KONICA MINOLTA

Giving Shape to Ideas

# bizhub 4750/4050

## User's Guide: Network Fax Functions

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# 1 Internet Fax Function

# 1 Internet Fax Function

Internet fax is a function used to send and receive faxes via the intranet and Internet.

The same network as the one used by the computers is used to transmit faxes. Therefore, you can send and receive faxes to/from distant locations without having to worry about high communication costs or sending a large number of pages.

The following describes the precautions for using the Internet Fax.

- To use the Internet Fax function, the optional **Fax Kit FK-512** and **Mount Kit MK-P03** are required.
- Internet faxes are sent or received via E-mail. Prepare a dedicated Internet fax E-mail address for this machine.
- Connect this machine to a network that is capable of sending and receiving E-mail massages.
- A file may be damaged depending on network conditions. Be sure to check that the file(s) is not damaged.
- Even if "----" is displayed in the result column of the TX result screen or Activity Report, an E-mail may not reach the receiver side due to a problem on the Internet route."----" indicates that normal communication has been established up to the server.
- You cannot transfer an original that exceeds the A4 or letter width (216 mm / 8.5 inches).
- If color or gray scale data is received, they will be discarded.

# 2 Preparation for Internet Fax (For Administrators)

# 2 Preparation for Internet Fax (For Administrators)

## 2.1 Preparation flow

**Connecting this machine to the network**

- **Checking a LAN cable for connection**
- **Checking the network settings**
  - ➔ Check that an IP address is assigned to this machine.

**Setting up the environment to send and receive Internet fax**

- **Configuring the Internet fax environment**
  - ➔ Enable the Internet fax function. In addition, specify the information of this machine and settings required to send and receive E-mail.
- **Registering sender information**
  - ➔ Register the machine name, company name, etc. to be printed on faxes.
- **Setting the date and time for the machine**
  - ➔ Set the date and time on this machine to be printed on sent and received faxes.

**Configuring the machine to suit your environment**

- **Registering a frequently used destination**
  - ➔ This will save you from having to enter a destination each time you send data.
- **Using an LDAP server to specify addresses**
  - ➔ When the LDAP server or Active Directory is used, you can search for a destination on the server.
- **Registering a subject and text of the successfully received E-mail message**
  - ➔ Registering a subject and text of an E-mail message will save you the trouble of entering this information each time you send a fax.
- **Using SMTP authentication**
  - ➔ This machine supports SMTP authentication. If SMTP authentication is installed in your environment, configure its setting.
- **Using POP before SMTP authentication**
  - ➔ This machine supports POP before SMTP authentication. If POP before SMTP authentication is installed in your environment, configure its setting.
- **Using an SSL/TLS communication**
  - ➔ This machine supports SMTP over SSL and Start TLS. If a communication with an E-mail server is encrypted using SSL in your environment, configure its setting.
- **Checking fax reception**
  - ➔ You can check that the fax has been received via the message received from the recipient machine. (In normal circumstances, you can use this function by default.)

**Preparation finished**

# 2.2 Operations required to use this function

## Checking a LAN cable for connection

Check that a LAN cable connected to the network is connected to the LAN port of this machine.

## Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].

**Reference**

*If no IP address is assigned to this machine, you will need to configure the network. For details, refer to Chapter 4 "Initial Settings of This Machine" in [Quick Start Guide].*

## Configuring the Internet fax environment

Enable the Internet fax function. In addition, specify the information of this machine and settings required to send and receive E-mail.

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

## Registering sender information

Register the machine name, company name, etc. to be printed on faxes.

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

## Setting the date and time for the machine

Set the date and time on this machine to be printed on sent and received faxes.

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

**Reference**

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

# 2.3 Option settings

## Registering a frequently used destination

Registering a frequently used E-mail address to this machine as a destination will save you from having to enter it each time you send an e-mail.

For details on how to register it, refer to page 7-2.

## Using an LDAP server to specify addresses

When the LDAP server or Active Directory is used for user management, an E-mail address can be searched or specified via the server. To use the LDAP server to specify a destination, you must register the server on this machine.

