

Network FAX

Operation Guide

Click here
to view the Table of Contents

olivetti

PUBLICATION ISSUED BY:

Olivetti S.p.A.

Gruppo Telecom Italia

Via Jervis, 77 - 10015 Ivrea (ITALY)

www.olivetti.com

Copyright © 2009, Olivetti

All rights reserved

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



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



ENERGY STAR is a U.S. registered mark.

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

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

- incorrect electrical power supply;
 - incorrect installation, incorrect or improper use or use not in compliance with the warnings provided in the User's Manual supplied with the product;
 - replacement of original components or accessories with others of a type not approved by the manufacturer, or performed by unauthorised personnel.
-

All rights reserved. No part of this material may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without permission in writing from the Publisher.

About this On-Line Manual

This On-Line Manual explains the setting procedures required in order to use the Network FAX functions when the Scanner Kit and Fax Kit are installed in your machine. It is recommended that you also read the corresponding Operation Guide as well.

This on-line manual is prepared as a PDF (Portable Document Format) file.

IMPORTANT!

The use of Adobe Acrobat Reader implies agreement to the terms of use as stipulated by Adobe Systems Incorporated.

Trademark Information

- Microsoft, Windows, and Internet Explorer are registered trademarks of Microsoft Corporation of the United States and other countries.
- Windows Server and Windows XP are trademarks of Microsoft Corporation.
- Ethernet is a registered trademark of Xerox Corporation.
- IBM and IBM PC-AT are trademarks of International Business Machines Corporation.
- Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated.

All other company and product names contained in this On-Line Manual are trademarks or registered trademarks of their respective companies. The designations TM and © will not be used in this manual.

Operating Environment

The Network FAX functions are compatible for use under the following operating environments:

- Hardware ... IBM PC-AT compatible computer
- Interface ... 10BASE-T or 100BASE-TX
- Operating system ... Windows 2000 (Professional, Server, Advanced Server),
Windows XP, Windows Server 2003 and Windows Vista.

The screen shots used in this On-Line Manual are compiled from Windows XP. The actual displays on your computer may differ depending upon your particular operating system.

Included Utilities

The following utilities are contained on the provided CD-ROM. In order to use the related Network FAX functions, it is necessary to follow the appropriate procedure and install the corresponding utility on your computer.

Network FAX Driver

This software allows you to send documents created on your computer to the Scanner Kit in this machine, which converts them to the appropriate format, transfers them to Fax Kit which then transmits them to the other fax machine. The Network FAX Driver must be installed on the computer from which you want to send the documents.

Address Book for Network FAX

This utility is the address book that needs to be installed on the computer from which you want to send documents. The Address Book for Network FAX allows you to create and use your own personal fax destination list for sending documents directly from your computer. It is also possible to import CSV-formatted address data that has been created with other applications.

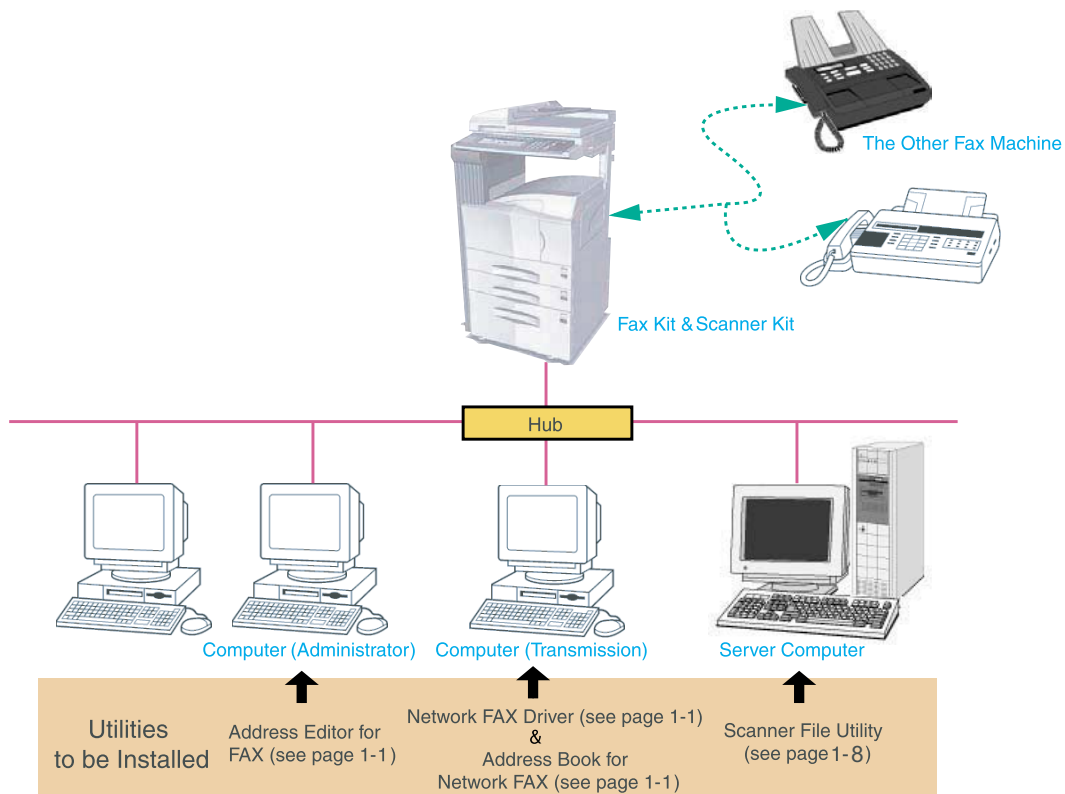
Scanner File Utility

Documents sent from the other fax machine can be received by the Fax Kit in this machine and, once the Scanner Kit is installed, the received documents will be converted to an image file and can be sent to and saved in a folder that is designated in the Scanner File Utility. Because the Scanner File Utility must be running in order to receive the incoming data, it is recommended that you install it on a computer that is generally up and running on the network (referred to as the "Server Computer" in this manual).

You can select the type of installation to be performed based upon whether you are using Windows 2000, Windows Server 2003, Windows XP or Windows Vista, as well as whether you are using the Scanner File Utility on an individual basis or it is being shared. (See page 1-8.)

Address Editor for FAX

This utility is an editor that uses your computer to register and change the self-station and dialing information which is stored in the fax machine itself. The Address Editor for FAX allows you to easily and conveniently register the information that will be used by the fax machine directly from your computer.

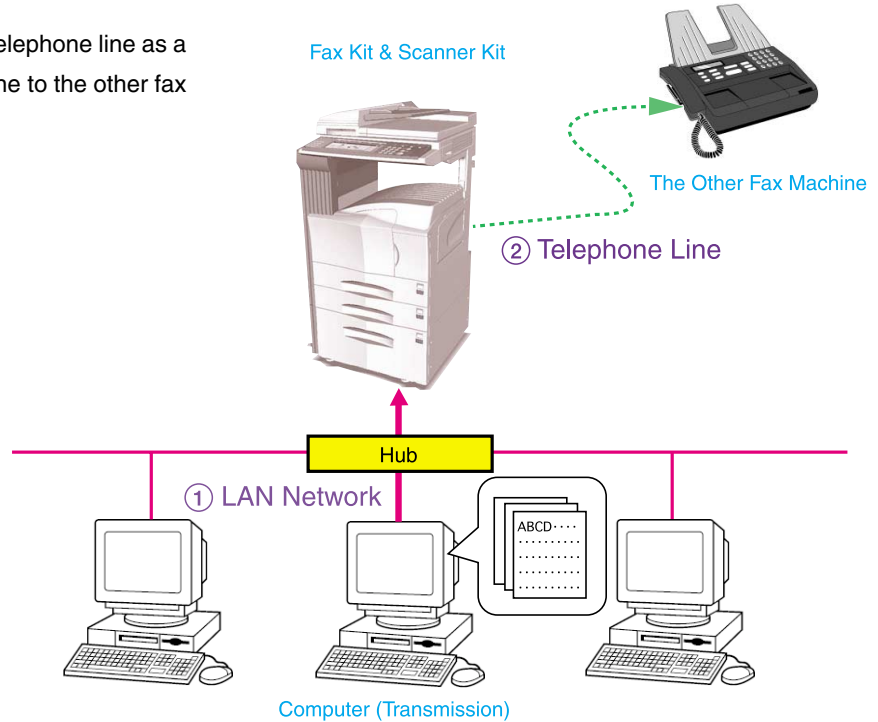


Outline of the Network FAX Functions

The Network FAX functions allow you to send and receive fax documents between computers on your LAN network and the other fax machines. In addition, if you use the Address Book, you can register individual destinations, or multiple destinations as an individual group, in advance.

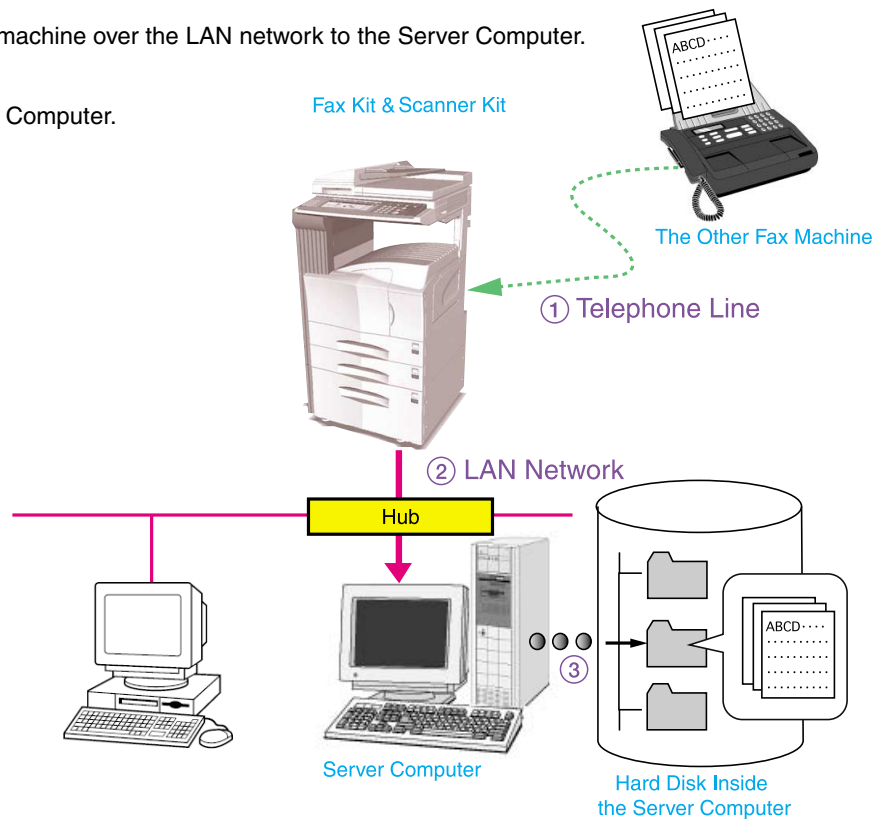
● Transmission function

1. Documents are sent as image data from a network computer over the LAN network to this fax machine.
2. Those documents are sent over the telephone line as a fax transmission from this fax machine to the other fax machine.



● Reception function

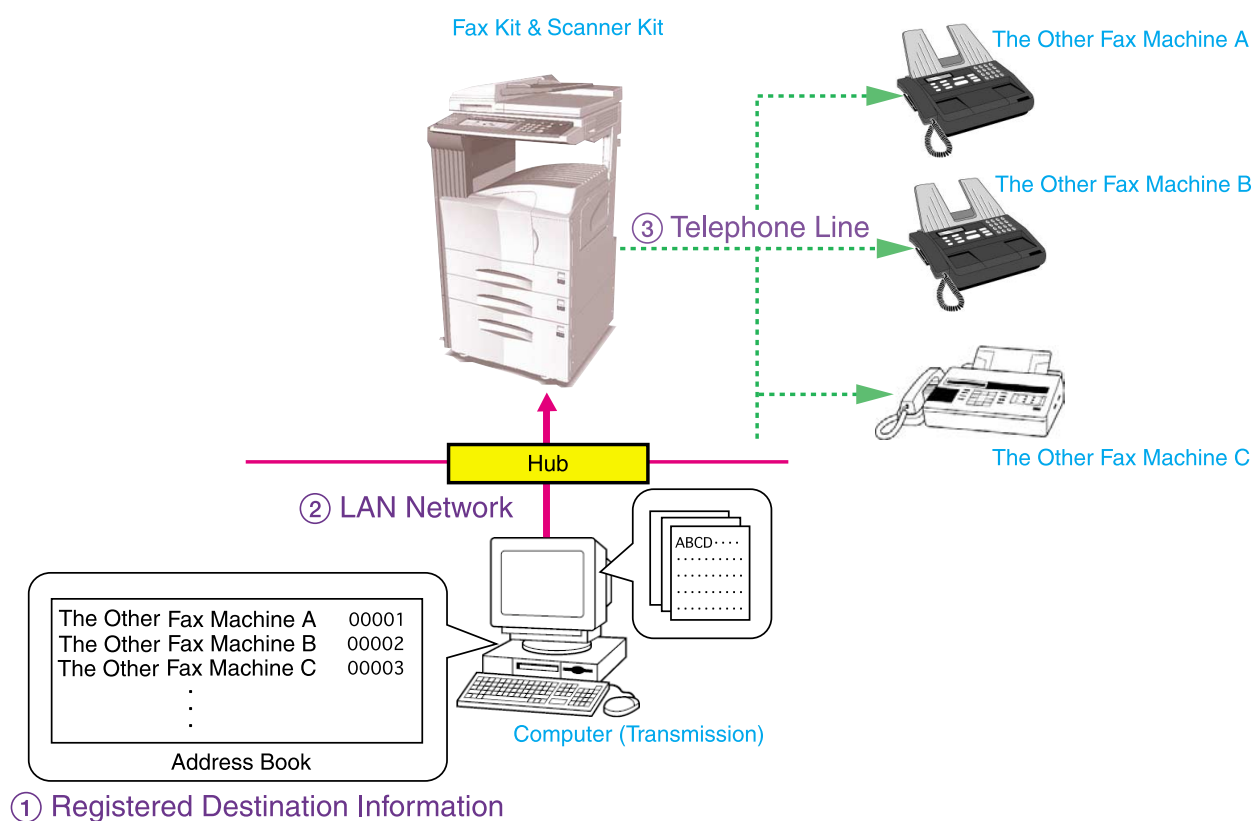
1. Documents are sent over the telephone line as a fax transmission from the other fax machine to this fax machine where they are converted into PDF or TIFF file data.
2. That data is sent from this fax machine over the LAN network to the Server Computer.
3. The file is saved on the Server Computer.



Outline of the Network FAX Functions

● Address Book

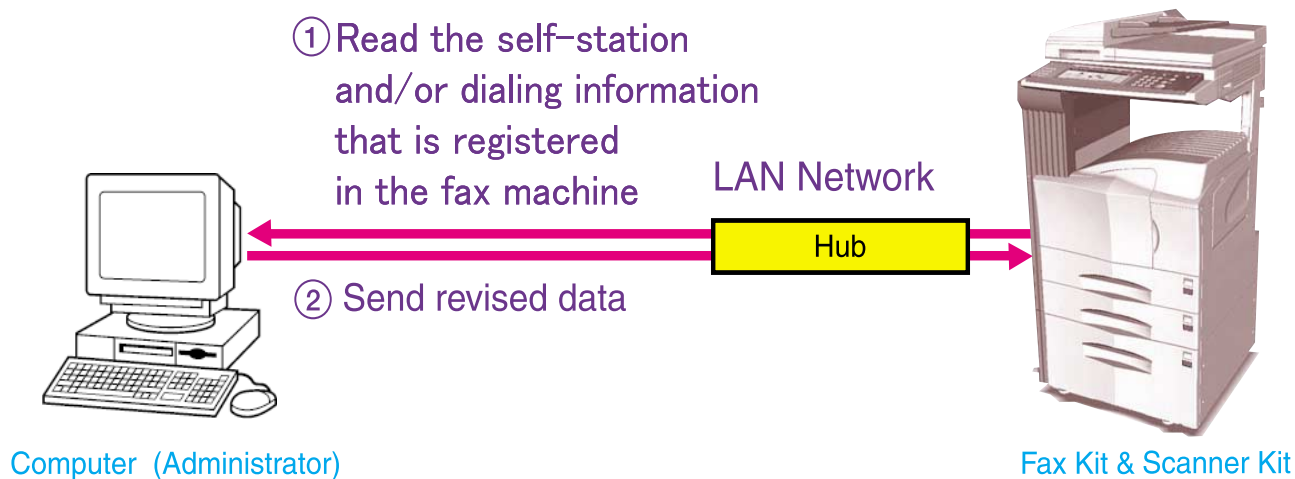
1. Information for individual destinations (or a group of destinations) is registered in the Address Book software on the computer from which you want to send documents.
2. The destination for sending documents using the Network FAX function is selected from this Address Book.
3. The documents are then sent as image data from a network computer over the LAN network to this fax machine.
4. Those documents are sent over the telephone line as a fax transmission from this fax machine to the other fax machine based on the selected destination information. If multiple destinations are registered as a group, the documents will be broadcast to all of those destinations.



Outline of the Network FAX Functions

● Address Editor for FAX

1. Use your computer to read and edit the self-station and/or dialing information of the fax machine itself, and then register the revised data back into the fax machine.
2. Import CSV-formatted address data or FDT-formatted address books that have been created with another application and register it in the fax machine.
3. Save registered dialing information as FED-formatted data (the data format for Address Editor for FAX).



Contents

About this On-Line Manual	i
Trademark Information	i
Operating Environment	i
Included Utilities	ii
Outline of the Network FAX Functions	iii

Section 1 Installing the Corresponding Software ... Page 1-1

1-1 Installing the Network FAX Driver and Utilities	Page 1-1
●Registering the Machine's IP Address	1-5
●Uninstalling the Network FAX and Utilities	1-7
1-2 Installing the Scanner File Utility	Page 1-8

Section 2 Sending a Fax Page 2-1

2-1 Main Transmission Functions	Page 2-1
(1) Delayed Transmission	2-1
(2) F-Code Based Communication	2-2
(3) Concurrent Print	2-2
(4) Save Transmitted Original	2-2
(5) Attached a Cover Page	2-3
(6) Restricted Access	2-3
2-2 Basic Transmission	Page 2-4
2-3 FAX Setting Tab	Page 2-6
2-4 Default Setting Dialog Box	Page 2-7
(1) Sending Options Tab	2-7
(2) Cover Page Tab	2-8
(3) Sender Information Tab	2-10
(4) Machine Setting Tab	2-11
(5) Restricted access Tab	2-12
2-5 Various Settings in TX Setting Dialog Box	Page 2-13
(1) Selecting a Destination from the Address Book	2-13
(2) F-Code Based Communication	2-16
(3) Registering the Destination Information to be Added to the Cover Page	2-17
(4) Optional Settings	2-20
(5) Transmitting Terminal Information Data	2-21
(6) Machine Settings	2-22
2-6 Transmission Control	Page 2-23
2-7 Creating New Cover Page Templates	Page 2-24

Section 3 Receiving a Fax	Page 3-1
3-1 Summary of Delivery Settings	Page 3-2
3-2 Starting the Scanner File Utility	Page 3-4
3-3 Setup Dialog Box	Page 3-5
3-4 Folder Setting Dialog Box	Page 3-6
3-5 Delivery Setting List Dialog Box	Page 3-7
3-6 Delivery Setting Dialog Box	Page 3-10
3-7 Determining the Destination Folder	Page 3-13
3-8 When a notice of fax reception is sent	Page 3-13
3-9 Checking a Reception Notification Error	Page 3-14
3-10 Opening Received Faxes	Page 3-15
3-11 Deleting Received FAXes	Page 3-16
Section 4 The Address Book	Page 4-1
4-1 Registering Destination Information	Page 4-2
4-2 Registering Multiple Destination as a Group	Page 4-4
4-3 Address/Group Copy	Page 4-6
4-4 Editing Individual and Group Destination Information	Page 4-7
(1) Editing Information for an Individual or Group Destination	4-7
(2) Editing Information for More than One Individual or Group Destination	4-8
(3) Search/Replace the Contents of a Particular Entry Item	4-9
4-5 Deleting Individual and Group Destination Information	Page 4-10
4-6 Importing Address Data	Page 4-10
(1) Importing FDT Files	4-10
(2) Importing CSV Files	4-11
(3) Importing FED Files	4-13
4-7 Exporting Address Data	Page 4-14

Section 5 Address Editor for FAX	Page 5-1
5-1 Registering Self-Station Information	Page 5-2
5-2 Setting the Network FAX functions	Page 5-8
5-3 Registering Dialing Information	Page 5-9
(1) Registering one-touch dial information	5-9
(2) Registering chain dial information	5-12
(3) Registering group dial information	5-14
(4) Registering program dial information	5-18
(5) Editing registered dialing information	5-22
(6) Deleting dialing information	5-28
(7) Registering abbreviated dialing information	5-29
5-4 Registering Box Information	Page 5-30
(1) F-Code Based Confidential box	5-30
(2) Encryption box	5-31
(3) F-Code Based Relay boxes	5-33
(4) Deleting registered boxes	5-36
5-5 Importing Data	Page 5-37
5-6 Saving Data as an FED-formatted File	Page 5-41
Section 6 Specifications	Page 6-1

Section 1

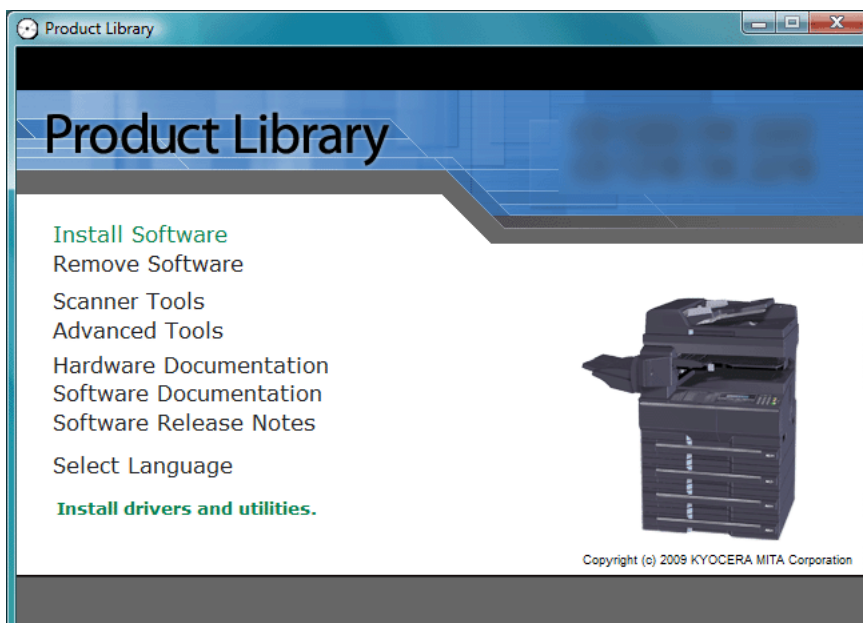
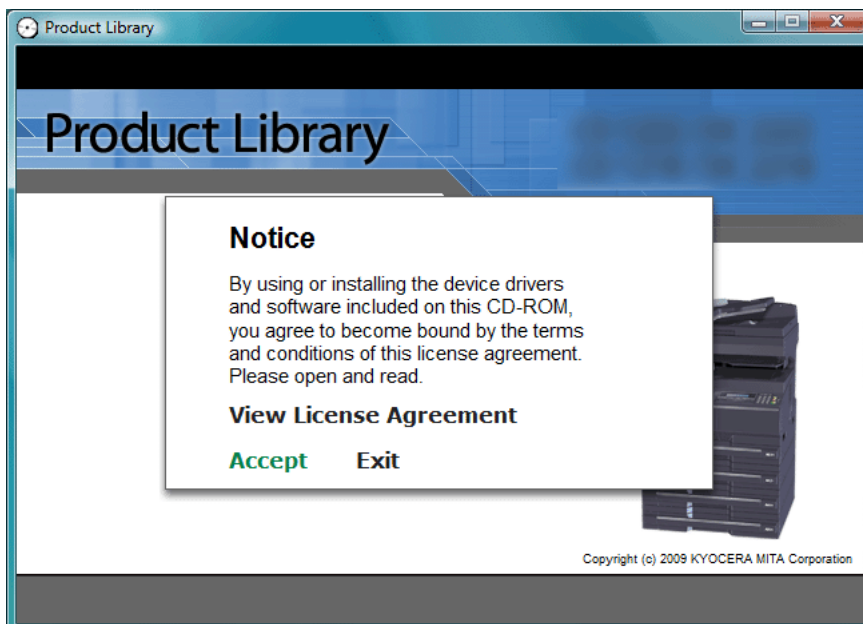
Installing the Corresponding Software

1-1 Installing FAX Driver and Utilities

This section explains how to install the FAX driver and utilities in Windows Vista.

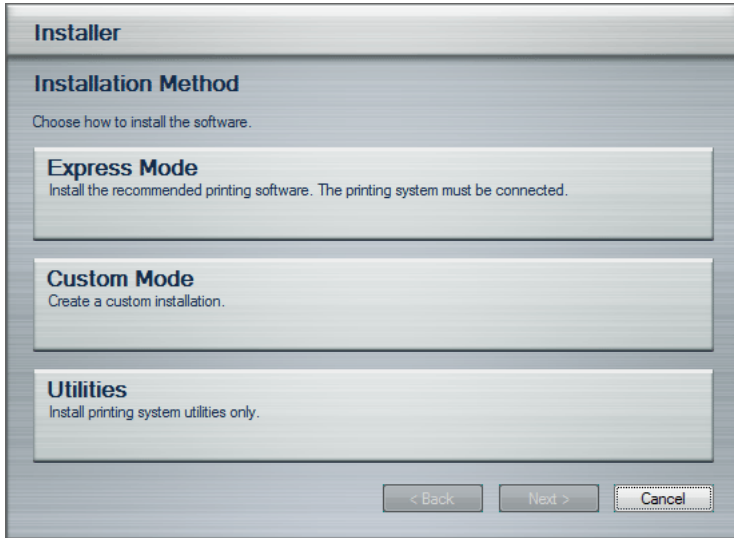
* To install the printer driver, you must log on with administrator privilege.

1. Insert the provided CD-ROM into the CD-ROM drive of the computer in which you want to install the Network FAX Driver.
The set-up screen will appear automatically. If the Autoplay screen is displayed, click on Run setup.exe.
If the set-up screen does not appear, start the appropriate software manually from the CD-ROM.
2. Select **View License Agreement** to read the information and select **Accept** to proceed.
3. Click **Install Software**. Installation Method screen appears.

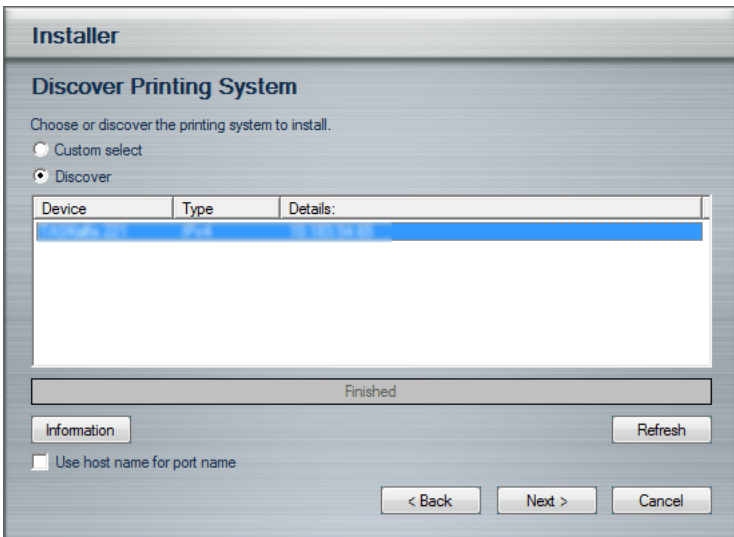


1-1 Installing FAX Driver and Utilities

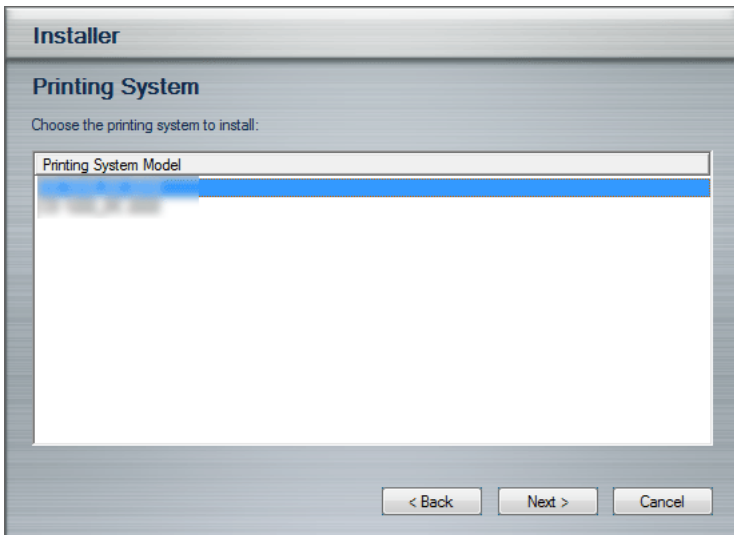
4. Click **Custom Mode**. The installer searches the printers connected to the network on Discover Printing System screen.



5. Select the printer you want to install, and click **Next**. Proceed to the step 8.
If no printer is found, an error message appears. Select **Custom select**, and click **Next**. Printing System screen appears. Proceed to the step 6.



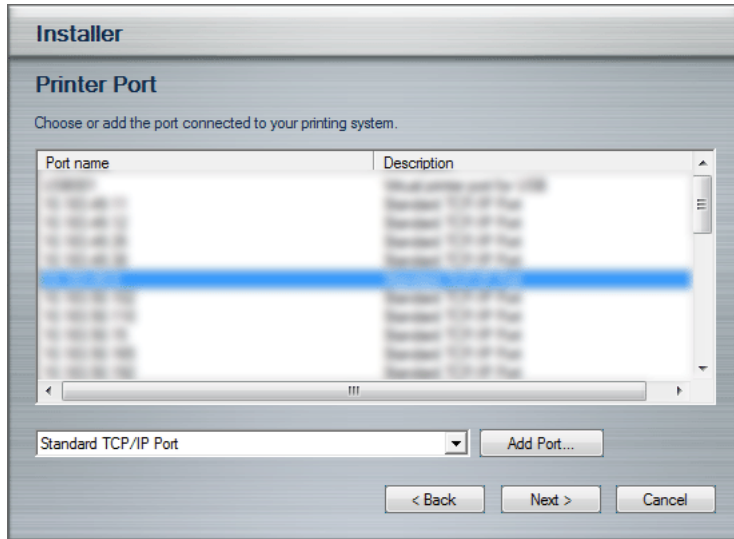
6. Select the printer you want to install, and click **Next**.



1-1 Installing FAX Driver and Utilities

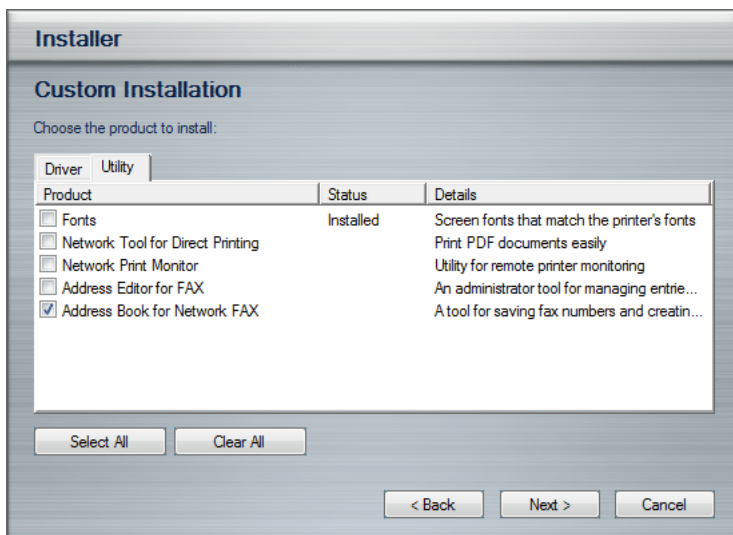
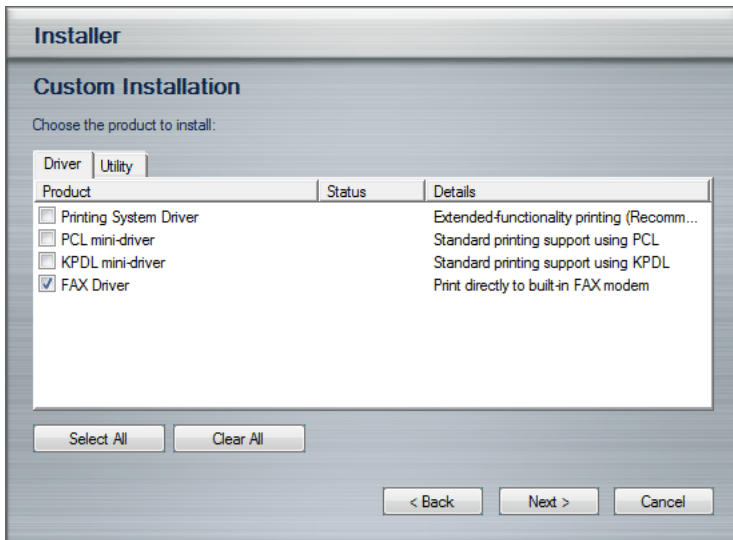
7. Select the printer port to use, and click **Next**.

* If no printer port is found in the port list, select **Add Port**. Add Standard TCP/IP Printer Port Wizard appears. Follow the steps in the wizard to add or edit the port.



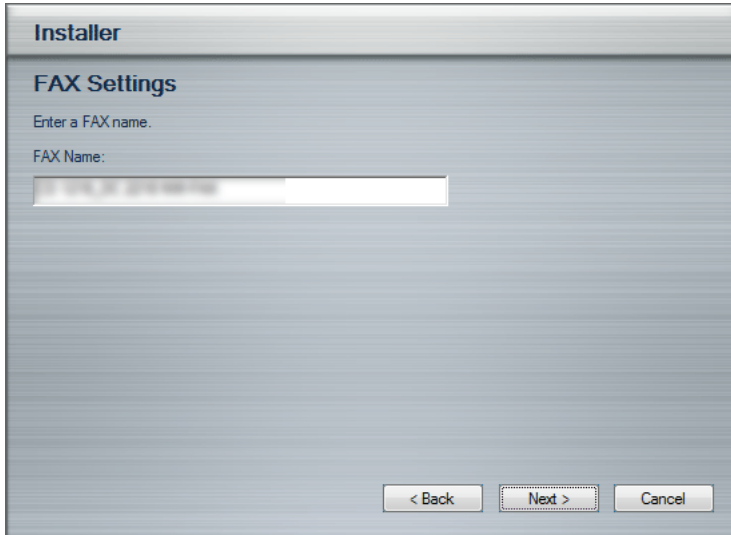
8. On Driver tab and Utility tab of the Custom Installation screen, select the FAX driver and utilities (Address Book for Network and Address Editor for FAX) you want to install, and click **Next**.

* Utilities can be installed using the Product Library after installing the FAX Driver.



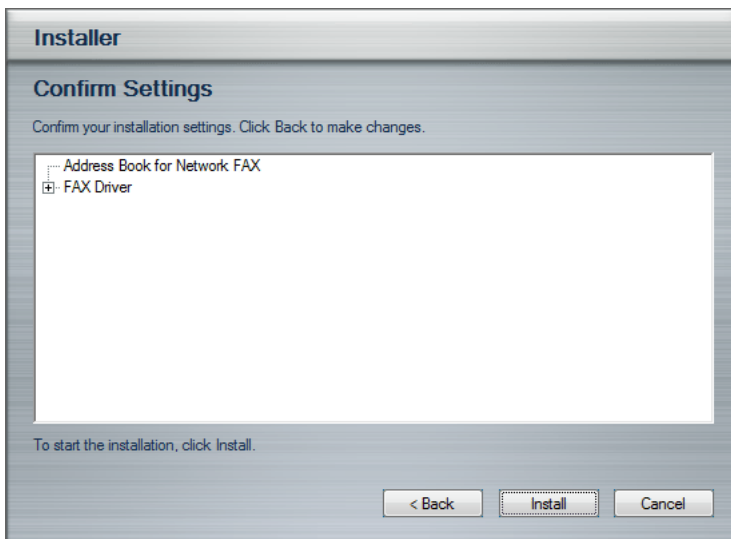
1-1 Installing FAX Driver and Utilities

9. Enter a FAX name on the FAX Settings screen, and click **Next**.

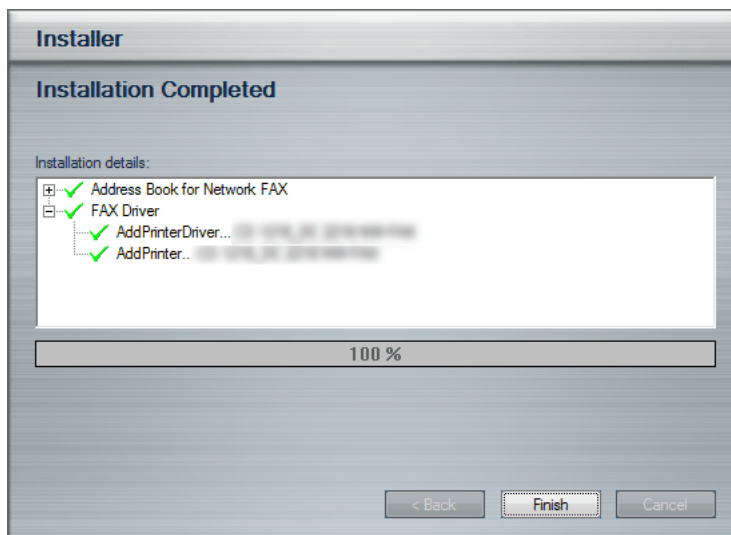


10. Confirm the settings and click **Install**. Installation of the FAX driver and utilities starts.

* During any point in the installation process, if the Windows Security warning dialog box appears, click **Install this driver software anyway**. If the Hardware Installation screen appears in Windows XP, click **Continue Anyway**.



11. Installation Completed screen appears. Click **Finish** to return to the main menu.

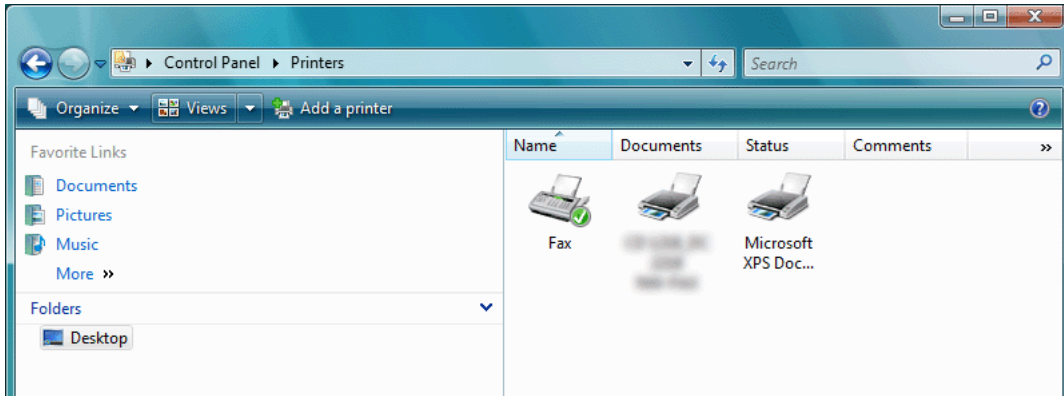


1-1 Installing FAX Driver and Utilities

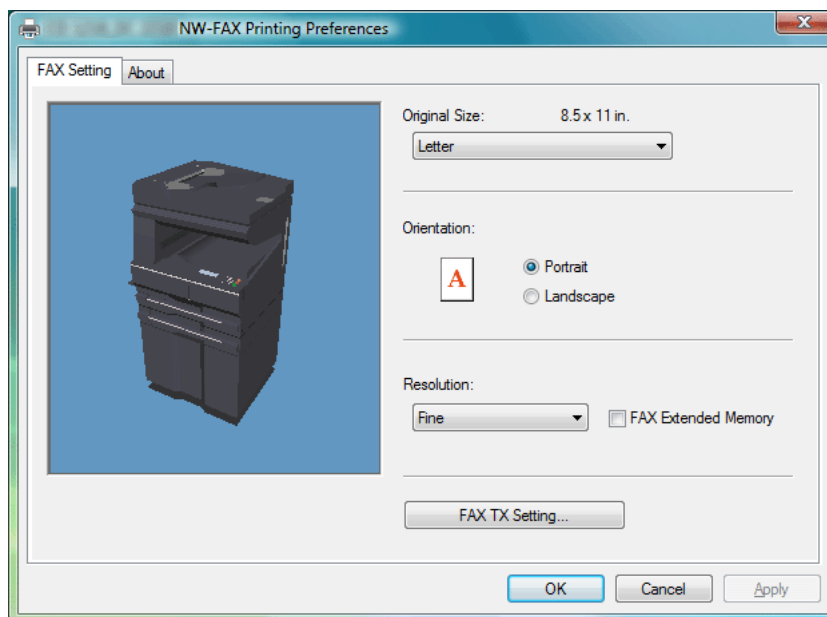
● Registering the Machine's IP address

Once you have installed the Network FAX Driver, perform the following procedure to register the IP address of the machine that you want to use as the Network FAX.

