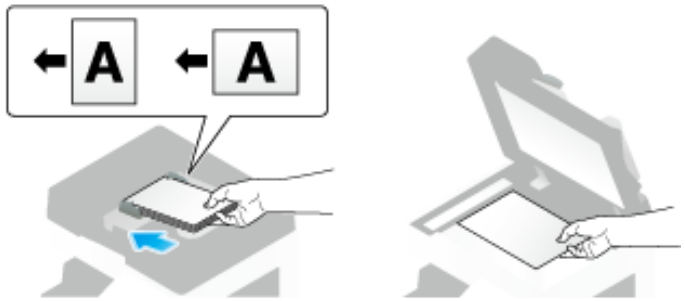
Sending (Basic Operation Flow)

1. Load the original.



2. Tap [Scan/Fax].

- It is convenient to use the fax mode when sending a fax. For details on the fax mode, refer to Here.

3. Enter a fax number.

- For details on how to specify a destination, refer to Here.
- Specifying multiple destinations carries out computer sending and fax transmission simultaneously.

➡ If necessary, you can change the display of the main screen in fax/scan mode (default: [Address Book]). For details, refer to Here.

4. Configure the option settings for fax transmission as necessary.

➡ 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	Here
To configure options to scan various types of originals such as various sizes and books	Here
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	Here
To print date/time and page number	Here
Other option settings	Here

5. Press the **Start** key.

➡ Tap [Check Setting] before sending, and check the destination and settings as necessary.

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

- If the screen to confirm the specified destination or settings appears, check the contents, then tap [Send].
- If the keyboard screen appears, enter the specified password, then tap [Send]. For the password, contact the administrator of this machine.

Transmission begins.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To redo scanning of the original, delete the job from the list of inactive jobs.

Tips

- The sender information is automatically added to a fax to be sent.

Related setting

- You can change the defaults for optional settings for fax transmission according to the operating environment. For details, refer to Here.

Related setting (for the administrator)

- Before pressing the **Start** key to begin fax transmission, you can view the specified destination or settings on the **Touch Panel** to prompt the sender to reconfirm them. If necessary, you can set a password to approve the contents you have confirmed. If an incorrect password is entered, fax transmission will fail. (default: [OFF]) For details, refer to Here.

Reference

- You can register multiple sender names and use different sender names depending on the destination. For details, refer to Here.

Sending after Checking the State on the Recipient Side (Manual Transmission)

Manual transmission

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

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

Tips

- Manual transmission is not available if the Confirm Address (TX) function is enabled.

Faxing manually

1. Load the original.
2. Tap [Scan/Fax].

➔ It is convenient to use the fax mode when sending a fax. For details on the fax mode, refer to Here.

3. Configure the option settings for fax transmission as necessary.

➔ 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	Here
To configure options to scan various types of originals such as various sizes and books	Here
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	Here
To print date/time and page number	Here
Other option settings	Here

4. Tap the Off-Hook button.

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

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

➡ Fax numbers can be specified from [Address Book], [Direct Input], [Job History] or [Program]. For details on how to specify a destination, refer to Here. For details on how to specify a fax/scan program, refer to Here.

6. As signal sounds are heard, press the **Start** key.

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

This displays a screen that asks whether you want to start sending faxes.

7. Tap [Yes].

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

- If you press the **Stop** key while scanning an original, the scanning process stops, and a confirmation message is displayed to check whether to delete the stopped job. When scanning the original again, select [Yes].

