 7.0 or later plugin required) (*) If Internet Explorer Ver. 5.5 is being used, Microsoft XML parser MSXML3,X must be installed.

Accessing PageScope Web Connection

PageScope Web Connection can be accessed directly from a Web browser.

1 Start the Web browser.

2 In the Address bar, type the IP address of this machine, and then press the [Enter] key.

– http://<IP_address_of_the_machine>/
e.g. : When IP Address of the machine is 192.168.1.20.
http://192.168.1.20/

– If user authentication is enabled, a page for entering the user name and password appears before you can operate the machine.

Page structure

The page that appears immediately after PageScope Web Connection is accessed is called the User mode page.

The configuration of the PageScope Web Connection page is shown below.
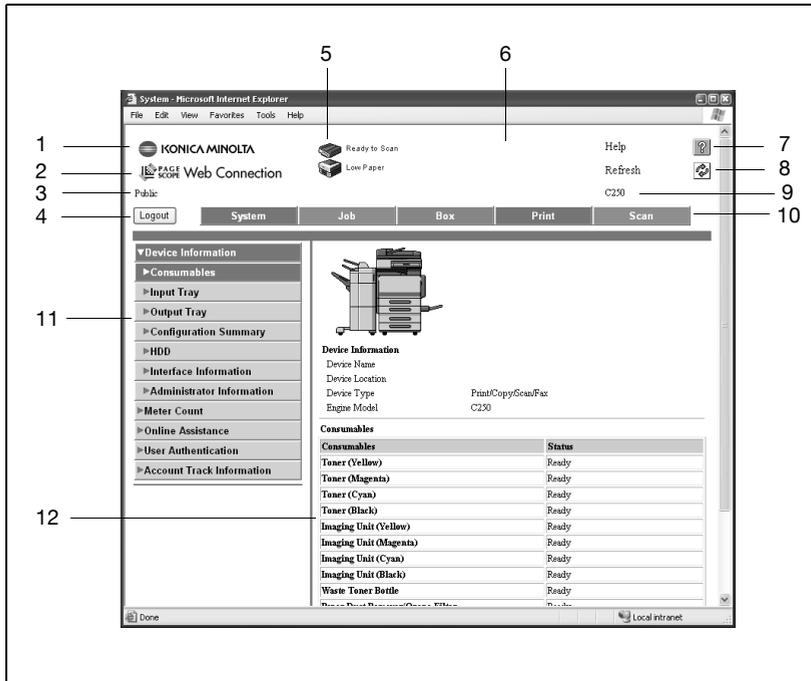
No.	Item	Description
1	KONICA MINOLTA Logo	Click the logo to go to the Konica Minolta Web site at the following URL. http://konicaminolta.com/
2	PageScope Web Connection Logo	Click the logo to display the version information of PageScope Web Connection.
3	Login mode	Displays the current login mode (public, registered user, Account name, administrator, box administrator).
4	[Logout] button	Click to log out of the current mode.
5	Status Display	The statuses of this machine's printer section and scanner section are displayed using icons.
6	Message Display	If an error occurred in the machine, the status of the malfunction/error and other error information are displayed.
7	Help	The page specified in "Online Manual URL" is displayed. For details, refer to the User manual [Print Operations].
8	Updating the display	By clicking this button, display on the screen is updated.
9	Device Name	Displays the device name that is currently being accessed.
10	Tabs	Select the category of the page to be displayed. The following tabs are displayed in User mode. System Job Box Print Scan
11	Menus	Information and settings for the selected tab are listed. The menu that appears differs depending on the tab that is selected.
12	Information and Settings Display	Details of the item selected from the menu are displayed.

Web browser cache

The newest information may not appear in the PageScope Web Connection pages because older versions of pages are saved in the cache for the Web browser. In addition, the following problems may occur when the cache is used.

When using PageScope Web Connection, disable the cache for the Web browser.

Detail
If the utility is used with the cache enabled and Administrator mode was timed out, the timeout page may appear even after the utility is accessed again. In addition, since the machine's control panel remains locked and cannot be used, the machine must be restarted. In order to avoid this problem, disable the cache.

The menus and commands may vary depending on the Web browser version.

For details, refer to the Help for the Web browser.

For Internet Explorer

1   On the Tools menu, click [Internet Options].

2   On the General tab, click [Settings] under [Temporary Internet files].

3   Select [Every visit to the page], and then click [OK].

For Netscape Navigator

1   On the Edit menu, click [Preferences].

2   In the Category box, click [Advanced], then [Cache].

3   Under "Compare the page in the cache to the page on the network", select [Every time I view the page].

13.2 Logging on and logging off

When PageScope Web Connection is accessed, the page for a public user appears. In order to log on as a registered user or an administrator when user authentication is performed, it is necessary to log off first, then log on again.

To log off

1 Click [Logout] at the upper left of the window.

– When logged on, a timeout occurs and you will automatically be logged off if no operation is performed for a specified length of time.
– The timeout period for User mode and Administrator mode can be specified in the page that appears by clicking "Authentication (Network Tab)", then "Auto Logout" in Administrator mode.

– The user is logged off, and the Login page appears.
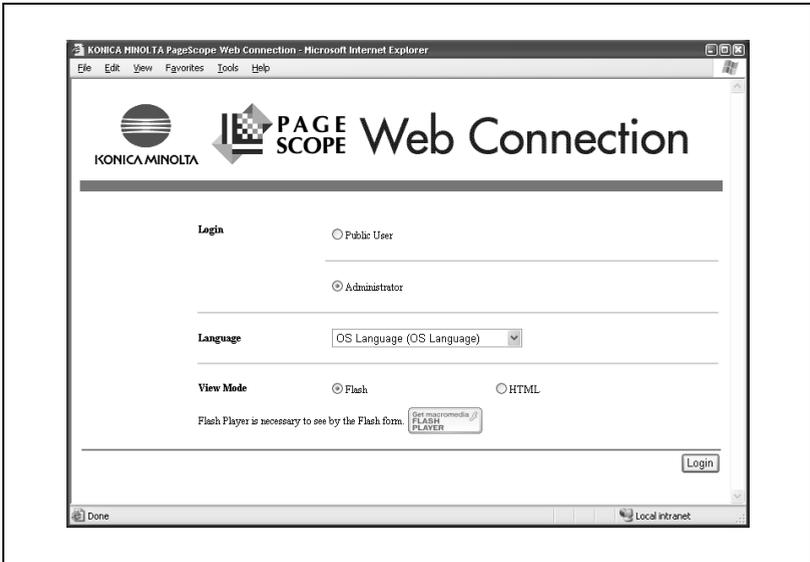
Logging on to user mode (public user)

There are two procedures for logging on to User mode:
one for a registered user and one for a public user. If user authentication is not performed, log on as a public user.