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

**Reference**

*For details on how to search using the LDAP server, refer to page 3-10.*

## Registering a subject and text of the successfully received E-mail message

When the recipient machine receives an Internet fax, the fax is printed, then the document that notifies the successful reception of the E-mail message (successful reception E-mail) is printed. This document contains the subject and text that are specified when the fax is sent from this machine.

Pre-register multiple preset text for the subject and fixed message text of an E-mail; you can use them depending on destinations.

For details on the registration procedure, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

## Using SMTP authentication

This machine supports SMTP authentication. If SMTP authentication is installed in your environment, configure its setting.

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

## Using POP before SMTP authentication

This machine supports POP before SMTP authentication. If POP before SMTP authentication is installed in your environment, configure its setting.

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

## Using an SSL/TLS communication

This machine supports SMTP over SSL and Start TLS. If a communication with an E-mail server is encrypted using SSL in your environment, configure its setting.

The method of configuring the setting is explained using **Web Connection**. For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

## Checking fax reception

Configure the settings for requesting or responding to the result of sent and received Internet faxes, and the setting regarding the exchange of capability information between machines. (In normal circumstances, you can use this function by default.)

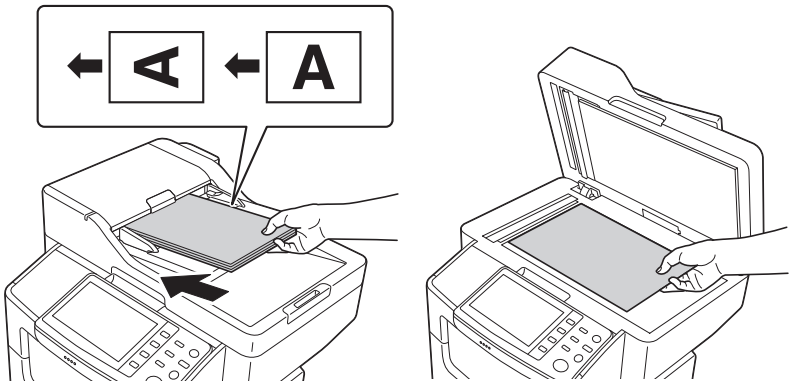
For details on the setting procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

# 3 How to Send

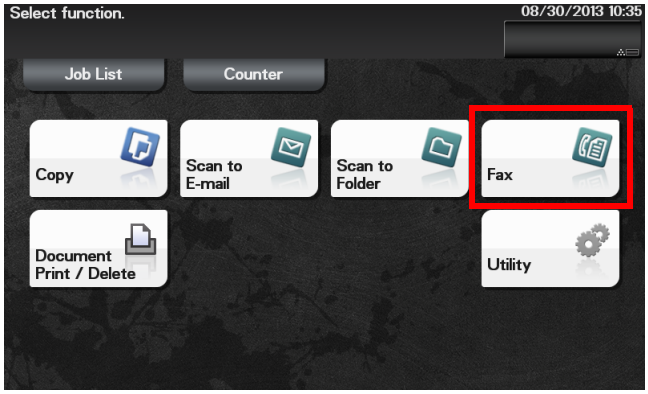
# 3 How to Send

## 3.1 Sending (basic operation flow)

1 Load the original.



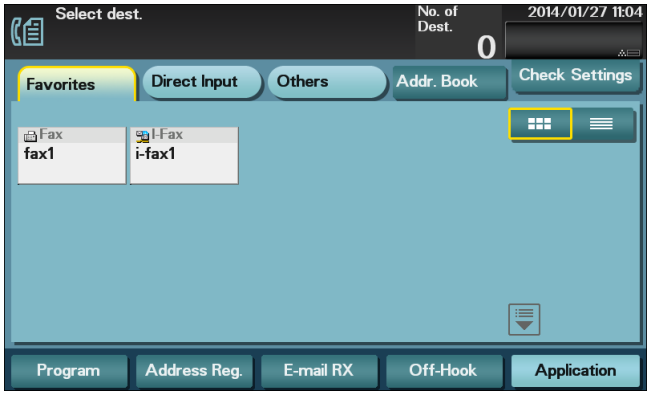
2 Tap [Fax].