1. Click on Start in the Task Bar and then select Control Panel, Printer and other Hardware and then Printers and Faxes in that order from the successive menus in order to access the Printers and Faxes dialogue box.

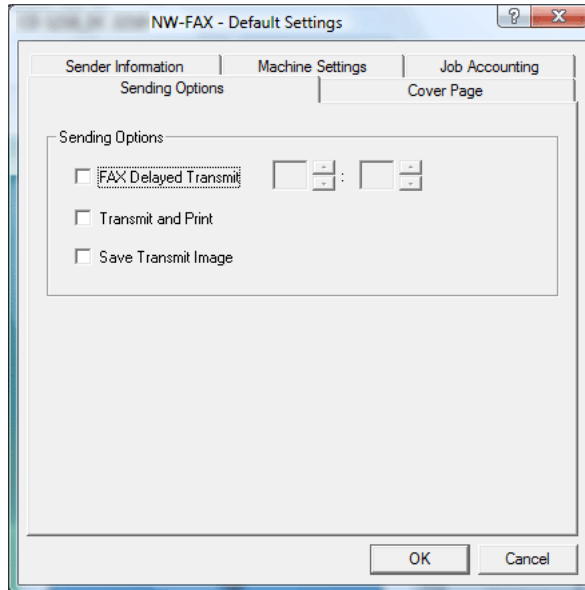


2. Right-click on the name of the machine that you want to use as the Network FAX and select Printing Preferences... from the resulting dropdown menu. The Printing Preferences dialogue box will appear.

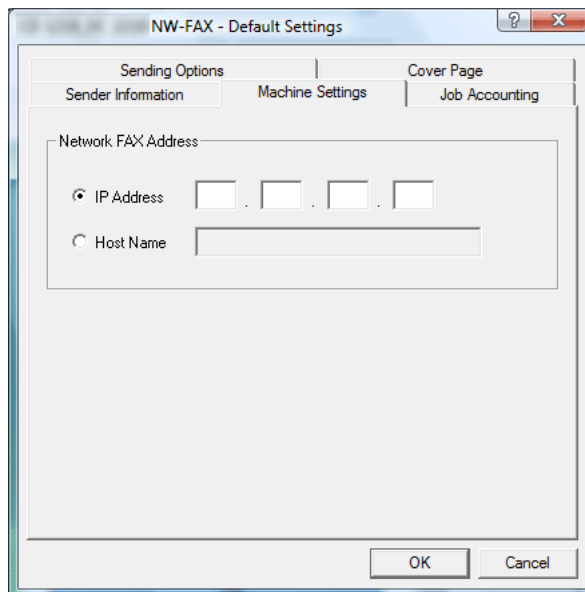


1-1 Installing FAX Driver and Utilities

3. Click on the **FAX TX Setting...** button in order to access the Default Setting dialogue box.



4. Click on the Machine Setting tab in order to display its contents.

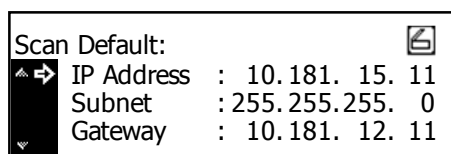


5. In the Network FAX Address area, enter the IP address, or host name, of the machine that you want to use as the Network FAX.

* The IP address/host name that you enter here must be the same as that registered in the scanner default settings of the machine itself.

Refer to Chapter 2 of the Scan System(F)B Operation Guide Function Edition.

Sample screen-shot of the scanner default setting window



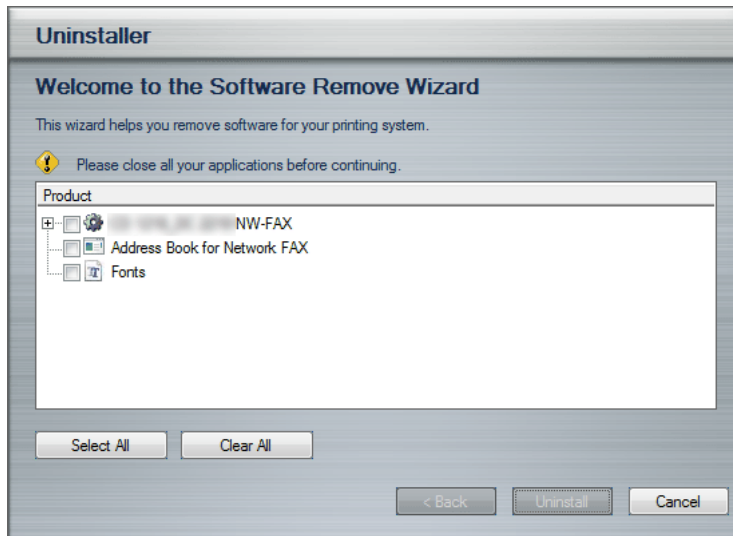
6. Click OK button.

1-1 Installing FAX Driver and Utilities

● Uninstalling the Network FAX Driver and Utilities

Perform the following procedure when you want to delete the Network FAX Driver and utilities from your computer.

1. Click on the Start button in the Windows Task Bar and then select the uninstall tool for Product Library in that order from the successive menus.
2. Place a check in the check box of FAX Driver or utilities and click **Uninstall** button.



3. Click **Finish** button.

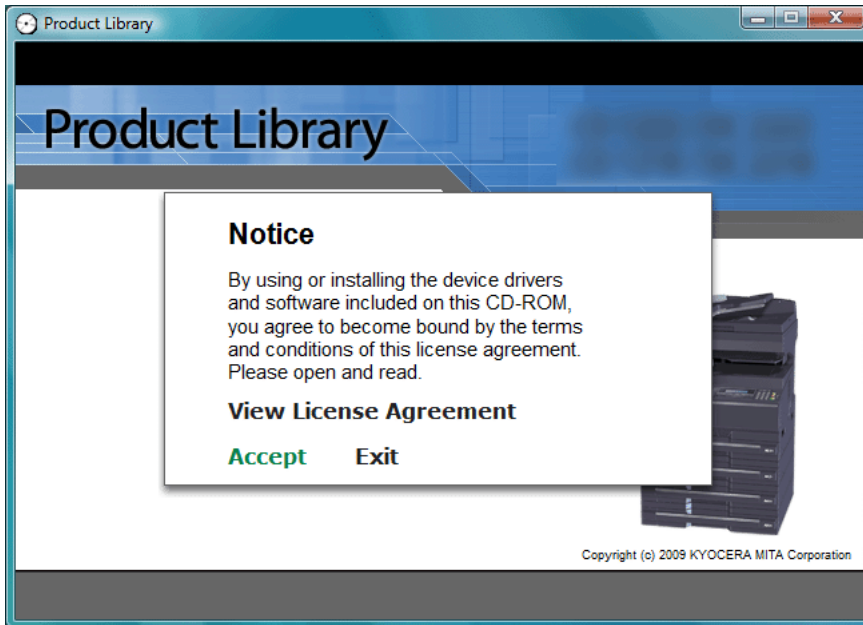
If restart of the system is displayed, follow the instructions on the screen to restart the computer.

1-2 Installing the Scanner File Utility

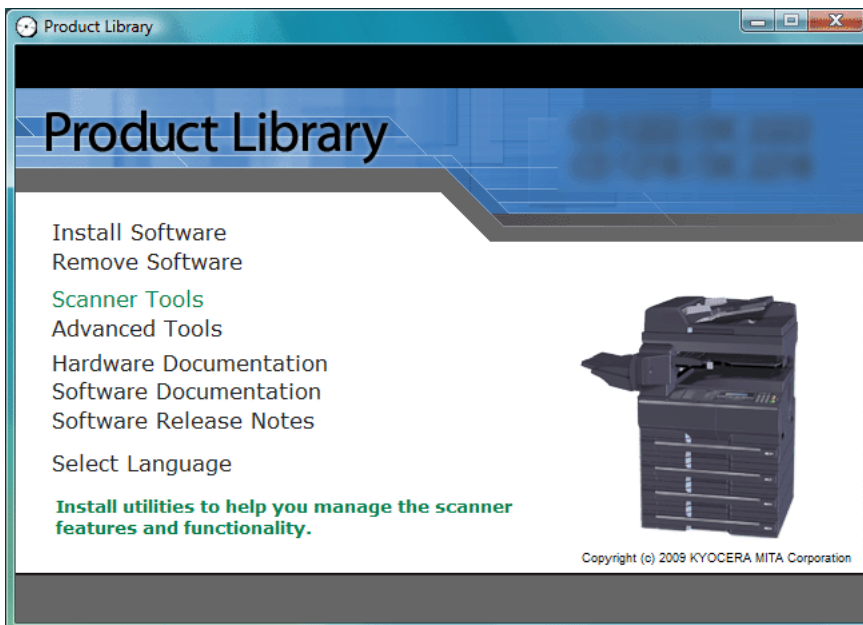
This section explains how to install the Scanner File Utility in Windows Vista.

* To install the printer driver, you must log on with administrator privilege.

1. Insert the provided CD-ROM into the CD-ROM drive of the computer in which you want to install the Network FAX Driver.
The set-up screen will appear automatically. If the Autoplay screen is displayed, click on Run setup.exe.
If the set-up screen does not appear, start the appropriate software manually from the CD-ROM.
2. Select **View License Agreement** to read the information and select **Accept** to proceed.

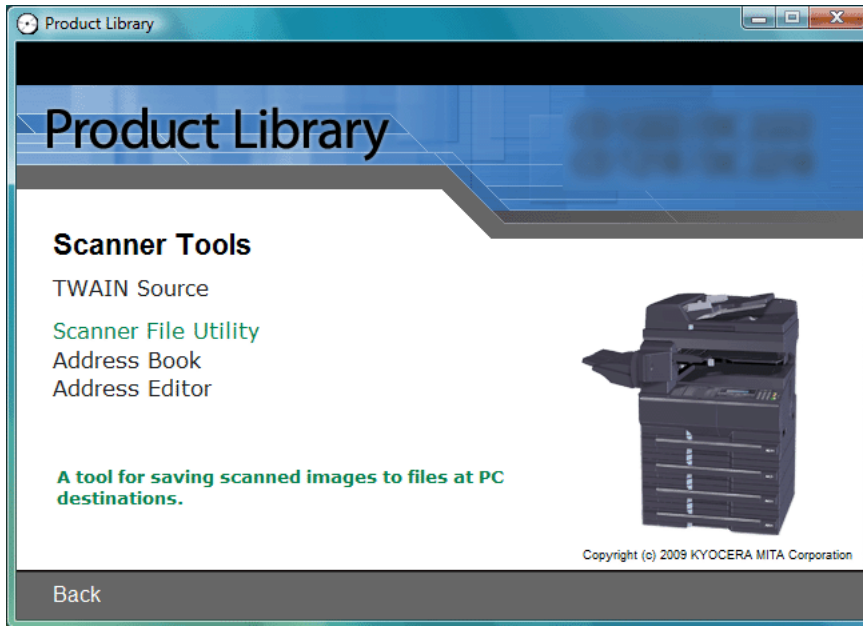


3. Click **Scanner Tools** on the Main menu screen.



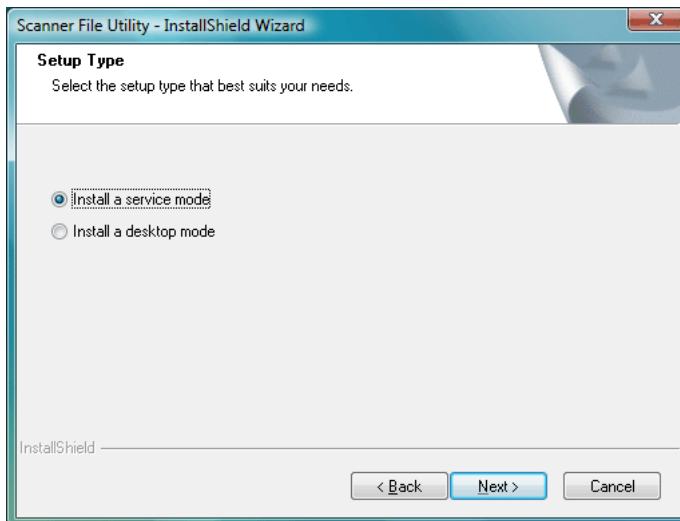
1-2 Installing Scanner File Utility

4. Click **Scanner File Utility**.



5. Follow the instructions in the installation wizard to continue the installation procedure.

* Select one of the following setup types on the Setup Type selection screen, and then proceed to the next step.



Install a service mode:

Select this type of setup in order to share the Scanner File Utility on a File Server, etc. (In this case, the Scanner File Utility will be usable even when you are logged off of your computer.)

For details, refer to page 3-4.

Install a desktop mode:

Select this type of setup in order to use the Scanner File Utility independently from others. (In this case, the Scanner File Utility will be usable once you are logged on to your computer.)

* Once the Scanner File Utility has been installed, you can change the type of setup from the desktop mode to the service mode by selecting Repair in the Windows Add/Remove Programs control panel.

1-2 Installing Scanner File Utility

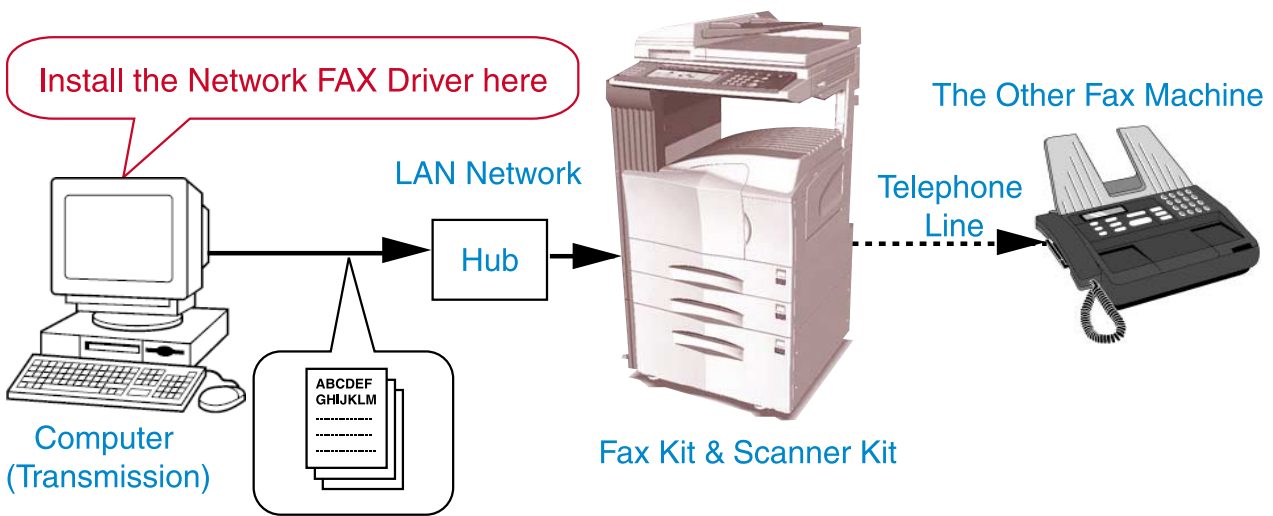
- * If the Select Components screen appears, click on the box next to **Network FAX Receive Handler** in order to put a check mark in that box. The content of the other checkboxes is as follows:
 - PDF Keyword Embedder: Adds file information as keywords to scanned image data files. When searching keyword using Paper Port, select this component.
 - DataBase Link Handler(Sample): Creates a csv file that includes the registered file information to go with the scanned image data files.

Section 2 Sending a Fax

This section contains explanations on how to use the Network FAX Driver to send documents created on a network computer directly from that computer to the other fax machine.

IMPORTANT!

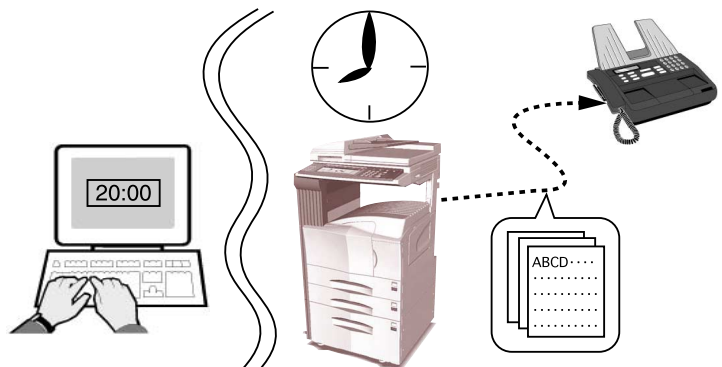
The Network FAX Driver must be installed on the computer from which you want to send the documents. Refer to **1-1 Installing FAX Driver and Utilities** on page 1-1 for the procedure to install that software.



2-1 Main Transmission Functions

(1) Delayed Transmission <see page 2-7 for setting procedures>

This function enables you to have documents transmitted at a designated time. Delayed transmission can be carried out at any time within 24 hours from the time that is actually set in the fax itself.

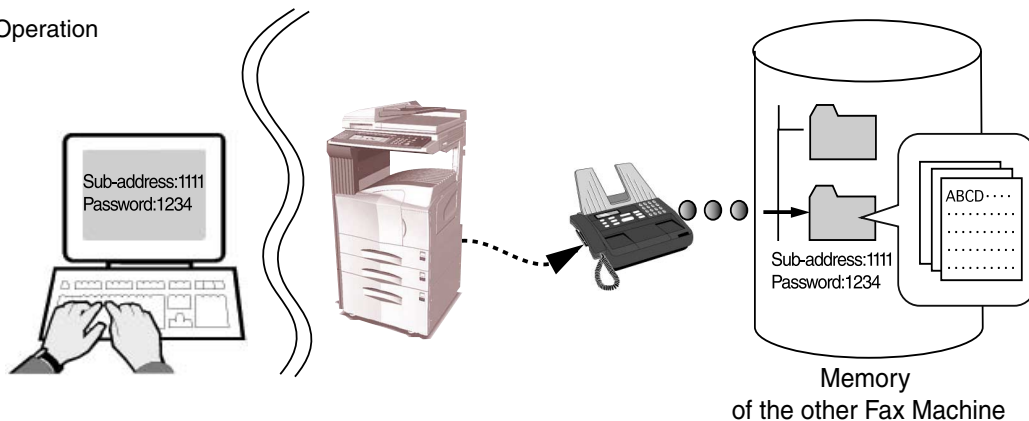


2-1 Main Transmission Functions

(2) F-Code Based Communication <see page 2-16 for setting procedures>

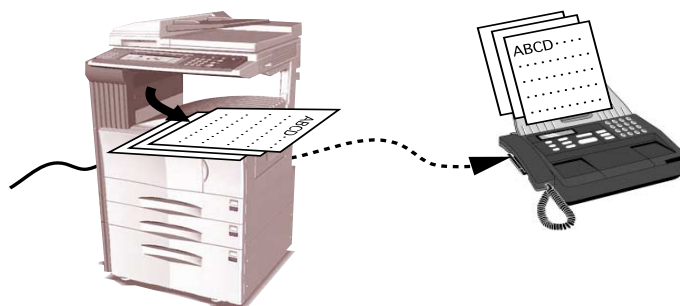
This function enables you to send documents to an F-Code Box that is registered in a destination fax machine. Because F-Code Boxes include a sub-address and password, highly confidential communication is ensured. It will be necessary for you to enter the corresponding sub-address and password of the destination F-Code Box (if they have been designated for that box) whenever you perform an F-Code Based Transmission procedure.

* For more information on F-Code based communication, refer to the Operation Guide for the Fax Kit.



(3) Concurrent print <see page 2-7 for setting procedures>

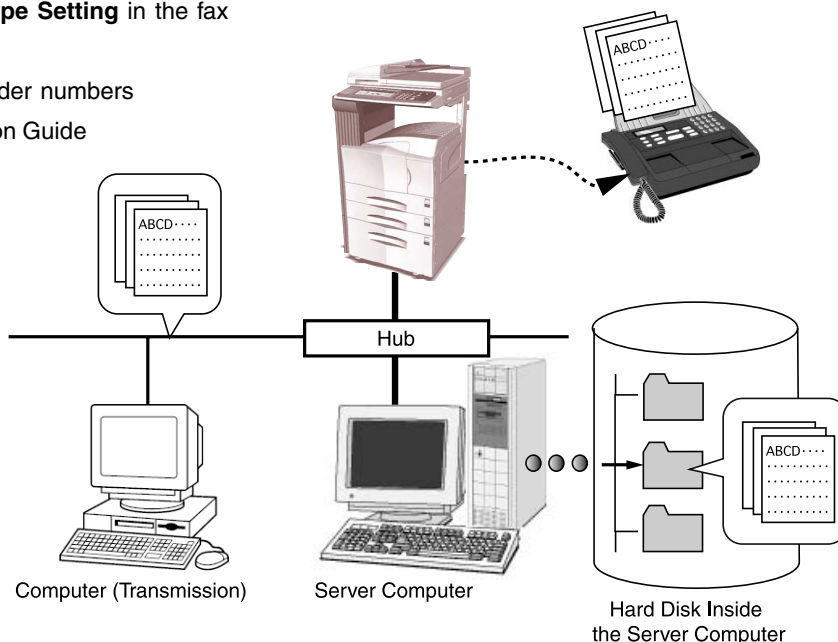
This function enables you to print out the documents at the same time as you send them by fax.



(4) Save Transmitted Original <see page 2-7 for setting procedures>

This function enables you to save transmitted documents in the folder that corresponds to the folder number which was registered under the **Network FAX Registration** settings in the fax machine. Those documents will be saved as a PDF or TIFF file according to the default **File Type Setting** in the fax machine itself.

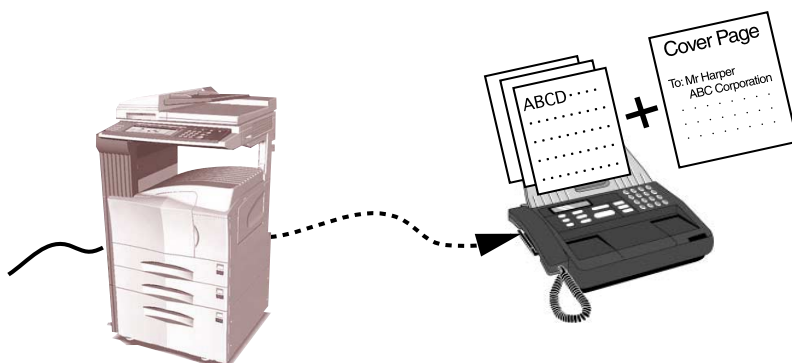
* For more information on registering folder numbers and on file formats, refer to the Operation Guide for the Fax Kit.



2-1 Main Transmission Functions

(5) Attaching a Cover Page <see page 2-8 for setting procedures>

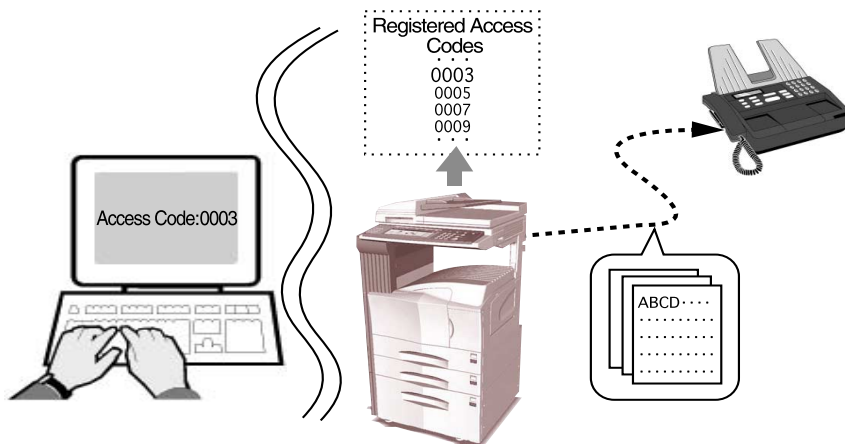
This function enables you to add a cover page to your transmission that includes such TTI (Transmitting Terminal Information) data as your company name, department name, your own name, your telephone or fax number, in addition to whatever comment you'd like to send. You can easily create Cover Pages using one of the several templates provided.



(6) Restricted Access <see page 2-12 for setting procedures>

When Restricted Access is turned ON in the copy (or fax) machine itself, this function enables you to control Network FAX Transmissions under Restricted Access as well, only allowing transmission when a viable access code that is registered in the copy (or fax) machine is entered.

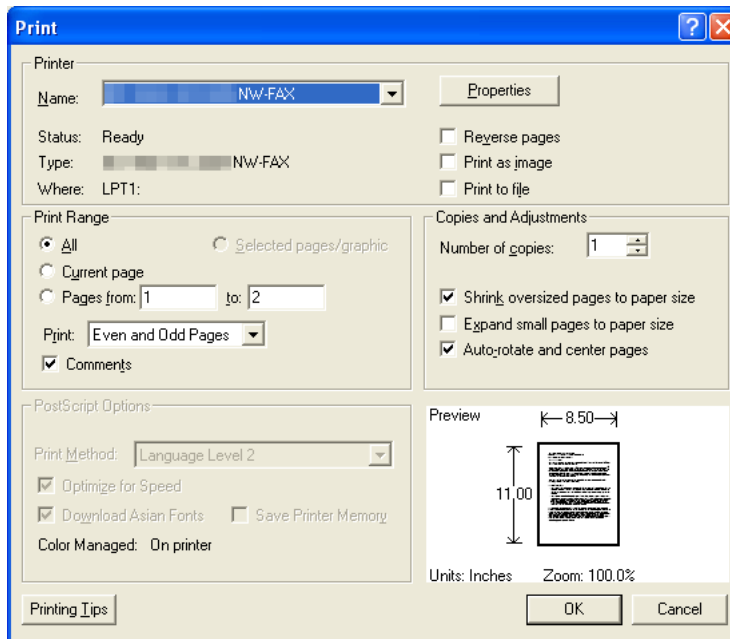
* For more information on Restricted Access, refer to the Operation Guide for the Fax Kit.



2-2 Basic Transmission

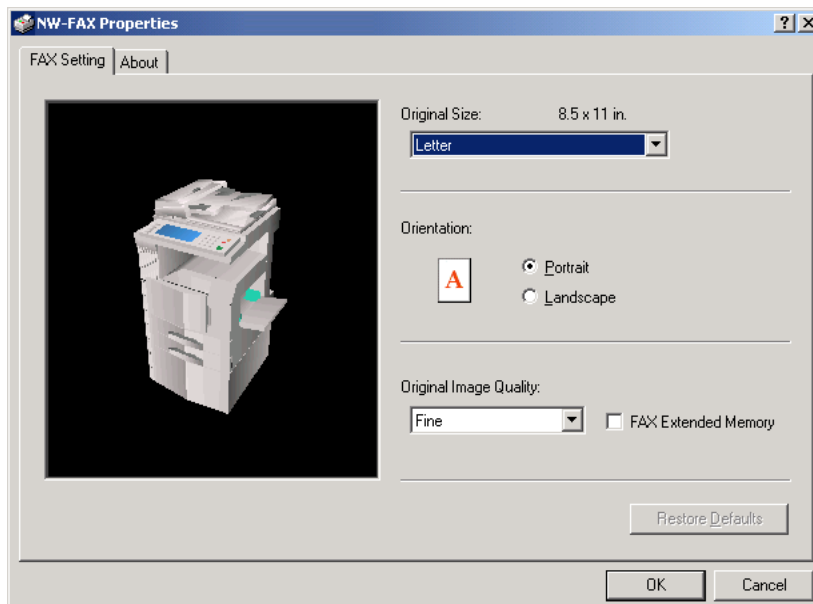
1. Use an application on your computer to create the documents that you want to send.
2. Select **Print** from the **File** menu.
3. Use the dropdown menu in the **Name** field to select the name of the machine that you want to use as the Network FAX. The print dialogue box for the application that you are using will appear.

NOTE: The following screen shot is just an example and the actual dialogue box displayed on your computer may differ depending to the application that you are using.



4. Enter the page numbers, etc., that you want to fax.
NOTE: Make sure that the number of copies is set to 1.

5. Click on the **Properties** button in order to access the **Properties** window.



2-2 Basic Transmission

- Perform all of the desired settings under the **FAX Setting** tab, such as the original size setting, and then click on the **OK** button.
 - * Refer to **2-3 FAX Setting Tab** on page 2-6 for more detailed information on the settings in that tab.
- The print dialogue box for the application that you are using will be displayed once again. Click on the **OK** button. The **TX Setting** dialogue box will appear.
 - * Refer to **2-5 Various Settings in the TX Setting Dialogue Box** on page 2-13 for more detailed information on the settings in that dialogue box.

Network FAX - TX Setting - NWFAXe.pdf

Address Setting | Cover Page | Option | Sender Information | Machine Setting

FAX Number :

Destination List : 0 Items / Remaining 80 Items

FAX Number	Company Name	Department Name	Recipient Name
------------	--------------	-----------------	----------------

- Use the keyboard to enter the phone number of the destination fax in the **FAX Number** field. If you want to use the Address Book to enter this information, refer to **(1) Selecting a Destination from the Address Book** on page 2-13.
 - Maximum number of characters that can be entered: 32
 - Characters that can be entered: 0 – 9, #, *, -, and a space (a hyphen or space can NOT be entered as the first character)
- If you are using a cover page, refer to **(3) Registering the Destination Information to be Added to the Cover Page** on page 2-17.
- Click on the **Add to Destination List** button. The entered destination information will be displayed under the **Destination List** area.

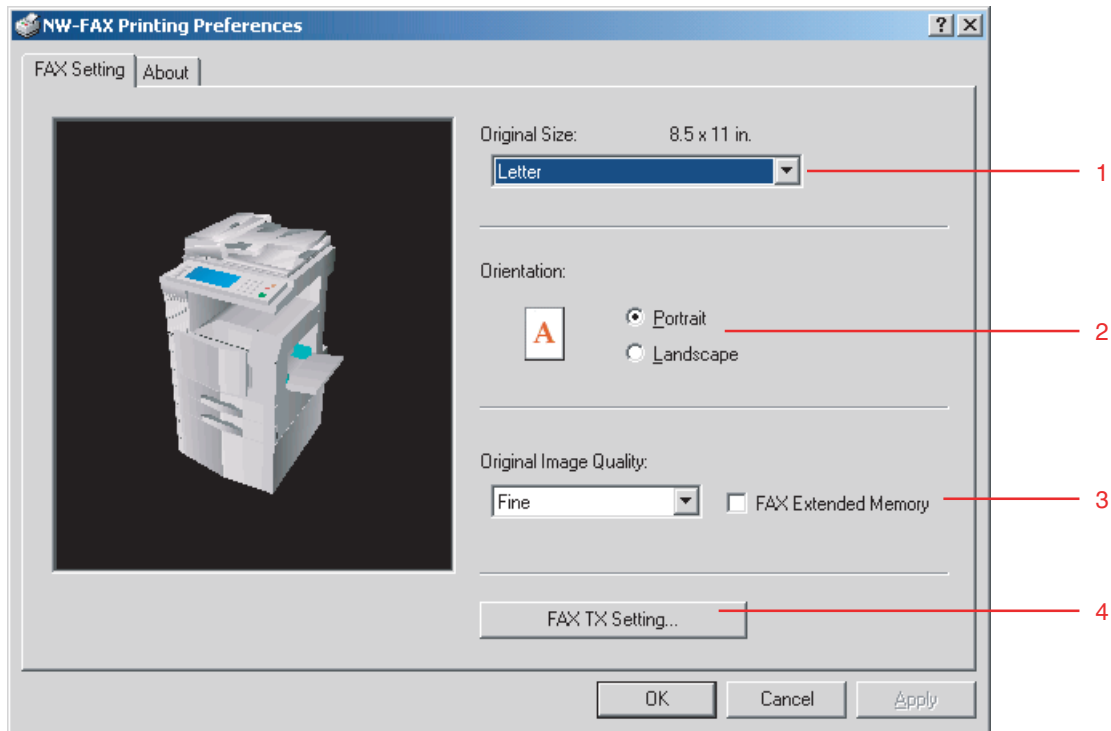
If you want to send the same documents to more than one destination, repeat steps 8 and 9 as required. (Up to 80 destinations can be registered.)

 - * If you want to delete a destination from the **Destination List** area, select that destination and then click on the **Delete from list** button. If you want to delete all of the currently registered destinations, click on the **Delete All** button.
- Click on the **Send** button to initiate the fax transmission operation.

2-3 FAX Setting Tab

Use the contents of this tab to set certain transmission conditions, such as the size of the original being sent.

Refer to ● **Registering the Machine's IP address** on page 1-5 to open this tab.



1 Original Size field

Use the dropdown menu in this field to select the size of the original being transmitted.

* The size of the documents created in the application will be changed to the size selected here for transmission purposes.

Available settings: Letter, Legal, Ledger, Statement, A3, A4, A5, Folio, B4 and B5

2 Orientation radio buttons

Make sure the radio button for the desired orientation, either **Portrait** or **Landscape**, is selected.

3 Original Image Quality field

Use the dropdown menu in this field to select the resolution quality of the original being transmitted.

Available settings: Normal, Fine, Ultra fine

* When you need to send documents that contain minute text and detailed lines at the best possible quality, select the Ultra fine setting. The Ultra fine setting will only be available when there is a check mark in the **FAX Extended Memory** check box.

* In order to actually send documents at the Ultra fine setting, it is necessary to add additional memory to your fax machine. (Refer to the Operation Guide for your fax machine.)

4 FAX TX Setting button

Click this button in order to access the **Default Setting** dialogue box if you want to change the default settings for fax transmission.

* Refer to **2-4 Default Setting Dialogue Box** on page 2-7 for more detailed information on the settings in that dialogue box.

2-4 Default Setting Dialogue Box

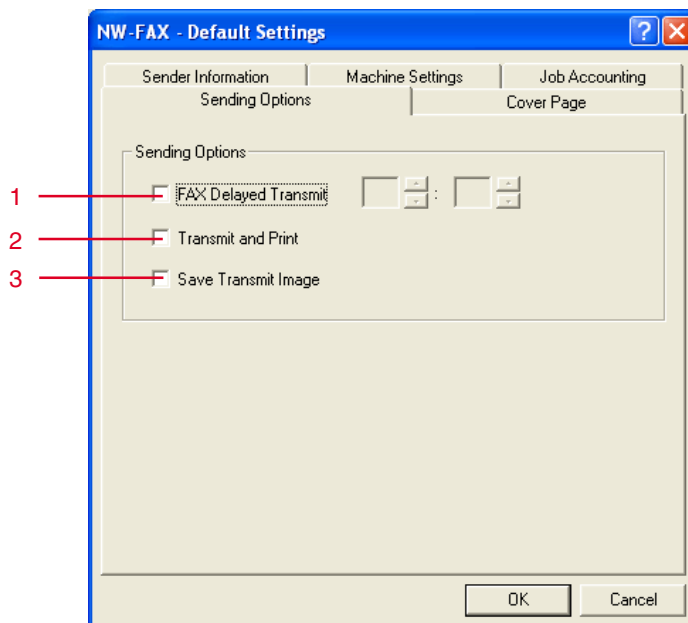
By setting the transmission conditions that you use most in this dialogue box, you can minimize the need to change the settings each time.

* The Default Setting dialogue box can be accessed using the following procedure:

Click on **Start** in the Windows Task Bar and then select **Control Panel, Printer and other Hardware** and then **Printers and Faxes** in that order from the successive menus in order to access the **Printers and Faxes** dialogue box.

Then, right-click on the name of the machine that you want to use as the network fax and select **Printing Preferences** from the resulting dropdown menu. Click on the **Fax TX Settings** button in the Printing Preferences window. (With systems such as Windows 98 and Windows Me, click on **Start** in the Task Bar and then selecting **Settings** and then **Printers** in that order from the successive menus in order to access the **Printers** dialogue box. Right-click on the name of the machine that you want to use as the network fax and select **Properties** from the resulting dropdown menu. Then, click on the **Fax TX Settings** button in the Properties window.)

(1) Sending Options Tab



1 Delayed TX checkbox

Put a check mark in this checkbox in order to make the time fields to the right of the checkbox active whenever you want to set the time that your documents will be transmitted. The desired time setting can be entered directly with the keyboard or by clicking on the ▲ and ▼ arrows. Enter the time on a 24-hour time basis (00:00 - 23:59).

NOTE: If you designate a time that is earlier in the day than the time that is actually displayed in the fax machine itself, the transmission operation will be carried out the following day at that time. Be sure to check the time setting in the fax machine itself before making this setting.

2 Concurrent print checkbox

Put a check mark in this checkbox when you want to print out the documents at the fax machine same time as you send them by fax.

3 Save TX Original checkbox

Put a check mark in this checkbox when you want to save documents in the computer that was registered under the **Network FAX Registration** settings in the fax machine.

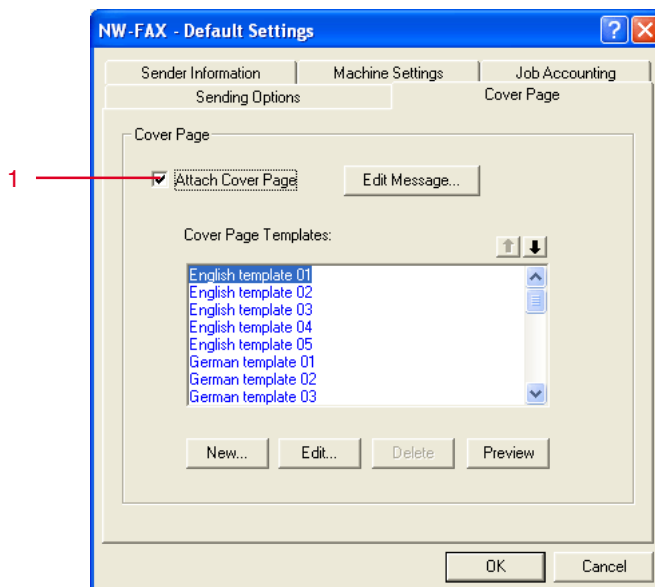
* For more information on saving the data for transmitted fax documents, refer to the Operation Guide for the Fax Kit.

* For the procedure to save the data for transmitted fax documents, refer to

3-1 Summary of Delivery Settings on page 3-2 of this manual.

2-4 Default Setting Dialogue Box

(2) Cover Page Tab



1 Attach Cover Page checkbox

Put a check mark in this checkbox when you want to add a cover page to your transmission.

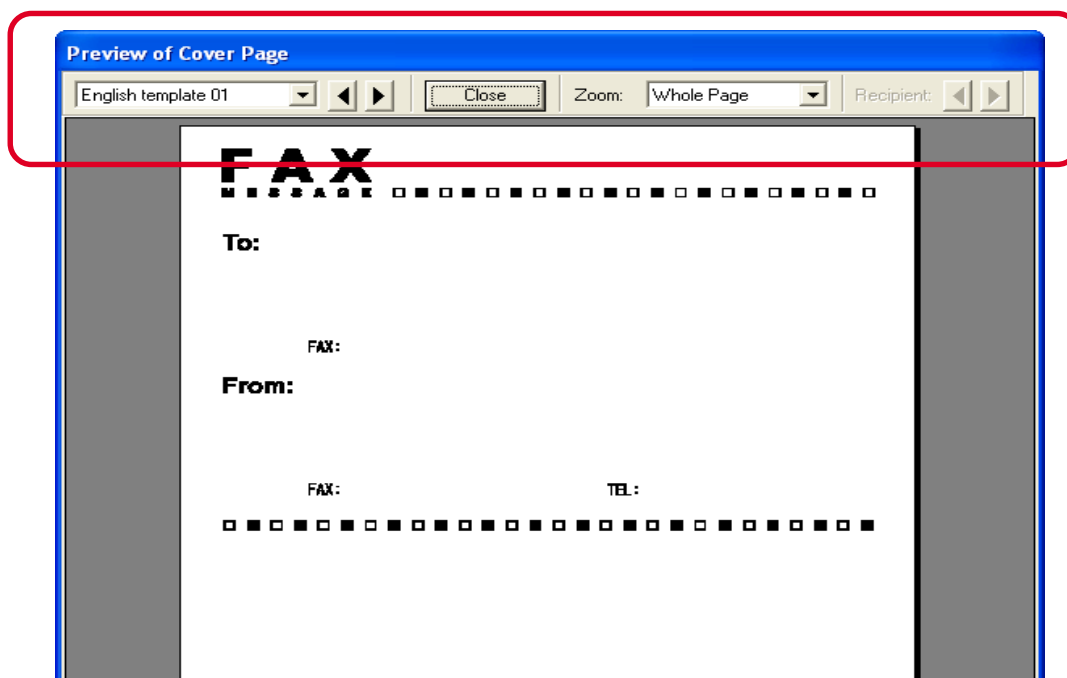
Perform the following procedure to select the settings for the cover page.

1) Select the desired template for the cover page from the **Cover Page Templates** list.

* Original Cover Page templates can be created. Refer to **2-7 Creating New Cover Page Templates** on page 2-24.

2) To check the format of the template, click on the **Preview** button.

The format for the currently selected template will be displayed.

