Automatic Send

General transmission using the numeric keys is explained.

Switching to the Send Screen

```
Ready to send.
     2011/05/25  12:30


Text+Photo  200x100dpi
[Orig.Img]  [FAX Res.]
```

1 Press the **FAX** key. Check that the basic send screen is displayed.

NOTE: Depending on the settings, the Address Book screen may appear. In this event, press **Reset** to display the basic screen for sending.

In addition to fax, you can include e-mail transmission and/or folder (SMB/FTP) transmission in a single transmission job (Multi Sending). Press the Send key to select the destinations. For details, refer to *Sending* in the *Operation Guide* for the machine.

Selection of Transmission Method

2 There are two transmission methods - memory transmission and direct transmission. The default is memory transmission.

To select direct transmission, use the following procedure.

   1 Press the **Function Menu** key.

   2 Press the △ or ▽ key to select [FAX Direct TX].

   3 Press the **OK** key.

   4 Press the △ or ▽ key to select [On].

   5 Press the **OK** key.

Setting for Direct transmission	Description
Off	Starts memory transmission. After originals are scanned into memory, the communication starts.
On	Starts direct transmission. Dials the receiving system, and after the communication has started, originals are scanned.

NOTE: In direct transmission, you can designate only one destination for one transmission.

3

Memory Transmission (When originals are placed in the document processor)

After originals placed in the document processor are scanned and stored in the memory, the receiving system is dialed. This method is very convenient because you can have originals returned to you without waiting for sending of the originals to be completed. It is suitable for sending multiple-page sheet originals.

Memory Transmission (When originals are placed on the glass surface)

This method is suitable for sending book originals that cannot be placed in the document processor. After originals placed on the glass surface are scanned and stored in the memory, the receiving system is dialed.

NOTE: When continuous scan is set, you can continue with scanning of a next original after an original on the glass surface has been stored in memory. Every time one page is scanned, you perform an operation to allow continued scanning, and after all the originals have been stored in memory, the receiving system is dialed.

Direct Transmission (When originals are placed in the document processor)

After the telephone line has connected with the receiving system, scanning of the originals placed in the document processor starts. When multiple-page originals are placed, each page is scanned after the previous one is sent.

Direct Transmission (When originals are placed on the glass surface)

This method is suitable for sending book originals that cannot be placed in the document processor. After the telephone line has connected with the receiving system, the originals placed on the glass surface are scanned and sent.

NOTE: When continuous scan is set, you can continue with scanning of a next original after an original on the glass surface has been sent. Every time one page is scanned, you perform an operation to allow continued scanning.

Placing Originals
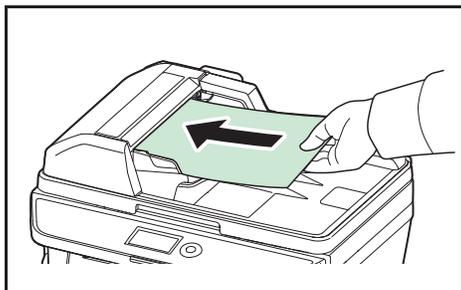
3 Place the originals on the glass surface or in the document processor. Refer to the machine's *Operation Guide* for placing originals.

Dial the Receiving System

```
FAX No. Entry:        OK
█



[ Chain  ] [ Detail ]
```
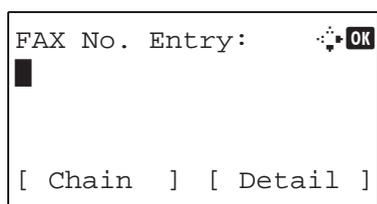
4 Enter the fax number of the receiving system using the numeric keys.

NOTE: When you press the numeric keys to enter numbers, the screen changes to the entry screen for the fax number.

NOTE: Up to 64 digits can be entered as the fax number of the receiving system.

Spaces will be automatically inserted if you use ▷ at the end of the row to advance the cursor before entering more characters.

Use ◁ or ▷ to move the cursor.

To correct the number, press the **Clear** key to delete the digits one by one before reentering the number. To delete all entered digits and return to the default screen, press the **Reset** key.

Address Recall/Pause

Pressing this key adds about three seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number.

```
FAX No. Entry:     ⁘ OK
0123456789█



[ Chain  ] [ Detail ]
```

Make detailed settings for sending as necessary. Press [Detail] (the **Right Select** key) to display the FAX Detail menu. Press the ◁ or ▷ key to select [Sub Address], [Encrypted TX], [TX Start Speed] or [ECM] and change settings, and then press the **OK** key.
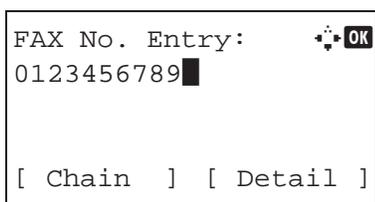
Key	Description
Sub Address	To communicate using the sub address, change this setting. For details, refer to *Sub Address Communication on page 4-25*.
Encrypted TX	To send faxes using encryption, change this setting. For details, refer to *Encryption on page 6-25*.
TX Start Speed	To change the transmission start speed, change this setting. Select the speed from 33,600 bps, 14,400 bps, and 9,600 bps.
ECM	ECM (error correction mode) is a function to automatically resend an image that has not been correctly sent or received due to the effects of noise on the telephone line during transmission. To change the ECM communication setting, change this setting.

On Hook

Press this key to connect to the telephone line.

When the FAX number has been entered, the machine starts dialing to the receiving system.

After pressing this key, you can dial the number of the receiving system using the numeric keys. For details, refer to *Manual Send on page 4-8*.

Dialing methods without using the numeric keys

- Using the Address Book (*Refer to page 3-14.*)
- Using One-touch keys (*Refer to page 3-23.*)
- Manual Redial (recall) (*Refer to page 3-25.*)

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