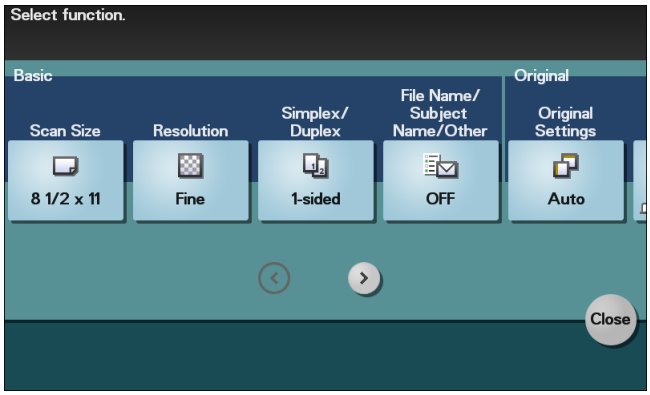

3 Specify the destination E-mail address.

➔ For details on how to specify a destination, refer to page 3-8.

➔ Fax broadcasting can be performed by specifying multiple destinations.



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




➔ Specify the original size before scanning the original. For details on how to specify the original size, refer to page 3-11.

➔ You cannot transfer an original that exceeds the A4 or letter width (216 mm / 8.5 inches).

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

| Purpose | Reference |
|---|---|
| To configure basic options such as original size and resolution | page 3-11 |
| To specify the method to scan the original | page 3-12 |
| To adjust the image quality or density depending on the contents of the original | page 3-13 |

5 Press the **Start** key.

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

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

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

Sending starts.

**Tips**

- When an Internet fax is sent, the TX result report is printed. With the TX result report, you can check for successful fax transmission.
- When the recipient machine receives an Internet fax, an MDN message that provides notification of successful reception is printed on this machine. You can check whether or not the fax has been successfully received by reading the MDN message.

### Related setting

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

# 3.2 Recalling a program for sending

## Program

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

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

## Registering a program

You can register up to 400 programs.

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

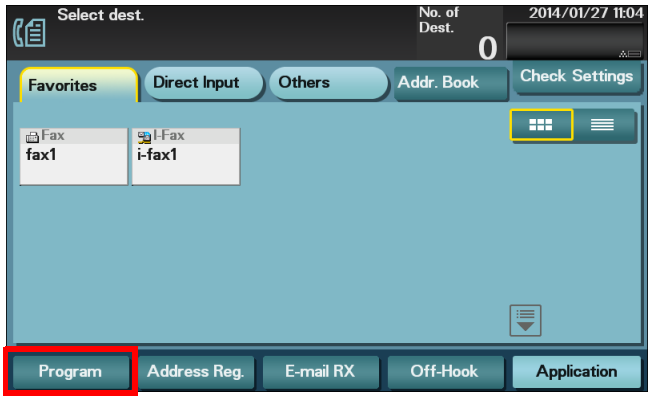
✔ To register a program, you must register the address book in advance. For details on how to register a destination, refer to page 7-2.

1 Tap [Fax].

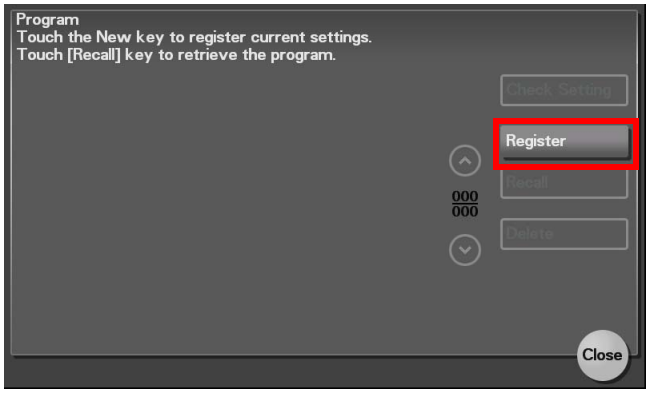
2 Tap [Application], then configure fax option settings.