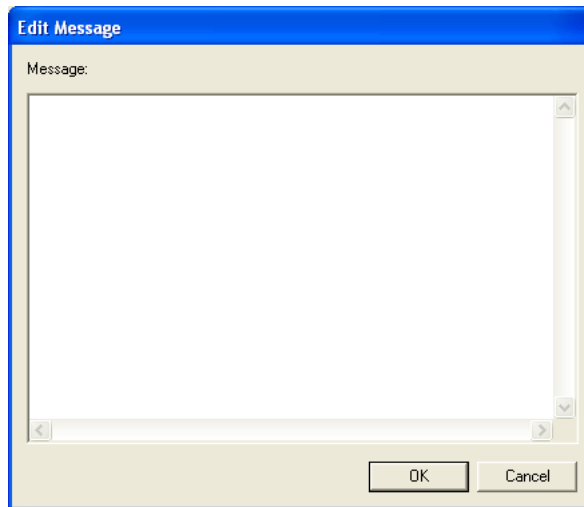


To change the type of template, use the dropdown menu or click on the ◀ or ▶ on the upper portion of the dialogue box. The display ratio for the template can also be changed to between 25% and 250% using the dropdown menu. If some destinations have been registered, the format for each destination can be displayed. Click on the ◀ or ▶ next to the **Recipient** to change the format. (Refer to **(3) Registering the Destination Information to be Added to the Cover Page** on page 2-17 for more information on registering destinations.) After you are finished previewing the format, click on the **Close** button.

2-4 Default Setting Dialogue Box

3) To add your message to the cover page, click on the **Edit Message** button.

The **Edit message** dialogue box will be displayed.



Enter the message to be displayed on the cover page and click on the **OK** button. The message can be up to 1000 characters long.

2-4 Default Setting Dialogue Box

(3) Sender Information Tab

The screenshot shows a dialog box titled "NW-FAX - Default Settings" with a blue title bar. It has three tabs: "Sending Options", "Machine Settings", and "Cover Page". The "Sending Options" tab is selected, and within it, the "Sender Information" sub-tab is active. There are six text input fields, each with a red line and a number pointing to it: 1 for "Company:", 2 for "Department:", 3 for "Name:", 4 for "Telephone Number:", 5 for "FAX Number:", and 6 for "* E-mail Address:". Below the fields is a note: "* Enter the E-mail address to receive the send result report." At the bottom right are "OK" and "Cancel" buttons.

Enter your own information into fields 1 – 5 explained below when you want to send a cover page with your faxes.

- 1 Company Name:** Your company name can be up to 64 characters long.
- 2 Department Name:** Your department name can be up to 64 characters long.
- 3 Name** (user name, etc.): Your name can be up to 16 characters long.
- 4 Telephone Number:** Your telephone number can be up to 20 characters long. [Available characters: 0 - 9, #, *, -, (,), &, +, and a blank space]
- 5 FAX Number:** Your fax number can be up to 20 characters long. [Available characters: 0 - 9, #, *, -, (,), &, +, and a blank space]
- 6 E-Mail Address:** Your e-mail address can be up to 64 characters long.
[Available characters: Symbols (!, #, \$, %, &, ', * , +, -, ., /, =, @, [,], ^, _ , ' , { , })
Alphanumerics (0 – 9, A – Z and a – z)]

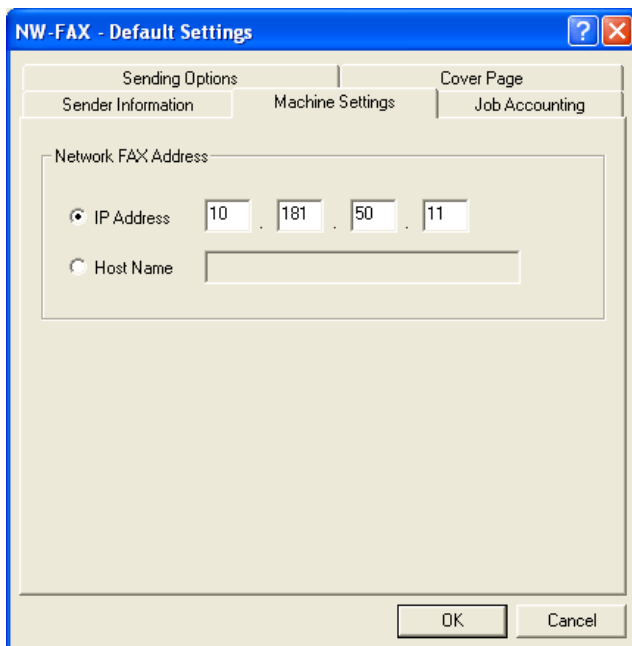
* If you register your e-mail address, you will be able to select to have a Network FAX Transmission Report sent to you as an e-mail attachment.

NOTE: In order to have the Network FAX Transmission Report sent to you by e-mail, it is necessary to turn ON the corresponding report printout setting (or have it set to **Output on condition**) in the fax default settings and register the administration's e-mail address in the network fax registration, and carry out the **SMTP** setting in the scanner default settings.

* It is possible to register the administration's e-mail address in the scanner default settings instead of registering it in the network fax registration.

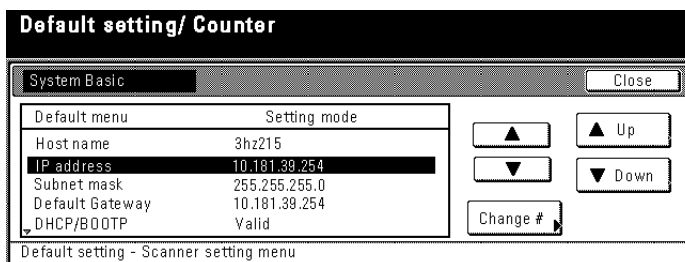
2-4 Default Setting Dialogue Box

(4) Machine Setting Tab



When you want to use a different machine as a fax, use this tab to change the IP address, or the host name, to the information that is registered in scanner default settings of the desired machine. (Refer to **2. Set-up** in the Operation Guide for your Network Scanner. For color machines, refer to **2. Preparation for Usage** in the Operation Guide.)

Sample screen-shot of the
scanner default setting window

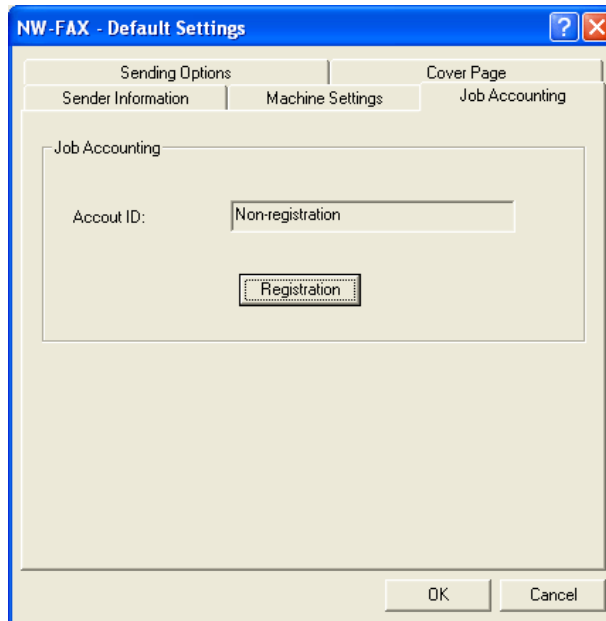


If you use the host name, your computer must be under a network environment controlled by a WINS server or a DNS server.

The host name can be up to 32 one-byte characters in length and made up of any of the following characters: 0 – 9, A – Z, a – z, - (hyphen/dash) and . (period/dot)

2-4 Default Setting Dialogue Box

(5) Restricted access Tab



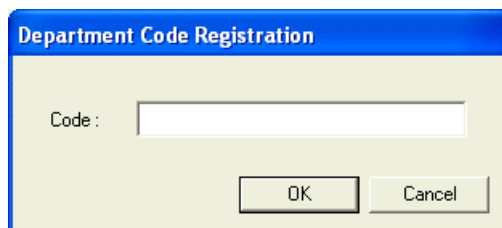
When Restricted Access is turned ON in the copy (or fax) machine itself, transmission will only be allowed when a viable access code is entered.

If your access code has not been registered under this tab, **Non-registration** will be displayed in the **Department code** field, and **Registration completion** will be displayed in that field if it has been registered.

* In order to use the Restricted Access function, it is necessary to turn Restricted Access ON in the fax machine itself. For more information on access codes, refer to the Operation Guide for the Fax Kit.

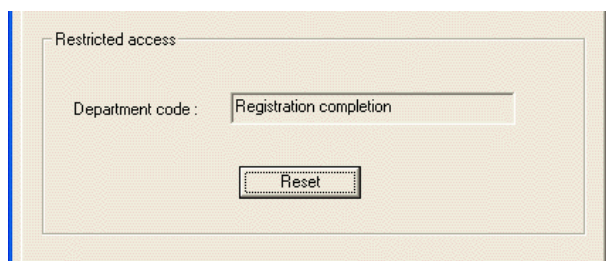
● Registering your access code

1. If you have not registered your access code under the **Restricted access** tab, click on the **Registration** button in order to access the **Department Code Registration** dialogue box.



2. Enter your access code (1-8digits) and then click on the **OK** button. The **Restricted access** tab will be displayed once again.

● Deleting your access code



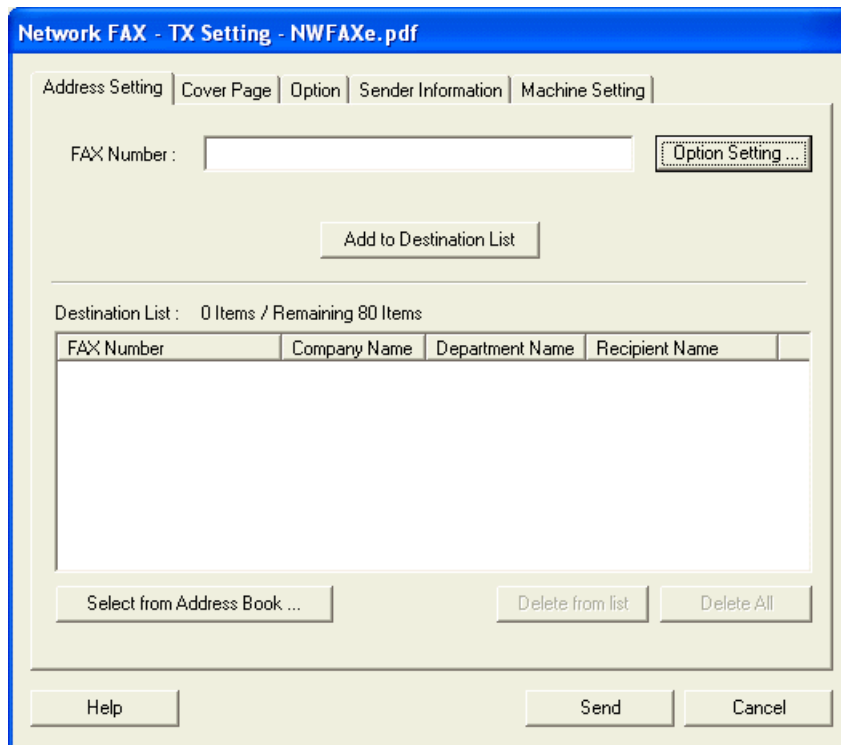
1. Click on the **Reset** button. The registered access code will be deleted from the **Restricted access** tab and **Non-registration** will be displayed once again in the **Department code** field.

2-5 Various Settings in the TX Setting Dialogue Box

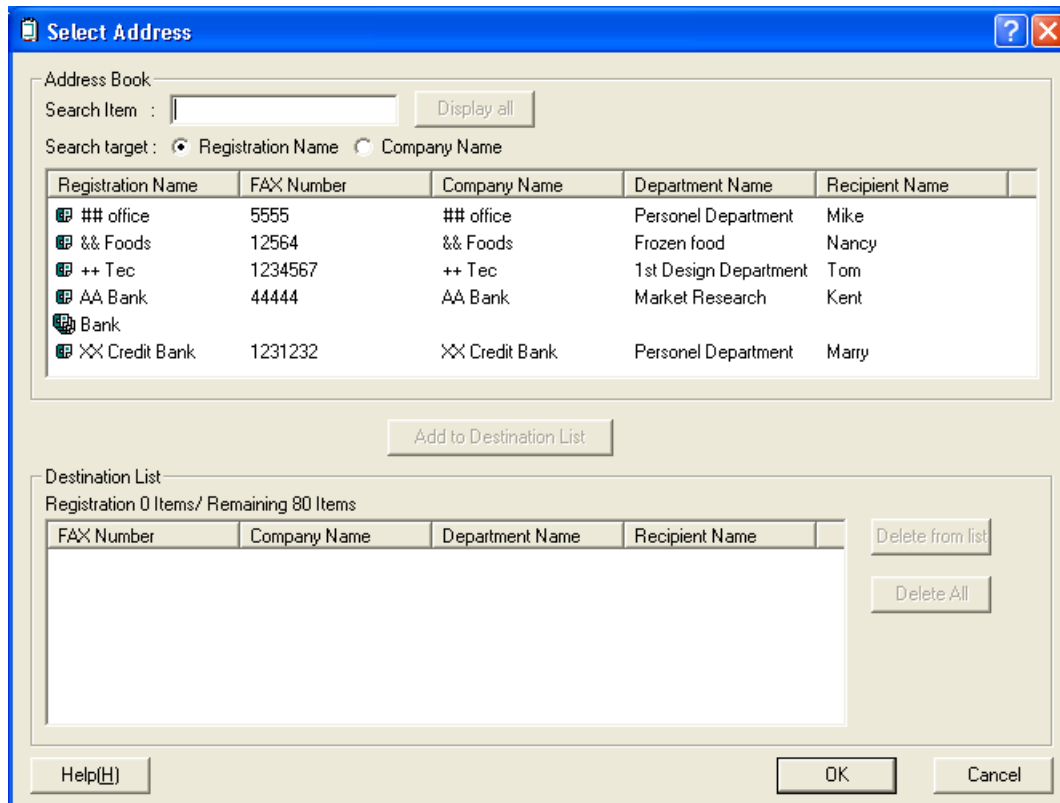
(1) Selecting a Destination from the Address Book

NOTE

In order to use the Address Book, it is necessary to install it and register the corresponding destinations in advance. Refer to 4-1 **Registering Destination Information** on page 4-2 for more detailed information on destination registration procedures.



1. Click on the **Select from Address Book** button in order to access the **Select Address** dialogue box.



2-5 Various Settings in the TX Setting Dialogue Box

2. The registered destinations will be displayed in the list in the upper portion of the dialogue box.

If you want to search for a particular destination, perform procedures 1) and 2) below. If you do NOT need to search for a destination, go directly to step 3.

- 1) Make sure that the desired **Search target** radio button, either **Registration Name** or **Company Name**, is selected.
- 2) Enter the text to be searched for in the **Search Item** field. The text can be up to 64 characters long.

The search operation will begin as soon as the first character is entered. Only those entries that start with exactly the same character(s) as the search criteria will be displayed in the list. If there are no entries that match the search criteria in this way, nothing will be displayed in the list.

* To display all of the entries registered in the Address Book once again, click on the **Display all** button.

3. To add a destination from the list of destinations in the Address Book (upper list) to the **Destination List** (lower list), click on the desired destination to select it and then click on the **Add to Destination List** button.

* When you select an entry which multiple destinations have been registered as a group, the **Detail** button appears on the top of the dialogue box.

Select Address

Address Book

Search Item :

Search target : Registration Name Company Name

Registration Name	FAX Number	Company Name	Department Name	Recipient Name
## office	5555	## office	Personel Department	Mike
&& Foods	12564	&& Foods	Frozen food	Nancy
++ Tec	1234567	++ Tec	1st Design Department	Tom
AA Bank	44444	AA Bank	Market Research	Kent
Bank				
XX Credit Bank	1231232	XX Credit Bank	Personel Department	Marry

Destination List

Registration 0 Items/ Remaining 80 Items

FAX Number	Company Name	Department Name	Recipient Name
------------	--------------	-----------------	----------------

* If you select an entry registered as a group and click on the **Detail** button, a **Confirm members in selected group** dialogue box will appear so that you can verify all of the destinations in that group.

Confirm members in selected group

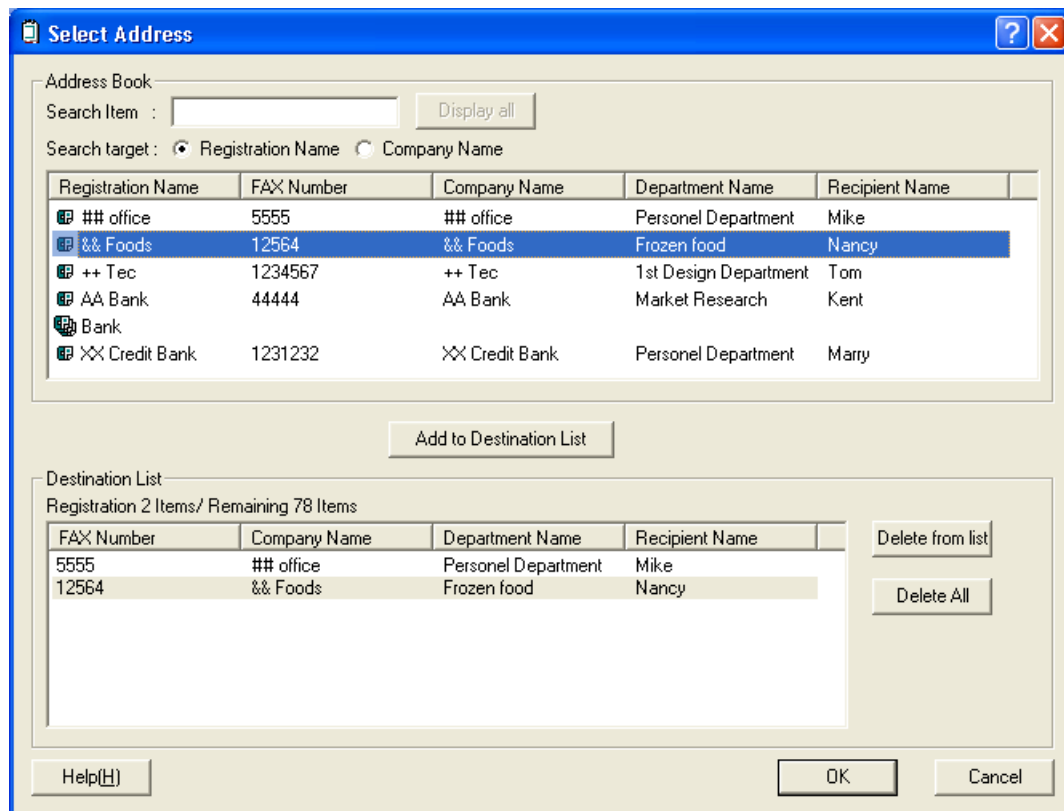
Bank

Registration Name	FAX Number	Company Name	Department Name	Recipient Name
AA Bank	44444	AA Bank	Market Research	Kent
XX Credit Bank	1231232	XX Credit Bank	Personel Department	Marry

Once you are finished verifying the information, click on the **OK** button to return to the Select Address dialogue box.

2-5 Various Settings in the TX Setting Dialogue Box

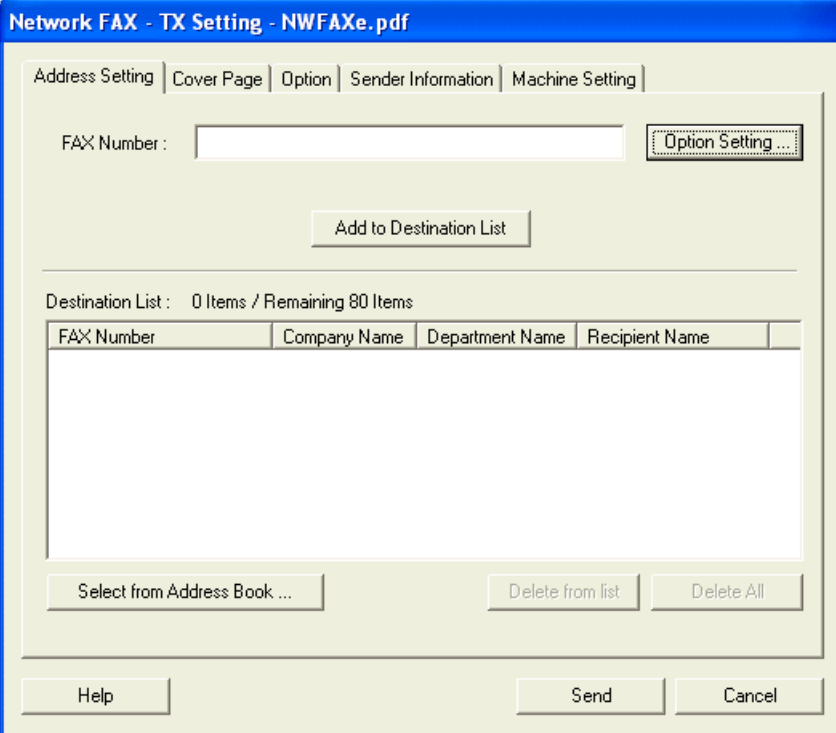
- Only those destinations selected from the Address Book will be displayed the **Destination List**.
 - * If you want to delete any of the destinations from the **Destination List**, select that destination and then click on the **Delete from list** button. If you want to delete all of the destinations from the **Destination List**, click on the **Delete All** button.



- Click on the **OK** button. The **Select Address** dialogue box will close and the destinations that were registered in the **Destination List** will be displayed in the **TX Setting** dialogue box.

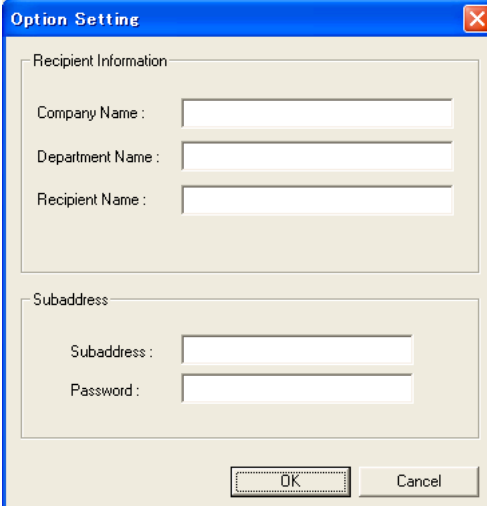
2-5 Various Settings in the TX Setting Dialogue Box

(2) F-Code Based Communication



The screenshot shows the 'Network FAX - TX Setting - NWFAxe.pdf' dialog box with the 'Address Setting' tab selected. The 'FAX Number' field is empty, and the 'Option Setting ...' button is highlighted. Below the field is an 'Add to Destination List' button. A 'Destination List' section shows '0 Items / Remaining 80 Items' and a table with columns for 'FAX Number', 'Company Name', 'Department Name', and 'Recipient Name'. At the bottom of the list are buttons for 'Select from Address Book ...', 'Delete from list', and 'Delete All'. The main dialog has 'Help', 'Send', and 'Cancel' buttons at the bottom.

1. Click on the **Option Setting** button in the **Address Setting** tab of the **TX Setting** dialogue box. The **Option Setting** dialogue box will be displayed.



The screenshot shows the 'Option Setting' dialog box. It has two sections: 'Recipient Information' and 'Subaddress'. The 'Recipient Information' section contains three text boxes for 'Company Name', 'Department Name', and 'Recipient Name'. The 'Subaddress' section contains two text boxes for 'Subaddress' and 'Password'. At the bottom are 'OK' and 'Cancel' buttons.

2. Enter the sub-address and password as it is registered in the destination fax.
 - Maximum number of characters that can be entered: 20
 - Characters that can be entered: 0 – 9, #, *, and a space (a space can NOT be entered as the first character)
3. Click on the **OK** button. The **TX Setting** dialogue box will be displayed once again.

2-5 Various Settings in the TX Setting Dialogue Box

(3) Registering the Destination Information to be Added to the Cover Page

The type of cover page can be selected from among different templates. Destination information such as that shown below can be added on the cover page.

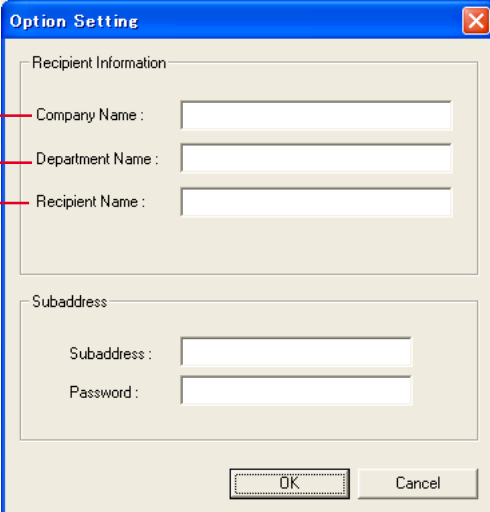
Sample of English template 01

- 1 Recipient Name
- 2 Destination Company Name
- 3 Destination Department Name
- 4 Destination Fax Number
- 5 Sender Name
- 6 Sender Company Name
- 7 Sender Department Name
- 8 Sender Fax Number
- 9 Sender Telephone Number
- 10 Message

1. Enter the destination fax number in the **Address Setting** tab. (Refer to step 8 on page 2-5.)

2-5 Various Settings in the TX Setting Dialogue Box

2. Click on the **Option Setting** button and enter the recipient information.



The image shows the 'Option Setting' dialog box. It has a title bar with a close button. The dialog is divided into two main sections: 'Recipient Information' and 'Subaddress'. The 'Recipient Information' section contains three text input fields: 'Company Name', 'Department Name', and 'Recipient Name'. The 'Subaddress' section contains two text input fields: 'Subaddress' and 'Password'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. Three red lines with numbers 1, 2, and 3 point to the 'Company Name', 'Department Name', and 'Recipient Name' fields respectively.

1 Company Name: The name of the destination company can be up to 64 characters long.

2 Department Name: The name of the destination department can be up to 64 characters long.

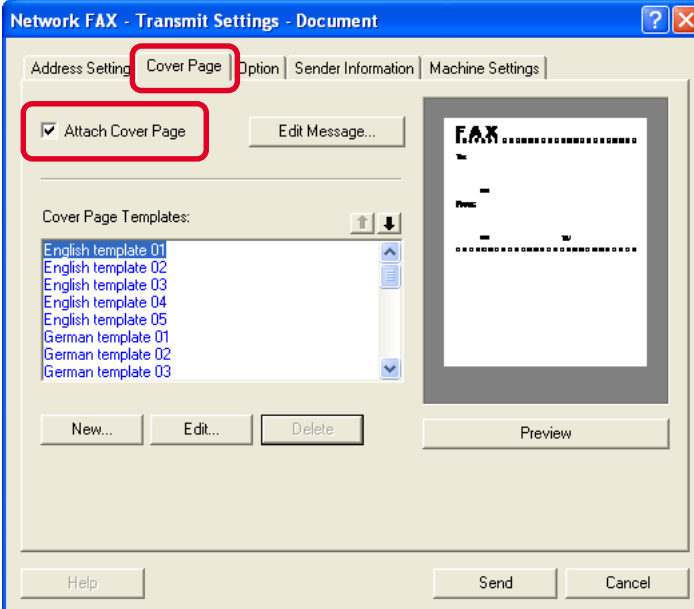
3 Recipient Name: The name of the person to whom you are sending the fax can be up to 20 characters long.

3. Click on the **OK** button. The display will return to the **TX Setting** dialogue box.

4. Click on the **Add to Destination List** to add the entered information to the destination list.

5. If the sender information is not registered in the **Default Setting** dialogue box, click on the **Sender Information** button to register the sender information. Refer to **(3) Sender Information Tab** on page 2-10.

6. Click on the **Cover Page** tab and place a check in the **Attach Cover Page** checkbox.



The image shows the 'Network FAX - Transmit Settings - Document' dialog box. It has a title bar with a help icon and a close button. The dialog has several tabs: 'Address Setting', 'Cover Page', 'Option', 'Sender Information', and 'Machine Settings'. The 'Cover Page' tab is selected and highlighted with a red box. In this tab, there is a checkbox labeled 'Attach Cover Page' which is checked and also highlighted with a red box. To the right of this checkbox is an 'Edit Message...' button. Below the checkbox is a list of 'Cover Page Templates' with the following items: 'English template 01', 'English template 02', 'English template 03', 'English template 04', 'English template 05', 'German template 01', 'German template 02', and 'German template 03'. There are up and down arrow buttons next to the list. Below the list are 'New...', 'Edit...', and 'Delete' buttons. To the right of the list is a 'Preview' button. At the bottom of the dialog are 'Help', 'Send', and 'Cancel' buttons.

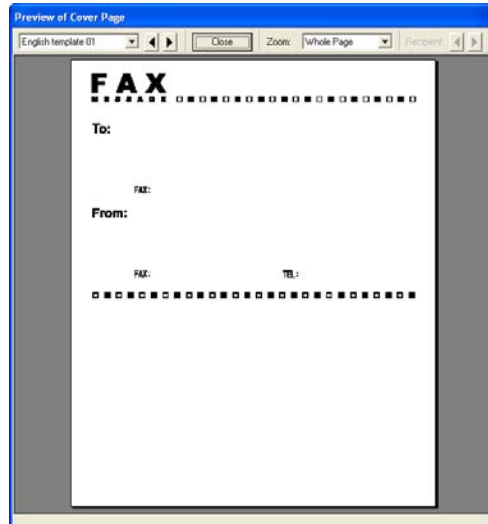
7. Select a Cover Page template from the **Cover Page Templates** list.

* If the Cover Page is registered in the Default Settings, then the action of selecting the Cover Page for each transmission can be omitted. Refer to **2-4 Default Setting Dialogue Box** on page 2-7.

Original Cover Page templates can be created. Refer to **2-7 Creating New Cover Page Templates** on page 2-24.

2-5 Various Settings in the TX Setting Dialogue Box

8. Click on the **Preview** button. A preview of the currently selected template will be displayed.



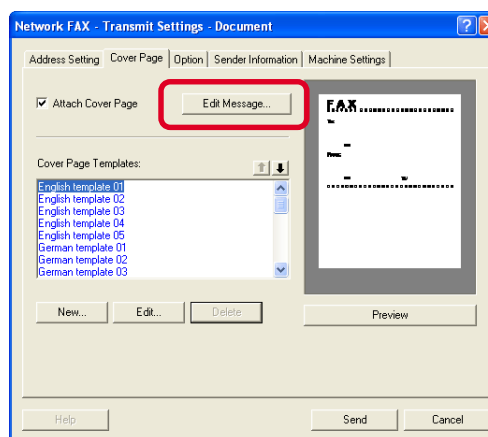
To display a different template, use the drop-down menu at the top of the dialog box or click on the ◀ or ▶ button. The template display magnification can also be changed within the range of 25 to 250% from the drop-down menu.

NOTE

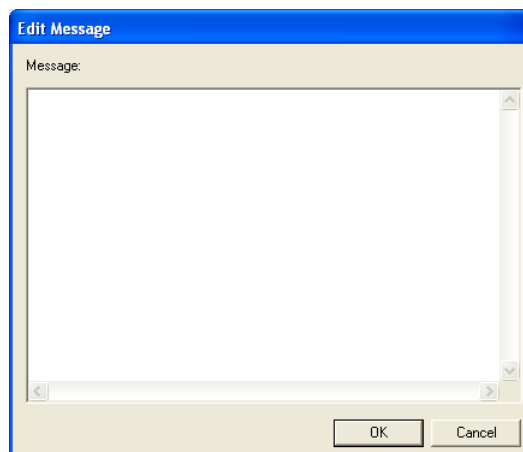
Before transmitting the fax, be sure to use the Preview screen to check all of the displayed information including the recipient name and company name. If there is a large number of characters for information that is automatically entered, they might not completely fit in the field and the characters might not print correctly. If the characters are not displayed correctly, reduce the number of characters in the recipient information or sender information or edit the template being used.

9. Click on the **Close** button.

10. Click on the **Edit Message** button.

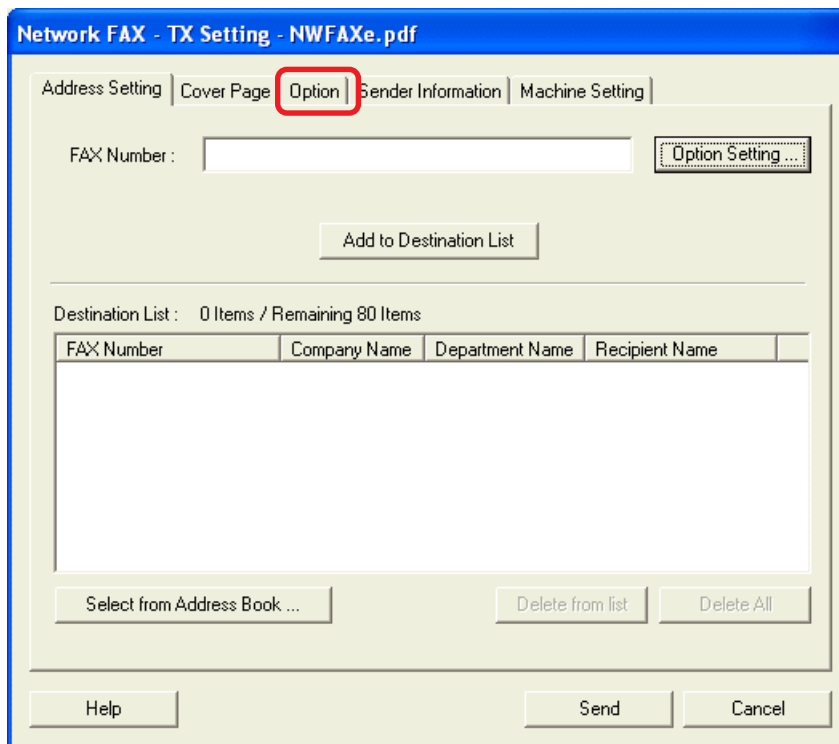


11. Enter the message to be added to the Cover Page and click on the **OK** button. A maximum of 1,000 characters can be entered.



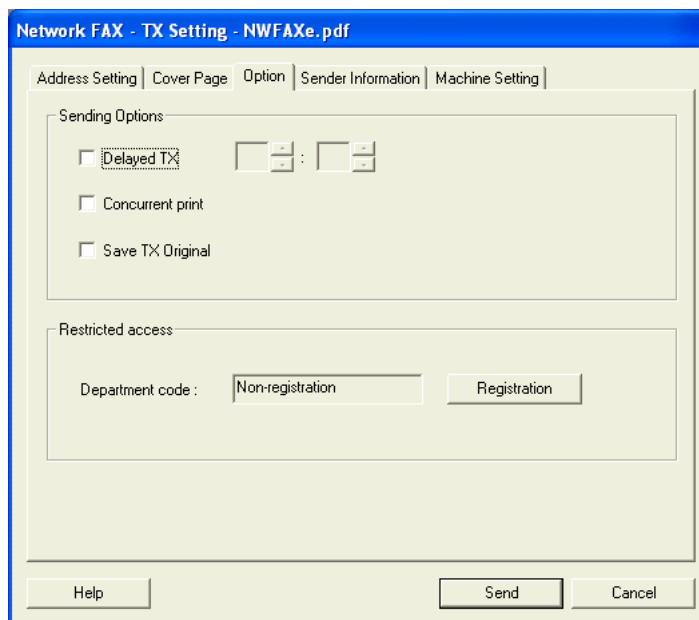
2-5 Various Settings in the TX Setting Dialogue Box

(4) Optional Settings



1. If you want to temporarily change the settings (the present settings will be displayed) from those which are currently designated in the (1) **Sending Options Tab** or the (5) **Restricted access Tab** under 2-4 **Default Setting Dialogue Box** on pages 2-7 and 2-12, click on the **Option** tab in order to access the **Option** tab.

NOTE: The changes made here will only apply to the present transmission and the corresponding settings will return to those previously made in the **Default Setting** dialogue box once that transmission is completed.



2. Refer to (1) **Sending Options Tab** on page 2-7 and (5) **Restricted access Tab** on page 2-12 for more detailed information on the corresponding settings in those tabs.
3. To start the fax transmission, click on the **Send** button.
To continue the settings for other tabs, click on another tab.

2-5 Various Settings in the TX Setting Dialogue Box

(5) Transmitting Terminal Information Data

The screenshot shows the 'Network FAX - TX Setting - NWFAxe.pdf' dialog box with the 'Sender Information' tab selected. The 'Sender Information' tab is highlighted with a red box. The dialog box contains the following elements:

- Address Setting | Cover Page | Option | **Sender Information** | Machine Setting
- FAX Number: [Text Field]
- Option Setting ... [Button]
- Add to Destination List [Button]
- Destination List: 0 Items / Remaining 80 Items
- Table with columns: FAX Number, Company Name, Department Name, Recipient Name
- Select from Address Book ... [Button]
- Delete from list [Button]
- Delete All [Button]
- Help [Button]
- Send [Button]
- Cancel [Button]

1. If you want to temporarily change the settings (the present settings will be displayed) from those which are currently designated in the **(3) Sender Information Tab** under **2-4 Default Setting Dialogue Box** on page 2-10, click on the **Sender Information** tab in order to access the **Sender Information** tab.

NOTE: The changes made here will only apply to the present transmission and the corresponding settings will return to those previously made in the **Default Setting** dialogue box once that transmission is completed.

The screenshot shows the 'Network FAX - TX Setting - NWFAxe.pdf' dialog box with the 'Sender Information' tab selected. The dialog box contains the following elements:

- Address Setting | Cover Page | Option | **Sender Information** | Machine Setting
- Company Name: [Text Field]
- Department Name: [Text Field]
- Name: [Text Field]
- Telephone Number: [Text Field]
- FAX Number: [Text Field]
- * E-Mail Address: [Text Field]
- * By setting a E-mail address, the transmission confirmation report can be received at that address.
- Help [Button]
- Send [Button]
- Cancel [Button]

2. Refer to **(3) Sender Information Tab** on page 2-10 for more detailed information on the corresponding settings in that tab.

3. To start the fax transmission, click on the **Send** button.
To continue the settings for other tabs, click on another tab.

2-5 Various Settings in the TX Setting Dialogue Box

(6) Machine Settings

The screenshot shows the 'Machine Setting' tab of the 'Network FAX - TX Setting - NWFAXe.pdf' dialog box. The 'FAX Number' field is empty, and the 'Option Setting ...' button is visible. Below the field is an 'Add to Destination List' button. The 'Destination List' section shows '0 Items / Remaining 80 Items' and a table with columns for 'FAX Number', 'Company Name', 'Department Name', and 'Recipient Name'. At the bottom, there are buttons for 'Select from Address Book ...', 'Delete from list', 'Delete All', 'Help', 'Send', and 'Cancel'.

1. If you want to temporarily change the Network FAX address (IP address or host name registered in the scanner default settings of the machine itself) from that which is currently made in the **(4) Machine Setting Tab** under **2-4 Default Setting Dialogue Box** on page 2-11, click on the **Machine Setting** tab in order to access the **Machine Setting** tab.
NOTE: The changes made here will only apply to the present transmission and the corresponding settings will return to those previously made in the **Default Setting** dialogue box once that transmission is completed.

The screenshot shows the 'Machine Setting' tab of the 'Network FAX - TX Setting - NWFAXe.pdf' dialog box, specifically the 'Network FAX Address' section. The 'IP Address' radio button is selected, and the IP address is entered as '10.181.50.11'. The 'Host Name' radio button is unselected, and the 'Host Name' field is empty. At the bottom, there are buttons for 'Help', 'Send', and 'Cancel'.

2. Use the keyboard to enter the Network FAX IP address (IP address registered in the scanner default settings) or the Network FAX host name (host name registered in the scanner default settings).
3. To start the fax transmission, click on the **Send** button.
To continue the settings for other tabs, click on another tab.

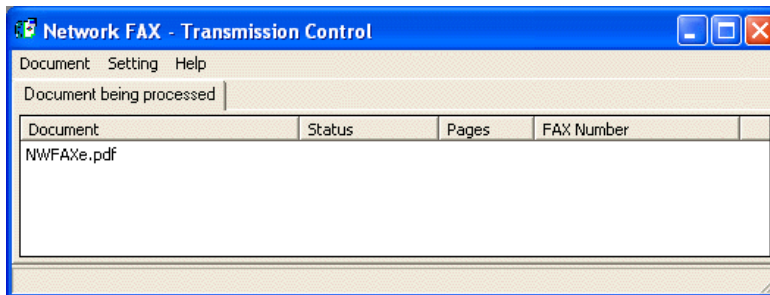
2-6 Transmission Control

Perform the following procedure when you want to use your computer to verify the status of a fax transmission currently being processed, or to actually terminate that transmission.

1. Once a fax transmission begins being processed, a Transmission Control icon will be displayed in the Windows Task Bar.



2. Double-click on that icon in order to access the **Sending Control** window which indicates the status of all transmissions being processed.

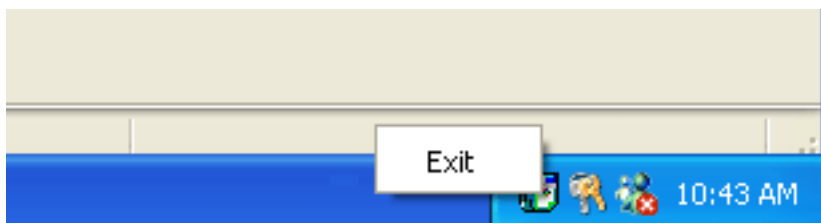


3. If you want to terminate any transmission, select that transmission and then select **Cancel** from the **Document** menu.

INFORMATION

If you right-click on the Transmission Control icon, the menu shown below will appear.