Checking the Finish before Sending

1. Load the original.
2. Tap [Scan/Fax].

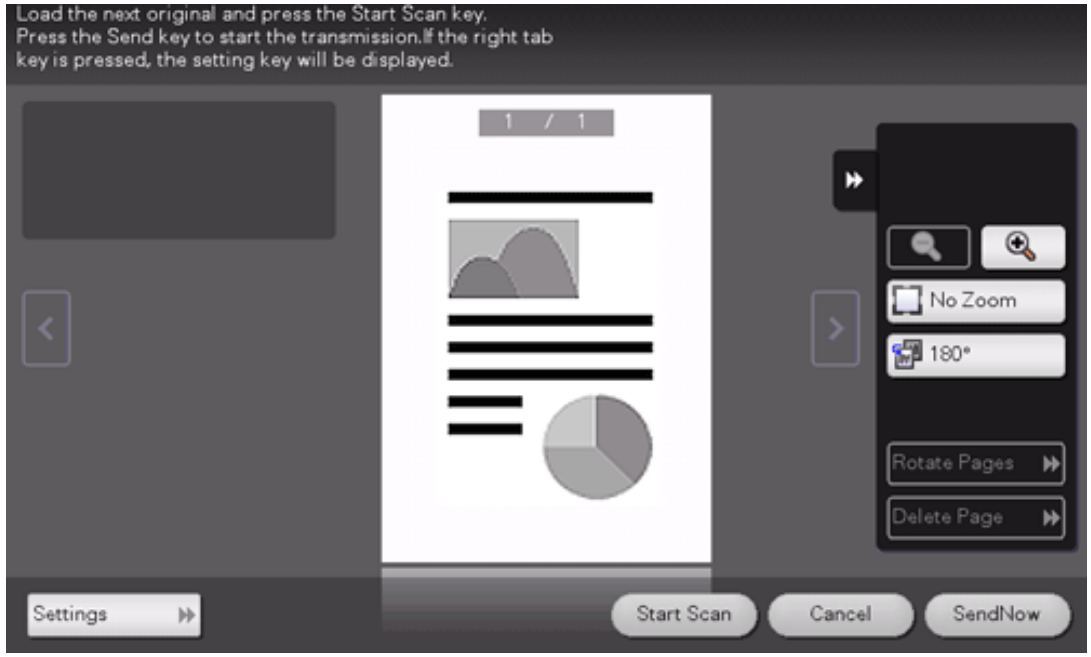
3. Enter a fax number.
4. Configure the option settings for fax transmission as necessary.
5. Press the **Preview** key (default: Register key **4**).

6. Select the original loading direction.
7. Tap [Start] or press the **Start** key.

The original is scanned, and the Preview screen appears.

8. Check the preview display, and rotate the page or change settings as required.

- To continue to scan originals, load the original, and tap [Start Scan].
- To start a transmission, tap [SendNow] or press the **Start** key.
- If you tap the tab key on the right of the screen, you can display or hide the setting key. The setting key allows you to rotate or delete a page.
- When destinations other than those for faxes are also specified for the destinations, the preview appears with the window for changing the settings for the scan function selected. To check the fax preview, tap [Fax] to switch the display.



9. After all originals have been scanned, tap [SendNow] or press the **Start** key.

Transmission begins.

Related setting (for the administrator)

- Normally, preview images are displayed after all the original data has been scanned. When necessary, you can use the real-time preview, which displays preview images on a page basis while scanning the originals (default: [OFF]). For details, refer to Here.
- You can select whether to display the screen to select the original loading direction (default: [ON]) after pressing the **Preview** key. For details, refer to Here.
- You can select conditions to display a preview image (default: [Preview Settings Screen]). For details, refer to Here.

Sending a Fax by Recalling a Program

Fax/Scan program

Program is a function to register a combination of frequently-used option settings as a recall key. The program to be registered in the fax/scan mode is referred to as a scan/fax program.

When you register a Fax/Scan program, you can recall the combination of option settings from the main screen with a single key action. You can also include a destination in program registration.

Registering a Fax/Scan program

You can register up to 400 Fax/Scan programs.

If 400 Fax/Scan programs are already registered, delete unnecessary Fax/Scan programs before registering a new program.

1. Tap [Scan/Fax].

2. Configure the fax transmission option settings.

➔ Register the settings configured here as a program.

3. Tap [Program].

4. **Select one of the keys that has not been registered and tap [New].**

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

➔ Specify the destination in [Address] as necessary.

Settings	Description
[Name]	Enter the name of the program (using up to 24 characters).
[Address]	Specify whether you want to include a destination for the program. Specify either by direct input or by selecting among the destinations registered on this machine. Only one destination can be specified.
[URL Notif. Destination]	You can send the E-mail message that contains the save location of the original data to the specified E-mail address. You can use this function for SMB transmission, FTP transmission, WebDAV transmission, and data saved in a User Box. To notify the save location of the original data, select [URL Notif. Destination], and specify the E-mail address to which you want to send the E-mail message.

Tips

- For Fax/Scan program, in addition to normal program, temporary program for temporary use is also available. Temporary program is registered using **Web Connection**. By specifying a sending setting in advance, you can simplify the operation when sending data in this machine. Temporary programs are deleted once data is sent to the registered destination or when the machine is turned OFF.
- Up to 10 temporary programs can be registered. If 10 temporary programs are already registered, delete unnecessary temporary programs before registering a new program.

Reference

You can also register Fax/Scan programs using **Web Connection**. For details, refer to Here.

Recalling the scan/fax program for transmission

1. Load the original.

2. Tap [Scan/Fax].

3. Tap [Program].

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

The registered content of the program is applied.

➔ If necessary, you can change the page to be displayed in the main screen of the program (default: [PAGE1]). For details, refer to Here.