➔ The settings configured here are registered as a program.

3 Tap [Program].




4 Tap [Register].



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

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

**Reference**

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

**Related setting (for the administrator)**

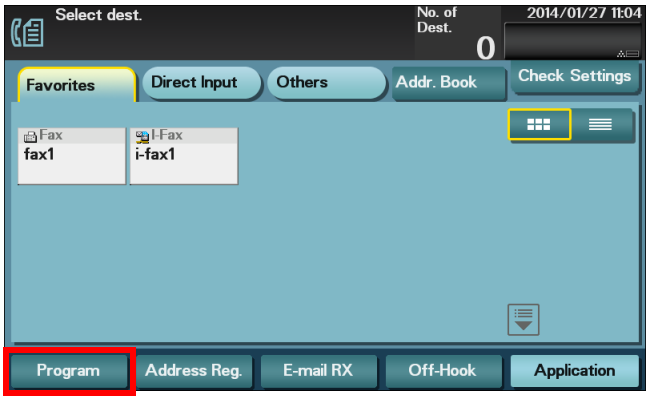
The shortcut key for a registered program can be arranged on the main menu.
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Main Menu Default Settings]

## Recalling a program for sending

1 Load the original.

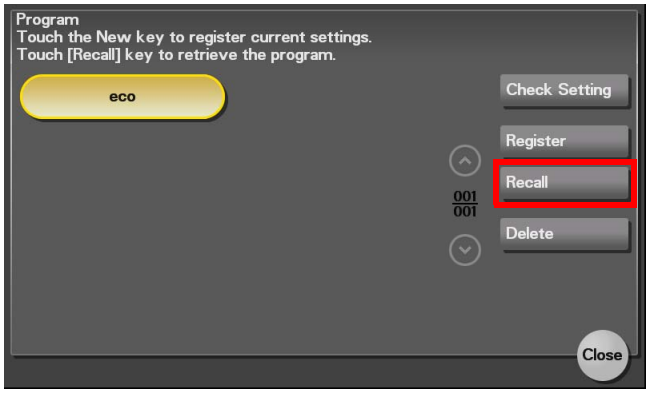
2 Tap [Fax].

3 Tap [Program].



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

The registered content of the program is applied.




5 Press the **Start** key.

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

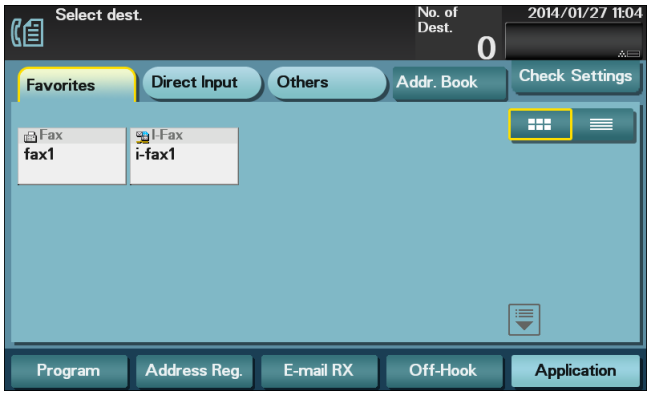
➔ To redo operations for specifying destinations or option settings, press the **Reset** key.

Sending starts.

# 3.3 Specifying a destination

## Selecting a destination from Favorites

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



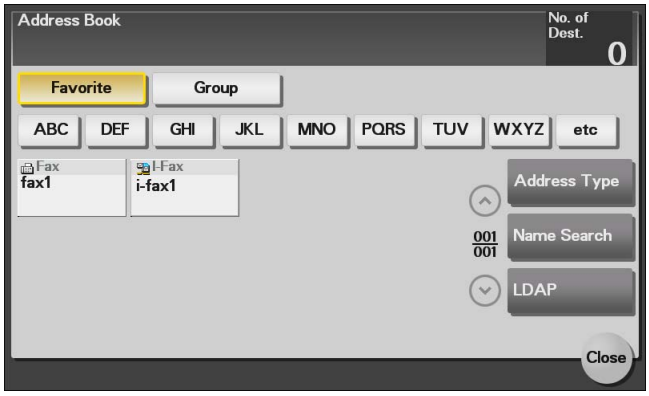

| Item | Description |
|---|---|
| | Switches the destination list to the button or list view. |
| | Enlarges or reduces the destination display area.<br>Displayed when the number of destination keys is so large that they cannot be displayed on one screen. |
| Scroll keys | Scrolls the destination display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