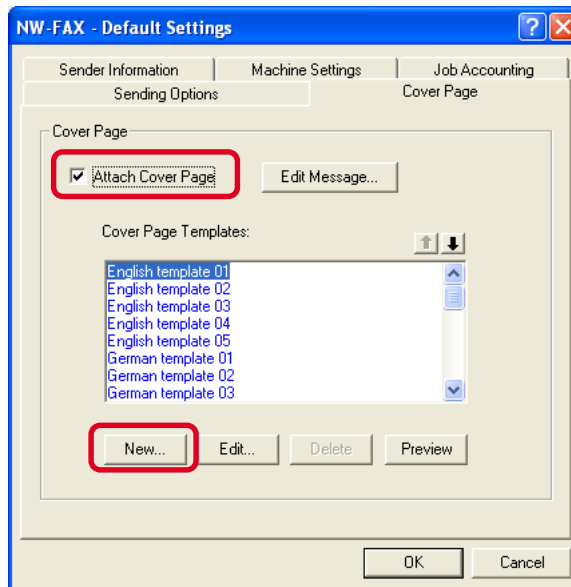
Select **Exit** to quit Transmission Control and delete the icon from the Task Bar.



2-7 Creating New Cover Page Templates

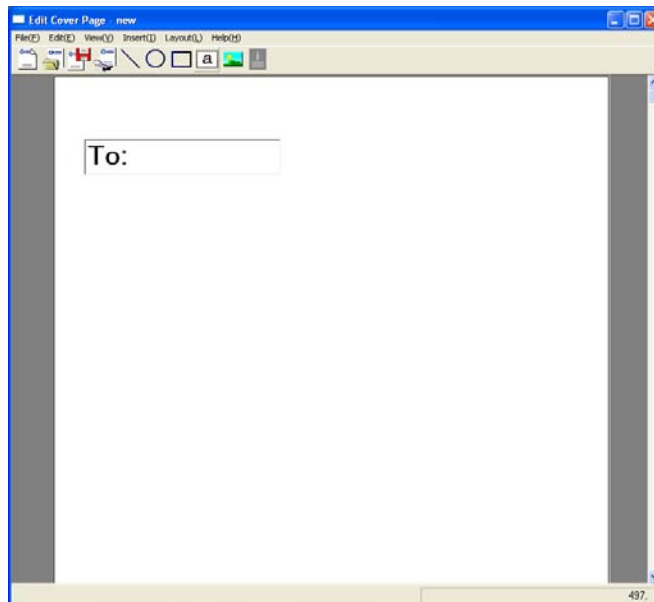
Perform the following procedure to create an original Cover Page template.

1. Perform the **2-4 Default Setting Dialogue Box** procedure shown on page 2-7, open the **Default Settings** dialog box, and click on the **Cover Page** tab.
2. Place a check in the **Attach Cover Page** checkbox and click on the **New...** button. The **Edit Cover Page** screen will be displayed.



3. Enter the characters.

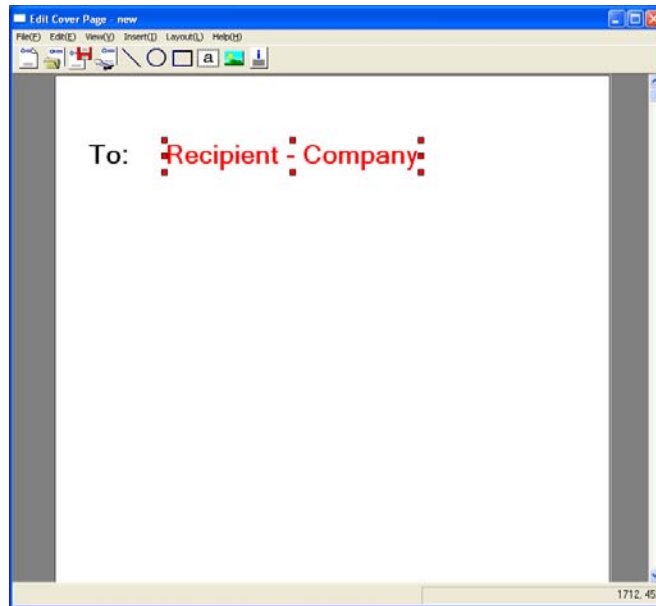
From the Menu bar, click on **Insert** and then **Textbox** and then position the textbox and enter the characters.



2-7 Creating New Cover Page Templates

4. Position the field box.

From the Menu bar's **Insert** menu, select the field box to be positioned.



NOTE

If there are too many characters in the entered information, such as recipient name or company name, the information will not fit in the field box and some of the characters could be cut off. When positioning the field box, make it large enough and adjust the font point size so that the inserted information will fit in the field box.

* When a fax is transmitted, the information entered in the Default Settings and Destination Settings will automatically be entered in the fields.

The following field boxes can be used. Use them as required.

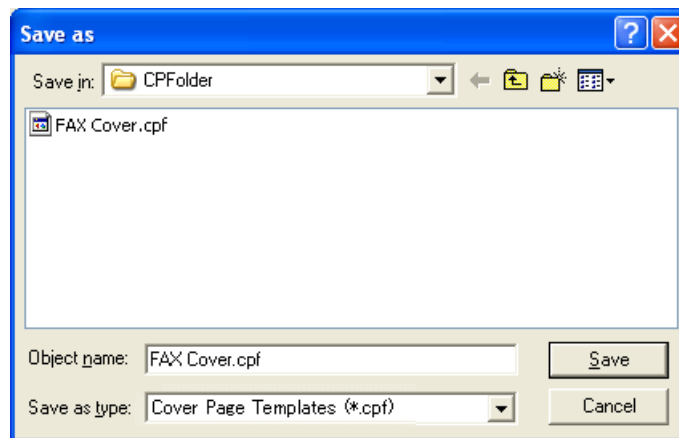
Menu Item		Template Display	Inserted Information
Destination	Company	Recipient - Company	Recipient information company name
	Department	Recipient - Department	Recipient information department name
	Name	Recipient - Name	Recipient information recipient name
	Address	Recipient - Address	Recipient FAX number
Sender	Company	Sender - Company	Sender information company name
	Department	Sender - Department	Sender information department name
	Name	Sender - Name	Sender information sender name
	FAX Number	Sender - FAX Number	Sender information FAX number
	Telephone Number	Sender - Telephone Number	Sender information telephone number
Comment		Comment	Message entered in the Cover Page tab

2-7 Creating New Cover Page Templates

5. Position the figures, textboxes, etc., to create a Cover Page.

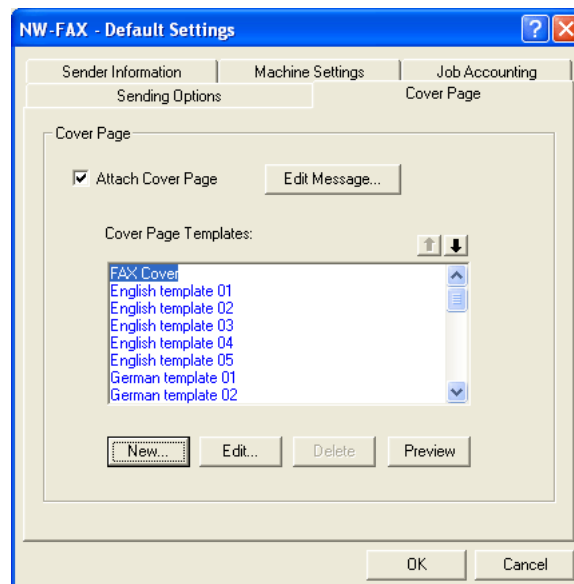
* For information regarding the operation method, refer to **Help**.

6. From the Menu bar click on **File** and then **Save as**, enter the file name, and click on the **Save** button.



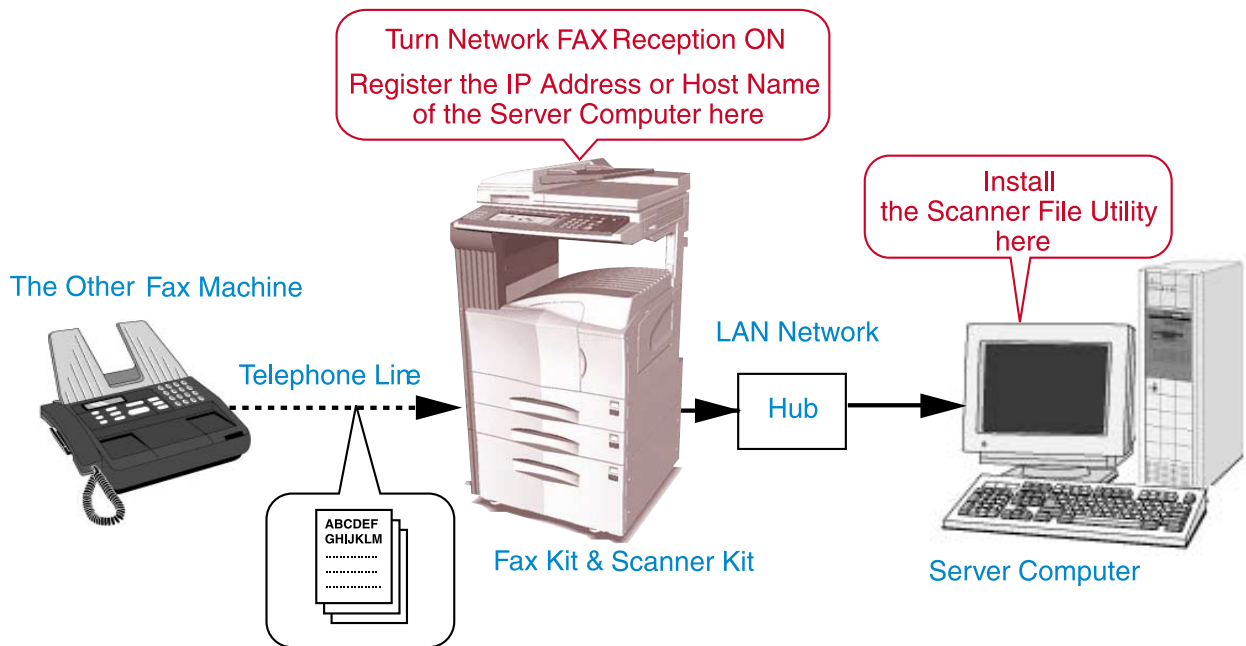
7. Close the **Edit Cover Page** screen.

8. The new template will be registered at the top of the list and can now be selected.



Section 3 Receiving a Fax

If Network FAX Reception is turned ON as the default setting in the fax machine itself, incoming faxes will be converted into PDF or TIFF files and saved into the designated folder on the Server Computer (the computer on which the Scanner File Utility has been installed). In addition, you can select to have the result of the reception sent by e-mail to a designated computer. Notice of the reception of a fax can be sent to other computers by standard e-mail as an attached image. In addition, it is possible to send a notice of fax reception to any other computer on the network that has the Scanner File Utility installed.



NOTE

In order to enable fax reception, be sure to perform the required settings in both your computer and the fax machine itself.

Settings in Your Computer

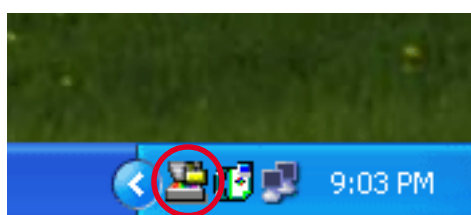
- Install the Scanner File Utility in the computer in which you want to receive the fax data. Refer to “1-2 Installing the Scanner File Utility” on page 1-8 for more detailed information on installing that utility.

Settings in the Fax Machine Itself

- Turn Network FAX Reception ON and select whether or not to have received faxes printed out at the fax machine itself.
- Under “IP address / Host Name” in the “Network FAX Registration” settings, register the IP address or host name of the computer in which you want to receive the fax data (Server Computer).
- * For more information on settings in the fax machine itself, refer to the Operation Guide for the Fax Kit.

NOTE

In order to enable fax reception, be sure that the Scanner File Utility is running. When the Scanner File Utility is running, an icon that indicates that the utility is running will appear in the Windows Task Bar.



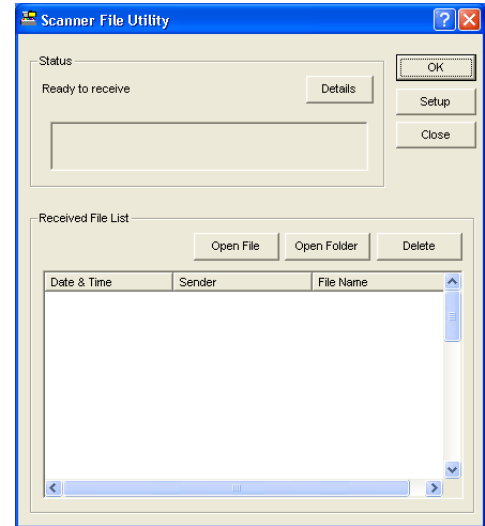
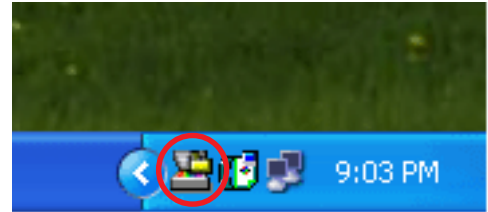
3-1 Summary of Delivery Settings

The following describes the procedure for setting the folder in which documents received by the Network FAX will be stored. Refer to the procedures starting from "3-2 Starting the Scanner File Utility" for more detailed information on each setting. The folder that is used for the storage of transmitted documents can also be set using this procedure.

1 Starting up the Scanner File Utility

Use the Start button to start up the Scanner File Utility and double-click on the icon in the Windows Task Bar in order to access the **Scanner File Utility** dialogue box.

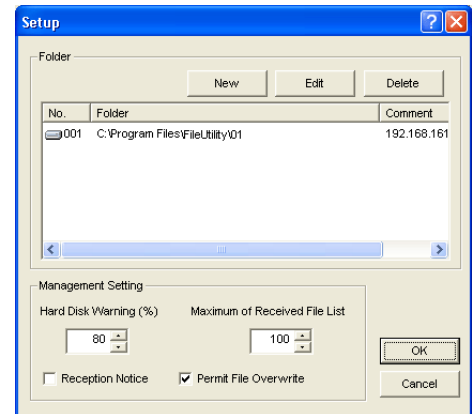
-> Refer to page 3-4



2 Setup Dialogue Box

This dialogue box is used to select the management settings for the destination folder, such as the settings for the capacity of the hard disk, for the display of the fax reception notification window, etc.

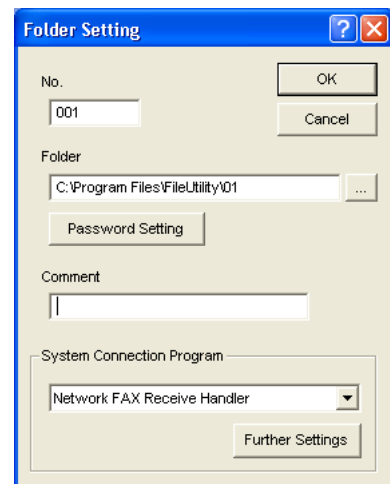
-> Refer to page 3-5



3 Folder Setting Dialogue Box

This dialogue box is used to set the number or the address of the folder in which received documents will be stored.

-> Refer to page 3-6

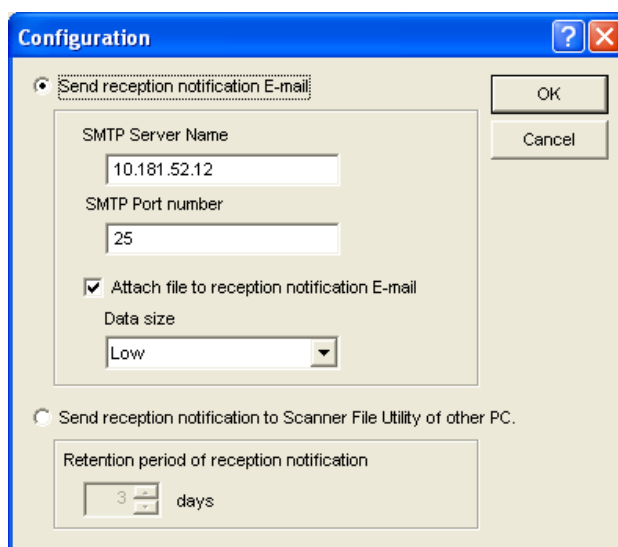
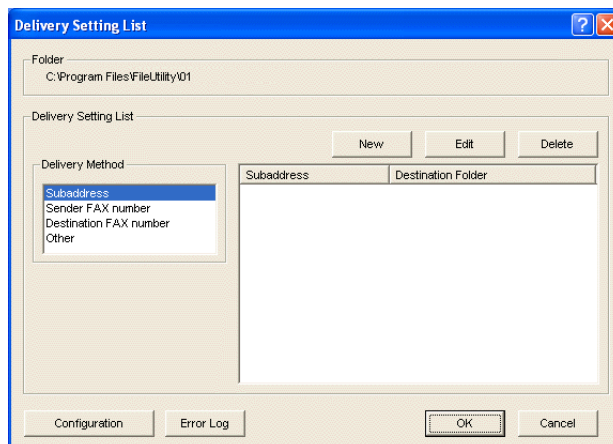


3-1 Summary of Delivery Settings

4 Delivery Setting List Dialogue Box

Delivery conditions can be selected from among the Subaddress, Sender Fax Number, Destination Fax Number and Other settings. In addition, you can select whether sending a notice of fax reception by e-mail or by using the Scanner File Utility and perform the related settings for that in the **Configuration** dialogue box.

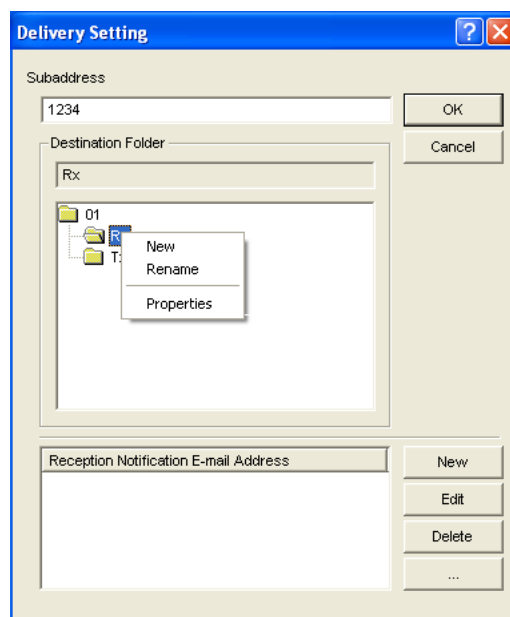
-> Refer to page 3-7



5 Delivery Setting Dialogue Box

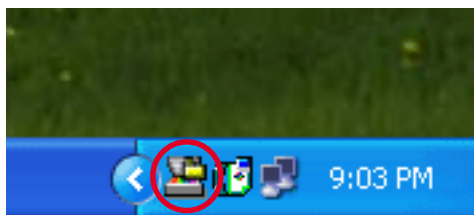
This dialogue box is used to select the folder where documents will be stored, the e-mail address to which the notice of fax reception will be sent, etc.

-> Refer to page 3-10

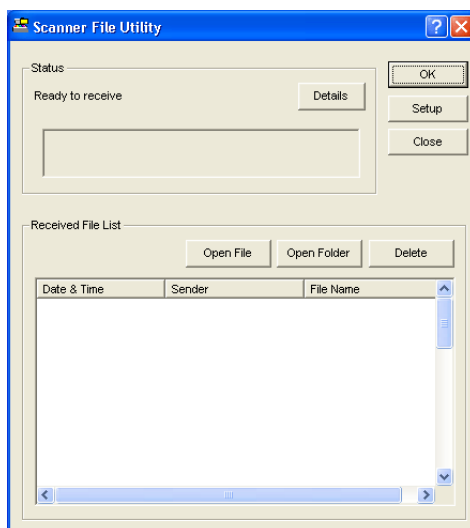


3-2 Starting the Scanner File Utility

1. Click on **Start** button in the Windows Task Bar and then select **All Programs > Scanner User Software > Scanner File Utility** in that order. The **Scanner File Utility** will start up and an icon that indicates that the utility is now running will appear in the Windows Task Bar.



2. Double-click on that icon in order to access the **Scanner File Utility** dialogue box.



3. To continue making delivery settings, click on the **Setup** button and proceed to the following procedure, "3-3 Setup Dialogue Box".

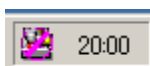
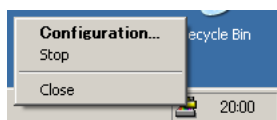
The service mode (only available on Windows 2000, Windows Server 2003, Windows XP and Windows Vista)

The following functions are additionally available when you select the service mode during installation of the Scanner File Utility.

- Distribution of received files is possible with the Scanner File Utility even when you are logged off of your computer.
- To change the setting in the Scanner File Utility, select that utility's "Stop" command. In order to enable the distribution of received files once again, select the "Start" command in the Scanner File Utility.
- This setting is initially set to "Stop" if the service mode is selected during installation.

To "Stop" the Scanner File Utility...

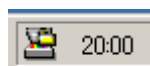
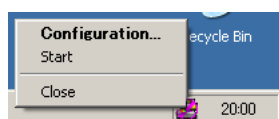
Right-click on the Scanner File Utility's icon in the Windows Task Bar to display the drop-down list and select the "Stop" command. A "prohibited" mark will appear over the icon and distribution of received files will not be possible.



Stopping the Scanner File Utility

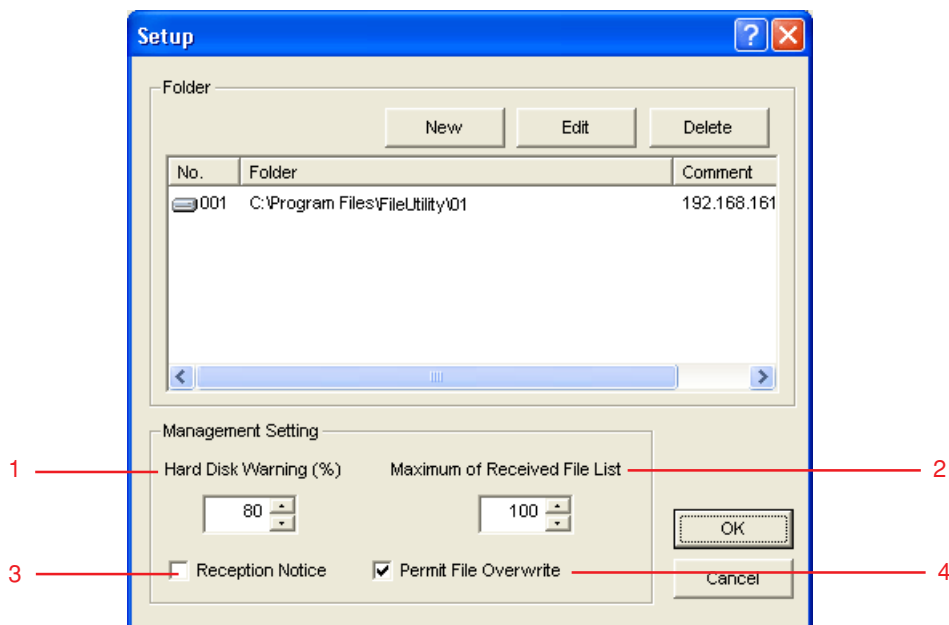
To "Start" the Scanner File Utility ...

Right-click on the Scanner File Utility's icon in the Windows Task Bar to display the drop-down list and select the "Start" command. The "prohibited" mark will disappear from over the icon and distribution of received files will once again be possible.



Starting the Scanner File Utility

3-3 Setup Dialogue Box



1. Perform the various settings as appropriate.

1 Hard Disk Warning (%) field

If the volume of data on the hard disk reaches the percentage registered here during saving of received fax data to disk, a warning message will be displayed.

The desired setting can be entered directly with the keyboard or by clicking on the ▲ and ▼ arrows.

2 Maximum of Received File List field

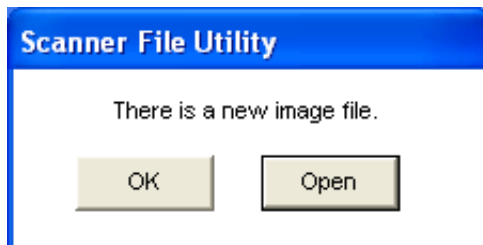
This setting determines the maximum number of files that will be displayed under the **Received File List** in the **Scanner File Utility** dialogue box. (Available setting: between 10 and 100)

Once the limit designated here is reached, the oldest data will be replaced (overwritten) by any newly received fax data.

The desired setting can be entered directly with the keyboard or by clicking on the ▲ and ▼ arrows.

3 Reception Notice checkbox

Put a check mark in this checkbox if you want to have a reception notification window appear on your computer monitor screen anytime new fax data is received. Click on the **Open** button in the displayed window in order to access the **Scanner File Utility** dialogue box, or on the **OK** button to close the window.

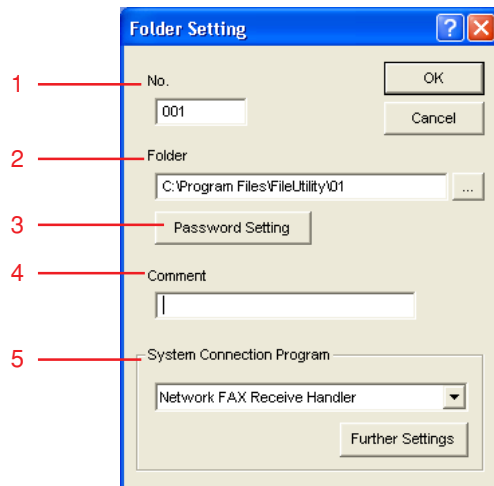


4 Permit File Overwrite checkbox

Put a check mark in this checkbox if you want to have the corresponding old data overwritten anytime a new fax data file is received with the same file name. If this box is not selected, a different name will be assigned to the new data file and that file will be saved with the new name.

2. To continue making delivery settings, click on the **New** button and proceed to the following procedure, “3-4 **Folder Setting** Dialogue Box”.

3-4 Folder Setting Dialogue Box



1. Perform the various settings as appropriate.

1 No. field

Enter in this field the designated number of the folder in which you want to receive the fax data.

* The folder number you enter here should be the same as the folder number which was registered under the “Network FAX Registration” settings in the fax machine.

* If you need to verify a registered folder number, refer to the Operation Guide for the Fax Kit.

2 Folder field

Enter in this field the location of the destination folder. You can also browse for the folder location by clicking on the ... button to the right of the field.

3 Password Setting button

This button is only available for use with the scanner function. It is not used under the Network FAX functions and nothing will happen even if you click on it and enter a password.

4 Comment field

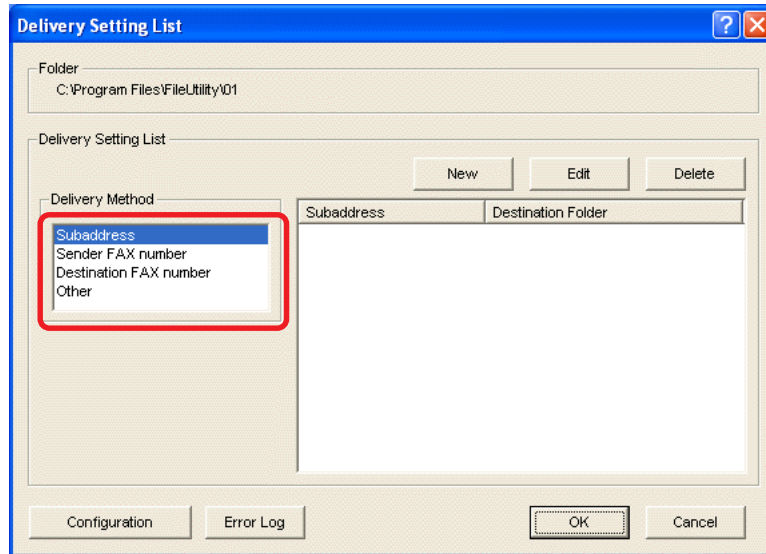
Enter in this field any comments that you'd like to have appear in the **Setup** dialogue box.

5 System Connection Program field

Click on the ▼ arrow to the right of this field and select **Network FAX Receive Handler** from the resulting dropdown menu. The **Further Settings** button will be made active.

2. To continue making delivery settings, click on the **Further Settings** button and proceed to the following procedure, “3-5 **Delivery Setting List** Dialogue Box”.

3-5 Delivery Setting List Dialogue Box



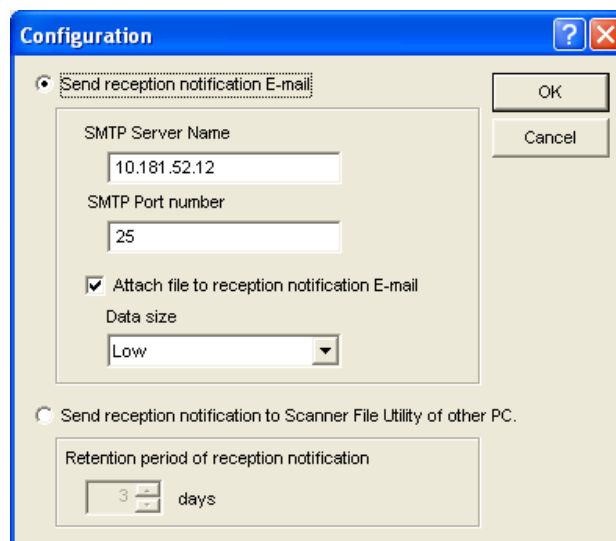
1. Select the desired method of data delivery from the **Delivery Method** list. Available settings: **Subaddress**, **Sender Fax number**, **Destination Fax number**, and **Other**.

* For the procedure to determine delivery conditions, refer to “3-7 Determining the Destination Folder” on page 3-13 of this manual.

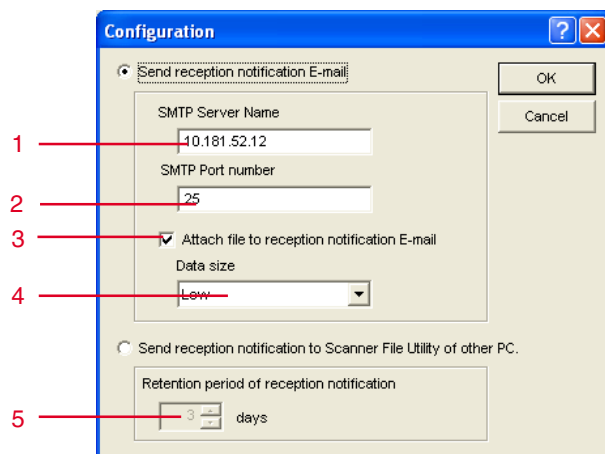
Note

For more details on the **Error Log** button, refer to “3-9 Checking a Reception Notification Error” on page 3-14.

2. Click on the **Configuration** button. The **Configuration** dialogue box will be displayed.



3-5 Delivery Setting List Dialogue Box



3. Select the transmission method for the notice of fax reception.

To have the notice of fax reception sent by e-mail, put a check mark in the **Send reception notification E-mail** checkbox. To have the notice of fax reception sent to any other computer on the network that has the Scanner File Utility installed, put a check mark in the **Send reception notification to Scanner File Utility of other PC** check box. The settings related to the respective check marks will then be available.

1 SMTP Server Name edit box

Enter the IP address or host name of the SMTP server address to be used when sending the notice of fax reception. The server name can be up to up to 32 characters long.

* This setting is shared for all folders, so any changes made here will affect the settings for all other folders as well.

2 SMTP Port number edit box

Enter the port number of the SMTP server to be used when sending the notice of fax reception. (Available setting: between 1 and 32767, default setting: 25).

* This setting is shared for all folders, so any changes made here will affect the settings for all other folders as well.

3 Attach file to reception notification E-mail check box

Put a check mark in this checkbox when you want to attach the image file of the received fax to the reception notification mail.

4 Data size edit box

Select the maximum size for files attached to the reception notification mail.

You can choose from among "Low", "Mid.", "High" and "Non-restricted". Files which exceed the size limit will not be attached.

* The approximate size limits for each setting is as follows, but this should not be taken as an exact representation of actual performance ability.

"Low": 0.5 MB, "Mid.": 1.0 MB, "High": 2.0 MB

5 Retention period of reception notification edit box

Set the number of days, between 0 and 31, that retransmission of the notice will be attempted in case the computer set to receive the notice of fax reception is not turned on.

4. Click on the **OK** button. The display will return to the **Delivery Setting List** dialogue box.

5. To continue making delivery settings, click on the **New** button and proceed to the following procedure, "3-6 Delivery Setting Dialogue Box".

3-5 Delivery Setting List Dialogue Box

Sample of the notice of fax reception

Mike

From: <Master_Kent@nwf.com>

To: <Mike@nwf.com>

Sent: Friday, February 07, 2003 16:44

Subject: FAX Receipt Notification(rx_kent0000_000035.pdf)

FAX has received the following document.

[Sender FAX number]

[PC name]

iiyama-98se-e

[Destination Folder]

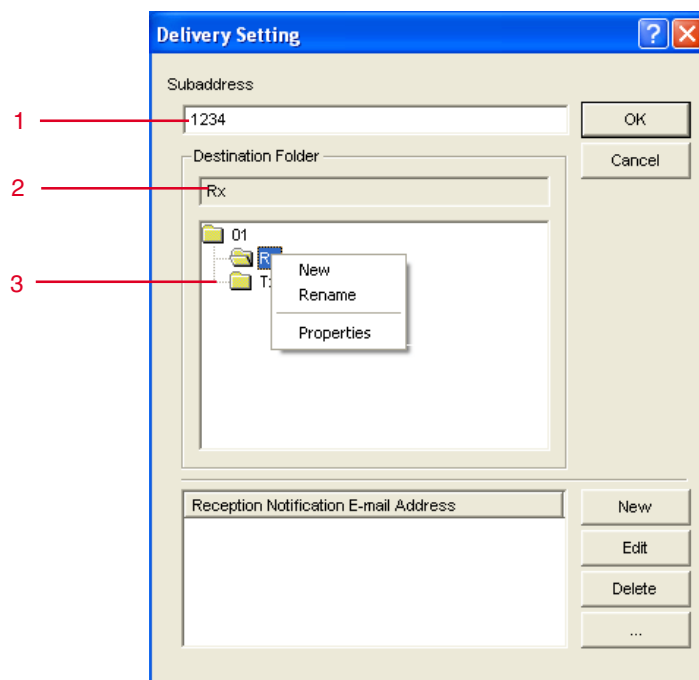
C:\Program Files\Scanner\File Utility\01\Rx\

[File name]

rx_kent0000_000035.pdf

3-6 Delivery Setting Dialogue Box

Note: The following screen will be displayed after you select the subaddress.



1. Set the various delivery conditions that were selected in the **Delivery Setting List** dialogue box.

1 Subaddress, Sender FAX number, Destination FAX number and Other edit boxes

- Enter the subaddress: Enter between 4 and 20 digits. Be sure to enter the same 4 digits as the subaddress of the F-code box as registered in the fax unit.
- Enter the sender fax number and the destination fax number: The fax numbers can be up to 20 digits long. Spaces, and characters such as + (only for the Sender fax number) or *, can also be entered.

Note: Entry using the (*) wild card symbol

If, for example, you enter *123-4567, all destination fax numbers ending with 123-4567 will be stored in the same folder.

Conversely, if you enter 06-123*, all destination fax numbers starting with 06-123 will be stored in the same folder.

If you enter *123*, all destination fax numbers that include 123 will be stored in the same folder.

- For the **Other** setting: **Fax transmission Document** or **Reception Fax** will be displayed in the edit box.

* For more details about the subaddress, refer to the Operation Guide for the Fax Kit.

2 Destination Folder box

Displays the name of the folder where received files are to be stored. Select a name in the folder list that is displayed under the box. A maximum of 256 characters will be displayed.

* New folders other than those displayed under the box can be set as well.

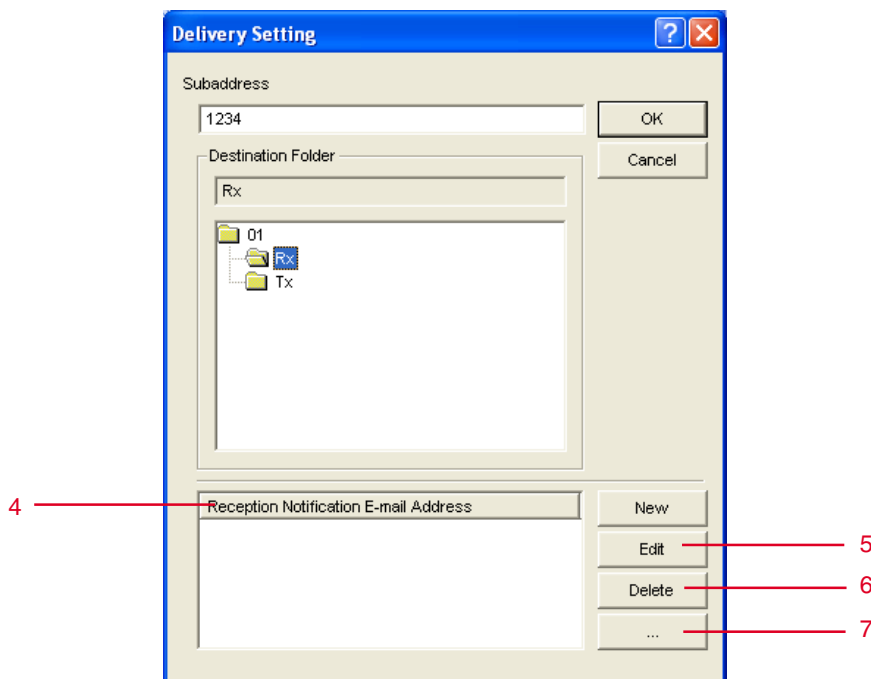
3 Destination Folder List

Displays a list of the sub-folders within that folder that is set as storage folder.

Folders contained within the sub-folders can also be displayed. The following settings can also be made by clicking on a sub-folder with the right mouse button.

- “New”: To create a new folder within the folder on which you clicked.
- “Rename”: To change the name of the folder on which you clicked.
- “Properties”: A dialogue box of the shared settings for the folder on which you clicked will be displayed.

3-6 Delivery Setting Dialogue Box



4 Reception Notification E-mail Address (Reception Notification PC Address) list

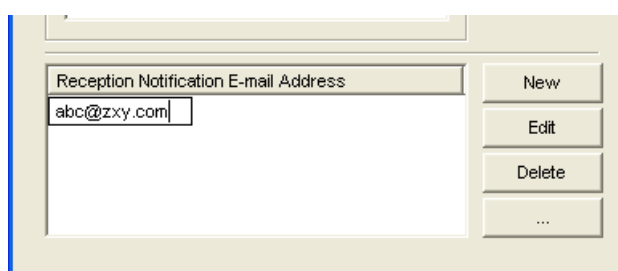
The notice of fax reception can be sent to computers on the network through e-mail or using the Scanner File Utility. Up to 10 e-mail addresses or computer addresses can be entered. Perform the following procedure to enter the desired e-mail addresses or computer addresses. (To select the transmission method for the notice of fax reception, refer to the setting explained under “3-5 Delivery Setting List Dialogue Box” on page 3-7.)

Note: To send the notice of fax reception to a computer on the network using the Scanner File Utility, the Scanner File Utility must be installed on the destination computer. In addition, the delivery folder must also be set so that it is shared on the network.

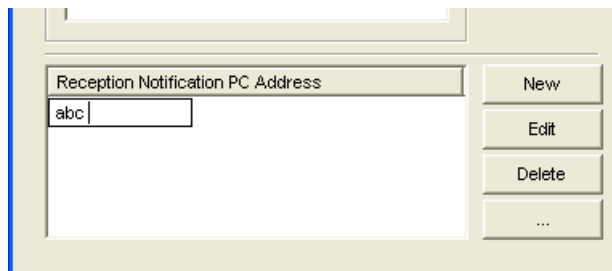
1) Click on the **New** button. The edit box will be displayed over the list.

2) Enter the mail address (max. 64 characters). In the case of a computer address, you can only enter a maximum of 32 characters.

Example of mail address registration



Example of computer address registration



5 Edit button

Click on this button to edit the e-mail address or computer address that you selected in the list.

6 Delete button

Click on this button to delete the e-mail address or computer address that you selected in the list.

7 ... button

Click on this button to add an e-mail address or a computer address. When registering e-mail addresses, the **E-Mail Address** dialogue box will be displayed. (Refer to “● Adding an e-mail address” on page 3-12.) When sending the notice of fax reception to a computer on the network, the **Browse for Computer** dialogue box will be displayed. (Refer to “● Adding a computer address” on page 3-12.)

3-6 Delivery Setting Dialogue Box

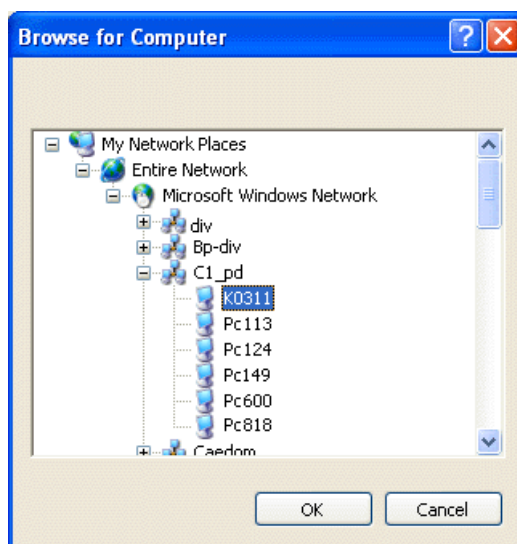
● Adding an e-mail address

To add an e-mail address that was previously registered in other delivery settings, click on the ... button. The **E-Mail Address** dialogue box will be displayed. Select an e-mail address from list and click on the **Add** button. When you are through adding addresses, click on the **OK** button. The display will return to the **Delivery Setting** dialogue box.