5. Specify the destination if no destination is registered for a program.

6. Press the **Start** key.

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

Transmission begins.

- If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

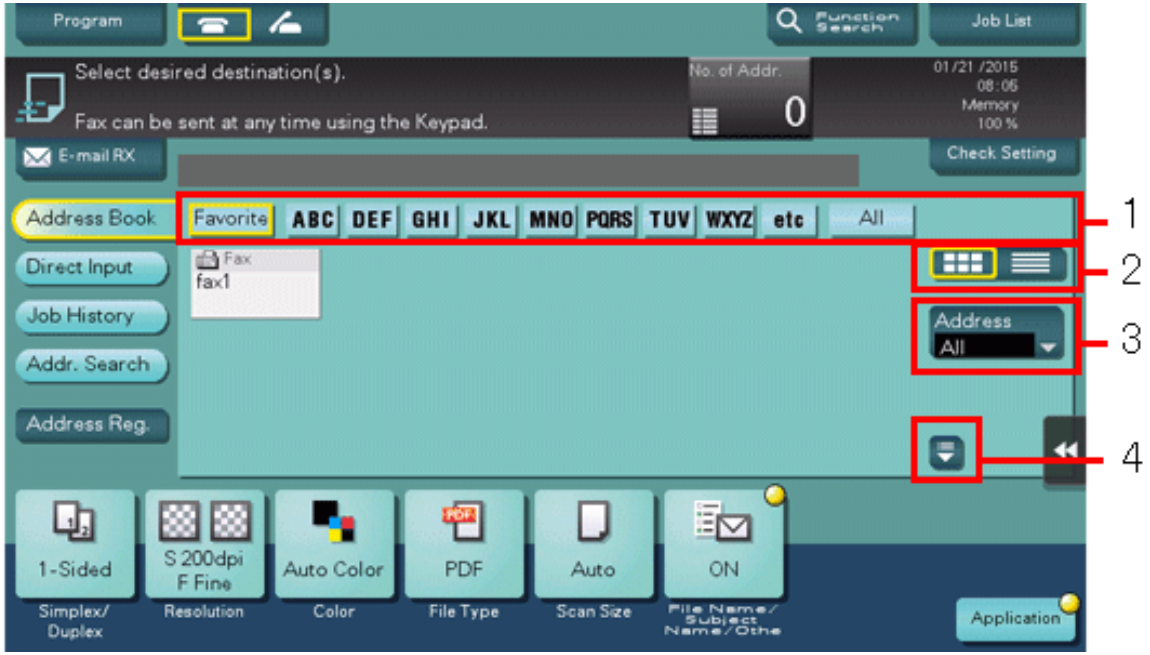
Specifying a Destination

Selecting from address book

In [Address Book], select the destination registered on this machine.

You can send data by broadcast transmission if you select multiple destinations. You can also use broadcast transmission by combining different sending modes such as Fax TX and SMB Send.

For details on how to register a destination, refer to Here.



No.	Description
1	Narrow down destinations with the index specified for the registered destination. Using [Address] in combination further narrows down destinations. The following keys can be used to narrow down destinations: [All]: All address book entries registered on this machine are displayed. [Favorite]: The destinations specified with [Favorite] as search text are displayed. [etc]: Displays destinations for which the registered name of each begins with a character other than an alphabet character.
2	Switches the display of the registered destinations to the button or list view mode. If the list view mode is selected, you can sort destinations by registration number, destination type, or registered name.

3	Narrow down destinations by the type of the registered destination. Using also search text further narrows down destinations.
4	Expands the area when scrolling is required in the area where the registered destinations are displayed.

If the destination is displayed with a button, you can change the button size. Changing to a larger size helps you read characters on the button and press the button. For details on the setting to change the button size, refer to Here.

Related setting

- You can select the search text or destination type to be displayed at the top when [Address Book] is displayed (default: [Favorites]/[All]). For details, refer to Here.
- You can select the list order of destinations to be displayed in [Address Book] between an order by registration number and by registration name (default: [Number Order]). For details, refer to Here.
- You can select the default display of the [Address Book] between button images and listing (default: [One-Touch Button Layout]). For details, refer to Here.

