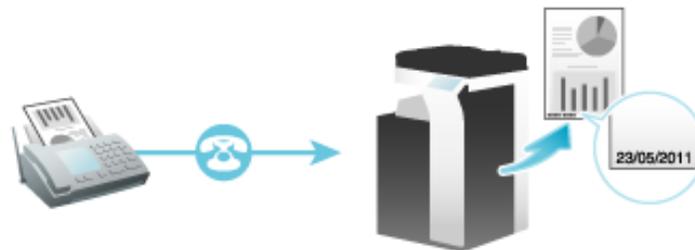# Printing by Adding the Date and Time Received ([Footer Position])

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 as necessary when a document is printed.

Preparation required to use this function (for the administrator)

To enable printing of the reception information, select the location where to print the reception information.

For details on the setting procedure, refer to Here.

Saving/Forwarding a Fax Which Cannot Be Printed (In-memory Proxy Reception)

In-memory proxy reception

When the machine cannot print a received fax due to paper jam or exhaustion of consumables, the received fax is stored in the memory until this machine is ready to print.

If it is not possible to promptly deal with the problem, the saved fax can be forwarded to another destination.

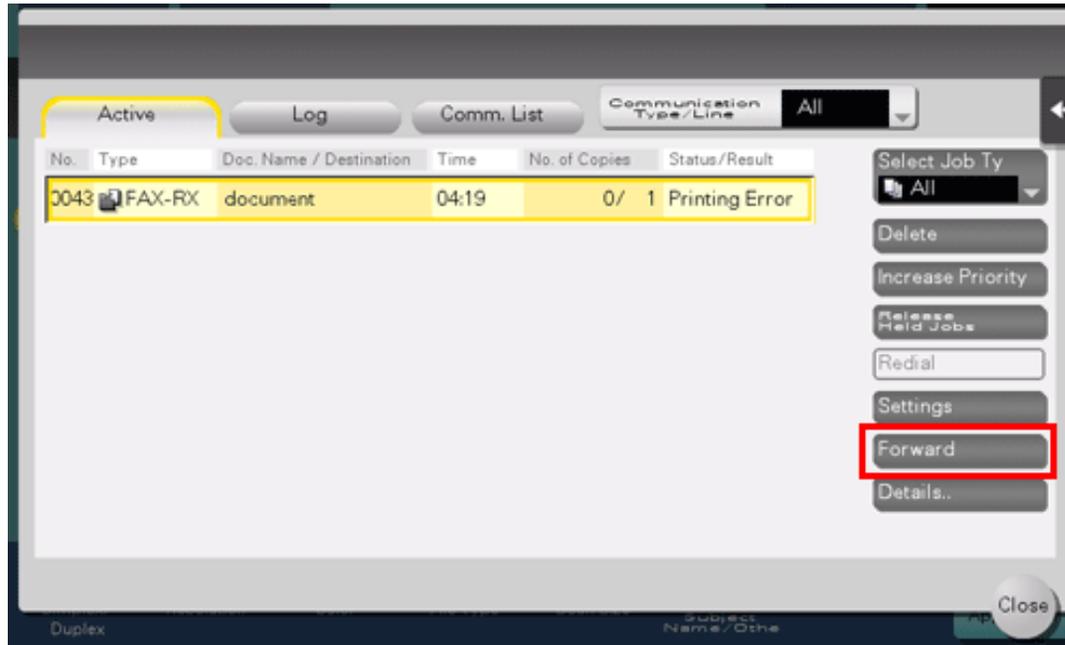In-memory proxy reception functions automatically.