**Reference**

*For details on how to register a destination, refer to page 7-2.*

## Selecting a destination from Address Book

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




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

| Item | Description |
|---|---|
| [Favorites] | Displays the destinations registered in Favorites when registering a destination. |
| [Group] | Displays group destinations. |
| [Address Type] | Narrow down destinations by the type of the registered destination. |
| [Name Search] | Searches for the specified destination using its registration name. |
| [LDAP] | When you are using the LDAP server or Active Directory of Windows Server, search for an E-mail address through the server. For details, refer to page 3-10. |

**Reference**

*For details on how to register a destination, refer to page 7-2.*

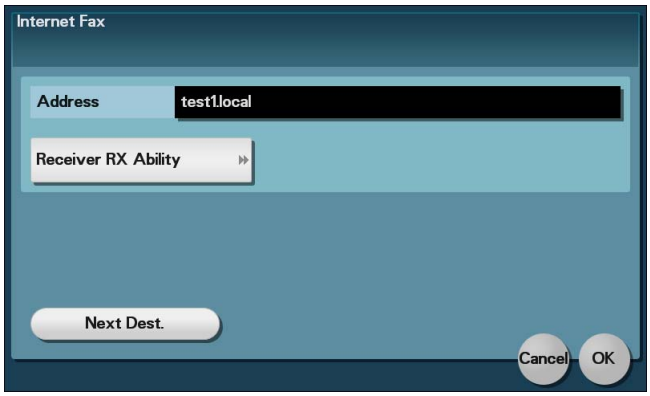
*A group destination can be registered in [Utility] of **Control Panel** or **Web Connection**. For details on the registration procedure, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].*

## Directly entering data

Tap [Direct Input] - [Internet Fax], then enter the E-mail address as the destination.

In [Receiver RX Ability], specify the specifications (compression type and resolution) of original data that is compatible with the destination device.

When specifying multiple destinations, tap [Next Dest.]; you can add up to five destinations.



**Reference**

*You can register the destination that you have entered directly into the address book. For details, refer to page 7-4.*

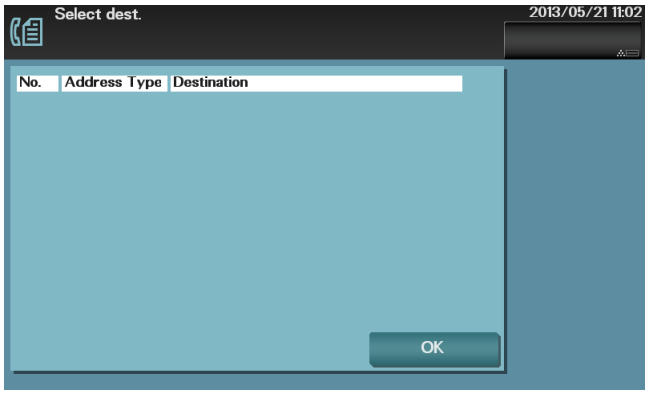
**Related setting (for the administrator)**

You can specify whether or not to allow the user to directly enter a destination.
To configure settings: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Manual Destination Input] (default: [Allow]).

## Selecting a destination from the history

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

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




**Tips**

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

## Searching for an E-mail address from the LDAP server

When you are using the LDAP server or Active Directory of Windows Server, search for an E-mail address through the server.

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

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

2 Enter the keyword, then tap [Search].

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

3 Select the destination from the search result.

➔ If you tap [I-Fax], the search results of which no E-mail address are registered will be grayed out.
➔ If you tap [Register], you can add the searched destination to the address book.
➔ If you tap [Details], you can view detailed information of the searched destination.