1 In the Login page, select [Public User].

– If necessary, select the display language from the drop-down list.

2 Click [Login].

– The User mode page appears.

Logging on to user mode (registered user/box administrator)

There are two procedures for logging on to User mode:
one for a registered user and one for a public user. The following procedure describes how to perform user authentication and log on with a specific user name.

✔ Click the icon to the right of the [User Name] box, and then select a user name from the list.

✔ For specifying the box administrator settings, refer to User manual [Box Operations].

1 In the Login page, type the user name and the password.

– To log in as the box administrator, type "boxadmin" in User Name and type the password specified in Specifying [Box Administrator Settings] in Password.

– If necessary, select the display language from the drop-down list.

2 Click [Login].

– The User mode page appears.

13
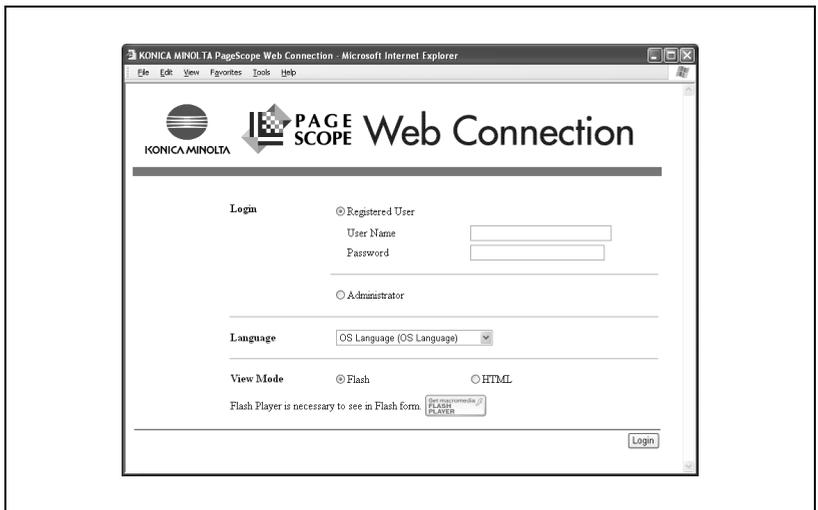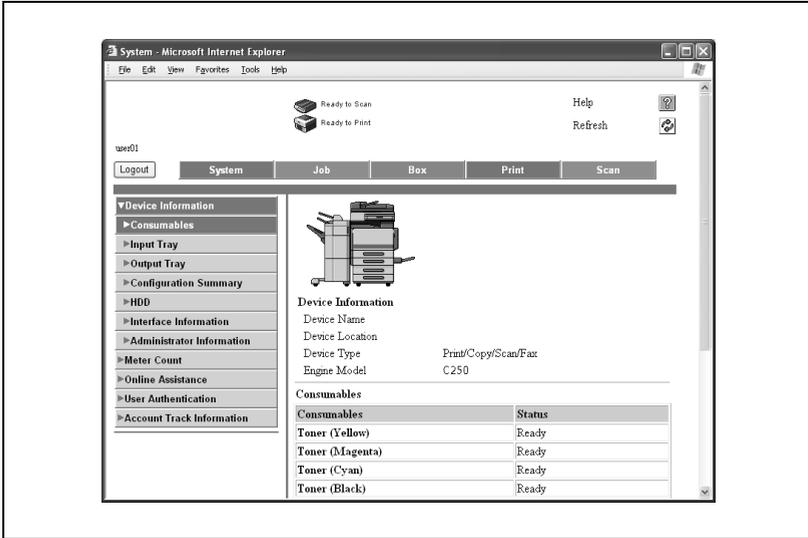
Logging on to administrator mode

In order to specify system and network settings, log on to Administrator mode.

✔ When logged on to Administrator mode, the control panel of this machine is locked and cannot be used.

✔ Depending on the status of the machine, you may not be able to log on to Administrator mode.

1 In the Login page, select [Administrator].

– If necessary, select the display language from the drop-down list.

2 Type in the password for the machine's administrator, and then click [OK].

– The Administrator mode page appears.

13.3 Address book

New destinations can be registered for the fax/scanning functions.

The Scan tab appears only when registrations by users are permitted.

To register new destinations

1 Click [Scan] tab and then select [Address Book].

2 Click [New Registration].

3 Select the transmission mode and click [Next].
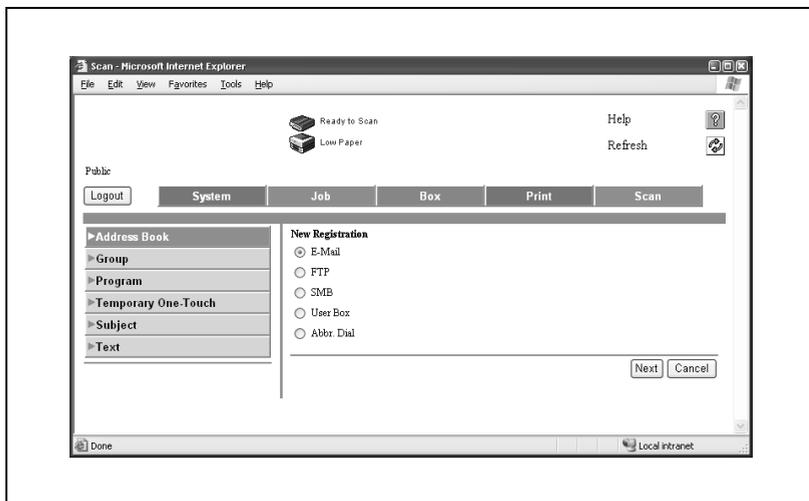
4 Enter the settings, and click [Apply].
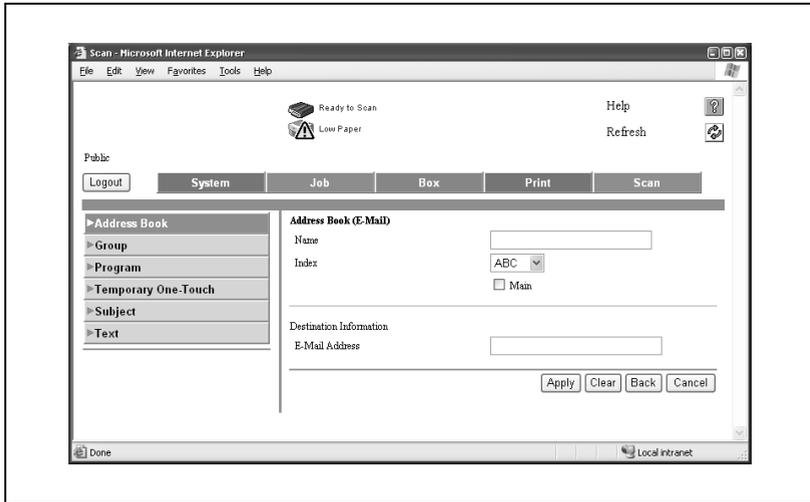
5 Click [OK.]