Tips

- Memory proxy reception is disabled when there is no remaining memory space.
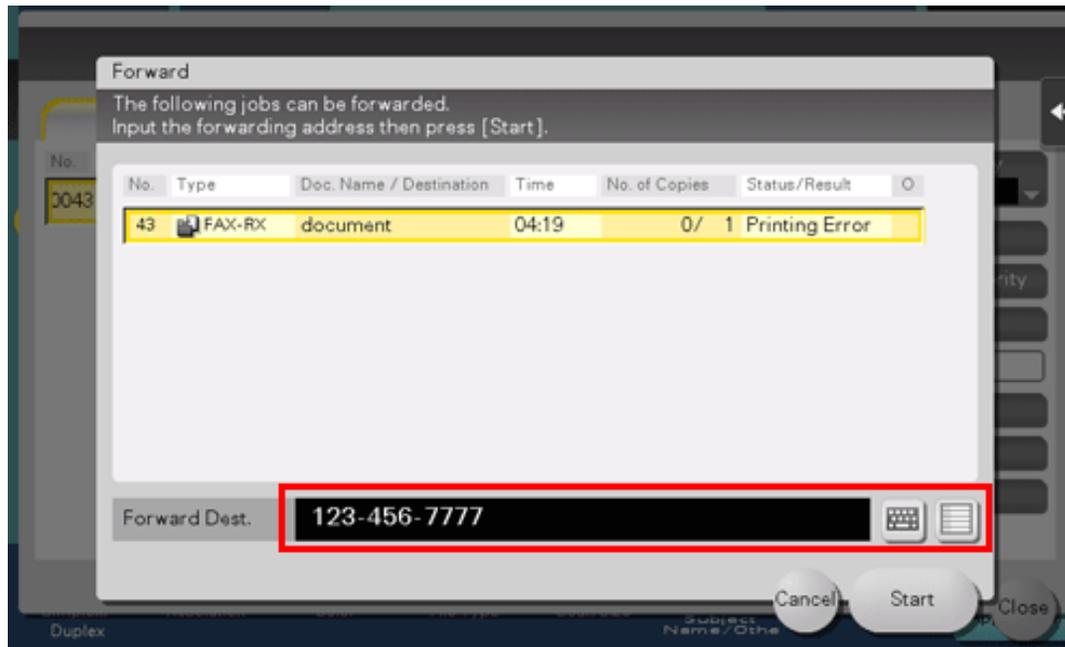- When the troubleshooting is complete for paper jam etc., the machine starts printing a saved fax.

Forwarding fax received and stored in the memory (in-memory proxy reception)

1. **Tap [Job List] on the home screen.**

2. **Select a job received using in-memory proxy reception, and tap [Forward].**

   → Use [Select Job Ty] to narrow down jobs to be displayed in the list.

3. **Select a job to be forwarded, specify the forwarding destination and also tap [OK].**

→ You can either directly enter a forwarding destination by tapping the input area or the keyboard icon, or select one from destinations registered in the machine by selecting the list icon.

Forward

The following jobs can be forwarded.
Input the forwarding address then press [Start].

No.	Type	Doc. Name / Destination	Time	No. of Copies	Status/Result	O
43	FAX-RX	document	04:19	0/ 1	Printing Error	

Forward Dest.   123-456-7777

Cancel   Start   Close

---

4. **Tap [Start].**

   Forwarding starts.

Tips

When a fax saved is forwarded to a non-fax address, the fax is converted into the file format that is specified as the default in the scan/fax mode.

Automatically Sorting Incoming Faxes (TSI Routing)

TSI Routing

TSI (Transmitting Subscriber Identification) Routing is a function that automatically sorts incoming faxes into preset User Boxes or redirects them to shared folders in computers or E-mail addresses based on the fax numbers of the senders. There is no need to sort printed faxes for each recipient and no risk of missing a fax. To use the TSI Routing function, it is necessary to preset User Boxes to which faxes are to be sorted, as well as forwarding destinations. Routing destinations can be registered for up to 256 fax numbers (TSIs).

Tips

- A file is sent to routing destinations in the default file type specified by the transmission method. If an option is installed, you can specify the file type for each routing destination. For details on the required option, refer to [Here](#).
- By default, a received fax is printed without being forwarded if it was not successfully distributed.
- This function cannot be used together with the following functions.
  Memory RX, Forward TX, PC-Fax RX

Preparation required to use this function (for the administrator)

Enabling the TSI Routing function. Also, register fax numbers (TSIs) of senders targeted for forwarding, forwarding destinations, and file type. You can specify the following forwarding destinations.