# 3.4 Option settings for fax TX

## 3.4.1 Basic option settings

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

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

Select the size of the original to be scanned.

**Tips**

You cannot transfer an original that exceeds the A4 or letter width (216 mm / 8.5 inches).

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

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

Select a resolution at which to scan the original.

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

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

Select the surface of the original to be scanned.

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

### Changing the file name ([File Name/Subject Name/Other])

To display: [Application] - [Basic] - [File Name/Subject Name/Other]

Change the file name of the scanned original. In addition, you can change the subject and body that is printed in the successfully received E-mail message.

| Settings | Description |
|---|---|
| [File Name] | If necessary, you can rename a file of the scanned original (using up to 30 characters). |
| [Subject] | If necessary, you can change the subject of an E-mail (using up to 64 characters).<br>If fixed subject phrases are registered in **Web Connection**, you can select a subject from those registered.<br>"Message from (Device name)" is displayed by default. |
| [From] | Displays the E-mail address you specified in [Utility] - [Administrator Settings] - [Administrator/Machine Settings] - [Input Machine Address] - [E-mail Address]. |
| [Body] | If necessary, you can enter the message text of an E-mail (using up to 256 characters).<br>If fixed message text phrases are registered in **Web Connection**, you can select the desired message text from those registered.<br>The text area is blank by default. |

**Related setting**

The subject and message text of an E-mail can only be registered in **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

## 3.4.2 Specifying the method to scan the original

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

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

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

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

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

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

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

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

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

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

1 Load the original.

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

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

3 Press the **Start** key.

The original is scanned.

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

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

5 Repeat Step 4 until all originals have been scanned.

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

Sending starts.

## 3.4.3 Adjusting quality/density

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

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

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

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

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

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

Scan originals by adjusting the density according to the original.

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

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

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

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

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

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

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

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

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

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

## 3.4.4 Viewing the current settings

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

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

# 4 How to Receive a Fax

# 4 How to Receive a Fax

## Receiving a fax automatically

The machine automatically inquires the mail server for fax reception status at a predetermined interval (default: 15 minutes). If any fax is received successfully, the machine receives and prints the message.

### Tips

- You cannot transfer an original that exceeds the A4 or letter width (216 mm / 8.5 inches). If the received data exceeds the A4 or letter width, it results in an error, and an error report is printed out.
- If color or gray scale data is received, they will be discarded.

### Reference

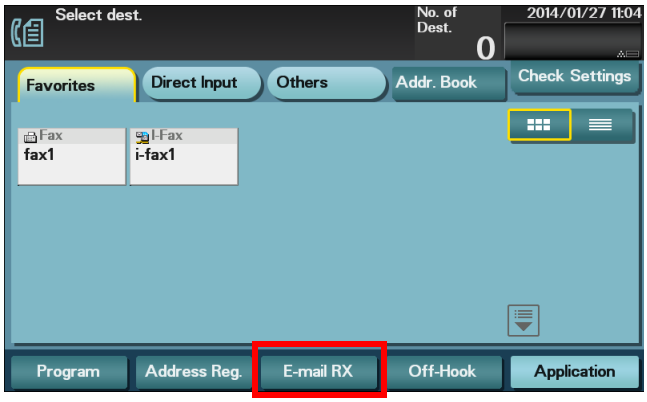
*You can skip printing and forcibly save the received fax to the memory of this machine. This prevents fax data from being stolen or lost after being printed, and only the necessary fax(es) will be printed. For details, refer to page 5-4.*

*Received faxes can be forwarded to a pre-specified destination. They can be converted to computer-compatible files for management. For details, refer to page 5-3.*

## Receiving a fax manually

The user manually inquires the mail server for fax reception status.

Tap [E-mail RX] to request information from the mail server, and receive and print a fax receipt message, if any.




### Tips

- You cannot transfer an original that exceeds the A4 or letter width (216 mm / 8.5 inches). If the received data exceeds the A4 or letter width, it results in an error, and an error report is printed out.
- If color or gray scale data is received, they will be discarded.