Registration is performed.

When **[E-Mail]** is selected	
Name	Enter the name of the destination (up to 24 characters).
Index	Select the search word for searching destinations.
E-Mail Address	Enter the destination e-mail address (up to 320 characters).

When [User Box] is selected	
Name	Enter the name of the destination (up to 24 characters).
Index	Select the search word for searching destinations.
User Box No.	Enter the destination box number (input range: 1 to 999999999). Click 📧 , and then select the box number from the list.

When [Abbr. Dial] is selected	
Name	Enter the name of the destination (up to 24 characters).
Index	Select the search word for searching destinations.
Destination	Enter the destination fax number (up to 38 characters, numbers from 0 to 9, "#", "*", "-", "T", "P", "E" can be entered).
Line Selection	Select a line to be used (No Selection/Line 1/Line 2). Line Selection is displayed when the optional Fax Multi Line has been installed.
V34 Off	Select whether to Select [ON] or [OFF].
ECM Off	Select whether to Select [ON] or [OFF].
International Communication	Select whether to Select [ON] or [OFF].
Check Destination	Select [ON] or [OFF] for transmission.

Editing abbreviated destinations

1 Click [Scan] tab and then select [Address Book].

2 Click ![edit icon] of the address you want to change.

3 A setting edit page appears and the settings can be changed.

– The items are the same as those used in registration.

4 Click [OK].

Settings is changed.

Deleting the address book

1 Click [Scan] tab and then select [Address Book].

2 Click 🗑 of the address you want to delete.

3 To delete, click the [OK].
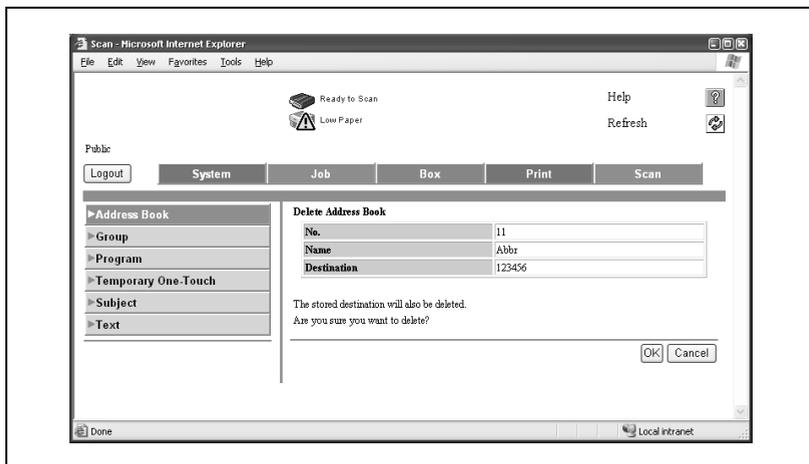
4 Click [OK].

An address is deleted.

13.4 Group

Multiple destinations registered in the Address Book can be registered as a group.

To register group

1 Click the Scan tab, and then click [Group].

2 Click [New Registration].
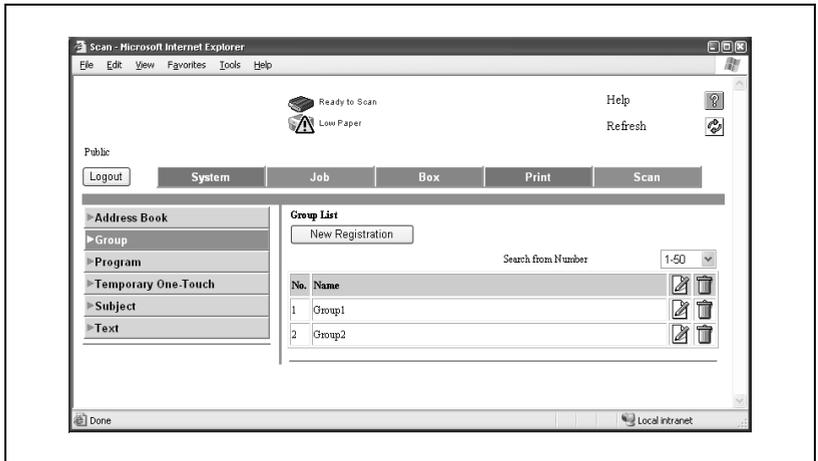
3 Select [Store Fax], and then click [Next].
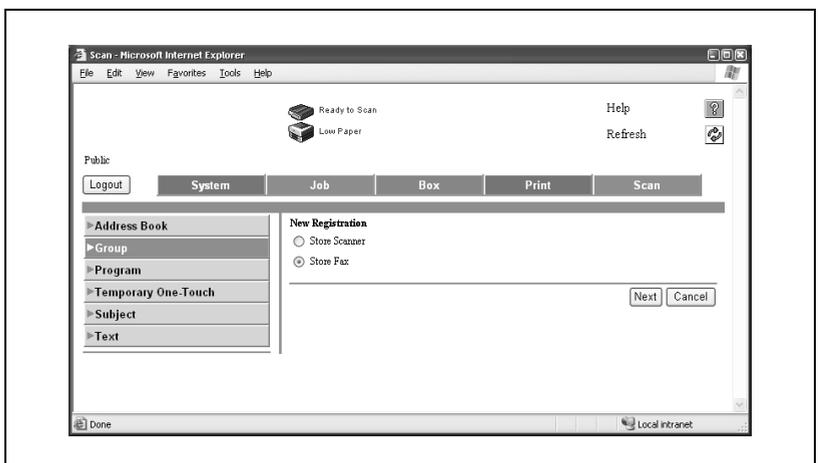
4 Enter the Name.
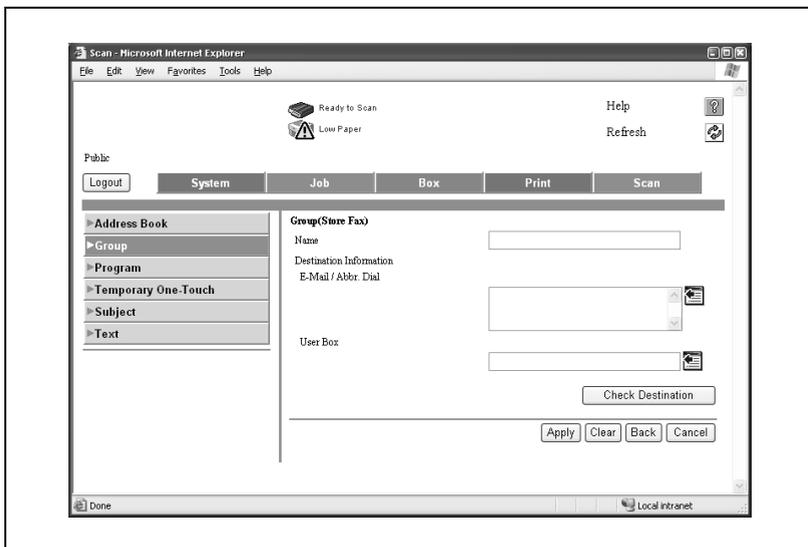
5 For each transmission mode, select the destinations.