- Fax
- E-Mail Address
- SMB

- FTP
- WebDAV
- User Box
- Internet Fax
- IP Address Fax
- Group

For details on the setting procedure, refer to [Here](#).

Forwarding Received Faxes to Another Destination (Forward TX)

Forward TX

Forward TX transfers a received fax to a pre-specified destination.

Faxes can be forwarded to personal E-mail addresses or saved in a shared folder in a computer. Received faxes can be converted to files that can be handled by a computer, which saves printing costs.

Tips

- If the forwarding destination is not a fax address, the received fax can be converted in the specified file format to be forwarded to a destination. The file types able to be specified are PDF, XPS, and TIFF.
  To specify other file types, ask your service representative to configure settings. For details, contact your service representative.
- This function cannot be used together with the following functions.
  Memory RX, PC-Fax RX, TSI Routing

Preparation required to use this function (for the administrator)

Enable the Forward TX function. In conjunction with this, register forwarding destinations for received faxes.
To specify a destination, directly enter the fax number, or select the desired number of destinations registered on this machine. When selecting the desired number of destinations registered on this machine, you can specify the following forward destinations.

- Fax
- E-Mail Address
- SMB

- FTP
- WebDAV
- User Box
- Internet Fax
- IP Address Fax
- Group

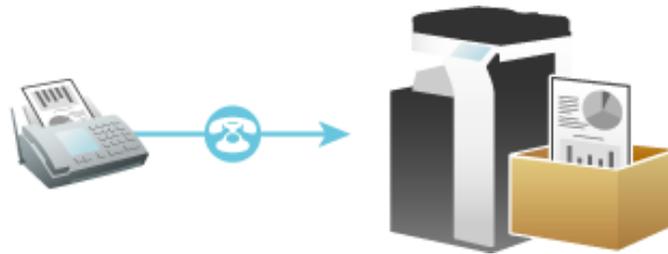For details on the setting procedure, refer to [Here](#).

Forcibly Saving a Received Fax in a User Box (Memory RX)

Memory RX

Memory RX is a function to save a received fax to Memory RX User Box of this machine.

You can check the contents of incoming faxes and print only those you need to print, by which you can reduce the printing cost. This prevents fax data from being stolen or lost after being printed. Because the security is enhanced, you can handle important fax data securely.

If necessary, you can manually forward a required fax. This is convenient for forwarding a fax to a different destination every time depending on the contents of a received fax.

Tips

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

Preparation required to use this function (for the administrator)

Enable the Memory RX function. In addition, specify the password for restricting access to Memory RX User Box.

For details on the setting procedure, refer to Here.

Printing a received fax

To print a fax saved in the Memory RX User Box, browse data in the Memory RX User Box.

For details on the printing procedure, refer to Here.

Forwarding a received fax

To forward a fax saved in the Memory RX User Box, browse data in the Memory RX User Box.

For details on the transmission procedure, refer to [Here](#).

Receiving a Confidential Fax (Confidential RX)

About confidential communication

The confidential communication function is designed for communications with specific people using a Confidential User Box that requires a registered number and a password.

This ensures fax communications are sent with enhanced security.

Reference

- Sending a Confidential Fax (F-Code TX) ([Here](#))

Operations required to use Confidential RX

Register confidential user boxes on this machine. Add the Confidential RX function to a Public, Personal, or Group User Box. Specify a communication password for Confidential RX.

For details on how to register a Confidential User Box, refer to [Here](#).

Printing a received fax

To print a fax received by Confidential RX, browse data in the Confidential User Box.

For details on the printing procedure, refer to [Here](#).

Forwarding a received fax

To forward a fax saved in the Confidential User Box, browse data in the Confidential User Box.

For details on the transmission procedure, refer to [Here](#).