### Reference

*To configure a setting for receiving an Internet fax, use **Web Connection**. For details, refer to [E-mail Receive (POP)] of Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].*

# 5 Receiving Options

# 5 Receiving Options

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

### Reception information

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

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

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

To print reception information, the following settings are required.

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

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

## Forward TX

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

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

**Tips**

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

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

To use Forward TX, the following settings are required.

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

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

## Memory RX

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

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

**Tips**

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

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

To use Memory RX, the following settings are required.

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

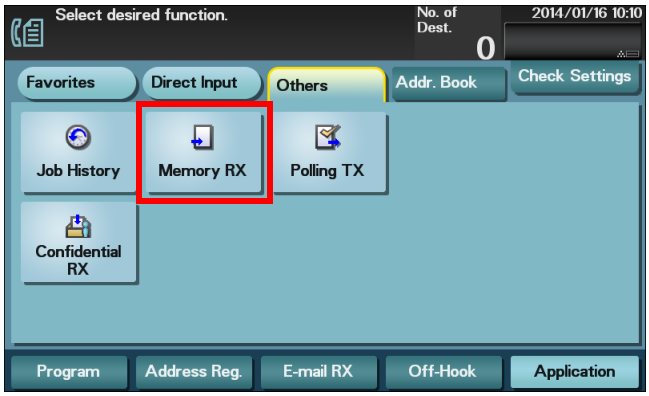
## Printing or deleting a received fax

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

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

1 Tap [Fax].

2 Tap [Others] - [Memory RX].




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

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

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

➔ Tap [Delete] to delete the selected fax.

Printing starts.

**Tips**

The printed fax is erased from the memory.

## Downloading a received fax

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

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

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

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

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

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

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

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

This displays a list of faxes saved in memory.

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

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

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

➔ Click [Delete] to delete the selected file.

Downloading starts.

**Reference**

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

# 5.4 Stopping fax printing at night (Night RX)

## Night RX

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

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

**Tips**

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

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

To use Night RX, the following settings are required.

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

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

## Duplex Print (RX)

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

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

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

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

# 5.6 Configuring the fax print settings (for administrators)

## Default print settings

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

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

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

**Tips**

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

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

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

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

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

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

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

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

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

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

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

**Tips**

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

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

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

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

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

**Tips**

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

# 6 Printing a Fax Report

# 6 Printing a Fax Report

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

| Report name | Description |
|---|---|
| Activity Report | This report contains results of sent and received faxes.<br>A total of 100 faxes are recorded on separate pages for send and received.<br>The activity report is automatically printed. In addition, records containing only transmission or reception faxes can be printed as required.<br>By default, the report is automatically printed for every 100 communications. |
| TX Result Report | This report contains the results of fax transmission. By default, the report is automatically printed when a transmission has failed. |
| Broadcast Report | This report contains results of faxes sent by broadcast. By default, the report is automatically printed upon completion of the broadcast transmission. |
| Internet Fax RX Error Report | This report contains the date and time and cause when the machine has failed to receive an Internet fax.<br>By default, the report is automatically printed when the machine fails to receive an Internet fax. |
| Print MDN Message | A report that notifies of an Internet fax reception by the recipient machine. By default, reports are automatically printed when an MDN (Message Disposition Notifications) message is received. |
| Print DSN Message | A report that notifies of an Internet fax reception by the recipient mail server. Reports are automatically printed when a DSN (Delivery Status Notifications) message is received. By default, reports are not printed automatically. |
| E-mail Message Body | A report that notifies of successful receipt of an Internet fax by the recipient machine, which is printed subsequent to reception. Reports are printed if the message (subject/text) is attached to the Internet fax. By default, reports are automatically printed. |
| Job Settings List | This list contains the details of [Fax Settings]. |

### Tips

The Activity Report contains the sending and receiving results of both fax and Internet fax. This report cannot be printed out only for Internet fax.
The following items are only for Internet fax:

- Communication time: Fixed to "-- : --".
- Result column: The following information is described depending on the communication result.
  "-": Indicates that a fax transmission has succeeded up to the E-mail server.
  "OK": Indicates that a fax has normally reached the recipient (only when an MDN or DSN response has been received).
  "NG": Indicates that a communication error has occurred.
  "MDN-ER": Indicates that the machine has failed to receive an MDN response.
  "DSN-ER": Indicates that the machine has failed to receive a DSN response.