Related setting (for the administrator)

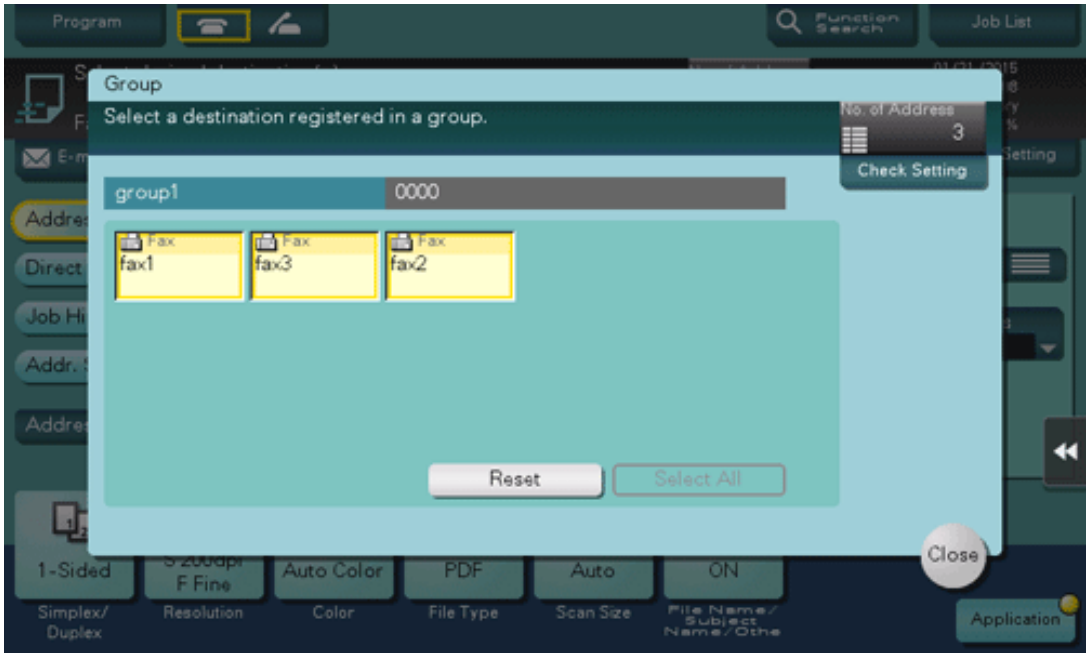
- You can specify whether to prohibit users from specifying more than one destination (for broadcasting) or not (default: [OFF]). For details, refer to Here.
- You can specify whether the registered information for the selected destination is displayed every time the destination is selected from the destinations registered on this machine (default: [OFF]). Using this function helps prevent incorrect transmissions. For details, refer to Here.

Specifying a group destination

When you frequently send data by broadcast transmission, it is convenient to use a group destination that groups multiple destinations.

When a group destination is selected in [Address Book], select the destinations you want send data among the destinations registered in the group. If there is certain destination that you want to delete from sending data among the destinations registered in the group, tap [Select All], then tap the target destination to deselect.

For details on how to register a group, refer to Here.



Searching for destinations

If a large number of destinations are registered, search for a destination by registration name or fax number.

1. Tap [Addr. Search] - [Name Search] or [Address Search].

- When searching for a destination by registration name, tap [Name Search].
- When searching for a destination by fax number, tap [Address Search].