Using This Machine as a Relay Station (Relay RX)

About relay distribution

The Relay Distribution function sends a fax to a relay machine, which distributes the received fax to a pre-registered group of destinations.

This machine supports the Relay RX function. It receives a fax as a relay station and automatically distributes it to multiple programmed destinations.

Reference

:::: Sending after Specifying a Relay Machine (F-Code TX) ([Here](#))

Preparation required to use this function

Register fax destinations and a Relay User Box for saving documents to be relayed. Also specify a relay password.

For details on how to register a relay User Box, refer to [Here](#).
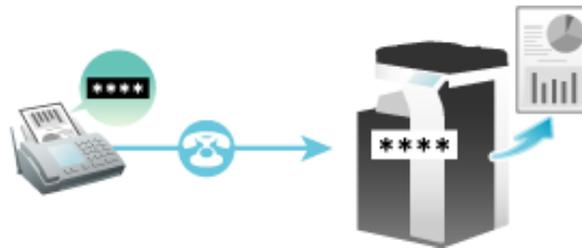
Related setting (for the administrator)

:::: [Function ON/OFF Setting] - [Relay RX] ([Here](#))
:::: [Function ON/OFF Setting] - [Relay Printing] ([Here](#))

Restricting Communication Peers by Password (Closed Network RX)

Closed Network RX

Closed Network RX is a function that restricts fax senders by passwords.

When receiving a fax, the machine checks the password sent from the sender against the password preset for this machine and, if they match, accepts transmission.

Tips

- You can use this function only when the remote machine is one of our models that has Password TX function.

Reference

- Sending a Fax with a Password (Password TX) ([Here](#))

Preparation required to use this function

Enable the Closed Network RX function. Specify the password to restrict the communication.

For details on the setting procedure, refer to [Here](#).

Saving a Received Fax to a Specified User Box (PC-Fax RX)

PC-Fax RX

PC-Fax RX is a function that automatically saves a received fax to the Compulsory Memory RX User Box or the User Box specified in F-Code (SUB Address).

A saved fax job can be read from the User Box and into a computer.

Tips

- This function cannot be used together with the following functions.
  Memory RX, Forward TX, TSI Routing
- Confidential faxes and those faxes for which relaying is requested are saved in the Confidential or Relay User Box.
- When Specified User Box is designated as the receiving User Box destination, faxes with no User Box specified in F-Code are saved in the Memory RX User Box.
- When the Memory RX User Box is specified as the receiving User Box destination, faxes with a User Box specified in F-Code result in a communication failure.

Preparation required to use this function (for the administrator)

Enable PC-Fax RX. In conjunction with this, specify a User Box for saving incoming faxes.

For details on the setting procedure, refer to Here.

Tips

- To perform password check on the Specified User Box designated as the receiving User Box destination, specify a communication password instead of a password for the User Box. The communication password can be used commonly for a number of User Boxes used for PC-FAX RX.

Printing a received fax or importing it to a computer

To print a fax saved in a User Box by PC-Fax RX or import it as data to a computer, browse data in that User Box.

- For details on how to print faxes from the Public, Personal, or Group User Box, refer to Here.
- Using **Web Connection** allows you to download faxes saved in the Public, Personal, or Group User Box to a computer. For details on the download procedure, refer to Here.
- For details on how to print files from the Memory RX User Box, refer to Here.

Stopping the Fax Print during Lunch Breaks and at Night

While this machine is inactive, for example, during breaks or night hours on working days, press the **Power** key to set the Sub Power Switch OFF mode, reducing the power consumption. It is impossible to print faxes received in Sub Power OFF mode. To print them, press the **Power** key to release the Sub Power OFF mode.
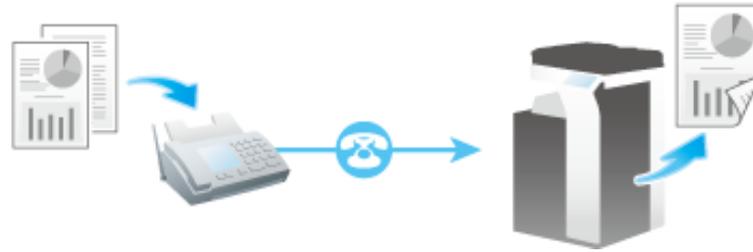

Reference

Switching to Power Save Mode Using the **Power** Key ([Here](#))

Printing a Fax on Both Sides of Paper ([Duplex Print (RX)])

Duplex Print (RX)

A fax that contains multiple pages is printed on both sides of sheets of paper to save the number of sheets.