● Adding a computer address

To see the computers on the network under the **Entire Network** directory and then register the address of the computer(s) to which the notice of fax reception will be sent, click on the ... button. The **Browse for Computer** dialogue box will be displayed. Select a computer in the tree and click on the **OK** button. The display will return to the **Delivery Setting** dialogue box.



2. Click on the **OK** button. When creating a new folder, the confirmation box for the creation of a new folder will be displayed. Click on the **OK** button one more time. The display will return to the **Delivery Setting List** dialogue box. The settings for the storage folders are now completed.

3-7 Determining the Destination Folder

The destination folder for delivery of the received fax data will be determined based on the settings made under “3-5 Delivery Setting List Dialogue Box” on page 3-7.

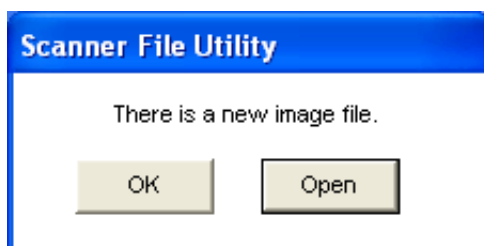
The priority of delivery conditions is as follows:

1. Subaddress
 2. Sender’s fax number
 3. Other
-
1. Any subaddress sent from the transmitting fax machine will be checked to see if it matches any of the subaddresses registered in the delivery method settings of each destination folder. If it does, the received fax data will be sent to that folder.
 2. If a subaddress was not sent, or the subaddress does not match any folder settings, the fax phone number of the transmitting fax will be checked to see if it matches the **Sender Fax Number** information registered under any of the destination folders.
 3. Lastly, delivery priority will check the **Other** settings in order to delivered the data to a destination folder.
 - * Only 4-digit subaddresses sent from transmitting fax machines will be checked. If a subaddress of 5 digits or longer is received, even if the last 4 digits match, the documents will not be delivered into the designated folder.

3-8 When a notice of fax reception is sent


When a notice of fax reception is sent from the server computer, the following screen will be displayed on the computer receiving the notice.

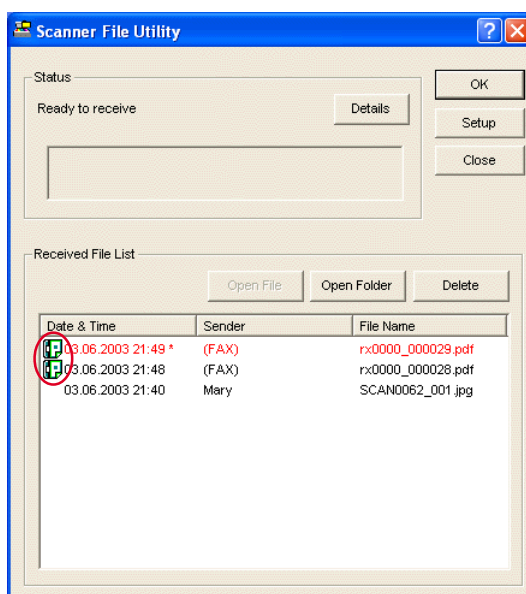
Note: The Scanner File Utility must be running on the computer that will receive the notice of fax reception. In addition, be sure that there is a check mark in the **Reception Notice** checkbox in the **Setup** dialogue box. (Refer to the settings explained under “3-3 Setup Dialogue Box” on page 3-5.)



● To see the documents that were received by fax

1. Click on the **Open** button in the reception notice window shown above. Then, double-click on the Scanner File Utility icon on the Windows Task Bar. The **Scanner File Utility** dialogue box will be displayed.

* When a notice of fax reception is received, the icon  will appear in the **Receive File List**.



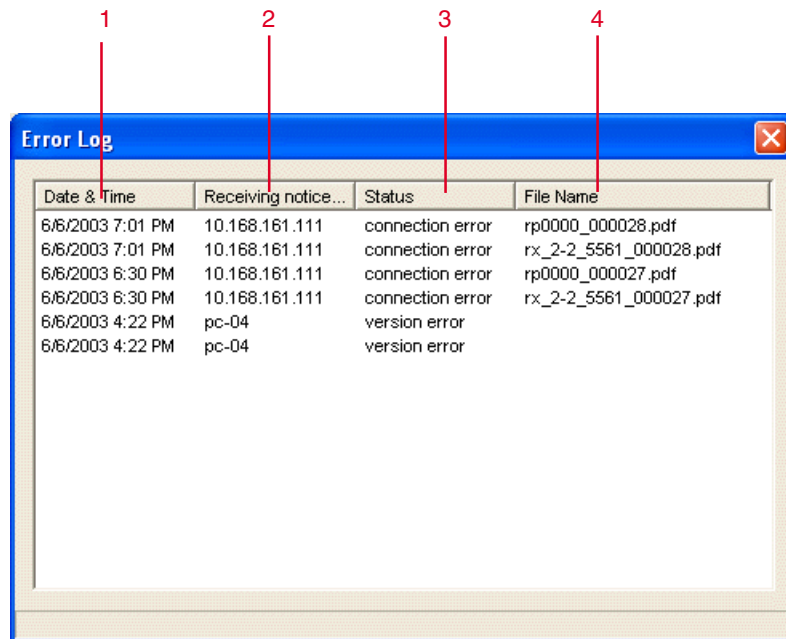
2. Refer to “3-10 Opening Received Faxes” on page 3-15 and open the received documents.

3-9 Checking a Reception Notification Error

When a notice of fax reception is sent from the server computer to a computer on which the Scanner File Utility is installed but the notice could be delivered because the receiving computer is not turned on, or there is some other error, the status of the error can be checked on a list.

* Reception notices that were successfully retransmitted will be deleted from the list. For more details on the setting for the number of days that retransmission will be attempted, refer to step 3 of “3-5 **Delivery Setting List** Dialogue Box” on page 3-8.

1. Click on the **Error Log** button in the **Delivery Setting List** dialogue box. The **Error Log** dialogue box will be displayed.



Date & Time	Receiving notice...	Status	File Name
6/6/2003 7:01 PM	10.168.161.111	connection error	rp0000_000028.pdf
6/6/2003 7:01 PM	10.168.161.111	connection error	rx_2-2_5561_000028.pdf
6/6/2003 6:30 PM	10.168.161.111	connection error	rp0000_000027.pdf
6/6/2003 6:30 PM	10.168.161.111	connection error	rx_2-2_5561_000027.pdf
6/6/2003 4:22 PM	pc-04	version error	
6/6/2003 4:22 PM	pc-04	version error	

The following items are displayed in the list.

1 Date & Time

The date and time the documents were received by the fax unit.

2 Receiving notice point PC Address

The address of the computer to which the notice of fax reception was sent.

3 Status

Shows the cause of the error. The types of error are as follows.

“connection error”: The computer to which the notice of fax reception was sent is not running or the address of the computer to which the notice of fax reception was sent is wrong.

“version error”: The installed Scanner File Utility is older than “Version 3.7”.

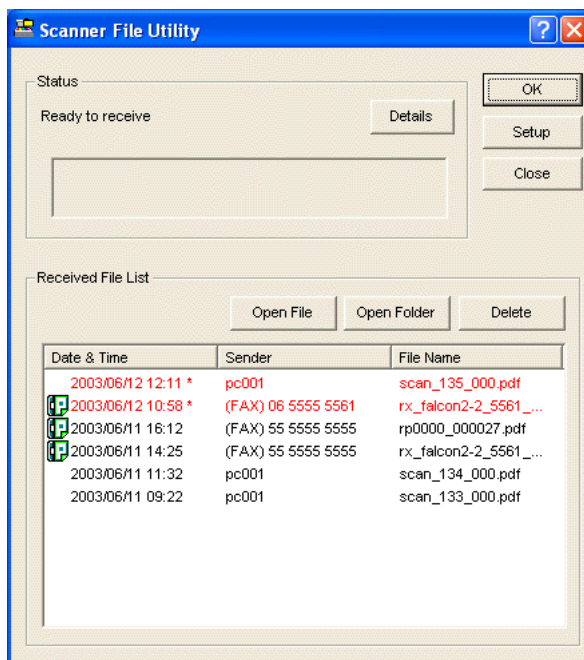
4 File Name

File name of the received documents.

3-10 Opening Received Faxes

Received fax data will be displayed in the **Received File List** within the **Scanner File Utility** dialogue box.

1. If the **Scanner File Utility** dialogue box is not open, double-click on the **Scanner File Utility** icon in the Windows Task Bar.



2. Select in the **Received File List** the file that you want to open.

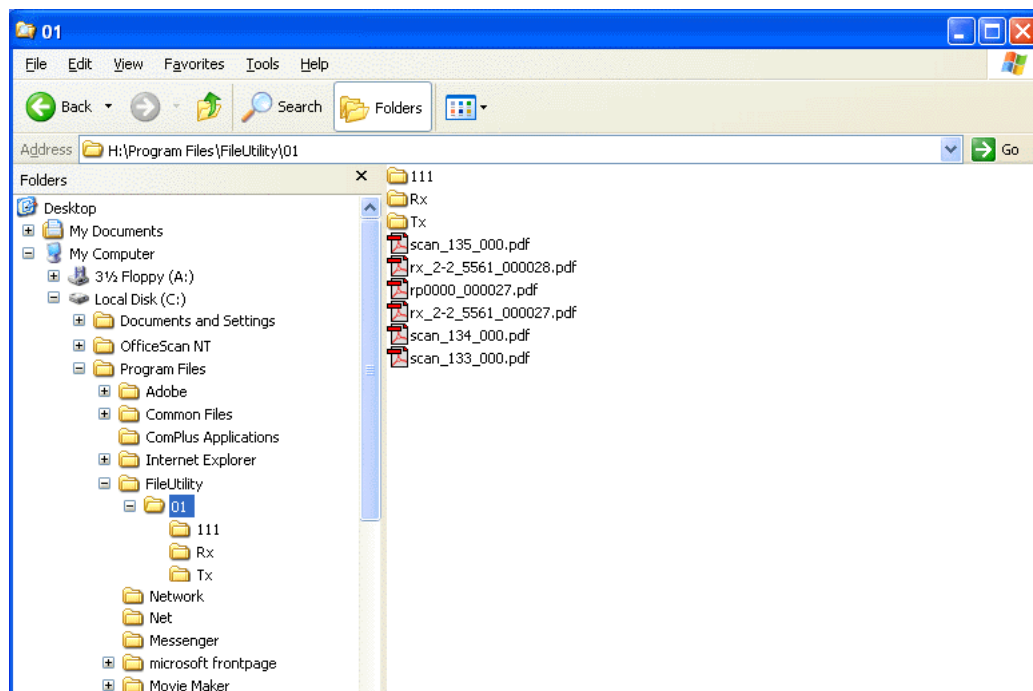
* Files listed in red (or indicated with an asterisk "*" next to the date) indicate those files which have not been opened yet. Once a file is opened, the file is listed in black.

3. Click on the **Open File** button to open the selected file.

* You can also open any file by double-clicking on its name. However, if the file is a PDF file, Adobe Reader will be required in order to read it.

REFERENCE

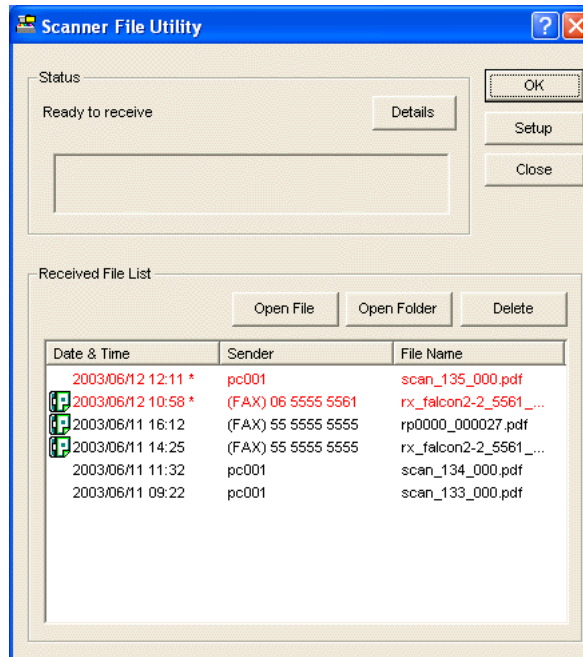
If you want to search for the folder where a specific received fax file is saved, select a file name from the list and click on the **Open Folder** button. The location of that folder will be displayed.



3-11 Deleting Received Faxes

Is it recommended that you delete received fax data periodically and as necessary.

1. If the **Scanner File Utility** dialogue box is not open, double-click on the **Scanner File Utility** icon in the Windows Task Bar.



2. Select the file that you want to delete.

3. Click on the **Delete** button to delete the selected file from the **Received File List**.

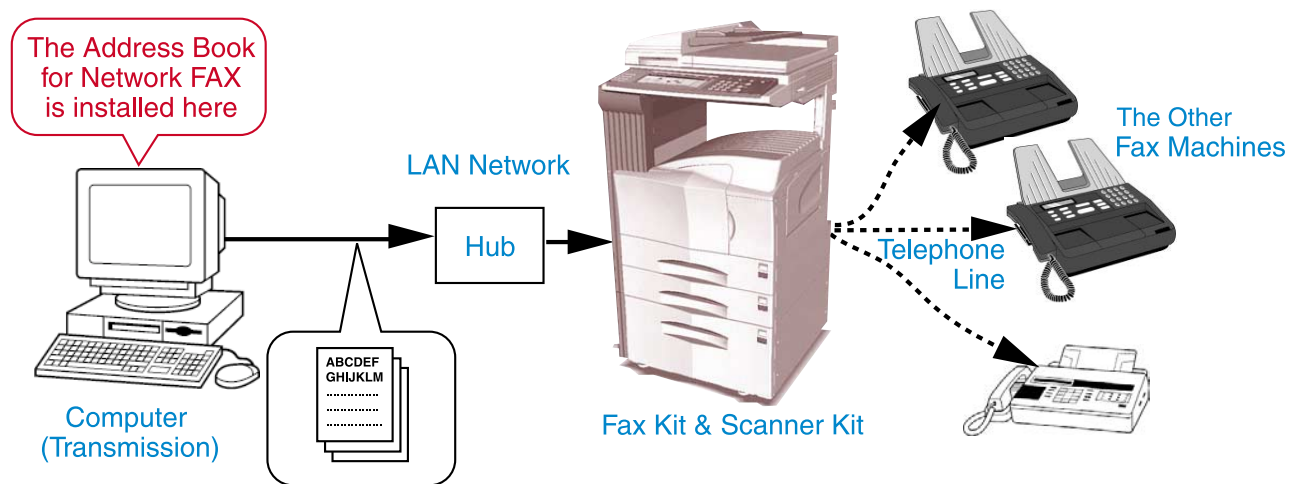
* In order to actually delete the file data from your computer, you will need to delete it directly from the folder in which it is saved.

Section 4 The Address Book

The Address Book allows you to register information about individual destinations, or groups of destinations for Broadcast Transmission, in advance. It is also possible to import CSV-formatted address data that have been created with other applications and FED formatted data created with Address Editor for FAX to register destinations.

NOTE

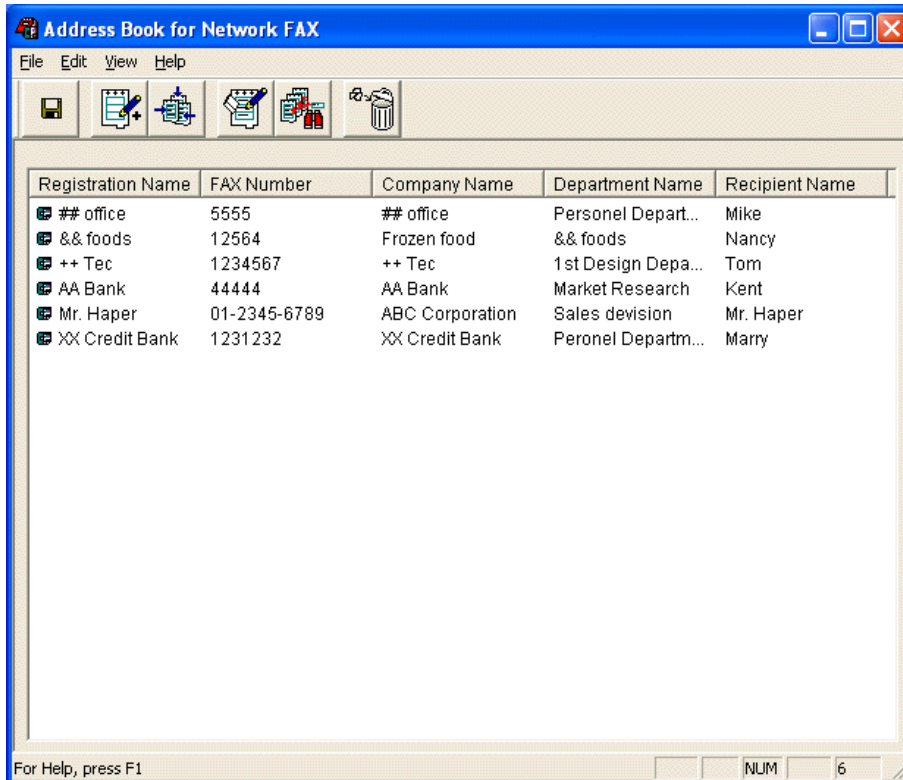
It is necessary to have Address Book for Network FAX installed in each computer which will be used for fax transmission in order to use the Address Book. Refer to “1-1 Installing FAX Driver and Utilities” on page 1-1 for more detailed information on installing that software.




4-1 Registering Destination Information

You will need to register destination information in advance if you want to select a destination from the Address Book when sending a fax.

1. Click on **Start** button in the Windows Task Bar and then select **All Programs > FAX User Software > Address Book for Network FAX** in that order from the successive menus in order to access the **Address Book for Network FAX** dialogue box.



2. Select **New** under the **Edit** menu and then select **New Address** from the successive submenu (or click on the  **New Address** button). The **Registering a New Address** dialogue box will appear.

The screenshot shows a dialog box titled "Registering a New Address" with a question mark icon and a close button. It contains the following fields and buttons:

- Registration Name: (with OK and Cancel buttons to its right)
- FAX Number:
- Subaddress:
- Password:
- Company Name:
- Department Name:
- Recipient Name:

4-1 Registering Destination Information

3. Perform the various settings as appropriate.

The screenshot shows a dialog box titled "Registering a New Address". It contains the following fields and values:

- 1 Registration Name: # office
- 2 FAX Number: 5555
- 3 Subaddress: 2222
- 4 Password: 1111
- 5 Company Name: # office
- 6 Department Name: Personel Department
- 7 Recipient Name: Mike

Buttons: OK, Cancel

1 Registration Name field: The destination name can be up to 16 characters long.

* You can not register a name that has already been registered.

2 Fax Number field: The destination fax number can be up to 32 characters long. [Available characters: 0 – 9, #, *, - and a space (a space can NOT be entered as the first character)]

3 Subaddress field: The sub-address can be up to 20 characters long. [Available characters: 0 – 9, #, * and a space (a space can NOT be entered as the first character)]

4 Password field: The password can be up to 20 characters long. [Available characters: 0 – 9, #, * and a space (a space can NOT be entered as the first character)]


5 Company Name field: The company name can be up to 64 characters long.

6 Department Name field: The department name can be up to 64 characters long.

7 Recipient Name field: The name of the recipient can be up to 20 characters long.


4. Click on the **OK** button.

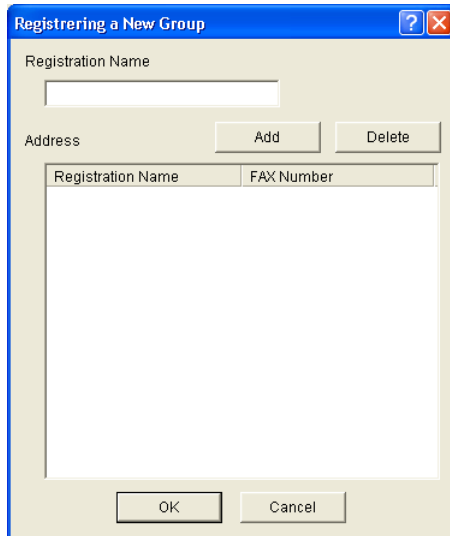
The entered information will be displayed in the address list area of the **Address Book for Network FAX** dialogue box.

5. In order to actually register the new information in the Address Book, select **Apply** from the **File** menu (or click on the  **Apply** button).

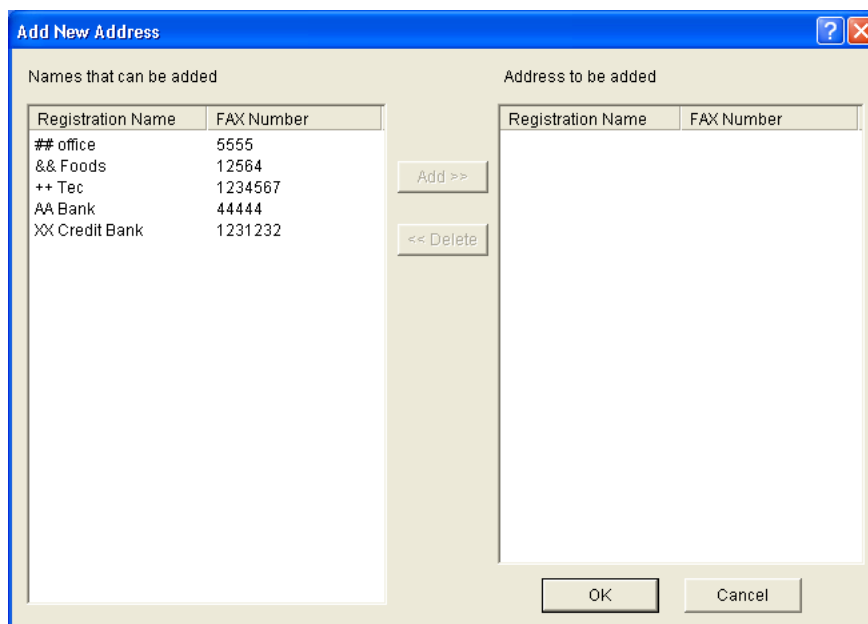
4-2 Registering Multiple Destinations as a Group

Perform the following procedure if you want to register information for multiple destinations as a single group.

1. Select **New** under the **Edit** menu of the **Address Book for Network FAX** dialogue box and then select **New Group** from the successive submenu (or click on the  **New Group** button). The **Registering a New group** dialogue box will appear.



2. Click on the **Add** button in order to access the **Add New Address** dialogue box.



3. Select from the **Names that can be added** list the destination that you want to add to the group. It is possible to select multiple destinations at one time.
4. Click on the **Add>>** button.

The selected destinations will be moved to the **Address to be added** list. (Up to 80 destinations can be registered to each group.)

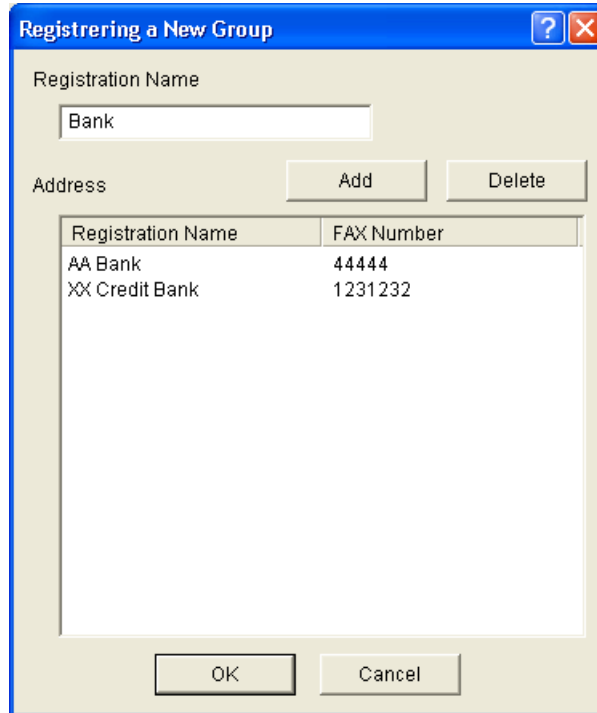
* If you want to delete a destination from the **Address to be added** list, select that destination in that list and then click on the **<<Delete** button.
5. Click on the **OK** button to return to the **Registering a New group** dialogue box.

The names you selected **Add New Address** dialogue box will be added to the group.

* If you want to delete a destination from the group, select that destination and then click on the **Delete** button.

4-2 Registering Multiple Destinations as a Group

6. Enter in the **Registration Name** field a name for the group of destinations. The group name can be up to 16 characters long.



Registrering a New Group

Registration Name

Bank

Address


Add Delete

Registration Name	FAX Number
AA Bank	44444
XX Credit Bank	1231232

OK Cancel

7. Click on the **OK** button.

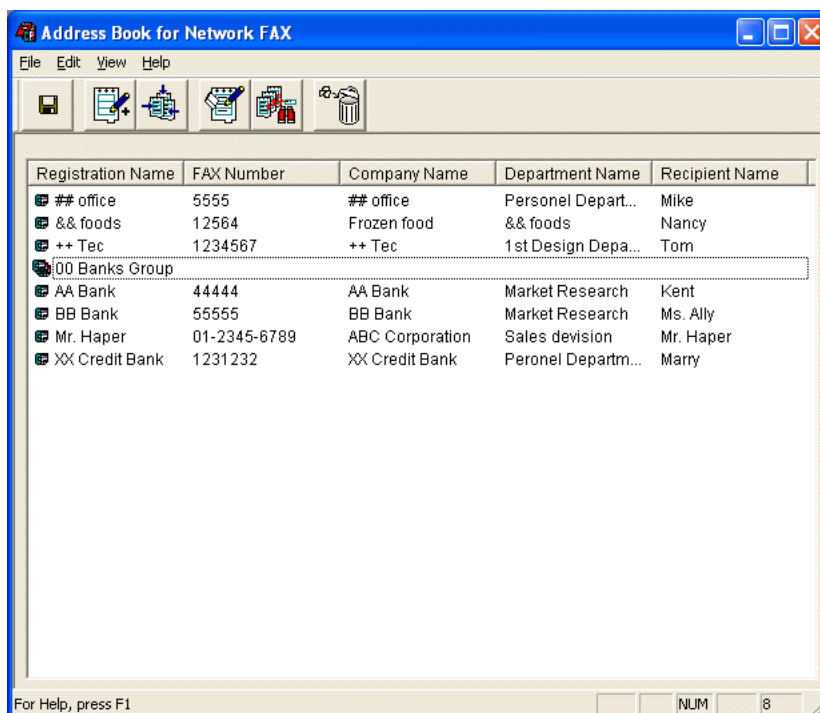
The entered group information will be displayed in the address list area of the **Address Book for Network FAX** dialogue box.

8. In order to actually register the new group information in the Address Book, select **Apply** from the **File** menu (or click on the  **Apply** button).

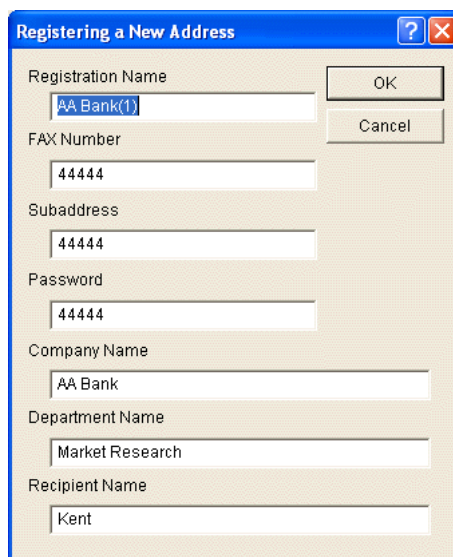
4-3 Address/Group Copy

It is possible to copy a registered address or group and partly edit the contents for registration as a new address or group. This is convenient for cases when the contents you want to register are close or similar to already registered information.

1. With the **Address Book for Network FAX** dialogue box open, select the address or group that you want to copy.



2. Under the **Edit** menu, click on **Copy** and then on **Paste**. The **Registering a New Address** dialogue box or the Registering a New Group dialogue box, as appropriate, will be displayed.




3. Edit the registered information.

To edit an address, refer to "4-1 Registering Destination Information" on page 4-2.

To edit a group, refer to "4-2 Registering Multiple Destinations as a Group" on page 4-4.

4. Click on the **OK** button.



5. In order to actually register the edited information in the Address Book, select **Apply** from the **File** menu (or click on the  **Apply** button).

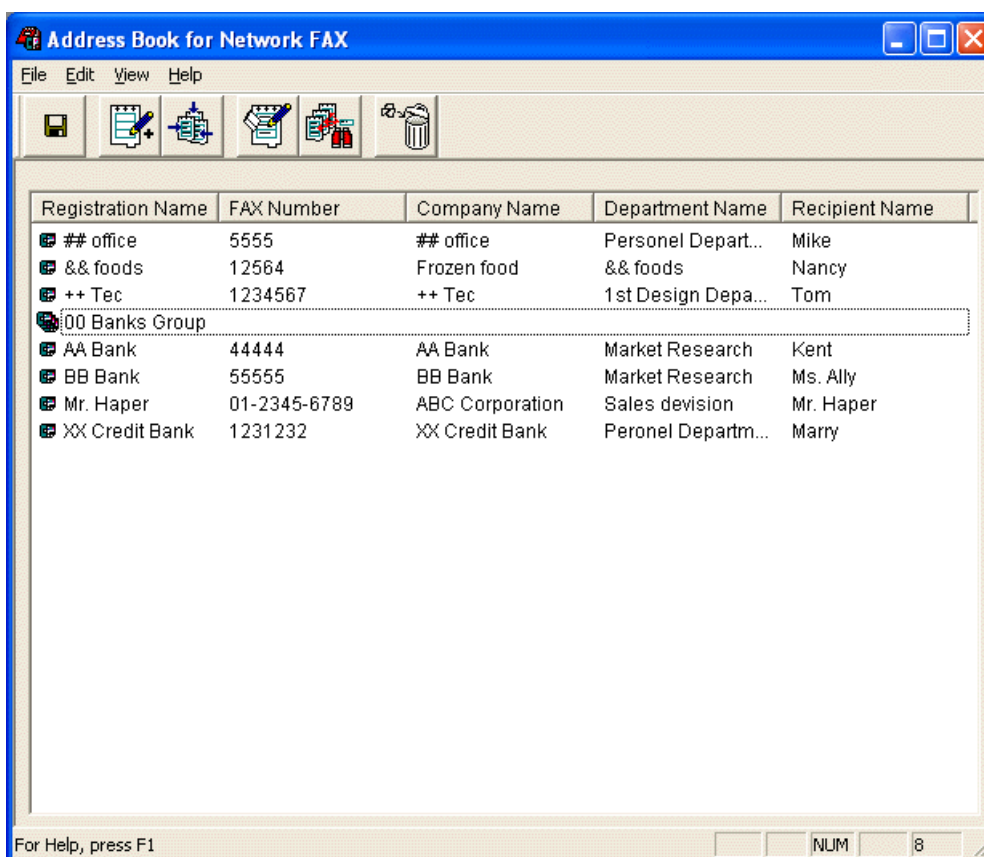
4-4 Editing Individual and Group Destination Information



(1) Editing Information for an Individual or Group Destination

Perform the following procedure to edit information for an individual or group destination.

1. With the **Address Book for Network FAX** dialogue box open, select the individual or group destination entry that contains the information that you want to edit.

An icon will appear above the list to indicate whether it is an individual () or group destination ().



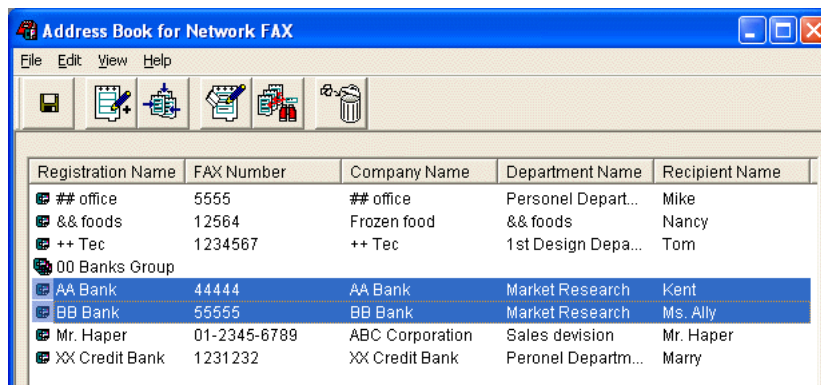
2. Click on the  **Edit** button (or double-click on the entry you want to edit).
3. Edit the registered information.
To edit information for an individual destination, refer to “4-1 Registering Destination Information” on page 4-2.
To edit information for a group of destinations, refer to “4-2 Registering Multiple Destinations as a Group” on page 4-4.
4. Click on the **OK** button.
5. In order to actually register the edited information in the Address Book, select **Apply** from the **File** menu (or click on the  **Apply** button).


4-4 Editing Individual and Group Destination Information

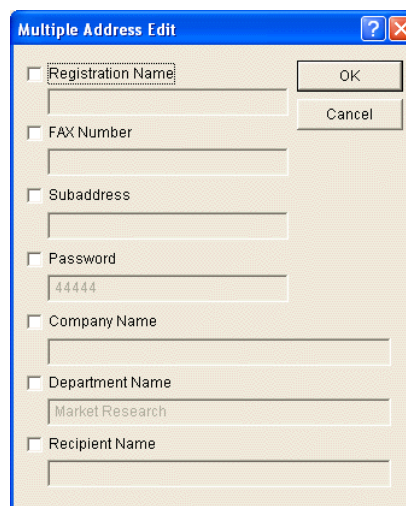
(2) Editing Information for More than One Individual or Group Destinations

It is possible to edit the information for multiple registered destinations at the same time. This is convenient when, for example, you want to change the company name for different registered departments of the same company.

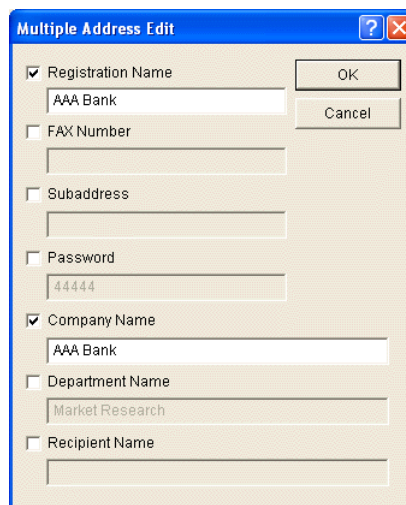
1. With the **Address Book for Network FAX** dialogue box open, select the multiple destinations that you want to edit.




2. Click on the  **Edit** button. The **Multiple Address Edit** dialogue box will be displayed.



3. Put a check mark in the checkbox of the common item that you want to edit ("Registration Name", "FAX Number", "Subaddress", "Password", "Company Name", "Department Name", "Recipient Name" for an individual destination, and "Registration Name" for Group Destinations), and then enter the new information.



4. Click on the **OK** button. The display will return to the **Address Book for Network FAX** dialogue box and the edited information will be displayed.

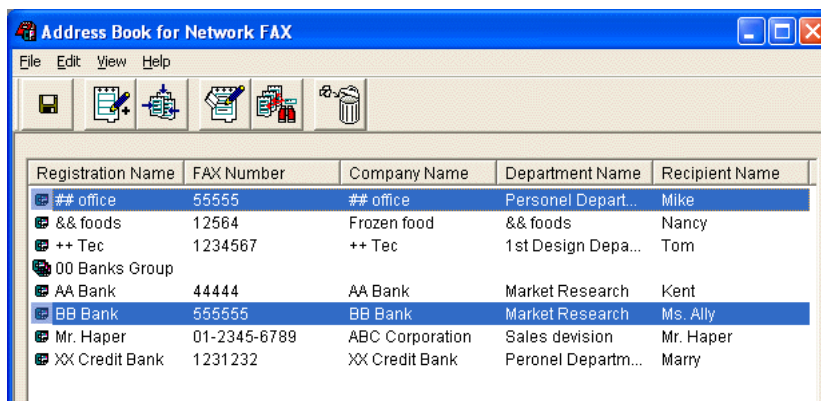
5. In order to actually register the edited information in the Address Book, select **Apply** from the **File** menu (or click on the  **Apply** button).


4-4 Editing Individual and Group Destination Information

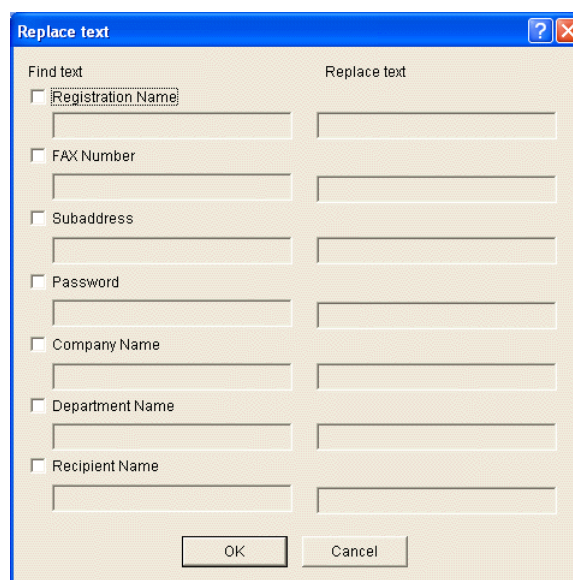
(3) Search/Replace the Contents of a Particular Entry Item

It is possible to search for and replace data for any entry item for multiple registered individual or group destinations. For example, if a change is made to a city's area code, you can select multiple destinations and change the area code for their fax number with the new one all in one batch.

1. With the **Address Book for Network FAX** dialogue box open, select the multiple individual or group destinations that you want to edit.



2. Point at **Replace** under the **Edit** menu, or click on the  **Replace** button. The **Replace text** dialogue box will be displayed.




3. Put a check mark in the checkbox of the common item that you want to edit ("Registration Name", "FAX Number", "Subaddress", "Password", "Company Name", "Department Name", and "Recipient Name" for an individual destination and "Registration Name" for Group Destinations).

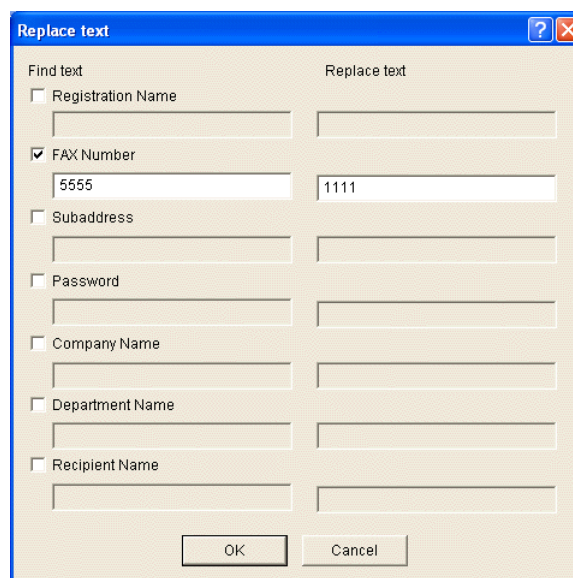
4. Enter the information that you want to change in the **Find text** field (left column) for the corresponding item.

Enter the new information in the edit box of the **Replace text** field (right column).

Note: For fax numbers, the left most sequence that matches the entered information will be replaced. (Example) With fax number "555-33-1555", if you enter "555" in the Find text field and "111" in the Replace text field, the fax number will be changed to "111-33-1555". For other items, all matching sequences will be replaced.



5. Click on the **OK** button. The display will return to the **Address Book for Network FAX** dialogue box and the edited information will be displayed.

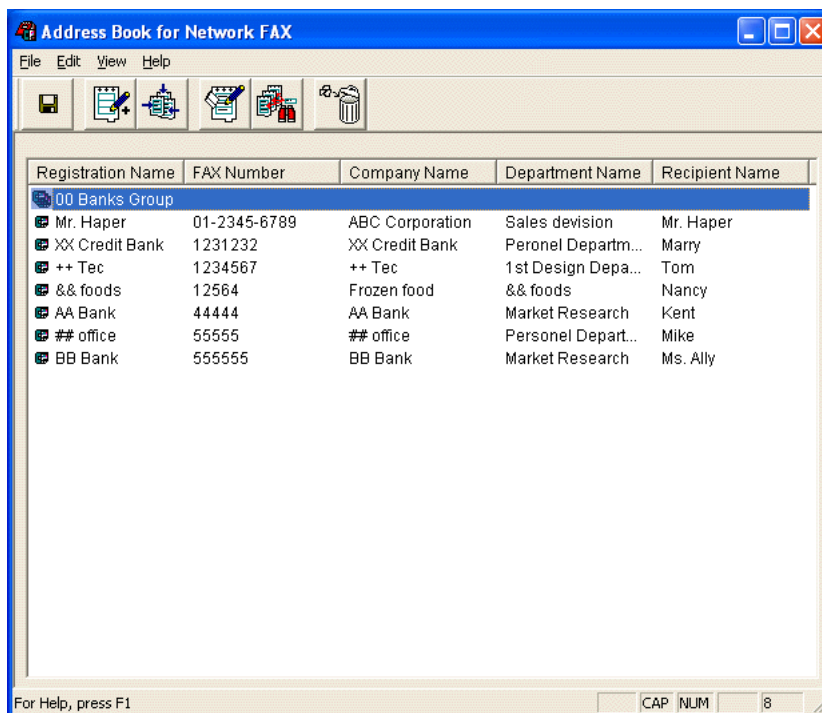
6. In order to actually register the edited information in the Address Book, select **Apply** from the **File** menu (or click on the  **Apply** button).