2. Enter the text or number you want to search for, then tap [Search].

3. Select the destination from the search result.

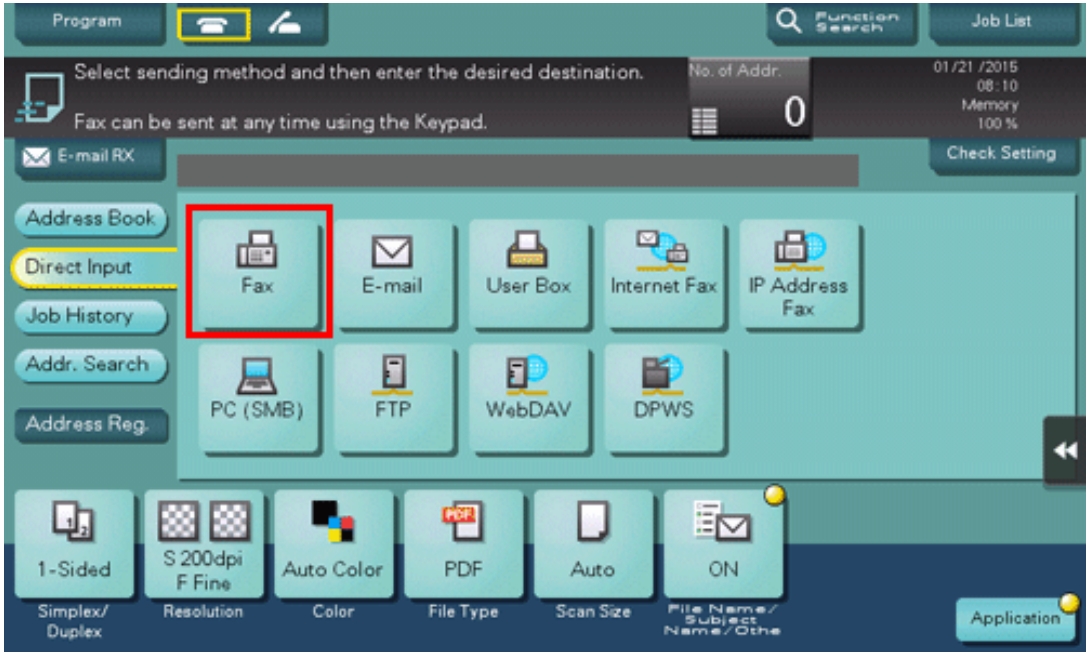
Related setting

- Select whether to distinguish between upper and lower case alphabet characters when searching for a destination (Default: [Differentiate]). You can also select whether to display the check box for switching between case-sensitive and case-indifferent search modes on the search screen (Default: [OFF]). For details, refer to Here.

Direct input

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

For details, refer to Here.



Reference

- If necessary, you can register the destination that you have entered directly into the address book. For details, refer to Here.
- If you tap the voice icon on the screen in the fax/scan mode, this machine reads out the operation procedure when you directly enter a fax number. For details, refer to Here.

Related setting (for the administrator)

- You can select whether to have the user enter a fax number twice for direct entry of a fax number (Default: [OFF]). This is helpful to prevent a fax from being sent to an incorrect destination. For details, refer to Here.
- You can specify whether to allow the user to directly enter a destination (default: [Allow All]). For details, refer to Here.

Selecting from the history

In [Job History], select a destination from the fax transmission history.

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

Tips

- If a registered destination or a User Box is edited or if the Main Power Switch is turned off or on, history information is deleted.

Searching for a fax number from the LDAP server

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

- To use the LDAP server or Active Directory to specify the destination, you must register the server on this machine. The registration procedure is explained using **Web Connection**. For details, refer to Here.

1. Tap [Addr. Search] - [Address Search (LDAP)] or [Adv. Search (LDAP)].

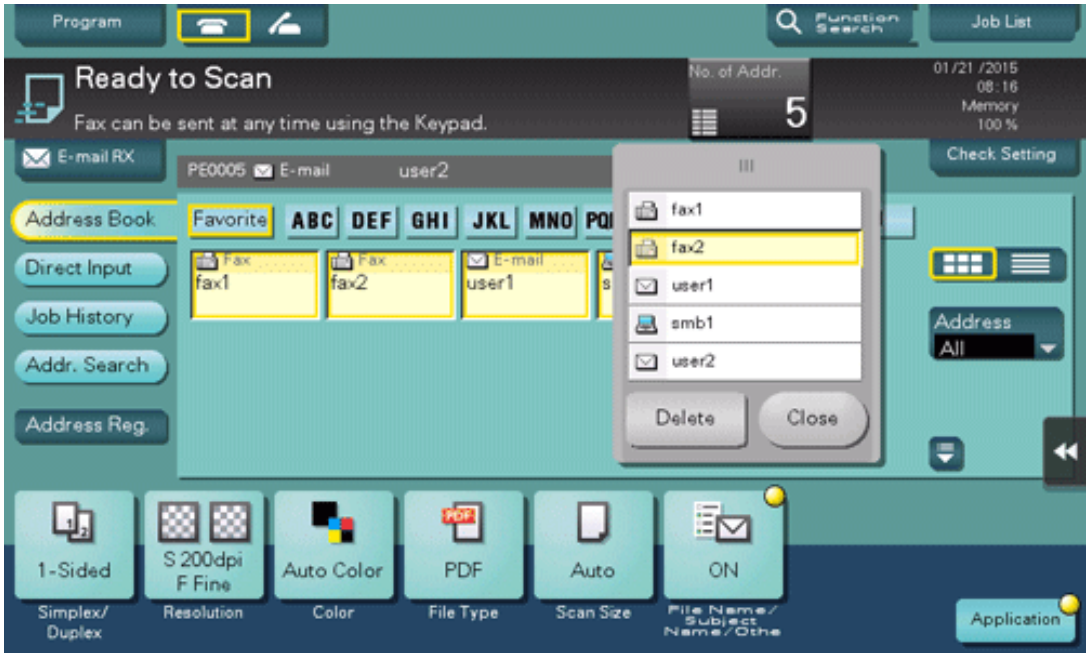
- When searching using a single keyword, tap [Address Search (LDAP)].
- When searching by combining keywords in different categories, tap [Adv. Search (LDAP)].