– Select the send mode.
– Click [image].

6 Select the desired destinations to be registered to the group from the Address Book List, and click [Apply].

7 Click [OK].

Registration is performed.

13.5　Program registration

Transmission conditions and an address can be registered as a Program.

To register program

1　Click the Scan tab, and then click [Program].

2　Click [New Registration].
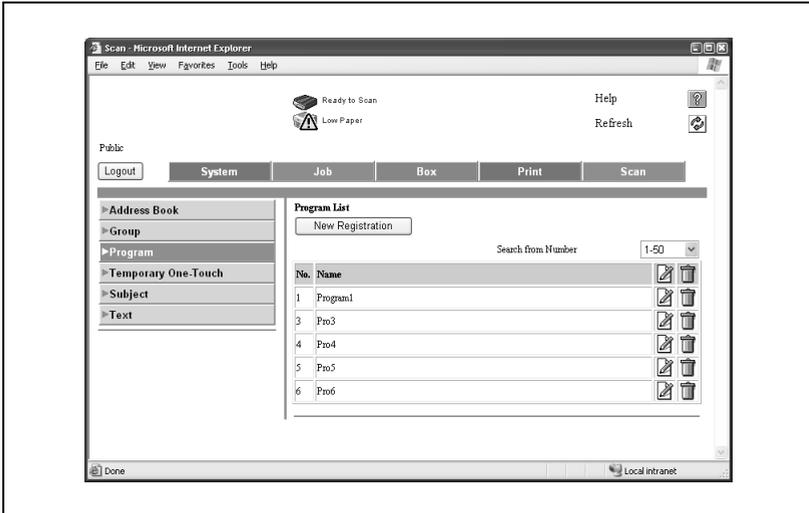
3 Select the transmission mode, and then click [Next].
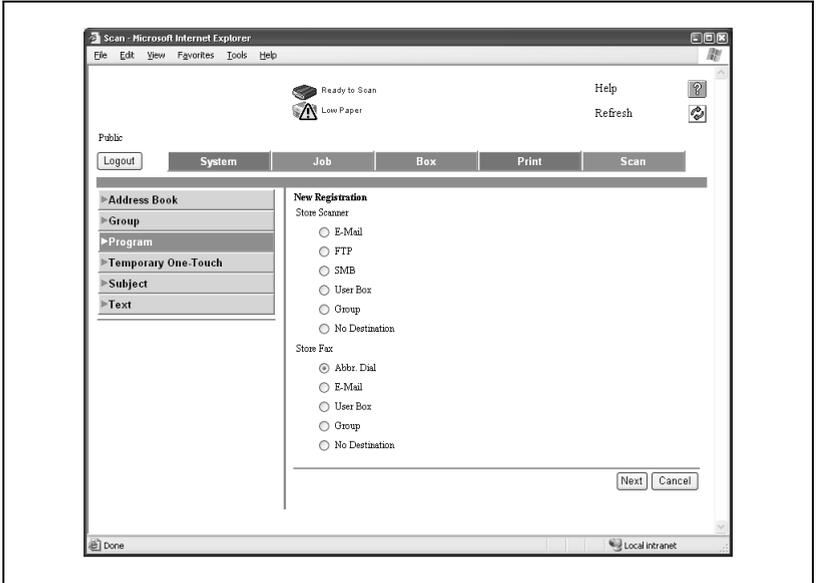
4 Enter the Settings and click [Apply].

5 Click [OK].

Registration is performed.

When "Abbr. Dial (Store Fax)" is selected	
No.	Enter the registration number.
Name	Enter the registration name (up to 24 characters).
Select from Address Book	Click ⊡, and then select the destination from the list to display the one-touch lists.
Direct Input	Directly enter the destination. Specify settings for the following. Destination (Fax number) (Up to 38 digits) Line Setting Line Setting is displayed when the optional Fax Multi Line has been installed. V34 Off ECM Off International Communication Check Destination
Resolution	Select the image quality.
File Type	Select the file format.
Simplex/Duplex	Select [Single Sided], [Double Sided] or [Cover + 2-Sided].
Original Type	Select the quality of the original such as text or photo.
Density	Adjust the density.
Background Removal	Adjust the background darkness.
Scan Size	Select the original size ([Auto] or [Standard Size]).
Feed Direction	Specify the direction in which the paper is output.
Timer TX	Specify whether to enable the timer transmission. If [Enable] was specified, set the transmission time.
Password TX	Specify whether to enable the password transmission. If [Enable] was specified, enter the password.
F-Code	Specify whether to enable the F code. If [Enable] was specified, enter the sub-address and password (up to 20 characters).
Page Scanning	A setting is made when reading by the page scanning.
Erase	Specify the width of the perimeter of the document to be erased.