4-5 Deleting Individual and Group Destination Information


1. With the **Address Book for Network FAX** dialogue box open, select the individual or group destination entry that you want to delete.

An icon will appear above the list to indicate whether it is an individual () or group destination ().



2. Click on the  **Delete** button.

The selected entry will be deleted from the list.

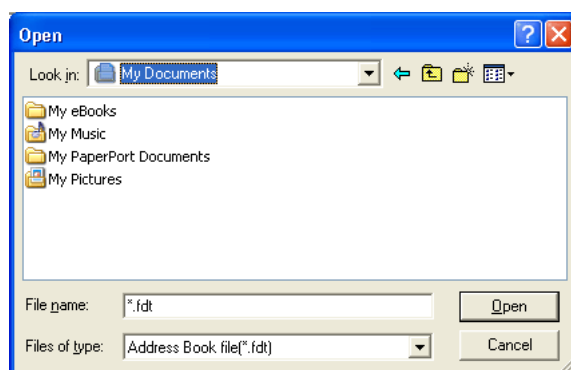
3. In order to actually delete the selected entry from the Address Book, select **Apply** from the **File** menu (or click on the  **Apply** button).

4-6 Importing Address Data

(1) Importing FDT Files

You can import and use FDT formatted address lists (file name: xxxx.fdt) previously made with this Address Book software.

1. With the **Address Book for Network FAX** dialogue box open, select **Import** under the **File** menu and then select **Address Book** from the successive submenu. The **Open** dialogue box will appear.



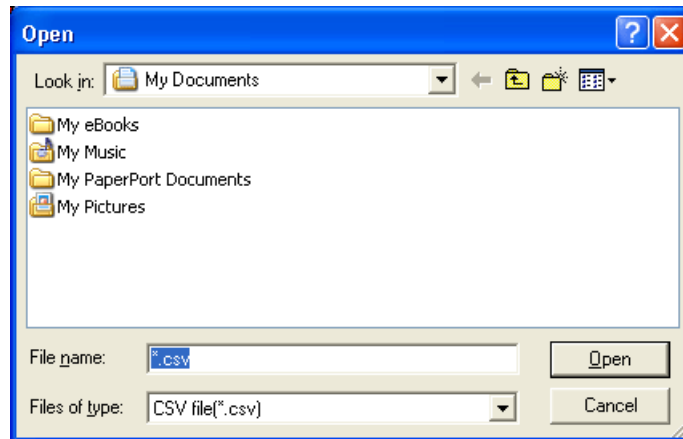
2. Access the folder that contains the desired FDT file.
3. Select the desired FDT file and then click on the **Open** button.

4-6 Importing Address Data

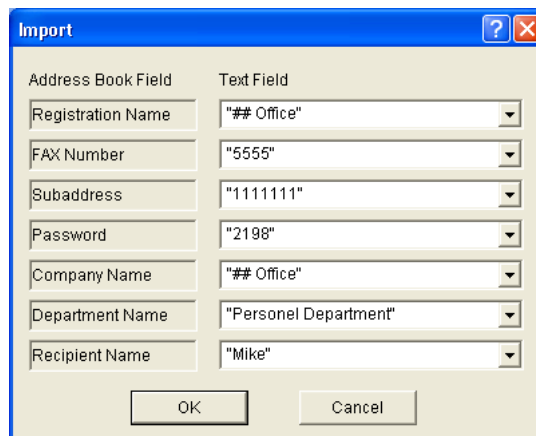
(2) Importing CSV Files

You can import and use CSV-formatted address lists created with other software.

1. With the **Address Book for Network FAX** dialogue box open, select **Import** under the **File** menu and then select **CSV file** from the successive submenu. The **Open** dialogue box will appear.
2. Access the folder that contains the desired CSV file.

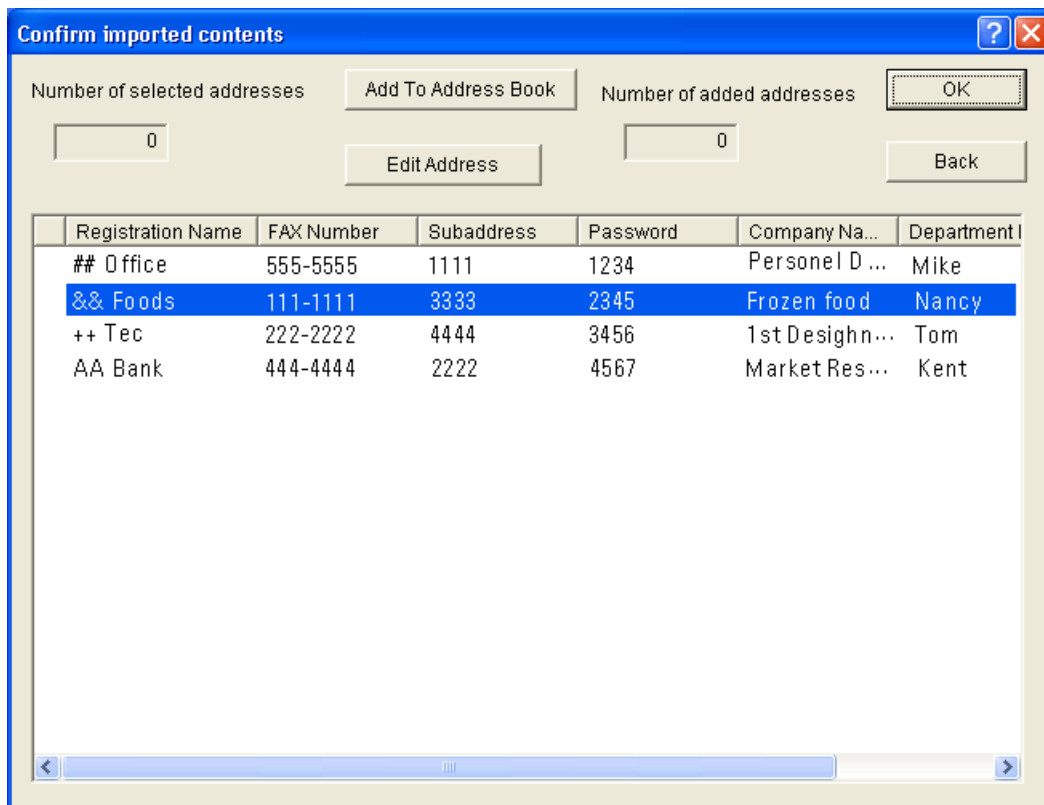


3. Select the desired CSV file and then click on the **Open** button. The **Import** dialogue box will appear.
4. Use the dropdown menus to select the fields in the CSV file that correspond to the various fields (Registration Name, Fax Number, etc.) in this Address Book.
5. Click on the **OK** button in order to access the **Confirm imported contents** dialogue box.



4-6 Importing Address Data

6. Check the imported addresses and select those entries that you want to add to this Address Book. The number of entries that you select will be displayed in the **Number of selected addresses** field. Click on the **Add To Address Book** button and the total number of entries that will be added to this Address Book will be displayed in the **Number of added addresses** field. (The addresses you add will be deleted from the list.)



Registration Name	FAX Number	Subaddress	Password	Company Na...	Department I
## Office	555-5555	1111	1234	Personel D ...	Mike
&& Foods	111-1111	3333	2345	Frozen food	Nancy
++ Tec	222-2222	4444	3456	1st Desighn...	Tom
AA Bank	444-4444	2222	4567	Market Res...	Kent

NOTE

If either of the following symbols appears in the list, that address can NOT be added to this Address Book as is.

?: That name is already registered in this Address Book, or the number of characters in the name exceed the acceptable limit.

!: This information may include data which can not be handled by this Address Book.

In either of the above cases, click on the **Edit** button and refer to the character limits for each field under "4-1 Registering Destination Information" on page 4-3 and correct the data as appropriate.

7. Once you are finished with the importing procedure, click on the **OK** button.

4-6 Importing Address Data

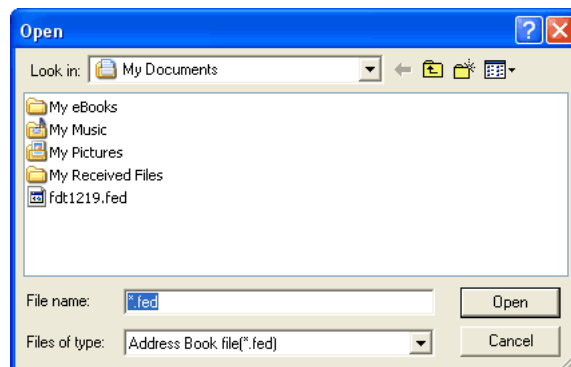
(3) Importing FED Files

You can import and use FED formatted editor list (file name: xxxx.fed) previously made with the Address Editor for FAX utility. Refer to page 5-1 “Section 5 Address Editor for FAX” for more details.

NOTE

The fields imported from FED formatted editor list (files name: xxxx.fed) previously made with the Address Editor for FAX utility are “Destination”, “FAX Number”, “Subaddress” and “Password” of the registered One-Touch Dial or Abbreviated Dial. “Destination” will be imported into the “Registration Name” field of the Address Book for Network FAX.

1. With the **Address Editor for FAX** dialogue box open, select **Import** under the **File** menu and then select **Address Editor** from the successive submenu. The **Open** dialogue box will appear.

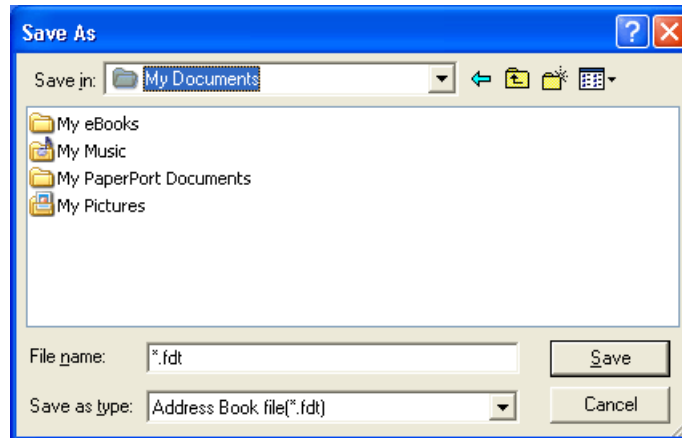


2. Access the folder that contains the desired FED file.
3. Select the desired FED file and then click on the **Open** button.

4-7 Exporting Address Data

You can save the data created using this Address Book software as a FDT file.

1. With the **Address Book for Network FAX** dialogue box open, select **Save as** under the **File** menu. The **Save as** dialogue box will appear.



2. Select the location in which you want to save the data.
3. Enter the desired file name and then click on the **Save** button.

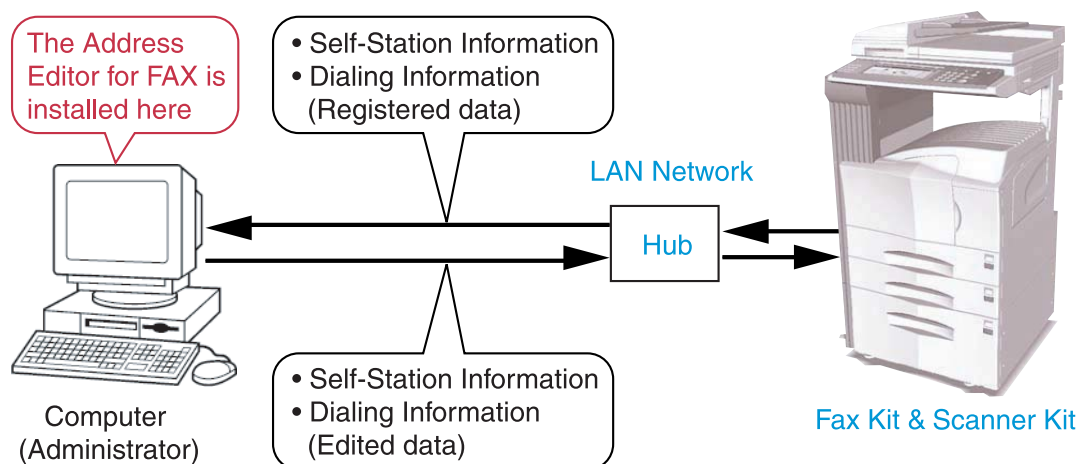
Section 5 Address Editor for FAX

The Address Editor for FAX utility allows you to use your computer to register and change the self-station and dialing information which is stored in the fax machine itself. It is also possible to import CSV-formatted address data that has been created with other applications and use that data as dialing information.

If you are using more than one fax machine that is compatible with Address Editor for FAX, it is easy to register the same dialing information in each of those machines.

NOTE

It is necessary to install Address Editor for FAX in each of the computers that will be used to implement the corresponding functions and procedures of this utility. Refer to “1-1 Installing FAX Driver and Utilities” on page 1-1.



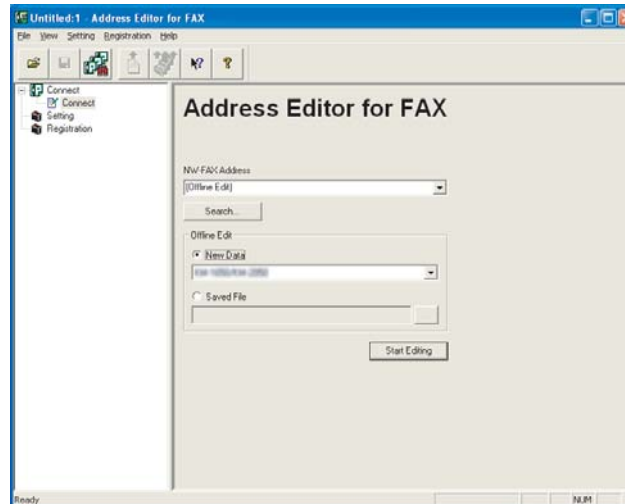
5-1 Registering Self-Station Information

You can use the Address Editor for FAX to register and change the self-station information that is stored in the fax machine itself.

Perform the following procedure when you want to register or change the fax's self-station information.

1. Click on the **Start** button in the Windows Task Bar and then select **All Programs > (Brand Name) > Address Editor for FAX** in that order from the successive menus.

The **Address Editor for FAX** window will appear.



2. Select the desired method of connection to the fax machine.

To connect to a fax machine and continue the operation on-line, go to the next step.

To continue the operation off-line (without connecting to the fax machine), go directly to step 6.

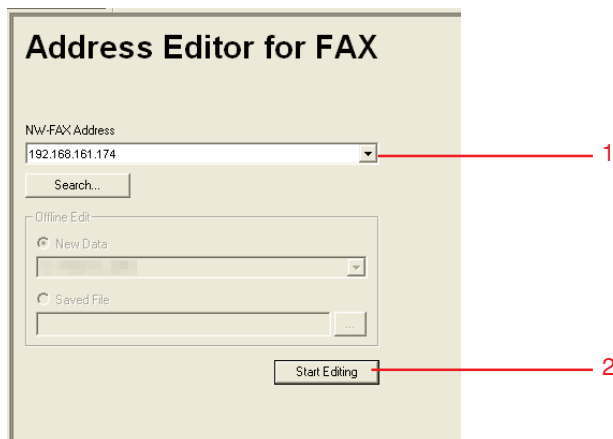
5-1 Registering Self-Station Information

3. Connect to the fax machine.

Select from among the following 3 methods of connecting to the fax machine.

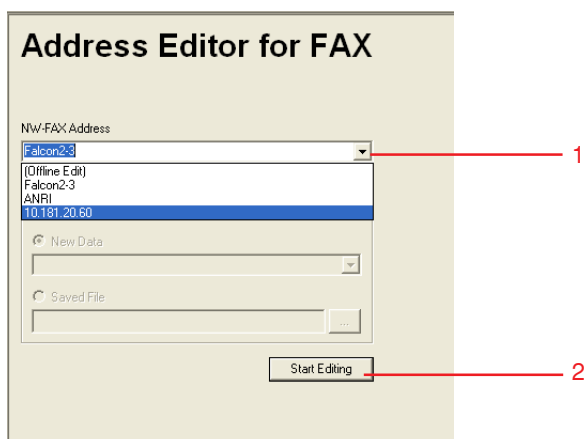
Connect to the fax machine by entering the fax's IP address or host name

- 1 Enter the fax's IP address or host name in the **NW-FAX Address** field.
- 2 Click on the **Start Editing** button. Connection to that fax machine will begin.



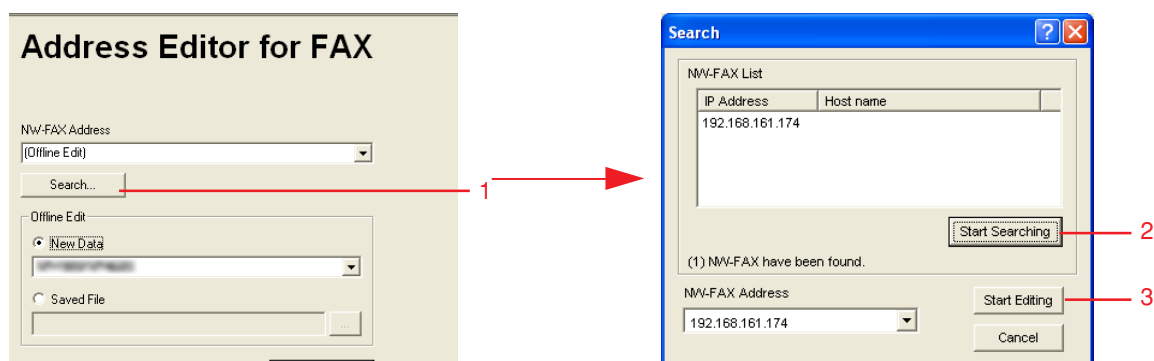
Connect to a fax machine that you have connected to before

- 1 Use the dropdown menu for the **NW-FAX Address** field to select the fax's IP address or host name.
 - * Up to the last 10 fax machines that you have connected to will be displayed.
- 2 Click on the **Start Editing** button. Connection to that fax machine will begin.



Connect to the fax machine by searching over the network without entering the fax's IP address

- 1 Click on the **Search...** button. The **Search** dialogue box will appear.
- 2 Click on the **Start Searching** button. A search will begin for all fax machines connected to the network and the **NW-FAX List** will appear.
- 3 Select from the **NW-FAX List** the fax that you want to connect to and then click on the **Start Editing** button. Connection to that fax machine will begin.

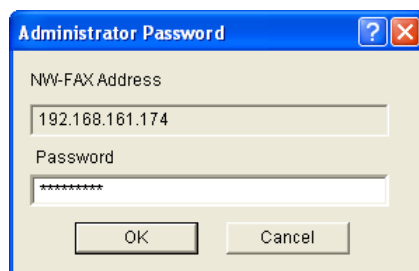


5-1 Registering Self-Station Information

4. Enter the password and then click on the **OK** button.

It is necessary to enter the Administrator Password in order to connect to the fax machine and edit registered data.

* For more detailed information on the Administrator Password, refer to the Scanner Edition of your Operation Guide.
(For color machines, refer to the machine's Advanced Operation Guide.)



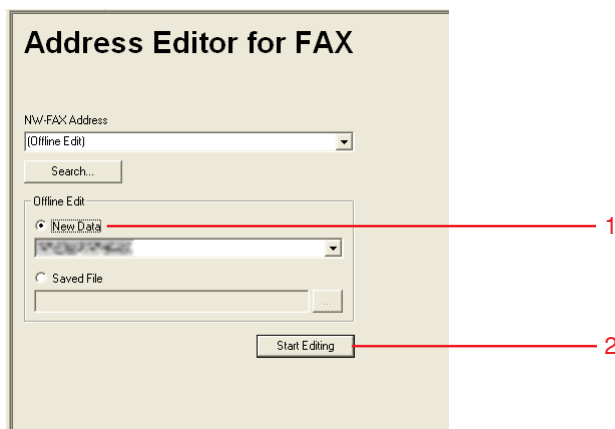
5. Reading of the data registered in the fax machine will begin. Go to step 7.

6. Open the type of information data that you want to edit off-line.

Create completely new information data

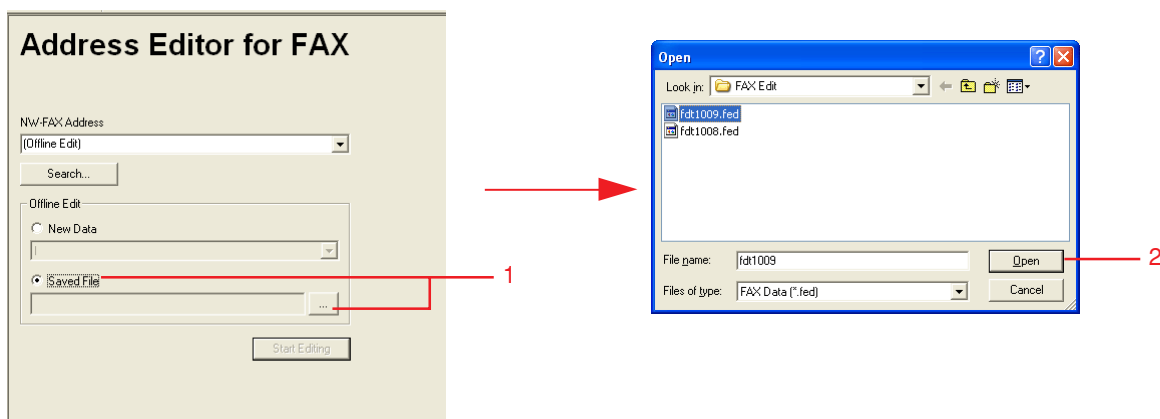
- 1 Select the **New Data** radio button under **Offline Edit**.
- 2 Click on the **Start Editing** button. New information data will be created.

* If you create new information data and send it to the fax machine, the full data file, including unregistered dial numbers, will be written to the fax machine on top of the data that is currently registered there. It is not possible to send only newly entered data as an addition to the current data.



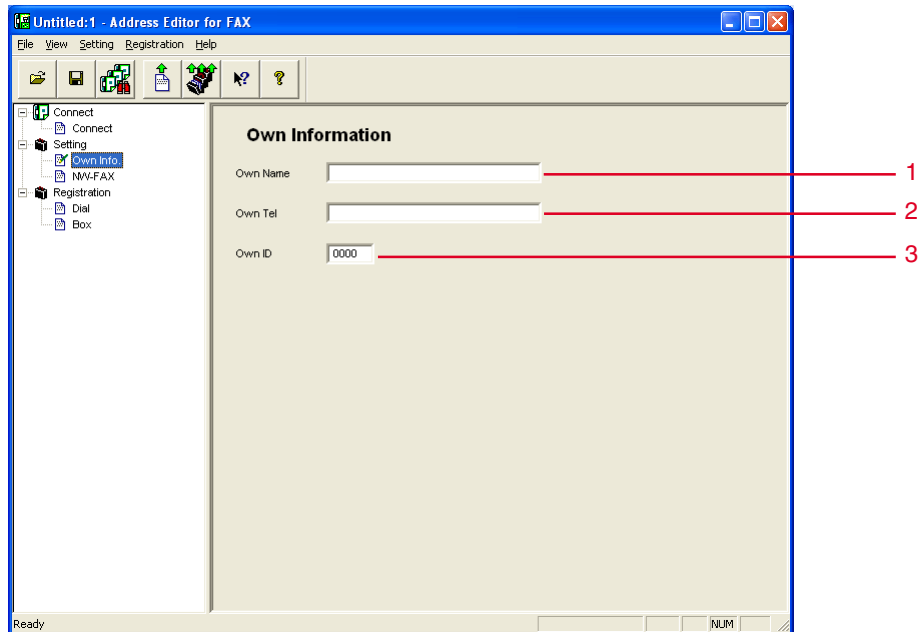
Use saved data (FED file) and edit the current information data

- 1 Select the **Saved File** radio button under **Offline Edit** and then click on the ... button. The **Open** dialogue box will appear.
- 2 Select the file (FED file) with the saved data and then click on the **Open** button.



5-1 Registering Self-Station Information

7. Point to the **Own Info.** command under the **Setting** menu. The **Own Information** window will appear.
8. Enter the various information as appropriate.



- 1 **Own Name** field: Enter the self-station name of the fax machine (up to 32 characters)
 - 2 **Own Tel** field: Enter the self-station telephone number of the fax machine (up to 20 digits)
 - 3 **Own ID** field: Enter the self-station ID number of the fax machine (4 digits)
- * Refer to the Fax Edition of your Operation Guide for more detailed information on the self-station ID number.


5-1 Registering Self-Station Information

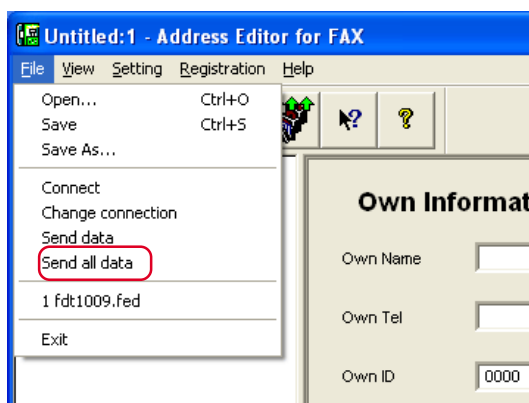
9. Transmit the edited data to the fax machine.

Select from among the following 2 methods of transmitting data.


* If you are editing the data off-line, the **Set the destination** dialogue box will appear when you perform the transmission operation. Since it is necessary to connect to the fax machine in order to transmit the data, you will need to perform the following procedure.

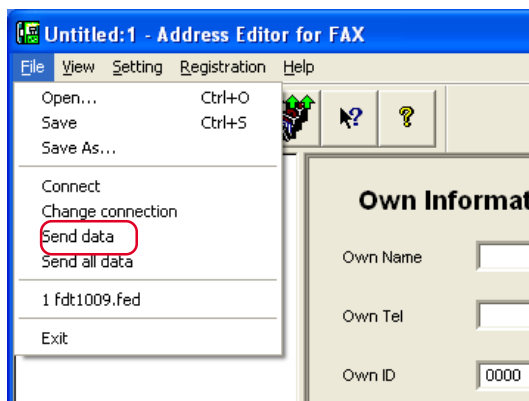
Transmit all of the edited data

Point to the **Send all data** command under the **File** menu (or click on the  **Send all data** button). All of the registered self-station and dialing information, etc., will be written over all corresponding data in the fax machine.




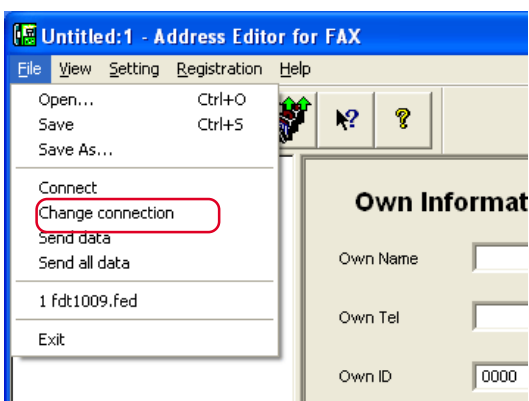
Transmit only the type of edited data that is currently displayed

Point to the **Send data** command under the **File** menu (or click on the  **Send data** button). Only the information that is related to the type of data currently displayed in the window will be written over all corresponding data in the fax machine.



<Changing your connection to another fax machine>

Point to the **Change connection** command under the **File** menu (or click on the  **Change connection** button). Change the destination connection in the resulting **Change connection** dialogue box.



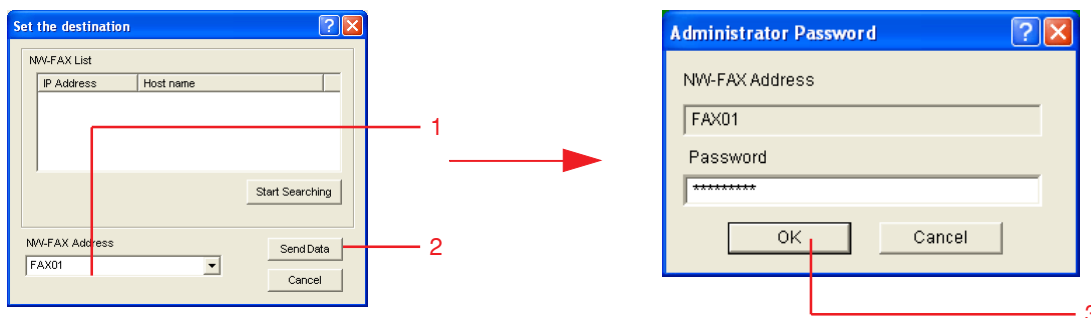
5-1 Registering Self-Station Information

10. Connect to the fax machine and transmit the edited data.

Select from among the following 3 methods of connecting to the fax machine.

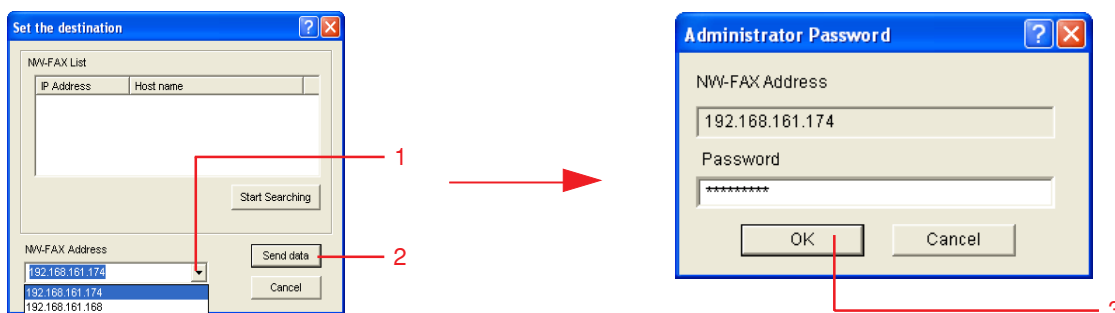
Connect to the fax machine by entering the fax's IP address or host name

- 1 Enter the fax's IP address or host name in the **NW-FAX Address** field.
- 2 Click on the **Send Data** button. The **Administrator Password** dialogue box will appear.
- 3 Enter the password* and then click on the **OK** button. The connection will be made to that fax machine and transmission of the data will begin.



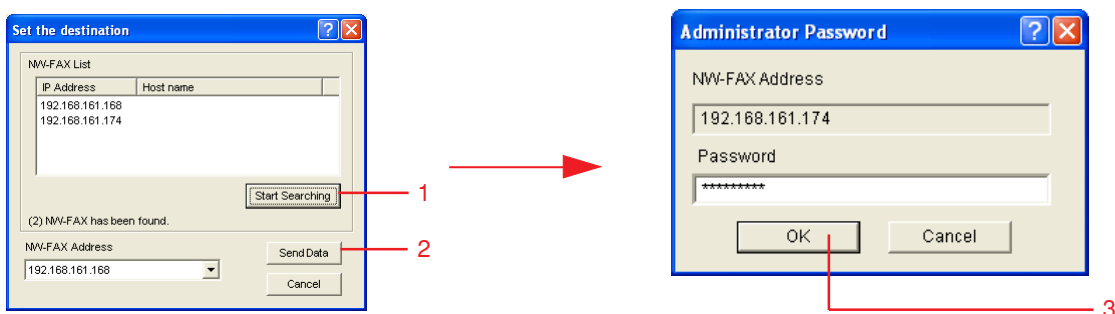
Connect to a fax machine that you have connected to before

- 1 Use the dropdown menu for the **NW-FAX Address** field to select the fax's IP address or host name.
* Up to the last 10 fax machines that you have connected to will be displayed.
- 2 Click on the **Send Data** button. The **Administrator Password** dialogue box will appear.
- 3 Enter the password* and then click on the **OK** button. The connection will be made to that fax machine and transmission of the data will begin.



Connect to the fax machine by searching over the network without entering the fax's IP address

- 1 Click on the **Start Searching** button. A search will begin for all fax machines connected to the network and the **NW-FAX List** will appear.
- 2 Select from the **NW-FAX List** the fax that you want to connect to and then click on the **Send Data** button. The **Administrator Password** dialogue box will appear.
- 3 Enter the password* and then click on the **OK** button. The connection will be made to that fax machine and transmission of the data will begin.

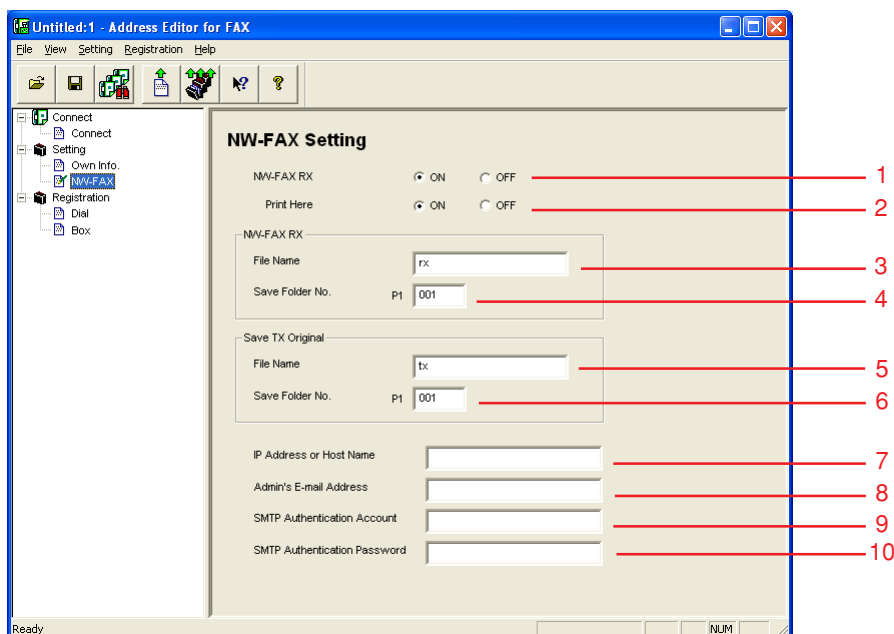


* It is necessary to enter the Administrator Password in order to connect to the fax machine and edit registered data. For more detailed information on the Administrator Password, refer to the Scanner Edition of your Operation Guide. (For color machines, refer to the machine's Advanced Operation Guide.)

5-2 Setting the Network FAX functions

You can use the Address Editor for FAX utility to make settings for the Network FAX functions. Perform the following procedure when you want to make settings for the Network FAX functions.

1. Follow steps 1 through 6 under “5-1 Registering Self-Station Information” on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **NW-FAX** command under the **Setting** menu. The **NW-FAX Setting** window will appear.
3. Perform the various settings as appropriate.
 - * Refer to the Fax Edition of your Operation Guide for more detailed information on the function of each setting.



- 1 **NW-FAX RX** radio buttons: Turns Network FAX reception ON or OFF.
 - 2 **Print Here** radio buttons: Turns printout at the fax machine ON or OFF during Network FAX reception.
 - 3 **File name** field: Enter the default file name for data received during Network FAX reception. (monochrome machines: up to 13 characters; color machines: up to 5 characters)
 - 4 **Save Folder No.** field: Enter the save folder number for data received during Network FAX reception. (between 001 and 100)
 - 5 **File name** field: Enter the default file name to be used when the “Turning the Save transmitted Documents Function ON” setting is selected. (monochrome machines: up to 13 characters; color machines: up to 5 characters)
 - 6 **Save Folder No.** field: Enter the save folder number to be used when the “Turning the Save transmitted Documents Function ON” setting is selected. (between 001 and 100)
 - 7 **IP Address or Host Name** field: Enter the IP address or host name of the Server Computer (the computer where the Scanner File Utility is installed) in which the Network FAX files will be saved. (up to 32 characters)
 - 8 **Admin's E-mail Address** field: Enter the email address of the Network FAX administrator. (up to 64 characters)
 - 9 **SMTP Authentication Account** field: Enter the SMTP authorization account for the Network FAX administrator's email address. (up to 64 characters)
 - 10 **SMTP Authentication Password** field: Enter the SMTP authorization password* for the Network FAX administrator's email address. (up to 31 characters)
 - * An asterisk (“*”) will be displayed in place of each character when you enter the SMTP authorization password.
4. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under “5-1 Registering Self-Station Information” on page 5-2 to transmit the edited data to the fax machine.

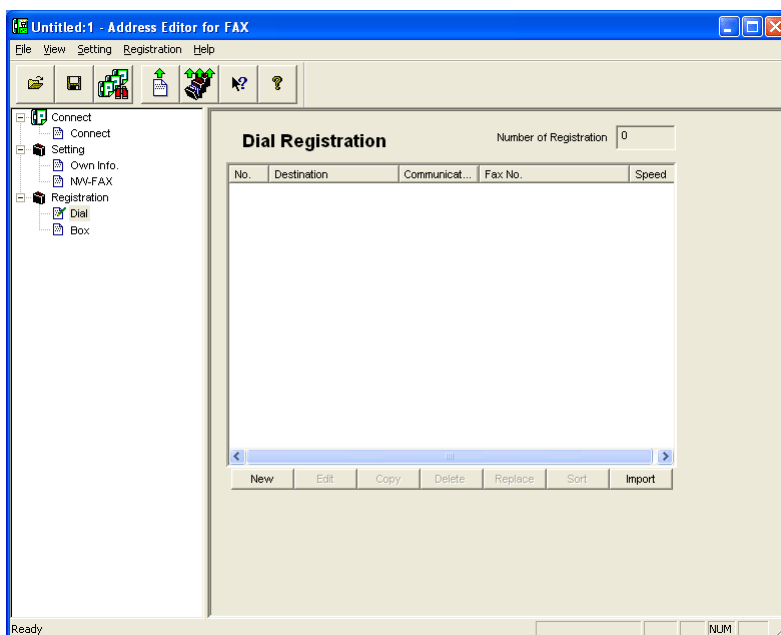
5-3 Registering Dialing Information

You can use the Address Editor for FAX to register and change the dialing information that is stored in the fax machine itself. Perform the following procedure when you want to register or change the fax's dialing information.

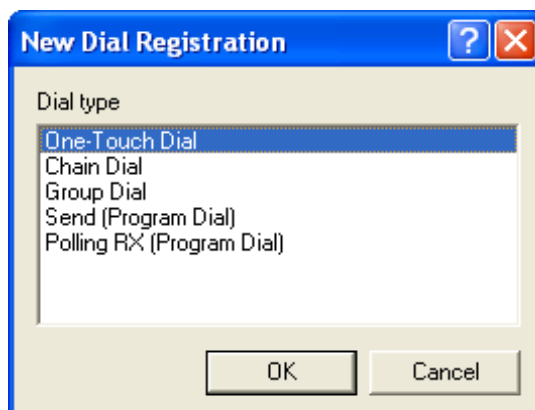
(1) Registering one-touch dial information

Perform the following procedure when you want to register information for one-touch dialing.

1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Dial** command under the **Registration** menu. The **Dial Registration** window will appear.

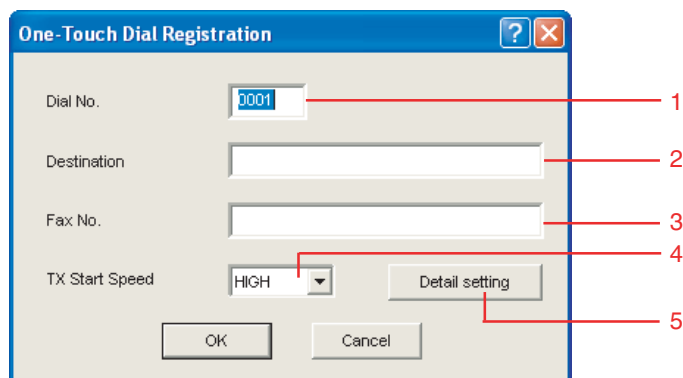


3. Click on the **New** button. The **New Dial Registration** dialogue box will appear.

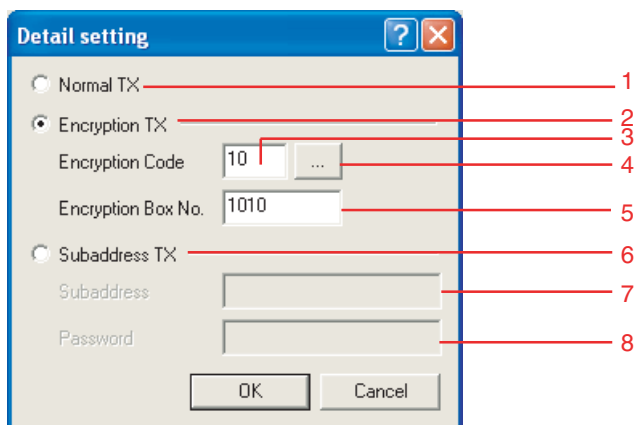


5-3 Registering Dialing Information

4. Select **One-Touch Dial** and then click on the **OK** button. The **One-Touch Dial Registration** dialogue box will appear.
5. Register the one-touch dial information. Enter the following registration information.

The image shows a dialog box titled "One-Touch Dial Registration" with a blue header bar containing a question mark and a close button. The dialog has a light gray background. It contains four input fields: "Dial No." with the value "0001", "Destination", "Fax No.", and "TX Start Speed" with a dropdown menu set to "HIGH". To the right of the "TX Start Speed" dropdown is a "Detail setting" button. At the bottom are "OK" and "Cancel" buttons. Red lines with numbers 1 through 5 point to the "Dial No." field, "Destination" field, "Fax No." field, "TX Start Speed" dropdown, and "Detail setting" button respectively.