2. Enter the keyword, then tap [Search].

3. Select the destination from the search result.

Displaying the broadcast destination list

To display the broadcast destination list and check or delete the specified destinations, specify multiple destinations, then tap [No. of Addr.]. The list display location can be moved by dragging the top of the list.

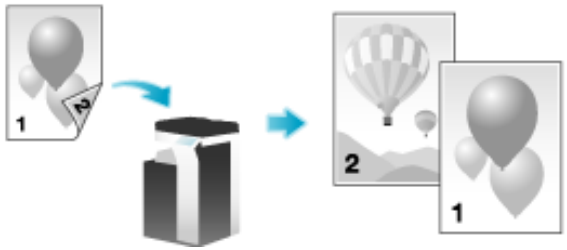


Basic Option Settings

Scanning a double-sided original ([Simplex/Duplex])

Using the **ADF**, you can automatically scan the front and back faces of an original. Also, you can scan only one side of the first page, then scan both sides for the remaining pages.

For details, refer to Here.



Specifying the resolution of an original for scanning ([Resolution])

Select the resolution of the original for scanning.

For details, refer to Here.

Specifying the original size for scanning ([Scan Size])

Select the size of the original to be scanned.

There are various scan sizes, including [Auto] for scanning in the same size as the original size, [Inches], [Metric Sizes], and [Photo Size].

For details, refer to Here.

Scanning the 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

- **bizhub C658/C558/C458**:
  Do not load more than 300 sheets (21-1/4 lb (80 g/m^2)) 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 an original paper jam, damage the originals, and/or cause an **ADF** failure.
- **bizhub C368/C308/C258**:
  Do not load more than 100 sheets (21-1/4 lb (80 g/m^2)) 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 an original paper jam, damage the originals, and/or cause an **ADF** failure.

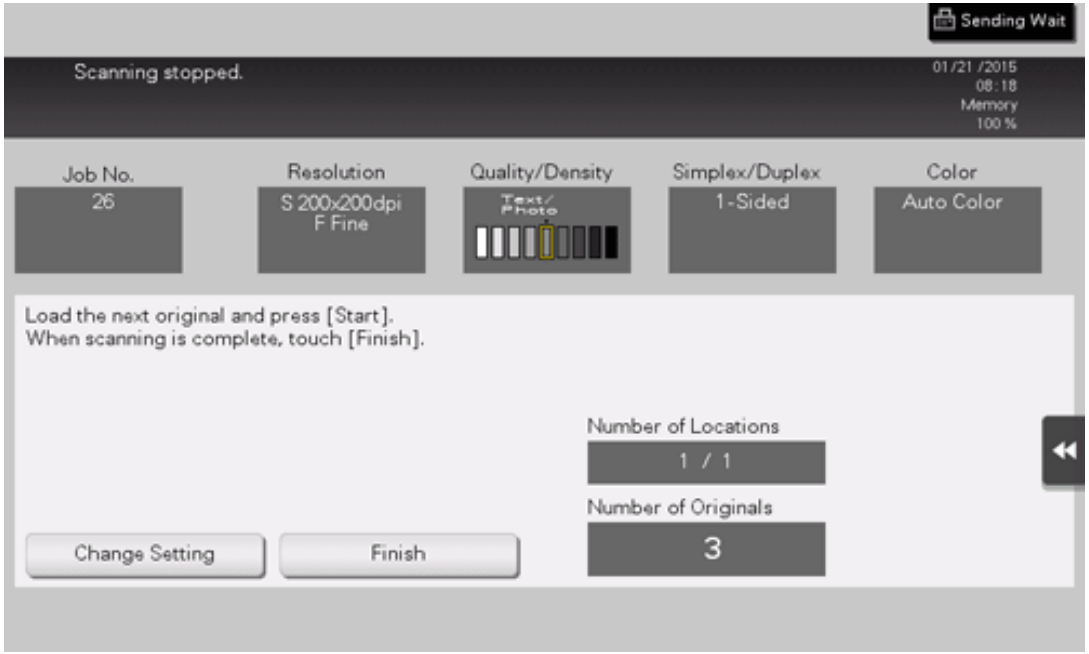
2. Tap [Separate Scan], and set to [ON].

3. Press the **Start** key.

The original is scanned.

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

➔ Tap [Change Setting] to change the option settings according to the new original as necessary.



5. Repeat Step 4 until all originals are scanned.

6. After all originals have been scanned, tap [Finish] and press the **Start** key.

Transmission begins.

