

Preparation Flow

Connecting this machine to a telephone line

Checking the modular cable connection

Specifying the type of telephone line

The dialing method must be correctly specified to ensure communications.

Making connection setting for Private Branch Exchange (PBX) environment

When you use this machine in a PBX environment, register an outside line number.



Setting up an environment to send and receive faxes

Selecting a receiving method

Select Auto RX or Manual RX according to your environment.

Registering the sender information

Register the machine name, your company name (sender name), and the fax number of the machine that are to be printed on all pages of a fax.

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 your environment

Registering frequently used fax numbers

This will save you the trouble of entering a destination each time you send data.

Setting up the usage of an additional line

When multiple lines are used, specify the method to use each line.

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.

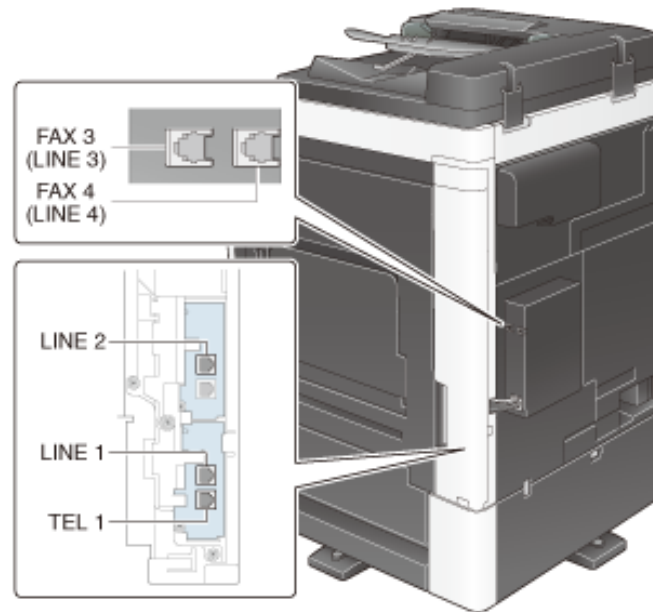


Preparation finished

Operations Required to Use Fax Functions

Checking the modular cable connection

Check that a modular cable is connected between the LINE port and the appropriate telephone line. Use LINE port 1 if only one line is operating.



Tips

- ❑ The illustration shows a unit with optional **Fax Kit FK-514**, **FAX Kit FK-515**, and **Fax Mount Kit MK-742** installed. FAX3 (LINE port 3) and FAX4 (LINE port 4) can be used on North America models because these models support **FAX Kit FK-515** and **Fax Mount Kit MK-742**.
- ❑ If multiple lines are used, modular cables are required according to the number of lines to be used.
- ❑ Use the TEL port for connecting a telephone cord. Even if multiple lines are used, connect a telephone cord to TEL port 1. A telephone cord cannot be connected to the TEL port on the additional line side.

Specifying the type of telephone line

Specify the type (dialing method) of telephone line to which this machine is to be connected. The dialing method must be correctly specified to ensure communications.

For details on how to configure the settings, refer to [Here](#).

Making preparations for using the machine in a Private Branch Exchange (PBX) environment

When you use this machine in a PBX environment, register an outside line number.

For details on how to configure the settings, refer to [Here](#).

Selecting a receiving method

Methods of receiving faxes include the following: This machine receives faxes automatically, and the user receives faxes manually. Set the receiving method to your environment.

- ✖ It is helpful to set this machine to automatically receive faxes if the line is dedicated for faxing. For details, refer to [Here](#).
- ✖ When you are connecting a telephone to this machine and share the line for the telephone and fax, we recommend that you use the following functions depending on how your telephone is used.
 - ▬ If you are using this machine mostly as a phone and if you always prefer to receive faxes manually, it is convenient to have the Manual RX settings configured beforehand. For details, refer to [Here](#).

Registering the sender information

Register the name of this machine and the company name (sender name) as well as the fax number of the machine.

The information you registered is added to faxes to be sent and output to faxes as a sender record when being printed on receiving machines.

For details on how to register, refer to [Here](#).

Setting the date and time for the machine

Set the date and time in this machine to have them printed on sent and received faxes. The date and time you set will be the reference time for the Timer TX that enables communication at a preset time.

For details on how to configure the settings, refer to [Here](#).



Reference

- ❖ If an NTP (Network Time Protocol) is used to set the time, the date and time on this machine can be automatically adjusted. How to configure the setting is explained using **Web Connection**. For details, refer to [Here](#).

Option Settings

Registering frequently used fax numbers

Registering a frequently used fax numbers on this machine will save you the trouble of entering them each time you send a fax.

For details on how to register, refer to [Here](#).

Setting up the usage of an additional line

Configure specific functions for additional lines.

If you configure a specific function for each line, you can use each line for a different purpose.

For details on how to configure the settings, refer to [Here](#).



Related setting (for the administrator)

- ❖ When multiple lines are used, you can specify whether to use a different sender name for each line (default: [OFF]). For details, refer to [Here](#).
For details on how to register sender names, refer to [Here](#).
- ❖ When multiple lines are used, you can select whether to specify a fax receiving operation for each line (default: [OFF]). For details, refer to [Here](#).
The TSI Routing can be configured for each line. For details, refer to [Here](#).
The Fax Forwarding can be configured for each line. For details, refer to [Here](#).
The Memory RX can be configured for each line. For details, refer to [Here](#).
The Closed Network RX function can be configured for each line. For details, refer to [Here](#).
PC-Fax RX can be configured for each line. For details, refer to [Here](#).

Using an LDAP server to specify addresses

When an LDAP server or Active Directory is used for user management purposes, you can search for or specify fax numbers using the server. To use the LDAP server to specify a destination, you must register the server on this machine.

The registration procedure is explained using **Web Connection**. For details, refer to [Here](#).



Reference

❖ For details on how to search using the LDAP server, refer to [Here](#).