When "E-mail (Store Fax)" is selected	
No.	Enter the registration number.
Name	Enter the registration name (up to 24 characters).
Select from Address Book	Click 🖼 , and then select the destination from the list to display the one-touch lists.
Direct Input (E-Mail Address)	Enter the destination e-mail address directly. (up to 320 characters).
Resolution	Select the image quality.
File Type	Select the file format.
Subject	Specify the subject (Not Specified, 1 to 10). When [Not Specified] was selected, the default title is used. Click 🖼 to check the contents.
Text	Specify the text (Not Specified, 1 to 10). Click 🖼 to check the contents.
Simplex/Duplex	Select [Single Sided], [Double Sided] or [Cover + 2-Sided].
Original Type	Select the quality of the original such as text or photo.
Density	Adjust the density.
Background Removal	Adjust the background darkness.
Scan Size	Select the original size ([Auto] or [Standard Size]).
Feed Direction	Specify the direction in which the paper is output.
File Name	Enter the file name (up to 30 characters).
Page Scanning	A setting is made when reading by the page scanning.
Erase	Specify the width of the perimeter of the document to be erased.

When "User Box (Store Fax)" is selected	
No.	Enter the registration number.
Name	Enter the registration name (up to 24 characters).
Select from Address Book	Click 📇 , and then select the destination from the list to display the one-touch lists.
Direct Input	Directly enter the destination box number (input range: 1 to 999999999).
Resolution	Select the image quality.
File Type	Select the file format.
Simplex/Duplex	Select [Single Sided], [Double Sided] or [Cover + 2-Sided].
Original Type	Select the quality of the original such as text or photo.
Density	Adjust the density.
Background Removal	Adjust the background darkness.
Scan Size	Select the original size ([Auto] or [Standard Size]).
Feed Direction	Specify the direction in which the paper is output.
E-Mail Notification	The upload destination of the file can be notified to the specified address.
Destination	Click 📇 to select the notification addresses.
File Name	Enter the file name (up to 30 characters).
Page Scanning	A setting is made when reading by the page scanning.
Erase	Specify the width of the perimeter of the document to be erased.

When "Group (Store Fax)" is selected	
No.	Enter the registration number.
Name	Enter the registration name (up to 24 characters).
Group	Displays the group number.
Resolution	Select the image quality.
File Type	Select the file format.
Subject	Specify the subject (Not Specified, 1 to 10). When [Not Specified] was selected, the default title is used. Click 📧 to check the contents.
Text	Specify the text (Not Specified, 1 to 10). Click to check the contents. Click 📧 to check the contents.
Simplex/Duplex	Select [Single Sided], [Double Sided] or [Cover + 2-Sided].
Original Type	Select the quality of the original such as text or photo.
Density	Adjust the density.
Background Removal	Adjust the background darkness.
Scan Size	Select the original size ([Auto] or [Standard Size]).
Feed Direction	Specify the direction in which the paper is output.
E-Mail Notification	The upload destination of the file can be notified to the specified address.
Destination	Click 📧 to select the notification addresses.
File Name	Enter the file name (up to 30 characters).
Timer TX	Specify whether to enable the timer transmission. If [Enable] was specified, set the transmission time.
Password TX	Specify whether to enable the password transmission. If [Enable] was specified, enter the password.
F-Code	Specify whether to enable the F code. If [Enable] was specified, enter the sub-address and password (up to 20 characters).
Page Scanning	A setting is made when reading by the page scanning.
Erase	Specify the width of the perimeter of the document to be erased.

When "No Destination (Store Fax)" is selected	
No.	Enter the registration number.
Name	Enter the registration name (up to 24 characters).
Resolution	Select the image quality.
File Type	Select the file format.
Simplex/Duplex	Select [Single Sided], [Double Sided] or [Cover + 2-Sided].
Original Type	Select the quality of the original such as text or photo.
Density	Adjust the density.
Background Removal	Adjust the background darkness.
Scan Size	Select the original size ([Auto] or [Standard Size]).
Feed Direction	Specify the direction in which the paper is output.
Timer TX	Specify whether to enable the timer transmission. If [Enable] was specified, set the transmission time.
Password TX	Specify whether to enable the password transmission. If [Enable] was specified, enter the password.
F-Code	Specify whether to enable the F code. If [Enable] was specified, enter the sub-address and password (up to 20 characters).
Page Scanning	A setting is made when reading by the page scanning.
Erase	Specify the width of the perimeter of the document to be erased.

13.6   Confidential RX user box

The Confidential RX User Box can be registered and the Box can be opened
to check the contents from the PageScope Web Connection.

✎

Detail
*For more information about User Box, refer to User manual [Box
Operations].*

To register confidential RX user box

1   Click the Box tab, and then select [Create User Box].

2   Select [Public User Box] and then click [Next].

3 Enter the Settings and click [Apply].

4 Click [OK].

Item	Description
User Box No.	Enter the User Box Number.
User Box Name	Enter the User Box Name. (Up to 20 characters)
User Box Password	Enter the User Box Password to open the box.
Retype User Box Password	Enter again to confirm the box password.
Index	Select the Index to search the box.
Main	Set up so as to be displayed by pressing Main in the search characters.
User Box Type	When the Authentication/Account Track is ON, select the box type from [Public] or [Personal].
Documentation Auto Delete Time	Set the time to delete the document in the box automatically.
Confidential RX	Set the confidential reception function to ON.
Communication Password	Enter the communication password (0-9, * or # up to 8 digits) for the confidential reception.
Retype Communication Password	Enter again to confirm the Communication Password.

To open confidential RX user box

1   Click the Box tab, and then select [Open User Box].

2   Select [Public User Box] and then click [Next].

3 Enter the User Box No. of the box to display and enter the User Box Password if required and click [OK].

4 Confirm the contents in the box.

Item	Description
User Box Setting	Edit the contents in the box.
Delete User Box	Delete the box.
	Display the detailed information of the document.
	Download the document.
	Delete the document.
	Change the name of the document.
	Move or copy the document to another box.

13.7 Bulletin board user box

The Bulletin Board User Box can be registered and the Box can be opened to check the contents from the PageScope Web Connection.

$\mathbb{Q}$
Detail
*For more information about User Box, refer to User manual [Box Operations].*

To register bulletin board user box

1 Click the Box tab, and then select [Create User Box].

2 Select [Bulletin Board User Box] and then click [Next].

3   Enter the Settings and click [Apply].

4   Click [OK].

Item	Description
User Box No.	Enter the User Box Number.
User Box Name	Enter the User Box Name. (Up to 20 characters)
User Box Password	Enter the User Box Password to open the box.
Retype User Box Password	Enter again to confirm the box password.
User Box Type	When the Authentication/Account Track is ON, select the box type from [Public] or [Personal].
Documentation Auto Delete Time	Set the time to delete the document in the box automatically.

