

## Receiving Faxes Automatically (Using the Machine Solely for Fax Operations)

### Auto Reception

Auto Reception is a mode in which to automatically receive faxes when the number of rings occur.

It is helpful to set this machine to automatically receive faxes if the line is dedicated for faxing.



### Operations required to use this function (for the administrator)

To use Auto Reception, the following settings are required.

Settings	Description	Reference
[Receive Mode]	Set to [Auto RX].	<a href="#">Here</a>
[Number of RX Call Rings]	Set the number of rings that will occur before the machine starts auto reception.	<a href="#">Here</a>

## Manual Reception

### Manual Reception

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

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



### Operations required to use this function (for the administrator)

To use Manual RX, the following settings are required.

Settings	Description	Reference
[Receive Mode]	Set to [Manual RX].	<a href="#">Here</a>

### Operation flow

1. Tap [Scan/Fax].

2. Tap the Off-Hook button.

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



3. Check that [Receive] is selected.



4. Press the **Start** key.

5. Tap [Yes].

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