About Fax

The fax is a communication function that uses a telephone line to send scanned originals (paper) or to receive data sent from remote machines. This machine has various features for fax operations, including those enabling the user to change scan settings according to the original and to save incoming faxes in a User Box.

The following describes the precautions for using the fax functions.

- This machine can connect to the following telephone lines.

    - Subscribed telephone lines (including facsimile communication networks)
    - PBX (Private Branch Exchange, 2-wire)
- Fax data cannot be sent or received in color.
- You cannot connect a business phone as an external telephone.
- If a digital dedicated line is multiplexed in an enterprise network, fax transmission speed may be restricted, or the Super G3 fax may not be available.
- Communication errors may occur on rare occasions due to the factory default setting. This is because the multiplex device limits the frequency band of the line to the utmost limit based on the assumption that the line is intended for voice communication. Also, these restrictions differ depending on the device that comprise the network. For details, contact your network administrator.
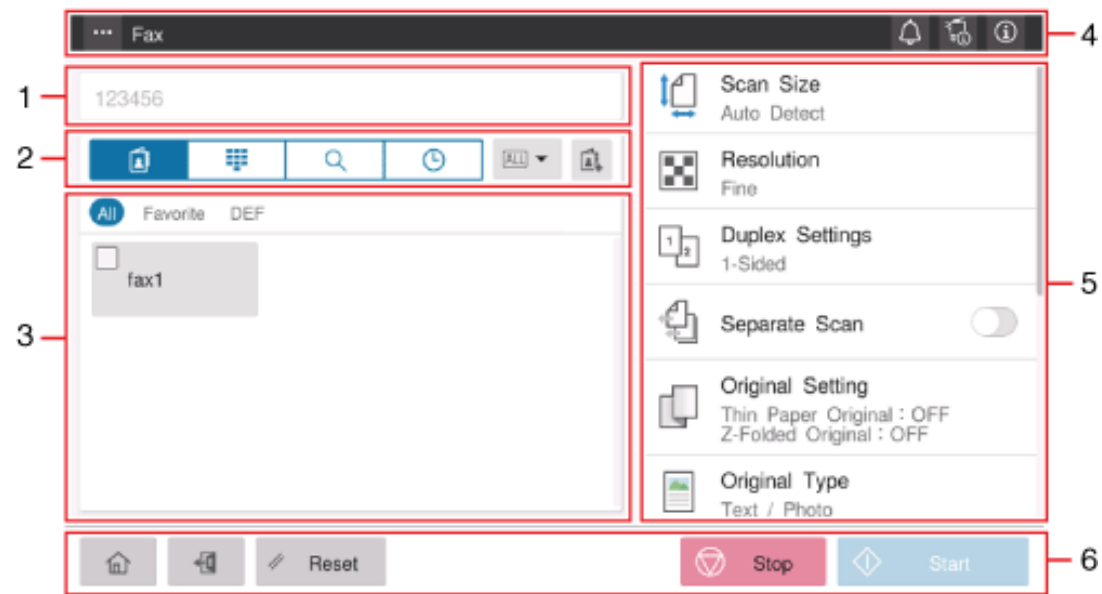
Tips

- To use the Fax function, an option is required. For details on the required option, refer to Here.

Main Screen of Fax

If you tap [Fax] on the home screen, the main screen of Fax is displayed.

No.	Name	Description
1	Destination display area	Displays the specified destinations. If two or more destinations are specified, the number of destinations is indicated by [+N] (N: number). When you tap while the destination is specified, the destination list screen is displayed. You can check, edit, or delete the specified destinations.
2	Display switch tab	Switches the destination specification method. The display of the destination specification area is switched depending on the selected tab. ✦ Destination tab (🖻): Specify the desired one from the list of destinations registered on this machine. ✦ Direct Input tab (⌗): Directly enter the destination. ✦ Search tab (🔍): Search for the destination registered on this machine or the LDAP server. ✦ History tab (🕒): Specify the desired one from the job history list. ✦ Address registration key (🖻): Allow you to register a destination in the address book on this machine.
3	Destination specification area	Specify the destination to suit the selected tab.

4	Menu icon (···)	Allows you to change how to display the list of registered destinations in the destination specification area.
		When [Change Permission for Default Value Setting] (Here) is set to ON, you can change the default option setting for sending to the desired one.
	Notification icon (🔔)	You can check warnings or messages related to the status of this machine.
	Device information icon (📠)	For details, refer to Here.
	Information icon (ⓘ)	
5	Function setting key	Specify transmission options as needed.
6	[Start]	Scans the original, and starts transmission.
	[Stop]	Stops scanning the original.
	[Reset]	Returns the setting to the default.
	Access key (⎗)	Performs login or logout when user authentication or account track is installed on this machine.
	Home key (🏠)	Returns to the home screen.