### Related setting (for the administrator)

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

# 7 Registering Frequently Used Destinations (Address Book)

# 7 Registering Frequently Used Destinations (Address Book)

## 7.1 Address Book

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

Up to 2,000 address books can be registered. The destination types that can be registered are E-mail address, computer name, etc. depending on the transmission mode.

**Related setting (for the administrator)**

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

**Reference**

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

# 7.2 Registering an Internet fax destination

## 7.2.1 Registering a destination in Utility

Register destination E-mail addresses.

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

2 Enter destination information, then tap [OK].

| Settings | Description |
|---|---|
| [No.] | Destination registration number. The smallest available number that is not used is automatically assigned. |
| [Name] | Enter the destination name (using up to 72 characters). |
| [Favorites] | Select this option to register a frequently used destination. The registered destination is displayed in [Favorites], enabling you to easily specify a destination. |
| [Index] | Select a corresponding character so that the destination can be index searched by name. |
| [E-mail] | Enter the E-mail address as a destination (using ASCII characters of up to 320 bytes).<br>Tapping [Details] displays the full text of the E-mail address. |
| [Receiver RX Ability] | Select [Compression Method] and [Resolution] as the specifications of the original data that can be received on the destination device. |

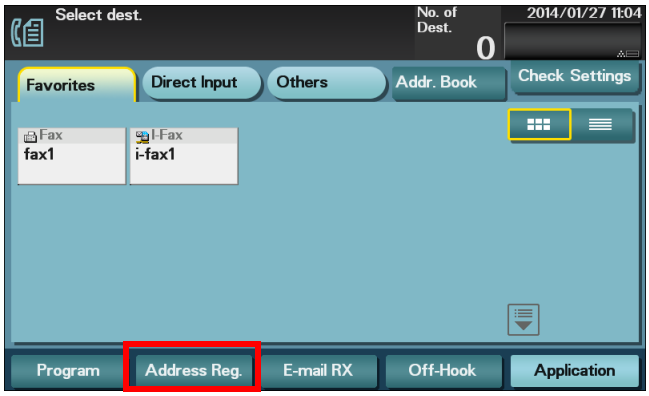
**Tips**

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

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

1 Tap [Fax].

2 Tap [Address Reg.].




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

4 Enter destination information, then tap [Register].

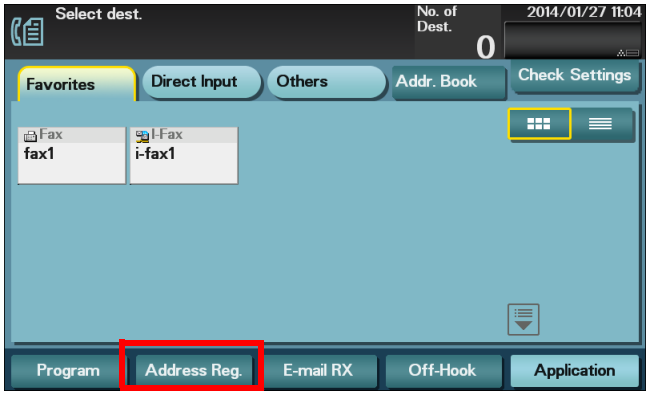
➔ The registered information is the same as that to be registered from the Utility. For details, refer to page 7-3.

# 7.3 Registering directly entered destinations in Address Book

1 Tap [Fax].

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

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




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

➔ Tap [Input New Address] to register the new address, which is not yet entered. For details on how to register, refer to page 7-3.

5 Enter the registration name for the destination.

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

6 Tap [Register], then [Close].

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

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# 8 Index


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