To open bulletin board user box

1 Click the Box tab, and then select [Open User Box].

2 Select [Bulletin Board User Box] and then click [Next].

3   Enter the User Box No. of the box to display and enter the User Box Password if required and click [OK].

4   Confirm the contents in the box.

Item	Description
User Box Setting	Edit the contents in the box.
Delete User Box	Delete the box.
	Display the detailed information of the document.
	Delete the document.

13.8 Relay user box

The Relay User Box can be registered and the Box can be opened to check the contents from the PageScope Web Connection.

$\mathbb{Q}$

Detail
For more information about User Box, refer to User manual [Box Operations].

To register relay user box

1 Click the Box tab, and then select [Create User Box].

2 Select [Relay User Box] and then click [Next].

3 Enter the Settings and click [Apply].

4 Click [OK].

Item	Description
User Box No.	Enter the User Box Number.
User Box Name	Enter the User Box Name. (Up to 20 characters)
Relay Dest.	Click 📇 and specify the Group to be a terminating station.
Relay TX Password	Enter the Relay TX Password.
Retype Relay TX Password	Enter again to confirm the Relay TX password.

To open relay user box

1 Click the Box tab, and then select [Open User Box].

2 Select [Relay User Box] and then click [Next].

3 Enter the User Box No. of the box to display and enter the Relay TX Password and click [OK].

4 Click [User Box Settig].

.

5 Confirm the contents in the box.
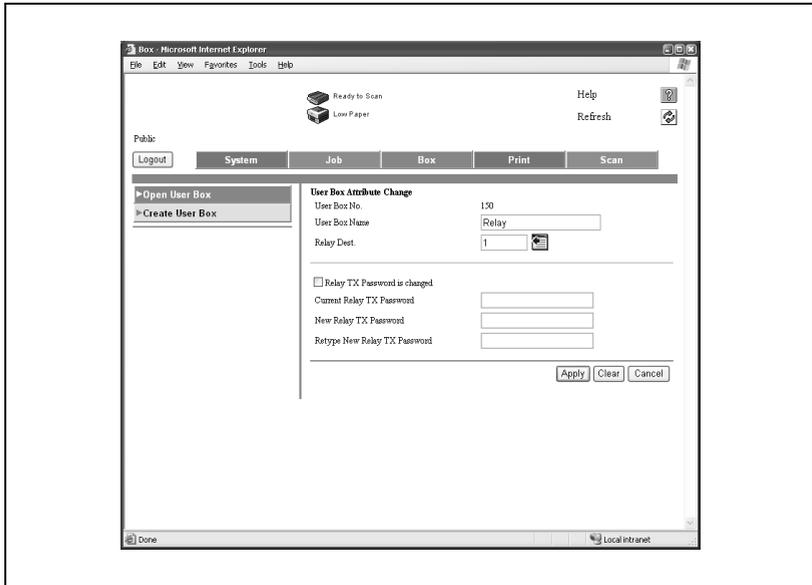
6 To change the Relay TX Password, turn the [Relay TX Password is changed] check box to ON, enter the Current Relay TX Password and enter the New Relay TX Password.

7 To confirm, enter the new password again to the [Retype New Relay TX Password] and click [Apply].

8 Click [OK].

13.9 Polling TX user box

The Polling TX User Box can be opened to check the contents from the PageScope Web Connection.

Q
Detail
For more information about User Box, refer to User manual [Box Operations].

To open polling TX user box

1 Click the Box tab, and then select [Open User Box].

2 Select [Polling TX User Box] and then click [Next].

3   Confirm the contents in the box.

Item	Description
🔍	Display the detailed information of the document.
🗑	Delete the document.

13.10 Memory RX user box

The Memory RX User Box can be opened to check the contents from the PageScope Web Connection.

$\mathbb{Q}$

Detail
For more information about User Box, refer to User manual [Box Operations].

To open memory RX user box

1 Click the Box tab, and then select [Open User Box].

2 Select [Memory RX User Box] and then click [Next].

3   Enter the password and then click [OK].

4   Confirm the contents in the box.
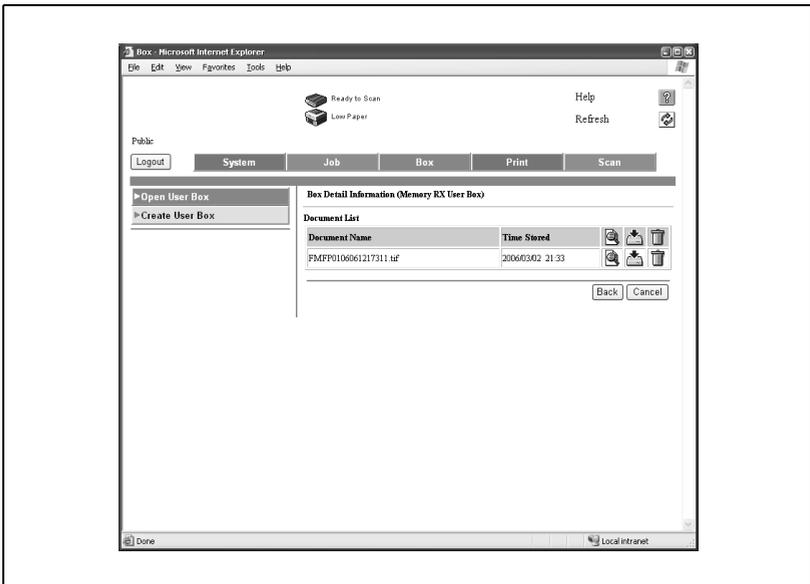
Item	Description
	Display the detailed information of the document.
	Download the document.
	Delete the document.

14 Appendix

14 Appendix

14.1 Number of stored pages to memory

This machine is equipped with a 40 GB hard disk as a standard. And the fax image is saved in the area of 27 GB in this hard disk.

In the hard disk, it is possible to store about 9,000 Konica Minolta standard originals in an A4 size sheet with 700 words that are saved and received in each mode (Copy, Printer, Scan, Box, and Fax). (at "fine" resolution).

Number of stored pages may differ depending on the original size, resolution and the state of original.

$\mathbb{Q}$

Detail
Memory overflow may occur when the original document is being read.
In this case, you can either transmit the part of the original that has been read, or redo the procedure from the beginning.

14.2 Entering text

The following procedure describes how to use the keyboard that appears in the touch panel for typing in the names of registered accounts and custom paper sizes. The keypad can also be used to type in numbers.