Related setting

- Select whether to always scan originals continuously without specifying [Separate Scan] when scanning originals using the **Original Glass** (Default: [No]).
  For details, refer to Here.

Settings to Scan Various Types of Originals (Application Settings)

Scanning originals of different sizes at one time ([Mixed Original])

Even for an original with pages of different sizes, by using the **ADF**, you can scan data while detecting the size of each page.

For details, refer to Here.

NOTICE

- Load all the original pages into the **ADF** so that the tops of the pages are at the back or left side of the machine.

Scanning an original that is thinner than plain paper ([Thin Paper Original])

Reduce the original feed speed of the **ADF** to prevent thin paper from getting caught.

For details, refer to Here.

Scanning a folded original ([Z-Folded Original])

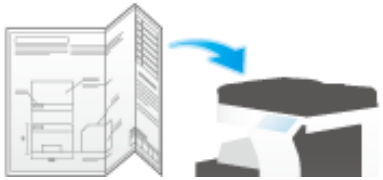
Even the original sizes of folded originals can be detected accurately.

If a folded original is loaded into the **ADF**, its size may not be detected correctly. To scan a folded original through the **ADF**, use [Z-Folded Original].

For details, refer to Here.

NOTICE

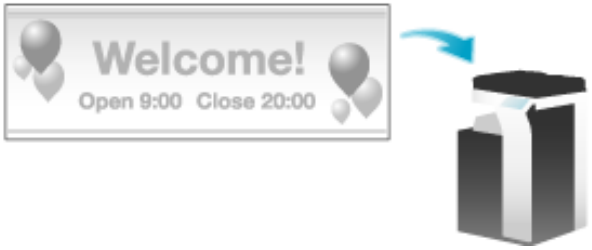
- Unfold folded originals before loading them into the **ADF**. If a folded original is not unfolded before scanning, a paper jam may occur or the size may not be correctly detected.



Scanning a long original ([Long Original])

Load a long original that cannot be placed on the **Original Glass** and that is larger in the feeding direction than the full standard size (11 17 or A3) into the **ADF**. There is no need to enter the original size in advance, **ADF** will detect the size automatically.

For details, refer to Here.



Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to Here.

Specifying the original loading direction ([Original Direction])

When scanning a double-sided original etc., you can specify the direction in which the original is loaded so that the vertical direction is set correctly.

For details, refer to Here.

Specifying the original binding position ([Binding Position])

When scanning a double-sided original, specify the binding position of the original in [Binding Position] to prevent the binding position from being reversed.

For details, refer to Here.

Scanning while removing dust in the slit glass ([Despeckle])

When scanning an original through **ADF**, scanning of original and dust removal from the **Slit Scan Glass** are performed alternately, so that the original is always scanned using clean **Slit Scan Glass**.

It takes longer to finish scanning of originals, compared to the normal operation.

For details, refer to Here.

Splitting the left and right pages of a book and catalog ([Book Original])

You can scan two-page spreads such as books and catalogs separately into the left and right pages, or scan them as one page. If you place a book or catalog on the **Original Glass**, you do not need to close the **ADF** to scan it.

For details, refer to Here.

Adjusting the Image Quality or Density (Application Settings)

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

Select the appropriate type according to the contents of the original in order to scan it with optimal level of image quality.

For details, refer to Here.

Adjusting the density to scan the original ([Density])

Adjust the density (Dark or Light) to scan the original.

For details, refer to Here.

Adjusting the background density of the original ([Bkgd. Removal])

You can adjust the density of the background area for originals with colored backgrounds (newspaper, recycled paper, etc.) or originals that are so thin that text or images on the back would be scanned.

For details, refer to Here.

REPORT
REPORT

Adding a Stamp or Page Number (Application Settings)

Adding the date and time ([Date/Time])

Select the stamping position and representation, and add the date and time the original is scanned.

The date and time can be printed either on all pages or only on the first page.

For details, refer to Here.

Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to Here.

Related setting (for the administrator)

- You can select whether to cancel the settings for [Date/Time] when sending a fax (Default: [Cancel]). For details, refer to Here.

Adding the page number ([Page Number])

Select the stamping position and format, and add page and chapter numbers.

Page and chapter numbers are printed on all pages.

For details, refer to Here.

Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to Here.

Related setting (for the administrator)

- You can select whether to cancel the settings for [Page Number] when sending a fax (Default: [Cancel]). For details, refer to Here.

Adding a stamp ([Stamp])

Text such as "PLEASE REPLY" and "DO NOT COPY" are printed on the first page or all pages. You can select the text to be added from the registered fix stamps and arbitrary registered stamps.

Since text is added without modifying the original, it is convenient to handle important documents on which addition or modification is not permitted.