- 1 **Dial No.** field: Enter the corresponding one-touch dial number. (30, 40 and 50 cpm* monochrome machines: between 0001 and 0600; 16, 18, 20, 22 and 25 cpm* monochrome machines: between 0001 and 0032; color machines: between 0001 and 1000)
 - 2 **Destination** field: Enter a name for that one-touch dial number. (up to 20 characters. Available characters: 0 – 9, #, *, - and a space (a space can NOT be entered as the first character))
 - 3 **Fax No.** field: Enter the telephone number of the fax machine that you want to dial using that one-touch dial number. (up to 32 digits)
 - 4 **TX Start Speed** field: Enter the communication speed that you want to use with that one-touch dial number. (HIGH/MEDIUM/LOW)
 - 5 **Detailed setting** button: Lets you make more detailed settings. Refer to the procedure from the following step.
6. Click on the **Detailed setting** button. The **Detailed setting** dialogue box will appear.
 7. Enter the following registration information.

The image shows a dialog box titled "Detail setting" with a blue header bar containing a question mark and a close button. The dialog has a light gray background. It contains three radio buttons: "Normal TX", "Encryption TX" (which is selected), and "Subaddress TX". Below "Encryption TX" are two input fields: "Encryption Code" with the value "10" and a "... button" to its right, and "Encryption Box No." with the value "1010". Below "Subaddress TX" are two input fields: "Subaddress" and "Password". At the bottom are "OK" and "Cancel" buttons. Red lines with numbers 1 through 8 point to the "Normal TX" radio button, "Encryption TX" radio button, "Encryption Code" field, "... button", "Encryption Box No." field, "Subaddress TX" radio button, "Subaddress" field, and "Password" field respectively.

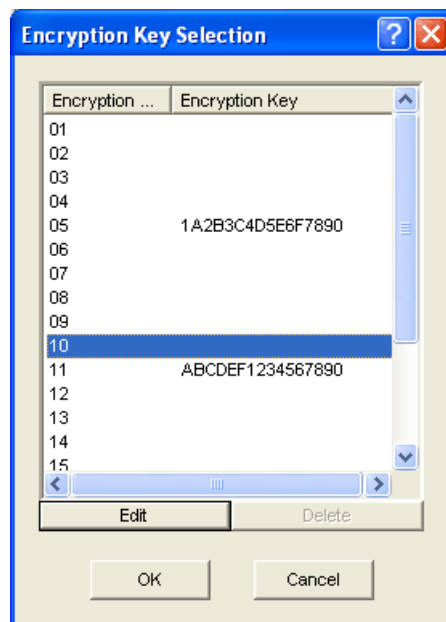
- 1 **Normal TX** radio button: Select this setting for standard fax transmission.
- 2 **Encryption TX** radio button: Select this setting when performing Encryption Communication.
- 3 **Encryption Code** field: When the **Encryption TX** setting is selected, enter the ID number that corresponds to the Encryption key to be used. (between 01 and 20)
- 4 ... button: Lets you register Encryption keys. Refer to the procedure from the following step.
- 5 **Encryption Box No.** field: When the **Encryption TX** setting is selected, enter the Encryption box number of the receiving station. (4 digits)
- 6 **Subaddress TX** radio button: Select this setting when performing F-Code Based Communication.
- 7 **Subaddress** field: Enter the corresponding subaddress when the **Subaddress TX** setting is selected. (up to 20 characters. Available characters: 0 – 9, #, * and a space (a space can NOT be entered as the first character))
- 8 **Password** field: Enter the corresponding password when the **Subaddress TX** setting is selected. (up to 20 characters. Available characters: 0 – 9, #, * and a space (a space can NOT be entered as the first character))

5-3 Registering Dialing Information

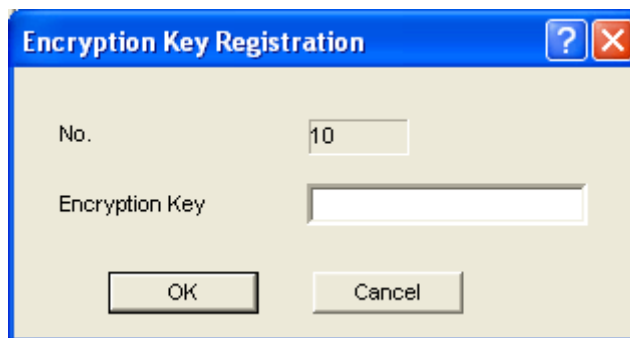
8. To register an Encryption key, go to the next step.

To continue without registering an Encryption key, go directly to step 14.

9. Click on the ... button for the **Encryption Code** field. The **Encryption Key Selection** dialogue box will appear.



10. Select the Encryption key ID number that you want to register and then click on the **Edit** button. The **Encryption key Registration** dialogue box will appear.



11. Use numerals (0 to 9) and/or the English alphabet (A to F) to enter the desired 16-digit Encryption key.

12. Click on the **OK** button. The registered information will appear in the **Encryption Key Selection** dialogue box.

13. Click on the **OK** button. The **Detailed setting** dialogue box will appear once again.

14. Click on the **OK** button. The **One-Touch Dial Registration** dialogue box will appear once again.

15. Make sure that the registered information is correct and then click on the **OK** button.

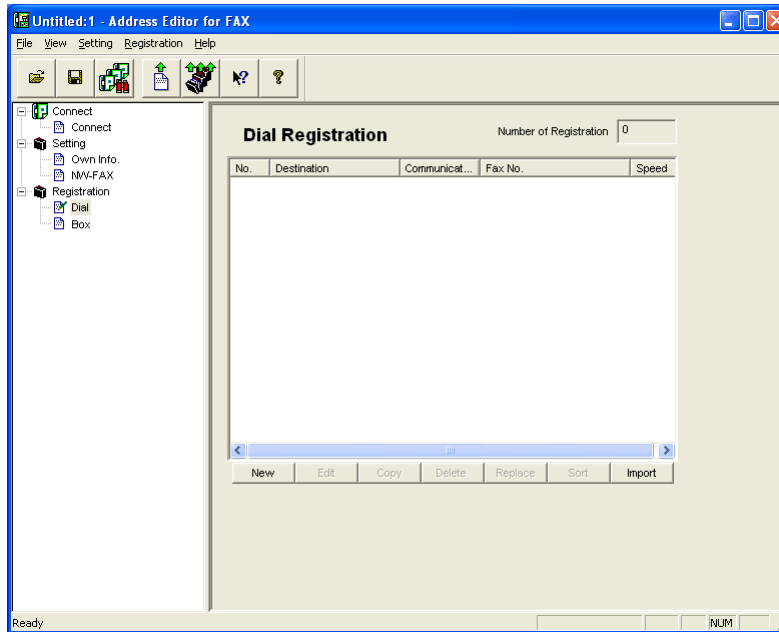
16. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

5-3 Registering Dialing Information

(2) Registering chain dial information

Perform the following procedure when you want to register information for chain dialing.

1. Follow steps 1 through 6 under “5-1 Registering Self-Station Information” on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Dial** command under the **Registration** menu. The **Dial Registration** window will appear.



3. Click on the **New** button. The **New Dial Registration** dialogue box will appear.



5-3 Registering Dialing Information

4. Select **Chain Dial** and then click on the **OK** button. The **Chain Dial Registration** dialogue box will appear.
5. Register the chain dial information. Enter the following registration information.

The image shows a 'Chain Dial Registration' dialog box. It has a blue title bar with a question mark icon and a close button. The dialog contains three input fields: 'Dial No.' with the value '0001', 'Chain Name', and 'Chain No.'. Below the fields are 'OK' and 'Cancel' buttons. Red lines with numbers 1, 2, and 3 point to the Dial No., Chain Name, and Chain No. fields respectively.

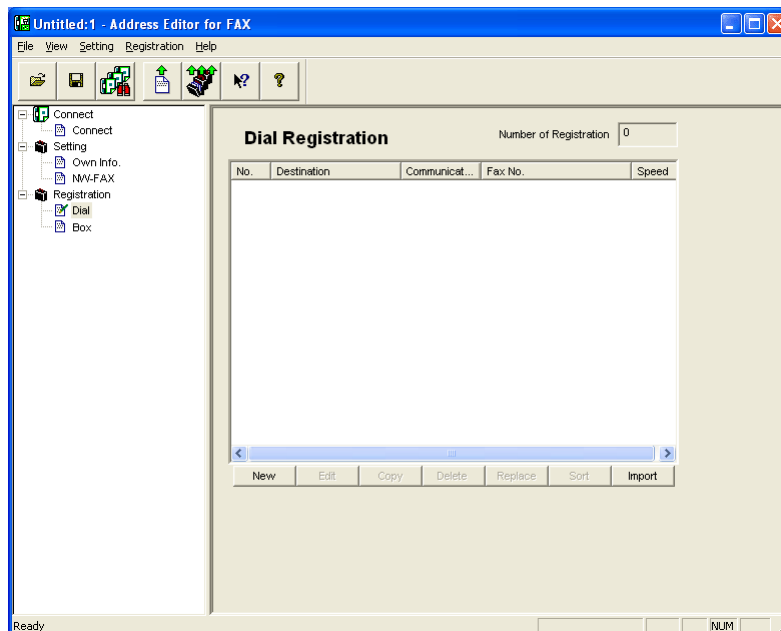
- 1 **Dial No.** field: Enter the corresponding chain dial number. (30, 40 and 50 cpm* monochrome machines: between 0001 and 0600; 16, 18, 20, 22 and 25 cpm* monochrome machines: between 0001 and 0032; color machines: between 0001 and 1000)
 - 2 **Chain Name** field: Enter a name for that chain dial number. (up to 20 characters)
 - 3 **Chain No.** field: Enter the chain number that you want to dial using that chain dial number. (up to 32 digits)
6. Make sure that the registered information is correct and then click on the **OK** button.
 7. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

5-3 Registering Dialing Information

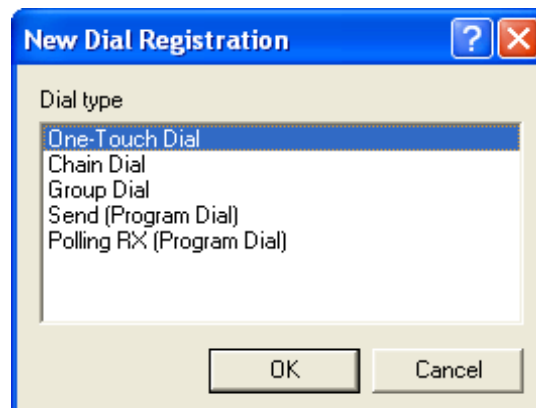
(3) Registering group dial information

Perform the following procedure when you want to register information for group dialing.

1. Follow steps 1 through 6 under “5-1 Registering Self-Station Information” on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Dial** command under the **Registration** menu. The **Dial Registration** window will appear.



3. Click on the **New** button. The **New Dial Registration** dialogue box will appear.



5-3 Registering Dialing Information

4. Select **Group Dial** and then click on the **OK** button. The **Group Dial Registration** dialogue box will appear.
5. Register the group dial information. Enter the following registration information.

Group Dial Registration

Dial No.

Group Name

Destination List

No.	Destination	Chain No.	Fax No.
-----	-------------	-----------	---------

- 1 **Dial No.** field: Enter the corresponding group dial number. (30, 40 and 50 cpm* monochrome machines: between 0001 and 0600; 16, 18, 20, 22 and 25 cpm* monochrome machines: between 0001 and 0032; color machines: between 0001 and 1000)
 - 2 **Group Name** field: Enter a name for that group dial number. (up to 20 characters)
 - 3 **Add** button: Lets you add destinations to the group. Refer to the procedure from the following step.
 - 4 **Delete** button: Lets you delete destinations from the destination list for that group.
 - 5 **Chain Deletion** button: Deletes any chain number that is registered for a selected destination.
6. Click on the **Add** button. The **Add new destination** dialogue box will appear.

Add new destination

Possible dials to add.

1-Tch | Chain

No.	Destination	Fax No.
0001	section 1 group 2	0699993311
0002	section 1 group 2	0699993312
0004	section 2 group 1	0699993321
0005	section 2 group 2	0699993322
0007	section 3 group 1	0699993331
0008	section 3 group 2	0699993332
0010	section 4 group 1	0699993341
0011	section 4 group 2	0699993344

New Fax No.

Destination to be added

No.	Destination	Chain No.	Fa
0001	section 1 group 2		06
0004	section 2 group 1		06
0007	section 3 group 1		06
0010	section 4 group 1		06

5-3 Registering Dialing Information

7. Add a new destination to the group.

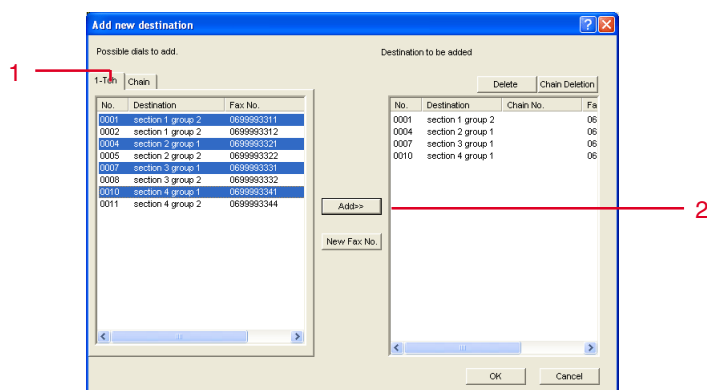
Select from among the following 3 methods of adding destinations to a group.

Add a destination that is registered under one-touch dialing to the group

1 Click on the **1-Tch** tab above the list at left and select the one-touch information that you want to add to the group.

* If your machine possesses abbreviated dialing capabilities, it is also possible to add destinations that are registered under abbreviated dial numbers.

2 Click on the **Add>>** button. The selected information will be added to the list at right.



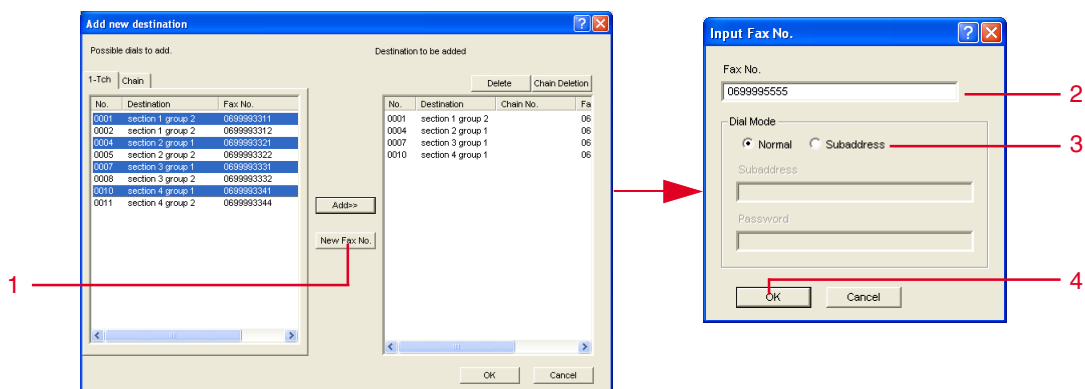
Enter a destination fax number to be added to the group

1 Click on the **New Fax No.** button. The **Input Fax No.** dialogue box will appear.

2 Enter the destination fax number in the **Fax No.** field.

3 When performing F-Code Based Communication, select the **Subaddress** setting and then enter the corresponding subaddress and password.

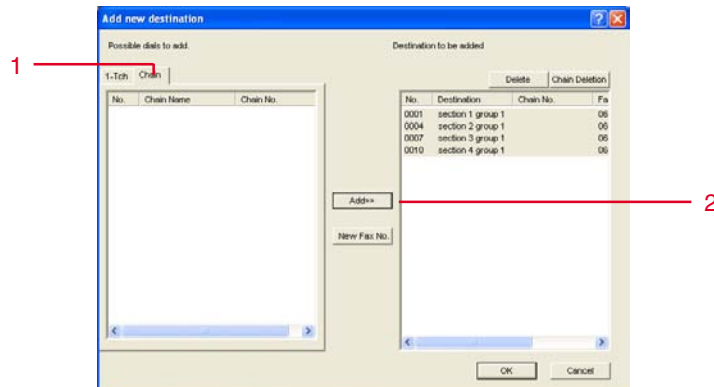
4 Click on the **OK** button. The **Add new destination** dialogue box will appear once again and the registered information will be added to the list at right.



5-3 Registering Dialing Information

Adding a chain dial number

- 1 Click on the **Chain** tab above the list at left and select the chain dial information that you want to use.
- 2 Click on the **Add>>** button. The selected information will be added to the list at right.
- 3 Register the destination that you want to add to the group. Perform either steps 1 and 2 of “Add a destination that is registered under one-touch dialing to the group” or steps 1 to 4 of “Enter a destination fax number to be added to the group” above.
- 4 The added destination will be registered in the list at right under the number that corresponds to the designated chain dial information.



8. Make sure that the registered information is correct and then click on the **OK** button.

9. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under “5-1 Registering Self-Station Information” on page 5-2 to transmit the edited data to the fax machine.

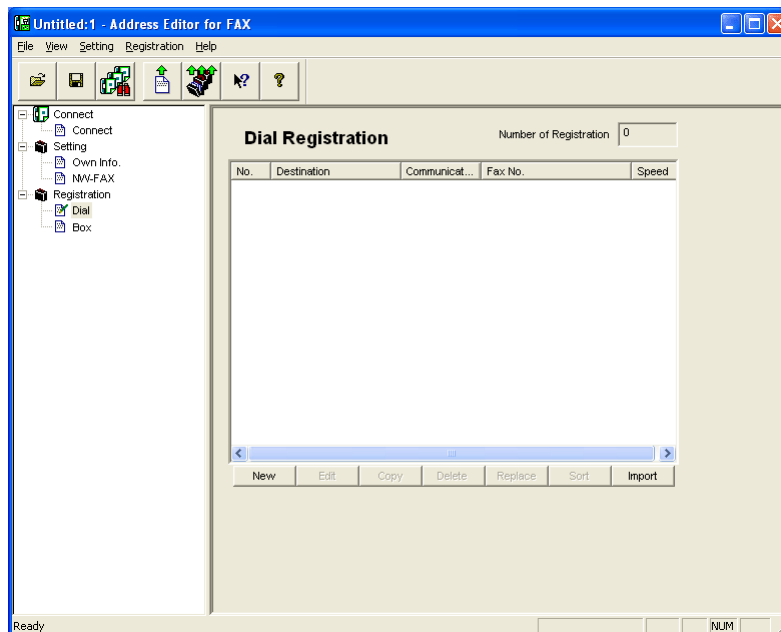
5-3 Registering Dialing Information

(4) Registering program dial information

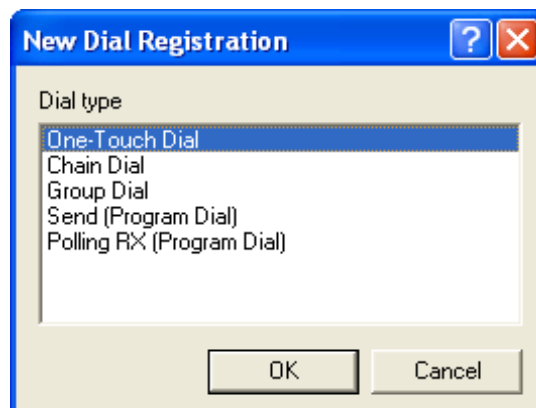
Send transmission and polling reception procedures can be registered under program dialing.

Perform the following procedure when you want to register information for program dialing.

1. Follow steps 1 through 6 under “5-1 Registering Self-Station Information” on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Dial** command under the **Registration** menu. The **Dial Registration** window will appear.



3. Click on the **New** button. The **New Dial Registration** dialogue box will appear.



5-3 Registering Dialing Information

4. Select **Send (Program Dial)** or **Polling RX (Program Dial)** as desired and then click on the **OK** button. The **Send (Program Dial)** or **Polling RX (Program Dial)** dialogue box, as appropriate, will appear.
5. Register the program dial information. Enter the following registration information.

Send (Program Dial)

Dial No.

Program Name

Destination List

No.	Destination	Chain No.	Fax No.
-----	-------------	-----------	---------

Set time ON OFF

- 1 **Dial No.** field: Enter the corresponding program dial number. (30, 40 and 50 cpm* monochrome machines: between 0001 and 0600; 16, 18, 20, 22 and 25 cpm* monochrome machines: between 0001 and 0032; color machines: between 0001 and 1000)
 - 2 **Program Name** field: Enter a name for that program dial number. (up to 20 characters)
 - 3 **Add** button: Lets you add destinations to the program. Refer to the procedure from the following step.
 - 4 **Delete** button: Lets you delete destinations from the destination list for that program.
 - 5 **Chain Deletion** button: Deletes any chain number that is registered for a selected destination.
 - 6 **Set Time** radio buttons: Select the ON setting when performing a Timer-Controlled Communication and then enter the start time for the programmed communication in the field below.
6. Click on the **Add** button. The **Add new destination** dialogue box will appear.

Add new destination

Possible dials to add. Destination to be added

1-Tch Chain

No.	Destination	Fax No.
0001	section 1 group 2	0699993311
0002	section 1 group 2	0699993312
0004	section 2 group 1	0699993321
0005	section 2 group 2	0699993322
0007	section 3 group 1	0699993331
0008	section 3 group 2	0699993332
0010	section 4 group 1	0699993341
0011	section 4 group 2	0699993344

New Fax No.

No.	Destination	Chain No.	Fa
0001	section 1 group 2		06
0004	section 2 group 1		06
0007	section 3 group 1		06
0010	section 4 group 1		06

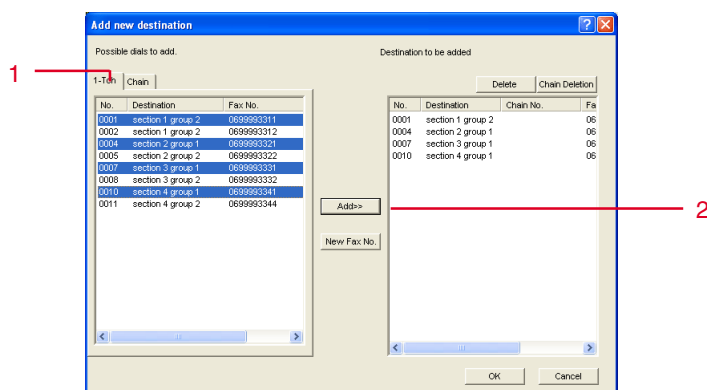
5-3 Registering Dialing Information

7. Add a new destination to the program.

Select from among the following 3 methods of adding destinations to a program.

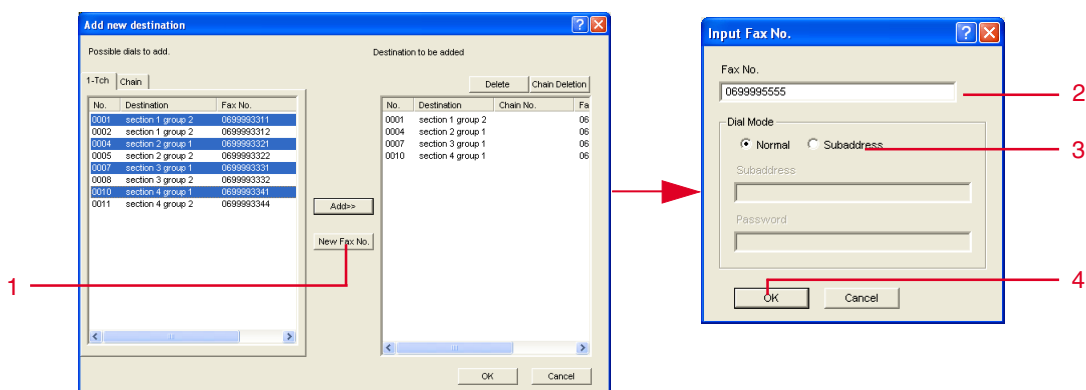
Add a destination that is registered under one-touch dialing to the program

- 1 Click on the **1-Tch** tab above the list at left and select the one-touch information that you want to add to the program.
 - * If your machine possesses abbreviated dialing capabilities, it is also possible to add destinations that are registered under abbreviated dial numbers.
- 2 Click on the **Add>>** button. The selected information will be added to the list at right.



Enter a destination fax number that to be added to the program

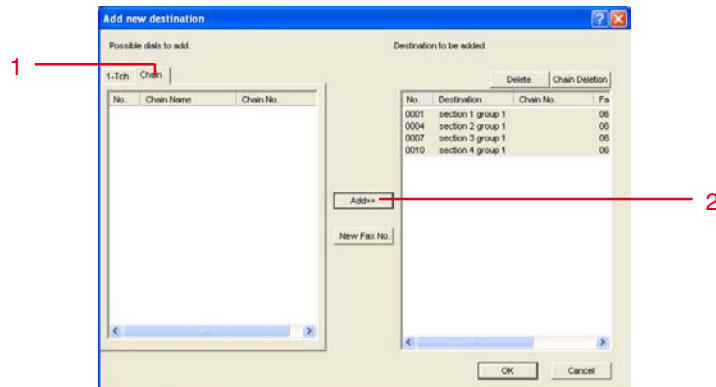
- 1 Click on the **New Fax No.** button. The **Input Fax No.** dialogue box will appear.
- 2 Enter the destination fax number in the **Fax No.** field.
- 3 When performing F-Code Based Communication, select the **Subaddress** setting and then enter the corresponding subaddress and password.
- 4 Click on the **OK** button. The **Add new destination** dialogue box will appear once again and the registered information will be added to the list at right.



5-3 Registering Dialing Information

Adding a chain dial number

- 1 Click on the **Chain** tab above the list at left and select the chain dial information that you want to use.
- 2 Click on the **Add>>** button. The selected information will be added to the list at right.
- 3 Register the destination that you want to add to the program. Perform either steps 1 and 2 of “Add a destination that is registered under one-touch dialing to the program” or steps 1 to 4 of “Enter a destination fax number to be added to the program” above.
- 4 The added destination will be registered in the list at right under the number that corresponds to the designated chain dial information.



8. Make sure that the registered information is correct and then click on the **OK** button.
9. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under “5-1 Registering Self-Station Information” on page 5-2 to transmit the edited data to the fax machine.

5-3 Registering Dialing Information

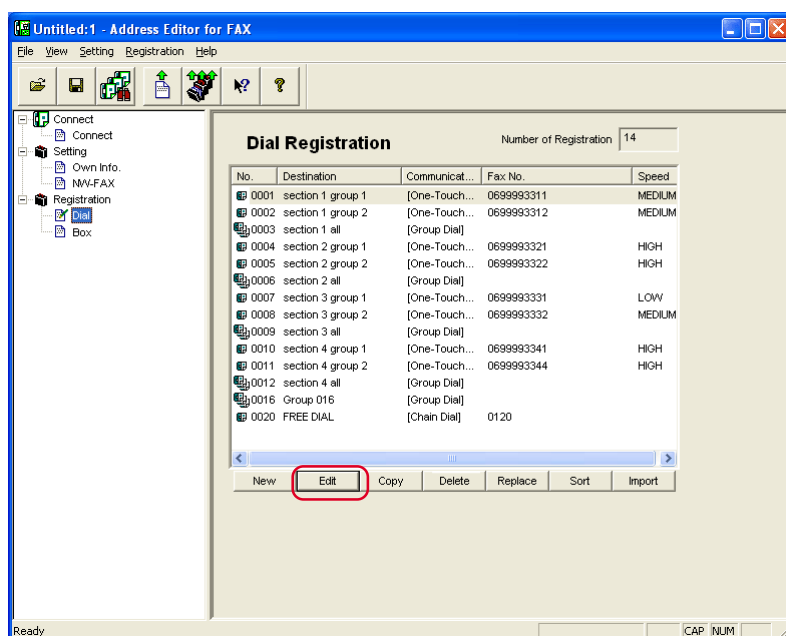
(5) Editing registered dialing information

It is possible to edit registered dialing information. It is also possible to select multiple destinations and simultaneously change their corresponding information.

● Edit registered information (individual data)

Perform the following procedure when you want to edit registered dialing information.

1. Follow steps 1 through 6 under “5-1 Registering Self-Station Information” on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Dial** command under the **Registration** menu. The **Dial Registration** window will appear.
 - * If the information is registered under an abbreviated dial number, point to the **Abbreviated Dial** command. The **Abbreviated Dial Registration** window will appear.
3. Select the dialing information that you want to edit and then click on the **Edit** button.



4. Edit the registered information as desired.
 - To edit one-touch dial information, refer to “(1) Registering one-touch dial information” on page 5-9.
 - To edit chain dial information, refer to “(2) Registering chain dial information” on page 5-12.
 - To edit group dial information, refer to “(3) Registering group dial information” on page 5-14.
 - To edit program dial information, refer to “(4) Registering program dial information” on page 5-18.
 - To edit abbreviated dial information, refer to the procedure for editing one-touch dial information.
5. Make sure that the edited information is correct and then click on the **OK** button.
6. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under “5-1 Registering Self-Station Information” on page 5-2 to transmit the edited data to the fax machine.

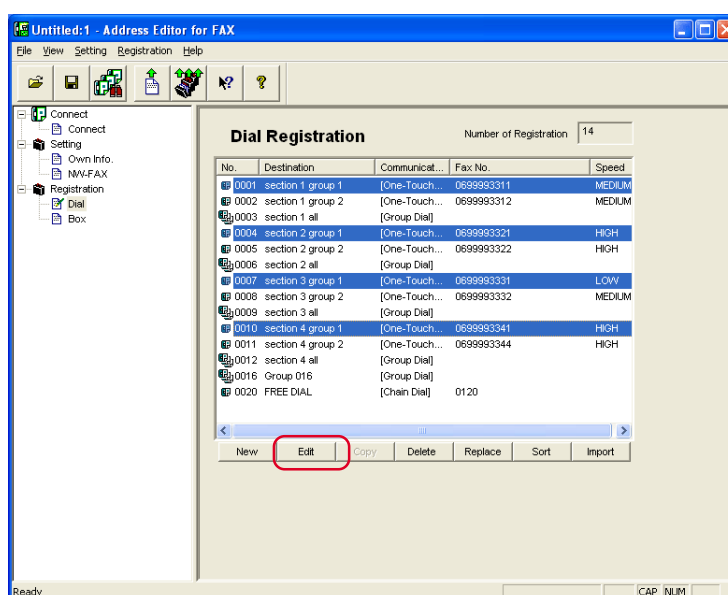
5-3 Registering Dialing Information

● Edit registered information (multiple data)

It is possible to simultaneously change the destination name and fax telephone number, etc., for multiple destinations so that they all have the same information in common.

Perform the following procedure when you want to edit registered dialing information for multiple destinations simultaneously.

1. Follow steps 1 through 6 under “5-1 Registering Self-Station Information” on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Dial** command under the **Registration** menu. The **Dial Registration** window will appear.
 - * If the information is registered under an abbreviated dial number, point to the **Abbreviated Dial** command. The **Abbreviated Dial Registration** window will appear.
3. Select multiple dialing entries that you want to edit and then click on the **Edit** button. The **Edit multiple Dials** dialogue box will appear.



4. Select which type of information will be changed for all of the selected entries and then enter the corresponding information that they will have in common.

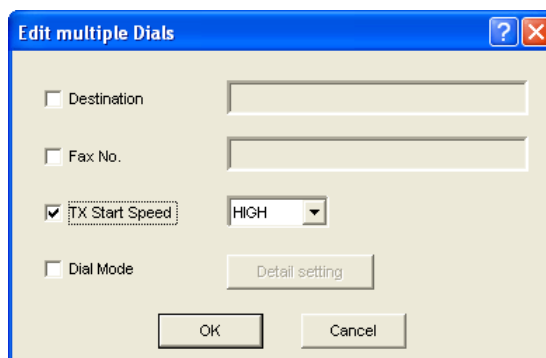
One-touch dial: Destination / Fax No. / TX Start Speed / Dial Mode

Chain dial: Destination / Fax No.

Group dial: Destination

Program dial: Destination

Abbreviated dial: Destination / Fax No. / TX Start Speed / Dial Mode



5. Make sure that the edited information is correct and then click on the **OK** button. The selected information will be edited.
6. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under “5-1 Registering Self-Station Information” on page 5-2 to transmit the edited data to the fax machine.

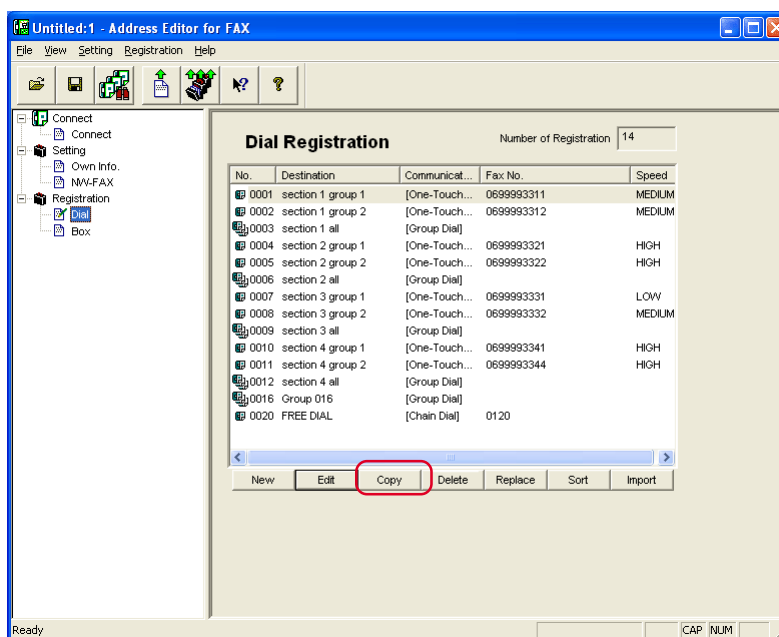
5-3 Registering Dialing Information

● Copying dialing information

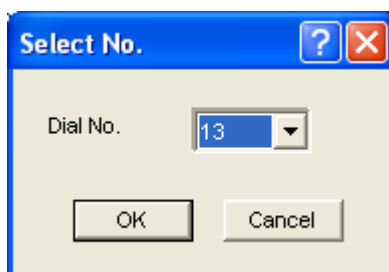
It is possible to copy registered dialing information and then change a portion of that information for registration as a new dialing entry.

Perform the following procedure when you want to copy registered dialing information.

1. Follow steps 1 through 6 under “5-1 Registering Self-Station Information” on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
 - * If the information is registered under an abbreviated dial number, point to the **Abbreviated Dial** command. The **Abbreviated Dial Registration** window will appear.
2. Point to the **Dial** command under the **Registration** menu. The **Dial Registration** window will appear.
3. Select the dialing information that you want to copy and then click on the **Copy** button. The **Select No.** dialogue box will appear.



4. Designate the new dialing information number that you want to use for the copied data. Enter the desired number in the **Dial No.** field or use the dropdown menu to select that number.



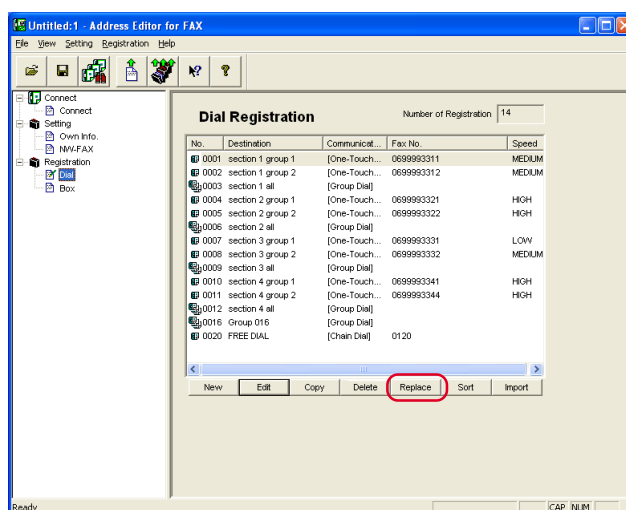
5. Click on the **OK** button. The copied dialing information will be copied to the selected number.
6. Refer to “● Edit registered information (individual data)” on page 5-22 or “● Edit registered information (multiple data)” on page 5-23, as appropriate, and edit the copied dialing information.
7. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under “5-1 Registering Self-Station Information” on page 5-2 to transmit the edited data to the fax machine.

5-3 Registering Dialing Information

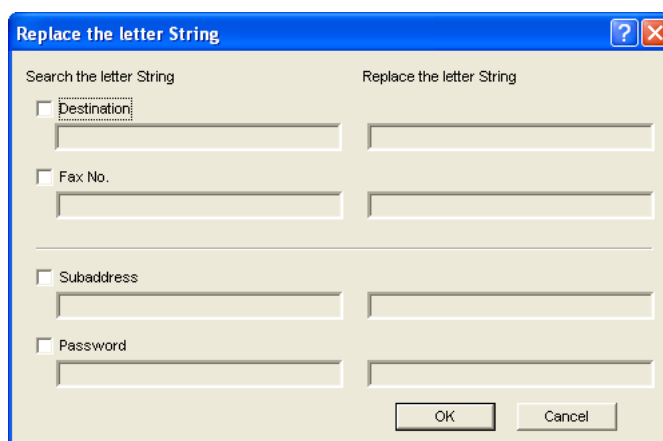
● Replacing data strings

It is also possible to select multiple dialing entries and simultaneously change specific data strings that they have in common. Perform the following procedure when you want to replace data strings.

1. Follow steps 1 through 6 under “5-1 Registering Self-Station Information” on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Dial** command under the **Registration** menu. The **Dial Registration** window will appear.
 - * If the information is registered under an abbreviated dial number, point to the **Abbreviated Dial** command. The **Abbreviated Dial Registration** window will appear.
3. Select multiple dialing entries for which you want to change a specific data string that they have in common, and then click on the **Replace** button. The **Replace the letter String** dialogue box will appear.



4. Select the field(s) that the common data string is in, enter the string into the corresponding **Search the letter String** field(s) and then enter the replacement string in the corresponding **Replace the letter String** field(s).



NOTE

Except for the **Fax No.** field, all instances that match the data string that is entered into each **Search the letter String** field will be replaced with the string that is entered in the corresponding **Replace the letter String** field. In the case of the **Fax No.** field, however, if there is more than one case of that string in an individual data entry in that field, only the first instance will be replaced.

Example) The current information is registered as “0120XXX0120”

String in the Fax No. field	String in the Replace the letter String field	Result
0120	: 3456	→ 3456XXX0120

5-3 Registering Dialing Information

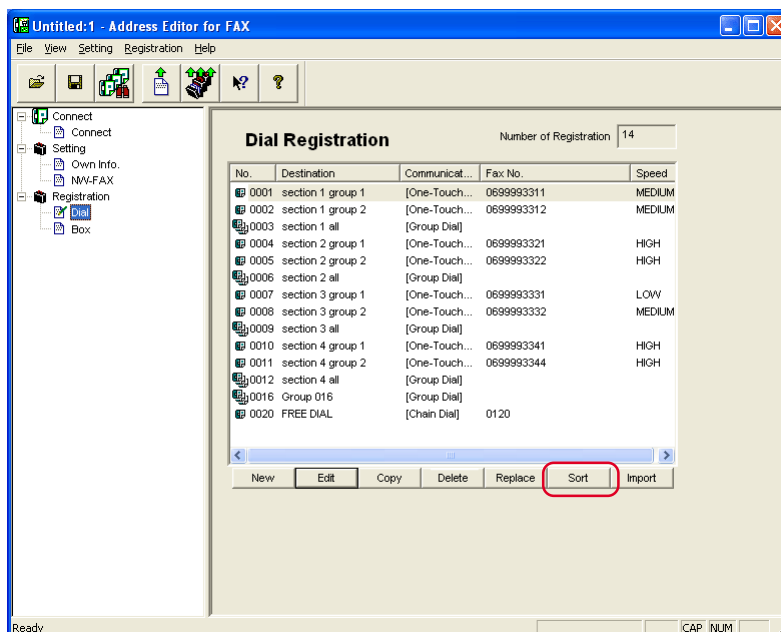
- Click on the **OK** button. The data strings will be replaced.
- Transmit the edited data to the fax machine. Refer to steps 9 and 10 under “5-1 Registering Self-Station Information” on page 5-2 to transmit the edited data to the fax machine.

● Changing the order of dialing information

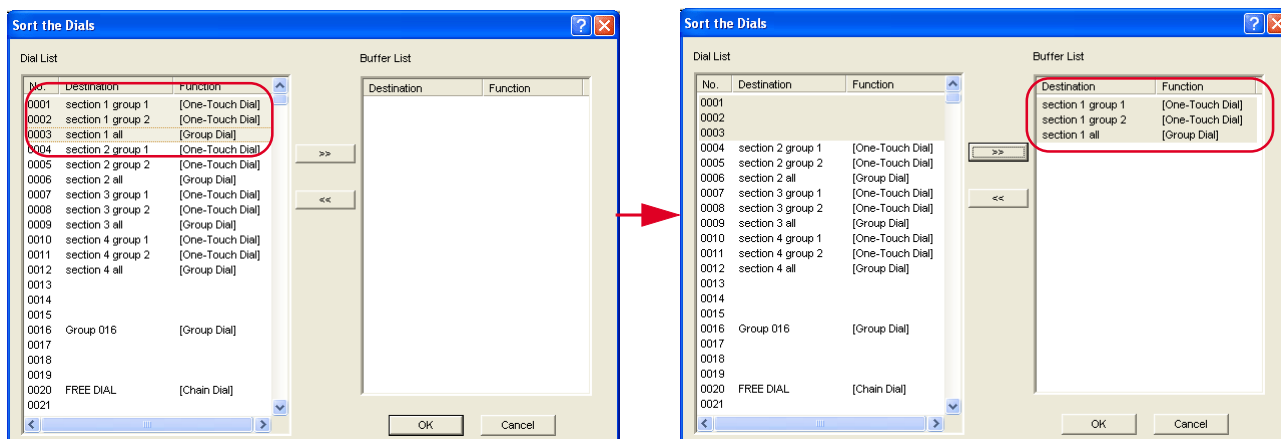
It is possible to change the displayed order of registered dialing information.