Preparation required to use this function (for the administrator)

Enable the 2-Sided Print function in [Duplex Print (RX)].
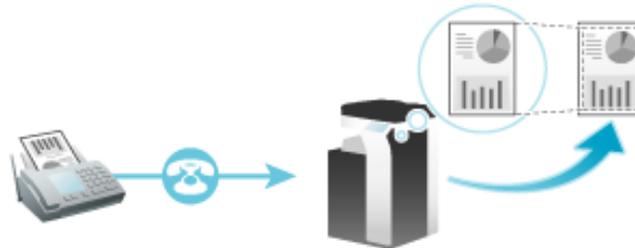
For details on the setting procedure, refer to Here.

Changing the Fax Print Setting (for the Administrator)

Default print settings ([Print Paper Selection]/[Min. Reduction for RX Print])

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

A standard-size fax, such as those received in the Letter/A4 size, is printed on the same standard size paper with slight reduction (default: [96]%).

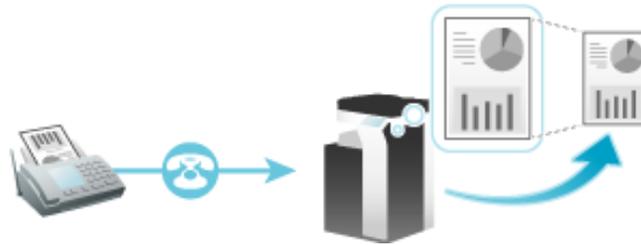For details on the fax print settings, refer to Here.

Tips

- For faxes that are longer in the longitudinal direction than the standard size, the optimal paper size is determined based on the length and width 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.

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 size of the fax is reduced to the size of the print paper.
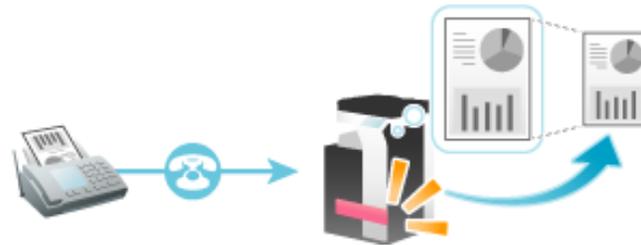
For details on the setting procedure, refer to Here.

Specifying the paper tray for printing ([Paper Tray Settings])

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 paper size of the tray.
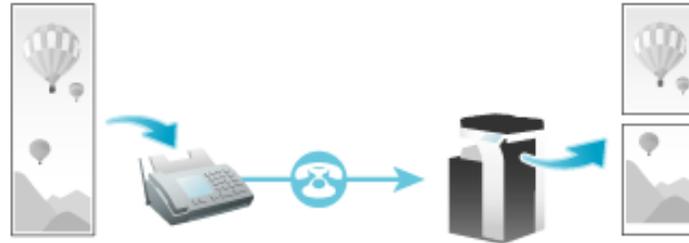
For details on the setting procedure, refer to Here.

Tips

- If the printing tray is fixed in [Paper Tray Settings], the setting for [Print Paper Size] is ignored ([Print Paper Selection] is automatically switched to [Auto Select]).
- If [Min. Reduction for RX Print] is set to [Full Size], [Paper Tray Settings] 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 any area that cannot be fitted to a standard size is printed on the subsequent page.

For details on the setting procedure, refer to Here.

Tips

- If [Min. Reduction for RX Print] is set to [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].