For details, refer to Here.

Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to Here.

Related setting (for the administrator)

- You can select whether to cancel the settings for [Stamp] when sending a fax (Default: [Cancel]). For details, refer to Here.

Adding the header/footer ([Header/Footer])

Add the date, time and any other desired text in the top and bottom margins (header/footer) of the specified page. You must register the information to be added for the header and footer in advance on this machine.

For details, refer to Here.

Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled. Some models provide **Extension Memory** as standard. For details, refer to Here.

Related setting (for the administrator)

- For details on how to register the information to be added for the header and footer, refer to Here.
- You can select whether to cancel the settings for [Header/Footer] when sending a fax (Default: [Cancel]). For details, refer to Here.

Printing TX Stamp on scanned originals ([TX Stamp])

When scanning originals using the **ADF**, a TX Stamp is printed on a scanned original to certify that the original has been scanned.

For details, refer to Here.

NOTICE

- This function is not available for originals that must be kept clean.

Tips

- To use this function, the optional **Stamp Unit** is required.
- The ink used for stamping is consumables. If the ink becomes faint, contact your service representative.

Other Option Settings (Application Settings)

Scanning after erasing text and shadows in the margins of an original ([Frame Erase])

Erases an area of an identical specified width along the four sides of an original. You can specify the width to be erased for each side.

This is convenient when you want to erase the reception record of the header and footer of a fax, or shadows of punch holes on the original.

For details, refer to Here.

Sharpening the boarder between text etc. ([Sharpness])

Sharpen the edges of the image such as text in the table and graphic, to improve legibility.

Smoothen rough contours of an image or sharpen blurred images.

For details, refer to Here.

Sending and printing at the same time ([Save & Print])

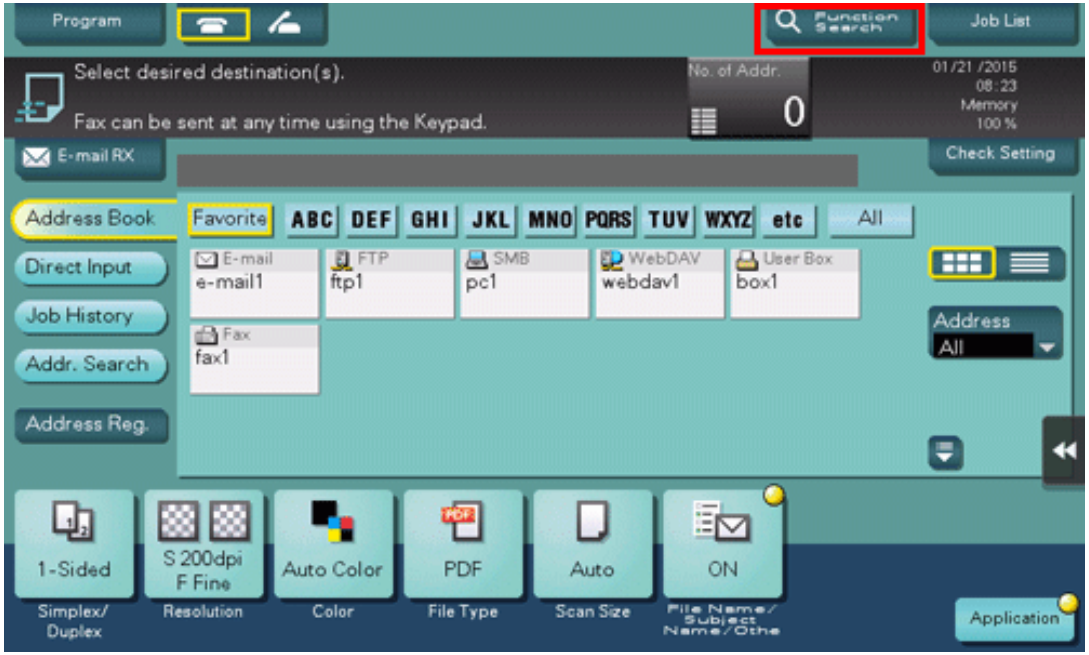
A document is printed as it is transmitted.

For details, refer to Here.

Searching for fax function settings

You can search for fax function settings to go to the target function screen from the search result.

1. Tap [Function Search].



2. Enter the search keyword (using up to 32 characters).

➡ When the keyword is entered, searching begins, and the search result is updated.

3. Select the target item from the search result list.

The display moves to the target function screen.

Tips

- Settings for the copy function or fax/scan function are targeted for searching.

Related setting

- You can specify whether to use the search function (default: [Search On]). For details, refer to Here.