Perform the following procedure when you want to change the order of registered dialing information.

- Follow steps 1 through 6 under “5-1 Registering Self-Station Information” on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
- Point to the **Dial** command under the **Registration** menu. The **Dial Registration** window will appear.
 - * If the information is registered under an abbreviated dial number, point to the **Abbreviated Dial** command. The **Abbreviated Dial Registration** window will appear.
- Click on the **Sort** button. The **Sort the Dials** dialogue box will appear.

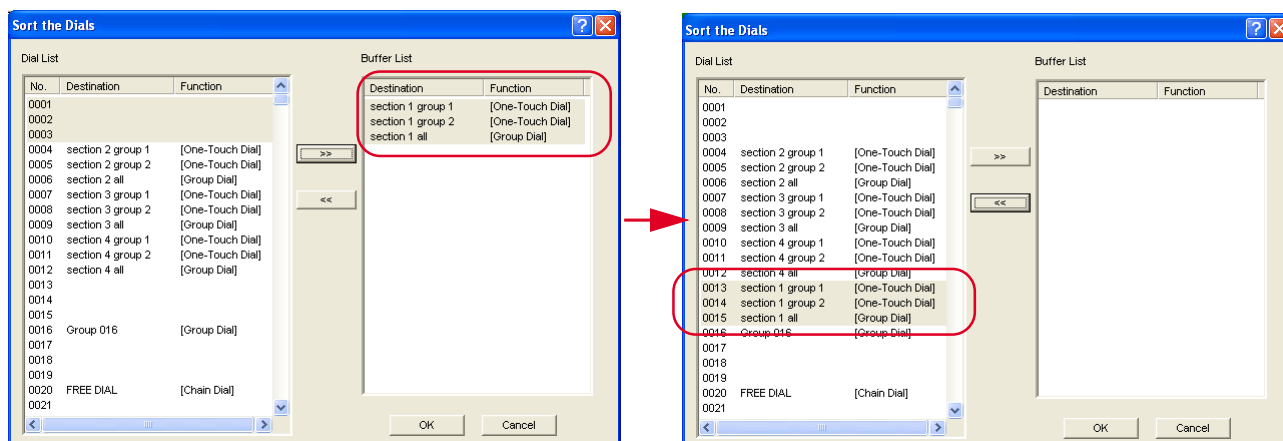


- Select from the list at left the dialing information whose order you want to change and then click on the >> button. The selected information will be moved to the list at right. It is possible to select and move more than one entry at a time.



5-3 Registering Dialing Information

5. Select the entry or entries in the list at right and then their destination (open number(s)) in the list at left, and click on the << button. The information selected in the list at right will be moved to the selected location(s) in the list at left.



6. Repeat steps 4 and 5 until all entries are arranged in the desired order.

NOTE

When you are finished, make sure that all of the entries are back in the list at left. This procedure can not be completed if there are any dialing entries remaining in the list at right.

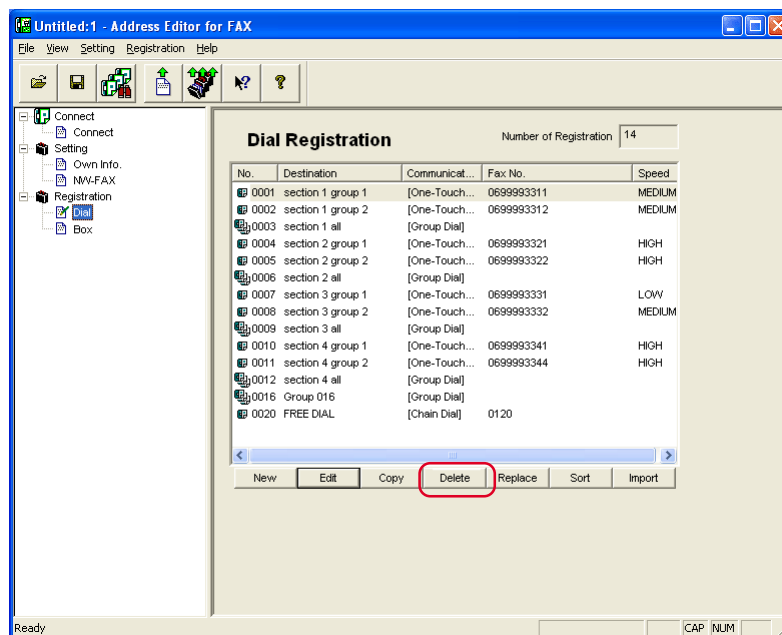
7. Make sure that the order of entries is correct and then click on the **OK** button.
8. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

5-3 Registering Dialing Information

(6) Deleting dialing information

Perform the following procedure when you want to delete dialing information.

1. Follow steps 1 through 6 under “5-1 Registering Self-Station Information” on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Dial** command under the **Registration** menu. The **Dial Registration** window will appear.
 - * If the information is registered under an abbreviated dial number, point to the **Abbreviated Dial** command. The **Abbreviated Dial Registration** window will appear.
3. Select the dialing information that you want to delete and then click on the **Delete** button.



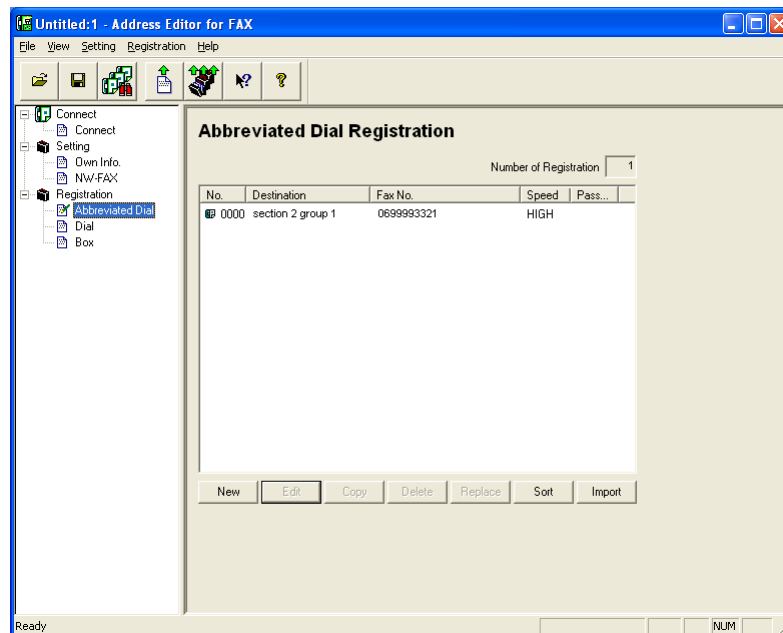
4. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under “5-1 Registering Self-Station Information” on page 5-2 to transmit the edited data to the fax machine.

5-3 Registering Dialing Information

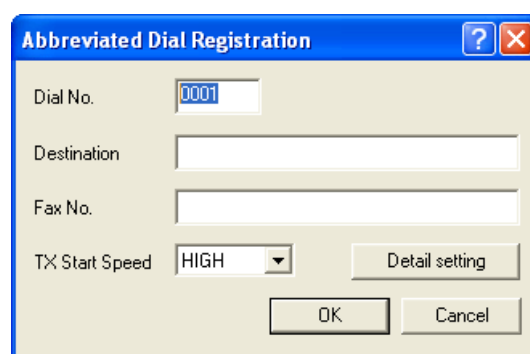
(7) Registering abbreviated dialing information

If your machine possesses abbreviated dialing capabilities, it is also possible to register abbreviated dialing information. Perform the following procedure when you want to register abbreviated dialing information.

1. Follow steps 1 through 6 under “5-1 Registering Self-Station Information” on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Abbreviated Dial** command under the **Registration** menu. The **Abbreviated Dial Registration** window will appear.



3. Click on the **New** button. The **Abbreviated Dial Registration** dialogue box will appear.



4. Refer to steps 5 through 16 under “(1) Registering one-touch dial information” on page 5-9 and perform the corresponding procedure.

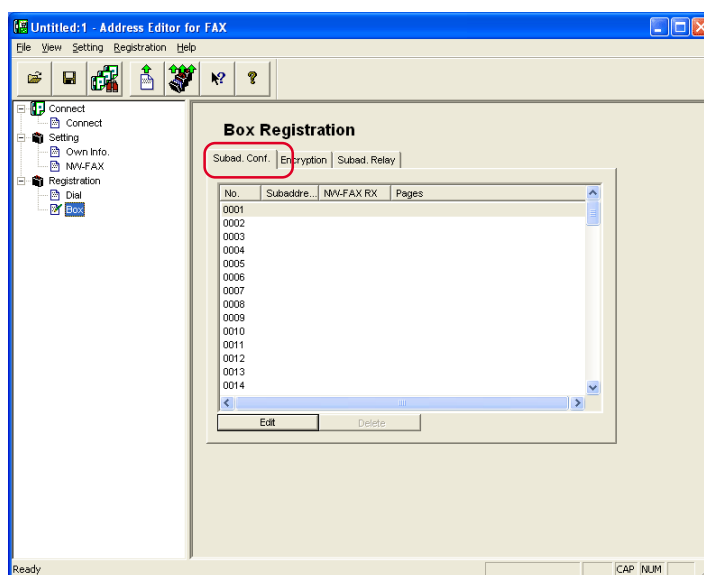
5-4 Registering Box Information

You can use the Address Editor for FAX to register and change the box information that is stored in the fax machine itself. Perform the following procedure when you want to register or change the fax's box information.

(1) F-Code Based Confidential box

Perform the following procedure when you want to register or change the fax's F-Code Based Confidential box information.

1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Box** command under the **Registration** menu. The **Box Registration** window will appear.
3. Click on the **Subad. Conf.** tab in the **Box Registration** window. The F-Code Based Confidential box list will appear.



4. Select from that list the number of the box that you want to register or edit.
5. Click on the **Edit** button. The **Subaddress Confidential Box** dialogue box will appear.
6. Enter the following registration information.

The 'Subaddress Confidential Box' dialog box is shown. It has a title bar with a question mark and a close button. The 'No.' field is set to '0001'. There are three input fields: 'Subaddress', 'Password', and 'NW-FAX RX'. The 'NW-FAX RX' checkbox is checked. Red lines with numbers 1, 2, and 3 point to the 'Subaddress', 'Password', and 'NW-FAX RX' fields respectively. 'OK' and 'Cancel' buttons are at the bottom.

1 **Subaddress** field: Enter the subaddress that corresponds to the F-Code Based Confidential box. (4 digits)

2 **Password** field: Enter the password for that subaddress. (4 digits)

3 **NW-FAX RX** checkbox: Put a check in this box if you want that F-Code Based Confidential box to be used for Network FAX reception.

7. Click on the **OK** button. The registered or edited information will appear in the F-Code Based Confidential box list.

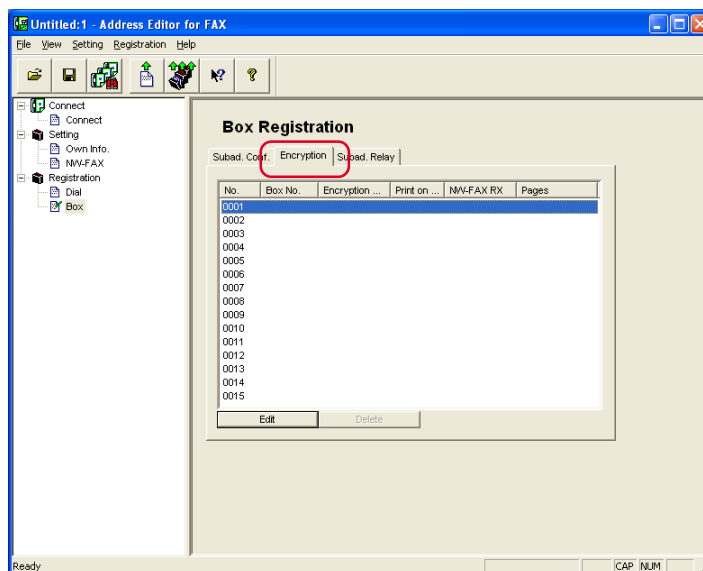
8. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

5-4 Registering Box Information

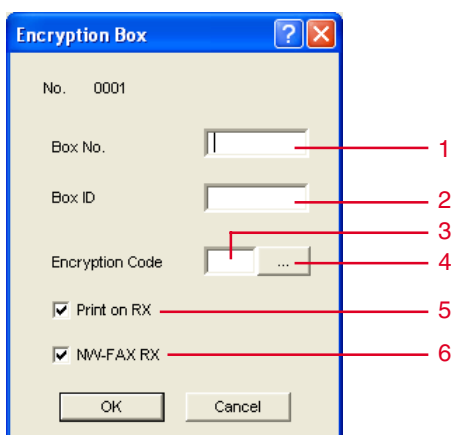
(2) Encryption box

Perform the following procedure when you want to register or change the fax's Encryption box information.

1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Box** command under the **Registration** menu. The **Box Registration** window will appear.
3. Click on the **Encryption** tab in the **Box Registration** window. The Encryption Box list will appear.



4. Select from that list the number of the box that you want to register or edit.
5. Click on the **Edit** button. The **Encryption Box** dialog box will appear.
6. Enter the following registration information.



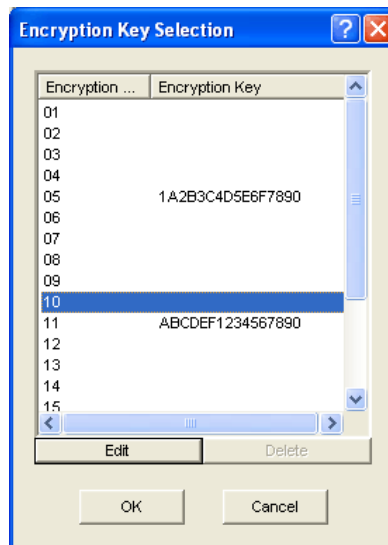
- 1 **Box No.** field: Enter the number of the Encryption box. (4 digits)
- 2 **Box ID** field: Enter the box ID that corresponds to the Encryption box. (4 digits)
- 3 **Encryption Code** field: Enter the ID number that corresponds to the Encryption key to be used for Encryption Transmission. (between 01 and 20)
- 4 ... button: Lets you register Encryption keys. Refer to the procedure from the following step.
- 5 **Print on RX** checkbox: Put a check in this box if you want documents received during an Encryption Communication to be printed at the fax machine.
- 6 **NW-FAX RX** checkbox: Put a check in this box if you want that Encryption box to be used for Network FAX reception.

5-4 Registering Box Information

7. To register an Encryption key, go to the next step.

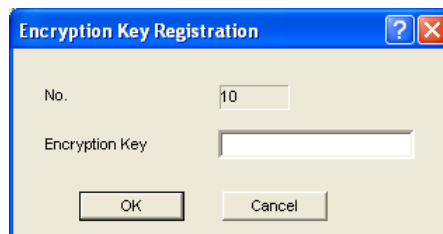
To continue without registering an Encryption key, go directly to step 13.

8. Click on the ... button for the **Encryption Code** field. The **Encryption Key Selection** dialogue box will appear.



9. Select the Encryption key ID number that you want to register and then click on the **Edit** button. The **Encryption Key Registration** dialogue box will appear.

10. Use numerals (0 to 9) and/or the English alphabet (A to F) to enter the desired 16-digit Encryption key.



11. Click on the **OK** button. The registered information will appear in the **Encryption Key Selection** dialogue box.

12. Click on the **OK** button. The **Encryption Box** dialogue box will appear once again.

13. Make sure that the registered information is correct and then click on the **OK** button.

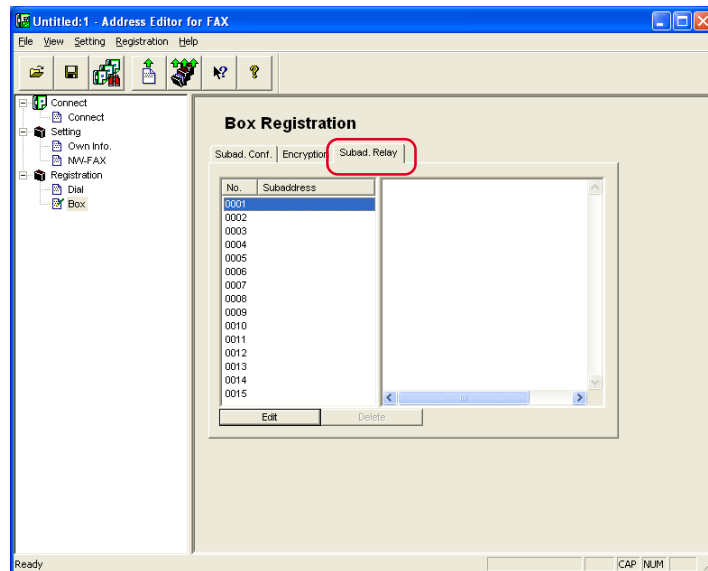
14. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

5-4 Registering Box Information

(3) F-Code Based Relay box

Perform the following procedure when you want to register or change the fax's F-Code Based Relay box information.

1. Follow steps 1 through 6 under "5-1 Registering Self-Station Information" on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Box** command under the **Registration** menu. The **Box Registration** window will appear.
3. Click on the **Subad. Relay** tab in the **Box Registration** window. The F-Code Based Relay box list will appear.



4. Select from that list the number of the box that you want to register or edit.
5. Click on the **Edit** button. The **Subaddress Relay Box** dialogue box will appear.

5-4 Registering Box Information

6. Enter the following registration information.

The 'Subaddress Relay Box' dialog box contains the following information:

- No.: 0001
- Subaddress: 1241
- Password: 4321
- Destination List:

No.	Destination	Chain No.	Fax No.
0001	section 1 group 1		0699993311
0004	section 2 group 1		0699993321
0007	section 3 group 1		0699993331
0010	section 4 group 1		0699993341
- Print Here: ON OFF
- Report return address: _____
- Report return address setting: ON OFF
- Report Destination List:

No.	Destination	Chain No.	Fax No.
0001	section 1 group 1		0699993311

1 **Subaddress** field: Enter the subaddress that corresponds to the F-Code Based Relay box. (4 digits)

2 **Password** field: Enter the password for that subaddress. (4 digits)

3 **Print Here** radio buttons: Turns printout at the fax machine ON or OFF during F-Code Based Relay reception.

4 **Report return address setting** radio buttons: Turns the function to send a report regarding the communication ON or OFF. If you select the **ON** setting, you will need to designate the destination for the report.

5 **Add** button: Lets you add destinations that will receive either the communication or the report. Refer to the procedure from the following step.

6 **Delete** button: Lets you delete destinations from either the communication destination list or the report destination list.

7 **Chain Deletion** button: Deletes any chain number that is registered for a selected communication destination or report destination.

7. To add a destination under either **Destination List** or **Report return address**, click on the corresponding **Add** button. The **Add new destination** dialogue box will appear.

The 'Add new destination' dialog box contains the following information:

- Possible dials to add:

No.	Destination	Fax No.
0001	section 1 group 2	0699993311
0002	section 1 group 2	0699993312
0004	section 2 group 1	0699993321
0005	section 2 group 2	0699993322
0007	section 3 group 1	0699993331
0008	section 3 group 2	0699993332
0010	section 4 group 1	0699993341
0011	section 4 group 2	0699993344
- Destination to be added:

No.	Destination	Chain No.	Fax No.
0001	section 1 group 2		06
0004	section 2 group 1		06
0007	section 3 group 1		06
0010	section 4 group 1		06

5-4 Registering Box Information

8. Add a new destination to the list.

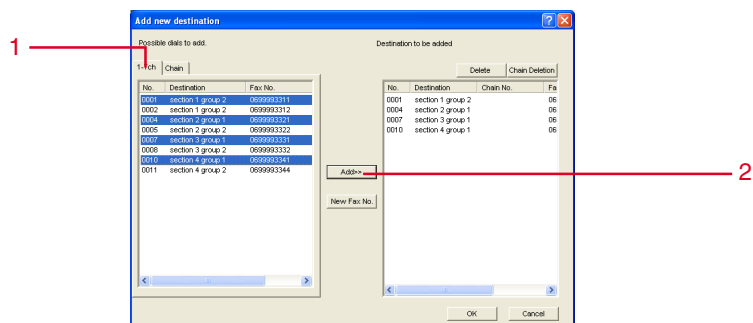
Select from among the following 3 methods of adding destinations to the list.

Add a destination that is registered under one-touch dialing to the list

1 Click on the **1-Tch** tab above the list at left and select the one-touch information that you want to add to the list.

* If your machine possesses abbreviated dialing capabilities, it is also possible to add destinations that are registered under abbreviated dial numbers.

2 Click on the **Add>>** button. The selected information will be added to the list at right.



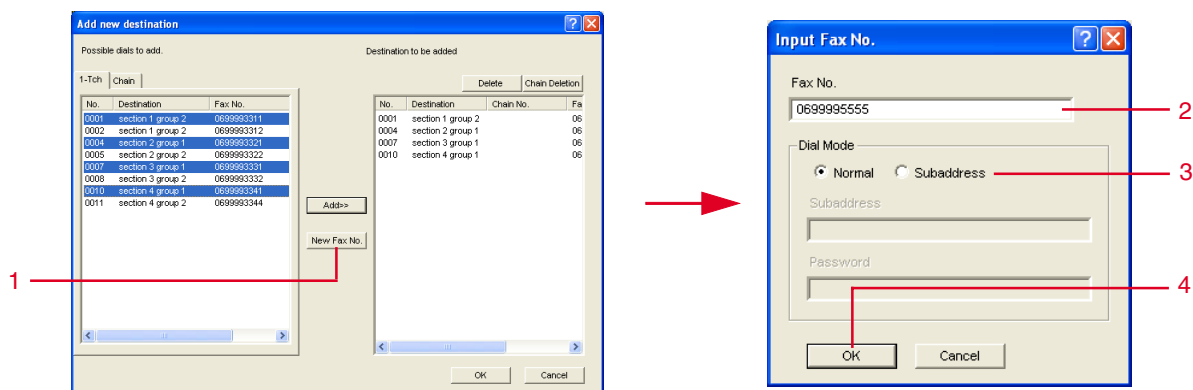
Enter a destination fax number to be added to the list

1 Click on the **New Fax No.** button. The **Input Fax No.** dialogue box will appear.

2 Enter the destination fax number in the **Fax No.** field.

3 When performing F-Code Based Communication, select the **Subaddress** setting and then enter the corresponding subaddress and password.

4 Click on the **OK** button. The **Add new destination** dialogue box will appear once again and the registered information will be added to the list at right.



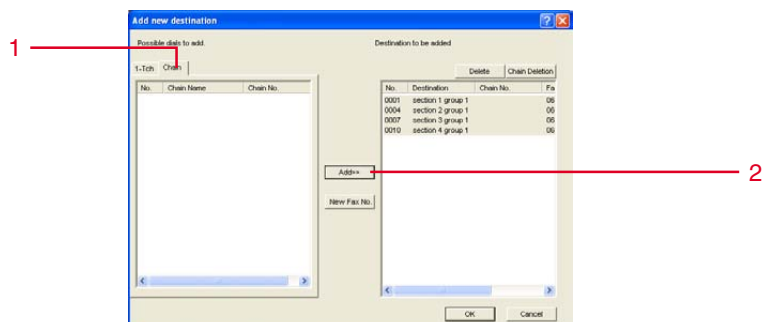
Adding a chain dial number

1 Click on the **Chain** tab above the list at left and select the chain dial information that you want to use.

2 Click on the **Add>>** button. The selected information will be added to the list at right.

3 Register the destination that you want to add to the list. Perform either steps 1 and 2 of "Add a destination that is registered under one-touch dialing to the list" or steps 1 to 4 of "Enter a destination fax number to be added to the list" above.

4 The added destination will be registered in the list at right under the number that corresponds to the designated chain dial information.



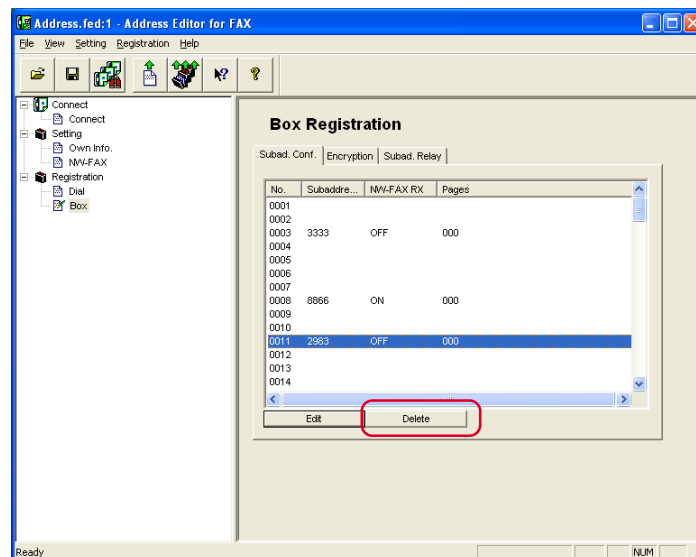
5-4 Registering Box Information

9. Make sure that the added destinations are correct and then click on the **OK** button. The **Subaddress Relay Box** dialogue box will appear once again.
10. Make sure that the registered information is correct and then click on the **OK** button.
11. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under “5-1 Registering Self-Station Information” on page 5-2 to transmit the edited data to the fax machine.

(4) Deleting registered boxes

Perform the following procedure when you want to delete registered boxes.

1. Follow steps 1 through 6 under “5-1 Registering Self-Station Information” on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Box** command under the **Registration** menu. The **Box Registration** window will appear.
3. Click on the tab that corresponds to the box that you want to delete, either the **Subad. Conf.** tab, the **Encryption** tab or the **Subad. Relay** tab.
4. Select the box that you want to delete and then click on the **Delete** button.



5. Transmit the edited data to the fax machine. Refer to steps 9 and 10 under “5-1 Registering Self-Station Information” on page 5-2 to transmit the edited data to the fax machine.

5-5 Importing Data

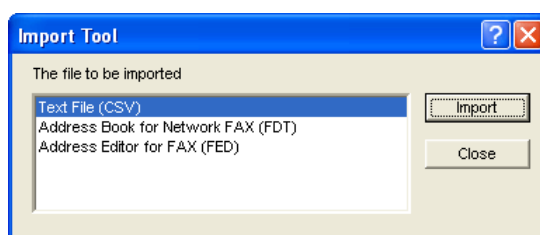
It is possible to import FED-formatted dialing data as well as address data that has been created with other applications.

Compatible formats are:

- CSV files
- Files saved by the Address Book for Network FAX (FDT format)
- Files saved by the Address Editor for FAX utility (FED format)

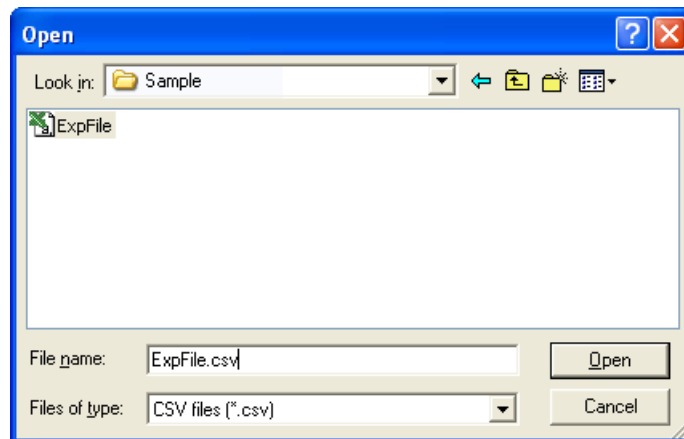
Perform the following procedure when you want to import address data.

1. Follow steps 1 through 6 under “5-1 Registering Self-Station Information” on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Dial** command under the **Registration** menu. The **Dial Registration** window will appear.
3. Click on the **Import** button. The **Import Tool** dialogue box will appear.



4. Select the desired file format from the **The file to be imported** list and then click on the **Import** button. The **Open** dialogue box will appear.

(This screen-shot shows the selection of an CSV file.)



5. Select the desired file and then click on the **Open** button.
If you selected a CSV file, the **Dial Import** dialogue box will appear. In this case, go to the next step.
If you selected an FDT file, the **confirmation of the imported contents.** dialogue box will appear. In this case, go directly to step 8.
If you selected a FED file, the **All dials will be overwritten. Are you sure?** dialogue box will appear. Click on the **OK** button to register to the imported dialing data and then go directly to step 16.

5-5 Importing Data

6. Select the items in the dropdown menu that you want to have correspond to each field (Destination, Fax No., etc.) in the CSV data.

If the **Download the file as it is.** checkbox is NOT selected, any items in the CSV data that do not contain any data at all will be deleted when the data is registered. If that checkbox is selected, even blank items will simply be registered as empty fields.



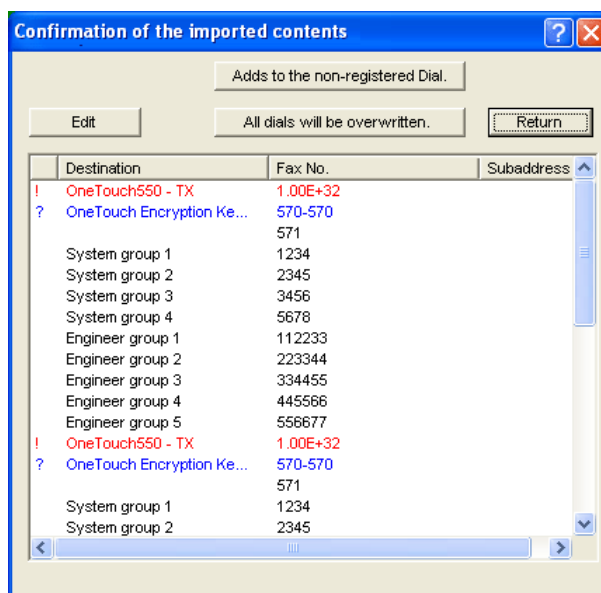
The "Dial Import" dialog box contains two columns of dropdown menus. The left column is labeled "Dial Field" and the right column is labeled "Text Field". Each dropdown menu in the "Text Field" column has a double quote character at the beginning and end of the text. At the bottom of the dialog, there is a checkbox labeled "Download the file as it is." and two buttons: "OK" and "Cancel".

Dial Field	Text Field
Destination	"Destination"
Fax No.	"Fax No."
TX Start Speed	"TX Start Speed"
Dial Mode	"Dial Mode"
Encry. Key	"Encry. Key"
Box No.	"Box No."
Subaddress	"Subaddress"
Password	"Password"

7. Click on the **OK** button. The **Confirmation of the imported contents** dialogue box will appear.

8. Refer to the "NOTE" below and select the desired method of adding data only after making sure that there are no "!" or "?" marks appearing in the list.

- To add the imported data only to unregistered dialing numbers in the current data, go to the next step.
- To add all of the imported data to the current data regardless of whether both registered and unregistered dialing numbers are overwritten by that data, go directly to step 13.



The "Confirmation of the imported contents" dialog box has a title bar with a question mark and a close button. Below the title bar are three buttons: "Edit", "Return", and "All dials will be overwritten.". Below these buttons is a table with three columns: "Destination", "Fax No.", and "Subaddress". The table contains several rows of data, some of which are highlighted in red or blue and have exclamation marks or question marks next to them. At the bottom of the dialog, there are two buttons: "Add to the non-registered Dial." and "Return".

Destination	Fax No.	Subaddress
! OneTouch550 - TX	1.00E+32	
? OneTouch Encryption Ke...	570-570	
	571	
System group 1	1234	
System group 2	2345	
System group 3	3456	
System group 4	5678	
Engineer group 1	112233	
Engineer group 2	223344	
Engineer group 3	334455	
Engineer group 4	445566	
Engineer group 5	556677	
! OneTouch550 - TX	1.00E+32	
? OneTouch Encryption Ke...	570-570	
	571	
System group 1	1234	
System group 2	2345	

NOTE

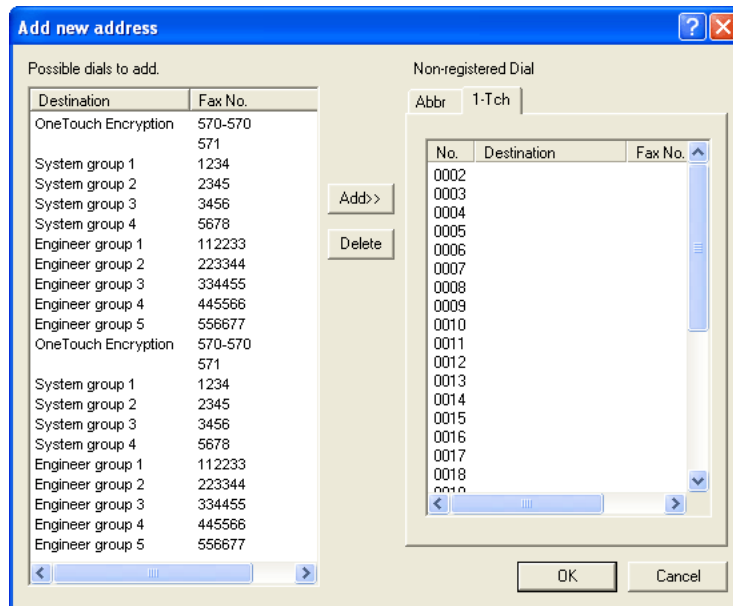
Any items which appear in the list with one of the following symbols, or are displayed in red or blue, need to be edited. Select the item that you want to edit, click on the **Edit** button and then verify and edit the information as necessary. (Refer to "(1) Registering one-touch dial information" on page 5-9.)

?: There is a destination item that exceeds the acceptable number of characters.

!: The fax number contains either a letter of the alphabet or another symbol that cannot be registered.

5-5 Importing Data

9. Click on the **Adds to the non-registered Dial.** button. The **Add new address** dialogue box will appear.



10. Select from the list at left the dialing entry you want to add.

11. Select the destination in the list at right and then click on the **Add>>** button. Any information added to the list at right will be added to the currently registered information.

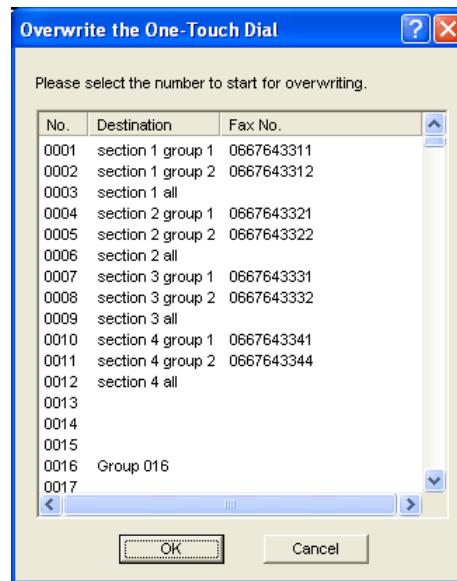
NOTE

If you move a dialing entry to a location in the list at right under which another entry is already registered, the new information will be written over the previous one.

12. Make sure that the registered information is correct and then click on the **OK** button. The imported dialing information will be registered. Go directly to step 16.

5-5 Importing Data

- Click on the **All dials will be overwritten.** button. The **Overwrite the One-Touch Dial** dialogue box or the **Overwrite the Abbreviated Dial** dialogue box will appear.



- Select the dial number at which you want to start writing data to the fax machine and then click on the **OK** button. The operation to write data will start from the selected number downward.

NOTE

It is only possible to register information for up to 600 dial numbers (up to 1000 dial numbers for C2520, C3225, C3232, C2525E, C3225E, C3232E and C4035E). Any data over and above that will NOT be registered.

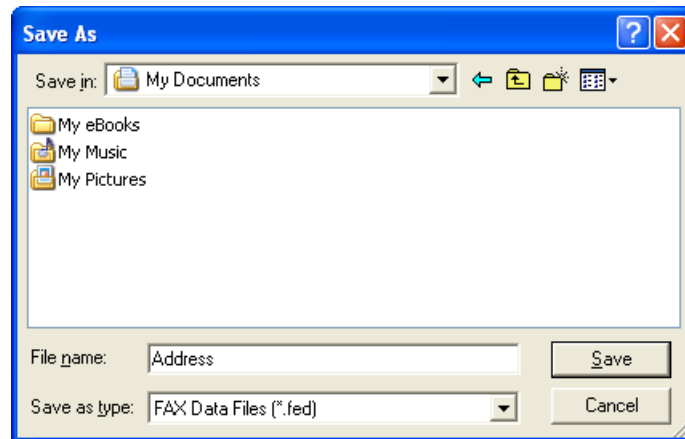
- Make sure that the registered information is correct and then click on the **OK** button. The imported dialing information will be registered.
- Transmit the edited data to the fax machine. Refer to steps 9 and 10 under "5-1 Registering Self-Station Information" on page 5-2 to transmit the edited data to the fax machine.

5-6 Saving Data as an FED-formatted File

It is possible to save registered data as an FED-formatted file.

Perform the following procedure when you want to save the registered data in this way.

1. Follow steps 1 through 6 under “5-1 Registering Self-Station Information” on page 5-2 and open the **Address Editor for FAX** window. Then select the desired method of connection to the fax machine.
2. Point to the **Save As...** command under the **File** menu. The **Save As** dialogue box will appear.



3. Select the location to save the file.
4. Enter a name for the file and then click on the **Save** button.

Section 6 Specifications

● Operating Environment

Hardware	IBM PC-AT compatible computer
Interface	10BASE-T or 100BASE-TX
Operating system	Windows 2000 (Professional, Server, Advanced Server), Windows XP, Windows Server 2003 and Windows Vista

● Network FAX Transmission

Transmission Resolution	Normal (200 dpi x 100 dpi equivalent) Fine (200 dpi x 200 dpi equivalent) Ultra fine (400 dpi x 400 dpi equivalent)
Document Size	Standard paper sizes only (Maximum 11" x 17" [A3])
Automatic Redialing	Controlled at the fax machine
Delayed TX	Based on settings in the Network FAX Driver (setting is possible to any 1 minute increment within the subsequent 24 hour period)
Concurrent print	Fax transmission and concurrent print-out at the fax machine is available
Transmitted Faxes	Fax data files delivered to designated computer (where Scanner File Utility is installed) in designated format (PDF or Multi-page TIFF)
Broadcast Transmission	Up to 80 destinations
Rotation Transmission	Available
Restricted Access	Based on entry of access code in the Network FAX Driver. Viable access code registration and Restricted Access management performed at the machine.
Cover Page	Format settings available in the Network FAX Driver
Maximum No. of Fax Pages	Up to 1000 pages * The maximum amounts noted above may not be attainable depending upon certain fax conditions.

● Network FAX Reception

Received Faxes	Fax data files delivered to designated computer (where Scanner File Utility is installed) in designated format (PDF or Multi-page TIFF)
Reception Notice	Notice of fax reception by e-mail (to a maximum of 10 e-mail addresses) or directly to computers on the network (to a maximum of 10 computer addresses)
Long Fax Pages	Long pages are not separated for delivery. Pages which exceed 17" [431 mm] can only be saved as TIFF files.

● Miscellaneous

Address Book	Individual and group destination registration available (up to 3000 destinations) Imported file format: CSV , FDT (proprietary format) or FED (proprietary format) Exported file format: FDT (proprietary format)
Address Editor for FAX	Self-station information and dialing information registration available Imported file format: CSV , FDT (proprietary format) or FED (proprietary format)
Network FAX Transmission Report	Can be delivered as an e-mail attachment to a designated address (includes transmission under Restricted Access)

DIRECTIVE 2002/96/CE ON THE TREATMENT, COLLECTION, RECYCLING AND DISPOSAL OF ELECTRIC AND ELECTRONIC DEVICES AND THEIR COMPONENTS

INFORMATION

1. FOR COUNTRIES IN THE EUROPEAN UNION (EU)

The disposal of electric and electronic devices as solid urban waste is strictly prohibited: it must be collected separately.

The dumping of these devices at unequipped and unauthorized places may have hazardous effects on health and the environment.

Offenders will be subjected to the penalties and measures laid down by the law.

TO DISPOSE OF OUR DEVICES CORRECTLY:

- a) Contact the Local Authorities, who will give you the practical information you need and the instructions for handling the waste correctly, for example: location and times of the waste collection centres, etc.
- b) When you purchase a new device of ours, give a used device similar to the one purchased to our dealer for disposal.



The crossed dustbin symbol on the device means that:

- when it to be disposed of, the device is to be taken to the equipped waste collection centres and is to be handled separately from urban waste;
- The producer guarantees the activation of the treatment, collection, recycling and disposal procedures in accordance with Directive 2002/96/CE (and subsequent amendments).

2. FOR OTHER COUNTRIES (NOT IN THE EU)

The treatment, collection, recycling and disposal of electric and electronic devices will be carried out in accordance with the laws in force in the country in question.