Any of the following keyboards may appear.

Example

Password input screen
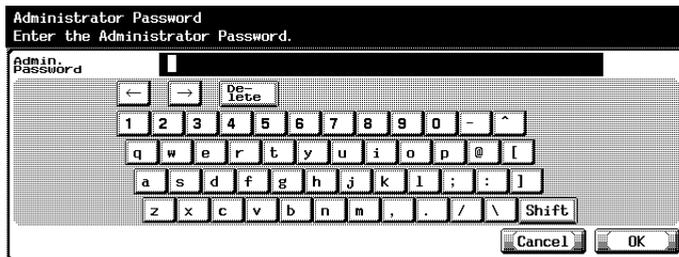
E-mail address input screen
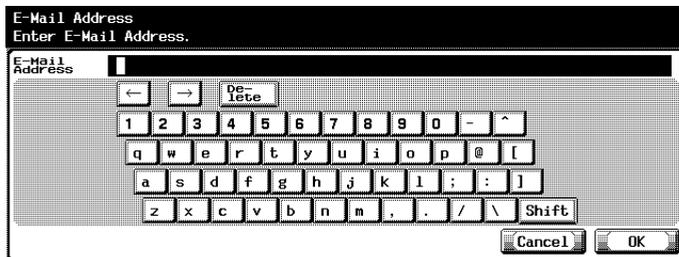
E-mail message input screen
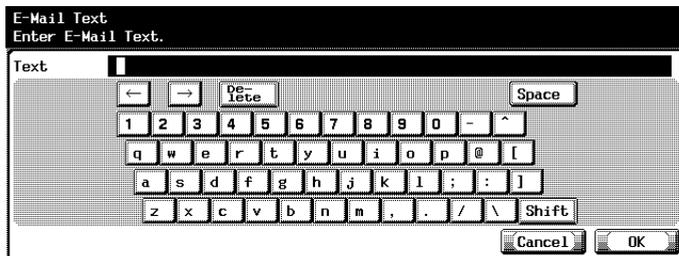
The following procedure describes how to type using E-Mail address input screen.
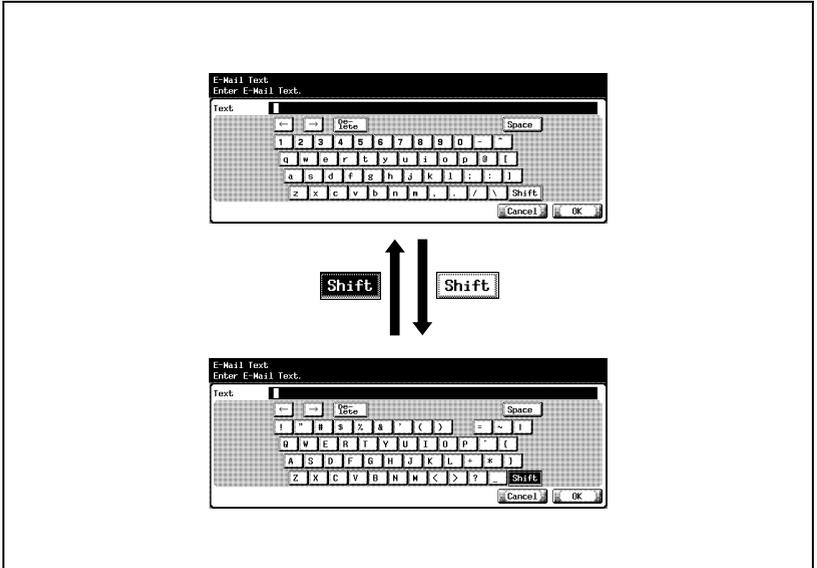
To type text

➔ Touch the button for the desired character from the keyboard that appeared.
– To type in uppercase letters or symbols, touch [Shift].
– Numbers can also be typed in with the keypad.

The entered characters appear in the text box.

✎ **...**
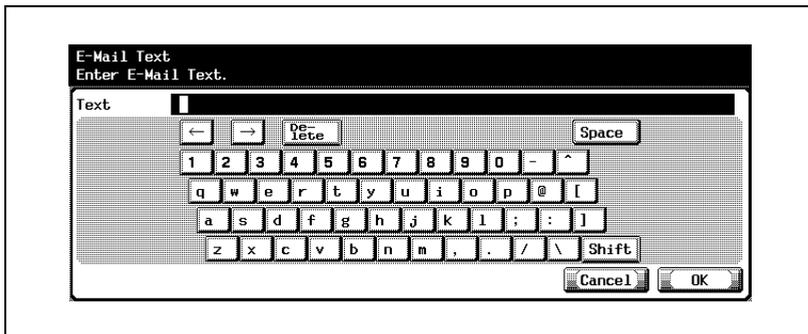
Note

To cancel the entered text, touch [Cancel].

To clear all entered text, press the [C] (clear) key.

🔍

Detail

To change a character in the entered text, touch ⬅ and ➡ to move the cursor to the character to be changed, touch [Delete], and then type in the desired letter or number.

List of available characters

Type	Available characters
Alphanumeric characters / symbols	ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz ¨ (space)!"#$%&'()+,-./\:;<=>?@[]^_{|}~*0123456789

14.3 Fax terms

This section describes the general terms used in the fax communication.

Explanations may be given of the terms of functions that are not equipped to this machine.

Terms		Description
Numerics	2 in 1 TX	The function to gather two pages into one page and to transmit the composed wide page.
A	Abbreviated dial number	One of the functions to register the fax numbers dialed frequently. Registering the destination name and retrieval character when you register the abbreviated dial, you can designate the destination with the Address Book. Up to 500 abbreviated numbers (000-499) can be registered.
	Address Book	To dial the destination by searching the name of the destination from the list of the abbreviated dial numbers registered.
B	Batch transmission	The function to transmit more than one document as a document at specified time automatically if the transmission condition of the documents such as the destination, transmission time, memory transmit, or resolution is same.
	bps	An abbreviation for "bit per second." It is the unit of data transmission and represents the amount of data sent in one second.
	Broadcasting	To transmit a fax to multiple stations by a single operation.
	Bulletin board	The function to post the documents you want to read or to store documents to be transmitted by polling.
C	Confidential communication	The function to exchange private information with specific persons. The originals sent by the confidential communication are stored in the receiver's confidential box and they are not printed at the reception. They are printed after the certain operation such as inputting the password.
D	Dialing method	There are two methods: PB or Pulse.
E	ECM (Error Correction Mode)	The error correction mode for G3 communication. It communicates with a destination during checking whether data is sent to the destination properly or not. If not, it sends the data again. If the destination supports the ECM, data is transmitted in ECM unless you set the ECM OFF mode.

Terms		Description
F	Factory default setting	The value set at the factory. You can change some defaults by the Utility Mode. It is useful to set the value that you use frequently as the default.
	FAX ID	The ID code to recognize each other at the fax communication. The telephone number is usually registered as the FAX ID.
	F-code	It defines the use of the sub-address of T.30* standardized by ITU-T. You can use various functions of the F-code in the fax communication among facsimiles supporting the F-code function even if their manufactures are different. In this machine, the F-code is used in the bulletin board, relay request, confidential communication and ID transmission. (* This is one of the communication standards.)
	Frame Erase	The function to erase dark bands reproduced when the original is a book or read with the ADF left open.
G	G3	One of the fax communication modes standardized by ITU-T. There are G3 and G4 in the communication mode. G3 is the most used communication mode now.
	Group	To group multiple abbreviated numbers. It is useful if you frequently use the sequential multiple station transmission or the polling reception. You can register up to 500 abbreviated numbers in a group.
H	Horizontal scanning	The horizontal direction when the original is scanned.
L	Long original	The function to transmit pages longer than the length (420 mm/16.5 inch) of 11 × 17 size. If you attempt to send such a long document without selecting Long original mode, paper misfeed will occur. When Long original mode is selected, pages of up to 800 mm can be transmitted.
	LDAP	Abbreviation of Lightweight Directory Access Protocol. A protocol to access mail addresses of users using a network or database to control information on the environment, through the Internet, Intranet, or other TCP/IP networks.

Terms		Description
M	Manual transmission	This operation to send documents while confirming the status of the receiving machine.
	Memory	The location to store data. It is used to specify the communication or store the document.
	Memory overflow	The state of the fax image memory in this machine to be full during storing transmitted document.
	Memory RX	The function to store the received document and print the document as necessary.
	Memory Substitute Reception	The function to store transmitted document in the memory automatically when the received document cannot be printed due to the machine being out of paper.
	Memory transmission	In this transmission method, all pages being sent are first scanned and stored in memory before transmission. The document is automatically numbered by total page number, and the images on the first page are shown on communication results report. However, when a large number of pages are sent or when the images on the originals are fine, memory capacity may be exceeded due to the large amount of data stored in memory.
	Mixed Original	The function to set and send document pages of mixed sizes by a single sequence of operations.
O	Original size set	The function to designate the paper size for the document to be sent. Normally, when the paper size loaded at the destination is too small to accommodate the image being transmitted, the original image will be reduced to fit the paper size. This feature gives you the option printing a portion of the image with no reduction.
	Originating station	The facsimile to provide instruction to send document to multiple stations.
	Overseas TX	The international communication. In Overseas TX, a lower baud rate will be employed. Select this mode if you send a fax to the location at which the communication condition is poor even if it is in your country.
P	Password TX	The function to send fax with a password. Sender has to send a fax with the same password which is set in Closed Network RX if the Closed Network RX is set at the recipient.
	Pause	To dial at certain intervals. Pressing the key once creates an interval of one second.
	Polling	The function to send a fax that has been read and stored in the memory in the facsimile when a polling command is sent from the recipient.
	Program	The function to register frequently-used fax numbers as well as templates of operating sequences. Thereafter, you may select the destination or designate a sequence of operations by pressing the Program key (in the abbreviated dialing list).

Terms		Description
Q	Quick memory transmission	In this transmission method, a facsimile is sent the instant when one page is scanned. This allows documents to be sent without exceeding memory capacity in the case of sending a large number of pages.
R	Reading	To scan an original optically and capture it as image data.
	Redialing	To dial the number of the same destination again. Redialing consists of automatic redialing in which dialing is performed automatically, and manual redialing in which redialing is performed manually.
	Relay TX	The function to send a fax to multiple stations via the other facsimile (called a relaying station). You can save costs by setting one of the stations as the relaying station and sending a fax via the relaying station if the terminating stations are at remote site.
	Relaying station	The facsimile that sends document to multiple stations by the relay request from the originating station.
	Reserving transmission	The function to reserve the next transmission during communication or printing.
	Resolution	The higher resolution is, the longer it takes to transmit. Select the appropriate resolution.
	Restored Transmission	The function to select documents that have failed to be sent. The documents are stored in memory, and you can send again either to the same destination or after changing to a different destination.
S	Sender information	Information such as transmission date, name, telephone number, and page number printed at the top of the received document at the fax transmission.
	Sender name	The name of this machine, which is represented with any alphanumeric character and symbols. It is recorded as the part of the originating printing at the top of the received document on the receiver side.
	Substitute Transmit	The function to transfer/transmit the received documents waiting for output by using the control panel. Substitute transmission can be set when the FAX screen is displayed, and operation has been interrupted at out of paper or paper jammed in the machine.
	Super G3 (SG3)	This is the G3 communication mode that is ITU-T V.34 compliant. It can communicate faster (up to 33,400 bps) than normal G3 communication.

Terms		Description
T	Timer TX	The function to specify the time to start communication. You can save costs by specifying a transmission to start at midnight or early in the morning during which telephone charges are less.
	Total page set	The function to place the total number of pages on each page of the fax in quick memory transmission. It is useful for the recipient to make sure whether all pages of the fax have been sent or not (the total number of pages are automatically placed in memory transmission).
	Transmission rates	The transmission rates of the modem in the facsimile. It can transmit in high-speed 33,600 bps. If it is set to Overseas TX. The international communication. In Overseas TX, a lower baud rate will be employed. Select this mode if you send a fax to the location at which the communication condition is poor even if it is in your country. It transmits in noise-resistant 7,200 bps or 4,800 bps.
	Transmission time	The time to send a fax. The higher resolution is, the longer it takes to transmit.
U	Upside down	The function to specify the appropriate binding style when transmitting a two-sided document (i.e., when pages are printed on both sides). The binding style you select should allow the pages of a two-sided document to be read appropriately by paging right to left or top to bottom.
V	V.34	The communication mode under the super G3 fax communication. It may not be possible to communicate in super G3 mode if the receiver or sender is connected to the line via an extension exchange equipment.
	Vertical scanning	The vertical direction when the original is scanned.
Z	Z folded original	The function to determine the document sizes before reading and sending the original. Some facsimiles cannot detect the document size if it has been folded. This function is available only when reading the original with the ADF.

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